

**DUVAL COUNTY VALUE ADJUSTMENT BOARD
2010 TIMELINE**

May	Ordering of Supplies for the Year
June	Send applications out to Special Magistrates (Interested in Serving)
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)
August	Send out VAB schedule (Preliminary) - Email
August 24 (Tues)	<u>Public Service Announcement</u> Start of Public Service Announcement regarding 2010 VAB filing process and deadline
August	Send e-mail out for <u>VAB Board Organizational Meeting</u>
August 23 (Mon)	VAB Board 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• Dates to receive reports from Special Magistrates for acceptance or denial by the board
August 18 (Wed)	<u>Protest Period for Real Property & TPP</u> Property Appraiser mails <u>TRIM</u> notices (25 days to file petitions – 8/18/10 through 9/13/10) <u>Protest Location:</u> Locations for filing petitions Monday thru Friday, 8:00 am – 5:00 pm 117 West Duval Street, 3rd Floor City Hall – St. James Bldg., Suite 305 Jacksonville, FL 32202
September 13 (Mon)	<u>Deadlines and Mail Outs</u> Deadline for filing all petitions to VAB
September 15 (Wed)	<u>Legal Notices</u> Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspaper:

Financial News & Daily Records Publication

September 16 (Thurs) Legal Notice for Exemptions and Classifications Hearing to appear in the following Newspapers:

Florida Times-Union
Jax Free Press

September 16 (Thurs) Legal Notice for Exemptions and Classification Hearings to Appear in the following Newspaper:

Florida Star Publication

August 10 (Tues)

Special Magistrate Orientation

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

- **Fill out new W-9 for 2010 year**

October – May

Hearing Schedule (All dates are subject to change)

Special Magistrate Hearings - on petitions filed
(117 W. Duval Street, Suite 305, Jax, FL – City Hall)

**October 11– 14
(Mon – Thurs)**

**October 18 – 21
(Mon – Thurs)**

**October 25 – 28
(Mon – Thurs)**

**November 1 – 4
(Mon – Thurs)**

**November 8, 9 & 10
(Mon – Wed)**

**November 15 – 18
(Mon – Thurs)**

**November 29 – Dec 2
(Mon – Thurs)**

**December 6 – 9
(Mon – Thurs)**

**December 13 – 16
(Mon – Thurs)**

**January 3 – 6
(Mon – Thurs)**

**January 10 – 13
(Mon – Thurs)**

**January 18 – 20
(Tue – Thurs)**

**January 24 – 27
(Mon – Thurs)**

**January 31 – Feb 3
(Mon – Thurs)**

**February 7 – 10
(Mon – Thurs)**

**February 14 – 17
(Mon – Thurs)**

**February 22 – 24
(Tue – Thurs)**

**February 28 – Mar 3
(Mon – Thurs)**

**March 7 – 10
(Mon – Thurs)**

**March 14 – 17
(Mon – Thurs)**

**March 21 – 24
(Mon – Thurs)**

**March 28 – 31
(Mon – Thurs)**

**April 4 – 7
(Mon – Thurs)**

**April 11 – 14
(Mon – Thurs)**

**April 18 – 21
(Mon – Thurs)**

**April 25 – 28
(Mon – Thurs)**

**May 2 – 5
(Mon – Thurs)**

**May 9 – 12
(Mon – Thurs)**

**May 16 – 19
(Mon – Thurs)**

**May 23 – 26
(Mon – Thurs)**

October – June	<u>Acceptance of Reports</u> Special Magistrate reports to be turned in to the VAB Attorney
3 rd Thursday of each month	<u>Board Meeting(s)</u> Board hearing to approve recommendations from Special Magistrates and to resolve items (if any) deferred from the Special Magistrates Hearings
October – June	<u>Hearing Results</u> Clerk mails to each Petitioner the recommendation of Special Magistrate
TBA	<u>2010 Tax Impact Notice</u> Impact Notice in the Florida Times-Union