

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERMEN

TO (list applicable aldermen/women): ALL

DATE: **8/27/12**

FROM: Department CAO
Person Robert Smuts Telephone X7901

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Aldermen.

**Ordinance Amendment regarding retirement of Assistant Chiefs of Police
in the Executive Management and Confidential Employees Personnel and
Procedures Manual**

Check one if this an appointment to a commission

Democrat

Republican

Unaffiliated/Independent/Other _____

INSTRUCTIONS TO DEPARTMENTS

1. Departments are responsible for sending this form to the alderperson(s) affected by the item.
2. This form must be sent (or delivered) directly to the alderperson(s) **before** it is submitted to the Legislative Services Office for the Board of Aldermen agenda.
3. The date entry must be completed with the date this form was sent the alderperson(s).
4. Copies to: alderperson(s); sponsoring department; attached to submission to Board of Aldermen.