

CHECK LIST FOR ALDERMANIC SUBMISSIONS

X	Cover Letter
X	Resolutions/ Orders/ Ordinances (NOTE: If you are submitting any item to the State you must write a Resolution)
X	Prior Notification Form
X	Fiscal Impact Statement - Should include comprehensive budget
X	Supporting Documentation (if applicable)
	E-mailed Cover letter & Order

IN ADDITION [IF A GRANT]:

	Notice of Intent
	Grant Summary
	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: Monday, August 28th, 2023

Meeting Submitted For: Tuesday, September 5th, 2023

Regular or Suspension Agenda: Regular

Submitted By: Marcela Garcia / Michael Gormany

Title of Legislation:

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

Comments: Legistar File ID: OR-2023-0036

Coordinator's Signature: _____

Controller's Signature (if grant): _____

Mayor's Office Signature: _____

Call (203) 946-7670 or email bmontalvo@newhavenct.gov with any questions.

PLEASE NOTE CLEARLY IF UC (UNANIMOUS CONSENT) IS REQUESTED