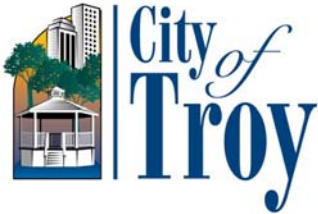


2009/10  
Budget

CITY ASSESSOR'S OFFICE

- *City Assessor*.....Leger (Nino ) Licari



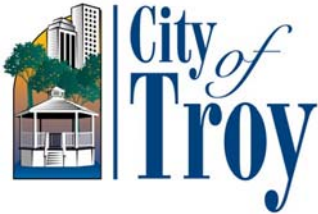
2009/10  
Budget

CITY ASSESSOR'S OFFICE

DEPARTMENT AT A GLANCE

Funding Level Summary	2006/07		Estimated 2008/09		2009/10	% Of Change
	Actual	Actual	Budget	Budget	Budget	
City Assessor's Office	\$899,665	\$921,972	\$977,230	\$995,110	\$1,003,700	1%
Board of Review	1,616	1,753	1,960	1,960	1,960	-----
<b>Total Department</b>	<b>\$901,281</b>	<b>\$923,725</b>	<b>\$979,190</b>	<b>\$997,070</b>	<b>\$1,005,660</b>	<b>1%</b>
Personal Services	\$781,975	\$806,349	\$856,950	\$873,010	\$883,680	1%
Supplies	18,224	17,403	19,000	20,500	20,000	-2%
Other Services/ Charges	101,082	99,973	103,240	103,560	101,980	-2%
<b>Total Department</b>	<b>\$901,281</b>	<b>\$923,725</b>	<b>\$979,190</b>	<b>\$997,070</b>	<b>\$1,005,660</b>	<b>1%</b>

Personnel Summary	2006/07		2007/08		2008/09		2009/10	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
City Assessor's Office	8	2	8	2	8	2	8	1
<b>Total Department</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>1</b>



2009/10  
Budget

CITY ASSESSOR'S OFFICE

## MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

The mission of the City Assessor's Office is to accurately inventory and appraise every parcel of property in Troy in order to fairly distribute tax burden, which supports the cost of government.

- ***Service Statement***

The City Assessor's Office assesses all real and personal property within Troy. As mandated by the State of Michigan Constitution, all property must be assessed at 50% of its market value. The first function of the process involves an accurate inventory of all of this property, which requires that the City Assessor's Office be able to legally describe all real property, whether it be a "metes and bounds" (engineered survey) or a platted lot (subdivision) description. As a function of this process, the City Assessor's Office handles all combinations, splits, corrections and any other description changes that may be requested by an owner of a property.

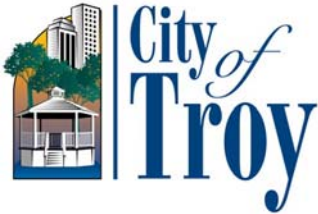
The City Assessor's Office ensures that any description changes meet local ordinances with the assistance of the Building Inspection and Planning Departments.

These changes must also conform to the Land Division Act. The City Assessor's Office makes sure the correct owner of all property is recorded with that property. This is accomplished through examination of deeds, and property transfer affidavits. These two items are also used to assist in the assessment of property.

The City Assessor's Office is responsible for the special assessment rolls, which ensure equitable disbursement of the cost of infrastructure improvements to all benefited parties. The City Assessor's Office administers the principal residence exemption and property transfer affidavit programs mandated by the changes brought about by Proposal "A" of 1994. The City Assessor's Office is responsible for a combined total 2008 state equalized valuation that will approach \$6.00 billion, second only to Detroit in the state of Michigan.

- ***Did You Know?***

- ✓ Of all the counties in the state, Troy's state equalized value would rank 14<sup>th</sup> if it were a county by itself.



2009/10  
Budget

CITY ASSESSOR'S OFFICE

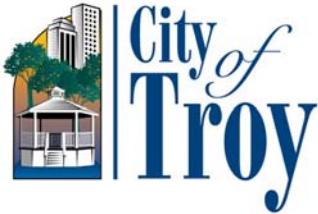
**PERFORMANCE OBJECTIVES**

**Outputs**

- ✓ Fairly and equitably spread the tax liability amongst property owners by achieving a 50% ratio of assessment to market value, with a 1.00 County and State equalization factor. **(All Outputs)**
- ✓ Ensure the market value adjustments are accurate within subdivisions by analyzing all sales data to determine whether it is included in the sales study. **(All Outputs )**
- ✓ Make available electronically to the public any assessment data legally allowed. **(Output T, II)**

\*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

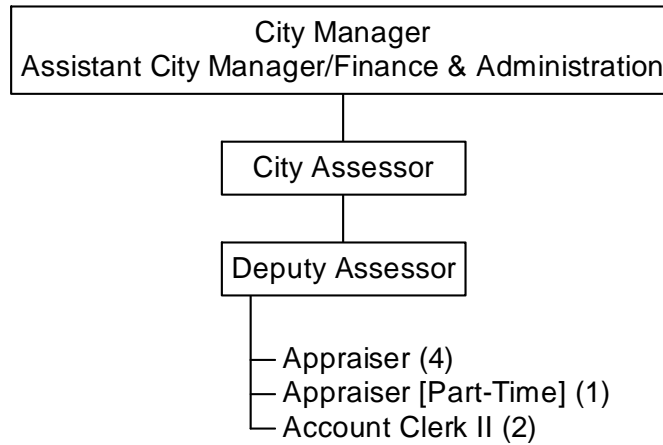
Performance Indicators		2007/08 Actual	2008/09 Projected	2008/09 Budget	2009/10 Budget
Output	✓ Commercial and Industrial Appraisals	300	300	300	300
	✓ Residential Appraisals	1,500	1,500	1,700	1,500
	✓ Personal Property Audits	500	500	400	400
	✓ Principal Residence Exemptions	3,000	3,000	3,000	3,000
	✓ Transfer Affidavits and Deed Processing	6,000	6,000	6,000	6,000
	✓ Property Description Changes	198	150	300	200
	✓ Re-inspections	1,500	1,500	1,500	1,500
	✓ Small Claims Tribunal Appeals	84	200	200	250
	✓ Full Tribunal Appeals	52	70	55	100
Efficiency	✓ Sales Ratio	50%	50%	50%	50%
	✓ Equalization Factor	1.00	1.00	1.00	1.00
	✓ Budget Cost per Parcel	26.69	27.77	26.00	26.65
	✓ Assessing Budget % of General Fund	2.2%	1.5%	1.4%	1.6%



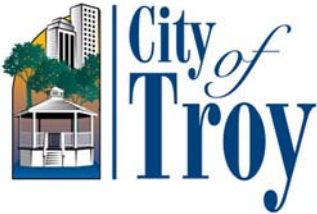
2009/10  
Budget

CITY ASSESSOR'S OFFICE

ORGANIZATIONAL CHART



Staff Summary	Approved 2007/08	Approved 2008/09	Recommended 2009/10
City Assessor	1	1	1
Deputy Assessor	1	1	1
Account Clerk II	0	0	2
Appraiser	4	4	4
Appraiser (Part-Time)	1	1	1
Clerk/Typist (Part-Time)	1	1	0
Office Assistant II	2	2	0
<b>Total Department</b>	<b>10</b>	<b>10</b>	<b>9</b>



2009/10  
Budget

CITY ASSESSOR'S OFFICE

### SUMMARY OF BUDGET CHANGES

#### *Significant Notes – 2009/10 Budget Compared to 2008/09 Budget*

There were no significant increases or decreases to the City Assessor's Office budget (no changes of 5% or more).

- *Operating Budget History*

