



Town of Sudbury

Dept. of Public Works

275 Old Lancaster Road
Sudbury, MA 01776
(978) 443-2209; (978) 443-6128 fax
I. William Place, DPW Director/Town Engineer

January 14, 2014

Ms. Maureen Valente
Town Manager
288 Old Sudbury Road
Sudbury, MA 01776

Subject: Deficit Spending Snow & Ice Account DPW

Dear Ms. Valente:

The following are the balances for the Department of Public Works Snow & Ice accounts.

<u>Account No.</u>	<u>Description</u>	<u>Original Appropriation</u>	<u>YTD Expenditure</u>	<u>Balance</u>
0144211 511210	Snow & Ice Overtime	\$120,750.00	\$102,324.34	\$18,425.66
0144212 52210	Snow & Ice Materials	\$195,000.00	\$196,729.63	(\$ 1,729.63)
0144212 522600	Snow & Ice Contractors	\$109,000.00	\$102,317.04	\$ 6,682.96

BOTTOM LINE TOTAL FOR SNOW & ICE AS OF 1/14/14 > \$23,378.99

These balances contain some approximations on the current weather costs during the period of 1/2/14 through 1/14/14. We are projecting that any upcoming sanding operations and snow removal in the next two weeks along with incoming Materials expenses for Salt and Sand, will be large enough to use up the remaining \$23,378.99.

Based upon this information, I hereby request you allow the Department of Public Works to deficit spend for the Snow & Ice accounts.

If there are any questions, please advise.

Sincerely,

I. William Place, P.E.
Town Engineer/DPW Director

FY14 SNOW & ICE EXPENSE SUMMARY				
Account Number	Description	Original Appropriation	YTD Expended	Available Balance
SALARIES				
0144211 511210	Snow & Ice OT	\$120,750.00 <i>Includes Encumbrance of Snow Overtime not yet recorded.</i>	\$102,324.34	\$18,425.66
	TOTAL FOR SALARIES	\$120,750.00	\$102,324.34	\$18,425.66
EXPENSES				
0144212 522210	Snow Materials	\$195,000.00 <i>Includes Encumbrance of Snow Materials on order but not yet received.</i>	\$196,729.63	(\$1,729.63)
0144212 522600	Snow & Ice Contractors <i>Includes Encumbrance of Snow Contractors who have not submitted their invoices yet.</i>	\$109,000.00	\$102,317.04	\$6,682.96
	TOTAL FOR EXPENSES	\$304,000.00	\$299,046.67	\$4,953.33

BOTTOM LINE TOTAL	\$23,378.99
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Town of Sudbury

Budget Transfer Request

No.

14-02

Fiscal Year

FY14

Date

10-24-13

Requested By

ASST. TOWN MGR.

RESERVE FUND TRANSFER

Reserve Fund Balance

Balance Date 10-24-13
Current Balance \$ 240,000

Transfer Information

Transfer Amount \$ 463.00
To Account Title Law Legal Expense
To Account No. 0111512/522560
Appropriation \$ 74,250
Prior Transfers \$ - 0 -
Expenditures \$ 13,403.76
Current Balance \$ 60,846.24

LINE ITEM TRANSFER

Transfer Amount \$ _____
(From) Account Title _____
(From) Account No. _____
To Account Title _____
To Account No. _____

CLUSTER TRANSFER

Transfer Amount \$ _____
(From) Department _____
(From) Account No. _____
To Department _____
Account No. _____

Explanation: Advertisement costs for Town Counsel RFP services.

APPROVALS

Dept. Head or Chairman

Mamie White

Date

10/29/13

Town Manager

Mamie White

Date

10/29/13

Town Accountant

Barbara Chisholm

Date

10/29/13

Finance Committee Section

Amount Approved \$ _____

Chairman _____

Date Approved _____

Town of Sudbury

Budget Transfer Request

No. 14-05
Fiscal Year FY14
Date 11-20-13
Requested By Finance Director

RESERVE FUND TRANSFER

Reserve Fund Balance
Balance Date _____
Current Balance \$ _____

Transfer Information
Transfer Amount \$ _____
To Account Title _____
To Account No. _____
Appropriation \$ _____
Prior Transfers \$ _____
Expenditures \$ _____
Current Balance \$ _____

LINE ITEM TRANSFER

Transfer Amount \$ 34,000
(From) Account Title Assessor Clerical S91
(From) Account No. 0111371/511300
To Account Title Assessor Contract Serv
To Account No. 0111372/522550

CLUSTER TRANSFER

Transfer Amount \$ _____
(From) Department _____
(From) Account No. _____
To Department _____
Account No. _____

Explanation: Transfer salary previously budgeted for FY14 based on prior personnel and practices. Changes were finalized after 2013 ATM. Appropriation to be used to fund new contracted services model designed to "outsource" certain functions; with reduced headcount of town employees as on a 1-3 year pilot basis.

APPROVALS

Dept. Head or Chairman [Signature] Date 11/20/13
Town Manager [Signature] Date 11/21/13
Town Accountant [Signature] Date 11/21/13

Finance Committee Section

Amount Approved \$ _____
Chairman _____
Date Approved _____

Town of Sudbury

Budget Transfer Request

No.

Fiscal Year

Date

Requested By

14-06

FY14

1-9-14

Police Chief

RESERVE FUND TRANSFER

Reserve Fund Balance

Balance Date _____

Current Balance \$ _____

Transfer Information

Transfer Amount \$ _____

To Account Title _____

To Account No. _____

Appropriation \$ _____

Prior Transfers \$ _____

Expenditures \$ _____

Current Balance \$ _____

LINE ITEM TRANSFER

Transfer Amount \$ 14,565

(From) Account Title Police Salaries

(From) Account No. 0122101/511100

To Account Title Police Capital

To Account No. 0122103/53000

CLUSTER TRANSFER

Transfer Amount \$ _____

(From) Department _____

(From) Account No. _____

To Department _____

Account No. _____

Explanation:

See attached explanation

APPROVALS

Dept. Head or Chairman _____ Date 1-13-14

Town Manager _____ Date 1-14-14

Town Accountant _____ Date 1-14-14

Finance Committee Section

Amount Approved \$ _____

Chairman _____

Date Approved _____



Sudbury Police Department

Office of the Chief of Police

415 Boston Post Road
Sudbury, MA 01776
Business (978) 443-1042
Fax (978) 443-1045
nixs@sudbury.ma.us

Scott Nix
Chief of Police

January 2, 2014

To: Maureen Valente, Town Manager
From: Scott Nix, Chief of Police
RE: Transfer from Patrol Officers Salary Line

Maureen,

I would like to propose a transfer of \$14,565 from the Patrol Officers Salary Line to our Police Cruiser Capital Expense line in order to purchase a new police motorcycle. Having the availability of a motorcycle has proven very valuable over the years for a number of functions/events to include traffic enforcement, special events such as parades, funeral escorts, community interaction and others.

Our current motorcycle is a 2002 Harley Davidson that is having increasing mechanical issues. The new models have tremendous advancements in safety such as improved handling characteristics, state of the art "smart" anti-lock braking system, improved lighting and redesigned controls. These features, among other benefits, provide a safer platform for officers to use in the performance of various duties.

In light of several vacancies, as well as the replacement of higher paid senior officers, there will be funds available from this line item which I would like to use to update our motorcycle therefore increasing the reliability but more importantly the safety features of the motorcycle.

The breakdown of the total requested is as follows:

Description:	Price:
2014 Harley Davidson FLHP Electra Glide	\$16,850.00
Safety Equipment Transfer	\$400.00
Additional Safety Lighting (Front/Rear)	\$1,025.00
Safety Rails	\$290.00
Total	\$18,565.00
Trade-in of 2002 Harley Davidson	\$4,000.00
Final Cost	\$14,565.00



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Scott Nix
Chief of Police

In closing, I would respectfully request the consideration by yourself and the Finance Committee in facilitating the transfer. I would like to thank everyone for taking the time to review my request.

I have attached some documentation regarding the proposed motorcycle for review. If you need anything further please let me know.

Respectfully submitted,

Scott Nix
Chief of Police

Town of Sudbury

Budget Transfer Request

No. 14-07
Fiscal Year FY14
Date 1-9-14
Requested By Police Chief

RESERVE FUND TRANSFER

Reserve Fund Balance
Balance Date _____
Current Balance \$ _____

Transfer Information
Transfer Amount \$ _____
To Account Title _____
To Account No. _____
Appropriation \$ _____
Prior Transfers \$ _____
Expenditures \$ _____
Current Balance \$ _____

LINE ITEM TRANSFER

Transfer Amount \$ 38,200
(From) Account Title Police Salaries
(From) Account No. 0122101/511100
To Account Title Police General Ex
To Account No. 0122102/522100

CLUSTER TRANSFER

Transfer Amount \$ _____
(From) Department _____
(From) Account No. _____
To Department _____
Account No. _____

Explanation: see attached explanation

APPROVALS

Dept. Head or Chairman [Signature] Date 1-13-14
Town Manager [Signature] Date 1-14-14
Town Accountant [Signature] Date 1-14-14

Finance Committee Section

Amount Approved \$ _____
Chairman _____
Date Approved _____



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Scott Nix
Chief of Police

January 1, 2014

To: Maureen Valente, Town Manager
From: Scott Nix, Chief of Police
RE: Transfer from Patrol Officers Salary Line

Maureen,

As you are well aware, we have numerous vacancies this fiscal year we are making every effort to fill. The unfortunate part of filling those vacancies is there is a substantial expense to training/outfitting student officers. Although there are other expenses the basic cost for each student officer are as follows:

<u>Expense Type:</u>	<u>Price:</u>
Physical/Drug Screening	\$215.00
Psychological Testing	\$125.00
Employee Evaluation	\$400.00
Initial Academy	
Outfitting	\$2,000.00
Academy Fee	\$3,000.00
Ammunition	\$400.00
Uniform Issue	\$1,500.00
Total:	\$7,640.00

Number of Student Officers	5
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Total Anticipated Expense:	\$38,200.00
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We have one student officer in the Reading Police Academy with an anticipated graduation date of February 13, 2014, are attempting to fill three current vacancies with another vacancy upcoming in April of 2014. This would be a total of five new hires for Fiscal Year 2014. The total expense for all student officers would be approximately \$38,200.00. Given the vacancies there will unexpended salary funds during FY 2014.



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Scott Nix
Chief of Police

In light of this, I respectfully request consideration by yourself and the Finance Committee of transferring \$38,000.00 from the Patrol Officers Salary line item into our General Expense Account for disbursement relative to the aforementioned expenses. I thank everyone for their consideration and time.

Respectfully submitted,

Scott Nix
Chief of Police