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DATE: June 21, 2024

TO: Detroit City Council

RE: Board of Review Appointments / Re-Appointments

Honorable City Council,

This communication is to bring to your attention that the current Board of Review term ends on December 31, 2024, and that for the business of the Property Assessment Board of Review to continue, I ask that this Honorable Body confirm appointments by resolution before the last session of this year.

Property Assessment Board of Review appointments are for a two-year term beginning an odd number year. In this case, the term will be from January 1, 2025, through December 31, 2026.

I humbly request that if you have a current appointee serving that you would like to see re-appointed, please submit a written request for the re-appointment including the Board Member's name and length of the new term to be appointed by July 20, 2024, so that an interview may be scheduled with the appropriate committee shortly after the summer recess.

If you are considering other candidates, attached is a Board of Review Candidate Information sheet that outlines the position. I will be more than happy to schedule a meeting with any potential new candidates to provide an overview of the process, requirements, and duties.

I am more than willing to provide any further information at your request.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Willie C. Donwell".

Willie C. Donwell, MCAO / MCPPE

Director

Property Assessment Board of Review

Attachment; Board of Review Candidate Information Sheet

Cc; Council President Mary Sheffield
Brian White – Chief of Staff, Council President Mary Sheffield
Council Member LaTisha Johnson – Chair, Internal Operation Standing Committee
Gary Gray – Chief of Staff, Council Member LaTisha Johnson
David Whitaker – Director, Legislative Policy Division
Irv Corley – Legislative Policy Division
LaKisha Barclift – Legislative Policy Division
Derrick Hedd – Legislative Policy Division
Alvin Horn – Deputy CFO / Assessor, Office of the Assessor
Cynthia Burton – Deputy Assessor, Office of the Assessor

DETROIT BOARD OF REVIEW CANDIDATE INFORMATION

The Board of Review is a nine (9) member body appointed by City Council to receive and determine appeals along with certain other matters concerning assessments for Real Property such as buildings and structures, Personal Property such as equipment, furniture, computers, etc. that may be owned by a business or entity and/or classifications. The Board of Review has three (3) periods during the year in which its work must be completed based upon statutory mandates; they are the March Board of Review, July Board of Review and December Board of Review.

The Board of Review shall represent a cross-section of the community and shall be composed of nine (9) residents of the city (at least one member from each of the seven districts as required by city charter) who shall be appointed by a majority of the City Council members serving on the basis of their knowledge of and familiarity with real estate property values, assessment practices and taxation. The nine (9) members of the Board of Review shall serve for terms of two (2) years, beginning January 1st of each odd-numbered year. As far as possible, different professions and occupations shall be represented on the Board. The Board members shall not be members of any other city agency, board, department, commission or other division of municipal government.

GENERAL REQUIREMENTS:

- Board of Review is required to operate in accordance with the General Property Tax Act, Open Meetings Act, City Charter, appropriate city ordinances, policies and procedures.
- At least 6 of the 9 Board members must own real property.
- May be required to comply with City of Detroit clearance requirements.
- **MUST NOT** have been convicted of any felonies involving fraud or theft.
- **MUST BE** available at least 250 days of the year, generally during the hours of 9:00am – 5 pm.
- Each year, the March Board of Review and December Board of Review periods will require extended or late hours and weekends.
- Must have appropriate social skills, will be required to work as part of a team that must meet statutory mandates/deadlines while working closely with the general public.
- Review of a large number of petitions/applications to the Board of Review. Petitions/applications may require follow-up and the retrieval of specific information.
- Will be required to follow all guidelines, procedures and decision-making processes determined by state law and appropriate authorities.
- Required to complete all training and orientations on a yearly basis.
- Computer and office machine skills are a must. Training will be provided for the specific software used by the Board of Review.
- May be asked to attend district, community, block club, church or other meetings as needed.
- Board members are appointed without benefits. (Medical, Overtime, Vacation, etc. are **NOT** offered for this position)
- Current compensation is \$320.00 per day with an estimated yearly salary of \$80,000.00.

For further information contact: Willie C. Donwell, Director
Property Assessment Board of Review
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