

THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY

RESOLUTION NO. 2013- 01

A RESOLUTION REQUIRING STAFF TO PREPARE A LIST OF ALL REAL
PROPERTY OWNED BY SANTA FE COUNTY

- INTRODUCED BY COMMISSIONER MAYFIELD -

WHEREAS, Santa Fe County owns thousands of acres of real property spread over 1,911 square miles, and also owns real property and water rights in other counties such as Taos County and Socorro County;

WHEREAS, County holdings include office buildings, jails, law enforcement and fire facilities, two county courthouses, community centers, senior centers and solid waste facilities, as well as ranches, trails, open space, undeveloped land, conservation easements, water rights, and wells;

WHEREAS, the County both leases land and water rights to third parties, Pueblos and other governments and leases land and buildings from third parties;

WHEREAS, at the present time the County does not have a complete list, chart or spreadsheet of the above-described holdings, nor complete information concerning the details of the disposition of properties or their current status;

WHEREAS, it is critical to proper management of County property to understand what is owned, its precise status, details concerning its operation and management, risks or special conditions that the properties present, and, with respect to leased properties, the details of the leases such as revenue, options, duration, and insurance requirements;

WHEREAS, the County must ensure that its property is: (i) adequately maintained, managed and insured; (ii) properly carried on the County's books and subject to auditing; (iii) properly safeguarded against misuse or misappropriation, (iv) subject to internal controls, and (v) carried on the County's inventory of fixed assets;

WHEREAS, some properties have associated water rights that must be tracked, used, and encompassed within the forty-year water plan to protect from claims of forfeiture or abandonment;

WHEREAS, the County's management of its properties would be enhanced if all the details concerning each County property were on a common list, chart or spreadsheet; and

WHEREAS, the Board desires to instruct staff to research the status of each

County property and prepare such a list, chart or spreadsheet to be transmitted to the Board, the County Manager, the Finance Director, the County Attorney and the Risk Manager.

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. Staff shall research the status of each County real property and prepare such a complete list, chart or spreadsheet of all of County-owned real property. Each property shall be included in a layer contained within the County's geographic information system (GIS). The list shall include all relevant details concerning the property, including the location, improvements, restrictions applicable to the property, the current value, purchase price, whether the property is held under lease (and if so, the terms of the lease, the rent, any deadlines for exercising options under the lease, and other relevant information), appurtenant water rights, whether the property has been leased to another entity (and if so, the terms of the lease, the rent, any deadlines for exercising options under the lease, details concerning the operation and management of the properties, risks or special conditions that the properties present, whether the property is presently insured, and other relevant information).

2. Staff should provide relevant copies of important documents along with the list, chart or spreadsheet (including deeds, contracts, title insurance policies, surveys, environmental assessments, leases, easements, and encroachments).

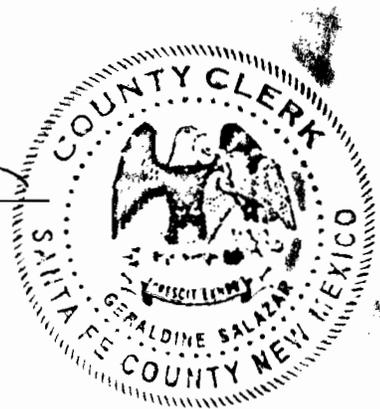
3. The information required to be gathered shall be transmitted to the Board of County Commissioners, the County Manager, the County Finance Director, the County Attorney and the County Risk Manager within six (6) months of the date of this resolution.

PASSED, APPROVED, and ADOPTED this 8th day of January, 2013.

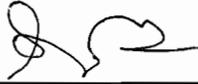
**THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY**

By: Kathleen Holian
Kathleen Holian, Chair

ATTEST:
Geraldine Salazar
Geraldine Salazar, Santa Fe County Clerk



APPROVED AS TO FORM:



Stephen C. Ross, Santa Fe County Attorney

SFC CLERK RECORDED 01/09/2013



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 9TH Day Of January, 2013 at 04:02:39 PM
And Was Duly Recorded as Instrument # **1693211**
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Deputy )
Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM