

City of Dillingham Action Memorandum

Agenda of: December 5, 2019

Action Memorandum No. 2019-15

**Subject:**

Authorizing a contract to Appraisal Company of Alaska, LLC, to provide city assessment services.

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

**Summary Statement:**

The City advertised for a Request for Proposal, RFP 2019-09 Assessment Services, per DMC 4.30.090, with two companies responding; Appraisal Company of Alaska, LLC (Michael Renfro) and Alaska Assessment Services (James Canary). The purpose of the bid was to provide real and personal property assessments for FY20, FY21, and FY22. A team of three staff members scored the two bids based on set criteria, with Appraisal Company of Alaska, LLC scoring the highest.

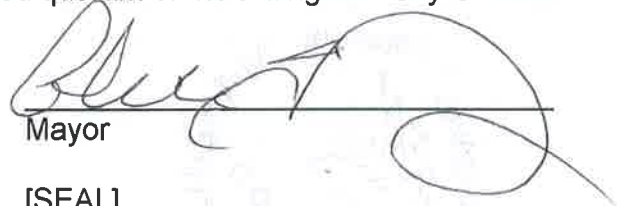
The payment of services shall be \$18,000 in FY20, \$28,000 in FY21, and \$20,000 in FY22. The assessor's fee for representation at the Board of Equalization is included in the price above, along with travel and lodging fees.

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Summary Statement continued:

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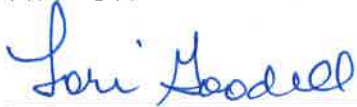
PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on Dec. 5, 2019.



Mayor

[SEAL]

ATTEST:



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	