

CITY CLERK
OF GLOUCESTER, MA
2020 APR 16 PM 12:07



GLOUCESTER CITY COUNCIL
Budget & Finance Committee Meeting
Thursday, April 23, 2020 – 5:30 p.m.
REMOTE MEETING

Individual items from committee reports may be consolidated into a consent agenda.

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time.

Join from Computer, Smart Device: <https://zoom.us/j/790740109>
Join via Phone: +1 (312) 626-6799, Alternate: +1 (346) 248-7799
Meeting ID: 790 740 109

Please visit <https://gloucester-ma.gov/1077/remote-public-meetings> for instructions and guidance on how to join a remote meeting

- 1. Special Budgetary Transfer Request (#2020-SBT-12) in the amount of \$3,945.21 from the Police Department**
- 2. Special Budgetary Transfer Request (#2020-SBT-13) in the amount of \$8,620.53 from the Harbormaster's Office**
- 3. Memorandum from Community Development Director and an award letter from the U.S. Department of Housing & Urban Development re: acceptance of \$405,819 from the CARES Act CDBG-CV funding**
- 4. Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business**

COMMITTEE
Chair, Councilor Melissa Cox
Vice Chair, Councilor Scott Memhard
Councilor John McCarthy

CC: Mayor Theken
Jim Destino
Vanessa Krawczyk
Kenny Costa
John Dunn
Police Chief Edward Conley
T.J. Ciarametaro
Jill Cahill
Jaimie Corliss

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed & other items not listed may also be brought up for discussion to the extent permitted by law. Items may be taken out of order.

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2020**

INTER-departmental requiring City Council Approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2020-SBT- <u>12</u> Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 4/3/2020 BALANCE IN ACCOUNT: \$12,269.29

(FROM) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT

(FROM) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT
0121152-530028
S/W Services
MUNIS ACCOUNT DESCRIPTION

DETAILED EXPLANATION OF SURPLUS: Funds available

(TO) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT

(TO) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT
0121158-585001
Vehicles
MUNIS ACCOUNT DESCRIPTION

DETAILED ANALYSIS OF NEED(S): Purchase Cruiser for Deputy Chief

TOTAL TRANSFER AMOUNT: \$3,945.21

FROM ACCOUNT: \$8,324.08
TO ACCOUNT: \$12,500.00

APPROVALS: okay 4/4/2020

DEPT. HEAD: [Signature] DATE: 4/3/2020

ADMINISTRATION: [Signature] DATE: 4/6/2020

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2020**

____ INTER-departmental requiring City Council Approval - 6 Votes Required
____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2020-SBT- 13 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster

DATE: 4/7/2020 BALANCE IN ACCOUNT: \$8,620.53

(FROM) PERSONAL SERVICES ACCOUNT # _____
MUNIS ORG - OBJECT _____
(FROM) ORDINARY EXPENSE ACCOUNT # _____
MUNIS ORG - OBJECT 700058-585022
Boat & Marine Equipment
MUNIS ACCOUNT DESCRIPTION _____

DETAILED EXPLANATION OF SURPLUS: Surplus

(TO) PERSONAL SERVICES ACCOUNT # _____
MUNIS ORG - OBJECT _____
(TO) ORDINARY EXPENSE ACCOUNT # _____
MUNIS ORG - OBJECT 700052-520000
Purchase of Services
MUNIS ACCOUNT DESCRIPTION _____

DETAILED ANALYSIS OF NEED(S): Shortfall

TOTAL TRANSFER AMOUNT: \$8,620.53

FROM ACCOUNT: _____
TO ACCOUNT: \$14,137.05

APPROVALS: okay Apr 4/7/2020
DEPT. HEAD: [Signature] DATE: 7 APR 2020
ADMINISTRATION: [Signature] DATE: 4/7/2020
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City Hall Annex
Three Pond Road
Gloucester, MA 01930



JILL CAHILL
978-325-5240

**CITY OF GLOUCESTER
Community Development Department**

MEMORANDUM

TO: Mayor Sefatia Romeo Theken
FROM: Jill Cahill, Community Development Director
CC: Jaimie Corliss, Grants Administrator
RE: CARES Act CDBG-CV Funding
DATE: April 13, 2020

We have received funding as part of the CARES Act signed into effect on March 27, 2020 to aid in the prevention, preparation for, and response to the coronavirus. We have been awarded \$405,819 in CDBG-CV funds for this purpose.

These funds are in addition to, and separate from, our Program Year 2019 (FY 20) and Program Year 2020 (FY21) CDBG allocations and do not have match or in-kind requirements. Additional guidance will be issued from HUD in the near future.

Please forward this request that City Council accept the CDBG-CV allocation. Staff is available to answer any questions you may have.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

The Honorable Sefatia Theken
Mayor of Gloucester
9 Dale Avenue
Gloucester, MA 01930-3023

Dear Mayor Theken:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the CARES Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$405,819.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describe the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be

posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development