



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 Accounts Payable Clerk, establish a corresponding wage range, and recognize the position's expanded financial and administrative responsibilities within the City of Green.

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 elevate the Accounts Payable function within the Finance Department by establishing a dedicated Accounts Payable Clerk classification that recognizes the position's expanded financial responsibilities, specialized duties, increased accountability, and critical role in supporting the City's fiscal operations.

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 Finance

Total Requested Amount: \$ _____

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

1). Pam Serina

2). Shelley Goodrich

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.

12/23/2024