



City of Green Request for Legislation

Date submitted: 6/16/2026

PART 1- General Information

Introduction Date: 6/23/2026

Subject of Requested Legislation:

To create the position of Member Services Clerk within the Service Department to support the growing operational, financial, and customer service needs of the Center of Recreation and Education (CORE), establish compensation for the position, and declare an emergency.

Department/Division: Human Resources Requestor: Pam Serina, Human Resources Manager

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

N/A

Purpose/Objective of Legislation:

The purpose of this legislation is to establish the position of Member Services Clerk within the Service Department to provide dedicated administrative, financial, and customer service support for the Center of Recreation and Education (CORE), enhance operational efficiency and financial accountability, improve membership and facility rental services, and ensure adequate staffing to meet the growing demands of the facility and the community it serves.

Number of Exhibits: _____ Number of Attachments: 1 **Exhibits are attached & referenced in the legislation. Attachments are for informational purposes only.*

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 Parks and Recreation

Total Requested Amount: \$ _____

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

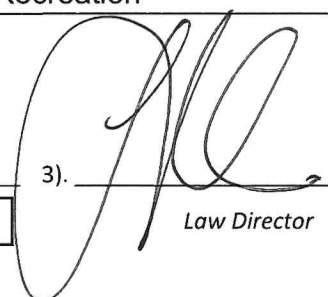
1). Pam Serina

Dept/Division Requestor

2). Shelley Goodrich

Finance Approval

N/A ☐

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.

12/23/2024