



CITY OF SOMERVILLE, MASSACHUSETTS  
OFFICE OF SUSTAINABILITY AND ENVIRONMENT  
KATJANA BALLANTYNE  
MAYOR

TO: Honorable Members of the City Council Finance Committee

FROM: Christine Blais, Director, Mayor's Office of Sustainability and Environment

CC: Aneesh Sahni, Director; Hannah Carrillo, Legislative Liaison, Intergovernmental Affairs

DATE: January 23, 2023

RE: Description of items #23-0017 and #23-0037 to be discussed at the January 24, 2023 committee meeting

**MEMORANDUM**

The Office of Sustainability and Environment (OSE) has put forth two requests for the Finance Committee's consideration on January 24, 2023. Both items and their text are copied below for convenience, followed by a description of each. Please feel free to reach out with additional questions.

*23-0017: Requesting approval to pay prior year invoices totaling \$3,332 using available funds in the Office of Sustainability and Environment Ordinary Maintenance Professional and Technical Services Account for preventative maintenance of solar arrays.*

The first item is to request the Council grant authority to OSE to utilize existing funds to pay three outstanding invoices from Fiscal Year 22. The invoices were not paid due to a clerical error. OSE has since issued new protocols for invoicing. These processes, along with the addition of a Financial Analyst to the team, will ensure necessary redundancy and transparency to help avoid these issues in the future. We regret the error and are eager to remedy the situation promptly upon approval by the City Council.

*23-0037: Requesting approval of a transfer of \$5,000 from the Office of Sustainability and Environment Ordinary Maintenance Account to the Office of Sustainability and Environment Personal Services Account to reallocate approved funding for interns to the appropriate budget line.*

The second request is to transfer approved funding for an intern from the Professional and Technical Services line in the Ordinary Maintenance account to the Salaries and Wages Temporary Employees line in the Personal Services account. This is a more appropriate line for the funds to be placed. We anticipate hiring an intern once the transfer is approved by the City Council.

