



Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 105  
Detroit, Michigan 48226

Phone: 313-628-0722  
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www.detroitmi.gov

**Property Assessment  
Board of Review**

DATE: January 23, 2025  
TO: Honorable Detroit City Council  
RE: Property Assessment Board of Review Update

Greetings Honorable City Council,

This communication is to provide an update as to the activities of the Property Assessment Board of Review during the past month and what will be occurring during and leading up to the March Board of Review.

TRAININGS

The Board of Review will be participating in a multi-day training provided by the Office of the Assessor and conducted by staff of the Office of the Assessor and myself. Training on relevant topics regarding the valuation of property and the content for that training that is more specific to the requirements that a Board of Review Member needs to understand will be conducted by a State Tax Commission Trainer that is on staff with the Office of the Assessor. While there still may be the requirement for Board of Review members to achieve an MCAT certification, the next available class is not available until May 2025.

Additional training will include the poverty exemption process, in which the Board will participate in establishing some of the governing rules in which they need to act on the applications and the process that was adopted by the City Council.

An overview and understanding of the Board of Review and its operation relative to City of Detroit Charter, ordinances and its policies, procedures and rules of conduct.

Presentations are also being requested of certain other departments that either impact the Board of Review or decisions that are made by the Board of Review.

MCAT

The State Tax Commission will be offering the MCAT (Michigan Certified Assessing Technician) class in May 2025. This is a new option that is being offered in Westland, MI. Once the location and submission information has been released, this information will be provided to the Board of Review Members that may be required to participate. The next available period after the new May dates will not be until August where to class will be in a reasonably close distance to the City of Detroit.

ETHICS

As required, the Board of Review will complete its yearly Ethics training on Thursday, January 23, 2025, at 11:00am. Training will be conducted by the Board of Ethics Training Coordinator Michael O'Connell.



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## **Property Assessment Board of Review**

### SWEARING-IN

The official Board of Review Swearing-In will be held on Friday, January 24, 2025, at 10:00am in Suite 105 here at CAYMC. The Swearing-In will be available via zoom, the link is on the Board of Review website. After the Swearing-In, the Board will elect a Chair and Vice Chair pending its organizational meeting in March so that it may continue to conduct its business.

### HOPE

We have begun the process of receiving HOPE applications. The Board of Review will be conducting a meeting to discuss and review the current procedures. There is constant collaboration with the Wayne County Treasurer to support foreclosure prevention. As you have received in the past, there will be a dashboard that will provide you with regular access to the number of applications that are being received, and the general work being done by the individual Board Members.

### STC TRAINING

The State Tax Commission required training for the Board of Review is scheduled for Wednesday, February 19, 2025, at 9:00 at Westland City Hall. The day's schedule includes Board of Review Training from 9:00am to 12:00pm and State Tax Commission Updates from 1:00pm to 5:00pm. Compliance is required by both state law and local ordinance.

### MARCH BOARD OF REVIEW MEETINGS DATES AND LOCATIONS

The March Board of Review will be conducted on the following dates in March:

Tuesday – March 4, 2025 – 9:00am Organizational Meeting  
Meeting held at the Coleman A. Young Municipal Center, Suite 105

Wednesday, March 5, 2025, through Saturday, March 15, 2025 – 9:00am daily  
Meetings held at the Crowell Recreation Center, 16630 Lahser, Detroit, MI 48219

Monday, March 17, 2025, through Saturday, March 29, 2025 – 9:00am daily  
Meetings held at the Heilman Recreation Center, 19601 Brock, Detroit, MI 48205

The deadline for filing appeals to the March Board of Review is 4:30pm – Monday, March 10, 2025. As required by ordinance an appeal to the Assessor Review is not required, although it is recommended as it provides an opportunity for some matters that can be cleared up without a hearing by the Board of Review.

### OPERATIONS/MANAGEMENT UPDATE

I will be requesting a meeting with each of your offices to discuss the current operations of the Board of Review and work to determine any potential changes that may be needed or required going forward. As a result of reviewing the current ordinance, Board of Review Policies and Procedures and state law, there are some potential conflicts that exist that have been created over time. This does include how the Board of Review is required to act and/or participate in events, community outreach etc. The overall intent is to establish a final understanding of the requirements of the Board of Review outside of its duties to hear appeals.



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Over the coming days I will reach out to each of your offices to find a convenient time to meet with you or your designated staff to discuss. An outline of the discussion points will be provided prior to the meeting.

I look forward to any questions you may have as it relates to this communication and will make myself available to respond.

Respectfully submitted,



Willie C. Donwell, MCAO, MCPPE  
Director

Cc; Council President Mary Sheffield  
Brian White, Chief of Staff – Council President Mary Sheffield  
David Whitaker, Director – Legislative Policy Division  
Irv Corley – Legislative Policy Division