



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, September 5, 2013 – 6:00 p.m.
1st Fl. Council Committee Room – City Hall

AGENDA

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

Regularly Scheduled Business:

1. **Grant Application and Checklist from the Council on Aging re: FY14 Formula Grant**
2. **Grant Application and Checklist from the Council on Aging re: Title III Older Americans Grant**
3. **Supplemental Appropriation-Budgetary Request (#2014-SA-1) from the Department of Public Works**
4. **Special Budgetary Transfer Request (#2014-SBT-1) from the Police Department**
5. **Special Budgetary Transfer Request (#2014-SBT-2) from the City Clerk's Office**
6. **Special Budgetary Transfer Request (#2014-SBT-3) from the City Clerk's Office**
7. **CC2013-035 (Cox/McGeary) Regulations concerning off-season parking fees at city beaches for review And recommendation**
8. **Memorandum from City Auditor re: FY2013 City's General Fund Estimated Financial Performance**
9. **Memo from City Auditor regarding accounts having expenditures that exceed their authorization And Auditor's Report**

Community Preservation Committee Recommendations re: Review of Applicant Projects for Community Preservation Funding, Round 4, FY13:

1. **Historic Preservation (on or about 7 p.m.):**
 - Magnolia Historical Society (Blynman School Rehabilitation)
 - Sargent Murray Gilman Hough House (building repairs)
 - Cape Ann Museum (Fresnel lens restoration)
- Historic Preservation (on or about 8 p.m.):**
 - Ocean Alliance (Tarr & Wonson Paint Factory Repairs)
 - Magnolia Library (Renovation)
 - Phyllis A. Marine Association (Stern Rebuild)

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
Debbie Laurie/J.J. Bell/Sandra Dahl-Ronan
Mark Cole
Linda T. Lowe
Lucy Sheehan

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

ACCOUNT BUDGET

DEPARTMENT NAME: Gloucester Council on Aging
 ACCOUNT NAME: FY2014 State Formula Grant
 FUND NUMBER AND NAME: (N/A FOR NEW FUND)
 CFDA # (Required for Federal Grants):
 DATE PREPARED: August 2, 2013

APPROVED
 AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)	\$54,773.00			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_____)				
Salary/Senior clerk	\$35,831.00			\$0.00
Salary/Outreach	\$10,816.00			\$0.00
Worker Salary/Art Coord	\$1,065.00			\$0.00
Sslary/Activity Asst	\$11,520.00			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$59,232.00 \$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE *Lucas J. Sullivan*

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

FORMULA GRANT/ALLOCATION BASICS -- STATE FISCAL YEAR 2014

The Executive Office of Elder Affairs (ELD) anticipates the Fiscal Year 2014 state budget will again provide grants/allocations to municipal Councils on Aging (COAs), based on the final budget agreement reached between the governor and the legislature.

This package contains the material needed to request and receive funds for state Fiscal Year 2014. Kindly read and follow these instructions carefully.

Material should be mailed to **Elder Affairs, 1 Ashburton Place, 5th Fl., Boston, MA 02108, ATT: COA Formula Grants**, and postmarked by the dates indicated on the back of this page. ~~Faxes will not be accepted. Overnighting is not necessary.~~

Effective Date of Award

COAs may request funding for the fiscal year beginning July 1, 2013, and ending June 30, 2014. ~~You may incur FY2014 eligible costs as of July 1, 2013.~~ This office suggests reviewing "The Guide" in advance (see below) for clarification of allowable costs.

Eligibility of Applicants

Only COAs established under MA General Laws, c. 40, s. 8B, are eligible for Formula Grants.

Required Materials

- o Budget Attachment "B" (available in Word and Excel)
- o Statement of Authorization
- o Annual Report Form EOEA-SGA Annual reports are required by law.
- o Statement of Grant Balance (for FY2013)

Initial payments will be fifty percent (50.0%) of FY2014 funding available *after receipt of required materials at ELD*. Typical timing of initial payment release is mid fall; final payments will be made in early/mid spring of 2014. Prompt & proper submission of completed contracts (when issued to your agency) is encouraged.

Eligible Costs, Local Determinations and Applicant Obligations – The Guide.

Applicants should refer to "**The Guide**" (for FY2014) regarding eligible costs and typical/best practices. If you incur unallowable or ineligible costs, such expenses may be deducted from succeeding year grant awards.

You may alter your budget during the course of the year, but we advise you to notify ELD (email is acceptable) to confirm whether proposed changes meet "Guide" requirements or otherwise represent commonsense/ professional and/or best practice solutions.

"The Guide" may be amended from time-to-time based on the experience of COAs. Cost exceptions will be considered on a case-by-case basis by ELD.

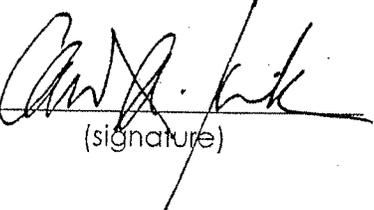
Incomplete, unsigned or improperly dated material will be returned. Elder Affairs reserves the right to withhold consideration or processing of applications and/or payments pending satisfactory submission of required documents.

**FY2014 FORMULA GRANT/ALLOCATION -- STATEMENT OF AUTHORIZATION
(Affix to your Attachment B budget.)**

<u>Gloucester</u> (Name of COA/Agency)	<u>978</u>	<u>281-9765</u> (Daytime Phone)
<u>6 Manuel F. Lewis Street</u> (Mailing Address)	<u>978</u>	<u>282-1350</u> (Fax number)
<u>Gloucester, MA</u>	<u>01930</u> (ZIP)	
<u>Same</u> (Street Address)		<u>lsheehan@gloucester-ma.gov</u> E-MAIL

The persons whose signatures appear below are authorized to commit the Council on Aging to the Attachment B Formula Grant Allocation Budget and hereby agree to its submission to the Executive Office of Elder Affairs (Elder Affairs).

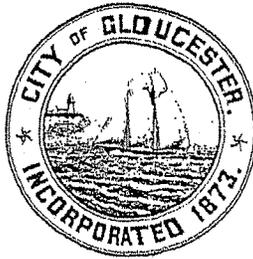
Elder Affairs reserves the right to modify the purposes and/or proposed Attachment B expenditures prior to execution of the contract agreement. The allocation amount is subject to final appropriation by the General Court.

<u>Lucia E. Sheehan</u> (PRINT) Director/Coordinator	(x) <u></u> (signature)	<u>8/2/2013</u> (date)
<u>Jay Gustafarro</u> (PRINT) Chairperson	(x) <u></u> (signature)	<u>8-5-13</u> (date)
<u>Carolyn Kirk</u> (Print) Mayor;	(x) <u></u> (signature)	<u>8/7/13</u> (date)

For **contract purposes**, please note:

The legal address of the municipality: 9 Dale Avenue

The payment remittance address of the municipality (from your W-9): Gloucester, MA 01930



City of Gloucester
Grant Application and Check List

Granting Authority: State Federal _____ Other _____

Name of Grant: _____ Title III Older Americans Grant

Department Applying for Grant: _____ Council on Aging

Agency-Federal or State application is requested from: _____ SeniorCare, Inc.

Object of the application: _____ supplement salary amount for Outreach Worker

Any match requirements: _____ No

Mayor's approval to proceed: _____
Signature Carl J. Wick Date 8/21/13

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

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Gloucester Council on Aging
 ACCOUNT NAME: COA Coordinator Salary/Wage
 FUND NUMBER AND NAME: (N/A FOR NEW FUND) 291011 10 541 51000 0000 00 000 00 051
 CFDA # (Required for Federal Grants): _____
 DATE PREPARED: 7/3/2013

APPROVED
 AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4____)				estimate
Title III B Funds	16,169.00			7,775.00 \$0.00
City Gloucester	20,884.68			20,884.68 \$0.00
EOEA	2,422.00			10,816.00 \$0.00
\$39,475.68 Total:	\$0.00	\$0.00	\$0.00	39,475.68 \$0.00
EXPENSE (5____)				
Salary	39,475.68			\$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:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE *Russell J. Shuckler*
 DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1

**WE WERE INFORMED TO EXPECT ANOTHER 20% REDUCTION THIS YEAR.. LAST YEAR THE OLDER AMERICANS GRANT AWARD WAS REDUCED FROM \$10,358 TO \$9,228.
 I have allowed for this shortage in the Formula Grant funds

111. Program Narrative

1. In space below please state the project's goals and objectives. Please use a separate page for each objective. (see attachment A for definitions)

Goal: #1

The goal of the Gloucester Council on Aging Outreach Program is to continue to identify and assist seniors who are socially isolated, economically disadvantaged, emphasizing the importance to identify minority and disabled, frail elders.

Low income minority seniors and seniors having Mental and other related disorders as Dementia, Alzheimer's disease, in our community, are given special attention because of limited proficiency in English language and the inability implement services and programs without assistance.

Outreach will also provide information about available elder services without our community and make needed referrals, including referrals to SeniorCare, Inc. services, to both the caregivers of seniors and seniors who have experienced loss.

Objective: #1

To identify needs Outreach will continue to increase contract with seniors and their caregivers.

Continue to identify isolated, frail elders, and those who are disadvantaged, and their caregivers.

Provide in-person and telephone contacts, furnishing information, referrals, advocacy, and education of services to Gloucester seniors.

2. Please provide the following:

FY2014 – Estimate # of Services to be Delivered to Whom

# of Service Units	<u>3500</u>	# of elders with greatest economic need	<u>250</u>
To be delivered			

# of new Elderly to	<u>400</u>	# of elders with greatest social need.	<u>150</u>
Be Served			

(See Attachment B for Definitions.)

Program Narrative: cont

Goal #1

Objective #2

Outreach will increase and strengthen linking seniors in the community to the appropriate agencies and support options for services. Outreach will reach to more elders and their families. A campaign is being prepared to locate isolated and disadvantaged seniors, particularly seniors 80+

Objective #3

To locate unknown isolated and disadvantaged seniors, especially those with physical and mental disabilities, low-income and minority with social needs to keep seniors connected.

Goal #2

Information, education and assistance to those socially isolated economically disadvantaged seniors with a special emphasis on minority and disabled elders in our community, is a priority.

Objective #2

The availability of Outreach Services now five days each week enables Outreach worker to be available at the senior center, and to homebound seniors without delay or hardship on seniors.

Goal #3

To ensure that those socially isolated economically disadvantaged seniors with a special emphasis on minority and disabled elders in our community are referred to the local ASAP (SeniorCare, Inc.) or other government or community organizations for needed assistance. We desire to link seniors to appropriate referral agencies.

Objective #1

To increase the number of new elders to 400 being served by the Outreach worker. Seeking elders who are socially isolated, economically disadvantaged with a special emphasis on minorities and disabled.

Objective #2

To develop and maintain a directory of resources and services to enable the Outreach Worker to provide a high quality of information, education and assistance.

Objective #3

Increase the number of referrals to appropriate agencies.

3. Please provide a short background history of the applicant agency including material which demonstrates the applicant's ability to carry out the proposed project. If you have administered the same project you are proposing under contract from SeniorCare the previous year, please give a summary of accomplishments during the past year.

In the 1970's the City of Gloucester established an ordinance entitled "Council on Aging, for the express purpose of assisting elderly persons and to establish programs for their comfort. The Council on Aging has been in operation at the Rose Baker Senior Center since 2001. The City of Gloucester is committed to funding the operation of the senior center.

The Outreach Coordinator is a Social Work and S.H.I.N.E. Counselor and provides services five days each week at the senior center and emphasizes reaching out to seniors who are unable to come to the senior center to avoid isolation that could result as a result of being homebound. The Outreach Coordinator links these seniors with existing services in the community and will highlight essential programs at our local Area Aging Agency / ASAP/ Senior Care, Inc. Our Outreach Program continues to be an important service that is provided by the Council on Aging, at the senior center or during a home visit. This is consistent with the original intent and mission of the Council on Aging Ordinance which is to provide services and programs for seniors in cooperation with our local ASAP.

Our Outreach Program continues to offer a monthly Caregivers Information and Support Group, a Grief and Loss Group, Legal Assistance and follow-up with local attorney, and a monthly New Vision Support Group. This past year Outreach initiated a Financial Assistance Program to provide seniors with important information and assistance relating to financial matters.

4. Process used to develop this project. (Constituent involvement, needs assessment, cost benefit analysis, etc.) Please demonstrate how this project is not duplicative of any existing project in the Cape Ann/Beverly area.

Our Outreach Program was developed in conjunction with SeniorCare, Inc., in FY89. At that time the great need for Outreach services in our community was indicated. The services provided by the Council on Aging Outreach Coordinator are not duplicated by other agencies. Outreach provides a link to services, offers advocacy and information when needed, and also advances hands-on health insurance assistance as S.H.I.N.E. Counselor together with Northeast/Lahey Health System S.H.I.N.E. Counselor.

We make every effort to coordinate services with SeniorCare, Inc. in our shared goal of providing information, referral and education hoping to enable Gloucester senior residents to live optimally in our community.

5. Proposed Internal Monitoring and Evaluation of Project.

Daily logs and files together with monthly reports that are submitted to SeniorCare, Inc. are kept by the Outreach Worker.

Meetings and discussions with the Senior Center Coordinator are held, to insure that the goals and objectives of this important program are met, and to help to insure that a high level of integrity is maintained by this program.

6. Training and supervision of Project Personnel.

This past year, our Outreach Coordinator completed eight weeks of S.H.I.N.E. training and regularly attending updates and meetings. Attendance at ongoing educational and regional Outreach Coordinator support groups meetings and seminar is maintained. Our Outreach Coordinator is well-trained in community resources and the linkages available for seniors. Our Outreach Coordinator works closely with other local and regional coordinating agencies and as a result of many years working at SeniorCare, Inc., expert experience in the field of aging was attained.

7. Statement affirming staff CORI (Criminal Offending record Information) checks.

The Council on Aging is required to conduct a routine CORI check for all project staff and volunteers. The CORI check is submitted prior to a person being hired or placed as a volunteer. CORI checks are submitted by the Senior Center Coordinator and are kept confidential.

8. Describe the outreach, marketing and public information efforts you will make to identify individuals eligible for assistance. It is a requirement that organizations requesting Older Americans Act Funds prioritize service to elders with greatest economic or social need with particular attention to low-income minority elders, with severe disabilities, with limited English proficiency and older individual with Alzheimer's disease or related disorders (see Attachment B for definitions). Specify the efforts you will make to inform such individuals and the caretakers of such individuals of the availability of your proposed service.

Our monthly newsletter publication "Coastline News" offers Outreach education and information that states funding sources for our Outreach Program. We regularly submit information to local media, local cablevision station, church bulletins, and flyers are posted. Yearly journals are kept in our Library with cutouts of local newspaper printings.

Our outreach program continues to focus an emphasis on socially and economically disadvantaged, low income minority elders, as well as those physically and mentally frail, and isolated elders. Outreach efforts include home visits, informational and educational sessions at the senior center, drop-in visits to the senior center, and also at housing sites. Outreach collaborates with community agencies, and local, state and federal government offices to ensure that disadvantaged low-income frail seniors receive relevant information, services and benefits that are needed to live in comfort. This is done through constituent service visits to the senior center and in telephone calls. Ongoing cohesive work with interpreters to facilitate communication for legal and medical assistance for those disadvantaged, as well as education and support services and group meetings with caregivers of frail dependent elders is facilitated on a regular basis.

9. Specify how you intend to satisfy the service needs of low-income minority individuals and provide services to them in accordance with their need for such service. This is a federal requirement.

To help identify low-income minority elders in Gloucester, our Outreach Worker works with community leaders. With support and assistance from the community, adults 60+ with the greatest economic as well as social needs are targeted without prejudice, especially those with limited English and cultural. The awareness of services and benefits that are available to them is readily delivered in increasing numbers especially at the senior center.

Support for our Outreach Program becomes more important and necessary to satisfy all the critical needs of the senior population, in particular, low-income minority individuals. Outreach worker has increased links to limited English proficiency elders.

The Gloucester Council on Aging Outreach Worker is available Monday through Friday, 9:00 a.m. – 4:00 p.m. for those who come to the senior center as well as those who need a home visit.

10. Specify how you intend to satisfy the service needs of selected Targeted populations (see Attachment b for definitions) for Outreach services and Friendly visiting, Companion and Telephone Reassurance. Explain how you have or will identify the targeted population(s) need for your area.

The need for Outreach services in the City of Gloucester is now greater, with a senior population in the 2010 Census revealing 7,404 counted seniors age 60+.

The Outreach worker service hours available each day are six. The actual services that are available on a daily and weekly basis define fulfilling the critical needs for a targeted senior population.

Transportation to medical appointments and needs supplied daily.

Outreach information and referrals provided daily.

Professional Legal Assistance is provided monthly, outreach worker referrals.

Friendly Visitor Program

Shopping Assistance

Telephone Reassurance calls, daily

S.H.I.N.E. assistance needs provided daily

Home visits

Grief and Loss Group

Caregivers Information and Support Group

11. Elders must be informed that they may make donations. However, service may not be denied if they are not able to make a donation. The donations must be used to increase the number of services offered by the proposed project. Please be specific as to how you plan to provide an opportunity for clients to make voluntary, confidential donations as well as how you will collect, safeguard, and account for all donations received from program participants. Include transports (as needed), deposits, and recording of donations.

A written statement for Title III donations that identifies the funding sources of the Outreach Program is posted in the office of the Outreach Worker. When on a home visit, the Outreach worker distributes information to the individual being served that a donation is accepted, noting the funding sources for the Council on Aging Outreach Program.

The Council on Aging Coordinator records and deposits donations in the Friends GCOA local bank account. The COA records donations on Excel sheet. Any cash donations are placed in a sealed envelope and processed same as check donations.

The COA Outreach Worker is available to help elders needing services regardless of a donation from the elder.

12. The specific steps you will take this year to acquire future funding of this project.

The City of Gloucester Administration is committed to the continuation of this position. The need for Outreach worker is critical on city budget requests each year. Although there is a commitment for funding for this vital program, City financial challenges cannot support this program alone.

The financial support of Title III B funds through SeniorCare, Inc. is critical.

BUDGET - EXPENSES

Item	Cash	In-Kind	Total
<u>Personnel Cost:</u>			
Salaries by the Title of Personnel * Outreach/community education worker 30 hrs/wk 5 dys/wk \$25.50/hr	\$ 39,475.68		\$ 39,475.68
Senior Center Coord 6 hrs/wk		\$ 7,600.00	
<u>Fringe Benefits:</u>			
Mandatory (F.I.C.A. Workman's Compensation) Voluntary (Health Insurance, etc.) Total Benefits-	8,200.00		8,200.00
TOTAL PERSONNEL COSTS:	47,675.68	7,600.00	55,275.68
<u>Support Costs:</u>			
Telephone		2,500.00	
Rent			
Maintenance			
Supplies		1,000.00	
Utilities			
Rental Equipment			
Equipment Purchases **			
Insurance			
Travel		800.00	
Other (specify) workshops, education, pub		800.00	
TOTAL SUPPORT COSTS:		5,100.00	
TOTAL PROJECT COST	\$ 47,675.68	12,700.00	60,375.68

Match (In-Kind, Client Donations, Other Project Income) _____

Amount Requested from SeniorCare (Total Project Costs minus match) \$16,169.00

*Indicate hours paid by project 6.34 wk

**Becomes property of SeniorCare at end of project, if cost of equipment is over \$100.00 and has a durability span of over one year.

BUDGET -- PROJECT INCOME

13. Please List Specific Sources of Anticipated Income for the Project.

Source	Cash	In-Kind	Total
Title III-B Funds from SeniorCare	16,169.00		16,169.00
Client Donations			
Other Project Income			
City of Gloucester	20,884.68		20,884.68
City of Gloucester Benefits	8,200.00		8,200.00
EOEA	2,422.00		2,422.00
Telephone / Supplies provided by City		3,500.00	3,500.00
Seminars / Workshops, Publications		800.00	800.00
Travel Expenses		800.00	800.00
Coordinator salary provided by City		7,600.00	7,600.00
Total	47,675.68	12,700.00	60,375.68

14. If there is any piece of the budget expenses or income which needs explanation, please do so here.

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

****CITY COUNCIL APPROVAL - ⁵ VOTES NEEDED****

Majority Vote 

APPROPRIATION # 2014-SA- 1 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Department of Public Works

APPROPRIATION AMOUNT: \$ 15,000.00

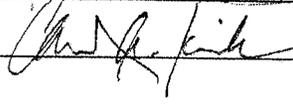
Account to appropriate from:	Unfund Account #	<u>294015</u>
	Account Description	<u>Highway Force Account</u>
Balance Before Appropriation	\$	<u>52,274.00</u>
Balance After Appropriation	\$	<u>37,274.00</u>

Account Receiving Appropriation:	Unfund Account #	<u>101000.10.470.58415.0000.00.000.00.058</u>
	Account Description	<u>Public Services Paving</u>
Balance Before Appropriation	\$	<u> </u>
Balance After Appropriation	\$	<u>15,000.00</u>

DETAILED ANALYSIS OF NEED(S): Funds needed for various paving projects throughout the City.

APPROVALS:

DEPT. HEAD:  DATE: 11 JULY 2013

ADMINISTRATION:  DATE: 8/21/13

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2014**

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

JK

TRANSFER # 2014-SBT- 1 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 8/9/2013 BALANCE IN ACCOUNT: \$ 182,198.85

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.211.51100.0000.00.000.00.051
Unfund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # POLICE-UNIFORM, SAL/WAGE PERM POS
Unfund Account #
Account Description

DETAILED EXPLANATION OF SURPLUS: LT. WILLIAMS & OFFICER SARGENT RETIRED JULY 2013

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.212.51100.0000.00.000.00.051
Unfund Account #

(TO) ORDINARY EXPENSE ACCOUNT # POLICE-INVESTIGATION, SAL/WAGE-PERM POS
Unfund Account #
Account Description

DETAILED ANALYSIS OF NEED(S): ACCOUNT UNDER BUDGETED FOR.

TOTAL TRANSFER AMOUNT: \$ 246.92 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 181,951.93
 TO ACCOUNT: \$ -

APPROVALS: *JK*
 DEPT. HEAD: *[Signature]* DATE: 8/11/13
 ADMINISTRATION: *[Signature]* DATE: 8/21/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2014**

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

TRANSFER # 2014-SBT- 2 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: City Clerk's Office

DATE: 8/21/2013 BALANCE IN ACCOUNT: \$26,550.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.163.52000.0000.00.000.00.052
Registration, Contractual Services
Account Description

DETAILED EXPLANATION OF SURPLUS: Excess funds in account due to no preliminary municipal election in October 2013

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.161.53004.0000.00.000.00.052
City Clerk, Employee Training Seminars
Account Description

DETAILED ANALYSIS OF NEED(S): Funds for Assistant City Clerk to attend NEACTC conference in November and for City Clerk, Assistant City Clerk and staff to attend future conferences in this fiscal year.

TOTAL TRANSFER AMOUNT: \$3,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 23,550.00
 TO ACCOUNT: \$3,000.00

APPROVALS:

DEPT. HEAD:  DATE: 8/21/13
 ADMINISTRATION:  DATE: 8/21/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2014**

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

TRANSFER # 2014-SBT- 3 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: City Clerk's Office

DATE: 8/21/2013 BALANCE IN ACCOUNT: \$23,550.00

(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.163.52000.0000.00.000.00.052
Registration, Contractual Services
Account Description

DETAILED EXPLANATION OF SURPLUS: Excess funds in account due to no preliminary municipal election in October 2013

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.161.57200.0000.00.000.00.057
City Clerk, Out of State Travel
Account Description

DETAILED ANALYSIS OF NEED(S): Funds for Assistant City Clerk to attend NEACTC conference in November and for City Clerk, Assistant City Clerk and staff to attend future conferences in this fiscal year.

TOTAL TRANSFER AMOUNT: \$1,500.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$22,050.00
 TO ACCOUNT: \$1,500.40

APPROVALS:

DEPT. HEAD:  DATE: 8/21/13
 ADMINISTRATION:  DATE: 8/21/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



**CITY OF GLOUCESTER 2013
CITY COUNCIL ORDER**

ORDER: CC#2013-035
COUNCILLOR: Melissa Cox and Paul McGeary

DATE RECEIVED BY COUNCIL: 08/27/13
REFERRED TO: B&F
FOR COUNCIL VOTE:

ORDERED that the City Council request the Budget and Finance Standing Committee review regulations concerning off-season parking fees to be charged at city beaches;

And further

ORDERED that this matter shall be referred to the Budget and Finance Standing Committee for review and recommendation for any changes.

Melissa Cox
Ward 2 Councillor

Paul McGeary
Ward 1 Councillor

BEACH & STAGE FORT PARK REGULATIONS

Effective April 1, 2013

I. Schedule of Operations:

A. Good Harbor & Wingersheek Beaches

1. Access to Parking Lots:
 - a. Seasonal: Gates opened April 1 to October 31 annually
Gates closed November 1 to March 31 annually
 - b. Daily in Season: Gates opened at 8:00am and locked at 9:00pm
 - c. Vehicles in beach parking lots shall be placed only within areas designated by the Director of Public Works or his agents.
 - d. Vehicles (except City vehicles engaged in beach maintenance) including off-road vehicles, motorbikes, mopeds, motorcycles, trucks, dune buggies, and snowmobiles are prohibited on beaches or dunes at Good Harbor and Wingersheek beaches without authorization.
2. User Fees:

Parking fees may be collected from May 1 to September 30 annually and shall be collected daily from Memorial Day to Labor Day, in accordance with the schedule of fees established in Appendix A.
3. Certified Lifeguards:

Red Cross certified lifeguards shall be on duty daily, weather permitting, from 9:00am to 5:00pm from Memorial Day to Labor Day. Weather permitting, lifeguards may also be on duty weekdays and weekends during May and September.
4. Snack Bars:

Snack bars may be open weekends during May and September and shall be open daily from Memorial Day to Labor Day, weather permitting. Hours of operation shall be from 9:00am to 6:00pm daily.
5. Rest Rooms:

Rest rooms may be open weekends during May and September and shall be open daily from Memorial Day to Labor Day. Hours of operation will be from 8:00am to 8:00pm daily. The restrooms may be closed early during periods of inclement weather when parking lot operations are also closed.
6. Bike Racks:

At Good Harbor Beach, bicycles are allowed only at the concession, and at the bike rack on Nautilus Road and not on the footbridge.

B. Stage Fort Park

1. Access to Parking Lots:
 - a. Seasonal: Gates opened April 1 to October 31 annually
Gates closed November 1 to March 31 annually.
 - b. Daily in Season: Gates opened at 8:00 am and locked at 9:00 pm.
 - c. Vehicles in parking lots shall be placed only within areas designated by the Director of Public Works or his agents.
 - d. Vehicles (except City vehicles engaged in beach maintenance) including off-road vehicles, motorbikes, trucks, dune buggies, and snowmobiles are prohibited on beaches and within the enclosed areas of Stage Fort Park without authorization.
2. User Fees:

Parking fees may be collected from May 1 to September 30 annually, and shall be collected daily from Memorial Day to Labor Day, in accordance with the schedule of fees established in Appendix A.

3. Certified Lifeguards:

Red Cross certified lifeguards shall be on duty daily, weather permitting, from 9:00am to 5:00pm, Memorial Day to Labor Day at Half Moon Beach only.

4. Snack Bars:

Not applicable

5. Rest Rooms:

Rest rooms may be open weekends during May and shall be open daily from Memorial Day to Labor Day, 8:00am to 6:00pm; and during special events as required. The restrooms may be open during the months of September and October from 9:00am to 6:00pm daily or to coincide with the hours of operation of the Visitor Center.

6. Permits – Group Functions and Picnic Areas:

- a. Groups of 25 persons or more shall be required to obtain a group permit for the general use of park facilities and the dedicated use of a group picnic area.
- b. Individuals shall be required to obtain a permit for the dedicated use of the Bandstand (Gazebo), Rose Garden, beach areas and group picnic areas.
- c. Designated group picnic areas may be reserved in conjunction with the issuance of a group permit. Group picnic areas are designated as: Area A – the hollow area to the rear (east) of the rest facility building, Area B – the area to the south of Tablet Rock, Area C – the upland area to the far west of the volleyball court.
- d. Catered events may be conducted in the designated picnic areas in conjunction with a group permit.
- e. User fees: see Appendix A.

C. Niles, Pavilion, and Plum Cove Beaches:

1. Parking Restrictions:

There shall be resident sticker parking only in designated areas at Niles and Plum Cove beaches (Ord. – 22-270.1).

2. Open Parking:

Pavilion beach

3. Certified Lifeguards:

Red Cross certified lifeguards shall be on duty daily, weather permitting, starting Father's Day weekend through Labor Day 9:00am to 5:00pm, Pavilion beach excepted.

D. Closing of Beaches & Parks:

The Director of Public Works, as well as legally-authorized public health or other law enforcement officials, shall have discretion to close city beaches and parks to the public should questions of public health or safety arise. Parking fees will not be refunded. Signs shall be posted during times when beaches are open but there are no lifeguards on duty.

E. Beach and Park Rental:

1. Beaches, parks, playgrounds and other outdoor recreational facilities may be rented out in whole or in part for commercial use and social activities when such use does not conflict with permitted use.
2. User fees: see Appendix A

II. Beach Parking:

A. Sticker Eligibility:

1. RESIDENT STICKER criteria:

- a. Domiciled Residents of Gloucester, verified with vehicle registration showing Gloucester address. Include copy of lease agreement if car is leased.
- b. Non-domiciled Residents who own residential property in Gloucester, including Senior Citizen property owners, (2 stickers per owner per season), verified with vehicle registration and a copy of one of the following: Real Estate Tax Bill, Deed, Schedule of Beneficiaries or Trust Documents. Include copy of lease agreement if the vehicle is leased.

- c. Domiciled Resident's Minor Child (under 21) living at college, verified by vehicle registration, a valid college identification card, and documentation showing proof of linkage to Gloucester residency.
 - d. Servicemen stationed in Gloucester, verified with vehicle registration and an official letter from their Commanding Officer confirming permanent stationing. Include copy of lease agreement if car is leased.
 - e. User fees: see Appendix A.
2. NON-RESIDENT STICKER criteria:
- a. Non-Domiciled Residents who rent (minimum of 60 day lease), verified with vehicle registration copy of rental lease agreement signed by landlord, and cancelled rent check. Include copy of lease agreement if car is leased.
 - b. Domiciled Residents of Essex and Rockport, verified with vehicle registration and copy of their driver's license. Include copy of lease agreement if car is leased.
 - c. All other Non-Residents (200 stickers available per season), verified with copy of vehicle registration. Include copy of lease agreement if vehicle is leased.
 - d. User fees: see Appendix A
3. SENIOR CITIZEN STICKER criteria:
- a. Domiciled Senior Citizen Residents of Gloucester, age 65 and older, verified with their vehicle registration and drivers license. Include copy of lease agreement if car is leased.
 - b. A Senior Citizen sticker carries residency status for the purpose of parking in "Resident Sticker Parking Only" designated areas.
 - c. User fees: see Appendix A
4. GUEST VOUCHER criteria:
- a. Motel, hotel, guest house, camp ground owners, and licensed innkeepers only may receive bulk issue of beach parking guest vouchers for the current season as needed for issue to guests that are actually booked into accommodations at their establishments.
 - b. Vouchers will only be issued to establishments that show State Room Tax # or valid Federal Employer ID Number, which ever applies. This procedure is subject to review by the Director of Public Works and abuse may result in revocation of Vouchers.
 - c. Vouchers shall be valid for one day only, Memorial Day to Labor Day, 8:00am to 3:00pm. Reduced rates for late arrivals do not apply to Guest Vouchers. Vouchers are non-negotiable and non-transferable.
 - d. If a guest voucher is not stamped with the establishment's name and that day's date it will not be accepted. No handwritten guest vouchers will be accepted.
 - e. User Fees: see Appendix A.

B. Issue restrictions:

- 1. Domicile is determined by Vehicle Registration. All stickers will be issued to a vehicle based on registration and property ownership, and not to a person or residence, except senior citizen stickers.
- 2. Senior citizen stickers will be issued to a qualifying vehicle (based on registration), together with the qualifying individual (based on age) for his/her exclusive use. The qualifying individual must be present in the vehicle for the vehicle to receive exempted admittance. There is a limit of one senior citizen sticker per qualifying individual / vehicle combination.
- 3. A Non-Resident Senior Citizen who otherwise qualifies for a resident sticker as a non-resident property owner, may obtain a resident senior sticker upon payment of the appropriate resident sticker fee.
- 4. A Resident Senior Citizen who qualifies for and receives a Senior Citizen sticker, may also receive a resident sticker for the same vehicle upon payment of the appropriate resident sticker fee.
- 5. A Domiciled resident can get a sticker for a company owned car if they have a letter, on company stationary, signed by an officer of the firm, stating the employee has exclusive use of the vehicle. The employee must provide proof of residency.
- 7. Personal property ownership does not qualify as real estate property ownership for the purpose of establishing proof of residency.
- 8. Dealer and Repair plates do not qualify for any type of sticker
- 9. All stickers shall be permanently affixed to the approved vehicle at the time of

issuance. Stickers shall be affixed to the extreme lower left corner of the front windshield or to a driver's side window.

10. Loose stickers will not be honored.
11. To prevent confusion, misunderstanding and delays at the parking lot entrance gate, all patrons will be asked to remove all expired stickers.
12. All stickers and guest vouchers are non-transferable, non-negotiable, and non-refundable.
13. Stickers expire at the end of the calendar year in which issued, except senior citizen stickers which will be issued in five year increments beginning in 2011 and shall expire in year dates ending in zero and five.

C. User Fees:

1. Parking fees: see Appendix A.
2. Sticker and voucher fees: see Appendix A.
3. All user parking fees, once paid, are nonrefundable.
4. Parking user fees shall routinely be collected at the full applicable rate at Stage Fort Park from 8:00am to 4:00pm daily.
5. Parking user fees shall routinely be collected at the full applicable rates from 8:00am to 3:00pm daily at Good Harbor Beach and Wingersheek Beach. From 3:00pm to 5:00pm a reduced rate of \$10 off the applicable weekday rate and \$10.00 off the applicable weekend/holiday rates shall be collected at both locations in order to equitably accommodate late arrivals. This reduced rate does not apply to Guest Vouchers.
6. When, at the option of the Director, Beach parking fees are collected on the weekdays or weekends before Memorial Day and after Labor Day, there will be a \$10 discount off the applicable daily rate to reflect non-peak season beach conditions.
7. Buses and vans that drop off passengers within the park or beach parking areas shall first pay the applicable parking fee regardless if the parking lot is used or not.
8. All stickers, including seniors, that are lost, stolen, destroyed, missing, confiscated, or invalidated due to a change in plates or registration will be charged a re-issuance fee at the time of application for a replacement sticker.
9. Exemptions: domiciled resident senior citizens only, age 65 and older. An issuance fee will be effective in 2011, which shall be prorated over a five year period.
10. Special Events: The Director of Public Works may establish nominal parking fees for groups, organizations and special events in order to cover city expenses of conducting the event.

D. Parking Restrictions:

1. Parking restrictions posted in and around beaches, park areas, and the Beach District (Ord. 22-176(b)) will be strictly enforced. Violators may be tagged and towed at owners expense.
2. Unattended children and pets shall not be left in vehicles in the beach and park parking lots.
3. All City beach and park employees (collectors, lot attendants, lifeguards, etc.), contract concession personnel, and contract rest room personnel that are residents of Gloucester, must have a current beach sticker in order to enter and park in the parking lot. Any non-resident employee will need to purchase a "employee pass for non-residents" at the price of a Resident beach sticker. This pass will be valid only on days the employee is working at the beach or park.
4. Employee and contractor vehicles shall be parked in the general use parking lot areas and will not be parked adjacent to concession facilities.
5. Vehicles, public and employee, shall not be parked closer than 30 feet to a collector booth.
6. Reserved parking areas for "resident sticker use only" may be established and made available for dedicated resident use from lot opening time up to 1:00pm daily, at which time the reserved parking areas will revert to unrestricted use.
7. There shall be "resident sticker parking only" on Witham Street, west side, from Thatcher Road to the beach; Niles Beach, westerly side, fronting on the beach; Plum Cove Beach parking lot, adjacent to the ball field; and Folly Cove Beach, between poles #356 and #357 (Ord. 22-270.1).
8. Except when space is reasonably available, the parking of buses at Good Harbor Beach at all times; and at Wingersheek Beach and Stage Fort Park on Saturday, Sunday and Holidays, shall be prohibited.

E. Enforcement:

1. Violation of sticker eligibility criteria and sticker issue restrictions may result in enforcement

actions to include sticker confiscation, and/or ineligibility for sticker issuance for one succeeding calendar year.

2. Violation enforcement authority is vested in the Public Properties Operations Manager, Beach Constables, Parking Lot Supervisors of the DPW, and Treasurer/Collector.

III. Miscellaneous Restrictions:

A. Horses:

Horseback riding is prohibited on city beaches and in Stage Fort Park, year round.

B. Games & Sports:

Baseball, softball, football, archery, frisbee tossing, horseshoe pitching, golfing or any other rough-game sports or play is permitted only in areas designated by the Director of Public Works.

C. Inflatable Objects:

Use of inflatable toys, rafts, tubes, mattresses or other inflated objects and the use of all floating objects, except "boogie boards", in the water of all public beaches is prohibited. Boogie Boards will be permitted within the boundaries of a designated area to be located at the far eastern end of the public portion of Good Harbor Beach. A "boogie board" will be defined as a small 19" to 44" soft board comprised of foam, polyurethane, polystyrene, etc., with an attached wrist leash. Floating boards that do not meet this definition are prohibited from use on the beach.

D. Umbrellas, Tents, & Shelters:

Umbrellas must be properly anchored to prevent wind-caused accidents. No tents or shelters are allowed with the exception of sun shades and umbrellas.

E. Airplanes & Helicopters:

No airplanes or helicopters shall be permitted to take off or land from City beaches or park land (other than on official Government business). Violators will be reported to the Federal Aviation Agency.

F. Model Airplanes (Radio Control Aircraft):

Good Harbor Beach Parking Lot

1. Permitted to fly only when beach parking lot is not in operation (no attendant on duty).
2. Restricted to times when pedestrian and vehicle traffic are at a minimum.
3. Not permitted before 8:30am.
4. Shall fly over the parking lot and marsh areas, not the road or beach.
5. Noise levels will be restricted to an acceptable level (non-flow thru, expansion chamber mufflers only).
6. Pilots shall fly in a safe and responsible manner at all times.
7. Pilots will be responsible and liable for their actions.
8. Pilots will abide by regulations in effect and maintain a safe environment.
9. Pilots will be considerate of wetlands and wildlife.

G. Scuba or Skin Diving:

1. At no time will Scuba or skin divers be allowed to use underwater weapons of any type in waters off city beaches.
2. Snorkeling paraphernalia used by non-scuba or skin divers shall be restricted at the discretion of the lifeguards.

H. Boat Launching & Surfing:

1. Boat launching and landing are prohibited at all public beaches between the hours of 9:00 a.m. and 5:00 p.m., from Memorial Day to Labor Day, without the permission of the lifeguard.
2. Surfing is prohibited at all public beaches between the hours of 9:00 a.m. and 5:00 p.m., from Memorial Day to Labor Day, without the permission of the lifeguard.
3. Boardsailing shall be prohibited at all Gloucester City public beaches subject to the following exceptions:
 - a. At Niles beach, boardsailers may access the southeastern most 75 feet of public beach and shall be prohibited from the harbor channel.
 - b. At Cressey's beach, boardsailers may access only a 75 foot section of the beach located immediately to the west of the drive-through ramp in the seawall and shall be prohibited from the Harbor channel.

- c. At other public beaches boardsailing is prohibited between 9:00am and 5:00pm daily from Memorial Day to Labor Day.

I. Sand Dune Protection:

Motor vehicles of any kind are prohibited from driving on sand dunes at City beaches. Pedestrian or animal access to Dunes Conservation Areas is strictly prohibited.

J. Audio Devices:

Radios, portable stereos, so-called “boom boxes”, etc., are prohibited at City beaches and parks. Personal systems with individual speaker outlets (i.e. ear pieces, walkman, ear phones) are permitted.

K. Pets:

1. Dogs and other pets shall be prohibited from being on all public beaches from May 1 to September 15 of each year. Dogs on public beaches from September 16 to April 30 of each year shall be under direct control of the owner or keeper in accordance with the local Animal Control Ordinance.
2. Dogs and pets in Stage Fort Park shall be under direct control of the owner or keeper by leash at all times in accordance with the local Animal Control Ordinance.

L. Alcoholic Beverages Prohibited:

In accordance with state law and local ordinance, the unpermitted use of alcoholic beverages on all City beaches, parks, playgrounds, ball fields, and parking lots is prohibited. Bottles and glass of any kind are prohibited on city beaches, parks, playgrounds, ball fields, and parking lots.

M. Litter Control:

Rubbish and litter shall be deposited in trash receptacles, dumpsters, and / or bags provided by the City. Littering on city beaches, parks, playgrounds, ball fields, and parking lots is prohibited and punishable by fines up to \$100 per violation. Good Harbor, Wingaersheek, Niles and Plum Cove beaches have instituted a “Carry In – Carry Out” policy. Beach goers must be prepared to take away all trash as there are no longer any trash receptacles on the beach for public use.

N. Conduct and Behavior:

All persons destroying public property or engaging in disorderly conduct will be prosecuted to the full extent of the law. Sleeping or camping on city beaches, parks, playgrounds, ball fields, and parking lots between 9:00pm and 8:00 am is strictly prohibited.

O. Open Fires Prohibited:

Open fires of any type are prohibited on city beaches and Stage Fort Park. Cooking is allowed with either gas or charcoal grills at Stage For Park only. All hot coals must be deposited in designated containers.

APPENDIX A

PARKING AND RENTAL FEES ESTABLISHED

1. Parking fees

a. SFP

Passenger car, SW, mini-van, SUV	\$10.00 weekdays \$15.00 weekends, holidays
Motorcycle	\$5.00 each
Van (8+ seats)	\$15.00 weekdays \$20.00 weekends, holidays
Bus (13+ seats)	\$20.00 weekdays \$25.00 weekends, holidays
Bus (26+ seats)	\$25.00 weekdays \$30.00 weekends, holidays
Guest Voucher	\$5.00 discount off the full daily rate

b. GHB/WING

Passenger car, SW, mini van, SUV	
8:00am to 3:00pm	\$20.00 weekdays \$25.00 weekends, holidays
3:00pm to 5:00pm	\$10.00 weekdays \$15.00 weekends, holidays
Motorcycle	\$5.00 each
Van (8+ seats)	\$25.00 weekdays \$30.00 weekends, holidays
Bus (13+ seats)	\$30.00 weekdays \$35.00 weekends, holidays
Bus (26+ seats)	\$35.00 weekdays \$40.00 weekends, holidays
Guest Voucher	\$10.00 discount off the full daily rate

2. Sticker fees:

a. Resident sticker

Domiciled resident	\$20.00
Non-resident property owner	\$20.00
Non-resident Senior Citizen property owner	\$20.00
Non-resident college student	\$20.00
Trust property owner (beneficiary)	\$20.00
Stationed Armed Forces Servicemen	\$20.00

b. Non-Resident sticker

Non-domiciled resident (+60 day renter)	\$50.00
Non-resident (Essex and Rockport)	\$250.00
Non-resident (200 available)	\$250.00

c. Senior Citizen sticker

Domiciled resident Senior Citizen (65+)	(\$5.00 effective 2011)
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3. Re-issue fee

\$5.00

4. Beach and Park Rental fees:

Beach fee: off season (commercial)	\$250.00 daily
Beach fee: in season (Memorial to Labor) (commercial)	\$400.00 daily
Beach fee: non commercial	\$25.00 daily
Stage Fort Park: group area use permit (Sch, YMCA, Camp)	\$25.00 daily
Stage Fort Park: group area use permit – non catered	\$50.00 daily
Stage Fort Park: group area use permit – catered	\$200.00 daily
Stage Fort Park: Bandstand (Gazebo)	\$100.00 2 hr max
Stage Fort Park: Rose Garden	\$100.00 2 hr max
Stage Fort Park: off season, commercial	\$250.00 daily
Stage Fort Park: in season, commercial	\$400.00 daily

5. Special Events:

The Director of Public Works may establish nominal parking fees for groups, organizations and special events in order to cover city expenses of conducting the event.

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL 978 281 9730
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CITY CLERK
GLOUCESTER, MA
AUG 26 PM 12:10

CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor *KC*
RE: FY2013 City's General Fund Estimated Financial Performance
Date: August 26, 2013

This memo is in regards to the vote of the City Council taken on June 24, 2013 related to the "FY13 closure of accounts which shows all unexpended appropriations in the City General Fund from that fiscal year as well as and performance versus actual for City revenues for FY13."

The City's General Fund actual revenues versus budget performed well in Fiscal Year 2013. We're estimating approximately \$1,100,000 in actual revenues exceeding budget. A few notable revenues that performed well, Wind Turbine metering credit revenue exceeded budget by approximately \$101,000, Tax Lien revenues exceeded budget by approximately \$520,000, Local Meals Tax revenue exceeded budget by approximately \$113,000, Hotel/Motel Excise revenue exceeded budget by approximately \$68,000, Premiums from the Sale of Bonds exceeded budget by approximately \$314,000, Ambulance revenues exceeded budget by approximately \$92,000, Building Permit revenue exceeded budget by approximately \$139,000, Daily Beach Parking Fees exceeded budget by approximately \$330,000, and there was a deficiency in Charter School reimbursements of (\$617,803).

The City's General Fund actual expenditures versus budget also performed well in Fiscal Year 2013. We're estimating approximately \$2,200,000 in unexpended appropriations to the General Fund. Most notable, the Charter School State Assessment unexpended appropriations totaled approximately \$1,724,000, Department of Public Works unexpended appropriations totaled approximately \$260,000, Police and Fire Department unexpended appropriations totaled approximately \$130,000 and Gloucester Public School Department unexpended appropriations totaled approximately \$70,000.

The performance of City's General Fund revenues and expenditures versus budget is part of the complex calculation of the City's General Fund "Free Cash." Other factors include all funds in a deficit position, property tax receivables and deferred revenues, year-end encumbrances and unexpended "Free Cash" from prior years. As of August 26, 2013, the Auditor's Office is estimating the City's General Fund "Free Cash" estimate to be \$3,000,000 as of July 1, 2013. This is a "Free Cash" estimate that may fluctuate up or down and this is not official. We anticipate the Massachusetts Department of Revenue to certify the City's "Free Cash" as of July 1, 2013 this fall.

→ **MOTION: On motion by Councilor Tobey, seconded by Councilor Whynott, the City Council voted 9 in favor, 0 opposed that the City Auditor be directed to provide the City Council with reports after July 15, 2013 FY13 closure of accounts which shows all unexpended appropriations in the City General Fund from that fiscal year as well as and performance versus actual for City revenues for FY13.**

2. Planning & Development Standing Committee Report of June 19, 2013 re: Annisquam River Crossing Easement (under separate cover)

MOTION: On motion by Councilor Hardy, seconded by Councilor Tobey, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council under M.G.L c. 79 to take by eminent domain a subsurface utility easement of 117,150 square feet +/-, for the public purpose of a utility corridor; the easement being located at 27 and 27 rear Essex Avenue and as shown on a June 14, 2013 Easement Plan entitled, "Easement Plan for Annisquam River Utility Corridor" and to recommend to award \$75,000 in damages to the owner(s), Marine Realty Trust of Gloucester, MA and further to adopt the "ORDER OF TAKING for 27 and 27R Essex Avenue Subsurface Corridor Easement."

Mike Hale, DPW Director, speaking with the assent of the Council, explained that the water main that crosses from the mainland to the island currently goes through the Spooner Tunnel which is located to the harbor side on the Annisquam River approximately 100 years old (circa 1904) and is a weak link in the City's water distribution system. Last fall the DPW brought before the Council a proposal to drill, under the Phase 4 water work, two new water mains under the Annisquam River. This, he said, is the final piece that gives the City the legal authority to be within this corridor. This river crossing is an integral part to the City's water distribution system, he noted, and that this new river crossing will last for many generations, he pointed out.

Mr. Hale reviewed for **Councilors McGeary and Ciolino** that the method used for this river crossing by horizontal directional drilling and pulls those pipes through a corridor beneath the Annisquam River. There will be no open space tunnel; rather, it is just buried pipe under the river. He assured that this pipe would be safely under the river; it is PVC water main that can last many, many generations, he said. He reiterated there is no tunnel. Two 20 inch water mains are pulled through a corridor that a drill will make. When the drill pulls the pipe through, it deposits mud around the pipe so the pipe stays in place. As to provisions for gas and electric lines, **Mr. Hale** explained that National Grid Electric has their own corridor; and National Grid Gas was not interested in joining in the process. National Grid has its own river crossing further upstream on Julian Road. The company has lines running through the Spooner Tunnel but will abandon that. He added there will be spare conduit to allow for future expansion.

Councilor LeBlanc thanked Mr. Hale and Paul Keane, City Engineer throughout the process which has been conducted mostly in Ward 3, the ward he represents. Complaints from constituents, he said, have been immediately addressed by both gentlemen and their departments' staff throughout this project which was greatly appreciated.

MOTION: On motion by Councilor Verga, seconded by Councilor , the City Council voted by ROLL CALL 9 in favor, 0 opposed that under M.G.L c. 79 to take by eminent domain a subsurface utility easement of 117,150 square feet +/-, for the public purpose of a utility corridor; the easement being located at 27 and 27 rear Essex Avenue and as shown on a June 14, 2013 Easement Plan entitled, "Easement Plan for Annisquam River Utility Corridor" and to recommend to award \$75,000 in damages to the owner(s), Marine Realty Trust of Gloucester, MA and further to adopt the "ORDER OF TAKING for 27 and 27R Essex Avenue Subsurface Corridor Easement."

Councilors' Requests to the Mayor:

Councilor Whynott said Saturday evening's fundraiser held at the Gloucester House honoring City Council President Jackie Hardy was a wonderful event organized by Councilor Tobey who also acted as the evening's emcee.

Councilor Ciolino wished everyone a Buono Fiesta and Viva St. Pietro!

Councilor LeBlanc asked the DPW street sweeping procedure be reviewed. In years past signs would go up letting citizens know the street sweeper would be coming through their neighborhood in the next day or two. He asked this notification program be reinstated, and that that this information be posted either in the newspaper/City

END B&F CONSENT AGENDA No. 1.

Budget & Finance Consent Agenda No. 2:

Councilor McGeary said Consent Agenda No. 2 consists of 24 special budgetary transfers designed to meet deficits that arose over the course of the fiscal year. By June 30th all of the City's accounts, he explained, must be in balance. This action, he said, typically moves funds from a personnel account to an ordinary account or from one department to another. He noted these are 2013-SBT-41 through 2013-SBT-64.

Councilor Tobey said that he sent to the Council an email that the City Auditor, Kenny Costa prepared for him which is a breakdown of where the money for these budgetary transfers are coming from; monies available in the budget as the City reaches year end, in the budget in excess of \$650,000. He said 11 months from now he hoped that the next Council they will remember that there were accounts substantially over budgeted so that they could ask "why;" so that the money is available for other services. This money could be available for firefighters in the outlying fire stations; teachers and programs in the schools; important priorities that the City has not fully funded, he noted. **Councilor Tobey** pointed out two accounts he said were over budgeted - DPW Facilities-Electric, Non-Street Lights by almost \$112,000; and Debt Service, Long-term Principal & Interest at \$165,000. He said there will be, as it is every year since 1982 when he first became a City official, a reason why that money is there and always there. He urged the Council to use it, spend it and invest it. He advised the Council he intended to make two additional motions prior to the close of the Council meeting for the Council to ask for two additional reports from the City Auditor.

Councilor Ciolino thanked Councilor Tobey for his comments and added that B&F asked the questions why there was money in DPW Facilities-Electric, Non-Street Lights and received an explanation from the Administration that between Fuller School closing and other cost-saving measures under the auspices of the DPW Director, that \$135,000 remained in that account. He said it was not a matter of over budgeting. **Councilor Ciolino** reiterated that the B&F Committee does ask the necessary questions and does know where the money is and why. The Committee, he said, was satisfied with the answers it got.

Councilor McGeary said that the B&F Committee in FY14 budget review cut the Treasurer/Collector's budget by \$250,000. He noted by his calculation the Treasurer/Collector's contribution over the past fiscal year was about \$233,000. That money from Debt Service, Long-term Principal & Interest, as explained by Chief Financial Officer, Jeff Towne, is in anticipation that the capital markets fluctuate and sometimes more money is needed than originally thought; and sometimes by acting quickly into the market, the City can save money, he noted. But, **Councilor McGeary** said, the expectation that it is a reserve that is available. The Council this year is dipping into that reserve, he noted. He said he was told by various people that are a risky business cutting the \$250,000 from that account, and so the Council will see next year just how risky it is.

Councilor Tobey said the B&F Committee worked hard and said he credited them, and he acknowledged the Committee asked questions. He said, however, that he has listened to B&F Committees do this since 1982, and chaired three B&F Committees and did the same things. There was still money to be extracted at the end of the fiscal year and at the beginning of the fiscal year, he pointed out. **Councilor Tobey** said more could be done to find the money in the appropriation recommendations in these several categories. He said he was surprised that the health insurance premiums account was not included in this group of accounts where money was being extracted to fund year end account deficits. The next two motions he said he would put forward will be to ask the City Auditor after the current fiscal year's expenditures are completed after the July 15th warrant is to ask where there is extra money still from FY13 budget year, and to also ask for the same report on revenues to find out if there was even more money to be had. While B&F conducted a comprehensive budget review but money gets missed every year, he said, for the same reasons every year; that money should be put on the table. The community, he pointed out, should be concerned if there is another substantial Free Cash surplus in November.

MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to accept the unanimous recommendations of the Budget & Finance Committee dated 06/24/13 as follows:

- **MOTION: On motion by Councilor Ciolino, seconded by Councilor LeBlanc, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2013-SBT-41 for \$801.10 from Police-Administration, Salary/Wage-Permanent Position, Account #101000.10.210.51100.0000.00.000.00.051 to Police-Parking, Salary/Wage-Part-time Position, Account #101000.10.218.51250.0000.00.000.00.051 to increase hours of part-time parking enforcement officers through June 30, 2013.**

Budget & Finance Committee
September 5, 2013
Review of Community Preservation Committee Recommendations
For Funding under the Community Preservation Act
Round 4, FY2013

1. Project #8, Rehabilitation and restoration of the Blynman Schoolhouse
Project Sponsor: Magnolia Historical Society
Funding Recommendation: \$30,000
2. Project #2, Saving the Foundation, repairing the structure
Project Sponsor: Sargent-Murray-Gilman-Hough House Association
Funding Recommendation: \$20,000
3. Project #3, Restoration and preservation of Thacher Island Fresnel Lens
Project Sponsor: Cape Ann Museum & Thacher Island Association
Funding Recommendation: \$10,000
4. Project #7, Survey & save the brick chimney at the Tarr and Wonson Paint Manufactory
Project Sponsor: Ocean Alliance
Funding Recommendation: \$30,000
5. Project #1, Magnolia Library & Community Center – Renovations
Project Sponsor: Magnolia Library Center
Funding Recommendations: \$7,500
6. Project #4, Stern Rebuild of the Vessel Phyllis A.
Project Sponsor: Phyllis A. Marine Association
Funding Recommendations: \$25,000

PROJECT NO. 8
REHABILITATION AND RESTORATION OF THE BLYNMAN SCHOOLHOUSE
Project Sponsor: MAGNOLIA HISTORICAL SOCIETY

The Community Preservation Committee recommends that the City Council appropriate \$30,000.00 to the MAGNOLIA HISTORICAL SOCIETY for the purpose of the rehabilitation and restoration of an historic asset by upgrading the electrical and the HVAC system, at the former Blyman School, located at 46 Magnolia Avenue, Gloucester, MA with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014;
2. An historic preservation easement will be required.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The Magnolia Historical Society has set a list of priorities to fully restore the historic Blynman Schoolhouse. This project will enable the Magnolia Historical Society Inc. to operate in benefit to all, as the Magnolia Historical Museum and Cultural Center. The renovations include; cupola removal and restoration, roof removal and replacement, new electrical system, new plumbing, insulation, interior wall removal/renewal, new heating/ac system, and hardwood floor restoration, the total cost of which is approximately \$185,000. This new space will enable the Society to protect and exhibit the precious artifact, safeguard the City's historical resources, serve the community with informational and educational events, allow the museum to reside in a historic building that may have otherwise been compromised, afford for greater visibility and handicap accessibility to the public, and allow ample space for community fund raising events.

PROJECT NO. 2
SAVING THE FOUNDATION, REPAIRING THE STRUCTURE
Project Sponsor: SARGENT -MURRAY-GILMAN-HOUGH HOUSE ASSOCIATION

The Community Preservation Committee recommends that the City Council appropriate \$20,000.00 to the SARGENT-MURRAY-GILMAN-HOUGH HOUSE ASSOCIATION for the purpose of the rehabilitation and restoration of an historic asset by repairing the foundation, repointing chimney bases and outer walls, replace and repair beams, support columns and repairing the basement window, at the Sargent-Murray-Gilman-Hough House Association located at, 49 Middle Street, Gloucester, MA, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The project will insure the stabilization and long-term preservation of the Sargent house Museum. Currently there is significant structural damage to infested wooden beams and brick piers in the basement. Chimney bases that serve five of the house's fireplaces have shifted due to earlier repairs that are failing. A masonry window well needs rebuilding and there are masonry cracks in the building's outer walls caused by the use of modern mortar, which is falling. The work is predicated on Conservation Assessment Reports completed in 2008 by Wendy Frontiero, a preservation architect.

In addition to stabilizing the building, this project will eliminate heating loss, humidity infiltration and potential vermin infestation, all of which are major threats to the significant collections in the house. The total project cost is estimated at \$53,075.

PROJECT NO. 3
RESTORATION AND PRESERVATION OF THACHER ISLAND FRESNEL LENS
Project Sponsor: CAPE ANN MUSEUM AND THACHER ISLAND ASSOCIATION

The Community Preservation Committee recommends that the City Council appropriate \$10,000.00 to the CAPE ANN MUSEUM AND THACHER ISLAND ASSOCIATION for the purpose of preserving an historic asset by repairing and restoring the 'Fresnel Lens' and permanently exhibiting at the museum, located at the Cape Ann Museum, located at, 27 Pleasant Street, Gloucester, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The Fresnel Lens from the south tower of the lighthouse on Thacher Island that served as a beacon for Cape Ann mariners for over 120 years (from 1861 – 1980), will be returned to Gloucester' Cape Ann Museum where it will be restored, preserved and permanently exhibited in a gallery expressly constructed to facilitate viewing by the public, the total cost of which is approximately \$46,790. Standing 10 feet high and weighing over a ton, it will be restored on-site at the Museum by a trained lampist whose on-going work will be viewed by the public. This is a unique collaborative community project with the Thacher Island Association, located in Rockport MA.

PROJECT NO. 7
SURVEY AND SAVE THE BRICK CHIMNEY AT THE TARR AND WONSON PAINT MANUFACTORY
Project Sponsor: OCEAN ALLIANCE

The Community Preservation Committee recommends that the City Council appropriate \$30,000 to the OCEAN ALLIANCE, for the purpose of the rehabilitation and restoration of the chimney and accompanying brick building with repointing and stabilization of the Tarr and Wonson Paint Factory chimney, located at the end of Horton Street on the Rocky Neck Peninsula, Gloucester, MA with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014;
2. A historic preservation easement will be required.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

The Tarr and Wonson Paint Manufactory is one of the Gloucester's most iconic structures. One of the most visible parts of this structure is the 60 foot chimney stack that fishermen used to navigate home. Funds are needed to inspect, stabilize

and re-point the Paint Factory chimney and the accompanying brick building the total cost of which is approximately \$80,650. At this point in time cracks are appearing in the structure and bricks are coming loose from the chimney which is both a safety hazard and is leading to further deterioration by allowing water into the structure.

PROJECT NO. 1
MAGNOLIA LIBRARY & COMMUNITY CENTER - RENOVATIONS
Project Sponsor: MAGNOLIA LIBRARY CENTER

The Community Preservation Committee recommends the appropriation of \$7,500 to the Magnolia Library & Community Center for the purpose of the doing design and cost studies for the rehabilitation and restoration of an historic asset by hiring a sprinkler engineer to develop a plan for a sprinkler system to protect and preserve the building in the event of fire, and/or hiring an architect to draft plans for a handicap compliant bathroom, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014;
2. An historic preservation easement will be required.

The Community Preservation Act spending purpose is to rehabilitate an historic resource.

Project Summary:

The Magnolia Library and Community Center offers residents of Gloucester various educational and cultural experiences through programming and events at the Center. The Center operates in a 127 year old structure which has no sprinkler and fire alarm system which would preserve the building in the event of a fire. This project would allow the Center to do planning studies in order to preserve and protect this historic structure that has seen a 41% increase in use over the last year.

The Center also needs to rehabilitate their restrooms to ADA compliance. This would allow all residents to be able to partake in the various programs offered at the Center. The total project cost is estimated at \$195,150.

PROJECT NO. 4
STERN REBUILD OF THE VESSEL PHYLLIS A.
Project Sponsor: PHYLLIS A. MARINE ASSOCIATION

The Community Preservation Committee recommends that the City Council appropriate \$25,000.00 to the PHYLLIS A. MARINE ASSOCIATION for the purpose of preserving an historic asset by repairing and restoring the stern of the Phyllis A., with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014;
2. An historic preservation easement will be required.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

Project Summary:

This project will consist of rebuilding the stern by replacing frames, deck beams, ceiling, decking and planning where necessary, the total cost of which is approximately \$51,000. This restoration is just another step in the restoration of the Phyllis A. to make her available for tourism and educational purposes.