**Legislative Review Form**



Agency: PSB Contact person: Dwight Dively Phone: 263-9687

Ordinance  Motion  Proviso  Report  Other

Civil Division Prosecuting Attorney Review

Name Janine Joly Version Final Date 9/8/20

Dept. Director or Designee Review

Name Dwight Dively Version Final Date 9/17/20

Performance Strategy & Budget Office Review

Name Aaron Rubardt Version Final Date 9/9/20

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

Name Bruce Ritzen Version Final Date 9/1/20

Executive Office Review & Transmittal Approval

Name Dwight Dively Version Final Date 9/17/20

**ENTRANCE CRITERIA REVIEW**

**EXEC OFFICE (initials) KCC CLERK**

Fiscal note? Y  NA  BB Y NA

KC Strategic Plan reference in letter? Y  NA  BB Y NA

Proof read for spelling and grammar? Y  NA  BB Y NA

All pertinent attachments listed/labeled? Y  NA  BB Y NA

Costs identified/described in letter Y  NA  BB Y NA

Regulatory Note Required and Complete? Y  NA  BB Y NA

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

Potential Annexation Area (PAA) impacts identified? Y  NA  BB Y NA

Advertising required? if yes, cite all pertinent code/laws. Y  NA  BB Y NA

Any special circumstances affecting processing time? Y  NA  BB Y NA