



<b>Board:</b>	City Commission
<b>Agenda Date:</b>	10/13/2025
<b>Department:</b>	Assessor
<b>Presenter:</b>	Janice Frizzell

## Staff Report

### Agenda Item Title:

Review and Approve of Personal Property Canvass & Roll Maintenance Policy

### Background:

In preparation for the 2026 Assessment Audit and in accordance with Public Act 660 of 2018, the Assessor's Office has drafted an Personal Property Canvass & Roll Maintenance Policy to meet the requirements of MCL 211.10g(1)(h) (iv). The policy will be evaluated for compliance during the 2026 Assessment Audit, as outlined in Questions 10 of Michigan State Tax Commission Assessment Audit Review Sheet (Form 5822).

### Fiscal Effect:

### Supporting Documentation:

Proposed Personal Property Canvass & Roll Maintenance Policy

### Recommendation:

Motion to approve the Personal Property & Roll Maintenance Policy.