

City of Green Request for Legislation

Date submitted:

PART 1- General Information	Introduction Da	ate:	
Subject of Requested Legislation:			
Department/Division: Requestor:			
If applicable, previous legislation on this subject (reference ordin			
Purpose/Objective of Legislation:		<u> </u>	
Number of Exhibits: Number of Attachments:			
Are you requesting <u>First</u> Reading Passage: Are you requesting <u>Second</u> Reading Passage:	YES YES	NO 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? Was this expenditure budgeted for in the current budget?	YES YES	NO NO	
If yes, what account will the expenditure come from Total Requested Amount: \$			
PART 3- Signatures: (Must be completed in order)			
1) 2) Dept/Division Requestor 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.