

**RESOLUTION ESTABLISHING A PROCEEDURE FOR THE DISTRIBUTION
OF MONIES FROM THE NEIGHBORHOOD IMPROVEMENT FUND**

WHEREAS, in the City Council's budget of 2005, line item 404-0094, entitled Neighborhood Improvements, was created, establishing a source of monies for neighborhood improvements to be distributed at the discretion of the City Council, and;

WHEREAS, the City Council is desirous of establishing a formal procedure for the application and distribution of said monies.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Troy hereby establishes the following procedure for the application and distribution of monies from the Neighborhood Improvement fund:

1. The procedures for the application, review and approval of monies from the Neighborhood Improvement Fund shall be consistent with the provisions and requirements of Chapter 43 of the Code of the City of Troy, entitled "Ethics", Section C-73 of the Charter of the City of Troy, entitled "Purchasing Procedures" and Section 104(b) of the General Municipal Law, entitled "Procurement Policies and Procedures"

2. Application for monies shall be made on the "Neighborhood Improvement Application" available from the City Clerk's office or online at www.troyny.gov.

3. Applications shall be submitted to the City Clerk between January 1 and March 31 of each year.

4. The City Clerk shall distribute a copy of the application to all City Council members.
5. The application shall be reviewed at the Public Works Committee meeting and the committee's recommendations shall be conveyed to the City Council.
6. By simple majority, the City Council shall approve or disapprove the application.
7. Upon approval of the City Council, the City Clerk shall prepare a Purchase Order Requisition.
8. The Purchase order Requisition shall be forwarded to the City Auditor for review and approval.
9. If approved by the City Auditor, the Purchase Order Requisition shall be forwarded to the Purchasing Bureau of the Comptroller's office which shall then place an order for the purchase of the goods and services that have been approved. The vendor shall be asked to submit an invoice to the Purchasing Bureau.
10. Upon receipt of the invoice, the City Auditor shall review and if appropriate approve the invoice for payment.

11. Once approved by the City Auditor the invoice shall be forwarded to the

AYES: 7
NOES: 0
ABSTAIN: 0

Troy City Clerk
Sent to the Mayor 9/4/09
Received from the Mayor 9-24-09
City Clerk _____

Executive Action
Approved _____ Date _____
Veto _____ Not Endorsed
Mayor _____

Per City Charter Section C-56 Executive Approval C. Failure to act. If within the ten-day period set forth above the Mayor shall fail to either approve or veto an enactment, such enactment shall be deemed to have been approved and shall take effect in due course without his/her endorsement.