

**CITY OF CORDOVA, ALASKA
RESOLUTION 08-25-22**

A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A SOLE SOURCE CONTRACT WITH APPRAISAL COMPANY OF ALASKA FOR ASSESSMENT SERVICES FOR TAX YEARS 2026, AND 2027, IN THE AMOUNT OF \$25,000, AND FOR TAX YEAR 2028, IN THE AMOUNT OF \$27,500

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 5.05-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, City Council does hereby approve the following as required in Cordova Municipal Code Section 7.10.040 Council approval of contracts:

- A.** Contractor: *Appraisal Company of Alaska*
- B.** Contract price: *\$25,000 for tax years 2026 & 2027, \$27,500 for tax year 2028*
- C.** Nature and quantity of the performance that the City shall receive:
Assessing services as required by City Charter & City Code
- D.** Time for performance: *timelines as delineated in attached contract*; 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 and neighborhoods and have worked with many of Cordova's property owners.*
- 2) *Appraisal Company's employees have an excellent working relationship with the City Clerk, the Deputy Clerk, the City Planner, and the Public Works Director, and are attentive to their questions and concerns during the assessment/appeal process as well as at other times during the year when they are asked for assistance; and*

WHEREAS pursuant to Cordova Municipal Code Section 7.10.150 (A)(5), the City Manager has determined in writing via this resolution that, this contract for professional services, should be procured without formal competition and Council agrees in approving this resolution that the city requirements are being met with a sole source contract with Appraisal Company of Alaska.

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 years 2026, and 2027, in the amount of \$25,000, and for tax year 2028, in the amount \$27,500.

PASSED AND APPROVED THIS 20th DAY OF AUGUST 2025





Kristin Smith, Mayor

ATTEST:



Susan Bourgeois, CMC, City Clerk

**CONTRACT FOR CITY OF CORDOVA
ASSESSMENT SERVICES
TAX YEARS 2026, 2027, 2028**

Appraisal Company of Alaska

CITY OF CORDOVA, ALASKA

TAX YEARS 2026, 2027, 2028

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is between the CITY OF CORDOVA, ALASKA, and APPRAISAL COMPANY OF ALASKA, LLC ("Contractor"), effective on the 1st day of August 2025.

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 2026, 2027, 2028 tax years and shall end upon completion of the Board of Equalization hearings and appeals in the tax year 2028.

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 6th day of August 2025

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA, LLC CITY OF CORDOVA, ALASKA



By: _____
Michael C. Renfro
President



By: _____
City of Cordova

Date_8/5/25_____ Date_8/21/25_____

APPENDIX A

SCOPE OF WORK

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 an individual file by parcel number within the MARS CAMA System.
4. Provide updates to the assessment roll to the City Clerk's office no later than February 1, 2026 and February 1 in subsequent tax years.
5. Represent the City of Cordova at Board of Equalization hearings for each tax year.
6. Conduct a sales ratio analysis (ratio between assessed values and sales prices) to determine the level of assessment. Assist the City with the State Assessment Report.
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.

APPENDIX B

BASIS OF COMPENSATION

Compensation and Terms of Payment

2026 assessment update	\$25,000
2027 assessment update	\$25,000
2028 assessment update	\$27,500

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.