

**2012 VALUE ADJUSTMENT BOARD**

**June 7, 2012**

**2:00 p.m.**

**Room 3024, Seminole County Services Building  
1101 E. First Street, Sanford, Florida**

- I. Meeting called to order.
- II. A. Establish that a quorum is present. (Any three members shall constitute a quorum of the Board, except that each quorum must include at least one member of the BCC, one member of the School Board, and one citizen member.) A member of the BCC must be elected Chairman.  
B. Introduction of Board members and provide contact information.  
C. Introduction of the Board Clerk or Clerk Designee and provide contact information.
- III. Appoint/Ratify the Board's Attorney - Chase Freeman, PA  
**ACTION REQUESTED:** Ratify Chase Freeman, PA, as the Value Adjustment Board's attorney.  
**ACTION REQUESTED:** Authorize Seminole County Purchasing and Contracts to exercise renewal of RFP-600887-10 with Chase Freeman, PA, in accordance with the terms of the agreement.
- IV. Election of Chairman and Vice Chairman
- V. Public Announcement that the following Department of Revenue information is available at [www.seminoleclerk.org](http://www.seminoleclerk.org):
  - A. Rule Chapter 12D-9 - Uniform Rules of Procedures & Applicable Forms
  - B. Rule Chapter 12D-10 - Hearings & Decision Requirements
  - C. Rules 12D-51.001, 51.002, 51.003, F.A.C. & Chapters 192 - 195, F.S. - Reference Information
- VI. Public Announcement that the Florida's Government-in-the-Sunshine Manual is available at [www.ethics.State.FL.US](http://www.ethics.State.FL.US)
- VII. Untimely Filed Petitions - Statutes require petitions to be filed by the 25th day from the mailing of the

TRIM Notice. The Rules of Procedure stipulate that the Board is not authorized to set a deadline for late filed petitions and outlines a procedure where the Board or the Board's designee (which includes the Board's Attorney or a Special Magistrate) must determine whether the taxpayer has demonstrated "good cause."

**ACTION REQUESTED:** Direction as to who will make that determination of "good cause" for late-filed petitions.

VIII. Rescheduling Special Magistrate Hearings - Statutes allow the taxpayer to reschedule his hearing one time by submitting a written request to the Clerk no fewer than five calendar days before the scheduled hearing. The Rules of Procedure stipulate that a petitioner may request a rescheduling for good cause less than the five days and that the Board or the Board's designee (Board's Attorney or a Special Magistrate) must make that determination.

**ACTION REQUESTED:** Direction as to who will make that determination for "good cause" rescheduling.

IX. Schedule Of Fees (attached)

**ACTION REQUESTED:** Adopt Resolution confirming schedule of fees for filing VAB petitions.

X. Selection of Special Magistrates (attached)

XI. Announcement of Tentative Schedule of Special Magistrate Hearings

XII. Discussion and direction regarding Request for Proposal for Legal Counsel to the VAB for 2013

XIII. Attorney's Report

XIV. Property Appraiser's Report

XV. Recess

Persons are advised that, if they decide to appeal any decision made at these meetings-hearings, they will need a record of the proceedings, and for such purpose, they may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Laws of Florida.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the Human Resources Department ADA Coordinator 48 hours in advance of the meeting at (407) 665-7951.