



**September 16, 2015**

**Board of Tax Appeals Organizational Meeting - Wednesday, September 16, 2015, 5:30 pm - Conference Room 12, City Hall**

 [Click here to view the minutes for this meeting](#)

## 1. Agenda

### 1.01 Motion to amend/adopt agenda

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**Type:** Action, Procedural

**Recommended Action:** motion to amend/adopt agenda

## 2. Elections

### 2.01 Chair

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**Type:** Action, Procedural

### 2.02 Vice Chair

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**Type:** Action, Procedural

### 2.03 Clerk

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**Type:** Action, Procedural

## 3. Rules

### 3.01 Subpoenas

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**Type:** Information

 Subpoenas requested by City Assessor  
9.14.2015.pdf

### 3.02 Hearing Procedures

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**Type:** Information

### 3.03 Scheduling

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**Type:** Information



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### 3.04 Timely and Untimely submissions

**Type:** Action, Discussion, Information

2015 Board of Tax Appeals Submissions.docx

2015 Board of Tax Appeals  
Submissions-unconstitutional-.docx

## 4. Approval of all forms

### 4.01 Notice of Hearing

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

BTA Notice of Hearing2015.doc

### 4.02 Educational brochure

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

2015BTAPAMPHLET.doc

### 4.03 Authority of Representation

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

2015Authority for Representation.doc

### 4.04 Waiver of Site Visit

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

2015Waiver of Site Visit Form.doc

### 4.05 Subpoena

**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

Subpoena Form2015.doc



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**4.06 Official Notice of Decision**

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**Type:** Action, Communication, Procedural

**Recommended Action:** approve form

 OFFICIAL NOTICE OF DECISION2015.doc

**5. Scheduling of hearings**

**5.01 Selection of Panels**

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**Type:** Action, Discussion, Procedural

**5.02 Selection of Dates, Times**

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**Type:** Action, Discussion, Procedural

**6. Other Business**

**6.01 Verbal Comments**

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**Type:** Information

**7. Adjournment**

**7.01 Motion to adjourn**

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**Type:** Action, Procedural

**Recommended Action:** motion to adjourn