



**CITY OF NEW HAVEN**  
**OFFICE OF MANAGEMENT & BUDGET**

165 Church Street, New Haven, CT 06510  
Phone: (203) 946-6413, Fax: (203) 946-7924

**Toni N. Harp**  
*Mayor*

**Michael Gormany**  
*Acting Budget Director*

**To:** Coordinators, Department Heads and Fiscal Personnel

**From:** Daryl Jones, Controller  
Michael Gormany, Acting Budget Director

Handwritten signatures in blue ink. The first signature is 'Daryl Jones' and the second is 'Michael Gormany'.

**Date:** November 05, 2019

**Re:** FY 2019-20 General Fund Expenditure Controls (Non-Education)

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The City of New Haven made tough financial management decisions in fiscal year 2018-19 and was able to end with an operating surplus and a positive fund balance.

Recent underlying assumptions and projections for the current fiscal year State budget and other City revenue sources are projected to be lower than budgeted or will not be received this fiscal year. Recent personnel and non-personnel expenditures for various City and BOE Departments and programs are projected to exceed budget.

In addition to State and possible City revenue shortfalls, the City faces projected budgetary shortfalls in the Board of Education, Police and Fire overtime, Workers Compensation, and City Medical Internal Service Fund.

As the City continues to face significant financial challenges for fiscal year 2019-20, and in accordance with prior practice, The Office of Management and Budget and the Controller's Office shall be implementing complete spending restrictions for the remainder of the fiscal year 2019-20, effective immediately.

As of the date of this memorandum, the expenditure controls shall be strictly enforced.

Departments are encouraged to have vendors submit invoices AS SOON AS POSSIBLE.

## **EXPENDITURES**

Purchases for non-essential items such as furniture, equipment, office supplies, and new consulting and professional services are not permitted as of the date of this memorandum.

New requests for commodity purchases, contracts or agreements will be made only for services related to public health, public safety, or required legal services.

**In these instances, the requesting Department must seek written pre-approval from Mayor's Office, Office of Management and Budget or the Controller's Office.**

The Purchasing Agent will not approve any new services without prior approval. The primary contact for requests shall be Michael Gormany in the Office of Management and Budget and must be made in writing to [mgormany@newhavenct.gov](mailto:mgormany@newhavenct.gov).

## **DIRECT PAYMENTS**

Direct payments shall be strictly limited for the remainder of the fiscal year or avoided altogether. Approval for direct payments must come from the Office of Management and Budget or Controller's Office.

Departments must also receive approval from the Purchasing Agent to ensure that City's purchasing policies and procedures are still in effect.

## **EMERGENCY PURCHASES**

Any emergency purchases must be made in writing and be submitted for approval. These requests must be addressed as follows:

TO: Michael Gormany            [mgormany@newhavenct.gov](mailto:mgormany@newhavenct.gov)  
TO: Daryl Jones                [djones@newhavenct.gov](mailto:djones@newhavenct.gov)

All purchases must be initiated via purchase requisitions. The Purchasing Agent will not approve any purchase requisition(s) unless prior approval is received from the above-mentioned addresses. Approvals will only be granted for those purchases considered essential to the operations of the Department or for the safety and wellbeing of City residents.

### **CURRENT CONTRACTS AND AGREEMENTS ALREADY EXECUTED**

Current contracts/agreements will be reviewed in the upcoming weeks. If services have not begun, Departments should consult with Management and Budget and the Controller's Office prior to starting the work. Only services critical to the wellbeing of City residents will be allowed to continue.

### **BIDDING, CONTRACTS & REQUEST FOR AGREEMENTS**

All bidding or request for bids shall be suspended until further notice. Bidding, new requests for commodity purchases, contracts or agreements will be made only for services related to public health, public safety, or required legal services. In these instances, the requesting Department must seek pre-approval from Management and Budget and/or the Controller's Office.

The Purchasing Agent shall not approve any new services without prior approval from Management and Budget and Controllers Office. Again, work by vendor(s) must not occur until a Request for Agreement and/or Contract is fully approved.

### **OPEN PURCHASE ORDER AND CONTRACT/AGREEMENT REQUEST**

All CAPO's will be reviewed beginning November 04, 2019 through the end of the fiscal year on a Departmental basis. Any purchase orders with little or no activity for services not related to public health, public safety, leases, monthly contractual services, required legal services, and utilities, shall be earmarked for the Non-Personnel Savings Plan.

General fund contract awards and request for agreements for FY 2019-20 are no longer permitted unless approved by The Office of Management and Budget or Controller's Office.

### **DEPARTMENTAL OVERTIME:**

Departmental overtime for non-public safety Departments (Public Safety Departments include Police; Fire and 911 Public Safety Communications & non-sworn employees are not included in public safety) should cease immediately.

Unless the Department can demonstrate that overtime can't be done during regular hours and that it provides cost avoidance or generates revenue for the City , overtime will not be permitted The Department must send a memo a week in advance and be signed off by the Department Head and Coordinator.

All overtime must be pre-approved for Departmental staff. The memo shall be reviewed by Management and Budget and Controller's Office and presented to the Chief of Staff. The final approval shall come from the Chief of Staff's office.

Last minute submissions shall not be accepted. The procedure for overtime approval is as follows:

- Justification for overtime must be in writing
- The department must indicate the following:
  - Department
  - Employee(s)
  - Number of overtime hours requested (including start and end date)
- Approved by Department Head and Coordinator
- Approved by Management and Budget and Controller

### **Overtime justifications and approval request should be sent to:**

- Daryl Jones, [djones@newhavenct.gov](mailto:djones@newhavenct.gov)
- Michael Gormany, [mgormany@newhavenct.gov](mailto:mgormany@newhavenct.gov)

**PERSONNEL AND STUDENT INTERN(S)**

The Personnel Tracking Committee will only approve requests for personnel which are deemed critical to City services or which enhances revenue generating activities.

**Departments should not submit any requisitions to post a position, or hire positions, whether general fund or special fund, without approval from the tracking committee.**

Student interns, whether paid from general fund or special funds will be limited to no more than 19 hours per week, **beginning Monday, November 04, 2019** until further notice. The limitation of hours will apply to all City interns whether on general or special funds, except for the UNH-COOP Program, which is enforced through separate guidelines.

If a Department wants to hire or bring back a student intern(s), or increase hours, they must submit a request which includes a detailed explanation of the need of additional hours and a funding source addressed as follows:

TO: Patricia Clark            [pclark@newhavenct.gov](mailto:pclark@newhavenct.gov)  
Michael Gormany            [mgormany@newhavenct.gov](mailto:mgormany@newhavenct.gov)

Your strict adherence to the above guidelines is critical to the budgetary pressures faced in FY 2019-20. The guidelines will be strictly enforced for the remainder of the fiscal year.

Thank you for your assistance and support.

CC: Toni N. Harp, Mayor  
Tomas Reyes, Chief of Staff  
Sean Matteson, Acting Chief Administrative Officer  
Dr. Dakibu Muley, Community Services Administrator  
Michael Piscitelli, Acting Economic Development Administrator  
Stephen Librandi, Manager of Human Resources  
Office of Management and Budget,  
Finance Division Supervisors and Staff