

Oversight Department Required?
Related RC/BT?
Waiver of Code?
Code Exception?
Continuation of Grant?
Surplus Property Certification?
Related Enacted Ordinances?
Report Required to City Council or
Council Auditors?

X	
	X
	X
	X
	X
	X
	X
	X

Name of Dept.: Office of Economic Development
(Attach a copy)
Identify Code: _____
Identify Code: _____
(Attach a copy)
Ordinance #: _____
Date: _____ Frequency: _____

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Suite 325

Cc: Chris Hand, Chief of Staff, Office of the Mayor

From: Ted Carter, Executive Director, Office of Economic Development
(Name, Job Title, Department)

Phone: 630-2455

E-mail: tcarter@coj.net

Contact Joe Whitaker, Business Retention and Recruitment Coordinator, OED
Person: (Name, Job Title, Department)

Phone: 630-1624

E-mail: josephw@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Peggy Sidman, Office of General Counsel, St. James Suite 480
Phone: 630-4647 E-mail: psidman@coj.net

From: _____
(Name, Job Title, Department)

Phone: _____

E-mail: _____

Contact _____
Person: (Name, Job Title, Department)

Phone: _____

E-mail: _____

Legislation from Independent Agencies require a resolution from the Independent Agency Board approving the legislation.

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED