



## STAFF REPORT

DATE: February 20, 2018  
CONSENT  
ITEM #: 3

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

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**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for January 2018 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 Split/merge, 0 Plats

Sales collected and viewed – 18

Taxpayer inquiries – 4

Miscellaneous inquiries - 7

Inspections – Residential – 131

Inspections – Commercial - 4

Building permit reviews – 26

Pictures taken – 142

Other work performed included:

- Completion of 2018 Assessment
- Working on sales analysis, land values, neighborhood values and miscellaneous edit lists
- 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 January 2018 monthly assessor report.