



City of Green Request for Legislation

Date submitted:

PART 1- General Information

Introduction Date:

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: _____ Number of Attachments: _____ **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 _____
Total Requested Amount: \$ _____

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

1). _____ 2). _____ 3). _____

Dept/Division Requestor

Finance Approval N/A

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.