

CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances
<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 checked="" type="checkbox"/>	Disk or E-mailed Cover letter & Order

IN ADDITION IF A GRANT:

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

Date Submitted: February 21, 2014

Meeting Submitted For: March 3, 2014

Regular or Suspension Agenda: Regular

Submitted By: Jennifer Pugh, Acting Chief Administrator

Title of 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

Comments: _____

Coordinator's Signature: _____

Controller's Signature (if grant): _____

Mayor's Office Signature: _____

Call 946-7670 with any questions.