

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
May 26, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, May 26, 2016. Present were the following:

**Robert A. Burroughs, Chair  
Charlene Fang, Vice-Chair  
Vivian R. Ingersoll, Assessor  
John W. Lawson, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Brian Jennings, Deputy Chief Appraiser – Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Allen Alford, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**Absent:** James Vernor, PhD, MAI, Assessor

The Chair called the meeting to order at 9:39 a.m.

John Horn from the Office of Budget Management observed the meeting today.

**APPROVAL OF AGENDA**

John Lawson made a motion to approve the 5/26/16 Agenda, seconded by Charlene Fang, motion carried.

**APPROVAL OF MINUTES**

Charlene Fang made a motion to approve the Minutes for 5/5/16, seconded by Vivian Ingersoll, motion carried. John Lawson abstained as he was not in attendance at this meeting.

**CITIZEN TIME**

No citizens appeared.

### **BOARD DISCUSSION AND ACTION ON BATCHES**

Vivian Ingersoll made a motion to approve batches 1 through 31 of this agenda, seconded by Charlene Fang. After discussion, special attention was given to Residential batch 22 which included 48 parcels. Because of market forces, a field review was completed and 299c values were removed from these parcels. A Property Review Documentation Form was completed for each parcel and presented to the Board. All voted "aye" including the Chair; the motion carried.

### **INTRODUCTION OF NEW EMPLOYEE**

The Chair welcomed Jermaine Davis. He recently started in the position of Appraiser I in the Residential Division.

### **APPROVAL OF 2016 REAL ESTATE VALUES**

Calvin Hicks sent a jump drive which included the following documents to the Board prior to today's meeting:

2016 Market Standard Report as developed by Dr. Richard Borst, Tyler Technology

2016 Standards for Acceptance

List of Value Revisions – 2015 vs. 2016

Beginning SAR STATS

Ending SAR STATS

Consolidation Reports

Growth and Revaluation Summaries

Calvin Hicks discussed these reports in detail with Board members and closed with the recommendation that the values before them be approved for 2016, Vivian Ingersoll made the motion to approve based on this recommendation and John Lawson, seconded the motion, all voted "aye" including the Chair. The Motion carried.

### **APPROVAL OF 2016 COMMERCIAL 48-5-299c LISTING**

Brentnol Baker gave an overview of this report to the Board. This is the Revised Commercial listing of parcels where a field review was completed and 299c values were removed due to market forces. After discussion, John Lawson made a motion to approve the document as presented and gave permission to send notices, seconded by Vivian Ingersoll. The motion carried.

### **APPROVAL OF 2016 FULTON COUNTY/DEKALB COUNTY STATISTICS**

After corresponding with Fulton County by email regarding the ratios this year, Calvin Hicks presented the Board both Counties' level of assessments and stated that both counties are in compliance. The 2016 Resolution shows that the current median ratio for the City of Atlanta Fulton County is 1.00 and the current median ratio for City of Atlanta DeKalb County is .99. He asked that the Board adopt the resolution as presented.

John Lawson moved to adopt the Fulton-DeKalb 2016 Resolution as prepared on information as sent to us authorizing our Chair and Board Secretary to sign, seconded by Vivian Ingersoll. The motion carried.

**This Resolution will be sent to the Fulton County Board of Assessors immediately for approval and Chair and Board Secretary to sign.**

**STAFF REPORTS**

See attached.

**CHIEF APPRAISERS' REPORT**

See attached.

**EXECUTIVE SESSION**

No session today.

**ADJOURNMENT**

**John Lawson made a motion to adjourn, seconded by Vivian Ingersoll. The motion carried and the meeting adjourned at 11:54am.**

**This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).**

Signed by:

  
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Calvin C. Hicks, Jr.  
Chief Appraiser/BTA Secretary

Date Approved:

6-2-16