



# City of Green Request for Legislation

Date: \_\_\_\_\_

## **PART 1- General Information**

Subject of Requested Legislation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department/Division: \_\_\_\_\_ Requestor: \_\_\_\_\_

If applicable, previous legislation on this subject (reference ordinance/resolution number):

\_\_\_\_\_  
\_\_\_\_\_

Purpose/Objective of Legislation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Exhibits: \_\_\_\_\_ *\*Please make sure all Exhibits are attached and named*

Are you requesting <b>First</b> Reading Passage:	YES	NO
Are you requesting <b>Second</b> Reading Passage:	YES	NO

*Note: Deadline for first reading request below.*

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this reason included in the body of your legislation?	YES	NO
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## **PART 2- Financial Information**

Does this legislation directly involve the expenditure of funds?	YES	NO
Was this expenditure budgeted for in the current budget?	YES	NO

If yes, what account will the expenditure come from \_\_\_\_\_  
Total Requested Amount: \$ \_\_\_\_\_

## **PART 3- Signatures: (Must be completed in order)**

1). _____	2). _____	3). _____
<i>Dept/Division Requestor</i>	<i>Finance Approval</i>	<i>Law Director</i>

*\*Please CC the Council Clerk on all legislation requests*

**\*\*Important:** In order to have requests for legislation processed timely, members of the Administration must provide a properly completed Request for Legislation including all supporting documentation and information **no later than 12:00 p.m. on the Tuesday preceding the Council meeting at which they intend to introduce the piece.** If you are requesting a first reading passage, legislation must be submitted no later than 8:00 a.m. on the Monday preceding the Council meeting.