

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: April 9, 2018

Time: 7:00 PM

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

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CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2018 APR -4 P 1:09

03-19-2018 – **Order No. 18-1007208**: DPW transfer request in the amount of \$17,807.50 which moves funds from Reserve for Salaries to Forestry Parks, Sick Leave Buy Back to fund retirement payout of a recent retiree.

-Refer to the Finance Committee

04-02-2018 – **Order No. 18-1007236**: ORDERED: 1. That the City Council review the results of the FY18 abbreviated budget process. 2. That the City Council approve the Massachusetts Department of Revenue Financial Review Recommendation for adopting an abbreviated budget authorization format for all departments for the FY19 City budget. The City Council will assess the results in April 2019 to determine if the practice will continue.

-Refer to the Finance Committee.

Background: The City Council approved the abbreviated budget process for FY18 on April 24, 2017 (Order Number 17-1006856A). In its 2006 Financial Management Review of the City of Marlborough, the Massachusetts Department of Revenue recommended that the City adopt several best financial practices including approving the City budget with the salary and expenditure accounts for each department as opposed to the past practice of approving each individual line item. This recommendation was also made in the City's Fiscal Year 2016 audit performed by Roselli, Clark & Associates. Department heads would be able to add funds to their approved salary or expenditure accounts without City Council approval. The Auditor will provide a summary of all transfers within a department's budget each month to the City Council.

-Submitted by Councilor Ossing

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.



IN CITY COUNCIL

Marlborough, Mass., _____ MARCH 19, 2018

ORDERED:

That the DPW transfer request in the amount of \$17,807.50 which moves funds from Reserve for Salaries to Forestry Parks, Sick Leave Buy Back to fund retirement payout of a recent retiree, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH
BUDGET TRANSFERS -

Available Balance	Amount	DEPT: FROM ACCOUNT: Org Code	Object	Account Description:	Amount	FISCAL YEAR: TO ACCOUNT: Org Code	Object	Account Description:	Available Balance
\$407,140.00	\$17,807.50	DPW 11990006	57820	Reserve for salaries	\$17,807.50	2018 14001503	51920	Forestry Parks - slbb	\$0.00
	Reason:	_____				Retirement payout			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
	\$17,807.50	Total			\$17,807.50	Total			

ADOPTED

ORDER NO. 18-1007208



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2018 MAR 15 A 11:11

City of Marlborough
Office of the Mayor

140 Main Street

Marlborough, Massachusetts 01752

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Arthur G. Vigeant
MAYOR

Nicholas J. Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

6

March 15, 2018

City Council President Edward J. Clancy
Marlborough City Council
140 Main Street
Marlborough, MA 01752

sin

Re: Transfer Request – Department of Public Works

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer in the amount of \$17,807.50 to fund the retirement payout to a recent retiree in the Department of Public Works.

If approved, this transfer will move the funds from the Reserve for Salaries account into the DPW's Forestry Parks – Sick Leave Buy Back account.

If you have any questions or concerns, please do not hesitate to contact me or Comptroller Brian Doheny.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2018

FROM ACCOUNT:

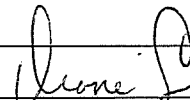
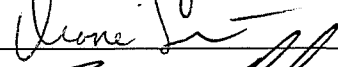

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$407,140.00</u>	<u>\$17,807.50</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for salaries</u>	<u>\$17,807.50</u>	<u>14001503</u>	<u>51920</u>	<u>Forestry Parks - slbb</u>	<u>\$0.00</u>
	Reason:							<u>Retirement payout</u>	
	Reason:								
	Reason:								
	Reason:								
	<u>\$17,807.50</u>	<u>Total</u>			<u>\$17,807.50</u>	<u>Total</u>			

Department Head signature:

Auditor signature:

Comptroller signature:



IN CITY COUNCIL

Marlborough, Mass., _____ APRIL 2, 2018

ORDERED:

That the City Council review the results of the FY18 abbreviated budget process & that the City Council approve the Massachusetts Department of Revenue Financial Review Recommendation for adopting an abbreviated budget authorization format for all departments for the FY19 City budget, be and is herewith refer to **FINANCE COMMITTEE**.

The City Council will assess the results in April 2019 to determine if the practice will continue

ADOPTED

ORDER NO. 18-1007236

Lisa Thomas

From: Lisa Thomas
Sent: Monday, March 26, 2018 4:35 PM
To: City Council
Cc: Steven Kerrigan; Sara Corbin; Ed Clancy ; Ed Clancy;
; Mike Ossing
Subject: RE: For April 2, 2018 Agenda: Order from Councilor Ossing - Abbreviated Budget Process for FY19

Rec'd and thnx and changed Marlboro to Marlborough as noted in red.

From: City Council
Sent: Monday, March 26, 2018 4:28 PM
To: Lisa Thomas <lthomas@marlborough-ma.gov>
Cc: Steven Kerrigan <skerrigan@marlborough-ma.gov>; Sara Corbin <scorbin@marlborough-ma.gov>; Ed Clancy <ward_6@marlborough-ma.gov>; Ed Clancy <ward_6@marlborough-ma.gov>; Mike Ossing <atlarge_3@marlborough-ma.gov>
Subject: For April 2, 2018 Agenda: Order from Councilor Ossing - Abbreviated Budget Process for FY19

ORDERED: 1. That the City Council review the results of the FY18 abbreviated budget process. 2. That the City Council approve the Massachusetts Department of Revenue Financial Review Recommendation for adopting an abbreviated budget authorization format for all departments for the FY19 City budget. The City Council will assess the results in April 2019 to determine if the practice will continue. Refer to the Finance Committee.

Background: The City Council approved the abbreviated budget process for FY18 on April 24, 2017 (Order Number 17-1006856A). In its 2006 Financial Management Review of the City of Marlborough, the Massachusetts Department of Revenue recommended that the City adopt several best financial practices including approving the City budget with the salary and expenditure accounts for each department as opposed to the past practice of approving each individual line item. This recommendation was also made in the City's Fiscal Year 2016 audit performed by Roselli, Clark & Associates. Department heads would be able to add funds to their approved salary or expenditure accounts without City Council approval. The Auditor will provide a summary of all transfers within a department's budget each month to the City Council.

**Submitted by Councilor Ossing
For Agenda: April 2, 2018**

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2018 MAR 26 P 4: 37