



Regular Meeting – February 16, 2017 – 8:30 AM

Page 1

Members Present: Terry Tolbert – Chairman
Tommy Boondry – Vice Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member
Betty Ellington – Member

Others Present: Roderick Conley – Chief Appraiser
Robbin Bowen – Deputy Chief Appraiser
Stephanie Bridges – Recording Secretary
Abda Quillian – Legal Counsel

Mr. Boondry made a motion to add the following to the agenda:
Submitted for Approval of Recommendation – Chief Appraiser Items
Mr. Gunter seconded. The motion passed with a unanimous vote.

PERSONNEL RECOGNITION

- A. Staff Recognition:
- Appraiser II Exam: Corey Hollinger
Fawndreta Cain
- B. Taxpayer Letters: Heidi Harris
Lorie Parker

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Lisa Lowrimore reported for Residential Property – 12 Returns received for 2017, 67% complete. Sales Reviews are 66% done and field reviews are 37% done.

Stacey Scott reported for Personal Property/Commercial – 893 Personal Property returns have been received so far, they are 84% complete. Have received 180 MV appeals for 2017. Commercial sales reviews are 72% complete, and permits are 95% complete.

Corey Gillenwater reported for Quality Control – We have received more GAPs back from Tyler. They are being reviewed.

Corey Gillenwater reported for Quality Control – After receiving GAP's back from Tyler we have now gotten back the first Business Requirements Document. The one we have received is for the Best Exemptions Matrix. This is supposed to be able to determine and recommend the best exemptions for taxpayers. It is being reviewed by Carol Osborne and Fawndreta Cain. Tyler will be taking over the process of data conversion. Work is being done on converting the Permit Process as well. Bids for mailing notices are being accepted.

Regular Meeting – February 16, 2017 – 8:30 AM

Page 2

Robbin Bowen reported for GIS/Support Service – 1023 PINs have been mapped, 266 splits and combos which are 91% done. 2072 Homesteads have been filed for 2017 so far. There are 10,227 Transfers.

APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the February 2, 2017 Regular Meeting.

Mr. Boondry seconded. The motion passed with a unanimous vote.

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Mr. Boondry made a motion to approve the following:

1. Appeal Waivers – Submitted for Approval of Recommendation

A. Certification

1. Residential
2. Commercial
3. Motor Vehicle

B. Approval

1. Residential
2. Commercial
3. Motor Vehicle

Mr. Gunter seconded. The motion passed with a unanimous vote.

Ms. Ellington made a motion to approve the following:

2. Property Corrections – Submitted for Approval of Recommendation

A. Notification Letters

1. Residential
2. Commercial

Mr. Boondry seconded. The motion passed with a unanimous vote.



Regular Meeting – February 16, 2017 – 8:30 AM

Page 3

REGULAR AGENDA

1. Chief Appraiser Items

A. 2017-18 Budget Request – Submitted for Approval Recommendation

Mr. Conley explained the Budget Process and reviewed the department budget request with the Board Members. There are two main items that have increased our requested amount. One is the request of a new position for an Appeals Coordinator and the other is a request for fleet to replace 12 vehicles. Our areas of concern are proposed legislative changes and training schedules not being available yet.

Mr. Tolbert has requested that preparation time for HB202 conferences be included and to include the exact number of conferences held in 2016. He also suggested that we include the number of possible appraiser promotions.

Mr. Boondry made a motion to approve the budget request with recommended changes. Mr. Gunter seconded. The motion passed with a unanimous vote.

B. Vehicle Replacement Memo – A memo has been sent to Fleet regarding our vehicles so they will be aware of our upcoming request. A memo was also sent to HR regarding our request for a new position.

C. Legislative Update – Robbin Bowen reviewed the bills currently in the House. There are several that may impact our office. Updates from the Savannah Area Chamber of Commerce was also presented – they are looking at conducting a feasibility study for consolidated Savannah and Chatham County Governments.

D. Unlisted PIN Request – Submitted for Approval of Recommendation

Mr. Boondry made a motion to approve the above request. Mr. Gunter seconded. The motion passed with a unanimous vote.

E. Community Outreach – Scheduled Events

Staff members from our office will be attending a Senior Property Tax Seminar on Feb. 23 in order to inform seniors about available exemptions. As a result of the recent student expo, Southwest Elementary and Gould Elementary have asked our office to participate in Careers on Wheels. These will take place on March 3 and April 21 at Gould and on March 10 at Southwest. We have also received a request to participate in Camp Explore on March 11 to introduce children in grades 2 – 5 to careers through STEM. On March 1 we will have a meeting with the Board of Education.

2. Board Member Items

A. Budget FY16

3. Chairman Items

A. Executive Session

Mr. Boondry made a motion to move in to Executive Session at 9:27 AM to discuss Personnel & Litigation items. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move out of Executive Session at 10:13 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

B. BOE Decisions TY16

Regular Meeting – February 16, 2017 – 8:30 AM

Page 4

4. Certifications to Superior Court – Submitted for Approval

Mr. Boondry made a motion to approve the following:

A. Taxpayer

1-0223-03-011

Jeanne M. Hungerpiller

TY2016

2-0096-14-016

Peachtree Development of Atlanta LLC

TY2016

Mr. Gunter seconded. The motion passed with a unanimous vote.

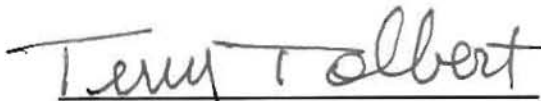
5. Attorney Items

None

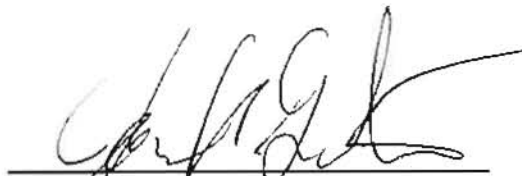
ADJOURNMENT

Ms. Ellington made a motion to adjourn the meeting at 10:17 AM.

Mr. Gunter seconded. The motion passed with a unanimous vote.



Terry Tolbert, Chairman



James A. Gunter, Secretary