

# 2024 Work Projects and City Council Goals

## 2023 City Council Goals

1. Adopt and implement new city-wide zoning plan
2. Support the beautification efforts throughout the city
3. Continue to focus on the infrastructure and the ways our infrastructure supports Geneva
4. Maintain the City projects and properties in the ways that show our pride in our uniquely urban city
5. Support policies, infrastructure, and processes that ensures our stewardship of our lakefront resources
6. Complete the Downtown Revitalization Initiative Projects

## Office of the City Clerk Work Projects

- Update the City Charter
- Update the City Code
- Create and Publish Meeting Indexes for 2015-2022
- Scan and Index Historic Burial Permits
- Research and Apply for Funding to Restore Records
- Onboard 2024 Council

## Office of the City Comptroller Work Projects

- Participate in Successful Contract Negotiations – Finalize 2 from 2023 and work on 2 new in 2024
- Research and Implement an Electronic Payroll Software
- Develop and update the Finance Procedures Manual for the Department
- Finalize the Revaluation Process for the Citywide Assessment
- Successful completion of sales of City Owned Properties
- City Investment Policy

## Office of the City Manager Work Projects

- Participate in a successful contract negotiations
- Provide support to City Committees
- Utilize the housing study to guide council and staff in ways to implement city programing to improve and/or increase housing stock
- Review the transportation system within the City of Geneva; advocate for system improvements to support the City
- Review and update safety, wellness and accessibility plans, procedures, and structural improvements for City facilities
- Create an effective and efficient 2025 Budget with Results Based Accountability incorporation
- Work with the Town of Geneva and Green Committee to support the evaluation and operations regarding sustainability within the City
- Provide ongoing communications to Geneva residents and visitors regarding all City operations and initiatives; hire the Community Engagement Coordinator to lead this effort
- Support Organizational Excellence by providing ongoing leadership and supervision to city leadership team members including ongoing performance dialogue and annual evaluations; creation of an employee action team; implementation of training programming; coordination of citywide employee survey

- Begin the review of the City Charter, making updates to the charter to ensure that the charter is alignment with City operations
- Research and develop a proposal to create an updated comprehensive plan of city operations and goals to be implemented in 2026
- Advocate for the City of Geneva at the County, State, and Federal level

## Fire Department Work Projects

- Digitize Records
- Fire Prevention Programming
- Policy Manual Updates
- OSHA/PESH/OFPC Compliance
- Emergency Medical Services Program Training and Development
- Digital Fire Inspection Program
- Delivery of new fire apparatus
- Communication System Upgrade

## Human Resources Department Work Projects

- Support staffing throughout the organization
- Restructure Wellness Initiative for Required Annual Employee Training and Events
- Support Departments with Staffing and Succession Planning
- Determine HR Website Capabilities
- Continuation of review and updates for City Employee Policy and Procedure Manual

## Information Technology Work Projects

- Replace the two Network Attached Storage units for local backup
- Improve the downtown security cameras (increase the total number of available cameras by at least 4 additional cameras)
- Replacement of Personal Computers
- Finalize cabling in City Hall and Police Department
- Update Webfilter
- Police Department Door Access
- Develop IT policies and plans (phone use, personal devices, disaster recovery plans)

## Department of Planning and Economic Development Work Projects

- Resurrect the Revolving Loan Fund
- Farmer's Market Building Development
- Marina Construction
- Boat Launch Construction
- Farmer's Market Administration
- Support and Manage Events in all City Facilities
- BOA/Greenway Implementation/Seeking of Funding
- Microenterprise Assistance Program Grant Coordination
- Grant Administration
- Fully staff the department

- Recreation Complex Plan

## Police Department Work Projects

- Digitize documents to create more space and better organization
- Hire and retain full-time staff
- Creation of a police officer community engagement team
- Work with the PBAB
- Reinvigorate Community Compact

## Department of Public Works Work Projects

- Engineering
  - Develop Ordinance and Policy for Sump Pump Connections
  - Develop Ordinance and Policies for New Development Fees
  - Design-BID Castle Street Reconstruction
  - Survey – Castle Street Reconstruction Brook to North St
  - Design – Clinton Street Reconstruction
  - Marina Bid and Construction
- Waste Water Treatment Plant
  - Replace sludge belt
  - Bid and construct ATAD expansion
  - Maintain processing with immediate needs and mechanical repair and upgrades
- Water Maintenance
  - Inspection of Lead Water Service Replacement Project
  - Develop Plan for obtaining complete water service line inventory
  - Water valve exercise city-wide
  - Complete water service disconnects
  - Collect quarterly meter readings
- Buildings and Grounds
  - Upgrades at McDonough Park
  - Road Work and Drainage improvements at Glenwood Cemetery
  - Fire House Roof Upgrade
  - Public Safety TRUS Replacement
  - Visitor Center Lake Side Doors
  - Playground Safety Inspector Training
- Highway and Sewer Maintenance
  - Castle Creek Debris Removal Continuation
  - Winter Operations
  - Yard Spring and Fall Debris Pick up
  - Urban Forest Street Tree Pruning
  - Catch Basin Cleaning
- Code Enforcement
  - Continued implementation of pro-active enforcement
  - Implementation of Short-Term Rentals Program

## Recreation Department Work Projects

- Awaiting 2024 Projects