

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
July 28, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, July 28, 2016. Present were the following:

**Robert A. Burroughs, Chair
Charlene Fang, Vice-Chair
John W. Lawson, Assessor
James Vernor, PhD, MAI, 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: Vivian R. Ingersoll, Assessor

The Chair called the meeting to order at 9:36 a.m.

APPROVAL OF AGENDA

Jim Vernor made a motion to approve the 7/28/16 Agenda, seconded by John Lawson, motion carried.

APPROVAL OF MINUTES

The Minutes for 7/7/16 were deferred.

CITIZEN TIME

No citizens appeared.

BOARD DISCUSSION AND ACTION ON BATCHES

Jim Vernor made a motion to approve batches 1 through 28 of this agenda, seconded by John Lawson. After discussion, all voted “aye” including the Chair, the motion carried. The Chair abstained from Batch 26. Note: The Board specified that batch 26 is a denial of the exemption.

PERSONAL PROPERTY REFUND REQUEST REPORT

After Allen Alford and Calvin Hicks discussed this report with the Board, Jim Vernor made a motion to accept the value revisions predicated on this report, seconded by John Lawson; all voted “aye” including the Chair.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

Calvin Hicks had two comments prior to going over the attached reports: He indicated that prior to this meeting the Board received the Consolidated Report electronically. This is a report of every tax district that we have. He also sent the Value Change Report electronically which indicates normal growth and inflationary growth.

Calvin Hicks expressed his sincere appreciation to all staff for their commitment and diligence in getting items keyed and processed for digest submission. Particularly, Shervonne Henderson and Donna Rosser this was their first year and they did an excellent job. Also, Theresa Gaffney provided guidance that was invaluable and we thank her for that. Also, Brentnol Baker and Brian Jennings are new to their positions and they have performed well. This has been a true team effort. The 2016 Digest will be submitted to the Department of Revenue today.

John Lawson echoed these sentiments and stated that going through the relocation to this building and preparing for digest submission, this department has not missed a beat. He considers this to be phenomenal and said this kind of diligence has occurred consistently since he's been on the Board. Calvin Hicks thanked John Lawson for the comments.

Regarding Settlement Conferences, the question had been asked of the Law Department if after the 10 day notice the filing fee has not been paid; will this result in the appeal being canceled? The Law Department advised that the appeal would be concluded or canceled. Calvin Hicks stated that a notice will be sent to the property owner for failure to provide the filing fee.

See attached.

EXECUTIVE SESSION

Jim Vernor made a motion to adjourn to Executive Session, seconded by John Lawson, the motion carried. The session started at 10:51 a.m. A personnel issue was discussed. No action was taken.

This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)

ADJOURNMENT

Jim Vernor made a motion to adjourn, seconded by John Lawson. The motion carried and the meeting adjourned at 11:16 a.m.

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

Signed by:



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

Date Approved:

8-4-16