



GLOUCESTER CITY COUNCIL

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

Budget & Finance Committee

Thursday, May 9, 2013 – **5:30 p.m.**
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. *Memorandum from Harbormaster re: Amendment to GCO Chapter 10, Waterways Board, Sec. 10-5(e) "Fees" re: fees for the use of the Gloucester Launch*
2. *Special Budgetary Transfer Request #2013-SBT-28 from Veterans Services
Special Budgetary Transfer Request #2013-SBT-30 from Veterans Services*
3. *Special Budgetary Transfer Request #2013-SBT-29 from Police Department*
4. *Memorandum, Grant Application & Checklist from Police Chief re: Request to apply for the FY13 Bulletproof Vest Program Grant*
5. *Special Budgetary Transfer Request #2013-SBT-31 from Treasurer's Department
Special Budgetary Transfer Request #2013-SBT-32 from Treasurer's Department*
6. *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

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
Police Chief Leonard Campanello
Tony Gross/Jim Caulkett

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.



Nineteen Harbor Loop
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-281-4188

jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Carolyn Kirk
Date: April 9, 2013
Subject: Mayor's Report to Council

Mayor Kirk,

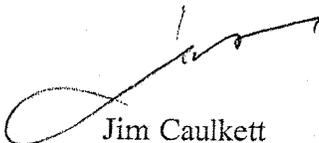
Will you forward in your next Report to Council the following recommended fee for the use of the launch to be added to Gloucester City Ordinance Chapter 10, Waterways Board, Section 10-51 (e) Fees

"Fees for the use of the Gloucester Launch shall be Three Dollars (\$3.00) per person per trip, with children 12 years of age or younger free."

This recommendation was voted unanimously by the Waterways Board at the regular scheduled meeting of March 20, 2013

If you have any questions please feel free to contact me.

Sincerely,



Jim Caulkett

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

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

TRANSFER # 2013-SBT- 28 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ Veterans

DATE: 4/8/2013 BALANCE IN ACCOUNT: \$ _____ 11,926.28

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
101000.10.543.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*

Veterans Services, Sal/Wages Perm Positions
Account Description

DETAILED EXPLANATION OF SURPLUS: Lag funds due to hiring VSO at a lower pay than was budgeted.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*

(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.543.57710.0000.00.000.00.057
Veterans Services, Other Benefits
Account Description

DETAILED ANALYSIS OF NEED(S): Additional funds needed to provide for other benefits to qualifying Veterans of the City of Gloucester. Additional case load than was budgeted for in FY13.

TOTAL TRANSFER AMOUNT: \$ 11,700.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 226.28
 TO ACCOUNT: \$ 11,772.78

APPROVALS:
 DEPT. HEAD: *Jeff V. Payne for RB* DATE: 4-8-13
 ADMINISTRATION: *Ann H. Jirik* DATE: 4/16/13
 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
 ___X___ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2013-SBT- 30 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Veterans

DATE: 4/16/2013 BALANCE IN ACCOUNT: \$ 11,926.28

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.543.51100.0000.00.000.00.051
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #

Veterans Services, Sal/Wages Perm Positions
Account Description

DETAILED EXPLANATION OF SURPLUS: Lag funds from hiring VSO at less than budgeted amount.

(TO) PERSONAL SERVICES ACCOUNT # _____
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #

Veterans Services, Other Benefits
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed due to increased case load.

TOTAL TRANSFER AMOUNT: \$ 11,500.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 426.28

TO ACCOUNT: \$ 11,572.78

APPROVALS:

DEPT. HEAD: *J. Towne* DATE: 4-16-13

ADMINISTRATION: *[Signature]* DATE: 4/16/13

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 # 2013-SBT- 29 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police Department

DATE: 3/20/2013 BALANCE IN ACCOUNT: \$ 51,828.79

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.211.51100.0000.00.000.00.051
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # Police-Uniform, Sal/Wage-Perm Pos
Unifund Account #
Account Description

DETAILED EXPLANATION OF SURPLUS: Account with surplus from E911 Support Grant which pays regular salary for E911 operators

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.212.51100.0000.00.000.00.051
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT # Police-Investigation, Sal/Wage-Perm Pos
Unifund Account #
Account Description

DETAILED ANALYSIS OF NEED(S): Account in deficit due to Lt. Fitzgerald transferring dept. from uniform to investigation

TOTAL TRANSFER AMOUNT: \$ 2,646.80 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 49,181.99
 TO ACCOUNT: \$ -

APPROVALS: [Signature]
 DEPT. HEAD: [Signature] DATE: 3-19-13
 ADMINISTRATION: [Signature] DATE: 4/16/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



GLOUCESTER POLICE DEPARTMENT
Office of the Chief of Police
197 Main Street
Gloucester, MA 01930

Chief Leonard Campanello
(978)281-9775

Memorandum

April 16, 2013

To: Mayor Carolyn Kirk

From: Leonard Campanello

RE: FY13 Bulletproof Vest Program Grant

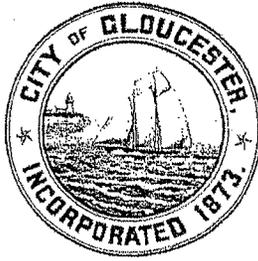
Mayor,

We are requesting the City Council give the police department approval to apply for the FY13 Bulletproof Vest Program Grant. This is an annual grant that is used to replace older vests or supply new hires with vests. This year we are able to apply for fourteen (14) vests. This grant has no match so there is no cost to the City.

I respectfully ask this be brought forward to the council through your office.

Sincerely,

Leonard Campanello
Chief of Police



City of Gloucester
Grant Application and Check List

Granting Authority: State Federal Other _____

Name of Grant: FY13 Bulletproof Vest Program

Department Applying for Grant: Police

Agency-Federal or State application is requested from: USDOJ & EOPSS

Object of the application: Provide 14 Vests for Officers

Any match requirements: 0 \$6,265 State \$6,265 Federal > \$12,530 Total

Mayor's approval to proceed: *[Signature]* 4/16/13
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

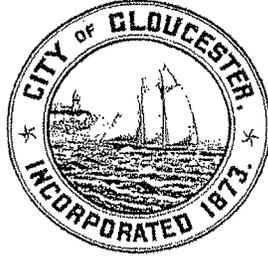
City Clerk's Certification of Vote to City Auditor: _____
Certification Date

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

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

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

FORM: AUDIT GRANT CHECKLIST - V.1



**City of Gloucester
Grant Application and Check List (Continued)**

The following are documents needed by the Auditing Office for grant account creation:

1. Grant Application
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Police

ACCOUNT NAME: FY13 Bulletproof Vest Program

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

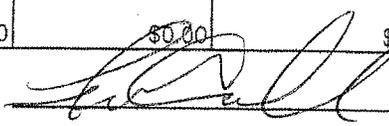
CFDA # (Required for Federal Grants): 16.607

DATE PREPARED: 4/16/2013

APPROVED
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4 _____)				
	\$12,530			\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5 _____)				
				\$0.00
	\$12,530			\$0.00
				\$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:	\$12,530	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE



DATE ENTERED (AUDIT)

AUDITING DEPARTMENT INITIALS

**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 # 2013-SBT- 31 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer's _____

DATE: 4/16/2013 BALANCE IN ACCOUNT: \$ 86,564.64

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*

 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.145.59150.0000.00.000.00.059
Treas/Collector, Debt Service, LT Interest
Account Description

DETAILED EXPLANATION OF SURPLUS: Short-term debt not converted to long-term therefore excess funds are available.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*

 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.543.57710.0000.00.000.00.057
Veterans Services, Other Benefits
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed due to increased case load.

TOTAL TRANSFER AMOUNT: \$ 20,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 66,564.64
 TO ACCOUNT: \$ 31,572.78

APPROVALS:

DEPT. HEAD: _____ DATE: 4-16-13
 ADMINISTRATION: _____ DATE: 4/16/13
 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 # 2013-SBT- 32 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer's

DATE: 4/16/2013 BALANCE IN ACCOUNT: \$ 3,449.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.900.52000.0000.00.000.00.052
Special Reserve, Contractual Services
Account Description

DETAILED EXPLANATION OF SURPLUS: City Council reserve funds not appropriated yet.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.543.57710.0000.00.000.00.057
Veterans Services, Other Benefits
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed due to increased case load.

TOTAL TRANSFER AMOUNT: \$ 3,449.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ _____
 TO ACCOUNT: \$ 35,021.78

APPROVALS:

DEPT. HEAD: *J. J. Towne* DATE: 4-16-13
 ADMINISTRATION: *Carla Pike* DATE: 4/16/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____