

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO (list applicable alders of): All Alders

WARD #

DATE: **10/23/2025**

FROM: Department/Office Chief Administrator's Office
Person Justin McCarthy Telephone 203-946-7901

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:

ORDER AUTHORIZING THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE AN ADVANCE PURCHASE ORDER OF FIVE (5) FIRE APPARATUS WITH SEAGRAVE HOLDINGS LP THROUGH THE HOUSTON-GALVESTON AREA COUNCIL (HGACBUYS) COOPERATIVE PURCHASING PROGRAM PURSUANT TO ARTICLE VII SEC 2-376 OF THE CODE OF ORDINANCES

Check one if this an appointment to a Board or 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.