# City of the Village of Douglas Assessing Department
## Accessibility of the Assessor's Office Policy
## Pursuant to PA 660 of 2018

As required under MCL 211.10g, this policy addresses the availability of the City Assessing Department and informational material regarding sections (c)(i thru v) of the Act.

### (i)      Designation

City of the Village of Douglas – Assessing Department
Hours:                          Tuesday 10:00 AM to 2:00 PM*
Assessor's Phone:               269-857-1438
Assessor's Email Address:       assessor@douglasmi.gov
                                Tom Doane, MAAO **

> *Hours are typical office hours and are subject to change due to vacation, illness, fieldwork, meetings, training, etc.

> **Current Assessor and email address as of October 2022, subject to change.

### (ii)      Response to Inquiries

All efforts will be made to acknowledge an inquiry within 1 business day. It is the Assessor's objective to complete requests within 3 business days but could be up to 7 business days as allowed by state law if made by voicemail or email.

### (iii)      Request for an In-Person Meeting

An individual may request an in-person meeting with the Assessor by contacting the Assessor by phone or email or by stopping in during normal office hours.

### (iv)      Request for Inspection or Record Production

An inspection request can be initiated by contacting the Assessor at any of the above-mentioned contact points. Record requests will be handled by the Assessor within 7 business days, which includes FOIA requests. Assessment information is available on the City's website at www.douglasmi.gov on the main page under Parcel Look up. Information available online includes, but is not limited to, parcel information, land value studies, and Economic Condition Factors (ECF) studies.

### (v)      Informal Dispute Prior to the March Board of Review Meeting

Prior to March Board of Review meetings, the Assessor is available to individuals to address any dispute or concern regarding proposed assessments. The review period will run until the first Monday in March.

Approved by: _Ruth LaBombard_  Date: _12-20-22_
City Manager