

City of Gloucester City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 978-281-9722 Fax 978- 282-3051

CITY COUNCIL
AND
CITY COUNCIL STANDING COMMITTEE
Budget and Finance
Thursday, January 8, 2009 – 7:00 p.m.
Council Conference Room – City Hall

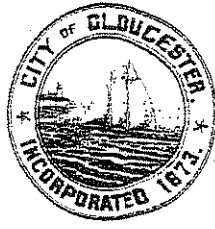
1. Memo from Harbormaster re: Grant request to Mass. Seaport Advisory Council.
2. Memo from Chief Beaudette re: Acceptance of FY09 Community Policing Grant.
3. Memo from Chief Beaudette re: FY09 State E911 Incentive Grant.
4. Special Budget Transfer Request from Mayor's Office.
5. Special Budget Transfer Request from Auditor.
6. Updates on FY10 Budget process and FY09 YTD revenues and expenditures.
7. Report from Auditor re: "Accounts with expenditures exceeding appropriations."

COMMITTEE
Councilor Jason Grow, Chair
Councilor Joe Ciolino, Vice Chair
Councilor Steve Curcuru

Committee members – Please bring relevant documentation

CC: Mayor
Jim Duggan
Marcia McInnis
Jeffrey Towne
Jim Caulkett
Chief Beaudette

Nineteen Harbor Loop
Gloucester, MA 01930



TEL 978-282-3012
FAX 978-978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Kirk
Date: December 9, 2008
Subject: Mayor's Report to Council

Mayor Kirk,

In your next Report to Council will you please include the attached grant request to the Massachusetts Seaport Advisory Council for funds.

This request is for \$5000.00 for the removal of a derelict vessel in Gloucester Harbor and will be contracted through the Massachusetts Department of Conservation and Recreation.

If you have any further questions please contact me.

Sincerely,

Jim Caulkett

City of Gloucester
Grant Application and Check List

Granting Authority: State XX Federal Other

Name of Grant Derelect Vessel Removal (Ryan J)

Department Applying for Grant: Harbormaster

Agency- Federal or State application is requested from: Department of Conservation/Recreation

Object of the application: Removal of Derelect Vessel "Ryan J"

Any match requirements: None

Mayor's approval to proceed: *[Signature]* 12/10/08
Signature Date

City Council's referral to Budget & Finance Standing Committee:
Vote Date

Budget & Finance Standing Committee:
Positive or Negative Recommendation Date

City Council's Approval or Rejection:
Vote Date

City Clerk's Certification of Vote to City Auditor:
Certification Date

City Auditor:
Assignment of account title and value of grant
Title Amount

Grant Budget by line item account:

Auditor's distribution to managing department:
Department Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

**Gloucester Police
Department**

Memo

To: Mayor Carolyn Kirk
From: Chief John Beaudette
CC: Mr. Jim Duggan
Date: 11/21/2008
Re: FY09 Community Policing Grant

The Gloucester Police Department has been awarded \$27,395.42 by the Commonwealth of Massachusetts, Executive Office of Public Safety and Homeland Security under the FY2009 Community Policing Grant. These funds will be used to replace the old Merin telephone system at the Gloucester Police Facility with a new telephone network integrated with the existing City phone system. Gloucester's original grant award of \$35,952 was reduced to \$27,395.42 accordingly. Gloucester's original grant award of \$35,952 was reduced to \$27,395.42 accordingly. The reduced funding should cover the telephone system. Left over funds will be utilized to upgrade Department computer equipment.

A copy of the original grant application is enclosed herein. Please ask the Gloucester City Council to accept the final \$27,395.42 FY2009 Community Policing Award to fund the new telephone system at the police facility. There is no match required by the City.

Let me know if you have any questions or comments.

ACVCTEDI-01 373

011301798

ACCOUNT NUMBER:

14435
PAGE: 00001

REMITTANCE DELIVERY SERVICES
EDI SERVICES

REMITTANCE/PAYMENT ADVICE
NOVEMBER 21, 2008

CITY OF GLOUCESTER
C/O TREASURER'S OFFICE
CITY HALL
GLOUCESTER MA 01930

PAYMENT INFORMATION:

CREDIT: \$31,990.42
EFFECTIVE DATE: 11/21/2008
INPUT FORMAT: ACHCTX
CREDIT PARTY

DEBIT PARTY

ROUTING ID: 011301798
DEMAND ACCT: 14435

ROUTING ID: 011075150
DEMAND ACCT: 88880059
COMPANY ID: A046002284
CO. SUPPL CODE: 011075150

TRACE NUMBER: 011075151534367
ACH ASSIGNED TRACE NUMBER
SETTLEMENT DATE: 11/21/2008
ACVCTEDI-01 373
CITY OF GLOUCESTER 011301798

ACCOUNT NUMBER: 14435
NOVEMBER 21, 2008
PAGE: 00002

REMITTANCE INFORMATION:

LINE	TRANSACTION REF NUM	INVOICE AMOUNT	NET AMOUNT PAID
0001	PD EQUIP 7/1-9/30/08		
0002	2009 COMM POLICE		\$4,595.00
DETAILS:			\$27,395.42

ENTITY ASSIGNED NUM: 000001

LINE: 00001

TRANSACTION REF NUM: PD EQUIP 7/1-9/30/08
AMOUNT PAID: \$4,595.00

VOUCHER:

VOUCHER:

PD EQUIP 7/1-9/30/08
PRC EPS1118080000000049285One Ashburton Place
PD EQUIP 7/1-9/30/08
EXECUTIVE OFFICE OF PUBLIC SAFETY & HOMELAND SECUR
ITY 617-727-7775

LINE: 00002

TRANSACTION REF NUM: 2009 COMM POLICE
AMOUNT PAID: \$27,395.42

VOUCHER:

VOUCHER:

2009 COMM POLICE
PRC EPSCPFY2009GLOUCESTER00One Ashburton Place
2009 COMM POLICE
EXECUTIVE OFFICE OF PUBLIC SAFETY & HOMELAND SECUR

**COMMUNITY POLICING GRANT APPLICATION
COVER PAGE
STATE FISCAL YEAR 2009**

1. Name of Police Department GLOUCESTER POLICE DEPARTMENT
 Address of Police Department 197 MAIN STREET
 Telephone Number 978-281-9775
 Fax Number 978-282-3026
 Website WWW.CI.GLOUCESTER.MA.US

2. Name of Police Chief JOHN BEAUDETTE
 Telephone Number of Police Chief 978-281-9775
 Email Address of Police Chief JBEAUDETTE@CI.GLOUCESTER.MA.US

3. Fiscal Year 2009 State-funded Community Policing Grant Program funds requested. \$35,952

4. Chief of Police signs below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the application packet.

Signed under the penalties of perjury this 8th day of October, 2008.

Chief John Beaudette
 ORIGINAL SIGNATURE OF CHIEF OF POLICE in blue ink

5. **Previously Awarded Funds** - In the space below, please identify the amount of funds, if any, anticipated to be unspent after twelve months from the date you received your FY2008 award.

Amount of Unspent Funds: -0-

6. **Budget Information Worksheet** - Use the worksheet provided to describe the amounts you plan to spend in each category and provide computation of how each item was derived and its purpose.

EXAMPLE:

CATEGORY	AMOUNT	COMPUTATION	PURPOSE
G. Equipment	\$1,000	2 bicycles at \$500 each = \$1,000	To be used for bike patrols.

GLOUCESTER POLICE DEPARTMENT
FY2009 COMMUNITY POLICING GRANT NARRATIVE

The Gloucester Police Department proposes to utilize FY2009 Community Policing Funds to upgrade and improve public communications with a new telephone system and significant upgrades to the police information network at the Gloucester Police Facility.

Replace Telephone System

The existing Merlin 27 phone network was installed at the Gloucester Police Facility in the 1980's and is now obsolete. Replacement parts are no longer commercially available and the system has failed in service on several occasions. The equipment handles several outside phone lines, including the (978) 283-1212 line which is outside the E911 system, but is frequently used by the public for emergency assistance calls. This line is answered by the Gloucester Dispatch Center, but does not have caller ID so that dropped or "hang up" emergency calls can not be traced. The existing system does not allow public access to individual police officers.

The proposed new Nortel 27 telephone network will have caller ID, voice mail, and an enhanced battery backup that will allow the phone system to function for two hours without electrical backup. The network will interface with other City offices. The most striking feature of the new phone system from a community policing perspective is that each police officer will have a private voice mailbox that will allow personal direct contact from the public.

EDP Equipment

The remaining funds will be utilized to upgrade the police records and dispatch computer network. More specifically, the Department will add digital imaging capability to the network. Individual workstations will be upgraded to handle digital images. In addition to mug shots and evidence, digital capability will allow the system to display detailed street maps and high resolution photographs of important building interiors, especially schools and other public facilities. Upgrades will also be used to enhance voice recording capabilities for public access telephone lines.

**COMMUNITY POLICING GRANT
2009 BUDGET WORKSHEET**

Name of Police Department GLOUCESTER POLICE DEPARTMENT

CATEGORY	AMOUNT	COMPUTATION	PURPOSE
A. Personnel	\$		
B. Training	\$		
C. Overtime - Training	\$		
D. Overtime - Replacement Costs	\$		
E. Overtime - Beyond Tour of Duty	\$		
F. Supplies & Operating Expenses	\$		
G. Equipment	\$35,952	PHONE SYSTEM \$24,232 EDP EQUIP. \$11,720	UPGRADE PUBLIC COMMUNICATIONS
H. Other	\$		
TOTAL	\$35,952		

Grant Amount Requested

Memo

To: Mayor Carolyn Kirk
From: Chief John Beaudette
cc: J. DUGGAN
Date: 11/18/2008
Re: FY09 State E911 Incentive Grant

This is to follow up on your request for clarification concerning the purchase of heavy duty ergonomic upholstered chairs for the E911 dispatch center. At approximately \$1,000 each, this furniture is very expensive indeed. Many local police departments are unable to fund this equipment in their operating budgets, which is the primary reason it is being 100% funded by the state under the E911 Incentive Grant at this time.

Dispatcher chairs are subject to extreme heavy duty use around the clock (24 X 7). They are custom designed for ergonomic comfort under extended heavy use conditions. The manufacturers of this specialized custom furniture provide extended warranties, and the chairs typically get refurbished several times during the warranty period. Regular office chairs do not hold up under the heavy (24x7) use conditions in the dispatch center, and could also expose the City to worker compensation injury claims.

The replacement dispatch chairs are being 100% funded by the E911 incentive grant for the full value with no match required. Gloucester's dispatch furniture is nearly ten years old, out of warranty, and in deteriorating condition. The Department would like to take full advantage of the 100% state funding available at the present time to replace this costly equipment.

Let me know if you have any additional questions or comments.

Thanks
John

Memo

To: Mayor Carolyn Kirk
From: Phil Terpos *Phil Terpos*
CC: Chief John Beaudette, Lt. Kathy Auld
Date: 11/10/2008
Re: FY09 State E911 Incentive Grant

Attached please find a Grant Application and Check List for your approval. The Gloucester Police Department is qualified to receive \$49,778 in funding for the remainder of FY2009 from the Commonwealth of Massachusetts Executive Office of Public Safety, Emergency Communications Center Incentive Grant. The funds may be used to purchase E911 dispatch furniture and equipment, and to offset salaries in the E911 dispatch center through June 30, 2009. Matching funds are not required by the City of Gloucester.

Lt Auld and I met with personnel from the Executive Office of Public Safety on 11/3/2008 to review the grant specifications in view of the Department's anticipated needs for the remainder of FY2009. Based on our discussions with state officials, Gloucester's award would be best used as follows:

<u>Amount \$</u>	<u>Need</u>
\$4,000.00	Purchase four new ergonomic upholstered chairs for the dispatch center at a cost of approximately \$1,000 each. The existing chairs have worn out after nearly ten years of heavy use around the clock 24 X 7, and it is unlikely that funds will be available anytime soon in the police operating budget to replace this equipment.
\$450.00	Emergency power supply battery backup modules for three E911 dispatch work stations. The backup power supply would keep the workstations alive during power outages between the time an outage occurs and the station backup emergency power generator fires up, or in the event that the police emergency power generator fails to power up.
\$45,328	Supplemental FY09 funding to offset base dispatcher salaries from 1/1/2009 to 6/30/2009, dollar for dollar, with no match required.

The one-time FY09 supplemental funding for salaries would be transferred to police overtime accounts which are currently running deficits, especially witness fees due to a large number of trials being moved out of town and also cases being continued. While there is no deadline for applying for this grant, all funds must be expended before June 30, 2009.

Let me know if you have any questions or comments.

City of Gloucester
Grant Application and Check List

Granting Authority: State Federal Other

Name of Grant 911 Incentive Grant

Department Applying for Grant: POLICE

Agency- Federal or State application is requested from: EXECUTIVE OFFICE OF PUBLIC SAFETY

Object of the application: Purchase Furniture, FUND Salaries for Dispatchers

Any match requirements: NONE

Mayor's approval to proceed: [Signature] 12/3/08
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant _____
Title Amount

Grant Budget by line item account:

Auditor's distribution to managing department: _____
Department Date sent

Note: A copy of all grant paperwork must be submitted to the Auditor's Office

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2009

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL *****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER: MAYOR
TRANSFER # 09 11 DATE: 12/8/2008 BALANCE IN ACCOUNT \$6,945.00

(FROM) PERSONAL SERVICES ACCOUNT#: _____
Unifund Acct # _____

(FROM) ORDINARY EXPENSE ACCOUNT#: _____
Unifund Acct # 101000.10.121.57800.0000.00.000.00.057
Mayor, Contingency/Emergency
Account Description

EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT#: _____
Unifund Acct # _____

(TO) ORDINARY EXPENSE ACCOUNT#: _____
Unifund Acct # 101000.10.220.54390.0000.00.000.00.054
Fire, Lumber & Building Materials
Account Description

ANALYSIS OF NEED(S): Funds needed to finish floor in Central Station kitchen

TOTAL TRANSFER AMOUNT \$500.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$6,445.00

TO ACCOUNT: \$500.00

APPROVALS:
DEPT. HEAD: _____
ADMINISTRATION: *[Signature]*
BUDGET & FINANCE: _____
CITY COUNCIL: _____

DATE: _____
DATE: 12/10/08
DATE: _____
DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2009

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER: _____ AUDITOR _____
TRANSFER # 09

12 DATE: 12/8/2008 BALANCE IN ACCOUNT \$27,280.02

(FROM) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct #
101000.10.135.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct #

Auditor, Sal/Wage-Perm. Pos.
Account Description

EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct #


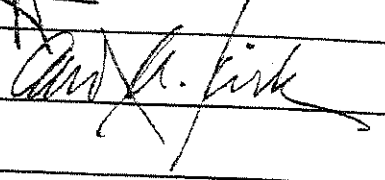
(TO) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct #
101000.10.135.53130.0000.00.000.00.052
Auditor, Prof. Audit Services
Account Description

ANALYSIS OF NEED(S): Funded required to pay for unbudgeted audit expense

TOTAL TRANSFER AMOUNT \$5,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$22,280.02

TO ACCOUNT: \$55,207.75

APPROVALS:
DEPT. HEAD: 
ADMINISTRATION: 
BUDGET & FINANCE: _____
CITY COUNCIL: _____

DATE: 12/8/08
DATE: 12/10/08
DATE: _____
DATE: _____

CITY OF GLOUCESTER AUDITOR'S OFFICE

November 21, 2008

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 November 21, 2008. THE FOLLOWING ACCOUNTS HAVE
EXPENDITURES THAT EXCEED THEIR APPROPRIATIONS: CITY DEPARTMENTS

<u>ACCOUNT #</u>	<u>ACCOUNT TITLE</u>	<u>AMOUNT OVER</u>
101000.10.138.51100.51	Purchasing, Sal/Wage Perm	(\$4,733.10.)
101000.10.138.51400.51	Purchasing Sal/Wage Longevity	(\$901.10)
101000.10.152.51970.51	Retirement-Sick Buy Back	(\$16,868.19)
101000.10.176.51100.51	Zoning Board of Appeals, Sal/wage perm	(\$220.00)
101000.10.211.51570.51	Police Uniform Workers' comp payroll	(\$946.54)
101000.10.220.51400.51	Fire Department Sal/wage Longivity	(\$1,394.80)
101000.10.911.51870.51	Pensions, Non- Contrib Pensions	(\$1,946.97)