

**TROY CITY COUNCIL
SPECIAL MEETING AGENDA
April 21, 2022
7:30 P.M.**

Pledge of Allegiance
Roll Call
Presentation of Agenda
Public Forum*

ORDINANCES

16. Ordinance Amending The Fund Balance Policy Of The City Of Troy's General Fund (Council President Mantello) (At The Request Of The Administration) **Pending Finance Approval**

RESOLUTIONS

49. Resolution Endorsing A Community Development Block Grant-Cv Funding Application By Unity House Of Troy, Inc., To Be Awarded By NYS Homes And Community Renewal (Council President Mantello) **Pending Finance Approval**

*PUBLIC FORUM

***PUBLIC FORUM**

The City Council will be conducting this meeting **both hybrid and in-person** and the meeting will be live-streamed on the City Council's [YouTube channel](#).

Troy residents who wish to comment through the Hybrid option during the public forum at the beginning of the meeting must have the ability to join the Zoom meeting via computer or phone and will be required to pre-register for the meeting. The link to register for the meeting will be posted at least 24 hours before the meeting on the Council [Agenda and Minutes](#) page. You must register for the meeting by 3 pm on the day of the meeting. Per Council rules, residents have 4 minutes to speak at the Special Meeting public forum. Comments must be regarding agenda items. There is a second public forum where residents have 3 minutes to speak at the end of the meeting for city government issues

Per the City Council, written comments will not be read aloud at this meeting but will be added to the meeting minutes. Written comments to be added to the meeting minutes should be sent to maria.debonis@troyny.gov and must be received by 3 pm on the day of the meeting. You must include your full name and residential address, as required by Council rules. Written comments received after 3 pm shall be treated as correspondence and forwarded to the Council for their review.

**ORDINANCE AMENDING THE FUND BALANCE POLICY OF THE CITY OF
TROY'S GENERAL FUND**

The City of Troy, convened in City Council, ordains as follows:

- Section 1.** The Troy City Council adopted a fund balance policy for the City's General Fund in September 1997, and amended it in September 2018, and in December 2019.
- Section 2.** This Ordinance amends the fund balance policy as shown in the track change version attached hereto.
- Section 3.** The City Comptroller is hereby authorized to calculate the ending fund balance accounts for the 2021 fiscal year in accordance with the amendments to the policy hereby enacted.
- Section 4.** This Ordinance will take effect immediately.

Approved as to form, _____, 2022

Richard T. Morrissey, Corporation Counsel

Memo In Support

This Ordinance amends the fund balance policy for the City's General Fund as illustrated in the attached track change version. The policy was previously passed by Resolution in 1997, with an amendment in 2018. In December 2019, the current policy was approved and changed into a policy format.

The proposed amendment would increase the maximum allowed Unassigned Fund Balance of the General Fund to be equal to 4.75% of the final adjusted budget of appropriations in the fiscal year for the General Fund. Any excess over this amount will be allocated to five reserves within the General Fund. These reserves are Capital, Workers Compensation, Insurance, Snow and Ice Removal, and Unemployment Insurance.

Increasing the maximum amount of Unassigned Fund Balance allows the City to have an increased balance in the unrestricted "rainy day" fund. From a financial analysis perspective, it presents a fairer representation of the City's balance sheet and permits greater flexibility in responding to unexpected operational needs.

City of Troy, New York

General Fund Balance Policy

Adopted December 2019

Contents

Section 1	Scope & Objectives
Section 2	Established Reserves & Allowable Uses
Section 3	Calculation Method
Section 4	Allocation
Section 5	Special Funding Requirements

Section 1 – Scope & Objectives

This policy is to outline the City’s General Fund Balance Policy which was previously approved by the City Council in September 1997, ~~and then~~ amended by resolution in September 2018, ~~and then amended by ordinance in December 2019, formalizing the prior resolutions into a written policy.~~

The primary objective is to allow one clear concise document that outlines ~~that the~~ City’s reserves within the General Fund, the allowable uses, and the way in which these reserves are funded.

This policy does not account for the Debt Reserve which was created under the City’s Municipal Assistance Corporation legislation and is governed through that documentation.

Section 2 – Established Reserves & Allowable Uses

Pursuant to New York State General Municipal Law there have been five (5) reserves established within the General Fund with the appropriate usage as follows:

1. Capital Reserve
 - a. To finance the cost of the purchase of equipment, vehicles, apparatus or the capital assets for sue by the City and the reconstruction, rehabilitation or renovation for City owned buildings and facilities.
2. Snow and Ice Removal Reserve
 - a. To finance the cost of the removal of snow and ice from public thoroughfares and the repair and maintenance of roadways damaged by removal of snow and ice.
3. Insurance Reserve
 - a. To finance the cost of liability, casualty and other types of losses, including expert or professional services rendered in connection with the investigation, adjustment or settlement of claims, actions or judgments.
4. Worker’s Compensation Reserve
 - a. To finance the cost of compensation, benefits and other expenses authorized by the Worker’s Compensation Law and for payment of expenses associated with the administration of a self-insurance program.
5. Unemployment Insurance Reserve
 - a. To finance the cost of payments to New York State for payments made to claimants where the City of Troy has elected to use the benefit reimbursement method.

Section 3 – Calculation Method

In a fiscal year where the Unassigned Fund Balance of the General Fund of the City exceeds four ~~and three quarters~~ (4.75) percent of the final General Fund amended budget for that fiscal year, the City Comptroller, or in the absence thereof, the Deputy City Comptroller, shall designate and transfer such excess funds to the reserves ~~funds outlined~~ designated in Section 2.

Section 4 – Allocation

In the event of there being excess funds as ~~outlined~~ prescribed in Section 3, the reserves shall be funded with the excess based on the following allocation.

Description	Allocation Percentage
Capital Reserve	80.00%
Snow and Ice Removal Reserve	10.00%
Insurance Reserve	5.00%
Worker’s Compensation Reserve	2.50%
Unemployment Insurance Reserve	2.50%

Section 5 – Special Funding Requirements

Pursuant to New York State General Municipal Law there are specific reserves that have rules pertaining to funds replenishing what is used, which is the case for the Snow and Ice Removal Reserve. Therefore, in the event that funds are used from this reserve, prior to any surplus being allocated to the Unassigned Fund Balance or to other reserves in a fiscal year, used funds shall be returned to the Snow and Ice Removal Reserve. The same rules shall apply for the first fiscal year subsequent to the use of the reserves.

**RESOLUTION ENDORSING A COMMUNITY DEVELOPMENT BLOCK GRANT-CV
FUNDING APPLICATION BY UNITY HOUSE OF TROY, INC.,
TO BE AWARDED BY NYS HOMES AND COMMUNITY RENEWAL**

WHEREAS, the coronavirus pandemic has increased the need for healthy, nutrient dense foods that will promote better health outcomes for poor and vulnerable populations; and

WHEREAS, fresh produce and other nutrient dense foods are important for preventing chronic diseases and other risk factors like heart disease, high blood pressure, diabetes, and obesity; and

WHEREAS, Unity House’s feeding programs have long helped the most vulnerable populations in our community meet one of their most essential needs, and the proposed expansion will further benefit the City by promoting improved health.

NOW, THEREFORE, BE IT RESOLVED that the Troy City Council is in full support of the application to NYS Homes and Community Renewal for Community Development Block Grant-CV funding to expand Unity House of Troy’s feeding programs to include fresh produce and nutrient dense foods, to defray rising food costs, and to ensure the feeding programs can continue serving food insecure and hungry households within the City.

Approved as to form, _____, 2022

Richard T. Morrissey, Corporation Counsel

April 12, 2022

Christopher Burke
Chief Executive Officer
Unity House of Troy, Inc.
2431 6th Ave.
Troy, New York 12180

Dear Chris:

The Troy City Council is in full support of your application to NYS Homes and Community Renewal for Community Development Block Grant-CV funding to expand your feeding programs to include fresh produce and nutrient dense foods and to defray rising food costs to ensure your feeding programs can continue serving food insecure and hungry households living within the city.

The coronavirus pandemic has increased the need for healthy, nutrient dense foods that will promote better health outcomes for poor and vulnerable populations. Fresh produce and other nutrient dense foods are important for preventing chronic diseases and other risk factors like heart disease, high blood pressure, diabetes, and obesity.

Unity House's feeding programs have long helped the most vulnerable populations in our community meet one of their most essential needs, and the proposed expansion will further impact the city by promoting improved health.

The Troy City Council looks forward to the planned expansion of your feeding programs and to our continuing collaboration to improve services and outcomes for those in need.

Sincerely,

Carmella Mantello
President