

The Geneva City Council
Journal of Proceedings
City Council Operations Meeting
City of Geneva, New York

June 16, 2026 – 6:30 PM

City Hall
2nd Floor Council Chambers
47 Castle Street
Geneva, NY

Presiding - Jim Cecere Mayor

- I. **Call to Order** – Mayor, Jim Cecere
- II. **Executive Session** to discuss the employment of a particular person or persons

Action taken by Councilmember Lavin; seconded by Councilmember Petropoulos

**Moved that Council enter into executive session at 6:01pm to discuss the
employment of a particular person or persons**

Motion Passed Unanimously

Action taken by Councilmember Gillotte; seconded by Councilmember Lavin

Moved that Council exit executive session at 6:36pm

Motion Unanimously

- III. **Pledge of Allegiance**

- IV. **Roll Call**

- V. **City Manager Report**

- a. Clerk's Office Staffing

City Manager Hendrix opened the conversation by reviewing the information shared with Council, including extra information requested by Council. She recalled that a .5 Admin Aide position and full-time Deputy Clerk position remain frozen. She explained that the City is looking for direction from Council around how to proceed with the vacancies. She recalled that Council was considering retitling the Deputy Clerk role to an Admin Aide, and moving it into management, and looking at the City of Canandaigua's model as some of the options before them. City Manager Hendrix then explained her recommendation to close the Clerk/Comptroller counter on Tuesday and Thursday mornings until 1:00pm while this team remains short-staffed, as well as moving administrative aides from other departments to the Clerk/Comptroller counter for customer service assistance on Tuesday and Thursday afternoons for the time being.

Mayor Cecere recalled the resolution Council passed a few months ago freezing vacancies, as well as review of them since that time. He called unfreezing one or both of these roles a release valve that the

team is looking for to keep up with statutory requirements and customer service. Discussion followed around hiring either a part-time administrative aide or Deputy Clerk.

Action taken by Councilmember Petropoulos; seconded by Councilmember Lavin

Moved to fund a part time administrative aid in the City Clerk's Office

Motion Passed Unanimously

b. Transition Update

City Manager Hendrix reviewed a one page summary of items she recommends continuing, and those she recommends pausing. She reviewed priorities including the 2027 budget, contract negotiations, strategic plan, grant programming, and housing. Deferred work will include new grant applications, DPW design study, Ad Hoc Committee recommendations, and a second round of DRI funding. City Manager Hendrix encouraged the City to continue staff development during the transition and budget.

Mayor Cecere thanked City Manager Hendrix for her work and the calming she brought to the City during her tenure.

c. Work Programs Quarter 1 Update

City Manager Hendrix shared that the City was recently awarded \$12 million in State and Federal funding for water infrastructure that will go into lead and copper line replacement projects. \$8 million is in grant funding, and the remaining \$3 million in funding is in the form of low-interest loans for work that is not only necessary, but mandated.

Castle Street is ongoing. Three Railroad crossings will be repaired this summer. Lakefront Park damages are still being assessed. There has been a snafu with the pavilion, which will hopefully still be ready for July 1st.

Department breakdowns were distributed to Council and briefly discussed.

VI. New Business

a. Support & Authorization for 2026 DEC UCF Grant

Assistant City Manager Youngs explained that this grant would fund a citywide tree inventory. Discussion followed around the Shade Tree Committee's database, and their support of this proposed grant funding. There may be a 10% match for this grant, which will likely be in kind.

Action taken by Councilmember Petropoulos; seconded by Councilmember Gummoe

Moved that this resolution be approved

Motion Passed Unanimously

b. Adopting the City of Geneva Recreation Advisory Board Bylaws

Action taken by Councilmember Kaim, Jr.; seconded by Councilmember Petropoulos

Moved that the resolution be approved

Motion Passed Unanimously

VII. Adjournment

Action taken by Councilmember Gummoe; seconded by Councilmember Petropoulos

Moved that the meeting Adjourn at 7:25pm

Motion Passed Unanimously

City Clerk



Executive Transition Plan

As part of the transition, I met with the Assistant City Manager, Mayor, and Deputy Mayor to review current priorities, projects, and management responsibilities. This memo outlines recommended management assignments during the Acting City Manager period to ensure continuity of operations, support the 2027 budget process, advance key initiatives, and position the organization for a successful transition. Consistent with the Geneva City Charter, final administrative authority remains with the Acting City Manager.

While some responsibilities may be reassigned internally, the authority of the position does not change. Under the Charter, the Acting City Manager assumes the full powers and responsibilities of the City Manager, while City Council continues its role in setting policy, adopting budgets, and providing strategic direction.

Primary Organizational Priorities

For the remainder of 2026, management attention will be focused on:

- Development and adoption of the 2027 Budget
- Collective bargaining and labor relations
- Maintaining core City services
- Housing and development projects already underway
- Grant Administration and Programming include items such as - Comprehensive Plan, Housing Infrastructure, CDBG grant programming such as MAP and others, SWIFR Grant and Resource Recovery Park implementation
- Supporting City Council and maintaining clear communication with the community

Work that will be deferred

To ensure adequate focus on budget development, labor negotiations, and core operations, the following efforts will be paused:

Paused Until 2027

- New grant application development
- DPW Facility RFP and design study
- Ad Hoc Committee recommendation implementation planning

Paused Until At Least 2028

- Downtown Revitalization Initiative (DRI) planning and application efforts

Work That Will Move Forward More Slowly

The following initiatives will remain active but are not expected to see significant advancement during the interim period:

- Facilities and Planning Department Work Order System development
- Historical collective bargaining analysis
- Employee engagement initiatives and development
- IDA organizational development and staffing initiatives

Where appropriate, staff will continue maintaining existing work products and address operational needs.

Capacity

The organization has a finite amount of management capacity. During any leadership transition, it is important to focus on the work that is most critical to the City's financial stability, operational effectiveness, and long-term success.

These adjustments allow staff to:

- Deliver the 2027 Budget on schedule;
- Support ongoing labor negotiations;
- Maintain service levels for residents;
- Continue progress on major housing and planning initiatives; and
- Position the organization for a successful transition to the next permanent City Manager.

Transitions naturally create questions about priorities, capacity, and the work ahead. The recommendations outlined in this memorandum and guide are intended to provide a practical framework for maintaining momentum on the City's most important responsibilities while ensuring organizational stability during this period.

Council will continue to receive regular updates on these efforts, and priorities can be revisited as organizational needs, opportunities, and challenges evolve. The work of the Acting City Manager is ultimately one of stewardship; stewardship of public resources, stewardship of the organization, and stewardship of the trust placed in local government by the community.

Having worked closely with the Assistant City Manager, I have full confidence in her ability to lead the organization through this transition. She brings strong institutional knowledge, established relationships, a deep understanding of City operations, and a commitment to public service that will serve the organization well during this period.

The City is entering this transition from a position of strength. With the support of Council, dedicated staff, and community partners, I am confident the organization will continue to move important work forward, provide high-quality services to residents, and remain well positioned for the next permanent City Manager.

With Appreciation,



Amie M. Hendrix
City Manager

Resolution # 34-2026

Support & Authorization for 2026 DEC UCF Grant

WHEREAS, the City of Geneva is applying to the New York State Department of Environmental Conservation (DEC) for a reimbursement project grant under the Urban and Community Forestry (UCF) Program to create an inventory of the trees located on municipal parkland, street sides, and cemeteries; and

WHEREAS, the City's last Tree Inventory is ten years old and needs to be updated to match the changing conditions; and

WHEREAS, the City's 2016 Comprehensive Plan specifically states that the "visually beautiful and ecologically sustainable environment should be celebrated and protected within the city and surrounding area," and

WHEREAS, completing an updated Tree Inventory will allow the City to obtain a more accurate picture of the City's natural assets and better ascertain how to preserve them; and

NOW, THEREFORE BE IT RESOLVED, the Council of the City of Geneva authorizes the Director of Public Works to proceed with any of the logistics that are needed for this grant submission, and will administer the grant in accordance with all applicable rules and regulations established by the DEC; and

BE IT FURTHER RESOLVED, that if awarded the UCF grant, the City may be obligated to provide any outstanding costs not covered or costs not deemed eligible by the grant.

BE IT FURTHER RESOLVED, that the Council of the City of Geneva hereby does approve and endorse the submission of the application for the Urban and Community Forestry Program by MRB Group for the Tree Inventory Grant.



STATE OF NEW YORK)
COUNTY OF ONTARIO) ss:

I, Nicole Tillotson, City Clerk of the City of Geneva, New York, do hereby certify the foregoing to be a true and complete copy of an original resolution on file in the City Clerk's Office, which said original was adopted at a Regular Meeting of the Geneva City Council held on June 16, 2026.

Dated: June 17, 2026

Nicole Tillotson

City Clerk

Resolution # 35-2026

Adopting the City of Geneva Recreation Advisory Board Bylaws

WHEREAS, the City of Geneva Recreation Advisory Board was established to serve in an advisory capacity to the City Council, City Manager, and Recreation Department on matters relating to recreation programs, parks, facilities, community engagement, and long-range planning; and

WHEREAS, the Recreation Advisory Board has developed bylaws to establish its purpose, membership, officer structure, meeting procedures, duties, responsibilities, and operating guidelines; and

WHEREAS, the proposed bylaws were reviewed, discussed, and approved by the Recreation Advisory Board at a duly convened meeting; and

WHEREAS, the adoption of formal bylaws will provide a consistent framework for the operation of the Recreation Advisory Board and support its ability to effectively advise the City on recreation-related matters; now therefore, be it

RESOLVED, that the Geneva City Council hereby adopts the Recreation Advisory Board Bylaws as presented; and further

RESOLVED, that the adopted bylaws shall take effect immediately upon approval by the City Council and shall govern the operations of the Recreation Advisory Board until amended in accordance with the provisions contained therein.



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