

No: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Saint Paul  
Office of the Mayor**

**ADMINISTRATIVE ORDER**

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WHEREAS, the Saint Paul Police Department's Volunteer Services and Community Services Unit are seeking endorsement to sponsor a banquet at the Harriet Island Pavilion, Saint Paul, MN on April 27, 2012 for the department's volunteer groups. These volunteers provided thousands of hours of free labor this past year; and

WHEREAS, the purpose of this banquet is to recognize the services that these groups provide the City of Saint Paul and the Police Department. Public events in the city such as the Winter Carnival, Cinco de Mayo, Grand Old Days, Highland Fest, and Rondo Days etc., would not be possible without the support and services of these volunteers. They are also responsible for providing security and traffic control at all the festivals, local parades and similar events throughout the city; and

WHEREAS, the only recognition these volunteers receive is the awards banquet and it is important to the morale of these groups that time is taken to recognize their contributions. Awards and plaques are presented at the banquet to those volunteers who contribute the most, which is an incentive to the rest of the volunteers. Room rental, decorations, and meals are needed for this banquet; and

WHEREAS, the public purpose of this event is to recognize volunteer groups that provide security and traffic control at public events in the City Saint Paul; and

NOW, BE IT ORDERED that the proper city officials are hereby authorized to pay for costs associated with the above mentioned banquet, not to exceed \$7,000.00.

**Account code: GL: 001-04109**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Department Director

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Financial Services

\_\_\_\_\_  
Date