

Canandaigua Town Board
Meeting Agenda for
May 15, 2023
6:00pm – Onnalinda Room

- Call To Order and Pledge of Allegiance
 - Pledge led by Councilperson John Casey
- Roll Call
 - Town Clerk Confirmation meeting was properly advertised
- Circulation of Written Communications and Correspondence
 - None
- Privilege of the Floor
- Priority Business
- Presentations
- Public Hearings

Continued Public Hearings:

- None

New Public Hearings:

- Public Hearing on a Local Law to execute a text code amendment to Town Code Chapter §220-9.1 Short Term Rentals
Pertains to Resolution 2023-138
- Public Hearing on a Local Law to execute a text code amendment to Town Code Chapter §174-19 Subdivision of Land
Pertains to Resolution 2023-139

- Reports of Town Officials and Department Heads – Attachment 1
 - 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/join/92Pbu15q7_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)

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 Oyler

C. Zoning Board of Appeals – Chairperson Sahler

D. Environmental Conservation Board

E. Citizens' Implementation Committee - Chairperson Bonshak

F. Parks & Recreation Committee - Chairperson MacNeil

G. Special Events Committee - Chairperson Fuller

H. Agriculture Committee - Chairperson DiCarlo

I. Cemetery Committee – Chairperson Karen DeMay

J. Project Teams (quarterly only)

- a. Affordable Housing & Transportation Project Team – Chairperson Karen Parkhurst
- b. Conservation Easement Project Team – Chairperson Sarah Reynolds
- c. Local History Project Team
- d. Tree Team – Chairperson Dennis Brewer

➤ Privilege of the Floor

➤ Resolutions and Motions

Continued Resolutions:

None

New Resolutions:

FINANCE

- Resolution No. 2023 – 128: Acceptance of the Monthly Financial Reports
- Resolution No. 2023 – 129: Acknowledgement and Authorization of Budget Transfers by Town Manager
- Resolution No. 2023 – 130: Authorization to Create Project Budgets for Capital Projects H37, H38, AND H39
- Resolution No. 2023 – 131: Acknowledging the Cancellation of Outstanding Checks for Receiver of Taxes
- Resolution No. 2023 – 132: Waiving Water Account Balances
- Resolution No. 2023 – 133: Authorizing Town Manager to Execute Memorandum of Understanding with Joule Assets for Community Choice Aggregation

PLANNING / PUBLIC WORKS

- Resolution No. 2023 – 134: Authorizing Scheduling of Public Hearing to Consider a Revised Cost Estimate for Improvements to the Canandaigua-Farmington Consolidated Water District

- Resolution No. 2023 – 135: Acknowledgement of Town of Farmington Engineering Agreement Amendment for Brickyard Road Water Tank
- Resolution No. 2023 – 136: Amending 284 Agreement for the Expenditure of 2023 Highway Moneys
- Resolution No. 2023 – 137: Acceptance of Unifirst Contract for Highway, Water, & Parks Uniform Services

ORDINANCE

- Resolution No. 2023 – 138: SEQR Determination of Non-Significance and Adoption of a Text Code Amendment to Town Code Chapter 220-9.1 Short Term Rentals
- Resolution No. 2023 – 139: SEQR Determination of Non-Significance and Adoption of a Text Code Amendment to Town Code Chapter 174-19 Subdivision of Land

ECONOMIC DEVELOPMENT / GENERAL

- Resolution No. 2023 – 140: Appointment of Zoning Officer
- Resolution No. 2023 – 141: Appointment of Part Time Clerk to the Town Justice
- Resolution No. 2023 – 142: Appointment of Planning Board Secretary
- Resolution No. 2023 – 143: Appointment of Seasonal Employees
- Resolution No. 2023 – 144: Accepting Proposal from Potter Heating, Cooling, and Plumbing Co. to Install HVAC at Crouch Hall and School House and Authorizing Town Manager to Execute Documents
- Resolution No. 2023 – 145: Authorizing the Purchase of a Sign Topper to be Placed on the Digital Sign
- Resolution No. 2023 – 146: Amendment to Fee Schedule to Include Park Seasonal Sponsorships

RESOLUTION NO. 2023 – 128: 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 1

RESOLUTION NO. 2023 – 129: 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 2

RESOLUTION NO 2023 – 130: AUTHORIZATION TO CREATE PROJECT BUDGETS FOR CAPITAL PROJECTS H37, H38, AND H39

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as ‘Town Board’) created capital projects per Resolution 2022-247 which will span multiple years including H37 Fire Station No 2 Improvements, H38 Complete Streets, and H39 Highway Roadway Improvements; and

WHEREAS, per Resolution 2022-247 the Town Board approved an allocation from general unassigned fund balance in the amount of \$75,000 to H37 Fire Station Improvements for replacement of the generator; and

WHEREAS, per Resolution 2023-125 the Town Board approved an allocation from general unassigned fund balance in the amount of \$500,000 to H38 Complete Streets and \$1,000,000 to H39 Highway Road Improvements; and

NOW THEREFORE BE IT RESOLVED, the Town Board does hereby direct the Town Manager to create the following project budgets for accounting of revenues and expenditures separate from the Town’s annual budget; and

Capital Project No. H37 (Fire Station No. 2 Improvements)

REVENUE:		
HH100.5031.00037	Interfund Transfer	\$ 75,001
EXPENDITURE:		
HH100.1620.200.00037	Capital Building Improv.	\$ 75,001

Capital Project No. H38 (Complete Streets)

REVENUE:		
HH100.5031.00038	Interfund Transfer	\$ 500,001
EXPENDITURE:		
HH100.1440.200.00038	Capital Engineering	\$ 137,500
HH100.5110.200.00038	Capital Highway Improv.	\$ 362,501

Capital Project No. H39 (Highway Roadway Improvements)

REVENUE:

HH100.5031.00039	Interfund Transfer	\$ 1,102,951
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EXPENDITURE:

HH100.1440.200.00039	Capital Engineering	\$ 300,000
HH100.5110.200.00039	Capital Highway Improv.	\$ 802,951

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

RESOLUTION NO. 2023 – 131: ACKNOWLEDGING THE CANCELLATION OF OUTSTANDING CHECKS FOR RECEIVER OF TAXES

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 cancellation of checks which have been outstanding for more than one year from the respective dates thereof; and

WHEREAS, the Town Clerk / Receiver of Taxes and Finance Clerk have identified and detailed checks that have been outstanding for more than one year and have processed the cancellation of these items, crediting the total amount to AA100.1090 (Penalty on Taxes) in the amount of \$13.43; 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/Receiver of Taxes, Town Manager, and Finance Clerk.

Attachment 3

RESOLUTION NO. 2023 – 132: WAIVING WATER ACCOUNT BALANCES

WHEREAS, the Water Superintendent has identified a need to waive the balances on water accounts that have been finalized and have an inactive status due to change in property ownership during 2022; and

WHEREAS, there are 13 finalized and inactive accounts that have an outstanding unpaid balance, as detailed, attached, and cumulatively not exceeding \$484.05; and

WHEREAS, the Water Superintendent is authorized to waive an account balance once per calendar year per account; and

WHEREAS, the Water Superintendent is recommending the Town Board to approve the waiving/balance adjustments of each of these accounts; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby directs the Water Superintendent to waive the unpaid water account balances for the finalized inactive water accounts for 2022; and

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

Attachment 4

RESOLUTION NO. 2023 – 133: AUTHORIZING TOWN MANAGER TO EXECUTE MEMORANDUM OF UNDERSTANDING WITH JOULE ASSETS FOR COMMUNITY CHOICE AGGREGATION

WHEREAS, per Town Board resolution 2022-125 the Town adopted a local law to create a Community Choice Aggregation chapter in town code, enabling the Town to procure energy supply services for eligible customers; and

WHEREAS, per Town Board resolution 2022-200, the Town entered into an agreement with Joule Assets to research and procure bids for alternative energy suppliers for eligible electricity customers in the Town of Canandaigua through the Community Choice Aggregation program; and

WHEREAS, Joule Assets released a request for proposals for the procurement of energy supply for the Town of Canandaigua in combination with several other area municipalities in order to gain competitive bids from energy suppliers; and

WHEREAS, Joule has received indicative pricing in advance of the final due date from three separate energy suppliers and is now awaiting final bids which are expected to be provided on May 19, 2023; and

WHEREAS, in anticipation of the final bids, the Town Board wishes to authorize the Town Manager to execute a conditional Memorandum of Understanding that would specify the Town's default energy product for the energy supply agreement, facilitate the execution of the energy supply agreement on May 19, 2023 when the final bids come in, and approve the template for the opt-out letters that will be sent to all eligible energy customers if the MOU is executed; and

WHEREAS, Joule Assets is recommending the Town Board chose the Blended Electricity Product (50% New York State renewable supply) as the default product due to the value of the indicative pricing received to-date, with the understanding that if a final MOU is executed, that electricity customers will have the ability to change their product choice to one of their own choosing at any time and with no penalty; and

WHEREAS, the Town Board understands that if a final MOU is executed, electricity customers will be able to opt-out of participating in the CCA program (or opt back into the program) at any time and with no penalty; and

NOW THEREFORE BE IT RESOLVED, the Town Board hereby authorizes the Town Manager to execute the Memorandum of Understanding with Joule Assets with a choice of the Blended Electricity Product (50% New York State renewable supply) under "Default Product Option" with the understanding that final authorization will take place on May 19, 2023; and

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

Attachment 5

RESOLUTION NO. 2023 – 134: AUTHORIZING SCHEDULING OF PUBLIC HEARING TO CONSIDER A REVISED COST ESTIMATE FOR IMPROVEMENTS TO THE CANANDAIGUA-FARMINGTON CONSOLIDATED WATER DISTRICT

WHEREAS, the Town Board of the Town of Canandaigua, by Resolution No. 2017-232, previously approved increases and improvements of the facilities of the Canandaigua-Farmington Consolidated Water District, consisting of the replacement of the existing Brickyard Road water storage tank, located on Brickyard Road in the Town of Canandaigua, New York, with an elevated storage tank that includes a mixing system and the construction of a dedicated transmission main and valve vaults that connect the new tank to hydraulic grade Zone 2A (the "Improvements") at a total estimated cost to said District of \$9,036,000; and

WHEREAS, MRB Group, the Town's Engineer, had previously prepared a map, plan and cost estimate, dated July 2016, showing the proposed Improvements; and

WHEREAS, because of increased costs since the Town's original approval and, supported by a revised cost estimate prepared by MRB Group dated December 2021, the Town Board of the Town of Canandaigua, previously approved an increase in the total estimated cost to said District for the Improvements of \$13,000,000; and

WHEREAS, because of inflation of costs since the Town Board approved the project, the previously approved increase of costs for the Improvements of \$13,000,000 is now insufficient to pay for these Improvements; and

WHEREAS, MRB Group has prepared another revised cost estimate, dated May 1, 2023, taking into account the higher, inflationary costs of the Improvements showing the revised estimated costs of the Improvements to now be \$15,000,000; and

WHEREAS, the Town Board of the Town of Canandaigua, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon these same proposed Improvements to the Canandaigua-Farmington Consolidated Water District pursuant to Section 202-b of the New York State Town Law at the revised estimated cost of \$15,000,000.

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing, to be held on June 12, 2023, at 7:00 p.m. at the Canandaigua Town Hall, 5440 Route 5 & 20 West, Canandaigua, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, directed to forward to the official newspaper of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "1", such notice to be published not less than ten nor more than twenty days before the day set herein for the public hearing; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the Notice of Public Hearing on the Town of Canandaigua sign board, not less than ten nor more than twenty days before the day set herein for the public hearing.

RESOLUTION NO. 2023 – 135: ACKNOWLEDGEMENT OF TOWN OF FARMINGTON ENGINEERING AGREEMENT AMENDMENT FOR BRICKYARD ROAD WATER TANK

WHEREAS, The Town Board of the Town of Canandaigua is in receipt of a copy of the Town of Farmington Resolution #179-2023 regarding an agreement for the Brickyard Road Water Tank; and

WHEREAS, the Town of Farmington had approved a proposal for Professional services with Resolution 288-2019 with MRB Group for the Brickyard Road Water Tank and Transmission Main in the amount not to exceed \$764,200 for the design, bidding, construction administration and observation as well as additional services for the project; and

WHEREAS, the EJCDC agreement (between Owner and Engineer for Professional services) that was filled with EFC for this project listed the original amount of \$764,200; and

WHEREAS, MRB provided the Town of Farmington with Exhibit K, an amendment to Owner-Engineer Agreement with an amount of additional services totaling \$52,000: \$24,500 for design and \$27,500 for rebidding; and

WHEREAS, the Town Board of the Town of Farmington approved the Supervisor to sign the Schedule K form as well as the letter from MRB dated December 19, 2022; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby acknowledges the receipt of the Town of Farmington Town Board Resolution #179-2023 and copy of Exhibit K – part of the Agreement between Owner and Engineer for Professional Services Agreement.

Attachment 6

RESOLUTION NO. 2023 – 136: AMENDING 284 AGREEMENT FOR THE EXPENDITURE OF 2023 HIGHWAY MONEYS

WHEREAS, the Canandaigua Town Board and Town Highway Superintendent have approved an agreement for the expenditure of 2023 highway repair and improvement funds pursuant to Section 284 of New York State Highway Law with Resolution 2023-025; and

WHEREAS, the original agreement stated that the amount to be spent on highway repairs and improvements was \$1,651,633.00 and the proposed uses included sidewalks on Canandaigua-Farmington Townline Road, surface treatments and asphalt shoulder repairs on various roads, reconstruction of Silvernail Drive, asphalt overlay on Goff, Seneca Point, and Deuel Roads, stormwater culvert repairs, and concrete repairs; and

WHEREAS, the Highway Superintendent along with Town of Canandaigua Finance Committee, recognized the need for several other highway repairs and improvements totaling \$450,000 to include micro paving and surface treatments to portions of Middle Cheshire Road, asphalt overlay to Monks Road and Nott Road, and chip seal to Short Road and Risser Road; and

WHEREAS, the Highway Superintendent along with Town of Canandaigua Finance Committee, agree to utilize available funds in the Highway Improvements Capital Project H39; and

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby directs the Town Manager and Finance Clerk II to make a budget adjustment increasing the available project budget line HH100.5110.200.00039 by \$450,000; and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby accepts the Amended 2023 284 Agreement for the Expenditure of Highway Moneys and directs the Town Clerk to retain one copy of the executed agreement and to forward a second copy to the Ontario County Highway Superintendent; and

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

Attachment 7

RESOLUTION NO. 2023 – 137: ACCEPTANCE OF UNIFIRST CONTRACT FOR HIGHWAY, WATER, & PARKS UNIFORM SERVICES

WHEREAS, Unifirst provides the highway, water, and parks employees with uniforms and work gear; and

WHEREAS, the annual contract with Unifirst expired for 2022, Unifirst has provided the Highway & Water Superintendent with a new 36-month contract for 2023-26; and

WHEREAS, Unifirst is a Sourcewell vendor, approved under contract 040920-UFC; and

NOW, THEREFORE BE IT RESOLVED, the Town Board authorizes the Highway & Water Superintendent to execute contract documents, accept, and sign the 36-month agreement.

Attachment 8

RESOLUTION NO. 2023 – 138: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT TO TOWN CODE CHAPTER 220-9.1 SHORT TERM RENTALS

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as “Town Board”) is considering the adoption of a Local Law to execute a text code amendment to Town Code Chapter §220-9.1 Short Term Rentals; and

WHEREAS, the Ontario County Planning Board, at their May 10, 2023, meeting reviewed the proposed changes; and

WHEREAS, the Town Board of the Town of Canandaigua held a public hearing(s) on the proposed local law on May 15, 2023; and

WHEREAS, the Town Board determines said proposed action is classified as an Unlisted Action under the SEQR Regulations per §617 of the NYS Department of Environmental Conservation Law; and

WHEREAS, the Town Board of the Town of Canandaigua has given consideration to the criteria for determining significance as set forth in § 617.7(c)(1) of the SEQR Regulations and the information contained in the Short Environmental Assessment Form Part 1; and

WHEREAS, the Town Board of the Town of Canandaigua has completed Part 2 and Part 3 of the Short Environmental Assessment Form; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby designates itself as lead agency for the described 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 Short 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, after due deliberation, finds it in the best interest of the Town of Canandaigua and the community to adopt said Local Law; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua hereby adopts Local Law No. ____ of the Year 2023; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua directs the Town Clerk to include SEQR, findings, and narrative of the Town Board of the Town of Canandaigua as it pertains to this Local Law for filing purposes; and

BE IT FINALLY RESOLVED, the Town Board of the Town of Canandaigua hereby directs the Town Clerk to enter Local Law No. ____ of the Year 2023 in the minutes of this meeting, and in the Local Law Book of the Town of Canandaigua, and to give due notice of the adoption of said Local Law to the Secretary of State of New York.

Attachment 9

RESOLUTION NO. 2023 – 139: SEQR DETERMINATION OF NON-SIGNIFICANCE AND ADOPTION OF A TEXT CODE AMENDMENT TO TOWN CODE CHAPTER 174-19 SUBDIVISION OF LAND

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as “Town Board”) is considering the adoption of a Local Law to execute a text code amendment to Town Code Chapter §174-19 Subdivision of Land; and

WHEREAS, the Ontario County Planning Board, at their May 10, 2023, meeting reviewed the proposed changes and had no comment; and

WHEREAS, the Town Board of the Town of Canandaigua held a public hearing(s) on the proposed local law on May 15, 2023; and

WHEREAS, the Town Board determines said proposed action is classified as an Unlisted Action under the SEQR Regulations per §617 of the NYS Department of Environmental Conservation Law; and

WHEREAS, the Town Board of the Town of Canandaigua has given consideration to the criteria for determining significance as set forth in § 617.7(c)(1) of the SEQR Regulations and the information contained in the Short Environmental Assessment Form Part 1; and

WHEREAS, the Town Board of the Town of Canandaigua has completed Part 2 and Part 3 of the Short Environmental Assessment Form; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby designates itself as lead agency for the described 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 Short 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, after due deliberation, finds it in the best interest of the Town of Canandaigua and the community to adopt said Local Law; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua hereby adopts Local Law No. ____ of the Year 2023; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Canandaigua directs the Town Clerk to include SEQR, findings, and narrative of the Town Board of the Town of Canandaigua as it pertains to this Local Law for filing purposes; and

BE IT FINALLY RESOLVED, the Town Board of the Town of Canandaigua hereby directs the Town Clerk to enter Local Law No. ____ of the Year 2023 in the minutes of this meeting, and in the Local Law Book of the Town of Canandaigua, and to give due notice of the adoption of said Local Law to the Secretary of State of New York.

Attachment 10

RESOLUTION NO. 2023 – 140: APPOINTMENT OF ZONING OFFICER

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as ‘Town Board’) understands that a vacancy exists in the Development Office for a Zoning Officer; and

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

WHEREAS, the position was posted and advertised through Ontario County, LinkedIn; and the Town Website; and

WHEREAS, the Human Resource and Payroll Coordinator received six applications and conducted four interviews with qualified applicants; and

WHEREAS, the Town Manager and the HR and Payroll Coordinator are recommending the hiring of Kristin Smith with a salary of \$50,000 a year paid from budget line AA100.8010.124 with a start date of May 30,2023; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby approves the hiring of Kristin Smith as the Town’s Zoning Officer with a salary of \$50,000 per year from budget line AA100.8010.124; 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 – 141: APPOINTMENT OF PART TIME CLERK TO THE TOWN JUSTICE

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as ‘Town Board’) understands a vacancy exists in the Town Court office of a Part Time Clerk for the Town Justice; and

WHEREAS, Judge Prull and Judge Jones have determined a need to fill the position in order to continue to provide necessary services to the Town; and

WHEREAS, the Human Resources and Payroll Coordinator advertised the position through Ontario County and the Town Website; and

WHEREAS, the Town received fifteen applications for the position; and

WHEREAS, Judge Prull and Judge Jones are recommending the hiring of Katie Reed at a rate of \$20.00/hour to be paid from budget line AA100.1110.140; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby approves the hiring of Katie Reed at an hourly rate of \$20.00 with a start date of May 1, 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, Judge Prull, Judge Jones, and the Human and Resources and Payroll Coordinator.

RESOLUTION NO. 2023 – 142: APPOINTMENT OF PLANNING BOARD SECRETARY

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as ‘Town Board’) understands a vacancy exists in the Development Office for a Planning Board Secretary; and

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

WHEREAS, the position was advertised on the Ontario County Website, Town Website, and Town Newsletter; and

WHEREAS, the HR and Payroll Coordinator received five applications and conducted interviews with three qualified candidates; and

WHEREAS, the Town Manager and the HR and Payroll Coordinator are recommending the hiring of Karine Hatch at a rate of \$16.50 paid from budget line AA100.8020.140; and

NOW THEREFORE BE IT RESOLVED, that the Canandaigua Town Board hereby approves the hiring of Karine Hatch at an hourly rate of \$16.50 with a start date of May 2, 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 – 143: APPOINTMENT OF SEASONAL EMPLOYEES

WHEREAS, the Human Resources and Payroll Coordinator is recommending the appointment of the following individuals for summer staff at our Parks; and

WHEREAS, the proposed hourly rate for each positions is identified in the following table:

Cody Ham	Laborer, Seasonal	\$16.50/hour	AA100.7010.143
Joshua Barnes	Gatehouse Attendant	\$14.50	AA100.7110.142
DJ Spsychalski	Gatehouse Attendant	\$14.50	AA100.7110.142
Lilly Logan	Gatehouse Attendant	\$14.50	AA100.7110.142
Paige Barnes	Gatehouse Attendant	\$14.50	AA100.7110.142
Craig VanDemark	Gatehouse Attendant	\$14.50	AA100.7110.142
Tristen Clark	Ranger	\$15.50	AA100.7110.131
Nicolas Muscato	Ranger	\$15.50	AA100.7110.131

Aleksandar Noveski	Ranger	\$15.50	AA100.7110.131
Gabriel Vit	Ranger	\$15.50	AA100.7110.131
Molly Dutcher	Senior Lifeguard	\$20.00	AA100.7020.141
Ryland Turner	Senior Lifeguard	\$20.00	AA100.7020.141
Carter Waldeis	Senior Lifeguard	\$20.00	AA100.7020.141
Jessica Gable	Lifeguard	\$18.00	AA100.7140.141
Felicia Garnot	Lifeguard	\$18.00	AA100.7140.141
Griffin Garnot	Lifeguard	\$18.00	AA100.7140.141
Allison O'Hanlon	Lifeguard	\$18.00	AA100.7140.141
Lucille Chaneske	Lifeguard	\$18.00	AA100.7140.141
Kyla Bugbee	Lifeguard	\$18.00	AA100.7140.141
Lilly Von Rhedey	Lifeguard	\$18.00	AA100.7140.141
Lily Werges	Lifeguard	\$18.00	AA100.7140.141
Jack Sek	Lifeguard	\$18.00	AA100.7140.141
Kai D'Alessandro	Lifeguard	\$18.00	AA100.7140.141
Jed Smith	Lifeguard	\$18.00	AA100.7140.141
Ryan Principato	Lifeguard	\$18.00	AA100.7140.141
Ryan Spychalski	Lifeguard	\$18.00	AA100.7140.141
Parker Smith	Lifeguard	\$18.00	AA100.7140.141

WHEREAS, these positions are seasonal and are therefore per the employee handbook are not benefit eligible; and

WHEREAS, hiring is contingent upon the Ontario County Department of Human Resources certifying the above individuals meet the required training, certification or experience standards, and the completion of the new hire paperwork prior to the first day of work; and

WHEREAS, the funding for this expense is included in the 2023 Adopted Town Budget; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby approves of the hiring of the seasonal positions noted in the above table at the stated hourly rate and budget lines; 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 – 144: ACCEPTING PROPOSAL FROM POTTER HEATING, COOLING, AND PLUMBING CO. TO INSTALL HVAC AT CROUCH AND SCHOOLHOUSE AND AUTHORIZING TOWN MANAGER TO EXECUTE DOCUMENTS

WHEREAS, the Town of Canandaigua Town Board (herein after referred to as "Town Board") has budgeted for HVAC work in two of our facilities in the 2023 adopted budget line AA100.7110.200 and

wishes to move forward with the plans to install HVAC in both Crouch Hall and at Westlake Schoolhouse; and

WHEREAS, the Town Clerk has released a Request for Proposals that was advertised on NYS Contract Reporter, on the Town's website, MailChimp email program, and the Town Facebook page; and

WHEREAS, the Town Clerk received two bids from contractors and the lowest responsible bidder in accordance with the Town's Best Value Policy was from Potter Heating, Cooling, and Plumbing Co. with the following amounts: \$27,760 for Crouch Hall and \$5,420 for Westlake Schoolhouse for a total of \$33,180; and

NOW THEREFORE, BE IT RESOLVED, the Town Board hereby accepts the proposal for the installation of HVAC from Potter Heating, Cooling, and Plumbing Co. dated March 31, 2023 at a cost not to exceed \$33,180.00 without prior approval from the Town Manager to be paid from budget line AA100.7110.200.00000 and authorizes the Town Manager to execute any and all documents associated with the proposal.

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

Attachment 11

RESOLUTION NO. 2023 – 145: AUTHORIZING THE PURCHASE OF THE DIGITAL SIGN TOPPER

WHEREAS, the Town Board of the Town of Canandaigua (herein after referred to as "Town Board") has approved the purchase of a digital sign for Richard P. Outhouse Memorial Park per Resolution No. 2022-296; and

WHEREAS, after the review of the final topper design for the digital sign the Parks and Recreation Committee has recommended not to go with a light box topper; and

WHEREAS, the Parks and Recreation Committee discussed finding a topper that matches the signs that have been created by SignLanguage, Inc and have been installed throughout the Town in order to create consistency with our signage; and

WHEREAS, the HR and Parks Coordinator reached out to SignLanguage, Inc and Toth's Sports to explore the possibilities of having a topper created by SignLanguage, Inc; and

WHEREAS, Toth Sport's is able to work with SignLanguage, Inc and they created two options for the topper for the digital sign; and

WHEREAS, Option 1 does not include the words "Town of Canandaigua" and has no additional cost from the original quote of \$47,000;

WHEREAS, Option 2 containing the words "Town of Canandaigua" does has an additional cost of \$4,500 dollars; and

WHEREAS, the Parks and Recreation Committee made a motion at the April 24, 2023 Parks and Recreation Committee Meeting to recommend the purchase of Option 2 containing the words “Town of Canandaigua”; and

WHEREAS, the Parks and Recreation Committee feels it is important to have “Town of Canandaigua” included in the signage so the public is able to identify both Richard P. Outhouse Memorial Park and Motion Junction Park as Town parks; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua hereby authorizes the purchase of the digital sign topper, Option 2, created by SignLanguage, Inc through Toth’s Sports for an additional \$4,500.00 and paid from the budget line AA100.7110.200; and

BE IT FURTHER RESOLVED, the Town Manager is hereby authorized to execute the paperwork required to initiate this purchase; and

BE IT FINALLY RESOLVED, the Town Clerk shall provide a copy of this resolution to the Parks and Recreation Committee and the Town Manager.

Attachment 12

RESOLUTION NO. 2023 – 146: AMENDMENT TO FEE SCHEDULE TO INCLUDE PARK SEASONAL SPONSORSHIPS

WHEREAS, the Town Board of the Town of Canandaigua has been requested to make an amendment to the 2023 Fee Schedule by Town Councilperson David Sauter; and

WHEREAS, Councilperson Sauter is recommending an amendment to the fee schedule to include an annual parks seasonal sponsorship for programming; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Canandaigua does hereby direct the Parks and Recreation Committee to propose a procedure for annual parks sponsorship opportunities and a recommended fee for sponsorship opportunities;

BE IT FURTHER RESOLVED, the Town Clerk is directed to provide a copy of this resolution to the Parks and Recreation Committee.

Approval of the following Town Board Meeting Minutes:

April 24, 2023
April 17, 2023

➤ 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 05/01/2023 totaling \$6,836.85
General Fund \$ 5,898.07
Highway Fund \$ 134.18

Water Districts \$ 804.60

Town Board Abstract dated 05/15/2023 totaling \$409,449.61

General Fund \$ 160,171.59

Highway Fund \$ 115,841.72

Capital Projects \$ 83,699.51

Lighting Districts \$ 1,164.75

Water Districts \$ 48,572.04

- Other Business
- Privilege of the Floor
- Executive Session, as requested
 - *Employment History of a particular individuals including the Town Manager and Town Attorney.*
- Adjournment

ATTACHMENT 1

Town Clerk Report for the May 15, 2023, Town Board Meeting

1. **Monthly Financial Report:** Revenues collected in the Town Clerk's office for the month of April 2023 totaled \$174,097.02 (see attached).
2. **2023 Tax Collection:** This tax season went well. The total collected for the 2023 tax season was \$13,845,938.62 (\$13,837,785.06 plus \$8,153.56 interest paid during February and March). The total of the tax warrant was \$14,681,187.95. The 2023 tax season collection percentage was 94.3%. I believe this This is compared to:

2022 Tax Season collection percentage was 99%

2021 Tax Season collection percentage was 98%

2020 Tax Season collection percentage was 98%

2019 Tax Season collection percentage was 98%

2018 Tax Season collection percentage was 98%

2017 Tax Season collection percentage was 98%

The percentage dropped due to a large tax bill (over \$100,00) not paid.

Attached is a Collection Summary Report for the year. The property owners who did not paid their 2023 tax bill in full on / before March 31, must contact the Ontario County Treasurer's office for further payment options.

3. **Team Work:** The last few weeks my office has been assisting the Assessor's office with scheduling informal meetings for Paul Arndt and Michelle Rowlinson. This also included sending residents the three comparables on how their proposed assessment was determined. It was a great team effort between all departments. A huge thank you to my staff (Rebeca Doyle, Crystelyn Laske and Heather Cross) and everyone else who helped set up meetings for the Town residents.
4. **Resolutions:**
 - A. Resolution canceling outstanding checks from 2022 for the Receiver of Taxes

Please let me know if you have any questions.

Submitted by,

Jean Chrisman

Jean Chrisman

Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
A.1255	Officiant License	One-Day Officiant License	1	25.00
		Sub-Total:		\$25.00
A1255	Marriage Lic.	Marriage License Fees	4	70.00
		Sub-Total:		\$70.00
AA100..2001	Cabins / Halls / Pavillions	Onanda Halls/Lodging	19	4,440.00
		Sub-Total:		\$4,440.00
AA100.1255	Conservation	Conservation	7	8.30
	Misc. Fees	Marriage Cert	6	60.00
		Sub-Total:		\$68.30
AA100.1603	Geneology Cert.	Geneology cert	3	66.00
	Misc. Fees	Death Cert	59	590.00
		Sub-Total:		\$656.00
AA100.2001	Blue Heron Pavilion	Blue Heron Pavilion	2	60.00
	BYS Fee	BYS Fee	30	150.00
	Cart Fee	CC Cart Fee	57	2.85
	Credit Card Processing Fee	Credit Card Processing Fee	53	160.20
	Onanda Cabin NON Residential Weekly	Onanda Cabin NON Residential Weekly	2	720.00
	Onanda Park Pavilion	Onanda Park Pavilions	11	935.00
	Outhouse Park Hall Full Day	Outhouse Park Hall Full Day	7	950.00
	Outhouse Park Pavilion	Outhouse Park Pavilion	10	420.00
	Park Rentals	Onanda Cabin Residential Weekly	1	200.00
	Pavilion rental	Pierce Park Pavilions	7	135.00
	Refund Processing Fee	Park Rental Cancelation Processing Fee	1	59.85
	WL Schoolhouse Weekend	WL Schoolhouse Weekend	7	380.00
		Sub-Total:		\$4,172.90
AA100.2110	Plan & Zone	Zoning Fee	9	900.00
	Shrot-Term Rental Registration	Short-Term Rental Registration	1	75.00
		Sub-Total:		\$975.00
AA100.2544	Dog Licensing	Female, Spayed	29	551.00
		Female, Unspayed	4	108.00
		Male, Neutered	24	456.00
		Male, Unneutered	2	54.00
		Replacement Tags	2	6.00
	Late Fees	Late Fees	10	50.00
		Sub-Total:		\$1,225.00
AA100.2590	Building Fee	Building Fee	25	2,556.30
		Sub-Total:		\$2,556.30
AA100.2591	Misc. Fees	Transfer Coupons	1221	2,442.00
		Sub-Total:		\$2,442.00
SW500.2140	Rents Payments	Rents Payments	73	143,414.99

Account#	Account Description	Fee Description	Qty	Local Share
			Sub-Total:	\$143,414.99
SW500.2142	Water Sales	Water Sales	2	110.00
			Sub-Total:	\$110.00
SW500.2144	Service Hookups	Service Hookups	3	12,736.00
			Sub-Total:	\$12,736.00
SW500.2148	Penalty	Penalty	42	902.83
			Sub-Total:	\$902.83
			Total Local Shares Remitted:	\$173,794.32

Amount paid to: NYS Ag. & Markets for spay/neuter program 71.00

Amount paid to: NYS Environmental Conservation 141.70

Amount paid to: State Health Dept. For Marriage Licenses 90.00

Total State, County & Local Revenues: \$174,097.02

Total Non-Local Revenues: \$302.70

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

Rebecca Doyle deputy 5/8/2023
Town Clerk Date

NYS DOH Marriage	Ck # 2634	\$90.00
NYS Ag Markets (dog)	Ck # 2633	\$71.00
NYS DEC (decals)	EFT	\$141.70
Pymt To Town Park & Rec Fees	Ck #	\$0.00
Original Pymt To Town		\$173,794.32
Infintech (Credit Card Charges) March 2023		-\$215.97
Infintech (Cart Fee 5¢/Trans) March 2023		-\$15.40
OC Water Pymt into Gen Fund		-\$117.84
Total W/drawals from TC Ckg Act		-\$349.21
Pymt to Town Receipts	Ck # 2635	\$173,445.11
Total of Checks Written/Transfer:		\$174,097.02

Automatically W/drawn TC Chkg Act (4/5/2023)

Automatically W/drawn TC Chkg Act (4/12/2023)

Analysis of Collections
by transactionDate

5/8/23

Page 1 of 3

<u>Date</u>	<u>Qty</u>	<u>Taxes collected</u>	<u>Interest paid</u>	<u>Penalty paid</u>	<u>Overpayment</u>	<u>Daily total collected</u>	<u>Total overall collections</u>
1/3/23	8	20,304.30	0.00	0.00	0.00	20,304.30	20,304.30
1/4/23	78	167,092.80	0.00	0.00	0.00	167,092.80	187,397.10
1/5/23	74	179,122.80	0.00	0.00	0.00	179,122.80	366,519.90
1/6/23	166	442,711.91	0.00	0.00	0.00	442,711.91	809,231.81
1/9/23	37	76,724.04	0.00	0.00	0.00	76,724.04	885,955.85
1/10/23	140	423,925.41	0.00	0.00	0.00	423,925.41	1,309,881.26
1/11/23	133	349,963.86	0.00	0.00	0.00	349,963.86	1,659,845.12
1/12/23	56	177,225.50	0.00	0.00	0.00	177,225.50	1,837,070.62
1/13/23	317	879,753.75	0.00	0.00	0.00	879,753.75	2,716,824.37
1/16/23	19	49,948.61	0.00	0.00	0.00	49,948.61	2,766,772.98
1/17/23	36	67,514.94	0.00	0.00	0.00	67,514.94	2,834,287.92
1/18/23	2	6,268.28	0.00	0.00	0.00	6,268.28	2,840,556.20
1/19/23	446	1,487,715.42	0.00	0.00	0.00	1,487,715.42	4,328,271.62
1/20/23	126	315,558.21	0.00	0.00	0.00	315,558.21	4,643,829.83
1/21/23	1	1,927.53	0.00	0.00	0.00	1,927.53	4,645,757.36
1/22/23	5	3,982.63	0.00	0.00	0.00	3,982.63	4,649,739.99
1/23/23	157	614,765.34	0.00	0.00	0.00	614,765.34	5,264,505.33
1/24/23	400	1,228,318.73	0.00	0.00	0.00	1,228,318.73	6,492,824.06
1/25/23	805	2,056,317.44	0.00	0.00	0.00	2,056,317.44	8,549,141.50
1/26/23	124	353,072.63	0.00	0.00	0.00	353,072.63	8,902,214.13
1/27/23	286	766,477.79	0.00	0.00	0.00	766,477.79	9,668,691.92
1/28/23	1	1,283.75	0.00	0.00	0.00	1,283.75	9,669,975.67
1/30/23	287	677,383.02	0.00	0.00	0.00	677,383.02	10,347,358.69
1/31/23	527	1,690,839.48	0.00	0.00	0.00	1,690,839.48	12,038,198.17

Analysis of Collections
by transactionDate

5/8/23

Page 2 of 3

<u>Date</u>	<u>Qty</u>	<u>Taxes collected</u>	<u>Interest paid</u>	<u>Penalty paid</u>	<u>Overpayment</u>	<u>Daily total collected</u>	<u>Total overall collections</u>
01.23	4,231	12,038,198.17	0.00	0.00	0.00	12,038,198.17	12,038,198.17
2/1/23	83	288,067.73	0.00	0.00	0.00	288,067.73	12,326,265.90
2/2/23	97	377,606.94	525.87	0.00	0.00	378,132.81	12,704,398.71
2/3/23	68	132,095.89	27.42	0.00	0.00	132,123.31	12,836,522.02
2/6/23	16	44,847.28	145.80	0.00	0.00	44,993.08	12,881,515.10
2/7/23	2	4,060.87	40.61	0.00	0.00	4,101.48	12,885,616.58
2/8/23	6	2,981.81	29.82	0.00	0.00	3,011.63	12,888,628.21
2/9/23	5	8,439.32	84.39	0.00	0.00	8,523.71	12,897,151.92
2/10/23	4	19,530.66	195.31	0.00	0.00	19,725.97	12,916,877.89
2/13/23	9	28,114.97	281.15	0.00	0.00	28,396.12	12,945,274.01
2/14/23	4	19,574.52	195.74	0.00	0.00	19,770.26	12,965,044.27
2/15/23	5	9,377.07	85.81	0.00	0.00	9,462.88	12,974,507.15
2/16/23	13	23,363.82	233.45	0.00	0.00	23,597.27	12,998,104.42
2/17/23	12	12,266.56	122.65	0.00	0.00	12,389.21	13,010,493.63
2/21/23	20	52,664.43	526.66	0.00	0.00	53,191.09	13,063,684.72
2/22/23	6	6,134.80	61.34	0.00	0.00	6,196.14	13,069,880.86
2/23/23	13	37,578.44	375.80	0.00	0.00	37,954.24	13,107,835.10
2/24/23	15	36,206.01	362.06	0.00	0.00	36,568.07	13,144,403.17
2/27/23	31	89,120.35	891.20	0.00	0.00	90,011.55	13,234,414.72
2/28/23	25	52,770.82	527.53	0.00	0.00	53,298.35	13,287,713.07
02.23	434	1,244,802.29	4,712.61	0.00	0.00	1,249,514.90	13,287,713.07
3/1/23	13	31,578.12	345.00	0.00	0.00	31,923.12	13,319,636.19
3/2/23	7	7,901.01	84.98	0.00	0.00	7,985.99	13,327,622.18

Analysis of Collections
by transactionDate

5/8/23

Page 3 of 3

<u>Date</u>	<u>Qty</u>	<u>Taxes collected</u>	<u>Interest paid</u>	<u>Penalty paid</u>	<u>Overpayment</u>	<u>Daily total collected</u>	<u>Total overall collections</u>
3/3/23	6	18,185.86	304.68	0.00	0.00	18,490.54	13,346,112.72
3/6/23	44	372,812.98	224.24	0.00	0.00	373,037.22	13,719,149.94
3/7/23	1	2,159.30	43.19	0.00	0.00	2,202.49	13,721,352.43
3/8/23	5	24,256.20	485.12	0.00	0.00	24,741.32	13,746,093.75
3/9/23	4	3,476.33	69.52	0.00	0.00	3,545.85	13,749,639.60
3/11/23	1	1,564.41	31.29	0.00	0.00	1,595.70	13,751,235.30
3/12/23	1	365.84	7.32	0.00	0.00	373.16	13,751,608.46
3/15/23	22	29,814.63	596.28	0.00	0.00	30,410.91	13,782,019.37
3/17/23	1	228.66	4.57	0.00	0.00	233.23	13,782,252.60
3/20/23	13	46,823.83	936.49	0.00	0.00	47,760.32	13,830,012.92
3/21/23	1	5,470.00	109.40	0.00	0.00	5,579.40	13,835,592.32
3/22/23	1	7,458.39	149.17	0.00	0.00	7,607.56	13,843,199.88
3/24/23	1	254.93	5.10	0.00	0.00	260.03	13,843,459.91
3/27/23	2	1,061.99	17.16	0.00	0.00	1,079.15	13,844,539.06
3/29/23	1	1,372.12	27.44	0.00	0.00	1,399.56	13,845,938.62
03.23	124	554,784.60	3,440.95	0.00	0.00	558,225.55	13,845,938.62
Totals:	4,789	13,837,785.06	8,153.56	0.00	0.00	13,845,938.62	13,845,938.62



Summary Statement

April 30, 2023

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Investor ID: NY-01-1004

0000580-0005125 PDFT 526569

Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS

NYCLASS

Average Monthly Yield: 4.6908%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NY-01-1004-0001	INVESTMENTS	505,138.42	0.00	0.00	1,951.15	7,310.10	506,173.30	507,089.57
NY-01-1004-0002	CONT. TAX RESERVE (AA231)	988,305.02	0.00	0.00	3,817.39	10,835.98	990,329.72	992,122.41
NY-01-1004-0003	OPEN SPACE RESERVE (AA234)	800,420.15	0.00	0.00	3,091.69	11,583.12	802,059.95	803,511.84
NY-01-1004-0004	PARKS FUND (CM100/CR)	334,984.10	0.00	0.00	1,293.89	4,847.68	335,670.37	336,277.99
NY-01-1004-0005	HWY EQUIP RESERVE (DA230)	319,811.64	0.00	0.00	1,235.30	4,628.10	320,466.84	321,046.94
NY-01-1004-0006	HWY IMPROV RESERVE (DA232)	342,055.51	0.00	0.00	1,321.22	4,950.03	342,756.27	343,376.73

Tel: (855) 804-9980

<https://www.newyorkclass.org/>



Summary Statement

April 30, 2023

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Investor ID: NY-01-1004

Town of Canandaigua
5440 Route 5 & 20 West
Canandaigua, NY 14424

NYCLASS - (continued)

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NY-01-1004-0007	HWY SNOW RD REPAIR RESERVE (DA235)	210,614.35	0.00	0.00	813.51	3,047.90	211,045.83	211,427.86
NY-01-1004-0008	REPAIR RESERVE FUND (AA232)	210,341.92	0.00	0.00	812.47	3,043.94	210,772.84	211,154.39
NY-01-1004-0009	TECHNOLOGY RESERVE FUND (AA233)	47,156.31	0.00	0.00	182.12	682.38	47,252.91	47,338.43
NY-01-1004-0010	NYS EMP SYST RESERVE (AA235)	190,679.26	0.00	0.00	736.52	2,759.41	191,069.90	191,415.78
NY-01-1004-0011	BONDED INDEBTEDNESS RESERVE (AA237)	221,025.03	0.00	0.00	853.73	3,198.55	221,477.84	221,878.76
NY-01-1004-0012	SOLID WASTE MGMT RESERVE (AA238)	821,731.65	0.00	0.00	3,174.01	11,891.57	823,415.11	824,905.66
TOTAL		4,992,263.36	0.00	0.00	19,283.00	68,778.76	5,002,490.88	5,011,546.36

INVESTMENTS

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	505,138.42	0.00	0.00	1,951.15	7,310.10	506,173.30	507,089.57

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			505,138.42	
04/30/2023	Income Dividend Reinvestment	1,951.15			
04/30/2023	Ending Balance			507,089.57	

CONT. TAX RESERVE (AA231)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	988,305.02	0.00	0.00	3,817.39	10,835.98	990,329.72	992,122.41

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			988,305.02	
04/30/2023	Income Dividend Reinvestment	3,817.39			
04/30/2023	Ending Balance			992,122.41	

OPEN SPACE RESERVE (AA234)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	800,420.15	0.00	0.00	3,091.69	11,583.12	802,059.95	803,511.84

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			800,420.15	
04/30/2023	Income Dividend Reinvestment	3,091.69			
04/30/2023	Ending Balance			803,511.84	



Account Statement

April 30, 2023

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Account Number: NY-01-1004-0004

PARKS FUND (CM100/CR)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	334,984.10	0.00	0.00	1,293.89	4,847.68	335,670.37	336,277.99

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			334,984.10	
04/30/2023	Income Dividend Reinvestment	1,293.89			
04/30/2023	Ending Balance			336,277.99	



Account Statement

April 30, 2023

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Account Number: NY-01-1004-0005

HWY EQUIP RESERVE (DA230)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	319,811.64	0.00	0.00	1,235.30	4,628.10	320,466.84	321,046.94

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			319,811.64	
04/30/2023	Income Dividend Reinvestment	1,235.30			
04/30/2023	Ending Balance			321,046.94	



Account Statement

April 30, 2023

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Account Number: NY-01-1004-0006

HWY IMPROV RESERVE (DA232)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	342,055.51	0.00	0.00	1,321.22	4,950.03	342,756.27	343,376.73

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			342,055.51	
04/30/2023	Income Dividend Reinvestment	1,321.22			
04/30/2023	Ending Balance			343,376.73	

HWY SNOW RD REPAIR RESERVE (DA235)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	210,614.35	0.00	0.00	813.51	3,047.90	211,045.83	211,427.86

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			210,614.35	
04/30/2023	Income Dividend Reinvestment	813.51			
04/30/2023	Ending Balance			211,427.86	

REPAIR RESERVE FUND (AA232)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	210,341.92	0.00	0.00	812.47	3,043.94	210,772.84	211,154.39

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			210,341.92	
04/30/2023	Income Dividend Reinvestment	812.47			
04/30/2023	Ending Balance			211,154.39	



Account Statement

April 30, 2023

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Account Number: NY-01-1004-0009

TECHNOLOGY RESERVE FUND (AA233)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	47,156.31	0.00	0.00	182.12	682.38	47,252.91	47,338.43

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			47,156.31	
04/30/2023	Income Dividend Reinvestment	182.12			
04/30/2023	Ending Balance			47,338.43	



Account Statement

April 30, 2023

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Account Number: NY-01-1004-0010

NYS EMP SYST RESERVE (AA235)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	190,679.26	0.00	0.00	736.52	2,759.41	191,069.90	191,415.78

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			190,679.26	
04/30/2023	Income Dividend Reinvestment	736.52			
04/30/2023	Ending Balance			191,415.78	

BONDED INDEBTEDNESS RESERVE (AA237)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	221,025.03	0.00	0.00	853.73	3,198.55	221,477.84	221,878.76

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			221,025.03	
04/30/2023	Income Dividend Reinvestment	853.73			
04/30/2023	Ending Balance			221,878.76	

SOLID WASTE MGMT RESERVE (AA238)

Account Summary

Average Monthly Yield: 4.6908%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NYCLASS	821,731.65	0.00	0.00	3,174.01	11,891.57	823,415.11	824,905.66

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2023	Beginning Balance			821,731.65	
04/30/2023	Income Dividend Reinvestment	3,174.01			
04/30/2023	Ending Balance			824,905.66	

NYCLASS

NYCLASS

Date	Dividend Rate	Daily Yield
04/01/2023	0.000000000	4.6404%
04/02/2023	0.000000000	4.6404%
04/03/2023	0.000127630	4.6585%
04/04/2023	0.000127670	4.6600%
04/05/2023	0.000127456	4.6508%
04/06/2023	0.000511788	4.6701%
04/07/2023	0.000000000	4.6701%
04/08/2023	0.000000000	4.6701%
04/09/2023	0.000000000	4.6701%
04/10/2023	0.000128210	4.6797%
04/11/2023	0.000128300	4.6813%
04/12/2023	0.000128271	4.6819%
04/13/2023	0.000128338	4.6814%
04/14/2023	0.000385758	4.6928%
04/15/2023	0.000000000	4.6934%
04/16/2023	0.000000000	4.6934%
04/17/2023	0.000128561	4.6925%
04/18/2023	0.000128507	4.6905%
04/19/2023	0.000128924	4.7058%
04/20/2023	0.000129077	4.7113%
04/21/2023	0.000387600	4.7159%
04/22/2023	0.000000000	4.7158%
04/23/2023	0.000000000	4.7158%
04/24/2023	0.000129186	4.7153%
04/25/2023	0.000129005	4.7087%
04/26/2023	0.000129162	4.7144%
04/27/2023	0.000129314	4.7200%
04/28/2023	0.000388644	4.7285%
04/29/2023	0.000000000	4.7285%
04/30/2023	0.000000000	4.7285%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

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: May 8th, 2023

From: Jessica Mull, Finance Clerk II

Re: April 2023 Revenue/Expense Control Report

BALANCE SHEET

Bank statements have been reconciled through April 30th, 2023.

REVENUES

Receipts recorded for April total \$1,537,893.91 and include the following:

- 1st Qtr sales Tax - \$1,460,792.58
- Town Clerk - \$22,326.05 and \$1,500.00 for parks
- Justice Fees - \$28,001.00
- Development Office - \$17,152.06 applied against accounts receivable
- Refunds and/or Reimbursements - \$7,591.77
- Metal Recycling - \$530.45

EXPENDITURES

We expect the available balance in each fund to be about 66.68% at the end of April.

- General Fund (AA100) – Expenditures to date are \$3,168,393.01 against a budget of \$7,342,273.41 which leaves 56.85% available.
- Highway Fund (DA100) – Expenditures to date are \$1,289,183.53 against a budget of \$4,924,700.42 which leaves 73.82% available.
- Water Fund (SW500) – Expenditures to date are \$245,866.84 against a budget of \$2,000,650.50 which leaves 87.71% available.



Town of Canandaigua , NY

Budget Report-JM

Account Summary

For Fiscal: 2023 Period Ending: 04/30/2023

		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	22,367.96	-3,440.04	13.33 %
AA100.1090.00000	PENALTY ON TAXES	11,000.00	11,000.00	0.00	0.00	-11,000.00	100.00 %
AA100.1120.00000	NON PROPERTY SALES TAX	2,775,000.00	2,775,000.00	1,460,792.58	1,460,792.58	-1,314,207.42	47.36 %
AA100.1170.00000	CABLE TV FRANCHISE FEES	85,000.00	85,000.00	0.00	47,812.08	-37,187.92	43.75 %
AA100.1255.00000	TOWN CLERK FEES	3,000.00	3,000.00	91.50	343.80	-2,656.20	88.54 %
AA100.1603.00000	VITAL STATISTICS FEE	4,070.00	4,070.00	602.00	1,342.00	-2,728.00	67.03 %
AA100.2001.00000	PARK & RECREATION FEES	140,000.00	140,000.00	10,187.36	30,081.46	-109,918.54	78.51 %
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	1,300.00	7,141.67	-37,858.33	84.13 %
AA100.2120.00000	SOIL EROSION CONTROL	6,000.00	6,000.00	150.00	900.00	-5,100.00	85.00 %
AA100.2148.00000	RETURNED CHECK FEE	40.00	40.00	0.00	0.00	-40.00	100.00 %
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	1,117.84	22,117.84	-2,882.16	11.53 %
AA100.2401.00000	INTEREST & EARNINGS	3,500.00	3,500.00	13,584.34	50,333.63	46,833.63	1,438.10 %
AA100.2410.00000	RENTAL OF REAL PROPERTY	16,360.00	16,360.00	900.00	3,600.00	-12,760.00	78.00 %
AA100.2544.00000	DOG LICENSES	30,000.00	30,000.00	2,600.00	6,993.00	-23,007.00	76.69 %
AA100.2590.00000	SITE DEVELOPMENT FEES	75,000.00	75,000.00	4,669.20	17,706.40	-57,293.60	76.39 %
AA100.2591.00000	TRANSFER STATION FEES	25,000.00	25,000.00	885.00	3,569.00	-21,431.00	85.72 %
AA100.2610.00000	FINES & FORFEITED BAIL	105,000.00	105,000.00	14,107.00	51,712.60	-53,287.40	50.75 %
AA100.2651.00000	RECYCLING REVENUE	15,000.00	15,000.00	530.45	2,404.46	-12,595.54	83.97 %
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	0.00	0.00	-1,000.00	100.00 %
AA100.3005.00000	ONTARIO CO MORTGAGE TAX	300,000.00	300,000.00	0.00	0.00	-300,000.00	100.00 %
AA100.3040.00000	NYS AID TAX/ASSESSMENTS	12,000.00	12,000.00	0.00	0.00	-12,000.00	100.00 %
AA100.3092.00000	ST AID.PLANNING STUDIES	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
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	2,769,126.00	-1,495,000.00	-995,000.00	-3,764,126.00	135.93 %
Revenue Total:		5,114,057.00	7,225,256.00	16,517.27	1,319,093.02	-5,906,162.98	81.74 %
Expense							
AA100.1010.110.00000	TOWN BOARD.ELECTED	22,128.00	22,128.00	1,702.16	6,808.64	15,319.36	69.23 %
AA100.1010.400.00000	TOWN BOARD.CONTRACTUAL	2,500.00	2,500.00	0.00	152.68	2,347.32	93.89 %
AA100.1110.110.00000	JUSTICES.ELECTED	55,552.00	55,552.00	4,273.20	17,092.80	38,459.20	69.23 %
AA100.1110.120.00000	JUSTICES.COURT CLERK, FT	60,999.00	60,999.00	4,692.00	18,768.00	42,231.00	69.23 %
AA100.1110.130.00000	JUSTICES.COURT CLERK, PT	1,000.00	1,000.00	43.49	125.64	874.36	87.44 %
AA100.1110.140.00000	JUSTICES.COURT CLERK, PT	29,120.00	29,120.00	0.00	0.00	29,120.00	100.00 %
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	390.22	1,070.89	7,079.11	86.86 %
AA100.1110.401.00000	JUSTICES..CONTR.COURTSECURITY	13,000.00	13,000.00	0.00	0.00	13,000.00	100.00 %
AA100.1220.110.00000	SUPERVISOR.ELECTED	21,861.00	21,861.00	1,681.60	6,726.40	15,134.60	69.23 %
AA100.1220.120.00000	SUPERVISOR.DEPUTY SUPERVISOR	2,000.00	2,000.00	153.84	538.44	1,461.56	73.08 %
AA100.1220.142.00000	SUPERVISOR.CONFIDENTIAL SECRETA...	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.1220.400.00000	SUPERVISOR.CONTRACTUAL	2,500.00	2,660.00	150.00	2,061.50	598.50	22.50 %
AA100.1230.100.00000	TOWN MANAGER.PERSONAL SERVIC...	136,592.00	136,592.00	10,507.06	42,028.24	94,563.76	69.23 %
AA100.1230.120.00000	TOWN MGR.ADMINISTRATIVE AIDE ...	37,856.00	37,856.00	2,340.00	8,775.00	29,081.00	76.82 %
AA100.1230.144.00000	TOWN MGR. CLERK FINANCE P/T	42,500.00	42,500.00	1,654.45	8,166.30	34,333.70	80.79 %
AA100.1230.145.00000	TOWN MGR.FINANCE CLERK F/T	65,000.00	65,000.00	4,000.00	16,000.00	49,000.00	75.38 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.1230.200.00000	TOWN MANAGER.CAPITAL.EQUIPME...	3,800.00	3,800.00	0.00	0.00	3,800.00	100.00 %
AA100.1230.400.00000	TOWN MANAGER.CONTRACTUAL	9,430.00	9,430.00	874.99	1,669.17	7,760.83	82.30 %
AA100.1320.400.00000	AUDITOR.CONTRACTUAL	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
AA100.1340.400.00000	BUDGET.CONTRACTUAL	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
AA100.1345.400.00000	PURCHASING.CONTRACTUAL	750.00	750.00	52.29	313.96	436.04	58.14 %
AA100.1355.120.00000	ASSESSOR.PERSONAL SERVICES	41,200.00	41,200.00	6,159.84	18,658.12	22,541.88	54.71 %
AA100.1355.132.00000	ASSESSOR.REAL PROPERTY AIDE FT	66,418.00	66,418.00	5,360.26	16,320.49	50,097.51	75.43 %
AA100.1355.150.00000	ASSESSOR.BAR REVIEW SALARY	1,975.00	1,975.00	0.00	493.75	1,481.25	75.00 %
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	2,361.07	8,404.16	77,745.84	90.24 %
AA100.1355.420.00000	ASSESSOR.BAR REVIEW CONTRACTU...	700.00	700.00	0.00	0.00	700.00	100.00 %
AA100.1410.110.00000	TOWN CLERK.ELECTED	72,581.00	72,581.00	5,583.14	22,332.56	50,248.44	69.23 %
AA100.1410.131.00000	TOWN CLERK.DEPUTY #1	45,760.00	45,760.00	3,514.50	13,263.25	32,496.75	71.02 %
AA100.1410.141.00000	TOWN CLERK.DEPUTY #2	52,000.00	52,000.00	3,968.75	15,021.88	36,978.12	71.11 %
AA100.1410.142.00000	TOWN CLERK.DEPUTY#3	1.00	45,001.00	3,324.75	4,763.00	40,238.00	89.42 %
AA100.1410.200.00000	TOWN CLERK.CAPITAL.EQUIPMENT	850.00	850.00	0.00	0.00	850.00	100.00 %
AA100.1410.400.00000	TOWN CLERK.CONTRACTUAL	21,600.00	21,600.00	5,988.57	9,955.82	11,644.18	53.91 %
AA100.1420.400.00000	ATTORNEY.CONTRACTUAL	4,750.00	4,750.00	4,245.00	4,245.00	505.00	10.63 %
AA100.1430.132.00000	PERSONNEL.HR AND PAYROLL COORD..	82,042.00	82,042.00	6,310.92	25,243.68	56,798.32	69.23 %
AA100.1430.142.00000	PERSONNEL.CLERK P/T	1.00	1.00	0.00	0.00	1.00	100.00 %
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	405.46	779.89	3,140.11	80.10 %
AA100.1430.420.00000	PERSONNEL.EAP HUMAN RESOURCE	1,386.00	1,403.04	1,403.04	1,403.04	0.00	0.00 %
AA100.1440.400.00000	ENGINEERING.CONTRACTUAL	49,501.00	66,612.87	8,129.25	19,084.51	47,528.36	71.35 %
AA100.1440.406.00000	ENGINEERING. SEWERS	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
AA100.1450.400.00000	ELECTIONS.CONTRACTUAL	10,750.00	10,750.00	0.00	0.00	10,750.00	100.00 %
AA100.1460.200.00000	RECORDS MANAGEMENT.CAPITAL.E...	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
AA100.1460.400.00000	RECORDS MANAGEMENT.CONTRACT...	49,525.00	49,525.00	1,283.83	2,305.32	47,219.68	95.35 %
AA100.1480.100.00000	PUBLICSERVINFO.CONTRACTUAL.PER...	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.1480.400.00000	PUBLICSERVINFO.CONTRACTUAL.CO...	32,250.00	32,250.00	47.00	245.93	32,004.07	99.24 %
AA100.1620.200.00000	BUILDINGS.CAPITAL.EQUIPMENT	85,002.00	89,502.00	0.00	6,720.00	82,782.00	92.49 %
AA100.1620.400.00000	BUILDINGS.CONTRACTUAL	4,000.00	4,000.00	703.75	2,252.49	1,747.51	43.69 %
AA100.1620.403.00000	BUILDINGS..TOWNHALL.CONTR.UTILI...	46,900.00	46,900.00	3,198.77	11,569.04	35,330.96	75.33 %
AA100.1620.404.00000	BUILDINGS..HIGHWAYBLDG.CONTR.U...	106,100.00	106,100.00	8,091.92	29,410.99	76,689.01	72.28 %
AA100.1620.405.00000	BUILDINGS..PARKS.CONTR.UTILITY.G...	37,250.00	37,250.00	1,802.78	10,380.81	26,869.19	72.13 %
AA100.1620.410.00000	BUILDINGS.JANITORIAL	33,500.00	33,500.00	2,191.90	5,771.04	27,728.96	82.77 %
AA100.1670.400.00000	PRINTING & MAILING.CONTRACTUAL	14,500.00	14,500.00	-1,296.30	10,458.18	4,041.82	27.87 %
AA100.1680.100.00000	CENTRAL DATA PROCESSING.PERSON...	1.00	1.00	0.00	0.00	1.00	100.00 %
AA100.1680.200.00000	DATA PROCESSING.CAPITAL.EQUIPM...	66,401.00	70,694.39	11,540.34	20,434.65	50,259.74	71.09 %
AA100.1680.400.00000	DATA PROCESSING.CONTRACTUAL	119,000.00	119,000.00	2,573.79	39,241.84	79,758.16	67.02 %
AA100.1910.400.00000	UNALLOCATED INSURANCE	115,000.00	115,000.00	0.00	17,791.73	97,208.27	84.53 %
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	5,000.00	0.00	0.00 %
AA100.1990.400.00000	CONTINGENCY	125,000.00	124,435.96	0.00	0.00	124,435.96	100.00 %
AA100.3120.400.00000	POLICE.CONTRACTUAL	29,000.00	29,000.00	0.00	0.00	29,000.00	100.00 %
AA100.3189.200.00000	OTHER TRAFFIC SAFETY	15,000.00	50,280.00	9,373.82	9,373.82	40,906.18	81.36 %
AA100.3310.200.00000	TRAFFIC.CAPITAL.EQUIPMENT	55,000.00	55,000.00	0.00	9,000.00	46,000.00	83.64 %
AA100.3310.400.00000	TRAFFIC.CONTRACTUAL	125,000.00	125,000.00	0.00	1,100.00	123,900.00	99.12 %
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	625.00	2,375.00	79.17 %
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	17,272.24	38,862.76	69.23 %
AA100.5010.120.00000	HIGHWAY.DEPUTY	5,150.00	5,150.00	396.14	1,584.56	3,565.44	69.23 %
AA100.5010.130.00000	HIGHWAY.P/T CLERK	12,000.00	12,000.00	202.50	859.50	11,140.50	92.84 %
AA100.5010.131.00000	HIGHWAY.SENIOR CLERK	20,800.00	20,800.00	1,883.75	7,245.38	13,554.62	65.17 %
AA100.5182.400.00000	STREET LIGHTING.CONTRACTUAL	26,000.00	26,000.00	2,885.68	8,800.70	17,199.30	66.15 %
AA100.6410.410.00000	PUBLICITY.CONTRACTUAL	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.6410.420.00000	PUBLICITY.PARK	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.6989.400.00000	ECONOMIC DEVELOPMENT.CONTRA...	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	0.00	17,920.00	100.00 %
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	15,531.86	34,468.14	68.94 %
AA100.7110.130.00000	PARK.LABORER F/T	81,120.00	81,120.00	5,487.50	22,697.00	58,423.00	72.02 %
AA100.7110.131.00000	SEASONAL.ONANDA PERSONAL SERV...	59,700.00	59,700.00	2,880.48	9,959.90	49,740.10	83.32 %
AA100.7110.142.00000	REC.ATTENDANTS GATEHOUSE	15,950.00	15,950.00	0.00	0.00	15,950.00	100.00 %
AA100.7110.143.00000	PARK.LABORERS P/T SEASONAL	43,201.00	43,201.00	0.00	0.00	43,201.00	100.00 %
AA100.7110.200.00000	PARKS.NORMAL.CAP.MAINTENANCE....	410,604.00	518,279.00	0.00	19,920.00	498,359.00	96.16 %
AA100.7110.201.00000	PARKS.PRKFUND.NEWREC.EXP.PARKS...	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	2,435.87	11,293.94	40,147.06	78.04 %
AA100.7110.402.00000	PARKS.LANDSCAPING	9,550.00	9,550.00	0.00	864.96	8,685.04	90.94 %
AA100.7110.404.00000	PARKS AUBURN TRAIL	25,000.00	32,632.15	1,526.55	1,772.25	30,859.90	94.57 %
AA100.7140.141.00000	PLAYGROUND/RECREATION.LIFEGUA...	50,303.00	50,303.00	0.00	0.00	50,303.00	100.00 %
AA100.7140.142.00000	PLAYGROUND/RECREATION.SPECIALI...	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
AA100.7140.200.00000	PLAYGROUND/RECREATION.CAPITAL....	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
AA100.7140.400.00000	PLAYGROUND/RECREATION.CONTRA...	32,850.00	32,850.00	0.00	18,000.00	14,850.00	45.21 %
AA100.7140.405.00000	RECREATION.EVENTS.MOVIE NIGHT	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
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	919.50	2,758.50	75.00 %
AA100.7510.400.00000	HISTORIAN.CONTRACTUAL	1,250.00	1,250.00	0.00	50.00	1,200.00	96.00 %
AA100.7550.400.00000	CELEBRATIONS.CONTRACTUAL	5,500.00	5,500.00	56.51	56.51	5,443.49	98.97 %
AA100.7620.400.00000	ADULT RECREATION.CONTRACTUAL	3,000.00	3,000.00	0.00	400.80	2,599.20	86.64 %
AA100.8010.120.00000	PLANNER.PERSONAL SVCS	66,800.00	66,800.00	5,269.22	20,303.81	46,496.19	69.61 %
AA100.8010.124.00000	ZONING.OFFICER F/T	45,000.00	45,000.00	3,846.16	15,384.64	29,615.36	65.81 %
AA100.8010.141.00000	ZONING.INSPECTOR P/T	10,000.00	10,000.00	675.58	2,334.32	7,665.68	76.66 %
AA100.8010.144.00000	ZONING..CLERK P/T	27,664.00	27,664.00	1,572.25	6,061.00	21,603.00	78.09 %
AA100.8010.200.00000	ZONE.PLANNER.CAPITAL.EQUIPMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
AA100.8010.400.00000	ZONING INSPECTOR.CONTRACTUAL	2,440.00	2,440.00	64.60	910.64	1,529.36	62.68 %
AA100.8010.420.00000	ZONING.PLANNER.CONTRACTUAL	6,020.00	6,020.00	238.06	2,882.57	3,137.43	52.12 %
AA100.8020.120.00000	PLANNING BOARD.PERSONAL SERVIC...	14,735.00	16,299.00	0.00	3,683.75	12,615.25	77.40 %
AA100.8020.140.00000	PB STENOGRAPHER P/T.PERSONAL S...	6,352.00	6,352.00	647.63	1,200.39	5,151.61	81.10 %
AA100.8020.150.00000	ECB.PERSONAL SERVICES	4,326.00	4,326.00	0.00	927.00	3,399.00	78.57 %
AA100.8020.160.00000	PLANNING.SECRETARY STENOGRAPH...	7,400.00	7,400.00	1,192.13	4,776.78	2,623.22	35.45 %
AA100.8020.400.00000	PLANNING BOARD.CONTRACTUAL	23,000.00	23,000.00	407.50	1,260.11	21,739.89	94.52 %
AA100.8020.405.00000	PLANNING.CIC CONTRACTUAL	6,501.00	6,501.00	0.00	0.00	6,501.00	100.00 %
AA100.8020.410.00000	PLANNING.ENGINEERING.CONTRACT...	2,000.00	2,000.00	230.00	625.00	1,375.00	68.75 %
AA100.8020.422.00000	PLANNING.OPEN SPACE & CONSERVA...	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	25,000.00	0.00	0.00	25,000.00	100.00 %
AA100.8020.431.00000	PLANNING.AFFORDABLEHOUSING	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
AA100.8020.450.00000	PLANNING.ECB.CONTRACTUAL	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
AA100.8040.120.00000	ZONING BOARD OF APPEALS.PERSON...	5,865.00	5,865.00	0.00	1,466.25	4,398.75	75.00 %
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 CONTR...	4,000.00	4,000.00	116.29	197.59	3,802.41	95.06 %
AA100.8140.200.00000	STORMSEWERS.CAPITAL.EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
AA100.8140.400.00000	STORMSEWERS.CONTRACTUAL	600.00	600.00	0.00	0.00	600.00	100.00 %
AA100.8160.130.00000	WASTE & RECYCLING MEO.PERSONAL...	60,113.00	60,113.00	5,122.53	19,193.22	40,919.78	68.07 %
AA100.8160.140.00000	WASTE & RECYCLING LABORS PT.PER...	39,140.00	39,140.00	2,752.70	11,605.13	27,534.87	70.35 %
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	2,560.98	13,977.84	101,522.16	87.90 %
AA100.8664.121.00000	CODE ENFORCEMENT	75,000.00	75,000.00	10,961.86	28,269.52	46,730.48	62.31 %
AA100.8664.122.00000	CODE ENFORCEMENT	18,557.00	18,557.00	1,399.33	4,276.04	14,280.96	76.96 %
AA100.8664.124.00000	CODE ENFORCEMENT	68,000.00	68,000.00	5,230.76	20,923.04	47,076.96	69.23 %
AA100.8664.126.00000	CODE ENFORCEMENT	1.00	1.00	0.00	0.00	1.00	100.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
AA100.8664.200.00000	CODE ENFORCEMENT.CAPITAL.EQUI...	31,001.00	31,001.00	0.00	0.00	31,001.00	100.00 %
AA100.8664.400.00000	CODE ENFORCEMENT.CONTRACTUAL	5,360.00	5,360.00	136.38	1,766.18	3,593.82	67.05 %
AA100.8710.400.00000	CONSERVATION.PROGRAM.CONTRA...	21,550.00	21,550.00	0.00	0.00	21,550.00	100.00 %
AA100.8710.401.00000	CONSERVATION.AG COMMITTEE.CO...	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	0.00	5,000.00	8,250.00	62.26 %
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	9,384.56	35,756.32	85,243.68	70.45 %
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	0.00	5,000.00	100.00 %
AA100.9055.800.00000	DISABILITY INSURANCE	700.00	700.00	0.00	0.00	700.00	100.00 %
AA100.9060.810.00000	MEDICAL INSURANCE	171,100.00	171,100.00	12,657.81	66,317.00	104,783.00	61.24 %
AA100.9060.811.00000	DENTAL INSURANCE	12,500.00	12,500.00	1,037.37	5,196.44	7,303.56	58.43 %
AA100.9060.820.00000	HOSPITAL/MEDICAL BUY-OUT	7,000.00	7,000.00	846.12	2,692.20	4,307.80	61.54 %
AA100.9060.830.00000	HSA ACCOUNT	44,400.00	44,400.00	231.38	22,409.65	21,990.35	49.53 %
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	0.00	70,713.00	100.00 %
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 %
AA100.9901.900.00000	TRANSFER TO RESERVE	0.00	500,000.00	0.00	500,000.00	0.00	0.00 %
AA100.9950.900.00000	INTERFUND TRANSFER.CAPITAL PROJ...	22,500.00	1,522,500.00	1,500,000.00	1,500,000.00	22,500.00	1.48 %
	Expense Total:	5,114,057.00	7,342,273.41	1,721,516.49	3,168,393.01	4,173,880.40	56.85 %
	Fund: AA100 - GENERAL FUND Surplus (Deficit):	0.00	-117,017.41	-1,704,999.22	-1,849,299.99	-1,732,282.58	-1,480.36 %
Fund: AA231 - CONTINGENT/TAX RESERVE							
	Revenue						
AA231.2401.00000	INTEREST & EARNINGS.CONT TAX RE...	0.00	0.00	3,817.39	10,835.98	10,835.98	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	3,817.39	510,835.98	510,835.98	0.00 %
	Fund: AA231 - CONTINGENT/TAX RESERVE Total:	0.00	0.00	3,817.39	510,835.98	510,835.98	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE							
	Revenue						
AA232.2401.00000	INTEREST & EARNING.BUILDING REPA...	0.00	0.00	812.47	3,043.94	3,043.94	0.00 %
	Revenue Total:	0.00	0.00	812.47	3,043.94	3,043.94	0.00 %
	Fund: AA232 - CAMPUS REPAIR RESERVE Total:	0.00	0.00	812.47	3,043.94	3,043.94	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE							
	Revenue						
AA233.2401.00000	INTEREST & EARNING.TECHNOLOGY ...	0.00	0.00	182.12	682.38	682.38	0.00 %
	Revenue Total:	0.00	0.00	182.12	682.38	682.38	0.00 %
	Fund: AA233 - TECHNOLOGY RESERVE Total:	0.00	0.00	182.12	682.38	682.38	0.00 %
Fund: AA234 - OPEN SPACE RESERVE							
	Revenue						
AA234.2401.00000	INTEREST & EARNING.OPEN SPACE R...	0.00	0.00	3,204.63	17,925.32	17,925.32	0.00 %
	Revenue Total:	0.00	0.00	3,204.63	17,925.32	17,925.32	0.00 %
	Fund: AA234 - OPEN SPACE RESERVE Total:	0.00	0.00	3,204.63	17,925.32	17,925.32	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE							
	Revenue						
AA235.2401.00000	INTEREST & EARNING.NYS RETIREME...	0.00	0.00	736.52	2,759.41	2,759.41	0.00 %
	Revenue Total:	0.00	0.00	736.52	2,759.41	2,759.41	0.00 %
	Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE Total:	0.00	0.00	736.52	2,759.41	2,759.41	0.00 %

		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 IND...	0.00	0.00	853.73	3,198.55	3,198.55	0.00 %
	Revenue Total:	0.00	0.00	853.73	3,198.55	3,198.55	0.00 %
	Fund: AA237 - BONDED INDEBTEDNESS RESERVE Total:	0.00	0.00	853.73	3,198.55	3,198.55	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE							
Revenue							
AA238.2401.00000	INTEREST & EARNINGS.SOLID WASTE...	0.00	0.00	3,174.01	11,891.57	11,891.57	0.00 %
	Revenue Total:	0.00	0.00	3,174.01	11,891.57	11,891.57	0.00 %
	Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE Total:	0.00	0.00	3,174.01	11,891.57	11,891.57	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND							
Revenue							
CM100.2001.00000	PARK & RECREATION FEES	0.00	0.00	1,500.00	4,500.00	4,500.00	0.00 %
CM100.2401.00000	INTEREST & EARNINGS	0.00	0.00	1,334.84	5,016.24	5,016.24	0.00 %
CM100.2770.00000	MISCELLANEOUS INCOME	0.00	0.00	-3,343.44	0.00	0.00	0.00 %
	Revenue Total:	0.00	0.00	-508.60	9,516.24	9,516.24	0.00 %
	Fund: CM100 - NEW RECREATION REVENUE FUND Total:	0.00	0.00	-508.60	9,516.24	9,516.24	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	0.00	0.00	-2,450,000.00	100.00 %
DA100.2302.00000	SERVICES/OTHER GOVERNMENTS	143,970.00	143,970.00	1,038.21	88,461.21	-55,508.79	38.56 %
DA100.2303.00000	SALE OF FUEL	3,500.00	3,500.00	0.00	1,367.12	-2,132.88	60.94 %
DA100.2401.00000	INTEREST & EARNINGS	1,500.00	1,500.00	2,223.66	11,382.57	9,882.57	758.84 %
DA100.2410.00000	RENTAL OF LABOR/INDIVIDUALS	2,500.00	2,500.00	345.02	5,343.30	2,843.30	213.73 %
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	0.00	-10,000.00	100.00 %
DA100.2680.00000	INSURANCE RECOVERIES	0.00	0.00	4,836.30	4,836.30	4,836.30	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	245,559.71	245,559.71	-613,547.00	71.42 %
	Revenue Total:	4,360,645.00	4,852,204.71	254,002.90	1,329,889.26	-3,522,315.45	72.59 %
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	40,000.00	3,844.00	4,474.00	35,526.00	88.82 %
DA100.5010.400.00000	HWY.ADMIN.CONTRACTUAL	6,741.00	6,741.00	1,317.56	2,729.62	4,011.38	59.51 %
DA100.5110.130.00000	GENERAL REPAIRS.WAGES F/T	635,325.00	635,325.00	77,119.92	77,119.92	558,205.08	87.86 %
DA100.5110.131.00000	GENERAL REPAIRS.VACATIONBUYBACK	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	8,342.95	150,120.92	1,112,412.53	88.11 %
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	691,561.71	245,559.71	248,616.67	442,945.04	64.05 %
DA100.5130.400.00000	MACHINERY.CONTRACTUAL..	225,000.00	193,502.84	7,964.37	46,109.06	147,393.78	76.17 %
DA100.5130.400.00111	MACHINERY.CONTRACTUAL.CAR#111	0.00	105.99	105.99	105.99	0.00	0.00 %
DA100.5130.400.00114	MACHINERY.CONTRACTUAL.CAR#114	0.00	21.00	0.00	21.00	0.00	0.00 %
DA100.5130.400.00201	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	278.78	153.11	278.78	0.00	0.00 %
DA100.5130.400.00203	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	1,901.25	0.00	1,901.25	0.00	0.00 %
DA100.5130.400.00204	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	10,849.37	0.00	10,849.37	0.00	0.00 %
DA100.5130.400.00205	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	9,302.91	2,804.41	9,302.91	0.00	0.00 %
DA100.5130.400.00207	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	259.10	0.00	259.10	0.00	0.00 %
DA100.5130.400.00208	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	2,959.95	0.00	2,959.95	0.00	0.00 %
DA100.5130.400.00215	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	153.63	0.00	153.63	0.00	0.00 %
DA100.5130.400.00236	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	5,234.17	3,728.29	5,234.17	0.00	0.00 %
DA100.5130.400.00237	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	1,541.95	38.94	1,541.95	0.00	0.00 %
DA100.5130.400.00238	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	530.43	0.00	530.43	0.00	0.00 %
DA100.5130.400.00240	MACHINERY.CONTRACTUAL TRUCK #...	0.00	1,985.54	1,656.58	1,985.54	0.00	0.00 %
DA100.5130.400.00241	MACHINERY.CONTRACTUAL.TRUCK #...	0.00	15.99	0.00	15.99	0.00	0.00 %
DA100.5130.400.00248	MACHINERY.CONTRACTUAL.BUCKET ...	0.00	122.98	122.98	122.98	0.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
DA100.5130.400.00249	MACHINERY.CONTRACTUAL.VAC TRU...	0.00	541.40	0.00	541.40	0.00	0.00 %
DA100.5130.400.00363	MACHINERY.CONTRACTUAL.LOADER ...	0.00	15.36	15.36	15.36	0.00	0.00 %
DA100.5130.400.00365	MACHINERY.CONTRACTUAL.EXCAVA...	0.00	394.35	0.00	394.35	0.00	0.00 %
DA100.5130.400.00376	MACHINERY.CONTRACTUAL.WOODC...	0.00	3,270.00	3,270.00	3,270.00	0.00	0.00 %
DA100.5130.400.00501	MACHINERY.CONTRACTUAL.PKTRUCK...	0.00	307.86	124.94	307.86	0.00	0.00 %
DA100.5130.400.00502	MACHINERY.CONTRACTUAL.PARKS T...	0.00	433.00	80.00	433.00	0.00	0.00 %
DA100.5130.400.00503	MACHINERY.CONTRACTUAL.PARK TR...	0.00	21.00	21.00	21.00	0.00	0.00 %
DA100.5130.400.00508	MACHINERY.CONTRACTUAL.PKTRUCK...	0.00	66.08	38.33	66.08	0.00	0.00 %
DA100.5130.400.00999	MACHINERY.CONTRACTUAL.CHESHIR...	0.00	1,152.33	82.54	1,152.33	0.00	0.00 %
DA100.5130.410.00000	MACHINERY.FUEL METERING	210,000.00	210,000.00	14,676.40	57,218.77	152,781.23	72.75 %
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	65,343.18	275,913.89	194,086.11	41.29 %
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	5,753.33	25,120.54	52,129.46	67.48 %
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	0.00	2,500.00	100.00 %
DA100.9060.810.00000	MEDICAL INSURANCE	133,100.00	133,100.00	10,370.63	54,630.91	78,469.09	58.95 %
DA100.9060.811.00000	DENTAL INSURANCE	14,400.00	14,400.00	961.77	5,487.45	8,912.55	61.89 %
DA100.9060.820.00000	HOSPITAL/MEDICAL BUY-OUT	6,000.00	6,000.00	384.60	1,692.24	4,307.76	71.80 %
DA100.9060.830.00000	HSA ACCOUNT	43,700.00	43,700.00	0.00	22,044.55	21,655.45	49.55 %
Expense Total:		4,360,645.00	4,924,700.42	453,880.89	1,289,183.53	3,635,516.89	73.82 %
Fund: DA100 - HIGHWAY Surplus (Deficit):		0.00	-72,495.71	-199,877.99	40,705.73	113,201.44	156.15 %
Fund: DA230 - HWY EQUIPMENT RESERVE							
Revenue							
DA230.2401.00000	INTEREST & EARNING.EQUIPMENT RE...	0.00	0.00	1,235.30	4,628.10	4,628.10	0.00 %
Revenue Total:		0.00	0.00	1,235.30	4,628.10	4,628.10	0.00 %
Fund: DA230 - HWY EQUIPMENT RESERVE Total:		0.00	0.00	1,235.30	4,628.10	4,628.10	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE							
Revenue							
DA232.2401.00000	INTEREST & EARNING.HWY IMPROV...	0.00	0.00	1,321.22	4,950.03	4,950.03	0.00 %
Revenue Total:		0.00	0.00	1,321.22	4,950.03	4,950.03	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE Total:		0.00	0.00	1,321.22	4,950.03	4,950.03	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE							
Revenue							
DA235.2401.00000	INTEREST & EARNING.SNOW&ICE RE...	0.00	0.00	813.51	3,047.90	3,047.90	0.00 %
Revenue Total:		0.00	0.00	813.51	3,047.90	3,047.90	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE Total:		0.00	0.00	813.51	3,047.90	3,047.90	0.00 %
Fund: HH100 - CAPITAL PROJECTS							
Revenue							
HH100.2401.00018	INTEREST & EARNINGS.SUCKERBROOK	0.00	0.00	57.70	330.95	330.95	0.00 %
HH100.2401.00031	INTEREST & EARNINGS.HISTORICAL S...	0.00	0.00	4.72	21.06	21.06	0.00 %
HH100.2401.00032	INTEREST & EARNINGS.LGRMIF	0.00	0.00	3.90	17.77	17.77	0.00 %
HH100.2401.00033	INTEREST & EARNINGS.ARP FUNDS	0.00	0.00	0.00	3,600.75	3,600.75	0.00 %
HH100.2401.00034	INTEREST & EARNINGS.GATEWAY SI...	0.00	0.00	4.55	14.46	14.46	0.00 %
HH100.2401.00035	INTEREST & EARNINGS.UPTOWN INF...	0.00	0.00	26.12	149.82	149.82	0.00 %
HH100.2401.00036	INTEREST & EARNINGS.OUTHUSE W...	0.00	0.00	16.09	52.51	52.51	0.00 %
HH100.2401.00037	INTEREST & EARNINGS.FIRE STATION ...	0.00	0.00	0.00	93.14	93.14	0.00 %
HH100.2401.00039	INTEREST & EARNINGS.HWY ROADW...	0.00	0.00	0.00	127.77	127.77	0.00 %
HH100.5031.00038	INTERFUND TRANSFER.COMPLETE ST...	0.00	0.00	500,000.00	500,000.00	500,000.00	0.00 %
HH100.5031.00039	INTERFUND TRANSFER.HWY ROADW...	0.00	0.00	1,000,000.00	1,000,000.00	1,000,000.00	0.00 %
Revenue Total:		0.00	0.00	1,500,113.08	1,504,408.23	1,504,408.23	0.00 %
Expense							
HH100.1440.200.00033	ENGINEERING.ARP FUNDS	0.00	0.00	0.00	9,850.00	-9,850.00	0.00 %
HH100.1440.200.00039	ENGINEERING.CAPITAL.HWY ROADW...	0.00	0.00	14,200.00	32,640.00	-32,640.00	0.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
HH100.1440.202.00036	ENGINEERING.OUTHUSE WEST.PHA...	0.00	0.00	0.00	4,235.00	-4,235.00	0.00 %
HH100.1440.205.00033	ENGINEERING.CAPITAL.ARP.ONANDA	0.00	0.00	10,703.93	19,733.30	-19,733.30	0.00 %
HH100.1440.210.00033	ENGINEERING.CAPITAL.ARP.SENeca ...	0.00	0.00	0.00	17,750.00	-17,750.00	0.00 %
HH100.1620.200.00037	BUILDINGS.CAPITAL.FIRE STATION 2 ...	0.00	0.00	4,181.96	4,181.96	-4,181.96	0.00 %
HH100.3310.200.00034	TRAFFIC.CAPITAL.GATEWAY SIGNS	0.00	0.00	7,675.00	7,675.00	-7,675.00	0.00 %
	Expense Total:	0.00	0.00	36,760.89	96,065.26	-96,065.26	0.00 %
	Fund: HH100 - CAPITAL PROJECTS Surplus (Deficit):	0.00	0.00	1,463,352.19	1,408,342.97	1,408,342.97	0.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT							
Revenue							
SD600.1030.00000	SPECIAL ASSESSMENT.RT 332 DRAIN...	9,984.00	9,984.00	0.00	9,984.00	0.00	0.00 %
SD600.2401.00000	INTEREST & EARNINGS.RT 332 DRAIN...	90.00	90.00	28.53	174.22	84.22	193.58 %
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	28.53	10,158.22	-4,915.78	32.61 %
Expense							
SD600.8520.400.00000	MAINTENANCE..RT 332 DRAINAGE DI...	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	28.53	5,204.32	5,204.32	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT							
Revenue							
SD605.1030.00000	SPECIAL ASSESSMENT.LAKEWOOD M...	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	5.64	34.75	16.75	193.06 %
	Revenue Total:	1,950.00	1,950.00	5.64	1,966.75	16.75	0.86 %
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 (De...	0.00	0.00	5.64	1,966.75	1,966.75	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT							
Revenue							
SD610.2401.00000	INTEREST & EARNINGS.ASHTON DRAI...	8.00	8.00	3.84	22.02	14.02	275.25 %
	Revenue Total:	8.00	8.00	3.84	22.02	14.02	175.25 %
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	3.84	22.02	22.02	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT							
Revenue							
SD615.2401.00000	INTEREST & EARNINGS.FOX RIDGE D...	22.00	22.00	9.03	51.80	29.80	235.45 %
	Revenue Total:	22.00	22.00	9.03	51.80	29.80	135.45 %
Expense							
SD615.8520.400.00000	MAINTENANCE..FOX RIDGE DRAINAG...	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	9.03	51.80	51.80	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT							
Revenue							
SD620.2401.00000	INTEREST & EARNINGS.LANDINGS DR...	5.00	5.00	2.01	11.53	6.53	230.60 %
	Revenue Total:	5.00	5.00	2.01	11.53	6.53	130.60 %
Expense							
SD620.8520.400.00000	MAINTENANCE..LANDINGS DRAINAGE...	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	2.01	11.53	11.53	0.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT							
Revenue							
SD625.2401.00000	INTEREST & EARNINGS.OLD BROOKSI...	8.00	8.00	3.61	20.73	12.73	259.13 %
	Revenue Total:	8.00	8.00	3.61	20.73	12.73	159.13 %
Expense							
SD625.8520.400.00000	MAINTENANCE..OLD BROOKSIDE DRA...	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	3.61	20.73	20.73	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT							
Revenue							
SD630.2401.00000	INTEREST & EARNINGS.LAKESIDE EST...	5.00	5.00	2.50	14.32	9.32	286.40 %
	Revenue Total:	5.00	5.00	2.50	14.32	9.32	186.40 %
Expense							
SD630.8520.400.00000	MAINTENANCE..LAKESIDE ESTATES D...	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	2.50	14.32	14.32	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT							
Revenue							
SD635.1030.00000	SPECIAL ASSESSMENT.WATERFORD P...	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	3.51	22.15	17.15	443.00 %
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	3.51	1,632.15	-6,872.85	80.81 %
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	3.51	1,632.15	1,632.15	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT							
Revenue							
SD640.2401.00000	INTEREST & EARNINGS.STABLEGATE ...	8.00	8.00	4.75	27.27	19.27	340.88 %
	Revenue Total:	8.00	8.00	4.75	27.27	19.27	240.88 %
Expense							
SD640.8520.400.00000	MAINTENANCE..STABLEGATE DRAIN...	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	4.75	27.27	27.27	0.00 %
Fund: SF450 - FIRE PROTECTION							
Revenue							
SF450.1001.00000	REAL PROPERTY TAXES.FIRE PROTECT...	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	0.00	-100,000.00	100.00 %
SF450.2401.00000	INTEREST & EARNINGS.FIRE PROTECT...	200.00	200.00	19.54	1,278.74	1,078.74	639.37 %
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	19.54	1,366,278.74	-123,921.26	8.32 %
Expense							
SF450.3410.400.00000	FIRE PROTECTION DISTRICT AGREEM...	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	19.54	-123,721.26	-123,721.26	0.00 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT							
Revenue							
SL700.1001.00000	REAL PROPERTY TAXES.CENTERPOINT...	1,808.00	1,808.00	0.00	1,808.00	0.00	0.00 %
SL700.2401.00000	INTEREST & EARNINGS.CENTERPOINT...	6.00	6.00	0.80	5.32	-0.68	11.33 %
	Revenue Total:	1,814.00	1,814.00	0.80	1,813.32	-0.68	0.04 %
Expense							
SL700.5182.200.00000	STREET LIGHTING.CAP EQUIP.CENTER...	6.00	6.00	0.00	0.00	6.00	100.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SL700.5182.400.00000	UTILITIES ELECTRIC..CENTERPOINT LI...	1,808.00	1,808.00	221.98	685.68	1,122.32	62.08 %
	Expense Total:	1,814.00	1,814.00	221.98	685.68	1,128.32	62.20 %
	Fund: SL700 - CENTERPOINT LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-221.18	1,127.64	1,127.64	0.00 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT							
Revenue							
SL705.1001.00000	REAL PROPERTY TAXES.FOX RIDGE LI...	13,100.00	13,100.00	0.00	13,100.00	0.00	0.00 %
SL705.2401.00000	INTEREST & EARNINGS.FOX RIDGE LI...	6.00	6.00	1.65	16.35	10.35	272.50 %
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	1.65	13,116.35	-1,783.65	11.97 %
Expense							
SL705.5182.400.00000	UTILITIES ELECTRIC..FOX RIDGE LIGHT...	10,900.00	10,900.00	942.26	2,823.90	8,076.10	74.09 %
SL705.5182.401.00000	STREET LIGHTING.MAINTENANCE.FOX...	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
	Expense Total:	14,900.00	14,900.00	942.26	2,823.90	12,076.10	81.05 %
	Fund: SL705 - FOX RIDGE LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-940.61	10,292.45	10,292.45	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT							
Revenue							
SL710.2401.00000	INTEREST & EARNINGS.LANDINGS LI...	1.00	1.00	0.33	1.90	0.90	190.00 %
	Revenue Total:	1.00	1.00	0.33	1.90	0.90	90.00 %
Expense							
SL710.5182.400.00000	UTILITIES ELECTRIC..LANDINGS LIGHT...	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	0.33	1.90	1.90	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	0.87	5.38	2.38	179.33 %
	Revenue Total:	533.00	533.00	0.87	535.38	2.38	0.45 %
Expense							
SL715.5182.240.00000	UTILITIES-EQUIPMENT.LAKEWOOD M...	210.00	210.00	0.00	0.00	210.00	100.00 %
SL715.5182.400.00000	UTILITIES-ELECTRIC.LAKEWOOD MEA...	323.00	323.00	37.71	116.33	206.67	63.98 %
	Expense Total:	533.00	533.00	37.71	116.33	416.67	78.17 %
	Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT Surplus (Defi...	0.00	0.00	-36.84	419.05	419.05	0.00 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT							
Revenue							
SL720.1001.00000	REAL PROPERTY TAXES.FALLBROOK P...	1,597.00	1,597.00	0.00	1,597.00	0.00	0.00 %
SL720.2401.00000	INTEREST & EARNINGS.FALLBROOK P...	3.00	3.00	0.62	4.61	1.61	153.67 %
	Revenue Total:	1,600.00	1,600.00	0.62	1,601.61	1.61	0.10 %
Expense							
SL720.5182.400.00000	UTILITIES ELECTRIC.FALLBROOK PARK ...	1,600.00	1,600.00	148.85	445.62	1,154.38	72.15 %
	Expense Total:	1,600.00	1,600.00	148.85	445.62	1,154.38	72.15 %
	Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-148.23	1,155.99	1,155.99	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	0.00	130.75	30.75	130.75 %
	Revenue Total:	105,500.00	105,500.00	0.00	105,530.75	30.75	0.03 %
Expense							
SM900.5182.400.00000	STREET LIGHTING-CONTRACTUAL.UP...	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00 %
SM900.8510.400.00000	COMMUNITY BEAUTIF - CONT.UPTO...	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00 %
SM900.9730.600.00000	BAN DEBT PRINCIPAL	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00 %
SM900.9730.700.00000	BAN DEBT INTEREST	36,000.00	36,000.00	0.00	0.00	36,000.00	100.00 %
	Expense Total:	105,500.00	105,500.00	0.00	0.00	105,500.00	100.00 %
	Fund: SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT Surplus (...	0.00	0.00	0.00	105,530.75	105,530.75	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: SS800 - SANITARY SEWER							
Revenue							
SS800.1030.00000	SPECIAL ASSESSMENTS..PURDY/MOBI...	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	4.79	27.45	13.45	196.07 %
	Revenue Total:	18,224.00	18,224.00	4.79	18,237.45	13.45	0.07 %
Expense							
SS800.9710.600.00000	SERIAL BONDS.PRINCIPAL.PURDY/M...	18,210.00	18,210.00	0.00	0.00	18,210.00	100.00 %
SS800.9710.700.00000	SERIAL BONDS.INTEREST.PURDY/MOB...	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	4.79	18,237.45	18,237.45	0.00 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT							
Revenue							
SW500.1001.00000	REAL PROPERTY TAXES.CANDGA CON...	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	0.00	0.00	-725,000.00	100.00 %
SW500.2142.00000	WATER FILL STATION SALES.CANDGA ...	2,000.00	2,000.00	0.00	124.75	-1,875.25	93.76 %
SW500.2144.00000	WATER NEW SERVICES.CANDGA CON...	25,000.00	25,000.00	0.00	500.00	-24,500.00	98.00 %
SW500.2148.00000	PENALTY ON WATER.CANDGA CONS...	5,000.00	5,000.00	82.09	294.01	-4,705.99	94.12 %
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.CANANDAIGU...	4,500.00	4,500.00	2,116.20	15,820.47	11,320.47	351.57 %
SW500.2655.00000	SALES - OTHER-REPAIRS/REPLACEME...	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
SW500.3991.00000	ST AID. WATER CAP PROJECT.CANDGA..	150,000.00	0.00	0.00	0.00	0.00	0.00 %
SW500.5031.00000	INTERFUND TRANSFERS.CANDGA CO...	14,814.00	14,814.00	0.00	0.00	-14,814.00	100.00 %
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	2,198.29	711,739.23	-1,287,637.77	64.40 %
Expense							
SW500.1910.400.00000	UNALLOCATED INS.CONTRACTUAL.C...	13,500.00	13,500.00	0.00	13,238.00	262.00	1.94 %
SW500.1990.400.00000	CONTINGENCY.CONTRACTUAL.CAND...	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
SW500.8310.120.00000	WATER ADMIN.SUPER.SALARY.CAND...	55,000.00	55,000.00	4,230.76	16,923.04	38,076.96	69.23 %
SW500.8310.121.00000	WATER ADMIN.OFFICE SPECIALIST I...	15,000.00	15,000.00	180.00	814.50	14,185.50	94.57 %
SW500.8310.122.00000	WATER ADMIN.SENIOR CLERK.CDGA ...	25,131.00	25,131.00	1,760.00	6,439.75	18,691.25	74.38 %
SW500.8310.131.00000	WATER ADMIN.MAINASST.CANDGA ...	183,305.00	183,305.00	14,047.44	58,998.62	124,306.38	67.81 %
SW500.8310.200.00000	WATER ADMIN.CAP EQUIP.CANDGA ...	37,501.00	38,774.50	0.00	0.00	38,774.50	100.00 %
SW500.8310.400.00000	WATER ADMIN.CONTRACTUAL.CAND...	5,340.00	5,340.00	157.69	590.04	4,749.96	88.95 %
SW500.8310.410.00000	WATER ADMIN.LEGAL SERVICES.CAN...	10,000.00	10,000.00	150.00	225.00	9,775.00	97.75 %
SW500.8310.420.00000	WATER ADMIN.METER READING.CO...	30,000.00	30,000.00	6,246.31	12,612.27	17,387.73	57.96 %
SW500.8310.423.00000	WATER ADMIN.VEHICLE GPS.CANDGA..	1,000.00	1,000.00	56.85	170.55	829.45	82.95 %
SW500.8310.424.00000	WATER ADMIN.TRAINING & DUES.CA...	3,000.00	3,000.00	0.00	2,780.96	219.04	7.30 %
SW500.8310.450.00000	WATER ADMIN.ENGINEERING.CAND...	55,000.00	55,000.00	4,880.00	10,322.50	44,677.50	81.23 %
SW500.8320.400.00000	WATER PURCHASES.CONT.CANDGA ...	505,000.00	505,000.00	51,071.69	51,071.69	453,928.31	89.89 %
SW500.8320.420.00000	WATER PURCHASES.UTILITIES.CAND...	56,000.00	56,000.00	654.24	17,814.07	38,185.93	68.19 %
SW500.8340.440.00000	SERVICES & MAINT.SERVICES & MAIN...	165,300.00	165,300.00	2,723.61	25,092.86	140,207.14	84.82 %
SW500.8397.200.00000	WATER CAP PROJECTS.CAP EQUIP.CA...	219,600.00	219,600.00	0.00	0.00	219,600.00	100.00 %
SW500.8397.400.00000	WATER CAPITAL PROJECTS.CONT.CA...	200,000.00	200,000.00	0.00	0.00	200,000.00	100.00 %
SW500.9010.800.00000	NYS RETIREMENT..CANDGA CONS WD	20,825.00	20,825.00	0.00	0.00	20,825.00	100.00 %
SW500.9030.800.00000	SOCIAL SECURITY...CANDGA CONS WD	16,500.00	16,500.00	1,361.56	5,969.76	10,530.24	63.82 %
SW500.9040.800.00000	WORKERS COMPENSATION...CANDGA..	5,950.00	5,950.00	0.00	5,910.58	39.42	0.66 %
SW500.9050.800.00000	UNEMPLOYMENT INSURANCE.CAND...	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
SW500.9055.800.00000	DISABILITY INSURANCE...CANDGA CO...	100.00	100.00	0.00	0.00	100.00	100.00 %
SW500.9060.810.00000	HOSPITAL/MEDICAL INSURANCE.CAN...	29,525.00	29,525.00	2,252.44	10,126.20	19,398.80	65.70 %
SW500.9060.811.00000	DENTAL INSURANCE.CANDGA CONS ...	2,200.00	2,200.00	239.25	1,151.09	1,048.91	47.68 %
SW500.9060.820.00000	HOSPITAL/MEDICAL INSURANCE.BUY...	3,000.00	3,000.00	153.84	615.36	2,384.64	79.49 %
SW500.9060.830.00000	HOSPITAL/MEDICAL INS.HSA ACCOU...	11,500.00	11,500.00	0.00	5,000.00	6,500.00	56.52 %
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	0.00	62,100.00	100.00 %
	Expense Total:	1,999,377.00	2,000,650.50	90,165.68	245,866.84	1,754,783.66	87.71 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT Surpl...		0.00	-1,273.50	-87,967.39	465,872.39	467,145.89	36,682.05 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT							
Revenue							
SW505.1001.00000	REAL PROPERTY TAXES.CANDGA BRIS...	12,624.00	12,624.00	0.00	12,624.00	0.00	0.00 %
SW505.1030.00000	SPECIAL ASSESSMENT.CANDGA BRIS...	60,962.00	60,962.00	0.00	60,962.00	0.00	0.00 %
SW505.2401.00000	INTEREST & EARNINGS.CANANDAIGU...	0.00	0.00	10.51	104.16	104.16	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	10.51	95,690.16	12,036.16	14.39 %
Expense							
SW505.8340.400.00000	SERVICES & MAINTENANCE.CONT.CA...	20,500.00	20,500.00	0.00	0.00	20,500.00	100.00 %
SW505.9710.600.00000	SERIAL BONDS BRISTOL.PRINCIPAL.C...	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
SW505.9710.700.00000	SERIAL BONDS BRISTOL.INTEREST.CA...	37,725.00	37,725.00	0.00	0.00	37,725.00	100.00 %
SW505.9903.900.00000	TRANSFER/WATER-MAINT.CANDGA ...	1,919.00	1,919.00	0.00	0.00	1,919.00	100.00 %
SW505.9903.901.00000	TRANSFER/WATER-MAINT...CANDGA...	3,510.00	3,510.00	0.00	0.00	3,510.00	100.00 %
Expense Total:		83,654.00	83,654.00	0.00	0.00	83,654.00	100.00 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT Surplus...		0.00	0.00	10.51	95,690.16	95,690.16	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.CANANDAIGU...	40.00	40.00	14.23	152.98	112.98	382.45 %
Revenue Total:		221,016.00	221,016.00	14.23	221,128.98	112.98	0.05 %
Expense							
SW515.8350.400.00000	FARM.COMMON WATER.CONTRACT...	220,976.00	220,976.00	0.00	220,976.00	0.00	0.00 %
SW515.8389.400.00000	CDGA.COMMON WATER.CONTRACT...	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 Surplus...		0.00	0.00	14.23	152.98	152.98	0.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT							
Revenue							
SW525.1001.00000	REAL PROPERTY TAXES.MCINTYRE R...	7,243.00	7,243.00	0.00	7,243.00	0.00	0.00 %
SW525.2401.00000	INTEREST & EARNINGS.MCINTYRE RO...	8.00	8.00	2.32	16.37	8.37	204.63 %
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	2.32	7,259.37	-1,091.63	13.07 %
Expense							
SW525.8340.400.00000	SERVICES & MAINTENANCE.CONT.MC...	787.00	787.00	0.00	0.00	787.00	100.00 %
SW525.9710.600.00000	SERIAL BONDS.PRINCIPAL.MCINTYRE ...	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	0.00	3,384.00	100.00 %
SW525.9903.900.00000	TRANSFER/WATER-MAINTENANCE.M...	1,180.00	1,180.00	0.00	0.00	1,180.00	100.00 %
Expense Total:		8,351.00	8,351.00	0.00	0.00	8,351.00	100.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT Surplus (Deficit):		0.00	0.00	2.32	7,259.37	7,259.37	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT							
Revenue							
SW530.1001.00000	REAL PROPERTY TAXES.EMERSON ALL...	18,545.00	18,545.00	0.00	18,545.00	0.00	0.00 %
SW530.2401.00000	INTEREST & EARNINGS.EMERSON ALL...	2.00	2.00	0.97	10.80	8.80	540.00 %
Revenue Total:		18,547.00	18,547.00	0.97	18,555.80	8.80	0.05 %
Expense							
SW530.8389.400.00000	COMMON WATER.CONTRACTUAL.E...	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 A...	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 Surpl...		0.00	0.00	0.97	8.80	8.80	0.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT							
Revenue							
SW535.1001.00000	REAL PROPERTY TAXES.COUNTY ROA...	15,146.00	15,146.00	0.00	15,146.00	0.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SW535.2401.00000	INTEREST & EARNINGS.EX 36 - COUN...	12.00	12.00	3.77	28.68	16.68	239.00 %
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	3.77	15,174.68	-483.32	3.09 %
Expense							
SW535.8340.400.00000	SERVICES & MAIN.CONT.CO RD #30 E...	793.00	793.00	0.00	0.00	793.00	100.00 %
SW535.9710.600.00000	SERIAL BONDS.PRINCIPAL.EX 36 - CO...	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 E...	8,675.00	8,675.00	0.00	0.00	8,675.00	100.00 %
SW535.9903.900.00000	TRANSFER/WATER-MAINTENANCE.EX...	1,190.00	1,190.00	0.00	0.00	1,190.00	100.00 %
	Expense Total:	15,658.00	15,658.00	0.00	0.00	15,658.00	100.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT Surplus (De...		0.00	0.00	3.77	15,174.68	15,174.68	0.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT							
Revenue							
SW540.1001.00000	REAL PROPERTY TAXES.HOPKINS GRI...	12,294.00	12,294.00	0.00	12,294.00	0.00	0.00 %
SW540.2401.00000	INTEREST & EARNINGS.HOPKINS GRI...	11.00	11.00	3.30	24.86	13.86	226.00 %
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	3.30	12,318.86	-1,786.14	12.66 %
Expense							
SW540.8340.400.00000	SERVICES & MAIN.CONT.HOPKINS GR...	1,707.00	1,707.00	0.00	0.00	1,707.00	100.00 %
SW540.9710.600.00000	SERIAL BONDS.PRINCIPAL.HOPKINS G...	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
SW540.9710.700.00000	SERIAL BONDS.INTEREST.HOPKINS GR...	4,838.00	4,838.00	0.00	0.00	4,838.00	100.00 %
SW540.9903.900.00000	TRANSFER/WATER-MAINTENANCE.H...	2,560.00	2,560.00	0.00	0.00	2,560.00	100.00 %
	Expense Total:	14,105.00	14,105.00	0.00	0.00	14,105.00	100.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT Surplus (Deficit):		0.00	0.00	3.30	12,318.86	12,318.86	0.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT							
Revenue							
SW545.1001.00000	REAL PROPERTY TAXES.HICKOX ROAD...	3,790.00	3,790.00	0.00	3,790.00	0.00	0.00 %
SW545.2401.00000	INTEREST & EARNINGS.HICKOX ROAD	1.00	1.00	1.05	10.71	9.71	1,071.00 %
	Revenue Total:	3,791.00	3,791.00	1.05	3,800.71	9.71	0.26 %
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 OTH...	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
SW545.9903.900.00000	TRANSFER/WATER-MAINTENANCE.HI...	534.00	534.00	0.00	0.00	534.00	100.00 %
	Expense Total:	3,791.00	3,791.00	0.00	0.00	3,791.00	100.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT Surplus (Deficit):		0.00	0.00	1.05	3,800.71	3,800.71	0.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT							
Revenue							
SW550.1001.00000	REAL PROPERTY TAXES.NOTT RD EXT ...	6,125.00	6,125.00	0.00	6,125.00	0.00	0.00 %
SW550.2401.00000	INTEREST & EARNINGS.NOTT RD EXT ...	4.00	4.00	1.84	12.08	8.08	302.00 %
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	1.84	6,137.08	-641.92	9.47 %
Expense							
SW550.8340.400.00000	SERVICES & MAINTENANCE.CONTRA...	467.00	467.00	0.00	0.00	467.00	100.00 %
SW550.9710.600.00000	SERIAL BONDS.PRINCIPAL.NOTT RD E...	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
SW550.9710.700.00000	SERIAL BONDS.INTEREST.NOTT RD EX...	1,612.00	1,612.00	0.00	0.00	1,612.00	100.00 %
SW550.9903.900.00000	TRANSFER/WATER-MAINTENANCE.....	700.00	700.00	0.00	0.00	700.00	100.00 %
	Expense Total:	6,779.00	6,779.00	0.00	0.00	6,779.00	100.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT Surplus (Deficit):		0.00	0.00	1.84	6,137.08	6,137.08	0.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT							
Revenue							
SW555.1001.00000	REAL PROPERTY TAXES.CO RD 32 EXT ...	11,731.00	11,731.00	0.00	11,731.00	0.00	0.00 %
SW555.2401.00000	INTEREST & EARNINGS.CO RD 32 EXT ...	7.00	7.00	1.03	20.45	13.45	292.14 %
	Revenue Total:	11,738.00	11,738.00	1.03	11,751.45	13.45	0.11 %
Expense							
SW555.8340.400.00000	SERVICES & MAIN.CONT.CO RD 32 EX...	480.00	480.00	0.00	0.00	480.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
SW555.9795.650.00000	DEBT PRINCIPAL DUE TO OTHER GOVT	8,824.00	8,824.00	0.00	0.00	8,824.00	100.00 %
SW555.9795.700.00000	DEBT INTEREST DUE TO OTHER GOVT	1,713.00	1,713.00	0.00	0.00	1,713.00	100.00 %
SW555.9903.900.00000	TRANSFER/WATER-MAINTENANCE.....	721.00	721.00	0.00	0.00	721.00	100.00 %
	Expense Total:	11,738.00	11,738.00	0.00	0.00	11,738.00	100.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT Surplus (Deficit):		0.00	0.00	1.03	11,751.45	11,751.45	0.00 %
	Report Surplus (Deficit):	0.00	-190,786.62	-515,069.87	812,389.47	1,003,176.09	525.81 %

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	7,225,256.00	16,517.27	1,319,093.02	-5,906,162.98	81.74 %
Expense	5,114,057.00	7,342,273.41	1,721,516.49	3,168,393.01	4,173,880.40	56.85 %
Fund: AA100 - GENERAL FUND Surplus (Deficit):	0.00	-117,017.41	-1,704,999.22	-1,849,299.99	-1,732,282.58	-1,480.36 %
Fund: AA231 - CONTINGENT/TAX RESERVE						
Revenue	0.00	0.00	3,817.39	510,835.98	510,835.98	0.00 %
Fund: AA231 - CONTINGENT/TAX RESERVE Total:	0.00	0.00	3,817.39	510,835.98	510,835.98	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE						
Revenue	0.00	0.00	812.47	3,043.94	3,043.94	0.00 %
Fund: AA232 - CAMPUS REPAIR RESERVE Total:	0.00	0.00	812.47	3,043.94	3,043.94	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE						
Revenue	0.00	0.00	182.12	682.38	682.38	0.00 %
Fund: AA233 - TECHNOLOGY RESERVE Total:	0.00	0.00	182.12	682.38	682.38	0.00 %
Fund: AA234 - OPEN SPACE RESERVE						
Revenue	0.00	0.00	3,204.63	17,925.32	17,925.32	0.00 %
Fund: AA234 - OPEN SPACE RESERVE Total:	0.00	0.00	3,204.63	17,925.32	17,925.32	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE						
Revenue	0.00	0.00	736.52	2,759.41	2,759.41	0.00 %
Fund: AA235 - NYS EMPLOYEE SYSTEM RESERVE Total:	0.00	0.00	736.52	2,759.41	2,759.41	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE						
Revenue	0.00	0.00	853.73	3,198.55	3,198.55	0.00 %
Fund: AA237 - BONDED INDEBTEDNESS RESERVE Total:	0.00	0.00	853.73	3,198.55	3,198.55	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE						
Revenue	0.00	0.00	3,174.01	11,891.57	11,891.57	0.00 %
Fund: AA238 - SOLID WASTE MANAGEMENT RESERVE Total:	0.00	0.00	3,174.01	11,891.57	11,891.57	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND						
Revenue	0.00	0.00	-508.60	9,516.24	9,516.24	0.00 %
Fund: CM100 - NEW RECREATION REVENUE FUND Total:	0.00	0.00	-508.60	9,516.24	9,516.24	0.00 %
Fund: DA100 - HIGHWAY						
Revenue	4,360,645.00	4,852,204.71	254,002.90	1,329,889.26	-3,522,315.45	72.59 %
Expense	4,360,645.00	4,924,700.42	453,880.89	1,289,183.53	3,635,516.89	73.82 %
Fund: DA100 - HIGHWAY Surplus (Deficit):	0.00	-72,495.71	-199,877.99	40,705.73	113,201.44	156.15 %
Fund: DA230 - HWY EQUIPMENT RESERVE						
Revenue	0.00	0.00	1,235.30	4,628.10	4,628.10	0.00 %
Fund: DA230 - HWY EQUIPMENT RESERVE Total:	0.00	0.00	1,235.30	4,628.10	4,628.10	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE						
Revenue	0.00	0.00	1,321.22	4,950.03	4,950.03	0.00 %
Fund: DA232 - HWY IMPROVEMENT RESERVE Total:	0.00	0.00	1,321.22	4,950.03	4,950.03	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE						
Revenue	0.00	0.00	813.51	3,047.90	3,047.90	0.00 %
Fund: DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE Total:	0.00	0.00	813.51	3,047.90	3,047.90	0.00 %
Fund: HH100 - CAPITAL PROJECTS						
Revenue	0.00	0.00	1,500,113.08	1,504,408.23	1,504,408.23	0.00 %
Expense	0.00	0.00	36,760.89	96,065.26	-96,065.26	0.00 %
Fund: HH100 - CAPITAL PROJECTS Surplus (Deficit):	0.00	0.00	1,463,352.19	1,408,342.97	1,408,342.97	0.00 %
Fund: SD600 - RT 332 DRAINAGE DISTRICT						
Revenue	15,074.00	15,074.00	28.53	10,158.22	-4,915.78	32.61 %
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	28.53	5,204.32	5,204.32	0.00 %
Fund: SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT						
Revenue	1,950.00	1,950.00	5.64	1,966.75	16.75	0.86 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 04/30/2023

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 (De...	0.00	0.00	5.64	1,966.75	1,966.75	0.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT						
Revenue	8.00	8.00	3.84	22.02	14.02	175.25 %
Expense	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD610 - ASHTON DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	3.84	22.02	22.02	0.00 %
Fund: SD615 - FOX RIDGE DRAINAGE DISTRICT						
Revenue	22.00	22.00	9.03	51.80	29.80	135.45 %
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	9.03	51.80	51.80	0.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT						
Revenue	5.00	5.00	2.01	11.53	6.53	130.60 %
Expense	5.00	5.00	0.00	0.00	5.00	100.00 %
Fund: SD620 - LANDINGS DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	2.01	11.53	11.53	0.00 %
Fund: SD625 - OLD BROOKSIDE DRAINAGE DISTRICT						
Revenue	8.00	8.00	3.61	20.73	12.73	159.13 %
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	3.61	20.73	20.73	0.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT						
Revenue	5.00	5.00	2.50	14.32	9.32	186.40 %
Expense	5.00	5.00	0.00	0.00	5.00	100.00 %
Fund: SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	2.50	14.32	14.32	0.00 %
Fund: SD635 - WATERFORD POINT DRAINAGE DISTRICT						
Revenue	8,505.00	8,505.00	3.51	1,632.15	-6,872.85	80.81 %
Expense	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	3.51	1,632.15	1,632.15	0.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT						
Revenue	8.00	8.00	4.75	27.27	19.27	240.88 %
Expense	8.00	8.00	0.00	0.00	8.00	100.00 %
Fund: SD640 - STABLEGATE DRAINAGE DISTRICT Surplus (Deficit):	0.00	0.00	4.75	27.27	27.27	0.00 %
Fund: SF450 - FIRE PROTECTION						
Revenue	1,490,200.00	1,490,200.00	19.54	1,366,278.74	-123,921.26	8.32 %
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	19.54	-123,721.26	-123,721.26	0.00 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT						
Revenue	1,814.00	1,814.00	0.80	1,813.32	-0.68	0.04 %
Expense	1,814.00	1,814.00	221.98	685.68	1,128.32	62.20 %
Fund: SL700 - CENTERPOINT LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-221.18	1,127.64	1,127.64	0.00 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT						
Revenue	14,900.00	14,900.00	1.65	13,116.35	-1,783.65	11.97 %
Expense	14,900.00	14,900.00	942.26	2,823.90	12,076.10	81.05 %
Fund: SL705 - FOX RIDGE LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-940.61	10,292.45	10,292.45	0.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT						
Revenue	1.00	1.00	0.33	1.90	0.90	90.00 %
Expense	1.00	1.00	0.00	0.00	1.00	100.00 %
Fund: SL710 - LANDINGS LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	0.33	1.90	1.90	0.00 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT						
Revenue	533.00	533.00	0.87	535.38	2.38	0.45 %
Expense	533.00	533.00	37.71	116.33	416.67	78.17 %
Fund: SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT Surplus (Defi...	0.00	0.00	-36.84	419.05	419.05	0.00 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT						
Revenue	1,600.00	1,600.00	0.62	1,601.61	1.61	0.10 %
Expense	1,600.00	1,600.00	148.85	445.62	1,154.38	72.15 %
Fund: SL720 - FALLBROOK PARK LIGHTING DISTRICT Surplus (Deficit):	0.00	0.00	-148.23	1,155.99	1,155.99	0.00 %

Budget Report-JM

For Fiscal: 2023 Period Ending: 04/30/2023

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	0.00	105,530.75	30.75	0.03 %
Expense	105,500.00	105,500.00	0.00	0.00	105,500.00	100.00 %
Fund: SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT Surplus (...)	0.00	0.00	0.00	105,530.75	105,530.75	0.00 %
Fund: SS800 - SANITARY SEWER						
Revenue	18,224.00	18,224.00	4.79	18,237.45	13.45	0.07 %
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	4.79	18,237.45	18,237.45	0.00 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT						
Revenue	1,999,377.00	1,999,377.00	2,198.29	711,739.23	-1,287,637.77	64.40 %
Expense	1,999,377.00	2,000,650.50	90,165.68	245,866.84	1,754,783.66	87.71 %
Fund: SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT Surpl...	0.00	-1,273.50	-87,967.39	465,872.39	467,145.89	36,682.05 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT						
Revenue	83,654.00	83,654.00	10.51	95,690.16	12,036.16	14.39 %
Expense	83,654.00	83,654.00	0.00	0.00	83,654.00	100.00 %
Fund: SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT Surplus..	0.00	0.00	10.51	95,690.16	95,690.16	0.00 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT						
Revenue	221,016.00	221,016.00	14.23	221,128.98	112.98	0.05 %
Expense	221,016.00	221,016.00	0.00	220,976.00	40.00	0.02 %
Fund: SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT Surplus..	0.00	0.00	14.23	152.98	152.98	0.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT						
Revenue	8,351.00	8,351.00	2.32	7,259.37	-1,091.63	13.07 %
Expense	8,351.00	8,351.00	0.00	0.00	8,351.00	100.00 %
Fund: SW525 - MCINTYRE ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	2.32	7,259.37	7,259.37	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT						
Revenue	18,547.00	18,547.00	0.97	18,555.80	8.80	0.05 %
Expense	18,547.00	18,547.00	0.00	18,547.00	0.00	0.00 %
Fund: SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT Surpl...	0.00	0.00	0.97	8.80	8.80	0.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT						
Revenue	15,658.00	15,658.00	3.77	15,174.68	-483.32	3.09 %
Expense	15,658.00	15,658.00	0.00	0.00	15,658.00	100.00 %
Fund: SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT Surplus (De..	0.00	0.00	3.77	15,174.68	15,174.68	0.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT						
Revenue	14,105.00	14,105.00	3.30	12,318.86	-1,786.14	12.66 %
Expense	14,105.00	14,105.00	0.00	0.00	14,105.00	100.00 %
Fund: SW540 - HOPKINS GRIMBLE WATER DISTRICT Surplus (Deficit):	0.00	0.00	3.30	12,318.86	12,318.86	0.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT						
Revenue	3,791.00	3,791.00	1.05	3,800.71	9.71	0.26 %
Expense	3,791.00	3,791.00	0.00	0.00	3,791.00	100.00 %
Fund: SW545 - HICKOX ROAD WATER DISTRICT Surplus (Deficit):	0.00	0.00	1.05	3,800.71	3,800.71	0.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT						
Revenue	6,779.00	6,779.00	1.84	6,137.08	-641.92	9.47 %
Expense	6,779.00	6,779.00	0.00	0.00	6,779.00	100.00 %
Fund: SW550 - NOTT RD EXT. 40 WATER DISTRICT Surplus (Deficit):	0.00	0.00	1.84	6,137.08	6,137.08	0.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT						
Revenue	11,738.00	11,738.00	1.03	11,751.45	13.45	0.11 %
Expense	11,738.00	11,738.00	0.00	0.00	11,738.00	100.00 %
Fund: SW555 - CO RD 32 EXT. 41 WATER DISTRICT Surplus (Deficit):	0.00	0.00	1.03	11,751.45	11,751.45	0.00 %
Report Surplus (Deficit):	0.00	-190,786.62	-515,069.87	812,389.47	1,003,176.09	525.81 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
AA100 - GENERAL FUND	0.00	-117,017.41	-1,704,999.22	-1,849,299.99	-1,732,282.58
AA231 - CONTINGENT/TAX RESERVE	0.00	0.00	3,817.39	510,835.98	510,835.98
AA232 - CAMPUS REPAIR RESERVE	0.00	0.00	812.47	3,043.94	3,043.94
AA233 - TECHNOLOGY RESERVE	0.00	0.00	182.12	682.38	682.38
AA234 - OPEN SPACE RESERVE	0.00	0.00	3,204.63	17,925.32	17,925.32
AA235 - NYS EMPLOYEE SYSTEM RE:	0.00	0.00	736.52	2,759.41	2,759.41
AA237 - BONDED INDEBTEDNESS RE	0.00	0.00	853.73	3,198.55	3,198.55
AA238 - SOLID WASTE MANAGEMEN	0.00	0.00	3,174.01	11,891.57	11,891.57
CM100 - NEW RECREATION REVENUE	0.00	0.00	-508.60	9,516.24	9,516.24
DA100 - HIGHWAY	0.00	-72,495.71	-199,877.99	40,705.73	113,201.44
DA230 - HWY EQUIPMENT RESERVE	0.00	0.00	1,235.30	4,628.10	4,628.10
DA232 - HWY IMPROVEMENT RESE	0.00	0.00	1,321.22	4,950.03	4,950.03
DA235 - SNOW/ICE REMOVAL RD RI	0.00	0.00	813.51	3,047.90	3,047.90
HH100 - CAPITAL PROJECTS	0.00	0.00	1,463,352.19	1,408,342.97	1,408,342.97
SD600 - RT 332 DRAINAGE DISTRICT	0.00	0.00	28.53	5,204.32	5,204.32
SD605 - LAKEWOOD MEADOWS DR	0.00	0.00	5.64	1,966.75	1,966.75
SD610 - ASHTON DRAINAGE DISTRI	0.00	0.00	3.84	22.02	22.02
SD615 - FOX RIDGE DRAINAGE DIST	0.00	0.00	9.03	51.80	51.80
SD620 - LANDINGS DRAINAGE DIST	0.00	0.00	2.01	11.53	11.53
SD625 - OLD BROOKSIDE DRAINAGE	0.00	0.00	3.61	20.73	20.73
SD630 - LAKESIDE ESTATES DRAINAGE	0.00	0.00	2.50	14.32	14.32
SD635 - WATERFORD POINT DRAINAGE	0.00	0.00	3.51	1,632.15	1,632.15
SD640 - STABLEGATE DRAINAGE DIST	0.00	0.00	4.75	27.27	27.27
SF450 - FIRE PROTECTION	0.00	0.00	19.54	-123,721.26	-123,721.26
SL700 - CENTERPOINT LIGHTING DIST	0.00	0.00	-221.18	1,127.64	1,127.64
SL705 - FOX RIDGE LIGHTING DISTRI	0.00	0.00	-940.61	10,292.45	10,292.45
SL710 - LANDINGS LIGHTING DISTRI	0.00	0.00	0.33	1.90	1.90
SL715 - LAKEWOOD MEADOWS LIGHT	0.00	0.00	-36.84	419.05	419.05
SL720 - FALLBROOK PARK LIGHTING	0.00	0.00	-148.23	1,155.99	1,155.99
SM900 - UPTOWN BUSINESS IMPROV	0.00	0.00	0.00	105,530.75	105,530.75
SS800 - SANITARY SEWER	0.00	0.00	4.79	18,237.45	18,237.45
SW500 - CANANDAIGUA CONSOLIDATED	0.00	-1,273.50	-87,967.39	465,872.39	467,145.89
SW505 - CANANDAIGUA BRISTOL JC	0.00	0.00	10.51	95,690.16	95,690.16
SW515 - CANANDAIGUA-FARMINGT	0.00	0.00	14.23	152.98	152.98
SW525 - MCINTYRE ROAD WATER DIST	0.00	0.00	2.32	7,259.37	7,259.37
SW530 - EMERSON ALLEN TOWNLIN	0.00	0.00	0.97	8.80	8.80
SW535 - EX 36 - COUNTY ROAD #30	0.00	0.00	3.77	15,174.68	15,174.68
SW540 - HOPKINS GRIMBLE WATER	0.00	0.00	3.30	12,318.86	12,318.86
SW545 - HICKOX ROAD WATER DIST	0.00	0.00	1.05	3,800.71	3,800.71
SW550 - NOTT RD EXT. 40 WATER DIST	0.00	0.00	1.84	6,137.08	6,137.08
SW555 - CO RD 32 EXT. 41 WATER DIST	0.00	0.00	1.03	11,751.45	11,751.45
Report Surplus (Deficit):	0.00	-190,786.62	-515,069.87	812,389.47	1,003,176.09



Fund Balance Report

As Of 04/30/2023

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
AA100 - GENERAL FUND	3,131,819.71	1,319,093.02	3,168,393.01	1,282,519.72
AA231 - CONTINGENT/TAX RESERVE	481,286.43	510,835.98	0.00	992,122.41
AA232 - CAMPUS REPAIR RESERVE	208,110.45	3,043.94	0.00	211,154.39
AA233 - TECHNOLOGY RESERVE	46,656.05	682.38	0.00	47,338.43
AA234 - OPEN SPACE RESERVE	1,297,471.84	17,925.32	0.00	1,315,397.16
AA235 - NYS EMPLOYEE SYSTEM RESERVE	188,656.37	2,759.41	0.00	191,415.78
AA237 - BONDED INDEBTEDNESS RESERVE	218,680.21	3,198.55	0.00	221,878.76
AA238 - SOLID WASTE MANAGEMENT RESERVE	813,014.09	11,891.57	0.00	824,905.66
CM100 - NEW RECREATION REVENUE FUND	529,839.69	9,516.24	0.00	539,355.93
CR100 - PARKS & REC FBC REVENUE FUND	0.00	0.00	0.00	0.00
DA100 - HIGHWAY	184,996.48	1,329,889.26	1,289,183.53	225,702.21
DA230 - HWY EQUIPMENT RESERVE	316,418.84	4,628.10	0.00	321,046.94
DA232 - HWY IMPROVEMENT RESERVE	338,426.70	4,950.03	0.00	343,376.73
DA235 - SNOW/ICE REMOVAL RD REPAIR RESERVE	208,379.96	3,047.90	0.00	211,427.86
HH100 - CAPITAL PROJECTS	1,690,324.41	1,504,408.23	96,065.26	3,098,667.38
KA100 - FIXED ASSETS	0.00	0.00	0.00	0.00
SD600 - RT 332 DRAINAGE DISTRICT	108,915.57	10,158.22	4,953.90	114,119.89
SD605 - LAKEWOOD MEADOWS DRAINAGE DISTRICT	21,531.35	1,966.75	0.00	23,498.10
SD610 - ASHTON DRAINAGE DISTRICT	14,651.88	22.02	0.00	14,673.90
SD615 - FOX RIDGE DRAINAGE DISTRICT	34,472.91	51.80	0.00	34,524.71
SD620 - LANDINGS DRAINAGE DISTRICT	7,671.15	11.53	0.00	7,682.68
SD625 - OLD BROOKSIDE DRAINAGE DISTRICT	13,792.33	20.73	0.00	13,813.06
SD630 - LAKESIDE ESTATES DRAINAGE DISTRICT	9,527.85	14.32	0.00	9,542.17
SD635 - WATERFORD POINT DRAINAGE DISTRICT	13,415.37	1,632.15	0.00	15,047.52
SD640 - STABLEGATE DRAINAGE DISTRICT	18,144.29	27.27	0.00	18,171.56
SF450 - FIRE PROTECTION	74,581.84	1,366,278.74	1,490,000.00	-49,139.42
SL700 - CENTERPOINT LIGHTING DISTRICT	2,096.21	1,813.32	685.68	3,223.85
SL705 - FOX RIDGE LIGHTING DISTRICT	-241.95	13,116.35	2,823.90	10,050.50
SL710 - LANDINGS LIGHTING DISTRICT	1,260.09	1.90	0.00	1,261.99
SL715 - LAKEWOOD MEADOWS LIGHTING DISTRICT	3,150.46	535.38	116.33	3,569.51
SL720 - FALLBROOK PARK LIGHTING DISTRICT	1,781.05	1,601.61	445.62	2,937.04
SM900 - UPTOWN BUSINESS IMPROVEMENT DISTRICT	0.00	105,530.75	0.00	105,530.75
SS800 - SANITARY SEWER	59.47	18,237.45	0.00	18,296.92
SW500 - CANANDAIGUA CONSOLIDATED WATER DISTRICT	1,641,425.80	711,739.23	245,866.84	2,107,298.19
SW505 - CANANDAIGUA BRISTOL JOINT WATER DISTRICT	14,535.90	95,690.16	0.00	110,226.06
SW515 - CANANDAIGUA-FARMINGTON WATER DISTRICT	54,307.90	221,128.98	220,976.00	54,460.88
SW520 - ANDREWS - NORTH ROAD WATER DISTRICT	0.00	0.00	0.00	0.00
SW525 - MCINTYRE ROAD WATER DISTRICT	4,084.97	7,259.37	0.00	11,344.34
SW530 - EMERSON ALLEN TOWNLINE RD WATER DISTRICT	3,703.05	18,555.80	18,547.00	3,711.85
SW535 - EX 36 - COUNTY ROAD #30 WATER DISTRICT	4,932.28	15,174.68	0.00	20,106.96
SW540 - HOPKINS GRIMBLE WATER DISTRICT	5,077.14	12,318.86	0.00	17,396.00
SW545 - HICKOX ROAD WATER DISTRICT	-18,507.30	3,800.71	0.00	-14,706.59
SW550 - NOTT RD EXT. 40 WATER DISTRICT	2,136.33	6,137.08	0.00	8,273.41
SW555 - CO RD 32 EXT. 41 WATER DISTRICT	-54,488.16	11,751.45	0.00	-42,736.71
TC100 - CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
Report Total:	11,636,099.01	7,350,446.54	6,538,057.07	12,448,488.48

ATTACHMENT 2



Town of Canandaigua , NY

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT02433 - 2023-04-17 JM increase budget for land purchase

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000344	2023 Adopted Town Budget	2023-04-18 To increase budget for land purchase	4/17/2023

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AA100.1940.200.00000	PURCHASE OF LAND/RIGHT OF ...	2023-04-18 To increase budget for land purchase	0.00	5,000.00	5,000.00
April: 5,000.00					
AA100.9000.00000	APPROPRIATED FUND BALANCE ...	2023-04-18 To increase budget for land purchase	-1,264,126.00	-5,000.00	-1,269,126.00
April: -5,000.00					

Budget Adjustment Register

Packet: GLPKT02433 - 2023-04-17 JM increase budget for land purchase

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2023 Adopted	2023 Adopted Town Budget	AA100.1940.200.00000	PURCHASE OF LAND/RIGHT OF WAY...	0.00	5,000.00	5,000.00
		AA100.9000.00000	APPROPRIATED FUND BALANCE FOR...	-1,264,126.00	-5,000.00	-1,269,126.00
			2023 Adopted Total:	-1,264,126.00	0.00	-1,264,126.00
			Grand Total:	-1,264,126.00	0.00	-1,264,126.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2023 Adopted - 2023 Adopted Town Budget Fiscal: 2023			
AA100	-1,264,126.00	0.00	-1,264,126.00
Budget Code 2023 Adopted Total:	-1,264,126.00	0.00	-1,264,126.00
Grand Total:	-1,264,126.00	0.00	-1,264,126.00

ATTACHMENT 3

Date Check Was Written	Check No.	Payee	Memo	Amount
1/13/2022	2023	Margaret McCarthy	Ovrpymt Bill # 2046	\$6.00
1/21/2022	2031	Isabelle Henniner	Ovrpymt Bill # 4710	\$2.56
1/26/2022	2034	Eric Blazak	Ovrpymt Bill # 4237	\$0.01
1/26/2022	2035	Kathy Semmler	Ovrpymt Bill # 2584	\$4.85
2/24/2022	2050	Ikoniq Inc	Ovrpymt Bill # 4868	\$0.01
			Total	\$13.43

ATTACHMENT 4

Inactive Accounts													
Status	Account	Street Name	City	State	Zip	Municipality	End Date	Water	Current	30 days	60 days	90 Days	120 days
Inactive	10002632-0	2798 Co Rd 10	Canandaigua	NY	14424	WD-247 E Cdga Cons. Water (Cdga East)	7/25/2022	114.77	0	0	0	0	114.77
Inactive	10001354-0	5535 Wells Curtice Rd.	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	3/28/2022	56.55	0	0	0	0	56.55
Inactive	10000548-0	4287 State Route 21 S.	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	3/31/2022	54.81	0	0	0	0	54.81
Inactive	10001035-0	3831 County Rd. 16	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	1/4/2023	51.04	0	0	0	51.04	0
Inactive	10000657-1	4630 County Rd. 16	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	4/18/2022	29.58	0	0	0	0	29.58
Inactive	10002816-0	3748 LaCrosse Circle	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	6/17/2022	27.84	0	0	0	0	27.84
Inactive	10000031-1	3685 W Saddleback Rd.	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	1/13/2023	27.84	0	0	0	27.84	0
Inactive	10000047-0	4953 Butler Rd.	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	12/29/2022	27.84	0	0	0	27.84	0
Inactive	10001290-0	4953 Island Beach Dr.	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	11/14/2022	27.84	0	0	0	0	27.84
Inactive	10002769-0	8013 Arbour Hill Trail	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	4/27/2022	27.84	0	0	0	0	27.84
Inactive	10000982-0	5696 Route 5 & 20 West	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	7/28/2022	27.84	0	0	0	0	27.84
Inactive	10000397-1	3381 Middle Cheshire Rd.	Canandaigua	NY	14424	WD-247 Cdga Cons. Water	11/14/2022	9.66	0	0	0	0	9.66
Inactive	10002508-1	3302 Eastwind Way	Canandaigua	NY	14424	WD-247 E Cdga Cons. Water (Cdga East)	12/14/2022	0.6	0	0	0	0	0.6

Inactive Ac \$ 484.05

Total Num 13

ATTACHMENT 5

Memorandum of Understanding (“**MOU**”)
(with Conditional Authorization to Execute Electricity Supply Agreement)

To: Joule Assets, Inc.

Glenn Weinberg

gweinberg@jouleassets.com

From: Name of Municipality: Town of Canandaigua (the
“**Municipality**”)

Name of Mayor/Supervisor: Jared Simpson

Re: Request for Proposal for Electricity Supply dated March 29, 2023 (the “**RFP**”) and execution of the Electricity Supply Agreement attached thereto (the “**ESA**”).

Dated: as of _____ (the date the Municipality signs the signature page, to be completed by Municipality)

This MOU and the attached signature page of the ESA attached hereto as Exhibit A (the “**Signature Page**”) is provided by the Municipality at Joule’s request:

- (i) To specify Municipality’s Default Product selection for the ESA;
- (ii) To facilitate execution of a binding ESA provided that certain conditions are met; and
- (iii) To approve the Template Opt-Out Letter attached hereto as Exhibit B.

Default Product Option: In connection with the ESA, the Municipality chooses the following Default Product (select one):

- ☐ CCA Conventional Electricity Product (standard option).
- ☐ CCA Blended Electricity Product (50% New York State renewable supply).
- ☐ CCA Renewable Electricity Product (100% New York State renewable supply).

By delivering this MOU with the Signature Page signed by the Municipality (attached hereto as Exhibit A), Municipality authorizes Joule to release such signed Signature Page to the selected electricity supplier as part of the ESA, add the applicable execution date, and thereby complete execution of the ESA on behalf of the Municipality, but only upon satisfaction of the following two conditions:

- 1) Joule has received one or more RFP responses from one or more pre-qualified ESCOs that meets one or more of the following pricing benchmarks:
 - o For CCA Conventional Electricity Product,

- (a) a variable price that is guaranteed to be at least \$0.0005 or 1% below the utility residential supply rate in each calendar month; or
 - (b) a fixed price not greater than 5% above the trailing 12-month average utility residential variable supply rate, as published by RG&E as of May 5, 2023. Such fixed price must be below the following rate:
\$0.0749/kWh (Residential), \$0.0771/kWh (Small Commercial)); or
 - For CCA Blended Electricity Product and CCA Renewable Electricity Product, a price not greater than the applicable benchmark for CCA Conventional Electricity Product set forth above plus a current representative market price for NYS voluntary Environmental Disclosure Program eligible RECs (\$0.022/kWh) and National RECs (\$0.005/kWh) necessary to fulfill obligations for the applicable offering:
 - CCA Renewable Electricity Product: **\$0.0969/kWh (Residential), \$0.0991/kWh (Small Commercial)**
 - CCA Blended Electricity Product: **\$0.0884/kWh (Residential), \$0.0906/kWh (Small Commercial)** and
- 2) The Municipality informs Joule in writing (including by email) that it may award the RFP to a qualified bidder and execute the ESA substantially in the form attached to the RFP.

EXHIBIT A

Signature Page to ESA

IN WITNESS WHEREOF, the Parties have caused this ESA to be executed by their duly authorized representatives, as required by the applicable laws of the city, town or municipality and the laws, rules and regulations of the State of New York.

Dated: _____ (to be entered by Competitive Supplier on the date that the last party signs) (the “Effective Date”)

NAME OF COMPETITIVE SUPPLIER:

By: _____
Print Name: _____
Title: _____
Email: _____

NAME OF CITY, TOWN, VILLAGE:

Town of Canandaigua

By: _____
Print Name: Douglas E. Finch
Title: Town Manager
Email: dfinch@townofcanandaigua.org

JOULE ASSETS INC. (PROGRAM ADMINISTRATOR)

By: _____
Jessica Stromback
Chief Executive Officer
jstromback@jouleassets.com

[SIGNATURE PAGE TO ESA - MAY BE EXECUTED IN TRIPLICATE]

City and Town of Canandaigua CCA Electricity Supply RFP

Bid Review and Recommendations
May 4, 2023



Review

Public Outreach - Completed

April- Issue RFP to electricity suppliers (ESCOs)

5/4- Receive proposals and indicative pricing

Today- review results and recommendations

Strong response from suppliers; competitive pricing consistent with recent utility rates. Strategic opportunity to fix given rising price environment. Renewable premium suggests best value in 50% option default.

RFP Specs

focus on flexibility

Multiple term lengths (12-60 months)

Multiple product types:

- 100% NYS Renewable (CEC grant eligible)
- Blended (50% NYS Renewable)
- Conventional Supply (80+% fossil)

Multiple rate types (fixed/variable)

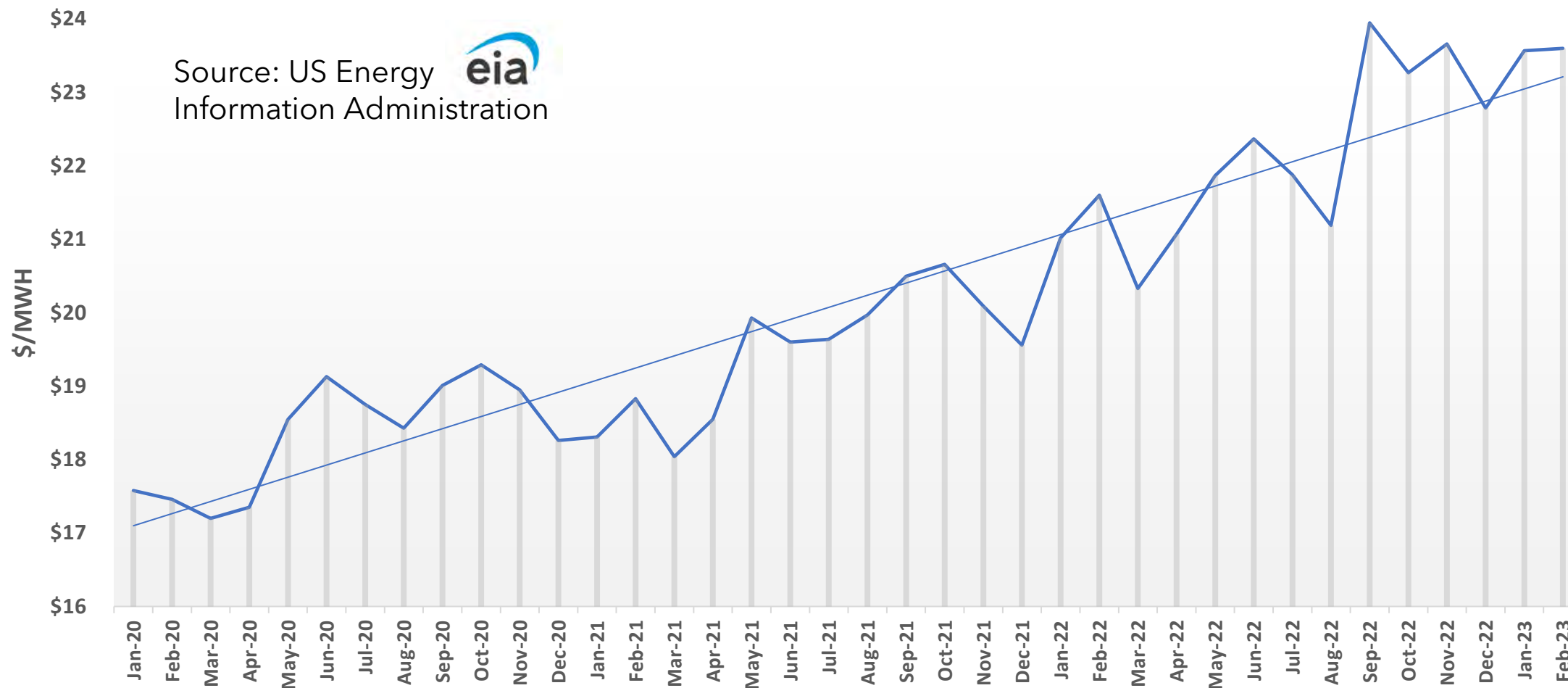
September 2023 start date

Residential Pricing Metrics

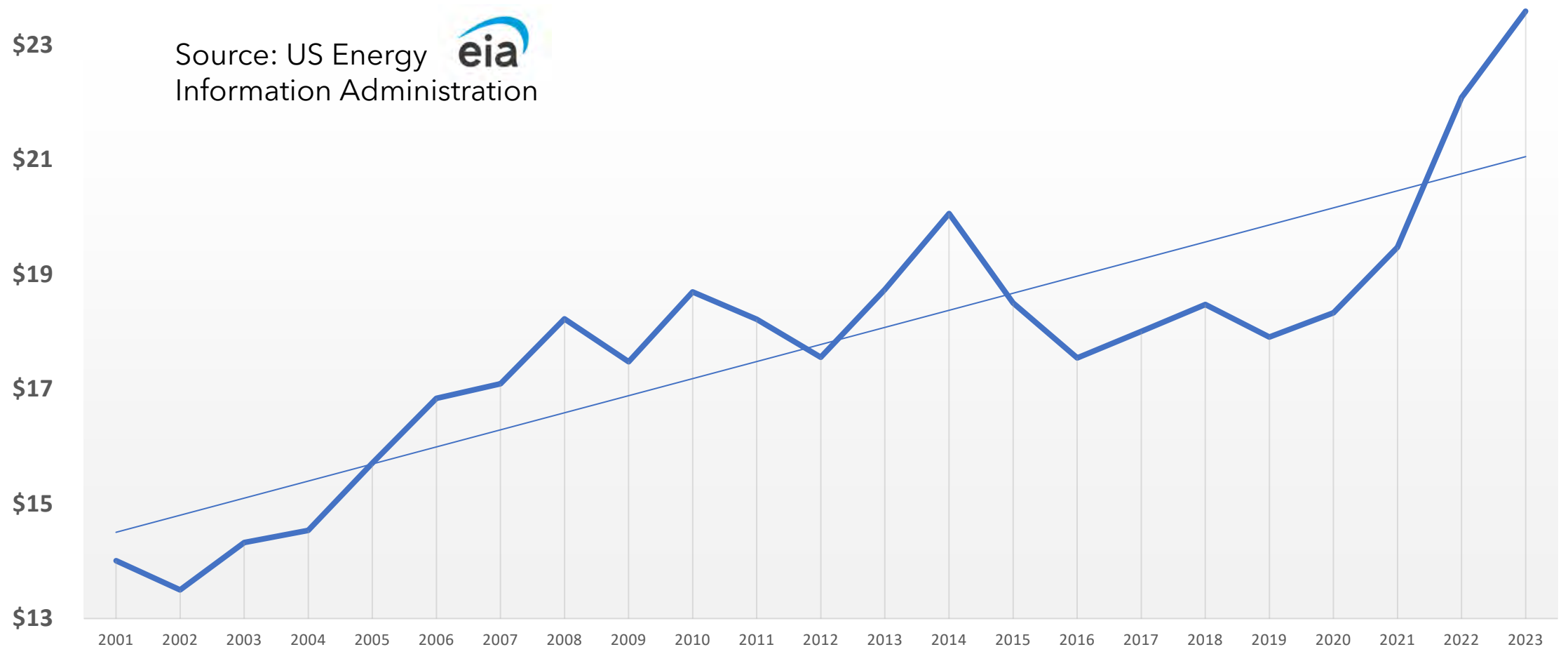
Conventional Supply	Rate (kWh)	100% Renewable	Rate (kWh)
RFP/MOU benchmark (RGE 12mo average, as of 4/2023)	\$0.0749	RFP/MOU benchmark (RGE 12 mo + RECs)	\$0.0969
RGE 2023 average (1/23-4/23)	\$0.0720	Avg available comparable offer*	\$0.1129

* DPS Power to Choose database for: 24 month fixed rate 100% renewable supply with no exit fee.
Retrieved May 4, 2023.

Average Residential Retail Price of Electricity, New York 2020-2023



Average Residential Retail Price of Electricity, New York 2001-2023



Bid Results

3 bids received from qualified suppliers

Price compliant bid received

2 fixed price bids, 1 multi-rate fixed

Recommendations

**Approve MOU with 50% Renewable default;
return by 5/16**

Joule will advise on recommended ESA changes next week.

Focus on 24mo term and 27mo term for final round- Joule will work with suppliers to secure lowest possible pricing

Thank You



Let us know if you have any questions or want to set up a meeting to discuss



Glenn Weinberg
Vice President
Joule Assets



646.785.7204



gweinberg@jouleassets.com



[@JouleCommunityPower](https://www.facebook.com/JouleCommunityPower)



www.joulecommunitypower.com

ATTACHMENT 6

Town Supervisor
Peter V. Ingalsbe
315-986-8100 Opt. 2

Deputy Supervisor
Steven Holtz

Town Clerk
Michelle Finley
315-986-8100 Opt. 1

Town Councilmen
Steven Holtz
Michael Casale
Nate Bowerman
Ron Herendeen

TOWN OF FARMINGTON



1000 County Road 8, Farmington, New York 14425

*"The Gateway to Ontario County" (Exit 44 NYS Thruway)
The Town of Farmington is an Equal Opportunity Provider*

TDD 1-800-662-1220

www.townoffarmingtonny.com

Justices
John E. Gligora
315-986-3113
Morris H. Lew
315-986-8195
Highway Supt.
Tim Ford
315-986-5540
**Acting Water & Sewer
Supt.**
Dave Conti
585-924-3158
Acting Assessor
Paula Ruthven
315-986-8100 Opt. 4
Code Enforcement Office
Daniel Delpriore
315-986-8100 Opt. 3

April 27, 2023

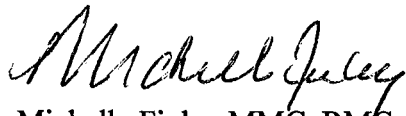
Town of Canandaigua
Attn: Supervisor Jared Simpson
5440 Routes 5 & 20 West
Canandaigua, NY 14424

Dear Supervisor Simpson:

Enclosed is a certified copy of a resolution the Farmington Town Board passed at their meeting held on April 25, 2023, pertaining to the Brickyard Road Water Tank and Transmission Main for the Canandaigua-Farmington Water District. Also enclosed is a copy of the signed proposal and amendment agreement.

Should you have any questions, please contact my office at (315) 986-8100, option 1.

Sincerely,


Michelle Finley MMC, RMC
Farmington Town Clerk

This is **EXHIBIT K**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [July 9, 2019].

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1

The Effective Date of this Amendment is: 4/21/2023.

Background Data

Effective Date of Owner-Engineer Agreement: July 9, 2019

Owner: Town of Farmington

Engineer: MRB Group Engineering, Architecture & Surveying, D.P.C.

Project: Brickyard Road Water Tank and Transmission Main - 2019

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ☒ Additional Services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☐ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Additional Final Design Phase Services as described in the attached letter.

Agreement Summary:

Original agreement amount:	\$ <u>764,200.00</u>
Net change for prior amendments:	\$ <u>n/a</u>
This amendment amount:	\$ <u>52,000.00</u>
Adjusted Agreement amount:	\$ <u>816,200.00</u>

Change in time for services (days or date, as applicable): 0

Service	Amount
Design (update)	\$24,500.00
Bidding (re-bidding w/ alt's)	\$27,500.00
Total	\$52,000.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

Town of Farmington

MRB Group Engineering, Architecture & Surveying, DPC

By:

Print

name: Peter Ingalsbe

By:

Print

name: James J. Oberst, P.E.

Title: Supervisor

Title: Executive Vice President/C.O.O.

Date Signed:

Date Signed: 12/19/22

By:

Print name:

[Hon. Steven Holtz]

Title:

[Deputy Supervisor]

Date Signed:

By:

Print name:

[Mike Casale]

Title:

[Town Board Member]

Date Signed:

By:

Print name:

[Nathan Bowerman]

Title:

[Town Board Member]

Date Signed:

Print name:

[Ronald Herendeen]

Title:

[Town Board Member]

Date Signed:

[1000 County Road 8]
Farmington, NY 14425

[145 Culver Road, Suite 160]
Rochester, NY 14620

Designated Representative (Paragraph 8.03.A):

Designated Representative (Paragraph 8.03.A):

[]

[William Davis]

Title: []

Title: [Team Leader]

Phone Number: []

Phone Number: [585-381-9250]

E-Mail Address: []

E-Mail Address: [Bill.Davis@mrbgroup.com]

December 19, 2022

Hon. Peter Ingalsbe, Supervisor
Town of Farmington
1000 County Road 8
Farmington, NY 14425

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
AMENDMENT #1 – RE-DESIGN AND RE-BIDDING SERVICES
BRICKYARD ROAD WATER TANK AND TRANSMISSION MAIN
FOR THE CANANDAIGUA – FARMINGTON WATER DISTRICT**

Dear Supervisor Ingalsbe:

The following is our Engineering Amendment needed to provide minor design changes and to re-bid the Brickyard Tank/Transmission Main Project. On November 1st, the joint boards of the Town of Farmington and Canandaigua unanimously passed a motion to resume efforts to put the project out for public bid. We are pleased to offer the following Amendment for Professional Services related to the above referenced project.

I. Project Overview

As you are aware, the Town received bids for the project on December 14, 2021, with Caldwell Tanks, Inc. as the low bidder. The project at the time had a total construction value for all contracts of just under \$11 million. Since the project was over the authorizing bond resolution and the 202b resolution, both boards were required to pass amendments to those resolutions. The Town Board of Canandaigua declined to move the amended 202b resolution and, instead, authorized a study of the Uptown Area Water System. As a result, all bids were rejected. The Uptown Water Study reaffirmed the need for the Brickyard Tank for the Canandaigua side of the Canandaigua Farmington Water District, and as a result, both boards voted in favor of moving forward with the project.

It is our understanding that some minor revisions are necessary to reflect current conditions, and some value engineering is needed to mitigate rising costs. The Towns have installed the 12" watermain along Canandaigua Farmington Townline Road so that this work can be removed from the scope of work. Additionally, more site work scope can be pushed into the transmission main contract to limit the amount of subcontracted work necessary for the Tank



Contract. The conditioned space in the shaft of the elevated tank can also be reduced and re-designed so that the base bid provides a lower cost option and the previously designed conditioned space can be bid as an alternate so the Towns can make that decision after bidding. The following outlines our scope of services:

II. Scope of Services and Compensation

MRB Group proposes to provide the additional scope of services as described below for Amendment #1:

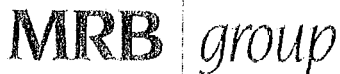
A. Additional Final Design Phase:

1. Review current existing conditions (extent of existing watermain and extent of the tank site conditions) and update the drawings accordingly.
2. Review and revise contract limits between the Tank contract and the Transmission contract.
3. Design a smaller conditioned space enclosure for the tank shaft and proper freeze protection for piping outside the conditioned space. The previously designed larger conditioned space will be bid as an alternate.
4. Revise the underground vaults in the design to incorporate the Town's recently proposed modifications.
5. Update the Contract Documents for bidding.
6. Submit Contract Documents to the NYS DOH and NYS EFC (per IMG Grant Award) for approval (if necessary). Work with the NYS DOH and NYS EFC to resolve any questions or comments they have regarding the revised design and provide a re-submittal for final approval. Produce final set for bidding purposes.

Subtotal of B, Items 1 – 6 \$24,500.00

B. Bidding:

MRB Group will prepare bid documents for public bid. It is anticipated that this project will require up to three (3) contracts. Bidding services include:



Hon. Peter Ingalsbe, Supervisor
Town of Farmington
RE: AMENDMENT 1 BRICKYARD TANK AND TRANS. MAIN
December 19, 2022
Page 3 of 3

1. Prepare Bid Documents: MRB Group will prepare an advertisement for bid to be published by the Town and coordinate publication of the bid documents. The Avalon online plan room will be used to publish and distribute the bid documents. Plans and specifications will be provided to the Town to allow local contractors to review the plans and specifications at the Town Hall.
2. Addenda: MRB Group will prepare addenda based on questions and comments received from bidders during the bid process.
3. Attend and chair a Pre-bid meeting for potential bidders to answer questions and clarifications to bid documents.
4. Bid Opening: MRB Group will attend the bid opening and review the bids received for completeness and conformance with the bidding requirements. A bid review and summary will be provided to the Town for their assistance in awarding the contracts.

Subtotal of C, Items 1-4.....\$27,500.00

Total of Amendment #1.....\$52,000.00

The cost figures shown above represent our lump sum amount. Any additional work beyond this fee and outside the scope of this amendment proposal would be reviewed with the Client.

If this Amendment for Professional Services Agreement is acceptable to the Town, please sign in the space provided below, as well as the attached Exhibit K, and return it to our office.

Respectfully submitted,

William Davis
Director of Water Resources Engineering

James J. Oberst, P.E., LEED AP
Executive Vice President/C.O.O.

N:\0610.19002.000\Admin\MRB-OwnerAgreement\Amendment 1\gjh-BrickyardRdTank-Transmission-Amend1.doc

AMENDMENT #1 ACCEPTED BY:

Signature

Town Supervisor

Title

4/25/2023

Date

Town Supervisor
Peter Ingalsbe
315-986-8100 opt 2

Deputy Supervisor
Steven Holtz

Town Clerk
Michelle Finley
315-986-8100 opt 1

TOWN OF
FARMINGTON



Town Councilmen
Michael Casale
Steven Holtz
Ron Herendeen
Nate Bowerman

1000 County Road 8, Farmington, New York 14425

"The Gateway to Ontario County" (Exit 44 NYS Thruway)
The Town of Farmington is an Equal Opportunity Provider

TDD 1-800-662-1220

Justices
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Morris H. Lew
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Highway Supt.
Tim Ford
315-986-5540
Water & Sewer Supt.
Dave Conti
585-924-3158
Acting Assessor
Paula Ruthven
315-986-8100 opt 4
Code Enforcement Office
Dan Delpriore
315-986-8100 opt 3

www.townoffarmingtonny.com

RESOLUTION #179-2023:

Councilman Bowerman offered the following Resolution, seconded by Councilman Casale:

RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE AMENDMENT NO 1 TO THE OWNER-ENGINEER AGREEMENT FOR THE BRICKYARD ROAD WATER TANK AND TRANSMISSION MAIN PROJECT

WHEREAS, resolution 288-2019 approved the proposal for professional services with MRB group for the Brickyard Road Water Tank and Transmission Main in an amount not to exceed \$764,200 for the design, bidding, construction administration and observation as well as additional services for the project,

WHEREAS, EJCDC agreement (between Owner and Engineer for Professional services) that was filed with EFC for this project listed the original amount of \$764,200,

WHEREAS, MRB has provided the Town with Exhibit K, an amendment to Owner-Engineer Agreement with an amount of additional services totaling \$52,000: \$24,500 for design and \$27,500 for rebidding,

NOW, THEREFORE BE IT RESOLVED, the Town Board approve the Supervisor to sign the exhibit K form as well as the letter from MRB dated December 19, 2022,

FURTHER RESOLVED, that the signed Exhibit K and MRB letter be sent to Bill Davis, MRB group and that copies of this resolution and the signed amendment be submitted by the Town Clerk to the Accountant I, the Water and Sewer department, and the Town of Canandaigua Supervisor.

I, Michelle Finley, Town Clerk of the Town of Farmington do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Farmington on April 25, 2023, by the following vote:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Peter Ingalsbe	X		
Michael Casale	X		
Steven Holtz	X		
Ronald Herendeen	X		
Nathan Bowerman	X		

STATE OF NEW YORK
ONTARIO COUNTY


This is to certify that I, Michelle Finley, Town Clerk of the Town of Farmington, in the said County of Ontario, has compared the foregoing copy of Resolution No. 179-2023 - RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO SIGN THE AMENDMENT NO 1 TO THE OWNER-ENGINEER AGREEMENT FOR THE BRICKYARD ROAD WATER TANK AND TRANSMISSION MAIN PROJECT

With the original now on file in this office, and that the same is a correct and true transcript of such originals and the whole thereof.

TOWN OF FARMINGTON

In Witness Whereof, I have hereunto set my hand and affixed the seal of said Town this 27th day of April 2023.

SEAL


Michelle Finley MMC, RMC
Farmington Town Clerk – Ontario County

ATTACHMENT 7

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

AGREEMENT between the Highway Superintendent of the Town of Canandaigua, Ontario County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of **Section 284** of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

GENERAL REPAIRS / PERMANENT IMPROVEMENTS

The sum of \$2,073,633.00.00 shall be set aside to be expended for primary work and general repairs upon 102.60 miles of town highways, including sluices, culverts and bridges having a span of less than twenty feet and boardwalks or the renewals thereof.

The following is a list for the permanent improvement of Town highways:

1. Canandaigua Farmington town line road sidewalk \$ 50,000.00
2. Crack seal of roads \$ 50,000
3. Asphalt repairs.
 - Shoulder repairs where needed \$ 200,000.00
4. Seneca Point Road
 - a. Cross culvert and asphalt overlay. \$300,000.000
5. Silvernail Drive reconstruction \$ 300,000.00
6. Deuel road \$ 337,000.00
7. Overlay with asphalt Nott Road 50,000
8. Overlay Monks Road 115,000
9. Micro pave 220,000
 - Bristol road
 - Middle Cheshire Road
 - Old Brookside subdivision roads
10. Goff Road overlay \$ 150,000.00
11. Buffalo street ext. overlay and concrete repairs \$ 150,000.00
12. Surface treatments
 - Andrews road
 - Cooley road
 - Airport road
 - Sommers road
 - Short road
 - Risser road
 - Yerkes Road

- Buffalo Street Ext.

Total \$ 151,633

Total Estimated Expenditure \$ 2,073,633.00

Executed in duplicate this 15 day of May 2023.

Town Supervisor
Jared Simpson

John Casey
Councilmember

Adaline Rudolph
Councilmember

Davis Sauder
Councilmember

Terry Fennelly
Councilmember

James Fletcher
Highway and Water Superintendent

NOTE: This Agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. *COPIES DO NOT HAVE TO BE FILED IN ALBANY.*

ATTACHMENT 8

UniFirst

NEW ACCOUNT ☐ EXISTING ACCOUNT ☒

INSTALLATION DATE _____

MM/DD/YYYY

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) Town of Canandaigua DPWLOC. NO. 056ADDRESS 5440 State Route 5 & 20ROUTE NO. H455Canandaigua, NY 14424DATE 3/9/23PHONE 585-394-1120SIC/NAICS 9111

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

MERCHANDISE SERVICED								
ITEM DESCRIPTION	LOST/ DAMAGE REPLACEMENT CHARGE	SERVICE FREQUENCY	NO. OF PERSONS ISSUE PER PERSON	TOTAL NO. OF CHANGES/ PIECES	PRICE PER CHANGE/ PIECE	STANDARD/ NON- STANDARD ¹	TOTAL FULL SERVICE	TOTAL VALU-LEASE ²
013C05 LSSHT ENHANC YELLOW		1			.34	▼		
023C05 SSSHT ENHANC YELLOW		1			.34	▼		
100205 PANT 65/35 SOFTWIL PLAIN		1			.20	▼		
10HD69 JEAN 100% COTT RELAX		1			.31	▼		
12UH05 JEAN 100% COTT CARP		1			.31	▼		
15EL05 JKT 65/35 ENHANC YSY REF		1			.42	▼		
300205 COVERALL 65/35		1			.31	▼		
402205 JUMPSUIT S/S POLY COTTON		1			.31	▼		
623213 NATURAL HAND TOWEL		1			9.75	▼		
623107 HAND TOWEL DISP		1			N/C	▼		
76GC03 3X10 GREAT IMP MAT 2.0		1			3.00	▼		
76GB03 4X6 GREAT IMP MAT 2.0		1			2.50	▼		
76GD03 4X8 GREAT IMP MAT 2.0		1			3.50	▼		
802310 18X18 WIPERS BAGGED		1			.05	▼		
Minimum weekly charge applies, equal to 75% of the initial weekly install value.								

OTHER CHARGES	AMOUNT
Garment preparation per piece	.50
Name emblem per piece	.35
Company emblem per piece	1.30
Direct Embroidery: Wearer name per piece	
Company name per piece	

OTHER CHARGES	AMOUNT
Non-stock sizes per piece	20%
Special cuts per piece	3.00
Restock/Exchange per piece	3.00
Automatic Wiper Replacement	2% @ .25
Automatic Linen Replacement	
DEFE (See description on reverse side)	3.30

PAYMENT TERMS: C.O.D. ☐ E.F.T. ☐ Approved Charge³ ☒

COMMENTS
NJPA Customer <i>3yr/36 month</i>

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1 1/2% per month (18% per year) for any amount in arrears may be applied.⁴

The undersigned agrees to the attached Customer Service Agreement Terms and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization—including logos or brand identities—that has been requested.

SALES REP: _____
SALES REP (Print Name) _____ DATE _____ACCEPTED: _____
CUSTOMER (Signature) _____ DATE _____ACCEPTED⁵: _____
LOCATION MANAGER (Signature) _____ DATE _____

CUSTOMER (Print Name and Title) _____

LOCATION MANAGER (Print Name and Title) _____

EMAIL _____

¹ Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.² Merchandise which is ValU-Leased is not cleaned by UniFirst.³ Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.⁴ All returned checks and declined credit/debit cards subject to \$35 processing fee.⁵ This Agreement is effective only upon acceptance by UniFirst Location Manager.

CUSTOMER SERVICE AGREEMENT TERMS

REQUIREMENTS SUPPLIED. Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

PERFORMANCE GUARANTEE. UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired, and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 80 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

TERM AND RENEWAL. This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

PRICES AND PAYMENTS. Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the price then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUROOQOSAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property, and other taxes and assessments arising out of this Agreement.

DEFE CHARGE. Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present, and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation, and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil, and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

MERCHANDISE. Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty, or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries, or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

Flame Resistant ("FR") Merchandise supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

Visibility Merchandise is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

Healthcare/Food-Related Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. (* Poly-bag services incur additional charges)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks, or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

OBLIGATIONS AND REMEDIES. If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed), pursuant to the Expedited Rules of the Commercial Arbitration Rules of the American Arbitration Association, and governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees, and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

MISCELLANEOUS. The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement, provided that such assumption shall not relieve Customer of its liabilities hereunder and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special, or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

**Solicitation Number: RFP #040920****CONTRACT**

This Contract is between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **UniFirst Corporation**, 68 Jonspin Road, Wilmington, MA 01860 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires May 22, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract. Vendor's Equipment, Products, or Services consist exclusively of textile products or services, and will identified as Products or Services in this Contract.

All purchased Products provided under this Contract must be new/current model. All rented Products provided under this Contract will be new at the time each location is initially installed into service. Vendor may offer close-out or refurbished Products if they are clearly indicated in Vendor's product and pricing list.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Products and Services furnished are free from liens and encumbrances. All Products will be processed, mended, and finished in accordance with the generally accepted standards of the textile rental industry. Vendor makes no other representations, warranties or conditions, express or implied by law, statutory or otherwise, including, without limitation, the design or condition of the Products, their merchantability or their fitness, capacity or durability for any particular use or purpose, the quality of the Products or workmanship of the Products.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Products and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Products or Services under this Contract will be priced as stated in Vendor's Proposal. The prices stated in Vendor's Proposal are calculated based on a five (5) year contract term commitment. Four (4) year contract term commitments will require a five percent (5%) price increase. Three (3) year contract term commitments will require a ten percent (10%) price increase. All prices submitted are exclusive of any applicable sales taxes. All such sales taxes shall be listed as a separate line item on the underlying invoice and paid directly by UniFirst to the appropriate taxing authority.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Products or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Products must be properly packaged. Damaged Products may be rejected. If the damage is not readily apparent at the time of

delivery, Vendor must permit the Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Products that arrive in a defective or inoperable condition.

Vendor will repair any rental item or reperform any services which do not comport with the Sourcewell's specifications or requirements as set forth in the Contract and issue credits for any Services that do not comport with said specification and/or requirements. The Products are processed and delivered on a weekly basis, each week, continuously throughout the term of the Contract. As such, the applicable warranty period for such rental Products is one (1) week.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Products. In the event of the delivery of nonconforming Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Products with conforming Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Products or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Products or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Product or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Products or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Products and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Products or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Products or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Products or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor.

Typically, a Participating Entity will enter into a local service contract directly with Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **PERFORMANCE BOND.** If requested by a Participating Entity, Vendor will provide a performance bond that meets the requirements set forth in the Participating Entity's order.

D. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. **TERMINATION OF ORDERS.** Participating Entities may terminate their local service contract, in whole or in part, subject to its terms and conditions, upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

F. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's local service contract will be determined by the Participating Entity.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. **ADMINISTRATIVE FEE.** In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Products and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing.

Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit a check payable to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Products and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. ASSIGNMENT. Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. WAIVER. If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. CONTRACT COMPLETE. This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor will indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of its negligence or willful misconduct in the performance of this Contract by the Vendor or its agents or employees.

12. AUDITS

Sourcewell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of 6 years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

14. INDEMNIFICATION

As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

15. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
 - b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*
 - a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
 - b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
 - c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.
4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. ENDORSEMENT. The Vendor must not claim that Sourcewell endorses its Products or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity's local service contract under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any purchase orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without 30 days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within 10 days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. **SELF-INSURED RETENTIONS.** Any self-insured retention in excess of \$10,000 is subject to Sourcewell's approval.

21. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Products or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Products or Services are sold.

B. **LICENSES.** Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs

operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Products or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work

Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right

also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

Sourcwell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcwell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell
DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz
Title: Director of Operations &
Procurement/CPO

Date: 6/18/2020 | 12:51 PM CDT

UniFirst Corporation
DocuSigned by:
By: David M. Katz
C1504866F1CF420...
David M. Katz
Title: Vice President Sales & Marketing

Date: 6/18/2020 | 12:07 PM CDT

Approved:
DocuSigned by:
By: Chad Coauette
7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO

Date: 6/18/2020 | 12:52 PM CDT

RFP 040920 - Uniforms with Related Products and Services

Vendor Details

Company Name: UniFirst Corporation
68 Jonspin Rd
Address: Wilmington, MA 01887
Contact: Jesse Daggett
Email: jesse_daggett@unifirst.com
Phone: 903-279-1442
HST#:

Submission Details

Created On: Thursday February 20, 2020 09:21:55
Submitted On: Thursday April 09, 2020 15:36:34
Submitted By: Robert Crossley
Email: Robert_Crossley@unifirst.com
Transaction #: 2cb92d0d-ebf9-4035-9d00-4471a5f74575
Submitter's IP Address: 207.126.196.16

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	UniFirst Corporation	*
2	Proposer Address:	68 Jonspin Road Wilmington, MA 01860	*
3	Proposer website address:	https://unifirst.com/	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	David M. Katz Vice President Sales & Marketing 68 Jonspin Road Wilmington, MA 01860 David_Katz@UNIFIRST.COM 800-347-7888	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jesse Daggett Preferred Vendor Business Development Manager 68 Jonspin Road Wilmington, MA 01860 Tel: 800-934-8641 Cell: 903-279-1442 Jesse_Daggett@UniFirst.com	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Jeremy Weiss Director, National Account Sales UniFirst Corporation 68 Jonspin Road Wilmington, MA 01887 800-347-7888 jweiss@UniFirst.com	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>From our modest beginnings in an eight-stall garage in Boston in 1936, UniFirst Corporation has become an industry leader and one of the fastest growing companies in the \$13 billion Uniform Services business.</p> <p>As the only public company within its industry to grow revenues every year since we started in 1936, including each of the recent recessionary years, UniFirst may have just such a "secret formula." UniFirst supplies and services uniforms that are "job-fitted work clothes" tailored to the needs of companies throughout the U.S. and Canada.</p> <p>UniFirst is dedicated to excellence in service and total customer satisfaction. For 83 years we've known the importance of excellent customer service and we've dedicated ourselves to achieving it. Now in our ninth decade of service we continue working toward perfecting the process.</p> <p>UniFirst's overall Customer retention rate for the past 3 years is over 97%. Over the past 10 years our annual percentage of controllable lost accounts has remained under 5% and our contract renewal rate has actually increased year-to-year. With industry averages approaching 90%, we believe we are setting the pace for business retention in the industry. Our "Customers for Life" programs and overall business philosophy is a key differentiation between UniFirst and its competitors.</p> <p>Our corporate mission is to be recognized as the leading provider of quality uniform products and services for business. Our careful focus on serving each customer's special needs and providing total satisfaction enables us to grow, to provide an equitable return on investment, and to create opportunities for our team partners.</p> <p>We are committed to conducting our business in a fair, honest, and responsible manner in accordance with all environmental and government regulations and with the highest standards of business ethics.</p> <p>With a core business dedicated to the rental, lease, and sale of work clothing, uniforms, and career wear to business, we recognize that our continued success depends on the skill, creativity and initiative of all our team partners. That is why we are constantly seeking bright, talented, self-motivated individuals to help us extend our record of success in the 21st century.</p> <p>A difference that UniFirst offers can be looked at as a basic philosophy of doing business. This basic philosophy is summed up with three main thoughts; honesty, mutual trust and respect, and results for today and tomorrow. While these thoughts may seem sentimental and overused they form the foundation for how we approach day-to-day business at UniFirst.</p> <p>You will not hear UniFirst over commit just to win your business. We will honestly tell you what we can and what we cannot do. We feel that this is the only way to earn your business.</p> <p>UniFirst feels that a relationship built on mutual trust and respect will allow both parties to accomplish their necessary objectives. No one wins if one party to an agreement loses. Because all of our business partnerships begin with an honest commitment to what we can and cannot do, trust and respect naturally develop between UniFirst and our customers.</p> <p>While the program that we put in place addresses today's objectives we must constantly be looking to solving tomorrow's challenges. That means finding new technology, new products and services but most of all it means having a relationship that fosters commitment to meet tomorrow's requirements. UniFirst is committed to making this a long-term relationship. We want to be business partners for a long time.</p>
8	Provide a detailed description of the products and services that you are offering in your proposal.	<p>Products</p> <p>Standard Work-wear:</p> <p>From factory coveralls, to lab coats, to foodservice smocks – UniFirst's Industrial Wear line offers apparel for workers in virtually every occupation. Beyond a complete selection of primary garments, cover-ups, and outerwear, UniFirst also provides accessory items like gloves, hats, footwear, and protective gear - making "head-to-toe" outfitting more than just a marketing slogan. Most of the line's apparel items boast our Industrial Laundry Safe seal, meaning they are ideally constructed to hold up to UniFirst's rigorous industrial laundry process.</p> <p>Compared to home laundering, we use stronger detergents, longer agitation cycles, and higher temperatures to get even hard-use clothing their cleanest. UniFirst currently self-manufactures 67% of its overall industrial garment needs.</p> <p>Flame Resistant Apparel:</p> <p>Wherever business is hot (literally), UniFirst is on the job. Our flame-resistant apparel offers important secondary protection from flash fire, electric arcs, and other potentially hazardous flame conditions. Our FR garments look and feel comfortable,</p>

but offer great durability and the added protection of flame-resistance. UniFirst currently self manufactures over half of its overall FR needs. UniFirst also carries Flame Resistant Apparel specific for the foodservice industry - Samples are available.

Hi Visibility Garments:

For those whose jobs place them in potentially hazardous traffic environments, UniFirst offers the latest HIGHVISIBILITY WORKWEAR SOLUTIONS. Our ANSI compliant Hi-Vis garments make workers visible to drivers at much greater distances than simple enhanced visibility wear. And workers who are more easily seen by motorists and oncoming traffic are safer and happier on the job.

Corporate Casual Attire:

All across North America, the casual dress trend has taken hold. But the need for professional polish remains as strong as ever. UniFirst responds with Corporate Casual attire that allows employees to "dress down" while maintaining a decidedly business-like look. Our growing Corporate Casual line includes hundreds of items, all available with our own embroidered or screen-printed personalization. In this and other product categories, UniFirst offers the industry's fastest new installation and replenishment service available, thanks largely to our ISO 9001:2015 registered, 320,000 sq. ft. Owensboro, KY Central Distribution Facility, the only such facility in the industrial rental garment business.

Floorcare and Dust Control Services:

Creating a safe, attractive workplace is a process that begins from the ground up. It's no wonder, then, that UniFirst's floorcare products are underfoot in offices and factories from coast-to-coast. Through our rental programs, we regularly clean and rotate items, saving businesses significant maintenance time and expense. Supplying walk-off and logo mats; scraper and anti-fatigue mats; wet and dry mops; as well as various wiping products, UniFirst keeps workplaces clean and inviting, while protecting employees and your Members alike.

UniFirst self-manufactures over 97% of its total floorcare needs (mats and dust mops) from its Arkansas manufacturing facility so that we provide customers with an even greater level of color selection, and overall value than was previously available.

In business, quality and image are around-the-clock imperatives, often extending beyond work apparel. Restroom Services from UniFirst benefits both a company's employees and its Customers. Products such as hand soaps, sanitizers, air fresheners, disposable towels and tissue, as well as required dispensers, address health and sanitary concerns, while conveying a focus on cleanliness that speaks of a total commitment to quality.

Services

When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).

Rent, lease, or buy work uniforms

Sourcewell's Members can assume as little or as much responsibility as they wish for their overall uniform program by electing to rent, lease, or buy. With the proper care and ongoing maintenance, Members can be assured their UniFirst workwear (and facility service) products are always in top shape.

Work Uniform Rental includes program administration, laundering, delivery, repairs, replacements, and more.

UniFirst full service uniform rental programs include:

When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your Member's choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your Member's employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).

How our rental programs work

More than 260 UniFirst service centers throughout the U.S. and Canada provide a total uniform and Facility Service package. With a full service rental program, you get:

- Professional on-site needs analysis
- More than 40,000 in-stock product SKUs to choose from
- Measurement/fitting of each wearer conducted at your location(s)
- Specified number of garments for each individual
- Professional laundering and finishing
- Regularly scheduled uniform deliveries and product replenishment

- Inspection of all work clothing for rips, flaws, missing buttons, etc.
- Automatic garment repairs
- Automatic replacement of overly worn or damaged garments
- Inventory control with itemization by employee (or product)
- Quick outfitting of new employees
- Full program management

Triple Pro Service

You will get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Service Representative who'll keep your program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.

Every delivery day your Route Representative will check with you to see if there are any new employees to be added to the program. If there are, these additional people will be documented on the invoice. If you don't want to wait until your next delivery day, call your local UniFirst office and ask to speak with the Customer Service Rep. The Route Representative will size all new employees (or you can give their sizes over the phone) and uniforms will be ordered within 24 hours. You can expect stock garments in standard sizes to arrive on the next delivery day. Non-stock garments or non-standard sizes will take a little longer.

For rental uniforms UniFirst does not measure your employees. Rather, we have your employees actually try-on the garments, as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive, greatly assists the sizing process.

Work Uniform Leasing includes all the facets of a Uniform Rental Program, but employees take care of laundering their own uniform garments.

UniFirst Val-U-Lease uniform programs include:

Depending upon individual needs, your Members may prefer our Val-U-Lease program. They will enjoy the service, convenience, and all the benefits of our Full Service Uniform Rental Program, with the exception of the scheduled laundering services. But if they need occasional laundering, we can arrange that, too. And you'll still receive our uniform repair, replacement, and other maintenance services, as needed.

How our Val-U-Lease programs work

Like with our Uniform Rental programs, a UniFirst Val-U-Lease program eliminates upfront clothing investments in favor of low weekly charges. Your Members are only billed for the number of workers actually "in uniform." Idle clothing costs are avoided, and they get top-quality, stylish uniforms of their choice... complete with custom company emblems and much more. Employees take care of uniform cleaning, but

UniFirst takes care of everything else, including:

- Professional on-site needs analysis
- More than 40,000 in-stock SKUs and over 340,000 total product SKUs to choose from
- Measurement/fitting of each wearer conducted at your location(s)
- Specified number of garments for each individual
- Garment repairs
- Garment replacements of overly worn or damaged garments
- Inventory control with itemization by employee (or product)
- Quick outfitting of new employees
- Full program management

Triple Pro Service

Your Members will get three dedicated UniFirst professionals working on their account at all times. There's a dependable Route Service Representative who'll keep their program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that they are getting everything they need when they need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.

Work Uniform Purchase programs allow your Members to outfit their staff at competitive prices. And if they require occasional laundering or other garment services, we can provide that too.

For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase.

		<p>Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified.</p> <p>All our uniform rental items are available for purchase. Your Members may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority.</p>	
9	What are your company's expectations in the event of an award?	<p>In the 9 years UniFirst has held the contract for uniforms, we've grown Sourcewell (formerly NJPA), to be our largest National Account Preferred Vendor program with annual revenues exceeding \$10M. In the event we're able to re-secure Sourcewell's uniform contract we are confident our program will, at a minimum, double over the course of the contract if not grow 2.5-3X based on ongoing sales efforts, management and rep awareness of the program and all the marketing and educating of Sourcewell members and/or prospective members these past 9 years.</p>	*
10	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	<p>Please see the attached "UniFirst FY 2019 Annual Report," And the "UniFirst Standard Bank and Credit Responses" file. UniFirst's Dunn and Bradstreet Rating 5A2</p> <p>UniFirst is debt free, our balance sheet position allows us to commit to our industry leading product/facility reinvestment. That reinvestment will allow you to enjoy the best in class service from the Premium Supplier in the industry for the life of the facility service partnership.</p> <p>We are also the quality leader in the industry. Our executive focus and capital investment is all directed into improving our Laundry operations and customer experience. 95% of our revenues are from our core competency - rental laundry programs. Compared to our top two competitors, rental laundry represents roughly 77% of Cintas's revenue and only 9% of Aramark's revenue. Our financial position compared to our top two competitors with Aramark carrying \$7.87 billion and Cintas carrying \$2.54 billion in debt, with their efforts to reduce their debt burden, limits their ability to reinvest in their laundry infrastructure and customer's inventories.</p> <p>Ensuring quality, starts with product selection and account set-up. Unlike many of our competitors that have invested resources in other lines of business such as food related services, fire extinguishers, bathroom & carpet cleaning and put in place lucrative commission structures for their drivers to cross sell to their existing customer base, UniFirst's primary business is Laundry. Each Route Service rep is judged and bonused each year on the customer retention numbers within their given route with top performers who keep 100% of their customers each year rewarded with a 5 night trip to a luxury resort to celebrate their accomplishment (The Cove at the Atlantis Bahamas in 2019).</p> <p>That commitment to excellence for our customers was built from the ground up by our founding family (and the majority shareholders in our company) based on our founding Core Values (which remain in place today): Customer Focus, Respect for Others, and Commitment to Quality. UniFirst's primary business objective is to provide its customers with only the best services possible, along with great-looking, image-enhancing uniforms, work clothing, and facility service items. All of our ongoing investments and efforts are focused on accomplishing one thing, which is our number-one long-term goal for UniFirst: to become universally recognized as the best service provider in our industry.</p> <p>To accomplish that goal, we have the largest network of ISO certified laundering plants in our industry. UniFirst maintains 260 facilities throughout North America. By having our plants ISO certified, we help ensure a consistency of quality that supports our commitment to providing best-in-class service and products to all of our customers.</p> <p>Each of our customer-servicing plant operations earned the internationally recognized ISO 9001 certification. The majority of our company-owned manufacturing facilities operate within ISO 9001:2015 certified quality management systems. ISO certification requires operations to document and follow workflow processes in detail in order to maintain ongoing maximized efficiencies in processes and productivity. ISO certifications can only be earned (and maintained) following in-depth quality and conformance audits by a recognized third-party certifying authority.</p> <p>UniFirst also maintains a state-of-the-art distribution center in Owensboro, Kentucky and has one plant in Cave City, Arkansas that specifically manufactures its own line (approximately 97% of the mats we place in service), of high-quality commercial floor mats. ISO 9001:2015 Certification, validates the fact that UniFirst has continuous improvement processes in place "to ensure that we consistently meet or exceed all of our customer's expectations." In-house manufacturing, producing millions of products annually, provides a unique level of vertical integration that not only lowers the cost for our customers, but also permits the creation of custom-designed mats for image-conscious companies.</p>	*

11	What is your US market share for the solutions that you are proposing?	16%	*
12	What is your Canadian market share for the solutions that you are proposing?	17%	*
13	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*
14	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	<p>We manufactured approximately 67% of the garments we placed in service during the fiscal year ended August 31, 2019 ("fiscal 2019"). These were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontract manufacturers that we utilize to supplement our manufacturing capacity in periods of high demand. That means the products are made to withstand the punishing industrial laundry process. We also include products from other fine manufacturers noted for work wear quality and toughness.</p> <p>The Company operates 260 locations, serves over 300,000 customers throughout North America, puts nearly 2 million people in work apparel each business day and employs more than 14,000-plus team partners. Our business is the Rental, Lease and Sale of work clothing, uniforms, protective apparel, career-wear, and facility services products to businesses in virtually all industrial categories.</p>	*
15	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	<p>UniFirst is in good standing in the state of its incorporation, is qualified to do business in each state in which it proposes to provide products and/or services and has all licenses and permits necessary or required to provide such products and/or services.</p> <p>UniFirst operates the largest network of ISO 9001:2015 certified laundry facilities in the world. It has manufacturing facilities, and its primary distribution center is ISO 9001:2015 Certified. This process includes the creation of detailed training and communication programs for all team partners on maintaining appropriate procedures for quality and service controls.</p> <p>UniFirst maintains a state-of-the-art distribution center in Owensboro, Kentucky and three ISO 9001-2015 Certified garment manufacturing facilities in Mexico and also a manufacturing facility in Nicaragua. In-house manufacturing, producing millions of garments annually, provides a unique level of vertical integration that not only lowers the cost of uniforms we offer through our uniform programs, but also permits the creation of custom-designed garments for image-conscious companies. The latter often affords UniFirst a distinct competitive advantage.</p> <p>UniFirst belongs to the following Associations:</p> <p>Food Service Grocery Manufacturers/Food Products Association American Association of Meat Processors International HACCP Alliance.</p> <p>Environmental Uniform and Textile Service Association (UTSA) Textile Rental Services Association (TRSA) Laundry Environment Stewardship Program (LaundryESP®) U.S. Green Building Council (USGBC) Canada Green Building Council (CaGBC). Energy Star and Green Lights® Business Partner Green Seal™ certified Eco-LogoM certified</p> <p>Healthcare AORN (Association of Operating Room Nurses) APIC (Association for Professionals in Infection Control and Epidemiology) ASHES (American Society for Healthcare Environmental Services) NADONA (National Association Directors of Nursing Administration) NFSI (National Floor Safety Institute),</p> <p>We also offer food industries specialized uniform programs that are consistent with the guidelines of Hazard Analysis Critical Control Point (HACCP) and the Global Food Safety Initiative (GFSI).</p>	*

16	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	UniFirst operates 260 locations, serves over 300,000 customers throughout North America, puts nearly 2 million people in work apparel each business day and employs more than 14,000 team partners. As such, to the best of our knowledge and belief, and without any duty of investigation, we have no knowledge, in the last 10 years, of any suspension or debarment proceedings that apply to UniFirst as defined under 48 CFR Chapter 1 - Federal Acquisition Regulation.	*
17	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Work Apparel UniFirst Brands Industrial Uniforms Work Shirts Work Pants Outerwear Flame Resistant Clothing High Visibility Workwear Healthcare Uniforms & Apparel Food Service Apparel ESD & Anti-Static Garments</p> <p>Uniform Services Uniform Rental Programs Val-U-Lease Program Direct Purchase Programs National Account Programs</p> <p>Facility Services Floor Mat Services <ul style="list-style-type: none"> • WALK-OFF MATS • SCRAPER MATS • ANTI-FATIGUE MATS • "WET AREA" MATS • MESSAGE & LOGO MATS Floor Mop Services <ul style="list-style-type: none"> • WET & DRY FLOOR MOPS • MICROFIBER FLOOR MOPS Wiper & Towel Services <ul style="list-style-type: none"> • SHOP TOWELS • MICROFIBER TOWELS Restroom Services <ul style="list-style-type: none"> • SOAPS & HAND CARE • HEAVY-DUTY HAND CLEANERS • PAPER TOWELS & SANITARY TISSUE • AIR FRESHENERS • SHAMPOO, SHOWER & BATH Hand Hygiene Services <ul style="list-style-type: none"> • PURELL HAND SANITIZERS • MEDICAL SOAPS & SURGICAL SCRUBS Cleaning Solution Dispensing Services</p> <p>Safety & PPE <ul style="list-style-type: none"> • Safety Masks • Ear Plugs • Eyewash Stations • Flame Resistant Clothing • Industrial Safety Gloves • Hard Hats • High Visibility Clothing • Safety Glasses </p>	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
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18	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>Our Company continues to be honored by communities throughout North America for our environmental efforts. Utilities in Missouri and Texas, for example, presented UniFirst with "gold" awards for water safety and environmental-friendly treatment processes; other sanitation districts from Virginia to Kansas have also presented UniFirst with "Green" awards for the care we take in protecting local environmental resources.</p> <p>We have even been recognized for our environmental efforts within the specialized field of laundering and decontaminating apparel for the nuclear power industry. Exelon Corporation, one of the nation's largest nuclear power providers, presented our company with its Environmental Leadership Award, citing our "lengthy record of (processes and) services that are environmentally responsible, safe, and of superior quality." These are just a few of the many types of awards and recognitions we receive every year.</p> <p>UniFirst has secured the No. 9 spot on Apparel magazine's "Top 50" apparel companies list. This is the 13th consecutive year that Apparel magazine ranked UniFirst as one of America's top 50 apparel companies, and the second time the company has appeared in the top 10. To be eligible for the Apparel listing, public companies had to record at least \$100 million in annual sales; rankings were based on overall performance and financial management. UniFirst appears in the top 10 alongside some of America's most popular clothing companies including Nike, Canadian Goose, and lululemon athletica.</p> <p>In 2019 UniFirst was, once again, named by Selling Power magazine as one of the top companies to sell for in America. That's 16 years in a row.</p> <p>Top 5, A+ ranking on list of "America's Most Trustworthy Public Companies" (TGF Analytics).</p> <p>Forbes' Platinum 400 List "Best Big Companies in America."</p> <p>Forbes Magazine Names UniFirst Corporation to its 2019 America's Best Employers List. UniFirst has been selected as one of "America's Best Large Employers" for 2019. The list ranks the top 500 employers across 25 different industries in the United States...</p> <p>Glassdoor's "25 Best Companies for Career Opportunities" list.</p> <p>UniFirst Ranked by Newsweek as One of "America's Best Customer Service" Providers 2020.</p> <p>UniFirst has been included on Barron's second annual list of the 100 Most Sustainable Companies in the United States...</p> <p>Boston Globe's "Top 100 Performing Companies" list. All companies on the list are judged by their increased sales, profits, and return on shareholder's equity. Capital IQ, a Standard & Poor's business, provided the analytics for this year's Globe 100 using Securities and Exchange Commission filings and corporate reports.</p> <p>UniFirst was once again recognized for its commitment to diversity from two different organizations—2020 Women on Boards and the TRSA (Textile Rental Services Association).</p> <p>UniFirst has won a 2019 APEX Award of Excellence for the design and implementation of the company's recent President's Club promotional mail campaign.</p> <p>This is the second consecutive APEX award that UniFirst has earned for their marketing communications programs—last year having won an award for the cover design of the company's Uniform Rental Catalog. This year's winning entry focused on UniFirst's President's Club, a prestigious designation that recognizes and rewards top salespeople for achieving challenging year-long sales goals.</p> <p>UniFirst has won a Bronze Stevie® Award for its LEAP (Leadership, Education, and Performance) management development program in a new category for 2019—Sales Recruitment Initiative of the Year...</p>	
19	What percentage of your sales are to the governmental sector in the past three years	<p>Government sector sales falls under "Other" (16%), which includes:</p> <ul style="list-style-type: none"> • Oil and Gas Extraction, • Government, Retail, • Other Industries 	*
20	What percentage of your sales are to the education sector in the past three years	<p>The Education sector sales (15%), falls under "General Services," which includes:</p> <ul style="list-style-type: none"> • Business Services • Health and Educational Services 	*

21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	UniFirst is an approved contracted supplier for these and other Group Purchasing Organizations (GPOs): Amerinet Champs Group Purchasing MedAssets Premier Sales volumes are confidential.	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	UniFirst does not have any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that we hold.	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
City of Jacksonville	Richard Woodroof- City Manager	910-938-5200	*
City of Wilmington	Ellen McGowan- Sr Finance	910-343-1069	*
City of Germantown	Cathryn Perdue, CPPB, SPSM, Assistant Director of Procurement	P: (901) 751-7601	*

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Not for Publication	Government	Virginia - VA	Uniform/Facility Services Rental	\$1,905 (Average weekly invoice)	\$297,201	*
Not for Publication	Non-Profit	Washington - WA	Uniform/Facility Services Rental	\$1,874 (Average weekly invoice)	\$292,288	*
Not for Publication	Government	Virginia - VA	Uniform/Facility Services Rental	\$1,650 (Average weekly invoice)	\$257,451	*
Not for Publication	Government	North Carolina - NC	Uniform/Facility Services Rental	\$678 (Average weekly invoice)	\$105,710	*
Not for Publication	Education	California - CA	Uniform/Facility Services Rental	\$672 (Average weekly invoice)	\$104,836	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	Direct employees across the US and Canada for Sales = 1230, and for Route Service Team partners that overlap with delivery and Route Sales = 2542	*

26	Dealer network or other distribution methods.	<p>We manufactured approximately 67% of all garments which we placed in service during fiscal 2019. These garments were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontract manufacturers that we utilize to supplement our manufacturing capacity in periods of high demand. The balance of the garments used in our programs are purchased from a variety of industry suppliers. Currently, we also manufacture approximately 97% of the mats we place in service at our plant in Cave City, Arkansas.</p> <p>We note that our three apparel manufacturing plants in Cardenas, Valles and Ebano, Mexico have been awarded ISO 9001:2015 certification by Perry Johnson Registrars, an internationally recognized certifying authority. This ensures that the garments and emblems we design are produced with better quality, greater economy, and shorter response times to our customers.</p> <p>This ISO 9001:2015 certification speaks volumes about our commitment to quality in general and in particular about the quality manufacturing management systems that UniFirst now has in place at these garment manufacturing facilities. The output of these plants is shipped directly to our ISO 9001:2015 certification Distribution Center in Owensboro, KY for subsequent utilization by our customer service centers located throughout North America. This state-of-the-art Owensboro Distribution Center has systems and processes that allow for the incredibly fast delivery of products to our customers.</p> <p>Fast, accurate delivery -- UniFirst has invested over \$35 million in the state-of-the-art distribution center in Owensboro Kentucky, designed from the ground-up to support high-volume National Account service requirements. In-stock product can be picked, routed, inspected, packed and shipped within five (5) business days.</p> <p>UniFirst's centralized distribution center in Owensboro, KY is a state-of-the-art facility which improves shipping and labor costs and increases the service level we can provide Sourcewell. We invite you to view our Owensboro six minute video tour at the following URL:</p> <p>http://www.unifirst.com/company/videos/centralized-distribution-center-owensboro-ky/</p> <p>In-house manufacturing, producing millions of garments annually, provides a unique level of vertical integration that not only lowers the cost of uniforms the Company offers through Rental Programs, but also permits the creation of custom-designed garments for image-conscious companies. The latter often affords UniFirst a distinct competitive advantage.</p> <p>UniFirst has excellent geographic coverage for rental programs. We have extensive rental service operations. Our network of over 260 Locations, serve Customers in 45 US States & the majority of Canada (not in HI, MT, ND, SD, and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider.</p> <p>All services provided to all customers with operating locations within UniFirst's rental services area are provided exclusively by UniFirst personnel utilizing UniFirst owned or leased facilities and equipment. For locations that we do not currently service, we will use our best effort to subcontract to a local service provider. We serve over 300,000 customers throughout North America, putting nearly 2 million people in work apparel each business day.</p>
27	Service force.	1531 SERVICE

28	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>We believe that effective customer service is the most important element in developing and maintaining our market position. Our commitment to service excellence is reflected throughout our organization. Our route service representatives are the first line of continuing customer contact, who are supported by local customer service representatives, local service management staff and local operations management leaders, all of whom are focused on addressing the ongoing needs of customers, constantly delivering high-value service and pursuing total customer satisfaction. Our proprietary information systems and our support service center enables us to respond to customer inquiries or issues within 24 hours, and our service personnel are specially trained to handle the daily contact work necessary to effectively manage customer relations.</p> <p>We measure the speed and accuracy of our customer service efforts on a weekly basis and, through our "Customers for Life" program, we continuously survey, record and report satisfaction levels as a means of evaluating current performance and highlighting areas for improvement.</p> <p>UniFirst's business hours are 8:00 A.M. to 5:00 P.M. daily local time (holidays and weekends excluded).</p> <p>To ensure Sourcewell and its members will have direct access to National Accounts we will also customize internal communication tools for your Member's employees. An example of those communications would be a customized 800 phone hotline, email (example: (MEMBER)@unifirst.com) and customized posters in all sites so that local people know who to contact for assistance and how to contact them.</p> <p>Your members experience countless customer interactions every day, so it's important that all of their team members look their best. As your uniform and facility services provider it's our job to make that happen. To accomplish this, we take a team approach to servicing your accounts.</p> <p>Your local UniFirst service team consists of the following trained service professionals working on your Member's account all the time....</p> <p>*Route Representative . . . they keep the program running smoothly day in and day out. They are responsible for picking-up dirty uniforms and delivering clean ones. There're also empowered to replace worn garments as needed, provide size exchanges and to handle any service issue on the spot. They are in short, the embodiment of UniFirst.</p> <p>*Service Manager . . . Their primary responsibility is to see to it your members are getting everything they need when they need it.</p> <p>*Customer Service Rep . . . available to provide immediate telephone assistance.</p> <p>In addition, this local team is aided by the National Account Service Team. Led by Sourcewell's dedicated Account Executive, this team is available in the event an issue needs extra attention, or your Member is not satisfied with our local response. Simply use the Service Hotline to communicate the issue. We will work with your Members and our local service team to ensure your Member's issue is resolved to their satisfaction, quickly and efficiently.</p> <p>Local Service Team: Call the local phone number provided on the weekly invoice. Account Executive: Jesse Daggett (contact via Hotline) or jesse_daggett@UniFirst.com Service Hotline: 877-382-4629</p> <p>If the local service team does not resolve the issue in the time specified, please contact the national account department using the dedicated Hot Line phone number or email.</p>	*
29	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	UniFirst looks forward to continuing and expanding upon our existing successful relationship with Sourcewell and your participating entities across the United States. We directly provide service in 45 US States (not in HI, MT, ND, SD, and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider.	*
30	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>Rental laundry facilities are located to provide products and services to your participating entities across Canada in Montreal, Quebec City, Drummondville, Toronto, London, Ottawa, Scarborough, Fredericton, Lethbridge, Calgary, Edmonton, Reed Deer, Grand Prairie, Saskatoon, Regina, Taber, Medicine Hat, Vancouver and Kelowna. More than 85% of Canada's population can be served from these facilities.</p> <p>UniFirst looks forward to continuing and expanding upon our existing successful relationship with Sourcewell and across Canada.</p>	*
31	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Our network of over 260 locations, serve Customers in 45 US States & the majority of Canada (not in HI, MT, ND, SD, and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider.	*

32	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	UniFirst will fully service all Sourcewell participating entity sectors that fall within our service territory. All services provided to all customers with operating locations within UniFirst's rental services area are provided exclusively by UniFirst personnel utilizing UniFirst owned or leased facilities and equipment. For locations that we do not currently service, we will use our best effort to subcontract to a local service provider.	*
33	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>For Hawaii and Alaska locations that we do not directly service, we subcontract to local service providers who currently service some of our existing National Account Customers who have other locations outside of these areas.</p> <p>Further discussions are required for participating entities who are solely located in either Hawaii or Alaska.</p> <p>Please note that due to the cost of doing business in Alaska and Hawaii, Subcontractors in these states may charge a minimum of two times the prices quoted above. We will do our best to find a Subcontractor that will honor the program pricing, however actual prices are a function of the product in the program and the Subcontractors local business practices. Any alternative pricing for Alaska and Hawaii will be submitted for your approval prior to subcontracting any of your sites to a third party.</p>	*

Table 7: Marketing Plan

Line Item	Question	Response *	
34	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>The goal of the UniFirst marketing program is to create a consistent understanding of our partnership both internally and externally. We leverage multiple channels for communication to get this message across in the most effective and relevant way possible. Our local team members are eager to expand on our existing successful national partnerships because they know how it leads to professional success.</p> <p>Our marketing material is simple and effective and speaks to the relevant concerns of your members and our local team's ability to successfully create partnerships. We are very dexterous in our ability communicate with your members and our local teams. It is the design of our marketing that ultimately creates that facilitates habits and behaviors that are conducive to success.</p> <p>We do this today and have been successfully promoting this opportunity. Please see the attached "Sourcewell sample welcome kit."</p>	*
35	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>UniFirst manages and optimizes its comprehensive internet-based Search Engine Optimization (SEO) and Search Engine Marketing (SEM) prospecting program to maximize UniFirst brand exposure via the web, gain increased website traffic to UniFirst.com, collect more qualified sales leads, and increase closed sale dollars directly related to these efforts. Programs include trackable results, reporting, and analyses, as well as direct ROI information. UniFirst Digital Marketing programs are intended to improve quality and numbers of current sales leads and conversions to new rental sales via UniFirst.com contact forms and call-ins to MRD. The goal is to continually increase related revenues annually, primarily through more targeted efforts and campaigns performed by our Digital Marketing Specialists, increased AdWord-type spends to include target markets/keywords, Shopify pages, and social media advertising. But, over time, the biggest boost we expect will come with the integration of our Marketo/Call Tracking platform and Microsoft Dynamics in 2020. This integration, planned for FY20, will provide additional ROI long-term via more accurate program tracking, as well as email marketing and other ongoing prospect "nurturing" opportunities, like ongoing targeted email campaigns to sales prospects, leading to improved results.</p> <p>UniFirst invests in cutting-edge Digital Marketing technologies to better compete in today's digital age and to effectively manage, track, and measure accurate ROI on all DM programs. Programs allow us the ability to more effectively run and more accurately report on DM activities, campaign data, testing, appointments, and sales results, as well as call-in leads and all sales leads from website form submissions. The following are some DM technologies that UniFirst currently invests in for both SEO and SEM: Marketo, CallTrackingMetrics (CTM), SEMrush, Web-CEO, SEOmoz, Premium Store Locator (zip code lookup), Google AdWords, Bing Search Ads, Google Remarketing/Retargeting, Social Media Advertising (Facebook, Instagram, Twitter, LinkedIn, etc.), Shopify (online catalogs), ZMags (interactive, flip-catalogs online), Google Reviews, Google Local Search</p>	*
36	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	It's clear that you're focused on the success of this partnership like we are. Your support and buy-in is vital to long term mutually beneficial success. Our ability to coordinate our communication is one that will open many doors for both our organizations on the local level.	*

37	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Yes. For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase.</p> <p>Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified.</p> <p>All our uniform rental items are available for your Customers to purchase. You may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority.</p> <p>UniFirst can offer a custom e-procurement storefront web site personalized with for your Customer's graphics and content. Your Customer's logo can be included to give the feel the web site is an extension of their entity. The custom web site would only offer products and prices defined in the Contracted Offer.</p> <p>Orders can be transacted directly from the e-procurement web site. The e-procurement storefront is full-featured and completely functional with item personalization, order history, product specification, product graphics, purchase/spending limits.</p> <p>Once registration is completed each user would have a unique username and password with settings defining their authorized web site. The custom web storefront would be presented to the individual once logged in.</p> <p>A brief list of e-procurement storefront features and capabilities include:</p> <ul style="list-style-type: none"> • On-line Registration for the Program by employees via the Storefront. • On-line Order placement by registered employees via the Storefront • On-line Order placement by a purchasing agent on behalf of a group of users. • On-line Order history review by registered employees or by a purchasing agent on behalf of a group of users. • The Program will manage specific products, attributes, and pricing and personalization options for your contracted offer. • Purchase Limits via our Managed Program module. Your Customer's balances would be loaded here • Tracking and enforcement of pre-defined spending limits at the individual employee level. • Payment methods available are: Accounts receivable (A/R), Credit card, and Individual purchase limit (A/R). • In addition to the products included in the offer, the entire UniFirst product catalog can be accessed, if desired, by a separate registration. • Accessible 24 hours, seven days a week. • On-line display by login showing spend by employee, if applicable. • Estimated Delivery Date 	*
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Table 8: Value-Added Attributes

Line Item	Question	Response *
38	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcwell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>UniFirst can provide training or instruction of our goods and services through the local Service Centers.</p> <p>At the time of your Member's transition.</p> <p>The Account Executive can help identify further areas that your Members feel may require further instruction. Additionally, they may contact the Customer Service team at the local Service Centers for further assistance.</p> <p>For Rental Programs during implementation, a dedicated account executive will coordinate the time and efforts of our Site General Manager, District Service Manager, Route Sales Representative, Office Services Personnel, & Customer Services Representatives. The account executive will coordinate with your Member's representative to ensure their site managers are informed of the implementation plan the same time UniFirst managers are.</p> <p>We will require the willing participation of a site representative or representatives (perhaps from each functional area . . . defined to mean any area or group that requires individual billing) to attend site installation planning meetings; and, a meeting room within your Member's facility suitable for sizing and meeting purposes. Employees will have to be made available for sizing purposes, according to an agreed upon plan and schedule; and, ideally Member's should have available pre-prepared forms that detail each employee name (by sizing group), indicating the type and quantity of garments that each individual is entitled to receive.</p> <p>Necessary site permits, if any, will have to be secured and any site orientation sessions, including any safety programs that our employees may be required to attend, will also have to be scheduled and coordinated.</p>

Visits are planned with each functional group (i.e. plant manager, safety manager, buyer, etc. ...) prior to the installation of services. During this visit, our representatives will introduce UniFirst and explain the uniform rental process in detail, being careful to answer any and all questions fully. Orientation pieces entitled "Welcome to UniFirst" will also be left in each functional area.

Following installation, repeat visits will be scheduled to ensure that each functional area and each employee fully understands the Member/UniFirst uniform services program.

We will have a UniFirst service team of suitably qualified personnel in place to support the supplies and services being offered to the Members. In the implementation and day-to-day servicing of a program, questions and issues can and do come up. The UniFirst service team will be there to support the Members and deal with questions and issues effectively and quickly. Your Member's service team will consist of...

- Customer Service Manager . . . His/Her primary responsibility will be to see to it Members are getting everything they need when they need it.
- Customer Service Reps . . . Committed to exceeding your Member's expectations. Customer Service Reps are trained service professionals that are empowered to deliver consistent and reliable service every day. If service issues arise our Customer Service Reps will be ready to resolve any problems your Members may have.
- Account Executive . . . Provides direction and council to our Customer Service Reps. The Account Executive will coordinate any changes to the established Member's program. In addition, he/she will audit performance and work to ensure that we perform up to your Member's expectations.

To assist and guide your Member's team through a Direct Purchase program we can provide them with"

- A classroom style training introducing the features of the program. We can review the basic set-up of an account; step-by-step demonstrated the ordering process and walk the user through the final steps in placing the order. One location, one or two day training session.
- Training is normally done by scheduled conference call with Users accessing their own custom website with practice orders being placed.
- Provide documentation to highlight the one... two ... three's... of the storefront and the ordering process
- Or, if they decide to go it alone their storefront will be designed with an easy to access help feature
- Our professionally trained Customer Service Representative are ready to resolve any problems your Member's may have

UniFirst can help you design a training program to fit your Member's needs. The portal is guaranteed to be as easy to use as many found on the web today, but there may be questions.

We can also provide instruction on how to access the portals for reporting or direct purchase programs.

39	Describe any technological advances that your proposed products or services offer.	<p>UniFirst has long maintained a leadership position in developing and implementing technology for the textile service industry. From our ISO 9001:2015 certified state-of-the-art Distribution Center (325,000 Sq. Ft.), our newly implemented PeopleSoft platforms with deliverable eCommerce solutions via the Internet, to our new CRM system, UniFirst is leading the industry in delivering advanced business solutions. Capital reinvestment in technology for new systems and automated facilities continues to exceed that of our competitors. We welcome the opportunity to host your supplier selection team at any of our operations to further demonstrate the UniFirst difference.</p> <p>The UniFirst fleet of customer delivery and support vehicles follows proper maintenance schedules and all our drivers consistently follow best practices to conserve fuel consumption. We use "Roadnet® Route Optimization," which consolidates routes for increased efficiencies. By driving significantly fewer miles, we're drastically reducing our carbon footprint. This is an ongoing initiative being followed by our delivery vehicles throughout the United States and Canada. The benefit to your Members: We're driving fewer miles each day, keeping costs and emissions down, while delivering the same levels of excellence in service to our customers.</p> <p>UniFirst has developed a National Account Charter with an intensive focus on our most important deliverable...CONSISTANT APPLICATION OF PRODUCTS, SERVICES AND PRICING ACROSS ALL REGIONS OF NORTH AMERICA. To this end, UniFirst has developed a system called NACS . . National Account Customer Setup (NACS). NACS enables us to efficiently communicate your Member's program requirements to each local UniFirst Customer Service Center that will be servicing the Member. We create a customized National Account Customer Profile that details how the Member's account will be serviced. It includes pricing, product as well as all service requirements. NACS allows us to distribute the Customer Profile on a schedule mutually agreed to by the Member and UniFirst. NACS also creates the officially recognized Installation Authorization that tells our local Service Centers to begin the program implementation. It also allows us to track implementation progress to ensure that target dates are met. This carefully orchestrated internal communication is essential to us applying your Member's programs consistently across all of their locations.</p> <p>UniFirst's proprietary bar coding system provides an accurate pick-up and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on your premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the Client to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments.</p> <p>UniFirst tracks garments throughout all internal and external processes using advanced laser and digital camera bar code technologies. This proprietary system is ideal to help prevent delivery shortages and secure information better than other scanning methods, including radio frequency (RF) chip systems. And unlike RF tracking, that embeds chips into garments to transmit information, our approach does not transmit data and never compromises wearer comfort or privacy.</p> <p>When your Members participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of their choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your Member's employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).</p>
40	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Environmental Stewardship</p> <p>UniFirst was one of the first in the textile services industry to re-engineer all of its operations to become a "greener" and more environmentally friendly Company. We were also one of the first members of the EPA's Green Lights and Energy Star Buildings programs, which combine business strategies with environmental protection and energy conservation at all corporate facilities. And every single UniFirst laundry production facility uses computerized processing equipment to maximize fuel and energy efficiencies, while minimizing waste. In 1997, UniFirst joined the Laundry Environment Stewardship Program (LaundryESP), an industry initiative with a singular focus to protect the environment. As a result of reworking all routine operational practices, UniFirst (and our industry) achieved and continues to maintain considerable reductions in water and energy usage.*</p> <ol style="list-style-type: none"> 1. Water use: 12.5 percent reduction. 2. Energy use: 11.8 percent reduction. 3. Pollutants discharged: 40 percent reduction. 4. Peroxide bleaches: 100 percent increase in usage for wash formulas, resulting in less use of chlorine bleaches (which can combine with other chemicals to create non-biodegradable byproducts). 5. Enzyme-based detergents: 57 percent increase (these cleaners are primarily used in food and healthcare textiles; their use reduces the need for higher temperature wash formulas, thereby reducing energy costs). <p>* All data was subject to a quality check by Collier Shannon Scott, Environomics of Bethesda, Maryland and Georgetown Economics (D.C.).</p> <p>From the moment a piece of clothing or other textile product enters one of our processing facilities, every item is carefully sorted and placed into specially designed slings that are tagged as to garment type and soil level. They are then weighed and sent to designated washers that have been pre-programmed — based on the specifics of the load — to use the exact amounts of cleaning agents, water, and cleansing temperatures to maximize processing efficiencies and prevent unnecessary waste.</p>

Computerized wash formulas determine the correct water levels and temperatures, what detergents and additives are needed, the length of the wash cycle, and any other additional information that the specific clothing or soil type might require. And when the cleaning cycle is completed, sophisticated computer controls automatically tip and empty washers onto moving conveyors which transfer the laundry to preprogrammed computerized driers. Under these advanced systems, there's little likelihood for human error or accidental waste of resources.

We take extraordinary care with all the by-products produced by our laundry operations. Our ongoing investments in water and air treatment technologies help assure that everything we return to the environment is "clean," safe, and nonpolluting.

Environmental Sustainability

Additional services and benefits that are "typical" services are a testament to how UniFirst is an environmentally-friendly company. At UniFirst Corporation, we believe in protecting the environment. That's why we continually focus on sustainability and always strive to become a "greener," more environmentally-friendly Company in all aspects of our operations. Whether it's the precise uniform processing procedures we follow to ensure resource conservation and environmental protection, the thoughtful energy-saving practices we use at our 260 facilities, the careful fleet maintenance and driving procedures we have firmly in place, the manner in which our ancillary services and products are designed and manufactured, or the work uniform and facility services options we provide our customers to help them meet their sustainability goals...all we do consistently takes environmental sustainability into consideration.

Our Values

From modest beginnings in an eight-stall garage in Boston, MA in 1936, UniFirst has grown to become a billion dollar industry leader in the Uniform and Textile Services business. In part, our modern day success story is a result of our following the three Core Business Values established by our founder Aldo Croatti. These values, which continue to act as the foundation for our corporate culture, are:

1. CUSTOMER FOCUS — Customer Satisfaction is the best measure of how well we deliver quality. It's our overriding goal and at the center of our "Customers for Life" business philosophy.
2. RESPECT FOR OTHERS — We consistently treat those in our personal and business lives with the same consideration and understanding we wish for ourselves.
3. COMMITMENT TO QUALITY — Evidenced by our constant focus on "doing it right the first time" and our commitment to ISO certifying each of our service operations to ensure quality is the hallmark of all we do.

In order to fulfill our overriding goal for total Customer Satisfaction, UniFirst Team Partners annually pledge to our "10 Essentials of Service."

1. Every Team Partner contributes directly to the Company's image.
2. It's in each of our jobs to handle any Customer requests quickly and address any user problem immediately.
3. We will always strive to fully understand each Customer's needs and aim to deliver service that exceeds their expectations.
4. Every Team Partner is responsible for identifying any defects in our products, processes and work methods, and for making recommendations for improvements.
5. We are ambassadors of the business, both inside and outside of the workplace.
6. We will take pride and care in our personal appearance.
7. Being part of a team means we can count on those around us.
8. There is no dishonor in not having the right answer, only in not acting quickly to seek it out.
9. Mistakes are inevitable. How quickly we correct them and how well we communicate the remedies makes the difference between customers who remain upset and those who come away more loyal than before.
10. We must ultimately create exceptional job stability and continuously increase shareholder value.

In the Office

In 2008, our Information Services Department initiated a project to reduce the number and size of both servers and personal computers. By adopting latest technologies, the initiative reduced electrical costs and lowered the amount of cooling required from air-conditioning units. The project also extends the life of many computers, keeping unwanted waste materials out of recycling bins and landfills. In addition, paper and bottle recycling bins are located throughout all areas of our corporate offices and remote locations.

Additionally, all 260 UniFirst facilities are networked by more than 3,000 PCs and we consistently add new technologies that allow for more electronic options with our routine business activities – both internally and externally – thereby significantly reducing overall paper usage.

Route planning and optimization software has saved roughly 1.7 million gallons of fuel annually, which produces nearly 34 million less pounds of CO2 each year.

Uniforms, Work Apparel

Compared to purchasing, renting uniforms saves energy and decreases natural resource

consumption (as noted above). Plus, our work garments are built to last longer than store bought apparel, our service programs maintain customer clothing to extend wear life, and our apparel is reused whenever possible. . . thereby resulting in reduced raw textile usage and less waste entering landfills and incinerators.

When appropriate, we also refurbish and transform pre-worn customer apparel into “like new” offerings for garment replacements. And when wear and tear finally takes its toll and the professional image of our customers could become compromised, we look to donate such clothing items to needy organizations in the U.S and abroad — in effect, giving them a “second life.”

Our Company manufactures more than half of the shirts and pants used in our rental service programs, and all aspects of the construction consistently keep clothing “longevity” in mind. For instance, our shirt and pant designs use reinforced triangular tacking at the corners of pockets to prevent ripping and tearing that could be caused by repeated contact. Similarly, our fabrics are carefully selected for weight/hand (feel) to withstand constant abrasion, as well as the industrial laundry process. And, although we use more stitches per fabric inch to produce higher quality construction, this additional thread use is more than offset by the extended garment life we achieve. We’ve also computerized our textile cutting systems to assure minimal waste of fabric and our “modular” assembly construction process maximizes efficiencies and the overall use of resources.

Virtually all of our millions of rental uniforms in service are delivered to customers on recycled wire hangers. Helping to prevent them from simply being tossed into waste bins, UniFirst maintains hanger recycling programs at customer sites. We also recycle such items as wood pallets, paper products, and fluorescent light bulbs wherever possible.

Finally, to ensure that all our processes are operating as efficiently as possible and resources are being conserved, our uniform manufacturing and distribution facilities have earned ISO certification. And, we’re currently on schedule to have all our laundering service facilities ISO certified as well.

Ancillary Products

UniFirst offers a wide variety of environmentally friendly programs in Floorcare and Restroom/Hygiene Services. These products have been designed with environmental sustainability in mind. And when they’re included as part of a fully managed service program, they can help our customers earn LEED* points that qualify them for environmental certification by the U.S. Green Building Council.

(*Leadership in Energy and Environmental Design, a national benchmark for the design construction and operation of high performance green buildings.)

Floor Mats

Our floor mats are 100% PVC free and are specially constructed to capture and hold dirt and moisture from the soles of shoes and to prevent track-off and unnecessary soiling and cleaning of customer facilities. By literally trapping pounds of contaminants, UniFirst mat systems help protect expensive flooring surfaces, ventilation systems, and sensitive electronic equipment — all of which translates into less cleaning and use of chemicals.

We manufacture all our floor mats to last for at least five years, and recycle our scrap by-products. By comparison, mats purchased at most retail outlets will typically last just one year, thereby adding more vinyl and rubber components to the “waste stream.”

Microfiber Mop/Wiper Technology

Our reusable Microfiber mops and wipers are ultra-light and designed to clean hard surfaces without chemicals and water. The U.S. Environmental Protection Agency (EPA) notes that such products can reduce chemical usage by 95 percent. For soiled surfaces requiring water and cleaning agents, we offer wet mops and towels that feature super absorbent natural fibers that have been treated with antimicrobial agents in order to prevent the growth of mold, mildew, and odor-causing bacteria.

The result: one-time, faster, more efficient cleanings. By using these reusable Company products versus disposables, EPA life cycle assessments show that solid waste can be reduced by 210 percent and water usage by as much as 12,590 percent.

Hand Towels and Sanitary Tissue

Our towel and tissue products are Green Seal and Eco-Logo certified, and manufactured from base paper that is 100 percent recycled. And our portion-control (one-at-a-time) paper dispensing systems are available with both mechanical and electronic touch-free options to help reduce unnecessary waste. Studies have shown that these dispensers reduce paper usage by 25-35 percent, resulting in less landfill dumping and incineration.

Soaps and Hand Care

Our soap and hand care products are provided by vendor-partner GOJO, a manufacturer of a wide range of “green” and biodegradable hand cleaning/disinfecting products. GOJO’s Green Seal and Eco-Logo designated products are specially formulated for use in the types of work environments our Company serves and are available in a variety of touch and non-touch, portion controlled, dispensing options so as to minimize waste

Odor Control Systems

We offer three, environmentally-conscious odor control program solutions. Our most popular system, called TCell, contributes to clean and fresh air in a 100% environmentally-friendly way. All air freshener delivery systems are 100 percent EPA compliant and refill components are recyclable.

41	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	UniFirst is a proud member of the U.S. Green Building Council (USGBC) and Laundry Environment Stewardship Program (LaundryESP), is an Energy Star and Green Lights Business Partner, and offers Green Seal and Eco-Logo certified products.	*
42	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	UniFirst does not qualify as Women or Minority Business Entity, Small Business Entity, or veteran owned business.	*
43	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>As a supplier of work apparel programs, UniFirst possesses a wide-range of experience encompassing many industries, types of garments and users. In particular, we believe there are several points which uniquely qualify us to meet Sourcewell's requirements:</p> <p>Wearer sensitivity: We have extensive rental service operations throughout the United States and Canada. Every day nearly 2 million people wear a UniFirst rental uniform at work. And via our route delivery and sales organization we are in direct contact with many of them on a week-to-week basis. That means we're constantly getting real time feedback from people wearing our clothes regarding their likes and dislikes, approvals and disapproval's, satisfactions and dissatisfactions. This constant stream of input allows us to constantly adjust both garments and garment programs to achieve greater wearer satisfaction. And what we learn from our rental wearers, we can directly apply to better serve the interests of our direct purchase program wearers whom we may not see every week.</p> <p>Self-Manufacturer: UniFirst presently makes over 75% of the shirts and pants used in its rental service programs and approximately 55% of the garments that it provides to all of its customers. This significant experience in making clothing gives us greater flexibility in creating custom programs for special customers and our significant size as a garment purchaser gives us leverage with subcontractors and suppliers when we're designing multi-faceted programs.</p> <p>Custom personalization: is a key element in most image apparel programs and UniFirst's extensive experience in both screen printing and embroidery represents an advantage for us as well. We have our own in-house screen printing and operate our own embroidery machinery. Our in-house graphics staff creates and digitizes scores of new customer personalization designs on a daily basis. This gives us greater control over the process of creating and delivering unique customer images through the combination of specially selected clothing and custom-applied design.</p> <p>Pressing of all shirts (US only, not in Canada): Provides a clean, professional appearance for all employees. Important if employees come in regular contact with both customers and prospective customers. Employees who look and feel good have higher morale and productivity. Pressing also allows us additional time to examine the garment for needed repairs. This additional step, that only this Vendor provides, allows us to catch those needed repairs that might otherwise slip through the cracks. Our pressing service is provided at no additional cost to our Clients.</p> <p>Control cost overruns: Our Garment Maintenance Program (if selected) eliminates all damage charges, except those that arise as a consequence of gross negligence. Our detailed reporting capability will allow you to identify the specific individual responsible for the loss or damage of a given garment, which in turn, will provide your management team with the information necessary to allow them to work with their employees to minimize these charges.</p> <p>Proprietary Bar Code Scanning System: UniFirst's proprietary bar coding system provides an accurate pick-up and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on your premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the Client to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments.</p> <p>Guaranteed rates and charges: Our proprietary Account Management System (AMS) guarantees only the charges authorized and specified in our service agreement can be invoiced. Only the items of merchandise and/or services specifically authorized in the agreement can be provided to the client. Items of merchandise and/service not authorized in the enabling service agreement can only be invoiced with prior client approval.</p> <p>Customer Satisfaction System: No one works harder at making certain customers are</p>	*

		<p>satisfied than UniFirst. We don't wait for problems to come to us, we go out looking for them. Every customer is audited a minimum of twice a year to ask specifically about levels of satisfaction, areas where we can improve, and whether or not there are problems which need correcting. This proactive approach lets us uncover issues that might normally remain hidden and surfaces problems we might otherwise not hear about. It benefits both us and our customers and it's one of the reasons that over 98% of all current customers give us an "completely satisfied" or "satisfied" performance rating.</p> <p>Individual wearer survey cards are distributed approximately 2 times per year to assess wearer satisfaction or concerns.</p> <p>ISO Certified Manufacturing and Distribution: UniFirst manufactures and distributes the majority of its garments through a strict process controlled ISO 9001:2015 certified manufacturing and distribution system. This capability allows us to better manage our supply chain and negotiate favorable rates with fabric mills. The ISO certification ensures that consistently high quality manufactured garments will be delivered to the Client in a timely manner, through a proven documented distribution system.</p> <p>Speed of Service: Perhaps most important of all - particularly for a perspective customer with many geographically distributed operating locations - is a supplier's ability to deliver clothing quickly, completely and accurately. And here is where UniFirst has a leg-up on the competition. Our 320,000 square foot state-of-the-art distribution center in Owensboro, KY is the most modern and advanced in our industry, bringing "next generation" systems to the picking, personalization, packing and shipping of work clothing items. Designed specifically to accommodate the special need of both rental and direct purchase customers, this facility can process orders, including those with custom personalization, faster than any other in our industry. That means quicker delivery to every ordering location and higher levels of satisfaction for both wearers and the companies that employ them.</p>
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Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
44	Do your warranties cover all products, parts, and labor?	All items of Merchandise delivered by UniFirst will conform to Sourcewell's specifications set forth in our National Service Agreement and meet or exceed customary industry standards of quality, or non-conforming items will be replaced by UniFirst by the following normal delivery at no cost. All of the Services performed shall be executed in a good and workmanlike manner by qualified and careful workers, in accordance with industry standards of care and diligence normally practiced by firms performing services of a similar nature and in accordance with this Agreement.	*
45	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	<p>Any garment with, tears, rips, holes, excessive staining, or other non-repairable defect incurred while in service or upon termination of the Agreement at a Facility is considered "Damaged." Damage is in excess of normal wear and tear (which is defined as a gradual thinning of the fabric over time) a garment experiences through normal wash and wear cycles, and inhibits the re-issue of the garment to another employee. Additionally, pursuant to contractual language, a garment has been personalized through Direct Embroidery or other customer dictated modification may be considered "Damaged" if the modification inhibits the ability to re-issue the garment to another customer.</p> <p>This damage beyond repair category is designed to ensure a balance between the need for a cost-effective solution while maintaining a high level of appearance integrity. Under this criteria, a garment will be deemed as "damaged beyond repair" for any of the following:</p> <ul style="list-style-type: none"> Any hole or tear regardless of size Any single pen mark larger than one and one half inch Any combination of ten or more pen marks Any garment purposely written on Any single stain larger than one inch in diameter Any combination of ten stains or more Any broken or poorly functioning zipper Any broken straps or clips or missing snaps Any bioburden or hazardous material contamination 	*

46	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	<p>This is not applicable to an Industrial Landry Program.</p> <p>At the service level, any garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to your Members. And, we take care to inspect every rental garment every time we handle it. Upon pick-up and return to our service center, each garment receives a comprehensive ten point inspection. This system is backed-up by our wearer communication system which provides a continuous supply of service request tags at your Member's place of business so that any special repair needs can also be flagged by wearers to ensure that they get our immediate attention.</p> <p>UniFirst' exclusive "mend system" provides for a comprehensive ten point inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.</p> <p>For shirts the 10-point inspection examines:</p> <ul style="list-style-type: none"> • Garment Cleanliness • Wearer Identification Tag • Collar • Shoulder Panel • Emblems and Pockets • Buttons and Front Panel • Underarm and Side Seams • Sleeves • Cuffs and Cuff Buttons • Back Panel <p>For pants the 10-point inspection examines:</p> <ul style="list-style-type: none"> • Garment Cleanliness • Wearer Identification Tag • Waistband and Belt Loops • Buttons and Fasteners • Zipper • Pockets • Crotch • Side Seams and Inseams • Seat Seam • Hem <p>In general, we believe that the garment should be repaired whenever it is possible to do so, provided its appearance or function is not materially impacted by the repair. This "judgment call" we leave to the discretion of operating staff. Some Customers require that they and they alone approve the retirement from service of any damaged garment. This process remains acceptable to UniFirst</p> <p>Repairs to individual garments are made so as to ensure the return of the repaired item with the Customer's next weekly delivery. In other words, a damaged garment picked-up on Tuesday, will be repaired and returned the following Tuesday.</p> <p>Our Change-As-Needed system provides for the automatic replacement of garments before they become so worn as to impact appearance or function. And, unlike many (if not all) of our competitors, UniFirst replaces all garments which wear out as a consequence of normal wear and tear with "new" garments.</p>	*
47	Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	<p>This is not applicable to an Industrial Landry Program.</p> <p>UniFirst' exclusive "mend system" provides for a comprehensive ten point inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.</p>	*
48	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Yes.	*

49	What are your proposed exchange and return programs and policies?	Any garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to your Members UniFirst recognizes that not every employee stays the same size over time, so at no charge, we provide for clothing size exchanges whenever necessary	*
50	Describe any service contract options for the items included in your proposal.	UniFirst offers as an option, a Garment Maintenance Program (GMP). The Program involves an additional Weekly charge for each garment that is placed in service and replaces the practice of having ruin charges added to the weekly invoice. The practice of inspecting and reviewing garments on-site with Member Management is thus eliminated and the Weekly or Monthly service invoice remains relatively fixed. This allows Member Management and UniFirst Service teams to focus on providing "World Class" service to our Customers. Lost or unreturned garment fees are not currently covered under such a program. Developing a program for lost garments would be subject to further discussion at the appropriate time.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
51	What are your payment terms (e.g., net 10, net 30)?	CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.	*
52	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	Depending upon individual needs, some may prefer our Val-U-Lease program. Customers enjoy all of the service, convenience, and benefits of our rental program, with the sole exception of the weekly water-wash service. • Suitability: Best suited for circumstances or situations that involve moderate to high employee turnover rates, coupled with low or light soil environments. • Program Requirements: Same as the Rental Program.	*
53	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcwell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcwell participating entities' purchase orders.	There are multiple ordering approaches which might be of interest to you under the proposed program. They are listed below along with the primary advantages associated with each. Rental: • Route Service Representative: Speed, accuracy, and immediate sizing • Phone-Primary Advantages: Speed and interactivity, faxed confirmation • Fax-Primary Advantages: Speed and accuracy, faxed confirmation Direct Sale: • Custom Store Front/Internet: This on-line ordering has the primary advantages of: convenience, interactivity, colored pictures, descriptions, sizes, allowance programs, spending limits, multiple payment methods, program management/accountability, secure - Verisign® • Custom Brochure/Mail In: Available to all employees with or without internet access, color picture, descriptions, prices, includes pre-printed order forms, and convenience • Mail: Accuracy, faxed confirmation • Phone: Speed and interactivity, faxed confirmation • Fax: Speed and accuracy, faxed confirmation • E-Mail: Speed, accuracy, electronic record, electronic confirmation	*
54	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	Yes. Customers can pay weekly invoices using a company credit or P-card. Our accounts receivable department will apply the weekly invoice amounts to the credit or P-card for each customer location.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *
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55	<p>Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.</p>	<p>UniFirst evaluates the total potential volume for any particular National Account customer and prices the entire in accordance with our pricing models. Total usage levels are evaluated as part of the pricing, and UniFirst takes this into consideration and leverages the total potential of each account in order to come up with the most competitive rates available.</p> <p>In general, UniFirst provides service quotes to its Customers that represent its very best prices for the projected volume of business and the associated terms and conditions of service, as determined by our review of the RFP documents. This does not mean, however, that we necessarily expect to receive all of this business immediately, or even necessarily within the first year or two of the term of our Agreement, for that matter, as we realize that we frequently are required to await the natural expiration (by their terms) of any pre-existing agreements that our Customer might then have in place with any third party vendors.</p> <p>As with all things there is at least one exception to this general rule, which would arise in the event that a given Customer elected to award all of its business to two or more preferred vendors, each of whom was then expected to solicit business from each Customer operating location. In this instance, we would downgrade the value of the projected business volumes (raise the bid prices that we initially quoted) and then offer incentives (reduced prices) to be granted upon the attainment of certain specified earned revenue thresholds. The most Customer friendly option is the former, where our very best prices are offered from day one of the Agreement.</p> <p>Once our agreement is finalized our Account Management System ensures that only those products and prices enabled in the agreement can be invoiced locally. Consistent application of products and pricing across all of the local Member's operations, is guaranteed.</p> <p>All requests for exceptions (additions) to the originally negotiated contract requirements must be processed through predefined channels for approval. All pricing will be developed using the same pricing model used in the original bid effort to incorporate the same volume considerations.</p> <p>Rental Services Include:</p> <ul style="list-style-type: none"> » Water-wash of Rented Uniforms and Rented Items. Including inspection of all garments during the cleaning process and the pressing (US only), of all garments at no additional cost » Delivery of clean Rented Uniforms and Rented Items, on a stated weekly schedule. » Removal of soiled Ranted Uniforms and Rented Items, on a stated schedule. » Existing garments may be exchanged due to an Employee's changing size requirements at no cost to the Customer, though the emblem and garment preparation charges specified by the agreement will apply. » All Garment repairs needed due to normal wear and tear will be done at no cost to the Customer. » UniFirst will automatically replace garments before they become so worn as to impact either appearance or function. This replacement will be done at no charge to the Customer, though the emblem and garment preparation charges specified by agreement will apply. 	
56	<p>Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.</p>	<p>Sourcewell's program pricing is constant across the nation and therefore the discount/savings varies by market; i.e. savings on the Sourcewell program might be as high as 60-70% in metropolitan markets such as NYC whereas in central Kentucky the savings might only be 20-30%.</p> <p>We have included a comparison in the price list to show program rates vs standard local rates savings.</p>	

57	Describe any quantity or volume discounts or rebate programs that you offer.	<p>A. Rental. The prices initially in effect under this Agreement, "Tier 1 Pricing" will be reduced by three percent (3%), "Tier 2 Pricing", for each of Customer's Participating Entities once the weekly rental revenues paid by each such Participating Entity exceeds \$2,000.00 per week, for a minimum of thirteen (13) weeks. Participating Entities shall have the right to aggregate the purchasing volume of all its Locations in order to meet the desired volume tier. The prices shall not be reduced retroactively; and, for purposes hereof, the phrase "weekly rental revenues" shall be defined to mean the total weekly invoice value, less any sums invoiced for loss / damage replacement, garment preparation, emblem, outsize garment, DEFE, minimum service charges, sale of disposable products, well as any applicable sales /use taxes.</p> <p>B. Direct. The prices initially in effect under this Agreement, "Tier 1 Pricing" will be reduced by three percent (3%), "Tier 2 Pricing", for each of Customer's Participating Entities once the total direct product purchases of each such Participating Entity exceeds \$104,000.00 per calendar year. Participating Entities shall have the right to aggregate the purchasing volume of all its Locations in order to meet the desired volume tier. The prices shall not be reduced retroactively; and "total direct product purchases" shall not be inclusive of any applicable sales/use taxes.</p>	*
58	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	<p>UniFirst is a full-service provider of textile services, with much of the products being manufactured and much of the services being provided directly by UniFirst. As a part of our continued growth, we have aligned ourselves with several trusted vendor partners whenever we have customer requirements that don't align with our manufacturing core competencies (i.e. Non-Standard Options). All vendor partners must pass through our Vendor Approval process to ensure that they are financially solvent, and adhere to all manufacturing best practices and appropriate child/forced labor laws. Our vendor partners have been carefully selected based on product offering breadth, stocking position, and mutual business goals. This is an on-going effort to leverage our influence over these vendor partners in order to better guarantee the quality of services provided by any such vendor to any one of our customers. As an industry leader, UniFirst is able to leverage our size in order to negotiate the most favorable pricing and terms in the industry, a benefit that gets passed on directly to our customers.</p> <p>In situations where our vendor partner's products are used to support our customers, we will issue standard UniFirst (bulk) Purchase Orders for merchandise, on an as necessary basis. These orders will be filled and shipped directly to our distribution center in Owensboro, KY. Our vendor partners will then invoice UniFirst directly for their services. All other services (order administration, pick, pack, ship, customer services and overall program administration and management) will be directly performed by UniFirst personnel, utilizing UniFirst owned equipment and facilities.</p>	*
59	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Please see the attached "Sourcewell Proposal," for a complete listing of all the associated Service Charges.	*

60	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	<p>Rental: The delivery cost is included in the weekly rental rate.</p> <p>Direct Sales: Pricing is quoted F.O.B. Origin, sans applicable sales taxes, with applicable freight and handling charges being prepaid and added to the shipment invoice.</p> <ul style="list-style-type: none"> • United States - All Purchased Items are shipped via UPS standard ground service from our ISO registered Central Distribution Center in Owensboro, KY, unless instructions to the contrary are specified on the order. • Canada - All Purchased Items are shipped via Canadian Post standard ground service from our Central Distribution Center in Mississauga, ON, unless instructions to the contrary are specified on the order. <p>Expedited shipping (overnight) is available via FedEx or UPS Express. The cost of expedited shipping will be calculated on a case by case basis and we will pass along the true cost of shipping.</p>	*
61	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	<p>Due to the cost of doing business in Alaska and Hawaii, subcontractors in these states may charge a minimum of two times the prices quoted above. We will do our best to find a subcontractor that will honor the program pricing, however actual prices are a function of the product in the program and the Subcontractors local business practices. Any alternative pricing for Alaska and Hawaii will be submitted for your approval prior to subcontracting any of your sites to a third party.</p>	*
62	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>UniFirst's combination of the full weight of our ISO Certified Distribution Center Capabilities and our National Service Coverage can be brought to bear on the Sourcewell's requirements. Direct Sale and Rental programs are all supported from a merchandise perspective by our Owensboro, KY "state-of-the-art" Distribution Center. This facility has been built with the specific objective of providing the fastest most accurate order turnaround times in the industry and we are confident that this will enhance the UniFirst value proposition for Sourcewell Members.</p> <p>Our proposal represents "Best in Class" pricing based upon the Sourcewell estimated contract value and usage. Furthermore, we offer the following value-added services:</p> <ul style="list-style-type: none"> • ISO Certified Manufacturing and Distribution: UniFirst manufactures and distributes the majority of its garments through a strict process controlled ISO certified manufacturing and distribution system. This capability allows us to better manage our supply chain and negotiate favorable rates with fabric mills. The ISO Certification ensures that consistently high quality manufactured garments will be delivered to your Member in a timely manner, through a proven documented distribution system. • Guaranteed rates and charges: Our proprietary Account Management System (AMSiMozart) guarantees only the charges authorized and specified in our service agreement can be invoiced, Only the items of merchandise and/or services specifically authorized in the agreement can be provided to the Member. Items of merchandise and/service not authorized in the enabling service agreement can only be invoiced with prior client approval. • Virtually Unlimited Catalog: By using our partnerships with our long term vendor partners, our catalog is essentially limitless. Even if a desired garment is not currently manufactured by UniFirst, or featured in our Workwear Direct catalog, by Leveraging our relationships with our trusted vendor partners we can guarantee best-in-class pricing and service for any work apparel item. Service excellence is central to our culture, it begins with highly trained Customer Representatives who are fully dedicated to total Customer satisfaction and extends to all the contact personnel in our National Accounts Group who specialize in dealing quickly and efficiently to ensure that the specific service requirements of our National Account Customers are understood and consistently applied by our entire field Customer service centers. 	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
63	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
64	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	During the Term, UniFirst will, upon not less than thirty (30) business days prior written request, make available to Sourcewell no more than once per calendar year, at UniFirst's corporate offices, during normal business hours, the invoice reports and/or invoice documents from UniFirst pertaining to all invoices sent by UniFirst and payments made by Sourcewell's Members for all Products and Services procured under this Agreement. Sourcewell may employ an independent auditor or choose to conduct such audit on its own behalf. UniFirst shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement, UniFirst will permit the auditor to review the relevant UniFirst documents. Sourcewell shall be responsible for paying the auditor's fees. The parties will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both parties.
65	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	UniFirst will pay Sourcewell an administrative fee of 2.0% (Two Percent) of the sales to Sourcewell or Sourcewell Members of Products and Services resulting from Sourcewell net of returns and allowances and, with regard to the Products procured hereunder, less applicable delivery charges. With regard to the Services procured hereunder the specified administrative fee will be paid net of any garment preparation, emblem, loss/damage, minimum stop the truck or applicable DEFE (Delivery, Energy, Fuel and Environmental) surcharges. Said administrative fees are to be paid within thirty (30) days after the end of each calendar quarter and commencing on the effective date of this Agreement.

Table 14: Industry Specific Questions

Line Item	Question	Response *
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	<p>Performance will be measured according to the following standards:</p> <p>A. Uniform Rental Services</p> <p>Your Account Executive will meet with you to discuss and identify continuous improvement targets. We will then create baselines from which we can measure future improvements. The Account Executive will then incorporate these improvement reports into the quarterly program review. Some of the areas we have included in continuous improvement projects for other customers include:</p> <p>1. On Time Installation:</p> <p>New locations will be installed into Service within eight (8) weeks following the conclusion of Company's employee measurement sessions. The time frame assumes standard garments within normal size ranges as defined in the contract price schedule. The target on time installation rate for new locations is 98%.</p> <p>2. Issue Resolution</p> <p>All service related issues that are communicated to Company will be addressed within 24 hours and Customer will notify Company when the issue is resolved to Customer's satisfaction. Company will utilize its RFCA (Request for Corrective Action) system to track any and all issues. Company will report all service issues and the time it takes to resolve issues to Customer's satisfaction.</p> <p>The following specific service issues may be submitted locally by Customer to Company. Company will address these issues at the local level following standard corrective actions.</p>

a. On Time Delivery and Pick Up:

A delivery and pick up will be considered on-time if the Merchandise arrives at the relevant locations on the specified delivery day, excluding Holidays, in which event, Company will give timely notice of the Holiday delivery schedule. Late deliveries resulting from a natural disaster, severe weather emergency, or road closures, will be excluded from this measurement.

Late deliveries will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

b. Service For New Employees:

New employees will receive their garments within one (1) week of the request for standard garments in normal size ranges as defined in the contract price schedule.

Instances of new employees not outfitted in one week will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

c. Merchandise Acceptance:

Merchandise will be considered accepted if the Merchandise is properly water-washed, pressed or steam tunneled and has no rips or tears that have not been repaired. If stains cannot be removed the Rented Uniforms or Rented Items, as applicable, the same will be reviewed with Customer's representative to determine responsibility for replacement costs.

Instances where merchandise is delivered in unacceptable condition will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

B. Uniform Direct Sale

Order Fulfillment

A minimum of 98% of in-stock inventory will be shipped to Customer within 5 – 7 business days after the order is placed.

2. Order Accuracy

Company will achieve a minimum of 98% order accuracy measured as a function of returned orders.

Total Customer Satisfaction is measured in terms of customer retention rates. At UniFirst, our minimum goal is 95%. All Customer Service Centers are required to do all things necessary to retain a minimum of 95% of their Customers (the "Customers for Life Program"). Again, each Customer Service Center is ranked best to worst and financial incentives are associated with the attainment of this goal.

UniFirst's Route Sales Representatives (RSR's) are paid on delivered revenue at a 7% commission rate. In addition to the commission program all RSR's have a \$6000 annual bonus opportunity based primarily on Customer Satisfaction and Customer Retention. The annual bonus opportunity generally represents between 15 and 20 percent of total compensation.

We believe that effective customer service is the most important element in developing and maintaining our market position. Our commitment to service excellence is reflected throughout our organization. Our route sales representatives are the first line of continuing customer contact, who are supported by local customer service representatives, local service management staff and local operations management leaders, all of whom are focused on addressing the ongoing needs of customers, constantly delivering high-value service and pursuing total customer satisfaction. Our proprietary information systems and our support service center enable us to respond to customer inquiries or issues within 24 hours, and our service personnel are specially trained to handle the daily contact work necessary to effectively manage customer relations.

We measure the speed and accuracy of our customer service efforts on a weekly basis and, through our "Customers for Life" program, we continuously survey, record and report satisfaction levels as a means of evaluating current performance and highlighting areas for improvement.

Every customer is audited a minimum of twice a year to ask specifically about levels of satisfaction, areas where we can improve, and whether or not there are problems which need correcting. This proactive approach lets us uncover issues that might normally remain hidden and surfaces problems we might otherwise not hear about.

		But it benefits both us and our customers and it's one of the reasons that over 98% of all current customers give us an "completely satisfied" or "satisfied" performance rating.	
67	Describe your unique product attributes and advances, including specific examples related to product longevity or wear-resistance.	With our Change-As-Needed system, uniform garments are regularly replaced on a rotating basis when they reach a point where either appearance or function is compromised. There is no specific schedule, and actual replacements are very much dependent upon the type of garment, the material from which it is manufactured and the nature of its use.	*
68	Describe how your direct buy, rental, and/or leasing solutions complement the value of your program and offerings.	<p>UniFirst has a long and proud tradition of providing quality uniforms, Job-Fitted Work Clothes® and other image and safety enhancing workwear to businesses of all sizes and types. From industrial work shirts and pants, to work jackets and coveralls, to polos and executive wear, to lab coats and food service smocks - UniFirst offers work uniforms for virtually every occupation. Beyond a complete selection of the best work uniforms available, UniFirst also provides accessories like gloves, hats, and protective gear—making "single source workwear solutions" more than just a marketing slogan.</p> <p>We manufacture our work apparel in ISO certified facilities to ensure we consistently provide the most important garment features, benefits, and fabrics as defined by our customers. That's why the UniFirst family of workwear brands boasts unrivaled styling, comfort, durability, and protection; as well as wearer-friendly features like roomier cuts, more stitches per inch, and premium construction. And we supplement our own workwear product lines with those of other leading brands. So no matter the needs, UniFirst has the solutions customers demand.</p> <p>Rent, lease, or buy work uniforms Sourcewell's Members can assume as little or as much responsibility as they wish for their overall uniform program by electing to rent, lease, or buy. With the proper care and ongoing maintenance, Members can be assured their UniFirst workwear (and facility service) products are always in top shape.</p> <p>Work Uniform Rental includes program administration, laundering, delivery, repairs, replacements, and more. Learn more about our Uniform Rental programs.</p> <p>UniFirst full service uniform rental programs include: When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your Member's choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).</p> <p>How our rental programs work More than 260 UniFirst service centers throughout the U.S. and Canada provide a total uniform and Facility Service package. With a full service rental program, you get:</p> <ul style="list-style-type: none"> • Professional on-site needs analysis • More than 40,000 in-stock product SKUs to choose from • Measurement/fitting of each wearer conducted at your location(s) • Specified number of garments for each individual • Professional laundering and finishing • Regularly scheduled uniform deliveries and product replenishment • Inspection of all work clothing for rips, flaws, missing buttons, etc. • Automatic garment repairs • Automatic replacement of overly worn or damaged garments • Inventory control with itemization by employee (or product) • Quick outfitting of new employees • Full program management <p>Triple Pro Service You will get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Sales Representative who'll keep your program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.</p> <p>Work Uniform Leasing includes all the facets of a Uniform Rental Program, but employees take care of laundering their own uniform garments.</p> <p>UniFirst Val-U-Lease uniform programs include: Depending upon individual needs, you may prefer our Val-U-Lease program. You enjoy the service, convenience, and all the benefits of our Full Service Uniform Rental Program, with the exception of the scheduled laundering services. But if you need occasional laundering, we can arrange that, too. And you'll still receive our uniform</p>	*

repair, replacement, and other maintenance services, as needed.

How our Val-U-Lease programs work

Like with our Uniform Rental programs, a UniFirst Val-U-Lease program eliminates upfront clothing investments in favor of low weekly charges. You're only billed for the number of workers actually "in uniform." Idle clothing costs are avoided, and you get top-quality, stylish uniforms of your choice... complete with custom company emblems and much more. Employees take care of uniform cleaning, but UniFirst takes care of everything else, including:

- Professional on-site needs analysis
- More than 40,000 in-stock SKUs and over 340,000 total product SKUs to choose from
- Measurement/fitting of each wearer conducted at your location(s)
- Specified number of garments for each individual
- Garment repairs
- Garment replacements of overly worn or damaged garments
- Inventory control with itemization by employee (or product)
- Quick outfitting of new employees
- Full program management

Triple Pro Service

You'll get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Service Representative who'll keep your program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.

Work Uniform Purchase programs allow you to outfit your staff at competitive prices. And if you require occasional laundering or other garment services, we can provide that too. Learn more about our Uniform Purchase programs.

UniFirst Direct Purchase programs include:

For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase.

Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified.

All our uniform rental items are available for purchase. You may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority.

69	Describe any unique advantages that your offering provides in terms of customization, personalization, alteration, fitting, and/or sizing.	<p>Custom personalization is a key element in most image apparel programs and UniFirst's extensive experience in both screen printing and embroidery represents and advantage for us as well. We have our own in-house screen printing and operate our own embroidery machinery. In our Owensboro distribution facility UniFirst owns and operates our own embroidery equipment for emblem making and direct embroidery.</p> <p>Our advanced emblem, embroidery, logo, and employee name personalization options keep your employees looking sharp and easily identifiable in your business branded logo apparel.</p> <p>Our in-house graphics staff creates and digitizes scores of new customer personalization designs daily. Software allows us to quickly produce an electronic rendition of any embroidery design or emblem. This gives us greater control over the process of creating and delivering unique customer images through the combination of specially selected clothing and custom-applied design.</p> <p>UniFirst has the industry's largest complement of personalization equipment. Our proprietary personalization workflow software enables us to personalize over 30,000 items every day, and 6,000 emblems per hour. We invite you to view our Owensboro six minute video tour at the link listed below.</p> <p>http://www.unifirst.com/company/videos/centralized-distribution-center-owensboro-ky/</p> <p>For Direct Purchase: Custom inseam lengths for pants are available at the point of order entry. UniFirst will hem to a specified length prior to shipment of the order. As part of the service offering, UniFirst will accept returns for size exchanges within sixty (60) days of order receipt at no additional charge (i.e. no restocking fees). Freight to ship returned merchandise is paid by the customer unless the return was necessitated by a UniFirst error.</p> <p>Custom sized garments, not in stock, that do not require a "special manufacturing cut" will ship in approximately 14 - 17 business days from the date of order receipt. Custom garments that require a special cut, depending on the particular circumstances at hand, could take up to 12 weeks to procure.</p> <p>For Rental Programs: UniFirst does not measure your employees. Rather, we have your employees actually try-on the garments as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive greatly assists the sizing process.</p>
70	Describe any unique advantages that your offering provides in terms of laundering, cleaning, mending and/or repair services.	<p>The Company's commitment is to provide top-quality service to businesses in a broad range of industries that require superior work clothing, career apparel programs, and other managed services. The major portion of the Company's business is Rental Service Programs, which provide customers with all necessary products plus weekly cleaning, maintenance, and any needed replacements for an affordable weekly fee.</p> <p>UniFirst leads the industrial laundry industry with our technology and reporting capabilities which gives your Member's management the tools needed to impact their spend level.</p> <p>UniFirst operates the largest network of ISO certified laundry facilities in the world. Our strict adherence to our SOP's ensure our national customers receive consistent and predictable quality coast-to-coast. At UniFirst, the finishing process is unique to the industry because every shirt that we finish is professionally pressed (not in Canada), as opposed to the traditional tunnel finishing processes employed by our competitors. The vary process that occurs as our shirt pressing equipment is "dressed" by our operator requires that the top button is closed, and the dress collars are hand shaped. Once these inspection points are completed, the front of the shirt is completely inspected, including emblem affixation and quality. The bottom shirt tails and sleeves are clipped to complete the initial shirt press process. The UniFirst "Ten-Point" Inspection process and "Change-As-Needed" programs are employed to identify product defects so that your Members can focus on their Clients.</p> <p>UniFirst's exclusive "mend system" provides (at no cost to your Members), for a comprehensive "Ten-Point" inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.</p> <p>In general, we believe that the garment should be repaired whenever it is possible to do so, provided its appearance or function is not materially impacted by the repair. This "judgment call" we leave to the discretion of your Members. Some Customers</p>

require that they and they alone approve the retirement from service of any damaged garment. This process remains acceptable to UniFirst.

Our "Change-As-Needed" system provides (at no cost to your Members), for the automatic replacement of garments before they become so worn as to impact appearance or function. UniFirst is the only company in our industry who takes the additional step of proactively upgrading garments for our customers. Much of what our competitor's bill out as "damage" is actually the result of worn out uniforms that have not been replaced. Unlike many (if not all) of our competitors, UniFirst replaces all garments which wear out as a consequence of normal wear and tear with "new" garments.

UniFirst also recognizes that not every employee stays the same size over time, so we provide (at no cost to your Members), for clothing size exchanges to your Member's employees whenever necessary.

We commit to reinvesting 18% of revenues back into your garment inventory. The consistent upgrades (at no cost to your Members), keep your Member's inventory above the image and safety threshold where our competitors fall after the first couple years of service. We, at UniFirst, would be privileged to have the opportunity to host a tour of one of our operating facilities to demonstrate our competitive advantages in terms of garment finish quality and more importantly to you, finish appearance.

At every UniFirst ISO certified laundry facility, every single item is carefully sorted and placed into specially designed slings that are weighed before being sent to one of 14 different washers with capacities ranging from 75 to 700 pounds. Each wash lot is tagged as to the type of content and soiling so that operators can instruct a pre-programmed computer to use the correct wash formula for that particular load.

Under this system, there's virtually no opportunity for human error. Computerized wash formulas determine the correct water levels and temperatures, what detergents and additives are needed, the length of the wash cycle, and any other additional information that the clothing or soil type might require. And when the cleaning cycle is completed, sophisticated computer controls automatically tip and empty washers onto moving conveyors which transfer the laundry to pre-programmed computerized driers.

The automation process is extremely precise, and it allows UniFirst personnel to monitor each process from start to finish to ensure overall quality—from the most efficient use of energy and wash chemicals to the overall level of cleanliness. Should any minor error or malfunction occur, such as water not reaching a specific temperature, an alarm sounds and the entire process comes to an immediate halt until the problem is fixed.

The following controls are used to limit loss and damage.

- All garments are counted at Customer pick-up, again upon receipt at our plant and again at delivery . . . all documented on the weekly service invoice.
- All garments are individually barcoded to identify specific location, day of service and individual employee.
- Our UniTrack bar coding system provides an accurate pickup and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on their premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the member to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments.
- Internal garment control systems back at our service center are designed to eliminate delivery shortages
- Our Garment Maintenance Program (if selected) eliminates all damage charges, except those that arise as a consequence of gross negligence
- Garment lockers are available to secure clean garments and for better housekeeping of soiled garments.
- Lost Damage Report - provides a detailed summary (monthly or quarterly) of the lost and damage charges invoiced for each Member's site. The report shows the garment information as well as the employee name.

We are committed to conducting our business in a fair, honest and responsible manner in accordance with all environmental and governmental regulations and with the highest standards of business ethics. UniFirst stresses energy conservation measures throughout all its facilities. Our laundry production facilities feature

	computerized processing equipment that ensures these operations are not wasteful in any way with respect to fuel and energy usage. With 260 locations throughout North America, we have also found that seemingly small conservation measures, such as installing energy efficient equipment, motion-activated lighting, and automated thermostats, are cumulatively producing big savings. We also make sure that each of our fleet of customer delivery and support vehicles follows proper maintenance schedules, and that all of our drivers follow best practices for vehicle fuel performance.
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Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
 - [Financial Strength and Stability](#) - Financial Strength and Stability UniFirst.zip - Wednesday April 08, 2020 13:05:35
 - [Marketing Plan/Samples](#) - Sourcewell sample welcome kit.pdf - Wednesday April 08, 2020 16:19:01
 - WMBE/MBE/SBE or Related Certificates (optional)
 - Warranty Information (optional)
 - [Pricing](#) - Sourcewell Proposal.docx - Thursday April 09, 2020 14:04:22
 - Additional Document (optional)

Proposer's Affidavit

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcwell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcwell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcwell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcwell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://www.sam.gov/>; or
 - c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - David Katz, Vice President Sales & Marketing, UniFirst Corporation

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_7_Uniforms_RFP040920 Fri April 3 2020 12:04 PM	<input checked="" type="checkbox"/>	1
Addendum_6_Uniforms_RFP040920 Thu April 2 2020 08:09 AM	<input checked="" type="checkbox"/>	3
Addendum_5_Uniforms_RFP040920 Thu March 19 2020 10:46 AM	<input checked="" type="checkbox"/>	1
Addendum_4_Uniforms_RFP040920 Tue March 3 2020 11:20 AM	<input checked="" type="checkbox"/>	2
Addendum_3_Uniforms_RFP040920 Thu February 27 2020 04:04 PM	<input checked="" type="checkbox"/>	1
Addendum_2_Uniforms_RFP040920 Fri February 21 2020 02:33 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Uniforms_RFP040920 Thu February 20 2020 03:41 PM	<input checked="" type="checkbox"/>	1



UniFirst

Employee Uniforms

#040920-UFC

Maturity Date: 05/22/2024

- Products & Services
- Buy Sourcewell
- Documents
- Contact Information

Documents

Contract Documentation

[Contract](#)

Competitive Solicitation Documentation

- [Request for Proposal \(RFP\)](#)
- [Proof of Publication](#)
- [Proposal Opening Record](#)
- [Proposal Evaluation](#)
- [Comment & Review](#)
- [Board Resolutions](#)

Pricing Documentation

Information in this file is subject to change

[Contract 040920-UFC - Price information](#)



UniFirst

Contract Information

Cooperative Name	Sourcewell
Contract Name	Employee Uniforms
Contract Number	040920-UFC
Contract Term	06/18/2020 - 05/22/2024
Categories	Facilities (MRO) Facilities (MRO): Uniforms & Apparel
Website	https://www.unifirstcad.com/direct_purchase

Benefits

Sourcewell contract 040920-UFC gives access to the following types of goods and services:

- Professional on-site analysis
- More than 35,000 in-stock products
- Measurement & fitting at your location(s)
- Specified number of garments for each individual
- Professional laundering & finishing
- Regular uniform & product deliveries
- Inspection of all work clothing for rips & flaws
- Automatic garment repairs
- Auto replacement of worn/damaged garments
- Inventory control with itemization
- Quick outfitting of new employees
- Full program management

Pricing and How to Order

[Terms and Conditions](#)

[Locate your local dealer or representative](#)

ATTACHMENT 9

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

DRAFT
4/3/2023

Local Law No. _____ of the year 20²³

A local law Amend Chapter 220 (Zoning) Section 220-9.1 Short Term Rentals
(Insert Title)

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

(If additional space is needed, attach pages the same size as this sheet, and number each.)

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§ 220-9.1 Short-term rentals.

- A. Definitions. For purposes of this § 220-9.1, the following words and phrases shall have the definitions and meanings set forth below. If any words or phrases are defined elsewhere in this code, the definitions set forth in this § 220-9.1A shall control for purposes of short-term rentals.

ADJACENT PROPERTIES

- (1) Properties, parcels, lots or units situated near or next to, adjoining, contiguous or abutting the subject property, whether on the same side of the road, across the road or behind the subject property; and
- (2) When the subject property is a building consisting of multiple dwelling unit, such as an apartment building, that is a portion of a building containing multiple units on multiple floors with multiple units on each floor, this shall mean all units on the same floor as the subject property and also those units adjoining directly above or below the subject property.

APPLICATION

The application for a short-term rental permit.

BEDROOM

See “Sleeping Area” and to be a valid bedroom, the bedroom shall have appropriate requirements as defined by NYS building code.

COMPLETE APPLICATION

An application that has satisfied all of the submittal requirements set forth in this short-term rental ordinance and otherwise complies with all of the criteria required for the issuance of a short-term rental permit.

OWNER

The record titled owner of the residence for which a short-term rental permit is sought or has been issued. The owner may be a person or any form of business entity recognized by the State of New York. If the owner is a form of business entity, the business entity shall maintain current registration with New York State.

PERMIT HOLDER

The owner to whom a short-term rental special use permit has been issued through the Zoning Officer by the Planning Board. The Planning Board reserves the right to revoke the special use permit at any time for any reason including §220.9(I).

PROPERTY MANAGEMENT COMPANY

The owner's agent, including but not limited to rental platform, for renting the property, if any.

PROPERTY or SHORT-TERM RENTAL PROPERTY

All such residences or dwelling units used for short-term rental purposes.

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SHORT-TERM RENTAL

The rental of a dwelling unit for less than 30 days to a person.

SLEEPING AREA

Any room that has a bed, bunk beds, daybed, or other furniture for sleeping, including, and without limitation, pull out couch or futon or any area advertised for sleeping. To be a valid sleeping area the sleeping area shall have appropriate requirements as defined by NYS building code.

TEMPORARY ACCESS EASEMENT

An easement granted to the owner to cross over the property of another when such access is necessary to provide entry to the property being rented.

TOWN

Town of Canandaigua, New York.

USE WITH CRITERIA

The land use approval process contained in the Town's Municipal Code; provided, however, if there are any conflicts, contradictions, or differences between the process and requirements set out in the Municipal Code and the process and requirements set out in this short-term rental ordinance, the terms and conditions in the short-term rental ordinance shall control.

- B. Permit. To operate as a short-term rental, the property owner or owner's agent shall file an application with the Town of Canandaigua and be granted a special use permit to operate a short-term rental. The Town Board authorizes the Planning Board to grant a special use permit, in all zoning districts, for the operation of a short-term rental special use without the need for a public hearing. The Planning Board may authorize through its rules of procedure a special use permit to be issued by the Zoning Officer when the applicant demonstrates compliance with the requirements for application, §220.9-1 (C).
- C. Requirements for application. Short-term rentals may be allowed in all zones unless otherwise restricted. The following information and documentation shall accompany the application and be provided to the Town of Canandaigua:
 - (1) Completed application.
 - (2) Street address for each unit.
 - (3) The name, address, and contact information including a twenty-four-hour contact phone

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number for the person at the property management company managing the property; or, if there is no property management company, the name, address and contact information, including a twenty-four-hour contact phone number who may be the owner or owner's agent, and who may be contacted in the event of an emergency.

- (4) A signed acknowledgement on the application, that the owner, property management company, and/or owner's agent, if any, have read all of the Town's regulations pertaining to the operation of a short-term rental. The owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a property management company or other agent of the owner managing the short-term rental, the agent or an authorized officer of the property management company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.
- (5) A signed acknowledgement by the applicant the premises has the following information posted or is in compliance at the property relating to the following information:
 - (A) Smoke Detectors including not less than one working smoke detector in each sleeping area and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
 - (B) Emergency Evacuation Procedures must be posted in each sleeping area to be followed in the event of a fire or smoke condition or upon the activation of a fire or smoke-detecting or other alarm device.
 - (C) Fire Extinguishers including at least one fire extinguisher on each floor and in the kitchen.
 - (D) The house number shall be located both at the end of the driveway and in the dwelling unit in a visible location where tenants will notice the address.
 - (E) Exterior doors shall be operational and all passageway to exterior doors shall be clear and unobstructed.
 - (F) The property containing the proposed short-term rental must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.
 - (G) A sign indicating the maximum occupancy authorized by the Zoning Officer at time of permit. Notice the maximum occupancy for each short-term rental unit shall not exceed two (2) people per bedroom shown on the applicant's floor plan. The posted sign shall state "no events are permitted on the premises resulting in the number of persons on the property greater than the maximum allowable occupancy of the short-term rental unit at any time during the short-term rental".
 - (H) A sign in the short-term rental unit providing notice to any tenant the short-term rental is in a residential area in the Town of Canandaigua and that renters should be conscious of the residents in the neighborhood, all renters are subject to New York Penal Law §240.20 or

any successor statute regarding disorderly conduct, littering is illegal, and all fires must be attended complying with any applicable burn bans or New York State regulations.

(I) All applicants and permit holders must provide “Evidence of Property Insurance” and a “Certificate of Liability Insurance” indicating the premises is rated as a Short-Term Rental and maintain such insurance throughout the Term of the Short-Term Rental permit.

(J) Property must comply with most recent edition of the NYS Property Maintenance Code.

- D. Effective date of permit. The permit shall be issued by the Zoning Inspector or Code Enforcement Officer upon receipt of a completed application as defined in § 220-9.1C, Requirements for application.
- E. Fees. The application fee shall be set by resolution of the Town Board.
- F. Term of permit. The permit shall be valid for up to three year(s).
 - (1) If the permit is not renewed before the expiration date of such permit, it is considered to be suspended until such time the renewal process is complete.
 - (2) The owner shall amend the application at any time there is a change in circumstances that would require an update to the information submitted by the owner or property manager.
- G. Operating a short-term rental without a permit. Any person violating the provisions of this chapter by conducting short-term rental(s) without a valid permit shall be in violation of Town Code § 220.
- H. Discovery of an immediate health hazard. Upon the discovery of an immediate health hazard to renters, the Code Enforcement Officer can suspend the short-term rental permit until the hazard is remedied.
- I. Grounds for Suspension or Revocation of Permit. Upon evidence of violation(s) of short-term rental usage with this section the Zoning Officer shall notify in writing the Planning Board. After holding a public hearing and providing notice of such hearing to the subject property’s owner, the Planning Board may suspend or revoke a short-term rental special use permit. Suspended short-term rental special use permits shall be suspended for a period as deemed reasonable by the Planning Board. Revoked short-term rental special use permits shall be revoked and ineligible for approval for a period of not less than one year from the date of revocation. The Planning Board may suspend a short-term rental special use permit based on any of the following grounds:
 - (1) Permit Holder has falsified or failed to provide information in the application for a permit, application for renewal of a permit, registration of the property, or registration of property owner.
 - (2) Permit Holder violated any provision of this section during the term of the short-term rental permit.

DRAFT

- (3) Permit Holder or any tenant violated any provisions of the Code of the Town of Canandaigua.
- (4) Permit Holder or any tenant violated any provision of the Penal Code of the State of New York, which violation occurred on, or pursuant to the occupancy of the short-term rental unit.
- (5) Any conduct on the premises, which is unreasonable under the circumstances, and which disturbs the health, safety, peace or comfort of the neighborhood or which otherwise creates a public nuisance.
- (6) Any conduct on the premises, which otherwise is not a permitted use in the zoning district.
- (7) Any conduct on the premises, involving parties or events or loud noises or when such activities result in two or more complaints from adjacent property owners relating to such activities.
- (8) Removal or disrepair of any safety devices such as, but not limited to, smoke and carbon monoxide detectors, fire extinguishers and egresses.
- (9) Permit Holder has failed to provide accommodations and access to the subject property for inspection, as may be required, by the Zoning Officer or Code Enforcement Officer of the Town.
- (10) Permit Holder or any tenants have exceeded the maximum occupancy limit of two (2) people per bedroom shown on the floor plan included with the application.
- (11) Permit Holder has allowed for occupancy greater than the capabilities of the on-site wastewater system, if applicable.
- (12) Permit Holder has not provided proof of pumping and satisfactory inspection of the on-site wastewater system, if applicable, by a qualified septic disposal firm within sixty days of request by Code Enforcement; or has violated Town of Canandaigua Code §202 Wastewater Treatment Systems, On-Site.

(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. _____ of 2023 of the (County)(City)(Town)(Village) of Canandaigua was duly passed by the Town Board on _____ 20____, in accordance with the applicable provisions of law.

DRAFT

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 _____ 20 , 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: _____

(Seal)

§ 220-9.1 **Short-term rentals.**

~~{Added 12-21-2020 by L.L. No. 5-2020}~~

- A. Definitions. For purposes of this § **220-9.1**, the following words and phrases shall have the definitions and meanings set forth below. If any words or phrases are defined elsewhere in this code, the definitions set forth in this § **220-9.1A** shall control for purposes of short-term rentals.

ADJACENT PROPERTIES

(1) Properties, parcels, lots or units situated near or next to, adjoining, contiguous or abutting the subject property, whether on the same side of the road, across the road or behind the subject property; and

(2) When the subject property is a building consisting of multiple dwelling unit, such as an apartment building, that is a portion of a building containing multiple units on multiple floors with multiple units on each floor, this shall mean all units on the same floor as the subject property and also those units adjoining directly above or below the subject property.

APPLICATION

The application for a short-term rental permit.

BEDROOM

See “Sleeping Area” and to be a valid bedroom, the bedroom shall have appropriate requirements as defined by NYS building code.

COMPLETE APPLICATION

An application that has satisfied all of the submittal requirements set forth in this short-term rental ordinance and otherwise complies with all of the criteria required for the issuance of a short-term rental permit.

OWNER

The record titled owner of the residence for which a short-term rental permit is sought or has been issued. The owner may be a person or any form of business entity recognized by the State of New York. If the owner is a form of business entity, the business entity shall maintain current registration with New York State.

PERMIT HOLDER

The owner to whom a short-term rental special use permit has been issued through the Zoning Officer by the Planning Board. The Planning Board reserves the right to revoke the special use permit at any time for any reason including §220.9(I).

PROPERTY MANAGEMENT COMPANY

The owner's agent, including but not limited to rental platform, for renting the property, if any.

PROPERTY or SHORT-TERM RENTAL PROPERTY

All such residences or dwelling units used for short-term rental purposes.

SHORT-TERM RENTAL

The rental of a dwelling unit for less than 30 days to a person.

SLEEPING AREA

Any room that has a bed, bunk beds, daybed, or other furniture for sleeping, including, and without limitation, pull out couch or futon or any area advertised for sleeping. To be a valid sleeping area the sleeping area shall have appropriate requirements as defined by NYS building code.

TEMPORARY ACCESS EASEMENT

An easement granted to the owner to cross over the property of another when such access is necessary to provide entry to the property being rented.

TOWN

Town of Canandaigua, New York.

USE WITH CRITERIA

The land use approval process contained in the Town's Municipal Code; provided, however, if there are any conflicts, contradictions, or differences between the process and requirements set out in the Municipal Code and the process and requirements set out in this short-term rental ordinance, the terms and conditions in the short-term rental ordinance shall control.

- B. Permit. To operate as a short-term rental, the property owner or owner's agent shall file an application with the Town of Canandaigua and be granted a special use permit to operate a short-term rental. The Town Board authorizes the Planning Board to grant a special use permit, in all zoning districts, for the operation of a short-term rental special use without the need for a public hearing. The Planning Board may authorize through its rules of procedure a special use permit to be issued by the Zoning Officer when the applicant demonstrates compliance with the requirements for application, §220.9-1 (C).
- C. Requirements for application. Short-term rentals may be allowed in all zones unless otherwise restricted. The following information and documentation shall accompany the application and be provided to the Town of Canandaigua:
- (1) Completed application.
 - (2) Street address for each unit.
 - (3) The name, address, and contact information including a twenty-four-hour contact phone number for the person at the property management company managing the property; or, if there is no property management company, the name, address and contact information, including a twenty-four-hour contact phone number who may be the owner or owner's agent, and who may be contacted in the event of an emergency.
 - (4) A signed acknowledgement on the application, that the owner, property management company, and/or owner's agent, if any, have read all of the Town's regulations pertaining to the operation of a short-term rental. The owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a property management company or other agent of the owner managing the short-term rental, the agent or an authorized officer of the property management company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.
 - (5) A signed acknowledgement by the applicant the premises has the following information posted or is in compliance at the property relating to the following information:
 - (A) Smoke and Carbon Monoxide Detectors including not less than one working smoke and carbon monoxide detector in each sleeping area and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
 - (B) Emergency Evacuation Procedures must be posted in each sleeping area to be followed in the event of a fire or smoke condition or upon the activation of a fire or smoke-detecting or other alarm device.
 - (C) Fire Extinguishers including at least one fire extinguisher on each floor and in the kitchen.

(D) The house number shall be located both at the end of the driveway and in the dwelling unit in a visible location where tenants will notice the address.

(E) Exterior doors shall be operational and all passageway to exterior doors shall be clear and unobstructed.

(F) The property containing the proposed short-term rental must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.

(G) A sign indicating the maximum occupancy authorized by the Zoning Officer at time of permit. Notice the maximum occupancy for each short-term rental unit shall not exceed two (2) people per bedroom shown on the applicant's floor plan. The posted sign shall state "no events are permitted on the premises resulting in the number of persons on the property greater than the maximum allowable occupancy of the short-term rental unit at any time during the short-term rental". And the maximum occupancy of any dwelling unit used as short term rental shall not exceed twelve (12) people total.

(H) A sign in the short-term rental unit providing notice to any tenant the short-term rental is in a residential area in the Town of Canandaigua and that renters should be conscious of the residents in the neighborhood, all renters are subject to New York Penal Law §240.20 or any successor statute regarding disorderly conduct, littering is illegal, and all fires must be attended complying with any applicable burn bans or New York State regulations.

(I) All applicants and permit holders must provide "Evidence of Property Insurance" and a "Certificate of Liability Insurance" indicating the premises is rated as a Short-Term Rental and maintain such insurance throughout the Term of the Short-Term Rental permit.

(J) Property must comply and meet all current with most recent edition of the NYS Property Maintenance Code.

- D. Effective date of permit. The permit shall be issued by the Zoning Inspector or Code Enforcement Officer upon receipt of a completed application as defined in § 220-9.1C, Requirements for application.
- E. Fees. The application fee ~~and annual renewal fee~~ shall be set by resolution of the Town Board. ~~The fee associated with new applications will be pro-rated by month based on the current fee set by the Town Board.~~
- F. Term of permit. The permit shall be valid for up to ~~one three year(s). and may be renewed annually by January 1 of each year. The permit may be renewed upon the payment of the annual renewal fee unless there is a substantial change to the information contained in the application.~~
- (1) If the permit is not renewed ~~before the expiration date of such permit by January 1~~, it is considered to be suspended until such time the renewal process is complete.
- (2) The owner shall amend the application at any time there is a change in circumstances that would require an update to the information submitted by the owner or property manager.
- G. Operating a short-term rental without a permit. Any person violating the provisions of this chapter by conducting short-term rental(s) without a valid permit shall be in violation of Town Code § 220 ~~and shall be deemed ineligible from receipt of a short term rental permit for a period of not less than one year from the date of violation notice. Any short term rental permit revoked by the Planning Board shall be ineligible for approval for a period of not less than one year from the date of revocation.~~
- H. Discovery of an immediate health hazard. Upon the discovery of an immediate health hazard to renters, the Code Enforcement Officer can suspend the short-term rental permit until the hazard is remedied.

I. Grounds for Suspension or Revocation of Permit. Upon evidence of violation(s) of short-term rental usage with this section the Zoning Officer shall notify in writing the Planning Board. After holding a public hearing and providing notice of such hearing to the subject property's owner, the Planning Board may suspend or revoke a short-term rental special use permit. Suspended short-term rental special use permits shall be suspended for a period as deemed reasonable by the Planning Board. Revoked short-term rental special use permits shall be revoked and ineligible for approval for a period of not less than one year from the date of revocation. The Planning Board may suspend a short-term rental special use permit based on any of the following grounds:

- (1) Permit Holder Applicant has falsified or failed to provide information in the application for a permit, application for renewal of a permit, registration of the property, or registration of property owner.
- (2) Permit Holder Applicant violated any provision of this section during the term of the short-term rental permit.
- (3) Permit Holder Applicant or any tenant violated any provisions of the Code of the Town of Canandaigua.
- (4) Permit Holder Applicant or any tenant violated any provision of the Penal Code of the State of New York, which violation occurred on, or pursuant to the occupancy of the short-term rental unit.
- (5) Any conduct on the premises, which is unreasonable under the circumstances, and which disturbs the health, safety, peace or comfort of the neighborhood or which otherwise creates a public nuisance.
- (6) Any conduct on the premises, which otherwise is not a permitted use in the zoning district.
- (7) Any conduct on the premises, involving parties or events or loud noises or when such activities result in two or more complaints from adjacent property owners relating to such activities.
- (8) Removal or disrepair of any safety devices such as, but not limited to, smoke and carbon monoxide detectors, fire extinguishers and egresses.
- (9) Permit Holder Applicant has failed to provide accommodations and access to the subject property for inspection, as may be required, by the Zoning Officer or Code Enforcement Officer of the Town.
- (10) Permit Holder Applicant or any tenants have exceeded the maximum occupancy limit of two (2) people per bedroom shown on the floor plan included with the application ~~or have exceeded the maximum occupancy limit of twelve (12) people per short term rental unit.~~
- (11) Permit Holder has allowed for occupancy greater than the capabilities of the on-site wastewater septic system, if applicable.
- (12) Permit Holder has not provided proof of pumping and satisfactory inspection of the on-site wastewater septic system, if applicable, by a qualified septic disposal firm within sixty days of request by Code Enforcement; or has violated Town of Canandaigua Code §202 Wastewater Treatment Systems, On-Site.

allows all tenants access to the required public assembly space. As allowed by the Village Code, the project will make a payment in lieu of providing 10 percent open space for dedication to the Village of Victor.

The project will continue to use the two existing School Street access points. There is an existing sidewalk along Rawson Street and proposed sidewalk along School Street. The traffic impact letter indicates the project is projected to generate 22 to 28 peak hour trips which will not change the unsignalized level of service at nearby intersections.

Comments

1. Is the public assembly area a minimum of 4,500 SF as required?
2. The project should provide buffer plantings between the street and sidewalk and/or between the sidewalk and parking area.
3. When submitted for site plan approval, a landscaping plan that shows fence or plantings to screen parking is required.

83 -2023 Town of West Bloomfield

Class: 1

Type: *Area Variance*

Applicant: *Douglas Hayes*

Property Owner: *same*

Tax Map Parcel #: *50.02-1-71.000*

Brief Description: *Use variance for addition to a pre-existing non-conforming garage with an eastern side setback of 3.7' when 10' is required at 1922 SR 65, just east of Honeoye Creek/Livingston County line, in the Town of West Bloomfield.*

<https://ontariocountyny.gov/DocumentCenter/View/38316/83-2023-Aerial>

<https://ontariocountyny.gov/DocumentCenter/View/38317/83-2023-Site-Plan>

The .2-acre project site is currently developed with a house and attached garage that date from the early 20th century. The garage is 3.7' or less from the east property line when 10' setback is now required. The proposed addition is to the nonconforming garage. The location of the addition is 10' from the property line as required.

84 -2023 Town of Canandaigua Town Board

Class: 2

Type: *Text Amendment*

Applicant: *Town Board*

Brief Description: *Zoning Law amendment to add definitions and regulations to Town Code section 220-9.1 regarding short-term rentals in the Town of Canandaigua.*

<https://ontariocountyny.gov/DocumentCenter/View/38371/84-2023-STR-LLppt>

The proposed changes to the Short-Term Rental regulations appear intended to address the following:

1. Consistency and transparency regarding maximum occupancy in marketing and permit application materials and with on-site wastewater treatment system design, if applicable.
2. Provide standards for revocation of special use permit including but not limited to falsification of application information, violation of Town Code or NYS Penal Code, or creation of a public nuisance or disturbance of the peace or comfort of the neighborhood
3. Protection of CEO protection from personal liability by vesting discretionary permit revocation authority in the Planning Board, not town staff.

Comments

1. Town of Canandaigua is commended for continuing to amend their Short-term Rental regulations to address difficulties encountered.
2. The short-term rental regulations should be moved outside the zoning code. NYS zoning authority does not apply occupancy-based regulations. The Town's general health and safety regulations allows regulations of short-term rental businesses. Since the proposed regulations use the special use permit process, the STR local law and the zoning code special use process and standards should be cross referenced.
3. Needs clarification re use of terms bedroom and sleeping area. given that sleeping area not bedroom is the defined term, use it unless permit holder doesn't need to provide parking for occupants of all sleeping areas, just bedrooms shown on floor plans.
4. Add design to reference to on-site wastewater system capabilities to clarify occupancy limit without need to document actual failure of system.

85 -2023

Town of Canandaigua Town Board

Class: 2

Type: *Text Amendment*Applicant: *Town Board*

Brief Description: *Zoning Law amendment to remove the word "private" in Town Code section 174-19(I) regarding lot size and arrangement for the subdivision of land in the Town of Canandaigua.*

86 -2023

Town of Naples Town Board

Class: 2

Type: *Text Amendment*Applicant: *Town Board*

Brief Description: *Zoning Law amendment to amend Town Code Section 132-15 regarding the "preservation of natural resources" to reduce stream setback from 100' from the center of the creek, to 25' in the Town of Naples.*

<https://ontariocountyny.gov/DocumentCenter/View/38372/86-2022-T-naples-ll>

Stream setback applies to location of structures from streams with water running at least 6 months per year. With applicability clarified to rely on determination by the CEO.

Comments

1. If a stream is 10-20' bank to bank and area of disturbance around a building is 10' minimum, that allows disturbance within 5 to 10' of the stream bank. Is that sufficient to protect to protect stream water quality during and after construction in all topographic conditions?
2. It may be difficult for the CEO to make a timely determination regarding running water in a stream a minimum of 6-month during the year. The town may want to instead reference NYS DEC stream mapping **or maps of Canandaigua Lake Watershed Manager.**

87 -2023

Town of Victor Zoning Board of Appeals

Class: 1

Type: *Area Variance*Applicant: *Brian Ridley*Property Owner: *same*

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			
Name of Action or Project: Adoption of a Local Law to Amend Town Code Chapter 220-9.1 Short-term rentals			
Project Location (describe, and attach a location map): Town of Canandaigua			
Brief Description of Proposed Action: The Town Board is considering a Local Law to amend the Town Code Chapter 220-9.1 Short-term rentals to further define and clarify policies and procedures to protect all parties.			
Name of Applicant or Sponsor: Town Board, Town of Canandaigua		Telephone: 585-394-1120	
		E-Mail: sbonshak@townofcanandaigua.org	
Address: 5440 State Route 5/20 West			
City/PO: Canandaigua		State: New York	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 checked="" 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	
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	
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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. 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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	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:

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: 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"/>

Project:

Date:

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. Finch

Print or Type Name of Responsible Officer in Lead Agency

Signature of Responsible Officer in Lead Agency

Date

Town Manager, Town of Canandaigua

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

ATTACHMENT 10

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

DRAFT

4/12/2023

Local Law No. _____ of the year 20²³

A local law Amend Chapter 174 (Subdivision of Lands) Section 174-19(I) Lot Size and Arrangement
(Insert Title)

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

(If additional space is needed, attach pages the same size as this sheet, and number each.)

Attachment A
DRAFT

DRAFT

§ 174-19 Lot size and arrangement.

- I. Subdivision of land resulting in the creation of four or more parcels along a right of way shall constitute a Major Subdivision and shall only be authorized with improvements to create a public right of way pursuant to the Site Design and Development Criteria.

(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. _____ of 20²³ of the (County)(City)(Town)(Village) of Canandaigua was duly passed by the Town Board on _____ 20____, 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 _____ 20____, 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: _____

(Seal)

DRAFT

§ 174-19 Lot size and arrangement.

I. Subdivision of land resulting in the creation of four or more parcels along a ~~private~~ right of way shall constitute a Major Subdivision and shall only be authorized with improvements to create a public right of way pursuant to the Site Design and Development Criteria.

Comments

1. Town of Canandaigua is commended for continuing to amend their Short-term Rental regulations to address difficulties encountered.
2. The short-term rental regulations should be moved outside the zoning code. NYS zoning authority does not apply occupancy-based regulations. The Town's general health and safety regulations allows regulations of short-term rental businesses. Since the proposed regulations use the special use permit process, the STR local law and the zoning code special use process and standards should be cross referenced.
3. Needs clarification re use of terms bedroom and sleeping area. given that sleeping area not bedroom is the defined term, use it unless permit holder doesn't need to provide parking for occupants of all sleeping areas, just bedrooms shown on floor plans.
4. Add design to reference to on-site wastewater system capabilities to clarify occupancy limit without need to document actual failure of system.

85 -2023

Town of Canandaigua Town Board

Class: 2

Type: *Text Amendment*Applicant: *Town Board*

Brief Description: *Zoning Law amendment to remove the word "private" in Town Code section 174-19(I) regarding lot size and arrangement for the subdivision of land in the Town of Canandaigua.*

86 -2023

Town of Naples Town Board

Class: 2

Type: *Text Amendment*Applicant: *Town Board*

Brief Description: *Zoning Law amendment to amend Town Code Section 132-15 regarding the "preservation of natural resources" to reduce stream setback from 100' from the center of the creek, to 25' in the Town of Naples.*

<https://ontariocountyny.gov/DocumentCenter/View/38372/86-2022-T-naples-ll>

Stream setback applies to location of structures from streams with water running at least 6 months per year. With applicability clarified to rely on determination by the CEO.

Comments

1. If a stream is 10-20' bank to bank and area of disturbance around a building is 10' minimum, that allows disturbance within 5 to 10' of the stream bank. Is that sufficient to protect to protect stream water quality during and after construction in all topographic conditions?
2. It may be difficult for the CEO to make a timely determination regarding running water in a stream a minimum of 6-month during the year. The town may want to instead reference NYS DEC stream mapping **or maps of Canandaigua Lake Watershed Manager.**

87 -2023

Town of Victor Zoning Board of Appeals

Class: 1

Type: *Area Variance*Applicant: *Brian Ridley*Property Owner: *same*

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			
Name of Action or Project: Amend Town Code Chapter 174 Subdivision of Land (Section 174-19 Lot size and arrangement)			
Project Location (describe, and attach a location map): Town of Canandaigua			
Brief Description of Proposed Action: The Town Board is considering a local law to amend Town Code Chapter 174 Subdivision of Land (Section 174-19 Lot size and arrangement)			
Name of Applicant or Sponsor: Town Board, Town of Canandaigua		Telephone: 585-394-1120 E-Mail: sbonshak@townofcanandaigua.org	
Address: 5440 State Route 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	
	<input type="checkbox"/>	<input type="checkbox"/>	
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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. 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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	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: <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 5px;"></div>	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:

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"/>

Project:

Date:

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. Finch

Print or Type Name of Responsible Officer in Lead Agency

Signature of Responsible Officer in Lead Agency

Date

Town Manager, Town of Canandaigua

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

ATTACHMENT 11

Company		Potter Heating, Cooling, & Plumbing	LMC Industrial Contractors Inc	
Crouch		\$27,760	\$	-
Schoolhouse	\$	5,420.00	\$	-
Total		\$33,180	\$	37,000.00
Specs & Materials	<u>Crouch</u>			
	Electric to outdoor units from Panel			4 Mitsubishi 24,000 BTU wall mount heat pump mini split
	3 port branch box			2 Mitsubishi 48,000 BTU Outdoor heat pump condensers
	1/4"x1/2"x50' line set for 15-24k ductless (x4)			Line sets to run each head unit as well as communication wire and condensation tubing
	brown exterior line hide for ductless install to cover all connections from the outside			Pads and snow stand of reach outdoor condenser
Specs & Materials	white exterior line hide for Ductless Install to cover all connections from the outside to the inside			2 220v lines to condensers with breakers at panel box
	Outdoor 48 K multi zone hyper HP Mitsubishi			disconnects at each panel and surge protectors at each condenser
	Indoor 24K HP 19 SEER Mitsubishi (x4)			place line hide on the outside of building to cover up line sets and wire where needed
				(Westlake Schoolhouse)
				Rudd 2 ton 13 SEER condensing unit with matching indoor evaporator coil
Manufacturer Warrant for finish and/or Materials (requested any available)	<u>Schoolhouse</u>			
	Copper Line set 30'			
	Pad whip and disconnect for AC install			
	RHEEM 2Ton 13 SEER condenser			
	RHEEM 2 ton 17' multi-position, case aluminum coil, standard efficiency			
Workmanship/Company Warranty (requested any available)				LMC warrants that Labor on Equipment installed by LMC, for a period of one (1) year from installation. LMC warrants that for equipment furnished LMC will extend the same warranty terms and conditions which LMC receives from the manufacturer of said equipment. For equipment installed by LMC, if Purchaser provides written notice to LMC of any such defect within thirty (30) days after the appearance of discovery of such defect, LMC shall, at its option, repair or replace the defective equipment. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained.
	1 year labor warranty on labor/ workmanship			
Extra Add on proposals?				any Labor and material not specifically included in the "Work proposed" section above Any applicable tax, or special freight charges are also excluded from the proposal Any overtime installation Labor
Notes:				



Billing Address
Town of Canandaigua - USA
5440 Routes 5 & 20
Canandaigua, NY 14424 USA

**Potter Heating, Cooling and
Plumbing Co.**
2474 State Route 21, Canandaigua,
New York 14424-8716 United States
(585) 393-9410

Estimate 41043893
Estimate Date 3/31/2023

Job Address
West Lake schoolhouse
3660 County Road 16
Canandaigua, NY 14424
USA

Description of work

Installation of Ruud 2 ton AC including Lineset Pad Whip and Disconnect as well as electric connection to panel

Task #	Description	Quantity
3/8x5/8x30 Lineset	copper lineset 30'	1.00
PWD-01	Pad whip and disconnect for AC install	1.00
RA1324BJ1NA	RA1324BJ1NA	1.00
RCF2417STAMCA	RCF2417STAMCA	1.00

Potential Savings \$244.75 - \$244.75	Sub-Total	\$5,420.00
	Tax	\$0.00
	Total Due	\$5,420.00
	Deposit/Downpayment	\$0.00

Thank you for choosing Potter Heating, Cooling and Plumbing Co. A Veterans HVAC LLC Company

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Potter Heating, Cooling and Plumbing Co. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.



**Potter Heating, Cooling and
Plumbing Co.**
2474 State Route 21, Canandaigua,
New York 14424-8716 United States
(585) 393-9410

Estimate 41046709
Estimate Date 3/31/2023

Billing Address
Town of Canandaigua - USA
5440 Routes 5 & 20
Canandaigua, NY 14424 USA

Job Address
Crouch Hall
4965 County Road 16
Canandaigua, NY 14424
USA

Description of work

Install ductless splits for Crouch Hall

Task #	Description	Quantity
CER-8.00.0000	Electric to outdoor units from panel	1.00
MITSU PAC-MKA32BC	MXZ-C 3 Port Branch Box	2.00
1/4x1/2x50' Line Set (1)	1/4" x1/2" x 50' line set for 15-24K Ductless	4.00
Line Hide Group	Brown exterior line hide for Ductless Install To cover all connections from the outside	1.00
Line Hide Group	White exterior line hide for Ductless Install To cover all connections from the outside to the inside	1.00
MITSU MXZ- SM48NAMHZ-U1	Outdoor 48K Multi Zone Hyper HP	1.00
MITSU MSZ-GL24NA-U1	INDOOR 24K HP 19 SEER	4.00

Potential Savings \$1,140.05 - \$1,140.05	Sub-Total	\$27,760.00
	Tax	\$0.00
	Total Due	\$27,760.00
	Deposit/Downpayment	\$0.00

Thank you for choosing Potter Heating, Cooling and Plumbing Co. A Veterans HVAC LLC Company

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Potter Heating, Cooling and Plumbing Co. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Town of Canandaigua

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

Established 1791

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid each bidder and each person on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, Consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and
- 3) No attempt has been made or will be made by the bidder to induce any other Person, partnership or corporation to submit or not to submit a bid for the Purpose of restricting competition.

BIDDER NAME: Potter HVAC

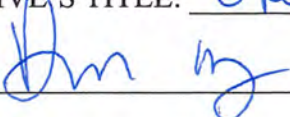
STREET ADDRESS: 2474 RT 21

CITY, STATE, ZIP: Canandaigua, N.Y., 14424

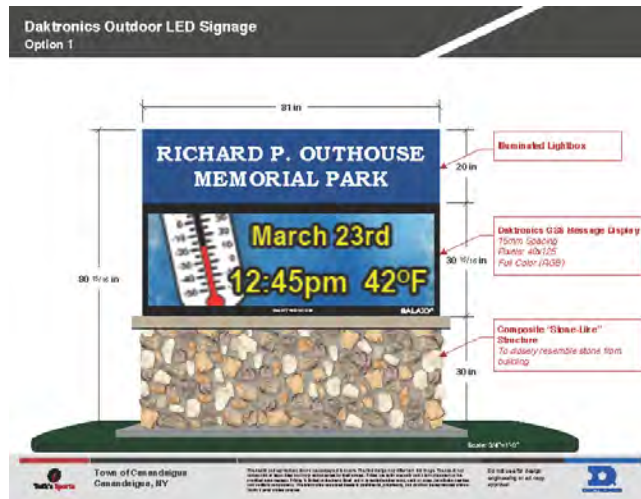
PHONE AND EMAIL: 585-471-1019 , Josh@VeteransHVACLLC.Com

REPRESENTATIVE'S NAME: Josh Solt

REPRESENTATIVE'S TITLE: Operations Manager

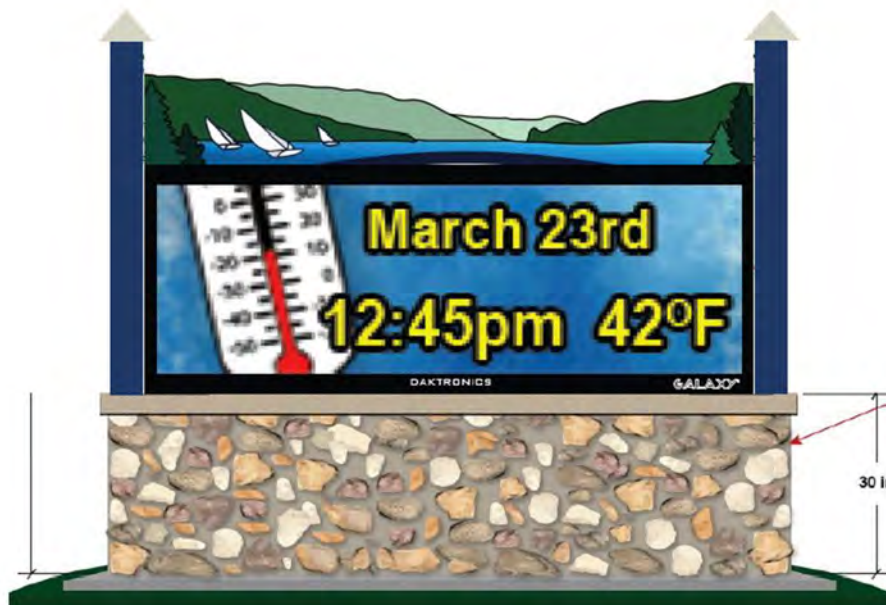
SIGNATURE:  DATE: 4/12/23

ATTACHMENT 12



Original

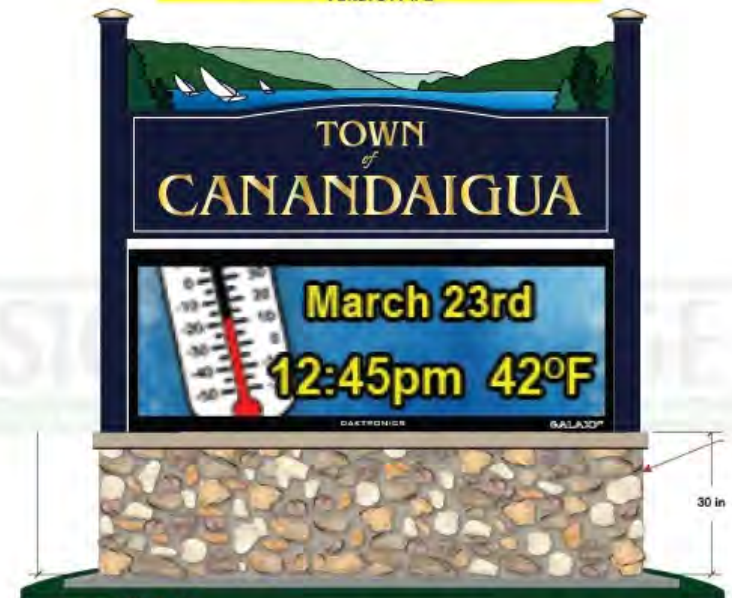
Option 1 (No additional cost)



Option 2 (\$4,500)



TOWN OF CANANDAIGUA - LED TOPPER
2- SINGLE SIDED V-CARVED HDU
35 INCHES HIGH BY 81 INCHES WIDE
VERSION #2



DESCRIPTION:

LETTERING - MURAL COLORS

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PH: (585) 237-2620 Fax: (585) 237-5868 1-866-909-2620 www.signlanguageinc.com
6491 Route 20-A Perry, N.Y. 14530

Option 1 (No additional Cost)

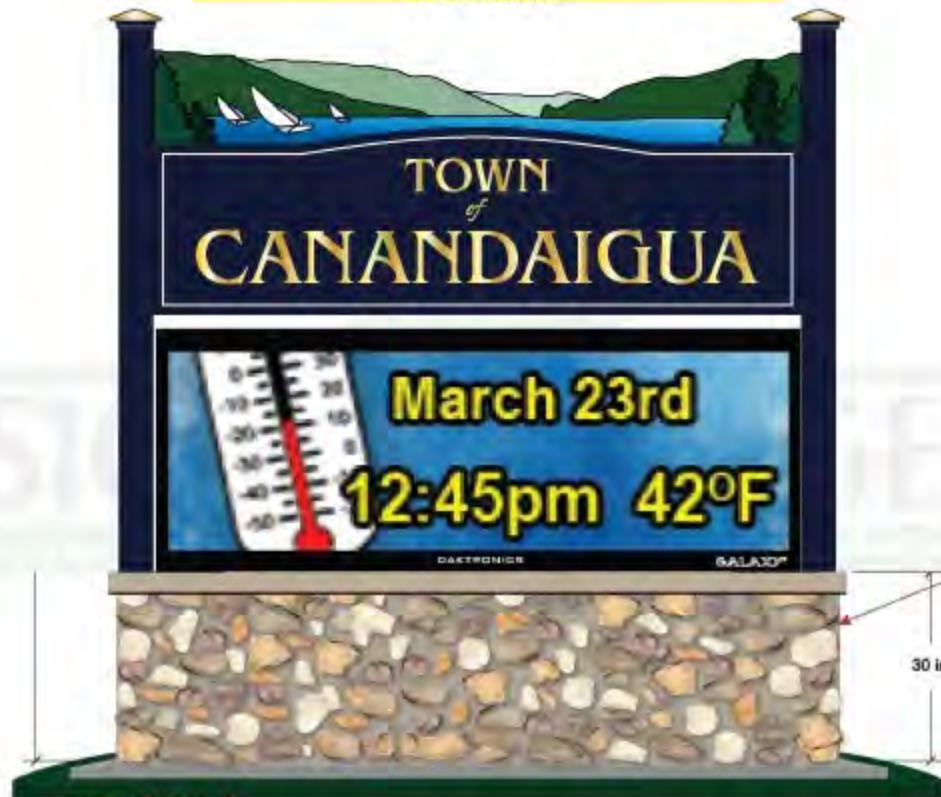


Option #2



Sandblasted & Carved Signs • 23k Gold Leaf • Computer Graphics
Commercial / Architectural • Design • Fabrication • Installation • Vinyl

TOWN OF CANANDAIGUA - LED TOPPER
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6491 Route 20-A

Perry, N.Y. 14530



71 Victor Heights Pkwy.
 Victor, New York 14564
 Victor Office Telephone (585) 924-7540 FAX (585) 924-7556

QUOTE

Quote #: TB-427719

Date: 5/8/2023

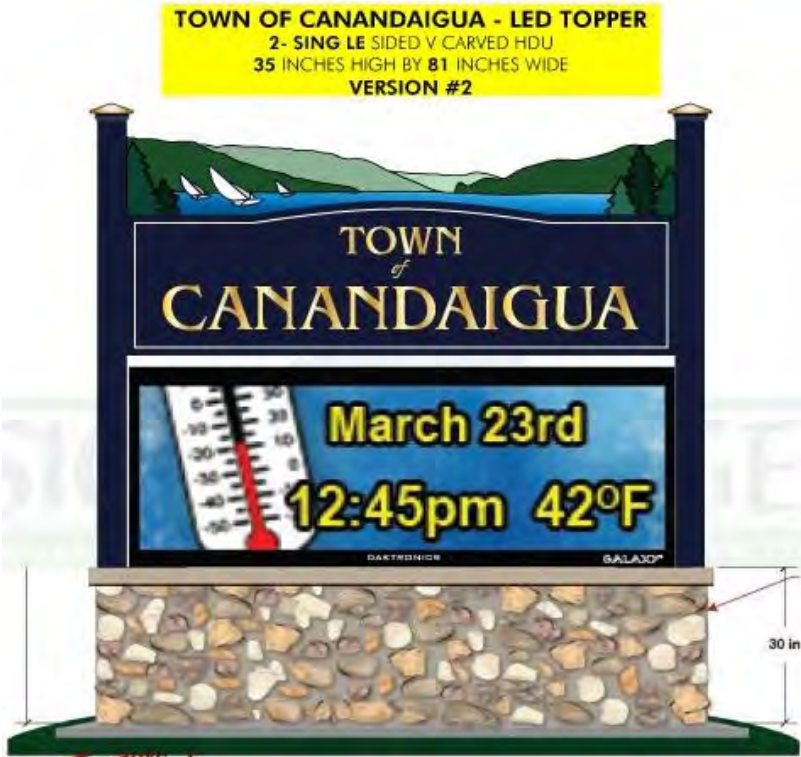
Salesman: Tim

To: Town of Canandaigua / Richard P. Outhouse Memorial Park
 Lindsay Frarey

Terms:

ALL PRICING IN LINE WITH
 SOURCEWELL CONTRACT #
 050819-DAK MESSAGE CENTERS

Re: Message Center - Top ID Panel UPGRADE

Qty	Description	Model Number	Unit Price	Amount
1	<p>Upgrade to the LARGER Top ID Panel</p> <p>TOWN OF CANANDAIGUA - LED TOPPER 2- SINGLE SIDED V CARVED HDU 35 INCHES HIGH BY 81 INCHES WIDE VERSION #2</p> 			\$4,500.00
Prices Valid for 90 Days				