

**WASHOE COUNTY  
BOARD OF EQUALIZATION**

Steven Sparks, Chairman  
Richard Grauvogel, Member  
Ina Haupt, Member  
Thomas Kozoil, Member  
Gary Schmidt, Member

Amy Harvey, County Clerk  
  
Leslie Admirand, Legal Counsel

**AGENDA**

**WASHOE COUNTY BOARD OF EQUALIZATION  
SPECIAL MEETING AND WORKSHOP**

**THURSDAY, JULY 8, 2004, 9:00 AM to NOON  
SAN RAFAEL ROOM, RANCHO SAN RAFAEL RANCH HOUSE  
1502 WASHINGTON STREET, RENO, NEVADA**

**NOTE:** Items on the agenda without a time designation may not necessarily be considered in the order in which they appear on the agenda.

Unless otherwise indicated by asterisk (\*), all items on the agenda are action items upon which the Board of Equalization will take action.

- \* 1. Roll Call
  
- \* 2. Public Comment: Limited to three (3) minutes per person and limited to matters other than the agenda items that will be heard at the Board meeting. Persons are invited to submit comments in writing on agenda items and/or attend and make comment on that item at the Board meeting.
  
- 3. Discussion and possible direction to staff on pre-hearing procedures for the County Board of Equalization to include:
  - A. Scheduling of hearings.
  - B. The location(s) of the hearings.
  - C. Providing notice of the hearings.
  - D. Instructions to petitioners to be sent with the hearing notice including information to be provided by the petitioner.
  - E. Information and Documentation to be provided to the Board by the petitioner and Assessor's Office prior to the hearing.
  - F. Setting time limits for hearings.

- G. Setting minimum requirements of information to be provided by petitioner on appeal form and discussion and possible action on consequences to petitioner for not providing the minimum required information.
  - H. Education of property owners on the jurisdiction and procedures of the County Board of Equalization.
- \* 4. Discussion of new regulations and procedures established by the State Board or the State Tax Commission.
  - 5. Discussion and possible action on Board support of administrative and legislative changes concerning appointment of alternate members and seating of a second board by the County Commissioners.
  - \* 6. Adjournment

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In accordance with NRS, this Agenda for July 8, 2004, will be posted at the following locations:

- Washoe County Courthouse, 75 Court Street, Reno, Nevada
- Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada
- Washoe County Assessor's Office, 1001 East Ninth Street, Reno, Nevada
- Sparks Justice Court, 630 Greenbrae Drive, Sparks, Nevada
- Washoe County Main Library, 301 South Center Street, Reno, Nevada
- Washoe County Clerk's Office, 865 Tahoe Blvd., Suite 102, Incline Village, Nevada
- Incline Village Justice Court, 865 Tahoe Blvd., Incline Village, Nevada
- Washoe County Library, Incline Village Branch, 846 Tahoe Blvd., Incline Village, Nevada