



# City of Gloucester

## City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930  
Telephone 508-281-9722 Fax 508-281-8472

### CITY COUNCIL STANDING COMMITTEE Budget and Finance

Thursday, May 6, 2010– 6:30 p.m.  
1<sup>st</sup>. Fl. Council Conference Rm. – 9 Dale Avenue, City Hall  
**AGENDA**

1. Unfinished Business:
  - A) Stormwater Utility Fee (Continued from 04/22/2010)
  - B) Status of the search to fill the position of City Auditor (Continued from 04/22/2010)
2. Report from City Auditor re: Accounts Having Expenditures Which Exceed Their Appropriations
3. Memo from CFO re: Acceptance of \$30,000 from Fidelity Charitable Gift Fund and approve transfer of funds to DPW
4. Memo from CAO re: debt exclusion for all CSO related debt
5. Memo from DPW Director re: request to pay invoices to Polaris Consultant from a previous fiscal year
6. Information from EMS Coordinator re: update to Ambulance Billing and Collection Policy for Fire Dept. Ambulance Service
7. Two Special budgetary Transfer Requests (#10-29 and #10-30) from the Fire Department
8. Special Budgetary Transfer Request (#10-31) from Engineering Dept. to the Dept. of Veteran's Services
9. Memo from CAO re: reclassification of the Principal Assessor Position
10. Review of Executive Session Minutes of March 25, 2010
11. Other Business

#### COMMITTEE

Councilor Steven Curcuru, Chair  
Councilor Paul McGeary, Vice Chair  
Councilor Jacqueline Hardy

#### Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor  
Jim Duggan  
Jeff Towne  
Barry Boyce,  
Mary Richardson  
Chief Michael Lane  
Mike Hale  
David Bain

10 APR 29 PM 2:18  
CITY CLERK  
GLOUCESTER, MA

CITY COUNCIL STANDING COMMITTEE  
**Budget & Finance**  
Thursday, May 6, 2010 – 6:30 p.m.

**AGENDA ITEMS PREVIOUSLY ON FILE:**

**1. Unfinished Business:**

- A) Stormwater Utility Fee (Continued from 04/22/2010)
- B) Status of the search to fill the position of City Auditor (Continued from 04/22/2010)

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-281-8472  
jtowne@ci.gloucester.ma.us

**CITY OF GLOUCESTER**  
OFFICE OF THE TREASURER/COLLECTOR

MEMORANDUM

To: Mayor Kirk  
From: Jeffrey C. Towne, CFO *JCT*  
Date: April 7, 2010  
Re: Grant received

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The City received an unsolicited grant from the "Fidelity Charitable Gift Fund" which was made possible through the generosity and recommendation of the "Roger Owen Davis Fund", a donor advised fund. The designation on this grant is that it be used "where it's needed most" by the City of Gloucester.

Mr. Davis passed away in July 2009. He was a 1955 G.H.S. Graduate and Sawyer Medal recipient, he attended Rensselaer Polytechnic Institute. Mr. Davis became a computer programmer/analyst, residing in California where he was employed by Unisys, a systems development corporation for the Department of Defense.

In the early 70s he was sent to Germany where he worked until his retirement in 1992. When he returned to the U.S. he moved to Bradenton, FL. to help care for his parents. After they passed in the late 90s he was able to spend more time in Gloucester and became very interested in its history and his family's genealogy. He was a collector and lover of all things Cape Ann.

Upon speaking with a representative of the Fidelity Charitable Gift Fund, we learned that the funds were designated to come to the City of Gloucester as a one-time grant and that there are no restrictions on the use of the grant. There is no matching requirement.

City Hall  
Nine Dale Ave  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Cc: Suzanne Egan, General Counsel  
Nancy Papows, Principal Assessor  
Jeff Towne, CFO  
Mike Hale, DPW Director  
Mike Wells, IT Director  
Barry Boyce, Acting City Auditor

Date: April 15, 2010

Re: Debt Exclusion

As you know over the last several weeks, appropriate city staff has been meeting weekly with the Chairs of the Ordinance & Administration and Budget & Finance subcommittees, to discuss whether a stormwater utility rate structure should be established. The Team concluded that because the equity of any proposal is the most challenging aspect of the policy, further discussions are warranted. However, the Team did conclude that it would be prudent at this time to propose a debt exclusion for all CSO related debt to the full City Council.

Under Massachusetts General Laws, Chapter 59 §21C(n) permits cities and towns to transfer the recovery of water and sewer debt service costs from user charges to the property tax levy. Municipalities are able to raise the additional taxes outside the levy limit under Proposition 2 ½ and reduce the water and sewer charges by the amount of the debt being transferred to the levy.

Currently our sewer rate is \$12.90 per thousand gallons, which includes that 20% of the rate is CSO related debt. If the city were to stay in accordance with past practices, in FY 2011 the sewer rate would increase to approximately \$13.90 (24% of the rate is CSO related debt) and in FY 2012, the rate could increase as high as approximately \$15.00 (28% of the rate is CSO related debt). Alternatively, if a debt exclusion was authorized, the current sewer rate would decrease to approximately \$10.60. The attached chart will illustrate how a debt exclusion will influence the residential and commercial, industrial and personal (CIP) property tax rates.

I request that the issue be referred to the appropriate sub-committees for review and recommendation to the full City Council.

		Property Value										
		Tax Rate Per \$1,000	\$200,000	\$350,000	\$500,000	\$700,000	\$1M					
Residential		\$10.49	\$2,098	\$3,671	\$5,245	\$7,343	\$10,490					
CIP		\$11.20	\$2,240	\$3,920	\$5,600	\$7,840	\$11,200					
W/\$1.75M Debt Exclusion												
Residential	Change in tax rate	\$0.33	\$66	\$115	\$165	\$231	\$330					
CIP		\$0.35	\$70	\$122	\$175	\$245	\$350					

FY 2010 Median Single Family Value = \$354,000

FY 2010 Average Single Family Value = \$475,858

Public Works  
28 Poplar Street  
Gloucester, MA 01930



TEL 978-281-9785  
FAX 978-281-3896  
mhale@ci.gloucester.ma.us

CITY OF GLOUCESTER  
DEPARTMENT OF PUBLIC WORKS

TO: J. Duggan, Chief Administrative Officer  
FROM: Michael B. Hale, Director of Public Works  
RE: Attached Polaris Consultants Invoice  
DATE: April 12, 2010

RECEIVED  
APR 14 2010  
Mayor's Office

Would you please refer the attached invoice from Polaris Consultants for plant submittal review to the City Council for appropriate action. Please note the advanced age of these invoices.

I will be available to provide any further information that may be required. Thank you for your assistance in this matter.

c: Mayor C. Kirk

Council: LTBLPM

**POLARIS**  
Consultants LLC

1495 Hancock Street, Suite 206  
Quincy, MA 02169  
Phone: 617-689-1010  
Fax: 617-689-3010

April 7, 2010

Mike Hale  
Department of Public Works  
Gloucester City Hall  
9 Dale Avenue  
Gloucester, Massachusetts 01930

RE: Wastewater Treatment Plant Submittal Review  
Fall 2008 Invoicing  
Polaris No. 112-0802

Dear Mr. Hale:

We are writing this letter to provide you with the invoicing for the City of Gloucester Wastewater Treatment Plant Submittal Review. **The invoices (Nos. 1058 and 1072) date back to Summer 2008 and total \$ 3,269.75.** The project budget is as follows:

Total Budget	\$ 3,269.75
Previous Billings	\$ 0.00
<b>Current Billings</b>	<b>\$ 3,269.75</b>

The work was culminated in the attached memorandum that was submitted to Richard Clarke on August 26, 2008. To date, the budget is 100% complete.

We appreciate the opportunity to have worked with you on this project. We also look forward to payment that will bring a resolution on all outstanding invoices. Should you have any questions, please do not hesitate to contact me at 617-689-1010

Sincerely,



Paul Costello  
Principal-In-Charge

Enclosures: Invoice No. 1058 and 1072



1495 Hancock Street, Suite 206  
 Quincy, MA 02169

# Invoice

Date	Invoice #
12/30/2008	1058

Bill To
Rick Clark, Acting City Engineer Town of Gloucester 3 Rear Pond Road Gloucester, MA 01930

Terms		Project		
Net 30		112 - 0802 WWTP Submittal Reviews		
Quantity	Description	Rate	Amount	
19	Kevin McHugh	100.00	1,900.00	
0.5	Paul Costello	139.50	69.75	
It's been a pleasure working with you!		<b>Total</b>	<b>\$1,969.75</b>	



**POLARIS**  
 Consultants LLC

1495 Hancock Street, Suite 206  
 Quincy, MA 02169

# Invoice

Date	Invoice #
12/30/2008	1072

Bill To
Rick Clark, Acting City Engineer Town of Gloucester 3 Rear Pond Road Gloucester, MA 01930

Terms	Project		
Net 30	112 - 0802 WWTP Submittal Reviews		
Quantity	Description	Rate	Amount
13	Kevin McHugh	100.00	1,300.00
It's been a pleasure working with you!		<b>Total</b>	<b>\$1,300.00</b>

**MEMORANDUM**

1495 Hancock Street, Suite 206  
Quincy, MA 02169  
Tel: 617.689.1010  
Fax: 617.689.3010

**To:** Richard Clarke – City Engineer

**From:** Kevin McHugh

**Date:** August 26, 2008

**Subject:** Review of Bids – 99048 Engineering Services for Improvements to the Wastewater Treatment Plant

In response to your request, Polaris Consultants completed a review of the above referenced bids that were received by the City on August 5, 2008. Our review was not intended to provide an opinion of the technical aspects of the project, detailed in the Comprehensive Plant Evaluation report, nor was it intended to verify the qualifications of the bidders. Our focus was on reviewing the bids to compare the tasks proposed with those stated in the Request for Proposals, and a comparison between the Technical and Price Proposals submitted by the two bidders.

To perform our evaluation, we reviewed the following documents that were provided by the City:

- Request for Proposals (RFP) #99048
- Administrative Consent Order - ACOP-NE-07-1N021
- Comprehensive Plant Evaluation Report, prepared by Brown and Caldwell dated May 1, 2007
- Technical and Price Proposals submitted by Metcalf and Eddy and Camp Dresser & McKee that were submitted to the City in response to the RFP

This project is being identified as the Phase I improvements to the treatment plant. These Phase I improvements include the items listed in the CPE as “immediate and high” priority improvements or repairs. Attached to this memo we have provided a listing of those items that are to be included in the Phase I project.

**Bid Review Results**

Both M&E and CDM are highly qualified, well established consulting firms with extensive experience appropriate to the proposed project. From a strictly technical aspect, both firms have the capabilities to complete the project. However, when reviewing the bids, the two firms differ in their approaches, both from a management standpoint, and in some cases technically.

Overall, CDM’s Technical and Price Proposal was more complete, providing a clear outline of the design and management approach for the project and a more detailed breakdown of the project costs by task and personnel. CDM also stated in their Technical Proposal that their proposal followed the tasks detailed in the CPE as required in the RFP, but that they would recommend alternate approaches if appropriate during design. In M&E’s proposal, they generally follow the CPE, but include alterations in the Technical and Price Proposals that result in an approach for some items that is different from that described in the CPE.

In the following table, we have provided a side-by-side comparison of the two bids, focusing on areas where the approaches from the two firms have differed and where these differences may impact the final price for the project or the project quality.

Task	M&E	CDM
State Revolving Fund (SRF)	Assist in Application Preparation Assist with SRF during construction	Prepare Application Manage SRF during construction
Electrical Code Compliance Evaluation	Not Included	Included
Outfall Inspection	Reduced approach	Included but will evaluate alternate approaches
Design Approach	Submittals at: 30%, 90% & 100% Cost estimates at submittals	Submittals at: 10%, 25%, 60%, 90%, & 100% Cost estimates at submittals Both Phases 1 & 2 included in 10% design
Design Review Meetings	3	5
Chlorination/de-chlorination Process Improvements	Design Included	Appears Design Included
Permits	Assumed no environmental required All others by City	Included
Hazardous Materials Evaluation	Not Included	Included
Subsurface Investigations	Not Included	Included
Site Survey	Not Included	Included
Bidding	Bid set provided to City, City to distribute City to manage bidding One addendum only included	Included
Project Management	Meetings Unclear	Monthly meetings
Services During Construction	780 hours of Proj. Representative by WBE subcontractor 9 trips to site by M&E staff (assume 72 hrs)  Total Proj. Rep. = 24 hrs/wk	740 hours of Proj. Representative by WBE subcontractor 720 hours for Resident Engineer (CDM?)  Total Proj. Rep. = 40 hrs/wk  Additional Engineering & O&M Support = 2,070 hrs
O&M Manual	Not Included	Included
Startup Services	Appears Included	Appears Included
Total Price	\$988,500	\$1,310,000

As shown in the above table, M&E's total project cost estimate is lower than CDM's by \$321,500. However, based on the information provided in the Technical and Price Proposals, CDM's scope of services is more extensive. In particular, CDM has included:

- an evaluation of electrical code compliance;
- outfall inspection activities as stated in the CPE report;
- two additional design submittals with construction cost estimates;
- phase 2 design through the 10% complete stage,;
- a hazardous materials evaluation of the existing buildings;
- subsurface investigations (borings) and a site survey;
- full bidding services;
- increased project representation during construction; and
- preparation of an O&M manual.

While we have not prepared a dollar estimate for each of the above items, it is apparent that these services will require a significant level of effort. Therefore, they likely account for a significant portion of the additional budget that was provided by CDM. It is our opinion that a number of the additional tasks will provide a more complete project for the City, will alleviate the need for the City to expend its already reduced staff to complete tasks related to the project, and will reduce the potential for increased liability for aspects of the project during design. In particular, complete management of the bidding process will eliminate a significant manpower burden from the City, and the inclusion of subsurface borings and a hazardous materials assessment will ensure that the consultant will take responsibility for those conditions at the site. If it is determined that some of those items are not necessary, services such as the hazardous materials assessment could be eliminated from the project scope.

#### **Recommendation**

Since the overall scope for the project differs substantially with many of the key tasks, a direct comparison of the prices is not possible. Therefore, we recommend that CDM be allowed the opportunity to revise their total cost by assigning prices to those items that M&E did not include with their bid (as shown in the above table), and resubmit a revised cost for the project. Since the City has a long term working relationship with the two firms, this approach would allow for an equal comparison of the two proposals submitted.

I hope that this summary is helpful and look forward to discussing it with you shortly.



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760



RECEIVED

APR 14 2010

April 14, 2010

The Honorable Carolyn Kirk  
Mayor, City of Gloucester  
9 Dale Ave.  
Gloucester, MA 01930

Mayor's Office

Dear Mayor Kirk,

I am writing you to propose that we update the *Ambulance Billing and Collection Policy* for the City of Gloucester Fire Department Ambulance Service in preparation for the FY 2011 Budget.

The first of these updates is to address the ambulance billing fee schedule. Our current fees are one year old and are set at **Medicare + 80%**. I am recommending that we increase our fees to the current **Medicare + 120%**. This is a slightly greater percentage increase than in the past, and based on Calendar Year 2009 run volume, will generate an increase in revenue of around **\$60,000**. It is important to note that the Medicare Fee Schedule for Calendar Year 2010 reduces our Medicare compensation by 7.4%.

The City of Gloucester Fire Department Ambulance Service currently carries an outstanding collections balance of around \$459,303.17. This dates back to 2005, and currently contains approximately 30% uncollectible debt.

As stated above, the current amount of outstanding and uncollected bills is \$459,303.17. 30% of this, \$138,138.32, is over 180 days old. Our billing company, Comstar Inc., sends us monthly reports including a cumulative request for write-off, which recommends specific outstanding bills that, based on individually stipulated reasons, should be written off. Of these bills, the ones that are over 180 days old date from 12/12/05 to 09/11/09, totaling \$138,138.32. The total length of this document is currently 22 pages.

- My first recommendation is to write off, as uncollectible, the \$138,138.32 as advised by Comstar, bringing the total outstanding debt owed to the City to \$321,164.85.
- My second and last recommendation is that the Fire Chief and the EMS Coordinator continue our annual review of the list of uncollected bills and determine which and how many should be written off. This year's review has occurred with the proposed new rates, write-offs, and other changes to the billing policy indicated above.



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760



Our current recovery rate is between 80% and 90%, with the rest going uncollected. Having paid close attention to this for the past five years, it is my opinion that while this is still an acceptable recovery rate, we should be able to do better. In the coming year I will be pursuing avenues of improving this percentage.

Our financial hardship policy continues to work well, utilizing a write-off procedure and will require a simple updating of the write-off levels. We use an accepted formula of two times the federal poverty level as defined by the Federal Government Department of Health and Human Services.

I recommend that this proposal be placed in the Mayor's Report to the City Council for their review and approval. In addition to recording the date of Council acceptance, a certified copy of the vote by the Council will be attached to the approved ambulance billing and collection policy.

Sincerely,

Sander R. Schultz  
EMS Coordinator

Cc: Fire Chief Phil Dench

### Attachments

Document One:

**Draft update of the City of Gloucester Fire Department Ambulance Service Billing and Collection Policy**



CITY OF GLOUCESTER FIRE DEPARTMENT  
 8 SCHOOL ST.  
 GLOUCESTER, MA 01930  
 978-281-9760



**Effective June 01, 2010**

**CITY OF GLOUCESTER  
 FIRE DEPARTMENT  
 AMBULANCE SERVICE  
 BILLING AND COLLECTION POLICY**

1. The City of Gloucester Fire Department Rescue Squads, d/b/a the City of Gloucester Fire Department Ambulance Service, charges all transported patients or responsible parties the same rate for ambulance services. The current rate structure is:

**GLOUCESTER FIRE DEPARTMENT AMBULANCE SERVICE  
 June, 2009**

BLS Non-Emergency	\$495.46
BLS Emergency	\$792.73
ALS Non-Emergency	\$594.55
ALS 1 -Emergency	\$941.36
ALS 2	\$1,362.50
SCT Special Care Transport	\$1,610.22
Oxygen	\$120.77
Airways	\$293.34
MAST	\$172.53
IV Therapy / IV Drugs	\$258.77
Cardiac Monitoring	\$362.35
Defibrillation	\$258.77
BLS Mileage	
ALS Mileage	
Single Mileage Rate	\$32.73
Extra EMT	\$440.00

2. The City of Gloucester policy is to bill all transported patients, or their responsible parties, regardless of whether they have third party coverage, with the following exceptions.
  - A. Obviously deceased persons with no emergency care intervention/transportation.
  - B. City employees injured in the course of his or her employment.
  - C. City employees retired on a job-related disability.
3. The City of Gloucester, through a contracted billing service, will bill the ambulance patient or responsible party shortly after services have been rendered.
4. When valid third party insurance information is available, our billing service will bill the insurance company directly.



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
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5. When insurance information is not accessible or is incomplete, an initial monthly statement (Bill), detailing charges, requesting insurance information for third party billing as well as seeking write-off or payment plan proposals, will be sent to the ambulance patient or responsible third party (Attachment 2 – Front and Back). When no response is received to the first bill, 2 additional bills shall be sent at 30 day intervals. The second and third bills shall contain a dunning notice as authorized by the City. Then a fourth bill (Attachment 7) shall be sent in letter form as approved by the City. This Fourth bill shall be a respectful demand for payment with a warning of referral of the bill to a collection agency. This fourth bill, letter, and mailing envelope shall be sent to the Fire Chief for a personal signature to be added.
6. All outstanding bills shall be transferred to a collection agency identified by the City (Attachment 3), 30 days after the fourth bill/letter is sent. The billing service shall cooperate with the collection agency in pursuing collections up to and including small claims actions in District Court.
7. If, after reasonable and customary attempts to collect a bill, the debt remains unpaid 30 days after the fourth bill is mailed to the patient or responsible party, the debt will be:
  - A. Written-off if the balance is \$50.00 or less.
  - B. Turned over to a collections agent when the bill exceeds \$50.00.
8. Collection efforts will include direct patient contact in person or via telephone, attempts at mail contact if direct contact is not successful, and filing of small claims court actions. Only licensed collection agencies will be employed. The collection agency will be instructed to follow strict guidelines including but not limited to:
  - A. Bills to deceased patients will be written off upon receipt of a copy of the death certificate from their family or estate.
  - B. Write-off patients who complete a write-off application and provide income records for the past two years, in the form of copies of Federal Tax Forms (i.e. W-2, or 1040) filings or a written statement signed by a verifiable employer or employers certifying income paid for the past two years.
  - C. Filing of small claims actions in District Court with acceptance of any payment plan imposed, and enforced by, the court.
  - D. No contacts with patients after hours allowed by collection laws/regulations.
9. The City of Gloucester may establish that the patient or responsible party is either indigent or medically indigent. The City of Gloucester will apply its customary methods for determining the indigence of patients or responsible parties under the following guidelines:
  - A. The City of Gloucester has adopted income guidelines which are 2 times the Federal Poverty Level (Attachment 1, Schedule A). These income levels will be compared to the family income reported by persons seeking write-off so as to determine write-off eligibility. Those persons with family incomes below the Schedule A levels will be written-off.
  - B. The patients indigence will be determined by the City of Gloucester not the patient (i.e., a user-originated statement of his/her inability to pay). A City of Gloucester Financial Information form, supplied by the City and completed by the person seeking to establish a payment schedule, or to have the bill written-off, will be used to detail income levels (see Attachment 4). The City Fire Chief, or his designee, reserves the right to require verification of the income reported on the Financial Information form, by production of Federal Tax Forms (i.e. W-2 or 1040), pay stubs, written employer statements, etc., prior to authorizing write-off. The Fire Chief or his designee shall approve write-off of all ambulance bills.
  - C. The City of Gloucester collection effort will include the use of a collection agency in addition to or in lieu of subsequent billing, follow-up letters, telephone contact or personal contacts. If a collection agency is used, the City of Gloucester will refer all uncollected patient charges of like amount to the agency without regard to patient class (i.e., first or third party bill).



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760



10. The Fire Chief and EMS Coordinator are directed to adjust rates annually. The rates for FY 2011 will be The Medicare National + 120% standardized rate structure.
11. The Gloucester Fire Department Ambulance Service respects the privacy of patient information. The City's privacy policy, as required by the Health Insurance Portability and Accountability Act (HIPAA) is provided as Attachment 5.
12. The Fire Chief and EMS Coordinator shall prepare for submission every year concurrently with the submission of this policy a recommendation for the write-off of uncollectible outstanding bills.

SIGNED: \_\_\_\_\_

TITLE: Mayor

DATE: \_\_\_\_\_

APPROVED BY CITY COUNCIL: \_\_\_\_\_

COMPANY OR SERVICE:

Gloucester Fire Department Ambulance Service  
8 School Street  
Gloucester, MA 01930



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760



Effective June 01, 2010

CITY OF GLOUCESTER  
FIRE DEPARTMENT  
AMBULANCE SERVICE  
INCOME ELIGIBILITY FOR BILL WRITE-OFF

SCHEDULE A

The following income guidelines represent double the current Federal Poverty Level Guidelines and are similar to those used by federal and local health care agencies in establishing benefit eligibility or medical care write-off eligibility.

<u>FAMILY SIZE</u>	<u>INCOME</u>
1	\$ 21,660.
2	\$ 29,140.
3	\$ 36,620.
4	\$ 44,100.
5	\$ 51,580.
6	\$ 59,060.
7	\$ 66,540.
8	\$ 74,020.

Add \$3,740 to the income for each additional family member beyond eight.

RECEIVED

APR 12 2010

City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2010

Mayor's Office

INTER-departmental requiring City Council approval - 6 Votes Required  
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 10-SBT- 29 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Fire Department

DATE: 4/8/2010 BALANCE IN ACCOUNT: \$ 12,587.00 <sup>11,288.51 JGT</sup>

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #  
101000.10.220.53060.0000.00.000.00.052

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #  
Fire Department, Public Safety Program

Account Description

DETAILED EXPLANATION OF SURPLUS:

Training for firefighters that is used throughout the fiscal year including overtime ~~accrued~~ incurred by training.  
incurred

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #  
101000.10.220.51315.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #  
Fire Department, Overtime Training Account

Account Description

DETAILED ANALYSIS OF NEED(S):

To pay firefighters overtime for training. This is a new account set-up for this purpose.

TOTAL TRANSFER AMOUNT:

\$ 5,000.00 ✓

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 7,587.00 <sup>6,288.51 JGT</sup>

TO ACCOUNT: \$ 6,423.69 ✓

APPROVALS: JGT

DEPT. HEAD:

Dench, STM

DATE: 4/9/10

ADMINISTRATION:

[Signature]

DATE: 4/21/10

BUDGET & FINANCE:

DATE: \_\_\_\_\_

CITY COUNCIL:

DATE: \_\_\_\_\_

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2010**

**RECEIVED**  
APR 12 2010  
*Mayor's Office*

\_\_\_\_ INTER-departmental requiring City Council approval - 6 Votes Required  
 \_\_\_X\_\_\_ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 10-SBT- 30 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Fire Department

DATE: 4/9/2010 BALANCE IN ACCOUNT: \$ 9,020.81 ✓

(FROM) PERSONAL SERVICES ACCOUNT # Unifund Account #  
 (FROM) ORDINARY EXPENSE ACCOUNT # Unifund Account #  
101000.10.220.52690.0000.00.000.00.052 ✓  
Fire Department, Other Equip Maint  
*Account Description*

DETAILED EXPLANATION OF SURPLUS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(TO) PERSONAL SERVICES ACCOUNT # Unifund Account #  
101000.10.220.51300.0000.00.000.00.051 ✓  
 (TO) ORDINARY EXPENSE ACCOUNT # Unifund Account #  
Fire Department, Sal/Wage-Overtime  
*Account Description*

DETAILED ANALYSIS OF NEED(S): To cover the deficit in this account.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$ 7,000.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 2,020.81 ✓  
 TO ACCOUNT: \$ (8,223.03) ✓

APPROVALS: [Signature]  
 DEPT. HEAD: [Signature] DATE: 4-9-2010  
 ADMINISTRATION: [Signature] DATE: 4/21/10  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED

APR 20 2010

Mayor's Office

City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2010

INTER-departmental requiring City Council approval - 6 Votes Required  
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 10-SBT- 31 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Engineering

DATE: 4/13/2010 BALANCE IN ACCOUNT: \$ 12,003.22

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #  
101000.10.411.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

Engineering - Sal/wages Perm pos.  
Account Description

DETAILED EXPLANATION OF SURPLUS:

Budgeted personnel for full-year but didn't hire until  
September therefore lag money exists.

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #  
101000.10.543.57710.0000.00.000.00.057

Veterans Services - OB  
Account Description

DETAILED ANALYSIS OF NEED(S):

The Veteran's Department has a number of line items within  
their FY10 budget that need additional funds, including OB,  
medical, etc, and for the purchase of flags for Memorial Day.

TOTAL TRANSFER AMOUNT: \$ 10,500.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 1,503.22

TO ACCOUNT: \$ 15,037.83

APPROVALS: JOT

DEPT. HEAD:

Richard B. Wade

DATE: 15 April 2010

ADMINISTRATION:

[Signature]

DATE: 4/21/10

BUDGET & FINANCE:

DATE: \_\_\_\_\_

CITY COUNCIL:

DATE: \_\_\_\_\_

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ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## *Memorandum*

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Cc: Carolyn A. Kirk, Mayor  
Jeff Towne, CFO

Date: April 15, 2010

Re: **Reclassification of Principal Assessor Position**

With the support of the City Council, sound investments have been made in the financial divisions of the Administration over the past two years. Through the years, the City Council and Administration have echoed that the Principal Assessor has consistently demonstrated a thorough knowledge of the laws and procedures dealing with property taxation and that all properties are treated uniformly.

Currently the Principal Assessor's position is a Grade M8, which translates into a salary range of \$63,798.84 to \$75,473.37. The Administration is proposing that the Principal Assessor position be upgraded to an M9, which translates into a salary range of \$72,732.87 to \$86,051.70. An analysis from similarly sized communities in Massachusetts has determined that the average salary for a Principal Assessor is \$78,155.

Please forward this request to the appropriate sub-committee for review and recommendation to the full city council.

Thank you

### Like Communities Comparison

Community	Population	Principal Assessor
Amherst	34,874	\$69,783
Andover	32,000	\$84,627
Chelmsford	33,858	\$72,292
Chelsea	35,080	\$68,014
Danvers	25,000	\$91,207
Dracut	28,414	\$65,284
Falmouth	31,199	\$82,222
Franklin	32,006	\$77,190
Lexington	30,355	\$80,456
Meiose	27,000	\$76,152
Milford	28,000	\$68,839
Milton	26,000	\$80,320
Natick	32,190	\$79,860
Needham	30,457	\$80,782
North Andover	30,145	\$74,007
North Attleboro	27,966	\$75,294
Norwood	28,271	\$86,398
Randolph	32,500	\$70,861
Shrewsbury	33,000	\$80,367
Tewksbury	30,762	\$77,468
Watertown	32,486	\$94,567
Wellesley	26,613	\$88,800
West Springfield	27,899	\$72,782
<b>Average</b>	<b>30,264</b>	<b>\$78,155</b>