

# CITY OF MARLBOROUGH MEETING POSTING

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2019 MAR 27 P 12:12

Meeting Name: City Council Finance Committee

Date: April 1, 2019

Time: 6:45 PM

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

Agenda Items to be addressed:

1. 03-25-2019 – **Order No. 19-1007607:** Communication from the Mayor, regarding Fire Department transfer request in the amount of \$60,000.00 which moves funds from various accounts within the Fire Department to Vehicle Repair and Maintenance.  
-Refer to Finance Committee

2. 03-25-2019 – **Order No. 19-1007618:**

1. That the City Council review the results of the FY19 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 FY20 City budget. The City Council will assess the results in April 2020 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 No. 17-1006856A) and FY19 on April 23, 2018 (Order No. 18-1007236). 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 not 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.

3. Finance Committee Chairman to review timeline for FY20 Budget Process.

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 25, 2019

## ORDERED:

That the Transfer request in the amount of \$60,000.00 which moves funds from various accounts within the Fire Department to Vehicle Repair and Maintenance, be and is herewith refer to **FINANCE COMMITTEE.**

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		FIRE				FISCAL YEAR:		2019		
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance	
<u>\$8,960.00</u>	<u>\$7,000.00</u>	<u>12200001</u>	<u>51210</u>	<u>Civil Defense Director</u>	<u>\$7,000.00</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maint.</u>	<u>\$18,962.78</u>	
	Reason:	<u>Unfilled position</u>				<u>Unanticipated repairs on older fleet</u>				
<u>\$8,500.00</u>	<u>\$8,500.00</u>	<u>12200003</u>	<u>51412</u>	<u>HAZMAT PAY</u>	<u>\$8,500.00</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maint.</u>	<u>\$18,962.78</u>	
	Reason:	<u>Positions unfilled first half of fiscal year</u>				<u>Unanticipated repairs on older fleet</u>				
<u>\$73,461.84</u>	<u>\$10,000.00</u>	<u>12200003</u>	<u>51440</u>	<u>Educational Incentive</u>	<u>\$10,000.00</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maint.</u>	<u>\$18,962.78</u>	
	Reason:	<u>Positions unfilled first half of fiscal year</u>				<u>Unanticipated repairs on older fleet</u>				
<u>\$144,472.63</u>	<u>\$20,000.00</u>	<u>12200003</u>	<u>51490</u>	<u>Holiday</u>	<u>\$20,000.00</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maint.</u>	<u>\$18,962.78</u>	
	Reason:	<u>Retirements, positions unfilled first half of FY</u>				<u>Unanticipated repairs on older fleet</u>				
<u>\$72,535.54</u>	<u>\$14,500.00</u>	<u>12200003</u>	<u>51430</u>	<u>Longevity</u>	<u>\$14,500.00</u>	<u>12200006</u>	<u>52560</u>	<u>Vehicle Repair &amp; Maint.</u>	<u>\$18,962.78</u>	
	Reason:	<u>Retirements</u>				<u>Unanticipated repairs on older fleet</u>				
	<u>\$60,000.00</u>	<u>Total</u>			<u>\$60,000.00</u>	<u>Total</u>				

ADOPTED

ORDER NO. 19-1007607



*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
*Arthur J. Vigeant*  
MAYOR

2019 MAR 21 A 10:20

*Kate Flanagan*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

March 20, 2019

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

**Re: Transfer Request – Marlborough Fire Department**

Honorable President Clancy and Councilors:

Enclosed for your approval is a transfer request for \$60,000 for vehicle repair and maintenance for the Marlborough Fire Department. I have also enclosed a letter from Chief Kevin Breen with additional information.

Upon your approval, a total of \$60,000 will be transferred from various line items within the Marlborough Fire Department's FY19 budget for vehicle repairs and maintenance.

Thank you and please do not hesitate to contact me or Chief Breen if you have any questions.

Sincerely,

**Arthur G. Vigeant**  
Mayor

Enclosure

F/C

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**City of Marlborough**  
**FIRE DEPARTMENT**  
**215 MAPLE STREET**  
**MARLBOROUGH, MASSACHUSETTS 01752**

March 20, 2019

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

**REF: Transfer Requests**

Dear Mayor Vigeant:

I am submitting for your approval the following transfer request within our FY2019 budget as identified in the attached detail sheets:

<b>Vehicle Repair &amp; Maintenance</b>	<b>12200006-52560</b>	<b><u>\$ 60,000</u></b>
	<b>TOTAL</b>	<b>\$ 60,000</b>

This FY2019 transfer request is related to Vehicle Repair and Maintenance. There are several factors contributing to this request. Recently, we have experienced an increased number of repairs for existing (older) apparatus including some that are proving to be quite costly. The bulk of these repairs are on aged equipment and are necessary for us to complete, as we prepare to send our newer, 2015 KME Engine back to the dealer for extensive warranty work including repainting. This will require the use of our spare engine(s) for approximately two months. Additionally, we have recently completed preventative maintenance work on some trucks (Engines and Ladders) and learned we must take immediate action on identified safety issues. If approved, we are confident this transfer request will carry us through FY2019. Thank you for your anticipated support and please feel free to contact me if you have any questions or require additional information.

Sincerely,

Kevin J. Breen  
Fire Chief

W Enclosures

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

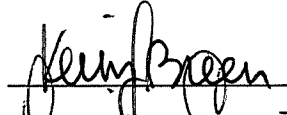
DEPT: FIRE

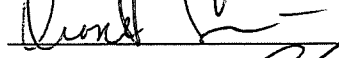
FISCAL YEAR: 2019


FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
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	Reason:	<u>Unfilled position</u>				<u>Unanticipated repairs on older fleet</u>			
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	Reason:	<u>Retirements</u>				<u>Unanticipated repairs on older fleet</u>			
	<u>\$60,000.00</u>	Total			<u>\$60,000.00</u>	Total			

Department Head signature: 

Auditor signature: 

Comptroller signature: 



# IN CITY COUNCIL

Marlborough, Mass., MARCH 25, 2019

## ORDERED:

That the City Council review the results of the FY19 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 FY20 City budget. The City Council will assess the results in April 2020 to determine if the practice will continue.

### **Background:**

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ADOPTED

ORDER NO. 19-1007618