



**CITY OF NEW BEDFORD**

**JONATHAN F. MITCHELL, MAYOR**

August 8, 2019

City Council President Linda M. Morad and  
Honorable Members of the City Council  
133 William Street  
New Bedford, MA 02740

Dear Council President Morad and Honorable Members of the City Council:

I am submitting for your approval an ORDER that the sum of **THIRTY-ONE THOUSAND THREE HUNDRED AND NINETY-ONE DOLLARS (\$31,391)** now standing to the credit of the account from **TREASURER SALARIES AND WAGES** be and the same is hereby transferred and appropriated to as follows:

**AUDITOR SALARIES AND WAGES.....\$31,391**

To be certified and approved by the Department Head

Sincerely,

Jon Mitchell  
Mayor



# CITY OF NEW BEDFORD

## CITY COUNCIL

August 15, 2019

ORDERED, that the sum of **THIRTY-ONE THOUSAND, THREE HUNDRED AND NINETY-ONE DOLLARS (\$31,391)** now standing to the credit of the account from **TREASURER SALARIES AND WAGES** be and the same is hereby transferred and appropriated to as follows:

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CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

OFFICE OF THE CFO

ARI J. SKY  
CHIEF FINANCIAL OFFICER

August 8, 2019

**TO:** Mayor Mitchell

**FROM:** Ari J Sky, Chief Financial Officer

**SUBJECT:** Position Transfer (Treasurer to Auditor's Office)

The Finance Team is continuing to identify efficiencies and operational improvements for the City's business operations. Significant progress has been made over the past several years with the implementation of biweekly pay, mandatory direct deposit, and electronic pay advice. More recently, our staff has been working with select departments to improve accounts payable by transferring processing from individual departments to the Auditor's Office, thereby improving accountability and reducing departments' administrative workload. The Accounts Payable project was piloted with Facilities & Fleet Management and is now ready to roll out to additional departments.

Over time, the efficiencies gained from AP centralization will result in the ability of individual departments to reassign resources and/or streamline their administrative operations. The Auditor's Office has begun a redesignation of staff responsibilities to prepare for the transition. However, there is a need for additional workload capacity in order to provide the necessary initial capacity to extend the program.

The Treasurer's Office has identified a vacant Senior Clerk position which is no longer needed to maintain services due to operational efficiencies and improvements, such as online payment, remote payment, and the redesign of the department's front counter. This position could be transferred to the Auditor's Office in order to extend the Accounts Payable project to the City's energy accounts and the public safety agencies. Additional measures to complete the implementation of the program would be proposed at a later date, most likely in concert with the FY 2021 budget process.

Thank you for your consideration and support of this important initiative.



**CITY OF NEW BEDFORD**  
**MASSACHUSETTS**  
**OFFICE OF THE TREASURER**

**R. Renee Fernandes**  
Treasurer – Collector

**Mark P. Fuller**  
Assistant Treasurer

**Blair S. Bailey**  
Tax Title Attorney

**TO: Ari Sky, CFO**

**FROM: R. Renee Fernandes, Treasurer** 

**DATE: July 31, 2019**

**RE: Position Elimination**

The Treasurer's office requests elimination of the Grade 7 vacant position contained in the FY20 approved budget. The office is currently comprised of four (4) Grade 8 Senior Account Clerks, two (2) Grade 9 Principal Clerks and six (6) Unit C personnel. The Grade 8 employees are the customer-facing 'front-line' that also perform backroom duties, as required. We have been fortunate to achieve a high level of efficiency with the hiring of competent, enthusiastic staff at a pay grade that is commensurate to the duties performed.

With the introduction of more technology and automation to the collection process over the last few years, we have been able to attain efficiencies for both our customers and the City of New Bedford. Alternative payment sites, on-line bill payment, utilization of lockbox services, IVR (pay by phone) and text payments have aided in the alleviation of lines and wait times.

Thank you for your consideration.