INTEROFFICE MEMORANDUM

**TO:** **BOARD OF COUNTY COMMISSIONERS**

**FROM:** BOBBIE LUCERO

**SUBJECT:** SCHEDULING CBOE HEARING DATES

**DATE:** 5/7/2013

Our past records show that in 2011 there were 491* appeals, and in 2009 there were 264 appeals. Kristy McFarland and I would like to recommend that you set aside five days to ensure that we have enough time slots for the appeals. On an average hearing day from 8:30 am - 5:00 pm, we can perform 28 hearings. If the BOCC sets aside five days for hearings, we will have enough time slots for 140** hearings.

We also need to schedule a 'CBOE refresher course' prior to the hearings. Kristy recommends 7/9 or 7/10 would be good dates for this.

**238 of these hearings were all for the Elevation, so for all practical purposes, there were 254 hearings in 2011.*
***The assessor's office is expecting significantly fewer protests in 2013, due to reduced values.*

| JULY | | | | | | |
|---|---|---|---|---|---|---|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 1 | 2<br>Regular Meeting | 3 | 4<br>HOLIDAY | 5 | 6 | 7 |
| 8<br>Assessment roll of all taxable real and personal property report | 9<br>Work Session<br>*CBOE Refresher?* | 10<br>*CBOE Refresher?* | 11 | 12 | 13 | 14 |
| 15<br>Real Property Deadline | 16<br>Regular Meeting | 17<br>SG Meeting | 18 | 19 | 20<br>Personal Property Deadline | 21 |
| 22 | 23<br>Work Session | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| August | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| | | | 1 | 2 | 3 | 4 |
| 5 CBOE Hearings must be concluded | 6 | 7 | 8 | 9 | 10 | 11 |