



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Board of Equalization

Tuesday, April 30, 2024

10:00 AM

[https://yourkpb.zoom.us/j/84370584725?
pwd=a0V5RndMUGJlZzZ3NnNYUVg1K1hJdz09](https://yourkpb.zoom.us/j/84370584725?pwd=a0V5RndMUGJlZzZ3NnNYUVg1K1hJdz09)
Betty J. Glick Assembly Chambers & Zoom

Meeting ID: 843 7058 4725 Passcode: 23192226

A. CALL TO ORDER

B. ROLL CALL

C. BOARD ORGANIZATION

[Clerk's Note: KPB 5.12.052(B) states, "the board shall select a chairperson and vice chairperson at each first annual meeting."]

1. Selection of Chairperson - current chair is Barbara Belluomini
2. Selection of Vice Chairperson - current vice chair is Brent Johnson

D. NEW BUSINESS

1. Discussion regarding Board Member availability for Hearing Dates/Times and Review List of Appellants to Ensure No Conflicts of Interest or Ex Parte Issues exist:

Wednesday, May 22, 2024 - 9:00 AM (if needed)

Thursday, May 23, 2024 - 9:00 AM

Friday, May 24, 2024 9:00 AM (if needed)

Tuesday, May 28, 2024 - 9:00 AM

Wednesday, May 29, 2024

Thursday, May 30, 2024 - 9:00 AM

Friday, May 31, 2024 - 9:00 AM (if needed)

[Clerk's Note: KPB 5.12.060(A) states, "All appeals must be heard and decided before June 1, unless the board finds a hearing after this date will not prejudice the appellant and the delay is administratively justified or the appellant has requested a later hearing date. The board must also find that the proposed hearing date will enable the assessor to substantially comply with the requirement that the assessment roll be certified by June 1. The meetings of the board may be scheduled either on weekends, during business hours, or during evening hours. In no event may an appeal hearing begin after midnight.]

E. BOARD MEMBER ANNUAL TRAINING SESSION

1. [KPB-5975](#) Board Orientation, Rules & Responsibilities
Walker Steinhage, Deputy Borough Attorney

Attachments: [Board Orientation, Rules & Responsibilities](#)

2. [KPB-5976](#) Assessing Update
Adeena Wilcox, Borough Assessor

Attachments: [The Assessment Function](#)

[Land Valuation](#)

[Commercial Property](#)

[KPB-5977](#) Reference Materials


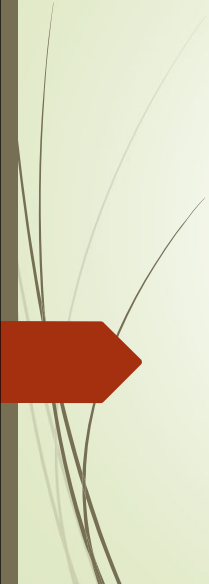
Attachments: [Board Procedures](#)

[KPB Chapter 3.12 Hearing and Appeals](#)

[KPB Chapter 2.58 Conflict of Interest](#)



[Motions Available to Board](#)

F. BOARD COMMENTS**G. ADJOURNMENT**



BOARD OF EQUALIZATION 2024 ORIENTATION

KENAI PENINSULA BOROUGH
Walker Steinhage, Deputy Borough Attorney



Orientation Overview

- ❖ **Municipal Property Tax Basics**
- ❖ **What is the Board of Equalization (BOE)?**
- ❖ **Rules & Responsibilities of BOE members.**
- ❖ **The Hearing**
- ❖ **BOE decision.**


Municipal Property Tax Basics

[Alaska Statute AS 29.45]

- ❖ The assessor shall assess property at its full and true value as of January 1 of the assessment year...The full and true value is the **estimated price that the property would bring in an open market and under the then prevailing market conditions**....AS 29.45.110(a)(emphasis added).
- ❖ The only grounds for adjustment of assessment are proof of **unequal, excessive, improper, or under valuation** based on facts that are stated in a valid written appeal or proven at the appeal hearing.... AS 29.45.210(b)(emphasis added).
- ❖ The board of equalization shall certify its actions to the assessor within seven days. Except as to supplementary assessments, the assessor shall enter the changes and certify the final assessment roll by June 1. AS 29.45.210(c).

What is the BOE?

- ❖ The BOE hears property assessment appeals from property owners seeking relief from alleged errors in valuation not adjusted by the assessor to the owner's satisfaction or, in the case of property subject to a flat tax, an alleged error in ownership or classification of property.
- ❖ The duties of the BOE are set out in the Alaska statutes (AS 29.45) and KPB code (KPB 5.12).



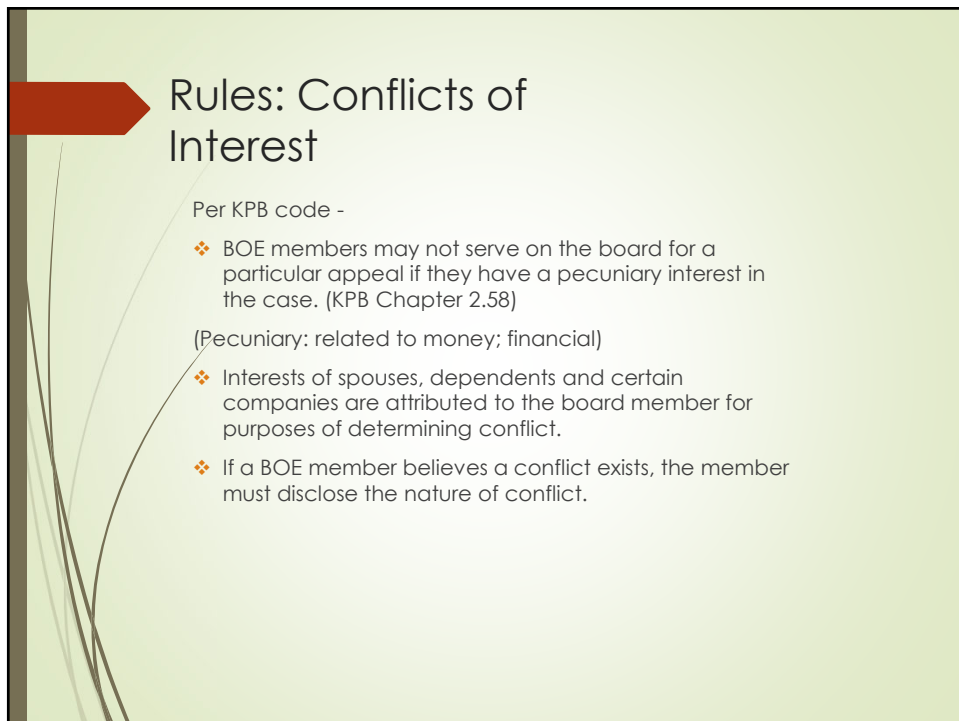
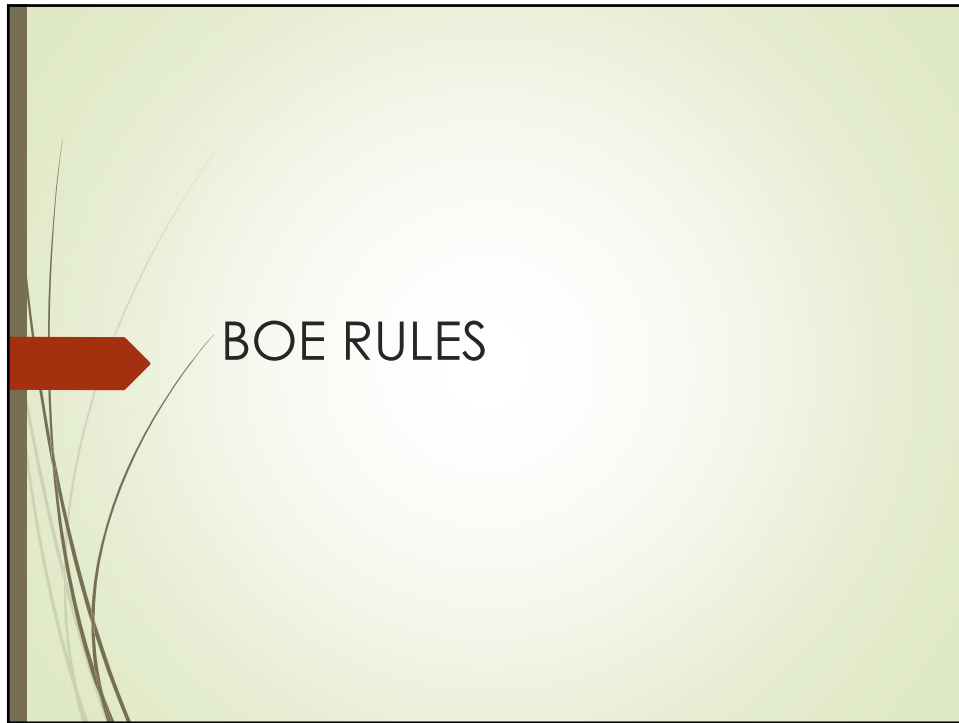
What is the BOE?


- ❖ **The BOE is a quasi-judicial body.**
 - An individual or organization which has powers resembling those of a court of law or judge.
 - BOE has an *adjudicative*, not a *legislative* function
 - BOE members must be willing and able to apply the relevant law impartially to each case
 - Referred to as an administrative appeal -- BOE makes decisions, not recommendations.
 - If either party disagrees with the BOE decision, they can appeal to the superior court.



The BOE's Rules & Responsibilities

<h3>Rules</h3> <ul style="list-style-type: none">❖ Identify conflicts of interest.❖ Avoid ex parte contact.	<h3>Responsibilities</h3> <ul style="list-style-type: none">❖ Provide a fair & impartial hearing.❖ Rely on the evidence.❖ Apply the correct burden of proof.❖ Develop the record.❖ Make a decision supported by findings of fact.
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Rules: Conflicts of Interest (cont'd)


Common law rules -

- ❖ Avoidance of actual conflicts as well as the **appearance of impropriety**
- ❖ Conflict exists where there is the potential for a public official to influence the outcome of a matter where s/he has personal or pecuniary interest – regardless of intent
- ❖ Public trust. Always better to err on the safe side and disclose a conflict BEFORE hearing a matter; let the chairperson and body decide.
- ❖ **“When in doubt, shout it out.”**



Rules: *Ex Parte* Contact

- ❖ *Ex parte* contact is contact outside of the hearing with one party regarding the appeal, without the other party present.
- ❖ BOE members may not have *ex parte* contact with either the appellant or the assessor's office about a particular case.
- ❖ If such contact occurs, then the member must fully disclose the contact at the hearing and the chair may rule on whether the contact was sufficient to preclude the member from serving on the board for the hearing on that case.



Rules: *Ex Parte* Contact (cont'd)

- ❖ Please notify the BOE attorney of any potential conflicts prior to a hearing, so arrangements can be made for an alternate BOE member to attend the hearing, if necessary.
 - Always err on the side of caution for full disclosure. "When in doubt, shout it out."

The public has your emails so be careful what you open during appeal season as people don't always know (or follow) the rules.



BOE RESPONSIBILITIES

Responsibilities: Provide a Fair & Impartial Hearing

Hearing Outline

1. Summary of Assessment data - BOE Chair introduces cases & summarizes appeal
2. BOE takes up any outstanding issues/motions/requests for additional time.
3. Appellant's Opening Presentation
4. Assessor's Opening Presentation
5. Appellant's Rebuttal
6. Assessor's Rebuttal/Closing
7. Appellant's Sur-Rebuttal/Closing

Responsibilities: Provide a Fair & Impartial Hearing (cont'd)

Case Law

- ❖ The appellant bears the burden of proof. AS 29.45.210(b); KPB 5.12.060(P)
- ❖ *Cool Homes, Inc. v. Fairbanks North Star Borough*, 860 P.2d 1248 (Alaska 1993).
 - A taxpayer contesting an assessment need only prove that the valuation is improper. The taxpayer does not have to offer the correct amount, range or method of valuation.
 - The burden then shifts to the taxing authority to introduce credible evidence which substantiates its assessment.
 - However, AS 29.45.210(b) still requires that the taxpayer prove **facts** at the hearing (emphasis added).
 - Taxing authorities are to be accorded broad discretion in deciding among recognized valuation methods.
 - If a reasonable basis for the taxing agency's method exists, the taxpayer must show fraud or the clear adoption of a fundamentally wrong principle of valuation.

Responsibilities: Provide a Fair & Impartial Hearing (cont'd)

More Case Law

- Precise method for determining full and true value of property is within assessor's discretion.
 - *Black v. Municipality of Anchorage BOE*, 187 P.3d 1096 (Alaska 2008).
- The relevant inquiry is whether a valuation method selected by the assessor provides a reasonable estimate of the market value of the interest to be taxed, not whether the appraisal method has received the imprimatur ("thumbs up") of acceptance from the appraisal community.
 - *FNSB Assessor's Office v. Golden Heart Utilities, Inc.*, 13 P.3d 263 (Alaska 2000).
- If assessor has a reasonable basis for a valuation method, that method will be allowed so long as there was no fraud or clear adoption of a fundamentally wrong principle of valuation.
 - *FNSB Assessor's Office v. Golden Heart Utilities, Inc.*
- **But** assessor must consider actual recent sales as one of "a whole range of factors."
 - *CH Kelly Trust v. Municipality of Anchorage BOE*, 909 P.2d 1381, 1382 (Alaska 1996).

Checklist for Hearing

- Appellant (property owner) has the burden of proof.
- Did they present facts (not opinion) that the assessor's adjustment was:
 1. Unequal; OR
 2. Excessive; OR
 3. Improper; OR
 4. Under valued

If yes to any of the above, then the burden of proof shifts to the assessor.

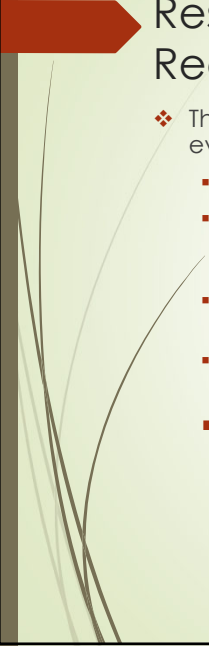
Tips for being a good "judge"...

Responsibilities: Rely on the Evidence

- ❖ Decisions made by the BOE must be based on the Board's **general** knowledge of the real estate market and evidence presented during the appeal process.
- ❖ Decisions **may not** be based on an individual board member's specific knowledge of a property obtained outside the appeal process.
 - ❖ Ex. "I have been to that property and know you cannot access the beach from that property."
 - ❖ Note – this can also be the source of a conflict of interest

Responsibilities: Rely on the Evidence (cont'd)

- ❖ Do not introduce your own evidence.
 - Example: "I live on that road, and I know my neighbor's house went up in value last year."
- ❖ Do not make assumptions about the evidence.
 - If you don't understand exhibits or testimony, **ask questions.**
- ❖ The BOE cannot accept exhibits into the record that were not properly submitted prior to the hearing.
- ❖ If the appellant has refused to allow the assessor to access their property, the BOE cannot consider testimony from the appellant about any issue related to items for which the assessor lacked access to.
- ❖ The BOE cannot come up with its own valuation.



Responsibilities: Develop the Record

- ❖ The BOE may only decide a case based on the evidence presented.
 - More evidence is better.
 - Ask questions! Do not wait until you are deliberating to realize that you do not have all the information you need to make good findings.
 - If a party appeals, the superior court will likely rely entirely on the BOE record.
 - Appellate courts don't like to substitute judgment on facts, so...
 - **It must be clear from the record why the BOE reached its decision.**



Responsibilities: Develop the Record (cont'd)

Establishing Fact

- Statement: The assessor overvalued my home's worth, giving too much value to the view. The view was destroyed last year when a new condo complex was developed.
- Is this enough to meet the burden?

NO – it is just a statement. To be enough to satisfy the law, there must be something to back up the statement. A photo showing the new condo complex in relation to the home and showing that it in fact blocks the view is a “fact” as opposed to a statement.

Responsibilities: Develop the Record (cont'd)

Caveat

- Not all facts need proof, though. It's okay to use common sense on some facts.

For example, appellant states: "when I go swimming in the ocean I get wet."

So, you can use your own personal experiences and common sense when evaluating this statement. However, if you've never seen an ocean or ever heard of an ocean, you cannot research it.

Make a Decision: Motions

- ❖ **Decisions are made by motion.**
- ❖ **Make motion for action, wait for a second.**
 - **If seconded, discuss motion.**
 - **Make findings supporting or not supporting motion**
- ❖ **Vote on motion.**

Make a Decision: Motions (cont'd)

Examples of Most Common Motions

- Motion to **move into adjudicative session**
 - 2017 example -
 - At hearing, BOE member Mr. Bagley states, "I move we go into adjudicative session to discuss this." BOE member Mr. Cox, "I second." [Chair asks if there is any objection, receiving none, the BOE goes off record, and into adjudicative session.]
- Motion to **uphold assessor's valuation, reduce or increase assessment, defer a decision, or dismiss the appeal.**
 - Ex. From 2017 Decision: "After deliberating in an adjudicative session, the BOE returned on the record. BOE member Mr. Bagley moved to reduce the Assessor's 2017 revised recommended value for parcel number 12345 to \$10,000, which includes a land value of \$1,000 and an improvements value of \$9,000. The motion received a second and no objections were received. Having received no objections, the following findings were made:"


Make a Decision: Motions (cont.)

Findings example:

The appellant demonstrated via photos that the view from his home has been eliminated due to the development of a condominium complex;


The photos show that the 25 story condo complex completely blocks all views to the mountains and no longer give appellant's property a scenic view;

The assessor testified that the scenic view accounted for \$10,000 worth of the assessment. The documents presented by the assessor's office support her statements.



Make a Decision: How to Get There

- ❖ **BOE may immediately decide, or take the matter under advisement.**
 - Motion to uphold, reduce, or increase the assessment.
 - BOE cannot make a new appraisal.
 - If the BOE decides to take the matter under advisement, it must issue its decision by the last day of hearings.
- ❖ **Deliberations do not need to be public.**
 - Motion to adjourn into adjudicative session.
 - TIP: Don't leave adjudicative session w/out developing findings
 - **Decision must be public.**



Make a Decision: **Improper** Grounds for Findings

- ❖ **The taxes are too high.**
- ❖ **The value changed too much in one year.**
- ❖ **The appellant cannot afford the taxes.**

Make a Decision: Good Findings

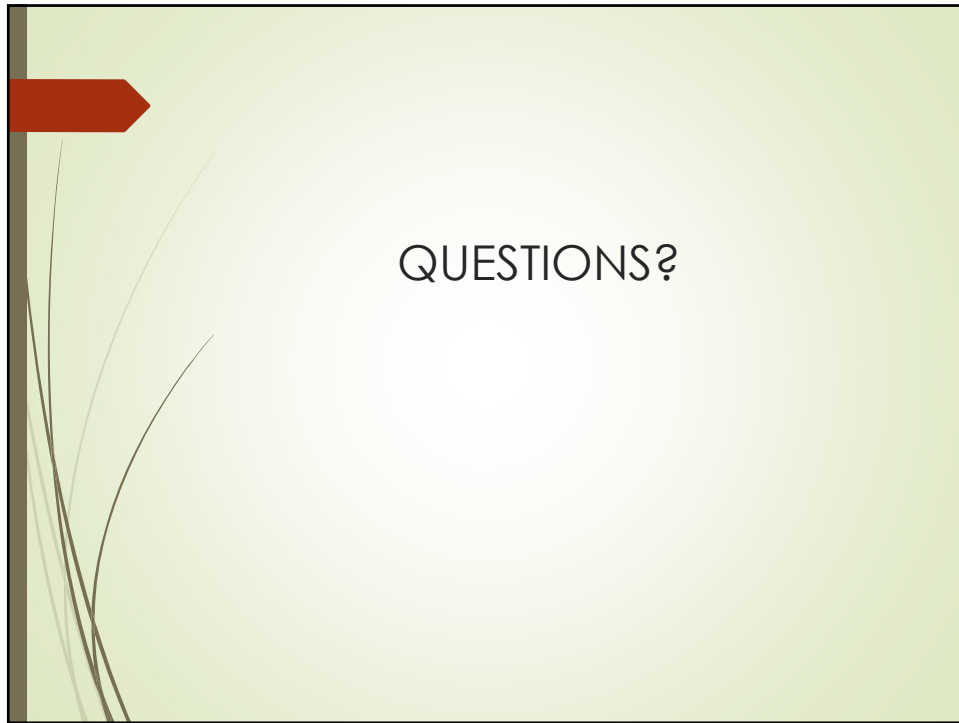
****MOST IMPORTANT ASPECT OF DECISION****

- ❖ Again, appellate courts don't like to substitute judgment on facts
- ❖ The BOE's findings of fact need to be **specific and detailed**.
 - **What evidence did you rely on to reach your decision?**
 - List or describe the specific evidence, or lack thereof, that you relied on to make your decision.
 - Ex. "...based on the appellant's appraisal..."
 - Ex. "...the 50 comparables provided by the Assessor.."
 - Findings should be customized to each specific appeal
 - Findings should explain or address why & how the BOE decided each disputed fact or argument. **Address the arguments made.**

Make a Decision: Checklist

Requirements for all decisions:

- ❑ Majority vote.
- ❑ All sitting members must vote.
 - ❖ Excluding any sitting members with a conflict specific to the case being decided.
- ❑ FINDINGS using:
FACTS/ADMITTED EVIDENCE from hearing to support DECISION
- ❑ Must be in writing



KENAI PENINSULA BOROUGH

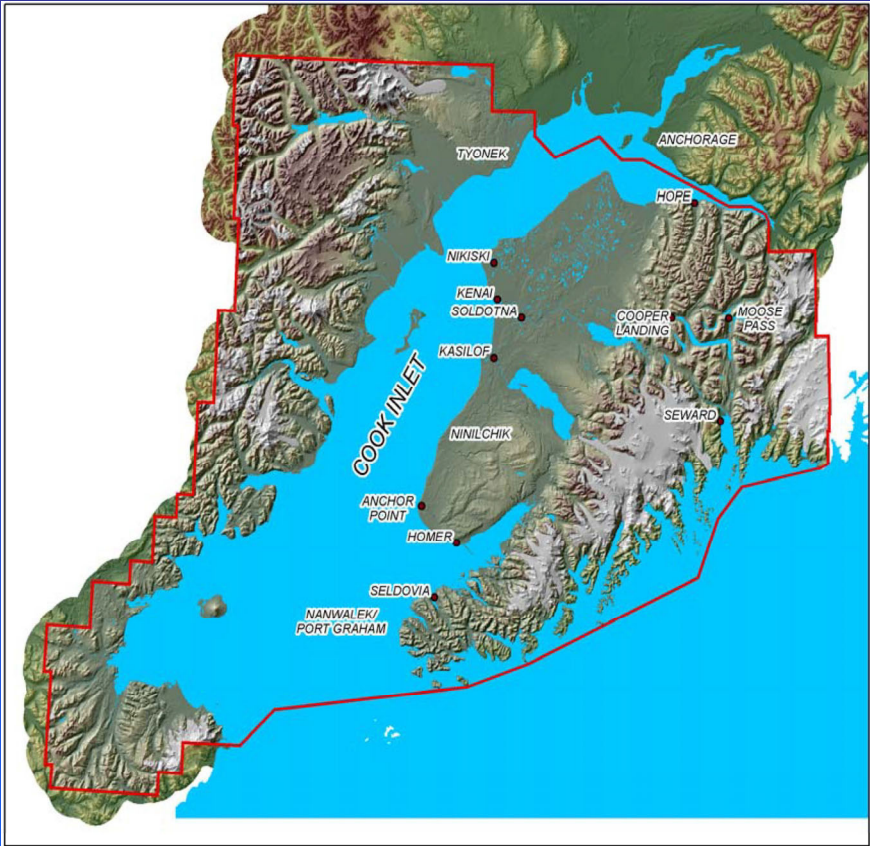
BOARD OF EQUALIZATION

2024

INFORMATION PACKET

April, 2024

Prepared by the Kenai Peninsula Borough
Assessing Department



KENAI PENINSULA BOROUGH
TOTAL AREA: 25,600 SQUARE MILES

The Assessment Function

- Ad Valorem—According to Value
- Equitable
- Mass Appraisal

Appeal

- Board Of Equalization decisions are valid for the year of appeal
- Appellants have argued otherwise
- In Varilek (Personal Rep. of the estate of Martha Dunnagan) v The Municipality of Anchorage, Varilek unsuccessfully argued that a prior year's BOE ruling should have been considered as a "Base Rate" for subsequent tax years. From The Supreme Court Of The State Of Alaska Opinion No. 6563-June 10, 2011 IV B:
 - Varilek had the burden to show why the 2008 assessment was inaccurate. As noted above, AS 29.45.110(a) defines "property value" for assessment purposes as the "price the property would bring in an open market and under the then prevailing market conditions." **Property assessments must take into account the current market value**, rather than previous assessed values, as Varilek suggests.

Kenai Peninsula Ordinance
5.12.060 P

KPB Ordinance 5.12.060 P reads in part.

The burden of proof is on the appellant. The only grounds for the board to adjust the assessment are proof of

unequal, excessive, improper, or under valuation,

based on facts proven at the appeal hearing.

Fee Appraisals vs. Assessing , Mass Appraisal

Assessors and fee appraisers have a similar aim: to determine the fair market value of a property. However, there are subtle differences.

Fee appraisers look at properties on an individual basis, the Opinion of Value is usually for the 'Time of Sale' for the Subject.

The Assessor conducts mass appraisals in which the values of all properties in the borough are determined in accordance with uniform benchmarks, to assure a fair and equitable distribution of the overall tax burden.

The Assessor develops:

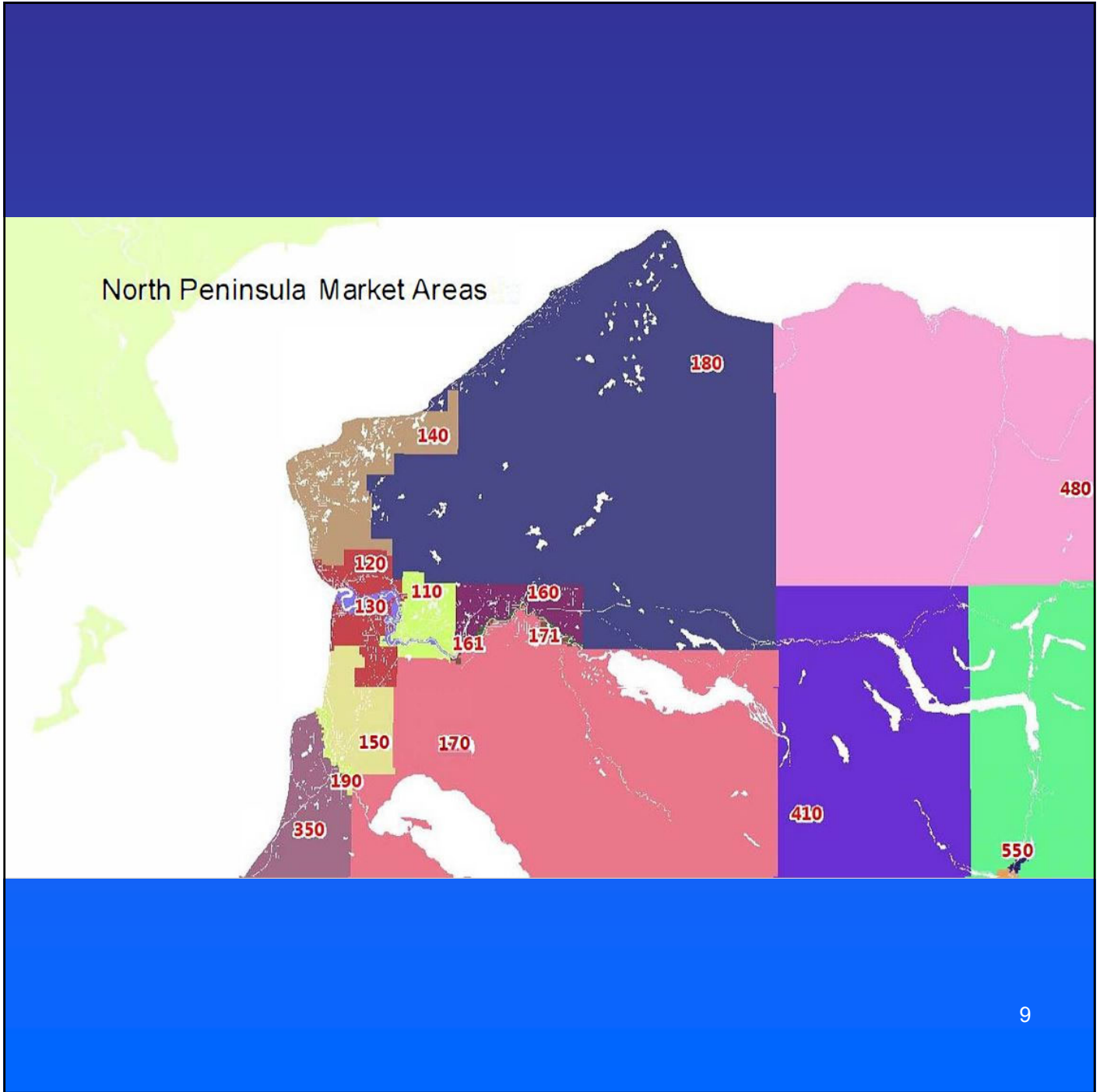
- 1) **'Depreciated Cost Values' for all improved properties.**
- 2) Stratified Properties by; Market Area, Structure Type, Quality, and Age / Condition, to name a few.
- 3) Calibrates Cost values, to current Market values, derived from Sales and other Market factors.
- 4) Sets Market Values for January 1st of a given year to satisfy State Statutes.

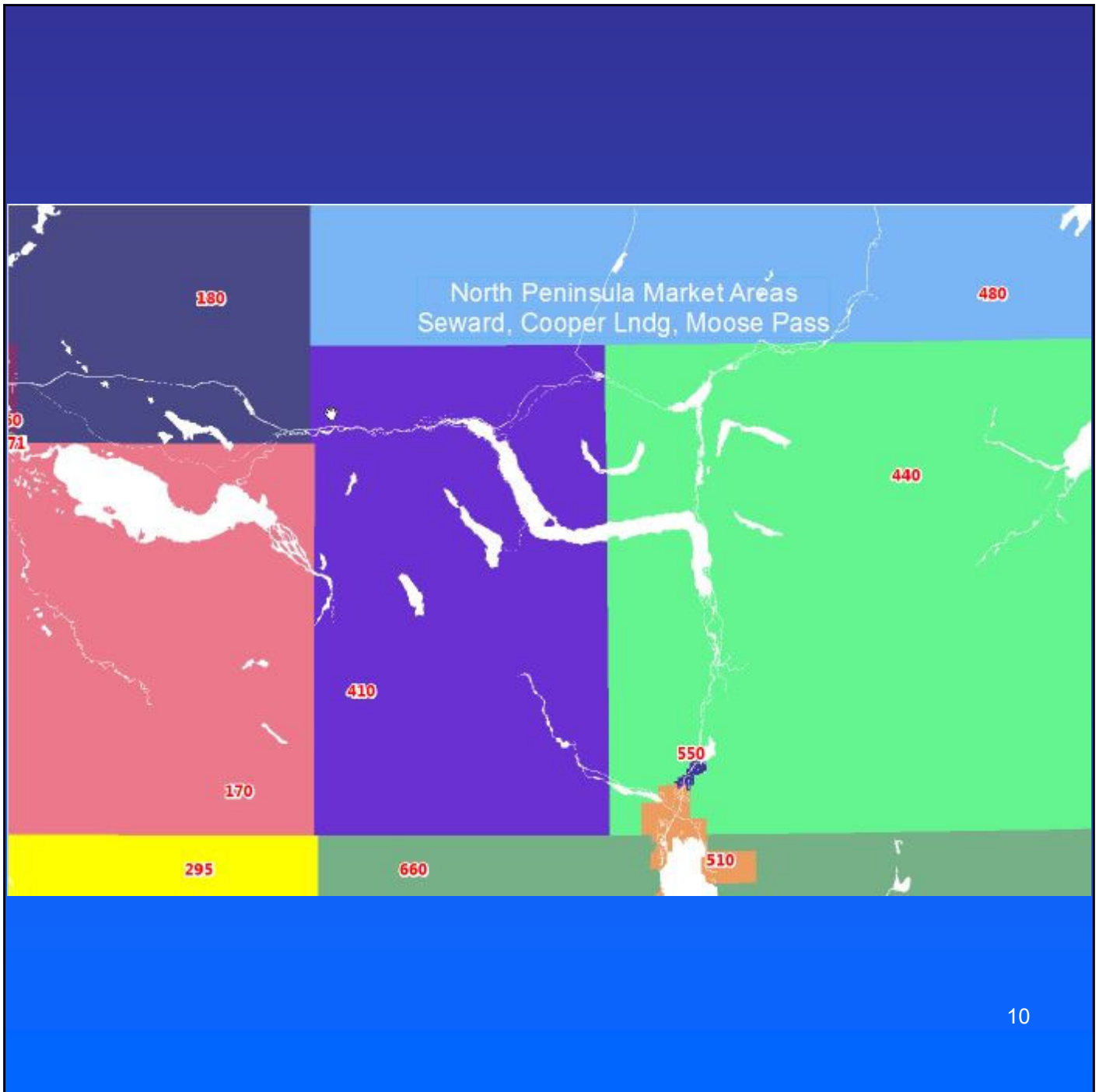
The Three Approaches to Value

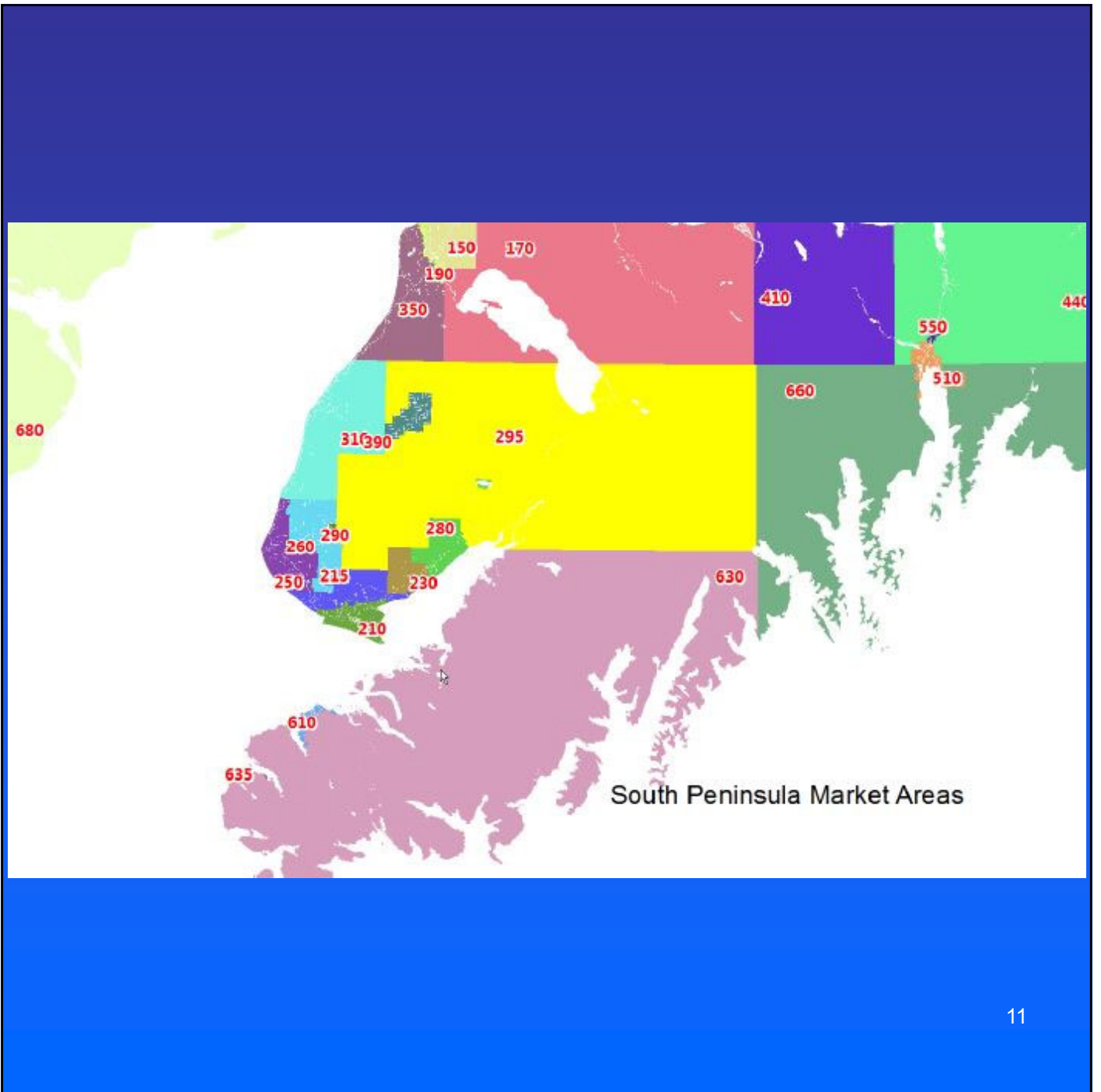
- Cost Approach
 - Sales Comparison
 - Income
-
- A borough has discretion to appraise by whatever recognized method of valuation it chooses, so long as there is no fraud or clear adoption of a fundamentally wrong principal of valuation. Hoblit v. Greater Anchorage Area Borough, Sup. Ct. Op. No. 636 (File No. 1214), 473 P.2d 630 (Alaska 1970).

How Are Assessed Values Determined?

- Stratification—Divides properties into groups with similarities for analysis
 - Market Areas
 - Land Types
 - House Types
 - Grade/Quality
 - Effective Age
 - Cost Model
 - Calibration To Market







2022 Irsn: 19230

PHYSICAL CHARACTERISTICS
 Style: 1 1/2 L LOG
 Occupancy: Single Family
 Story Height: 1.5
 Finished Area: 2,316
 Attic: None

ROOFING
 Material: Metal
 Type: Gable
 Framing: Std for class
 Pitch: High 9/12 or more

FOUNDATION
 Footing: Normal for class
 Walls: Formed concrete

DORMERS
 None

FLOORING
 1.0 Plywd sub Base Allowance
 1.5 Plywd sub Base Allowance
 B Slab None

EXTERIOR COVER
 1.0 Log rustic
 1.5 Wood siding
 B None

INTERIOR WALLS
 1.0 Normal for Class
 1.5 Normal for Class
 B None

HEATING AND PLUMBING
 Primary Heat: Space heater
 2-Fixt.Baths: 0 0 Kit sink: 1 1
 3-Fixt.Baths: 2 6 Water Htr: 1 1
 4-Fixt.Baths: 0 0 Extra fix: 0
 5-Fixt.Baths: 0 0 TOTAL fix: 8

R01 057-048-06

Construction	BaseArea	floor	FinArea	Value
Wood Frame	1024	1.0	1,024	123,430
Wood Frame	448	1.5	268	9,700
Concrete	1024	B	1,024	29,330
TOTAL BASE				162,460

INTERIOR	Value
Frame/Siding/Roof/Dorme	7,800
Loft/Cathedral	0
Interior finish	11,470
Basement finish	38,150
Heating	-6,900
Plumbing	12,600
Fireplaces/woodstoves	1,350
Other (Ex.Liv. AC, Attic, ...)	0
TOTAL INT	
64,470	

EXT FEATURES	Value
1 WDDK	3,040
2 RFX/	3,300
3 OFF-R	14,170
4 WDDK	710
5 WDDK-R	4,700
TOTAL GAR/EXT FEAT	
25,920	

GARAGES	Value
Att Garage	0
Att Carport	0
Bsmt Garage:	0
Ext Features	25,920
TOTAL GAR/EXT FEAT	
25,920	

SUB-TOTAL		Value
Sub-TOTAL		252,850
Quality Class/Grade:	G-	.86
GRADE ADJUSTED VALUE (rounded)		214,920

SPECIAL FEATURES

Description	Improvement	Story or Ht	Grade	Yr.Blt.	Eff Const	Base Rate	Adj Rate	W	L	Size/ Area	Comp Value	Pys Depr	Obs Depr	Fnc Depr	Loc Rdf	% Adj	% Comp	Value
D Wdstove	D	1.5	G-	1986	2003	0.00	0.00	0	0	0	214,920	20	0	0	100	121	100	208,000
01 SWL	01	0.00	Avg	3000	3000	0.00	0.00	0	0	1	10,500	0	0	0	0	0	100	10,500
01 SWL-PRV	01	0.00	Avg	3000	3000	2,000.00	2,000.00	0	0	1	2,000	0	0	0	0	0	100	2,000
09 H	09	1,936	2.40	0.00	G	2001	2006	34.67	54.04	44	44	1,936	104,620	28	0	0	90	67,800
09 IF	09	1,936	5.34	0.00	Avg	3000	3000	1.75	1.75	0	0	7,658	13,400	0	0	0	100	13,400
09 LOFT	09	1,936	11.63	0.00	Avg	2012	2014	18.88	18.88	8	20	392	7,400	33	0	0	100	5,000
15 DOCKFLT	15	0	0.00	0.00	Avg	2001	2006	16.00	14.05	12	44	528	7,420	70	0	0	100	2,200
16 GF	16	528	-1.95	0.00	Avg	2012	2012	0.00	0.00	10	10	100	410	43	0	0	100	200
TOTAL IMPROVEMENT VALUE (for this card)																		
309,100																		

02/24/2022 Last Inspected 05/16/2019 by ERS: Code: M : Data Entry by MIS

Structure Value: Total Base + Total Interior + Total Exterior Features + Grade Adjustment = Grade adjusted Value.
 Computed Value x Physical Depreciation x Location (Market) Adjustment = Value (214,920 x .80 x 1.21 = 208,000 (Rounded)).
 Dwelling Adjusted Value 208,000 + 101,100 (Out Buildings & Land Improvements Value) = Total Improvement Value 309,100
 Improvement Value + Land Value = Total Value: 309,100 + 80,300 = 389,400.



KENAI PENINSULA BOROUGH ASSESSING DEPARTMENT

057-048-06

2022 Irsn: 19230

37770 CONNER RD

Card R01

ADMINISTRATIVE INFORMATION

Neighborhood:
115 Ridgeway
Property Class:
110 Residential Dwelling - single
TAG:
58 - CENTRAL EMERGENCY SERVICES

LEGAL DESCRIPTION: ACRES: 1.28
T 5N R 10W SEC 16 Seward Meridian KN 0910065 BUBBAS
LAKESIDE RETREAT SUB LOT 1

Residential Dwelling - single

EXEMPTION INFORMATION

VALUATION RECORD

Assessment Year	2017	2018	2019	2020	2021	Worksheet
Land	45,900	45,900	45,900	50,500	77,600	80,300
Improvements	339,900	344,000	321,400	322,100	314,300	309,100
Total	385,800	389,900	367,300	372,600	391,900	389,400

LAND DATA AND CALCULATIONS

Type	Method	Use	Acres	BaseRate	AdjRate	ExtValue	InfluenceCode - Description	\$ or %	AdjAmt	Value
Residential Rural/Res T	49 User Definable Land Formul		1.28	16,953	16,953	21,700	G Waterfront Lake	250	54,250	80,300
							9 View Good	50	10,850	
							S Gravel Main			
							X Elec Yes			
							O Gas No	-30	-6,510	
ASSESSED LAND VALUE (Rounded) :									58,590	80,300

Land Influence Adjustment

EXT Value \$21,700 + Influence value \$58,590 = Total Value (rounded) \$80,300

MEMOS

Building Notes
10/10 SF DET GAR @ 90% FOR NO SHEETROCK
5/13 DJ NEW BOATD-L 10X10 PAD MAYBE SHED %COMP = LOG ROT REPAIR
8/13 DM PURCHSE D/T \$450,000
Real Estate Listing on File

LAND INFLUENCES										
Community	Y	N	View	N	L	G	E	Street Access		
Gas			CCRs			Alrstrip		Paved	Grv Maint	Grv Unmain
Electric			HOA			For Sale		PLAT	TRAIL	NONE
Public H2O			Hwy Fnt			Ag Right		WATERFRONT		
Public Sewer			Easement			Other		Ocean	River	Lake
LAND TYPE	RR#20	OTHER:						Pond	Dedicated	Boat Launch
TOPO	Steep	Ravine	Other			Wetlands				

02/24/2022 Last Inspected 05/16/2019 by ERS: Code: M : Data Entry by MIS

Base Rate X Acreage = Ext Value
Influence % X Ext Value = Influence Value
Total Influence Value + Ext Value = Total Land Value (rounded to the nearest 100)

Standard on Mass Appraisal of Real Property

1. Scope

This standard defines requirements for the mass appraisal of real property. The primary focus is on mass appraisal for ad valorem tax purposes. However, the principles defined here should also be relevant to CAMAs (CAMAs) (or automated valuation models) used for other purposes, such as mortgage portfolio management. The standard primarily addresses the needs of the assessor, assessment oversight agencies, and taxpayers.

This standard addresses mass appraisal procedures by which the fee simple interest in property can be appraised at market value, including mass appraisal application of the three traditional approaches to value (cost, sales comparison, and income). Single-property appraisals, partial interest appraisals, and appraisals made on an other-than-market-value basis are outside the scope of this standard. Nor does this standard provide guidance on determining assessed values that differ from market value because of statutory constraints such as use value, classification, or assessment increase limitations.

Mass appraisal requires complete and accurate data, effective valuation models, and proper management of resources. Section 2 introduces mass appraisal. Section 3 focuses on the collection and maintenance of property data. Section 4 summarizes the primary considerations in valuation methods, including the role of the three approaches to value in the mass appraisal of various types of property. Section 5 addresses model testing and quality assurance. Section 6 discusses certain managerial considerations: staff levels, data processing support, contracting for reappraisals, benefit-cost issues, and space requirements. Section 7 discusses reference materials.

The following is taken from the Uniform Standards of Professional Appraisal Practices (USPAP) Advisory Opinion 32, 2018-2019 edition:

SCOPE OF WORK

The determination of an appropriate scope of work in all appraisal and mass appraisal assignments, including ad valorem taxation assignments, is based on problem identification. The assignment elements necessary for problem identification are identified in Standards Rule 1-2 (real property appraisal), Standards Rule 5-2 (real property and personal property mass appraisal) and Standards Rule 7-2 (personal property appraisal). This information provides the appraiser with the basis for determining the scope of work necessary to develop credible assignment results.

SCOPE OF WORK (Continued)

In ad valorem taxation assignments, applicable laws and regulations of an assessing jurisdiction may define the assignment elements needed for problem identification. For example, the type and definition of value is usually established by statute, as is the effective date of the appraiser's opinions and conclusions (tax year, levy year, valuation date, etc.). Whatever the source of the assignment elements needed for problem identification, the appraiser must identify the problem to be solved, and determine and perform the scope of work necessary to develop credible assignment results.

House Types

11	1 L FRAME	71	CABIN
13	1 L MASONRY	72	COTTAGE (Discontinued)
15	1 L LOG	73	COTTAGE M-L (Discontinued)
21	2 + L FRAME	76	DUPLEX
23	2 + L MASONRY	77	TWN END
25	2 + L LOG	78	TWN INT
31	Bi L FRAME	79	REC STR (Only remote areas)
33	Bi L MASONRY	80	CONDO
35	Bi L LOG	81	CONDO-1ST FLOOR
41	1 1/2 L FRAME	82	CONDO-UPPER STORY
43	1 1/2 L MASONRY	84	CONDO-UPPER HALF
45	1 1/2 LOG	85	MULTI FAMILY
49	AOG	91	Unconv./manufactured/MHS
61	SPLIT/TRI L FRAME	92	Unconv./manufactured/MHd
63	SPLIT/TRI L MASONRY	93	ATYPICAL STRUCTURE
65	SPLIT/TRI L LOG	99	UNCONVENTIONAL STR.

Grades

Cbn-	G-
Cbn	G
Cbn+	G+
P-	VG-
P	VG
P+	VG+
Low-	X-
Low	Exc
Low+	X+
F-	H1-
F	H1
F+	H1+
Avg-	H2-
Avg	H2
Avg+	H2+

Effective Age or Effective Yr. Built

- The age indicated by the condition and utility of a structure based upon an appraiser's judgement and interpretation of market perceptions.
- How old a structure appears to be (Observed Condition)
- Influenced by remodeling, general maintenance and upkeep, normal wear and tear
- $(\text{Effective Age} / \text{Total Economic Life}) \times \text{Total Cost} = \text{Depreciation}$

Calibrating the Cost Model to the Market

- Qualified Sales
 - Sales Questionnaires
 - 30% Return
 - Sold Properties Inspected

Calibrating the Cost Model to the Market (Cont.)

- Determine what adjustments are required to bring cost values in line with actual market (land values have to be calibrated before any dwelling calibration is done)
 - House types grouped together for equity and analysis purposes
 - If sales in an area show that cost calculations are low, an upward adjustment for that house type in that market area is required
 - If sales show cost calculations are high, a downward adjustment for that house type in that market area is required

Calibrating the Cost Model to the Market (Cont.)

Sales Ratios

- How Close To Market Are Calculated Costs?
- Calculated Value ÷ Sale Price

$$\begin{array}{r} - \quad \$100,000 \text{ Calculated Value} \\ \div \quad \$125,000 \text{ Sale Price} \\ \hline \quad \quad \quad 80\% \text{ Ratio} \end{array}$$

Calibrating the Cost Model to the Market (Cont.)

Sales Ratios

$$\begin{array}{r} \text{Calculated Value } \$100,000 \\ - \underline{\$20,000} \quad (\text{Land, Drive, Septic \& Well}) \\ \hline \$80,000 \quad (\text{Calculated Structure Value}) \end{array}$$

$$\begin{array}{r} \$80,000 \times 1.31 = \$104,800 \\ + \underline{20,000} \\ \hline \$124,800 \end{array}$$

$$\$124,800 \text{ (New Total)} \div \$125,000 \text{ (Sale Price)} = 99.8\%$$

Calibrating the Cost Model to the Market (Cont.)

- Multipliers Determined From Market For Individual House Types
- Multipliers Applied To House Types In Each Market Area
- All Properties Repriced With Multipliers In Place
- Ratio Studies Run To Show That Model Performance And Level Of Assessment Has Improved
- Statistics Provided From Ratio Studies Provided For Support Of Values For Board Of Equalization And For State Reporting Requirements

RATIO SUM: 189.3097
MEAN: 98.09%
MEDIAN: 97.84%
WTD MEAN: 98.06%
PRD: 100.03%
COD: 5.95%

OF SALES: 193
TOTAL SP: \$48,517,250
TOTAL AV: \$47,573,700
MINIMUM: 81.30%
MAXIMUM: 122.56%
MIN SALE AMT: \$99,250
MAX SALE AMT: \$590,000

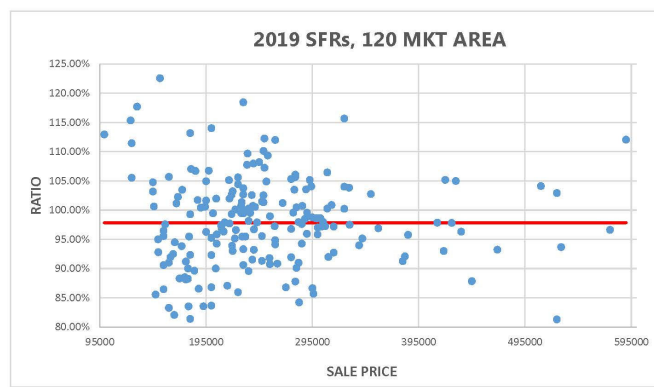
SALE DATE: 2019
HOUSE TYPE: SFRs
MKT AREA: 120
KENAI

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
03910116	120	135800	11000	146800	145900	100.62%	11	2/13/2019	Avg-
03910302	120	150100	10100	160200	178000	90.00%	11	6/14/2019	Avg+
03912226	120	259700	14500	274200	249000	110.12%	11	2/15/2019	G-
03914143	120	508500	47000	555500	575000	96.61%	21	8/8/2019	VG
04101116	120	182200	22400	204600	220000	93.00%	11	12/31/2019	Avg+
04101137	120	216300	15800	232100	240000	96.71%	11	9/27/2019	G-
04101146	120	215800	15800	231600	228500	101.36%	11	7/12/2019	G-
04101165	120	234300	16800	251100	247500	101.45%	11	6/5/2019	G-
04101201	120	211800	19600	231400	255000	90.75%	11	6/4/2019	Avg+
04101406	120	188400	20100	208500	204500	101.96%	11	6/6/2019	Avg+
04101419	120	174500	20600	195100	194000	100.57%	11	7/9/2019	Avg+
04101431	120	213500	21400	234900	225000	104.40%	11	7/1/2019	G-
04101440	120	231900	20400	252300	259500	97.23%	41	8/14/2019	Avg
04101443	120	207400	20600	228000	200000	114.00%	11	5/16/2019	G-
04107306	120	235000	18600	253600	296000	85.68%	61	8/1/2019	Avg+
04302051	120	194100	14300	208400	230000	90.61%	21	4/18/2019	Avg+
04303026	120	227800	14500	242300	241000	100.54%	21	5/24/2019	G-
04305020	120	169400	14200	183600	204000	90.00%	11	8/29/2019	Avg-
04306029	120	150800	11900	162700	188000	86.54%	11	8/23/2019	Avg-
04308016	120	126000	13200	139200	150000	92.80%	11	5/15/2019	Avg-
04309041	120	142200	14800	157000	177900	88.25%	11	7/9/2019	Avg
04310023	120	251300	12700	264000	251700	104.89%	11	7/19/2019	G-
04311037	120	218900	16700	235600	235000	100.26%	11	10/24/2019	G-
04325003	120	246700	18400	265100	245000	108.20%	31	3/4/2019	Avg
04325015	120	240800	17800	258600	239500	107.97%	11	4/15/2019	G-
04325030	120	208600	19000	227600	216500	105.13%	31	4/10/2019	Avg-
04326027	120	186500	18100	204600	195000	104.92%	31	9/30/2019	Avg-
04326053	120	216200	21700	237900	243000	97.90%	11	5/10/2019	Avg
04328002	120	207800	15800	223600	239900	93.21%	31	8/7/2019	Avg-
04329009	120	131400	15100	146500	180000	81.39%	11	12/4/2019	Avg-
04330004	120	170700	15100	185800	151600	122.56%	11	1/15/2019	Avg-
04330021	120	134700	14400	149100	178500	83.53%	11	4/30/2019	Avg-
04334036	120	146100	14700	160800	192500	83.53%	11	12/31/2019	Avg
04335009	120	136600	15100	151700	164000	92.50%	11	3/13/2019	Avg
04335015	120	123800	15500	139300	125000	111.44%	11	10/9/2019	Avg
04335043	120	117400	15800	133200	159950	83.28%	11	12/16/2019	Avg-
04505023	120	288300	30300	318600	339000	93.98%	11	8/9/2019	Avg-
04511006	120	136400	20000	156400	165500	94.50%	41	11/1/2019	Avg-
04511009	120	96200	15900	112100	99250	112.95%	11	10/15/2019	F+
04512019	120	124300	11100	135400	165000	82.06%	11	6/14/2019	Avg-
04514031	120	132000	10400	142400	149900	95.00%	11	10/29/2019	Avg
04515325	120	156900	12000	168900	167000	101.14%	11	10/10/2019	Avg+
04521031	120	156800	10500	167300	200000	83.65%	11	1/7/2019	Avg
04524041	120	140700	12000	152700	156500	97.57%	11	11/8/2019	Avg
04712029	120	201100	17500	218600	229000	95.46%	31	9/27/2019	Avg-
04713017	120	192200	15800	208000	212500	97.88%	11	10/9/2019	Avg
04713057	120	155800	17800	173600	200000	86.80%	11	7/12/2019	Avg-
04714008	120	280100	15800	295900	279000	106.06%	21	8/30/2019	G-
04714041	120	178300	15100	193400	225000	85.96%	31	7/19/2019	G-

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
04901206	120	119300	14700	134000	155000	86.45%	11	3/5/2019	Avg
04901209	120	136200	16800	153000	130000	117.69%	11	9/9/2019	Avg
04901211	120	152300	16800	169100	160000	105.69%	11	1/25/2019	Avg
04901222	120	137200	14700	151900	145000	104.76%	11	7/30/2019	Avg
04901224	120	126400	14000	140400	155000	90.58%	11	11/19/2019	Avg
04907028	120	236400	36000	272400	230000	118.43%	61	3/4/2019	Avg-
04908307	120	111800	14400	126200	147500	85.56%	11	8/28/2019	Avg-
04912030	120	354800	34400	389200	418500	93.00%	61	6/6/2019	Avg+
04915004	120	226100	16200	252300	249000	101.33%	11	10/29/2019	Avg-
04915031	120	147800	18400	166200	180000	92.33%	11	3/11/2019	Avg
04916005	120	147400	17500	164900	184000	89.62%	11	10/31/2019	Avg
04916056	120	333700	42200	375900	325000	115.66%	21	7/19/2019	G-
04916069	120	626700	34300	661000	590000	112.03%	41	10/25/2019	VG
04919010	120	137400	12700	150100	170000	88.29%	11	8/29/2019	Avg-
04919035	120	132900	12700	145600	160000	91.00%	31	9/13/2019	Avg-
04920010	120	117500	14400	131900	125000	105.52%	11	10/21/2019	Avg-
04926109	120	362900	28000	390900	445000	87.84%	21	8/14/2019	G
04926118	120	272400	16300	288700	290000	99.55%	31	8/22/2019	Avg+
04926205	120	274600	16400	291000	300000	97.00%	21	9/30/2019	G
04926208	120	314700	32100	346800	380000	91.26%	11	9/30/2019	G
04927018	120	302500	26400	328900	309000	106.44%	21	11/18/2019	Avg+
04936003	120	237300	15500	252800	275000	91.93%	21	7/2/2019	Avg
04937114	120	482700	57600	540300	525000	102.91%	41	5/31/2019	VG-
04938033	120	236000	19300	255300	249000	102.53%	31	12/16/2019	Avg+
04938657	120	276500	18100	294600	279000	105.63%	11	3/19/2019	Avg+
04940013	120	259400	16800	276200	282000	97.94%	31	10/23/2019	Avg+
04941023	120	227400	17500	244900	279000	87.78%	61	2/15/2019	Avg+
04941042	120	284400	14500	298900	305000	98.00%	11	8/8/2019	G
04941044	120	339100	20500	359600	350000	102.74%	21	2/4/2019	G+
04946006	120	188500	15200	203700	180000	113.17%	21	3/5/2019	Avg-
04948020	120	135700	12400	148100	155000	95.55%	41	4/11/2019	Avg
05502128	120	323000	22900	345900	357000	96.89%	11	6/24/2019	G+
05503516	120	210700	30000	240700	239000	100.71%	45	12/18/2019	G-
05504117	120	194300	20300	214600	230000	93.30%	11	10/15/2019	Avg+
05504130	120	204000	22000	226000	247500	91.31%	11	10/8/2019	Avg+
05504132	120	232000	20300	252300	255000	98.94%	21	6/12/2019	G-
05504133	120	195100	20300	215400	233000	96.59%	11	10/25/2019	Avg+
05504145	120	232000	20300	252300	280000	90.11%	21	2/7/2019	G-
05504146	120	213800	20300	234100	234000	100.04%	11	7/31/2019	G-
05504150	120	208400	20300	228700	230000	99.43%	21	6/18/2019	G-
05504156	120	169600	20600	190200	187000	101.71%	11	11/27/2019	Avg+
05504160	120	199900	20300	211200	222000	95.14%	11	10/11/2019	Avg+
05508157	120	267400	20300	287700	278000	103.49%	11	4/25/2019	Avg+
05508162	120	141100	20300	161400	172000	93.84%	11	5/7/2019	Avg+
05508169	120	128200	20300	148500	161500	91.95%	11	10/17/2019	Avg
05508171	120	177900	20300	198200	195000	101.64%	11	4/10/2019	Avg+
05508172	120	140200	20300	160500	176000	91.19%	11	5/17/2019	Avg+
05518055	120	219200	15100	234300	270000	86.78%	45	7/22/2019	G-
05518056	120	139700	15200	154900	175000	88.51%	45	3/29/2019	Fr
05527018	120	234600	22000	256600	282000	90.99%	21	9/19/2019	Avg-
05528132	120	203900	14400	218300	238500	91.53%	11	10/17/2019	Avg
05528208	120	311700	14000	325700	325000	100.22%	21	8/9/2019	G-
05529072	120	320700	106100	426800	525000	81.30%	11	11/1/2019	G
05532006	120	128300	21300	149600	145000	103.17%	15	10/4/2019	Avg-
05533129	120	210100	27800	237900	282500	84.21%	41	5/7/2019	Avg-
05534012	120	287500	81200	368700	385000	95.77%	31	10/30/2019	G-
05534053	120	244500	21600	266100	275000	96.76%	41	10/8/2019	Avg+
05536017	120	445800	85200	531000	510000	104.12%	21	4/5/2019	G+
05536042	120	381800	113700	495500	529000	93.67%	11	8/29/2019	G+
05538035	120	182800	14600	197400	185000	106.70%	41	4/30/2019	Avg

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
05540031	120	413500	28200	441700	420000	105.17%	11	9/10/2019	G-
05540032	120	375400	28200	403600	412500	97.84%	11	8/14/2019	G
05540052	120	210400	28200	238600	230000	103.74%	61	3/21/2019	Avg+
05540204	120	317500	24600	342100	329500	103.82%	11	5/10/2019	G
05542020	120	272800	33100	305900	294000	104.05%	11	5/20/2019	G-
05542177	120	323000	28800	351800	382000	92.09%	21	9/10/2019	G+
05544032	120	202600	20000	222600	222400	100.09%	11	12/23/2019	Avg+
05544039	120	305400	20000	325400	342000	95.15%	21	5/9/2019	G
05549040	120	285600	30100	315700	313000	100.86%	45	1/31/2019	Avg
05549109	120	205600	24000	229600	228000	100.70%	11	4/5/2019	Avg+
05549133	120	271900	24000	295900	300000	98.63%	41	3/13/2019	G-
05549141	120	186800	24000	210800	197500	106.73%	11	8/16/2019	Avg+
05549143	120	188000	24000	212000	217000	97.70%	11	7/24/2019	Avg+
05549171	120	213600	24000	237600	225000	105.60%	11	3/21/2019	Avg+
05553019	120	273000	20900	293900	298000	98.62%	11	10/17/2019	G+
05557061	120	236000	15600	251600	233500	107.75%	11	7/19/2019	Avg+
05558009	120	191100	19400	210500	235000	89.57%	11	4/30/2019	Avg
05561021	120	204100	22700	226800	228000	99.47%	11	5/30/2019	Avg
05561044	120	216000	20000	236000	229900	102.65%	11	7/26/2019	Avg
05561104	120	224800	19300	244100	238000	102.56%	11	12/4/2019	Avg+
05561126	120	272800	19300	292100	315000	92.73%	11	8/5/2019	Avg
05563022	120	257400	19200	276600	253000	109.33%	21	9/6/2019	Avg
05563026	120	164300	20300	184600	200000	92.30%	21	1/31/2019	Avg
05564049	120	267600	23600	291200	265000	112.00%	31	9/9/2019	Avg+
05564101	120	292500	13600	306100	315000	97.17%	31	6/6/2019	Avg+
05564115	120	409700	41600	451300	429900	104.98%	21	4/15/2019	G
05564144	120	159300	19200	178500	172500	103.48%	11	1/2/2019	Avg+
05564167	120	237400	19200	256600	234000	109.66%	11	4/24/2019	G-
05564184	120	181200	19200	200400	201500	99.45%	11	4/11/2019	Avg+
05564202C017	120	191600	12000	203600	209000	97.42%	11	5/8/2019	Avg+
05564202C029	120	178800	12000	190800	190000	100.42%	11	9/24/2019	Avg+
05564203C036	120	158900	12000	170900	179000	95.47%	11	5/31/2019	Avg+
05564203C045	120	160300	12000	172300	168500	102.26%	11	4/23/2019	Avg+
05565057	120	202200	19300	221500	232000	95.47%	11	5/31/2019	Avg
05565069	120	205500	19300	224800	219000	102.65%	11	3/27/2019	Avg
05565084	120	207300	19800	227100	220000	103.23%	11	7/11/2019	Avg
05565086	120	298500	23200	321700	330000	97.48%	11	6/3/2019	G-
05565096	120	201500	19800	221300	217000	101.98%	11	8/9/2019	Avg
05565130	120	198300	19200	217500	219000	99.32%	11	9/23/2019	Avg
05566211	120	270800	14300	285100	310000	91.97%	21	11/18/2019	G-
05566240	120	190100	13600	203700	211500	96.31%	11	2/11/2019	Avg
05566244	120	179900	13600	193500	189800	107.02%	11	8/9/2019	Avg
13101033	120	363700	73500	437200	469000	93.22%	21	3/26/2019	G
13103104	120	223700	14400	238100	262121	90.84%	11	10/15/2019	Avg+
13103106	120	232200	14400	246600	259981	94.85%	11	9/5/2019	Avg+
13103108	120	264800	15600	280400	249800	112.25%	11	7/25/2019	G-
13103109	120	276200	15100	291300	295000	98.75%	11	8/30/2019	Avg+
13103112	120	263500	14700	278200	285000	97.61%	11	9/13/2019	Avg+
13103113	120	222100	14400	236500	247500	95.56%	11	12/31/2019	Avg+
13103117	120	266900	14400	281300	280000	100.46%	11	6/11/2019	Avg+
13103118	120	255800	14400	270200	267000	101.20%	11	6/28/2019	Avg+
13103120	120	219300	14400	233700	254600	91.79%	11	12/16/2019	Avg+
13103128	120	283400	15100	298500	307000	97.23%	11	11/13/2019	Avg+
13103129	120	262100	15900	278000	289767	95.94%	11	12/3/2019	Avg+
13103130	120	272400	15100	287500	285500	100.70%	11	11/19/2019	Avg+
13103131	120	284000	14400	298400	302653	98.59%	11	10/31/2019	Avg+
13103134	120	216200	14400	230600	235000	98.13%	11	12/31/2019	Avg+
13104147	120	364200	52400	416600	426000	97.79%	61	10/28/2019	G-
13104180	120	191700	14400	206100	219500	93.90%	11	9/6/2019	Avg+
13104407	120	211800	32900	244700	260000	94.12%	41	8/21/2019	Avg

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
13120037	120	174400	22100	196500	205000	95.85%	61	9/16/2019	Avg-
13121012	120	267300	22300	289600	275000	105.31%	61	2/27/2019	Avg+
13122029	120	281100	14400	295500	304000	97.20%	11	3/22/2019	Avg
13122030	120	254200	14400	268600	285000	94.25%	11	5/22/2019	Avg
13122035	120	293100	14500	307600	292520	105.16%	11	11/15/2019	Avg
13122040	120	284800	14400	299200	289000	103.53%	11	12/30/2019	Avg
13125047	120	294400	15400	309800	309000	100.26%	45	10/8/2019	Avg+
13131039	120	140700	14400	155100	176000	88.13%	11	9/19/2019	Avg
13131048	120	174800	18400	193200	205000	94.24%	11	3/22/2019	Avg-
13134040	120	125200	17800	143000	124000	115.32%	21	3/13/2019	Avg
13141010	120	248700	19400	268100	250000	107.24%	11	4/18/2019	Avg
13141044	120	237000	38800	275800	277000	99.57%	21	8/5/2019	Avg+
13142005	120	153300	25400	178700	180000	99.28%	21	9/5/2019	Avg-
13145406	120	315000	23000	338000	325000	104.00%	61	3/26/2019	G-
13145811	120	235500	20100	255600	295000	86.64%	21	8/19/2019	G-
13150007	120	164900	22300	187200	215000	87.07%	11	7/29/2019	Avg-
13150033C003	120	167700	20000	187700	195000	96.26%	11	2/28/2019	Avg+
13150033C004	120	183000	20000	203000	209500	96.90%	11	3/1/2019	Avg+
13163040	120	209900	25400	235300	236500	99.49%	11	3/26/2019	Avg
13167025	120	261700	21800	283500	287900	98.47%	11	7/2/2019	Avg+
13167106	120	367000	51900	418900	435000	96.30%	21	1/2/2019	G-
13168023	120	135200	14300	149500	155000	96.45%	11	1/17/2019	Avg-
13168039	120	176200	14300	190500	200000	95.25%	11	9/20/2019	Avg-
13172008	120	264000	23400	287400	299900	95.83%	21	10/25/2019	G





KENAI PENINSULA BOROUGH ASSESSING DEPARTMENT

2018

17117

36350 KIMBERLY DR

055-330-09

Card R01

ADMINISTRATIVE INFORMATION

Neighborhood:
120 Central Peninsula-Kenai

Property Class:
110 Residential Dwelling - single

TAG:
58 - CENTRAL EMERGENCY SVS

LEGAL DESCRIPTION:
T 5N R 11W SEC 23 Seward Meridian KN 0770069 HALL SUB
RESUB OF TR A LOT 7

ACRES: 0.95

PRIMARY OWNER
MARX DAWN
PMB 388
35555 KENAI SPUR HWY
SOLDOTNA, AK 99669-7625

Residential Dwelling - single

EXEMPTION INFORMATION

Residential Exemption - Borough

VALUATION RECORD

Assessment Year	2013	2014	2015	2016	2017	WS	2018
Land	19,500	19,500	19,500	19,500	19,500		19,500
Improvements	191,800	200,200	211,300	230,900	241,900		234,000
Total	211,300	219,700	230,800	250,400	261,400		253,500

LAND DATA AND CALCULATIONS

Type	Method	Use	Acres	BaseRate	AdjRate	ExtValue	InfluenceCode - Description	\$ or %	AdjAmt	Value
Rural C	49 User Definable Land Formula		0.95	20,526	20,526	19,500	None		0	19,500
ASSESSED LAND VALUE (Rounded) :										19,500

MEMOS

Building Notes
8/09 ELECTRIC BB HEAT ALSO AR.

LAND INFLUENCES										
Community	Y	N	View	N	L	G	E	Street Access		
Gas			CCRs			Airstrip		Paved	Grv Maint	Grv Unmain
Electric			HOA			For Sale		PLAT	TRAIL	NONE
Public H2O			Hwy Fnt			Ag Right		WATERFRONT		
Public Sewer			Easement			Other		Ocean	River	Lake
LAND TYPE	RR#20	OTHER:						Pond	Dedicated	Boat Launch
TOPO	Steep	Ravine	Other			Wetlands				

02/15/2018 Last Inspected 11/16/2017 by BA; Code: U; Data Entry by MIS

2018 Irsn: 17117

PHYSICAL CHARACTERISTICS

Style: BI-L FRAME
 Occupancy: Single Family
 Story Height: 0
 Finished Area: 1,960
 Attic: None

ROOFING

Material: Comp sh to 235#
 Type: Gable
 Framing: Std for class
 Pitch: Low 4/12 or less

FOUNDATION

Footing: Normal for class
 Walls: Cinder block

DORMERS

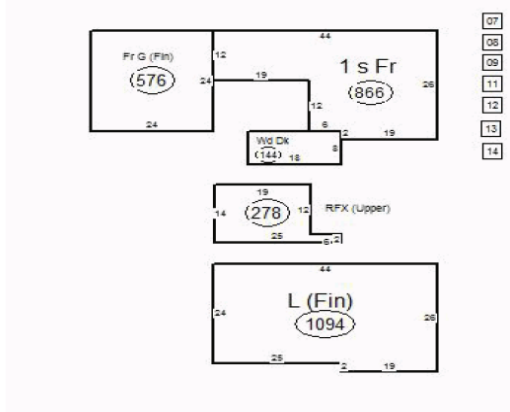
None

FLOORING

1.0 Plywd sub Base Allowance
 L Slab None

EXTERIOR COVER

1.0 Wood siding
 L Wood siding



R01 055-330-09

Construction	BaseArea	floor	FinArea	Value
Wood Frame	866	1.0	866	83,810
Concrete Blk	1094	L	1,094	28,520

TOTAL BASE 112,330

INTERIOR	Description	Value
Frame/Siding/Roof/Dormers		1,120
Loft/Cathedral		0
Interior finish		27,040
Basement finish		0
Heating		0
Plumbing		7,860
Fireplaces/woodstoves		3,525
Other (Ex.Liv, AC, Attic, ...)		0
TOTAL INT		39,545

Ext Features

Description	Value	Garages	Value
Att Garage		Att Garage	20,030
1 RFX	4,410	Att Carport	0
2 WDDK	2,300	Bsmt Garages	0
		Ext Features	6,710

TOTAL GAR/EXT FEAT 26,740

SUB-TOTAL 178,615

Quality Class/Grade Avg+ 1.05

GRADE ADJUSTED VALUE (rounded) 187,550

055-330-09 R01

SPECIAL FEATURES

INTERIOR WALLS

1.0 Normal for Class
 L None

HEATING AND PLUMBING

Primary Heat: Forced hot air

2-Fixt.Baths:	0	0	Kit sink:	1	1
3-Fixt.Baths:	2	6	Water Htr:	1	1
4-Fixt.Baths:	0	0	Extra fix:	0	0
5-Fixt.Baths:	0	0	TOTAL fx:	8	8

SUMMARY OF IMPROVEMENTS

Description	Improvement	Story or Ht	Grade	Yr.Bl't Const	Eff Const	Count	Base Rate	Adj Rate	W	L	Size/ Area	Comp Value	Pys Depr	Obs Depr	Fnc Depr	Loc Rdf	% Adj	% Comp	Value
D	1FP	1		1981	2000		0.00	0.00	0	0	0	187,550	19	0	0	100	134	100	203,600
G02	1IF	576					26.86	34.77	24	24	576	20,030	0	0	0	0	100	100	0
07	1PRIVSEPT	1					6,000.00		0	0	1	9,500	0	0	0	0	100	100	9,500
07	1SWL-PRV	1					3,500.00		0	0	1	1,500	0	0	0	0	100	100	1,500
11	1D	396					-733.00		6	8	48	550	80	0	0	0	100	100	100
14	1H	864					2.25		10	12	120	690	24	0	0	0	100	100	500
14	1IF	864					5.34		4	20	80	190	0	0	0	0	100	100	200
12	GRNHSEFS	0	F	1990	1997		13.09	13.09	11	36	396	4,450	79	0	0	0	100	100	900
13	PAV	0	F	2009	2012		5.77	5.77	10	12	120	690	24	0	0	0	100	100	500
14	DETGAR	0	F	1990	1997		2.35	2.35	4	20	80	190	0	0	0	0	100	100	200
							26.00	33.59	36	24	864	29,020	39	0	0	0	100	100	17,700
TOTAL IMPROVEMENT VALUE (for this card)																			234,000

02/15/2018 Last inspected 11/16/2017 by BA; Code: U; Data Entry by MIS



KENAI PENINSULA BOROUGH FIELD APPRAISAL DATA FORM

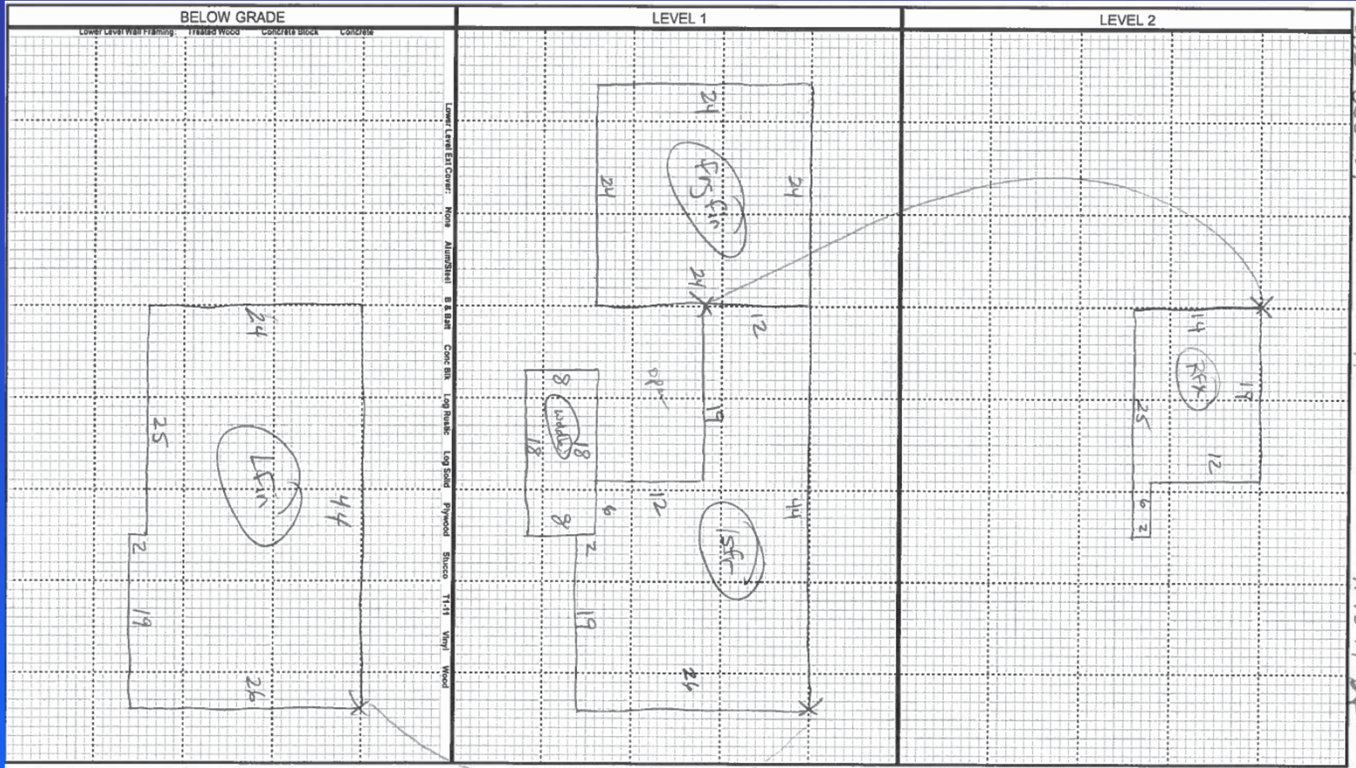
Size Ranges	Cabin = 0 - 500 s.f.				Cottage = 501 - 800 s.f.				Res. = 801 - infinity				
	mean = 70%		mean = 85%		mean = 100%		mean = 115%		mean = 135%		mean = 165%		
	LOW 85 - 75%	FAIR 80 - 90%	AVERAGE 95 - 105%	GOOD 110 - 120%	VERY GOOD 125 - 145%	EXCELLENT 150 - 180%	LOW 85 - 75%	FAIR 80 - 90%	AVERAGE 95 - 105%	GOOD 110 - 120%	VERY GOOD 125 - 145%	EXCELLENT 150 - 180%	
FLOOR COVER	NONE or low grade on subfloor (no padding, etc) 2.25 2.10 1.95	Below average grade covering on subfloor 2.70 2.55 2.40	Average builder-grade floor covering 3.15 3.00 2.85	10 -20% above average grade floor covering 3.60 3.45 3.30	Very Good, upper-end floor coverings throughout 4.35 4.05 3.75	Excellent high-quality throughout 5.40 4.95 4.50	CABINETS & COUNTER TOPS	NONE or low grade (may be owner-built) 3.00 2.60	Below average commercial type 3.60 3.40 3.20	Average builder-grade 4.20 4.00 3.80	Upper end builder-grade quality (double vanities, etc) 4.80 4.60 4.40	Very Good cabinets and countertops (double vanities, etc) 5.80 5.40 5.00	Excellent high-quality throughout 7.20 6.80 6.00
KITCHEN APPLIANCES	NONE or low grade ROV only (no dishwasher, etc) 2.25 2.10 1.95	Below average builder-grade package 2.70 2.55 2.40	Average builder-grade package 3.15 3.00 2.85	Upper end builder-grade package 3.60 3.45 3.30	Very Good, high quality appliance package 4.35 4.05 3.75	Excellent high-quality throughout 5.40 4.95 4.50	FIXTURES Plumbing/Lighting	NONE or low grade 2.25 2.10 1.95	Lower grade commercial type fixtures 2.70 2.55 2.40	Builder-grade stock item fixtures 3.15 3.00 2.85	Upper end builder-grade fixtures 3.60 3.45 3.30	Very Good grade plumbing & lighting fixtures throughout 4.35 4.05 3.75	Excellent high-quality throughout 5.40 4.95 4.50
INTERIOR Door/Window Trim	NONE, owner-built or photo finish 1.50 1.40 1.30	Mahogany doors and photo finish trim 1.80 1.70 1.60	Average wood doors and trim 2.10 2.00 1.90	Above average quality doors and wood trim 2.40 2.30 2.20	Very Good quality custom doors and sculptured good wood trim 2.90 2.70 2.50	Excellent high-quality, exotic woods. Hand-finished unique designs 3.80 3.30 3.00	INTERIOR Partition Walls	NONE or Plywood/OSB 7.50 7.00 6.50	Below average paneling / sheetrock 8.00 8.50 8.00	Textured sheetrock and/or average paneling 10.5 10.0 9.50	Textured sheetrock with good quality wallpaper and/or wood paneling 12.0 11.5 11.0	High quality wallpaper, wood paneling and/or wainscoting, etc. 14.5 13.5 12.5	Excellent high quality wallpaper: wood paneling and/or wainscoting, etc. 16.0 16.5 15.0
CEILINGS	NONE, Plywood/OSB or below 8' height 3.75 3.50 3.25	Acoustic tile or sheetrock and full 8' ceiling height 4.50 4.25 4.00	Textured sheetrock & standard 8' ceiling height 5.25 5.00 4.75	Textured sheetrock 9' or 10' ceiling height. Vaulted or cathedral ceiling 6.00 5.75 5.50	Same as before but may include good wood paneling on open-beam ceiling 7.25 6.75 6.25	Excellent high quality, unique design and effect 9.00 8.25 7.50	WINDOW FENESTRATION	Minimal single-pane low grade sliders or non-opening 15.0 14.0 13.0	Smaller than average sliding or crank-out window 17.0 16.0	Ample average quality sliding or crank-out thermo pane 21.0 20.0 19.0	Good quality, larger than average. Some round, half-round, octagon, etc 24.0 23.0 22.0	Abundant Very Good quality windows (Low "E" reflective, etc) 29.0 27.0 26.0	Same as before but may be unique in design, detail and effect 36.0 33.0 30.0
OVERALL WORKMANSHIP	Low cost, poor quality workmanship and design. Below minimum standard. No design or detail 37.5 35.0 32.5	Below average workmanship but meets minimum standards. 2 X 4 construction. Minimal design 45.0 42.5 40.0	Average workmanship, meets or exceeds minimum standard. 2 X 6 construction 52.5 50.0 47.5	Above average workmanship with some attention to design and detail. 2 X 6 construction Energy Eff. Package 60.0 57.5 55.0	Very Good workmanship. Good attention to interior refinements and detail. exterior has some custom design and ornamentation 72.5 67.5 62.5	Excellent High quality workmanship, finishes and appointments and attention to detail. Unique in design, etc 90.0 82.5 75.0							

Completion Estimate	%	Total
Plans Permits & Surveying		2 2
Water/Sewer Rough-in		2 4
Excavation, Forms, & Backfill		2 6
Foundation		8 14
Rough Framing		21 35
Windows & Exterior Doors		2 37
Roof Cover		3 40
Plumbing Rough-in		4 44
Insulation		1 45
Electrical Rough-in		6 51
Heating		5 56
Exterior Cover & Paint		6 62
Int. Drywall, Tape & Textur		8 70
Int. Cabinets, Doors, Trim Etc.		13 83
Plumbing Fixtures		5 88
Floor Covers		3 91
Built in Appliances		3 94
Light Fixtures & Finish Hardware		2 96
Painting & Decorating		4 100
Total Completion	100%	

QUALITY				
CBN -	70% of P		G-	110%
CBN	80% of P		G	115%
CBN +	90% of P		G+	120%
F-	< 40% of P		VG-	125%
P-	50%		VG	135%
P+	60%		VG+	145%
L-	65%		EX-	150%
L	70%		EX	155%
L+	75%		EX+	160%
F-	80%		HV-	185
F	85%		HV	190%
F+	90%		HV+	195%
A-	95%		HV++	200%+
A	100%			
A+	105%			

105

Kenai Peninsula Borough Field Appraisal Data Form



Market Area Names

Mkt Area	Mkt Area Name	Area Name
110	Central Pen. Soldotna	Soldotna
111	Central Pen. Soldotna River Front	Soldotna River Front
115	Central Pen. Ridgeway	Ridgeway
116	Central Pen. Ridgeway River Front	Ridgeway River Front
120	Central Pen. Kenai	Kenai
121	Central Pen. Kenai River Front	Kenai River Front
125	Central Pen. K Beach	K Beach
126	Central Pen. K Beach River Front	K Beach River Front
140	Central Pen. Nikiski	Nikiski
150	Central Pen. South of Soldotna	S. of Soldotna w/o Natural Gas
160	Central Pen. Sterling	Sterling w/o Kenai River Frontage
161	Central Pen. Sterling River Front	Sterling with Kenai River Frontage
170	Central Pen. Funny River Road	Funny River w/o Kenai River Frontage
171	Central Pen. Funny River, River Front	Funny River with Kenai River Frontage
180	Central Pen. Grey Cliff/Moose Point	Grey Cliff / Moose Point
190	Central Pen. Kaslof River	Kaslof River Frontage
210	Homer Core Area	Homer Core Area
215	Homer Non-City	Homer
230	Homer East End Road	East End Road to McNeil Canyon
250	Homer Anchor Point	Anchor Point North along Sterling Hwy
260	Homer North Fork Road Area	North Fork Road Area
280	Homer End of East End Road	End of East End Road w/o Russian Villages
290	Homer Russian Village 1	Russian Village Nikolaevsk
295	Homer Russian Village 2	Russian Village 2 (Fox River Area)
310	Ninilchick and Vicinity	Ninilchick and Vicinity
350	Ninilchick Kaslof River area	Kaslof River Area
390	Ninilchick Caribou Hills Area	Caribou Hills/Lake/Sate Cabins
410	Moose Pass - Cooper Landing	Cooper Landing Area
440	Moose Pass and Vicinity	Moose Pass and Vicinity
480	Moose Pass - Hope Area	Hope Area
510	Seward and Vicinity	Seward
515	Seward Non-City	Seward Non-City
550	Seward Bear Creek	Bear Creek Area
610	Remote Seldovia and Vicinity	Seldovia to Barbara Heights
630	Remote Kachemak Bay	Kachemak Bay Area
635	Remote Port Graham Area	Port Graham and Nanwalek area
660	Remote Day Harbor Area	Day Harbor / Resurrection Bay S. of Seward
680	Remote West Cook Inlet	West Cook Inlet

RESIDENTIAL CODES (House Types)

1 L	1 Level Above Grade 501 s/f +
2 + L	2 Or More Levels Above Grade 501 s/f +
Bi – L	Bi – Level/Split Foyer 501 s/f +
1 & ½ L	1 ½ or 1 ¾ Stories Above Grade 501 s/f +
AOG	An upper ½ Level or an upper ¾ Level over a Detached Garage when the Upper is Finished out to Living Area.
Split/Tri L	Split Level, 3 Levels Living Space 1 Partially below grade.
Cabin	Small Dwelling, <u>less</u> than 501 s/f
Duplex	Designed as Two Living Units in One Structure.
Twn End	Townhouse Style, End Unit.
Twn Int	Townhouse Style Interior Unit.
Rec Str	Recreational Dwelling for Hunting, Fishing, or other recreational activities, a get-away Cabin.
Condo	An individually owned Res. Unit in a Building or Complex comprised of other Res. Units.
Multi Family	Tri or Four Plex Buildings
MHS	Single Wide Manufactured Home
MHD	Double Wide Manufactured Home

RELEVANT ALASKA STATUTES**Sec. 29.45.110. Full and true value.**

(a) The assessor shall assess property at its full and true value as of January 1 of the assessment year. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.

Market Value

The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in an open and competitive market under all condition's requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress. (Appraisal of Real Estate 11th Edition - Appraisal Institute)

Sec. 29.45.160. Assessment roll.

- (a) The assessor shall prepare an annual assessment roll. The roll shall contain
1. a description of all taxable property;
 2. the assessed value of the taxable property;
 3. the names and addresses of persons with property subject to assessment and taxation.
 4. The assessor may list real property by any description that may be made certain. Real property is assessed to the record owner. The district recorder shall at least monthly provide the assessor a copy of each recorded change of ownership showing the name and mailing address of the owner and the name and mailing address of the person recording the change of ownership. Other persons having an interest in the property may be listed on the assessment records with the owner. The person in whose name property is listed as owner is conclusively presumed to be the legal record owner. If the property owner is unknown, the property may be assessed to "unknown owner". An assessment is not invalidated by a mistake, omission, or error in the name of the owner, if the property is correctly described.

Sec. 29.45.190 Appeal

- (a) A person whose name appears on the assessment roll or the agent or assigns of the person may appeal to the board of equalization for relief from an alleged error in valuation not adjusted by the assessor to the taxpayer's satisfaction.
- (b) The appellant shall, within 30 days after the date of mailing of notice of assessment, submit to the assessor a written appeal specifying grounds in the form that the board of equalization may require. Otherwise, the right of appeal ceases unless the board of equalization finds that the taxpayer was unable to comply.
- (c) The assessor shall notify an appellant by mail of the time and place of hearing.
- (d) The assessor shall prepare for use by the board of equalization a summary of assessment data relating to each assessment that is appealed.
- (e) A city in a borough may appeal an assessment to the borough board of equalization in the same manner as a taxpayer. Within five days after receipt of the appeal, the assessor shall notify the person whose property assessment is being appealed by the city.

THE ASSESSMENT FUNCTION

In order for local governments to function, they must be able to generate revenue to pay for the services they provide. They can employ a number of different mechanisms to do this as authorized by law, which may include property tax, sales tax, severance tax and fees, just to name a few. For many municipalities, the primary source for this revenue is the property tax, which typically has the advantage of being a very stable source of revenue. The property tax is an ad valorem tax, that is, a tax levied according to value. An ad valorem or property tax is based upon the principle that the amount of tax paid should depend on the value of the property owned.

It is hard to overstate the importance of assessors to the administration of the property tax and, indirectly, the vitality of local governments. Assessed values determine the distribution of property tax levies among taxpayers, and only if these values are correct will tax limits, debt limits, and the distribution of state aid to municipalities be as the legislature intended.

The primary responsibility of the assessor is to ensure that valuations used for property tax purposes are accurate so that the property tax which is levied on those values is fair and equitable to all property owners. The assessor is also responsible to all property owners in ensuring that no property escapes the assessment process, thus shifting the tax burden unfairly to other property owners.

A summary of the duties of the assessor, which is common in most states, is contained in the following list.

1. Locate and identify all property in the jurisdiction.
2. Obtain copies of recorded documents to ascertain the ownership of property.
3. Inventory of all taxable property, including quantity, quality, and important property characteristics.
4. Determination of the extent of taxability of each property.
5. Estimation and calculation of the market value of each taxable property.
6. Notification to property owners of the assessed value of their property.
7. Appearance and defense of the assessed values before the Board of Equalization, upon appeal by the property owner.
8. Preparation and certification of the assessment roll of the entire jurisdiction.
9. The Assessment Process is repeated annually.

RELEVANT ALASKA STATUTES (cont.)**Sec. 29.45.210. Hearing.**

(b) The appellant bears the burden of proof. The only grounds for adjustment of assessment are proof of unequal, excessive, improper, or under valuation based on facts that are stated in a valid written appeal or proven at the appeal hearing. If a valuation is found to be too low, the board of equalization may raise the assessment.

Sec. 29.45.290 Validity.

Certified assessment and tax rolls are valid and binding on all persons, notwithstanding a defect, error, omission, or invalidity in the assessment rolls or proceedings pertaining to the assessment roll.

RELEVANT KENAI PENINSULA BOROUGH ORDINANCES**5.12.060 (P)**

P. The burden of proof is on the appellant. The only grounds for the board to adjust the assessment are proof of unequal, excessive, improper, or under valuation, based on facts proven at the appeal hearing. The board may not alter the assessment of a property unless a timely written appeal has been filed concerning the property. If an appellant has refused or failed to provide the assessor or the assessor's agent full access to property or records related to assessment of the property, upon notice from the assessor to the appellant and the clerk, the appellant shall be precluded from offering evidence on the issue or issues affected by that lack of access. Before a ruling is issued on the admissibility of such evidence, the appellant shall be provided with a reasonable opportunity by the board chair to present its case as to why this sanction should not be imposed, and the assessor shall have a reasonable opportunity to respond.

KPB ASSESSOR'S POLICY STATEMENT

As a matter of policy and in an attempt to be transparent, the Assessing Department goes to great lengths to demonstrate the steps taken to arrive at market values by showing qualified sales in ratio studies, quality charts, sketches, measuring techniques, accounting for damage to structures, explaining market research, etc.

THE APPRAISAL PROCESS

There are three recognized approaches to valuing properties in the appraisal process. These are the **Cost Approach**, **Income Approach** and the **Comparable Sales Approach**. Not all three approaches to value are relevant and useful in the valuation of all properties. For instance, the cost approach is not applicable in the valuation of vacant land. The comparable sales approach may be eliminated in the valuation of a zoo, where no sales information is available. The following is a brief description of the steps in each approach.

- 1) **Cost Approach:** The cost approach is based upon the idea that the value of a property is the value of the land plus the replacement cost of the improvements less depreciation. The economic principle of substitution is pertinent in this approach. It is based upon the assumption that the value of the property equals the cost of acquiring an equally desirable substitute property.
- 2) **Sales Comparison Approach:** The sales comparison (or comparable sales) approach uses sales prices as evidence of the value of similar properties. The price at which a particular property sells is the point at which the prevailing supply and demand curves intersect in the market place. Because no two real properties are exactly alike, systematic methods must be used to adjust the prices of sold properties (referred to as comparables) to match the characteristics of the property being appraised (the subject). When properly measured, these adjustments reflect the reactions of buyers and sellers in the market place. Like the cost approach, this approach also is consistent with the economic principle of substitution, whereby a purchaser, acting prudently, will not pay more for a property than the cost of acquiring an equally desirable substitute in the market place.
- 3) **Income Approach:** The economic principle of substitution is also the foundation of the income approach. The market value of a given property will not be greater than the investment required to produce an equivalent income stream from an alternate investment of similar risk. This approach reflects the present worth of future benefits expected to be derived from ownership. Direct capitalization uses a market-derived capitalization rate to convert a single year's net operating income into an estimate of a property's market value. Another method, discounted cash flow, uses capitalization rates to convert all anticipated future cash flows to net present value.

* A borough has discretion to appraise by whatever recognized method of valuation it chooses, so long as there is no fraud or clear adoption of a fundamentally wrong principal of valuation. Hoblit v. Greater Anchorage Area Borough, Sup. Ct. Op. No. 636 (File No. 1214), 473 P.2d 630 (Alaska 1970).

Appraisal Terminology

Sales Ratio - The assessed value of the property divided by the sales price.

Formula	Example
$\frac{\text{Assessed Value}}{\text{Sales price}} = \text{Sales Ratio}$	$\frac{\$100,000}{\$103,000} = 97\%$

Comparable Sales – Recently sold properties that are similar to the Subject property in location, size, quality, and time of sale.

Qualified Sales – Current sales that have been analyzed and determined to meet the conditions an arm’s length transaction. Improved qualified sales have been reinspected and all features have been verified in the CAMA System.

Market Value The most probable price which a property should bring in an open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably with a reasonable time allowed for exposure in the open market, and assuming the price is not affected by undue stimulus.

CAMA System – Computer-Assisted Mass Appraisal System. Property data is gathered and entered into the computerized database which calculates property values based on market models calibrated to the local real estate market.

Depreciation – Accrued loss in property value relative to its replacement cost new, due to physical deterioration and functional or economic obsolescence.

Physical Depreciation – Loss of value due to wear and tear.

Functional Obsolescence – Loss of value in a property resulting from poor or inappropriate design, preferences, technical innovations, or market standards.

External/Economic Obsolescence Loss of value in a property that stems from factors outside the property.

Effective Age – The age indicated by the condition and utility of a structure.

Median Ratio The median ratio is the middle ratio when the ratios are arrayed in order of magnitude. If there is an even number of ratios, the median is the average of the two middle ratios. The median always divides the data into two equal parts and is less affected by extreme ratios than the other measures of central tendency. Because of these properties, the median is the generally preferred measure of central tendency for evaluating overall appraisal level, determining reappraisal priorities, or evaluating the need for a reappraisal.

Appraisal Terminology (cont)

COD (Coefficient of Dispersion) The most generally useful measure of variability or uniformity is the COD. The COD measures the average percentage deviation of the ratios from the median ratio. The COD has the desirable feature that its interpretation does *not* depend on the assumption that the ratios are normally distributed. In general, more than half the ratios fall within one COD of the median. The COD should not be calculated about the mean ratio.

PRD (Price Related Differential) One form of inequity can be systematic differences in the appraisal of low and high-value properties, termed “vertical” inequities. When low-value properties are appraised at greater percentages of market value than high-value properties, assessment *regressivity* is indicated. When low-value properties are appraised at smaller percentages of market value than high-value properties, assessment *progressivity* is the result. Appraisals made for tax purposes of course should be neither regressive nor progressive. An index statistic for measuring vertical equity is the PRD, which is calculated by dividing the mean ratio by the weighted mean ratio. This statistic should be close to 1.00. Measures considerably above 1.00 tend to indicate assessment regressivity; measures below 1.00 suggest assessment progressivity. When samples are small or the weighted mean is heavily influenced by several extreme sales prices, the PRD may not be a sufficiently reliable measure of vertical inequities. A scatter plot of ratios versus appraised values or sale prices is a useful diagnostic tool. A downward (or upward) trend to the data indicates systematic regressivity (or progressivity). Assuming representativeness, high PRDs generally indicate low appraisals on high-priced properties. If not sufficiently representative, extreme sales prices can be excluded in calculation of the PRD. Similarly, when samples are very large, the PRD may be too insensitive to show small pockets in which there is significant vertical inequity.

The following table is taken from the IAAO Standard on Ratio Studies and is a guideline for acceptable statistical measures:

TABLE 1-3 Ratio Study Uniformity Standards indicating acceptable general quality*

Type of property—General	Type of property—Specific	COD Range**
Single-family residential (including residential condominiums)	Newer or more homogeneous areas	5.0 to 10.0
Single-family residential	Older or more heterogeneous areas	5.0 to 15.0
Other residential	Rural, seasonal, recreational, manufactured housing, 2– 4-unit family housing	5.0 to 20.0
Income-producing properties	Larger areas represented by large samples	5.0 to 15.0
Income-producing properties	Smaller areas represented by smaller samples	5.0 to 20.0
Vacant land	5.0 to 25.0	
Other real and personal property	Varies with local conditions	

These types of property are provided for guidance only and may not represent jurisdictional requirements.

** Appraisal level for each type of property shown should be between 0.90 and 1.10, unless stricter local standards are required.*

PRDs for each type of property should be between 0.98 and 1.03 to demonstrate vertical equity.

PRD standards are not absolute and may be less meaningful when samples are small or when wide variation in prices exist. In such cases, statistical tests of vertical equity hypotheses should be substituted (See table 1-2).

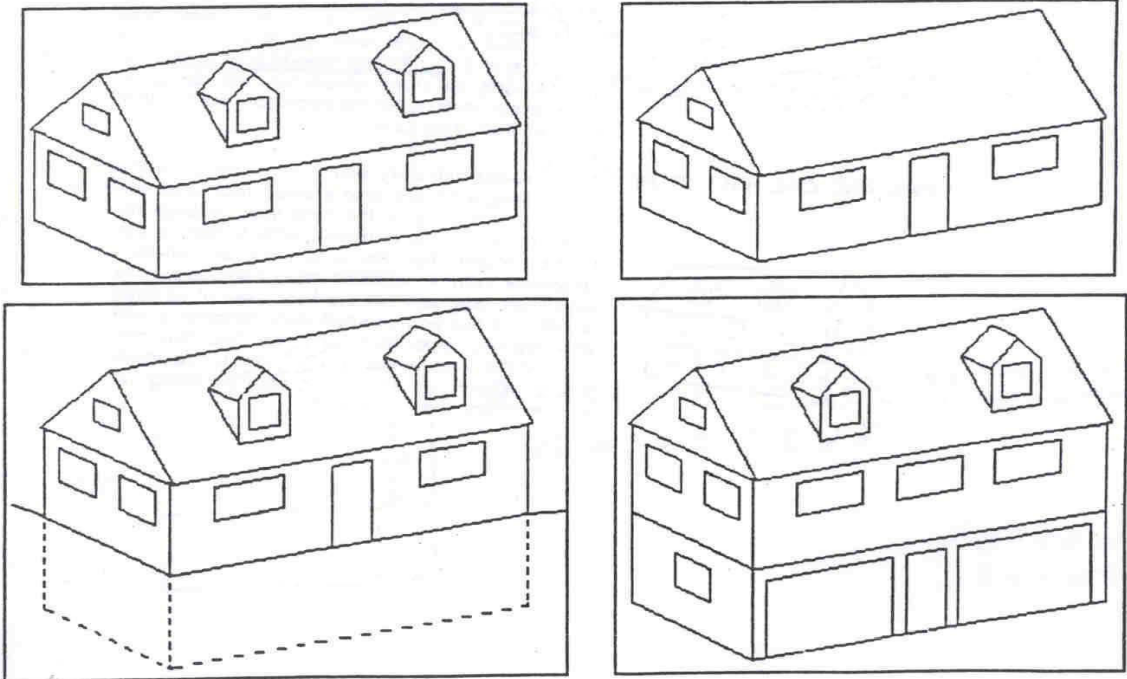
*** CODs lower than 5.0 may indicate sales chasing or non-representative samples*

Residential Type/Class Description

1 ½ L

One and One-Half Story

One and One-Half Story residences have two levels of living area normally characterized by a steep roof slope and/or dormers. Or, when any portion of the roof slope is part of the exterior wall resulting in less than an 8- foot wall height. A ½ story code is used when this upper living area is accessed by an interior stairway of standard width, slope, and headroom. If no dormers or “pony” walls are present and the upper living area is accessed by a pull-down or stationary ladder, or by a stairway not meeting minimum building code specifications, then an A(Fin) or A code for finished or unfinished attics should be used.

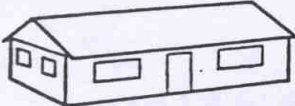


Kenai Peninsula Borough Assessing Dept.

SQUARE FOOT METHOD

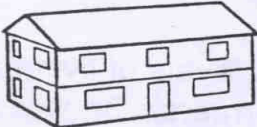
SINGLE FAMILY, DETACHED

ONE STORY:



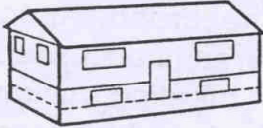
One-story residences have one level of living area. The roof structure has a medium slope. The attic space is limited and is not intended for living area.

TWO STORY:



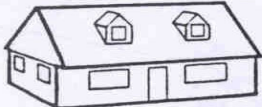
Two-story residences have two levels of finished living area. The area of each floor is approximately the same. The roof structure has a medium slope. The attic space is limited and is not designed for usable living area.

TWO STORY BI-LEVEL:



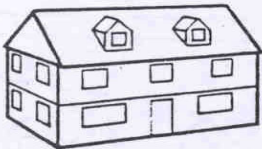
Two-story, bi-level (raised ranch) residences have two levels of living area, but unlike a conventional two story, the lower level, which may be partially below grade, is partially unfinished. A distinguishing characteristic is its split-foyer entry. Enter the cost table with the square footage of the above-grade floor area only. For the lower level use the appropriate cost (type and square footage) from the Basement cost table and add for the amount of finish.

ONE AND ONE HALF STORY:



One-and-one-half-story residences have two levels of living area. Characterized by a steep roof slope and dormers, the area of the upper level, whether finished or unfinished, is usually 40% to 60% of the lower level. For one-and-one-half-story residences with a finished upper level, enter the respective cost table at the total floor area of both levels. For one-and-one-half-story residences with an unfinished upper level, enter the applicable cost table at the first floor area only.

TWO AND ONE HALF STORY:



Two-and-one-half-story residences have three levels of living area and also a steep roof slope with dormers. The area of the third floor, whether finished or unfinished, is usually 40% to 60% of that of the second floor. For a two-and-one-half-story residence with a finished upper level, enter the respective cost table at the floor area of all three levels. For two-and-one-half-story residences with an unfinished upper level, enter the Two Story cost table at the area of the first two levels, and make the necessary cost adjustment from the Basic Description name for that quality.

Building Levels

Basements--Below grade but not "L" or Lower Levels (See below). Coded B on sketch. If it has a walkout feature code it as B-wo. If the basement is finished, code as B-wo (Fin). If no walkout but it is finished living area, code as B (Fin). Different areas of the basement can be drawn separately if needed to distinguish between finished and unfinished. Also, you can put % finished on the drawing for a basement that will eventually be finished living area but has yet to be completed. On new homes, it is best to put the basement area as 100% finished living area, but consider the fact that it is not complete in the overall percent complete box. On older homes or those where the above grade levels are complete and the basement is yet to be completed, show the percent complete box for the house as 100% but reflect the level of finished area for the basement on the sketch. For instance, you could just show the basement as B and not have any finish if no finish work has been done. Or you could show it as "B (Fin) 50%" if half of its area is finished living area or if all of its area will be finished living area but it is currently half complete.

Egress Windows--Add the number of egress windows except on those basements that have a walkout feature. If the basement does have a walkout feature but also has an additional exposed side or sides, the egress windows on the additional side, or sides, can be added up and put on the inspection sheet. DO NOT add egress windows on "L" levels.

Lower Levels—Coded as "L" on the sketch. Below grade but approximately only half way. Typically for split foyer entry or Split/Tri Level house types. If you have any hesitation about calling it an "L" level, it probably should be ran as a "B" level. Those basements that have a half submerged basement but not a split foyer entry should be ran as "B" (see above) and add for egress windows.

1SFR--Normally the level of the house that is at grade. It is an abbreviation for 1 story frame. If the house has masonry framing such as cinderblock, you would label the sketch as 1S MAS.

1SFR Upper--Any upper levels with full exterior wall height.

½ SFR Upper--Upper half story. Upper ½ stories currently default to 60% finished living area. If you feel the finished area of an upper ½ story has more or less than 60% finished living area, you can reflect that as well. Some houses will be better classified this way rather than giving them an attic or loft. Attics and lofts are mentioned below. If you need to reflect the percentage of finished area as something other than the default of 60% on the upper half, just write that percentage on the sketch. When you have the file returned to you, check to be sure the input was done correctly. You will need to calculate what the finished area would be and check that against ProVal. Add dormers that have flooring in them accordingly. Do not add additional finished living area for the dormers as this is calculated in the dormer value. Code the drawing as "½ SFR Upper" and measure to the extent of the floored area.

¾ SFR Upper-- An upper level characterized by a full 8' wall height along one side of the upper level with the other side being sloped like an upper half story. The upper ¾ story can also have the roof slope on both sides like an upper half story, but the exterior walls are built up 3 to 5 feet. The default percent finished on these is 80%. This can be overridden if the appraiser feels there is more or less finished living area. Dormers can be added to this level as well. Do not add additional finished living area for the dormers as this is calculated in the dormer value. Code the drawing as "¾ SFR Upper" and measure to the extent of the floored area.

Building Levels cont.

Attic—Upstairs area that has limited access and headroom. Code the drawing as “A” and measure to the full extent of the base area beneath it. Access will be limited such as a steep or narrow stairwell. Most of these attics were not originally designed to be accessible area. If the area has finish, code the sketch as “A (Fin)”. The default percentage for attics is 50%. If you had a 20 x 20 area that is finished attic for example, it is calculated that 50% or 200 square feet would be finished area. This is accounting for the fact that the attic will have limited headroom. As with upper half stories, if you feel that the finished area is different than 50%, you can write that on the sketch. Be sure to double-check to make sure it was entered correctly. Attics are not considered a level for classifying the house type.

Loft—Upstairs area that has limited access and headroom. Coded on the sketch as “Loft (Upper)”. Keep in mind that lofts value the least of any upper level. This code is best used when there is a sleeping loft usually accessed by a ladder. At present, there is no way to add and value any finish in a Loft. Lofts are not considered a level for classifying the house type.

Stairwells—Do not exclude stairwells from the sketch. Rather, sketch them as a part of the upper floor levels

Crawl—Although not technically a building level, ProVal will deduct value if a house is not sketched as having a crawl space. This is typical with houses that are built on a slab (1SFR/S) or for houses that are built on piers or with no foundation (just 1SFR). The determining factor is not the height of the crawl space but whether or not it has a stemwall. In extreme cases, there may be a short stemwall but the crawl space is so short as to be unusable. In these instances, sketch the house as having a crawl space, but consider the limited access in overall quality, and/or add additional functional obsolescence for the lack of access. Base this call on your best judgment and experience.

Carports—When sketching the carport as a part of the dwelling, label the sketch as CP/C for a frame carport over concrete, or CP/G when it's over gravel. If the carport is not attached to the dwelling, or if you wish to give it its own effective age and/or quality, run it as an outbuilding with the appropriate code (FlatCP) and include the necessary information in the outbuilding section on the inspection sheet. See the outbuilding section of this manual for more information.

AQG--Apartment Over Garage. Use when there is an upper 1/2 story or an upper 3/4 story over a detached garage. Sketch as "1/2SFR/FrG" and add "Fin" for finish and "H" for heat in the garage portion if necessary.



HOUSE TYPES



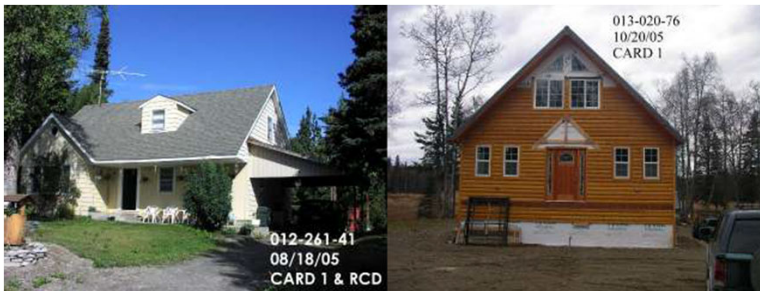
1 L

1 L



1 L

1 L



1 ½ L

1 ½ L

HOUSE TYPES



1 ½L



1 ½L



2 + L



2 + L



2 + L



2 + L

HOUSE TYPES



1 ½ L (Gambrel)



1 ½ L (Gambrel)



1 ½ L (Gambrel)



1 ½ L (Gambrel)



2 + L



2 + L

HOUSE TYPES



Bi-L



Bi-L



Bi-L



Bi-L



Split/Tri



Split/Tri

HOUSE TYPES (With 3/4 SFR UPPER)



1 1/2 L

1 1/2 L



1 1/2 L

1 1/2 L



1 1/2 L

1 1/2 L

1 1/2 L With Upper Labeled as 3/4 SFR: This Category Defaults the Living/Finish area @ 80%. This category will also add value for Upper Exterior wall framing and Exterior Cover, Dormers need to be recorded on 3/4 SFR levels. (Default Living / Finish area for 1/2 SFR is 60%.)

HOUSE TYPES: 2+ L vs 1 ½ L



2+ L

2+ L



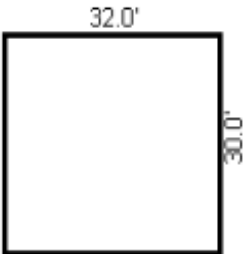
1 ½ L

1 ½ L

1 ½ L: This Category Defaults for Living / Finish area @ 60%. Always Draw the whole Upper Floor (Upper Floor Joist Area) minus any open / vaulted to below. If an Interior inspection is done and there are walled off areas, measuring off the actual Living / Finish area is appropriate, the measured Finish area can be entered as a forced sq. ft. or as a percentage. In general relying on the system to default @ 60% is the best option.

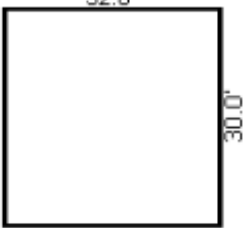
Do not call a ½ SFR a 1SFR Upper with measured off Living / Finish area. Doing so will inappropriately add value for exterior framed walls and siding, additionally it will be mixing 1 ½ L with 2 L which will skew Sales Analysis.

FLOOR AREA FOR A 1 1/2 STORY HOUSE

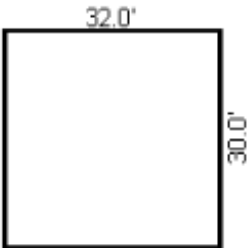


Area As Sketched

1SFR (First Level)
960.0' Base Area

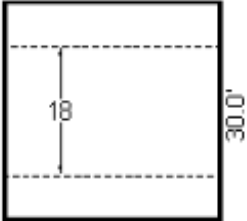


1/2 SFR Upper (Upper Half Story)
960.0' Base Area



Actual Living Area

1SFR (First Level)
960.0' Finished Living Area



1/2 SFR Upper (Upper Half Story)
18 x 32 = 576 sf Finished Living Area

RATES

Rates are provided by Thomson Reuters/Proval and are derived from the Marshall & Swift Residential Cost Handbook. Each grade/quality house has its own set of rates. There are different rates for different sizes for each level. The following rates are taken out of the cost model. They are based on a 1 1/2 story home of average grade/quality. The rates for "1ST-BASE-FR" are for the main level of the home. The rates for "PUPR-BASE-FR" are for the upper 1/2 story base area. The rate for "PUPR-SFFIN" is to add for the finished living area of the upper 1/2 story. The system interpolates between the area rates for each level. After analyzing sales data, multipliers are applied to bring costs in line with the market.

BREAKPOINT/RATE	<u>AREA</u>	<u>RATE</u>	<u>AREA</u>	<u>RATE</u>	<u>AREA</u>	<u>RATE</u>	<u>AREA</u>	<u>RATE</u>
<i>1ST-BASE-FR</i>	600	84.89	800	81.02	1000	78.58	1200	76.22
1400 74.54	1600	73.18	1800	72.13	2200	70.87	3200	67.18
<i>PUPR-BASE-FR</i>	600	13.43	800	12.16	1000	11.26	1200	10.61
1400 10.15	1600	9.80	1800	9.55	2200	9.24	3200	8.51

FLAT RATE/AREA	<u>RATE</u>
<i>PUPR-SFFIN</i>	28.44

Sales Ratios and Model Calibration

The International Association of Assessing Officers (IAAO) publishes a Standard On Ratio Studies for use by Assessors. "The objective of these standards is to provide a systematic means by which concerned assessing officers can improve and standardize the operation of their offices." Sales ratios assist in calibrating the valuation model to the market and, once calibrated, give an indication of the overall level of assessment.

The following sections were taken from **Part 1-Guidance for Local Jurisdictions**, of the IAAO Standard On Ratio Studies.

2.1 The Concepts of Market Value and Appraisal Accuracy

Market value is the major focus of most mass appraisal assignments. The major responsibility of assessing officers is estimating the market value of properties based on legal requirements or accepted appraisal definitions. The viability of the property tax depends largely on the accuracy of such value estimates. The accuracy of appraisals made for assessment purposes is therefore of concern, not only to assessors but also to taxing authorities, property taxpayers, and elected representatives. Appraisal accuracy refers to the degree to which properties are appraised at market value, as defined by professional standards and legal requirements. While a single sale may provide an indication of the market value of the property in question, it cannot form the basis for a ratio study, which provides information about the market values of groups of properties. Dividing the appraised value by the sale price forms the ratios. The ratio can be multiplied by 100 and expressed as a percentage.

Market value is a concept in economic theory and cannot be observed directly. However, market values can be represented in ratio studies by sales prices that have been confirmed, screened, and adjusted as necessary. Sales prices provide the most objective estimates of market values and under normal circumstances should provide good indicators of market value.

2.4 Applicability

Local jurisdictions should use ratio studies as a primary mass appraisal testing procedure and their most important performance analysis tool. The ratio study can assist such jurisdictions in providing fair and equitable assessment of all property. Ratio studies provide a means for testing and evaluating mass appraisal valuation models to ensure that value estimates meet attainable standards of accuracy; see Uniform Standards of Professional Appraisal Practice (USPAP) Standard Rule 6-7 (Appraisal Foundation 2015). Ratio study reports are typically included as part of the written documentation used to communicate results of a mass appraisal and to comply with Standard Rule 6-7(b). Ratio studies also play an important role in judging whether constitutional uniformity requirements are met. Compliance with state or provincial performance standards should be verified by the local jurisdiction before value notices are sent to property owners.

3.2.2 Sampling

A ratio study is a form of applied statistics, because the analyst draws conclusions about the appraisal of the population (the entire jurisdiction) of properties based only on those that have sold during a given time period. The sales ratios constitute the sample that will be used to draw conclusions or inferences about the population.

To determine the accuracy of appraisals with absolute certainty, it would be necessary for all properties in the population to have been sold in arm's-length, open-market transfers near the appraisal date. Since this is not possible, ratio studies must use samples and draw inferences or conclusions about the population from these samples.

3.3 Stratification

Stratification divides all the properties within the scope of the study into two or more groups or strata. Stratification facilitates a complete and more detailed picture of appraisal performance and can enhance sample representativeness.

Each type of property subject to a distinct level of assessment could constitute a stratum. Other property groups, such as neighborhoods and age and size ranges, could constitute additional strata.

4.5 Sample Representativeness

...As long as sold and unsold parcels are appraised in the same manner and the sample is otherwise representative, statistics calculated in a sales ratio study can be used to infer appraisal performance for unsold parcels.

For proper stratification and analysis, the Kenai Peninsula Borough is grouped into

“Market Areas” (may also be called Neighborhoods). Using these market areas, market data is analyzed within the system, various ratio studies are used to analyze size, depreciation, quality, etc., and the model is calibrated to achieve a market value assessment level.

According to **Property Assessment Valuation, Second Edition** by the IAAO, Chapter 13- Mass Appraisal, “Appraisal level refers to the overall or typical ratio at which properties are appraised. **In mass appraisal, appraised values do not always equal their indicators of market value (sales prices or independent appraisals), but overappraisals should balance underappraisals.**”

The following two pages are an example of a ratio study in Market Area 140 (Nikiski) for single-family residences. This ratio study shows the results after the valuation model has been calibrated for that particular Market Area.

RATIO SUM: 189.3097
MEAN: 98.09%
MEDIAN: 97.84%
WTD MEAN: 98.06%
PRD: 100.03%
COD: 5.95%

OF SALES: 193
TOTAL SP: \$48,517,250
TOTAL AV: \$47,573,700
MINIMUM: 81.30%
MAXIMUM: 122.56%
MIN SALE AMT: \$99,250
MAX SALE AMT: \$590,000

SALE DATE: 2019
HOUSE TYPE: SFRs

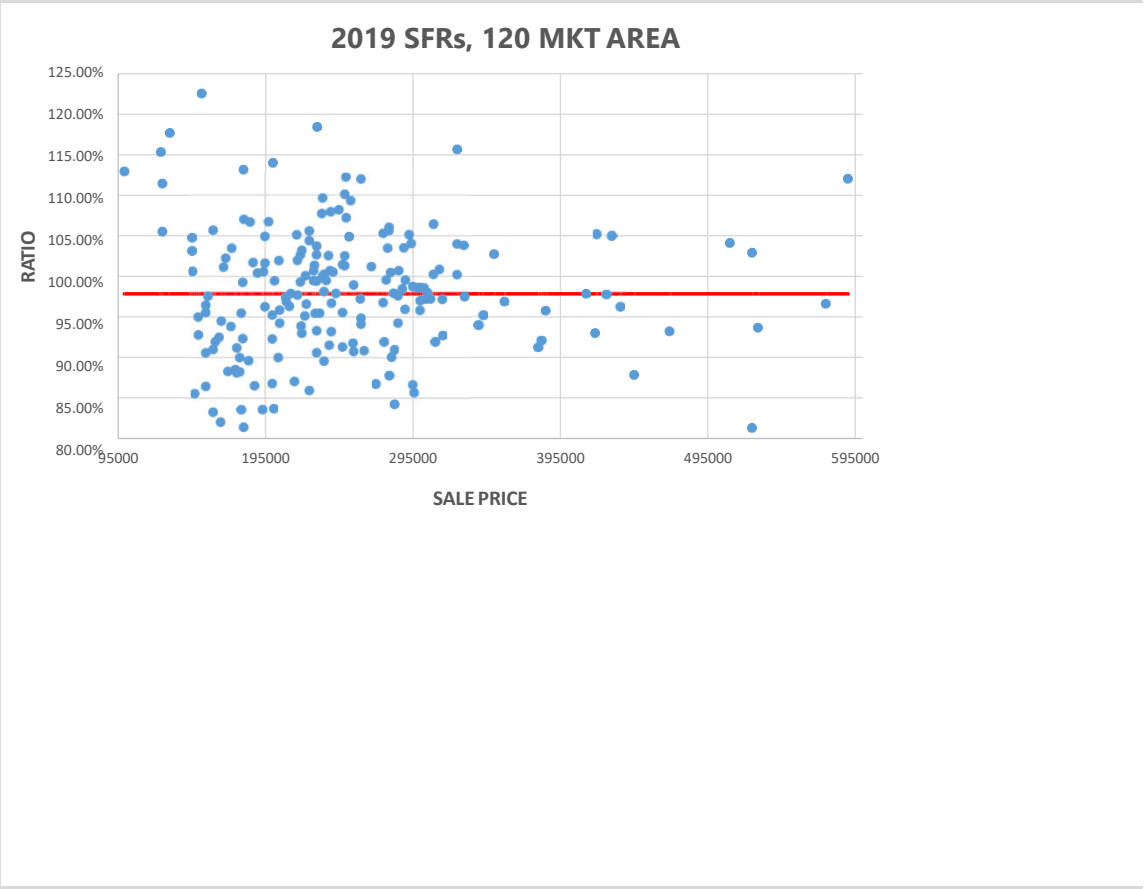
MKT AREA: 120
KENAI

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
03910116	120	135800	11000	146800	145900	100.62%	11	2/13/2019	Avg-
03910302	120	150100	10100	160200	178000	90.00%	11	6/14/2019	Avg+
03912226	120	259700	14500	274200	249000	110.12%	11	2/15/2019	G-
03914143	120	508500	47000	555500	575000	96.61%	21	8/8/2019	VG
04101116	120	182200	22400	204600	220000	93.00%	11	12/31/2019	Avg+
04101137	120	216300	15800	232100	240000	96.71%	11	9/27/2019	G-
04101146	120	215800	15800	231600	228500	101.36%	11	7/12/2019	G-
04101165	120	234300	16800	251100	247500	101.45%	11	6/5/2019	G-
04101201	120	211800	19600	231400	255000	90.75%	11	6/4/2019	Avg+
04101406	120	188400	20100	208500	204500	101.96%	11	6/6/2019	Avg+
04101419	120	174500	20600	195100	194000	100.57%	11	7/9/2019	Avg+
04101431	120	213500	21400	234900	225000	104.40%	11	7/1/2019	G-
04101440	120	231900	20400	252300	259500	97.23%	41	6/14/2019	Avg
04101443	120	207400	20600	228000	200000	114.00%	11	5/16/2019	G-
04107306	120	235000	18600	253600	296000	85.68%	61	8/1/2019	Avg+
04302051	120	194100	14300	208400	230000	90.61%	21	4/18/2019	Avg+
04303026	120	227800	14500	242300	241000	100.54%	21	5/24/2019	G-
04305020	120	169400	14200	183600	204000	90.00%	11	8/29/2019	Avg-
04306029	120	150800	11900	162700	188000	86.54%	11	8/23/2019	Avg
04308016	120	126000	13200	139200	150000	92.80%	11	5/15/2019	Avg-
04309041	120	142200	14800	157000	177900	88.25%	11	7/9/2019	Avg
04310023	120	251300	12700	264000	251700	104.89%	11	7/19/2019	G-
04311037	120	218900	16700	235600	235000	100.26%	11	10/24/2019	G-
04325003	120	246700	18400	265100	245000	108.20%	31	3/4/2019	Avg
04325015	120	240800	17800	258600	239500	107.97%	11	4/15/2019	G-
04325030	120	208600	19000	227600	216500	105.13%	31	4/10/2019	Avg-
04326027	120	186500	18100	204600	195000	104.92%	31	9/30/2019	Avg-
04326053	120	216200	21700	237900	243000	97.90%	11	5/10/2019	Avg
04328002	120	207800	15800	223600	239900	93.21%	31	8/7/2019	Avg
04329009	120	131400	15100	146500	180000	81.39%	11	12/4/2019	Avg-
04330004	120	170700	15100	185800	151600	122.56%	11	1/15/2019	Avg-
04330021	120	134700	14400	149100	178500	83.53%	11	4/30/2019	Avg-
04334036	120	146100	14700	160800	192500	83.53%	11	12/31/2019	Avg
04335009	120	136600	15100	151700	164000	92.50%	11	3/13/2019	Avg
04335015	120	123800	15500	139300	125000	111.44%	11	10/9/2019	Avg
04335043	120	117400	15800	133200	159950	83.28%	11	12/16/2019	Avg-
04505023	120	288300	30300	318600	339000	93.98%	11	8/9/2019	Avg-
04511006	120	136400	20000	156400	165500	94.50%	41	11/1/2019	Avg-
04511009	120	96200	15900	112100	99250	112.95%	11	10/15/2019	F+
04512019	120	124300	11100	135400	165000	82.06%	11	6/14/2019	Avg-
04514031	120	132000	10400	142400	149900	95.00%	11	10/29/2019	Avg
04515325	120	156900	12000	168900	167000	101.14%	11	10/10/2019	Avg+
04521031	120	156800	10500	167300	200000	83.65%	11	1/7/2019	Avg
04524041	120	140700	12000	152700	156500	97.57%	11	11/8/2019	Avg
04712029	120	201100	17500	218600	229000	95.46%	31	9/27/2019	Avg-
04713017	120	192200	15800	208000	212500	97.88%	11	10/9/2019	Avg
04713057	120	155800	17800	173600	200000	86.80%	11	7/12/2019	Avg-
04714008	120	280100	15800	295900	279000	106.06%	21	8/30/2019	G-
04714041	120	178300	15100	193400	225000	85.96%	31	7/19/2019	G-

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
04901206	120	119300	14700	134000	155000	86.45%	11	3/5/2019	Avg
04901209	120	136200	16800	153000	130000	117.69%	11	9/9/2019	Avg
04901211	120	152300	16800	169100	160000	105.69%	11	1/25/2019	Avg
04901222	120	137200	14700	151900	145000	104.76%	11	7/30/2019	Avg
04901224	120	126400	14000	140400	155000	90.58%	11	11/19/2019	Avg
04907028	120	236400	36000	272400	230000	118.43%	61	3/4/2019	Avg-
04908307	120	111800	14400	126200	147500	85.56%	11	8/28/2019	Avg-
04912030	120	354800	34400	389200	418500	93.00%	61	6/6/2019	Avg+
04915004	120	236100	16200	252300	249000	101.33%	11	10/29/2019	Avg-
04915031	120	147800	18400	166200	180000	92.33%	11	3/11/2019	Avg
04916005	120	147400	17500	164900	184000	89.62%	11	10/31/2019	Avg
04916056	120	333700	42200	375900	325000	115.66%	21	7/19/2019	G-
04916069	120	626700	34300	661000	590000	112.03%	41	10/25/2019	VG
04919010	120	137400	12700	150100	170000	88.29%	11	8/29/2019	Avg-
04919035	120	132900	12700	145600	160000	91.00%	31	9/13/2019	Avg-
04920010	120	117500	14400	131900	125000	105.52%	11	10/21/2019	Avg-
04926109	120	362900	28000	390900	445000	87.84%	21	8/14/2019	G
04926118	120	272400	16300	288700	290000	99.55%	31	8/22/2019	Avg+
04926205	120	274600	16400	291000	300000	97.00%	21	9/30/2019	G
04926208	120	314700	32100	346800	380000	91.26%	11	9/30/2019	G
04927018	120	302500	26400	328900	309000	106.44%	21	11/18/2019	Avg+
04936003	120	237300	15500	252800	275000	91.93%	21	7/2/2019	Avg
04937114	120	482700	57600	540300	525000	102.91%	41	5/31/2019	VG-
04938033	120	236000	19300	255300	249000	102.53%	31	12/16/2019	Avg+
04939057	120	276500	18100	294600	278900	105.63%	11	3/19/2019	Avg+
04940013	120	259400	16800	276200	282000	97.94%	31	10/23/2019	Avg+
04941023	120	227400	17500	244900	279000	87.78%	61	2/15/2019	Avg+
04941042	120	284400	14500	298900	305000	98.00%	11	8/8/2019	G
04941044	120	339100	20500	359600	350000	102.74%	21	2/4/2019	G+
04946006	120	188500	15200	203700	180000	113.17%	21	3/5/2019	Avg-
04948020	120	135700	12400	148100	155000	95.55%	41	4/11/2019	Avg
05502128	120	323000	22900	345900	357000	96.89%	11	6/24/2019	G+
05503516	120	210700	30000	240700	239000	100.71%	45	12/18/2019	G-
05504117	120	194300	20300	214600	230000	93.30%	11	10/15/2019	Avg+
05504130	120	204000	22000	226000	247500	91.31%	11	10/8/2019	Avg+
05504132	120	232000	20300	252300	255000	98.94%	21	6/12/2019	G-
05504133	120	195100	20300	215400	223000	96.59%	11	10/25/2019	Avg+
05504145	120	232000	20300	252300	280000	90.11%	21	2/7/2019	G
05504146	120	213800	20300	234100	234000	100.04%	11	7/31/2019	G-
05504150	120	208400	20300	228700	230000	99.43%	21	6/18/2019	G-
05504156	120	169600	20600	190200	187000	101.71%	11	11/27/2019	Avg+
05504160	120	190900	20300	211200	222000	95.14%	11	10/21/2019	Avg+
05508157	120	267400	20300	287700	278000	103.49%	11	4/25/2019	Avg+
05508162	120	141100	20300	161400	172000	93.84%	11	5/7/2019	Avg+
05508169	120	128200	20300	148500	161500	91.95%	11	10/17/2019	Avg
05508171	120	177900	20300	198200	195000	101.64%	11	4/10/2019	Avg+
05508172	120	140200	20300	160500	176000	91.19%	11	5/17/2019	Avg+
05518055	120	219200	15100	234300	270000	86.78%	45	7/22/2019	G-
05518056	120	139700	15200	154900	175000	88.51%	45	3/29/2019	F+
05527018	120	234600	22000	256600	282000	90.99%	21	9/19/2019	Avg-
05528132	120	203900	14400	218300	238500	91.53%	11	10/17/2019	Avg
05528208	120	311700	14000	325700	325000	100.22%	21	8/9/2019	G-
05529072	120	320700	106100	426800	525000	81.30%	11	11/1/2019	G
05532006	120	128300	21300	149600	145000	103.17%	15	10/4/2019	Avg-
05533129	120	210100	27800	237900	282500	84.21%	41	5/7/2019	Avg-
05534012	120	287500	81200	368700	385000	95.77%	31	10/30/2019	G-
05534053	120	244500	21600	266100	275000	96.76%	41	10/8/2019	Avg+
05536017	120	445800	85200	531000	510000	104.12%	21	4/5/2019	G+
05536042	120	381800	113700	495500	529000	93.67%	11	8/29/2019	G+
05538035	120	182800	14600	197400	185000	106.70%	41	4/30/2019	Avg

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
05540031	120	413500	28200	441700	420000	105.17%	11	9/10/2019	G-
05540032	120	375400	28200	403600	412500	97.84%	11	8/14/2019	G
05540052	120	210400	28200	238600	230000	103.74%	61	3/21/2019	Avg+
05540204	120	317500	24600	342100	329500	103.82%	11	5/10/2019	G
05542020	120	272800	33100	305900	294000	104.05%	11	5/20/2019	G-
05542177	120	323000	28800	351800	382000	92.09%	21	9/10/2019	G+
05544032	120	202600	20000	222600	222400	100.09%	11	12/23/2019	Avg+
05544039	120	305400	20000	325400	342000	95.15%	21	5/9/2019	G
05549040	120	285600	30100	315700	313000	100.86%	45	1/31/2019	Avg
05549109	120	205600	24000	229600	228000	100.70%	11	4/5/2019	Avg+
05549133	120	271900	24000	295900	300000	98.63%	41	3/13/2019	G-
05549141	120	186800	24000	210800	197500	106.73%	11	8/16/2019	Avg+
05549143	120	188000	24000	212000	217000	97.70%	11	7/24/2019	Avg+
05549171	120	213600	24000	237600	225000	105.60%	11	3/21/2019	Avg+
05553019	120	273000	20900	293900	298000	98.62%	11	10/17/2019	G+
05557061	120	236000	15600	251600	233500	107.75%	11	7/19/2019	Avg+
05558009	120	191100	19400	210500	235000	89.57%	11	4/30/2019	Avg
05561021	120	204100	22700	226800	228000	99.47%	11	5/30/2019	Avg
05561044	120	216000	20000	236000	229900	102.65%	11	7/26/2019	Avg
05561104	120	224800	19300	244100	238000	102.56%	11	12/4/2019	Avg+
05561126	120	272800	19300	292100	315000	92.73%	11	8/5/2019	Avg
05563022	120	257400	19200	276600	253000	109.33%	21	9/6/2019	Avg
05563026	120	164300	20300	184600	200000	92.30%	21	1/31/2019	Avg
05564049	120	267600	23600	291200	260000	112.00%	31	9/9/2019	Avg+
05564101	120	292500	13600	306100	315000	97.17%	31	6/6/2019	Avg+
05564115	120	409700	41600	451300	429900	104.98%	21	4/15/2019	G
05564144	120	159300	19200	178500	172500	103.48%	11	1/2/2019	Avg+
05564167	120	237400	19200	256600	234000	109.66%	11	4/24/2019	G-
05564184	120	181200	19200	200400	201500	99.45%	11	4/11/2019	Avg+
05564202CO17	120	191600	12000	203600	209000	97.42%	11	5/8/2019	Avg+
05564202CO29	120	178800	12000	190800	190000	100.42%	11	9/24/2019	Avg+
05564203CO36	120	158900	12000	170900	179000	95.47%	11	5/31/2019	Avg+
05564203CO45	120	160300	12000	172300	168500	102.26%	11	4/23/2019	Avg+
05565057	120	202200	19300	221500	232000	95.47%	11	5/31/2019	Avg
05565069	120	205500	19300	224800	219000	102.65%	11	3/27/2019	Avg
05565084	120	207300	19800	227100	220000	103.23%	11	7/11/2019	Avg
05565086	120	298500	23200	321700	330000	97.48%	11	6/3/2019	G-
05565096	120	201500	19800	221300	217000	101.98%	11	8/9/2019	Avg
05565130	120	198300	19200	217500	219000	99.32%	11	9/23/2019	Avg
05566211	120	270800	14300	285100	310000	91.97%	21	11/18/2019	G-
05566240	120	190100	13600	203700	211500	96.31%	11	2/11/2019	Avg
05566244	120	179900	13600	193500	180808	107.02%	11	8/9/2019	Avg
13101033	120	363700	73500	437200	469000	93.22%	21	3/26/2019	G
13103104	120	223700	14400	238100	262121	90.84%	11	10/15/2019	Avg+
13103106	120	232200	14400	246600	259981	94.85%	11	9/5/2019	Avg+
13103108	120	264800	15600	280400	249800	112.25%	11	7/25/2019	G-
13103109	120	276200	15100	291300	295000	98.75%	11	8/30/2019	Avg+
13103112	120	263500	14700	278200	285000	97.61%	11	9/13/2019	Avg+
13103113	120	222100	14400	236500	247500	95.56%	11	12/31/2019	Avg+
13103117	120	266900	14400	281300	280000	100.46%	11	6/11/2019	Avg+
13103118	120	255800	14400	270200	267000	101.20%	11	6/28/2019	Avg+
13103120	120	219300	14400	233700	254600	91.79%	11	12/16/2019	Avg+
13103128	120	283400	15100	298500	307000	97.23%	11	11/13/2019	Avg+
13103129	120	262100	15900	278000	289767	95.94%	11	12/3/2019	Avg+
13103130	120	272400	15100	287500	285500	100.70%	11	11/19/2019	Avg+
13103131	120	284000	14400	298400	302653	98.59%	11	10/31/2019	Avg+
13103134	120	216200	14400	230600	235000	98.13%	11	12/31/2019	Avg+
13104147	120	364200	52400	416600	426000	97.79%	61	10/28/2019	G-
13104180	120	191700	14400	206100	219500	93.90%	11	9/6/2019	Avg+
13104407	120	211800	32900	244700	260000	94.12%	41	8/21/2019	Avg

PIN	AREA	IMPS	LAND	AV	SP	RATIO	HTYPE	DATE	QUAL
13120037	120	174400	22100	196500	205000	95.85%	61	9/16/2019	Avg-
13121012	120	267300	22300	289600	275000	105.31%	61	2/27/2019	Avg+
13122029	120	281100	14400	295500	304000	97.20%	11	3/12/2019	Avg
13122030	120	254200	14400	268600	285000	94.25%	11	5/22/2019	Avg
13122035	120	293100	14500	307600	292520	105.16%	11	11/15/2019	Avg
13122040	120	284800	14400	299200	289000	103.53%	11	12/30/2019	Avg
13125047	120	294400	15400	309800	309000	100.26%	45	10/8/2019	Avg+
13131039	120	140700	14400	155100	176000	88.13%	11	9/19/2019	Avg
13131048	120	174800	18400	193200	205000	94.24%	11	3/22/2019	Avg-
13134040	120	125200	17800	143000	124000	115.32%	21	3/13/2019	Avg
13141010	120	248700	19400	268100	250000	107.24%	11	4/18/2019	Avg
13141044	120	237000	38800	275800	277000	99.57%	21	8/5/2019	Avg+
13142005	120	153300	25400	178700	180000	99.28%	21	9/5/2019	Avg-
13145406	120	315000	23000	338000	325000	104.00%	61	3/26/2019	G-
13145811	120	235500	20100	255600	295000	86.64%	21	8/19/2019	G-
13150007	120	164900	22300	187200	215000	87.07%	11	7/29/2019	Avg-
13150033CO03	120	167700	20000	187700	195000	96.26%	11	2/28/2019	Avg+
13150033CO04	120	183000	20000	203000	209500	96.90%	11	3/1/2019	Avg+
13163040	120	209900	25400	235300	236500	99.49%	11	3/26/2019	Avg
13167025	120	261700	21800	283500	287900	98.47%	11	7/2/2019	Avg+
13167106	120	367000	51900	418900	435000	96.30%	21	1/2/2019	G-
13168023	120	135200	14300	149500	155000	96.45%	11	1/17/2019	Avg-
13168039	120	176200	14300	190500	200000	95.25%	11	9/20/2019	Avg-
13172008	120	264000	23400	287400	299900	95.83%	21	10/25/2019	G



EFFECTIVE AGE

EFFECTIVE AGE: The age indicated by the condition and utility of a structure.

Effective age is how old a house appears to be, based on observation, considering its condition, design, and the economic forces that affect its value. To paraphrase an old saying, "If it has the physical condition and design of a 13 year old house and market conditions affect it as if it were a 13 year old house, then for appraisal purposes, it should be treated as a 13 year old house (effective age: 13 years), even if it is 10 or 20 years old." The chronological age of the house should be noted, but it normally has little use in the value estimation.

Generally, if the house is of average condition and design, and conforms to the other houses in a market area that is not subject to unusual economic influences, its effective age and chronological age will be about the same. If the house has had better than average maintenance, rehabilitation or modernization, its effective age probably will be less than its chronological age. If it is in a poorer condition than typical houses of the same age or has not been modernized or rehabilitated as other similar houses in the market area, the effective age will be greater than the chronological age.

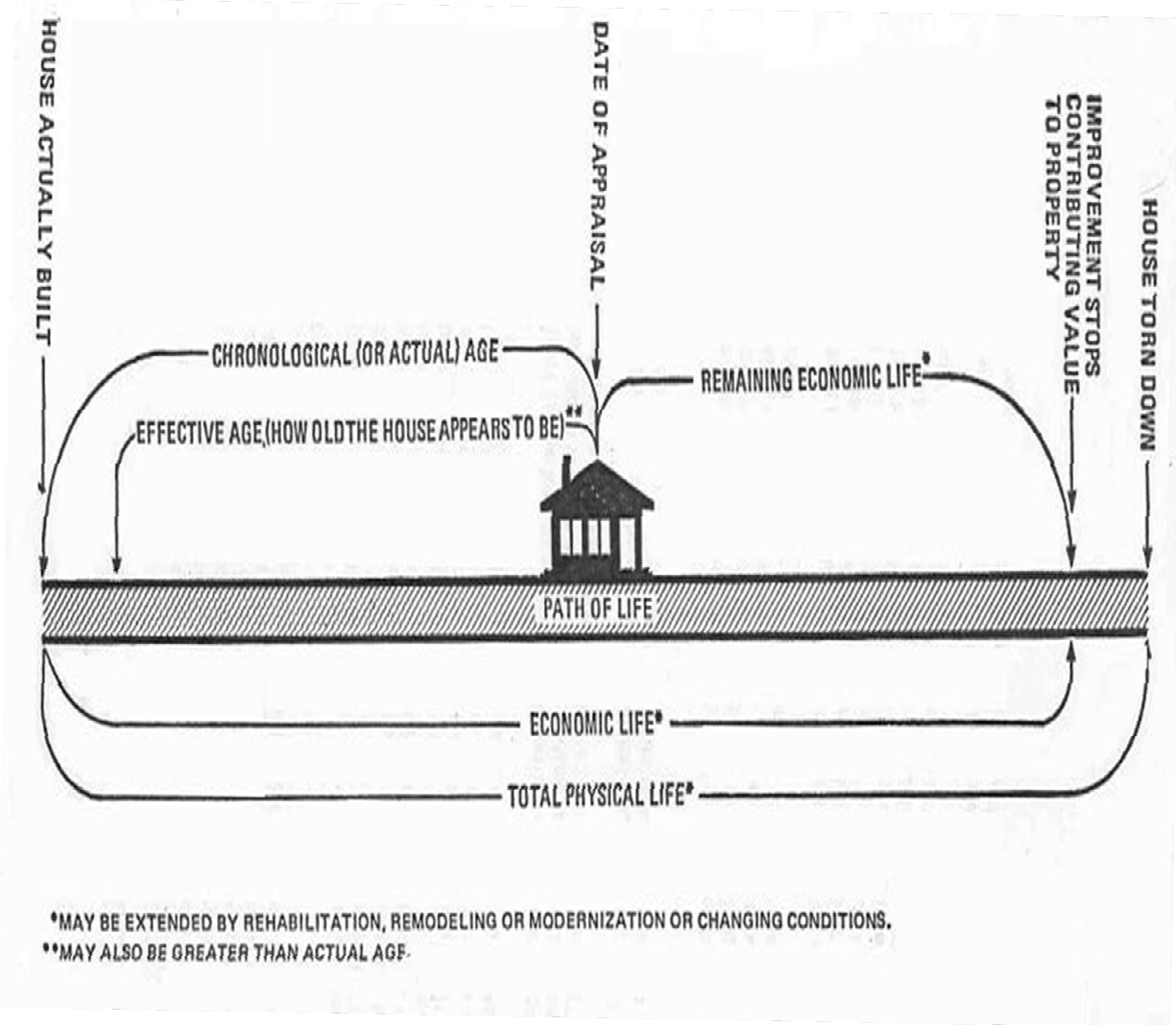
OBSERVATION is the key to accurately determining effective age. Has the structure been remodeled, does it have a new roof or siding, new cabinets, carpets, etc.? Has it been modernized and have an energy rating (4 star+, etc.), new low "E" windows?

Things to consider are that the plumbing, electrical, framing, and foundations on remodeled structures may still be original. This must be considered when determining effective age.

One method to determine effective age is by using a weighted average. You need to consider the actual age of the structure and the age of the remodeling or renovation. This also works when a structure was built in various stages in different years.

A second method is to start midway from the chronological age and adjust up or down depending on what you have observed, remodeling, etc. For example: A structure's chronological age is 20 years. Start at the midway point of 10 years and adjust accordingly. If it has been remodeled or has superior maintenance, the effective age may be 8. If it has normal maintenance and little remodeling, the effective age may be 12. If it has had very little or no maintenance, then the effective age may be 20 or older.

CONCLUSION: There is no exact formula to mathematically determine effective age. Appraisers' observations and professional judgment must be used.



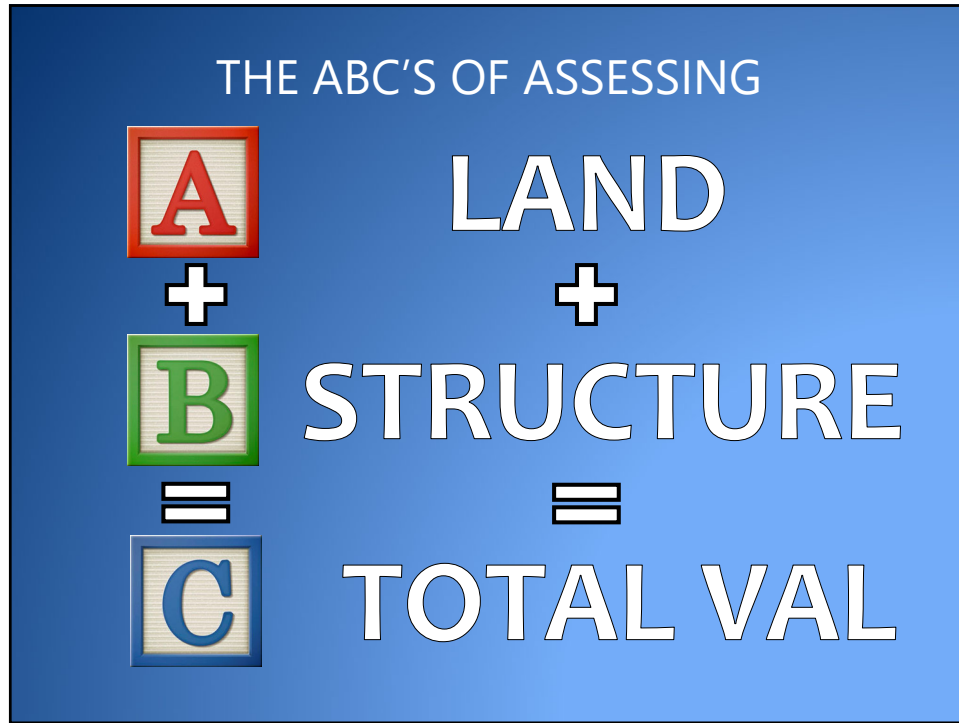
KENAI PENINSULA BOROUGH

Land Valuation



THE ABC'S OF ASSESSING





THE ABC'S OF ASSESSING

Let's talk about the Land component of your total assessed value

A diagram on a blue background. At the top, the text "THE ABC'S OF ASSESSING" is written in white. Below this, the text "Let's talk about the Land component of your total assessed value" is written in a smaller white font. At the bottom, the word "LAND" is written in large white letters. To the left of "LAND" is a red-bordered square containing a white letter "A".

A LAND

Common Terms

- Sales Ratio: Assessed value divided by the Sales price, expressed as a percentage.
- Median Ratio: Tells us how close our modeled values are, on average to market value as represented by the sales price
- COD or Coefficient of Dispersion: Tells us how tightly the ratios are clustered around the median ratio . The lower the COD, the greater uniformity in the modeled values. The International Association of Assessing Officers (IAAO) acceptable standard for raw land is less than 25

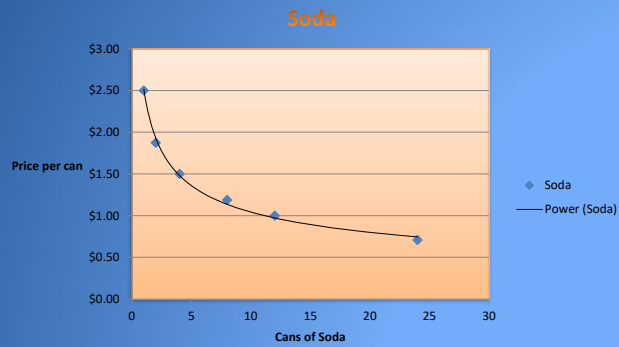
Basic Land Valuation Concept

Raw land is valued on a Price per acre basis in an inversely proportional relationship.

Simply stated, as the number of units (acres) increases and the overall price increases, the value per unit decreases

Basic Land Valuation Concept

# of Cans	Total Price	Price/Unit
1	\$2.50	\$2.50
2	\$3.75	\$1.88
4	\$6.00	\$1.50
8	\$9.50	\$1.19
12	\$12.00	\$1.00
24	\$17.00	\$0.71



Land Influence Adjustments

May be adjusted as a dollar (\$) value or Percent (%) of value

Gas/ No gas

Electric/ No electric

Road maintained/ Not maintained

Waterfront (Ocean, river, lake, pond/creek)

View (none, limited, good, excellent)

Wetlands

Non usable/ non developable portions of land

Land Influence Adjustments

Influences that are not modeled!

- Neighbor has a few junk cars in his yard
- Maintenance on land
- Retaining wall systems
- Cleared land vs. non cleared land, Trees vs. no trees
- No Fish in the River
- No Snow in the Mountains
- Gravel Pits
- Boat tie-ups

Influence Adjustments

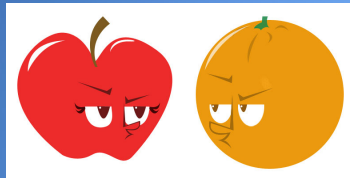
Sample Parcel & Influence adjustment build-up

39.98 Acres		Base Land	\$	110,400	
PIN	Influence	Influence %		Price Adjustment	
	Gas No		-10	\$ (11,040)	
	Elec Yes		0	\$ -	
	View Good		100	\$ 110,400	
	Platted		-44	\$ (48,576)	
			Total	\$ 161,200	Ratio
			Sales Price	\$ 170,000	94.82%

Price per Acre calculations

A very popular way to compare land values is to do a simple Price per Acre calculation. Simply stated this is the assessed value divided by the acreage.

This will work just fine if the properties you are comparing are exactly the same size and have the exact same influences. Otherwise you are comparing apples to oranges.



Price per Acre calculations

Below is a comparison of 2 parcels that have the same acreage, with different influences.

5.0 AC Base	\$ 50,000		5.0 AC Base	\$ 50,000
Gravel Maint	\$ -		Paved	\$ 5,000
Elec Yes	\$ -		Elec Yes	\$ -
Gas No	\$ (10,000)		Gas Yes	\$ -
View Limited	\$ 12,000		View Good	\$ 25,000
			Waterfront Pond	\$ 25,000
Land Value	\$ 52,000		Land Value	\$ 105,000
Price/AC	\$ 10,400		Price/AC	\$ 21,000

Below is a comparison of 2 parcels with the same influences, with different acreages.

5.0 AC Base	\$ 50,000		10.0 AC Base	\$ 70,000
Paved	\$ 5,000		Paved	\$ 7,000
Elec Yes	\$ -		Elec Yes	\$ -
Gas Yes	\$ -		Gas Yes	\$ -
View Good	\$ 25,000		View Good	\$ 35,000
Waterfront Pond	\$ 25,000		Waterfront Pond	\$ 35,000
Land Value	\$ 105,000		Land Value	\$ 147,000
Price/AC	\$ 21,000		Price/AC	\$ 14,700

Views

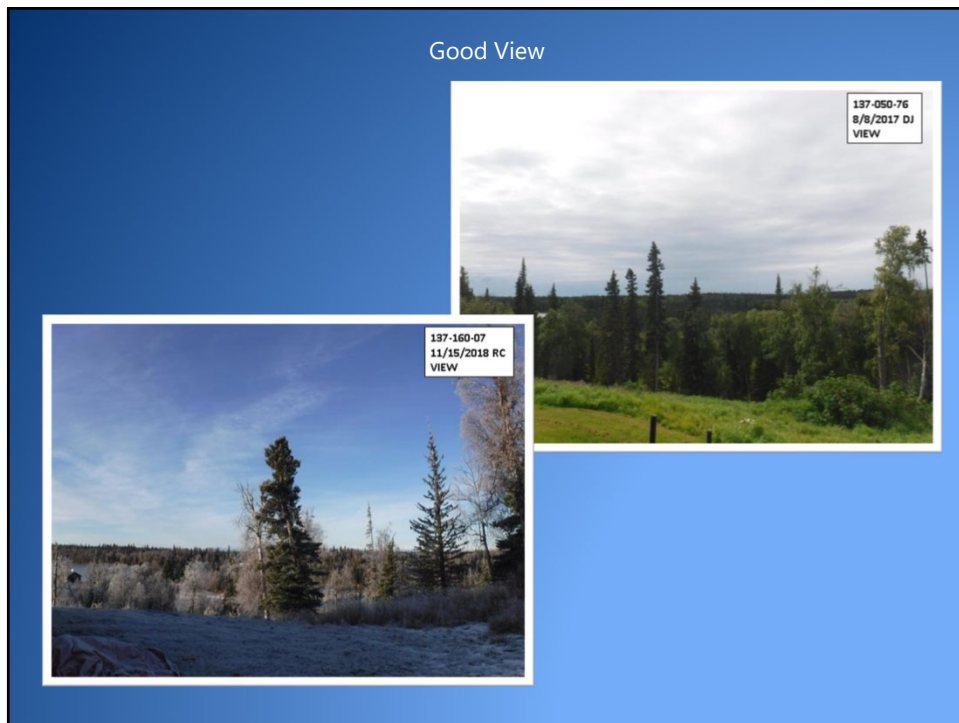
Currently we have 4 classifications of views

- None
- Limited
- Good
- Excellent

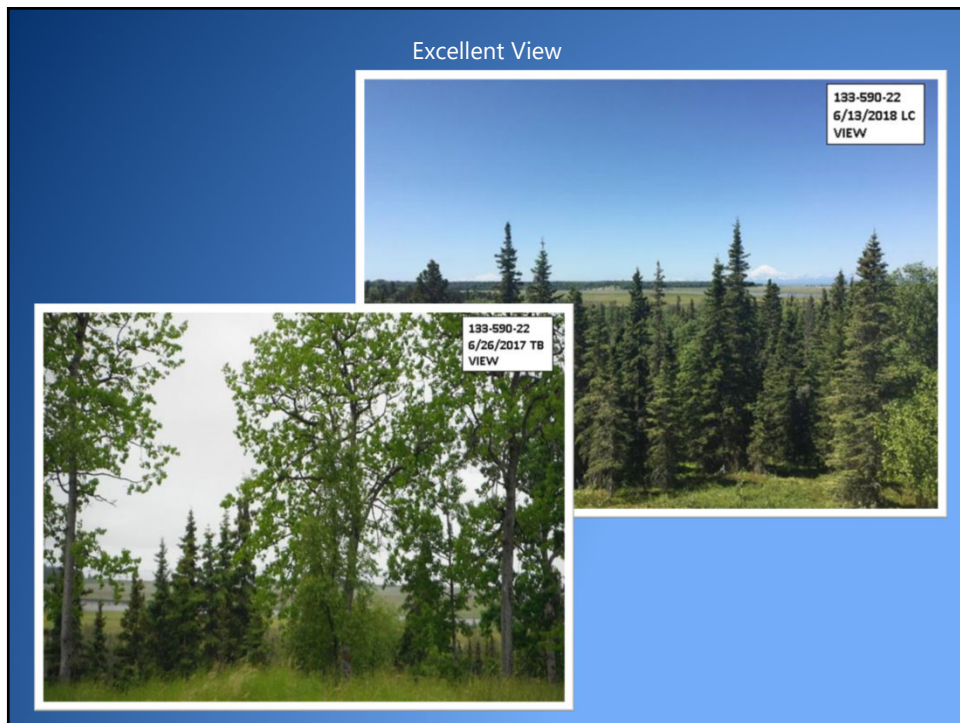
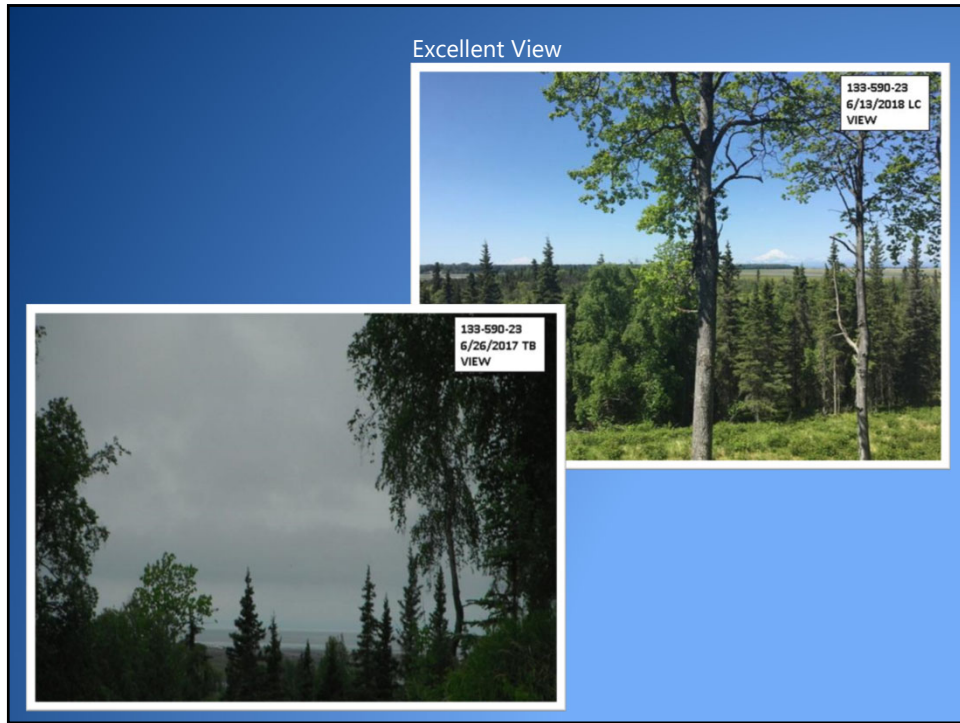
The influence amount for each view classification is based off of sales for each Market area that we update to the new land model.

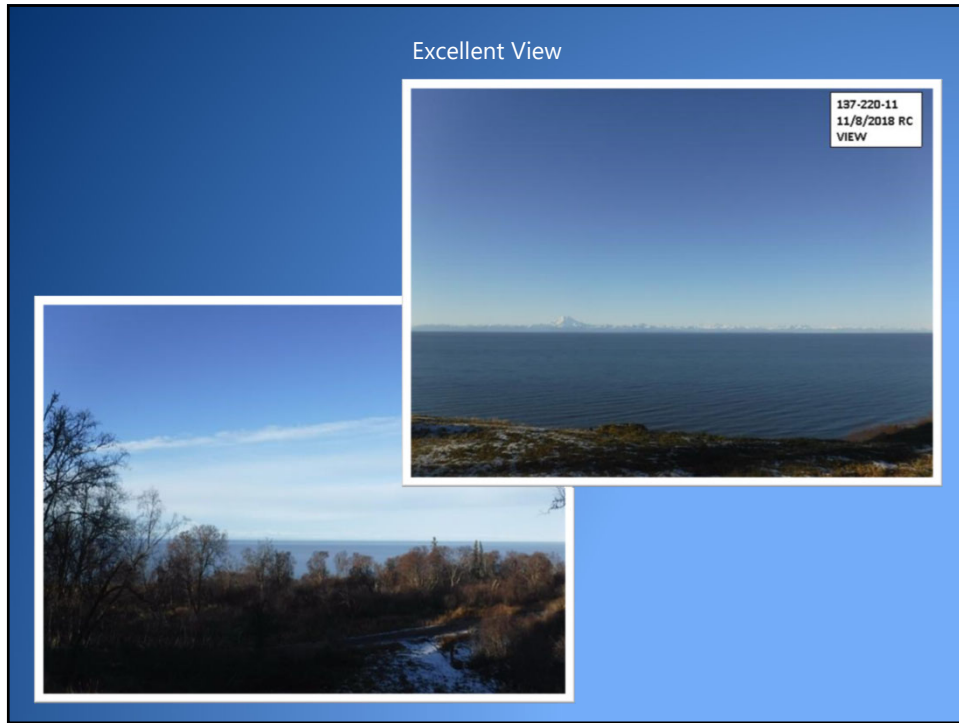
No View











View & View Potential

View Potential:

We can't always see the view when we are inspecting the property, usually due to poor weather conditions, trees and foliage blocking the view. Just because we can't physically see it, does not mean that it's not there. We rely on our local knowledge, mapping tools such as contours and LIDAR to help determine if the topography will provide a view.

View & View Potential



View & View Potential



Kenai Peninsula Borough Commercial Properties



- General Commercial Includes:

- Offices
- Retail
- Apartments
- Warehouses
- Markets
- Box Stores
- Churches
- Gas Stations
- Car Washes

• General Commercial Continued:

- Hotels & Motels
- Banks
- Restaurants
- Medical / Dental Offices
- Lodges
- Equipment Shops
- Hangars
- Marijuana Grow Facilities & Retail Stores



047-052-36
7/19/2012 SR
CO1



059-220-14
11/25/2015 SR
CO1



059-190-43
8/28/2012 SR
CO1



047-052-29
7/26/2018 SR
CO1



043-390-29
6/5/2019 SR
CD1



043-200-13
7/31/2018 SR
CD1



145-180-35
5/5/2015 SR
CD1



057-200-41
8/9/2012 SR
CD1



060-342-18LH01
4/19/2018 SR
CD1



159-400-26
10/1/2018 SR
CD1



058-290-05
8/1/2019 SR
CD1



049-070-32
7/10/2019 SR
CD1

KPB CAMA System

- The KPB uses Computer Assisted Mass Appraisal (CAMA) software called ProVal.
- ProVal has 2 sets of cost tables. Residential and Commercial
- Marshall & Swift Valuation Service (MVS) is built into this software for our commercial tables.

A Typical Commercial Building

- A field inspection starts the process.
- A sketch of the building
- Attributes are collected
- Construction Type Steel, Frame, Masonry, etc.
- Foundation Type Slab, Poured Concrete, Crawl, Basement etc.
- Heating Type
- Exterior siding

- Wall Height
- Roof Type
- Fire Suppression Systems
- An Occupancy code or multiple codes if the building has more than one use.
- Effective age estimate for depreciation
- A quality estimate
- Percent complete chart for unfinished structures or structures that need significant repairs.
- Other items included with the building such as bank equipment, underground fuel tanks, car wash equipment, freezers etc.
- We also value petroleum tank farms, pools, RV parks etc.

Industrial

- Oil and Gas
- Oilfield logistics, docks and facilities
- Fish Processing Plants
- Ship repair yards



KPB Oil and Gas Industrials

- Marathon Petroleum Refinery Previously Tesoro
- Marathon LNG Plant Previously Conoco Philips
- Agrium Kenai Nitrogen Plant
- Cook Inlet Natural Gas Storage Alaska CINGSA

Residential Shops and Hangars

We use our Commercial Cost tables on some residential properties
This does make these properties “Commercial” in use.

- More specific on Construction type
 - Frame – Steel – Pole
 - Wall Structure Wood – Steel – PE Metal Sandwich Panels
 - Wall Height
 - Hangars - Values hangar doors

Possessory Interests

- A possessory interest constitutes a private right to the possession or use of a public property for a specific period of time
- The term “Possessory Interest” is not a unique Alaskan term
- Originated in California in 1955. California Supreme Court affirmed the theories in three court decisions

Possessory Interests

- Alaska Constitution Article IX, Section 5
- Alaska Statute 29.45.030s
- KPB has a few hundred of these which are adjusted annually
- Helps to keep equality with Private sector properties

Possessory Interests

- A possessory interest takes into consideration that the value of the lease will decrease over time as the term of the lease get closer to the end.
- The land and improvement values are still updated during the canvas cycle.
- Lease renewal options are included in the term.
- The possessory interest calculation is performed based on our Cama system calculation of the fee value.

Possessory Interests

- Examples in our Borough
 - Hangars
 - Vacant Land
 - Golf Courses
 - Hotels
 - Bars
 - Restaurants

Possessory Interests

Examples:

- Medical Offices
- Hospital properties that lease space to private medical providers
- Industrial properties
- Telcos

Boardwalk Buildings



Boardwalk Buildings

- No Real Property
- Recording transfers not required
- No foreclosure option for delinquency
- Actual Boardwalk/Dock is assessed to the owner of the Real Property
- Buildings are valued at 90% complete for lack of a foundation (the dock is the foundation)
- Most of these are located on the Homer Spit

Commercial Inspections

- On the same canvas inspection cycle as the residential properties
- Look for a change of occupancy
- Look for renovations and additions
- Look for new structures
- Review the quality
- Update the effective age
- Confirm eave height
- Confirm structural components

Valuation

- Three Approaches to value
 - Sales Comparison
 - Cost
 - Income

KPB uses the Cost Approach

- Replacement cost new less depreciation (RCNLD)
- Applied consistently and equitably across the Borough
- We review the other two approaches to value when the information is available but still reconcile using the cost approach
- Marshall Valuation Service is built into Proval Commercial
- Commercial cost tables are updated annually

AS 29.45.110 Full and True Value

- **BURDEN OF PROOF**

- The appellant has the burden of proving or providing any information to show that the assessed values are excessive, improper or unequal. The Assessor is accorded broad discretion in deciding among the recognized valuation methods. The Assessor's choice of one recognized method of valuation over another is simply the exercise of a discretion committed to the Assessor by law.
- * A borough has discretion to appraise by whatever recognized method of valuation it chooses, so long as there is no fraud or clear adoption of a fundamentally wrong principal of valuation. *Hoblit v. Greater Anchorage Area Borough*, Sup. Ct. Op. No. 636 (File No. 1214), 473 P.2d 630 (Alaska 1970).

The Borough Assessment

- Land \$69,000
- Improvements \$ 423,000
- Total Assessment \$492,000

- Land \$49,000
- Improvements \$443,000
- Total Assessment \$492,000

- The total value of the property is what is under appeal, not the allocation of land and improvement values.

- According to Alaska Statute 29.45.110

- The assessor shall assess property at its full and true value as of January 1 of the assessment year

- The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.

3 Approaches to Value

- Sales Comparison Approach
- Cost Approach
- Income Approach

- In the end, all three will produce an estimate of value of the entire property even though they are completely different methods.

- KPB uses the Cost Approach for all of the improved properties in it's jurisdiction.

Marshall Valuation Service

- Also produce cost index reports.
- They are used to bring historical costs to current costs.
- These reports allow for review of changes to the costs over time.

- Nationally and locally we have see seen a significant increase in building costs over the past couple of years.

COMPARATIVE COST MULTIPLIERS

SECTION 98 PAGE 35
January 2023

WESTERN DISTRICT - NORTHWEST CITIES

Table with columns for Building Classes, Index, and Current Quarter (01/2023 to 04/2018). Rows include Anchorage, AK; Seattle, WA; Spokane, WA; Portland, OR; Medford, OR; Boise, ID; and Honolulu, HI.

* Not included in the Regional Average

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1/2023

COMPARATIVE COST MULTIPLIERS

SECTION 98 PAGE 35
January 2022

WESTERN DISTRICT - NORTHWEST CITIES

Table with columns for Building Classes, Index, and Current Quarter (01/2022 to 04/2017). Rows include Anchorage, AK; Seattle, WA; Spokane, WA; Portland, OR; Medford, OR; Boise, ID; and Honolulu, HI.

* Not included in the Regional Average

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1/2022

MVS Cost index for Anchorage Alaska			
Construction Type	MVS Index		
	1/1/2023	1/1/2022	1/1/2021
Class C: Masonry	5166.4	4802.9	4286.3
Class D: Wood Frame	5115.6	4742.9	4194.3
Class S: Steel	4839.1	4472.5	3918.5
		Factor	Factor
Class C: Masonry		1.076	1.205
Class D: Wood Frame		1.079	1.220
Class S: Steel		1.082	1.235
Example			
\$700,000 Wood Frame Office Building Built in 2021			
Factor		1.220	
2023 Cost		854,000	

Conclusion

Questions?

BOARD OF EQUALIZATION PROCEDURES

The Board of Equalization hearings will be conducted in compliance with the Kenai Peninsula Borough Code of Ordinances and other applicable law. All evidence to be considered must be submitted to the Borough Clerk pursuant to KPB 5.12.055.

If the appellant is not present when his or her case is called, the material presented by the appellant and the assessor will nonetheless be considered and a decision made as provided by the Kenai Peninsula Borough ordinances.

If the appellant is present, the presiding officer shall present a summary of assessment data.

All parties presenting evidence shall do so under oath, administered by the Borough Clerk.

Each side shall have a total of no more than 15 minutes to present their case. Each side shall be responsible for dividing their 15 minutes between oral presentation, argument, testimony (including witness testimony), and rebuttal. The board may expand or limit the length of the hearing depending on its complexity, or take other action to expedite the proceedings.

If either the appellant or the assessor should desire more than the 15 minutes allowed by ordinance to present their evidence, testimony, witnesses, rebuttal, etc., the request must be made before the appellant begins presentation of his or her case. If a request is made for more time, the requesting party bears the burden of establishing why the extra time should be granted and explain the nature of the complexity. *Would a reasonable person believe that this case is so complex that it will require more than 15 minutes per side?* The opposing party is allowed to support or argue the request. If the board grants the request for extra time, both parties will be afforded the same additional time.

If the appellant wishes to reserve some of their time for rebuttal, sur-rebuttal and closing arguments, this must also be done before beginning their presentation. The appellant will then present his or her case. At this time the appellant may call the assessor or appropriate appraiser or any other witnesses the appellant intends to present as a witness. The scope of direct questioning is limited to the issues in dispute.

Cross-examination will not be permitted during presentation of the case. If a witness testifies during presentation of either the appellant's or the assessor's case, unless excused by the board with the concurrence of the appellant and the assessor, the witness must remain available in the assembly chambers to be called to testify during rebuttal by the appellant and the assessor.

New tangible evidence will normally not be admitted unless unopposed by the other party. If either party contends something is new, that party should raise any objections promptly. If an appellant has refused or failed to provide the assessor or the assessor's agent full access to the property or records related to the assessment of the property, upon notice from the assessor to the appellant and the clerk, the appellant shall be precluded from offering evidence on the issue or issues affected by that lack of access. Before a ruling is issued on the admissibility of such evidence, the appellant shall be provided with a reasonable opportunity by the board chair to present its case as to why this sanction should not be imposed, and the assessor shall have a reasonable opportunity to respond.

After the appellant's opening presentation, the assessor shall begin his or her opening presentation. If the assessor desires to reserve time for rebuttal and/or closing argument, the request must be made before the presentation begins.

Upon recognition by the presiding officer, board members may question the appellant and his or her witnesses at the conclusion of each step of the appellant's presentation. Likewise, upon recognition by the presiding officer, board members may question the assessor, the appraiser(s), or the assessor's witnesses at the conclusion of each step of the assessor's presentation. This time for questions and answers is not charged against the allotted time of either party.

If the appellant or the assessor has reserved a portion of their 15 minutes, each may then present rebuttal evidence, with the appellant proceeding first. The appellant and assessor may call and cross-examine each other's witnesses during rebuttal. The scope of cross-examination is limited to the issues raised in direct questioning.

The presiding officer shall close the hearing after presentation of any allowed rebuttals. At that time, at its discretion, the Board shall either decide the case, defer the decision to a later hearing, or make any other appropriate motion allowed by law.

Each appeal shall be conducted in the following order:

- 1) Summary of Assessment Data (read into the record by the chairperson)
- 2) Appellant's Opening Presentation
- 3) Assessor's Opening Presentation
- 4) Rebuttal by the Appellant
- 5) Rebuttal and Closing by the Assessor
- 6) Sur-Rebuttal and Closing by the Appellant

CHAPTER 5.12. REAL PROPERTY AND PERSONAL PROPERTY TAXES

5.12.010. Levied—Amount—Statutory authority.

- A. All real property within the corporate limits of the borough which is not exempt from taxation by law or ordinance is subject and liable to an annual tax, for school and borough purposes, of not more than 8 mills on the assessed valuation of such property, unless the people of the borough by referendum authorize a tax levy at a higher rate and except as authorized by § 5.12.250 of the code. The borough shall collect such tax as is levied on the property within a city by the city council pursuant to law and Charter.
- B. Real property taxes shall be assessed and levied against the owner of the surface estate without regard to the value of subsurface mineral rights. Separate ownership of unexploited subsurface mineral rights may be established either by the granting of an express conveyance of such subsurface rights or by the reservation from conveyance of such subsurface rights by deed or other instrument of conveyance.

(Ord. No. 82-65, § 1, 1982; Ord. No. 74-55, § 1(part), 1974; Ord. No. 22, § 1, 1966; Ord. No. 21, § 1, 1966; KPC § 25.05.05)

5.12.020. Procedures—Statutory authority.

Assessment, establishment of the rate of levy, collection of taxes and foreclosure of tax liens shall be in accordance with Alaska Statutes governing municipal taxation and this chapter.

(Ord. No. 88-34, § 1; KPC 25.05.010)

5.12.030. Assessment roll.

On or before April 1 of each year, the assessor shall prepare an annual assessment roll. The roll shall contain a description of all taxable property in the borough, the assessed value of the taxable property, and the names and addresses of all the persons who own the taxable property.

(Ord. No. 90-12, § 1(part), 1990)

5.12.035. Notice of assessment.

- A. On or before April 1 of each year, the assessor shall give notice of assessment to each person named in the assessment roll. The notices shall include: (1) a statement that the described property is taxable and the assessed value; (2) the dates when

the board of equalization will sit; and (3) the dates when taxes are payable, delinquent, and subject to penalty and interest.

- B. Assessment notices shall be sent by first-class mail, at least 30 days before equalization hearings begin. Notice is effective on the date of mailing.

(Ord. No. 90-12, § 1(part), 1990)

5.12.040. Corrections—Valuation and tax exemption disputes—Administrative adjustment meeting.

- A. A person receiving an assessment notice must advise the assessor of errors or omissions in the assessment of the person's property, in the determination of ownership or classification of property subject to a flat tax, or of disputes in the assessed value or taxable status of the property, within 30 days after the date of mailing a notice of assessment.
- B. The assessor may adjust the roll to correct errors or omissions in the roll, or to make changes in valuation or taxable status of property on the roll, and shall mail a notice of assessment, reflecting the assessor's decision, allowing 30 days to appeal to the board of equalization or superior court. Under no circumstances shall the assessor make changes to the roll after June 1, except for those resulting from board of equalization decisions, supplementary assessments, reassessments following a disaster as provided in this chapter, clerical errors, or court ordered changes.
- C. The assessor shall provide, upon request, an informal adjustment meeting between the assessor and the person receiving an assessment notice, for the purpose of resolving a valuation or tax exemption dispute. The meeting shall be requested within 30 days of the mailing of the notice of assessment.

(Ord. No. 2012-30, § 1, 9-4-12; Ord. No. 2004-30, § 2, 10-12-04; Ord. No. 2000-05, § 1, 2-15-00; Ord. No. 97-73, § 1, 1997; Ord. No. 90-12, § 1(part), 1990)

Editor's note(s)—It should be noted that the provisions of Ord. No. 2004-30, § 2, adopted Oct. 12, 2004 become effective Jan. 1, 2005.

5.12.042. Correction—Manifest clerical errors.

- A. Claims based on a manifest clerical error made by the borough:
 - 1. The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough

tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

2. If the borough determines that a manifest clerical error occurred, then the borough administration shall take reasonable steps to correct the error, notify the taxpayer, and may issue a refund subject to the provisions of this section. Tax adjustment requests ("TAR") must be approved by the mayor as provided in KPB 5.12.119.
3. If the borough administration determines that there is not a manifest clerical error, and the taxpayer requests further consideration, then the taxpayer must file a claim with the administration describing the manifest clerical error and stating the relief sought. The administration shall present the claim to the assembly for action.
4. The borough administration shall obtain assembly approval for correcting any manifest clerical error dating back more than five years or which may result in a tax refund in excess of \$10,000.00, excluding interest. Interest shall be paid at the simple rate of eight percent (8%) per annum. Interest shall accrue once per month, from the date the tax to be refunded was paid, beginning 30 days after the date of the payment.

B. Claims based on errors made by the taxpayer:

If, in payment of taxes legally imposed, a remittance by a taxpayer through error or otherwise exceeds the amount due, and the administration, on audit of the account in question, is satisfied that this is the case, then the administration shall take reasonable steps to notify the taxpayer and shall refund the excess remittance with interest at eight percent (8%) calculated in the same manner as described above. However, a claim for refund filed under this section more than one year after the due date of the tax is forever barred.

(Ord. No. 99-58, § 1, 1-18-00)

5.12.045. Tax exemption appeal procedure.

All appeals, for relief from a determination by the borough assessor that the property is taxable under law, must be taken by an owner or agent or assign of the property owner, and must be taken directly to the superior court in the Kenai venue district, under the rules of appellate procedure governing appeals from administrative agency decisions.

(Ord. No. 90-12, § 1(part), 1990)

5.12.050. Valuation and flat tax appeal procedure.

- A. A property owner or agent or assign of the property owner may appeal to the board of equalization for relief from an alleged error in valuation not adjusted by the assessor to the property owner's satisfaction, or, in the case of property subject to a flat tax, an alleged error in ownership or classification of property.
- B. An appellant must, within 30 days after the mailing of the notice of assessment, submit to the assessor, by delivery to the borough clerk, a written appeal. The appeal must state the name of the owner, a legal description of the property, and the grounds for the appeal. If the party making the request is an assign of the record owner, documentation of the assignment must bear a stamp reflecting the recording district and the book and page number or serial number of the recorded assignment. If the party making the request is an agent of the property owner, the property owner's signature granting the authority must be notarized and attached to the request. It must be submitted to the borough clerk within 30 days after the mailing of the notice of assessment, or the right to appeal ceases unless the board of equalization finds that the taxpayer was unable to comply. No appeal application may be accepted unless a filing fee in the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees is received by the clerk at the time of filing. If the appeal is withdrawn before evidence is due, or if the appellant or agent of the appellant is present for the appellant's hearing before the BOE or participates telephonically pursuant to KPB 5.12.060(T) then the filing fee shall be fully refunded within 30 days after the hearing date. For purposes of this section, the appeal is submitted on the date it is received in the office of the clerk or, if delivered by first class mail, the date it is postmarked by the U.S. Postal Service. Appeal forms shall be available from the borough assessor's office, borough clerk's office, or city offices within the borough. The borough clerk will provide to the assessor each appeal within two days of receipt. An application to proceed with an appeal as an indigent may be filed with the borough clerk's office in accordance with the procedures and schedule described in KPB 21.20.250(B).
- C. Taxpayer request for a finding that the taxpayer was unable to comply with the timely filing requirement of KPB 5.12.050(B).
 1. A property owner or agent or assign of the property owner may request a finding that the taxpayer was unable to comply with the requirement to timely file an appeal as required in paragraph B. of this section by filing a written request with the borough clerk within 14 days after the inability to comply ceased or within 14 days after the taxpayer should have become aware of the reason for filing the appeal, whichever is earlier.

2. The request for a finding of inability to comply must be based upon a serious condition or event beyond the taxpayer's control that resulted in the inability to timely file the appeal. For purposes of this subsection, a serious condition or event may include a serious medical condition or other similar serious condition or event that prevented the taxpayer from timely filing the appeal. Absent extraordinary circumstances, a failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up or read mail or a failure to timely provide a current address to the Department of Assessing will not be deemed to result in an inability to comply.
 3. A request for a finding of inability to comply is limited to an appeal of the notice of assessment for the current assessment year.
 4. The written request must be submitted on a request form supplied by the borough clerk and must include the following:
 - a. Name of the property owner or agent or assign of the property owner;
 - b. The parcel number of the property;
 - c. If the party making the request is an assign of the record owner, documentation of the assignment must bear a stamp reflecting the recording district and the book and page number or serial number where the assignment is recorded;
 - d. If the party making the request is an agent of the property owner, the property owner's signature granting the authority must be notarized and attached to the request;
 - e. A description of the justification for the request must be subscribed and sworn or affirmed before a notary public or other official with similar authority by the property owner or duly authorized agent or assign;
 - f. Information sufficient to determine whether the request has been submitted within the time stated in KPB 5.12.050(C)(1);
 - g. An attached and properly completed and executed appeal form alleging one or more of the grounds for appeal stated in KPB 5.12.050(E).
 5. A request bearing insufficient justification or information for evaluation constitutes a basis for final denial of the request.
- D. Determination by the chair whether a request meets the requirements for consideration, procedure for evaluation of the merits of the asserted justification, and for scheduling a required hearing.

1. The chair is delegated the authority to review the request for compliance with KPB 5.12.050(C)(4). If the chair determines that the request does not meet the requirements of KPB 5.12.050(C)(4)(a—g), the chair will so indicate on the request.
 2. If the chair finds that the request meets the requirements for consideration of the inability to comply, the chair will so indicate on the request. The chair will then consider the merits regarding the nature of circumstances of the inability to comply with the timely filing requirement. The chair may require additional evidence or testimony from the property owner or agent or assign. The clerk shall notify the party and shall schedule a time to meet with the chair, if necessary. Any additional information provided by the property owner shall be preserved for potential review.
 3. If the chair determines that the taxpayer has not proven an inability to comply, the taxpayer may appeal the chair's decision within 15 days of the notice of decision to a panel of three other BOE members chosen by lot. The BOE panel shall conduct a review of the merits of the taxpayer's inability to comply. No deference shall be given to the decision by the chair. No new evidence may be presented to the panel. The decision by the three-member BOE panel shall be the final decision of the BOE. The clerk shall notify the parties in writing of the BOE's decision.
 4. The taxpayer and borough shall have the right to appeal a final decision under KPB 5.12.050(C) and KPB 5.12.050(D) to court under the rules of appellate procedure governing appeals from administrative agency decisions.
 5. If the chair or three-member BOE panel determines that the appellant's inability to comply with the filing requirements of KPB 5.12.050(B) was due to a serious condition or event beyond their control as defined in KPB 5.12.050(C)(2), the clerk shall schedule a hearing for the appeal and give the notices required by KPB 5.12.050(F). The matter shall proceed as provided in this Chapter.
- E. The grounds for appeal are: unequal, excessive, improper or under valuation of the property not adjusted by the assessor to the property owner's satisfaction, or an error in ownership or classification of property. The potential validity or invalidity of asserted errors in assessment shall have no bearing on the determination of whether the taxpayer was unable to timely file an appeal.
- F. After the time for filing valuation appeals has expired and after consultation with the assessor, and at the direction of the chair of the board of equalization, the borough clerk shall schedule meetings of the board of equalization. The clerk on behalf of the assessor shall schedule meetings of the board of equalization. The

clerk on behalf of the assessor shall notify each appellant by electronic transmission, if the appellant consents to electronic notice, or first class mail of the time and place of hearing and board of equalization procedures at least 15 days before the evidence or documents required by KPB 5.12.055(A) and (B) must be provided to the borough clerk. A party can request a continuance of hearing only for good cause and the continuance must be requested no later than 15 days prior to the hearing date unless the reason for the continuance is a serious condition or event that prevented a timely request or that arose after the deadline. For the purposes of this subsection, a serious condition or event may include a serious medical condition, a serious family emergency requiring the presence of the party, a death in the family, or other similar serious condition or event. Additionally, a continuance shall not be granted if it will cause substantial prejudice to the other party. The chair of the board of equalization is given the discretion to determine whether to grant a request for a continuance. A continuance, however, does not extend the deadline for any party to file any documents or evidence under KPB 5.12.055(A) or (B), if the application was not filed with the borough clerk before the original deadline for filing such documents or evidence. If the application for a continuance was filed before the original deadline for filing documents and the application is denied, the application for a continuance will not extend the original deadline for filing documents. A hearing shall be scheduled for all notices of appeal unless the notice is clearly not based on one or more of the grounds stated in KPB 5.12.050(E) as determined by the BOE chair. When a hearing is not scheduled, the borough clerk shall notify the person who submitted the notice that a hearing will not be scheduled.

- G. A city in the borough may appeal an assessment to the borough board of equalization in the same manner as the property owner. Within five days after receipt of the appeal, the assessor shall notify the property owner of the appeal by the city. The property owner may appear and participate in an appeal of an assessment by a city.

(Ord. No. 2016-28, § 1, 8-23-16; Ord. No. 2011-32, § 4, 9-20-11; Ord. No. 2009-21, §§ 1, 2, 5-5-09, eff. 1-1-2010; Ord. No. 2009-01, § 1, 2-3-09; Ord. No. 2007-38, § 1, 1-8-08; Ord. No. 2006-11, §§ 1, 2, 5-2-06; Ord. No. 2005-29, § 1, 8-2-05; Ord. No. 2005-03, § 1, 2-15-05; Ord. No. 2002-12, § 1, 5-12-02; Ord. No. 2000-49, § 1, 12-12-00; Ord. No. 2000-05, § 2, 2-15-00; Ord. No. 97-73, § 2, 1997; Ord. No. 90-12, § 1(part), 1990)

5.12.052. Board of equalization.

- A. The board of equalization is established with five regular members selected from the public. It shall also include four alternate members who shall meet the same

qualifications as a regular board member. Members of the public shall be appointed by the mayor and confirmed by the assembly on the basis of their expertise in real and personal property appraisal, the real estate market, the personal property market, and other fields related to their functions as board members. Additionally, each member shall be a resident of the Kenai Peninsula Borough. Assembly members may serve as members of the board of equalization, subject to appointment by the Assembly.

- B. The board shall select a chairperson and vice-chairperson at each first annual meeting.
- C. Term. Board members' terms shall be three years with the first board appointed so that expiration dates of terms shall be staggered.
- D. Vacancies. A vacancy is created under the following conditions and upon a declaration of vacancy by the board:
 - 1. Fails to take office within 30 days after his or her appointment;
 - 2. Is physically absent from the borough for a 90-day period, unless excused by the board;
 - 3. Resigns and the resignation is accepted;
 - 4. Is physically or mentally unable to perform the duties of his or her office;
 - 5. Is removed from office;
 - 6. Misses three consecutive regular meetings unless excused;
 - 7. Is convicted of a felony or of an offense involving a violation of his or her oath of office;
 - 8. Changes his or her residency to a location outside of the borough for a period longer than 60 days.
- E. A vacancy on the board shall be filled by appointment as described in paragraph A of this section for the unexpired term, or for a three-year term if no unexpired term remains.
- F. The board shall be called as required for equalization matters.
- G. Board members shall be compensated at the rate of \$100.00 per session for each session except the board chair, who shall be compensated at the rate of \$150.00 per session for each session, subject to a maximum of \$100.00 per day or \$150.00 per day respectively. All requests for reimbursement shall be actual expenses incurred on authorized board business.

(Ord. No. 2016-28, § 2, 8-23-16; Ord. No. 2013-24, § 1, 8-6-13; Ord. No. 2012-17, § 2, 6-5-12; Ord. No. 2005-29, § 2, 8-2-05)

5.12.055. Record—Discovery—Motions—Written presentation—On appeal.

- A. *Discovery*: No more than 20 days after a written appeal is filed, the assessor and the appellant may submit interrogatories and requests for production to the other party. All such interrogatories and requests must seek information relevant to the valuation or, in the case of a flat tax appeal, an alleged error in ownership or classification of property. A party may not submit more than ten interrogatories and ten requests for production, including all discrete subparts of each interrogatory and request for production, to the opposing party. Responses shall be due no later than ten days after the request has been served by fax, in person, or mail upon the opposing party. For good cause shown the board chair may grant additional time to respond and authorize additional interrogatories and requests for production. In determining good cause for this purpose, the chair shall consider the burden and expense on the party to timely produce the requested information, whether the party seeking the extension has exercised due diligence in attempting to respond timely, whether the party seeking additional information has exercised due diligence in attempting to gain the necessary information from other sources, the complexity of the case, prejudice to the other party for allowing additional time and/or requests for information, and other factors deemed relevant by the chair. Any request for an extension or for additional discovery that is granted to one party shall also be equally granted to the other party. In any event, all responses must be delivered to the requesting party no later than 20 days before the board hearing on the appealed assessment.
- B. Upon receipt of a written appeal, the assessor shall provide documents or evidence relating to each assessment that is appealed, including a summary of assessment data, to the borough clerk, for the board of equalization, no later than 15 days before the board hearing on the appealed assessment. Pages shall be marked as assessor's exhibits and numbered. The borough clerk shall mail a copy of the documents or evidence to the appellant by first class mail or email, if appellant consents to electronic service, within two business days of receipt.
- C. The appellant shall provide a copy of any documents or evidence relating equalization, no later than 15 days before the board hearing on the appealed assessment. Pages shall be marked as appellant's exhibits and numbered. The clerk shall provide a copy of the appellant's documents to the assessor within two business days of receipt.

- D. The appellant's case may be made by written presentation, if the appellant so elects, the pages shall be marked as appellant's brief and numbered. The written presentation, along with any documents and evidence referred to in 5.12.055(B), must be provided to the borough clerk, for the board of equalization, no later than 15 days before the board hearing on the appealed assessment. The clerk shall provide a copy of appellant's filings to the assessor upon receipt.
- E. Except as provided below, all motions submitted by either party to the board of equalization must be submitted to the borough clerk in writing no later than seven days before the scheduled hearing. The opposing party shall have three business days to respond to any motion filed with the clerk. Any motion or opposition thereto must be accompanied by a certificate of service certifying that a true and correct copy of the motion or opposition was served on the opposing party by fax, electronic transmission if the party consents to electronic transmission, in person, or first-class mail at the last known mailing address, email address, or fax number. The chair of the board, or in his or her absence, the vice-chair, is authorized to decide each submitted motion. The decision may be reviewed by the board at the discretion of the chair or vice-chair, as appropriate. For good cause shown, including without limitation the bad faith conduct of the other party or new evidence which could not reasonably be obtained before the seven-day deadline with the exercise of due diligence, a party may submit a motion to the board no less than two business days before the scheduled hearing. In this instance, the chair, or in the chair's absence the vice-chair, shall provide the opposing party with a reasonable opportunity to oppose the motion prior to issuing a decision.

(Ord. No. 2016-28, § 3, 8-23-16; Ord. No. 2009-01, § 1, 2-3-09; Ord. No. 2004-05(Sub.), § 1, 9-7-04; Ord. No. 2000-49, §§ 2—4, 12-12-00; Ord. No. 2000-05, § 3, 2-15-00; Ord. No. 95-03, § 1, 1995; Ord. No. 90-12, § 1(part), 1990)

5.12.060. Board of equalization procedure.

- A. All appeals must be heard and decided before June 1, unless the board finds a hearing after this date will not prejudice the appellant and the delay is administratively justified or the appellant has requested a later hearing date. The board must also find that the proposed hearing date will enable the assessor to substantially comply with the requirement that the assessment roll be certified by June 1. The meetings of the board may be scheduled either on weekends, during business hours, or during evening hours. In no event may an appeal hearing begin after midnight.
- B. A quorum of the board must be present in order for the board of equalization to convene and take action. Actions of the board shall be by the majority of members

present. A quorum consists of three members. The presiding officer shall select the alternate member to fill a vacancy or substitute in the absence of a regular board member. If membership of the board changes while an appeal is pending the new member may participate only by making an oral or written statement on the record that the member has reviewed the record and proceedings thus far and feels qualified to render an informed and impartial decision.

- C. The chairperson shall preside over the board hearing. In the absence of the chairperson, the vice-chairperson shall preside. If both are absent, the members present shall select a person to preside. The borough clerk shall attend the hearings to record the proceedings, record votes, and administer the oaths to witnesses. The borough attorney or designee shall attend the hearing to advise the board.
- D. The presiding officer shall open the board session by calling the board to order and by calling each appellant's name and asking if the appellant or representative is present. The presiding officer shall bring each appeal before the board in the order scheduled by the borough clerk.

Agenda. Each appeal shall be conducted in the following order:

1. Summary of Assessment Data (read into the record by the presiding officer);
 2. Appellant's Opening Presentation;
 3. Assessor's Opening Presentation;
 4. Rebuttal by the Appellant;
 5. Rebuttal and closing by the Assessor;
 6. Sur-Rebuttal and closing by the Appellant.
- E. If the appellant or representative is not present when called, the board shall consider any written presentation, evidence, and documents presented to it pursuant to KPB 5.12.055 and thereafter proceed according to the remaining applicable provisions of this chapter.
 - F. All persons presenting evidence shall do so under oath, administered by the borough clerk.
 - G. 1. *Hearing:* The hearing shall be conducted informally with respect to the introduction of evidence. Irrelevant evidence may be excluded by the presiding officer. Each side shall have a total of no more than 15 minutes to present their case. Each side shall be responsible for dividing their 15 minutes between oral presentation, argument, testimony (including witness testimony), and rebuttal. The board may expand or limit the length of the hearing depending on its complexity, or take other action to expedite the proceedings. Cross-examination will not be permitted during

presentation of the case. If a witness testifies during presentation of either the appellant's or the assessor's case, unless excused by the board with the concurrence of the appellant and the assessor, the witness must remain available in the assembly room to be called to testify during rebuttal by the appellant and the assessor.

2. *Exhibits:* The only exhibits that shall be admitted into the record at the hearing are those exhibits provided to the clerk in accordance with KPB 5.12.055 B through KPB 5.12.055 D. However, at the hearing, parties may use demonstrative or illustrative exhibits, provided that all such exhibits may only be duplicates of exhibits or information provided to the board in accordance with KPB 5.12.055 B through KPB 5.12.055 D. Additionally, witnesses may write on a board while orally testifying to illustrate their testimony. The limitation on the use of exhibits in this section shall not preclude the parties from presenting oral testimony at the hearing.
 3. *Failure to respond to requests:* Failure to timely provide information requested pursuant to these rules without good cause shown shall, upon notice from the requesting party to the clerk and the other party, prevent the party failing to provide the information from including such information in the written evidence or using such evidence at the hearing. Before a ruling is issued on this matter, the party failing to provide the requested information shall be provided with a reasonable opportunity by the board chair to present its case as to why this sanction should not be imposed, and the opposing party shall have a reasonable opportunity to respond.
- H. The presiding officer shall first present a brief, factual summary of assessment data concerning the appealed property. This summary is not charged against the time allowed the assessor to present his or her case.
- I. The appellant or representative then presents the appellant's case when called by the presiding officer. At this time the appellant may call the assessor or appropriate appraiser or any other witnesses the appellant intends to present as a witness at this time. The scope of direct questioning is limited to the issues in dispute. Should the appellant wish, and prior to beginning the presentation, a portion of the 15 minutes allowed may be reserved for rebuttal, sur-rebuttal, and closing arguments. At the conclusion of the appellant's presentation, board members may question the appellant or their witnesses.
- J. The assessor or designee then presents the borough's case when called by the presiding officer. At this time the assessor may call the appellant or any other witnesses the assessor intends to present as a witness. The scope of direct questioning is limited to the issues in dispute. Should the assessor wish, and prior to beginning the presentation, a portion of the 15 minutes allowed may be reserved

- for rebuttal, and/or closing argument. At the conclusion of the assessor's presentation, board members may ask questions of the assessor or their witnesses.
- K. The time required to answer questions from the board shall not be charged against either party.
 - L. If the appellant or the assessor has reserved a portion of their 15 minutes, each may then present rebuttal evidence, with the appellant proceeding first. The appellant and assessor may call and cross-examine each other's witnesses during rebuttal. The scope of cross-examination is limited to the issues raised in direct questioning.
 - M. The assessor may recommend changes to the existing value during the hearing.
 - N. After the appellant and assessor have presented their cases, the hearing shall be closed by the presiding officer, and no further evidence shall be offered or considered in deliberations unless a member of the board of equalization asks for additional information from either party. Both parties shall be given an equal opportunity to respond to any such requests for additional information.
 - O. The board may decide the appeal after the presentations, or it may defer a decision until no later than the last hearing date. The board may move to go into an adjudicative session for purposes of making a decision. Final board action shall be taken by motions, after reconvening in public, that set out specific findings of fact, and shall not be reconsidered, amended or rescinded by the board. The motions available to the board are: motion to uphold the assessor's valuation, motion to reduce the assessment, motion to increase the assessment, motion to dismiss the appeal, motion to defer the decision, or any other motion set out in Alaska statutes and regulations governing board of equalization appeals. Only one motion may be on the floor at a time, and the board shall vote on the motions until its findings are established. The vote must be taken and entered into the permanent record of the proceedings.
 - P. The burden of proof is on the appellant. The only grounds for the board to adjust the assessment are proof of unequal, excessive, improper, or under valuation, based on facts proven at the appeal hearing. The board may not alter the assessment of a property unless a timely written appeal has been filed concerning the property. If an appellant has refused or failed to provide the assessor or the assessor's agent full access to property or records related to assessment of the property, upon notice from the assessor to the appellant and the clerk, the appellant shall be precluded from offering evidence on the issue or issues affected by that lack of access. Before a ruling is issued on the admissibility of such evidence, the appellant shall be provided with a reasonable opportunity by the presiding officer to present its case as to why this sanction should not be imposed, and the assessor shall have a reasonable opportunity to respond.

- Q. After the last scheduled appeal is heard, the presiding officer shall adjourn the session.
- R. The attorney for the board shall prepare the board's decisions. The borough clerk shall certify the decisions of the board, and shall keep the decisions on file as part of the public record. The clerk shall promptly mail a copy of the board's decision to each appellant, by certified mail, and deliver a copy to the borough assessor.
- S. Either the appellant or the assessor may appeal the decision of the board to the superior court in the Kenai venue district, within 30 days of the date of mailing of the board's decision, as provided by the rules of appellate procedure governing appeals from administrative agency decisions. The record on appeal is the record established at the board hearing.
- T. All parties or their agents and witnesses must appear in person at the BOE hearing unless good cause, such as a serious medical condition that prevents travel, or where the reasonable travel expenses clearly outweigh the potential benefit of the appeal is shown. Telephonic participation may be denied if it would cause substantial prejudice to the other party. Any request for telephonic participation must be received by the borough clerk at 144 North Binkley Street, Soldotna, Alaska, no later than 15 days before the hearing, unless good cause is shown for filing a late request. Good cause for filing a later request may include a serious medical condition, a serious family emergency requiring the presence of the party, a death in the family, or other similar serious condition or event that either prevented the party from filing a timely request for telephonic participation or that arose after the deadline for filing the request. If telephonic participation is approved, then the party requesting telephonic participation shall be responsible for arranging the telephone call and for payment of associated telephone charges. The chair of the board of equalization is given the discretion to determine whether to grant a request for telephonic participation.

(Ord. No. 2016-28, § 4, 8-23-16; Ord. No. 2005-29, § 3, 8-2-05; Ord. No. 2005-32, § 1, 8-16-05; Ord. No. 2004-05(Sub.), §§ 2—5, 9-7-04; Ord. No. 2000-49, §§ 5, 6, 12-12-00; Ord. No. 2000-05, § 4, 2-15-00; Ord. No. 98-21, § 1, 7-14-98; Ord. No. 95-03, § 2, 1995; Ord. No. 94-45, § 1, 1994; Ord. No. 90-12, § 1(part), 1990)

CHAPTER 2.58. CONFLICTS OF INTEREST**2.58.010. Definitions.**

The following words shall have the following meanings:

- A. "Contract" or "contractual relationship" means any agreement or business relationship between the borough, division of the borough, or service area, whether such contract or agreement is expressed or implied. Sales of retail items or establishment as an approved source of supply of materials or goods are also included in the meaning of contract or contractual relationships.
- B. "Municipal officer" or "employee" means an officer or employee of the borough, whether paid or unpaid, and includes any members of any boards or commissions of the borough other than service area boards.
- C.
 - 1. "Service area board members" means those persons, whether elected or appointed, who serve upon boards of the various service areas as may from time to time be established within the borough.
 - 2. "Service area officers or employees" means an officer or employee of the service area involved in the contractual relationship, but does not include officers or employees of service areas other than the one with which a contractual relationship is sought or entered.
- D. "Service area officer or employee" means an officer or employee of a service area, whether paid or unpaid.
- E. "Substantial interest" means a pecuniary or material benefit accruing to the person as a result of a private, business or professional transaction with the borough, or service area. The person shall be deemed to have an interest in the affairs of:
 - 1. His or her spouse, spousal equivalency, minor children or dependents;
 - 2. A firm, partnership or association of which such person is a member or employee;
 - 3. A corporation of which the person is an officer, director or employee. A person shall be deemed to have an interest in the affairs of a nonprofit corporation of which the person is an unpaid director, solely by virtue of the directorship.
 - 4. A corporation in which a person owns more than five percent of the stock, or which is controlled directly or indirectly by such person.

(Ord. No. 2003-39, § 1, 12-17-03; Ord. No. 99-74, § 1, 1-18-00; Ord. No. 83-65, § 1(part), 1983)

2.58.020. Limitations on contracting.

Unless the provisions of this chapter have been complied with, no contract or contractual relationship may be created between the borough and any of its officers, employees or assembly members, or where such person has, or would have, a substantial interest in the contract in a capacity other than his or her position with the borough. Nor may such persons with a substantial interest participate in the consideration, award or administration of any contract with the borough in which the person has a substantial interest.

(Ord. No. 83-65, § 1(part), 1983)

2.58.030. Limitations on contracts with service area.

Unless the provisions of this chapter have been complied with, no contract or contractual relationship may be created between a service area and any of its service area board members, service area officers, or employees of the service area, or where such person has, or would have, a substantial interest in the contract in a capacity other than his or her position with the service area. Nor may such persons with a substantial interest participate in the consideration, award or administration of any contract with the borough in which the person has a substantial interest.

(Ord. No. 83-65, § 1(part), 1983)

2.58.035. Contracts or sales not constituting substantial interest.

The following shall not constitute a substantial interest prohibited by this chapter:

- A. A contract with a person, firm, corporation or association in which the person has an interest solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract, and the duties of such employment do not directly involve the procurement, preparation or performance of any part thereof;
- B. A contract in which the person has an interest if such contract was entered into prior to the time he was elected or appointed as such service area board member, service area officer or employee, but this exception shall in no event authorize a renewal of any such contract;
- C. A contract with or sale by a corporation in which the person has an interest by reason of stockholdings when:

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1. The stock of the corporation is listed on either the New York or American Stock Exchanges, or
 2. Less than 5 percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by such board member, officer or employee;
- D. A contract or sale in which a service area board member, service area officer or employee has an interest, if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under contract in which such person had an interest during the fiscal year, does not exceed the sum of \$100.00.
- E. A person shall not be deemed to have an interest in the affairs of a nonprofit corporation of which the person is an unpaid director, appointed by the borough to fill a seat designated for a borough or service area officer or employee to represent the borough's interests on that board, solely by virtue of the directorship.

(Ord. No. 2003-39, § 2, 12-17-03; Ord. No. 83-65, § 1(part), 1983)

2.58.040. Voting on certain questions prohibited.

- A. No assembly member or member of any service area board or commission may vote on any question on which he or she has a substantial direct or indirect financial interest unless an assembly member is not excused from voting as provided in KPB 22.40.140.
- B. The following do not constitute a vote on a question on which an assembly member, a service area board member or commission member has a substantial financial interest:
1. A vote to adopt or approve a variance request, a conditional use request, or an amendment to a zoning text or map, unless the assembly member, service area board member or commission member is directly or indirectly the applicant initiating the request;
 2. A vote on the question of recommending, approving or directing a condemnation proceeding;
 3. A vote on a question of granting or modifying a franchise, or a vote on a question of setting the rates charged or charged by a corporation, firm or partnership whether under franchise or not and whether authorized by law, ordinance or contract to set or alter such rates, provided the assembly member, service area board member or commission member has an interest in

such franchise or rate-setting solely by reason of employment as an officer or employee of such corporation, firm or partnership, and the remuneration of such employment will not be affected as a result of such franchise grant or modification or such rate-setting, and the duties of such employment do not directly or indirectly involve the negotiation or setting of the terms of the franchise or rates; or

4. Provided he has an interest solely by reason of the ownership of stock in the corporation if it is listed on the New York or American Stock Exchanges ownership direct or indirect of less than 5 percent of the outstanding stock or shares in the subject corporation.

(Ord. No. 99-74, § 2, 1-18-00; Ord. No. 83-65, § 1(part), 1983)

2.58.050. Ability to contract upon disclosure of interest.

- A. Notwithstanding the provisions of Section 2.58.020, municipal officers, employees or assembly members may engage in business or contractual relationships with the borough upon compliance with the provisions of this section.
- B. Notwithstanding the provisions of Section 2.58.030, a service area board member, director or employee of the service area board may engage in business or contractual relationships with the service area upon compliance with the provisions of this section.
- C. Any of the persons described in subsections A and B in this section may engage in the authorized transactions if the conditions have been met:
 1. At least 10 days before the business relationship or contract is entered into or sought or bid upon, whichever event is earliest, the person shall file a notice of intent to do business with the borough or service area board. The notice will be upon the form to be prepared by the administration.
 2. The notice of intent to do business shall fully disclose the conflict between the person who is otherwise prohibited from entering into such contractual relationship, and shall fully disclose the nature of the proposed business relationship and specify the department or service area with whom the contract will be made. The notice of intent to do business shall be sworn under oath as to the information supplied therein.
 3. Such notice of intent to do business shall be filed with the office of the clerk, and a copy shall be provided by the clerk to the particular department, service area board, or other division of the borough with whom the person intends to enter into the business relationship or contract.

4. The notice of intent to do business shall be kept on file with the borough clerk until such time as any business or contractual relationship that arises in connection with the notice is completed. The notice will be available for public inspection.

D. Filing a notice of intent to do business or enter into a contractual relationship with the borough, department or service area board shall in no way affect the prohibition on voting or participating in decisions as set forth in Section 2.58.040.

(Ord. No. 83-65, § 1(part), 1983)

2.58.055. Prohibition of contracts involving conflicts seriously affecting of duties.

If the award of a contract involving a conflict would create a situation in which an assembly member, service area board member, municipal officer, or employee could not adequately perform the duties of his or her office due to the conflict, then the conflict of interest is absolute and the contract must be awarded to another person.

(Ord. No. 83-65, § 1(part), 1983)

2.58.058. Prohibition of dual service on assembly and borough boards and commissions, and on assembly members' eligibility for employment by the borough.

A. No assembly member may serve on any borough board or commission except that assembly members are authorized to serve on the borough Board of Equalization.

B. An assembly member shall not be eligible for employment for which a wage is paid by the borough until one year has elapsed from the date the member leaves the assembly. This does not preclude appointment of assembly members within the one-year period to borough boards or commissions for which a per diem amount, but no wage, is paid. While an assembly member may not simultaneously serve as an assembly member and borough mayor, nothing in this provision shall render an assembly member ineligible to run for borough mayor and, if elected, to serve as borough mayor at any time.

(Ord. No. 2021-25, § 1, 8-3-21; Ord. No. 2002-33, § 1, 9-3-02; Ord. No. 85-95, § 1, 1986)

2.58.060. Penalty for violations.

Any violation of the provisions of this chapter shall be punished by a fine of not more than \$500.00 or by imprisonment for not more than 30 days, or by both such fine and imprisonment. Each act of violation shall constitute a separate offense.

(Ord. No. 83-65, § 1(part), 1983)

2.58.070. Common law superseded.

The provisions of this chapter supersede the common law on conflicts of interest arising out of substantial interests that may apply to borough officers, employees, and elected officials.

(Ord. No. 99-74, § 3, 1-18-00)

BOARD OF EQUALIZATION MOTIONS

MOTION TO UPHOLD ASSESSOR'S VALUATION:

I move that the borough assessor's valuation on the property described as [tax parcel number] be upheld.

SECOND...

The appellant, [name], has not presented sufficient evidence to prove an unequal, excessive, improper or under valuation for the following reasons: _____

MOTION TO REDUCE OR INCREASE ASSESSMENT:

I move that the assessor's valuation of the property described as [tax parcel number], be [reduced/increased] to \$[recommended dollar amount].

SECOND...

as the valuation of the borough assessor is [excessive/unequal/improper/undervalued] for the following reasons: _____

MOTION TO DEFER A DECISION:

I move that the board defer its decision on the valuation appeal of the property described as [tax parcel number], owned by [appellant's name], until the final hearing date [or set a date].

SECOND...

MOTION TO DISMISS THE APPEAL:

I move that the board dismiss the appeal of the property described as [legal description or tax parcel number], owned by [appellant's name] for the following reasons:

SECOND...

BOARD OF EQUALIZATION MOTIONS

MOTION TO ADJOURN INTO ADJUDICATIVE SESSION:

I move to adjourn the hearing and deliberate in adjudicative session. Deputy Borough Attorney Walker Steinhage and Borough Clerk Michele Turner are to be included in the adjudicative session.

SECOND...

MOTION TO CONDUCT APPEAL HEARINGS AFTER JUNE 1:

I move the 20__ tax assessment appeal hearings be scheduled for hearing and decision after June 1, 20__.

SECOND...

This will not prejudice the appellants and the delay is administratively justified in light of the number of appeals and the notice requirements of the Kenai Peninsula Borough code.

Conducting hearings after June 1 will still enable the borough assessor to substantially comply with the requirement that the 20__ assessment roll be certified by June 1, 20__.