



GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS
TUESDAY, March 24, 2020
7:00 P.M.
KYROUZ AUDITORIUM, CITY HALL
COUNCIL MEETING #2020-006

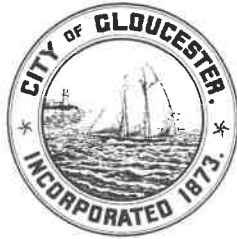


UNANIMOUS CONSENT CALENDAR

ACTION

1. Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of \$25,000 from the Metropolitan Area Planning Council for its use in responding to the COVID-19 outbreak (Refer B&F)
2. Supplemental Appropriation-Budgetary Requests (#2020-SA-30, -31) from the CFO (Refer B&F)

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700

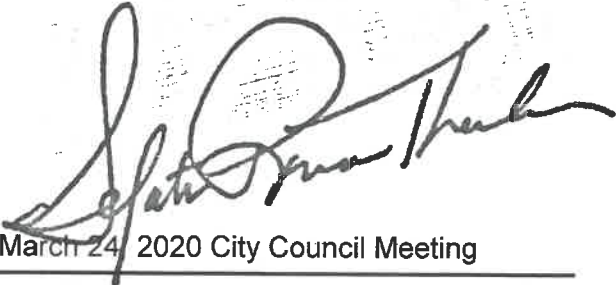
FAX 978-281-9738

mayor@gloucester-ma.gov

2020 MAR 23 PM 2: 11

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council
FROM: Mayor Sefatia Romeo Theken
DATE: March 23, 2020
RE: Addendum to Mayor's Report for the March 24, 2020 City Council Meeting



Members of the City Council:

Please see additional financial items for consideration.

- **Enclosure 1** is a memo, grant application and checklist from Public Health Director Karin Carroll requesting the acceptance of \$25,000 from the Metropolitan Area Planning Council for its use in responding to the COVID-19 outbreak. ***Please refer this matter to the Budget and Finance Standing Committee for review and approval.*** Public Health Director Karin Carroll, or appropriate personnel, will be available to answer questions and provide further information.
- **Enclosure 2** are Supplemental Appropriation Budgetary Requests (FY2020 SA - #30 and FY2020 SA - #31) for a total amount of \$175,000 for COVID-19 related expenses which staffing support and supplies. ***Please refer this matter to the Budget and Finance Standing Committee for review and approval.*** Public Health Director Karin Carroll, CFO John Dunn, or appropriate personnel, will be available to answer questions and provide further information.

As always, we encourage the City Council to contact us for any questions or comments regarding this submission but we will continue to offer updates and insights across all these matters as they move forward.

###



Sefatia Romeo Theken

ENCLOSURE 1



**City of Gloucester
Grant Application and Check List**

Granting Authority: State X Federal Other

Name of Grant: COVID-19 Outbreak Response

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: Metropolitan Area Planning Council (MAPC) on behalf of Commonwealth of Massachusetts and Department of Public Health.

- **Object of the application:** The City can use this funding to cover expenditures already incurred in its response to COVID-19, and/or for anticipated expenses in response to COVID-19, for the following purposes, as determined by DPH.: Surveillance and case identification; Monitoring of travelers; Data management; Isolation and quarantine (including, but not limited to, housing; wrap-around services; security; environmental control, clean-up and waste management; and behavioral health services); Surge staffing, including costs to cover overtime and backfill for Town employees or contractors; Risk communications support; and Public health coordination with healthcare systems.

Any match requirements: No cash or in-kind matching required.

Mayor's approval to proceed: [Signature] 3/23/2020
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Grant Budget by line item account: _____

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-325-5260
WEBSITE: www.gloucester-ma.gov



Public Health
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Memorandum

To: Mayor Sefatia Romeo Theken
From: Karin Carroll, Director, Health Department
Date: March 23, 2020
Re: Acceptance of a \$25,000 Award for COVID-19 Response

Dear Mayor Romeo Theken:

The Gloucester Health Department has received an award in the amount of a single payment of \$25,000 for its use in responding to the COVID-19 outbreak. No in-kind tracking or match is required for this award. There is no listed end date for use of these funds per the agreement.

The City can use this funding to cover expenditures already incurred in its response to COVID-19, and/or for anticipated expenses in response to COVID-19, for the following purposes, as determined by DPH.

- Surveillance and case identification (including, but not limited to, public health epidemiological investigation activities such as contact follow-up)
- Monitoring of travelers
- Data management
- Isolation and quarantine (including, but not limited to, housing; wrap-around services; security; environmental control, clean-up and waste management; and behavioral health services)
- Surge staffing, including costs to cover overtime and backfill for Town employees or contractors
- Risk communications support and
- Public health coordination with healthcare systems.

In accordance with the Order of the Governor of Massachusetts, it is anticipated that further emergency funds will be distributed by the Commonwealth through MAPC to Cities and Towns. Any additional disbursement shall be governed by separate agreements.

Respectfully,

Karin Carroll
Director of Public Health

**AGREEMENT BETWEEN THE METROPOLITAN AREA PLANNING COUNCIL
AND THE CITY/TOWN LISTED BELOW
FOR THE DISBURSEMENT AND USE OF
EMERGENCY COVID-19 FUNDING**

Pursuant to the terms established by Order of the Governor of Massachusetts, on or about March 19, 2020, by and through the Commonwealth of Massachusetts, Department of Public Health ("DPH"), the Metropolitan Area Planning Council ("MAPC") has been selected as one of the Local Health Crisis Response affiliates to disperse state funds in order to assist Cities and Towns ("City/Town") in their efforts to combat the spread and effect of COVID-19

Under its terms, MAPC will disburse a single payment of \$25000 to the City of Gloucester for its use in responding to the COVID-19 outbreak. This will be done via check as soon as possible after the execution of this Agreement and pending the receipt of funds to MAPC from DPH.

The City can use this funding to cover expenditures already incurred in its response to COVID-19, and/or for anticipated expenses in response to COVID-19, for the following purposes, as determined by DPH.

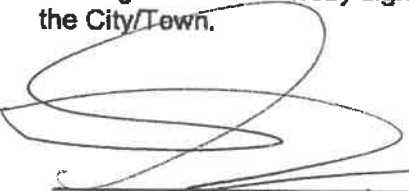
- Surveillance and case identification (including, but not limited to, public health epidemiological investigation activities such as contact follow-up);
- Monitoring of travelers;
- Data management;
- Isolation and quarantine (including, but not limited to, housing; wrap-around services; security; environmental control, clean-up and waste management; and behavioral health services);
- Surge staffing, including costs to cover overtime and backfill for Town employees or contractors;
- Risk communications support; and
- Public health coordination with healthcare systems.


The City is wholly responsible for documenting the use of said funds and keeping accurate and detailed records as to how the funding is deployed. The City is also wholly responsible for reporting on the use of said funds to any authorized party seeking such information and holds MAPC harmless from any such obligations. MAPC can at any time seek information on the use of said funding from the City but MAPC is not responsible for the accuracy or completeness of the records it obtains.

In accordance with the Order of the Governor of Massachusetts, it is anticipated that further emergency funds will be distributed by the Commonwealth through MAPC to Cities and Towns. Any additional disbursement shall be governed by separate agreements.

This letter constitutes the entire agreement between MAPC and the City of Gloucester. Any and all amendments to these terms shall only be effective upon the written agreement of MAPC and the City.

This Agreement is hereby signed and dated by the Chief Executive Officer of MAPC and a binding authority of the City/Town.


Binding Authority Sefatia Romeo
City of Gloucester Mayor


Marc Draisen
MAPC

Date signed: 3/23/2020

03/20/20

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: City of Gloucester, Health Dept.

ACCOUNT NAME: MAPC COVID-19 Response

FUND NUMBER AND NAME: (N/A FOR NEW FUND) N/A

CFDA # (Required for Federal Grants): _____

DATE PREPARED: 3/23/2020

OBJECT	ORIGINAL BUDGET	APPROVED		REVISED BUDGET
		AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	
REVENUE (4_____)				
454002	\$25,000.00			\$25,000.00
				\$0.00
				\$0.00
Total:	\$25,000.00	\$0.00	\$0.00	\$25,000.00
EXPENSE (5_____)				
511000	\$0.00			
520000	\$25,000.00			\$25,000.00
540000	\$0.00			
Total:	\$25,000.00	\$0.00	\$0.00	\$25,000.00

Kevin M. Carroll

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____

AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1


ENCLOSURE 2

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

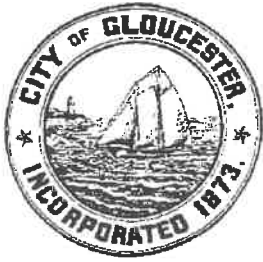
To: Sefatia Romeo Theken, Mayor
From: John P. Dunn, CFO 
Date: March 23, 2020
Re: COVID – 19 Response Funding

Over the past couple of days it has gotten clearer to Director of Public Health Karin Carroll, the Board and her Staff the level of response she will need to have in place to adequately deal with the COVID – 19 impact on the City. She has written an extensive memo (attached) outlining the need for staffing support (\$150,000) and supplies (\$25,000). This is in addition to the \$17,300 in initial funding that has already been submitted to the Council in your last Mayor's report.

I would recommend that we support Ms. Carroll's requests and have attached two appropriations from the General Stabilization fund. If possible, we should try to get this matter in front of the City Council at their meeting on Tuesday, March 24.

You should also be aware that we fully expect that there will be additional COVID – 19 response costs incurred by the Fire Department and that it is almost assured that Fire will require additional budget support before the end of this Fiscal Year. We will monitor the situation and make a future recommendation for funding.

Thank you.



CITY OF

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-325-5260
EMAIL: healthdepartment@gloucester-ma.gov



Public Health
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Memorandum

To: Jim Destino, Chief Administrative Officer
From: Karin Carroll, Director of Public Health
Date: March 23, 2020
Re: COVID-19 Response Funding Request for Health Department

Dear Mr. Destino,

The City of Gloucester Health Department requests **\$175,023** in funding to support the Health Department's response to the ongoing COVID-19 pandemic and enhance existing public health infrastructure to address the crisis. The Health Director is acting as the Incident Commander for this event. We have structured this event under the Incident Command System (ICS) and have opened the City's Emergency Operations Center (EOC). The Health Department will effectively utilize these funds to address capacity for surveillance and case investigation, wrap-around services for residents in isolation and quarantine, and Planning/Liaison Coordinator and risk communications support. The following narrative provides a more in depth breakdown of the Health Department's current needs in response to COVID-19.

Priority Areas in Need of Funding:

1. Surge Staffing Costs for COVID-19 Response: \$150,023

- The City realizes there is a gap between current nursing capacity and the capacity needed to address this crisis over the coming months. At this time the Public Health Nurse, Kelley Hiland, has been pulled into the City's Incident Command Structure as the City's Operations Chief and will need surge staffing in the form of two additional full time nurses to assist her with COVID-19 surveillance and case identification, including but not limited to public health investigation activities such as contact follow-up. Two additional full time nurses will provide with City with the much needed capacity to conduct case management of COVID-19. The two nurses will report directly to the Public Health Nurse. These nurses will be contracted at a rate of \$40 per hour for 40 hours per week for a time frame of 16 weeks totaling \$25,600 per nurse. The cost for two nurses will total \$51,200.00.
- As residents test positive or are identified as a close contact for COVID-19 the City will need to build capacity to coordinate wrap-around services for residents who are mandated into isolation or quarantine. This is a current staffing gap that will need to be filled for an effective response for COVID-19. A full time Wrap-Around Services Coordinator will leverage existing public/private partnerships with area providers to ensure residents in isolation or quarantine have the necessary support and supplies while under investigation.



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These services may include access to food, transportation to medical and/or behavioral health appointments, hygienic supplies and pharmaceutical needs. The Services Coordinator will act as a liaison with partnering agencies in Gloucester and throughout the region to ensure the health and safety of individuals in isolation or quarantine. This position will be contracted at a rate of \$32 per hour for 40 hours per week for a time frame of 16 weeks, totaling \$20,480.

- The Health Department requests funding to support the integration of a Planning/Liaison and Risk communication Coordinator to assist the Gloucester Health Director in responding to COVID-19 response. In following the City's Health Department COOP plan and requirements of social distancing, the office staff is working as remotely as is possible. However, the essential functions of the Health Department must continue and available staff is filling that role. For this reason it is necessary to immediately employ a trained consultant/contractor to assist the Public Health Director on a daily basis to assist in the overall coordination of the immense amount of information and requests that have been bombarding the local health department office since the COVID -19 virus became the new reality.

This position will directly report to the Health Director and assist in COVID-19 response and public health coordination with Public/Private partners, such as our current COVID subcommittees members, which include but are not limited to: Hospitals and PCP's, First Responder Safety, Schools, Daycare/preschools, Businesses, Seniors, Public/Private Partnerships and Special Populations. The Planning Coordinator/ Section chief will be responsible for coordination with Logistics, Resource management and Nurse/Volunteer coordinator.

This position will be responsible to coordinate planning and response activities with internal city department heads, such as COVID meeting coordination, internal risk communications and facilitating "Just in Time" training for surge staffing requirements.

Contracted Planning/Liaison and Risk communication Coordinator will be paid at a rate of \$60.00 per hour and will be expected to be on call 7 days a week and able to work a minimum of 10 hours per day for a period of 4 months (16 weeks) from date of contract. Total budgeted amount for this 16 week position will be \$67,200

- The Health Department's Grant Administrator, Jenna Newbegin, has been pulled into the City's Incident Command Structure as the Logistics Chief to oversee staffing/volunteer management and resource management, including resource availability, supply needs, identified shortages, and response timelines for key resources. This role is tasked with the identification of current and future operational needs to anticipate logistical requirements, and maintain a communications plan for nursing and volunteers for the COVID-19 response.



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Given Ms. Newbegin's role as Grant Administrator is primarily grant funded, there is a need to build a higher proportion of her efforts/salary into the City's operating budget for EOC. For an additional 20 hours per week at a rate of \$34.82 per hour, this totals \$696.40 per week, for a timeframe of 16 weeks totaling \$11,143

2. Supplies & Resource Costs for COVID-19 Response: \$25,000

- As resources are identified and become available, the Health Department will procure the necessary supplies for the City's COVID-19 response. Supply items may include but are not limited to critical medical supplies such as masks, gloves, and thermometers as well as cleaning supplies and materials for additional infection control measures, and other needs as they are identified. As the Health Department will oversee the Wrap-Around Services Coordination, there may be a need to purchase supplies to support populations of high need such as the homeless or older adults, as well as those who are restricted in quarantine and isolation.

The City of Gloucester Health Department is extremely grateful to the Mayor's Office, City Council, City & School Departments, and our community partners for the ongoing communication and support during this challenging time. Thank you for your consideration of these high-need areas the Health Department's has identified in its COVID-19 response to build capacity within our community to address this crisis.

Thank you for your consideration.

Karin Carroll

Director of Public Health
City of Gloucester Health Department
(978) 325-5262

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2020**

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

APPROPRIATION # 2020-SA- 30 Auditor's Use Only

DEPARTMENT REQUESTING APPROPRIATION: _____ Treasurer

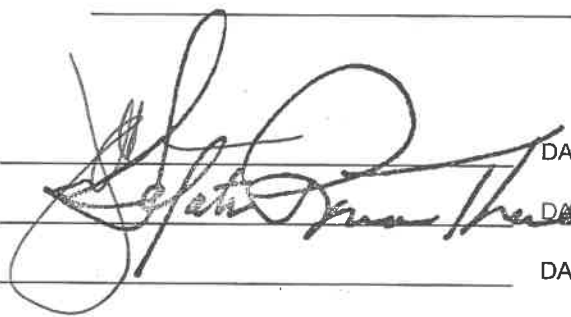
APPROPRIATION AMOUNT: _____ \$25,000.00

Account to Appropriate from: <i>MUNIS ORG - OBJECT</i>	<u>7500/359000</u>
<i>MUNIS ACCOUNT DESCRIPTION</i>	<u>General Stabilization Fund- Undesignated Fund Bal</u>
Balance Before Appropriation	<u>\$6,230,722.00</u>
	<u>#</u>
Balance After Appropriation	<u>\$6,205,722.00</u>

Account Receiving Appropriation: <i>MUNIS ORG - OBJECT</i>	<u>0151052/5400000</u>
<i>MUNIS ACCOUNT DESCRIPTION</i>	<u>Health Department Supplies</u>
Balance Before Appropriation	<u>\$ -</u>
Balance After Appropriation	<u>\$ 25,000.00</u>

DETAILED ANALYSIS OF NEED(S): To cover COVID - 19 supplies as needed

APPROVALS:

DEPT. HEAD:		DATE: <u>3/23/2020</u>
ADMINISTRATION:		DATE: <u>3/23/2020</u>
BUDGET & FINANCE:		DATE: _____
CITY COUNCIL:		DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2020**

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

APPROPRIATION # 2020-SA- 31 Auditor's Use Only

DEPARTMENT REQUESTING APPROPRIATION: _____ Treasurer

APPROPRIATION AMOUNT: _____ \$150,000.00

Account to Appropriate from:	MUNIS ORG - OBJECT	7500/359000
	MUNIS ACCOUNT DESCRIPTION	General Stabilization Fund- Undesignated Fund Bal
Balance Before Appropriation		\$6,380,722.00
	#	
Balance After Appropriation		\$6,230,722.00

Account Receiving Appropriation:	MUNIS ORG - OBJECT	0151051/511300
	MUNIS ACCOUNT DESCRIPTION	Health Department Hourly Wages
Balance Before Appropriation	\$	463.00
Balance After Appropriation	\$	150,463.00

DETAILED ANALYSIS OF NEED(S): To cover COVID - 19 temporary staffing needs

APPROVALS:

DEPT. HEAD: _____ DATE: 3/23/2020

ADMINISTRATION: _____ DATE: 3/23/2020

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____