

Canandaigua Town Board

Meeting Agenda for

November 20, 2023

6:00pm – Onnalinda Room

- Call To Order and Pledge of Allegiance
 - Pledge led by Councilperson Dave Sauter
- Roll Call
 - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications and Correspondence – Attachment 1
 - Numerous email and mail correspondence
- Privilege of the Floor
- Priority Business
- Presentations
 - Sidewalk Envisionment Map and Report, Katie Darcy and Thomas Robinson, Bergmann Associates
- Public Hearings

Continued Public Hearings:

- Public Hearing on a petition to amend the zoning district of 3904, 3907, and 3935 County Road 16 in the of the Town of Canandaigua from Residential Lake District (RLD) to Incentive Zoning (IZ).

There is no resolution pertaining to tonight's public hearing.

New Public Hearings:

- Public Hearing on the adoption of the Sidewalk Envisionment Map and Report and including it as a new appendix to the Town of Canandaigua Comprehensive Plan Update 2021.

Pertains to Resolution 2023 – 279

- Reports of Town Officials and Department Heads – Attachment 2
 - A. Highway / Water Superintendent
 - B. Assessor
 - C. Historian
 - D. Town Clerk
 - E. Planner
 - F. Human Resources & Parks Coordinator
 - G. Town Manager
 - H. Supervisor / Deputy Supervisor
 - 1. Monthly Financial Reports
 - a. Revenue & Expense Report and Cash Summary Report

ZOOM MEETING INFORMATION:

Please register in advance of this meeting using the following link:

https://us02web.zoom.us/meeting/register/tZYqc-GtgTotH92PBu15q7_hCirh9kEvA6VV

After registering, you will receive a confirmation email containing information about joining the meeting.

Please be aware all participants will be muted upon entry to the meeting and will only be able to speak after being acknowledged. Participants should use the "raise hand" feature or the chat box to request to speak. No screen sharing will be permitted. All meetings are recorded. Individuals will be removed from the meeting for inappropriate behavior.

- b. Overtime Report – All Departments
- c. Overtime Report – Highway & Water

➤ Reports of Committees, Boards and Commissions (as needed) - Attachment 3

A. Town Board Committees

- a. Finance – Chairperson Adeline Rudolph / Vice Chairperson David Sauter
- b. Planning & Public Works – Chairperson Terry Fennelly / Chairperson John Casey
Vice Chairperson John Casey
- c. Ordinance – Chairperson John Casey / Vice Chairperson Adeline Rudolph
- d. Economic Development – Chairperson David Sauter / Vice Chairperson Jared Simpson

B. Planning Board - Chairperson Chuck Oyler

C. Zoning Board of Appeals – Chairperson Chip Sahler

D. Environmental Conservation Board – Chairperson Kimberly Burkard

E. Citizens' Implementation Committee

F. Parks & Recreation Committee - Chairperson Mark MacNeil

G. Special Events Committee - Chairperson Oksana Fuller

H. Agriculture Committee - Chairperson Bob DiCarlo

I. Cemetery Committee – Chairperson Karen DeMay

J. Project Teams (quarterly only)

- a. Open Space Project Team – Chairperson Sarah Reynolds
- b. Local History Project Team
- c. Tree Team – Chairperson Dennis Brewer

➤ Privilege of the Floor

➤ Resolutions and Motions

Continued Resolutions:

None

New Resolutions:

FINANCE

- Resolution No. 2023 – 264: Acceptance of the Monthly Financial Reports
- Resolution No. 2023 – 265: Acknowledgement and Authorization of Budget Transfers by Town Manager (Attachment 4)
- RESOLUTION NO. 2023 – 266: AGREEMENT FOR DOG CONTROL SERVICES 2024 (Attachment 5)
- RESOLUTION NO. 2023 – 267: ACKNOWLEDGING THE CANCELLATION OF OUTSTANDING CHECKS FOR TOWN CLERK (Attachment 6)
- RESOLUTION NO. 2023 – 268: AUTHORIZING CANANDAIGUA NATIONAL BANK & TRUST TO ACT AS AGENT FOR THE TOWN OF CANANDAIGUA TO ACCEPT 2024 TOWN AND COUNTY TAX PAYMENTS
- RESOLUTION NO. 2023 – 269: AUTHORIZING BUDGET TRANSFER WITHIN THE HIGHWAY FUND
- RESOLUTION NO. 2023 – 270: AUTHORIZING BUDGET TRANSFERS REGARDING PERSONNEL BENEFITS ACCOUNTS
- RESOLUTION 2023 - 271: UNPAID WATER / SEWER BILLS FOR RELEVY TO 2024 TOWN / COUNTY TAX BILLS

- RESOLUTION NO. 2023 – 272: AUTHORIZING BUDGET TRANSFER WITHIN THE CANANDAIGUA CONSOLIDATED WATER DISTRICT (SW500)

PLANNING / PUBLIC WORKS

- RESOLUTION NO. 2023 – 273: ACCEPTANCE OF RAVI ENGINEERING & LAND SURVEYING PROPOSAL FOR LOCAL STUDY AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT (Attachment 7)
- RESOLUTION NO. 2023 – 274: AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE WATER SERVICES AGREEMENT WITH THE CITY OF CANANDAIGUA THROUGH DECEMBER 31, 2063 (Attachment 8)
- RESOLUTION NO. 2023 – 275: ACCEPTING PROPOSAL FROM MRB GROUP FOR PROFESSIONAL SERVICES FOR FIRE HALL ROOF REPLACEMENT SERVICES AND AUTHORIZATION FOR TOWN HIGHWAY SUPERINTENDENT TO EXECUTE AGREEMENT (Attachment 9)
- RESOLUTION NO. 2023 – 276: ACCEPTANCE OF MILLENNIUM STRATEGIES PROPOSAL FOR PLANNING SERVICES RELATED TO THE PREPARATION OF A TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION FOR NORTH ROAD AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT (Attachment 10)
- RESOLUTION NO. 2023 – 277: ACCEPTANCE OF SIEMENS AGREEMENT OF THE HVAC SERVICE AGREEMENT FOR THE HIGHWAY FACILITY AND AUTHORIZATION OF TOWN MANAGER TO EXECUTE DOCUMENTS (Attachment 11)

ECONOMIC DEVELOPMENT / GENERAL

- RESOLUTION NO. 2023 – 278: ACCEPTANCE OF SOIL EROSION CONTROL SURETIES (Attachment 12)
- RESOLUTION NO. 2023 – 279: ADOPTING THE TOWN OF CANANDAIGUA SIDEWALK ENVISIONMENT MAP & REPORT AS APPENDIX G OF THE TOWN OF CANANDAIGUA COMPREHENSIVE PLAN UPDATE 2021 AND SEQR DETERMINATION OF NON-SIGNIFICANCE (Attachment 13)
- RESOLUTION NO. 2023 - 280 ACCEPTING THE RESIGNATION OF CEMETERY COMMITTEE MEMBER MARY SCHNEITER
- RESOLUTION NO. 2023 – 281 APPOINTING CEMETERY COMMITTEE MEMBER DENNIS BREWER
- RESOLUTION NO. 2023 – 282: ACKNOWLEDGEMENT OF TOWN OF HOPEWELL PLANNING BOARD AS LEAD AGENCY FOR THE AR BUILDING-HOPEWELL APARTMENTS (TM# 85.00-1-80.120) (Attachment 14)
- RESOLUTION NO. 2023 - 283: APPOINTMENT OF MOTOR EQUIPMENT OPERATOR IV
- RESOLUTION NO. 2023 - 284: APPOINTMENT OF PARKS LABORER, PART TIME
- RESOLUTION NO. 2023 - 285: APPOINTMENT OF SEASONAL MOTOR EQUIPMENT OPERATOR
- RESOLUTION NO. 2023-286: ACCEPTING RESIGNATION OF MOTOR EQUIPMENT OPERATOR MEO IV
- RESOLUTION NO. 2023-287: ACCEPTING RESIGNATION OF MOTOR EQUIPMENT OPERATOR LITE
- RESOLUTION NO. 2023 – 288: APPROVAL OF NYSID / INSTREAM PROPOSAL TO CONVERT MICROFILM TO PDF / LASERFICHE AND APPROVAL FOR TOWN CLERK TO SIGN CONTRACT (Attachment 15)

- RESOLUTION NO. 2023 – 289: REPLACEMENT OF SURETY CHECK WITH SURETY BOND (TAX MAP # 70.00-1-10.111- OWNED BY GEMCOLE PROPERTIES) (Attachment 16)
- RESOLUTION NO. 2023 - 290: ESTABLISHING HIRING/SEARCH COMMITTEE FOR TOWN MANAGER POSITION AND DIRECTING TOWN MANAGER AND TOWN SUPERVISOR TO CREATE A PROPOSED TRANSITION PLAN FOR REVIEW AND APPROVAL BY TOWN BOARD AT ITS DECEMBER 2023 MEETING (Attachment 17)

RESOLUTION NO. 2023 – 264: ACCEPTANCE OF THE MONTHLY FINANCIAL REPORTS

WHEREAS, the Town Board is responsible for the general oversight of the Town's operations and finances; and

WHEREAS, the Town Supervisor, as Chief Financial Officer, is responsible for providing financial reports to the Town Board; and

WHEREAS, the Town Supervisor has provided the Town Board with hard copies and electronic copies of this month's 2023 Monthly Revenue/Expense Control Report, the Highway/Water Department Overtime Report and All Department Overtime Report; and

NOW THEREFORE BE IT RESOLVED, the Canandaigua Town Board hereby confirms receipt and acceptance of these items.

Attachment 2

RESOLUTION NO. 2023 – 265: ACKNOWLEDGEMENT AND AUTHORIZATION OF BUDGET TRANSFERS BY TOWN MANAGER

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as "Town Board") has authorized the Town Manager and/or Clerk (Finance) to make interfund transfers in an amount less than \$5,000.00 by Resolution No. 2023-015; and

WHEREAS, the Town Manager and/or Clerk (Finance) have made budget transfers to compensate for expenses that exceeded the budgeted amount; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby acknowledges and authorizes these budget transfers; and

BE IT FINALLY RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Clerk (Finance).

Attachment 4

RESOLUTION NO. 2023 – 266: AGREEMENT FOR DOG CONTROL SERVICES 2024

WHEREAS, the Town of Canandaigua has received an Agreement from the County of Ontario for Dog Control Services for the year 2024 for consideration; and

WHEREAS, the annual cost of the Agreement is \$26,456 and has been allocated in budget line AA100.3510.400 in an amount not to exceed \$30,000.00; and

WHEREAS, the proposed cost is based upon the number of dogs registered in the Town; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the Town Manager to execute the Agreement with Ontario County through the County's "mycontract" website and directs the Town Clerk to secure a fully executed copy of the contract and a current certificate of insurance for the Town's records.

Attachment 5

RESOLUTION NO. 2023 – 267: ACKNOWLEDGING THE CANCELLATION OF OUTSTANDING CHECKS FOR TOWN CLERK

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as "Town Board") is aware that the Laws of New York, Article 2, Section 21, allows for the cancelation of checks which have been outstanding for more than one year from the respective dates thereof; and

WHEREAS, the Town Clerk and Finance Clerk have identified and detailed checks that have been outstanding for more than one year and have processed the cancelation of these items, crediting the total amount to AA100.2701.000 (Refund Prior Year Exp) in the amount of \$499.90; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby acknowledges the cancellation of the detailed outstanding checks and recognizes that any such check may be reissued upon request by the lawful holder within six years of the original date of issuance; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Clerk, Town Manager, and Finance Clerk.

Attachment 6

RESOLUTION NO. 2023 – 268: AUTHORIZING CANANDAIGUA NATIONAL BANK & TRUST TO ACT AS AGENT FOR THE TOWN OF CANANDAIGUA TO ACCEPT 2024 TOWN AND COUNTY TAX PAYMENTS

WHEREAS, as a convenience to the residents of the Town of Canandaigua, Canandaigua National Bank & Trust has agreed to act as an agent for the Town of Canandaigua and collect Town and County tax payments for the year 2024 during the month of January; and

WHEREAS, the Canandaigua National Bank & Trust will accept tax payments (full payment only) starting Tuesday, January 2 through Wednesday, January 31, 2024, and will deposit payments received into the Canandaigua Tax Receiver checking account on the following business day and provide an itemized listing of payments received to the Receiver of Taxes. There is no charge to the Town for this service. The Receiver of Taxes will be responsible for any check that is returned for any reason; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves Canandaigua National Bank & Trust acting as an agent for the Town to accept tax payments Tuesday, January 2 through Wednesday, January 31, 2024.

RESOLUTION NO. 2023 –269: AUTHORIZING BUDGET TRANSFER WITHIN THE HIGHWAY FUND

WHEREAS, the Town of Canandaigua Highway & Water Superintendent and the Finance Clerk II have reviewed the current budget for the Highway Fund DA100 specifically the Highway Administration. Contractual (DA100.5010.400.00000); and

WHEREAS, upon review of the current budget, this expense line has exceeded the budgeted amount due to higher than anticipated training & conference costs and cell stipends, as well as increased costs for office/breakroom supplies; and

WHEREAS, the Town of Canandaigua Highway & Water Superintendent and Finance Clerk II are recommending the following budget transfer:

Decrease:

DA100.5110.400.00000	General Repairs. Contractual	\$5,000
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Increase:

DA100.5010.400.00000	Highway Administration. Contractual	\$5,000
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THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the Highway Fund budget transfer as detailed above and directs the Town Manager and Finance Clerk II to enter this transfer in the 2023 town budget; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Highway & Water Superintendent, Town Manager and Finance Clerk II.

RESOLUTION NO. 2023 – 270: AUTHORIZING BUDGET TRANSFERS REGARDING PERSONNEL BENEFITS ACCOUNTS

WHEREAS, the Town of Canandaigua Human Resources and Payroll Coordinator and the Finance Clerk II have reviewed the current budget for the Town of Canandaigua; and

WHEREAS, the Town of Canandaigua Human Resources and Payroll Coordinator and the Finance Clerk II would like to acknowledge that the calculations used to determine the budget for 2023 were based on employee elections at the time at which the 2023 budget was created in 2022; and

WHEREAS, upon review of the current budget, there have been expense lines identified that are close to or that are currently exceeding the budgeted amount due to changes in staffing and their benefit elections; and

WHEREAS, these staffing changes and election changes include 1 additional employee receiving the medical buy-out stipend, a total of 8 employees joining the HSA program and an additional position filled in the Water department not included in the original 2023 budget; and

WHEREAS, as of November 7, 2023, the General Fund contingency account AA100.1990.400.00000 has an available balance of \$75,935.96; and

WHEREAS, the Human Resources and Payroll Coordinator and Finance Clerk II are recommending the following budget transfers:

Decrease:

AA100.1990.400.00000	General Fund. Contingency	\$15,500
AA100.9060.810.00000	General Fund. Medical Insurance	\$9,000

Increase:

AA100.9010.800.00000	NYS Retirement	\$7,000
AA100.9060.820.00000	General Fund. Medical Buy-Out	\$2,000
AA100.9060.830.00000	General Fund. HSA	\$4,000
DA100.9060.810.00000	Highway Fund. Medical Insurance	\$4,000
DA100.9060.830.00000	Highway Fund. HSA	\$4,500
SW500.9030.800.00000	Water CCWD. Social Security	\$3,000

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the transfer as detailed above and directs the Town Manager and Finance Clerk II to enter this transfer in the 2023 town budget; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Human Resources and Payroll Coordinator, Town Manager and Finance Clerk II.

RESOLUTION 2023 - 271: UNPAID WATER / SEWER BILLS FOR RELEVY TO 2024 TOWN COUNTY TAX BILLS

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as 'Town Board') has been notified by the Canandaigua Water Department and the Canandaigua-Farmington Water and Sewer Department of unpaid water and sewer charges; and

WHEREAS, an Annual Statement has been compiled by the Town Clerk listing all unpaid charges for the 2024 Tax Re-Levy which are broken down in the following special districts:

<u>Special District Name</u>	<u>Total Amount</u>	<u>Town/Incode:</u>
WA241 - ANDREWS & NORTH ROAD WATER	438.72	SW520
WA246 - CDGA-EMERSON-TL RD (CDGA)	272.52	SW530
WA248 - HOPKINS-GRIMBLE	1,784.92	SW540
WD-201- BRISTOL-CDGA WATER (BRISTOL)	5,112.18	SW505
WD241 - CDGA-FARM WATER (CDGA)	32,485.56	SW515
SC-481 – CDGA-FARM SEWER (CDGA)	1,728.00	N/A
WD-247 - CDGA CONS WATER-ETC.	77,793.61	SW500
WO-245 - MCINTYRE ROAD WATER EXT.	481.38	SW525
WO-246 - CDGA-BRISTOL WATER (CDGA)	621.04	SW505
WO-247 - CCWD #36	1,221.97	SW535

WO-249 - WD-EXT 40 NOTT ROAD

281.13

SW550

TOTAL AMOUNT

\$113,613.28

;and

NOW, THEREFORE BE IT RESOLVED, the Town Board hereby directs the Town Clerk to transmit the above detailed Annual Statement to the Ontario County Board of Supervisors which shall levy such sums against the property liable.

RESOLUTION NO. 2023 – 272: AUTHORIZING BUDGET TRANSFER WITHIN THE CANANDAIGUA CONSOLIDATED WATER DISTRICT (SW500)

WHEREAS, the Town of Canandaigua Highway & Water Superintendent and the Finance Clerk II have reviewed the current budget for the Canandaigua Consolidated Water District (SW500), specifically the Water Admin. Meter Reading. Contractual (SW500.8310.420.00000); and

WHEREAS, upon review of the current budget, this expense line is close to exceeding the budgeted amount due to higher than budgeted Beacon cellular endpoint reading services and an increase cost of postage associated with mailing water bills; and

WHEREAS, the Town of Canandaigua Highway & Water Superintendent and Finance Clerk II are recommending the following budget transfer:

Decrease:

SW500.8310.200.00000 Water Admin. Capital Equipment. CCWD \$15,000

Increase:

SW500.8310.420.00000 Water Admin. Meter Reading. Contractual CCWD \$15,000

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the Canandaigua Consolidated Water District budget transfer as detailed above and directs the Town Manager and Finance Clerk II to enter this transfer in the 2023 town budget; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Highway & Water Superintendent, Town Manager and Finance Clerk II.

RESOLUTION NO. 2023 – 273: ACCEPTANCE OF RAVI ENGINEERING & LAND SURVEYING PROPOSAL FOR LOCAL STUDY AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT

WHEREAS the Town of Canandaigua was awarded a grant in the amount of \$ 1,500,000.00 to fund the replacement of a 1930 concrete cross culvert on Seneca Point Road from the Bridge NY grant and

WHEREAS the highway superintendent has received three proposals from Local Design Service Agreement and has reviewed the three proposals and scored each LDSA and

WHEREAS, the Highway Superintendent has also met with the planning and public works committee recommending that Ravi Engineering and Survey be selected as the towns LDSA representative for the Bridge NY grant to administer the requirements set forth. and

WHEREAS the Highway Superintendent is recommending to the Town Board to accept the proposal submitted by Ravi Engineering and Surveying for the LDSA and

NOW THEREFORE BE IT RESOLVED, the Town Board accepts the Ravi Engineering and Survey proposal dated October 13, 2023 and authorizes the Town Manager to execute any and all associated documents and agreements and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Bookkeeper, Town Manager and Highway Superintendent.

Attachment 7

RESOLUTION NO. 2023 – 274: AUTHORIZATION FOR TOWN SUPERVISOR TO EXECUTE WATER SERVICES AGREEMENT WITH THE CITY OF CANANDAIGUA THROUGH DECEMBER 31, 2063

WHEREAS the Town of Canandaigua Town Board (herein after referred to as “Town Board”) having previously discussed a proposed water services agreement with the City of Canandaigua to provide drinking water to the residents of the Town of Canandaigua; and

WHEREAS, the City of Canandaigua is proposing an agreement which would adjust the rates to include capital costs for a term of 25 years with a 15 year extension through December 31, 2063; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua does hereby authorize the Town Supervisor to execute the water sales agreement with the City of Canandaigua; and

BE IT FINALLY RESOLVED, the Town Clerk is to provide a copy of this resolution to the Town Supervisor, and the City Manager of the City of Canandaigua.

Attachment 8

RESOLUTION NO. 2023 – 275: ACCEPTING PROPOSAL FROM MRB GROUP FOR PROFESSIONAL SERVICES FOR FIRE HALL ROOF REPLACEMENT SERVICES AND AUTHORIZATION FOR TOWN HIGHWAY SUPERINTENDENT TO EXECUTE AGREEMENT

WHEREAS the Town of Canandaigua Town Board (herein after referred to as “Town Board”) has been informed by the Town of Canandaigua Highway Superintendent that certain repairs including the replacement of the roof at Fire Station No.2 on Parkside Drive in the Town of Canandaigua is needed; and

WHEREAS, the Planning and Public Works Committee had met on November 3, 2023, to discuss the situation, and explore the need for a new roof; and

WHEREAS, MRB has provided a quote for services in the amount of \$57,000; and

NOW THEREFORE, BE IT RESOLVED, the Town Board hereby accepts the proposal from MRB Group dated November 7, 2023, for services of professional services relating to the fire station No.2 roof replacement at a cost not to exceed \$ 57,000.00 to be paid from budget line **AA100.1440.400** and authorizes the Town Highway Superintendent to execute all documents associated with the proposal; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Finance Clerk II, Highway Superintendent and the Town Manager.

Attachment 9

RESOLUTION NO. 2023 – 276: ACCEPTANCE OF MILLENNIUM STRATEGIES PROPOSAL FOR PLANNING SERVICES RELATED TO THE PREPARATION OF A TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION FOR NORTH ROAD AND AUTHORIZATION FOR TOWN MANAGER TO EXECUTE AGREEMENT

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as “Town Board”) is considering the hiring of a consulting firm to prepare a grant application to the NY State DOT’s Transportation Alternatives Program (TAP) for the design and reconstruction of North Road as a complete street; and

WHEREAS, the Town of Canandaigua Town Board adopted a Complete Streets Policy in 2017 that required incorporation of complete streets design elements during planning for maintenance or construction of all Town roads; and

WHEREAS, the Town of Canandaigua Comprehensive Plan Update 2021 states as a goal, that transportation development in the Town should accommodate active, alternative transportation; identified priority action steps include the investment of time and funding into the design and construction of complete streets in the Town of Canandaigua as well as prioritizing complete streets incorporation into the Site Design Criteria and Zoning Code; and

WHEREAS, multiple planning documents including the Uptown Canandaigua Mixed-Use and Transportation Corridor Feasibility Study and the Sidewalk Envisionment Map & Report identify North Road as a priority location to incorporate enhanced complete streets elements including sidewalks and bike lanes; and

WHEREAS, the Town Manager has received a proposal submitted by Millennium Strategies to prepare a grant application for the design and reconstruction of North Road as a complete street, for the NY DOT Transportation Alternatives Program dated November 6, 2023 with a total budget of \$ 5,000.00; and

NOW THEREFORE BE IT RESOLVED, the Town Board accepts the Millennium Strategies proposal dated November 6, 2023 with a cost not to exceed \$ 5,000.00 and authorizes the Town Supervisor to execute any and all associated documents and agreements and directs the contract to be paid from AA100.1440.400; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Bookkeeper and Town Manager.

Attachment 10

RESOLUTION NO.2023 – 277: ACCEPTANCE OF SIEMENS AGREEMENT OF THE HVAC SERVICE AGREMENT FOR THE HIGHWAY FACILITY AND AUTHORIZATION OF TOWN MANAGER TO EXECUTE DOCUMENTS

WHEREAS the town of Canandaigua has constructed a new highway facility in 2018 with Siemens HVAC controls; and

WHEREAS, after eighteen months into the service of the HVAC equipment the adobe software was no longer supported and left the Siemens controls unable to operate the HVAC; and

WHEREAS Siemens was hired by the town of Canandaigua to install a new software called Design Optico to allow the town highway facility to operate the controls of the HVAC correctly; and

WHEREAS the public works committee met with Siemens representatives to discuss a program to provide preventive maintenance to the HVAC and also place the software in a cloud based internet; and

WHEREAS the public works committee is requesting that the town board approve the agreement with Siemens for a three-year term with a rate of \$13,715.46 for 2024, \$14,475.45 in 2025, and \$15,271.26 in 2026; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua authorizes the Town Highway Superintendent to execute all documents relative to the acceptance of the Siemens agreement for the Highway Facility to be paid from AA100.1620.404; and

BE IT FURTHER RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to the Town Manager, Finance Clerk, Siemens, and the Highway Superintendent.

Attachment 11

RESOLUTION NO. 2023 – 278: ACCEPTANCE OF SOIL EROSION CONTROL SURETIES

WHEREAS, the Town of Canandaigua Planning Board has granted a Site Plan approval for the following properties:

3555 County Road 16, Canandaigua (Tax Map #98.17-1-15.000), owned by Michael Kearney, Sarah Wood & Michele Trutanic; and

3444 Poplar Beach Drive, Canandaigua (Tax Map #98.15-1-15.110), owned by John & Kathleen Hoff; and

4952 Adams Drive, Canandaigua (Tax Map #98.09-1-24.000), owned by Michael & Courtney Baker; and

5105 State Route 21 South, Canandaigua (Tax Map #153.00-1-68.300), owned by Samuel Phillips; and

3318 Fallbrook Park, Canandaigua (Tax Map #98.11-1-9.000), owned by Michael & Ann Wall; and

WHEREAS, the Town of Canandaigua Planning Board has determined that a soil erosion and sediment control sureties are to be provided and accepted by the Town Board prior to the issuance of building permits; and

WHEREAS, the Town Manager has reviewed the proposed estimates and found them to be satisfactory to meet the conditions of approval and the work to be completed; and

WHEREAS, the applicants have provided a check in the amount of:

\$355.30 for the purposes of the soil erosion and sediment control surety submitted by Thomas & Barbara Wood (3555 County Road 16-Check #5839); and

\$6,500.00 for the purposes of the soil erosion and sediment control surety submitted by John & Kathleen Hoff; (3444 Poplar Beach Drive- Check #516); and

\$2,915.40 for the purposes of the soil erosion and sediment control surety submitted by Michael Baker; (4952 Adams Drive- Check #1153); and

\$3,712.00 for the purposes of the soil erosion and sediment control surety submitted by Samuel Phillips; (5105 State Route 21 South- Check #158); and

\$594.00 for the purposes of the soil erosion and sediment control surety submitted by Michael & Ann Wall (3318 Fallbrook Park- Check 5953); and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts a soil erosion and sediment control surety in the in the total amount of \$14,076.70 in the form of the Checks listed above.

Attachment 12

RESOLUTION NO. 2023 – 279: ADOPTING THE TOWN OF CANANDAIGUA SIDEWALK ENVISIONMENT MAP & REPORT AS APPENDIX G OF THE TOWN OF CANANDAIGUA COMPREHENSIVE PLAN UPDATE 2021 AND SEQR DETERMINATION OF NON-SIGNIFICANCE

WHEREAS, the Town of Canandaigua Town Board (hereinafter referred to as “Town Board”) is considering the adoption of the Town of Canandaigua Sidewalk Envisionment Map & Report (hereafter referred to as Sidewalk Map & Report and available for review [here](#)) and simultaneously amending the Town of Canandaigua Comprehensive Plan Update 2021 by adding the Sidewalk Map & Report as Appendix G; and

WHEREAS, the Town Board authorized, via Resolution number 2022-243, the use of Bergmann Associates for professional services to prepare the Sidewalk Map & Report; and

WHEREAS, the Steering Committee, which includes members of the Town Board, the Town Planner, the Director of Ontario County Planning Department, the Planning Board chairperson, and others, has been working on the Sidewalk Map & Report and recommends its approval and adoption by the Town Board; and

WHEREAS, the Town Board held a public hearing on November 20, 2023 regarding the draft Sidewalk Map & Report; and

WHEREAS, the Ontario County Planning Board reviewed the draft Sidewalk Map & Report at their October 11, 2023 meeting and are recommending its adoption; and

WHEREAS, the Planning Board reviewed the draft Sidewalk Map & Report at their September 12, 2023 meeting and were in favor of its adoption; and

WHEREAS, the Town Board has reviewed the Full Environmental Assessment Form (EAF) Part 1; and

WHEREAS, the Town Board determines that said Action is classified as an Unlisted Action under Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board has determined that the proposed action is subject to a single agency review pursuant to Part 617.6(b) (4) of the SEQR Regulations; and

WHEREAS, the Town Board determines that it is the most appropriate agency for making the determination of significance thereon under the SEQR Regulations; and

WHEREAS, the Environmental Conservation Board and Planning Board have no objection to the Canandaigua Town Board assuming Lead Agency Status for this proposed action; and

WHEREAS, the Town Board has given consideration to the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in the Full EAF Part 1; and

WHEREAS, the Town Board has completed Part 2 and Part 3 of the Full EAF; and

WHEREAS, a copy of the short Environmental Assessment Form has been presented to the Town Board for consideration; this information is also available for review on the Town's website and is on file with the Town Clerk's office; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby designates itself as lead agency for the proposed action; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua has reasonably concluded there would not be any substantial adverse impact on the following: land use planning or zoning regulations; intensity of use of the land; character or quality of the existing community; environmental characteristics; existing level of traffic or infrastructure, use of energy; public or private water supplies; public or private wastewater treatment utilities; character or quality of important historic, archaeological, architectural or aesthetic resources; natural resources; potential for erosion, flooding or drainage problems; or creation of a hazard to environmental resources or human health; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua determines upon the information and analysis documented, the proposed action will not result in any significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua does hereby make a Determination of Non-Significance on the proposed action; and

BE IT FURTHER RESOLVED, the Town Manager is hereby directed to sign the Full Environmental Assessment Form Part 3 and file with the Town Clerk as evidence the Town Board has determined the proposed action will not result in any significant adverse environmental impact; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua hereby adopts the Town of Canandaigua Sidewalk Envisionment Map & Report as appendix G to the Town of Canandaigua Comprehensive Plan Update 2021; and

BE IT FURTHER RESOLVED, the Town Board wishes to extend sincere appreciation to the project steering committee members for their work on this project and thanks Bergmann Associates, especially Katie Darcy and Tom Robinson for preparing a quality document for the Town; and

BE IT FINALLY RESOLVED, the Town Board directs the Town Clerk to provide a copy of this resolution to Bergmann Associates, the Town Manager, and the Town Planner.

Attachment 13

RESOLUTION NO. 2023 – 280: ACCEPTING THE RESIGNATION OF CEMETERY COMMITTEE MEMBER MARY SCHNEITER

WHEREAS, Ms. Mary Schneider, Cemetery Committee Member, has tendered her resignation from the Town of Canandaigua Cemetery Committee effective October 14, 2023; and

WHEREAS, Ms. Schneider cannot continue serving on this committee due to a change in work commitments involving extensive travel; and

WHEREAS, Ms. Schneider has graciously offered to continue to share her knowledge and support with the Cemetery Committee as needed; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby accepts the resignation of Ms. Mary Schneider from the Cemetery Committee term ending 12/31/2025.

RESOLUTION NO. 2023 – 281: APPOINTING CEMETERY COMMITTEE MEMBER DENNIS BREWER

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as 'Town Board') is aware that a vacancy exists on the Town of Canandaigua Cemetery Committee; and

WHEREAS, Mr. Dennis Brewer has regularly attended Cemetery Committee meetings as a town resident and is an active volunteer; and

WHEREAS, the Cemetery Committee is recommending appointment of Mr. Brewer to the vacant term ending 12/31/2025; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby appoints Mr. Dennis Brewer to the Town of Canandaigua Cemetery Committee term ending 12/31/2025.

RESOLUTION NO. 2023 – 282: ACKNOWLEDGEMENT OF TOWN OF HOPEWELL PLANNING BOARD AS LEAD AGENCY FOR THE AR BUILDING-HOPEWELL APARTMENTS (TM# 85.00-1-80.120)

WHEREAS, the Town of Canandaigua, as an Interested Agency, has received notification from the Town of Hopewell that their Planning Board wishes to be the lead agency for AR-Building Hopewell Apartment project (a multi-family, market rate project consisting of 25 two-story buildings totaling 199 units); and

WHEREAS, the Town Board of the Town of Canandaigua has reviewed the SEQR documents; and

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby agrees that the Town of Hopewell Planning Board be designated as lead agency for this project; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Town of Hopewell Town Clerk.

Attachment 14

RESOLUTION NO. 2023 – 283: APPOINTMENT OF MOTOR EQUIPMENT OPERATOR IV

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as 'Town Board') understands a vacancy exists in the Highway Department for the Motor Equipment Operator IV position due to a retirement; and

WHEREAS, the Town Manager and Highway Superintendent has determined a need to fill the position in order to continue to provide necessary services to the Town; and

WHEREAS, the Highway Superintendent is recommending the appointment of current Austin Mincer who has worked as a Motor Equipment Operator for the Town since 2014; and

WHEREAS, the Town Manager and the Highway Superintendent are recommending the hiring of Austin Mincer at a rate of \$29.96 which is in accordance with the Town of Canandaigua Highway Employee's Association Agreement; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby approves the appointment of Austin Mincer at an hourly rate of \$29.96 with a start date of November 20, 2023; and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute all documents necessary; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager and the Human and Resource and Payroll Coordinator.

RESOLUTION NO. 2023 – 284: APPOINTMENT OF PARKS LABORER, PART TIME

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as ‘Town Board’) understands a vacancy exists for Parks Laborer, Part-time; and

WHEREAS, the Town Manager and the HR and Parks Coordinator have determined a need to fill the position in order to continue to provide necessary services to the Town; and

WHEREAS, the position was posted on the Town’s website and the Ontario County Civil Service site; and

WHEREAS, the HR and Payroll Coordinator and the Parks Maintenance Assistant received thirteen applications and conducted five interviews; and

WHEREAS, the Town Manager and the HR and Payroll Coordinator are recommending the hiring of Jeremy Kniffin, who currently works as a seasonal parks laborer, at a rate of \$19.00/hour paid from budget line AA100.7110.130; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby approves the hiring of Jeremy Kniffin at an hourly rate of \$19.00/hour with a start date of November 20, 2023; and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute all documents necessary; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager and the Human and Resource and Payroll Coordinator.

RESOLUTION NO. 2023 – 285: APPOINTMENT OF SEASONAL MOTOR EQUIPMENT OPERATOR

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as ‘Town Board’) understands a vacancy exists for the Motor Equipment Operator Position in the Highway Department; and

WHEREAS, the Town Manager and the Highway Superintendent has determined a need to fill a Seasonal Motor Equipment Operator position in order to continue to provide necessary services to the Town as the HR department continues the new hire search for a permanent employee; and

WHEREAS, the Highway Superintendent is recommending the appointment of Tyler Wight, who previously worked as a Motor Equipment for the Town, at a rate of \$28.90 paid from budget line DA100.5142.130; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby approves the appointment of Tyler Wight at an hourly rate of DA100.5142.130 with a start date of November 20, 2023; and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute all documents necessary; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Town Manager and the Human and Resource and Payroll Coordinator.

RESOLUTION NO.2023 – 286: ACCEPTING RESIGNATION OF MOTOR EQUIPMENT OPERATOR MEO IV

WHEREAS Jeff Miller has submitted his resigned from the position of Motor Equipment operator IV effective November 1, 2023; and

WHEREAS, during Jeff's tenure with the Town of Canandaigua of 28 years he has been an outstanding wealth of knowledge to many of the current employees. Jeff was always willing to help the town in any situation that was asked of him. and

BE IT FURTHER RESOLVED, the Town Board approves payment of unused vacation and personal time with their last salaried paycheck; and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute all personnel documents associated with the transition; and

BE IT FINALLY RESOLVED, the Town Board appreciates all of Mr. Miller's hard work throughout their employment and thanks them for their years of service to the Town of Canandaigua and its residents and wishes them well with future endeavors.

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby accepts Jef Miller resignation as Motor Equipment Operator IV and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute all personnel documents associated with the transition; and wishes them well with future endeavors.

RESOLUTION NO. 2023 – 287: ACCEPTING RESIGNATION OF MOTOR EQUIPMENT OPERATOR LITE

WHEREAS John Grzeskowiak has resigned from the position of Motor Equipment effective November 17, 2023; and

WHEREAS, during John's tenure with the Town of Canandaigua they have supported the Highway and Water Department over the last year assisting many of our residents and contributing to many projects; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby accepts John Grzeskowiak resignation as Motor Equipment Operator and

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute all personnel documents associated with the transition; and wishes them well with future endeavors.

RESOLUTION NO. 2023 – 288: APPROVAL OF NYSID / INSTREAM PROPOSAL TO CONVERT MICROFILM TO PDF / LASERFICHE AND APPROVAL FOR TOWN CLERK TO SIGN CONTRACT

WHEREAS, the Town Clerk has received a proposal from NYSID / Instream to convert stored Microfilm to PDF files for downloading into Laserfiche, the Town's official document storage software; and

WHEREAS, the proposed cost to convert 52 House Plan rolls of (16 / 35 MM microfilm) into PDF files is \$24,000.69; and

WHEREAS, monies were budgeted in the 2023 budget for this type of project in Account AA100.1460.400 (Records Management Contractual); and

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves the proposal from NYSID/Instream and authorizes the Town Clerk to sign the contract to begin the conversation process; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Town Manager and Finance Clerk II.

Attachment 15

RESOLUTION NO. 2023 – 289: REPLACEMENT OF SURETY CHECK WITH SURETY BOND (TAX MAP # 70.00-1-10.111- OWNED BY GEMCOLE PROPERTIES)

WHEREAS, the Town of Canandaigua Planning Board previously granted a site plan approval for 2495 Brickyard Road, Canandaigua (Tax Map#70.00-1-10.111, owned by Gemcole Properties; and

WHEREAS, the Town Board of the Town of Canandaigua previously accepted surety check 3320 in the amount of \$4,616.59 for soil erosion and sediment control on September 18, 2023.

WHEREAS, the applicant has now provided Bond #72596058 in the amount of \$4,616.59 to replace previous check payment for the purposes of Soil Erosion and Sediment control surety; and

WHEREAS, the Town engineer (MRB Group) and the Town Attorney have reviewed the proposed Soil Erosion and Sediment Control Bond# 72596058 in the amount of \$4,616.59 to replace former check payment and found it to be satisfactory to meet the conditions of approval; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves and accepts Bond #72596058 valued at \$4,616.59 in place of former check #3320 (from Gemcole properties Inc) for the purposes of Soil Erosion and Sediment Control Surety.

Attachment 16

RESOLUTION 2023 - 290: ESTABLISHING HIRING/SEARCH COMMITTEE FOR TOWN MANAGER POSITION AND DIRECTING TOWN MANAGER AND TOWN SUPERVISOR TO CREATE A PROPOSED TRANSITION PLAN FOR REVIEW AND APPROVAL BY TOWN BOARD AT ITS DECEMBER 2023 MEETING

WHEREAS, the Town Board has been informed by Town Manager Doug Finch that he will be resigning on or about January 8, 2024; and

WHEREAS, the Town Board wishes to ensure a smooth transition; and

WHEREAS, Town Code § 69-6 requires that the Town Board fill any vacancy in the Town Manager position within sixty (60) days; and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby establishes a Search and Hiring Committee to fill the expected vacancy in the Town Manager position; and

BE IT FURTHER RESOLVED, that the members of the Town Board shall serve as the Search and Hiring Committee for the position of Town Manager; and

BE IT FURTHER RESOLVED, that the Town Supervisor shall serve as Chair of the Search and Hiring Committee; and

BE IT FURTHER RESOLVED, that the Town Board will meet as the Search and Hiring Committee on or before December 8, 2023 to determine the best process to search for and fill the expected vacancy in the Town Manager position; and

BE IT FURTHER RESOLVED, that the Search and Hiring Committee will solicit input and comments from the public related to the search and hiring process; and

BE IT FURTHER RESOLVED, that the Town Supervisor and Town Manager Doug Finch are directed to prepare a transition plan for review and approval by the Town Board at its December 18, 2023 meeting; and

BE IT FURTHER RESOLVED, that the Town Clerk is directed to provide a copy of this Resolution to the Town Supervisor and Town Manager Doug Finch.

Attachment 17

Approval of the following Town Board Meeting Minutes:

October 11, 2023 (Special Meeting)
October 16, 2023 (Regular Meeting)
October 23, 2023 (Special Meeting)

- Payment of the Bills
 - Abstract Claim Fund Totals presented by Town Clerk
 - Voucher Summary Report for Town Board signatures
 - (By signing, Town Board members represent they have reviewed the purchases for compliance with the Town's approved policies & approve of the prepared Voucher Summary Report and the attached invoices)

Utility Abstract dated 10/30/2023 totaling \$ 14,008.60

General Fund	\$ 10,308.85
Highway Fund	\$ 355.00
Water Districts	\$ 3,344.75

Town Board Abstract dated 11/20/2023 totaling \$1,296,603.04

General Fund	\$ 428,442.05
Highway Fund	\$ 229,496.30
Capital Projects	\$ 579,927.80
Lighting Districts	\$ 1,535.01
Sewer Districts	\$ 18,210.00
Water Districts	\$ 38,991.88

- Other Business
 - Evaluation of Significance of Changes to Creekview Apartments, Attachment 18
- Privilege of the Floor
- Executive Session, as requested
- Adjournment

ATTACHMENT 1

Communications

Fw: Sandy roberts

Doug Finch <dfinch@townofcanandaigua.org>

Thu 10/12/2023 7:28 AM

To: Terry Fennelly <tfennelly@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>

Cc: Adeline Rudolph <arudolph@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>

FYI

Douglas E. Finch, Town Manager

Town of Canandaigua

5440 Route 5&20W

Canandaigua, NY 14424

Phone: (585)337-4728

Email: dfinch@townofcanandaigua.org

From: Doug Finch <dfinch@townofcanandaigua.org>

Sent: Thursday, October 12, 2023 7:27 AM

To: Adeline Rudolph <arudolph@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>

Subject: Re: Sandy roberts

Adeline

I spoke with Sandy after the meeting, and answered her questions.

She said she will follow up with a specific email with any questions she has so we can properly respond. She was comparing the adjusted budget 23 with encumbrances to the 24 preliminary so the numbers were not matching up to the comparison of 23 vs. 24 adopted.

Douglas E. Finch, Town Manager

Town of Canandaigua

5440 Route 5&20W

Canandaigua, NY 14424

Phone: (585)337-4728

Email: dfinch@townofcanandaigua.org

From: Adeline Rudolph <arudolph@townofcanandaigua.org>

Sent: Wednesday, October 11, 2023 8:33 PM

To: Doug Finch <dfinch@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>

Subject: Sandy roberts

Hello Doug – could you please respond to Sandy roberts comments on the budget tonight at Mondays meeting and via email to her if you have it?

She said

Tax revenues up 17%

Total expenditures without Cdga Cons. And Cap projects up 6.81%

Highway up 395K

FD up 264K

No Capital Project spending.

Those should be answered. Its too bad throughout this process that the public and the TB has been deprived of hearing how the entire budget works together as a whole. That was much appreciated last year.

Budget - Fireworks

Marion <4marion.cassie@gmail.com>

Thu 10/12/2023 8:30 PM

To: Jared Simpson <jsimpson@townofcanandaigua.org>; John Casey <johntcaseyjr@gmail.com>; Adeline Rudolph <adelinerudolph@gmail.com>; Terry Fennelly <tjfphoenix@yahoo.com>; David Sauter <dsauter@townofcanandaigua.org>
Cc: Doug Finch <dfinch@townofcanandaigua.org>

Dear Town Board Members:

Please take approx. 12 minutes to watch and listen to the Canandaigua CITY Planing and Finance committee meeting from October 10, 2023. The portion specific to fireworks starts at minute 1:22 and goes to 1:34. I've put the link below.

<https://reflect-fingerlakestv.cablecast.tv/CablecastPublicSite/show/2513?site=1>

It would appear that the city is going to be researching concerns about the fireworks harming the lake, harming wildlife, and other issues. It also appears that they are considering partnering with the Lake House, the Country Club, and others if they can be satisfied that it will not be harmful to the Lake, etc.

In this year that we are significantly exceeding the NYS Tax Cap, should we really, for the first time, put \$30,000 in the budget just to blow it off into the sky for an hour? Even Doug Finch said he would not have put that in the budget.

All of you ran on a platforms of not only being financially responsible, but also being a good stewards of the lake. Prove it!

Marion Cassie

RE: VA / Canandaigua / Federal Partner Thread

Tucker, Bruce <Bruce.Tucker@va.gov>

Thu 10/12/2023 1:03 PM

To: Zeltmann, Chris (Schumer) <Chris_Zeltmann@schumer.senate.gov>; Stadelmaier, Michael <Michael.Stadelmaier@mail.house.gov>; Kevin L. Olvany <klo@canandaiguanewyork.gov>; Gardner, Brandon C. <Brandon.Gardner@va.gov>; Jared Simpson <jsimpson@townofcanandaigua.org>; Phelps, Jason <Jason.Phelps@mail.house.gov>; Cook, Andrew (Schumer) <Andrew_Cook@schumer.senate.gov>; Ponce, Austin (Gillibrand) <Austin_Ponce@gillibrand.senate.gov>
Cc: Smith, Eric C. <Eric.Smith9@va.gov>; Blum, Tara M (DEC) <tara.blum@dec.ny.gov>; Scannell, Luke W (DEC) <luke.scannell@dec.ny.gov>; Jim Fletcher <jfletcher@townofcanandaigua.org>; Doug Finch <dfinch@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>

I think they were going to work with Eric also with walking it.

From: Zeltmann, Chris (Schumer) <Chris_Zeltmann@schumer.senate.gov>**Sent:** Thursday, October 12, 2023 1:01 PM

To: Stadelmaier, Michael <Michael.Stadelmaier@mail.house.gov>; Kevin L. Olvany <klo@canandaiguanewyork.gov>; Tucker, Bruce <Bruce.Tucker@va.gov>; Gardner, Brandon C. <Brandon.Gardner@va.gov>; jsimpson@townofcanandaigua.org; Phelps, Jason <Jason.Phelps@mail.house.gov>; Cook, Andrew (Schumer) <Andrew_Cook@schumer.senate.gov>; Ponce, Austin (Gillibrand) <Austin_Ponce@gillibrand.senate.gov>
Cc: Smith, Eric C. <Eric.Smith9@va.gov>; Blum, Tara M (DEC) <tara.blum@dec.ny.gov>; Scannell, Luke W (DEC) <luke.scannell@dec.ny.gov>; Jim Fletcher <jfletcher@townofcanandaigua.org>; Town Manager <dfinch@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>
Subject: [EXTERNAL] RE: VA / Canandaigua / Federal Partner Thread

Thanks and agree with Michael. Bruce/Brandon, I know you team said on the call that you would provide the SWPPP plans to Kevin Olvany. Are you on track to get those to Kevin? Thanks
-Chris

Christopher Zeltmann
Regional Director
U.S. Senator Charles E. Schumer
Rochester Finger Lakes Office
100 State Street, Room 3040
Rochester, NY 14614
Mobile: 585-329-1801
Office: 585-263-3113

From: Stadelmaier, Michael <Michael.Stadelmaier@mail.house.gov>**Sent:** Tuesday, October 10, 2023 11:21 AM

To: Kevin L. Olvany <klo@canandaiguanewyork.gov>; bruce.tucker@va.gov; brandon.gardner@va.gov; jsimpson@townofcanandaigua.org; Phelps, Jason <Jason.Phelps@mail.house.gov>; Cook, Andrew (Schumer) <Andrew_Cook@schumer.senate.gov>; Zeltmann, Chris (Schumer) <Chris_Zeltmann@schumer.senate.gov>; Ponce, Austin (Gillibrand) <Austin_Ponce@gillibrand.senate.gov>
Cc: eric.smith9@va.gov; Blum, Tara M (DEC) <tara.blum@dec.ny.gov>; Scannell, Luke W (DEC) <luke.scannell@dec.ny.gov>; Jim Fletcher <jfletcher@townofcanandaigua.org>; Town Manager <dfinch@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>
Subject: RE: VA / Canandaigua / Federal Partner Thread

Good Morning All,

I believe there are a couple questions still and some documents on this issue. Overall, I believe jurisdiction also needed to be finalized.

I'd also like to ask if there are tentative dates that we can have a follow-up meeting in-person to discuss further information.

As for seeing the property, I believe the Township with Supervisor Simpson would be best to connect with the property owners to allow permission.

Thank you,

Michael Stadelmaier | District Director
Office of Congresswoman Claudia Tenney (NY-24)
O: 585-869-2060 | C: 315-901-2232 | tenney.house.gov
Subscribe Today: [Sign up for our weekly e-newsletter.](#)

From: Kevin L. Olvany <klo@canandaiguanewyork.gov>**Sent:** Wednesday, October 4, 2023 4:47 PM

To: Stadelmaier, Michael <Michael.Stadelmaier@mail.house.gov>; bruce.tucker@va.gov; brandon.gardner@va.gov; jsimpson@townofcanandaigua.org; Phelps, Jason <Jason.Phelps@mail.house.gov>; 'Cook, Andrew (Schumer)' <Andrew_Cook@schumer.senate.gov>; Chris Zeltmann <Chris_Zeltmann@schumer.senate.gov>; Ponce, Austin (Gillibrand) <austin_ponce@gillibrand.senate.gov>
Cc: eric.smith9@va.gov; Blum, Tara M (DEC) <tara.blum@dec.ny.gov>; Scannell, Luke W (DEC) <luke.scannell@dec.ny.gov>; Jim Fletcher <jfletcher@townofcanandaigua.org>; Town Manager <dfinch@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>
Subject: RE: VA / Canandaigua / Federal Partner Thread

Hello all:

I wanted to give a quick update on two items:

- stormwater regulatory authority on the VA construction projects
- as requested- a summary of the potential drainage issues coming from the VA property.

I have also added a few more people to this email chain. From the Town I added the Town Manager (Doug Finch), Highway Superintendent (Jim Fletcher) and another Town Councilman (Terry Fenelly) who was at the first meeting. They have important perspectives on the drainage issues being discussed. From the City, I included Jim Sprague who is

the DPW Director since East Street is a City Street. He also attended the first meeting. I have also included two NYS DEC Region 8 representatives: Tara Blum- Regional Water Engineer and Luke Scannell Stormwater Specialist.

I asked Tara and Luke to review who has stormwater related jurisdictional authority over the VA construction project. They did that and have stated that the Town of Canandaigua does not have stormwater regulatory authority over the VA. The NYS-DEC has some level of authority through the SPDES permit process and they are going to check with their EPA colleagues to see if the EPA has the lead role on federal property.

The goal however is to figure out the drainage issues related to the VA and develop solutions. At this point there seems to be four main areas of concern:

- Drainage leaving the VA and going down East Street at the South gate
- Drainage from the VA impacting the McWilliams backyard, house and basement
- Drainage exiting the VA and going down Bushwood Lane
- Drainage exiting the VA and going east and impacting the adjacent farm field and residential homes and business along State Rt. 21.

Getting the SWPPPs for each of the construction projects and the overall stormwater system map of the VA would be very helpful at the local and State DEC level. It would help us better understand each of the four issue areas identified above.

- East Street drainage- the neighbors are still reporting seeing muddy flow coming down East Street from the VA during storm events. It will be helpful to see the SWPPPs and do a field visit to figure out what is supposed to be occurring.
- McWilliams backyard, house and basement- we were able to gain access to the 8 acre property that is immediately south and adjacent to the VA and FLACRA site. Supervisor Simpson and I walked the property with the landowner and confirmed that drainage that is leaving the VA site is not able to get to the McWilliams backyard. The landowner agreed to allow me to bring the McWilliams into their backyard to show them the flow patterns and the natural highpoint that does not allow for this drainage to get into the McWilliams backyard. I have spoken with the McWilliams and will set up a field visit in the very near future. I will also offer them some options to handle the 6 acres of drainage area that is coming to their backyard area (orange area on map).
- Bushwood- The Town had to greatly increase the drainage/road ditch and driveway culverts along Bushwood Lane from the VA entrance/exit out to State Rt. 21 due to substantial flooding issues during several storm events. It would be helpful to know the peak flow rates and the stormwater flow patterns on the campus that are coming to the Bushwood Lane area. Upsizing the ditch and culverts was a substantial effort and cost.
- VA drainage going East- the SWPPPs and stormwater conveyance system map would be very helpful to understand the flow patterns from the VA. The neighbors have experienced flooding during multiple events along this area.

Below is a map showing these areas. The white lines are two foot contours. The orange area is the 6 acre drainage area that is going to the McWilliams. The light blue line is the flow path through the neighbor's property that is adjacent to the VA.

It would be good to set up a site meeting in the near future to better understand these issues.

Sincerely,

Kevin Olvany
Watershed Program Manager
Canandaigua Lake Watershed Council
205 Saltonstall St.
Canandaigua, NY 14424
585 396-3630



From: Stadelmaier, Michael <Michael.Stadelmaier@mail.house.gov>

Sent: Thursday, September 28, 2023 3:10 PM

To: bruce.tucker@va.gov; brandon.gardner@va.gov; jsimpson@townofcanandaigua.org; Kevin L. Olvany <klo@canandaiguanewyork.gov>; Phelps, Jason <Jason.Phelps@mail.house.gov>; 'Cook, Andrew (Schumer)' <Andrew_Cook@schumer.senate.gov>; Chris Zeltmann <Chris_Zeltmann@schumer.senate.gov>; Ponce, Austin (Gillibrand) <austin_ponce@gillibrand.senate.gov>

Subject: VA / Canandaigua / Federal Partner Thread

CAUTION: This email originated from outside of the City of Canandaigua organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

This thread includes those on the call today. Again, thank you all for participating and working together to help our community.

Best,

Michael Stadelmaier | District Director
Office of Congresswoman Claudia Tenney (NY-24)
O: 585-869-2060 | C: 315-901-2232 | tenney.house.gov
Subscribe Today: [Sign up for our weekly e-newsletter](#).

RE: Support

Adeline Rudolph <arudolph@townofcanandaigua.org>

Fri 10/13/2023 3:20 PM

To: Neil Rohrer <nrohrer@nrohrer.com>; Jared Simpson <jsimpson@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>

Thank you. I appreciate that and agree with you!

From: Neil Rohrer <nrohrer@nrohrer.com>

Sent: Sunday, October 8, 2023 5:53 PM

To: Jared Simpson <jsimpson@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>

Subject: Support

I want to provide my full support for the full time town board supervisor.

Neil Rohrer
4749 S. Menteth Drive
Canandaigua, NY 14424

Think of the taxpayers

linda dworaczyk <lindadw10@hotmail.com>

Sun 10/15/2023 6:59 AM

To: Terry Fennelly <tfennelly@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>
Cc: Doug Finch <dfinch@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>

Dear Town Board,

Please remember your campaign promise to be a taxpayer watch dog. Increasing the salary of the supervisor to make Canandaigua have one of the highest paid supervisors seems counter intuitive to that. Republicans stand for low taxes and smaller government - this isn't either.

I am aware that there are already a bunch of people lining up to run for the \$94,000 job if it is implemented - you could be taking us back to a well paid supervisor who doesn't know how to get the job done. We voted for professional management because the town had very bad experiences with good intentions but bad execution. Being elected doesn't come with an instruction manual on how to do the job. Don't put the town at risk. Hire good staff who knows how to get things done.

At this point the web pages are out of date, zoom meetings had not been posted from April until August, there is no new strategy or CIC goals, no newsletter, the list is long. We no longer see the public comments sent to the town as part of the agenda. Where is the transparency? Good intentions only go so far. You need someone who knows town law and how to do the things the town is required to do. Do you honestly think paying the supervisor more will fix these gaps? If he knew how to fix this stuff he would have spent the summer working on it.

Regards, Linda Dworaczyk

Budget proposal concerns

tmickeys19 <tmickeys19@yahoo.com>

Mon 10/16/2023 10:06 AM

To: Jared Simpson <jsimpson@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>

Cc: Kristine Sullivan <ksul626@gmail.com>

Dear Town of Canandaigua board members.

We strongly oppose the idea of a full time, highly paid, town supervisor. We think that all of the town board members including the supervisor should be part time elected officials.

The town board should hire full or part time professionals to aid in running the business of the town as they deem necessary.

The town supervisor should recuse himself and not be eligible to vote on any issues that directly affect him. This includes a vote on the issue of a full time supervisor since he has expressed an interest in holding this position.

Sincerely

Thomas and Kristine Sullivan

4138 County Road 16

Canandaigua, NY

FW: Supervisor Salary Increase - Opposed

Jean Chrisman <Jchrisman@townofcanandaigua.org>

Mon 10/16/2023 10:50 AM

To: Jared Simpson <jsimpson@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>

Cc: Doug Finch <dfinch@townofcanandaigua.org>; Heather Cross <hcross@townofcanandaigua.org>

Good Morning,

The email below was received this morning. I did respond to Tammy thanking her for her email. In the response email I told her that I would be forwarding it on to each of you and also placing it in the Town Board correspondence binder that is at each Town Board meeting.

Jean Chrisman

Town Clerk / Receiver of Taxes

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua NY 14424

Office: 585-394-1120 Ext 2225

Fax: 585-394-9476

From: Tammy <hunterjjumper@gmail.com>

Sent: Monday, October 16, 2023 10:33 AM

To: Jean Chrisman <Jchrisman@townofcanandaigua.org>

Cc: Jared Simpson <jsimpson@townofcanandaigua.org>

Subject: Supervisor Salary Increase - Opposed

We are opposed to the increase in the Supervisor's salary that is in the proposed 2024 budget and as we understand it a switch to a full time position.

The town supervisor is elected to represent all the residents of Canandaigua whether the position is full or part time. Residents can hire or fire the supervisor at the polls depending on how the job is being done, regardless of whether it is a full or part time job. If the supervisor doesn't understand a process well enough to respond to a resident then it is the supervisor's responsibility to rely on his team (board members and professional staff) to understand the process to be able to respond. We have a town manager who is credentialed and qualified in town governance and is efficient at running our town. If the supervisor doesn't have enough knowledge/experience with town governance the supervisor should rely on that professional team, or not run a campaign to become supervisor in the first place.

The supervisor should learn to work with his team and use their strengths for the betterment of the town, not take over their jobs.

NB. The assumption is made that the increase in salary is to support a full time position and that a job description has been written reflecting the full time status and responsibilities and is available to the public (if that isn't the case then shame on the board).

Tammy and Ron Newbold

Re: Graffiti Report

Charlie A <caguanno@hotmail.com>

Mon 10/16/2023 1:46 PM

To: Michael Murphy <mmurphy@townofcanandaigua.org>; Doug Finch <dfinch@townofcanandaigua.org>

Thank you very much for addressing this issue.

Get [Outlook for iOS](#)

From: Michael Murphy <mmurphy@townofcanandaigua.org>

Sent: Monday, October 16, 2023 1:45:06 PM

To: Doug Finch <dfinch@townofcanandaigua.org>; Charlie A <caguanno@hotmail.com>

Subject: RE: Graffiti Report

Good afternoon,

Mr. Aguanno, I had an inspection this morning and found what you were refencing, the graffiti is on NYS DOT property and is the utility box that powers the light for the 332 & Parkside Drive traffic signal. I have reached out to our local DOT office in Rochester, and they stated someone will look into having the issue resolved. If you have any questions or issues please don't contact me and I will happily assist you in any way.

Michael Murphy

Code Enforcement Officer

Town of Canandaigua

5440 Route 5 & 20

Canandaigua, NY 14424

Office: (585)394-1120 x2246

Cell: (585)337-4750

From: Doug Finch <dfinch@townofcanandaigua.org>

Sent: Sunday, October 15, 2023 12:23 PM

To: Charlie A <caguanno@hotmail.com>

Cc: Michael Murphy <mmurphy@townofcanandaigua.org>

Subject: Re: Graffiti Report

Charlie,

Thank you, this might be on private property we will look into this further.

Douglas E. Finch, Town Manager

Town of Canandaigua

5440 Route 5&20W

Canandaigua, NY 14424

Phone: (585)337-4728

Email: dfinch@townofcanandaigua.org

From: Charlie A <caguanno@hotmail.com>
Sent: Thursday, October 12, 2023 11:17 AM
To: Info <info@townofcanandaigua.org>
Subject: Graffiti Report

There has been large graffiti sprayed on a large utility box on the grassy area near Tom Wahl's in Canandaigua Town at Rochester Road/Route 332 at Gateway Center. I first reported this in early August then again in September. The graffiti is still there. I just called the only number on your website to report the graffiti and after several rings a message came on saying there is no voice mail box for that number so I'm trying this email address.

Charles Aguanno
2247 Brickyard Road
Canandaigua, NY 14424
(949) 370-6795

Get [Outlook for iOS](#)

Town Budget 2024

Sharon Nagle <fireflyfarm5910@gmail.com>

Mon 10/16/2023 3:48 PM

To: Adeline Rudolph <arudolph@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>

Hello I was at the Wednesday, October 4, 2023 meeting regarding the town budget for 2024. Of the people who chose to give their opinion that evening, the sentiment was not in favor of a full time supervisor. Email responses in the Attachment for the meeting tonight included 12 supporting a full time position and 8 against a full time position. The way I interpret these combined responses is that the majority is opposed. Also in my opinion the town supervisor should recuse himself from voting as this is a conflict of interest.

Sharon Nagle
5910 Smith Road
Canandaigua NY 14424

Fw: To Clarify

Doug Finch <dfinch@townofcanandaigua.org>

Tue 10/17/2023 8:02 AM

To: cnadler@cnadlerlaw.com <cnadler@cnadlerlaw.com>

Cc: Terry Fennelly <tfennelly@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>; Jean Chrisman <Jchrisman@townofcanandaigua.org>

Mr. Nadler,

Cathy did not include you on this email, so I wanted to be sure you had this information as you prepare your response.

Douglas E. Finch, Town Manager

Town of Canandaigua

5440 Route 5&20W

Canandaigua, NY 14424

Phone: (585)337-4728

Email: dfinch@townofcanandaigua.org

From: Catherine M <cmenikotz@gmail.com>

Sent: Tuesday, October 17, 2023 6:53 AM

To: Jared Simpson <jsimpson@townofcanandaigua.org>; Terry Fennelly <tfennelly@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>; John Casey <jcasey@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>

Cc: Doug Finch <dfinch@townofcanandaigua.org>

Subject: To Clarify

To the Town of Canandaigua Board Members,

I would like to make it clear that I was not saying the Town did not have authority to create the Town Manager position and did not have the right to delegate responsibilities thereto. Clearly they did. The issue as to mandatory referendum is only as to those Town Board resolutions which abolished, transferred or curtailed any power of an elective officer as described in Sacco v. Maruca 175 AD2d 578.

Any change in law resulting from a resolution by the Town Board which "abolishes, transfers or curtails any power of an elective officer" are also subject to mandatory referendum (in addition to being done by a change in local law) and specifically, in any case, where it impinges on the "Town Supervisor's statutory responsibilities, particularly his accounting functions and budgetary responsibilities". I do know that resolutions were passed changing the duties/responsibilities of the Town Supervisor subsequent to the appointment of Town Manager. Those resolutions or local laws, it would appear, are invalid unless subject to local law and mandatory referendum.

It also appears that the Town Board specifically passed resolutions which required the Town Manager to perform the functions of the Budget Officer regardless of whether he is named "Budget Officer" so the issue of whether the Town Manager is appointed Budget Officer by the Supervisor should be moot as he has those responsibilities. Arguably, however, the responsibilities of the Budget Officer cannot be transferred by mere resolution since those responsibilities are defined by statute and are granted to the Town Supervisor by default but I have not researched that issue at this time but it may be something to

be aware of.

As far as reducing the salary of a seated elected official, it appears the salary was reduced with the approval of the 2018 budget in the year after the appointment of the Town Manager (so for the year 2018) to \$20,000 but during the tenure of the prior Supervisor. I guess the question would remain if the salary of the Town Supervisor can be changed without a local law and mandatory referendum during the tenure of the prior appointed Town Supervisor finishing up the term of the elected Supervisor. I do not believe it can be. My understanding is that the Town Supervisor donated his salary back to the Town at least during that first year of the appointment of Town Manager (2017) so that is not at issue. The issue is reducing the salary of the Town Supervisor in 2018.

No response is expected. I just wanted to clarify as my time was up when speaking.

Re: Canandaigua LDC Board Meeting 10/19/23

Robert Taylor <nextphaseplan@gmail.com>

Wed 10/18/2023 12:31 AM

To:Falkenstein, Emma <emma.falkenstein@mrbgroup.com>

Cc:Adeline Rudolph <arudolph@townofcanandaigua.org>;Bob.Palumbo@CanandaiguaNewYork.gov

<Bob.Palumbo@canandaiguanewyork.gov>;Dan Unrath (Dan.Unrath@CanandaiguaNewYork.Gov)

<Dan.Unrath@canandaiguanewyork.gov>;David Sauter <dsauter@townofcanandaigua.org>;Doug Finch

<dfinch@townofcanandaigua.org>;Ellen Polimeni (Ellen.Polimeni@canandaiguanewyork.gov)

<Ellen.Polimeni@canandaiguanewyork.gov>;Enrich Dittmar (Erich.Dittmar@CanandaiguaNewYork.gov)

<Erich.Dittmar@canandaiguanewyork.gov>;Jared Simpson <jsimpson@townofcanandaigua.org>;

John.Goodwin@canandaiguanewyork.gov <John.Goodwin@canandaiguanewyork.gov>;johntcaseyjr@gmail.com

<johntcaseyjr@gmail.com>;Karen White (Karen.White@CanandaiguaNewYork.Gov) <Karen.White@canandaiguanewyork.gov>;

Renee Sutton (Renee.Sutton@CanandaiguaNewYork.Gov) <Renee.Sutton@canandaiguanewyork.gov>;

rfarnsworth123@gmail.com <rfarnsworth123@gmail.com>;Shawna Bonshak <SBonshak@canandaiguanewyork.gov>;Sim

Covington (Sim.Covington@canandaiguanewyork.gov) <Sim.Covington@canandaiguanewyork.gov>;Steve Uebbing

(Steve.Uebbing@CanandaiguaNewYork.gov) <Steve.Uebbing@canandaiguanewyork.gov>;

Thomas.Lyon@CanandaiguaNewYork.gov <Thomas.Lyon@canandaiguanewyork.gov>;tjfpheoenix@yahoo.com

<tjfpheoenix@yahoo.com>;michael@laurentidestrategies.com <michael@laurentidestrategies.com>;andy@thegriffithteam.com

<andy@thegriffithteam.com>

All,

YTD 2023 Financials:

Commitments made by the board but not yet earned and not reflected in YTD financial statements are:

MRB services	\$37,728	\$34772 invoiced of \$72.5K (\$60K, \$7500
DRI, \$5K NY Main St grant)		

Total Unpaid Commitments	\$37,728
--------------------------	----------

Invoices paid last month: None. (one MRB invoice pending payment)

We need to pull back \$10K sent to the Chamber Fund due to "Winter in Cdga" grant now being administered by FLVC. I have requested the \$10K be returned. Request by Chamber to consider allowing them to be compensated for the work they did coordinating the Winter in Canandaigua meetings of ad hoc committee. Need CLDC position on this request.

Budget Approval for 2024

- Proposed budget sent.
- Discussion, amendments?
- Approval

Canandaigua Local Development Corporation

Profit & Loss

January 1 through October 17, 2023

Jan 1 - Oct 17, 23	
▼ Ordinary Income/Expense	
▼ Income	
Direct Public Support	50,000.00
Interest Earned	1,318.55
Total Income	51,318.55
▼ Expense	
▼ Contract Services	
Accounting Fees	4,000.00
Bergmann Engineering Associates	10,070.00
MRB	34,772.41
Total Contract Services	48,842.41
▼ Facilities and Equipment	
Insurance, Directors Officers	702.63
Total Facilities and Equipment	702.63
Total Expense	49,545.04
Net Ordinary Income	1,773.51
Net Income	1,773.51

Canandaigua Local Development Corporation
Balance Sheet
 As of October 17, 2023

	Oct 17, 23
ASSETS	
Current Assets	
Checking/Savings	
CD CNB 4.25% Jan 22 2024 1	25,266.26
CD CNB 4.25% Jan 22 2024 2	25,266.26
CD CNB 4.5% Sept 22 2023 1	25,371.17
CD CNB 4.5% Sept 22 2023 2	25,371.17
CNB Checking	10,338.71
CNB Savings	5,060.22
Total Checking/Savings	116,673.79
Total Current Assets	116,673.79
TOTAL ASSETS	116,673.79
LIABILITIES & EQUITY	
Equity	
Retained Earnings	114,900.28
Net Income	1,773.51
Total Equity	116,673.79
TOTAL LIABILITIES & EQUITY	116,673.79

Call if questions

Regards

Bob Taylor

On Fri, Oct 13, 2023 at 12:53 PM Falkenstein, Emma <emma.falkenstein@mrbgroupp.com> wrote:

Good Afternoon,

The Canandaigua LDC Board will meet next Thursday, October 19th at 8:30 am. The meeting will be held at Canandaigua Town Hall, 5440 Route 5 & 20 West, Canandaigua, NY 14424. The meeting packet is attached. At the top of the agenda is a presentation regarding the future of energy and gas in Canandaigua by Joseph Sayre, Senior Economic Development Specialist at RG&E.

Please let me know if you have any questions.

Thank you,

EMMA FALKENSTEIN

Planning Associate

d: 585.340.3679

m: 301.875.4767



The Culver Road Armory

145 Culver Rd #160, Rochester, New York 14620

t: 585.381.9250

www.mrbgroup.com



Canandaigua Vista Nature Preserve



Town of Canandaigua

Published by Kim Burkard · ? ·

October 20 at 4:01 PM · 🌐

Town of Canandaigua October E-Newsletter

Read it at: <https://mailchi.mp/townofc.../april-2023-town-e-news-3029602>

#newsletter #townofcanandaigua

Edit



Like

Comment

Share

Most relevant



Louise Spalding Ryan
Love walking there! 🍷

Like Reply Hide 4d



Top fan

Linda Dworaczyk
Newsletter looks great! 🍷

Like Reply Hide 2d



Karine Hatch
Very nice Kim. I went through the newsletter. I think the community



Write a comment...



People who shared this



Like



Comment



Share



Onanda Park

4d · 🌐



<https://www.facebook.com/townofcanandaigua/posts/pfbid02zAK4DXfPdkvXiWXk5xbsUDM7YRWwfUvBss6MGuMits4WFc3WoSt4Dm5oT91qviil>

[Show Attachment](#)



2



Like



Comment



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Town of Canandaigua ▶ Canandaigua Chronicles

4d · 🌐



<https://www.facebook.com/townofcanandaigua/posts/pfbid02zAK4DXfPdkvXiWXk5xbsUDM7YRWwfUvBss6MGuMits4WFc3WoSt4Dm5oT91qviil>

[Show Attachment](#)



9



1 2



Like



Comment



Share

All comments ▼



Michael Yarger

Yah! Glad to see the town newsletter back!

Love

Reply

Share

4d



Write a public comment...



Some posts may not appear here because of their privacy settings

Post Insights



Town of Canandaigua October E-Newsletter Read it at:
<https://mailchi.mp/townofcanandaigua.org/april-2023-...>

Published by Kim Burkard · October 20 at 4:01 PM ·

Post Impressions ⓘ

3,458

Post reach ⓘ

3,370

Engagement ⓘ

366

Interactions ⓘ



41



9



0



0



0



0



Reactions

50



Comments

6



Link Clicks

130



Shares

11



Other Clicks

133

Boost post



Create

Campaigns ^

All campaigns

Campaign Manager New

SMS New

Automations ^

Overview

All Journeys

Pre-built Journeys

Audience ^

Audience calculator

All contacts

Signup forms

Tags



Canandaigua October 2023 Town Newsletter

Switch report ▾

1,933 Recipients

Audience: Town of Canandaigua News

Delivered: Fri, Oct 20, 2023 3:53 PM

Subject: October 2023 Canandaigua Town Update & E-Newsletter

Feedback

855 Opened	151 Clicked	1 Bounced	1 Unsubscribed
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Successful deliveries	1,932 99.9%	Clicks per unique opens	17.7%
Total opens	1,392	Total clicks	375
Last opened	10/25/23 7:58AM	Last clicked	10/24/23 3:09PM
Forwarded	0	Abuse reports	0

Newsletter

mary kay manns <marykaymanns9@gmail.com>

Fri 10/20/2023 4:21 PM

To:Kim Burkard <kburkard@townofcanandaigua.org>

Kim so good to have the newsletter back-great job!

Mary Kay Manns

Sent from my iPad

Newsletter

Robert Cownie <bncownie@yahoo.com>

Fri 10/20/2023 5:33 PM

To:Kim Burkard <kburkard@townofcanandaigua.org>

Kim,

Heartfelt thanks for taking on this responsibility! The newsletter is a valued asset and it appears you are more than qualified to further improve this line of communication.

Carry on, good servant!

Begin each new day with a grateful heart,

Bob & Nanette Cownie

Re: Newsletter

John Casey <jcasey@townofcanandaigua.org>

Fri 10/20/2023 8:59 PM

To: Terry Fennelly <tfennelly@townofcanandaigua.org>

Cc: Kim Burkard <kburkard@townofcanandaigua.org>; Doug Finch <dfinch@townofcanandaigua.org>; Jared Simpson <jsimpson@townofcanandaigua.org>; Adeline Rudolph <arudolph@townofcanandaigua.org>; David Sauter <dsauter@townofcanandaigua.org>

I agree!

Sent from my iPhone

On Oct 20, 2023, at 8:47 PM, Terry Fennelly <tfennelly@townofcanandaigua.org> wrote:

Kim -

We were at the Casa de Pasta tonight for dinner and saw a friend, John Parkhurst (Chief Operating Officer of RBTL) who asked that I pass along his appreciation in seeing the Town Newsletter coming back to life. He said that it was well organized and most appreciated. Just wanted to let you know.

Terry

Get [Outlook for iOS](#)

Newsletter

Jodi Kaufman <randjk@frontiernet.net>

Sat 10/21/2023 9:53 AM

To:Kim Burkard <kburkard@townofcanandaigua.org>

Dear Kimberly, thanks for this beautiful letter and welcome to the Town. I have applied several times to be on the Environmental committee over the past 20 years and have been rejected in spite of all I hear about there are not enough volunteers. I created a Green Team in my Canandaigua Rotary Club working on solar and landfill reduction. I'd love to meet with you to see how we could partner in these causes.

Best regards,

Jodi Kaufman

5140 Sage Terrace

396-0486

Sent from my iPad

Newsletter - Environmental Conservation Board

Mark Deutschlander <deutschmarkphd@yahoo.com>

Sat 10/21/2023 3:34 PM

To: Kim Burkard <kburkard@townofcanandaigua.org>

Hello Kimberly,

Your most recent newsletter for the town looks great! Nice job.

I am writing to ask a clarifying question.

The link you sent for information about board and committee vacancies is dated March 2023

- [http://www.townofcanandaigua.org/documents/files/Press%20Release%20DPB%20DECB%20DZBA%202023%20\(002\).pdf](http://www.townofcanandaigua.org/documents/files/Press%20Release%20DPB%20DECB%20DZBA%202023%20(002).pdf).

I am interested in learning more about the Environmental Conservation Board positions. The link says to reach out to Shawna Bonshak, Town Planner at sbonshak@townofcanandaigua.org. But I thought Mrs. Bonshak left the town this year to work for the city. Is she still the correct contact about this board? If not, who should I contact?

Thank you for considering this request.

Sincerely,

Mark Deutschlander
5234 Overlook Lane
Canandaigua, NY 14424

Newsletter

David Sauter <dsauter@townofcanandaigua.org>

Sun 10/22/2023 3:48 PM

To:Kim Burkard <kburkard@townofcanandaigua.org>

Outstanding job on the newsletter.

I have been out campaigning and have nothing but complements.

Thank you

Dave

David Sauter

Dsauter@townofcanandaigua.org

585-704-7233

Re: Assessment Question

Fitch, Matthew <FitchM@canandaiguaschools.org>

Tue 11/14/2023 6:54 AM

To: Jared Simpson <jsimpson@townofcanandaigua.org>

Cc: Farr, Jamie <FarrJ@canandaiguaschools.org>

Hi Jared,

I have very limited information on the properties that had a \$0 assessment. My only conversation was with Robin Johnson at the county when she was there. My understanding from that conversation was that Robin was going to the Town to have the Town notify the property owners that they had a \$0 tax this year and would be essentially double taxed next year. Beyond that, I don't have any information on these. This did not reduce the amount of taxes collected this year.

On a separate note, I am sure you are aware of the tax corrections due to assessor clerical errors that we received from the Town. Unfortunately those do reduce our tax collection because these were all corrected after the assessment roles were final. This reduced our tax collection by a little over \$50,000.

Thanks,
Matt

Matthew Fitch
Assistant Superintendent for Business
Canandaigua City School District

On Nov 13, 2023, at 4:18 PM, Jared Simpson <jsimpson@townofcanandaigua.org> wrote:

CAUTION: This email originated from outside of the Canandaigua School District email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Gentlemen,

I know there are several properties in the Town of Canandaigua that were assessed at \$0 for some reason. Gary Baxter explained a little to me about how that was going to work, but I was hoping to get a little more clarity from you.

- Is there any negative financial impact on the school for this oversight?
- Have all residents been notified? Especially those with an escrow account?
- Will residents be expected to pay both years in their 2024 school tax bill?

Let me know if there is anything else I am missing that might be helpful for me to know.

Thanks,
Jared

Jared Simpson, Supervisor
Town of Canandaigua

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Finger Lakes Watershed Hub
Division of Water, Bureau of Water Resource Management
5786 Widewaters Parkway, Syracuse, NY 13214-1867
P: (315) 426-7507 | F: (315) 426-7459
www.dec.ny.gov

November 8, 2023

Mr. Douglas Finch
Town of Canandaigua
5440 NYS RT 5&20W
Canandaigua, NY 14424

Re: DEC01-DOWFLW-2023-00022

Dear Applicant,

This letter serves as pre-notification of a pending grant award in the amount of \$50,000.00 for the project titled, *Hydroseeder purchase for Canandaigua Lake watershed road ditch stabilization and watershed resiliency projects*, submitted under the Finger Lakes Watershed Grants Program Round 1 grant opportunity. We will contact you soon to begin the process of preparing a State Assistance Contract, under which your organization will receive funding from this grant award.

This award is conditioned upon approval of the procurement record by the Bureau of Contract and Grant Development. After the procurement is approved, the state will formally announce the grant awards. We ask that you not issue any press release or announcement of the grant until the formal announcement is made, or until you have received the official Award Letter, estimated to be sometime in December 2023.

We look forward to working with you to ensure that your proposed project is successful. Should you have any questions, please do not hesitate to contact me via email at aimee.clinkhammer@dec.ny.gov or by phone at (315) 426-7507. Thank you for your continued partnership and commitment to conserving and restoring the Finger Lakes Watershed.

Sincerely,



Aimee Clinkhammer
Environmental Program Specialist | Watershed Coordinator
Finger Lakes Watershed Hub

Arthur & Mary Ann Benham

10/16/2023

5194 Laura Lane

Canandaigua NY

585-313-6692 artbenham@gmail.com

Re: Canandaigua Town Board

Dear Members,

I am writing to respectfully request that the Town Supervisor's position be transitioned from a part-time role to a full-time role for our Town. This recommendation is based on a careful consideration of the current responsibilities and the need for increased accountability and transparency in our community governance.

The Town Supervisor's role is pivotal in ensuring the effective management and leadership of our town. Currently, the Town Manager, who is appointed rather than elected, holds a significant portion of the responsibilities without being directly accountable to the public through elections. This situation can lead to a lack of transparency and public oversight, which is fundamental to the democratic principles on which our town operates.

There are several key reasons to make the Town Supervisor's position full-time:

1. **Enhanced Accountability:** Electing a full-time Town Supervisor will hold them directly accountable to the constituents, allowing residents to voice concerns, ask questions, and have a say in the town's direction.
2. **Dedicated Leadership:** A full-time position will enable the Town Supervisor to devote more time to critical matters such as economic development, community services, and infrastructure improvements, resulting in better governance.
3. **Community Engagement:** A full-time Town Supervisor can engage more deeply with the community, actively participate in public meetings, and ensure that the interests of the residents are adequately represented.
4. **Consistency and Continuity:** A full-time Town Supervisor will provide stability and continuity in the town's leadership, facilitating long-term planning and the execution of essential projects.
5. **Improved Decision-Making:** Having a full-time supervisor allows for a more comprehensive understanding of complex issues, which is necessary for making well-informed decisions that benefit the town.
6. **Effective Advocacy:** A full-time Supervisor can advocate more effectively for our town's interests at the county and state levels, ensuring we receive the support and resources we need.

I understand that budgetary concerns may arise with this transition. However, the benefits of a full-time Town Supervisor position in terms of improved governance and accountability far outweigh the additional costs. These costs can be carefully evaluated and balanced against the advantages to ensure fiscal responsibility.

I kindly request that the Town Board consider this recommendation seriously and make this transition to a full-time Town Supervisor position. By doing so, we can work together to strengthen our local government and ensure that the interests and voices of our community members are better represented and protected.

Thank you for your time and attention to this important matter.

Sincerely,

Art and Mary Ann Benham

ATTACHMENT 2

Reports of Officials & Department Heads

Town of Canandaigua

5440 Routes 5 & 20 West Canandaigua, NY 14424
(585) 394-1120 / Fax (585) 394-9476
www.townofcanandaigua.org

MEMO

To: Canandaigua Town Board Date: November 7, 2023
From: Jessica Mull, Finance Clerk II
Re: October 2023 Revenue/Expense Control Report

BALANCE SHEET

Bank statements have been reconciled through October 31, 2023.

REVENUES

Receipts recorded for October total \$1,771,126.08 and include the following:

- 3rd Quarter Sales Tax - \$1,682,176.34
- Town Clerk - \$33,104.30 and Parks \$9,000.00
- Sureties - \$1,300.00
- FEMA – COVID 19 funding – 6,307.49
- Justice Fees - \$15,133.00
- Development Office - \$17,066.20 applied against accounts receivable
- Refunds and/or Reimbursements - \$4,357.49
- Metal Recycling - \$2,681.26

EXPENDITURES

We expect the available balance in each fund to be about 16.70% at the end of October.

- General Fund (AA100) – Expenditures to date are \$6,619,803.75 against a budget of \$7,350,367.41 which leaves 9.94% available.
- Highway Fund (DA100) – Expenditures to date are \$3,371,172.23 against a budget of \$4,924,700.42 which leaves 31.55% available.
- Water Fund (SW500) – Expenditures to date are \$1,288,020.71 against a budget of \$2,000,650.50 which leaves 35.62% available.



Town of Canandaigua , NY

Budget Report-JM

Account Summary

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: AA100 - GENERAL FUND							
Revenue							
AA100.1001.00000	REAL PROPERTY TAXES	575,000.00	575,000.00	0.00	575,000.00	0.00	0.00 %
AA100.1030.00000	SPECIAL ASSESSMENT/PILOT	25,808.00	25,808.00	0.00	24,225.38	-1,582.62	6.13 %
AA100.1090.00000	PENALTY ON TAXES	11,000.00	11,000.00	0.00	19,765.15	8,765.15	179.68 %
AA100.1120.00000	NON PROPERTY SALES TAX	2,775,000.00	2,775,000.00	592,968.92	2,097,114.73	-677,885.27	24.43 %
AA100.1170.00000	CABLE TV FRANCHISE FEES	85,000.00	85,000.00	0.00	93,753.58	8,753.58	110.30 %
AA100.1255.00000	TOWN CLERK FEES	3,000.00	3,000.00	558.09	2,874.05	-125.95	4.20 %
AA100.1603.00000	VITAL STATISTICS FEE	4,070.00	4,070.00	330.00	3,900.00	-170.00	4.18 %
AA100.2001.00000	PARK & RECREATION FEES	140,000.00	140,000.00	6,491.95	105,684.45	-34,315.55	24.51 %
AA100.2001.10000	PARK & REC FEES.FBC	40,000.00	40,000.00	0.00	0.00	-40,000.00	100.00 %
AA100.2110.00000	ZONING FEES	45,000.00	45,000.00	8,250.00	33,409.67	-11,590.33	25.76 %
AA100.2120.00000	SOIL EROSION CONTROL	6,000.00	6,000.00	1,200.00	4,500.00	-1,500.00	25.00 %
AA100.2148.00000	RETURNED CHECK FEE	40.00	40.00	0.00	240.00	200.00	600.00 %
AA100.2192.00000	CEMETERY SERVICES	350.00	350.00	0.00	500.00	150.00	142.86 %
AA100.2302.00000	SERVICES/OTHER GOVERNMENTS	25,000.00	25,000.00	1,000.00	28,000.00	3,000.00	112.00 %
AA100.2401.00000	INTEREST & EARNINGS	3,500.00	3,500.00	2,804.94	173,675.34	170,175.34	4,962.15 %
AA100.2410.00000	RENTAL OF REAL PROPERTY	16,360.00	16,360.00	900.00	15,330.00	-1,030.00	6.30 %
AA100.2544.00000	DOG LICENSES	30,000.00	30,000.00	2,104.00	19,540.00	-10,460.00	34.87 %
AA100.2590.00000	SITE DEVELOPMENT FEES	75,000.00	75,000.00	7,885.70	70,066.40	-4,933.60	6.58 %
AA100.2591.00000	TRANSFER STATION FEES	25,000.00	25,000.00	1,837.00	17,289.00	-7,711.00	30.84 %
AA100.2610.00000	FINES & FORFEITED BAIL	105,000.00	105,000.00	-949.00	80,595.60	-24,404.40	23.24 %
AA100.2651.00000	RECYCLING REVENUE	15,000.00	15,000.00	2,681.26	16,966.52	1,966.52	113.11 %
AA100.2665.00000	SALE OF EQUIPMENT	1.00	1.00	0.00	0.00	-1.00	100.00 %
AA100.2680.00000	INSURANCE RECOVERIES	0.00	0.00	0.00	7,856.87	7,856.87	0.00 %
AA100.2701.00000	REFUND PRIOR YEARS EXP	0.00	0.00	0.00	1,517.67	1,517.67	0.00 %
AA100.2705.00000	GIFTS & DONATIONS	1,000.00	1,000.00	400.00	1,826.70	826.70	182.67 %
AA100.2750.00000	AIM-RELATED PAYMENTS	0.00	0.00	0.00	28,151.00	28,151.00	0.00 %
AA100.2770.00000	MISCELLANEOUS INCOME	0.00	0.00	0.00	63.37	63.37	0.00 %
AA100.3005.00000	ONTARIO CO MORTGAGE TAX	300,000.00	300,000.00	0.00	143,120.92	-156,879.08	52.29 %
AA100.3040.00000	NYS AID TAX/ASSESSMENTS	12,000.00	12,000.00	0.00	0.00	-12,000.00	100.00 %
AA100.3089.00000	ST AID.OTHER	0.00	0.00	6,307.49	6,307.49	6,307.49	0.00 %
AA100.3092.00000	ST AID.PLANNING STUDIES	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
AA100.4089.00000	FEDERAL AID, OTHER	0.00	0.00	0.00	1,080,158.00	1,080,158.00	0.00 %
AA100.5031.00000	INTERFUND TRANSFERS	38,000.00	38,000.00	0.00	0.00	-38,000.00	100.00 %
AA100.5031.000CM	INTERFUND TRANSFERS.PARK FUND	85,001.00	85,001.00	0.00	0.00	-85,001.00	100.00 %
AA100.9000.00000	APPROPRIATED FUND BALANCE FOR..	657,927.00	2,840,721.00	63,500.00	2,076,595.00	-764,126.00	26.90 %
Revenue Total:		5,114,057.00	7,296,851.00	698,270.35	6,728,026.89	-568,824.11	7.80 %
Expense							
AA100.1010.110.00000	TOWN BOARD.ELECTED	22,128.00	22,128.00	1,702.16	17,872.68	4,255.32	19.23 %
AA100.1010.400.00000	TOWN BOARD.CONTRACTUAL	2,500.00	2,500.00	228.72	1,529.58	970.42	38.82 %
AA100.1110.110.00000	JUSTICES.ELECTED	55,552.00	55,552.00	4,273.20	44,868.60	10,683.40	19.23 %
AA100.1110.120.00000	JUSTICES.COURT CLERK, FT	60,999.00	60,999.00	4,692.00	49,266.00	11,733.00	19.23 %
AA100.1110.130.00000	JUSTICES.COURT CLERK, PT	1,000.00	1,000.00	0.00	299.61	700.39	70.04 %
AA100.1110.140.00000	JUSTICES.COURT CLERK, PT	29,120.00	29,120.00	2,105.00	11,070.00	18,050.00	61.98 %
AA100.1110.200.00000	JUSTICES.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.1110.400.00000	JUSTICES.CONTRACTUAL	8,150.00	8,150.00	524.37	5,030.38	3,119.62	38.28 %
AA100.1110.401.00000	JUSTICES..CONTR.COURTSECURITY	13,000.00	13,000.00	0.00	6,198.13	6,801.87	52.32 %
AA100.1220.110.00000	SUPERVISOR.ELECTED	21,861.00	21,861.00	1,681.60	17,656.80	4,204.20	19.23 %
AA100.1220.120.00000	SUPERVISOR.DEPUTY SUPERVISOR	2,000.00	2,000.00	153.84	1,538.40	461.60	23.08 %
AA100.1220.142.00000	SUPERVISOR.CONFIDENTIAL SECRE...	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.1220.400.00000	SUPERVISOR.CONTRACTUAL	2,500.00	2,660.00	0.00	2,061.50	598.50	22.50 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.1230.100.00000	TOWN MANAGER.PERSONAL SERVI...	136,592.00	136,592.00	10,507.06	110,324.13	26,267.87	19.23 %
AA100.1230.120.00000	TOWN MGR.ADMINISTRATIVE AIDE...	37,856.00	43,856.00	4,230.78	32,855.34	11,000.66	25.08 %
AA100.1230.144.00000	TOWN MGR. CLERK FINANCE P/T	42,500.00	42,500.00	456.40	11,165.50	31,334.50	73.73 %
AA100.1230.145.00000	TOWN MGR.FINANCE CLERK F/T	65,000.00	65,000.00	4,230.78	43,153.90	21,846.10	33.61 %
AA100.1230.200.00000	TOWN MANAGER.CAPITAL.EQUIPM...	3,800.00	3,800.00	0.00	936.53	2,863.47	75.35 %
AA100.1230.400.00000	TOWN MANAGER.CONTRACTUAL	9,430.00	9,430.00	1,705.30	7,805.95	1,624.05	17.22 %
AA100.1320.400.00000	AUDITOR.CONTRACTUAL	20,000.00	21,000.00	2,000.00	20,425.00	575.00	2.74 %
AA100.1340.400.00000	BUDGET.CONTRACTUAL	3,500.00	2,300.00	0.00	8.28	2,291.72	99.64 %
AA100.1345.400.00000	PURCHASING.CONTRACTUAL	750.00	950.00	-67.67	731.03	218.97	23.05 %
AA100.1355.120.00000	ASSESSOR.PERSONAL SERVICES	41,200.00	77,200.00	5,884.62	62,060.08	15,139.92	19.61 %
AA100.1355.132.00000	ASSESSOR.REAL PROPERTY AIDE FT	66,418.00	66,418.00	3,525.50	46,077.12	20,340.88	30.63 %
AA100.1355.150.00000	ASSESSOR.BAR REVIEW SALARY	1,975.00	1,975.00	0.00	1,481.25	493.75	25.00 %
AA100.1355.200.00000	ASSESSOR.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.1355.400.00000	ASSESSOR.CONTRACTUAL	86,150.00	86,150.00	3,700.17	59,873.86	26,276.14	30.50 %
AA100.1355.420.00000	ASSESSOR.BAR REVIEW CONTRACT...	700.00	700.00	0.00	455.49	244.51	34.93 %
AA100.1410.110.00000	TOWN CLERK.ELECTED	72,581.00	72,581.00	5,583.14	58,622.97	13,958.03	19.23 %
AA100.1410.131.00000	TOWN CLERK.FIRSTDEPUTY	45,760.00	45,760.00	3,871.88	37,102.76	8,657.24	18.92 %
AA100.1410.141.00000	TOWN CLERK.DEPUTY #2	52,000.00	52,000.00	3,528.25	40,419.76	11,580.24	22.27 %
AA100.1410.142.00000	TOWN CLERK.DEPUTY#3	1.00	45,001.00	3,520.00	27,678.75	17,322.25	38.49 %
AA100.1410.200.00000	TOWN CLERK.CAPITAL.EQUIPMENT	850.00	850.00	626.78	626.78	223.22	26.26 %
AA100.1410.400.00000	TOWN CLERK.CONTRACTUAL	21,600.00	21,600.00	594.39	14,409.08	7,190.92	33.29 %
AA100.1420.400.00000	ATTORNEY.CONTRACTUAL	4,750.00	24,750.00	0.00	16,284.83	8,465.17	34.20 %
AA100.1430.132.00000	PERSONNEL.HR AND PAYROLL COO...	82,042.00	82,042.00	7,192.30	68,027.42	14,014.58	17.08 %
AA100.1430.200.00000	PERSONNEL.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.1430.410.00000	PERSONNEL.CONTRACTUAL	3,920.00	3,920.00	451.38	2,504.56	1,415.44	36.11 %
AA100.1430.420.00000	PERSONNEL.EAP HUMAN RESOURCE	1,386.00	1,403.04	0.00	1,403.04	0.00	0.00 %
AA100.1440.400.00000	ENGINEERING.CONTRACTUAL	49,501.00	66,612.87	345.00	21,088.64	45,524.23	68.34 %
AA100.1440.406.00000	ENGINEERING. SEWERS	12,000.00	0.00	0.00	0.00	0.00	0.00 %
AA100.1450.400.00000	ELECTIONS.CONTRACTUAL	10,750.00	10,750.00	0.00	58.40	10,691.60	99.46 %
AA100.1460.200.00000	RECORDS MANAGEMENT.CAPITAL....	2,500.00	2,500.00	0.00	1,250.45	1,249.55	49.98 %
AA100.1460.400.00000	RECORDS MANAGEMENT.CONTRAC...	49,525.00	49,525.00	97.19	7,760.22	41,764.78	84.33 %
AA100.1480.100.00000	PUBLICSERVINFO.CONTRACTUAL.P...	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.1480.400.00000	PUBLICSERVINFO.CONTRACTUAL.C...	32,250.00	6,250.00	47.00	527.93	5,722.07	91.55 %
AA100.1620.200.00000	BUILDINGS.CAPITAL.EQUIPMENT	85,002.00	89,502.00	0.00	34,975.24	54,526.76	60.92 %
AA100.1620.400.00000	BUILDINGS.CONTRACTUAL	4,000.00	4,000.00	1,342.15	3,671.04	328.96	8.22 %
AA100.1620.403.00000	BUILDINGS..TOWNHALL.CONTR.UTI...	46,900.00	46,900.00	3,172.48	30,516.97	16,383.03	34.93 %
AA100.1620.404.00000	BUILDINGS..HIGHWAYBLDG.CONTR...	106,100.00	106,100.00	4,027.53	72,140.15	33,959.85	32.01 %
AA100.1620.405.00000	BUILDINGS..PARKS.CONTR.UTILITY....	37,250.00	37,250.00	2,983.13	24,735.44	12,514.56	33.60 %
AA100.1620.410.00000	BUILDINGS.JANITORIAL	33,500.00	33,500.00	670.47	10,805.81	22,694.19	67.74 %
AA100.1670.400.00000	PRINTING & MAILING.CONTRACTU...	14,500.00	14,500.00	266.13	13,065.70	1,434.30	9.89 %
AA100.1680.100.00000	CENTRAL DATA PROCESSING.PERS...	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.1680.200.00000	DATA PROCESSING.CAPITAL.EQUIP...	66,401.00	70,694.39	0.00	43,224.32	27,470.07	38.86 %
AA100.1680.400.00000	DATA PROCESSING.CONTRACTUAL	119,000.00	119,000.00	15,961.07	85,718.13	33,281.87	27.97 %
AA100.1910.400.00000	UNALLOCATED INSURANCE	115,000.00	115,000.00	28,351.07	75,639.37	39,360.63	34.23 %
AA100.1920.400.00000	MUNICIPAL ASSOCIATION DUES	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00 %
AA100.1940.200.00000	PURCHASE OF LAND/RIGHT OF WAY...	0.00	5,000.00	0.00	305,419.30	-300,419.30	-6,008.39 %
AA100.1940.400.00000	PURCHASE OF LAND/RIGHT OF WAY...	0.00	1,500.00	18,000.00	21,052.00	-19,552.00	-1,303.47 %
AA100.1990.400.00000	CONTINGENCY	125,000.00	75,935.96	0.00	0.00	75,935.96	100.00 %
AA100.3120.400.00000	POLICE.CONTRACTUAL	29,000.00	29,000.00	0.00	4,263.88	24,736.12	85.30 %
AA100.3189.200.00000	OTHER TRAFFIC SAFETY	15,000.00	62,280.00	0.00	23,920.27	38,359.73	61.59 %
AA100.3310.200.00000	TRAFFIC.CAPITAL.EQUIPMENT	55,000.00	25,000.00	0.00	9,000.00	16,000.00	64.00 %
AA100.3310.400.00000	TRAFFIC.CONTRACTUAL	125,000.00	125,000.00	1,500.00	74,288.75	50,711.25	40.57 %
AA100.3510.400.00000	DOG CONTROL CONTRACTUAL	30,000.00	30,000.00	0.00	29,397.00	603.00	2.01 %
AA100.4020.100.00000	REGISTRAR.PERSONAL SERVICES	3,000.00	3,000.00	0.00	2,125.00	875.00	29.17 %
AA100.4020.400.00000	REGISTRAR.CONTRACTUAL	400.00	400.00	0.00	67.65	332.35	83.09 %
AA100.4540.400.00000	AMBULANCE CONTRACTUAL	9,000.00	9,000.00	0.00	9,000.00	0.00	0.00 %
AA100.5010.110.00000	HIGHWAY SUPT.ELECTED	56,135.00	56,135.00	4,318.06	45,339.63	10,795.37	19.23 %
AA100.5010.120.00000	HIGHWAY.DEPUTY	5,150.00	5,150.00	396.14	4,159.47	990.53	19.23 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.5010.130.00000	HIGHWAY. CLERK	12,000.00	12,000.00	1,440.00	4,459.50	7,540.50	62.84 %
AA100.5010.131.00000	HIGHWAY.SENIOR CLERK	20,800.00	20,800.00	1,801.25	19,306.88	1,493.12	7.18 %
AA100.5182.400.00000	STREET LIGHTING.CONTRACTUAL	26,000.00	26,000.00	2,417.73	22,362.71	3,637.29	13.99 %
AA100.6410.410.00000	PUBLICITY.CONTRACTUAL	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
AA100.6410.420.00000	PUBLICITY.PARK	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.6989.400.00000	ECONOMIC DEVELOPMENT.CONTR...	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00 %
AA100.7020.100.00000	RECREATION DIRECTOR	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.7020.141.00000	RECREATION.SR LIFEGUARD	17,920.00	17,920.00	0.00	13,310.00	4,610.00	25.73 %
AA100.7020.400.00000	RECREATION.CONTRACTUAL	4,800.00	4,800.00	0.00	0.00	4,800.00	100.00 %
AA100.7110.121.00000	PARKS.MAINTENANCE ASSISTANT	50,000.00	50,000.00	4,080.80	41,984.91	8,015.09	16.03 %
AA100.7110.130.00000	PARK.LABORER F/T	81,120.00	81,120.00	3,212.50	54,545.26	26,574.74	32.76 %
AA100.7110.131.00000	PERSONAL SERVICES.PT	59,700.00	59,700.00	1,818.14	51,170.06	8,529.94	14.29 %
AA100.7110.142.00000	REC.ATTENDANTS GATEHOUSE	15,950.00	15,950.00	0.00	8,754.43	7,195.57	45.11 %
AA100.7110.143.00000	PARK.LABORERS P/T SEASONAL	43,201.00	43,201.00	8,117.17	38,245.18	4,955.82	11.47 %
AA100.7110.200.00000	PARKS.NORMAL.CAP.MAINTENANC...	410,604.00	518,279.00	2,710.00	228,027.76	290,251.24	56.00 %
AA100.7110.201.00000	PARKS.PRKFUND.NEWREC.EXP.PAR...	85,001.00	85,001.00	0.00	0.00	85,001.00	100.00 %
AA100.7110.400.00000	PARK.CONTRACTUAL	51,441.00	51,441.00	3,356.37	41,980.83	9,460.17	18.39 %
AA100.7110.402.00000	PARKS.LANDSCAPING	9,550.00	9,550.00	514.16	6,538.86	3,011.14	31.53 %
AA100.7110.404.00000	PARKS AUBURN TRAIL	25,000.00	32,632.15	0.00	2,116.50	30,515.65	93.51 %
AA100.7140.141.00000	PLAYGROUND/RECREATION.LIFEG...	50,303.00	50,303.00	0.00	44,622.00	5,681.00	11.29 %
AA100.7140.142.00000	PLAYGROUND/RECREATION.SPECIA...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
AA100.7140.200.00000	PLAYGROUND/RECREATION.CAPITA...	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
AA100.7140.400.00000	PLAYGROUND/RECREATION.CONTR...	32,850.00	32,850.00	-320.31	23,449.31	9,400.69	28.62 %
AA100.7140.405.00000	RECREATION.EVENTS.MOVIE NIGHT	2,500.00	2,500.00	192.45	2,430.45	69.55	2.78 %
AA100.7450.410.00000	MUSEUM.CONTRACTUAL	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
AA100.7510.120.00000	HISTORIAN.PERSONAL SERVICES	3,678.00	3,678.00	0.00	2,878.47	799.53	21.74 %
AA100.7510.400.00000	HISTORIAN.CONTRACTUAL	1,250.00	1,250.00	0.00	439.51	810.49	64.84 %
AA100.7550.400.00000	CELEBRATIONS.CONTRACTUAL	5,500.00	5,500.00	0.00	2,373.25	3,126.75	56.85 %
AA100.7620.400.00000	ADULT RECREATION.CONTRACTUAL	3,000.00	3,000.00	63.70	513.98	2,486.02	82.87 %
AA100.8010.120.00000	PLANNER.PERSONAL SVCS	66,800.00	26,800.00	0.00	26,099.70	700.30	2.61 %
AA100.8010.124.00000	ZONING.OFFICER F/T	45,000.00	79,000.00	7,884.62	58,942.35	20,057.65	25.39 %
AA100.8010.141.00000	ZONING.INSPECTOR P/T	10,000.00	10,000.00	450.39	6,085.72	3,914.28	39.14 %
AA100.8010.144.00000	ZONING..CLERK P/T	27,664.00	27,664.00	0.00	11,398.07	16,265.93	58.80 %
AA100.8010.200.00000	ZONE.PLANNER.CAPITAL.EQUIPME...	5,000.00	5,000.00	0.00	1,541.78	3,458.22	69.16 %
AA100.8010.400.00000	ZONING INSPECTOR.CONTRACTUAL	2,440.00	2,440.00	276.90	2,208.46	231.54	9.49 %
AA100.8010.420.00000	ZONING.PLANNER.CONTRACTUAL	6,020.00	6,020.00	96.40	4,418.23	1,601.77	26.61 %
AA100.8020.120.00000	PLANNING BOARD.PERSONAL SERV...	14,735.00	16,299.00	0.00	11,119.25	5,179.75	31.78 %
AA100.8020.140.00000	PB STENOGRAPHER P/T.PERSONAL ...	6,352.00	6,352.00	771.38	5,795.67	556.33	8.76 %
AA100.8020.150.00000	ECB.PERSONAL SERVICES	4,326.00	4,326.00	0.00	2,781.00	1,545.00	35.71 %
AA100.8020.160.00000	PLANNING.SECRETARY STENOGRAP...	7,400.00	16,400.00	1,410.75	12,647.30	3,752.70	22.88 %
AA100.8020.400.00000	PLANNING BOARD.CONTRACTUAL	23,000.00	23,000.00	125.93	6,880.54	16,119.46	70.08 %
AA100.8020.405.00000	PLANNING.CIC CONTRACTUAL	6,501.00	4,001.00	0.00	0.00	4,001.00	100.00 %
AA100.8020.410.00000	PLANNING.ENGINEERING.CONTRAC...	2,000.00	4,500.00	690.00	2,877.23	1,622.77	36.06 %
AA100.8020.422.00000	PLANNING.OPEN SPACE TEAM & C...	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
AA100.8020.424.00000	PLANNING.UPTOWN	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
AA100.8020.428.00000	PLANNING.HISTORICAL PROJECT TE...	750.00	750.00	0.00	0.00	750.00	100.00 %
AA100.8020.430.00000	PLANNING..MIDDLECHESHIRERD	25,000.00	0.00	0.00	0.00	0.00	0.00 %
AA100.8020.431.00000	PLANNING.AFFORDABLEHOUSING	5,000.00	0.00	0.00	0.00	0.00	0.00 %
AA100.8020.450.00000	PLANNING.ECB.CONTRACTUAL	1,800.00	1,800.00	0.00	285.00	1,515.00	84.17 %
AA100.8040.120.00000	ZONING BOARD OF APPEALS.PERS...	5,865.00	5,865.00	0.00	4,466.75	1,398.25	23.84 %
AA100.8040.140.00000	ZONING BOARD OF APPEALS SECRE...	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
AA100.8040.400.00000	ZONING BOARD OF APPEALS CONT...	4,000.00	4,000.00	161.00	1,556.21	2,443.79	61.09 %
AA100.8140.200.00000	STORMSEWERS.CAPITAL.EQUIPME...	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.8140.400.00000	STORMSEWERS.CONTRACTUAL	600.00	10,600.00	0.00	8,135.00	2,465.00	23.25 %
AA100.8160.130.00000	WASTE & RECYCLING MEO.PERSON...	60,113.00	60,113.00	5,046.66	53,454.77	6,658.23	11.08 %
AA100.8160.140.00000	WASTE & RECYCLING LABORS PT.PE...	39,140.00	39,140.00	2,217.90	28,804.00	10,336.00	26.41 %
AA100.8160.200.00000	WASTE & RECYCLING EQUIPMENT	27,001.00	27,001.00	0.00	0.00	27,001.00	100.00 %
AA100.8160.400.00000	WASTE & RECYCLING CONTRACTUAL	115,500.00	115,500.00	4,933.70	67,910.11	47,589.89	41.20 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.8664.121.00000	CODE ENFORCEMENT	75,000.00	86,000.00	5,692.32	53,515.01	32,484.99	37.77 %
AA100.8664.122.00000	CODE ENFORCEMENT	18,557.00	18,557.00	1,254.38	13,502.68	5,054.32	27.24 %
AA100.8664.124.00000	CODE ENFORCEMENT	68,000.00	68,000.00	9,653.84	66,061.90	1,938.10	2.85 %
AA100.8664.126.00000	CODE ENFORCEMENT	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.8664.200.00000	CODE ENFORCEMENT.CAPITAL.EQU...	31,001.00	31,001.00	0.00	2,083.71	28,917.29	93.28 %
AA100.8664.400.00000	CODE ENFORCEMENT.CONTRACTU...	5,360.00	5,360.00	320.81	3,809.59	1,550.41	28.93 %
AA100.8710.400.00000	CONSERVATION.PROGRAM.CONTR...	21,550.00	21,550.00	0.00	0.00	21,550.00	100.00 %
AA100.8710.401.00000	CONSERVATION.AG COMMITTEE.C...	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
AA100.8730.450.00000	FORESTRY TREE ADVISORY BOARD	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00 %
AA100.8810.400.00000	CEMETERIES CONTRACTUAL	13,250.00	13,250.00	666.63	5,666.63	7,583.37	57.23 %
AA100.8989.400.00000	CDGA LAKE MANAGEMENT PLAN	29,500.00	30,047.00	0.00	30,047.00	0.00	0.00 %
AA100.9010.800.00000	NYS RETIREMENT	160,000.00	160,000.00	0.00	0.00	160,000.00	100.00 %
AA100.9030.800.00000	SOCIAL SECURITY/MEDICARE	121,000.00	121,000.00	9,519.63	104,795.58	16,204.42	13.39 %
AA100.9040.800.00000	WORKERS COMPENSATION	112,302.00	112,302.00	0.00	112,301.11	0.89	0.00 %
AA100.9050.800.00000	UNEMPLOYMENT INSURANCE	5,000.00	5,000.00	0.00	3,019.56	1,980.44	39.61 %
AA100.9055.800.00000	DISABILITY INSURANCE	700.00	1,700.00	0.00	917.90	782.10	46.01 %
AA100.9060.810.00000	MEDICAL INSURANCE	171,100.00	171,100.00	12,992.17	147,099.34	24,000.66	14.03 %
AA100.9060.811.00000	DENTAL INSURANCE	12,500.00	12,500.00	870.98	10,927.85	1,572.15	12.58 %
AA100.9060.820.00000	HOSPITAL/MEDICAL BUY-OUT	7,000.00	7,000.00	615.36	7,307.40	-307.40	-4.39 %
AA100.9060.830.00000	HSA ACCOUNT	44,400.00	48,400.00	695.05	49,729.33	-1,329.33	-2.75 %
AA100.9710.600.00000	SERIAL BONDS.PRINCIPAL	215,000.00	215,000.00	0.00	0.00	215,000.00	100.00 %
AA100.9710.700.00000	SERIAL BONDS.INTEREST	70,713.00	70,713.00	0.00	34,306.25	36,406.75	51.49 %
AA100.9785.600.00000	LEASE INSTALLMENT.PRINCIPAL	39,151.00	39,151.00	0.00	39,150.32	0.68	0.00 %
AA100.9785.700.00000	LEASE INSTALLMENT.INTEREST	3,357.00	3,357.00	0.00	3,356.75	0.25	0.01 %
AA100.9901.900.0000R	TRANSFER TO RESERVE	0.00	500,000.00	0.00	500,000.00	0.00	0.00 %
AA100.9950.900.00000	INTERFUND TRANSFER.CAPITAL PR...	22,500.00	1,572,595.00	63,500.00	2,693,753.00	-1,121,158.00	-71.29 %
Expense Total:		5,114,056.00	7,350,367.41	317,630.13	6,619,803.75	730,563.66	9.94 %
Fund: AA100 - GENERAL FUND Surplus (Deficit):		1.00	-53,516.41	380,640.22	108,223.14	161,739.55	302.22 %
Fund: AA231 - CONTINGENT/TAX RESERVE							
Revenue							
AA231.2401.00000	INTEREST & EARNINGS.CONT TAX R...	0.00	0.00	4,546.61	36,489.92	36,489.92	0.00 %
AA231.5031.00000	INTERFUND TRANSFER	0.00	0.00	0.00	500,000.00	500,000.00	0.00 %
Revenue Total:		0.00	0.00	4,546.61	536,489.92	536,489.92	0.00 %
Fund: AA231 - CONTINGENT/TAX RESERVE Total:		0.00	0.00	4,546.61	536,489.92	536,489.92	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE							
Revenue							
AA232.2401.00000	INTEREST & EARNING.BUILDING RE...	0.00	0.00	967.65	8,503.88	8,503.88	0.00 %
Revenue Total:		0.00	0.00	967.65	8,503.88	8,503.88	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE Total:		0.00	0.00	967.65	8,503.88	8,503.88	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE							
Revenue							
AA233.2401.00000	INTEREST & EARNING.TECHNOLOGY...	0.00	0.00	216.94	1,906.41	1,906.41	0.00 %
Revenue Total:		0.00	0.00	216.94	1,906.41	1,906.41	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE Total:		0.00	0.00	216.94	1,906.41	1,906.41	0.00 %
Fund: AA234 - OPEN SPACE RESERVE							
Revenue							
AA234.2401.00000	INTEREST & EARNING.OPEN SPACE ...	0.00	0.00	3,846.98	49,443.89	49,443.89	0.00 %
Revenue Total:		0.00	0.00	3,846.98	49,443.89	49,443.89	0.00 %
Fund: AA234 - OPEN SPACE RESERVE Total:		0.00	0.00	3,846.98	49,443.89	49,443.89	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE							
Revenue							
AA235.2401.00000	INTEREST & EARNING.NYS RETIREM...	0.00	0.00	877.19	7,708.94	7,708.94	0.00 %
Revenue Total:		0.00	0.00	877.19	7,708.94	7,708.94	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE Total:		0.00	0.00	877.19	7,708.94	7,708.94	0.00 %

Budget Report-JM

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: AA237 - BONDED INDEBTEDNESS RESERVE							
Revenue							
AA237.2401.00000	INTEREST & EARNINGS.BONDED IN...	0.00	0.00	1,016.80	8,935.76	8,935.76	0.00 %
	Revenue Total:	0.00	0.00	1,016.80	8,935.76	8,935.76	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE Total:		0.00	0.00	1,016.80	8,935.76	8,935.76	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE							
Revenue							
AA238.2401.00000	INTEREST & EARNINGS.SOLID WAST...	0.00	0.00	3,780.30	33,221.57	33,221.57	0.00 %
	Revenue Total:	0.00	0.00	3,780.30	33,221.57	33,221.57	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE Total:		0.00	0.00	3,780.30	33,221.57	33,221.57	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND							
Revenue							
CM100.2001.00000	PARK & RECREATION FEES	0.00	0.00	9,000.00	36,000.00	36,000.00	0.00 %
CM100.2401.00000	INTEREST & EARNINGS	0.00	0.00	1,593.92	13,995.34	13,995.34	0.00 %
	Revenue Total:	0.00	0.00	10,593.92	49,995.34	49,995.34	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND Total:		0.00	0.00	10,593.92	49,995.34	49,995.34	0.00 %
Fund: DA100 - HIGHWAY							
Revenue							
DA100.1001.00000	REAL PROPERTY TAXES	925,000.00	925,000.00	0.00	925,000.00	0.00	0.00 %
DA100.1120.00000	NON PROPERTY SALES TAX	2,450,000.00	2,450,000.00	1,089,207.42	2,450,000.00	0.00	0.00 %
DA100.2302.00000	SERVICES/OTHER GOVERNMENTS	143,970.00	143,970.00	0.00	171,999.21	28,029.21	119.47 %
DA100.2303.00000	SALE OF FUEL	3,500.00	3,500.00	2,368.57	8,567.50	5,067.50	244.79 %
DA100.2401.00000	INTEREST & EARNINGS	1,500.00	1,500.00	7.90	36,946.13	35,446.13	2,463.08 %
DA100.2410.00000	RENTAL OF LABOR/INDIVIDUALS	2,500.00	2,500.00	0.00	7,366.51	4,866.51	294.66 %
DA100.2414.00000	RENTAL OF EQUIPMENT	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
DA100.2665.00000	SALE OF EQUIPMENT	10,000.00	10,000.00	0.00	23,425.00	13,425.00	234.25 %
DA100.2680.00000	INSURANCE RECOVERIES	0.00	0.00	0.00	4,836.30	4,836.30	0.00 %
DA100.2690.00000	OTHER COMPENSATION FOR LOSS	0.00	0.00	0.00	8,074.00	8,074.00	0.00 %
DA100.2701.00000	REFUND PRIOR YEAR EXP	0.00	0.00	0.00	2,189.07	2,189.07	0.00 %
DA100.3501.00000	NYS STATE AID CHIPS	451,628.00	451,628.00	0.00	47,939.05	-403,688.95	89.39 %
DA100.9000.00000	APPROPRIATED FUND BALANCE FOR...	367,547.00	859,106.71	0.00	245,559.71	-613,547.00	71.42 %
	Revenue Total:	4,360,645.00	4,852,204.71	1,091,583.89	3,931,902.48	-920,302.23	18.97 %
Expense							
DA100.1420.400.00000	HWY.ATTORNEY.CONTRACTUAL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
DA100.1440.400.00000	HWY.ENGINEERING.CONTRACTUAL	40,000.00	15,000.00	0.00	10,987.00	4,013.00	26.75 %
DA100.5010.400.00000	HWY.ADMIN.CONTRACTUAL	6,741.00	6,741.00	2,254.32	8,930.79	-2,189.79	-32.48 %
DA100.5110.130.00000	GENERAL REPAIRS.WAGES F/T	635,325.00	635,325.00	80,410.68	562,331.46	72,993.54	11.49 %
DA100.5110.131.00000	GENERAL REPAIRS.VACATIONBUYB...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
DA100.5110.400.00000	GENERAL REPAIRS.CONTRACTUAL	1,200,005.00	1,262,533.45	140,209.27	1,176,421.40	86,112.05	6.82 %
DA100.5112.200.00000	HWY.PERMANENT IMPROVEMENTS...	451,628.00	451,628.00	0.00	0.00	451,628.00	100.00 %
DA100.5130.200.00000	MACHINERY.CAPITAL.EQUIPMENT	200,002.00	596,561.71	93,395.94	365,929.39	230,632.32	38.66 %
DA100.5130.400.00000	MACHINERY.CONTRACTUAL..	225,000.00	185,470.16	7,249.52	98,916.53	86,553.63	46.67 %
DA100.5130.400.00110	MACHINERY.CONTRACTUAL CAR #1...	0.00	523.44	0.00	523.44	0.00	0.00 %
DA100.5130.400.00111	MACHINERY.CONTRACTUAL.CAR#1...	0.00	292.60	0.00	292.60	0.00	0.00 %
DA100.5130.400.00114	MACHINERY.CONTRACTUAL.CAR#1...	0.00	21.00	0.00	21.00	0.00	0.00 %
DA100.5130.400.00115	MACHINERY.CONTRACTUAL.CAR#1...	0.00	131.99	0.00	131.99	0.00	0.00 %
DA100.5130.400.00201	MACHINERY.CONTRACTUAL.TRUCK...	0.00	688.93	404.15	688.93	0.00	0.00 %
DA100.5130.400.00203	MACHINERY.CONTRACTUAL.TRUCK...	0.00	7,175.67	0.00	7,175.67	0.00	0.00 %
DA100.5130.400.00204	MACHINERY.CONTRACTUAL.TRUCK...	0.00	13,134.44	1,496.64	13,134.44	0.00	0.00 %
DA100.5130.400.00205	MACHINERY.CONTRACTUAL.TRUCK...	0.00	12,015.43	0.00	12,015.43	0.00	0.00 %
DA100.5130.400.00206	MACHINERY.CONTRACTUAL.TRUCK...	0.00	609.73	0.00	609.73	0.00	0.00 %
DA100.5130.400.00207	MACHINERY.CONTRACTUAL.TRUCK...	0.00	10,059.44	285.17	10,059.44	0.00	0.00 %
DA100.5130.400.00208	MACHINERY.CONTRACTUAL.TRUCK...	0.00	3,472.45	0.00	3,472.45	0.00	0.00 %
DA100.5130.400.00209	MACHINERY.CONTRACTUAL.TRUCK...	0.00	324.52	0.00	324.52	0.00	0.00 %
DA100.5130.400.00213	MACHINERY.CONTRACTUAL.TRUCK...	0.00	9,588.38	0.00	9,588.38	0.00	0.00 %
DA100.5130.400.00215	MACHINERY.CONTRACTUAL.TRUCK...	0.00	1,960.41	322.37	1,960.41	0.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
DA100.5130.400.00218	MACHINERY.CONTRACTUAL.TRUCK...	0.00	280.31	0.00	280.31	0.00	0.00 %
DA100.5130.400.00233	MACHINERY.CONTRACTUAL.TRUCK...	0.00	256.50	240.00	256.50	0.00	0.00 %
DA100.5130.400.00234	MACHINERY.CONTRACTUAL.TRUCK...	0.00	227.17	159.40	227.17	0.00	0.00 %
DA100.5130.400.00236	MACHINERY.CONTRACTUAL.TRUCK...	0.00	13,305.04	472.44	13,305.04	0.00	0.00 %
DA100.5130.400.00237	MACHINERY.CONTRACTUAL.TRUCK...	0.00	8,260.00	0.00	8,260.00	0.00	0.00 %
DA100.5130.400.00238	MACHINERY.CONTRACTUAL.TRUCK...	0.00	3,224.12	0.00	3,224.12	0.00	0.00 %
DA100.5130.400.00239	MACHINERY.CONTRACTUAL.TRUCK...	0.00	1,097.46	-75.00	1,097.46	0.00	0.00 %
DA100.5130.400.00240	MACHINERY.CONTRACTUAL TRUCK ...	0.00	9,107.63	0.00	9,107.63	0.00	0.00 %
DA100.5130.400.00241	MACHINERY.CONTRACTUAL.TRUCK...	0.00	3,131.15	0.00	3,131.15	0.00	0.00 %
DA100.5130.400.00242	MACHINERY.CONTRACTUAL.TRUCK...	0.00	2,058.48	0.00	2,058.48	0.00	0.00 %
DA100.5130.400.00243	MACHINERY.CONTRACTUAL.TRUCK...	0.00	370.00	370.00	370.00	0.00	0.00 %
DA100.5130.400.00245	MACHINERY.CONTRACTUAL.TRUCK...	0.00	754.93	52.50	754.93	0.00	0.00 %
DA100.5130.400.00248	MACHINERY.CONTRACTUAL.BUCKE...	0.00	706.73	0.00	706.73	0.00	0.00 %
DA100.5130.400.00249	MACHINERY.CONTRACTUAL.VAC T...	0.00	5,571.57	0.00	5,571.57	0.00	0.00 %
DA100.5130.400.00313	MACHINERY.CONTRACTUAL.TRAILE...	0.00	1,482.36	0.00	1,482.36	0.00	0.00 %
DA100.5130.400.00320	MACHINERY.CONTRACTUAL.EXCAV...	0.00	2,920.85	2,920.85	2,920.85	0.00	0.00 %
DA100.5130.400.00324	MACHINERY.CONTRACTUAL.EXCAV...	0.00	107.60	0.00	107.60	0.00	0.00 %
DA100.5130.400.00326	MACHINERY.CONTRACTUAL.TRACT...	0.00	2,564.11	182.72	2,564.11	0.00	0.00 %
DA100.5130.400.00337	MACHINERY.CONTRACTUAL.TRAILE...	0.00	408.55	0.00	408.55	0.00	0.00 %
DA100.5130.400.00340	MACHINERY.CONTRACTUAL.SWEEP...	0.00	3,817.86	0.00	3,817.86	0.00	0.00 %
DA100.5130.400.00355	MACHINERY.CONTRACTUAL.DOZER...	0.00	472.55	0.00	472.55	0.00	0.00 %
DA100.5130.400.00359	MACHINERY.CONTRACTUAL.MOW...	0.00	647.01	0.00	647.01	0.00	0.00 %
DA100.5130.400.00362	MACHINERY.CONTRACTUAL.TRAILE...	0.00	1,386.01	0.00	1,386.01	0.00	0.00 %
DA100.5130.400.00363	MACHINERY.CONTRACTUAL.LOADE...	0.00	15.36	0.00	15.36	0.00	0.00 %
DA100.5130.400.00365	MACHINERY.CONTRACTUAL.EXCAV...	0.00	923.49	0.00	923.49	0.00	0.00 %
DA100.5130.400.00366	MACHINERY.CONTRACTUAL.EXCAV...	0.00	1,629.80	0.00	1,629.80	0.00	0.00 %
DA100.5130.400.00368	MACHINERY.CONTRACTUAL.MOW...	0.00	125.00	0.00	125.00	0.00	0.00 %
DA100.5130.400.00371	MACHINERY.CONTRACTUAL.LOADE...	0.00	989.37	0.00	989.37	0.00	0.00 %
DA100.5130.400.00373	MACHINERY.CONTRACTUAL.MOW...	0.00	220.00	0.00	220.00	0.00	0.00 %
DA100.5130.400.00374	MACHINERY.CONTRACTUAL.MOW...	0.00	118.79	0.00	118.79	0.00	0.00 %
DA100.5130.400.00376	MACHINERY.CONTRACTUAL.WOOD...	0.00	4,113.16	0.00	4,113.16	0.00	0.00 %
DA100.5130.400.00378	MACHINERY.CONTRACTUAL.EXCAV...	0.00	792.98	0.00	792.98	0.00	0.00 %
DA100.5130.400.00380	MACHINERY.CONTRACTUAL.SKID S...	0.00	751.33	0.00	751.33	0.00	0.00 %
DA100.5130.400.00381	MACHINERY.CONTRACTUAL.MOW...	0.00	1,026.62	0.00	1,026.62	0.00	0.00 %
DA100.5130.400.00382	MACHINERY.CONTRACTUAL.MOW...	0.00	118.80	0.00	118.80	0.00	0.00 %
DA100.5130.400.00383	MACHINERY.CONTRACTUAL.UTV #3...	0.00	1,616.09	966.09	1,616.09	0.00	0.00 %
DA100.5130.400.00404	MACHINERY.CONTRACTUAL.WATER...	0.00	1,878.73	0.00	1,878.73	0.00	0.00 %
DA100.5130.400.00405	MACHINERY.CONTRACTUAL.WATER...	0.00	1,256.21	0.00	1,256.21	0.00	0.00 %
DA100.5130.400.00501	MACHINERY.CONTRACTUAL.PKTRU...	0.00	418.53	0.00	418.53	0.00	0.00 %
DA100.5130.400.00502	MACHINERY.CONTRACTUAL.PARKS ...	0.00	453.58	0.00	453.58	0.00	0.00 %
DA100.5130.400.00503	MACHINERY.CONTRACTUAL.PARK T...	0.00	273.36	0.00	273.36	0.00	0.00 %
DA100.5130.400.00508	MACHINERY.CONTRACTUAL.PKTRU...	0.00	619.31	0.00	619.31	0.00	0.00 %
DA100.5130.400.00510	MACHINERY.CONTRACTUAL.PKTRU...	0.00	1,130.96	0.00	1,130.96	0.00	0.00 %
DA100.5130.400.00999	MACHINERY.CONTRACTUAL.CHESH...	0.00	3,869.21	595.76	3,869.21	0.00	0.00 %
DA100.5130.410.00000	MACHINERY.FUEL METERING	210,000.00	210,000.00	19,809.39	151,234.78	58,765.22	27.98 %
DA100.5142.130.00000	SNOW REMOVAL.WAGES F/T	468,394.00	468,394.00	0.00	242,947.26	225,446.74	48.13 %
DA100.5142.400.00000	SNOW REMOVAL.CONTRACTUAL	470,000.00	470,000.00	0.00	302,583.32	167,416.68	35.62 %
DA100.9010.800.00000	NYS RETIREMENT	130,100.00	130,100.00	0.00	0.00	130,100.00	100.00 %
DA100.9030.800.00000	SOCIAL SECURITY/MEDICARE	77,250.00	77,250.00	6,013.44	61,076.63	16,173.37	20.94 %
DA100.9040.800.00000	WORKERS COMPENSATION	33,500.00	33,500.00	0.00	33,493.31	6.69	0.02 %
DA100.9050.800.00000	UNEMPLOYMENT INSURANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
DA100.9055.800.00000	DISABILITY INSURANCE	2,500.00	2,500.00	0.00	257.56	2,242.44	89.70 %
DA100.9060.810.00000	MEDICAL INSURANCE	133,100.00	133,100.00	13,112.81	124,216.10	8,883.90	6.67 %
DA100.9060.811.00000	DENTAL INSURANCE	14,400.00	14,400.00	1,032.48	11,944.42	2,455.58	17.05 %
DA100.9060.820.00000	HOSPITAL/MEDICAL BUY-OUT	6,000.00	6,000.00	307.68	3,692.16	2,307.84	38.46 %
DA100.9060.830.00000	HSA ACCOUNT	43,700.00	43,700.00	512.75	46,713.02	-3,013.02	-6.89 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
DA100.9950.900.00000	INTERFUND TRANSFER.CAPITAL PR...	0.00	25,000.00	0.00	25,000.00	0.00	0.00 %
	Expense Total:	4,360,645.00	4,924,700.42	372,701.37	3,371,172.23	1,553,528.19	31.55 %
	Fund: DA100 - HIGHWAY Surplus (Deficit):	0.00	-72,495.71	718,882.52	560,730.25	633,225.96	873.47 %
Fund: DA230 - HWY EQUIPMENT RESERVE							
Revenue							
DA230.2401.00000	INTEREST & EARNING.EQUIPMENT ...	0.00	0.00	1,471.25	12,929.54	12,929.54	0.00 %
	Revenue Total:	0.00	0.00	1,471.25	12,929.54	12,929.54	0.00 %
	Fund: DA230 - HWY EQUIPMENT RESERVE Total:	0.00	0.00	1,471.25	12,929.54	12,929.54	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE							
Revenue							
DA232.2401.00000	INTEREST & EARNING.HWY IMPRO...	0.00	0.00	1,573.59	13,828.87	13,828.87	0.00 %
	Revenue Total:	0.00	0.00	1,573.59	13,828.87	13,828.87	0.00 %
	Fund: DA232 - HWY IMPROVEMENT RESERVE Total:	0.00	0.00	1,573.59	13,828.87	13,828.87	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE							
Revenue							
DA235.2401.00000	INTEREST & EARNING.SNOW&ICE R...	0.00	0.00	968.89	8,514.88	8,514.88	0.00 %
	Revenue Total:	0.00	0.00	968.89	8,514.88	8,514.88	0.00 %
	Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE Total:	0.00	0.00	968.89	8,514.88	8,514.88	0.00 %
Fund: HH100 - CAPITAL PROJECTS							
Revenue							
HH100.2401.00018	INTEREST & EARNINGS.SUCKERBR...	0.00	0.00	69.70	882.42	882.42	0.00 %
HH100.2401.00031	INTEREST & EARNINGS.HISTORICAL ...	0.00	0.00	0.20	33.63	33.63	0.00 %
HH100.2401.00032	INTEREST & EARNINGS.LGRMIF	0.00	0.00	0.00	18.43	18.43	0.00 %
HH100.2401.00033	INTEREST & EARNINGS.ARP FUNDS	0.00	0.00	21.18	17,141.79	17,141.79	0.00 %
HH100.2401.00034	INTEREST & EARNINGS.GATEWAY S...	0.00	0.00	9.56	31.77	31.77	0.00 %
HH100.2401.00035	INTEREST & EARNINGS.UPTOWN IN...	0.00	0.00	31.55	399.45	399.45	0.00 %
HH100.2401.00036	INTEREST & EARNINGS.OUTHUSE...	0.00	0.00	0.00	43.83	43.83	0.00 %
HH100.2401.00037	INTEREST & EARNINGS.FIRE STATIO...	0.00	0.00	8.22	183.29	183.29	0.00 %
HH100.2401.00038	INTEREST & EARNINGS.COMPLETE ...	0.00	0.00	96.18	1,271.81	1,271.81	0.00 %
HH100.2401.00039	INTEREST & EARNINGS.HWY ROAD...	0.00	0.00	0.00	13,576.33	13,576.33	0.00 %
HH100.2401.00040	INTEREST & EARNINGS.CR 4 SEWER	0.00	0.00	0.00	4.06	4.06	0.00 %
HH100.5031.00033	INTERFUND TRANSFER.ARP FUNDS	0.00	0.00	0.00	1,092,158.00	1,092,158.00	0.00 %
HH100.5031.00034	INTERFUND TRANSFER.GATEWAY S...	0.00	0.00	0.00	30,000.00	30,000.00	0.00 %
HH100.5031.00038	INTERFUND TRANSFER.COMPLETE ...	0.00	0.00	-106,712.00	418,288.00	418,288.00	0.00 %
HH100.5031.00039	INTERFUND TRANSFER.HWY ROAD...	0.00	0.00	-160,068.00	839,932.00	839,932.00	0.00 %
HH100.5031.00040	INTERFUND TRANSFER.CR 4 SEWER	0.00	0.00	0.00	8,095.00	8,095.00	0.00 %
HH100.5031.00042	INTERFUND TRANSFER.TH RENO	0.00	0.00	63,500.00	63,500.00	63,500.00	0.00 %
HH100.5031.00043	INTERFUND TRANSFER.NORTH RD ...	0.00	0.00	266,780.00	266,780.00	266,780.00	0.00 %
	Revenue Total:	0.00	0.00	63,736.59	2,752,339.81	2,752,339.81	0.00 %
Expense							
HH100.1440.200.00033	ENGINEERING.ARP FUNDS	0.00	0.00	-12,800.00	1,850.00	-1,850.00	0.00 %
HH100.1440.200.00038	ENGINEERING.CAPITAL.COMPLETE ...	0.00	0.00	32,145.00	114,400.00	-114,400.00	0.00 %
HH100.1440.200.00039	ENGINEERING.CAPITAL.HWY ROA...	0.00	0.00	2,027.50	99,210.05	-99,210.05	0.00 %
HH100.1440.200.00040	ENGINEERING.CAPITAL.CR 4 SEWER	0.00	0.00	0.00	14,102.78	-14,102.78	0.00 %
HH100.1440.200.00041	ENGINEERING.CAPITAL.JULY 2023 F...	0.00	0.00	2,786.40	4,351.40	-4,351.40	0.00 %
HH100.1440.202.00036	ENGINEERING.OUTHUSE WEST.P...	0.00	0.00	5,665.00	26,375.00	-26,375.00	0.00 %
HH100.1440.205.00033	ENGINEERING.CAPITAL.ARP.ONAN...	0.00	0.00	3,440.00	42,026.70	-42,026.70	0.00 %
HH100.1440.210.00033	ENGINEERING.CAPITAL.ARP.SENEC...	0.00	0.00	0.00	17,750.00	-17,750.00	0.00 %
HH100.1440.215.00033	ENGINEERING.CAPITAL.ARP.CR 28 S...	0.00	0.00	16,800.00	16,800.00	-16,800.00	0.00 %
HH100.1460.400.00032	RECORDS MGMT.CONT.LGRMIF	0.00	0.00	0.00	11,426.00	-11,426.00	0.00 %
HH100.1620.200.00037	BUILDINGS.CAPITAL.FIRE STATION 2...	0.00	0.00	0.00	49,181.96	-49,181.96	0.00 %
HH100.3310.200.00034	TRAFFIC.CAPITAL.GATEWAY SIGNS	0.00	0.00	0.00	7,675.00	-7,675.00	0.00 %
HH100.5110.200.00039	HIGHWAY.CAPITAL. HWY ROADWAY...	0.00	0.00	7,028.71	306,182.95	-306,182.95	0.00 %
HH100.7110.200.00041	PARKS.EQUIP & CAP OUTLAY.JULY ...	0.00	0.00	1,107.30	26,355.32	-26,355.32	0.00 %
HH100.7110.202.00036	PARK CAPITAL.OUTHUSE WEST.P...	0.00	0.00	11,413.43	18,214.04	-18,214.04	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
HH100.7110.203.00036	PARK CAPITAL.OUTHUSE WEST.P...	0.00	0.00	-8,722.50	250.00	-250.00	0.00 %
HH100.8097.200.00031	PLANNING & SURVEYS.HISTORICAL ...	0.00	0.00	0.00	12,590.50	-12,590.50	0.00 %
Expense Total:		0.00	0.00	60,890.84	768,741.70	-768,741.70	0.00 %
Fund: HH100 - CAPITAL PROJECTS Surplus (Deficit):		0.00	0.00	2,845.75	1,983,598.11	1,983,598.11	0.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT							
Revenue							
SD600.1030.00000	SPECIAL ASSESSMENT.RT 332 DRAI...	9,984.00	9,984.00	0.00	9,984.00	0.00	0.00 %
SD600.2401.00000	INTEREST & EARNINGS.RT 332 DRA...	90.00	90.00	36.06	460.85	370.85	512.06 %
SD600.9000.00000	APPROPRIATED FUND BALANCE FOR...	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
Revenue Total:		15,074.00	15,074.00	36.06	10,444.85	-4,629.15	30.71 %
Expense							
SD600.8520.400.00000	MAINTENANCE..RT 332 DRAINAGE ...	15,074.00	15,074.00	0.00	4,953.90	10,120.10	67.14 %
Expense Total:		15,074.00	15,074.00	0.00	4,953.90	10,120.10	67.14 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	36.06	5,490.95	5,490.95	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT							
Revenue							
SD605.1030.00000	SPECIAL ASSESSMENT.LAKEWOOD ...	1,932.00	1,932.00	0.00	1,932.00	0.00	0.00 %
SD605.2401.00000	INTEREST & EARNINGS.LAKEWOOD...	18.00	18.00	7.42	93.98	75.98	522.11 %
Revenue Total:		1,950.00	1,950.00	7.42	2,025.98	75.98	3.90 %
Expense							
SD605.8520.400.00000	MAINTENANCE..LAKEWOOD MEAD...	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
Expense Total:		1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT Surplus ..		0.00	0.00	7.42	2,025.98	2,025.98	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT							
Revenue							
SD610.2401.00000	INTEREST & EARNINGS.ASHTON DR...	8.00	8.00	4.64	58.70	50.70	733.75 %
Revenue Total:		8.00	8.00	4.64	58.70	50.70	633.75 %
Expense							
SD610.8520.400.00000	MAINTENANCE..ASHTON DRAINAGE..	8.00	8.00	0.00	0.00	8.00	100.00 %
Expense Total:		8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	4.64	58.70	58.70	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT							
Revenue							
SD615.2401.00000	INTEREST & EARNINGS.FOX RIDGE ...	22.00	22.00	10.91	138.09	116.09	627.68 %
Revenue Total:		22.00	22.00	10.91	138.09	116.09	527.68 %
Expense							
SD615.8520.400.00000	MAINTENANCE..FOX RIDGE DRAIN...	22.00	22.00	0.00	0.00	22.00	100.00 %
Expense Total:		22.00	22.00	0.00	0.00	22.00	100.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	10.91	138.09	138.09	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT							
Revenue							
SD620.2401.00000	INTEREST & EARNINGS.LANDINGS ...	5.00	5.00	2.43	30.74	25.74	614.80 %
Revenue Total:		5.00	5.00	2.43	30.74	25.74	514.80 %
Expense							
SD620.8520.400.00000	MAINTENANCE..LANDINGS DRAINA...	5.00	5.00	0.00	0.00	5.00	100.00 %
Expense Total:		5.00	5.00	0.00	0.00	5.00	100.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	2.43	30.74	30.74	0.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT							
Revenue							
SD625.2401.00000	INTEREST & EARNINGS.OLD BROOKS..	8.00	8.00	4.36	55.25	47.25	690.63 %
Revenue Total:		8.00	8.00	4.36	55.25	47.25	590.63 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
SD625.8520.400.00000	MAINTENANCE..OLD BROOKSIDE D...	8.00	8.00	0.00	0.00	8.00	100.00 %
	Expense Total:	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	4.36	55.25	55.25	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT							
Revenue							
SD630.2401.00000	INTEREST & EARNINGS.LAKESIDE ES...	5.00	5.00	3.01	38.17	33.17	763.40 %
	Revenue Total:	5.00	5.00	3.01	38.17	33.17	663.40 %
Expense							
SD630.8520.400.00000	MAINTENANCE..LAKESIDE ESTATES ...	5.00	5.00	0.00	0.00	5.00	100.00 %
	Expense Total:	5.00	5.00	0.00	0.00	5.00	100.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	3.01	38.17	38.17	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT							
Revenue							
SD635.1030.00000	SPECIAL ASSESSMENT.WATERFORD...	1,610.00	1,610.00	0.00	1,610.00	0.00	0.00 %
SD635.2401.00000	INTEREST & EARNINGS.WATERFORD...	5.00	5.00	4.75	60.19	55.19	1,203.80 %
SD635.9000.00000	APPROPRIATED FDBD FOR BUDGET...	6,890.00	6,890.00	0.00	0.00	-6,890.00	100.00 %
	Revenue Total:	8,505.00	8,505.00	4.75	1,670.19	-6,834.81	80.36 %
Expense							
SD635.8520.400.00000	MAINTENANCE..WATERFORD POINT...	8,505.00	8,505.00	0.00	0.00	8,505.00	100.00 %
	Expense Total:	8,505.00	8,505.00	0.00	0.00	8,505.00	100.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	4.75	1,670.19	1,670.19	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT							
Revenue							
SD640.2401.00000	INTEREST & EARNINGS.STABLEGATE...	8.00	8.00	5.74	72.71	64.71	908.88 %
	Revenue Total:	8.00	8.00	5.74	72.71	64.71	808.88 %
Expense							
SD640.8520.400.00000	MAINTENANCE..STABLEGATE DRAI...	8.00	8.00	0.00	0.00	8.00	100.00 %
	Expense Total:	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT Surplus (Deficit):		0.00	0.00	5.74	72.71	72.71	0.00 %
Fund: SF450 - FIRE PROTECTION							
Revenue							
SF450.1001.00000	REAL PROPERTY TAXES.FIRE PROTE...	1,365,000.00	1,365,000.00	0.00	1,365,000.00	0.00	0.00 %
SF450.1120.00000	NON PROPERTY SALES TAX	100,000.00	100,000.00	0.00	100,000.00	0.00	0.00 %
SF450.2401.00000	INTEREST & EARNINGS.FIRE PROTE...	200.00	200.00	16.06	1,378.87	1,178.87	689.44 %
SF450.9000.00000	APPROPRIATED FUND BALANCE FOR...	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
	Revenue Total:	1,490,200.00	1,490,200.00	16.06	1,466,378.87	-23,821.13	1.60 %
Expense							
SF450.3410.400.00000	FIRE PROTECTION DISTRICT AGREE...	1,490,200.00	1,490,200.00	0.00	1,490,000.00	200.00	0.01 %
	Expense Total:	1,490,200.00	1,490,200.00	0.00	1,490,000.00	200.00	0.01 %
Fund: SF450 - FIRE PROTECTION Surplus (Deficit):		0.00	0.00	16.06	-23,621.13	-23,621.13	0.00 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT							
Revenue							
SL700.1001.00000	REAL PROPERTY TAXES.CENTERPOI...	1,808.00	1,808.00	0.00	1,808.00	0.00	0.00 %
SL700.2401.00000	INTEREST & EARNINGS.CENTERPOI...	6.00	6.00	0.76	12.42	6.42	207.00 %
	Revenue Total:	1,814.00	1,814.00	0.76	1,820.42	6.42	0.35 %
Expense							
SL700.5182.200.00000	STREET LIGHTING.CAP EQUIP.CENT...	6.00	6.00	0.00	0.00	6.00	100.00 %
SL700.5182.400.00000	UTILITIES ELECTRIC..CENTERPOINT L...	1,808.00	1,808.00	159.77	1,495.30	312.70	17.30 %
	Expense Total:	1,814.00	1,814.00	159.77	1,495.30	318.70	17.57 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT Surplus (Deficit):		0.00	0.00	-159.01	325.12	325.12	0.00 %

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Fund: SL705 - FOX RIDGE LIGHTING DISTRICT							
Revenue							
SL705.1001.00000	REAL PROPERTY TAXES.FOX RIDGE L...	13,100.00	13,100.00	0.00	13,100.00	0.00	0.00 %
SL705.2401.00000	INTEREST & EARNINGS.FOX RIDGE L...	6.00	6.00	1.49	35.62	29.62	593.67 %
SL705.9000.00000	APPROPRIATED FUND BALANCE FOR...	1,794.00	1,794.00	0.00	0.00	-1,794.00	100.00 %
	Revenue Total:	14,900.00	14,900.00	1.49	13,135.62	-1,764.38	11.84 %
Expense							
SL705.5182.400.00000	UTILITIES ELECTRIC..FOX RIDGE LIG...	10,900.00	10,900.00	899.89	8,159.02	2,740.98	25.15 %
SL705.5182.401.00000	STREET LIGHTING.MAINTENANCE.F...	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
	Expense Total:	14,900.00	14,900.00	899.89	8,159.02	6,740.98	45.24 %
	Fund: SL705 - FOX RIDGE LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-898.40	4,976.60	4,976.60	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT							
Revenue							
SL710.2401.00000	INTEREST & EARNINGS.LANDINGS L...	1.00	1.00	0.40	5.06	4.06	506.00 %
	Revenue Total:	1.00	1.00	0.40	5.06	4.06	406.00 %
Expense							
SL710.5182.400.00000	UTILITIES ELECTRIC..LANDINGS LIG...	1.00	1.00	0.00	0.00	1.00	100.00 %
	Expense Total:	1.00	1.00	0.00	0.00	1.00	100.00 %
	Fund: SL710 - LANDINGS LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	0.40	5.06	5.06	0.00 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT							
Revenue							
SL715.1001.00000	REAL PROPERTY TAXES.LAKEWOOD...	530.00	530.00	0.00	530.00	0.00	0.00 %
SL715.2401.00000	INTEREST & EARNINGS.LAKEWOOD...	3.00	3.00	1.08	14.19	11.19	473.00 %
	Revenue Total:	533.00	533.00	1.08	544.19	11.19	2.10 %
Expense							
SL715.5182.240.00000	UTILITIES-EQUIPMENT.LAKEWOOD...	210.00	210.00	0.00	0.00	210.00	100.00 %
SL715.5182.400.00000	UTILITIES-ELECTRIC.LAKEWOOD ME...	323.00	323.00	27.32	255.56	67.44	20.88 %
	Expense Total:	533.00	533.00	27.32	255.56	277.44	52.05 %
	Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT Surplus (...)	0.00	0.00	-26.24	288.63	288.63	0.00 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT							
Revenue							
SL720.1001.00000	REAL PROPERTY TAXES.FALLBROOK...	1,597.00	1,597.00	0.00	1,597.00	0.00	0.00 %
SL720.2401.00000	INTEREST & EARNINGS.FALLBROOK ...	3.00	3.00	0.68	11.10	8.10	370.00 %
	Revenue Total:	1,600.00	1,600.00	0.68	1,608.10	8.10	0.51 %
Expense							
SL720.5182.400.00000	UTILITIES ELECTRIC.FALLBROOK PA...	1,600.00	1,600.00	134.65	1,231.84	368.16	23.01 %
	Expense Total:	1,600.00	1,600.00	134.65	1,231.84	368.16	23.01 %
	Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-133.97	376.26	376.26	0.00 %
Fund: SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT							
Revenue							
SM900.1001.00000	REAL PROPERTY TAXES.UPTOWN BID	105,400.00	105,400.00	0.00	105,400.00	0.00	0.00 %
SM900.2401.00000	INTEREST & EARNINGS.UPTOWN BID	100.00	100.00	3.99	359.48	259.48	359.48 %
	Revenue Total:	105,500.00	105,500.00	3.99	105,759.48	259.48	0.25 %
Expense							
SM900.5182.400.00000	STREET LIGHTING-CONTRACTUAL.U...	26,000.00	12,400.00	0.00	0.00	12,400.00	100.00 %
SM900.7110.200.00000	PARKS.EQUIP & CAP OUTLAY.UPT...	0.00	93,100.00	6,054.00	93,089.00	11.00	0.01 %
SM900.8510.400.00000	COMMUNITY BEAUTIF - CONT.UPT...	15,500.00	0.00	0.00	0.00	0.00	0.00 %
SM900.9730.600.00000	BAN DEBT PRINCIPAL	28,000.00	0.00	0.00	0.00	0.00	0.00 %
SM900.9730.700.00000	BAN DEBT INTEREST	36,000.00	0.00	0.00	0.00	0.00	0.00 %
	Expense Total:	105,500.00	105,500.00	6,054.00	93,089.00	12,411.00	11.76 %
	Fund: SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT Surplu...	0.00	0.00	-6,050.01	12,670.48	12,670.48	0.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SS800 - SANITARY SEWER							
Revenue							
SS800.1030.00000	SPECIAL ASSESSMENTS..PURDY/M...	18,210.00	18,210.00	0.00	18,210.00	0.00	0.00 %
SS800.2401.00000	INTEREST & EARNINGS.SEWER	14.00	14.00	5.78	73.18	59.18	522.71 %
	Revenue Total:	18,224.00	18,224.00	5.78	18,283.18	59.18	0.32 %
Expense							
SS800.9710.600.00000	SERIAL BONDS.PRINCIPAL.PURDY/...	18,210.00	18,210.00	0.00	0.00	18,210.00	100.00 %
SS800.9710.700.00000	SERIAL BONDS.INTEREST.PURDY/M...	14.00	14.00	0.00	0.00	14.00	100.00 %
	Expense Total:	18,224.00	18,224.00	0.00	0.00	18,224.00	100.00 %
	Fund: SS800 - SANITARY SEWER Surplus (Deficit):	0.00	0.00	5.78	18,283.18	18,283.18	0.00 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT							
Revenue							
SW500.1001.00000	REAL PROPERTY TAXES.CANDGA C...	695,000.00	695,000.00	0.00	695,000.00	0.00	0.00 %
SW500.2140.00000	WATER QUARTERLY SALES.CANDGA...	725,000.00	725,000.00	1,408.66	451,684.78	-273,315.22	37.70 %
SW500.2142.00000	WATER FILL STATION SALES.CANDG...	2,000.00	2,000.00	112.25	1,597.51	-402.49	20.12 %
SW500.2144.00000	WATER NEW SERVICES.CANDGA C...	25,000.00	25,000.00	1,770.00	23,176.00	-1,824.00	7.30 %
SW500.2148.00000	PENALTY ON WATER.CANDGA CONS..	5,000.00	5,000.00	64.70	5,708.65	708.65	114.17 %
SW500.2389.00000	INTEREST OTHER GOVT	1,713.00	1,713.00	0.00	0.00	-1,713.00	100.00 %
SW500.2401.00000	INTEREST & EARNINGS.CANANDAI...	4,500.00	4,500.00	479.50	46,759.60	42,259.60	1,039.10 %
SW500.2655.00000	SALES - OTHER-REPAIRS/REPLACEM...	2,500.00	2,500.00	0.00	61.20	-2,438.80	97.55 %
SW500.3991.00000	ST AID. WATER CAP PROJECT.CAND...	150,000.00	0.00	0.00	0.00	0.00	0.00 %
SW500.5031.00000	INTERFUND TRANSFERS.CANDGA C...	14,814.00	14,814.00	0.00	14,814.00	0.00	0.00 %
SW500.9000.00000	APPROPRIATED FUND BALANCE FOR..	373,850.00	523,850.00	0.00	0.00	-523,850.00	100.00 %
	Revenue Total:	1,999,377.00	1,999,377.00	3,835.11	1,238,801.74	-760,575.26	38.04 %
Expense							
SW500.1910.400.00000	UNALLOCATED INS.CONTRACTUAL....	13,500.00	13,500.00	0.00	13,238.00	262.00	1.94 %
SW500.1990.400.00000	CONTINGENCY.CONTRACTUAL.CAN...	25,000.00	2,500.00	0.00	0.00	2,500.00	100.00 %
SW500.8310.120.00000	WATER ADMIN.SUPER.SALARY.CAN...	55,000.00	55,000.00	4,230.76	44,422.98	10,577.02	19.23 %
SW500.8310.121.00000	WATER ADMIN.CLERK.CDGA CONS...	15,000.00	15,000.00	1,431.00	8,559.00	6,441.00	42.94 %
SW500.8310.122.00000	WATER ADMIN.SENIOR CLERK.CDGA..	25,131.00	25,131.00	1,760.00	17,712.00	7,419.00	29.52 %
SW500.8310.131.00000	WATER ADMIN.MAINASST.CANDGA...	183,305.00	183,305.00	14,116.58	151,464.23	31,840.77	17.37 %
SW500.8310.200.00000	WATER ADMIN.CAP EQUIP.CANDGA...	37,501.00	37,774.50	0.00	13,515.81	24,258.69	64.22 %
SW500.8310.400.00000	WATER ADMIN.CONTRACTUAL.CA...	5,340.00	5,340.00	239.44	2,311.05	3,028.95	56.72 %
SW500.8310.410.00000	WATER ADMIN.LEGAL SERVICES.CA...	10,000.00	8,000.00	0.00	307.50	7,692.50	96.16 %
SW500.8310.420.00000	WATER ADMIN.METER READING.C...	30,000.00	30,000.00	4,814.86	31,268.77	-1,268.77	-4.23 %
SW500.8310.423.00000	WATER ADMIN.VEHICLE GPS.CAND...	1,000.00	1,000.00	56.85	511.65	488.35	48.84 %
SW500.8310.424.00000	WATER ADMIN.TRAINING & DUES....	3,000.00	6,000.00	0.00	4,061.28	1,938.72	32.31 %
SW500.8310.450.00000	WATER ADMIN.ENGINEERING.CAN...	55,000.00	55,000.00	14,427.00	47,802.00	7,198.00	13.09 %
SW500.8320.400.00000	WATER PURCHASES.CONT.CANDGA...	505,000.00	505,000.00	148,857.60	415,370.74	89,629.26	17.75 %
SW500.8320.420.00000	WATER PURCHASES.UTILITIES.CAN...	56,000.00	56,000.00	3,734.89	45,966.05	10,033.95	17.92 %
SW500.8340.440.00000	SERVICES & MAINT.SERVICES & MA...	165,300.00	225,300.00	5,934.23	192,373.28	32,926.72	14.61 %
SW500.8397.200.00000	WATER CAP PROJECTS.CAP EQUIP....	219,600.00	199,600.00	0.00	172,441.40	27,158.60	13.61 %
SW500.8397.400.00000	WATER CAPITAL PROJECTS.CONT.C...	200,000.00	180,000.00	31,925.62	31,925.62	148,074.38	82.26 %
SW500.9010.800.00000	NYS RETIREMENT..CANDGA CONS ...	20,825.00	20,825.00	0.00	0.00	20,825.00	100.00 %
SW500.9030.800.00000	SOCIAL SECURITY...CANDGA CONS ...	16,500.00	16,500.00	1,594.70	15,874.51	625.49	3.79 %
SW500.9040.800.00000	WORKERS COMPENSATION...CAND...	5,950.00	5,950.00	0.00	5,910.58	39.42	0.66 %
SW500.9050.800.00000	UNEMPLOYMENT INSURANCE.CAN...	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
SW500.9055.800.00000	DISABILITY INSURANCE...CANDGA ...	100.00	100.00	0.00	49.32	50.68	50.68 %
SW500.9060.810.00000	HOSPITAL/MEDICAL INSURANCE.C...	29,525.00	29,525.00	2,466.19	25,356.57	4,168.43	14.12 %
SW500.9060.811.00000	DENTAL INSURANCE.CANDGA CONS...	2,200.00	4,700.00	239.25	2,797.69	1,902.31	40.47 %
SW500.9060.820.00000	HOSPITAL/MEDICAL INSURANCE.B...	3,000.00	3,000.00	307.68	2,230.68	769.32	25.64 %
SW500.9060.830.00000	HOSPITAL/MEDICAL INS.HSA ACCO...	11,500.00	11,500.00	0.00	11,500.00	0.00	0.00 %
SW500.9090.876.00000	EMP BENEFIT VAC BUYBACK	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
SW500.9710.600.00000	SERIAL BONDS PRINCIPAL	240,000.00	240,000.00	0.00	0.00	240,000.00	100.00 %
SW500.9710.700.00000	SERIAL BONDS INTEREST	62,100.00	62,100.00	0.00	31,050.00	31,050.00	50.00 %
	Expense Total:	1,999,377.00	2,000,650.50	236,136.65	1,288,020.71	712,629.79	35.62 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT Su...		0.00	-1,273.50	-232,301.54	-49,218.97	-47,945.47	-3,764.86 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT							
Revenue							
SW505.1001.00000	REAL PROPERTY TAXES.CANDGA BR...	12,624.00	12,624.00	0.00	12,624.00	0.00	0.00 %
SW505.1030.00000	SPECIAL ASSESSMENT.CANDGA BRI...	60,962.00	60,962.00	0.00	60,962.00	0.00	0.00 %
SW505.2401.00000	INTEREST & EARNINGS.CANANDAI...	0.00	0.00	21.48	308.97	308.97	0.00 %
SW505.3991.00000	STATE AID CAP PROJ	0.00	0.00	0.00	22,000.00	22,000.00	0.00 %
SW505.9000.00000	APPROPRIATED FUND BALANCE FOR...	10,068.00	10,068.00	0.00	0.00	-10,068.00	100.00 %
Revenue Total:		83,654.00	83,654.00	21.48	95,894.97	12,240.97	14.63 %
Expense							
SW505.8340.400.00000	SERVICES & MAINTENANCE.CONT....	20,500.00	20,500.00	0.00	0.00	20,500.00	100.00 %
SW505.9710.600.00000	SERIAL BONDS BRISTOL.PRINCIPAL....	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
SW505.9710.700.00000	SERIAL BONDS BRISTOL.INTEREST.C...	37,725.00	37,725.00	0.00	18,862.50	18,862.50	50.00 %
SW505.9903.900.00000	TRANSFER/WATER-MAINT.CANDGA...	1,919.00	1,919.00	0.00	1,919.00	0.00	0.00 %
SW505.9903.901.00000	TRANSFER/WATER-MAINT...CANDG...	3,510.00	3,510.00	0.00	3,510.00	0.00	0.00 %
Expense Total:		83,654.00	83,654.00	0.00	24,291.50	59,362.50	70.96 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT Sur...		0.00	0.00	21.48	71,603.47	71,603.47	0.00 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT							
Revenue							
SW515.1001.00000	REAL PROPERTY TAXES.CANDGA-FA...	220,976.00	220,976.00	0.00	220,976.00	0.00	0.00 %
SW515.2401.00000	INTEREST & EARNINGS.CANANDAI...	40.00	40.00	17.21	289.15	249.15	722.88 %
Revenue Total:		221,016.00	221,016.00	17.21	221,265.15	249.15	0.11 %
Expense							
SW515.8350.400.00000	FARM.COMMON WATER.CONTRAC...	220,976.00	220,976.00	0.00	220,976.00	0.00	0.00 %
SW515.8389.400.00000	CDGA.COMMON WATER.CONTRAC...	40.00	40.00	0.00	0.00	40.00	100.00 %
Expense Total:		221,016.00	221,016.00	0.00	220,976.00	40.00	0.02 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT Surp...		0.00	0.00	17.21	289.15	289.15	0.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT							
Revenue							
SW525.1001.00000	REAL PROPERTY TAXES.MCINTYRE ...	7,243.00	7,243.00	0.00	7,243.00	0.00	0.00 %
SW525.2401.00000	INTEREST & EARNINGS.MCINTYRE ...	8.00	8.00	2.68	41.35	33.35	516.88 %
SW525.9000.00000	APPROPRIATED FUND BALANCE FOR...	1,100.00	1,100.00	0.00	0.00	-1,100.00	100.00 %
Revenue Total:		8,351.00	8,351.00	2.68	7,284.35	-1,066.65	12.77 %
Expense							
SW525.8340.400.00000	SERVICES & MAINTENANCE.CONT....	787.00	787.00	0.00	0.00	787.00	100.00 %
SW525.9710.600.00000	SERIAL BONDS.PRINCIPAL.MCINTYR...	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
SW525.9710.700.00000	SERIAL BONDS.INTEREST.MCINTYRE...	3,384.00	3,384.00	0.00	1,692.00	1,692.00	50.00 %
SW525.9903.900.00000	TRANSFER/WATER-MAINTENANCE...	1,180.00	1,180.00	0.00	1,180.00	0.00	0.00 %
Expense Total:		8,351.00	8,351.00	0.00	2,872.00	5,479.00	65.61 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT Surplus (Deficit):		0.00	0.00	2.68	4,412.35	4,412.35	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT							
Revenue							
SW530.1001.00000	REAL PROPERTY TAXES.EMERSON A...	18,545.00	18,545.00	0.00	18,545.00	0.00	0.00 %
SW530.2401.00000	INTEREST & EARNINGS.EMERSON A...	2.00	2.00	1.17	20.08	18.08	1,004.00 %
Revenue Total:		18,547.00	18,547.00	1.17	18,565.08	18.08	0.10 %
Expense							
SW530.8389.400.00000	COMMON WATER.CONTRACTUAL....	4,815.00	4,815.00	0.00	4,815.00	0.00	0.00 %
SW530.9710.600.00000	SERIAL BONDS.PRINCIPAL.EMERSON..	8,000.00	8,000.00	0.00	8,000.00	0.00	0.00 %
SW530.9710.700.00000	SERIAL BONDS.INTEREST.EMERSON...	5,732.00	5,732.00	0.00	5,732.00	0.00	0.00 %
Expense Total:		18,547.00	18,547.00	0.00	18,547.00	0.00	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT Su...		0.00	0.00	1.17	18.08	18.08	0.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT							
Revenue							
SW535.1001.00000	REAL PROPERTY TAXES.COUNTY RO...	15,146.00	15,146.00	0.00	15,146.00	0.00	0.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SW535.2401.00000	INTEREST & EARNINGS.EX 36 - COU...	12.00	12.00	4.61	71.42	59.42	595.17 %
SW535.9000.00000	APPROPRIATED FUND BALANCE FOR..	500.00	500.00	0.00	0.00	-500.00	100.00 %
	Revenue Total:	15,658.00	15,658.00	4.61	15,217.42	-440.58	2.81 %
	Expense						
SW535.8340.400.00000	SERVICES & MAIN.CONT.CO RD #30...	793.00	793.00	0.00	0.00	793.00	100.00 %
SW535.9710.600.00000	SERIAL BONDS.PRINCIPAL.EX 36 - C...	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
SW535.9710.700.00000	SERIAL BONDS.INTEREST.CO RD #30...	8,675.00	8,675.00	0.00	4,337.50	4,337.50	50.00 %
SW535.9903.900.00000	TRANSFER/WATER-MAINTENANCE....	1,190.00	1,190.00	0.00	1,190.00	0.00	0.00 %
	Expense Total:	15,658.00	15,658.00	0.00	5,527.50	10,130.50	64.70 %
	Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT Surplus ..	0.00	0.00	4.61	9,689.92	9,689.92	0.00 %
	Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT						
	Revenue						
SW540.1001.00000	REAL PROPERTY TAXES.HOPKINS GR...	12,294.00	12,294.00	0.00	12,294.00	0.00	0.00 %
SW540.2401.00000	INTEREST & EARNINGS.HOPKINS GR...	11.00	11.00	3.93	63.26	52.26	575.09 %
SW540.9000.00000	APPROPRIATED FUND BALANCE FOR..	1,800.00	1,800.00	0.00	0.00	-1,800.00	100.00 %
	Revenue Total:	14,105.00	14,105.00	3.93	12,357.26	-1,747.74	12.39 %
	Expense						
SW540.8340.400.00000	SERVICES & MAIN.CONT.HOPKINS ...	1,707.00	1,707.00	0.00	0.00	1,707.00	100.00 %
SW540.9710.600.00000	SERIAL BONDS.PRINCIPAL.HOPKINS...	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
SW540.9710.700.00000	SERIAL BONDS.INTEREST.HOPKINS ...	4,838.00	4,838.00	0.00	2,418.75	2,419.25	50.01 %
SW540.9903.900.00000	TRANSFER/WATER-MAINTENANCE....	2,560.00	2,560.00	0.00	2,560.00	0.00	0.00 %
	Expense Total:	14,105.00	14,105.00	0.00	4,978.75	9,126.25	64.70 %
	Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT Surplus (Deficit):	0.00	0.00	3.93	7,378.51	7,378.51	0.00 %
	Fund: SW545 - HICKOX ROAD WATER DISTRICT						
	Revenue						
SW545.1001.00000	REAL PROPERTY TAXES.HICKOX RO...	3,790.00	3,790.00	0.00	3,790.00	0.00	0.00 %
SW545.2401.00000	INTEREST & EARNINGS.HICKOX RO...	1.00	1.00	0.72	24.35	23.35	2,435.00 %
	Revenue Total:	3,791.00	3,791.00	0.72	3,814.35	23.35	0.62 %
	Expense						
SW545.8340.440.00000	SERVICES & MAINTENANCE.HICKOX...	757.00	757.00	0.00	0.00	757.00	100.00 %
SW545.9795.600.00000	DEBT PRIN OTHER GOVT DUE TO O...	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00 %
SW545.9903.900.00000	TRANSFER/WATER-MAINTENANCE....	534.00	534.00	0.00	534.00	0.00	0.00 %
	Expense Total:	3,791.00	3,791.00	0.00	3,034.00	757.00	19.97 %
	Fund: SW545 - HICKOX ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	0.72	780.35	780.35	0.00 %
	Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT						
	Revenue						
SW550.1001.00000	REAL PROPERTY TAXES.NOTT RD EX...	6,125.00	6,125.00	0.00	6,125.00	0.00	0.00 %
SW550.2401.00000	INTEREST & EARNINGS.NOTT RD EX...	4.00	4.00	2.14	30.70	26.70	767.50 %
SW550.9000.00000	APPROPRIATED FUND BALANCE FOR..	650.00	650.00	0.00	0.00	-650.00	100.00 %
	Revenue Total:	6,779.00	6,779.00	2.14	6,155.70	-623.30	9.19 %
	Expense						
SW550.8340.400.00000	SERVICES & MAINTENANCE.CONTR...	467.00	467.00	0.00	0.00	467.00	100.00 %
SW550.9710.600.00000	SERIAL BONDS.PRINCIPAL.NOTT RD ...	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
SW550.9710.700.00000	SERIAL BONDS.INTEREST.NOTT RD ...	1,612.00	1,612.00	0.00	806.00	806.00	50.00 %
SW550.9903.900.00000	TRANSFER/WATER-MAINTENANCE....	700.00	700.00	0.00	700.00	0.00	0.00 %
	Expense Total:	6,779.00	6,779.00	0.00	1,506.00	5,273.00	77.78 %
	Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT Surplus (Deficit):	0.00	0.00	2.14	4,649.70	4,649.70	0.00 %
	Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT						
	Revenue						
SW555.1001.00000	REAL PROPERTY TAXES.CO RD 32 EX...	11,731.00	11,731.00	0.00	11,731.00	0.00	0.00 %
SW555.2401.00000	INTEREST & EARNINGS.CO RD 32 EX...	7.00	7.00	1.40	42.31	35.31	604.43 %
	Revenue Total:	11,738.00	11,738.00	1.40	11,773.31	35.31	0.30 %
	Expense						
SW555.8340.400.00000	SERVICES & MAIN.CONT.CO RD 32 ...	480.00	480.00	0.00	0.00	480.00	100.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SW555.9795.650.00000	DEBT PRINCIPAL DUE TO OTHER G...	8,824.00	8,824.00	0.00	8,823.14	0.86	0.01 %
SW555.9795.700.00000	DEBT INTEREST DUE TO OTHER GO...	1,713.00	1,713.00	0.00	1,712.86	0.14	0.01 %
SW555.9903.900.00000	TRANSFER/WATER-MAINTENANCE.....	721.00	721.00	0.00	721.00	0.00	0.00 %
	Expense Total:	11,738.00	11,738.00	0.00	11,257.00	481.00	4.10 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT Surplus (Deficit):		0.00	0.00	1.40	516.31	516.31	0.00 %
	Report Surplus (Deficit):	1.00	-127,285.62	892,816.34	3,457,034.35	3,584,319.97	2,815.97 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: AA100 - GENERAL FUND						
Revenue	5,114,057.00	7,296,851.00	698,270.35	6,728,026.89	-568,824.11	7.80 %
Expense	5,114,056.00	7,350,367.41	317,630.13	6,619,803.75	730,563.66	9.94 %
Fund: AA100 - GENERAL FUND Surplus (Deficit):	1.00	-53,516.41	380,640.22	108,223.14	161,739.55	302.22 %
Fund: AA231 - CONTINGENT/TAX RESERVE						
Revenue	0.00	0.00	4,546.61	536,489.92	536,489.92	0.00 %
Fund: AA231 - CONTINGENT/TAX RESERVE Total:	0.00	0.00	4,546.61	536,489.92	536,489.92	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE						
Revenue	0.00	0.00	967.65	8,503.88	8,503.88	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE Total:	0.00	0.00	967.65	8,503.88	8,503.88	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE						
Revenue	0.00	0.00	216.94	1,906.41	1,906.41	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE Total:	0.00	0.00	216.94	1,906.41	1,906.41	0.00 %
Fund: AA234 - OPEN SPACE RESERVE						
Revenue	0.00	0.00	3,846.98	49,443.89	49,443.89	0.00 %
Fund: AA234 - OPEN SPACE RESERVE Total:	0.00	0.00	3,846.98	49,443.89	49,443.89	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE						
Revenue	0.00	0.00	877.19	7,708.94	7,708.94	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE Total:	0.00	0.00	877.19	7,708.94	7,708.94	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE						
Revenue	0.00	0.00	1,016.80	8,935.76	8,935.76	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE Total:	0.00	0.00	1,016.80	8,935.76	8,935.76	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE						
Revenue	0.00	0.00	3,780.30	33,221.57	33,221.57	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE Total:	0.00	0.00	3,780.30	33,221.57	33,221.57	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND						
Revenue	0.00	0.00	10,593.92	49,995.34	49,995.34	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND Total:	0.00	0.00	10,593.92	49,995.34	49,995.34	0.00 %
Fund: DA100 - HIGHWAY						
Revenue	4,360,645.00	4,852,204.71	1,091,583.89	3,931,902.48	-920,302.23	18.97 %
Expense	4,360,645.00	4,924,700.42	372,701.37	3,371,172.23	1,553,528.19	31.55 %
Fund: DA100 - HIGHWAY Surplus (Deficit):	0.00	-72,495.71	718,882.52	560,730.25	633,225.96	873.47 %
Fund: DA230 - HWY EQUIPMENT RESERVE						
Revenue	0.00	0.00	1,471.25	12,929.54	12,929.54	0.00 %
Fund: DA230 - HWY EQUIPMENT RESERVE Total:	0.00	0.00	1,471.25	12,929.54	12,929.54	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE						
Revenue	0.00	0.00	1,573.59	13,828.87	13,828.87	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE Total:	0.00	0.00	1,573.59	13,828.87	13,828.87	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE						
Revenue	0.00	0.00	968.89	8,514.88	8,514.88	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE Total:	0.00	0.00	968.89	8,514.88	8,514.88	0.00 %
Fund: HH100 - CAPITAL PROJECTS						
Revenue	0.00	0.00	63,736.59	2,752,339.81	2,752,339.81	0.00 %
Expense	0.00	0.00	60,890.84	768,741.70	-768,741.70	0.00 %
Fund: HH100 - CAPITAL PROJECTS Surplus (Deficit):	0.00	0.00	2,845.75	1,983,598.11	1,983,598.11	0.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT						
Revenue	15,074.00	15,074.00	36.06	10,444.85	-4,629.15	30.71 %
Expense	15,074.00	15,074.00	0.00	4,953.90	10,120.10	67.14 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	36.06	5,490.95	5,490.95	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT						
Revenue	1,950.00	1,950.00	7.42	2,025.98	75.98	3.90 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT Surplus ..	0.00	0.00	7.42	2,025.98	2,025.98	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT						
Revenue	8.00	8.00	4.64	58.70	50.70	633.75 %
Expense	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	4.64	58.70	58.70	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT						
Revenue	22.00	22.00	10.91	138.09	116.09	527.68 %
Expense	22.00	22.00	0.00	0.00	22.00	100.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	10.91	138.09	138.09	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT						
Revenue	5.00	5.00	2.43	30.74	25.74	514.80 %
Expense	5.00	5.00	0.00	0.00	5.00	100.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	2.43	30.74	30.74	0.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT						
Revenue	8.00	8.00	4.36	55.25	47.25	590.63 %
Expense	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT Surplus (Deficit)..	0.00	0.00	4.36	55.25	55.25	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT						
Revenue	5.00	5.00	3.01	38.17	33.17	663.40 %
Expense	5.00	5.00	0.00	0.00	5.00	100.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT Surplus (Defic..	0.00	0.00	3.01	38.17	38.17	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT						
Revenue	8,505.00	8,505.00	4.75	1,670.19	-6,834.81	80.36 %
Expense	8,505.00	8,505.00	0.00	0.00	8,505.00	100.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT Surplus (Def..	0.00	0.00	4.75	1,670.19	1,670.19	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT						
Revenue	8.00	8.00	5.74	72.71	64.71	808.88 %
Expense	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	5.74	72.71	72.71	0.00 %
Fund: SF450 - FIRE PROTECTION						
Revenue	1,490,200.00	1,490,200.00	16.06	1,466,378.87	-23,821.13	1.60 %
Expense	1,490,200.00	1,490,200.00	0.00	1,490,000.00	200.00	0.01 %
Fund: SF450 - FIRE PROTECTION Surplus (Deficit):	0.00	0.00	16.06	-23,621.13	-23,621.13	0.00 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT						
Revenue	1,814.00	1,814.00	0.76	1,820.42	6.42	0.35 %
Expense	1,814.00	1,814.00	159.77	1,495.30	318.70	17.57 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-159.01	325.12	325.12	0.00 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT						
Revenue	14,900.00	14,900.00	1.49	13,135.62	-1,764.38	11.84 %
Expense	14,900.00	14,900.00	899.89	8,159.02	6,740.98	45.24 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-898.40	4,976.60	4,976.60	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT						
Revenue	1.00	1.00	0.40	5.06	4.06	406.00 %
Expense	1.00	1.00	0.00	0.00	1.00	100.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	0.40	5.06	5.06	0.00 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT						
Revenue	533.00	533.00	1.08	544.19	11.19	2.10 %
Expense	533.00	533.00	27.32	255.56	277.44	52.05 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT Surplus (...	0.00	0.00	-26.24	288.63	288.63	0.00 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT						
Revenue	1,600.00	1,600.00	0.68	1,608.10	8.10	0.51 %
Expense	1,600.00	1,600.00	134.65	1,231.84	368.16	23.01 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-133.97	376.26	376.26	0.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 10/31/2023

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT						
Revenue	105,500.00	105,500.00	3.99	105,759.48	259.48	0.25 %
Expense	105,500.00	105,500.00	6,054.00	93,089.00	12,411.00	11.76 %
Fund: SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT Surplu...	0.00	0.00	-6,050.01	12,670.48	12,670.48	0.00 %
Fund: SS800 - SANITARY SEWER						
Revenue	18,224.00	18,224.00	5.78	18,283.18	59.18	0.32 %
Expense	18,224.00	18,224.00	0.00	0.00	18,224.00	100.00 %
Fund: SS800 - SANITARY SEWER Surplus (Deficit):	0.00	0.00	5.78	18,283.18	18,283.18	0.00 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT						
Revenue	1,999,377.00	1,999,377.00	3,835.11	1,238,801.74	-760,575.26	38.04 %
Expense	1,999,377.00	2,000,650.50	236,136.65	1,288,020.71	712,629.79	35.62 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT Su...	0.00	-1,273.50	-232,301.54	-49,218.97	-47,945.47	-3,764.86 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT						
Revenue	83,654.00	83,654.00	21.48	95,894.97	12,240.97	14.63 %
Expense	83,654.00	83,654.00	0.00	24,291.50	59,362.50	70.96 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT Sur...	0.00	0.00	21.48	71,603.47	71,603.47	0.00 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT						
Revenue	221,016.00	221,016.00	17.21	221,265.15	249.15	0.11 %
Expense	221,016.00	221,016.00	0.00	220,976.00	40.00	0.02 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT Surp...	0.00	0.00	17.21	289.15	289.15	0.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT						
Revenue	8,351.00	8,351.00	2.68	7,284.35	-1,066.65	12.77 %
Expense	8,351.00	8,351.00	0.00	2,872.00	5,479.00	65.61 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	2.68	4,412.35	4,412.35	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT						
Revenue	18,547.00	18,547.00	1.17	18,565.08	18.08	0.10 %
Expense	18,547.00	18,547.00	0.00	18,547.00	0.00	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT Su...	0.00	0.00	1.17	18.08	18.08	0.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT						
Revenue	15,658.00	15,658.00	4.61	15,217.42	-440.58	2.81 %
Expense	15,658.00	15,658.00	0.00	5,527.50	10,130.50	64.70 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT Surplus ..	0.00	0.00	4.61	9,689.92	9,689.92	0.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT						
Revenue	14,105.00	14,105.00	3.93	12,357.26	-1,747.74	12.39 %
Expense	14,105.00	14,105.00	0.00	4,978.75	9,126.25	64.70 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT Surplus (Deficit):	0.00	0.00	3.93	7,378.51	7,378.51	0.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT						
Revenue	3,791.00	3,791.00	0.72	3,814.35	23.35	0.62 %
Expense	3,791.00	3,791.00	0.00	3,034.00	757.00	19.97 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	0.72	780.35	780.35	0.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT						
Revenue	6,779.00	6,779.00	2.14	6,155.70	-623.30	9.19 %
Expense	6,779.00	6,779.00	0.00	1,506.00	5,273.00	77.78 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT Surplus (Deficit):	0.00	0.00	2.14	4,649.70	4,649.70	0.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT						
Revenue	11,738.00	11,738.00	1.40	11,773.31	35.31	0.30 %
Expense	11,738.00	11,738.00	0.00	11,257.00	481.00	4.10 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT Surplus (Deficit):	0.00	0.00	1.40	516.31	516.31	0.00 %
Report Surplus (Deficit):	1.00	-127,285.62	892,816.34	3,457,034.35	3,584,319.97	2,815.97 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
AA100 - GENERAL FUND	1.00	-53,516.41	380,640.22	108,223.14	161,739.55
AA231 - CONTINGENT/TAX RESERV	0.00	0.00	4,546.61	536,489.92	536,489.92
AA232 - CAMPUS REPAIR RESERVE	0.00	0.00	967.65	8,503.88	8,503.88
AA233 - TECHNOLOGY RESERVE	0.00	0.00	216.94	1,906.41	1,906.41
AA234 - OPEN SPACE RESERVE	0.00	0.00	3,846.98	49,443.89	49,443.89
AA235 - NYS EMPLOYEE SYSTEM R	0.00	0.00	877.19	7,708.94	7,708.94
AA237 - BONDED INDEBTEDNESS I	0.00	0.00	1,016.80	8,935.76	8,935.76
AA238 - SOLID WASTE MANAGEM	0.00	0.00	3,780.30	33,221.57	33,221.57
CM100 - NEW RECREATION REVEN	0.00	0.00	10,593.92	49,995.34	49,995.34
DA100 - HIGHWAY	0.00	-72,495.71	718,882.52	560,730.25	633,225.96
DA230 - HWY EQUIPMENT RESERV	0.00	0.00	1,471.25	12,929.54	12,929.54
DA232 - HWY IMPROVEMENT RES	0.00	0.00	1,573.59	13,828.87	13,828.87
DA235 - SNOW/ICE REMOVAL RD I	0.00	0.00	968.89	8,514.88	8,514.88
HH100 - CAPITAL PROJECTS	0.00	0.00	2,845.75	1,983,598.11	1,983,598.11
SD600 - RT 332 DRAINAGE DISTRIC	0.00	0.00	36.06	5,490.95	5,490.95
SD605 - LAKEWOOD MEADOWS D	0.00	0.00	7.42	2,025.98	2,025.98
SD610 - ASHTON DRAINAGE DISTR	0.00	0.00	4.64	58.70	58.70
SD615 - FOX RIDGE DRAINAGE DIS	0.00	0.00	10.91	138.09	138.09
SD620 - LANDINGS DRAINAGE DIS	0.00	0.00	2.43	30.74	30.74
SD625 - OLD BROOKSIDE DRAINAC	0.00	0.00	4.36	55.25	55.25
SD630 - LAKESIDE ESTATES DRAIN	0.00	0.00	3.01	38.17	38.17
SD635 - WATERFORD POINT DRAI	0.00	0.00	4.75	1,670.19	1,670.19
SD640 - STABLEGATE DRAINAGE D	0.00	0.00	5.74	72.71	72.71
SF450 - FIRE PROTECTION	0.00	0.00	16.06	-23,621.13	-23,621.13
SL700 - CENTERPOINT LIGHTING D	0.00	0.00	-159.01	325.12	325.12
SL705 - FOX RIDGE LIGHTING DIST	0.00	0.00	-898.40	4,976.60	4,976.60
SL710 - LANDINGS LIGHTING DIST	0.00	0.00	0.40	5.06	5.06
SL715 - LAKEWOOD MEADOWS LI	0.00	0.00	-26.24	288.63	288.63
SL720 - FALLBROOK PARK LIGHTIN	0.00	0.00	-133.97	376.26	376.26
SM900 - UPTOWN BUSINESS IMPR	0.00	0.00	-6,050.01	12,670.48	12,670.48
SS800 - SANITARY SEWER	0.00	0.00	5.78	18,283.18	18,283.18
SW500 - CANANDAIGUA CONSOLI	0.00	-1,273.50	-232,301.54	-49,218.97	-47,945.47
SW505 - CANANDAIGUA BRISTOL	0.00	0.00	21.48	71,603.47	71,603.47
SW515 - CANANDAIGUA-FARMINC	0.00	0.00	17.21	289.15	289.15
SW525 - MCINTYRE ROAD WATER	0.00	0.00	2.68	4,412.35	4,412.35
SW530 - EMERSON ALLEN TOWNL	0.00	0.00	1.17	18.08	18.08
SW535 - EX 36 - COUNTY ROAD #3	0.00	0.00	4.61	9,689.92	9,689.92
SW540 - HOPKINS GRIMBLE WATE	0.00	0.00	3.93	7,378.51	7,378.51
SW545 - HICKOX ROAD WATER DI	0.00	0.00	0.72	780.35	780.35
SW550 - NOTT RD EXT. 40 WATER	0.00	0.00	2.14	4,649.70	4,649.70
SW555 - CO RD 32 EXT. 41 WATEF	0.00	0.00	1.40	516.31	516.31
Report Surplus (Deficit):	1.00	-127,285.62	892,816.34	3,457,034.35	3,584,319.97



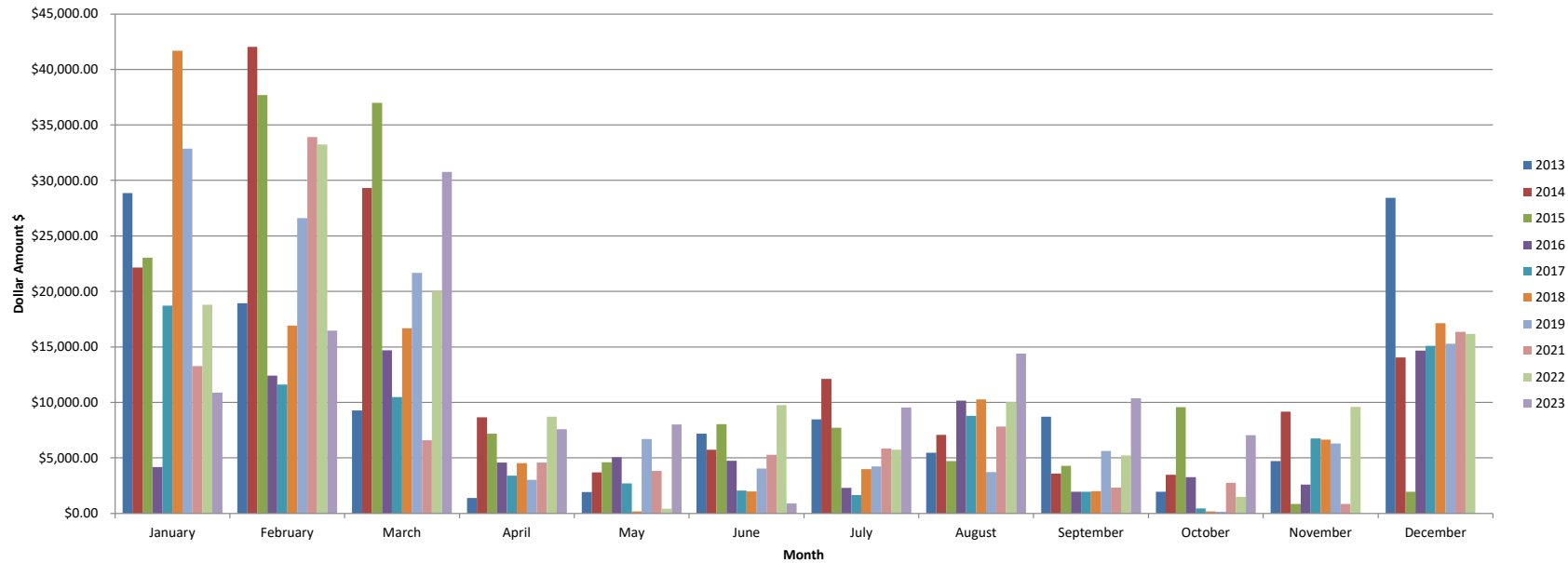
Fund Balance Report

As Of 10/31/2023

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
AA100 - GENERAL FUND	3,060,224.71	6,728,026.89	6,619,803.75	3,168,447.85
AA231 - CONTINGENT/TAX RESERVE	481,286.43	536,489.92	0.00	1,017,776.35
AA232 - CAMPUS REPAIR RESERVE	208,110.45	8,503.88	0.00	216,614.33
AA233 - TECHNOLOGY RESERVE	46,656.05	1,906.41	0.00	48,562.46
AA234 - OPEN SPACE RESERVE	1,297,471.84	49,443.89	0.00	1,346,915.73
AA235 - NYS EMPLOYEE SYSTEM RESERVE	188,656.37	7,708.94	0.00	196,365.31
AA237 - BONDED INDEBTEDNESS RESERVE	218,680.21	8,935.76	0.00	227,615.97
AA238 - SOLID WASTE MANAGEMENT RESERVE	813,014.09	33,221.57	0.00	846,235.66
CM100 - NEW RECREATION REVENUE FUND	529,839.69	49,995.34	0.00	579,835.03
CR100 - PARKS & REC FBC REVENUE FUND	0.00	0.00	0.00	0.00
DA100 - HIGHWAY	184,996.48	3,931,902.48	3,371,172.23	745,726.73
DA230 - HWY EQUIPMENT RESERVE	316,418.84	12,929.54	0.00	329,348.38
DA232 - HWY IMPROVEMENT RESERVE	338,426.70	13,828.87	0.00	352,255.57
DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE	208,379.96	8,514.88	0.00	216,894.84
HH100 - CAPITAL PROJECTS	610,166.41	2,752,339.81	768,741.70	2,593,764.52
KA100 - FIXED ASSETS	0.00	0.00	0.00	0.00
SD600 - RT 332 DRAINAGE DISTRICT	108,915.57	10,444.85	4,953.90	114,406.52
SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT	21,531.35	2,025.98	0.00	23,557.33
SD610 - ASHTON DRAINAGE DISTRICT	14,651.88	58.70	0.00	14,710.58
SD615 - FOX RIDGE DRAINAGE DISTRICT	34,472.91	138.09	0.00	34,611.00
SD620 - LANDINGS DRAINAGE DISTRICT	7,671.15	30.74	0.00	7,701.89
SD625 - OLD BROOKSIDE DRAINAGE DISTRICT	13,792.33	55.25	0.00	13,847.58
SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT	9,527.85	38.17	0.00	9,566.02
SD635 - WATERFORD POINT DRAINAGE DISTRICT	13,415.37	1,670.19	0.00	15,085.56
SD640 - STABLEGATE DRAINAGE DISTRICT	18,144.29	72.71	0.00	18,217.00
SF450 - FIRE PROTECTION	74,581.84	1,466,378.87	1,490,000.00	50,960.71
SL700 - CENTERPOINT LIGHTING DISTRICT	2,096.21	1,820.42	1,495.30	2,421.33
SL705 - FOX RIDGE LIGHTING DISTRICT	-241.95	13,135.62	8,159.02	4,734.65
SL710 - LANDINGS LIGHTING DISTRICT	1,260.09	5.06	0.00	1,265.15
SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT	3,150.46	544.19	255.56	3,439.09
SL720 - FALLBROOK PARK LIGHTING DISTRICT	1,781.05	1,608.10	1,231.84	2,157.31
SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT	0.00	105,759.48	93,089.00	12,670.48
SS800 - SANITARY SEWER	59.47	18,283.18	0.00	18,342.65
SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT	1,641,425.80	1,238,801.74	1,288,020.71	1,592,206.83
SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT	14,535.90	95,894.97	24,291.50	86,139.37
SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT	54,307.90	221,265.15	220,976.00	54,597.05
SW520 - ANDREWS - NORTH ROAD WATER DISTRICT	0.00	0.00	0.00	0.00
SW525 - MCINTYRE ROAD WATER DISTRICT	4,084.97	7,284.35	2,872.00	8,497.32
SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT	3,703.05	18,565.08	18,547.00	3,721.13
SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT	4,932.28	15,217.42	5,527.50	14,622.20
SW540 - HOPKINS GRIMBLE WATER DISTRICT	5,077.14	12,357.26	4,978.75	12,455.65
SW545 - HICKOX ROAD WATER DISTRICT	-18,507.30	3,814.35	3,034.00	-17,726.95
SW550 - NOTT RD EXT. 40 WATER DISTRICT	2,136.33	6,155.70	1,506.00	6,786.03
SW555 - CO RD 32 EXT. 41 WATER DISTRICT	-54,488.16	11,773.31	11,257.00	-53,971.85
TC100 - CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
Report Total:	10,484,346.01	17,396,947.11	13,939,912.76	13,941,380.36

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	\$28,862.28	\$22,155.51	\$23,046.67	\$4,183.58	\$18,707.18	\$41,679.61	\$32,857.11	\$27,324.64	\$13,273.75	\$ 18,807.71	\$ 10,881.92
February	\$18,935.61	\$42,035.88	\$37,674.78	\$12,418.13	\$11,601.64	\$16,910.89	\$26,602.24	\$20,572.14	\$33,905.16	\$ 33,238.23	\$ 16,472.84
March	\$9,287.84	\$29,302.83	\$36,977.77	\$14,682.85	\$10,491.75	\$16,677.83	\$21,675.11	\$10,122.18	\$6,592.62	\$ 20,001.47	\$ 30,763.33
April	\$1,401.60	\$8,649.62	\$7,173.22	\$4,584.14	\$3,402.95	\$4,524.16	\$3,033.55	\$6,204.17	\$4,592.96	\$ 8,712.98	\$ 7,577.29
May	\$1,914.73	\$3,707.54	\$4,618.01	\$5,061.36	\$2,715.51	\$178.52	\$6,696.39	\$236.97	\$3,819.66	\$ 421.25	\$ 8,025.32
June	\$7,188.71	\$5,730.26	\$8,040.67	\$4,741.15	\$2,060.55	\$1,984.64	\$4,053.52	\$1,112.97	\$5,287.97	\$ 9,752.83	\$ 899.80
July	\$8,475.63	\$12,116.04	\$7,718.19	\$2,298.19	\$1,664.52	\$4,001.48	\$4,222.09	\$5,123.36	\$5,855.13	\$ 5,725.84	\$ 9,545.89
August	\$5,479.85	\$7,085.96	\$4,720.03	\$10,152.84	\$8,794.31	\$10,281.09	\$3,710.81	\$375.47	\$7,826.98	\$ 10,027.05	\$ 14,403.97
September	\$8,704.27	\$3,575.99	\$4,299.72	\$1,962.98	\$1,940.93	\$2,009.68	\$5,625.97	\$947.17	\$2,322.81	\$ 5,229.27	\$ 10,362.28
October	\$1,948.35	\$3,476.09	\$9,558.24	\$3,273.32	\$459.55	\$173.01	\$145.03	\$5,423.05	\$2,766.33	\$ 1,504.76	\$ 7,044.42
November	\$4,708.75	\$9,158.92	\$844.76	\$2,596.51	\$6,743.01	\$6,656.18	\$6,289.66	\$3,912.18	\$854.43	\$ 9,598.69	
December	\$28,423.96	\$14,038.96	\$1,957.16	\$14,667.81	\$15,086.85	\$17,126.83	\$15,295.31	\$13,596.37	\$16,354.79	\$ 16,168.70	
Totals	\$125,331.58	\$161,033.60	\$146,629.22	\$80,622.86	\$83,668.75	\$122,203.92	\$130,206.79	\$94,950.67	\$103,452.59	\$ 139,188.78	\$ 115,977.06

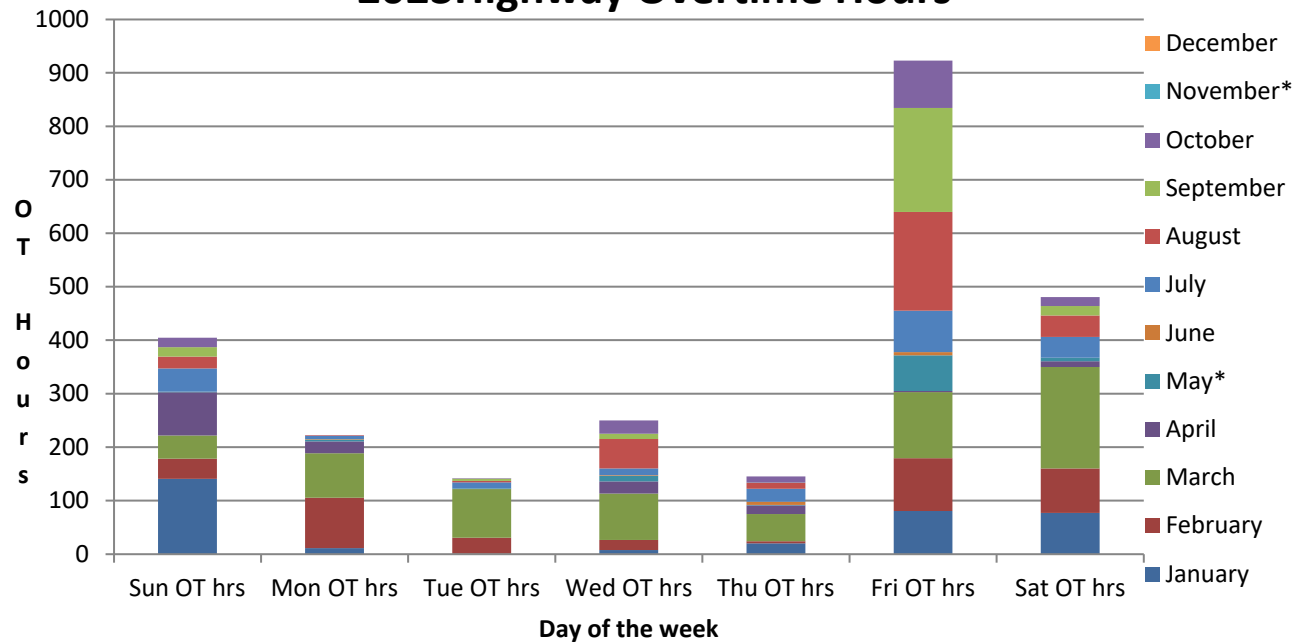
**Overtime Amounts for All Employees
2013-2023**



	Sun OT hrs	Mon OT hrs	Tue OT hrs	Wed OT hrs	Thu OT hrs	Fri OT hrs	Sat OT hrs
January	140.75	11.25	0.5	7.5	20	80.5	77
February	37.75	94	30	19	4	98.75	83
March	43.25	83.25	91	86.75	51	123.5	189.75
April	80.75	22.25	0.25	22.75	16	2.25	10.75
May*	1.25	3.5	1.25	10.25	1	66.75	6.75
June	0	1	0	1.25	5.75	6	0
July	43.5	5.75	11.25	12.75	24.5	77.5	38.75
August	22	1	2.5	55	10.75	184.5	40.25
September	17.75	0	4.25	9.75	0.5	194.5	17.5
October	17.75	0.25	0.75	25	11.75	88.5	16.75
November*	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
	404.75	222.25	141.75	250.00	145.25	922.75	480.50

*3 pay period month

2023 Highway Overtime Hours



Account#	Account Description	Fee Description	Qty	Local Share
		Building Fee	2	1,950.00
		Sub-Total:		\$1,950.00
A1255	Marriage Lic.	Marriage License Fees	11	192.50
		Sub-Total:		\$192.50
AA100.2001	Cabins / Halls / Pavilions	Onanda Halls/Lodging	10	2,090.00
		Sub-Total:		\$2,090.00
AA100.0380	AR Charge Back Billing	AR Charge Back Billing	1	115.00
		Sub-Total:		\$115.00
AA100.1255	Conservation	Conservation	9	18.77
	Misc. Fees	Copies	3	0.75
		Marriage Cert	18	180.00
		Sub-Total:		\$199.52
AA100.1603	Misc. Fees	Death Cert	19	190.00
		Sub-Total:		\$190.00
AA100.2001	BYS Fee	BYS Fee	9	45.00
	Cart Fee	CC Cart Fee	16	0.80
	Credit Card Processing Fee	Credit Card Processing Fee	16	48.17
	Onanda Cabin NON Residential Weekly	Onanda Cabin NON Residential Weekly	1	360.00
	Onanda Park Pavilion	Onanda Park Pavilions	11	1,235.00
	Outhouse Park Hall Full Day	Outhouse Park Hall Full Day	7	900.00
	Outhouse Park Pavilion	Outhouse Park Pavilion	1	45.00
	WL Schoolhouse Weekend	WL Schoolhouse Weekday	1	35.00
		WL Schoolhouse Weekend	4	200.00
		Sub-Total:		\$2,868.97
AA100.2110	Plan & Zone	Zoning Fee	86	5,350.00
	Shrot-Term Rental Registration	Short-Term Rental Registration	4	3,600.00
		Sub-Total:		\$8,950.00
AA100.2120	Plan & Zone	Soil Erosion	3	450.00
		Sub-Total:		\$450.00
AA100.2148	Misc. Fees	Returned Check Fee	1	20.00
		Sub-Total:		\$20.00
AA100.2544	Dog Licensing	Female, Spayed	38	722.00
		Female, Unspayed	4	108.00
		Male, Neutered	51	969.00
		Male, Unneutered	9	243.00
		Replacement Tags	2	6.00
	Late Fees	Late Fees	21	105.00
		Sub-Total:		\$2,153.00
AA100.2590	Building Fee	Building Fee	42	15,463.50
	Plan & Zone	Site Development	3	600.00

Account#	Account Description	Fee Description	Qty	Local Share
			Sub-Total:	\$16,063.50
AA100.2591	Misc. Fees	Transfer Coupons	1194	2,388.00
			Sub-Total:	\$2,388.00
AA100.2705	Donations Bench/Tree	Donations Bench/Tree	1	400.00
			Sub-Total:	\$400.00
SW500.2140	Rents Payments	Rents Payments	92	251,270.65
			Sub-Total:	\$251,270.65
SW500.2142	Water Sales	Water Sales	6	385.25
			Sub-Total:	\$385.25
SW500.2144	Service Hookups	Service Hookups	4	6,512.00
			Sub-Total:	\$6,512.00
SW500.2148	Penalty	Penalty	58	3,252.88
			Sub-Total:	\$3,252.88

Total Local Shares Remitted: \$299,451.27

Amount paid to: NYS Ag. & Markets for spay/neuter program 128.00

Amount paid to: NYS Environmental Conservation 321.23

Amount paid to: State Health Dept. For Marriage Licenses 247.50

Total State, County & Local Revenues: \$300,148.00

Total Non-Local Revenues: \$696.73

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jean Chrisman, Town Clerk, Town of Canadaigua during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

NYS DOH Marriage	Ck #1026	\$247.50
NYS Ag Markets (dog)	Ck #1027	\$128.00
NYS DEC (decals)	EFT	\$321.23
Pymt To Town Park & Rec Fees	Ck # n/a	\$0.00
Original Pymt To Town		\$299,451.27
Infintech (Credit Card Charges)		-\$201.33
Merchant Solutions (Book your Site)		-\$19.35
OC Water Pymt into General Fund		-\$117.84
Total W/drawals from TC Ckg Act		-\$338.52
Pymt to Town Receipts	Ck #1030	\$299,112.75
Total of Checks Written/Transfer:		\$300,148.00

Automatically W/D from TC Chkg Act (10/5/2023)

Automatically W/D from TC Chkg Act (10/11/2023)

Deposited into Town Gen Act on 7/13/2022

10/27/23

Town Clerk Report for the November 20, 2023, Town Board Meeting

1. **Monthly Financial Report:** Revenues collected in the Town Clerk's office for the month of October 2023 totaled \$300,148.00 (see attached).

2. **Resolutions:**
 - A. Surety Acceptance Resolution for:
 - 3555 County Rd 16, Canandaigua, owned by Michael Kearney Sarah Wood & Michele Trutanic- Erosion Control
 - 3444 Poplar Beach Drive, Canandaigua, owned by John & Kathleen Hoff
 - 4952 Adams Drive, Canandaigua, owned by Michael & Courtney Baker
 - 5105 State Route 21 South, Canandaigua, owned by Samuel Phillips
 - 3318 Fallbrook Park, Canandaigua, owned by Michael & Ann Wall

 - B. 2024 Agreement for Dog Control Services with Ontario County.
 - C. Cancellation of checks outstanding for over one year.
 - D. Replacement of Surety Check with Surety bond for 2495 Brickyard Road owned by Gemcole Properties.
 - E. CNB acting agent for collection of tax payments in January 2024
 - F. Unpaid Water/Sewer bills for relevy to 2024 Town/County tax bills.
 - G. Approval of NYSID / Instream proposal to convert micro-film to PDF/Laserfiche and approval for Town Clerk to sign contract

Please let me know if you have any questions.

Submitted by,

Crystelyn Laske
Deputy Town Clerk



TRAFFIC REPORT



During the Month of October 2023, Deputies continued to work the Enhanced Law Enforcement traffic patrol in the Town of Canandaigua. During this time, Deputies worked a total of 15 hours conducting traffic operations. Combined, they initiated 27 traffic stops and issued 20 citations consisting of the following:

State Route 332 - 16 citations

- 1 Speed over 55
- 3 speed in zone
- 1 disobey traffic device
- 1 uninspected vehicle
- 1 AUO 3rd (MISD)

State Route 21 - 2 citation

- 2 speed in zone

Hook Road - 1 citation

- 1 speed in zone

State Route 364 - 2 citations

- 1 disobey traffic device
- 1 speed in zone

New Michgian Road - 2 citations

- 1 uninspected vehicle
- 1 unregistered vehicle

County Road 8 - 1 citation

- 1 illegal tint

County Road 16- 1 citations

- 1 disobey traffic device

In addition to the above enforcement efforts, the deputies reported the following activity:
s

Respectfully,

Sergeant Dana Egburtson



DEVELOPMENT & PLANNING OFFICE REPORT

OCTOBER 2023

Planning, Zoning, and Building Permit Applications

	October	Year-to-Date
New Planning/Zoning Applications submitted*	10	115
Building Permit Applications submitted*	52	418
Building Permits issued	44	352

*not all submitted applications will go through the review process. Some are withdrawn by the applicant or rejected by staff.

Short Term Rentals

	October	Year-to-Date
Permits Issued	3	36
Permit Fees Collected	\$2,700	\$15,409.67

Boards Overview

- The Planning Board 11/14 agenda included a discussion regarding the German Brothers Marina rezoning application. It is expected that the Planning Board will submit an advisory report to the Town Board based on that discussion.
- The Planning Board and the Zoning Board of Appeals agendas are still quite full as a result of the 18 planning and zoning applications that were submitted in September. Applicants are currently experiencing a one-month delay compared to the normal timeline for these types of applications. I anticipate the schedule will begin to get back to normal in early 2024 if the application volume follows the predictable dip in numbers that we usually see in winter months. We did see some relief already with smaller numbers in November with only 4 complete applications to review at our PRC on 11/13.

Long Term Planning

Sidewalk Map and Report

The final draft of the Sidewalk Enhancement Map & Report is scheduled for a public hearing at the 11/20/2023 Town Board meeting. Representatives from Bergmann Associates, our consulting partner in this project, will attend the November 20 meeting to provide a brief overview of the project.

Please reach out with any questions about any of the content in this report. As always, thank you for your support.

Sarah Reynolds
Town Planner

ATTACHMENT 3

Reports of Boards, Committees, & Project Teams

ATTACHMENT 4



Budget Adjustment Register

Adjustment Detail

Packet: GLPKT02701 - 2023-10-26 JM BA per DF

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000371	2023 Adopted Town Budget	Increase budget per DF	10/26/2023

Summary Description: Increase budget for auditor.contractual line per DF. Financial Management services are also posted to this account causing xpenses to go over budgeted amount.

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AA100.1320.400.00000	AUDITOR.CONTRACTUAL	Increase budget per DF	20,000.00	1,000.00	21,000.00
October:	1,000.00				
AA100.1340.400.00000	BUDGET.CONTRACTUAL	Increase budget per DF	3,500.00	-1,000.00	2,500.00
October:	-1,000.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000372	2023 Adopted Town Budget	BA per DF	10/26/2023

Summary Description: Account is running close to budgeted amount due to increase cost of supplies. Increase purchasing budget per DF

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AA100.1340.400.00000	BUDGET.CONTRACTUAL	BA per DF	3,500.00	-200.00	3,300.00
October:	-200.00				
AA100.1345.400.00000	PURCHASING.CONTRACTUAL	BA per DF	750.00	200.00	950.00
October:	200.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000373	2023 Adopted Town Budget	BA per DF	10/26/2023

Summary Description: Planning.Engineering contractual line budget has been exceeded due to increased expenses

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AA100.8020.405.00000	PLANNING.CIC CONTRACTUAL	BA per DF	6,501.00	-2,500.00	4,001.00
October:	-2,500.00				
AA100.8020.410.00000	PLANNING.ENGINEERING.CON...	BA per DF	2,000.00	2,500.00	4,500.00
October:	2,500.00				

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2023 Adopted	2023 Adopted Town Budget	AA100.1320.400.00000	AUDITOR.CONTRACTUAL	20,000.00	1,000.00	21,000.00
		AA100.1340.400.00000	BUDGET.CONTRACTUAL	3,500.00	-1,200.00	2,300.00
		AA100.1345.400.00000	PURCHASING.CONTRACTUAL	750.00	200.00	950.00
		AA100.8020.405.00000	PLANNING.CIC CONTRACTUAL	6,501.00	-2,500.00	4,001.00
		AA100.8020.410.00000	PLANNING.ENGINEERING.CONTRA...	2,000.00	2,500.00	4,500.00
		2023 Adopted Total:		32,751.00	0.00	32,751.00
		Grand Total:		32,751.00	0.00	32,751.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2023 Adopted - 2023 Adopted Town Budget Fiscal: 2023			
AA100	32,751.00	0.00	32,751.00
Budget Code 2023 Adopted Total:	32,751.00	0.00	32,751.00
Grand Total:	32,751.00	0.00	32,751.00

ATTACHMENT 5

AGREEMENT

DOG CONTROL SERVICES

PARTIES:

The County of Ontario, a municipal corporation of the State of New York, having its principal offices at 20 Ontario Street, Canandaigua, New York 14424 (hereinafter referred to as the "County").

TOWN OF CANANDAIGUA, a municipal corporation of the State of New York and having its principal office at 5440 ROUTE 5 & 20 WEST CANANDAIGUA, NY 14424 (hereinafter referred to as the "Municipality").

The County and Municipality are at times herein referred to individually as a "party" and collectively as the "parties."

RECITALS:

This agreement (this "Agreement") entered into between the parties contemplates and is subject to the subcontracting of dog control services provided by the County to the Ontario County Humane Society, Inc., a duly incorporated society for the prevention of cruelty to animals. Officers, agents and employees of said society shall furnish those services described hereunder, and shall operate the Happy Tails Animal Shelter, which is intended to serve as the shelter under this Agreement. Similarly, the parties recognize that this Agreement constitutes part of an innovative approach to dog control by municipalities of the County, and may therefore necessitate future discussion and modification by mutual consent.

SERVICES:

The parties agree that in consideration of payment made by the Municipality, the County will provide the following services commencing on January 1, 2024, and continuing through the term of this Agreement:

ADMINISTRATIVE SERVICES: The County or contractor of the County will maintain complete records of seizures, subsequent dispositions and all other contract or business related files as required by law.

DOG CONTROL SERVICES: A duly appointed employee(s) or contractor of the County will perform the duties of dog control officer for the Municipality, as those duties are defined in Article 7 of the Agriculture and Markets Law, including routine enforcement of licensing requirements, which enforcement shall commence after a minimum of two (2) official notifications by the Municipality to the dog owner or harbinger, and upon similar notice by the Municipality to the County or its designee. In the case where a village employs its own dog control officer the village dog control officer is to be initially contacted to enforce village dog owner licensing requirements, in order to maximize response capability and minimize expense. Additionally, the County or contractor of the County shall provide enforcement of the provisions of the ordinance attached hereto as "Schedule 'A,'" if such provisions are included in an ordinance adopted by the

Municipality. However, the County or contractor of the County shall not be required to pursue appearance tickets or dangerous dog complaints through trial.

SHELTER SERVICES: The County or contractor of the County will provide an enclosed shelter for seized dogs, will properly care for all dogs in such shelter, and will humanely euthanize or make available for adoption seized dogs not redeemed. The shelter shall be open to the public at reasonable hours determined by the County or its contractor.

AUTHORIZATION:

In performance of the services specified in this Agreement, the officers, agents and employees of the County shall be deemed agents of the Municipality for the purposes of 1) enforcement, including the issuance of appearance tickets, of the Agriculture and Markets Law and of the Municipality's Dog Control Ordinance, if adopted by Municipality; 2) the seizure of animals within the Municipality pursuant to said statutes; 3) the care and disposition of animals seized pursuant to said statutes; and 4) the receipt and disposition of impoundment and boarding fees collected at the shelter.

LICENSE COUNT:

The basis for calculating dog control contracts will be established by the active and delinquent dog license counts for the year prior to the term of this Agreement. The Municipality shall submit to the County active and delinquent dog license figures for the prior year by January 31 of the year of this Agreement. The active and delinquent dog counts will be added together and used to distribute the cost of dog control services across each municipality for the year after this Agreement's dog control contracts.

In the event that the Municipality fails to timely file the herein described license count, the Municipality shall be liable for and shall pay to the County, the sum of ten (\$10.00) dollars per day for each day from the filing deadline set forth herein to the date of actual filing. The County Administrator, in his/her sole discretion, may waive said payment for good cause shown as provided by the Municipality.

PAYMENT:

For the above services performed during the period of this Agreement, the County will bill the Municipality, and the Municipality will pay the County, the sum of \$26,456.00. The County will bill the Municipality not later than January 31st and payment by the Municipality to the County will be due on or before the last day of the next month after such bill is submitted.

Said rate may be modified by the County depending upon changes in State or Local service requirements, the number of active and delinquent dogs licensed, and in the number of municipalities participating, provided that the rate charged per dog remains equal for all participating municipalities during the year of this Agreement.

TERM OF AGREEMENT:

The term of this Agreement shall commence on January 1, 2024, and shall terminate on December 31, 2024.

NOTICES:

All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail postage pre-paid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the County:

Ontario County Board of Supervisors
Ontario County Municipal Building
20 Ontario Street
Canandaigua, New York 14424

with a copy to:

County Administrator
Ontario County Municipal Building
20 Ontario Street
Canandaigua, New York 14424

To the Municipality:

Municipality Clerk
5440 ROUTE 5 & 20 WEST CANANDAIGUA, NY 14424

ENTIRE AGREEMENT:

This Agreement and its attachments constitute the entire Agreement between the parties with respect to the subject matter hereto and shall supersede all previous negotiations, commitments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

EXECUTION:

This Agreement shall not be enforceable until signed by all parties and approved by the Office of the County Attorney.

LAW GOVERNING:

This Agreement shall be construed and enforced in accordance with the laws of the State of New York.

IN WITNESS WHEREOF, The County and the Municipality have executed this Agreement.

SCHEDULE "A"
DOG CONTROL ORDINANCE
2024

Section 1: TITLE

This ordinance shall be known and may be cited as the Dog Control Ordinance of the Municipality.

Section 2: PURPOSE

The purpose of this ordinance shall be to preserve the public peace and good order in the Municipality and to contribute to the public welfare, safety and good order of its people by enforcing certain restrictions on the activities of dogs, consistent with the rights and privileges of the owners of dogs and of the other citizens of the Municipality.

Section 3: DEFINITIONS

- A. At large: Any dog shall be deemed to be at large if not accompanied by a person who
1. Is in full control of the dog, or
 2. Is providing restraint of the dog by secure leash or lead, or
 3. Has confined the dog to an enclosure, such as a cage or motor vehicle, in such a manner that the dog may not roam freely upon public lands elsewhere than on the premises of the owner or on the premises of another responsible person who has knowledge of the dog's presence and who assents thereto.
- B. Dog: Any member of the species *canis familiaris*.
- C. Owner: Any person who owns, keeps, harbors or has the care, custody or control of a dog. Dogs owned by minors under eighteen years of age shall be deemed to be in the custody and control of parents or other heads of the households where the minors reside. Any person harboring a dog for a period of one week prior to the filing of any complaint charging a violation of this ordinance shall be deemed to be the owner of the dog for the purposes of this ordinance.

Section 4: RESTRICTIONS

- A. No person shall permit a dog to be at large within the limits of the Municipality.
- B. No dog shall be at large within the limits of the Municipality.
- C. Every female dog in heat shall be confined in a building or secure enclosure in such a manner that such female dog cannot come into contact with another animal except for planned breeding.

Section 5: ENFORCEMENT

- A. Enforcement officers: The provisions of this ordinance may be enforced by any person, municipality, or organization for the prevention of cruelty to animals, appointed by law or pursuant to contract with the Municipality.
- B. Appearance tickets and process: Any person or entity authorized to enforce this ordinance may issue appearance tickets therefore, pursuant to the Criminal Procedure Law, may issue said tickets for any violation of Article 7 of the Agricultural and Markets Law of the State of New York, and is hereby authorized to serve any process relating to any proceeding, whether civil or criminal in nature, in accordance with the provisions of this ordinance. In the event an appearance ticket is unanswered, the Justice Court shall permit filing of information from the appropriate enforcement person and issue a warrant of arrest for the alleged violator.
- C. Seizure: Any dog found to be at large in the Municipality shall be seized, and properly fed and cared for, until redeemed or disposed of in accordance with the provisions of the Agriculture and Markets Law. Each such dog shall be held for a period of five to nine days, in accordance with the provisions of Section 118 of the Agriculture and Markets Law. Upon presentation of a valid license, and upon payment of the impoundment fees established by the aforesaid section, an owner may redeem such dog. In the event a dog is not redeemed within the statutory time period, an owner forfeits title to said dog, which shall then be made available for adoption or euthanized in accordance with law. The seizure of any dog shall not relieve any person of prosecution for violation of this ordinance.
- D. Commencement of proceedings: Any person found to have permitted any dog to be at large in the Municipality shall be issued an appearance ticket for violation of this ordinance, and shall be prosecuted in the manner herein provided.
- E. Prosecution of Violations: Pursuant to the Penal Law of the State of New York, a violation of this ordinance shall be punishable by a fine of not more than twenty-five dollars, except that 1) where the person was found to have violated this ordinance or Article 7 of the Agriculture and Markets Law within the preceding five years, the fine may be not more than fifty dollars, and 2) where the person was found to have committed two or more such violations within the preceding five years, it shall be punishable by a fine of not more than one hundred dollars or imprisonment for not more than fifteen days, or both.

Section 6: SEVERABILITY

If any part of this ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this ordinance.

Section 7: EFFECTIVE DATE

This ordinance shall take effect _____, or thirty days after the adoption thereof, whichever last occurs.

ATTACHMENT 6

Reconciliation Report

2018 Town Clerk Checking

Page 2

8/9/2023

Uncleared Transaction Detail up to 8/9/2023

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
5/18/2020	2386	Betsy Hill				-5.00
7/6/2020	2405	Nikayla Coons				-1.75
7/1/2021	2492	NYS Dept Of Health				-270.00
8/16/2021	2503	Emily Casella				-50.00
12/27/2021	2528	Terri Sauerhafer				-0.15
3/25/2022	2548	Beverly Prince				-25.00
10/31/2022	2602	NYS Agricultural And Markets				-148.00
6/1/2023	2640	Sean Trainor				-10.00
7/27/2023	EFT	Returned Check				-100.00
7/31/2023	TXFR	To Decals				-91.64
7/31/2023	1008	NYS Agriculture And				-116.00
7/31/2023	1009	NYS Department Of				-427.50
7/31/2023	1010	Town Of Cananda				-4,500.00
7/31/2023	1012	Town Of Cananda				-297,263.50
8/1/2023	1007	Mark Clitsman				-10.00
8/2/2023	1013	Emily Chilungu				-165.00
8/9/2023	1014	Amy Toukati				-30.00
Total Uncleared Checks and Payme						-303,213.54
Uncleared Deposits and Other Credit						
9/2/2022	2588	Void				0.00
10/1/2022	2597	Void				0.00
12/1/2022	2606	VOID				0.00
12/1/2022	2610	Void				0.00
7/31/2023	DEP	Credit Card				90.00
7/31/2023	DEP	Park Reservations				79.42
7/31/2023	DEP	Online Water Payments				345.31
8/1/2023	DEP	Cash				260.00
8/1/2023	DEP	Checks				1,951.38
8/1/2023	DEP	Credit Card				257.00
8/1/2023	DEP	Online Water Payments				1,582.50
8/1/2023	DEP	Park Reservations				573.67
8/1/2023	DEP	Online Dog License				20.00
8/2/2023	DEP	Cash				259.07
8/2/2023	DEP	Checks				2,734.12
8/2/2023	DEP	Credit Card				11.25
8/2/2023	DEP	Online Water Payments				231.43
8/2/2023	DEP	Online Dog License				25.00

Handwritten notes:
 Dog - Reimb ovprmt dog license # 2324
 Dog - refund credit card processing fee
 vital - June 2021 Marriage licenses
 Dog - reimburse - dog licenses
 Park - reimb ovprmt park reservation
 return park key deposit
 Dog - October 2022 Dog Licenses
 refund overpayment dog license
 Kenneth Philbrick Check 6500
 July 2023 Decal Sales
 July 2023 Dog Licenses
 July 2023 Marriage Licenses
 2023 Park & Recreation Fees
 Receipts
 license request
 park reservations
 AA 100.2701.0000
 Request Prior Years Exp.
 Town Board
 Resolutions 2023
 November meeting 5/16/23

Handwritten calculations:
 5.00+
 1.75+
 270.00+
 50.00+
 0.15+
 25.00+
 148.00+
 499.90*
 5.00+
 1.75+
 270.00+
 50.00+
 0.15+
 25.00+
 148.00+
 499.90*
 007
 007

ATTACHMENT 7

CULVERT REPLACEMENT FOR SAFER TRAVEL

The Town of Canandaigua is focused on improving the serviceability and resiliency of the roadway network within the town. Replacement of the Seneca Point Road over Unnamed Tributary to Canandaigua Lake culvert will improve conditions and minimize future maintenance.

With nearly 70 years of engineering history, Erdman Anthony offers the Town of Canandaigua innovative and cost-effective design and unique relevant experience on over 500 bridge and culvert projects to provide for safe travel for years to come.

Proposed Project Team

Our team is excited to provide a cost-effective solution that meets project objectives. We have successfully advanced projects through coordination with NYSDEC Region 8, ACOE, SHPO, and prime contractors. This knowledge and experience will enable us to work efficiently to mitigate scope, schedule, and budget impacts.



Christopher Sichak, PE,
Project Manager, Erdman Anthony

- 24 years of experience and thorough understanding of LDSA procedures on over 70 federal and state funded projects
- Recently managed projects for all 7 NYSDOT Region 4 counties including BridgeNY culvert replacements on Pennycook and Pennimite Roads (Livingston), South Holley Road (Orleans), and Lake Road (Wayne)



Edward Farrell, PE,
Lead Bridge Engineer, Erdman Anthony

- 9 years of experience with projects involving replacements, rehabilitations, load ratings, and cost estimating
- Prior design and construction inspection experience on Pennycook and Pennimite Roads, South Holley Road, and Lake Road will provide insight on day-to-day design tasks

Project Familiarity and Understanding:

We understand the scope of the project is to assist the town in utilizing funds to replace the culvert with a low maintenance, cost-effective structure incorporating innovative technologies and approaches. Recent discussions along with a site visit allow us to concur that the concrete culvert is nearing the end of its useful life. Observations note the poor conditions of the structure justifying its replacement.

SOLUTIONS

Our preliminary research and knowledge suggest that a **larger waterway opening would more effectively convey flows and mitigate hydraulic concerns.** A larger structure would allow a natural stream section to flow through the structure while reducing the potential of sediment aggregation which currently constricts stream flows.



Existing Roof Slab Spall and Sediment Aggregation

Through the design process, the following will be considered:

- ✓ **Precast Concrete Buried Structure: the most economical and resilient alternative.** Superior durability is realized in greater resistance to deterioration. Precast concrete structures such as those utilized on our Pennycook and Pennimite Road Culverts facilitate improved production quality due to enhanced reinforcement placement accuracy, corrosion inhibitor admixture incorporation, and concrete placement within a controlled environment. This, combined with the protective surrounding backfill material, enhances future durability.
- ✓ **Hydrology and Hydraulics Study.** A hydrology and hydraulics study of the USGS Streamstats computed 1/4 square mile drainage area will confirm the proposed waterway opening size and ensure proper sizing of stream bank protection.
- ✓ **Geotechnical Analysis.** Subsurface conditions and anticipated scour depths will be evaluated to conform with design requirements. We anticipate the use of a three-sided

structure founded on cast-in-place concrete strip footings on what appears to be relatively shallow bedrock.

- ✓ **Geometry Modifications.** While the horizontal and vertical roadway alignments appear sufficient we anticipate geometry modifications to allow standard-width travel lanes and shoulders. New standard bridge and/or approach railing will be designed to contain errant vehicles. All enhancements will improve safety and provide ample room for agricultural vehicles, snow storage during winter months, and appropriate access for residential driveways.
- ✓ **Right-of-Way.** According to Ontario County GIS data, the highway boundary is variable and up to 125 feet wide at the culvert location. However, stream depth and boundary locations will likely require easements or acquisitions. We anticipate procurement through potential coordination with the NYSDOT Region 4 ROW group as currently occurring on the NYS Route 21 locations and accomplished on Hundredmark Road or perhaps utilizing a real estate acquisition firm.
- ✓ **Utility Coordination.** We will diligently coordinate with utility owners to relocate facilities. Aerial facilities parallel the west side of the roadway which will likely only be affected through vertical clearance as it appears utility poles are outside of potential excavation limits. Further coordination will be necessary for underground utilities most apparently due to the watermain stakeout which was observed to the southwest corner of the structure.
- ✓ **Proper Permitting.** Preliminary screenings of the New York State Environmental Resource Mapper reveal that the project is within an archaeological buffer area, however, the stream is not mapped in FEMA or NYSDEC databases. The prior disturbance of the project area should justify no negative effects allowing communication with environmental and permitting agencies to satisfy requirements, secure permits, and obtain necessary approvals.
- ✓ **Traffic Flow.** We anticipate coordination to establish an official 3.9 round trip offsite detour route during construction utilizing West Lake Road and NY State Route 21. Coordination will be necessary with Ontario County and NYSDOT for necessary permitting including a potential Highway Work Permit.



Existing Culvert Inlet Elevation

| Similar Experience:

Our experience as prime consultant involves a multitude of geometry arrangements, foundation types, and considerations which will aid in the development of appropriate solutions for your project. Our design staff is currently working on several similar sites in the immediate vicinity of the project including culvert replacements for:

- NYS Route 21 over Menteth Gully
- NYS Route 21 over Barnes Gully
- NYS Route 21 over Hick's Point Gully

Our experiences through the preliminary design phase on these sites gives our team unique insight into replacement solutions which will utilize concepts from these recently completed projects:



Hundredmark Road over Drainage Ditch, Genesee County (LDSA)

- 24-foot-span precast concrete, three-sided rigid frame buried structure founded on an invert slab
- Embedded invert slab to meet environmental regulations
- Precast-concrete wingwalls contain the roadway embankment in the agricultural area



Industrial Park Boulevard over Badger Creek, Chemung County (BridgeNY)

- Highly sustainable 10-foot-span by 9-foot-rise precast concrete box culvert
- Embedded invert slab to meet environmental regulations
- Approach roadway reconstruction, guiderail upgrades, stone fill scour protection
- Five-mile-long detour utilized during expedited construction



***Wyncoop Creek Road (CR 3)
over Tributary of Wyncoop Creek,
Chemung County (BridgeNY)***

- Highly sustainable 15-foot-span by 6.5-foot-rise precast concrete box culvert
- Embedded invert slab to meet environmental regulations
- Approach roadway reconstruction, guiderail upgrades, stone fill scour protection
- Five-mile-long detour utilized during expedited construction



***South Holley Road, Orleans County
(BridgeNY)***

- 18-foot-span by 8-foot-rise precast concrete culvert
- Constructed with native streambed material in the invert to accommodate fish migration.
- Five-mile-long detour utilized during expedited construction



***Pennycook Road over Unnamed
Creek, Livingston County
(BridgeNY)***

- 18-foot-span by 8-foot-rise precast concrete culvert
- Reuse of existing sheet pile wingwalls limits impacts and reduces costs
- Approach roadway reconstruction, guiderail upgrades, stone fill scour protection
- Embedded invert slab to meet environmental regulations
- Five-mile-long detour utilized during expedited construction



***Pennimite Road over Wilkins Creek,
Livingston County (BridgeNY)***

- 14-foot-span by 8-foot-rise precast concrete culvert
- Precast U-type wingwalls retain roadway embankment and limit impacts
- Approach roadway reconstruction, guiderail upgrades, stone fill scour protection
- Embedded invert slab to meet environmental regulations
- Five-mile-long detour utilized during expedited construction

Schedule and Workload

Our current workload of NYSDOT, NYSTA, and Local Client projects is indicative of their trust in our abilities to complete assignments on schedule.

Currently, Project Manager Christopher Sichak is managing the following:

- NYSDOT Region 4 Culvert Replacement – preliminary design phase – final design completed 2025
- NYSTA Sterling Creek Bridge Replacement – final design phase – completion late fall 2023
- City of Ithaca LDSA North Cayuga Street Bridge Replacement – preliminary and final design through winter 2024

Our Lead Bridge Engineer, Edward Farrell is working on the following:

- New York State Parks Former Conrail Bridge Assessment – study completed early 2024
- City of Ithaca LDSA North Cayuga Street Bridge Replacement – preliminary and final design through winter 2024

In addition to these members of our team, our in-house staff consists of 22 transportation professionals, 14 who are New York Licensed Professional Engineers and five who have attained Civil Engineering master's degrees. We are confident that these resources will facilitate design and construction within the BridgeNY time requirements to facilitate commencing construction in Spring 2026.

Proposed Subconsultants and Scope of Work

Our in-house team will be supplemented by staff from **Joseph C. Lu Engineering PC, (MBE – Environmental Services), GdB Geospatial LS, P.C. (WBE – Survey and Mapping), and Patriot Design & Consulting (SDVOB – Survey and Mapping assistance)** to fulfill participation goals. Depending on availability and necessity, other firms can be added to meet participation requirements by performing additional services.

Why Erdman Anthony?

Resilient, Economical Transportation Solutions

Erdman Anthony offers staff with expertise in progressing state/federal funded projects. Our commitment to quality is demonstrated through our work on over 65 LDSA Bridge/Culvert projects as prime consultant for municipalities throughout New York State.

We are committed to diligent communication and strong project management. Our employees routinely cite rewarding professional work and personal value-alignment as why they choose to be part of the Erdman Anthony team.

October 12, 2023

James Fletcher
Highway & Water Superintendent
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, New York 14424

**Seneca Point Road over unnamed
Tributary Culvert Replacement
PIN 4BNY.65
Town of Canandaigua**

Dear Mr. Fletcher,

Thank you for the opportunity to present our qualifications and express our interest to provide engineering services to the Town of Canandaigua for the replacement of the Seneca Point Road Culvert over unnamed Tributary. This will include survey, preliminary design, environmental screening and SEQRA documentations, permitting, right-of-way, final design, construction support and construction inspection services. Lu Engineers will gather any information necessary, investigate and analyze site specific conditions, determine any delivery risk and minimize estimating uncertainty. I am confident and committed that our team will deliver a product that will exceed your expectations and be within budget and on schedule as previously demonstrated by our project delivery of similar culvert replacement projects.



1. Experience and Qualifications of Proposed Staff

Lu Engineers has highly qualified staff with Expertise and Experience in foundation design, bridge and large culvert design, hydraulics analysis and that have primed numerous locally administered federally aided projects. We partner with reputable firms to progress any survey and right-of-way acquisitions needed and work with the Town to move the project along in a timely manner. We coordinate with utility companies on many projects and develop utility agreements to minimize effects and delays. We have a highly experienced environmental group to process all SEQRA requirements and any NYSDEC and US Army Corps of Engineers (USACE) permitting requirements.

Our experience includes numerous designs of large culvert and bridge projects for local communities that are Bridge NY or federally funded following NYSDOT requirements. As demonstrated in the list of projects in the table below, for which Lu Engineers was the prime consultant, we have progressed projects from preliminary design, processed all NEPA and SEQRA requirements, negotiated with SHPO for concurrence as necessary, secured permits from NYSDEC and USACE, received Design Approval, completed the final design, specifications and estimates and bid package, advised on contractor selection, provided construction management and construction inspection staff to complete construction closeout.

Our experienced, qualified staff recently completed the Final Contract Documents for the South Street over Drainage Ditch Bridge NY Culvert Replacement project in the Village of LeRoy and construction is now complete. We are pleased to present the same team for this project. We believe the Town will benefit greatly from our existing BridgeNY experience. Our Design Team will be led by Jason Messenger, PE, who will provide Project Management, be the lead design engineer and be your main point of contact, Ramsey Kahi, PE will provide QA/QC and will oversee the design efforts, and Bryan Bancroft, CPESC will manage the environmental tasks and hydraulic analysis. We will team with reputable firms for survey and mapping, subsurface investigation, and construction inspection to meet or exceed the required MBE, WBE and SDVOB goals.

R. Scott Prior, PE - Managing Engineer: Scott has over 30 years of transportation engineering experience on projects with NYSDOT, Counties and many local municipalities throughout New York. He will oversee your project, ensure adequate staffing, perform reviews, lead the public participation process, and ensure quality control. Scott has led our team on over 30 LAFA projects.

Jason Messenger, PE - Project Manager / Lead Design Engineer: Mr. Messenger has over 17 years of professional experience and has been a design engineer on 15 LAFA bridge projects and 3 Bridge NY projects, including rehabilitation and reconstruction projects ranging from \$500k to \$2M. He will provide preliminary and final design services, along with engineering-related tasks. Jason will perform the culvert analysis, prepare the design report, contract drawings, specifications, cost estimate, and provide utility coordination.

Ramsey E. Kahi, PE - Structural QA/QC Engineer: Mr. Kahi has over 30 years of engineering experience with the New York State Department of Transportation (NYSDOT). He joined the transportation group at Lu Engineers three years ago as a Senior Associate. As the NYSDOT Regional Planning and Program Manager in the Buffalo Region his responsibilities included managing the development of a regional capital program of over \$150M worth of projects, the review and approval of design and environmental documents that led to design approval, and bidding documents. He has extensive knowledge of the management of federally funded locally sponsored projects. In his earlier NYSDOT assignment as a Project Manager / Senior Design Engineer, he developed Plans, Specifications and Estimates for numerous bridge/culvert projects.

Bryan Bancroft, CPESC - Environmental Specialist: Mr. Bancroft has prepared numerous NEPA and SEQR evaluations for our bridge, culvert, roadway and trail projects. **Bryan's experience includes wetland delineations, endangered species investigations, wetland mitigations, 4(f) proceedings, SHPO coordination, USACE and NYSDEC permitting requirements and cultural resources.** He has completed numerous Federal Environmental Approval Worksheets (FEAW). Bryan has forged relationships with the permitting agencies providing quick turnaround time on our permit applications. Bryan is also responsible for assisting in the hydraulic analysis for our bridge/culvert projects. Bryan has worked on over 40 LAFA projects.

2. Proposed Solution

In preparing this proposal, our design team visited the project site to gain a clear understanding of the project site constraints and project **objectives. If selected, Lu Engineers' effort in advancing this project through preliminary and final design phases will conform to the NYSDOT Local Projects Manual and NYSDOT Bridge Manual, utilizing NYSDOT Standard Specifications.**

Project Understanding and Goals: Provide the Town of Canandaigua with a replacement structure meeting current design loading based on AASHTO HL-93 and the design criteria set forth in the NYSDOT Bridge Manual, including but not limited to clear roadway width and hydraulics. Further deterioration of this structure would lead to its closure and result in a detour of about 3 miles affecting the local farming community, residential traffic, school buses, and emergency vehicle response time.



Existing Culvert: The existing culvert is a deep four-sided 8'x8' concrete box with stone filled gabions protecting the embankment. **The inlet and outlet are approximately 30' below the pavement surface.** There is evidence of concrete spalling (exposed rebar) on the top slab of the structure and there is a large crack on the headwall of the inlet that is showing severe deterioration. At the time of our visit there was no stream flow. The outlet side of the structure has excessive sediment most likely due to the change in culvert profile with the stream bed. **There is a 30" SICPP and a 24" SICPP that collect road runoff on the west side of the road that outlet adjacent to the inlet.** There is box beam guide rail on both sides of the road at this culvert. **Seneca Point Road has recently received a 6" asphalt overlay.** Seneca Point Road is a Local Road which meets the requirements of a low volume road per the NYSDOT Highway Design Manual. The speed limit is 45 mph. The existing pavement width is approximately 28-feet wide. The culvert is located on a tangent of Seneca Point Road. Overhead electric is located on the west side of the road at the culvert. Coordination with utilities will be required to avoid conflicts and to coordinate the placement of the new culvert. The existing ROW width **varies from 82' to 125' near the culvert according to the Ontario County tax maps (OnCOR).** Four properties may be impacted by the improvements (two each side of road).



Environmental Considerations: This unnamed tributary is classified as a NYSDEC Class C Stream. Class C tributaries identify waters supporting fisheries, and for non-contact activities. A NYSDEC Section 401 Water Quality Certification will likely be required for in-water activity during construction. A preliminary review of the NYSDEC Environmental Mapper indicated no State Wetlands, FEMA floodplains, Rare Plants or Animals or Cultural Resources present at this culvert. The proposed culvert will be designed to meet the USACE Nationwide Permit General Condition #2 - Aquatic Life Movement, and #9 - Management of Water Flows. Bank-full flows will be accommodated through maintenance of the existing bank-full channel cross sectional dimensions within a single culvert, and low flow and aquatic life movement will be maintained by installing the culvert invert, including end sections, with its bottom buried below the grade of the stream to a depth of a minimum of 20 percent of the culvert vertical rise (height) throughout the length of the culvert.

Possible Solutions: We performed a simplified hydraulic analysis using StreamStats and 'Hydraflow Express' to model the culvert. The existing culvert appears to pass the design storm adequately. For the proposed culvert, we were able to reduce the culvert dimensions **to a 5'x5' hydraulic opening** and still adequately pass the design storm. However, we would recommend maintaining **the 8'x8' opening to allow for debris passage during storm events.** Further review is needed, and regulatory permit requirements relative to the hydraulic width of the stream will need to be considered, but it is possible that the hydraulic opening could be reduced as part of the project. It is noted that the steep grades and flash-type runoff storms in the area could result in the need for a larger opening. From a structural perspective, based on geometry, constructability, and durability, we anticipate the replacement structure to be a precast concrete four-sided box culvert. The precast concrete box will utilize footings and precast concrete wingwalls. This preliminary analysis is based **upon NYSDOT's baseline structural efficiencies. Ultimately, the preferred solution will be determined by several factors such as constructability, hydraulic adequacy, design requirements (highway and culvert), safety and overall construction cost.** All of these factors can and will be evaluated to determine the preferred solution to be carried through preliminary and final design to provide the Town with a replacement structure that will have a long life-cycle and minimal future maintenance costs.

Design Considerations: Earth pressure on concrete box culverts is a key component of design and load rating decisions. The accurate determination of these pressures is thereby critical, as soil conditions vary greatly from different sites. Once the design soil pressure and the relation between the soil weight and the culvert vertical/lateral pressures are identified, a new culvert can be designed. Our load rating engineer will work closely with our lead design engineer to determine these specific earth pressures.

This replacement will require a deep excavation. Stockpiling excavated material adjacent to the excavation could cause a surcharge load, which may cave-in the side walls of the excavation. It may be necessary to haul away a portion of the excavated soil since the work area is limited to the roadway due to the steep side slopes off the road.

Construction schedule should be limited to summer months (June to August) for the excavation, placement and backfill of the box culvert. This will allow for standard dewatering methods such as pumping, ditching, and/or piping of the water around the work area.

Work zone traffic control would include closing Seneca Point Road to allow for an accelerated construction schedule. The offsite detour would be about 3 miles.



3. List of Rural Municipal Bridge and Culvert Replacement Projects within NYSDOT Region 4

The table below demonstrates our expertise and experience as Prime Consultant within NYSDOT Region 4 on similar kinds of projects. Each of these projects were completed by our same proposed design team.

Project Title and Structure Type	Project Owner	Region	Construction Cost (In 1,000's)	Foundation Design	Bridge Design	Hydraulic Analysis	LAFB Process	ROW Acquisition	Utility Coordination	NYSDEC USACE
South Street over Drainage Ditch Bridge NY Culvert, Box Culvert,	Genesee County	4	\$630			✓	✓	✓	✓	✓
Judge Road Bridge over Whitney Creek, Box Culvert	Genesee County	4	\$496		✓	✓	✓	✓	✓	✓
Elmgrove Road over Elmford Creek Culvert Improvements, Bridge NY	Monroe County	4	\$718			✓	✓		✓	✓
NYS Route 31 over Military Brook Culvert Replacement, BridgeNY	Village of Newark	4	\$400		✓	✓	✓		✓	✓
Applenville Road Bridge over Canaseraga Creek, Weathered Steel Girder	Livingston County	4	\$2,000	✓	✓	✓	✓	✓		✓
Eades Road Bridge over Red Creek, Timber Deck	Town of Wolcott	4	\$350		✓	✓	✓			✓
Ferguson Road Bridge over Flint Creek, Metalized Steel Girder	Ontario County	4	\$1,000	✓	✓	✓	✓			✓
Peck Road Bridge over Salmon Creek, Precast Concrete Arch	Monroe County	4	\$800	✓	✓	✓	✓	✓	✓	✓

4. Schedule and Workload

Our current workload will not impede our ability to prioritize your project. Upon acceptance of this proposal, we can begin your project immediately. The RFP indicates that the anticipated letting would be fall/early winter 2025. This is a very generous schedule based on the scope of work. We are familiar with the BridgeNY process and can carry out this project on time and within budget. It is our intention to accelerate the project schedule if prudent and with the Town's consent allowing for parallel processes in review and design tasks. The timing for this project is ideal for Lu Engineers, as our design workload is light as of November 2023.

Our PM/Lead Designer workload as of 10/25/2023:

- Weaver Road over Skinner Creek, Jefferson County BridgeNY Project: design approval 10/2023, letting March 2024
- Richley Road over Murder Creek, Genesee County LDSA Project: letting November 2024

We have proven our ability to dedicate the necessary resources to meet the schedules of these projects to ensure that each meets their respective funding obligations. Therefore, our team will be operating at less than 50% capacity in 2024 and has the capacity for additional design work. Our Project Manager takes project schedules seriously and has a great reputation for delivering projects on time and within budget. We know there will be no issues in meeting the Town's schedule of a Final Design completion in Fall 2025.

5. Proposed Subconsultants

We will carefully review the workload of all our proposed teaming partners based on their utilization of other statewide BridgeNY projects anticipated. These firms will be selected based on their ability to meet the Town's **schedule**. Our proposed subconsultants and their tentative scope of work:

- SDVOB (6%): Tolman Engineering PLLC (dba Patriot Design & Consulting) will provide survey and mapping services.
- WBE (10%): Atlantic Testing Laboratories will provide subsurface exploration and geotechnical design.
- MBE (20%): Ravi Engineering and Land Surveying will provide construction inspection.
- Right of Way Professionals LLC will be utilized for right-of-way acquisition services, if needed.

We have a solid working relationship with each of these firms.

We would like to thank the Town of Canandaigua for considering Lu Engineers for this project designation. We are confident that if our team is selected, the Town will be very pleased with the results. Please contact me at rs-prior@luengineers.com or by phone at 585-298-1113 if you have any questions regarding our proposal. Thank you for your time and consideration.

Respectfully,



R. Scott Prior, P.E.
Managing Engineer



October 13, 2023

James Fletcher
Town of Canandaigua Highway & Water Superintendent
5440 Route 5 & 20 West
Canandaigua, NY 14424



Dear Mr. Fletcher,

Ravi Engineering & Land Surveying, P.C. (RE&LS) is pleased to submit qualifications for this Locally Administered BridgeNY Project. We are including the MRB Group as a key part of the project team, including the lead Structural Engineer. This will provide the Town with the most complete project team possible, combining Ravi's experience in State-funded Local Projects (specifically the BridgeNY program) with the MRB Group's local knowledge and vast experience in the Town of Canandaigua. In preparing our proposal, we have visited the site, reviewed available information and developed an understanding of the key issues, needs, and objectives.

Proposed Project Manager and Lead Bridge Engineer:



Rick Papaj, P.E., Project Manager (RE&LS) and former NYSDOT Region 4 Local Projects Unit Supervisor, brings 30+ years of highway and bridge project management experience to the team. Rick will lead the design effort including: coordinating staffing of team, development of the Design Report, providing design support and guiding design decisions, monitoring budgets and schedules, reviewing final design, and ensuring efficient production of high-quality deliverables. He will use his knowledge of the BridgeNY and LAFA process to assure the Town meets all program deadlines. Rick also oversees the environmental processing for transportation projects at RE&LS. This direct connect to helps get the permitting completed in a timely and efficient manner – critical in BridgeNY projects. He has a great reputation in construction management maintaining the desire in each project to “partner” with the contractor as a best practice in providing lower bids and better quality finished products. (Resume in LDSA)



Greg Hotaling, P.E. Lead Structural Engineer (MRB), will provide lead the culvert design and act as a liaison with the Town of Canandaigua. Mr. Hotaling has extensive experience in culvert design projects including evaluation of existing conditions and designs of new culvert structures, ensuring safety and reliability across a variety of conditions and providing analysis of feasible culvert replacement options and materials. His experience includes study through preliminary and final design, to bidding and construction phase services. Recent projects for the Town of Canandaigua include the Canandaigua/Farmington Town Line Road Culvert, the Buffalo Street Extension Culvert Replacement and the Seneca Point Road Culvert (Study) as well as the Seward Street Culvert Replacement in Dansville which was a Culvert NY funded project. (Resume attached)



Jim MacKecknie, P.G., Environmental Specialist (RE&LS), will be responsible for environmental screenings and detailed environmental studies. Jim has over 30 years of experience in a wide range of environmental engineering and geological areas. Jim is an expert with SEQRA/NEPA regulations, and has successful dealings with NYSDEC and with the U.S. Army Corps of Engineers on many similar scope projects. Jim leads an experienced team in completing environmental screenings and reviews for these types of bridge projects on a near daily basis, keeping up to date on the oft-changing environmental review process including threatened/endangered species investigations. (Resume in LDSA)



Dan Clark, P.E., Hydraulics Engineer (RE&LS) has 17 years of experience in structural analysis and design of bridges, culverts, and other transportation facilities. Dan, specializes in hydraulic analysis and has bridge design experience ranging from single span to multi-span structures, with steel girder or precast concrete superstructures, and precast culverts. Hydrology/hydraulic software used in analysis include GeoHEC-RAS, HY-8 and TR-55. His extensive knowledge of hydraulics has been utilized for many of RE&LS's recently completed and/or ongoing municipal bridge and culvert projects. Dan was selected to be a part of the recently completed NYS Canal Corporation's Upstate Flood Mitigation Task Force, specifically the Hydrology and Engineering Subcommittee. <https://www.canals.ny.gov/news/TaskForce.html> (Resume in LDSA)

Proposed Bridge Replacement Solution:

The Town of Canandaigua has identified structural concerns with the Seneca Point Road culvert located south of Barns Road. The 80+ year old culvert consists of an 8' by 8' cast in place concrete box culvert and extends about 130 feet. Concrete has spalled and exposed the lower layer of rebar along the crown of the culvert. The downstream slope is protected using gabion baskets and large cobbles (pictured below). The slope appears to have settled or shifted and is pulling away from the culvert. In addition, there is obvious deterioration of the cast in place concrete and reinforcement bars along with cracks in the pavement above the culvert walls (picture below). There is 28 feet of cover over the top of the culvert and issues on the downstream slope due to the steepness of the culvert. Due to the age and structural deterioration, we recommend complete replacement of the culvert.

Based on recommended standards, the culvert should have capacity to convey at least a 100-year design flood. NYSDOT BridgeNY guidelines recommends an opening of 1.5 times the waterway opening, which was used for funding purposes at application time. The ultimate size of the new culvert will be determined by a detailed HEC-Ras hydraulic study done early in preliminary design. For NYSDEC permitting, they strongly recommend 1.25 times the existing opening but this can be adjusted based on the hydraulic analysis. The new culvert will include wingwalls and headwalls and possible scour protection if stream velocities are determined to be a concern. The road will not need to be widened as the current width is sufficient for a rural local road with these volumes.

Based on review of survey mapping and GIS information from Ontario County, the Town of Canandaigua has jurisdiction over Seneca Point Road. However, the specific ROW width in this area varies. At the widest point, the ROW appears to be roughly 124 feet. Given the fill over the culvert is 28', it's possible that the some ROW easements may be necessary as future construction slopes may be chasing the grade as we attempt to smooth out any overly steep slopes. The team's Project Manager, Rick Papaj, PE, has extensive experience with the NYSDOT ROW acquisition process and the planned schedule should have no issue accommodating any minor acquisitions if needed.



Standard environmental screenings of the project site will be completed to facilitate completion of the NYSDOT SEERC and the potential joint permit application for the proposed project, which are requirements for BridgeNY. Based on a cursory environmental evaluation, we note that this unnamed tributary is a Class C stream, thus NYSDEC permitting would be limited to excavation or placing of fill in navigable waters of the state, below the mean high water level, including adjacent and contiguous marshes and wetlands. Additionally, the USFWS lists the northern long-eared bat, a USFWS listed endangered species, and the monarch butterfly, a USFWS candidate species, as being potentially present in the project area. Standard review of potential impacts to these species will be conducted during preliminary design. Although the project is not located within an Archaeological Buffer Area, a project submittal package will be submitted to the NYSDOT for their review and coordination with SHPO as dictated in BridgeNY guidelines.

Overhead utilities are prominent on the east side of Seneca Point Road and a pole on the south end is very close to the culvert and will need relocation. An off-site detour will be implemented to maintain traffic during construction. The detour route will divert traffic from the project area to State Route 21 and County Road 16, just over 2.6 miles, will not be a significant impact as these roads should easily handle any temporary increase in volumes.

Experience with similar recent culvert replacement projects

(LDSA) Fargo Road (CR 19-B) over Black Creek Culvert Replacement, Town of Bethany, Genesee County, NY-

RE&LS is the prime for this locally funded culvert replacement. This section of Fargo Road is on a major NYS superload/oversized truck route and its profile was raised slightly requiring ROW acquisitions. A hydraulic analysis and environmental screenings were completed, as part of the design process. This new bridge design project included removal of the existing jack-arch culvert, wingwalls, and foundations, replacement with a much larger buried precast arch structure on spread footings and new cast-in-place wingwalls. The vertical profile of the road will be raised slightly to improve sight distance and will include full depth pavement reconstruction and new guide railing within the project limits. This \$1.45M project is being constructed in 2023/24.

Project Team: RE&LS



(LDSA) Replacement of the Taylor Hill Road (CR 20) over Tributary of Fish Creek, Orleans County - RE&LS is the prime design consultant for



this locally funded culvert replacement project. RE&LS developed design concepts and evaluated the selected alternative with specific engineering analyses, hydraulic analysis, geotechnical investigation and environmental screenings and permitting. The new bridge design includes removal of the concrete three sided structure, and replacement with a single span precast concrete span unit structure supported on spread footings, and associated highway approach work and stream work. Construction will be on the existing alignment with an off-site detour to maintain traffic during construction. This project is being construction in Fall 2023. Project Team: RE&LS

Canandaigua/Farmington Townline Road Culvert, Canandaigua, NY – The MRB Group as prime worked with the Towns of Farmington and Canandaigua on an improvement project involving the jointly owned Canandaigua/Farmington Town Line Road. As part of this project, it was decided that the culvert over Beaver Creek was in need of improvements. The structural plate steel culvert was extremely short and represented a vehicle safety concern due to the resulting side slopes. MRB Group completed the design for a new culvert which addressed traffic safety concerns and natural aquatic considerations. Project Team: MRB Group



Buffalo Street Extension Culvert Replacement, Canandaigua, NY - The Town of Canandaigua retained MRB Group to facilitate the replacement of the existing reinforced concrete culvert which conveys Sucker Brook under the Buffalo Street Extension. The old culvert was functionally deficient because the deck was not wide enough to carry the full-width highway shoulder or provide a separate space for pedestrian traffic. The concrete headwall on each end of the culvert extended above the pavement surface, very close to the travelled way, representing a fixed object hazard to traffic. Some deterioration to the structure had occurred due to penetration of water and dissolved road salt, which may have reduced the bearing capacity of the deck. MRB Group proposed the use of a new low-profile aluminum structural plate culvert to replace the existing concrete culvert. The new culvert is supported by new cast-in-place concrete strip footings. The increased length of the new culvert allows for the crossing of Sucker Brook with the typical Buffalo Street Extension shoulder width as well as the sidewalk located along the south side of the road. Project Team: MRB Group

MCDOT Westside Drive Culvert over Black Creek Tributary, Monroe County - This recently completed culvert replacement project replaced an existing 4'x3' concrete box culvert with a new 48" Steel Reinforced PE pipe. RE&LS was the prime firm responsible for preliminary design, Design Approval Document, accident analysis, and preparing design plans and profiles. A hydraulic analysis was conducted to meet current codes and standards. Geotechnical services and environmental screenings were performed to determine the environmental impacts. The environmental screening included the completion of the environmental checklist by NYSDOT standards, which included general ecology and endangered species investigation, ground water and surface water research, state and federal jurisdictional wetland investigation, floodplain, and cultural resource investigations. Project construction was spring 2023. Project Team: RE&LS

MCDOT Savage Road over Black Creek Tributary, S.I.N. 15-159-008, Monroe County, NY - RE&LS was the Prime consultant for this concrete box culvert rehabilitation. The work entailed relining with concrete stem walls and a corrugated steel arch as well as repair and retrofit of headwalls and guide rail replacement. Services provided during the design included: survey and mapping, environmental assessment and permit applications, hydrology and hydraulic analysis, culvert and highway design, utility coordination and public informational meeting. The environmental screening included the completion of the environmental checklist by NYSDOT standards, which included general ecology and endangered species investigation, ground water and surface water research, state and federal jurisdictional wetland investigation, floodplain, and cultural resource investigations. Project Team: RE&LS

MCDOT Burritt Road Culvert, Monroe County, NY - The Burritt Road culvert over Salmon Creek Tributary was constructed in 1917, was extended in 1938 and was in poor structural condition. RE&LS was the prime firm responsible for planning, design, and development of contract documents for this culvert project. The work entailed relining with concrete stem walls and a corrugated steel arch as well as repair and retrofit of headwalls and guide rail replacement. Services provided during the design included: survey and mapping, environmental assessment and permit applications, hydrology and hydraulic analysis, culvert and highway design, utility coordination and public informational meeting. The environmental screening included the completion of the environmental checklist by NYSDOT standards, which included general ecology and endangered species investigation, ground water and surface water research, state and federal jurisdictional wetland investigation, floodplain, cultural resource investigations, and construction inspection services. Project Team: RE&LS

Proposed Design and Construction Schedule:

RE&LS is familiar with the time constraints that apply to the BridgeNY program. Our team's Project Manager (Rick Papaj, PE) is involved in two local bridge design project and one locally funded bridge/culvert replacement but would have no issues with managing to meet the project's schedule. Our Lead Bridge Engineer (Greg Hotaling, PE) has several project in design and nearing completion so the timing for this project fits perfectly. Additionally, RE&LS has a stable of available structural engineers finishing our biennial bridge inspection contract that will provide immediate design assistance for the team. Our team's experience in funding programs, particularly BridgeNY will help the Town foresee potential hurdles and react quickly to minimize delays. We are confident that our design team can meet targeted Anticipated Letting by Early Winter 2025 with Construction beginning in Spring 2026.

Proposed Subconsultants:

As mentioned above, we will be including the MRB Group as part of our team. MRB Group has extensive experience in locally-funded projects and intimate knowledge of the Town of Canandaigua processes. We intend to self-perform the MBE goal while finding experienced firms to provide the WBE and SDVOB goals. We will assure that these firms have the ability and workload capacity to provide key services for this project. Firms we have worked with successfully in the past on similar projects include Gayron De Bruin Land Surveying and Engineering and Kubit Engineering, PLLC for WBE and Trophy Point, LLC and Patriot Design and Consulting for SDVOB.

Thank you for the opportunity to present this proposal. If you have questions or need additional information, please contact Rick Papaj, P.E., Project Manager at 585-752-7585. We look forward to your favorable consideration.

Sincerely,



Nagappa Ravindra, P.E., President

Expertise

Road and Drainage Projects – Experienced in the construction and rehabilitation of intersections and roadways, including drainage systems and culverts, storm sewers, and sidewalks. Project management includes design development, design, bidding, construction phase services, permitting, and easements. Proficient in New York State's Environmental Quality Review (SEQR) process, providing expert guidance to ensure accuracy and regulatory compliance. Highly knowledgeable in preparing draft generic and final Environmental Impact Statements (DGEIS/FEIS).

Culvert Design Projects - Evaluates existing conditions and designs new culvert structures, ensuring safety and reliability across a variety of site locations and conditions. Provides analysis of feasible culvert replacement options and materials. Able to manage the project from study through preliminary and final design, to bidding and construction phase services.

Key Projects

Culvert Design Projects

- Town of Canandaigua - Canandaigua/Farmington Town Line Road Improvements (2016)
- Town of Canandaigua - Buffalo Street Extension Culvert Replacement
- Town of Canandaigua - Seneca Point Road Culvert (Study)
- Village of Dansville - Seward Street Culvert Replacement (Culvert NY Funded)
- Town of Farmington - Mertensia Road Highway Improvements (2012)
- Town of Farmington - Lilybrook Pedestrian Bridge
- Town of Farmington - Beaver Creek Road Box Culvert Improvements
- Town of Hopewell - Booth Road Culvert Replacement
- Ontario County/Town of Canandaigua - Culvert 56 Drainage Study
- Town of Richmond - Ashley & McClurg Road Culvert Replacements

Road and Drainage Improvement Projects

- Town of Bristol - Egypt Road Slope Stability Improvements
- Town of Canandaigua - Route 332 Drainage District Extension
- Town of Canandaigua - Dual Road Drainage Project
- Town of Farmington - Mertensia Road Drainage Improvements
- Town of Farmington - Hook Road Sewer Extension To The Future Town Highway Complex
- Town of Geneseo - Chestnut Street Storm Sewer Improvements (Reconstruction of Chestnut Street including new sewer - water and stormwater utilities)



Education

B.S. Environmental
Resource Engineering
(EAC/ABET), SUNY College
of Environmental Science
and Forestry

Professional License

Professional Engineer:
New York 081010

Professional Affiliations

New York Water
Environment Association
(NYWEA)
Finger Lakes Water Works
Conference (FLWWC)

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-3300 ~ townofcanandaigua.org
Established 1791

November 3, 2023

Statement of Qualifications were opened for three prime contracts on October 13, 2023, for the Seneca Point Culvert project that received funding through the New York State Department of Transportation Bridge NY program. Three (3) proposals were received for Engineering Design services, ROW Acquisition Services, Construction Support, and Inspection services. Each of the qualification proposals were scored using the points listed in the Request for Qualifications. The scoring breakdown is as follows: Proposed Staff 30%; Proposed Solution 25%; Similar Experience 20%; Schedule and Workload 15% and Proposed Subconsultants 10%. Enclosed is a score rating sheet that was prepared by two separate personnel. The following is a summary of the scores:

Firm Name	Score #1	Score #2	Total Score	Rank
Erdman Anthony	86	75	161	3
Lu Engineers	87	86	173	2
Ravi Engineering	100	98	198	1

Please see the attached scoresheets for additional notes by the reviewers.

Ravi Engineering and Land Surveying, P.C. is an MBE engineering firm with offices in Rochester, Buffalo, Albany, and Binghamton with extensive experience in bridge and culvert projects. The project manager for the job previously worked at the NYS DOT and is highly qualified to complete the project. Based on the staff and experience of Ravi Engineering and their resume, it is our opinion they have the experience, qualifications, and knowledge to successfully complete the scope of work for the Town's Seneca Point Road Culvert project.

James Fletcher

Town of Canandaigua

Highway and Water Superintendent

ATTACHMENT 8

WATER SALES AGREEMENT

This intermunicipal cooperation agreement ("Agreement) made the ____ day of _____, 2023, and executed in six counterparts between the Towns of Canandaigua, Farmington, and Hopewell, on behalf of all water districts or improvement districts, existing or to be created, within their boundaries and their customers {hereinafter referred to as the Towns} and the City of Canandaigua {hereinafter referred to as the City}, all of Ontario County, New York.

WITNESSETH

Whereas the City currently supplies treated water to the Towns under a contract scheduled to expire on December 31, 2023; and,

Whereas the Towns desire to continue to purchase water from the City on a long-term basis; and,

Whereas the City desires to continue to supply water to the Towns on a long-term basis; and,

Now, therefore, in consideration of the premises and mutual covenants hereinafter set forth, the parties agree as follows:

I. DEFINITIONS

A. The ***Fiscal Year*** for the purposes of this Agreement shall mean the calendar year ending December 31.

B. ***Costs*** for the purpose of this agreement shall mean:

- a. ***Water Treatment Plant*** - Costs of operation and maintenance of the water treatment plant, which in this contract includes all related land and facilities, watershed protection, and storage facilities located at the water treatment plant site. The costs of the Water Treatment Plant shall be inclusive but not limited to personnel, equipment and supplies, contractual services, fringe benefits and allocable costs (including administrative overhead) and any and all property taxes. The Towns proportionate share of the costs shall be total amount of water purchased (based on the prior three fiscal year average) divided by the total amount of finished metered water (based on the prior three fiscal year average).
- b. ***Transmission and Storage System*** - An amount for the operation and maintenance of the transmission and storage system through which the Towns are served. This transmission system cost is defined to be 15% of the total

Water Distribution budget, inclusive of capital contribution, of the City.

- c. *Return on Investment (ROI)* – 15% of the \$290,000 ROI that the City’s Water Funds pays the City’s General Fund.
 - d. *Contingency* – 15% of the total Towns proportionate costs.
- C. ***Capital*** – All capital costs, cash or debt, incurred in capital projects to support the Water Treatment Plant, Transmission and Storage System, and projects necessary to obtain an increased allocation of water.
- D. ***Capital Reserve Fund*** – This fund shall be the source of money for all capital projects and to pay for any debt issued to complete capital projects.

II. TERM

- A. ***Length and Renewal*** - The term of this agreement shall be for 25 years, ending on December 31, 2048, except as to payment for stranded costs, which may continue for another 15 years after the expiration of this water sale agreement and shall end on December 31, 2063.
- B. ***Stranded Costs*** - Should a Town not enter into a new agreement with the City at the end of this agreement, and the City still has outstanding debt service that is covered by this agreement, then the Town shall annually make a payment, on or before July 1, to the City for debt service equal to what its proportionate share of that outstanding debt service would have been had the Town entered into a new agreement with the City, until such time as the subject debt is retired. Unless another Town has need for such water, and agrees to take on all or a portion of the debt service payment that otherwise would have been paid by the Town leaving the terms of this agreement. The Town would then only be responsible for any portion of the debt service payment not assumed by others. A Town proportionate share is equal to the amount of water it purchased in the most recently ended 3 fiscal years divided by the amount of finished metered water in those 3 fiscal years.
- C. ***Termination*** – The parties hereto recognize that the City’s operational and maintenance costs, including costs for planned capital improvements to the Water Treatment Plant and Transmission and Storage System, and the rates set forth herein, are based on, and are reliant upon, the Towns’ expressed water needs and their joint participation in this Agreement. A Town may withdraw from this Agreement, in whole or in part by purchasing all or a portion of water from another provider, only with five (5) years written notice. In such event, upon withdrawal the withdrawing Town’s obligation pay for its share of outstanding debt service and proportionate share of water capacity (proportionate share is equal to the amount of water it purchased in the most recently ended 3 fiscal years divided by the amount of finished metered water in those 3 fiscal years multiplied by the rate as determined by the formula established in this agreement) shall survive withdrawal and/or termination of this Agreement, and

the obligation to pay for Stranded Costs and the proportionate share of water capacity by the withdrawing Town shall apply as set forth in Subsection (B) above. In the event one or more Towns withdraw from this Agreement, the City reserves the right to renegotiate the water rates herein with the remaining Towns.

III. CITY RESPONSIBILITY

The City will plan, arrange financing, design and construct any and all improvements and enlargements of its water treatment facilities, and its water transmission mains and appurtenances within the City limits and transmission mains in West Lake Road (County Road 16) and the transmission main running from the storage tanks to Middle Cheshire Road to the City limit, hereinafter called Phase I Transmission. The City will own improve, repair, replace, operate and maintain such facilities, transmission mains, and appurtenances within the City limits and transmission mains in West Lake Road (CR 16) and 30" transmission main (Phase I Transmission).

IV. TOWNS RESPONSIBILITY

The Towns will own, improve, repair, replace, operate and maintain their water transmission mains and appurtenances within the boundaries of the respective Towns except for the transmission mains running from the City's storage tanks along West Lake Road (CR 16) and Phase I Transmission.

V. METERS

All connections at the City limit between the City system and the adjacent Towns shall be metered. The City shall be responsible for the operation, maintenance, replacement, and testing of these meters. The cost of the initial metering of a new connection, to specifications determined by the City, shall be borne by the Towns, but after that all meter costs are borne by the City. Should a meter stop functioning or otherwise clearly have an inaccurate reading, the usage shall be estimated based on the usage of a similar time period or some other mutually agreeable method. The City and the Towns shall have access to the meters. The Towns may have the meters tested at their own expense.

VI. METER VAULTS

The construction, maintenance and repair of meter vaults at the connection of the City and Towns systems shall be the responsibility of the Towns. Each party shall have access to meter vaults through which they buy or sell water. The vaults shall be constructed and maintained according to good waterworks practices. If the City determines that a Town has failed to properly maintain a meter vault, the City may perform such maintenance and bill the Town for the actual cost incurred.

VII. WATER RATE

A. **Formula** - Utilizing the current fiscal year City Water Fund Budget the City shall determine a water rate per 1,000 gallons for billings to be made by the City to the Towns for the ensuing fiscal year pursuant to the following formula:

$$\frac{\text{Current Budget Year Cost}}{\div \frac{\text{Prior three-year average of total amount of water purchased}}{\text{Rate per 1,000 gallons}}}$$

Exhibit A shows an example of the annual rate calculation.

- B. **Notice of Rate** - By August 15th of each year, the water rate shall be established by the City and written notice thereof with supporting data given to the Towns.
- C. **Annual Meeting on Budget and Estimated Rate** - By August 15th of each year, the City shall meet with the Towns to:
 - 1. Review the operating and capital budget for the upcoming year.
 - 2. Review the five-year capital program.
 - 3. Review the Minimum Annual Contribution to the Capital Reserve
 - 4. Have each party present its projected water demands for the next five years.
- D. **Formula Review** – By August 15th 2030, a review of the formula and fiscal actuals shall be conducted to determine if any Town or the City would like to further discuss any adjustments to the processes or formula. Any adjustments shall only be made upon mutual agreement and with a formal addendum to this agreement. Reviews shall also take place in 2035 and 2040.

VIII. CAPITAL

- A. There shall be a Capital Plan prepared by the City which shall be reviewed annually with the Towns. The Capital Plan, including any debt service, will be funded by the Capital Reserve Fund
- B. Each municipality shall contribute annually to the Capital Reserve Fund.
 - a. All interest earned on this fund shall remain in the fund.
- C. There shall be a Minimum Annual Contribution (MAC) to the Capital Reserve Fund starting at a total of \$1,000,000 for 2024 and will increase, remain the same or decrease annually in accordance with the Capital Plan.
 - a. The City is under contract with a consultant to assist in determining the Capital Plan. The Capital Plan will be utilized to determine the MAC.
 - b. The MAC shall be included in the rate formula and added to as part of the Current Budget Year Cost which is proportionately shared as determined by the percentage of water purchased/used (prior three-year average of the total amount of water purchased).
- D. If the City determines, in its sole discretion, that increased water demand by any or all of the Towns is expected to require upgrades or expansion of the Water Treatment Plant and/or Transmission and Storage System, the costs related to any such upgrades and/or expansion shall be shared by the Towns and City based on the proportionate use of the additional capacity.

VIX. BILLING

- A. **Method** - The City will bill the adjacent Towns quarterly based on the master meter readings taken at meters near the City line and the adjacent areas served, including any adjustments, multiplied by the water rate for that fiscal year.
- B. **Payment** - The Towns, on behalf of their respective water districts, shall pay the City within 30 days of the mailing of the bill. After 30 days, the Towns shall be subject to the same late fees as are Customers within the City.
- C. **Records** - Each Town and the City shall maintain its own records of meter readings, costs, volume of treated water received and delivered, billings, payments, etc.; and such records shall be available for inspection by any party for 6 years at reasonable times.

IX. SALES

- A. **Designated Service Area** - The City agrees to supply the water needed by the Towns to supply the areas currently supplied with City of Canandaigua water, and to supply areas in the Towns currently expected to be supplied with City water. The Towns agree that any area currently or eventually served by the City of Canandaigua system will continue to purchase all of its water from the City of Canandaigua system through the duration of the contract. Exhibit B describes the current and potential service areas.
- B. **Resale of Water** - The Towns may not sell water to areas beyond those described in Section IX. A., above, without the approval of the City. Approval is hereby given to serve the Towns of East Bloomfield, Manchester, Village of Manchester and Wayne County Water Authority. Nothing in this Agreement shall prohibit the City from selling or supplying water to any other entity, or from the emergency sale/resale of water, as necessary.
- E. **City Customers outside the City** - The City is now supplying water directly to certain customers in the Town of Canandaigua. This practice shall continue for customers connected to City owned mains until the Town provides water mains to serve them.

X. DISPUTES

Disputes as to the interpretation of this agreement shall be resolved in the following manner:

- A. **Meeting** - The Town Supervisor(s) and City Manager shall meet to attempt to resolve the issue.
- B. **Mediation** - If the issue is not resolved in A above, the matter must be submitted to mediation before it can be brought before a court of law.

XI. AGREEMENT

This agreement shall be binding and inure to the benefit of the successors and assigns of the parties hereto. This agreement contains the entire agreement of the parties except as the same may be amended, modified, changed or extended from time to time by

supplemental agreement in writing, authorized and executed by the parties in the same manner as this agreement. This agreement shall not be effective unless signed by all the parties listed below. Once this agreement is executed, it shall supersede the water sales agreements of 1975, 1995, 1998 and 2023.

In witness whereof, each of the parties has caused this instrument to be signed by its chief executive officer, pursuant to a duly adopted resolution of its governing body, copies of which are annexed hereto.

Town of Canandaigua

By _____
Supervisor

Town of Farmington

By _____
Supervisor

Town of Hopewell

By _____
Supervisor

City of Canandaigua

By _____
John D. Goodwin, City Manager

EXHIBIT A
Calculation Worksheet for Determination of
Town Wholesale Water Rate from the
City of Canandaigua

			2023 BUDGET for 2024 RATE
Part A	Dept.	Water Treatment Plant Expenditures	
1.		1. Operating Expense: WTP	
	8320-1	1a. Personnel	448,384
	8320-2	1b. Dept Equipment	22,500
	8320-3	1c. Equipment & Supplies	263,330
	8320-4	1d. Contractual Services	423,810
	8320-8	1e. FICA	34,590
1a+1b+1c+1d+1e		1f. Sub Total- Operating Expense WTP	1,192,614
		1g. Fringe Benefits Allocation -WTP	204,750
		1h. Total Other Allocable Costs -Distribution	254,228
	1950-4	1i. Property Taxes (WTP only)	184,430
1f+1g+1h+1i		1j. Total Operating Expense-WTP	1,836,022
1j x Town %	70.16%	1k Water Treatment Plant Expenditures-Town Allocation	1,288,153
2.		2. Operating Expnese -Distribution System (15%)	
	8340-1	2a. Personnel	442,490
	8340-2	2b. Dept Equipment	8,600
	8340-3	2c. Equipment & Supplies	179,924
	8340-4	2d. Contractual Services	75,933
	8340-8	2e. FICA	33,630
2a+2b+2c+2d+2e		2f. Sub Total- Operating Expense-Distribution	740,577
See A-2		2g. Fringe Benefits Allocation -Distribution	202,065
See A-2		2h. Total Other Allocable Costs -Distribution	157,877
		2i. Distribution Capital Plan Contribution	350,000
2f+2g+2h+2i		2j. Total- Operating Expense Distribution:	1,450,519
2j. X Towns % (Fixed)	15%	2k Water Distribution System -15% of Budget	217,578
3		3. Capital Contribution	
Set Each Year		Capital Contribution	1,000,000
(1k+2k) x Town % (Fixed)	70.16%	3. Capital Contribution	701,600
4		4. Return on Investment (15%)	
	9901-906	. Return on Investment	290,000
3a x Town % (Fixed)	15%	4.. Water Treatment Plant Expenditures-Town Allocation	43,500
5		5. Contingency (15%)	
(1k+2k) x Town % (Fixed)	15%	5.. Contingency 1. Town (15%)	225,860
1k+2k+3+4+5		Part A: Total Estimated Expenditures for Town	2,476,691
Part B.		Water Denominator	
		Prior 3 Year Average Consumption for Town per 1000 gallons	1,019,321
		Towns Wholesale Rate Determination	
Part A		Total Town Allocable Costs	2,476,691
Part B		Water Denominator (Town Consumption per 1000 gallons)	1,019,321
		Total Wholesale Water Rate (per 1000 gallons)	\$2.430

Attachment 9

November 7, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20
Canandaigua, NY 14424

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
FIRE STATION NO. 2 ROOF REPLACEMENT**

Dear Doug,

We are pleased to present this proposal for professional services related to the replacement of the low and high roofs at Fire Station No. 2 located at 5298 Parkside Drive Road. Our proposal is based on email correspondence, a preliminary trip to the site on October 24, 2023, and existing information gathered from a report created by HBT Architects in 2016.

I. Project Understanding

The condition of the roof at Fire Station No. 2 within the Town of Canandaigua needs repairs based on our visual assessment. The existing roof assembly is a ballast roof and has deteriorated in numerous areas causing infiltration of water into the interior of the building. The total area of both roofs is approximately 7,500 square feet. The renovation will require a full tear-off of the existing roof and installation of a new EPDM or built-up roof assembly meeting the current code minimums. The Town would like to begin construction in the Spring of 2024.

Joseph Ferreri will lead the architectural design work related to the project. Joseph will be assisted by other members of the architectural team as required. MRB Group will provide structural engineering design support to analyze the existing open web steel roof joists for the new roof loading and will perform one trip to the project site to inspect the existing metal roof deck and parapet walls for any structural deficiencies once the existing roof assembly has been removed. Any necessary structural design remediation will be considered as additional services.

II. Scope of Services and Compensation

The following scope of work and associated fee represent our understanding of the tasks required to accomplish the objectives of this project.

A. Schematic Design Phase

1. Receive and review existing Town-provided plans, studies, reports, etc.
2. Verify the condition of the existing roof conditions.
3. Prepare schematic level roof plan and details for the new roof systems.
4. Coordinate & perform a hazardous materials survey and summary report.
5. Review plans with the Town (one meeting)
6. Revise plans and details, if needed.

Subtotal of A (Items 1 – 6)..... \$21,000.00

B. Construction Documentation Phase

1. Detail the new roofing system, drainage system, flashings, and roof penetrations.
2. Prepare Demolition Plans and Notes.
3. Prepare the final Roof Plan and Details.
4. Prepare Front-End and Technical Specification Documents.
5. Review Construction Documents with the Town.
6. Provide final Construction Documents sufficient for public bidding.

Subtotal of B (Items 1 – 6) \$19,500.00

C. Bidding Phase

1. Coordinate and attend a Pre-Bid meeting.
2. Respond to the Contractor's questions (RFIs).
3. Prepare addenda, if required.
4. Tabulate bid results and prepare a bid summary letter.
5. Prepare a Notice-of-Award and Construction Agreement for execution.
6. Solicit from the Contractor the required performance and payment bonds and insurance documentation.

Subtotal of C (Items 1 – 6)\$5,500.00

- D. Construction Administration Phase – Based on a 2-month construction duration
1. Prepare confirmed contract documents.
 2. Attend up to six meetings/visits on-site.
 3. Review shop drawings and submittals.
 4. Answer design questions and prepare responses to RFIs.
 5. Review pay applications.
 6. Attend one punch list walkthrough and prepare a written punch list.
 7. Perform project contract closeout.

Subtotal of D (Items 1 – 7)..... \$11,000.00

Total Compensation..... \$57,000.00

The cost figures shown above represent our lump sum amount. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group Standard Rates are subject to annual adjustment.

III. Additional Services

The following items, not included in the above services, can be provided on a personnel time-charge basis, but would only be performed upon receipt of your authorization.

- A. Hazardous materials remediation design.
- B. Renderings or models.
- C. MEP Design Services.
- D. Cost Estimating.
- E. Construction administration services beyond the construction duration noted above.
- F. Full or part-time construction observation services.
- G. Attendance at meetings beyond those outlined above.
- H. Additional structural investigation beyond the scope of work outlined above. Design of repairs, remediation, or replacement of structural components that are found to be deficient or structurally compromised.
- I. Work not associated with, or beyond the extent, of the scope of work outlined above.

IV. Commencement of Work

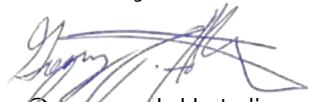
We can begin working on this immediately upon your approval and anticipate that we will have design options for your review within two (2) weeks. Once we receive your feedback, we feel we can complete the Schematic Design within approximately two (2) additional weeks.

V. Standard Terms and Conditions

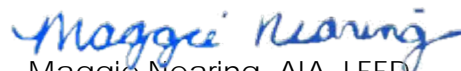
Attached hereto and made part of this Agreement is MRB Group's *Standard Terms and Conditions*.

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your consideration of our firm. We look forward to working with you on this project.

Sincerely,



Gregory J. Hotaling, P.E.
Senior Project Manager



Maggie Nearing, AIA, LEED
Project Manager

Enclosure

<https://mrbgrou365.sharepoint.com/sites/Proposals/Shared Documents/New York/Canandaigua, Town of/2300338 Fire House Reroof/Firehouse Reroof.docx>

PROPOSAL ACCEPTED BY:

Signature

Title

Date

**MRB GROUP, ENGINEERING, ARCHITECTURE, SURVEYING, D.P.C.
AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS**

A. TERMINATION

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

B. OWNERSHIP OF DOCUMENTS

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

C. ESTIMATES

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

D. INSURANCE

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

E. INDEPENDENT CONTRACTOR

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.

F. SUCCESSORS AND ASSIGNS

The client and the P.S.O. each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the client nor the P.S.O. shall assign, submit or transfer his interest in this Agreement without the written consent of the other.

G. P.S.O. NOT RESPONSIBLE FOR SAFETY PROVISIONS

The P.S.O. is not responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The P.S.O. is not responsible for the Contractor's failure to execute the work in accordance with the Contract Drawings and/or Specifications.

H. INVOICES AND PAYMENT

Client will pay MRB Group, Engineering, Architecture, Surveying, D.P.C. for services in respect of the period during which Services are performed in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All invoices are due upon receipt. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon ten (10) days prior written notice by MRB to client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, Client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. Client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

I. FEES REQUIRED FROM JURISDICTIONAL AGENCIES

MRB Group, D.P.C. is not responsible for nor does the Compensation Schedule established in the Agreement include fees or payments required of jurisdictional agencies. The client herein agrees to pay all application, entrance, recording and/or service fees required by said agencies.

J. P.S.O. NOT AN EMPLOYEE

The P.S.O. agrees not to hold himself out as an officer, employee or agent of the Owner, nor shall he make any claim against the Owner as an officer, employee or agent thereof for such benefits accruing to said officers, employees or agents.

K. INDEMNITY

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.

Attachment 10

MILLENNIUM STRATEGIES

November 6, 2023

Mr. Douglas E. Finch
Town Manager
Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY, 14424

Re: Project Agreement – NYS Department of Transportation – Transportation Alternatives Program Grant

Dear Mr. Finch

Millennium Strategies LLC is pleased to submit the following project agreement to the Town of Canandaigua for assistance with the preparation and submission of a grant application through the NYS Department of Transportation – Transportation Alternatives Program. Details pertaining to our firm, experience, proposed services, and fees are outlined further within this project agreement.

COMPANY PROFILE

Founded in 2005, Millennium Strategies is the largest full-service grant writing firm in the region. We currently represent more than 160 municipalities, counties, school districts and non-profit entities in New York, New Jersey, and Pennsylvania. Since our inception, we have helped to secure over \$2 billion in both governmental and non-governmental grant funding on behalf of our clients. What sets Millennium apart is our comprehensive and aggressive approach to grant research and grant writing. We help our clients meet their complex challenges by securing funding for projects that fall within the following categories: arts, health/human services, disaster recovery, economic development, public safety, environmental protection, historic preservation, open space preservation, recreation, sustainability, tourism, transportation infrastructure, and water/sewer service.

STAFF PROFILE

As Millennium's President, CEO, and former Chief of Staff to Congressman Bill Pascrell, I have worked to establish Millennium's accomplished team which includes a full-time research department, 26 grant writers, and the support staff necessary to meet our clients grant funding needs. All staff that would be assigned to this engagement possess post-secondary degrees related to government consulting/grant writing. Neither the firm nor any individuals to be assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice or from working with public entities by any federal, state, or local agency. All proposed services outlined within this will be performed directly by employees of Millennium. We will not hire subcontractors to perform any of the proposed services as outlined within this project agreement.

EXPERIENCE

Millennium Strategies has considerable experience helping municipalities secure grant funding through the NYS Department of Transportation – Transportation Alternatives Program. Outlined below please find a listing of recent grant awards that Millennium helped to secure on behalf of other agencies, through this program.

Client	Project Scope	Award Amount
Village of Mamaroneck	For the completion of pedestrian safety improvements	\$3,999,420.00
Town/Village of Harrison	For the completion of pedestrian accessibility improvements	\$2,486,636.00
City of Rye	For the completion of pedestrian safety improvements	\$1,478,000.00

SCOPE OF SERVICES

Millennium Strategies will prepare and submit a grant application, through the NYS Department of Transportation – Transportation Alternatives Program, on behalf of the Town of Canandaigua. Services to be rendered in support of this are as follows.

- Conference calls or meetings with various project stakeholders.
- Research and data collection associated with the application and project.
- Coordination with project administrators, department heads, staff and other professionals as necessary.
- Preparation of applicable application components (i.e. narratives, resolutions, letters of support, etc.).
- Packaging and submission of application.

The Town of Canandaigua agrees to make key and informed personnel available for Millennium's information requests. Grant applications require timely submittals and support documentation. Millennium shall not be responsible for missing deadlines due to non-response or untimely response by the Town of Canandaigua.

FEE SCHEDULE

Millennium Strategies will provide Scope of Services as outlined above for a flat consulting fee of \$5,000.00. This fee is inclusive of all expenses and costs associated with the completion of Scope of Services by Millennium. All fees are non-refundable as paid and are not contingent upon the successful award of grant funding.

TERM

Services shall commence on November 6, 2023. An invoice for services rendered shall be submitted by Millennium to the Town of Canandaigua following the completion of Scope of Services. The Town of Canandaigua reserves the right to terminate services at any time for any reason upon thirty (30) days written notice to Millennium. Upon receipt of such notice, Millennium shall provide the Town of Canandaigua with an invoice for the services rendered prior to the receipt of such termination notice. Millennium shall also provide any application components and other materials completed or in progress as of the date of such notice of termination.

CONCLUSION

Thank you again for considering Millennium Strategies. We look forward to the opportunity to be of service to Town of Canandaigua. Should you have any questions regarding our project agreement please do not hesitate to contact us at (973) 226-3329.

Sincerely,



Ed Farmer
President and CEO

ACKNOWLEDGEMENT, AGREEMENT AND ACCEPTANCE

The Town of Canandaigua has reviewed this project agreement submitted by Millennium Strategies. By signing below, the Town of Canandaigua further acknowledges, agrees to, and accepts the terms and conditions as presented within this project agreement.

Signature

Date

Name

Title

Attachment 11

PROPOSAL

Canandaigua HWY Garage SA 23

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

Jim Fletcher

DELIVERED ON

November 6, 2023

SMART BUILDINGS

Transforming the Everyday



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APPENDICES 18

 Appendix A: Siemens Service Portfolio 18

Contact Information

Proposal #:	7501315
Date:	November 6, 2023

Sales Executive:	Mike Ritchie
Branch Address:	100 Tech Park Dr. Suite A Rochester, NY 14623
Telephone:	(585)480-2256
Email Address:	mike.ritchie@siemens.com

Customer Contact:	Jim Fletcher
Customer:	Canandaigua Highway Garage
Address:	5440 Rte. 5&20
	Canandaigua, NY 14424
Services shall be provided at:	Canandaigua Highway Garage

Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for Canandaigua Highway Garage, and the services provided herein will help you in achieving your facility goals.

Services Included

Siemens will provide the following services.

Service Description

- Annual CO Detection System Test
- Preventive Maintenance - Building Automation System
- Software Maintenance - Uploading Updates
- PM Service for Desigo Optic Server
- Annual Software Subscription Service - Desigo Optic
- Equipment Software & Firmware Updates
- Customer Directed Support - Bi-Monthly Punch List
- Operator Coaching

Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

References are available upon request.

Building Services – Automation

Services that deliver the outcomes you want to achieve

Services delivered by Siemens have been developed to help you achieve the outcomes you expect.

BMS Health

Optimize the health of the building management system by automating maintenance diagnostics reports to target and prioritize remote and onsite service

Scope of Services

Application Update

To assure your HVAC Control System meets your changing needs, Siemens will provide you with of applications engineering, to modify and/or add additional or updated points, code, control strategies, graphics, or applications. Hardware and hardware installation labor necessary to make these modifications or additions, is outside the scope of this service.

Preventive Maintenance – Automation

We will provide preventive maintenance in accordance with a program of routines as determined by our experience, equipment application and location. The list of field panels and/or devices included under this service are identified in the List of Equipment Related Services in this service agreement.

Automation controls can drift out of calibration with changes in HVAC component performance characteristics, building use, and climatic conditions. This service will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns.

Software Maintenance

Using appropriate tools from Siemens' suite of diagnostic tools, we periodically perform system diagnostics and then take corrective actions to ensure that the Building Automation System is performing at peak efficiency or to customer requirements. We make sure that software changes are clear and consistent, address any failed points, points in alarm, points in operator priority and take corrective action. We identify and correct software corruption and inconsistencies; eliminate duplicate points, redundant loops and causes of unnecessary traffic; and address unresolved points and alarm reporting problems. This will ensure that the system operates quickly, accurately and efficiently as originally designed and installed or as determined by current standards or requirements.

Customer Directed Support

With Customer Directed Support, Siemens will provide a trained and experienced specialist or technician who will work under your direction. The intent of this service is to offer you labor assistance in completing a special project, or to meet a facility objective. Specific job responsibilities, goals, work hours and other associated deliverables of this service are listed in the Appendix section of this service agreement.

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

Emergency Response Times – Automation

Emergency Online/Phone Response

Premium

Monday through Sunday, 24 Hours per Day System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 2 hours, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Premium

Monday through Sunday, 24 hours a day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within 4 hours for emergency conditions, as determined by your staff and Siemens, Monday through Sunday, 24 hours per day, including Holidays, upon receiving notification of an emergency. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Connectivity and Communications

Proactive Remote Services

The optimal support for the high-performance operation of your building

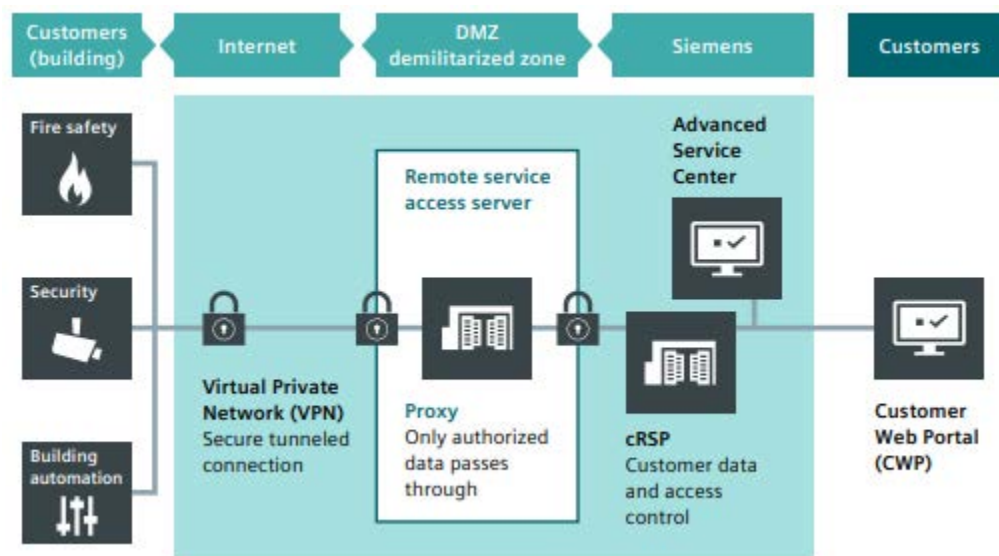
When the scope of services outlined within this proposal require or can utilize remote access,

Siemens provides an easy-to-use remote access platform that enables the secure and reliable delivery of Siemens remote services. Remote services, including engineering, commissioning, and maintenance of building systems can be performed by Siemens technical experts through our Digital Services Center of Excellence, available at any time to support your facility.

Siemens Remote Services utilize a secure remote access and connectivity solution referred to as the Siemens common Remote Service Platform (cRSP). cRSP is a comprehensive solution that powers a wide range of Siemens services and provides your organization with a solid foundation to leverage the power of connectivity, data, and analytics to make your facility even smarter. cRSP was designed and built to be a common platform for digitalization and is used across the Siemens family of companies.

Incorporating best practices and leading technologies from both the IT and cybersecurity fields, cRSP is a modern, secure, high-performance, and highly available platform that brings all the advantages of cloud-connected services to your facility, without sacrificing security. Utilizing cRSP and Siemens remote services gives your team a backstop and lets you unlock the operational benefits of analytics while also providing security mechanisms that mitigate cyber risk to your organization.

cRSP includes a range of security controls and features that give you confidence, control, and peace of mind that the services you rely on are both useful *and* secure.



cRSP Security Feature Highlights:

- Governed and secured in accordance with ISO 27001 and compliant with a robust Siemens-wide cybersecurity and information security management program and policies.
- Integrated with the global Siemens identity and access management platform, which provides robust

multi-factor authentication, enforcement of least-privilege access, granular separation of duties, mandatory usage of PKI, and automatic account management for all Siemens employees.

- Designed from the ground up using a defense in depth architecture that utilizes layered controls specifically crafted to mitigate the threats facing Operational Technology (OT) today.
- Centrally monitored to promote end-to-end reliability and availability.
- Robust logging and reporting of remote activity to ensure visibility and control.
- Secure network architecture and platform access based on granular segmentation, next-generation firewalling, and usage of DMZs at trust boundaries.
- Flexible deployment model and security configuration options to ensure streamlined usage while meeting your organization's security requirements and preferences.
- Compatible with a wide range of on-premise network configurations and traffic flow setups, allowing for integration with your existing network architecture, IT infrastructure, and security controls.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to submit service requests, confirm and modify schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.

Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	2 Hours
Response Times (Onsite/Emergency)	4 Hours
Remote Services	Yes
Third Party Systems	No
Monitoring	No
Additional Labor Discount	20%

Labor and material discounts are applicable for sites identified in this agreement and are only available for the disciplines included in this agreement. Labor discounts are shown in the table above. Material discounts, when applicable, are as follows:

- Automation: 60% discount off list price as identified in the most recent Apogee Price List
- Material discounts do not apply to 3rd party or non-Siemens manufactured components.

Equipment Related Services

Automation

Equipment	Service Description	Qty	Frequency	Year	Service Location	Repair Coverage
PXC Panels Compact 36PT						
	Preventive Maintenance - Automation	2	6	1,2,3	Onsite	N/A
	Software Maintenance	2	1	1,2,3	Onsite	N/A
Damper Actuators (Electronic)						
	Preventive Maintenance - Automation	7	6	1,2,3	Onsite	N/A
TEC - Electronic Thermostats						
	Preventive Maintenance - Automation	3	6	1,2,3	Onsite	N/A
Desigo Optic Server						
	PM Service for Desigo Optic Server	1	6	1,2,3	Remote	N/A
	Software Subscription Service - Desigo Optic	1	1	1,2,3	Remote	N/A
Typical VAV Box Control Check						
	Application Update	7	1	1,2,3	Onsite	N/A

General Services

Automation

Service Description	Qty	Frequency	Year
Customer Directed Support	1	6	1,2,3
Operator Coaching	1	1	1,2,3

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Mike Ritchie

Sr. Sales Executive (585)480-2256

mike.ritchie@siemens.com

Manages the overall strategic service plan based upon your current and future service requirements.

Siemens Digital Service Center is responsible for remote services including report generation and backups.

Tom Broderick

Client Services Manager (585)613-2830

tom.broderick@siemens.com

Responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Terms and Conditions

Terms and Conditions (Click to download)

[Terms & Conditions](#)

(www.siemens.com/standard-terms-service)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU, CMAI, COMEX market indexes or IHS Markit, then Siemens may increase the applicable yearly Investment or apply a surcharge accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)

[SI Software License Warranty](#)

(www.siemens.com/rider-software-license)

[SI Exclusions and Clarifications](#)

(www.siemens.com/rider-clarification)

Agreement Terms for Investments

Services shall be provided at:

Canandaigua Highway Garage

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning 2024-01-01. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. The Investments for each year after the Initial Term of the Agreement and each year of each renewal of this Agreement shall be determined as the immediate prior year's Investment plus an escalator of 5.5% or as allowed per this proposal. In addition, each renewal term pricing shall be adjusted for any additions or deletions to services selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2024 - Dec 31,2024	Annually (In Advance)	\$13,715.46
2	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	\$14,475.45
3	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	\$15,271.26
Multi-Period Investment Total			\$43,462.17

Pricing is Per NY State Contract #PT68860 - Effective 6/1/2023
Group 77201 Award 23150 - Intelligent Facility Systems & Solutions

***Amount Due In Advance Based On Billing Frequency**

Applicable sales taxes, if included in the investment amount, are estimated only and will be calculated based on local requirements at the time of invoicing. The pricing quoted in this Proposal are firm for 30 days.

Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2024 - Dec 31,2024	Annually (In Advance)	\$13,715.46
2	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	\$14,475.45
3	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	\$15,271.26

Proposed by:

Siemens Industry, Inc.

Company

Mike Ritchie

Name

7501315

Proposal #

\$43,462.17

Proposal Amount

Date

Accepted by:

TOWN OF CANANDAIGUA

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing only ☐ PO not required

Appendix A: Siemens Service Portfolio

Advisory and Performance Services



<p>Manage System Operation & Compliance</p> <p>Services that keep systems performing at their best, as designed and intended to operate, help you achieve:</p> <ul style="list-style-type: none"> • Optimized comfort, safety, and security • Fulfilled regulatory requirements • Greater transparency into critical systems • Reduced operating risk <p>Facility Assessment & Planning In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program</p> <p>Test & Inspection Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks</p> <p>Preventive Services Services performed on a regular schedule or based on data analytics to verify and improve system state</p> <p>Documentation Management Management of critical building system and compliance information, with organization and access determined by your needs</p> <p>Corrective Services Immediate response to system failures or faults to restore functionality and integrity to desired state</p>	<p>Optimize Performance & Productivity</p> <p>Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:</p> <ul style="list-style-type: none"> • Enhanced system performance • Streamlined operational processes • Improved decision-making through data analytics <p>Optimization Planning Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies</p> <p>Predictive Services Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken</p> <p>System Improvements & Integration Enhancements or additions to your current system to increase staff productivity, system performance, and operational energy efficiencies</p> <p>Training & Operational Support Training, coaching, and on-site support to increase staff productivity and knowledge</p> <p>Managed Services On-site and/or remote resources monitor system events and alarms, and take appropriate action</p>	<p>Protect Lifecycle Investment</p> <p>Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:</p> <ul style="list-style-type: none"> • Extended system life • Maximized return on investment • Realized benefits of new technology <p>Technology Planning Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments</p> <p>System Updates / Upgrades Software upgrades and firmware updates are provided, delivering the most current technology and functionality</p> <p>System Migration / Modernization Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels</p> <p>Retrofits & Extensions Modifications are made to existing systems to accommodate changes to your facility usage and footprint</p> <p>New Installation Services Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance</p>	<p>Enhance Energy Management & Sustainability</p> <p>Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:</p> <ul style="list-style-type: none"> • Conserve energy • Maximize efficiency • Minimize operating costs • Reduce environmental impact <p>Energy & Sustainability Master Planning Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs</p> <p>Energy Conservation Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption</p> <p>Energy Production & Storage Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction</p> <p>Energy Procurement With advanced procurement technologies and beneficial contract terms, these tailored procurement and supply services reduce costs, reduce risks, and create certainty</p>
Digital Services			

Attachment 12

Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

October 11, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

RE: CHARLES SMITH, R.A. – DESIGN WORKS ARCHITECTURE – HOFF RESIDENCE
NEW SINGLE FAMILY DWELLING - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP NO. 98.15-1-15.110
CPN NO. 23-068
ADDRESS: 3444 POPLAR BEACH DR.

Dear Mr. Finch,

Please be advised that MRB, on behalf of the Town of Canandaigua, has completed a review of the submitted Erosion Control Surety Estimate dated October 11, 2023, prepared by Charles Smith, R.A. of Design Works for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$6,500.00 (Six thousand, five hundred dollars and zero cents)**. The breakdown of this amount is on the attached estimate.

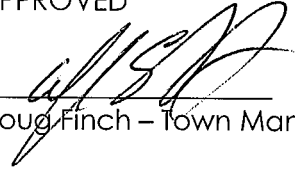
Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,


Lance S. Brabant, CPESC
Director of Planning & Environmental Services
MRB - Town Engineer

cc: Jean Chrisman, Town Clerk
Charles Smith, R.A. – Design Works

APPROVED

Doug Finch – Town Manager
10/10/23
Date

DESIGN WORKS

ARCHITECTURE

MEMO

October 11, 2023

REVISED

To: Town of Canandaigua
Planning Department

Re: Hoff residence – house additions & new detached garage
3444 Poplar Beach
Surety for construction activities

I am the design professional responsible for the approved Site Plan for the second-floor addition, front porch and deck additions to an existing home as well as the extension of a driveway and construction of a 22' x 24' garage on the above-mentioned property.

Construction to be covered by surety:

205 feet of silt fence and 15 feet of hay bales.

1,630 sq. ft. of area to be seeded and stabilized at new garage.

2,300 sq. ft. of area to be seeded and stabilized at house.

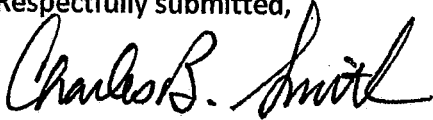
Plant one tree off corner of existing garage.

Removal and proper disposal of concrete in washout area.

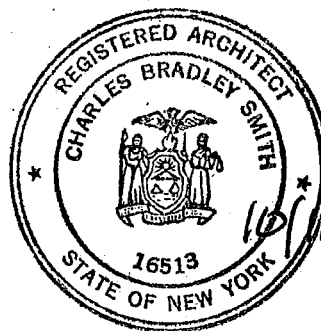
Relocate base plantings at existing garage.

I estimate a surety amount of \$6,500.00 will be sufficient for completion of the above listed construction activities through the project and until grass is well established in the summer of 2024.

Respectfully submitted,



Charles B. Smith, R.A.

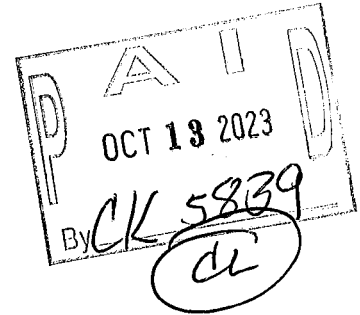


Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

October 12, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424



RE: BRENNAN MARKS, P.E. – MARKS ENGINEERING – THOMAS WOOD GARAGE ADDITION
GARAGE ADDITION - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP NO. 98.17-1-15.000
CPN NO. 23-018
ADDRESS: 3555 COUNTY ROAD 16

Dear Mr. Finch,

Please be advised that MRB, on behalf of the Town of Canandaigua, has completed a review of the submitted Erosion Control Surety Estimate dated October 12, 2023, prepared by Brennan Marks, P.E. of Marks Engineering for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$355.30 (Three Hundred, Fifty-Five Dollars and Thirty Cents)**. The breakdown of this amount is on the attached estimate.

Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,


Lance S. Brabant, CPESC
Director of Planning & Environmental Services
MRB - Town Engineer

cc: Jean Chrisman, Town Clerk
Brennan Marks, P.E. – Marks Engineering

APPROVED

Doug Finch – Town Manager

Date



Marks Engineering

4303 Routes 5 & 20
Canandaigua, NY 14424

Date 10/12/23

Thomas Wood
3555 CR 16
Canandaigua, NY 14424

Project: New Garage Addition

Engineer's Opinion of Probable Cost

Erosion & Sediment Control

	Quantity	Unit	Unit Cost	Sub Total
Silt Fence Material	51	ft	\$ 3.00	\$ 153.00
Check Dams	0	ea	\$ 100.00	\$ -
Stabilized Entrance	0	ea	\$ 500.00	\$ -
Outlet Protection	0	cy	\$ 100.00	\$ -
Final Stabilization	1700	sf	\$ 0.10	\$ 170.00
Contingency	1	ea	\$ 32.30	\$ 32.30
			Total	\$ 355.30

Total Surety Amount \$ 355.30



Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

September 1, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

CANANDAIGUA TOWN CLERK
SEP 26 2023
RECEIVED (JC)

RE: **SCOTT HARTER, P.E. – BAKER RESIDENCE**
NEW SINGLE FAMILY DWELLING - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP NO. 98.09-1-24.000
CPN NO. 23-039
ADDRESS: 4952 ADAMS DRIVE

P A I D
OCT 23 2023
CK # 1153
Michael Baker
[Signature]

Dear Mr. Finch,

Please be advised that MRB, on behalf of the Town of Canandaigua, has completed a review of the submitted Erosion Control Surety Estimate dated July 2023, prepared by Scott Harter, P.E. for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$2,915.40 (Two thousand, Nine hundred and Fifteen dollars and forty cents)**. The breakdown of this amount is on the attached estimate.

Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,

[Signature]
Lance S. Brabant, CPESC
Director of Planning & Environmental Services
MRB - Town Engineer

cc: Jean Chrisman, Town Clerk
Scott Harter, P.E

APPROVED
[Signature] Doug Finch – Town Manager
10/26/23
Date

ENGINEERS ESTIMATE OF PROBABLE CONSTRUCTION COSTS

PROJECT: 4952 ADAMS DRIVE

DATED: JULY, 2023

BY: SH

LAST REVISED: 8/14/2023

SHEET 1 OF 1

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT
<u>EROSION AND SEDIMENTATION CONTROL</u>				
1	STAKED REINFORCED SILT FENCING	\$6.00	180 LF	\$1,080.00
2	INLET PROTECTION AT CATCH BASINS	\$500.00	1 EA	\$500.00
3	GRADE AND SEED DISTURBED LAWN AREAS	\$1.00	1000 SF	\$1,000.00
SUBTOTAL				\$2,580.00
CONTINGENCY (10%)				\$258.00
INSPECTION (3%)				\$77.40
TOTAL				\$2,915.40



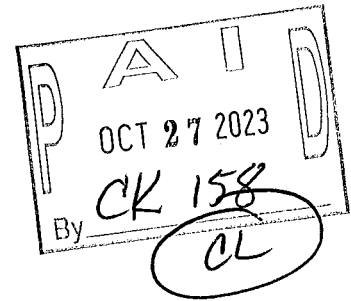
Unless noted otherwise, all items shown are installed complete per all local, state, federal and manufacturer's specifications. Actual prices are subject to market conditions (labor and material) at the time the project is put "out to bid".

Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

August 23, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424



**RE: VENEZIA AND ASSOCIATES – PHILLIPS RESIDENCE
NEW POLE BARN - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP No. 153.00-1-68.300
CPN No. 23-036
ADDRESS: 5105 STATE ROUTE 21 SOUTH**

Dear Mr. Finch,

Please be advised that MRB, on behalf of the Town of Canandaigua, has completed a review of the submitted Erosion Control Surety Estimate dated August 25, 2023, prepared by Anthony Venezia, Venezia and Associates, for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$3,712.00 (Three thousand, Seven hundred and Twelve dollars and zero cents)**. The breakdown of this amount is on the attached estimate.


Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,


Lance S. Brabant, CPESC
Director of Planning & Environmental Services
MRB - Town Engineer

cc: Jean Chrisman, Town Clerk
Anthony Venezia – Venezia and Associates

APPROVED

Doug Finch – Town Manager
10/27/23
Date



Surety Estimate – Sediment and Erosion Control at 5105 New York State Route 21

New Barn Construction

Prepared by: Venezia and Associates

Prepared For: Sam Phillips

Section A: Erosion Control

Item Description	Estimated Quantity	Unit	Unit Price (\$)	Estimate
Silt Fence	700	LF	2.00	\$1,400.00
Stabilized Construction Entrance	1	EA	500	\$ 500.00
Permanent Lawn	2,500	SY	0.35	\$ 875.00
Erosion Control Blanket	300	SY	2.0	\$ 600.00
TOTAL SECTION A				\$3,375.00
10% Contingency				\$337.00
Total Estimate				\$3,712.00

*Items above are based on local estimates received from site contractors.

By Venezia and Associates

August 25, 2023

Anthony A. Venezia

A handwritten signature in black ink, appearing to read 'Anthony A. Venezia', written over a horizontal line.

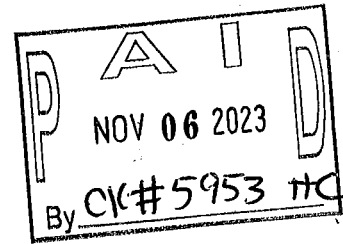


Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-1120

October 30, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424



RE: BRENNAN MARKS, P.E. – MARKS ENGINEERING – ANN WALL RESIDENCE
NEW SINGLE FAMILY DWELLING - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP NO. 98.11-1-9.000
CPN No. 23-047
ADDRESS: 3318 FALLBROOK ROAD

Dear Mr. Finch,

Please be advised that MRB, on behalf of the Town of Canandaigua, has completed a review of the submitted Erosion Control Surety Estimate dated June 6, 2023, prepared by Marks Engineering for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$594.00 (five hundred and ninety four dollars and zero cents)**. The breakdown of this amount is on the attached estimate.


Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,


Lance S. Brabant, CPESC
Director of Planning & Environmental Services
MRB - Town Engineer

cc: Jean Chrisman, Town Clerk
Crystelyn Laske, Deputy Town Clerk
Brennan Marks, P.E. – Marks Engineering
Ann Wall

APPROVED

Doug Finch - Town Manager
 11/16/23
Date



MarksEngineering

4303 Routes 5 & 20
Canandaigua, NY 14424

Date 6/6/23

Ann Wall
3318 Fallbrook Rd
Canandaigua, NY 14424

Project: New Parking and Staging Area

Engineer's Opinion of Probable Cost

Erosion & Sediment Control

	Quantity	Unit	Unit Cost	Sub Total
Silt Fence Material	180	ft	\$ 3.00	\$ 540.00
Check Dams	0	ea	\$ 100.00	\$ -
Stabilized Entrance	0	ea	\$ 500.00	\$ -
Outlet Protection	0	cy	\$ 100.00	\$ -
Final Stabilization	0	sf	\$ 0.10	\$ -
Contingency	1	ea	\$ 54.00	\$ 54.00
			Total	\$ 594.00

Total Surety Amount \$ 594.00



Attachment 13

Public Outreach

Poster inviting participation in the crowdsourcing app was on display in Town Hall for the duration of the project. Email blasts were sent multiple times regarding the app as well as the pop-up events at the Transfer Station and at Outhouse Park. Flyers were also posted for these events in the parks and around Town Hall.



The poster was displayed at the Fire & Ice festival in Downtown Canandaigua in February.



TOWN OF CANANDAIGUA SIDEWALK ENVISIONMENT MAP & REPORT

DRAFT July 2023

TABLE OF CONTENTS

INTRODUCTION.....	01
EXISTING CONDITIONS.....	07
NEEDS ASSESSMENT.....	23
RECOMMENDATIONS.....	31
FOLLOW ON ACTIVITIES	35

INTRODUCTION

PLAN PURPOSE

The Town of Canandaigua has undertaken a data-based planning effort to proactively enhance and expand their existing sidewalk network. The intent of this report and corresponding map is to provide maximum levels of accessibility, safety, and community connectivity for pedestrians of all ages and mobility levels. The Sidewalk Envisionment Plan identifies target areas of greatest need and prioritizes projects for implementation.

The main purpose of this project is to produce a plan for developing a network of sidewalks that is cost-effective, maintainable and maximizes positive outcomes for residents and visitors.

The planning effort was informed by analysis of existing data, input from Town staff and key stakeholders, field verification of existing conditions, and robust public engagement.

Moving forward, the Plan will be utilized by the various Town boards and committees when considering new development needs associated with sidewalk connections; as well as provide a document that could be used for sourcing financial grant support for construction.

The Sidewalk Envisionment Plan provides an intelligent and adaptable guide for systematically advancing the Town of Canandaigua as a walkable community. In addition to making Canandaigua a more walkable community, the Plan supports a more vibrant and sustainable community and enhance the perception of the Town as a great place to live, work, play, and raise families.

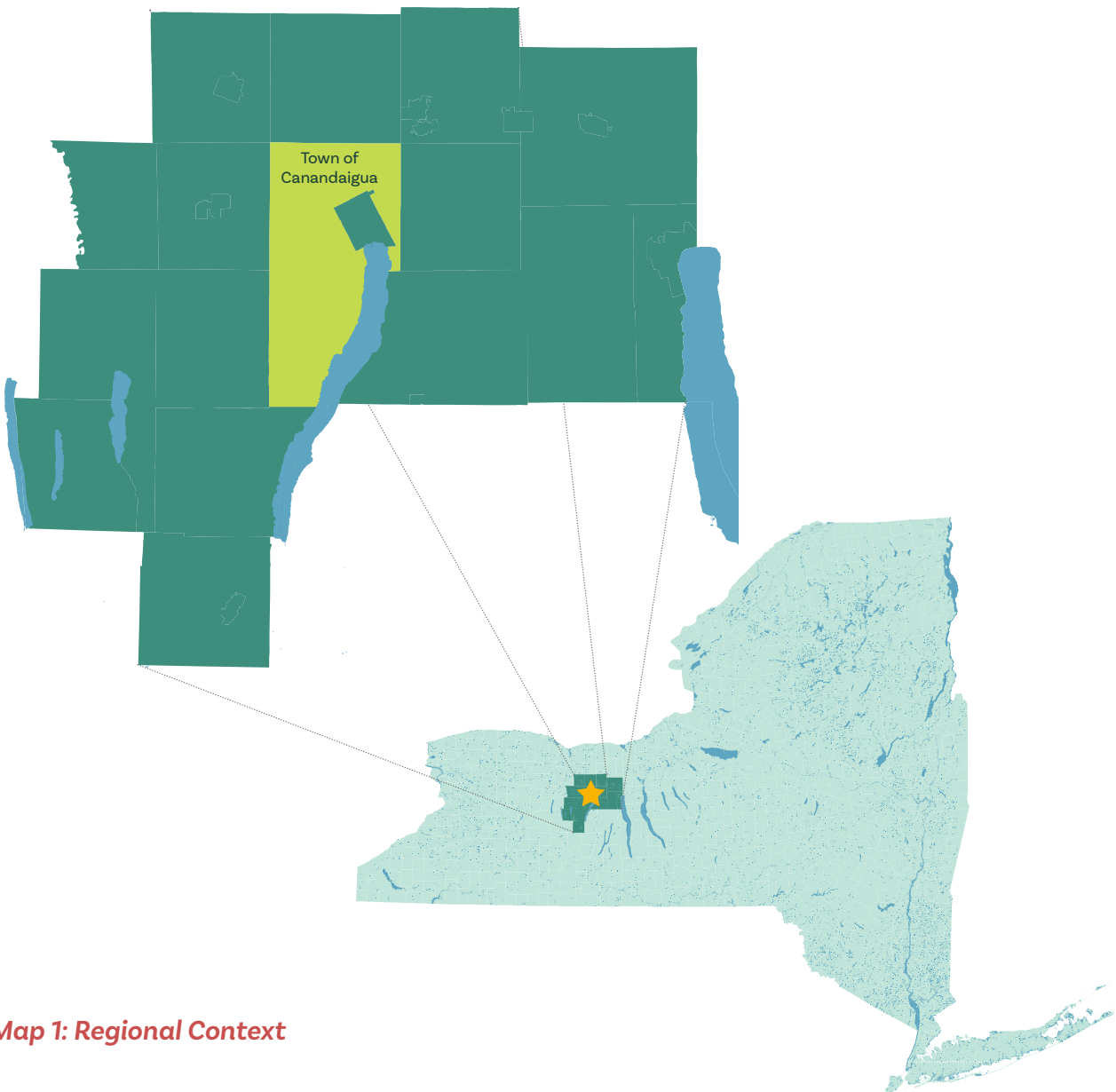


While the Town recognizes the importance of a fully integrated Active Transportation network, this plan gives special attention to sidewalks, and does not incorporate recommendations for off-road pathways, bicycle facilities, or other multi-modal facilities.

Whitecliff Drive Perspective Rendering, Middle Cheshire Road ATP

REGIONAL CONTEXT

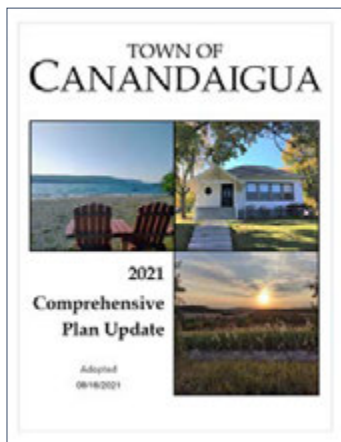
Located in Ontario County, the Town of Canandaigua has a population of 11,109 according to the 2020 Census - making it the fourth largest municipality in the County. The Town has seen rapid growth over the past several decades, and is an increasingly desirable location for families and individuals to move to within the Greater Rochester metropolitan area. Given this growth, the Town consists of suburbanized areas to the north, and has an increasingly rural character heading south. The west shore of Canandaigua lake flanks the Town's eastern border - providing recreational opportunities and scenic vistas.



Map 1: Regional Context

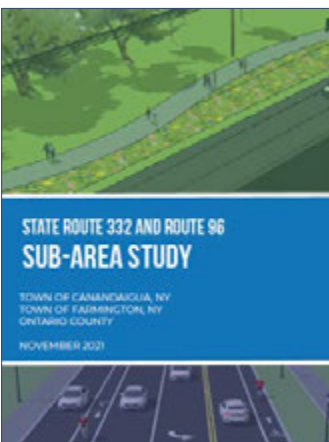
EXISTING PLANS & STUDIES

One of the main objectives of this planning process is to synthesize and prioritize the recommendations contained within existing plans and studies. The Town has undertaken many planning efforts over the past decade in a proactive effort to steer the future character of the Community. Below is a summary of the relevant Plans and Studies developed within the past ten years. These plans were reviewed for any relevant recommendations pertaining to investment in Sidewalks. The recommendations gleaned from these reports were vetted during individual public engagement processes, and are summarized as part of the Needs Assessment on page 24. Note that recommendations that have been implemented since the development of these reports were removed from final recommendations.



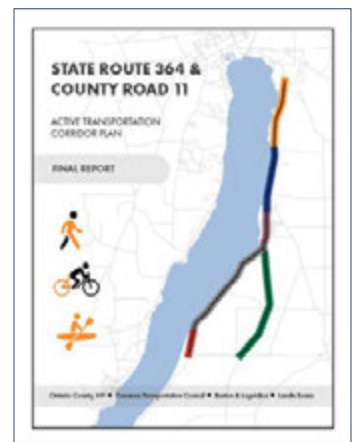
2021 Comprehensive Plan Update

The Comprehensive Plan sets forth an overall vision for the future of Canandaigua, and encompasses many aspects of community life, including pedestrian walkability. The Plan specifically references the need for pedestrian facilities within the Hamlet of Cheshire.



2021 Middle Cheshire Active Transportation Plan (ATP)

The Middle Cheshire ATP focuses on multi-modal improvements to Middle Cheshire Road, West Street, and Wells-Curtice Road. Side Paths are envisioned for both Middle Cheshire Road and West Street.

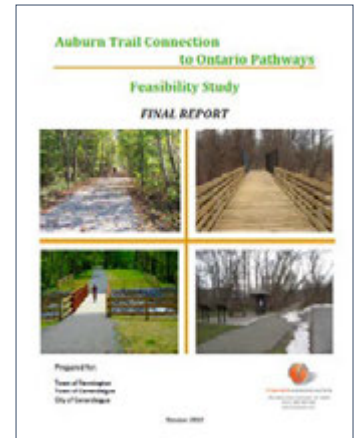
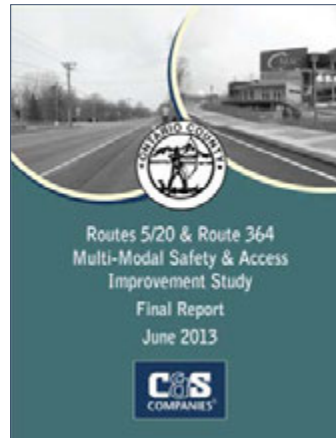
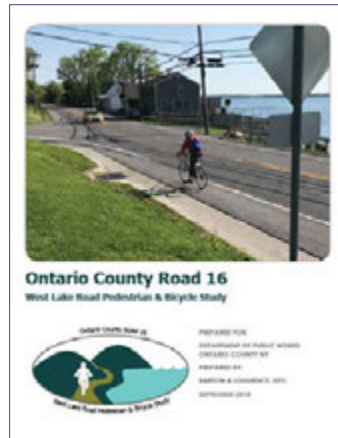


2021 State Route 332 & Route 96 Sub-Area Study

This Study assesses the transportation systems and land use patterns of Routes 332 and 96, two major travel routes within the Finger Lakes Region. Route 332 Town line Road and Emerson Road is recommended to have an off-road multi-use facility, and Brickyard Road, Yerkes Road, and Thomas Road are all recommended for sidewalks to promote connectivity to the Route 332 corridor.

2020 State Route 364 & CR 11 Active Transportation Plan (ATP)

This ATP focuses on 7.3 miles of State Routes 364 and 3.6 miles of County Route 11. The majority of the study area is within the Town of Gorham, but a small portion of Route 364 is within the Town of Canandaigua. The Plan recommends sidewalks along State Route 364 between Marvin Sands Drive and County Road 18, as well as along Marvin Sands Drive and County Road 18.



2018 Parks and Recreation Master Plan

This Plan identifies the existing and future recreational needs of the community, and is meant to direct and prioritize investment in regards to parks and recreation. Included within the recommendations are connections between existing and proposed park facilities, including sidewalks along Middle Cheshire Road and North Road.

2013 Routes 5/20 & Route 365 Multi-Modal Safety & Access Improvement Study

This study aims to improve safety and accessibility for all transportation users along portions of Routes 5&20, Route 364, Lake Shore Drive, Moran Road, Lakeshore Drive (CR 50), and Marvin Sands Drive within the Towns of Canandaigua and Hopewell. Within Canandaigua, the Plan recommends providing sidewalks or shared use paths on both sides of the roadway for Lake Shore Drive, Route 364, and Marvin Sands Drive.

2019 Uptown Canandaigua Study

The Uptown Study is focused on the area just north of the City of Canandaigua surrounding Route 332, and presents a multi-modal transportation plan and an economic development strategy. The Plan recommends sidewalks and multi-use trails on several of the Uptown area roadways (listed on page 24).

2018 County Road 16 Pedestrian & Bicycle Study

This Study analyzed 8.2 miles of County Road 16 (West Lake Road) between the City line and Seneca Point Road. While the Plan does not specifically recommend sidewalks along CR 18, it does recommend sidewalks along Middle Cheshire Road, along Wyffels Road, and Acorn Hill Drive to promote connectivity to the CR 18 corridor.

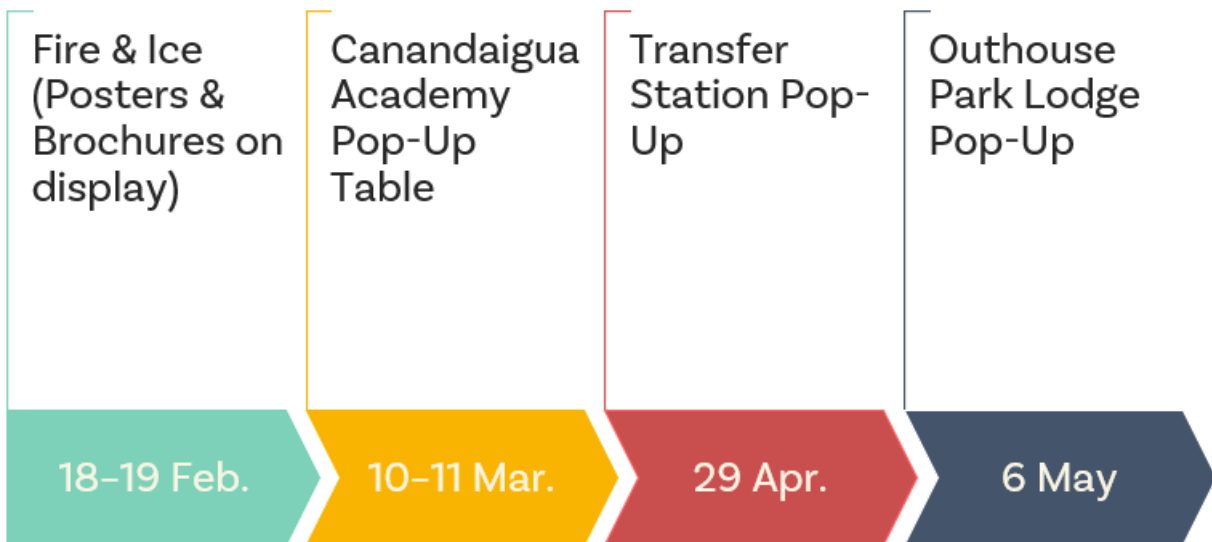
2013 Auburn Trail Connection to Ontario Pathways

This study evaluates the feasibility of constructing the Auburn Trail through the Town of Farmington and Canandaigua and the City of Canandaigua, connecting to the Ontario Pathways Trail. The preferred alignment would utilize Brickyard Road and Outhouse Road to connect into the City.

PUBLIC ENGAGEMENT

Several engagement events and strategies were utilized during the planning process. The purpose of this public engagement was to identify community concerns, needs, and wishes in regards to the pedestrian network and environment throughout the Town. The input received helped to inform recommendations and prioritization of sidewalk development in this Plan. Below is a summary of the various types of events and strategies utilized during the planning process.

ENGAGEMENT EVENTS



Fire & Ice Festival: February 18-19, 2023

At the beginning of the project, posters and brochures were put up on display at the Fire & Ice Festival, an event in the City of Canandaigua with a variety of winter activities. The display materials encouraged visitors to utilize the newly launched crowdsourcing application (discussed on the following page).

Canandaigua Academy Musical: March 10-11, 2023

A pop-up booth was set up at the High School's spring musical, with brochures and posters. Project team members were available to solicit input and answer questions for the event attendees.

Transfer Station Pop-Up: April 29, 2023

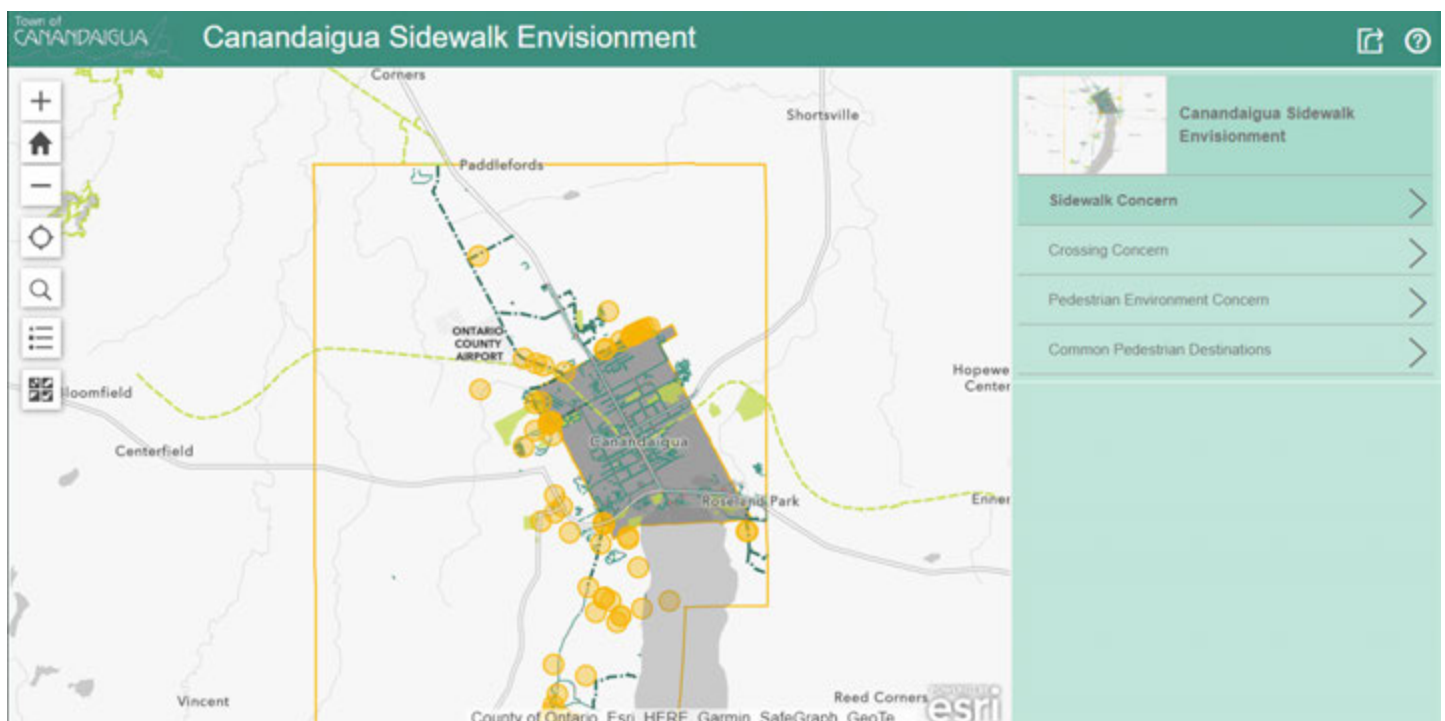
On Saturday, April 29th, members of the project team set up a pop up booth during transfer station hours to inform residents of the project and to ask for additional feedback through the crowdsourcing application.

Outhouse Park Lodge Pop-Up: May 6, 2023

A set of interactive boards and informational materials were presented at the Outhouse Park Lodge on Saturday, May 6th. Attendees were able to ask the project team questions, and submit additional input for potential locations for sidewalks and other concerns pertaining to walkability.

CROWDSOURCING APPLICATION

A mobile-device accessible, web-based crowdsourcing application was developed using a custom-built ESRI ArcGIS tool. With the interactive web map application, the Town collected location-specific information from the public in regard to a) where residents are interested in walking and b) where improvements are necessary to the existing pedestrian network. Users were able to submit comments in a variety of categories, vote on existing crowdsourcing points, and upload photos and videos. The data collected through this application was analyzed as part of the needs assessment section, and is summarized in that section of the report.



EXISTING CONDITIONS

OVERVIEW

This section outlines the existing and planned conditions within the Town of Canandaigua regarding pedestrian accessibility. This analysis will identify characteristics of the built environment that lend themselves to walkability and a potential desire for sidewalk development. The findings of this section will result in an identification of key needs and opportunities in regard to the development of a well-connected and well-considered sidewalk network throughout the Town. Topic areas in this section include:

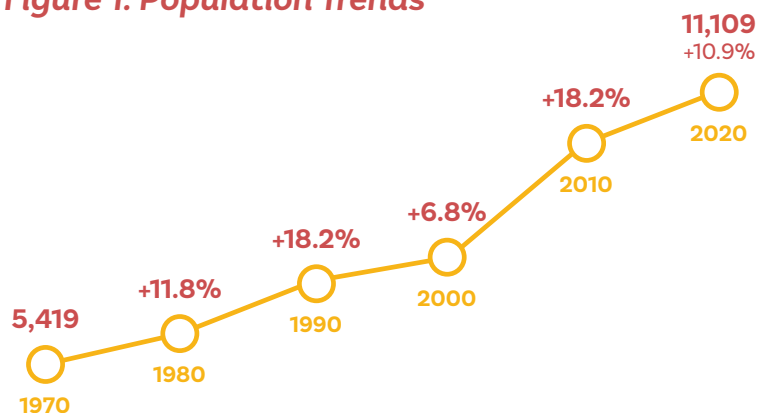
- + Town Demographics
- + Key Destinations
- + Existing Land Use Patterns
- + Roadway Classifications
- + Traffic Volumes
- + Vehicular Crash Data
- + Bicycle and Pedestrian Crash Data
- + Parks & Trails

DEMOGRAPHICS

Population Trends

The population of the Town has seen sustained growth in recent history, and has more than doubled (105%) over the past fifty years. By comparison, the County as a whole has increased by approximately 43% in that same time period. The growth trends visualized in Figure 1 is reflective of the attractiveness of the Town for families and individuals within the Greater Rochester area. As population continues to increase, communities typically desire increased access to amenities and services – including pedestrian facilities.

Figure 1: Population Trends

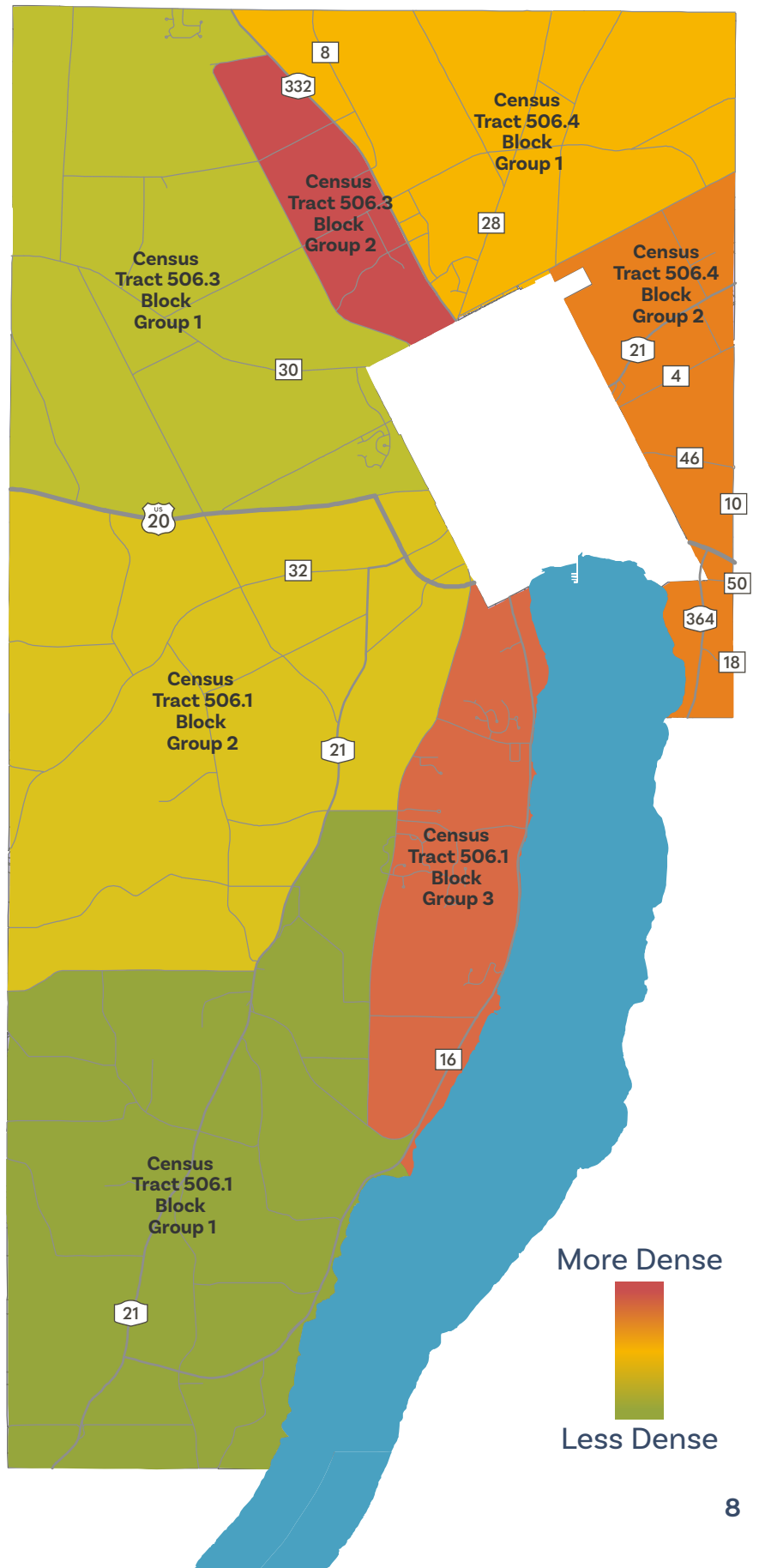


Population Density

Population density is a contributing factor to the walkable nature of an area, as it reflects the density of residential development.

As shown on Map 2 at right, the Town's population density varies from approximately 102 people per square mile to 377 people per square mile. The densest areas of Town are the west side of Route 332 (Census Tract 506.2 Block Group 2), and along the west shore of Canandaigua Lake just south of the City of Canandaigua (Census Tract 506.1 Block Group 3). The least dense area is the southern-most block group – reflective of that area's rural character.

Map 2 Population Density



Vehicle Ownership

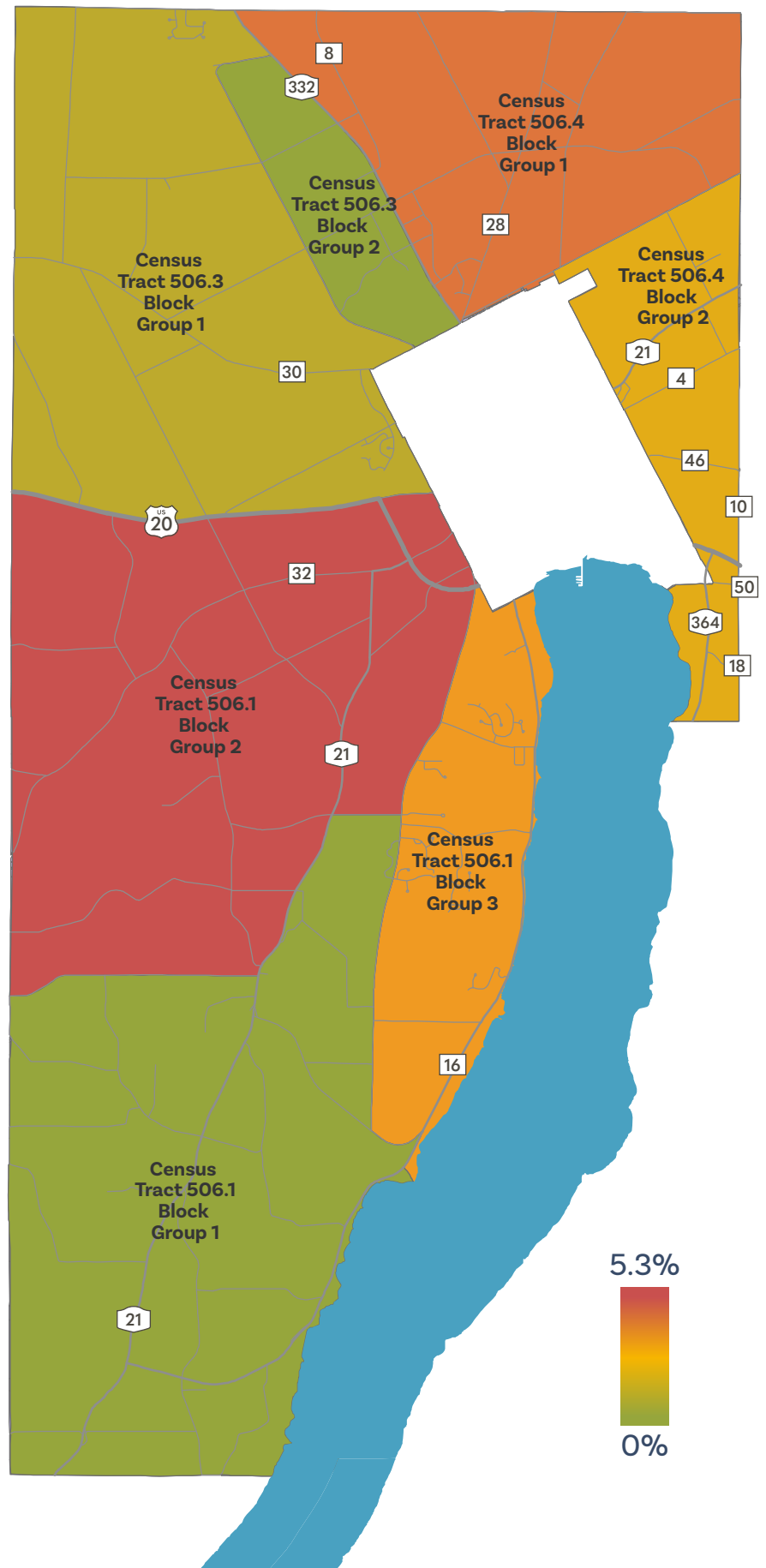
Vehicle ownership is also an essential characteristic to determine the level of pedestrian demand in a particular area -- as those without access to vehicles are typically pedestrians out of necessity, and generally have the highest need in regards to safe pedestrian facilities to perform their daily tasks.

Generally speaking, the vast majority of Town residents have access to at least one vehicle within their household. Cumulatively, the Town has approximately 99 households without access to any vehicle.

As shown on Map 3, the block groups within Canandaigua range from 0% of households with no access to a vehicle, to approximately 5% of households with no access to a vehicle.

The areas of Town that have no households without a vehicle are the southwest corner (Census Tract 506.1 Block Group 1) and the area just west of Route 332 (Census Tract 506.3 Block Group 2). The area south of Routes 5 & 20 (Census Tract 506.1 Block Group 2) has the highest percentage of households with no access to a vehicle at 5.3%.

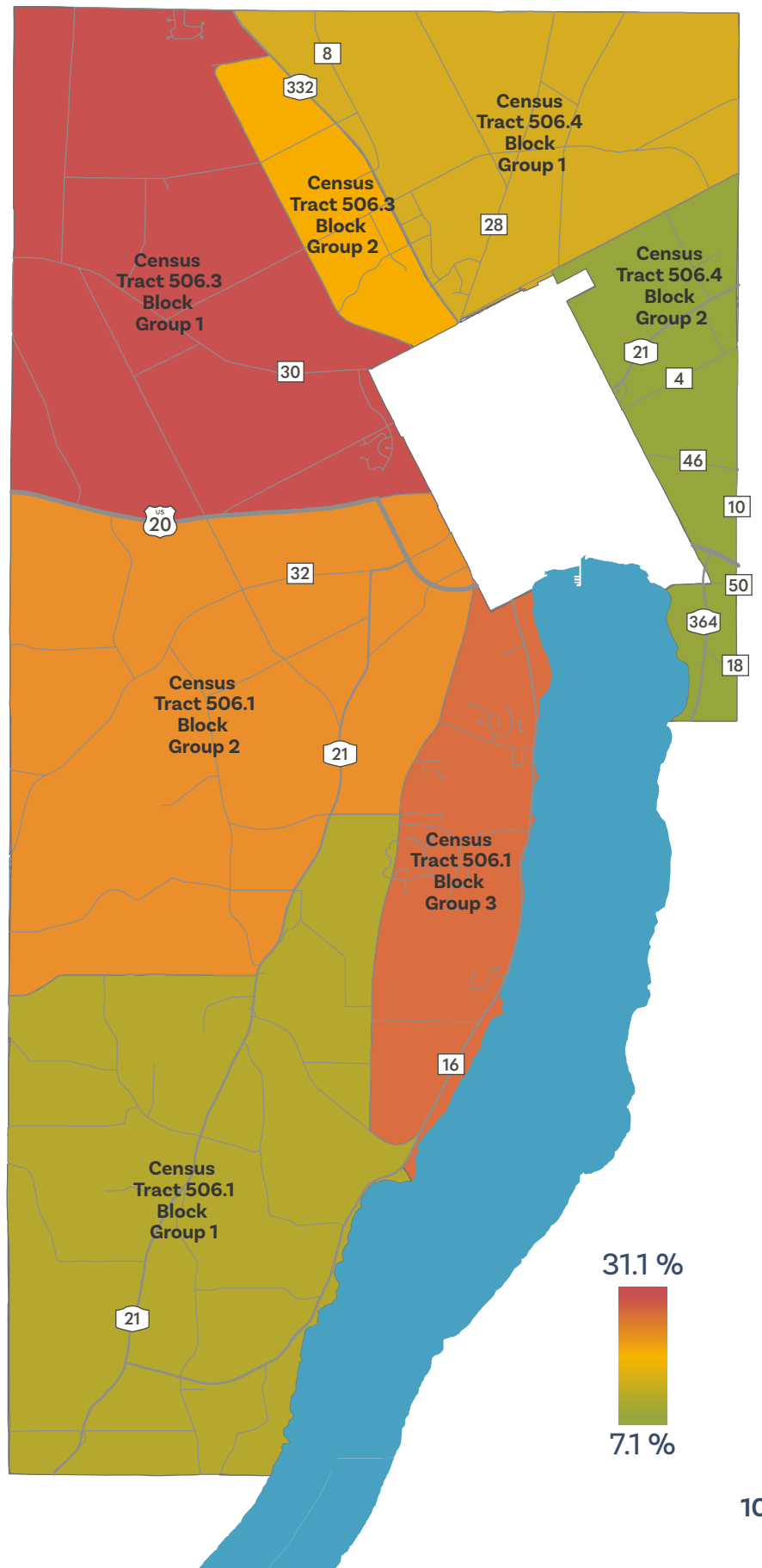
Map 3: Vehicle Ownership



Map 4: Percent of Population Under 18

Population Under 18

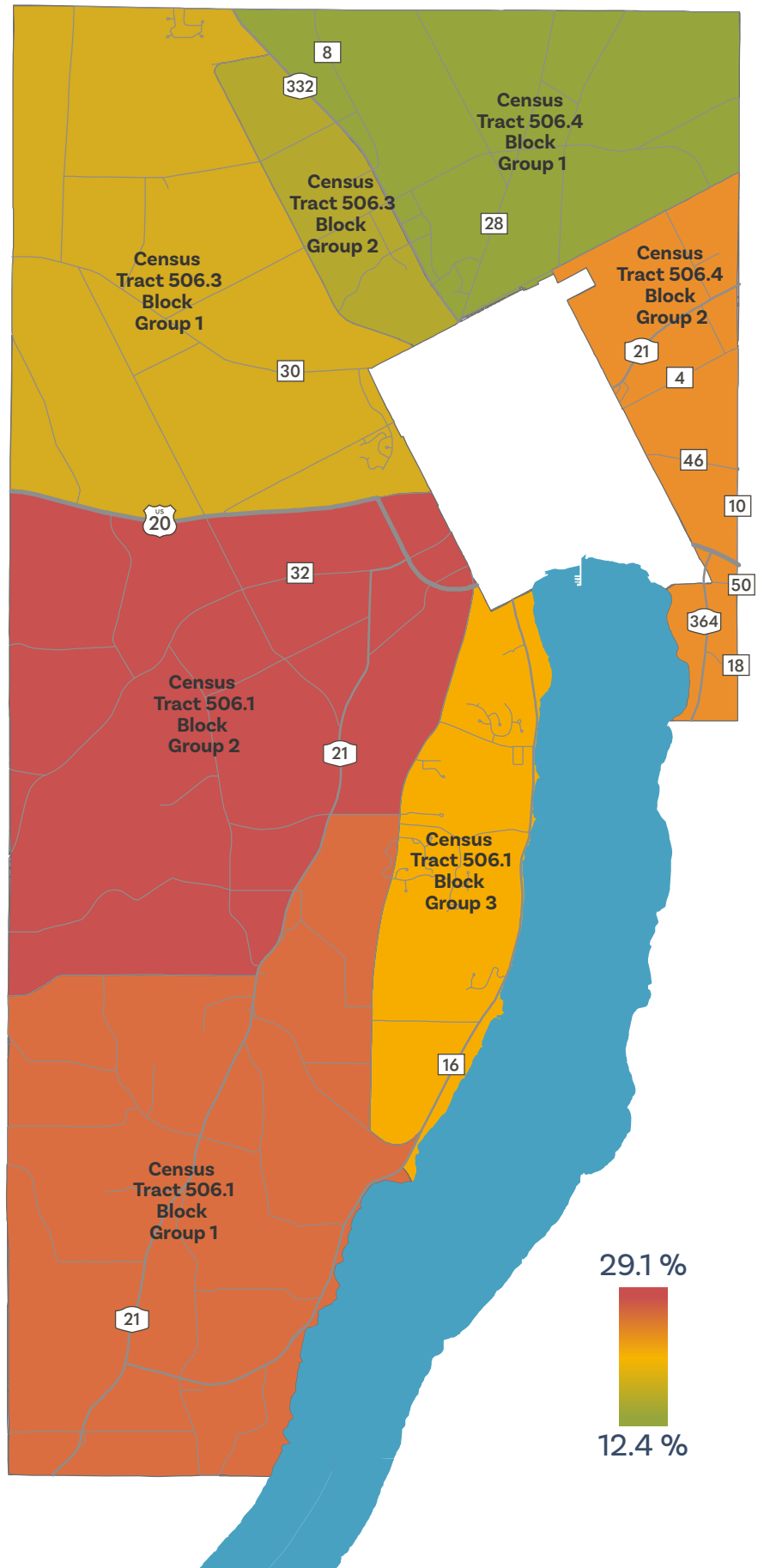
Children under the age of 18 are typically some of the Town's most common pedestrians. The percent of the population under the age of varies widely between the Town's seven block groups - ranging from just over seven percent to over 31 percent. The northwest corner of the Town (Census Tract 506.3 Block Group 1) has highest percentage of young people, followed by the area along the west shore of Canandaigua Lake just south of the City of Canandaigua (Census Tract 506.1 Block Group 3). The area of Town east of the City (Census Tract 506.4 Block Group 2) has the lowest percentage of young people.



Map 5: Percent of Population Over 65

Population Over 65

Individuals over 65 are also typically identified as likely pedestrians, given the lack of ability for some older residents to safely drive, and their desire for recreational opportunities. The Town's seven block group range from 12% of the population over the age of 65, to approximately 29%. The area of Town with the highest concentration of older residents is the area south of Routes 5 & 20 (Census Tract 506.1 Block Group 2), followed by the southwest corner of Town (Census Tract 506.1 Block Group 1). The northeast corner of Town (Census Tract 506.4 Block Group 1) has the lowest percentage of residents over 65.



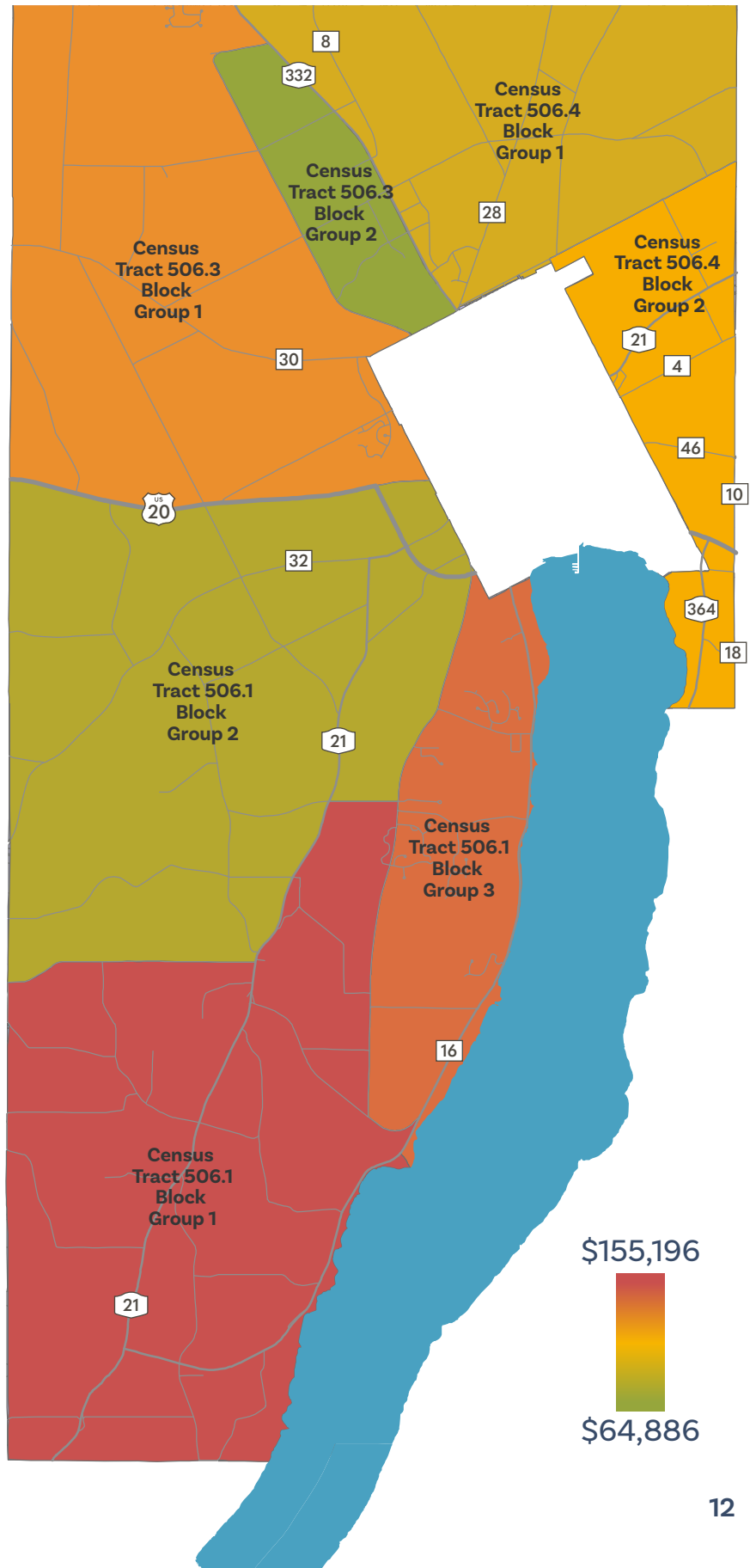
Map 6: Median Income

Median Income

Analyzing median income can help identify wealth distribution across the Town. Generally speaking, lower income households are more likely to be reliant on safe pedestrian travel accommodations due to the costs associated with owning and maintaining personal vehicles.

The median income for households differs significantly between block groups across the Town - ranging from just under \$65,000 to approximately \$155,000. As shown on Map 6, the two block groups with the highest median incomes are adjacent to the west side of Canandaigua Lake - reflective of the concentration of wealthy residents living in large lakefront homes in this area of Town.

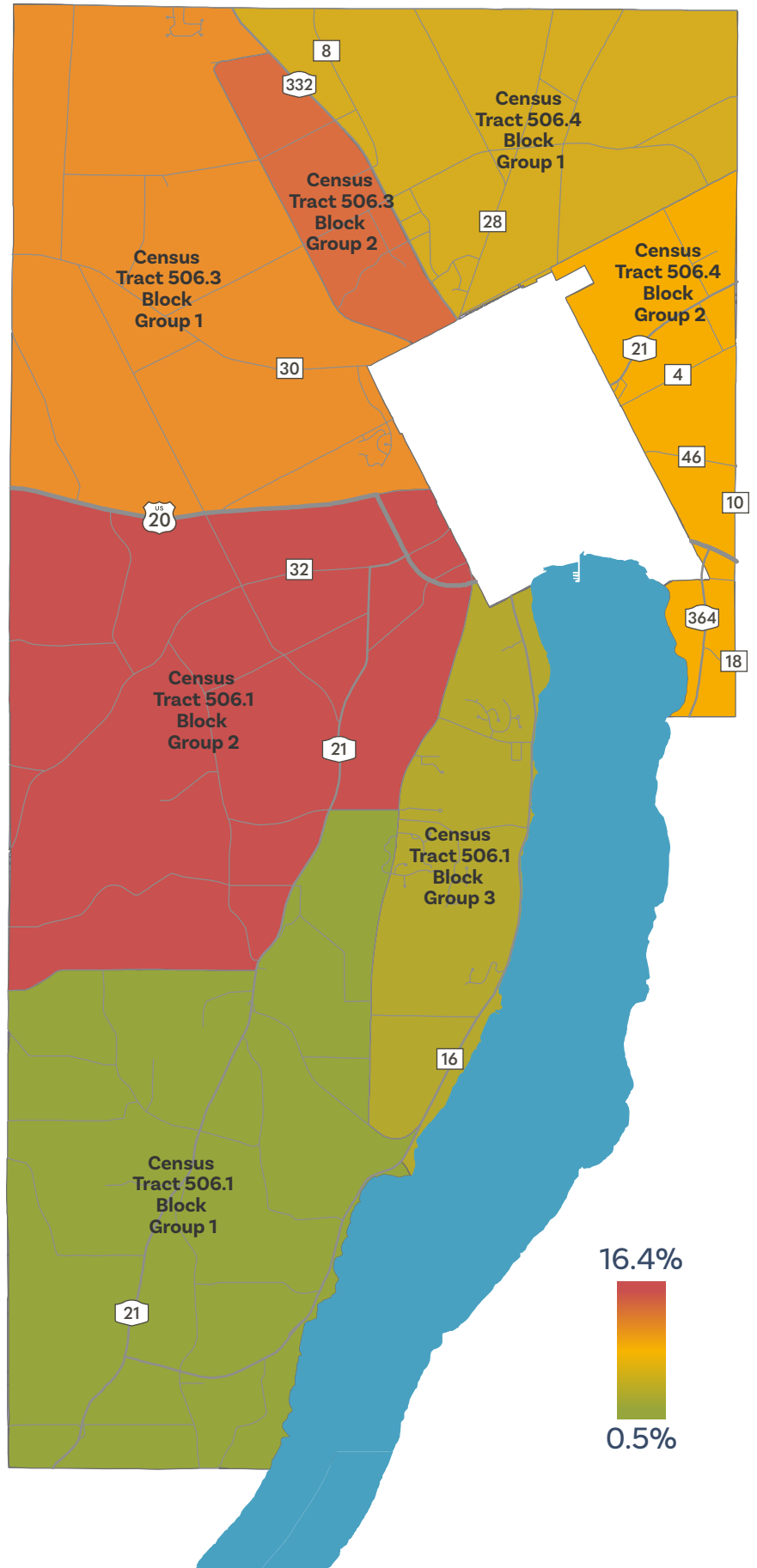
The lowest median income by block group is found along the west side of Route 332 (Census Tract 506.2 Block Group 2), followed by the area south of Routes 5 & 20 (Census Tract 506.1 Block Group 2).



Map 7: Poverty Rates

Poverty

Households under the poverty threshold as defined by the Census Bureau (i.e. \$17,529 for a two-person household) are more likely to walk or bike as their primary form of transportation. Understanding where there are concentrations of households under the poverty threshold can help to begin to identify where needs are greatest for safe and accessible multi-modal networks. The percentage of households under the poverty threshold ranges from less than one percent to over 16 percent by block group in Canandaigua. The area south of Routes 5 & 20 (Census Tract 506.1 Block Group 2) has the highest percentage of poverty-stricken households, followed by the area east of Route 332. Poverty rates are lowest in the southwest corner of the Town (Census Tract 506.1 Block Group 1).



KEY DESTINATIONS

Several recreational, commercial, and public assets are distributed throughout the Town, which provide critical resources for residents and serve as destinations for pedestrians. Understanding where these destinations are located and how they can be better connected will directly inform sidewalk recommendations. Below is a list of such destinations by type, which are also displayed on Map 8.

Parks & Trails

1. Richard P. Outhouse Park
2. Blue Heron Park
3. Leonard R. Pierce Memorial Park
4. McJannett Park
5. Miller Park
6. Old Brookside Park
7. Ononda Park
8. Motion Junction Playground
9. West Lake School House Park
10. Canandaigua Vista Nature Preserve
11. Canandaigua Junior Baseball Park
12. Ontario County Fairgrounds

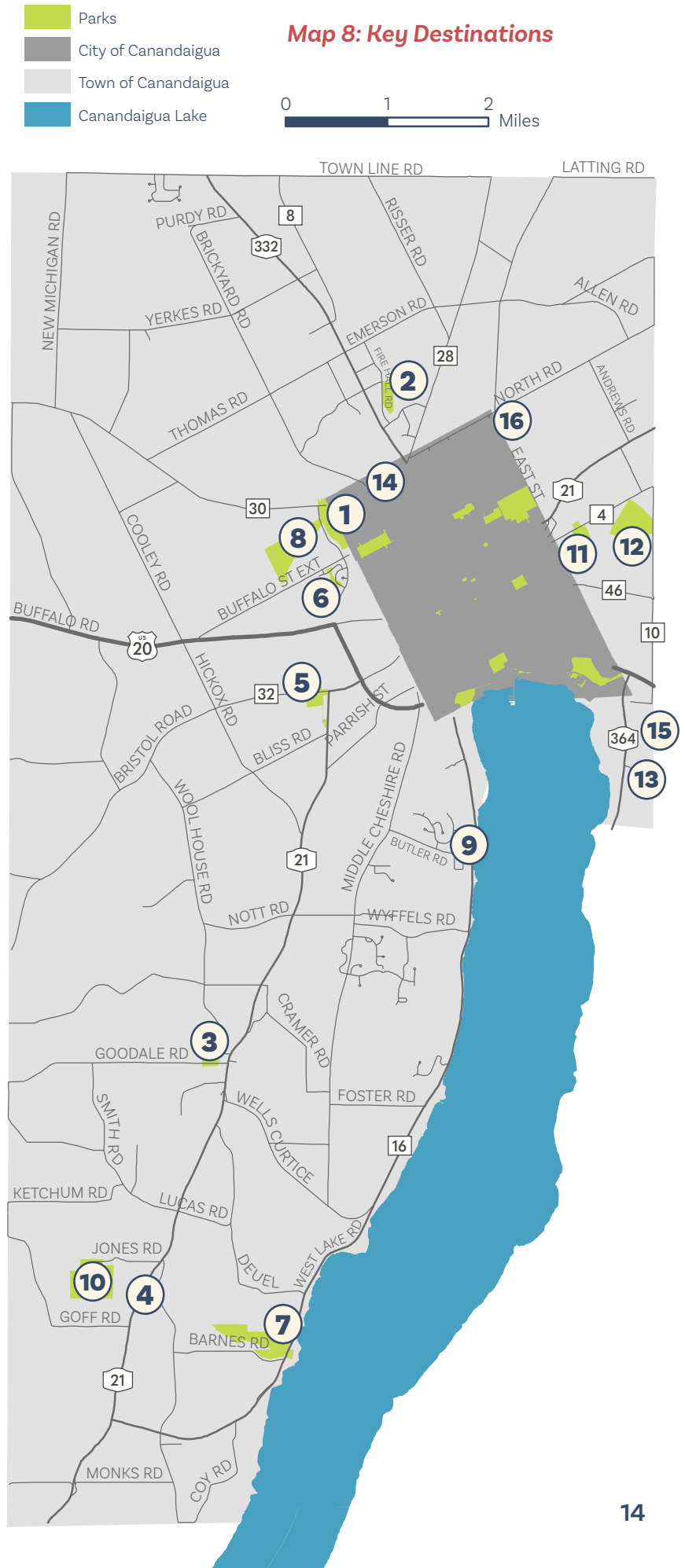
Recreational Facilities

13. Constellation Brands – Marvin Sands Performing Arts Center (CMAC)
14. YMCA (opening October 2023)*

Educational Institutions

15. Finger Lakes Community College (FLCC)
16. Canandaigua Academy*

*Within the City limits



LAND USE

An analysis of the existing land uses within the Town can help to identify where there are clusters of activity and residential development, and therefore where pedestrian facilities may be desirable and appropriate. For instance, an area containing a variety of commercial, recreation, and other uses will typically draw in residents and visitors-- and therefore will see a higher likelihood of pedestrian activity. Additionally, areas of denser residential development typically also benefit from pedestrian facilities for both commuting and recreational purposes.

The breakdown of existing land uses within the Town, derived from the New York State Department of Taxation and Finance, are depicted in Map 9, as well as in Figures 2 and 3; and are summarized below.

As shown on Map 9, and also in Figure 2, the largest percentage (41.8%) of the Town's acreage is residential in use. The average lot size of residential parcels is 3.9 acres, but varies from less than 5,000 square feet to over 300 acres. The largest residential parcels are generally in the rural areas in the southwest area of Town, and also clustered in the northeast corner of Town. The densest residential development is along the Canandaigua lakeshore just south of the City, as well as in portions of the northern area of Town.

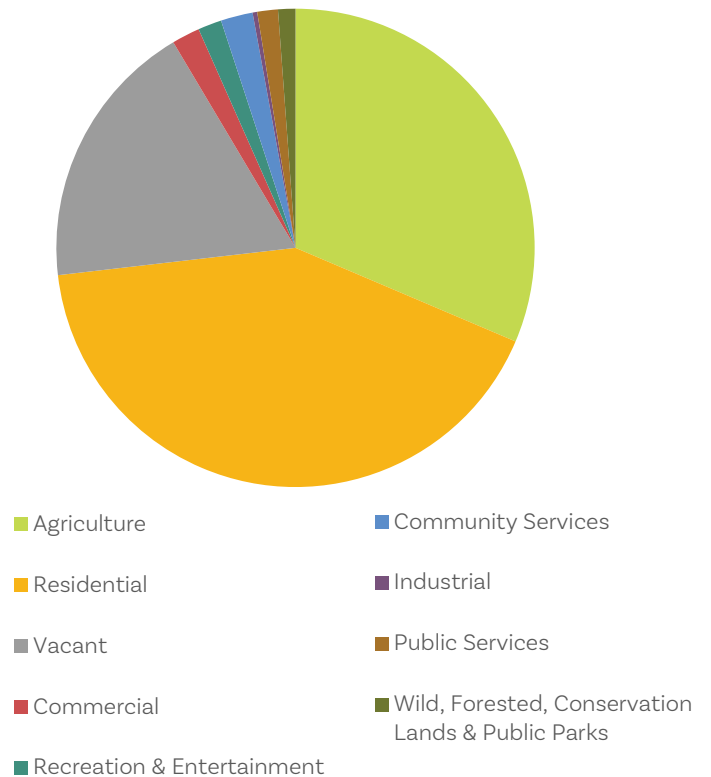
The second largest percentage (31.4%) of the Town's acreage is devoted to agricultural uses. These areas of Town are generally not in need of robust pedestrian facilities, given their low-density development pattern and low number of residents.

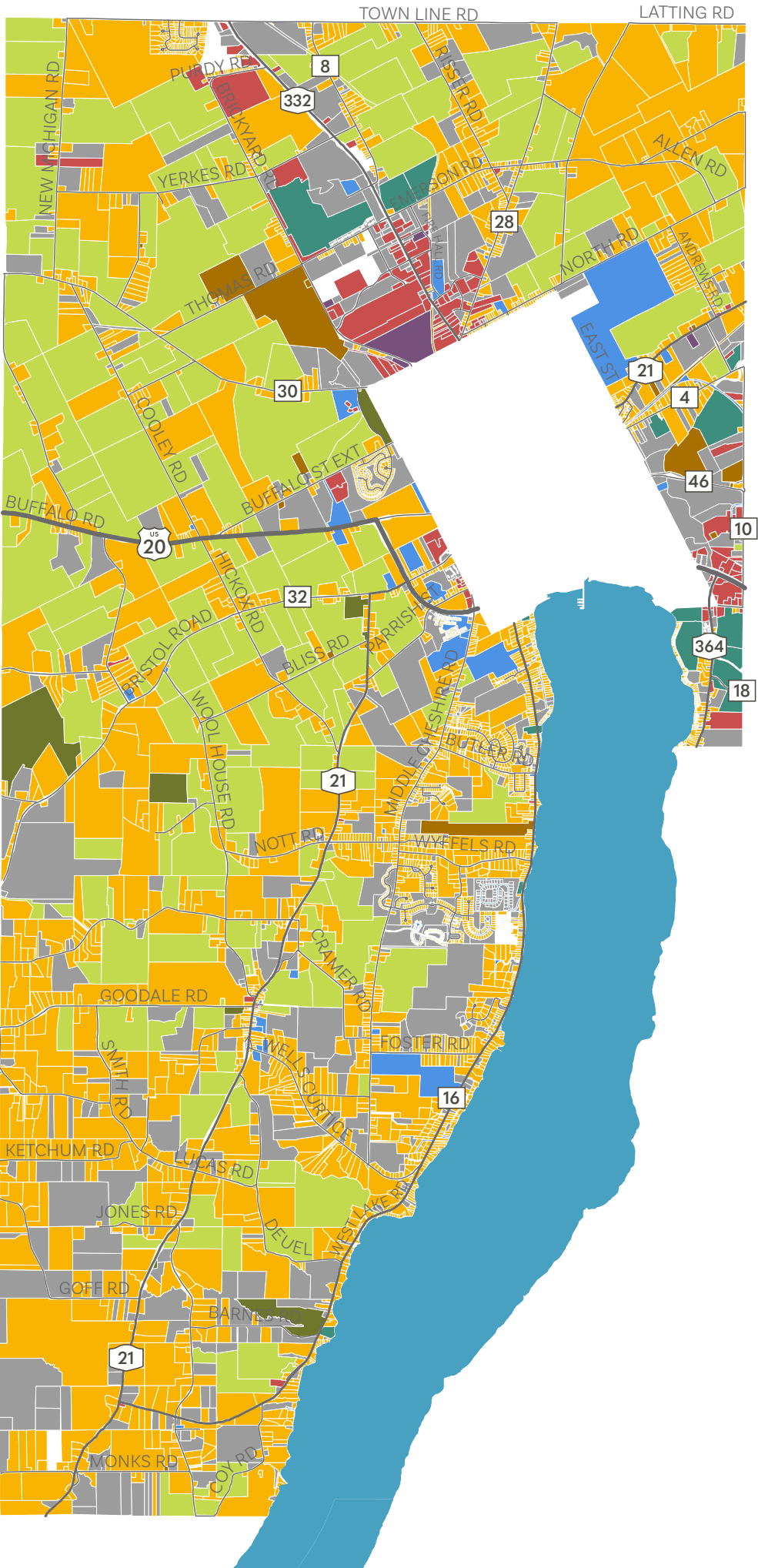
Vacant land accounts for 18.2% of the Town's acreage, and is distributed throughout the entirety of the Town. Depending on their current zoning designations, these sites represent opportunity for future development and potential activity generators.

Just under 2% of the Town is devoted to commercial uses – clustered predominately along Route 332 at the City line, as well as along Routes 5 & 20 to the east of the City. These areas are the primary activity generators within Town, and likely are priority areas for pedestrian facilities.

The remaining 6.7% of acreage is dedicated to a variety of uses, including recreation and entertainment, community services, public services, industrial uses, and wild, forest, conservation lands and public parks. These uses are also generally clustered around the City limits. This mixing of uses typically lends itself to pedestrian activity, furthering the notion that the areas of the Town adjacent to the City would benefit from sidewalks.

Figure 2: Land Use Distribution by Acreage





ROADWAY CHARACTERISTICS

Crash Data

The GTC provided the Town with 10-year crash data from the Crash Location and Engineering Analysis Repository (CLEAR), between August 1 2012, and July 31 2022.

All crashes, regardless of the type of incident were mapped, and a kernel density analysis was performed to determine where the “hot spots” were located in terms of crash density. There were eight crashes involving bicycles, and eighteen crashes within those ten years that involved pedestrians, which are shown separately on Map 10. However, it is helpful to analyze all of the crash data, regardless of the type of incident, as any road segment that experiences a high concentration of vehicle crashes has a high likelihood of being unsafe for pedestrians and bicyclists as well.

It is also important to note that these crash numbers are from reported crashes only, and do not account for pedestrian and bicyclist incidents that were not reported to the police, or were “close-calls,” but not actual collisions.

As seen on Map 10, the most intense concentration of crashes is located at the intersection of Routes 5 & 20 at Route 364. The highest concentration of pedestrian and bicyclist crashes are also in this location. The second highest crash density location is along Route 332 at Parkside Drive, followed by the segment of Routes 5 & 20 between Buffalo Road and Middle Cheshire Road.



38% of crashes were with other vehicles



< 1% of crashes were with cyclists or pedestrians






20% of crashes occurred at controlled intersections

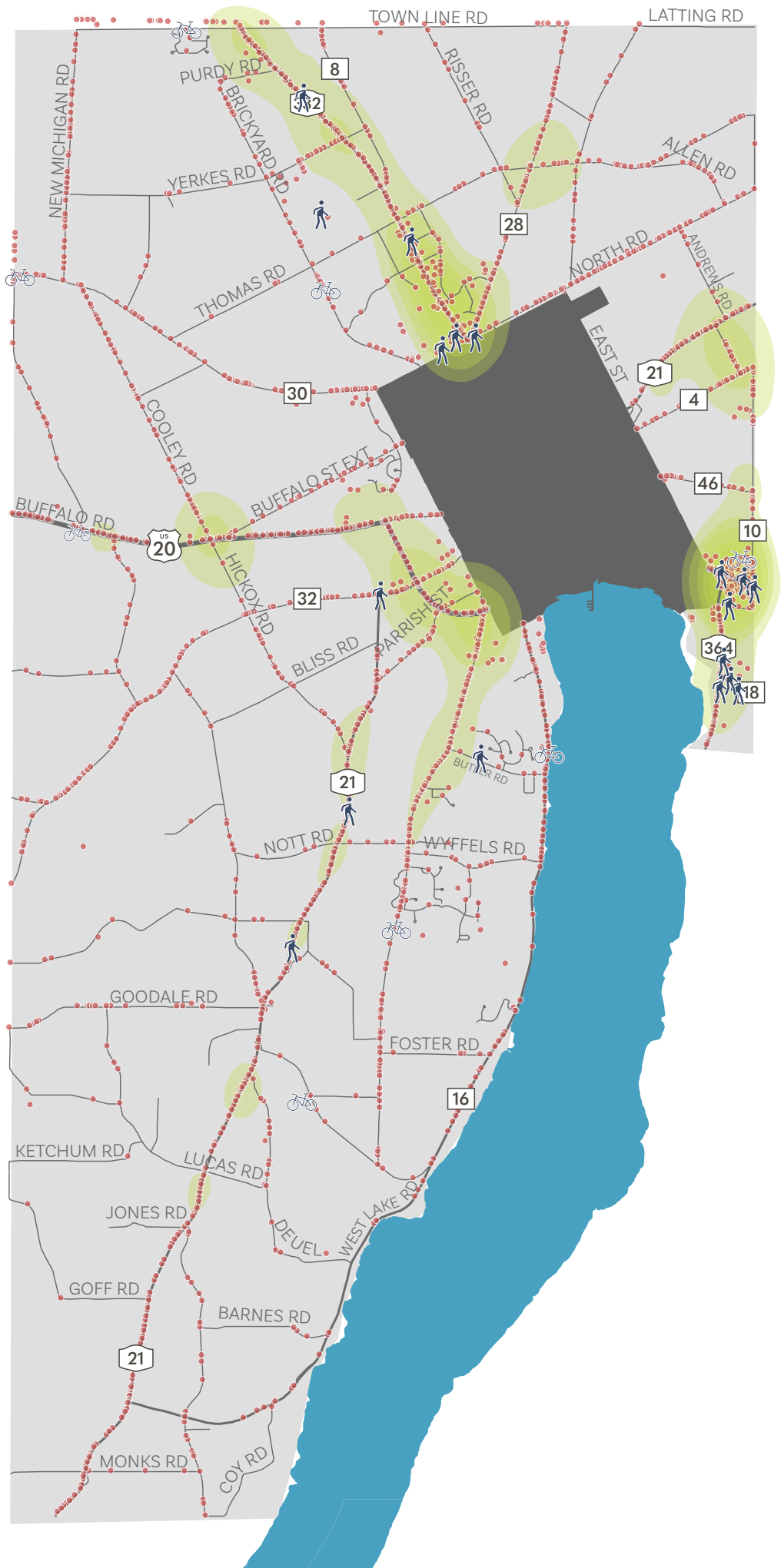
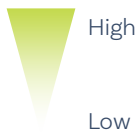


13% of crashes resulted in injury

Map 10: Crash Clusters

-  Bicyclist Involved Crash
-  Pedestrian Involved Crash
-  Other Crash

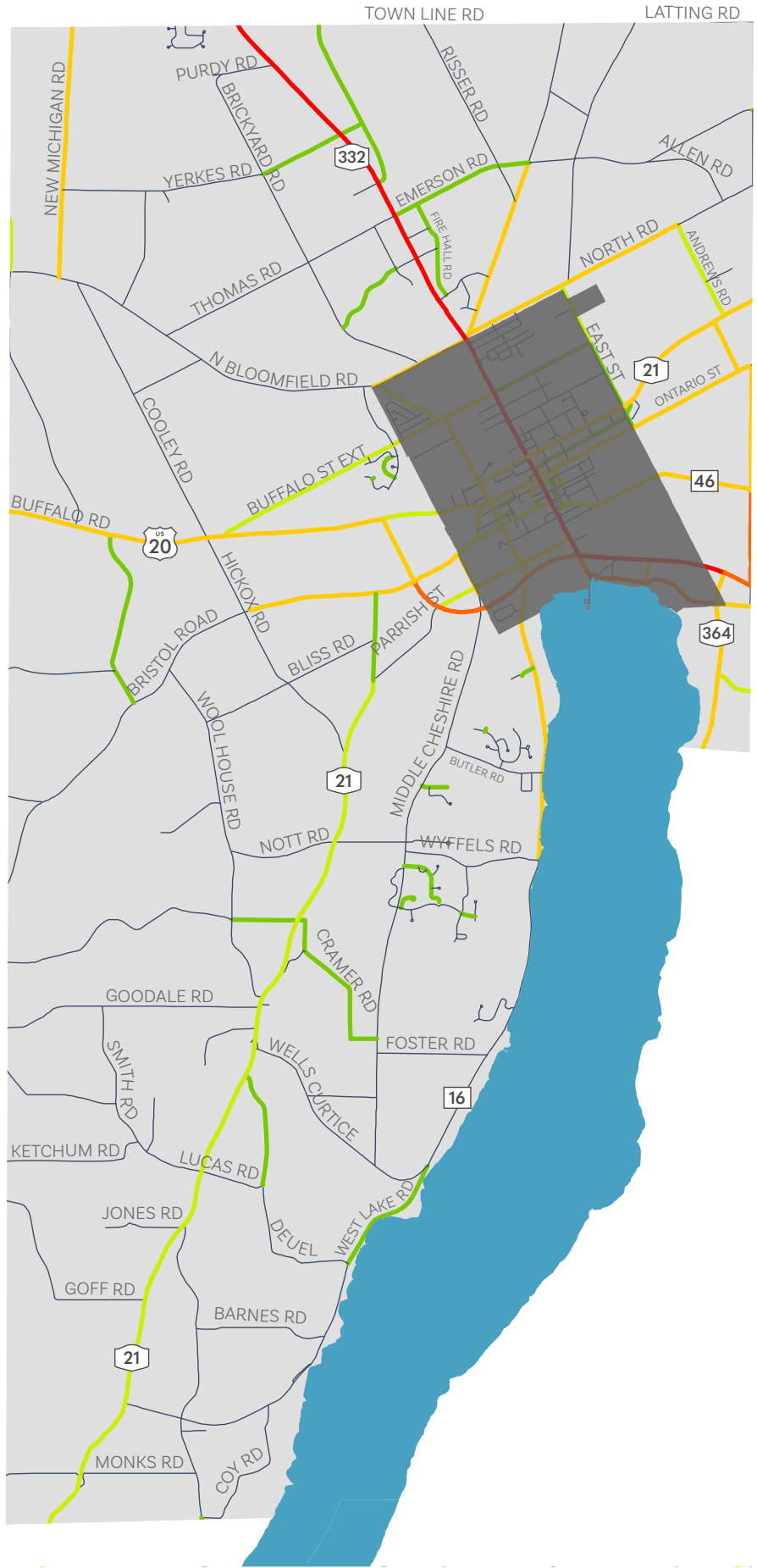
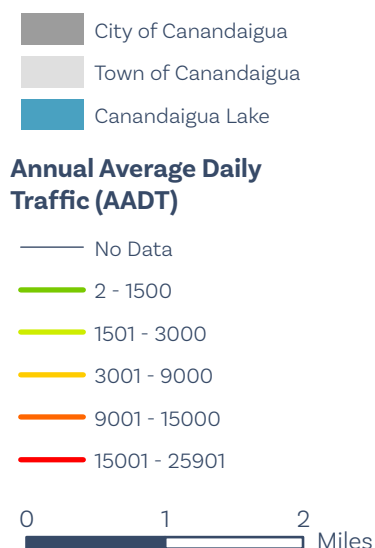
Crash Density



Map 11. Traffic Volumes

Traffic Volumes

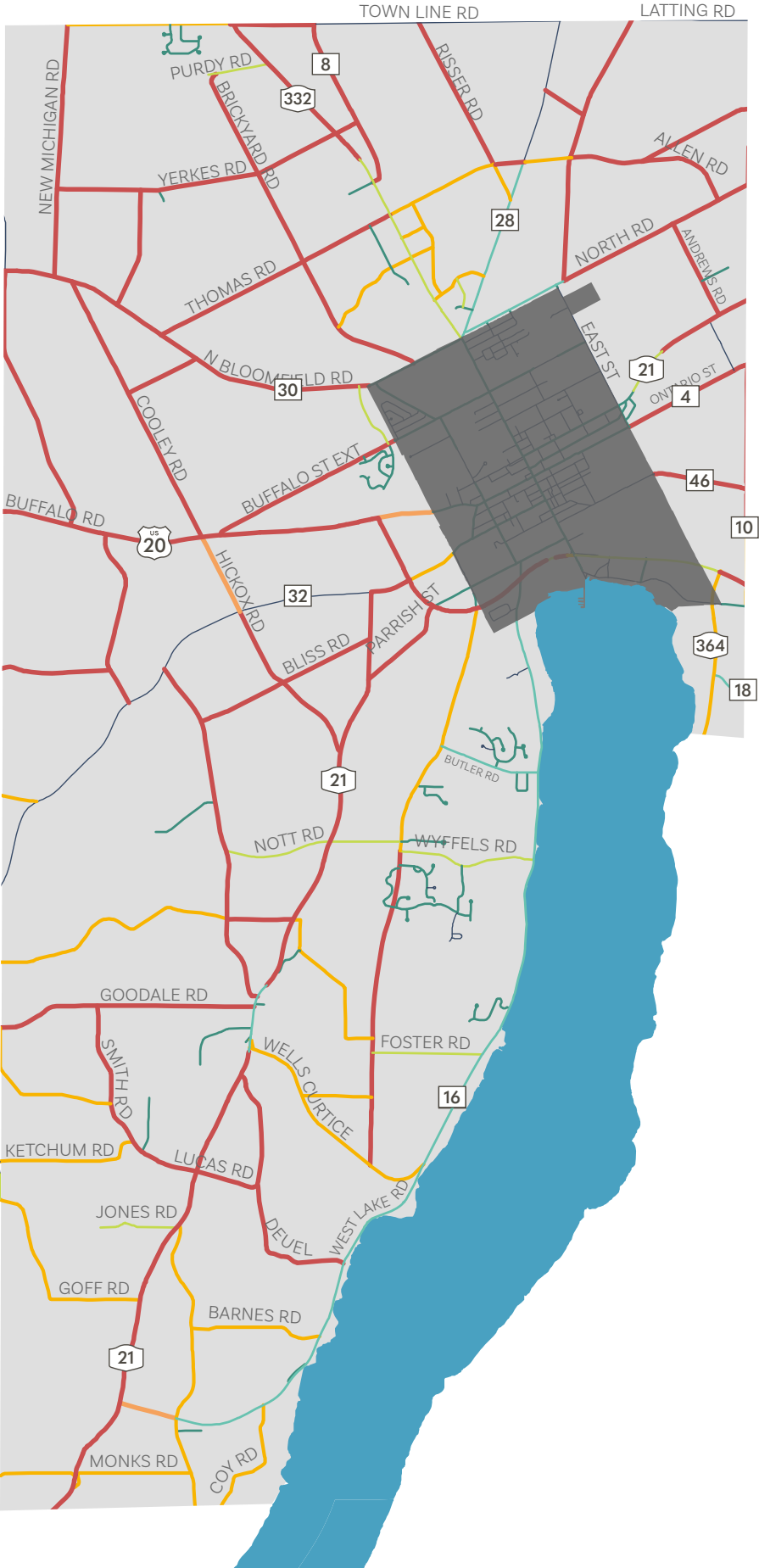
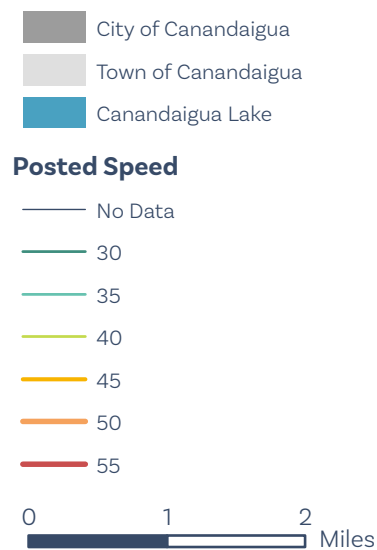
Traffic volumes, expressed as Annual Average Daily Traffic (AADT) for the purposes of this Plan, can help determine which roads provide the most access to local and regional destinations, and can also indicate which roads may feel most unsafe for a pedestrian without a sidewalk or other pedestrian facility. As shown on Map 11 the road with the highest AADT in the Town is Route 332, followed by segments of Routes 5 & 20. The roads that see between 3,000 - 9,000 vehicles daily include, but are not limited to, Bristol Road, New Michigan Road, North Road, portions of Route 21, and Ontario Street.



Map 12. Posted Speeds

Posted Speed

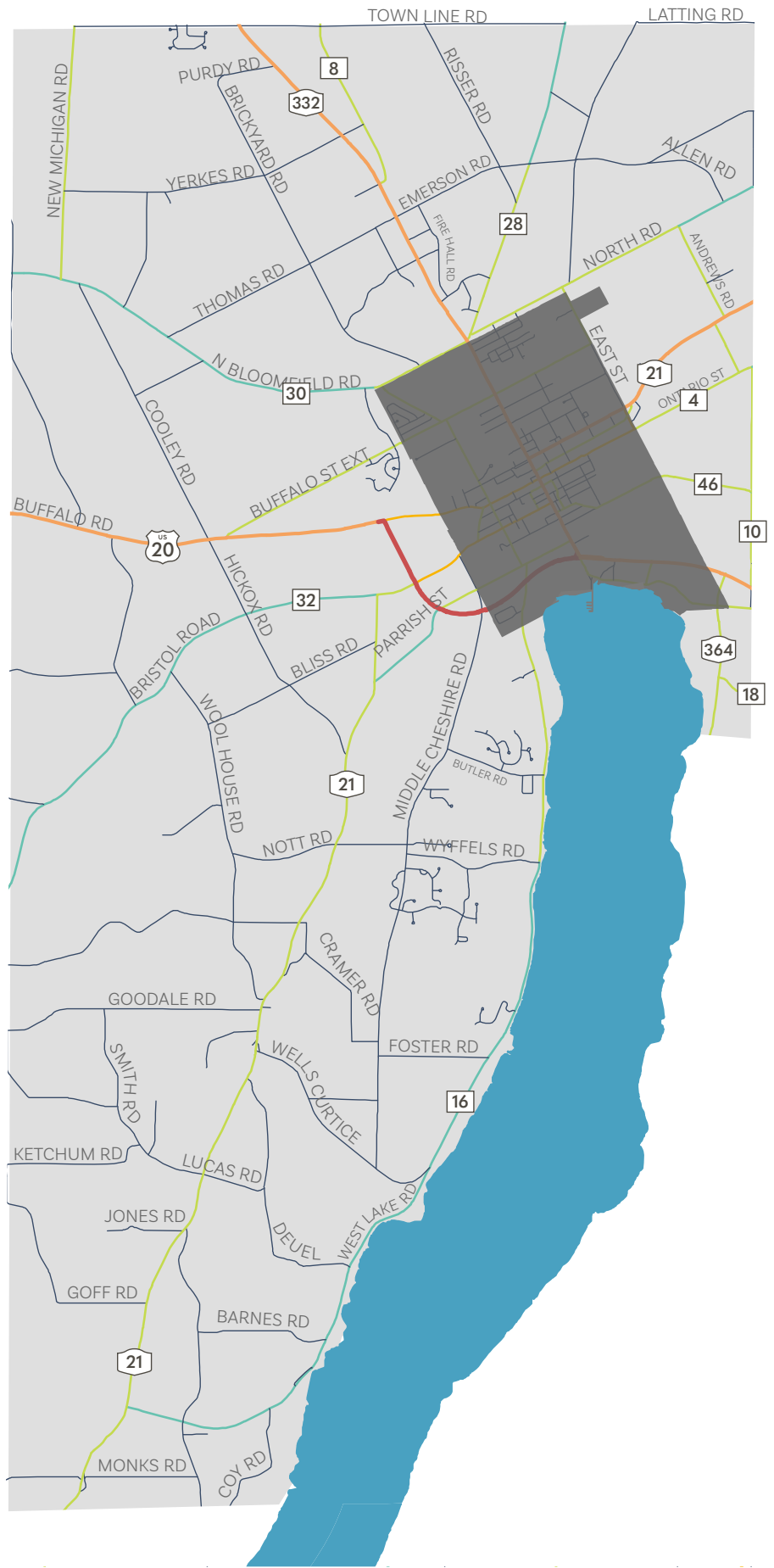
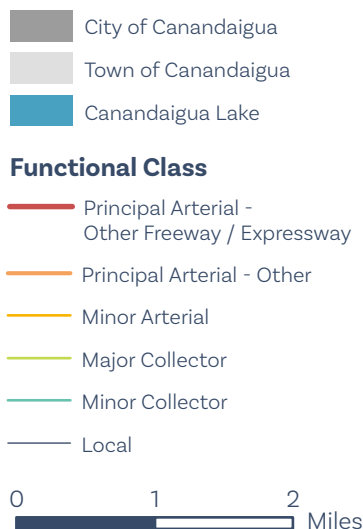
Similar to traffic volumes, an analysis of posted speed limits can identify where pedestrian movement may be most uncomfortable due to the nature of vehicle travel. As shown on Map 12, a large portion of the roads in Canandaigua have a posted speed of 55 miles per hour (mph). The posted speed on Route 332 reduces from 55 mph to 40 mph as it heads south towards the City of Canandaigua, and many of the roads in the Uptown area on either side of Route 332 have a 45 mph speed limit.



Map 13. Functional Class

Functional Class

Traffic volumes, expressed as Annual Average Daily Traffic (AADT) for the purposes of this Plan, can help determine which roads provide the most access to local and regional destinations, and can also indicate which roads may feel most unsafe for a pedestrian without a sidewalk or other pedestrian facility. As shown on Map 13, the road with the highest AADT in the Town is Route 332, followed by segments of Routes 5 & 20. The roads that see between 3,000 - 9,000 vehicles daily include, but are not limited to, Bristol Road, New Michigan Road, North Road, portions of Route 21, and Ontario Street.



Map 14. Existing Sidewalks and Trails

Existing Sidewalks

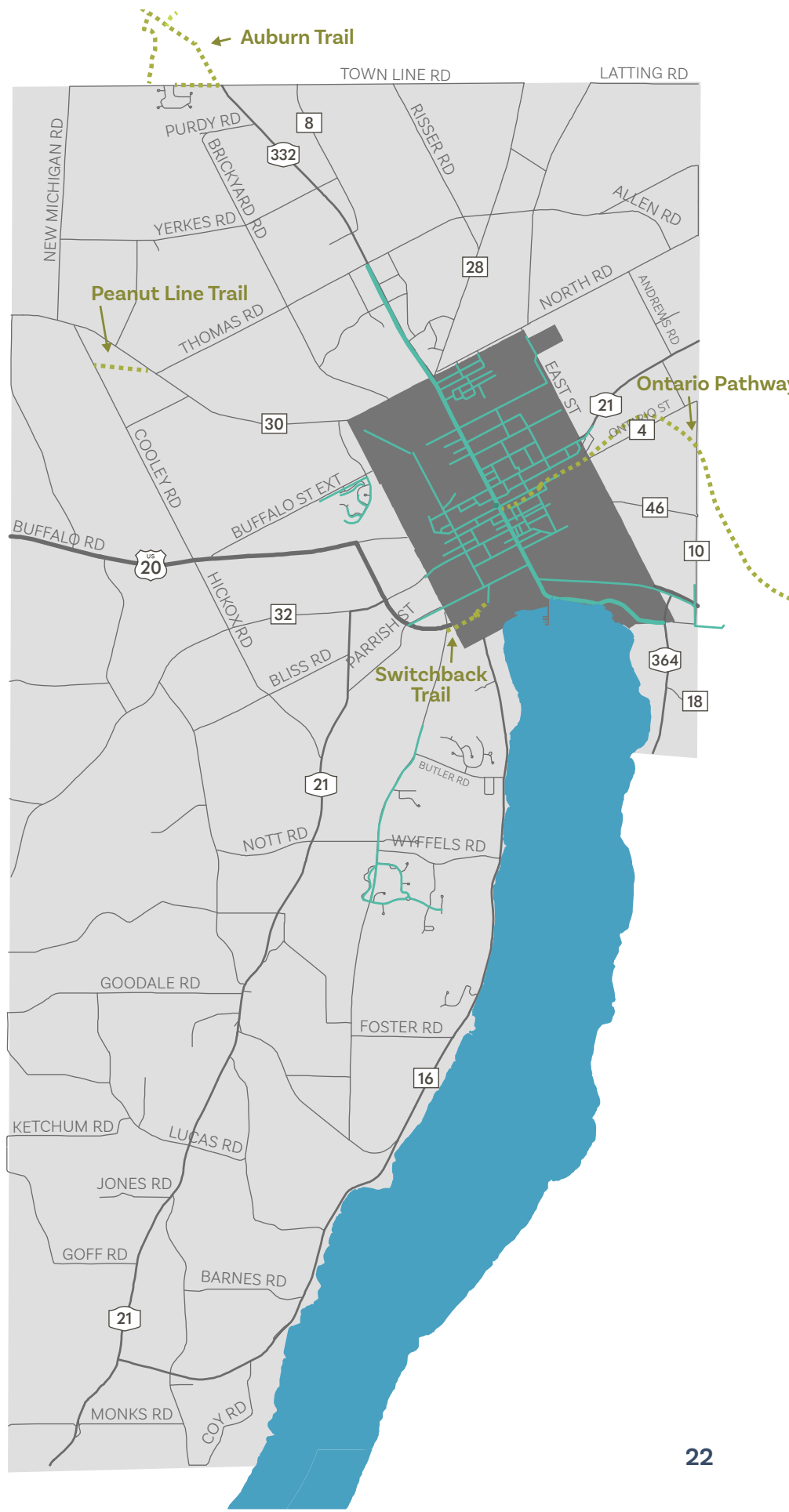
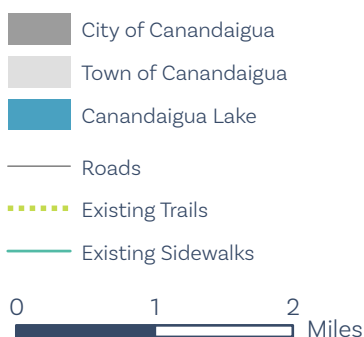
Currently, there are limited sidewalks within the Town boundaries. The roadway segments with sidewalks at least on one side of the road are shown in blue on Map 14. There are many more sidewalks within the City of Canandaigua, reflective of its historic and urban character.

Existing Trails

There are three significant trail systems within or adjacent to the Town of Canandaigua according to Ontario County GIS data. These include:

- The Peanut Line trail, from County Road 30 to Cooley Rd
- The Switchback Trail, from Middle Cheshire Road to County Road 16
- The Ontario Pathways Trail from Main Street in the City to Stanley, NY.

There are also several trails within parks in the Town.



NEEDS ASSESSMENT

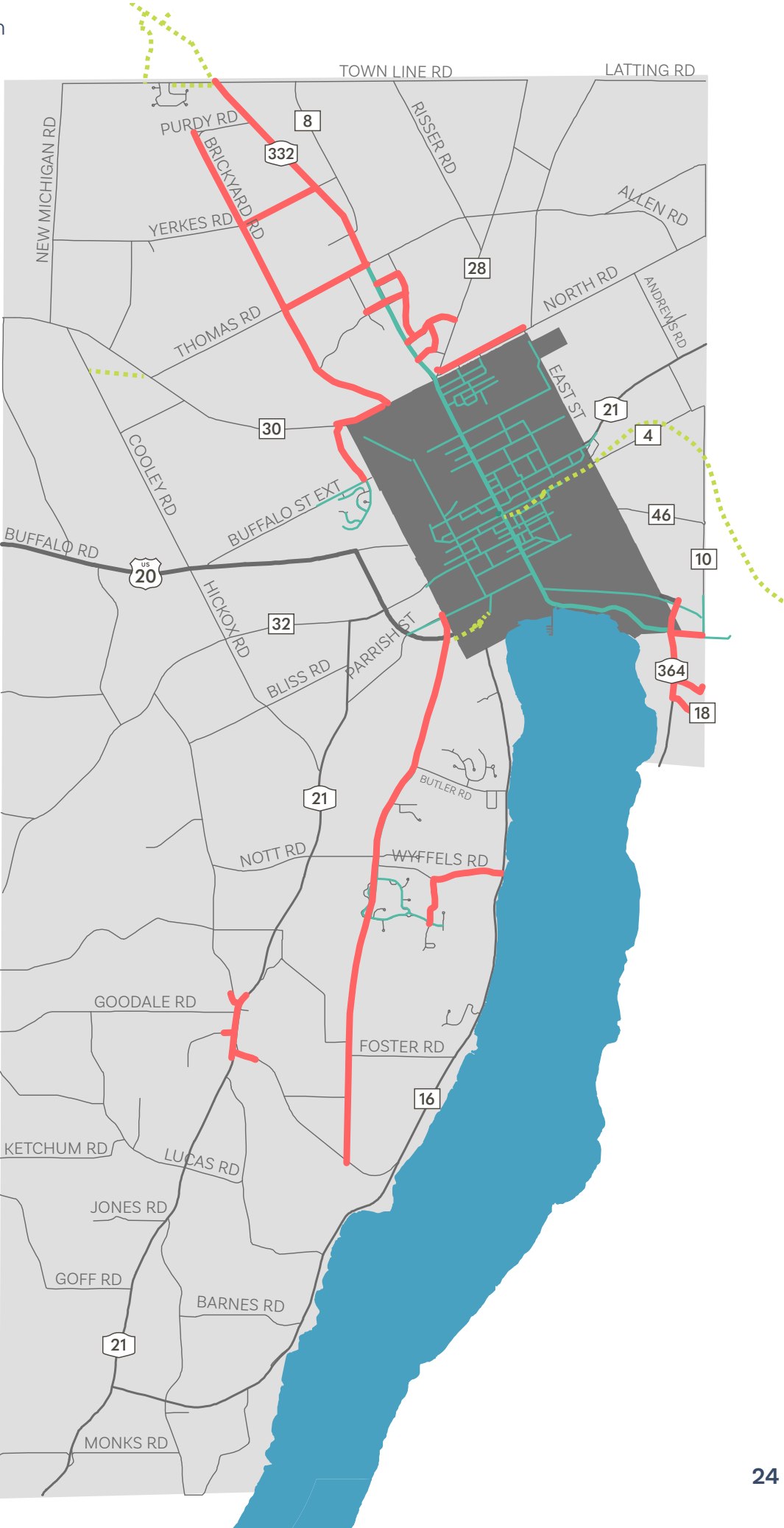
OVERVIEW

To assess where sidewalks are most needed within the community, two main components were analyzed: a thorough review of existing plans and studies, and the public input received during this planning process. It is important to note that in addition to the public comments received during the several months this analysis was conducted, there is a significant amount of additional public input that is “baked in” to this report based on the outreach conducted for the twelve plans and studies and their respective recommendations in regards to sidewalk development. The analysis of these two data sets helped to determine the preliminary roadway segments that were considered for potential future sidewalk installation.

RECOMMENDATIONS OF PREVIOUS PLANS & STUDIES

The roadway segments that were recommended for future sidewalk installation in the plans and studies reviewed are displayed on Map 15 on the following page. Some of these recommendations have since been implemented, such as portions of Route 364 and CR 50 (Lakeshore Drive), and thus were removed during the development of final recommendations for this report and map. Each of the recommendations by area is listed below, alongside which plan(s) they were included in:

- **Town of Canandaigua Comprehensive Plan**
 - NYS Route 21 (Parks Master Plan)
 - Wells Curtice Road
 - Woolhouse Road
 - Bunnell Road
- **Middle Cheshire Active Transportation Plan**
 - Middle Cheshire Road (Parks Master Plan)
- **State Route 332 & Route 96 Sub-Area Study**
 - Route 332
 - Thomas Road
 - Yerkes Road
- **2018 County Road 16 Pedestrian & Bicycle Study**
 - Wyffels Road
 - Acorn Hill Drive
- **2018 Parks & Recreation Master Plan**
 - Outhouse Road (Auburn Trail Connection)
 - North Street
- **2013 Auburn Trail Connection to Ontario Pathways**
 - Brickyard Road
- **2019 Uptown Study**
 - Airport Road
 - Aroline Road
 - Kepner Road
 - Fire Hall Road
 - Parkside Drive
 - Brahm Road
 - Cowen Road
 - North Road (Parks Master Plan)
- **2013 Routes 5/20 & Route 365 Multi-Modal Safety & Access Improvement Study**
 - County Road 50 (Lakeshore Drive)
- **2020 State Route 364 & CR 11 Active Transportation Plan**
 - NYS Route 364
 - Marvin Sands Drive
 - County Road 18



Map 15. Existing Plan Recommendations

- Recommendations from Existing Plans and Studies
- City of Canandaigua
- Town of Canandaigua
- Canandaigua Lake
- Roads
- Existing Trails
- Existing Sidewalks

0 1 2 Miles

PUBLIC INPUT RESULTS

As mentioned previously, public input was solicited using a variety of strategies, and all residents were encouraged to utilize the crowdsourcing application created for this project. The crowdsourcing application had four categories that you could submit input within, as described below. The results of each category is described in further detail on the following pages.

Sidewalk Concerns

Locations where residents felt that sidewalks should be installed, or where existing sidewalks should be improved. A total of 64 pins were placed under this category, and there were 62 up-votes for existing pins on the app.

Crossing Concerns

Locations where residents felt that pedestrian crossings could be improved, either with installation of new facilities or improvement of existing crossing facilities. 15 pins were placed within this category.

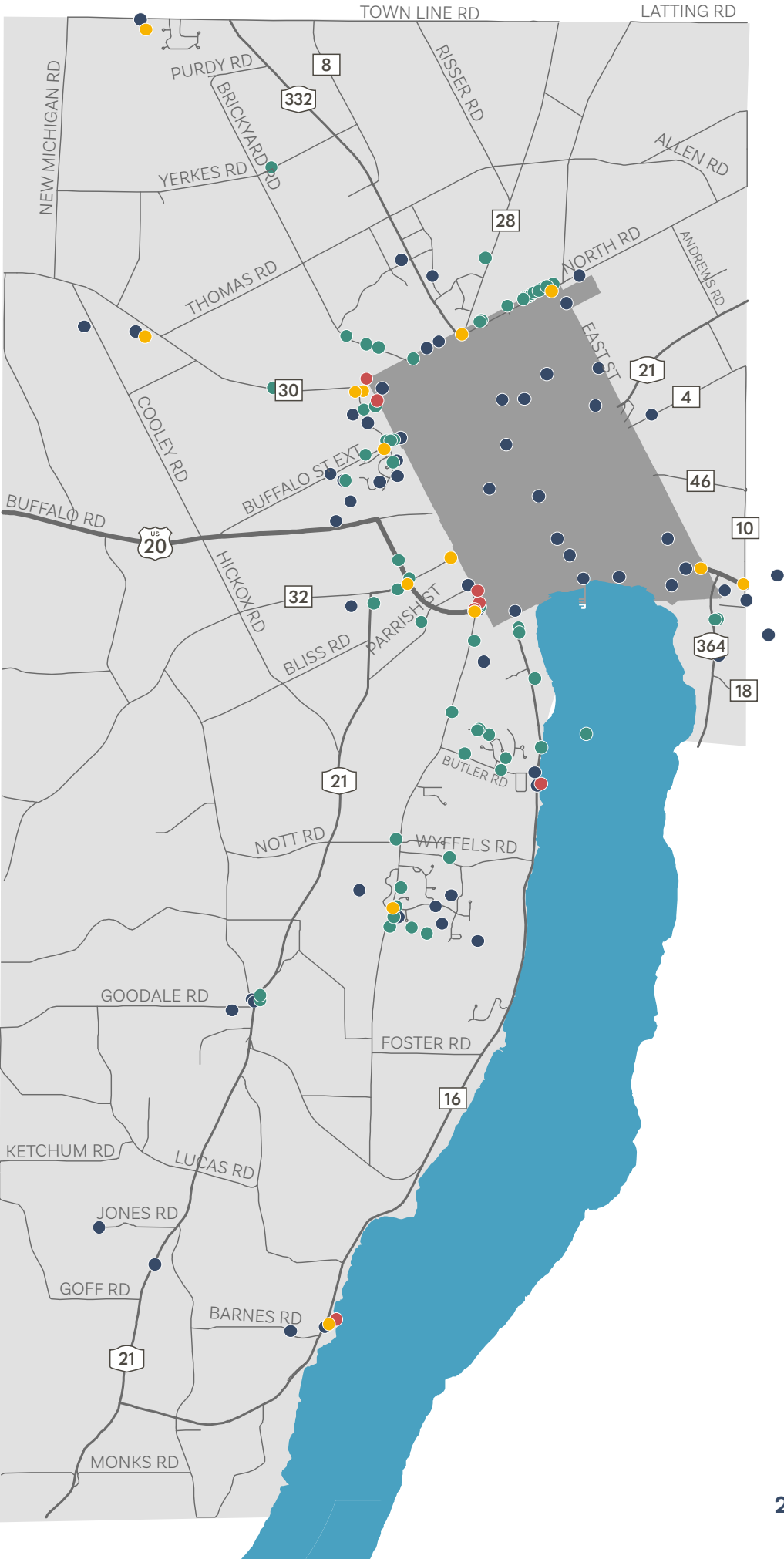
Pedestrian Environment Concerns

Locations where residents felt that the environment surrounding the roadway could be improved to enhance the pedestrian experience (such as street trees, benches, etc.). Seven pins were placed in this category, and there were three up-votes for the existing pins.

Pedestrian Destinations

Locations where residents would likely walk to or from within the Town only. 65 pins were placed under this category, and there were 13 votes on existing pins.





Map 16: Public Input Results

- Pedestrian Destinations
- Pedestrian Environment Concerns
- Crossing Concerns
- Sidewalk Concerns
- City of Canandaigua
- Town of Canandaigua
- Canandaigua Lake

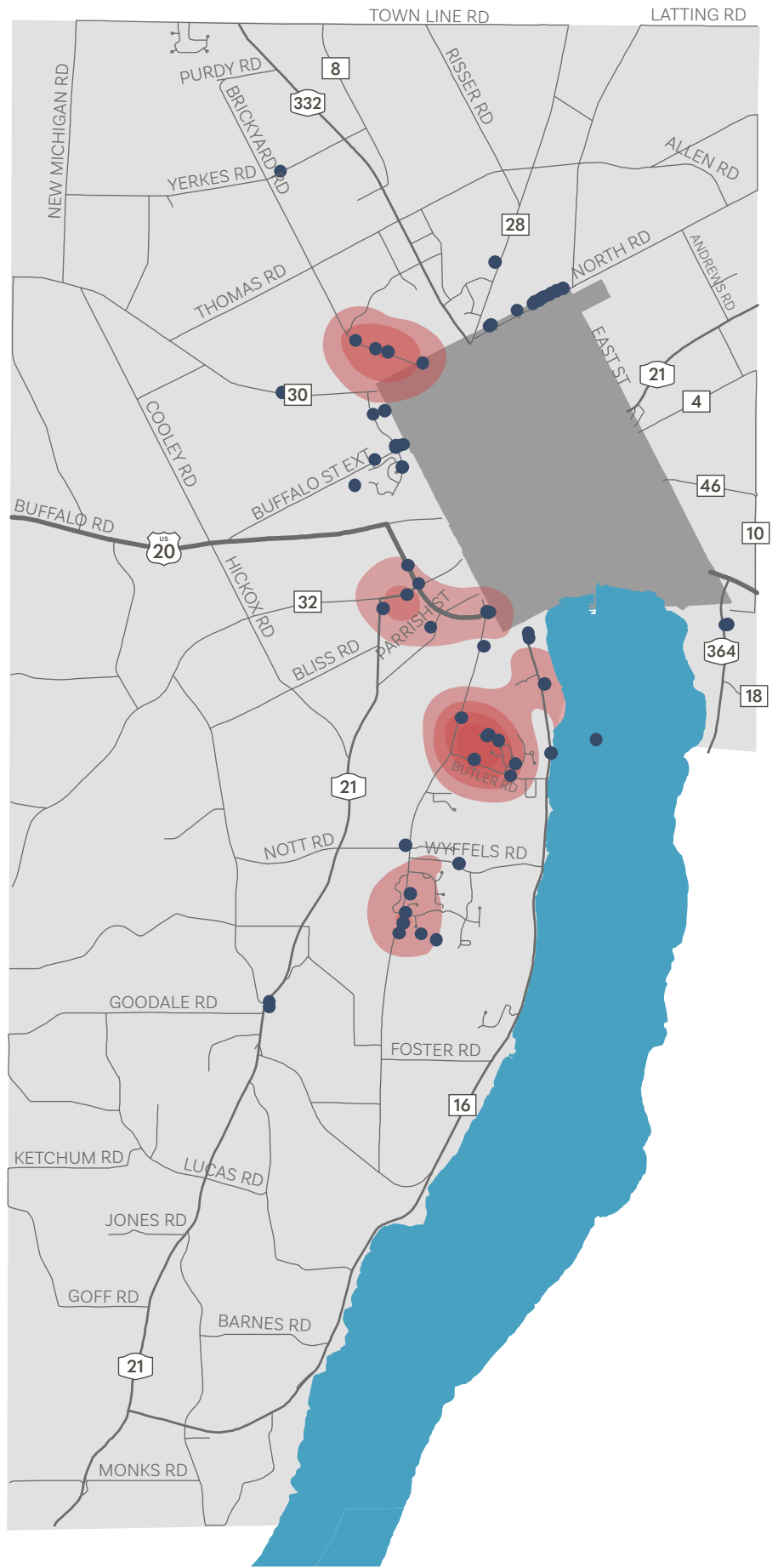
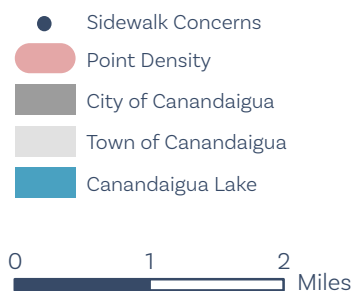
0 1 2 Miles

Map 17. Sidewalk Concerns

Sidewalk Concerns

The highest concentration of sidewalk concern points were located in the area of Butler Road, East/West Ridge Run, and Middle Cheshire Road. The second highest concentration is along Brickyard road between the City line and Airport Road.

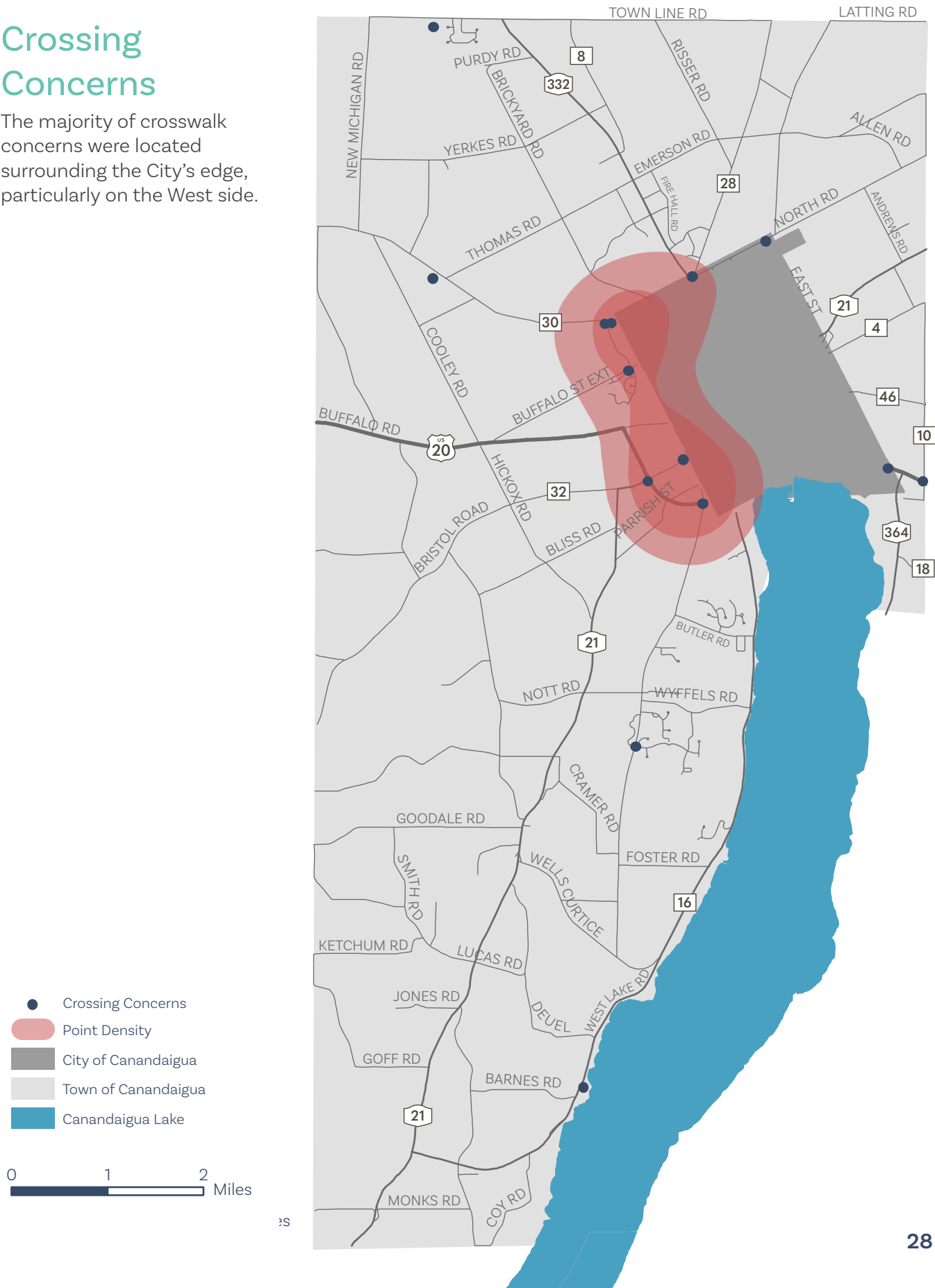
Other concentrations of sidewalk concerns include along Route 5 & 20 west of the City, and along Middle Cheshire Road between White Cliff Drive and Park Meadow Lane.



Map 18. Crossing Concerns

Crossing Concerns

The majority of crosswalk concerns were located surrounding the City's edge, particularly on the West side.

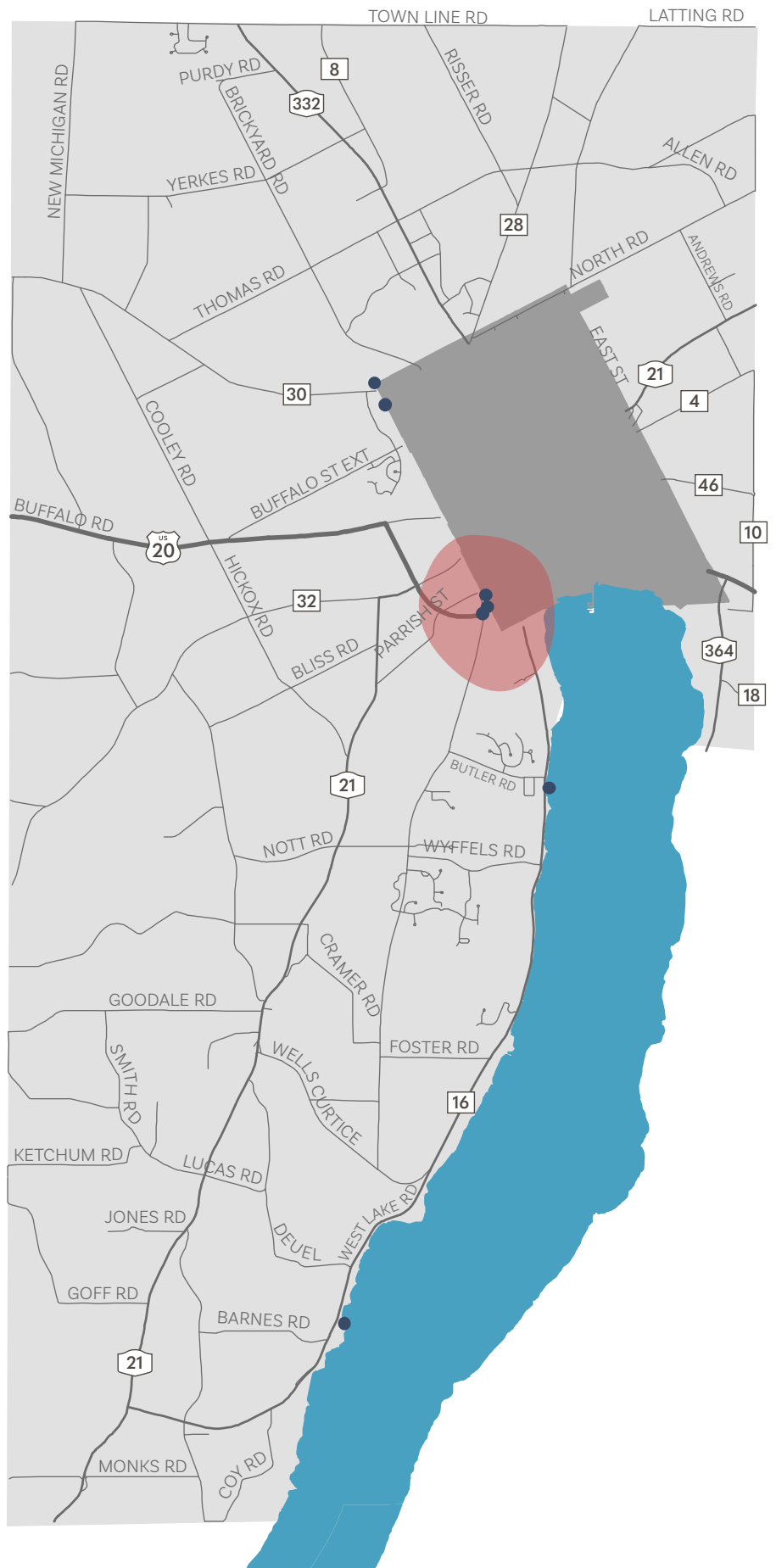
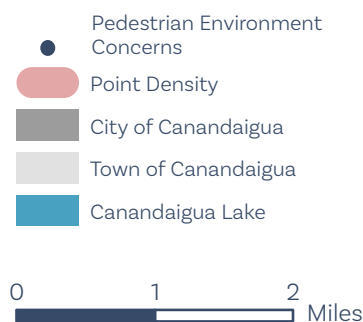


Map 19. Pedestrian Environment Concerns

Pedestrian Environment Concerns

While there were only seven pedestrian environment concern pins placed, the majority of them were located along the western edge of the City border, especially at the intersection of Routes 5 & 20 and Middle Cheshire Road. The concerns include the following:

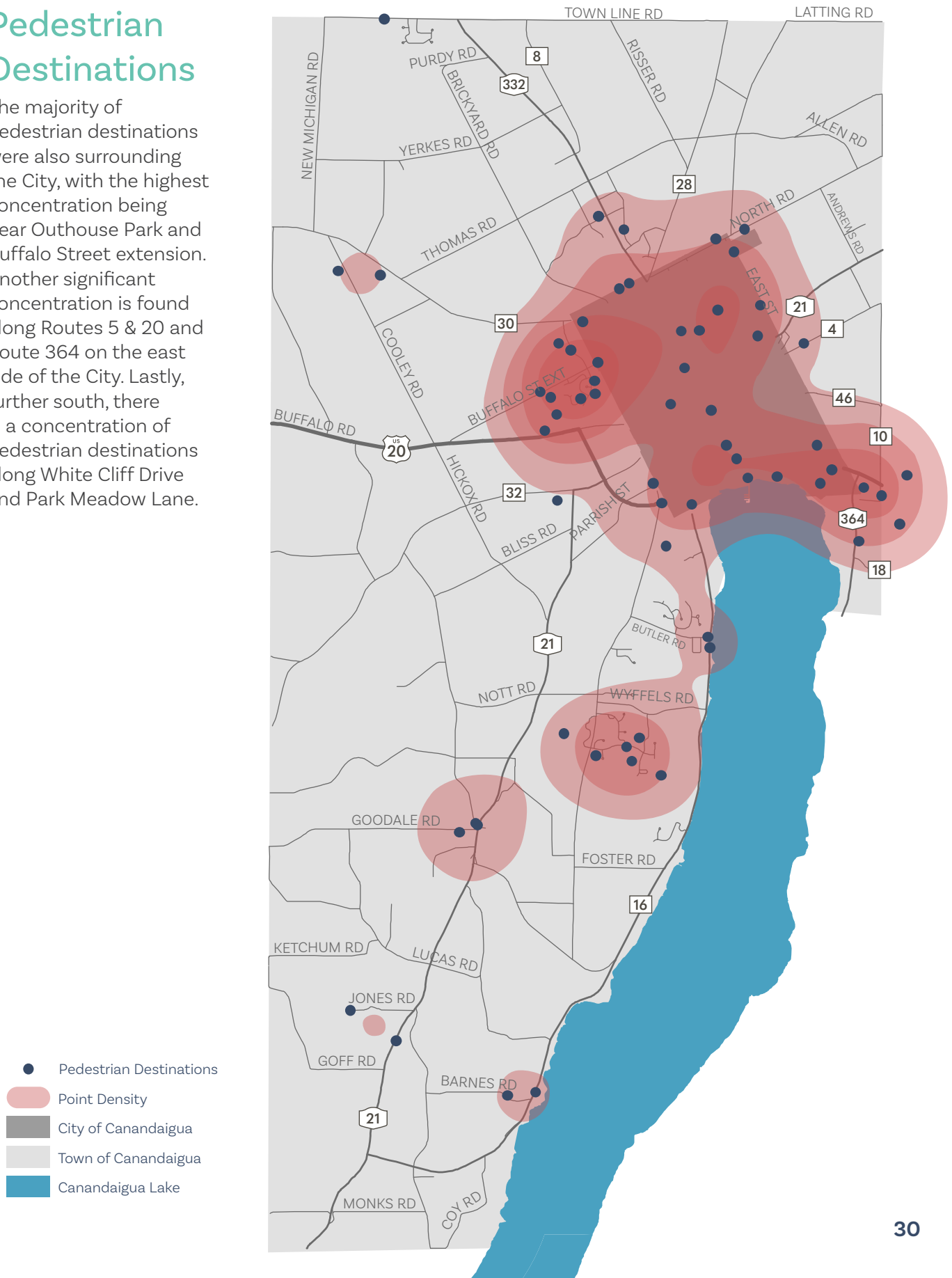
- Routes 5 + 20 @ Middle Cheshire Road
 - Resting spaces
 - Wayfinding + signage
 - Heavy vehicular traffic
- Near Outhouse Park
 - Safer crossings and pedestrian access to the new YMCA
- County Road 16 (West Lake Road)
 - Lack of buffer from the roadway
- Onanda Park
 - Add multi-use path down to Onanda Park



Map 20. Pedestrian Destinations

Pedestrian Destinations

The majority of pedestrian destinations were also surrounding the City, with the highest concentration being near Outhouse Park and Buffalo Street extension. Another significant concentration is found along Routes 5 & 20 and Route 364 on the east side of the City. Lastly, further south, there is a concentration of pedestrian destinations along White Cliff Drive and Park Meadow Lane.



RECOMMENDATIONS

OVERVIEW

Based on the needs identified in the previous section, a set of recommendations were developed, identifying roadway segments that would be appropriate for sidewalk development in the future. The total mileage of the roadway segments identified is approximately 41 miles. It should be noted that for most recommendations, it is assumed that sidewalks would be implemented on both sides of the roadway. However, it would ultimately be determined during the design process.

Given the significant mileage envisioned for sidewalk implementation, this map represents a long-term investment plan for the Town. Given the timeframe envisioned for completion, each recommendation was given a priority of high, medium, or low, based on characteristics of the Town and/or roadway network within the following five categories:



PROXIMITY

The following characteristics were used within the proximity category - if any of the recommended roadway segments were within the following locations they received a point towards their overall priority:

- Located within the Uptown area
- Within 0.5 mile of major attraction
- Within 0.5 mile of elementary school
- Within 1.0 mile of middle school
- Within 1.5 miles of high school
- Within 1.0 mile of a park



CONNECTIVITY

The connectivity characteristics are those that identify where potential sidewalks would connect to existing alternative transportation systems including other sidewalks, trails, and transit services:

- Connect to existing sidewalk
- Connects to local trail system
- Connects to transit route



SAFETY

The characteristics pertaining to safety include many components of the vehicular roadway that would detract to or support pedestrian safety:

- Crash density (based on GTC 10 Year Crash Data described in the Existing Conditions section)
- Functional class (if a roadway segment was a major collector or greater)
- Traffic volumes (if a roadway segment saw more than 4,000 vehicles daily on average)
- Speed limit (if the speed limit is 40 MPH or greater)



EQUITY

The equity characteristics used demographic and socioeconomic data to identify characteristics of the community that indicate a potential higher need for alternative modes of transportation, such as:

- % of population over the age of 65
- % of population less than 18 years old
- % of households under the poverty level
- % of households with no access to a vehicle



PUBLIC INPUT

Recommended segments that were validated from a public input process received additional points, including:

- If a roadway segment was within the densest point locations for one of the crowdsourcing categories,
- If the segment was included in an existing plan or study.

Following the ranking process, the steering committee established for the purposes of this Study reviewed and discussed the results of the ranking process. Following this review, some of the rankings were edited to reflect local conditions and priorities. The results of this process are shown on Map 21 on the following page.

PRIORITY RANKINGS

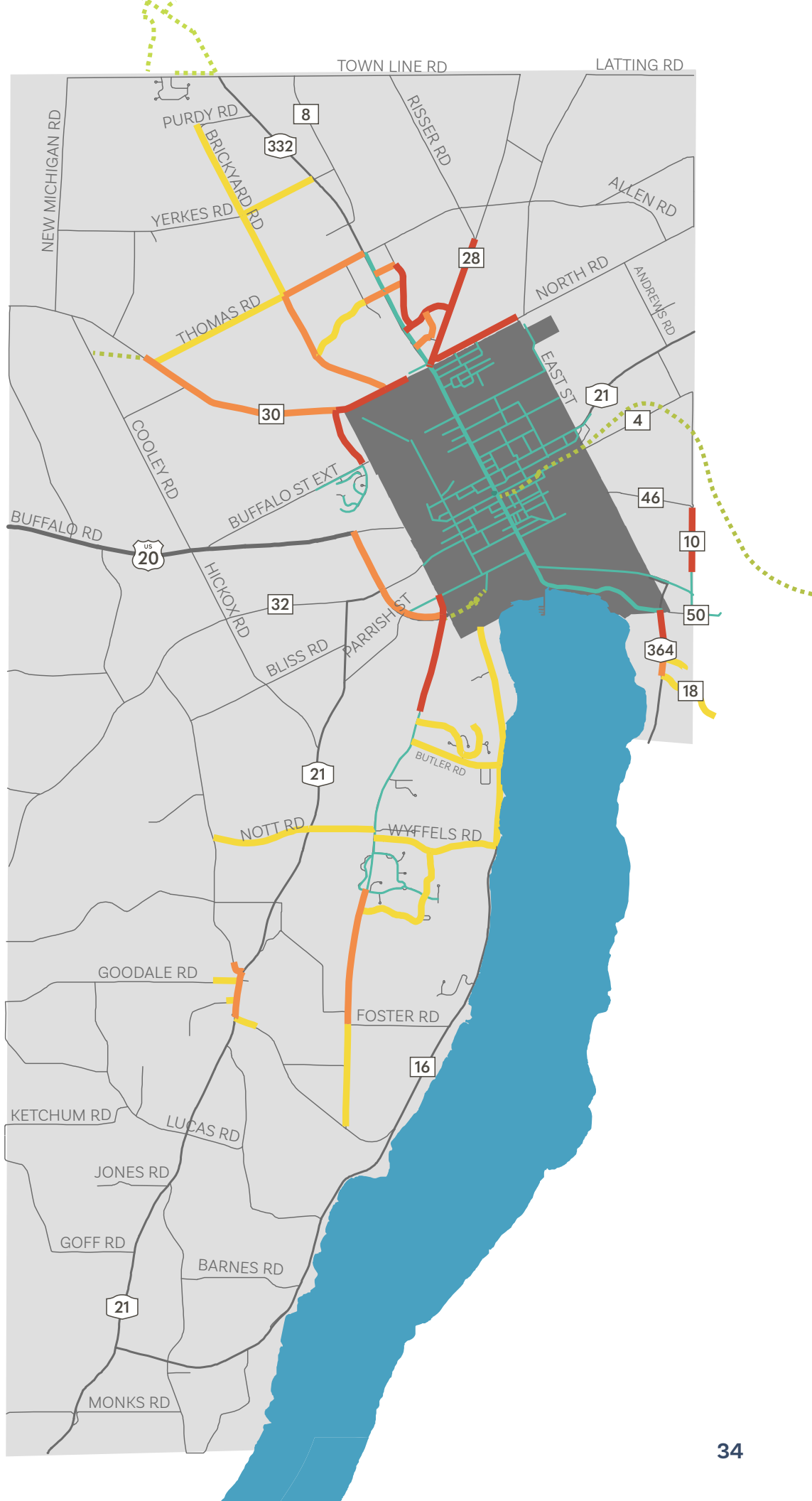
The map on the following page shows the recommended roadway segments with their priority ranking. The table below shows the high and medium priority ranked segments:

High Priority Segments (6.8 miles):

Road	From	To
Middle Cheshire Road	Routes 5 & 20	Existing Path
North Road	County Road 28	East Street
Routes 5 & 20	Parrish Street	Middle Cheshire Road
Routes 5 & 20	Bristol Road	Parrish Street
North Street	Midlakes Drive	Brickyard Road
Airport Road	Sommers Drive	Route 332
Route 364	County Road 50 (Lakeshore Drive)	County Route 18
County Road 28	Risser Road	N Main Street
County Road 10	Recreation Drive	County Road 46

Medium Priority Segments (12.7 miles):

Road	From	To
Aroline Drive	Route 332	Fire Hall Road
Brickyard Road	North Street	Airport Road
Kepner Road	Route 332	Fire Hall Road
Parkside Drive	Route 332	County Road 28
Routes 5 & 20	Buffalo Road	Bristol Road
Brahm Road	Parkside Drive	Cowan Road
Cowan Road	Brahm Road	Route 332
Route 364	Marvin Sands Drive	County Road 18
Fire Hall Road	Parkside Drive	Aroline Drive
Fire Hall Road	Aroline Drive	Kepner Road
Middle Cheshire Road	White Cliff Drive	Foster Road
North Street	Outhouse Road	Brickyard Road
Outhouse Road	County Road 30	Buffalo Street
Thomas Road	Brickyard Road	Route 332
Brickyard Road	Thomas Road	Airport Road
County Road 30	Peanut Line Trailhead	Outhouse Road
Nott Road	Route 21	Middle Cheshire Road
Route 21	Woolhouse Road	Wells Curtice Road
Woolhouse Road	Route 21	4161 Woolhouse Road



FOLLOW ON ACTIVITIES

This document and associated priority sidewalk map is intended to give the Town of Canandaigua and its various boards and committees a guidemap for future investment in the sidewalk network as the Town continues to grow and evolve. In order to facilitate the realization of this Envisionment Plan, the Town should consider moving forward with the following activities / tasks:

ADOPTION OF THE SIDEWALK ENVISIONMENT MAP & PLAN

One of the primary purposes of this tool was to assist the Town and its various boards and committees as a part of its various roles and responsibilities. By formally adopting the Sidewalk Envisionment Map and Plan, the Town can utilize this map as a statement of policy and priorities, and require and/or encourage investors in the Town to help achieve the Town's identified vision for a more robust pedestrian network during the development review process. Furthermore, this Map and Plan will help the Town guide its efforts during capital improvement planning and annually budgeting discussions.

MAINTENANCE / UPKEEP OF THE SIDEWALK ENVISIONMENT MAP

In order to ensure that the Sidewalk Envisionment Map remains a useful tool that is reflective of community needs and of existing conditions, the Map and its data should be reviewed and revised approximately every five years. This will allow the Town to remove any segments that have been completed, add any new segments or alter the priority level of existing segments based on development trends or other investment. In order to maintain and update this data on a continual basis, the Town should work with the Ontario County GIS program to host the geospatial data, and work with County Staff to update the data as necessary.

INCORPORATION INTO A TOWN-WIDE MULTIMODAL VISION

During this planning process, many community members expressed interest in discussing expanded bicyclist facilities and trail networks. While the scope of this project was limited to sidewalks, the connectivity and interplay between other multi-modal systems is an essential part of fostering a robust active transportation network in the Town. The Town may consider developing a Town-wide Active Transportation Plan, working with the Genesee Transportation Council, to incorporate these efforts into a comprehensive analysis of all alternative modes of transportation. This will ensure the critical linkages and synergies between different types of user facilities are considered in a cohesive and comprehensive manner.



Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Town of Canandaigua Town Board			
Name of Action or Project: Sidewalk Envisioning Map & Report			
Project Location (describe, and attach a location map): Town of Canandaigua			
Brief Description of Proposed Action: The Town Board is considering the adoption of the Sidewalk Envisioning Map & Report and adding the adopted document as Appendix G to the Town of Canandaigua Comprehensive Plan Update 2021			
Name of Applicant or Sponsor: Town of Canandaigua Town Board		Telephone: 585-337-4731	
		E-Mail: sreynolds@townofcanandaigua.org	
Address: 5440 Rte 5 & 20 West			
City/PO: Canandaigua		State: NY	Zip Code: 14424
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <div style="margin-left: 20px;"> a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? </div> If Yes, briefly describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<p>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor/name: <u>Town Board, Town of Canandaigua</u> Date: _____</p> <p>Signature: _____ Title: <u>Town Manager</u></p>		

Project:

Sidewalk Plan Adoption

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
 ☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Town Board, Town of Canandaigua

Name of Lead Agency

Douglas E. Ficnch

Print or Type Name of Responsible Officer in Lead Agency

Signature of Responsible Officer in Lead Agency

Date

Town Manager

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

206- 2023 Town of Canandaigua Zoning Board of Appeals Class: *Exempt*
Type: *Area Variance*

Applicant: *Gregory Novak*

Property Owner: *same*

Tax Map Parcel #: *126.00-1-5.181*

Brief Description: *Area Variance application to replace two (2) one-sided ground signs at 5151 Foster Road, the Notre Dame Retreat House, in the Town of Canandaigua (one roadside, one near building). Two area variances are required for the proposed 5'10'' high, 35.83 SF one-sided roadside ground sign: (1) A sign area greater than 8 SF and (2) a sign height greater than 4'. The 5' high, 6.67 SF one-sided ground sign closer to the building requires an area variance for a height greater than 4'.*

<https://ontariocountyny.gov/DocumentCenter/View/40420/206-2023-Aerial-Novak-Sign>

<https://ontariocountyny.gov/DocumentCenter/View/40423/206-2023-Sign-Location-Novak-Sign>

207- 2023 Town of Canandaigua Town Board Class: 2
Type: *Text Amendment*

Applicant: *Town of Canandaigua (Town Board)*

Brief Description: *The Town Board is considering the adoption of the Sidewalk Envisioning Map & Report. The Town Board intends to adopt the report as an appendix to the Town of Canandaigua Comprehensive Plan Update 2021, labeled as Appendix G.*

<https://ontariocountyny.gov/DocumentCenter/View/40425/207-2023-Sidewalk-Envisionment-Map-and-Report>

<https://www.ontariocountyny.gov/DocumentCenter/View/40597/207-2023-Sidewalk-map>

The purpose of this plan is to identify needed enhancement and expansion of the Town's sidewalk network to provide maximum accessibility, safety, and connectivity for pedestrians of all ages and mobility levels. The Plan also considers installation and maintenance costs.

This Plan focuses on the sidewalk system, not off road pathways, bicycle facilities, and other multi-modal considerations of an integrated active transportation network.

The Plan assigns high, medium, and low priority to sidewalks along 41 miles of roadway based on proximity to attractions, parks, or schools; connectivity to sidewalks, trails, or transits; safety considerations such as crash data, traffic volumes and roadway functional class and speed limit; and equity which factors in percent of block group households living in poverty or with no access to a vehicle and percent of block group population under age 18 or over age 65. Ranking were adjusted by steering committee based on 4 factors listed above and public input. High priority road segments for installation of sidewalks are provided below. There are an additional 12.7 road miles identified as medium priority for addition of sidewalks. It is likely most, but not all segments will be developed with sidewalks on both sides of the road.

High Priority Segments (6.8 miles):

Road	From	To
Middle Cheshire Road	Routes 5 & 20	Existing Path
North Road	County Road 28	East Street
Routes 5 & 20	Parrish Street	Middle Cheshire Road
Routes 5 & 20	Bristol Road	Parrish Street
North Street	Midlakes Drive	Brickyard Road
Airport Road	Sommers Drive	Route 332
Route 364	County Road 50 (Lakeshore Drive)	County Route 18
County Road 28	Risser Road	N Main Street
County Road 10	Recreation Drive	County Road 46

CPB Comment

1. Make sure to include accessible curb cut with detectable warning at crosswalks for handicap access when going from one sidewalk to another.

Board Motion: To retain referral 207-2023 as class 2 and return it to the local board with recommendation for approval. **Motion made by: Doug Dello Stritto Seconded by: Tammy Worden**

Vote: 14 in favor, 0 opposed, 0 abstentions **Motion carried.**

Attachment 14

TOWN OF HOPEWELL— PLANNING BOARD

**2716 COUNTY ROAD #47
CANANDAIGUA, NY 14424**

AR BUILDING-HOPEWELL APARTMENTS COUNTY ROAD 10 TAX PARCEL 85.00-1-80.120 PRELIMINARY SITE PLAN REVIEW

STATE ENVIRONMENTAL QUALITY REVIEW (SEQR) LEAD AGENCY COORDINATION PACKAGE

NOVEMBER 2023

Prepared by



**THE CULVER ROAD ARMORY
145 CULVER ROAD, SUITE 160, ROCHESTER, NEW YORK 14620
TELEPHONE: (585) 381-9250 FACSIMILE: (585) 381-1008**

November 1, 2023

To: Interested Agencies under SEQR (Distribution List Attached)
RE: AR Building-Hopewell Apartments – County Road 10 Tax Parcel 85.00-1-80.120
Preliminary Site Plan Review
MRB Group Project No. 0810.17000.000 – Phase 041

The Planning Board of the Town of Hopewell (hereinafter referred to as Planning Board) is currently in the process of establishing itself as Lead Agency under the State Environmental Quality Review (SEQR). The enclosed information has been sent to your agency because it has been determined that you may have some interest in the project.

The Planning Board is considering preliminary site plan review of a multi-family, market-rate project consisting of 25 two-story buildings totaling 199 units, and a clubhouse, pool, and fitness center for the residents. The project includes resident parking and ample green space for the residents. The site is currently undeveloped, vacant farmland. The parcel is approximately 22.7 acres and is zoned High-Density Residential. The parcel is on the east side of County Road 10 (CR-10), approximately 1,460 feet from the road, and it is landlocked. The project includes a 60' wide access and utility easement to connect the site to CR-10. This project will provide about 1,500' of new dedicated sanitary sewer main and over 3,000' of new dedicated water main that will create a loop between the dead-end main in Straw Road and the main along CR-10.

If you would like more information on the project, please feel free to contact the Town of Hopewell at (585) 394-0036.

Sincerely,



Lance S. Brabant, CPESC
Director of Planning & Environmental Services

C Justin Bruen, Town of Hopewell Code Enforcement Officer
Shawn L Cotter, L.S. , Town of Hopewell Planning Board Secretary
All Interested Agencies

**TOWN OF HOPEWELL
AR BUILDING -HOPEWELL APARTMENTS
COUNTY ROAD 10
PRELIMINARY / FINAL SITE PLAN**

SEQR - INVOLVED AGENCY LIST

New York State Department of Environmental Conservation
Region 8
Attn: Regional Permit Administrator
6271 E. Avon-Lima Rd.
Avon, New York 14414
Submit via: region8@dec.ny.gov

New York State Department of Agriculture & Markets
Attn: Andrew Steiner
10B Airline Drive
Albany, New York 12235
Andrew.Steiner@agriculture.ny.gov

Ontario County Department of Public Works
Attn: Bill Wright, Commissioner
2962 County Road 48
Canandaigua, NY 14424
DPWI@co.ontario.ny.us

Ontario County Public Health
Attn: Kate Ott
2962 County Road 48
Canandaigua, NY 14424
kate.ott@ontariocountyny.gov

**TOWN OF HOPEWELL
AR BUILDING -HOPEWELL APARTMENTS
COUNTY ROAD 10
PRELIMINARY / FINAL SITE PLAN**

SEQR - INTERESTED AGENCY LIST

Town of Hopewell Town Board
Attn: Denise Hood
2716 Co Rd 47
Canandaigua, NY 14424
dhood@townofhopewell.org

Ontario County Planning Board
Attn: Linda Phillips
20 Ontario St.
Canandaigua, NY 14424
linda.phillips@ontariocountyny.gov

Ontario County Office of Emergency Management
Deb Trickey, Interim Director
2914 County Rd. 48
Canandaigua, NY 14424
Deb.Trickey@co.ontario.ny

Ontario County Agricultural Enhancement Board
Attn: Linda Phillips
20 Ontario St.
Canandaigua, NY 14424
linda.phillips@ontariocountyny.gov

NYS Office of Parks, Recreation and Historic Preservation
Attn: Nancy Herter, Director, Technical Preservation Bureau
OPRHP, PO Box 189
Waterford, New York 12188-0189
nancy.herter@parks.ny.gov

Canandaigua City School District
Seth Clearman
Transportation Department
5500 Airport Road
Canandaigua, NY 14424

Hopewell Water Districts
Joe Eckam - Water District Superintendent
Superintendent Office - Pump Station
4439 Lakeshore Drive
Canandaigua, NY 14424
water@townofhopewell.org

**TOWN OF HOPEWELL
AR BUILDING -HOPEWELL APARTMENTS
COUNTY ROAD 10
PRELIMINARY / FINAL SITE PLAN**

SEQR - INTERESTED AGENCY LIST-CONTINUED

Town of Canandaigua
Jean Chrisman, Town Clerk
440 Route 5 & 20 West,
Canandaigua, NY 14424
jchrisman@townofcanandaigua.org

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Hopewell Apartments		
Project Location (describe, and attach a general location map): 22.7 Acre Parcel located in the Town of Hopewell east of CR-10, west of the Ontario Pathways trail, and just northwest of west end of Straw Rd.		
Brief Description of Proposed Action (include purpose or need): Hopewell Apartments is a multi-family, market-rate project consisting of 25 two-story buildings totaling 199 units, and a clubhouse, pool, and fitness center for the residents. The project includes resident parking and ample green space for the residents. The site is currently undeveloped, vacant farmland. The parcel is approximately 22.7 acres and is zoned High-Density Residential. The parcel is on the east dies of County Road 10 (CR-10), approximately 1,460 feet from the road, and it is landlocked. The project includes a 60' wide access and utility easement to connect the site to CR-10. This project will provide about 1,500' of new dedicated sanitary sewer main and over 3,000' of new dedicated water main that will create a loop between the dead-end main in Straw Road and the main along CR-10.		
Name of Applicant/Sponsor: Jeremy Starr with A.R. Building Company		Telephone: (724)741-2348
		E-Mail: Jeremy@arbuilding.com
Address: 310 Seven Fields Blvd., Suite 350		
City/PO: Seven Fields	State: PA	Zip Code: 16046
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No or Village Board of Trustees	Town Board (easements, agreements)	August 2023
b. City, Town or Village Planning Board or Commission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site Plan Approval	August 2023
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OCPWD (curb cut, sewer conn, easement/agrmn); OCDPH (sewer, water, and RPZ); 239-m;	November 2023
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEC (SWPPP), SHPO	November 2023
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☒ No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☒ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☒ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☒ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☒ No

If Yes, identify the plan(s):

C.3. Zoning	
a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. If Yes, what is the zoning classification(s) including any applicable overlay district? High Density Residential (HDR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the use permitted or allowed by a special or conditional use permit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is a zoning change requested as part of the proposed action? If Yes,	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. What is the proposed new zoning for the site? _____	
C.4. Existing community services.	
a. In what school district is the project site located? Canandaigua CSD	
b. What police or other public protection forces serve the project site? Ontario County Sheriff's Department	
c. Which fire protection and emergency medical services serve the project site? Hopewell Volunteer Fire Department	
d. What parks serve the project site? Kershaw Park, Lagoon Park, Lakefront Park	

D. Project Details

D.1. Proposed and Potential Development	
a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? Residential	
b. a. Total acreage of the site of the proposed action?	24.7 acres includes 2 +/- acres for utility and
b. Total acreage to be physically disturbed?	20.9 acres access easement to the site from CR-10
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?	22.7 acres
c. Is the proposed action an expansion of an existing project or use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____	
d. Is the proposed action a subdivision, or does it include a subdivision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes,	
i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____	
ii. Is a cluster/conservation layout proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
iii. Number of lots proposed? _____	
iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____	
e. Will the proposed action be constructed in multiple phases?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
i. If No, anticipated period of construction: _____ 24 months	
ii. If Yes:	
• Total number of phases anticipated _____	
• Anticipated commencement date of phase 1 (including demolition) _____ month _____ year	
• Anticipated completion date of final phase _____ month _____ year	
• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____	

f. Does the project include new residential uses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	199
At completion of all phases	_____	_____	_____	199

g. Does the proposed action include new non-residential construction (including expansions)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes,	
i. Total number of structures _____	
ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length	
iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes,	
i. Purpose of the impoundment: _____	
ii. If a water impoundment, the principal source of the water: <input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify: _____	
iii. If other than water, identify the type of impounded/contained liquids and their source. _____	
iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres	
v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length	
vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)	
If Yes:	
i. What is the purpose of the excavation or dredging? <u>Soil stock piles will be removed from the site to make room for the driveway entrance.</u>	
ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?	
<ul style="list-style-type: none"> • Volume (specify tons or cubic yards): <u>Up to 18,000 CY</u> • Over what duration of time? <u>6 months</u> 	
iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. <u>stockpiles soils and construction waste from prior off site development.</u>	
iv. Will there be onsite dewatering or processing of excavated materials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe. <u>Due to seasonal ground water, there may be dewatering of excavations for foundation walls and utility structures.</u>	
v. What is the total area to be dredged or excavated? _____ <u>Unknown</u> acres	
vi. What is the maximum area to be worked at any one time? _____ <u>5</u> acres	
vii. What would be the maximum depth of excavation or dredging? _____ <u>Assumed 5'</u> feet	
viii. Will the excavation require blasting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ix. Summarize site reclamation goals and plan: _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? ☐ Yes ☐ No
If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☒ Yes ☐ No
If Yes:

i. Total anticipated water usage/demand per day: _____ 22,000 gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☒ Yes ☐ No
If Yes:

- Name of district or service area: Canandaigua-Hopewell Water District
- Does the existing public water supply have capacity to serve the proposal? ☒ Yes ☐ No
- Is the project site in the existing district? ☒ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☒ No
- Do existing lines serve the project site? ☐ Yes ☒ No

iii. Will line extension within an existing district be necessary to supply the project? ☒ Yes ☐ No
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
Approximately 3,000 LF of new 8" water main will be added to connect the existing 8" main along CR-10 to the dead-end stub in Straw Rd.
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☒ No
If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☒ Yes ☐ No
If Yes:

i. Total anticipated liquid waste generation per day: _____ 22,000 gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____
Sanitary Wastewater

iii. Will the proposed action use any existing public wastewater treatment facilities? ☒ Yes ☐ No
If Yes:

- Name of wastewater treatment plant to be used: Canandaigua Waste Water Facility
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☒ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☒ No
- Is expansion of the district needed? ☒ Yes ☐ No

<ul style="list-style-type: none"> • Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ <p>If Yes:</p> <ul style="list-style-type: none"> • Describe extensions or capacity expansions proposed to serve this project: _____ 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>The project will require about 1,530 LF of new 8" sanitary sewer gravity main to connect to the existing main along CR-10. It will likely include the addition of about 500 LF of off-site 8" relief sewer in the Town of Canandaigua to relieve potential capacity issues down stream.</p>	
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____</p> <p>If Yes:</p> <ul style="list-style-type: none"> • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____ <p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____</p> <p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>c. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or <u>7.6</u> acres (impervious surface) _____ Square feet or <u>24.7</u> acres (parcel size)</p> <p>ii. Describe types of new point sources. Stormwater will be collected in an on-site pond and eventually released and conveyed to an existing off-site storm swale. _____</p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____ An off-site storm swale which currently receives drainage from the existing site. _____</p> <ul style="list-style-type: none"> • If to surface waters, identify receiving water bodies or wetlands: _____ • Will stormwater runoff flow to adjacent properties? _____ 	
<p>iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____</p> <p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) Typical construction equipment and vehicles. _____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) None are anticipated. _____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) None _____</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs) 	

<p>h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate methane generation in tons/year (metric): _____</p> <p>ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____</p>			
<p>i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____</p>			
<p>j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. When is the peak traffic expected (Check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend <input type="checkbox"/> Randomly between hours of _____ to _____.</p> <p>ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____</p> <p>iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____</p> <p>iv. Does the proposed action include any shared use parking? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____</p> <p>vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Estimate annual electricity demand during operation of the proposed action: _____</p> <p>ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____</p> <p>iii. Will the proposed action require a new, or an upgrade, to an existing substation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>l. Hours of operation. Answer all items which apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 6:00 am - 7:pm • Saturday: _____ 6:00 am - 7:pm • Sunday: _____ 6:00 am - 7:pm • Holidays: _____ </td> <td style="width: 50%; vertical-align: top;"> <p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 24/7 • Saturday: _____ 24/7 • Sunday: _____ 24/7 • Holidays: _____ 24/7 </td> </tr> </table>		<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 6:00 am - 7:pm • Saturday: _____ 6:00 am - 7:pm • Sunday: _____ 6:00 am - 7:pm • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 24/7 • Saturday: _____ 24/7 • Sunday: _____ 24/7 • Holidays: _____ 24/7
<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 6:00 am - 7:pm • Saturday: _____ 6:00 am - 7:pm • Sunday: _____ 6:00 am - 7:pm • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ 24/7 • Saturday: _____ 24/7 • Sunday: _____ 24/7 • Holidays: _____ 24/7 		

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration: During construction, there will be the typical construction noises during the day.</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Describe: _____</p>	
<p>n. Will the proposed action have outdoor lighting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: There will be 20' tall light poles along the roads/driveways and parking areas to evenly illuminate those areas. The lights will have cutoff shields and be dark sky compliant.</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Describe: _____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s): _____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☒ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☒ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

- ☐ Urban ☐ Industrial ☒ Commercial ☐ Residential (suburban) ☒ Rural (non-farm)
- ☒ Forest ☒ Agriculture ☐ Aquatic ☐ Other (specify): _____

ii. If mix of uses, generally describe:

It is surrounded mostly by agricultural use to the north, east, and west. There is commercial use, wooded land, and one residence to the south. There are also some residential properties to the east as well as a public walking trail.

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	0	7.6	+7.6
• Forested	4.0	2.5	-1.5
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)	0	14.3	+14.3
• Agricultural (includes active orchards, field, greenhouse etc.)	20.7	0	-20.7
• Surface water features (lakes, ponds, streams, rivers, etc.)	0	0.3	+0.3
• Wetlands (freshwater or tidal)	0	0	0
• Non-vegetated (bare rock, earth or fill)	0	0	0
• Other Describe: _____			

<p>c. Is the project site presently used by members of the community for public recreation? <i>i. If Yes: explain:</i> _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? If Yes, <i>i. Identify Facilities:</i> _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>e. Does the project site contain an existing dam? If Yes: <i>i. Dimensions of the dam and impoundment:</i></p> <ul style="list-style-type: none"> • Dam height: _____ feet • Dam length: _____ feet • Surface area: _____ acres • Volume impounded: _____ gallons OR acre-feet <p><i>ii. Dam's existing hazard classification:</i> _____</p> <p><i>iii. Provide date and summarize results of last inspection:</i> _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? If Yes: <i>i. Has the facility been formally closed?</i> • If yes, cite sources/documentation: _____</p> <p><i>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:</i> _____</p> <p><i>iii. Describe any development constraints due to the prior solid waste activities:</i> _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? If Yes: <i>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:</i> _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? If Yes: <i>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Yes – Spills Incidents database <input type="checkbox"/> Yes – Environmental Site Remediation database <input type="checkbox"/> Neither database </div> <div style="width: 45%;"> Provide DEC ID number(s): _____ Provide DEC ID number(s): _____ </div> </div> <p><i>ii. If site has been subject of RCRA corrective activities, describe control measures:</i> _____</p> <p><i>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?</i> If yes, provide DEC ID number(s): _____</p> <p><i>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):</i> _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

v. Is the project site subject to an institutional control limiting property uses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<ul style="list-style-type: none"> • If yes, DEC site ID number: _____ • Describe the type of institutional control (e.g., deed restriction or easement): _____ • Describe any use limitations: _____ • Describe any engineering controls: _____ • Will the project affect the institutional or engineering controls in place? <input type="checkbox"/> Yes <input type="checkbox"/> No • Explain: _____ 	
E.2. Natural Resources On or Near Project Site	
a. What is the average depth to bedrock on the project site? 9.5 feet	
b. Are there bedrock outcroppings on the project site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %	
c. Predominant soil type(s) present on project site:	
Ovid Silt Loam	92.0 %
Odessa Silt Loam	7.1 %
Cayuga Silt Loam	0.9 %
d. What is the average depth to the water table on the project site? Average: 5' feet	
e. Drainage status of project site soils: <input type="checkbox"/> Well Drained: _____ % of site	
<input checked="" type="checkbox"/> Moderately Well Drained: 100 % of site	
<input type="checkbox"/> Poorly Drained: _____ % of site	
f. Approximate proportion of proposed action site with slopes: <input type="checkbox"/> 0-10%: 100 % of site	
<input type="checkbox"/> 10-15%: _____ % of site	
<input type="checkbox"/> 15% or greater: _____ % of site	
g. Are there any unique geologic features on the project site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, describe: _____	
h. Surface water features.	
i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
ii. Do any wetlands or other waterbodies adjoin the project site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes to either i or ii, continue. If No, skip to E.2.i.	
iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
iv. For each identified regulated wetland and waterbody on the project site, provide the following information:	
• Streams: Name <u>None on site</u> Classification _____	
• Lakes or Ponds: Name <u>None on site</u> Classification _____	
• Wetlands: Name <u>None on site</u> Approximate Size _____	
• Wetland No. (if regulated by DEC) <u>None on site</u>	
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, name of impaired water body/bodies and basis for listing as impaired: _____	
i. Is the project site in a designated Floodway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
j. Is the project site in the 100-year Floodplain? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
k. Is the project site in the 500-year Floodplain? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes:	
i. Name of aquifer: _____	

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____</p> <p style="margin-left: 20px;"><u>Typical wildlife around farms and woods</u> _____</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing (endangered or threatened): _____</p> <p>_____</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing: _____</p> <p>_____</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide county plus district name/number: <u>ONTAc01</u></p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? <u>22.0 acres</u> are classified as <u>Ovid</u></p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): <u>356A and 356B are Soil Group 5 according to the 2023 NYS Master List of Ag Soils. Spoil Groups 1-4 are considered to be highly productive soils.</u></p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature</p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes: <ul style="list-style-type: none"> i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____ 	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
g. Have additional archaeological or historic site(s) or resources been identified on the project site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes: <ul style="list-style-type: none"> i. Describe possible resource(s): _____ ii. Basis for identification: _____ 	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes: <ul style="list-style-type: none"> i. Identify resource: <u>Ontario Pathways</u> ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): <u>Scenic railway</u> iii. Distance between project and resource: <u>Adjacent to the site to East</u> miles. 	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes: <ul style="list-style-type: none"> i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <input type="checkbox"/> Yes <input type="checkbox"/> No 	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

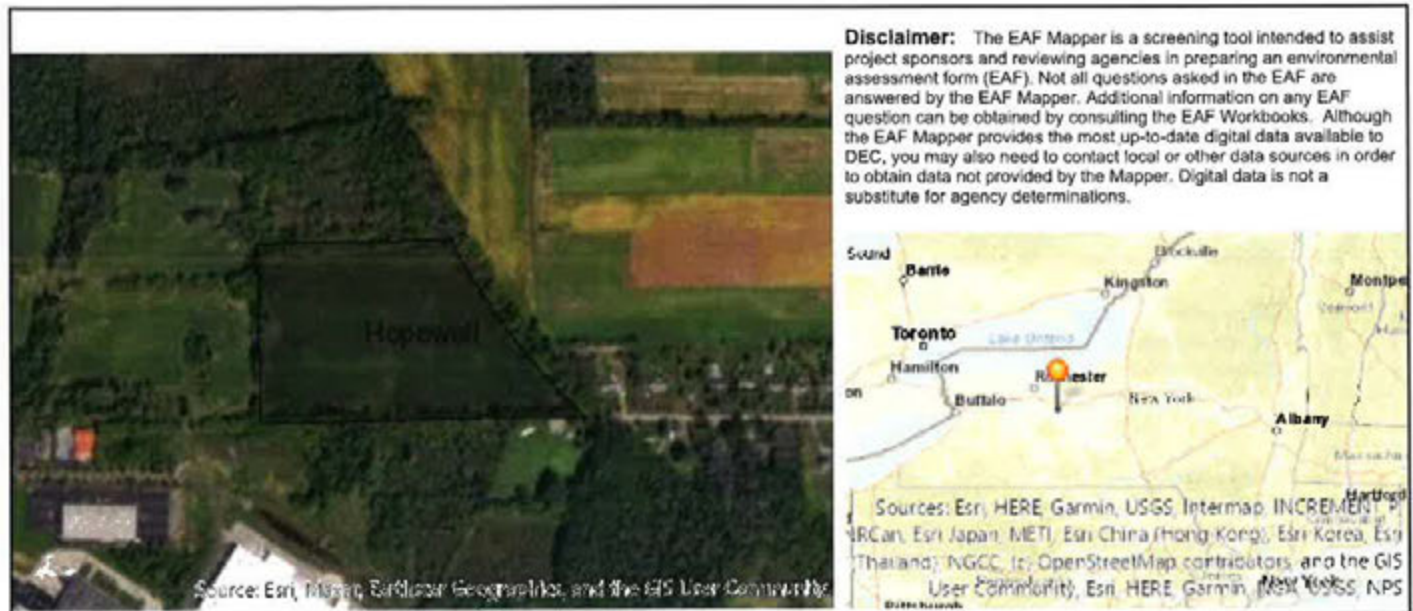
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

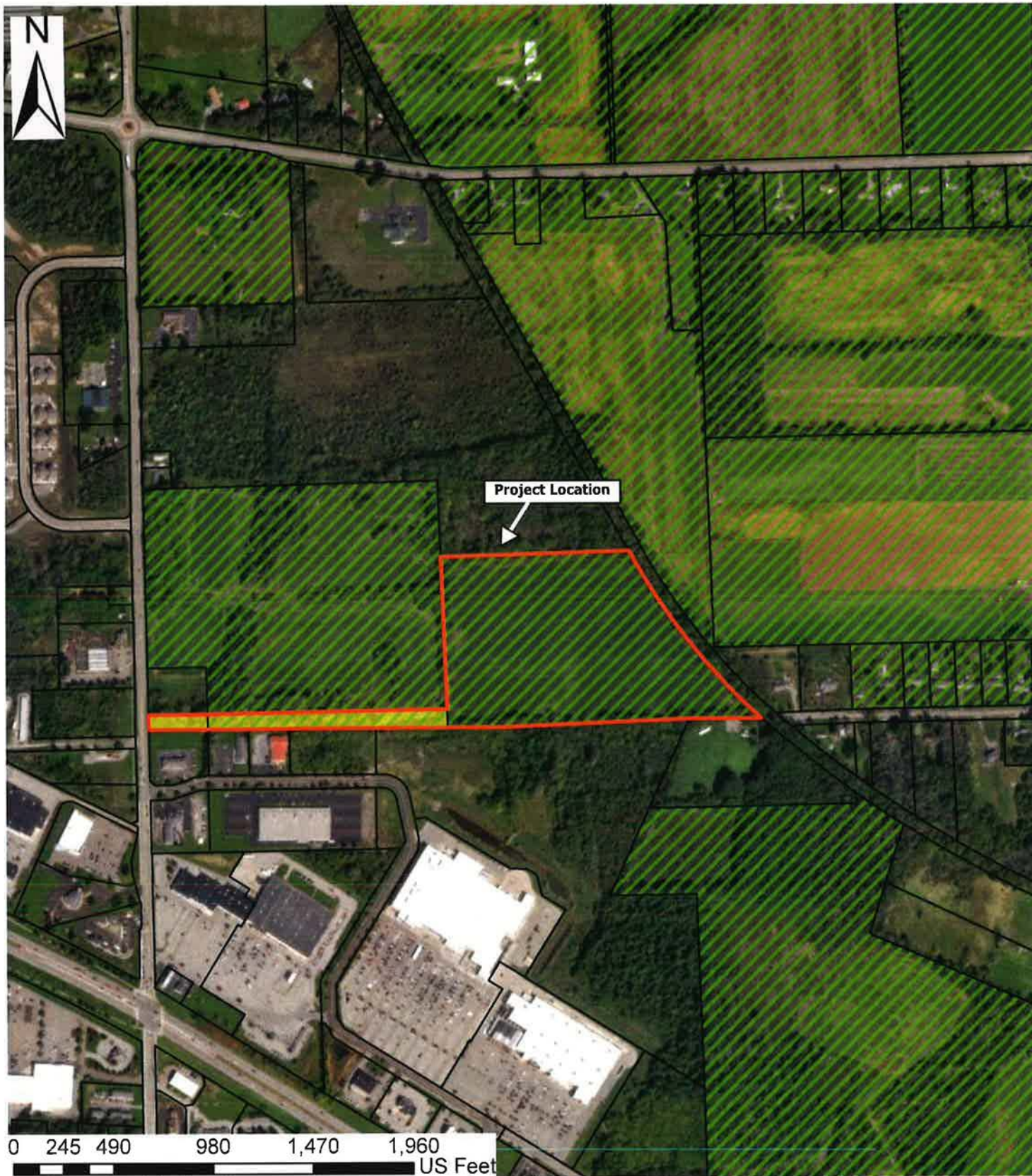
Applicant/Sponsor Name Shauncy Maloy Date 8/24/2023

Signature  Title Project Manager



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	No
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.j. [100 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.k. [500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.l. [Aquifers]	No
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	No

E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	Yes
E.3.a. [Agricultural District]	ONTAc01
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No



Legend	
	Easement Area
	Agricultural District 1
	Parcels
	Project Area

Agricultural District Map
 Maps created by: Passero Associates GIS
 CRS: NAD83 State Plane New York Central
 Municipality: Town of Hopewell
 Source: Ontario County GIS, CUGIR

PASSERO ASSOCIATES
 engineering architecture

Service Credits:
 Maxar

Date: 08/24/2023

Attachment 15

Jean Chrisman

From: Werder, Margie <MWerder@nysid.org>
Sent: Thursday, November 9, 2023 10:37 AM
To: Jean Chrisman
Cc: Sal Alfano; Braun, Robert
Subject: NYSID Preferred Source Proposal for Data Imaging Services for the Town of Canandaigua attached
Attachments: townofcanandaiguadatimagingcoverletter110923.docx; Town of Canandaigua - Conversion of stored microfilm (1)110923.pdf

Margie Werder

WNY Account Representative
Direct: 716-875-9232, Cell: 716-481-0656
11 Columbia Circle Drive, Albany, NY 12203



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CORPORATE OFFICES:

11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

NEW YORK CITY SALES OFFICE:

352 Seventh Avenue, Suite 201, New York, NY 10001
Phone: (212) 889-6618 Fax: (212) 545-1316

November 9, 2023

Ms. Jean Chrisman
Town Clerk
5440 Rout 5 & 20 West
Canandaigua, NY 14424

Dear Ms. Chrisman;

Re: Data Imaging Services for the Town of Canandaigua – Conversion of Stored Microfilm

Attached please find our Preferred Source Proposal to provide Data Imaging Services to the Town of Canandaigua. This proposal was put together utilizing our NYSID Corporate Partnership with Instream, LLC, dba Biel's Information Technology and ARC Erie County.

NYSID as with all Preferred Source service contracts will be the contract holder; however the documentation, planning, and execution of this proposed contract will be done by the Corporate Partnership between Instream and the ARC Erie County.

If you have any questions regarding our proposal or would like to discuss any part of our proposal, including price, operational plan, etc please don't hesitate to contact me in Buffalo at 716-875-9232. Should you decide to move forward with this project a Price Concurrence Request will be sent to you. Thank you.

Sincerely,

Margie Werder
WNY Account Representative
New York State Industries for the Disabled
716-875-9232



TOWN OF CANANDAIGUA - CONVERSION OF STORED MICROFILM

Prepared for

Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, NY 14424
United States

Jean Chrisman
Town Clerk
jchrisman@townofcanandaigua.org
(585) 394-1120



InStream LLC
1201 Indian Church Road

Buffalo, NY 14224
USA

Salvatore Alfano
salfano@instreamllc.com

EXECUTIVE SUMMARY

Part of the NYS Preferred Source Program through a collaboration with NYSID -

PRICING ESTIMATE

#20231103-125107601

Issued

November 3, 2023

Expires

December 31, 2023

Prepared for

Jean Chrisman

jchrisman@townofcanandaigua.org

(585) 394-1120

Products & Services	Billing Frequency	Quantity	Unit price	Price
Microfilm Conversion Services - Conversion Convert all 87 Rolls of 16/35MM microfilm that are stored in the InStream Vault. Starting with 52 House Plan rolls. Based on \$275.87/Roll		1	\$24,000.69	\$24,000.69

Products & Services	Billing Frequency	Quantity	Unit price	Price
<hr/> Output as one large, searchable PDF/A per roll and named to box label. Customer will be able to split/separate as desired or feasible.				
<hr/>				
Microfilm Conversion Services - Output Creation, migration and output to hard drive. Will be output in folders named by common type (house plans, vitals, minutes, etc.) according to vault list and files named by box label.		1	\$600.00	\$600.00
<hr/>				
One-time subtotal				\$24,600.69
<hr/>				
Total				\$24,600.69

TERMS & CONDITIONS

1. This quote is governed by the InStream Standard Terms and Conditions located at instreamllc.com/t&c
2. InStream retains the right to rescind this Quote without cause at any time up until the acceptance.

3. Purchase Orders will be billed in full. Balances remaining at the completion of the job will stay on your account as credits for future billings.
4. InStream retains the right to amend the pricing if actual billings fail to satisfy at least 80% of the Quoted Price.
5. Taxes and Fees may apply.

PROPOSAL ACCEPTANCE

[Download](#)[Print](#)

Attachment 16

Town of Canandaigua

5440 Routes 5 & 20 West • Canandaigua, NY 14424 • (585) 394-4120 CANANDAIGUA TOWN CLERK

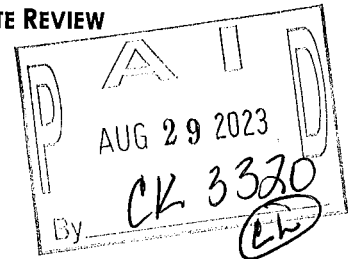
AUG 11 2023

RECEIVED

June 12, 2023

Doug Finch, Town Manager
Town of Canandaigua
5440 Routes 5 & 20 West
Canandaigua, New York 14424

RE: BRENNAN MARKS, MARKS ENGINEERING – GEMCOLE PROPERTIES
NEW PARKING & STAGING AREA - EROSION CONTROL SURETY ESTIMATE REVIEW
TAX MAP No. 70.00-1-10.111
CPN No. 22-094
ADDRESS: 2495 BRICKYARD ROAD



Dear Mr. Finch,

Please be advised that MRB, on behalf of the Town of Canandaigua, has completed a review of the submitted Erosion Control Surety Estimate dated June 6, 2023, prepared by Brennan Marks, P.E. of Marks Engineering for the above referenced project.

Based on our review of the submitted estimate we recommend that an Erosion Control Surety be approved in the amount of **\$4,616.59 (Four thousand, Six hundred and Sixteen dollars and Fifty nine cents)**. The breakdown of this amount is on the attached estimate.


Surety must be paid by cash or check to Town Clerk prior to issuance of building permits.

Any questions and/or comments you may have in this regard, please feel free to contact me at your earliest convenience.

Sincerely,


Lance S. Brabant, CPESC
Director of Planning & Environmental Services
MRB - Town Engineer

cc: Jean Chrisman, Town Clerk
Brennan Marks, P.E. – Marks Engineering
Gemcole Properties, Inc

APPROVED

Doug Finch – Town Manager
 8/30/23
Date



MarksEngineering

4303 Routes 5 & 20
Canandaigua, NY 14424

Date 6/6/23

Gemcole Properties, Inc
2495 Brickyard Road
Canandaigua, NY 14424

Project: New Parking and Staging Area

Engineer's Opinion of Probable Cost

Erosion & Sediment Control

	Quantity	Unit	Unit Cost	Sub Total
Silt Fence Material	406	ft	\$ 3.00	\$ 1,218.00
Check Dams	0	ea	\$ 100.00	\$ -
Stabilized Entrance	0	ea	\$ 500.00	\$ -
Outlet Protection	0	cy	\$ 100.00	\$ -
Final Stabilization	29789	sf	\$ 0.10	\$ 2,978.90
Contingency	1	ea	\$ 419.69	\$ 419.69
			Total	\$ 4,616.59

Total Surety Amount \$ 4,616.59



Crystelyn Laske

From: CHRIS NADLER <cnadler@cnadlerlaw.com>
Sent: Thursday, November 2, 2023 11:40 AM
To: Crystelyn Laske; Michael Murphy
Subject: Re: FW: Surety Bond for Soil Erosion & Sediment Control

Importance: High

Crystelyn,

This is acceptable, provided we have a letter of credit estimate approved by the Town (either CEO or MRB) attached to it. Once it is approved by the Town Board, please make sure to calendar the expiration date with a reminder 30-60 days out to make sure it gets renewed if the work has not been completed.

Chris
LAW OFFICES OF
CHRISTIAN M. NADLER
9 Mima Circle
Fairport, NY 14450
Phone # 585-315-4767

----- Original Message -----

Subject:FW: Surety Bond for Soil Erosion & Sediment Control
Date:2023-11-02 13:56
From:Crystelyn Laske <claske@townofcanandaigua.org>
To:"cnadler@cnadlerlaw.com" <cnadler@cnadlerlaw.com>

Will you please review the below request and attached Surety Bond (replacing former payment made by check) and confirm that all looks good?

Thank you!

Crystelyn Laske

Deputy Town Clerk

Town of Canandaigua

5440 Route 5 & 20 West

Canandaigua NY 14424

Office: 585-394-1120 Ext 2258

Fax: 585-394-9476

From: Richard Deys <richard.deys@sandmans.net>
Sent: Thursday, November 2, 2023 9:42 AM
To: Crystelyn Laske <claske@townofcanandaigua.org>
Subject: Surety Bond

Dear Crystelyn,

We are asking for our check written to the Town of Canandaigua (#3320) to be refunded. We were able to secure a Surety Bond for Bond for the Bond #72596058 in the amount of \$4,616.59.

Please let us know what we need to do from here.

Thank you,

Julie

--

Richard Deys- CEO Sandmans RCD/Gemcole Properties

Julie Coleman- Executive Administration



Sandmans RCD

Gemcole Properties

2495 Brickyard Road

Canandaigua, NY 14424

(585) 289-8080



Effective Date: November 1st, 2023

Western Surety Company

LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72596058

That we, GemCole Properties Inc

of Canandaigua, State of NY, as Principal,
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of
New York, as Surety, are held and firmly bound unto the

Town of Canandaigua, State of New York, as Obligee, in the penal
sum of Four Thousand Six Hundred Sixteen and 59/100 DOLLARS (\$4,616.59),
lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made,
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been
licensed Erosion Control

by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit
applied for, then this obligation to be void, otherwise to remain in full force and effect until
November 1st, 2024, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class
U.S. Mail, to the Obligee and to the Principal at the address last known to the Surety, and at the expiration
of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety
shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said
date. Regardless of the number of years this bond shall continue in force, the number of claims made
against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of
liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total
liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be
cumulative.

Dated this 20th day of October, 2023.

GEMCOLE PROPERTIES INC

Principal

Principal

WESTERN SURETY COMPANY

By

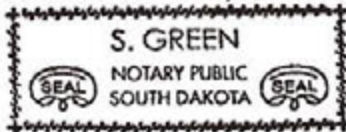
Larry Kasten
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

On this 20th day of October, 2023, before me, the undersigned officer, personally appeared Larry Kasten, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



My Commission Expires February 12, 2027

S. Green
Notary Public — South Dakota

STATE OF New York }
COUNTY OF Ontario } ss

ACKNOWLEDGMENT OF PRINCIPAL
(Individual or Partners)

On this 18th day of November, 2022, before me personally appeared Richard Dey, known to me to be the individual X described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

My commission expires 5/13/2027

JOANELL RIZZO
Notary Public, State of New York
Ontario County Reg. #01R16391611
Commission Expires 05/13/ 2027

Joanell Rizzo
Notary Public

STATE OF _____ }
COUNTY OF _____ } ss

ACKNOWLEDGMENT OF PRINCIPAL
(Corporate Officer)

On this _____ day of _____, _____, before me personally appeared _____, who acknowledged himself/herself to be the _____ of _____, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires _____

Notary Public

 Western Surety Company

License or Permit No. _____

LICENSE AND PERMIT
BOND

As

of _____

State of _____

Name of Applicant _____

Address _____

Filed _____

Approved this _____

day of _____

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls
State of South Dakota, its regularly elected Vice President
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Erosion Control Town of Canandaigua

bond with bond number 72596058

for GemCole Properties Inc

as Principal in the penalty amount not to exceed: \$ 4,616.59

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President _____ with the corporate seal affixed this 20th day of October,
2023

ATTEST

L. Bauder
L. Bauder, Assistant Secretary



WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

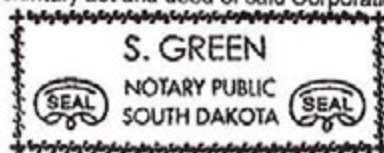
STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 20th day of October, 2023

Larry Kasten

and L. Bauder

, before me, a Notary Public, personally appeared who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires February 12, 2027

Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



Crystelyn Laske

From: Richard Deys <richard.deys@sandmans.net>
Sent: Thursday, November 2, 2023 9:42 AM
To: Crystelyn Laske
Subject: Surety Bond

Dear Crystelyn,

We are asking for our check written to the Town of Canandaigua (#3320) to be refunded. We were able to secure a Surety Bond for Bond for the Bond #72596058 in the amount of \$4,616.59.

Please let us know what we need to do from here.

Thank you,
Julie

--

Richard Deys- CEO Sandmans RCD/Gemcole Properties
Julie Coleman- Executive Administration

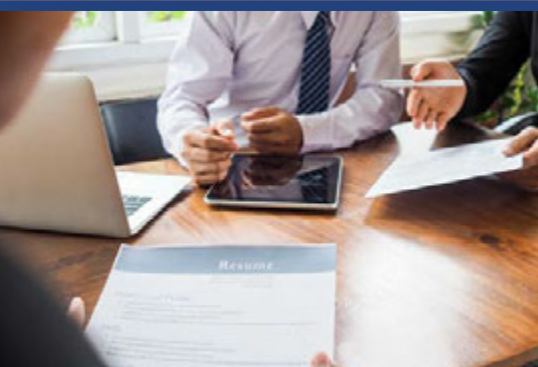


Sandmans RCD
Gemcole Properties
2495 Brickyard Road
Canandaigua, NY 14424
(585) 289-8080

Attachment 17

Recruitment Guidelines

for Selecting a Local Government Administrator



Recruitment Guidelines for Selecting a Local Government Administrator

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ICMA advances professional local government worldwide. Its mission is to create excellence in local governance by developing and advancing professional management of local government. ICMA, the International City/County Management Association, provides member support; publications, data, and information; peer and results-oriented assistance; and training and professional development to more than 9,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect 185 million individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA
777 North Capitol Street, NE
Suite 500
Washington, DC 20002-4201
202-289-ICMA (4262)
icma.org

Preface

This *Recruitment Guidelines for Selecting a Local Government Administrator* was first published just over ten years ago. While a lot has changed in ten years, the basic process for selecting a chief administrator¹ has remained substantially the same. It still requires careful planning, astute evaluation of candidates, and a clear understanding of the relationship between the governing body² and the chief administrator. In this edition, however, new focus has been given to the ICMA Code of Ethics—the foundation of the local government management profession—and the emergence of the Voluntary Credentialed Manager program.

The Task Force on Recruitment Guidelines was formed in Fall 2010 and consisted of a very diverse group of ICMA members (many of whom have served on the ICMA Executive Board), Range Riders (former local government practitioners), younger members of the local government management profession, and representatives from executive search firms. From its only face-to-face meeting at the 2010 ICMA Conference in San José, this Task Force embraced the challenge of updating the guidelines. Over the next several months, we formed work groups to focus on three key elements of the process: recruitment, selection, and negotiation. After countless conference calls and emails, the new and improved *Recruitment Guidelines for Selecting a Local Government Administrator* emerged.

The Task Force consisted of the following ICMA members:

Jane Bais-DiSessa

City Manager
Berkley, Michigan

Bill Baldrige

Executive Search Committee
Former City Manager
Michigan Municipal League

Troy Brown

Assistant City Manager
Livermore, California

Garry Brumback

Town Manager
Southington, Connecticut

Charlie Bush

City Administrator
Prosser, Washington

Mike Casey

Partner
Management Partners, Inc.
Cincinnati, Ohio

Tony Dahlerbruch

City Manager
Rolling Hills, California

Ed Daley

City Manager
Hopewell, Virginia

Tim Ernster

City Manager
Sedona, Arizona

Tom Fountaine

Borough Manager
State College, Pennsylvania

Peter Herlofsky

Former City Administrator
Farmington, Minnesota

Kay James

City Manager
Canandaigua, New York

Dave Krings

Former County Manager
Hamilton County, Ohio
Peoria County, Illinois

1 Chief administrator refers to a manager, administrator, or executive of a local government.

2 Governing body refers to the elected officers of a town, village, borough, township, city, county, or a legally constituted council of governments.

Debra Kurita
Former Assistant City Manager
San Bernardino, California

Juliana Maller
Deputy City Manager
Park Ridge, Illinois

Bob Murray
President
Bob Murray & Associates
Roseville, California

Andy Pederson
Village Manager
Bayside, Wisconsin

Sheryl Sculley
City Manager
San Antonio, Texas

William Sequino
Town Manager
East Greenwich, Rhode Island

Paul Sharon
ICMA Range Rider, Florida
Former Town Manager
Ashland, Massachusetts
North Andover, Massachusetts

Scot Simpson
City Administrator
River Falls, Wisconsin

Charlene Stevens
City Administrator
Willmar, Minnesota

Larry Stevens
City Manager
Edmond, Oklahoma

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It is the hope of the Task Force that this guidebook is promoted and distributed to those who are in the environment to hire a chief administrator for a community. To the governing body representatives who use this guidebook, we thank you for your service to your communities and wish you every success in finding the professional local government manager to help you guide your community to be the best it can be.

In closing, it has been my privilege to have served as the chair of this Task Force.

Bonnie Svrcek
Deputy City Manager
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1. Introduction

"Thousands of decisions are made every day in cities, towns, and counties that determine our quality of life... Professional managers craft the plans and make the decisions that transform good communities into great ones."

—International City/County Management Association (ICMA)

Selecting a chief administrator is perhaps the most important decision that elected local officials will make for their community.

This guidebook was created by experienced, seasoned local government managers. It is designed to help elected officials, human resource professionals, local government staff, and professional executive search firms navigate the recruitment, selection, and negotiation processes to find the individual who is best suited to serve as the chief administrator. The chief administrator is like an orchestra conductor, directing and managing a team of professional, administrative, and field staff while interpreting and working toward the goals and objectives of the community's elected officials.

This guidebook offers best practices that will be most meaningful to you and your community in selecting a chief administrator. Because all communities, governing bodies, and chief administrators are not the same, this is not a "one size fits all" guidebook. Nevertheless, the local government managers who created this document are firmly committed to the ICMA Code of Ethics, which is a non-negotiable foundation for professional local government management, and strongly recommends that the hiring governing body use the Code of Ethics as a tool in its search for a professional local government manager. Herein, we explain recruitment choices and the selection processes to fit the unique size, culture, and dynamics of an individual community. Topics include provisions for interim management; the spectrum of resources available to assist in the recruiting process; applications, communications with applicants, and interviews; compensation; and transition. The appendices provide the ICMA Code of Ethics, ICMA Compensation Guidelines, a directory of professional organizations that are likely places to advertise for a chief administrator, potential interview questions, the do's and don'ts of applicant relations, and the ICMA Model Employment Agreement. Using this guidebook can make recruiting and selecting a new chief administrator a positive, enjoyable, and unifying experience for you and your colleagues as elected officials.

As you use this resource, you will see highlighted in the margins important points for selecting the best individual for the position.

When faced with an upcoming or immediate vacancy in the chief administrator position, the governing body must quickly address the following questions:

- What should we do to ensure that the affairs of the local government are properly administered until a new chief administrator is selected and on board?
- How do we conduct a recruitment to fill the vacancy?

The following material provides tips and guidelines on the processes that the governing body needs to employ to successfully answer these questions. It identifies and discusses the key elements of managing the organization between the time that one chief administrator departs and another arrives, as well as the major decision points in conducting the recruitment, selection, and negotiation processes for appointing the new chief administrator.

Professional local government managers are committed to

- Serving as stewards of representative democracy
- Practicing the highest standards of honesty and integrity in local governance, as expressed through ICMA's Code of Ethics
- Building sustainable communities as a core responsibility
- Networking and exchanging knowledge and skills across international boundaries
- Lifelong learning and professional development
- Financial integrity and responsibility for management of the community
- Implementing best management practices.

2. Managing the Organization during Recruitment

The governing body must act thoughtfully and deliberately in determining how to ensure that the operations of the local government are properly managed during the period before a permanent chief administrator is selected and on the job. When faced with a vacancy in the chief administrator position, the governing body needs time to carefully consider the qualities, expertise, and experience it hopes to find in a new administrator and to use the agreed-upon criteria to develop the administrator profile. It then needs sufficient time to recruit and select the best possible successor who meets these criteria. While that is happening, however, it is important that the governing body identify a professional who will act as the chief administrator and properly manage local government operations while the recruitment process is underway.

Major Decision Point: Appointing an Interim Administrator

If the vacancy is the result of a planned retirement, the governing body may consider asking the current administrator to continue leading the organization for a short period of time on a contract basis. Alternatively, the governing body may elect to consult with the outgoing administrator regarding possible staff members who could fill this role.

In some cases, the members of the governing body may agree that they have confidence in a specific staff person. If there is an assistant administrator, for example, the governing body may appoint that person as interim administrator. If this assistant will be considered for the permanent position, the appointment as interim administrator will provide the elected officials with an opportunity to observe firsthand how the assistant handles the job. Another option is to appoint an assistant or department director (who will not be a candidate for the position); someone who is mature, seasoned, competent and respected by fellow employees.

Should the governing body determine that there is no one on staff who it can or wants to appoint as the interim administrator, it may decide to retain the services of a retired administrator or an administrator who is between jobs. State associations, municipal leagues, or ICMA Range Riders are resources for identifying potential interim administrators.

The governing body should publicly announce the appointment of the interim chief administrator. Regardless of who is appointed, it should be made clear to all local government officials and staff that the interim chief administrator is responsible for implementing governing body policy and overseeing operations. It should also

be made clear that if the interim administrator is ultimately selected to fill the position permanently, it will be because that person has proven to be the best among all the applicants.

Interim Management: The Governing Body's Role

Obviously, the local government must continue to operate during the interim between the departure of the current chief administrator and the appointment of the new one. The governing body and interim management team should do whatever is necessary to make sure that important projects and service delivery continue to move forward. It is important to reiterate that the governing body has the responsibility to make it clear to the staff and community that the interim administrator is in charge of the organization's operations.

The governing body should consider deferring new initiatives, when possible, until the new administrator is appointed and on the job. After all, to ensure effective administrative leadership in the future, it is desirable that the new administrator be involved in as many policy decisions as possible. Just filling a vacant department director position, for example, is an opportunity for the new administrator to begin building an administrative team. In fact, such an opportunity can be used to pique the interest of potential applicants during the recruitment process.

Although it is not desirable for the governing body to immerse itself in the administrative affairs of the local government, its members should be briefed about current organizational problems and the status of important projects before the current administrator leaves, if possible. In this way, the governing body may monitor progress on important matters, provide direction, and set priorities for the person selected as interim administrator.

3. Initiating the Recruitment

The governing body should initiate the recruitment process immediately after the official decision has been made regarding resignation, retirement, or termination. Failure to do so can potentially generate rumors within the community by various interested parties who may attempt to exert pressure on members to quickly fill the vacancy. The members of the governing body must bear in mind that an impulsive response to this pressure can be divisive for them and can damage their credibility. They must take charge of the recruitment: they must determine the process that will be used to recruit and select the best administrator, and make that decision clear to all concerned.

There may be a number of special circumstances that influence the approach and timing used to recruit a new chief administrator. The following examples provide some tips for addressing those circumstances:

- Vacancy due to the chief administrator's termination or resignation under pressure. If the position is vacant because the former administrator was terminated or forced to resign, neither the local government nor the former administrator will benefit from a public quarrel. It is far better for all concerned to mutually decide on a timetable for the administrator's departure. If this departure is handled professionally and in a mutually respectful

manner, there is less likelihood for controversy and ill will to arise around the issues of the separation. Further, and from a recruiting standpoint, handling a difficult situation well will enhance the local government's image and thus its ability to attract quality applicants.

- Vacancy occurring prior to an election. Occasionally, a governing body will delay initiating the recruitment process because an election is pending. But even in the face of an election, it should prepare for the process by developing the administrator profile (described in full later in this document) and determining how the recruitment will be conducted so as to reduce the time lapse between the departure of one administrator and arrival of another.
- Vacancies due to newly adopted council-manager form of government. If the position is vacant because voters either just approved the formation of or adopted a change to the council-manager form of government, the beginning of the search for a new chief administrator will depend on when the change becomes effective. Depending on the circumstances, it may be possible to have applications on file by the time the new members of the governing body are sworn in. In any case, the recruitment process should be initiated as soon as possible.

4. Conducting the Recruitment

There are several major elements and decision points in the recruitment process. This section of the handbook provides tips and guidelines for the governing body in determining the approach to use in this part of the process.

The governing body has three major choices for conducting the recruitment. It can:

- Conduct the recruitment in-house
- Retain an outside party to conduct the recruitment
- Use a hybrid approach and conduct the recruitment in conjunction with an outside party.

In-House Expertise Method: Recruitments Conducted by the Local Government

If the governing body chooses to conduct the recruitment in-house, it should be with the understanding that the task will be time-consuming and complex. The governing body may also have to decide whether to conduct the process as a body, delegate the responsibility to the chairperson, or assign the task to a committee of its members. If it elects to delegate the responsibility to one or more of its members, it must be sure to select people who are well respected and have the time to provide the necessary leadership and follow-through.

To provide support in the process, the governing body should seek the assistance of the local government's human resources officer and municipal attorney. In conducting the recruitment in-house, staff can work with the governing body to develop the administrator profile and design an effective and legal recruitment and selection process. Staff can also be responsible for the administrative tasks of placing advertisements, collecting résumés, and scheduling interviews. However, the governing body or its delegated members will approve the selection of the final candidates and conduct the interviews, and, of course, the body as a whole will make the final selection. In this scenario, staff serve as a resource throughout the entire recruitment process.

Outside Expertise Method: Recruitments Conducted with an Outside Party

The governing body can retain an outside party to conduct the recruitment. In some cases the interim or a retired administrator may be asked to coordinate the recruitment process. More often, however, the governing body will contract with a firm that specializes in providing executive search assistance.

When using an executive search firm, the governing body plays an active role in the process. It develops the administrator profile, approves the selection of the applicants, interviews the candidates, and, of course, makes the final selection. The benefit of using an executive search firm is the expertise that the firm brings to the process and its ability to coordinate the recruitment.

Typically the executive search firm begins by meeting with the elected officials either individually or as a group to help them develop the administrator profile. It is the firm's responsibility to facilitate these discussions and help the governing body reach a consensus. After this matter has been settled, the firm coordinates the overall process and assumes responsibility for all tasks until it is time for the elected body to select and interview candidates. During this process, the firm updates the governing body, keeping the members informed of its progress. As the firm will be responsible for all the administrative details, the role of the staff is usually limited to providing information about the local government and coordinating with the firm.

Governing bodies that use an outside service should ensure that a reputable firm, one familiar with the special requirements of local government management, is selected. The experience of the firm should be checked through contact with references—in particular, representatives of local governments that have used its services. Further, the governing body should be fully aware of the costs and benefits when deciding whether to use outside expertise.

Hybrid Method: In-House in Conjunction with Outside Party

In the third alternative, the governing body can conduct the recruitment in-house and supplement the process, where necessary, with assistance from an executive search firm or another outside source, such as an the ICMA Range Rider.

In some cases, the governing body may seek assistance at the beginning of the process to facilitate the discussion, develop the administrator profile, and

determine the structure of the recruitment process. In other cases, local government officials may initiate the process in-house by developing the profile and advertising for the vacancy, and they may then use an outside source to help review résumés, conduct reference checks, and structure the interview process. This alternative may be most appropriate if cost is a concern; however, because it also presents opportunities for lapses in communication, the exact responsibilities of each party must be clarified in a written agreement.

5. Key Elements of the Recruitment Framework

Regardless of the method chosen for conducting the recruitment, the governing body must develop a framework for the recruitment process. It must agree at the outset on a number of key issues critical to the success of the recruitment, including criteria for the administrator profile, compensation range and components, and timing and geographic scope of the search.

Major Decision Point: Development of an Administrator Profile

The most significant decision point for the governing body in the recruitment of a new administrator is to define what the members are looking for—that is, to create the administrator profile. The profile will encompass those qualities, characteristics, experience, and areas of expertise that would be found in an ideal candidate. Only by considering how applicants compare and measure against one another and, of course, against the established criteria, can the governing body be sure that the candidate it appoints has the appropriate combination of work experience, management experience, and leadership style to be successful in the position.

The governing body should begin with a survey of its needs and those of the organization. To determine the needs of the organization, the governing body should invite input from the department directors. Items to be considered include size of the local government, composition of the community, services provided, and overall objectives and priorities of the governing body. The work experience, skills, and expertise of the candidates must relate to these factors. The governing body should also consider both the “nuts-and-bolts” skills and abilities, such as budgeting, human resources, and technological know-how, and the “soft” skills, such as the ability to work with people and to lead an organization. These criteria will form the basis for reviewing résumés, selecting finalists, and making a hiring decision.

Unless the governing body can come to consensus on these criteria, it may be difficult to find the right candidate. By reaching consensus, however, the governing body will be better able to inform the applicants on what it is looking for in a chief administrator.

Developing the administrator profile helps the governing body define its needs and establishes the groundwork for generating a rich pool of applicants

The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development.

For more information, visit www.icma.org/en/icma/members/credentialing.

with the skills and abilities to address the needs of the governing body, the community, and the organization.

Decision Point: Community Engagement in Administrator Profile

The governing body must decide whether to engage community members or committees in the recruitment process. In most cases, the local government assumes responsibility for the recruitment and conducts the process without involving members of the community.

In some cases, however, a governing body may seek input from community members or committees when developing the administrator profile. This not only allows the community to be part of the process but also may provide the governing body with a better understanding of the role of the administrator. Depending on the method that the governing body uses to conduct the recruitment, gathering input from the community would be facilitated by staff, the outside recruiter, or the elected officials.

Although community input will be valuable, the governing body will ultimately determine the qualities and experiences to be incorporated into the administrator profile, and this should be clearly communicated to the community. It is, after all, to the governing body that the new administrator will be directly reporting.

Major Decision Point: Administrator Compensation

Another critical element to be considered at the outset of the recruitment process is administrator compensation. It is important for the local government to have

Governing bodies need to be very alert to the dangers of either hiring a clone of the outgoing administrator, assuming that person is leaving on good terms, or a polar opposite, assuming that person is leaving on less than good terms. The importance of evaluating the current needs of the governing body and locality cannot be overstated.

some general understanding of the acceptable salary range, but it is also important to have some flexibility. Some local governments identify a range; others provide the salary of the current administrator as an indicator; and still others may leave the salary open, to be commensurate with the new hire's background and experience. The governing body will also determine other components of the administrator's compensation, such as deferred compensation, vacation accrual, and professional development allowances.

It is important for the governing body to make clear that it wants the best administrator it can find. In general, potential applicants for the position will want to have some indication of the salary range and compensation package. But that will be only one of many factors that they will use in deciding whether to apply.

ICMA has developed compensation guidelines for negotiating salary and benefits for local government positions. These guidelines are provided in Appendix B and are also available online at www.icma.org/compensationguidelines. The actual compensation package will be negotiated with the final candidate at the conclusion of the recruitment process.

Schedule

Since top candidates often view applying for a new job as a major career decision, it is important that they have adequate time to consider the opportunity, discuss it with their families, and prepare an appropriate résumé. Similarly, the governing body, staff, or executive recruitment firm needs sufficient time to review résumés and conduct reference checks to ensure that good candidates are not overlooked and that finalists meet the desired qualifications. It cannot be overemphasized that the recruitment should move forward expeditiously while also allowing adequate time for a thorough and comprehensive search.

The timing of the recruitment can sometimes be affected by publication deadlines, which are important in terms of properly advertising the vacant position. An ideal timetable would provide at least sixty days from the start of the recruitment to the deadline for submitting résumés; thirty days to review résumés, conduct

background checks, interview candidates, and make a final selection; and at least thirty days for the new administrator to relocate. To maximize flexibility in the process, the governing body may advertise the position with an "open until filled" statement.

Profile: Impact of Special Circumstances:

As the governing body decides on the criteria for the administrator profile, three types of situations should receive special consideration:

1. A local government that has just changed its form of government will ordinarily need an administrator who can inspire local government officials with the enthusiasm needed to implement the new structure. A first administrator in a new structure should be adept at public relations and at establishing relationships with incumbent officials and employees.
2. When an administrator has been dismissed or has resigned under pressure, the governing body tends to look for strengths in areas in which the outgoing administrator showed weaknesses. There are dangers, however, in overcompensating for qualities that have led to dissatisfaction. If the outgoing administrator gave too much freedom to subordinates, for example, suddenly changing to a strong disciplinarian might result in antagonisms that would only lead to further problems. Sometimes a new administrator will be confronted with major problems that must be addressed immediately. If such a situation is anticipated, the governing body should make these circumstances known to any applicant who is being seriously considered.
3. When a popular administrator retires or moves to another local government, the governing body may ask for this person's assistance in the search for a successor. However, the governing body should not overlook the possible need for new strengths or different qualities.

Geographic Scope

Another factor to consider in determining the recruitment framework is the geographic scope: should the search be nationwide, statewide, or regional? A broad geographic search may attract more applicants who have demonstrated an ability to manage in a complex urban environment. On the other hand, a focus on the local government's state or region may provide applicants who have a better understanding of and orientation to local problems, legal issues, financing alternatives, and similar matters. In any event, the new administrator will provide a fresh perspective on the issues and challenges facing the community and the organization.

From the applicant's perspective, it is assumed that the local government is looking for the best candidate and that all résumés, regardless of where the applicant currently works, will be reviewed carefully. The determination of the scope of the recruitment will influence the advertising and outreach strategies used.

Advertising and Outreach Strategies

In order to generate a sufficient and diverse pool of qualified applicants, the governing body should develop advertising and outreach strategies.

Advertising Campaign It is to the advantage of the local government to ensure that every professional who might have an interest in the vacant position is aware of the opportunity to apply for it. Therefore, it is important that the advertising campaign be comprehensive and include a carefully worded advertisement. This does not mean, however, that the campaign has to be extensive or expensive. Most local governments, for example, avoid advertising for an administrator in general circulation newspapers unless there is a local requirement to the contrary; this is an expensive form of advertising that does not reach the targeted audience.

More effective vehicles for advertising for chief administrators can be found with organizations that are directly related to local government. In addition to ICMA, the following sources should be considered:

- National League of Cities
- National Association of Counties
- National Association of County Administrators
- National Forum for Black Public Administrators
- International Hispanic Network
- American Society for Public Administration.

Resources at the state level include state municipal leagues, county associations, and municipal assistants organizations. Many of these organizations publish newsletters or magazines and have an online presence; the subscribers to these resources are the men and women in the public administration and local government management professions. Addresses and websites for these resources are listed in Appendix C.

Local governments have some flexibility when preparing and placing advertisements, but at a minimum, the advertisement should include the following:

- Title of the vacant position
- Name of the local government
- Population of the local government
- Amounts of the operating and capital budgets
- Number of full-time employees
- Services provided
- Statement regarding the compensation package
- Filing deadline, including any special items of information desired such as current salary and work-related references
- A brief description of key areas of interest and desirable experience and qualifications (or a reference or email link to the administrator profile)
- Indication of whether residency is required
- A timetable indicating the principal steps and timeframe for the overall recruitment
- Where and to whom to send résumés with a notation as to whether email submittals are acceptable or required
- Website of the local government.

It should be noted that some publications permit the use of display ads that incorporate the local government logo and/or graphics within an innovative format.

In addition to the advertisement, the governing body, through the staff or the executive recruiter, will usually develop a printed brochure that describes the community, the organization, and the position, as well as providing the administrator profile and the governing body's key goals and objectives.

Outreach Strategy While advertising can generate outstanding applicants and the local government should look closely at all received résumés, the governing body should supplement the advertising campaign by identifying an outreach strategy to ensure that the search extends to the widest possible pool of qualified applicants. The outreach strategy may have a num-

ber of approaches for attracting external candidates, encouraging superior internal candidates to apply, and promoting diversity in the applicant pool.

For External Applicants Useful sources of information about potential external candidates include the current administrator, former and retired administrators, members of the local government, local government officials in adjacent communities, executive directors of state leagues, directors of university public administration programs, leaders of regional municipal assistants, and ICMA Range Riders.

When determining an outreach strategy, the governing body, in conjunction with staff or the recruiter, could consider sending letters to identified individuals advising them of the opening and inviting them to send a résumé if they are interested in the position. The correspondence should include a basic package of information describing the local government and the vacant position. For the purposes of confidentiality, all correspondence should either be sent to the applicant's private residence or marked "Personal and Confidential" if sent to the workplace.

Shortly after the letter has been mailed, a follow-up telephone call should be made to confirm that the correspondence was received, assure the recipient that it was not a form letter, indicate why the position may be a good career opportunity, and answer questions. The same deadline for submitting résumés should be used in both the advertisements and the supplemental letters of invitation.

For Internal Applicants The local government should be sure to inform its employees of the vacancy and of how and when to apply. The governing body itself may directly invite one or more employees, such as the assistant city administrator or a department director,

to submit a résumé, or it may do so indirectly through staff or the executive recruiter. Whether in-house applicants are solicited or apply on their own, it is important that they be treated in the same manner as other applicants.

It should be made clear that if an in-house applicant is ultimately selected, it is because the governing body has determined that the candidate was the best choice of all those who applied. While most applicants will receive written notification of their status, the governing body may decide to talk personally with any in-house applicant who was not selected in order to provide good communication with staff, maintain morale, and help ensure an orderly and positive transition.

For Diversity of Applicants Development of a strategy to generate a diverse applicant pool helps to ensure a broad cross-section of candidates. A rich pool with applicants of both sexes and from different races and ethnic backgrounds is beneficial because the chosen candidate will likely bring a different perspective to the organization. Having diversity within a local government can enhance the organization's overall responsiveness to an increasingly more diverse spectrum of residents, improve its relations with surrounding communities, increase its ability to manage change, and expand its creativity.

In addition, the governing body may develop an outreach strategy to encourage the participation of applicants from diverse professional backgrounds. Organizations large and small use executive members of their staff on various levels, and there is often a significant wealth of knowledge to be found among candidates who have had successful careers as assistant city administrators, as department heads, and in other management positions.

6. Key Elements of the Application Process

The application process is the point where effective screening of candidates begins. For this part of the recruitment to be successful, the governing body must proceed carefully and with considerable thought. This section addresses issues such as whether to use a standardized application form; how to provide potential applicants with key information about the position and the local government; and the importance of establishing and maintaining good relations with applicants. High-quality applicants are more likely to pursue the vacancy if the local government can portray itself as a well-run, organized, and efficient organization.

The Application Form

Most local governments prefer to ask applicants to submit a résumé in whatever format the applicant determines will be most effective, rather than a standardized application form. For the applicant, this approach provides flexibility to present past work experience in a way that relates directly to the position in question. At the same time, it permits the local government to see how the applicant organizes and presents material in a written format. The manner in which materials are prepared can be an indication of real interest in the position.

A standardized application form is not recommended in recruitments for the governing body's top administrative professional. If one is used, however, it should be easy to complete, and the information requested should be relevant to the vacant position. Regardless of the form of application, the applicant should be required to submit a cover letter and résumé.

The Local Government Information Packet

Serious applicants will not submit a résumé for consideration until they have done their homework and have satisfied themselves that the position represents a good career opportunity. Often they will seek information from local government officials about the community, the organization, and the position.

This is one of the first contacts that will form an impression of the local government on the potential

Two critical elements of applicant relations are important to stress: keeping the candidates informed of the status of the process and maintaining confidentiality.

applicant. If the impression created is that the recruitment is well organized, that the local government officials know what they are looking for and are consistent in the message, and that sufficient information about the locality is easily obtained, potential applicants are more likely to form a positive image of the position and the governing body in deciding whether to apply.

To help disseminate the same information to all applicants, the governing body could put together a packet of information that includes:

1. A copy of the outreach brochure or other documents that provide the criteria for the position, indicating key objectives and priorities and the administrator profile
2. Ordinance or charter requirements if they contain significant or unusual provisions regarding the position
3. Summary information about the local government, including organizational structure, personnel practices, number of employees, services provided, and budget data
4. Information about the community in the form of a chamber of commerce brochure or similar publication, if such is attractively prepared and available
5. Websites that contain information on the local government and community
6. The name, phone number, and e-mail address of a contact person.

Applicant Relations

Appendix E in this handbook provides some basic do's and don'ts regarding applicant relations and the recruitment process. The two key areas that are important to stress are candidate status notification and confidentiality.

There is no faster way to damage the image of the local government and to lose good applicants than to violate the trust or assurance that was given regarding confidentiality.

Candidate Status Notification As a rule, it is important to engage in the simple and courteous steps of acknowledging résumés as they are received and of notifying applicants of their status as the recruitment proceeds. Prompt acknowledgment of résumés is one indication that the process is being handled in a businesslike manner, and it can add to the applicant's positive impression of the organization. This acknowledgment also should inform the applicant of the recruitment timetable. Unless there are unusual or unanticipated delays, this response should be sufficient until applicants are actually notified as to their final status. To maintain confidentiality, all correspondence should be directed to the applicant's home, not business address.

Additionally, if special circumstances arise (such as a recall election) that might cause a delay in either the recruitment or the selection process, it is important to communicate any changes in the established schedule to all applicants.

Similarly, notifying all applicants as to their status, even if they are not selected as finalists, is a basic courtesy that will affect how the candidate views the local government.

Maintaining Confidentiality Confidentiality is an important consideration in any recruitment. Present

job security and long-term career opportunities could be jeopardized if an applicant's interest in another position is made public prematurely. While applicants realize that the local government will want to contact their current employers to conduct background checks and assess their job performance, they typically prefer to wait until it is clear that they are going to be considered as finalists who will be invited to the second interviews for the position.

The governing body should determine, at the outset, the extent to which the recruitment process will be confidential. The governing body, in consultation with the local government's attorney, should decide the level of confidentiality due to the varying open record and disclosure statutes between the states. If applicants' names are likely to be disclosed at any point, potential applicants should be advised so that they may take it into account in deciding whether to pursue the vacancy.

From a recruiting standpoint, assurance of confidentiality will result in more applications being submitted, particularly from those who are currently employed elsewhere. As confidentiality is important to both parties, such assurances should be honored, and applicants should be given adequate time to notify their current employers before those employers are contacted by the recruiting local government.

7. The Role of the Media in the Recruitment Process

Members of the media will obviously have an interest in the recruitment process and their involvement will be dictated in part by state law and in part by tradition. At the outset, local government officials should brief the media on the timing and steps involved in the overall process. After the deadline has passed for submitting résumés, the governing body may decide to brief the media and the community on the overall response.

As the confidentiality of résumés is a major concern in any recruitment and can significantly affect the number and quality of résumés received, applicants should be apprised of any applicable state laws in this area, and the governing body, with advice from the local government's attorney, should determine what information will and will not be made available to the media.

8. The Selection Process

Once the deadline for submitting résumés has passed and all applications have been received, the selection process begins. Principal steps are as follows:

- Reviewing the applications
- Determining which candidates will be interviewed
- Interviewing the candidates
- Making the final selection.

Reviewing the Applications

The selection process begins with a review of the applications and résumés that have been submitted. Depending on how the governing body has chosen to conduct the recruitment, the participants involved in this initial review may be the body as a whole, the chief elected officer, a subcommittee of the governing body, the staff, or the executive recruitment firm. Alternatively, some local governments have used a panel of chief administrators from other local governments to serve as a screening panel. Regardless of who performs the screening, the objective of the initial review is to identify those candidates who best reflect the qualities, characteristics, experience, and areas of expertise that were defined in the administrator profile.

Major Decision Point: Determining the Candidates to Be Interviewed

The determination of the candidates to be interviewed is a significant decision point in the selection process. The objective here is to narrow the total group of applicants to a smaller group that will continue to the next step.

Initial Background Check After the group of applicants has been narrowed down to those who meet the qualifications described in the administrator profile, the list may be further refined by confirming educational credentials and conducting online checks. Such reviews should not violate the confidentiality of the applicant pool. For online checks, it is important to consider the source and avoid drawing hasty conclusions from these sources.

Selection of Candidates After the review of the résumés and the initial background check, the participants in this process should meet with the governing body as a whole to recommend which applicants should be invited to an interview. The chosen group of candidates should be large enough to expose the governing body to an array of personalities. In most cases, five to ten candidates should be selected. The governing body may also establish a secondary list of candidates who could be invited to the interview if one or more of the first group of candidates decline or are unable to continue with the process.

Informing the Candidates Once candidates have been selected, the governing body representative, the staff, or the executive recruiter should contact the each candidate by phone and do the following:

1. Inform the candidate that he or she has been selected to be interviewed and offer congratulations (the candidate should be made to feel that the governing body is pleased to have reviewed his or her résumé). At the same time, confirm the candidate's continuing interest in the position.
 2. Advise the candidate of: the nature of the interview process, including date and time, number of other candidates, whether there are any in-house candidates, and when a decision is expected to be made. Indicate that all the details and information will be confirmed in a written correspondence. If email is to be used for this correspondence, confirm the candidate's email address.
 3. As described in the section on applicant relations, the governing body should have already determined the extent to which the recruitment process will be confidential. At this point, the candidate should be advised if the names of candidates are to be made public and be given the opportunity to withdraw.
1. Confirm that the candidate has received the information package provided during the application process. Indicate that a supplemental package with more detailed information will be provided directly to the candidate's home in advance of the interview. The supplemental package may include:

- A list of governing body members and their occupations
- Copies of meeting minutes from the past several months
- The general or comprehensive plan and land use maps
- The most recent budget
- A recent bond prospectus
- Any other material that would be of particular relevance, given the goals and objectives of the local government and the criteria for the position.

As an alternative to a paper package of information, the candidates can be directed to the locality's website for such information.

5. Confirm local government policy on reimbursement of expenses incurred in conjunction with the interview. Many local governments reimburse candidates for all out-of-pocket expenses, including reasonable transportation, room, and board. ("Reasonable" is intended to eliminate first-class airline tickets, four-star hotels, and gourmet restaurants.)

Such reimbursement of expenses is another way that the local government can demonstrate its interest in the candidate. It reinforces the positive nature of the recruitment process and is sometimes a factor in whether the candidate is able to attend. Should there be strong reluctance on the part of the governing body to reimburse all expenses, the local government can share expenses with the candidate or can agree to reimburse all expenses incurred after the first trip.

The local government staff can offer to handle all reservations, transportation, and related matters, but this can be cumbersome and time-consuming. In most cases, the local government confirms the time and place and lets the candidate make his or her own arrangements. The candidates usually prefer this approach as well.

Interviewing the Candidates

Most local governments use the interview approach for selecting the chief administrator. In this approach, the governing body will meet as a whole with each individual candidate. As the initial interview is usually limited to an hour, a second interview with one or more of the finalists is generally incorporated into the process.

Initial Interview The following provides important guidelines for conducting the initial interview.

Structure of the Interview The interview process should be well organized in a comfortable setting for both parties that invites open and relaxed discussions. This element of the process is generally not considered a public meeting, although the governing body, staff, or executive recruiter should consult with the city's legal advisor to ensure that all requisite notices are sent and other legal requirements are met.

All members of the governing body should participate in the interview with one member, usually the chair, designated as the discussion leader. This interview should last at least an hour as it is difficult to pursue a range of questions in less time. Further, all candidates anticipate and deserve an opportunity to present their qualifications to the governing body and describe their interest in the position. It is important to realize that the interview process not only provides the governing body with an opportunity to improve its knowledge of the candidate but also influences the candidate's interest in the position.

As part of the initial interview, the governing body may want to include a comprehensive tour of the community. A trusted senior staff person would be a likely tour guide.

Content of the Interview Questions During the first interview, the governing body will question the candidate about a variety of matters, such as overall work experience, specific accomplishments, career objectives, alternative approaches to practical problems faced by the local government, and similar matters. A list of potential questions is provided in Appendix D.

The interview also gives the candidate an opportunity to evaluate the governing body as a group and to ask questions. An important issue to discuss during the interview is the governing body's working relationship with the administrator, clarifying all roles and responsibilities.

During the formal and any informal meetings between the governing body and the candidates, discussions and questions should focus on the criteria for the position that were established at the outset of the recruiting process. Obviously, discussions should stay within acceptable legal parameters and should not include references to politics, religion, age, racial origin, and sexual preferences.

When the initial interview process is over, the governing body should avoid impulsive action but rather take whatever time is necessary to arrive at a comfortable and well-reasoned decision. At this point, either one person has emerged as the clear choice of the

governing body; or, more likely, the pool of candidates has been narrowed down to two or three individuals that the governing body would like to further pursue. In most cases, the process will involve a second interview of this smaller group of finalists. However, if there is one clear choice, please refer to the section entitled “Making the Final Selection.”

Second Interview If, after the initial interview, there are two or three candidates that the governing body would like to further consider, a couple of options exist for setting up a second interview:

1. The governing body may invite the finalists back for a second, more in-depth interview, coupled perhaps with some sort of community function. This arrangement often provides the governing body with the insight needed to make a final decision.
2. The governing body may invite the finalists back for a second, more in-depth interview, coupled with an opportunity for community leaders and/or staff to provide input into the selection of the chief administrator.

In either case, finalists should be notified of their status, congratulated for being among the select few who will be further considered, informed of the process, and asked for permission for the governing body to conduct reference checks.

Reference Checks As the governing body is now deciding between two or three qualified candidates, it is important at this point to conduct reference checks that provide additional information on which to base the decision. References should be checked to learn about each finalist’s ability to work effectively with people, to develop a more complete understanding of the finalist’s work experience and specific accomplishments, and to see if the finalist’s qualifications match the profile for the position. The following suggestions are important for ensuring consistency and thoroughness when conducting reference checks:

- The reference checks may be performed by members of the governing body, staff, or executive recruitment firm. In general, however, it is advisable to limit the number of people performing the checks to one or two. It may be difficult, depending on the number of candidates, to have one person perform all the reference checks, especially if there are three references for each candidate. Further, it can be helpful if two people compare notes on the same candidates.

- Be consistent in discussing issues with and asking questions of each candidate in order to provide a good basis for comparison.
- Contact enough people to ensure a consistent reading as to the candidate’s strengths and weaknesses. If a reference can say only good things about the candidate, he or she should be asked directly what weaknesses the candidate has.

Decision Point: Inviting the Candidate’s Spouse/Partner

While the focus of the recruitment is on the chief administrator, the governing body may formally invite the candidate’s spouse/partner to the community during the interview process. Generally, this type of invitation occurs only after the first interview process has narrowed the group of candidates down to the top two or three. The spouse/partner should never be included in the formal interview process, nor made to feel as if he or she is being interrogated in any way.

If the governing body formally invites the spouse/partner to accompany the candidate, it is important that this part of the process be as well organized as all the other parts that concern the candidate directly. Here, too, an important impression about the community is being made. The interests of the spouse/partner should be carefully determined and accommodated.

On the other hand, the governing body may use an informal, non-structured approach to the involvement of the spouse/partner. Understanding that a candidate may bring his or her spouse/partner along to explore the community as a possible future home, the governing body may consider having a packet of relevant community information available.

Decision Point: Community Involvement The governing body must decide whether to involve community members or committees in the interview process. In most cases, the local government assumes responsibility for the interviews and conducts the process of selecting the new chief administrator without the involvement of members of the community.

In some cases, however, governing bodies have chosen to supplement the usual discussion between members and finalists by inviting community leaders to participate. For example, finalists may meet with selected community leaders to answer questions and receive their input on matters they consider important to the local government. If this option is taken, the purpose of the meeting should be made clear to all involved. Both the finalist and the community members

should know whether these meetings are intended simply to provide the finalist with additional information on the local government or whether the community group will also be involved in the actual selection process. In the latter case, although the input from the community will be valuable, it should be made clear that the governing body will make the final selection based upon a variety of factors.

Decision Point: Staff Involvement The governing body must also decide whether to involve staff members in the interview process. It may choose to supplement the usual discussion between members and finalists by inviting staff members to participate. For example, finalists may meet with selected department directors to answer questions and review departmental operations in more detail.

If this option is taken, its purpose should be made clear to all involved. Both the finalist and the staff members should know whether these meetings are intended simply to provide the finalist with additional information on the local government or whether the group will also be involved in the selection process. In the latter case, although the input from the staff will be valuable, it should be made clear that the governing body will make the final selection based upon a variety of factors.

Major Decision Point: Making the Final Selection

After the second interviews, there should be one person who is the clear first choice of the majority, if not all, of the governing body. It is important to both the governing body and the potential new hire that the decision be unanimous, if possible. A unanimous vote from the governing body demonstrates a commitment of support to the new chief administrator and sends a positive message to both the organization and the community. If the governing body is divided on the appointment and the decision is not unanimous, however, the chosen finalist should be advised of this prior to accepting the position.

It is important that the vote for the new chief administrator be unanimous, if possible. This sends a positive message to the organization and the community.

Once the selection has been made, the governing body, staff, or executive recruiter should contact the finalist, confirm his or her willingness to accept the position, and obtain permission to conduct a very thorough background check, which will be performed by an outside party. This process includes interviews with individuals in the candidate's current community, an investigation into possible criminal history, and a credit check, which requires the candidate's consent.

Another element of this final selection process may include some or all of the members of the governing body making an on-site visit to the finalist's current community. Often finalists insist that an agreement regarding terms and conditions of employment be agreed upon before being open to a site visit.

Once the governing body is satisfied with the results of that process, it may inform the finalist and move ahead to put together a total compensation package and discuss other related arrangements. However, if the governing body is unable to satisfactorily conclude negotiations with its first choice, it may need to engage in discussions with one of the other finalists. Thus, it should refrain from notifying the other finalists until all arrangements have been finalized with the first-choice candidate.

From a public image standpoint, it is imperative that all candidates learn about the final selection from the governing body or its representative, as opposed to hearing about it from a third party or reading about it online or in a newsletter or professional publication. A representative from the governing body, staff, or executive recruitment firm should personally contact the runners-up prior to or at the same time that a news release about the appointment is issued.

9. The Negotiation Process

Once the local government has made its decision and the finalist has indicated a willingness to serve as the chief administrator, a number of final arrangements must be completed. These include negotiating a compensation package and completing transition activities. Only after these arrangements are concluded can the new chief administrator relocate and begin work for the community.

Preparation for Negotiation

The governing body needs to ensure that relations with the new administrator get off to a good start. At this point, nothing should happen that causes the new administrator to reconsider.

It is important that the governing body identify a single individual to act as the negotiator for the local government. Depending on the approach that the governing body has selected, the negotiator may be a member of the governing body; a member of the staff, such as the interim chief administrator or the municipal attorney; or the executive recruiter. The following are important guidelines regarding the structure of the negotiations:

1. The atmosphere should be friendly and relaxed.
2. The negotiator should be flexible. Negotiating implies a willingness to consider options and alternatives in pursuit of an acceptable package. There may well be more than one way to meet the financial objectives of the new administrator.
3. The governing body should be realistic. No matter how beautiful and desirable the community or position may be, the finalist is unlikely to accept the new position without an increase in pay over his or her present salary.

Major Decision Point: Negotiating Compensation

In compensation negotiations, base salary is a good place to start. The ICMA Compensation Guidelines, which are provided in Appendix B, are a good source of

The governing body should rely on a single individual to handle its part of the negotiation process.

The process should be friendly and relaxed; the negotiator should be flexible; and the governing body should be realistic in its guidelines to the negotiator.

information to help with this part of the process. The person conducting the negotiation on behalf of the local government should keep the following questions in mind:

1. Ultimately, what salary will be acceptable to the governing body?
2. What is the bargaining range?
3. What is the current salary of the applicant?
4. What type of salary and total compensation package did the candidate discuss during the interview?

ICMA, the National Association of Counties, and state leagues of cities and counties are sources of information on the salaries of local government administrators around the country. Prior to initiating negotiations, the governing body should compare its salary range with that of other governing bodies in same region of the country.

Elements of Total Compensation Elements of a total compensation package typically include:

- Base salary
- Deferred compensation
- Severance pay
- Use of government car or car allowance
- Use of technology or technology allowance
- Retirement plan
- Medical and other insurance (dental, optical, life, disability)
- Vacation accrual

- Holidays
- Sick leave accrual
- Membership dues, conference, and professional development attendance fees.

Before the negotiation begins, the governing body should ask the candidate to provide a written itemization of his or her current total compensation. After receiving this information, the person negotiating on behalf of the governing body should outline a proposed package and provide it to the candidate. Usually there will be no negotiation on those benefits that are similar among local governments, such as medical insurance and holidays. The variables most often relate to base salary and particular financial objectives, such as deferred compensation, health insurance, and requirements to join a state retirement system.

The proposed compensation package should (1) leave the individual whole on basic benefits, (2) provide an appropriate step forward in cash-related benefits, (3) ensure an increase in take-home pay, and (4) deal with any particular financial objectives that the new administrator may have.

Noncompensation Elements During the negotiations, some issues will arise that do not relate to the total compensation package but may well have significant financial implications for both the local government and the new administrator. Both parties need to be flexible and realistic in dealing with these issues:

- **Relocation expenses:** It is common for local governments to pay the one-time cost of relocating the administrator and his or her family and household furnishings to the new local government. Sometimes both parties agree on a “not-to-exceed” figure based on estimates from moving companies.
- **Temporary housing:** An allowance for temporary housing is usually provided until the new administrator is able to sell his or her former home and/or relocate his or her family. Typically, this amount is sufficient to cover the cost of a modern furnished apartment or condominium. Again, both parties may agree to a fixed time period or amount.
- **Commuting expenses:** As with temporary housing, the local government often will agree to reimburse the administrator for periodic family visits or for the spouse/partner to visit for house-hunting purposes.
- **Housing assistance:** Regional variations in the cost of housing or housing financing can complicate the negotiations. There is considerable precedent for local governments—using appropriate safeguards and limits—to assist in the purchase and/or financing of housing for the new administrator. A variety of options exist, including a loan or a salary supplement.

Employment Agreements It is in the interests of both the community and the chief administrator to have a written summary of the terms and conditions of employment to which both parties have agreed. The stable working situation created by such an agreement helps to attract and keep top-flight administrators in a generally mobile profession. ICMA recommends the use of employment agreements because the detailing of salary, benefits, and other conditions of the administrator’s job puts those items where they belong—in a contract where both parties can know what is expected—and removes them from the daily agenda of the chief administrator and members of the governing body.

While such an agreement usually does not refer to a specific term of employment and permits either the governing body or the chief administrator to terminate for cause or at will, it should include a section providing the administrator with severance pay for a fixed period of time if he or she is terminated. This provides important personal and professional security for local government chief administrators, as they have the rather unique situation of working at the pleasure of the governing body with the possibility of dismissal for any reason at any time.

While not a lengthy legal document, the employment agreement is usually drafted by the local government’s attorney. The new administrator is often given an opportunity to prepare a first draft for consideration. If an employment agreement is not used, a formal letter of understanding, at a minimum, should be prepared.

As a final note on this process, the governing body should be prepared for the possibility that it will be unable to reach agreement on compensation or other matters with the first-choice candidate. In these instances, the governing body typically enters into negotiations with its second-choice candidate. As indicated previously, once an agreement has been finalized, all other candidates should be promptly notified that they were not selected.

10. The Transition Process

After the governing body and new chief administrator have reached agreement on the issues of compensation, starting date, and method and timing of announcing the selection to both the community and the administrator's former local government, the transition process begins.

Announcing the Selection

The announcement of the selection should be well planned and coordinated between the governing body and new chief administrator. Two factors should precede any formal announcement of the appointment:

- The successful candidate has formally accepted the position and the negotiations have been concluded; and
- The successful candidate has been given the opportunity to notify his or her current governing body about the appointment.

This public announcement should be coordinated carefully to recognize the instantaneous nature of electronic communication.

Additional Elements

Additional elements that the governing body may employ to ensure a smooth transition for the new chief administrator are as follows:

- General assistance: For a smooth transition, the local government should offer whatever general assistance the new administrator might need in moving, such as introductions to realtors and bank-

ers and support to the spouse/partner in finding suitable employment.

- Orientation meetings: The governing body should arrange to introduce the new chief administrator to department heads and local government staff. While the new administrator may have met some of these individuals during the interview process, a special meeting or reception can be a pleasant way to turn over responsibility. Similar meetings, briefing sessions, and/or receptions can be arranged to introduce the new administrator and his or her family to community groups, civic leaders, and residents in general.
- Local government work session, orientation, and review of objectives: It is desirable to have an initial work session with the new administrator to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.
- Performance evaluation: Using the position's goals and objectives as a starting point, the governing body and new chief administrator should agree to an annual or semiannual review of the administrator's performance. This established and formal process helps to ensure that communication between the parties is maintained, that progress is monitored, and that goals and objectives are reviewed and refined on a regular basis.

11. Conclusion

Choosing a chief administrator can be the most significant action of the governing body. The chief administrator is a leader, coach, and chief of strategy for the staff team whose job it is to implement a vision, policy, and procedures; accomplish goals; and achieve the desired output of the organization. Similar to a chief executive officer of a Fortune 500 company, the chief administrator is also responsible for serving an elected governing body, managing the financial aspects of the organization, directing the employees, ensuring quality customer service, and implementing legal and ethical standards. Furthermore, unique to public agencies, the chief administrator oversees an organization that is focused on providing a variety of services to the community rather than on making a profit.

In addition to a very diversified portfolio of services that must be provided and interests that must be served fairly, the chief administrator is responsible for an organization that must balance its budget; provide for and encourage public input into decision making; and understand, respect, and appreciate the political environment. In summary, the position of chief administrator requires a variety of skill sets—not every person is capable of performing the role. There-

fore, selecting the right person for the job is critical for the governing body and for the community.

This guidebook addresses a number of factors to consider in recruiting, selecting, negotiating, and hiring a professional local government manager. In doing so, it elaborates on the “best practices” for identifying the appropriate skills and background of a chief administrator, noting that the governing body must identify the qualities, characteristics, experience, and areas of expertise that would be found in the ideal candidate. Throughout the entire process, clear communication to staff, the community, and the media is essential for achieving the governing body’s goals. In the end, the process of recruiting and selecting a chief administrator should be a positive and unifying experience, resulting in the appointment of an individual who represents and embodies the governing body’s vision for the future.

ICMA and its members are resources available for providing guidance and recommendations in the recruitment of a chief administrator. With this document, we hope we have provided a basic understanding of the process involved in selecting a professional local government manager who meets the needs of the community.

ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in June 2018. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in June 2018.

The mission of ICMA is to advance professional local government through leadership, management, innovation, and ethics. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

TENET 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

TENET 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments.

When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

TENET 3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their position and profession, the integrity of their local government, and in their responsibility to uphold the public trust.

Influence. Members should conduct their professional and personal affairs in a manner that demonstrates that they cannot be improperly influenced in the performance of their official duties.

Length of Service. For chief administrative/executive officers appointed by a governing body or elected

official, a minimum of two years is considered necessary to render a professional service to the local government. In limited circumstances, it may be in the best interests of the local government and the member to separate before serving two years. Some examples include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or significant personal issues. It is the responsibility of an applicant for a position to understand conditions of employment, including expectations of service. Not understanding the terms of employment prior to accepting does not justify premature separation. For all members a short tenure should be the exception rather than a recurring experience, and members are expected to honor all conditions of employment with the organization.

Appointment Commitment. Members who accept an appointment to a position should report to that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time. However, once a member has accepted a formal offer of employment, that commitment is considered binding unless the employer makes fundamental changes in the negotiated terms of employment.

Credentials. A member's resume for employment or application for ICMA's Voluntary Credentialing Program shall completely and accurately reflect the member's education, work experience, and personal history. Omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a position should show professional respect for persons formerly holding the position, successors holding the position, or for others who might be applying for the same position. Professional respect does not preclude honest

differences of opinion; it does preclude attacking a person's motives or integrity.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report possible violations to ICMA. In reporting the possible violation, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members shall not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position that has an incumbent who has not announced his or her separation or been officially informed by the appointive entity that his or her services are to be terminated. Members should not initiate contact with representatives of the appointive entity. Members contacted by representatives of the appointive entity body regarding prospective interest in the position should decline to have a conversation until the incumbent's separation from employment is publicly known.

Relationships in the Workplace. Members should not engage in an intimate or romantic relationship with any elected official or board appointee, employee they report to, one they appoint and/or supervise, either directly or indirectly, within the organization.

This guideline does not restrict personal friendships, professional mentoring, or social interactions with employees, elected officials and Board appointees.

TENET 4. Serve the best interests of the people.

GUIDELINE

Impacts of Decisions. Members should inform their governing body of the anticipated effects of a decision on people in their jurisdictions, especially if specific groups may be disproportionately harmed or helped.

Inclusion. To ensure that all the people within their jurisdiction have the ability to actively engage with their local government, members should strive to eliminate barriers to public involvement in decisions, program, and services.

TENET 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

Conflicting Roles. Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

TENET 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

TENET 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINE

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

TENET 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

GUIDELINE

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

TENET 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

TENET 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

TENET 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

TENET 12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

GUIDELINE

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

Investments in Conflict with Official Duties.

Members should refrain from any investment activity which would compromise the impartial and objective performance of their duties. Members should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict of interest, in fact or appearance, with their official duties.

In the case of real estate, the use of confidential information and knowledge to further a member's personal interest is not permitted. Purchases and sales which might be interpreted as speculation for quick profit should be avoided (see the guideline on "Confidential Information"). Because personal investments may appear to influence official actions and decisions, or create the appearance of impropriety, members should disclose or dispose of such investments prior to accepting a position in a local government. Should the conflict of interest arise during employment, the

member should make full disclosure and/or recuse themselves prior to any official action by the governing body that may affect such investments.

This guideline is not intended to prohibit a member from having or acquiring an interest in or deriving a benefit from any investment when the interest or benefit is due to ownership by the member or the member's family of a de minimus percentage of a corporation traded on a recognized stock exchange even though the corporation or its subsidiaries may do business with the local government.

Personal Relationships. In any instance where there is a conflict of interest, appearance of a conflict of interest, or personal financial gain of a member by virtue of a relationship with any individual, spouse/partner, group, agency, vendor or other entity, the member shall disclose the relationship to the organization. For example, if the member has a relative that works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members shall not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has been acquired by them in the course of their official duties.

Information that may be in the public domain or accessible by means of an open records request, is not confidential.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such em-

ployment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, marketing materials, social media, or other documents, whether the member is compensated or not for the member's support. Members may, however, provide verbal professional references as part of the due diligence phase of competitive process or in response to a direct inquiry.

Members may agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

Recommendations for Inclusiveness in Hiring

Local governments are encouraged, whether working with an executive search firm or conducting the search on their own, to recruit a complete and diverse applicant pool from which to select the best candidate. Research demonstrates that unconscious bias is present in candidate screening and recruitment processes¹. Additionally, research has shown that more diverse groups make better decisions than homogeneous groups². This is as important, if not more, at the City Council/Commission level than at the teams and implementation level.

Elected officials or Policy makers set the tone for the whole organization. Strategy, guidance, and culture originate at the top, or need the approval or support of senior leadership to be successful and resilient. Ensuring that top management understands this, and even reflects this diversity in the make-up of senior team structures will lead to better and longer lasting organizational health and productivity.

Accomplishing this can be challenging given our individual or collective unconscious biases, so hiring bodies and recruiters need to be more intentional in unwinding or mitigating those biases to ensure an effective recruitment. There are a variety of ways to begin this and signaling this intent to candidates can also lead to a greater, and stronger, applicant pool. Ideas like blind screening—removing identifiable details from applicant resumes including age, gender, educational institution, year of graduation, and even name is growing in use.

Below are five key recommendations to help your community maximize the talent pool and get the best candidate for your management position from as diverse a pool as possible:

1. Connect with a variety of advertising opportunities to ensure your position is advertised widely, including partner and affinity organizations related to the national or state associations of managers;
2. Collect recruitment demographics on your applicant pool, and analyze to ensure you have a cross-section of experiences and backgrounds included—consider a blind screening process for your initial resume review;
3. Aim for a roster of finalists that includes representation of race, ethnicity, and gender proportionality similar to your community's makeup—if the final roster is not closely aligned with community demographics, review your recruiting process to see where there may be gaps;
4. Develop a list of screening questions that can be applied equitably across all finalists, considering race, ethnicity, and gender (e.g., avoid provocative questions such as, "Does your husband approve of you taking this position, knowing it will take time away from your family?");
5. Ensure that your hiring panel is diverse and includes a variety of backgrounds and perspectives; if your council or commission is lacking in diversity, consider expanding your panel to include community residents, business, and civil society representatives.
6. If hiring an external firm to assist in recruiting, ask for information about their strategy, skills and experience in recruiting a diverse pool.

ICMA is committed to promoting diversity in the local government management profession. Because of changing demographics in world, the current overall demographic profile of the local government management profession does not generally reflect the diversity of many of the communities in which ICMA members serve. Reflecting the communities we serve helps us make better decisions and improves public trust and relationships. Due to the current lack of diversity in the profession, the next generation of public servants may not see local government as an attractive option, making future talent development and recruitment challenging. ICMA is committed to ensuring that local governments are inclusive and mirror the diversity of our communities.

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1. David R. Francis, "Employers' Replies to Racial Names," The National Bureau of Economic Research, 2003: www.nber.org/digest/sep03/w9873.html
 2. Samuel R. Sommers, "On Racial Diversity and Group Decision Making: Identifying Multiple Effects of Racial Composition on Jury Deliberations," Journal of Personality and Social Psychology, 2006: www.apa.org/pubs/journals/releases/psp-904597.pdf

ICMA Guidelines for Compensation

Maintaining public trust and integrity in local government requires both effective governance and management of the organization. The following guidelines are intended to establish a best practice for establishing and negotiating compensation for local government executives and staff and to clarify the roles and responsibilities of the governing body, local government manager, and employee.

The Principles

Compensation and personnel matters should be guided by the core principles of the ICMA Code of Ethics. ICMA affirms that the standard practice for establishing the compensation of local government managers be fair, reasonable, transparent, and based on comparable public salaries nationally and regionally. ICMA members should act with integrity in all personal and professional matters in order to merit the trust of elected officials, the public and employees. Local government managers have an ethical responsibility to be clear about what is being requested and to avoid excessive compensation.

Elected officials perform a critical governance role providing oversight of the management of the organization. To that end, they must be engaged in establishing the process for determining the compensation for all executives appointed by the governing body.

Compensation should be based on the position requirements, the complexity of the job reflected in the composition of the organization and community, the leadership needed, labor market conditions, cost of living in the community, and the organization's ability to pay.

The Process for Negotiating Executive Compensation

To establish fair and reasonable compensation, the governing body operating as a committee of the whole or as a designated evaluation and compensation subcommittee, should design and implement the methodology for setting the compensation of the local government manager and any other appointees of the governing body.

Compensation benchmarks should be established based on comparable local government or public sector agencies.

The governing body should engage experts whether contracted or in house as necessary to provide the information required to establish fair and reasonable compensation levels.

All decisions on compensation and benefits must be made by the entire governing body in a public meeting.

Compensation Guidelines for Local Government Executives

A starting point for the elected officials and local government manager in any salary negotiation should be to

1. Determine the requirements of the job and the experience needed to successfully perform the job duties.
2. Examine market conditions to learn what comparable public sector executives earn. A best practice would be to gather information using pre-determined comparable benchmark local governments or public sector agencies.
3. Understand the services provided by the local government along with the nature of the current issues in the organization and in the community, and then compare these with the individual's expertise and proven ability to resolve those issues.
4. Identify the local government's current financial position, its ability to pay, and the existing policies toward compensation relative to market conditions.
5. Weigh factors such as the individual's credentials, experience and expertise when setting salary.
6. Consider additional compensation in areas where the cost of living is high and the governing body wants the manager to reside within the community. In addition, other unique and special circumstances may be taken into consideration, such as difficult recruitment markets and the particularly challenging needs of the public agency.
7. Seek legal advice as needed and appropriate during periods prior to the beginning of employment when terms and conditions are being negotiated and finalized.

Severance

Severance provisions established in the employment agreement must be both reasonable and affordable so that the cost of the severance is not an impediment to fulfilling the governing body's right to terminate a manager's service, if desired, but is consistent with the role and expectations of the position. The ICMA Model Employment Agreement (see Appendix F) recommends a one year severance but recognizes that the length of service with an organization may justify a higher severance.

Compensation Changes

1. Benefits and salary increases should be reasonably comparable to those that local government executives receive within the designated benchmark or regional market area and generally consistent with other employees.
 2. Merit adjustments or bonuses should be contingent upon performance and the overall financial position of the local government to afford additional compensation payments. Provisions regarding consideration of periodic merit adjustments in salary should be pre-determined.
 3. Local government managers must recognize and effectively manage conflicts of interest inherent in compensation changes. Managers should avoid taking steps regarding pension and other benefits where they will be the sole or primary beneficiary of the change. Examples include:
 - Dramatically increasing salary thereby leading to pension spiking.
 - Recommending or implementing single highest year to determine retirement benefits
 4. An individual should receive a single salary that recognizes all duties and responsibilities assigned rather than different salaries for different assignments.
 5. Local government managers should not put their personal compensation interests before the good of the overall organization and that of the citizens.
2. In the interest of fairness and transparency, there should be full disclosure to the governing body, prior to formal consideration and approval, of the potential cost of any benefit changes negotiated during employment.
 3. When the terms and conditions of employment are being renegotiated with the employer and at the end when the employment is being terminated, ICMA members have a duty to advise the elected officials to seek legal advice.
 4. In the interests of transparency, the salary plan and salary ranges for local government positions, including that of the manager, should be publicly accessible on the agency's website.

General Compensation Guidelines for All Employees

1. Each local government should establish benchmark agencies, which are determined using set criteria such as, but not limited to,
 - Geographic proximity
 - Similarity with regard to the nature of the services provided
 - Similarity in employer size/population size
 - Similarity in the socioeconomic makeup of the population
 - Other similar employers in the immediate area.
2. The local government should develop appropriate compensation levels that are in line with their labor market. Doing so will enable the organization to establish and maintain a reputation as a competitive, fair, and equitable employer as well as a good steward of public funds.
3. When considering any salary or benefit changes, the immediate and anticipated long-term financial resources of the organization always should be taken into account.
4. Appropriate financial practices should be followed to both disclose and properly fund any related future liability to the local government.

Transparency

1. Local government managers should provide their total compensation package to the governing body when requesting compensation changes so that the governing body has a comprehensive view of the compensation package.

Appendix D:

Professional Organizations for Posting and Filling Vacancies

NATIONWIDE:

International City/County Management Association (ICMA)

777 North Capitol Street NE, Suite 500
Washington, DC 20002
Phone: 202-289-4262

JobCenter

Rates/Submissions:
www.icma.org/jobs

Executive Recruitment Firm Listing
www.icma.org/execrecruitment

League of Women in Government (LWG)

1901 E. 4th Street, Ste 100
Santa Ana, CA 92705
1-805-252-6468

Job Posting

Rates/Submissions:
www.leagueofwomeningovernment.org/jobs/

Local Government Hispanic Network (LGHN)

2107 North First Street, Suite 470
San José, CA 95131
408-392-0232

Job Posting

Rates/Submissions:
<https://lghn.org/career-center/>

National Association of Counties (NACo)

25 Massachusetts Avenue NW, Suite 500
Washington, DC 20001
1-888-407-6226

JobsOnline

Rates/Submissions:
www.naco.org/resources/hire-quality-staff

National Association of County Administrators (NACA)

777 North Capitol Street NE, Suite 500
Washington, DC 20002
Email: naca@icma.org

National Forum for Black Public Administrators (NFBPA)

777 North Capitol Street NE, Suite 807
Washington, DC 20002
202-408-9300

Career Center

Rates/Submissions:
<https://careers.nfbpa.org/jobs>

National League of Cities (NLC)

1301 Pennsylvania Avenue NW, Suite 550
Washington, DC 20004
1-877-827-2385

Job Posting

Nation's Cities Weekly Classifieds
<https://jobsonline.nlc.org/>

STATE LOCAL GOVERNMENT MANAGEMENT AND MUNICIPAL ASSOCIATIONS

Many state local government management and municipal associations have job centers or send out job listings to their members.

State Local Government Management Associations

www.icma.org/state-management-associations

State Local Government Management Associations

www.nlc.org/state-municipal-leagues

3 Adapted from the Illinois City/County Management Association's *A Guide to the Recruitment and Selection of a Chief Administrative Officer*.

Appendix E:

Potential Interview Questions³

It is suggested that each member of the governing body ask the same question(s) of each candidate.

Candidate Traits/Experience/Qualifications

1. Provide a brief summary of your education and work experience.
2. Please briefly describe your experience with
 - a. Land use planning
 - b. Economic development/redevelopment
 - c. Tax increment financing
 - d. Business attraction and retention programs
 - e. Beautification programs
 - f. Business assistance programs—e.g., façade improvement, code compliance
 - g. Annexation
 - h. Subdivision policies and regulations, particularly as they relate to storm-water management
 - i. Zoning
 - j. Building code administration
 - k. Municipal facilities expansion—in particular, water and wastewater utility expansions
3. How would you describe your leadership and management styles?

Interaction with Governing Body

1. What do you perceive to be the chief administrator's role in working with the governing body, local government attorney, and clerk?
2. What are your expectations of the governing body in relation to
 - a. Yourself
 - b. Other staff
3. How and when do you communicate with the governing body?

Candidate Thoughts on Role of Administrator

1. In your opinion, what role should the administrator have in the community?
2. Do you believe the administrator should be an active member of a service or fraternal organization? If yes, why?
3. How do you deal with the news media?
4. How do you deal with special-interest or single-interest groups?
5. What is the best way for an administrator to deal with an angry constituent?

Personnel Experience

1. How and when do you delegate responsibility and authority?
2. Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?
3. Have you taken part in mediation, fact finding, or arbitration? Which ones? Please explain your experience in such process(es) including your role/level of involvement and your thoughts regarding the outcomes of these experiences.
4. Have you ever had to discipline, demote, or fire an employee? Please elaborate.
5. How do you educate, encourage, and motivate your staff?
6. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities, and equal opportunity?
7. Have charges of violation of state or federal employment laws or a grievance ever been filed against you or your city? Please explain.
8. What experience have you had in the preparation and implementation of personnel rules, regulations, procedures, and compensation plans? Please describe.

9. What is your experience with employee benefits administration, group health insurance, and risk management?
10. What in your opinion is the most serious issue today in local government personnel management?
11. How and when should private sector resources (e.g., contractors) be used to provide village services?

Financial Management Experience

1. Is there a difference between a financial plan and a budget? If so, please explain how they differ.
2. Are/were you the designated budget officer for your local government? Did you prepare and present the budget to the council, and upon adoption, were you responsible for implementation? Please explain the outcomes of various budget processes and any challenges you encountered through budget development through council adoption.
3. What is your experience with debt financing? Please give an example.
4. Have you secured and administered any type of loans or grants? Please give an example.
5. Describe the most successful capital improvement project you were responsible for and what made it successful?
6. Have you reviewed our annual budget and/or annual report? If yes, what is your impression of our financial condition?
7. What is your opinion of “pay as you go” financing of maintenance and capital projects? Special assessments? Special taxing districts?

8. What type of financial reports do you provide the elected body and with what frequency?
9. Have you read our comprehensive or general plan? What are your impressions or thoughts?

Intergovernmental Relations Experience

1. What experience have you had in dealing with
 - a. Councils of government/intergovernmental agencies?
 - b. County government?
 - c. Other local governments (schools, parks, etc.)?
 - d. State agencies?
 - e. Federal agencies?
 - f. State legislature?
 - g. Congress?
2. Do you feel comfortable “lobbying”?

External Organizational and Professional Association Relations

1. Have you been an active participant in the activities of a statewide municipal league, statewide city or county management association, the International City/County Management Association (ICMA) or other professional organizations devoted to local government? Please give examples of your activities.
2. Are you an ICMA Credentialed Manager? If so, how do you fulfill your annual professional development requirement?

Relations with Applicants—Do's and Don'ts

Do:

- Keep all candidates informed of their status at all times.
- Identify one point of contact through which everything flows, including contacts with candidates, reference checks, etc., in order to ensure that the information, messages, and details are consistent and that the process is fair and equitable.
- Keep all information strictly confidential throughout the entire recruitment and selection process unless state law requires otherwise.
- Create an outreach strategy that will ensure a diverse candidate pool.
- After carefully reviewing all applicant submittals, select a short list of the most promising candidates.
- While maintaining the confidentiality, carefully check educational credentials and references on those candidates judged best qualified.
- Invite those candidates judged best qualified for initial interviews at the local government's expense.
- Send the candidates under consideration an information packet that may include the outreach brochure and copies of your government's budget, charter, annual report, and other pertinent documents; or provide the information on where to find this material on the agency's website.
- Pay expenses of the candidates invited to a second interview (and of their spouses/partners, if applicable).
- Perform detailed background checks on the final candidate(s).
- Visit, if possible, the local governments in which the most promising candidates work.
- Be prepared to enter into a formal written employment agreement with the successful candidate.
- Promptly notify all other candidates once the selection has been made and the position has been accepted. However, it is best to wait until the selected finalist has accepted the position and the agency and candidate have mutually agreed to the provisions of the employment contract.

Don't:

- Let the selection process last too long.
- Expect to get all the necessary information about the candidates from written material.
- Forget that you are seeking overall management ability, not technical competence in one specialized field.
- Forget to consider candidates who are assistant managers as well as current managers
- Overlook the need for candidates to possess municipal administrative experience and the advantages or value of college or university training, post degree training, and continued professional development.
- Release for publication any names or local governments of candidates unless state law requires it.

ICMA Model Employment Agreement

Introduction

This Agreement, made and entered into this [date], by and between the [local government] of [state], [town/city/county] a municipal corporation, (hereinafter called "Employer") and [name], (hereinafter called "Employee") an individual who has the education, training and experience in local government management and who, as a member of ICMA, is subject to the ICMA Code of Ethics, both of whom agree as follows:

Section 1: Term

Recommended

A. This agreement shall remain in full force in effect from [date] until terminated by the Employer or Employee as provided in Section 9, 10 or 11 of this agreement.

Option 2

The term of this agreement shall be for an initial period of [#] years from [date] to [date]. This Agreement shall automatically be renewed on its anniversary date for a [#] year term unless notice that the Agreement shall terminate is given at least [#] months (12 months recommended) before the expiration date. In the event the agreement is not renewed, all compensation, benefits and requirements of the agreement shall remain in effect until the expiration of the term of the Agreement unless Employee voluntarily resigns. In the event that the Employee is terminated, as defined in Section 9 of this agreement, the Employee shall be entitled to all compensation including salary, accrued vacation and sick leave, car allowance paid in lump sum plus continuation of all benefits for the remainder of the term of this agreement.

Section 2: Duties and Authority

Employer agrees to employ [name] as [title] to perform the functions and duties specified in [legal reference] of the [local government] charter and by [legal reference] of the [local government] code and to perform other legally permissible and proper duties and functions.

Section 3: Compensation

Recommended

- A. Base Salary: Employer agrees to pay Employee an annual base salary of [\$ amount], payable in installments at the same time that the other management employees of the Employer are paid.
- B. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.
- C. Consideration shall be given on an annual basis to increase compensation.

Option 1

The Employer agrees to increase the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 12 of this Agreement. Increased compensation can be in the form of a salary increase and/or a bonus.

Option 2

The Employer agrees to increase the compensation by [%] each year.

Option 3

The Employer agrees to increase the compensation each year by the minimum of the average across the board increase granted to other employees of the Employer.

Option 4

The Employer agrees to increase the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 12 of this Agreement in addition to providing a fixed annual increase in the Employee's salary based on an agreed upon economic indicator, such as the Consumer Price Index.

Section 4: Health, Disability and Life Insurance Benefits Recommended

- A. The Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee and his/her dependents equal to that which is provided to all other employees of the [local government] or, in the event no such plan exists, to provide coverage for the Employee and dependents.
- B. The Employer agrees to put into force and to make required premium payments for short term and long term disability coverage for the Employee.
- C. The Employee may elect to submit once per calendar year to a complete physical examination, including a cardio-vascular examination, by a qualified physician selected by the Employee, the cost of which shall be paid by the Employer.
- D. The Employer shall pay the amount of premium due for term life insurance in the amount of three (3) times the Employee's annual base salary, including all increases in the base salary during the life of this agreement. The Employee shall name the beneficiary of the life insurance policy.

Option 1

- A. The Employer agrees to provide for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee and his/her dependents equal to that which is provided to all other employees of the [local government] or, in the event no such plan exists, to provide coverage for the Employee and dependents. Employer shall pay all premiums for the Employee and the Employee's dependents.
- B. The Employer agrees to put into force and to make required premium payments for short term and long term disability coverage for the Employee.
- C. The Employee may elect to submit once per calendar year to a complete physical examination, including a cardio-vascular examination, by a qualified physician selected by the Employee, the cost of which shall be paid by the Employer.
- D. The Employer shall pay the amount of premium due for term life insurance in the amount of three (3) times the Employee's annual base salary, including all increases in the base salary during the life of this agreement. The Employee shall name the beneficiary of the life insurance policy.

Option 2

- 1. The Employer shall provide travel insurance for the Employee while the Employee is traveling on the Employer's business, with the Employee to name beneficiary thereof. Should the Employee die while on travel for the Employer, the Employer shall cover the full cost of retrieving and transporting the Employee's remains back to the custody of the Employee's family.

Section 5: Vacation, Sick, and Military Leave

Recommended

- A. Upon commencing employment, the Employee shall be credited with sick and vacation leave equal to the highest annual accrual provided to all other employees. The Employee shall then accrue sick and vacation leave on an annual basis at the highest rate provided to any other employees.
- B. Upon commencing employment, the Employee shall have access to a bank of 180 sick days to be used in the case of serious medical conditions. This leave can only be used to provide coverage during the waiting period between the onset of illness or disability and the point at which short or long term disability coverage takes effect and may be renewed after each occurrence.
- C. The Employee is entitled to accrue all unused leave, without limit, and in the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued vacation time, all paid holidays, executive leave, and other benefits to date.
- D. The Employee shall be entitled to military reserve leave time pursuant to state law and [local government] policy.

Additional Option

- 1. The Employee shall annually be credited with five (5) days of executive leave.

Section 6: Automobile

The Employee's duties require exclusive and unrestricted use of an automobile to be mutually agreed upon and provided to the Employee at the Employer's cost, subject to approval by Employer which shall not be withheld without good cause. It shall be mutually agreed upon whether the vehicle is purchased by the city, provided under lease to the city or to the Employee, or provided through a monthly allowance.

Option 1 – Monthly Vehicle Allowance

The Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of [dollar amount] per year, payable monthly, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. The monthly allowance shall be increased annually by [% or \$] amount. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. The Employer shall reimburse the Employee at the IRS standard mileage rate for any business use of the vehicle beyond the greater [local government] area. For purposes of this Section, use of the car within the greater [local government] area is defined as travel to locations within a _____ mile (recommended fifty (50) mile) radius of [local government office].

Option 2 – Employer Provided Vehicle

The Employer shall be responsible for paying for liability, property damage, and comprehensive insurance, and for the purchase (or lease), operation, maintenance, repair, and regular replacement of a full-size automobile.

Section 7: Retirement

Recommended

1. The Employer agrees to enroll the Employee into the applicable state or local retirement system and to make all the appropriate contributions on the Employee's behalf, for both the Employer and Employee share required.
2. In addition to the Employer's payment to the state or local retirement system (as applicable) referenced above, Employer agrees to execute all necessary agreements provided by ICMA Retirement Corporation [ICMA-RC] or other Section 457 deferred compensation plan for Employee's [continued] participation in said supplementary retirement plan and, in addition to the base salary paid by the Employer to Employee, Employer agrees to pay an amount equal to [percentage of Employee's base salary, fixed dollar amount of [\$], or maximum dollar amount permissible under Federal and state law into the designated plan on the Employee's behalf, in equal proportionate amount each pay period. The parties shall fully disclose to each other the financial impact of any amendment to the terms of Employ-

ee's retirement benefit.

In lieu of making a contribution to a Section 457 deferred compensation plan, the dollar value of this contribution may be used, at the Employee's option, to purchase previous service from another qualified plan.

Option 1

Recognizing that effective service with the community is based in part on the stability provided through a long-term relationship, the Employer shall provide a retirement annuity, as directed by the Employee, at a rate of [dollar amount], payable at the completion of each quarter of the fiscal year. This annuity serves as a retirement contribution and does not require further action of the Employer.

Option 2

The Employer shall adopt a qualified 401(a) defined contribution plan offered through ICMA Retirement Corporation for the Employee in the form of a money purchase plan to which the Employer shall contribute [%] of salary or [%] of compensation annually.

2A. Option: The Employee shall be required to contribute [%] of base salary or [dollar amount] annually on a pre-tax basis as a condition of participation.

Option 3

The Employer shall adopt a qualified 401(a) profit-sharing plan offered through ICMA Retirement Corporation for the Employee in the form of a money purchase plan to which the Employer shall contribute [%] of all performance bonuses annually.

3A. Option: The Employee shall be required to contribute [%] of base salary or [dollar amount] annually on a pre-tax basis as a condition of participation.

Section 8: General Business Expenses

Recommended

1. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.
2. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official

functions for Employer, including but not limited to the ICMA Annual Conference, the state league of municipalities, and such other national, regional, state, and local governmental groups and committees in which Employee serves as a member.

3. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer.
4. Employer recognizes that certain expenses of a non-personal but job related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses. The finance director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.
5. The Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs or organizations.

Option 1

Technology: The Employer shall provide Employee with a computer, software, fax/modem, cell phone and pager required for the Employee to perform the job and to maintain communication.

Section 9: Termination

Recommended

For the purpose of this agreement, termination shall occur when:

1. The majority of the governing body votes to terminate the Employee at a duly authorized public meeting.
2. If the Employer, citizens or legislature acts to amend any provisions of the [charter, code, enabling legislation] pertaining to the role, powers, duties, authority, responsibilities of the Employee's position that substantially changes the form of government, the Employee shall have the right to declare that such amendments constitute termination.
3. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement

and will be regarded as a termination.

4. If the Employee resigns following an offer to accept resignation, whether formal or informal, by the Employer as representative of the majority of the governing body that the Employee resign, then the Employee may declare a termination as of the date of the suggestion.
5. Breach of contract declared by either party with a 30 day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 20.

Option 1

In the event the Employee is terminated by the Employer during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that Employee is willing and able to perform his duties under this Agreement, then, Employer agrees to pay Severance in accordance with Section 10 plus salary and benefits in accordance with Section 10 for any portion of the six months not worked.

Section 10: Severance

Severance shall be paid to the Employee when employment is terminated as defined in Section 9.

If the Employee is terminated, the Employer shall provide a minimum severance payment equal to one year salary at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee.

The Employee shall also be compensated for all accrued sick leave, vacation time, all paid holidays, and executive leave. The Employer agrees to make a contribution to the Employee's deferred compensation account on the value of this compensation calculated using the rate ordinarily contributed on regular compensation.

For a minimum period of one year following termination, the Employer shall pay the cost to continue the following benefits:

1. Health insurance for the employee and all dependents as provided in Section 4A
2. Life insurance as provided in Section 4D
3. Short-term and long-term disability as provided in Section 4B
4. Car allowance or payment of lease, or provide option to buy city vehicle at depreciated value
5. Out placement services should the employee desire

them in an amount not to exceed [\$10,000 to \$15,000 recommended], and

6. Any other available benefits.

If the Employee is terminated because of a conviction of a felony, then the Employer is not obligated to pay severance under this section.

Section 11: Resignation

In the event that the Employee voluntarily resigns his/her position with the Employer, the Employee shall provide a minimum of 30 days notice unless the parties agree otherwise.

Section 12: Performance Evaluation

Employer shall annually review the performance of the Employee in [month] subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting.

Section 13: Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

Section 14: Outside Activities

The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with his or her responsibilities under this Agreement.

Section 15: Moving and Relocation Expenses

Recommended

Employee agrees to establish residence within the corporate boundaries of the local government, if required,

within [number] months of employment, and thereafter to maintain residence within the corporate boundaries of the local government.

- A. Employer shall pay directly for the expenses of moving Employee and his/her family and personal property from [location name] to [location name]. Said moving expenses include packing, moving, storage costs, unpacking, and insurance charges.
- B. Employer shall reimburse Employee for actual lodging and meal expenses for his/her family in route from [location name] to [location name]. Mileage costs for moving two personal automobiles shall be reimbursed at the current IRS allowable rate of [cents amount] per mile.
- C. Employer shall pay Employee an interim housing supplement of [dollar amount] per month for a period commencing [date], and shall continue for a maximum of [#] months, or until a home is purchased and closed on, within the corporate limits of the [local government name], whichever event occurs first.
- D. Employer shall reimburse Employee for a total of [number] round trip air fares for Employee and his/her family [amount of total tickets] at any time during the first year of service to assist with house hunting and other facets of the transition and relocation process. The Employee and his/her family may utilize and distribute the total [enter number] individual round trip tickets in any combination of individual members making the trips. The Employee shall be reimbursed for actual lodging and meal expenses incurred by Employee or his/her family members on any trips conducted prior to relocation, as detailed herein.
- E. The Employee shall be reimbursed, or Employer may pay directly, for the expenses of packing and moving from temporary housing to permanent housing during the first year of this agreement.
- F. The Employer shall pay the Employee's tax liability on all Employer provided benefits for relocation and housing.

Option 1

The Employer shall pay a lump sum payment of [\$] to the Employee to cover relocation costs.

Section 16: Home Sale and Purchase Expenses

Recommended

- A. Employee shall be reimbursed for the direct costs associated with the sale of Employee's existing personal residence, said reimbursement being limited to real estate agents' fees, and other closing costs that are directly associated with the sale of the house. Said reimbursement should not exceed the sum of [\$].
- B. Employee shall be reimbursed for the costs incidental to buying or building a primary residence within the [local government], including real estate fees, title insurance, and other costs directly associated with the purchase or construction of the house, said reimbursement not to exceed the sum of [\$].

Option 1

Employer shall reimburse Employee for up to three discount points within thirty (30) days following purchase of a home within the corporate limits of [local government name], in an effort to minimize mortgage rate differentials.

Option 2

Employer shall provide Employee with a _____ [fixed-interest, variable-interest, interest-only] loan to purchase a house. The amount of the loan shall not exceed \$ _____. The loan shall be repaid in full to the Employer upon the occurrence of either of the following events: (i) the home, or the Employee's interest in the home, is sold, transferred, or conveyed, or (ii) the Employee's employment with the Employer, for any reason, is terminated. The Employer and Employee shall execute any and all documents necessary to document this transaction. In the case where the value of the home decreases, the Employee shall not be required to repay the loan.

Option 3

Employer agrees to provide the Employee a loan for the purchase of a home in an amount not to exceed [dollar amount]. Employee shall pay Employer a monthly mortgage payment of [dollar amount] for interest, which is equal to the amount currently being paid in principle and interest for the current residence. Employee shall accrue equity at a rate of [%] per month.

Upon termination of employment with the Employer, Employee shall have a maximum of six months to sell the home while continuing to reside

in it under the terms and conditions here. Should the home sell during the time period, Employer shall receive 100% of the proceeds minus the percentage of equity accrued by Employee as described above, and minus the amount of equity originally invested by Employee. Said accrued equity and original equity shall both be payable to Employee upon closing. Said original equity invested shall be calculated as an amount equal to the percentage of original purchase price, represented by the original equity investment by Employee, and adjusted to be the same percentage of equity in the current sale price of the home. All closing costs borne by the seller shall be split between Employer and Employee in a proportion equal to the equity share described above. Should the house fail to sell within the allotted six month time period, Employer has the option of following the previous arrangement to continue in place or to purchase equity, calculated as provided above, plus the original cost of all improvements made to the property.

Section 17: Indemnification

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as [job title] or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise and unless the Employee is a party to the suit which Employee shall have a veto authority over the settlement, settle any claim or suit; unless, said compromise or settlement is of a personal nature to Employee. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

Section 18: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 19: Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the [local government] Charter or any other law.

- A. Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other [appointed officials, appointed employees, department heads or general employees] of the Employer as provided in the Charter, Code, Personnel Rules and Regulations or by practice.

Section 20: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: [Title and address of relevant official (mayor, clerk, etc.)]
- (2) EMPLOYEE: [Name and address for tax purposes of Employee]

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 21: General Provisions

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. This Agreement shall become effective on ____, ____.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

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ABOUT ICMA

ICMA advances professional local government worldwide. Its mission is to create excellence in local governance by developing and advancing professional management of local government. ICMA, the City/County Management Association, provides member support; publications, data, and information; peer and results-oriented assistance; and training and professional development to more than 12,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect 185 million individuals living in thousands of communities, from small villages and towns to large metropolitan areas.



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

777 N. Capitol St NE, Ste. 500, Washington, DC 20002

202.289.4262 | 202.962.3500(f) | icma.org



Attachment 18

From: [CHRIS NADLER](#)
To: [Sarah Reynolds](#)
Cc: [Doug Finch](#); pvars@bmepec.com; [Paul Colucci](#)
Subject: Re: Creekview MUO law Attachment B and updated Phase 2 plans
Date: Thursday, November 2, 2023 1:14:46 PM

Sarah,

Good question. Local Law # 15 of 2017 states the following: *"If, in the opinion of the Town Board, the project changes significantly... these requirements shall be void and all of the bulk and area requirements established herein shall revert back to those set for the CC Community Commercial zoning district in Town Code Chapter 220."*

This does not require an APPROVAL from the Town Board, but the Town Board should have the opportunity to render an opinion IF it thinks the project has changed significantly. I would suggest that the revised site plan and a copy of Local Law # 15 of 2017 be attached to the November Town Board Agenda under Other Business. If any Town Board member thinks the project has changed significantly that board member can make a motion. My assumption is that no such motion will be made based on the changes proposed.

I do not see any reason why the application can't move forward between now and the November 20th Town Board meeting, with the understanding that it is theoretically possible that the Town Board will find that your proposed changes are significant.

Peter/Paul - please submit an overlay showing the changes to the preliminary overall site plan prior to Wednesday, November 8th so that it can be placed on the Town Board's November 20th agenda. I don't see a need for either of you to attend the Town Board meeting, but you are of course welcome to come and observe either in person or online.

Sarah/Doug - can you please see that this is placed on the November Town Board agenda under Other Business. The topic listed should be "Evaluation of Significance of Changes to Creekview Apartments." The attachments should be the overlay that Peter and Paul are going to send you. I expect that no action will be taken, and there should not be a resolution prepared. If the Board does take action it will be by motion, not resolution.

Schedule B of Local Law # 15 of 2017 does NOT need to be changed. It is attached to the Local Law to describe the property and the project, not to limit it or, for example, to require a certain number of apartment buildings.

Please feel free to call with any questions.

Chris
LAW OFFICES OF
CHRISTIAN M. NADLER
9 Mima Circle
Fairport, NY 14450
Phone # 585-315-4767

----- Original Message -----

Subject:RE: Creekview MUO law Attachment B and updated Phase 2 plans

Date:2023-11-02 15:17

From:Sarah Reynolds <sreynolds@townofcanandaigua.org>

To:"cnadler@cnadlerlaw.com" <cnadler@cnadlerlaw.com>

Attached

Sarah Reynolds

Town Planner

Town of Canandaigua

From: CHRIS NADLER <cnadler@cnadlerlaw.com>

Sent: Thursday, November 2, 2023 9:22 AM

To: Sarah Reynolds <sreynolds@townofcanandaigua.org>

Cc: Doug Finch <dfinch@townofcanandaigua.org>

Subject: Re: Creekview MUO law Attachment B and updated Phase 2 plans

Sarah,

Can you please send me the local law when you get a moment.

Chris
LAW OFFICES OF
CHRISTIAN M. NADLER
9 Mima Circle
Fairport, NY 14450
Phone # 585-315-4767

----- Original Message -----

Subject:Creekview MUO law Attachment B and updated Phase 2 plans

Date:2023-10-30 17:01

From:Sarah Reynolds <sreynolds@townofcanandaigua.org>

To: "cnadler@cnadlerlaw.com" <cnadler@cnadlerlaw.com>, Doug Finch
<dfinch@townofcanandaigua.org>

Doug/Chris

The local law language that rezoned the Creekview properties from CC to MUO back in 2017 does not identify the number of units that will be built. However, "Attachment B" of the local law is the front page of the overall site plan – which will be different because their current site plan application is to update Phase 2 from 96 units to 72 units.

So, what is the required process here? The language isn't changing but the attachment will need to be updated. Does this need to go to TB for approval of the updated Attachment B before they get PB approval or after? And is it a public hearing and a LL or just an acknowledgement that the attachment will be updated to show the new plans? Or is there some other process we need to follow?

Please advise.
Thank you.

Sarah Reynolds

Town Planner

Town of Canandaigua

[Website](#) – [Facebook](#)

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Town Hall: 585-394-1120

Direct: 585-337-4731



MEMO

TO: Town of Canandaigua - Town Board

FROM: Gregg Firster and Paul Colucci – DiMarco Group

RE: Reducing the number of apartments from 96 units to 72 at CreekView Apartments Phase II

DATE: November 7, 2023

Please allow the following to represent the specific reasons why the DiMarco Group is seeking to reduce the number of apartments from 96 apartments to 72 apartments of the second phase of CreekView apartments.

Reasons for scaling back apartments:

1. **NYS Homes and Community Renewal (HCR) Limited Funding Thresholds** – HCR has limited annual funding which restricts the amount of units they can fund, so financing smaller projects allows more total projects developed across the state in more regions.
2. **Cost Escalation** – The cost of labor and material has increased driving up the per unit expense, therefore, reducing the project by 24 apartments reduces the Total Development Budget by \$5MM.
3. **Market Study** – The most recent comprehensive market study performed by Newmark Valuation & Advisory dated October 2023 documents that the Primary Market Area (PMA) has 1670 households that would income qualify to live at CreekView Apartments Phase II (CVA II). Therefore, CVA II will only need to capture less than 5% of those households to fully occupy all 72 units. If CVA II had 96 units, the “capture rate” would be over 13% which would be more challenging to lease up and looked less favorable to tax credit investors and HCR.

Baldwin Real Estate Corporation

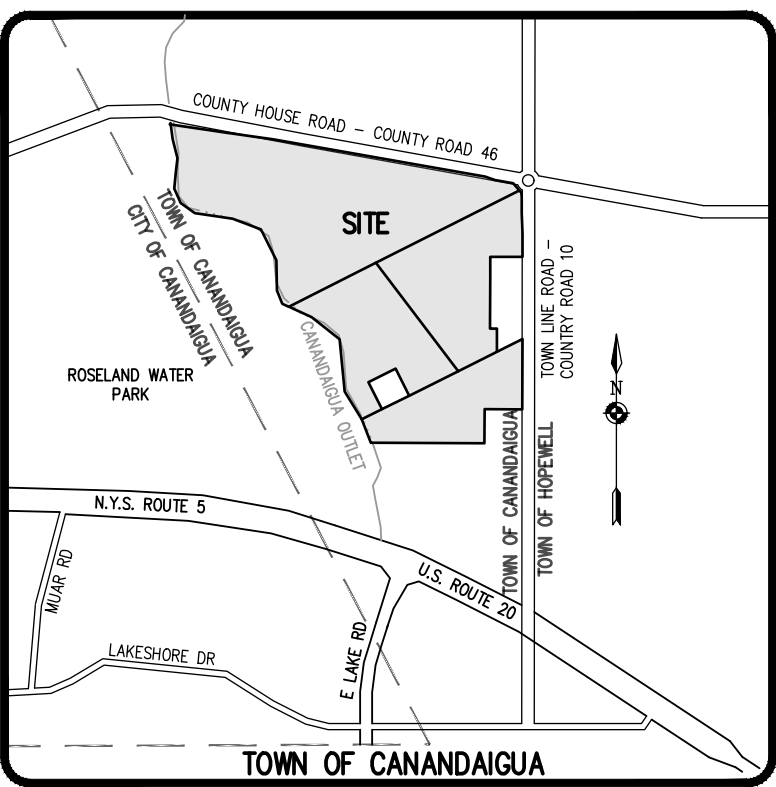
1950 Brighton Henrietta Town Line Road • Suite 200 Rochester, New York 14623-2510

Phone: (585) 292-0480 Fax: (585) 292-1464

A DiMarco Group Company

P:\24908 Drawings\Final\24908 Cover Sheet.dwg

CREEKVIEW PRELIMINARY
CHANGES EXHIBIT
DATE: 11/7/2023



REMOVED BUILDNGS 22, 23, 24
24 UNITS
3 APARTMENT BUILDINGS

APPROVALS

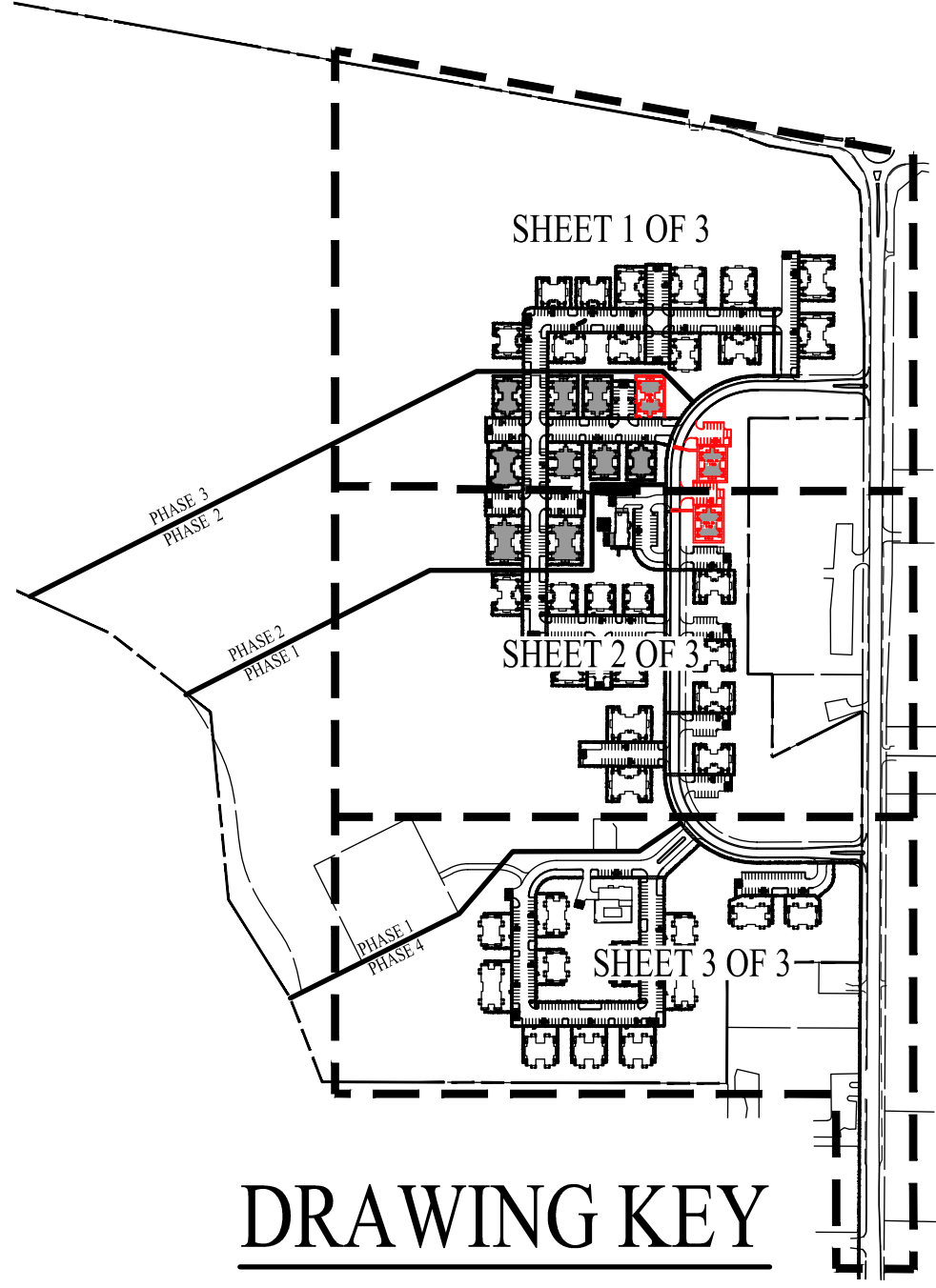
BY: _____ DATE: _____
TOWN ENGINEER
BY: _____ DATE: _____
TOWN OF CANANDAIGUA PLANNING BOARD CHAIRPERSON

AMENDED PRELIMINARY
OVERALL SUBDIVISION PLANS

CREEKVIEW APARTMENTS AT
WOODLAND PARK

DWG. No.	TITLE
2490-01	COVER SHEET
2490-02	EXISTING CONDITIONS
2490-03	LOT LINE ADJUSTMENT PLAT
2490-04	SITE PLAN (SHEET 1 OF 3)
2490-05	SITE PLAN (SHEET 2 OF 3)
2490-06	SITE PLAN (SHEET 3 OF 3)
2490-07	UTILITY PLAN (SHEET 1 OF 3)
2490-08	UTILITY PLAN (SHEET 2 OF 3)
2490-09	UTILITY PLAN (SHEET 3 OF 3)
2490-10	GRADING PLAN (SHEET 1 OF 3)
2490-11	GRADING PLAN (SHEET 2 OF 3)
2490-12	GRADING PLAN (SHEET 3 OF 3)
2490-13	CONSTRUCTION EROSION CONTROL PLAN (SHEET 1 OF 3)
2490-14	CONSTRUCTION EROSION CONTROL PLAN (SHEET 2 OF 3)
2490-15	CONSTRUCTION EROSION CONTROL PLAN (SHEET 3 OF 3)
2490-16	LANDSCAPING PLAN (SHEET 1 OF 4)
2490-17	LANDSCAPING PLAN (SHEET 2 OF 4)
2490-18	LANDSCAPING PLAN (SHEET 3 OF 4)
2490-19	LANDSCAPING PLAN (SHEET 4 OF 4)
2490-20	LIGHTING PLAN (SHEET 1 OF 3)
2490-21	LIGHTING PLAN (SHEET 2 OF 3)
2490-22	LIGHTING PLAN (SHEET 3 OF 3)
2490-23	NOTE SHEET
2490-24	PROFILE SHEET (SHEET 1 OF 2)
2490-25	PROFILE SHEET (SHEET 2 OF 2)
2490-26	DETAIL SHEET (SHEET 1 OF 4)
2490-27	DETAIL SHEET (SHEET 2 OF 4)
2490-28	DETAIL SHEET (SHEET 3 OF 4)
2490-29	DETAIL SHEET (SHEET 4 OF 4)

DRAWING KEY



LOT 3
PROPOSED PHASE 3
96 UNITS
12 APARTMENT BUILDINGS

LOT 2
PROPOSED PHASE 2
72 UNITS
9 APARTMENT BUILDINGS

LOT 1
PROPOSED PHASE 1
96 UNITS
12 APARTMENT BUILDINGS
CLUBHOUSE

LOT 4
PROPOSED PHASE 4
96 MARKET RATE UNITS
12 APARTMENT BUILDINGS
CLUBHOUSE

CREEKVIEW APARTMENTS AT
WOODLAND PARK

AMENDED PRELIMINARY OVERALL SUBDIVISION PLANS
TOWN OF CANANDAIGUA, ONTARIO COUNTY, NEW YORK STATE

PREPARED FOR:
THE DIMARCO GROUP
1950 BRIGHTON HENRIETTA TOWN LINE ROAD
ROCHESTER, NEW YORK 14623

SCALE: 1"=200'

DRAWING NUMBER: 2490-01
DATED: FEBRUARY 2017
LAST REVISED: OCTOBER 2, 2023

BME ASSOCIATES
ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS

10 LIFT BRIDGE LANE EAST
FAIRPORT, NEW YORK 14450
WWW.BMEPC.COM
PHONE 585-377-7360
FAX 585-377-7309

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐ County ☐ City ☒ Town ☐ Village

(Select one.)

of Canandaigua

Local Law No. 15 of the year 2017

A local law To Rezone Parcels TM# 84.00-1-19.000, 84.00-1-20.110, 84.00-1-20.120 and

(Insert Title)

84.00-1-43.100 from Community Commercial (CC) to Mixed Use Overlay (MUO)

By Amending the Official Zoning Map to Reflect These Changes

Be it enacted by the Town Board of the
(Name of Legislative Body)

☐ County ☐ City ☒ Town ☐ Village

(Select one.)

of Canandaigua

as follows:

see Attachment A and Attachment B

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF CANANDAIGUA
LOCAL LAW # 15 OF 2017

ATTACHMENT "A"

Be it enacted by the Town Board of the Town of Canandaigua as follows:

SECTION ONE. Intent. The intent of this Local Law is to re-designate the real property located at the southwest corner of the intersection of County Roads 10 & 46 in the Town of Canandaigua from the CC Community Commercial zoning district to the Mixed Use Overlay zoning district by amending the official zoning map of the Town of Canandaigua.

SECTION TWO. Identification of Property to be Re-Zoned. The property to be re-zoned is located at the southwest corner of the intersection of County Roads 10 & 46 in the Town of Canandaigua, as more specifically shown on the attached plans entitled "Overall Preliminary and Phase 1 Final Plans" prepared by BME Associates, dated February 1, 2017, revised on February 14, 2017, which were received by the Town of Canandaigua Development Office on February 17, 2017. Said plan is attached hereto and made a part herein as Attachment "B". The tax map identification numbers of the parcels to be re-zoned are: 84.00-1-19.000, 84.00-1-20.110, 84.00-1-20.120, and 84.00-1-43.100.

SECTION THREE. Zone District Classification Change from CC Community Commercial to MUO Mixed Use Overlay. The parcels of land described in Section Two shall be, and the same hereby are, transferred from the CC Community Commercial zoning district to the MUO Mixed Use Overlay zoning district as said zoning districts are defined and regulated by Town Code Chapter 220, as amended from time to time, and as specifically amended by this Local Law.

SECTION FOUR. Setback and Area Requirements. Based on the project descriptions, including the Overall Proposed Preliminary and Phase 1 Final Plans referenced in Section Two, above, submitted to the Town of Canandaigua by the applicant as of the date this local law is passed, the Town Board of the Town of Canandaigua hereby establishes the following setback, dimensional, and other area requirements for the land rezoned herein:

A. Setbacks

1. Front: 75' from County Road; 30' from Town Road
2. Side: 20'
3. Rear: 20'
4. Internal Setbacks from roadways, parking, and driveways: 15'

B. Maximum Building height: 35'

C. Minimum Distance Between Buildings: 30'

- D. Maximum Building Coverage: 35%
- E. Maximum Density: 6.0 dwelling units per acre
- F. Required Open Space: minimum 40%
- G. Maximum Lot Coverage: 15%
- H. Minimum Parking Stall Size: 9' x 18'
- I. Minimum Handicap Accessible Parking Stall Size: 9' x 18' with 9' x 18' access
- J. Minimum Parking Spaces Required: 2 spaces per dwelling unit.

The requirements established herein are specific to the project descriptions and plans submitted by the applicant. If, in the opinion of the Town Board, the project changes significantly, or if the applicant fails to receive approvals from the Town of Canandaigua Planning Board, these requirements shall be void and all of the bulk and area requirements established herein shall revert back to those set for the CC Community Commercial zoning district in Town Code Chapter 220.

SECTION FIVE. Amendment of Official Zoning Map of the Town of Canandaigua. The Town Clerk of the Town of Canandaigua is hereby directed to amend the Official Zoning Map of the Town of Canandaigua to reflect the change in zoning district classification accomplished by this Local Law.

SECTION SIX. Authority and Supersession Effect. This Local Law is enacted pursuant to authority conferred by the New York State Municipal Home Rule Law and Town of Canandaigua Town Code § 220-33. To the extent that this Local Law, or the manner of its adoption, is inconsistent with New York State Town Law, the Town Code of the Town of Canandaigua, or any other statute or local law, this Local Law shall prevail.

SECTION SEVEN. Savings Clause. The provisions of this Local Law shall not affect or impair any action done, offense committed, or right accruing, accrued, or acquired, or liability or penalty, forfeiture or punishment incurred prior to the time this Local Law takes effect but the same may be enjoyed, asserted, enforced, prosecuted, or inflicted as fully and to the same extent as if such Local Law had not been enacted.

SECTION EIGHT. Partial Invalidity. If any provision of this Local Law or the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remainder of this Local Law, but shall be confined in its operation to the provision, person, or circumstance directly involved in the controversy in which said judgment shall have been rendered.

SECTION NINE. Effective Date. This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

ATTACHMENT "B"

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 15 of 2017 of the ~~(County)~~(City)(Town)(Village) of Canandaigua was duly passed by the Town Board on July 17 2017, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ and was deemed duly adopted (Elective Chief Executive Officer*) on _____ 2017, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____ 20____. (Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

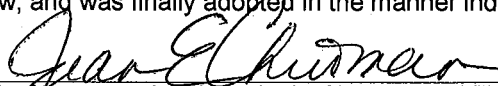
I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph _____ above.



Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: 7/21/2017

(Seal)