



GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, February 20, 2014 – 5:00 p.m.

1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. *Administration's proposed comprehensive plan for free cash (Cont'd from 02/06/14)*
2. *Memorandum from CAO re: Economic Development Incentive Program for Mazzetta Company: Tax Increment Financing Agreement & Amendment to Blackburn Industrial Park Economic Opportunity Area Designation*
3. *Memorandum from CAO re: Loan Authorization & Free Cash request for the Commercial Street Infrastructure Project*
4. *Special Budgetary Transfer Request (2014-SBT-16) from Mayor's Office*
5. *Special Budgetary Transfer Request (2014-SBT-17) from Veterans' Services*
6. *Special Budgetary Transfer Request (2014-SBT-18) from Purchasing Department*
7. *Communication from the City Hall Restoration Committee re: City Council approval to submit grant application to both the Mass. Cultural Council Facilities Fund & the Gloucester Community Preservation Act to complete exterior restoration of City Hall*
8. *Memorandum & pertinent materials from the Director of Finance & Operations for the Gloucester Schools re: permission to pay for services/goods procured without a purchase order in place for: \$384, \$195.35 and \$487.36 and permission to raise the spending limit on Revolving Fund #283013 from \$20,000 to \$40,000*
9. *CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as "parking meter holidays" to begin in FY14 (Cont'd from 2/20/14) TBC TO 3/6/14*
10. *CC2014-005 (McGeary/LeBlanc/Verga/Cox/Fonvielle) Amend GCO Sec. 16.1 "Grant Applications"*
11. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

Councilor Melissa Cox, Chair

Councilor William Fonvielle, Vice Chair

Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
John Dunn
Donna Compton
Hans Baumhauer
Mike Hale
Paul Keane
J.J. Bell/Maggie Rosa
Gregg Cademartori
Suzanne Egan

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.

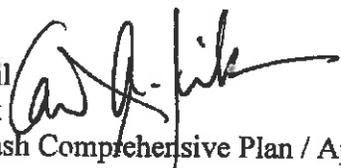
City Hall
Nine Dale Ave
Gloucester, MA 01930



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ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn A. Kirk 
RE: FY13 Certified Free Cash Comprehensive Plan / Appropriations Request
DT: January 22, 2014

Councilors,

The Administration is pleased to submit this comprehensive plan for the disposition of FY13 Free Cash. Thank you also for moving on the most urgent requests that have already been put forward and acted on by the Council.

With our excellent financial management and team work, we are generating appropriate amounts of free cash and our strong financial performance resulted in Standard & Poor's Rating Services upgrading Gloucester's General Obligations Bonds from A+ to AA. Not only does the increased bond rating afford us the advantage of costing the city less to borrow money, attracting jobs and investment to the city is strengthened by increased confidence in doing business with and in Gloucester.

Comprehensive Free Cash Plan

The comprehensive plan for Free Cash is straightforward – it calls for the protection and monitoring of the city's reserve levels, and adherence to the fiscal policies set forth by the Administration.

Translated this means two things:

- An **overview of** current and projected target reserve levels which is outlined on the following page; and,
- An **expenditure plan** that adheres to the fiscal policies set forth by the Administration. This is also outlined in this correspondence.

Continued fiscal discipline is the approach that guides the Administration, and we are cautioning the City Council today that we are dipping below targeted reserve levels. There are choices to be made and not all requests can be honored. However, in time, and as we are already starting to see, this approach leads to stability and sustainability of the services important to the citizens of Gloucester.

INVESTMENT PLAN - Target Reserve Level = \$5,000,000

The following chart illustrates the current status and projection of the city's target reserve level:

FUNDING TARGET:	ACCOUNT BALANCE	RESERVE REQUESTS:	ACTION REQUIRED:
OPEB Liability Account	\$103,995		
Stabilization Account	\$2,660,944	\$100,000 (Reimbursement for recent draw down)	\$100,000 to be voted from FY13 Free Cash
Capital Project Stabilization Account	\$246,142 (earmarked for Munis)	\$270,850 (earmarked for School Dept. Technology)	\$270,850 to be voted from FY13 Free Cash
Free Cash Reserve (unreserved fund balance)	\$3,763,736	\$1,632,973	Please see Dept. appropriation requests next page.
	TOTAL RESERVE (AS OF 1/22/14): \$6,774,817	RESERVES REQUESTED NOW \$2,003,823	
	ADJUSTED RESERVE (AFTER REQUESTS): \$4,770,994	PROJECTED RESERVE REQUESTS \$1,350,000 \$1,000,000 to support FY15 budget \$250,000 for Munis \$100,000 for OPEB Liability \$?? Snow and Ice Deficit	
	PROJECTED RESERVE (AFTER PROJECTED RESERVE REQUESTS): \$3,420,994	NOTE: Our projected reserves are below prudent target levels.	

EXPENDITURE PLAN - FY13 Free Cash Appropriation Requests for City Council Review and Approval

The Administration's free cash appropriation goals this year are threefold: a) strategic investment, e.g., technology for the school department; b) fill the vulnerable areas in department budgets, e.g., facilities maintenance, and c) plan accordingly for the consolidation and reorganization of the Fire Department beginning FY2015. Please see complete list below.

Available for Departmental Appropriation = \$1,632,973

AMOUNT	DEDICATED PURPOSE	EXPLANATION
\$15,000	City Auditor	Mandated OPEB report (cut from FY14 budget).
\$5,000	DPW	Harborwalk maintenance.
\$2,000	DPW/ Veteran's Services	Memorial Square maintenance.
\$100,000	DPW/ City Hall Restoration	Matching funds for Cultural Facilities grant application for continued restoration of City Hall.
\$490,120	DPW	See memo from Director of Public Works.
\$50,000	Tourism	Support for Tourism Commission.
\$10,000	Mayor's Office	Replenish depleted contingency account which is used to support various department requests throughout year.
\$60,000	IT	Continued investment in IT capital plan for city.
\$50,000	EDIC	PR/marketing support for economic development, job creation and attracting investment to city.
\$50,000	Community Development	Reimbursement to SAC Economic Development grant which was tapped for FY14 in advance of SAC grant covering Harbor Planning Director (which has since been approved).
\$20,000	Health Department	Shingles vaccine.
\$131,000	Police Dept	See Memo from Police Chief Campanello.
\$218,000	Fire Dept.	Station-opening overtime (\$150,000); CERT support (\$14,000); and, Communication Radio Equipment (\$54,000).
\$48,800	Personnel	Expenses associated with settlement of GMAA contract provision associated with annual buybacks (\$36,500) and unanticipated expenses associated with the conversion to GIC (\$12,300).
\$383,053	School Dept.	See explanation from Superintendent of Schools Safier. This amount reflects the gap in the FY14 budget as of Jan. 8, 2014.
TOTAL	\$1,632,973	

This correspondence represents the complete request from the Administration for general FY13 fund free cash appropriations at this time. Thank you for your support.

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

APPROPRIATION # 2014- <u>15</u>	<i>Auditor's Use Only</i>
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DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

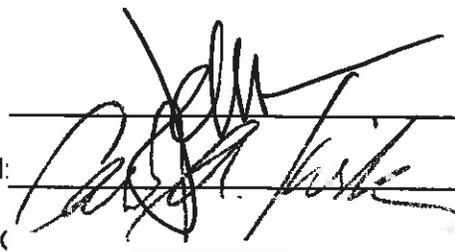
APPROPRIATION AMOUNT: \$ _____ 10,000.00 _____

Account to appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	-
Balance After Appropriation		

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.403.54000.0000.00.000.00.054</u>
	<i>Account Description</i>	<u>Solid Waste Disposal, Supplies</u>
Balance Before Appropriation	\$	-
Balance After Appropriation	\$	<u>10,000.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Bag Purchase

APPROVALS:

DEPT. HEAD: _____  _____ DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCIAL: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

APPROPRIATION # 2014-SA- 110 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: DPW

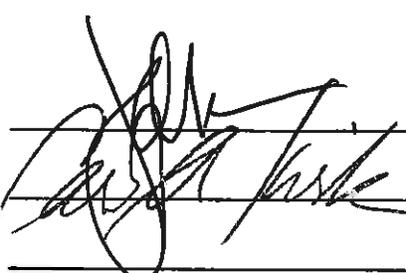
APPROPRIATION AMOUNT: \$ 5,000.00

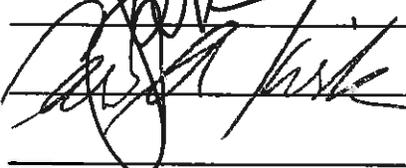
Account to appropriate from:	Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	Unifund Account #	<u>101000.10.411.52620.0000.00.000.00.052</u>
	Account Description	<u>Engineering, Office Equip Maint</u>
Balance Before Appropriation	\$	<u>45.00</u>
Balance After Appropriation	\$	<u>5,045.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Printer Supplies

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14

ADMINISTRATION:  DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-S/ 17 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

APPROPRIATION AMOUNT: \$ _____ 60,000.00

Account to appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.470.51200.0000.00.000.00.051</u>
	<i>Account Description</i>	<u>Pub Prop Maint, Sal/Wage-Temp Pos</u>
Balance Before Appropriation	\$	<u>60,331.46</u>
Balance After Appropriation	\$	<u>120,331.46</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Spring Season

APPROVALS:

DEPT. HEAD: _____ DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-S/ 18 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

APPROPRIATION AMOUNT: \$ _____ 15,000.00

Account to appropriate from:	Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	Unifund Account #	<u>101000.10.470.52000.0000.00.000.00.052</u>
	Account Description	<u>Pub Prop Maint, Contractual Services</u>
Balance Before Appropriation	\$	<u>28,461.52</u>
Balance After Appropriation	\$	<u>43,461.52</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Spring Paving

APPROVALS:

DEPT. HEAD: _____ DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

PPROPRIATION # 2014-S/ 19 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

APPROPRIATION AMOUNT: \$ _____ 30,000.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description General Fund - F/B Undesignated

Balance Before Appropriation \$ _____ -

Balance After Appropriation _____

Account Receiving Appropriation: *Unifund Account #* 101000.10.470.58415.0000.00.000.00.058
Account Description Pub Prop Maint, Paving

Balance Before Appropriation \$ _____ -

Balance After Appropriation \$ _____ 30,000.00

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Spring Paving

APPROVALS:

DEPT. HEAD: _____ DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

PPROPRIATION # 2014-S/

20

Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

DPW

APPROPRIATION AMOUNT:

\$

8,600.00

Account to appropriate from:

Unifund Account #

101000.10.000.35900.0000.00.000.00.000

Account Description

General Fund - F/B Undesignated

Balance Before Appropriation

\$

-

Balance After Appropriation

Account Receiving Appropriation:

Unifund Account #

101000.10.470.52000.0000.00.000.00.052

Account Description

Pub Prop Maint, Contractual Services

Balance Before Appropriation

\$

28,461.52

Balance After Appropriation

\$

37,061.52

DETAILED ANALYSIS OF NEED(S):

Appropriate General Fund "Free Cash" to cut First Parish Cemetary

APPROVALS:

DEPT. HEAD:

DATE:

2/6/14

ADMINISTRATION:

DATE:

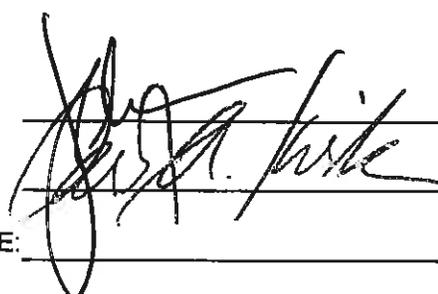
2/6/14

BUDGET & FINANCE:

DATE:

CITY COUNCIL:

DATE:



**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

PPROPRIATION # 2014-S/ 21 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

APPROPRIATION AMOUNT: \$ _____ 7,000.00

Account to appropriate from:	Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	Unifund Account #	<u>101000.10.470.52000.0000.00.000.00.052</u>
	Account Description	<u>Pub Prop Maint, Contractual Services</u>
Balance Before Appropriation	\$	<u>28,461.52</u>
Balance After Appropriation	\$	<u>35,461.52</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Bocce Court Surface

APPROVALS:

DEPT. HEAD: _____ DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

APPROPRIATION # 2014-S/ <u>22</u>	<i>Auditor's Use Only</i>
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DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

APPROPRIATION AMOUNT: \$ _____ 15,000.00 _____

Account to appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	-
Balance After Appropriation		

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.470.54000.0000.00.000.00.054</u>
	<i>Account Description</i>	<u>Pub Prop Maint, Supplies</u>
Balance Before Appropriation	\$	1,952.79
Balance After Appropriation	\$	16,952.79

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Office Furniture

APPROVALS:

DEPT. HEAD: _____	DATE: <u>2/6/14</u>
ADMINISTRATION: _____	DATE: <u>2/6/14</u>
BUDGET & FINANCE: _____	DATE: _____
CITY COUNCIL: _____	DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-S/ <u>23</u>	<i>Auditor's Use Only</i>
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DEPARTMENT REQUESTING TRANSFER: _____ DPW

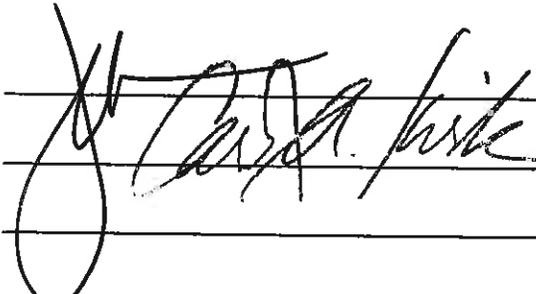
APPROPRIATION AMOUNT: \$ 150,000.00

Account to appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.472.52000.0000.00.000.00.052</u>
	<i>Account Description</i>	<u>FACILITIES, CONTRACTED SERVICES</u>
Balance Before Appropriation	\$	<u>238,148.86</u>
Balance After Appropriation	\$	<u>388,148.86</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore Original Budget Request

APPROVALS:

DEPT. HEAD:		DATE: <u>2/6/14</u>
ADMINISTRATION:		DATE: <u>2/6/14</u>
BUDGET & FINANCE:		DATE: _____
CITY COUNCIL:		DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-SA- 24 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

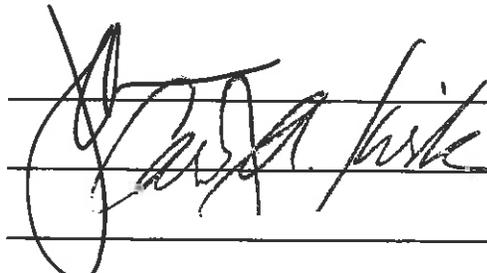
APPROPRIATION AMOUNT: \$ 12,000.00

Account to Appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.472.52150.0000.00.000.00.052</u>
	<i>Account Description</i>	<u>FACILITIES, CONTRACTED SERVICES</u>
Balance Before Appropriation	\$	<u>238,148.86</u>
Balance After Appropriation	\$	<u>250,148.86</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore Funds used for FY13 Invoices

APPROVALS:

DEPT. HEAD:		DATE: <u>2/6/14</u>
ADMINISTRATION:		DATE: <u>2/6/14</u>
BUDGET & FINANCE:		DATE: _____
CITY COUNCIL:		DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

APPROPRIATION # 2014-S/ 25 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

APPROPRIATION AMOUNT: \$ _____ 10,500.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description General Fund - F/B Undesignated

Balance Before Appropriation \$ _____ -

Balance After Appropriation _____

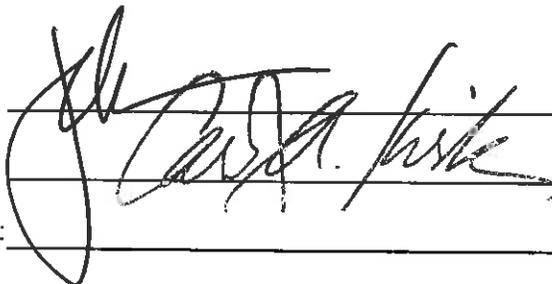
Account Receiving Appropriation: *Unifund Account #* 101000.10.472.52170.0000.00.000.00.052
Account Description FACILITIES, FUEL OIL FOR HEATING

Balance Before Appropriation \$ _____ -

Balance After Appropriation \$ _____ 10,500.00

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore
Original Budget Requist

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-S/ 26 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

APPROPRIATION AMOUNT: \$ 50,000.00

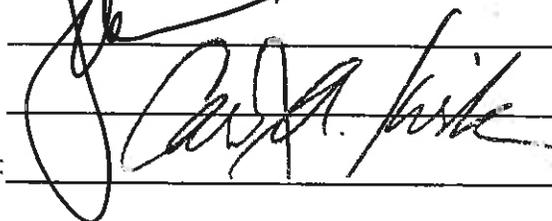
Account to Appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.472.52410.0000.00.000.00.052</u>
	<i>Account Description</i>	<u>FACILITIES, BUILDING MAINTENANCE</u>
Balance Before Appropriation	\$	<u>53,683.52</u>
Balance After Appropriation	\$	<u>103,683.52</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore
Original Budget Request

APPROVALS:

DEPT. HEAD: _____  DATE: 2/6/14

ADMINISTRATION: _____  DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

PPROPRIATION # 2014-S/ <u>27</u>	<i>Auditor's Use Only</i>
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DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

APPROPRIATION AMOUNT: \$ _____ 45,000.00 _____

Account to appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	-
Balance After Appropriation		

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.472.54000.0000.00.000.00.054</u>
	<i>Account Description</i>	<u>FACILITIES, GENERAL SUPPLIES</u>
Balance Before Appropriation	\$	10,792.40
Balance After Appropriation	\$	55,792.40

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore
Original Budget Request

APPROVALS:

DEPT. HEAD: _____	DATE: <u>2/6/14</u>
ADMINISTRATION: _____	DATE: <u>2/6/14</u>
BUDGET & FINANCE: _____	DATE: _____
CITY COUNCIL: _____	DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-SA- <u>28</u>	<i>Auditor's Use Only</i>
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DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

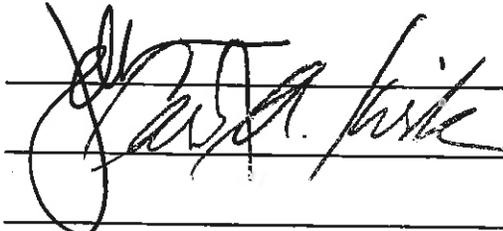
APPROPRIATION AMOUNT: \$ 20,000.00

Account to Appropriate from:	Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		

Account Receiving Appropriation:	Unifund Account #	<u>101000.10.472.54510.0000.00.000.00.054</u>
	Account Description	<u>FACILITIES, JANITORIAL SUPPLIES</u>
Balance Before Appropriation	\$	<u>21,517.84</u>
Balance After Appropriation	\$	<u>41,517.84</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore
Original Budget Request

APPROVALS:

DEPT. HEAD:		DATE: <u>2/6/14</u>
ADMINISTRATION:	_____	DATE: <u>2/6/14</u>
BUDGET & FINANCE:	_____	DATE: _____
CITY COUNCIL:	_____	DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014

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

PPROPRIATION # 2014-S/ 29 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

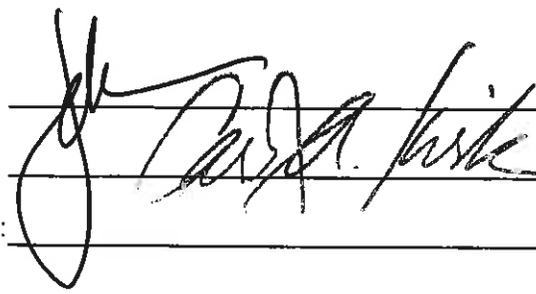
APPROPRIATION AMOUNT: \$ _____ 10,000.00

Account to appropriate from:	Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	Unifund Account #	<u>101000.10.499.54110.0000.00.000.00.054</u>
	Account Description	<u>DPW Other, Gasoline</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>10,000.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore
Original Budget Request

APPROVALS:

DEPT. HEAD:		DATE: <u>2/6/14</u>
ADMINISTRATION:		DATE: <u>2/6/14</u>
BUDGET & FINANCE:		DATE: _____
CITY COUNCIL:		DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-S/ 30 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: DPW

APPROPRIATION AMOUNT: \$ 10,000.00

Account to appropriate from:	Unifund Account #	101000.10.000.35900.0000.00.000.00.000
	Account Description	General Fund - F/B Undesignated
Balance Before Appropriation	\$	-
Balance After Appropriation		

Account Receiving Appropriation:	Unifund Account #	101000.10.499.54820.0000.00.000.00.054
	Account Description	DPW Other, Tires & Tire Maint
Balance Before Appropriation	\$	5,000.00
Balance After Appropriation	\$	15,000.00

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Increase in Bid Prices

APPROVALS:

DEPT. HEAD: DATE: 2/6/14

ADMINISTRATION: DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-SA- 31 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

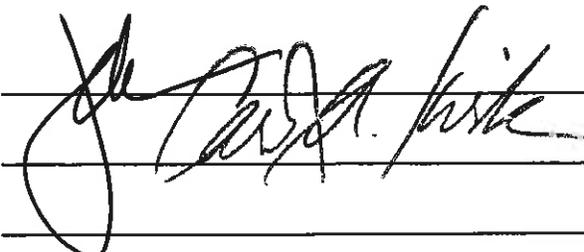
APPROPRIATION AMOUNT: \$ 8,000.00

Account to Appropriate from:	<i>Unifund Account #</i>	<u>101000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation		<u></u>

Account Receiving Appropriation:	<i>Unifund Account #</i>	<u>101000.10.499.54850.0000.00.000.00.054</u>
	<i>Account Description</i>	<u>DPW Other, Tires & Tire Maint</u>
Balance Before Appropriation	\$	<u>5,000.00</u>
Balance After Appropriation	\$	<u>13,000.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" to Restore
Original Budget Request

APPROVALS:

DEPT. HEAD: _____  DATE: 2/6/14

ADMINISTRATION: _____ DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2013

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

APPROPRIATION # 2012-SA- 36 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

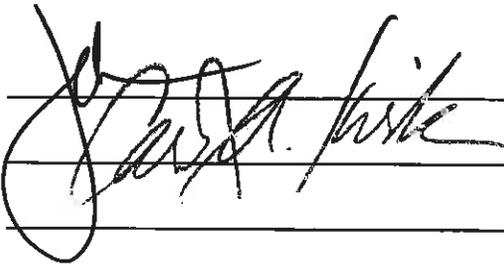
APPROPRIATION AMOUNT: \$ 86,580.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.211.51360.0000.00.000.00.051
Account Description Police Uniform - Sal/Wages OT
Balance Before Appropriation \$ 37,043.14
Balance After Appropriation \$ 123,623.14

DETAILED ANALYSIS OF NEED(S): Impact on Overtime of Coverage for Long Term Injured on Duty
Officers

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14
ADMINISTRATION: _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2013

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

APPROPRIATION # 2012-SA- 37 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 20,950.00

Account to appropriate from: _____
Unifund Account # 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: _____
Unifund Account # 101000.10.211.51360.0000.00.000.00.051
Account Description Police Uniform - Sal/Wages OT Beach
Balance Before Appropriation \$ 23,909.32
Balance After Appropriation \$ 44,859.32

DETAILED ANALYSIS OF NEED(S): Increased Beach Patrol in Summer 2013

APPROVALS:

DEPT. HEAD: _____ DATE: 2/6/14
ADMINISTRATION: [Signature] _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

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

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

APPROPRIATION # 2012-SA- 38 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 3,425.00

Account to appropriate from: Unfund Account # 101000.10.000.35900.0000.00.000.00.000

Account Description F/B - Undesignated

Balance Before Appropriation _____

Balance After Appropriation #VALUE!

Account Receiving Appropriation: Unfund Account # 101000.10.210.51170.0000.00.000.00.051

Account Description Police Uniform - Temporary Upgrade

Balance Before Appropriation \$ 1,036.35

Balance After Appropriation \$ 4,461.35

DETAILED ANALYSIS OF NEED(S): Bump up pay for Executive Officer as Acting Chief

APPROVALS:

DEPT. HEAD: [Signature] DATE: 2/6/14

ADMINISTRATION: [Signature] DATE: 2/6/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2013

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

APPROPRIATION # 2012-SA- 39 *Auditor's Use Only*

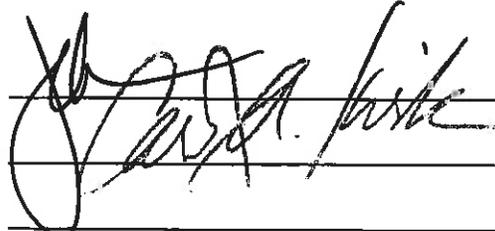
DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 13,795.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.211.58720.0000.00.000.00.058
Account Description Police - Uniform Capital Expenses
Balance Before Appropriation \$ 16,705.58
Balance After Appropriation \$ 30,500.58

DETAILED ANALYSIS OF NEED(S): Purchase of new Radio Comparator

APPROVALS:
DEPT. HEAD:  DATE: 2/6/14
ADMINISTRATION: _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2013

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

APPROPRIATION # 2012-SA- 40 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

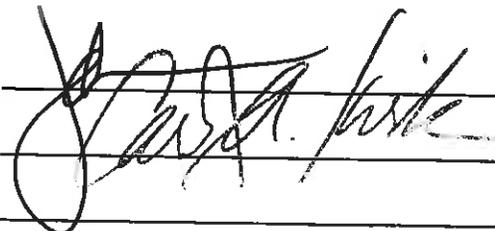
APPROPRIATION AMOUNT: \$ 2,955.00

Account to appropriate from: *Unfund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unfund Account #* 101000.10.211.55870.0000.00.000.00.054
Account Description Police - Uniform, Police Ammunition
Balance Before Appropriation \$ _____
Balance After Appropriation \$ 2,955.00

DETAILED ANALYSIS OF NEED(S): Ammunition Resupply

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14
ADMINISTRATION: _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

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

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

APPROPRIATION # 2012-SA- 41 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

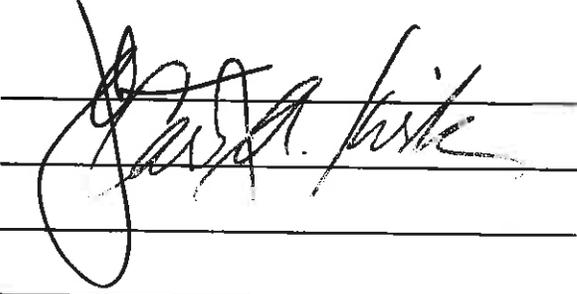
APPROPRIATION AMOUNT: \$ 1,450.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.211.55860.0000.00.000.00.054
Account Description Police - Uniform Firearms Maintenance
Balance Before Appropriation \$ 500.00
Balance After Appropriation \$ 1,950.00

DETAILED ANALYSIS OF NEED(S): Service Weapon Cleaning

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14
ADMINISTRATION: _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2013

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

APPROPRIATION # 2012-SA- 42 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

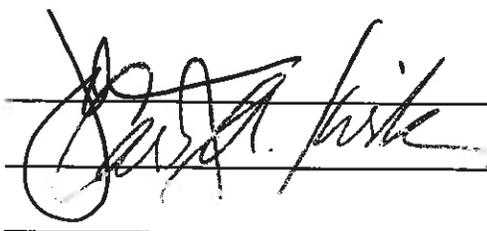
APPROPRIATION AMOUNT: \$ 1,845.00

Account to appropriate from: *Unfund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unfund Account #* 101000.10.216.54110.0000.00.000.00.054
Account Description Police - Harbors, Gasoline
Balance Before Appropriation \$ _____
Balance After Appropriation \$ 1,845.00

DETAILED ANALYSIS OF NEED(S): Boat Fuel

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14
ADMINISTRATION: _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2013

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

APPROPRIATION # 2012-SA- 45 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

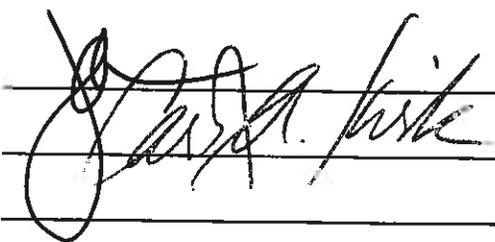
APPROPRIATION AMOUNT: \$ 383,053.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000
Account Description F/B - Undesignated
Balance Before Appropriation _____
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.21.370.53800.2305.00.270.00.052
Account Description School Department - MO Contingency
Balance Before Appropriation \$ 573,303.06
Balance After Appropriation \$ 956,356.06

DETAILED ANALYSIS OF NEED(S): To cover gap in FY 2014 budget

APPROVALS:

DEPT. HEAD:  DATE: 2/6/14
ADMINISTRATION: _____ DATE: 2/6/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

14 FEB 11 PM 3:41
CITY CLERK
GLOUCESTER, MA

Memorandum

To: City Council President McGeary and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: February 11, 2014

**Re: Economic Development Incentive Program for Mazzetta Company:
Tax Increment Financing Agreement and Amendment to Blackburn
Industrial Park Economic Opportunity Area Designation**

In August of 2013 the Administration met with representatives of the Mazzetta Company to discuss possibly expanding their operations to Gloucester.

The Mazzetta Company is a family owned and operated company, formed in 1987, headquartered in Highland Park, Illinois, which is 25 miles north of Chicago. The Mazzetta Company LLC, with its affiliates (collectively, the "Mazzetta Group") is an integrated seafood and seafood products company that engages in the processing, distribution and wholesale sale of seafood and seafood products, primarily throughout the continental United States.

The discussions focused on the Mazzetta Group operating a model seafood processing plant in the Blackburn Industrial Park, more specifically 21-29 Great Republic Drive, which was the previous location of Good Harbor Filet. The Mazzetta Group anticipates investing approximately \$1,500,000 in improvements to the building and about \$5,000,000 on machinery and equipment to properly equip the facility for intended seafood processing and handling operations. Also, there are plans for the Mazzetta Group to construct an 8,000 square foot tank house addition to the facility that has an estimated cost of \$1,000,000. In addition to this \$7,500,000 investment, it is anticipated that 125 full-time employees will be hired to work at the facility with the potential for another 100+ seasonal workers.

The Mazzetta Group has submitted a letter of intent to apply to the Commonwealth of Massachusetts' Economic Development Incentive Program (EDIP). The EDIP is a tax incentive program designed to foster full-time job creation and stimulate business growth throughout the Commonwealth. Participating companies receive state and local tax incentives in exchange for full-time job creation and private investment commitments.

The EDIP is a partnership among the business, municipality, and Commonwealth. In order to access significant state tax credits, the business must guaranty a level of investment and commit to creating a certain number of full-time jobs. The business must also have municipal support for the project. The municipal support is expressed through a Tax Increment Financing (TIF) Agreement which offers the business a modest amount of property tax relief resulting from the new investment. The most recent Gloucester business the City worked with on this program is Gorton's.

In order to participate in the EDIP, the business must be located in an Economic Opportunity Area (EOA). The Blackburn Industrial Park EOA designation was created in 1995 and consists of 22 parcels. The area was selected for designation because it was an appropriate area to encourage the location of large-scale industrial uses.

The property at 21-29 Great Republic Drive is located within the Blackburn Industrial Park EOA. However, the Blackburn Industrial Park EOA designation will expire on September 20, 2015. In order to meet state requirements for the Mazzetta Group to participate in the EDIP, the expiration date for the site in the Blackburn Industrial Park EOA needs to be extended.

City staff are preparing an application (attached) to amend the Blackburn Industrial Area EOA. The modification will result in a separate EOA for 21-29 Great Republic Drive. The site-specific EOA at 21-29 Great Republic Drive will expire in 12 years. The rest of the original Blackburn Industrial Park EOA will still expire September 20, 2015.

Both the TIF Agreement and EOA Amendment require approval by the City Council. The terms of the TIF Agreement with Mazzetta Group and the completed application to amend the EOA will be presented to the City Council's Budget and Finance Committee. Because of the lengthy and complicated negotiations between the Mazzetta Group and the Owners of 21-29 Great Republic Drive, the issue before us is time sensitive and requires local approval by February 28, 2014 in order to meet the Commonwealth's submission deadline.



COMMONWEALTH OF MASSACHUSETTS
 ECONOMIC ASSISTANCE COORDINATING COUNCIL
 MASSACHUSETTS OFFICE OF BUSINESS DEVELOPMENT

Economic Development Incentive Program (EDIP)
ECONOMIC OPPORTUNITY AREA (EOA) DESIGNATION APPLICATION

A complete application with all required attachments must be submitted in electronic form to your MOBD Regional Director by 5:00 P.M. on the application deadline date. A hardcopy with original signatures and attachments must be postmarked no later than 1 day after the submission deadline and mailed to: EDIP Manager, MOBD, 10 Park Plaza, Suite 3730, Boston, MA 02116. **Applications that are incomplete or submitted after the deadline will not be considered at the scheduled Economic Assistance Coordinating Council (EACC) meeting, without exception.**

PART I. PROPOSED EOA	
1. DESIGNATION OVERVIEW	
Name of Proposed EOA:	
Municipality:	
EOA Designation is for:	<input type="checkbox"/> New EOA within a previously approved Economic Target Area <input type="checkbox"/> Amendment to a previously approved EOA
The area is being proposed for designation as the applicable parcels meet the eligibility criteria (see definitions as defined in M.G.L. Chapter 121A, §1 and M.G.L. Chapter 23A §3E):	<input type="checkbox"/> Blighted Open Area <input type="checkbox"/> Decadent Area <input type="checkbox"/> Substandard Area <input type="checkbox"/> Cumulative Job Loss
Effective Time Period for EOA Designation (Designation must remain in effect for a minimum of 5 Years and Maximum of 20 Years)	Years
2. EOA BOUNDARIES	
(a) Attachment A: Map of Proposed EOA Please attach a detailed map of the proposed EOA, indicating the existing streets, highways, waterways, natural boundaries and other physical features.	<input type="checkbox"/> Attached
(i) Please provide a detailed description of the EOA boundaries including parcel numbers and how said area conforms to the definition of either "Blighted Open Area", "Decadent Area", "Substandard Area and/or "Cumulative Job Loss" as marked in section 1.	

3. REASON FOR DESIGNATION
<p>(a) Please describe the reason for the proposed EOA Designation. Please include:</p> <ul style="list-style-type: none"> (i) A brief narrative of why the EOA designation is important to the community. (ii) If a business has indicated an intention to locate or expand within the proposed EOA, please provide the name and brief description of the company. If applicable, attach the letter of intent.
<p>(b) Please describe the economic development goals for the proposed EOA during the first five years of EOA designation.</p>

PART II. MUNICIPAL DESIGNATION PROCESS					
1. MUNICIPAL AUTHORITATIVE REVIEW					
EOA Authoritative Review Municipal Official or Board/Council/Etc.					
Municipal Contact:	Full Name:		Title:		
Contact Address:	Street Address:				
	City:		MA	Zip Code:	
Telephone Number:	xxx-xxx-xxxx				
Email Address:					
<p>(a) Indicate the local standards and procedures for review of project proposals including:</p> <ul style="list-style-type: none"> (i) the application procedures, (ii) the timeframe for review and determination (iii) and the criteria and process for approval of project proposals (iv) Attachments of any additional documentation required (if applicable) 					
2. LOCAL APPROVAL STREAMLINING					
<p>(a) Provide a proposal and plan (or attach existing plan) to increase the ease of doing business by streamlining delivery of local services within the EOA such as the municipality's permit, approval and license procedures. See: "<u>Best Practice Model for Streamlined Local Permitting</u>"</p>					

<p>(b) Compliance with Community Reinvestment Act: Include a copy of a municipal plan or policy, if any exists, which links the municipality's choice of banking institutions to the bank's compliance with the requirements of the Community Reinvestment Act.</p>	<p><input type="checkbox"/> Attached</p> <p><input type="checkbox"/> N/A</p>
--	--

PART III. SPECIAL REQUIREMENTS FOR LARGE MUNICIPALITIES

This section must be completed by any municipality or member of a regional ETA with a population that exceeds fifty thousand (50,000) people. The population threshold should be calculated based on the most recent statistics available from the U.S. Bureau of the Census.

- Municipality or regional ETA population exceeds 50,000 people (if checked, please complete the below Part III).
- Municipality or regional ETA population is less than 50,000 people (if checked, Part III. is not required, please skip to Part IV.)

1. MUNICIPAL INFRASTRUCTURE SUPPORT

Provide an analysis of the existing infrastructure support and municipal services, including transportation access, water and sewer hook-ups, lighting, and fire and police protection to and for certified projects within the proposed EOA(s). Indicate if the existing level of services and infrastructure is adequate to support the anticipated development in the proposed EOA(s).

Provide a proposal for meeting additional demand for municipal services and infrastructure improvement, including costs and funding sources available for these improvements.

2. JOB TRAINING PROGRAMS

Describe the municipality's plans to secure access to publicly or privately sponsored training programs for employees of certified projects and for residents of the municipality/ETA.

3. LOCAL COMMUNITY INVOLVEMENT

Describe the municipality's plans to increase the level of private sector involvement and the level of involvement by community development organizations in the economic revitalization of the area proposed for designation. For example, local involvement could include commitments from private persons to provide jobs and job training to residents or to employees who for certified projects in the proposed EOA(s).

COMMONWEALTH OF MASSACHUSETTS
 ECONOMIC ASSISTANCE COORDINATING COUNCIL
 MASSACHUSETTS OFFICE OF BUSINESS DEVELOPMENT

PART IV. MUNICIPAL BINDING WRITTEN OFFER

The municipality completing this application must provide a **binding written offer** to provide either tax increment financing or a special tax assessment to each certified project located within the proposed EOA(s).

Please attach a copy of the municipality's binding written offer.

- (i) **In cities**, this shall be in the form of a City Council Order or Resolution, along with a Certified Vote by the City Clerk.
- (ii) **In towns with Town Meeting form of government**, this shall be in the form of a Town Meeting Motion, along with a Certified Vote by the Town Clerk.
- (iii) **In towns with Town Council form of government**, this shall be in the form of a Town Council Order or Resolution, along with a Certified Vote by the Town Clerk.

Attached

PART V. APPLICATION AUTHORIZATION, CERTIFICATION & ACKNOWLEDGEMENT

I/We _____ (fill in name and title) of the applicant municipality applying for "Economic Opportunity Area" Designation from the Commonwealth of Massachusetts, Economic Assistance Coordinating Council hereby certify that I/we have been authorized to file this application and to provide the information within and accompanying this application and that the information provided herein is true and complete. I/we understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to approve "Economic Opportunity Area" Designation and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the Economic Opportunity Area if the Commonwealth discovers that the applicant intentionally provided misleading, inaccurate, or false information. I/we make this certification under the pains and penalties of perjury.

The signatories also hereby acknowledge that, under the Public Records law of the Commonwealth of Massachusetts, this application and all documents submitted in support thereof are public records under the provisions of Massachusetts G. L., Ch. 4, sec. 7 (26).

Signed:

Name	Title	Date
------	-------	------

Name	Title	Date
------	-------	------

MODIFIED PROCESS

Applicant Inquiry

Review by TIF Committee

Recommendation to consider application for EOA and Certified Project to City Council via Mayor

City Council Referral to B&F

Presentation to B&F by TIF Committee and applicant. B&F vote for tentative approval. B&F vote for authorization to negotiate TIF terms.

TIF Committee negotiates TIF terms with applicant.

TIF Committee recommends TIF agreement to B&F

Consideration by B&F of TIF agreement and approval to City Council and setting of public hearing

City Council accepts recommendation from B&F and sets date for public hearing

City Council holds public hearing on EOA, Certified Project, and TIF terms. City Council votes on approval.

4.29.03

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President McGeary and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: February 4, 2014

Re: **Loan Authorization & Free Cash Request for the Commercial Street Infrastructure Project**

The Administration would like to re-submit the attached loan authorization language and two Free Cash appropriation requests for the necessary infrastructure for the Commercial Street Infrastructure Project.

Consistent with the Mayor's financing plan submitted to the City Council on January 9, 2013, which was subsequently withdrawn, the following outlines the \$7,500,000 budget for the project:

		General Fund Share (41%)	Water Fund Share (23%)	Sewer Fund Share (36%)
Total Project Cost	\$7,500,000	\$3,075,000	\$1,725,000	\$2,700,000
Less:				
MassWorks Grant	(\$3,000,000)	(\$1,230,000)	(\$690,000)	(\$1,080,000)
Beauport, LLC	(\$1,400,000)	(\$574,000)	(\$322,000)	(\$504,000)
Free Cash	(\$1,000,000)		(\$500,000)	(\$500,000)
Total Net Borrowing	\$2,100,000	\$1,271,000	\$213,000	\$616,000

I respectfully request this matter be referred to Budget & Finance for discussion. Appropriate city staff and consultants will be available to answer any questions.

Thank you

General Fund Loan Authorization

Ordered: that \$3,075,000 (Three Million Seventy Five Thousand Dollars) is appropriated for improving roads, drainage, sidewalks, seawall replacement and streetscapes, 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 \$3,075,000 under Chapter 44 of the Massachusetts General Laws or any other enabling legislation; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received such prior to the issuance of bonds or notes under this order; 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.

Water Fund Loan Authorization

Ordered: that \$1,225,000 (One Million Two Hundred Twenty Five Thousand Dollars) is appropriated for the purpose of financing the construction of the following water pollution abatement facilities: water system improvements, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$1,225,000 and issue bonds or notes therefor under Chapter 44 of the Massachusetts General Laws, or any other enabling legislation and/or Chapter 29C of the General Laws; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; and that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received such prior to the issuance of bonds or notes under this order; 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.

Sewer Fund Loan Authorization

Ordered: that \$2,200,000 (Two Million Two Hundred Thousand Dollars) is appropriated for the purpose of financing the construction of the following sewer pollution abatement facilities: sewer system improvements, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$2,200,000 and issue bonds or notes therefor under Chapter 44 of the Massachusetts General Laws, or any other enabling legislation and/or Chapter 29C of the General Laws; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; and that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received such prior to the issuance of bonds or notes under this order; 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.

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2014

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

DEPARTMENT REQUESTING TRANSFER:
#2014-SBT

MAYOR

16 DATE: 1/27/2014 BALANCE IN ACCOUNT \$2,468.32

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.121.57800.0000.00.000.00.057

Mayor, Contingency/Emergency
Account Description

EXPLANATION OF SURPLUS:

Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

101000.10.121.51944.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

Mayor, Sick Incentive Pay
Account Description

ANALYSIS OF NEED(S):

Account was underbudgeted; did not include Sick Incentive for CAO.

TOTAL TRANSFER AMOUNT \$200.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$2,268.32

TO ACCOUNT: \$0.00

APPROVALS:

DEPT. HEAD: *C. Fik*

DATE: 2/4/14

ADMINISTRATION: *C. Fik*

DATE: 2/4/14

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2014

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

DEPARTMENT REQUESTING TRANSFER: VETERANS
#2014-SBT

17 DATE: 1/31/2014 BALANCE IN ACCOUNT \$21,757.76

(FROM) PERSONAL SERVICES ACCOUNT#: Unifund Acct #
101000.10.543.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT#: Unifund Acct #

Veterans, Sal/Wage-Perm Pos
Account Description

EXPLANATION OF SURPLUS: Funds available for transfer due to resignation of
Veterans Agent

(TO) PERSONAL SERVICES ACCOUNT#: Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#: Unifund Acct #
101000.10.543.52000.0000.00.000.00.052

Veterans, Contractual, Services
Account Description

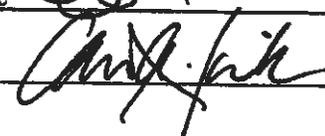
ANALYSIS OF NEED(S): To pay for consulting services by former Veterans Agent until new
Agent is hired. Necessary to keep up with 115 benefits which
requires specialized training/knowledge.

TOTAL TRANSFER AMOUNT \$3,500.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$18,257.76

TO ACCOUNT: \$3,500.00

APPROVALS: 
DEPT. HEAD:

ADMINISTRATION: 

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 2/4/14

DATE: 2/4/14

DATE: _____

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- 18 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Purchasing

DATE: 1/23/2014 BALANCE IN ACCOUNT: \$ 2,100.00

(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.138.53480.0000.00.000.00.052
Advertising
Account Description

DETAILED EXPLANATION OF SURPLUS: no surplus, funds needed for salary account

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
101000.10.138.51100.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
sal/wage perm pos
Account Description

DETAILED ANALYSIS OF NEED(S): excess funds showed in salary account used to fund sick incentive account there was a glitch in the system, funds were not actually there, this transfer will correct shortage in salary account

TOTAL TRANSFER AMOUNT: \$ 300.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 1,800.00
 TO ACCOUNT: _____

APPROVALS: KL
 DEPT. HEAD: [Signature] DATE: 1/23/14
 ADMINISTRATION: [Signature] DATE: 2/4/14
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

City

City Hall Restoration Commission

Memo

To: Mayor Carolyn A. Kirk

From: Maggie Rosa, Chair

CC: J.J. Bell, Steve Dexter, Craig Herrmann, Steve Pardee, Jan Bell, Mary McCarl, Bill Sanborn, Jim Hafey, Jim Duggan, Mark Cole, Mike Hale

Date: Wednesday, January 22, 2014

Re: Grant Applications for the continued exterior restoration of City Hall.

The City Hall Restoration Commission (CHRC) is seeking approval from the Administration and City Council to submit grant applications to both the Mass Cultural Facilities Funds and Gloucester's Community Preservation Act funds in order to complete the exterior restoration of City Hall. The grant application to the Mass Cultural Facilities Fund will seek the maximum amount of \$675,000, which requires the same amount of funds for the match. The CHRC is planning on seeking \$500,000 from CPA funds to be used as part of the match, to be combined with the \$100,000 of Free Cash, \$36,000 from 2013 CPA funds and \$40,000 from privately raised funds.

Mass Cultural Facilities Funds requires submission of An Intent to Apply by February 7, 2014 with a deadline of submitting the Grant Application by March 7, 2014.

The 2014 deadlines for CPA applications are January 31 for Project Eligibility Forms, and March 14 for Completed Application.

The CHRC recognizes that the applications will require a significant effort in order to have any chance of success. However, CHRC also recognizes that these funding opportunities constitute the only realistic sources available to complete the exterior restoration, including the windows and masonry repairs, at an estimated cost of \$1.3 million Both the Committee for the Arts and the Gloucester Harbor Cultural District Committee have agreed to strongly support our efforts. We are currently seeking support from a variety of local organizations.

We are available to answer any questions that you might have.

Thank you for your attention to this matter.



The GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Hans Baumhauer
Director of Finance and Operations
6 School House Road
Gloucester, MA 01930
Phone: 978-281-9802 / Fax 978-281-9899
jbaumhauer@gloucester.k12.ma.us

To: Gloucester Budget and Finance Committee
From: Hans Baumhauer
Date: 01/30/14
RE: City Council Matters

1) Requesting your permission to pay services / goods procured without a purchase order in place.

Town of Essex

Police officer detail charge for GHS football game 11/28/13 - \$384.00

Kathleen Foote

Travel reimbursement for professional development - \$195.35

Melanie Stansfield

Travel reimbursement for professional development - \$487.36

2) Requesting your permission to raise the spending limit on Revolving Fund #283013 from \$20,000 to \$40,000

Paperwork attached.

Johannes H. Baumhauer
Director of Finance and Operations



POLICE DEPARTMENT

24 MARTIN STREET ESSEX, MA 01929 * TEL. 978-768-6628 * FAX 978-768-7635

PRIVATE-DUTY BILLING

Gloucester Police Department
Main Street
Gloucester, MA 01930

INVOICE DATE: 12/3/2013
INVOICE #: 42413

BILL FOR PRIVATE POLICE DUTY

11/28/2013 Rob Gilardi
Gloucester High School Football Game

4 Regular Hours \$192.00
Regular Hours \$0.00
Accounting Fee

11/28/2013 Dan Bruce
Gloucester High School Football Game

4 Regular Hours \$192.00
Overtime Hours \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

TOTAL \$384.00

Date:
Check #:

Please return one copy with your payment

*** Make checks payable to the "TOWN OF ESSEX" ***



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Teacher

Name Kathleen Foote School/Department Veterans' Memorial

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense Feb/March Purpose Lively Letters Training - Linguistics
Warren Conf. Center - Ashland, MA

Travel: 63.77x4

Mileage: (personal vehicle) 255.08 Miles at \$0.565 per Mile \$ 144.12

Parking Expense (see attached Receipt) \$ _____

Tolls (see attached Receipt) \$ _____

Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ _____

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 144.12

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Kathleen Foote DATE 11/15/13

SUPERVISOR'S SIGNATURE [Signature] DATE 11/21/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

original submitted 6/2013. resubmitted 10/25/13

2012

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Kathleen Foote School/Department Veterans' Memorial

Teacher &

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 11/19/2012 Purpose BSRF - open resp. training
5/1/2013 ELL training

Travel:
Mileage: (personal vehicle) 226784 = 90.68 Miles at \$0.565 per Mile \$ 51.23
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Spinelli's
Peabody, Ma

Subtotal Travel \$ _____

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ 51.23

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ _____

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Kathleen Foote DATE 11/15/13

SUPERVISOR'S SIGNATURE [Signature] DATE 11/21/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Hand deliver
resub
11/21/13

* originally submitted 10/20/12 - resubmitted 10/26/12 faxed 11/12

UCC-Framingham



FORM C

**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Name Melanie Stansfield School/Department Beeman, Literacy Coach

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 2/8/13 Purpose Project Read Linguistics

Travel: 59.54 x 2 = 119.08 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 67.28
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____
_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stansfield DATE 12/5/13

SUPERVISOR'S SIGNATURE [Signature] DATE 12/5/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

UCC - Framingham



FORM C

**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stanfield School/Department Beeman, Literacy Coach

Expense Account Number 282123-20-331-57100-2357.00.000-13-057

Date of Expense 2/12/13 Purpose Project Read Linguistics

Travel: 59.54 x 2 = 119.08 miles Miles at \$0.565 per Mile \$ 67.28
Mileage: (personal vehicle) _____
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 12/5/13

SUPERVISOR'S SIGNATURE Alan S. [Signature] DATE 12/5/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Spinelli's Function Facility - Peabody, MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stansfield School/Department Beeman, Title I

Teacher
Q

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 10/12/12 Purpose Project Read Written Expression

Travel: 22.29 x 244.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18 (part 1)
\$ _____
\$ _____
\$ _____

Subtotal Travel \$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stansfield DATE 10/12/12

SUPERVISOR'S SIGNATURE [Signature] DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Spinelli's Function Facility- Peabody, MA



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stansfield School/Department Beeman, Title I

Teacher Expense Account Number 282123-20-331-57100-2357-00-00-13-057

Date of Expense 10/15/12 Purpose Project Read Written Expression

Travel: 22.29 x 2.44 = 58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18 (part 2)
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stansfield

DATE

10/15/12

SUPERVISOR'S SIGNATURE

[Signature]

DATE

11/26/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Spinelli's Function Facility, Peabody - MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stansfield School/Department Bee man, Title I

Expense Account Number 28263.20.331.57100.2357.00.000.13.057

Date of Expense 11/1/12 Purpose Vocabulary - Keys to Literacy

Travel: 22.29 x 244.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____
_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stansfield

DATE 11/1/12

SUPERVISOR'S SIGNATURE

Elmer Gilly

DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Teacher
Q

Spinelli's Function Facility - Peabody, MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:
Approved _____
Disapproved _____

Teacher

Name Melanie Stansfield School/Department Beeman, Title I

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 11/14/12 Purpose Project Read Phonics (part 2)

Travel: 22.29 x 244.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

\$ 25.18

Parking Expense (see attached Receipt) _____

\$ _____

Tolls (see attached Receipt) _____

\$ _____

Other Travel Expense (Specify) _____

\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stansfield

DATE 11/14/12

SUPERVISOR'S SIGNATURE

[Signature]

DATE 11/23/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Spinelli's Function Facility - Peabody MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Teacher
4

Name Melanie Stanfield School/Department Beeman, Title I

Expense Account Number 2123.20.331.57100.2357.00.000.13.057

Date of Expense 11/15/12 Purpose Project Read Lesson Building

Travel: 22.29 x 2 = 44.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____
_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stanfield

DATE

11/14/12

SUPERVISOR'S SIGNATURE

[Signature]

DATE

11/25/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

UCC Framingham - MA



FORM C

**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Name Melanie Stanfield School/Department Beeman, Literacy

Teacher
Q

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Coach

Date of Expense 1/1/13 Purpose BSRI - Data Meetings

Travel: 59.54 x 2 = 119.08 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

\$ 67.28

Parking Expense (see attached Receipt) _____

\$ _____

Tolls (see attached Receipt) _____

\$ _____

Other Travel Expense (Specify) _____

\$ _____

Subtotal Travel

\$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation

\$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stanfield

DATE 1/1/13

SUPERVISOR'S SIGNATURE

[Signature]

DATE 1/28/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Beverly Public Schools - Cove School



Foundations Training FORM C

Beverly, MA

CITY OF GLOUCESTER

GLOUCESTER PUBLIC SCHOOLS

EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Teacher
2

Name Melanie Stansfield School/Department Beeman, Literacy Coach

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 2/13/13 Purpose Foundations - Training

Travel: 14.87 x 2 = 29.74 Miles

\$ 16.80

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

Subtotal Travel \$ 16.80

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ ~~16.80~~

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 16.80

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie Stansfield DATE 2/13/13

SUPERVISOR'S SIGNATURE Ellen Gray DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

UCC - Framingham - MA

FORM C



**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only

Approved _____

Disapproved _____

Name Melanie Stanfield School/Department Breman, Literacy Coach
Expense Account Number 282123.20.331.57100.2357.00.000.13.057
Date of Expense 3/14/13 Purpose BSR1RS-CCSS Training 93

Teacher &

Travel: 59.54 x 2 = 119.08 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 67.28
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation

\$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 3/14/13

SUPERVISOR'S SIGNATURE Ellen [Signature] DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Name Melanie Stanfield School/Department Beeman Literacy

Expense Account Number 282123.20.331.57100.2357.00.000.13.657 Coach

Date of Expense 9/19+9/20 Purpose Telian Lively Letters

Travel: 89.16 miles
Mileage: (personal vehicle) 112 Miles at \$0.555 per Mile \$ 50.36
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ 50.36

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 50.36

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 12/5/13

SUPERVISOR'S SIGNATURE [Signature] DATE 12/5/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Spinelli's Function Facility, Peabody, MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:
Approved _____
Disapproved _____

Name Melanie Stanfield School/Department Beeman, Title I

Expense Account Number 282123.20.331.57100.2357.00.000.13.457

Date of Expense 10/26/12 Purpose Project Read Phonics (part 1)

Travel: 22.29 x 2 44.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stanfield

DATE 10/26/12

SUPERVISOR'S SIGNATURE

Ellen Sibley

DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Teacher



Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2013-135

The Gloucester City Council, at a special meeting held on Tuesday, June 18, 2013 at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On motion of Councilor McGeary, seconded by Councilor Ciolino, the City Council voted 8 in favor, 0 opposed, 1 absent, to continue acceptance of Statute MGL, Chapter 44, §53E ½, School Department Revolving Funds as specified:

283002	Summer School Program	School	Fees	Salary/Expense	\$20,000	Available Balance	None
283008	Transportation	School	Contracts/ Charters	Transportation Services	\$300,000.00	Available Balance	None
283010	ROTC	School	Fees/Charges	Salary/Expenses	\$80,000.00	Available Balance	None
283012	Preschool	School	Fees/Charges	Salary/Expenses	\$50,000.00	Available Balance	None
283013	Professional Development	School	Fees/Charges	Training	\$20,000.00	Available Balance	None
283018	Non Resident Student Tuition	School	Fees/Charges	Salary/Expense	\$50,000	Available Balance	None

Linda T. Lowe, City Clerk

Date: JUN 21 2013

APPROVED BY THE MAYOR

Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

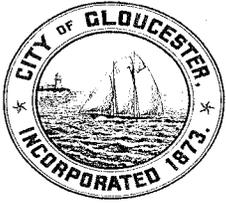
Carolyn A. Kirk, Mayor

SIGNED THIS 24 DAY OF June, 2013

All Ordinances shall become effective 31 days after passage except
Emergency Orders and Zoning Amendments shall become effective the next day.

A TRUE COPY ATTEST

CITY CLERK



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-001
COUNCILLOR: Greg Verga and Paul McGeary

DATE RECEIVED BY COUNCIL: 01/14/14
REFERRED TO: B&F & Police Dept .
FOR COUNCIL VOTE:

ORDERED that the Budget and Finance Committee in consultation with the Police Department and local merchants consider the feasibility of the City of Gloucester adopting certain days as “parking meter holidays” to begin in fiscal year 2014; and further

ORDERED that these days consist of the so-called Black Friday and Small Business Saturday dates around the Thanksgiving holiday and that these “parking meter holidays” also coincide with any “sales-tax holidays” adopted by the Massachusetts State Legislature; and further

ORDERED that these local “parking meter holidays” would require no payment to parking meters/kiosks, however, time limits and anti-shuffling rules would still be enforced; and further

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

Greg Verga
Councillor at Large

Paul McGeary
Ward 1 Councillor



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-005
**COUNCILLORS: Paul McGeary, Steven LeBlanc,
Greg Verga, Melissa Cox, William Fonvielle**

DATE RECEIVED BY COUNCIL: 02/11/14
REFERRED TO: O&A & B&F
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Section 16-1 (Grant Applications) be amended as follows:

By DELETING Sec. 16-1. In its entirety and REPLACING it with:

Sec. 16-1. Grant applications.

(a) Prior to a city agency or employee filing any grant application that requires an in-kind or monetary **match** in excess of \$100,000 or multiple year commitment the total of which is anticipated to exceed \$100,000 on behalf of the city, such application shall be submitted to the City Council for approval and referred to its Budget and Finance committee for recommendation. If the application deadline is prior to the next regularly scheduled city council meeting; then the applicant may file the application and seek committee approval at the next regularly scheduled meeting following the deadline.

b) Applications for grants with match requirements below the threshold set forth in (a) above may be submitted without prior approval of the Council, provided that the **department** applying for the grant notifies the Council in writing of the intention to file such application. Such notification is for information only and no permission by the Council is required to complete the application; and further

ORDERED that this matter be referred to the Ordinances and Administration Standing Committee and to the Budget & Finance Standing Committee for review and recommendation.

Respectfully submitted,

Paul McGeary
Ward 1 Councillor
Steven LeBlanc
Ward 3 Councillor
Greg Verga
Councillor at Large
Melissa Cox
Ward 2 Councillor
William Fonvielle
Ward 5 Councillor