

TOWN OF CANANDAIGUA

TOWN MANAGER MONTHLY REPORT

August 20, 2018

PERSONNEL

KUDOS: In our continuous effort to explore shared services, the Town of Canandaigua and the Canandaigua Airport executed a new shared service this month for sweeping the airport tarmac. Airport Manager Bob Mincer tells us that he was very pleased with the service provided by the Town and in particular Pat Curran for using the sweeper to clean a lot of loose debris. Per the terms of the agreement, the Airport is paying the Town for this service based on FEMA established rates. Great job Pat!

SPECIAL RECOGNITION: A special recognition this month to Sarah Reynolds who has spent countless hours working to make our Purchase of Development Rights applications the best they can be this year for submission to the NYS Department of Agriculture and Markets. From creating maps to gather information, and answering tedious questions; Sarah is doing a great job and we intend to submit our two applications before the end of August.

HONOR OUR PB CHAIRS: Since 1963 the Town of Canandaigua has only had 12 Planning Board Chairs. A new plaque in the Development Office honors all of our past Planning Board members to acknowledge their service to our Town. Please be sure to check it out. We are also working on the same type of recognition for Zoning Board and Environmental.

FINANCE

BUILDING ASSETS: Town Board member Terry Fennelly recently asked me what is the combined value of all the Town's buildings and insurable structures (non-vehicles/equipment), other than the new highway building. The answer is \$ 10,916,459.00 according to our most recent insurance statement of values. The construction of the new highway facility will increase that number to over \$ 15,500,000.00.

DEVELOPMENT OFFICE: As you can see from the attached spreadsheet, Development Office receivables are down this year to date compared to prior years. The number of permits issued is relatively in line with previous years; however, the total permit fees are down most notably for site development. Site development fees include operating permits, demo permits, minor home occupation, signage, pool permits, stop work orders, and building permits in accordance with the Town Board established fee schedule. I will be exploring this more.

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DEBT STATEMENT: Last month I shared with you a report from BPD on our debt statement. Town Board member Terry Fennelly inquired about the first number on the statement relating to the assessed value for 2014. The previous number reported to you was not correct as it was a carryover I am told from the official statement; the assessed value did not drop between 2014 and 2015 during the re-evaluation. Attached please find an updated statement from BPD.

BOND RATING: As Town Board members are aware, since the last Town Board meeting the Town has been assigned a Bond Rating by Moody’s Investors Service relative to the bond financing of the new highway facility. The Town was granted a Aa2 rating, which is for all intensive purposes the best rating that we could have received for a first time rating.

HIGHWAY FACILITY: On August 8th our \$3.5 million bond opportunity was sold with five competitive bids placed for our bond. The bidder’s were:

FTN Financial Capital Markets	2.94%
Hutchinson, Schockey, Erley & Co.	3.00%
Robert W. Baird & Co., Inc.	2.82%
Wells Fargo	2.85%
Roosevelt & Cross, Inc.	2.79%

Roosevelt & Cross, Inc. was the selected bond bidder at 2.79% for 15 years. Roosevelt & Cross, Inc. has made a good faith deposit of \$70,000.00 into the Town’s account and intends to fund the balance on August 29, 2018.

2019 BUDGET: September 6th is the date that I am scheduled to present the 2019 Tentative Budget to the Town’s Finance Committee. The budget calendar calls for the Town Board to officially be presented the Town’s 2019 budget for your September 17th Town Board meeting. At that point, the Town Board is able to make any changes to the ‘Tentative Budget’ and deem it a ‘Preliminary Budget’. Also on September 17th is the date scheduled for consideration of a resolution to set a public hearing on your “Preliminary Budget” for your October 15th Town Board meeting. During your October 15th Town Board meeting you may make any further changes, and adopt the “Preliminary Budget” as the 2019 Budget, if you feel it is ready, or hold another Town Board meeting if needed for further consideration. Normally your November meeting is after the State Law required date of “budget adoption not later than November 20th” which is why traditionally why we have adopted the budget in October. This year your November meeting is November 19th, so we do have that extra meeting if needed.

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2019 BUDGET: As we have previously discussed during Town Board meetings, the tentative 2019 budget will not be tax cap compliant. I will be sharing all the particulars with you, but for reference the 2019 Tax Cap (Levy Amount) for Compliance is \$3,031,959 for all Town levies including all special districts. The working draft version of the Tentative Budget at this point includes a tax levy of \$3,300,962 which exceeds the tax cap by \$269,003. The majority of this additional levy comes from the addition of the debt service payment of the highway garage (\$300,000) over the previous year, and the proposed increase in fire protection (\$100,000). The resulting tax impact is \$ 0.02 for fire protection (estimated increase \$18.83 per year for average homeowner / \$1.57 per month), and estimated currently about \$ 0.10 for the general and highway fund (estimated increase \$46.94 per year for average homeowner / \$3.91 per month). There will be plenty of opportunity to discuss these items in more detail in the coming month; however, I just wanted to draw your attention to the topic.

GENERAL / DEVELOPMENT / PLANNING

FIRE STUDY IMPLEMENTATION: On August 6th City Manager John Goodwin, Fire Chief Frank Magnera, and I met to discuss the Fire Study's 26 recommendations. We have organized the items into categories of short term (immediately – 1 year), intermediate (2-4 years), and long term (5 years). During your Town Board meeting on August 20th, we will share those strategies with you (copy attached to my report); along with some tentative numbers relating to fire protection budget.

FIRE PROTECTION: Attached to my report is a fire department benchmarking analysis that I completed by community of similar sizes. Rather than the traditional model of looking at cost per municipality, the document includes the Town and City's costs together as a community. For a combination Career and Volunteer Community Canandaigua's current average cost per population is the lowest that I could find for benchmarking purposes. I did include Farmington as an example in the analysis; however, that is a full volunteer fire department.

HISTORIC PRESERVATION ANALYSIS: On August 9th we kicked off our Historic and Cultural Preservation Analysis of the Town of Canandaigua including homes and properties over one hundred years old. Our "History Team" is being lead by Saralinda Hooker and Ray Henry. They are getting ready to get started with the consultant on this project which is anticipated to take approximately one year.

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CR 16 STUDY: Ontario County had a great turnout of 76 people at the Onanda Park presentation of the study to date regarding pedestrian and bicycle safety along County Road 16 (West Lake Road). The consultant and the County will be continuing to gather input from residents for a few more weeks, and then intend to present their general findings this fall.

CHESHIRE SEWER PROJECT: **SAVE THE DATE!!!!**: We have a tentative date of September 12th at 7:00pm at the Cheshire Fire Hall in Cheshire, for the kickoff meeting of the income survey to take the next step in the possible creation of a sewer district in Cheshire. The consultant that we hired to complete the survey plans to be there to explain the importance of the survey. We will also will plan to do a presentation on the plan from the Sewer Master Plan, and answer any questions from residents.

Upcoming Meetings:

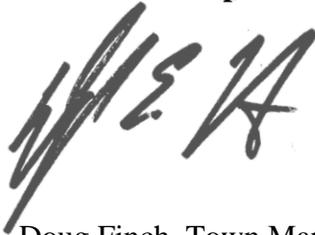
Planning – The next scheduled Planning Board meeting is August 28th at 6:00pm.

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

Environmental Conservation Board – September 6th at 4:30pm.

Agriculture Advisory Committee – September 6th at 6:00pm.

Citizens Implementation Committee – August 21st at 9:00am (Transfer of Development Rights, Agriculture Committee, and possible Economic Development recommendations City/Town/Chamber)



Doug Finch, Town Manager