City of Dillingham Action Memorandum Agenda of: June 16, 2016

Action Memorandum No. 2016-13

Subject:

Authorizing a contract to James Canary, dba Alaska Assessment Services, to provide city assessment services

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City Manager: Recommend Approval

Signature: Rose Loera

Fiscal Note: ☑ Yes ☐ No **Funds Available:** ☑ Yes ☐ No

Other Attachments:

- None

Summary Statement:

The City advertised for a Request for Proposal, RFP 2016-09, Assessment Services, per DMC 4.30.090, with two companies responding - Alaska Assessment Services (James Canary), and Alaska Assessment Assistance (Robert Dudley). The purpose of the bid was to provide real and personal property assessments for FY17, FY18, and FY19. A team of three staff members scored the two bids based on set criteria, with Alaska Assessment Services, James Canary, scoring the highest.

The payment of services shall not exceed $24,000 for each of the three fiscal years. The assessor's fee for representation at the Board of Equalization is included in the price above, along with travel and lodging fees.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 6/16/16.

Mayor

ATTEST: [SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	6/19/16
X	City Clerk	6/17/16

City of Dillingham
Fiscal Note

Agenda Date: June 16, 2016

Contract for Assessment Services (FY17, FY18, and FY19) - Alaska Assessment Services

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $72,000		FUNDING SOURCE **General Fund**
FROM ACCOUNT 1000 7030 10 14	$72,000	Project **Assessment Services - FY17, FY18 & FY19**
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 6/15/2016

EXPENDITURES

OPERATING	FY17	FY18	FY19	
Appraisal Services	$ 24,000.00	$ 24,000.00	$ 24,000.00	
TOTAL OPERATING	**$ 24,000.00**	**$ 24,000.00**	**$ 24,000.00**	**$ -**

CAPITAL				

REVENUE				

FUNDING

General & Special Rev. Funds	$24,000	$ 24,000.00	$ 24,000.00	
State/Federal Funds				
Other				
TOTAL FUNDING	**$ 24,000.00**	**$ 24,000.00**	**$ 24,000.00**	**$ -**

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Action Memorandum 2016-13

PREPARED BY: Rose Loera June 15, 2016

DEPARTMENT: Administration

APPROVED BY: Navin Bissram 15-Jun-16