

TO: Honorable Mayor and City Council

FROM: Melissa R. Marsh, City Manager

DATE: May 5, 2025

SUBJECT: Request for Approval – Contract for Assessing Services with Assessment Administration Services, L.L.C.

On Thursday, May 1, 2025, the Oakland County Board of Commissioners approved a significant increase in their assessing service fees beginning in 2026. As shown in the attached schedule, 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. These escalating costs underscore the need to evaluate alternative service providers to ensure cost-effectiveness and quality.

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 represents a significant improvement, providing four times the 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.

I respectfully request City Council’s approval to proceed with the contract with AAS, pending final legal review.

Attachments:

- AAS Proposal – May 2025
- Oakland County Equalization Rate Schedule