



# City of New Bedford

IN COMMITTEE

July 21, 2022

The Honorable City Council  
133 William Street  
New Bedford, MA 02740

Dear Honorable Members of the City Council:

The Committee on Appointment & Briefings at a Meeting held on Tuesday, June 28, 2022, considered a COMMUNICATION, Mayor Mitchell, to City Council, submitting the APPOINTMENT of EMILY ARPKE as CITY AUDITOR. (Ref'd 06/09/2022)

On motion by Councillor Pereira and seconded by Councillor Markey, the Committee VOTED: To recommend to the City Council APPROVAL of the APPOINTMENT of EMILY ARPKE as CITY AUDITOR. This motion passed on a voice vote.

IN COMMITTEE ON APPOINTMENTS &  
BRIEFINGS

*Naomi R.A. Carney*

Councillor Naomi R. A. Carney, Chairperson

NRAC: dmb



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

OFFICE OF THE CITY CLERK  
NEW BEDFORD, MA  
2022 JUN -2 AM 10:48  
CITY CLERK

June 1, 2022

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

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

I write to request the City Council's appointment of EMILY ARPKE as CITY AUDITOR for the City of New Bedford. Ms. Arpke is very highly regarded by the financial management team at City of Brockton and the Brockton Redevelopment Authority where she is employed as the Chief Operating Officer.

In her current capacity with the Redevelopment Authority, Ms. Arpke has been responsible for the budgeting and compliance associated with a range of federal, state, and local grants, and has worked in close collaboration with the Auditor's Office and other municipal finance managers. Among other professional credentials, she holds a Master's degree in Public Administration from Northeastern University.

In her role as Auditor, the expectation is that she will receive close support from former New Bedford City Auditor Robert Ekstrom for a transition period. She will assume her position at Step 1 of the Unit C schedule. In sum, Ms. Arpke is an excellent choice, having demonstrated the professionalism and technical expertise required to successfully lead the Office of City Auditor. Thank you for your consideration.

Sincerely,

Jon Mitchell  
Mayor

Attachment: Arpke resume

# Emily Arpke

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## SUMMARY STATEMENT

Master level of education in Public Administration with 7 years of professional experience in planning, organization, management, and development. Excels in critical thinking and problem solving. High level of commitment and loyalty to service and community development.

## PROFESSIONAL SKILLS

<b>Education</b>	Bachelor of Science in Public Administration and Nonprofit Management from University of Central Florida; Master of Public Administration from Northeastern University; Accounting, Graduate Certificate at Bridgewater State University.
<b>Employment</b>	My employment has been in self-management settings, that require motivation and strong work ethic. Team management and growth has been a natural role taken on the last four years. Problem solving and community development to meet the needs of the most vulnerable population with federal funding.
<b>Personal</b>	Nothing is impossible with hard work and dedication. Every day is a chance to be better, grow, and learn more. Highly organized and driven.

## PROFESSIONAL WORK EXPERIENCE

**Chief Operating Officer**, March 2018 – Present

**Brockton Redevelopment Authority**, Brockton, MA

*Previous Titles: Community Development and Compliance Director and Community Development Program Manager*

**Job Type:** 40 hours per week, Full-Time

**Supervisor:** Robert Jenkins, (508) 586-3887

*Responsible for all grant programs, budgeting and compliance management of the Brockton Redevelopment Authority's activities and services, staffing and office operations, and organizational planning. Coordinate, manage, write and obtain federal, state and local grants budgeting and compliance for \$9M annually. Majority of time spent on CDBG, HOME, and LBPHC HUD grants. Compliance for all funding and activities taken on by the organization. Use community engagement and data to further all program goals and evaluations. Assist in development plans and activities as a quasi-government agency. Build relationships with community, developers, organizations, and City leaders to advance the City's development vision. Develop and manage staff in training, policies, and growth. In three years, I have added over \$6.5M in grants outside of our annual funding and doubled the staff.*

**Development Coordinator**, March 2015 – March 2017

**JDRF**, Wellesley, MA

**Job Type:** 40 hours per week, Full-Time

**Supervisor:** Amy Montalto, (617) 910-7542

*Coordinated and managed as many as 10 events annually in hand with committees, vendors, and staff. Used data analysis to further all program goals and evaluations. Assisted in budget management and event planning for the \$2 million annual Gala. Built relationships with donors and volunteers to advance the organizations mission. Applied for local grants under \$10k. Reinstated Young Leadership Committee.*

## OTHER WORK EXPERIENCE

**President and Director**, May 2018 – Present

**PROVAL**, Brockton, MA

**Salary:** None

**Job Type:** Volunteer

*Converted group effort project into official nonprofit. Manage fundraising, budgeting, scheduling, reporting, board growth and development for community development organization in Downtown Brockton.*

## **EDUCATION**

**Accounting, Graduate Certificate**, December 2021 – December 2022  
Bridgewater State University, Bridgewater, MA

**Master of Public Administration**, September 2016 - May 2018  
Northeastern University, Boston, MA, GPA 3.6

**Bachelor of Science in Public Administration**, August 2012 - May 2015  
Minor in Nonprofit Management  
University of Central Florida, Orlando, FL, GPA 3.4

## **CERTIFICATIONS/TRAINING**

- **CDBG Basics**
- **CDBG Advanced**
- **HOME Basics**
- **Annual National Community Development Association Conferences and Training**
- **Certified Nonprofit Professional**

## **VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Teen Court**, 2009 - 2012  
Inverness, FL

Volunteer teen attorney for teen court where adolescents who commit their first crime could go for a second chance, and an opportunity to have their record expunged.

**JDRF**, 2014 – 2018

Altamonte Springs, FL and Wellesley, MA

Development intern for a year in the Altamonte Springs office part time and continued to volunteer at events there and here outside of my employment.