

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: February 4, 2019

Time: 7:00 PM

Location: City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2019 JAN 29 A 11:17

1. 01-28-2019 – **Order No. 19-1007524:** Communication from the Mayor, regarding Police Department transfer request in the amount of \$62,800.00 which moves funds from Reserved for Salaries account to Sick Leave Buy Back account to fund the sick leave retirement benefit of a retired Police Officer.  
-Refer to Finance Committee
2. 01-28-2019 – **Order No. 19-1007525:** Communication from the Mayor, regarding Police Department transfer request in the amount of \$11,000.00 which moves funds from Educational Incentive account to Initial Equipment account to pay for the initial equipment and clothing for new officers.  
-Refer to Finance Committee

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., JANUARY 28, 2019

## ORDERED:

That the Police Department transfer request in the amount of \$62,800.00 which moves funds from Reserved for Salaries account to Sick Leave Buy Back account to fund the sick leave retirement benefit of a retired Police Officer, be and is herewith refer to **FINANCE COMMITTEE.**

### BUDGET TRANSFERS --

DEPT.	POLICE				FY:	2019			
	FROM ACCOUNT:					TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$816,832.65</u>	<u>\$62,800.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$62,800.00</u>	<u>12100003</u>	<u>51920</u>	<u>Sick Leave Buy back</u>	<u>\$9,910.41</u>
	Reason:	<u>Budgeted retirement payment to officer</u>				<u>Contractual sick leave retirement payment</u>			
	\$62,800.00	Total			\$62,800.00	Total			

## ADOPTED

ORDER NO. 19-1007524



# 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](http://www.marlborough-ma.gov)

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RECEIVED  
Arthur G. Vigeant  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2019 JAN 24 A 9:52  
Nicholas J. Milana  
EXECUTIVE AIDE

Patricia Bernard  
EXECUTIVE SECRETARY

January 22, 2019

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

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## Re: Transfer Request – Marlborough Police Department

Honorable President Clancy and Councilors:

I am pleased to submit for your review a transfer request in the amount of \$62,800.00 for the sick leave retirement benefit of a recently retired longtime Marlborough Police Officer. Upon your approval, these funds will be moved from the Reserve for Salaries account into the Sick Leave Buy Back account.

Please see enclosed a letter from Chief Giorgi and the transfer sheet.

Thank you for your consideration and please do not hesitate to contact me or Chief Giorgi with any questions.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



**City of Marlborough  
POLICE DEPARTMENT**

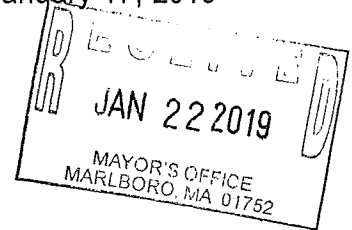
355 Bolton St  
Marlborough, Ma. 01752  
Phone: 508-485-1212 Fax: 508-624-6949



DAVID A. GIORGI  
Chief of Police

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

January 17, 2019



Dear Mayor Vigeant:

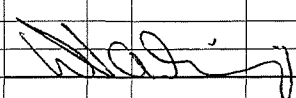

Per the attached transfer request form, I am requesting one transfer of \$62,800.00 to allow for sufficient funds to pay the contractual retirement payment of unused Sick Leave for a command officer who retired from the department on January 7, 2019. The request is to transfer funds into the Sick Leave Buyback account from the Reserve for Salaries account to allow for sufficient funding for this account for this payment. The contractual payment to this officer of their unused vacation days can be covered using the Police Sergeants line account which has sufficient funding. The attached request form details the requested transfer.

Please let me know if you have any questions.

Sincerely,

David A. Giorgi  
Chief of Police

Cc: D. Smith; B. Doheny

CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT.	POLICE						FY:	2019		
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$816,832.65	\$62,800.00	11990006	57820	Reserve for Salaries	\$62,800.00	12100003	51920	Sick Leave Buy back	\$9,910.41	
	Reason:	Budgeted retirement payment to officer				Contractual sick leave retirement payment				
	Reason:									
	Reason:									
	Reason:									
	Reason:									
	Reason:									
	\$62,800.00	Total			\$62,800.00	Total				
Department Head signature:										
Auditor signature:										
Comptroller signature:										



# IN CITY COUNCIL

Marlborough, Mass., JANUARY 28, 2019

## ORDERED:

That Police Department transfer request in the amount of \$11,000.00 which moves funds from Educational Incentive account to Initial Equipment account to pay for the initial equipment and clothing for new officers, be and is herewith refer to **FINANCE COMMITTEE.**

### BUDGET TRANSFERS --

DEPT.	POLICE	FY:		2019					
FROM ACCOUNT:				TO ACCOUNT:					
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$310,434.44</u>	<u>\$11,000.00</u>	<u>12100003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$11,000.00</u>	<u>12100006</u>	<u>51975</u>	<u>Initial Equipment</u>	<u>\$225.72</u>
Reason:		<u>Account surplus</u>				<u>Equipment for three new officers</u>			
	<u>\$11,000.00</u>	Total			<u>\$11,000.00</u>	Total			

ADOPTED

ORDER NO. 19-1007525



# City of Marlborough Office of the Mayor

140 Main Street  
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CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
Natalia J. Milano  
2019 JAN 24 A 9:52  
EXECUTIVE AIDE

Patricia Bernard  
EXECUTIVE SECRETARY

January 22, 2019

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

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## Re: Transfer Request – Marlborough Police Department

Honorable President Clancy and Councilors:

I am pleased to submit for your review a transfer in the amount of \$11,000.00 for the Initial Clothing account in the Marlborough Police Department budget. Upon your approval, these funds will be moved from the Educational Incentive account into Initial Clothing.

These funds will help pay the costs of initial equipment and clothing for new officers. We are currently scheduled to have one candidate enter the academy in February and one in March. We anticipate potentially hiring one more officer prior to the end of the fiscal year to fill vacancies due to retirements.

Thank you for your consideration and please do not hesitate to contact me or Chief Giorgi with any questions.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



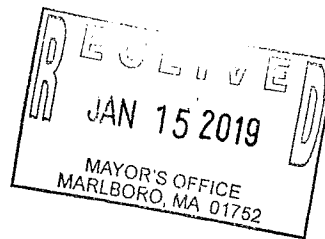
# **City of Marlborough POLICE DEPARTMENT**

355 Bolton St  
Marlborough, Ma. 01752  
Phone: 508-485-1212 Fax: 508-624-6949



DAVID A. GIORGI  
Chief of Police

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



January 10, 2019

Dear Mayor Vigeant:

Per the attached transfer request form, I am requesting one internal transfer of \$11,000.00 to allow for sufficient funds to be properly allocated to the appropriate line items within the police department budget. The request is to transfer funds into the Initial Clothing account from the Educational Incentive account to allow for sufficient funding for this account for the remainder of the fiscal year. As we have discussed, due to three anticipated retirements before the end of FY19, we will be sending two candidates to spring police academies and possibly hiring another recent academy graduate. Therefore, we anticipate more funds to be needed in the Initial Clothing account to equip the officers- the attached request form also contains a brief reason for the transfer request. In addition, this transfer request is from within the existing police department budget and I do not anticipate any other significant surpluses or deficits.

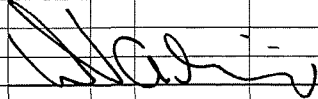
Please let me know if you have any questions.

Sincerely,

David A. Giorgi  
Chief of Police

Cc: D. Smith; B. Doheny



CITY OF MARLBOROUGH BUDGET TRANSFERS --										
DEPT.	POLICE							FY:	2019	
FROM ACCOUNT:						TO ACCOUNT:				
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
\$310,434.44	\$11,000.00	12100003	51440	Educational Incentive	\$11,000.00	12100006	51975	Initial Equipment	\$225.72	
	Reason:	Account surplus				Equipment for three new officers				
	Reason:									
	Reason:									
	Reason:									
	Reason:									
	Reason:									
	\$11,000.00	Total			\$11,000.00	Total				
Department Head signature:										
Auditor signature:										
Comptroller signature:						