

Special Budget & Finance Committee
Thursday, January 9, 2018– 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard (entered the meeting at 5:04 p.m.); Councilor Ken Hecht

Absent: None.

Also Present: Councilor Lundberg (acted as alternate until the arrival of Councilor Memhard at 5:04 p.m.); Kenny Costa; John Dunn; Ainsley Smith; Catherine Ryan

The meeting was called to order at 5:00 p.m.

1. *Memorandum from Chair of Clean City Commission re: acceptance of donation by Gorton's Seafood of 350 cloth grocery bags with a value of \$175*

John Dunn, CFO, said that these free reusable grocery bags will be distributed to senior citizens and low-income residents, which were donated by Gorton's Seafood. **Councilor Cox** noted the bags have started to be distributed at the Senior Center and extended her thanks to Ainsley Smith, Chair of the Clean City Commission who reached out to Gorton's.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Lundberg the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL Chapter 44, §53A-½ the donation by the Gorton's Inc. of 350 cloth grocery bags with a monetary value of \$175.00 for the purpose of distribution to Gloucester senior citizens and low-income residents to aid in the transition from single-use plastic checkout bags, through the Clean City Commission.

2. *Memorandum from Mayor re: acceptance of Mass. State Historical Records Advisory Board (SHRAB) Grant in the amount of \$6,620 & acceptance of donation from Gloucester Fund in the amount of \$7,565 to help support matching funds associated with initiative*

George King and Charles King, the two young men who wrote the grant and **Catherine Ryan**, member of the Committee for the Arts, were present for the Committee's acceptance of the funds for the cabinet to house the Civil War uniform. **Councilor Cox** thanked both young men for their extraordinary efforts and civic-mindedness.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a grant from the Massachusetts State Historical Records Advisory Board (SHRAB) through the Massachusetts Secretary of State's Office in the amount of \$6,620 to the Gloucester Committee for the Arts for the purpose of supporting the preservation of the City of Gloucester's Civil War Uniform Coat.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a donation up to \$7,565 from the Gloucester Fund for the purpose of a monetary match for the Massachusetts State Historical Records Advisory Board Grant through the Massachusetts Secretary of State's Office for the purpose of supporting the preservation of the City of Gloucester's Civil War Uniform Coat.

3. *Memorandum from Harbormaster re: request to use retained earnings for purchase of 19 ft., 2004 Carolina Skiff*

Mr. Dunn explained to the Committee that the Harbormaster's Department is requesting to purchase with the Waterways Enterprise Fund Free Cash (or "retained earnings") a work boat, a used 19 foot, 2004 Carolina Skiff. He briefly explained that while this skiff is 13 years old its 42 years younger than what the department currently has

which isn't working at all. He said the Harbormaster looked around carefully for a good deal for a small boat easily hauled in and out of the water. **Councilor Hecht** confirmed this funding includes the motor for the boat.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve 2018-SA-14 in the amount of \$8,500 (Eight Thousand Five Hundred Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash") Account #7000-359000, to Waterways Enterprise Capital Outlay, Boat & Marine Equipment, #700058-585022, for the purpose of purchasing a 2004, 19-foot Carolina Skiff Workboat for use by the Harbormaster's Department.

4. Supplemental Appropriation-Budgetary Requests (2018-SA-7 through -13) from the CFO

Mr. Dunn explained that what follows is a series of supplemental appropriations for one-time General Fund expenses, all funded with Free Cash, also known as "retained earnings." Each request through the Administration was thoroughly vetted to ensure the expense was appropriate, fulfilling an important need and cost effective, it was pointed out.

The first supplemental appropriation **Mr. Dunn** reviewed is for public safety, for Lexipol to update the Fire and Police Departments' policy manuals and to annually update them moving forward. The second part of the appropriation is for the RAVE 911 replacement of the current 911 system which is being done in a three-year installment plan to purchase to own. There is a first-year set up fee, and the system is used by both Police and Fire, he noted. He recounted that the RAVE 911 cost is offset by a previously accepted grant for the first-year cost.

Councilor Hecht asked if the departments have policy manuals currently in place. **Mr. Dunn** said they do have manuals, but this is formalizing policy noting that the vendor does this nationwide.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2018-SA-7 in the amount of \$45,000 (Forty Five Thousand Dollars) from the General Fund, Undesignated Fund Balance ("Free Cash"), Account #0001-359000, to Fire Department, Telecommunications Equipment, Account #0122052-542009, for the purpose of funding the purchase of the Rave Smart911 system and Lexipol Public Safety Department Policy Manuals.

Mr. Dunn conveyed that this funding is for a company to look for things that don't cross reference and the like in the Code of Ordinances and the Zoning Ordinance. At some later date they'll have to spend significant time going through both more in depth, he said. This initial review will make sure references make sense, and advised this is envisioned as a multi-year project; but that it will give the Council a good start, he pointed out.

Councilor Cox said that Code of Ordinances changes go through the Council with the Zoning Ordinance going through the Planning Board for review and then on to the Council. The Mayor's Office doesn't correct ordinances, but this is being handled through the Mayor's Office, she noted. **Mr. Dunn** said he didn't know the exact process, but the report will come into the Legal Department and be shared with the Mayor's Office and the Council.

Councilor Cox recommended that there be a City Councilor who assists with the Council Orders to change the Ordinances.

Councilor Hecht asked if this review will be a cross checks to state law. **Mr. Dunn** said it will, but will be done with a light touch and is more of an overview. To get further in depth will be more time consuming and expensive, he said. He noted that Beverly's ordinance review took three years. **Councilor Hecht** asked if in the report there could be a roadmap to move forward with changes. **Mr. Dunn** said the vendor, Muni-Code, specializes doing such reviews for municipalities' country-wide. **Councilor Hecht** asked if this would be the group that would help the Council to rethink their Ordinance(s). **Mr. Dunn** said that will be a choice they'll have to make in the future.

On inquiry by **Councilor Cox**, City Auditor, **Kenny Costa**, confirmed that the vendor's price doesn't exceed the dollar threshold that would have required the city go out to bid for this project.

Councilor Memhard said there would be an implementation phase through the City Clerk's office. **Mr. Dunn** said that they do have to go to the Council. Changes will be identified, and the Council can accept or not accept those recommendations, he pointed out.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve

Supplemental Appropriation 2018-SA-8 in the amount of \$15,000 (Fifteen Thousand Dollars) from the General Fund, Undesignated Fund Balance (“Free Cash”), Account #0001-359000, to City Legal, Purchase of Services, Account #0115152-520000 for the purpose of contracting with an outside vendor for a review of the City’s Code of Ordinances and Zoning Ordinance.

Mr. Dunn said that there have been issues with rebuilding the floats and finger piers at the Harbormaster’s Department. The pilings and fittings aren’t what they should have been, he advised. He said there is some additional engineering is needed and though it may not take the entire \$30,000, he said they didn’t want to get to the end and find they needed extra funding. They want to get the engineering done now so that the work can be undertaken in the spring.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2018-SA-9 in the amount of \$30,000 (Thirty Thousand Dollars) from the General Fund, Undesignated Fund Balance (“Free Cash”), Account #0001-359000, to Waterways Enterprise Ordinary Maintenance, Engineering and Architectural Services, Account #700052-530006, for the purpose of additional engineering services associated with pier/float reconstruction.

Mr. Dunn explained that these are three items for the DPW: \$50,000 for improvements to fuel pumps and fuel management system for city vehicles including the city’s emergency services. Fuel is purchased in bulk, and he noted that the city is exempt from federal excise taxes. There is \$15,000 trade-in value of Police Chief’s truck to be repurposed. This truck was acquired through a grant, and they’ll keep the truck to be reused within the DPW and use the \$15,000 as a down payment for another vehicle for the Chief.

Councilor Cox noted this truck was from a grant. **Mr. Dunn** said they are purchasing the truck for the Chief for \$35,000 and the \$15,000 is the trade-in value. The truck is worth to the city more than \$15,000 were they to attempt to obtain another truck of the same kind and will see great service for the DPW. **Councilor Cox** said they’re not getting rid of the truck but are purchasing another vehicle. The actual value is \$35,000 not \$15,000 and asked where the other money is coming from. **Mr. Dunn** said it is a multi-year purchase for a new vehicle for the Police Chief and that the second and third year payment will be funded in the Police Department budget as they do with all police vehicles moving forward -- this would be the first year’s payment. At the suggestion of the Committee the motion’s wording was adjusted to reflect this fact. There is also \$30,000 for the purchase of used bucket truck it was noted which seemed rather low as these vehicles tend to be rather expensive. **Mr. Dunn** said the people who look assess these vehicles for purchase are those that would have to maintain it within the DPW.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2018-SA-10 for a total of \$95,000 (Ninety Five Thousand Dollars) from the General Fund, Undesignated Fund Balance (“Free Cash”), Account #0001-359000, to DPW-Central Services, Capital Equipment, Account #0149958-585000 for the purpose of:

\$50,000	Improvements to fuel pumps and fuel management system
\$15,000	Down payment of new vehicle for Police Chief
<u>\$30,000</u>	Purchase of used bucket truck
\$95,000	TOTAL

Mr. Dunn said that in the budget process last year, the Human Resources Director had proposed dollars for management training which had to be deleted. She’s now looking to run a series of trainings for managers and other employees on a variety of subjects. The first program run by Endicott College was very successful, he reported. **Councilor Cox** said the training is fundamentally very important.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2018-SA-11 in the amount of \$15,000 (Fifteen Thousand Dollars) from the General Fund, Undesignated Fund Balance (“Free Cash”), Account #0001-359000, to Human Resources, Training - Managers, Account #0115251-519008 for the purpose of various management training endeavors.

Mr. Dunn conveyed that the city had been a member of the North Shore Coalition previously but hadn't paid dues saying that it is a worthwhile municipal organization under the direction of the MAPC -- the \$1,500 is for this year's membership, he noted, which wasn't budgeted for. Additionally, he pointed out that chairs are needed to be replaced in the Mayor's Office which is well used.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2018-SA-12 in the amount of \$4,500 (Four Thousand Five Hundred Dollars) from the General Fund, Undesignated Fund Balance ("Free Cash"), Account #0001-359000, to Mayor's Office, Other Expenses, Account #0112152-57800, Mayor's Office, Other Expenses for the purpose of:

\$1,500	Fees for Massachusetts Area Planning Council North Shore
<u>\$3,000</u>	New Chairs for Conference Room Table
\$4,500	TOTAL

Mr. Dunn said that this appropriation will purchase three defibrators to be located at the Harbormaster's office, the Visitor's Center and at a school. Additionally, he pointed out that there will be a sink installed at the City Hall Annex where the Health Department is located for a sanitary wash station. He confirmed that training will be conducted by the Fire Department for the AED.

Councilor Hecht discussed briefly the fact that retained earnings are to be used for one-time expenses with **Mr. Dunn**.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2018-SA-13 in the amount of \$5,000 (Five Thousand Dollars) from the General Fund, Undesignated Fund Balance ("Free Cash"), Account #0001-359000, to Board of Health, Public Safety Equipment not Capital, Account #0151052-542010 for the purpose of purchasing three Automatic Emergency Defibrators (AED) units and wash station.

5. *For Information Only - Letter from Executive Director of PERAC re: Appropriation for Fiscal Year 2019*

PERAC letter previously placed on file with the B&F Committee.

6. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business*

Kenny Costa City Auditor, had his reports previously placed on file.

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:48 p.m.

Respectfully submitted,
Dana C. Jorgensson
 Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.