

**DUVAL COUNTY VALUE ADJUSTMENT BOARD
2009 TIMELINE**

March 2 (Mon)	Start of Late Filed Exemption Petitions Process
June	Send applications out to Special Magistrates (Interested in Serving)
June	Work on finalizing VAB Internal Operating Procedures
July 1 (Wed)	<u>Greenbelt Denial Filing Period:</u> Start of Filing Greenbelt Petitions on denial of Agricultural Classification (a petitioner has 30 days from the receipt of their letter to protest the Property Appraiser's denial of Greenbelt Classification)
July	Resolution for current year VAB members (Jeff Clements)
July	Ordering of Supplies for the Year
August	Send out VAB schedule (Preliminary)
	<u>Public Service Announcement</u>
August 24 (Mon)	Start of Public Service Announcement regarding 2009 VAB filing process and deadline
August	Send e-mail out for <u>VAB Board Organizational Meeting</u>
September 2 (Wed)	<p style="text-align: center;">VAB Board Organizational Meeting</p> <ul style="list-style-type: none">• Recommendation on filing fees charged for protest of exemptions and assessments• Staff recommendation on staffing Special Magistrates, hiring an Attorney, and fees to be paid for each respective service• Announcement of Special Magistrates hearing dates, times and location; State and Local deadlines• Discussion on handling petitions filed after the deadline• Setting Special Magistrate Hearings• Dates to receive reports from Special Magistrates for acceptance or denial by the board• Consider 2009 VAB Internal Operating Procedures changes proposed by VAB Counsel

Protest Period for Real Property & TPP

August 17 (Mon)

Property Appraiser mails **TRIM** notices (25 days to file petitions – 8/17/09 through 9/11/09)

Protest Location

Locations for filing petitions Mon thru Fri, 8:00 am - 5:00 pm

117 West Duval Street, 1st Floor
City Hall - St. James Bldg., Don Davis Room
Jacksonville, FL 32202

Deadlines and Mail Outs

September 11 (Fri)

Deadline for filing all petitions to VAB

October 30 (Fri)

Deadline for Filing for Show Cause

Legal Notices

September 17 (Mon)

Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspaper:

Financial News & Daily Records Publication

September 19 (Wed)

Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspapers:

Florida Times-Union
Jax Free Press

September 20 (Thurs)

Legal Notice for Exemptions and Classification Hearings to Appear in the following Newspaper:

Florida Star Publication

Special Magistrate Orientation

September 29 (Tues)

Special Magistrate Orientation
City Hall - St. James Building
117 West Duval Street, 1st Floor
Lynwood Roberts Room

- **Have Special Magistrates sign contracts**
- **Fill out new W-9 for 2009 year**

Hearing Schedule (All dates are subject to change)

October – January

Special Magistrate Hearings - on petitions filed
(117 W. Duval St., M500, Jax, FL – City Hall)

October: 19 – 22
(Mon – Thurs)

October: 26 – 29
(Mon –Thurs)

November 2 – 5
(Mon – Thurs)

November 9, 10, 12
(Mon, Tues, Thurs)

November 16 – 19
(Mon – Thurs)

November 23
(Mon)

November 30- December 3
(Mon – Thurs)

December 7 – 10
(Mon – Thurs)

January 5, 6, & 7
(Tues – Thurs)

January 11 – 14
(Mon – Thurs)

TBA

Show Cause Hearings

Acceptance of Reports

October – February

Special Magistrate reports to be turned in to the VAB Attorney

Board Meeting(s)

As noticed

Board hearing to approve recommendations from Special Magistrates and to resolve items (if any) deferred from the Special Magistrates Hearings

Hearing Results

October – March

Clerk mails to each Petitioner the recommendation of Special Magistrate

2009 Tax Impact Notice

TBA

Impact Notice in the Florida Times-Union