

**AGENDA  
2024 ORGANIZATIONAL MEETING  
OF THE LIBERTY COUNTY VALUE ADJUSTMENT BOARD**

**September 16, 2024  
4:00 P.M.**

**LIBERTY COUNTY COURTHOUSE, 2<sup>nd</sup> Floor  
10818 NW Florida 20, Bristol, Florida 32321**

- A. Notice of Public Meeting .....
- B. Welcome and Recognition of Member Representatives ([Checklist](#) of Organizational Meeting Requirements in Accordance with Rule Chapter 12D-9.013, F.A.C.).....
  - 1. Board Chair Calls Meeting To Order
  - 2. Introductory Remarks by proposed VAB counsel
  - 3. **BOARD ACTION:** Introduction of members (verify contact information) and VAB clerk.....
  - 4. **BOARD ACTION:** Consider and appoint board counsel (existing contract continues)
- C. VAB Process, Rules and Training (Jon Moyle) ..... 10-Minute DOR Orientation Video
  - 1. [https://floridarevenue.com/property/InteractivePresentations/Training/vab\\_orientation/story.html](https://floridarevenue.com/property/InteractivePresentations/Training/vab_orientation/story.html)
  - 2. **BOARD ACTION:** Adopt Local Administrative Procedures.....
  - 3. **BOARD ACTION:** Adopt Resolution No. 2024-01 .....
  - 4. VAB Counsel to brief members on government in the sunshine requirements ([Chapter 286, Florida Statutes](#) and [ex parte communications, s.286.0115, F.S.](#); complete copy of 2020 sunshine manual found at <http://www.myfloridalegal.com/sun.nsf/sunmanual>
  - 5. VAB Counsel to brief members on legal changes, rule and statutory changes
- D. Florida Department of Revenue Uniform Policies and Procedures Manual Dated January 2024 (required copy of manual provided as a link below)  
<https://floridarevenue.com/property/Documents/UniformPoliciesManual2022.pdf>
  - 1. Rule Chapter 12D-9, F.A.C.: Requirements for VABs in Administrative Reviews; Uniform Rules for Procedures for Hearings Before VABs  
(<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=12D-9>)
  - 2. Rule Chapter 12D-10, F.A.C.: Value Adjustment Boards  
(<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=12D-10>)
  - 3. All *guidelines* documents adopted by Rule Chapter 12D-51, F.A.C., Standard Assessment Procedures and Standard Measures of Value; Guidelines  
(<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=12D-51>)
  - 4. Florida Statutes Chapter 192: Taxation, General Provisions  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0192/0192.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0192/0192.html)
  - 5. Florida Statutes Chapter 193: Assessments  
[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0193/0193.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0193/0193.html)
  - 6. Florida Statutes Chapter 194: Administrative & Judicial Review of Property Taxes

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0100-0199/0194/0194.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0194/0194.html)

7. Florida Statutes Chapter 195: Property Assessment Administration and Finance  
[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=195&URL=0100-0199/0195/Sections/0195.0011.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=195&URL=0100-0199/0195/Sections/0195.0011.html)

E. **BOARD ACTION:** Approve schedule for hearings and future VAB meetings: *By statutes, hearings must begin by the 60<sup>th</sup> day following the mailing of TRIMS and cannot begin before approval of all or any part of the county's assessment rolls by the Department of Revenue. PAO anticipated mailing TRIM notices on August 15. Hearings must begin by 60<sup>th</sup> day following.* .....

1. Recommend hearings begin on Friday, October 18, 2024 at 1:30 p.m. with an alternate date of Wednesday, October 23, 2024, assuming TRIM notices are mailed as planned.

F. **BOARD ACTION:** Approve DOR Form 488-P, Initial Certification of the Value Adjustment Board .....

G. **BOARD ACTION:** Approve Destruction of Records up to 2020.....  
12D-9.034 (3): *The petition records shall be maintained for four years after the final decision has been rendered by the board if no appeal is filed in circuit court, or for five years if an appeal is filed. Board meeting minutes are retained permanently.*

H. Confirmation of Business Items as per Rule Chapter 12D-9.013, F.A.C. (DOR Organizational Meeting Checklist).....

I. Recess the VAB meeting until **Friday, October 18, 2024 at 1:30 p.m.**, or until rescheduled by Clerk.