

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer funds to purchase two police vehicles and to purchase fuel for the rest of the fiscal year.

ORDERED,

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

That the amount of **One Hundred Seventy Five Thousand and 00/100 (\$175,000.00) Dollars** be transferred:

FROM: Various Accounts as described in "Attachment A"

TO: Various Accounts as described in "Attachment A":

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue
City Manager



Raymond Kelly Richardson
Superintendent
Barry Golner
Deputy Superintendent
Daniel Larocque
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Kelly Richardson
Superintendent of Police

Date: May 15, 2019

Re: Transfer Request

OK
5-15-19
RKR

I respectfully request approval to transfer funds out of our Salary, Holiday, Court, and Special Events accounts and into our Car and Gas and Motor Oil Supplies accounts. Due to City budget decisions, the Police Department was not able to purchase the necessary amount of vehicles required in FY19 and will face the same issue in FY20, resulting in a department vehicle deficit. This transfer will help alleviate this issue by allowing the department to purchase two cars with the surplus in our salary accounts.

The transfer of additional funds into our Gas and Motor Oil Supplies account is to cover the purchase of fuel for the rest of the fiscal year. Due to increased gas prices and level funded budgeting, a transfer is needed to ensure the department can purchase the necessary amount of fuel for the remaining of the fiscal year.

The salary account has a predicted surplus due to a large number of retirements over the course of this fiscal year.

Thank you for your time in this matter.



Conor Baldwin
 Chief Financial Officer

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Raymond “Kelly” Richardson, Superintendent Lowell Police Department

DATE: May 15, 2019

SUBJECT: Police Transfer - \$175,000 Police Vehicles

Superintendent Richardson and Deputy Golner have forwarded to me a request for the City Council to transfer funds from an accumulated surplus in their salary & wages account. The surplus is a result of a natural vacancy turnover rate, as well as some difficulty filling positions out of the Police Academy this year. Because there is an available surplus and to meet the challenging fiscal year upon us in FY2020, I have worked with the Chief and LPD finance to purchase vehicles using this year’s appropriation and relieve pressure on next year’s budget.

The vote to transfer funds between appropriations requires a two-thirds majority 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		Balance Before Transfer	Balance After Transfer	
				(Actual)	Encumbrances			
S&W - Holiday	\$ 430,000	\$ (31,000)	\$ 399,000	\$ 294,337	\$ -	\$ 104,663	\$ (45,000)	\$ 59,663
S&W - Court Time	\$ 470,000	\$ (40,000)	\$ 430,000	\$ 301,133	\$ -	\$ 128,867	\$ (46,000)	\$ 82,867
S&W - Special Events	\$ 40,000	\$ -	\$ 40,000	\$ 13,241	\$ -	\$ 26,759	\$ (24,000)	\$ 2,759
S&W - Perm	\$ 24,180,333	\$ (205,000)	\$ 23,975,333	\$ 20,418,782	\$ -	\$ 3,556,551	\$ (60,000)	\$ 3,496,551
TOTAL - FROM:							\$ (175,000)	
LPD - Gas & Motor Oil	\$ 240,000	\$ 20,000	\$ 260,000	\$ 242,453	\$ 17,547	\$ -	\$ 65,000	\$ 65,000
LPD - Police Vehicles	\$ 100,000	\$ 53,832	\$ 153,832	\$ 107,851	\$ 38,839	\$ 7,142	\$ 110,000	\$ 117,142
TOTAL - TO:							\$ 175,000	



Eileen M. Donoghue
City Manager

May 15, 2019

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 funds between appropriations in the Police Department's budget in the amount of \$175,000.

Enclosed with the vote is a memorandum from Kelly Richardson, the Superintendent of the Lowell Police Department, which specifies the need for new police vehicles and our creative strategy to achieve this end without impacting the FY2020 budget. Also enclosed is a memorandum from the Chief Financial Officer which describes the relevant accounts. The finance department has identified an existing, available surplus in the department's salary and wage holiday and court time accounts sufficient to cover additional purchase necessary to supplement the FY20 budget.

Sincerely,

Eileen M. Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer
Raymond "Kelly" Richardson, Superintendent of Lowell Police