

FAYETTE *Press Release*

BOARD OF COMMISSIONERS

ONE OPEN POSITION ON THE FAYETTE COUNTY BOARD OF TAX ASSESSORS

Second Advertisement

Fayette County's **Board of Tax Assessors** has been established by the Fayette County Board of Commissioners. Fayette County's Board of Assessors was established by state law to determine the fair market value of all real and personal property in the county for property tax purposes based on uniform and fair mass appraisal practices.

Fayette County's Board of Assessors is comprised of three county citizens who are appointed to six-year terms each. Board members must be 21 years old, must be a resident of Fayette County, must have a high school or equivalent diploma, must have at least one year of experience in appraisal related work, and must complete an assessor examination administered by the State Revenue Commissioner. Members must complete 40 hours of training prior to or within 180 days of appointment. Additionally, members must complete at least 40 hours of approved appraisal courses provided during each two years of his or her term. No member of a County Board of Tax Assessors shall be eligible to hold any state, county, or municipal office during the time he or she holds such office.

Compensation for this position is \$22.05 per hour.

The Board of Assessors meets approximately one time a month on the third Thursday of each month. Meetings take place at the Fayette County Administrative Complex, which is located at 140 Stonewall Avenue West, Fayetteville, Georgia, 30214.

The Fayette County Board of Commissioners would like to inform all interested and qualified citizens of one (1) position available on Fayette County's Board of Tax Assessors. **The available term will begin January 1, 2023 and will expire on December 31, 2028.**

Fayette County will be accepting applications and resumes for this position. Applications can be obtained by visiting www.fayettecountyga.gov ; Public Notices. All applications must be returned to Tameca Smith via email at tsmith@fayettecountyga.gov or at 140 Stonewall Avenue West, Suite 100, Fayetteville, Georgia **no later than 5:00 p.m. on Friday, December 2, 2022.**

Issued: November 3, 2022
Contact: Tameca P. Smith, County Clerk
Office: 770-305-5103



APPLICATION FOR APPOINTMENT Fayette County Board of Assessors

Fayette County's Board of Assessors was established by state law to determine the fair market value of all real and personal property in the county for property tax purposes based on uniform and fair mass appraisal practices.

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The Fayette County Board of Commissioners would like to inform all interested and qualified Fayette County residents of one (1) position available on Fayette County's Board of Assessors. **The available term will begin January 1, 2023 and will expire on December 31, 2028.**

Please take a few minutes to complete the form and answer the questions below and return with a resume, if available, to Tameca Smith, County Clerk, via email at tsmith@fayettecountyga.gov or 140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214 **no later than 5:00 p.m. on Friday, December 2, 2022.**

If you have any questions, please call (770) 305-5103. ***NOTE: Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.***

NAME _____

ADDRESS _____

TELEPHONE (cell) _____ (home) _____

(email address) _____

Signature

Date



APPLICATION FOR APPOINTMENT
Fayette County Board of Assessors

1. How long have you been a resident of Fayette County?
2. Why are you interested in serving on the Fayette County Board of Tax Assessors?
3. What qualifications and experience do you possess for appointment to the Board of Tax Assessors?
4. List your recent employment experiences to include name of company and position.
5. Do you have any past experience relating to the Board of Tax Assessors? If so, please describe.
6. Are you currently serving on a commission/board/authority or in an elected capacity with any government?
7. Have you attended any Board of Tax Assessors meetings in the past two years and, if so, how many?
8. Are you willing to attend seminars or continuing education classes at county expense?
9. What is your vision of the county's future related to the duties of the Board of Tax Assessors?
10. Would there be any possible conflict of interest between your employment or your family and you serving on the Board of Tax Assessors?
11. Are you in any way related to a County Elected Official or County employee? If so, please describe.



APPLICATION FOR APPOINTMENT
Fayette County Board of Assessors

12. Describe your current community involvement.

13. Have you been provided a copy of the county's Ethics Ordinance?

14. Is there any reason you would not be able to comply with the Ethics Ordinance?

COUNTY OF FAYETTE

STATE OF GEORGIA

ORDINANCE NO.

2016- 04

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA; TO REWRITE THE CODE OF ETHICS FOR FAYETTE COUNTY, GEORGIA; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA, AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY GEORGIA BE DELETED IN ITS ENTIRETY AND REPLACED WITH A NEW DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY, GEORGIA TO READ AS FOLLOWS:

SECTION 1. By deleting Sections 2-200 through 2-208 which comprise the Code of Ethics in their entirety and by enacting the following Code of Ethics to be numbered and to read as follows:

Sec. 2-200. Purpose.

The purpose of this Code of Ethics is to:

(a) Encourage high ethical standards in conduct by Fayette County officials ("County Officials");

(b) Establish guidelines for ethical standards of conduct for all County Officials by setting forth those acts or actions that are incompatible with the best interests of Fayette County (the “County”);

(c) Maintain public trust through transparency by requiring disclosure by County Officials of private financial or other interests in matters affecting the County or in matters that affect their ability to act in the best interests of the County; and

(d) Serve as a basis for disciplining those who do not comply with its terms.

Sec. 2-201. Scope.

The provisions of this Code of Ethics shall be applicable to all County Officials. Further, the County Purchasing Director shall develop procedures for individuals, corporations and other entities seeking to do business with the County to disclose financial, familial or other relationships with any person who comes within the scope of this Code of Ethics and who is also required to disclose such relationships. Such disclosures must be made prior to presenting a recommendation of award to the Fayette County Board of Commissioners (the “Board of Commissioners”) or, if Board of Commissioners approval is not required, prior to execution of a contract in excess of \$10,000. The obligation for an individual, corporation or other entity seeking to do business with the County to disclose the aforementioned relationships is ongoing and shall be enforced as a prerequisite to any action by a County Official or other person covered by this Code of Ethics to renew, extend or otherwise modify a contract after award.

Sec. 2-202. Definitions.

The following words and phrases as used in this Code of Ethics shall, unless the context clearly indicates otherwise, have the meanings as follows:

- (a) *County* means Fayette County, Georgia.
- (b) *County Administrator* means the individual who serves as County Administrator of Fayette County.
- (c) *County Official* includes County employees, members of the Board of Commissioners, the County Administrator, the County Clerk and the County Attorney. County Official also includes all individuals appointed by the County Administrator and the Board of Commissioners to County authorities, commissions, committees, boards, task forces, or other bodies.
- (d) *Gift* means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. “Gift” also means a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred.
- (e) *Ethics*: the discipline dealing with what is good and bad and with moral duty and obligation – Merriam Webster
- (f) *Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any County Official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.
- (g) *Person* means an individual, a business entity, or other similar type organization.

Sec. 2-203. Prohibitions.

- (a) No County Official shall use or secure confidential information for any purpose other than his/her official duties.
- (b) No County Official may participate or vote on any matter before the Board of Commissioners or other County body where such County Official has a substantial interest in the

outcome of such matter. For purposes of this Code of Ethics, a substantial interest is found where the County Official receives a pecuniary interest due to the outcome of the vote.

(c) No County Official shall act as an agent or attorney for another in any matter before the Board of Commissioners or other County body.

(d) No County Official shall enter into any contract with the County except as authorized by state law.

(e) No County Official shall solicit or accept other employment to be performed, or compensation to be received, while still a County Official if the employment or compensation could reasonably be expected to impair such County Official's judgment or performance of County duties.

(f) No County Official shall disseminate confidential information to someone other than another County Official, unless otherwise authorized by law.

(g) No County Official shall solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person for himself/herself, or any member of his/her immediate family, under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the County Official's duties.

Sec. 2-204. Conflict of Interest.

(a) No County Official may participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the County Official has a substantial interest.

(b) A County Official who has a relationship with any entity which receives funding from the County shall disclose such relationship prior to participating in any action for such funding.

(c) A County Official shall never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration.

(d) No County Official shall engage in any business with the County, or allow any member of his/her immediate family to engage in any business with the County which is inconsistent with the conscientious performance of his/her governmental duties.

(e) Notwithstanding anything contained herein to the contrary, a County Official shall disclose, prior to discussing or taking any action on any matter involving the donor, any gift or campaign contribution (cash or in kind) received by him/her, or any member of his/her immediate family, greater than \$100.00. Receipt of gifts and campaign contributions within the current election cycle valued at \$250.00 or more by a County Official, or member of his/her immediate family, will prohibit the County Official from participating or taking action on any matter involving the donor.

Sec. 2-205. Enforcement and administration.

(a) All allegations of violations of the Code of Ethics must be filed with the County Clerk, in writing, signed by the complainant, no later than 45 days after the alleged act occurred unless the complainant, by exercising reasonable diligence, failed to discover the alleged violation of the Code of Ethics within such 45-day period. In such case, a complainant must file an Ethics Complaint with the County Clerk no later than 45 days after the complainant discovered the alleged violation.

(b) In no event shall an Ethics Complaint be filed with the County Clerk more than six (6) months from the date of the alleged violation of the Code of Ethics.

(c) The complainant may withdraw the Ethics Complaint at any time in writing.

(d) Within 30 days of receipt of an Ethics Complaint the Board of Commissioners will review the Ethics Complaint to determine whether same is on its face unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke disciplinary jurisdiction. A majority of the full Board of Commissioners must agree that a sufficient basis has been given to warrant a public hearing. Certain violations alleged against County Officials who are employees may be referred through the proper channels consistent with the Employee Handbook's disciplinary procedures. A majority of the full Board of Commissioners shall make the determination of whether or not a review board should be impaneled.

(e) If a complaint is received by the Clerk which alleges a violation of the Code of Ethics by a member of the Board of Commissioners, a determination of sufficiency of the complaint will not be forwarded to the Board of Commissioners. The County Attorney of any county within the Griffin Judicial Circuit, or any circuit abutting the Griffin Judicial Circuit, other than the County Attorney for Fayette County, shall make the determination of whether or not a review board should be impaneled.

(f) If a review board is needed, three (3) county attorneys, other than the County Attorney for Fayette County, within reasonably close geographic proximity of the County will be requested to conduct a public hearing based upon the complaint. A majority vote based upon clear and convincing evidence will determine the existence of the violation or lack thereof. Should the review board find a violation has occurred, the review board will assess the commensurate penalty for the violation. A written decision shall be issued within 15 days of the conclusion of the public hearing. County Officials are subject to the following penalties and action for violations of the Code of Ethics:

- (1) Written reprimand or public censure;

- (2) Recovery of value transferred from or received by the County;
- (3) Cancellation of the contract or rejection of the bid or offer;
- (4) A monetary fine not to exceed \$1,000.00; and
- (5) Demotion or termination.

(g) Any County Official adversely affected by any final decision of the Board of Ethics may appeal as provided in this subsection.

(h) An appeal by certiorari may be commenced in the Superior Court of Fayette County within 30 days after the decision becomes final.

Secs. 2-206 – 2-220. Reserved.

SECTION 2. This ordinance shall become effective immediately upon its adoption by the Fayette County Board of Commissioners.

SECTION 3. All other ordinances or parts of ordinances which are in conflict with this ordinance are hereby repealed.

SECTION 4. In the event any section, subsection, sentence, clause or phrase of this ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect other sections, subsections, sentences, clauses or phrases of this ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not a part thereof. The Board of Commissioners hereby declares that it would have passed the remaining parts of this ordinance if it had known that such part or parts hereof would be declared or adjudged invalid or unconstitutional.

SO ORDAINED this 25th day of February, 2016.

BOARD OF COMMISSIONERS OF
FAYETTE COUNTY, GEORGIA

(SEAL)



ATTEST:

By: Charles W. Oddo

CHARLES W. ODDO

Floyd L. Jones
Floyd L. Jones, County Clerk

Approved as to form:

[Signature]
County Attorney