**PERSONNEL**

THANK YOU: A special thank you this month to the Town of Canandaigua Democrat and Republican Committees for hosting the annual employee appreciation luncheon.

POSITIONS CIVIL SERVICE: Human Resource and Payroll Coordinator Samantha Pierce and I have been evaluating current positions, during the past few months, job duties and responsibilities compared to the job descriptions associated with the civil service classification. There are several positions which we are recommending need adjustments based on position classifications, responsibilities, or current job functions and duties:

* Water Maintenance Assistant – currently the Town of Canandaigua Water Department employs Motor Equipment Operators (MEO’s) in the Water Department. A civil service position exists in Ontario County called “Water Maintenance Assistant” which very much aligns with the responsibilities associated with the water department including the requirement of needed certifications. For your consideration, we have provided a resolution which would establish 2 “Water Maintenance Assistant” positions in the Water Department. Additionally, in accordance with the proposed Union Agreement, we have proposed adding the Water Maintenance Assistant positions as stated per the agreement. If you approve the resolution to create the positions, we will then advance a name for one of the two positions at your next meeting of a current employee who meets the requirements. The Water Superintendent is requesting to fill the other position as budgeted in the proposed preliminary 2019 budget.
* Administrative Aide Coordinator – currently Sarah Reynolds holds the position of “Planning Aide” which relates to mapping and other duties associated with “drafting in ink basic planning maps” a civil service job description last approved in 1990. The job duties associated with the position of “Administrative Aide” are more in line with the current responsibilities of the employee which includes grant administration, submission of grants, budget and finance management of grants, setting of appointments, communicating with residents including correspondence, internal organization, internal record keeping, conducts analysis of data, participates in the support of boards and committees, and assists the Town Manager. If you approve the resolution to create the position, we will then advance the current employees name at the current rate of pay to you for appointment to the position.
* Planner – the Town of Canandaigua has an existing vacant position called “Planner”. The responsibilities associated with the title including many responsibilities that are currently requested of an existing employee. Additionally, I am suggesting a current employee is able to undertake training through his current participation in the American Planning Association, and is able to grow into the role of Planner. Additionally, I am recommending the Planner be the Department Head of the Planning Office so that I am able to direct developers, and other land use needed requests to the Planner.
* Clerk (Finance) – the Town Board approved Resolution # 2014 – 144 in 2014, which abolished the position of Bookkeeper; however, the final steps to remove the position were never completed. The current employee holding the position of Bookkeeper works very closely with the Town Manager relating to finance clerk work. I am recommending the reappointment of the current employee to the position of “Clerk Finance” with the structure of reporting directly to the Town Manager at the current 2018 rate of pay. I will also be requesting budget adjustments to move the appropriated funds for the position of bookkeeper to the position of Clerk Finance.
* Supervisor Appointments - NYS Town Law §29 permits the Town Supervisor to appoint an individual to the position of Bookkeeper or Confidential Secretary if the Town Board approves of the creation of the position. Additionally, it is up to the Town Board if they choose to fund the position. The updated organizational chart reflects the ability of the Town Supervisor to appoint the positions of Deputy Town Supervisor, Budget Officer, and TWN§29 Bookkeeper or Confidential Secretary. Please note, that while NYS TWN§29 references the words “and/or” relating to the appointment of Bookkeeper and Confidential Secretary, NYS Civil Service will only permit the appointment of one or the other, not both as non-competitive civil service appointments. Since the position of Town Supervisor is currently vacant, the current Deputy Supervisor continues in service per NYS TWN§42, until such time as a new Town Supervisor appoints a Deputy Supervisor; and the current Budget Officer continues in service per NYS TWN§103, until such time as a new Town Supervisor appoints a Budget Officer. The other appointment per NYS TWN§29 will remain vacant until such time as a Town Supervisor is sworn into office, and they make such an appointment, if needed, and funding is approved by the Town Board.
* Organizational Chart – the changes mentioned above are reflected in a proposed update to the Town’s Organizational Chart attached to the Town Board agenda.

**FINANCE**

2019 BUDGET: As you are aware, the 2019 Preliminary Town Budget is attached to the Town Board’s October 15, 2018 agenda for your consideration. The overall proposed tax rate for the general and highway fund is $ 1.03 per thousand dollars of assessed taxable value. The changes that you requested at your September 5, 2018 budget workshop have been included in the proposed spending plan. Those changes include:

* Increase in General Fund Sales Tax (A.1120) to $ 1,800,000.00;
* Reduction in General Fund Appropriated Fund Balance to $ 487,527.00;
* Reduction in General Fund contractual (A.400) to $ 1,345,381.00 (elimination of $19,000.00 expenditure for FLTV);

**GENERAL / DEVELOPMENT / PLANNING**

GRANTS: Sarah Reynolds and I attended the UPWP workshop for a planning grant for Middle Cheshire Road. We are planning to make application in the coming weeks, which would include looking at Middle Cheshire Road from an active transportation perspective, along with looking at West St. / Parrish St / Parrish St Ext in the City and Town of Canandaigua near the Hospital.

Upcoming Meetings:

**Planning** – The next scheduled Planning Board meeting is October 23rd at 6:00pm.

**Zoning** – The Zoning Board of Appeals next meets October 16th at 6:00pm.

**Environmental Conservation Board –** November 1st at 4:30pm.

**Agriculture Advisory Committee –** November 1st at 6:00pm.

**Citizens Implementation Committee** – October 16th at 9:00am

(2019 Strategic Planning)

 Doug Finch, Town Manager