



## CITY OF NEW HAVEN

**JUSTIN ELICKER, MAYOR**

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April 12, 2024

Honorable Tyisha Walker-Myers  
President of the New Haven Board of Alders  
City of New Haven  
165 Church Street  
New Haven, CT 06510

RE: 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

Dear President Walker-Myers:

The City of New Haven submitted an ordinance amendment (OR-2022-0024), updating Article 18 of the 2011 Executive Management and Confidential Employees Personnel and Procedures Manual (2011 Manual) to clarify/make changes to the pension benefits offered to three Executive Management and Confidential positions, Chief of Staff, Budget Director, and Chief Technology Officer as well as to update other provisions of Article 18 (Pension) of the 2011 Manual.

The Board of Alders passed the provisions of OR-2022-0024, as submitted, on October 03, 2022. The Board of Alders also requested and accepted the actuarial valuation related to the changes in the pension language approved on October 03, 2022 to ratify OR-2022-0024, which passed on December 05, 2022 (LM-2022-0550). As part of the overall update of the 2011 Manual, the revised pension language from the previously adopted ordinance amendment OR-2022-0024 was to be included in the updated manual.

The Board of Alders did not intend to omit or delete this language from the Executive Management and Confidential Employees' Personnel and Procedures Manual when it approved OR 2023-0014. The City of New Haven is submitting a technical change to OR-2023-0014 to correct the scrivener's error to include the language from OR 2022-0024, as intended and approved by the Board of Alders as set forth in Exhibit A, attached hereto.

The Ordinance Amendment as submitted will include the following elements:

- This Amendment, correcting Article 18 (Pension) of the Executive Management and Confidential Employees' Personnel and Procedures Manual as adopted under ordinance amendment OR- 2023-0014, which Amendment now includes provisions adopted by the Board of Alders in OR- 2022-0024 which were intended to be adopted by the Board of Alders in OR-2023-0014, is hereby approved. This Amendment shall apply retroactively to Article 18 (Pensions) of the Executive Management and Confidential Employees' Personnel and Procedures Manual as of July 1, 2023.

On behalf of the Administration, I respectfully submit for consideration, deliberation, and adoption the enclosed Ordinance Amendment to correct the scrivener's error in Article 18 (Pension) of the City of New Haven Executive Management and Confidential Employees Personnel and Procedures Manual.

Sincerely,

A handwritten signature in blue ink, consisting of a large loop followed by a series of smaller, connected loops and a final horizontal stroke.

Sean Matteson  
Chief of Staff