



## **MAYOR & COUNCIL COMMUNICATION**

**DATE:** November 19, 2013  
**CONSENT**  
**ITEM** #11  
**MOTION**

**AGENDA ITEM:** Approve RFP for new City Assessor as of 2/1/2014

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Dean Zuleger, City Administrator

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** None until contract award; transfer of an existing contract to new vendor.

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve issuance of the attached draft of an RFP seeking City Assessor Services. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**BACKGROUND INFORMATION:** The City of Lake Elmo was recently notified by Frank Langer, the current City Assessor of his intent to retire. His goal is to discontinue services effective 2/1/2014, however if additional time is needed to transition to the new City Assessor he would be willing to provide those services as well.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve the attached RFP seeking a new City Assessor.

**ATTACHMENT:**

1. Draft RFP