

Town of Canandaigua

5440 Route 5 & 20 West
Canandaigua, NY 14424
(585) 394-3300
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Established 1789

March 17, 2020

Town of Canandaigua
Response to COVID-19

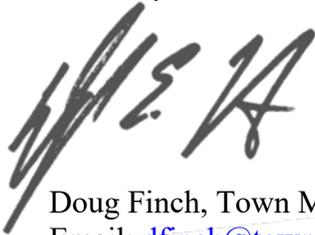
The Town of Canandaigua remains ready and able to respond to needs of our community by taking a number of proactive measures to plan for the ongoing COVID-19 situation. Residents should know that the Town is very capable of responding as needs arrive by taking these proactive measures to ensure the health and safety of our employees.

- The Town Hall is open for business Monday through Friday from 8am – 4pm with a very limited staff for those who have no other option than to come to the building;
- Anyone entering the Town Hall or Highway Building is asked to sign a login including the persons name, address, phone number, and the date of entry for the purposes of knowing who we need to contact if there is an exposure situation;
- The Town's Transfer Station will be open normal hours; however, everyone is asked to please remain in your vehicle. Employees will take your trash out of your vehicle for you. Please respect the recommended six foot distance (social distancing) recommendation for the health of our employees;
- All residents are encouraged to use email with our staff (or phone if needed). Staff is continuously monitoring email and will respond as quickly as possible. All permit applications and forms are available through the Town's website and may be submitted electronically during this time period;
- All in person meetings, committee meetings, and volunteer meetings are being postponed through March 31, 2020;
- Water bills may be mailed to the Town of Canandaigua, and remote water meter readings may be completed by sending a photo of your water meter by text to (585) 474-4258;
- The Town will be providing regular communication through the Town's facebook page, mailchimp (email notifications), and website. To signup for email notifications from the Town of Canandaigua please visit our website townofcanandaigua.org;

- Pursuant with the Governor's Executive Order the Town of Canandaigua has reduced staff by 50%, and essential personnel are reporting only;
- The Town of Canandaigua has acquired additional VPN, and laptops to enable more staff to work remotely from home to keep responding to our residents needs by email;
- The Town and City's Senior Program is cancelled for now indefinitely;
- All departments are able to work remotely to ensure the continued communication and operation of our services to our residents. Email communication is strongly encouraged;
- Highway Department remains operational on a rotating bases to ensure that exposure to one employee does not impact the full workforce enacting a half on / half off rotating bases;
- The Town's Court is closed for 45 days through May 1, 2020;
- Finance operations including annual audit and other normal operations are continuing through mostly remote work;
- Town Park facilities remain open including walking trails; however, please be advised the outdoor playground facilities are not being sanitized;
- Code Enforcement is setup to respond and work remotely directly responding from their homes so as not to expose one another to any potential risks;
- Our fire departments and emergency service responders remain ready, willing and able to respond; however, if you contact them and are exhibiting systems associated with COVID-19 please notify them by phone so that they can be prepared;
- The Town of Canandaigua remains very strong and fully operational. In the coming days I will be reviewing finance projections associated with possible loss of sales tax revenue and make recommendations for a balanced budget amendment, if needed, which takes into account less sales tax revenue than originally projected as a worst case scenario;

As always, if I can be of any assistance please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Finch', is written over a light gray rectangular background.

Doug Finch, Town Manager

Email: dfinch@townofcanandaigua.org