

**CITY OF CORDOVA, ALASKA  
RESOLUTION 08-21-38**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH  
APPRAISAL COMPANY OF ALASKA FOR ASSESSMENT SERVICES FOR TAX YEAR  
2022 IN THE AMOUNT OF EIGHTEEN THOUSAND DOLLARS (\$18,000)**

**WHEREAS**, the City Council is required by the City Charter Article V to provide for annual assessment, levy, and collection of taxes on property; and

**WHEREAS**, Cordova Municipal Code Chapter 5.36 Property Tax establishes the provisions of assessment, levy, and collection of property taxes in the City, including the role of the City Assessor; and

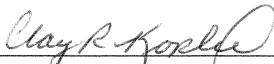
**WHEREAS**, the City Clerk has identified Appraisal Company of Alaska as the company most compatible with the needs of the City for these reasons:

- 1) Appraisal Company's employees have extensive history in Cordova and are specifically knowledgeable of Cordova's properties, neighborhoods and have worked with many of the property owners.
- 2) Appraisal Company's employees have an excellent working relationship with the City Clerk and the Deputy Clerk and are attentive to their questions and concerns during the assessment/appeal process as well as at other times during the year.


**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter into an agreement, attached as Exhibit "A", with Appraisal Company of Alaska for tax year 2022 assessment services in the amount of Eighteen Thousand dollars (\$18,000).

**PASSED AND APPROVED THIS 1<sup>st</sup> DAY OF SEPTEMBER 2021**



  
\_\_\_\_\_  
Clay R. Koplin, Mayor

ATTEST:

  
\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

PROPOSAL FOR  
CONTACT ASSESSOR  
CITY OF CORDOVA  
TAX YEAR 2022



# **CITY OF CORDOVA, ALASKA**

## **TAX YEAR 2022**

### **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is between the CITY OF CORDOVA, ALASKA, and APPRAISAL COMPANY OF ALASKA ("Contractor"), effective on the 1st day of September 2021.

THIS AGREEMENT is for professional tax assessment services for the City of Cordova. Contractor's primary contact person under this agreement is Michael C. Renfro. Contractor's primary contact person may not be changed without the written consent of the City.

#### **ARTICLE 1. SUMMARY OF SERVICES**

1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

#### **ARTICLE 2. COMPENSATION**

2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

#### **ARTICLE 3. PERIOD OF PERFORMANCE**

3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written or oral notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules as directed by the City of Cordova.

3.2 The period of performance under this agreement shall be tax assessment work for the City of Cordova for the 2022 tax year and shall end upon completion of the board of Equalization hearings and appeals in year 2021.

3.3 This contract may be carried over with the written agreement of both parties.

3.4 Termination: Either party may terminate this Agreement for substantial failure of the other party to perform its obligations hereunder only after having first provided written notice of the alleged failure to perform to the non-performing party and given the non-performing party, fifteen (15) days within which to either remedy said non-performance or if the non-performance cannot be cured within fifteen (15) days, commence and proceed with diligence to cure the non-performance. In the event of such termination, the Assessor will be paid for all services rendered to the date of termination, less any damages incurred by the City as a result of the Assessor's non-performance.

ARTICLE 4. SUBCONTRACTORS

4.1 The Contractor shall perform all services required under this agreement except as may be performed by its subcontractors. Subcontractors can only be used with the express prior written permission of the City of Cordova, which retains the right to approve or reject subcontractors and the use thereof. All subcontractors shall be required to comply with insurance requirements identified in Article 5 below.

ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

<u>Type insurance</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workmen's Compensation (for states In which employees are engaged)	\$1,000,000	\$1,000,000
Employer's General Liability	\$500,000	\$1,000,000
Comprehensive General Liability	\$2,000,000	\$4,000,000
Comprehensive Automobile Liability	\$500,000	\$1,000,000

ARTICLE 6. APPENDICES

6.1 The following appendices are attached to this agreement and incorporated herein:


- Appendix A Scope of Work
- Appendix B Basis of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement on the 11th day of August 2021.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA

CITY OF CORDOVA, ALASKA

  
 By: \_\_\_\_\_  
 Michael C. Renfro  
 Partner

  
 By: \_\_\_\_\_  
 City of Cordova

Date 08/11/2021 Date 9/2/21

# APPENDIX A

## SCOPE OF WORK

### 2022 Tax Year

The Contractor shall:

1. Establish the full and true value of all taxable real property located within the City of Cordova to be assessed In the name of the person by whom it is owned on the first day of January, for the tax year of the contract.
2. Provide current assessments with new photographs and valuations for all new buildings constructed and assess all changes on existing properties.
3. Create and/or revalue in full detail as needed a property card for each parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph.
4. Provide updates to the assessment roll to the City Clerk's office no later than February 1, 2022
5. Represent the City of Cordova at Board of Equalization hearings.
6. Conduct a sales ratio analysis (ratio between assessed values and sales prices) to determine the level of assessment.
7. Keep the City Administration informed of sales ratio analyses or other information which may cause the assessor to make changes to local assessments that would raise or lower assessments greater than 5%.
8. In addition to those properties that have changes, the Assessor will inspect all properties to meet State Assessor guidelines and update all lease files.
9. Be accessible to City of Cordova staff throughout the term of the contract for consultation.
10. After completion of the Board of Equalization hearings, assist the City Clerk in certifying the final assessment roll.
11. Title information and/or legal opinions, if required, will be furnished by the City of Cordova.
12. The assessor is to be allowed to remove the property record cards from the City for a period not to exceed 60 days for computations and any additional time to be at the discretion of the City.

## **APPENDIX B**

### **BASIS OF COMPENSATION**

#### Compensation and Terms of Payment

2022 update and maintenance	\$18,000
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Contract assessor to also represent the City of Cordova at the annual Board of Equalization (BOE). The assessor's fee for representation at the BOE is included in the contract amount.