

THE GENEVA CITY COUNCIL

JOURNAL OF PROCEEDINGS

SPECIAL COUNCIL MEETING

October 11, 2023 – 7:00 PM

Public Safety Building
255 Exchange Street
Geneva, NY 14456

Presiding – Steve Valentino, Mayor

1. ROLL CALL

Present: Clr. Regan, Clr. Gaglianese, Clr. Noone, Clr. Burrall, Clr. Camera, and Clr. Brimm

Absent: Clr. Salamendra and Clr. Pealer

2. 2024 BUDGET DISCUSSION

Mayor Valentino thanked staff for their hard work and the councilors for submitting their questions ahead of time. Clr. Camera requested staff assist with displaying the questions on the screen for future budget meetings for councilors and people watching to see. A list of these questions has been included at the end of these minutes (page 9).

Before proceeding Clr. Gaglianese asked how much the city hall budget was reduced by, since all departments were requested to reduce their budgets by 12%. City Manager Hendrix clarified that although all departments were asked to be reduced by 12%, after they were submitted many were then built back up. She clarified that there are numerous departments that make up city hall, such as finance, IT, and public works, all of which decreased their budget by the requested 12%.

How would the Community Engagement coordinator position be defined? How does the city plan on being aggressive with grant writing and how we will measure the adding of this position?

The city manager explained this will be a shared position between her department and the department of planning and economic development. She said the position was created out of the communications position, which was previously in the budget, along with some of the grant coordination position. This position will assist in the administration of community and economic development projects, community engagement, and as a supportive role in grant writing to create collaborations. She foresees someone who will connect the community to staff and our work back to the community. Currently communications are in small pieces of numerous departments but this would be a central point. Other things they will do is coordinate quarterly community listening sessions for various issues, support city committees to ensure full staffing and engagement, create a grant data base, develop a unified brand for the city, coordinate quarterly business exploration meetings, and implement annual community surveys to measure engagement and satisfaction. A draft of this job position is included on

pages 10-11. She stressed that the job description will need a civil service review but these are an idea of what they're looking for it to be.

Clr. Regan said she loved the idea and that it will be a full-time position, in comparison to the communications position that was shared with BID and never truly got on its feet. She asked if the coordinator would be updating the website and the email contact that is currently done? The city manager replied they would be doing a lot of that, but would broadly be covering community development, community engagement, and communications roles whereas some places may have separate positions for each of these things. She added another day-to-day task would be collecting grant information so when opportunities arise the city is prepared.

Clr. Camera asked what the cost of this position is. City Manager Hendrix explained 50% of the cost is put in the city managers budget and 50% is put in the planning and economic department. The city comptroller said it was budgeted to start in June of 2024 with half years pay being roughly \$49,000.

Clr. Gaglianese asked if grant writing would no longer be outsourced to the MRB group. City Manager Hendrix said some will still be outsourced, as this would not be a grant writer, and they would simply be helping with the beginning stages and serve a supportive role. She explained that some grants are completely outsourced, but with this vision the frontline work would be done for the actual grant writer to work with when the time comes and allow for more opportunities. David explained grants are investments and any significant grant costs \$6,000-12,000 to pursue, with a potential net profit of \$200,000-500,000. Clr. Gaglianese said he would like to know how much money was spent on grant writing within the last year and asked what strong suits the city will be looking for when the job is posted. The city manager said they want someone who is flexible, able to work with the diverse community and she feels they can improve community engagement with someone who is bilingual or multilingual to reach more people. She sees the person as being able to work with any group and pull their needs into a grant or bring it to other management staff with solutions. David added that he foresees the person being a go-getter or interactive personality and attitude.

Clr. Gaglianese asked why the city manager feels she needs this position when it hasn't existed in the past. City Manager Hendrix said the previous manager put in a communications position, which they filled but it didn't work out to our best benefit, and there was also a grants coordinator type of position in the past. She feels there have been parts of this position she's creating already, and with more of the community and council asking for communication, she feels this new role will satisfy all of those needs for the city.

Clr. Burrall clarified that the position would be roughly \$100,000 position for a full year, split between the two departments. The comptroller agreed adding that it's the approximately amount, including benefits.

Mayor Valentino asked for clarification on whether this is more of a new position or merging of positions. The city manager explained that the roles she's referred to are the communications role and a grants coordinator position. The communication position was a full-time position, with divided time shared between the city and the BID, but was not beneficial for both. The BID decided to go a different direction to serve their needs and she feels this direction will serve ours. As for the grant's coordinator, interviews were conducted but it became clear the timing wasn't right, so she believes this is a preemptive position to get the pieces moving and that role may be reevaluated in the future. That position was not funded and instead the finance clerk two position, which is shared between the assessor's office and economic planning and development, fulfills the roll of administrative grant work. They ensure there is compliance, that the reports are in on time, and extensions are submitted if needed which frees up the new position to focus more on the community engagement and communication side as well.

Clr. Gaglianese said he feels the grants shouldn't be overlooked and is important due to the current issues like flooding. He believes many opportunities have been missed and there is a lot of funding available. He

said other municipalities often get grants the city should have applied for or citizens have to find grants themselves and he feels a grant coordinator would mitigate those issues and be a better fit for the cities needs. He admitted he wasn't aware grants were as expensive to write and that's why he's interested to see how much has been spent over the span of a year. The city manager said she wanted it to be clear this position will work on grants but in the beginning stages rather than the back end of the grant writing that the coordinator position was supposed to be. She feels the city isn't at that point yet and would benefit more from having someone to do the prep work and be in the city seeing and hearing what's needed. Clr. Gaglianese asked if the original position couldn't be filled due to the competitive salaries nearby. The city manager said that may have been a factor as the county was hiring four at the same time with salaries \$25,000 over our offering price.

Clr. Burrall said he feels the value proposition is far greater than what was in the budget two years ago for the joint communication position and hopes the city can find a someone good for the role.

Similar to the above position, how will the Safety Compliance Coordinator be measured to understand the value? Will it reference current insurance ratings based on safety results in all departments and will a metric of improvement in overall safety related to lost time be used?

The city manager explained safety and compliance is key to everything that's done. She said over the years each department has taken on responsibilities and one department has received a small stipend for an employee to serve in the official role since it is in the charter. She proposed a three-year position that would bring together the safety and compliance programs, including working with OSHA, PESH, and other regulatory authorities, to meet requirements. She expects them to develop a program that can then be used over years to come in a more manageable way. City Manager Hendrix said she placed the position in her office for the 3-year duration because she feels it serves all departments. She explained this would not change the tax levy if taken out because it would be funded with fund balance dollars since it is not an ongoing cost. She added that Joe Venuti has worked with the county to understand what they are doing in terms of safety coordination and with Human Resources since they're all related. She said things that were talked about include: maintaining management efforts, federal and state law compliance documents, regulations and standards, tracking accident investigations to reduce injuries and property damages, establishing a committee to review all incidents and look for ways to improve, better training programs, and more.

Mayor Valentino asked if the insurance rating would change if safety goals were met and other changes were made. The city manager said there isn't an overall organizational safety rating and explained municipal insurance is different so it would be based more on a departmental level. The mayor asked if there has been an analysis done on where our safety rating is to which the city manager replied we have not and that it would be included in the new position.

Clr. Camera asked, if the role is successful and lays the groundwork, would the department heads then be able to take over now with a given consistent plan to follow. The city manager answered that it is the goal and with reviews and a coordinated response the role will transition from the person in the pilot position to management. She said while annual safety trainings are getting done this ensures the city has more coordination, monitors violations, confirms training is successful, and workplace policies are together in an accessible and searchable location. She said it isn't a consultant, because it's in house, but it's bringing someone on to look at the full scope of what can be improved or streamlined. There are a lot of systems that go into safety and compliance and she believes they could be better coordinated.

Clr. Gaglianese pointed out that the safety compliance position is quite broad, and the unions have safety officers, so he believes the backfilled DPW staffing should take precedence over this. He added that another supervisor will be retiring soon and he feels the water department has been overworked with all the water main breaks and flooding so he would rather they have the extra people to assist. Joe responded, saying he stands behind the new position, as they are always emphasizing safety first to their employees. He added that regulations change routinely, so while they do weekly toolbox talks, the rules and regulations are immense for one person to handle. He added that Mr. Jones has done a wonderful job at succession planning and they have moved employees to feel comfortable for the future so all they have to do is backfill lower positions. He went on to say the water maintenance team is required by law to have a license that makes multiple years to get so he feels comfortable with the current request that the requirements will get done.

The city manager provided the full-time equivalents for the department in 2024 to council. She said there are currently 4 full-time employees (FTE's), which will be going down to 3, because they are eliminating the engineer technician position after searching for 2 years and not receiving a viable option. She added with that elimination another position came in for a junior engineer and they will be starting next week. Within the 2024 budget she said they looked at creating an MEO trainee for the water administration. In highway and sewer maintenance they are looking at changing an MEO position to an auto mechanic trainee position for future succession planning. For buildings and grounds, she explained they are asking to create a position for an assistant supervisor, which is in the 2024 budget.

The mayor asked for the cost of the safety coordinator and if it would begin mid-year. The city manager said it would since it has to go through full civil-service review. The comptroller said it is currently scheduled to begin in March of 2024 and was estimated to be around \$75,000. The mayor asked what the projected 2025 and 2026 salary would look like, which the comptroller said would be roughly \$95,000-100,000. Mayor Valentino said he agrees the money should come out of the general fund and asked if there would be any implications since it would be going through the county. The city manager explained they would be referred under the management non-represented category, but does not know whether or not they'd be tested positions yet or when the tests would be created. She said they would have to go to the state, not just the county, and there may be a different title that appears with the same components which she assured will be shared if that arises.

Clr. Camera asked exactly how many FTEs were being added in 2024 to which the city manager replied it is going from 124.25 to 127. He said he is not against it but wanted to be sure he had it right that the cost of these positions would be roughly a couple hundred thousand in additional salaries.

Clr. Gaglianese asked how much money has been set aside for the safety coordinator position. The comptroller explained there wasn't training requests factored in but they factored in that if someone is brought on board, they can come to council mid-year for a budget amendment if there is desire for trainings that will go over budget. The city manager added that she also has another area set aside in her budget, which she reduced to meet the 12% reduction goal, but there will still be some funds there if needed or free trainings that are often available. She added that the county program is being built so many of the training opportunities can be shared or dovetailed off each other. Clr. Gaglianese asked if there is money set aside for when retirements occur and someone else needs to be licensed and trained by the health department. The city manager assured it has been incorporated and they've already gone through those processes.

The mayor said he hopes if this goes forward, the requirements and goals of this established position can help provide insight into where the issues are and how they can be corrected. The city manager said she wants to be clear that all safety and compliance is done annually and the employee currently serving in the safety role has

done a lot of work. She feels they went above and beyond; however, it shouldn't have just been an add on to a position. She said there are more pieces that can be worked on such as building safety and this will free up management to focus on their responsibilities.

Could a five-year progression be worked in to bring the City to the same senior exemption level as the County or School (whichever is more)? What does a five-year plan to meet the County/School Senior Exemption look like? What would be the impact per year? How many seniors/homes would be impacted?

The comptroller began by saying to provide answers for all of these questions some more research will need to be done still. She said, while we are currently at a 78% equalization rate, if we were at an 100% equalization rate it would be approximately a 1.4-million-dollar impact per year. She emphasized that is at the current income levels and she is still working to get a rough amount since there is an everchanging and increasing number of senior citizens. The city manager explained that currently the city's income levels are lower than the county and school district so when that potentially changes there will be a visible impact on the budget. She said more information will be brought next time on the topic.

Can a more detailed breakdown of the item listed as "Lakefront Improvements - Phase VI" in Appendix F for 2024 be provided? What are the projected annual maintenance expenses for the lakefront seawall and marina?

The comptroller explained this section is in regards to the marina project, where it is currently, and it includes design development, certified construction documents, and going out to bid for a contractor to do the project. She explained the third item, on the list in appendix F in the budget, shows a breakout between the grant and bonding for a total of 1.5 million dollars. The city manager pointed out the grant is dependent on completing the projects next year.

Clr. Camera asked if phase 6 is solely related to the marina and if so what is the complete cost. The comptroller replied that the 1.5 million is not the total cost of the marina. Clr. Camera asked what an estimated additional cost would be to the city to complete the marina. The city manager explained they do not have a final cost because the final bid documents are still going out. Joe said, based on joint permitting requirements which were just received, that consultants have given a possible projection of 4 million dollars with the current market rates and equipment costs. He explained that until a final design has been reached, he can't get an engineers estimate. Clr. Camera clarified that, if bids come in where they're expected to, with the estimate Joe provided being right, if it would roughly be an additional 2.5-million-dollar cost for the city to complete the marina. Joe added they are planning to have a bid package prepared during the winter for a spring bid to occur and have construction start in 2024. The city manager said another piece is there are a couple other opportunities, some of which they've already applied for, so it may not all be local costs. Joe continued to emphasize the 4 million estimate is a cautious ballpark figure, which includes multiple components like the pier extension, docks, and wave attenuator.

Clr. Regan mentioned that these prices are on top of everything that has been spent thus far and asked if there is an approximate amount that has already been spent. The comptroller said she believes it was roughly \$186,000 but she would have to check to be sure.

Clr. Camera mentioned that the city will need a bond, which he feels will encumber the general fund, and asked if it was right to assume it would be roughly \$100,000. The comptroller agreed that it would roughly be that, since a safe estimate would be \$35,000 a year per million of debt, and said the bonds would likely be for 20-25

years. Clr. Camera expressed concern about what the cost and resources would then be needed to maintain it in addition to the debt. David provided numbers put together by Edgewater, the consultant, with projections for occupancy, maintenance costs, and rates that can be charged. He said in the big picture they can expect approximately \$150,000 in revenue from renting the slips per year, and expect it will cost 40-50,000 to operate and maintain the facility, with an approximate of 100,000 in debt service which would basically be breaking even. He gave the caveat that this would be at the point of stabilization, as it takes time to reach a regular amount of fullness, which he expects to come by the second or third year of operation. The mayor asked if there are any calculations for further grants that may come up, and David replied there was not.

Clr. Camera said he was concerned about the amount being paid to the debt service as well as the operating and maintenance costs. David added that the maintenance costs would likely be lower than he predicted originally and go up over time. Clr. Camera said he doesn't feel the revenue will be as high as anticipated and feels there is competition for marinas. He said he was told by several people that the local marinas aren't filled by midsummer. He suggested delaying the project for a year and doing our own survey on potential revenue rather than Edgewater's. David explained that if this were to be delayed the city wouldn't receive the grant money. Clr. Camera said that he understands that but feels the city can find more grant money down the road. The city manager explained that there are direct impacts for not using the grant money, since in signing the document, the city is saying they will complete the work. She noted that they have had other grants that ended up not being feasible but they had to explain that to the grant writer and work with them. She said there could be a cost to the city if council decides not to go forward with the marina project and it could potentially impact future grants. He said while it may be a difficult discussion to cancel or postpone it he feels it would free up money in the budget to fund positions which he would like to be filled. He asked what BID and the IDA are spending on downtown, saying he feels like it is a significant amount, and if we try to do that with the marina it will be a burden that the city will continue to carry while also taking away from the FTEs that are needed.

Clr. Camera made a motion to postpone the project for a year and have the city do their own market research. The city manager said she wants it to be clear that the grant cannot be delayed, since it already has been, so if it removed for next year, she will have to notify them that we will not reach the deadline.

Clr. Gaglianese said the marina project began two councils prior and feels it should have been simple to finalize. He feels revenue creation is lacking in the city and this is a good first step. He said he's in favor of moving it forward, since he sees it as beneficial, and acknowledges there would be repercussions for backing out.

Clr. Regan defended council, explaining that a lot of the delay wasn't on them, but rather waiting for things like designs to come through. She asked if the grant money had to be returned what that amount would be. City Manager Hendrix replied that it would be anything tied to the marina project including additional funding that would tie into the \$186,000 spent thus far.

Clr. Camera said another thing to consider is the dredging of the north end of Seneca Lake, and asked if that was included in the amounts provided. Joe answered, saying it was and that the engineers initially projected a significant number of dredging requirements to build the project but the bottom of the lake has been surveyed following those conversations and the amount has substantially reduced. He said while there will still be some maintenance costs for this but it won't be as much as what was originally proposed. The city manager agreed saying the permit, which stated how often the dredging would occur, has decreased in frequency. Clr. Burrall asked what the frequency projections they provided were. The city manager said she would need to look it up to be sure but she believes it was moved out 3-5 years. Joe added that, as an example, the boat launch is allowed to be dredged once a year, at a specific time.

Clr. Camera asked what that effort costs at the boat launch and if it's an annual cost. Joe replied it is annually between \$30-40,000 depending on the equipment and company that is secured. He said that is because they are limited to the quantity of debris that can be removed and the distance due the machines can reach. Clr. Camera also asked about environmental impacts to which Joe replied a study has been done and there were no implications reported. The city manager added that the studies done have included a state review from SEQRA, federal review from NEPA, and the army core of engineer review.

Explain what is included in Capital Plan for "Lakefront Sea Wall" for 2026?

Joe said the intention for the seawall in the capital project is to improve the existing wall which is approximately 5,200 ft of stone from the tunnel by 5&20 until the state park. He added it includes out the long pier and back as well as around the boat launch. He said it requires maintenance, and neglecting it will result in failures and needing costly repairs. The last large maintenance repairs to the seawall he could find in city records date back to 1950, when the state and city argued about whose responsibility it was to maintain. A couple years ago he estimated it was approximately a 3-million-dollar project to improve it, from digging to the bottom improving the vertical wall structure all the way up.

As for maintenance he would guess conservatively it would be about \$8-12 per foot, so over a year a rough cost of \$50-70,000. Clr. Camera asked if that was \$50-70,000 a year to properly maintain once it is rebuilt? Joe responded that they are currently maintaining some but he would guess, based on what they have currently been doing, that would be the yearly cost. Clr. Camera proposed the question of whether it would be better to replace what needs fixing or build something new that's not necessarily needed.

Can the city dedicate an amount to the Solar Eclipse Event, perhaps up to \$5,000?

City Manager Hendrix began by explaining the eclipse, which will occur on April 8th, 2024, is going to be on a Monday with several events planned for the weekend prior. At this point she said there are only non-city events planned but there likely will be a need for city resources and employees. They believe there will be a regional impact, with 20,000-200,000 people coming to the city that day, and the main goal of the event is safety. She explained some concerns the city has, based on what has happened in other places, are people deserting their vehicles in the middle of roadways, stopping in roads to watch, and the large influx of people.

She said she is looking at both sides, saying it can be a successful weekend with great events, but there will also need to be plans in place and lots of staffing. She's already seen hotels filling up, and people have already reached out about using the lakefront for viewing. She said the weather is also a factor, since it will be April, and could either be sunny, raining, or feet of snow. This will play a part in how the lakefront is used, and if it should be used only for viewing, or allowing parking with a set fee since it will ruin the grass.

She mentioned there are groups that will be hosting community information sessions, with speakers, and use their funding to provide glasses for citizens. She added that our welcome center, and others in the region, will also be receiving funds and will likely being doing something small. They still have to look at staffing demands, which makes her cautious to provide additional funding, because they will likely already be providing parking, restrooms, overtime, and potentially paying to repair damages due to volume of people.

Clr. Camera asked how much money would we be likely putting in for maximum safety. The city manager replied that it depends what the city decides to commit to, but once it is tied altogether, she believes it would be under \$10,000. Joe added that port-a-potties would likely need to be rented, along with message boards, additional traffic cones, and staff supporting police and fire departments. He explained when it happened in

Oregon in 2017 there were 30-to-40-mile backups due to abandoned vehicles and banks and gas stations going empty.

Clr. Camera asked if the county would devote resources to the city since our population is the largest on this side of the county. The city manager explained the eclipse will be over the whole county so it will be a large event for everyone to undergo. She noted that the school has extended their spring break by a day so they will not be in session on April 8th during the eclipse. She said a concern is that port-a-potties have already become difficult to source for that day so these challenges may increase expenses.

City Manager Hendrix said another piece is communicating laws and permits with residents to answer questions such as what is acceptable in terms of parking on lawns, selling lawn space, and parking RVs.

Clr. Regan said she is excited, both for the people who live here, and the people who will come to visit for the first time. She thinks it's important to push out education and encourage community gathering.

Clr. Burrall asked if there is an estimate for when people will arrive or leave after the event. Joe replied there is the benefit that tourists have a chance to get here early and enjoy the area, however they historically try to all leave at once which can cause issues.

The city manager encouraged anyone who wishes to have an event to go through the city process and agreed with the mayor that boating may be a challenge and is something to consider.

3. ADJOURNMENT

ACTION TAKEN by Clr. Gaglianese; seconded by Clr. Brimm

MOVED THAT the meeting be adjourned at 8:45pm

MOTION CARRIED UNANIMOUSLY (7 – 2 absent)

Nicole Wright

City Clerk



BUDGET 2024

Questions Submitted for October 11, 2023

1. Community Engagement coordinator - I would like more details on how we plan on being aggressive on with grant writing and also how we will measure the adding this position.
2. Safety Compliance Coordinator - similar to the above position I would like to know how it will be measured to understand the value. Usually it references current insurance ratings based on safety results in all departments. An improvement in overall safety related to lost time or recordable is typically a metric.
3. Senior Citizen Exemption: Could we work in a five year progression to bring the City to the same senior exemption level as the County or School (whichever is more). What does a five year plan to meet the County/School Senior Exemption look like? What would be the impact per year? How many seniors/homes would be impacted?
4. Could you please provide a more detailed breakdown of the item listed as "Lakefront Improvements - Phase VI" in Appendix F for 2024 .
5. What are the projected annual maintenance expenses for the lakefront seawall and marina?
6. Explain what is included in Capital Plan for "Lakefront Sea Wall" for 2026.
7. Solar Eclipse Event - can we dedicate an amount to this weekend, perhaps up to \$5,000?

COMMUNITY ENGAGEMENT COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree in marketing, communications, journalism, public relations, public or business administration, urban planning, political science, behavioral science, social work or related field of study PLUS three (3) years full-time experience, or its part-time equivalent, managing or administering community outreach marketing, community investment and/or public relations in a public or private organization; OR
2. Possession of an Associate's Degree PLUS five (5) years full-time experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

DISTINGUISHING FEATURES OF THE CLASS

This versatile positions performs a variety of professional duties to ensure City residents have full access to community services and resources; facilitate communication and promote awareness, understanding and involvement in the City's planning and decision-making processes; address issues, improve relations and identify opportunities for improving service delivery and engagement between diverse sectors of the community and City departments; provide oral and written communication ideally in both English and Spanish.

TYPICAL WORK ACTIVITIES:

Assist in the administration of community and economic development projects; including but not limited to the preparation of grant and loan applications to various federal, state, and local agencies and the administration of related programs.

Assist the Director of Planning and Economic Development with community engagement.

Coordinate/collaborate with City and business leaders to develop programs to solve problems, trends and concerns.

Develop, manage, and oversee public engagement strategies for City initiatives, projects, programs, and services; research and review public engagement best practices; review, measure and analyze engagement activity, effectiveness, and outcomes.

Work with City staff across multiple departments to identify engagement needs and develop project-level strategies for public involvement.

Plan and coordinate efforts for City programs to develop key communication messages to increase public participation and promote awareness of needs and services; create content and graphic design for various communication components and distribute information through various printed and electronic media, meetings, workshops, conferences, and the Internet.

Develop and establish collaborative partnerships with a diverse set of people and organizations to include community groups, non-profits, non-governmental agencies, faith communities, businesses, schools, and service providers to identify and address issues; maintain and improve database of community contacts.

Identify, respond to and document community member issues, concerns, and requests for information; analyze neighborhood issues and support city services and programming to develop solutions.

Create sustainable and measurable partnerships between neighborhoods, businesses, residents, and the city; tie work to City Council strategic results and report performance.

Prepare and deliver presentations and reports to community and neighborhood groups; represent the City in meetings with the public, community groups and other key stakeholders to support resident decision-making, listen to concerns, and advocate for increased participation.

Provide direct assistance to residents who need help in accessing and using City and community services including provision of bilingual services and/or access to bilingual services for residents and City departments.

Support company-wide initiatives to build company culture and engagement that reflect the City of Geneva residents.

Provide technical assistance and training regarding inter-cultural communication, community problem-solving, public engagement methods and best practices, and other areas that enhance positive community relationships and promote inclusion.

Assist in facilitating cultural awareness activities within the community and building inter-cultural capacity for the City, community partners and community.

Prepare and administer program budgets and/or grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of office administration responsibilities, systems and procedures as it relates to community engagement software and databases
- Advanced skills in Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Publisher
- Social Media marketing experience and experience with Canva and other creative marketing tools
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to ask questions and be a self-starter
- Ability to anticipate needs related to the City of Geneva residents
- Attention to detail and problem-solving skills on the spot
- Flexible and motivated, ability to think outside the box
- Ability to take ideas and make them better, sense of ownership in creating and developing relationships
- Superb follow up and follow through skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Sound judgment and intuition and problem-solving skills
- Team player and ability to interface with various constituents
- A track record of setting up systems to get things done
- Can self-manage and focus on multiple projects/deadlines
- An open mind with an ability to suggest improvements
- Ability to maintain a high level of professionalism, ethics, integrity and confidentiality
- Ability to work as part of a team to fulfill our mission

COMPLIANCE SAFETY COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree PLUS three (3) years full-time experience, or its part-time equivalent, managing or administering compliance related or occupational safety and health process in a public or private organization that has a variety of risks and at least 50 employees; OR
2. Possession of an Associate's Degree PLUS five (5) years full-time experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

DISTINGUISHING FEATURES OF THE CLASS:

This versatile position involves responsibility for various phases of the City Compliance & Safety Programming.

This position is responsible for the performance of functions related to the administration of a Municipal Safety Program including, but not limited to, being point-of-contact for OSHA, PESH and other safety and health regulatory and advisory organizations.

The incumbent will evaluate, recommend and/or implement strategies to improve the Compliance & Safety Programs to promote and maintain a safe, healthy, and regulatory compliant workplace environment.

The incumbent will make visits to various departments and municipal work locations to ensure that safety standards are followed and enforced.

Work is performed with a degree of responsibility for independent judgment in developing, planning, and administering programs under the supervision of the City Manager.

TYPICAL WORK ACTIVITIES:

Identifies, develops and coordinates appropriate training programs to increase proficiency in safe practices, promote safety consciousness and reduce risks;

Serves as an advisor to the City Manager and Department leaders on the management of the safety- and health-related processes;

Maintains proficiency in the traditional tools and techniques for injury prevention and advises managers and supervisors on their use and on the laws, regulations and best practices that drive their use;

Conducts analysis of accidents, their causes and other hazards to health and safety of employees by interviewing injured workers, analyzing data for trends, and other means, and recommends corrective or preventive measures where indicated;

Audits the safety and health process within the City to identify successes and areas for improvement and reports findings and recommendations to the appropriate officials;

Serves as the technical expert to management and supervision during the investigation of complex loss incidents (personal injury, property damage accident, fires, toxic material releases, etc.);

Collects and maintains records of safety and health performance (occupational injuries and illnesses) for the City;

Completes required PESH, OSHA, and/or Department of Labor reporting documents.

Advises and supports the City Manager and in-turn City Council in the continuous improvement process for safety and health in order to allow the City to qualify for safety recognition programs such as the OSHA Voluntary Protection Program (VPP) or the National Safety Council excellence awards;

Identifies risks and assess vulnerability of city facilities;

Develops evacuation plans for all City facilities;

Coordinate Compliance Program training activities, including content development, planning and outreach, and delivery;

Facilitate and develop collaborative efforts among agencies and departments;

Develop effective data analysis tools and procedures;

Develops and revises City policies and procedures, including the Compliance Program documents;

Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the OSHA Safety and Health Program Management Guidelines and similar process management approaches with the ability to explain, teach, and facilitate implementation; thorough knowledge of OSHA regulations applicable to County operations; thorough knowledge of the tools and techniques of safety and health; thorough knowledge of computers and similar resources and programs used to identify, collect and communicate essential compliance, safety and health information; thorough knowledge of the concepts of performance management sufficient to allow the training and coaching of others on the tools and techniques of behavioral safety; good knowledge of effective business principles and practices to allow integration of the safety and health process into City operations; ability to communicate effectively both verbally and in writing to all levels of government and to the public; ability to prepare and deliver all manner of safety and health course material and to train and advise others on the effective delivery of safety and health training; ability to develop and maintain effective working relationships with elected officials, managers, supervisors and line employees; ability to identify and pursue critical, safety-sensitive issues to a successful conclusion with a high probability of long-term success; dependability sufficient to ensure that assigned tasks are completed successfully and that new opportunities for safety and health success are pursued; physical condition commensurate with the demands of the position.

Full Time Equivalents	2023	2024
City Clerk	2.25	2
City Manager	2	2.75
Comptroller & Assessor	5.5	5
Department of Public Works	48.5	50.5
Fire Department	21.5	21.5
Human Resources	2	1.75
Information Technology	1	1
Planning and Economic Development	2	3
Police Department	36.5	36.5
Recreation	3	3
Total FTE	124.25	127

City Manager (2.75 FTE)		
1	City Manager	Amie Hendrix
0.25	Special Projects Coordinator/Confidential Secretary	Erica Collins; reduced from 1 FTE to .25 in 2024
0.5	Community Engagement Coordinator	Vacant; to be created in 2024
1	Safety and Compliance Officer Pilot	Vacant; to be created in 2024 for 3 years (temp)

Recommended 2024

2.75 FTE

Total 2023

2 FTE

Planning and Economic Development (3 FTE)		
1	Director	David West
1	Special Events Coordinator	Elizabeth Toner
0.5	Finance Clerk II (Grant Administrator)	Hailee Higgins; New in 2024 shared with Assessor
0.5	Community Engagement Coordinator	Vacant; New in 2024 Shared with CM

Recommended 2024

3 FTE

Total 2023

2 FTE

2024 Substantial Requests for Funding that are not Funded in 2024

Department	Description	Expense Type			
		Equipment	Capital	One-Time Expense	On-going
Fire	Storm Response Special Operations Trailer	\$ 15,000			
Public Works	Enclosed Trailer (2025)	\$ 15,000			
Recreation	Heating System Mechanical	\$ 28,000			
Public Works	Return Pump (2025)	\$ 30,000			
Fire	Utility Task Vehicle (2025)	\$ 35,000			
Public Works	Dead End Elimination	\$ 35,000			
Fire	Active Shooter Body Armor	\$ 29,000			
Information Technology	Vehicle (2025)	\$ 40,000			
Public Works	Toro Utility Vehicle (2025)	\$ 40,000			
Public Works	Galvin 3-VFD (2025)	\$ 50,000			
Public Works	6" Dry Prime (2025)	\$ 50,000			
Public Works	ABS Pump (2025)	\$ 55,000			
Public Works	F250 Truck for Wastewater (2026)	\$ 55,000			
Fire	Code Inspection Vehicle (2027)	\$ 60,000			
Recreation	Van (2025)	\$ 65,000			
Police	Vehicle (2025)	\$ 70,000			
Fire	Deputy Chief Vehicle (2026)	\$ 80,000			
Fire	Water Rescue & Fire Suppression Boat	\$ 100,000			
Public Works	Salt Truck (2026)	\$ 200,000			
Total Equipment Purchases Unfunded in 2024		\$ 1,052,000			
Recreation	Four pickleball courts (2026)		\$ 125,000		
Recreation	New Bleachers (2025)		\$ 160,000		
Recreation	Refrigeration Plant & Compressor (2025)		\$ 175,000		
Public Works	DPW Gas Pump Replacement (2027)		\$ 300,000		
Recreation	Park Master Plan Improvements (2027 & 2028)		\$ 300,000		
Public Works	Pultney Street Sewer (2025)		\$ 350,000		
Public Works	Lakefront Seawall (2026)		\$ 700,000		
Public Works	Clinton, Cherry, Elmwood Reconstruction (2025)		\$ 5,000,000		

2024 Substantial Requests for Funding that are not Funded in 2024

Public Works	Pultney Street Reconstruction (Hamilton to Castle)		\$ 8,000,000		
Total Capital Expenses Unfunded in 2024			\$ 15,110,000		
City Clerk	Records Restoration			\$ 5,500	
Recreation	Redesign of Dog Park			\$ 12,000	
Planning and Economic Development	Additional Grant Writing Support			\$ 20,000	
City Manager	Performance Management Software			\$ 50,000	
City Manager	Comprehensive Plan Update			\$ 75,000	
Public Works	Additional Engineering Study Support			\$ 175,000	
Total One-Time Service Expenses Unfunded in 2024				\$ 337,500	
City Manager	Chamber of Commerce Membership				\$ 3,000
Recreation	Online Payment System				\$ 5,000
City Manager	Organizational Training Funding				\$ 8,000
Planning and Economic Development	Programming for an Innovation Kitchen				\$ 20,000
City Manager	Safety and Compliance Coordinator (ongoing)				\$ 85,000
Public Works	Construction Inspector				\$ 85,000
Public Works	Operator Trainee for Water Treatment Plant (2025) Includes benefits				\$ 85,000
Revenue Change	Senior Exemption for City Residents (updated 10.11.2024)				\$ 1,200,000
Total On-Going Expenses Unfunded in 2024					\$ 1,491,000

Total Requests	\$ 17,990,500
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Included in 2025

Included in 2026

Included in 2027

Not included in a current budget