

Candler County Board of Tax Assessors

Meeting Minutes

January 7th, 2020

Opening

The meeting was called to order at 8:37am by Letrell Thomas in the Tax Assessors office at the Candler County Courthouse.

Attendees

Letrell Thomas, Assessor & Chairman

Dorothy S. Hunt, Assessor

Marian Grier, Chief Appraiser

Approval of Minutes

Motion was made by Ms. Hunt to approve the minutes of the December 10th, 2019 meeting with recommended changes. Mrs. Thomas seconded. Minutes were approved unanimously and signed.

Old Business

None.

New Business

Motion was made by Mrs. Thomas to review and approve Error & Release requests submitted by appraiser. Ms. Hunt seconded. Motion passed unanimously. All were approved.

Motion was made by Mrs. Thomas to approve homestead for Trensha L. Flonnory. Ms. Hunt seconded. Motion passed unanimously.

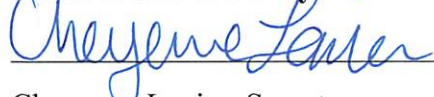
Mrs. Grier presented Chief Appraiser's Report. See attached.

Adjournment:

The next monthly meeting was scheduled for February 11th at 8:30am to be held in the Tax Assessors office at the Candler County Courthouse.

The meeting was adjourned by Letrell Thomas at 9:20am.

Minutes Submitted by:



Cheyenne Lanier, Secretary



Date

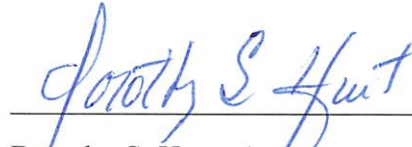
Minutes Approved by:



Letrell Thomas, Assessor & Chairman

2/11/2020


Date





Dorothy S. Hunt, Assessor

2/11/20

Date



Assessors' Meeting Agenda
January 7, 2020
8:30 AM

1. Review and approve minutes from December 10th meeting.
 2. Review and approve error and release requests submitted.
 3. Homestead exemption for Trensha L. Flonnory
 4. Chief Appraiser's Status Report
 5. Set next meeting date tentative February 11, 2020
 6. Adjourn
- 
- 

Assessors' Meeting
January 7, 2020
Chief Appraiser's Report

1. Finished Request for Proposals for GIS Maintenance. RFP was released January 3, 2020. Proposals sent to four vendors and posted to the Metter-Candler County website.
2. Finished Request for Proposals for Timber Valuations. Currently in legal review. Was scheduled to be released January 6, 2020, but not cleared by county attorney. Only one known vendor at present is interested, Travis DeLoach our previous timber consultant.
3. Corrected all utility billing for 2019 and given E&Rs and NODs to tax commissioner.
4. The Board of Commissioners denied our use of \$850.00 budgeted for books and periodicals to purchased scanners. Instead they approved \$2,000 of 2011 SPLOST funds to purchase three HP Color LaserJet Pro Multifunction M479fdw wireless laser printers. We are to use the scanners on the new printers to scan our documents. Cheyenne Lanier will keep the ScanSnap scanner I purchased.
5. Marian and Bryan met about the space plan presented by the contractor for our new space. I spoke on behalf of Patty Sikes and our office and requested the entire building for our use. That being denied, we asked for the plan to be changed back to what we requested originally. The school will remain in the west end of the building. Sunshine House will remain in their current location in the health department building. No further information is available now.
6. The previously approved Prebilled Mobile Home Digest has been uploaded to Harris Computer Services on behalf of the Tax Commissioner.

Review your order

Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Place your order

By placing your order, you agree to the [Amazon Business Accounts Terms & Conditions](#).

Group

Candler County Board of Commissioners

[Change](#)

Payment method [Change](#)

Pay by Invoice

Promotional Codes:

Shipping address [Change](#)

Marian Grier
35 SW BROAD ST STE E
METTER, GA 30439-4436
United States
Phone: 9126905061
[Edit delivery preferences](#)
[Ship to multiple addresses](#)

Order Summary

Items (3):	\$1,627.41
Shipping & handling:	\$83.10
Free Shipping:	-\$83.10
Total before tax:	\$1,627.41
Estimated tax to be collected:	\$0.00

Order total: \$1,627.41

Qualifying offers:

- Free Shipping

[How are shipping costs calculated?](#)

You got free shipping on the eligible items in your order! ([Why aren't all my items eligible?](#))

Business order information [Change](#)

PO number: 2020-001
Department: TAX ASSESSORS

Estimated delivery: Jan. 13, 2020 - Jan. 16, 2020



HP Color LaserJet Pro Multifunction M479fdw Wireless Laser Printer with One-Year, Next-Business Day, Onsite Warranty (W1A80A)
\$542.47
[Quantity](#) [Price](#)
In Stock.

Quantity: 3 [Change](#)

Sold by: Amazon.com Services LLC

and see other gift options

Item will be visible at delivery and can't be hidden. If this is a gift consider shipping it to a different address.

Tax Exemption Applied. [Remove](#)

Choose a delivery option:

- Monday, Jan. 13 - Thursday, Jan. 16
FREE Shipping
- Thursday, Jan. 9 - Monday, Jan. 13
\$83.10 - Shipping
- Tomorrow
\$143.20 - Shipping

Do you need help? Explore our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

Colorado, Oklahoma, South Dakota and Vermont Purchasers: [Important information regarding sales tax you may owe in your State](#)

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#)

Go to the [Amazon.com homepage](#) without completing your order.

**2020 HOMESTEAD EXEMPTIONS APPROVED
JANUARY**

CODE	PARCEL NO	NAME
S1	M25-015	FLONNORY, TRENDA L



State of Georgia

David M. Curry
Commissioner

Department of Revenue
Local Government Services Division

Ellen Mills
Director

4125 Welcome All Road
Atlanta, Georgia 30349
Telephone (404) 724-7000
Fax (404) 724-7011

January 3, 2020

M E M O R A N D U M

TO: Chairman, Board of Tax Assessors
Tax Commissioner

FROM: Ellen Mills, Director

SUBJECT: 2020 Social Security Maximum for Homestead Exemptions

As a courtesy to the local tax officials, we annually provide the maximum amount of benefits authorized to be paid to an individual and spouse under the federal Social Security Act.

As you know, the exemptions provided for in O.C.G.A. §§ 48-5-47 and 48-5-52 for age 62 and age 65 taxpayers are based on the net income of applicant and spouse not to exceed \$10,000 for the immediately preceding year. Under these laws, net income does not include income received as retirement, survivor or disability benefits under the federal Social Security Act or under any other public or private retirement, disability or pension system, except such income which is in excess of the maximum amount authorized to be paid to an individual and his spouse under the federal Social Security Act. Income from such sources in excess of the maximum amount of social security is to be included as net income for the purposes of determining eligibility.

The social security maximum amount for tax year 2020 is **\$72,264** which amount may be used when determining the eligibility of an applicant and spouse seeking the elderly homestead exemptions for tax year 2020.

<https://www.ssa.gov/news/press/factsheets/colafacts2020.pdf>

If you have any questions regarding this matter, please do not hesitate to contact our office.

REQUEST FOR PROPOSALS
GIS MAINTANENCE SERVICES AND PRODUCTS

Issue Date: December 30, 2019

Due Date: February 10, 2020

**Candler County Board of Tax Assessors
Courthouse Square
35 SW Broad Street, Suite E
Metter, Georgia 30439**

FOR INFORMATION CONTACT:

MGrier@CandlerCo-ga.gov

Purpose of Procurement

Candler County (hereafter "the County") is requesting proposals from experienced and qualified professionals for maintenance of and products for the County's Geographic Information System (hereafter "GIS") for fiscal 2019 through June 30, 2020. The purpose of this Request for Proposals is to receive offers for selection of a Consultant to provide professional services for the following services and products.

Eligibility / Qualifications

To be eligible for award of a contract in response to this solicitation, the Respondent should demonstrate that they have successfully completed services, as specified in "Scope of Services and Deliverables" of this solicitation, and are normally and routinely engaged in performing such services. In addition, the Respondent must have no conflict of interest with regard to any other work performed by the Respondent for Candler County.

Respondent should provide the County with credentials supporting their past experience, expertise, including organization, personnel and resources, to ensure satisfactory execution of the services contained in the RFP. Respondent should provide a list of references with particular emphasis on other governmental agencies, and include clients and past clients within the southeastern United States, and the number of years in business providing these services.

Anticipated Schedule of Events

<i>Release of Request for Proposals:</i>	<i>December 30, 2019</i>
<i>Deadline for Questions:</i>	<i>January 10, 2020</i>
<i>Issuance of Addenda (if required):</i>	<i>January 15, 2020</i>
<i>Proposals Due:</i>	<i>February 10, 2020</i>
<i>Selection of Finalist:</i>	<i>February 11, 2020</i>
<i>Recommendation to Board of Commissioners</i>	<i>February 17, 2020</i>
<i>Contract Negotiations and Finalization:</i>	<i>February 18, 2020</i>
<i>Award by Board of Commissioners:</i>	<i>March 2, 2020</i>

Submitting a Proposal

Respondents shall adhere to the following guidelines when preparing their Proposal. Page sizes are limited to 8.5" x 11". Font size is limited to a minimum of ten (10) points. Margins shall be formatted to allow placement of the proposal into a standard three-ring binder. The County will not place a page restriction upon respondents. However, elaborate documentations, expensive binding, detailed artwork or other embellishments are neither necessary nor desirable and may detract from the respondent's presentation.

Copies Required and Deadline for Receipt of Proposals

Respondents must submit the following:

- A. One (1) original Proposal, properly signed and clearly marked as "ORIGINAL".*
- B. Five (5) copies, clearly marked as "COPY". It is not necessary for the copies to include signatures.*
- C. One electronic copy using Adobe Portable Document Format (PDF) on a flash drive.*
- D. One (1) original Pricing and Fee Schedule in a clearly marked and separate envelope. Do not include this item within the Proposal itself.*

All questions about this RFP must be submitted via email to:

Marian Grier, Chief Appraiser
MGrier@CandlerCo-GA.gov

All questions and answers will be posted to the Metter-Candler County website as an addendum to the RFP. Bidders are responsible for the content of any addenda posted to the County's website at www.metter-candlercounty.com and including a statement of acknowledgement of any addenda with the submitted proposal. See proposed timeline for deadline for questions and posting of addendum.

Submissions, late modifications, and late withdrawals

- a. **Responses to this request for proposal must be received by February 10, 2020 at 5:00 PM.***
- b. Responses received after the response due date and time will be considered late and will not be considered.*
- c. Modifications received after the response due date will also be considered late and will not be considered.*
- d. Letters of withdrawal received after the contract award shall be deemed a breach of contract, entitling Candler County, Georgia to pursue any legal remedy available to it.*

Scope of Services and Deliverables

Cadastral Geodatabase Maintenance

- A. *Based on the three previous years, the parcel maintenance will involve 150 individual parcels. This includes new parcels, split and/or combines, and parcels requiring revisions due to the effects of adjacent parcel maintenance (i.e. a common boundary revision resulting from a new plat, etc.)*

- B. *The geodatabase shall include all map feature layers currently existing. However, only the appropriate cadastral map feature layers maintenance is included in this scope of work. These include:*
 - i. *Metter City Limits*

 - ii. *County Boundaries*

 - iii. *Plat Boundaries*

 - iv. *Pulaski City Limits*

 - v. *Subdivision Boundaries*

 - vi. *Tax Parcels*

 - vii. *Tax Parcels with Flood Hazards*

 - viii. *Tax Parcels with Soils*

 - ix. *Roads*

- C. *Each time the County's data is updated, the data is to be sent to qPublic unless directed otherwise. The County's data is never to be provided to any person or entity without the County's written permission.*

- D. *The preferred method of data collection is Coordinate Geometry (the process employed since 1999). Digitizing is used only when a readable copy of a plat is not available. Paper copies of plats will be provided by the Assessors' Office.*

WinGAP/GIS Synchronization, Analysis and Comparison Reports

- A. *Annually perform WinGAP to GIS and GIS to WinGAP analysis to ensure that both databases are synchronized. Mismatches are reported back to the County to be investigated and corrected. Once all potential mismatches are resolved, the cadastral geodatabase is finalized and ready for inclusion in the County's submittal to the Department of Revenue or other recipients as directed by the County.*
- B. *Annually perform a parcel by parcel accuracy comparison between acreage as recorded in the WinGAP database and the acreage as mapped in GIS. Each comparison shall include the following:*
 - a. *Actual acreage difference between WinGAP and GIS measured to the nearest 0.01 acre.*
 - b. *Percentage comparison between WinGAP and GIS, used to determine amount of error and identify parcels which may need corrective action.*
 - c. *Transfer the following WinGAP data categories into the GIS parcel data:*

*TaxPin Real Key Owner Key Current Value
Tax Digest Digest Class Digest Strata Digest Code*

This will allow the production of maps based upon any single WinGAP data category or combination.

Cadastral Map Plots with Custom Arc Map Document

- A. *Provide custom ArcMap Document (MXD) files for standardized 1" = 400'; and 1" = 200'; and 1" = 100' tax parcel maps. These may be used by the County to create parcel maps "on demand".*
- B. *Provide one set of tax parcel map sheets in PDF format. This set will consist of the normal 158 map sheets plus an index map for the county and index map for the City of Metter.*

Parcel and Soils Analysis Custom ArcMap Documents with Report

Provide custom ArcMap Document (MXD) files for letter size, portrait and landscape orientation maps. These are used by the County to create parcel maps "on demand". Also provide the customized parcels/soils report necessary to code covenants by soil type and use (agriculture or timber).

Thematic Maps

Create or update various thematic maps such as Board of Commissioners Districts, Board of Education Districts, Metter Historic District, etc. on an as needed basis.

Offsite Support

Provide unlimited GIS technical support to the County through June 30, 2020 for all cadastral mapping associated issues. Must be able to obtain remote access to County's GIS system by a secured connection approved by the County.

Onsite Support

Provide two onsite support visits to the County during the contract period. Each visit shall be scheduled for a mutually agreeable date to coincide with the Tax Assessors normal business hours (8:30 AM – 5:00 PM, Monday through Friday). Additional onsite visits may be requested by the County. These can be billed separately based on an established daily or hourly rate.

Additional Information

- B. *The County will generally follow the requirements of Georgia Code Title 36 Chapter 91 and the Candler County Purchasing Policies and Procedures.*
- C. *All proposals will be firm for 90 days from the date of submission. No proposal may be withdrawn during this 90-day period.*
- D. *The County reserves the right to reject any or all proposals, rebid the proposal or award in whole or in part any contract for services.*
- E. *The County reserves the right to award the contract in the best interest of the citizens of Candler County, Georgia.*
- F. *The County reserves the right to waive any informality or technicality in the proposal.*
- G. E-Verify:
 - a. *All vendors responding to this request shall utilize the United States Department of Homeland Security's E Verify system to verify the employment eligibility of all new employees hired by the vendor during the term of any contract awarded as a result of this request.*

H. Indemnification

- a. *Bidders/proposer's shall covenant and hold harmless Candler County, Georgia and all of the county's commissioners, agents, and employees from any claim, loss, damage, costs, charges or expenses arising out of any act, action, negligence or omission by the bidder/proposer during the performance of this contract, whether direct, or indirect, and whether to any person or property to which the county may be subject, except that neither the bidder/proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of Candler County, Georgia or any of its commissioners, agents or employees.*
- b. *Independent contractor is expressly understood and agreed by both parties hereto that Candler County, Georgia is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that the county shall not be liable for any claims which may be asserted by any 3rd party occurring in the connection with the services to be performed by the successful vendor under this contract and that the successful vendor has no authority to bind the county.*

- c. *The vendor represents itself to be an independent contractor offering such services to the general public and shall not represent himself, herself, their employees, or in the case of a corporate entity, shall assume all legal and financial responsibility for taxes, employee fringe benefits, payroll taxes, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify and hold Candler County, Georgia, its commissioners, agents, and employees harmless from any and all claims and losses, costs (including attorneys fees), damages of any kind, and claims of any kind related to such matters. The vendor shall further understand that the county cannot indemnify or hold harmless the vendor and/or the vendor or its employees against any liability incurred as a result of any activity of the bidder/proposer or any activity of the vendor's employees performed in connection with this contract.*

Eligibility to Contract for Fiscal Year July 2020 – June 2021

The successful bidder for this contract shall be eligible to contract with the County for the same services for fiscal year July 2020 through June 2021 by renewal of this awarded contract.

Additional Services:

Road Centerline and Nodes Data Enhancements

Additional services may be considered for inclusion in next fiscal year. This will be to develop the County's new road centerline and node map feature layers to incorporate the recently obtained traffic speed analysis and pavement condition inspection combined with other data to build a comprehensive road centerline dataset that functions as the County's primary transportation information repository.

The County acknowledges this would be a separate cost in addition to the original contract. In order to budget appropriately, the County requests bidders list this expense as a separate line item on their proposal with the understanding that it may or may not become work requested by the County in fiscal 2020 – 2021.

REQUEST FOR PROPOSALS
TIMBER CONSULTANT SERVICES AND PRODUCTS

Issue Date: January 6, 2020

Due Date: February 10, 2020

**Candler County Board of Tax Assessors
Courthouse Square
35 SW Broad Street, Suite E
Metter, Georgia 30439**

FOR INFORMATION CONTACT:

MGrier@CandlerCo-ga.gov

Purpose of Procurement

Candler County (hereafter "the County") is requesting proposals from experienced and qualified professionals for valuation of standing timber on parcels sold in each annual year. The purpose of this Request for Proposals is to receive offers for selection of a Consultant to provide professional timber valuation services.

Eligibility / Qualifications

To be eligible for award of a contract in response to this solicitation, the Respondent should hold a certification in timber appraisal from the State of Georgia and demonstrate that they have successfully completed services, as specified in "Scope of Services and Deliverables" of this solicitation, and are normally and routinely engaged in performing such services. In addition, the Respondent must have no conflict of interest with regard to any other work performed by the Respondent for Candler County.

Respondent should provide the County with credentials supporting their past experience, expertise, including organization, personnel and resources, to ensure satisfactory execution of the services contained in the RFP. Respondent should provide a list of references with particular emphasis on other governmental agencies, and include clients and past clients within the state of Georgia, and the number of years in business providing these services.

Anticipated Schedule of Events

<i>Release of Request for Proposals:</i>	<i>January 6, 2020</i>
<i>Deadline for Questions:</i>	<i>January 20, 2020</i>
<i>Issuance of Addenda (if required):</i>	<i>January 23, 2020</i>
<i>Proposals Due:</i>	<i>February 10, 2020</i>
<i>Selection of Finalist:</i>	<i>February 11, 2020</i>
<i>Recommendation to Board of Commissioners</i>	<i>February 17, 2020</i>
<i>Contract Negotiations and Finalization:</i>	<i>February 18, 2020</i>
<i>Award by Board of Commissioners:</i>	<i>March 2, 2020</i>

Submitting a Proposal

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Copies Required and Deadline for Receipt of Proposals

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- B. *Five (5) copies, clearly marked as "COPY". It is not necessary for the copies to include signatures.*
- C. *One electronic copy using Adobe Portable Document Format (PDF) on a flash drive.*
- D. *One (1) original Pricing and Fee Schedule in a clearly marked and separate envelope. Do not include this item within the Proposal itself.*

All questions about this RFP must be submitted via email to:

Marian Grier, Chief Appraiser
MGrier@CandlerCo-GA.gov

All questions and answers will be posted to the Metter-Candler County website as an addendum to the RFP. Bidders are responsible for the content of any addenda posted to the County's website at www.metter-candlercounty.com and including a statement of acknowledgement of any addenda with the submitted proposal. See proposed timeline for deadline for questions and posting of addendum.

Submissions, late modifications, and late withdrawals

- a. ***Responses to this request for proposal must be received by February 10, 2020 at 5:00 PM.***
- b. *Responses received after the response due date and time will be considered late and will not be considered.*
- c. *Modifications received after the response due date will also be considered late and will not be considered.*
- d. *Letters of withdrawal received after the contract award shall be deemed a breach of contract, entitling Candler County, Georgia to pursue any legal remedy available to it.*

Eligibility to Contract for Fiscal Year July 2020 – June 2021

The successful bidder for this contract shall be eligible to contract with the County for the same services for fiscal year July 2020 through June 2021 by renewal of this awarded contract.

Scope of Services and Deliverables

Candler County Assessors are required by Georgia code to remove the value of all standing timber on sales used to create land schedules. In order to know whether the land schedules need updating, the timber value must be removed on all tracts sold with standing timber. Timber values must be known and removed on sales annually or the timber value will negatively affect Candler County's state ratio study if not identified and removed. Candler County has approximately thirty (30) sales each year that include the value of the standing timber in the sale.

A site visit to each of these parcels is required to collect information and place a value on the standing timber. Candler County Assessors' require the use of forms provided by the Department of Revenue for collection of information about the type and volume of standing timber on each tract. Candler County Assessors' use the published chart of timber values from the Department of Revenue to calculate the value for each type of standing timber. These will be provided to the successful bidder by Candler County Assessors.

The Candler County Assessors will also provide a soil analysis and a location map for each parcel.

Due to the timing of this request for proposal, and the need to acquire the timber values involved before notices of assessment are released for 2020, the successful bidder must complete the work within thirty (30) days of the contract being awarded or by April 1, 2020.

Additional Information

- A The County will generally follow the requirements of Georgia Code Title 36 Chapter 91 and the Candler County Purchasing Policies and Procedures.*
- B. All proposals will be firm for 90 days from the date of submission. No proposal may be withdrawn during this 90-day period.*
- C. The County reserves the right to reject any or all proposals, rebid the proposal or award in whole or in part any contract for services.*
- D. The County reserves the right to award the contract in the best interest of the citizens of Candler County, Georgia.*

- E. Cost will not be the only consideration for the award of this contract.*
- F. The County reserves the right to waive any informality or technicality in the proposal.*
- G. E-Verify: All vendors responding to this request shall utilize the United States Department of Homeland Security's E Verify system to verify the employment eligibility of all new employees hired by the vendor during the term of any contract awarded as a result of this request.*

H. Indemnification

- a. Bidders/proposer's shall covenant and hold harmless Candler County, Georgia and all of the county's commissioners, agents, and employees from any claim, loss, damage, costs, charges or expenses arising out of any act, action, negligence or omission by the bidder/proposer during the performance of this contract, whether direct, or indirect, and whether to any person or property to which the county may be subject, except that neither the bidder/proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of Candler County, Georgia or any of its commissioners, agents or employees.*
- b. Independent contractor is expressly understood and agreed by both parties hereto that Candler County, Georgia is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that the county shall not be liable for any claims which may be asserted by any 3rd party occurring in the connection with the services to be performed by the successful vendor under this contract and that the successful vendor has no authority to bind the county.*
- c. The vendor represents itself to be an independent contractor offering such services to the general public and shall not represent himself, herself, their employees, or in the case of a corporate entity, shall assume all legal and financial responsibility for taxes, employee fringe benefits, payroll taxes, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify and hold Candler County, Georgia, its commissioners, agents, and employees harmless from any and all claims and losses, costs (including attorneys fees), damages of any kind, and claims of any kind related to such matters. The vendor shall further understand that the county cannot indemnify or hold harmless the vendor and/or the vendor or its employees against any liability incurred as a result of any activity of the bidder/proposer or any activity of the vendor's employees performed in connection with this contract.*