

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: February 9, 2016

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  
2016 JAN 28 A 10:30

1. **Order No. 16-1006424:** Police Department transfer request in the amount of \$130,000.00 which moves funds from Police Officers to Regular Overtime to fund overtime.
2. **Order No. 14/15-1006005A-1:** Proposed Salary Ordinance submitted by Mayor Vigeant.
3. **Order No. 14/15-1006005B-1:** Proposed amendment to the City Code amending Section 125-27 entitled, "Use of Sick Leave" by increasing the amount of unused sick leave an employee may buy back upon termination of employment from \$1,000.00 to \$5,000.00 submitted by Mayor Vigeant.

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

JANUARY 25, 2016

Marlborough, Mass.,

## ORDERED:

That the Police Department transfer request in the amount of \$130,000.00 which moves funds from Police Officers to Regular Overtime to fund overtime, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT: Police								FY:2016	
		FROM ACCOUNT:				TO ACCOUNT:			
Available									Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Balance
\$1,424,236	\$130,000.00	12100001	50420	Police Officers	\$130,000.00	12100003	51310	Regular Overtime	\$19,330
	Reason:	Surplus due to vacancies and long term injuries				Deficit due to vacancies and long term injuries			
	\$130,000.00	Total			\$130,000.00	Total			

ADOPTED

ORDER NO. 16-1006424



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2016 JAN 21 A 10 14

*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)

4  
*Arthur G. Vigeant*  
MAYOR

*Nicholas Milano*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

January 21, 2015

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

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

Honorable President Clancy and Councilors:

Please find enclosed for your review and approval a transfer request to fund the overtime account for the Marlborough Police Department.

Per your approval, \$130,000.00 will be transferred from the Marlborough Police Department's Police Officers account to the Regular Overtime account. Police Chief Mark Leonard indicates that the overtime expenses have been higher than anticipated due to several officer injuries and vacancies, but that a new dispatcher is being trained and two patrol officer vacancies should be filled in the near future.

Please do not hesitate to contact me or Chief Leonard with any questions or concerns.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



# City of Marlborough POLICE DEPARTMENT

508-485-1212 • FAX 508-624-6949  
355 BOLTON STREET • MARLBOROUGH, MA • 01752

MARK F. LEONARD  
Chief of Police

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

January 20, 2016

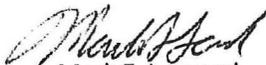
Dear Mayor Vigeant:

Per the attached transfer request form, I am requesting a transfer of \$130,000 from the police officer account to the regular overtime account. The transfer is needed to cover overtime expenses that have been higher than budgeted due to several officer injuries and vacancies. We are currently in the process of filling two patrol officer vacancies and a Lieutenant's vacancy. I hope to have two recruits ready for a March police academy to fill the two patrol officer vacancies. We also recently hired a new dispatcher that is going through training and should be fully trained within a month.

I anticipate that this transfer will be sufficient to fund the regular overtime account for the remainder of this fiscal year.

Please let me know if you have any questions or need more information.

Sincerely,

  
Mark F. Leonard  
Chief of Police

Cc: D. Smith; B. Doheny







# IN CITY COUNCIL

Marlborough, Mass., \_\_\_\_\_ DECEMBER 7, 2015  
PAGE 2

**ORDERED:**

Executive Assistant to the Mayor	-	-	-	-	-	-	\$50,951.00
Assistant City Solicitor	\$78,936.00	\$80,514.72	\$82,125.00	\$83,767.51	\$85,442.86	\$87,151.72	88,895.00
Chief Procurement Officer	\$73,702.00	\$75,176.04	\$76,679.56	\$78,213.15	\$79,777.41	\$81,372.96	\$83,000.00
Library Director	\$87,909.00	\$89,667.18	\$91,460.52	\$93,289.73	\$95,155.53	\$97,058.64	\$99,000.00
Paralegal	\$38,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.20
Assistant Recreation Director	\$55,054.22	\$56,155.31	\$57,278.41	\$58,423.98	\$59,592.46	\$60,784.31	\$62,000.00
Senior Clerk (nonunion)	\$39,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.19
Mayor							
City Council							

Be and is herewith **BE CARRIED OVER TO THE 2016/2017 LEGISLATIVE SESSION.**

**ADOPTED**

ORDER NO. 14/15-1006005A-1





# IN CITY COUNCIL

Marlborough, Mass.,

NOVEMBER 3, 2014

PAGE 2

**ORDERED:**

Executive Assistant to the Mayor	-	-	-	-	-	-	\$50,951.00
Assistant City Solicitor	\$78,936.00	\$80,514.72	\$82,125.00	\$83,767.51	\$85,442.86	\$87,151.72	88,895.00
Chief Procurement Officer	\$73,702.00	\$75,176.04	\$76,679.56	\$78,213.15	\$79,777.41	\$81,372.96	\$83,000.00
Library Director	\$87,909.00	\$89,667.18	\$91,460.52	\$93,289.73	\$95,155.53	\$97,058.64	\$99,000.00
Paralegal	\$38,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.20
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Senior Clerk (nonunion)	\$39,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.19
Mayor							
City Council							

Be and is herewith refer to **FINANCE COMMITTEE**.

**ADOPTED**

ORDER NO. 14-1006005A

**Please note that that the Mayor's office will be providing more Orders pertinent to this item for the November 17, 2014 City Council agenda which will be appropriately numbered 14-1006005B, C, and D to correlate with this item.**



RECEIVED  
CITY CLERK  
CITY OF MARLBOROUGH

2014 OCT 30

*City of Marlborough*  
*Office of the Mayor*

140 Main Street

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*Arthur G. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

October 30, 2014

City Council President Patricia Pope  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Nonunion Compensation Proposal and Proposed Job Title Changes**

Honorable President Pope and Councilors:

During my eighteen years on the Council, there were two instances I recall in which Mayors submitted to the Council changes and revisions to the city's compensation plan for nonunion employees. Both plans elicited healthy debate and even a dose of criticism (perhaps by yours truly) but ultimately were unsuccessful. It is with a nod to that past and my eye towards the future that I submit to you a draft proposal to update the salaries and compensation of several Department Head and nonunion positions.

Nearly a year and a half ago, we joined together to update the salary for the position of Comptroller-Treasurer due to the fact that our salary at that time put the city at a serious competitive disadvantage. Since that time it has become clear that there are several more positions throughout the city where our compensation plan is far behind other towns in our region as well as other similarly sized communities throughout the state.

A most recent example of this was our search for a new Building Commissioner. Our job posting attracted significantly fewer experienced candidates than anticipated. This was compounded by the fact that a nearby community half our size posted their Building Commissioner position with a starting salary \$6,500 higher than our own. Another example fast approaching will involve the search and hiring process for the position of Fire Chief.

I firmly believe that the City of Marlborough can attract talented professionals without paying the highest wages. However, I also believe that we cannot expect to attract or even retain these same talented professionals if we remain where we are. Most importantly, I believe we are all in agreement that changing one salary at a time after an employee leaves is not the best way to address this issue.

Enclosed for your information several salary surveys and summary pages my office has put together that provides the basis for my proposal. One survey compares our compensation against seven other cities and towns with comparable populations. The other survey compares us against eight Metro-West and Worcester area towns. You will note that the surveys also contain both the Mayor and City

Council though I have refrained from making any new recommendations in my proposal. I hope you will find this information useful during your deliberations.

The proposal before you is a seven step schedule with incremental 2% increases for each step. By comparison, our existing ordinance is a four step schedule with 4% increases for each step over a three year period. Though there are countless ways to construct a salary schedule, some had twelve or more steps; others simply had a minimum and maximum where the Mayor or Town Manager would individually increase a salary each year at his or her discretion. I believe this proposal strikes a balance between giving too much authority to the Chief Executive and having an unnecessarily complicated and rigid compensation plan.

You will note that this proposal does not address every nonunion position throughout the city. Some positions, such as that of the City Engineer and City Collector, have competitive salaries that do not warrant immediate adjustments. Several other positions either lacked enough comparable data to make a new recommendation or are under consideration for a potential reorganization plan in the future. My hope is that once we are able to establish the foundation of a new salary schedule, it will be easier for us to collectively address the positions not listed here in the future.

Also included in this correspondence is an amendment to the city's ordinance relative to the payout of accrued sick time to nonunion employees. I believe our current system, in which employees receive a maximum benefit of \$1,000.00 encourages the use of sick days when they may not necessarily be warranted. My proposal increases this cap to \$5,000.00 which I believe levels the playing field and achieves a better balance when it comes to our employee benefits.

Lastly, this proposal includes updates to several job titles that I believe are necessary to reflect a contemporary municipal organization. Those are:

- Current title: Personnel Director → New title: Human Resources Director
- Current title: Executive Aide to the Mayor → New title: Chief of Staff to the Mayor
- Current title: Executive Secretary to the Mayor → New title: Executive Assistant to the Mayor
- Current title: City Council Research Assistant → New title: Executive Assistant to the City Council

I believe these titles more accurately reflect the roles and responsibilities of these positions in our municipal organization. I have included for your consideration order's that reflect these updates.

As Mayor, I am charged with managing our municipal organization and, as our City Council, you are charged with shaping it. Together, we are partners in government and I wish to thank you in advance for embarking with me on this necessary debate and discussion.

Sincerely,



Arthur G. Vigeant  
Mayor

- Enclosures:** Proposed nonunion salary ordinance  
 Proposed amendment to the sick leave payout ordinance  
 Proposed Job / Department title ordinance

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended by amending in Chapter 125, entitled "Personnel," Section 6, entitled "Compensation Schedule," as follows:

- A. Section 6 is hereby retitled "Salary Schedule"
- B. This salary schedule shall take effect July 1, 2015.
- C. Any new hires to the positions listed below who are appointed to their position will begin at Step 1.
- D. The Mayor shall have the authority and discretion to waive any two steps of the salary schedule for all positions, subject to available appropriation.
- E. The positions of City Solicitor, Chief of Staff to the Mayor, Executive Assistant to the Mayor and Executive Assistant to the City Council, as at-will employees, shall be compensated reasonably in any amount up to but not to exceed their Step 7 Maximum.
- F. As allowed under Massachusetts General Law Chapter 41, Section 108O, the positions of Police Chief and Fire Chief are eligible to receive employment contracts provided that their total compensation, including but not limited to salary, stipends and educational incentives does not exceed their Step 7 Maximum.
- G. Any changes to the salary of the Mayor and City Council shall not take effect until January 1, 2016.

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 / Max
	<i>Start</i>	<i>6 months of service</i>	<i>1 year of service</i>	<i>2 yrs. of service</i>	<i>3 yrs. of service</i>	<i>4 yrs. of service</i>	<i>5 yrs. of service</i>
Comptroller - Treasurer	\$104,781.00	\$106,876.62	\$109,014.15	\$111,194.43	\$113,418.32	\$115,686.69	118,000.00
Fire Chief / Police Chief	-	-	-	-	-	-	\$160,000.00
Human Resources Director	\$84,357.00	\$86,044.14	\$87,765.02	\$89,520.32	\$91,310.73	\$93,136.94	\$95,000.00
City Auditor	\$86,133.00	\$87,855.66	\$89,612.77	\$91,405.02	\$93,233.12	\$95,097.77	\$97,000.00
Building Commissioner	\$87,021.00	\$88,761.42	\$90,536.65	\$92,347.38	\$94,194.33	\$96,078.21	98,000.00
City Solicitor	-	-	-	-	-	-	\$113,000.00
City Clerk	\$78,142.00	79,704.84	\$81,298.94	\$82,924.91	\$84,583.41	\$86,275.08	\$88,000.00
Chief of Staff to the Mayor / Executive Assistant to the City Council	-	-	-	-	-	-	\$66,000.00
Executive Assistant to the Mayor	-	-	-	-	-	-	\$50,951.00
Assistant City Solicitor	\$78,936.00	\$80,514.72	\$82,125.00	\$83,767.51	\$85,442.86	\$87,151.72	88,895.00
Chief Procurement Officer	\$73,702.00	\$75,176.04	\$76,679.56	\$78,213.15	\$79,777.41	\$81,372.96	\$83,000.00
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Paralegal	\$38,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.20
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Senior Clerk (nonunion)	\$39,769.00	\$39,544.38	\$40,335.27	\$41,141.97	\$41,964.81	\$42,804.11	\$43,660.19
Mayor							
City Council							

ADOPTED  
In City Council  
Order No. 14-

Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



## IN CITY COUNCIL

DECEMBER 7, 2015

Marlborough, Mass., \_\_\_\_\_

### ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough, as amended, be further amended as follows:

Section 125-27, entitled "Use of sick leave" is hereby amended by deleting paragraph C. in its entirety and inserting in place thereof the following new paragraph C.:

- C. Upon the termination of employment of a non-union employee, except where the termination is by the City for cause, or upon the death of a non-union employee, the City shall pay to said employee or said employee's beneficiary or estate, whichever is applicable, the value of the employee's accumulated and unused sick leave, not to exceed the amount of \$5,000.00.

Be and is herewith **BE CARRIED OVER TO THE 2016/2017 LEGISLATIVE SESSION.**

ADOPTED

ORDER NO. 14/15-1006005B-1



## IN CITY COUNCIL

Marlborough, Mass., NOVEMBER 17, 2014

### ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough, as amended, be further amended as follows:

Section 125-27, entitled "Use of sick leave" is hereby amended by deleting paragraph C. in its entirety and inserting in place thereof the following new paragraph C.:

- C. Upon the termination of employment of a non-union employee, except where the termination is by the City for cause, or upon the death of a non-union employee, the City shall pay to said employee or said employee's beneficiary or estate, whichever is applicable, the value of the employee's accumulated and unused sick leave, not to exceed the amount of \$5,000.00.

Be and is herewith refer to **FINANCE COMMITTEE**.

ADOPTED

ORDER NO. 14-1006005B



RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

NOV 13 A 11:34

*City of Marlborough*  
*Office of the Mayor*

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Marlborough, Massachusetts 01752  
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*Arthur J. Vigeant*  
MAYOR

*Michael C. Berry*  
EXECUTIVE AIDE

*Patricia Bernard*  
EXECUTIVE SECRETARY

November 13, 2014

City Council President Patricia Pope  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**Re: Amendment to the City of Marlborough General Code Relative to Nonunion Employee Benefits and Updates to Department and Employee Titles**

Honorable President Pope and Councilors:

As part of my effort to address the city's competitive standing as it relates to Department Heads and nonunion staff compensation, I am enclosing for your approval, an amendment to the city's General Code relative to the payout of accrued sick time to nonunion employees. Our current system caps sick leave payouts to departing and/or retiring nonunion employees at \$1,000.00. In my opinion, our current policy encourages the use of sick days when they may not necessarily be warranted due to the fact that, for many employees, \$1,000.00 represents as little as one week of sick time or less. As sick time is accrued at 1.25 days per month, time can accumulate rather quickly.

My proposal increases this cap to \$5,000.00 which I believe represents a fair deal for both sides and establishes a better employer / employee balance. By comparison, as you have seen from past transfer requests, union employees are entitled to receive a substantially higher sick time payout.

Additionally, this correspondence includes a proposal to update several job titles that I believe are necessary to reflect a contemporary, progressive thinking municipal organization. Those are:

Current title: Personnel Director	→	New title: Human Resources Director
Current title: Personnel Department	→	New title: Human Resources Department
Current title: Executive Aide to the Mayor	→	New title: Chief of Staff to the Mayor
Current title: Executive Secretary to the Mayor	→	New title: Executive Assistant to the Mayor
Current title: City Council Research Assistant	→	New title: Legislative Aide to the City Council

I believe these titles more accurately reflect the roles and responsibilities of these positions. As is often done in the private sector, I believe it is important for the city to periodically assess itself so as to ensure it is competitively situated when it comes to attracting and retaining employees and providing a professional environment for talented professionals to grow and thrive in.

I want to thank you in advance for your consideration and I look forward to discussing this with you in greater detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Vigeant". The signature is fluid and cursive, with a large initial "A" and a long horizontal stroke at the end.

**Arthur G. Vigeant**  
**Mayor**

**Enclosures:** Proposed amendment to the sick leave payout ordinance  
Proposed Job / Department title ordinance

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough (hereinafter, the "City Code"), as amended, be further amended as follows:

- A. The City Code is hereby amended in its entirety by deleting the words "Personnel Director" wherever they appear throughout the City Code, and inserting in place thereof the words "Human Resources Director."
- B. The City Code is hereby amended in its entirety by deleting the words "Personnel Department" wherever they appear throughout the City Code, and inserting in place thereof the words "Human Resources Department."
- C. Paragraph F of Section 125-3, is hereby amended by deleting the words "Executive Aide" and, in its place, inserting "Chief of Staff."
- D. The City Code is hereby amended in its entirety by deleting the words "Secretary/Research Assistant to the City Council" wherever they appear throughout the City Code, and inserting in place thereof the words "Legislative Aide to the City Council."

ADOPTED  
In City Council  
Order No. 14-

Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

ORDERED:

Be it ordained by the City Council of the City of Marlborough, acting upon a recommendation of the Mayor, that the Code of the City of Marlborough, as amended, be further amended as follows:

Section 125-27, entitled "Use of sick leave" is hereby amended by deleting paragraph C. in its entirety and inserting in place thereof the following new paragraph C.:

- C. Upon the termination of employment of a non-union employee, except where the termination is by the City for cause, or upon the death of a non-union employee, the City shall pay to said employee or said employee's beneficiary or estate, whichever is applicable, the value of the employee's accumulated and unused sick leave, not to exceed the amount of \$5,000.00.

ADOPTED  
In City Council  
Order No. 14-

Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

## Mayor's Offices

### *Staff Titles and Office Configurations*

#### **Mayor of Beverly**

FTE: 2

Chief of Staff, Secretary

#### **Mayor of Braintree**

FTE: 3.5 (.5 is shared with Legal Dept.)

Chief of Staff and Operations, Assistant to the Mayor, Services Coordinator, Grant Writer

#### **Mayor of Everett**

FTE: 7

Chief of Staff; Legislative Aide; Office Manager; Secretary (2); Constituent Services Aide (2)

#### **Mayor of Fitchburg**

FTE: 3

Confidential Assistant, Assistant to the Mayor, Director of Economic Development & Marketing

#### **Mayor of Holyoke**

FTE: 3

Chief of Staff, Mayoral Aide (2)

#### **Mayor of Leominster**

FTE: 3

Mayoral Aide (2), Administrative Assistant

#### **Mayor of Methuen**

FTE: 2

Executive Assistant to the Mayor, Administrative Assistant to the Mayor

#### **Mayor of Salem**

FTE: 4

Chief Administrative Aide; Director of Constituent Services & Special Projects; Executive Secretary; Latino Affairs Coordinator

#### **Mayor of Westfield**

FTE: 2.5

Administrative Assistant, City Advancement Officer, Executive Secretary

#### **Mayor of Woburn**

FTE: 1

Administrative Assistant