



CITY OF DICKINSON

Assessing Department

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Memorandum

DATE: 11/21/2023

TO: Dustin Dassinger - City Administrator
Linda Carlson - Deputy City Administrator

FROM: Joe Hirschfeld - Dickinson City Assessor

SUBJECT: Vanguard Module Contracts

Vanguard Appraisals, Inc. has been archiving Dickinson assessment data in excess of 10 years. The existing contract has expired and by contracting for an extended 6-year period instead of an annual year by year contract, we minimize cost by maximizing the discount that Vanguard offers, all while paying on an annual basis. This budgeted annual cost is **\$3,180** per process, saving \$4,770 over the course of the contract.

The Assessing Office is also looking to expand services with Vanguard Appraisals by adding a *Pictometry Module* which would allow Assessing to utilize the Pictometry imagery from within our Vanguard software package, thereby increasing efficiency through the use of one site instead of bouncing between two. The budgeted cost for this module is **\$1,400**.

Additionally, we are requesting another license in our office so that all staff are able to utilize the modules.

Each contract has been reviewed by the City Attorney. It is Staff Recommendation to:

- **Accept the six-year contract for archiving services with Vanguard Assessing, Inc.**

- **Accept the contract to provide a new Pictometry Module to the Vanguard software package.**
- **Accept the additional User License to the Service Agreement.**

As always, if you have any questions, please feel free to contact me.

Sincerely,

Joe Hirschfeld

City Assessor