

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To Transfer funds in the Police Department to cover the costs for Training for this Fiscal Year.

ORDERED,

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

That the amount of **One Hundred Thirty Six Thousand Four Hundred and 00/100 (\$136,400.00) Dollars** be transferred:

FROM: Account # 17170020 598001 Interfund OP Transfer as shown in Attachment "A":

TO: Various Accounts as shown in Attachment "A".

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager



The City of Lowell • Police Department
JFK Civic Center • 50 Arcand Drive • Lowell, MA 01852
P: 978.674.4500 • F: 978.970.0455
www.Lowellma.gov

Raymond Kelly Richardson
Superintendent

Deborah Friedl
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Kelly Richardson
Superintendent of Police

Date: September 17, 2018

Re: Transfer Request

I respectfully request approval to transfer funds from Training Account 1717 to Training and Evaluation Account, Police Equipment Other, Repair & Main, and Rental of Equipment Accounts. This money will fund the Training Department for this Fiscal Year. It will be used for ammunition and other materials for Firearms Qualifications and for payments to the teaching instructors, cleaning supplies, and a copier rental at the Police Department in-service training for this fiscal year.

Thank you for your time in this matter.



Conor Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer 
CC: Kelly Richardson, Superintendent of Lowell Police
DATE: September 21, 2018
SUBJECT: Police Department Training Transfer

Superintendent Richardson has sent a request to transfer funds into the Lowell Police Department's operating budget. The funding source to cover these expenses is outside of the tax levy. The funds will be used for outside instructors at the firing range, and miscellaneous supplies related to repair and maintenance of jail cell areas at the police station.

The fund, "Police Training", is a receipt reserved for appropriation fund held over from year-to-year for training and other related expenses for the department. The receipts deposited in the fund are registration fees associated with in-service training offered by the LPD for area police department personnel.

I have included a summary of the effected accounts below. Please do not hesitate to let me know if there are any questions.

Account Name	Original Budget	Previous Transfers	Current Budget	YTD		Balance Before		Balance After	
				Expenditures (Actual)	Encumbrances	Transfer	Transfer	Transfer	Transfer
Police Training	\$ 210,350	\$ -	\$ 210,350	\$ -	\$ -	\$ 210,350	\$ (136,400)	\$ 73,950	
Police Training & Evaluation	\$ 40,000	\$ 4,689	\$ 44,689	\$ 3,748	\$ 13,355	\$ 27,586	\$ 47,730	\$ 75,316	
Police Equipment Other	\$ 35,000	\$ 77,332	\$ 112,332	\$ 55,080	\$ 42,570	\$ 14,683	\$ 80,870	\$ 95,553	
Repair & Maint Police	\$ 13,000	\$ 34	\$ 13,034	\$ 7,706	\$ 34	\$ 5,294	\$ 6,300	\$ 11,594	
Rental of Equipment	\$ 7,450	\$ 1,443	\$ 8,893	\$ 1,031	\$ 4,535	\$ 3,328	\$ 1,500	\$ 4,828	



Eileen M. Donoghue
City Manager

September 21, 2018

Mayor William Samaras
And
Members of the Lowell City Council

Dear Mayor Samaras and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer \$136,400 into the Police Department budget from the special revenue fund for police training. The Superintendent of Police has worked with the CFO and finance team to utilize funds in support of police training, equipment, and ammunition for the police force. It is important to note that this fund is unique and adds no additional burden to the tax levy. These monies will be used primarily for professional services in support of qualifications training for the department. The vote will transfer the funds from the special revenue fund into to the departmental budget in the general fund.

Enclosed with this letter is a memorandum from the Chief Financial Officer which outlines the details of the transfer, as well as a memo from Superintendent Richardson. Please do not hesitate to let me know if there are any questions.

Sincerely,


Eileen Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer
Kelly Richardson, Superintendent of Police
Bryan Perry, City Auditor