

Subject: Authorize the City Manager to Execute a Contract with Alaska Assessment Assistance for Appraisal Services for Tax Years 2014, 2015, 2016.

Agenda of: October 10, 2013

Council Action:

Manager: Recommend approval

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	<i>CS</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes No Funds Available: Yes No

Other Attachment(s):

- Bid Results

Summary Statement.

The purpose of this Action Memorandum is to authorize the City Manager to execute a contract with Alaska Assessment Assistance for the tax years 2014, 2015, and 2016 for Residential Property. In addition this contract will encompass real and personal property appraisals for all commercial taxable properties for tax years 2014, 2015, and 2016.

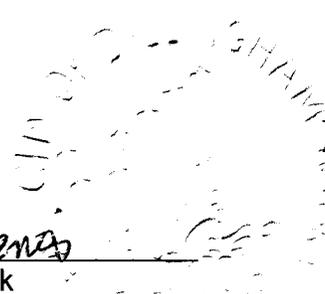
The City of Dillingham advertised in the Anchorage Daily News and the Bristol Bay Times for Request for Proposals separately for Residential and Commercial Real and personal properties.

Alaska Assessment Assistance was the only responsive bidder. The prior appraisal company who has been providing this service for the City of Dillingham indicated they were not going to submit a bid.

In reviewing the Alaska Assessment Assistance bid the amount is still within the reasonable amount for this type of service and is a flat bid amount with added fees for site visits.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 10, 2013.

SEAL:



Alice Ruby
Alice Ruby, Mayor

ATTEST:

Janice Williams
Janice Williams, City Clerk

City of Dillingham
Fiscal Note

Agenda Date October 10, 2013

Request:

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE) AMOUNT REQUESTED: \$ 71,760.00	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO FUNDING SOURCE <p style="text-align: center;">Assessor Contract</p>
FROM ACCOUNT 1000 7030 10 14 0000 0 Appraisal \$ 71,760.00	Project <p style="text-align: center;">Residential & Commercial Assessment Services</p>
TO ACCOUNT:	VERIFIED BY: <u>Carol Shade</u> Date: <u>10/10/2013</u>

EXPENDITURES

OPERATING	FY14	FY15	FY16	FY17
Personnel				
Fringe Benefits				
Appraisal	\$22,950.00	23,950.00	24,860.00	
Computer Hardware				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 22,950.00	\$ 23,950.00	\$ 24,860.00	\$ -

Major Equipment				
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REVENUE				
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FUNDING

General Fund	\$ 22,950.00	\$ 23,950.00	\$ 24,860.00	
State/Federal Funds				
Homeland Security Grant				
TOTAL FUNDING	\$ 22,950.00	\$ 23,950.00	\$ 24,860.00	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2013-29

PREPARED BY: Carol Shade

October 10, 2013

DEPARTMENT: Finance Department

October 10, 2013