

CITY CLERK  
GLOUCESTER, MA

2016 NOV 10 AM 11:06

This meeting is recorded



GLOUCESTER CITY COUNCIL  
**Budget & Finance Committee**

Thursday, November 17, 2016 – 5:30 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall

**AGENDA**

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

1. *Supplemental Appropriation (2017-SA-10) from DPW to purchase water general supplies*
2. *Special Budgetary Transfer Request (2017-SBT-8) re: transfer of funds for purpose of funding Gloucester High School Resource Officer to the Gloucester Police Dept. for FY17 & permission to pay two invoices from FY16 with FY17 funds*
3. *Memorandum from Interim Police Chief re: request for permission to pay FY17 invoices without a purchase order in place with information provided through Addendum to Mayor's Report*
4. *Memorandum from Principal Assessor re: Tax Classification Fiscal Year 2017 (Cont'd from 11/03/16)*
5. *Memorandum from CFO re: allocation of General Fund Free Cash*
6. *Supplemental Appropriation (2017-SA-4) re: reserve funds applied to FY15 Snow & Ice deficits*
7. *Supplemental Appropriation (2017-SA-5) re: transfer of funds to Capital Project Stabilization Funds from General Fund Free Cash*
8. *Supplemental Appropriation (2017-SA-6) re: transfer of funds to Building Maintenance Stabilization Fund from General Fund Free Cash*
9. *Supplemental Appropriation (2017-SA-7) re: transfer of funds to General Stabilization Funds from General Fund Free Cash*
10. *Memorandum from CFO re: allocation of August 2016 General Fund Bond Premium*
11. *Supplemental Appropriation (2017-SA-8) re: transfer of funds to new Capital Fund from General Fund Bond Premium*
12. *Supplemental Appropriation (2017-SA-9) re: transfer of funds related to the West Parish School Construction Project*
13. *CC2016-048 (Orlando) Amend GCO Sec. 4-16 (d) "Off-leash dog areas" subsection (b)(2) by adding a new subsection "(m) Dog Park "pooch pass" certificate for non-residents & amend Sec. 1-15 "Penalty for violation of certain specified section of code" (TBC 12/08/16)*
14. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business*

COMMITTEE

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

CC: Mayor Theken  
Chris Sicuranza  
Kenny Costa  
John Dunn  
Nancy Papows  
Acting Chief John McCarthy  
Mike Hale  
Tom LaFleur

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 of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 10 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ DPW

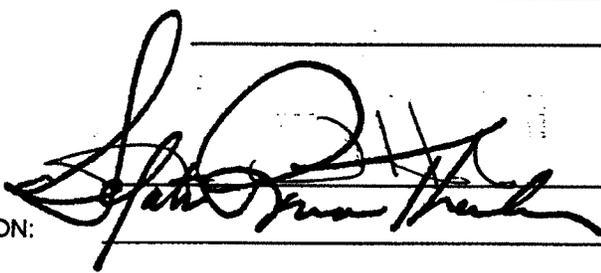
APPROPRIATION AMOUNT: \$100,000.00

Account to appropriate from:	MUNIS ORG - OBJECT	_____	6000-328000
	MUNIS ACCOUNT DESCRIPTION	_____	Water/Special Purposes
Balance Before Appropriation	\$	_____	458,428.98
Balance After Appropriation	\$	_____	358,428.98

Account Receiving Appropriation:	MUNIS ORG - OBJECT	_____	600052-540000
	MUNIS ACCOUNT DESCRIPTION	_____	Water General Supplies
Balance Before Appropriation	\$	_____	-
Balance After Appropriation	\$	_____	100,000.00

DETAILED ANALYSIS OF NEED(S): Funds needed for purchase of various pipes, fittings, meter supplies, hydrant markers, etc.

**APPROVALS:**

DEPT. HEAD:  DATE: 31 OCT 16

ADMINISTRATION: \_\_\_\_\_ DATE: 11/2/16

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_



**THE GLOUCESTER PUBLIC SCHOOLS**  
BUSINESS OFFICE

2 BLACKBURN DRIVE  
GLOUCESTER, MASSACHUSETTS 01930

T: 978-281-9812

F: 978-281-9899

WWW.GLOUCESTERSCHOOLS.COM

October 27, 2016

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

**RE: Request for Special Budgetary Transfer and Payment of 2016 Invoices**

Honorable Mayor Romeo Theken and City Council,

I am requesting a Special Budgetary Transfer in the amount of \$60,000 from Account # S1102505 511101 SAL-GHS-SCHLDR-GHS-UND-PROF, to Account # 0121151 513000 Overtime, for the purpose of funding the Gloucester High School Resource Officer for Fiscal Year 2017.

I am also requesting City Council approval to pay the following FY2016 invoices with FY2017 funds:

Home Depot Invoice: #2022669 for \$810.63 dated June 15, 2016

Gloucester Rental Center: Invoice #130819 for \$1,200.00 dated May 20, 2016

I have attached the School Committee Meeting Minutes of September 28, 2016 and October 26, 2016 directing me to make both requests 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

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2017**

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

TRANSFER # 2017-SBT- 8 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Gloucester Public Schools

DATE: 10/27/16 BALANCE IN ACCOUNT: \$60,000.00

(FROM) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT  
S1102505-511101

(FROM) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT

SAL-GHS-SCHLDR-GHS-UND-PROF  
MUNIS ACCOUNT DESCRIPTION

DETAILED EXPLANATION OF SURPLUS: Transfer funds for the purpose of funding the Gloucester High School Resource Officer to the Gloucester Police Department for FY2017.

(TO) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT  
0121151-513000

(TO) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT

Overtime  
MUNIS ACCOUNT DESCRIPTION

DETAILED ANALYSIS OF NEED(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$60,000.00

FROM ACCOUNT: \_\_\_\_\_  
TO ACCOUNT: \_\_\_\_\_

APPROVALS:  
DEPT. HEAD: [Signature] DATE: 10/27/16

ADMINISTRATION: [Signature] DATE: 11/2/16

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

October 27, 2016

I, Maria C. Puglisi, Recording Secretary for the Gloucester School Committee, hereby state that the Gloucester School Committee took the following vote on September 28, 2016:

After discussion, on a motion by Mr. Gross, seconded by Kathy Clancy, it was unanimously

**VOTED:** 5 in favor, 0 opposed to authorize the CFO to request approval from the City Council to pay the following FY16 invoices with FY17 funds:

Home Depot, \$810.63

Gloucester Rental Center, \$1,200.00

In addition, the School Committee took the following votes on October 26, 2016:

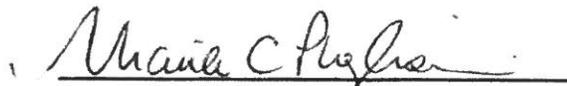
After discussion, on a motion by Mr. Gross, seconded by Kathy Clancy, it was unanimously

**VOTED:** 7 in favor, 0 opposed to authorize the CFO to transfer \$60,000.00 to the Gloucester Police Department for the GHS School Resource Officer for FY17.

On a motion by Kathy Clancy, seconded by Mr. Gross, it was unanimously

**VOTED:** 0 in favor, 7 opposed to reconsider the Committee's vote to transfer the above-referenced funds to the Gloucester Police Department. The motion failed.

Signed under the pains and penalties of perjury this 27th day of October, 2016.

  
\_\_\_\_\_  
Maria C. Puglisi, Recording Secretary  
Gloucester School Committee



Tom LaFleur <tlafleur@gloucesterschools.com>

**Re: Police GL Account**

1 message

**Stacie Nicastro** <snicastro@gloucester-ma.gov>  
To: Tom LaFleur <tlafleur@gloucesterschools.com>

Tue, Oct 25, 2016 at 2:40 PM

0121151      513000      OVERTIME

On Tue, Oct 25, 2016 at 2:39 PM, Tom LaFleur <tlafleur@gloucesterschools.com> wrote:  
Hi Stacie,

I am going through the process of making the SBT to transfer the budget for the GHS Resource Officer.  
Can you give me the Munis account number and name for what was:

101000.10.211.51100.0000.00.000.00.051 Police – Uniform, Salary/Wage – Permanent Position

Thanks!

Tom

--  
*Tom Lafleur, CPA  
Director of Finance and Operations  
Gloucester Public Schools  
2 Blackburn Drive  
Gloucester, MA 01930-2227*

*tlafleur@gloucesterschools.com  
978-281-9802*

**Public Records Law**

Please be aware that all communications pertaining to Gloucester Public Schools matters, including e-mail sent or received, are a public record subject to disclosure under the Massachusetts Public Records Law. If requested, e-mail may be disclosed to another party unless exempt from disclosure. E-mails are retained by the Gloucester Public Schools in compliance with Massachusetts Public Records Retention Schedule. All Electronic messages sent through the Gloucester Public Schools system are archived in conformance with the Massachusetts and federal Public Records law.

--  
**Stacie Nicastro**  
Gloucester Police Department  
Financial Coordinator  
Office of Chief John McCarthy  
978-281-9775 (p) ext.2  
978-282-3026 (f)

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Special Budgetary Transfer Request  
Fiscal Year 2017**

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DEPARTMENT REQUESTING TRANSFER: Gloucester Public Schools

DATE: 10/27/16 BALANCE IN ACCOUNT: \$60,000.00

(FROM) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT  
S1102505-511101

(FROM) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT  
SAL-GHS-SCHLDR-GHS-UND-PROF  
MUNIS ACCOUNT DESCRIPTION

DETAILED EXPLANATION OF SURPLUS: Transfer funds for the purpose of funding the Gloucester High School  
Resource Officer to the Gloucester Police Department for FY2017.

(TO) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT  
0121151-513000

(TO) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT  
Overtime  
MUNIS ACCOUNT DESCRIPTION

DETAILED ANALYSIS OF NEED(S):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$60,000.00

FROM ACCOUNT: \_\_\_\_\_  
 TO ACCOUNT: \_\_\_\_\_

APPROVALS:  
 DEPT. HEAD: [Signature] DATE: 10/27/16  
 ADMINISTRATION: [Signature] DATE: 11/2/16  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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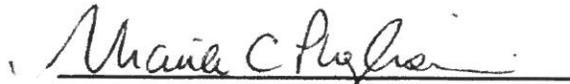
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\_\_\_\_\_  
Maria C. Puglisi, Recording Secretary  
Gloucester School Committee



III.1.

Tom LaFleur <tlafleur@gloucesterschools.com>

*JOINT COST ???*

**Fwd: Message from KM\_364e**

1 message

James Cook <jcook@gloucesterschools.com>

Fri, Aug 26, 2016 at 5:07 PM

To: Tom LaFleur <tlafleur@gloucesterschools.com>

Tom,

The attached invoice from Gloucester Rental Center came across my desk this week from. I was able to find out more about it today.

Apparently in May Erik Anderson rented \$1200 worth of tables and chairs for a college fair on May 20 in the Field House co-hosted by GHS, Rockport High School, and the Chamber of Commerce. No PO was opened.

Joan has suggested that we might be able to pay the invoice out of an appropriate Student Activities Account, such as the one called "Guidance". Please advise about how I might proceed.

Thank you.

James

----- Forwarded message -----

From: <konica@gloucesterschools.com>

Date: Fri, Aug 26, 2016 at 1:41 PM

Subject: Message from KM\_364e

To: jcook@gloucesterschools.com

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James Cook  
Principal  
Gloucester High School

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Gloucester Rental Center, Inc  
 (978) 281 - 3266  
 32 Maplewood Avenue  
 Gloucester, MA 01930

CONTRACT NUMBER 106796 INVOICE NUMBER 130819  
 DATE AND TIME IN 05/20/2016 10.00  
 DATE AND TIME OUT 05/19/2016 9.00 AM

RENTED AND/OR SOLD TO

Contract/Invoice

ADDRESS AT WHICH EQUIPMENT WILL BE USED

Account #: 2819870  
 GLOUCESTER HIGH SCHOOL  
 LESLIE O. JOHNSON RD.  
 GLOUCESTER, MA 01930

G.H.S. FIELDHOUSE  
  
//

AGENCY PMN	CHECKED IN BY PMN	AGENT'S NAME	JOB LOCATION FIELD HOUSE
LICENSE NUMBER	DRIVER'S LICENSE NUMBER 28XXXXX	P. O. NO. OR JOB NO.	DATE AND TIME DEL IN // 0.00

ITEMS RENTED AND/OR SOLD

Item Number	Description	Qty	Rates	M	W	D	H	Date & Time	Amount
70-380-01	TABLE, BANQUET 30" X 96"	62	24H 8.50			1	1.00	05/20/2016 9.00 AM	527.00
70-378-01	TABLE, BANQUET 30" X 72"	48	24H 8.00			1	1.00	05/20/2016 9.00 AM	384.00
70-022-01	CHAIR, BROWN	220	24H 1.20			1	1.00	05/20/2016 9.00 AM	264.00

DAMAGE WAIVER CHARGE (DWC) N/A %  
 RENTAL CHARGE. RENTER MAY, BY INITIALS HEREON, DECLINE BENEFITS OF PARAGRAPH 12, DAMAGE WAIVER, ON REVERSE OF THIS CONTRACT.  
 THIS IS NOT INSURANCE.

INITIALS
INITIALS

PROMPT RETURN OF YOUR RENTALS SAVES YOU MONEY. ALL TIME IS CHARGED INCLUDING SATURDAY, SUNDAY AND HOLIDAYS.

Total Rental	1175.00
Delivery/Pickup	25.00
Subtotal	1200.00
Total	1200.00
Less Deposit	
Balance Due	1200.00
Amount Posted To A/R	1200.00

I have read and understand the terms and conditions on both sides of this agreement and certify that those printed on the other side are agreed to as if printed above my signature. There are no oral or other representations not included herein. Unless declined, I do agree to the damage waiver charges. I have received a copy of this agreement.

Lessee's Signature: \_\_\_\_\_

Terms: Net 30 Day

Gloucester Rental Center, Inc  
 (978) 281 - 3266  
 32 Maplewood Avenue  
 Gloucester, MA 01930

06/30/2016

**STATEMENT**

**BILL TO ACCOUNT #:** 2819870

GLOUCESTER HIGH SCHOOL  
 LESLIE O. JOHNSON RD.  
 GLOUCESTER, MA 01930

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL DUE	PREVIOUS BALANCE
593.00	1,200.00	0.00	0.00	1,793.00	1,200.00

Date	Invoice#	Description	Amount	Credit	Balance
05/20/2016	130819	Contract: 106796	1,200.00		1,200.00
06/13/2016	131258	Contract: 107206	575.00		575.00
06/30/2016	131554	Finance Charge	18.00		18.00

*DPJ - 1,200.00*  
*575.00*  
*18.00*

Gloucester Rental Center, Inc 2819870

**On Balances 30 Days Or Over We Will Compute A**  
**FINANCE CHARGE 1.50 % PER MONTH, WHICH IS**  
**18.00 % ANNUAL PERCENTAGE RATE.**

**PAY THIS AMOUNT 1,793.00**



Commercial Account



Remit payment and make checks payable to: HOME DEPOT CREDIT SERVICES DEPT. 32 - 2504115893 PO BOX 78047 PHOENIX, AZ 85062-8047

# INVOICE DETAIL

Invoice #: 7211746  
continued

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
CLEAR CAN CYLINDR CONTAINER 2' X 6'	00002805830001100004	1.0000 EA	\$2.98	\$2.98
BOSCH GT600 1/2" GLASS AND TILE BIT	00009118680000700008	1.0000 EA	\$13.97	\$13.97
BOSCH GT600 1/2" GLASS AND TILE BIT	00009118680000700008	1.0000 EA	\$13.97	\$13.97
EVERBIT HVDYTY BLACK UTILITY HANGER	00004464410001100005	1.0000 EA	\$2.94	\$2.94
CLEAR CAN CYLINDR CONTAINER 2' X 6'	00002805830001100004	1.0000 EA	\$2.98	\$2.98
LARGE BLOCK SANDING SPONGE 3 PK FINE	00003481240003800005	1.0000 EA	\$7.47	\$7.47
LARGE BLOCK SANDING SPONGE 3PK MED	00003483820003800005	1.0000 EA	\$7.47	\$7.47
1.89"X80YD 300 10 MIL DUCTTAPE 2PK	00009151500000200013	1.0000 PK	\$10.98	\$10.98
10PC FILESET	00001638930000100013	1.0000 EA	\$9.97	\$9.97
1.89"X80YD 398 WHT 11 MIL DUCT TAPE	00001513720000200013	1.0000 RL	\$8.28	\$8.28
DEWALT DEEP PRO ORGANIZER	00005371700001100004	1.0000 EA	\$19.97	\$19.97
MILWAUKEE ZIPPER POUCH	10010889800001100010	1.0000 EA	\$9.97	\$9.97
HDX DOUBLE-SIDED ORGANIZER	10000275040001100004	1.0000 EA	\$7.97	\$7.97
3/8-16"X4" CARRIAGE BOLT HDG(CDB)	00002007740000300007	4.0000 EA	\$1.60	\$6.40

Purchased by: ROSE CHRISTIAN

<b>SUBTOTAL</b>	\$383.30
<b>TAX</b>	\$0.00
<b>SHIPPING</b>	\$0.00
<b>TOTAL</b>	\$383.30

BILL TO:  
Acct: 6035 3225 0411 5893  
GLOUCESTER PUBLIC  
SCHOOLS

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$810.83	06/15/16	07/25/16	2022669
PO: 1803648		Store: 2623, DANVERS	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
48X84" EXTRA STRENGTH SCREEN	100001368800002300003	1.0000 RL	\$12.98	\$12.98
48X84" EXTRA STRENGTH SCREEN	100001368800002300003	1.0000 RL	\$12.98	\$12.98
6" BLK UV RESIST CABLE TIE 1000PK	00007487260001100005	1.0000 EA	\$19.97	\$19.97
8" BLK UV RESIST CABLE TIE 1000PK	00007487260001100005	1.0000 EA	\$19.97	\$19.97
#8 X 1-5/8" PG10 EXT SCREW 5 LB	00001334940000300023	1.0000 BX	\$27.48	\$27.48
6D 2" HOT GALV COMMON 5 LB	00001931000000300002	1.0000 EA	\$14.84	\$14.84
3M 90 HI-STRENGTH SPRAY ADHESIVE	00004535010000400005	1.0000 EA	\$12.99	\$12.99
14/3 9' BLACK POWER TOOL CORD	00003425760000300004	1.0000 EA	\$13.97	\$13.97
14/3 15' BLK BANANA TAP EXT CORD	00004486850000300002	1.0000 EA	\$16.97	\$16.97
14/3 15' BLK BANANA TAP EXT CORD	00004486850000300002	1.0000 EA	\$16.97	\$16.97
14/3 9' BLACK POWER TOOL CORD	00003425760000300004	1.0000 EA	\$13.97	\$13.97
6 OUTLET PWR STRIP 4' RT ANGLE	00003358840000300005	1.0000 EA	\$4.97	\$4.97
6 OUTLET PWR STRIP 4' RT ANGLE	00003358840000300005	1.0000 EA	\$4.97	\$4.97
6 OUTLET PWR STRIP 4' RT ANGLE	00003358840000300005	1.0000 EA	\$4.97	\$4.97
6 OUTLET PWR STRIP 4' RT ANGLE	00003358840000300005	1.0000 EA	\$4.97	\$4.97
CLAMP SET 3/32 & 1/8 ZINC 4 PK	00002921410000300021	1.0000 EA	\$1.98	\$1.98
CLAMP SET 3/32 & 1/8 ZINC 4 PK	00002921410000300021	1.0000 EA	\$1.98	\$1.98
CLAMP SET 3/32 & 1/8 ZINC 4 PK	00002921410000300021	1.0000 EA	\$1.98	\$1.98
CLAMP SET 3/32 & 1/8 ZINC 4 PK	00002921410000300021	1.0000 EA	\$1.98	\$1.98
CLAMP SET 3/32 & 1/8 ZINC 4 PK	00002921410000300021	1.0000 EA	\$1.98	\$1.98
CLAMP SET 3/32 & 1/8 ZINC 4 PK	00002921410000300021	1.0000 EA	\$1.98	\$1.98
CE VINYL ELECT TAPE ROLL 3/4X60FTX7	00005057840001100008	1.0000 EA	\$0.79	\$0.79

continued →



Commercial Account



Remit payment and make checks payable to: HOME DEPOT CREDIT SERVICES DEPT. 82 - 2504115883 PO BOX 78047 PHOENIX, AZ 85062-8047

# INVOICE DETAIL

Invoice #: 2022669 continued

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
3/4"X86' BLK VNYL COMM GRD ELEC TAPE	00007354730001100006	1.0000 EA	\$1.97	\$1.97
CE VINYL ELECT TAPE ROLL 3/4X80FTX7	00005057640001100006	1.0000 EA	\$0.79	\$0.79
CE VINYL ELECT TAPE ROLL 3/4X80FTX7	00005057640001100006	1.0000 EA	\$0.79	\$0.79
SCOTCH INDOOR MOUNTING TAPE 350 IN	00001137630000500006	1.0000 EA	\$9.97	\$9.97
OCELO ORANGE SPONGE LARGE	00004994180000400020	12.0000 EA	\$2.98	\$35.76
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
1/4"X100'ALL PURPOSE POLY ROPE	00002307950000300004	1.0000 EA	\$7.96	\$7.96
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
SCOTCH .94' MASKING TAPE	00006901870000500002	1.0000 EA	\$2.27	\$2.27
TITEBOND II WEATHERPROOF WD GLUE GAL	00001072430000400003	1.0000 GA	\$17.97	\$17.97
TITEBOND II WEATHERPROOF WD GLUE GAL	00001072430000400003	1.0000 GA	\$17.97	\$17.97
TITEBOND II WEATHERPROOF WD GLUE GAL	00001072430000400003	1.0000 GA	\$17.97	\$17.97
2' METAL HEAVY DUTY SPRING CLAMP	00005736820000200004	1.0000 EA	\$0.99	\$0.99
2' METAL HEAVY DUTY SPRING CLAMP	00005736820000200004	23.0000 EA	\$0.99	\$22.77
QUICK CHANGE KNIFE 2PK	10000485580000100006	1.0000 EA	\$9.97	\$9.97
QUICK CHANGE KNIFE 2PK	10000485580000100006	1.0000 EA	\$9.97	\$9.97
QUICK CHANGE KNIFE 2PK	10000485580000100006	1.0000 EA	\$9.97	\$9.97
SCOTCH 2 BLACK DUCT TAPE	00007007070000500004	18.0000 EA	\$6.97	\$125.46
3M MULTI USE DUCT TAPE	10016743020000500004	16.0000 EA	\$5.97	\$95.52
16 OZ BALL PEEN WOOD HANDLE	00003655720000100002	1.0000 EA	\$14.98	\$14.98
16 OZ BALL PEEN WOOD HANDLE	00003655720000100002	1.0000 EA	\$14.98	\$14.98
16 OZ BALL PEEN WOOD HANDLE	00003655720000100002	1.0000 EA	\$14.98	\$14.98
16 OZ BALL PEEN WOOD HANDLE	00003655720000100002	1.0000 EA	\$14.98	\$14.98
16 OZ BALL PEEN WOOD HANDLE	00003655720000100002	1.0000 EA	\$14.98	\$14.98
16 OZ BALL PEEN WOOD HANDLE	00003655720000100002	1.0000 EA	\$14.98	\$14.98
PLASTIC COVERED WIRE ROPE 1/8"X250'	00005871680000300005	1.0000 RL	\$95.67	\$95.67
1/4"X100'ALL PURPOSE POLY ROPE	00002307950000300004	1.0000 EA	\$7.96	\$7.96
1/4"X100'ALL PURPOSE POLY ROPE	00002307950000300004	1.0000 EA	\$7.96	\$7.96

Purchased by: BROWN DAVID

SUBTOTAL	\$810.63
TAX	\$0.00
SHIPPING	\$0.00
<b>TOTAL</b>	<b>\$810.63</b>

BILL TO: Acct: 6035 8225 0411 5993 GLOUCESTER PUBLIC SCHOOLS

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$600.90	06/17/16	07/25/16	211785
PO: 1600536		Store: 2823, DANVERS	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
3G ECHO	10000258710000100008	1.0000 EA	\$39.97	\$39.97
MDGR (ECO) VAL 8' STR CTOP	00003422440002600002	1.0000 EA	\$134.00	\$134.00
6FT FOLDING RESIN TABLE	10015394970000700017	1.0000 EA	\$39.98	\$39.98
6FT FOLDING RESIN TABLE	10015394970000700017	1.0000 EA	\$39.98	\$39.98
1'WHTBRBSBRSH	00001302220000700007	1.0000 EA	\$0.97	\$0.97

continued →



**GLOUCESTER POLICE DEPARTMENT**  
**Office of the Chief of Police**  
**197 Main Street**  
**Gloucester, MA 01930**

Chief John McCarthy  
(978)281-9775

*Memorandum*

**October 25, 2016**

**To: Mayor Sefatia RomeoTheken**

**From: Chief John McCarthy**

**RE: Permission to pay FY17 invoices without PO in place**

Mayor Romeo Theken,

The Gloucester Police Department requests permission to pay Accountemps invoice 46638741, 46687587, 46738368, 46773370 & 46857035 without a purchase order in place. Due to unforeseen circumstances a purchase order could not be pulled before the goods/services were ordered.

Please see attached invoices.

Please contact me should you have any questions.

Respectfully,

**John McCarthy**  
Chief of Police

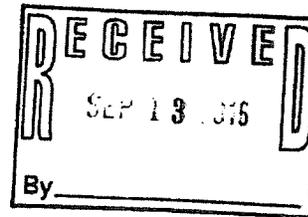
**Labor Invoice – DUE UPON RECEIPT**

**Personal & Confidential**  
 Stacie Couture  
 CITY OF GLOUCESTER  
 CITY HALL  
 9 DALE AVENUE  
 GLOUCESTER MA 01930

1702036

**Please Remit To:**  
 Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	[REDACTED]	09/09/2016	Couture, Stacie	10.00	HRS REG	\$ 32.00	\$ 320.00
Subtotal for Week-Ended: 09/09/2016				10.00	HRS		\$ 320.00



Invoice Subtotal: \$ 320.00

**TOTAL AMOUNT DUE: \$ 320.00**

We provide more timely and accurate information to the business community by sharing our accounts receivable information with National Credit Reporting Agencies.

Any questions regarding this invoice, please call or email:  
 (800) 533-8435 / inquiries.bos@roberthalf.com

For qualified temporary accounting and finance professionals please call:  
 (800) 803-8367

Please detach and return this remittance stub with your payment.

**Thank you for choosing Accountemps!**

Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Customer Number	Invoice Number	Total Amount
02120-000498000	46638741	\$ 320.00

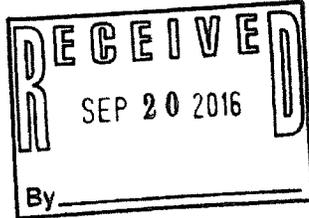
0212000049800046638741000320004

**Labor Invoice – DUE UPON RECEIPT**

**Personal & Confidential**  
 Stacie Couture  
 CITY OF GLOUCESTER  
 CITY HALL  
 9 DALE AVENUE  
 GLOUCESTER MA 01930

**Please Remit To:**  
 Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	[REDACTED]	09/16/2016	Couture, Stacie	10.00	HRS REG	\$ 32.00	\$ 320.00
Subtotal for Week-Ended: 09/16/2016				10.00	HRS		<u>\$ 320.00</u>



Invoice Subtotal: \$ 320.00

**TOTAL AMOUNT DUE:** \$ 320.00

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Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Customer Number	Invoice Number	Total Amount
02120-000498000	46687587	\$ 320.00

0212000049800046687587000320001



Page: 1  
 Invoice Date: 09/27/2016  
 Invoice Number: 46738368  
 Customer Number: 02120-000498000  
 Fed Tax ID: 94-1648752

**Labor Invoice – DUE UPON RECEIPT**

**Personal & Confidential**  
 Stacie Couture  
 CITY OF GLOUCESTER  
 CITY HALL  
 9 DALE AVENUE  
 GLOUCESTER MA 01930

**Please Remit To:**  
 Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	[REDACTED]	09/23/2016	Couture, Stacie	10.00	HRS REG	\$ 32.00	\$ 320.00
Subtotal for Week-Ended: 09/23/2016				10.00	HRS		\$ 320.00

Invoice Subtotal:	\$ 320.00
<b>TOTAL AMOUNT DUE:</b>	<b>\$ 320.00</b>

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**Thank you for choosing Accountemps!**

Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Customer Number	Invoice Number	Total Amount
02120-000498000	46738368	\$ 320.00

0212000049800046738368000320005

**Labor Invoice – DUE UPON RECEIPT**

**Personal & Confidential**  
 Stacie Couture  
 CITY OF GLOUCESTER  
 CITY HALL  
 9 DALE AVENUE  
 GLOUCESTER MA 01930

**Please Remit To:**  
 Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	[REDACTED]	09/30/2016	Couture, Stacie	10.00	HRS REG	\$ 32.00	\$ 320.00
Subtotal for Week-Ended: 09/30/2016				10.00	HRS		\$ 320.00

Invoice Subtotal:	\$ 320.00
<b>TOTAL AMOUNT DUE:</b>	<b>\$ 320.00</b>

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For qualified temporary accounting and finance professionals please call: (800) 803-8367

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**Thank you for choosing Accountemps!**

Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Customer Number	Invoice Number	Total Amount
02120-000498000	46773370	\$ 320.00

0212000049800046773370000320007

**Labor Invoice – DUE UPON RECEIPT**

**Personal & Confidential**  
 Stacie Couture  
 CITY OF GLOUCESTER  
 CITY HALL  
 9 DALE AVENUE  
 GLOUCESTER MA 01930

**Please Remit To:**  
 Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Line	Employee Name	Wk End Dt	"Report-To" Supervisor	Qty	UOM	Bill Rate	Amount
1	[REDACTED]	10/07/2016	Couture, Stacie	7.00	HRS REG	\$ 32.00	\$ 224.00
Subtotal for Week-Ended: 10/07/2016				7.00	HRS		\$ 224.00

Invoice Subtotal:	\$ 224.00
<b>TOTAL AMOUNT DUE:</b>	<b>\$ 224.00</b>

**We provide more timely and accurate information to the business community by sharing our accounts receivable information with National Credit Reporting Agencies.**

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For qualified temporary accounting and finance professionals please call:  
 (800) 803-8367

Please detach and return this remittance stub with your payment.

**Thank you for choosing Accountemps!**

Accountemps  
 12400 COLLECTIONS CENTER DRIVE  
 CHICAGO IL 60693

Customer Number	Invoice Number	Total Amount
02120-000498000	46857035	\$ 224.00

0212000049800046857035000224009

## *Memorandum*

*To: Mayor Sefatia Romeo Theken*  
*From: Nancy A. Papows, Principal Assessor NP*  
*cc: file*  
*Date: Friday, October 14, 2016*  
*Subject: Tax Classification*

The Assessors' are in the midst of a triennial recertification of property values and our data has been submitted to the Department of Revenue's Bureau of Local Assessment for preliminary certification. Once that certification is received, a week long public disclosure period will follow prior to granting of final certification by the State.

While awaiting certification, we ask that the City Council begin the process of scheduling a Tax Classification public hearing to adopt a "residential factor" for Fiscal 2017. After the hearing the Tax Recap information can be submitted for approval and third quarter tax bills can be generated for mailing by December 31, 2016.

Depending on the timing of approvals, we could potentially have the Tax Classification hearing as early as November 7, 2016. Realistically though, we expect that the hearing will not be able to be conducted until the meeting on November 22, 2016.

Through the next Mayor's report, we would like to ask the Council to set the hearing for the meeting of November 22, 2016.

Thank you.

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: November 1, 2016  
Re: Allocation of General Fund Free Cash

As you know, the Massachusetts Department of Revenue Division of Local Services certified General Fund Free Cash on October 25, 2016 in the amount of \$2,269,409 (attached). We have committed to use \$460,508 of this to amortize the second year of the FY 2015 Snow & Ice deficit according to the approved amortization schedule (attached). That leaves \$1,808,901 to be allocated according to the Capital Plan Funding and Free Cash Distribution Policy (attached).

The distribution of the \$1,808,901 according to the policy would be as follows:

To Capital Projects Stabilization Fund (40%)	\$723,560
To Building Maintenance Stabilization Fund (20%)	\$361,780
To General Stabilization Fund (10%)	\$180,891
Remaining as unreserved Free Cash (30%)	\$542,670
Total	\$1,808,901

Attached are four Supplemental Appropriations to accomplish the transfers from Free Cash to the Snow & Ice Deficit and the three stabilization funds. If you are in agreement with this proposal, please sign the attached Supplemental Appropriations and forward this information to the City Council in the next Mayor's report. Thank you.



John Dunn <jdunn@gloucester-ma.gov>

**Notification of free cash approval - Gloucester**

1 message

**dlssupport@dor.state.ma.us** <dlssupport@dor.state.ma.us> Tue, Oct 25, 2016 at 5:48 PM  
To: bbrousseau@gloucester-ma.gov, mflaming@gloucester-ma.gov, npapows@gloucester-ma.gov,  
gjohnstone@gloucester-ma.gov, tgood@gloucester-ma.gov, jdunn@gloucester-ma.gov, jcorliss@gloucester-  
ma.gov, kcosta@gloucester-ma.gov, dlsgroup@dor.state.ma.us  
Cc: whouleys@dor.state.ma.us

**Massachusetts Department of Revenue Division of Local Services**

Michael J. Heffernan, Commissioner  
Sean R. Cronin, Senior Deputy Commissioner of Local Services

10/25/2016

Kenny Costa  
Accountant/Auditor  
City of Gloucester

**Re: NOTIFICATION OF FREE CASH APPROVAL - Gloucester**

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2016 for the City of Gloucester is:

General Fund	\$2,269,409.00
Enterprise Fund waterways	\$43,421.00
Enterprise Fund talbot rink	\$77,191.00
Enterprise Fund water	\$438,668.00
Enterprise Fund sewer	\$555,346.00

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,

Mary Jane Handy  
Director of Accounts  
Massachusetts Department of Revenue

\*\*\*\*\*

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at postmaster at dor.state.ma.us.

\*\*\*\*\*

**Snow and Ice Amortization Schedule  
Chapter 10, Section 58 of the Acts of 2015**

Gloucester  
City / Town

Deficit as of 6-30-2015	\$ 2,621,014.10
Less FEMA Reimbursement (Est.)	\$ 300,000.00
Net Deficit as of 6-30-2015	\$ 2,321,014.10
	\$ 773,671.00

In FY2016, you must provide for a minimum of one-third (1/3) of the net balance sheet deficit as of 6-30-2015.

We have adopted the following amortization schedule:

FY2016	\$ 1,400,000.00
FY2017	\$ 460,507.05
FY2018	\$ 460,507.05
Total	\$ 2,321,014.10

**Amortization Tracking Schedule**

	General Fund - Balance Sheet Net Deficit as of 6-30	Less Reimbursements (Non FEMA)	Less Appropriations (Any Revenue Source)	Other Amount Raised on Page 2 Recap	Amount Deferred
FY2016	\$ 2,321,014.10		\$ 1,000,000.00	\$ 400,000.00	\$ 921,014.10
FY2017	\$ 921,014.10		\$ 460,507.05		\$ 460,507.05
FY2018	\$ 460,507.05		\$ 460,507.05		\$ 0.00

**SECTION 58.** Notwithstanding section 23 of chapter 59 of the General Laws, section 31D of chapter 44 of the General Laws or any other general or special law to the contrary, a city or town may amortize over fiscal years 2016 to 2018, inclusive, in equal installments or more rapidly, the amount of its fiscal year 2015 snow and ice removal deficit. The local appropriating authority as defined in section 21C of said chapter 59 shall adopt a deficit amortization schedule in accordance with the preceding sentence before setting the municipality's fiscal year 2016 tax rate. The commissioner of revenue may issue guidelines or instructions for reporting the amortization of deficits authorized by this section.

For Cities: City Councilors, Aldermen, Mayor  
For towns: Board of Selectmen

(Authorized Signature)	Date
(Authorized Signature)	Date
(Authorized Signature)	Date

## **Capital Plan Funding and Free Cash Distribution Policy**

The purpose of this recommendation is to improve the City of Gloucester's capital planning and investment through the creation and funding of a Capital Stabilization Fund and a Building Maintenance Stabilization Fund in accordance with MGL Ch. 40, Section 5B. Furthermore, we are recommending a standard for the distribution of free cash.

**Capital Stabilization Fund** – The Capital stabilization fund would be established for planned capital improvements as determined through our current Capital Improvement Plan process. The source of the funding would be 40% of the annual certified free cash. This fund would not be used for routine annual maintenance expenses.

**Building Maintenance Stabilization Fund** – This fund would be for extraordinary unforeseen Facility Maintenance expenditures relating to all city building facilities (School and City). For the purpose of this fund, maintenance shall mean repair and upkeep of city facility assets. The idea is to allow this fund to grow over time to hedge against unexpected events. The source of funding for this fund would be 20% of annual free cash certified.

**Certified Free Cash Distribution** – The proposed distribution of free cash would be executed annually at the time of certification. The purpose is to provide structure and discipline relative to the use of free cash and in so doing, allow the City to improve strategic planning. The recommended distribution for future year's free cash is as follows:

**Capital Stabilization Fund – 40%**

**Building Maintenance Stabilization Fund – 20%**

**General Stabilization Fund – 10%**

**Remaining as unreserved Free Cash – 30%**

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 4 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Treasurer/Collector

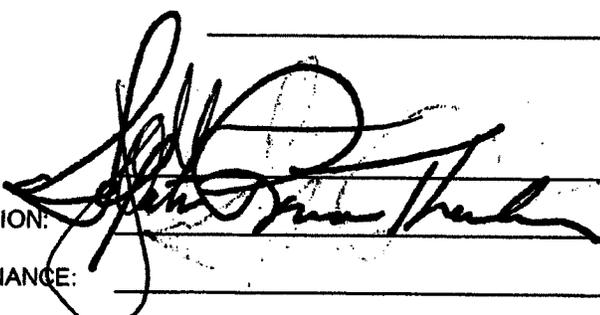
APPROPRIATION AMOUNT: \$ 460,508.00

Account to appropriate from:	<u>MUNIS ORG - OBJECT</u>	<u>0001/359000</u>
	<u>MUNIS ACCOUNT DESCRIPTION</u>	<u>GIF - Undesignated Fund Balance- Free Cash</u>
Balance Before Appropriation	\$	<u>2,269,409.00</u>
Balance After Appropriation	\$	<u>1,808,901.00</u>

Account Receiving Appropriation:	<u>MUNIS ORG - OBJECT</u>	<u>0001/359201</u>
	<u>MUNIS ACCOUNT DESCRIPTION</u>	<u>GF - Reserve for Authorized Snow &amp; Ice Deficit</u>
Balance Before Appropriation	\$	<u>(1,221,014.00)</u>
Balance After Appropriation	\$	<u>(760,506.00)</u>

DETAILED ANALYSIS OF NEED(S): Agreed upon amount for second year amortization of FY 2015 Snow & Ice Deficit.

**APPROVALS:**

DEPT. HEAD:  DATE: 11/01/16

ADMINISTRATION: \_\_\_\_\_ DATE: 11/2/16

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 5 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Treasurer/Collector

APPROPRIATION AMOUNT: \$ 723,560.00

Account to Appropriate from: *MUNIS ORG - OBJECT* \_\_\_\_\_ 0001/359000

*MUNIS ACCOUNT DESCRIPTION* \_\_\_\_\_ G/F - Undesignated Fund Balance- Free Cash

Balance Before Appropriation \$ \_\_\_\_\_ 1,808,901.00

Balance After Appropriation \$ \_\_\_\_\_ 1,085,341.00

Account Receiving Appropriation: *MUNIS ORG - OBJECT* \_\_\_\_\_ 760001/497001

*MUNIS ACCOUNT DESCRIPTION* \_\_\_\_\_ Capital Projects Stabilization Fund

Balance Before Appropriation \$ \_\_\_\_\_ 867,680.00

Balance After Appropriation \$ \_\_\_\_\_ 1,591,240.00

DETAILED ANALYSIS OF NEED(S): Transfer in to Capital Projects Stabilization Fund from General Fund  
Free Cash.

**APPROVALS:**

DEPT. HEAD: \_\_\_\_\_ DATE: 11/01/16

ADMINISTRATION: \_\_\_\_\_ DATE: 11/02/16

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 6 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Treasurer/Collector

APPROPRIATION AMOUNT: \$ 361,780.00

Account to appropriate from: MUNIS ORG - OBJECT 0001/359000

MUNIS ACCOUNT DESCRIPTION G/F - Undesignated Fund Balance- Free Cash

Balance Before Appropriation \$ 1,085,341.00

Balance After Appropriation \$ 723,561.00

Account Receiving Appropriation: MUNIS ORG - OBJECT 770001/497001

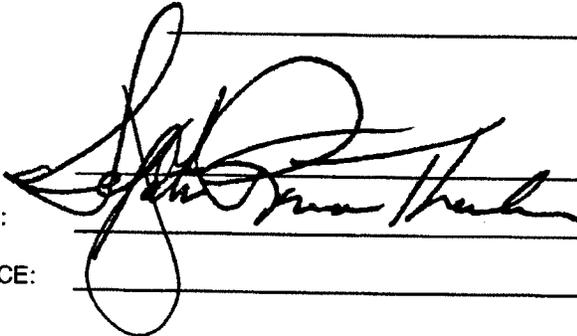
MUNIS ACCOUNT DESCRIPTION Building Maintenance Stabilization Fund

Balance Before Appropriation \$ 358,163.00

Balance After Appropriation \$ 719,943.00

DETAILED ANALYSIS OF NEED(S): Transfer in to Building Maintenance Stabilization Fund from General Fund  
Free Cash.

**APPROVALS:**

DEPT. HEAD:  DATE: 11/01/16

ADMINISTRATION: \_\_\_\_\_ DATE: 11/02/16

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 7 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Treasurer/Collector

APPROPRIATION AMOUNT: \$ 180,897.00

Account to appropriate from:	MUNIS ORG - OBJECT	<u>0001/359000</u>
	MUNIS ACCOUNT DESCRIPTION	<u>G/F - Undesignated Fund Balance- Free Cash</u>
Balance Before Appropriation	\$	<u>723,561.00</u>
Balance After Appropriation	\$	<u>542,664.00</u>

Account Receiving Appropriation:	MUNIS ORG - OBJECT	<u>75004/497001</u>
	MUNIS ACCOUNT DESCRIPTION	<u>General Stabilization Fund</u>
Balance Before Appropriation	\$	<u>2,195,053.00</u>
Balance After Appropriation	\$	<u>2,375,950.00</u>

DETAILED ANALYSIS OF NEED(S): Transfer in to General Stabilization Fund from General Fund  
Free Cash.

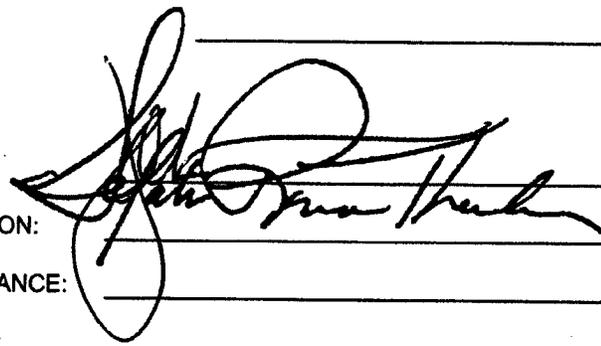
**APPROVALS:**

DEPT. HEAD: \_\_\_\_\_

ADMINISTRATION: \_\_\_\_\_

BUDGET & FINANCE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_

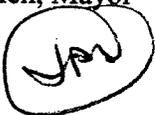


DATE: 11/01/16

DATE: 11/02/16

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: November 1, 2016  
Re: Allocation of August 2016 General Fund Bond Premium

As a result of the sale of \$13,250,000 of bonds in August 2016, we recorded \$855,538.59 of unbudgeted Bond Premium revenue, net of issuance costs, in the General Fund. Bond Premium is essentially a marketing strategy used by bidders in which they “overpay” for the bonds to enhance the yield when sold to outside investors. The end result of Bond Premium is that the bidders are able to market bonds with an enhanced coupon rate but the City’s net interest costs reflect market rates at the time of issuance.

There are a number of ways in which a municipality can treat Bond Premium revenue. In conversations with our Boston based Bond Counsel, Locke Lord, LLP, they have suggested that appropriate uses for this fairly large Premium amount would be 1) to fund other capital projects and 2) credit a current capital project, such as the West Parish School project, so as to reduce the amount of debt to be issued in the future.

As such, I am proposing the following Supplemental Appropriations to use the Premium received:

- 1) Fund the following capital projects at their total estimated costs of \$420,000. Please note, that because these are estimated costs, I would recommend that we appropriate the gross amount to be used to fund the costs of all the combined projects so as to have flexibility should actual costs per project vary from the estimates.
  - \$165,000 for fleet vehicles for DPW including two pick-up trucks and three vans.
  - \$20,000 for an SUV to be used for Municipal Inspection functions.
  - \$80,000 for internal renovations at Plum Cove School to subdivide classroom space for use as an art room, reading coach space and school psychologist space.
  - \$120,000 for replacement of the four exterior doors at City Hall and the addition of card access technology.
  - \$35,000 for exterior renovations (carpentry and paint) to the Veterans Services building located on Emerson Road.

- 2) Appropriate the balance of \$435,538.59 to the West Parish Elementary School construction project fund to reduce the amount of debt that will have to be issued in the future.

I have attached two Supplemental Appropriations to accomplish the above. If you are in agreement with this proposal, please sign the attached Supplemental Appropriations and forward this information to the City Council in the next Mayor's report. Thank you

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 8 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Treasurer/Collector

APPROPRIATION AMOUNT: \$ 420,000.00

Account to appropriate from:	MUNIS ORG - OBJECT	<u>00900900/493000</u>
	MUNIS ACCOUNT DESCRIPTION	<u>Premium From Sale of Bonds</u>
Balance Before Appropriation	\$	<u>893,831.02</u>
Balance After Appropriation	\$	<u>473,831.02</u>

Account Receiving Appropriation:	MUNIS ORG - OBJECT	<u>50XX4/497001</u>
	MUNIS ACCOUNT DESCRIPTION	<u>New Capital Project Fund - Transfer From GF</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>420,000.00</u>

DETAILED ANALYSIS OF NEED(S): Transfer in to New Capital Project Fund from General Fund  
Bond Premium.

**APPROVALS:**

DEPT. HEAD: \_\_\_\_\_ DATE: 11/01/16

ADMINISTRATION: \_\_\_\_\_ DATE: 11/2/2016

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2017**

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

APPROPRIATION # 2017-SA- 9 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ Treasurer/Collector

APPROPRIATION AMOUNT: \$ 435,538.59

Account to appropriate from:	MUNIS ORG - OBJECT	<u>00900900/493000</u>
	MUNIS ACCOUNT DESCRIPTION	<u>Premium From Sale of Bonds</u>
Balance Before Appropriation	\$	<u>473,831.02</u>
Balance After Appropriation	\$	<u>38,292.43</u>

Account Receiving Appropriation:	MUNIS ORG - OBJECT	<u>50334/497001</u>
	MUNIS ACCOUNT DESCRIPTION	<u>West Parish School Construction Project - Transfer From GF</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>435,538.59</u>

DETAILED ANALYSIS OF NEED(S): Transfer in to West Parish School Construction Project from General Fund  
Bond Premium to reduce the amount of debt to be issued in the future.

**APPROVALS:**

DEPT. HEAD: \_\_\_\_\_ DATE: 11/01/16

ADMINISTRATION: \_\_\_\_\_ DATE: 11/2/2016

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_



**CITY OF GLOUCESTER 2016  
CITY COUNCIL ORDER**

**ORDER: CC#2016-048**  
**COUNCILLORS: Joseph M. Orlando, Jr.**

**DATE RECEIVED BY COUNCIL: 10/25/16**  
**REFERRED TO: O&A & B&F**  
**FOR COUNCIL VOTE:**

**ORDERED** that GCO Sec. 4-16(d) "Off-leash dog areas" subsection (b) (2) be amended by **ADDING** a new subsection as follows: "(m) Dog Park "pooch pass" certificate will be issued to non-residents at an annual fee of \$25.00 per dog, a week's permit of \$10.00 per dog; or a one-day permit of \$5.00 per day per dog. Annual passes shall be valid from January 1<sup>st</sup> to December 31<sup>st</sup> of each calendar year, commencing on January 1, \_\_\_\_\_. All dogs must be registered for the program to participate, including dogs being taken off-leash by dog walkers. The Animal Control Officer shall issue to the owner or keeper of any such dog a citation for the violation of this article a fine of \$15.00 for each offense;"

**FURTHER ORDERED** that Chapter 1, Sec. 1-15 "Penalty for violation of certain specified section of code be amended by **ADDING** "Chapter 4, Sec. 4-16(d) subsection (b) (2) (m):

Penalty:

Each Offense: \$15.00"

**FURTHER ORDERED** that this matter be referred to the Ordinance & Administration and the Budget and Finance Standing Committees for review and recommendation.

Joseph M. Orlando, Jr.  
Councillor at Large