



City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2014 JAN -9 A 11:48

Arthur G. Vigeant
MAYOR

Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 9, 2014

City Council President Patricia Pope
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Transfer Request – Police Department

Honorable President Pope and Councilors:

Enclosed, for your approval, are two separate transfer requests from the Police Department in the amounts of \$168,090.00 and \$4,000.00 respectively.

The first, larger request is necessary to fund overtime costs associated with the retirements of and injuries to officers in the Department. All funds needed to cover this request are coming from existing line items within the police budget.

The second transfer request, in the amount of \$4,000.00 will pay for in-service training for newly promoted officers, as well as increased membership dues to professional and law enforcement associations and organizations.

Please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor



City of Marlborough POLICE DEPARTMENT

508-485-1212 • FAX 508-624-6949
355 BOLTON STREET • MARLBOROUGH, MA • 01752

MARK F. LEONARD
Chief of Police

Mayor Arthur G. Vigeant
City Hall
140 Main Street
Marlborough, MA 01752

January 7, 2014

Dear Mayor Vigeant:

Per the attached transfer request forms, I am requesting seven internal transfers to allow for sufficient funds to be properly allocated to the appropriate line items within the police department budget. Three requests are to transfer funds to the Regular Overtime account, which will be in deficit without the transfer due to the large number of injuries and vacancies due to retirements we have experienced since July. There are also requests to transfer funds into the Cell Watch, Holiday, In Service Training, and Dues and Subscription accounts to allow for sufficient funds to fully cover these accounts for the remainder of the fiscal year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark F. Leonard".

Mark F. Leonard
Chief of Police

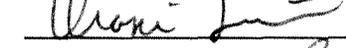
Cc: D. Smith

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Police

FY: 2014

		FROM ACCOUNT:				TO ACCOUNT:				Available
Available	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance	
Balance										
<u>\$1,319,816</u>	<u>\$91,000.00</u>	<u>12100001</u>	<u>50420</u>	<u>Police Officers</u>	<u>\$91,000.00</u>	<u>12100003</u>	<u>51310</u>	<u>OT - Regular</u>	<u>\$40,164</u>	
	Reason:	<u>Surplus due to vacancies and injuries</u>				<u>Funds needed because of high use due to vacancies and injuries</u>				
<u>\$204,841</u>	<u>\$47,590.00</u>	<u>12100003</u>	<u>51213</u>	<u>Public Safety Disp.</u>	<u>\$47,590</u>	<u>12100003</u>	<u>51310</u>	<u>OT - Regular</u>	<u>\$40,164</u>	
	Reason:	<u>Surplus due to vacancy and grant funds</u>				<u>Funds needed because of high use due to vacancies and injuries</u>				
<u>\$137,903</u>	<u>\$14,000.00</u>	<u>12100003</u>	<u>51320</u>	<u>OT - Court</u>	<u>\$14,000</u>	<u>12100003</u>	<u>51310</u>	<u>OT - Regular</u>	<u>\$40,164</u>	
	Reason:	<u>Fewer officers needed for court thus far</u>				<u>Funds needed because of high use due to vacancies and injuries</u>				
<u>\$137,903</u>	<u>\$5,500.00</u>	<u>12100003</u>	<u>51320</u>	<u>OT - Court</u>	<u>\$5,500.00</u>	<u>12100003</u>	<u>51319</u>	<u>OT - Cell Watch</u>	<u>\$183</u>	
	Reason:	<u>Fewer officers needed for court thus far</u>				<u>More prisoners needing suicide watch</u>				
<u>\$137,903</u>	<u>\$10,000.00</u>	<u>12100003</u>	<u>51320</u>	<u>OT - Court</u>	<u>\$10,000</u>	<u>12100003</u>	<u>51490</u>	<u>Holiday</u>	<u>\$99,171</u>	
	Reason:	<u>Fewer officers needed for court thus far</u>				<u>Several mid week holidays resulting in higher holiday pay</u>				
	\$168,090.00	Total			\$168,090.00	Total				

Department Head signature: 
 Auditor signature: 
 Comptroller signature: 



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EXECUTIVE SECRETARY

January 9, 2014

City Council President Patricia Pope
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Transfer Request – Fire Department

Honorable President Pope and Councilors:

Enclosed for your approval is the following transfer request from the Marlborough Fire Department:

- 1) Transfer in the amount of \$100,000.00 from 12200001-50450 (Firefighter) to 12200003-51300 (Overtime).

This transfer request is needed due to injuries, some unanticipated retirements, and long term illnesses of several members of the Department.

Please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor



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RECEIVED
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Arthur G. Vigeant
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Michael C. Berry
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

January 9, 2014

City Council President Patricia Pope
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Re: Transfer Request – Public Facilities Department

Honorable President Pope and Councilors:

Enclosed for your approval is the following transfer request from the Public Facilities Department:

- 1) Transfer in the amount of \$10,000.00 from 11920003-50560 (Custodian) to 11920003-51300 (Gross Overtime).

This transfer request is needed due to weather related emergencies and building facility HVAC issues that required the call-in of personnel.

Please do not hesitate to let me know if you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

