

**City and Borough of Juneau**  
**Board of Equalization Meeting**  
**Thursday May 11, 2006**  
**12:15 p.m.**  
**City Hall Room 224**

**I. Memorandum on Standard Procedures**

John Hartle, City Attorney will review the responsibilities and procedures for the Board of Equalization.

**II. Property Appeal Process and Information**

Jim Canary, City Assessor will provide information to the Board on property mass appraisal processes, appealed property procedures and standard formats.

**III. Board Meeting Schedule**

The City Assessor is anticipating approximately 20 appeals will go to the BOE. It is estimated that each appeal will take approximately 20 minutes. We currently have 11 property owners that have been notified that their appeals will be forwarded on to the BOE. We are estimating that approximate 7 to 9 of these will actually go on to the BOE. There are approximately 200 additional appellants that have not responded to the Assessor's property valuation determination. We estimate that from this second total there may be an additional 10 to 12 property owner appeals going forward to the BOE.

With this information we are estimating that it will take a total of approximately 6 to 7 hours to hear all appeals. The first BOE meeting is scheduled for May 18 at 5:00 pm in the Assembly Chambers. The two Boards will need to direct staff on how they would like the remaining appeals scheduled.