

Budget & Finance Committee
 Thursday, August 4, 2016 – 5:30 p.m.
 1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor R. Scott Memhard; Councilor Joseph Ciolino; Councilor Lundberg (Alternate)

Absent: Councilor Orlando

Also Present: Kenny Costa; Dan Smith; Assistant Police Chief John McCarthy

The meeting convened at 5:30 p.m.

1. Review of Police Department Action Plan re: Invoice Status Report on Police Details (Cont'd from 07/21/16)

Councilor Memhard said that Chief Campanello is on vacation, and that at the request of Assistant Chief John McCarthy this matter is continued to the B&F meeting of August 18.

This matter is continued to August 18, 2016.

2. Memo from Police Chief re: permission to pay FY16 invoices with FY17 funds

NOTE: The request to approve payment of a prior year invoice for services rendered by Paul L'Italien Investigations, Pembroke, Mass., is not an invoice for payment that needed to come to the Council for approval as such invoices are paid out of a special revenue fund which is not funded by taxpayers, rather than the General Fund, and so this matter is considered moot and is withdrawn from Council consideration.

Kenny Costa, City Auditor, explained that this is a matter of an account paid out of the General Fund where an invoice for services rendered in FY2016 arrived in FY2017 and so has to be paid out of FY2017 funds. In order to do so the Police Department needs the Council's permission to do so. **Assistant Chief John McCarthy** advised \$174 was carried over from FY2016 to pay towards this invoice, but another \$307 is needed from the FY2017 Police Department budget. Cape Ann Auto Wash, located on Maplewood Avenue, is giving the city a better deal through the Mayor, and so the department will be moving forward with this vendor, the Assistant Chief said.

COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Ciolino, Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice for services rendered by Cape Ann Auto Wash, Inc., Beverly, Mass., in FY2016 to be paid with FY2017 funds as follows from the current FY2017 Account #0121152-524003, Police Department, R&M-Vehicles, for \$307.00 out of a total invoice for \$481.00:

Cape Ann Auto Wash, Inc.	Invoice #: INV-0014	Date: July 8, 2016	<u>\$307.00</u>
		<i>Total</i>	\$307.00

3. CC2016-033 (LeBlanc) Amend GCO c. 4, Sec. 4-22 "fees and penalties" by ADDING "(c) Pursuant to MGL a special revenue fund to be designated for use by the City Clerk for City business only" (also referred to the O&A Committee)

Mr. Costa said this stipend would normally go into the General Fund, if the City Clerk didn't opt to receive the stipend for them. The concept is now to put the \$0.75 per license, into a separate account, a "Receipts Reserved for Appropriation." Any funds in the account will roll from fiscal year to fiscal year and prevents the funds from falling to the bottom line. Whenever there is a need for the money as determined by the City Clerk, a Supplemental Appropriation would be necessary to withdraw the funds, pass through the Mayor's Report and be referred to B&F and voted on by the Council for funding to be released for the City Clerk's Department's use.

Councilor Ciolino said this is the best time for a change since the Council will be appointing a new City Clerk, and is a more apt way for the funds to be spent from the stipend to meet the needs of the department.

COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Sec. 4-22 “fees and penalties” by ADDING a new subsection (c) as follows:

“(c) Pursuant to MGL Chapter 140, §147, the City Clerk shall retain \$0.75 for each dog license issued and said money shall be placed in a “Receipts Reserved for Appropriation Fund” to be designated for City Clerk Department expenses only as determined by the City Clerk.

This matter will be advertised for public hearing.

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

Mr. Costa reviewed briefly his reports with the Committee (on file).

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:45 p.m.

Respectfully submitted,
Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.