

**City of Carson City
Agenda Report**

Date Submitted: January 26, 2010

Agenda Date Requested: February 4, 2010
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 Lyn C. Norberg, MAI, as the appraiser for Carson City for the Jarrard Ranch, located in Carson City, APNs 10-071-26, -27 and 10-021-47.

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 Lynn Norberg as the appraiser for the property, as required by N.R.S. 244.275. The approximate cost of the appraisal is \$5,000 which 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 Lyn C. Norberg, MAI, as the appraiser for Carson City for the Jarrard Ranch, located in Carson City, APNs 10-071-26, -27 and 10-021-47.

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 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.

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

Fiscal Impact: Approximately \$5,000

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, and in this specific case our appointed appraisers will determine compliance with adopted standards and will determine if the value is reasonable.

Funding Source: Open Space Contractual Services 254-5047-452-0349

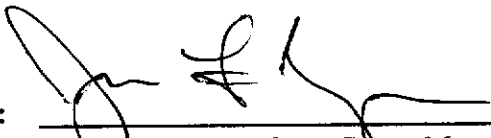
Alternatives:

Not to approve and swear Lyn C. Norberg, MAI as the appraiser for the Carson City Open Space Program for this appraisal.

Supporting Material:

- Copy of N.R.S. 244.275

Prepared By:

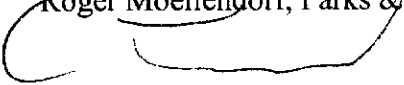

Juan E. Guzman, Open Space Manager

Date: 1/22/10

Reviewed By:


Roger Moellendorf, Parks & Recreation Director

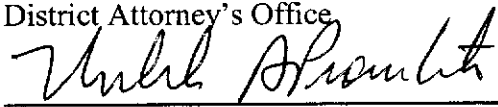
Date: 1/26/10


Larry Werner, City Manager

Date: 1/26/10


District Attorney's Office

Date: 1/26/10


Finance Department

Date: 1/26/10

Board Action Taken:

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

(Vote Recorded By)

PROJECT INFO
**Contract for Professional Engineer, Professional Land Surveyor,
Or Registered Architect less than \$50,000**

NRS 625.530 Services of professional engineer, professional land surveyor, or registered architect must be made on the basis of the competence and qualifications of the engineer, land surveyor, or architect for the type of services to be performed and not on the basis of competitive fees.

 X less than \$50,000 requires one (1) written proposal including fee schedule

CONTRACT TITLE: Appraisal Jarrard Ranch

CONTRACT TERM:

Desired effective date ASAP

Desired termination date 90 days from date of execution

CORRESPONDENCE FOR VENDOR SHALL BE ADDRESSED TO:

Contact Person / Title: Lyn C. Norberg, Owner

Company Name: Lyn C. Norberg, MAI

Address: 1761 E. College Parkway, Ste. 111

City: Carson City State: Nevada Zip Code: 89706

Telephone #: 775-883-6655 / Fax #: 775-883-8594

E-Mail Address: nv1761@aol

SCOPE OF WORK: Proposal(s), Fee Schedule(s), and/or Quote(s) must be provided as attachment(s). Also, BARF for 2/04/10 BOS.

AMOUNT TO BE PAID VENDOR:

Amount to be paid based on Time & Materials \$5,000.00

or

Amount to be paid based on Lump Sum

WHO WILL SIGN CONTRACT FOR VENDOR:

Name / Title: Lyn C. Norberg, Owner

Company Name: Lyn C. Norberg, MAI

Business License #: 09-2952

Address: 1761 E. College Parkway, Ste. 111

City: Carson City State: Nevada Zip Code: 89706

Telephone #: 775-883-6655 / Fax #: 775-883-8594

E-Mail Address: nv1761@aol

PROJECT INFO
**Contract for Professional Engineer, Professional Land Surveyor,
Or Registered Architect less than \$50,000**

CITY INFORMATION:

Contact Person / Title: Juan F. Guzman, Open Space Manager

Department / Division: Parks and Recreation Department

Telephone # (775) 887 - 2262 ext. 30341 Fax # (775) 887 - 2145

Will this person sign the Contract for the City? ☐ Yes ☒ No

City Project Manager / Title: Juan F. Guzman, Open Space Manager

Department / Division: Parks and Recreation Department

Telephone # (775) 887 - 2262 ext. 30341 Fax # (775) 887 - 2145

Will this person sign the Contract for the City? ☐ Yes ☒ No

If neither of these individuals will be signing the Contract for the City, name/title of person who will sign Contract for the City: Roger Moellendorf, Director of Parks and Recreation

Invoices will be mailed to:

City Accounts Payable Clerk / Title: Daria Petrenko, Administrative Assistant

Department / Division: Parks and Recreation Department

Telephone # (775) 887 - 2262 ext. 30347 Fax # (775) 887 - 2145

Funding Source:

Original budget amount(s) approved: \$50,000.00

Actual purchase amount(s) requested: \$5,000.00

Variance(s): _____

Fiscal Year(s) in which funding was allocated: FY 09/10

Expense account title(s): Q18 Open Space Contractual Services

Expense account number(s): 254-5047-452-0349

Will federal funding be used for this project? ☐ Yes ☒ No

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

PROJECT INFO
Contract for Professional Engineer, Professional Land Surveyor,
Or Registered Architect less than \$50,000

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

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

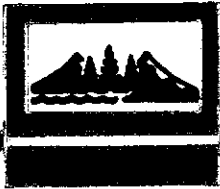
1. 1. The boards of county commissioners shall have power and jurisdiction in their respective counties:

(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)



LYN C. NORBERG, MAI

APPRAISER/CONSULTANT

1761 EAST COLLEGE PARKWAY, SUITE 111

CARSON CITY, NEVADA 89706

TELEPHONE 775-883-6655

FAXCIMILE 775-883-8594

January 15, 2010

Juan Guzman, Open Space Manager
Carson City Parks & Recreation
3303 Butti Way, Bldg #9
Carson City, NV 89701

Re: Appraisal Engagement Letter & Scope of Work
Jarrad Ranch

Dear Mr. Guzman,

This letter will outline the perceived scope of work, time-line, and appraisal fee relative to the above referenced property. In this regard please be advised that:

- That at your request I will provide a self contained appraisal reports on the above referenced property located in Carson City, specifically the 360 acres m/l located west of the river. The appraisal will be prepared to USPAP (Uniform Standards of Professional Appraisal Practice) specifications and standards. The purpose of the appraisals is to develop a current opinion of market value. The intended use of the appraisal relates to the potential purchase by the Open Space Committee. The appraisal report will address the market value of the fee estate, subject to known easements and encumbrances, exclusive of any water rights.
- My fee for the appraisal would be based on \$800/day not to exceed \$5,000.
- The appraisal will be prepared for the client, Carson City.
- The intended users of the appraisal are limited to the client and any funding partners identified by the City.
- The anticipated delivery date of the report is within 75 days after I receive notification to proceed. I will attempt to deliver the report earlier.

If this proposal is acceptable to you, please sign where indicated and return one copy of this letter to me at your convenience. Thank you for the opportunity to submit this proposal.

Sincerely,

Lyn C. Norberg, MAI

Agreed to by: _____

Date: _____