

AGENDA

REGULAR COUNCIL MEETING

CITY OF GENEVA, NEW YORK

JUNE 5, 2024

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

EXECUTIVE SESSION STARTS AT 6:00PM

To discuss collective negotiations pursuant to article fourteen of the civil service law.

COUNCIL MEETING STARTS AT 7:00PM

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[YouTube.com/cityofgenevany](https://www.youtube.com/cityofgenevany)

- I. CALL TO ORDER – Mayor, Steve Valentino
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PUBLIC HEARINGS:
 - A. Short Term Rentals Ordinance
- V. PROCLAMATIONS
 - A. Pride Month
- VI. FOUNDRY UPDATE
- VII. SUPERVISOR UPDATE
- VIII. CONSIDERATION OF MEETING MINUTES

This portion of the meeting is dedicated to correction of meeting minutes for the following Council session.

 - A. April 10 (Special Council Meeting)
 - B. April 29 (Special Council Meeting)

- C. May 1 (Regular Council Meeting)
- D. May 13 (Special Council Meeting)

IX. PUBLIC COMMENT

This portion of the meeting is dedicated to receiving comments on any topics. The standard time limit for public comment is three (3) minutes.

X. CITY MANAGER REPORT –*This portion of the meeting is dedicated to presentation of a report by the City Comptroller on non-action matters that have not been addressed elsewhere on the agenda.*

XI. UNFINISHED BUSINESS

This portion of the meeting is dedicated to consideration of matters that have been previously considered by City Council. These include:

- A. Resolution - SEQR for Short Term Rental Ordinance – David West (page 29)

XII. NEW BUSINESS

This portion of the meeting is dedicated to consideration of matters that have not been previously considered by City Council. These include:

- A. Resolution - Authorization for WIAA Drinking Water Grant Application - Joe Venuti (page 53)
- B. Resolution – Support of Pro Housing Communities Pledge – David West (page 56)
- C. Resolution – Setting a Public Hearing for 2024 CFA and CDBG Grant Applications – David West (page 59)
- D. Resolution – Create Credit Card Policy – Comptroller (page 62)
- E. Resolution showing continued support for Welcome Center – Comptroller (page 67)

XIII. BOARD AND COMMISSION APPOINTMENTS

XIV. MAYOR AND COUNCIL REPORTS

This portion of the meeting is dedicated to presentation of reports by the Mayor and City Councilors on non-action matters that have not been addressed elsewhere on the agenda

ADJOURNMENT

THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

SPECIAL COUNCIL MEETING

CITY OF GENEVA, NEW YORK

April 10, 2024 5:15 PM

**Public Safety Building
255 Exchange Street
Geneva, NY 14456**

Presiding – Steve Valentino, Mayor

1. ROLL CALL

Present: Clr. Brennan, Clr. Lavin, Clr. Pealer, Clr. Petropoulos, Clr. Gillotte, Clr. Moracco, Clr. Grimaldi (arrived 5:20 pm) and Clr. Whitfield (arrived 5:20 pm)

2. WORK SESSION: SHORT TERM RENTAL LICENSE FEES

Mayor started session with his goals to move away with changes to ordinance and discussion of fees, and to set a meeting or 2 to keep the motion going. Amie reviewed what will happen as we draft the changes and how staff can carry it out in a reasonable and sensible manner. As part of looking at these issues we have purchased a software called RentalScape, which allows us to see a bird's eye view of what STR there are in the community and to help understand where we are at. Currently there are 92 properties (some fluctuations), renting a majority of self-contained units and not rooms. Host revenue is about \$ 2.2 million. Renting primarily single units and apts. Lots of info can be drawn out of RentalScape reports.

Clr Pealer asked what the software can provide to us? Would we be able to utilize it with STR or LTR? It is a forensic software and could potentially be used that way in the future. David West gave background on the resolution. Staff had a discussion and outlined what we are trying to accomplish with the resolution: How to compromise on existing regulations; what impact is from noise levels at night; what happens on a vacation is different that what may happen at home and how can it be controlled; concerns about parking, safety of building; what impact it has on the single family home sales/market (over 70% of single family homes in Geneva are STR). Resolution being reviewed by current council concerning the STR Special Use Permit and being able to revoke the license.

Clr Lavin commented that the zoning doesn't treat everyone the same and why does STR fall outside of zoning laws and not treated as a new use? Robert Marks addressed the question and explained there are tools we can use (parking, zoning and noise ordinances) but these are tools to treat the symptoms. Party concerns for STR such as noise can be monitored and could rescind the STR license if too many are received. Can you limit the number of times rented? Would like to see the STR contained to one area, giving those outside the area a sunset clause.

Clr Petropolis asked about a STR in his ward and their specific issues (ie: single drive & police can't do much except tow, and rents out for parties) and wondered how we can regulate these issues.

Robert answered that current laws can be clarified. Clr Grimaldi commented that parking restrictions and definitions of STR (bedroom, owner occupied, residents) need to be clarified.

David West fielded questions about.... adding a registry to make owners accountable, tying STR license to noise ordinances, parking, making hosts responsible for guests stays, how to revoke licenses for failing to comply with rules and regulations, are we able to prosecute, can we escalate fees if not corrected. He stated that most STR are not downtown.

Mayor added that once we execute regulations, violations can be filed by neighbors. The registry is public. Police can intervene. Limits of STR will need to be addressed with legal. Does not agree with limitations. Accountability and property management are key. He would like to give staff bullet points to work on the resolution. VRBO does not have an owner-occupied requirement.

Clr Pealer said he has mixed feelings on STR. He believes it is a blight -as giving up on the city. He thinks we should be able to revoke licenses, set fines which should escalate as needed. The goal should be to head off the violators.

Clr Brennan asked what do we want to do as a city? We have many disagreements; we need to fix the ordinance and this will help staff to move forward. We need to create something that is sensible and reasonable. What to charge? Higher rates will discourage. Would like to see a reasonable fee, bedroom vs people fee schedule, include parking requirements. Does not want to squash ABNB or VRBO but maybe reduce them to improve residential housing.

Clr Petropolis asked the difference of B&B vs STR. He believes they should be owner occupied and not rented as a party space.

Clr Gillotte asked how are to enforce codes? This is a new territory for us- a living document? Will it be easy for us to make changes such as limiting the number of STR. Would like to see more options from staff. Could fees be tied to assessment. We need to have families move back to Geneva.

Neal Braman brought up staffing and the need for 1-2 inspectors. GFD inspects commercial properties, would that include STR above commercial property?

Amie added that they used \$100-150/hr for staffing budget with annual inspections. We need to review how and what the city can do, and to define terms.

Clr Grimaldi would like to limit Airbnb with no inspections needed. Violations could disappoint renters and potentially lower fees. Could we change to occupancy tax (state issue).

David summed up what had been discussed to bring back to staff to work on: support staff; justify fees and changes to fees; review wording with legal to draft ordinance; remove special use permit; adjustments to parking and bedroom terms, limit of large gatherings; and inspection recommendations.

3. ADJOURNMENT

ACTION TAKEN by Clr. Petropoulos; seconded by Clr. Moracco

MOVED THAT the meeting be adjourned at 7:23pm

MOTION CARRIED UNANIMOUSLY

Alicia Jean
Deputy City Clerk

THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

SPECIAL COUNCIL MEETING

April 29, 2024 – 5:15 PM

City Hall – Second Floor Teams' Room

47 Castle Street

Geneva, NY 14456

Presiding – Steve Valentino, Mayor

1. ROLL CALL

Present: Clr. Brennan, Clr. Whitfield (arrived at 5:31pm), Clr. Lavin, Clr. Pealer, Clr. Gillotte,
Clr. Petropoulos, Clr. Moracco

Absent: Clr. Grimaldi

2. PROCLAMATION – Arbor Day

3. WORKSESSION ON SHORT TERM RENTAL LICENSE FEES

City Manager Hendrix began by giving a brief update on the Short Term Rental Ordinance, and handing the discussion over to David West.

David West led off noting that feedback was taken from Council last month, stating that it was great to have the new legal team's review, as they addressed a few big things and a lot of little things. The ordinance has better definitions now and is more enforceable. Additionally, structural changes include removing the special use permit process, to now being allowed by right. Parking requirements are reduced to match residential use. Fees have been adjusted to be more equitable and easier to understand, now scaled to \$250 per bedroom. The site plan review process has been removed, meaning short term rentals do not need to go to the Planning Board for review. There will just be a license for review with staff. The goal of the fee is to cover the City's costs. The definition of a bedroom isn't included in the ordinance, the definition of a bedroom will default to either zoning code or state law, if zoning code doesn't contain that definition. Counselor Petropoulos noted that in Article II, Chapter 215-44 the definition of "Dwelling" is a building that contains one or two dwelling units, and shouldn't it rather state one or more dwelling units? Robert from Legal noted that this definition came directly from City zoning code, and that can be looked at for updating. It was then noted that the definition for estate should also be reviewed.

Counselor Gillotte wondered why the City is charging a licensing fee of \$250 per bedroom, where as the Town is charging \$250 per Short Term Rental. David noted that the Town's ordinance differs in that you are required to live at or adjacent to the Short Term Rental. City Manager Hendrix added that the cost of staffing and administration, as well as the outside vendor to track the Short Term Rentals, and compliance were included into the licensing fee price. She added that if any cases happen to go to court, it would take up all the licensing fees and then some. Counselor Pealer requested a break

down of how staff arrived at the \$250 per bedroom fee, and wondered if the Town has found a way to incur less costs, perhaps the City can as well.

Counselor Brennan wondered if the sales tax exemption for efficiency units and bungalows would affect this ordinance. Robert will look into it and follow up. Counselor Brennan also wondered if the four bedroom max was intentional, as well as the 10 person max occupancy. Staff advised that previous council had added this language to the ordinance intentionally. Councilor Brennan inquired as to the penalty for violations which includes a \$250 fine and up to two weeks in jail. Robert advised that the jail language is standard code enforcement penalty language, and that the jail element exists to support criminal procedural law. Councilor Brennan thanked staff for their work on this ordinance. Mayor Valentino thanked staff and the legal team for their time and effort as well.

Mayor Valentino wondered what the difference in inspection language was between 215-44-2 B and D. Robert explained that one inspection was to get the license and the other was for the right to inspect for compliance. The language will be made clearer.

Councilor Lavin wondered what the legal implications would be if a year from now the City realizes a mistake and wants to reverse the ordinance after granting formal licenses. Legal shared that there would need to be grace granted for a sunset period. Legislation would have to be drafted in a codified process.

Councilor Petropoulos shared a conversation he recently had with a local realtor that Short Term Rentals are trending towards cycling out, as such he isn't expecting a glut of new applications. Discussion followed.

Councilor Gillotte noted that in his field investors take risks and attrition takes care of itself. He'd like to monitor the situation for some time, see how things go, and as David and his office get more inquiries for Airbnb's try to direct them more towards downtown and South Main St., into areas we'd like to improve.

Councilor Pieler agreed with the assessment of investors taking risks and hopes that risk doesn't come through governance, creating criminals from an otherwise legal situation. He wondered if licensing Short Term Rentals would be more or less burdensome than a building permit for a private home. Neil offered that they are not incredibly time consuming, and he expects properties to be in good shape as they're reviewed online by guests, it is a business. The people operating the license will need to do a good job maintaining their properties. Councilor Pieler wondered what a residential building permit costs, Neil shared that for a typical deck or porch it's around \$50. Councilor Petropoulos noted that permits for his building were a little more, due to being over a certain number of stories. He additionally liked the idea to incentivize STR's downtown where there are vacant units.

Councilor Lavin noted that's why he'd like to see Short Term Rentals limited to downtown, to put sales pressure on those buildings. He wondered if the State would really come in with an incentive though. He noted his concerns with the inspection process, and believes that licenses will remain in place during an appeals process, causing problems in residential neighborhoods while appeals go on for months. He additionally stated that limiting STR's to downtown less affects housing stock for lower income residents. Discussion followed.

Mayor Valentino stated his concerns with the suggestion to limit or take away the ability of those who have invested in Geneva and improved housing stock to run Short Term Rentals. Limiting Short Term Rentals is not a fix or a housing or economic development issue. With the recent updates to the ordinance the City now has the ability to respond if there is a problem.

Councilor Petropoulos inquired about a landlord/tenant scenario where the tenant violates code and the Certificate of Occupancy is revoked. The tenant would have the right to appeal to City Court. Mayor Valentino steered the discussion back towards Short Term Rentals. Councilor Petropoulos reinforced that he supports steering Short Term Rentals towards downtown, but not limiting them to downtown.

Councilor Lavin recalled last meeting that Mayor Valentino said that it's all about accountability and enforcement, however, Councilor Lavin has concerns that it will take 6-8 months to shut down a problem, which the mayor pointed out is an assumption. The Mayor also noted that owners may also comply immediately.

City Manager Hendrix shared information provided by Rental Scape, noting that the majority of Short Term Rentals are compliant, and also noted that the most time and energy is spent on those who don't comply. The three strike system works well in most markets. Most owners, when they get that first phone call are ready to fix the problem, and are usually aware of it because the renter destroyed their property. Councilor Moracco agreed that any place with bad tenants or negative reviews won't be rented out anyway.

Councilor Brennan noted that we know from Rental Scape that there are 132 STR's in the City, and their collective value is \$2.3 million, he wondered what the breakdown of the parcels is. City Manager Hendrix shared that 73% are single family units. Discussion followed.

4. DISCUSSION ON DOWNTOWN PARKING

City Manager Hendrix began the discussion on downtown parking noting that occasionally there is interest in leasing or utilizing downtown parking, and there is currently a potential business looking for 150 spaces. Staff is looking to gauge Council's interest in charging for these parking spaces. In 2016 there was a downtown parking study that reported about 452 total spaces downtown for all businesses at that time. Historically the City has stayed away from selling or leasing spaces except in a few instances.

David West reviewed the request details, noting that a business is interested in leasing or buying 50 spaces for company fleet vehicles. David shared that there is no parking shortage downtown and that the vacancy rate is above average. The City does not charge for parking, it's managed by limits on time. He also noted that there are many residents and businesses downtown that would like to buy dedicated parking spaces, thus its important to realize that as this is addressed, consider overall policy. David shared that to add a parking structure downtown would cost roughly \$60,000 per parking space, and noted that there are less expensive ways to add parking, including a temporary structure that would be \$35-\$40,000 per space.

Councilor Petropoulos wondered if the company with interest in buying or leasing spaces was a not for profit. City Manager Hendrix said that it was, however, no business decisions can be made based on a business's status. He proposed offering underutilizing spaces, if they are willing to walk, has reservations about selling or leasing prime spots. Councilor Petropoulos also reminded the group of how difficult it is to enforce parking in the City.

Mayor Valentino recalled a developer who at one time proposed a multi use building with below grade parking, noting that for economic development's sake that's what the City needs, creative parking solutions. He additionally noted that there is plenty of parking right now, but the challenge will be that as soon as you sell or lease spaces to one entity you'll promote more problems with parking. The Mayor asked for a consensus from Council. Councilor Gillotte wondered if the company has a timeline for moving into the City? David West shared that it's someone who would like to be downtown, has identified a building that is empty, and looking for a parking spot for every employee and each fleet vehicle. They have reduced their current request to only ask for fleet parking. Fleet will be out during the day, stationary on weekends.

Mayor asked for roundtable. Councilor Brennan inquired about parking space inventory, and David shared that the City actually has 803 parking spaces, 551 are off street spaces. The vacancy rate is generally aimed at 80% full in modern parking. In 2016 the City was at 69% use of off street parking spaces. City Manager Hendrix shared that although the vacancy rate is good, people still want to park right outside of where they're going, not to walk from a vacant space in a less convenient location.

Councilor Brennan wondered if these spaces were all downtown, they are now. He also feels that a special arrangement would be nearly impossible to enforce, and as such, he wouldn't encourage a special arrangement. Councilor Levin suggested that if the business wanted to pay \$150,000 in lieu of taxes to use 50 spaces at the OEO property for now, you have an asset you can sell, and generate revenue for the City, and additionally get a tenant in the City that has a lot of people. Councilor Petropoulos explored the idea of employees buying lunch downtown, and is all in favor of underground parking. He wonders how much it would cost, how long it would take, and noted that the spots wouldn't even need to be plowed. He explored the procedure in the event that a fleet vehicle parks in a private spot, and the process to try to get someone towed in the City. He also explored letting them use a really out of the way parking spot, and having a walk to their location. Councilor Brennan suggested another empty space that isn't currently designated as parking, can it be turned into a parking lot? Legal would have to explore. Mayor Valentino's concern is that if one request is granted, another request will be coming right away. Councilor Levin explored the downside of a building sitting there empty, as an unused asset downtown, and instead we're not looking at the opportunity, we're looking at the negative, there 800 parking spaces downtown, and at any one time we're only using 300 of them. They need a place to put their fleet, but agrees with the Mayor and is not in favor of giving away parking spaces downtown. Councilor Gillotte shared that fleet cars for social workers at the VA are parked in a lot that is far away, non-preferred parking, and something to think about in this situation.

Mayor Valentino asked David West and City Manager Hendrix if they had enough direction, David observed that the direction Council offered is that they are not in favor of selling or specifically dedicating parking. Councilor Petropoulos added that he'd like a parking structure explored. Mayor Valentino advised that the cost would be around \$18 million. David shared that the 25 spot Main Street lot was included in the 2016 study, and City Manager Hendrix added to that, sharing that a capitol plan for that lot had been brought forward to the previous council, and could be brought forward again.

5. ADJOURNMENT

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Petropoulos
MOVED THAT the meeting be adjourned at 6:22pm
MOTION CARRIED UNANIMOUSLY (7-2 Absent)

Nicole Tillotson

City Clerk

THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

REGULAR COUNCIL MEETING

May 1, 2024 – 7:00 PM
City Hall – 2nd Floor Council Room
47 Castle Street
Geneva, NY 14456

Listen to the City of Geneva's YouTube Channel:
<https://www.youtube.com/@CityofGenevaNY>

Presiding – Steve Valentino, Mayor

1. ROLL CALL

Present: Clr. Brennan, Clr. Lavin, Clr. Pealer, Clr. Grimaldi, Clr. Gillotte,
Clr. Petropoulos, Clr. Moracco, and Clr. Whitfield

2. EXECUTIVE SESSION

ACTION TAKEN by Clr. Petropoulos; seconded by Clr. Whitfield
MOVED THAT council move to executive session at 6:00pm to discuss matters
regarding proposed pending, or current litigation.
MOTION CARRIED UNANIMOUSLY

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Brennan
MOVED THAT council exit executive session at 6:55pm
MOTION CARRIED UNANIMOUSLY

3. AMENDMENT TO THE AGENDA

ACTION TAKEN by Mayor Valentino; seconded by Clr. Grimaldi
MOVED THAT the agenda be amended to include discussion on committee structure,
and establishing a public hearing and first reading for an Ordinance for Short Term
Rentals; and to remove the resolution Adopting License Fee for Short Term Rental
License.
MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

- A. Restore NY – Project # 1
- B. Restore NY – Project # 2

Mayor Valentino opened the public hearing at 7:04pm

Michael Bentley told council that he is a new Castle Street resident, and remarked on the beautiful neighborhood of Castle Hights, who's residents have built up the neighborhood with hard work. He voiced concerns about crime he's noticed in the neighborhood since moving there in March.

With no one else requesting to speak, Mayor Valentino closed the public hearing at 7:09pm.

5. PROCLAMATIONS

- A. Public Service Recognition Week
- B. Proclamation of Sympathy – Deacon Henry Farro

6. PRESENTATION

- A. Quarter 1 Financial Report – Comptroller Newcomb

Comptroller Stefanie Newcomb presented council with the city's first quarter financial report. The general fund, water fund and sewer fund are all tracking in line with projections. Comptroller Newcomb did note that recent water main breaks may put the salary line over, due to overtime, but everything is ok for now. She also noted that the general fund has collected 50% of anticipated revenue for the year, explaining that a good portion of the city's revenue is front loaded in the beginning of the year. 77% of budgeted funds remain in expense lines at the close of quarter one, and expenses are on track. Counselor Lavin wondered where sales tax is for quarter one. Comptroller Newcomb advised that it's a little above projection, and that any surplus goes into a revenue line, to be returned to fund balance at year end. Counselor Lavin noted that the report presented didn't offer a year over year comparison, Comptroller Newcomb will see if a report can be generated with that information. Counselor Lavin requested a dashboard for the layman to review financial reports. Comptroller Newcomb will look into one for the next quarter.

- B. 2025 Budget Forecast – City Manager Hendrix and Comptroller Newcomb

City Manager Hendrix presented an overview of how the budget is created and what we're looking at as we enter 2025, highlighting the Mission, Vision, and Values of the City and strategic priorities of Council which include infrastructure, communication, economic development, intergovernmental/community partnerships, neighborhood improvements and quality of life, fiscal stewardship, and organizational excellence. The budget is a blueprint guiding how city government spends money, and guides how the city pays for activities. The city is required to adopt a balanced budget covering one fiscal year, which in Geneva begins on January 1 and ends on December 31 of each year. City Council's responsibilities in the budget process include negotiation, review, modification and oversight of the city's revenues. The City Manager is responsible for management and delivery of government programs and services, including developing annual proposals to allocate the city's resources through preliminary budget and implementing each year's adopted budget. The 2025 budget process begins May 1 with Council overview and discussion, followed by departmental budget kick off, departmental budgets due to Comptroller in June, reviews and discussions in July, modified departmental budgets due in August, the City Manager budget is delivered to council in September, Public Hearing on Budget on October 2, followed by Council budget workshops throughout the remainder of the month, and final adoption of the 2025 Budget on October 30. Estimated revenues from the 2024 budget were reviewed, as well as city debt, fund balance, tax levy, taxable assessed value of the municipality, tax rate, anticipated revenue changes, anticipated expense changes, anticipated expense changes, and 2025 fixed costs. A sample budget Scenario was reviewed. Counselor Pieler raised questions about the tax rate and assessment of not for profit properties, looking for clarification regarding how these properties impact the tax rate of other property owners. Counselor Grimaldi, a former assessor explained that not for profit properties are counted in

the total assessment, but not in the taxable assessment, put another way, not for profit properties are not part of the tax base if they are not taxable properties. Director West elaborated on the subject to include that if a not for profit owns property that it is renting to a for profit business, that property becomes taxable. Not for profit properties are untaxable only so long as the property is being used in the capacity of not for profit. Counselor Lavin offered a compliment for starting the budget discussion early. He then asked why Geneva's tax rate is approximately 30% higher than Ithaca's and 36% higher than Canandaigua's, and wondered if there could be a dashboard for benchmark cities, showcasing the way they're spending and operating compared to Geneva, and wondered how Geneva got so out of line compared to these cities. Some discussion followed regarding the tax rate versus the tax levy. To wrap up the presentation budget goals were reviewed including smart spending, wise investments, stable revenues and the lowest tax rate in 10 years. At the close of the presentation Counselor Lavin wondered if the tax rate was an impediment to economic development, and the competitiveness to other communities around us. Director West summarized that the City of Geneva has high tax rates due to low property values while having comparable expenses to other communities. He further explained that in comparable cities property costs a lot more, allowing for a lower rate to meet their similar expenses. He also noted that the City's expenses are on the low side compared to similar places like Canandaigua, and that values being so low makes Geneva an attractive place to invest.

7. FOUNDRY UPDATE

Michael Murphy provided the Foundry update, read by the clerk, which said the following:

Remedial Design

- In anticipation of remedial construction during May and June 2024, NYSDEC's engineering contractor completed the remedial design for the State Street staging area based on the results of soil samples collected in late November 2023. This is the final remedial design and final property to be cleaned up as part of NYSDEC's offsite remediation project.

Remedial Construction

- Small excavation areas at properties between Geneva and Genesee Streets were completed and restored, including an area of public sidewalk on Geneva Street. Remediation of two additional residential parcels located on Tillman Street and Clinton Street is substantially complete.
- Replacement plants and trees will be planted at properties that were remediated in 2023 and 2024. Completion of the replacement plantings is expected by the end of June.
- As noted above, remediation of the State Street parcel owned by the City and used as a project staging area will begin in May 2024. Demobilization from the project staging areas on Lehigh Street, Geneva Street, and State Street will be completed in summer 2024.

8. CONSIDERATION OF MEETING MINUTES

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Petropoulos

MOVED THAT the minutes of the April 3rd, April 4th, and April 15th Council Meeting be approved

MOTION CARRIED UNANIMOUSLY

9. PUBLIC COMMENT

Mayor Valentino opened up the floor for public comment at 8:05.

Anne Harvy-Hoyt spoke first, providing the Green Committee's monthly report. She shared that the Mission Zero event was a big success, attended by nearly 500 people, plus about 30 people tabling at the event. Compost bins and shade trees were given away at the event. Anne also reminded everyone of the Seneca Lake Pure Waters rain garden workshop coming up at the library, and requested that Council consider amending code to allow shrubs and wild flowers within 25 feet of any street. She also shared that there is an upcoming event at lakefront park pointing out the rain soils there and the planting plan. Anne asked what Council's intention is with this park, noting that the biggest rain soil was mowed down recently. She further suggested that perhaps a trained horticulturist should take care of the park, and suggested letting BID take care of it.

Pat Schiller spoke next, hoping everyone took advantage of everything Geneva had going on last weekend at the Rec Center, Dove Block, and the Seneca Seven race. She reminded everyone that Memorial Day is coming up, and encouraged visiting the Vietnam Memorial Park in Rochester, where there will be a ceremony remembering those lost from Geneva, and the region. Names will be read off one by one in a very moving and worthwhile ceremony.

Catherine Price spoke next, beginning by passing plant plaques around for Council to review. She then provided the BID update noting that quarter one has been quiet, and the BID is gearing up for quarter two, with several projects to be completed by Memorial Day including placing the new plant plaques that were a joint effort begun last year between the IDA, LDC, and BID. Ms. Price noted that the QR codes on the plaques lead to the BID website, providing information about the plants, and linking visitors at the Visitor Center to points of interest and activities downtown. She also shared that Daisy Hoyt has made a plan for Seneca Street planting, and that the light pole project is on track to be completed by Memorial Day as well. Hometown Heros banners will be up, as well as hanging baskets. She also shared that new American flags are being ordered, with the help of the American Legion's fundraising efforts to fund higher quality flags. Ms. Price also noted that she would be happy to sit with the city to discuss additional man hours at the lakefront.

Michael Monaco shared his concerns regarding the Short Term Rental ordinance, and the struggles he's faced at his home due to the Short Term Rental next door to his home. Mr. Monaco would like to see the parking regulations for STR's match that of traditional Bed and Breakfasts.

Greg Cromer began by displaying an ariel photo of Geneva that he took with his drone on a beautiful September day. He shared how to purchase these ariel photos and noted that the funds he raises from photographing one location turns into a pay it forward, so he can go on to photograph the next location.

Rev. Dr. Phillip Fleming spoke next, sharing that he wears many hats in the community, and the one he wears the most is community engagement. Rev. Dr. Fleming has worked as a peer professional for years, and is wondering about opportunities in Geneva for the peer workforce. He shared that his services would be an opportunity for Geneva, and even elsewhere in the state. He recently started a not for profit 501c4, Hope and Success for the People, who's primary goal is bringing the peer workforce together. As an example, he suggests connecting agencies like Family Counseling of the Finger Lakes and FLACRA together with the people who receive support from these agencies. He additionally noted that he sent documentation to members of Council and is willing to share pace with another agency.

Anya Osatuke spoke next, noting that she wanted to share opinions more than information, stating that she is excited at the proposal to redevelop the site of a vacant building on Castle St. through Restore NY Project 1. She is excited at the idea of mixed use housing and retail and looks forward to having a coffee shop, small grocery, or bodega in her neighborhood.

10. CITY MANAGER REPORT

Solar Eclipse

Initial reports are showing the Economic Impact is estimated at \$1.2M to \$2.4M in gross sales for the City of Geneva

Estimated total visitors for the weekend: 20,000+

No major incidents; complement to the City and County teams.

Police Chief Search Process

Applications are being accepted through the Ontario County Application portal. Qualified applicants must meet the minimum requirements outlined in the job posting, including promotional (internal) applicants, external applicants, and transfers. The city will consider appointing a candidate who is either a provisional candidate (needing to complete the Civil Service testing process) or probationary-permanent (has successfully completed the Civil Service testing process) in nature.

All application materials are due by May 13, 2024 at 12pm. The materials will be reviewed by the City Manager and a team composed of City and Community stakeholders. The stakeholders group will be similar to our other interview panels consisting of representatives from the police department, fire department, city management, school district, higher education, business leaders, non-profit, sheriff's office, and a member of the Police Budget Advisory Board.

The interview process is planned to include an in-person meet and greet with City Leadership Staff and members of the Police Department and an in-person and recorded/streamed Community Forum. For community members that want to participate, the Community Forum will be their opportunity. This forum will be held the evening of May 22 and will be moderated. Attendees will have the opportunity to ask questions and rate the candidates. Following the conclusion of the Community Forum the top candidates may be invited to participate in a follow up interview with the City and Community Stakeholder team.

Hiring at the City

Recruiting seasonal laborers, please visit the City website and apply through the Ontario County Application portal.

County Housing Meeting

Meeting in May/June regarding utilizing the housing study with the County team.

Roadwork Updates

NYSDOT Rte. 5&20 Project: Milling and paving has begun. NYSDOT contact is Jamie Kilmer

Jamie.Kilmer@dot.ny.gov for any questions, comments, or complaints.

NYSEG Gas Main Upgrades- Elm & Colt St.

NYSEG Gas Main Upgrades Garden St., Greenhurst Ave., Nursery Ave.: Restoration work expected to begin 4/29

Castle Street Sanitary Sewer Repairs: Sanitary sewer spot repairs continue between Brook St. and Main St.

Spring Debris Collection

It's Spring Debris Collection time. Residents may place leaves and yard debris between the sidewalk and curb for DPW removal. Please place all leaves grass clippings, weeds and small brush debris in paper bags. Plastic bags will not be picked up. If interested, the City of Geneva will provide a limited amount of paper lawn/leaf bags which can be picked up at the City Clerk's Office. Yard Debris and Compost may also be brought to the Resource Recover Park during the following times: Wednesday 7:30 AM – 3:00 PM and Saturday 8:00 AM – 12:00 PM.

Public Service Recognition Week

May 5- May 11 is Public Service Recognition week, please celebrate the amazing public servants throughout the City. Each day I am impressed with the work our teams take on, from day to day operations to all the areas they go above and beyond.

Memorial Day Parade

Save the date for the Memorial day parade on Monday, May 27 at 10am.

11. RESOLUTION ADOPTING A PROCESS TO CREATE AND UPDATE CITY POLICIES FOR THE CITY OF GENEVA ADMINISTRATIVE MANUAL

City Manager Hendrix presented the following resolution:

WHEREAS, a best practice for government operations is to have standard operating procedures and policies, and

WHEREAS, city policies currently exist throughout the organization and have been created, yet a standard process for policy creation and updating has not put in place, and

WHEREAS, Council approval (a formal vote) will be required for new policies or for changes to existing policy language, and

WHEREAS, the policy detailed below has been crafted by the respective responsible departments and further offered for review by City staff and leaders of all collective bargaining units, now therefore be it

RESOLVED, on recommendation, that Policy 01-2024 Revising Policies and Procedures Policy is hereby adopted and shall be added to a City Administrative Policy Manual.

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Petropoulos

MOVED THAT this resolution be approved

ROLL CALL VOTE: Aye – Clr. Brennan, Clr. Whitfield, Clr. Lavin, Clr. Grimaldi, Clr. Gillotte, Clr. Petropoulos, Clr. Moracco, and Mayor Valentino
Nay – Clr. Pealer

MOTION CARRIED

12. RESOLUTION TO SUBMIT APPLICATION 1 FOR ROUND 8 OF THE RESTORE NY PROGRAM

David West presented the following resolution:

WHEREAS,

The City of Geneva is eligible for grant funding under Round 8 of the Restore NY Communities Initiative Municipal Grant Program, and;

WHEREAS,

the City of Geneva is considered to be a Moderately Distressed Community by Restore NY criteria which allows pursuit of the Special Project category, and;

WHEREAS,

the City Council has considered proposals that qualify for funding under the program and selected this project to be included in an application that will be submitted to Empire State Development Corporation (ESDC) as follows:

Property 1 – 314 Castle St. consists of demolition of 10,000 s.f. former retail/ grocery store/ commercial use structure (1 story) with remediation of the creek bed and banks under the former structure, reconstruction of a new 22,000 s.f. mixed use building of 2 stories to have retail/ commercial on the first floor with residential (minimum 10 units, affordable housing) on the second floor, retention of the existing laundromat, and reconfiguration of the parking and streetscape areas.

Property 2 - 90 Pulteney St. will create 17 apartments in the former DeSales.

Property 3 – 336 Main Street, the Women’s Club building, contains a total of 9400 sqft. Of which only 1250 is currently occupied. Renovations would include 2400sqft of commercial space and 5750 of residential space, with 1250 sqft that is in use not needing renovation. The project would result in 4 additional housing units being available.

Property 4 – 17 Seneca St. is 5060 sqft and burned in 2023, all 5060sqft will be renovated for a mix of commercial tenants – mostly office.

WHEREAS,

this project is consistent with all existing local plans, the proposed financing is appropriate for the project, the project will facilitate effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities in the City of Geneva.

NOW, THEREFORE BE IT RESOLVED

that the City Council hereby supports and will sponsor an application for Restore NY funding for 314 Castle St, 90 Pulteney St., 336 Main St., and 17 Seneca St., and will administer the grant in accordance with all applicable rules and regulations established by ESDC, and

BE IT FURTHER RESOLVED that the City Manager is authorized to sign the applications and any agreements required by ESDC for grant funding that results from the application.

Clr. Grimaldi wondered if any City is in the mix. Director West noted that there is a mix of State money, no City money is in the mix.

Clr. Lavin wondered what sort of performance obligations there will be for the grant. Director West shared that there will be tracking of affordability for the affordable units related to the 314 Castle Street project.

Clr. Pieler wondered if all units were earmarked for affordable housing. Director West noted that only some of the units at 314 Castle St. will be earmarked as affordable housing. When asked about the former DeSales school building Director West noted that there is no age limit related to that project, which will be high end apartments. He also wondered if all the properties would remain on the tax rolls, which they will.

Clr. Petropoulos wondered if \$8 million is funded for each project, or the total for all related to Application 1. Director West stated that \$8 million is the total state funding for all projects in application 1.

ACTION TAKEN by Clr. Lavin; seconded by Clr. Grimaldi

MOVED THAT this resolution be approved

MOTION CARRIED UNANIMOUSLY

13. RESOLUTION TO SUBMIT APPLICATION 2 FOR ROUND 8 OF THE RESTORE NY PROGRAM

David West presented the following resolution:

WHEREAS,

The City of Geneva is eligible for grant funding under Round 8 of the Restore NY Communities Initiative Municipal Grant Program, and;

WHEREAS,

the City Council has considered proposals that qualify for funding under the program and selected this project to be included in an application that will be submitted to Empire State Development Corporation (ESDC) as follows:

435 Exchange St. 36,076 sqft, currently 17,047 sqft is occupied. The proposed end use would include 2 renovated ground floor storefronts, 5 renovated apartments, and 10 new apartments in currently vacant area.

WHEREAS,

this project is consistent with all existing local plans, the proposed financing is appropriate for the project, the project will facilitate effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities in the City of Geneva.

NOW, THEREFORE BE IT RESOLVED

that the City Council hereby supports and will sponsor an application for Restore NY funding for 435 Exchange St. and will administer the grant in accordance with all applicable rules and regulations established by ESDC, and

BE IT FURTHER RESOLVED that the City Manager is authorized to sign the applications and any agreements required by ESDC for grant funding that results from the application.

Clr. Pieler wondered if the property related to Project 2 is on the corner of Castle and Exchange, across from the Dove Block heading north? Director West confirmed that it is.

Mayor Valentino noted that the property owner has applied for funds before, and is determined to renovate the property.

ACTION TAKEN by Clr. Lavin; seconded by Clr. Grimaldi

MOVED THAT this resolution be approved

MOTION CARRIED UNANIMOUSLY

14. RESOLUTION TO APPROVE LAKEFRONT KAYAK VENDOR PROPOSAL

David West presented the following resolution:

WHEREAS,

The Lakefront Park and Seneca Lake are two of Geneva's greatest assets and the City of Geneva wishes to create opportunities for more residents and visitors to fully experience and enjoy the lake, and;

WHEREAS,

the City of Geneva approved the release of a Request for Proposals for a Lakefront Kayak Vendor, and;

WHEREAS,

the City received 3 proposals in response to the RFP, and has carefully evaluated the proposals to choose the one that best serves the Geneva community, providing the maximum benefit through the unique combination of services offered, licensing fee structure, and the highest likelihood of successful, safe operation of kayak vending and associated services with the minimum of ancillary impacts, and

WHEREAS,

this project is a Type 2 action under NYS SEQR as construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, and minor temporary uses of land having negligible or no permanent impact on the environment.

NOW, THEREFORE BE IT RESOLVED

that the City Council hereby selects the Kayak Vendor proposal from _____, and **BE IT FURTHER RESOLVED** that the City Manager is authorized to continue negotiation of the final contract of vending in good faith based on the priorities expressed by Council and the general welfare of the Geneva community and to execute any and all contracts deemed necessary to carry out this program as authorized by Council.

Mayor Valentino began the discussion by noting that being sensitive to the lakeview will be important while making this decision. Along that thread, he noted that Woodard will be using two parking spots for trailers, reducing obstructions of lakeview, and brings experience from Canandaigua Lake. Has concerns about the Pennsylvania company since this is a pilot program, and ownership is important.

Clr. Petropoulos noted that this is his first time seeing this information and, if being asked to make a decision would go with a veteran. He further recommended a special meeting, since he can't in good conscience vote tonight.

Clr. Lavin suggested that Staff should get their arms around this project, and wondered if the Recreation Department should have daily oversight.

Clr. Gillotte shared that he likes the second proposal, reason being that he likes their fee, and it's important that whoever is chosen, they make the area look good, noting the multi colored kayaks.

Mayor Valentino explored the three options to move forward: provide direction to staff, provide direction to staff to make the selection, or table and have more discussion.

Clr. Pieler is in favor of tabling the resolution, and bringing it back at a work session, and noted that proposals are just talk, and only one proposal is already successful in our community.

Clr. Gillotte noted his support for tabling and committing to making a decision at a special meeting.

ACTION TAKEN by Clr. Lavin; seconded by Clr. Pealer

MOVED THAT this resolution be tabled

ROLL CALL VOTE: Aye – Clr. Petropoulos Clr. Whitfield, Clr. Lavin Clr. Pealer, Clr. Grimaldi, Clr. Gillotte, and Clr. Moracco,

MOTION TABLED

15. RESOLUTION TO ESTABLISH A 2025 BUDGET UTILIZING THE SAME TAX LEVY AS 2-24

Councilor Lavin presented the following resolution:

WHEREAS, the city has undergone a major reassessment; and

WHEREAS, many residents had significant assessment increases;

NOW THEREFORE, BE IT RESOLVED the council directs the city manager to prepare a 2025 budget that will not increase the city's tax levy above the 2024 level as residents adjust to new tax positions.

Clr. Lavin began discussion by noting this opportunity to signal to the community that we get it, we know we have some work to do, and a one year hiatus in the creeping tax rate would be helpful.

Clr. Pieler agreed, mostly, with Clr. Lavin, but disagrees with chaining up the levy, noting that the labor rate is going up, and a significant portion of the city's budget is spent on labor. No levy increase could affect staffing, public safety response time, and create less handling of road repairs, job loss and excessive overtime to name a few consequences. He noted that he has suggested eliminating the salary of City Council in the past. Clr. Pieler further stated that he supports controlling the levy and being mindful of expenses, but not in this manner.

Mayor Valentino noted that the suggestion is admirable, and believes in putting the pros to work. They have shared their 2025 focus, and believes in leaving the ability in staff's hands with council direction, to be efficient, conservative, and still provide the services the citizens of Geneva require. Mayor Valentino briefly explored bonding, and noted that he personally would love to see the tax rate go down.

Clr. Lavin understands the group's sentiment, but notes that that's how we got here. He noted that the city is way out of line because of the tax rate, which will come down due to the increase in assessments. Clr. Lavin further noted that the city needs to stop spending, start making the town stand up with the city, and to start demanding equity from surrounding communities, as he sees the city being taken advantage of. He further stated that council has to start somewhere, and council sets the goals, not staff, further noting that the city needs to align resources with assets. Taxes are too high while the city's range of services isn't as good as other municipalities.

Clr. Petropoulos shared that on principal he is in agreement with Clr. Lavin and Mayor Valentino, to hold staff to higher expectations. He noted that it's up to council to communicate that they're giving staff the opportunity to be creative, and agrees that the town is getting away with a lot regarding water, etc.

City Manager Hendrix clarified that water and sewer are not connected to the tax levy, and that sales tax is divided up via an Ontario County formula, and encouraged other discussions about mutual aid.

Clr. Lavin explained that water and sewer are assets the city can leverage, can have the conversation regarding fire departments combining, and sharing assets to reduce costs for both the town and city.

Clr. Gillotte wondered why council would box ourselves in now, and recommends talking about it throughout the budget process.

Clr Pieler noted that the reason homes are priced low, is related to the economics of the city, noting that average incomes are low, are in negative population growth, the poverty rate is flat or increasing. He reiterated that the city needs to metrically move forward to solve population decline.

ACTION TAKEN by Clr. Lavin; seconded by Clr. Brennan

MOVED THAT this resolution be approved

ROLL CALL VOTE: Aye – Clr. Lavin, Clr Brennan, and Clr. Whitfield

Nay – Clr. Pealer, Clr. Grimaldi, Clr. Gillotte, Clr. Petropoulos, Clr. Moracco, and Mayor Valentino

MOTION DEFEATED

16. RESOLUTION TO PROVIDE STAFF DIRECTION TO REDISTRIBUTE SHORT TERM RENTAL LOCATIONS

Counselor Lavin presented the following resolution:

WHEREAS, residents have opened unlicensed Short Term Rental operations throughout the city, and

WHEREAS, conflicts between Short Term Rental patrons and some permanent residents are occurring, this council agrees to establish a short-term rental licensing program that limits the location of short-term rental licenses to two sectors of the city.

NOW THEREFORE BE IT RESOLVED, City Staff and the City Attorney are directed to draft amendments to the City Code that restrict STR to buildings and apartments in the downtown BID section of the city and along the "row house" neighborhood of South Main Street extending to the 5&20 cloverleaf; and

BE IT FURTHER RESOLVED, City Staff and the City Attorney are directed to draft amendments to the City Code to establish a "sunset" period after which current operators of the STR outside of the above-referenced areas will no longer be permitted.

Clr. Lavin opened discussion noting that there are 130 homes out of inventory for families and workers, many of whom are out of town investors not managing their properties, which is not a healthy investment in Geneva.

Clr. Petropoulos shared that he recently spoke to a local realtor who advised that the short term rental market is petering out, and isn't what it had been. He believes that the resolution currently being worked on will code problem rentals out of existence, and likes the idea of regulating these rentals and steering new ones downtown, but not forcibly requiring it, and is opposed to sunsetting current owners out of the market.

Clr. Gillotte shared that he is opposed to sunsetting current rentals, but does support restrictions on the number allowed in neighborhoods and encouraging short term rentals downtown.

Clr. Lavin noted that short term rentals in Geneva have been unregulated, the wild west, and that Council is being timid at a time when it can take action to control the situation and protect the city's housing stock.

Clr. Brennan shared that he is himself in the short term rental business having a mix of rentals downtown, on South Main St. and in a neighborhood. He's intrigued by the proposition, as it would solve some of the city's housing issues.

Clr. Whitfield shared that he opposes the proliferation of short term rentals, and believes that their unchecked growth perpetuates a cycle of gentrification where low and middle income families are priced out of their neighborhoods and city. He further noted that displacement erodes the very fabric of our community. The influx of absentee buyers viewing properties as mere investments, not

homes, exasperates the problem, as rentals disrupt neighborhoods, and it's imperative to take a stand against short term rentals.

Mayor Valentino explained his disagreement, as short term rentals came to Geneva legally, purchased properties and conducted business legally in Geneva. The proposed ordinance gives us the ability to control short term rentals. He also reminded the group that there are long term rentals and home owners whom also disrupt neighborhoods. Mayor Valentino went on to remind everyone that if short term rentals don't have good ratings, they won't be seeing much business, and that only the minority of short term rentals are problematic.

Clr. Petropoulos agreed with Mayor Valentino, and suggested refining the proposed resolution to curtail future short term rentals, to use a combination of future restriction and regulation.

Clr. Whitfield shared that those saying the fabric isn't torn in the community due to short term rentals aren't being affected by having them move in. He continued to state that many families are being pushed to the outskirts of the community, and wondered who we are talking about economic growth for.

Clr. Lavin recalled an enforcement discussion at a previous meeting, stating that it's a six month process to revoke a license. Robert Marks reminded the group that once the license is revoked for violations, it remains revoked unless the Zoning Board of Appeals or court overturn it.

ACTION TAKEN by Clr. Lavin; seconded by Clr. Whitfield

MOVED THAT this resolution be approved

ROLL CALL VOTE: Aye – Clr. Lavin, and Clr. Whitfield

Nay – Clr. Pealer, Clr. Grimaldi, Clr. Gillotte, Clr. Petropoulos, Clr.

Moracco, and Mayor Valentino

Abstain – Clr. Brennan

MOTION DEFEATED

17. **RESOLUTION ESTABLISHING A PUBLIC HEARING FOR THE FIRST READING AN ORDINANCE ON SHORT TERM RENTALS**

Mayor Valentino presented the resolution on the floor:

NOW, THEREFORE BE IT RESOLVED, that a public hearing for the proposed amendment of the City Zoning Regulations set forth in the attached ordinance be held at the regular Geneva City Council meeting on June 5, 2024.

ACTION TAKEN BY Clr. Petropoulos; seconded by Clr. Pealer

MOVED THAT this resolution be approved

ROLL CALL VOTE: Aye – Clr. Petropoulos, Clr. Brennan, Clr. Pealer, Clr. Grimaldi, Clr.

Gillotte, Clr. Moracco, Mayor Valentino

Nay – Clr. Whitfield; Clr. Lavin

MOTION CARRIED

18. **FIRST READING OF AN ORDINANCE ON SHORT TERM RENTALS**

Mayor Valentino presented the ordinance for a first reading

Director West summarized recent changes to the Short Term Rental Ordinance including clarifications regarding inspections. There are two types of inspections, an inspection by Code at any time they believe there is a violation, and an inspection related to the application. The definition of dwelling was changed from “one or two” dwelling units in a building, to “one or more.” The final update was adding page numbers.

Additionally, City Manager Hendrix provided the requested cost estimate information:

This is estimated information based on a number of variables.

The number of short-term rentals vary on a monthly basis. The number has been as high as 137 properties.

The amount of time spent with each short-term rental unit will vary. In many instances the entire process from notifying the owners, coordinating visits, and visiting the location will take ~5 hours per unit. Some may take under 2 hours from start to finish and others may take multiple visits and much more time. Depending on the unit size the inspection may occur by a code officer or fire code inspector. We averaged all salaries from administration to support of senior staff to \$50/hour including benefits. The averaged salaries for compliance issues are at a rate of \$65/hour as it may involve public safety or legal services providers as well as the other staff.

Within the current listings, properties have different listings on various sites for the same property with different numbers of bedrooms shown (this could be due to a real additional unit that is rented separately or due to sometime renting out the whole unit and sometimes just part of it). We are estimating between 230 bedrooms and 334 bedrooms with the likelihood of being correct skewing hard toward the lower end.

If there are 230 bedrooms at \$250/bedroom we would generate \$57,500. It's likely we won't get 100% capture and that the number of rooms & units will go down with regulation meaning both some costs and revenues would be less, however it's also likely we may face at least one court case with costs in the \$15k-\$20k.

Revenues

Item	Revenue
230 Bedrooms x \$250/bedroom	\$ 57,500.00
Anticipated Revenue	\$ 57,500.00

Expenses

Item	Expense
Staffing Cost (4-7 hours per property @ \$50/hour) 5 hours x 130 properties	\$ 32,500.00
Mailings/Administration (2 mailings to all properties/printing/reminders)	\$ 1,750.00
Rental Scape License (annual fees)	\$ 7,500.00
Compliance (2-4 hours per 30% of property @ \$65/hour) 3 hours x 33 properties	\$ 6,435.00
Potential Litigation	\$ 15,000.00
Anticipated Expense	\$ 63,185.00

ACTION TAKEN BY Clr. Gilotte; seconded by Clr. Moracco

MOVED THAT this ordinance be approved for a first reading

**ROLL CALL VOTE: Aye – Clr. Gilotte, Clr. Brennan, Clr. Pealer; Clr. Grimaldi; Clr. Gilotte;
Clr. Petropoulos; Clr. Moracco; Clr. Valentino
Nay – Clr. Whitfield; Clr. Lavin**

MOTION CARRIED

19. DISCUSSION ON COMMITTEES

Clr. Lavin began the discussion on committees suggesting that just tonight if there were formal committees, there would have been an analysis of the quarterly financial report, questions would have been answered, and work would have been brought forward to council in the form we think it should be. The discussion on waterfront kayak vendors would have been done at an Economic Development committee, and a recommendation would have been brought forward to council. Clr. Lavin suggested that this isn't a wild idea, it's what all governments do, having committees, which allows counselors to be more engaged in a deeper understanding, bringing a consent agenda to monthly council meetings. He suggested assigning committees with a chair selected by the mayor, and approved by council, with a second council member on each committee. He suggested that committee meetings could be held a day or a week before City Council Meetings, sometimes only lasting 30 minutes. He shared that the City of Rochester, the City of Syracuse, the County of Ontario, and Congress use this form of government, to get items on an agenda for council meetings, where as Geneva is a mom and pop operation in comparison, where the public sees and discovers topics at meetings that go on too long. Clr. Lavin further explained that the way Geneva is handling agenda items and meetings is slow, opaque and exclusionary to the public. He further stated that agenda items are baked before they come to meetings in very private ways. Clr. Lavin admitted that utilizing a committee structure would demand more of council members to filter things coming to council, acknowledging that small towns don't need a committee structure.

Clr. Pealer noted that Ontario County Supervisors are paid substantially more than City Council members, and voiced concerns about accessibility for the working class to represent their wards in Council if there is a move to a committee structure, where they would be required to attend meetings all the time. He further noted that Geneva has a very affordable City Council, and with that goes an expectation that some items coming before council will have to be packaged and digested by professionals, very diligent staff who are leaders in their fields. Clr. Pealer also noted that Geneva is a small city, and counselors take an oath to be at every meeting. He voiced concerns about City Council becoming inequitable if it becomes bogged down in meetings, and only people who work for themselves will have the flexibility to be involved, pushing out the working man, placing power in with a more select few.

Mayor Valentino advised council that if there is interest in moving to a committee based structure, staff will outline the process and bring it back to council.

Clr. Pealer stated that he does not direct staff to increase the bureaucracy of this city by making committees.

Clr. Gilotte voiced concerns about filling proposed committees, as the city has trouble filling the current boards and committees, noting that it's hard to get people involved, there isn't a lot of interest.

Clr. Petropoulos shared his experience serving on city committees and with the Ontario County Board of Supervisors, which has 21 members. Their committees are made up only of elected officials, not civilians, reminding council that they were elected to do the extra work it takes to get the job done, and further explained that unelected people act in an advisory capacity only.

Mayor Valentino looked for direction from counselors, and recalled the challenge to the transfer of power recently in the Police Review Board. He also expected that smaller committees

coming back to the whole council would still need to vet information with the whole of council. Further, he disagrees with the assessment that the current process is opaque, as there is discussion on every item that is brought forward. Mayor Valentino reminded council that they need to do their homework, be prepared for discussion on the floor. Additionally, he noted that staff has provided information on who has committees and how they work.

Clr. Moracco added his concerns about committees creating extra work, while all items being brought forward still need to be fully vetted by all of council at monthly meetings.

Clr. Lavin countered that it took three months to get an organizational meeting together, and the City Manager and Planner via the City Manager still haven't been given their goals for the year, because we hide behind the committee of the whole.

Mayor Valentino reminded Clr. Levin to illustrate the value of the committee for the City's structure.

20. BOARD & COMMISSION APPOINTMENTS

ACTION TAKEN BY Clr. Pealer; seconded by Clr. Gillotte

MOVED THAT Wesley Greco be appointed to the Planning Board

MOTION CARRIED UNANIMOUSLY

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Petropoulos

MOVED THAT Catherine Price be appointed to the Local Development Corporation Board

MOTION CARRIED UNANIMOUSLY

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Petropoulos

MOVED THAT Joan Barnard be appointed to the Recreation Advisory Board

MOTION CARRIED UNANIMOUSLY

ACTION TAKEN by Clr. Gillotte; seconded by Clr. Moracco

MOVED THAT Catherine Price and Jan Regan be appointed to the Industrial Development Agency Board

ROLL CALL VOTE: Aye – Clr. Gillotte, Clr. Brennan, Clr. Whitfield, Clr. Lavin, Clr. Pealer, Clr. Grimaldi; Clr. Moracco; Mayor Valentino
Nay – Clr. Petropoulos

21. MAYOR AND COUNCIL REPORTS

Clr. Brennan shared that Tom Burrall has \$300 from firewood sales for the City from the month of April. The Shade Tree Committee had a very successful day at Mission Zero, giving away a lot of trees, and the Historic Districts Committee will hold their organizational meeting later this month.

Clr. Lavin brought a question from the neighborhood, wondering if food compost and yard debris is being collected. City Manager Hendrix advised that it can be dropped off on Wednesdays and Saturdays.

Clr. Pealer shared that the Planning Board met last month, summarizing their meeting where they approved a Photovoltaics project, the DeSales project is moving forward, and there was some discussion and relief that the special use permit language was removed from the Short Term Rental Ordinance. Clr. Pealer wondered if the BID or American Legion might offer fireworks this Fourth of July at Lakefront Park. He also wondered about giving the Green Committee Chair and BID President a different time to speak at council meetings, where they would not be limited to 3 minutes.

Discussion followed, and Mayor Valentino recommends that they remain with public comment, and be given some leeway with time, rather than holding them to the end of the meeting.

Clr. Grimaldi advised that the Housing Authority meeting went over scatter housing at their last meeting, and they are in the process of renovating a few apartments at a time, which seems to be going well.

Clr. Gillotte shared that the BID is in the midst of 25 events, currently promoting a wine event on Linden, and the Garlic Festival, to name a few. He also shared that there are several new and relocated business downtown including Hudson Hat Company, Hernandez Market has moved, Ester Son's Kitchen is now open, Murphy's Market moved across the street, a new card shop, and GI Cards & Collectibles is set to open, The Sideshow has reopened. He also noted that First Friday's are back this summer in partnership with the BID and Dove Block. Cruzin Night will be held on July 26, and Kayak Paddlefest is on June 29.

Clr. Petropoulos shared some highlights of the LDC's meeting today, and welcomed Catherine Price to the LDC. The group is creating small groups to concentrate on housing, small businesses, and community amenities. The upcoming tunnel mural was discussed and should be done this summer. Additionally, there is an Eagle Scout bench project for veterans, which will have a plaque for the veterans suicide prevention hotline phone number on it. The bench will be placed at the 911 memorial. Clr. Petropoulos shared feedback he gathered on the eclipse from visitors to Geneva, who thoroughly enjoyed Geneva. He shared that it was really good for business as well, and applauds city staff on an incident free day.

Clr. Moracco appreciates how helpful and accessible everyone has been, as he has a big learning curve, while learning the process of City Council.

Clr. Whitfield shared updates from the Rec Department, which had a great month. They hosted several lacrosse practices and games, the Kanadasaga Dog Show, Role Model and Career Day, Mission Zero Event, and a great spring break program for 5–11-year-olds. Soccer Tots starts this coming Monday, and there are still spots available. They'll be hosting a home show on Friday and Saturday, and summer rec program sign ups are on the website. The next Recreation Committee meeting is on May 21.

Mayor Valentino recently met with Tom Harvey and Julie Barry from Ontario County Economic Development Department to review the current status of the Steering Committee for the Ontario County Rail Corridor Development corridor 2. Initial work with the consultant has established data for evaluation, overall goal to review and analyze data and provide recommendations leading to economic development opportunities from rail improvements including the City's rail yard north of 5 & 20. The next Steering Committee meeting is being scheduled; next steps will be community meetings. Dan Wheeler urges counselors to participate in the Memorial Day Parade, reach out to Dan to make arrangements. Mayor Valentino met recently with Hobart William Smith and The Geneva Redwings for a collaborative meeting regarding McDonough Park use and maintenance. He added that the park will be in use from January through the summer, and it's nice to see the NCAA utilizing the facilities there. Due to the 5&20 reconstruction there are more traffic issues in that area, avoid if possible. Mayor Valentino thanked Council for their attendance and efforts at getting up to speed. The enthusiasm and professionalism is refreshing, and moving Geneva in a positive direction. Mayor Valentino offered a very special thank you to Mary Beniamino for the generous donation so the Hometown Heros banner project could be completed.

22. ADJOURNMENT

ACTION TAKEN by Clr. Pealer; seconded by Clr. Petropoulos
MOVED THAT the meeting be adjourned at 10:31pm
MOTION CARRIED UNANIMOUSLY

Nicole Tillotson
City Clerk

DRAFT

THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

SPECIAL COUNCIL MEETING

May 13, 2024 – 5:15 PM

City Hall – Second Floor Teams' Room
47 Castle Street
Geneva, NY 14456

Presiding – Steve Valentino, Mayor

Watch the livestream on the city of Geneva's YouTube Channel:

<https://www.youtube.com/cityofgenevany>

1. ROLL CALL

Present: Clr. Lavin, Clr. Pealer, Clr. Gillotte, Clr. Petropoulos, Clr. Moracco, Clr. Brennan, Clr. Whitfield (arrived at 5:23pm); Mayor Valentino

Absent: Clr. Grimaldi

2. WORKSESSION ON KAYAK VENDORS

Clr. Lavin began the conversation noting that it is up to staff to vet vendors who responded to the RFP and make a recommendation. Some Counselors wondered if Mr. Stivers would deliver, citing another operation of his that doesn't always run on time. Several Councilors wondered about costs the city would incur due to dock requests related to some of the vendor's proposals. Clr. Brennan noted at one point that kayaks and paddleboards can launch from the beach, and that despite some proposals asking for a dock, a dock really isn't needed. Discussion also followed regarding a fee schedule structured around net profit, which some thought could be near zero, depending on how profit is determined by the vendor. The City Manager noted that the only revenue the city will realize from the kayak vendor contract will be via sales tax revenue and the lease fee. Mayor Valentino reminded the group that the intention is for the kayaks on the lakefront not to be an expense for the city. He further noted that Woodard is the proposal that spelled out revenue specifically.

The Counselors also discussed liability for the city, noting that if the kayak vendor business is sued, the city surely will be as well. The City Manager will work with legal to craft the contract, and with NYMIR on insurance to best protect the city. She went on to remind the group that all Recreation activities have the potential for liability, and that this is a pilot program. Specific contract points and performance were discussed. Clr. Gillotte noted that Stivers has the necessary equipment and is ready to go, discussion followed regarding the low fee to the city offered by this vendor, and concerns about weather deliverables can be met on time due to an already busy business. Several counselors noted that Stivers is local, has a marina and believe he will be easy to work with due to proximity and his investment in the community. Additionally, Stivers diversity is noted as an enhancement, as they are also proposing to include bike rentals. Others preferred Woodard's proposal due to experience running a similar business on Canandaigua Lake, their offer to share payroll details, and the highest lease offer, as well as committing to run seven days a week. Additionally, Woodard's proposal has

the least impact on lakefront views, as their equipment will be brought in and out daily and stored on two trailers, that will remain empty in the parking lot during operating hours, creating no obstruction to lake views. Comments include noting that Woodard seems like the most serious proposal. Director West provided the staff recommendation of Woodard for several reasons, including that there would be a few items to negotiate with Stivers, Woodard is only asking for two parking spaces for their equipment storage, and is buying into the three year pilot period. He notes that contracting with Woodard would be fast, easy, and not overly complicated for staff.

3. RESOLUTION TO APPROVE LAKEFRONT KAYAK VENDOR PROPOSAL

David West presented the following resolution:

WHEREAS,

The Lakefront Park and Seneca Lake are two of Geneva's greatest assets and the City of Geneva wishes to create opportunities for more residents and visitors to fully experience and enjoy the lake, and;

WHEREAS,

the City of Geneva approved the release of a Request for Proposals for a Lakefront Kayak Vendor, and;

WHEREAS,

the City received 3 proposals in response to the RFP, and has carefully evaluated the proposals to choose the one that best serves the Geneva community, providing the maximum benefit through the unique combination of services offered, licensing fee structure, and the highest likelihood of successful, safe operation of kayak vending and associated services with the minimum of ancillary impacts, and

WHEREAS,

this project is a Type 2 action under NYS SEQR as construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, and minor temporary uses of land having negligible or no permanent impact on the environment.

NOW, THEREFORE BE IT RESOLVED

that the City Council hereby selects the Kayak Vendor proposal from Woodard Rentals, LLC, and

BE IT FURTHER RESOLVED that the City Manager is authorized to continue negotiation of the final contract of vending in good faith based on the priorities expressed by Council and the general welfare of the Geneva community and to execute any and all contracts deemed necessary to carry out this program as authorized by Council.

ACTION TAKEN by Mayor Valentino; seconded by Clr. Pealer

MOVED THAT this resolution be approved

MOTION CARRIED UNANIMOUSLY

4. ADJOURNMENT

**ACTION TAKEN by Clr. Pealer; seconded by Clr. Gillotte
MOVED THAT the meeting be adjourned at 5:45pm
MOTION CARRIED UNANIMOUSLY (7-1 Absent)**

Nicole Tillotson

City Clerk

DRAFT



Geneva City Council
Agenda Item Briefing

To: Geneva City Council

From: David West, Director of Planning & Economic Development

Meeting Date: 6/5/24

Item Title: SHORT TERM RENTAL SEQRA RESOLUTION

Action Required:

The approval of this resolution will designate City Council as the Lead Agency for SEQR review of the proposed Short Term Rental ordinance amendments to the City Code and make a determination of non-significance on the proposed action. This is a required step toward adopting the proposed amendments.

Background:

Based on feedback from the Code Staff, the Geneva community, and the City Council Work Session on Short Term Rentals we have a final draft ordinance amending the City Code to make changes to the process for approving Short Term Rentals in the City of Geneva. The proposed amendments fix some inconsistencies and provide additional clarity in the process as well as making 2 substantive changes requested. These changes include removing the requirement for a special use permit for Short Term Rentals, and adjusting the parking requirements for Short Term Rentals to match those of a residential use. The resolution before Council today completes the SEQR review process. A complete Part 1 form and a draft Part 2&3 form is included. Adopting the resolution accepts the Parts 2&3 as drafted. The final step before adoption is review by Ontario County Planning Board which will take place in June.

Alternatives:

Council is responsible for reviewing the potential for environmental impacts from this proposal. Rather than adopting the resolution as drafted Council could find that the proposed amendments could have med.-large impact which would require a full Environmental Impact Statement including scoping, mitigations, and findings before adopting the proposed ordinance.

Financial Impact:

None if adopted.

Geneva City Council
CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
(315) 789-2603 - FAX (315) 789-0604 - www.cityofgeneva.ny.com

Resolution # 38-2024
Short Term Rental SEQRA Resolution

WHEREAS, the City Council of the City of Geneva is considering adopting an ordinance amending short-term rental restrictions to permit them as of right in certain districts and to subject them to additional licensing restrictions (the “Action”); and

WHEREAS, the City Council has determined that it is the most appropriate agency for making the determination of significance thereon under the SEQRA Regulations, as the environmental, economic, and social impacts are primarily local in nature and is therefore the appropriate Lead Agency to conduct an environmental review of the Action; and

WHEREAS, the City Council prepared a Short Form Environmental Assessment Form (“EAF”); and

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Geneva, that in accordance with SEQRA the City Council hereby designates itself as Lead Agency for the proposed Action identified herein; and

IT IS FURTHER RESOLVED, that the adoption of the ordinance constitutes an unlisted action pursuant to the New York State Environmental Quality Review Act, and the City Council has reasonably concluded that, when compared against the criteria set forth in Part 617 of SEQRA, and based upon the information and analysis recited in Parts 1 and 2 the EAF, the proposed Action WILL NOT result in any significant adverse environmental impacts; and

IT IS FURTHER RESOLVED that the City Council does hereby make a Determination of Non-Significance on the proposed Action, and thus issues a Negative Declaration for the Action and authorizes the City Mayor to execute Part 3 of the EAF according to such declaration.

ORDINANCE NO. ____ OF 2024 TO AMEND CHAPTERS 215-44, 350-7.18, 350-3.4, 350-4.4,
AND 350-8.4 OF THE CITY CODE OF THE CITY OF GENEVA REGARDING SHORT- TERM
RENTALS

BE IT ENACTED, by the City Council of the City of Geneva, Ontario County, State of New York, as follows:

Article I. General Provisions

Section 1. Authorization

The adoption of this Ordinance is in accordance with Section 10 of New York's Municipal Home Rule Law.

Section 2. Title and Purpose

This Ordinance shall be known as Ordinance No. _ of 2024, to amend Chapters 215-44, 350-7.18, 350-3.4, 350-4.4, and 350-8.4 of the City of Geneva City Code regarding short-term rentals.

Section 3. Legislative Finding

The City Council of the City of Geneva hereby finds that short-term rental properties should be permitted as of right in certain districts subject to licensing restrictions. Protection of the public health, safety, and welfare of City residents shall be achieved through licensing restrictions including, but not limited to, inspection of rental units, appointment of a local contact person, and a process by which violations of City Code regulations results in the revocation of a license.

Section 4. Validity and Severability.

If any clause, sentence, paragraph, word, section or part of this ordinance shall be adjudged by any court of competent jurisdiction to be unconstitutional, illegal or invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, word, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

Section 5. Inconsistency.

All other local laws and ordinances of the City of Geneva that are inconsistent with the provisions of this ordinance are hereby repealed provided, however, that such repeal shall only be to the extent of such inconsistency. In all other respects, this ordinance shall be in addition to such other local laws or ordinances regulating and governing the subject matter covered herein.

Section 6. Effective Date

This Ordinance will take immediate effect upon approval by resolution by the City Council for the City of Geneva.

Article II. Amendments to the Code of the City of Geneva

Chapter 215-44, entitled “Short-term rental operator license”, shall be amended as follows:

Definitions

For purposes of this Chapter, the following terms shall have the following meanings:

Dwelling. A building that contains one or more dwelling units used, intended or designed to be used, rented, leased, let or hired out to be occupied for living purposes.

Dwelling Unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Owner: Any individual or individuals, partnership or corporation or other organization in possession of and having a fee interest in the Dwelling Unit. The term Owner shall include a corporation, limited-liability company, partnership, association, trustee, or other business entity or nonbusiness forms of ownership. For purposes of this Chapter, the term Owner shall also include any individual or individuals, partnership or corporation or other organization that has permission from the fee interest holder to operate a Short-Term Rental at the Dwelling Unit and is otherwise responsible for the management and/or maintenance of the Short-Term Rental.

Rental: An agreement granting use or possession of a Dwelling in whole or in part, to a person, group or entity in exchange for consideration. Use of a Short-Term Rental by a record owner of a property shall not be considered to be a Rental under this section.

Short-Term Rental: A Dwelling Unit with no more than four bedrooms that is rented, in whole or in part, to any person or entity for a period of less than 30 consecutive nights and meets all of the regulations, requirements and standards contained in this Chapter and Chapter 350-7.18, as amended. Short-Term Rentals do not include Boarding Houses or Bed and Breakfast Inns.

Short-Term Rental License: A license granted to a Short-Term Rental pursuant to this Chapter.

215-44-1 Short-Term Rental License Required.

- A. In addition to the requirements contained in Chapter 350, the Owner of a Short-Term Rental must also possess a current and valid Short-Term Rental License for each Dwelling Unit used for Short-Term Rental, issued by the Code Enforcement Office, prior to operation as a Short-Term Rental.

215-44-2 Short-Term Rental License Application, Renewal, and Fees.

- A. An application for, or renewal of, a Short-Term Rental License shall be submitted to the City Code Enforcement Office, signed by all persons and entities that have an ownership interest in the subject property, accompanied by payment of the license fee in the amount determined as part of the annual chart of accounts of the City of Geneva. Each Dwelling Unit used or advertised as a Short-Term Rental shall require a separate application for a Short-Term Rental License and payment of the associated license fee. The application shall be completed on a form provided by the City of Geneva, and shall include the following:
1. A list of all of Owner(s) of the Dwelling Unit, including names, addresses, telephone numbers (including mobile numbers) and e-mail addresses;
 2. Completion of a signed and notarized affidavit by the Owner(s) certifying the following:
 - a. The property is in compliance with New York State Code R314.3 Smoke Alarm and FC 915 for Carbon Monoxide Detector Locations.
 - b. The number of parking spaces meets the zoning requirements set forth by Chapter 350-8.4 of the City Code;
 - c. There are no outstanding property taxes or tax liens associated with the Dwelling Unit, nor does the Owner owe any other outstanding taxes fees or assessments to the City, including taxes and fees owed in connection with any other Short-Term Rentals;
 - d. The Dwelling Unit complies and will continue to comply with all standards contained in this Chapter, the City Zoning Ordinance and all other applicable laws, standards and regulations.
 - e. The Owner has read, understands, and agrees to comply with all legal duties imposed by this Chapter and the City Zoning Ordinance.
 - f. The Owner will not discriminate in guest use or rental of a Short-Term Rental, and will comply with all applicable anti- discrimination laws, including but not limited to: Title VII of the Civil Rights Act of 1968, the Fair Housing Act (FHA), and the Americans with Disabilities Act (ADA).
 - g. Designation by the Owner of a local person whose contact information will be made available to the City Code Enforcement Department and published in the City's Short-Term Rental database, and who shall be available twenty-four (24) hours per day, seven (7) days per week with the ability to respond to any complaint from the City or community members within forty-five (45) minutes for the purpose of responding to complaints regarding the condition, operation, or conduct of occupants of

the Short-Term Rental unit and taking immediate action to resolve any such complaints.

3. A site plan, drawn to scale, showing the location of the Dwelling Unit, surrounding buildings, and required parking. An accurate, suitable plan need not be prepared by a professional.
 4. A statement that the Dwelling Unit is served by a public sewer.
 5. Mobile Telephone numbers and email addresses of a local contact person(s), who shall be responsible, and authorized, to act on the Owner's behalf to promptly remedy any violation of these standards or the permit. The contact person may be the Owner or an agent designated by the Owner to serve as a contact person.
- B. The owner and any operator shall sign an authorization, valid for the Term of the Short-Term Rental License and any subsequent renewals, authorizing the City Code Enforcement Office to enter the Dwelling Unit upon twenty-four (24) hour notice to conduct an inspection to verify compliance with the Code of the City Geneva, including this section; to verify compliance with applicable New York State laws, codes and regulations; to verify the number of sleeping rooms within the Short-Term Rental, as authorized by this section; and to verify the number of parking spaces meet the standards set forth in the City Code zoning requirements for a Dwelling Unit.
- C. Upon the filing of a complete Short-Term Rental License application with the City Code Enforcement Office together with the applicable fee, and all documents and information required by this Chapter, the City Code Enforcement Office shall have sixty (60) days to review the application and then either issue the Short-Term Rental License or notify the applicant in writing that the application has been denied, along with the reason or reasons for denial.
- D. In reviewing the application, the Code Enforcement Office shall have the right to inspect the Short-Term Rental upon twenty-four (24) hour notice for purposes of ensuring compliance with this Code, and any other applicable codes, laws, or ordinances enforced by the Code Enforcement Office. If an inspection authorized herein is conducted, the Code Enforcement Office shall use the results of such inspection in determining whether to issue the Short-Term Rental License, with or without conditions, or to not issue the Short-Term Rental License.
- E. Short-Term Rental License Provisions.
1. A Short-Term Rental License shall be obtained prior to using any Dwelling Unit as a Short-Term Rental.

2. A Short-Term Rental License shall be valid for two years from the issue date, and must be renewed upon expiration as long as the Dwelling Unit is used as a Short-Term Rental.
3. The Short-Term Rental License is transferable to a new Owner, so long as the Owner registers with the City, updates the Short-Term Rental License application, and agrees in writing to comply with the requirements of the Short-Term Rental License and these regulations.
4. If the conditions under which the Short-Term Rental License is issued are not maintained or these regulations are violated, the short-term rental license may be revoked as described in Section 215-44-4 and the Owner subject to the penalties of this Chapter and the penalties set forth below.

F. Short-Term Rental Licenses issued pursuant to this section shall state the following:

1. The names, addresses, and phone numbers of the subject Owner(s) and the local contact person with the ability to respond to any complaint within forty-five (45) minutes for the purpose of responding to complaints regarding the condition, operation, or conduct of occupants of the Short-Term Rental and taking immediate action to resolve any such complaints.
2. Identification of the number of and location of off-street parking spaces available and the amount required by the Code.
3. A statement that the Short-Term Rental License may be revoked for violations.
4. A statement that guests must comply with the Noise Ordinance of the City of Geneva, as set forth in Chapter 232 of the City Code, which ordinance will be enforced by the City Police Department, the Ontario County Sheriff's Department, the New York State Police, or any law enforcement agency properly exercising jurisdiction over the premises or incident.
5. Any conditions imposed by the City Code Enforcement Office.
6. The Short-Term Rental License expiration date.

G. The current Short-Term Rental License shall be prominently displayed inside and near the front entrance of the Short-Term Rental.

H. Application Denial. City Code Enforcement may decline a Short-Term Rental License application for any of the following reasons:

1. The application is incomplete, the documentation required is not included with the application, or the full license fee, in payment form acceptable for the City Clerk, is not included with the application.

2. A Short-Term Rental License issued to any of the Owners was revoked within the two years prior to the date of the application.
3. City Code Enforcement determines upon review of application or inspection that the Dwelling Unit is not in compliance with City Code.
4. The site plan required to be submitted with the application does not comport with the requirements of this section.

215-44-3 Owner & Tenant Responsibilities.

- A. The Owner(s) of a Short-Term Rental shall be responsible for any nuisance violations arising at a property during Short-Term Rental activities.
- B. The Owner(s) of a Short-Term Rental shall fully comply with all applicable State and Local fire, building, health and safety laws, and all relevant local ordinances, including City parking standards.
- C. The Owner(s) must conspicuously post the Short-Term Rental License in a protected mounting in the public corridor, hallway or lobby of the dwelling for which the license was issued. This posting shall be in a common entrance. If no common entrance exists, then posting shall be made at the entrance of each Dwelling Unit.
- D. It shall be the responsibility of the Owner to acquire and maintain a valid sales tax certificate as required by New York State Law. Except for those instances in which a Platform bears the responsibility for collecting and remitting taxes and fees applicable to Short-Term Rentals, the Owner shall timely remit all applicable local, state, federal taxes and fees, owed in connection with any Short-Term Rental. The failure of a Platform to collect and remit taxes and fees shall not relieve an Owner of the obligation to pay taxes and fees owed pursuant to this Chapter.
- E. With respect to the Dwelling Unit which the tenant occupies, controls or uses, the Owner(s) shall be responsible for the following standards:
 1. Occupancy limitations and the lawful use of a Dwelling Unit;
 2. Maintenance of the Dwelling Unit in a clean, safe and sanitary condition;
 3. Maintenance of plumbing, cooking and refrigeration equipment, appliances, fixtures and facilities contained in the dwelling unit in a clean and sanitary condition;
 4. Keeping exits in the Dwelling Unit free and clear of obstacles and debris;

5. Disposal of garbage, refuse and debris in a sanitary manner and keeping the dwelling unit, lot, and neighboring lots free and clear from garbage, refuse and debris from the Short-Term Rental;
 6. Keeping domestic animals and pets in an appropriate manner and under control, to the extent that domestic animals and pets are permitted on the premises by the Owner;
 7. All occupants and visitors to the Short-Term Rental unit shall comply with all relevant occupancy and parking codes. In addition, occupants and visitors shall park motor vehicles only on-site (if the Dwelling Unit is designed to accommodate on-site parking) or off-site where parking adjacent to the Dwelling Unit is allowed. Notice of the parking locations allowed and other requirements shall be conspicuously posted on the inside of the Short-Term Rental;
 8. Ensuring that all occupants of the Dwelling Unit refrain from making any disturbing, offensive or excessive noise at any time, including but not limited to respecting quiet hours between the hours of 10 p.m. and 7 a.m., which would annoy or disturb the peace, quiet or comfort of a reasonable person of normal sensibilities. Each Short-Term Rental shall be required to prominently display a notice in any yard, porch, patio, deck, and/or pool area where renters may gather outside that indicates that unreasonable noise is prohibited by the City Code Chapter 323 and listing quiet hours.
- F. Compliance with Other Laws. The Owner shall ensure that any Short-Term Rental fully complies with the provisions of this Chapter, the City Zoning Ordinance, and all other applicable laws.

215-44-4 Compliance, Hearings, and Penalties.

- A. Owners of Short-Term Rentals shall obey all applicable laws, ordinances, and regulations of the City of Geneva, Ontario County, New York States and the United States of America, and shall be subject to the enforcement proceedings contained in this section.
- B. Any Short-Term Rental License issued pursuant to this Code is subject to continuing compliance with the conditions set forth herein, as well as any applicable laws, codes, regulations or ordinances. It shall be a violation of this Chapter to fail to comply with any standards and/or procedures set forth in this Section and/or Federal, State, or Local Law.
- C. The Zoning Coordinator or his designee shall be given access to the Dwelling Unit upon twenty-four (24) hour notice for the purpose of conducting an inspection as deemed necessary from time to time to ensure compliance with these regulations and with applicable State and Local codes.

- D. Inspection Fee. Owners of a Short-Term Rental shall pay an inspection fee to be set by the City Council annually in their schedule of fees, to be assessed against the Dwelling Unit, for each inspection in which violations of State or Local laws, codes, regulations and/or ordinances are found. The Code Enforcement Office shall assess the fee, when, in the evaluation of the inspector, the status of the violation has not progressed or been satisfactorily completed. The fee shall not be applicable to inspections ordered after the commencement of a Court action, nor any initial inspection required pursuant to the application process above, but shall apply to subsequent re-inspections pursuant to the aforementioned sections.
- E. Noise, nuisance, and parking violations. A Short-Term Rental License may be revoked upon repeated noise, nuisance, or parking complaints. Three (3) complaints relating to noise, nuisance, or parking at a licensed Short-Term Rental within twelve (12) consecutive months shall collectively constitute a first violation for the purposes of Section “G” below. Every subsequent three (3) complaints shall constitute an additional violation pursuant to Section G(2) and (3). Citations for noise, nuisance, or parking violations may be appealed to the Zoning Board of Appeals pursuant to Section 215-44-5 below.
- F. In the event that the Code Enforcement Office receives a complaint or determines that a violation exists, it shall inform the Owner of a Short-Term Rental License by written correspondence, hand delivered or sent via first class mail to the address provided on the application, and provide a fixed period of time, not to exceed thirty (30) days, to remedy all existing violations or show cause for delay, which may only be granted once, by the Code Enforcement Office, for a time period not to exceed ninety (90) days.
- G. Failure to remedy violations
1. Following the receipt of three (3) complaints relating to noise, nuisance, or parking, or expiration of the time period set forth in Section “F” above, the Owner of the Short-Term Rental unit shall be guilty of a violation and such Short-Term Rental License will be immediately suspended for a period of sixty (60) days. Continued failure to remedy an initial violation following the sixty (60) day suspension shall be considered a second violation.
 2. The Owner of the Short-Term Rental guilty of a second violation shall be further suspended for a period of one hundred twenty (120) days. Continued failure to remedy a second violation following the one hundred twenty (120) day suspension, shall be considered a third violation.
 3. The Owner of the Short-Term Rental guilty of a third violation shall have their Short-Term Rental License immediately revoked for that Owner and the Dwelling Unit.
- H. An Owner that has a Short-Term Rental License revoked may not apply or be granted another License for a period of two (2) years from the date of revocation, and no such License shall be reinstated unless the Owner has demonstrated that all violations have

been corrected and that he/she/they is in full compliance with all applicable provisions of this chapter. Revocation and/or multiple violations may be grounds for the denial of a subsequent application under this Chapter.

- I. Non-Permitted/Licensed Operation: No Owner shall operate a Short-Term Rental without a current Site Plan Approval, if required in the applicable zone, and a Short-Term Rental License issued pursuant to this Chapter. In the event that the Code Enforcement Office determines that a violation of this subsection exists, it shall inform the Owner by written correspondence, hand delivered or sent via first class mail to the address of the Dwelling Unit in question. The Owner will be given a warning with seventy-two (72) hours to cease operating the Dwelling Unit as a Short-Term Rental. Should such unpermitted/unlicensed operation continue after seventy-two (72) hours, or should the Dwelling Unit be operated as a Short-Term Rental without a Short-Term Rental License at any time thereafter, the Owner shall be in violation of this Chapter and be subject to the penalties listed below.

215-44-5 Appeals.

Decisions of the Code Enforcement Officer will be provided to the parties and may be appealed by the Owner or by the complaining party, by filing a written appeal within thirty (30) days of receipt of the decision, to the City Zoning Board of Appeals. The Zoning Board of Appeals shall conduct a de novo review of the decision.

215-44-6 Penalty.

For the purposes of City Code § 215-44, each day a violation exists shall constitute a separate violation.

- A. Any violation of either this article or chapter, as the case may be, shall be punishable as provided in § 1-17 of Chapter 1, General Provisions, of this Code.
- B. Notwithstanding the foregoing and in addition thereto, the City may bring an action for a mandatory injunction to compel compliance with the provisions of this chapter.

215-44-7 Effective Date.

This Ordinance, amending the Geneva City Code shall take effect 150 days after adoption by the City Council.

All other sections of Chapter 215-44 not referenced or amended as set forth above remain unchanged.

Chapter 350-7.18, entitled “Short Term Rentals”, shall be amended as follows:

§ 350-7.18 SHORT-TERM RENTALS

A. Findings. The purpose of this Chapter is to regulate the Short-Term Rental of dwelling units within the City of Geneva, NY and to establish comprehensive registration and licensing regulations to safeguard the public health, safety and welfare by regulating and controlling the use, occupancy, oversight and maintenance of Short-Term Rental properties. The City also recognizes that extensive Short-Term Term Rentals have the potential to compromise the residential character of the community, drive up prices of limited low-cost housing supply, and may cause disruption to the peace, quiet and enjoyment of neighboring residents. Accordingly, in order to respect the rights and interests of all residents of the City, this Chapter seeks to thoroughly monitor and regulate those who offer their homes as Short-Term Rental properties in order to minimize any potential detrimental impact this commercial enterprise may have upon the residential character of Geneva's neighborhoods.

B. Definitions.

1. Short-Term Rental: As used in this chapter, the term "Short-Term Rental" shall mean a dwelling that is rented, in whole or in part, to any person or entity for a period of less than 30 consecutive nights and meets all of the regulations, requirements and standards contained in this Chapter, as amended. Short-Term Rentals do not include Boarding Houses or Bed and Breakfast Inns.
2. Rental: As used in this chapter, the term "Rental" shall mean an agreement granting use or possession of a dwelling in whole or in part, to a person, group or entity in exchange for consideration. Use of a short-term rental by a record owner of a property shall not be considered to be a rental under this section.

C. Presumption of dwelling unit as short-term rental property

1. The following shall create a presumption that all or a part of a dwelling unit is being used as a short-term rental:
 - a) All or a part of the property is offered for lease on a short-term rental website, including but not limited to Airbnb, Home Away and VRBO, for a rental period of 30 consecutive nights or less; and/or
 - b) All or a part of the property is offered for lease for a period of 30 days or less through any form of advertising.
2. The foregoing presumptions may be rebutted by evidence presented to the City of Geneva Code Enforcement Office that the premises is not operated as a short-term rental.

D. General Requirements.

1. Any conditions imposed by the City Code Enforcement Office or the City Planning Board through Site Plan Review.
2. The property must have sufficient off-street parking spaces as required by Chapter 350-8.4 of the City Code.
3. Tenants and guests shall only park on a suitably improved parking area and shall not park in the required front yard setback.
4. The maximum number of bedrooms that can be rented is limited to 4.
5. The maximum occupancy for each Short-Term Rental shall be the lesser of 10 people or the number of people allowed by bedroom capacity as determined by the international building code section PM 404.4.1.
6. Regardless of all other occupancy limitations, maximum occupancy may not exceed 10 people and occupancy limitations are in effect 24 hours a day.
7. Advertisements for the Short-Term Rentals in the City of Geneva must conform to what is allowed under this section, the Short-Term Rental License issued in accordance with Chapter 215-44 of the City Code, and contain a statement advising potential occupants that Short-Term Rentals are subject to Section 215-44 of the Geneva City Code.
8. Short-Term Rentals are not permitted in dwelling units that are subject to affordable housing covenants or are income-restricted under Federal, State or Local law.

E. Short-Term Rental License Required. The Operator of a Short-Term Rental unit must acquire and maintain in good standing a revocable Short-Term Rental License as described in Chapter 215-44 of the City of Geneva Code.

1. Where the district regulations of this Chapter require site plan review, issuance of such approval shall be required prior to issuance of a revocable Short-Term Rental License under Chapter 215-44.

All other sections of Chapter 350-7.18 not referenced or amended as set forth above remain unchanged.

Chapter 350-3.4, entitled “Use Lists”, shall be amended as follows:

§ 350-3.4

USE LISTS

Uses are allowed in residential districts in accordance with the following table.

- A. Uses identified with a "P" are permitted as-of-right, subject to compliance with all other applicable standards of this zoning law.
- B. Uses identified with a "SP" may be allowed with the issuance of a special use permit (see Article 14 for review and application procedures).
- C. Uses identified with a "-" are expressly prohibited.
- D. Uses otherwise not identified in this Section may be permitted by right or with the issuance of a special use permit if the CEO deems such use to be similar in nature, activity, intensity and/or extent to a use that is already listed.

LAND USE	LDR	MDR	LLR	MR	ADDITIONAL REGULATIONS
Residential					
Single- or Two-Family Dwelling	P	P	P	P	-
Multi-Family Dwelling, By Conversion	-	SP	-	SP	§350-7.14
Multi-Family Dwelling, Up to 6 Units	-	P	-	P	§350-7.14
Multi-Family Dwelling, 7 to 12 Units	-	-	-	P	§350-7.14
Multi-Family Dwelling, Over 12 Units	-	-	-	SP	§350-7.14
Fraternity or Sorority House	-	SP	SP	SP	-
Bed and Breakfast	SP	SP	SP	SP	§350-7.7
Short-Term Rental	P	P	P	P	§350-7.18
Home Occupation (including Day Care)	P	P	P	P	§350-7.12
Hospice, Nursing Home, or Assisted Living	-	SP	-	SP	-
Commercial					
Day Care Center, Child or Adult	-	-	-	SP	§350-7.8
Dance, Art, Music, or Photo Studio	SP ¹	SP ¹	-	-	-
Office, Administrative or Professional	-	SP	-	SP	-
Other					
Agricultural Operation	-	-	P	-	-
Community or Service Club	-	SP	-	SP	-
Cultural Facility, such as Museum	-	-	P	-	-
Municipal Structure or Use	-	SP	-	SP	-
Place of Worship	P	P	P	P	-
Public Park or Playground	P	P	P	P	-
School, Public or Private	P	P	P	P	-
Telecommunications Facility	-	-	-	-	-
Accessory					
Accessory Use or Structure	P	P	P	P	§350-7.4
Accessory Dwelling Unit	SP	SP	SP	SP	§350-7.3
Keeping of Animals	SP	SP	SP	-	§350-7.13

All other sections of Chapter 350-3.4 not referenced or amended as set forth above remain unchanged.

Chapter 350-4.4, entitled “Use Lists”, shall be amended as follows:

§ 350-4.4 USE LISTS

Uses are allowed in business districts in accordance with the following table.

- A. Uses identified with a “P” are permitted as-of-right, subject to compliance with all other applicable standards of this zoning law.
- B. Uses identified with a “SP” may be allowed with the issuance of a special use permit (see Article 14 for review and application procedures).
- C. Uses identified with a “-” are expressly prohibited.
- D. Uses otherwise not identified in this Section may be permitted by right or with the issuance of a special use permit if the CEO deems such use to be similar in nature, activity, intensity and/or extent to a use that is already listed.
- E. In the GB District it may be permissible to locate more than one primary structure or use on a lot, provided the location and arrangement of such uses is approved as part of development plan review.

LAND USE	GB	NB	CB, CB-5	ADDITIONAL REGULATIONS
RESIDENTIAL				
Single- or Two-Family Dwelling	-	P	-	-
Multi-Family Dwelling, Up to 6 Units	P	P	P	§350-7.14
Multi-Family Dwelling, 7 to 12 Units	P	SP	P	§350-7.14
Multi-Family Dwelling, Over 12 Units	SP	-	SP	§350-7.14
Bed and Breakfast	P	SP	P	§350-7.7
Short-Term Rental	P	P	P	§350-7.18
Home Occupation	P	P	P	§350-7.12
Upper-Floor Dwelling Units or Lofts	P	P	P	-
COMMERCIAL				
Animal Grooming Shop	P	P ¹	P	§350-7.6
Dance, Art, Music, or Photo Studio	P	P ¹	P	-
Day Care Center, Child or Adult	P	P	P	§350-7.8
Financial Institution	P	P ¹	P	-
Funeral Home or Parlor	SP	SP	-	-
Gasoline Service Station	SP	-	-	§350-7.11
Gym or Fitness Club	P	P ¹	P	-
Hotel or Inn	P	-	P	-
Laundromat or Dry Cleaner	P	P ¹	P	-
Office, Administrative or Professional	P	P	P	-
Office or Clinic, Medical	P	SP	P	-
Personal Service Shop or Spa	P	P ¹	P	-
	P	SP	P	-

Recreation or Entertainment Facility, Indoor	P	P ¹	P	-
Repair or Service of Personal Items	P	SP	P	§350-7.17
Restaurant or Tavern	P	SP	P	-
Retail Store	SP	-	-	§350-7.23
Vehicle Sales, Service, or Repair Shop	P	SP	SP	§350-7.6
Veterinary Clinic	P	-	P	§350-7.22
OTHER				
Municipal Structure or Use	P	P	P	-
Museum or Library	P	P	P	-
Community or Service Club	P	P	P	-
Place of Worship	P	P	P	-
Public Park or Playground	P	P	P	-
School, Public or Private	SP	SP	SP	-
Telecommunications Equipment	SP	SP	SP	§350-7.20
Mix of Uses in a Single Structure or Lot	Refer to Each Use			
Permitted Uses Over 2,000 Square Feet	N/A	SP	N/A	-
ACCESSORY				
Accessory Use or Structure	P	P	P	§350-7.4
Accessory Dwelling Unit	-	SP	-	§350-7.3
Drive-Through Facility	P	-	SP	§350-7.9
Outdoor Assembly or Seating Area	P	SP	P	§350-7.15
Outdoor Sales, Display, or Storage Area	P	P	P	§350-7.15
Temporary Storage Unit	P	P	P	§350-7.21

NOTE: (1) Provided the use occupies a gross floor area of no more than 2,000 square feet.

All other sections of Chapter 350-4.4 not referenced or amended as set forth above remain unchanged.

Chapter 350-8.4, entitled “Minimum Off Street Parking Requirement”, shall be amended as follows:

§ 350-8.4 OFF-STREET PARKING MINIMUMS

A. Determination of Requirements.

1. The requirement for a single use (e.g. a retail store) shall be determined directly from this section, unless otherwise noted within this Chapter.
2. The requirements for a combination of uses made up of multiple permitted or specially permitted uses (e.g. a retail store with an office building) shall be determined by establishing the requirement for each single use and adding them together, unless otherwise provided for in this Article.
3. Any use requiring ½ or more of a parking space shall be deemed to require the full space.
4. If the use is not specifically listed in the schedule of such

requirements, the requirement shall be the same as for the most similar listed use as determined by the CEO.

5. The maximum number of parking spaces allowable for any use is not to exceed 125% of the minimum requirement, unless otherwise approved as part of development plan review.
6. The minimum parking requirement may be reduced as part of development plan review if the applicant can make permanent arrangements for shared parking with other uses or can otherwise prove that the parking standards are excessive for the particular use proposed.
7. The minimum parking requirement may be increased as part of development plan review if it is deemed necessary to protect the health, safety, and general welfare of the public.

- B. Central Business District.** In the CB and CB-5 Districts off-street parking spaces shall be provided in accordance with the following table.

LAND USE	MINIMUM SPACES (CB & CB-5 Districts)
<i>Residential</i>	1 per dwelling unit
<i>Lodging</i>	1 per room
<i>Other</i>	3 per 1,000 square feet of gross floor area

- C. CB District Exemptions.** No existing building within the CB and CB-5 Districts shall be required to provide additional off-street parking except when the building footprint is expanded. In such case, the required amount of additional off-street parking required shall be based on the additional building area.

- D. All Other Districts.** Off-street parking spaces shall be provided in all zoning districts, except the CB and CB-5 Districts, in accordance with the following table.

LAND USE	MINIMUM SPACES
RESIDENTIAL	
<i>Dwelling</i>	1 per dwelling unit
<i>Bed & Breakfast</i>	1 per room
<i>Nursing Home or Adult Care Facility</i>	0.50 per room + 0.50 per employee¹
<i>Short-Term Rental</i>	1 per dwelling unit
BUSINESS & COMMERCIAL	
<i>Brewery or Distillery</i>	3 per 1,000 square feet²
<i>Dance, Art, Music, or Photo Studio</i>	2 per 1,000 square feet²
<i>Funeral Home or Mortuary</i>	3 per 1,000 square feet²
<i>Gasoline Service Station or Car Wash</i>	2 per 1,000 square feet²
<i>Gym or Health Club</i>	3 per 1,000 square feet²
<i>Lodging</i>	1 per guest room + 0.50 per employee¹
<i>Office, Administrative or Professional</i>	2 per 1,000 square feet²
	3 per 1,000 square feet²

<i>Office or Clinic, Medical</i>	2 per 1,000 square feet²
<i>Personal Service Shop</i>	2 per 1,000 square feet²
<i>Recreation Facility, Indoor or Outdoor</i>	4 per 1,000 square feet²
<i>Restaurant, Bar, or Tavern</i>	3 per 1,000 square feet²
<i>Retail Store</i>	2 per employee¹
<i>Vehicle Sales³</i>	2 per 1,000 square feet²

Industrial

<i>All Uses</i>	1 per employee¹
Other	

<i>Hospital</i>	1 per bed + 1 per employee¹
<i>Licensed Daycare Facility</i>	1 per employee¹
<i>Place of Public Assembly</i>	2 per 1,000 square feet²
<i>Place of Worship</i>	1 per 3.5 seats
<i>School, Public or Private</i>	2 per classroom + 1 per employee¹
<i>School, Occupational or Skill Training</i>	1 per 3 students + 1 per employee¹

NOTES: (1) "Per employee" requirements shall be based on the maximum shift.
(2) As measured by the gross floor area of the primary structure of the proposed use.
(3) Minimum parking requirement does not include the spaces devoted to storage of vehicles to be sold.

All other sections of Chapter 350-8.4 not referenced or amended as set forth above remain unchanged.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Short Term Rental Zoning Ordinance Update			
Project Location (describe, and attach a location map): City of Geneva - City Wide			
Brief Description of Proposed Action: The City of Geneva is proposing a zoning ordinance amendment that makes several administrative corrections and adjustments as well as making 2 main changes in the regulatory requirements for Short Term Rental properties. Previously STR uses required both a license and a Special Use Permit. The proposal is to remove the Special Use Permit requirement and make the use permitted subject to the license requirement. The update also changes the parking requirement to match the requirement of residential uses (1 per dwelling unit) rather than matching the bed and breakfast requirement (one per rented bedroom).			
Name of Applicant or Sponsor: City of Geneva		Telephone: 315-835-0436 E-Mail: dwest@geneva.ny.us	
Address: 47 Castle St.			
City/PO: Geneva		State: NY	Zip Code: 14456
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO ☐
			YES ☒
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO ☐
			YES ☐
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action: ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

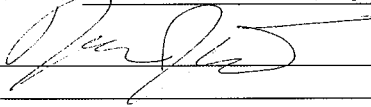
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☐	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
b. Are public transportation services available at or near the site of the proposed action?	☐	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☐	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☐	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☐	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	☐	☐
16. Is the project site located in the 100-year flood plan?	NO	YES
	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	☐	☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
_____	☐	☐

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
_____	☐	☐

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
_____	☐	☐

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>David West, Dir. of PED, City of Geneva</u> Date: <u>5/30/2024</u>		
Signature: <u></u> Title: <u>Director of Planning & Economic Development</u>		

Narrative description of the intent of the proposed action and the environmental resources that may be affected:

The City of Geneva's proposed amendments to the zoning ordinance with regard to Short Term Rentals is intended to clarify some administrative sections of the ordinance regarding the permitting and licensing process for Short Term Rental properties. These changes update the ordinance that was adopted in December of 2023 but has yet to be fully implemented due to some challenges in the process that was originally conceived and feedback from the community and Ontario County Planning Board.

The substantive components of the update include making Short Term Rental a use that is allowed by right where it was previously (briefly) allowed by Special Use Permit. The City determined that the newly created licensing requirements and the requirements of special use permit review were burdensome and duplicative; and that the health, safety, and welfare of the community can be adequately protected with the license system alone. Further, the City found that Short Term Rentals have not resulted in significantly more parking usage than a typical residential unit and therefore is adopting requirements in line with that use/demand level to avoid creating unnecessary nonconformity among existing STR uses and to keep regulations in line with expected impacts.

The proposal is not expected to have an impact on any environmental resources, the lead agency should review and elaborate on the potential for impacts to character and quality of the existing community, to land use intensity, to traffic, and to historic architectural resources in Parts 2 & 3.

Project: STR Zoning Ordinance Amendment

Date: 5/30/2024

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The updates to the STR section of the zoning ordinance are mostly administrative, the two substantive changes - allowing STR with a license but no Special Use Permit, and allowing a smaller amount of off-street parking are not likely to have a negative environmental impact. The City of Geneva currently has around 130 operating short term rentals without an licensing or permitting system having been in place and with no parking requirement greater than the residential requirements for the homes. The City added increased requirements in a recent zoning update but had not implemented those requirements due to administrative hurdles.

Essentially, the change currently under review will create regulations more in line with the existing reality on the ground in terms of parking. STRs do not create significantly more parking demand than a residence, so reverting the the residential requirement will not have traffic implications.

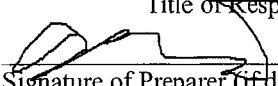
We expect that the licensing system will create greater accountability and may reduce the number of STR properties slightly. Allowing use of a residence as STR does not increase the number of dwelling units allowed on a lot and will not increase the density beyond what is currently allowed.

The imposition of a revocable license system with various nuisance limitations should keep any potential negative impacts to the character and quality of neighborhoods in check limiting them to no or small impact.

STR of residential units has had a positive impact in preserving historic buildings in the city as it creates revenue to support these expensive to maintain built assets.

Carefully allowing Short Term Rentals is in conformity with the City's plans including the Comprehensive Plan, the Downtown Full Occupancy initiative, and other investment priorities.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City of Geneva	6/5/2024
Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	 Signature of Preparer (if different from Responsible Officer)



Geneva City Council Agenda Item Briefing

To: Geneva City Council

From: Joe Venuti, Director of Public Works

Meeting Date: June 5, 2024

Item Title: RESOLUTION OF SUPPORT AND AUTHORIZATION FOR DRINKING WATER GRANT APPLICATION

Action Required: Approval of a resolution to authorize the City to apply for funding to implement capital improvements to the Water treatment plant.

Background Information: A previous engineering report entitled “Engineering Report for the Evaluation of Existing Treatment Facilities and Recommendations for Capital Improvements at the City of Geneva Water Treatment Plant” recommends implementing capital improvements at the Water Treatment Plant to help improve water quality and protect public health through capital upgrades. To assist with this project implementation the City is hoping to obtain grant funding for this project through the New York State Water Infrastructure Improvement Act.

The City of Geneva’s Water Treatment Plant (WTP) produces very high-quality drinking water but is proactive in pursuing improvements and address evolving industry trends to improve safe, quality drinking water for City residents (12,500) and businesses and additional Town of Geneva customers (2,000 residents).

After evaluating a number of possible options for both advanced treatment processes and disinfection process upgrades, it has been recommended that the WTP install Granular Activated Carbon (GAC) filters to enhance water production quality during periods of high turbidity, taste and odor issues, algal blooms and emerging contaminants. Additionally, we seek to replace the existing chlorine gas disinfection system with a liquid sodium hypochlorite disinfection system.

Office of the City Manager

Amie M. Hendrix

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456

(315) 789-2603 - FAX (315) 789-0604 - ahendrix@geneva.ny.us - www.cityofgenevany.com

Alternatives: Council may elect to not approve the resolution and not put forward this grant application, either delaying the recommended clean water project or not completing the project at all.

Financial Impact: If the grant is awarded the city is responsible for 40-50% of the project costs as well as annual operational and maintenance costs for the GAC and liquid hypochlorite systems.

Resolution # 39-2024

Resolution of Support and Authorization for Drinking Water Grant Application

WHEREAS, the City of Geneva, Ontario County, supports the submission of a New York State Water Infrastructure Improvement Act (WIIA) application on behalf of the City for a Water Systems Improvement Project, hereinafter referred to as the “Project”; and

WHEREAS, the New York State Environmental Facilities Corporation (EFC) administers grants to assist municipalities in funding water quality infrastructure projects that protect public health and improve water quality; and

WHEREAS, an Engineering Report entitled “*Engineering Report for the Evaluation of Existing Treatment Facilities and Recommendations for Capital Improvements at the City of Geneva Water Treatment Plant*” recommends implementing the Project to help improve water quality and protect public health; and

NOW, THEREFORE BE IT RESOLVED, the City of Geneva City Council identifies the City Manager as the authorized representative of the City to submit such grant application on behalf of the City, coordinate the completion of any necessary accompanying documents (including a Bond Resolution), and execute all associated documents relative to and as required for the grant application, financial application, and funding agreement, as applicable; and

BE IT FURTHER RESOLVED, that the City may be obligated to provide local matching funds totaling at least 40% of the Project costs in the form of in-kind services or cash contributions appropriated through State Revolving Fund (SRF) or other approved financing or funds, in accordance with the Bond Resolution; and

BE IT FURTHER RESOLVED that the City Council of the City of Geneva fully supports the Project and submission of the 2024 WIIA grant application by MRB Group on behalf of the City to improve water quality and protect public health.



Geneva City Council
Agenda Item Briefing

To: Geneva City Council

From: David West, Director of Planning & Economic Development

Meeting Date: 6/5/24

Item Title: Resolution in support of Pro-Housing Communities Pledge

Action Required:

Passage of the resolution in support of the Pro-Housing Communities Pledge is a step toward Pro- Housing certification which is now a requirement of several of New York State’s housing related grant programs and other programs are prioritizing certified communities. The model ordinance is required to be passed as drafted, without any changes.

Background:

In July 2023, Governor Hochul signed Executive Order 30 creating the Pro-Housing Community Program – an innovative policy designed to reward local governments that are working hard to address New York’s housing crisis.

Localities must achieve the “Pro-Housing Communities” certification to apply to key discretionary funding programs, including the Downtown Revitalization Initiative (DRI), the NY Forward program, the Regional Council Capital Fund, capital projects from the Market New York program, the New York Main Street program, the Long Island Investment Fund (LIIF), the Mid-Hudson Momentum Fund, and the Public Transportation Modernization Enhancement Program (MEP).

Adopting a Pro-Housing resolution is one of several steps toward achieving the certification. More info. is available here: <https://hcr.ny.gov/phc>

The resolution is non-binding but all of the proposed steps are strongly supported and recommended by staff, some of which are already a part of our standard operating procedures.

Alternatives:

If council does not adopt/pass this resolution we will not be eligible for funding from the Downtown Revitalization Initiative (DRI), the NY Forward program, the Regional Council Capital Fund, capital projects from the Market New York program, the New York Main Street program, and the Public Transportation Modernization Enhancement Program (MEP).

Geneva City Council
CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
(315) 789-2603 - FAX (315) 789-0604 - www.cityofgenevany.com

Financial Impact:

Adopting this resolution has no direct financial impact, failing to adopt it would make the city ineligible for major grant programs and would make us less competitive for other state funding that will prioritize Pro-Housing communities. There is an ongoing staffing cost of certification which will include the staff time to report on housing production annually. This data is already reported in other ways so it should not be a substantial staffing burden.

Resolution #40-2024

Resolution in support of Pro-Housing Communities Pledge

WHEREAS, the City of Geneva (hereinafter “local government”) believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State’s economic growth and community well-being;

WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE BE IT RESOLVED that City of Geneva, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
2. Adopting policies that affirmatively further fair housing.
3. Incorporating regional housing needs into planning decisions.
4. Increasing development capacity for residential uses.
5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.



Geneva City Council
Agenda Item Briefing

To: Geneva City Council

From: David West, Director of Planning & Economic Development

Meeting Date: 6/5/24

Item Title: Resolution setting a public hearing for 2024 CFA and CDBG Grant Applications

Action Required:

The approval of this resolution will schedule a public hearing on community and economic development grants proposed for the 2024 Consolidated Funding Application and 2024 Community Development Block Grant funds.

Background:

The Regional Economic Development Councils (REDC) and the Consolidated Funding Application (CFA) were created to advance efforts to improve New York's business climate and expand economic growth. The REDCs support the state's innovative approach to economic development, which empowers regional stakeholders to establish pathways to prosperity, mapped out in regional strategic plans.

For Round XIV, Regional Councils will maintain their focus on implementing each region's strategic plan and continue to identify and invest in significant economic development projects. Round XIV includes core capital and tax-credit funding that will be combined with a wide range of new and existing agency programs through the CFA process. The core funding includes \$175 million in grants and tax credits to fund high value regional priority projects, as well as additional funding from state agencies available to support community revitalization and business growth consistent with the REDC plans.

In order to be responsive to the immediate needs of the development community and to meet the evolving needs of businesses and manufacturers in the state, as well as support state goals and initiatives to invest in vibrant and sustainable communities, the \$150 million in Regional Council Capital Funds will be portioned into three programs; \$100 million in grant funds from Empire State this round; \$40 million in grants funds for Capital Improvements to Pro-Housing Communities will be made available to projects in the standard CFA Round ending July 31, 2024

at 4pm EST; and \$10 million in grant funds for Small Manufacturer Modernization projects will be made available to projects in the standard CFA Round ending July 31, 2024 at 4pm EST;

This year, there are programs available through 7 state agencies for the REDC Initiative, including Empire State Development; NYS Canal Corporation; NYS Energy Research and Development Authority; Homes and Community Renewal; New York Power Authority; Office of Parks, Recreation and Historic Preservation; and Department of State.

All of these programs and applications will require a public hearing and resolution of municipal support. This resolution sets that public hearing for the July Council meeting and authorizes the publication of appropriate notice.

Alternatives:

Council may elect to not pursue funding for projects in the CFA or CDBG round or to schedule a public hearing for another date and time.

Financial Impact:

Pursuing CFA funding and/or CDBG funding can bring millions of dollars to local projects, doing so does come with some costs in terms of staff effort to pursue the grant applications and, if successful, to implement the funded programs or to match granted funds depending on the program. Taking the next incremental step toward grant applications will be done within the Department of Planning & Economic Development's adopted 2024 budget for staffing and consultant assistance.

Resolution # 41-2024

Resolution setting a public hearing for 2024 CFA and CDBG Grant Applications

WHEREAS, the 2024 CFA and CDBG funding opportunities were announced in May of 2024, and

WHEREAS, the City of Geneva desires to pursue appropriate funding for projects that implement the City's Comprehensive Plan and other adopted plans and programs, and

WHEREAS, these applications require a public hearing, now

THEREFORE, BE IT RESOLVED, that this City Council hereby schedules a public hearing on the 2024 CFA and CDBG funding applications for July 3, 2024 at the regularly scheduled Council Meeting.

BE IT FURTHER RESOLVED, that the City Clerk and Director of Planning & Economic Development are directed to publish the appropriate required notifications advertising the public hearing and application plans as required by the various funding agencies.

Geneva City Council Agenda Item Briefing

To: Geneva City Council

From: Stefanie Newcomb, Comptroller

Meeting Date: June 5, 2024

Item Title: RESOLUTION ADOPTING A CREDIT CARD USE POLICY FOR THE CITY OF GENEVA ADMINISTRATIVE MANUAL

Action Required:

City policies support the City's mission by establishing clear and well understood standards for individual conduct, clarifying institutional expectations, promoting compliance with law, mitigating risk, and supporting productivity. While standard practice currently exists this policy establishes the standard and expectations for credit card use issued by the City of Geneva.

This policy is created to ensure compliance with state and local laws. The City of Geneva aspires to maintain a policy framework that best serves its mission and represents and supports excellence, ethics, and compliance in all of its activities

Alternatives:

Continuation of the current processes.

Financial Impact:

None.

Resolution # 42-2024

**RESOLUTION ADOPTING A CREDIT CARD USE POLICY FOR THE CITY OF GENEVA
ADMINISTRATIVE MANUAL**

WHEREAS, a best practice for government operations is to have standard operating procedures and policies, and

WHEREAS, Council approval by formal vote is required for new policies or for changes to existing policy language, and

WHEREAS, the policy detailed below has been crafted by the Comptroller and further offered for review by City staff now therefore be it

RESOLVED, on recommendation, that Policy 02-2024 Use of City Credit Cards is hereby adopted and shall be added to a City Administrative Policy Manual.

Policy Name: Use of City of Geneva Credit Cards

Policy Category: Business and Finance Affairs

Scope of Policy: The City of Geneva may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud, and make payments more efficiently. This policy ensures employees who hold company credit cards will use them properly and will know their limitations and responsibilities.

Reference: Comptroller, Resolution No. XX in 2024

Modification Dates: May 2024

Responsible Department or Office: Comptroller

General Information: This policy applies to all employees who are eligible to use a City of Geneva card. It also applies to employees who have the right to approve the use of a company card for their team members. Cardholders are responsible for ensuring they adhere to this policy thereby ensuring adequate controls are exercised to minimize the risk that City of Geneva Credit Cards are used for fraudulent or corrupt purposes.

Next Scheduled Review: May 2029

Definitions:

1. **Credit Card Provider:** City of Geneva uses LNB Bank Visa Business Credit Card through Lyons National Bank.
2. **Eligible Employee:** Full Time supervisory employees are eligible to use the card pending approval from the Comptroller. Requests for additional cards or increased credit limits will be directed to and determined by the City Comptroller in coordination with the City Manager.

Policy Statement:

This policy is created to ensure compliance with state and local laws. The City of Geneva aspires to maintain a policy framework that best serves its mission and represents and supports excellence, ethics, and compliance in all of its activities

Policy:

1. The City of Geneva Credit Card is to be used only for official city business, not personal expenses. Charging personal transactions to company cards is not acceptable under any circumstance and will result in loss of card privileges. Cardholder transactions will be reviewed to ensure compliance with this policy.
2. Infractions of the conditions of this Policy could result in cancellation of the card and withdrawal of company credit card privileges.
3. Breaching of this policy can lead to disciplinary action against the employee concerned. In all cases of misuse, city reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing the city to recover, from their salary, any amount incorrectly claimed.

4. Cardholders may not use their Company Credit Card to obtain cash advances from banks, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank cheques, traveler's cheques, and electronic cash transfers.
5. All rewards accumulated from purchases per the Credit Card's policy are to be used for business related purposes only and only redeemed with Comptroller approval.
6. Employees issued a Company Credit Card are in a position of trust regarding use of donated funds. Improper or unauthorized use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination from the City of Geneva

Procedure:

- a. An Eligible employee is approved by the Comptroller and provides the necessary paperwork to receive a business credit card.
- b. All Credit Card transactions must be preapproved through the annual budgeting process and by the city manager, comptroller, or designee. Credit card purchases, and all City purchases, must follow the City Procurement Policy.
- c. Company Credit Card expenditures must be reconciled with Accounts Payable within 15 business days of the Statement Date.
- d. Cardholders must submit an original receipt to the Comptroller with all relevant information detailing the expense for payment.
- e. A failure to provide receipts or credible explanation for the unsupported expenditure could result in a debit from the Cardholder's salary.
- f. Reimbursement for return of goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
- g. Lost or stolen Cards must be reported and cancelled immediately to LNB Lost/Stolen Cards Unit (1-855-632-9036). Finance must be notified immediately.
- h. All items purchased with City of Geneva credit cards should be tax exempt.
- i. Prior to departure or termination of duties with this Agency, the Cardholder must reconcile all expenditures on his/her Card account since the last Statement. It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.
- j. The card must be surrendered upon termination of employment to the Comptroller.
- k. All employees who use the City of Geneva Credit Cards must sign the agreement included below.

Approval Date:



AGREEMENT FOR ALL CREDIT CARD USERS

I have read and understood the City's Policy for having a Company Credit Card. By this form, I give permission for the city of Geneva to withhold (deduct) from my pay check personal items, unauthorized expenses and unreported expenses incurred by me using my Credit Card.

Employee Signature: _____ Date: _____

Card Number: _____ Expiration Date: _____

DRAFT

Geneva City Council Agenda Item Briefing

To: Geneva City Council

From: Stefanie Newcomb, Comptroller

Meeting Date: June 5, 2024

Item Title: RESOLUTION SUPPORTING CONTINUED OPERATIONS OF THE FINGER LAKES WELCOME CENTER

Action Required:

The Finger Lakes Welcome Center and team continue to be a great partnership for the City of Geneva and an asset for the Finger Lakes region. The Center serves as a prime location for many events that help showcase downtown businesses and local vendors while attracting tourists to the area and providing a great deal of information.

As the contract with NY State is up for renewal, the State is seeking an updated resolution demonstrating the City of Geneva's continued support for the successful partnership.

Alternatives:

Loss of State Contract funding.

Financial Impact:

\$125,000 loss of reimbursed expenses in current 2024 City Budget.

Office of the Comptroller

Stefanie Newcomb

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Resolution # 43-2024

RESOLUTION SUPPORTING CONTINUED OPERATIONS OF THE FINGER LAKES WELCOME CENTER

WHEREAS, The Finger Lakes Welcome Center and team continue to be a great partnership for the City of Geneva and an asset for the Finger Lakes region, and

WHEREAS, Council approval by formal vote demonstrate the continued commitment of the City of Geneva to partner with NY State and other partners
now therefore be it

RESOLVED, on recommendation, Council authorizes the City Manager and Staff to take all steps necessary to continue operations of the Finger Lakes Welcome Center