

# City of Geneva, New York

## Ad Hoc Finance Committee

### Meeting Minutes

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Date: January 21, 2026

Time: 5:30 PM – 6:45 PM

Location: Geneva City Hall, Teams Room

1) **Call to Order:** The meeting of the Ad Hoc Finance Committee was called to order at 5:30 PM by Mayor Jim Cecere, Chair of the Committee.

2) **Roll Call:**

Committee Members Present:

- Mayor Jim Cecere, Chair
- Sy Smith
- Kam Wong
- Charlie Bauder
- Robb Flowers
- Councilor Chris Lavin
- Councilor Pat Grimaldi

Committee Members Absent:

- Gary Baxter

City Staff Present:

- Adam Blowers, City Comptroller
- Taylor Youngs, Assistant City Manager

3) **Purpose of the Committee:** The Chair reviewed the advisory role of the Ad Hoc Finance Committee, which is charged with reviewing and analyzing the City of Geneva's financial condition and providing recommendations to City leadership. (see appendix)

4) **Committee Working Methodology:** The Committee agreed to adopt a topic-by-topic review structure, focusing each meeting on a specific financial area with materials prepared in advance. The output will be recommendations on the topic, which may require additional sessions to finalize.

5) **Standard Preparation Framework:** For each topic, materials will include:

- Current, five-year historical, and projected data
- Benchmarks and legal requirements
- Best practices from peer municipalities
- Key metrics & KPI's necessary for management & oversight
- Aspirational goals

6) **Areas Identified for Review**

- Debt & Financial Obligations
- Revenues (taxes, grants, fees, etc)
- Cash Management & Fund Balances
- Capital Plan & Bonding Plan (procedural review)

7) **Initial Priority:** The Committee prioritized Debt & Financial Obligations as the first area of review.

8) **First Action Step:** Information Acquisition Plan Adhering to the Preparation Framework Information will be gathered from:

- City Comptroller (CURRENT internal financial data. history, metrics & projections)
- City Manager (CURRENT policies)
- Research Associate (external data, information, benchmarks, best practices, etc.)

9) **Next Steps:**

Collection & preparation of materials on Debt & Financial Obligations will be prepared and distributed prior to the next meeting. This request will be broken out and sent to appropriate parties for completion.

10) **Adjournment**

The meeting was adjourned at 6:45 PM.

**MEETING APPROACH & NEXT MEETING**

Meetings will be schedule for every TWO weeks; the next meeting will be scheduled by City Clerk Nicole Tillotsen the second week of February.

## Appendix

# I. Finance Ad Hoc Committee

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## Mandate

The Finance Ad Hoc Committee will evaluate Geneva's financial condition with emphasis on cash management, debt, reserves, forecasting, and financial reporting.

It will also design financial metrics to support City Council's governance, oversight, and budget responsibilities.

This is not intended to replace staff functions but to enhance Council's understanding and improve long-term planning. It is also not meant to burden staff, so any requests will be limited in scope and focus on current, readily available information.

## Objectives

- Evaluate current cash flow and liquidity
- Review debt structure, refinancing opportunities, and long-term obligations
- Recommend reserve levels and stabilization practices
- Improve alignment between capital planning and fiscal capacity
- Create financial governance metrics
- Identify opportunities to improve financial transparency
- Strengthen the City's annual budget process

## Expected Outcomes

- A financial dashboard for Council
- Debt Strategy for budgeting purposes
- Recommendations for improved oversight
- A long-term sustainability plan
- Operational improvement recommendations for the Controller's Office

The Committee will operate for approximately six months and provide:

- Progress Report #1 at 60 days
- Progress Report #2 at 120 days
- Final Report at completion, presented to the Council and informally shared with City Council