

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
July 6, 2017**

A meeting of the DeKalb County Board of Assessors was held on Thursday, July 6, 2017. Present were the following:

**Vivian R. Ingersoll, Chair
James Vernor, PhD, MAI, Vice-Chair
Robert A. Burroughs, Assessor
Charlene Fang, Assessor
John W. Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Jeff Cohen, Appraiser Supervisor - Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial
Teresa H. Nealey, Recording Secretary**

Absent: Donna Rosser, Assistant Chief Appraiser
Brian Jennings, Deputy Chief Appraiser – Residential
Allen Alford, Supervisor – Business Personal Property

**Citizens
Fred Milani and Ashrat Koukabi**

CALL TO ORDER

The Chair called the meeting to order at 9:32 a.m.

APPROVAL OF AGENDA

The Chair called for a motion to approve the updated 7/6/17 Agenda, made by Jim Vernor and seconded by John Lawson. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair asked for any corrections or additions to the 6/15/17 Minutes, hearing none she called for a motion to approve, made by Robert Burroughs and seconded by Jim Vernor. The motion carried unanimously.

CITIZEN TIME

Mr. Fred Milani came to address the Board regarding his property and the increase in value for this year. Mr. Milani is a well-known builder in DeKalb County. Ms. Ashrat Koukabi, a friend and homeowner, accompanied him. After it was discovered that they wanted to initiate a 2017 appeal, Jeff Cohen assisted them with this process.

INTRODUCTION OF NEW EMPLOYEE

Calvin Hicks introduced Clashawn Grant to the Board and stated that he was very happy to have him. Clashawn is a new appraiser in the Residential Division. The Chair welcomed Clashawn to the Department.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 48 of this agenda (It should be noted that the 7/6/17 BTA Agenda Update showed 3 parcels that were pulled from batch 21, 4 parcels were pulled from batch 22, one parcel was pulled from batch 26 and batches 42 and 43 were pulled), made by Jim Vernor, seconded by Robert Burroughs. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 49 through 56 of this agenda, made by Jim Vernor, seconded by Charlene Fang. After discussion, the Chair called for a vote which passed unanimously.

CHIEF APPRAISERS' REPORT

See attached.

Calvin Hicks discussed his recommendation for compliance with 48-5-299(d) in light of Fulton County's change in its 2017 digest values.

The Chair called for a motion stating that pursuant to the requirements of O.C.G.A. 48-5-299(d), the DeKalb Board of Assessors shall reduce the value of all residential lots (vacant and improved) and single family residential improvements located within the City of Atlanta by twenty percent to conform with actions adopted by the Fulton Board of Assessors (Resolution of the Fulton Board of Assessors adopted on June 28, 2017) in rescinding proposed 2017 values in lieu thereof continuing the use of 2016 values, made by John Lawson and seconded by Robert Burroughs. The motion carried unanimously.

The Chair complimented Calvin Hicks for his outstanding work on this project.

STAFF REPORTS

See attached.

EXECUTIVE SESSION

The Chair called for a motion to adjourn into Executive Session, made by Jim Vernor and seconded by John Lawson. The Chair convened the Executive Session at 11:28 a.m. to discuss a personnel matter. No action was taken.

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

GENERAL SESSION

The Chair reconvened to General Session at 11:53 a.m. and called for a motion to notify the Human Resources Department of the salary grade adjustment discussed in Executive Session, made by Jim Vernor seconded by Charlene Fang. The motion carried unanimously.

OTHER BUSINESS


Jim Vernor volunteered to take the lead in updating the current Policy Manual. He asked that Board members review the manual and review what was discussed at CAVEAT.

ADJOURNMENT

The Chair called for any further business to come before the Board, hearing none she called for a motion to adjourn made by Jim Vernor, seconded by Charlene Fang. The meeting was adjourned at 11:57 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: 7/25/17