



# City of New Haven

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## Meeting Minutes Finance Committee

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Thursday, September 28, 2023

6:00 PM

Aldermanic Chambers

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Meeting can be viewed on Board of Alders YouTube Page.

### Aldermanic Notice New Haven

The Finance Committee will hold a public hearing on Thursday, September 28, 2023, 6:00 P.M., in the Aldermanic Chambers, 165 Church St., New Haven to hear the following:

1. [OR-2023-0036](#) ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 RECLASSIFYING THE POSITIONS OF ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES ASSOCIATE AND POSITION OF SENIOR PERSONNEL ANALYST TO TALENT ACQUISITION AND TRAINING LEAD AND TRANSFERRING FUNDS FROM EXPENDITURE RESERVE IN AN AMOUNT OF \$23,446 TO THE CHIEF ADMINISTRATIVE OFFICE, HUMAN RESOURCES SALARY ACCOUNT

**Attachments:** [132-24-1 CHECKLIST](#)  
[132-24-1 Cover Letter](#)  
[132-24-1 Ordinance Amendment](#)  
[132-24-1 PRIOR NOTIFICATION FORM](#)  
[132-24-1 Fiscal Impact](#)  
[132-24-1 Transfer Form](#)  
[Human Resources Associate JD Draft](#)  
[Talent Acquisition and Training Lead JD DRAFT](#)  
[ADMINISTRATIVE ASSISTANT \(R2019\)](#)  
[SENIOR PERSONNEL ANALYST \(M-0943\)-REVISED](#)

**This Ordinance was Favorable Report to the Board of Alders**

2. [OR-2023-0018](#) ORDINANCE AMENDMENT OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AMENDING ARTICLE VII. - BUDGETARY AND FINANCIAL ADMINISTRATION SEC. 2-376, SEC. 2-451, SEC. 2-481 - 2-488, AND SEC. 2-385 - 2-386 OF THE CITY CODE OF ORDINANCES (PURCHASING ORDINANCE).

- Attachments:** [CHECK LIST - Purchasing Ordinance Amendment](#)  
[Purchasing Ord Amend Cover Letter 042523](#)  
[Purchasing Ord Amend Cover Letter 042523](#)  
[ORDER Purchasing Ordin Amend](#)  
[PRIOR NOTIF FORM - Purchasing Ordinance Amendment](#)  
[FISCAL IMPACT STMT - Purch Ord Amend](#)  
[CLEAN COPY Purchasing Ordinance](#)  
[Purchasing Ordinance REDLINE Proposed Changes Final 02-06-23](#)

**This Ordinance was Favorable Reportto the Board of Alders**

3. ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 ADDING IN A NEWLY CREATED POSITION OF DEPUTY PURCHASING AGENT WITHIN THE DEPARTMENT OF FINANCE, AND AUTHORIZING BUDGET TRANSFER #137-24-1 TRANSFERRING FUNDS FROM EXPENDITURE RESERVE IN AN AMOUNT OF \$101,070 TO THE DEPARTMENT OF FINANCE, PURCHASING SALARY ACCOUNT

- Attachments:** [137-24-1 Cover Memorandum](#)  
[137-24-1 Ordinance Amendment](#)  
[137-24-1 Transfer Form](#)  
[CHECK LIST FOR Position Transfer 137-24-1](#)  
[FISCAL IMPACT STMT Position Transfer 137-24-1](#)  
[PRIOR NOTIF FORM Position Transfer 137-24-1](#)  
[signed BOA CHECKLIST - Position Transfer 137-24-1](#)  
[signed BOA COVER LTR - Position Transfer 137-24-1](#)  
[137-24-1 Ordinance Amendment split Purchasing](#)

**This Ordinance was Favorable Reportto the Board of Alders**

4. [OR-2023-0014](#) ORDINANCE AMENDMENT OF THE NEW HAVEN BOARD OF ALDERS REVIEWING, FINALIZING AND ADOPTING PROPOSED REVISIONS OF THE EXECUTIVE MANAGEMENT & CONFIDENTIAL EMPLOYEES PERSONNEL AND PROCEDURES MANUAL

- Attachments:** [CHECK LIST\\_Exec Mgmt Handbook Proposed Revisions](#)  
[Exec Mgmt Handbook Revisions BOA Cover Ltr 032923](#)  
[Ex\\_Mgt\\_Handbook Revisions\\_Cover\\_Letter\\_032923](#)  
[ORD Amend\\_Exec Mgmt Handbook Proposed Revisions](#)  
[PRIOR NOTIFICATION FORM\\_Exec Mgmt Handbook Proposed Revisions](#)  
[FISCAL IMPACT STMT\\_Exec Mgmt Handbook Proposed Revisions](#)  
[EXEC MGMT\\_CONF POLICY 12.27.11 CLEAN COPY](#)  
[EXEC MGMT\\_CONF POLICY redline](#)  
[EXEC MGMT\\_CONF POLICY redline](#)

**This Ordinance was Favorable Reportto the Board of Alders**

5. [LM-2023-0390](#) ORDER TO READ AND FILE THE UPDATED BUDGETARY AND FINANCIAL REPORTS FOR THE MONTH OF MAY 2023 IN COMPLIANCE WITH ARTICLE VIII SECTION 5 OF THE CHARTER.

**Attachments:** [May 2023](#)

**This Order was Favorable Reportto the Board of Alders**

6. [LM-2023-0439](#) ORDER TO READ AND FILE THE UPDATED BUDGETARY AND FINANCIAL REPORTS FOR THE MONTH OF JUNE 2023 IN COMPLIANCE WITH ARTICLE VIII SECTION 5 OF THE CHARTER.

**Attachments:** [June 2023](#)

**This Order was Favorable Reportto the Board of Alders**

7. [LM-2023-0484](#) ORDER TO READ AND FILE THE UPDATED BUDGETARY AND FINANCIAL REPORTS FOR THE MONTH OF JULY 2023 IN COMPLIANCE WITH ARTICLE VIII SECTION 5 OF THE CHARTER.

**Attachments:** [July 2023 Monthly](#)

**This Order was Favorable Reportto the Board of Alders**

8. [OR-2023-0038](#) ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE NUMBER #1 FOR FISCAL YEAR 2022-23; PURSUANT TO ARTICLE VIII OF THE CITY CHARTER AND SECTION 2-385 TO SECTION 2-389 OF THE CODE OF GENERAL ORDINANCES TRANSFER NUMBER 23-999 IS SEEKING APPROVAL TO ELIMINATE NEGATIVE LINE-ITEM BALANCES FOR THE FISCAL YEAR ENDING 6-30-23.

- Attachments:** [23 999 BOA CHECK LIST](#)  
[23-999 Cover Letter](#)  
[23-999 Ordinance Amendment](#)  
[23-999 Prior Notification](#)  
[23-999 Fiscal Impact](#)  
[23-999 transfer form 08-27-22](#)  
[signed checklist OR-2023-0038 Fiscal Yr End Closing Transfer](#)

**This Ordinance was Favorable Reportto the Board of Alders**

These items are filed with the City Clerk and may be inspected at Room 202, 200 Orange St., New Haven. Per order: Hon. Adam Marchand, Chair. Attest: Michael Smart, City Clerk.

If you need a disability related accommodation, please call three business days in advance 946 7651 (voice) or 946 8582 (TTY).

**Public comment/testimony may also be submitted via email to [publictestimony@newhavenct.gov](mailto:publictestimony@newhavenct.gov) before 2:00 pm on the day of the meeting.**

Meeting Minutes

*Alder Marchand, Chair called the meeting to order at 6:05 p.m., September 28, 2023, in the Aldermanic Chamber, 165 Church Street, New Haven. Present were Aids. Marchand, Douglass, DeCola, Morrison, Festa, Furlow, and Singh.*

**1. ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 RECLASSIFYING THE POSITIONS OF ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES ASSOCIATE AND POSITION OF SENIOR PERSONNEL ANALYST TO TALENT ACQUISITION AND TRAINING LEAD AND TRANSFERRING FUNDS FROM EXPENDITURE RESERVE IN AN AMOUNT OF \$23,446 TO THE CHIEF ADMINISTRATIVE OFFICE, HUMAN RESOURCES SALARY ACCOUNT.**

*Michael Gormany, Acting City Controller, Marcela Garcia, Manager of Human Resources and Benefits, and Katrina Rush-Kittle, Chief Administrative Officer, came before the committee. Mr. Gormany spoke followed by Ms. Garcia.*

*Alder Festa asked what changes in testing were being done. Ms. Garcia explained.*

*Alder Furlow asked why the position changes were not part of the last budget request. Ms. Garcia explained.*

*Alder Festa asked for an explanation of the title changes. Ms. Garcia went over them.*

*No further questions were asked.*

*Alder Marchand asked three times if anyone from the public wished to testify. No one came forward.*

**2. ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING THE AMENDMENT TO ARTICLE VII. BUDGETARY AND FINANCIAL ADMINISTRATION SEC. 2 376, SEC. 2 451, SEC. 2 481 2 488, AND SEC. 2 385 2**

386 OF THE CITY CODE OF ORDINANCES (PURCHASING ORDINANCE).

3. ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 ADDING IN A NEWLY CREATED POSITION OF DEPUTY PURCHASING AGENT WITHIN THE DEPARTMENT OF FINANCE, AND AUTHORIZING BUDGET TRANSFER #137 24 1 TRANSFERRING FUNDS FROM EXPENDITURE RESERVE IN AN AMOUNT OF \$101,070 TO THE DEPARTMENT OF FINANCE, PURCHASING SALARY ACCOUNT

Michael Gormany, acting City Controller, and Malinda Figueroa, Purchasing Agent, came before the committee. Mr. Gormany spoke on both items.

Alder Festa asked for clarification of the IT software costs and contract. Mr. Gormany did so.

Alder Douglass asked about the CONCORD number. Ms. Figueroa spoke about this.

Alder Festa asked what effect there would be if they delayed the position until the next budget cycle. Mr. Gormany spoke on this

No further questions were asked.

Alder Marchand asked three times if anyone from the public wished to testify. No one came forward.

At 8:00 PM, Alder Marchand told the committee there would be a short break.

At 8:12 PM, Alder Marchand brought the meeting back to order.

4. ORDINANCE AMENDMENT OF THE NEW HAVEN BOARD OF ALDERS SUBMITTING PROPOSED REVISIONS OF THE EXECUTIVE MANAGEMENT & CONFIDENTIAL EMPLOYEES PERSONNEL AND PROCEDURES MANUAL BE REVIEWED, FINALIZED AND ADOPTED.

Michael Gormany, Acting City Controller, and Sean Mattison, Mayor's Chief of Staff, came before the committee. Mr. Gormany spoke on the request.

Alder Furlow asked for an explanation of the increases and range changes. Mr. Mattison spoke about them.

Alder Morrison asked if the City had annual performance reviews. Mr. Mattison spoke on this.

Alder Furlow asked if the Administration have a plan to establish annual reviews. Mr. Mattison said he would have to get back to the committee with this information.

Alder Marchand asked about retroactive payments. Mr. Gormany said that he would have to get back on this information.

No further questions were asked.

Alder Marchand asked three times if anyone from the public wished to testify. No one came forward.

Alder Marchand told the committee that items 5 through 8 would be heard together.

5. ORDER TO READ AND FILE THE UPDATED BUDGETARY AND FINANCIAL REPORTS FOR THE MONTH OF MAY 2023 IN COMPLIANCE WITH ARTICLE VIII SECTION 5 OF THE CHARTER.

6. ORDER TO READ AND FILE THE UPDATED BUDGETARY AND FINANCIAL REPORTS FOR THE MONTH OF JUNE 2023 IN COMPLIANCE WITH ARTICLE VIII SECTION 5 OF THE CHARTER.

7. ORDER TO READ AND FILE THE UPDATED BUDGETARY AND FINANCIAL REPORTS FOR THE MONTH OF JULY 2023 IN COMPLIANCE WITH ARTICLE VIII SECTION 5 OF THE CHARTER.

8. ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE NUMBER #1 FOR FISCAL YEAR 2022 23; PURSUANT TO ARTICLE VIII OF THE CITY CHARTER AND SECTION 2 385 TO SECTION 2 389 OF THE CODE OF GENERAL ORDINANCES TRANSFER NUMBER 23 999 IS SEEKING APPROVAL TO ELIMINATE NEGATIVE LINE ITEM BALANCES FOR THE FISCAL YEAR ENDING 6 30 23.

Michael Gormany, Acting Controller came before the committee. Mr. Gormany spoke about the July Monthly Financial Report. And the Year End Transfers.

No questions were asked.

Alder Marchand asked three times if anyone from the public wished to testify. No one came forward.

At 9:28 PM, on a motion by DeCola, seconded by Festa, to close the public portion of the meeting. The committee voted unanimously in favor of the motion.

*Committee Action:*

1. Alder DeCola, seconded by Festa to move item 1 for discussion. Alders DeCola, Morrison, Festa, Furlow, and Marchand spoke in favor of this item. The committee voted unanimously to approve the reclassification of Hurman Resource positions.
2. Alder DeCola, seconded by Festa to move item 2, amendment to Article VII-Budgetary & Financial Administration. Alder Marchand, seconded by DeCola, made a motion to substitute \$25,000 for the \$50,000 threshold. The committee voted by voice vote, Ayes- Alder Morrison, DeCola, Marchand, Douglass, Singh, and Festa., Nays Alder Furlow. The amendment passed. The committee had a discussion on whether the item should be held in committee or sent to the Board of Alders. The committee voted to move the item favorably Aye- Alders Morrison, Marchand, DeCola, Douglass, Nay- Alders Festa, Singh, and Furlow. The item passed.
3. Alder DeCola, seconded by Festa to move items 3, The committee voted, by voice vote, with Alder Festa voting No, to approve the Deputy Purchasing Agent and the budget transfer.
4. Alder DeCola, seconded by Festa to move items 5, 6, and 7 for Read and File. The committee voted, by voice vote, to unanimously to approve the three-monthly reports for Read and File.
5. Alder DeCola, seconded by Festa to move item 8, the Year End Transfer. The committee voted, by voice vote, to unanimously to approve the Year End Transfer.

At 10:25 PM, on a motion by DeCola seconded by Festa, the Committee voted to close the meeting.

*The meeting was recorded. The recording is filed and may be inspected at Legislative Services.*

*Respectfully submitted,*

*Donald A. Hayden, Fiscal Analyst*