
INTEROFFICE MEMORANDUM

TO: MAYOR, CITY COUNCIL
FROM: CURT LABEL
SUBJECT: REVALUATION PREPERATION TIMELINE, COUNCIL AGENDA 6.5
DATE: 2/22/2006
CC: JEFF KOBROCK, JASON SIMCOCK

Dear Mr. Mayor and City Councilors,

It is the recommendation of the City's Assessing, Planning & Development and Manager's office that the Council begin the process of allocating and contracting for a 2008 property tax revaluation. Below is an estimated timeline of the various stages of the project and reasonable deadlines for completing each stage.

- April 1, 2006- Draft and release RFP for April 1, 2008 revaluation (FY 09) utilizing Vision software.
- May 1, 2006- Receive and begin to review responses to RFP.
- June 1, 2006- Awarding of contract for 2008 revaluation. Finalize Financing plan for Contract.
- May 1, 2007- Contractor and City establish and begin public relations program to ensure taxpayers are knowledgeable and active participants during the revaluation process.
- July 1, 2007- Contractor begins revaluation work with Data Collection. (Typically ½ of Total Payment due at this point)
- July 1, 2007-July 1, 2008- ongoing revaluation work by Contractor and City Staff.
- July 1, 2008- Valuations (based on April 1, 2008) released to Public (by mail) upon City approval. Individual hearings commence. Software installed on network and data tested.
- August 15, 2008- Project completion. Data received by City and committed to tax collection. (Typically second ½ of Total Payment due at this point)

Sincerely,

Curt Label
Assessor, City of Gardiner