



# City of Williamston

161 E. Grand River Avenue  
Williamston, MI 48895

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## REQUEST FOR PROPOSAL

The City of Williamston is seeking a contract Assessor. Minimum qualifications include a Michigan Level II Assessor certification (MCAO) and a Personal Property Examiner's certificate is preferred. Candidate must have knowledge of Special Districts such as Downtown Development Authorities, Tax Increment Financial Authorities, Industrial Facilities Taxes and Renaissance Zones. Candidate must be able to analyze sales and financial data, prepare land studies and economic condition factor analysis, and conduct field work. Must be well versed with BS&A.net software program and Apex sketching program. Responsibilities for this position include but are not limited to:

1. Inspect all new building construction.
2. Process personal property documentation.
3. Meet with the Board of Review on or before the first Monday in March to explain assessment changes.
4. Attend (or have designee attend) Board of Review meetings.
5. Respond to calls and inquiries.
6. Enter and monitor property sales activity in the City.
7. Prepare all reports required by the State Tax Commission.
8. Handle all small claims appeals and work with City Attorney on full tribunal cases at the Michigan Tax Tribunal.
9. Complete and maintain the City assessing records.
10. Prepare various assessor reports required by the Ingham County Equalization Department, State of Michigan, State Tax Commission, and Tax Tribunal and other agencies and organizations.
11. Amend all records pertaining to homestead exemptions and property transfer affidavits.
12. Enter new parcel numbers and descriptions in the City records and on the Assessment Roll including splits.
13. In addition to the described services, any further service required by the City including attendance at meetings necessary to enhance the implementation of the City's assessment administration.

The 2017 State Equalized Value and parcel count for the City of Williamston is shown below:

		COUNT	STATE EQUALIZED VALUE
REAL PROPERTY			
101	AGRICULTURAL	-	-
201	COMMERCIAL	154	23,401,100
301	INDUSTRIAL	15	7,294,900
401	RESIDENTIAL	1,273	85,063,500
501	TIMBER-CUTOVER	-	-
601	DEVELOPMENTAL	4	910,300
TOTAL REAL		1,446	116,669,800
PERSONAL PROPERTY			
151	AGRICULTURAL	-	-
251	COMMERCIAL	176	3,315,400
351	INDUSTRIAL	9	2,353,690
451	RESIDENTIAL	-	-
551	UTILITY	2	1,918,070
TOTAL PERSONAL		187	7,587,160
TOTAL REAL & PERSONAL		1,633	124,256,960
TOTAL TAX EXEMPT		84	

For those individuals, partnerships, or corporations interested in contracting to provide assessing services, please submit a proposal including a resume/background of the contractor, a plan for providing the service including expected time in Williamston (office) and access while not in Williamston, along with the annual contract amount. Proposals can be faxed to (517) 655-2797, e-mailed to [manager@williamston-mi.us](mailto:manager@williamston-mi.us), hand delivered or mailed to City Manager, 161 E Grand River, Williamston, MI 48895. Proposals will be accepted until 5:00 p.m. on Tuesday, November 28, 2017.