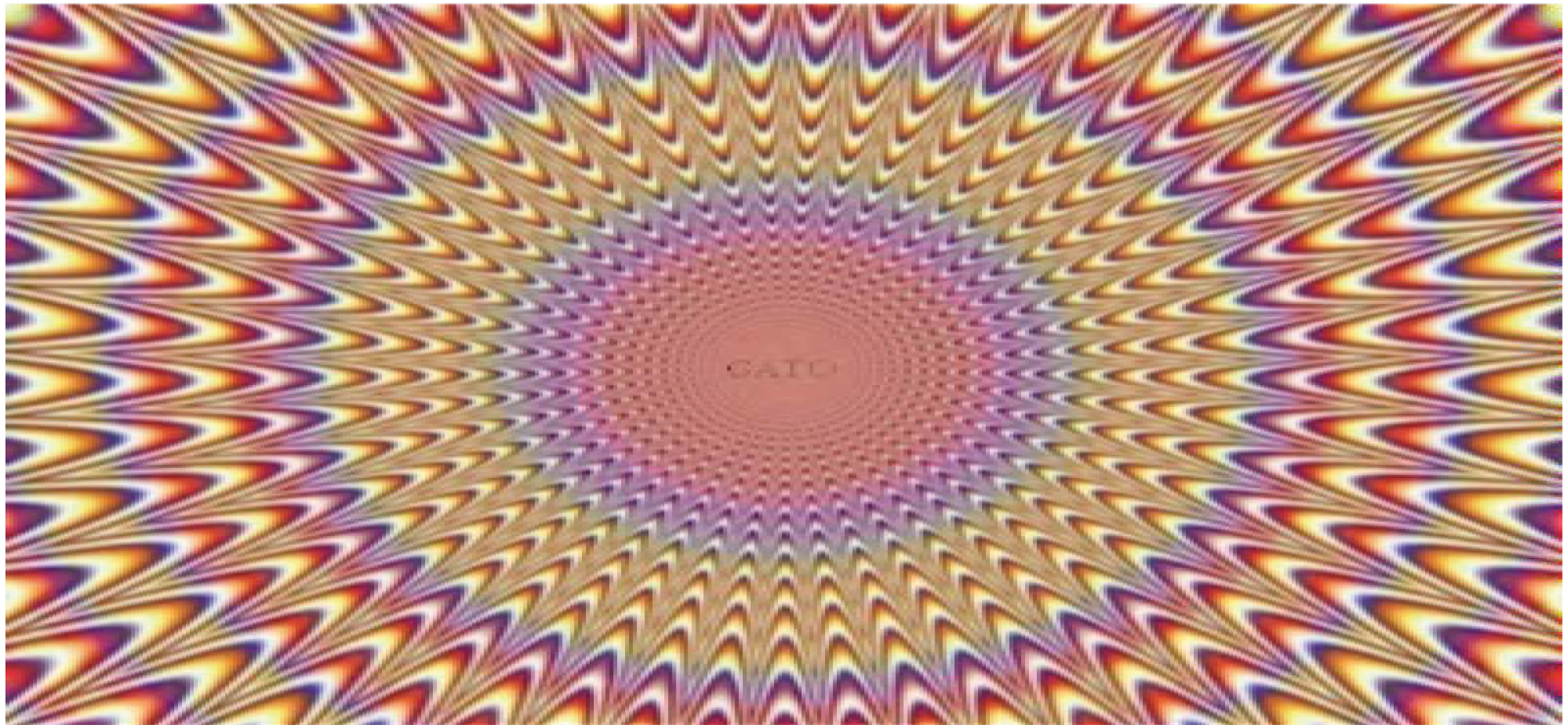


Georgia Association of Tax Officials



Carl Vinson  
Institute of Government  
UNIVERSITY OF GEORGIA

# Institute for County Tax Officials 2018



*IT'S ALL AN OPTICAL ILLUSION ... OR IS IT?*

May 7-10, 2018

The Classic Center • Athens, GA

## SCOPE

The Institute for County Tax Officials has been designed to address key topics that have been identified by the GATO Board to be of major concern to those involved in tax offices.

## PARTICIPANT RECOGNITION

A certificate of attendance, issued in five year increments, from the University of Georgia's Carl Vinson Institute of Government will be presented to participants at the luncheon on **Wednesday, May 9**. To determine the number of years of attendance, please access your records at <https://register.cviog.uga.edu/eCSProd1/SignIn.aspx>. Please complete the attached form and return it to **Melanie Kearns** no later than **April 16**.

Participants will be awarded up to 17 Contact Hours, dependent upon the number of sessions attended during the conference which will be recorded at the University of Georgia. For instructions on how to access your transcript for classes taken through Carl Vinson Institute of Government, go to <https://register.cviog.uga.edu/eCSProd1/SignIn.aspx>.

## REGISTRATION FEES

The full conference fee of \$330.00 includes instructional costs, materials, breaks, three buffet breakfasts, two lunches, a dinner, and entertainment for registered attendees. If you care to include a guest(s) for the Wednesday dinner and entertainment, please indicate name(s) of guest(s) on the registration form, and submit a separate check for the cost of guest(s) meals by **April 16**.

The option of a one day registration fee of \$165.00 is available to those who would like to attend on **Tuesday or Wednesday**. The one day fee includes instructional costs, course materials, breakfast, breaks, and lunch. The banquet is **NOT** included in the one day fee for Wednesday. If you need classes on both days, you are required to submit the full registration fee.

A half day fee of \$83.00 is available to those who wish to attend on **Thursday**. The half day fee includes instructional costs and a buffet breakfast.

Please register online at the Carl Vinson Institute of Government web site at <https://cviog.uga.edu/gato>, and pay by credit card. You may be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference.

Payment of fees must be received before registration can be confirmed. Confirmations will be sent to the email address listed on the registration form.

## CONFERENCE CANCELLATION AND REFUND POLICY

Written notice of cancellation must be postmarked/dated no later than **April 14, 2018**, to receive a full refund of registration fees. Written requests postmarked/dated between **April 15** and **April 21** will be assessed a 25% administrative fee, and requests postmarked/dated after **April 21** are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Melanie Kearns at [mskearns@uga.edu](mailto:mskearns@uga.edu) or via mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, Georgia 30602-5482.

## LOCATION

The Institute for County Tax Officials conference will be held at the Classic Center, 300 N. Thomas Street, Athens, Georgia 30601. For directions, please visit their web site at [www.classiccenter.com](http://www.classiccenter.com).

## LODGING

Governor Nathan Deal signed a transportation bill on Monday, May 4, 2015, that will affect your lodging reservation during the conference. The new bill creates a statewide fee of \$5.00 per night per room on all hotel lodging rooms, effective as of July 1, 2015. This fee is not tax exempt.

For your convenience, a block of rooms is being held for your event until 5:00 p.m. on **April 7, 2018**. Lodging is limited; please call early to secure your lodging needs. When the block closes or all rooms are booked, whichever comes first, the special rate will not be honored, and room availability cannot be guaranteed. Below is a list of conveniently situated Athens hotels where rooms are being held.

**When making hotel reservations, please provide the group code provided below in order to obtain the negotiated rates.** You will also want to confirm the hotel check-in and check-out times.

Graduate Athens	706-549-7020	\$116.00 per night (Formerly the Foundry Inn and Spa) <b>Use Group Code: University of Georgia</b>
Georgia Gameday Center	706-583-4500	1 BR \$129.00 per night, 2 BR \$149.00 per night, 3 BR \$229.00 per night. <b>Use Group Code: GATO18</b>
Classic City Hilton Garden Inn	706-353-6800	\$144 - \$399 per night + \$9.95 daily parking fee <b>Use Group Code: University of Georgia</b>
Hotel Indigo	706-546-0430	\$119.00 - \$129 per night + \$10.00 daily parking fee <b>Use Group Code: University of Georgia</b>
Holiday Inn Athens	706-549-4433	\$98.00 per night <b>Use Group Code: University of Georgia</b>
Hyatt Place Athens	1-800-233-1234	1 BR \$169 per night, Suite \$219 per night + \$10.00 daily parking <b>Use Group Code: G-GAT8</b>

**Please check with your hotel to confirm if complimentary shuttle service will be available to and from the Classic Center, and for information regarding parking fees.**

## TAX EXEMPTION

For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.

## PARKING

Parking at the Classic Center is \$1.50/hour or **\$8.00 max per vehicle per day**; however, **parking is limited. Note, there are no in/out privileges for parking fees. CREDIT CARDS ONLY – NO CASH ACCEPTED.**

## SPECIAL NEEDS

If you require special services, facilities, or dietary considerations, please contact Melanie Kearns at [mskearns@uga.edu](mailto:mskearns@uga.edu) or (706) 542-4240.

## CONFERENCE INFORMATION

Melanie Kearns  
(706) 542-4240 or [mskearns@uga.edu](mailto:mskearns@uga.edu)  
Carl Vinson Institute of Government  
201 N. Milledge Avenue  
Athens, Georgia 30602-5482

# Institute for County Tax Officials

Classic Center  
300 N. Thomas Street  
Athens, GA 30601  
May 7 – 10, 2018

## Agenda

### Monday, May 7, 2018

4:00 p.m. Executive Board Meeting (*Classic Center*)  
5:00 – 6:00 p.m. Registration (*Escalator Lobby*)

### Tuesday, May 8, 2018

7:00 – 8:30 a.m. Registration  
Buffet Breakfast  
8:30 – 9:00 a.m. Opening of the Institute  
President, Kevin Payne  
Welcome and Remarks  
Carl Vinson Institute of Government, University of Georgia  
GATO Business Members Introduction  
9:30 – 12:00 p.m. Legislation and Current Issues  
*Ellen Mills, Georgia Department of Revenue - Local Government Services Division*  
*Georgia Steele, Georgia Department of Revenue - Motor Vehicle Division*  
12:00 – 1:30 p.m. Lunch / Governor Candidates Address / Visit Vendors  
1:30 – 3:00 p.m. Out of the Gray Motor Vehicle Tax Issues (3 hours)  
Out of the Gray Property Tax Issues (3 hours)  
**NEW!** DRIVES (3 hours)  
GRATIS Behind the Screens (1.5 hours)  
**NEW!** Veterans Affairs (1.5 hours)  
**NEW!** To Ask or Not to Ask: Interviewing 101 (1.5 hours)  
3:00 – 3:30 p.m. Refreshment Break / Visit Vendors  
3:30 – 5:00 p.m. Out of the Gray Motor Vehicle Tax Issues (3 hours) (**con't**)  
Out of the Gray Property Tax Issues (3 hours) (**con't**)  
**NEW!** DRIVES (3 hours) (**con't**)  
GRATIS Behind the Screens (1.5 hours)  
**NEW!** Mobile Home Collections & Abandonment (1.5 hours)  
**NEW!** To Ask or Not to Ask: Interviewing 101 (1.5 hours)  
5:00 – 6:00 p.m. GATO Business Meeting (*members only*)

*DINNER ON YOUR OWN*



**Wednesday, May 9, 2018**

7:00 – 8:00 a.m.	Late Registration  Buffet Breakfast / Visit Vendors
8:00 – 9:30 a.m.	Out of the Gray Motor Vehicle Tax Issues (3 hours) Out of the Gray Property Tax Issues (3 hours) <i>NEW!</i> Law & Order with Ken Jarrard – <b>TC ONLY</b> (3 hours) <i>NEW!</i> DRIVES (3 hours) CAVEAT / Digest / Property Tax Topics (3 hours) <i>NEW!</i> Mobile Home Collections & Abandonment (1.5 hours)
9:30 – 10:00 a.m.	Refreshment Break / Visit Vendors
10:00 – 11:30 a.m.	Out of the Gray Motor Vehicle Tax Issues (3 hours) ( <b>con't</b> ) Out of the Gray Property Tax Issues (3 hours) ( <b>con't</b> ) <i>NEW!</i> Law & Order with Ken Jarrard – <b>TC ONLY</b> (3 hours) ( <b>con't</b> ) <i>NEW!</i> DRIVES (3 hours) ( <b>con't</b> ) CAVEAT / Digest / Property Tax Topics (3 hours) ( <b>con't</b> ) <i>NEW!</i> Tax Commissioners vs. Tax Assessors (1.5 hours)
11:30 – 1:30 p.m.	Lunch Presentation of Awards
1:30 – 3:00 p.m.	Out of the Gray Motor Vehicle Tax Issues (3 hours) Out of the Gray Property Tax Issues (3 hours) <i>NEW!</i> Law & Order with Ken Jarrard – <b>TC ONLY</b> (3 hours) <i>NEW!</i> DRIVES (3 hours) CAVEAT / Digest / Property Tax Topics (3 hours) <i>NEW!</i> Veterans Affairs (1.5 hours)
3:00 – 3:30 p.m.	Refreshment Break / Visit Vendors
3:30 – 5:00 p.m.	Out of the Gray Motor Vehicle Tax Issues (3 hours) ( <b>con't</b> ) Out of the Gray Property Tax Issues (3 hours) ( <b>con't</b> ) <i>NEW!</i> Law & Order with Ken Jarrard – <b>TC ONLY</b> (3 hours) ( <b>con't</b> ) <i>NEW!</i> DRIVES (3 hours) ( <b>con't</b> ) CAVEAT / Digest / Property Tax Topics (3 hours) ( <b>con't</b> ) <i>NEW!</i> Tax Commissioners vs. Tax Assessors (1.5 hours)
6:15 – 10:30 p.m.	Banquet Entertainment Provided by: Reza Edge of Illusion <a href="http://www.rezalive.com/">http://www.rezalive.com/</a>  <b><i>IN PREPARATION FOR THE EVENING'S ENTERTAINMENT, PLEASE BE IN YOUR SEATS NO LATER THAN 7:00 PM.</i></b>

**Thursday, May 10, 2018**

8:00 – 9:00 a.m.	Late Registration Buffet Breakfast
9:00 – 10:30 a.m.	<i>NEW!</i> Active Shooter
10:30 – 12:00 p.m.	Joint Town Hall Meeting / Evaluations
12:00 p.m.	Adjourn

## Course Description and Instructors

### **NEW! Active Shooter**

*Richard Shearman, U.S. Department of Homeland Security*

This 1.5 hour session will be taught by Homeland Security. You will learn what to do and not to do in an active shooter scenario, as well as in robbery situations. There will be class participation during this session.

### **CAVEAT / Digest / Property Tax Topics**

*Ellen Mills and Don Hicks, Department of Revenue - Local Government Services Division*

This 3.0 hour course provides instruction on various topics of interest including digest review, digest submission, exemptions, tax collection, recent court decisions, and recently passed legislation.

### **NEW! DRIVES**

*Tammy Clemens and Tracie Scott, Department of Revenue - Motor Vehicle Division*

The DRIVES session will consist of demos of the system and questions/answers by the FAST Team, the developers. Participants will get to see actual step-by-step process of titling and registering vehicles in the system. In addition, a demo of some of the functionality and sharing general information about DRIVES including County readiness for their network connectivity and equipment needed.

### **GRATIS Behind the Screens**

*Crystal Powell, Department of Revenue - Motor Vehicle Division*

This session will provide an in-depth review of navigation in GRATIS (Georgia Registration and Title Information System) as well as a look at the extra options that GRATIS offers.

### **Legislation and Current Issues**

*Ellen Mills, Department of Revenue - Local Government Services Division*

*Georgia Steele, Georgia Department of Revenue – Motor Vehicle Division*

This 2.5 hour presentation introduces recently passed legislation and current events affecting ad valorem taxation and motor vehicle titling and registration.

### **NEW! Mobile Home Collections & Abandonment**

*Phyllis Gainous and Seaton Bennett, Department of Revenue - Local Government Services Division*

This 1.5 hour course provides an overview of taxation of mobile homes including a discussion on collection best practices, certificates of permanent location, and abandoned mobile homes.

### **Out of the Gray Motor Vehicle Tax Issues**

*Janie Brodnax, Robert Worle, and Brent Bennett, Department of Revenue - Motor Vehicle Division*

This session will provide questions and answers related to Motor Vehicle's legal issues including areas that may seem gray with no clear answer.

## **Out of the Gray Property Tax Issues**

*Allie Jett and Brad Hutchins, Weissman Law Firm*

This 3-hour course will expose tax officials to the complexities of decision making when the issue is “gray” or has multiple acceptable solutions. Participants will be exposed to real-life scenarios and go through a process of identifying the issues, exploring the possible options and coming up with a best option. This course will examine the myriad of possible unintended consequences of decisions and identify ways to get better results with reduced negative consequences, improving the effectiveness of the Tax Commissioner’s office.

## **NEW! Law and Order with Ken Jarrard – Tax Commissioners Only**

*Ken Jarrard, Jarrard & Davis, LLP*

This 3-hour course offers an insight on different legal matters and scenarios within the tax commissioner’s office, such as budgeting and personnel issues. He will also address the GA code sections to include how to look them up and understand their meaning.

## **NEW! Tax Commissioners vs. Tax Assessors**

*Kenny Colson and Danny Forsyth, Department of Revenue - Local Government Services Division*

This 1.5 hour course provides an overview of the duties and timelines required of the Tax Commissioner and Board of Tax Assessors.

## **NEW! To Ask or Not to Ask: Interviewing 101**

*Teaa Allston-Bing, City of Douglasville*

This 1.5 hour course will address the do's and don'ts of the hiring and firing process.

## **Town Hall Meeting**

*Ellen Mills, Department of Revenue - Local Government Services Division*

*Brent Bennett, Department of Revenue – Motor Vehicle Division*

This 1.5 hour presentation provides a recap of various presentations and a question and answer forum between tax offices and the Department's Motor Vehicle and Property Tax Divisions.

## **NEW! Veterans Affairs**

*Ramona Roper, Department of Veterans Service*

This session will cover the requirements for military and disabled military license plates, and certain property tax exemptions.



# Certificate Questionnaire Institute for County Tax Officials

May 7 – 10, 2018

Please duplicate this form as  
needed.

Please **DO NOT** complete and return form unless you have attended EXACTLY 5, 10, 15, 20, 25, 30, 35, or 40 institutes (full conference only). To receive your certificate at the May conference, **you must submit the form by April 16.**

Please send to:

Melanie Kearns  
UGA/GTED  
201 N. Milledge Avenue  
Athens, GA 30602-5482  
Fax: 706-542-4240  
Email: [mskearns@uga.edu](mailto:mskearns@uga.edu)

**Including this Institute**, I have attended \_\_\_\_\_ Institutes, and I am eligible for the following certificate:

_____ 5 year	_____ 25 year
_____ 10 year	_____ 30 year
_____ 15 year	_____ 35 year
_____ 20 year	_____ 40 year

Name as you wish it to appear on certificate (*please print or type*)

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Last Name	First Name	MI
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Address

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City	State	Zip
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