

City of Marlborough Public Meeting Posting

Meeting Name: City Council Finance Committee
Date: October 25, 2021
Time: 7:15 PM
Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2021 OCT 20 P 4: 38

This meeting will be held in the City Council Chamber. Public attendance is permitted. The meeting will be televised on WMCT-TV (Comcast Channel 8) or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city's website, home page (www.marlborough-ma.gov).

10-18-21 – Order No.21-1008427: Communication from Mayor Vigeant with Transfer request in the amount of \$146,288.00 from PEG Funds to IT Equipment to fund the purchase of an electronic time system and equipment.

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., OCTOBER 18, 2021

ORDERED:

That the Transfer Request in the amount of \$146,288.00 which moves funds from PEG Funds to IT Equipment to fund the purchase of an electronic time system and equipment, be and is herewith referred to the **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	IT		FISCAL YEAR:	2022				
	FROM ACCOUNT:		TO ACCOUNT:					
Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$146,288.00</u>	<u>27000099</u>	<u>47750</u>	<u>Receipts Reserved-PEG Funds</u>	<u>\$146,288.00</u>	<u>19300006</u>	<u>58618</u>	<u>IT Equipment</u>	<u>\$0.00</u>
Reason:					Implementation, setup of electronic time submittal			
\$146,288.00	Total			\$146,288.00	Total			

ADOPTED

ORDER NO. 21-1008427



City of Marlborough
Office of the Mayor

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

2021 OCT 14 AM 11:00
Patricia M. Bernard
EXECUTIVE AIDE

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

Ryan P. Egan
EXECUTIVE SECRETARY

October 14, 2021

F/C

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Transfer request for the IT dept

Honorable President Ossing and Councilors:

For your approval is a transfer request of \$146,288.00 from PEG funds to IT Equipment for the purchase of an electronic time system and equipment.

I would like to take this opportunity to thank Finance Director Patrick Jones and IT Director Mark Gibbs for their coordinating efforts in integrating this new paperless, time tracking and employee scheduling system. It is long overdue and is a much-needed update to an archaic system.

Please don't hesitate to contact me or Mark Gibbs with any questions that may arise.

Sincerely,

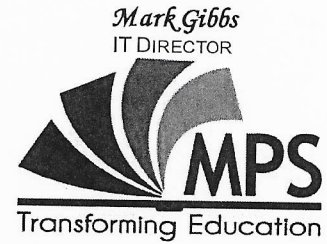
Arthur G. Vigeant
Mayor

Enclosures



*City of Marlborough @
Marlborough Public Schools
Information Technology*

140 MAIN STREET
MARLBOROUGH, MASSACHUSETTS 01752
TEL. (508) 460-3763
mgibbs@marlborough-ma.gov



October 8, 2021

TO: Mayor's Office
FROM: Mark Gibbs, Information Technology Director

Mayor,

I am requesting the use of some PEG funds to eliminate the need to use paper time sheets throughout the City.

For many years the city has relied on paper time sheets every week combined with complicated formulas for Police, Fire and the DPW. Replacing this system with an electronic system from Tyler Technologies/Munis will remove the paper time sheets and eliminate the mistakes made by using paper. The new system will provide an online solution for Department Heads and employees to submit their time (including time off, vacation, personal and overtime) electronically to minimize clerical errors and provide seamless accountability on the end-user and department heads.

The up front cost of this project for implementation, setup and configuration of 8 physical time clocks is \$146,288.00 with a yearly cost of \$22,552.00

This request comes from the Treasury Department, Mayor's Office and the IT Department.

Please feel free to contact me with any questions or concerns.

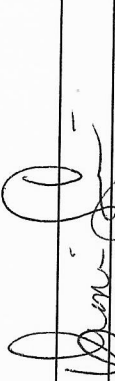
I can be reached at 508-460-3763 or mgibbs@marlborough-ma.gov.


Sincerely,

Mark Gibbs
Information Technology Director

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT:	IT	FISCAL YEAR:	2022
FROM ACCOUNT:		TO ACCOUNT:	
Org Code	Object	Org Code	Object
27000099	47750	19300006	58618
Amount	Account Description:	Amount	Account Description:
\$146,288.00	Receipts Reserved-PEG Funds	\$146,288.00	IT Equipment
Reason:		Implementation, setup of electronic time submittal	
Available Balance		Available Balance	
\$376,065.70		\$0.00	
Reason:			
Reason:			
Reason:			
Reason:			
Total		Total	
\$146,288.00		\$146,288.00	

Department Head signature: 

Auditor signature: 

Finance Director signature: _____

PEG FEES

8/29/2017 Verizon	\$111,192.81
8/29/2017 Comcast	\$105,212.77
11/7/2017 Comcast	\$104,451.39
11/29/2017 Verizon	\$108,894.94
2/27/2018 Verizon	\$105,934.98
2/27/2018 Comcast	\$102,247.17
2/27/2018 Comcast-franchise	\$3,332.00
4/2/2018 Verizon-franchise	\$3,295.50
5/8/2018 Comcast	\$96,069.98
5/21/2018 Verizon	\$107,727.46
8/23/2018 Comcast	\$95,348.01
8/23/2018 Verizon	\$101,215.51
8/28/2018 Verizon-franchise	\$2,678.62
11/16/2018 Comcast	\$94,728.72
12/4/2018 Verizon	\$97,462.08
12/4/2018 Verizon-franchise	\$5,049.85
2/20/2019 Comcast	\$95,246.35
2/20/2019 Verizon	\$97,007.90
3/4/2019 Verizon-franchise	\$5,026.30
3/25/2019 Verizon-annual fee	\$2,997.00
3/25/2019 Comcast-annual	\$3,208.00
5/17/2019 Comcast	\$92,916.51
5/31/2019 Verizon	\$99,268.12
8/15/2019 Comcast	\$91,956.97
8/15/2019 Verizon	\$96,147.32
10/31/2019 Verizon-franchise	\$4,981.72
11/27/2019 Comcast	\$91,515.93
11/27/2019 Verizon	\$91,540.94
11/27/2019 Verizon-franchise	\$4,743.06
2/19/2020 Verizon	\$90,845.00
2/19/2020 Comcast	\$91,062.00
2/19/2020 Verizon-franchise	\$4,707.00
3/6/2020 Comcast	\$3,039.00
3/26/2020 Verizon	\$2,699.00
5/21/2020 Verizon	\$87,007.22
5/21/2020 Verizon-video	\$19,508.15
5/21/2020 Comcast	\$90,576.14
8/14/2020 Comcast	\$88,411.98
8/31/2020 Verizon	\$82,974.09
8/31/2020 Verizon	\$4,299.18
11/25/2020 Comcast	\$89,038.41
11/25/2020 Verizon	\$81,285.83
11/25/2020 Verizon	\$4,211.69
2/19/2021 Comcast	\$86,807.95
2/19/2021 Verizon	\$80,730.88
2/19/2021 Verizon	\$4,182.95
3/26/2021 Xfinity	\$2,736.00
4/27/2021 Verizon	\$2,397.00
5/12/2021 Verizon	\$73,186.77
5/17/2021 Comcast	\$88,389.83
6/24/2021 Verizon	\$4,114.97
6/24/2021 Verizon	\$15,000.00
8/24/2021 Verizon	\$76,754.57

Total Funding \$3,195,363.52

12/18/2017 co#17-1007095A	-\$282,100.00
5/21/2018 co# 18-1007263A	-\$355,519.00
10/15/2018 co# 18-1007352A	-\$254,000.00
3/11/2019 co# 19-1007565A	-\$510,832.30
9/9/2019 co# 19-1007730A	-\$220,000.00
9/23/2019 co# 19-1007751A	-\$30,000.00
3/23/2020 co# 20-1007940A	-\$473,846.52
12/21/2020 co# 20-1008140	-\$80,000.00
3/22/2021 co# 21-1008202A	-\$370,000.00
4/5/2021 co# 21-1008229A	-\$243,000.00
Total Transfers	<u>-\$2,819,297.82</u>

Available for future transfers \$376,065.70