



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** September 27, 2023

**SUBJECT:** Approval of Order 2023-040 concerning appointments to the 2023 Board of Property Tax Appeals

**RECOMMENDED MOTION:**

Move approval of Order No. 2023-040 appointing County residents to two pools from which the County Clerk will select members of the Board of Property Tax Appeals.

**BACKGROUND AND POLICY IMPLICATIONS:**

Prior to October 15th of every year, the Board of County Commissioners is to appoint members to the Board of Property Tax Appeals pools for the upcoming session. Below is an outline of the process:

- The Board of County Commissioners must appoint two pools of County residents from which the County Clerk will select the members of the Board of Property Tax Appeals.
- The pools from which the members are selected must be appointed on or before October 15th. The terms are for two years, ending June 30th.
- The pools shall consist of the following persons who are eligible to serve on the boards:
  1. A pool of members of the county governing body or nonoffice-holding county residents to serve in their place. This pool may be referred to as the "Chairperson's Pool."
  2. A "Nonoffice Holding Pool" consisting of residents of the county who are not employees of the county or of any taxing district within the county.

The order of the Board of County Commissioners which appoints the pools must be in writing and contain the following information (order attached for the Board's consideration):

1. The names, addresses, and phone numbers of the persons appointed to the pools.
2. A brief description of training either already taken or that will be completed before any term as a board member begins.
3. The pool or pools to which the person is appointed.
4. The date when the order becomes effective.

An appointee may be appointed to both the "Chairperson's Pool" and the "Nonoffice-Holding Pool" if they qualify.

**BUDGET IMPACTS:**

Revenues and expenditures have been budgeted and approved for Board of Property Tax Appeals for Fiscal Year 2023-2024 in General Fund account 0010650.

**ATTENDANCE:**

Steve Dennison, County Clerk