

**Budget & Finance Committee**  
Thursday, October 6, 2016 – 5:30 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall  
**-Minutes-**

**Present:** Chair, Councilor R. Scott Memhard; Councilor Joseph Ciolino; Councilor Joseph Orlando

**Absent:** None.

**Also Present:** Kenny Costa; John Dunn; Acting Police Chief John McCarthy; Karin Carroll; Dan Smith

**The meeting convened at 5:31 p.m. Agenda item #7 was taken out of order.**

**1. *Special Budgetary Requests: 2017-SBT-3 and 2017-SBT-4 from Police Department***

**Acting Chief John McCarthy** explained that the Police Department's K9 officer, Mako, contracted an infection that needed treatment emergently on a holiday requiring a trip to the veterinarian's ER, for a cost of \$3,041.43.

The dog is fine now, he confirmed to **Councilor Orlando's** inquiry. **Councilor Orlando** then asked if there wasn't an account to pay for this sort of treatment for the department's K-9 "officers." **Acting Chief McCarthy** confirmed there was, but that this was a large, unanticipated expense, and the account used for the care and feeding of the highly trained dogs and routine veterinary healthcare didn't have enough funding in it to handle this emergency expense.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2017-SBT-3 in the amount of \$3,041.43 from Account #0129252-520000, Police-Animal Control, Purchase of Services to Account #0121152-520000, Police Uniform, Purchase of Services for the purpose of funding the services of veterinary emergency care of Police K-9 Mako.**

**Acting Chief McCarthy** informed the Committee that the department is in need of patrol rifles and tactical flashlights. He explained that this is something the union has asked for given what is happening country-wide. Thirty officers were recently trained at Fort Devins on patrol tactical weapons, and the department thought it was a timely purchase. The weapons will be on board in the department's cruisers.

**Councilor Ciolino** noted that the department wants to reopen the rifle range in Magnolia for training purposes because of this purchase and asked how that will play out. **Acting Chief McCarthy** said permission is yet to be granted, but said the trained officers have to be qualified on these tactical weapons annually. With the department's expense related to the officers travelling to Fort Devins for training which is substantial, it is hoped the local range will be made available once again. He recounted briefly some of the past issues with the use of the Magnolia range, but conveyed that the department is only asking to utilize the range in Magnolia several weeks in the spring and again for several weeks in the fall for the department officers' recertification training.

**Councilor Ciolino** said the department should have better or equal equipment than what is on the street, and that they should be at the ready and available. **Acting Chief McCarthy** responded that the reason the program stopped was that the cost became prohibitive to maintain training when the department lost the use of the Magnolia range. It is a work in progress, he advised. The range was last used in five years ago, he noted for **Councilor Orlando**.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2017-SBT-4 in the amount of \$11,000.00 from Account #0121151-513001 Police Uniform, Overtime Training to Account #0121152-558003, Police Uniform, Public Safety Supplies for the purpose of purchasing six (6) patrol rifles and tactical flashlights.**

**2. *Memorandum from Police Chief, Grant Application & Checklist re: grant to assist with State 911 EMD & additional training***

**Acting Chief McCarthy** conveyed that the State 911 EMD Grant is an annual reimbursement training grant that applies to all officers who are mandated by the state to learn the 911 system and take EMD (emergency medical

dispatch) training. There is a great deal of associated training to keep the department's 911 operators certified each year, he advised. The funding comes from cell phone surcharges. There is no match for this grant, **Acting Chief McCarthy** confirmed for **Councilor Orlando**.

**Councilor Ciolino** gave some background into the keeping of the city's 911 operations within the Police Department and that it was wise that the city decided to keep the 911 operations locally.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the Gloucester Police Department to pursue a State Grant opportunity from the Massachusetts Executive Office of Public Safety and Security, a FY17 State 911 Department Training Grant and Emergency Medical Dispatch/Regulatory Compliance Grant for a total of \$185,434.45.**

**3. Memorandum from Police Chief for approval of grant to accept funding designed to support the United States DEA programs, including overtime funding for FY17**

**Acting Chief McCarthy** noted that this is an annual reimbursement grant from the U.S. Drug Enforcement Administration (DEA) for a Gloucester police officer's overtime for FY17. This is a longstanding agreement between the Gloucester Police Department and the DEA, as well as with other communities that participate in the program. There is no match, it was noted. **Councilor Orlando** asked if this is for a specific officer. **Acting Chief McCarthy** indicated that only one department officer is utilized at a time and that as long as the DEA accepts the officer, the department maintains the grant, he said. The city receives a portion of the seizure funds, he added.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council accept under MGL c. 44, §53A a federal grant from the United States Department of Justice Drug Enforcement Administration (DEA) FY17 Organized Crime Drug Enforcement Task Force for up to \$17,753, reimbursing the City Of Gloucester Police Department (GPD) for overtime by a GPD officer.**

**4. Memorandum from Police Chief for permission to pay FY17 invoices without a purchase order in place**

**Acting Chief McCarthy** advised the Committee that the following two matters were before them because purchase orders hadn't been opened in time. He asked that these small invoices be approved for payment. The first matter relates to the temporary employee due to a department administrative employee out on Worker's Comp. City Auditor, **Kenny Costa**, advised that when hiring a temporary employee through an agency a purchase order is needed, and there wasn't one in place at the time of the incurred expense within the current fiscal year. A previous Council action was a simple transfer to make funds available to pay an open invoice.

**Councilor Ciolino** asked when the staff member is anticipated to return to work. **Acting Chief McCarthy** indicated that as this is a worker's comp issue it is being resolved through the Personnel Department. This will be the last week of the temp service, he noted.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve payment of for the services of a temporary administrative Police Department employee through Accountemps, Chicago, IL Invoice #46591132 dated 09/07/2016 to be paid with FY2017 funds from the Police-Administration, Purchase of Services, Account #0121052-520000 for a total of \$320.00 without a purchase order in place.**

**Acting Chief McCarthy** informed the Committee that there wasn't a purchase order in place for the ink pads that was needed promptly. He conveyed there is an electronic fingerprint machine for most applications, but that for firearms permits they must use the ink fingerprint method.

**MOTION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve payment for the purchase of a Rectangle Ceramic Ink Pad through Sirchie, Youngsville, NC, Invoice #0267642-IN dated 8/23/2016 to be paid with FY2017 funds from Police-Criminal Investigations, Public Safety Supplies, Account #0121252-558003 for a total of \$41.16 without a purchase order in place.**

**5. Memorandum from Community Development Dept.: Acceptance of Essex National Heritage Commission Grant through the Visitor Center Grant Program in the amount of \$2,500**

**Dan Smith**, Community Development Department Director, said that this is a grant the city has applied for annually. It is typically used for the production of brochures and flyers. He explained that this is a partnership between the National Heritage Center and the city. He referred to documentation in the agenda packet (on file) saying that it was advantageous for the city to be a part of this organization sharing information with many cities in the region that are partnered with the National Heritage Center along with many Visitor Centers which expands Gloucester's reach. The match is met through the budgeted salaries (in-kind) for the Visitor's Center. He briefly described some of the parameters of the grant with the Committee.

**Councilor Ciolino** said this is money the city relies upon each year to assist in the running of the Stage Fort Park Visitor's Center.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a federal grant through the Essex National Heritage 2016 Visitor Center Grant through the National Park Service for a total of \$2,500 for the purpose of supporting the activities of the City's Visitor Welcome Center at Stage Fort Park. The grant period is from July 1, 2016 through June 30, 2017.**

**6. Memorandum from Health Dept. Director re: Acceptance of SAMHSA grant in the amount of \$47,145 to support Healthy Gloucester Collaborative programs**

**Karin Carroll**, Public Health Director, announced that the city's Healthy Gloucester Collaborative (HGC) program has received a federal grant extension from the Substance Abuse and Mental Health Services Administration (SAMHSA) in the amount of \$47,145 per year for four years totaling \$188,580 from October 1, 2016 through September 30, 2020. There are no matching funds or in-kind services required for this grant, she advised. She noted that as a STOP ACT grantee, the HGC will expand and enhance its successful underage drinking strategies in conjunction with partner organizations in the community and stakeholders.

**Councilor Memhard** asked if the grant required annual reports to SAMHSA. The department has to submit quarterly finance and deliverables reports based on the SAMHSA framework, **Ms. Carroll** advised. Councilor Memhard asked what the size of the population that is served by this grant. **Ms. Carroll** said she didn't have that information immediately available but would forward it to the Councilor and whether some of this work is regional.

**Councilor Orlando** inquired if the HGC collaborates with the Police Department on such issues as underage drinking. **Ms. Carroll** confirmed they did. **Acting Chief McCarthy** added that the Police Department does a great deal of compliance work with the HGC as well as on the High Risk Task Force.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed under MGL Chapter 44, §53A to accept from the Substance Abuse and Mental Health Services Administration (SAMHSA) a Sober Truth on Preventing Underage Drinking (STOP ACT) four-year grant with an annual award amount of \$47,145 and a total grant award of \$188,580. The time period for expenditure will be in effect through September 30, 2020.**

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

**Mr. Costa** reviewed briefly his reports with the Committee (on file). Upon completion of Mr. Costa's report, the Committee reviewed several concerns for the city's Fiscal Year 2018 budget

**Councilor Memhard** inquired as to the status of the hiring of a new Chief Administrative Officer and where the process stands. **Councilor Ciolino** offered that he understood the Mayor is in the interviewing process this week, and that there had been a good number of applicants.

**Councilor Memhard** offered his congratulations to the Mayor and her Administration for the signing of the Purchase and Sale Agreement for the Fuller School property, and looked forward for its forward movement.

**Councilor Ciolino** advised there would be a meeting the following day of the city staff and representatives of National Fish & Seafood LTD, a division of a large corporation in bankruptcy to craft a Tax Increment Financing (TIF) agreement.

**Councilor Memhard** expressed the concern of the B&F Committee related to union negotiations and asked for an update by the Mayor, and the larger issue of the formulation of the FY2018 budget. Additionally he expressed concern for the line item expense for the Police Department investigations that the Mayor's Office has been obligated to enter into.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:07 p.m.**

**Respectfully submitted,**  
*Dana C. Jorgensson*  
**Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**