



**City of New Haven**  
**Office Of Management and Budget**  
**Justin M. Elicker, Mayor**  
**Michael Gormany, City Budget Director**

Tuesday, July 25, 2023

Alder Tyisha Walker  
President, Board of Alders  
23rd Ward  
165 Church Street  
New Haven, CT 06510

RE: Ordinance amendment to appropriating ordinance #1 creating the position of Deputy Purchasing Agent, reclassifying the title of Executive Assistant to Office Manager, reclassifying the title of Assistant Electrical Inspector to Assistant Bldg. & Plans Official, reclassifying the title of Plumbing & Mechanical Insp to Assistant Bldg. & Plans Official and approving transfer 137-24-1 in the amount of \$134,670

Dear Honorable President Walker-Myers:

As required by City Charter (Article VIII) and general code of ordinance sections 2-383 and 2-386, The Office of Building, Inspection, and Enforcement is requesting to reclassify the title of three budgeted positions.

The position of Executive Assistant will be reclassified to Office Manager. OBIE has reviewed how the department currently functions from an office management standpoint. The position of Office Manager is a broader job description for every evolving office with constant technology upgrade and the level of cross training involved. The Office manager is still able to maintain administrative tasks but will provide more flexible to work with every staff member to ensure they are able to focus on what they do best and achieving set job goals.

The positions of Assistant Electrical Inspector and Plumbing & Mechanical Insp will be reclassified to Assistant Bldg. & Plans Official. Currently it takes separate inspectors for each principle I.E plumbing, electrical, building due to the current language in the union position. OBIE believes this language is outdated and handcuffs the department from being more efficient. The title of Assistant Bldg. & Plans Official was created in the fiscal year 2023-2024 budget. The position of Assistant Bldg. & Plans Official will allow more flexibility for the O.B.I.E to only have one inspector **who can** review building plans, concentrating (but not limited to) specifically on the following areas: plumbing, heating, air conditioning, ventilation, and sprinklers; reviews for compliance with applicable codes: issues permit. This title helps streamline the operations of the office and functions of building inspectors.

In addition, the Department of Finance is requesting to create an additional position of Deputy Purchasing Agent which was not included in the Board of Alder approved budget. The main responsibility of a Deputy Purchasing Agent is to assist the Purchasing Agent in purchasing equipment, supplies, and services for government agencies. The City purchasing department is going through a transformation process. The City purchasing department is currently looking at doubling



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down on using procurement to advance equity goals of New Haven. Through local procurement and cleaning up the procurement process (as submitted through the updated procurement policies and ordinances), The Purchasing Department is looking to make it more welcoming, less burdensome, and more accessible to local businesses.

Transforming purchasing through technology will be key as well. Purchasing is constantly coming up with fixes, like software that digitize the procurement process. By using a cloud-based platforms, the city procurement practice can provide internal stakeholders and partners timely, forward-looking analysis that empowers them to make better decisions, explore more scenarios, and support a continuous, agile planning model.

The Deputy Purchasing Agent would be charged with helping the Purchasing Agent oversee the department, help with digital transformation, and oversee policies and procedures on local vendor procurement.

With the reclassification and addition of positions, a transfer of funds would be needed to cover the additional expenditures in the amount of \$137,670 from the expenditure reserve account to the salary accounts of Finance and OBIE for FY 2023-2024.

Please feel free to contact us with any additional questions.

Michael Gormany  
Acting Controller

Robert Dillon  
City Building Official