

## **Assessment Administration Services, L.L.C.**

May 5, 2025

City of Madison Heights  
Attn: Melissa Marsh, City Manager  
300 West 13 Mile Road  
Madison Heights, MI 48071

RE: Proposal for Assessing Services-Assessor of Record

Dear Ms. Marsh:

Assessment Administration Services is pleased to offer you a proposal for assessor of record services. We are proposing a three-year contract. We have two options for your consideration. The only difference between the two options is the amount of in office time.

The following responsibilities are proposed for both options:

- Provide a Michigan Master Assessing Officer to certify the roll.
- Supervise and maintain the assessment roll as outlined by State Tax Commission rules and regulations including any special assessment or special act rolls.
- Prepare and administer the March, July and December Board of Reviews.
- Develop land value and economic condition factor analysis.
- Process all land division and combinations in the city.
- Review and process all sales and property transfers and principle residence exemptions.
- All fieldwork including personal property canvas.
- Prepare, defend and counsel regarding all Michigan Tax Tribunal cases and testify when necessary. If needed Assessment Administration Services can provide legal counsel at an additional cost to defend Michigan Tax Tribunals.
- Attend necessary work sessions and City Council Meetings if needed.
- Assessment Roll Audit Compliance (Audit of Minimum Assessing Requirements).
- Provide knowledgeable customer service to the constituents of the City of Madison Heights.
- All performed duties required as the Assessor of record per the Michigan State Tax Commission's Supervising Preparation of the Assessment Roll Policy.

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Option One: For the sum of \$204,960 annually with a 4% increase each year of the contract, Assessment Administration Services proposes 16 office hours on site per month. In addition, an Assessment Administration Services employee will collect all paperwork to process remotely and to perform field work and field inspection reviews as needed. The assessor and/or employee of Assessment Administration Services will be available by email, phone or remote access when needed.

Option Two: For the sum of \$229,980 annually with a 4% increase each year of the contract, Assessment Administration Services proposes to have a certified employee on site one day per week except for vacations, sick days or holidays. In addition, the certifying assessor on site 16 hours per month. The assessor and/or employee of Assessment Administration Services (AAS) will be available by email, phone or remote access when needed. In addition, an AAS employee will be provided to perform field work and field inspection reviews as needed.

\*Not included in this proposal is the cost of postage, software licenses and/or annual renewals and office equipment.

We appreciate the opportunity to present you with this proposal. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Griffin".

Lisa Griffin, MAAO, PPE  
President  
Assessment Administration Services, L.L.C.