

CITY CLERK
GLOUCESTER, MA
15 JUN 11 AM 11:24



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, June 18, 2015 – 4:30 p.m.
1st Fl. Council Committee Rm. – City Hall

1. ***Memorandum from Director of Finance & Operations for the Gloucester Public Schools
Re: Request permission to raise the revenue and spending limit on Fund 22300, School
Food Service from \$1,199,134 to \$1,324,124***
2. ***Memorandum from Fire Chief and Special Budgetary Transfer Requests:
2015-SBT-45 2015-SBT-46
2015-SBT-47 2015-SBT-48***
3. ***Memorandum from Chief Financial Officer & spreadsheet describing FY2015
interdepartmental transfer to Snow & Ice and Special Budgetary Transfer Request 2015-
SBT-49***
4. ***Special Budgetary Transfer Request 2015-SBT-50 from the Treasurer/Collector***
5. ***Supplemental Appropriation-Budgetary Request 2015-SA-28 from the Mayor's Office***
7. ***Memorandum from CFO re: Norseman Ave. Extension Road repairs & an Order related
to repurposing the remaining funds of a completed capital project to Norseman Avenue
Extension Road***
8. ***City Council vote of August 27, 2013 re: Renewal of Rogers Street Parking Lot at 65
Rogers Street (I4-C2)***
9. ***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
Hans Baumhauer
Fire Chief Eric Smith

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



The GLOUCESTER PUBLIC SCHOOLS

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

Hans Baumhauer
Director of Finance and Operations
2 Blackburn Drive
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 : 05/27/15
RE: City Council Matters

Requesting Permission to raise the revenue limit on Fund # 22300 (School Food Service)
from 1,199,124 to \$1,324,124

Requesting Permission to raise the spending limit on Fund # 22300 (School Food Service)
from 1,199,124 to \$1,324,124

Thanks,

Hans Baumhauer
Director of Finance and Operations
Gloucester Public Schools



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Romeo Theken,

FROM: Chief Smith

RE: Mayors report request

DATE: 6/3/15

cc: CAO Destino, CFO Dunn, Asst. Chief Aiello, Sue Mills

Mayor Romeo Theken,

I am requesting your approval and inclusion in the Mayors report City Council the 4 attached SBT's. These transfers will cover the estimated \$20,000 gap in Sal/Wage-Overtime.

Best regards,

2015-SBT-45

Fire Chief Eric L Smith

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

**INTER-departmental requiring City Council approval - 6 Votes Required
X INTRA-departmental requiring City Council approval - 6 Votes Required**

TRANSFER # 2015-SBT- 45 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

DATE: 6/3/2015 BALANCE IN ACCOUNT: \$ 8,701.84

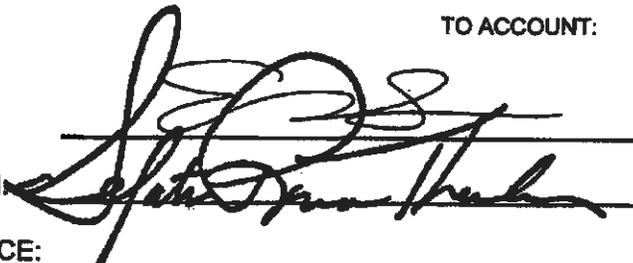
(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.220.53060.0000.00.000.00.052
FIRE DEPARTMENT, TRAINING CLASSES & TUITION
Account Description

DETAILED EXPLANATION OF SURPLUS: _____

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
101000.10.220.51300.0000.00.000.00.051
(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
FIRE DEPARTMENT, SALWAGE-OVERTIME
Account Description

DETAILED ANALYSIS OF NEED(S): TO KEEP ALL STATIONS OPEN

TOTAL TRANSFER AMOUNT: \$ 8,700.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 1.84
TO ACCOUNT: \$ _____

APPROVALS:
DEPT. HEAD: _____ DATE: 6/3/2015
ADMINISTRATION:  _____ DATE: 6/3/2015
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Romeo Theken,

FROM: Chief Smith

RE: Mayors report request

DATE: 6/3/15

cc: CAO Destino, CFO Dunn, Asst. Chief Aiello, Sue Mills

Mayor Romeo Theken,

I am requesting your approval and inclusion in the Mayors report City Council the 4 attached SBT's. These transfers will cover the estimated \$20,000 gap in Sal/Wage-Overtime.

Best regards,

#2015-SBT-46

Fire Chief Eric L Smith

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

**INTER-departmental requiring City Council approval - 6 Votes Required
X INTRA-departmental requiring City Council approval - 6 Votes Required**

TRANSFER # 2015-SBT- 46 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

DATE: 6/3/2015 BALANCE IN ACCOUNT: \$ 2,946.28

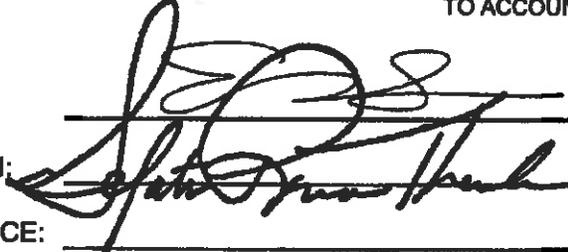
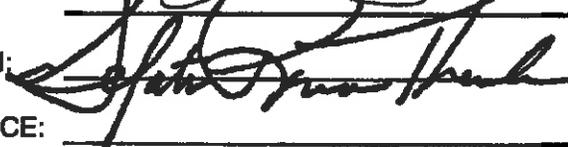
(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.220.53065.0000.00.000.00.052
FIRE DEPARTMENT, FIRE PREVENTION CLASS/SEMINARS
Account Description

DETAILED EXPLANATION OF SURPLUS:

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
101000.10.220.51300.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
FIRE DEPARTMENT, SALWAGE-OVERTIME
Account Description

DETAILED ANALYSIS OF NEED(S): TO KEEP ALL STATIONS OPEN

TOTAL TRANSFER AMOUNT: \$ 2,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 946.28
 TO ACCOUNT: \$ -

APPROVALS:
 DEPT. HEAD:  DATE: 6/3/2015
 ADMINISTRATION:  DATE: 6/3/2015
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Romeo Theken,

FROM: Chief Smith

RE: Mayors report request

DATE: 6/3/15

cc: CAO Destino, CFO Dunn, Asst. Chief Aiello, Sue Mills

Mayor Romeo Theken,

I am requesting your approval and inclusion in the Mayors report City Council the 4 attached SBT's. These transfers will cover the estimated \$20,000 gap in Sal/Wage-Overtime.

Best regards,

2015-SBT-47

Fire Chief Eric L Smith

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

INTER-departmental requiring City Council approval - 6 Votes Required
X INTRA-departmental requiring City Council approval - 6 Votes Required

TRANSFER # 2015-SBT- 47 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

DATE: 6/3/2015 BALANCE IN ACCOUNT: \$ 4,881.00

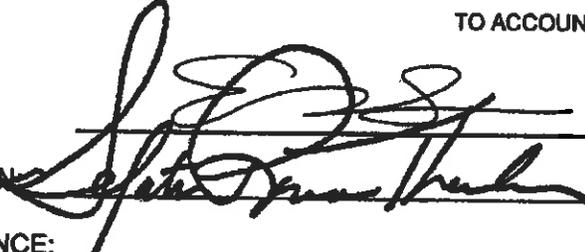
(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.220.57300.0000.00.000.00.057
FIRE DEPARTMENT, DUES & SUBSCRIPTIONS
Account Description

DETAILED EXPLANATION OF SURPLUS:

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
101000.10.220.51300.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
FIRE DEPARTMENT, SAL/WAGE-OVERTIME
Account Description

DETAILED ANALYSIS OF NEED(S): TO KEEP ALL STATIONS OPEN

TOTAL TRANSFER AMOUNT: \$ 4,300.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 581.00
 TO ACCOUNT: \$ -

APPROVALS:
 DEPT. HEAD:  DATE: 6/3/2015
 ADMINISTRATION:  DATE: 6/3/2015
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Romeo Theken,

FROM: Chief Smith

RE: Mayors report request

DATE: 6/3/15

cc: CAO Destino, CFO Dunn, Asst. Chief Aiello, Sue Mills

Mayor Romeo Theken,

I am requesting your approval and inclusion in the Mayors report City Council the 4 attached SBT's. These transfers will cover the estimated \$20,000 gap in Sal/Wage-Overtime.

Best regards,

2015-SBT-48

Fire Chief Eric L Smith

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

INTER-departmental requiring City Council approval - 6 Votes Required
X INTRA-departmental requiring City Council approval - 6 Votes Required

TRANSFER # 2015-SBT- 48 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

DATE: 6/3/2015 BALANCE IN ACCOUNT: \$ 5,050.00

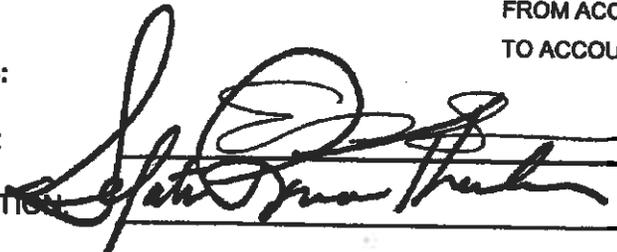
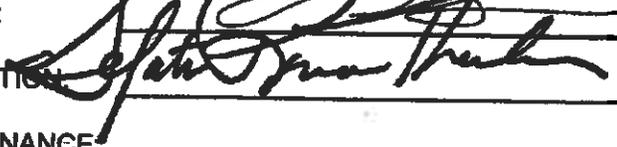
(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.220.58700.0000.00.000.00.058
FIRE DEPARTMENT, REPLACEMENT OF EQUIPMENT
Account Description

DETAILED EXPLANATION OF SURPLUS:

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
101000.10.220.51300.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
FIRE DEPARTMENT, SAL/WAGE-OVERTIME
Account Description

DETAILED ANALYSIS OF NEED(S): TO KEEP ALL STATIONS OPEN

TOTAL TRANSFER AMOUNT: \$ 5,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 50.00
 TO ACCOUNT: \$ -

APPROVALS:
 DEPT. HEAD:  DATE: 6/3/2015
 ADMINISTRATOR:  DATE: 6/3/2015
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jdunn@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
From: John P. Dunn, CFO 
Date: June 3, 2015
Re: Interdepartmental Budget Transfers to Snow & Ice

Over the past couple of weeks, I have been meeting with Department Managers to identify any projected Fiscal 2015 budget surpluses that might be transferred to offset a portion of the Snow & Ice deficit. I am happy to report that those Managers have identified \$549,618.15 in projected total surplus that is available for transfer. Attached please find a Special Budgetary Transfer Request with a spreadsheet identifying such accounts and amounts.

If you are in agreement with the proposed transfer, please sign the attached form and forward it to the City Council for appropriate action.

Thank you.

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

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

TRANSFER # 2015-SBT- 49 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ **Various** _____

DATE: 6/3/2015 BALANCE IN ACCOUNT: _____

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*

Various
Account Description

DETAILED EXPLANATION OF SURPLUS: See attached spreadsheet for detail on accounts and amounts.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.423.53900.0000.00.000.00.052
Snow & Ice - Snow Removal Contracts
Account Description

DETAILED ANALYSIS OF NEED(S): To offset a portion of the Fiscal 2015 Snow & Ice deficit.

TOTAL TRANSFER AMOUNT: \$ 549,618.15 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: Various
TO ACCOUNT: \$ (861,069.90)

APPROVALS:

DEPT. HEAD: per discussions with Department Managers DATE: 6/3/2015

ADMINISTRATION: [Signature] DATE: 6/3/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

CITY OF GLOUCESTER
FISCAL 2015 INTERDEPARTMENTAL TRANSFERS FOR SNOW & ICE

Dept #	Dept	Account	Description	Amount
155	Information Technology	101000.10.155.51400.0000.00.000.00.051	Mng Info Systems, Sal/Wage-Longevity	\$ 12,693.55
181	Community Development	101000.10.181.51400.0000.00.000.00.051	Community Develop, Sal/Wage-Longevity	\$ 44,489.23
241	Inspectional Services	101000.10.241.51400.0000.00.000.00.051	Inspectional Serv, Sal/Wage-Longevity	\$ 4,904.73
241	Inspectional Services	101000.10.241.52820.0000.00.000.00.052	Inspectional Serv, Rent/Lease Off Equip	\$ 2,623.33
403	Solid Waste Disposal	101000.10.403.51400.0000.00.000.00.051	Solid Waste Disposal, Sal/Wage-Longevity	\$ 800.00
403	Solid Waste Disposal	101000.10.403.53090.0000.00.000.00.052	Solid Waste Disposal, Educ & Testing Serv	\$ 65,994.60
411	Engineering	101000.10.411.53100.0000.00.000.00.052	Engineering, Eng/Arch Prof Serv	\$ 13,885.69
421	DPW Admin	101000.10.421.51400.0000.00.000.00.051	Dpw- Admin, Sal/Wage-Longevity	\$ 256.00
421	DPW Admin	101000.10.421.53004.0000.00.000.00.052	DPW Admin, Employee Training Seminars	\$ 2,696.00
470	Pub Prop Maintenance	101000.10.470.53004.0000.00.000.00.052	Pub Prop Maint, Employee Training Seminars	\$ 4,895.00
472	Facilities	101000.10.472.57350.0000.00.000.00.057	FACILITIES, Reimbursement of CDL Licensure	\$ 269,005.00
499	DPW Other	101000.10.499.53004.0000.00.000.00.052	DPW Other, Employee Training Seminars	\$ 114,350.00
510	Public Health	101000.10.510.51400.0000.00.000.00.051	Public Health, Sal/Wage-Longevity	12828.87
563	Tourism	101000.10.563.51400.0000.00.000.00.051	Tourist Comm, Sal/Wage-Longevity	196.15
TOTAL				\$ 549,618.15

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

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

APPROPRIATION # 2015-SA- 28 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Mayor's Office

APPROPRIATION AMOUNT: \$ 94,435.00

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>2,055,173.00</u>
Balance After Appropriation	\$	<u>1,960,738.00</u>

Account Receiving Appropriation:	Unfund Account #	<u>101000.10.942.56200.0000.00.000.00.056</u>
	Account Description	<u>Assessments North Shore Tech</u>
Balance Before Appropriation	\$	<u>(94,435.00)</u>
Balance After Appropriation	\$	<u>-</u>

DETAILED ANALYSIS OF NEED(S): Actual assessment for Essex North Shore Agricultural & Technical School District exceeded appropriation due to increase in enrollment and other adjustments made in first year of operations for the combined schools.

APPROVALS:

DEPT. HEAD: [Signature] DATE: 6/3/2015

ADMINISTRATION: [Signature] DATE: 6/3/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jdunn@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
From: John P. Dunn, CFO 
Date: June 3, 2015
Re: Norseman Avenue Extension Road Repairs

On December 11, 2012 the City Council approved the appropriation of \$22,060 under Sec. 21-83 of the Gloucester Code of Ordinances to repair/repave the private section of Norseman Avenue Extension. Unfortunately no funding source was identified at the time. In most cases, these projects are funded through loan orders as the betterment revenue to be received comes in over a ten to twenty year period and that matches up well with the debt service term of the loan. In this case however the very modest amount of the project does not lend itself to a stand-alone loan order.

In accordance with M.G.L. c. 44, § 20, it is permissible to repurpose the remaining balance of completed capital projects funded with bond debt to a new capital project fund with the majority approval of the City Council. The one condition is that the new project cannot have a useful life less than the project from which the funds are being transferred. I have identified \$23,456 in available funds in an old road improvement capital fund (Fund 300074 – CIP10 Off-site Road Improvements – Atlantic/Bray Streets) that would be available to transfer to a newly established Norseman Avenue Extension Road Repair Fund. Mike Hale reports that the work within Fund 300074 has long been completed and because the projects are both road work related, the useful life condition is met.

If you are in agreement with the proposed transfer to fund this project, please forward the attached Order to the City Council for appropriate action.

Thank you.

Ordered: That in accordance with c. 44, § 20 of the General Laws, the \$23,456 unexpended balance of Fund # 300074 initially borrowed to pay the costs of Off-site Road Improvements at Atlantic and Bray Streets which project is complete and such amount is no longer needed for the project, is hereby appropriated by this Council to a new Road Capital Project Fund to pay the costs of Norseman Avenue Extension Road Repairs, including the payment of any and all costs incidental and related thereto.



**Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2013-194**

The Gloucester City Council, at a meeting held on **Tuesday, August 27, 2013**
at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On motion by Councilor Verga, seconded by Councilor Ciolino, the City Council voted by ROLL CALL 6 in favor, 0 opposed, 3 absent, to amend GCO Sec. 22-288 "Off Street Parking Areas" by ADDING Rogers Street Parking Lot at #65 Rogers Street" and a description of the lot as 74 parking spaces and 4 handicapped parking spaces for a total of 78 parking spaces, as shown on a plan submitted by the Department of Public Works for the 65 Rogers Street Parking lot dated 7/29/13 to expire two years from the date of approval with three one-year renewals subject to City Council review and approval at one-year intervals.

Linda T. Lowe, City Clerk

Date: **SEP 05 2013**

APPROVED BY THE MAYOR

Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

Carolyn A. Kirk, Mayor

SIGNED THIS 5 DAY OF Sept, 2013

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