

## CHECK LIST FOR ALDERMANIC SUBMISSIONS

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

### **IN ADDITION [IF A GRANT]:**

<input type="checkbox"/>	N/A	Notice of Intent
<input type="checkbox"/>	N/A	Grant Summary
<input type="checkbox"/>	N/A	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: January 8<sup>th</sup>, 2024

Meeting Submitted For: January 16<sup>th</sup>, 2024

Regular or Suspension Agenda: Regular

Submitted By: Regina Rush-Kittle, Chief Administrative Officer

### Title of Legislation:

ORDINANCE AMENDMENT TO APPROPRIATING ORDINANCE # 1 CREATING THE POSITION OF DIRECTOR OF EMERGENCY MANAGEMENT, AND TRANSFERRING FUNDS FROM EXPENDITURE RESERVE ESTIMATED NOT TO EXCEED AN AMOUNT OF \$140,000 TO THE CHIEF ADMINISTRATIVE OFFICE, EMERGENCY MANAGEMENT SALARY ACCOUNT

Comments: Legistar File ID: OR-2024-0001

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

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

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

Call (203) 946-7670 or email [montalvo@newhavenct.gov](mailto:montalvo@newhavenct.gov) with any questions.

**\*\*PLEASE NOTE CLEARLY IF UC (UNANIMOUS CONSENT) IS REQUESTED\*\***