

MINUTES OF THE CANANDAIGUA CITY
COUNCIL MEETING
THURSDAY, AUGUST 4, 2016 7:00 P.M.
City Council Chambers
City Website: canandaiguanewyork.gov

Mayor Polimeni called the meeting to order at 7:00 PM

Pledge of Allegiance:

Roll Call:

Members Present: Councilmember Ward 1 Nick Cutri
Councilmember Ward 2 Anita Twitchell
Councilmember Ward 3 Karen White
Councilmember Ward 4 Cindy Wade
Councilmember-at-Large Robert O'Brien
Councilmember-at-Large James Terwilliger
Councilmember-at-Large David Whitcomb
Mayor Ellen Polimeni

Members Absent: Councilmember-at-Large Matt Martin (Arrived at 7:07 PM)

Also Present: City Manager Ted Andrzejewski
Corporation Counsel Michele O. Smith
Clerk-Treasurer Nancy C. Abdallah
Assistant City Manager John D. Goodwin

Review of Community Core Values: Councilmember-at-Large Terwilliger read the Community Core Values: As residents, city staff and appointed & elected officials of the City of Canandaigua, our decisions and actions will be guided by these core values: Responsive, Participatory Governance; Caring & Respect; Integrity; Heritage; Stewardship; and Continuous Improvement.

Approval of Minutes:

Councilmember-at-Large Terwilliger moved for the approval of the Council Minutes of July 7, 2016. Councilmember-at-Large Whitcomb seconded the motion.

Vote Result: Carried unanimously by voice vote. (8-0)

Recognition of Guests:

- Joel Freedman, Canandaigua, asked to reintroduce an ordinance to ban pesticides on the City's right of ways. This will be taken discussed at the next Ordinance Committee meeting.
- Denise Chaapel, Downtown BID Manager, talked about the tour buses who have stopped in Canandaigua to view the rain gardens and the Farmers Market which is organizing its 15 year celebration on Saturday. The wall on the side of Crown Jewelers has been prepped in order to install the mural. The special dedication of the mural will be held on September 23rd.

Committee Reports:

Planning/Development: Planning/Development Committee met on August 2nd and discussed the following.

SEE COMMITTEE NOTES - APPENDIX A

- SRO Municipal Cooperation Agreement
- 2nd Quarter Economic Development Report – Chamber of Commerce

Environmental/Parks: No meeting in July

Ordinance/Charter Review: Councilmember-at-Large Whitcomb reported that the Ordinance/Charter Review Committee met on July 19th and discussed the following.

SEE COMMITTEE NOTES – APPENDIX B

- Fireworks in City Parks
- Ontario County Grant Application: Firing Range
- Rental Registration Housing Law and Nuisance Abatement Ordinance

Finance/Budget: Councilmember-at-Large Terwilliger reported that the Finance Committee met on July 26th and discussed the following:

SEE COMMITTEE NOTES – APPENDIX C

- Professional Services Contract – Downtown and Police Department Cameras
- Sales Tax Agreement – Ontario County
- Budget Items
 - Economic Development
 - Solid Waste and Recycling Collection

Charter Review: Councilmember-at-Large Whitcomb reported that the Charter Committee has had two meetings so far .

SEE COMMITTEE NOTES – APPENDIX D-June 15th Meeting

SEE COMMITTEE NOTES – APPENDIX E-July 20th Meeting

Resolutions:

Resolution #2016-058:

Moved: Councilmember Ward 1 Cutri

Seconded: Councilmember Ward 4 Wade

**A RESOLUTION APPROVING THE APPOINTMENT OF
STEPHEN HEDWORTH
AS POLICE CHIEF FOR THE CITY OF CANANDAIGUA**

WHEREAS, the City Manager wishes to appoint Sgt. Stephen Hedworth to the position of Police Chief; and

WHEREAS, the City Council approves said appointment;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Canandaigua that the appointment of Stephen Hedworth to the position of Police Chief is hereby approved.

Vote Result: Carried unanimously by voice vote. (8-0)

Resolution #2016-059:

Moved: Councilmember-at-Large Martin

Seconded: Councilmember Ward 1 Cutri

A RESOLUTION PLEDGING SUPPORT FOR AND PARTICIPATION IN A LOCAL GOVERNMENT EFFICIENCY GRANT FOR THE PURPOSE OF IMPROVING THE COUNTY SHERIFF'S OFFICE FIRING RANGE

WHEREAS, Ontario County authorized a contract with T.Y. Lin International Engineering, Architecture & Land Surveying, P.C. to study the current condition of the Sheriff's Office Firing Range and develop recommendations for its improvement; and

WHEREAS, the study recommended a number of improvements, including site remediation, construction of a new rifle training range of 100 yards, expansion of the existing handgun training range, improved targetry, larger berms to protect adjacent uses, site remediation, and an environmentally sound projectile recovery system to be implemented at a total project cost of \$1,713,925.00; and

WHEREAS, the City of Canandaigua Police Department uses the Sheriff's Office Firing Range for the purposes of training and certification of its officers; and

WHEREAS, improvements to the firing range is in the best interests of the City of Canandaigua Police Department; and

WHEREAS, the New York State Department of State has announced the availability of Local Governmental Efficiency Grants for 2016; and

WHEREAS, these grants provide up to 50% funding for projects at a level of up to \$200,000 per participating municipality; and

WHEREAS, Ontario County has asked the City of Canandaigua to participate in the Local Government Efficiency Grant as a co-applicant; and

WHEREAS, Ontario County has pledged to fund 100% of the local match required for a Local Government Efficiency Grant, requiring no local match of the City of Canandaigua;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua hereby pledges its support for and participation in a Local Government Efficiency Grant for the purposes of improving the Sheriff's Office Firing Range.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

NOES: None.

Resolution #2016-060:

Moved: Councilmember Ward 4 Wade

Seconded: Councilmember Ward 1 Cutri

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE
CONTRACT FOR DOWNTOWN AND POLICE DEPARTMENT CAMERAS**

WHEREAS, in 2015 the Business Improvement District (BID), in coordination with the Department of Public Works and the Police Department, conducted a review of safety issues Downtown; and

WHEREAS, as a result of this assessment several recommendations were made to improve safety around Downtown, including the installation of camera to not only to increase safety and security, but also for crime prevention and an asset for business recruitment; and

WHEREAS, the cameras within and around the Police Station, required by NYS and Federal policing standards and best practices, were also in need of replacement/upgrades; and

WHEREAS, the 2016 Adopted Budget includes a total of a total of \$66,000 (\$50,500 from the Capital Reserve, \$7,500 from the Technology Fund and \$8,000 from a donation from the BID) to purchase, install and upgrade cameras and associated equipment and software for Downtown and the Police Station; and

WHEREAS, a request for proposals for the purchase of cameras, equipment, software, and installation was prepared and sent to four New York State contract vendors and the City received two proposals; and

WHEREAS, after careful review of the proposals received, the IT Director recommended the proposal submitted by Integrated Systems, totaling \$61,555.50, due as the proposed technology and software provides better reliability, involves less and cheaper maintenance, is more easily expandable and is compatible with NYS Department of Justice requirements; and

WHEREAS, the recommendation was presented to the Finance/Budget Committee at their July 26, 2016 meeting and received committee support;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Canandaigua that the City Manager is authorized to execute a professional services contract with Integrated Systems, 7588 Main Street Fishers, Victor, NY 14564, in an amount not to exceed \$61,555.50.

Discussion:

Councilmember Ward 2 Twitchell - opposes this resolution because not sure we need these cameras downtown.

Councilmember Ward 3 White - not sure the Council was given enough information on the crime rate downtown to warrant this expense. She would like this sent back to committee for more discussion on data storage, replacement and maintenance.

Councilmember Ward 4 Wade - every year the Police publish a report which shows crime increasing.

Denis Chaapel - this was discussed in the BID safety committee meeting which started with a walk around in the downtown area. It was noted that some areas are not will lit and there is crime in the Commons. Based on this six cameras were recommended.

Councilmember-at-Large Whitcomb - this was put into the budget and see no reason to change that now. We need to protect our economic assets and investment.

Councilmember-at-Large O'Brien – we need to develop a policy on what to do with the data that is collected from the cameras.

The motion CARRIED on the following vote:

AYES: Council Member Ward 1 Cutri, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

NOES: Council Member Ward 2 Twitchell

Resolution #2016-061:

Moved: Councilmember Ward 3 White

Seconded: Councilmember Ward 2 Twitchell

**A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING ON
AMENDMENT TO THE ZONING ORDINANCE**

WHEREAS, Section 850-39 of the City of Canandaigua Municipal Code requires a public hearing on an amendment to the City's Zoning Ordinance, Chapter 850;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Canandaigua that a public hearing regarding the proposed zoning ordinance amendment to include "fireworks stores" to the list of permitted uses in the "C-3", Heavy Commercial zone district, be held during the City Council Meeting held at 7:00 p.m. on September 1, 2016 in the City Council Chambers, City Hall, 2 North Main Street, Canandaigua, New York; and

BE IT FURTHER RESOLVED that the City Clerk shall cause notice to be given and published as required by law; and

BE IT FURTHER RESOLVED that the Zoning Officer shall cause a copy of the proposed Ordinance #2016-006 to be forwarded to the Ontario County Planning Commission in accordance with General Municipal Law Section 239-M and with the City Planning Commission in accordance with City Code Section 850-8(B).

Vote Result: Carried unanimously by voice vote. (9-0)

Resolution #2016-062:

Moved: Councilmember-at-Large O'Brien

Seconded: Councilmember-at-Large Martin

A RESOLUTION AUTHORIZING A MUNICIPAL COOPERATION AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICERS

WHEREAS, the Canandaigua City School District has contracted with the City of Canandaigua to provide a school resource officer (SRO) program in order to develop a strong, supportive relationship between students, faculty and law enforcement which deters criminal behavior and maintains a safe learning environment; and

WHEREAS, the Canandaigua City School District desires to continue the SRO program with two part-time officers for the 2016-2017 school year; and

WHEREAS, the Canandaigua City School District has agreed to reimburse the City for 100% of the expense of two part-time officers for the SRO program; and

WHEREAS, the City desires to continue the SRO program;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Canandaigua hereby authorizes the City Manager to execute an Agreement with the Canandaigua City School District to provide two part-time school resource officers.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Twitchell, Councilmember Ward 3 White, Councilmember Ward 4 Wade, Councilmember-at-Large Martin, Councilmember-at-Large O'Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Whitcomb and Mayor Polimeni.

NOES: None.

Ordinances:

Ordinance #2016-006:

Councilmember-at-Large Whitcomb read the following Ordinance and placed it on the table.

ORDINANCE #2016-006

**AN ORDINANCE AMENDING
CHAPTER 850 OF THE MUNICIPAL CODE
TO PERMIT FIREWORKS STORES IN THE C-3 ZONE DISTRICT**

BE IT ENACTED by the City Council of the City of Canandaigua as follows:

Sec. 1 That Chapter 850, section 850-39 of the Municipal Code is hereby amended as follows (deletions stricken, additions in bold and underlined):

§ 850-39. C-3 Heavy Commercial District.

A. Primary permitted uses in the C-3 Zone District:

- (1) All uses permitted in C-1 and C-2 Districts.
- (2) Heavy commercial uses including the following:
 - (a) Automobile, motorcycles and trailer sales and repairs.
 - (b) Building material yards, roofing.
 - (c) Car washes.
 - (d) Carpentry, including custom woodworking and furniture making.
 - (e) Carpet and rug cleaning.
 - (f) Dry cleaning and dyeing.
 - (g) Household and office equipment and machinery repairs.
 - (h) Laundries, linen, towel and diaper supply services.
 - (i) Machinery rental and sales.
 - (j) Mirror silvering and glass cutting.
 - (k) Monument works.
 - (l) Package delivery service for retail establishments.
 - (m) Wholesale offices and showrooms and appropriate storage facilities.
 - (n) Wholesale produce and meat markets.
 - (o) Boat sales.
 - (p) Taxicab dispatch offices.
 - (q) Fireworks stores**

Sec. 2 This ordinance shall be effective thirty (30) days following its enactment.

Local Laws: None

Manager's Report: City Manager Ted Andrzejewski reported the following:

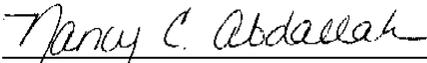
- Sales Tax talks continuing with the County
- Contract negotiations with the Unions continuing.
- Cameras downtown are a good idea.
- Need help from the Community to conserve water due to the dry weather this summer. The lake level has dropped substantially. We have not instituted a ban at this time but are asking residents to voluntarily conserve water.

Miscellaneous:

Adjournment

Councilmember Ward 4 Wade moved to adjourn the regular session at 8:17 PM. Councilmember-at-Large Martin seconded the motion.

Vote Result: Carried unanimously by voice vote (9-0).



Nancy C. Abdallah, Clerk Treasurer
City of Canandaigua

APPENDIX A
PLANNING/DEVELOPMENT
Tuesday, August 2, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: Cindy Wade, Chair; Robert O'Brien; Jim Terwilliger; Anita Twitchell

Other Council Members: Ellen Polimeni, Karen White, David Whitcomb, Matt Martin

Staff: Ted Andrzejewski, John Goodwin

Meeting called to order at 7:00 PM

1. SRO Municipal Cooperation Agreement

For the last several years, the City and the School District have entered into a municipal cooperation agreement for the school resources officer (SRO) program. The program's goal is to develop a strong, supportive relationship between students, faculty and law enforcement in order to deter criminal behavior and maintain a safe learning environment. The School District reimburses the City for 100% of the expense for two part-time Police Officers for the SRO program. City staff recommends that the Committee approve the agreement for inclusion on the August 4, 2016 City Council meeting. **John Goodwin provided a brief overview of the agreement. Motion to approve made by Anita Twitchell, 2nd Robert O'Brien. Committee approved by 4-0 vote. A Resolution will be placed on the August 4, 2016 Council meeting agenda.**

2. 2nd Quarter Economic Development Report – Chamber of Commerce

Alison Grems and Thomas Lyon have been invited to present their quarterly report covering April-June 2016 summarizing efforts, activities and results. The presentation will also be a follow-up to the discussion that took place at the Finance/Budget Committee meeting on July 26, 2016. At the Finance/Budget Committee meeting, City Council requested The Strategic Economic Development Plan (Fairweather Report) in order for it to be reviewed and utilized for the continued discussion. The Fairweather Report was emailed to City Council and can also be found on the [City website](#). **Alison and Thomas presented the 2nd quarter report that included activities relative to Project Highlights (Meridian, Finger Lakes Hotel, Pinnacle North, Labelon), Business Retention and Expansion (7 BR&E visits were conducted in the 2nd quarter), Business Development (5 potential new businesses), Property Redevelopment/Grant Programs (DRI application, CFAs, Restore-NY, EPA). The Committee held a general discussion regarding economic development and plans to continue its discussion at its next meeting on September 6th.**

3. 2016/2017 Strategic Plan

If time permits the Committee can continue its review and discussion of the Strategic Plan. **Time did not permit for this item to be discussed.**

Meeting Adjourned @ 9:07 PM

APPENDIX B
ORDINANCE/CHARTER COMMITTEE
Tuesday, July 19, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: David Whitcomb, Chair; Nick Cutri; Karen White; Matt Martin;

Other Council members: Ellen Polimeni; Jim Terwilliger; Robert O'Brien; Anita Twitchell

Staff: Ted Andrzejewski; John Goodwin; Rick Brown; Mark Marentette; Michele Smith

1. Fireworks in City Parks

At the July 7, 2016 City Council meeting, Councilmember Robert O'Brien asked that the City Council discuss the use of fireworks within City parks given the recent change in New York State Law and proliferation of fire work sales tents in surrounding communities.

General discussion whether the use of fireworks should be prohibited in City parks or other public places, unless otherwise permitted by the City. No support of Committee. Jim Terwilliger requested it be presented to the full City Council.

ORDINANCE – without Committee recommendation

2. Ontario County Grant Application: Firing Range

Ontario County will be re-applying for a Local Government Efficiency Grant to help fund an expansion and improvement to the County's firing range used by the County and municipal law enforcement agencies, and has requested that the City be a co-applicant again this year. The County is not seeking any funding from any of the co-applicants to complete this project. The County has requested that the City provide a letter of commitment and a draft resolution (attached) prior to the July 29, 2016 grant application deadline and proceed with adopting the resolution at the August 4, 2016 City Council meeting. City staff is recommending that the Committee approve the letter of commitment.

Motion to approve made by Karen White; 2nd by Nick Cutri. Vote 4-0

RESOLUTION of support

3. Rental Registration Housing Law and Nuisance Abatement Ordinance

At the June 21, 2016 Ordinance/Charter Review Committee, the Committee held a general discussion regarding the benefits and drawbacks of the ordinances. The ordinances were originally discussed in 2013, but not adopted and have been brought back for discussion by Councilmember Karen White due to code enforcement inquiries she received from residents in Ward 3. The Committee asked for feedback from the Landlord Association, Code Enforcement Office and other impacted City Departments. These items are on the agenda for continued discussion by the Committee. City staff recommends that the landlord registry be adopted similar to many other cities in New York State (see attached survey conducted in 2013). Currently, the only official owner information on record is the mailing address. A registry would provide a phone number of landlords which will provide the Code Enforcement Office the ability to work with landlords to address issues in hours instead of days.

General discussion regarding both proposals. What is the problem that is trying to be addressed? Identify that then develop the solution.

Committee recommend Rental Housing Registration Ordinance be drafted by staff and reviewed at next Ordinance meeting. General discussion regarding a proposed nuisance ordinance and the various issues with drafting such an ordinance (not supported by any staff). Council would set the parameters, whether or not it applies to criminal or code enforcement matters, and what is the recourse or application. Possibly continue discussion at later time separating criminal and code enforcement issues.

No action at this time.

Adjourn into executive session to discuss employment history of particular person at 8:28

Meeting Adjourned @ 8:34 PM

APPENDIX C
FINANCE/BUDGET COMMITTEE
Tuesday, July 26, 2016
7:00 p.m.
Hurley Building Conference Room

Committee: James Terwilliger, Chair; Robert O'Brien; Karen White, Cindy Wade

Other Council members: Ellen Polimeni; Nick Cutri; David Whitcomb

Staff: Ted Andrzejewski; John Goodwin; Michele Smith; Petr Premylsovsky; Stephen Hedworth; Rick Brown; Jim Sprague

Meeting called to order at 7:00 PM

1. Professional Services Contract – Downtown and Police Department Cameras

The 2016 Adopted Budget includes \$66,000 to install surveillance/security cameras Downtown and replace cameras at the Police Station. The funding includes \$50,500 from the Capital Reserve, \$7,500 from the Technology Fund and \$8,000 from the BID. The goal is to install a camera system that will serve as a deterrent to Downtown crimes and provide a tool to assist the Police Department with solving crimes that occur. Another goal is to select a system that could be easily and cheaply expanded upon in the future to other areas of the City (such as the Lakefront) if the need arises. Locations (see attached map) were selected in coordinated effort between the Police Department, BID, IT Department and City Manager's Office. Two quotes were obtained from New York State Contract vendors (Integrated Systems and LinStar) and reviewed by the aforementioned group. The costs from each vendor were relatively the same with the quotes differing in terms of the technology utilized (LTE vs. A mesh network).

Staff has reviewed both technologies and recommends LTE system, as it has better reliability, involves less maintenance, and is easily expandable.

Staff recommends authorizing the City Manager to enter into a professional services contract with Integrated Systems for approximately \$62,000.

General questions regarding the system and type of criminal activity occurring in the downtown.

Motion to recommend contract with Integrated Systems up to \$61,550.00 as set forth above made by Cindy Wade, 2nd by Robert O'Brien. Vote 3-1 (White)

RESOLUTION authorizing contract

2. Sales Tax Agreement – Ontario County

The City Manager will briefly update the Committee as to the status of the Sales Tax Agreement discussions with Ontario County and the City of Geneva.

Met with County and they provided historical data. County Administration does not appear to be in favor of change other than caps to set-aside. City asked for the issue to be raised to the appropriate County Committees. Also met with both City Supervisors to explain City's position. Met again with Geneva City Manager and Comptroller, who also support the options proposed by the City. The City Manager will be sending a letter outlining the options proposed by the City for their consideration.

3. Budget Items

During the March Finance/Budget Committee meeting, Council members present discussed a list of budget items submitted by Councilmembers to determine which items should be removed from the list or discussed further. None of the six items listed were removed from the list. The Committee has completed discussions regarding the special event policy and Mayor/City Council salary. Over the next two Committee meetings the remaining items will be listed on the agenda for further discussion and deliberation.

APPENDIX C (CONTINUED)
FINANCE/BUDGET COMMITTEE

- **Solid Waste and Recycling Collection**

Should the City make a policy to maintain this service without a new/additional fee?

General discussion – several Council members expressed position that the City should continue to provide the service in-house and not charge any additional fee.

City Manager expressed his experience that in many places garbage fees are instituted to be more fair by charging only those who you need the service, instead of an increased property tax that only effects property owners. Also growing trend to outsource through RFP process – may be surprised how much more service you can get for less cost from private entities. These are just options to consider.

No action on this item now. May review again after the Toter Program update is reviewed at the Environmental Committee meeting next month.

- **Economic Development (Thomas Lyon, Alison Gremis, and Randy Farnsworth present)**

Have the benefits outweighed the expense? Can we partner with neighboring communities?

General discussion. May be beneficial to review the Fairweather Report to see how the City measures up now.

Need cost analysis of the approximately \$400,000 that has been paid to the Chamber of Commerce versus true, measurable growth. What did we get for our money?

Chamber sees relationship with the City as a collaboration and partnership; working together and several Council members agree with this position.

Action - Council will be sent Fairweather Report and grant application for their review. No other action at this time but further analysis needed.

Meeting Adjourned @ 9:03 PM

APPENDIX D
CANANDAIGUA CHARTER COMMITTEE REVIEW
Wednesday, June 15, 2016
7:00 p.m.
Hurley Building Conference Room

Members Present: Paul Bringewatt, Chair; Thomas Lyons, Vice-Chair; John Goodwin, Secretary; Jim Irwin; Jack Chambers; Jadon Hoffman; Bob Palumbo; David Whitcomb; Matt Martin; Karen White

Members Absent: Nick Cutri

Advisors Present: Michele Smith

1. **Minutes:** There were no minutes to approve
2. **Appointment and Administrative Information:**
 - a. Michele Smith briefly explained that the Mayor, upon her signature of the Certificate of Appointment (attached and made a part hereof), has appointed eleven members to the Commission with the charge of reviewing the City Charter and preparing a draft of a proposed new or revised Charter.
 - b. Michele explained that the Commission can either list the proposed changes as individual propositions or provide a complete revised Charter for the electorate to consider. If the Commission finds that no changes are necessary, it must prepare a statement as to its findings in this regard.
 - c. City Department Heads are preparing memorandums for the Commission regarding the sections of the Charter relative to their Departments.
 - d. The Commission decided that a six members shall constitute a quorum to hold a meeting and that an affirmative vote of at least six members of the Commission shall be necessary to make proposed changes.
3. **Discussion on how to proceed:**
 - a. It was discussed that the Commission will review the sections of the Charter in order and discuss potential changes.
 - b. Any sections that have significant changes and/or did not receive consensus will be reviewed again in a second review.
 - c. John Goodwin will provide the Commission with the City Charters of Batavia, Geneva, Auburn and Oneonta to begin a “Charter Library” which will provide the Commission with examples.
 - d. The Commission will also discuss potential changes that are discussed as part of the Charter review, but beyond its scope and will prepare recommendations to the City Council, i.e. annexation or ceding property at the boundaries.
 - e. The Commission set a goal of completing its first pass review of the Charter by Thanksgiving.
4. **Discussion on whom to meet with:**
 - a. As each section is reviewed, it will become apparent whom to invite to discuss various sections of the Charter.
 - b. The Commission expressed an interest in not only inviting Department Heads, elected officials, and the City Manager, but potentially rank-in-file employees/Union representatives.
5. **Initial thoughts on public input**
 - a. It is the intent that all Commission meetings will be open public meetings, but may not necessarily provide an opportunity for public comment.

APPENDIX D (CONTINUED)
CHARTER REVIEW COMMITTEE

- b. Meeting notices will be posted the same as other City meetings.
- c. As the Commission reviews the Charter, it intends to solicit public input on proposed changes via the website, Facebook and local media and may hold specific public hearings.
- d. A new section on the City website will be developed to provide the public with information.
- e. A general email address: CharterCommission@CanandaiguaNewYork.Gov will be created to allow for public input.

6. Setting Meeting Dates:

- a. The Commission will meet once a month on the 3rd Wednesday of the month at 6 PM at the Hurley Building. Next meetings are July 20, August 17, and Sept. 21, 2016.
- b. By the September 21st meeting, if the Commission finds that one meeting a month is not sufficient, additional meetings will be scheduled.

7. Setting time frame expectations and benchmarks

- a. The Charter Commission must have its proposed changes completed and ready for submittal to the voters by August 2017.
- b. The goal is to have a first pass review complete by Thanksgiving.

8. Review of Chapter 1. General Provisions and Chapter. 2 Definitions and Powers

a. §1.3 Boundaries

- i. There are a number of properties on North Road that are split between the Town of Canandaigua and the City. Changes to the boundary to place individual properties in a sole municipality will require annexation and is beyond the scope of the Commission. **Potential Recommendation to City Council to consider annexing the properties or ceding parts that are within the City boundaries.**
- ii. There are certain boundaries changes that are required from previous annexations procedures that were completed approximately 8 years ago. DPW is working on providing the metes and bounds for this change.
- iii. **The Commission would like to change the language to have metes and bounds instead of landmark references.**

b. §1.4 Wards :

- i. Two questions were discussed at length
 - 1. Does the City need Wards?
 - a. The general consensus among the Commission was that the City had distinct areas of the City with different issues or needs that should be represented on Council.
 - b. If Wards were eliminated there is potential that the different sections of the City would not all be represented.
 - 2. Should each Ward have approximately the same population?
 - a. Thomas Lyons reported that the populations of the wards according to the 2013 American Communities Survey was:
Ward 1: 2,300; Ward 2: 2,300; Ward 3: 2,700; Ward 4: 3,100
 - b. The Commission discussed that the populations should be fairly equal, but changing the Ward boundaries at this point in time was pre-mature due to on-going/potential development at Pinnacle North, Labelon, Lisk, Canandaigua Classics, Cottages of Canandaigua
- ii. **The Commission voted to leave the current Ward structure and boundaries.**

c. §1.5 Election Districts

APPENDIX D (CONTINUED)
CHARTER REVIEW COMMITTEE

- i. Question as to whether this section is still necessary as the County Board of Elections runs local elections. There may be a requirement in NYS law. Michele will research the answer.
- d. §2. Definitions**
 - i. The definitions appeared to be sufficient as written.
 - ii. There may be additional terms that should be added based on the Commissions review of the Charter.
- e. §2.2 General Powers and §2.3 Auxiliary Powers**
 - i. The powers of the City are granted to the City via NYS State Laws.
- 9. Other:**
 - a. The Commission will review Chapter 3. The City Council and Chapter 4. Administrative Organization, Generally at its next meeting. Each Commission member is asked to have read the section and be prepared to discuss both sections.
 - b. Chapter 3. The City Council was one of the main reasons that the Charter Commission was formed by the Mayor. General questions that were raised to consider:
 - i. Should the number of Councilmembers be reduced to seven or five?
 - ii. Should terms of Councilmembers be four years as opposed to two?
- 10. Adjourn:** at 7:46 PM via Motion Karen White, 2nd David Whitcomb

APPENDIX E
CANANDAIGUA CHARTER COMMITTEE REVIEW
Wednesday, July 20, 2016
6:00 p.m.
Hurley Building Conference Room

Members Present: Paul Bringewatt, Chair; John Goodwin, Secretary; Jim Irwin; Jack Chambers; Jadon Hoffman; Bob Palumbo; David Whitcomb; Nick Cutri; Karen White

Members Absent: Thomas Lyons, Vice-Chair; Matt Martin

Advisors Present: Michele Smith

1. Approval of Minutes from June 15, 2016 meeting

- a. Motion made by Jim Irwin, seconded by Karen White. Approved by 8-0 vote.

2. Administrative Information

- a. John Goodwin reported:

- i. A webpage on the City website has been developed on the City website.

1. The webpage includes a brief description of the Charter Commission, the City Charter, a Charter Library (City Charters of Auburn, Batavia, Geneva and Oneonta), and link to the Agendas and Minutes for the meetings.

- ii. An email CharterCommission@CanandaiguaNewYork.Gov has established and listed on the webpage.

- b. John also handed out and reported on the size and terms of City Councils of the Auburn, Batavia, Geneva and Oneonta for the reference during the discussion of Chapter 3 of the Canandaigua City Charter.

3. Review of Chapter 3. The City Council

a. §3.2. Composition and Qualifications

- i. It was noted that clarifying language was necessary to reflect that the Mayor is a member of Council. *The Commission requested that she draft changes to the relevant changes.* Michele will present these changes at the next meeting.
- ii. There was a discussion concerning mechanisms to remove a Councilmember other than what is currently listed. A list is included in the Batavia City Charter and was discussed. *The Commission decided to table this discussion until more research on the topic could be completed relative to NYS Public Officers Law.*
- iii. The size of Council was discussed. In comparison to Auburn, Batavia, Geneva and Oneonta only Auburn has less than 9 councilmembers. The topic of getting the requisite number of people to run for office was discussed as it was an issue at the last election. The general consensus was that the issue was not a trend. *The Commission voted to keep the size of Council at 9 members (1 for each of the 4 wards, 4 at-large, and 1 mayor).*

b. §3.3. Prohibitions

- i. A request for clarification was made in regard to Volunteer Firefighters and whether one could be a member of Council. Does it make a difference whether a Volunteer Firefighter is an active member or a social member. The topic will be researched.

c. §3.4. Term; Vacancies

- i. The discussion focused on three questions:
1. Should terms continue to be two years or increased to four years?

APPENDIX E (CONTINUED)
CHARTER REVIEW COMMITTEE

- i. The Commission agreed that the Mayor is a member of Council and the section should be clarified.
- ii. The Commission voted to change the section to read: “Mayor shall preside at meetings of the City Council, be an advocate on behalf of the City in intergovernmental relationships and shall appoint all committees of the City Council authorized by its rules to be appointed. The Mayor shall be recognized as the executive head of the City government, but shall have no administrative duties. The Mayor shall be elected at large for a two-year term at the general election in odd numbered years. The Mayor shall serve with compensation as fixed by the City Council and may be reimbursed for actual and necessary expenses incurred in the performance of official duties. Any increase in compensation shall become effective upon the commencement of the term of Mayor elected at the next general election. The City Council shall also elect, at each organizational meeting from among its members, a President of the City Council who shall act in place of the Mayor in the event of the latter's absence or disability to perform the duties of the office.

h. §3.9 – 3.15

- i. No changes were suggested as they are pursuant to NYS Law.

4. Review of Chapter 4. Administrative Organization

- a. Time did not permit a discussion of this Chapter.

5. Other

6. Adjourn

- a. The meeting adjourned at 8:00 PM