

**City of Carson City
Agenda Report**

Date Submitted: April 8, 2008

Agenda Date Requested: April 17, 2008

Time Requested: Consent

To: Mayor and Supervisors

From: Parks and Recreation Department-Open Space

Subject Title: Action to appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. Mark Warren as the appraiser for Carson City with regard to the self-contained appraisal of the following property in Carson City: 1) APN 7-091-26, consisting of 96.28 acres located at the western terminus of the unpaved portion of Ash Canyon Road.

Staff Summary: Appraisals are required by state law in order to determine the value of property to be purchased. This action is for appointment of Mr. Mark Warren as the appraiser for the property, as required by N.R.S. 244.275. The approximate cost of the appraisal is \$2,750 that will be paid from the Open Space Question 18 fund.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does This Action Require a Business Impact Statement: Yes No

Recommended Board Action: I move to appoint and authorize the Mayor, the City Clerk Recorder, or designee to swear Mr. Mark Warren as the appraiser for Carson City with regard to the self-contained appraisal of the following property in Carson City: 1). APN 7-091-26, consisting of 96.28 acres located at the western terminus of the unpaved portion of Ash Canyon Road.

Explanation for Recommended Board Action: State law requires the appointment of an appraiser who shall be sworn to make a true appraisal of the subject property according to the best of their knowledge and ability. The appraisal is required in order to determine the value of properties in question. For clarification, this action does not require compliance with the list of appraisers that the Board recently approved as part of AB 312 as codified in N.R.S. 244.2795. This list is used only when the City wishes to sell or lease City property. The provisions of N.R.S. 244.275 are used in this case where the City is considering buying property.

This appraisal is needed as an update and since the seller reduced the amount of land to be sold to Carson City. Staff has obtained a Legacy Program Grant that requires this type of procedure.

Applicable Statute, Code, Policy, Rule or Regulation: N.R.S. 244.275

Fiscal Impact: Approximately \$2,750

Explanation of Impact: This action is required by N.R.S. 244.275. An appraisal is required in order to establish the fair market value of the property. The Open Space Question 18 fund will be reimbursed from the Legacy Program Grant for this expense and any other related administrative expenses.

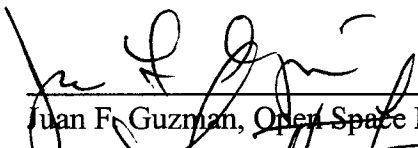
Funding Source: Open Space Professional Services 254-5047-452-0309.

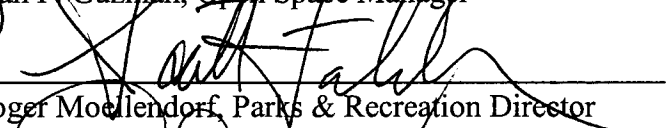
Alternatives:


Not to approve and swear Mr. Mark Warren as the appraiser for the Carson City Open Space Program for this appraisal.


Supporting Material:

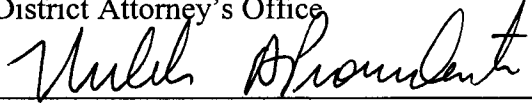
- Copy of N.R.S. 244.275
- Estimates from Mr. Mark Warren.

Prepared By:  **Date:** 4, 7, 08
Juan F. Guzman, Open Space Manager

Reviewed By:  **Date:** 4, 7, 08
Roger Moellendorf, Parks & Recreation Director

 **Date:** 4, 8, 08
Larry Werner, City Manager

 **Date:** 4, 8, 08
District Attorney's Office

 **Date:** 4, 8, 08
Finance Department

Board Action Taken:

Motion: _____ 1: _____ Aye/Nay
2: _____

(Vote Recorded By)

PROJECT INFO
NRS Chapter 332 Services less than \$50,000

NRS 332 Services less than \$50,000

 X less than \$25,000 requires one (1) written quote
 \$25,000 to \$49,999 requires two (2) or more written quotes

CONTRACT TITLE: Wilson Property APN 007-091-26

CONTRACT TERM:

Desired effective date ASAP

Desired termination date 60 days after date of execution of this agreement

CORRESPONDENCE FOR VENDOR SHALL BE ADDRESSED TO:

Contact Person / Title: Mark Warren, MAI

Company Name: Warren & Schiffmacher, LLC

Address: 85 Keystone Ave., Ste. C

City: Reno **State:** Nevada **Zip Code:** 89503

Telephone #: 775-686-2622 / **Fax #:**

E-Mail Address: markw@gbis.com

SCOPE OF WORK: Proposal(s), Fee Schedule(s), and/or Quote(s) must be provided as attachment(s).

AMOUNT TO BE PAID VENDOR:

Amount to be paid based on Time & Materials Yes

or

Amount to be paid based on Lump Sum

WHO WILL SIGN CONTRACT FOR VENDOR:

Name / Title: Mark Warren, MAI

Company Name: Warren & Schiffmacher, LLC

Business License #: 08-23547

Address: 85 Keystone Ave., Ste. C

City: Reno **State:** Nevada **Zip Code:** 89503

Telephone #: 775-686-2622 / **Fax #:**

E-Mail Address: markw@gbis.com

PROJECT INFO
NRS Chapter 332 Services less than \$50,000

CITY INFORMATION:

Contract will be signed by Department Head Yes No

If no, Contract will be signed by:

Name / Title: _____

Department / Division: _____

Telephone # (775) 887 - _____ ext _____ Fax # (775) 887 - _____

Invoice(s) will be mailed to:

City Accounts Payable Clerk / Title: Daria Petrenko, Management Assistant V

Department / Division: Parks and Recreation Department

Telephone # (775) 887 – 2363 ext. 1008 Fax # (775) 887 - 2145

Funding Source:

Original budget amount(s) approved: \$60,000.00

Actual amount(s) requested: \$2,750.00

Variance(s) from original budget amount:

Fiscal Year(s) in which funding was allocated: FY 07/08

Expense account title(s): professional services

Expense account number(s): 254-5047-452-0309

Will federal funding be used for this project? Yes No

If yes, please list the required federal forms that have been provided. _____

If yes, special requirements for newspaper advertisement provided via e-mail as a Word document attachment. Yes No N/A

Will City be reimbursed using FTA or FHWA funds? Yes No

If yes and there is required verbiage that must be included in the bid and/or contract, verbiage has been provided via e-mail as a Word document attachment. Yes No

Warren & Schiffmacher, LLC
85 Keystone Avenue, Suite C
Reno, Nevada 89503
775 686-2622

Mark Warren, MAI
markw@gbis.com

Robert E. Schiffmacher, MAI
bobs@gbis.com

March 25, 2008

Mr. Juan Guzman
Open Space Manager
Carson City Parks and Recreation Department
3303 Butti Way, Bldg. 9
Carson City, NV 89701

Re: Wilson, E. J.
APN 007-091-26

Dear Mr. Guzman:

This is my proposal to provide appraisal services to the Municipality of Carson City in connection with the above property. Carson City will be the client for this appraisal assignment. Carson City and the US Forest Service will be the intended users of the appraisal report. The intended use is in support of the proposed purchase of the property by Carson City.

The parcel is a tract of 96.28 acres located in Ash Canyon west of central Carson City. I conducted an appraisal of this and other property for Carson City in 2006. Because this appraisal will address a somewhat different configuration than that originally addressed, I view this as a new appraisal assignment and will report my results in an independent, self-contained report. The appraisal will be conducted and reported under the generally recognized appraisal standards promulgated in the *Uniform Standards of Professional Appraisal Practice*, 2008-09 edition, as published by the Appraisal Foundation, as well as with the *Uniform Appraisal Standards for Federal Land Acquisitions*, 2000 edition.

My fee for this work is \$2,750. I will deliver the completed report, with three copies signed in original, within 60 days of your authorization to proceed. Additional consultation, expert witness testimony, and other work outside the scope of the original assignment will be billed at my standard hourly rate of \$175.

I look forward to working with you on this project. Please feel free to contact me if you have any questions.

Sincerely,



Mark Warren, MAI

NRS 244.275 Purchase or lease of property for use of county; appraisal.

1. The boards of county commissioners shall have power and jurisdiction in their respective counties:

(a) To purchase any real or personal property necessary for the use of the county.

(b) To lease any real or personal property necessary for the use of the county.

2. No purchase of real property shall be made unless the value of the same has been previously appraised and fixed by one or more competent real estate appraisers to be appointed for that purpose by the county commissioners. The person or persons so appointed shall be sworn to make a true appraisal thereof according to the best of their knowledge and ability. Purchases of real property from other federal, state or local governments are exempt from such requirement of appraisal.

[Part 8:80:1865; A 1871, 47; 1931, 52; 1933, 203; 1953, 681]—(NRS A 1957, 662; 1960, 374; 1965, 737; 1967, 126; 1969, 676, 1393; 1975, 570)