

**DUVAL COUNTY VALUE ADJUSTMENT BOARD
2007 TIMELINE - REVISED**

March 2 (Thurs.)	Start of Late Filed Exemption Petitions Process
May	Send e-mail requesting rooms at Prime Osborne (Tentative) Phones/Computer Services
May	Send e-mail to Levy's for Coffee (Leanne Bowen)
May	Request Rent Forgiveness
May	Work on finalizing VAB Guidelines
July 2 (Mon.)	<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 16th	Send letters out to Special Magistrates (Interest in Serving)
August	Send out VAB schedule (Preliminary)
	<u>Public Service Announcement</u>
August 27 (Mon.)	Start of Public Service Announcement regarding 2007 VAB filing process and deadline
August	Send e-mail out for <u>Organizational Meeting</u>
August 17 (Fri.)	VAB Organizational Meeting <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 for Greenbelts and Denials of Homestead, Total Exemptions, etc.• Dates to receive reports from Special Magistrates for acceptance or denial by the board• Consider 2007 VAB Guideline changes proposed by Counsel• Discussion on handling the Law Suit filed by CVS Pharmacy

Protest Period for Real Property & TPP

August 23 (Thurs.) Property Appraiser mails **REAL PROPERTY & TPP TRIM** notices (25 days to file petitions – 8/23/07 – 9/17/07)

Protest Location

August 23 (Thurs.) thru
September 17 (Mon.) Locations for filing petitions Mon. thru Fri., 8:00 a.m. - 5:00 p.m.

St. James Building
117 West Duval Street, 1st Floor
City Hall - St. James Bldg., Committee Room "A"
Jacksonville, FL 32202

Deadlines and Mail Outs

September 17 (Mon.) Deadline for filing **TPP** petitions to VAB

September 17 (Mon.) Deadline for filing **Real Property** petitions

November 9 (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 Training

September 27 (Mon) Special Magistrate Training - St. James Building, 117 West Duval Street, Renaissance Room

Prime Osborn Hearing Schedule

October **Attorney Special Magistrate Hearings** - on petition filed re:
Greenbelt Classification, Exemption and Hurricane Emergency Relief
(Prime Osborn Convention Center – 1000 Water Street, Jax., FL)

October **Appraiser Special Magistrate Hearings** - on petitions filed re:
Valuation and Tangible Personal Property (TPP)
(Prime Osborn Convention Center – 1000 Water Street, Jax., FL)

October: 15 – 18
(Mon. – Thurs.)

October: 22 – 25
(Mon. – Thurs.)

October 29 – November 1
(Mon. – Thurs.)

December 7 & 10
(Fri & Mon) Show Cause Hearings

Acceptance of Reports

November 19 (Mon.) Special Magistrate reports to be turned in to the VAB Attorney

Board Meeting(s)

November 30 (Fri.) Board hearing to approve recommendations from Special
Magistrates and to resolve items (if any) deferred from the Special
Magistrate's Hearings.

Hearing Results

November - January Clerk mails to each Petitioner the recommendation of Special
Magistrate

2007 Tax Impact Notice

(TBA) Impact Notice in the Florida Times-Union