

**CITY OF SAINT PAUL
OFFICE OF THE MAYOR**

ADMINISTRATIVE ORDER

Approved Copies to:

- City Clerk (Original)
- Finance Dept.=s Accounting Division
- Requesting Dept.

No: _____
Date: _____

WHEREAS, the Saint Paul Police Department Professional Development Institute is conducting the following courses: Grant Writing 101, Elder Abuse Investigations, Vice / Prostitution / Human Trafficking Investigation, Suicide in Law Enforcement, Tactical Search and Seizure, Minnesota Motor Vehicle Theft Investigations, Cell Phone Investigation, Martial Arts for Law Enforcement, Use of Force Instructor School, Pistol Skills While Working Plain Clothes, AR-15 Armorer Course, AR-15 Advanced Armorer Course, Police Cyclist Training, Active Shooter Training, Intermediate Handgun Skills, Motorcycle Officer Training, Street Safe; Surviving Violent Encounters, Background Investigation, Grappling for Law Enforcement, Krav Maga for Law Enforcement, Police Rifle and Carbine School, Glock Armorer Course, Glock Instructor Workshop, Homicide for Patrol - Inside the Tape Course, Minnesota Data Practices-Criminal Records, Interview & Interrogation "Maximizing the Opportunity", and any additional Saint Paul Police Department Professional Development Institute sponsored courses throughout the year; and

WHEREAS, these courses are scheduled to take place January through December 2012 at the following facilities: The Saint Paul Police Department Outdoor Range, 2621 Linwood Avenue, Maplewood, Minnesota 55119, The Saint Paul Police Department, 367 Grove Street, Saint Paul, Minnesota 55101, The Saint Paul Police Annex, 100 East 10th Street, Saint Paul, MN 55101, The Saint Paul Police Eastern District, 722 Payne Avenue, Saint Paul, MN 55106, The Saint Paul Police Western District, 398 North Hamline Avenue, Saint Paul, MN 55104, The Bureau of Criminal Apprehension, 1430 East Maryland Avenue, Saint Paul, MN 55106, and other locations of additional Saint Paul Police Department Professional Development Institute sponsored courses throughout the year; and

WHEREAS, the Saint Paul Police Department Professional Development Institute will provide a continental breakfast, beverage and snacks purchased from a variety of vendors; and

WHEREAS, the public purpose of this professional training is to provide quality and affordable training to outside law enforcement agencies and other professionals while providing training to Saint Paul Police Department personnel at no cost; and

BE IT ORDERED that pursuant to the 2012 city budget, the proper city officials are hereby authorized to remit an amount not to exceed \$13,000.00 to the listed assorted vendors to cover expenses for food and beverage for the above mentioned Saint Paul Police Department Professional Development Institute sponsored training courses.

A copy of said order is to be kept on file and of record in the Office of Finance Services.

Funding source: Account code # 436-34117-0299-40017.



Requested by: Department Director

Date

Approved by: City Attorney

Date

Approved by: Finance Director

Date

Requesting Department: POLICE DEPARTMENT

1) Description of spending request: Request to purchase from and pay various vendors for food snacks, beverages, and related supplies to provide with the Saint Paul Police Professional Development Institute courses sponsored by the St Paul Police Department.

2) Provider: Assorted Vendors to include; Cosco, Sam's Club, Target, Cub Foods, Rainbow Grocery, Caribou Coffee, etc.

Can this purchase be delayed until later in 2012? If so, how long can it be delayed?
No - The service MUST be provided during the calendar year of 2012.

Can this purchase be delayed until 2013?
No - The service MUST be provided during the calendar year of 2012.

What is the service or business impact of delaying this purchase until later in the year or until next year? The Professional Development Institute will not have the snacks, beverages, and related supplies to provide when the courses are conducted in 2012.

- 3) 2012 budget authority:
- Is this expense included in the 2012 budget? Yes.
 - 2012 cost: Not to exceed \$ 13,000.00
 - Object Code: 0299
 - Funding source: 436
 - 5 digit budget activity #: 34117

If no, why not and what is the financing plan?

Angie Steenberg St Paul, MN, US

For additional information contact: Cmdr Mary Nash, Mary.Nash@ci.stpaul.mn.us, (651) 266-5558
Name, Email and Phone

Department Approval: *F. Smith*
Director

Kale 1-2-12
Assistant Chief Warden

Approved by Mayor's Office: *OK CB 1/6/12*

Lead
1/9/12