

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM

Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	10/18/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - ELECTED OFFICIALS
Item Status:	New
Submitted By:	Susan B. Hill
From:	Teddy J. Faust, Jr. Susan Hill

ITEM TITLE

Renewal of IncomeWorks Software License Agreement

STAFF RECOMMENDATION

Approve the renewal of the IncomeWorks License Agreement between Assessment Advisors, LLC and Baldwin County Commission, to provide the Baldwin County Revenue Commission with an income based local-market-specific commercial real estate evaluation model designed specifically to bring consistency and equity to the assessment of commercial, industrial, lodging, multi-family, office, and retail properties.

This Agreement shall be for a term of one (1) year, commencing on January 1, 2017, and terminate on December 31, 2017, per the **Renewal Amendment**. The renewal fee of \$29,000.00 was invoiced to Licensee September 2, 2016. Payment received in October 2016 will ensure release prior to the December 31, 2016, expiration date of the current term.

BACKGROUND INFORMATION

Previous Commission Action/Background Information:	Yes
Date(s) of Previous Commission Action:	Baldwin County Commission Meeting October 6, 2015
<p>On October 6, 2015, Baldwin County Commission approved the IncomeWorks Software License Agreement, between Assessment Advisors, LLC and the Baldwin County Commission (commencing on the date of execution and terminate on December 31, 2016).</p> <p>On September 2, 2014, Baldwin County Commission approved the IncomeWorks Software License Agreement, between Assessment Advisors, LLC and the Baldwin County</p>	

Commission (commencing on the date of execution and terminate on December 31, 2015).

On April 16, 2013, the Baldwin County Commission approved the Income Works Software License Agreement, between Assessment Advisors, LLC and the Baldwin County Commission (commencing on the date of execution and terminate on December 31, 2014).

On February 26, 2013, Assessment Advisors, LLC sent correspondence to the Office of Revenue Commissioner, introducing IncomeWorks, a product and a process that collects and analyzes local lease-practices data which can be customized for Baldwin County, Alabama. This allows the income approach to be utilized in valuing income producing properties.

FINANCIAL IMPACT	
Does the recommendation have a financial impact?	Yes
Total cost of recommendation?	\$29,000.00
Are there funds budgeted for this recommendation?	Yes
Budget line item(s) to be used:	51810.5235
Balance remaining in the line item after recommended expenditure:	181,000
Does the recommendation create a need for continued funding which is not included in the current budget?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	Yes
Does this documentation require County Attorney's review and approval?	Yes
Has the documentation been reviewed and approved by the County Attorney?	Yes
Is this routine documentation reviewed and approved by Department Head?	Yes
Has the documentation been reviewed and approved by the Department Head?	Yes
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	No

IMPLEMENTATION	
Is implementation for this item time sensitive?	Yes
Required Action and Time Line for Implementation:	<p>2016 License Fee to be paid (Invoice #1623) following approval</p> <p>Renewal Agreement to be fully executed</p>
Department(s)/Individual(s) responsible for follow up activities and specific actions required:	<p>Accounting: Pay \$29,000 2016 License Fee</p> <p>Administration: Get the Renewal Agreement fully executed and send to:</p> <p>Mr. Timothy VanKirk, MAI President Assessment Advisors, LLC 736 North Western Avenue #393 Lake Forest, Illinois 60045</p> <p>cc: Walt Lindsey, Chief Appraiser Teddy J. Faust, Jr., Revenue Commissioner</p>
ATTACHMENTS	
<p>1. 2016 IncomeWorks Software Invoice.pdf 2. 2016 Renewal Amendment IncomeWorks Software License Agreement.pdf</p>	
APPROVALS	
Budget	Christie Davis 10/11/2016 1:42:39 PM
Personnel	
Administration	Anu Gary 10/12/2016 2:05:05 PM
Chairman and County Administrator	Tucker Dorsey 10/12/2016 8:59:51 PM