



CITY OF SOMERVILLE, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
KATJANA BALLANTYNE
MAYOR

ANNE GILL
DIRECTOR

ELLEN COLLINS
DEPUTY DIRECTOR

October 19, 2023

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

Re: Prior Year Invoices, Items 23-1425, 23-1426, 23-1427

Honorable Chair Wilson and Committee Members,

I am writing in regards to three prior year invoice items from the Human Resources Department that you have in front of you for review this evening. This memo provides detail on each of the invoices in question.

1. Item 23-1425: Requesting approval to pay a prior year invoice totaling \$2,250.00 using available funds in the Human Resources Ordinary Maintenance Arbitration Services Account for FY2023 arbitration services.

Arbitration services are a matter that is coordinated between the Law Department and Human Resources Departments. The attached invoice for services rendered in May 2023 was received by HR in FY24. HR and Law have streamlined the process of the receipt and payment of invoices for all arbitration matters moving forward. The total cost will be \$2,250.00 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Arbitration Services GL account.

2. Item 23-1426: Requesting approval to pay a prior year invoice totaling \$440.00 using available funds in the Human Resources Professional and Technical Services Account for FY 2023 language testing services.

Human Resources used Alta Language services in May and June of 2023. HR was piloting new language testing services for a union language benefit. We used multiple services to determine which vendor was the best fit. This company's invoices were received after the end of the fiscal year. HR has now received these invoices and verified that the charges are accurate and have not been paid by the City. The total cost will be \$440.00 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Professional and Technical Services GL account.



3. Item 23-1427: Requesting approval to pay a prior year invoice totaling \$2,298.83 using available funds in the Human Resources Ordinary Maintenance Arbitration Services Account for FY2023 arbitration services.

Arbitration services are a matter that is coordinated between the Law Department and Human Resources Departments. The attached invoice for services rendered in May 2023 was received by HR in FY24. Similar to Item 23-1425, HR and Law have streamlined the process of the receipt and payment of invoices for all arbitration matters moving forward. The total cost will be \$2,298.83 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Arbitration Services GL 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