

PENDING APPROVAL

REQUISITION SHEET MUST BE ATTACHED

(Applies when agenda item requires a specific payment)

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

For the: _____ Agenda
(Day of Meeting) (Date and Year of Meeting)

DEPT.: Assessor
(Department Requesting this item)

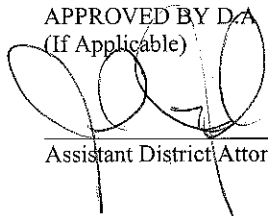
BY: Marci Mauck
(Contact person for this Item)

1203
(Contact's extension)

NAME OF FUND: 1001/1400/54455

AGENDA ITEM DESCRIPTION: **Discussion and possible action regarding approval of renewal contract Thimgan & Assoc. FY 2009-2010**

(ALL NECESSARY DOCUMENTATION MUST BE ATTACHED FOR APPROVAL)

APPROVED BY D.A.
(If Applicable)
 3/11/2010
Assistant District Attorney

APPROVED BY PURCHASING
(If Applicable)

Purchasing Agent

APPROVED BY MIS
(If Applicable)

MIS Director

APPROVED BY ENGINEER
(If Applicable)

County Engineer

Number of ORIGINAL DOCUMENTS you have attached: _____. **NOTE:** The County Clerk will keep one original and will return the remaining originals to you. If you provide only one original, the Board Secretaries will return one photocopy to you. However, if you have special circumstances that require the County Clerk to (check one): ____ keep more than one original; or ____ return all originals to you, please describe them for the County Clerk's consideration: _____

Special Instructions: _____

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 02 / 24 / 2010 .
COUNTY DEPARTMENT MAKING REQUEST: ASSESSOR

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: Review of renewal contract for 2009-2010 for Thimgan & Associates

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).




COUNTY OFFICER

.....
DATE RECEIVED BY DISTRICT ATTORNEY: 3-10-10

REPLY BY DISTRICT ATTORNEY: Reviewed

DAVID PRATER
DISTRICT ATTORNEY

By: 

RECEIVED
MAR 10 2010
CIVIL DIVISION
DISTRICT ATTORNEY

STATE OF OKLAHOMA
DISTRICT ATTORNEY
CIVIL DIVISION
2010 MAR 11 A 11:03

PENDING APPROVAL

Professional Services Agreement

This Agreement, entered into this ____ day of _____, 2010, by and between The Board of County Commissioners of Oklahoma County (hereinafter referred to as "COUNTY"), and Thimgan & Associates with their principal place of business being La Junta, Colorado (hereinafter referred to as "CONSULTANT").

CONSULTANT agrees to provide the services described herein, COUNTY agrees to accept and pay for said services subject to the terms, and conditions set forth herein.

1. **Description of Services.** The CONSULTANT will assist the Oklahoma County Assessor in various areas of property valuation. On an annual basis, the CONSULTANT will quality control and review all residential models developed by the COUNTY. The CONSULTANT will continue to assist with the creation of a modeling process for land and commercial valuation. This includes both vacant and improved properties. The CONSULTANT will build two Improved Commercial models. As with all Commercial Income models, this prediction model will be made up of four sub-models, which represent each aspect of the income approach. The CONSULTANT will review all models with staff for quality control and for additional training for the COUNTY. During the modeling process, there will be an interactive approach where the employees will correspond with the consultant on any questions or issues that may arise. The consultant will perform ratio studies and other analyses to determine the relative strengths and weaknesses in the models as they are completed. The project shall stay within the approximate time frame and for a price not to exceed the hourly rates and expenses hereinafter set forth. The start date for this project will be January 1, 2010 with a completion date no later than June 30, 2010.

Consultant's Cost:

	Est. Hours & Rate	Est. Dollar Amount
Services:		
- Improved Residential Review	4(\$100)	400
- Land Model Development Program	4(\$100)	400
- Commercial Office	50(\$100)	5,000
- Commercial Warehouse	65(\$100)	6,500
Expenses:		
One trip		2,000
Subtotals	Consulting	11,900
	Expenses	2,000
Total		\$13,900

PENDING APPROVAL

2. Additional terms.

Governing Law. This Agreement shall be governed by the laws of the State of Oklahoma.

Assignment. This Agreement may not be assigned by either party without the express written approval of the other.

Cancellation. This Agreement may be cancelled by COUNTY at any time by first giving CONSULTANT thirty (30) days written notice of its intent to so do.

Ownership. All work products resulting from this Agreement shall be the property of COUNTY.

IN WITNESS WHEREOF, COUNTY and CONSULTANT have executed this agreement as of the date first above written.

THIMGAN & ASSOCIATES

RECOMMEND APPROVAL:

By/Title: 
James R. Thimgan, Consultant


Leonard Sullivan, County Assessor

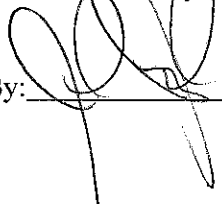
BOARD OF COMMISSIONERS
OF OKLAHOMA COUNTY

Commissioner

Commissioner

Commissioner

APPROVED AS TO LEGALITY
Oklahoma County District Attorney

By:  3/11/2010
