

CITY COUNCIL STANDING COMMITTEE

Budget and Finance

Thursday, October 1, 2009 –7:00 p.m.

City Council Conference Room

Present: Councilor Jason Grow, Chairperson; Councilor Joe Ciolino, Vice Chair and Councilor Steve Curcuru

Also Present: Marcia McInnis; Jim Duggan; Chief Lane; Sharon DuBois; Mr. Vondras; Sarah Garcia; and Stephen Winslow.

The meeting was called to order at 7:00 p.m.

Taken Out of Order:

10. Amendment to Emergency Preparedness Grant for H1N1 Emergency Funding.

Mr. Vondras spoke to the second wave of Swine Flu and expects the vaccine to arrive in the city within the next month. There will be approximately 15,000 doses for the City, which is about 50% of the population. High risk individuals including those pregnant, those having household contact with infants; caregivers; those between ages 12 and 24 will be the first to be offered the vaccine. After the high risk individuals have been vaccinated, there will be open clinics. **Mr. Vondras** said he wants as many people inoculated as possible. The more vaccinated, the better the prevention.

He spoke to the original Grant, which was accepted on August 10, 2008, and is now requesting the amendment of additional funding be accepted by the City Council. The funds must be spent by August 10, 2010, and there are tight controls on the funds by the CDC.

There are many conditions to the Grant, he stated, commenting on the staffing and supplies for the 15 communities for which Gloucester is the host. Staffing will be contracted out and, although, physicians will have access to the vaccine, they may come to the Board of Health for assistance.

The Board is and will continue to work with the schools and permission slips will be available for students. There will be an educational program and campaign on safety. The vaccine is not mandated for children. Pregnant women are most at risk.

With regard to the vaccine, he stated it is a dead virus; with the flu mist being a weakened vaccine. He feels this is similar to the 1957 pandemic; however, is affecting a very different population, with the median age being 14.

Mr. Vondras reviewed the funding for the Grant Award, which was followed by the Committee's recommendation.

MOTION: On motion of Councilor Grow, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 in favor, 0 opposed to recommend the City Council AMEND the originally accepted Grant Amount (voted by CC August 10, 2008) as follows:

Emergency Preparedness Grant \$196,402

H1N1 Preparedness and Planning \$184,886

H1N1 Clinic and Distribution - \$372,970

For a Total Emergency Preparedness Grant of \$754,259

Taken Out of Order:

Police Department – Revised Grant Budget. Internal Labor. Camera Installation Police Department

Chief Lane addressed this item and has designated Officer Bouchie as the Police Department's IT coordinator. Officer Bouchie installs camera security systems in his

free time. He is being supported by Lt Fitzgerald, who also has knowledge of the systems. The City's IT Department is approving and tagging the new PC's including the PC that will be used in the camera system. Outside bids were very high and it is felt that the Department can get a larger, better quality system that can be maintained and upgraded in-house by sourcing individual components at the lowest possible cost. The Department would like to move ahead with the project which is required for the safety and security in the cell block area per the MRI Audit and funded by the Federal Byrne Grant. The City Auditor has been asked to approve a revised Grant budget schedule to include a line item for internal labor.

The Chief spoke to the improvements which have been made, to date, at the Police Station.

. **Ms. McInnis** commented that State Statute says that the City Council accepts gifts or grants, and the Department Manager has the authority to spend the funds. This is a Special Revenue Account and the Council has voted to accept the amount. The original Grant is the amount of \$21,459, and was been previously approved by the City Council on August 11, 2009.

No Motion to Recommend is required.

Taken Out of Order:

9. Memo from Police Chief re: Mass State 911 Grant

Chief Lane stated that the Mass State 911 Department has awarded a grant to the GPD in the amount of \$10,985 for continuing training for E911 dispatchers. The funds will be used to send staff to E911 training and to backfill vacant shifts during training sessions.

Further, it is requested that a new Special Revenue Fund be established for the FY2010 E911 Training Grant, which include training in medical emergencies, domestic violence, etc. A 911 training person may come to this area for training vs personnel going to the western part of the State. The Mass State 911 trainers are working to accommodate people in this area.

Councilor Grow suggested training in telephone techniques.

Chief Lane also stated that non-competitive 911 Grants would go to the Regional Center should Gloucester choose to become a part of the system.

MOTION: On motion of Councilor Grow, seconded by Councilor Ciolino, the Budget and Finance Committee voted 3 In Favor 0 Opposed to recommend the City Council accept the Mass State 911 Department Grant in the amount of \$10,985 for the continued training of E911 dispatchers. Further that a Special Revenue Fund be established for this Grant.

1. Memo from CAO re Request for Transfer from Special Reserve to GPD

Mr. Duggan has requested a transfer from the Reserve Account. This is in regard to the COPS Grant, which the City did not receive. Funding for two patrolmen positions was transferred from the Police Department's budget to the Special Reserve in the amount of \$110,000. The Administration is taking steps to fill two patrolmen positions when appropriate.

Chief Lane and Mr. Duggan stated that there are actually three patrolmen who have been hired and are working. This includes one to backfill the position of the patrolman who was promoted to Sergeant. The three patrolmen will attend the Police Academy for twenty-four weeks beginning in December. The three new Patrolmen are not entitled to incentives or the Quinn Bill; and, will not be eligible for any stipend that is not rolled into their salaries. A 270 day exemption to work has been received, allowing the patrolmen to work until their entrance into the Academy. Cost for the Academy tuition is \$3100 per person.

Ms McInnis stated that base salaries have been encumbered; and with the transfers before the Committee, will give some leeway in the budget.

MOTION: On motion of Councilor Grow, seconded by Councilor Curcuro, the Budget and Finance Committee voted 3 In Favor 0 Opposed to recommend the City Council approve Transfers 10 – 05 through 10- 09 as follows:

Transfer 10-5 in the amount of \$4,435.00 Holiday Pay for 2 new Patrol Officers

From: Special Reserve for Appropriation 101000.101900.5100.0000.00.000.00.051

To: Police-Uniform, Holiday Pay 101000.10.211.51450.0000.00.000.00.051

Transfer 10-6 in the amount of \$960.00 – Night differential for 2 new Patrol Officers.

From: Special Reserve for Appropriation 101000.101900.5100.0000.00.000.00.051

To: Police Uniform, Night Differential 101000.10.211.51430.0000.00.000.00.051

Transfer 10-7 in the amount of \$32,050.00 Overtime to backfill vacant shifts for two new hires and for an additional 24 weeks Police Academy training.

From: Special Reserve for Appropriation 101000.101900.5100.0000.00.000.00.051

To: Police Uniform, Overtime E911 101000.10.211.51320.0000.00.000.00.051

Transfer 10-8 in the amount of \$61,655.00 – Salaries for two new patrol officers 9/28/09 – 6/30/10

From: Special Reserve for Appropriation 101000.101900.5100.0000.00.000.00.051

To: Police Uniform, Sal/Wage Perm.Pos 101000.10.211.51100.0000.00.000.00.051

Transfer 10-9 in the amount of \$10,900.00 – Police Academy expenses for 3 new hires.

From: Special Reserve for Appropriation 101000.101900.5100.0000.00.000.00.05

To:Police-Admin, Tuition/Training/Employ 101000.10.210.51910.0000.00.000.00.051

2. Memo from CFO re – Permission to pay invoices for services in previous

Fiscal year

Mr. Duggan reported that two prior year invoices need to be paid to Public Consulting Group. They have asked the vendor to submit the invoices by year end; however, they were not forthcoming. The invoices are for services to provide reimbursement for school-based services. **Ms. McInnis** stated that this money has been accrued to 2009 and payment is covered. .

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 In Favor 0 Opposed recommend the City Council approve payment of two invoices to Public Consulting Group – Invoice 093211 and 093222 for a total amount of \$13,988.

3. Report from City Auditor: Accounts having expenditures which exceed Appropriations

Ms. McInnis reviewed the memo provided. **Mr. Duggan** stated that the Personnel salary overage is \$133.37; the \$836.78 is lag money and will be backfilled; and, the \$5189.61 should be \$3500 as budgeted.

4. Special Budget Transfer #4 – Request from Auditor

Ms. McInnis addressed this Transfer stating that this is Reserve for Appropriation with funding being taken from vacation buy-back money in the DPW, Police and Fire Departments and consolidated into the Reserve account. She also stated that the unforeseen retirement costs for sick and vacation time cannot be absorbed in department budgets.

Councilor Grow stated that there needs to be a review of the figures in the Reserve for Appropriation. **Ms. McInnis** stated that the costs are real, and one can not unspend the money for retirements. It is not optional and is owed to former employees.

It was also reported that the Local Options Tax, passed in August, cannot be used until July 1, 2010.

Councilor Grow stated that an adjustment in revenues as well as Reserve for Appropriations may have to be made. **Ms. McInnis** stated that adjustments are made through the Re-Cap process in order to make sure budgets for current FY's are correct. If budget changes are made, once the revenue budgets are set and certified, the number could cause harm with the DOR.

MOTION: On motion of Councilor Grow, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 In Favor 0 Opposed to recommend the City Council approve Transfer #10-4 in the amount of \$17,677.61

**From: Auditor Unifund Account, City Council Reserve
1011000,10.900.51100.0000.00.000.00.051**

To: Personnel Retirement Sick Buy Back 101000.10.152.51970.0000.00.000.00.051

5. Memo from CDD re Budget for CPA Funds

Ms. Garcia, CDD, addressed this request stating that the 2010 CPA budget needs to be approved by the City Council prior to November 1, 2009. In the future, she said, the Council should expect to see the next year's fiscal budget in the spring, included with other budget hearings. Projected income for FY10 is \$390,000; lists of projects will be submitted; public review and public hearings will be held; and RFP's will be developed.

The percentage is mandated and must follow statutory requirements to allocate a minimum of 10% of the revenue to each of the three spending categories: open space and recreation; historic preservation; and affordable housing. The budget includes the allowable 5% of the revenue for the administrative costs; and, the remaining 65% of revenue is put into a remainder account from which may be spent on any of the three eligible categories, above. DOR requires reporting on the above categories.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 In Favor 0 Opposed to recommend the City Council approve the 2010 CPA Budget, following statutory requirements and as follows:

Open Space	270000.10.172	10%	\$39,000
Affordable Housing	270000.10.183	10%	\$39,000
Historic Preservation	270000.10.194	10%	\$39,000
Administrative costs	270000.20.195	5%	\$19,500
General Reserve Account	270000.10-.196	Remainder	\$253,500.00
	TOTAL:		\$390,000

6. Memo from CDD/Senior Project Manager – Permission to participate in MAPC Bicycle Rack Program

Stephen Winslow, Senior Project Manager, has requested the City Council support participation in the MAPC Bike Rack Program. The program allows the City to obtain approximately 18 free bike racks, providing the City pays for shipping and installation costs. Gloucester has been allocated \$7000 for racks if the City commits to the program by October 31st. The City will then pay for the racks and submit a request for reimbursement. He reviewed the style of the rack, number of racks and cost; and, proposed locations. The racks will be installed by the DPW. A package of information was provided, copy on file in the office of the CDD and City Clerk.

Mr. Duggan questioned whether Man at the Wheel could be put on the rack vs the proposed schooner, as shown in the background information. **Councilor Ciolino** reported that the Downtown Development Commission has chosen a black color scheme with a logo. He suggested conforming with the pattern so there will be uniformity and consistency.

Mr. Winslow stated he has been networking with schools, Fisherman’s Wives, and having meetings with the school Wellness Director. The first part of the Grant is to assess the atmosphere and major areas where health and welfare is important. He will present a snapshot to the City Council at the end of the year.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 In Favor 0 Opposed to recommend the City Council accept the CDD’s participation in the MAPC Bike Rack Program.

7. Memo from CDD re: Mass Tech. Collaborative Clean Energy Choice

Program

Ms. Garcia reported that the Mass. Technology Collaborative is closing its Clean Energy Choice program. Gloucester currently has \$67,871.50 remaining in the account that must be reserved before November 30, 2009. The CDD would like to use the funds to fund a .5 FTE project management position over a period of two years. The remaining .5FTE can be funded from the allowable 5% administrative funding of the CPA. She went on to discuss the duties of the new project manager, who would research, coordinate, and promote projects that increase green technology options and reduce the carbon footprint for the City. The Project Manager would also assist in bringing wind and tidal power options to the city. The position would staff both the Clean Energy Commission and the Community Preservation Committee and would be advertised as a two-year position.

Councilor Ciolino requested a Job Description for the proposed position prior to the City Council Meeting on 10/6/09.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuro, the Budget and Finance Committee voted 3 In Favor 0 Opposed to recommend the City Council approve the use of the \$67,871.50 funds remaining in the Clean Energy Choice account to fund a .5 FTE Project Management position for a period of two years.

MOTION: On motion of Councilor Grow, seconded by Councilor Ciolino, the Budget and Finance Committee voted 3 in favor 0 opposed to recommend the City council accept the Clean Energy Choice Community Matching Grant in the amount of \$32,642.16 for the purchase of Big-Bully Trash Compactors (8) systems – from Mass Technology under the Clean Energy Choice Award.

8. Memo from Grants Administrator: Funding for upcoming EPA

Brownfield's Grants

Sharon DuBois, Grants Manager, addressed the Brownfield's Assessment Grant and is requesting the opportunity for the City to apply for this funding. No match is required.

This is for sites developed in the past and proposed for re-using. **Ms. DuBois** stated she has had EPA Brownfield's training. The City, she said, is well positioned for assessed grant funding including hazardous substances and petroleum. She stated is interested in doing a Brownfield's assessment of the City. Property can be private; however assessment of private properties would require permission from the current owner. Clean-up grants may be applied for in the second phase; however, clean-up funding would only be available for city owned sites or non-profit organizations. There is a three-year grant cycle, and Ms. DuBois stated she proposes the Grants be on a city-wide basis, not site specific.

Informational. No Vote Required.

11. COM 2009-30 – Hardy re Expanded Bottle Bill/Municipal Revenues

Councilor Grow discussed Councilor Hardy's communication regarding Expanded Bottle Bill/Municipal Revenues. This is a State issue and requires no City action. It is proposed to save \$20 million as well as saving communities money with regard to trash pick-up.

There is to be a Public Hearing on WEDNESDAY, October 7, 2009 at the STATE HOUSE. The DEP has requested community support.

MOTION: On motion of Councilor Grow, seconded by Councilor Ciolino, the Budget and Finance Committee voted 3 in favor, 0 opposed to recommend the City Council submit a letter of support for the Expanded Bottle Bill, through the City Clerk, to the Joint Legislative Committee on Telecommunications, Utilities, and Energy.

Other:

It was requested that, at the next regularly scheduled meeting of the Budget and Finance Committee, the Agenda include:

>An update by the outside Auditors

>Quarterly Review by the CFO

It was moved, seconded, and voted UNANIMOUSLY to adjourn the meeting at 9:40 p.m.

Respectfully submitted,

Anne Marchand, Substitute Recorder