



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

June 4, 2020

City Council President Joseph P. Lopes and
Honorable Members of the City Council
133 William Street
New Bedford, MA 02740

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

I am submitting for your approval an ORDER that the sum of **TWENTY THOUSAND DOLLARS (\$20,000)** now standing to the credit of the account from **COMMUNITY SERVICES CHARGES AND SERVICES** be and the same is hereby transferred and appropriated to as follows:

ZOO SALARIES AND WAGES..... \$20,000

To be certified and approved by the Department Head

Sincerely,

Jon Mitchell
Mayor



CITY OF NEW BEDFORD

CITY COUNCIL

June 11, 2020

ORDERED, that the sum of **TWENTY THOUSAND DOLLARS (\$20,000)** now standing to the credit of the account from **COMMUNITY SERVICES CHARGES AND SERVICES** be and the same is hereby transferred and appropriated to as follows:

ZOO SALARIES AND WAGES..... \$20,000

To be certified and approved by the Department Head



OFFICE OF THE CFO

ARI J. SKY
CHIEF FINANCIAL OFFICER

CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

June 2, 2020

TO: Mayor Jonathan F. Mitchell
New Bedford City Council

FROM: Ari J. Sky

SUBJECT: FY 2020 General Fund Budget Reconciliation

As in past years, several departments will require transfers prior to the end of the fiscal year to eliminate deficits resulting from excess expenditures, grant match requirements and budget reductions. Over the course of FY 2020, we have taken several steps to restrain the overall rate of expense, including continuation of the hiring slowdown and enforcement of cost controls in the nonpersonnel accounts. The advent of the COVID-19 pandemic exacerbated the situation, resulting in excess expenditures in some areas and unanticipated savings in others.

Revenue losses due to the pandemic will leave the General Fund with a deficit against budget, currently estimated at about \$2-\$2.5 million. In addition, COVID-19 related expenditures will total approximately \$2 million, although we believe those expenses will be reimbursed by FEMA and CARES Act funding. There will be also be savings in a number of areas: most notably, health insurance expenditures dropped precipitously during the pandemic as medical providers ceased providing elective and routine services. Regardless, it will be necessary to effect several transfers in order to prevent individual deficits from being raised on next year's tax recap. Most of the requested transfers will be internal to the respective departments, although several will require funding from other departments to balance.

The largest drivers requiring interdepartmental support will be underbudgeting in the Fire and General Government Unclassified (GGU) budgets. Personnel expenditures in the Fire Department will exceed budget principally due to overtime expenses, which continue to exceed budget despite increases over the past several years. The GGU budget was reduced by the City Council during the budget process, with the direction that staff identify offsetting funding elsewhere. In addition, several interdepartmental transfers will be submitted to offset anticipated deficits resulting from insufficient vacancy savings and excess personnel and material expenses. In addition to Fire and GGU, the departments requiring interdepartmental transfers are City Clerk, Clerk of Committees, CFO, Mayor, Zoo, Emergency Medical Services, Traffic, Planning, Licensing, and Elections.

Thank you for your consideration. Please do not hesitate to contact me if you have any questions or concerns.



BUTTONWOOD PARK ZOO

City of New Bedford

Jon Mitchell
Mayor

Keith Lovett
Director of Zoological
Services



May 19, 2020

The Honorable Jon Mitchell
Mayor of New Bedford
133 William St.
New Bedford, MA 02740

Dear Mayor Mitchell:

At the guidance of the CFO's Office, I am writing to request two budget transfers:

- 1) Although the Zoo was expected to end this fiscal year with a small surplus of funds, the unbudgeted negotiated contract increases totaling \$34,000 will necessitate the transfer of \$20,000 into the Zoo's 100 level Salaries and Wages line from another to be determined department.
- 2) We are requesting a transfer of \$3,986 from the Zoo's 800 Capital line into its 400 Supply line to cover an expected deficit resulting from several equipment purchases that were deemed operational in nature rather than capital by the Auditor's Office.

Thank you for considering these requests.

Sincerely,

Keith Lovett
Director Zoological Services



City of New Bedford
Department of Community Services

MEMORANDUM
Human Services

To: Mayor Jonathan F. Mitchell

From: Cynthia Wallquist
Director of Community Services

Date: 5/19/20

Re: Salary/Wages Full-Time Permanent Line Deficit

Due to the COVID-19 pandemic that has impacted the Department's out-of-school time programs in the "200 account", this Department anticipates closing out FY20 with a surplus of \$29,000.

Therefore, referenced herein, is a request to the City Council to transfer **NINE THOUSAND (\$9000.00) DOLLARS** from the **Department's After School Programs** line 05400000-520050 into the **Department's Salary/Wages Full-Time Permanent** line 05400000-511110. This amount represents the fact that the Department has not had any vacant positions in FY20 and will cover the reclassified hourly pay rate and the 2% increase that was given in FY20.

The **TWENTY THOUSAND (\$20,000) DOLLARS** surplus balance is available for other Departments experiencing a shortfall.

Thank you for your consideration.

Cynthia J. Wallquist

Cc: D. Aguiar
A. Sky
C. Verdadeiro