THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

SPECIAL COUNCIL MEETING

April 28, 2025 – 5:30 PM
City Hall – 2nd Floor Conference Room
47 Castle Street
Geneva, NY 14456

Presiding – John Brennan, City Councilor at Large

1. ROLL CALL

Present: Clr. Moracco, Clr. Petropoulos, Clr. Gillotte, Clr. Grimaldi, Clr. Lavin
Absent: Clr. Whitfield, Clr. Pealer, Mayor Valentino

2. PRESENTATION – 2026 Department Fiscal Drivers

City Manager Hendrix opened the second portion of 2026 Department Fiscal Drivers with a brief recap explaining the overview each department will provide. Department budget projection and revenue were briefly reviewed, as well.

Comptroller Blowers presented the Finance Department's 2026 Budget Planning. The Comptroller's Office is responsible for accurately forecasting and tracking all financial transactions occurring in City operations. The Department consists of multiple functional areas, including real property tax, accounts payable and receivable, purchasing, general ledger management, and budget management. The Department is also responsible for facilitation of the annual external financial audit, which provides a snapshot of the City's financial performance over the previous operating year. Staffing, 2025 budget and 2025 budget items not funded were reviewed to include electronic time keeping and benefit administration services as part of electronic timekeeping. Proposed 2026 work programs and activities include creating and maintaining a City-owned vehicle inventory and replacement plan, create and maintain a City-owned property inventory with a plan for each property, capital projects management, payroll change implementation, and contract negotiations. Future capital projects, equipment and resource needs include electronic timekeeping, training on financial software, and tax foreclosure process improvements.
Councilor Brennan wondered if fringe employee benefits are in the department budget. Fringe benefits do not appear in departmental budget lines, only salary does. Councilor Lavin wondered if the IDA reimburses the City for staff time, which it does. Discussion followed.

Assessor Rados presented the Assessment Department's 2026 Budget Planning. The Assessor's Department reports directly to the City Comptroller and is responsible for the development of the annual property valuation roll, which provides a basis for property and sales tax collections. The Assessor position and tax clerk are shared employees with the City of Canandaigua. Staffing and the 2025 budget were reviewed. The Assessor's work programs and activity for 2026 includes a reassessment project for the 2026 roll year. Future capital projects, equipment, and resources needs include an increase in mailing costs due to the planned 2026 reassessment. Assessor Rados shared that home sale trends are analyzed by New York State, and if they're selling higher than assessed values equalization drops. The City is at 92% equalization now, which drives the need for a reassessment in 2026. This reassessment will be a maintenance reassessment, and won't generate the higher increases in assessed value the last reassessment did. She further explained that the only additional cost the reassessment will generate is postage.

Executive Director Price presented the Business Improvement District's 2026 Budget Planning. The Geneva Business Improvement District was formed to promote an attractive and economically viable 18.5 acre in downtown Geneva. The BID office works to ensure that the district maintains its high standards in appearance, quality and design, while remaining safe and attractive to property owners, tenants, patrons, and visitors. The Geneva Business Improvement District was formed to promote an attractive and economically viable 18.5 acre in downtown Geneva. The BID office works to ensure that the district maintains its high standards in appearance, quality and design, while remaining safe and attractive to property owners, tenants, patrons, and visitors. The BID's 2025 budget was reviewed, noting that additional maintenance and economic development support were not funded by the City. City contracted work programs and activities for 2026 include maintenance of landscaping bed maintenance downtown and at the lakefront, replacement plants, flowers, planters, hanging baskets, loose trash, downtown garbage bin collection, maintenance of table, chairs, and bench seating, banners, and holiday decorations. Economic development activities include downtown Geneva image building campaign, nurturing and strengthening relationships with Hobard and William Smith Colleges, prepare downtown vacancy reduction plan, prepare and manage downtown building renovating and rehabilitation incentive packaging imitative, and annual BID dashboard of success metrics in the short term. Long term programs and activities include working with the City and other partners to create a Geneva tourism attraction plan, commit to implementing a downtown vacancy reduction program, supporting continued and expanded downtown residential development, research traffic generating projects, create an action plan for further improving downtown/waterfront connections, form community partnerships with selecte4d destination business in Geneva, improve the State's Geneva Visitor's Center information on both downtown Geneva and the immediate community, and prepare and maintain an up to date Geneva inventory compilation of available spaces. BID's future capitol projects, equipment, and resource needs include a new truck and a UTV to assist with landscaping tasks, watering, and plowing.
Director Price explained that the BID is a special assessment district, where businesses and multifamily residences pay an additional amount on taxes to fund the BID, which helps take care of downtown, above and beyond what the City can do. She also explained that the BID used to have a working board that took on capital projects. LDC and IDA have helped support the DRI project infrastructure support.
Ms. Price shared that the BID would like to add dog waste bags downtown, and at the lakefront.
Clr. Lavin wondered if BID has any earned or generated income. Ms. Price explained that the goal is to generate income from events, but not all events make money. Funds go to staff time, music, etc. She explained that the BID, is limited in the amount of funds it can hold in reserves. Events that make money typically fund events that don't generate income.

Director West presented the Planning and Economic Development 2026 Budget Planning. With a focus on community development, the Department of Planning and Economic Development promotes and plans for the economic growth of the City of Geneva, through business growth, regional cooperation, housing, and neighborhood support. Staffing, 2025 budget, and items not funded were reviewed. PED's work programs and activities for 2026 are proposed to include Middle and Exchange Streets or Hamilton Street DRI Prep, development support for City Owned parcels and sales, CDBG Housing Program delivery and administration, CDBG Microenterprise and Economic Development Program delivery and administration, events permitting & management, managing grants for PED and DPW, Farmers Market and Summer Concert Series, Winter and Jingle Markets, Comprehensive Plan update, Subdivision code update, grant preparation and grant writing, management of IDA (including GEDC) and LDC with support from Finance & Clerk's Offices, and Revolving Loan Fund. Planning and Economic Development's future capital projects, equipment, and resource needs include a full-time grant writer supporting all City departments, Castle Creek daylighting design & capital improvements purchase fund, Greenway Tail completion, GEDC investments in the City maintained/leased spaces including

demolition of the 3-story structure, and support for NY Main Streets Program through PED or in partnership with the BID.
Clr. Brennan wondered about the subdivision code. Director West explained that the goal is to create an administrative path for simple splitting and combining parcels, without involving the Planning Board.
Clr. Lavin wondered what is the argument for combining planning and economic development? Director West explained that somebody needs to think about longer term issues for the city, for example neighborhoods, development, and infrastructure. He noted that it's common for Economic Development to be under planning, using Ontario County as an example.

Director Sharman presented the Recreation Department's 2026 Budget Planning. The Geneva Recreation Department provides recreational programming to residents across the region throughout our 13 neighborhood parks, partner facilities, and the Geneva Recreation Complex. The Department is staffed with programming and support professionals who plan, develop, and execute recreational programs, as well as maintenance staffers who perform specialized maintenance activities on critical facilities. Recreation staff work with area youth and high school athletic teams to support hockey and other ice programming. The Department provides critical technical support to area not-for-profits to advance youth and senior health needs. Recreation's 2025 budget and staffing were reviewed, as well as items requested but not funded n the 2025 budget including a van, the Senior Gold Program, equipment and office supplies, outside facility rental, sports league expansion funds, bench upgrades at the rink, and a dog park gate. Recreation's work programs and activities for 2026 include operating the complex over 320 days per year, bring back adult co-ed softball, disc golf tournaments, continue the successful summer recreation program, expanding offerings for seniors, and explore bringing back youth kickball and start an adult kickball tournament. Recreation's future capital projects, equipment, and resource needs include Dasher Board refurbishment, Complex refrigeration upgrades/replacement, Complex spectator seating upgrades and accessibility, Dog Park upgrades and possible relocation, general Complex upgrades from findings of the Complex study, pickup truck for Recreation maintenance, events, and programing, park equipment study, and hire a working supervisor.
Clr. Lavin said that it's not clear that Rec can make ice next year. Director Sharman reassured him that the department will be able to, and reiterated the need to act on aging equipment sooner than later.
Revenue was discussed, which nearly offsets the department's budget. CM explained municipal budgeting and true profit and loss. Discussion followed. Councilor Petropoulos wondered what the time table looks like to upgrade the Recreation Complex. Director Sharman expects that a project would take about 24 months. Discussion followed around the recreation study. Councilor Gillotte recalled previous Council looking to get rid of the Recreation Department. There were cuts to budget, and as a result the City now faces a huge investment in equipment. He encouraged everyone to think about how decisions made now affect everyone down the road. Councilor Moracco wondered who's using the facility, city residents and nonresidents? Director Sharman explained that information can be tracked as there is a city resident rate and nonresident rate for everything at the Complex, which is considered a regional facility. He also shared that about 60% of youth programing participants are city residents.

Director Venuti presented the Department of Public Works' 2026 Budget Planning. The value of your Public Works Dept. lies in our crucial role in providing and maintaining essential infrastructure and services that support the wellbeing of our citizens.
Public Health and Safety - Handle domestic water and waste water treatment facilities, street lighting, and emergency street and utility repairs. Community Well Being - Contribute to overall quality of life to all residents and visitors. Economic Impact – Public Works Projects create jobs, stimulate fiscal growth, with investments that lead to increased fiscal activity and growth.
The Department of Public Works provides management oversight to the operation of the City's transportation network, buildings and parks, and water and wastewater services. The Department is responsible for the management of the City's multimillion-dollar annual capital improvement program, and provides direct oversight to construction projects. In addition, the Department supports private development activity through the planning

and zoning functions of City government, and through permitting. Engineering, Code Enforcement, Highway, and Buildings & Grounds 2025 budgets and staff were reviewed, as well as items requested but not funded in the 2025 budget including a vegetation management contract, Code Enforcement software, DPW relocation study, additional Administrative Assistant, a reduction to the tree removal budget, DPW director vehicle, CIP design work, Code vehicle, conference line reductio, second Highway Supervisor, plow truck, mileage reduction, pole barn at Glenwood, pick up plow truck, and an open deck equipment trailer.
DPW programs and activities for Engineering include Cherry St, Elmwood Ave, and Clinton St phase 1 reconstruction, John St, Rose St, and Folger Ave phase 1 reconstruction, Pulteney St. Recon from Hamilton to Castle St (survey and design), Castle St. Recon from Main to Brook Circle. Code Enforcement programs and activities include integrating and training on Fire Department software, and short-term rental enforcements. DPW Highway programs and activities for 2026 include pavement utility patching, street improvement resurfacing mill and pave, tree removal and prune, spring/gall debris and cleanup, and sewer clean and structure repair. Buildings and Grounds activities include Glenwood shop addition and restroom renovation, Fire Station overhead doors, PSB HVAC cleaning, and City Hall roof.
DPW Engineering future capital projects, equipment and resource needs include digitizing records management staff support, GIS sewer data with seasonal staff support, staying ahead of CIP project design, shade tree assessment, and additional staffing. Code Enforcement future needs include retirement succession for Superintendent of Building, Codes and Zoning, staffing increase if 1-2 family inspections return, and a vehicle allowance.
DPW's Highway future capital projects, equipment, and resource needs include building relocation, purchase of a wing plow, F250 with plow, and 12' snow pusher, improvement to boat launch docks, wash bay heater, replace hi flow skid steer, replace F250 plow, DRI marina dredging and pier maintenance, demo/rebuild of salt storage barn, replacement of salt truck, replacement of wing plow, and loader. Buildings & Grounds future needs include replacement of an F250 pickup truck, F150 pickup truck, zero turn mower, and toro workmen UTV, lakefront park concrete step feature stabilization, Glenwood road reconstruction and drainage, PSB courtroom renovation and expansion project, lakefront boat launch curbing and trailer parking, lakefront park PIP rubber safety surfacing, lakefront park public market grading, Jefferson Park parking lot resurface, and Washington Park PIP rubber safety surfacing.

Director Venuti presented the Water 2026 Budget Planning. The City of Geneva's fresh water is treated and distributed through the efforts of the Water Treatment Plant and the Water Maintenance Division. The Water Treatment Plant is located on NY 14 south of the City and draws water from Seneca Lake. The plant utilizes microfiber technology to filter the water, then treats it with chlorine as a disinfectant and phosphorous to stem pipe corrosion. Fluoride is added to support dental health. The 2025 Water maintenance and water treatment budgets and staffing were reviewed, as well as a dump truck that was requested and not funded in the 2025 budget. Water Department programs and activities for 2026 include water maintenance 8" cross connection Lewis St. to Goodelle Terr., water maintenance cellular meter replacement, water maintenance record management integration and training on Fire software, water treatment plant granular activated carbon filtration, water treatment plant high and low lift pump rebuilds, water treatment plant structural assessment, reservoir inspection and maintenance, lead service line material site monitoring, hydrant flushing, and valve exercising. Water future capital projects, equipment and resource needs include water treatment plant succession to include one additional FTE, water treatment plant roof replacement, water treatment plant out buildings roof replacement, water treatment plant fire suppression and monitoring, water maintenance F150 with plow, water maintenance 10 wheel dump truck, water treatment plant F250 with plow, F150, and front end mower, water treatment plant boiler replacement, high and low lift pump rebuild, three micro filtration staging pump rebuilds, pall micro filter reverse filtration pump and motor, replacement of micro filtration chemical heater elements, replace micro filtration tank, replace 4 MF chemical tanks, three MF chemical transfer pump replacement, two MF circulation pump replacements, replace MF air compressor, replace two chemical pit pumps and motors, replace two raw water intake chlorine lines, replace water treatment plant generator, replace two internal water treatment plant transformers, replace two programmable logic controller a/c units, install water treatment plant safety perimeter fencing, booster station pump rebuild, and replace booster station transformer.

Director Venuti presented the Sewer Department's 2026 Budget Planning. An extensive collection system and two 21st Century treatment plants support the City of Geneva's wastewater treatment program. The collection system consists of 82 miles of piping infrastructure for sanitary sewer collection and many additional miles of lines and structures dedicated to the collection and transfer of area storm water. The wastewater treatment system consists of two treatment plants, utilizing cutting edge technology to support the stewardship of the Seneca Lake watershed. The 2025 Sewer and Waste Water Treatment Budgets and staffing were reviewed, as well as items requested and not funded in 2025 including a sewer truck camera, plow truck and ABS pump. Sewer Department programs and activities for 2026 include perimeter security gate, mechanical piping upgrades, rebuilding gravity belt thickener, replacement of Actiflo Sludge Scraper, upgrade Supervisory Control and Data Acquisition (SCADA), clean and televise 4-6 miles of sewer system, clean and televise 3-4 miles of closed drainage system, and design/build Castle Creek large woody debris catch. Future capital projects, equipment, and resource needs include waste water treatment plant bar screen motor replacement, purchase 8inch dri prime pump, replace two variable frequency drives, replace aeration tank blower, replace VFD final clarifier, replace Moyno Sludge pump, clean and seal sanitary manholes in Glenwood section, install VFD's, replace south plant generator, and rebuild primary clarifier.

City Manager Hendrix explained that on May 28 targets will be discussed, there will be some surveys sent to Council before that meeting to gauge targets.
Clr. Lavin complemented the amount of work DPW is doing, noting the costs associated with it. He wondered if there are alternative business models that could be explored, as he sees a very traditional municipal model now in the City. Director Venuti explained that he works closely with the County and other municipalities, everyone pitches in to help each other. He also explained that the State and DEC will begin pushing for regional sanitary systems. Privatization of highway was discussed. It was noted that using contractors does drive up prices. Additionally, the Headworks analysis occurring, and rate study will kick off soon. Results will help with water and waste water decision making. Councilor Brennan recalled that Recreation and DPW need a lot of equipment, calling it an economic problem, noting that assessments alone can't raise enough money to run a city. City Manager Hendrix shared that a lot of models being looked at. What should be municipal, what should be private or pay to play, it's all being explored. Assessments and raising tax revenue were discussed as well. Director Sharman reiterated the benefit a full-time grant writer would be to have on staff, creating more opportunities for funding. Discussion followed.

3. <u>EXECUTIVE SESSION</u>

ACTION TAKEN by Clr. Petropoulos; seconded by Clr. Gillotte
MOVED THAT Council move to executive session at 7:30pm to discuss the employment of a particular person.
MOTION CARRIED UNANIMOUSLY

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Grimaldi
MOVED THAT Council exit executive session at 7:39pm.
MOTION CARRIED UNANIMOUSLY

4. <u>ADJOURNMENT</u>

ACTION TAKEN by Clr. Petropoulos; seconded by Clr. Gillotte
MOVED THAT the meeting be adjourned at 7:39pm
MOTION CARRIED UNANIMOUSLY

Nicole Tillotson

City Clerk