



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/12/25

**PREPARED BY:** Melissa Marsh, City Manager

**AGENDA ITEM CONTENT:** Contract for Assessing Services with Assessment Administration Services, LLC

**AGENDA ITEM SECTION:** Reports

**BUDGETED AMOUNT:** \$237,787

**FUNDS REQUESTED:** \$229,980

**FUND:** 101

**EXECUTIVE SUMMARY:**

On May 1, 2025, the Oakland County Board of Commissioners approved a significant increase in their assessing service fees beginning in 2026. The “smoothed” rate per parcel will increase from \$17.98 in 2025 to \$22.50 in 2026, a 25.16% increase, bringing our 2026 estimated total to \$290,607. Additional increases in 2027 are estimated at an annual cost of \$419,388 and in 2028 are estimated at \$550,259.

**RECOMMENDATION:**

After evaluating our options, I recommend that the City enter into a contract with Assessment Administration Services, L.L.C. (AAS) for assessor of record services, selecting Option Two from their proposal. This option provides one day per week of on-site staffing plus an additional 16 hours per month from a certified assessor, along with remote availability and field work support. This level of service is a significant increase in hours of support the City currently receives from Oakland County. The annual contract amount under Option Two is \$229,980, with a 4% annual increase. This is within our current budget of \$237,787.

Therefore, Staff and I respectfully request City Council’s approval of the contract with AAS for a three year period, pending final legal review.