

**CHECK LIST FOR ALDERMANIC SUBMISSIONS**

|          |  |
|----------|--|
| <b>X</b> | Cover Letter   |
| <b>X</b> | Resolutions/ Orders/ Ordinances (NOTE: If you are submitting a grant to the state you must write a Resolution) |
| <b>X</b> | Prior Notification Form  |
| <b>X</b> | Fiscal Impact Statement - Should include comprehensive budget  |
| <b>X</b> | Supporting Documentation   |
| <b>X</b> | E-mailed Cover letter & Order  |

**IN ADDITION IF A GRANT:**

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

**Date Submitted:** December 9, 2014

**Meeting Submitted For:** December 15, 2014

**Regular or Suspension Agenda:** Regular

**Submitted By:** Matthew Nemerson  
Economic Development

**Title of Legislation:**

**ORDINANCE AMENDMENT TO APPROPRIATING  
ORDINANCE # 1 AUTHORIZING CREATION OF NEW  
ADMINISTRATIVE ASSISTANT 1 POSITION IN SUPPORT  
OF THE SMALL BUSINESS SERVICE CENTER PROGRAM**

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**Comments:** \_\_\_\_\_

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**Coordinator's Signature:** \_\_\_\_\_

**Controller's Signature (if grant):** \_\_\_\_\_

**Mayor's Office Signature:** \_\_\_\_\_