

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer funds to enable the City to meet its remaining obligations for the upcoming election along with anticipated election related costs in FY2020.

ORDERED,

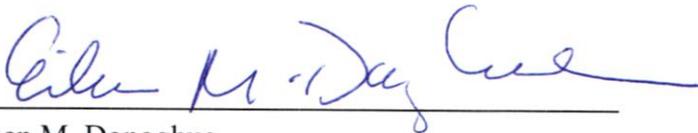
By the City Council of the City of Lowell, as follows:

That the amount of Forty Two Thousand Seven Hundred Twenty Two and 00/100 (\$42,722.00) Dollars be transferred:

FROM: Manager's Contingency Account # 01237056 561700 as described in "Attachment A":

TO: Various Accounts as described in "Attachment A":

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue
City Manager



Zoe Dzineku, Chairwoman
Beverly Anthes
James A. Pope
Paul Ratha Yem

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Elliott Veloso, Interim Director of Elections

CC: Christine P. O'Connor, City Solicitor

DATE: February 7, 2020

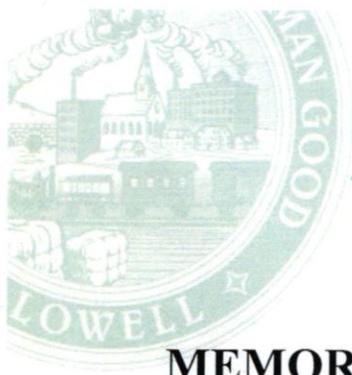
SUBJECT: Transfer Request - Election Preparations for Remainder of FY2020

The City of Lowell Election and Census Office submits the following transfer request to meet current and ongoing operational costs incurred in the November 5, 2019 Municipal Election and to meet projected operations costs for the upcoming Massachusetts Presidential Primary, during which state mandated early voting will be held from February 24, 2020 to February 28, 2020 and the election day will be held on March 3, 2020. The following funds, delineated by their respective designated line items, shall enable the City to meet its remaining obligations from the November 5, 2019 Municipal Election and anticipated election related costs in FY2020:

- Salaries & Wages – Temp: \$7,200.00
- Voting Machine Supplies: 3,700.00
- Professional Services: \$11,822.00
- Printing & Binding: \$20,000.00
- **TOTAL: \$42,722**

Sincerely,

Elliott J. Veloso
Interim Director of Elections



Conor Baldwin
 Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Christine O'Connor, City Solicitor

DATE: February 6, 2020

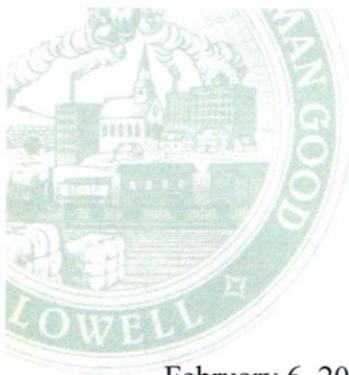
SUBJECT: Elections Division Transfer – Presidential Primary

City Solicitor Christine O'Connor has sent along a request to transfer supplemental funds into the accounts budgeted in the Elections Division. The funding needs are associated with the state mandated early voting and other operational costs associated with the 2020 Presidential Primary election on March 3, 2020. The requested amount of funding will carry these costs through the end of the fiscal year.

The funding to satisfy the transfer needs has been identified by the finance department from the Manager's Contingency account.

Below is a summary of the impacted accounts:

Account Name	Original Budget	Previous Transfers	Revised Budget	YTD		Balance Before		Balance After
				Expenses (Actual)	Encumbrances	Transfer	Transfer	Transfer
City Manager's Contingency	\$ 389,167.00	\$ (326,000.00)	\$ 63,167.00	\$ -	\$ -	\$ 63,167.00	\$ (42,722.00)	\$ 20,445.00
TOTAL - FROM:	\$ 389,167.00	\$ (326,000.00)	\$ 63,167.00	\$ -	\$ -	\$ 63,167.00	\$ (42,722.00)	\$ 20,445.00
Elections - Professional Services	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 11,897.62	\$ 2,265.31	\$ 837.07	\$ 11,822.00	\$ 12,659.07
Elections - Voting Machine Supplies	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 10,448.00	\$ 529.00	\$ 1,023.00	\$ 3,700.00	\$ 4,723.00
Elections - Printing & Binding	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 2,150.00	\$ 12,000.00	\$ 850.00	\$ 20,000.00	\$ 20,850.00
Elections - S&W Permanent	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 92,554.65	\$ -	\$ 57,445.35	\$ 7,200.00	\$ 64,645.35
TOTAL - TO	\$ 192,000.00	\$ -	\$ 192,000.00	\$ 117,050.27	\$ 14,794.31	\$ 60,155.42	\$ 42,722.00	\$ 102,877.42



Eileen Donoghue
City Manager

February 6, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer \$42,722 into the Elections Division budget from the contingency budget in the City Manager's department. The City Solicitor has worked with the CFO and finance team to identify these existing funds to support additional costs associated with early voting and the other operational activities. These supplemental monies will fund the state mandated early voting, which will be held from February 24, 2020 to February 28, 2020 and the election day activities, which will be held on March 3, 2020. It is important to note that this transfer will add no additional burden to the tax levy.

Enclosed is a memo from the Chief Financial Officer, which further details and analyzes the transfer. Please do not hesitate to let me know if there are any questions.

Sincerely,

Eileen Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer
Christine O'Connor, City Solicitor