



City of New Bedford
MASSACHUSETTS

OFFICE OF THE CITY CLERK
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DENNIS W. FARIAS
CITY CLERK

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ASSISTANT COUNCIL CLERK

March 4, 2022

Council President Ian Abreu
Members of the City Council
City Hall
133 William Street
New Bedford, MA 02740

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

As you know, the City Clerk's Office maintains a Schedule of Administrative and Recording Fees for numerous services, certificates and licenses which are provided to the general public. Due to a recent review of said Schedule and a comparison to similar municipalities (i.e. Fall River and Brockton), I am respectfully requesting that the City Council consider increasing the Administrative Fee for furnishing a Certified Copy of a Birth, Marriage, or Death Certificate from \$15.00 to \$20.00.

In addition to covering increasing supply costs and aligning our fee with what the Fall River and Brockton Clerks charge for the same record (please see below), this minimal increase would raise FY23 revenue projections for my Office by at least \$85,000. As stated previously, these funds would cover the expected increase in supply and administrative costs for several years to come. Additionally, such an increase would also provide more than adequate support of an Expenditure Enhancement Request that has been submitted to the Administration as part of our FY23 Budget proposal. It is imperative that the five Office Assistant III Clerks in the City Clerk's Office be moved from a 35-hour work week to a full 40-hour work week. At a cost of \$32,280, this would ensure greater efficiency during the workday, particularly between the hours of 12noon and 2pm, while also properly compensating staff for the time they work after hours so that they may accurately reconcile their daily receipts of cash, check and credit card payments once the Office closes to the public each day. This proposed change to the work week has been discussed with our staff, all of whom are in favor of this enhancement.

<u>Municipality</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
New Bedford	\$15	\$20
Fall River	\$15 - \$20	\$20
Brockton	\$24	N/A

As always, I thank you for your time and consideration of my request. I will of course make myself available to discuss this proposal in whatever forum the Body deems appropriate. In the meantime, please do not hesitate to contact me directly regarding this, or any other issue with which I may be of assistance.

Respectfully,

Dennis W. Farias
City Clerk