



CITY OF SOMERVILLE, MASSACHUSETTS
CITY CLERK'S OFFICE
KATJANA BALLANTYNE
MAYOR

KIMBERLY M. WELLS
CITY CLERK

MEMORANDUM

To: Members of the City Council Committee on Finance
From: Kimberly M. Wells, City Clerk
Date: May 19, 2023
Re: Mayor's Requests, Items 23-0812 and 23-0823

The City Clerk has submitted two requests to transfer funds:

23-0812: Requesting approval of a transfer of \$15,000 from the City Clerk Salaries Account to the City Clerk R&M - Software Account to expand the digital accessibility and archiving of the Code of Ordinances and Zoning Ordinances.

23-0823: Requesting approval of a transfer of \$15,000 from the Clerk of Committees Salaries - Monthly Account to the City Clerk R&M - Software Account to expand the digital accessibility and archiving of the Code of Ordinances and Zoning Ordinances.

The City Clerk, in conjunction with Planning, Preservation and Zoning, identified an opportunity to move the city's Zoning Ordinances to a new platform that will facilitate more interactivity, searchability, and ease of updating and integrating data. We expect the launch of the newly designed site to be completed by summer. During the course of this project, the City Clerk has identified an opportunity to accomplish several other goals:

- Update the Code of Ordinances to the same platform, to allow more transparency and accessibility, as well as facilitate more timely integration of amendments.
- Include digitized versions of the Zoning Ordinances dating back to 2001 (currently versions dating from 2012 are available online) and enable access to any archived version by date.
- Include digitized versions of the Code of Ordinances dating back to 2001 (currently versions dating from 2012 are available online) and enable access to any archived version by date.

The quote for these new components to the project is \$47,290, and there is already \$17,290 available in the OM budget. As this represents an amendment to a current contract, and the work is already underway, there would be efficiencies in execution if we are able to continue the work with the vendor without interruption. However, these components of the project were not planned for when the budget was presented almost a year ago. Thus, the City Clerk now requests two transfers of “lag funds” in salary lines to the R&M – Software line, to support the execution of this project.