



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, March 5, 2015 – **5:00 p.m.**
1st Fl. Council Committee Rm. – City Hall
(Items May be taken out of order at the discretion of the Committee)

1. *Harbormaster's Department:*

- A) Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Request 2015-SA-20
- B) Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Request 2015-SA-21
- C) Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Request 2015-SA-22
- D) Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Request 2015-SA-23
- E) Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Request 2015-SA-24

2. *Supplemental Appropriation-Budgetary Request 2015-SA-25 from Mayor's Office*

3. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

COMMITTEE
Councilor Melissa Cox, Chair
Councilor William Fonvielle, Vice Chair
Councilor Paul McGeary

CC: Mayor Theken
Jim Destino
Kenny Costa
John Dunn
Harbormaster Jim Caulkett

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

#2015-SA-20



Nineteen Harbor Loop
Gloucester, MA 01930

TEL 978-282-3012
FAX 978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster 
To: Mayor Sefatia Romeo Theken
Date: February 13, 2015
Subject: Supplemental Appropriation-Budgetary Requests

Mayor Theken,

In your next Mayor's Report to Council will you include the attached five Waterways Board Supplemental Appropriation-Budgetary Requests;

- 1/ SA-20, is for contractual services for the 2015 Boating Season.
- 2/ SA-21, is for Salaries/Wages for Assistant Harbormaster's and Launch Operators.
- 3/ SA-22, is for a Stabilization Rainy Day Fund Account.
- 4/ SA-23, is for Chapter 91 Mitigation Fees for waterways improvements and maintenance.
- 5/ SA-24, is for emergency repairs to Dun Fudgin Boat Ramp due to winter storm damage.

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

Respectfully

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 20 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 6,000.00

Account to Appropriate from: *Unfund Account #* 700000.10.000.35900.0000.00.000.00.000
Account Description Waterways Enterprise, Retained Earnings

Balance Before Appropriation	\$	<u>64,597.00</u>
Balance After Appropriation	\$	<u>58,597.00</u>

Account Receiving Appropriation: *Unfund Account #* 700000.10.492.52000.0000.00.000.00.052
Account Description Waterways Enterprise, Contractual Services

Balance Before Appropriation	\$	<u>1,736.60</u>
Balance After Appropriation	\$	<u>7,736.60</u>

DETAILED ANALYSIS OF NEED(S): To appropriate from Waterways Enterprise, Retained Earnings to complete
Spring 2015 Boating Season set up, Public Landings lawn maintenance
and buoy installations.

APPROVALS:

DEPT. HEAD:  DATE: 2/12/2015

ADMINISTRATION:  DATE: 2/18/15

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

#2015-SA-21



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**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 21 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 7,000.00

Account to appropriate from:	Unifund Account #	<u>700000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>Waterways Enterprise, Retained Earnings</u>
Balance Before Appropriation	\$	<u>58,597.00</u>
Balance After Appropriation	\$	<u>51,597.00</u>

Account Receiving Appropriation:	Unifund Account #	<u>700000.10.492.51200.0000.00.000.00.051</u>
	Account Description	<u>Waterways Enterprise, Sal/Wage-Temp Pos</u>
Balance Before Appropriation	\$	<u>6,737.11</u>
Balance After Appropriation	\$	<u>13,737.11</u>

DETAILED ANALYSIS OF NEED(S): To appropriate from Waterways Enterprise, Retained Earnings to fund additional patrols and launch operators office assistance.

APPROVALS:

DEPT. HEAD:  DATE: 2/13/2015

ADMINISTRATION:  DATE: 2/18/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

#2015-SA-22



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**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 22 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 9,000.00

Account to appropriate from: *Unfund Account #* 700000.10.000.35900.0000.00.000.00.000
Account Description Waterways Enterprise, Retained Earnings

Balance Before Appropriation	\$	<u>51,597.00</u>
Balance After Appropriation	\$	<u>42,597.00</u>

Account Receiving Appropriation: *Unfund Account #* 760000.10.996.49700.0000.00.000.00.040
Account Description Waterways Enterprise Stabilization - Rainy day, Transfer In

Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>9,000.00</u>

DETAILED ANALYSIS OF NEED(S): To appropriate from Waterways Enterprise, Retained Earnings to fund
the creation of a new Waterways Enterprise Stabilization Rainy Day Fund.

APPROVALS:

DEPT. HEAD:  DATE: 2/13/2015

ADMINISTRATION:  DATE: 2/18/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

2015 - SA - 23



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**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 23 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 8,238.00

Account to appropriate from: *Unfund Account #* 700000.10.000.35900.0000.00.000.00.000
Account Description Waterways Enterprise, Retained Earnings

Balance Before Appropriation	\$	<u>42,597.00</u>
Balance After Appropriation	\$	<u>34,359.00</u>

Account Receiving Appropriation: *Unfund Account #* 720000.10.996.49700.0000.00.000.00.040
Account Description R/A Municipal Waterways Improve & Maint, Transfer In

Balance Before Appropriation	\$	<u>30,068.00</u>
Balance After Appropriation	\$	<u>38,306.00</u>

DETAILED ANALYSIS OF NEED(S): To appropriate from Waterways Enterprise, Retained Earnings to reserve funds related to Chapter 91 Mitigation Fees for the purpose of waterways improvements and maintenance.

APPROVALS:

DEPT. HEAD:  DATE: 2/12/2015

ADMINISTRATION:  DATE: 2/18/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

#2015-SA-24



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**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 24 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 1,000.00

Account to appropriate from:

Unfund Account # 730000.10.996.59600.0000.00.000.00.059

Account Description Stab Dun Fudgin Boat Ramp Waterways EF, Tr Out

Balance Before Appropriation	\$	<u>25,000.00</u>
Balance After Appropriation	\$	<u>24,000.00</u>

Account Receiving Appropriation:

Unfund Account # 700000.10.492.52000.0000.00.000.00.052

Account Description Waterways Enterprise, Contractual Services

Balance Before Appropriation	\$	<u>13,737.11</u>
Balance After Appropriation	\$	<u>14,737.11</u>

DETAILED ANALYSIS OF NEED(S): To appropriate from the Stabilization Dun Fudgin Boat Ramp Enterprise Fund to Waterways Enterprise Fund, Contracted Services for the purpose of emergency repairs to the Dun Fudgin Boat Ramp due to winter storm damage.

APPROVALS:

DEPT. HEAD:  DATE: 2/18/2015

ADMINISTRATION:  DATE: 2/18/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- **25** Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Mayor's Office

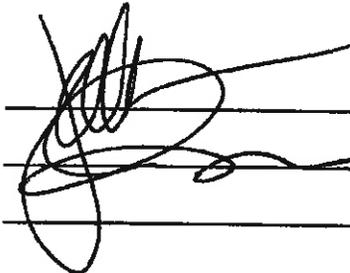
APPROPRIATION AMOUNT: \$ 15,000.00

Account to appropriate from:	Unfund 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>2,014,608.00</u>
Balance After Appropriation	\$	<u>1,999,608.00</u>

Account Receiving Appropriation:	Unfund Account #	<u>101000.10.121.57800.0000.00.000.00.057</u>
	Account Description	<u>Mayor, Contingency/Emergency</u>
Balance Before Appropriation	\$	<u>11,363.00</u>
Balance After Appropriation	\$	<u>26,363.00</u>

DETAILED ANALYSIS OF NEED(S): To pay for professional real estate consulting services related to the development of and RFP for the sale of the Fuller School building.

APPROVALS:

DEPT. HEAD:		DATE: <u>2/18/15</u>
ADMINISTRATION:		DATE: <u>2/18/15</u>
BUDGET & FINANCE:	_____	DATE: _____
CITY COUNCIL:	_____	DATE: _____