

MINUTES
2019
VALUE ADJUSTMENT BOARD
ORGANIZATIONAL MEETING

August 28, 2019
County Commission Chambers
945 North Temple Avenue
Starke, FL 32091
9:30 a.m.



PRESENT: Commissioner District 5 Frank Durrance
Commissioner District 2 Commissioner Kenny Thompson
School Board Member District 1 Sheila Cummings
County Commission Citizen Member Mike Juliano
School Board Citizen Member Mike Prescott

ALSO PRESENT: Marlene Stafford, Deputy Clerk; Paul Sanders, VAB Attorney; Kenny Clark, Property Appraiser; Shelly Bowen, Deputy Property Appraiser; and Kimberly Duncan, Property Appraiser staff.

1. CALL TO ORDER: Chairman Durrance called the meeting to order at 9:30 a.m.

2. CONSIDER APPROVAL OF AGREEMENT FOR LEGAL SERVICES WITH PAUL SANDERS, P.A. (Hourly Rate \$175)--VAB Clerk:

Ms. Stafford presented the agreement for consideration.

*Commissioner Thompson moved, seconded by Citizen Member Prescott, and **carried 5-0, to approve the Agreement for Legal Services.***

3. BOARD ORGANIZATION--CLERK STAFFORD:

a. Elect Chairman (Pursuant to F.S. 194.015, the Chairman must be a County Commissioner)

Ms. Stafford called for nominations for 2019 VAB Chairman.

*Citizen Member Juliano nominated Commissioner Durrance, Commissioner Thompson seconded the nomination. There being no further nominations, the **nomination carried 5-0.** (Commissioner Durrance will serve as the 2019 VAB Chairman)*

b. Elect Vice-Chairman

Chairman Durrance called for nominations for 2019 Vice-Chairman.

*Citizen Member Prescott nominated Commissioner Thompson, Citizen Member Juliano seconded the nomination. There being no further nominations, the **nomination carried 5-0.** Commissioner Thompson will serve as the 2019 VAB Vice-Chairman.*

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a. Elect Chairman (Pursuant to F.S. 194.015, the Chairman must be a County Commissioner)

Ms. Stafford called for nominations for 2019 VAB Chairman.

*Citizen Member Juliano nominated Commissioner Durrance, Commissioner Thompson seconded the nomination. There being no further nominations, the **nomination carried 5-0.** (Commissioner Durrance will serve as the 2019 VAB Chairman)*

b. Elect Vice-Chairman

Chairman Durrance called for nominations for 2019 Vice-Chairman.

*Citizen Member Prescott nominated Commissioner Thompson, Citizen Member Juliano seconded the nomination. There being no further nominations, the **nomination carried 5-0.** Commissioner Thompson will serve as the 2019 VAB Vice-Chairman.*

4. INTRODUCTION OF BOARD MEMBERS (Contact Information Available to Public and Included in Packet)—VAB Clerk:

- a. County Commissioner Kenny Thompson, District II
- b. County Commissioner Frank Durrance, District V
- c. School Board Member Erica Mains Reddish, District V
- d. County Commission Citizen Member Mike Juliano
- e. School Board Citizen Member Mike Prescott

(No public present, no introductions necessary.)

5. INTRODUCTION OF BOARD CLERK DESIGNEE (Contact Information Available to Public and Included in Packet)—Board Chairman

- a. Marlene Stafford, Deputy Clerk

(No public present, no introduction necessary.)

6. ANNOUNCE AVAILABILITY OF DEPARTMENT RULES AND RELATED DOCUMENTATION—VAB Clerk (CD's and on website: www.bradfordcountyfl.gov/clerkIndex.html)

Ms. Stafford announced that the Department Rules, related documentation and the Government in Sunshine Manual are available on CD and on the Clerk's website.

7. CONSIDER ADOPTION OF RESOLUTION RATIFYING \$15.00 FILING FEE—VAB Clerk

Ms. Stafford presented the resolution for consideration.

Commissioner Thompson moved, seconded by Citizen Member Juliano, and carried 5-0, to adopt the [Resolution](#).

8. AUTHORIZE THE CHAIRMAN TO EXECUTE THE FOLLOWING FORMS ON BEHALF OF THE VAB IN ORDER TO FULFILL PROCEDURAL REQUIREMENTS—VAB Legal Counsel

- a. Decisions of the VAB to Include Findings of Fact and Conclusions of Law
- b. Certifications of the Value Adjustment Board

Mr. Sanders recommended that the Board authorize the Chairman to execute the forms on behalf of the Board. This precludes the Board from having to meet as a body to approve the final decisions and certifications.

Citizen Member Juliano moved, seconded by Commissioner Thompson, and carried 5-0, to authorize the Chairman to execute the forms on behalf of the Value Adjustment Board.

9. GOOD CAUSE DETERMINATIONS FOR REQUESTS FOR HEARING RESCHEDULES--VAB Legal Counsel:

a. Reschedule for Good Cause--Appoint Designee for Good Cause Determination

Mr. Sanders recommended the VAB designate him to make good cause determinations.

Commissioner Thompson moved, seconded by Citizen Member Prescott, and carried 5-0, to designate Mr. Sanders to make Good Cause determinations on behalf of the VAB.

10. GENERAL DISCUSSION:

Mr. Sanders briefly reviewed the following:

- Electronic Appearance: Mr. Sanders reviewed 12D-9.026 – Procedures for Conducting a Hearing by Electronic Media.

Following brief discussion, *Commissioner Thompson moved, seconded by Citizen Member Prescott, and carried 5-0, to prohibit electronic appearances for the 2019 VAB process.*

- Hearing process and requirements.
- Decision process.
- Findings of Fact and Conclusions of Law.

11. DISCUSS GENERAL INFORMATION ON: -- VAB Legal Counsel

Mr. Sanders briefly reviewed each of the following.

- a. Florida's Property Tax System (Chapters 12D-1 through 12D-51 and Chapter 12-9 F.A.C. and F.S. 192)
- b. Roles of the Participants in the System (Chapter 12D-9 F.A.C.)
- c. How Taxpayers can Participate in the System (Taxpayer Guide--Available on both the Clerk and the Department's website.)
- d. Property Taxpayer Rights (12D-9.001 F.A.C. and F.S. 192.0105)
- e. 2019 Statutory Amendments/Revisions
- f. Ex Parte Communication

12. PROPERTY APPRAISER COMMENTS—Kenny Clark

Mr. Clark expressed appreciation to the Board members for their willingness to serve. He introduced staff members, Shelly Bowen and Kimberly Duncan. Staff will do their best, within the parameters of law, to resolve the majority of the petitions before they come to the Board.

13. ANNOUNCE HEARING DATES—VAB Clerk

Ms. Stafford announced the following:

- a. The number of petitions filed. Unknown at this time. The deadline to file is September 6.
- b. Hearing dates: Thursday, October 10 at 9:30 a.m. and Reschedule for Good Cause date of Thursday, November 7 at 9:30 a.m.
- c. There is a possibility of rescheduling.
- d. The VAB must continue in session until all petitions are heard.

14. PUBLIC COMMENTS: None.

15. OTHER BUSINESS--VAB Chairman:

Chairman Durrance expressed appreciation to the Property Appraiser's Office and to the VAB Clerk.

16. RECESS

There being no further business, the meeting was recessed at 9:56 a.m. The Board will reconvene on October 10, 2019 at 9:30 a.m.

**VALUE ADJUSTMENT BOARD
BRADFORD COUNTY, FLORIDA**



FRANK DURRANCE, CHAIRMAN

ATTEST:  _____
RAY NORMAN, CLERK OF THE COURTS

(Minutes prepared by Marlene Stafford, Deputy Clerk)