

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
May 24, 2021**

**A meeting of the DeKalb County Board of Assessors was held on Monday, May 24, 2021 through Zoom Conferencing.**

**Vivian R. Ingersoll, MA, Chair  
Charlene Fang, Vice-Chair  
Robert A. Burroughs, J.D., Assessor  
James Vernor, PhD, MAI, Assessor  
Donna Rosser, Assistant Chief Appraiser  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Brian Jennings, Deputy Chief Appraiser – Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Vance Clements, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:31 a.m. and noted that this meeting was rescheduled from May 20<sup>th</sup> to the 24<sup>th</sup>. She stated that the Property Appraisal Department had completed its work timely but there were other flaws in the process. In order to allow for sufficient time for review, this meeting was rescheduled.**

**APPROVAL OF AGENDA**

**The Chair asked if there were any corrections or additions to the 5/24/21 Agenda, hearing no further changes, the Chair declared the Agenda approved.**

**APPROVAL OF MINUTES**

**The Chair asked if there were any corrections or additions to the Minutes of 5/06/21; hearing no further changes, the Chair declared the Minutes approved.**

**CITIZEN TIME**

**No citizens requested time to address the Board.**

**BOARD MEMBER SPOTLIGHT**

The Chair stated that we are aware of the great public servant our Vice-Chair is! Her picture now appears in an advertisement on a Marta bus stop board and a billboard in Doraville urging citizens to get vaccinated against the Covid 19 virus. We appreciate all that you do Charlene!

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 18 of this Agenda made by Jim Vernor, seconded by Robert Burroughs and Charlene Fang. After discussion, the motion passed unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**APPROVAL OF 2021 REAL ESTATE VALUES, RESIDENTIAL H6 AND COMMERCIAL 299c REPORTS AND THE DEKALB/FULTON COUNTY RESOLUTION**

Board members received all of the above reports electronically prior to this meeting.

The following is a list of the reports that were included on the flash drives that were delivered to the Board:

PARAMETERS FOR ACCEPTABLE VALUES  
DIGEST COMPARISON: 2018 DIGEST THRU 2021 DIGEST  
SALES ASSESSMENT RATIO REPORTS  
2021 ASSESSMENT LIST  
CONSOLIDATION REPORTS RUN ON 5-19-2021  
VALUE ALLOCATION – AA202 – SUMMARY START ON PAGE 8787 to 8791  
NORMAL GROWTH AND REVALUATION  
2021 MARKET MODELING SUMMARY REPORT  
HISTORIC AND CUVA REPORTS  
MAJOR COMMERCIAL VALUE REVISIONS

Reports sent to the Board also included Reason codes and 2020 Millage Rates.

During the meeting, Calvin Hicks shared his screen and thoroughly reviewed each report with the Board. After this discussion, the Chair called for a motion to approve the 2021 Real Estate Values, H6 Residential and Commercial 299c Reports and the DeKalb/Fulton County Resolution.

**Jim Vernor made a motion to approve the 2021 Real Estate Values, seconded by Charlene Fang. The motion carried unanimously.**

**Jim Vernor made a motion to approve the 2021 H6 Residential and Commercial 299c Reports, seconded by Charlene Fang. The motion carried unanimously.**

**Jim Vernor made a motion to approve the 2021 DeKalb/Fulton County Resolution, seconded by Robert Burroughs. The motion carried unanimously.**

**Calvin Hicks stated that the 2021 Assessment Notices will be mailed the first week in June.**

**The DeKalb/Fulton Resolution will be signed and forwarded to Fulton County for their signature.**

**The Chair thanked staff for their hard work and completing their work timely. Calvin Hicks thanked all Board members and commended staff on their dedication and hard work. Jim Vernor complimented Calvin Hicks on his delivery on all reports. The Chair further stated that we are exceedingly lucky to have Calvin Hicks and she thanked him for his amazing knowledge and precision! All Board members echoed these sentiments.**

### **ADJOURNMENT**

**There being no further business, at 10:31 a.m. the Chair declared the meeting adjourned.**

**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: \_\_\_\_\_

6-10-21