

1 TORRANCE COUNTY
2 BOARD OF COUNTY COMMISSIONERS
3 RESOLUTION NO. R 2021- 18

4 DISPOSTION OF TORRANCE COUNTY PROPERTY

5 WHEREAS, in the course of providing services to the people of Torrance County, it is
6 necessary at times to dispose of property belonging to the County; and

7 WHEREAS, NMSA 1978, Section 13-6-1 et seq. enumerates specific requirements for
8 the disposal of County property; and

9 WHEREAS, the Torrance County Board of County Commissioners adopted the
10 Torrance County Property Disposition Policy (Resolution R 2020-07) (“Policy”) that provides a
11 process by which Torrance County may dispose of County property in accordance with NMSA
12 1978, Section 13-6-1 et seq.; and

13 WHEREAS, pursuant to the Policy, Torrance County Department Heads or Elected
14 Officials provided a list of property that included 39 firearms or firearm parts for review by the
15 Property Disposition Committee (“Committee”); and

16 WHEREAS, the Committee reviewed and approved the proposed disposition of the
17 fourteen vehicles in accordance with the Policy.

18 NOW, THEREFORE BE IT RESOLVED that the proposed property disposition is
19 hereby approved and included in the minutes of today’s Board of County Commissioners
20 meeting; and

21 BE IT FURTHER RESOLVED that the County, upon final disposition, may remove
22 the above-mentioned property from any current inventory list as directed by NMSA 1978,
23 Section 13-6-1 et seq. and the Policy.

24 DONE THIS 14TH DAY OF APRIL 2021.

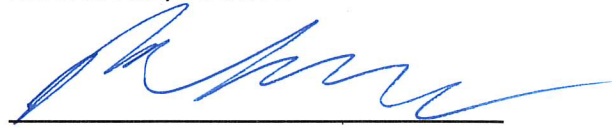
25 APPROVED AS TO FORM ONLY:

TORRANCE COUNTY COMMISSION

26
27 
28 John M. Butrick


29 County Attorney

Kevin McCall, District 1



Ryan Schwebach, District 2

31 Attest:

32
33 
34 Yvonne Otero
35 County Clerk




LeRoy M. Candelaria, District 3



Torrance County

Property Disposition Committee

Torrance County Resolution 2020-07

Date: 4-5-21

Requesting Department: Sheriff

Property Subject of Request: Firearms & Firearm parts

Disposition Type:

1. Tangible **PERSONAL** Property with Current Resale Value of \$5,000 or Less:

	Considerations	Yes	No
1.	Request for Approval of Property Disposition form is complete and signed by Department Head or Elected Official.		
2.	Photos, hard or digital copies, are attached for review. <u>Nach Sedillo has</u>	<input checked="" type="checkbox"/>	
3.	Committee member(s) physically verified identity and condition of tangible PERSONAL property. If yes, list person(s) who verified: <u>Jeremy Oliver</u> <u>Nach Sedillo</u>	<input checked="" type="checkbox"/>	
4.	Committee verified current resale or market value. <u>waiting on quotes from dealer</u>	<u>N/A</u>	
5.	If tangible PERSONAL property was purchased through a grant, Committee verified disposal of this property is allowable.	<u>N/A</u>	
6.	If tangible PERSONAL property is a vehicle, Committee verified the County has the title.	<u>N/A</u>	

Committee Notes:

Will be selling for greatest value to a firearms dealer

Property Disposition Committee's Recommendation:

- Dispose, as requested
 - Do NOT dispose
 - Dispose, as amended by Committee: _____
- _____
- _____

2. Tangible **PERSONAL** Property Valued over \$5,000 or **REAL** Property Valued over \$5,000 but No More than \$25,000:

	Considerations	Yes	No
1	Request for Approval of Property Disposition form is complete and signed by Department Head or Elected Official.		
2	Photos, hard or digital copies, are attached for review.		
3	If tangible PERSONAL property, Committee physically verified identity and condition of property. If yes, list person(s) who verified: _____ _____		
4	If tangible PERSONAL property, committee verified current resale or market value.		
5	If tangible PERSONAL property was purchased through a grant, Committee verified disposal of this property is allowable.		
6	If tangible PERSONAL property is a vehicle or road equipment, Committee verified the County has the title or proof of ownership.		
7	If REAL property, committee verified the County owns the property.		
8	If REAL property, committee verified receipt of appraisal, completed by a NM certified appraiser.		

Committee Notes:

Property Disposition Committee's Recommendation:

- Dispose, as requested
- Do NOT dispose
- Dispose, as amended by Committee: _____

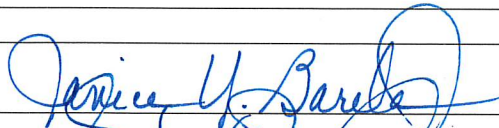
3. **REAL** Property with a Value Greater than \$25,000 or with a Lease Period of More than Five (5) Years:

	Considerations	Yes	No
1	Request for Approval of Property Disposition form is complete and signed by Department Head or Elected Official.		
2	Photos, hard or digital copies, are attached for review.		
3	If tangible PERSONAL property, Committee physically verified identity and condition of property. If yes, list person(s) who verified: _____ _____		
4	If tangible PERSONAL property, committee verified current resale or market value.		
5	If tangible PERSONAL property was purchased through a grant, Committee verified disposal of this property is allowable.		
6	If tangible PERSONAL property is a vehicle or road equipment, Committee verified the County has the title or proof of ownership.		
7	If REAL property, committee verified the County owns the property.		
8	If REAL property, committee verified receipt of appraisal, completed by a NM certified appraiser.		

Committee Notes:

Property Disposition Committee's Recommendation:

- Dispose, as requested
- Do NOT dispose
- Dispose, as amended by Committee: _____

County Manager: 

Operations Manager: 

Finance Director: 

To Be Completed by Manager/Finance

Property Disposition Approval/Checklist

4. Board of County Commissioners, by Resolution No. _____ Date: _____

5. Tangible **PERSONAL** Property with Current Resale Value of \$5,000 or Less:

	Action Required	Date Completed	Initials
1	County Manager or designee shall send to Department of Finance and Administration Local Government Division (LGD) notification of property disposition, including cover letter stating all statutory requirements have been met, along with a copy of Commission's signed Disposition Resolution.		
2	County Manager or designee shall send to Office of State Auditor (OSA) notification of property disposition, including cover letter stating all statutory requirements have been met, along with a copy of Commission's signed Disposition Resolution.		
3	<i>Wait thirty (30) days after notification to LGD and OSA.</i>		
4	Dispose of property in manner indicated by Disposal Resolution.		
5	Remove property from County's capital asset list if applicable. (Triadic)		
6	Remove property from asset tracking software if applicable. (WASP – Asset Cloud)		
7	Attach proof that County notified LGD and OSA.		

6. Tangible **PERSONAL** Property Valued over \$5,000 or **REAL** Property Valued over \$5,000 but No More than \$25,000:

	Action Required	Date Completed	Initials
1	County Manager or designee shall submit request to the Department of Finance and Administration Local Government Division (LGD) for approval of property disposition, including a cover letter containing all applicable items found on Request for Approval of Property Disposition Checklist (see attached), along with a copy of Commission's signed Disposition Resolution.		
2	For REAL property, provide appraisal and copy of quitclaim deed. <i>WARRANTY DEEDS are not allowed.</i>		
3	Upon receipt of LGD's approval, provide the LGD's approval letter to OSA, along with all materials the County provided LGD.		
4	If LGD exercises its authority, the REAL or tangible PERSONAL property shall be disposed by offering for sale or donation to a state agency, local public body, school district or state educational institution.		
5	For First Responder Vehicles, remove emergency equipment.		
6	For First Responder Vehicles disposed with emergency equipment, file justification for leaving on emergency equipment.		
7	If LGD approves the County's request, dispose of property in manner indicated by Disposal Resolution.		
8	Remove property from County's capital asset list. (Triadic)		
9	Remove property from asset tracking software. (WASP – Asset Cloud)		
10	Attach proof of LGD approval and of approval letter sent to OSA.		

7. **REAL** Property with a Value Greater than \$25,000 or with a Lease Period of More than Five (5) Years:

	Action Required	Date Completed	Completed By
1	County Manager or designee shall submit request disposition packet to the State Board of Finance (BOF) for approval of property disposition, including cover letter, along with signed Disposition Resolution.		
2	Provide appraisal and copy of quitclaim deed. <i>WARRANTY DEEDS are not allowed.</i>		
3	Complete request disposition packet must be submitted to the BOF within the established deadline prior to meeting. Contact the BOF at 505-827-4980 for specific requirements.		
4	Upon the County receiving the BOF's approval for disposition of property, dispose in manner indicated by Disposal Resolution or as amended by the BOF.		
5	Remove property from County's capital asset list. (Triadic)		
6	Remove property from asset tracking software. (WASP – Asset Cloud)		

8. Contact Numbers:

- A. Department of Finance Administration Local Government Division (LGD): 505-827-4950
- B. Office of the State Auditor (OSA): 505-476-3800
- C. State Board of Finance (BOF): 505-827-4980



Torrance County

Request for Approval of Property Disposition

Section 13-6, NMSA 1978

Torrance County Resolution 2020-07

1. Department Head Requesting Disposition: Marty Rivera
 - A. Department: Sheriff

2. Type of Disposition:
 - A. **REAL** Property appraised at less than \$25,000
(If more than \$25,000, requires State Board of Finance approval.)
 Sale Exchange Donate

 - B. Tangible **PERSONAL** Property
 Sale Exchange Donate Other: _____

3. Reason(s) for Disposal: not needed

4. Recommended Use of Funds Generated by This Transaction: _____

5. Details of Disposal:
 - A. **REAL** Property:
 - 1) Property name/identifier/address/legal description: _____

 - B. Tangible **PERSONAL** Property: (If multiple, please attach list with complete details for each.)
 - 1) Property Name/Identifier: firearms and firearm parts (see attached list)
 - 2) Location of Personal Property: Armory
 - 3) Photos Attached: hard copy digital emailed to: Noah Sedillo
 - 4) Torrance County ID Tag Number: n/a
 - 5) Year manufactured: n/a
 - 6) Make/Model: n/a
 - 7) VIN/Serial Number: n/a
 - 8) License Number: n/a
 - 9) Mileage: n/a
 - 10) **Current** Resale or Market Value: n/a
 - 11) Grant Purchase: Yes No (If yes, provide verification from granting agency, if allowable.)

6. First Responder Emergency Equipment to Be Removed: (If not removed, provide justification.)

7. ADDITIONAL REQUIREMENTS for **REAL** Property Disposition:
 - A. Appraisal (if current value exceeds \$5,000)
 - B. Copy of quitclaim deed (WARRANTY DEEDS are not allowed.)

Department Head's Signature: _____

Marty Rivera

Date: 04/05/21