

Request for Proposals: Assessor Services, City of Beaverton

Introduction

The City of Beaverton seeks a qualified individual or firm to serve as Assessor for the City of Beaverton, to work as an employee of Beaverton on a part-time contractual **basis to take affect April 1, 2024**. The City invites interested Assessors and or/ firms with Michigan Advanced Assessing Officer (MAOO) Level 3 or higher and a minimum of three years of municipal experience representing municipal or other government entities in the State of Michigan, to submit a written proposal to provide Assessor services.

Pursuant to the City Charter, the Assessor will possess all the powers vested in, and shall be charged with all the duties imposed upon assessing officers by statute. They shall prepare all regular and special assessment rolls in the manner prescribed by this charter, by ordinance and by statute. They shall perform such other duties as may be prescribed for them in this charter, by the Council or by the City Manager. The Assessor reports directly to the City Manager and is expected to work closely with the City Clerk and Treasurer. The contract offered will be for a period of three (3) years, with an option for an additional 1-year renewal.

Scope of Work

1. Explain assessing practices and procedures as necessary.
2. 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.
3. Maintain all the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, PILOTs, DDA TIF, Brownfield TIFs), and special assessments to ensure compliance with state law and the City Charter.
4. Track captured values in the tax capture districts. Keep the property record field cards up to date.
5. Prepare annual assessment notices and provide a digital copy to the City for printing and mailing.
6. In consultation with City staff, perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
7. Analyze property sales of all property classes within the City to determine property values and appropriate assessment adjustments, including vacant land values.
8. Update and appraise all new construction to determine true cash value and establish new property assessments.
9. Process all Principal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits.
10. Process all poverty exemption applications and present to the Board of Adjustment for final action.
11. File all necessary State and County reports pertaining to the Assessment and Tax Rolls.
12. Annually prepare a report regarding the status of the Assessing Department and the Assessment Roll(s) and present it to City Council. Attend City Council and/or committee meetings on an as needed basis.
13. Update City personnel with pertinent information on all name and address changes made to the database(s).
14. Keep records up to date with new street addresses,
15. Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property.
16. Act as the City's liaison in communicating with the public and other governmental agencies on assessing issues. Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues.
17. Represent the City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal. Coordinate with the City's attorney in the defense of those appeals.
18. Prepare changes to the assessment roll based on decisions of the Board of Review, Small Claims Division, and/or Michigan Tax Tribunal.
19. Coordinate with City staff to schedule the Board of Review meetings at City Hall and post the public notices. Assessor shall be Clerk of the Board and shall be entitled to be heard at its sessions but shall have no vote.

Specifications

The Assessor must be proficient in BS&A software. Familiarity with GIS mapping is preferred, but not required.

Statement of Qualifications

Assessors or firms wishing to submit proposals should meet the following minimum requirements and provide a statement indicating how they meet these requirements:

- Possess Michigan Advanced Assessing Officer (MAOO) Level 3 or higher certification.
- Demonstrate a minimum of three years of municipal experience representing municipal or other government entities in the State of Michigan.

Proposal

Proposals should provide a straightforward and concise summation of qualifications, adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. The City Council requires that all proposals contain the following elements:

- Summaries of Experience and Qualifications
- Summary of Method of Performance
- Identification of Conflict of Interest
- Proposed Compensation, preferably structured as a monthly payment.

The City will consider those contractors that, in its sole judgment, demonstrate the skills and abilities to develop effective working relationships with the staff, officials, and public.

Submission

Three copies of the proposal are due to the City Manager **no later than 3:00pm on Thursday, October 19, 2023**. Documents can be mailed

Scott Govitz, Acting City Manager
City of Beaverton
PO Box 477
Beaverton, MI 48612

Or hand-delivered to:

Scott Govitz, Acting City Manager
City of Beaverton
128 Saginaw Street
Beaverton, MI 48612

Submissions could be contained in a sealed package or envelope. The exterior of the package or envelope should clearly be labeled "City Assessor RFP".

Inquires

Questions regarding the RFP should be directed to Scott Govitz, Acting City Manager, at scottgovitz@gmail.com or by calling 989-435-3511.