



STAFF REPORT

DATE: March 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 February 2017 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 – 21
Taxpayer inquiries – 4
Miscellaneous inquiries - 7
Inspections – Residential – 4
Building permit reviews – 36
Pictures taken – 0

Other work performed included:

- Preparing for Open Book meeting. Printing field cards for 2018 Assessment.
- Monthly meeting with County residential and commercial supervisors.
- When not working in the field/inspections:
- Computer work includes 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 February 2017 monthly assessor report.