

Shaff, Leanna (CI-StPaul)

From: Muenich, Elizabeth (CI-StPaul)
Sent: Tuesday, January 28, 2014 11:43 AM
To: Shaff, Leanna (CI-StPaul)
Cc: Sandberg, Connie (CI-StPaul); Moser, Lynn (CI-StPaul)
Subject: FW: 1627 Minnehaha Ave E - CofO delete assessment

Hi Leanna,

Per the email below, could you please send a notification to Mai Vang to delete this pending assessment?

If you have any questions, please contact Lynn at RE.

Thank you!
EM

*Elizabeth Muenich
Office Manager
Department of Safety and Insepctions
651-266-9111*

From: Sandberg, Connie (CI-StPaul)
Sent: Tuesday, January 28, 2014 11:05 AM
To: Muenich, Elizabeth (CI-StPaul)
Subject: 1627 Minnehaha Ave E - CofO delete assessment

Elizabeth,
You may have already heard from Lynn Moser or Tanya Townsend about this one – I'm emailing to you, now, at Lynn's request.

For this property, 1627 Minnehaha Ave E, there was some back and forth with checks for 2 years' worth of CofO fees, a total of \$255.00. Because we had already sent the fee for assessment (Sept 16,2013) before the last check was received from the property owner, we sent the check to Real Estate.

Unfortunately, at Real Estate, they applied the payment to other pending fees (Pub Works? Sewer? Something, anyway) instead of to the CofO fee.

Real Estate is reversing those entries and doing the accounting work to give the \$255 to us (CofO Revenue).

NOW what Lynn and the Property Owner need for us to do is to send an email to Mai Vang telling her we need her to prepare a Council Resolution to delete the pending CofO assessment for this property, because the fee was paid and it was our (City, not DSI specifically) error that it was not receipted appropriately.

Any questions??

Thank you,
Connie