

**ADMINISTRATIVE REVIEW FORM****Request for Council Action***See Reverse for Instructions*

Log No. \_\_\_\_\_

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

The Division of Water Request approval for the purchase of Allen-Bradley Automation Equipment in order to upgrade the Blower Control System located at the Town Branch Wastewater Treatment Plant. The current control system for these blowers is over 20 years old and needs to be upgraded in order to be compatible with future SCADA (Supervisory Control and Data Acquisition) upgrades currently underway at the Town Branch Wastewater Treatment Plant.

Budgetary Implications: X Yes \_\_\_\_\_ No \_\_\_\_\_ Advance Document Review: \_\_\_\_\_ Law \_\_\_\_\_ Risk Mgmt \_\_\_\_\_

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

Fully Budgeted X

Partially Budgeted \_\_\_\_\_

Not Budgeted \_\_\_\_\_

ACCOUNT NUMBER

4002 - 303402 - 0001 - 91017

THIS FY IMPACT

\$42,000.00

ANNUAL IMPACT

\$ 0.00

PROJECTACTIVITYBUDGET 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 ByInitials / DateApproveDisapproveComments

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