



CITY OF SOMERVILLE, MASSACHUSETTS
Office of Strategic Planning and Community Development
JOSEPH A. CURTATONE, MAYOR

MEMORANDUM

Office of the Executive Director

MEMORANDUM

TO: Mayor Joseph A. Curtatone

FROM: Monica R. Lamboy, Executive Director 

DATE: May 26, 2011

SUBJECT: AUTHORIZATION TO TRANSFER \$7,000 IN FY2011 FUNDS IN THE INSPECTIONAL SERVICES DIVISION TO FUND SALARIES FOR TEMPORARY 960 EMPLOYEE SERVICES

The Office of Strategic Planning and Community Development (OSPCD) respectfully requests that you forward to the Board of Aldermen this request to authorize the transfer of \$7,000 from operating accounts within the Inspectional Services Division (ISD) to fund temporary clerical help needed in June 2011 while two ISD staff members are out on medical leave. Sufficient lag monies presently exist within the ISD budget to finance the budget transfer.

Background

As FY2011 moves toward a close, OSPCD staff have determined that additional salary funds are needed to provide for office coverage and clerical help while two full-time staff are out on approved FMLA leave. The circumstances are as follows:

○ *Staffing Needs*

A full-time ISD clerk has been out on medical leave from March 29 to July 1, 2011. ISD staff have worked creatively to cover this gap and provide office coverage for the past eight weeks. One solution during this time has been that a full-time ISD building inspector was officially put on light/restricted duty due to a medical condition and has been able to provide office/clerical assistance during this period. This building inspector is now beginning a medical leave from May 25 – July 6, 2011. This leaves a critical gap in office coverage for the month of June.

Through consultation with the Personnel Department, it has been determined that hiring a 960 employee(s) to fill this staffing gap is an appropriate short-term strategy to provide filing and scanning assistance, maintain current databases, and provide phone coverage services.

ISD has lag money in the Professional Services account of the ISD operating budget and requests a transfer into the ISD salaries budget in order to fund this short-term position.

Available Funds

A total of \$15,000 in funds are available as the result of prudent fiscal management of the ISD Professional Services budget. If the budget transfer is approved, a balance of \$8,000 will remain and ISD is actively moving on spending this balance for needed services. The proposed transfer will move funds into salaries for the short term clerical assistance.

Org.	Dept.	Acct Name	Acct #	Amount
0118752	ISD	Prof & Tech Services	530000	-\$7,000
0118751	ISD	Salaries	511000	\$7,000
TRANSFER TOTAL				\$7,000

Recommendation

It is recommended that the Board of Aldermen authorize the transfer of \$7,000 in lag monies from the Professional & Technical Services budget (acct# 530000) to the Salaries budget (acct# 511000) within the Inspectional Services Division to fund salaries for a 960 employee or employees.