

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Tax

Department contract file name (use effective date): PearsonsAppraisal\_Tax\_20160907

Project Code: Click here to enter text.

Contract type: Other --RESTATEMENT OF 2015 AGREEMENT

Contracted Services/REVAL APPRAISAL SERVICES

Contract Component: Other

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: PEARSON'S APPRAISAL SERVICES

Effective Date: 03/16/2015

Approved by: Commissioners

Ending Date: 7/31/2017

Total Amount: \$613142.00

Account # charged:

Special Terms: Reminder Date:Click here to enter a date.

Reminder Email to: Click here to enter text.

Reminder Reason: Click here to enter text.

Vendor ID: Click here to enter text.

Vendor Contact Name: Click here to enter text.

Vendor Email: Click here to enter text.

Vendor Address: Click here to enter text.

Vendor Phone #: Click here to enter text.

Archive Date:Click here to enter a date.

2. Department Head or his/her designee has read the contract in its entirety.

By: Department Head signature required) KEP KEPLEY

3. County Attorney has reviewed Yes

 If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical Advisor has signed the contract. Yes  No

5. Vendor has signed the contract. Yes  No

6. A budget amendment is necessary before approval. Yes  No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Deputy Clerk.

**Deputy Clerk's Office Only**

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract

**THIS RESTATED AGREEMENT FOR SERVICES (this "Agreement")**, made and entered into this **19<sup>th</sup> day of September, 2016** by and between Chatham County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the "County"), and Pearson's Appraisal Inc., (hereinafter referred to as "Contractor");

**W I T N E S S E T H:**

**WHEREAS**, on or about the 16<sup>th</sup> day of March 2015, the County and Contractor entered into an Agreement (the "Original Agreement") under the terms of which Contractor agreed to perform certain appraisal services; and

**WHEREAS**, the appraisal services to be performed by the Contractor were the same services set forth in the "Scope of Work" shown on Appendix 1 attached hereto; and

**WHEREAS**, the Parties have been unable to locate an executed copy of the Original Agreement and wish to execute this Restated Agreement containing the same terms and conditions as the Original Agreement; and

**WHEREAS**, Contractor, has agreed to provide the appraisal services in a professional manner in accordance with the standards of Contractor's industry and as hereinafter set forth; and

**WHEREAS**, the County wishes to enter into this Agreement with Contractor to provide the services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference.

**NOW THEREFORE**, in consideration of the mutual agreements described below, the parties agree as follows:

1. **Term of Agreement**: The initial term of this Agreement commenced on **March 16, 2015** and shall end on or before **June 30, 2017**.
2. **Scope of Service**: The Contractor shall provide to the County the Services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1, which is incorporated herein and made an integral part of the Agreement.
3. **Compensation**: As compensation for the services to be provided by Contractor, the County shall pay the Contractor the amount **\$613,142.00** payable within thirty (30) days from receipt of invoice, or as otherwise set forth in Appendix 1.
4. **Insurance**: Contractor shall maintain insurance policies at all times with minimum limits as follows:

**Coverage**

Worker's Compensation  
Statutory Limits

**General/Professional Liability**

\$100,000 bodily injury per person (BI)  
\$500,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD)

**Automobile Liability**

\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD) or

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. **Confidentiality:** All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than the County or its designated legal counsel, accountants or practice management consultants any information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. **Status of Parties:** Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

7. **Assignment and Subcontracting:** Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

8. **Binding Effect:** This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.

9. **Notices:** Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: County Manager  
Post Office Box 1809  
Pittsboro, North Carolina 27312

Pearson's Appraisal Service, Inc.  
Attn: Fred W. Pearson, Owner/Manager  
Post Office Box 36404  
Richmond, Virginia 23235

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. **Governing Law:** This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

11. **Modifications:** This Agreement may be amended or modified by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

12. **Entire Agreement:** This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Agreement.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

14. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by the Contractor under this Agreement are determined to be unsatisfactory or unacceptable, as determined by the County Manager, this Agreement may be terminated by the County for default. Grounds for termination for default shall include, but not be limited to:
  - (a) Failure to respond to all reasonable requests from the County to provide services covered by this Agreement.
  - (b) Failure to maintain equipment in accordance with the requirements of the this Agreement and with all laws.
  - (c) Lack of proper insurance as required under this Agreement.
  - (d) Charging rates or fees in excess of those provided in this Agreement.
  - (e) Inefficient, or unsafe practices in providing services.
  - (f) Other actions which impact unfavorably on the faithful performance of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provisions of this Agreement. In the event of such termination the County shall pay the Contractor those costs directly attributable to services received by the County in compliance with the Agreement prior termination. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

15. Annual Appropriations and Funding. This Agreement is subject to the annual appropriation of funds by the Chatham County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

16. Hold Harmless: Contractor agrees to indemnify and hold harmless the County, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising out of the provision of service under this Agreement.

17. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

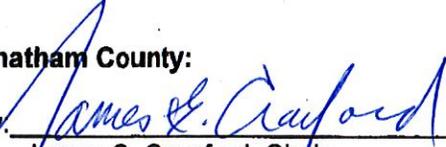
(The remainder of this page intentionally left blank)

18. E-Verify: Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

19. Iran Divestment Act: Contractor hereby certifies that Contractor, an all subcontractors, are not on the Iran Divestment List (the "List") created by the North Carolina State Treasurer pursuant to N.C.G.S § 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in their official capacities with legal authority to do so.

**Chatham County:**

By: 

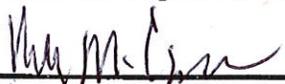
James G. Crawford, Chair

**Contractor**

By: 

Fred W. Pearson, Owner/Manager  
Pearson's Appraisal Services, Inc.  
Post Office Box 36404  
Richmond, Virginia 23235  
Phone: 804-564-9393  
Email: pearsonfw@msn.com

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Vicki McConnell, Finance Director

APPENDIX 1

Chatham County Tax Office  
Attn: Frances Wilson  
12 East Street  
Pittsboro, NC 27312

Dear Members of the Selection Committee:

I am pleased to submit a proposal on behalf of Pearson's Appraisal Service, Inc. for real estate appraisal services associated with Chatham County's upcoming 2017 revaluation. Pearson's Appraisal Service, Inc. has been a leader in mass appraisal in North Carolina for over 30 years. To date, Pearson's has successfully completed over 175 turn-key projects and appraised over 2,000,000 properties in North Carolina. Our firm has completed more revaluations in North Carolina than any other appraisal company.

Our recent work in Chatham County and having performed numerous revaluations in the greater Triangle region, Pearson's has developed a strong understanding of your local real estate market. Over the course of our previous contracts, our company has developed strong working relationships with the government and people of Chatham County; particularly with Karen Jones and her professional staff of real estate appraisers and supporting personnel.

Pearson's proposes Emmett Curl to serve as our company Project Manager. As a licensed General real estate appraiser in North Carolina, I propose myself as the primary contact for commercial and industrial properties. Jeremy Proffitt will be primarily responsible for overseeing the valuation of residential and vacant properties. His current managerial duties in Mecklenburg County make him an ideal candidate for handling the majority of your overall parcel count. Mr. Proffitt has been instrumental in the development and successful implementation of our SLIDR system for on-site property reviews. All staff appraisers that will serve on this project will be certified by the Department of Revenue.

If you have any questions or concerns with any of the information outlined within the proposal please do not hesitate to contact me. I thank you for your time and consideration and look forward to the prospect of serving Chatham County with the performance and completion of appraisal services related to the 2017 revaluation.

Sincerely,

A handwritten signature in cursive script that reads "Fred V. Pearson". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Fred Pearson  
Owner/ Manager  
Pearson's Appraisal Service, Inc.

APPENDIX 1

Chatham County Tax Office  
Attn: Frances Wilson  
12 East Street  
Pittsboro, NC 27312

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Sincerely,

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Fred Pearson  
Owner/ Manager  
Pearson's Appraisal Service, Inc.

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## **Company Profile**

Pearson's Appraisal Service, Inc. has been successfully providing appraisal services to North Carolina and Virginia municipalities for the past 35 years; performing equitable revaluations and assisting tax offices with a variety of appraisal services. With our large staff of professional appraisers, we are able to provide assurance to our clients that their revaluation project is completed in a timely manner by experienced personnel.

Our success in the field of appraising can be greatly attributed to our dedicated and competent appraisal staff. We currently staff over 35 employees, many specializing in specific roles in the reappraisal process.

Bob and Fred Pearson are well respected within the mass appraisal industry for their hands on approach and personal attention they give to each project, solution, and client. Fred W. Pearson is licensed as a North Carolina Certified General Appraiser and together with Robert Pearson, Jr. they incorporated their appraisal company in 1981 in the states of Virginia and North Carolina. Since our incorporation, we have completed over 175 turn-key appraisal projects and have appraised over two million parcels.

Our company's experience with the use of computer assisted mass appraisal systems continues to grow with the number of contracts Pearson's Appraisal Service is awarded. CAMA systems vary from one locality to another and likewise, our appraisers have become adept users of a number of computer systems. They also receive support from our IT staff which has years of industry specific experience.

Pearson's Appraisal Service strongly believes in providing high quality and comprehensive appraisal services. We strive to maintain at all times ethical and professional standards. Our managers and owners are active members of the International Association of Assessing Officers, the Virginia Association of Assessing Officers, the North Carolina Association of Assessing Officers, the Georgia Association of Assessors, and the Pennsylvania Association of Assessors. Our company is an Equal Opportunity Employer.

**Fee Proposal**

**PER PARCEL PRICING FOR REVALUATION SERVICES**

<b>All Parcels</b>	<b>Per Parcel</b>	<b>Estimated Cost</b>
Sales Analysis	\$1 / Parcel	\$43,000
Preparation of Tax Manual	\$1.25 / Parcel	\$53,750
Clerical & Data Entry for Residential & Commercial Parcels Through February 2017		County to perform this function
Photos of commercial and Residential Properties * Take photos of the majority of road accessible sketched buildings		Included in Visual Review
<b>Residential Parcels</b>		
Visual Review of Residential Parcels	\$10.25 / Parcel	\$420,250
Aerial Photography / Pictometry Review		County to perform this function
"Walk Around" review of residential parcels (Estimated to be 10% of residential parcels)		County to perform this function
<b>Commercial Parcels</b>		
Visual Review of Commercial Parcels	\$26.25 / Parcel	\$52,500
Aerial Photography / Pictometry Review		County to perform this function
Appeals and Hearings at Per Diem Rate Estimated 2 appraisers for 2 months (42 work days each) 1 commercial appraiser for 10 work days		\$43,642
<b>Estimated Total Cost</b>		<b>\$613,142</b>

Per Diem Pricing:       \$517 per day per Project Manager & Commercial Appraisers  
                                  \$458 per day per Residential and Farm Appraisers

## Summation of Project Responsibilities

Task	COUNTY	PAS	Additional Details
Clerical	X		Full-time office manager
Data Entry	X		
Property Record Cards	X		
Office Space	X		
Office Supplies	X		
Telephone/Internet	X		
Printing Expenses	X		
Computer Hardware	X		
Insurance		X	
Public Relations	X	X	
Property Field Visits		X	Visual review of all Improved parcels
Residential Field Checks	X		Walk around review of parcels
Commercial Field Checks		X	
Digital Photos		X	Primary structures
Mobile Homes		X	Real estate only
New Construction	X		
Sales Ratio Study		X	Updated periodically
Construction Cost Analysis		X	
Income Approach		X	
Present Use Value	X		Pearson will appraise market value
Review Zoning		X	
Appraisal Manual		X	
Appraise all properties at Market Value		X	
Schedule of Values		X	
Informal Appeals	X	X	As needed basis (per diem)
Prepare Notices	X		
Postage	X		
BOE Appeals	X	X	As needed basis (per diem)
Clerical for BOE	X		
Court Appeals	X	X	As needed basis (per diem)
Provide CAMA Data Extracts	X	X	Nightly as requested to PAS
Progress Reports		X	Monthly

## Project Timeline

<b>Task</b>	<b>Time Frame</b>
Acquire Certificates of Insurance	March 2015
Meet with County staff & develop formal project timeline	Continual basis
Project commencement	February 2015
Software Training	
Acquire MLS data on sales and active listings	July 2015
Meet with local builders, bankers, realtors	August 2015
Review 2014/2015 sales	August 2015
Initial sales study completed	September 2015
Meet with County on sales study findings	September 2015
Update bldg. and land rates in CAMA	
Field work commences	October 2015
Draft of appraisal manual	May 2015
Rough draft of Schedule of Values	August 2016
Updated revisions to Schedule of Values	August 2016
Field work 100% complete	September 2016
Revised sales ratio study using updated field work data and most recent sales	October 2016
Run edit reports on data	October 2016
Final review of appraisals complete	September 2016
Review and data entry completed	September 2016
Revised sales ratio study using updated field work data and most recent sales	October 2016
Notices mailed	December 2016
Informal Appeals	December 2016
BOE hearings availability	As needed
Court appeals availability	As needed

## **Data Review Procedures**

PAS staff appraisers will conduct visits to collect and verify real property data based upon PAS and County guidelines. All personnel will be adequately trained regarding listing procedures. Appraisers will route improved property record cards and make corrections to them in the field. Field appraisers will work from well-marked company vehicles. Personnel and vehicle information will be made available upon request to the County's contract liaison and local law enforcement. All field personnel will wear photo ID badges.

PAS is pleased to present a revolutionary way to improve on the field collection and review process of your reappraisal project. The field visit phase of a revaluation is often the most costly and requires the greatest amount of resources. Based on our years of experience, we have concluded a large percentage of properties have not undergone physical changes since the last reappraisal. CAPS's strength is quickly processing these unchanged parcels to ensure ample time is spent on the parcels that have undergone changes. Building on our years of appraisal experience and today's industry technology, our IT professionals have developed CAPS which produces more consistent, accurate results in less time with less people; ultimately allowing for more time to focus on market analysis, appeals, and other important phases of your revaluation project.

CAPS gives mass appraisers access to technologies that were previously only available in the office. CAPS is a data collection and review that operates from a tablet computer platform. CAPS combines GIS mapping, GPS, high quality aerial photography, customized software and your existing tax data to give the appraiser the tools that produce higher quality reappraisal work. The appraiser utilizes GIS maps to determine property boundaries, structure situs, and other property characteristics. The appraiser will also be responsible for photographing all substantial structures. For sale, for rent, commercial tenant, and realtor information can also be collected and assigned to the corresponding parcel. The end result is a comprehensive profile compiled for each parcel that is unachievable by conventional industry methods. All of this information is stored digitally and will be accessible to data entry personnel as well as appraisers doing a final review. This data is downloaded nightly to our company's data servers to ensure all data is synched and backed up.

CAPS primarily operates from the shoulder of the road, minimizing the number of property "walk a rounds". Our software gives appraisers the ability to flag parcels requiring a traditional field visit. Changes that would require a more detailed review include items such as: major changes to sketch dimensions, discovery of unlisted buildings, and inaccessible improvements. All of the parcels requiring a more detailed review are logged in our database so that paper record cards can be printed for field reviews.

The County and Pearson's Appraisal Service may discuss the level of involvement of CAPS during the revaluation process. The County may prefer this method on residential properties and a traditional approach on commercial and industrial properties.

## **Valuation Process and Methodology**

PAS will ensure all methodology used in determining market value for property types will be discussed with the County, included in the Schedules of Values, and implemented in Chatham County CAMA software.

PAS will adhere to all state legislation and IAAO guidelines in developing a valuation process. Open lines of communication between County and PAS are vital to the overall level of success of the valuation phase. Upon being awarded a contract, members of PAS will begin a thorough analysis of County's current valuation models and propose any changes deemed appropriate for a more equitable reappraisal. PAS will implement valuation schedules in consultation with the County, and will discuss changes to these schedules throughout the life of the project. A Schedule of Values will be developed by PAS using resources such as Marshall and Swift. Findings from these resources will then be tailored according to sales studies to accurately reflect County's local real estate market based on information from local builders, bankers, and Realtors.

### **Residential**

For residential properties the Sales Comparison method will be the primary approach. Using the sales approach, PAS will analyze sales based on price, location, condition, style, size, etc. to determine the market value for each type of property. The County's current valuation models will serve as a starting point and will be adjusted as necessary to reflect market value.

Data obtained from MLS listings will also be reviewed throughout the valuation process. Information obtained from these sources aid in the sales qualification by way of square footage verification, bedroom and bathroom counts, and finished upper story/basement dimensions.

### **Commercial**

The Income approach to value will be used on commercial and industrial properties in areas deemed appropriate by PAS and County. Any information will be saved and recorded for the county's future use. This information will be categorized into models (apartments, office, retail etc). The data will be analyzed for each use type and market capitalization rates will be generated. This market income data may be used uniformly against all properties that fit the model and use type. Economic rents will be formulated in areas with no actual market rent data.

PAS subscribes to Loopnet.com and Realtyrates.com to aid in commercial and industrial valuation. These resources provide crucial information such as properties for sale, asking rents, predominate local market capitalization rates and expenses, as well as overall changes in demand and vacancies by property class.

**Land**

PAS has experience with all land valuation methods including acreage, front foot, square foot, and lot pricing. The Sales comparison approach will be the primary method of determining the market value of vacant parcels. Any existing property characteristics the county has on file will be utilized. Size, location, zoning, road frontage, and available utilities will all be considered when determining market value. Any vacant land sales will be analyzed by these characteristics to measure their overall impact on market value. Upon being awarded a contract, PAS will thoroughly review the county's existing land classifications and make recommendations where necessary to best reflect market value.

**Markets/Neighborhoods**

PAS will review markets, neighborhoods, and subdivisions to accurately reflect market value for all parcels. Markets may influence land pricing methods, value schedules, and other important property criteria.

## **Quality Control Procedures**

PAS ensures accurate field data and property values by utilizing multiple methods of quality assurance. Listed below are a few of the measures we utilize to guarantee a successful project.

- **Sales Verification**
  - Before an accurate market analysis can be completed, all sales must be validated as arms-length transactions. PAS will comply with all state guidelines regarding sales qualification, as well as any additional requirements outlined by County and PAS. Market analysis is the basis from which all property in the County will be valued and must be diligently maintained to produce a fair and equitable revaluation.
  
- **Listing Standards**
  - One of the greatest challenges during a reappraisal project is the establishment of and adherence to listing standards of field work. PAS and County will outline all requested criteria to be verified and listed prior to the commencement of field work. All field personnel and data entry clerks will be trained based upon the criteria outlined in the appraisal manual.
  
- **Edit Reporting and other report generation through the CAMA system**
  - By properly querying the CAMA database, our management team can ensure a highly equitable property reappraisal. PAS will work with County tax office staff to utilize all measures to ensure the maintenance of an accurate property database. This procedure will be conducted at or near the completion of field work and prior to a comprehensive review of final appraised values.
  
- **Final Market Analysis**
  - The current state of our economy reinforces the need for a continual market analysis while undertaking the reappraisal project. As the effective date approaches, PAS staff will continue to gauge the market through recent sales. It is of vital importance to have current values before an accurate and effective final review can occur. 2016 sales will be the primary basis from which all properties are valued for this revaluation.

## **Public Information Plan**

Pearson's Appraisal Service has always emphasized the importance of public relations throughout the reappraisal project. Our multi-faceted approach to public relations allows property owners and citizens to learn more about our work and our activity in your jurisdiction. Below is a list of mediums our PAS has implemented on previous revaluation projects.

- Local newspaper
  - In most localities, the newspaper remains the most effective medium for reaching a wide audience. PAS can provide a general overview of the process or educate citizens on the differences between market value, taxable value, and tax rate. Additional items that may be covered include areas of the county currently under review or advertisement for civic meetings.
- Educational seminars and Q&A sessions
  - County officials and PAS representatives have been present to answer questions from concerned taxpayers during a variety of meetings, typically, spread out over the project timeline. These should also be held in various locations to maximize accessibility to all taxpayers. Our experience with these sessions is that they rarely draw large numbers of people. Nonetheless it should remain a concerted effort by both PAS and County to reach out to the public in this manner.
- Informational links and resources via Internet
  - PAS can assist the county with crafting language pertaining to the project can be Linked by the county to the county website. A Frequently Asked Questions section typically reduces phone traffic and may even reduce Informal appeals. Third party resources can also be made available on the website that further educate property owners on the revaluation process and a high level timeline and project plan can also be added to keep the public informed of key dates and areas of the county currently under on site review.

## **References**

### **Current Revaluations/Reassessments Under Progress:**

#### **Camden County NC**

2015 Walk-Around Revaluation

Approximately 7,241 parcels

Contact: Lisa Anderson, Tax Administrator

Tel.#(252)338-1919

#### **Chowan County NC**

2014 Property Revaluation

Approximately 13,000 parcels

Contact: Zee Lamb, County Manager

Tel.#(252)482-8431

#### **Cumberland County VA**

County-wide reassessment for the tax year of 2014

Approximately 6200 parcels

Contact: Ms. Anita French, Commissioner of the Revenue

Tel.#(804)

#### **Mecklenburg County NC**

Performing a review of the County's 2011 revaluation  
and audit of the Tax Assessor's Office

Approximately 365,000 parcels

Contact: Bobbie Shields

Tel.#(704)336-2606

[Bobbie.Shields@MecklenburgCountyNC.gov](mailto:Bobbie.Shields@MecklenburgCountyNC.gov)

#### **Northumberland County VA**

County-wide reassessment for the tax year of 2014

Approximately 19,100 parcels

Contact: Kenneth Eades, County Administrator

Tel.#(804)580-7666

**Current Revaluations/Reassessments Under Progress:**

**Pasquotank County NC**

Performing a County-wide revaluation for the tax year of 2014

Approximately 21,748 parcels

Contact: Ms. Patrice Stewart, Tax Administrator

Tel.#{252}338-5169

**Wake County NC**

Assisting tax office with new construction, revaluation and hearings

Contact: Ken McArtor, Appraisal/Collection Manager

Tel#{919} 856-7115

**Reassessment/Revaluation Contracts Effective for the Tax Year of 2013**

**Charlotte County, VA**

Ms. Nalsha Pridgen

Commissioner of Revenue

Tel#{434}542-5546

[npridgen@charlotteva.com](mailto:npridgen@charlotteva.com)

**City of Winchester, VA**

Mr. Steve Corbit

Purchasing Manager

Tel.#{540}667-1815

**Greene County, VA**

Mr. Larry Snow

Commissioner of Revenue

Tel.#{434}985-5283

**Madison County, VA**

Mr. Ernie Hoch

County Administrator

Tel.#{540}948-7500

**Person County NC**

Assisted the County with their 2013 revaluation by providing the services of our appraisers on a per diem basis.

Contact: Phillip Christy, Tax Office/Appraisals

Tel.#{336}597-1721

**Wilkes County NC**

Provided consulting services to assist with the development of the  
County's sales analysis for their 2013 revaluation.  
Services provided on a per diem basis.  
Contact: Alex Hamilton, Tax Administrator  
Tel.#(336)651-7301

**Reassessment/Revaluation Contracts Effective for 2012**

**Amelia County, VA**

9,000 parcels

Ms. Joyce Morris

Commissioner of Revenue

Tel.#(804)561-2158

**Bertie County NC**

Performed a turn-key "review" revaluation effective for 2012

Approximately 18,600 parcels reviewed

Contact: Mr. Hosea Wilson

Tax Administrator

Tel.#(252)794-5310

**Brunswick County, VA**

15,600 parcels

Ms. Wanda Beville

Commissioner of Revenue

Tel.#(434)848-2313

**City of Fredericksburg, VA**

9,000 parcels

Ms. Marilla Haas

Real Estate Supervisor

Tel.#(540)372-1004

**King & Queen County, VA**

7,400 parcels

Mr. Tom Swartzwelder

County Administrator

Tel.#(804)785-5975

**Lunenburg County, VA**

12,000 parcels

Ms. Pat Adams

Commissioner of Revenue

Tel.#(434)696-2516

**Mecklenburg County NC**

Performed a review of the County's 2011 revaluation

Provided consulting services to assist with the development of the  
County's sales analysis for their 2013 revaluation.  
Services provided on a per diem basis.  
Contact: Alex Hamilton, Tax Administrator  
Tel.#(336)651-7301

**Reassessment/Revaluation Contracts Effective for 2012**

**Amelia County, VA**  
9,000 parcels  
Ms. Joyce Morris  
Commissioner of Revenue  
Tel.#(804)561-2158

**Bertie County NC**  
Performed a turn-key "review" revaluation effective for 2012  
Approximately 18,600 parcels reviewed  
Contact: Mr. Hosea Wilson  
Tax Administrator  
Tel.#(252)794-5310

**Brunswick County, VA**  
15,600 parcels  
Ms. Wanda Beville  
Commissioner of Revenue  
Tel.#(434)848-2313

**City of Fredericksburg, VA**  
9,000 parcels  
Ms. Marilla Haas  
Real Estate Supervisor  
Tel.#(540)372-1004

**King & Queen County, VA**  
7,400 parcels  
Mr. Tom Swartzwelder  
County Administrator  
Tel.#(804)785-5975

**Lunenburg County, VA**  
12,000 parcels  
Ms. Pat Adams  
Commissioner of Revenue  
Tel.#(434)696-2516

**Mecklenburg County NC**  
Performed a review of the County's 2011 revaluation

and audit of the Tax Assessor's Office  
Contact: Bobbie Shields  
Tel.#(704)336-2606  
[Bobbie.Shields@MecklenburgCountyNC.gov](mailto:Bobbie.Shields@MecklenburgCountyNC.gov)

**Reassessment/Revaluation Contracts Effective for 2011**

**Powhatan County, VA**  
Approximately 14,000 parcels  
Mr. Jamle Timberlake  
Commissioner of Revenue  
Tel.#(804)598-5616

**Hertford County NC**  
Performed their new construction for 2012  
Previously performed their 2011 Revaluation  
Appraisal of 16,000 parcels  
Contact: Ms. Sylvia Anderson, Tax Assessor  
Tel.#(252)358-7810

**Johnston County NC**  
County-wide property revaluation effective for 2011  
Previously performed 1995 revaluation  
Approximately 95,000 parcels  
Contact: Pat Goddard, Tax Administrator  
Tel.#(919)989-5130

**Sampson County NC**  
Performed 2011, 2003 & 1995 Revaluations  
Approximately 38,500 parcels appraised  
Contact: Jim Johnston, Tax Administrator  
Tel.#(910)592-8146

**Reassessment/Revaluation Contracts Effective for 2010**

**Anson County NC**  
Performed County revaluation effective for 2010  
Approximately 22,600 parcels were appraised  
Contact: Larry Newton, Tax Assessor  
Tel.#(704)694-2918

**Beaufort County NC**  
Performed revaluation for the effective year 2010  
Approximately 45,000 parcels  
Contact: Mr. Bobby Parker, Tax Assessor  
Tel.#(252)946-7981

**Charles City County, VA**

*County-wide Property Reassessment*

*Approximately 5,820 parcels*

Reference Contact: Jack Miniclier, County Administrator

Tel.#(804)652-4701

**Reassessment/Revaluation Contracts Effective for 2010**

**Clay County NC**

Performed a County-wide revaluation effective for 2010

Approximately 15,000 parcels appraised

Contact: Ms. Nancy Kimsey, Tax Administrator

Tel.#(828)389-1266

**Cumberland County, VA**

2010 County-wide Property Reassessment

Approximately 9100 parcels

Reference Contact: Anita French

Commissioner of Revenue

Tel.#(804)492-3625

**Granville County NC**

Performed a County-wide revaluation effective for 2010

Appraisal of 30,200 parcels

Contact: Judy Stovall

Tax Administrator

Tel.#(919)693-4181

[tax@granvillecounty.org](mailto:tax@granvillecounty.org)

**Powhatan County, VA**

County-wide Property Reassessment 2010

Approximately 14,610 parcels

Reference Contact: Carolyn Cios

County Administrator

Tel.#(804)598-5612

**Westmoreland County, VA**

2010 Ride-by Review Property Reassessment

Approximately 32,000 parcels

Reference Contact: Carol Gawen, Commissioner of Revenue

Tel.#(804)493-0113

**Contact Information**

Name: Fred Pearson

Position: Project Manager

Cell: (804) 564-9393

Email: pearsonfw@msn.com

Mailing Address: P.O. Box 36404  
Richmond, VA 23235