

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 2023 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 2023, with each item to be considered a separate appropriation.

PROPOSED FISCAL YEAR 2023 COMMUNITY PRESERVATION BUDGET

THE COMMUNITY PRESERVATION COMMITTEE RECOMMENDS THAT THE FOLLOWING AMOUNTS BE APPROPRIATED OR RESERVED FROM FISCAL YEAR 2023 COMMUNITY PRESERVATION FUND REVENUES, UNLESS OTHERWISE SPECIFIED, FOR FISCAL YEAR 2023 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:




Thomas A. Golden, Jr., City Manager



Conor Baldwin
Chief Financial Officer

MEMORANDUM

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

FROM: Conor Baldwin, Chief Financial Officer 

CC: Christine McCall, Assistant City Manager/ DPD Director

DATE: June 8, 2022

SUBJECT: Vote to Appropriate the FY2023 CPA budget

The Community Preservation Committee ('CPC') has forwarded a request to appropriate monies from the Community Preservation Fund for FY2023. 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 FY2023 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 and a YTD Budget report on the Community Preservation Fund from MUNIS. Please do not hesitate to let me know if there are any questions.

**CITY OF LOWELL
 BALANCE SHEET FOR 2022 12**

FUND: 1713 CPA			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
1713	104000	CASH UNRESTRICTED CHECKNG	-588.51	2,854,082.69
1713	152020	2020 CPA RECEIVABLE	.00	230.49
1713	152021	2021 CPA RECEIVABLE	.00	323.83
1713	152022	2022 CPA RECEIVABLE	-1,221.47	30,142.95
	TOTAL ASSETS		-1,809.98	2,884,779.96
LIABILITIES				
1713	262500	DEF REV CPA SURCHARGE	1,185.84	-31,205.94
	TOTAL LIABILITIES		1,185.84	-31,205.94
FUND BALANCE				
1713	321100	ENCUMBRANCES	.00	56.72
1713	359000	UNDESIGNATED FUND BALANCE	.00	-1,471,846.41
1713	383000	BUD FB RES FOR ENCUMBRANCE	.00	-56.72
1713	384000	BUD FB UNRESERVED	3,840,262.90	3,486,555.73
1713	386100	RES OPEN SPACE/RECREATION	.00	-68,476.44
1713	386200	RES HIST PRESERVATION	.00	-68,476.44
1713	386300	RES AFFORD HOUSING	.00	-68,476.44
1713	388000	APPROPRIATIONS	-3,840,262.90	-4,523,044.00
1713	391000	REVENUE CONTROL	-1,095.04	-1,211,365.79
1713	393000	EXPENDITURE CONTROL	1,719.18	35,067.50
1713	394000	ESTIMATED REVENUES	.00	1,036,488.27
	TOTAL FUND BALANCE		624.14	-2,853,574.02
	TOTAL LIABILITIES + FUND BALANCE		1,809.98	-2,884,779.96

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

**CITY OF LOWELL
 COMMUNITY PRESERVATION FUND**

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17130005 CPA							
NO PROJECT	480,219	-430,965	49,254	35,067.50	56.72	14,129.78	71.3%
BELL BELL AND WHEEL REPLACEMENT	12,000	0	12,000	.00	.00	12,000.00	.0%
CLMNT CLEMENTE PARK	110,000	0	110,000	.00	.00	110,000.00	.0%
CROSS ACRE CROSSING REDEVELOPMENT	196,517	566,683	763,200	.00	.00	763,200.00	.0%
DTL DOWNTOWN LWL BLDG RESTORATION	500,000	0	500,000	.00	.00	500,000.00	.0%
FTHB FIRST TIME HOMEBUYER PROGRAM	500,000	0	500,000	.00	.00	500,000.00	.0%
GLASS STAINED GLASS RESTORATION	473,713	0	473,713	.00	.00	473,713.00	.0%
GORHM GORHAM STREET AREA	178,100	0	178,100	.00	.00	178,100.00	.0%
LIVE A PLACE TO LIVE AFFORD/HSG	72,800	0	72,800	.00	.00	72,800.00	.0%
MRMCK MERRIMACK STREET	220,000	0	220,000	.00	.00	220,000.00	.0%
ROLLI ROLLIE'S FARM	1,500,000	0	1,500,000	.00	.00	1,500,000.00	.0%
WHSTL WHISTLER HOUSE MUSEUM/ART PRK	100,000	0	100,000	.00	.00	100,000.00	.0%
TOTAL CPA	4,343,348	135,719	4,479,067	35,067.50	56.72	4,443,942.78	.8%
17130020 CPA							
TOTAL CPA	-44,530	43,977	-553	189,813.01	.00	-190,366.49*****%	
GRAND TOTAL	4,298,818	179,696	4,478,514	224,880.51	56.72	4,253,576.29	5.0%

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

**CITY OF LOWELL
 COMMUNITY PRESERVATION FUND**

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	9	Y	N
Sequence 2	12	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
 COMMUNITY PRESERVATION FUND

Includes accounts exceeding 0% of budget.

Print totals only: Y
 Print Full or Short description: S
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2018/12
 To Yr/Per: 2018/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: L
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2022/13
 Print MTD Version: N

Roll projects to object: N
 Carry forward code: 1

Find Criteria

Field Name	Field Value
Fund	1713
FUNCTION	
DEPARTMENT	
AP/UM/OET	
DOE/PROGS	
FY/GRADE	
LEVEL	
CATEGORY	
Character Code	
Org	
Object	5*
Project	
Account type	

**CITY OF LOWELL
COMMUNITY PRESERVATION FUND**

REPORT OPTIONS

Account status
Rollup Code



Christine McCall
Assistant City Manager/Director

David Fuller
Building Commissioner

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager
Conor Baldwin, CFO

FROM: Christine McCall, Assistant City Manager/Director of Planning and Development

DATE: June 14, 2022

RE: CPC FY2023 Appropriation Vote

This memorandum is to inform the Lowell City Council that at its May 26, 2022 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 the Community Preservation Fund annual revenues or available funds in the amounts below for committee administrative expenses, debt service, community preservation projects, and other expenses in Fiscal Year 2023, 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

The Community Preservation Committee is required to spend, or set aside for later spending, 10% of annual CPA revenues for each of the three CPA categories; Open Space/Outdoor Recreation, Community Housing, and Historic Preservation. The CPC may also appropriate up

to 5% of annual CPA revenues for administrative costs. The funds are appropriated to each category to ensure the City spends or reserves the required 10% minimum on each category.

The proposed appropriation allocates 10% of CPA revenues for each category and 5% for administrative costs leaving the remaining 65% of CPA revenues to be available for any project which fits into the previously mentioned three categories. The funds will be sent to reserves and after the CPA funding cycle, projects recommended for funding will appear before the City Council for a final appropriation from the Community Preservation Fund Reserves.



Thomas A. Golden, Jr.
City Manager

June 14, 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 appropriate funding from the Community Preservation Fund, consistent with the recommendation made by Community Preservation Committee (“CPC”) on May 26, 2022. Pursuant to the Community Preservation Act and the rules of 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 Christine McCall, Assistant City Manager/DPD Director of Planning and Development, regarding the action of the CPC.

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

Sincerely,

Thomas A. Golden, Jr.
City Manager