

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

**VOTE**

**IN CITY COUNCIL:**

**ORDER,**

To transfer funds from two MIS Salary and Wage Accounts to the MIS Software License Account for the purchase additional software licenses for employees.

**ORDERED,**

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

That the amount of **One Hundred Fifteen Thousand and 00/100 (\$115,000.00) Dollars** be transferred:

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

**TO:** MIS Software and License Account, as more fully described in "Attachment A"

**ORDER RECOMMENDED AND INTRODUCED BY:**



Thomas A. Golden, Jr., City Manager



The City of Lowell  
 City Hall • 375 Merrimack Street • Lowell, MA 01852  
 P: 978.446.7200 • F: 978.970.4007  
[www.LowellMA.gov](http://www.LowellMA.gov)  
 Office of the City Auditor

Budget Transfer Form

Requestor: Miran Fernandez, MIS Director

Date: 6/22/2023

Fund	Organizational ID	Object	Amount Requested	(1) Source of Additional Funding***	(1) Amount (transfers only)
0010	01554157	570100	\$ 115,000.00	01554151-511010	\$ 70,000.00
				01554151-511000	\$ 45,000.00

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

Reason for budget adjustment:

*Transfer for additional Microsoft 365 Licenses*

Department Head Approval:

CFO Approval:


"A"



Conor Baldwin  
 Chief Financial Officer

## MEMORANDUM

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

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

**CC:** Miran Fernandez, CIO

**DATE:** June 27<sup>th</sup>, 2023

**SUBJECT:** MIS Department Transfer

The Director of MIS has forwarded to me a request for the City Council to transfer funds from an accumulated surplus in MIS S&W account and MIS ERP S&W account. The Finance team has analyzed the two accounts and deemed that there will be a surplus remaining at the end of the fiscal year. Because there is an available surplus and to help aide in moving the city forward after the cyber incident, this funding will help MIS purchase additional software licenses for our employees.

The vote to transfer funds between appropriations requires a vote of the City Council. I have included a summary of the impacted accounts below. Please let me know if you have any questions.

	Account Name	Original Budget	Previous Transfers	Revised Budget	YTD Expenditures (Actual)	Encumbrances	Balance Before Transfer	Transfer	Balance After Transfer
	<b>Transfer TO:</b>								
<b>TO:</b>	1. MIS Software and License	\$ 775,000	\$ 25,167	\$ 800,167	\$ 697,713	\$ 85,703	\$ 16,751	\$ 115,000	\$ 131,751
	<b>Transfer FROM:</b>								
	1. MIS S&W Perm Account	\$ 894,118	\$ (20,000)	\$ 874,118	\$ 775,829		\$ 98,289	\$ (45,000)	\$ 53,289
<b>FROM:</b>	2. MIS ERP S&W Perm Account	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ 70,000	\$ (70,000)	\$ -



## City of Lowell

Management Information Systems

375 Merrimack Street • Lowell, MA 01852

P: 978.674-4099 • F: 978.970.4004 • [www.lowellma.gov](http://www.lowellma.gov)

**Mirán Fernandez**  
*Chief Information Officer*

**John Meyers**  
*MIS Director*

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

From: Mirán Fernandez, Chief Information Officer

CC: Conor Baldwin, Chief Financial Officer  
Austin Ball, Deputy Chief Financial Officer

Date: June 27, 2023

Subject: MIS Department Transfer

I would like to respectfully request the transfer of funds from two accounts which have a surplus in them (MIS S&W Permanent, and MIS ERP S&W) at the end of the fiscal year into the MIS Software License and Support account. This additional funding will be used to purchase additional Microsoft 365 Licenses.

The need for this request arose following the cyber security-related incident. In order get the city back up and running as quickly as possible, we had to push all employees into Microsoft 365 sooner than we hadn originally anticipated, rapidly depleting the licensing account and resulting in the request for additional funding.

Thank you for your time and consideration to this matter and I am available for any questions that may arise.



Thomas A. Golden, Jr.  
*City Manager*

June 27<sup>th</sup>, 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 \$115,000 from two MIS salary and wage accounts into the MIS department's software license account. This additional funding need only arose after the cyber related incident back in April and will afford the MIS Director the opportunity to purchase additional Microsoft 365 licenses. The Finance team will be bringing a series of year end transfers for the July 11<sup>th</sup> meeting, however this funding is necessary in aiding MIS to get us back up and running as soon as possible.

Enclosed with the vote is a memorandum from the Chief Financial Officer which more fully describes the details of the transfer.

Sincerely,

Thomas A. Golden, Jr.  
City Manager

Cc: Conor Baldwin, Chief Financial Officer  
Miran Fernandez, Chief Information Officer