

TOWN
Of
PARADISE VALLEY



STAFF REPORT

TO: Mayor Stanton and Town Council Members

FROM: Andrew Ching, Town Manager
Leslie DeReche, Chief Financial Officer

DATE: June 11, 2026

AGENDA TITLE:

Authorize the Town Manager to Execute the Second Amendment to Contract CON-24-049-FIN with Albert Holler & Associates for Tax Audit Services and Future Annual Renewals

RECOMMENDATION:

Authorize the Town Manager to execute the second amendment to extend CON-24-049-FIN with Albert Holler & Associates for tax audit services in the amount not to exceed \$90,000 annually including all future renewal options and related amendments that do not materially increase the scope of services and remain within approved budget appropriations.

BACKGROUND/SUMMARY STATEMENT:

The Town Council approved Contract CON-24-049-FIN with Albert Holler & Associates for tax audit services effective July 1, 2024. On June 12, 2025, the contract was amended to extend the agreement for an additional one-year term. Staff is requesting approval of a second amendment to continue tax audit services through June 30, 2027, utilizing the City of Glendale cooperative contract.

Albert Holler & Associates provides specialized tax audit services, including the completion of sales and use tax audits, commercial and residential construction audits, representation of the Town in municipal tax hearings, coordination with the Arizona Department of Revenue and Unified Audit Committee, monthly audit activity reporting, and technical assistance to Town staff and taxpayers regarding Transaction Privilege Tax, Use Tax, Transient Occupancy Tax, Property Rental Tax, and Franchise License Fees.

The proposed second amendment will extend the existing agreement for one additional year. The annual compensation remains unchanged at \$90,000 and no increase in contract pricing is proposed under this amendment. Continuation of these services supports the Town's efforts to identify and recover tax revenues, maintain compliance with the Model City Tax Code, and provide taxpayers and staff with access to specialized tax expertise. Staff recommends approval of the second amendment to Contract CON-24-049-FIN with Albert Holler & Associates and authorization for the Town Manager to execute future renewals and related amendments in accordance with these terms.

ATTACHMENT(S):

- A. Staff Report – Albert Holler & Associates
- B. Albert Holler & Associates Linking Agreement
- C. CON-24-049-FIN Second Amendment