



Assessors' Meeting Agenda
October 8, 2019
8:30 AM

1. Review and approve minutes from September 10th meeting.
 2. Review automobile appeals submitted by appraiser.
 3. Review and approve error and release requests submitted.
 4. Approve the use of ABOS for 2020 boat and motor values.
 5. Approve the use of NADA for 2020 mobile home values.
 6. Approve the use of Aircraft Bluebook for 2020 aircraft values.
 7. Approve the use of WinGAP software for appraisal of all county property both real and personal, taxable and non-taxable.
 8. Approve the use of The Million Pines Co, LLC for collection of all field work and data entry of all additions and changes for the 2020 digest.
 9. Chief Appraiser's Status Report
 10. Adjourn
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Candler County Board of Tax Assessors

Meeting Minutes

October 8th, 2019

Opening

The meeting was called to order at 8:30am by Letrell Thomas in the Tax Assessors office at the Candler County Courthouse.

Attendees

Letrell Thomas, Assessor & Chairman
Dorothy S. Hunt, Assessor
Marian Grier, Chief Appraiser
Cheyenne Lanier, Secretary

Approval of Minutes

Motion was made by Ms. Hunt to approve the minutes of the September 10th, 2019 meeting. Mrs. Thomas seconded. Minutes were approved unanimously and signed.

New Business

For the purpose of the minutes E&R references "Error & Release" and NOD references "Not on Digest". These documents are used in the Tax Assessors office to make corrections and/or changes to the digest.

Motion was made by Ms. Hunt to review and approve automobile value changes recommended by appraiser. Mrs. Thomas seconded. Motion passed unanimously. All were approved.

Motion was made by Ms. Hunt to review and approve E&R requests submitted by appraiser. Mrs. Thomas seconded. Motion passed unanimously. All were approved.

Motion was made by Ms. Hunt to approve the use of ABOS for 2020 boat and motor values. Mrs. Thomas seconded. Motion passed unanimously.

Motion was made by Mrs. Thomas to approve the use of NADA for 2020 mobile home values. Ms. Hunt seconded. Motion passed unanimously.

Motion was made by Mrs. Thomas to approve the use of Aircraft Bluebook for 2020 aircraft values. Ms. Hunt seconded. Motion passed unanimously.

Motion was made by Ms. Hunt to approve the use of WinGAP software for appraisal of all county property, both real and personal, taxable and non-taxable. Mrs. Thomas seconded. Motion passed unanimously.

Motion was made by Ms. Hunt to approve the use of The Million Pines Co. LLC for collection of all field work and data entry of all additions and changes for the 2020 digest. Mrs. Thomas seconded. Motion passed unanimously.

Mrs. Grier presented Chief Appraiser's Report. See attached.

Motion was made by Ms. Hunt to add the automation of forms to the FY2021 budget. Mrs. Thomas seconded. Motion passed unanimously.

Motion was made by Mrs. Thomas to approve the new job description for Mobile Home Clerk. Ms. Hunt seconded. Motion passed unanimously. See attached.

Adjournment:

The next monthly meeting was scheduled for November 5th, at 8:30am to be held in the Tax Assessors office at the Candler County Courthouse.

The meeting was adjourned by Letrell Thomas at 9:15am.

Minutes Submitted by:



Cheyenne Lanier, Secretary

11.5.19

Date

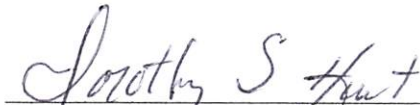
Minutes Approved by:



Letrell Thomas, Assessor & Chairman

11/5/19

Date



Dorothy S. Hunt, Assessor

Date

UTILITIES COMPARRISON 2018 - 2019

	FMV 2018	FMV 2019	CHANGE	AV 2018	AV 2019	CHANGE
AT&T GEORGIA D/B/A BELLSOUTH TELECOM	167	481	314	67	192	126
BELLSOUTH TELECOM/AT&T GEORGIA	809	754	-55	324	302	-22
EXCELSIOR E M C	8,490,493	8,679,847	189,354	3,396,197	3,471,939	75,742
GEORGIA SOUTHERN RAILWAY COMPANY	65,312	65,312	0	26,125	26,125	0
GEORGIA POWER COMPANY	16,170,271	16,734,602	564,331	6,468,108	6,693,841	225,732
GEORGIA POWER COMPANY	10,010	10,010	0	4,004	4,004	0
GEORGIA TRANSMISSION CORP	1,368,054	1,273,189	-94,865	547,222	509,276	-37,946
NORFOLK SOUTHERN RAIL SUBSIDIARIES	137,284	137,284	0	54,914	54,914	0
PINELAND TELEPHONE COOP	9,144,588	9,173,850	29,262	3,657,835	3,669,540	11,705
ZAYO GROUP, LLC	0	71,647	71,647	0	28,659	28,659
TOTAL UTILITIES	35,386,988	36,146,976	759,988	14,154,795	14,458,790	303,995

Assessment ratio used is 40.00% for 2018

Assessment ratio used is 40.00% for 2019

Additional tax for County

3,791

Additional tax for School

4,256

**Assessors' Meeting
September 10, 2019
Chief Appraiser's Report**

1. On September 30 – October 1, 2019, Cheyenne Lanier and Marian Grier attended the QPublic Conference in Savannah. Cheyenne is now a certified website coordinator. On October 3 – 4, 2019 Marian attended the WinGAP Users Conference in Savannah.
2. On September 16, 2019, Emily Green joined our staff as deed clerk replacing Jessica Gonzalez.
3. On September 27, 2019, Mary A. Clark (Dee Dee) retired from our staff.
4. Dee Dee's position has been changed from Administrative Secretary to Clerk/Mobile Home Ordinance Monitor. The new job description is attached. It was sent to the County Administrator and the County Attorney. Both said there was no need for it to be approved by the County Commissioners. The position has been advertised in the Metter Advertiser last week and this week.
5. The Million Pines Co, LLC will review the central portion of the county including the City of Metter for tax year 2020 as well as pick up new construction and additions in all areas of the county. We are in the second year of a three-year renewable contract.
6. qPublic has expanded their product offerings to include GIS maintenance. I am still working on the RFP for GIS maintenance and will include them in the mailout. They also have other products we could use. I will need to get costs and submit with next year's budget request.



Clerk/Mobile Home Ordinance Monitor Tax Assessor

TA/3

JOB SUMMARY

This position performs clerical duties and field inspections in support of department operations.

MAJOR DUTIES

- Enters information into computerized databases.
- Completes jeopardy assessments, error and release forms, etc.
- Distributes permits and receives payments.
- Monitors all mobile home movements into and out of the county.
- Maintains appropriate mobile home files.
- Maintains hunting camp files and payments
- Receives and process timber returns and files
- Maintains fee abatement files
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages
- Performs related duties.as required

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of departmental policies, procedures and functions.
- Skill in the provision of customer services.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Appraiser assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and county policies and procedures and ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for department operations. Success in this position contributes to the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, property owners, mobile home installers and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. Travel in a County provided vehicle to all parts of the County on a regular basis to monitor mobile home installations.
- The work is typically performed in an office with frequent travel.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- One year of related experience required.
- Working knowledge of Microsoft Office Suite
- A team member attitude
- Trainable