

CITY CLERK
GLOUCESTER, MA
2016 APR 14 AM 8:30

This meeting is recorded



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, April 21, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall

AGENDA

Individual items from committee reports may be consolidated into a consent agenda.

1. *Memo from City Auditor re: City's FY2015 Basic Financial Statements (Cont'd from 04/07/16)*
2. *Memo & supporting information from CFO re: proposed increase to beach parking fees at Good Harbor & Wingersheek Beaches*
3. *Special Budgetary Transfer Request 2016-SBT-13, -14, -15, & -17 from DPW Dept.*
4. *Memo from CFO & a Loan Order request in the amount of \$2.2 million for water main rehabilitation work on various city streets*
5. *Supplemental Appropriation-Budgetary Request 2016-SA-24 from DPW Dept.*
6. *Memo from GPS Director of Finance & Operations re: request permission to pay previous year's expenses with FY16 funds*
7. *Memo & Supplemental Appropriation-Budgetary Request 2016-SA-25 from Harbormaster*
8. *Memo from Community Development Director re: request from Cape Ann Museum to the CPC to amend awarded 2014 CPA grant for installation of vertical lift*
8. *Special Budgetary Transfer Request 2016-SBT-16 from Mayor's Office*
9. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

COMMITTEE

Chair, Councilor Scott Memhard
Vice Chair, Councilor Joseph Orlando, Jr.
Councilor Joseph Ciolino

CC: Mayor Theken
Jim Destino
Kenny Costa
John Dunn
Mike Hale/Mark Cole
Harbormaster Jim Caulkett
Tom LaFleur
Tom Daniel/Debbie Laurie

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

CITY CLERK
GLOUCESTER, MA
2016 APR 12 PM 1:02

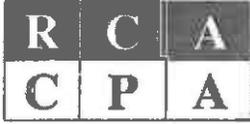
CITY OF GLOUCESTER, MASSACHUSETTS

Report on Examination of
Basic Financial Statements
and Additional Information
Year Ended June 30, 2015

CITY OF GLOUCESTER, MASSACHUSETTS

**TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2015**

| | <u>Page</u> |
|--|-------------|
| <u>INDEPENDENT AUDITORS' REPORT</u> | 1-3 |
| <u>MANAGEMENT'S DISCUSSION AND ANALYSIS</u> | 4-13 |
| <u>BASIC FINANCIAL STATEMENTS:</u> | |
| Government-Wide Financial Statements: | |
| Statement of Net Position | 15 |
| Statement of Activities | 16 |
| Fund Financial Statements: | |
| Balance sheet – Governmental Funds | 17 |
| Reconciliation of the Governmental Funds Balance Sheet Total Fund Balances to the Statement of Net Position | 18 |
| Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds | 19 |
| Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Net Position | 20 |
| Statement of Net Position – Proprietary Funds | 21 |
| Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Funds | 22 |
| Statement of Cash Flows – Proprietary Funds | 23 |
| Statement of Fiduciary Net Position | 24 |
| Statement of Changes in Fiduciary Net Position | 25 |
| Notes to Basic Financial Statements | 26-58 |
| <u>REQUIRED SUPPLEMENTARY INFORMATION:</u> | |
| Schedule of the City's Proportionate Share of Net Pension Liability | 60 |
| Schedule of the City's Contributions to Pension Plan | 60 |
| Schedule of Commonwealth's Collective Share of Net Pension Liability Massachusetts Teacher's Retirement System | 61 |
| Schedule of Funding Progress – Other Postemployment Benefits | 62 |
| Schedule of Contribution Funding – Other Postemployment Benefits | 62 |
| Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund | 63 |
| Notes to Required Supplementary Information | 64 -65 |



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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Honorable Members of the City Council
City of Gloucester, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Gloucester, Massachusetts, (the "City") as of and for the year ended June 30, 2015 which collectively comprise the City's basic financial statements as listed in the table of contents, (except for the Gloucester Contributory Retirement System, (the "System" or "Retirement System") which is as of December 31, 2014). We did not audit the financial statements of the Gloucester Lyceum and Sawyer Free Library, Inc. (the "Library"), which represents 100% of the assets, net position and revenues of the discretely presented component unit. The financial statements of the City as of June 30, 2014, were audited by other auditors whose report dated May 6, 2015, expressed an unmodified opinion on those statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City, as of June 30, 2015, (except for the System which is as of December 31, 2014) and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Restatement

As discussed in Section IV, the City adopted GASB Statement No. 68, *Accounting and Financial Reporting for Pensions — An Amendment of GASB Statement No. 27*. In connection with the adoption of this accounting standard, the previously reported total net position in the Statement of Net Position was restated. Also as discussed in Section IV, the 2014 basic financial statements were restated for the reclassifications of betterment activity, fiduciary funds, major funds and deferred mortgage loans.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, the schedules of the City's proportionate share of net pension liability and contribution to pension plan, the Commonwealth's collective share of net pension liability to the Massachusetts Teachers' Retirement System, the funding progress and contribution funding for other postemployment benefits and budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required By *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated February 24, 2016, on our consideration of the City of Gloucester, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Roselli Clark & Associates

Roselli, Clark and Associates
Certified Public Accountants
Woburn, Massachusetts 01801
February 24, 2016

A full documentation of the
City of Gloucester, Massachusetts
Report on Examination of Basic Financial Statements
and Additional Information
Year Ended June 30, 2015
by Roselli, Clark & Associates
Certified Public Accountants
Independent Auditor's Report
is found on file in the City Clerk's Office

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Nine Dale Avenue
Gloucester, MA 01930



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CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: James Destino
From: John P. Dunn, CFO 
Date: April 6, 2016
Re: Beach Parking Fees

During our initial review of the proposed Fiscal 2017 Revenue Budget, you asked for an analysis of the impact of increases to certain beach parking fees. Such changes are noted on the attached "Appendix A - Parking and Rental Fees Established".

The proposed fee increases were limited to Good Harbor and Wingersheek Beaches. The increases were made in increments of \$5.00 to avoid having the parking attendants dealing with making change and the resulting reconciliation issues that result from such.

Attached is an analysis prepared by Grace Macan. Ms. Macan used a current year revenue budget of \$1.6 million to determine the impact of the proposed fee increases. Please note that inclement weather or other matters beyond our control could have an impact on the estimated total amount that could be raised by the increased fees. As such, I would recommend that in terms of the budgeted revenue amount that we actually budget a smaller amount to be on the conservative side.

1. Parking fees
a. SFP

| | Current Amount | Proposed Amount | Increase | % Increase | Current Amount | Proposed Amount |
|----------------------------------|----------------|-----------------|----------|------------|----------------|-----------------|
| Passenger car, SW, mini-van, SUV | \$ 10.00 | \$ 10.00 | | | | |
| Motorcycle | \$ 15.00 | \$ 15.00 | | | | |
| Van (8+ seats) | \$ 5.00 | \$ 5.00 | | | | |
| Bus (13+ seats) | \$ 15.00 | \$ 15.00 | | | 20% of Budget | 20% of Budget |
| Bus (26+ seats) | \$ 20.00 | \$ 20.00 | | | \$ 320,000.00 | \$ 320,000.00 |

b. GHB/WING

| | Current Amount | Proposed Amount | Increase | % Increase | Current Amount | Proposed Amount |
|----------------------------------|----------------|-----------------|----------|------------|-----------------|-----------------|
| Passenger car, SW, mini van, SUV | \$ 20.00 | \$ 25.00 | \$ 5.00 | 25% | | |
| 8:00am to 3:00pm | \$ 25.00 | \$ 30.00 | \$ 5.00 | 20% | | |
| 3:00pm to 5:00pm | \$ 10.00 | \$ 15.00 | \$ 5.00 | 50% | | |
| Motorcycle | \$ 15.00 | \$ 20.00 | \$ 5.00 | 33% | | |
| Van (8+ seats) | \$ 70.00 | \$ 90.00 | \$ 20.00 | 29% | 90% of GHB/Wing | 1,486,080.00 |
| Bus (13+ seats) | \$ 5.00 | \$ 5.00 | \$ 0.00 | 0% | | |
| Bus (26+ seats) | \$ 25.00 | \$ 30.00 | \$ 5.00 | 20% | | |
| Motorcycle | \$ 30.00 | \$ 35.00 | \$ 5.00 | 17% | | |
| Van (8+ seats) | \$ 30.00 | \$ 35.00 | \$ 5.00 | 17% | | |
| Bus (13+ seats) | \$ 35.00 | \$ 45.00 | \$ 10.00 | 29% | | |
| Bus (26+ seats) | \$ 35.00 | \$ 40.00 | \$ 5.00 | 14% | | |
| Motorcycle | \$ 40.00 | \$ 50.00 | \$ 10.00 | 25% | 10% of GHB/Wing | 152,320.00 |
| Van (8+ seats) | \$ 200.00 | \$ 240.00 | \$ 40.00 | 20% | \$ 128,000.00 | \$ 152,320.00 |

| | |
|-----------------|----------------------|
| FY17 Budget | \$ 1,600,000.00 |
| SFP @ 20% | \$ 320,000.00 |
| GHB/Wing @ 80% | \$ 1,280,000.00 |
| Increase | \$ 358,400.00 |

APPENDIX A

PARKING AND RENTAL FEES ESTABLISHED

1. Parking fees

a. SFP

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

b. GHB/WING

Passenger car, SW, mini van, SUV
8:00am to 3:00pm

3:00pm to 5:00pm

| | |
|-----------------|--|
| Motorcycle | \$20.00 weekdays + 5.00 = 25.00 |
| Van (8+ seats) | \$25.00 weekends, holidays + 5.00 = 30.00 |
| Bus (13+ seats) | \$10.00 weekdays + 5.00 = 15.00 |
| Bus (26+ seats) | \$15.00 weekends, holidays + 5.00 = 20.00 |
| Guest Voucher | \$5.00 each + 0 = 5.00 |
| | \$25.00 weekdays + 5.00 = 30.00 |
| | \$30.00 weekends, holidays + 5.00 = 35.00 |
| | \$30.00 weekdays + 5.00 = 35.00 |
| | \$35.00 weekends, holidays + 10.00 = 45.00 |
| | \$35.00 weekdays + 5.00 = 40.00 |
| | \$40.00 weekends, holidays + 10.00 = 50.00 |
| | \$10.00 discount off the full daily rate |

2. Sticker fees:

a. Resident sticker

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

b. Non-Resident sticker

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

c. Senior Citizen sticker

| | |
|---|-------------------------|
| Domiciled resident Senior Citizen (65+) | (\$5.00 effective 2011) |
|---|-------------------------|

3. Re-issue fee

\$5.00

4. Beach and Park Rental fees:

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

5. Special Events:

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

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016**

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

TRANSFER # 2016-SBT- 13 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ **DPW- Public Services**

DATE: 3/17/2016 BALANCE IN ACCOUNT: \$100,920.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.403.54000.0000.00.000.00.054
Solid Waste Supplies
Account Description

DETAILED EXPLANATION OF SURPLUS: Changes in the way purple bags are purchased has caused a surplus in account.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.470.51300.0000.00.000.00.051
Public Services Overtime
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to ensure sufficient funding for overtime through the rest of the fiscal year.

TOTAL TRANSFER AMOUNT: \$5,000.00

FROM ACCOUNT: \$95,920.00
TO ACCOUNT: \$32,479.00

APPROVALS:  _____ DATE: 17 March 16
DEPT. HEAD:  _____ DATE: 4.7.16
ADMINISTRATION: _____ DATE: _____
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016**

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

TRANSFER # 2016-SBT- 15 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: DPW- Public Services

DATE: 3/17/2016 BALANCE IN ACCOUNT: \$80,920.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.403.54000.0000.00.000.00.054
Solid Waste Supplies
Account Description

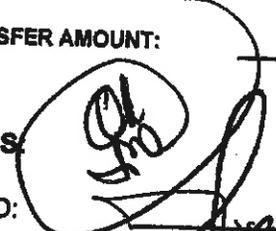
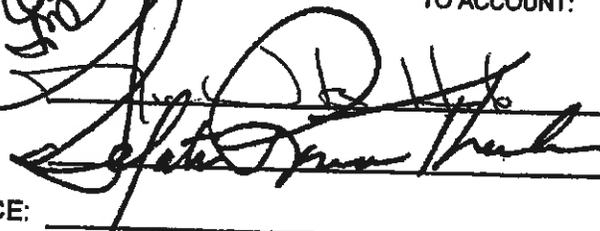
DETAILED EXPLANATION OF SURPLUS: Changes in the way purple bags are purchased has caused a surplus in account.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.470.54000.0000.00.000.00.052
Public Services Supplies
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed for various supplies through the rest of the fiscal year.

TOTAL TRANSFER AMOUNT: \$10,000.00

FROM ACCOUNT: \$70,920.00
 TO ACCOUNT: \$10,234.00

APPROVALS:  _____ DATE: 17 March '16
 DEPT. HEAD: _____ DATE: 4.7.16
 ADMINISTRATION:  _____ DATE: _____
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016**

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

TRANSFER # 2016-SBT- 17 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ **DPW**

DATE: 3/23/2016 BALANCE IN ACCOUNT: \$50,266.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
101000.10.472.51100.0000.00.000.00.051
(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*

DPW Facilities Permanent Positions
Account Description

DETAILED EXPLANATION OF SURPLUS: Surplus due to lag time in filling some vacant positions.

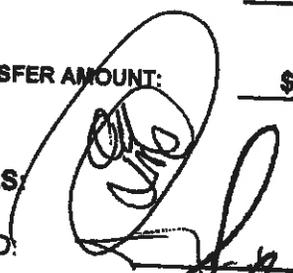
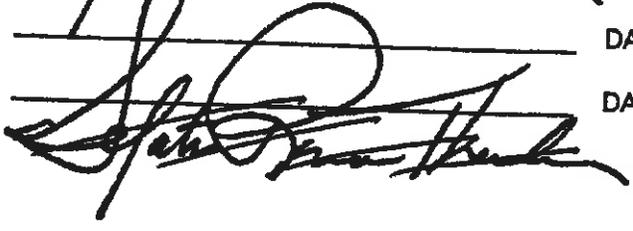
(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
101000.10.470.51970.0000.00.000.00.051
(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*

DPW Public Services Retirement Buyback
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to correct a deficit caused by P. Dennen's retirement.

TOTAL TRANSFER AMOUNT: \$14,777.87

FROM ACCOUNT: \$35,488.13
TO ACCOUNT: _____

APPROVALS:  _____
DEPT. HEAD: _____ DATE: 24 MAR. 2016
ADMINISTRATION:  _____ DATE: 4.5.16
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL:  _____ DATE: _____

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Nine Dale Avenue
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CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Mayor Sefatia Romeo Theken
From: John P. Dunn, CFO 
Date: March 29, 2016
Re: Loan Order for Water Main Rehabilitation Work

At the request of Director of Public Works Michael B. Hale I asked Bond Counsel to provide a form of loan order in the amount of \$2.2 million for water main rehabilitation work in various City streets. Attached is such form of Loan Order and a memo from Mr. Hale with a description of the work to be performed.

If you are in agreement with this proposed water appropriation, please forward this loan order to the City Council for action at your earliest convenience,

Thank you.

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28 Poplar Street
Gloucester, MA 01930



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mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 1 March 2016

To: Mayor Sefatia Romeo Theken
CAO, James Destino
CFO, John Dunn

From: Michael B. Hale, Director of Public Works *M.B.H.*

RE: Request for \$2,200,000 loan authorization from City Council for water main rehabilitation.

The Department of Public Works requests a loan order in the amount of \$2,200,000 for water main rehabilitation along: Riverside Avenue, Gloucester Avenue, Whittemore Street, Grove Street, Derby Street, Emerson Avenue, Western Avenue, Concord Street and Sumner Street. These areas have a history of chronic discolored water from heavy tuberculation of iron and manganese in the existing water mains. The project will include: temporary water bypass, cleaning and lining approximately twelve thousand (12,000) linear feet of various size water main, installing twenty-five (25) new inline valves and fifteen (15) new fire hydrants. The project will improve water quality, fire protection and increase the life expectancy of the water main.

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CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

Ordered: That the City of Gloucester appropriates Two Million Two Hundred Thousand Dollars (\$2,200,000) to pay costs of water main rehabilitation along, but not limited to: Riverside Avenue, Gloucester Avenue, Whittemore Street, Grove Street, Derby Street, Emerson Avenue, Western Avenue, Concord Street, Hayward Street and Sumner Street, such work to include, but not be limited to: construction of a temporary water bypass, cleaning and relining approximately twelve thousand (12,000) linear feet of mains, installation of twenty-five (25) new in-line valves and fifteen (15) new fire hydrants, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Sections 7 and 8, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the City are authorized to apply for, accept and expend any and all grants and gifts that may be available to the City to pay costs of the project.

Further Ordered: 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
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2016**

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

APPROPRIATION # 2016-SA- 24 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Department of Public Works

APPROPRIATION AMOUNT: \$ 5,000.00

Account to appropriate from:

| | |
|------------------------------|---------------------------|
| <i>Unfund Account #</i> | <u>294015</u> |
| <i>Account Description</i> | <u>Highway Force Acct</u> |
| Balance Before Appropriation | \$ <u>53,951.00</u> |
| Balance After Appropriation | \$ <u>48,951.00</u> |

Account Receiving Appropriation:

| | |
|------------------------------|---|
| <i>Unfund Account #</i> | <u>101000.10.470.52000.0000.00.000.00.052</u> |
| <i>Account Description</i> | <u>Public Services Contract Services</u> |
| Balance Before Appropriation | \$ <u>2,300.00</u> |
| Balance After Appropriation | \$ <u>7,300.00</u> |

DETAILED ANALYSIS OF NEED(S): Funds needed for police details for spring paving projects.

APPROVALS:

DEPT. HEAD: [Signature] DATE: 17 MARCH 16

ADMINISTRATION: [Signature] DATE: 4.6.16

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____



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March 24, 2016

Hon. Mayor Romeo Theken and Gloucester City Council
9 Dale Avenue
Gloucester, MA 01930

RE: Request to pay previous year expenses with FY2016 funds

Honorable Mayor Romeo Theken and City Council,

I am requesting permission to pay the following payroll correction from fiscal 2014-15 with FY2016 funds:

\$9,243.80 for Teacher Anne Paganetti: Ms. Paganetti's position was increased from a .2 FTE to .4 FTE for the 2014-15 school year. Formal paperwork was never submitted by the school documenting the change and the discrepancy was identified by Business Office Staff during a recent review of teacher assignments at Gloucester High School.

I have attached the School Committee Meeting Minutes of March 23, 2016 directing me to make the request of the City Council.

Please refer this request to the City Council subcommittee for Budget and Finance.

Respectfully,

Tom Lafleur, CPA
Director of Finance and Operations

March 23, 2016

I, Maria C. Puglisi, Recording Secretary for the Gloucester School Committee, hereby state that the School Committee took the following votes on March 23, 2016:

On a motion by Tony Gross, seconded by Kathy Clancy, it was

VOTED: 5 in favor, 1 abstention (Joel Favazza), 1 present (Mayor Theken) to authorize the CFO to request authorization from the City Council to pay a FY15 salary expense in the amount of \$9,143.80 from FY16 funds.

On a motion by Kathy Clancy, seconded by Melissa Teixeira, it was

VOTED: 0 in favor, 5 opposed, 1 abstention (Joel Favazza), 1 present (Mayor Theken) to reconsider the Committee's vote to authorize the CFO to request authorization from the City Council to pay a FY15 salary expense in the amount of \$9,143.80 from FY16 funds. The motion failed.

Signed under the pains and penalties of perjury this 23rd day of March, 2016.



Maria C. Puglisi, Recording Secretary
Gloucester School Committee



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: March 24, 2016
Subject: Supplemental Appropriation-Budgetary Request

Mayor Theken,

In your next Report to Council will you please include the attached Budgetary Request.

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

Respectfully

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2016

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

APPROPRIATION # 2016-SA- 25 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

HARBORMASTER

APPROPRIATION AMOUNT:

\$9,000.00

Account to appropriate from:

Unfund Account #

700000.10.000.35900.0000.00.00.00.000

Account Description

WATERWAYS RETAINED EARNINGS

Balance Before Appropriation

\$18,182.48

Balance After Appropriation

\$ 9,182.48

Account Receiving Appropriation:

Unfund Account #

710.0000

Account Description

WATERWAYS GENERAL STABILIZATION

Balance Before Appropriation

\$ 9,000.00

Balance After Appropriation

\$ 18,000.00

DETAILED ANALYSIS OF NEED(S):

FUTURE RETIREMENT SICK DAY
BUY BACK

APPROVALS:

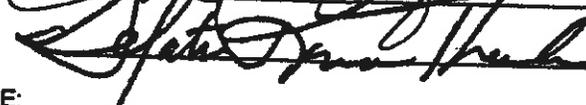
DEPT. HEAD:



DATE:

3/24/16

ADMINISTRATION:



DATE:

4.6.16

BUDGET & FINANCE:

DATE:

CITY COUNCIL:

DATE:

3 Pond Road
Gloucester, MA 01930



Telephone: 978-281-9781
Fax: 978-281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Sefatia Romeo Theken
FROM: Tom Daniel, Community Development Director TWD
CC: Deborah Laurie, CPC Senior Project Manager
RE: Revision for the Cape Ann Museum
DATE: March 21, 2016

The Community Preservation Committee (CPC) has received a request from the Cape Ann Museum to amend their awarded 2014 grant for the installation of a vertical lift for their auditorium. The Museum is requesting the committee to support their revision and recommend the City Council to amend their Certificate of Vote originally voted on November 18, 2014 (see attached) for the installation of a vertical platform ADA lift for their auditorium. The Committee held a meeting on March 15, 2015 to hear the project revision.

Please find attached a positive recommendation of the CPC on the above named project for your review. The CPC requests that you forward this recommendation to the City Council for its review and appropriation. CPC members and Deborah Laurie will be available to answer any questions. Materials submitted for review are attached.

All recommended projects are subject to the terms and conditions imposed by the Community Preservation Committee. The following conditions are common to all recommended projects:

1. Projects financed with Community Preservation Act funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the City of Gloucester.
2. Project oversight, monitoring, and financial control are the responsibility of the Community Preservation Committee or its designee.
3. The Community Preservation Committee will require quarterly project status updates from Community Preservation Act Fund recipients. Additionally, recipients shall also provide an interim report at the 50% Completion Stage along with budget documentation.
4. All projects will be required to state "This project received funding assistance from the citizens of Gloucester through the Community Preservation Act" in their promotional material and, where appropriate, on exterior signage.

Submitted by: Community Preservation Committee

Catherine Schlichte, Co-Chair and At-Large
Bill Dugan, Co-Chair, Housing Authority
Henry McCarl, Planning Board
Barbara Silberman, At-large
Scott Smith, At-large

Ellen Preston, At-Large
John Feener, Conservation Commission
David Rhinelander, Historic Commission

Attachments: Recommendation of project revision
Certificate of Vote
Revised plan and Estimate

**GLOUCESTER COMMUNITY PRESERVATION COMMITTEE
RECOMMENDATION FOR REVISION OF APPLICATION**

**DESIGN AND INSTALLATION OF A VERTICAL PLATFORM ADA LIFT
Project Sponsor: Cape Ann Museum**

The Community Preservation Committee makes the following recommendation:

Recommend that the City Council approve the amendment to Cape Ann Museum's CPA 2014 grant to change the universal access from a lift access to a ramp access taking into consideration that the funds will be used for the same purpose; it is just a different manner of achieving the same end.

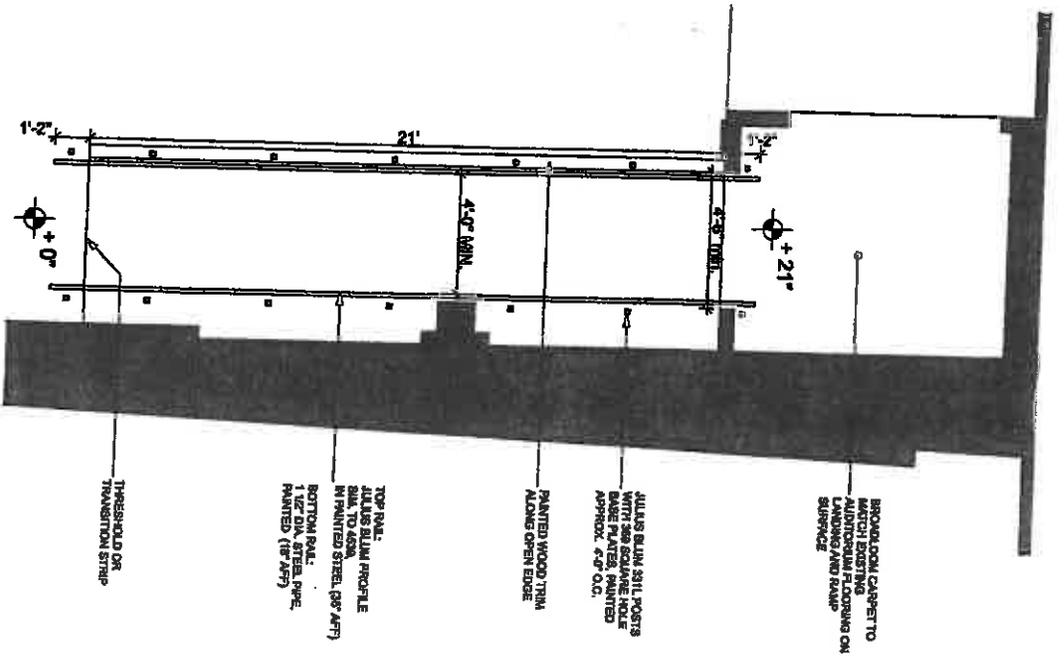
Following a favorable vote of the City Council, a grant agreement shall be amended by the City of Gloucester, in a form acceptable to the Community Preservation Committee, and the City of Gloucester, among other provisions, that the expiration of the award shall be December 31, 2016.

The Community Preservation Act spending purpose is for rehabilitation of an historic asset.

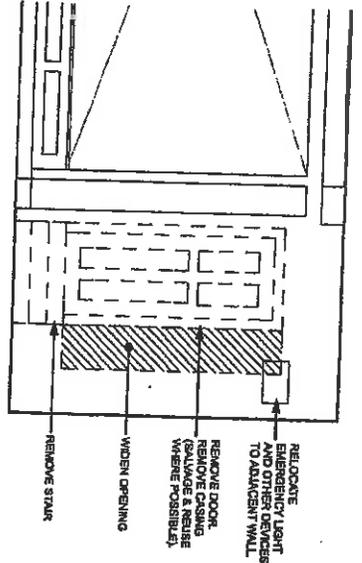
RAMP PRICING SKETCHES

Cape Air Museum - Auditorium Access
 March 7, 2016

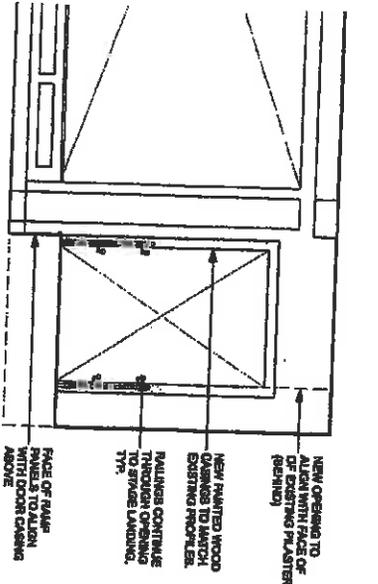
1 PROPOSED RAMP: PLAN
 SCALE: 1/4" = 1'-0"



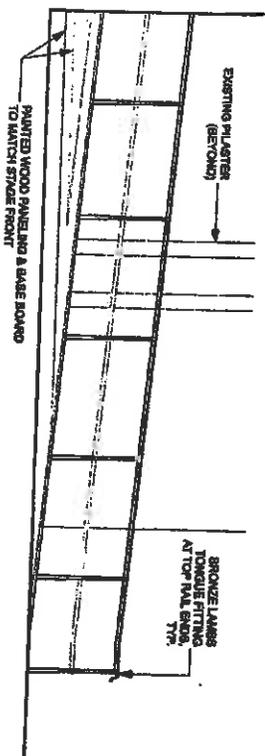
2 DEMOLITION STAGE ELEVATION
 SCALE: 1/4" = 1'-0"



3 PROPOSED STAGE ELEVATION
 SCALE: 1/4" = 1'-0"



4 PROPOSED RAMP: SIDE ELEVATION
 SCALE: 1/4" = 1'-0"





Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2014-321

The Gloucester City Council, at a meeting held on **Tuesday, November 18, 2014** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to appropriate up to \$15,000.00 (Fifteen Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for the Cape Ann Historical Association (Cape Ann Museum) for the purpose of the design and installation of a vertical platform ADA lift for the auditorium, in Gloucester, Massachusetts, in order to restore an historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #270000. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #275027.

Linda T. Lowe, City Clerk

Date: NOV 20 2014

APPROVED BY THE MAYOR

Carolyn A. Kirk

VETOED BY THE MAYOR

Carolyn A. Kirk

SIGNED THIS 21 DAY OF NOV, 2014

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

W. Herbert Goodick, Inc.

Riverdale Station
Box 6072
Gloucester, MA 01930

ESTIMATE

| Date | Estimate # |
|-----------|------------|
| 3/14/2016 | 1101 |

| Name / Address |
|---|
| Cape Ann Museum Att: Ronda Faloon 27 Pleasant St. Gloucester, MA 01930 |

| Description |
|---|
| Dear Ronda: We are pleased to offer for your considerate the estimated price of \$15,975.00 to construct a new handicap ramp in the Auditorium at the basement level of the Cape Ann Museum as we discussed. This price includes: Building Permit Demo existing stairway Relocate Emergency light and switching. Enlarge door frame opening Trim new door frame opening to dimation of 4'10" wide. Frame new ramp at 1" per 1' slope. Trim side to match existing profile. Install 2 new handicap railing, powder coat brown in color with post & railing profile to match the existing interior ramp at front door entrance. Paint all new surfaces. Install carpet. Clean up and removal of all debris. All Workmen covered under Workers Compensation and General Liability Insurance. |

| Phone # | Fax # | E-mail |
|--------------|--------------|--------------------------------|
| 978-283-0556 | 978-281-9578 | wherbertgoodickinc@comcast.net |

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2016

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

DEPARTMENT REQUESTING TRANSFER:
#2016-SBT

MAYOR

16 DATE: 3/21/2016 BALANCE IN ACCOUNT \$30,511.50

(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 #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.563.53500.0000.00.000.01.052

Tourism Comm., Committee for the Arts, P
Account Description

ANALYSIS OF NEED(S):

Funds required to complete payment for Public Art Policy consultant.

TOTAL TRANSFER AMOUNT \$370.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$30,141.50

TO ACCOUNT: \$2,800.00

APPROVALS:
DEPT. HEAD:



ADMINISTRATION:



BUDGET & FINANCE:

CITY COUNCIL:

DATE: 4.7.16

DATE: 4.7.16

DATE: _____

DATE: _____