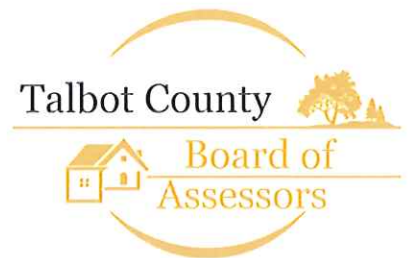




38 South Jefferson Ave.
PO BOX 337
Talbotton, GA 31827

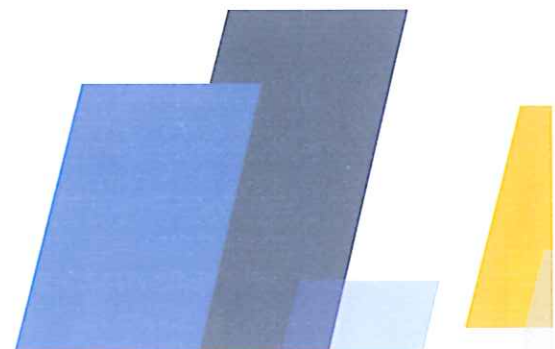


BUDGET WORKSHOP
CALLED MEETING
April 17, 2020
TAX OFFICE ANNEX
9:30 AM
AGENDA

1. Call to Order
2. Approve Agenda, and any additions
3. New Business
 - A. Budget Workshop for 2020-2021 Budget
 - B. Announcements
 - i. Next scheduled monthly meeting is tentatively _____, 2020.
 - C. Adjournment

Phone: 706.665.3377
Fax: 706.665.9158
E-mail: office@talbotgabo.org

www.qpublic.net/ga/talbot



38 South Jefferson Ave.
PO BOX 337
Talbotton, GA 31827

Daniel B Coffee, Chairman
Sandra N. Higginbotham, Member
Omer L. McCants, Member
Lauren A. Harbin, Secretary

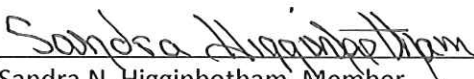


Board of Assessors
Meeting Minutes
Budget Workshop
April 17, 2020

1. The meeting was called to order by Chairman Coffee at 9:35am at the office of the Talbot County Board of Tax Assessors via Zoom and live stream on YouTube. A quorum was present via teleconference including the following: Daniel B. Coffee, Sandra N. Higginbotham, Omer L. McCants, and Lauren A. Harbin, Secretary. The YouTube live stream as well as the meeting were posted on the Talbot County Tax Assessors public Facebook group.
2. A motion was made by Mr. McCants to approve the agenda and Vice-Chair Higginbotham seconded the motion. There was no further discussion. The motion passed 2-0-0.
3. A. Mrs. Harbin presented a detailed history of the BOA budget from 2015 forward to provide the Board with a budget analysis. The current proposed budget was reviewed line by line. A copy of the proposed budget that was sent to the County Manager will be made a portion of these minutes.
B. May 6, 2020 was discussed as the next tentative meeting date.
C. A motion was made by Mr. McCants to adjourn the meeting at 11:23 am. Vice-Chair Higginbotham seconded the motion. The motion carried 2-0-0.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman

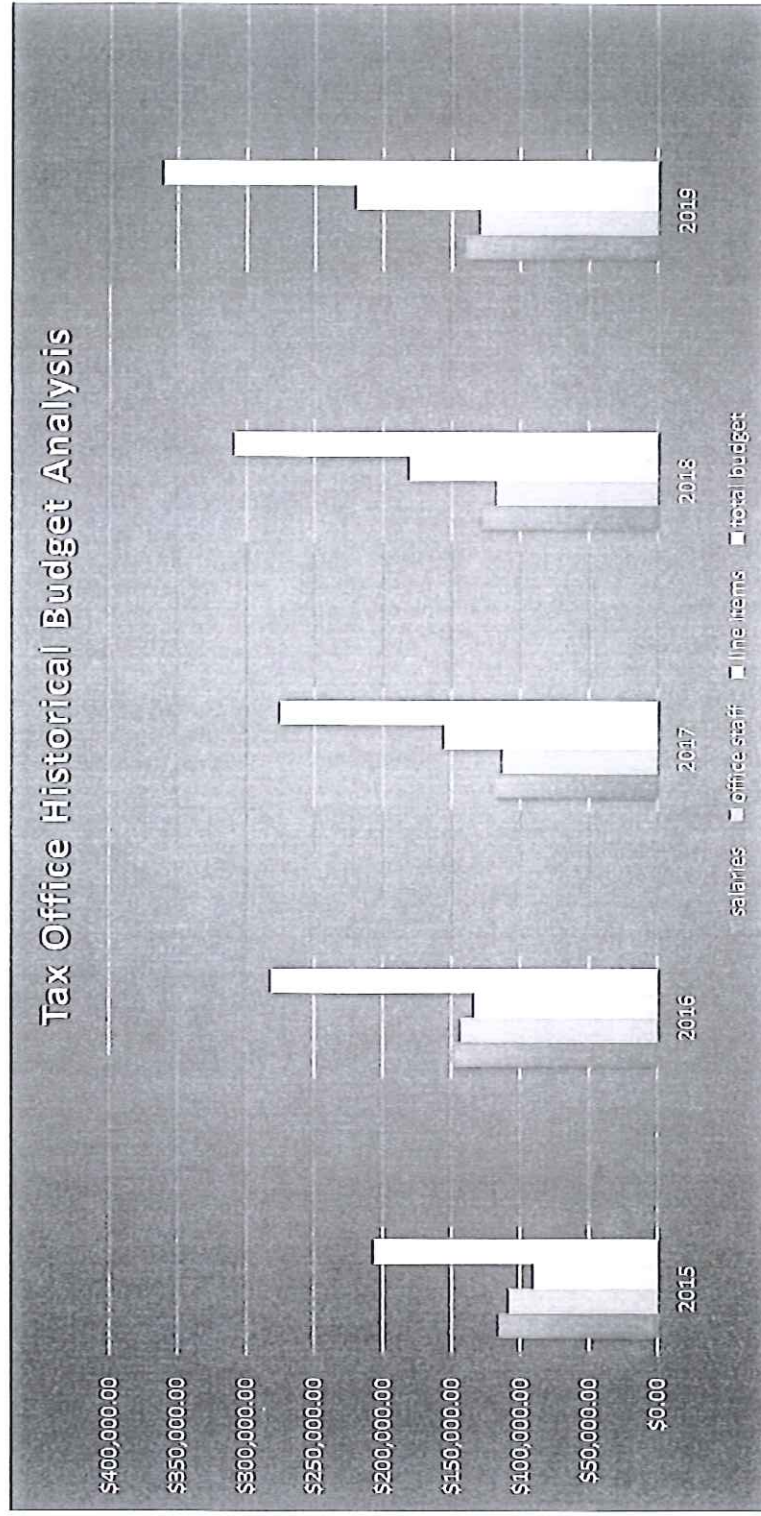

Sandra N. Higginbotham, Member


Omer L. McCants, Member

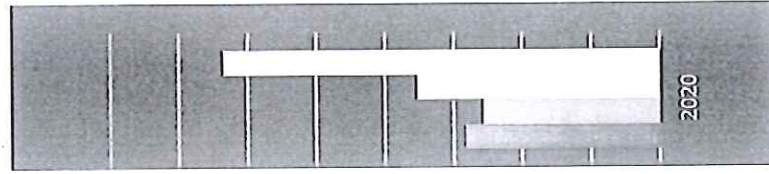
Phone: 706.665.3377
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	2015	2016	2017	2018	2019
salaries	\$115,864.00	\$148,698.00	\$119,936.00	\$128,426.00	\$140,394.00
office staff	\$108,364.84	\$143,297.24	\$113,185.08	\$117,225.13	\$129,193.25
line items	\$90,465.00	\$133,394.00	\$155,494.00	\$180,960.00	\$220,268.00
total budget	\$206,330.00	\$282,092.00	\$275,430.00	\$309,386.00	\$360,662.00



2020
 \$141,445.00
 \$128,274.34
 \$176,467.00
 \$317,912.00



capital outlay
 2015 none
 2016 \$6,482.00 new computer, ipad
 2017 none
 2018 \$5,000.00 office furniture
 2019 \$33,000.00 vehicle
 2020 \$12,500.00 server & workstations

contract work
 2015 contract Chief Appraiser \$6952
 2016 \$12,000 & \$13,900
 2017 \$58750 & \$5,900
 2018 \$60375 & \$14,000
 2019 \$77,156 & \$2,500

Salaries	\$139,529.84
Contract Labor	\$47,958.00
Consulting Services	\$6,000.00
Office Supplies	\$4,000.00
Aerial Photographs	\$0.00
Postage	\$1,500.00
Telephone	\$3,898.00
Advertising	\$800.00
Capital Outlay	\$19,981.00
Travel & Education	\$16,000.00
Dues/Subscriptions	\$5,177.00
Data Processing	\$8,208.00
Equipment Maintenance	\$1,300.00
Gas, Oil, & Lube	\$1,800.00
Tires	\$600.00
Drug/Alcohol Program	not our budget
Misc	
Water Service	\$125.00
BOA	no longer used
GIS Parcel Database	no longer used
Website (Qpublic)	\$7,500.00
Map Printing (BBP)	\$200.00
Map Maintenance (GIS1)	\$15,000.00
Map Maintenance & Printing	\$0.00
Building & Grounds Maintenance	\$0.00

\$279,576.84

Contract Labor	Cost	Comment
M&W 12@ 3788.17	\$45,458.00	*Personal Property Audit contract services (3 years, 2 years remaining)
Timber Extraction	\$2,500.00	* annual service
	\$47,958.00	

Consulting Services	Cost	Comment
Hall Booth and Smith	\$6,000.00	attorney consultation
	\$6,000.00	

Capital Outlay	Cost	Comment
Eagleview Aerial Flight	\$18,831.60	paid over 3 years total \$56,495
	\$18,831.60	

Map Maintenance	Cost
GIS1 Split Contract	\$4,200.00
Misc Maintenance	\$10,800.00
	\$15,000.00

Advertising	Cost
Misc	\$800.00

Travel & Education	Cost
Janet	
Mobile Homes	\$1,000.00
Specialized Assessments	\$1,000.00
Rural Land	\$1,000.00
WinGap Conference	\$2,000.00
Quentin	
Continuing Education	\$1,500.00
Lauren	
Continuing Education	\$1,500.00
WinGap Conference	\$2,000.00
Short Course	\$1,000.00
BOA Travel & Ed	
Dan	\$2,000.00
Leticia	\$1,500.00
Sandra	\$1,500.00
	\$16,000.00

Office Supplies	Cost
Misc	\$4,000.00

Website	Cost
Qpublic	\$7,500.00

Data Processing	Cost	Comments
South Data PP Returns	\$800.00	
South Data Notices	\$6,300.00	
Network Systems Group	\$1,908.00	live offsite backup of Appraisal Files
Network Systems Group	\$1,500.00	computer maintenance
Network Systems Group	\$288.00	virus protection
	\$8,208.00	

Dues/Subscriptions	Cost	Comments
GAAO (6) @ \$40	\$240.00	
CAMA Cloud	\$2,872.00	recurring annual fee for ipad appraisal software
New Era	\$20.00	
Sams	\$45.00	
wingap dues	\$2,000.00	increased \$500 from last year
	\$5,177.00	

Telephone	Cost
PSC	\$2,532.00
Lauren Cell	\$600.00
Verizon Ipad	\$456.00
Long Distance	\$240.00
	\$3,828.00

INTEROFFICE MEMORANDUM

TO: ALL TALBOT COUNTY DEPARTMENT HEADS
FROM: CAROL ISON, COUNTY MANAGER
SUBJECT: DEPARTMENTAL BUDGET
DATE: MARCH 4, 2020

Please review the Departmental Budget Report for the Month of December 2019.

Any discrepancies should be discussed with Brenda Crawford.

Thank you

TALBOT COUNTY BOARD OF COMMISSIONERS
BUDGET DEPARTMENT REPORT
December 31, 2019

	Current PTD	Current YTD	Budget Annual	Balance
TAX ASSESSOR'S OFFICE				
1000-22201 SALARIES & WAGES	10,717.25	63,979.67	141,445.00	77,465.33
1000-22202 CONTRACT LABOR	3,788.17	22,729.02	53,958.00	31,228.98
1000-22205 OFFICE SUPPLIES	627.55	3,239.17	4,000.00	760.83
1000-22207 POSTAGE	114.20	1,075.50	1,500.00	424.50
1000-22208 TELEPHONE	229.47	1,749.65	3,598.00	2,148.35
1000-22209 ADVERTISING		12,469.97	300.00	800.00
1000-22210 CAPITAL OUTLAY		4,281.81	12,500.00	30.03
1000-22211 TRAVEL & EDUCATION		2,852.00	17,000.00	12,718.19
1000-22212 DUES & SUBSCRIPTIONS		3,347.97	5,177.00	3,125.00
1000-22214 DATA PROCESSING	159.00	795.00	8,208.00	4,360.03
1000-22216 EQUIPMENT MAINTENANCE	43.34	430.41	1,300.00	505.00
1000-22218 GAS, OIL & LUBE		58.75	1,300.00	1,319.59
1000-22219 TIRES		7,500.00	600.00	600.00
1000-22265 WATER SERVICE		58.75	125.00	66.25
1000-22280 WEBSITE--Q PUBLIC		7,500.00	7,500.00	0.00
1000-22285 MAP PRINTING--BSP REPROGRAPHICS	350.00	5,101.97	15,000.00	200.00
1000-22290 MAP MAINTENANCE--GIS 1		4,796.53	10,821.00	9,898.03
1000-22295 BUILDING & GROUNDS MAINTENANCE	809.07	3,609.91	8,487.00	(712.50)
1000-22297 EMPLOYER'S PORTION FICA - TAX ASSESSOR	607.03	7,829.70	23,593.00	6,024.47
1000-22298 RETIREMENT EXPENSE - TAX ASSESSOR	1,322.20	146,309.53	317,912.00	4,377.09
1000-22299 GROUP INS EXPENSE - TAX ASSESSOR	18,766.28			15,763.30
TOTAL TAX ASSESSOR'S OFFICE	18,766.28	146,309.53	317,912.00	171,602.47

Created By: bcrawford

3/3/20 8:27

76371000 TALBOT COUNTY BOARD OF COMMISSIONERS 12/01/19-12/31/19

Page 1 of 2

Detailed GL Company = 76371000, Status <> E, Trns Date 12/01/19-12/31/19 Company LIKE 7637%, Divno LIKE %1000%, Account

JN	Type	Ref No	GL Date	Amount	22261 22299 Sorted by Account	Ref No	Ref Date	Descr
1000-22201				SALARIES & WAGES		Opening Balance:		53,262.42
				0.00				
PR	S	PR-19/12/31	12/31/19	129.52	222	12/04/19	222,VAC	
PR	S	PR-19/12/31	12/31/19	671.60	222	12/04/19	222,HOL	
PR	S	PR-19/12/31	12/31/19	1,885.28	222	12/04/19	222,REG	
PR	S	PR-19/12/31	12/31/19	900.00	222	12/19/19	222,SUP	
PR	S	PR-19/12/31	12/31/19	268.64	222	12/19/19	222,VAC	
PR	S	PR-19/12/31	12/31/19	4,444.45	222	12/19/19	222,SAL	
PR	S	PR-19/12/31	12/31/19	2,417.76	222	12/19/19	222,REG	
				Activity:	10,717.25	Balance:		63,979.67
1000-22202				CONTRACT LABOR		Opening Balance:		18,940.86
				0.00				
AP	S	AP 2019/12/31	12/31/19	3,788.17	00291	12/02/19	MW CONSULTING & ASSOCIATES LLC 0	
				Activity:	3,788.17	Balance:		22,729.02
1000-22205				OFFICE SUPPLIES		Opening Balance:		2,611.62
				0.00				
AP	S	AP 2019/12/31	12/31/19	19.84	13795538	09/25/19	MICHIE-MATTHEW BENDER 0	
AP	S	AP 2019/12/31	12/31/19	56.51	40434627100	11/20/19	OFFICE DEPOT 0	
AP	S	AP 2019/12/31	12/31/19	70.99	11/21/19	11/21/19	SAM'S CLUB (CAROL) 0	
AP	S	AP 2019/12/31	12/31/19	59.98	40434597100	11/21/19	OFFICE DEPOT 0	
AP	S	AP 2019/12/31	12/31/19	1.00	03959125	11/26/19	MICHIE-MATTHEW BENDER 0	
AP	S	AP 2019/12/31	12/31/19	41.23	12/ 9/19-12/1	12/05/19	BANKCARD CENTER 0	
AP	S	AP 2019/12/31	12/31/19	378.00	AR35884	12/20/19	AMERICAN BUSINESS EQUIP. 0	
				Activity:	627.55	Balance:		3,239.17
1000-22207				POSTAGE		Opening Balance:		961.30
				0.00				
AP	S	AP 2019/12/31	12/31/19	114.20	3310110128	11/26/19	PITNEY BOWES GLOBAL FINANCIAL SERVI	
				Activity:	114.20	Balance:		1,075.50
1000-22208				TELEPHONE		Opening Balance:		1,520.18
				0.00				
AP	S	AP 2019/12/31	12/31/19	38.01	9843150554	11/28/19	Verizon Wireless 0	
AP	S	AP 2019/12/31	12/31/19	134.95	DECEMBER	12/01/19	PUBLIC SERVICE TELEPHONE CO. 0	
AP	S	AP 2019/12/31	12/31/19	50.00	DECEMBER	12/02/19	LAUREN HARBIN 0	
AP	S	AP 2019/12/31	12/31/19	6.51	1659971	12/06/19	COUNTRY CONNECT 0	
				Activity:	229.47	Balance:		1,749.65
1000-22210				CAPITAL OUTLAY		Opening Balance:		12,469.97
				0.00				
				Activity:	0.00	Balance:		12,469.97
1000-22211				TRAVEL & EDUCATION		Opening Balance:		4,281.81
				0.00				
				Activity:	0.00	Balance:		4,281.81
1000-22212				DUES & SUBSCRIPTIONS		Opening Balance:		2,052.00
				0.00				
				Activity:	0.00	Balance:		2,052.00
1000-22214				DATA PROCESSING		Opening Balance:		3,847.97
				0.00				
				Activity:	0.00	Balance:		3,847.97
1000-22216				EQUIPMENT MAINTENANCE		Opening Balance:		636.00
				0.00				
AP	S	AP 2019/12/31	12/31/19	159.00	2235	12/01/19	CNM 0	
				Activity:	159.00	Balance:		795.00
1000-22218				GAS, OIL & LUBE		Opening Balance:		432.07
				0.00				
AP	S	AP 2019/12/31	12/31/19	48.34	62463359	11/23/19	WEX BANK 0	
				Activity:	48.34	Balance:		480.41

CO
D.

Detailed GL Company = 76371000, Status <> E, Trns_Date 12/01/19-12/31/19 Company LIKE 7637%, Divno LIKE %1000%, Account

JN	Type	Ref No	GL Date	Amount	22221 22299 Sorted by Account	Ref No	Ref Date	Descr	
1000-22265								WATER SERVICE	
				0.00				Opening Balance:	58.75
			Activity:	0.00				Balance:	58.75
1000-22280								WEBSITE--Q PUBLIC	
				0.00				Opening Balance:	7,500.00
			Activity:	0.00				Balance:	7,500.00
1000-22290								MAP MAINTENANCE--GIS 1	
				0.00				Opening Balance:	4,751.97
AP	S	AP 2019/12/31	12/31/19	350.00	A2442	11/30/19		GIS1.NET 0	
			Activity:	350.00				Balance:	5,101.97
1000-22295								BUILDING & GROUNDS MAINTENANCE	
				0.00				Opening Balance:	712.50
			Activity:	0.00				Balance:	712.50
1000-22297								EMPLOYER'S PORTION FICA - TAX ASSESSOR	
				0.00				Opening Balance:	3,993.46
PR	S	PR-19/12/31	12/31/19	164.19	222	12/04/19		222,FIC	
PR	S	PR-19/12/31	12/31/19	38.40	222	12/04/19		222,FIB	
PR	S	PR-19/12/31	12/31/19	486.66	222	12/19/19		222,FIC	
PR	S	PR-19/12/31	12/31/19	113.82	222	12/19/19		222,FIB	
			Activity:	803.07				Balance:	4,796.53
1000-22298								RETIREMENT EXPENSE - TAX ASSESSOR	
				0.00				Opening Balance:	3,002.88
PR	S	PR-19/12/31	12/31/19	161.18	222	12/04/19		222,401A	
PR	S	PR-19/12/31	12/31/19	445.85	222	12/19/19		222,401A	
			Activity:	607.03				Balance:	3,609.91
1000-22299								GROUP INS EXPENSE - TAX ASSESSOR	
				0.00				Opening Balance:	6,507.50
AP	S	AP 2019/12/31	12/31/19	34.50	00000005897	11/15/19		GREATER GEORGIA LIFE 0	
AP	S	AP 2019/12/31	12/31/19	1,287.70	001065750H	12/09/19		ANTHEM BLUE CROSS AND BLUE SHIELD (	
			Activity:	1,322.20				Balance:	7,829.70
Grand Total:				18,766.28				Balance:	146,309.53

FYE 2018
PROPOSED SALARIES

[illegible]

ADOPTED
8-26-2014

**FYE 2016
ADOPTED BUDGET**

TAX ASSESSOR			FYE 2016 PROPOSED	BUDGET
LINE ITEMS	ACCT NUMBER	FYE 2015 BUDGET		
SALARIES:	22201	115,395.00		143,893.00
SOCIAL SECURITY	22297	8,364.00	7.55%	11,375.00
GROUP HEALTH:	22299	21,524.00	572.81	20,622.00
RETIREMENT	22298	6,952.00	6%	8,922.00
CONTRACT LABOR	22202	500.00		13,900.00
CONSULTING SERVICES (MM)	22202	0.00		12,000.00
OFFICE SUPPLIES	22205	4,000.00		3,000.00
AERIAL PHOTOGRAPHS	22206	0.00		0.00
POSTAGE	22207	1,500.00		1,500.00
TELEPHONE	22208	3,300.00		4,200.00
ADVERTISING	22209	200.00		200.00
CAPITAL OUTLAY	22210			3,500.00
TRAVEL & EDUCATION	22211	3,000.00		9,000.00
DUES/SUBSCRIPTIONS	22212	1,700.00		1,750.00
DATA PROCESSING	22214	2,000.00		7,000.00
EQUIPMENT MAINTENANCE	22216	1,300.00		1,300.00
GAS, OIL & LUBE	22218	500.00		500.00
TIRES	22219	200.00		200.00
DRUG/ALCOHOL PROGRAM	22240	0.00		0.00
MISCELLANEOUS	22260	0.00		0.00
WATER SERVICE	22265	125.00		125.00
BOARD OF ASSESSORS	22270	4,500.00		4,500.00
GIS PARCEL DATABASE (RVRC)	22275	0.00		0.00
WEBSITE (Q PUBLIC)	22280	7,500.00		7,500.00
MAP PRINTING (BSP REPROGRAPHICS)	22285	200.00		200.00
MAP MAINTENANCE (GIS 1)	22290	17,100.00		17,100.00
MAP MAINTENANCE & PRINTING	22291	0.00		0.00
BUILDING & GROUNDS MAINTENANCE EXPENSES	22295	0.00		0.00
FYE 2015 BUDGET		\$206,330.00		133,394.00
FYE 2016 PROPOSED				232,092.00
				\$232,092.00
				\$75,762.00
				36.72%
FYE 2016 REQUESTED				
Board of Equalization paid thru Accounts Payable (1099's)				
CAPITAL OUTLAY:				
NEW COMPUTER \$1,790.00				
FIELD TABLET \$4,892.00				

FYE 2017 PROPOSED BUDGET

TAX ASSESSOR			FYE 2016	FYE 2017
			PROPOSED	
LINE ITEMS	ACCT NUMBER	FYE 2016 BUDGET		BUDGET
SALARIES	22201	148,698.00		119,936.00
SOCIAL SECURITY	22297	11,375.00	7.65%	9,175.00
GROUP HEALTH	22299	20,622.00	642.97	23,147.00
RETIREMENT	22298	8,922.00	6%	7,197.00
	22202	13,900.00		58,750.00
CONTRACT LABOR	22202	12,000.00		5,500.00
CONSULTING SERVICES (MM)	22205	3,000.00		4,000.00
OFFICE SUPPLIES	22206	0.00		0.00
AERIAL PHOTOGRAPHS	22207	1,500.00		1,500.00
POSTAGE	22208	4,200.00		4,000.00
TELEPHONE	22209	200.00		200.00
ADVERTISING	22210	8,500.00		0.00
CAPITAL OUTLAY	22211	9,000.00		9,000.00
TRAVEL & EDUCATION	22212	1,750.00		1,750.00
DUES/SUBSCRIPTIONS	22214	7,000.00		5,300.00
DATA PROCESSING	22216	1,300.00		1,000.00
EQUIPMENT MAINTENANCE	22218	500.00		1,800.00
GAS, OIL & LUBE	22219	200.00		400.00
TIRES	22265	125.00		75.00
WATER SERVICE	22270	4,500.00		0.00
BOARD OF ASSESSORS	22280	7,500.00		7,500.00
WEBSITE (Q PUBLIC)	22285	200.00		200.00
MAP PRINTING (BBP REPROGRAPHICS)	22290	17,100.00		15,000.00
MAP MAINTENANCE (GIS 1)	22291	0.00		0.00
MAP MAINTENANCE & PRINTING	22295	0.00		0.00
BUILDING & GROUNDS MAINTENANCE		133,394.00		155,494.00
EXPENSES		\$282,092.00		275,430.00
FYE 2016 BUDGET				\$275,430.00
FYE 2017 PROPOSED				-\$6,662.00
				-2.36%

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TAX ASSESSOR

FYE 2018 PROPOSED BUDGET

TAX ASSESSOR			ADOPTED	FYE 2018 BUDGET
LINE ITEMS	ACCOUNT NUMBER	FYE 2017 BUDGET		
SALARIES	22201	119,936.00		128,426.00
SOCIAL SECURITY	22297	9,175.10	7.65%	9,325.00
GROUP HEALTH LIFE	22299	23,146.92	\$83.84	21,199.00
		0.00	13.25	477.00
RETIREMENT	22298	7,196.16	6%	7,706.00
CONTRACT LABOR (GMASS)	22202	58,750.00		60,375.00
CONSULTING SERVICES (MM)	22202	5,500.00		14,000.00
OFFICE SUPPLIES	22205	4,000.00		4,000.00
AERIAL PHOTOGRAPHS	22206	0.00		0.00
POSTAGE	22207	1,500.00		1,500.00
TELEPHONE	22208	4,000.00		3,893.00
ADVERTISING	22209	200.00		200.00
CAPITAL OUTLAY	22210	0.00		5,000.00
TRAVEL & EDUCATION	22211	9,000.00		19,350.00
DUES/SUBSCRIPTIONS	22212	1,750.00		1,905.00
DATA PROCESSING (South Data Notices)	22214	5,300.00		6,300.00
EQUIPMENT MAINTENANCE (DesignSoft)	22216	1,000.00		1,000.00
GAS, OIL & LUBE	22218	1,800.00		1,000.00
TIRES	22219	400.00		400.00
WATER SERVICE	22265	75.00		125.00
WEBSITE (Q PUBLIC)	22280	7,500.00		7,500.00
MAP PRINTING (BEP REPROGRAPHICS)	22285	200.00		200.00
MAP MAINTENANCE (GIS 1)	22290	15,000.00		15,000.00
BUILDING & GROUNDS MAINTENANCE	22295	0.00		0.00
		275,429.13		130,960.00
FYE 2017 BUDGET		275,430.00		
FYE 2018 PROPOSED BUDGET				\$309,386.00
				\$32,956.00
				10.98%
FYE 2018 REQUESTED				
CAPITAL OUTLAY:				
New 4 Wheel Drive Vehicle				
Misc. Office Furniture				

FYE 2019 ADOPTED BUDGET

TAX ASSESSOR					
LINE ITEMS		ACCOUNT NUMBER	FYE 2018 BUDGET	PROPOSED	FYE 2019 BUDGET
SALARIES		22201	128,425.00		140,394.00
SOCIAL SECURITY		22297	9,825.00	7.65%	10,741.00
GROUP HEALTH		22299	21,199.00	659.50	23,742.00
LIFE			477.00	13.25	477.00
RETIREMENT		22298	7,706.00	6%	8,424.00
CONTRACT LABOR (GMASS)		22202	60,375.00		77,156.00
CONSULTING SERVICES (MMU)		22202	14,000.00		2,500.00
OFFICE SUPPLIES		22205	4,000.00		4,000.00
AERIAL PHOTOGRAPHS		22206	0.00		0.00
POSTAGE		22207	1,500.00		1,500.00
TELEPHONE		22208	3,898.00		3,898.00
ADVERTISING		22209	200.00		300.00
CAPITAL OUTLAY		22210	5,000.00		33,000.00
TRAVEL & EDUCATION		22211	19,350.00		17,000.00
DUES/SUBSCRIPTIONS		22212	1,905.00		3,405.00
DATA PROCESSING (South Data Notices)		22214	6,300.00		7,300.00
EQUIPMENT MAINTENANCE (DesignSoft)		22216	1,000.00		1,300.00
GAS, OIL & LUBE		22218	1,000.00		1,300.00
TIRES		22219	400.00		400.00
WATER SERVICE		22265	125.00		125.00
WEBSITE (Q PUBLIC)		22280	7,500.00		7,500.00
MAP PRINTING (BBP REPROGRAPHICS)		22285	200.00		200.00
MAP MAINTENANCE (GIS 1)		22290	15,000.00		15,000.00
BUILDING & GROUNDS MAINTENANCE		22295	0.00		0.00
			180,960.00		220,268.00
FYE 2018 BUDGET			309,386.00		
FYE 2019 PROPOSED BUDGET					\$360,662.00
					\$51,276.00
					14.22%
CAPITAL OUTLAY:					
		4WD SUV/Pickup			

TAX ASSESSOR

U:\cison's Documents\BUDGET\Budget 2019\FYE 2019 Adopted Expenses July 30, 2018.xls Tax Assessor

FYE 2020 ADOPTED BUDGET

2/24/2020 1:09 PM

TAX ASSESSOR					
LINE ITEMS	ACCOUNT NUMBER	FYE 2019 BUDGET		FYE 2020 BUDGET	
SALARIES	22201	140,394.00		141,445.00	
SOCIAL SECURITY	22297	10,741.00	7.65%	10,821.00	
GROUP HEALTH	22299	23,742.00	643.85	23,179.00	
LIFE		477.00	11.50	414.00	
RETIREMENT	22298	8,424.00	8%	8,487.00	
CONTRACT LABOR (GMASS)	22202	77,156.00		47,958.00	
CONSULTING SERVICES	22202	2,500.00		6,000.00	
OFFICE SUPPLIES	22205	4,000.00		4,000.00	
AERIAL PHOTOGRAPHS	22206	0.00		0.00	
POSTAGE	22207	1,500.00		1,500.00	
TELEPHONE	22208	3,898.00		3,898.00	
ADVERTISING	22209	800.00		800.00	
CAPITAL OUTLAY	22210	33,000.00		12,500.00	
TRAVEL & EDUCATION	22211	17,000.00		17,000.00	
DUES/SUBSCRIPTIONS	22212	3,405.00		5,177.00	
DATA PROCESSING (South Data Notices)	22214	7,300.00		3,208.00	
EQUIPMENT MAINTENANCE (DesignSoft)	22216	1,300.00		1,300.00	
GAS,OIL & LUSE	22218	1,300.00		1,300.00	
TIRES	22219	600.00		600.00	
WATER SERVICE	22265	125.00		125.00	
WEBSITE (Q PUBLIC)	22280	7,500.00		7,500.00	
MAP PRINTING (BBP REPROGRAPHICS)	22285	200.00		200.00	
MAP MAINTENANCE (GIS 1)	22280	15,000.00		15,000.00	
BUILDING & GROUNDS MAINTENANCE	22295	9.00		0.00	
		220,268.00		176,467.00	
FYE 2019 BUDGET		360,662.00			
FYE 2020 BUDGET				\$317,912.00	
				-\$42,750.00	
				-13.45%	
CAPITAL OUTLAY:					
SERVER & WORKSTATIONS (3)					



PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into by and between Schneider Geospatial, also doing business as qPublic and qPublic.net, an Indiana Limited Liability Company, whose place of business is 8901 Otis Avenue, Suite 300, Indianapolis, IN 46216 ("PROFESSIONAL") and Talbot County, Georgia, whose place of business is: P. O. Box 337, Talbotton, Georgia 31827 ("CLIENT").

1 Services.

PROFESSIONAL shall provide CLIENT with the following services ("Services"):

A. qPublic.net Add-ons:

a. Additional components elected by CLIENT:

i. Assessment Appeal

PROFESSIONAL will provide Product Development services to add new functionality to CLIENT's qPublic.net web portal which will allow users to generate and submit assessment appeal petitions to CLIENT's Local Board of Review from the qPublic.net web interface. Software requirements to be developed include the following:

- 1) Petition Initiation – A new module will be added to the Parcel Report tab which presents an option for the user to create an assessment appeal petition for the selected property.
- 2) Comparables Search – After proceeding with the Petition Initiation, the user is taken to the Comp Search tab.
 - a) An instructions module will be added to the Comp Search tab to instruct the user to choose criteria and run a Comp Search to locate the Comp properties they would like to include in their appeal petition.
 - b) The Comp Search form will display values from the selected property, and auto-set Comp Search criteria (both are existing functionality).
 - c) The Comp Search form will have search criteria pre-selected based on available Comp Search fields and CLIENT preferences.
- 3) Comparables Results – The Comp Results tab will also be updated to include the following items if a user is generating an appeal petition:
 - a) An instructions module will be added to instruct the user that they may choose up to 5 Comp properties to include on their petition.
 - b) Checkboxes will be added to the Comp Results table to allow the user to select up to 5 Comp properties. The table will restrict the user from selecting more than 5 properties.
 - c) After the user has selected their Comp properties, they will click a button to "Generate Appeal Petition". This will include instructions to the user that they will review the petition before it is submitted to CLIENT.
- 4) Appeal Petition Form - CLIENT will provide PROFESSIONAL with an Appeal Petition Form as an editable PDF document. qPublic.net will automatically insert relevant information on the form. Specific auto-inserted items include the following:
 - a) Include a signature block that allows the user to enter an on-screen signature.
 - b) Include compact reports of each property – numbered (Comp #1, Comp #2, Comp #3...). The following information will be included (as available) on each report. Layout of the report will be updated to conserve page space.
 - c) Include a map of property locations – labeled Comp #1, Comp #2, Comp #3...
 - d) Include primary photo of the property (if available on CLIENT's existing qPublic.net site).
 - e) Include building sketches (if available on CLIENT's existing qPublic.net site).

Ankeny, Iowa
1450 Southwest Vintage Parkway
Suite 260
Ankeny, IA 50023

HEADQUARTERS
Historic Fort Harrison
8901 Otis Avenue, Suite 300
Indianapolis, IN 46216
www.SchneiderGIS.com

DeLand, Florida
112 West New York Avenue
Suite 205
DeLand, FL 32720

- 5) Additional information – after the user approves the Appeal Petition form and report, they will be taken to a web page that allows them to enter additional information and attach relevant files. Instructions will be added to describe what additional files the user should attach. Additional information will include the following:
 - a) A portion of the form for a written narrative of their complaint.
 - b) A place to upload additional supporting document, image and media files.
 - c) Submit the Appeal Petition – after the user has reviewed and completed their Appeal Petition form and Additional information, they will click a Submit button to send the Petition to CLIENT's designated representative via email. This page will also give the user the option to print and save their own copy of the Appeal Petition and written narrative of their complaint.

ii. **Comparable Search**

PROFESSIONAL will add the Comparable Search Add-On feature to CLIENT's qPublic.net website. This feature will include modules that allow users to search for comparable properties based on data from the CLIENT's existing real estate property and sales records.

iii. **Comparable Search Results Export**

PROFESSIONAL will provide implementation services to deploy the qPublic.net Comparable Search Data Export module to CLIENT's existing qPublic.net website. This module will allow users to download a digital copy of the Comparable Search Results data in Microsoft Excel compatible .xls or .csv file formats.

Contents of the data export file will include the same data columns and records as are displayed on the CLIENT's qPublic.net site's Comp Results tab following the user's Comparable search.

iv. **Document Access**

PROFESSIONAL will add document access report module(s) on CLIENT's qPublic.net site which will link to pre-rendered PDF files generated by CLIENT for each document. The filename of each PDF file must match values in associated map feature attribute data in order to match documents with map features in qPublic.net.

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Other Fixed Fee phases of this project may be developed during the course of this agreement. Once the estimates are accepted, an Authorization to Proceed will have to be signed and submitted before work will begin.

2 **Payment for Services.**

CLIENT shall compensate PROFESSIONAL for the Services as follows:

A. **Product/Service**

a. One-time Setup Cost:	\$2,160
Setup items:	
Assessment Appeal:	Included
Comparable Search Results Export:	Included
Subtotal	\$3,240
Discount	(-\$1,080)
Total	\$2,160
b. Annual Hosting:	\$3,600
Hosting items:	
Assessment Appeal:	Included
Comparable Search:	Included
Document Access:	Included

B. Payment Schedule

Year 1	May 1, 2020 – June 30, 2020: (Setup: \$2,160; Hosting: \$600 - prorated)	\$2,760
Year 2	July 1, 2020 – June 30, 2021:	\$3,600

Invoicing will be done on an annual basis at the beginning of the term unless otherwise specified.

If the CLIENT cancels the agreement before end of initial multi-year term, any waived discounts and promotional fees will be included in the final invoice.

Balances due 30 days after the due date for non-government clients and 60 days after the due date for government clients shall be assessed an interest rate of 1½% per month (18% per year). CLIENT agrees to pay for any and all costs of collection including, but not limited to interest, lien costs, court costs, expert fees, attorney's fees and other fees or costs involved in or arising out of collecting any unpaid or past due balances, including late fees or penalties. If payment is not received within 30 days of the due date, PROFESSIONAL reserves the right, after giving seven (7) days written notice to CLIENT, to suspend services to CLIENT or to terminate this Agreement.

3 Terms of Service. Each party's rights and responsibilities under this Agreement are conditioned upon and subject to the Terms of Service which can be found at <http://schneiderGIS.com/termsofservice/>. By executing this Agreement, CLIENT acknowledges that it has read the above-described Terms of Service and agrees that such Terms of Service are incorporated herein and made a part of this Agreement. PROFESSIONAL reserves the right to update or modify the Terms of Service upon ten (10) days prior notice to CLIENT. Such notice may be provided by PROFESSIONAL to CLIENT by e-mail.

4 Term, Termination and Renewal. The initial term of this Agreement shall be defined in the Scope of Service or Payment Schedule above. If the services provided are for an annual rate and extend for multiple years, PROFESSIONAL will prorate the first year of the agreement to match the fiscal year for the CLIENT, followed by consecutive, 12-month periods. This Agreement shall automatically renew for successive terms which consist of a twelve (12) month period, subject to earlier termination as set forth in this Agreement or upon written notification by either party thirty (30) days prior to the end of a term. If, for any reason, this Agreement is terminated prior to the end of a term, any waived or discounted fees or specified promotional items provided by PROFESSIONAL shall be invoiced by PROFESSIONAL and paid by CLIENT.

5 Assignment. PROFESSIONAL has the right to assign or transfer any rights under or interest in this Agreement upon 15 days' written or electronic notice to CLIENT. Nothing in this Paragraph shall prevent PROFESSIONAL from employing consultants or subcontractors to assist in the performance of the Services.

6 Rights and Benefits. Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CLIENT and PROFESSIONAL. CLIENT and PROFESSIONAL expressly state there are no third-party beneficiaries to this Agreement.

7 Successors. This Agreement is binding on the partners, successors, executors, administrators and assigns of both parties.

8 Applicable Law. The terms and conditions of this Agreement are subject to the laws of the State of Indiana.

IN WITNESS WHEREOF, the Parties have executed this Agreement by affixing their signatures below.

Pricing is valid through April 30, 2020.

PROFESSIONAL:
Schneider Geospatial, LLC

By: _____

Print: Jeff Corns, GISP

Title: President

Date: _____

CLIENT:
Talbot County, Georgia

By: _____

Print: _____

Title: _____

Date: _____



April 23, 2020

Talbot County
Board of Commissioners
Attn: Carol Ison
PO BOX 155
Talbotton, GA 31827

Re: Quentin Leonard – Promotion to Deputy Chief Appraiser

Dear Carol,

The Talbot County Board of Tax Assessors met April 17th for a budget workshop to review office operations, equipment needs, ongoing activities, proposed work plans, and workforce planning, including the appropriate utilization of external resources versus internal resources. We are currently working toward finalizing our budget recommendations for the upcoming Fiscal Year to coordinate with you.

Each budget cycle our workforce planning objective is to utilize our internal full-time staff to the maximum extent possible, based on their individual qualifications and career development, while ensuring that office operations are consistently efficient and effective thereby providing superior service to Talbot County. To this end, the Board unanimously approved the recommendation to promote Mr. Quentin Leonard to Deputy Chief Appraiser. As part of his career development goals and his individual Performance Management Plan (PMP), Mr. Leonard has been working diligently toward this career milestone under the leadership of our Chief Appraiser, Lauren Harbin, since obtaining his Appraiser III certification two years ago.

Mr. Leonard consistently demonstrates a "can do" attitude and willingness to assume additional responsibilities. As Deputy Chief Appraiser, Mr. Leonard will assume new leadership and administrative duties and responsibilities to assist our Chief Appraiser such that her time and effort can best be utilized most efficiently. His new duties will include, but not be limited to, in-depth deed research, deed transfers, property splits/combinations, software updates, procurement and budget management. Please note that these new duties will be in addition to and on top of his current duties as an Appraiser III. Attached is a job description summarizing these new duties. A newly revised PMP will be forthcoming. Also, attached, for ready reference, is Mr. Leonard's most recent annual performance review which reflects that Mr. Leonard consistently meets or exceeds all performance goals and expectations.

The Board of Tax Assessors has determined that Mr. Leonard should receive a ten percent (10%) career advancement increase in recognition of his new role as Deputy Chief Appraiser. This promotion and career advancement increase should be effective beginning with the next pay cycle and will bring his salary to \$39,790.40 (\$19.13 per hour). This increase is consistent with the



Board's policy to invest in its tax professionals by affording new challenges and opportunities, in recognition of career growth and advancement, as professionals become equipped to shoulder more responsibility and authority.

If you need additional information, please feel free to contact me at (404) 922-8188 or Lauren Harbin at (706) 665-3377 ext 100.

Your prompt attention is greatly appreciated.

Sincerely,

Daniel B. Coffee
Chairman
Talbot County Board of Tax Assessors

Cc: Sandra Higginbotham, Omer McCants, Lauren Harbin

Attachments (2)

Job Description (last updated April 2020)

Deputy Chief Appraiser -

Additional Leadership & Administrative Duties & Responsibilities with new promotion

- Coordinates annual appraisal of real estate parcels in cooperation with Building and Zoning to assist in the formulation the tax digest and preparation of the annual Talbot County tax digest.
- Assists the staff in modern valuation and assessment techniques and procedures.
- Assists the Chief Appraiser in handling employee concerns and problems and directing the workload among appraisal staff.
- Assists the Chief Appraiser in performing statistical analysis; interprets and implements government policies, ordinances, statutes, and regulations.
- Assists the Chief Appraiser by presenting evidence and testifying in Board of Equalization and Superior Court hearings.
- Responsible for building appraisal reports and managing Appraiser Tasks using WinGAP, DataCloud, CAMACloud, and ArcMap/GIS.
- Responsible for software updates and maintenance.
- Responsible for managing procurement, obtaining bids and maintaining contracts for the Chief Appraiser to review and report to the Board of Assessors.
- Reviews various records and documentation in association with determining appraised values; collects/applies data relative to land/property valuations, such as zoning, selling/asking prices, ownership, income, or building costs; researches public records of sales, leases, assessments and other transactions to verify sales data; maintains equalization of comparative properties; develops methods/procedures to assure comparable appraisal values.
- Conducts necessary planning, with the approval of the Chief Appraiser, of day to day, short run, and long-range activities as required to maintain personnel functions, plan production schedules to conform with annual tax cycles.
- Prepares a wide variety of records and reports such as property cards, tax maps, ratio studies, etc.
- Researches and reviews deeds and surveys for property transfers, splits, combinations, and remapping. Coordinates changes with subcontractor for maintenance of GIS maps.
- Assist in preparation of the department budget.
- In absence of Chief Appraiser represents the Board of Tax Assessors at public meetings.
- Performs other related administrative duties as assigned.