

TOWN OF CANANDAIGUA – TOWN BOARD MEETING, FEBRUARY 13, 2017

QUESTIONS RELATING TO PROPOSED TOWN MANAGER POSITION

What is the advantage (pro) of a Town Manager over the current elected Supervisor and Town Board?

If the Town Board chooses to create the position of Town Manager, the Town Manager would report to the Town Board collectively as a whole including the Town Supervisor. Town managers make an enormous difference in the communities they serve. Professional managers, much like executives running private sector corporations, bring together the leadership, vision, and focus on results needed to create better communities by:

- managing financial and human resources;
- providing greater oversight for the Town Board on day to day operations;
- delivering services;
- providing continuity with neighboring municipality;
- Encouraging inclusion and build consensus among diverse interests (including those of elected officials, the business community, and citizens) by focusing on the entire community rather than the centralized interests of one or two individuals;
- planning strategically for community development;
- providing continuity through election transitions;
- bringing a community-wide perspective to policy discussions and strive to connect the past and future while focusing on the present. They help the governing body develop the long-term vision for the community that provides a framework for policy development and goal setting;
- using performance metrics systems to drive continuous improvement; and
- committing to high ethical standards.

What is the fiscal impact (con) of a Town Manager for the Town of Canandaigua?

The creation of the position of Town Manager and the realignment of responsibilities with existing positions would result in no increased costs to the residents of the Town of Canandaigua through the 2017 Town Budget. While it is always the decision of the Town Board to determine expenditures that include salaries on an annual basis through the budget process, the intent would be that the creation of the position of Town Manager would result in no significant increased costs in future years due to the realignment of responsibilities with existing positions. Both the salary for the Town Manager and the Supervisor are determined by the Town Board through the Budget process.

Town Supervisor Greg Westbrook said, *“The consistent concern of the financial impact on the town is recognized and the Town Board has stated that this activity will not drive any incremental cost into the annual 2017 town budget that is currently in place.”*

Would the Town Manager position be subject to a referendum?

No, the State of New York grants the Town Board the authority to establish the town manager position under Town Law §58. If the Town Board chooses to establish the position of town manager they would do so through a local Town of Canandaigua law to create the position.

How many public meetings are planned with information?

At their January 9, 2017 public meeting, the Town Board adopted a resolution setting a public hearing for February 13, 2017 on the topic of the possible creation of a Town Manager position. The Town Board heard public comments during that meeting and took notes and listened to

questions. This question and answer sheet is a result of those questions. At the February 13, 2017 meeting the Town Board continued that public hearing to February 27, 2017.

Why have the voters not been given an opportunity to understand and review the pros and cons of the various options that are available?

The Town Board has set public hearings to hear from residents on the subject of the creation of the position of Town Manager for February 13, 2017 and February 27, 2017. During those meetings the Town Board members will discuss their opinions on the pros and cons of the creation of the position. Generally speaking, the voters of the Town of Canandaigua elect individuals to represent them on the Town of Canandaigua Town Board. The Town Board is collectively charged with making decisions that are in the best possible interest of the residents of the Town of Canandaigua; as well as, ongoing operations of the Town facilities, services provided, and employees.

Has the current form of government with the position of Town Supervisor failed?

The consideration of the position of Town Manager is to provide continuity and efficiency of operations as identified above in greater detail.

What would be the role of the Town Manager?

The manager is hired to serve the Town Board and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The manager traditionally prepares a budget for the board's consideration; makes recommendations to the Town Board for the employment of government staff while providing supervision; serves as the board's chief advisor; and carries out the board's policies. Town Board members and residents count on the manager to provide complete and objective information about local operations, discuss the pros and cons of alternatives, and offer an assessment of the long-term consequences of their decisions. Appointed managers serve at the pleasure of the governing body. They can be fired by a majority of the board, consistent with local laws, or any employment agreements they may enter into with the board. The manager makes policy recommendations to the board for consideration and decision. The manager is bound by whatever action the board takes, and control is always in the hands of the elected representatives of the people.

What is the role of the Town Board with a Town Manager?

The Town Board is the community's legislative and policy-making body. Power is centralized in the elected board, which, for example, approves the budget and determines the tax rate. The board also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement and financing, and strategic planning. The Town Board hires a professional manager to implement the administrative responsibilities related to these goals and supervises the manager's performance.

What impact would a Town Manager have on the position of Town Supervisor?

The position of Town Manager actually will provide greater flexibility for the position of Town Supervisor. A professional manager overseeing day to day operations of the Town of Canandaigua may attract other professionals who would be interested in serving as the Town Supervisor in a more part-time capacity while holding current professional positions. Additionally, the Town Supervisor would have the option of appointing the Town Manager as the Budget Officer. Representation by the Town Supervisor at the Ontario County Board of Supervisors would remain as currently provided with the Town Supervisor serving as a member

of the Board of Supervisors. As such the Town Supervisor would be appointed by the Ontario County Board of Supervisors Chairman to standing committee(s).

Would the Town Manager keep the Town's budget under the tax cap?

The Town Board is the only entity that has the authority to approve the Town Budget. The Budget Officer generally proposes a budget, working closely with the Town Supervisor, Elected Officials, and Department Heads. After evaluation by the Town Board, the Town Board makes all decisions on the Town Budget.

How would the Town Board benefit from a Town Manager?

The Town of Canandaigua Town Board benefits from the board-manager form of government in a number of important ways:

- Political power is concentrated in the *entire* governing body. The supervisor and the board share legislative functions.
- Policy making resides with elected officials, while oversight of the day-to-day operations of the community resides with the manager. In this way, the elected officials are free to devote time to policy planning and development.
- The manager carries out the policies established by the elected governing body with an emphasis on effective, efficient, and equitable service delivery.
- Because decisions on policy and the future of the community are made by the entire governing body rather than a single individual, board-manager governments more often engage and involve their residents in decision making. Residents guide their community by serving on boards and commissions, participating in visioning and strategic planning, and designing community-oriented local government services.
- This form of government is flexible enough to adapt to local needs and demands.

Will the Town residents have the opportunity to vote on the Town Manager?

If the Town Board creates the position of Town Manager, then the Town Board would be the entity that would appoint the individual to fill the position. The Town Manager is not elected. The Town Manager would serve at the pleasure of the Town Board.

How would the Town Manager be removed?

If the position is created, the Town Board may remove the Town Manager at any time by a majority vote of its members.

Would the Town Manager be a civil service position?

If it is created, the position of Town Manager would be a civil service exempt position.

How would the Town Manager be hired?

The Town Board would have the authority to appoint a Town Manager based on any applicable laws and Town Code, along with any approved job descriptions.

Are there other towns with Town Managers?

According to the International City/County Management Association (ICMA) more than half of the U.S. communities with a population of more than 10,000 are run by a combination of appointed professional manager and elected board.

What is the population of the Town vs. City of Canandaigua?

Based on the 2014 and 2015 U.S. Census estimates (off cycle) the populations are:

Town of Canandaigua:	10,518
City of Canandaigua:	10,431