



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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January 20, 2020

Charles Horan  
Horan and Company, LLC  
403 Lincoln Street  
Sitka, AK 99835

RE: Request for Assessing Consulting Services

Dear Charles,

Pursuant to our telephone conversation of last week the City of Sitka requests the following services from Horan and Company:

1. Beginning January 29, 2020 provide on site job coaching for our new Assessor, Lawrence Reeder. Of specific interest are the topics of Alaska Property Tax Law and the operation of our proprietary assessing software that is written and supported by Horan and Company.
2. Evaluate the progress made to date by our former Assessor on the re-valuation of Sitka's approximately 4,000 properties and help Mr. Reeder develop a work plan to complete the re-valuation effort.
3. Evaluate the progress made to date by our former Assessor on the 39 non-profit entities that have applied to the City for renewal of their non-profit tax-exempt status.

The initial budget for this work is \$10,000. Please mail invoices to me at 100 Lincoln Street, Sitka, AK 99835 or email [renee.wheat@cityofsitka.org](mailto:renee.wheat@cityofsitka.org).

I greatly appreciate the professional assistance of Horan and Company as we work through these challenging times with Sitka's property tax and Assessing departments.

Sincerely,

Hugh R. Bevan  
Interim Municipal Administrator

cc: John Leach, Administrator  
Lawrence Reeder, Assessor  
Kasi Heim, Appraisal Tech  
Marty McGee, State of Alaska Assessor