



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

May 20, 2021

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 EIGHT THOUSAND ONE HUNDRED DOLLARS (\$28,100)** now standing to the credit of the account from **COMMUNITY SERVICES SALARIES AND WAGES (\$20,000)**, and **MIS SALARIES AND WAGES (\$8,100)** be and the same is hereby transferred and appropriated to as follows:

TOURISM SALARIES AND WAGES..... \$7,000
TOURISM CHARGES AND SERVICES.....\$20,000
TOURISM SUPPLIES AND MATERIALS.....\$1,100

To be certified and approved by the Department Head

Sincerely,


Jon Mitchell
Mayor



CITY OF NEW BEDFORD

CITY COUNCIL

May 27, 2021

ORDERED, that the sum of **TWENTY EIGHT THOUSAND ONE HUNDRED DOLLARS (\$28,100)** now standing to the credit of the account from **COMMUNITY SERVICES SALARIES AND WAGES (\$20,000)**, and **MIS SALARIES AND WAGES (\$8,100)** be and the same is hereby transferred and appropriated to as follows:

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CITY OF NEW BEDFORD
MASSACHUSETTS

OFFICE OF THE AUDITOR

Robert W. Ekstrom
City Auditor

May 20, 2021

The Honorable Jonathan F. Mitchell, Mayor
Members of the City Council
City of New Bedford
New Bedford, MA 02740

Re: Fiscal year 2021 account reconciliations

Over the course of fiscal year 2021, City management has taken steps to restrain the overall rate of expenditures incurrence, including continuation of the hiring slowdown and enforcement of cost controls in non-personnel accounts. Nevertheless, as in past years, several departments will require transfers prior to the end of the fiscal year to eliminate deficits resulting from excess expenditures.

The majority of deficits are being covered through intradepartmental appropriation transfers, such as from Salaries & Wages to Supplies & Materials. In these cases, the departments' overall budget will not change.

Five departments will require interdepartmental appropriation transfers in order to eliminate deficits. Failure to do so will require the City to raise funds to cover these deficits on the annual Tax Rate Recap in December. The two largest requiring deficit coverage are Fire for \$1,500,000 and Emergency Medical Services for \$277,000. In the Fire Department, Salaries & Wages will exceed budget principally due to overtime, which continues to exceed budget despite increases over the past several years. In EMS, vacant positions and coverage for injured employees have driven up both overtime and variable-time temporary labor. The remaining three departments requiring coverage are Tourism for \$23,000 from Community Services, the CFO's Office for \$12,000 from City Treasurer, and City Clerk for \$7,000 from City Council. Each providing department's declaration of surplus is included in the docket package.

If you have further questions, please feel to reach out to me by phone (508-979-1530) or email at Robert.ekstrom@newbedford-ma.gov.

Sincerely,

Robert Ekstrom
City Auditor



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

TOURISM DEPARTMENT
BROOKE VINAGRE, DIRECTOR

TO: Mayor Jonathan Mitchell
FROM: Tourism Department
DATE: May 18, 2021
RE: Departmental Transfer- FY21

The Tourism and Marketing Department is currently projecting a deficit in the Salaries and Wages account, the Charges and Services account and the Supplies and Materials account for FY21.

These deficits were caused by cuts to the Tourism and Marketing budget during the Council's annual budget cut session. The department's funding for the Director's salary as well as all expenses budgets were eliminated and only the budget for the Zeiterion management contract was funded. The department, however, was fully functioning during FY21 and is now transitioning to reopening and summer event planning.

I am requesting the following transfers:

\$7,000 (SEVEN THOUSAND DOLLARS) into the Tourism Salaries and Wages account

\$20,000 (TWENTY THOUSAND DOLLARS) into the Tourism Charges and Services account

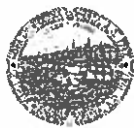
\$1,100 (ONE THOUSAND ONE HUNDRED DOLLARS) into the Tourism Supplies and Materials account.

Please let me know if you have any questions.

Thank you,

A handwritten signature in dark ink, appearing to read "Brooke Vinagre".

Brooke Vinagre
Director of Tourism and Marketing



City of New Bedford
Department of Community Services

MEMORANDUM
Human Services

To: Mayor Jonathan F. Mitchell

From: Cynthia Wallquist
Director of Community Services

Date: 5/18/21

Re: Salary/Wages Full-Time Permanent & Temporary Lines Surplus

The Department of Community Services anticipates closing out FY21 with a surplus of \$25,000 in the "100" account. This is due to:

- The differential in Nora Andino's salary when she relocated and Luisana Paez-Espinal's salary when she moved into that position;
- The differential in John Lobo's salary when he retired and the starting step for his replacement;
- An unexpected grant from DESE for the 4th quarter that enabled the Department to charge off a portion of Olga Rodriguez's salary to it;
- The reduction in staff hours at the Buttonwood Center due to COVID.

Thank you for your consideration.

A handwritten signature in blue ink, reading "Cynthia Wallquist", written over a horizontal line.

Cc: City Auditor
D. Aguiar
C. Verdadeiro



MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

MARIA PINA-ROCHA
MIS DIRECTOR

CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

TO: Robert Ekstrom, City Auditor/Acting Chief Information Officer

FROM: Maria Pina-Rocha, Director of MIS

DATE: May 18, 2021

SUBJECT: Declaration of Surplus - Personnel - 100 accounts

MIS is declaring the following surplus in account 01550000-511110:

\$18,000

The reason for the surplus was the resignation of a Systems Analyst. The position was vacant from August 3, 2020 through February 5th. The incoming applications were slow to arrive and the selection of qualified candidates made recruitment more difficult.