

CITY COUNCIL STANDING COMMITTEE
Budget & Finance Committee
Thursday, June 3, 2010 – 6:30 p.m.
1st Fl. Council Conference Room – City Hall

Present: Chair, Councilor Steven Curcuro; Vice Chair, Councilor Paul McGeary; Councilor Jacqueline Hardy

Also Present: Mary Richardson, Jim Duggan, Fire Chief Dench, Max Schenk, Phil Bouchie, and Sarah Garcia

The meeting was called to order at 6:30 p.m. Items were taken out of order.

1) Unfinished Business

Firefighter's Grant Review (Continued from 05/20/2010) Councilor McGeary stated that, at a previous meeting, the Committee requested more information on where the grant money was spent. There were questions whether or not enough money was budgeted to meet minimum manning as required by contract; or, whether this grant money was going to be used for overtime. **Ms. Richardson** provided FY10 grant money information on a spread sheet received this evening.

Chief Dench was asked if money requested for FY11 (\$200,000) overtime is sufficient to maintain minimum manning. **Councilor Curcuro** also questioned whether everyone who was supposed to show up to man a shift came in, would it cover the overtime. **Chief Dench** stated he, or the former Chief, has come before the Council for four or five years in November, December, or January, requesting additional funds for overtime, as the funding had run out. He also stated there are other reasons for overtime than sick leave, and it also includes accidents, vacations, mutual aid or a large fire.

Councilor McGeary asked if it is permitted to bring people in to keep fire stations open under this grant. **Chief Dench** stated that the grant can be used to keep as many stations open as much as possible; however, there is no wording indicating that the department must keep all stations open all the time. **Mr. Duggan** stated there is a \$20,000 deficit in the overtime account right now; however, that is due to an error that had been made, which is now being rectified. He also noted that the \$200,000 overtime request is the former chief's budget. With regard to the boil water issue, \$21,000 was spent in overtime.

Mr. Duggan continued by saying that the department was provided with a budget; and, the administration was going to level fund from the year before. The firefighter contract had been signed in October, the middle of a fiscal year, and it was felt the \$200,000 would be sufficient to fill the 14 minimum manning requirements. The Mayor did tell the City Council that, if needed, the administration/department may have to come back to the Council to request more money, but the three-year average maintained the \$200,000. He also stated that he cannot predict why it deviated.

Mr. Bouchie stated that 13.9 was maintained in December, January and February and an academy recruit is now back to the department. To the firefighters' credit, they did maintain an average.

Mr. Dugan stated that 13.9 does not take into consideration the overtime, CEU's, training, or call-backs done above and beyond the shift. Calculations dealt with the number of people scheduled to be at work and who reported. CEU's, training, etc were separated out from the overtime line in the FY11 budget.

Chief Dench stated that \$150,000 to maintain minimum manning will not get the department through the year, they will run out of money by March or April of 2011. It was noted that the number of firefighters is increasing with one on board and by July will have another EMT Paramedic.

Further, the Ambulance revenue goes back into the Fire Department. Projected this date is \$918,000 in revenue and is reinvested where the Chief feels it is most appropriate. **Chief Dench** stated he would rather put ambulance revenues into buying equipment than into overtime.

Chief Dench stated he actually two budgets, one for the grant and one from the General Fund. There is \$180,000 left in the grant and approximately \$26,000 per month is spent.

On question of **Councilor Hardy**, **Mr. Bouchie** said a man was not taken out of a station (Bay View) to man a truck; and, if that had happened, it would have been taking a man out of the Magnolia station. There are/will be 70 personnel in the department not including the Chief, EMS Coordinator or Fire Inspector; there are 17 people assigned per shift, and the 17 on the roster would not be enough on duty to open Magnolia.

Chief Dench stated that medical absences are being addressed, and he is trying to find a program about specific training and exercises for firefighters. He noted his department is getting to be an older department with a gap between new firefighters and those serving for many years.

B) Monthly review with Jeff Towne, CFO re: Tax Recap – Postpone to next regularly scheduled meeting.

2. Report from the City Auditor re: Accounts Having Expenditures Which Exceed Their Appropriations

Ms. Richardson provided the committee with an updated report and explained the expenditures. She stated that the first two accounts on the report are School Department items, and reported that the City is owed \$32,000 for “Personnel, Medicare/Fica/Soc Sec” (line 2), and \$11,800 for “Personnel, Unemployment Insurance” (line 1). Lines 3 is being rectified by a transfer; and, lines 4 and 5 (Fire Department) were errors in calculations and are being resolved. The DPW Snow and Ice items are being dealt with through transfers, which have been submitted, as is the Library Night Differential.

The Committee requested that Mr. Markham (School Department CFO) attend the next regular B and F Committee meeting to address the above accounts if they have not been cleared. Mr. Duggan will check to make sure the schools are aware of these issues.

3. Memo from CFO requesting modification to the action taken by Council in 2007 and 2008 re: Loan authorization for the purchase of a new ladder truck

Mr. Duggan addressed this item. He stated that for the borrowing to occur, the following motion and public hearing is required. The amended motion, proposed by **Councilor Hardy**, is acceptable to the Administration. Following the Public Hearing and vote by the City Council, the Council should act to rescind the previous loan authorization for the refurbishing of the fire truck.

MOTION: On motion of Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend the City Council approve the following loan authorization:

That up to an additional \$100,000.00 be appropriated for the purpose of purchasing a ladder truck; that this loan order will be added to Loan Order 07-05(a); and further, that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow up to said additional \$100,000.00 and issue bonds or notes therefore under G.L. c44, Section 7(9) or any other enabling authority.

MOTION: On motion of Councilor Hardy, seconded by Councilor McGeary, the Budget and Finance Committee voted 3 in favor, 0 opposed to Advertise for Public Hearing.

4. Memo from CAO re: MORE Jobs Grant Funding for final grant payment

Speaking on this item was **Mr. Duggan** who stated that a check has been received for \$12,969.00 from Land Strategies to reimburse the city for the final payment to the contractor for the work performed through the MORE Jobs Grant. This work is connected with Gloucester Crossing. The MORE Job Grant is now complete. He explained that this is a housekeeping item in that the contractor has been paid with funds from the DPW, and the 1% retainage is returned to the City.

Councilor Hardy requested **Mr. Duggan** to supply the Committee with information as to where the money came from (specific line item - DPW), and to which department the check is to be credited. Further, whether this amount of \$12,969. will be dropping to the bottom line if not returned to a specific department.

Mr. Duggan was requested to provide the above information at the June 8th City Council meeting, prior to vote on the following motion.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend the City Council accept the amount of \$12,969.00 from LandStrategies, LLC in reimbursement to the City of Gloucester as pertaining to work performed through the MORE Jobs Grant.

5. Special Budgetary Transfer Request (#10-33) from the Mayor's Office

Mr. Duggan stated this transfer is to pay for the hours worked by an employee during Incident Command for the February and March storms. He also stated he is meeting with FEMA in an attempt to be reimbursed for this time, as well as overtime, and a police cruiser. It should be noted, the employee has not yet been paid for her work hours.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend the City Council approve Transfer (10-SA-33) in the amount of \$786.89:

**FROM: Mayor, Contingency/Emergency, Unifund Account
#101000.10.121.57800.0000.00.000.00.057**

**TO: Mayor, Sal/Wage-Temp position, Unifund Account
#101000.10.121.51200.0000.00.000.00.051.**

6. Special Budgetary Transfer Request (#10-34) from the Tourism Department

Mr. Duggan addressed this transfer stating it will provide the necessary funds for the newly hired Volunteer Coordinator for the Visitors' Center. This amount will take the coordinator through to the end of the Fiscal Year. The Coordinator has been working since May 15 and has not yet been paid.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend the City Council approve the following Transfer (10-SA-34) in the amount of \$2,999.70:

**FROM: Tourism: Purchased Serv., PR Unifund Account
101000.10.563.53500.0000.00.000.00.052**

**TO: Tourism: Sal/Wage-Temp Pos., Unifund Account
#1201000.10.563.51200.0000.00.000.00.051.**

7. Memo from Gloucester Archives Department re: acceptance of Grant from Roger Owens David Fund in the amount of \$15,000.00

Mr. Duggan stated this Grant is designated for the Archives Department. It is to go into their general account to be used for the most appropriate items which may include restoration of documents following water damage, etc. This grant cannot be used to satisfy a financial obligation of any individual or entity.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend the City Council accept the grant of \$15,000.00 from the Fidelity Charitable Gift from the Roger Owen Davis Fund designated to the City of Gloucester Archives Department.

A brief recess was called.

8. Memo from Max Schenk of Health Department re acceptance of Grant from Mass Coastal Zone Management, the US Fish and Wildlife in the amount of \$16,000.00

Mr. Schenk stated the Grant funding in the amount of \$16,000 has been received for the CZM-USFWS Mill Pond Tide Gate Project. The Committee, being familiar with the project, made the following motion:

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend the City Council accept the grant of \$16,000.00 from the Massachusetts Coastal Zone Management (CZM), and the US Fish and Wildlife Service (USFWS) for the CZM-USFWS Mill Pond Tide Gate Project.

9. Memo from Community Development Director re: Acceptance of Seaport Bond Funds for Harbor Plan Implementation

Ms. Garcia spoke to this Grant asking that the Committee and Council accept the expected \$50,000 from the Seaport Advisory Council in order for the Auditors Office to set up an account. This is a bookkeeping issue, explained **Ms. Garcia**. **Councilor Hardy** stated she is not in favor of accepting an "expected amount" and would like to recommend that the City Council authorize the City Auditor to set up an account for the purpose of receiving expected funds from the Harbor Plan Coordinator Grant/Seaport Advisory Council, FY11. **Ms. Garcia** explained the contracts are issued in January after a Seaport

Council vote in November. She also stated that when the funding is received, she will return to the Committee/Council for acceptance of the funds.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend the City Council authorize the City Auditor to set up an account for the purpose of receiving expected funds from the Harbor Plan Coordinator Grant/ Seaport Advisory Council – FY11.

10. Memo from Community Development Director re: acceptance of second year grant funding for Get Fit Gloucester in the amount of \$60,000.00

Ms. Garcia stated that this Grant supports the Get Fit Gloucester program, paying 80% of the Coordinator's salary, benefits, supplies, etc. The funding covers a 12-month period beginning May 15, 2010 through May 14, 2011. This is the second year Gloucester has received this grant with possibility of additional funding in the future.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend the City Council accept the grant of \$60,000.00, for a second-year grant funding, from Health Resources in Action and the Massachusetts Department of Public Health for Mass in Motion: Municipal Wellness and Leadership Planning Grant (locally known as Get Fit Gloucester).

11. Trust Fund Accounting (referred out by unanimous consent by the City Council on 05/25/2010)
Councilor Hardy stated that she was at a recent O and A Meeting and requested a member of the Trust Fund Commission submit paperwork in order for the Council to better understand the Commission's functions, and responsibilities. The Committee requests the member(s) attend a future B and F meeting.

ADJOURNMENT:

MOTION: It was moved, seconded and voted UNANIMOUSLY to adjourn the meeting at 8:22 p.m..

Respectfully submitted,

Anne Marchand
Substitute Recorder