

TOWN OF CANANDAIGUA

TOWN MANAGER MONTHLY REPORT

November 20, 2017

PERSONNEL

KUDOS: To all of the employees, committee members, and residents who volunteered their own personal time to host Halloween at Onanda Park. Despite a rainy afternoon, attendance was good and everyone had a great time while providing a safe event for our smallest residents.

KUDOS: To the Cheshire Volunteer Fire Department for providing a ladder truck and volunteer fire fighters for a trick or treating Halloween event at the Hammocks.

FINANCIAL PLANNING

The following is your estimated unassigned fund balance report for 12/31/17.

Estimated Unassigned Fund Balance Policy Report:

General Fund (A):	\$ 2,335,810*	FBP: \$ 492,050 / \$ 1,968,200
Highway Fund (D):	\$ 450,807	FBP: \$ 644,380 / \$ 2,577,518 (under)
Water Fund (F):	\$ 1,331,038**	FBP: \$ 142,956 / \$ 571,825 (over)
Park Fund (CM):	\$ 668,818	FBP: \$ 48,000 / \$ 195,000 (over)
Fire District Fund (SF):	\$ 94,726	FBP: \$ 142,064 / \$ 568,258 (under)

Lighting Districts:

SL241 (Centerpointe):	\$ 2,219	FBP: \$ 990 / \$ 3,960
SL242 (Fox Ridge):	\$ 8,069	FBP: \$ 1,875 / \$ 7,500 (over)
SL243 (Landings):	\$ 862	FBP: \$ 60 / \$ 240 (over)
SL244 (Lakewood):	\$ 4,198*	FBP: \$ 60 / \$ 240
SL245 (Fallbrook):	\$ 6,803	FBP: \$ 210 / \$ 840 (over)

Drainage Districts:

SD241 (RT 332):	\$ 170,790*	FBP: \$ 11,250 / \$ 45,000
SD241A (Lakewood):	\$ 26,812*	FBP: \$ 350 / \$ 1,300
SD243 (Ashton):	\$ 12,594*	FBP: \$ 300 / \$ 1,200
SD244 (Fox Ridge):	\$ 32,132*	FBP: \$ 450 / \$ 1,800
SD245 (Landings):	\$ 9,423*	FBP: \$ 300 / \$ 1,200
SD246 (OB):	\$ 14,993*	FBP: \$ 300 / \$ 1,200
SD247 (Lakeside):	\$ 7,990*	FBP: \$ 250 / \$ 1,000
SD248 (Waterford):	\$ 10,848*	FBP: \$ 750 / \$ 3,000
SD249 (Stablegate):	\$ 18,073*	FBP: \$ 0 / \$ 0

Water Districts:

S241 (Nott #6):	\$ 2,534**	FBP: \$ 2,730 / \$ 10,900 (under)
S241A (Andrews):	\$ 284	FBP: \$ 1,000 / \$ 3,700 (under)
S241B (CdgaFarm):	(\$ 16,567)	FBP: \$ 30,400 / \$ 121,600 (under)

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S243 (West Lake S):	\$ 51,765**	FBP: \$ 7,500 / \$ 30,000	(over)
S244 (Cramer # 9):	\$ 1,389**	FBP: \$ 240 / \$ 1,000	(over)
S245 (Parrish St):	\$ 3,304**	FBP: \$ 200 / \$ 1,100	(over)
S245A (West Lake):	\$ 24,747**	FBP: \$ 3,600 / \$ 14,400	(under)
S245B (McIntyre):	\$ 2,199	FBP: \$ 675 / \$ 2,700	
S246 (Wyffels #10):	\$ 9,215**	FBP: \$ 1,350 / \$ 5,400	(over)
S246A (Cdga Bristol):	\$ 11,479	FBP: \$ 7,500 / \$ 30,000	
S246B (Emerson):	\$ 155	FBP: \$ 2,250 / \$ 9,000	(under)
S247 (Cdga Cons):	\$ 282,603**	FBP: \$ 42,750 / \$ 171,000	(over)
S247A (Adams #11):	\$ 8,869**	FBP: \$ 2,100 / \$ 8,400	(under)
S247B (Co Rd 30):	\$ 125	FBP: \$ 2,400 / \$ 9,600	(under)
S248 (Risser):	\$ 365	FBP: \$ 60 / \$ 300	(over)
S248A (Hopkins):	\$ 8,738	FBP: \$ 1,200 / \$ 4,800	(over)
S248C (Cdga Hope):	\$ 9,049	FBP: \$ 10,200 / \$ 40,800	(under)
S248D (Hickox):	(\$ 33,582)	FBP: \$ 6,000 / \$ 24,000	(under)
S249 (Parrish Rd):	\$ 10,549**	FBP: \$ 2,850 / \$ 11,400	
S249A (Nott # 40):	(\$ 150)	FBP: \$ 1,000 / \$ 3,600	(under)

* *Compliance with Fund Balance Policy (FBP) provided planned improvements where the levy of taxes in one budget year would place an unnecessary financial burden on taxpayers.*

** *These water funds/districts are proposed to be consolidated into the Canandaigua Consolidated Water District (S.247) in the near future.*

Corrective Action Plan: Our adopted Corrective Action Plan has now been submitted to the New York State Comptroller's Office. I received receipt of the submission to the Comptroller. No further information has yet been provided.

Grants & Administration:

GTC – Uptown Feasibility: In response to our RFP we received eight responses from firms wishing to work with us on the Uptown and Mixed Use Feasibility Study. The steering team interviewed four firms on October 19th and has recommended the hiring of Bergman Associates. Bergman has completed similar studies in the past, has worked with GTC (grant awardee), and has prepared an economic development and planning component to their proposal. The grant requires a steering committee which has been identified to include representatives of the Town, GTC, the DOT, the City, the Airport, and the School District.

PDR Applications: A total of 11 Purchase of Development Rights (PDR) applications were received. At a joint meeting on November 2nd, all of the members (13 members) of

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our Agriculture Committee, and Environmental Conservation Board spent about 3 hours going through all of the applications and ranking them for consideration. The scoring resulted in the Stryker Farm being identified as the highest priority. The Keith Purdy Farm, and Jean Bucher's Farm as the next priorities.

DEVELOPMENT / PLANNING

Open Space: The Open Space and Conservation Team is planning a public workshop on November 8 at the Town Hall in order to share information about open space programs, and receive feedback from residents. Attendance was good, and the feedback will help with Open Space Team in the next steps toward the preparation of the draft Town of Canandaigua Open Space and Conservation Master Plan.

Economic Development: October 22nd was a big day as both North Star Coffee (located in Stella's Florist), and MighTea Boba (located in the Roseland Plaza) both opened their doors and held ribbon cuttings. Speaking of ribbon cuttings, it was a pleasure to participate in the Liberty Apartments ribbon cutting for our Veterans housing project on Parkside Drive. Supervisor Westbrook, Town Clerk Jean Chrisman, Planning Board Chairman Tom Schwartz, Assessor Chris Lyon, and myself all joined in the celebration along with Senator Pam Helming.

Town/City/Chamber: Our joint economic development team held their kickoff meeting on October 27th. The group is in the planning stages for the survey to gather input from residents and community stakeholders. The group intends to release the survey during the first quarter of 2018 in order to gather input.

Canandaigua Race Track: New promoter Paul Cole met with our team on October 27th about the future of the "Land of Legends". Paul has plans to improve the experience for fans, making facility improvements, and work more closely with the nearby residents.

GENERAL

DRAINAGE COMMITTEE: Our new Town of Canandaigua Drainage Committee on had their first organizational meeting on October 31st. The group has already begun looking at sub-watersheds and drainage districts. The first step, the committee will be creating a list of all the areas identified as problems by residents. The Committee will be utilizing the assistance of Planning Board secretary John Robortella in order to capture the main points of the discussion and report back to the Town Board and the general public.

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FIRE SERVICE - CITY: October 17th, I met with new City of Canandaigua Fire Chief Frank Magnera. Chief Magnera has begun the process of introducing himself to surrounding fire departments. The Chief assures me that he will continue to explore ways for the City of Canandaigua Fire Department to work more closely with other departments. Your Town Board agenda includes resolutions that would authorize me to enter into a fire service contract with the City until December 31, 2018. An additional resolution would authorize me to enter into a contract to lease our fire station on Parkside Drive to the City until December 31, 2018.

Recent activity reported to me in the Town of Canandaigua includes:

- October 24th fire at Liberty Apartments. The fire was contained to one unit, the occupant was transported to Strong hospital.
- November 9th traffic accident on State Route 5 & 20 at State Route 364, four patients; car sustained heavy rear end damage.

FIRE SERVICE – HOPEWELL: On October 31st I met with the Hopewell Fire Chief to discuss options for more closely working with the Hopewell Volunteer Fire Department in order to provide support for our residents on the East side of the Town of Canandaigua. Options are still being explored to consider in the near future.

FIRE SERVICE – BRISTOL: Your Town Board agenda includes a resolution that would authorize me to continue our agreement and enter into a contract with the Bristol Volunteer Fire Department until December 31, 2018.

FIRE SERVICE – CHESHIRE: Deputy Chief Michael Northrup offered the following report to me regarding recent activity by the Cheshire Volunteer Fire Department:

On Monday 10/30 from 2:00pm until 6:00pm, the Cheshire Fire Dept. provided a ladder truck and six firefighters for a family Halloween event at the Hammocks. We handed out fire prevention education materials and candy. We made our equipment and ourselves available for numerous photo ops on and inside the ladder truck; a few adults even dared to ride the platform to the top of their flag pole. The event was very well attended by the residents: 50-60 kids and as many adults.

On this same date we received a \$10,000 check from a 2016 DCJS/Homeland Security grant as a result of a Legislative Initiative submitted by Minority Leader Kolb. The funds reimbursed the department's purchase of four sets of structural firefighting gear (coats/pants), as well as an Emergency Escape Bailout System and an integrated class II harness for each set. The Emergency Egress system enables more of our Interior

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Firefighters to comply with the NYS Labor Dept. mandated use of Firefighter Emergency Egress Systems.

Also on Monday, we were separately notified by the DCJS that a Legislative Initiative submitted by Senator Pam Helming was approved and the process started to advance the Cheshire FD a check in the amount of \$4000 to purchase a "Gear Extractor" turnout gear washing machine. The Gear Extractor is a commercial gear washing system that will enable us to comply with NFPA standards for cleaning gear to remove "off-gassing" carcinogens and bio-hazardous materials.

Additionally, on October 20th the Cheshire Fire Dept. completed its purchase of various tools to fight wildland interface fires (suburban brush fires) with funds received from a competitive DEC matching grant. This grant of \$1000 was used to purchase shovels, fire rakes, storage boxes and a leaf blower. (Leaf blowers are more commonly used now as a faster/less labor intensive means to create a "fire-break" by blowing material back into the area which has already burned depriving an advancing brush/grass fire from additional fuel. Prior to using one FF with a leaf blower, this same task required 4-6 FF's with common hand rakes to rake the leaves and brush.)

My hope is this snapshot might reflect a little of our ongoing fire prevention efforts to be more than just emergency responders, and that the grant information might also assure you and members of council that the Cheshire Fire Dept. aggressively seeks out alternative funding sources to better serve our district in a cost effective manner for the taxpayers of the town.

Kindly,

Michael J. Northrup

HVAC: As you are aware, our HVAC system work continues in the Town Hall. Workers from Interstate Heating and Cooling have been doing a great job at cleaning up after themselves, and working around staff. Three of the four units are operations at the time I write this, with all four units anticipated being operational by the November 20th Town Board meeting. Work is anticipated to be finished up by the end of November, as the units all need the air conditioning system hooked up to them, along with the finish work.

Water Districts: As previously mentioned, there are nine water districts that are debt free and may be consolidated. Your agenda includes the beginning steps to set a public hearing on the possible consolidation of these separate districts.

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Upcoming Meetings:

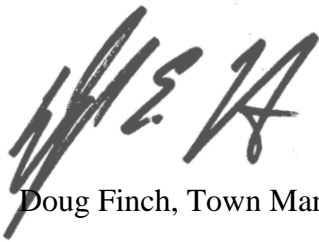
Planning – The next scheduled Planning Board meeting is November 28th at 6:30pm.

Zoning – The Zoning Board of Appeals next meets November 21st at 6:00pm.

Environmental Conservation Board – December 7th at 4:30pm.

Agriculture Advisory Committee – December 7th at 5:30pm.

Citizens Implementation Committee – November 21st at 9:00am to review an update on
Mixed Use / Economic Development / Uptown.

A handwritten signature in black ink, appearing to read 'D. Finch', is written over a faint circular stamp.

Doug Finch, Town Manager