

**City of Geneva Police Budget Advisory Board By-Laws**

**Introduction**

The Geneva City Council passed a resolution at its July 1, 2020 meeting directing that a Police Budget Advisory Board (PBAB) be created to drive creative thinking, accountability, and greater transparency in the Police budgeting process.

**Name**

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

**Purpose**

The purpose of the PBAB is to:

- Work in collaboration with the City Comptroller and the Police Chief to examine the Geneva Police Department’s (GPD) budget.
- Examine line item expenditures and associated policy priorities within the GPD budget.
- Review and share information with constituent groups.
- Generate recommendations for the GPD budget development process.

**Responsibilities**

The PBAB serves as a source of information for interested community members to foster a deeper understanding of police appropriations and promote transparency.

The PBAB operates at the discretion of the Geneva City Council. The priorities of the GPD, City Council, and the city finances guide the work of the PBAB. The City Comptroller and the Police Chief provide direction to the PBAB on which areas they should focus aligning with the City’s budget process. 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;
- Reviewing the clarity and effectiveness of budget documents and communications;
- 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 ;
- Collaborating with City Management, City Comptroller, and Police Chief
- Holding meetings that are open to the public
- Assisting in educating the community about the budgeting process
- Providing, upon City Council’s request, studies and recommendations on special topics or issues

**City of Geneva Stakeholder Review Item #3**  
**Please submit feedback to the City Clerk:**  
**Lori Guinan at [ljl@geneva.ny.us](mailto:ljl@geneva.ny.us).**  
**Feedback appreciated by 8/24/2020**

All recommendations of the board shall be advisory 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 Police Department Budgeting procedures.

**Membership**

Membership of the PBAB shall be representative of the demographics of the community at large and consist of 5 community members, 2 city councilors, the Police Chief, and City Comptroller.

**Membership Requirements**

It's strongly recommended that members have completed the City's Budget Academy and/or the City's Citizen's Police Academy. A certificate of completion will be presented with application materials.

All members should be:

- Registered voters;
- Residents of the city for twelve (12) months;
- Willing and able to complete all necessary training as required by City Council;
- Willing attend **ALL** meetings;
- Willing and able to have open minded conversations about the police budget and not display a bias towards one side or the other;
- Actively participate in the community;

**Appointment of Members**

Community 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 PBAB without regard to sex, sexual orientation, gender identity, race, religion, color, national origin, age, marital status, or disability.

City Council representatives will be chosen by the Mayor.

**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 PBAB board members shall be given a 1-year term. The designation to the term shall be decided by lottery.

**Chairperson**

The City Comptroller shall be the chairperson. The chairperson shall preside at meetings and coordinate and facilitate the Board's Functions.

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**Meetings**

The PBAB 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.

Five (5) members shall constitute a quorum. Three (3) or more community members must be present.

Action by the PBAB shall be by five (5) votes of the entire PBAB.

PBAB Members shall attend all meetings.

**Resignation/Removal**

A PBAB member who wishes to resign from the PBAB shall address his/her request in writing to City Council, and the City Council shall accept their resignation. A PBAB member may be recommended for removal from the PBAB upon a majority vote of the PBAB. Community members who miss more than two (2) meetings 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.

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