

**Long County Board of Assessors
P O Box 642
Ludowici, GA 31316
(912) 545-9111**

March 13, 2020

To Whom It May Concern:

RE: Preparedness Plan

1. Office Employees: Beverly Johnson – (912) 977-0498 cell phone (office calls to be forwarded to cell number).
2. Office Employees: Beverly Johnson, Tara Futch, Kristi Ruiz to limit office hours to one day a week, rotating, to enter data into CAMA system, check emails, phone messages, open mail, make any updates necessary.
3. Board of Assessors: Jimmy Howard, John Johnson, Richard Long, Patty Morris and Anthony Smith... To postpone any field work during the closure... And postpone monthly meeting to the next month. Anything that needs to be voted on can be done over the telephone if necessary.
4. Point of Contacts: Primary – Beverly Johnson (912) 977-0498,
Secondary – Tara Futch (912) 312-4450

Timeline: April 1st is deadline for making returns and filing for exemptions. (Walk-ins and mail)
April 7th is date set for Board of Equalization Hearings
(Beverly will be the Appraiser at the hearing if not postponed thru the Clerk's Office)
Now thru May 15 all new construction needs to be measured and entered into the system, changes in schedules made and Personal property returns calculated.
June 1st is planned date to mail change of assessment notices.

Currently this office is following sanitary and disinfectant procedures, wiping and spraying doors, counters, chairs and pens in the area that the public use; washing hands several times a day, using hand sanitizer

placed at the front counter and maintaining a distance from the public when they come in for questions, returns, etc.

When interacting with the public while measuring houses, distance is maintained and sanitizer is used. (It is critical that we get all new construction measured prior to May 15)

This office will work with County leaders in doing what is necessary to help prevent the virus from spreading.

This is the plan of action we will use.

Stay well,

Beverly Johnson
Chief Appraiser