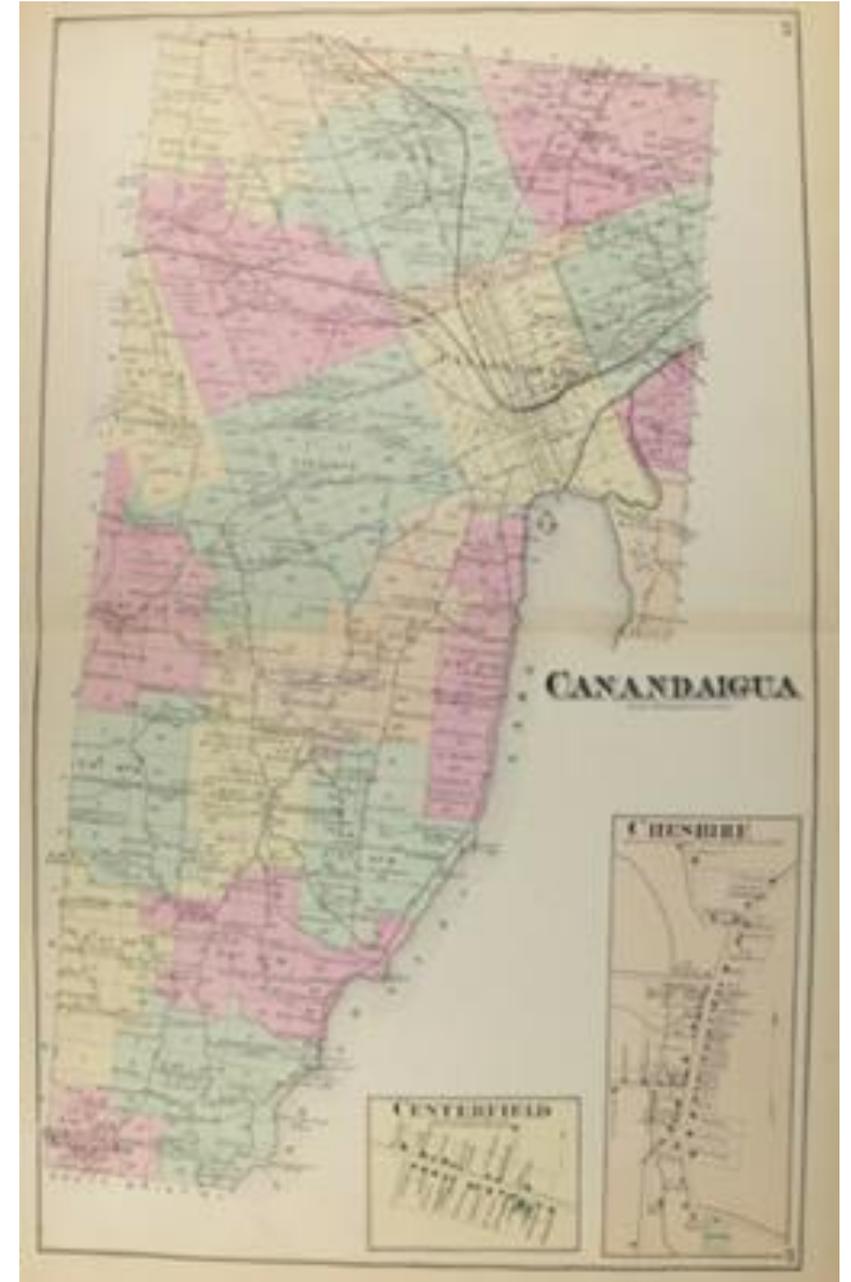


# Possible City/Town Shared Services



# Background

- The City of Canandaigua and the Town of Canandaigua have a long history of sharing resources and working closely with one another
- While the City and Town have operated independently for over 200 years, they've continuously explored opportunities to provide efficient services for the residents of both municipalities
- In keeping with the overall spirit of New York State Law, enacted by Part BBB of Chapter 59 of the Laws of 2017, the City of Canandaigua and the Town of Canandaigua have taken it upon themselves to take a hard look at all opportunities for shared services between the two municipalities



# Ontario County Property Tax Savings Plan- 2018

- Chapter 59 of the Laws of 2017 required the Ontario County Administrator to convene a panel to develop and approve a County-Wide Shared Services Property Tax Savings Plan
- The goal was to identify opportunities to share and coordinate services among and between the County, Cities, Towns, Villages and School Districts in Ontario County
- In total, the plan included \$4.66 million in potential short-term savings through the use of shared services in 2018 in Ontario County
- Of that \$4.66 million, \$3.76 million were associated with shared services between the City of Canandaigua and the Town of Canandaigua

# Exploratory Group

- The County plan was developed with potential savings identified through the City of Canandaigua and the Town of Canandaigua having taken the additional step of forming their own exploratory group
- The Exploratory Group consists of:

## City of Canandaigua

Ellen Polimeni, Mayor  
John D. Goodwin, City Manager  
Jim Muller, City Resident  
Laura Kenyon, City Resident

## Town of Canandaigua

Greg Westbrook, Town Supervisor  
Doug Finch, Town Manager  
John Casey, Town Resident  
Vince Yacuzzo, Town Resident

Kevin Olvany, Canandaigua Lake Watershed

# Exploratory Group (continued)

- The mission of the group is to:
  1. Better understand and document current shared services
  2. Evaluate and recommend changes to current shared services
  3. Identify and make recommendations regarding opportunities for shared services that do not already exist
  4. Establish short-term recommendations to both governing bodies for possible inclusion in the 2018 budget
  5. Establish long-term recommendations in areas needing further evaluation or that can't be fully implemented in 2018
- Informational meetings were held on July 24 and August 9, 2017 to gather additional public input and recommendations for the exploratory group



## Existing Shared Services



# Highway/ Equipment

- The Town and The City traditionally share highway related maintenance and construction equipment
- The City uses heavy equipment (E.g. graders) and large snow throwers owned by the Town for special projects
- The Town utilizes special equipment owned by the City, like cameras for pipe inspections and sidewalk maintenance devices when needed
- Both municipalities offer support to the Canandaigua School District, such as providing the use of equipment for special projects like construction of the new athletic fields

# Fire Protection & Rescue Services

- The City of Canandaigua operates a full-time, paid professional Fire Department, providing fire & rescue services to its residents
- For many years, the Town has contracted the City to provide fire & rescue services to sections of the Town
- The Town now contracts three volunteer-organized departments, in conjunction with the City, to provide fire services at a total cost of \$1 Million annually
- The Town owns a fire station near the northern border of the City that is staffed by the City of Canandaigua Fire Department
- The cost of operating a Town specific, combination volunteer and professional fire department would be substantially higher than the costs associated with the current Contracts

# Recreation

- The City and the Town operate a joint summer camp program
- The program, administered by the City with the support of the Town, includes day camp activities for children in the community, access to Canandaigua Lake for summer swimming, and social/emotional growth and development exercises
- The facilities that each municipality provides the Day Camp is part of the unique value the program provides
- In 2017, 52% of campers were Town residents and 44% were City residents

# Water

- The City of Canandaigua owns and operates a Water Treatment Plant providing invaluable service and water resources for residents and businesses in the City of Canandaigua, the Town of Canandaigua, and surrounding communities
- To operate independently, the Town would need to construct a new Water Treatment Plant costing an estimated \$8.5 Million
- By working together, both municipalities save money while providing a vital resource efficiently

# Storm Water Control/ MS4

- Storm Water Control became the responsibility of local municipalities, leading to both the City and the Town expending financial, personnel and material resources while implementing Storm Water Control Programs
- Both the City and the Town have leadership roles in the Canandaigua Lake Watershed Council, which includes 14 other lakefront municipalities
- Working together allowed the City and the Town to utilize each other's strengths to implement the required regulations
- Both municipalities are working in concert to educate the public on the need for Storm Water Control and water quality projects



# Shared Service Opportunities





## **SHORT TERM (2018)**

- Accounting/Financial
- Court / Court Facility
- Economic Development
- Human Resources
- Information Technology
- Parks & Recreation
- Storm Water Mgmt
- Transfer Station



## **LONG TERM**

- Fire & Rescue Protection
- Highway
- Human Resources
- Parks / Community Center
- Planning
- Medical / Health benefits
- Meeting Room / Space
- Transportation / Traffic
- Transfer / Recycling
- Water Authority

# Accounting/Financial

- The City and the Town both need to update their financial accounting software during the 2018 calendar year
- The opportunity to make a joint purchase was explored, but the needs (software modules) of both municipalities differ to an extent that a joint purchase is not practical
- There is still an opportunity to do joint professional services training with municipal staff if both purchase the same software

# City/Court Facility

- State mandates relating to operations of the court system, along with security access control, indicate the Town of Canandaigua needs a more suitable space for legal proceedings
- The court for the City of Canandaigua is located 1.64 miles away from the current Town Court
- Instead of building a new facility, sharing Court Space would save the Town \$1.73 Million in construction costs
- Requires State Legislation permitting both municipal courts to operate out of the same facility
- Public Hearing to be held at Canandaigua Town Hall, October 16, 2017 at 6 p.m.

# Economic Development

- The City and Town each have existing Economic Development initiatives to help attract and retain businesses to the Canandaigua area
- Consolidating Economic Development efforts allows both municipalities to use each other's strengths and resources while saving money and increasing efficiency in the process
- The Economic Development Teams of both municipalities met on July 19 and September 5, 2017 for preliminary discussions regarding this opportunity
- Further exploration and discussion on this topic is needed

# Information Technology (IT)

- The Town and the City each utilize IT services on a daily basis
- The City shares services with the City of Geneva, while the Town subcontracts with an outside vendor
- Further shared services that included the Town were explored
  - it was determined that the Cities do not have additional capacity to add the Town's IT services without adding staff
- Further exploration and discussion on this topic is needed

# Parks & Recreation

- The primary topic of interest involved creating universal access to Kershaw Park & Onanda Park Canandaigua residents (City and Town) by eliminating user fees
- Both the City and the Town are exploring the impact eliminating user fees would have on revenues

# Transfer Station

- The Town of Canandaigua owns and operates a household waste and recycling drop-off location for Town residents
- The City no longer has its own station, and utilizes the same location for bulk drop-off via an Inter-municipal agreement
- In preparation for the landfill closing in 2028 and in order to accommodate the needs of the community, promote recycling, remain sustainable, and accommodate the changes in refuse disposal at the County level, the City and the Town could build a shared facility
- It is feasible for the Transfer Station to be constructed on property already owned by the Town of Canandaigua in 2018