

# TOWN OF CANANDAIGUA

## TOWN MANAGER MONTHLY REPORT

October 16, 2017

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### PERSONNEL

KUDOS: Earlier this month a resident called to let me know that he was struck by a passing motorist while riding his bicycle. A Town of Canandaigua employee stopped in a Town truck to help make sure the man was ok, and to help him up with his bicycle. The resident wanted to express his appreciation for the kindness and support. Kudos to the employee, and all of our employees who continuously support our Town residents.

Ice Cream Social: Thank you to Town Clerk Jean Chrisman for organizing our recent ice cream social for employees of all departments to be able to spend a lunch break together. The ice cream social was paid for with the proceeds from returning can and bottle deposits that are left in the town hall. Thank you Jean!

### FINANCIAL PLANNING

2018 Budget: As you are aware, the agenda includes the 2018 Town Budget. Associated with the adoption of the budget are a number of resolutions including: Budget Amendment # 1 (items identified at the Finance Committee); Budget Amendment # 2 (moving the F Fund to S.247 per direction of the NYS Comptroller's Office); Budget Amendment # 3 (a decrease in the proposed tax levy versus the preliminary budget, for residents in the Canandaigua Hopewell water district); Budget Amendment # 4 (a decrease in the proposed tax levy versus the preliminary budget, for residents in the Canandaigua Farmington water district). Your agenda also includes a resolution to set a public hearing on a local law which would rescind Local Law # 13 of 2017 regarding the tax cap. Since the 2018 budget is tax cap compliant, we are able to rescind the Local Law so that residents *may* qualify for a property tax rebate check provided the State of New York and the Governor once again issue those checks in 2018.

*The following is the new estimated unassigned fund balance report.*

#### Estimated Unassigned Fund Balance Policy Report:

General Fund (A):	<b>\$ 1,991,346*</b>	FBP: \$ 492,050 / \$ 1,968,200
Highway Fund (D):	<b>\$ 450,807</b>	FBP: \$ 644,380 / \$ 2,577,518 (under)
Water Fund (F):	<b>\$ 1,418,542</b>	FBP: \$ 142,956 / \$ 571,825 (over)
Park Fund (CM):	<b>\$ 667,771</b>	FBP: \$ 48,000 / \$ 195,000 (over)
Fire District Fund (SF):	<b>\$ 92,726</b>	FBP: \$ 142,064 / \$ 568,258 (under)

#### Lighting Districts:

SL241 (Centerpointe):	<b>\$ 2,351</b>	FBP: \$ 990 / \$ 3,960
SL242 (Fox Ridge):	<b>\$ 8,903</b>	FBP: \$ 1,875 / \$ 7,500 (over)
SL243 (Landings):	<b>\$ 862</b>	FBP: \$ 60 / \$ 240 (over)

# TOWN OF CANANDAIGUA

## TOWN MANAGER MONTHLY REPORT

October 16, 2017

SL244 (Lakewood):	<b>\$ 4,221*</b>	FBP: \$ 60 / \$ 240
SL245 (Fallbrook):	<b>\$ 6,919</b>	FBP: \$ 210 / \$ 840 (over)

### Drainage Districts:

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

### Water Districts:

S241 (Nott #6):	<b>\$ 1,146</b>	FBP: \$ 2,730 / \$ 10,900 (under)
S241A (Andrews):	<b>(\$ 11)</b>	FBP: \$ 1,000 / \$ 3,700 (under)
S241B (CdgaFarm):	<b>(\$ 16,567)</b>	FBP: \$ 30,400 / \$ 121,600 (under)
S243 (West Lake S):	<b>\$ 2,611</b>	FBP: \$ 7,500 / \$ 30,000 (under)
S244 (Cramer # 9):	<b>(\$ 32)</b>	FBP: \$ 240 / \$ 1,000 (under)
S245 (Parrish St):	<b>\$ 2,117</b>	FBP: \$ 200 / \$ 1,100 (over)
S245A (West Lake):	<b>\$ 1,180</b>	FBP: \$ 3,600 / \$ 14,400 (under)
S245B (McIntyre):	<b>\$ 396</b>	FBP: \$ 675 / \$ 2,700 (under)
S246 (Wyffels #10):	<b>\$ 612</b>	FBP: \$ 1,350 / \$ 5,400 (under)
S246A (Cdga Bristol):	<b>\$ 3,188</b>	FBP: \$ 7,500 / \$ 30,000 (under)
S246B (Emerson):	<b>\$ 155</b>	FBP: \$ 2,250 / \$ 9,000 (under)
S247 (Cdga Cons):	<b>(\$ 2,396)</b>	FBP: \$ 42,750 / \$ 171,000 (under)
S247A (Adams #11):	<b>\$ 118</b>	FBP: \$ 2,100 / \$ 8,400 (under)
S247B (Co Rd 30):	<b>(\$ 1,652)</b>	FBP: \$ 2,400 / \$ 9,600 (under)
S248 (Risser):	<b>\$ 365</b>	FBP: \$ 60 / \$ 300 (over)
S248A (Hopkins):	<b>\$ 5,125</b>	FBP: \$ 1,200 / \$ 4,800 (over)
S248C (Cdga Hope):	<b>\$ 9,049</b>	FBP: \$ 10,200 / \$ 40,800 (under)
S248D (Hickox):	<b>(\$ 35,000)</b>	FBP: \$ 6,000 / \$ 24,000 (under)
S249 (Parrish Rd):	<b>\$ 9,326</b>	FBP: \$ 2,850 / \$ 11,400
S249A (Nott # 40):	<b>(\$ 1,136)</b>	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.*

Financial Accounting Software: Kris Singer, Samantha Pierce, and I have now participated in a couple of webinars relating to accounting software. We are going to continue to explore options to make a recommendation to you for replacing our unsupported system in 2018. The City of

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

October 16, 2017

---

Geneva and City of Canandaigua both use the same accounting software system, which is one of the systems we are currently evaluating.

NYS Comptroller Audit: For the purposes of providing information to the public from my report. The NYS Comptroller's Office has completed an audit of the Town of Canandaigua for the time period January 1, 2015 through April 12, 2017. The Comptroller's office identified a number of opportunities for efficiency improvements, and provided recommendations. A full list of the audit, response, and recommendations is available on the Town's website under "Financial & Audit Information (Comptroller)".

Corrective Action Plan: As part of the New York State Comptroller's Audit of the Town of Canandaigua we are required to develop a "Corrective Action Plan (CAP)" relating to the recommendations. The Town Board agenda includes a public hearing on the proposed CAP, a resolution for your consideration to approve the CAP, and included are updates on the plan.

Online Banking: Earlier this month, the Bookkeeper and I met with representatives of Canandaigua National Bank to review opportunities relating to checks and balances of responsibilities and transaction notifications. As suggested by the NYS Comptroller's audit, we have now created an automatic email notification system so that when a wire transfer is completed through online banking an email is sent to me in order to provide an alert.

### Grants & Administration:

Akoustis Technologies Inc.: The Town Board agenda includes a resolution to hire a firm to assist with the grant administration of the \$ 750,000 New York State Community Development Block Grant (NYS CDBG) to assist in the expansion of Akoustis Technologies Inc. (NYS CDBG Project # 166ED884-17).

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. This study will include transportation, streets, intersections, pedestrian access, and accessibility for users of all wheeled devices. This is one of the fastest growing portions of the Town of Canandaigua. In response to the number of RFPs, I have formed a steering group to evaluate all of them in order to make a recommendation to you. The group is made up of representatives from the Genesee Transportation Council (Jodi Binnix and Darrin Ramsey), our Mixed Use Chair (Oksana Fuller), our Planning Board Chair (Tom Schwartz), a Town Board member (Terry Fennelly), Sarah Reynolds, and myself. Once a firm is selected, the grant includes a requirement for a "Steering Committee" which will include other representatives from community organizations,

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

October 16, 2017

---

staff, and Town officials. The current plan is to make a recommendation to you for your consideration at your November Town Board meeting.

Cheshire Grant Application: As you are aware, we have submitted a grant application relating to engineering work for possible sanitary sewer in the hamlet of Cheshire. Another grant opportunity may have presented itself regarding Cheshire which we are further exploring at this time.

PDR Applications: A total of 11 Purchase of Development Rights (PDR) applications were submitted to the Town of Canandaigua for consideration associated with our PDR program. The Town of Canandaigua Agriculture Advisory Committee will be meeting jointly with the Town of Canandaigua Environmental Conservation Board and a representative from Finger Lakes Land Trust on November 2<sup>nd</sup> at 5:30pm in order to review and rank the PDR applications. As we have done in the past, the ranking of the parcels will be submitted to the Town Board for consideration of a Resolution to authorize a grant application to the NYS Department of Agriculture and Markets. It is anticipated Ag & Mkts will open their grant window for the PDR/FPIG grant applications in early 2018. As you are aware, this is a very competitive grant application process.

### **DEVELOPMENT / PLANNING**

Open Space: The Open Space and Conservation Team is planning a public workshop on November 8 at 6:30pm at the Town Hall in order to share information about open space programs, and receive feedback from residents. This public workshop is part of the overall steps being taken as the team works towards a Town of Canandaigua Open Space and Conservation Master Plan.

Economic Development: Your Town Board agenda includes a resolution which would authorize me to share the cost of concept mapping software with the City of Canandaigua and the Chamber of Commerce. The purpose behind the concept mapping project would be to identify goals individually of the City/Town/Chamber relating to economic development for our community. Common goals could then be worked on jointly, while the specific economic development teams could focus on projects relative to their specific organization. Additionally, the Economic Development Team recently toured Pactiv on a Business Retention Exchange visit. Pactiv shared with our team members the ongoing need for recruitment and retention of employees.

Airport: The Canandaigua Airport held a public open house on September 21<sup>st</sup> in order for residents to have an opportunity interact with airport officials and ask questions about future

# **TOWN OF CANANDAIGUA**

## **TOWN MANAGER MONTHLY REPORT**

October 16, 2017

---

operations. The airport is in the process of repaving and widening a few of the taxi ways. Additionally, the airport is in the planning stages of the construction of new T hangers.

Creekview Apartments: The Creekview Apartments (DiMarco Project) now has approvals, and a pre-construction meeting was recently held associated with the project. Your agenda includes a resolution to accept the surety for the project. Soil Erosion Control installation has begun with the installation of silt fence, and construction entrances. The first phase of the project includes the construction of 98 apartments on County Road 10.

Villas @ Cheshire Glen: On September 19<sup>th</sup>, the Town Engineer, Code Enforcement, Planning/Zoning Attorney, and I met with a number of residents and the developer of the Villas to discuss storm water drainage in the housing development. Residents expressed concern about the topography of certain driveways and the collection of water in those driveways. The developer has submitted a correction plan to the Town for review, and will be making the necessary improvements in the coming weeks.

### **GENERAL**

Shared Services: Thank you to so many of the Town Board members for attending the joint City/Town meeting on Shared Services at City Hall September 21<sup>st</sup>. Your Town Board agenda includes a public hearing on possible co-location of the Town/City Court at the City Hall as a shared service. Additionally, the agenda includes a resolution which would request special enabling legislation through the New York State Legislature.

HVAC: As you are aware, we have now contracted with Interstate Heating and Cooling to replace the old failing HVAC system in the Town Hall. A special thank you to all of the employees of the Town Hall as the building has been warm through this process with no existing HVAC in the building currently on the second level. This is a large project including the replacement of all the existing duct work, all new gas lines, all new electrical lines, and the installation of four new systems. Work is anticipated to last approximately four weeks. Fortunately a little cooler weather is on the way, a special thank you to all of our employees for your continued support during this project.

Water Districts: There are a number of water districts that are now debt free, meaning we can now consolidate some of those districts into the Canandaigua Consolidated District in order to make the administration of the districts more efficient. I have asked our Town Attorneys to put together a review of all of these districts and prepare resolutions for your consideration.

**TOWN OF CANANDAIGUA  
TOWN MANAGER MONTHLY REPORT**

October 16, 2017

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Upcoming Meetings:

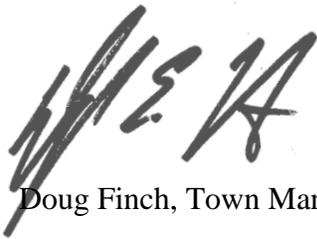
**Planning** – The next scheduled Planning Board meeting is October 24<sup>th</sup> at 6:30pm.

**Zoning** – The Zoning Board of Appeals next meets October 17<sup>th</sup> at 6:00pm.

**Environmental Conservation Board** – November 2<sup>nd</sup> at 4:30pm.

**Agriculture Advisory Committee** – November 2<sup>nd</sup> at 5:30pm.

**Citizens Implementation Committee** – October 17<sup>th</sup> at 9:00am to review an update on the Open Space and Conservation Master Plan.

A handwritten signature in black ink, appearing to read 'D. Finch', is written over a faint, larger signature that is mostly obscured.

Doug Finch, Town Manager