

RESOLUTION 2025-04-10-01

The Borough of West Mayfield
Beaver County, Pennsylvania

A RESOLUTION DIRECTING THE CREATION OF A MUNICIPAL OPERATIONS HANDBOOK

BE IT ORDAINED AND ENACTED by the Council of the Borough of West Mayfield, Beaver County, Pennsylvania that from and after the passage of this Resolution, the terms contained herein shall be in full force and effect:

WHEREAS, the Borough of West Mayfield functions and carries out its duties and responsibilities as a public agency through a wide variety of municipal operations; and, it is in the best interest of the Borough to identify and document municipal operations in the form of Standard Operating Guidelines to ensure common awareness, consistency of execution, quality control, and accountability; and, it is desirable that all Standard Operating Guidelines should be available in a shared administrative document:

NOW THEREFORE, it is hereby resolved as follows:

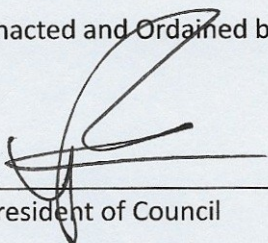
Council authorizes the creation of the *Municipal Operations Handbook*.

The *Municipal Operations Handbook* shall contain an official collection of Standard Operating Guidelines (SOGs) deemed necessary and relevant for the effective and efficient operation of the Borough. The *Municipal Operations Handbook* shall be considered a working document, updated and revised as directed and as necessary.

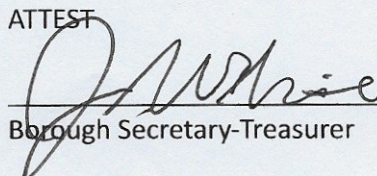
The Borough Secretary-Treasurer shall be responsible for maintaining and distributing copies of the *Municipal Operations Handbook*. The President of Council or designate shall be responsible for ensuring that the contents are at all times relevant, current, and up to date.

The cost of maintaining the Municipal Operations Handbook shall be considered an expenditure of the General Fund: 406.34 Other General Government Administration - Advertising, Printing and Binding.

Enacted and Ordained by Resolution this 10 day of April 2025.



President of Council

ATTEST


Borough Secretary-Treasurer

