



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 **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).  2). _____ 3). _____

Dept/Division Requestor

Finance Approval

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