



City of Green Request for Legislation

Date: 12/2/2024

PART 1- General Information

Subject of Requested Legislation:

Request approval to create Assistant Planning Director position in the Planning Department.

Department/Division: Human Resources Requestor: Pam Serina

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

Purpose/Objective of Legislation:

The objective is to develop a means of succession planning and to create future promotional opportunities within the Planning Department. The purpose is to allow for a degree of management flexibility without adding staff to the department.

Number of Exhibits: 1

**Please make sure all Exhibits are attached and named*

Are you requesting **First** Reading Passage:

YES ☐

NO ☒

Are you requesting **Second** Reading Passage:

YES ☐

NO ☒

Note: Deadline for first reading request below.

Reason:

Is this reason included in the body of your legislation?

YES ☐

NO ☐

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). Wayne Wiethe/P. Serina

Dept/Division Requestor

2).

Finance Approval

3).

Law Director

**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.

4/26/2022