

COMMONWEALTH OF MASSACHUSETTS
CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer funds for postage expenses in the Treasurer's Office for the remainder of fiscal year 2022.

ORDERED,

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

That the amount of **Forty Two Thousand Six Hundred and 00/100 (\$42,600.00) Dollars** be transferred:

FROM: City Manager's Contingency, as more fully described in "Attachment A":

TO: Account # 01454151-536900, as more fully described in "Attachment A":

ORDER RECOMMENDED AND INTRODUCED BY:



Thomas A. Golden, Jr., City Manager

Budget Transfer Form

Requestor: Theodoros Panagiotopoulos

Date: 5/25/2022

Fund	Organizational ID	Object	Amount Requested	(1) Source of Additional Funding***	(1) Amount (transfers only)
0010	01454151	536900	\$ 42,600.00	01234151-561700	\$ 42,600.00

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

Reason for budget adjustment:

To provide funding for postage to meet year-end needs

Department Head Approval:

/s/ Theodoros Panagiotopoulos

CFO Approval:






Conor Baldwin
 Chief Financial Officer

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Ted Panagiotopoulos, City Treasurer/ Collector

DATE: May 25, 2022

SUBJECT: Transfer – Treasurer’s Office Postage

The City Treasurer has forwarded to my office a request to transfer funds from the Manager’s contingency budget into the postage account to cover an anticipated overage in costs associated with various City mailings. The postage account in the Treasurer’s Office budget not only provides funding for costs associated with mailing of various tax bills, but is also a cost center for the central mail machine in the elections office.

Because the funds are to be transferred between departments, the transfer requires a vote of the City Council. Last year, federal funding through the CARES Act was available to cover the costs of many COVID-19 related mailings (i.e.: public health advisories, elections notifications, etc.). While the CARES Act funding is also an eligible source of COVID-19 related mailing and the postage cost, one of the many byproducts of the pandemic has been a change in the nature of the business in City Hall. Accordingly, the volume of other, non-COVID related mailings has increased.

Below is a summary of the impacted accounts. Please let me know if there are any questions.

	Original Budget	Previous Transfers	Revised Budget	YTD Expenditures (Actual)	Encumbrances	Balance Before Transfer	Transfer	Balance After Transfer
Transfer TO:								
TO: 1. POSTAGE - Treasurer's Office	\$ 165,000	\$ -	\$ 165,000	\$ 162,313	\$ 282	\$ 2,405	\$ 42,600	\$ 45,005
Transfer FROM:								
FROM: 1. City Manager's Contingency	\$ 450,229	\$ (302,313)	\$ 147,916	\$ -	\$ -	\$ 147,916	\$ (42,600)	\$ 105,316



Thomas A. Golden, Jr.
City Manager

May 25, 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 \$42,600 from the City Manager's contingency budget to the Treasurer's Office. Because this transfer is interdepartmental in nature, it requires a vote of the City Council.

These funds will provide necessary funding for city-wide mailings through June 30th. The Treasurer's Office budget funds both the postage costs for the mailing of tax bills, but also for the mail machine in the Elections Office for all city-wide mailings.

Enclosed is a memorandum from the Chief Financial Officer which more fully describes the details of the transfer. We are confident this transfer will afford sufficient funding for the department to meet their needs through the end of the fiscal year.

Sincerely,

Thomas A. Golden, Jr.
City Manager

CC: Conor Baldwin, Chief Financial Officer
Theodoros Panagiotopoulos, City Treasurer/ Collector
Kelly Oakes, City Auditor