

City of Lathrup Village

Request for Proposal & Resume for: Assessment Services Provider

Justin Prybylski, MMAO(4), MCPPE

Thursday, May 22, 2025

Enclosures: Introduction Letter, Resumes & Request for Proposal

May 22, 2025

Mike Greene, City Administrator
Michelle Townsend, Finance Director
City of Lathrup Village
27400 Southfield Road
Lathrup Village, Michigan 48076

Dear Sirs or Mesdames,

My name is Justin Prybylski, and I am contacting you to express my interest in the Assessment Services Provider position with the City of Lathrup Village. Based on my education background, skills and experience I firmly believe I am the perfect fit for this position. I am presently certified at the highest level in State of Michigan, as a Michigan Master Assessing Officer, MMAO(4) and as a Michigan Certified Personal Property Examiner, MCPPE. I also have fifteen years of continuously progressive experience in Assessment Administration. I have worked for several large units in the four largest counties in the State of Michigan, including Wayne, Oakland, Washtenaw, and Monroe Counties.

In the job responsibilities summary for the Assessment Services Provider position, many responsibilities are listed and demanded of this position. I have an interest and commitment to performing all these responsibilities with great success. I have fifteen years of comprehensive, increasingly responsible experience performing and supervising all essential functions of the annual assessment cycle for preparation and defense of the assessment roll. I am currently employed as the City Assessor for the City of Southfield Assessment Department and perform these functions very successfully. I have submitted to the International Association of Assessing Officers (IAAO) a request to have our Assessment Department's practices and procedures scrutinized for a Certificate of Excellence. Achieving this certificate would be a great honor and the City of Southfield would be the first unit to achieve this in the State of Michigan.

I have the required educational background and experience as an Assessor to thrive in an environment where I am required to perform the necessary functions of this position. I also possess an Associate in Applied Science, with a major in Architecture/Construction Technology, in addition to my Michigan Master Assessing Officer certification. My dependability on the job and overall ambitions for success have awarded me rapid promotions throughout my assessing career. I take initiative and pride in the quality of my work by exercising sound judgment when encountering obstacles. I know I will be exceedingly successful in any endeavor that is required of me as the Assessment Services provider for the City of Lathrup Village.

Thank you for taking the time to review my cover letter and attached resume. I would greatly appreciate the opportunity to further discuss my qualifications with you in detail. I can be reached by cell phone at (248) 207-5504 or via email at jprybylski@cityofsouthfield.com. My references are available upon request, and I look forward to your contact.

Sincerely,



Justin E. Prybylski, MMAO(4), MCPPE

OBJECTIVE:

Securing the Assessor position with the City of Lathrup Village, to apply my education, skills, and experience in direct alignment with the vision, values, and mission of the City.

EDUCATION:

Henry Ford College, Dearborn, MI

August 2009 – December 2011

Associate in Applied Science

Architecture/Construction Technology

M.C.A.O.(2) Program – Michigan State Tax Commission, Lansing, MI

May 2011 – May 2013

M.C.A.O.(2) Assessor – Certification No. R-9242

April 1, 2016

M.A.A.O.(3) Program – Michigan State Tax Commission, Lansing, MI

April 2014 – April 2016

M.A.A.O.(3) Assessor – Certification No. R-9242

April 1, 2016

M.M.A.O.(4) Program – Michigan State Tax Commission, Lansing, MI

April 2017 – September 2020

M.M.A.O.(4) Assessor – Certification No. R-9242

September 22, 2020

M.C.P.P.E. Michigan Certified Personal Property Examiner

January 1, 2019

I.A.A.O. Courses – Various Locations

102 – Income Approach to Valuation

June 2014

300 – Appraisal Concepts

July 2014

M.A.A. Courses – Various Locations

Michigan Tax Tribunal Course

October 2015

Capitalization Rates: Real World Applications

October 2016

Valuation Issues: Michigan B and C Retail Properties

October 2017

Analyzing Operating Expenses

November 2018

Land Values in Transition

November 2019

WORK HISTORY:

City Assessor

Jun 2021 – Present

Assessment Department, City of Southfield, Oakland, Michigan

- ❖ Supervised and directed a staff of 8 employees in preparation of the annual assessment roll
- ❖ Supervised the Boards of Review for compliance with the General Property Act
- ❖ Generated and maintained an operating budget for the department
- ❖ Developed land values and economic condition factors for preparation of the assessment roll
- ❖ Prepared valuation disclosures for defense of the property assessment in Michigan Tax Tribunal appeals
- ❖ Performed all other assessment functions necessary for compliance with the General Property Tax Act

Township Assessor

Oct 2020 – Jun 2021

Assessment Department, Frenchtown Charter Township, Monroe, Michigan

- ❖ Supervised and directed a staff of 2 employees in preparation of the annual assessment roll
- ❖ Supervised the Boards of Review for compliance with the General Property Act

- ❖ Generated and maintained an operating budget for the department
- ❖ Developed land values and economic condition factors for preparation of the assessment roll
- ❖ Prepared valuation disclosures for defense of the property assessment in Michigan Tax Tribunal appeals
- ❖ Performed all other assessment functions necessary for compliance with the General Property Tax Act

Assistant Assessor

Jan 2019 – Oct 2020

Assessment Department, City of Livonia, Wayne, Michigan

- ❖ Supervised and directed a staff of 5 employees in preparation of the annual assessment roll
- ❖ Supervised the Boards of Review by acting as secretary for the board, as required by the City Charter
- ❖ Instituted and updated procedures for ultimate compliance to the AMAR audit
- ❖ Developed land values and economic condition factors for preparation of the assessment roll
- ❖ Conducted the prescribed 20% annual field inspections for all property classifications
- ❖ Prepared valuation disclosures for defense of the property assessment in Michigan Tax Tribunal appeals
- ❖ Analyzed and processed all applicable personal property forms and instituted audit procedures

Assessor III

Jun 2017 – Jan 2019

Assessing Department, Pittsfield Township, Washtenaw, Michigan

- ❖ Conducted the prescribed annual field inspections for residential, commercial, and industrial properties
- ❖ Converted all subject data into an indication of true cash value using BS&A.Net Equalization software
- ❖ Prepared valuation disclosures for Michigan Tax Tribunal appeals
- ❖ Performed all other assessment functions necessary for compliance with the General Property Tax Act

Commercial/Industrial Assessor

Oct 2015 – Jun 2017

Assessing Department, City of Taylor, Wayne, Michigan

- ❖ Conducted the prescribed annual field inspections for residential, commercial, and industrial properties
- ❖ Maintained and updated the record card system using computerized drafting software equalizer software
- ❖ Developed land values and ECF's & maps using the prescribed coding system
- ❖ Defended assessments and prepared valuation disclosures for Michigan Tax Tribunal appeals
- ❖ Analyzed and processed personal property statements, including 5076 and 5278 forms
- ❖ Performed all necessary assessment functions to maintain compliance with the General Property Tax Act

Contract Commercial/Industrial Appraiser

Apr 2014 – Feb 2017

Assessing Department, Pittsfield Township, Washtenaw, Michigan

- ❖ Conducted the prescribed annual field inspections for commercial and industrial properties
- ❖ Maintained and updated the record card system using computerized drafting software
- ❖ Converted all subject data into an indication of true cash value using BS&A.Net Equalization software
- ❖ Performed all assessment functions necessary for compliance with the General Property Tax Act

Assessment Department Supervisor

Oct 2010 – Oct 2015

Assessing Department, City of Dearborn Heights, Wayne, MI

- ❖ Managed staff to complete all assessment functions for compliance with the General Property Tax Act
- ❖ Directed office operations in coordination with the State Tax Commission's assessment calendar
- ❖ Defended assessments and prepared valuations for Michigan Tax Tribunal appeals
- ❖ Generated and maintained an operating budget for the department
- ❖ Developed land value and ECF maps using the prescribed coding system

SKILLS AND QUALIFICATIONS:

- ❖ Extensive knowledge and experience using the following computer programs & software:
 - BS&A Pervasive and BS&A.NET Equalization Software Programs
 - Advanced level experience using BS&A Report Designer to create detailed reports and exports
 - GIS & ESRI Mapping Software
 - NearMap Mapping Software
 - APEX V.5 Pro, APEX V.6 Pro and APEX V.7 Pro (appraisal computer drafting software)
 - APEX MOBILESKETCH software for Android and IOS operating systems
 - Pivot Point Appraisal Software
 - CoStar Real Estate Data Software
 - Crexi Commercial Real Estate Software
 - NeoGov Government HR Software & Management Solutions
 - Advanced computerized drafting software programs:
 - AutoCAD & AutoCAD Architecture
 - REVIT Architecture
 - Google Sketch-up
 - Photoshop
- ❖ Proficient with all Microsoft Office programs including:
 - Office
 - Word
 - Excel
 - Power Point
 - Publisher
- ❖ Proficient with Intuit Quick Books
- ❖ Proficient with other Budgetary Software including:
 - Gravity
 - Questica
 - Tyler EDEN
 - BS&A Accounts Payable and Purchase Order
- ❖ Experienced preparing budgetary reports and detailed presentations to City Council members, commissions, and the public
- ❖ Architectural/engineering background including knowledge of building codes, legal descriptions, construction materials, building/construction process and the creation and interpretation of construction documents and blueprints
- ❖ Experienced conducting topographic surveys of land, using compass bearings and distances (metes and bounds), transit and level
- ❖ High level experience reading, analyzing, and writing legal descriptions



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Justin E. Prybylski

is a

*Michigan Master Assessing Officer (4)
and Michigan Certified Personal Property Examiner*

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-9242
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in black ink, reading "Peggy A. Nolder".

State Tax Commission Chairperson

CHRISTOPHER M. BOGGUS

517-331-6151 | ChrisBoggusxx@gmail.com

Experience

Appraiser Supervisor

June 2024–Present

City of Southfield Assessors Office | *Southfield, Mich.*

- Supervise a team managing outgoing studies, reports, and audits for all property types
- Work closely with the City Assessor on commercial and industrial MTT trials.
- Manage the commercial and industrial land analysis, sales study, and market income analysis for equalization
- Publish the annual Assessment Data Booklet summarizing the prime market statistics and valuations for all property classes
- Routinely export data to IT/GIS services to create ECF, land, and sales data point maps
- Review all permits and sketch commercial/industrial building plans subject to demolition, improvements, and use change

Chief Editor

Jan 2024–Present

Michigan Assessors Association's | *"The Michigan Assessor"*

- Collaborate with affiliates and professionals in the property tax industry to publish relevant articles, courses, and ads
- Edit, format, create, and publish content using CCS applications to adapt to a ~40-page online publication
- Contribute to monthly Association board meetings, and communicate with chairpersons on improvements and content

Commercial/Industrial Property Appraiser

July 2021–May 2024

City of Livonia Assessors Office | *Livonia, Mich.*

- Conduct full property record reviews, inputting any adjustments, new/additions, and/or loss/losses found during commercial and industrial canvassing
- Creation of the Annual Report summarizing the prime statistics of the office each calendar year
- Review and sketch commercial/industrial building plans subject to demolition, improvements, and use change
- Manage all audits, projects, deadlines, and exemption claims regarding personal property parcels

Property Appraiser I

April 2018–July 2021

City of Livonia Assessors Office | *Livonia, Mich.*

- Updated property record cards and building sketches to reflect information gathered during property appraisals
- Managed all personal property: exemptions, audits, incorrect/omitted property, and qualified errors
- Streamlined the annual personal property canvass to include audits, report-running improving accuracy
- Published all assessing policies, FAQs, and information on the Department's page on the City website

Gallery Cook Supervisor Level 3

Jan. 2014–April 2017

Culinary Services at the Gallery of Snyder Phillips | *East Lansing, Mich.*

- Supervised a team of 30+ cooks and culinary staff for opening and closing duties of all 9 Gallery restaurants.
- Bridged communication between full-time cooks, student cooks, and management staff safely in a fast-paced work environment

Education

Michigan Advanced Assessing Officer | *Lansing, Mich.*

Feb. 2021

Level III Assessing Certification

Michigan Certified Assessing Officer | *Lansing, Mich.*

Nov. 2018

Level II Assessing Certification

Michigan Personal Property Examiner (MCPPE)

Michigan State University | *East Lansing, Mich.*

May 2017

Bachelor of Arts in Communication Arts and Sciences

Specialization in Editorial Reporting /Focus in Copy Editing & Sports Broadcasting



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Christopher Boggus

is a

*Michigan Advanced Assessing Officer (3)
and Michigan Certified Personal Property Examiner*

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-9679
CERTIFICATE NO

12/31/2025
EXPIRATION DATE

A handwritten signature in black ink, reading "Peggy L. Nolder", is located in the bottom right corner.

State Tax Commission Chairperson



City of Southfield

26000 Evergreen Rd. • P.O. Box 2055 • Southfield, MI 48037-2055 • www.cityofsouthfield.com

May 22, 2025

City of Lathrup Village
Mike Greene, City Administrator
Michelle Townsend, Finance Director
27400 Southfield Road
Lathrup Village, MI 48076

Scope of Work:

The City of Southfield would provide for the assessing function for the City of Lathrup Village over the course of a three-year period. This would include the supervision and preparation of the yearly assessment roll for all taxable and exempt real and personal property, maintenance of the City of Lathrup Village assessment database, representation of the City of Lathrup Village from all claims arising before the Michigan Tax Tribunal, and all other typical assessing functions.

Assumptions and Limiting Conditions:

- All work performed under the above scope of work would be completed by the Assessor and an employee of the City of Southfield.
- Work performed under the above scope of work would be mutually agreed upon by both parties and defined by contract.
- The City of Southfield, while providing services for the City of Lathrup would carry comprehensive general liability insurance, workman's compensation insurance, and professional liability and errors and omissions insurance to an agreed upon specification to indemnify the City of Lathrup Village.
- The City of Southfield employees shall acknowledge receipt of and adhere by any ethics, computer usage, or other such policies as required by the City of Lathrup Village.
- Representation before the Michigan Tax Tribunal full claims division would be handled by the Assessor of the City of Southfield, and a legal partner, as necessary.
- Supervision and preparation of the assessment roll will be in accordance with Act 206 of 1893, *The General Property Tax Act* and all State Tax Commission policies and procedures as issued by the Michigan Department of Treasury.

Mayor
Dr. Kenson J. Siver

Council President
Michael "Art" Mandelbaum

City Clerk
Janet Jackson

City Treasurer
Irv M. Lowenberg

Nancy L.M. Banks

Daniel Brightwell

City Council
Dr. Lloyd C. Crews

Charles Hicks

Coretta Houge

Linnie Taylor



City of Southfield

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Fee Structure:

The Fees for the annual preparation and maintenance of the City of Lathrup Village's assessment roll would be as follows:

- July 1, 2025, through June 30, 2026.....\$50,000 (~\$22.96 per parcel)
- July 1, 2025, through June 30, 2026.....\$50,000 (~\$22.96 per parcel)
- July 1, 2025, through June 30, 2026.....\$50,000 (~\$22.96 per parcel)

Payment would be requested to be invoiced in one annual payment. The aforementioned fees would satisfy all activities in the City of Lathrup with the exception of representation of the City of Lathrup Village in a trial before the Michigan Tax Tribunal, in the Entire Tribunal division, which would be billed hourly, at a rate between \$150 and \$300 per hour. Representation of the City of Lathrup Village in appeals for the Small Claims division of the Tribunal are included in the fee structure above.

I have included resumes for the City of Southfield's Assessor and another certified assessing officer of Southfield's City Assessing Department staff. Upon further interest of the City of Lathrup Village, I can provide a proposed contract for review. If you have any questions regarding any of the assumptions and limiting conditions, scope of work, or detail of work to be performed, please do not hesitate to contact Justin Prybylski, Assessor for the City of Southfield, or Frederick Zorn, City Administrator for the City of Southfield.

We look forward to working with you and sharing the Assessment Administrator between each of our cities. The cities of Southfield and Lathrup Village have maintained a partnership through the years that can continue to be beneficial for both cities. If you have any questions or would like to discuss the details of a contract you should contact the City of Southfield's Assessor at (248) 796-5240.

Sincerely,

Justin E. Prybylski, MMAO(4)
Assessor – City of Southfield

Enclosures

Mayor
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