**Legislative Review Form**



Agency: \_\_\_DLS\_\_ Contact person \_Tricia Davis\_ Phone \_475-2077\_

Ordinance  Motion  Proviso  Report  Other

Civil Division Prosecuting Attorney Review

Name John Briggs Version Final Date 2/17/22

Dept. Director or Designee Review

Name Tricia Davis – John Taylor Version Final Date 4/1/22

Performance Strategy & Budget Office Review

Name Jillian Scheibeck Version Final Date 4/11/22

Technical Form/Code Reviser Review – Confirm adherence to legislative format

Name Bruce Ritzen Version Final Date 2/17/22

Executive Office Review & Transmittal Approval

Name Karan Gill Version Final Date 4/12/22

**ENTRANCE CRITERIA REVIEW**

**EXEC OFFICE (initials) KCC CLERK**

Fiscal note? Y  NA  Y NA

KC Strategic Plan reference in letter? Y  NA  Y NA

Proof read for spelling and grammar? Y  NA  Y NA

All pertinent attachments listed/labeled? Y  NA  Y NA

Costs identified/described in letter Y  NA  Y NO

Regulatory Note Required and Complete? Y  NA  Y NO

Formatted/Delivered in word-searchable doc format? Y  NA  Y NA

Potential Annexation Area (PAA) impacts identified? Y  NA  Y NO

Advertising required? if yes, cite all pertinent code/laws. Y  NA  Y NO

Any special circumstances affecting processing time? Y  NA  Y NO