



<b>Department/Office/Council:</b> FS - Financial Services	<b>Date Initiated:</b> 25-MAR-09
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**Green Sheet NO: 3068950**

<b>Contact Person &amp; Phone:</b> Margaret Kelly 266-8796  <b>Must Be on Council Agenda by (Date):</b> 01-APR-09  <b>Doc. Type:</b> ORDINANCE  <b>E-Document Required:</b> Y <b>Document Contact:</b> Chad Staul <b>Contact Phone:</b> 266-8710	 <b>Assign Number For Routing Order</b>	<b>Department</b>	<b>Sent To Person</b>	<b>Initial/Date</b>	
		0	Financial Services		
		1	Financial Services	Department Director	
		2	City Attorney		
		3	Mayor's Office	Mayor/Assistant	
4	Council				
5	City Clerk	City Clerk			

**Total # of Signature Pages** \_\_\_\_\_ (Clip All Locations for Signature)

**Action Requested:**

An administrative ordinance to amend Saint Paul Administrative Code Chapter 64, Levying and Collection of Special Assessments for Local Improvements, to facilitate titles changes and administrative reorganization.

**Recommendations: Approve (A) or Reject (R):**

\_\_\_\_\_ Planning Commission  
 \_\_\_\_\_ CIB Committee  
 \_\_\_\_\_ Civil Service Commission  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Personal Service Contracts Must Answer the Following Questions:**

1. Has this person/firm ever worked under a contract for this department?  
Yes No
2. Has this person/firm ever been a city employee?  
Yes No
3. Does this person/firm possess a skill not normally possessed by any current city employee?  
Yes No

**Explain all yes answers on separate sheet and attach to green sheet.**

**Initiating Problem, Issues, Opportunity (Who, What, When, Where, Why):**

Reflecting the change in organization from Public Works to Office of Financial Services.

**Advantages If Approved:**

**Disadvantages If Approved:**

**Disadvantages If Not Approved:**

**Total Amount of Transaction:**

**Funding Source:**

**Financial Information: (Explain)**

**Cost/Revenue Budgeted:**

**Activity Number:**