



STAFF REPORT

DATE: February 21, 2017
CONSENT
ITEM #3

TO: Lake Elmo City Council
FROM: Dan Raboin, City Assessor
AGENDA ITEM: Monthly Assessor Report
REVIEWED BY: Kristina Handt, City Administrator

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through December 2016 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

MONTHLY ACTIVITY:

Property splits/plats – 0
Sales collected and viewed – 7
Taxpayer inquiries – 2
Miscellaneous inquiries - 5
Inspections – Residential new construction – 112; Commercial new construction– 1
Building permit reviews – 33
Pictures taken – 116

Other work performed included:

- Completion of 2017 Assessment. Working on sales analytics, land values, neighborhood values, and miscellaneous edit lists
- Monthly meeting with County residential and commercial supervisors
- Computer work including but not limited to: data entry for all properties inspected; permit information; sales verification using MLS and other resources; and telephone inquiries.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the January 2017 monthly assessor report.