

# City of Waltham

*Jeannette A. McCarthy*  
*Mayor*

CITY OF WALTHAM  
CITY CLERK'S OFFICE

2018 JUN 21 A 11:13

RECORDED

June 21, 2018

TO: The City Council

RE: Appropriation Request – IT – Telephone Expenses

Dear Councillors:

I respectfully request an appropriation of funds in the amount of \$12,500.00 to be used for telephone expenses for the remainder of FY2018.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$12,500.00
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TO:

IT-Telephone Communication Line	#001-156-5200-5340	\$12,500.00
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Attached is a copy of a letter that was received from the IT Director, Donnie Aucoin. Mr. Aucoin will be available to answer questions concerning this request.

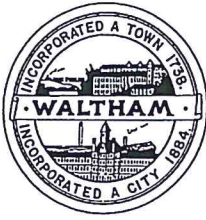
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Donald Aucoin



May 24, 2018

Mayor McCarthy  
City of Waltham

Dear Mayor,

I would like your support on a supplemental funding request to cover the phone line expenses to close the fiscal year ending June 30<sup>th</sup>, 2018. We do not receive the final month(s) invoices until after the last Summer Council Session. The account "001-156-5200-5340" is a bottom line account along with another account "001-156-5200-5241" that typically has additional funds to help cover any overages in the primary account. However, this year, we have had additional expenses, some related to departmental moves, adds, and changes to the city's staff and phone configuration, and so those extra funds are not available.

Without these funds, we will not be able to pay our phone bills for this fiscal year.

Our best estimate is that we will require an additional \$12,500. As I discussed in our budget meeting, I am working on plans to reduce this line item expense. Please consider this request as soon as time permits.

Respectfully,

Donald J. Aucoin

Director of Information Technology

RECEIVED

MAY 24 2018

MAYOR'S OFFICE