



**Green Sheet NO: 3069796**

<b>Department/Office/Council:</b> CO - Council	<b>Date Initiated:</b> 23-APR-09
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<b>Contact Person &amp; Phone:</b> CM Melvin Carter 266-8610
<b>Must Be on Council Agenda by (Date):</b> 22-APR-09
<b>Doc. Type:</b> RESOLUTION
<b>E-Document Required:</b> Y <b>Document Contact:</b> Joan Reidell <b>Contact Phone:</b> 266-8610

<b>Assign Number For Routing Order</b>

	<u>Department</u>	<u>Sent To Person</u>	<u>Initial/Date</u>
0	Council		
1	City Clerk		
2			
3			
4			
5			

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

**Action Requested:**  
Proclaiming Wednesday, April 22, 2009 to be Administrative Professionals Day in the City of Saint Paul.

**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):**

**Advantages If Approved:**

**Disadvantages If Approved:**

**Disadvantages If Not Approved:**

<b>Total Amount of Transaction:</b>	<b>Cost/Revenue Budgeted:</b>
<b>Funding Source:</b>	<b>Activity Number:</b>
<b>Financial Information: (Explain)</b>	