

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Finance Committee

Date: September 21, 2015

Time: 7:00 PM

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

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 SEP 15 A 10:07

1. **Order No. 15-1006303:** Building Department transfer request in the amount of \$8,000.00 which moves funds from Temporary Local Inspector to Assistant Wiring Inspector to fund assistant inspectors for electrical inspections.
2. **Order No. 15-1006306:** Establishment of a Council on Aging Revolving Fund.

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., SEPTEMBER 14, 2015

ORDERED:

That the Building Department transfer request in the amount of \$8,000.00 which moves funds from Temporary Local Inspector to Assistant Wiring Inspector to fund assistant inspectors for electrical inspections, be and is herewith refer to **FINANCE COMMITTEE.**

CITY OF MARLBOROUGH										
BUDGET TRANSFERS -										
	DEPT:	Building Department					FISCAL YEAR:	2016		
		FROM ACCOUNT:					TO ACCOUNT:			
Available										Available
Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:		Balance
\$54,727.87	\$8,000.00	12410004	50265	Temporary Local Inspector	\$8,000.00	12410001	50970	Asst Wiring Inspector		\$2,450.00
	Reason:	Position recently filled. Funds available.					High volume of inspections due to various projects			
	\$8,000.00	Total			\$8,000.00	Total				

ADOPTED

ORDER NO. 15-1006303



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2015 SEP 10 A 11:42

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

Arthur G. Vigeant
MAYOR

Nicholas Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

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September 10, 2015

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

Fin

Re: Transfer Request for the Inspectional Services Department

Honorable President Clancy and Councilors:

Attached for your approval is a transfer request for \$8,000 to be transferred within the Inspectional Services Department.

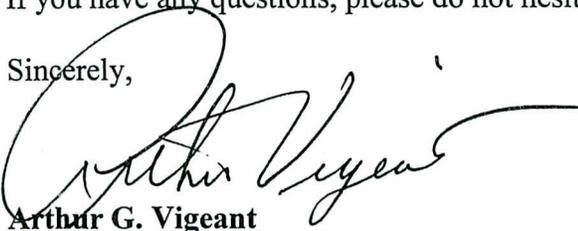
As you are well aware, the Inspectional Services Department has been experiencing high demand for permits. This is clear indication that Marlborough's economy is booming. From large scale corporate investments from companies like GE Healthcare to home improvement projects, Inspectional Services has been busy with a significant number of permit requests.

Due to the high demand, the Assistant Wiring Inspector line item in the FY 2016 budget has been used extensively over the past two months. At \$25 per inspection, the electrical inspectors the City uses are close to exhausting the \$8,000 budgeted. Building Commissioner Bob Camacho is requesting a transfer of \$8,000 from the account for the Local Inspector to the account for the Assistant Wiring Inspectors.

This transfer will enable him to continue utilizing assistant inspectors for electrical inspections. The funds are available from the Local Inspector account because the position was filled in late August, meaning the entire budgeted amount will not be necessary.

If you have any questions, please do not hesitate to contact me.

Sincerely,


Arthur G. Vigeant
Mayor



City of Marlborough
BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3766 Facsimile (508) 460-3736 TDD (508) 460-3610

ROBERT F. CAMACHO - C.B.O.
BUILDING COMMISSIONER

GERARD NOEL
BUILDING INSPECTOR

RICHARD DESIMONE
PLUMBING & GAS INSPECTOR

JOHN CAIN
WIRING INSPECTOR

September 8, 2015

Mayor Vigeant

Subject Transfer of funds:

Because of an excessive number of electrical inspections for the beginning of this fiscal year we have utilized over 60% of the budget allotted for line item 50970 *Assistant Electrical Inspector*.

I expect this trend to continue and respectfully request a transfer of \$8,000.00 to cover this line item.

Sincerely

Robert F. Camacho - C.B.O.

Building Commissioner

Cc: File

CITY OF MARLBOROUGH
BUDGET TRANSFERS --

DEPT: Building Department

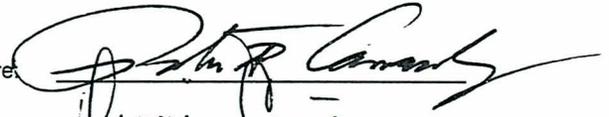
FISCAL YEAR: 2016

FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$54,727.87</u>	<u>\$8,000.00</u>	<u>12410004</u>	<u>50265</u>	<u>Temporary Local Inspector</u>	<u>\$8,000.00</u>	<u>12410001</u>	<u>50970</u>	<u>Asst Wiring Inspector</u>	<u>\$2,450.00</u>
	Reason:	<u>Position recently filled. Funds available.</u>				<u>High volume of inspections due to various projects</u>			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Reason:	_____				_____			
	\$8,000.00	Total			\$8,000.00	Total			

Department Head signature:



Auditor signature:



Comptroller signature:





IN CITY COUNCIL

Marlborough, Mass., SEPTEMBER 14, 2015

ORDERED:

Council on Aging Revolving Fund

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2016, authorize a revolving fund to be utilized by the Council on Aging. It is further ordered that:

(a) receipts credited to the fund shall be limited to donations to the Council on Aging/Senior Center; and

(b) expenditures from said fund shall be limited to Council on Aging/Senior Center programming; and

(c) the Executive Director of the Council on Aging shall be the only officer authorized to approve expenditures from the same; and

(d) no more than forty thousand dollars (\$40,000.00) shall be expended during Fiscal Year 2016, unless otherwise authorized by the City Council and Mayor; and

(e) the Executive Director of the Council on Aging shall prepare a year-end report identifying funds received, funds expended, description of expenditures, and year-end balance; and

(f) the provisions of this order shall not be changed unless approved by the Mayor and City Council.

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

ADOPTED

ORDER NO. 15-1006306



RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

City of Marlborough
Office of the Mayor

2015 SEP 10 AM 11:45

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3770 Facsimile (508) 460-3698 TDD (508) 460-3610
www.marlborough-ma.gov

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Arthur G. Vigeant
MAYOR

Nicholas Milano
EXECUTIVE AIDE

Patricia Bernard
EXECUTIVE SECRETARY

Am

September 10, 2015

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

Re: Council on Aging Revolving Fund

Honorable President Clancy and Councilors:

Please see the attached letter from Patricia Pope, the Executive Director of the Council on Aging, requesting the establishment of a revolving fund for the Council on Aging.

As you are aware, revolving funds contain more controls and safeguards than those imposed on regular accounts, including annual reauthorization, statutory caps, and limits on annual expenditures.

To be effective in fiscal year 2016, state law generally requires approval before the new fiscal year begins; however, a new revolving fund can be established if it is using funds from a new revenue source. In this case, the revolving fund will be established with donations to the Council on Aging that are currently collected by the Friends of Marlborough Seniors and then transferred to the Council on Aging, when needed.

Creating this fund to collect donations will reduce the paperwork and multistep process the Council on Aging must currently follow to access these funds.

I have attached a proposed order for your consideration. As always, if you have any questions or concerns about this issue, please feel free to contact me or Trish Pope.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

ORDERED:

Council on Aging Revolving Fund

That pursuant to the provisions of § 53E½ of Chapter 44 of the General Laws of the Commonwealth of Massachusetts, the City Council of the City of Marlborough, upon the recommendation of the Mayor, does, to be effective during fiscal year 2016, authorize a revolving fund to be utilized by the Council on Aging. It is further ordered that:

(a) receipts credited to the fund shall be limited to donations to the Council on Aging/Senior Center; and

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(c) the Executive Director of the Council on Aging shall be the only officer authorized to approve expenditures from the same; and

(d) no more than forty thousand dollars (\$40,000.00) shall be expended during Fiscal Year 2016, unless otherwise authorized by the City Council and Mayor; and

(e) the Executive Director of the Council on Aging shall prepare a year-end report identifying funds received, funds expended, description of expenditures, and year-end balance; and

(f) the provisions of this order shall not be changed unless approved by the Mayor and City Council.

ADOPTED
In City Council
Order No. 15-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



City of Marlborough
Council on Aging and Senior Center

40 New Street
Marlborough, MA 01752
Tele (508) 485-6492 Fax (508) 460-3726

August 20, 2015

Dear Mayor Vigeant,

I would like to request that the Council on Aging be allowed to set up a revolving account for programs. As required through most of our grants we ask for voluntary donations at the end of each program. This money is then used to offset the cost of some of the programs. Currently the monies have been handed over to the Friends of Senior Center group, deposited in their account and when funds are needed we request it from the Friends group. When conferring with my colleagues in other Senior Centers they informed me that they have set up revolving accounts in their respective communities to streamline this process and add a level of transparency. It is my hope that we can adopt this practice as well.

Thank you for your consideration of this request.

Respectfully,

Trish Pope

Executive Director

Council on Aging and Senior Center