

**Presented By:**  
City Clerk

**Action Taken:**  
Yes 6  
No 0  
Abstain 0

**CITY OF NOME, ALASKA**

**RESOLUTION NO. R-19-05-01**

**A RESOLUTION APPROVING AN AGREEMENT WITH  
APPRAISAL COMPANY OF ALASKA FOR AD VALORUM TAX SERVICES  
FOR TAX YEARS 2020, 2021 & 2022**

**WHEREAS**, the City of Nome has determined that it is in the best interest of the community to retain an appraisal company to provide ad valorum tax services for the City of Nome; and,

**WHEREAS**, Appraisal Company of Alaska has been providing ad valorum tax service to the City of Nome and has provided a proposal to continue this service for the next three years, and,

**WHEREAS**, the City Council has reviewed the proposal and agrees to the terms and conditions thereof.

**NOW, THEREFORE, BE IT RESOLVED** that the Nome City Council hereby approves a three-year agreement for ad valorum tax services from Appraisal Company of Alaska.

**APPROVED and SIGNED** this 13<sup>th</sup> day of May, 2019.

  
\_\_\_\_\_  
**JERALD BROWN, Acting Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**BRYANT HAMMOND, Clerk**



**A PROPOSAL FOR  
AD VALORUM TAX SERVICES  
CITY OF NOME  
TAX YEAR 2020, 2021, 2022**

**APPRAISAL COMPANY OF ALASKA  
341 WEST TUDOR ROAD  
SUITE 202  
ANCHORAGE, ALASKA 99503**

**Appraisal Company of Alaska**



Fax  
(907) 563-1368

Telephone  
(907) 562-2424

# Appraisal Company of Alaska

341 WEST TUDOR ROAD SUITE 202  
ANCHORAGE, ALASKA 99503  
[office@appraisalalaska.com](mailto:office@appraisalalaska.com)

May 2, 2019

Mr. Bryant Hammond, City Clerk  
City of Nome  
P.O. Box 281  
Nome, AK 99762

RE: Contract Assessment Services Tax Years 2020, 2021, 2022 assessments and Mars CAMA System

Dear Mr. Hammond:

Attached is the Appraisal Company of Alaska proposal for Assessment Services for tax years 2020, 2021 and 2022. Tax year 2020 includes the estimated cost to transfer all data from the current paper records to the new MARS CAMA \* System.

You can reach me at my office in Anchorage at 907-562-2424 or anytime on my cell phone at 907-227-0807. My email address is [mrenfro@apcoak.com](mailto:mrenfro@apcoak.com).

Attached to this letter is an Agreement for Professional Services for the 2020 tax year and the implementation of the MARS CAMA System and tax years 2021 and 2022.

Sincerely,



Michael C. Renfro  
Appraisal Company of Alaska, LLC

\*computer assisted mass appraisal

**AGREEMENT FOR PROFESSIONAL SERVICES  
TAX APPRAISAL AND ASSESSMENT  
BETWEEN  
CITY OF NOME  
AND  
APPRAISAL COMPANY OF ALASKA, LLC  
MAY 2019**

**SECTION 1: RELATIONSHIP OF THE PARTIES**

**City of Nome**, hereinafter referred to as the "City" desires to contract for appraisals and assessment services and hereby employs **APPRAISAL COMPANY OF ALASKA**, a company qualified to do business in the State of Alaska, hereinafter referred to as the "Assessor", to perform the related work described and as contemplated by the City and in the Agreement and as may be authorized by the City Manager. All work is to be performed under the supervision of the City Clerk or designee. The normal professional standards of care required by the Alaska Association of Assessing Officers and the International Association of Assessing Officers.

The parties to this Agreement, to the extent permitted by law, each bind themselves, their partners, successors, executors, administrators, and assignees of such party in respect to all covenants of this Agreement.

**SECTION II: SCOPE OF SERVICES**

The Assessor shall conduct the following assigned tasks as a part of the Agreement:

A. Assessment and Appraisal Services:

1. Establish the full and true value of all taxable real property located within the City to be assessed in the name of the person by whom it is owned on the first day of January of the tax year.
2. Provide assessments with new color photographs and valuations for all new buildings constructed/improved in previous years and assess all changes on existing properties. Convert all paper files to the MARS CAMA System.
3. Create and/or value all new assessment files within the MARS CAMA System.
4. Be accessible to the City staff throughout the term of the Agreement to offer advice and correct problems that may arise out of the assessment work.
5. After completion of the Board of Equalization hearings, certify the final assessment roll.

6. Investigate, evaluate and report to the City the merits of all written complaints received by the City and forwarded to the Assessor after valuation notices have been mailed and prior to the Board of Equalization hearings.
7. Inspect all appellant's property as close to the end of the appeal period to provide more time for communication with appellants prior to the Board of Equalization
8. Prepare a report to the Board of Equalization on all appeals satisfied prior to the Board of Equalization hearings, with an explanation of how each appeal was satisfied.
9. The Assessor shall justify assessments and shall represent the City at the annual Board of Equalization meetings. For all appeals not settled prior to Board of Equalization.
10. Prepare and provide to the board members prior to the Board of Equalization hearings, a "recommendation report" for each appeal to be heard.
11. Conduct an exit interview with the City Clerk or his designee after preparation of the annual assessment roll and before the Board of Equalization meetings.
12. Conduct all assessments of commercial and residential real property for tax purposes at full and fair market value as prescribed by Alaska Statutes.
13. The Assessor is responsible for plat research, as may be required.

B. City Responsibilities:

1. Title information and/or legal opinions, if required, will be furnished by the City.
2. The assessor is allowed to remove from City offices property record cards as necessary to update, and transfer data to the MARS data system.
3. The City will furnish the Assessor with maps which adequately identify the subject parcel of real property.
4. The City will mail all assessment notices and Board of Equalization (adjustment) notices.



### SECTION III: SPECIAL PROVISIONS

- A. Ownership and Use of Records: All documents, records, plans, computer printouts, photographs, and other materials paid for in full or in part by the City under this Agreement are the property of the City. The ownership of the MARS assessment software is owned by the City.
- B. Termination of Agreement: This Agreement is subject to termination by the City with (10) days notice. In the event of such termination, the Assessor will be paid for all services rendered to the date of termination.
- C. This agreement is for tax years 2020, 2021 and 2022.
- D. Insurance: The Assessor shall submit to the City a Certification of Insurance in the form, type of policies and required amounts as shown on "Attachment One". The City shall be named as additional insured on all policies. All of the policies shall inherently waive the right of subrogation against the City and their respective officers, agents, or employees. Standards Workmen's Compensation Insurance in the amounts required by the Alaska State Statutes is required to be in effect for the entire Agreement term. All policies shall contain a 30-day notice of cancellation period with notification to the City.
- E. Equal Opportunity: The Assessor shall not discriminate against any employee because of age, race, color, religion, sex or national origin.
- F. Term of Agreement: **This agreement shall become effective on July 1, 2019 or sooner as directed by the City and will cover tax years 2020, 2021 and 2022.**



**SECTION IV: PAYMENT FOR SERVICES**

A. Basic Appraisal and Assessment Services: For conducting all tasks required under the Scope of Services in Section II (A), the lump sum for all services and expenses borne by the Assessor shall be:

<b>2020</b> Install MARS software data:	
Format from City tax roll (2086 records)	\$6,000
Transfer data from cards to software (Estimate 700+/-hrs)	\$17,000-\$20,000*
Total MARS installation data	\$23,000 to \$26,000
Complete revaluation of real property	\$30,000
<b>2021</b> Real property update using MARS software	\$22,000
<b>2022</b> Real property update	\$22,000

\*Bill for actual time not to exceed \$20,000

IN WITNESS WHEREOF, the parties have executed his Agreement on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**CONTRACTOR:**

**APPRAISAL COMPANY OF ALASKA**

**CITY OF NOME, ALASKA**



\_\_\_\_\_  
Michael C. Renfro

Partner

\_\_\_\_\_  
Bryant Hammond

City Clerk





**QUALIFICATIONS OF APPRAISER  
MICHAEL C. RENFRO**

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**EDUCATION:**

2017	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2015	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2013	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2011	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2009	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2007	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2005	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2003	The Road Less Traveled; Special Purpose Properties by Appraisal Institute, Girdwood, Alaska
2003	Appraisal of Non-Conforming Uses by Appraisal Institute, Girdwood, Alaska
2003	Partial Interest Valuation Dividend; Appraisal Institute, Girdwood, Alaska
2003	Subdivision Analysis; Appraisal Institute, Girdwood, Alaska
2002	Introduction to Real Estate Econometrics with a Trend Analysis Application; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
2002	IAAO Course 102 – Income Approach to Valuation; sponsored by AAAO, Anchorage, Alaska
2001	Seminar on Partial Interest Valuation – Divided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
2001	Seminar on Partial Interest Valuation – Undivided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
2000	Standards of Professional Practice, Part C, sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
1999	On-Line Residential Design and Functional Utility, sponsored by Appraisal Institute, Chicago, IL



## **QUALIFICATIONS**

### **EDUCATION (Continued):**

- 1997 IAAO Course 311: Residential Modeling Concepts, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1995 Standard of Professional Practice, Course 410 & 420, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1995 IAAO Course 630: Personal Property Auditing, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1994 Valuing Property Affected by Environmental Contamination sponsored by the International Association of Assessing Officers, Seattle, Washington
- 1993 IAAO Course 301: Mass Appraisal of Residential Property, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1993 IAAO Course 1: Fundamentals of Real Property Appraisal, sponsored by the Alaska Association of Assessing Officers, Prudhoe Bay, Alaska
- 1993 IAAO Course 4: Assessment Administration, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1991 An Introduction to the Appraisal of Conservation Easements and Restricted Lands, sponsored by the Lincoln Land Institute, Phoenix, Arizona
- 1991 Valuation of Wetlands, sponsored by the Alaska Association of Assessing Officers, Valuation Of Contaminated Properties and the Effect On Assessed Values, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Standards of Professional Practice, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1989 Seminar, The Appraisal of Possessory Interests for ad valorem tax purposes sponsored by the Alaska Association of Assessing Officers
- 1989 ANSCA 1991 Amendments workshop sponsored by the Alaska
- 1989 Seminar, Methods and Techniques Appropriate for the Development of a True Computer Assisted Mass Appraisal System for Commercial Properties and the Usefulness of a Graphic Information System. Methods of Statistical and Quantitative Techniques for Tracking Market Trends. Sponsored by the International Association of Assessing Officers, Fort Worth, Texas



## **QUALIFICATIONS**

### **EDUCATION (Continued):**

- 1987 Cash Equivalency Seminar sponsored by the American Institute of Real Estate Appraisers
- 1983 Condominium Seminar, Society of Real Estate Appraisers
- 1979 Attended Society of Real Estate Appraisers' Narrative Report Writing Seminar
- 1979 Completed Society of Real Estate Appraisers R-2 (Residential Narrative) Examination
- 1976 Attended Feasibility Analysis Seminar, sponsored by the Society of Real Estate Appraisers and the American Institute of Real Estate Appraisers, Anchorage
- 1972-1974 Western State College of Colorado, Degree Bachelor of Arts in Business Administration
- 1971 Completed Course 1A, "Real Estate Appraisal" Basic Principles, Methods and Techniques, American Institute of Real Estate Appraisers, Chicago, Illinois
- 1966-1968 Drake University, Des Moines, Iowa

### **EXPERIENCE:**

- 1976 to Present Appraiser, Appraisal Company of Alaska
- 1974-1976 Real Estate Appraiser with Gebhart and Peterson, Inc.
- 1969-1971 Staff Real Estate Appraiser with Alaska Mutual Savings Bank

### **PROFESSIONAL AFFILIATIONS:**

Residential Real Estate Appraiser; State of Alaska Certificate No. AA-114

Alaska Association of Assessing Officers, Alaska Certified Assessor Appraiser, Level II - Certificate No.129

Alaska Association of Assessing Officers

### **OTHER:**

Past member of the Matanuska Susitna City Board of Equalization

Qualified as an expert witness in the State of Alaska Superior Court and the United States Federal Court



**QUALIFICATIONS OF**

**ARNE G. ERICKSON**

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**EDUCATION:**

2002 to  
Present Appraisal Company of Alaska; Assessing Department

1983 Masters of Urban & Regional Planning; Eastern Washington University

1996 to  
1997 Appraisal Company of Alaska; On-the-Job Training

1975 to  
1980 Alaska Municipal League Sponsored Municipal Assessment Courses

1974 Bachelor of Arts – Community Planning; Eastern Washington University

1972 Bachelor of Arts – Political Science and Economics; University of Alaska

**EXPERIENCE:**

2002 to  
Present Municipal Assessor; Appraisal Company of Alaska

1997-2002 Community Development Director; Bristol Bay City

1996-1997 Municipal Assessor; Appraisal Company of Alaska

1996-1990 EMS/HHS Coordinator; City of Unalaska, Alaska

1990-1983 Director of Planning; City of Unalaska, Alaska

1982- 1983 Assistant County Planner; Franklin County, Washington

1980-1982 Research Fellowship/Lecturer; Eastern Washington University

1975-1980 Administrative Assistant; Bristol Bay City

1974-1975 County Planner; Franklin County, Washington

1974 Community Planner; City of Winthrop, Washington

1966-1969 United States Lieutenant – Forward Support Platoon Leader

**Lila J. Koplin**  
**P O Box 172 - Cordova, Alaska 99574**  
**(907) 424-3536**

**Title: Assessor**

### **HIGHLIGHTS OF QUALIFICATIONS**

11 years of experience as a fee appraiser.

11 years of experience as a municipal clerk in a Municipal Clerk's Office and Planning Department: 8.5 years as full-time City Clerk/Ex-officio tax assessor and 2.5 years as Deputy City Clerk and Planning Commission Clerk (both half- time).

8 years of experience in a government assessing office: 5 years lead Assessment Clerk and 3 years Appraiser Technician.

Achieved Level III certification as an Alaska Certified Assessor Appraiser with the Alaska Association of Assessing Officers in 2007.

Comprehensive computer skills including network-based Windows XP and Vista, Microsoft Office XP Professional Edition, and WinTotal Aurora.

A total of 27 years of experience working directly with the public.

### **PROFESSIONAL EXPERIENCE**

Certified Residential Appraiser, Appraisal Company of Alaska, July 2002 – Present  
Appraiser in Training, Appraisal Company of Alaska, March 1999 – July 2002  
3940 Arctic Boulevard, Suite 103, Anchorage, AK 99503  
(907) 562-2424 Supervisor: Mike Renfro, Appraiser  
Conduct field inspections and prepare reports for residential real estate appraisals  
Average 15-20 reports a year.

City Clerk, City of Cordova, October 2001 – April 2010  
P.O. Box 1210, Cordova, AK 99574  
(907) 424-6200

- Maintenance of the City's property tax files.
- Preparation of Council meeting agendas and packets.
- Maintenance of Municipal and State Code books.
- Supervision of Municipal elections.
- Liaison with municipal attorney/counsel.

Deputy City Clerk, City of Cordova, March 1999 – October 2001 (Half-time)

Supervisor: Dixie Lambert, Clerk

- Maintenance of the City's property tax files.
- Assist the Clerk in preparation of Council meeting agendas and packets.
- Assist the Clerk in preparation of property tax foreclosures.

Planning Commission Clerk, City of Cordova, September 1999 – October 2001 (Half-time)

Supervisor: R.J. Kopchak, Planner

Maintenance of the Planning Department records.

- Administration of building permits and zoning violations.

**Appraisal Company of Alaska**



Provided staff support to the Planning Commission including coordination of meetings and preparation of meeting agendas.

Appraiser Technician, Kodiak Island City, September 1995 – October 1998

710 Mill Bay Road

Kodiak, AK 99615

(907) 486-9301 Supervisor: Patrick Carlson, City Assessor

Field inspections of real and personal property accounts including measurement of improvements and collection of property information.

Maintenance of real and personal property tax files and databases.

Administration of property tax exemption programs.

Review personal property filings and assessments with the public.

Administration of severance tax program

Assessment Clerk II, Kodiak Island City, June 1990 – September 1995

Supervisor: Patrick Carlson, City Assessor

Maintenance of real and personal property tax files and databases.

Administration of property deeds and plats.

Administration of property tax exemption programs.

Administration of severance tax program.

## **PROFESSIONAL ORGANIZATIONS**

International Association of Assessing Officers 1991 – Present

Alaska Association of Assessing Officers 1990 – Present

## **EDUCATION AND TRAINING**

Currently a Certified Residential Appraiser with the State of Alaska, Number AA-361

Currently a Certified Municipal Clerk

(2010) Business Practices and Ethics by Appraisal Institute

(2010) Valuation by Comparison by Appraisal Institute

(2010) Residential Appraisal Overview by Appraisal Institute

(2010) Uniform Standards of Professional Appraisal Practice 2010 Update

By William King & Associates

(2009) Detrimental Conditions in Real Estate by Appraisal Institute

(2008) The Technical Inspection of Real Estate by The Beckman Company

(2008) Uniform Standards of Professional Appraisal Practice 2008 Update

By William King & Associates

(2007) Condemnation Appraising: Basic Principles and Applications

By Appraisal Institute

(2006) Uniform Standards of Professional Appraisal Practice 2006 Update

By William King & Associates

(2005) Course 400: USPAP Update Course by Appraisal Institute

(2005) Rates & Ratios: Making Sense of GIMs, OARs, and DCF by Appraisal Inst.

**Appraisal Company of Alaska**



(2005) Fannie Mae Residential Forms Update 2005 by William King & Associates  
(2003-2004) The Technical Inspection of Real Estate by The Beckman Company  
(2000) International Association of Assessing Officers (IAAO) Internet Course  
Site Analysis and Evaluation  
(1999) IAAO Course 201 Appraisal of Land  
(1996 to 1998) Business Law I and II, Principles of Macroeconomics and Microeconomics,  
University of Alaska - Kodiak  
(1996) IAAO Course 301 Mass Appraisal  
(1994) IAAO Course 2 Income Approach to Valuation  
IAAO Standards of Practice and Professional Ethics  
(1991) IAAO Course 1 Fundamentals of Real Property Appraisal  
IAAO Course 1A Intro. To Fundamentals of Real Property Appraisal  
(1988-90) Modern Office Bookkeeping, Microsoft Word, Q&A, Lotus 123, WordPerfect 5.0,  
and Advanced Microsoft Excel, University of Alaska - Kodiak  
(1980-81) Administrative Assistant Certificate, Platt Business College, Topeka, Kansas



