

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL:

ORDER,

To transfer funds from the City Manager's Contingency Account to DPW Training Account and DPD Signalization Improvement Account.

ORDERED,

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

That the amount of **One Hundred Six Thousand and 00/100 (\$106,000.00) Dollars** be transferred:

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

TO: Various Accounts, as more fully described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Thomas A. Golden, Jr., City Manager

Budget Transfer Form

Requestor: Austin Ball, Deputy CFO

Date: 2/9/2023

Fund	Organizational ID	Object	Amount Requested	(1) Source of Additional Funding***	(1) Amount (transfers only)
	04004153	530105	\$ 69,000.00	01237056-561700	\$ 106,000.00
	01824170	588401	\$ 37,000.00		
			106,000.00		\$ 106,000.00

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

Reason for budget adjustment:

To transfer funds from City Manager's contingency to DPW training account and DPD signalization improvement account

Department Head Approval:

CFO Approval:



Attachment "A"




Conor Baldwin
 Chief Financial Officer

Austin Ball
 Deputy CFO

MEMORANDUM

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

FROM: Conor Baldwin, Chief Financial Officer 

CC: Paul St. Cyr, DPW Commissioner
 Gunther Wellenstein, Deputy Director Administration and Finance
 Yovani Baez-Rose, Assistant City Manager and DPD Director
 Elizabeth Oltman, PE, Transportation Engineer

DATE: February 14th, 2023

SUBJECT: Transfer from City Manager's contingency into DPW / DPD

The Department of Public Works (DPW) and the Department of Planning and Development (DPD) have sent a request to transfer funds from the City Manager's contingency account into two department accounts. DPW is requesting \$69,000 from the City Manager's contingency account into their DPW training and education account and DPD is requesting \$37,000 into their signalization improvement account. These funds if approved by the council, will allow DPW to enhance their workforce by allowing 15 city employees the opportunity to further develop their skills with additional licensing and will allow DPD to hire an outside contractor to develop new speed limit signs.

The funding to satisfy the transfer needs has been identified by the finance department from the Manager's Contingency account. This transfer will have no impact on the tax rate for FY2023.

Below is a summary of the impacted accounts:

Account Name	Original Budget	Previous Transfers	Revised Budget	YTD		Balance		Balance After
				Expenditures (Actual)	Encumbrances	Before Transfer	Transfer	
Transfer TO:								
TO: 1. DPW - Training	\$ 18,000		\$ 18,000	\$ -	\$ 950	\$ 17,050	\$ 69,000	\$ 86,050
2. DPD - Signalization Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ 37,000
Transfer FROM:								
FROM: 1. City Manager's Contingency	\$ 2,078,911	\$(1,250,566)	\$ 828,345	\$ -	\$ -	\$ 828,345	\$ (106,000)	\$ 722,345


Gunther Wellenstein
Deputy Director
(Admin & Finance)

Lisa Pilato
Office Manager

MEMORANDUM

TO: Thomas A. Golden Jr., City Manager

FROM: Gunther Wellenstein, Deputy Director (Admin & Finance)

VIA: Paul St. Cyr, DPW Commissioner 

DATE: February 9, 2023

SUBJECT: Funding CDL training for DPW employees

A variety of vehicles at Wastewater, Water Utility, Parks and Street Dept. require CDLs.

Public Works has identified fifteen (15) employees to attend the Commercial Driver's License (CDL) class and take the RMV exam for their Level B CDL –to operate vehicles over 26,000 pound GVWR.

Note: This includes the newly acquired trash truck; staffed by the Parks Dept.

These employees have been working on their pre-requisites to attend the Winter/Spring training sessions. Steps include: taking the General Knowledge and Air-brake (endorsement) tests at the RMV –to receive their 'driving permits'. Additionally they must complete two online tasks; Entry Level Driver Training (ELDT) and "Self-Certify" (for Eligibility). The last steps include scheduling their physicals [with the help of the Lowell Human Resources Dept.] to receive their DOT Medical Cards.

The prospective candidates have completed all the required tasks and are eager to enroll in the next available sessions. Hopefully in time for Winter Operations and Spring season preparations!

The City's cost to sponsor each employee is \$4,600. This cost includes reimbursing each participant for out-of-pocket Fees incurred at the RMV, \$100 each for DOT Medical Screening and tuition at the local Driver Training School.

With the approval of the City Council the City Manager will transfer \$69,000 to the DPW Training/Education account.

The DPW looks forward to making this training available for our employees.

Feel free to contact me should you have any further questions.



Yovani Baez-Rose
Assistant City Manager/DPD Director

Camilo Espitia
Deputy Director

DATE: February 8, 2023

TO: Conor Baldwin, CFO City of Lowell

FROM: Yovani Baez-Rose, Assistant City Manager/DPD Director
Elizabeth Oltman, PE, Transportation Engineer

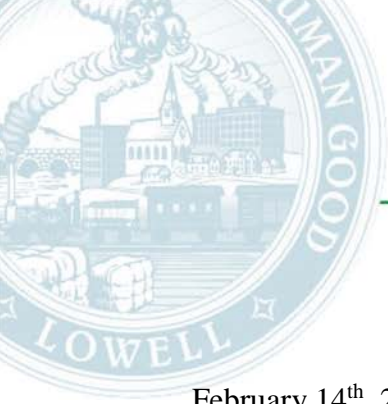
SUBJECT: 25 MPH Speed Limit Change Signage Fabrication and Installation

DPD is requesting authorization to retain a contractor to fabricate and install the 30 required regulatory signs that will provide notice to the public of the 25 MPH statutory speed limit on local jurisdiction roadways in thickly settled or business districts throughout the City of Lowell. An additional 50 regulatory 25 MPH speed limit signs will be purchased and installed to replace existing 30 MPH signs throughout the City. This signage is necessary to enact the City Council vote to adopt MGL Chapter 90 Section 17C on a city-wide basis on November 22, 2022.

The cost of this contractor is estimated to be \$37,000.

I appreciate your assistance with this request and allowing DPD to move forward with retaining a contractor.

If you have any questions regarding this request, please let me know.



Thomas A. Golden, Jr.
City Manager

February 14th, 2023

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 from the City Manager's contingency into DPW's Training and Education account and DPD's signalization improvement account. The total amount of this transfer is \$106,000, consisting of \$69,000 into DPW's account and \$37,000 into DPD's account respectively.

In the FY23 budget, funds were allocated to the contingency account both for strategic initiatives set forth by the councilors and for unforeseen increases/expenses. If approved by the council, these funds will be used to enhance the DPW workforce by allowing 15 employees to attain a Class B CDL license. These funds will also afford DPD the opportunity to implement new signage throughout our city for our new city speed limit which was adopted by the council on 11/22/22.

A copy of the relevant financial information and further detail on the transfer are enclosed in a memorandum from the Chief Financial Officer.

Sincerely,

Thomas A. Golden, Jr.
City Manager

CC: Conor Baldwin, Chief Financial Officer
Paul St. Cyr, DPW Commissioner
Gunther Wellenstein, Deputy Director Administration and Finance
Yovani Baez-Rose, Assistant City Manager / DPD Director
Elizabeth Oltman, PE, Transportation Engineer