

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer from the Department of Planning and Development's Salary & Wages Permanent Account to the Department of Planning and Development's Miscellaneous Charges Account, more fully described in "Attachment A".

ORDERED,

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

That the amount of Seventy-Five Thousand and 00/100 (\$75,000.00) Dollars be transferred:

FROM: DPD - S&W Perm. Account, as more fully described in "Attachment A"

TO: DPD - Misc. Charges Account, as more fully described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager



The City of Lowell
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 www.LowellMA.gov
 Office of the City Auditor

Budget Increase/Decrease Request Form

Requestor: Everlidis
Desmond


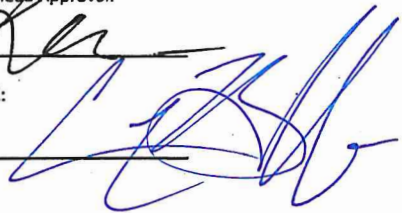
Date: 3/25/2022

Fund	Organizational ID	Object	Amount Requested	Source of Additional Funding***	Amount (transfers only)
	01824151 <i>7</i>	573400	\$ 75,000	01824151 511000	75,000.00
	<i>CS</i>		<i>CS</i>		

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

Reason for budget adjustment:

Transfer from Salary and wages to Misc City

Department Head Approval:

 CFO Approval:


Christine McCall
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

David Fuller
Building Commissioner

TO: Eileen Donoghue, City Manager

FROM: R. Eric Slagle, Director of Development Services

DATE: March 31, 2022

RE: REQUEST TO TRANSFER \$75,000 FROM SALARY AND WAGES TO MISC CITY.

This memorandum addresses the request to transfer \$75,000 from the DPD salary and wages account into the Miscellaneous City account to cover various expenses for the rest of FY2022. The requested amount is intended to cover several unbudgeted Collective Bargaining items, as well as fund several necessary appraisals, and cover projected shortfalls in other non-salary line items. As a result of staff vacancies, the DPD salary and wages account has more than sufficient funds to both pay out wages for the remainder of FY2022 and cover this transfer.

ES
3/31/2022



Eileen M. Donoghue
City Manager

March 31, 2022

Mayor Sokhary Chau
And
Members of the Lowell City Council

Dear Mayor Chau and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer funds within the department of Planning and Development (“DPD”) to cover certain financial needs through the end of FY2022. The funding source for this transfer is a projected salary surplus within the departmental appropriation. The net effect of this transfer will have no bearing on taxes for this fiscal year, but because it is between appropriations, it requires a vote of the City Council.

Enclosed is a memorandum from the Chief Financial Officer which describes the relevant accounts in the budget. Also included is a communication from the Director of Development Services, which describes the needs of the department.

Please 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
Christine McCall, Assistant City Manager/ DPD Director



Conor Baldwin
 Chief Financial Officer

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

Cc: Eric Slagle, Director of Development Services
 Christine McCall, Assistant City Manager/ DPD Director

DATE: March 31, 2022

SUBJECT: Transfer request – DPD

The DPD has forwarded a request to transfer surplus funds within the FY2022 budget for salaries & wages into the appropriation for ordinary expenditures, in order to fund several needs, including contractual reimbursements for city staff and appraisals. A copy of the memo received from DPD is enclosed for reference.

The whole of this transfer is revenue neutral and will have no impact on the 2022 tax rate. Below is a summary/ outline of the impacted accounts. The finance department has analyzed the relevant accounts and confirmed the surplus exists to fund this request.

Please let me know if there are any questions.

Account Name	Original Budget	Previous Transfers	Revised Budget	YTD Expenditures (Actual)	Encumbrances	Balance Before Transfer	Transfer	Balance After Transfer
Transfer TO:								
DPD - Misc. Charges	\$ 4,500	\$ (461)	\$ 4,039	\$ 2,039	\$ 1,633	\$ 367	\$ 75,000	\$ 75,367
Transfer FROM:								
DPD S&W - Perm.	\$ 1,670,305	\$ -	\$ 1,670,305	\$ 951,725	\$ -	\$ 718,580	\$ (75,000)	\$ 643,580