

PLANNING COMMITTEE & FINANCE COMMITTEE
TUESDAY, JANUARY 3, 2023, 7:00 PM
COUNCIL CHAMBERS
HURLEY BUILDING, 205 SALTONSTALL STREET
VIRTUAL: <https://us06web.zoom.us/j/84662898580>

Planning Committee: Thomas Lyon, Chair
Ellen Polimeni
Steve Uebbing
Dan Unrath

1. Restore NY Grant Application

The Restore New York Communities Initiative, administered by Empire State Development, was established to revitalize urban and rural areas, disadvantaged communities and stabilizing neighborhoods by assisting projects to demolish, deconstruct, rehabilitate and/or reconstruct vacant, abandoned, condemned and/or surplus properties. Phase 2 of the 243 Gorham Street Project (a.k.a. Factory 243) consists of the selective demolition and abatement of four existing structures within the complex to create five residential apartment buildings with 51 units and two commercial spaces and thus repurposing a former manufacturing/industrial facility that has been vacant for many years into a vibrant mixed-use community. The grant application must be submitted by a municipality. Don Lasher, Capstone Development, has been invited to the meeting to present Phase 2 of the 243 Gorham Street Project and request that the City apply for Restore NY funding.

2. North Bloomfield Road Reconstruction

The City's Complete Road Reconstruction Program involves the rebuilding a street or multiple small streets and includes new sanitary and storm sewers, water mains, curbing, road base, roadway, sidewalks and street trees. In 2022, the City retained Hunt Engineers, Architects & Land Surveyors, PC to design the reconstruction of North Bloomfield Road with has been completed in coordination with DPW and has been invited (Barry Dumbauld, P.E.) to present the design and begin a public presentation process (a subsequent meeting for the neighborhood will be held). The 2023 Budget includes \$4 million in financed funding across the General, Water and Sewer Funds to complete this project. Nevertheless, given the market pressures and other municipal project bids, such funding may not be sufficient to complete the entire project.

3. Emergency Preparedness

Given the recent blizzard that significantly impacted Buffalo and the surrounding area (with respectively minimal impact to our area), this item was added to the agenda to provide a public service announcement about emergency preparedness. Attached are FEMA documents for residents to review to prepare for such events.

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1. Water Plant Expansion and Rate Study

Last year, the City retained Raftelis to evaluate the need to increase the capacity of the City's water plant over the next 10 years, assist the City with developing a more robust capital plan, proposed a modified cost allocation approach to recover water system costs from the Towns, forecast future Town water rates and evaluate impact on City water rates. A representative (Philip Sapone) from Raftelis has been invited to present its findings.

2. Small Business Development Loan Program Reserve Reduction

The City has a special fund utilized to assist low- and moderate-income property owners (or renters) complete exterior repairs (via partnership with Habitat) and energy efficiency and minor interior projects (via partnership with Pathstone). Funding has also been utilized to assist in the development of small businesses. In order to fund the housing programs to the extent of previous years and as planned for in the 2023 Budget, the reserve for the Small Business Development Loan Program needs to be reduced.

3. Budget Amendment Policy

The Budget Amendment Policy requires that it be reviewed at least once every two years. Attached is the Budget Amendment Policy with a proposed recommendation for the Capital Budget to allow for it to be amended in such incidences where a project that was accounted for but not completed in the prior year.

Next Meeting: February 7, 2023



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food, water and supplies for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a portable waterproof container
- Cash and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies, personal hygiene items and hand sanitizer
- Mess kits, Paper cups, plates and disposable utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



Ready

Prepare. Plan. Stay Informed.®



Emergency Supply List



FEMA

www.ready.gov



Recommended Items to Include in a Basic Emergency Supply Kit:

- Water and non-perishable food for several days**
- Extra cell phone battery or charger**
- Battery-powered or hand crank radio that can receive NOAA Weather Radio tone alerts and extra batteries**
- Flashlight and extra batteries**
- First aid kit**
- Whistle to signal for help**
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- Moist towelettes, garbage bags and plastic ties for personal sanitation**
- Non-sparking wrench or pliers to turn off utilities**
- Can opener (if kit contains canned food)**
- Local maps**

FEMA's Ready Campaign

educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including those from natural hazards and man-made disasters. Ready asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and appropriate responses. Everyone should have some basic supplies on hand in order to survive several days if an emergency occurs. This list of emergency supply kit items is only a starting point. It is important that individuals review this list and consider the unique needs of their family, including pets, for items to include. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



Ready.



FEMA

Federal Emergency Management Agency
Washington, DC 20472



12 WAYS TO PREPARE



**Sign up
for Alerts
and Warnings**



Make a Plan



**Save for a
Rainy Day**



**Practice
Emergency
Drills**



**Test Family
Communication
Plan**



**Safeguard
Documents**



**Plan with
Neighbors**



**Make Your
Home
Safer**



**Know
Evacuation
Routes**



**Assemble or
Update
Supplies**



**Get Involved in
Your Community**



**Document and
Insure Property**



TAKE ACTION AND PREPARE



FEMA

FEMA V-1021
Catalog No. 1872-3

April 2018

There are many ways to take action and prepare before a disaster occurs. The actions on this card include some of the most important ways to help yourself, your family, and your community increase your preparedness. Simple actions at home and in your neighborhood can make a big difference!



@Readygov
Twitter.com/readygov



@Readygov
Facebook.com/readygov



Fema.gov/mobile-app



Ready.gov/prepare

Budget Amendment Policy

Date Updated: ~~March 7, 2019~~ January 5, 2023

Approved by: City Council

Purpose

To provide guidelines for making changes within the City Budget after adoption each fiscal year through a management process as set forth by the City Charter and approved by the City Council; and provide authorization for the administrative staff to process changes.

Definitions

Budget - A document required by New York State general statutory law requiring political subdivisions to establish appropriations as a means of providing control over amounts that may be expended and revenues other than real property taxes must be estimated as a means of determining the amount of real property taxes to be levied. At a minimum, revenues must be controlled by source and expenditures by functional unity and basic object.

Budget Amendment – A process by which a duly adopted budget can be amended. Since the budget is an estimate, situations inevitably will arise when it will be necessary to amend the budget. Generally, an appropriation can be increased or created by:

- Transferring from the unexpended balance of another appropriation.
- Transferring from appropriation for contingency, if any.
- Appropriating unreserved fund balance or unanticipated revenues received or expected to be received.
- Borrowing pursuant to the Local Finance Law.

Fund – A fiscal and accounting entity with a self-balancing set of accounts, which are, segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Department – An organizational unit of the City that has been allocated a portion of the annual budget.

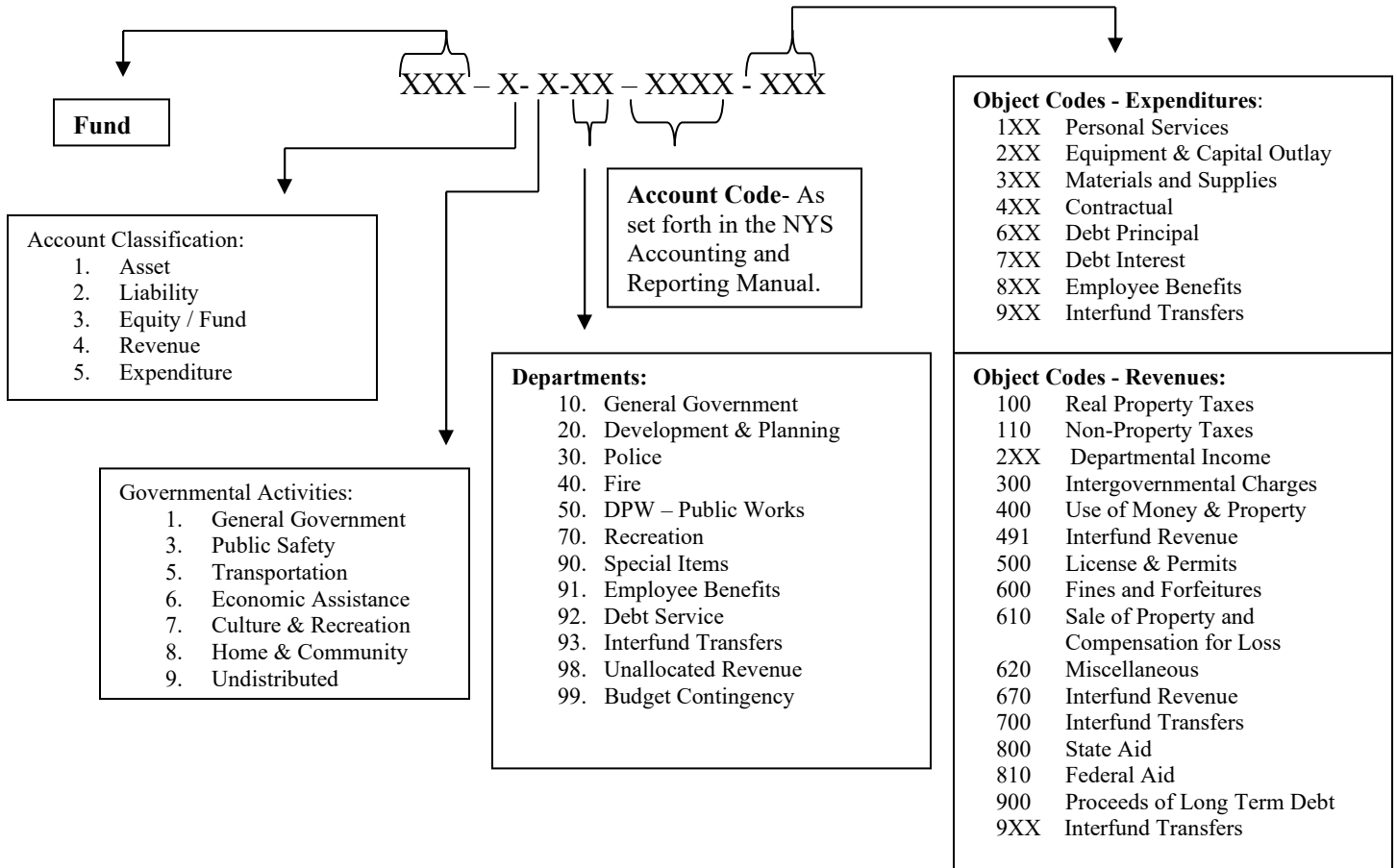
Account Code – Expenditures arranged by functional unit within a department and Revenues arranged by source.

Object – Secondary classification to identify the item purchased or service obtained in order to carry out a function.

Line Item – The specific account used by the City to account for revenues and expenditures which includes all components of an account including the fund/department/account code/object.



City of Canandaigua Account Code Structure of a Line Item:



Policy

Pursuant To §14.7 of the City Charter, no expenditure shall be made or obligation authorized unless an appropriation has previously been made and there is at the time a sufficient unencumbered balance of such appropriation.

Budget Amendment

The annual budget adopted by the City Council shall be considered a controlled spending plan for the ensuing year, which authorizes the City Manager to make expenditure commitments in accordance with the policies of the City Council, City Charter and state law. At the time of its adoption by the City Council, the annual budget shall be based on the best available information concerning the expenditure requirements of the City and the availability of funds. Therefore, changes may be necessary throughout the year and this policy outlines the authorizations and procedures for such changes. Any budget amendment that does not have an offsetting

Budget Amendment

[March 7, 2019](#)[January 5, 2023](#)



revenue or is a pass-through expense reimbursement in accordance with the provisions of Paragraph C and D below shall be approved by City Council. Budget amendments recorded in compliance to this policy shall become part of the official budget for the City.

Guidelines, Approval and Reporting for Budget Amendments

- A. **UNEXPENDED APPROPRIATION WITHIN A DEPARTMENT:** Amendment for an increase of an appropriation in one department may be offset by an unexpended appropriation of the same department. Appropriations in a department may be decreased and other appropriations within the same department may be increased provided that the total appropriations of the department are not changed. Changes within a department must be identified at an object/account code/department level with the following approvals.
1. Budget Request and justification made by the Department Head and forwarded to the ~~Clerk~~ Treasurer for approval.
 2. Department budget requests in excess of \$10,000 will be forwarded to the City Manager for approval.

EXCEPTION: IF A DEPARTMENT IS AWARE OF A SPECIFIC NEED TO PURCHASE AN ITEM THAT WOULD PLACE ANY ACCOUNT CATEGORY OVER BUDGET BY YEAR END, THEN A BUDGET AMENDMENT WOULD BE REQUIRED PRIOR TO A PURCHASE ORDER OR REQUEST FOR FUNDS. ANY SPECIFIC ACCOUNT OVER BUDGET OR AMENDMENT REQUEST MUST BE ANALYZED BY THE DEPARTMENT TO ENSURE THAT THIS WILL NOT JEOPARDIZE THE BUDGET APPROPRIATION SET FORTH BY COUNCIL.

- B. **UNEXPENDED APPROPRIATION BETWEEN DEPARTMENTS:** Amendment for an increase of an appropriation in one department may be offset by an unexpended appropriation of a different department.
1. Justification of such request is to be made by the Department to the City Manager for review.
 2. All recommended transfers from one department’s appropriation to another department’s appropriation must be forwarded to City Council for approval prior to the adjustment of the appropriation.
- C. **REVENUE ACCOUNT OFFSET:** Amendment for an increase of an appropriation of a line item where there is a corresponding increase in estimated revenues. Examples of a revenue from a source not anticipated in the budget and received for a particular purpose including but not limited to grants, donations, gifts or reimbursements for damages, may, be appropriated and expended for that purpose, in addition to the appropriations and expenditure provided for in the budget.



1. Justification and any documentation for such request is to be made by the Department to the ~~Clerk~~-Treasurer for approval.
 2. All requests will be forward to the City Manager for review and approval and shall be reported to City Council quarterly.
 3. City Manager will forward to City Council any revenue request with a value of \$5,000 or greater for their approval.
- D. **PASS-THROUGH EXPENSE REIMBURSEMENTS**: Amendment for an increase of an appropriation of a line item where there is a corresponding increase in estimated revenues for reimbursements.
1. Budget Request and justification made by the Department Head and forwarded to the ~~Clerk~~-Treasurer for approval.
 2. Department budget requests in excess of \$10,000 will be forwarded to the City Manager for approval.
- E. **RESERVE ACCOUNTS**: Amendment for an increase of an appropriation of a line item where there is a corresponding transfer from a reserve account.
1. Justification of such request is to be made by the Department to the City Manager for review.
 2. All recommended transfers from reserve accounts must be forwarded to the City Council for approval prior to adjustment of such reserve.
- F. **UNAPPROPRIATED FUND BALANCE**: Amendment for an increase of an appropriation of a line item where there is no offsetting appropriation, unanticipated revenue or reserve must be requested to be funded from the unappropriated fund balance.
1. Justification of such request is to be made by the Department to the City Manager for review.
 2. All recommended requests of appropriations from unappropriated fund balance must be forwarded to the City Council for approval prior to expenditures of such funds.
- G. **CONTINGENCY ACCOUNT**: Amendment for an increase of an appropriation of a line item where there is a corresponding transfer from the contingency budget account.
1. Justification of such request is to be made by the Department to the City Manager for review.
 2. All recommended transfers from contingency must be forwarded to the City Council for approval prior to adjustment of such reserve.



H. **BORROWING:** Amendment for an increase due to borrowings pursuant to Local Finance Law will be made upon request of the City Manager and upon approval of the City Council.

I. **CAPITAL:** Capital projects in many incidences involve are multi-year projects. In the event that a project that was anticipated to be completed and funding was accounted for but not utilized in the prior year, the Capital Budget may be amended to allow for such funding to be carried over into the preceding year with City Manager approval.

Procedure

A. **Responsibilities**

1. Department Head is responsible for staying within budget appropriations and identifying any budget amendments prior to purchasing and committing City funds.
2. City Manager is responsible for ensuring that approved purchases are maintained within the appropriated budget and all guidelines of this policy are adhered to.
3. ~~Clerk~~-Treasurer is responsible for recording all approved budget amendments into the accounting records and to ensure that City funds are not expended for items of which insufficient appropriations exist.

B. **Process**

1. Department Head identifies budget deficiency and prepares Budget Amendment Request Form 3.41. Include justification for this request as well as funding for the amendment and forward to the ~~Clerk~~-Treasurer.
2. ~~Clerk~~-Treasurer reviews request to determine accuracy of accounts requested and to determine funding sources are adequate. Forward to City Manager for review for recommendation to Council if required, approval or denial.
3. City Manager reviews justification of budget amendment and approves, recommends to Council or denies request.
 - a. If the request is approved and does not require Council Approval forward to ~~Clerk~~ Treasurer.
 - b. If request is reviewed and recommended for approval by Council, such request is forwarded to the Finance Committee



c. If request is denied, forward back to Department

4. ~~Clerk~~ Treasurer – upon receipt of approved budget amendment, record budget adjustment into the accounting system. Forward copy of approved budget amendment to the Department so purchases can be made.

5. ~~Clerk~~ Treasurer will report on changes to the adopted budget in the quarterly report.

C. This policy will be reviewed by the Finance/Budget Committee every two years following adoption or sooner at the direction of the City Council.