

## NOTICE FOR LEGAL COUNSEL

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that the Brevard County Value Adjustment Board (VAB) is seeking applications for appointment of Legal Counsel from interested individuals who qualify under the requirements set forth in Section 194.015, Florida Statutes which states, in pertinent part, as follows:

The board shall appoint private counsel who has practiced law for over 5 years and who shall receive such compensation as may be established by the board. The private counsel may not represent the property appraiser, the tax collector, any taxing authority, or any property owner in any administrative or judicial review of property taxes.

Florida Department of Revenue Rule 12D-9.008 contains other requirements and qualifications for Legal Counsel to the Value Adjustment Board.

- 1) Legal Counsel must be an attorney in private practice. The use of attorney employed by the government is prohibited.
- 2) An attorney may represent more than one value adjustment board.
- 3) An attorney may represent a value adjustment board, even if another member of the attorney's law firm represents one of the enumerated parties so long as the representation is not before the value adjustment board.
- 4) Legal Counsel should avoid conflicts of interest or the appearance of conflict of interest in their representation.

Counsel shall be a member of the Florida Bar and will be required to sign a contract for services at a negotiated hourly rate. Counsel shall attend all meetings of the VAB.

All resumes shall include: at least three (3) references, with a minimum of two (2) from Florida governmental entity experience within the past ten (10) years, for which the Proposer has performed work similar in scope and magnitude to the Scope of Work, including the contact name, address, email address, telephone number, and date of the contract.

Any qualified individual who wishes to apply should submit a resume by 5:00 p.m., January 31, 2021, to:

Brevard County Clerk of Courts  
Attn: Value Adjustment Board  
400 South Street, 2<sup>nd</sup> floor  
Titusville, Florida 32780  
(321) 637-6523

## SCOPE OF SERVICES

The Brevard County Value Adjustment Board ("VAB" or "Board") wishes to engage an attorney to provide services as General Legal Counsel ("Counsel") to the VAB. The VAB is created pursuant to Section 194.015, Florida Statutes.

The VAB is composed of two county commissioners, one school board member and two private citizen members, one each appointed by the Board of County Commissioners and the Brevard County School Board.

As further described in Section 194.032, Florida Statutes, the VAB provides taxpayers an opportunity for administrative review of property taxes, including assessments of value for real and tangible personal property, complaints relating to denials of homestead exemptions and classifications of property and property tax deferrals. VAB hearing procedures are governed by Chapter 194, Florida Statutes, and rules promulgated by the Florida Department of Revenue (DOR), specifically Rule Chapters 12D-9 & 10. VAB hearings in Brevard County are conducted by special magistrates appointed by the VAB. Special magistrate recommendations on VAB petitions have historically been adopted by the VAB without further reviews or hearings by the VAB.

Counsel to the VAB shall attend all meetings of the VAB and render legal advice to members of the VAB and staff for the VAB. No meeting of the board shall take place unless general counsel to the board is present.

Counsel shall perform all such legal and administrative services as would customarily be undertaken by Counsel to a board such as the VAB, including but not limited to the following:

1. Attend all meetings of the VAB and render such advice and assistance as required by the VAB to ensure that all actions taken by the Board and its appointees meet the requirements of the law.
2. Research legal issues and prepare such opinions, memoranda, and reports as requested by the VAB or the administrative support staff of the VAB. Such issues include review and response to any written complaints alleging noncompliance with the law by the VAB, special magistrate or support staff of the VAB.
3. Advise Board members, VAB staff, and, at times, special magistrates, on the interpretation and application of relevant statutes, regulations and policies, including Chapters 193 through 196, as well as the rules promulgated by the DOR.
4. Review all late-filed petitions to the VAB and make recommendations, without holding hearings, on the acceptance or denial of such late-filed petitions.
5. Actively use the online VAB software, named AXIA, as provided by the Brevard County Clerk of Courts.