

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

**VOTE**

**IN CITY COUNCIL**

**ORDER,**

To transfer funds from the appropriation for Solid Waste & Recycling to the Parks and Streets salary accounts, more fully described in "Attachment A".

**ORDERED,**

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

That the amount of One Hundred Three Thousand Seven Hundred Seventy-Seven and 00/100 (\$103,777.00) Dollars be transferred:

**FROM:** Solid Waste & Recycling, as more fully described in "Attachment A"

**TO:** DPW Parks Department OT and DPW Streets Division OT, as more fully described in Attachment A"

**ORDER RECOMMENDED AND INTRODUCED BY:**



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Eileen M. Donoghue, City Manager



Christine Clancy, P.E.  
*DPW Commissioner*

TO: Conor Baldwin, Chief Financial Officer  
FROM: Nick Navin, Deputy Dir. Admin & Finance, DPW  
DATE: September 8, 2021  
RE: Budget Transfer – DPW Municipal Park Barrel Collection

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Mr. Baldwin,

As you are aware, due to the delays of yard waste pickup caused by the non-performance of Waste Management, the City has sought to ease the burden of their responsibility by collecting trash from municipal park barrels. The premise is that, with a reduced scope of service, Waste Management can concentrate its resources toward collecting yard waste on time. The DPW Streets and DPW Parks divisions have collaborated to mobilize a two-person crew six days a week to perform the park barrel collection.

In response to this measure, the City has exercised a clause in our solid waste disposal agreement to realize a \$140,000 annual credit for the reduced scope of services. To fund this operation, I request a budget transfer from our trash collection expense account into the respective overtime accounts. The funds are available by way of this credit, and the transfer will allow us to continue this municipal park barrel operation for the rest of the fiscal year. Otherwise, without this additional transfer, this trash collection activity will quickly exhaust our overtime budgets and impinge our ability to perform special projects or respond to an emergency outside of standard scheduled hours.

I appreciate your consideration.

CC: Christine Clancy, P.E. Commissioner of Public Works  
Allison Chamber, Deputy CFO



Conor Baldwin  
 Chief Financial Officer

## MEMORANDUM

**TO:** Eileen M. Donoghue, City Manager

**FROM:** Conor Baldwin, Chief Financial Officer 

**CC:** Christine Clancy, DPW Commissioner

**DATE:** September 19, 2021

**SUBJECT:** Transfer – DPW Park Barrel OT Transfer

The Department of Public Works (‘DPW’) has forwarded to the finance office a request to transfer funds from the budget for Solid Waste & Recycling into the overtime budgets for Parks & Streets. While interdepartmental in nature, because the funds are to be transferred between appropriation categories, the transfer requires a vote of the City Council. This transfer is to execute the financial strategy to improve cleanliness in the Parks, discussed with the Council in June.

As presented in May of 2021, the city was able to utilize free cash to purchase a new trash truck, which would allow in-house maintenance of the downtown and park barrels. In the interim, and until the city takes delivery of the truck, the DPW has added crews on the weekends and as necessary to assist with locations that require more frequent maintenance. A memorandum is enclosed from the DPW which more fully describes the strategy.

The whole of this transfer is revenue neutral and will not impact on the 2022 tax rate. Below is a summary/ outline of the impacted accounts. The funding necessary is provided through the surplus appropriation for waste collection generated when the city exercised to option to internalize park barrel collection.

Please let me know if there are any questions.

Account Name	Original Budget	Previous Transfers	Revised Budget	YTD		Balance Before		Balance	
				Expenditures (Actual)	Encumbrances	Transfer	Transfer	After Transfer	
<b>Transfer TO:</b>									
1. DPW - Streets Division OT	\$ 30,000	\$ -	\$ 30,000	\$ 21,628	\$ -	\$ 8,372	\$ 49,678	\$ 58,050	
2. DPW - Parks Department OT	\$ 70,000	\$ -	\$ 70,000	\$ 47,228	\$ -	\$ 22,772	\$ 54,099	\$ 76,871	
<b>Transfer FROM:</b>									
Solid Waste & Recycling	\$ 7,510,000	\$ (15,900)	\$ 7,494,100	\$ 745,770	\$ 6,495,531	\$ 252,798	\$ (103,777)	\$ 149,021	

# "ATTACHMENT A"

Budget Transfer Form

Requestor: Nicholas Navin - DPW

Date: 9/8/2021

Fund	Organizational ID	Object	Amount Requested	(1) Source of Additional Funding***	(1) Amount (transfers only)	(2) Source of Additional Funding***	(2) Amount (transfers only)
0010	04008351	513000-TRSH	\$ 49,678.36	04009353-521504	\$ 49,678.36		
0010	06504151	513000-TRSH	\$ 54,098.77	04009353-521504	\$ 54,098.77		

\*\*\*Include Fund, Org, and Object if this is a budget transfer

Reason for budget adjustment:

*To fund the municipal park barrel collection for FY22 in lieu of service formally provided by Waste Management*

Department Head Approval:



CFO Approval:



City Auditor Approval:

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Eileen M. Donoghue  
City Manager

September 21, 2021

Mayor John 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 funds from the appropriation for Solid Waste & Recycling to the Parks and Streets salary accounts. The total amount of the transfer is \$103,777. The purpose of this transfer is to provide funding for the DPW to continue to improve the cleanliness of the city parks in FY2022, pursuant to the strategies discussed with the City Council over the summer.

Consideration of moving the maintenance of downtown and park barrels in-house became more necessary during the pandemic, when parks saw an increase in approximately 40% trash tonnage as a direct result of increased usage. An increase in illegal dumping at park and downtown barrels was also observed over the past year. The benefits of in-house service, as described by the DPW Commissioner in June, include improved internal control of barrel management, flexibility on schedule and frequency of collection, and overall improved quality of parks and open space.

Enclosed is a memorandum from the Chief Financial Officer which describes the relevant accounts in the budget. It is important to note that this transfer will have no impact to the tax rate and is revenue neutral.

Sincerely,

Eileen M. Donoghue  
City Manager

Cc: Conor Baldwin, Chief Financial Officer  
Christine Clancy, DPW Commissioner  
Sheryl Wright, Interim City Auditor