

ADMINISTRATIVE REVIEW FORM**Request for Council Action**

See Reverse for Instructions

Log No.

I. DIRECTORS AND / OR COMMISSIONERS (Summary of Action Requested)

Requesting approval of a Class A (Neighborhood) Incentive Grant Award Agreement with the Spindletop Community Association, Inc. funded by the Water Quality Management Fee pursuant to Section 16-410 of the Code of Ordinances.

Budgetary Implications: ☒ Yes ☐ No Advance Document Review: ☒ Law ☒ Risk Mgmt

If 'Yes', provide the following information. Prepare and attach a Budget Amendment if necessary.

Fully Budgeted ☒Partially Budgeted ☐Not Budgeted ☐

ACCOUNT NUMBER

4051 - 303204

- 3373

- 78112

THIS FY IMPACT

\$ 2,180.00

ANNUAL IMPACT

\$ 0.00

PROJECT

ACTIVITY

BUDGET REFERENCE

Director's Signature

Date

Commissioner's Signature

Date

II. RECEIVED AND LOGGED FOR CHIEF ADMINISTRATIVE OFFICER

Received By

Date

III. ADMINISTRATIVE SERVICES REVIEW

Review By

Initials / Date

Approve

Disapprove

Comments

Department of Law

Division of Budgeting

Schedule No.

B-102 No.

Acct. No.

Project

Activity

Budget Reference

Fiscal Year

Annual Impact \$

Current Balance \$

Division of Human Resources

Division of Community Development

Division of Purchasing

IV. POST REVIEW ACTION TAKEN☐ Forward to CAO☐ Hold☐ Return to Commissioner or Director**V. CAO'S REVIEW**☐ New Business Item☐ Approve☐ Disapprove☐ Hold and Reenter (Date)☐ Pull Permanently Return to:

CAO

Date

VI. COW Work Session Recommendation☐ To Remain on Docket☐ Receive as Information Only☐ Request Add'l Info from☐ To Council☐ Committee☐ Other:

Council Administrator

Date

Office of the Mayor Form 1

Updated: January 10, 2011

Use previously approved form until supply is exhausted