

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

**ORDER,**

To transfer funds to the Professional Services Account due to costs related to recent trials.

**ORDERED,**

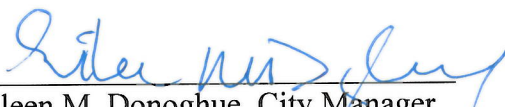
By the City Council of the City of Lowell, as follows:

That the amount of **Seventy Five Thousand and 00/100 (\$75,000.00) Dollars** be transferred:

**FROM:** Claims General Account # 01514757 573000 more fully described in "Attachment A":

**TO:** Professional Services Account # 01514153 53000 more fully described in "Attachment A":

**ORDER RECOMMENDED AND INTRODUCED BY:**

  
Eileen M. Donoghue, City Manager

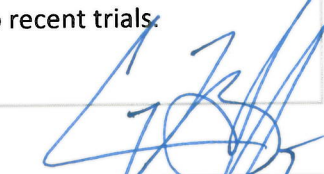
"Attachment A"

## Transfer Form

<b>Department:</b>	<b>LAW</b>			
<b>TRANSFER TO:</b>				
<b>Account #</b>			<b>Description</b>	<b>Amount</b>
<b>Org.</b>	<b>Object</b>	<b>Project</b>		
01514153	530000		PROFESSIONAL SERVICES	\$ 75,000.00
			<b>TOTAL</b>	<b>\$ 75,000.00</b>
<b>TRANSFER FROM:</b>				
<b>Account #</b>			<b>Description</b>	<b>Amount</b>
<b>Org.</b>	<b>Object</b>	<b>Project</b>		
01514757	573000		CLAIMS GENERAL	\$ 75,000.00
			<b>TOTAL</b>	<b>\$ 75,000.00</b>

Reason for Transfer: Professional Services account has diminished due to costs related to recent trials.

  
 Department Signature

  
 Chief Financial Officer



## City of Lowell - Law Department

375 Merrimack Street, 3<sup>rd</sup> Floor • Lowell MA 01852-5909  
Tel: 978.674.4050 • Fax: 978.453.1510 • [www.lowellma.gov](http://www.lowellma.gov)

**Christine P. O'Connor**  
*City Solicitor*

**Rachel M. Brown**  
*1<sup>st</sup> Assistant City Solicitor*

**Gary D. Gordon**  
**John Richard Hucksam, Jr.**  
**Adam LaGrassa**  
**Hannah Pappenheim**  
**Elliott J. Veloso**  
*Assistant City Solicitors*

**TO:** Eileen Donoghue  
City Manager

**FROM:** Christine P. O'Connor  
City Solicitor

**DATE:** December 6, 2018

**SUBJECT:** Transfer Request

---


I respectfully request approval to transfer funds from our Claims General Account 01514757 573000 to Professional Services Account # 01514153 530000. Increases in the number of trials, expert witnesses and other related litigation expenses have necessitated the need for this transfer.

Thank you for your consideration.



Conor Baldwin  
Chief Financial Officer

## MEMORANDUM

**TO:** Eileen Donoghue, City Manager  
**FROM:** Conor Baldwin, Chief Financial Officer   
**CC:** Christine O'Connor, City Solicitor  
**DATE:** December 12, 2018  
**SUBJECT:** Transfers from Claims to Law Department

The Law Department has requested a transfer from the unclassified appropriation for Claims to supplement the FY2019 professional services account. A memorandum from the City Solicitor is attached which outlines the specific items for which the transfer is requested.

The Law Department has prepared the proper vote to execute the transfer. Below is a summary of the impacted accounts.

Account Name	Original Budget	Previous Transfers	Current Budget	YTD		Balance		Balance
				Expenditures (Actual)	Encumbrances	Before Transfer	Transfer	After Transfer
Unclassified - Claims General	200,000	-	200,000	75,384	-	124,616	(75,000)	49,616
Law Department Professional Svcs	160,000	5,139	165,139	76,818	76,181	12,140	75,000	87,140



Eileen M. Donoghue  
*City Manager*

December 13, 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 \$75,000 into the Law Department budget from the unclassified appropriation for claims. The City Solicitor has worked with the CFO and finance team to identify existing funds to support additional costs associated with increased litigation expenses in FY2019. It is important to note that this transfer will add no additional burden to the tax levy.

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

Sincerely,

  
Eileen Donoghue  
City Manager

CC: Conor Baldwin, Chief Financial Officer  
Christine O'Connor, City Solicitor  
Bryan Perry, City Auditor