

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERMEN

TO (list applicable aldermen/women): All Alders

WARD # **All Wards**

DATE: **February 21, 2014**

FROM: Department/Office Chief Administrator's Office
Person Jennifer Pugh, Acting CAO Telephone 203-946-7903

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

Title of the Legislation
Ordinance Amendment to the Executive Management and Confidential Employee Personnel and Procedures Manual to Update the Pay Plan Consistent with Local 3144 Pay Increases for the Period July 1, 2010 Through June 30, 2015

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.