



STAFF REPORT

DATE: June 20, 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 May 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 – 6
Miscellaneous inquiries - 3
Inspections – Residential – 62
Inspections – Commercial - 1
Building permit reviews – 3
Pictures taken – 65

Other work performed included:

- 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 May 2017 monthly assessor report.