



# City of Williamston

161 E. Grand River Avenue  
Williamston, MI 48895

---

## 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. Must have knowledge of Special Districts such as Downtown Development Authorities, Tax Increment Financial Authorities, and Industrial Facilities Tax 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. Provide office hours at least 4 hours per week.
7. Monitor property sales activity in the City.
8. Prepare all reports required by the State Tax Commission.
9. Handle all small claims appeals and work with City Attorney on full tribunal cases at the Michigan Tax Tribunal.
10. Complete and maintain the City assessing records.
11. 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.
12. Amend all records pertaining to homestead exemptions and property transfer affidavits.
13. Enter new parcel numbers and descriptions in the City records and on the Assessment Roll including splits.
14. 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 2023 State Equalized Value and parcel count for the City of Williamston is shown below:

<u>CLASS</u>	<u>DISCRIPTION</u>	<u>COUNT</u>	<u>STATE EQUALIZED VALUE</u>
<b>REAL PROPERTY</b>			
102	AGRICULTURAL	4	1,059,100
201-210	COMMERCIAL	154	33,616,400
301-310	INDUSTRIAL	19	15,111,000
401	RESIDENTIAL	1,202	122,547,600
501	TIMBER CUTOVER	-	-
601	DEVELOPMENT	-	-
	<b>TOTAL REAL</b>	<b>1,379</b>	<b>172,334,100</b>
<b>PERSONAL PROPERTY</b>			
151	AGRICULTURAL	-	-
251	COMMERCIAL	218	1,601,960
351	INDUSTRIAL	12	2,564,680
451	RESIDENTIAL	-	-
551	UTILITY	2	2,697,420
	<b>TOTAL PERSONAL</b>	<b>232</b>	<b>6,864,060</b>
	<b>TOTAL REAL &amp; PERSONAL</b>	<b>1,611</b>	<b>179,198,160</b>
	<b>TOTAL EXEMPT</b>	<b>101</b>	

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 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 4:00 p.m. on Friday, May 17, 2024.