



CITY CLERK  
GLOUCESTER, MA

12 NOV 29 AM 10: 07

## GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930  
Office (978) 281-9720 Fax (978) 282-3051

### Budget & Finance Committee

Thursday, December 6, 2012 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall

### AGENDA

*(Items May be taken out of order at the discretion of the Committee)*

1. *Communication from Council President to City Clerk and memorandum from City Clerk re: City Clerk's Office Reorganization Request*
2. *Memorandum from Mayor requesting Supplemental FY13 Appropriation for the Fire Department*
3. *Memorandum from Principal Assessor and Supplemental Appropriation-Budgetary Request (#2013-SA-15)*
4. *Memorandum from Principal Assessor and Special Budgetary Transfer Request (#2013-SBT-11)*
5. *Special Budgetary Request (#2013-SBT-12) from the Department of Public Works*
6. *Special Budgetary Request (#2013-SBT-13) from the Department of Public Works*
7. *Memorandum from IT Director requesting permission to pay invoices incurred in FY2012 with FY2013 funds*
8. *Memorandum from Fire Chief re: request for a revolving training account*
9. *Letter from Executive Director of PERAC re: Appropriation for Fiscal Year 2014*
10. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization and Auditor's Report*

### COMMITTEE

Councilor Paul McGeary, Chair  
Councilor Joseph Ciolino, Vice Chair  
Councilor Melissa Cox

### Committee members – Please bring relevant documentation

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

CC: Mayor Carolyn Kirk  
Jim Duggan  
Kenny Costa  
Jeffrey Towne  
Linda T. Lowe  
Fire Chief Eric Smith  
Nancy Papows  
Mike Hale  
John Blanchard

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

## Reorganization Plan -City Clerks Office- Council Agenda item for referral to O&A

Jackie Hardy [jackieahardy@verizon.net]

Sent: Thursday, November 01, 2012 9:59 AM

To: Linda Lowe

Cc: Joanne Senos; Sefatia Theken; Jackie Hardy

Linda,

Please be advised that I am placing the following item on the November 13th City Council Agenda for referral to O&A for review:

### Reorganization Plan of the City Clerks Office

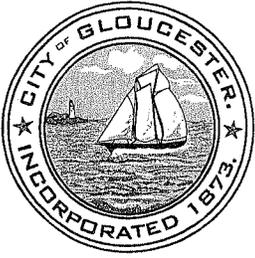
I am requesting that O&A initially review your "preliminary plan" that you have previously discussed with the Union Representatives. Then, at a later date after the election, O&A will also review your proposed final plan.

The Ordinance and Administration Standing Committee is charged with reviewing your proposal and it must be discussed with Council before proceeding any further with Union Representatives.

Respectfully,  
Jackie Hardy  
Council President

Joanne, Please place this matter on the Nov. 13th agenda for referral to O&A: **Reorganization Plan of the City Clerks Office**

**Important Notice:** *As in accordance with the Massachusetts Public Records Retention Law, all emails go through the city computer server and are Archived by the City, thus your emails to and or from me are not to be considered confidential.*



## OFFICE OF THE CITY CLERK

9 Dale Avenue • Gloucester, Massachusetts 01930

Office (978) 281-9720

Fax (978) 282-3051

November 12, 2012

To: City Council  
O&A Committee

From: Linda T. Lowe  
City Clerk

*DTL*

Re: Preliminary Proposed Reorganization for the Office of the City Clerk  
Pursuant to City Charter sec. 7-1

12 NOV - 8 PM 6:25  
CITY CLERK  
GLOUCESTER, MA

Councillors ,as was discussed during the time of the adoption of the FY13 budget I am preparing a proposed reorganization of the Office of the City Clerk pursuant to City Charter sec.7-1. The primary purpose of the reorganization is to recognize that the duties of this office have evolved and increased and become more complicated with changes in applicable state laws and regulations and with improvements in technology. Likewise the business world today and the world of state and local government recognizes that employees must be cross-trained in the several duties of their office so that they can assist one another in providing the best possible service and assure compliance with all applicable laws and regulations.

The reorganization will include a revision of all job descriptions for the entire staff including :City Clerk, Assistant City Clerk , Assistant Registrar, Principal Clerk, and Clerk of Committees. The revisions are intended to modernize the descriptions, to reflect the necessity of cross training and to recognize how critical much of the work performed is to the proper functioning of the city and to the execution of city council functions. In order to accurately reflect the duties actually performed and the level of work carried out by these positions each member of my staff has, for their position,completed time studies over selected days to demonstrate the quality and quantity of the work performed. This data will be used to craft the revised job descriptions.

I have also researched other municipalities to compare this office with other City Clerk offices. I have tried to concentrate this research on "cities" since town clerks,while sharing many of the duties of city clerks,also differ significantly from those of city clerks and therefore are not the best point of comparison. Town Clerks generally do not assist the Board of Selectmen since a BOS is not a legislative body as is the City Council. Rather Town Clerks assist with the Town meeting function which occurs a few times a year as compared with City Council meetings which occur (including subcommittees) as frequently as eight times a month.

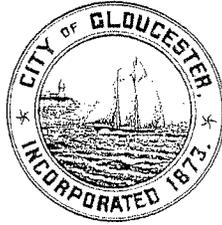
I have in addition collected information from the municipal websites of a number of cities, including but not limited to, Beverly, Everett, Fitchburg, Lowell, Marlborough, Medford, Newton, Somerville, and Woburn. This data demonstrates that City Clerk offices also vary greatly when comparing the variety of duties assigned to those offices. For example I have found that some City Clerk offices do not have election duties while this office has a staff person dedicated to these duties with a backup of the entire office. Some cities also break out some city council functions as separate from the office of the City Clerk.

The final area of analysis is to create a flow chart which demonstrates the relationship of this office to the City Council including the Council subcommittees as provided in the City Charter sec. 2-7, 2-8, and 2-9(a) and also the authority of each position in relation to the Council and to each other position. It is not the intent of the preliminary proposed organization chart to significantly alter these relationships but rather it is to clarify and specify the nature of the staff positions to one another and to other bodies such as the Board of Registrars and the Licensing Commission. In line with this analysis I have had a preliminary meeting with the two city unions which cover employees in this office, GMMA (Asst. City Clerk) and AFSCME B (Asst. Registrar, Principal Clerk) and they were supportive of the emphasis on cross training and agreed that job descriptions need to be modernized and updated. Once I have had preliminary discussions with the Council and/or subcommittees I will then return to the unions. Prior to meeting with the Council and/or O&A I will provide the preliminary proposed revised job descriptions and a proposed preliminary organizational chart.

I look forward to working together with you on this reorganization.

November 9, 2012

City Hall  
Nine Dale Ave  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

*C. Kirk*  
TO: City Council  
FR: Mayor Kirk  
RE: Request for Supplemental FY13 Appropriations for Fire Dept.  
DT: November 19, 2012

---

Councilors,

The Mayor's office, along with Fire Chief Eric Smith, has prepared a plan for increasing the frequency with which outskirt stations can remain open. It is important to note that we are trending in the right direction in terms of stations being open with greater frequency, and our goal is to ensure this happens in a sustainable manner. These are the steps that are being taken along with funding proposals for City Council review and approval:

1. **Group Realignment:** Chief Smith has directed Deputy Chief Aiello to realign personnel across all four groups in order to ensure more consistent staffing levels. Realignment will be implemented within the next two weeks.
2. **Magnolia Station:** The city's short-term goal is to ensure that Magnolia Station is inhabitable for emergency-related staffing circumstances such as storm weather events. Jim Hafey, Facilities Manager, will spearhead the repair / replacement of the roof of the Magnolia Station. Funding is in place for this effort.
3. **Staffing Levels:** We are keeping pace with attrition and have been regularly hiring personnel. Current staffing across the four groups is 18, 18, 17 and 17. Current hiring plans call for two replacements due to attrition and one new hire in order to bring all groups up to 18. As we successfully did last year for this year, the Administration proposes funding the new hire from this year's free cash, and then we will carry the expense into the FY14 budget.

Of the three hires, two will be firefighters, and one will be a paramedic. This will bring the city's paramedic levels up to 22 which will allow the Dept. to bring Rescue 2 into service as an Advanced Life Support (ALS) unit more frequently.

4. **FY13 Supplemental Appropriation Requests:** In addition, the Administration's supplemental requests also include:
- a. The Chief anticipates a \$46,000 OT budget shortfall to fulfill the contract obligation between now and the end of the fiscal year, and we propose covering that now.
  - b. The Administration is proposing increasing the FY13 OT line item by \$200,000 in an effort to open outskirt stations more frequently. Chief Smith will manage the allocation on bi-weekly cycles. There are 15 bi-weekly cycles between mid-December and June 30, 2013. The allocation per cycle will be \$13,333 and will be used until it is exhausted for that cycle. This process forces accountability into the allocation of the overtime, allows the Chief to review OT patterns on a bi-weekly basis, and is a practice used by Chief Smith in his previous department.
  - c. The Administration also recommends the establishment of a Station Opening Stabilization Account with funding of an additional \$200,000. There are two benefits of funding this type of stabilization account 1) it requires a vote of the City Council for access to the funds which also builds in accountability and a review opportunity of overtime spending by both the Mayor's office, and the City Council, and 2) provides flexibility to access funds outside the fluctuations of the fiscal year budget cycle, and free cash volatility.
5. **Collective Bargaining Agreement Reform:** Led by Chief Smith, we will commence negotiations on a new collective bargaining agreement in 2013. The current agreement expires on June 30, 2013.

Please note that we have advanced this request in an accelerated manner due to numerous requests by City Councilors to put forth a plan and funding proposals for opening outskirt stations more frequently.



**CITY OF GLOUCESTER**  
GLOUCESTER, MASSACHUSETTS - 01930  
OFFICE OF THE ASSESSORS

TO: Mayor Carolyn Kirk

DATE: November 15, 2012

FROM: Nancy Papows, *NE*  
Principal Assessor

CC: Jim Duggan, CAO  
Jeff Towne, CFO

RE: Supplemental Appropriation

---

I have prepared a supplemental appropriation and a special budgetary transfer request in order to transfer funds to the Assessors Department Revaluation Program account in the general fund. The transfers are being requested at this time so that work associated with the FY 2014 Triennial Recertification may commence. Thank you.

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2013**

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

APPROPRIATION # 2013-SA- 15 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Assessors

APPROPRIATION AMOUNT: \$ 35,000.00

Account to Appropriate from:

Unifund Account # 294019.10.991.59600.0000.00.000.00.059

Account Description Assessors Triennial Recertification

Balance Before Appropriation	\$	<u>35,000.00</u>
Balance After Appropriation		<u>0.00</u>

Account Receiving Appropriation:

Unifund Account # 101000.10.141.57840.0000.00.000.00.057

Account Description Assessors Revaluation Program

Balance Before Appropriation		<u>0.00</u>
Balance After Appropriation	\$	<u>35,000.00</u>

DETAILED ANALYSIS OF NEED(S): The Transfer of funds is being requested so that work associated with the FY2014 Triennial Recertification may commence

APPROVALS: [Signature]

DEPT. HEAD: <u>Nancy P. Papowes</u>	DATE: <u>11/15/2012</u>
ADMINISTRATION: <u>[Signature]</u>	DATE: <u>11/19/12</u>
BUDGET & FINANCE: _____	DATE: _____
CITY COUNCIL: _____	DATE: _____



# CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

OFFICE OF THE ASSESSORS

TO: Mayor Carolyn Kirk

DATE: November 15, 2012

FROM: Nancy Papows, *NP*  
Principal Assessor

CC: Jim Duggan, CAO  
Jeff Towne, CFO

RE: Supplemental Appropriation

---

I have prepared a supplemental appropriation and a special budgetary transfer request in order to transfer funds to the Assessors Department Revaluation Program account in the general fund. The transfers are being requested at this time so that work associated with the FY 2014 Triennial Recertification may commence. Thank you.



**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2012**

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

TRANSFER # 2012-SBT- 12 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: DPW Public Services

DATE: 11/14/2012 BALANCE IN ACCOUNT: \$ 2,395.07 ✓

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.472.51400.0000.00.000.00.051 ✓  
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_  
Unifund Account #  
Facilities Longevity  
Account Description

DETAILED EXPLANATION OF SURPLUS: Funds available for transfer- correct account for R. Kelley's long-  
 evity before changign positions.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.470.51400.0000.00.000.00.051  
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_  
Unifund Account #  
Public Services Longevity  
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to cover R. Kelley's longevity and minor computing errors.

TOTAL TRANSFER AMOUNT: \$ 1,160.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 1,235.07 ✓

TO ACCOUNT: \$ \_\_\_\_\_ ✓

APPROVALS: [Signature]  
 DEPT. HEAD: [Signature]

DATE: 15 Nov 2012

ADMINISTRATION: [Signature]

DATE: 11/19/12

BUDGET & FINANCE: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2013**

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

TRANSFER # 2012-SBT- 13 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: DPW Public Services

DATE: 11/14/2012 BALANCE IN ACCOUNT: \$ 14,403.00

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_  
 (FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

Unifund Account # \_\_\_\_\_  
 Unifund Account # 101000.10.499.51100.0000.00.000.00.051 ✓  
 Account Description DPW Central Permanent Positions

DETAILED EXPLANATION OF SURPLUS: Funds available due to position changes.

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_  
 (TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

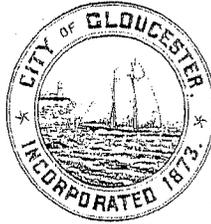
Unifund Account # \_\_\_\_\_  
 Unifund Account # 101000.10.470.51100.0000.00.000.00.051 ✓  
 Account Description DPW Public Services Permanent Positions

DETAILED ANALYSIS OF NEED(S): Funds needed to correct budgeting shortfall.

TOTAL TRANSFER AMOUNT: \$ 5,000.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 9,403.00  
 TO ACCOUNT: \$ 420.00

APPROVALS: gt  
 DEPT. HEAD: [Signature] DATE: 15 Nov 2012  
 ADMINISTRATION: [Signature] DATE: 11/19/12  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-281-8472  
klindberg@gloucester-ma.gov

**CITY OF GLOUCESTER**  
OFFICE OF THE TREASURER/COLLECTOR

TO: Jim Duggan

FROM: John Blanchard *JPB*

DATE: 11-5-2012

RE: Permission to pay FY12 invoice with FY13 funds

I am requesting permission to pay two invoices from FTG Technologies with FY13 funds. I did not put a carry-over purchase order in place as I was unaware there would be charges for the services; I believed the service calls would be covered under contract but they were not. An additional \$1,910 is necessary.

I respectfully request this paperwork be included in the Mayor's Report for submittal to City Council for referral out to Budget and Finance for permission to pay the invoices.

Please let me know if you have any questions.



**FTG Technologies**

2 Batterymarch Park  
 Suite 401  
 Quincy, MA 02169

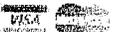
Phone: (617) 367-7474  
 www.FTGTechnologies.com

**INVOICE**  
 # 4245523

Page 1 of 1

Billing Address		Site Location / Work Performed Address			
Accounts Payable Gloucester City Hall 9 Dale Ave. Gloucester, MA 01930		Gloucester Police Dept. 197 Main Street Gloucester, MA 01930			
Billing Telephone	Invoice Date	Account No.	Purchase Order	Service Order	Payment Terms
9782819785	06/18/12	61770		248753	Due on receipt
Work Order Detail					
<u>Service Requested</u> Customer requesting technician to relocate Nortel equipment and reprogram phones as needed. Contact Sean Bouchie 978-283-1212, cell 978-491-1929.					
<u>Service Performed</u> 6/4/12 Technician completed as requested.					
Professional Services / Labor					
Qty	Services Description	Unit Price	Extended Price		
8	Systems Technician	\$110.00	\$880.00		
1	Visit Charge	\$75.00	\$75.00		

Invoice Summary					
Labor:	\$955.00	Sales Tax:	\$0.00	Prepaid:	\$0.00
Other/Misc:	\$0.00	Excise Tax:	\$0.00	Deposits:	\$0.00
Misc Labor:	\$0.00	Late Charge:	\$0.00	Payments:	\$0.00
Travel:	\$0.00	Discount:	\$0.00	Remit payment to: FTG Technologies	
Materials:	\$0.00	Refunds:	\$0.00	2 Batterymarch Park, Ste 401	
Shipping:	\$0.00	Credits:	\$0.00	Quincy, MA 02169	
<b>Subtotal:</b>	<b>\$955.00</b>	<b>Total:</b>	<b>\$955.00</b>	<b>Balance Due:</b>	<b>\$955.00</b>



For your convenience, alternate payment methods including EFT and credit cards are accepted. EFT payments are accepted free of charge. Credit card payments are assessed a 4.5% convenience fee. For more information, or to process a payment, please call our accounts receivable department at 617-367-7474.



**FTG Technologies**

2 Batterymarch Park  
 Suite 401  
 Quincy, MA 02169

Phone: (617) 367-7474

**INVOICE**  
 # 4245011

Page 1 of 1

Billing Address	Site Location / Work Performed Address
Accounts Payable Gloucester City Hall 9 Dale Ave. Gloucester, MA 01930	Linda Anderton Gloucester City Hall 9 Dale Ave. Gloucester, MA 01930

Billing Telephone	Invoice Date	Account No.	Purchase Order	Service Order	Payment Terms
9782819785	05/11/12	61469	Verbal	248486	Due on receipt

**Work Order Detail**

Service Requested

The customer is requesting a technician to complete various work orders and to give an overview of the telephone and voice mail systems. The site contact is the new Director of Information Services John Blanchard at (978) 281-9706.

Service Performed

05/10/12 - The technician completed the following items:

Information Services Department

- a. Programmed x2310 with line (978) 282-8019 for Sensaphone 400 monitoring system
- b. Increased the number of voice reps, on the Sensaphone 400 system, to five
- c. Provided department with the hyperlink for the voice mail administration guide & telephone user guide

Community Development

- a. Removed ringing for line (978) 281-9781, target line #281, from extensions 2231, 2256 & 2266
- b. Programmed automated attendant greeting table 3 to answer line immediately
- c. Rebuilt and re-recorded automated attendant greeting 3, CCR Tree 5
- d. Updated the name associated with x2251 for Joanne
- e. Activate set relocation for future move(s)
- f. Trained Sarah on the voice mail system and programmed auto-login for her on x2256
- g. Provided a telephone user guide for Sarah

City Hall

- a. Rebuilt and re-recorded the City Clerk's automated attendant greeting table 2, CCR Tree 2
- b. Updated option 1 to forward callers to x4116 (Collector's)
- c. Updated option 2 to forward callers to x4120 (Treasurer's)
- d. Built voice mailboxes for extensions 4116, 4120 & 4142 with default passwords 700700 (Licensing Board)

Miscellaneous

- a. Rebuilt and re-recorded automated attendant greeting table 4, CCR Tree 4 (Health Department)
- b. Updated option 6 to forward callers to x2239 (Health Department)
- c. Built and assigned target line (978) 282-8018 for x2278 (Shellfish Warden)
- d. Identified intercom and extension numbers and trained on usage (Grants Department)

**Professional Services / Labor**

Qty	Services Description	Unit Price	Extended Price
1	Visit Charge	\$75.00	\$75.00
8	Systems Technician	\$110.00	\$880.00



**FTG Technologies**

2 Batterymarch Park  
 Suite 401  
 Quincy, MA 02169

Phone: (617) 367-7474  
[www.FTG-Technologies.com](http://www.FTG-Technologies.com)

**INVOICE**  
 # 4245011

Page 0 of 2

**Invoice Summary**

Labor:	\$955.00
Other/Misc:	\$0.00
Misc Labor:	\$0.00
Travel:	\$0.00
Materials:	\$0.00
Shipping:	\$0.00
<b>Subtotal:</b>	<b>\$955.00</b>

Sales Tax:	\$0.00
Excise Tax:	\$0.00
Late Charge:	\$0.00
Discount:	\$0.00
Refunds:	\$0.00
Credits:	\$0.00
<b>Total:</b>	<b>\$955.00</b>

Prepaid:	\$0.00
Deposits:	\$0.00
Payments:	\$0.00

Remit payment to: FTG Technologies  
 2 Batterymarch Park, Ste 401  
 Quincy, MA 02169

**Balance Due: \$955.00**



For your convenience, alternate payment methods including EFT and credit cards are accepted. EFT payments are accepted free of charge. Credit card payments are assessed a 4.5% convenience fee. For more information, or to process a payment, please call our accounts receivable department at 617-367-7474.



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760  
Fire Chief Eric Smith



Memorandum

TO: Mayor Kirk  
Jim Duggan, CAO  
FR: Chief Smith  
RE: Request for a revolving training account  
DT: 11/16/12

cc: Susan Mills  
Kenny Costa, Auditor

Mayor,

I am requesting a revolving account be created for the Fire Department to be used for various trainings. The need for this account has come up because we on occasion get the opportunity to receive reimbursement for training from various organizations outside the normal government channels. Currently we have an opportunity to send four Captains to a 16 hour Marine Fire Fighting course and the sponsoring organization will reimburse at least \$2400.00 of our overtime cost. This payment would be received 30 days post course and will not likely cover all the wages but is very close. I need a way to make this type of opportunity work in my budget. The Fire Department needs to be able to accept the funding and either transfer to cover the Training OT account or pay this out to the employees like our NERAC training account.

Please contact Sue and I to discuss this ASAP as the dates for this course are December 3<sup>rd</sup> & 4<sup>th</sup> and we are hosting this training event for MIRT and the 30 students that will be attending the 2 days. This is a chance to bring training into Gloucester and we need to make this happen.

---

Fire Chief Eric Smith

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: FIRE DEPARTMENT

ACCOUNT NAME: VARIOUS TRAININGS REVOLVING FUND

FUND NUMBER AND NAME: (N/A FOR NEW FUND)

CFDA # (Required for Federal Grants):

DATE PREPARED: 11/15/2012

APPROVED  
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (43700)	\$3,000.00			
				\$0.00
				\$0.00
				\$0.00
Total:	\$3,000.00	\$0.00	\$0.00	\$0.00
Over-Time Exp (51300 )	\$3,000.00			
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$3,000.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE



DATE ENTERED (AUDIT)

AUDITING DEPARTMENT INITIALS

# PERAC

CITY CLERK  
GLOUCESTER, MA

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

DOMENIC J. F. RUSSO, *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | ALAN MACDONALD | JAMES M. MACHADO | DONALD R. MARQUIS | ROBERT B. McCARTHY | GREGORY R. MENNIS

## MEMORANDUM

TO: Gloucester Retirement Board  
FROM: *Joseph E. Connarton*  
Joseph E. Connarton, Executive Director  
RE: Appropriation for Fiscal Year 2014  
DATE: November 6, 2012

Required Fiscal Year 2014 Appropriation: \$7,098,838

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2014 which commences July 1, 2013.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2014 appropriation to be paid by each of the governmental units within your system.

If your System has a valuation currently in progress, you may submit a revised funding schedule to PERAC upon its completion. The current schedule is/was due to be updated by Fiscal Year 2016.

If you have any questions, please contact PERAC's Actuary, Jim Lamenzo, at (617) 666-4446 Extension 921.

JEC/jrl  
Attachments

cc: Office of the Mayor  
City Council  
c/o City Clerk

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## Gloucester Retirement Board

### Projected Appropriations

Fiscal Year 2014 - July 1, 2013 to June 30, 2014

Aggregate amount of appropriation: \$7,098,838

Fiscal Year	Estimated Cost of Benefits	Funding Schedule (Excluding ERI)	ERI	Total Appropriation	Pension Fund Allocation	Pension Reserve Fund Allocation	Transfer From PRF to PF
FY 2014	\$8,300,130	\$7,039,938	\$58,900	\$7,098,838	\$7,098,838	\$0	\$1,201,292
FY 2015	\$8,623,371	\$7,359,385	\$58,900	\$7,418,285	\$7,418,285	\$0	\$1,205,086
FY 2016	\$8,959,054	\$7,693,208	\$58,900	\$7,752,108	\$7,752,108	\$0	\$1,206,946
FY 2017	\$9,307,659	\$8,042,053	\$58,900	\$8,100,953	\$8,100,953	\$0	\$1,206,706
FY 2018	\$9,669,682	\$8,399,246	\$58,900	\$8,458,146	\$8,458,146	\$0	\$1,211,536

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

**Gloucester Retirement Board**  
 Appropriation by Governmental Unit

Fiscal Year 2014 - July 1, 2013 to June 30, 2014

Aggregate amount of appropriation: \$7,098,838

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Gloucester	93.80%	\$6,603,462	\$48,547	\$6,652,009
Gloucester Housing Authority	6.20%	\$436,476	\$10,353	\$446,829
<b>UNIT TOTAL</b>	<b>100%</b>	<b>\$7,039,938</b>	<b>\$58,900</b>	<b>\$7,098,838</b>

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.