## Legislative Template

•	What department or bureau is this bill originating from? Where did the initiative for the bill originate?
•	Summary and facts of the bill.
•	Purpose – Please include the following in your explanation:  a. What does the bill do? What are the specific goals or tasks the bill seeks to accomplish?
	b. What are the benefits of doing this? What are the drawbacks?
	c. How does this bill relate to the City's vision/mission/priorities?

•	Financial Impact – Please include the following in your explanation: a. Cost (initial and ongoing)
	b. Benefits (initial and ongoing)
•	Funding Sources – Please include the following in your explanation:  a. If transferring funds, please make sure to give specific account names and numbers If appropriating funds from a grant, please list the agency awarding the grant.
•	Priority status – Are there any deadlines to be aware of?
•	Why should Council unanimously support this bill?
	Please email this form to Legislation@allentownpa.gov when ready to submit