



**CITY OF NEW BEDFORD**  
JONATHAN F. MITCHELL, MAYOR

June 2, 2022

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

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

I am submitting for your approval an ORDER that the sum of **THREE HUNDRED THIRTY-TWO THOUSAND FOUR HUNDRED AND NINETEEN DOLLARS (\$332,419)** now standing to the credit of the account from **HEALTH SALARIES AND WAGES (\$285,000)** and **MIS SALARIES AND WAGES (\$47,419)** be and the same is hereby transferred and appropriated to as follows:

**GENERAL GOVERNMENT UNCLASSIFIED  
OTHER FINANCING USES.....\$332,419**

To be certified and approved by the Department Head

Sincerely,



Jon Mitchell  
Mayor



# CITY OF NEW BEDFORD

## CITY COUNCIL

June 9, 2022

ORDERED, that the sum of **THREE HUNDRED THIRTY-TWO THOUSAND FOUR HUNDRED AND NINETEEN DOLLARS (\$332,419)** now standing to the credit of the account from **HEALTH SALARIES AND WAGES (\$285,000)** and **MIS SALARIES AND WAGES (\$47,419)** be and the same is hereby transferred and appropriated to as follows:

**GENERAL GOVERNMENT UNCLASSIFIED**  
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To be certified and approved by the Department Head



**CITY OF NEW BEDFORD**

**Jonathan F. Mitchell, Mayor**

**OFFICE OF THE CFO**

Michael J. Gagne, Interim CFO  
CHIEF FINANCIAL OFFICER  
Room 302, City Hall  
New Bedford, MA 02740  
Telephone: (508) 979-1441

June 2, 2022

Mayor Jonathan Mitchell  
New Bedford City Hall  
133 William Street  
New Bedford, MA 02740

Dear Mayor:

The Department of Revenue is currently conducting its annual balance sheet review of all City funds as of June 30, 2021, a process that ultimately leads to their certification of free cash in our General and Enterprise funds. During their review, they have confirmed the City's Airport Enterprise Fund was in a fund balance deficit of \$332,419.00 on June 30, 2021. This situation is sometimes referred to as "negative free cash" and most often develops when actual revenues to fund annual appropriations fall short of the level anticipated when the appropriations were made. In the case of Airport, the fund balance deficit is primarily attributable to the cumulative effect of revenue shortfalls over both fiscal years 2020 and 2021.

Accordingly, the DOR has notified the City Auditor's Office that this deficit must now be cured through a transfer of funds from the City's General Fund, approved by the City's legislative body, no later than June 30, 2022. To accomplish this, we have identified appropriation surpluses from which to fund this transfer as \$285,000 from HEALTH SALARIES AND WAGES and \$47,419.00 MIS SALARIES AND WAGES.

We respectfully request transfer of these surpluses, aggregating \$332,419.00, to the account of OTHER FINANCING USES within GENERAL GOVERNMENT UNCLASSIFIED. From there, the City will transfer cash to the Airport Enterprise Fund's Other Financing sources revenue line, which will cure its fund balance deficit through June 30, 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Gagne", is written over a horizontal line.

Michael Gagne  
Interim Chief Financial Officer



CITY OF NEW BEDFORD  
JONATHAN F. MITCHELL, MAYOR

HEALTH DEPARTMENT

BOARD OF HEALTH

DIRECTOR OF HEALTH  
DAMON O. CHAPLIN

## MEMO

Date: May 12, 2022

To: CFO Office

From: Damon Chaplin, Director  
Kristine Cunningham, Administrative Manager

Re: FY22 Surplus

At your request, I am submitting the anticipated Health Department's 100 account surplus figure.

We are in the process of hiring 3 positions. This will deduct the following amount to our projected surplus.

- Assistant Director of Nursing: \$4500.00 – (3 weeks)
- Sanitarian: \$3842.00 – (5 weeks)
- Lab Tech: \$3508.00 – (5 weeks)

Total: \$11850.00

We also anticipate an increase in our overtime expenses due to the resurgence of special events on weekends happening again after the Covid hiatus. I would estimate an additional \$3000.00 throughout the end of the fiscal year.

Given these anticipated expenses, I estimate the 100 account surplus at \$285,000 for FY22. This surplus is due to the City capturing reimbursements through CARES for covid-related expenses in the Health Department during the pandemic as well as long term vacancies that are being filled now.

Please call if you have any questions.

Kristine



MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

JOHN COSTA  
DIRECTOR

CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

**TO:** Mayor Jonathan Mitchell  
**Cc:** Michael Gagne, Interim CFO  
  
**FROM:** John Costa, Director of MIS  
Management and Information Services  
  
**DATE:** May 20, 2021  
  
**SUBJECT:** MIS Surplus

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Mayor Mitchell,

The Management Information Systems Department is currently declaring a surplus in our Salaries and Wages account in the amount of \$86,088.21. This is a result of vacancies during FY22. This surplus is available for City wide use.

The MIS department would like to request a transfer from 01550000-511110 to 01550000-520831 for the following.

Granicus GovMeeting Live Cast \$15,152 – Including a one-time fee is \$5,300

This is a request from City Council as an add-on to Peak Agenda. This will allow the city to live stream city council meetings.

The MIS department would like to request a transfer from 01550000-511110 to 01550000- 588135 for the following.

HP T1600ps 36" \$4,895 - 5 Year Warranty \$1,853 Total: \$6748

Our current large format plotter is over 15 years old and can no longer be serviced. The printer is used by several department to print posters and maps.

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Total Transfers \$21,900

Total Vacancy Savings: \$64,188.21

Sincerely,  
John Costa  
Director of MIS