



City of Gloucester

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930

CITY COUNCIL STANDING COMMITTEE Budget and Finance

Thursday, May 20, 2010 – 6:30 p.m.

1st Fl. Council Conference Rm. – 9 Dale Avenue, City Hall

AGENDA

1. **Unfinished Business:**
 - A) Review of Executive Session Minutes of March 25, 2010 (Continued from 05/06/2010)
 - B) Special Budgetary Transfer Request #10-SBT-29 (Continued from 05/06/2010)
 - C) "Firefighter's Grant Review (Continued from Special B&F 04/16/2010)
2. **Report from City Auditor re: Accounts Having Expenditures Which Exceed Their Appropriations**
3. **Special Budgetary Transfer Request (#10-32) from Treasurer's Office**
4. **Two Supplemental Appropriation Budgetary Requests (#10-SA-10 & #10-SA-11) from Treasurer's Office**
5. **Memorandum from Health Director re: acceptance of a grant in the amount of \$9,000.00 from Health Resources**
6. **Memorandum from Health Director re: approval of an amendment for the MassCall Grant on Substance Abuse Prevention**
7. **Memorandum from Police Chief re: acceptance of a "Click It or Ticket" grant in the amount of \$6,000.00**
8. **Memorandum from Community Development Director re: Community Preservation Act budget**
9. **Monthly review with Jeff Towne, CFO re: Tax Recap**
10. **Other Business**

COMMITTEE

Councilor Steven Curcuru, Chair
Councilor Paul McGeary, Vice Chair
Councilor Jacqueline Hardy

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor
Jim Duggan
Jeff Towne
Barry Boyce,
Mary Richardson
Fire Chief Dench
Police Chief Lane
Sarah Garcia
Jack Vondras

10 MAY 13 AM 10:31

CITY CLERK
GLOUCESTER, MA

CITY OF GLOUCESTER
AUDITOR'S OFFICE

APRIL 22, 2010

RECEIVED

APR 22 2010

Mayor's Office

TO: CITY COUNCIL
FROM: CITY AUDITOR
RE: CODE OF ORDINANCE CHAPTER 2, ADMINISTRATION, ARTICLE III,
OFFICERS AND EMPLOYEES, DIVISION 6, CITY AUDITOR, S 2-104
p. 161, EFFECTIVE MARCH 1, 1986
cc: MAYOR CAROLYN KIRK

S 2-104 DUTY WHEN APPROPRIATIONS ARE EXHAUSTED
WHENEVER THE APPROPRIATIONS FOR ANY DEPARTMENT FOR ANY OBJECTS HAVE
BEEN EXHAUSTED, THE CITY AUDITOR SHALL COMMUNICATE THE FACT TO THE
MAYOR AND THE CITY COUNCIL, AND ALL EXPENDITURES THEREFORE SHALL CEASE
UNTIL A FURTHER APPLICATION IS DULY MADE.
AS OF THE WEEK ENDING APRIL 22, 2010. THE FOLLOWING ACCOUNTS HAVE
EXPENDITURES THAT EXCEED THEIR APPROPRIATIONS:

<u>CITY ACCOUNT #</u>	<u>ACCOUNT TITLE</u>	<u>AMOUNT OVER</u>
101000.10.152.51720	Personnel, Unemployment Insurance	(\$946.26)
101000.10.165.51250.	Licensing Board, Sal/Wage PT Pos	(\$1,655.13)
101000.10.210.51100	Police Admin Sal/Wage Perm Pos	(\$189.36)
101000.10.218.51250	Police Parking Sal/Wage PT Pos	(\$88.51)
101000.10.220.51300.	Fire Department, Sal/Wage Overtime	(\$17,108.16)
101000.10.220.51570	Fire Department, Workers Comp Pay	(\$3,607.82)
101000.10.220.51315	Fire Department, Overtime Training Exp	(\$3,424.50)
101000.10.423.51310.	DPW Snow/Ice Removal OT	(\$37,279.83)
101000.10.423.52970.	DPW Snow/Ice Removal Contract	(\$301,301.00)
101000.10.423.55410	DPW Snow/Ice Removal Sand & Salt	(\$161,954.82)

RECEIVED

APR 21 2010

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2010

Mayor's Office

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

TRANSFER # 10-SBT- 32 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer

DATE: 4/29/2010 BALANCE IN ACCOUNT: \$ 151,450.54

(FROM) PERSONAL SERVICES ACCOUNT # _____ Unifund Account # _____
(FROM) ORDINARY EXPENSE ACCOUNT # _____ Unifund Account # 101000.10.145.59100.0000.00.000.00.059
Treasurer/Coll, Debt Service, Principal/Debt
Account Description

DETAILED EXPLANATION OF SURPLUS: To transfer excess funds to pay off part of the snow and ice deficit.

(TO) PERSONAL SERVICES ACCOUNT # _____ Unifund Account # _____
(TO) ORDINARY EXPENSE ACCOUNT # _____ Unifund Account # 101000.10.423.52970.0000.00.000.00.052
Snow & Ice Contractors
Account Description

DETAILED ANALYSIS OF NEED(S): To alleviate deficit in this account due to snow storms.

TOTAL TRANSFER AMOUNT: \$ 151,450.54 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ _____
TO ACCOUNT: \$ (134,236.93)

APPROVALS:
DEPT. HEAD: [Signature] DATE: 4/29/10
ADMINISTRATION: [Signature] DATE: 5/5/10
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2010**

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

RECEIVED

APR 23 2010

Mayor's Office

APPROPRIATION # 10-SA- 10 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer _____

APPROPRIATION AMOUNT: \$ 202,820.00

Account to appropriate from:

Unfund Account # 294008.10.992.59600.0000.00.000.00.059

Account Description RIA Sale of Blackburn - OFU - Transfer out

Balance Before Appropriation \$ 234,732.50

Balance After Appropriation \$ 31,912.50

Account Receiving Appropriation:

Unfund Account # 101000.10.145.59100.0000.00.000.00.059

Account Description Treasurer/Collector, Debt Service, Principal/Debt

Balance Before Appropriation \$ 2.38

Balance After Appropriation \$ 202,822.38

DETAILED ANALYSIS OF NEED(S): Funds are being transferred to pay for the principal and interest on Blackburn land debt.

APPROVALS:

DEPT. HEAD: [Signature] DATE: 4/29/10

ADMINISTRATION: [Signature] DATE: 5/5/10

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2010**

****CITY COUNCIL APPROVAL - 6 VOTES NEEDED****

RECEIVED

APR 29 2010

Mayor's Office

APPROPRIATION # 10-SA- 18 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer

APPROPRIATION AMOUNT: \$ 51,371.84

Account to appropriate from:

Unfund Account # 101000.10.145.59100.0000.00.000.00.059

Account Description Treasurer/Collector, Debt Service, Principal/De

Balance Before Appropriation \$ 202,822.38

Balance After Appropriation \$ 151,450.54

Account Receiving Appropriation:

Unfund Account # 101000.10.993.59600.0000.00.000.00.059

Account Description General Fund - Transfers to CIP Funds

Balance Before Appropriation \$ _____

Balance After Appropriation \$ 51,371.84

DETAILED ANALYSIS OF NEED(S):

Funds are being transferred to eliminate a deficit in a Capital
Project Fund #300071 Beach Rakes.

APPROVALS:

DEPT. HEAD: [Signature] DATE: 4/29/10

ADMINISTRATION: [Signature] DATE: 5/5/10

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 Fax: 978-281-9729
EMAIL: healthdept@ci.gloucester.ma.us
WEBSITE: www.ci.gloucester.ma.us



Public Health
Prevent. Promote. Protect.

Memorandum

To: Mayor Carolyn Kirk
From: Jack Vondras, Health Director
Date: April 22, 2010
Re: Grant for Disposal of Prescription Drugs

I am requesting that the grant award letter be forwarded to the Gloucester City Council for their acceptance. The Health Department has been awarded the following grant award:

- Grant from Health Resources in Action for \$9,000 for proper storage and disposal of prescription drugs for the City of Gloucester.

This grant is part of the broader Healthy Gloucester Collaborative effort of addressing substance abuse prevention efforts here in Gloucester.

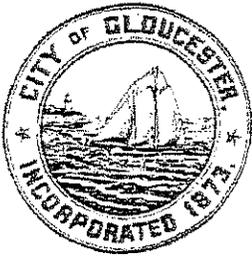
Thank you in advance.

Cc: Joe Rosa, Chair, Board of Health
Jim Duggan, Administrative Assistant to the Mayor
Joan Whitney, Healthy Gloucester Collaborative

RECEIVED

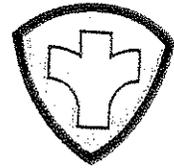
APR 22 2010

Mayor's Office



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
EMAIL: healthdept@ci.gloucester.ma.us
WEBSITE: www.ci.gloucester.ma.us



Public Health
Prevent. Promote. Protect.

Memorandum

To: Mayor Carolyn Kirk
From: Jack Vondras, Health Director
Date: April 27, 2010
Re: Amendment for MassCALL Grant on Substance Abuse Prevention

RECEIVED

APR 29 2010

Mayor's Office

The Bureau of Substance Abuse Services from the Massachusetts Department of Public Health has amended our grant for the prevention of opiate overdoses with an additional \$20,000 for this current fiscal year. The new grant total is \$120,000 for the City of Gloucester. A portion of these funds needs to be sole sourced to Clinical Care Systems. The planned system up-grade to the current EMS data collection system will accurately track overdoses and pay for 5 years of ambulance fees. Donna Compton, the Purchasing Agent, recommended a purchase order be set up for 5 years. I am requesting authorization for a 5 year contract from the City Council.

This grant is part of the broader Healthy Gloucester Collaborative effort of addressing substance abuse prevention efforts here in Gloucester.

Thank you in advance.

Cc: Joe Rosa, Chair, Board of Health
Jim Duggan, Administrative Assistant to the Mayor
Joan Whitney, Healthy Gloucester Collaborative
Sander Schultz, EMS Director

Chief Michael W. Lane

**Gloucester Police
Department**

MEMO

RECEIVED

APR 26 2010

Mayor's Office

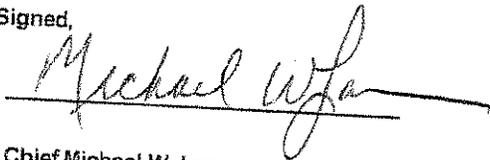
To: Jim Duggan, Chief Administrative Officer
From: Chief Michael W. Lane
CC:
Date: April 26, 2010
Re: "Click It or Ticket" Grant Program Award

The Gloucester Police Dept has been notified that it has received an award of funding from the Massachusetts Office of Public Safety and Security. We have received an award notice in the amount of \$6,000 for implementation of the Click It or Ticket grant program, which is designed to gain compliance of the seat belt law. This is a reimbursement grant, with an initial mobilization time frame of May 24 through June 7, 2010.

There is an in kind match of \$ 1,500 associated with this grant. In-kind match would be met through cruiser rental and grant supervision/administration.

The Gloucester Police Dept is recommending that the City accept the grant award, which would allow the program to begin in late May. This dept has received funding for this grant in the past.

Signed,



Chief Michael W. Lane



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security

One Ashburton Place
Boston, Massachusetts 02108

Tel: (617) 727-7775

TTY Tel: (617) 727-6618

Fax: (617) 727-4764

www.mass.gov/eops

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

March 22, 2010

Chief Michael Lane
Gloucester Police Department
197 Main Street
Gloucester, MA 01930

Dear Chief Lane:

I am pleased to inform you that your FFY 2010 Traffic Enforcement and Equipment Grant Application has been approved for funding. The Police Department has been awarded \$6,000, which represents three mobilizations at \$2,000 each.

The official start date of your grant is May 24, 2010 for the "Click It or Ticker" Mobilization. You will not be reimbursed for any costs incurred in advance of this date. All funds must be expended by September 30, 2010.

If you have any questions, please contact Brittany Linnekin at 617.725.3352 or at brittany.linnekin@state.ma.us or Sheila Burgess, Director of the Highway Safety Division, at 617.725.3307. Congratulations on your award.

Sincerely,

Mary Elizabeth Heffernan
Secretary of Public Safety and Security

Michael Lane

From: Linnekin, Brittany (OGR) [Brittany.Linnekin@state.ma.us]
Sent: Monday, March 22, 2010 4:16 PM
To: mlane@ci.gloucester.ma.us
Cc: Joseph Fitzgerald - Police
Subject: Gloucester PD FFY 2010 Traffic Enforcement Grant - Authorization to Proceed
Importance: High

Good afternoon, Chief Lane –

On behalf of the Executive Office of Public Safety and Security, please accept this email and attachments, including your signed award letter from Secretary Heffernan, as authorization to proceed with the 2009-2010 Traffic Enforcement Grant, effective May 24, 2010. Please note that the April Click It or Ticket (CIOT) Mobilization has been cancelled along with the equipment portion of the program.

All reporting forms for the May Click It or Ticket (CIOT) Mobilization will be posted on the website, www.mass.gov/highwaysafety under the “2009-2010 Traffic Enforcement Grant Program” link, along with a sample news release for your use. If there are any questions, please do not hesitate to contact me. We look forward to working with you during this grant year.

Please confirm receipt of this email.

Thank you,

Brittany

Brittany A. Linnekin, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116

Tel: 617-725-3352

Fax: 617-725-0260

www.mass.gov/highwaysafety

Be safe this Holiday Season. December 11 through January 4 is the statewide Drunk Driving. Over the Limit. Under Arrest. Mobilization. Don't drink and drive or you will be arrested. No exceptions. No excuses.

3/25/2010

2009-2010 Traffic Enforcement Grant Program Budget

Enforcement Mobilizations

Three Mobilizations at \$2,000 each.....\$6,000

Maximum Obligation: \$6,000

Mobilization Dates:

Click It or Ticket
November 12, 2009 – November 29, 2009
(Department opted not to participate)

Drunk Driving. Over the Limit. Under Arrest.
December 11, 2009 – January 3, 2010
(Department opted not to participate)

~~Click It or Ticket
April 9, 2010 – April 18, 2010
(Cancelled)~~

Click It or Ticket
May 24, 2010 – June 7, 2010
(Please note the change in dates)

Click It or Ticket
July 23, 2010 – July 31, 2010

Drunk Driving. Over the Limit. Under Arrest.
August 20, 2010 – September 6, 2010

~~Equipment, Training and Materials Funding:
(Cancelled)~~

Federal Match Requirements

Departments are required to provide an in-kind match equal to or greater than 20% of their total project cost. The total project cost includes the Maximum Award for Three Mobilizations (80%) and the Federal In-Kind Match (20%). To determine your department's 20% federal in-kind match, EOPSS/HSD used the following formula: (Maximum Funds for Three Mobilizations/.80) x .20.

EOPSS Enforcement and Equipment Grant

Estimated Population based on 2007 Census	Maximum Funds per Mobilization	Maximum Award for Three Mobilizations	Federal In-Kind Match
Less than 10,000	\$900	\$2,700	\$675
10,000-29,999	\$1,400	\$4,200	\$1,050
30,000-69,999	\$2,000	\$6,000	\$1,500
70,000-99,999	\$2,800	\$8,400	\$2,100
100,000-149,999	\$5,000	\$15,000	\$3,750
150,000+	\$20,000	\$60,000	\$15,000

Revised March 2010

City Hall Annex
Three Pond Road
Gloucester, MA
01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director *Sarah Garcia*
CC: Community Preservation Committee
Matt Lustig, CPA Program Manager
RE: Budget for the Community Preservation Act funds
DATE: April 29, 2010

In accordance with our Community Preservation Act (CPA) Ordinance, the Community Preservation Committee (CPC) submits the attached 2011 CPA budget for approval from City Council.

Based upon estimated FY 2011 revenues of \$427,500 plus an expected 31% state match (\$132,500), the FY 2011 CPA budget is \$560,000. Because this is the second year of the program in Gloucester, the City qualifies for the state match. The FY 2010 budget was \$390,000. The FY 2011 budget follows the statutory requirements to allocate a minimum of 10% of the revenue to each of the three eligible spending categories: open space, historic preservation, and community housing. The budget also includes the allowable 5% of the revenue for administrative costs. The remaining 65% of revenue is put into a remainder account, from which it may be spent on any of the three eligible categories or public recreation.

The CPC developed a draft Community Preservation Plan based upon the city's existing plans. Input was solicited from City boards, commissions, and committees and the public. A public hearing was held on April 12th, 2010. Based on comments received, the CPC finalized the Community Preservation Plan on April 28th, 2010.

The CPC expects to recommend funding of specific projects according to the following schedule:

Project Eligibility Forms due	June 1
Completed Applications due	July 15
Estimated Project award	November 15

Once the committee recommends projects, they will be presented to the City Council for their vote to approve. The state match will be disbursed on October 15th.

Please ask the City Council for their review and approval of the attached budget. Thank you.

Community Preservation Committee
2011 Budget

April 29, 2010

2011 Estimated Revenue: \$427,500
 2011 Estimated State Match \$132,500
 2011 Estimated CPA Total \$560,000

Gross commitments less abatements and less 3-4% uncollected
 31% of property tax surcharge

Description	Account Number	Statutory Requirement/Limit	Amount Budgeted
Open Space	270000.10.172	10%	56,000.00
Affordable Housing	270000.10.183	10%	56,000.00
Historic Preservation	270000.10.194	10%	56,000.00
Administrative costs	270000.10.195	5%	28,000.00
General Reserve Account	270000.10.196	remainder	\$364,000.00
Total			560,000.00

Community Preservation Committee
2010 Budget

September 21, 2009

2010 Estimated Revenue: \$390,000.00

Gross commitments less abatements and less 3-4% uncollected

Description	Account Number	Statutory Requirement/Limit	Amount Budgeted
Open Space	270000.10.172	10%	39,000.00
Affordable Housing	270000.10.183	10%	39,000.00
Historic Preservation	270000.10.194	10%	39,000.00
Administrative costs	270000.10.195	5%	19,500.00
General Reserve Account	270000.10.196	remainder	\$253,500.00
Total			390,000.00