

Kara Dougherty DBA Dougherty Assessing

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Accessibility Policy

Policy Date: January 7, 2025

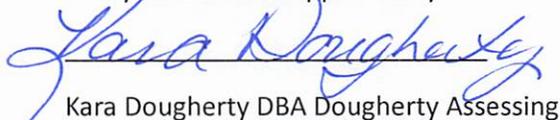
Policy Name: Assessing Hours & Accessibility Policy

Purpose: To Ensure assessing services and accessibility are clearly communicated

Policy:

- Dougherty Assessing provides weekly office hours of Tuesday 8:00 am – 4:30 pm weekly.
- The office is staffed with an MAAO certified Assessor.
- The office is equipped with mail, email, and phone communications. These are available to the assessor at the remote office as well as in the city office.
- The hours of operation are in office on Tuesdays 8:00 am – 4:30 pm weekly. Monday, Thursday, and Friday the assessor is available by phone, email, or voicemail. The assessor holds the same holiday schedule as the city.
- The response time shall be between 24 and 48 hours due to office hours at another township, excluding weekends and holidays.
- If an appointment is wanted/needed, a call or email to schedule is advised, on Tuesday, walk in appointments are accepted and welcome.
- This policy is effective for current and future assessing services agreements.
- In addition to manned office hours, there is voice messaging and email available 24/7.
- All assessing records are available through BS&A online services.
- All FOIA requests must be processed through the City Clerk.
- Each district is required to communicate our office hours and contact information through communication such as postings, website, newsletters, nosiness cards and change notice messages, etc.

Policy Written and Approved by:


Kara Dougherty DBA Dougherty Assessing
Assessor

Date: 01/07/2025