

Resolution # 30-2024

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

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.

STATE OF NEW YORK)
COUNTY OF ONTARIO) ss:

I, Nicole Tillotson, City Clerk of the City of Geneva, New York, do hereby certify the foregoing to be a true and complete copy of an original resolution on file in the City Clerk's Office, which said original was adopted at a Regular Meeting of the Geneva City Council held on May 1, 2024.

Dated: May 2, 2024

Nicole Tillotson

City Clerk