

CITY OF MARLBOROUGH MEETING POSTING

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting Name: City Council Finance Committee

Date: May 28, 2019

Time: 7:00 PM

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

Agenda Items to be addressed:

2019 MAY 21 P 1:10

1. 05-20-2019 – **Order No. 19-1007682:** Communication from the Mayor, regarding DPW Transfer Request in the amount of \$1,325,300.00 which moves funds from Undesignated to Overtime-Snow & Ice, Snow Removal and Operating Expenses in the amounts of \$280,300.00, \$395,000.00 & \$650,000.00 respectively to fund FY19 deficit.
-Refer to Finance Committee
2. 05-20-2019 – **Order No. 19-1007683:** Communication from the Mayor, regarding Transfer Request in the amount of \$388,000.00 which moves funds from Meals Tax Revenue Account to fund FY19 bond payments associated with Parks & Recreation improvements.
-Refer to Finance Committee
3. 05-20-2019 – **Order No. 19-1007684 (A & B):** Communication from the Mayor, regarding Transfer Requests in the amounts of \$58,000.00 for the DPW to fund park maintenance, consultant fees and roof and masonry repairs at the DPW and \$15,000.00 for the Fire Department to fund the purchase of a new command vehicle.
-Refer to Finance Committee
4. 05-20-2019 – **Order No. 19-1007685:** Communication from the Mayor, regarding Transfer Request in the amount of \$16,900.00 from Reserved for Salaries to Sick Leave Buy Back and Human Resources Director to fund the retirement benefit for David Brumby who will be retiring effective July 1, 2019.
-Refer to Finance Committee
5. 05-20-2019 – **Order No. 19-1007686:** Communication from the Mayor, regarding Transfer Request in the amount of \$4,500.00 which moves funds from Undesignated to Stabilization-Open Space from wireless antenna payments received in FY18.
-Refer to Finance Committee
6. 05-20-2019 – **Order No. 19-1007687 (A, B, & C):** Communication from the Mayor, regarding Revolving Fund Spending Limits for the Public Safety Revolving Fund, the Parks and Recreation Revolving Fund and the Council on Aging Revolving Fund for FY20.
-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., MAY 20, 2019

ORDERED:

That the Transfer Request for the Department of Public Works in the amount of \$1,325,300.00 which moves funds from Undesignated to Overtime-Snow & Ice, Snow Removal and Operating Expenses in the amounts of \$280,300.00, \$395,000.00 & \$650,000.00 respectively to fund FY19 deficit, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:		DPW				FISCAL YEAR:		2019		
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance
Amount	Org Code	Object	Account Description:		Amount	Org Code	Object	Account Description:		Balance
<u>\$6,919,461.00</u>		<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$280,300.00</u>	<u>14001203</u>	<u>51390</u>	<u>Overtime-Snow & Ice</u>		<u>-\$280,292.68</u>
	Reason:		<u>To fund the snow & ice deficit for FY19</u>							
					<u>\$395,000.00</u>	<u>14001206</u>	<u>52960</u>	<u>Snow Removal</u>		<u>-\$392,271.23</u>
	Reason:									
					<u>\$650,000.00</u>	<u>14001206</u>	<u>57040</u>	<u>Operating Expenses</u>		<u>-\$647,654.04</u>
	<u>\$1,325,300.00</u>	Total			<u>\$1,325,300.00</u>	Total				

ADOPTED

ORDER NO. 19-1007682



City of Marlborough
Office of the Mayor

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

2019 MAY 16 AM 11:31
Kate Flanagan
EXECUTIVE AIDE

5
f/c

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

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Transfer Request – Snow and Ice to Fund Fiscal Year 2019 Deficit

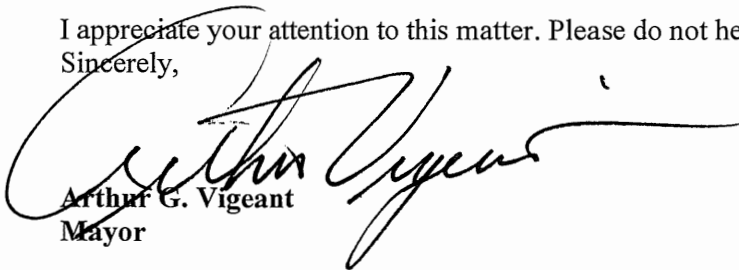
Honorable President Clancy and Councilors:

Enclosed please find for your review a transfer request to fund the Fiscal Year 2019 Snow and Ice deficit. Upon receipt of your approval, a total of \$1,325,300.00 shall be transferred from the Undesignated Fund to the Snow and Ice accounts:

- \$280,300.00 Overtime-Snow Ice
- \$395,000.00 Snow Removal
- \$650,000.00 Operating Expenses

Due to two major storms and massive power outages in 2018 the total cost to the city for snow and ice removal was \$1,588,000.00. We were lucky this year to have a mild winter with only eight plowable storms. Although we had numerous power outages due to the weather, we did not experience massive outages. The milder winter brought with it a reduction in costs for snow and ice removal with a savings of \$262,700.00 from FY2018. I am thankful to the DPW, plow contractors, first responders and National Grid for working together to ensure we had safe roads and power restored.

I appreciate your attention to this matter. Please do not hesitate to contact me with any questions.
Sincerely,


Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: DPW

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Available
Balance

\$6,919,461.00

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

10000 35900 Undesignated Fund

\$280,300.00

14001203 51390

Overtime-Snow & Ice

-\$280,292.68

Reason:

To fund the snow & ice deficit for FY19

\$395,000.00

14001206 52960

Snow Removal

-\$392,271.23

Reason:

\$650,000.00

14001206 57040

Operating Expenses

-\$647,654.04

Reason:

Reason:

Reason:

\$1,325,300.00

Total

\$1,325,300.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

Three handwritten signatures are present on horizontal lines. The top signature is for the Department Head, the middle for the Auditor, and the bottom for the Comptroller. The signatures are written in dark ink and are somewhat stylized.

BUDGET REPORT

5/13/19

FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
100 GENERAL FUND							
4000 DEPARTMENT OF PUBLIC WORKS							
0120 STREETS-SNOW & ICE							
14001203 51390 OVERTIME-SNOW & ICE	125,000	.00	125,000.00	405,292.68	.00	-280,292.68	324.2%
14001206 52960 SNOW REMOVAL	275,000	.00	275,000.00	645,128.18	22,143.05	-392,271.23	242.6%
14001206 57040 OPERATING EXPENSES	100,000	.00	100,000.00	687,677.56	59,976.48	-647,654.04	747.7%
TOTAL STREETS-SNOW & ICE	500,000	.00	500,000.00	1,738,098.42	82,119.53	-1,320,217.95	364.0%
TOTAL DEPARTMENT OF PUBLIC WOR	500,000	.00	500,000.00	1,738,098.42	82,119.53	-1,320,217.95	364.0%
TOTAL GENERAL FUND	500,000	.00	500,000.00	1,738,098.42	82,119.53	-1,320,217.95	364.0%
TOTAL EXPENSES	500,000	.00	500,000.00	1,738,098.42	82,119.53	-1,320,217.95	
GRAND TOTAL	500,000	.00	500,000.00	1,738,098.42	82,119.53	-1,320,217.95	364.0%

** END OF REPORT - Generated by Diane Smith **



IN CITY COUNCIL

Marlborough, Mass., MAY 20, 2019

ORDERED:

That the Transfer Request in the amount of \$388,000.00 which moves funds from Meals Tax Revenue Account to fund FY19 bond payments associated with Parks & Recreation improvements, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Comptroller FISCAL YEAR: 2019

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$3,925,755.96	\$388,000.00	27000	33086	Fund Bal-Parks & Fields Capital	\$388,000.00	19910009	49715	Transfer-Meal Local Option	\$0.00

Reason: Local options meals tax funding FY19 bond payments associated with parks & fields as per the recap

\$388,000.00 Total \$388,000.00 Total

ADOPTED

ORDER NO. 19-1007683



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

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2019 MAY 16 A 11:31
Arthur G. Vigeant
MAYOR
Kate Flanagan
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Transfer Request – Meals Tax Revenue Account

Honorable President Clancy and Councilors:

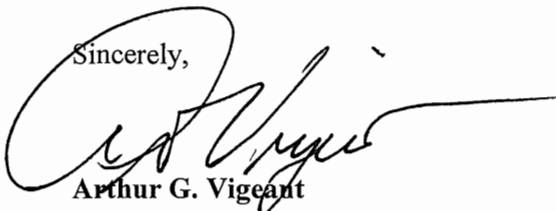
Enclosed for your review you will find a transfer request in the amount of \$388,000.00 to be allocated from the Meals Tax Revenue account to fund FY19 bond payments associated with parks and recreation improvements.

We adopted the meals tax to fund the many improvements we have made and continue to make to our parks and recreation areas. The tax revenue collected continues to climb each year due to our strong economy and great restaurants. In 2015, our first full calendar year after the meal tax was adopted, we collected \$835,884.00. In 2018, we generated \$1,029,033.00 in tax revenue. That is a \$193,149.00 increase since the local meals tax went into effect.

Marlborough has so much to offer when it comes to dining. When residents and visitors choose Marlborough as their dining destination they contribute to the beautification of our parks and recreational facilities allowing them to be enjoyed by many for years to come.

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

Sincerely,



Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Comptroller

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code

Object

Account Description:

Amount

Org Code

Object

Account Description:

Available
Balance

\$3,925,755.96

\$388,000.00

27000

33086

Fund Bal-Parks & Fields Capital

\$388,000.00

19910009

49715

Transfer-Meal Local Option

\$0.00

Reason:

Local options meals tax funding FY19 bond payments associated with parks & fields as per the recap

Reason:

Reason:

Reason:

Reason:

\$388,000.00

Total

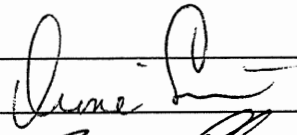
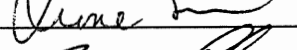

\$388,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:

TAX RATE RECAPITULATION
Fiscal Year 2019

LOCAL RECEIPTS NOT ALLOCATED *

Receipt Type Description	(a) Actual Receipts Fiscal 2018	(b) Estimated Receipts Fiscal 2019
==> 1. MOTOR VEHICLE EXCISE	5,605,522.00	5,526,591.55
2. OTHER EXCISE		
==> a.Meals	398,500.00	388,000.00
==> b.Room	1,772,605.00	1,750,000.00
==> c.Other	52,780.00	50,000.00
==> d.Cannabis	0.00	0.00
==> 3. PENALTIES AND INTEREST ON TAXES AND EXCISES	561,424.00	560,000.00
==> 4. PAYMENTS IN LIEU OF TAXES	254,195.00	255,000.00
5. CHARGES FOR SERVICES - WATER	11,900,534.00	11,900,000.00
6. CHARGES FOR SERVICES - SEWER	10,267,909.00	10,300,000.00
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9. OTHER CHARGES FOR SERVICES	0.00	0.00
10. FEES	357,729.00	360,000.00
a.Cannabis Impact Fee	0.00	0.00
11. RENTALS	279,389.00	275,000.00
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13. DEPARTMENTAL REVENUE - LIBRARIES	2,462.00	2,500.00
14. DEPARTMENTAL REVENUE - CEMETERIES	68,080.00	67,000.00
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16. OTHER DEPARTMENTAL REVENUE	150,588.00	140,000.00
17. LICENSES AND PERMITS	1,343,207.00	800,000.00
18. SPECIAL ASSESSMENTS	0.00	0.00
==> 19. FINES AND FORFEITS	148,482.00	150,000.00
==> 20. INVESTMENT INCOME	874,859.00	500,000.00
==> 21. MEDICAID REIMBURSEMENT	585,488.00	400,000.00
==> 22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	62,095.00	60,000.00
23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	520,958.00	400,000.00
24. Totals	35,206,806.00	33,884,091.55

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2019 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Diane L. Smith, City Auditor, Marlborough, dsmith@marlborough-ma.gov 508-460-3774 | 11/28/2018 3:38 PM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.
 ==> Written documentation should be submitted to support increases/ decreases of FY 2019 estimated receipts to FY 2018 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/6/2018

LOCAL OPTION MEALS TAX

6/30/2014 State Aid	\$60,975.10
9/30/2014 State Aid	\$198,618.41
12/31/2014 State Aid	\$202,214.11
3/31/2015 State Aid	\$197,399.16
6/30/2015 State Aid	\$197,114.57
9/30/2015 State Aid	\$223,086.95
12/31/2015 State Aid	\$218,283.51
3/31/2016 State Aid	\$221,714.03
6/30/2016 State Aid	\$214,435.84
9/30/2016 State Aid	\$232,554.39
12/31/2016 State Aid	\$225,517.35
3/31/2017 State Aid	\$218,918.28
6/30/2017 State Aid	\$226,968.72
9/30/2017 State Aid	\$237,499.87
12/31/2017 State Aid	\$235,562.25
3/31/2018 State Aid	\$231,462.05
6/30/2018 State Aid	\$264,487.50
9/28/2018 State Aid	\$266,737.22
12/31/2018 State Aid	\$266,346.66
3/26/2019 State Aid	\$280,759.99

May
Jun, Jul, Aug

Total Funding	<u>\$4,420,655.96</u>
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10/6/2014 CO# 14-1005915	-\$34,000.00
6/20/2016 CO# 16-1006570A	-\$62,400.00
6/4/2018 CO# 18-1007278A	-\$398,500.00

Total Transfers	<u>-\$494,900.00</u>
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Available for future transfers	\$3,925,755.96
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IN CITY COUNCIL

Marlborough, Mass., MAY 20, 2019

ORDERED:

That the Transfer Request for the Department of Public Works in the amount of \$58,000.00 which moves funds to and from various accounts within Public Works, to fund park maintenance, consultant fees and roof and masonry repairs at the DPW, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Department of Public Works/Public Facilities				FISCAL YEAR:		19			
Available Balance		FROM ACCOUNT:				TO ACCOUNT:				Available Balance	
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:				
<u>\$23,343</u>	<u>\$15,000.00</u>	<u>14001002</u>	<u>50062</u>	<u>Finance Asst.</u>	<u>\$23,000.00</u>	<u>14001506</u>	<u>54640</u>	<u>Park Maintenance</u>			<u>\$49</u>
	Reason:	<u>Excess due to step increases</u>						<u>Byrne and Korean Veterans Field drainage, Irrigation at Women Veterans Park; and Station 1</u>			
<u>\$45,142</u>	<u>\$8,000.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>							
	Reason:	<u>Excess due to step increases</u>									
<u>\$26,254</u>	<u>\$11,000.00</u>	<u>60080001</u>	<u>50630</u>	<u>Asst. Comm. Utilities</u>	<u>\$15,000.00</u>	<u>60081004</u>	<u>53174</u>	<u>Contract Services</u>			<u>\$888</u>
	Reason:	<u>Excess due to vacancy</u>						<u>Consultant fee for Assistant Commissioner duties</u>			
<u>\$18,041</u>	<u>\$4,000.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>							
	Reason:	<u>Excess due to maternity leave</u>									
<u>\$34,649</u>	<u>\$20,000.00</u>	<u>13032001</u>	<u>50292</u>	<u>Craftsman</u>	<u>\$20,000.00</u>	<u>11920006</u>	<u>53999</u>	<u>Other Services</u>			<u>\$14</u>
	Reason:	<u>Excess due to vacancy</u>						<u>Roof and masonry repairs at DPW</u>			
	<u>\$58,000.00</u>	Total			<u>\$58,000.00</u>	Total					

ADOPTED

ORDER NO. 19-1007684A

7



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2019 MAY 16 A 11:31
MAYOR
Kate Flanagan
EXECUTIVE AIDE

f/c

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

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Year-end Transfer Requests

Honorable President Clancy and Councilors:

I have enclosed for your review and approval end of year transfer requests for the Department of Public Works and the Marlborough Fire Department.

The request from the Department of Public Works for a \$58,000.00 transfer will be allocated from surpluses within their operating budget. This funding will be used for park maintenance, consultant fees for the Assistant Commissioner duties and roof and masonry repairs at the DPW.

The Marlborough Fire Department is requesting a transfer of \$15,000.00 for the purchase of a new vehicle which will replace the 2011 Ford Expedition which was recently struck and totaled while responding to an emergency. Initial reports indicate the Marlborough Fire Department will receive insurance funds to cover a substantial amount of the cost of the new vehicle. The \$15,000.00 transfer will make up the difference.

Thank you for your time and consideration. Please do not hesitate to contact Chief Kevin Breen or myself with any questions.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosure



City of Marlborough
Department of Public Works

135 NEIL STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL. 508-624-6910
*TDD 508-460-3610

JOHN L. GHILONI
COMMISSIONER

May 15, 2019

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

Re: Transfer Request

Dear Mayor Vigeant:

Enclosed herewith are the Department of Public Works and Public Facilities Department final transfer requests for Fiscal Year 2019. These requests are being funded from surpluses within the operating budget.

Please contact if require any additional information.

Sincerely,

John L. Ghiloni,
Commissioner

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

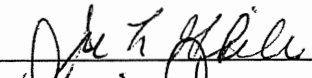
DEPT: Department of Public Works/Public Facilities

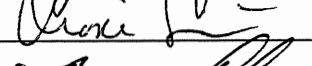
FISCAL YEAR: 19


FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$23,343</u>	<u>\$15,000.00</u>	<u>14001002</u>	<u>50062</u>	<u>Finance Asst.</u>	<u>\$23,000.00</u>	<u>14001506</u>	<u>54640</u>	<u>Park Maintenance</u>	<u>\$49</u>
	Reason:	<u>Excess due to step increases</u>				<u>Byrne and Korean Veterans Field drainage, Irrigation at Women Veterans Park and Station 1</u>			
<u>\$45,142</u>	<u>\$8,000.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>					
	Reason:	<u>Excess due to step increases</u>							
<u>\$26,254</u>	<u>\$11,000.00</u>	<u>60080001</u>	<u>50630</u>	<u>Asst. Comm. Utilities</u>	<u>\$15,000.00</u>	<u>60081004</u>	<u>53174</u>	<u>Contract Services</u>	<u>\$888</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Consultant fee for Assistant Commissioner duties</u>			
<u>\$18,041</u>	<u>\$4,000.00</u>	<u>60080001</u>	<u>50570</u>	<u>Chemist</u>					
	Reason:	<u>Excess due to maternity leave</u>							
<u>\$34,649</u>	<u>\$20,000.00</u>	<u>13032001</u>	<u>50292</u>	<u>Craftsman</u>	<u>\$20,000.00</u>	<u>11920006</u>	<u>53999</u>	<u>Other Services</u>	<u>\$14</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Roof and masonry repairs at DPW</u>			
	<u>\$58,000.00</u>	Total			<u>\$58,000.00</u>	Total			

Department Head signature: 

Auditor signature: 

Comptroller signature: 



IN CITY COUNCIL

Marlborough, Mass., MAY 20, 2019

ORDERED:

That the Transfer Request for the Fire Department in the amount of \$15,000.00 which moves funds from 2018 Multi-Purpose Bond to Fire Equipment to fund the purchase of a new command vehicle, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Fire		FISCAL YEAR:		2019			
		FROM ACCOUNT:				TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$1,054,000.00</u>	<u>\$15,000.00</u>	<u>17110006</u>	<u>59968</u>	<u>2018 Multi Purpose Bond</u>	<u>\$15,000.00</u>	<u>19300006</u>	<u>58512</u>	<u>Fire Dept Equipment</u>	<u>\$128,631.40</u>
Reason:		<u>Excess due to favorable interest rates</u>			<u>Replace vehicle totaled in accident</u>				
	<u>\$15,000.00</u>	<u>Total</u>			<u>\$15,000.00</u>	<u>Total</u>			

ADOPTED

ORDER NO. 19-1007684B



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
MAYOR
2019 MAY 16 A 11:31
Kate Flanagan
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Year-end Transfer Requests

Honorable President Clancy and Councilors:


I have enclosed for your review and approval end of year transfer requests for the Department of Public Works and the Marlborough Fire Department.

The request from the Department of Public Works for a \$58,000.00 transfer will be allocated from surpluses within their operating budget. This funding will be used for park maintenance, consultant fees for the Assistant Commissioner duties and roof and masonry repairs at the DPW.

The Marlborough Fire Department is requesting a transfer of \$15,000.00 for the purchase of a new vehicle which will replace the 2011 Ford Expedition which was recently struck and totaled while responding to an emergency. Initial reports indicate the Marlborough Fire Department will receive insurance funds to cover a substantial amount of the cost of the new vehicle. The \$15,000.00 transfer will make up the difference.

Thank you for your time and consideration. Please do not hesitate to contact Chief Kevin Breen or myself with any questions.

Sincerely,


Arthur G. Vigeant
Mayor

Enclosure



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

KEVIN J. BREEN
FIRE CHIEF

PHONE: (508) 624-6986
FAX: (508) 460-3795

May 13, 2019

Brian J. Doheny, Comptroller
City of Marlborough
140 Main Street
Marlborough, MA 01752

REF: FY2019 Budget Transfer – MFD Car 5

Dear Brian:

Please accept this letter outlining our discussion last week concerning a year-end budget transfer related to a recent motor vehicle crash occurring to Marlborough Fire Department's incident command vehicle (C5). You may recall this vehicle, a 2011 Ford Expedition, was struck while responding to an emergency. The other party was found responsible and cited by Marlborough police. Our insurance representative has indicated the vehicle has been declared "totaled". Preliminary reports indicate we will receive insurance funds that will cover a substantial amount of the cost of a new vehicle. A transfer in the amount of \$15K from FY2019 will make up the difference. If authorized, this will enable us to move quickly to replace this important asset and exclude it from our FY2020 capital request. Thank you for your anticipated support.

Sincerely,

Kevin J. Breen
Fire Chief

Cc: Hon. Arthur G. Vigeant, Mayor
Diane Smith, Auditor

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Fire

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Available
Balance

\$1,054,000.00

Amount

\$15,000.00

Org Code

17110006

Object

59968

Account Description:

2018 Multi Purpose Bond

Amount

\$15,000.00

Org Code

19300006

Object

58512

Account Description:

Fire Dept Equipment

\$128,631.40

Reason:

Excess due to favorable interest rates

Replace vehicle totaled in accident

Reason:

Reason:

Reason:

Reason:

\$15,000.00

Total

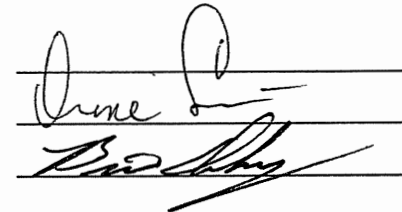
\$15,000.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:





IN CITY COUNCIL

Marlborough, Mass., _____ MAY 20, 2019

ORDERED:

That the Transfer Request for the Human Resources Department in the amount of \$16,900.00 from Reserved for Salaries to Sick Leave Buy Back and Human Resources Director to fund the retirement benefit for David Brumby who will be retiring effective July 1, 2019, be and is herewith refer to **FINANCE COMMITTEE.**

Available	FROM ACCOUNT:				TO ACCOUNT:				Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
<u>\$660,632.65</u>	<u>\$16,900.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$11,900.00</u>	<u>11520001</u>	<u>50530</u>	<u>HR Director</u>	<u>\$13,851.56</u>
	Reason:	<u>To fund sick leave buy back & vacation due to a retirement</u>							
					<u>\$5,000.00</u>	<u>11520003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$0.00</u>
	<u>\$16,900.00</u>	Total			<u>\$16,900.00</u>	Total			

ADOPTED

ORDER NO. 19-1007685



City of Marlborough Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
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MAYOR
2019 MAY 16 A 11:31
Kate Flanagan
EXECUTIVE AIDE

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f/c

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Transfer Request – Human Resources

Honorable President Clancy and Councilors:

I have enclosed for your review a transfer request in the amount of \$16,900.00 to fund the sick leave buy back and vacation benefit for David Brumby, Director of Human Resources, who will be retiring effective July 1, 2019.

Upon your approval, \$11,900.00 will be transferred from the Reserve for Salaries account to the Human Resources Director account for accrued vacation time reimbursement. An additional, \$5,000.00 will be transferred from the Reserve for Salaries account to the Sick Leave Buy Back account.

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

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: HR

FISCAL YEAR: 2019

FROM ACCOUNT:

TO ACCOUNT:

Available
Balance

Amount

Org Code Object

Account Description:

Amount

Org Code Object

Account Description:

Available
Balance

\$660,632.65

\$16,900.00

11990006

57820

Reserve for Salaries

\$11,900.00

11520001

50530

HR Director

\$13,851.56

Reason:

To fund sick leave buy back & vacation due to a retirement

\$5,000.00

11520003

51920

Sick Leave Buy Back

\$0.00

Reason:

Reason:

Reason:

Reason:

\$16,900.00

Total

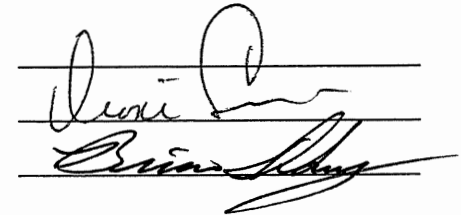
\$16,900.00

Total

Department Head signature:

Auditor signature:

Comptroller signature:





IN CITY COUNCIL

Marlborough, Mass., MAY 20, 2019

ORDERED:

That the Transfer Request in the amount of \$4,500.00 which moves funds from Undesignated to Stabilization-Open Space from wireless antenna payments received in FY18, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT: Mayor FISCAL YEAR: 2019

FROM ACCOUNT: TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$6,919,461.00	\$4,500.00	10000	35900	Undesignated Fund	\$4,500.00	83600	32918	Stabilization-Open Space	\$522,426.13

Reason: To transfer annual wireless antennae payments received by the City in fiscal year 2018 to Open Space Stabilization

\$4,500.00 Total \$4,500.00 Total

ADOPTED

ORDER NO. 19-1007686

9



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
Arthur G. Vigeant
MAYOR
2019 MAY 16 A 11:31
Kate Flanagan
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Transfer Request – Antenna Receipts

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer request in the amount of \$4,500.00. These funds will be transferred from the Undesignated Fund to the Stabilization – Open Space Fund.

I appreciate your attention to this matter. Please do not hesitate to contact me with any questions

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Mayor

FISCAL YEAR: 2019

FROM ACCOUNT:

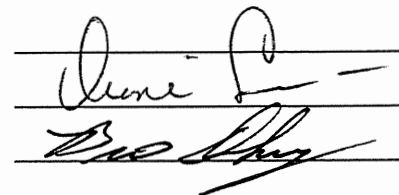
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$6,919,461.00	\$4,500.00	10000	35900	Undesignated Fund	\$4,500.00	83600	32918	Stabilization-Open Space	\$522,426.13
	Reason:	<u>To transfer annual wireless antennae payments received by the City in fiscal year 2018 to Open Space Stabilization</u>							
_____	Reason:	_____							
_____	Reason:	_____							
_____	Reason:	_____							
_____	Reason:	_____							
_____	Reason:	_____							
\$4,500.00	Total				\$4,500.00	Total			

Department Head signature: _____

Auditor signature: _____

Comptroller signature: _____





- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 100 GEN FUND	Acct 100-00-93-0000-00-0-0000-0-43600
Org 10093 LOCAL RCPT	Acct name WIRELESS RECEIPTS
Object 43600 WIRELESS	Type Revenue Status Active
Project ...	Rollup ...
	<input type="checkbox"/> MultiYr Fund

4 Year Comparison

History

Yr/Per 2019/01	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
Original Budget	-4,500.00	-18,000.00	-25,000.00
Transfers In	.00	.00	.00
Transfers Out	.00	.00	.00
Revised Budget	-4,500.00	-18,000.00	-25,000.00
Actual (Memo)	-19,500.00	-4,500.00	-18,000.00
Encumbrances	.00	.00	.00
Requisitions	.00		
Available	15,000.00	-13,500.00	-7,000.00
Percent used	433.33	25.00	72.00

Display detail information for current account.

STABILIZATION FUND ANALYSIS FY19:

	Open Space	Downtown Econ Development	Undesignated	Total
7/1/2018 TOTAL	659,037.63	800,000.00	12,988,519.44	\$14,447,557.07
1/7/2019 CO# 19-1007475A(Free Cash)			887,745.00	
2/28/2019 Interest July thru February	13,388.50		32,401.55	
3/25/2019 CO# 19-1007584B(Berlin Property purch)	-150,000.00			
Total	522,426.13	800,000.00	13,908,665.99	\$15,231,092.12



IN CITY COUNCIL

Marlborough, Mass., MAY 20, 2019

ORDERED:

That no more than seventy-five thousand dollars (\$75,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 19-1007687A



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

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CITY OF MARLBOROUGH
2019 MAY 16 A 11: 30

Arthur G. Vigeant
MAYOR
Kate Flanagan
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

10
f/c

May 16, 2019

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

Re: Fiscal Year 2020 Revolving Funds Spending Limit

Honorable President Clancy and Councilors:

I have enclosed for your review and approval three orders to set spending limits on the City's three revolving funds including Public Safety, Parks and Recreation and the Council on Aging.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following:

- Public Safety Revolving Fund - \$75,000.00
- Parks and Recreation - \$350,000.00
- Council on Aging - \$70,000.00
 - In February of this year, the spending limit for the COA revolving fund received an expenditure increase of \$20,000.00, bringing the limit of expenditures to \$60,000.00. Due to the completion of the Senior Center renovation, additional programming and increased membership, I request that the limit be set at \$70,000.00.

Thank you for your consideration. I look forward to discussing this proposal further with you. Do not hesitate to contact me should you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure



CITY OF MARLBOROUGH

Office of the City Auditor
140 Main St.
Marlborough, MA 01752

May 9, 2019

MEMORANDUM

TO: Mayor Arthur G. Vigeant
FROM: Diane Smith, City Auditor
RE: Public Safety Training Revolving Account

The income and expenditures of the Public Safety Training Revolving account are as follows:

Beginning balance as of July 1, 2018	\$14,336.54
Funds received to date	54,630.96
Expenditures to date-	
Police Academy for 6 officers	(18,000.00)
Drug Lab Awareness Training	(2,133.00)
IMC Training	(963.72)
Paratech Tool Training	(1,138.28)
Promotional Training	(250.00)
Fire Chiefs Conference	(780.00)
Active Shooter Training	(22,707.89)
Pump Operator Training	(7,941.94)
Tech Rescue Training	(5,767.60)
Taser Training	(8,402.42)
Subtotal	(68,084.85)
Encumbrances	(882.65)
Balance as of May 9, 2019	<u>\$ 0.00</u>

ORDERED:

That no more than seventy-five thousand dollars (\$75,000.00) shall be expended from the Public Safety Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor.

ADOPTED

In City Council

Order No 19-

Adopted

Approved by Mayor

Arthur G. Vigeant

Date:

A TRUE COPY

ATTEST:



IN CITY COUNCIL

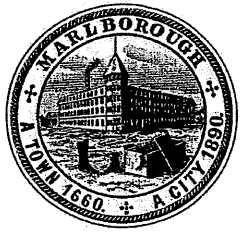
Marlborough, Mass., _____ MAY 20, 2019

ORDERED:

That no more than three hundred fifty dollars (\$350,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor, be and is herewith refer to **FINANCE COMMITTEE.**

ADOPTED

ORDER NO. 19-1007687B



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2019 MAY 16 A 11: 30
Arthur G. Vigeant
MAYOR
Kate Flanagan
EXECUTIVE AIDE

10
f/c

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

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Fiscal Year 2020 Revolving Funds Spending Limit

Honorable President Clancy and Councilors:

I have enclosed for your review and approval three orders to set spending limits on the City's three revolving funds including Public Safety, Parks and Recreation and the Council on Aging.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following:

- Public Safety Revolving Fund - \$75,000.00
- Parks and Recreation - \$350,000.00
- Council on Aging - \$70,000.00
 - In February of this year, the spending limit for the COA revolving fund received an expenditure increase of \$20,000.00, bringing the limit of expenditures to \$60,000.00. Due to the completion of the Senior Center renovation, additional programming and increased membership, I request that the limit be set at \$70,000.00.

Thank you for your consideration. I look forward to discussing this proposal further with you. Do not hesitate to contact me should you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure



City of Marlborough
Department of Public Works

135 NEIL STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL. 508-624-6910
*TDD 508-460-3610

JOHN L. GHILONI
COMMISSIONER

To: Mayor Arthur G. Vigeant

From: John L. Ghiloni *JLG*

Date: May 15, 2019

Re: Parks and Recreation Revolving Account – 26244401-52415

The Revenue and Expenditures for the Parks and Recreation Revolving Account are shown below:

Balance as of July 1, 2018	\$ 780,820.93	
Funds received between July 1, 2018 and May 15, 2019	<u>\$ 285,049.07</u>	\$1,065,870.00
Funds expended between July 1, 2018 and May 15, 2019		\$ <u>9,973.50</u>
Balance		<u>\$1,055,896.50</u>

Expenditure Summary

Forenet		\$ 9,973.50
---------	--	-------------

ORDERED:

That no more than three hundred fifty dollars (\$350,000.00) shall be expended from the Parks and Recreation Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor.

ADOPTED

In City Council
Order No 19-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2019 MAY 16 A 11:30

Arthur G. Vigeant
MAYOR
Kate Flanagan
EXECUTIVE AIDE

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

Patricia Bernard
EXECUTIVE SECRETARY

May 16, 2019

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

Re: Fiscal Year 2020 Revolving Funds Spending Limit

Honorable President Clancy and Councilors:

I have enclosed for your review and approval three orders to set spending limits on the City's three revolving funds including Public Safety, Parks and Recreation and the Council on Aging.

I am requesting approval for expenditures from each of the revolving funds, not to exceed the following:

- Public Safety Revolving Fund - \$75,000.00
- Parks and Recreation - \$350,000.00
- Council on Aging - \$70,000.00
 - In February of this year, the spending limit for the COA revolving fund received an expenditure increase of \$20,000.00, bringing the limit of expenditures to \$60,000.00. Due to the completion of the Senior Center renovation, additional programming and increased membership, I request that the limit be set at \$70,000.00.

Thank you for your consideration. I look forward to discussing this proposal further with you. Do not hesitate to contact me should you have any questions.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

10
f/c



City of Marlborough
Council on Aging and Senior Center

40 New Street
Marlborough, Massachusetts 01752
Telephone (508) 485-6492 Facsimile (508) 460-3726

Patricia A. Pope
EXECUTIVE DIRECTOR

May 14, 2019

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

Re: Council on Aging/Senior Center Revolving Account Reauthorization

Dear Mayor Vigeant,

Since the authorization of the Revolving Account in October of 2015 these funds have been used solely for programing. The Senior Center continues to grow as more and more older adults are becoming of age and taking advantage of the beautiful Center and extraordinary programs offered. With the newly completed renovation of the second floor we will be able increase our programs and events to give even more options to the older adults in our community. As you will recall, I did request an increase of an additional \$20,000 in the spending limit for the Revolving Account in February of this year. Therefore, I am requesting that the spending limit on the Revolving Account be increased to \$60,000.00. I do feel this increase in the spending limit will allow us the flexibility needed to be able to offer more programs and events as our membership continues to increase.

The revenue generated in the Revolving Account represents fees associated with programs, classes and trips run through the Council on Aging/Senior Center. The expenditures represent payment for Fitness Instructors, Computer Training, Entertainment, Bus Trips along with program supplies and associated food costs. We also use funds from the State Formula Grant to offset some of the costs associated with these programs.

The Senior Center receives tremendous support from the City for which we feel very fortunate. I hope that you will consider our request for an increase in the spending limit of the Revolving Account, so we can continue to meet the needs and expand the programs offered to our older adults.

Sincerely,

Patricia A. Pope
Executive Director



Memo

To: Mayor Arthur Vigeant
From: Patricia A. Pope
Date: May 14, 2019
Re: Council on Aging Revolving Account

Pursuant to the provisions of the Council Order #15-1006306, the revolving account established by this order had income and expenditures as shown below:

Balance as of 7/1/18	\$	66,597.61
Total revenue generated (7/18 – 5/14/19)	\$	56,850.48
Funds expended (7/1/18 – 5/14/19)	\$	43,096.50
Funds encumbered	\$	144.75
Current Balance:	\$	80,206.84

EXPENDITURE SUMMARY

The revenue generated represents the fees associated with programs, classes and trips run through the Council on Aging. The expenditures represent payment for Exercise Teachers, Computer Teachers, Entertainment, Bus Trips, program supplies and associated food costs.

There are 2 bus trips and one event remaining in this fiscal year and once the bills are received we will pay them from this account.

Detailed information is attached.

ORDERED:

That no more than seventy thousand dollars (\$70,000.00) shall be expended from the Council on Aging Revolving Fund during fiscal year 2020, unless otherwise authorized by City Council and Mayor.

ADOPTED
In City Council
Order No 19-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST: