

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO (list applicable alders of):

ALL

WARD # **ALL**

DATE: **Monday, August 28th, 2023**

FROM: Department/Office Human Resources/Office of Management and Budget and
Budget

Person Marcela Garcia/Michael Telephone 203/846-6413
Gormany

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders in the near future:

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

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