



## STAFF REPORT

DATE: January 16, 2018  
CONSENT  
ITEM #: 4

**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 December 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 – 7 Split/merge, 2 Plats

Sales collected and viewed – 22

Taxpayer inquiries – 8

Miscellaneous inquiries - 2

Inspections – Residential – 236

Inspections – Commercial - 3

Building permit reviews – 63

Pictures taken – 246

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 December 2017 monthly assessor report.