

**GLADES COUNTY 2025 VALUE ADJUSTMENT BOARD**  
**AUGUST 14, 2025 AT 10:00 AM**  
**AGENDA**

1. Call to Order and Verification of Quorum (See Exhibit A) – VAB Counsel
2. Ratify the private board legal counsel (See Exhibit B) – motion needed
3. Affidavit of Publication for meeting notice (See Exhibit C) – VAB Counsel
4. Introduction of Board Members (Contact Information – See Exhibit D.1)
  - a. VAB Chair Appointed by Board of County Commissioners – See Exhibit D.2)
  - b. Chair Appoints Vice-Chair – no motion needed/appointment only
5. Introduce the Board Clerk or Designee (Contact Information - See Exhibit D.1)
6. Approval of the agenda for this Organizational Meeting – motion needed
7. Hearing Procedures

Good Cause - Designate VAB counsel to review and grant/deny late filed petitions for Good Cause, rescheduled hearing requests requiring good cause statements, and good cause statements for failure to appear at scheduled hearings pursuant to F.A.C. 12D-9.015, F.A.C. 12D-9.019 and F.A.C. 12D-9.021; and authorize VAB counsel to request more definite information from petitioners during any good cause review. – motion needed
8. Discuss, take testimony on and adopt or ratify with any required revision or amendment any local administrative procedures and forms of the board. - Telephonic Hearing Procedures – Pursuant to F.A.C. 12D-9.026, the VAB is permitted to hold remote hearings. As such, the VAB must establish Telephonic Hearing Procedures (see Exhibit E) - motion needed
9. Approve minutes of the August 27, 2024 – 2024 Organizational Meeting: (See Exhibit F) - motion needed
10. Adopt and make available to the public and board members the following (motion needed for all):
  - a. Florida Administrative Code Chapter 12D-9 (Uniform Rules of Procedure for Hearings)
  - b. Florida Administrative Code Chapter 12D-10 (Rules applicable to the requirements for hearings and decisions.
  - c. Florida Administrative Code Chapter 12D-16

- d. Rules 12D-51.001, 51.002, 51.003, F.A.C., and Chapters 192 through 197, F.S. (Reference information containing the guidelines and statutes applicable to assessments and assessment administration)
  - e. Florida's Government in the Sunshine (Sunshine Law) Manual
  - f. Department of Revenue approved VAB forms
  - g. Department of Revenue Uniform Policies and Procedures Manual
11. Adopt or ratify by resolution any filing fee for petitions for that year, in an amount not to exceed \$50.00 (See Exhibit G) – motion needed
  12. Authorize VAB Counsel to review and update the Clerk's VAB website (Uniform Policies and Procedures), if necessary. – motion needed
  13. Authorize Clerk to hire a Court Reporter for the hearings. – motion needed
  14. Authorize the Chair to sign Forms DR-488P, 2025 Preliminary Certifications of the Value Adjustment Board (Real Property and Tangible Personal Property). (See Exhibit H) – motion needed
  15. Discuss general information on Florida's property tax system, respective roles within this system, taxpayer opportunities to participate in the system, and property taxpayer rights – VAB Counsel (See Exhibit I)
  16. Discuss law/rule changes as they affect VAB operations - VAB Counsel (See Exhibit J)
  17. Announce the tentative schedule for the Value Adjustment Board taking into consideration the number of petitions filed, the possibility of the need to reschedule and the requirement that the board stay in session until all petitions have been heard.
    - a. Hearing notice review and discussion of dates for hearings (See Exhibit K)
  18. Additional Items for Discussion and Board Counsel review of Statutory and Rule Requirements for Organizational Meetings to ensure Board compliance (See Exhibit L)
  19. Approve the Chair signing the DR-488 forms and approve the Clerk publishing the DR-529 form without a formal VAB meeting, in the event there are no VAB hearings/changes to the tax rolls as a result of VAB action. – motion needed
  20. Public Comment