**Legislative Review Form**



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

Ordinance [x]  Motion [ ]  Proviso [ ]  Report [ ]  Other [ ]

Civil Division Prosecuting Attorney Review

Name Janine Joly Version Final Date 9/10/20

Dept. Director or Designee Review

Name Dwight Dively Version Final Date

Performance Strategy & Budget Office Review

Name Aaron Rubardt Version Final Date 9/8/20

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

Name Bruce Ritzen Version Final Date 8/31/20

Executive Office Review & Transmittal Approval

Name Dwight Dively Version Final Date 9/15/20

**ENTRANCE CRITERIA REVIEW**

**EXEC OFFICE (initials) KCC CLERK**

Fiscal note? Y [x]  NA [ ]  BB Y[ ]  NA [ ]

KC Strategic Plan reference in letter? Y [x]  NA [ ]  BB Y[ ]  NA [ ]

Proof read for spelling and grammar? Y [x]  NA [ ]  BB Y[ ]  NA [ ]

All pertinent attachments listed/labeled? Y [ ]  NA [x]  BB Y[ ]  NA [ ]

Costs identified/described in letter Y [ ]  NA [x]  BB Y[ ]  NA [ ]

Regulatory Note Required and Complete? Y [ ]  NA [x]  BB Y[ ]  NA [ ]

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

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

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

Any special circumstances affecting processing time? Y [ ]  NA [x]  BB Y[ ]  NA [ ]