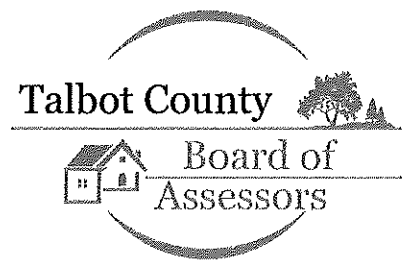


11 N. Jefferson Ave.  
PO BOX 337  
Talbotton, GA 31827



CALLED MEETING

July 1, 2024

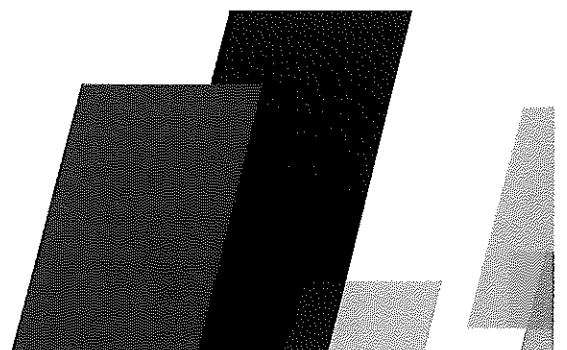
2:00 pm


AGENDA

1. Call to Order
2. Approve Agenda, and any additions
3. Approval of Minutes
  - A. June 18, 2024
4. Old Business
5. New Business
  - A. 2025 Budget Preparation
  - B. 2024 Digest Review & Transfer to Tax Commissioner
  - C. Chief Appraiser Update
  - D. Members Matters
  - E. Announcements
    - i. Next scheduled monthly meeting is tentatively July 23, 2024 at 2:00pm.
  - F. Adjournment

Phone: 706.665.3377  
Fax: 706.665.9158  
E-mail: [office@talbotgabo.org](mailto:office@talbotgabo.org)

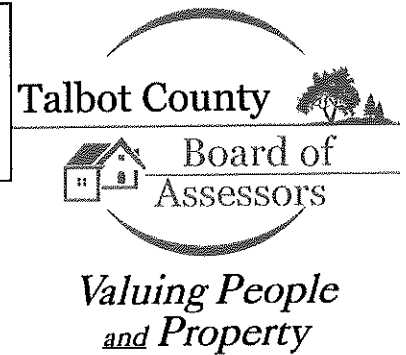
[www.qpublic.net/ga/talbot](http://www.qpublic.net/ga/talbot)





11 N. Jefferson Ave.  
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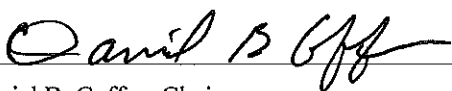
Daniel B. Coffee, Chairman  
Sandra N. Higginbotham, Member  
Hubert P. Bickley, Member  
Lauren A. Harbin, Secretary



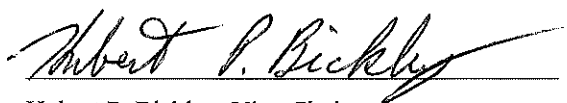
Board of Assessors  
Called Meeting Minutes  
July 1, 2024

1. The meeting was called to order by Chairman Coffee at 2:02 pm at the Tax Assessors Office. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham (via teleconference), Hubert P. Bickley, and Lauren A. Harbin, Secretary.
2. Vice-Chairman Bickley motioned to approve the agenda as presented. Mrs. Higginbotham seconded the motion, there was no further discussion. The motion passed unanimously.
3. Vice-Chairman Bickley made a motion to approve the June 18, 2024 minutes as presented. Mrs. Higginbotham seconded the motion. There was no discussion. The motion passed unanimously. Mrs. Harbin then mentioned that the BOC office had offered to host the BOA minutes on their website. The Board discussed and said they felt like keeping them on our website was the best scenario.
4. There was no old business.
5. The Board reviewed the proposed budget. Mrs. Harbin gave a detailed review of her requests for the upcoming year and all line item changes. The only account increases were for utilities based on the current years usage, as well as subscriptions and contact work that had increased in price. The Board then discussed salaries. Mrs. Harbin indicated that her staff was well trained and there were very few offices with Appraiser III's as support staff, and that retention of well-trained employees needed to be heavily considered. Mrs. Harbin proposed a promotion for Janet to Office Manager with additional duties and responsibilities similar to the Deputy Chief Appraiser. Mrs. Harbin also proposed performance-based pay increase for Quentin. The Board then discussed Mrs. Harbin's salary and also proposed a performance-based pay increase. Chairman Bickley made a motion to approve the proposed budget. Mrs. Higginbotham seconded the motion. The motion passed unanimously.
6. Mrs. Harbin updated the Board on the current appeals that have been received.
7. In members matters the Coalition for Better government was discussed, Mr. Coffee noted that he had informed Representative Buckner about the office and Board members coming down with COVID following the last Board meeting, so we were not in attendance at the meeting on the 25<sup>th</sup>. He also noted his thanks to County Manager Ison for allowing us additional time on the budget preparation due to sickness in the office.
8. The next scheduled monthly meeting is tentatively July 23, 2023, at 2:00pm.
9. A motion was made by Vice-Chairman Bickley to adjourn the meeting at 3: pm. Mrs. Higginbotham seconded the motion. There was no further discussion. The motion passed 2-0-0.

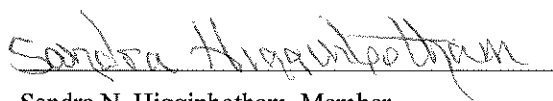
Submitted by Lauren A. Harbin, Secretary

  
\_\_\_\_\_

Daniel B. Coffee, Chairman

  
\_\_\_\_\_

Hubert P. Bickley, Vice-Chair

  
\_\_\_\_\_

Sandra N. Higginbotham, Member

## Lauren Harbin

---

**From:** Daniel B. Coffee  
**Sent:** Tuesday, July 2, 2024 1:47 PM  
**To:** Carol Ison (Cison@talbotcountygva.org)  
**Cc:** Lauren Harbin; Sandra N. Higginbotham; Hubert Bickley  
**Subject:** Board of Tax Assessors - FY 2025 Proposed Budget  
**Attachments:** Proposed Tax Assessors Office Budget for FY 2025\_07022024.xlsx

Carol,

Attached is the Board of Tax Assessors FY 2025 budget recommendation.

Our Board met yesterday, July 1<sup>st</sup>, for a Called Meeting to conduct a detailed budget workshop and to review Lauren's proposed budget. As usual, we reviewed all on-going and proposed activities to ensure that we operate efficiently and effectively.

Here are a few highlights:

- With the recent Revaluation completed, our proposed Contract Labor for 2025 is reduced by 2/3 to \$11,500. We are able to handle much more in-house with our experienced staff of highly qualified tax professionals. As you probably know, several surrounding counties have out-sourced duties such as personal property and rely heavily on outside consulting firms to perform their legally required functions. With our recruitment and retention efforts, and the BOC's support, we have avoided this costly route.
- Our tax attorney, Hall Booth, has agreed to their existing rates for another year. We will continue to utilize their specialized legal expertise on an on-call, as-needed basis. This has been working real well and good rapport has been established with Edward Davis. We consult Mr. Davis on general matters such as Open Records, Open Meetings, etc. and coordinate with him to be in the loop on the more complex tax issues when specialized expertise is needed.
- Dues and subscriptions have increased for QPublic, WinGAP, Mobile Assessor, etc. based on our latest information.
- As noted above, 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 BOA unanimously approved the recommendation to promote Ms. Janet Stiner to Deputy Chief Appraiser. As part of her career development goals and her individual Performance Management Plan (PMP), Ms. Stiner has been working diligently toward this career milestone under the leadership of our Chief Appraiser, Lauren Harbin, since obtaining her Appraiser III certification in October 2022. We propose a 10% pay increase for Ms. Stiner in conjunction with the promotion to Deputy Chief. A newly revised PMP will be forthcoming. Let me know what steps we need to take to implement this action and if it needs to be separate and apart from this FY 2025 budget submission. Your guidance is very much appreciated!
- With regard to performance based pay increases, we propose the following:
  - Janet Stiner – 10% (as noted above) to a new base salary of \$46,072
  - Quentin Leonard – 6% to a new base salary of \$48,006
  - Lauren Harbin – 6% to a new base salary of \$64,064
- The BOA's policy is 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 and more responsibility and authority.

The BOA deeply appreciates the support of the Board of Commissioners as we strive for continual improvement in our service to Talbot County.

Let me know if you have any questions or need additional information. I can be reached at (404) 922-8188. Also, feel free to reach out to Lauren for any backup information you might need.

Thanks for all you do and for all your support and assistance!

Thanks  
Dan

BOA Chair

TALBOT COUNTY FISCAL YEAR 2025 BUDGET REQUEST					
DEPARTMENT : TAX ASSESSOR'S					
LINE ITEM DESCRIPTIONS	DETAIL \$	FY 2024	FY2025	INC/DEC	COMMENTS - TEXT BOXES THAT YOU CAN WRITE IN JUST CLICK INSIDE BOX WHEN COMPLETE CLICK OUTSIDE THE BOX AND CONTENTS ARE SAVED
<b>Salaries &amp; Wages-</b>					
LAUREN HARBIN	\$64,064.00	\$60,426.78	\$64,064.00	\$3,637.22	
QUENTIN LEONARD	\$48,006.00	\$45,268.91	\$48,006.00	\$2,737.09	
JANET STINER	\$46,072.00	\$41,883.92	\$46,072.00	\$4,188.08	
BOA SECRETARY (STAFF MEMBER)	\$3,150.00	\$3,150.00	\$3,150.00	\$0.00	
ANNUAL PAYMENT	\$1,915.00	\$1,915.00	\$1,915.00	\$0.00	
GARBAGE SUPPLEMENT	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	
Totals	\$166,207.00	\$155,644.61	\$166,207.00	\$10,562.39	
BOA MEMBER	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	
BOA MEMBER	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	
BOA MEMBER	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	
BOA EDUCATION DAYS	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	
Totals	\$7,200.00	\$7,200.00	\$7,200.00	\$0.00	
<b>Group Health/Life Insurance-</b>					
LAUREN HARBIN	\$123.00	\$99.00	\$123.00		
QUENTIN LEONARD	\$11,319.00	\$9,806.28	\$11,319.00		
JANET STINER	\$11,319.00	\$9,806.28	\$11,319.00		
Totals	\$22,761.00	\$19,711.56	\$22,761.00	\$3,049.44	
<b>Social Security (FICA)</b>					
	7.65%	\$13,265.64	\$13,265.64	\$1,353.26	
<b>401A RETIREMENT CONTRIBUTIONS</b>					
	6.00%	\$9,972.42	\$9,972.42	\$633.74	
TOTAL BUDGET REQUEST		\$219,406.06	\$203,807.23	\$15,598.83	