

INTERIM ASSESSOR & ASSESSING SERVICES

CITY OF GRAND LEDGE

August 31, 2017

Introduction:

The City of Grand Ledge is seeking a qualified professional Michigan Advanced Assessing Officer (MAAO) Level 2, Assessor to provide interim, part-time assessment services effective immediately. The Interim Assessor will be responsible for performance of all the duties and have all the powers required of and possessed by assessing officers by law in accordance with the State of Michigan. **All responses must be received by Friday, September 15, 2017 by 5:00pm.**

Background Information:

The City of Grand Ledge is located in northeast Eaton County with a portion of City-owned property crossing into Clinton County (Abrams Municipal Airport). The City has a 2016 population of 7,791. The 2017 Taxable Value for the City is \$212,417,591 with a total parcel count of 3,671 (see, Table 1). The appraisal software utilized by the City is the "Assessing/Equalization" application from BS&A Software.

Interim Assessor Services Required:

Qualified Assessors with demonstrated experience in assessing services and an interest in making their services available part-time to the City of Grand Ledge are invited to respond by providing the following a cover letter that contains:

1. The name, address and specific assessment services experience in Michigan.
2. The name of the individual to be appointed assessor and assigned primary responsibility for the City account with a resume of the same.
 - a. Documentation must be provided to show that at least one of the professional staff servicing the City of Grand Ledge has an Assessor Level 2 Certification (MAAO) or better. Evidence of current certification and satisfaction of continuing certification requirements shall be filed with the letter and annually during the term of the Agreement.
3. Availability of vehicles owned by the Assessor for the performance of all duties.
4. Address the ability to provide specific services, as necessary, listed below:

- a. (Negotiable) Presence on-site a minimum of six hours per week with Assessor's office hours in City Hall. Phone availability, Monday – Friday, excluding holidays.
- b. Immediate proficiency in use and operation of the City's property tax software system, BS&A/Equalizer.
- c. Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues. Answer telephone calls, emails, and respond to walk-in requests with information. Explain assessing practices and procedures, as necessary.
- d. Plan, supervise, and participate in the appraisal, re-appraisal, and assessment of all real and personal properties in the City in accordance with state law and the City Charter.
- e. Print and send annual assessment notices.
- f. In consultation with the City's Zoning Administrator, perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
- g. Analyze property sales of all property classes within the City to determine property values and appropriate assessment adjustments, including vacant land values.
- h. Update and appraise all new construction to determine true cash value and establish new property assessments.
- i. Process all Personal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits and Transfer Deeds.
- j. Process all poverty exemption applications.
- k. File all necessary State and County reports pertaining to the Assessment and Tax Rolls.
- l. Complete Apex land and building footprint sketches for all real properties in the City.
- m. Update City personnel with pertinent information on all name and address changes made to the database(s).
- n. Keep records up to date with new street addresses, as assigned by the Zoning Administrator.
- o. Maintain all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, PILOTs, TIFs, etc.), and special assessments in order to ensure compliance with state law and the City Charter. Track captured values in the tax capture districts. Keep the property record field cards up-to-date.
 - i. Distribute, collect, and analyze IFT questionnaires.
- p. Coordinate with County Equalization (uses Resource software) and City staff in keeping property tax descriptions and maps updated, mailing assessment and personal property tax forms and complying with all State, County and local assessing and reporting requirements.

- q. Process Personal Property Statements.
 - r. Act as the City’s liaison in communicating with the public and other governmental agencies on assessing issues.
5. Please identify five (5) assessing references and include the name, title, address and phone number of the contact person.
 6. Compensation dependent on qualifications. Please include the total annual compensation rate requested to provide the assessment services described above and in accordance with the laws of the State of Michigan.
 7. Identify any and all current contractual agreements with other municipalities.

The submitted responses will be used as a basis for selection.

Submittal of Response:

Responses may be emailed as one document saved as a PDF to, asmith@cityofgrandledge.com with “2017 Interim Assessor & Assessing Services” in the subject line. **All responses must be received by Friday, September 15, 2017 by 5:00pm.**

Any questions may be directed to:

Adam Smith, City Administrator
 310 Greenwood Street, Grand Ledge, Michigan 48837
 517-627-2149
asmith@cityofgrandledge.com

Table 1: 2017 Taxable Values - City of Grand Ledge

City of Grand Ledge 2017 Taxable Values by Class		
Property Class	Parcel Count	Taxable Value
Residential	2,501	\$151,234,173
Commercial Real	339	\$47,047,401
Commercial Personal	386	\$4,965,800
Industrial Real	24	\$3,107,217
Industrial Personal	4	\$1,003,100
Utility Personal	1	\$3,854,900
Special Act Real	2	\$906,000
Special Act Personal	3	\$299,000
Exempt	411	\$0
Total	3,671	\$212,417,591