

AGENDA

SPECIAL COUNCIL MEETING

CITY OF GENEVA, NEW YORK

February 17, 2026

**City Hall
47 Castle Street
2nd Floor Conference Room
Geneva, NY 14456**

COUNCIL MEETING STARTS AT 6:00 PM

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- I. CALL TO ORDER – Mayor Jim Cecere
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATION- DPW Briefing
- V. PRESENTATION- Major Infrastructure and Capital Projects Overview
- VI. ADJOURNMENT

Department Overview



of Public Works

Director of Public Works, Joseph

Venuti:

JVvenuti@CityofGenevaNY.gov

Intro: Born raised here; large family presence; professional career in Heavy Highway and Utility construction; I am honored to have been chosen to represent this department and returned back in 2020; Still have passion for this work and am proud to give back to this great community.

Department Overview: The Department of Public Works provides management oversight to the operation of the essential municipal infrastructure and services, including transportation network, vehicle and equipment fleets, water and wastewater services, street lighting, public buildings and parks. 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.

The department is divided into the following divisions:

General Fund:

- Engineering
- Highway Maintenance
- Code Enforcement
- Buildings and Grounds

Water Fund:

- Water Treatment Plant
- Water Administration Maintenance

Sewer Fund:

- Wastewater Treatment Plant
- Sewer Administration Maintenance

At the end of 2025, the divisions of Code Enforcement and Buildings and Grounds were moved to supervision of the Assistant City Manager but are still under the Department of Public Works. Divisions often overlap and Ms. Youngs and I are working well together through this transitional period. The other divisions remain under the supervision of the Director of Public Works.

Number of Staff: 50.5 Full-Time Equivalents

The Engineering Division (3FTE) contains the Director of Public Works, 1 Junior Engineer, and an administrative assistant. All three positions support the entirety of the DPW. Our office, functions at a high level of urgency, and with support from Mr. Reed and Ms. Lavoie and is the customer service hub for all things public works. Jackie is annually tasked handling thousands of complaints and concerns, payroll submissions, accounts payable processing, and Dig Safe utility stakeout ticket responses; We handle numerous and tedious grant support functions; project design, capital improvement oversight, and even track public property damage claims resulting from MVA's. We are never bored.

The Highway (6.5FTE) and Sewer Maintenance (8FTE) Division combine forces with 14.5 staff members. It is led by the Roads, Grounds and Sewer Supervisor and Assistant Roads, and Sewer Supervisor. The staff includes 1 Street Maintainer, 2 Heavy Equipment Operators, 4 Motor Equipment Operator, 1 Laborer, 1 Laborer to MEO, 2 Automotive Mechanics, 1 Motor Equipment Operator/Mechanic and .5 FTE of an electrician that is shared with the Wastewater Treatment Plant. This team is responsible for 82 miles of street and sewer distribution maintenance, including 4300 service customers, thousands of storm and sanitary structures.

The Code Enforcement Division (4.5FTE). It is comprised of the Building and Zoning Supervisor, three code enforcement officers and .5 FTE of an administrative assistant that is shared with the FD.

The Division of Buildings, Parks, & Grounds (9FTE). It is led by a Buildings, Grounds and Parks Supervisor and Labor Supervisor. Within the division there is 1 Laborer to Buildings Maintenance Worker (currently Vacant), 1 Heavy Equipment Operator, 4 Motor Equipment Operators, and 1 Laborer.

The Water Treatment Plant (4FTE). It is overseen by a Chief Operator and Asst. Chief Operator, along with 2 Operators. This licensed professional team is responsible for producing safe, cost-effective and high quality domestic drinking water, while adhering to USEPA and NYSDOH regulations.

The Water Maintenance Division (7FTE). It is led by a Water Maintenance Supervisor and Labor Supervisor. Within the division there is 1 Senior Water Maintenance Worker, 1 Heavy Equipment Operator and 3 Motor Equipment Operators (currently 1 Vacant). This licensed professional team, responsible for the distribution piping, oversees more than 60 miles of water mains, 4500 service customers, 566 fire hydrants and thousands of in line valves.

The Waste Water Treatment Plant (8.5FTE). It is managed by a Chief WWTP Operator and Assistant WWTP Operator Supervisor. The staff members at the WWTP include 1 Laboratory Technician, 3 Operators, 2 Operator/Trainees, and .5 FTE of an electrician that is shared with Highway Dept. The primary role of this licensed professional crew is to ensure wastewater is cleaned to meet strict USEPA and NYSDEC environmental regulations, protecting public health and natural water sources.

One thing most people don't know about the Department of Public Works:

Staff and I are on-call 24/7 to manage often invisible and century plus years old infrastructure and handle critical, unglamorous emergencies like broken water mains in freezing temperatures or repairing clogged sewer lines to help prevent backups into homes. The best public works projects are often those that go unnoticed because they are working properly. If your water runs, your toilet flushes, and the roads are clear, then we have succeeded.

2026 Work Program Goals for Engineering, Highway and Sewer Maintenance, Water Operations & Plant and Wastewater Treatment Plant: By December 31, 2026, the DPW will advance all approved capital projects according to schedule, complete planned infrastructure maintenance benchmarks (including inspection or rehabilitation of at least 5% of utility lines), and maintain uninterrupted operation of water and wastewater treatment facilities.

- **Capital Construction Projects**

- Water Treatment Slow Sand Filtration System - *Emergency RFP for Professional Engineering Report Structural Integrity Review*
- Lakefront Gazebo Construction. *Demo existing 2025, Structure is sourced, Foundation design 2026, Completion 2Q2026,*

- Castle Street Reconstruction PH 1. *Bid 2025, +/- 30% complete, Completion 3Q2026*
- Clinton Street Design and Utility Replacement. *Survey 2025, NYSEG Permit Issued 2026, Design Submit to NYSDOH 1Q26, Bid 3Q2026, Completion 2Q2027*
- Middle Street Bridge Replacement. *Design 1Q26, Bid 3Q26, Completion 4Q2027*
- **Infrastructure Maintenance and Asset Management**
 - Drainage system inspection and maintenance. *Progress*
 - Sanitary line inspection and rehabilitation. *Progress*
 - Streetscape maintenance planning. *Progress Highway, B&G, BID*
- **Water and Wastewater System Improvements**
 - Water plant pump restoration. *Low Lift and High Lift emergency*
 - Water meter encoder and endpoint replacement. *+/-1200 installs, Completion 2Q2026*
 - Wastewater Treatment Plant ATAD expansion. *Progress <10% complete, Completion 4Q2026*
 - Ongoing wastewater and sanitary system operations. *24/7/365*

Performance Indicator	Measure	2026 Target	Monitoring Date
Capital Projects	On Schedule/Budget	≥ 90%	Quarterly
Sanitary Lines	Inspected/Rehabilitated	≥ 5% of system	Annual
Drainage Systems	Inspected/Cleaned	≥ 5% of system	Annual
Water Operations	Service Interruptions	0, YTD 11 EA	Continuous
WWTP Expansion	ATAD Construction	Substantially Complete	Q4

Annual Metrics	2023	2024	2025
Number and Lane Miles Street Improvements. Mill Pave	17 Streets; 8.94 Miles	20 Streets; 6.92 Miles	9 Streets; 6.25 Miles; 5,171 tons
Number ROW Permits Issued	29	20	35
Number Dig Safe Tickets Processed	N/A	N/A	1,161
Number of Tree /Street Light Complaints	297	143	42 / 103
Number Street Sweeper Trips	100 Trips	80 Trips	64 Days
Number of Winter Trips days	32	22	42 De-Ice / 17 Plow
Collected Tree Yard Debris	19,000CY = 1,583Loads	11,000CY = 917 Loads	13,500CY = 1,125 Loads
Collected Food Scraps	208 Totes = 13.3 Tons	137 Totes = 8.7 Tons	158 Totes = 10.1 Tons
Amount of Water Produced / Delivered to Customers Annually	592,840,000 / 501,224,001 Gallons	571,796,000 / 497,015,423 Gallons	
Number of Water Lines Repairs	23	24	28
Number of Day Book Calls	512	438	427
Amount of Wastewater treated annually	1,162,820,000 Gallons	1,173,890,000 Gallons	1,065,070,000 Gallons
Estimated Amount of Stormwater Infiltrated Annually	> 15% of total flows	> 15% of total flows	> 15% of total flows

Number of Utility Structures Repaired	25	16	23
Number Sewer Lines Repaired	17	9	10
Collection System Inspected and Lined San/Storm	20,465 Feet / 2,555 Feet	2,058 Feet / 178 Feet	Inspected 8,923 Feet; Lined 4,355 Feet SA/ 1,475 Feet ST

2026 Work Program Goals for Buildings, Grounds, and Parks: By December 31, 2026, improve the condition, reliability, and service responsiveness of City facilities by implementing a standardized facilities work order system, completing priority facility upgrades and maintenance activities, advancing a comprehensive DPW Facilities Study, and maintaining uninterrupted operation of water and wastewater treatment facilities, while keeping all approved capital projects on schedule.

- Customer Service Excellence (Facilities)**
 Implement a standardized work order intake by 2Q2026, tracking, and communication process for City facilities to improve responsiveness, consistency, and customer satisfaction through timely completion and clear communication. Set baseline expectations for by Q4 2026 and implement with all departments.
- Facilities Upgrades and Maintenance**
 Modernize and maintain City facilities by completing priority upgrades, implementing cost-effective professional cleaning services, and identifying funding and project opportunities for improvements at Richards Park and other City-owned facilities. Funding will be identified and plans implemented to update Richards Park by Q3 2024.
- DPW Facilities Study**
 Conduct a facilities study focused on DPW buildings to assess current conditions, space needs, deferred maintenance, and long-term capital requirements to inform future planning and investment. An RFP will be released in by Q2 of 2026 to work with a consulting partner on this study.

Performance Indicator	Measure	2026 Target	Monitoring Date
Work Orders Managed	Number of facilities work orders logged in standardized system	Baseline + tracked	Quarterly
Facilities Study Progress	Milestones set by division	Completion of study	Q4
Work Order Timeliness	% of work orders completed within target timeframe	>75%	Quarterly
Facility Condition Monitoring and Repair	Reduction in critical deferred maintenance items identified in study	Baseline established	Annual

Annual Metrics	2023	2024	2025
Number of Parks and Acres Maintained	15 Parks, 108 Acres	15 Parks, 108 Acres	15 Parks, 108 Acres

Number of Cemeteries and Acres Maintained	2 Cemeteries, 71 Acres	2 Cemeteries, 71 Acres	2 Cemeteries, 71 Acres
Number of Burials/Full/Cremations	74/ 31/ 43	59/28/31	47/27/ 20

2026 Work Program Goals for Planning, Zoning and Code Enforcement : By Q4 2026, reduce average case resolution time by 10% and increase public satisfaction with Code Enforcement services, as measured through response-time tracking and at least one customer feedback survey, following implementation of process improvements and a new case management system.

- Planning and Zoning Board Efficiency and Operational Excellence**
 Improve the effectiveness, consistency, and transparency of the Planning Board (PB) and Zoning Board of Appeals (ZBA) by strengthening procedures, clarifying roles and expectations, enhancing customer service, and supporting informed, timely, and well-documented land-use decisions. This will begin with a ZBA and Planning Board training series that will launch in q2 2026.
- Technology Modernization for Code Enforcement**
 Identify, evaluate, and procure a modern case management system to improve operational efficiency, transparency, data integrity, interdepartmental coordination, and public access to information. A new system will be procured by q3 with implementation in q4 for larger roll out in 2027.
- Customer Service Excellence**
 Enhance the public’s experience with Code Enforcement through improved responsiveness, communication, transparency, and education, ensuring residents and businesses are informed, supported, and treated equitably throughout the enforcement process. A survey of all permit holders and people that worked with code from 2025 will be sent by q2 2026.

Performance Indicator	Measure	2026 Target	Monitoring Date
Case Resolution Time	Avg. days from intake to closure	↓ 10% vs. 2025	Quarterly
System Modernization	Case management system selected & implemented	Go-live by Q4	Milestone
Customer Satisfaction	Survey satisfaction score	≥ 80% positive	Annual
Transparency	Online case status availability	Public access enabled	Q4

Annual Metrics	2023	2024	2025
Number of Code Complaints Acted On	541	389	346
Number of Property Enforcements	498	390	328