

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18882

Sponsor(s): Scott Burnett

Date: July 6, 2015

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$76,200.00 within the Assessment Fund and authorizing the award of a contract for the furnishing of Property Advisory Services for the Assessment Department to Todd Appraisal of Kansas City, Missouri as a Sole Source Purchase.</u></p>														
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$76,200.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$76,200.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>Transfer From: 045-8005-56830 Assessment Fund, Non-mandated Contingency, Contingency</td> <td>\$76,200.00</td> </tr> <tr> <td>Transfer To: 045-4500-56080 Assessment Fund, Non-Departmental, Other Professional Services</td> <td>\$76,200.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Total Amount of Contact is \$152,400.00; \$76,200.00 is for July through December, 2015. Remaining \$76,200.00 is subject to appropriation of 2016 budget.</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$76,200.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$76,200.00	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:		Transfer From: 045-8005-56830 Assessment Fund, Non-mandated Contingency, Contingency	\$76,200.00	Transfer To: 045-4500-56080 Assessment Fund, Non-Departmental, Other Professional Services	\$76,200.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 18178, May 20, 2013</p>														
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>														
<p>REQUEST SUMMARY</p>	<p>The Assessment Department requires Property Advisory Services related to market valuation of real estate parcels throughout Jackson County. These services were competitively bid in 2013 and Todd Appraisal was the only response. A contract was awarded via Resolution No. 18178 dated May 20, 2013. Todd Appraisals has been providing these services and the continuation of these services with Todd Appraisal will assure a seamless and consistent reappraisal process.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract for the furnishing of Property Advisory Services for the Assessment Department to Todd Appraisal of Kansas City, Missouri as a Sole Source Purchase.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$76,200.00 within the Assessment Fund as follows:</p> <table> <tr> <td></td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>045-8005-56830 Assessment Fund, Non-mandated Contingency, Contingency</td> <td>\$76,200.00</td> <td></td> </tr> <tr> <td>045-4500-56080 Assessment Fund, Non-Departmental, Other Prof. Services</td> <td></td> <td>\$76,200.00</td> </tr> </table>		FROM:	TO:	045-8005-56830 Assessment Fund, Non-mandated Contingency, Contingency	\$76,200.00		045-4500-56080 Assessment Fund, Non-Departmental, Other Prof. Services		\$76,200.00					
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Resolution No. 18178, a Memorandum from Jeph BurroughsScanlon, Deputy Director of Assessment, and a quote from Todd Appraisals	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

James Thomas
Calvin Burroughs 2508

June 30, 2015
6-30-15

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



ASSESSMENT DEPARTMENT

(816) 881-3239
Fax: (816) 881-1388

JACKSON COUNTY

Res. 18882

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET, FIRST FLOOR MEZZANINE
KANSAS CITY, MISSOURI 64106
WWW.JACKSONGOV.ORG

FROM: Jeph BurroughsScanlon, Deputy Director of Assessment
TO: Q. Troy Thomas, Director of Finance and Purchasing
CC: Barbara Casamento
DATE: June 30, 2015
RE: Consulting agreement between Jackson County Assessment and Todd Appraisal

The Assessment Department has an ongoing need to obtain consultation services related to market valuation of real estate parcels throughout Jackson County.

Having these services provided by an outside vendor enables us to receive advice and input from a professionally recognized consultant and enables us to stay on the forefront of the most current best practices, techniques and methods of appraisal. These services will ensure that we provide the greatest accuracy possible in developing fair and equitable real estate property assessments county-wide.

We are familiar with Todd Appraisal, they have been engaged with Jackson County Assessment in this capacity since 2013 and we are unaware of any other similar company who can offer the same services in an immediate manner as required for the seamless and consistent work of the ongoing reappraisal process. I believe it would be an undue burden on the department to seek out a new consultant and to bring that consultant up to speed in the short period of time needed. For these reasons we believe Todd Appraisal to be a sole source vendor for the specific services we need.

TODD APPRAISAL
RIGHT ON VALUE, RIGHT ON TIME



Jason Ormiston
Todd Appraisal
PO Box 7215
Kansas City, MO 64113

June 29, 2015

Lisa Honn
Jackson County Assessment Department
415 E. 12th St.
Kansas City, MO 64106

Dear Ms. Honn,

Per your request, I am forwarding an updated scope of services for the remainder of the 2015 assessment and beginning of the 2017 assessment cycle. I've reviewed ongoing projects and anticipated upcoming projects that are dependent upon John Ebert's Scope of Work for future services. Specifically, the importance of a true and comprehensive parcel inventory for Jackson County became painfully evident by the end of the 2015 cycle. My suggestions for the completion of this task have been passed along to Mr. Ebert for consideration in his 2017 reassessment plan. Otherwise, all tasks have been included in one of three categories: Data collection, analysis and audit, valuation services and application.

All COV work for the final quarter of 2014 and the first half of 2015 has been estimated in the Data Collection category. It should be noted that the plan for appraiser qualification and data entry of COVs, as described by Mr. BurroughsScanton, is a good one. However, the process has yet to be incorporated into the appraiser's routine and the work absolutely *must* be completed. I propose that the new process is incorporated into the appraiser's activities in the immediate future and I'll work to update all COVs from October 2014 through July 1st of this year.

I've tried to be inclusive of all tasks, issues and concerns. If you have any questions in regard to the scope of services, please do not hesitate to call.

Thank you.


Jason T. Ormiston
816-822-2424

Scope of Services

07/01/2015 - 07/01/2016

1. Data Collection
 - Certificates of Value (COV)
 - Two to three quarters of COV data entry
 - Portions of October through 01/01/2015 remain in jpg format
 - 2015 COVs, January through 07/01/2015 at John Ebert's discretion
 - Collection and qualification of KCMO Land Bank sales
 - Liaison with city services to obtain any commercial blueprints JCAO may not have
 - Investigation and collection of comprehensive rental samples and statistics
 - For condominium developments
 - For problematic neighborhoods
2. Data Analysis and Correction
 - Implement decision tree process to better qualify COVs for review
 - Neighborhood Analysis: Assisting John Ebert in a comprehensive land study & inventory of all parcels in Jackson County, including:
 - Neighborhood redefinition
 - Neighborhood grouping
 - Audit cost data after application to field appraiser observations
 - Continued identification and analysis of rental factors
3. Valuation Services and Application
 - Regarding Board of Equalization (BOE)
 - Assistance in developing procedures for value presentation and defense
 - Active participation in presentation to the BOE
 - Identification of relevant market factors for use in all value modeling, 2017 cycle
 - Development of ratio studies as applied to:
 - Prior assessed values
 - Mobile Assessor results
 - Additional market models
 - Direct research for residential cost approach
 - Research and further develop/support income values, 2017 cycle
 - All residential
 - Some commercial

COV services and costs include:

- Remaining 2014: -3,000 COVs at \$0.40/COV: \$1,200
- 2015 COVs through July: -6,000 at \$0.40/COV: \$2,400

Sections one, two and three: \$150,000

Total cost for services: \$152,400

