

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

A Vote to act on the recommendation of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation Budget and to Appropriate or Reserve for later Appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects, and all other necessary and proper expense for the year, or take and other action relative thereto.

NOW, THEREFORE, IT IS VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL BY A TWO-THIRDS VOTE OF ALL ITS MEMBERS, as follows:

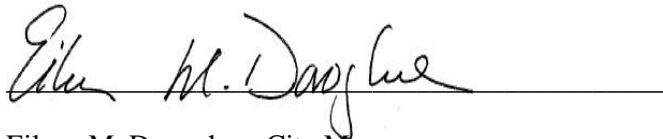
Ordered: To appropriate or reserve from Community Preservation Fund annual revenues or available funds the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2022, with each item to be considered a separate appropriation.

PROPOSED FISCAL YEAR 2022 COMMUNITY PRESERVATION BUDGET

THE COMMUNITY PRESERVATION COMMITTEE RECOMMENDS THAT THE FOLLOWING AMOUNTS BE APPROPRIATED OR RESERVED FROM FISCAL YEAR 2022 COMMUNITY PRESERVATION FUND REVENUES, UNLESS OTHERWISE SPECIFIED, FOR FISCAL YEAR 2022 COMMUNITY PRESERVATION PURPOSES WITH EACH ITEM CONSIDERED A SEPARATE APPROPRIATION:

PURPOSE	RECOMMENDED AMOUNT	CPA FUNDING SOURCE (if other than annual fund revenues)
Appropriations CPC - 1. Administrative Expenses	1. \$49,254	CPA Revenue
Reserves a. Budgeted Reserves b. Open Space c. Historic Resources d. Community Housing	a. \$640,302.50 b. \$98,508.50 c. \$98,508.50 d. \$98,508.50	CPA Revenue

ORDER RECOMMENDED AND INTRODUCED BY:




Eileen M. Donoghue, City Manager



Conor Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Christine McCall, Assistant City Manager/ DPD Director

DATE: May 19, 2021

SUBJECT: Vote to Appropriate the FY2022 CPA budget

The Community Preservation Committee ('CPC') has forwarded a request to appropriate monies from the Community Preservation Fund for FY2022. Every year, the Community Preservation Committee (CPC) is required to prepare an annual CPA budget, which is then voted on by the legislative body (City Council). The finance department has worked with DPD to assist the CPC in recommending a total based on the FY2022 estimate for revenue. This total revenue figure should include an estimate of the CPA local surcharge revenue, plus the estimated matching money to be received in November from the CPA Trust Fund. The annual budget breaks it down into the various CPA accounts.

The CPC is required to spend, or set aside for later spending, 10% of annual CPA revenues for each of the main three CPA purposes – Historic Preservation, Open Space (including Recreation), and Community Housing. Each year, the CPC also has the option of requesting that the Council appropriate up to 5% of annual CPA revenues for the CPC's administrative needs during the fiscal year.

Attached, I have included a balance sheet report on the Community Preservation Fund from MUNIS. Please do not hesitate to let me know if there are any questions.

FUND: 1713 CPA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
1713	104000	CASH UNRESTRICTED CHECKNG	.00	1,656,357.80
1713	152020	2020 CPA RECEIVABLE	.00	-261.51
1713	152021	2021 CPA RECEIVABLE	.00	18,384.09
TOTAL ASSETS			.00	1,674,480.38
LIABILITIES				
1713	201713	DT/DF CPA	.00	130.69
1713	262500	DEF REV CPA SURCHARGE	.00	-18,122.58
TOTAL LIABILITIES			.00	-17,991.89
FUND BALANCE				
1713	321100	ENCUMBRANCES	.00	294,024.60
1713	359000	UNDESIGNATED FUND BALANCE	.00	-684,764.46
1713	383000	BUD FB RES FOR ENCUMBRANCE	.00	-294,024.60
1713	384000	BUD FB UNRESERVED	.00	294,024.60
1713	388000	APPROPRIATIONS	.00	-294,024.60
1713	391000	REVENUE CONTROL	.00	-1,015,701.03
1713	393000	EXPENDITURE CONTROL	.00	43,977.00
TOTAL FUND BALANCE			.00	-1,656,488.49
TOTAL LIABILITIES + FUND BALANCE			.00	-1,674,480.38

** END OF REPORT - Generated by Conor Baldwin **





Christine McCall
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

David Fuller
Building Commissioner

TO: Eileen Donoghue, City Manager
 Conor Baldwin, CFO

FROM: R. Eric Slagle, Director of Development Services

DATE: May 19, 2021

RE: CPC FY2022 Appropriation Vote

This memorandum is to inform the Lowell City Council that at its April 29, 2021 meeting, the Community Preservation Committee took the following vote, which was passed unanimously:

The Community Preservation Committee recommends to the Lowell City Council to appropriate or reserve from Community Preservation Fund annual revenues or available funds the amounts below for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2022, with each item to be considered a separate appropriation.

<u>PURPOSE</u>	<u>RECOMMENDED AMOUNT</u>	<u>CPA FUNDING SOURCE (if other than annual fund revenues)</u>
Appropriations CPC - 1. Administrative Expenses	1. \$49,254	CPA Revenue
Reserves a. Budgeted Reserves b. Open Space c. Historic Resources d. Community Housing	a. \$640,302.50 b. \$98,508.50 c. \$98,508.50 d. \$98,508.50	CPA Revenue

ES

May 19, 2021



Eileen M. Donoghue
City Manager

May 25, 2021

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 appropriate funding from the Community Preservation Fund, consistent with the recommendation made by the Community Preservation Committee ('CPC') on April 29, 2021. Pursuant to the Community Preservation Act and the rules of the Department of Revenue, a vote of the City Council is also required to approve the recommendation of the CPC to appropriate the annual budget.

Enclosed with this letter is a memorandum from the Chief Financial Officer which includes details on the current balance in the fund and a memo from Eric Slagle, the Director of Development Services, regarding the action of the CPC.

Please do not hesitate to let me know if there are any questions.

Sincerely,

Eileen M. Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer
Eric Slagle, Director of Development Services