

**RESOLUTION # 54 - 2020**

**RESOLUTION ADOPTING THE CITY OF GENEVA POLICE BUDGET ADVISORY BOARD BY-LAWS**

**WHEREAS**, the Geneva City Council is committed to providing greater transparency in the budgeting process by using a police budget advisory board to drive creative thinking and accountability by making policies that engage in inclusive interactions and transparent decision-making processes; and

**WHEREAS**, the City of Geneva approved a resolution creating a Police Budget Advisory Board to examine line item expenditures and associated policy priorities; and

**WHEREAS**, members of council have worked together to present budget advisory board by-laws that strengthen our values and forward the city's vision of an affordable and inclusive city for all residents; and

**NOW, THEREFORE, BE IT RESOLVED** that the Geneva City Council, hereby and in due form, adopts the City of Geneva Police Budget Advisory Board By-laws as presented.

STATE OF NEW YORK )  
COUNTY OF ONTARIO ) ss:

I, Alicia Jean, Deputy 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 October 7, 2020.

Dated: October 8, 2020

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Deputy City Clerk

## **Police Budget Review Board of the City of Geneva**

### **Introduction**

The Geneva City Council passed a resolution at its July 1, 2020 meeting directing that a Police Budget Advisory Board be created to drive creative thinking, accountability, and greater transparency in the Police budgeting process. The PBRB shall convene in January 2021 to begin discussions around the 2022 budget process.

### **Name**

The board shall be known as the Police Budget Review Board of the City of Geneva or the “PBRB”.

### **Purpose**

The purpose of the PBRB is to:

- Work with the budgetary education provided by the City Comptroller and the Police Chief or a GPD representative to provide citizen involvement, understanding, and oversight of the Geneva Police Department’s (GPD) budget.
- Examine line item expenditures and associated policy priorities within the GPD budget.
- Generate recommendations for the GPD budget development process.
- Review and share information publicly at a monthly city council meeting
- Understand the amount of discretionary spending allotted in the GPD budget

### **Responsibilities**

The City Comptroller, City Manager and the Police Chief or a GPD representative will provide organization and education. Responsibilities may include, but not necessarily be limited to:

- Making recommendations regarding GPD budget priorities;
- Identifying areas of efficiency and cost effectiveness;
- Recommending cost reduction strategies, identifying services that may be reduced, made more efficient, or discontinued
- Review quarterly report from City Comptroller;
- Reviewing the clarity and effectiveness of the budget documents and communications as well as the budget process as a whole;
- Presenting progress reports on the board’s work and a final report of recommendations to the City Council, City Manager, Police Chief, and City Comptroller by specific dates set forth by the budget formation process that will be shared with the public.
- Collaborating with City Management, City Comptroller, and Police Chief or a GPD representative
- Holding meetings that are open to the public
- Providing, upon City Council’s request, studies and recommendations on special topics or issues
- The Police Chief will provide a formal response to the board at a council meeting

## **Authorities**

All recommendations of the board shall be review only and shall not be binding on City Council, City Management, or Geneva Police Department.

City Budget procedures set forth in the City Charter, the General City Law, the Local Finance Law, and other applicable laws and regulations shall control all Geneva City Police Department Budgeting procedures.

## **Membership**

Membership of the PBRB shall consist of 5 voting board members.

## **City Representation**

The city representatives that will serve on the board with no voting power will consist of 2 councilor liaisons, Police Chief or GPD Representative, City Manager, or City Comptroller.

## **Membership Requirements**

Attend orientations when applicable by the Police Chief or a GPD representative and/or City Comptroller or City Manager

All members should be:

- Residents of the city for twelve (12) months or more
- Willing and able to complete all necessary training when applicable;
- Willing to attend all meetings and shall do their best to do so;
- Willing and able to have open minded conversations about the police budget;
- Willing to adhere to the city's code of ethics and meeting rules of order;
- An active participant, demonstrating confidentiality when it is applicable

## **Appointment of Members**

Initial vacancies as well as subsequent vacancies shall be publicly advertised, and PBRB members will be appointed by City Council. Qualified individuals who have been properly screened and approved by City Council shall be accepted as members of the PBRB without regard to sex, sexual orientation, gender identity, race, religion, color, national origin, age, marital status, or disability.

City Council liaisons will be chosen by the Mayor on a rotating basis.

## **Length of Term**

Terms shall be two years. PBAB members will be limited to two consecutive terms and may reapply for appointment after not having served on the board for one year. To serve beyond these limits, a two-thirds (2/3) majority of City Council must grant a waiver. 3 of the initial community PBAB members shall be given a 2-year term and 2 initial community PBRB members shall be given a 1-year term. The designation to the term shall be decided by lottery.

### **Chairperson**

The chairperson will be chosen by a majority of the five sitting board members to be voted on at the initial meeting. The chairperson shall preside at meetings and coordinate and facilitate the PBRB's functions.

### **Secretary**

The secretary will be chosen by a majority of the five sitting board members to be voted on at the initial meeting. This position will be rotative amongst members. The secretary shall be responsible for recording minutes during all meetings and provide them to the City Clerk when finalized.

### **Meetings**

The PBRB will meet as needed. The frequency of meetings will increase as the city's budget season nears. The frequency of the meetings will decrease once the city budget is created and adopted.

Three members shall constitute a quorum. Three (3) or more community members must be present. Action by the PBRB shall be executed by a simple majority of the PBRB (3/5 members).

There will be no public comment made during these meetings. Comments from residents may be submitted to the Chairperson or any other board member to be shared with the PBRB members.

The Police Budget Review Board's meetings are considered public meetings and are subject to freedom of information requests.

### **Resignation/Removal**

A PBRB member who wishes to resign from the PBRB shall address his/her request in writing to City Council, and the City Council shall accept their resignation. A PBRB member may be recommended for removal from the PBRB upon a majority vote of the PBRB. Board members who miss more than one meeting in a calendar year for non-emergency reasons shall be recommended for removal.

Removal shall be effective upon City Council approval.

### **Vacancies**

The City of Geneva will publicly advertise board member openings. When there is a vacancy, applications will be reviewed by City Council. Each applicant will be contacted by the City Clerk and will be interviewed by City Council to learn more about the applicant's background and interest in the position.