



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

**NOTICE OF MEETING
AND
AGENDA**

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, August 20, 2012, at 8:00 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 20025 Mack, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Assessing Department Staffing A. Memo 08/15/2012 – City Assessor
5. New Business/Public Comment
6. Adjournment

Dee Ann Irby
Acting City Administrator/
Treasurer/Comptroller

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmil.us.

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Berschback
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Hathaway


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File

CITY OF GROSSE POINTE WOODS
MEMORANDUM

Dated: August 20, 2012

TO: Mayor and City Council

From: Ginger Soles, City Assessor 

Subject: Authorization for outside Assessing Services

RECEIVED
AUG 15 2012
CITY OF GROSSE PTE. WOODS

7/1/2012-6/30/2012 Assessing Department Staffing:

Assessing department currently has the approval for two, permanent part time experienced Assessor with a minimum Level II, State Certified Assessors Certification (MCAO) in the amount of \$57,600 for staffing purposes under account 101-224-702-000.

July 19, 2012 both permanent part time positions became available. I am seeking permission at this time, to fill one of the permanent part time positions with a State Certified Level II; moreover, requesting the outside services of Wayne County Assessors (WCA) to provide assistance to the Assessing Department for the purposes of completing the permit inspections for the 2013 Assessment Roll.

Inspections to be completed between September 2012 – December 31, 2012 by WCA not to exceed \$10,500.

State of Michigan 14 Point Review renamed AMAR:

The municipality is required to be in compliance with the State of Michigan's on an annual basis. Currently the Assessing Records do not meet that compliance with the State of Michigan Audit of Minimum Assessing Requirements (AMAR).

In order to bring the Property Record Cards into compliance with AMAR, I am seeking the permission of the council to employ the outside services of Wayne County Assessor (WCA) beginning that process on April 1, 2013. The project to be completed over a two years process to aid the municipality in completing inspections; moreover, ensuring the accuracy of the record card inventory as follows:

CITY OF GROSSE POINTE WOODS
MEMORANDUM

Dated: August 20, 2012

TO: Mayor and City Council

From: Ginger Soles, City Assessor

Subject: Authorization for outside Assessing Services

Proposal from WCA~Wayne County Assessors
Doug Shaw & Aaron Powers (MMAO)

2 Year Project Proposal for 14 Point Review

<u># of Parcels</u>	<u>\$ per Card</u>	<u>Cost Per Year</u>
3,183	\$25.00	\$79,575
3,183	\$25.00	\$79,575

7/1/2012-6/30/2013 Budget Year: 2 Year AMAR Project:

I am requesting council permission to utilize the remaining portion of \$57,600 in staffing wages available in this budget cycle, to begin the AMAR Project by employing the outside services of Wayne County Assessors (WCA) in the amount of:

April 2013 – June 30, 2013	Remaining budget available	\$23,100
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Continuation of Project through December 31, 2014

I am seeking approval for a continued commitment by the council, for the AMAR project and requesting an increase in the staffing budget from the existing approval for Two Part Time Appraisers wages in the amount of \$57,600 to a reduced staffing to one Part Time Appraiser, wages in the amount of \$25,200, along with the request for outside contract services.

Therefore, I am requesting the support of an increased amount of \$48,150 in the first year & \$23,100 in the second year, in and above the originally approved staffing budget of \$57,600 (2012/2013 budget year) for two part time employees, to be utilized in part for the outside contract employment services of Wayne County Assessors, in the amount of:

7/1/2013-6/30/2014	WCA Project:	\$80,550
7/1/2014-6/30/2015	WCA Project:	\$55,500

Michigan State Tax Commission
Audit of Minimum Assessing Requirements
AMAR Review Sheet

The State Tax Commission, per MCL 211.10f, has jurisdiction to determine substantial compliance with the requirements of the General Property Tax Act. The AMAR review reflects the minimum assessing requirements of a local unit of government based on statute and STC Rules, Policy, Bulletins and Publications. Local units of government that do not meet one or more of the minimum requirements must submit a corrective action plan detailing how and when the deficiencies will be resolved.

Failure to submit an acceptable corrective action plan, or failure to resolve the deficiencies as outlined within the corrective action plan that is approved by the State Tax Commission, may result in the State Tax Commission assuming jurisdiction of the assessment roll of the local unit of government. Failure to meet one or more of the minimum AMAR requirements does not automatically result in State Tax Commission assumption of jurisdiction of the assessment roll.

The AMAR review begins with collection of basic local unit information. There are four separate sections included within the AMAR review: A) Board of Review, B) Due Dates, C) Assessment Roll and D) Poverty Exemptions. The review is completed with the certification statement found in Section E that is required to be completed by the ACD/STC Field Staff Member conducting the review.

Local Unit Background Information:

Year of Audit: _____

Name of Local Unit: _____

Name of County: _____

Name of Assessor: _____

Assessor Certification Level: _____ Assessor Certification Number: _____

Name of Supervisor, City Manager or Mayor: _____ Title: _____

Mailing Address for Supervisor, City Manager or Mayor: _____

What is the required certification level for this local unit? _____

What date did the assessor certify the assessment roll? _____

What date did the March Board of Review close? _____

Does the local unit have an adequate policy regarding public inspection of records?

YES: _____ NO: _____

Section A

March, July and December Board of Review Requirements:

1. Did the March, July and December Boards of Review prepare minutes and file them with the local unit clerk in accordance with MCL 211.33 and State Tax Commission Board of Review Publications? (See also STC Bulletin 20 of 2010)

Requirement A1 Met: YES: _____ NO: _____

2. If the Board of Review made any taxable valuation changes to parcels, was Form L-4035a, Taxable Value Calculations Worksheet, properly completed and made part of the Board of Review Record?

Requirement A2 Met: YES: _____ NO: _____

3. Are the March, July and December Boards of Review in compliance with MCL 211.10f, MCL 211.33, STC Rule 209.28 and State Tax Commission Board of Review Publications? (See also STC Bulletin 20 of 2010)

Requirement A3 Met: YES: _____ NO: _____

ACD/STC Field Staff Section A Comments: _____

Section B

Due Date Requirements:

1. Was the assessment roll timely delivered to County Equalization per MCL 211.30?

Requirement B1 Met: YES: _____ NO: _____

2. Were forms L-4021, L-4022 and L-4025 timely delivered to County Equalization per MCL 211.34d and Rule 209.26(6b)?

Requirement B2 Met: YES: _____ NO: _____

ACD/STC Field Staff Section B Comments: _____

Section C

Assessment Roll Requirements:

1. Does the local unit have properly calculated and appropriately documented Economic Condition Factors that meet State Tax Commission requirements per MCL 211.10e and STC ECF Publications?

Requirement C1 Met: YES: _____ NO: _____

2. Does the local unit have accurate Land Value Maps that meet the State Tax Commission requirements per MCL 211.10e and State Tax Commission Land Value Map Publications?

Requirement C2 Met: YES: _____ NO: _____

3. Does the local unit have Land Value Determinations that are appropriately documented, properly calculated and meet State Tax Commission requirements per MCL 211.10e and State Tax Commission Land Value Determination Publications?

Requirement C3 Met: YES: _____ NO: _____

4. Does the true cash value on the local unit record cards agree with the true cash value indicated on the assessment roll with less than 1% overrides and less than 1% flat land values?

Requirement C4 Met: YES: _____ NO: _____

5. Do the local unit appraisal record cards meet a 90% or greater accuracy rating?

Requirement C5 Met: YES: _____ NO: _____

6. Based upon a review of a sample of properties, do the current year's assessments of the local unit include new construction from the prior year?

Requirement C6 Met: YES: _____ NO: _____

7. Is the local unit in compliance with the requirement of uncapping the taxable value of property in the year following a transfer of ownership per MCL 211.27a within a less than 5% error rate?

Requirement C7 Met: YES: _____ NO: _____

8. Based on a sampling of known "sale" properties, is the local unit assessing all properties uniformly at 50% of true cash value as outlined within STC Bulletin 19 of 1997?

Requirement C8 Met: YES: _____ NO: _____

ACD/STC Field Staff Section C Comments: _____

Section D

Poverty Exemption Requirements:

1. Based upon a review of sample poverty exemptions granted by the Board of Review, is the local unit in compliance with the requirements of MCL 211.7u and State Tax Commission Bulletin 7 of 2010 and other STC Publications for the exemptions granted?

Requirement D1 Met: YES: _____ NO: _____

2. Does the local unit maintain proper documentation outlined in STC Bulletin 7 of 2010 that supports the granting of poverty exemptions issued under MCL 211.7u (e.g.: federal and state income tax forms)?

Requirement D2 Met: YES: _____ NO: _____

3. Has the local unit adopted the annual guidelines setting the income levels for their poverty exemptions and are those income levels not set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services?

Requirement D3 Met: YES: _____ NO: _____

4. Has the local unit developed an asset test in accordance with MCL 211.7u and State Tax Commission Bulletin 7 of 2010 and other STC Publications?

Requirement D4 Met: YES: _____ NO: _____

ACD/STC Field Staff Section D Comments: _____

Section E

ACD/STC Field Staff Certification:

I hereby declare that the foregoing information submitted is a complete and true statement.

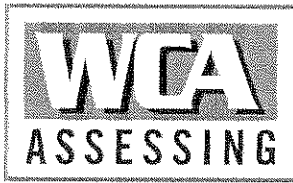
Electronic Signature

Date

ACD District
District & Title

☐ By checking this box, I agree and confirm that the signature I have typed above is the electronic representation of my original, handwritten signature when used on this document and creates a legally-binding contract. I further understand that signing this document using my electronic signature will have the same legally-binding effect as signing my signature using pen and paper.

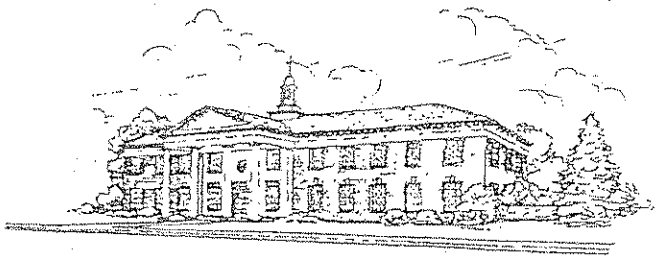
On April 21, 2011, the State Tax Commission approved the Audit of Minimum Assessing Requirements (AMAR) Process, and the AMAR Review Sheet for use when reviewing the effectiveness and accuracy of local unit of government assessing practices as required by the General Property Tax Act, Public Act 206 of 1893.



Detail of Work Proposed:

Beginning in April 2013 and ending at a mutually determined date in the fall of 2014 WCA Assessing would perform property inspections on approximately 6,366 residential properties in the City of Grosse Pointe Woods. Property inspections would include the following;

- A post card mailer, notifying residents of upcoming property inspections will be sent to each property to be inspected. This will be the responsibility and at the expense of WCA Assessing.
- A digital photograph of each parcel, vacant or improved will be taken as of the date of inspection. These photographs will be integrated in the City of Grosse Pointe Woods assessing office database by WCA Assessing staff.
- Complete exterior dimensions of all structures will be confirmed and compared to existing property record cards. Additions or losses of property amenities and any and all changes will be recorded in accordance with State Tax Commission policies and procedures.
- Accurate Apex sketches will be completed using the results of property inspections by WCA Assessing staff. These sketches will be completed and integrated in to the City's current assessing office database.
- Entry of all changes identified by the property inspections will be properly and accurately entered into the City's assessing office database by WCA Assessing staff. Omitted property will be specifically addressed under MCL 211.34(d).
- All data, photographs and work product will be, and remain the property of the City of Grosse Pointe Woods.



City of Plymouth

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August 10, 2009

To Whom It May Concern:

WCA Assessing, which was formerly known as Wayne County Appraisal, has been the City of Plymouth's assessing contractor since April of 2004. In early 2005, it was brought to the attention of the City Manager, City Commissioners and myself, the need for a reassessment of the residential parcels in the community.

The City had previously undergone a reassessment of the residential properties back in 1982. The City of Plymouth has approximately 3,500 residential properties.

The results of the reappraisal indicated physical changes were necessary on over 70% of the properties visited. The net result of assessing the omitted property in the City gained over \$90,000 dollars in yearly operating revenue.

While we did experience a very slight increase in the following year's Board of Review the public relations activities of WCA Assessing staff helped alleviate much of the confusion and questions from our city's residents.

I hope if you have further questions regarding this matter you would not hesitate to contact me.

Sincerely,

Mark Christiansen,
Finance Director

THE CITY OF HOMES