

ARTICLE 30

**BYLAW AMENDMENT/DEPARTMENTAL
REVOLVING FUND BYLAW**

To see if the Town will vote to amend the Town Bylaws by adding a new section to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: That Title I be and hereby is amended to add a new article, “Article 20: Departmental Revolving Funds” to read as follows:

DEPARTMENTAL REVOLVING FUNDS

Section 1. Purpose.

This by-law establishes and authorizes revolving funds for use by town/city departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges of other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

Section 2. Expenditure Limitations.

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Town Manager and Finance Committee.

Section 3. Interest

Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

Section 4. Procedures and Reports.

Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this by-law.

The Town Comptroller shall include a statement on the collections credited to each fund, the encumbrances and expenditures charge to the fund and the balance available for expenditure in the regular report the Town Comptroller provides the department, board, committee, agency or officer on appropriations made for its use.

Town of Arlington, MA - Town Meeting 2017 – Warrant Article Discussion and Vote Summary

5. Authorized Revolving Funds.

A	B	C	D	E	F	G
Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements and/or Reports	Fiscal Years
Maintenance of Public Ways	DPW/Town Manager	Receipts derived from street excavations as authorized by Section 18 of Article 9 of the Bylaws.	To defray the cost of repairs, rehabilitation, and reconstruction of public ways and sidewalks.		Town Manager shall authorize all expenditures and shall report to the Annual Town Meeting all receipts and expenditures for each Fiscal Year.	FY2019 and subsequent years
Private Ways	DPW/Town Manager	Fees charged to the private way abutters as in Section 5 thereof.	To defray the costs of repairs to private ways undertaken pursuant to Section 20 of the Bylaws		Town Manager shall authorize all expenditures and shall report to the Annual Town Meeting all receipts and expenditures for each Fiscal Year.	FY2019 and subsequent years
Fox Library Community Center Rentals	Library/Town Manager	Rental of the Fox Library and the Community Center located there.	To defray the cost of various expenses related to non-town government organizations who utilize the Fox Library and the Community Center located there.	Included, but not limited to maintenance and custodial services.	Town Manager shall authorize all expenditures and shall report to the Annual Town Meeting all receipts and expenditures for each Fiscal Year.	FY2019 and subsequent years
Robbins House Rentals	Health and Human Services/Town Manager	Rental of the Robbins House	To defer the cost of the upkeep of the Robbins House, its appurtenant grounds, and other charges related to the rental of the property.		All revenues received above annual spending authorization to be deposited into the Town's General Fund.	FY2019 and subsequent years

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Conservation Commission Fees	Conservation Commission	Fees charged to applicants who file "Notices of Intent or Request for Determination of Applicability". This fee is called the "consultant fee".	Reasonable costs and expenses borne by the Commission for specific expert engineering and other consulting services deemed necessary by the Commission to come to a final decision on the application.	Specific consultant may include, but are not limited to, performing or verifying the accuracy of a resource areas survey and delineation, analysis of resource area functions -- including wildlife habitat evaluations, hydrogeologic and drainage analysis, and environmental or land use law.	The Commission shall return any unused portion of the consultant fee to the applicant unless the Commission decides at a public meeting that other action is necessary. Any applicant aggrieved by the imposition of, or size of, the consultant fee or any act related thereto may appeal according to the provisions of Mass. General Laws.	FY2019 and subsequent years
Uncle Sam Fees	Town Manager	Grants and Fees received by the Uncle Sam Committee	Enhancement of the visibility of our Town as the birthplace of Sam Wilson, our national symbol.			FY2019 and subsequent years
Life Support Services	Fire	Receipts associated with providing emergency medical services.	Expenses associated with providing emergency medical services.			FY2019 and subsequent years
Board of Health Fees	Health and Human Services	Fees from permits, reinspections, seminars, and fines of the Board of Health.	Expenses associated with funding programs of the Board of Health.			FY2019 and subsequent years
Field User Fees	Town Manager	Fees from users of Town owned playing fields, including grants and gifts.	Maintenance and reconstruction of the playing fields.	Such funds to be expended by the Town Manager.		FY2019 and subsequent years
Robbins Library Rentals	Library	Rentals of certain meeting rooms in the Robbins Memorial Library.	Upkeep of said meeting rooms in the Robbins Memorial Library.			FY2019 and subsequent years

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Town Hall Rentals	Health and Human Services	Rentals of the Robbins Memorial Town Hall Auditorium.	Upkeep of said Robbins Memorial Town Hall Auditorium			FY2019 and subsequent years
Recycling Fees	DPW	Fees for a pick up of so-called white goods, computers, and televisions.	To defray the cost of pick up and to establish a program to educate and facilitate the public's understanding of the Town's recycling Bylaw, including its enforcement provisions.			FY2019 and subsequent years
Library Vending Fees	Library	Fees for per-page use of printers and copy machines in the Robbins Library and the Fox Library by members of the public.	To obtain supplies for copy machines, such as paper, toner, and cartridges and, if sufficient revenues are received, to offset the costs of leasing those machines.			FY2019 and subsequent years
Cemetery Chapel Rentals	DPW	Rental fees associated with the rental of the Cemetery Chapel.	To pay for costs associated with the rental and care and maintenance of the Chapel.			FY2019 and subsequent years
Council on Aging Program Fees	Health and Human Services	Fees for programs of the Council on Aging.	To pay for costs of administering COA programs.			FY2019 and subsequent years

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COMMENT: The Municipal Modernization Act provides for a simplified process for the establishment and use of revolving funds by inserting fund data into Town bylaws. While, the Comptroller and Town Manager will continue reporting on revolving funds and requesting total budgets be approved and authorized by Town Meeting each year, the funds themselves will not need to be re-authorized or established. Accordingly, utilizing the Department of Revenue's recommended bylaw language, the Board urges Town Meeting's approval of this measure.