



GLOUCESTER CITY COUNCIL

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

Budget & Finance Committee

Thursday, June 6, 2013 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. ***Referral by P&D Committee re: Review of Financial Implications of CC2013-017 (Verga) Amend GCO Chapter 21, Article IV (Repair of Private Ways) Sections 21-81 through 21-85 To add specific standards on what the City should require for the level of design, amount of work, and allocation of funds for permanent repairs to private ways (Cont'd from 04/18/13)***
2. ***Memorandum from Mayor re: Commercial Street/Fort Square Infrastructure Plan***
3. ***Memorandum from CFO re: Transfer of unexpended bond proceeds & Supplemental Appropriation-Budgetary Transfer Requests: 2013-SA-130, 2013-SA-131, 2013-SA-132 and 2013-SA-133***
4. ***Memorandum from CFO re: Loan Order Authorization for the FY13/FY14 capital projects that are being Proposed to City Council for appropriation in the amount of \$2,475,000***
5. ***Special Budgetary Transfer Request (2013-SBT-40) from CFO***
6. ***Supplemental Appropriation-Budgetary Transfer Request (2013-SA-134) to provide funds for crosswalk, stop Bar, Handicapped parking space painting***
7. ***Memorandum from DPW Director re: Council approval to pay an invoice to All Seasons Septic System Services which exceeded the limit of the purchase order as well as exceeding the limit allowed under procurement guidelines***
8. ***Memorandum, Grant Application & Checklist from Public Health Director re: Council acceptance of a grant award in the amount of \$4,000 from the National Association of County & City Healthy Officials (NACCHO)***
9. ***Memorandum from Fire Chief re: Council approval to pay an invoice to Easton Electronics in the amount of \$5,000 with a purchase order carried over from the previous fiscal year***
10. ***Supplemental Appropriation-Budgetary Transfer Request (2013-SA-126) from City Council***
11. ***Special Budgetary Transfer Request (2013-SBT-39) from Tourism***
12. ***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
Mike Hale
Noreen Burke
Fire Chief Eric Smith

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.



**CITY OF GLOUCESTER 2013
CITY COUNCIL ORDER**

ORDER: CC#2013-017
COUNCILLOR: Greg Verga

DATE RECEIVED BY COUNCIL: 03/26/13
REFERRED TO: O&A & P&D
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances, Chapter 21 "Streets, Sidewalks, and Other Public Places", Article IV "Repair of Private Ways", sections 21-81 through 21-85 as amended April 10, 2012, be **AMENDED** to **ADD** specific standards on what the City should require for the level of design, the amount of work, and the allocation of funds for permanent repairs to private streets; and further

ORDERED that this matter shall be referred to the Ordinances and Administration Standing Committee and the Planning and Development Standing Committee for review and recommendation.

Greg Verga
Ward 5 Councillor

Sec. 21-81. - Type and extent of work.

- (a) Permanent construction or repair shall include, but not be limited to, the construction, resurfacing and reconstruction of private ways. Permanent construction or repair may include the installation and construction of drainage systems in those instances in which the city council, with advisory reports from the director of public works or city engineer, has determined that a drainage system is necessary. Petitioners should discuss proposals with director of public works and city engineer for guidance.
- (b) Temporary construction or repair shall include the filling of holes in the subsurface of private ways and repairs to the surface materials, but shall not include the resurfacing thereof. Oiling and tarring of private ways by the city shall not be permitted.

(Ord. of 11-18-1980, § 2)

Cross reference— Definitions and rules of construction generally, § 1-2.

Sec. 21-82. - Permanent or temporary construction or repair, when available.

- (a) Permanent construction or repair may be performed by the city upon approval of the city council in accordance with the procedures set forth in section 21-84
- (b) Temporary construction or repair may be performed by the city upon a determination by the director of public works that the condition of a way adversely affects the safety of the inhabitants and that construction or repair of a permanent nature is unnecessary to cure the condition, or upon determination that the condition of the way constitutes an emergency which requires the immediate performance of construction or repair in order to protect the health or safety of the inhabitants of the city.

(Ord. of 11-18-1980, § 3)

Sec. 21-83. - Funding for approved construction or repair.

- (a) Fifty percent of the total cost of performance of approved permanent construction and repair work, including the cost of plans or specifications developed subsequent to city council approval, but excluding the cost of preliminary plans developed prior to city council approval, shall be paid by the city from funds appropriated to a separate account in the yearly city budget or from the capital improvement program, except that the city in no case shall be obligated to pay any portion of any costs in excess of 110 percent of the estimated costs to the city as represented in the petition and plans approved by the city council pursuant to section 21-84 herein; the remaining 50 percent of the total cost as described in this subsection shall be paid by the abutting owners, the amount to be so paid to be divided by the number of abutting parcels and assessed to the owners thereof.
- (b) In the case of temporary repairs, the city shall be obligated to pay 100 percent of the total cost.
- (c) In any case involving construction or repairs costing less than \$4,000.00, the city may satisfy its financial obligation under subsections (a) and (b) of this section through the provision of either in-kind services or cash payment of the amount established pursuant to this section. In-kind services may be performed by the department of public works if, in the judgment of its director, the department has the existing capability to render such performance. Where the cost of construction or repair exceeds \$4,000.00, the work shall be awarded to private contractors by means of the applicable bidding procedures.

- (d) The city shall not require that abutting owners pay a cash deposit as a prerequisite to the performance of approved work. However, betterments shall be assessed and collected for such work in accordance with the provisions of M.G.L. c. 80, § 1 et seq. and other applicable laws.

(Ord. of 11-18-1980, § 4)

Sec. 21-84. - Procedural prerequisites for permanent construction or repair.

- (a) Any performance of permanent construction or repair as set forth in this article must be authorized by a majority vote of the city council. No such authorization shall be granted unless the requirements of subsection (b) through (i) of this section have been satisfied.
- (b) A petition, signed by no less than 51 percent of the abutting owners of the portion of the private way subject to the proposed construction or repair, must be submitted to the city council. Such petition must conform to the requirements of subsections (c) through (f) of this section.
- (c) Petitioners shall use only official petition forms, available from the city clerk's office upon request.
- (d) The original petition shall be submitted to the city clerk. The city clerk shall file a copy of the petition with the mayor's office and with the director of public works. Prior to the filing of any petition, prospective petitioners shall be encouraged to contact the city engineer and/or the director of public works to discuss the proposal informally for the purpose of receiving guidance and relevant information.
- (e) All petitions submitted to the city council for consideration must be accompanied by a set of preliminary engineering plans prepared and signed by a registered engineer qualified in the field. Such plans must be of sufficient detail to indicate the nature and extent of the work requested and the quantity and type of materials necessary. Such plans must also indicate an estimated cost of the requested construction or repair. In no event shall the cost of any such preliminary plans be included in the project costs to be shared by the city and the abutting owners. All petitions submitted to the council also must plainly indicate that a meeting of the abutting owners has been held and votes recorded as provided in section 21-85.
- (f) After the filing of the petition as described in subsection (d) of this section, the city engineer or director of public works shall be consulted by the petitioners for purposes of preliminary review and comment upon the petition and plans prior to the forwarding of said materials to the city council. Such review may include a recommendation that the petition be withdrawn by the petitioners or rejected by the city council as an insufficient or inappropriate solution to the problem presented.
- (g) Within 30 days after the filing date of the petition, the mayor and the director of public works shall review the petition and shall submit to the city council their recommendations concerning the necessity and feasibility of the project, the appropriate priority to be assigned to the project, and the availability of funding. Failure to submit the required reports shall be deemed to signify approval of the proposed work.
- (h) The city council must hold a public hearing upon the petition within 60 calendar days of filing thereof, except that in a particular case the council by two-thirds vote thereof may extend the deadline for hearing by a maximum of 30 days. Review of the petition by the city council shall include a determination whether the construction or repair is required by public convenience and necessity.
- (i) Approval of a petition shall require a majority vote of the city council. Notice of the council's decision shall be posted and a copy thereof shall be mailed to all abutting owners.

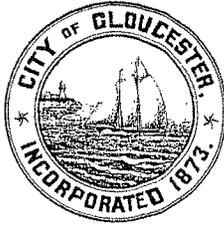
(Ord. of 11-18-1980, § 5)

Sec. 21-85. - Meeting and vote by abutting owners.

- (a) Prior to submitting any petition under this article, a meeting of all abutting owners must be held, after notice, and a vote recorded to perform and pay for certain repairs to the private way in question. The meeting shall be called by any two or more abutting owners. Notice of the meeting, stating the date, time and location thereof, shall be given at least seven days in advance by posting the notice in the city clerk's office and by mailing the notice to all abutting owners by registered mail, return receipt requested. Submission of such receipts shall be deemed sufficient evidence that notice has been given to abutting owners.
- (b) At the meeting of abutting owners as required by subsection (a) of this section, separate votes shall be taken and recorded to determine whether certain repairs are to be sought and whether such repairs shall be paid for pursuant to the terms of this article. A majority of the abutting owners attending the meeting must vote in favor of both issues in order to qualify for construction or repair under this article.

(Ord. of 11-18-1980, § 6)

City Hall
Nine Dale Ave
Gloucester, MA 01930



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ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn A. Kirk
RE: Commercial St. / Fort Square Infrastructure Financing Plan
DT: May 21, 2013

Councilors,

On March 26, 2013 the Administration submitted for City Council review and approval loan authorization requests and free cash appropriation requests from the water and sewer enterprise accounts for infrastructure improvements in the Commercial Street/Fort Square area. At this time, we respectfully withdraw these requests.

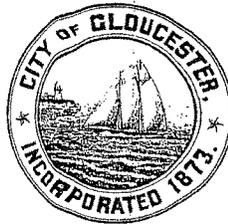
The original estimate for the infrastructure improvements was for approximately \$5 million. Upon closer examination and with the completion of the design and engineering phase, the estimate exceeds \$7.5 million. The financing plan put forward by the Administration totaled \$7.5 million, and there are two significant sources of funding critical to the overall financing package: a) a \$1.4 million grant from Beauport LLC, and b) a \$3 million MassWorks grant. Both of these funding sources are in jeopardy due to appeals on the Beauport LLC project, and the Administration believes that the prudent course of action is to indefinitely postpone the infrastructure work until all appeals have been resolved.

It is important to note that the MassWorks grant is an infrastructure grant that is dependent on the new jobs and expanded economic development that would arise as a result of the Beauport Hotel and the infrastructure necessary to support it. It is not an infrastructure grant for the sake of infrastructure.

It goes without saying that if the Beauport Hotel is not built then the \$1.4million grant from the developer is not realized.

Under these circumstances of a higher than anticipated estimated cost and \$4.4 million in uncertain funding, the Administration is forced to reconsider its options on the Commercial Street / Fort Square infrastructure project.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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jtowne@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE CHIEF FINANCE OFFICER

MEMORANDUM

To: Mayor Kirk
From: Jeffrey C. Towne, CFO 
Date: May 20, 2013
Re: Transfer of unexpended bond proceeds

The Ralph B. O'Maley Middle School's HVAC system is in dire need of repair and/or replacement. DPW Director Michael Hale has requested that this item be moved to the top of the capital projects list and that funding be secured as soon as possible as summer is fast approaching.

I strongly recommend that the following unexpended bond proceeds be transferred to a capital project fund for the purpose of making improvements to the HVAC system at the Ralph B. O'Maley Middle School:

Project Description	Unexpended balance
CIP05 School Computer Hardware	\$1,076.33
CIP05 Upgrade Fire Alarms	\$27,420.00
CIP05 HS Elevator Repairs	\$2,147.82
CIP05 School Replace Fire Doors	\$1,551.56
CIP07-05(c) Purch/Install Fire Alarms	\$2,687.21
CIP08 GHS Energy Management	\$26,700.00
CIP04 Bennett Street	\$38,973.54
Total	\$100,556.46

Attached please find the appropriate transfer forms. Please refer this matter to the City Council for referral to the Budget & Finance Committee. Thank you.

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

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

APPROPRIATION # 2013-SA- 127 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 1,076.33

Account to appropriate from: Unfund Account # 300013.10.000.35900.0000.00.000.00.000
Account Description School Computer Hardware - Undesignated FB

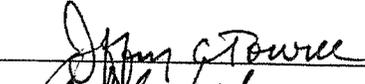
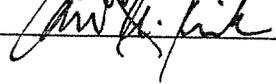
Balance Before Appropriation	\$	<u>1,076.33</u>
Balance After Appropriation	\$	<u>-</u>

Account Receiving Appropriation: Unfund Account # 300088.10.993.49700.0000.00.000.00.040
Account Description Transfers In - From Capital Project Fund

Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>1,076.33</u>

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD:	<u></u>	DATE: <u>5-20-13</u>
ADMINISTRATION:	<u></u>	DATE: <u>5/21/13</u>
BUDGET & FINANCE:	_____	DATE: _____
CITY COUNCIL:	_____	DATE: _____

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

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

APPROPRIATION # 2013-SA- 128 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 27,420.00

Account to appropriate from:

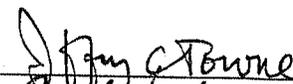
	<i>Unfund Account #</i>	<u>300014.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>Upgrade Fire Alarms - Undesignated FB</u>
Balance Before Appropriation	\$	<u>27,420.00</u>
Balance After Appropriation	\$	<u>-</u>

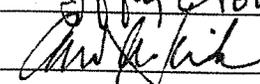
Account Receiving Appropriation:

	<i>Unfund Account #</i>	<u>300088.10.993.49700.0000.00.000.00.040</u>
	<i>Account Description</i>	<u>Transfers In - From Capital Project Fund</u>
Balance Before Appropriation	\$	<u>1,076.33</u>
Balance After Appropriation	\$	<u>28,496.33</u>

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD:  DATE: 5-20-13

ADMINISTRATION:  DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

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

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

APPROPRIATION # 2013-SA- 129 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 2,147.82

Account to appropriate from:

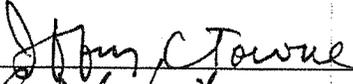
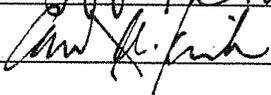
Unfund Account #	<u>300015.10.000.35900.0000.00.000.00.000</u>
Account Description	<u>HS Elevator Repairs - Undesignated FB</u>
Balance Before Appropriation	\$ <u>2,147.82</u>
Balance After Appropriation	\$ <u>-</u>

Account Receiving Appropriation:

Unfund Account #	<u>300088.10.993.49700.0000.00.000.00.040</u>
Account Description	<u>Transfers In - From Capital Project Fund</u>
Balance Before Appropriation	\$ <u>28,496.33</u>
Balance After Appropriation	\$ <u>30,644.15</u>

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD:	<u></u>	DATE: <u>5-20-13</u>
ADMINISTRATION:	<u></u>	DATE: <u>5/21/13</u>
BUDGET & FINANCE:	_____	DATE: _____
CITY COUNCIL:	_____	DATE: _____

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

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

APPROPRIATION # 2013-SA- 130 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 1,551.56

Account to appropriate from: *Unifund Account #* 300016.10.000.35900.0000.00.000.00.000
Account Description School Replace Fire Doors - Undesignated FB
 Balance Before Appropriation \$ 1,551.56
 Balance After Appropriation \$ -

Account Receiving Appropriation: *Unifund Account #* 300088.10.993.49700.0000.00.000.00.040
Account Description Transfers In - From Capital Project Fund
 Balance Before Appropriation \$ 30,644.15
 Balance After Appropriation \$ 32,195.71

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD: *Jeffery C. Bourne* DATE: 5-20-13

ADMINISTRATION: *Chris Hill* DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

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

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

APPROPRIATION # 2013-SA- 131 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 2,687.21

Account to appropriate from:

<i>Unifund Account #</i>	<u>300060.10.000.35900.0000.00.000.00.000</u>
<i>Account Description</i>	<u>Purch/Install Fire Alarms - Undesignated FB</u>
Balance Before Appropriation	\$ <u>2,687.21</u>
Balance After Appropriation	\$ <u>-</u>

Account Receiving Appropriation:

<i>Unifund Account #</i>	<u>300088.10.993.49700.0000.00.000.00.040</u>
<i>Account Description</i>	<u>Transfers In - From Capital Project Fund</u>
Balance Before Appropriation	\$ <u>32,195.71</u>
Balance After Appropriation	\$ <u>34,882.92</u>

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD: *John Crowe* DATE: 5-20-13

ADMINISTRATION: *Carly* DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

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

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

APPROPRIATION # 2013-SA- 132 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 26,700.00

Account to appropriate from:	<i>Unfund Account #</i>	<u>300064.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>GHS Energy Management - Undesignated FB</u>
Balance Before Appropriation	\$	<u>26,700.00</u>
Balance After Appropriation	\$	<u>-</u>

Account Receiving Appropriation:	<i>Unfund Account #</i>	<u>300088.10.993.49700.0000.00.000.00.040</u>
	<i>Account Description</i>	<u>Transfers In - From Capital Project Fund</u>
Balance Before Appropriation	\$	<u>34,882.92</u>
Balance After Appropriation	\$	<u>61,582.92</u>

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD: *Jeffrey C. Bourne* DATE: 5-20-13

ADMINISTRATION: *Andrew H. Fitch* DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

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

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

APPROPRIATION # 2013-SA- 133 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

APPROPRIATION AMOUNT: \$ 38,973.54

Account to appropriate from: *Unfund Account #* 300020.10.000.35900.0000.00.000.00.000
Account Description Bennett Street - Undesignated FB

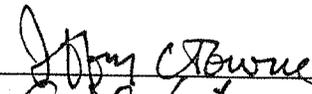
Balance Before Appropriation	\$	<u>38,973.54</u>
Balance After Appropriation	\$	<u>-</u>

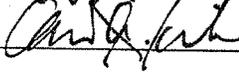
Account Receiving Appropriation: *Unfund Account #* 300088.10.993.49700.0000.00.000.00.040
Account Description Transfers In - From Capital Project Fund

Balance Before Appropriation	\$	<u>61,582.92</u>
Balance After Appropriation	\$	<u>100,556.46</u>

DETAILED ANALYSIS OF NEED(S): To fund improvement costs for the O'Maley Middle School HVAC system.

APPROVALS:

DEPT. HEAD:  DATE: 5-20-13

ADMINISTRATION:  DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-282-4113
jtowne@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE CHIEF FINANCE OFFICER

MEMORANDUM

To: Mayor Kirk
From: Jeffrey C. Towne, CFO *JCT*
Date: May 21, 2013
Re: Loan Order Authorization

Per your request please find the loan order authorization language for the FY13/FY14 capital projects that are being proposed to City Council for appropriation:

Ordered: that \$2,475,000 is appropriated for the following purposes in the following amounts:

<u>Amount</u>	<u>Purpose</u>
\$1,000,000	DPW building addition
\$500,000	Financial software purchase/installation
\$350,000	Salt shed
\$250,000	City Hall boiler replacement
\$240,000	Street sweeper
\$135,000	Repairs to fire stations

including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$2,475,000 under Chapter 44 of the Massachusetts General Laws or any other enabling legislation; that the Mayor and any other appropriate City official is authorized to contract for and expend any federal, state or private aid available for the project; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

Page 2 of 2

The principal and interest costs for the debt associated with these capital items will, once permanently financed, be almost identical to existing general fund debt coming offline. This was a fundamental concept associated with the FY13-FY17 Capital Improvement Plan.

The DPW building addition will accommodate City DPW Staff, materials, equipment and supplies that are presently located at the Fuller School Building. This new building addition will be located at the DPW Complex on Poplar Street.

For further information related to each project please see the Capital Improvements Plan 2013-2017. Please refer this matter to the City Council for referral to the Budget & Finance Committee for review. Thank you.

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

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

TRANSFER # 2013-SBT- 40 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ CFO

DATE: 5/21/2013 BALANCE IN ACCOUNT: \$ 767,421.89

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
101000.10.152.51750.0000.00.000.00.051

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

Personnel Department - Health Insurance
Account Description

DETAILED EXPLANATION OF SURPLUS: Personnel changes to coverage and hiring has created a small amount of lag in this line item.

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

(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.220.55810.0000.00.000.00.054

Fire Department - Work/Safety Clothes
Account Description

DETAILED ANALYSIS OF NEED(S): To purchase gear and dress uniforms for three new hires.

TOTAL TRANSFER AMOUNT: \$ 13,500.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 753,921.89
 TO ACCOUNT: \$ 17,984.00

APPROVALS:

DEPT. HEAD: *[Signature]* DATE: 5-21-13

ADMINISTRATION: *[Signature]* DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

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

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



APPROPRIATION # 2013-SA- 134 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Mayor

APPROPRIATION AMOUNT: \$ 50,000.00

Account to appropriate from:

Unfund Account # 101000.10.000.35900.0000.00.000.00.000

Account Description General Fund - Fund Balance (Free Cash)

Balance Before Appropriation \$ 1,352,701.00

Balance After Appropriation \$ 1,302,701.00

Account Receiving Appropriation:

Unfund Account # 101000.10.470.52000.0000.00.000.00.052

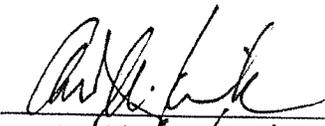
Account Description DPW Public Property Maintenance - Contractual Services

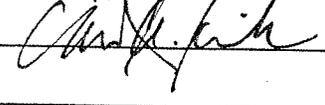
Balance Before Appropriation \$ 83,876.27

Balance After Appropriation \$ 133,876.27

DETAILED ANALYSIS OF NEED(S): To provide funds to contract for crosswalk, stop bar, handicap parking space painting.

APPROVALS:

DEPT. HEAD:  DATE: 5/21/13

ADMINISTRATION:  DATE: 5/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: James Duggan, Chief Administrative Officer
FROM: Michael B. Hale, DPW Director *M.B.H.*
RE: Invoice From All Seasons Septic System Services
DATE: May 9, 2013

As per the attached memo, I am requesting that the invoice from All Seasons Septic System Services be sent to the City Council for approval to pay.

Thank you for your assistance.

Council: Invoice



INTEROFFICE MEMORANDUM

TO: MICHAEL B. HALE, DIRECTOR OF PUBLIC WORKS
FROM: JAY JAROSZ, UTILITIES MANAGER
SUBJECT: UNPAID INVOICE
DATE: MAY 9, 2013

JJ

Please submit the following invoice to the city council with the next Mayor's Report for the next City Council Meeting. We are unable to pay for these invoices without approval from City Council.

The following All Seasons Septic System Services invoice cannot be paid as this invoice exceeded the limit of the existing purchase order and exceeds the limit we are allowed under the procurement guidelines.

JJ

DPW Sewer – Drain Cleaning Acct. # 600000.10.440.53930.0000.00.000.00.052

All Seasons Septic System Services \$3,150.00

All Seasons Septic System Services

22 Reservoir Rd
Gloucester, MA 01930
978-265-2297
978-281-0881

INVOICE

Date 4/19/2013
Invoice # 2412

Bill To

City of Gloucester
28 Poplar St
Gloucester, MA 01930

Job Location

Cardillo Job
Blyman Ave
Gloucester Ma

P.O. #
Terms Due on receipt

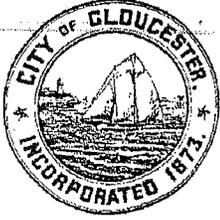
Job Date 4/19/2013
Due Date 4/19/2013
Other

Item	Description	Qty	Price	Amount
Vacuum Pump Truck	8 hours x 225.00 per hour	8	225.00	1,800.00
Vacuum Pump Truck	4 hours O.T. x 337.50 per hour	4	337.50	1,350.00

All accts. due & payable upon receipt. Service charge of 1 1/2% for every 30 days past due.

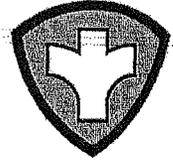
All Seasons Septic System Services
allseasonsseptic@verizon.net

Subtotal \$3,150.00
Sales Tax (6.25%) \$0.00
Total \$3,150.00
Payments/Credits \$0.00
Balance Due \$3,150.00



CITY OF GLOUCESTER

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



Public Health
Prevent. Promote. Protect.

MEMO

To: MAYOR CAROLYN A. KIRK & CITY COUNCIL PRESIDENT
From: NOREEN BURKE, PUBLIC HEALTH DIRECTOR
Date: May 10, 2013
Subject: ACCEPTANCE OF NACCHO GRANT

Dear Mayor Kirk & City Council President,

The Gloucester Health Department is happy to offer for review and City Council acceptance, a grant application and award of \$4,000 from the National Association of County and City Health Officials (NACCHO).

The purpose of the grant is to provide funding that expands the capacity of the North Shore Medical Reserve Corps (MRC) volunteers. MRC volunteers are regional medical and non-medical professionals who could be called upon in the event of a public health emergency, such as a pandemic, or to support local and regional vaccine clinics during the winter flu season. The Gloucester Health Department is the host agency for the North Shore Emergency Preparedness Coalition, which oversees the activities of the MRC volunteers in our area. Specifically, NACCHO funds are used to help pay for the MRC Coordinator and provide training for the North Shore/Cape Ann MRC volunteer program.

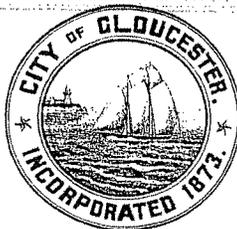
Please feel free to contact me if you have any further questions.

Respectfully,

Noreen Burke

NOREEN BURKE
HEALTH DIRECTOR

Enc. GRANT COPY
Cc: File



City of Gloucester
Grant Application and Check List

Granting Authority: State ___ Federal X Other _____

Name of Grant: Medical Reserve Corps Capacity Building Award- Non-Competitive

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: National Association of County and City Health Officials (NACCHO)

Object of the application: Building the MRC capacity to respond during public health emergency throughout North Shore/Cape Ann.

Any match requirements: No

Mayor's approval to proceed: [Signature] 5/21/13
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

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
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.

2012-2013 MRC Capacity Building Awards- NON-COMPETITIVE

Application Name: 2012-2013 MRC Capacity Building Awards- NON-COMPETITIVE
: North Shore-Cape Ann Emergency Preparedness Coalition MRC

Applicant Name: Mrs. Jade R. Langley

*****This CBA Application is for the Non-Competitive Award*****

To start the application, please read the instructions below and scroll to the bottom and press "Continue."

Please be reminded:

- You may be required to provide proof via electronic copy for all your responses.
- An application does not guarantee funding.
- Please ensure that you answer all question(s) in the application.

Request for Applications

2012-2013 Capacity Building Awards (CBA)

For FY2012-13, the Office of the Surgeon General (OSG), Division of the Civilian Volunteer Medical Reserve Corps (DCVMRC), in collaboration with the National Association of County and City Health Officials (NACCHO), will conduct a two-tiered Capacity-Building Award (CBA) process for MRC units, to include a Non-Competitive Award and a Competitive Award. MRC units may apply for one or both awards. There are two applications, one application for each award type. *This application is for the Non-Competitive CBA.*

Applications must be completed online at the NACCHO website (www.naccho.org) between August 27, 2012 and September 28, 2012 at 5:00 pm EDT.

Application and preliminary budget must be submitted electronically.

Non-Competitive Award

A Non-Competitive Award is available to all MRC units that meet basic eligibility and application requirements. This award is designed to provide

funding for all eligible MRC units to enhance their unit capacity. Individual award amounts per unit will be based on the total number of eligible applicants. Preliminary budgets should be submitted for an amount between \$2,500 and \$5,000.

Non-Competitive Awards may be used for the following:

- Administrative costs and fees (including Unit Coordinator or Director salaries and benefits)
- Professional service fees (trainers/instructors, investigative services, consultants)
- Facilities, rentals and Audio/Visual (A/V) fees
- Uniforms, equipment and resources/sundry (e.g., "go-kits," computer equipment, durable supplies, etc.)
- Training and exercises
- Travel/Transportation services
- Awards, recruitment and marketing (e.g., air time for public service announcements (PSAs), promotional videos, newspaper advertisements, etc.)

Proposals for Non-Competitive Awards must include a preliminary budget using the provided NACCHO budget Excel form.

CBA funding may not be used to purchase promotional items or food and beverages.

Eligibility Requirements

Minimum eligibility requirements for the Non-Competitive include:

1. MRC units applying for a FY2012-13 CBA must be registered with the DCVMRC by August 27, 2012. Likewise, prospective MRC units in the process of registering must have applied for MRC registration by August 27, 2012 in order to be eligible for a CBA.
 - A prospective MRC unit is considered to be in the registration process after it has completed and submitted the online MRC registration form found on the MRC website (<http://medicalreservecorps.gov/leaderFldr/HowToStartAnMRC>).
 - A prospective MRC unit which has applied for a CBA will not be awarded CBA funding until it is an approved and registered MRC unit.
2. Applicants must have fully updated their unit profiles on the MRC website (www.medicalreservecorps.gov) between July 1 and September

28, 2012.

- A fully updated unit profile is one in which all questions have been answered or updated (particularly unit leader contact information, numbers of volunteers, and activity reports, if applicable). DCVMRC strongly encourages units to update their unit profiles with any previously unreported activities for the Federal fiscal year, as well as new activities.
 - All information on the unit profile must be current as of September 28, 2012.
3. MRC units in existence for more than six months must have scheduled and/or participated in a Technical Assistance (TA) Assessment, if requested by the MRC Regional Coordinator.
 4. Applicants must be eligible to receive federal funds through their housing/sponsoring agency or be a 501(c)(3) non-profit organization.

Evaluation and Scoring

Applications for the Non-Competitive Award will not be scored per se; however, applicants must meet the basic eligibility requirements in order to be considered for an award.

Important Reminders

1. MRC units may apply for the Non-Competitive Award, the Competitive Award, or both.
2. Applications must be completed online at the NACCHO website (www.naccho.org) between August 27, 2012 and September 28, 2012 at 5:00 pm EDT.
3. Detailed guidance on the CBA application process is available on NACCHO's website at <http://www.naccho.org/topics/emergency/MRC/CapacityBuildingAwards.cfm>.
4. Awardees will, upon receipt of Notice of Award, submit a final budget along with two signed copies of the contract and Certification of Non-Debarment or Suspension.
5. CBA funding received through the Non-Competitive Award should be spent according to the budget submitted with the awardees' application. Any changes to the budget must be reviewed by NACCHO to ensure it meets the scope, nature and intent of the program. All inquiries and changes should be sent to mrc@naccho.org.
6. Although there is no deadline for spending the CBA funds, you should make every effort to spend the funds annually on the work specified in

your application or modification proposal(s). You should not expect to carry funds over from year to year.

Application Technical Assistance Conference Calls:

There will be three Technical Assistance conference calls for MRC unit leaders to answer questions about the application.

Technical Assistance Conference Calls times are:

Tuesday, September 4, 2012	12:30 PM- 1:30 PM EDT
Thursday, September 13, 2012	12:30 PM- 1:30 PM EDT
Thursday, September 20, 2012	1:00 PM- 2:00 PM EDT

Call-in Number: (866) 740-1260 | Participant code: 5594317

If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org. When emailing, please include your name, full MRC unit name and unit number, state and your question. Please be as specific as possible, as this will help NACCHO staff better answer your questions.

1. Terms and Conditions

By applying for a 2012-13 CBA, applicant agrees to the following terms and conditions:

- **Continue to fully update their MRC unit profile on the MRC website quarterly in alignment with the Federal fiscal calendar (Q1: October 1- December 31, Q2: January 1- March 31, Q3: April 1- June 30, Q4: July 1- September 30).**
- **Participate in a Technical Assistance (TA) Assessment, when requested to do so by a MRC Regional Coordinator.**
- **Use funds only for MRC-related activities that assist in the development of the unit's capacity and sustainability and/or promote community resilience.**
- **Upon receipt of Notice of Award, submit a final budget along with two signed copies of the contract and Certificate of Non-Debarment or Suspension.**
- **Ensure CBA funding *is not used* to purchase promotional items or food and beverages.**
- **Participate in any forthcoming MRC network evaluation projects**

(i.e., National Profile of the MRC, CBA utilization/impact review).

Please select your response from the dropdown menu below.

1. Agree

2. Administrative Information

1. Applicant's Name

a. First Name

Karin

b. Last Name

Carroll

2. Applicant's E-mail Address

kcarroll@gloucester-ma.gov

3. MRC Unit Name

North Shore Cape Ann Emergency Preparedness Coalition MRC

4. MRC Unit Number

(this number is listed in parentheses after the MRC unit name at the top of the MRC unit profile)

482

5. Legal Name of Housing/Sponsoring Organization

(Note: Legal name must match exact spelling on tax forms)

City of Gloucester Health Department

6. Housing/Sponsoring Organization Employer Identification Number (EIN)

(the nine digit number on the housing/sponsoring agency's tax forms)

046001390

7. Housing/Sponsoring Organization Full Address

a. Street Name and Number

3 Pond Road

b. City

Gloucester

c. State

MA

d. Zip code

01930

8. Authorized Signatory for Organization

(Note: The Authorized Signatory is identified as the individual authorized to sign contracts on behalf of the housing/sponsoring organization or 501(c)(3) non-profit)

Carolyn A. Kirk

a. Authorized Signatory Title

Mayor- City of Gloucester

b. Authorized Signatory Phone

978-281-9700

c. Authorized Signatory Fax

978-281-9738

d. Authorized Signatory E-mail

Ckirk@gloucester-ma.gov

e. Authorized Signatory Address (if different from housing/sponsoring organization address)

Gloucester City Hall, 9 Dale Ave., Gloucester MA

3. Project Information

The preliminary budget template, along with guidance documents and a line item budget sample can be found on the NACCHO CBA website at <http://www.naccho.org/topics/emergency/MRC/CapacityBuildingAwards.cfm>

1. Indicate how you plan to use the Non-Competitive Capacity Building Award to develop your MRC unit and/or enhance its capacity (check all that apply):

Administrative Costs and Fees (including Unit Coordinator or Director salaries and benefits)

Awards, Recruitment and Marketing (e.g., air time for PSAs, newspaper advertisements, etc.)

Uniforms, Equipment Resources/Sundry (e.g., "go-kits", computer equipment, durable supplies, etc.)

2. Upload your preliminary line item budget for an amount between \$2,500 and \$5,000, using the provided NACCHO budget form.

Save the file in Excel (.xls or .xlsx) and name the file using your unit

information using the following format:

2012 CBA Preliminary Budget_MRC Unit Name_Unit Number

example: 2012 CBA Preliminary Budget_Sample MRC_1234

2012 CBA Preliminary Budget NorthShoreCapeAnnMRC 482

4. Application Verification

By submitting this application, I certify that:

1. I have read and understand all parts of this application and I have truthfully answered all of the questions.

Please select your response from the dropdown menu below.

Yes

2. I understand that this application cannot be reopened for any reason.

Please select your response from the dropdown menu below.

Yes

3. If awarded, CBA funds will not be used to purchase promotional items or food and beverages.

Please select your response from the dropdown menu below.

Yes

4. Upon receipt of Notice of Award, I will submit a final budget along with two signed copies of the contract and Certification of Non-Debarment or Suspension.

Please select your response from the dropdown menu below.

Yes

In order for submission to be final, you must press the "Submit Application" button on the next page.

2012-2013 Capacity Building Award

CBA Budget Year:	2012-2013	Date Submitted:	9/27/2012
State:	MA	Housing Organization:	City of Gloucester Health Dept.
MRC Unit Leader:	Karin Carroll	MRC Unit Name:	North Shore Cape Ann
Approved Budget:	TBD	MRC Unit Number:	482
Section 1 Budget Amt:	\$3,000.00	Section 5 Budget Amt:	\$0.00
Section 2 Budget Amt:	\$0.00	Section 6 Budget Amt:	\$0.00
Section 3 Budget Amt:	\$0.00	Section 7 Budget Amt:	\$800.00
Section 4 Budget Amt:	\$1,075.00		
Section 1 - Administrative Costs and Fees		GRAND TOTAL:	\$4,875.00

Line	Item	Description	Qty.	Unit Cost/Rate	Total
1	Salary- Partial (hours)	MRC Unit Coordinator	150	\$20.00	\$3,000.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Sub Total					\$3,000.00

2012-2013 Capacity Building Award

CBA Budget Year:	2012-2013	Date Submitted:	9/27/2012		
State:	MA	Housing Organization:	City of Gloucester Health Dept.		
MRC Unit Leader:	Karin Carroll	MRC Unit Name:	North Shore Cape Ann		
Approved Budget:	TBD	MRC Unit Number:	482		
Section 1 Budget Amt:	\$3,000.00	Section 5 Budget Amt:	\$0.00		
Section 2 Budget Amt:	\$0.00	Section 6 Budget Amt:	\$0.00		
Section 3 Budget Amt:	\$0.00	Section 7 Budget Amt:	\$800.00		
Section 4 Budget Amt:	\$1,075.00				
		GRAND TOTAL			
Section 2 Professional Service Fees					
Line	Item	Description	Qty.	Unit Cost/Rate	Total
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
				Sub Total	\$0.00

2012-2013 Capacity Building Award

GBA Budget Year		2012-2013		Date Submitted		9/27/2012	
State		MA		Housing Organization: City of Gloucester Health Dept.			
MRC Unit Leader		Karin Carroll		MRC Unit Name: North Shore Cape Ann			
Approved Budget		TBD		MRC Unit Number		482	
Section 1 Budget Amt		\$3,000.00		Section 5 Budget Amt		\$0.00	
Section 2 Budget Amt		\$0.00		Section 6 Budget Amt		\$0.00	
Section 3 Budget Amt		\$0.00		Section 7 Budget Amt		\$800.00	
Section 4 Budget Amt		\$1,075.00		GRAND TOTAL			
				\$4,875.00			

Line	Item	Description	Qty.	Unit Cost/Rate	Total
17					\$0.00
18					\$0.00
19					\$0.00
20					\$0.00
21					\$0.00
22					\$0.00
23					\$0.00
24					\$0.00
Sub Total					\$0.00

2012-2013 Capacity Building Award

GBA Budget Year: 2012-2013		Date Submitted: 9/27/2012
State: MA		Housing Organization: City of Gloucester Health Dept.
MRC Unit Leader: Karin Carroll		MRC Unit Name: North Shore Cape Ann
Approved Budget: TBD		MRC Unit Number: 482
Section 1 Budget Amt: \$3,000.00		Section 5 Budget Amt: \$0.00
Section 2 Budget Amt: \$0.00		Section 6 Budget Amt: \$0.00
Section 3 Budget Amt: \$0.00		Section 7 Budget Amt: \$800.00
Section 4 Budget Amt: \$1,075.00		GRAND TOTAL \$4,875.00

Line	Item	Description	Qty.	Unit Cost/Rate	Total
25	AV Equipment	Audio visual projector	1	\$400.00	\$400.00
26		Laptop to run projector	1	\$600.00	\$600.00
27		Sony DVD player for trainings	1	\$35.00	\$35.00
28		Cords, misc components	1	\$40.00	\$40.00
29				\$0.00	\$0.00
30				\$0.00	\$0.00
31				\$0.00	\$0.00
32				\$0.00	\$0.00
Sub Total					\$1,075.00

2012-2013 Capacity Building Award

CBA Budget Year:		2012-2013		Date Submitted:		9/27/2012	
State:		MA		Housing Organizations: City of Gloucester Health Dept.			
MRC Unit leader:		Karin Carroll		MRC Unit Name: North Shore Cape Ann			
Approved Budget:		TBD		MRC Unit Number:		482	
Section 1 Budget Amt:		\$3,000.00		Section 5 Budget Amt:		\$0.00	
Section 2 Budget Amt:		\$0.00		Section 6 Budget Amt:		\$0.00	
Section 3 Budget Amt:		\$0.00		Section 7 Budget Amt:		\$800.00	
Section 4 Budget Amt:		\$1,075.00		GRAND TOTAL: \$4,875.00			
Section 5: Training & Expenses (M)							
Line	Item	Description	Qty.	Unit Cost/Rate	Total		
33					\$0.00		
34					\$0.00		
35					\$0.00		
36					\$0.00		
37					\$0.00		
38					\$0.00		
39					\$0.00		
40					\$0.00		
Sub Total					\$0.00		
Section 6: Travel / Transportation Services							
Line	Item	Description	Qty.	Unit Cost/Rate	Total		
41					\$0.00		
42					\$0.00		
43					\$0.00		
44					\$0.00		
45					\$0.00		
46					\$0.00		
47					\$0.00		

2012-2013 Capacity Building Award

EBA Budget Year	2012-2013	Date Submitted	9/27/2012
State	MA	Housing Organization	City of Gloucester Health Dept.
MRC Unit Leader	Karin Carroll	MRC Unit Name	North Shore Cape Ann
Approved Budget	TBD	MRC Unit Number	482
Section 1 Budget Amt	\$3,000.00	Section 5 Budget Amt	\$0.00
Section 2 Budget Amt	\$0.00	Section 6 Budget Amt	\$0.00
Section 3 Budget Amt	\$0.00	Section 7 Budget Amt	\$800.00
Section 4 Budget Amt	\$1,075.00	GRAND TOTAL	\$4,875.00
48		Sub Total	\$0.00

2012-2013 Capacity Building Award - Revised

REVISED 1/13

Line	Item	Description	Qty.	Unit Cost/Rate	Total
1	Salary- Partial (hours)	MRC Unit Coordinator	170	\$20.00	\$3,400.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Sub Total					\$3,400.00

Section	Budget Amt	GRAND TOTAL
Section 1 Budget Amt	\$3,400.00	\$4,000.00
Section 2 Budget Amt	\$0.00	
Section 3 Budget Amt	\$0.00	
Section 4 Budget Amt	\$600.00	

Field	Value
GBA Budget Year	2012-2013
State	MA
MRC Unit Leader	Karin Carroll
Approved Budget	TBD
MRC Unit Number	482
MRC Unit Name	North Shore Cape Ann
Housing Organization	City of Gloucester Health Dept.
Date Submitted	9/27/2012

2012-2013 Capacity Building Award

REVISED 1/13

GBA Budget Year		2012-2013		Date Submitted:		9/27/2012	
State:		MA		Housing Organization:		City of Gloucester Health Dept.	
MRC Unit leader:		Karin Carroll		MRC Unit Name:		North Shore Cape Ann	
Approved Budget:		TBD		MRC Unit Number:		482	
Section 1 Budget Amt:		\$3,400.00		Section 5 Budget Amt:		\$0.00	
Section 2 Budget Amt:		\$0.00		Section 6 Budget Amt:		\$0.00	
Section 3 Budget Amt:		\$0.00		Section 7 Budget Amt:		\$0.00	
Section 4 Budget Amt:		\$600.00		GRAND TOTAL		\$4,000.00	
Section 7 - Professional Service Fees							
Line	Item	Description	Qty.	Unit Cost/Rate	Total		
9					\$0.00		
10					\$0.00		
11					\$0.00		
12					\$0.00		
13					\$0.00		
14					\$0.00		
15					\$0.00		
16					\$0.00		
Sub Total					\$0.00		

2012-2013 Capacity Building Award

REVISED 1/13

GBA Budget Year		2012-2013		Date Submitted		9/27/2012	
State		MA		Housing Organization		City of Gloucester Health Dept.	
MRC Unit Leader		Karin Carroll		MRC Unit Name		North Shore Cape Ann	
Approved Budget		TBD		MRC Unit Number		482	
Section 1 Budget Amt		\$3,400.00		Section 5 Budget Amt		\$0.00	
Section 2 Budget Amt		\$0.00		Section 6 Budget Amt		\$0.00	
Section 3 Budget Amt		\$0.00		Section 7 Budget Amt		\$0.00	
Section 4 Budget Amt		\$600.00		GRAND TOTAL		\$4,000.00	
Section 8 - Facilities, Rentals and AV Fees							
Line	Item	Description	Qty.	Unit Cost/Rate	Total		
17					\$0.00		
18					\$0.00		
19					\$0.00		
20					\$0.00		
21					\$0.00		
22					\$0.00		
23					\$0.00		
24					\$0.00		
Sub Total					\$0.00		

2012-2013 Capacity Building Award

REVISED 1/13

CBA Budget Year:		2012-2013		Date Submitted:	9/27/2012
State:		MA		Housing Organization:	City of Gloucester Health Dept.
MRC Unit Leader:		Karin Carroll		MRC Unit Name:	North Shore Cape Ann
Approved Budget:		TBD		MRC Unit Number:	482
Section 1 Budget Amt:		\$3,400.00		Section 5 Budget Amt:	\$0.00
Section 2 Budget Amt:		\$0.00		Section 6 Budget Amt:	\$0.00
Section 3 Budget Amt:		\$0.00		Section 7 Budget Amt:	\$0.00
Section 4 Budget Amt:		\$600.00		GRAND TOTAL \$4,000.00	

Line	Item	Description	Qty.	Unit Cost/Rate	Total
25	AV Equipment				
26		Laptop to run projector	1	\$600.00	\$600.00
27					\$0.00
28					\$0.00
29					\$0.00
30					\$0.00
31					\$0.00
32					\$0.00
Sub Total					\$600.00

2012-2013 Capacity Building Award

REVISED 1/13

GBA Budget Year:		2012-2013		Date Submitted:		9/27/2012	
State:		MA		Housing Organization:		City of Gloucester Health Dept.	
MRC Unit Leader:		Karin Carroll		MRC Unit Name:		North Shore Cape Ann	
Approved Budget:		TBD		MRC Unit Number:		482	
Section 1 Budget Amt:		\$3,400.00		Section 5 Budget Amt:		\$0.00	
Section 2 Budget Amt:		\$0.00		Section 6 Budget Amt:		\$0.00	
Section 3 Budget Amt:		\$0.00		Section 7 Budget Amt:		\$0.00	
Section 4 Budget Amt:		\$600.00		GRAND TOTAL:		\$4,000.00	
Section 5 Training & Expense (TRN)							
Line	Item	Description	Qty.	Unit Cost/Rate	Total		
33					\$0.00		
34					\$0.00		
35					\$0.00		
36					\$0.00		
37					\$0.00		
38					\$0.00		
39					\$0.00		
40					\$0.00		
Sub Total					\$0.00		
Section 6 Travel/Transportation Services							
Line	Item	Description	Qty.	Unit Cost/Rate	Total		
41					\$0.00		
42					\$0.00		
43					\$0.00		
44					\$0.00		
45					\$0.00		
46					\$0.00		
47					\$0.00		

2012-2013 Capacity Building Award

REVISED 1/13

GBA Budget Year	2012-2013	Date Submitted	9/27/2012
State	MA	Housing Organization	City of Gloucester Health Dept.
MRC Unit Leader	Karin Carroll	MRC Unit Name	North Shore Cape Ann
Approved Budget	TBD	MRC Unit Number	482
Section 1 Budget Amt	\$3,400.00	Section 5 Budget Amt	\$0.00
Section 2 Budget Amt	\$0.00	Section 6 Budget Amt	\$0.00
Section 3 Budget Amt	\$0.00	Section 7 Budget Amt	\$0.00
Section 4 Budget Amt	\$600.00	GRAND TOTAL	\$4,000.00
48		Sub Total	\$0.00
			\$0.00

2012-2013 Capacity Building Award

REVISED 1/13

GBA Budget Year:		2012-2013		Date Submitted:	9/27/2012	
State:		MA		Housing Organizations: City of Gloucester Health Dept.		
MRC Unit Leader:		Karin Carroll		MRC Unit Name: North Shore Cape Ann		
Approved Budget:		TBD		MRC Unit Number: 482		
Section 1 Budget Amt:		\$3,400.00		Section 5 Budget Amt: \$0.00		
Section 2 Budget Amt:		\$0.00		Section 6 Budget Amt: \$0.00		
Section 3 Budget Amt:		\$0.00		Section 7 Budget Amt: \$0.00		
Section 4 Budget Amt:		\$600.00		GRAND TOTAL: \$4,000.00		
Section 7 Awards, Recruitment and Marketing:						
Line	Item	Description	Qty.	Unit Cost/Rate	Total	
49					\$0.00	
50					\$0.00	
51					\$0.00	
52					\$0.00	
53					\$0.00	
54					\$0.00	
55					\$0.00	
56					\$0.00	
Sub Total					\$0.00	

Non-Competitive 2012-2013 Capacity Building Award Contract

mrc [mrc@naccho.org]

Sent:

Friday, January 18, 2013 9:23 AM

To:

Karin Carroll

Attachments: 0482 North Shore Cape Ann ~1.pdf (59 KB)



National Association of County & City Health Officials

Greetings,

We have received your email acknowledging receipt of your Notice of Award (NOA) for a Non-Competitive 2012-2013 Capacity Building Award (CBA). You will find attached your contract for the \$4,000 award.

You are required to make revisions to your preliminary budget using a final budget form. You may obtain the final budget form by visiting the following webpage:
<http://www.naccho.org/topics/emergency/MRC/upload/CBA-NOA-Final-Budget-Form-121812.xls>

Please change your budget to reflect the award amount of \$4,000.

You must include a printed copy of your final budget with your mailed contract documents. Do not email an electronic version unless requested to do so by NACCHO. If you have any questions about the revisions that are required for your final budget contact us at mrc@naccho.org.

Please refer to your NOA email for complete instructions on completing and returning your award documents.

Important Reminders:

- Print **Two (2)** copies of the contract. Each copy of the contract must be signed with an original signature of the individual authorized to sign contracts as identified in your original application.
- You must specify your organization's full mailing address (STREET ADDRESS). **Note: Contracts and checks cannot be mailed to a PO Box.** Failure to provide a street address will result in non-delivery of your copy of the counter-signed contract and award check.
- If you need any changes in the contract language, you must submit requested revision(s) in writing to mrc@naccho.org no later than **February 1, 2013**. No revisions will be made to contract language after the specified date and the award will be forfeited.
- If you need to make changes to your contact information (e.g., Authorized Signer Name/Title, phone, EIN, address) you may do so on the physical copy of the contract by crossing out the incorrect information, hand-writing in the corrected information, and initialing next to all the changes you made and submit as previously described.
- You must sign the last page of both of your contracts and the Certification of Non-Debarment or Suspension in order for your contract to be processed.
- You must mail **BOTH** signed copies of the contract, the Certification of Non-Debarment or Suspension and your final budget to:

NACCHO MRC Staff
National Association of County and City Health Officials
1100 17th St. NW
Seventh Floor
Washington, DC 20036

NACCHO must receive your contract no later than **March 29, 2013**. Contract extensions will not be granted and your award will be forfeited.

If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org.

Thank you for your support and commitment to the Medical Reserve Corps mission.

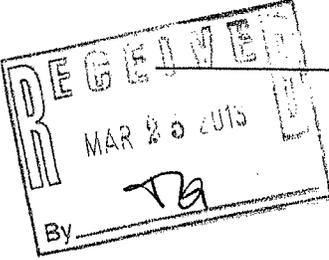
Sincerely,



Debra Kay Robinson
Project Director, Medical Reserve Corps, Public Health Preparedness
National Association of County and City Health Officials (NACCHO)

National Association of County and City Health Officials

AGREEMENT



National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

CONTRACT # MRC 13 - 0482

This Agreement is entered into, effective as of the date of the later signature indicated below (the "Effective Date"), by and between the **National Association of County and City Health Officials** ("NACCHO"), with its principal place of business at 1100 17th St., N.W., 7th Floor, Washington, DC 20036, and **City of Gloucester Health Department** ("Organization"), with its principal place of business at 3 Pond Road, Gloucester, MA 01930

WHEREAS, NACCHO has received a grant from the Department of Health and Human Services (Grant Number: 5MRCSG101005-03, CFDA Number: 93.008) (the "Grant") to build the capacity of local Medical Reserve Corps ("MRC") units;

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC units and to encourage these units to provide certain information to the Office of the Surgeon General's Division of the Civilian Volunteer Medical Reserve Corps ("OSG/DCVMRC");

WHEREAS, Organization either houses or is itself an MRC unit that is registered in good standing with the OSG/DCVMRC;

WHEREAS, pursuant to the terms of the Grant, NACCHO desires to provide funding to Organization in exchange for Organization agreeing, among other things, to undertake the activities indicated in their capacity building application or oversee such activities and to provide certain information to the OSG/DCVMRC.

NOW, THEREFORE, NACCHO and Organization, intending to be legally bound, in consideration of the promises and mutual covenants and obligations contained herein, hereby agree as follows:

1. **ORGANIZATION'S OBLIGATIONS:** In consideration for the payment described in Section 3, below, Organization agrees, during the Term of this Agreement, to be an MRC Unit in Good

National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

Standing by meeting the following criteria below. If Organization houses an MRC Unit, Organization will ensure that the unit is an MRC Unit in Good Standing by meeting the following criteria below.

- a. Have 501c(3) or comparable status or be housed in an organization capable of and willing to receive federal funds on its behalf;
 - b. Monitors and provide updates to the MRC Unit's profile on the MRC web site no less often than once every three months;
 - c. Provides the OSG/DCVMRC with regular updates of programs and plans;
 - d. Actively works towards National Incident Management System ("NIMS") compliance;
 - e. Agrees to participate in MRC Unit Technical Assistance assessments;
 - f. Utilizes capacity building award funds for approved purposes, and as indicated in their capacity building award application;
 - g. Maintains Registered status with the OSG/DCVMRC; and
 - h. Agrees to participate in an evaluation and survey review by NACCHO
2. TERM OF AGREEMENT: The term of the Agreement shall be begin on January 5, 2013 and shall continue until July 31, 2013 (the "Term").
3. PAYMENT FOR SERVICES: In consideration for the agreements by Organization set forth in Section 1, above, NACCHO shall pay Organization Four Thousand Dollars (\$4000.00). Payment will be made before the expiration of the Term of the Agreement.
4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Organization may not assign this Agreement nor delegate any duties herein without the expressed written approval of NACCHO.
6. INTERFERING CONDITIONS: Organization shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Organization's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Organization of said duties and responsibilities under this Agreement.

National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

7. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the consultant, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the consultant and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then-current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.

8. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties and supersedes and replaces any and all previous understandings, commitments, or agreements, oral or written.

9. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, that part, term or provision shall be restated to effectuate the parties' intentions, and the validity of the remaining portions or provisions shall not be affected.

10. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law rules).

11. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Organization's use of funds under this Agreement is subject to the directives of and full compliance with 45 C.F.R. Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements With

National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). It is the Organization's responsibility to understand and comply with all requirements set forth therein.

12. DEBARRED OR SUSPENDED ORGANIZATIONS: Pursuant to OMB Circular A-110, Organization certifies to the best of its knowledge that its is not presently and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
13. AUDITING: Organization agrees to permit independent auditors to have access to its books, records and financial statements for the purpose of monitoring compliance with this contract.
14. NOTICE: All notices under this Agreement shall be in writing and shall be sent via facsimile and first class mail, postage prepaid, to the addresses below. Either party may update its address by providing written notice to the other party pursuant to the terms of this provision.

TO NACCHO:

National Association of County and City Health Officials

Attn: Moira Tsanga

1100 17th Street, N.W., 7th Floor

Washington, DC 20036

Tel. (202) 507-4272

Fax (202) 783-1583

Email: mtsanga@naccho.org

TO ORGANIZATION:

National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

City of Gloucester Health Department

Carolyn A. Kirk

Mayor- City of Gloucester

~~3 Pond Road~~ 9 Dale Ave.

Gloucester, MA 01930

Tel. 978-281-9700

15. AUTHORITY TO BIND PARTY: Each party hereby represents and warrants that the person signing this Agreement on its behalf as the authority to bind such party.

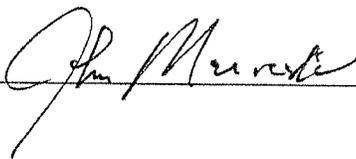
NACCHO:

ORGANIZATION:

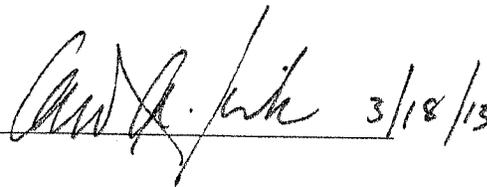
Authorized Signature:

Authorized Signature:

By:



By:



Name: John Mericsko

Name: Carolyn A. Kirk

Title: Chief Financial Officer

Title: Mayor- City of Gloucester

National Association of County and Organization: City of Gloucester Health Department

Organization: City Health Officials

National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

Address: 1100 17th Street, NW
7th Floor
Washington, DC 20036

Address: ~~3 Pond Road~~ ^(KJ) 9 Dale Ave.
Gloucester, MA 01930

Phone: 202-783-2490
Fax: 202-783-1583
EIN: 52-1426663

Phone: 978-281-9700
Fax: 978-281-9738
EIN: 046001390

Date: 4/18/13

Date: 3/18/13

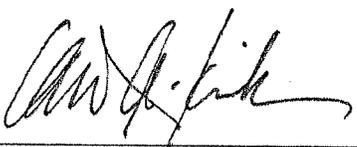
National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials
1100 17th Street, NW, 7th Floor, Washington, DC 20036-4636
(202)783-5550 FAX (202)783-1583

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

By my signature I attest that City of Gloucester Health Department has not been debarred or suspended pursuant to OMB Circular A-110 and will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689 "Debarment and Suspension."

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
ORGANIZATION	DATE SIGNED

CITY OF GLOUCESTER

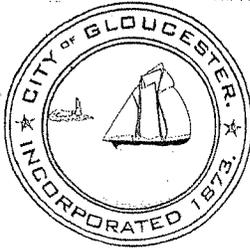
ACCOUNT BUDGET

DEPARTMENT NAME: Health (Public Health Emergency Preparedness)
 ACCOUNT NAME: NACCHO Grant
 FUND NUMBER AND NAME: 292073 NACCHO Grant
 CFDA # (Required for Federal Grants): 93.008 (Per Agreement)
 DATE PREPARED: May 10, 2013

APPROVED
 AMENDED BUDGET
 (IF APPLICABLE)

OBJECT	ORIGINAL BUDGET	AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4 _____)				
45810	5,000.00	0.00	4,000.00	\$9,000.00
				\$0.00
				\$0.00
Total:	\$5,000.00	\$0.00	\$4,000.00	\$9,000.00
EXPENSE (5 _____)				
52000	5,000.00	0.00	4,000.00	\$9,000.00
Total:	\$5,000.00	\$0.00	\$4,000.00	\$9,000.00

DEPARTMENT HEAD SIGNATURE *Noreen Burke*
 DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____



CITY OF GLOUCESTER
OFFICE OF THE FIRE DEPARTMENT

MEMORANDUM

To: Mayor Kirk

From: Eric Smith, Fire Chief

Date: May 9, 2013

Re: Request for permission to pay Easton Electronics invoice with last year's PO that was carried over this purpose.

I am submitting this request to pay an invoice with last year's purchase order # 1202557 for Easton Electronics that was carried over due to the fact that the work could not be completed until the city's fiber optic cable was connected to the Bayview fire station. At this time only Bayview has had the fiber optic cable installed and we are awaiting further progress on city wide fiber network.

A handwritten signature in black ink, appearing to read "Eric Smith", followed by a horizontal line extending to the right.



Easton Electronics, Inc.
 4 Pequot Way
 Canton, MA 02021

www.easton-electronics.com

Invoice Number: 138590
 Invoice Date: Apr 26, 2013
 Page: 1
 Duplicate

Bill To:
City of Gloucester Fire Department 8 School St GLOUCESTER, MA 01930-3529

Ship to:
City of Gloucester Fire Department 8 School St BAY VIEW GLOUCESTER, MA 01930-3529 MF:

Customer ID	Customer PO	Payment Terms	
CITYGL	1202557 BAYVIEW	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
DW	UPS Ground		5/26/13

Quantity	Item	Description	Backorder Qty
1.00	COM-EAS-WARN-CLII	Complete Client Work Station with SW & Node License	
1.00	COM-X-WR-1R12-115	Ip Relay for lights and bells interface at Fire Depts	
1.00	TEC-FINALS IF1	FINAL/PROG FULL DAY	
1.00		PS EXISTS	

1202557
 102000.10.220.52660
 Pay + Close

RECEIVED
 APR 30 2013
 BY: *OK SIM*

Go green and save \$25!
 Sign-up to receive invoices and statements via email instead of mail and receive a one time \$25 account credit (open accounts only). Just send an email to billing@easton-electronics.com, indicate the email address you would like invoices sent to and receive your credit automatically!

Subtotal	
Sales Tax	5,000.00
Freight	
Total Invoice Amount	5,000.00
Payment/Credit Applied	
TOTAL	5,000.00

Returns after 30 days may be subject to a 20% Restock Fee

Purchase Order

CITY OF GLOUCESTER
City Hall
9 Dale Avenue
Gloucester MA 01930

No. 1202557

Prices as quoted are less any and all federal taxes.
Please indicate delivery date and any and all discounts.

Invoice/Inquiries to above address
All invoices must reference PO number
Sales Tax Exempt #: E-046001390

P.O. Date: 07/01/2012

Questions ? Purchasing (978) 281-9710

Account:

P.O. Issued To :

Ship To:

Reference:

Easton Electronics Inc
4 Pequot Way
Canton MA 02021

Fire HQ
Attn: Susan Mills
Gloucester Fire Dept
8 School Street
Gloucester MA 01930
(978) 281-9760

Contact:

Location: Fire HQ

Phone: (781) 828-1955

Fax: (781) 828-3719

Project: undesignated

Req# 1201984

Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
5000	EA		To complete work on the radio box fire alarm system for Bayview and Magnolia stations. Per state bid Fir03	102000.10.220.52660.0000.00.000.00.052	1.00	5,000.00	0.00	0.00

APPROVAL SIGNATURES:

The unencumbered balance of the appropriation to be charged is sufficient to liquidate the amount of this order and the amount has been recorded as an encumbrance against said appropriation.

I hereby certify -
That this order is authorized by a properly executed and approved requisition on file in this office.

By _____

Auditor

City Purchasing Agent

Sub-Total:	5,000.00
Freight:	0.00
Tax:	0.00
Total Amount:	5,000.00

- To do business with the City of Gloucester, all vendors should be aware of Mass. Gen. Laws (c. 30B, c. 149, dec. 44 et seq., c30, sec. 39 et seq.)
1. No work, services, or supplies can be received by any City agency without a proper Purchase Order or Contract in place.
 2. All Purchase Orders/Contracts exceeding \$5000 in value will follow the quotation/bid process prior to award. No contracts for Construction-related services subject to MGL Chap. 149, and MGL Chap. 30, sec. 39 will be awarded until all required documentation is received, i.e., Certificate of Eligibility, Update Statement, etc.
 3. All invoices must detail the services performed and/or materials delivered. Any invoices submitted for work, services, or supplies performed or provided after the expiration date of a Purchase Order/Contract, or after the \$\$ limit of a Purchase Order/Contract has been reached will likewise not be honored by the City. All packing slips for delivered goods which are submitted with invoice for payment must be signed by authorized personnel from the contracting City department at the time of delivery.
 4. Any work, services, or supplies provided without following the above mentioned guidelines are not the responsibility or liability of the City, and any invoice that violates these provisions will not be honored for payment.

NOTES:

[Empty box for notes]

Order Via: RTS

FILE COPY

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

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

APPROPRIATION # 2013-SA- 126 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ City Council

APPROPRIATION AMOUNT: \$ 30,000.00

Account to appropriate from:

<i>Unifund Account #</i>	<u>850000.10.995.59600.0000.00.000.00.059</u>
<i>Account Description</i>	<u>Transfer Out - to Trust & Agency Funds</u>
Balance Before Appropriation	\$ <u>275,296.78</u>
Balance After Appropriation	\$ <u>245,296.78</u>

Account Receiving Appropriation:

<i>Unifund Account #</i>	<u>850004.10.995.49700.0000.00.000.00.040</u>
<i>Account Description</i>	<u>Transfer In - from Trust & Agency Funds</u>
Balance Before Appropriation	\$ <u>-</u>
Balance After Appropriation	\$ <u>30,000.00</u>

DETAILED ANALYSIS OF NEED(S): Upgrades to the Kyrouz Auditorium and City Council 1st Floor Conference room.

APPROVALS:

DEPT. HEAD: <u>Jackie Hardy</u>	DATE: <u>5/14/2013</u>
ADMINISTRATION: <u>[Signature]</u>	DATE: <u>5/21/13</u>
BUDGET & FINANCE: _____	DATE: _____
CITY COUNCIL: _____	DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2013

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

DEPARTMENT REQUESTING TRANSFER:
#2013-SBT

TOURISM

39 DATE: 5/17/2013 BALANCE IN ACCOUNT \$13,523.71

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.563.53500.0000.00.000.00.052

Tourism, Gen. Fund, Purchased Services
Account Description

EXPLANATION OF SURPLUS:

Funds available for transfer.

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

101000.10.563.51200.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

Tourism, Sal/Wage-Temp Pos.
Account Description

ANALYSIS OF NEED(S):

Funds needed to cover payroll for Visitors Center Volunteer
Coordinator for rest of fiscal year.

TOTAL TRANSFER AMOUNT \$2,800.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$10,723.71

TO ACCOUNT: \$2,803.40

APPROVALS:

DEPT. HEAD: _____

DATE: 5/21/13

ADMINISTRATION: _____

DATE: 5/21/13

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____