

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
ADMINISTRATIVE ORDER NO. 02**

TITLE: ASSESSOR'S DEPARTMENT FUNCTIONS

DEPTS. AFFECTED: ASSESSOR

EFFECTIVE DATE: OCTOBER 2010

The Assessor's Office of the City of Traverse City shall perform the following functions:

Tax assessing services such as are traditionally or customarily performed by the City Assessor, These services shall include appraising and assessing all taxable properties inside the City and maintaining records; processing the assessment roll, tax roll and tax bills; administering Board of Review sessions; processing and defending appraisals and assessments on appeals, processing Special Improvement Districts for public improvements.

The City Assessor shall act as head of this department and shall also prescribe rules and regulations for further administration of this department.



R. Ben Bifoss, City Manager

History: Supersedes Executive Order #256 dated March 1, 1991

Cross-Ref: Charter, Section 39 and 46