

Agenda

City Council Operations Meeting

City of Geneva, New York

June 16, 2026

City Hall

2nd Floor Council Chambers

47 Castle Street

Geneva, NY

Executive Session Starts at 6:00 PM

To discuss the employment of a particular person or persons

Council Meeting Starts at 6:30 PM

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- I. Call to Order** – Mayor, Jim Cecere
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. City Manager Report**
 - a. Clerk's Office Staffing
 - b. Transition Update
 - c. Work Programs Quarter 1 Update
- V. Public Comment**
- VI. Discussion**
- VII. Unfinished Business**
- VIII. New Business**
 - a. Support & Authorization for 2026 DEC UCF Grant
 - b. Adopting the City of Geneva Recreation Advisory Board Bylaws
- IX. Adjournment**



TO: Mayor Cecere and City Council

FROM: City Manager, Finance & Human Resources

DATE: June 16, 2026

RE: Council Briefing | Deputy Clerk Vacancy

The vacancy in the Deputy City Clerk position presents Council with a broader policy decision regarding the level of service the City intends to provide through the Clerk's Office. While the discussion has focused on a position title, the practical question before Council is whether the City wishes to maintain current service levels, reduce services, or discontinue certain non-mandated functions.

As requested, staff have reviewed multiple operational models, including maintaining the current structure through recruitment of a Deputy City Clerk, replacing the position with an Administrative Aide, utilizing Finance Department staff to support Clerk functions, relying more heavily on automation and online services, and continuing to operate with a vacancy. Each approach carries different implications for customer service, records management, statutory compliance, organizational resiliency, and operational continuity.

Why this position matters

The Deputy City Clerk position serves a broader function than front-counter customer service or back up Clerk functions. The position provides operational redundancy and operational sufficiency for statutory Clerk functions, supports records management, assists with Freedom of Information Law requests, supports meeting preparation and administration, provides customer service, supports elected bodies and community boards, and provides continuity when the Clerk is unavailable. Consistent with Charter §7.3(4), the position may also perform related duties prescribed by City Council and can be enhanced to support broader Council functions at a time when Council and ad hoc committees are meeting more frequently.

Unlike many municipal functions that can be delayed or reassigned during staffing shortages, several Clerk responsibilities are governed by statutory deadlines and public-

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access requirements. As a result, the City benefits from maintaining a trained and designated back-up capable of performing those duties when necessary.

The position also provides organizational resilience. Municipal operations increasingly depend upon continuity of institutional knowledge, records retention, compliance obligations, and public accessibility. Eliminating or substantially reducing dedicated Clerk support may generate short-term budget savings but increase operational risk and reduce the City's ability to respond to staff absences, vacancies, changing workloads, or unexpected compliance requirements. It should also be noted that the current City Clerk has limited ability to utilize accrued leave due to the absence of a fully trained back-up, and that customer-service responsibilities on the first floor are already shared among multiple offices while a 0.5 Administrative Aide position remains unfilled.

Staff Recommendations and Rationale

After evaluating the available alternatives, staff recommend that Council continue recruitment for the Deputy City Clerk position. This recommendation is based on four primary considerations:

- It is the only option that fully maintains existing service levels and public accessibility.
- It preserves a designated statutory and operational back-up to the City Clerk.
- It minimizes administrative, civil service, labor-relations, and implementation challenges associated with alternative models.
- It provides the greatest operational flexibility while still achieving personnel cost savings associated with filling the vacancy at the entry step of the salary schedule.

While Council may ultimately determine that reduced service levels are acceptable, staff believe that decision should be made explicitly and with a full understanding of the operational impacts associated with each alternative.

Additionally, the CSEA Municipal Employees Unit (Unit #7851) submitted a letter, dated June 1, 2026, supporting retention of the Deputy City Clerk position and asking that the current model remain in place. The letter emphasizes the position's specialized knowledge of applicable procedures and local and state law, its confidential handling of birth, death, and marriage records, its role in preparing meeting minutes and resolutions, and its function as a trained, built-in succession plan and back-up for the City Clerk, noting that the modest pay savings associated with an Administrative Aide would not offset the loss of that specialized capacity. A copy is included as Attachment A.

Additional Model Review

At the Council's request, staff examined an additional model from the City of Canandaigua which was beyond the three already reviewed on May 4. In this model, two Finance Clerks serve as the primary support to the City Clerk in place of a dedicated Deputy. Review of this model identified several operational limitations:

Two Finance Clerks provided customer-service assistance on behalf of the Clerk and the Treasurer, with oversight provided by the Treasurer. Limitations of this model include the following: the Finance Clerks cannot complete all of the Clerk's statutory and operational tasks while also carrying their existing finance duties; additional support is needed for sub-registrar arrangements; and Freedom of Information Law (FOIL) requests are delayed, as records responses compete with finance workload and cannot be processed within the Office's normal turnaround. As a note, Finance Clerks are competitive and our Finance Clerk II is competitive and in the MEU bargaining unit.

Marriage certificates and related vital records are available by appointment only rather than on demand at the counter.

On balance, this model meaningfully limits the Office's ability to deliver the full range of services that City of Geneva staff currently provide, and it does not preserve the statutory back-up to the City Clerk.

This approach also relies more heavily on automation and offers a broader range of items and transactions directly through the City website. By shifting routine, self-service tasks online, it reduces in-person counter demand and frees staff time for mandated and higher-level work, directly advancing the Mayor's and Council's goal of greater efficiency. Implementing comparable automation and expanded online services, modeled after the City of Canandaigua's approach, would carry additional start-up costs of up to \$45,000 and may assist with this transition regardless of the staffing direction the Council selects.

Taken together, these comparisons reinforced the need to frame the decision around the service levels the City intends to maintain, addressed next.

Considerations: Three Service-Level Directions

In weighing all alternative models against available staffing, three approaches frame the choices before the Council. In discussion with the Mayor, staff focused on the goal of finding additional staffing efficiencies while reducing costs. The three directions and their impacts are described below.

1. **Continuation and Future Enhancement of Role** — strengthening and broadening the position so that a single role can absorb additional responsibilities and sustain current service levels, while providing additional

support to Council as intended in the Charter. Cost savings would still be realized with a Deputy Clerk hire, as the position would begin at year one, step one of the salary scale. Estimated cost savings: \$15,808 (*Current Salary at Top Step is \$62,189, Step 1 is \$47,011*)

2. **Reduction of Services** — scaling back the scope or availability of certain services to match reduced staffing capacity. This approach would enlist an Administrative Aide to take on front-office work — taking meeting notes, providing customer service, supporting FOIL requests, and meeting other requirements — while the Clerk maintains much of the mandated role. The Administrative Aide would receive annual stipends to serve as notary and sub-registrar. With those stipends included the cost savings between a step-one Clerk and a step-one Administrative Aide is roughly \$2,000 (stipends estimated at no more than \$2,000). Estimated Cost Savings from Deputy Clerk at Step 1 to Administrative Aide Step 1: \$3,206 – minus \$2,000 in stipends = \$1,206. (*Current Administrative Aide Step 1 is \$43,807*)
3. **Elimination of Services** — discontinuing one or more non-mandated services entirely where capacity cannot be maintained. The Office would continue to function largely as it does today, with the Clerk responsible only for meeting minutes at the two primary council meetings monthly. A stipend would be necessary for sub-register responsibilities of \$1,500 annually.

Civil Service and Labor Considerations

Because this is a New York public-sector position, any changes to titles or duties may be subject to both the State Civil Service Law's classification and titling provisions and the collective-bargaining requirements of the Taylor Law (Civil Service Law, Article 14). As a result, the considerations outlined above should be reviewed in consultation with the Ontario County Department of Human Resources and the City's labor counsel before any changes are implemented. The summary below is provided for general informational purposes only and is not intended as legal advice.

Staff are seeking to schedule an attorney-client session on June 16 to discuss these matters further as part of the Administrative Council meeting.

Civil Service Titling and Retitling

Under Civil Service Law § 22, before an existing position is reclassified (or a new one created), the proposal, with a statement of duties, must be referred to the municipal civil service commission or personnel officer having jurisdiction (Ontario County), which certifies the appropriate civil service title. The position may be reclassified only with the title the commission approves and certifies. Retitling the Deputy City Clerk to Administrative Aide or adding responsibilities to the Deputy City Clerk role, requires this

civil service action. Retitling also requires a charter change and public hearing already noted.

Union (Taylor Law) and Non-Union Status

Under the Taylor Law, most public employees have the right to organize and to bargain over salaries and conditions of employment. Both titles currently sit inside a bargaining unit (CSEA, Municipal Employees Unit). This shapes salary, benefits, stipends, and the process for changing duties.

The managerial/confidential exclusion is read narrowly. Only employees who formulate policy, or who assist directly in collective negotiations or personnel administration, may be designated managerial or confidential by the Public Employment Relations Board on the employer's application, which removes them from the bargaining unit. The Deputy City Clerk position is currently classified as Exempt and, according to prior review by Ontario County pursuant to Civil Service Law provisions, has historically been treated as exempt due to the confidential nature of the position. Staff will confirm the current classification and any implications for future staffing decisions with Ontario County Human Resources and labor counsel.

Changes that affect represented employees' terms and conditions such as reassigning Clerk duties to Finance Clerks or to an Administrative Aide, adding notary or sub-registrar duties, or attaching the stipends contemplated under the Reduction-of-Services direction may be mandatory subjects of bargaining or raise out-of-title-work concerns, and should be reviewed against the applicable contract. While the underlying management decision of how to staff the Office is the City's to make, its impact on bargaining unit work may require negotiation.

Interim Solution

Regardless of which position the Council selects, a couple of bridge measures are needed while the decision is implemented. Pending further review the City Clerk's Office will operate "dark" to counter traffic on two mornings each week, beginning the week of June 22. During those periods no services for finance or the clerk's office will be provided. In those afternoons the Office would receive support from additional staff to maintain the public counter, allowing the City Clerk and Finance Team to concentrate on records management, statutory deadlines, and other core responsibilities without continuous front-counter interruption. This arrangement is intended to stabilize operations during the transition.

Immediately, staff will search for a temporary administrative aide to assist up to 17.5 hours a week to support the management of the front counter duties and administrative

duties as well. This position will be funded until the Deputy Clerk decision is finalized, and appropriate steps are made towards staffing.

During this transition to maintain vital records compliance with NYS DOH a sub-registrar will be identified among the administrative team who will receive \$100 for each time they are needed to provide service for the Clerk, up to \$1,500 for services rendered.

Recommendation and Next Steps

The recommendations below remain subject to any additional guidance provided by labor counsel and the City Attorney following further review of the civil service and labor-relations considerations discussed above.

Taken together, the additional Finance Clerk model, the three service-level scenarios, and the position options presented on May 4 support a consistent finding: enhancing and continuing the Deputy City Clerk position is the only option that maintains current service levels, preserves the statutory backup function to the City Clerk, and supports the City's Records Management Grant commitments, while also realizing cost savings through hiring at Year 1, Step 1.

Accordingly, staff recommend:

- Continue recruitment and hiring for the Deputy City Clerk position, or as a Council direct additional research as a body before making a final determination.
- Utilize the interim two-afternoon "dark" schedule to help stabilize operations during the transition period.
- Support of the recruitment of a temporary part-time administrative aide to provide front-counter operations staffing and maintain public access during regular office hours should further review of the position be determined necessary of Council.
- Consider future investments in automation and expanded online services, modeled after the City of Canandaigua's approach, to reduce counter demand and strengthen service continuity regardless of the staffing model ultimately selected.
- Human Resources will continue consultation with Ontario County Human Resources and the City's labor counsel regarding any applicable Civil Service Law considerations associated with any differing approach.

Attachment A:

TO: Mayor Cecere and City Council

FROM: City Manager, Finance & Human Resources

DATE: May 4, 2026

RE: Council Briefing | Personnel Vacancy and Projected Cost Savings

Purpose of this Memo

The purpose of this memo is to provide an update on current personnel vacancies, the recruitment status of each, and projected fiscal impacts for 2026.

The City is currently managing six and one-half (6.5) vacancies across the Police Department, Department of Public Works, City Clerk's Office, and Finance/Assessor's Office.

Active recruitment is underway, with all positions producing short-term cost savings while vacant and longer-term savings through restructuring in some areas.

Human Resources tracks all retirements. There are two tentative 2026 retirements anticipated; neither has been formally submitted at this time.

Vacancy Details and Recruitment Status

Department	Position	FTE	Status
Police	#26 Police Officer (New in 2026)	1.0	Reviewing eligible list; lateral would be immediate hire or off the civil service list would go to academy
Police	#25 Police Officer (Vacancy created through retirement)	1.0	Next exam is May 9, 2026; Lateral transfers recruitment open; Lateral would be immediate hire or off the civil service list would go to academy
Department of Public Works: Water Maintenance	Motor Equipment Operator (MEO) /Replace with Laborer to MEO	1.0	Internal transfer being processed. Leaving a new vacancy within DPW.
Department of Public Works: Buildings and Grounds	Motor Equipment Operator (MEO)/Replace with Laborer to MEO	2.0	Recruiting at this time; this was created due to internal promotions of previous B&G employees.
City Clerk	Deputy City Clerk	1.0	Recruitment process; vacancy was created due to internal movement.
Assessor	Administrative Aide – Part Time	0.5	Recruitment was in process: paused as non-critical hire. Previously a contracted position but

			moved internally for cost savings and to leverage this resource within the customer service functions of City Hall (support to Finance/Clerk/Assessor).
TOTAL		6.5	Active hiring of 6 FTE

Police Department – 2 Police Officers

- Recruitment for these employees has continued as essential public safety employees under the council’s resolution.
- Per the 2026–2028 Police Officer Tentative Agreement, the new-hire (post-academy/end-of-probation) base salary is \$65,594 in 2026; the top-step (6th year and above) base salary is \$90,319 in 2026.

Department of Public Works – 3 Laborer Positions

- Recruitment for these employees has continued as essential public safety employees under the council’s resolution.
- We will be recruiting these as a Laborer to MEO positions. Under the 2024–2027 DPW Laborers (CSEA Local 785202) agreement, the new-hire Laborer rate is \$1.00/hour less than the MEO rate. Reclassifying one position from MEO to Laborer is projected to generate approximately \$2,080 per year in base wage savings in 2026. The hires move to MEO once they complete their CDL training. Should they leave prior to four years, they must repay for the CDL course.

City Clerk's Office – 1 Deputy City Clerk

- Recruitment for this employee has continued as an essential employee under the council resolution. More information on this determination is included below.
- Under the 2024–2026 MEU agreement, the Deputy City Clerk (Grade S-10) 2026 hourly rate ranges from \$26.54 (Step 1) to \$35.11 (Step 7) on a 35-hour week, equating to approximately \$48,300 to \$63,900 annually. A new external hire would be expected to begin at Step 1, generating step-related savings versus the prior incumbent rate.

Assessor's Office – 0.5 Administrative Aide

- Recruitment for this effort has been paused at this time under the council resolution.
- The Assessor's Office has used \$50,000 from a Project Services line to obtain administrative support through an outside contractor. Staff would like to convert this work to an internal half-time Administrative Aide to support the part-time Assessor and other counter operations on the first floor of City Hall. Adding necessary bench depth to the Clerk and Finance team’s customer service.
- Under the 2024–2026 MEU agreement, the Administrative Aide (Grade S-8) 2026 starting rate is \$24.73/hour on a 35-hour week. At 0.5 FTE (17.5 hours/week), this equates to a budgeted base of approximately \$22,500 per year for salary, generating substantial savings versus the contracted services arrangement even after accounting for fringe benefits (full cost is ~\$30,500).

- Without this position assessment services will be available in City Hall on Mondays from 9am – 4pm, some Fridays from 9am – 4pm, and by appointment only. The Assessor will still be available on a remote basis.

Estimated Savings on Monthly Basis During Vacancy

Vacant Position	Annual Base (Top/Step 1)	Annual Loaded Cost (Top/Step 1)	Monthly Salary Savings	Monthly Loaded Savings (Salary+Benefits)
Police Officer (x2 vacancies)	\$90,319 Top/ \$65,594 Yr 1	\$121,931 Top \$88,552 Yr 1	\$2,060 / officer (\$4,121 total)	\$2,782 / officer (\$5,563 total)
MEO (Laborer to MEO)	\$66,331 Top (MEO) \$57,699 Step 1 (Laborer)	\$89,547 Top (MEO) \$77,894 Step 1 (Laborer)	\$719/ employee (\$2,157 total)	\$971 / employee (\$2,913 total)
Deputy City Clerk	\$63,800 Top \$48,303 Step 1	\$86,265 Top \$65,209 Step 1	\$1,300	\$1,755
Tax Clerk (contract) to Administrative Aid	\$50,000 Contract \$22,500 .5 FTE	\$50,000 \$30,500 .5 FTE	\$1,625	\$2,291

Figures shown represent the recurring annual savings that will continue after each position is filled at Step 1, rather than temporary full-salary savings during the vacancy itself. This is a more conservative, planning-oriented figure for budget purposes. Annual recurring loaded savings across all four vacancies total approximately \$99,467; annual base salary savings total approximately \$73,679. There are several variables that may impact these numbers including if an incumbent was in the position or if it was a new position as well as the Step or Year that the employee comes in (i.e. lateral police officer transfer may not begin at Yr. 1).

Tentative 2026 Retirements

Two additional retirements are considered possible within calendar year 2026. Neither has been formally submitted to Human Resources at this time. They are presented here for planning purposes only.

Position	Contract Reference	Est. Base Salary 2026	Est. Cost (Loaded)
Police Command Unit (potential)	Command Officers 2024–2027 — Step 5 + \$6,250 stipend + longevity	~\$105,289+	~\$142,000
DPW Laborers Unit (potential)	DPW Laborers 2024–2027 — W-7 Step D	~\$63,232	~\$85,363

If both retirements occur and replacements are hired at Step 1 / new-hire rates, the City may realize an additional one-time savings of approximately \$35,000 to \$50,000 in salary differential during the calendar year, depending on the timing of separation and hire dates and accrued vacation/sick payouts.

Position Review of Deputy City Clerk

This briefing supplements the full update and is intended to provide additional details on the decision to move forward with the hiring of a Deputy City Clerk when the vacancy begins in May 2026. Three options are evaluated: (1) recruitment and hire of a Deputy City Clerk, (2) reclassification of the position to Administrative Aide, and (3) leaving the position vacant for an extended period.

Position Comparison:

Option A: Recommendation for Deputy City Clerk

The City Manager recommends the continuation of recruitment and hire of a Deputy Clerk. The Deputy Clerk title is the only title that preserves the statutory backup to the City Clerk, maintains the Office's full operational capacity, and protects the Records Management Grant in-kind commitment. While Options A and B produce greater short-term salary savings, both create significant operational gaps that fall directly on the City Clerk and place several mandated functions at risk.

Option B: Retitle Deputy Clerk to Administrative Aide

This would need a charter change under local law. That process includes a public hearing. City Manager can appoint an acting City Clerk.

The Administrative Aide is an entry-level clerical position. The Deputy City Clerk, by contrast, is required to bring clerical and municipal experience to the role and must function at a higher level. The Deputy City Clerk title is the official statutory backup to the City Clerk and must be capable of stepping in and fulfilling all City Clerk duties in the Clerk's absence. The two titles are not interchangeable.

Minimum Qualifications:

DEPUTY CITY CLERK	ADMINISTRATIVE AIDE
<p>Progressive Administrative Experience</p> <ul style="list-style-type: none"> • Two (2) year degree AND two (2) years progressively responsible administrative experience OR • Graduation from High School AND four (4) years progressively responsible administrative experience 	<p>General Office/Clerical Experience</p> <ul style="list-style-type: none"> • Two (2) year degree plus one (1) year of paid office clerical or administrative clerical work experience OR • Graduation from High School AND three (3) years paid office clerical or administrative clerical work experience

Option C: Continued Deputy Clerk Vacancy

As the Deputy Clerk position remains vacant, its responsibilities will be absorbed by the City Clerk, increasing workload and creating potential operational challenges if the vacancy continues. This shift places additional strain on overall office capacity and may affect efficiency, responsiveness, and the ability to maintain normal service levels. While some duties will be temporarily reassigned elsewhere, the majority will remain with the City Clerk and Finance Team during this period.

Summary and Recommendation

- Six and one-half (6.5) FTE vacancies are currently being actively managed across Police, DPW, City Clerk, and Assessor.
- Two Police Officer recruitments are expected to close in 2026.
- Internal restructuring at DPW, the City Clerk's Office, and the Assessor's Office is producing recurring annual savings estimated at approximately \$30,000 to \$37,000 fully loaded.
- Estimated recurring monthly salary savings from step compression at hire across all vacancies total approximately \$8,000 per month at the fully loaded level.
- Two additional 2026 retirements are being tracked for planning, though neither is confirmed.
- It is recommended to hire the full-time positions and look at reviewing the Administrative Aide position at or before the budget adoption in October.

Staff will continue to provide periodic updates as recruitments close and as additional changes occur.

This letter was composed with assistance of Artificial Intelligence. All information was reviewed by staff to confirm accuracy.

2026 City of Geneva Work Programs Q1 Update

This document outlines the City of Geneva’s 2026 Work Programs, Key Performance Indicators (KPIs), and Annual Data Collection Metrics. Provided quarterly, it is intended to support transparency, accountability, and shared understanding among City Council, City departments, and the community regarding organizational priorities and performance outcomes.

The 2026 Work Programs reflect major initiatives identified by City departments that require focused attention, cross-departmental coordination, or implementation over a defined timeframe. These initiatives were developed in 2025 to guide operational priorities and strategic progress throughout 2026.

Accompanying each work program are measurable KPIs used to track implementation progress and evaluate performance throughout the year. In addition, Annual Data Collection Metrics—first incorporated into the budget process in 2023—provide historical and year-over-year operational data to support informed decision-making and continuous improvement. As City Council strategic priority KPIs are finalized, they will also be integrated into this reporting framework.

This document focuses on **performance measures**, not **population-level results**.

- Population Results describe broad community conditions that many partners influence over time (for example: economic vitality, public safety, or community health). These results are typically tracked through long-term indicators and are not solely attributable to City government.
- Performance Measures, which are used throughout this document, track the City’s direct contribution through its programs, services, and initiatives. They answer whether City actions are being carried out as planned, whether they are being done well, and whether they are making a measurable difference within the City’s control.

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City Manager

General City Manager

Work Program Goals: By December 31, 2026, deliver a transparent and community-informed 2027 budget, maintain compliance and oversight for 100% of active grants, advance at least one shared service or regional collaboration initiatives, and implement organizational improvements that support sustainability, economic vitality, and infrastructure planning.

- **2027 Budget and Financial Planning**
Lead a transparent, community-informed budget development process
- **Shared Services and Regional Planning**
Expand shared service agreements to improve efficiency and regional coordination.
- **Organizational Excellence and Communications**
Strengthening internal operations through employee engagement and improving external communications and outreach.
- **Sustainability Initiatives**
Review the Resource Recovery Park model and advance Climate Smart Communities efforts in partnership with stakeholders.
- **Economic Vitality Initiatives**
Support business recruitment, retention, and expansion to strengthen the local economy.
- **Infrastructure and Capital Planning**
Advance long-term infrastructure and capital improvement planning.
- **Staff Development and Organizational Alignment**
Invest in employee growth and align organizational structures to support service excellence.
- **Grant Administration and Management**
Administer and account for existing grants and onboard newly awarded grants in 2026.

Work Program KPI	Measure	2026 Target	Reporting
Budget Process	2027 budget delivered	On time	Annual
Grants Managed	Active grants in compliance	100%	90%
Shared Services	New/expanded agreements	≥ 1	Annual
Communications	Public updates issued	Quarterly cadence	100%

Annual Metric	2023	2024	2025	Q1 2026
Cumulative Amount of Grant Revenue Awarded Annually	\$438,600	3,550,933.00	\$3,079,000	\$4,348,764
% of Performance Evaluations Completed for Department Heads	-	100%	100%	0% (Q2-Q3)
% of Open Contracts Ratified	0%	50%	85%	85%

Facilities

Work program goals: By December 31, 2026, improve the condition, reliability, and service responsiveness of City facilities by implementing a standardized facilities work order system, completing priority facility upgrades and maintenance activities, advancing a comprehensive DPW Facilities Study, and maintaining uninterrupted operation of water and wastewater treatment facilities, while keeping all approved capital projects on schedule.

- Customer Service Excellence (Facilities)**
 Implement a standardized work order intake, tracking, and communication process for City facilities to improve responsiveness, consistency, and customer satisfaction through timely completion and clear communication.
- Facilities Upgrades and Maintenance**
 Modernize and maintain City facilities by completing priority upgrades, implementing cost-effective professional cleaning services, and identifying funding and project opportunities for improvements at Richards Park and other City-owned facilities.
- DPW Facilities Study**
 Conduct a facilities study focused on DPW buildings to assess current conditions, space needs, deferred maintenance, and long-term capital requirements to inform future planning and investment.

Work Program KPI	Measure	2026 Target	Reporting
Work Orders Managed	Number of facilities work orders logged in standardized system	Baseline + tracked	Process being developed for Q3
Facilities Study Progress	Facilities study milestones completed	Completion of study	Paused for 2027; RFP Drafted
Work Order Timeliness	% of work orders completed within target timeframe	>75%	Awaiting System

Facility Condition	Reduction in critical deferred maintenance items identified in study	Baseline established	Annual
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Metric	2023	2024	2025	Q1 2026
Number of Parks and Acres Maintained	15 Parks, 108 Acres	15 Parks, 108 Acres	15 Parks, 108 Acres	15 Parks, 108 Acres
Number of Cemeteries and Acres Maintained	2 Cemeteries, 71 Acres	2 Cemeteries, 71 Acres	2 Cemeteries, 71 Acres	2 Cemeteries, 71 Acres
Number of Burials/Full/Cremations	74/ 31/ 43	42/18/23	47/27/10	16/13/ 3

Quality of Life

Work Program Goals: By December 31, 2026, advance at least three priority initiatives supporting recreation access, economic development, and long-term planning, including completion of Comprehensive Plan update milestones, increased Farmers Market participation, and establishment of a recreation fund for recreation facilities.

- Farmer’s Market Services Enhancement**
 Strengthen the Farmers Market as a regional destination, small business incubator, access point for local food, and community-building amenity.
- Comprehensive Plan and DRI 2027 Preparation**
 Advance long-term planning and economic development by initiating updates to the Comprehensive Plan and preparing engagement strategies, project concepts, and competitive materials for a Downtown Revitalization Initiative (DRI) 2027 application.
- Economic Development Administration**
 Support City grant activities and provide contracted services to the IDA and LDC to ensure coordinated and effective economic development efforts.
- Recreation Advisory Board Reestablishment**
 Re-establish a fully seated and engaged Recreation Advisory Board to identify community needs, advise on long-range planning, and support budget advocacy for recreation programs and facilities.
- Recreation Complex Financial Sustainability**
 Develop a sustainable funding framework to support the long-term financial health, maintenance, and community value of the Recreation Complex.

- **Equitable Access to Recreation Services**

Improve scheduling, access, and facility availability to ensure equitable recreation opportunities for all community members.

- **Strengthen Recreation Programming**

Expand events, diversify programming, and increase park utilization to enhance community engagement and quality of life.

- **Recreation Fund Development** (*Joint with Finance*)

Design and implement a Recreation Fund with the long-term objective of transitioning toward an enterprise fund model to support operations and capital investments.

Work Program KPI	Measure	2026 Target	Reporting
Farmers Market Vitality	Avg. weekly vendors & attendance	+10% vs. 2025	Seasonal
Recreation Funding	Recreation Fund framework	Adopted	Q4
Program Reach	Recreation events/programs	+15% offerings	Annual
Comprehensive Plan	Update milestones completed	≥ 3 milestones	Awaiting State – Launch Q3

Annual Metric	2023	2024	2025	2026 Q1
Number of businesses opened Downtown	No Data	11	8	2
Value of city property sold to return to taxable use	\$0	\$281,000	\$105,000	\$0
Number of vendors at farmer's market	72 total, 26 average week	95 total, 37 average week	97 total, 36 average a week	N/A
Number of Rink Passes Sold	312	394	404	88*
Number of Youth in Summer Camp	39 avg/per week over 6 weeks	50 avg/per week over 6 weeks	30 avg/per week over 6 weeks	N/A
Number of Days per year Rink complex is in use annually*	266	301	306	314
* The Rink Complex Year is April- March				

Planning, Zoning and Code Enforcement

Work Program Goals: By Q4 2026, reduce average case resolution time by 10% and increase public satisfaction with Code Enforcement services, as measured through response-time tracking and at least one customer feedback survey, following implementation of process improvements and a new case management system.

- Planning and Zoning Board Efficiency and Operational Excellence**
 Improve the effectiveness, consistency, and transparency of the Planning Board (PB) and Zoning Board of Appeals (ZBA) by strengthening procedures, clarifying roles and expectations, enhancing customer service, and supporting informed, timely, and well-documented land-use decisions.
- Technology Modernization for Code Enforcement**
 Identify, evaluate, and procure a modern case management system to improve operational efficiency, transparency, data integrity, interdepartmental coordination, and public access to information.
- Customer Service Excellence**
 Enhance the public’s experience with Code Enforcement through improved responsiveness, communication, transparency, and education, ensuring residents and businesses are informed, supported, and treated equitably throughout the enforcement process.

Work Program KPI	Measure	2026 Target	Reporting
Case Resolution Time	Avg. days from intake to closure	↓ 10% vs. 2025	Software procured!
System Modernization	Case management system selected & implemented	Go-live by Q4	Software procured!
Customer Satisfaction	Survey satisfaction score	≥ 80% positive	Q3 Target
Transparency	Online case status availability	Public access enabled	Q4

Annual Metric	2023	2024	2025	2026 Q1
Number of Code Complaints Acted On	541	389	346	83
Number of Property Enforcements	498	390	328	79
Number of Permitted STRs	-	-	83	85

City Clerk

Work Program Goals: By Q4 2026, complete or substantially advance records inventory and digitization projects, formalize training for all boards and commissions, and consolidate 100% of City contracts and insurance documents into the Document Management system.

- City Charter Updates**
 Continue Charter updates in preparation for a comprehensive review in 2027.
- Records Management and Inventory Projects**
 Implement records inventory, storage improvements, and grant-funded archival initiatives.
- Boards and Commissions Training Program**
 Formalize training programs for boards and commissions, including mandated annual training.
- City Contracts Digitization**
 Centralize and digitize City contracts, insurance policies, and related documents.

Work Program KPI	Measure	2026 Target	Reporting
Records Inventory	Inventory & disposition	Substantially complete	Q4
Board Training	Boards compliant w/ training	100%	Annual
Contracts Digitized	Contracts in DMS	100%	Q4

Annual Metric	2023	2024	2025	Q1 2026
% of Minutes Adopted with no corrections	N/A	N/A	100%	
Number of licenses issued	N/A	N/A	Marriage 49 Dogs 310	
% of meeting agendas provided at least 5 days prior to meeting	N/A	N/A	100%	

Finance & Assessment

Work Program Goals: By Q3 2026, adopt a City Council–approved Five-Year Financial Plan. By December 31, 2026, maintain equitable property assessments by completing required valuation maintenance activities and ensuring assessment ratios remain within New York State compliance thresholds. Implement policy changes for citywide timekeeping system for 100% of departments, and update procurement policies to ensure improved fiscal transparency, compliance, and long-term financial stability.

- **Five-Year Financial Plan**
Develop and maintain a rolling five-year financial plan to support fiscal stability, long-term planning, and informed policy decisions.
- **Labor Contract Negotiations Support**
Provide financial analysis and administrative support for collective bargaining agreements, including CSEA Foremen and CSEA MEA contracts.
- **Citywide Timekeeping System Implementation**
Implement a standardized timekeeping system for all City staff to improve accuracy, compliance, and reporting.
- **Procurement Policy Update**
Update the City’s procurement policy and support adoption by City Council to ensure compliance, transparency, and best practices.
- **Citywide Property Revaluation**
Ensure property valuations remain equitable, accurate, and compliant through ongoing revaluation efforts.

Work Program KPI	Measure	2026 Target	Reporting
Five-Year Plan	Council adoption	Adopted by Q3	Replaced by Ad Hoc Plans
Timekeeping	Departments live on system	100%	Paused for 2027
Procurement Policy	Policy updated & adopted	Adopted	Q3
Assessment Equity	State Equalization Ratio	Within NYS standard	Finalized in Q3
Valuation Maintenance	Required updates are complete	100%	Annual

Annual Metric	2023	2024	2025	Q1 2026
Tax Collection Rate	97.25%	98.09%	94.75%	65.67%
Average Rate of Investment Return	2.05%	3.19%	3.42%	3.73%
Number of Adjusting Entries by Auditors	1	0	-	-
Equalization Rate	78%	100%	93%	92%
Taxable Assessed Value	\$488,630,334	\$727,833,468	\$729,466,885	\$729,466,885

Fire

Work Program Goals: By Q4 2026, enhance operational readiness and community safety by expanding specialized rescue capabilities, increasing fire prevention education outreach by 15%, and completing a formal evaluation of medical billing feasibility for EMS services to be presented to Council in Q4.

- Shared Fire Services Collaboration**
 Enhance efficiency and regional response capabilities through continued coordination with neighboring fire departments.
- Technical and Specialized Rescue Capacity**
 Expand in-house capabilities for complex rescue operations, including rope, confined space, and structural collapse rescue.
- Fire Prevention Education and Outreach**
 Improve public awareness of fire and life safety through community education initiatives.
- Medical Billing Feasibility Review**
 Evaluate the operational and financial impacts of implementing medical billing for EMS services.

Work Program KPI	Measure	2026 Target	Reporting
Specialized Rescue	Teams/capabilities expanded	≥ 2 disciplines	Ice Water Rescue has been established
Fire Prevention	Education/outreach increase	+15%	Annual
EMS Billing Review	Feasibility analysis	Completed	Q4

Annual Metric	2023	2024	2025	Q1 2026
Number of Calls	1,907	2,759	2,547	582
Number of Mutual Aid Calls	44	36	38	9
Number of Code Enforcement Visits	678	711	798	129
Cumulative Hours of Training Received by Career Staff	6,300	5,714	5,907	1,116

Human Resources

Work Program Goals: By Q4 2026, complete workforce forecasting for all departments, digitize 75% of active HR records, and expand professional development opportunities so that at least 75% of employees participate in at least one training or development activity during the year.

- Succession and Workforce Planning**
 Forecast staffing needs and support succession planning to ensure continuity of operations and leadership transitions.
- Expanded Professional Development**
 Enhance training opportunities for employees and supervisory/leadership teams to support organizational effectiveness.
- HR Digitization**
 Continue digitization of personnel records and shared files to improve efficiency, security, and interdepartmental access.

Work Program KPI	Measure	2026 Target	Reporting
Succession Planning	Departments with forecasts	100%	Q4
Training Participation	Employees completing training	≥ 75%	Annual
HR Digitization	Active files digitized	75%	Q4

Annual Metric	2023	2024	2025	Q1 2026
Number of Full-Time Positions Budgeted	127.5	125.5	125.5	127.5
Number of Full-Time Positions Filled	16	13	2	14
Number of Onboardings (New/Rehires)	40	37	38	16
Retention Rate: Retirement/Resignation total	34	23	23	9

Information Technology

Work Program Goals: By December 2026, complete scheduled server and infrastructure upgrades, replace or upgrade 20 workstations, conduct phishing tests for 100% of employees, and implement improved document management and cybersecurity systems to reduce technology risk and improve service reliability.

- **Downtown Security Camera Upgrades**
Upgrade and replace City-maintained security camera systems.
- **Server and Infrastructure Modernization**
Complete server upgrades and replace network hardware to improve security and reliability.
- **Computer Replacement Program**
Replace approximately 20 PCs annually through in-house deployment.
- **Cybersecurity Enhancements**
Conduct phishing tests, replace endpoint protection systems, and monitor network security.
- **Document Management System Implementation**
Collaborate with the Clerk’s Office to implement improved document management solutions.

Work Program KPI	Measure	2026 Target	Reporting
Infrastructure	Servers/network upgrades	Completed	Q4
Device Lifecycle	PCs replaced	20 units	Annual
Cybersecurity	Phishing test participation	100% staff	Annual
Document Management	System implemented	Live	Q4

Annual Metric	2023	2024	2025	Q2 2026
Number of phishing tests opened by staff	134 email sent/ 25 clicked/ 18.66%	N/A	151 email sent/ 3 clicked/ 1.99%	152 emails sent/7 clicked/4.61%
Number of cameras installed and maintained	14 new/53 Total	8 new/ 2 replacements/61 Total	0	N/A
Technology cost per user	148 users/ \$3,436	150/\$3,146	151/\$3,785	Q4
PC new/replacement	43	19	6	5/12

Police

Work Program Goals: By December 2026, modernize parking enforcement practices, expand officer wellness programming, and implement at least three community outreach initiatives, with measurable improvements in enforcement efficiency and community engagement.

- Parking Enforcement System Upgrade**
 Modernize parking enforcement technologies and practices, including ordinance and signage review.
- Officer Wellness Initiatives**
 Expand wellness programming through partnerships to support the physical and mental health of first responders.
- Community Outreach Expansion**
 Strengthen community engagement initiatives, including relaunching the motorcycle program.

Work Program KPI	Measure	2026 Target	Reporting
Parking Enforcement	New system/process deployed	Implemented	Q3
Officer Wellness	Wellness initiatives launched	≥ 2 programs	Annual; 3 Officers attended NYLEAP training
Community Outreach	Outreach initiatives/events	≥ 3	Mock DWI, DHSES Campaign Event

Annual Metric	2023	2024	2025	Q1 2026
Total Police Calls Dispatched	35,203	37,083	38,121	11,794
Body Worn Camera Activation Compliance Hours	22,494	25,558 (6,113 hours of video)	20,116 (8,723 hours of video)	6,613 (1,593 hours of video)
Use of Force Incident Completion	31	53	55	4
Total Overtime Hours	4,056	3,174	2,534	565

Department of Public Works (DPW) – Engineering, Water, Wastewater, and Highway

Work Program Goals: By December 31, 2026, advance all approved capital projects according to schedule, complete planned infrastructure maintenance benchmarks (including inspection or rehabilitation of at least 5% of utility lines), and maintain uninterrupted operation of water and wastewater treatment facilities.

- **Capital Construction Projects**
 - Lakefront Gazebo Construction
 - Castle Street Reconstruction PH 1
 - Clinton Street Design and Utility Replacement
 - Middle Street Bridge Replacement
- **Infrastructure Maintenance and Asset Management**
 - Drainage system inspection and maintenance
 - Sanitary line inspection and rehabilitation
 - Streetscape maintenance planning
- **Water and Wastewater System Improvements**
 - Water plant pump restoration
 - Water meter encoder and endpoint replacement
 - Wastewater Treatment Plant ATAD expansion completion
 - Ongoing wastewater and sanitary system operations

Work Program KPI	Measure	2026 Target	Reporting
Capital Projects	On Schedule/Budget	≥ 90%	Castle St. in progress
Sanitary Lines	Inspected/Rehabilitated	≥ 5% of system	Annual
Drainage Systems	Inspected/Cleaned	≥ 5% of system	Annual
Water Operations	Service Interruptions	0	Continuous
WWTP Expansion	ATAD Construction	Substantially Complete	Q4

Metric	2023	2024	2025	Q1 2026
Number and Lane Miles Street Improvements. Mill Pave	17 Streets; 8.94 Miles	20 Streets; 6.92 Miles	9 Streets; 6.25 Miles; 5,171 tons	Planning
Number ROW Permits Issued	29	20	35	18
Number Dig Safe Tickets Processes	N/A	N/A	1,161	321
Number of Tree /Street Light Complaints	297	143	42 / 103	14/45
Number Street Sweeper Trips	100 Trips	80 Trips	64 Days	12 Days
Number of Winter Trips days	32	22	42 De-Ice / 17 Plow	28 De-Ice/13 Plow
Collected Tree Yard Debris	19,000CY = 1,583Loads	11,000CY = 917 Loads	13,500CY = 1,125 Loads	25 Loads
Collected Food Scraps	208 Totes = 13.3 Tons	137 Totes = 8.7 Tons	158 Totes = 10.1 Tons	1.5 tons
Emergency Response Plan for Water Maintenance	N/A	N/A	Submitted NYSDOH	In progress
Number of Water Lines Repairs	23	24	28	19
Number of Day Book Calls	512	438	427	87 water/27 smp-pmp
Amount of Wastewater treated annually	1,162,820,000 Gal	1,173,890,000 Gal	1,065,070,000 Gal	36,000,000 Gal
Estimated Amount of Stormwater Infiltrated Annually	> 15% of total flows	> 15% of total flows	> 15% of total flows	N/A
Number of Utility Structures Repaired	25	16	23	4
Number Sewer Lines Repaired	17	9	10	2
Collection System Inspected and Lined San/Storm	20,465 Feet / 2,555 Feet	2,058 Feet / 178 Feet	Inspected 8,923 Feet; Lined 4,355 Feet SA/ 1,475 Feet ST	N/A



**Geneva City Council
Agenda Item Briefing**

To: Geneva City Council

From: Joseph Venuti, Director of Public Works

Meeting Date: June 16, 2026

Item Title: Authorizing the City Manager to Submit Application for NYSDEC Urban Community Forest Program UCF Round 17

Background:

City of Geneva (City), the City's last Tree Inventory is more than ten years old and needs to be updated to match the changing conditions. The City of Geneva is applying to the New York State Department of Environmental Conservation (DEC) for a reimbursement project grant under the Urban and Community Forestry (UCF) Program to create an inventory of the trees located on municipal parkland, street sides, and cemeteries.

Financial Impact:

City will be seeking approximately \$120,000 for grant. The NYSDEC UCF Grant may require 10% matching funds.

Department of Engineering and Public Works

Joseph Venuti, Director of Engineering and DPW

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RESOLUTION

Support & Authorization for 2026 Department of Environmental Conservation Urban and Community Forestry Grant

WHEREAS, the City of Geneva is applying to the New York State Department of Environmental Conservation (DEC) for a reimbursement project grant under the Urban and Community Forestry (UCF) Program to create an inventory of the trees located on municipal parkland, street sides, and cemeteries; and

WHEREAS, the City's last Tree Inventory is ten years old and needs to be updated to match the changing conditions; and

WHEREAS, the City's 2016 Comprehensive Plan specifically states that the "visually beautiful and ecologically sustainable environment should be celebrated and protected within the city and surrounding area," and

WHEREAS, completing an updated Tree Inventory will allow the City to obtain a more accurate picture of the City's natural assets and better ascertain how to preserve them; and

NOW, THEREFORE BE IT RESOLVED, the Council of the City of Geneva authorizes the Director of Public Works to proceed with any of the logistics that are needed for this grant submission, and will administer the grant in accordance with all applicable rules and regulations established by the DEC; and

BE IT FURTHER RESOLVED, that if awarded the UCF grant, the City may be obligated to provide any outstanding costs not covered or costs not deemed eligible by the grant.

BE IT FURTHER RESOLVED, that the Council of the City of Geneva hereby does approve and endorse the submission of the application for the Urban and Community Forestry Program by MRB Group for the Tree Inventory Grant.



**GENEVA CITY COUNCIL
AGENDA ITEM BRIEFING**

To: Geneva City Council
From: City of Geneva Recreation Advisory Board
Meeting Date: June 16, 2026
Item Title: Resolution adopting the City of Geneva Recreation Advisory Board Bylaws

Action Required:

Majority vote to approve and adopt the City of Geneva Recreation Advisory Board Bylaws.

Background:

The Recreation Advisory Board was established to provide recommendations and guidance to the City Council, City Manager, and Recreation Department on recreation programs, parks, facilities, and related community initiatives. To establish a consistent framework for Board operations, the Recreation Advisory Board developed and approved a set of bylaws outlining the Board's purpose, membership, officer structure, meeting procedures, and responsibilities. Following approval by the Recreation Advisory Board, the bylaws are being presented to City Council for formal adoption.

Alternatives:

Refer the bylaws back to the Recreation Advisory Board for further review and revision.

Financial Impact:

None.

RESOLUTION # XX-20XX

RESOLUTION ADOPTING THE CITY OF GENEVA RECREATION ADVISORY BOARD BYLAWS

WHEREAS, *the City of Geneva Recreation Advisory Board was established to serve in an advisory capacity to the City Council, City Manager, and Recreation Department on matters relating to recreation programs, parks, facilities, community engagement, and long-range planning; and*

WHEREAS, *the Recreation Advisory Board has developed bylaws to establish its purpose, membership, officer structure, meeting procedures, duties, responsibilities, and operating guidelines; and*

WHEREAS, *the proposed bylaws were reviewed, discussed, and approved by the Recreation Advisory Board at a duly convened meeting; and*

WHEREAS, *the adoption of formal bylaws will provide a consistent framework for the operation of the Recreation Advisory Board and support its ability to effectively advise the City on recreation-related matters; now therefore, be it*

RESOLVED, *that the Geneva City Council hereby adopts the Recreation Advisory Board Bylaws as presented; and further*

RESOLVED, *that the adopted bylaws shall take effect immediately upon approval by the City Council and shall govern the operations of the Recreation Advisory Board until amended in accordance with the provisions contained therein.*

**City of Geneva, New York
Recreation Advisory Board Bylaws**

Article I – Name and Authority

1. Name

The name of this body shall be the *City of Geneva Recreation Advisory Board* (“Board”).

2. Authority

The Board is established by the City of Geneva to serve in an advisory capacity to the City Council, City Manager, and Recreation Department.

3. Purpose

The purpose of the Board is to:

- Advise on recreation programs, policies, and services
- Support long-range planning for parks and recreation facilities
- Promote community engagement and equitable access to recreation
- Provide recommendations on priorities, improvements, and emerging needs

Article II – Membership

1. Composition

The Board shall consist of nine (9) members, appointed by the City Council.

2. Qualifications

Members should reflect a diverse cross-section of the community, including but not limited to:

- Residents with interest or experience in recreation, youth services, parks, or community development
- Representation across age groups, neighborhoods, and backgrounds
- Must reside in the City of Geneva

3. Terms

- Members shall serve three (3) year terms
- Terms shall be staggered to ensure continuity
- Members may be reappointed

4. Removal

Members may be removed by City Council for:

- Failure to attend meetings regularly
- Misconduct or conflict of interest
- Failure to fulfill duties

Article III – Officers

1. Officers

The officers of the Board shall include:

- Chair
- Vice Chair
- Secretary (optional, depending on staff support)

2. Election and Term

- Officers shall be elected annually by Board members
- Officers may serve consecutive terms

3. Duties

a. Chair

- Presides over meetings
- Sets meeting agendas in coordination with staff

- Serves as primary liaison to City staff and Council
- b. Vice Chair**
 - Performs duties of Chair in their absence
- c. Secretary (if applicable)**
 - Ensures meeting minutes are recorded and maintained

Article IV – Meetings

- 1. Regular Meetings**
 - The Board meeting schedule shall be assigned by the board on an annual basis
- 2. Special Meetings**
 - Special meetings may be called by the Chair or a majority of members.
- 3. Open Meetings**
 - All meetings shall comply with the New York State Open Meetings Law.
- 4. Quorum**
 - A majority of appointed members shall constitute a quorum.
- 5. Voting**
 - Each member shall have one vote
 - Actions require a majority vote of appointed members
 - Voting can only be held when a quorum is present

Article V – Duties and Responsibilities

- 1. The Board shall:**
 - Review and provide input on recreation programs and services
 - Advise on park improvements, capital planning, and facility use
 - Support community outreach and engagement efforts
 - Provide recommendations on policies, fees, and programming priorities
 - Assist in identifying grant opportunities and partnerships (as appropriate)
- 2. Limitations:**
The Board is advisory only and shall not:
 1. Direct staff
 2. Enter into contracts
 3. Commit City funds

Article VI – Staff Support

- 1. Designated City staff shall:**
 - Provide administrative support
 - Prepare agendas and materials
 - Maintain official records
 - Serve as liaison between the Board and City administration

Article VII – Committees

- 1. Standing or Ad Hoc Committees**
The Board may establish committees as needed, such as:
 - Programs & Events
 - Parks & Facilities
 - Community Engagement
- 2. Membership**
Committees may include Board members and, where appropriate, community volunteers.

Article VIII – Ethics and Conflicts of Interest

1. Board members shall:

- Act in the best interest of the City of Geneva
- Disclose any conflicts of interest
- Comply with applicable City ethics policies

Article IX – Amendments

1. These bylaws may be amended by:

- Majority vote of the Board, and
- Approval by the City Council

Article X – Adoption

1. These bylaws shall take effect upon approval by the City Council.

DRAFT