



CITY OF SOMERVILLE, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
KATJANA BALLANTYNE
MAYOR

ANNE GILL
DIRECTOR

ELLEN COLLINS
DEPUTY DIRECTOR

June 25, 2024

City Councilor Jake Wilson
Chair, Finance Committee
City of Somerville
93 Highland Avenue
Somerville, MA 02143

Re: Prior Year Invoices, Items 24-0896 and 24-0897

Honorable Chair Wilson and Committee Members,

I am writing in regard to two (2) prior year invoice items from the Human Resources Department that you have in front of you for review on January 23, 2024. This memo provides detail on the invoices in question.

1. Item 24-0896: Requesting approval to pay prior year invoices totaling \$750 using available funds in the Human Resources Advertising account for advertising costs of vacant positions.

The attached invoices for services rendered in May 2023 were received by HR in FY24, after the close of the fiscal year. The total cost will be \$750.00 to pay City costs on these prior year Massachusetts Municipal Association invoices, and the HR Department has the funding available in our Advertising account.

2. Item 24-0897: Requesting approval to pay prior year invoices totaling \$181.92 using available funds in the Human Resources Professional and Technical Services account for confidential paper shredding services.

The attached invoice for services rendered in June 2023 was received by HR in FY24, after the close of the fiscal year. The total cost of these prior year Proshred Security invoices is \$181.92 and the HR Department has the funding available in our Professional and Technical Services account.

Thank you for your consideration of these items. Please do not hesitate to contact me should you have any further questions.

Kind Regards,

Anne Gill
Director, Human Resources

