

Daniel "Danny" Mayfield  
Commissioner, District 1

Virginia Vigil  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3




Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

Date: August 26, 2011  
To: Board of County Commissioners  
Cc: Katherine Miller, County Manager  
From: Teresa Martinez, Finance Director   
Re: A Resolution for Disposal of Personal Property

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### **BACKGROUND**

Each Santa Fe County Department/Division/Office participates in the process to review damaged, broken, or obsolete fixed assets inventory to determine whether assets are usable, safe for continued use, or if the cost to repair the item would be excessive. Santa Fe County follows the State of New Mexico statutory policies to dispose of personal property and equipment pursuant to NMSA 1978, Section 13-6-1 (2007)

### **ISSUE**

The Santa Fe County Fire Division has submitted an item for destruction that is no longer of use and has become unsafe. The Fire Division will destroy the Defibrillator Lifepack 300. This item has become of poor working condition and should not be auctioned due to its unsafe nature. Upon approval, the Defibrillator motherboard will be removed and destroyed by Fire staff. The Defibrillator will be taken apart and appropriate pieces will be recycled.

### **REQUESTED ACTION**

The Resolution is submitted to the Board of County Commissioners for approval. Upon approval of the Board of County Commissioners, a copy of the Resolution will be submitted to the State Auditor's Office and the item will then be destroyed.

# SANTA FE COUNTY

## RESOLUTION NO. 2011-

### A RESOLUTION AUTHORIZING DISPOSAL OF PERSONAL PROPERTY

**WHEREAS**, Santa Fe County Fire Division desires to dispose of a Defibrillator as personal property indentified in Exhibit A, attached; and

**WHEREAS**, Exhibit A details each items of personal property by Fire Division of Santa Fe County property tag number, machine number, and location of storage; and

**WHEREAS**, the item of personal property on Exhibit A has a current resale value of less than \$5000; and

**WHEREAS**, the item of personal property on Exhibit A is no longer used by Santa Fe County and is unsafe for resale;

**NOW THEREFORE BE IT RESOLVED** that the Board of County Commissioners of Santa Fe County hereby approves the disposal by destruction of personal property listed on Exhibit A pursuant to NMSA 1978, Section 13-6-1 (2007).


**APPROVED, ADOPTED AND PASSED** this 25<sup>th</sup> day of October 2011.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Virginia Vigil, Chairperson

\_\_\_\_\_  
Valerie Espinoza, County Clerk

Approved As To Form

  
\_\_\_\_\_  
Stephen C. Ross, County Attorney

Finance Division Approval

\_\_\_\_\_  
Teresa C. Martinez, Finance Director

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SANTA FE COUNTY  
FIXED ASSET DISPOSITION / TRANSFER FORM

Note Disposition of Asset: Transfer, Trade-In, Surplus, Destroyed, Other

Part I FROM

Santa Fe County Tag/Assigned # or License Plate # 8879

Fixed Asset Description DEFIBRILLATOR, LIFE PAK 300

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Serial # or Vehicle ID # (VIN) 00003679

Transfer     Trade In (Note: Attach invoice w/ trade-in value)     Other (Note reason - surplus, destroyed, obsolete etc)  
(Surplus vehicles need V/M approval)

Note Condition or Comments: POOR - PHYSIC-CONTROL WILL NO LONGER SUPPORT THE DEFIB

Department SFCFD - STANLEY DIST.    Asset Location STANLEY

Department Director [Signature]    Date 8-8-11  
Signature

Part II TRANSFERRED TO

Department SFCFD    Fixed Asset Location FIRE ADMIN

Note Condition/Comments: POOR -

The undersigned employee(s) hereby states upon receipt of the transferred Fixed Asset identified above the information is accurate to the best of his/her knowledge.

Received By [Signature]    Date 8/5/11

Department Director [Signature]    Date 8-8-11  
Signature

FORWARD COMPLETED FORM TO: FINANCE/ FIXED ASSETS

County Manager \_\_\_\_\_ Date \_\_\_\_\_ (Required for all vehicle transfers.)

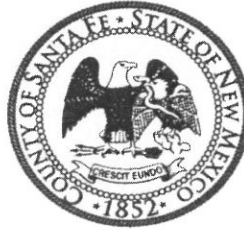
Finance Use Only:  
Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Entered FA By \_\_\_\_\_ Date \_\_\_\_\_ Asset Value \$ \_\_\_\_\_

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Commissioner, District 5

Katherine Miller  
County Manager

## MEMORANDUM

Date: August 26, 2011  
To: Board of County Commissioners  
Cc: Katherine Miller, County Manager  
From: Teresa Martinez, Finance Director *TM*  
Re: A Resolution for Disposal of Personal Property

---

### **BACKGROUND**

Each Santa Fe County Department/Division/Office participates in the process to review damaged, broken, or obsolete fixed assets inventory to determine whether assets are usable, safe for continued use, or if the cost to repair the item would be excessive. Santa Fe County follows the State of New Mexico statutory policies to dispose of personal property and equipment pursuant to NMSA 1978, Section 13-6-1 (2007).

### **ISSUE**

The Santa Fe County Clerk's Office has submitted items for destruction that are no longer of use and have become obsolete. The Clerk currently has an inventory of 175 Paper Ballot Voting Machines. The machines are obsolete and cannot be auctioned. Upon approval, the motherboard contained in each machine, will be removed and destroyed by a Voting Machine Technician and witnessed by County Clerk's Office staff. The remainder of the voting machine will be broken down for recycling. Voting machines values are estimated at less than \$1 per machine.

### **REQUEST ACTION**

The Resolution is submitted to the Board of County Commissioners for approval. Upon approval of the Board of County Commissioners, a copy of the Resolution will be submitted to the State Auditor's Office and the items will then be destroyed.

# SANTA FE COUNTY

## RESOLUTION NO. 2011-

### A RESOLUTION AUTHORIZING DISPOSAL OF PERSONAL PROPERTY

**WHEREAS**, Santa Fe County desires to destroy obsolete voting machines as personal property indentified in Exhibit A, attached; and

**WHEREAS**, Exhibit A details each item of personal property of the Clerk's Office by Santa Fe County property tag number, machine number, and location of storage; and

**WHEREAS**, each item of personal property on Exhibit A has a current resale value of less than \$5000; and

**WHEREAS**, each item of personal property on Exhibit A is obsolete and can no longer be used by Santa Fe County and is not subject to being auctioned due to its obsolescence;

**NOW THEREFORE BE IT RESOLVED** that the Board of County Commissioners of Santa Fe County hereby approves the disposal by destruction of personal property listed on Exhibit A pursuant to NMSA 1978, Section 13-6-1 (2007).


**APPROVED, ADOPTED AND PASSED** this 25<sup>th</sup> day of October 2011.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Virginia Vigil, Chairperson

\_\_\_\_\_  
Valerie Espinoza, County Clerk

Approved As To Form

  
\_\_\_\_\_  
Stephen C. Ross, County Attorney

Finance Division Approval

\_\_\_\_\_  
Teresa C. Martinez, Finance Director

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SANTA FE COUNTY  
ASSET DISPOSITION / TRANSFER FORM

Note Disposition of Asset: Transfer, Trade-In, Surplus, Destroyed, Other

Part I FROM

Santa Fe County Tag/Assigned # or License Plate # (Per attached List)

Asset Description Voting Machines

Year \_\_\_\_\_ Make AVC Model \_\_\_\_\_

Serial # or Vehicle ID # (VIN) Per List

Transfer     Trade In (Note: Attach invoice w/ trade-in value)     Other (Note reason - surplus, destroyed obsolete etc)  
(Surplus vehicles need VM approval)

Note Condition or Comments: Machines are obsolete, they have been kept in storage since paper ballots were restored to the election process.

Department Clerks/Bureau of Elections Asset Location BOE Warehouse

Department Director Valerie Espinoza Date 08-22-2011  
Signature

Part II TRANSFERRED TO

Department N/A Asset Location \_\_\_\_\_

Note Condition/Comments: \_\_\_\_\_

The undersigned employee(s) hereby states upon receipt of the transferred Asset identified above the information is accurate to the best of his/her knowledge.

Received By \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_  
Signature

FORWARD COMPLETED FORM TO: FINANCE/ FIXED ASSETS

County Manager \_\_\_\_\_ Date \_\_\_\_\_ (Required for all vehicle transfers.)

Finance Use Only:

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Entered FA By \_\_\_\_\_ Date \_\_\_\_\_ Asset Value \$ \_\_\_\_\_

## AVC VOTING MACHINES FOR DESTRUCTION - 2012

SFC Tag No.	Serial No.	Voting			Location
		Machines	Purchase Date	Shipping Date	
FA 014090	NSN	3970	10/29/1990	9/21/1990	BOE - Warehouse
FA 014091	NSN	3971	10/29/1990	9/21/1990	BOE - Warehouse
FA 014092	NSN	3972	10/29/1990	9/21/1990	BOE - Warehouse
FA 014093	NSN	3973	10/29/1990	9/21/1990	BOE - Warehouse
FA 014094	NSN	3974	10/29/1990	9/21/1990	BOE - Warehouse
FA 014095	NSN	3975	10/29/1990	9/21/1990	BOE - Warehouse
FA 014096	NSN	3976	10/29/1990	9/21/1990	BOE - Warehouse
FA 014097	NSN	3977	10/29/1990	9/21/1990	BOE - Warehouse
FA 014098	NSN	3978	10/29/1990	9/21/1990	BOE - Warehouse
FA 014099	NSN	3979	10/29/1990	9/21/1990	BOE - Warehouse
FA 014100	NSN	3980	10/29/1990	9/21/1990	BOE - Warehouse
FA 014101	NSN	3981	10/29/1990	9/21/1990	BOE - Warehouse
FA 014102	NSN	3982	10/29/1990	9/21/1990	BOE - Warehouse
FA 014103	NSN	3983	10/29/1990	9/21/1990	BOE - Warehouse
FA 014104	NSN	3984	10/29/1990	9/21/1990	BOE - Warehouse
FA 014105	NSN	3985	10/29/1990	9/21/1990	BOE - Warehouse
FA 014106	NSN	3986	10/29/1990	9/21/1990	BOE - Warehouse
FA 014107	NSN	3987	10/29/1990	9/21/1990	BOE - Warehouse
FA 014108	NSN	3988	10/29/1990	9/21/1990	BOE - Warehouse
FA 014109	NSN	3989	10/29/1990	9/21/1990	BOE - Warehouse
FA 014110	NSN	3990	10/29/1990	9/21/1990	BOE - Warehouse
FA 014111	NSN	3991	10/29/1990	9/21/1990	BOE - Warehouse
FA 014112	NSN	3992	10/29/1990	9/21/1990	BOE - Warehouse
FA 014113	NSN	3993	10/29/1990	9/21/1990	BOE - Warehouse
FA 014114	NSN	3994	10/29/1990	9/21/1990	BOE - Warehouse
FA 014115	NSN	3995	10/29/1990	9/21/1990	BOE - Warehouse
FA 014116	NSN	3996	10/29/1990	9/21/1990	BOE - Warehouse
FA 014117	NSN	3997	10/29/1990	9/21/1990	BOE - Warehouse
FA 014118	NSN	3998	10/29/1990	9/21/1990	BOE - Warehouse
FA 014119	NSN	3999	10/29/1990	9/21/1990	BOE - Warehouse
FA 014120	NSN	4000	10/29/1990	9/21/1990	BOE - Warehouse
FA 014121	NSN	4002	10/29/1990	9/21/1990	BOE - Warehouse
FA 014122	NSN	4003	10/29/1990	9/21/1990	BOE - Warehouse
FA 014123	NSN	4004	10/29/1990	9/21/1990	BOE - Warehouse
FA 014124	NSN	4005	10/29/1990	9/21/1990	BOE - Warehouse
FA 014125	NSN	4006	10/29/1990	9/21/1990	BOE - Warehouse
FA 014126	NSN	4007	10/29/1990	9/21/1990	BOE - Warehouse
FA 014127	NSN	4008	10/29/1990	9/21/1990	BOE - Warehouse
FA 014128	NSN	4009	10/29/1990	9/21/1990	BOE - Warehouse
FA 014129	99354	4010	10/29/1990	9/21/1990	BOE - Warehouse
FA 014130	99355	4011	10/29/1990	9/19/1990	BOE - Warehouse

SFC Tag No.	Serial No.	Voting			Location
		Machines	Purchase Date	Shipping Date	
FA 014131	99356	4012	10/29/1990	9/21/1990	BOE - Warehouse
FA 014132	99357	4013	10/29/1990	9/19/1990	BOE - Warehouse
FA 014133	99352	4014	10/29/1990	9/21/1990	BOE - Warehouse
FA 014134	99359	4015	10/29/1990	9/21/1990	BOE - Warehouse
FA 014135	99360	4016	10/29/1990	9/19/1990	BOE - Warehouse
FA 014136	99361	4017	10/29/1990	9/21/1990	BOE - Warehouse
FA 014137	99362	4018	10/29/1990	9/19/1990	BOE - Warehouse
FA 014138	99363	4019	10/29/1990	9/21/1990	BOE - Warehouse
FA 014139	NSN	4020	10/29/1990	9/21/1990	BOE - Warehouse
FA 014140	NSN	4021	10/29/1990	9/19/1990	BOE - Warehouse
FA 014141	NSN	4022	10/29/1990	9/21/1990	BOE - Warehouse
FA 014142	NSN	4023	10/29/1990	9/19/1990	BOE - Warehouse
FA 014143	NSN	4024	10/29/1990	9/21/1990	BOE - Warehouse
FA 014144	NSN	4025	10/29/1990	9/21/1990	BOE - Warehouse
FA 014145	NSN	4026	10/29/1990	9/21/1990	BOE - Warehouse
FA 014146	NSN	4027	10/29/1990	9/21/1990	BOE - Warehouse
FA 014147	NSN	4028	10/29/1990	9/19/1990	BOE - Warehouse
FA 014148	NSN	4029	10/29/1990	9/21/1990	BOE - Warehouse
FA 014149	NSN	4030	10/29/1990	9/19/1990	BOE - Warehouse
FA 014150	NSN	4031	10/29/1990	9/21/1990	BOE - Warehouse
FA 014151	NSN	4032	10/29/1990	9/21/1990	BOE - Warehouse
FA 014152	NSN	4033	10/29/1990	9/21/1990	BOE - Warehouse
FA 014153	NSN	4034	10/29/1990	9/19/1990	BOE - Warehouse
FA 014154	NSN	4035	10/29/1990	9/21/1990	BOE - Warehouse
FA 014155	NSN	4036	10/29/1990	9/21/1990	BOE - Warehouse
FA 014156	NSN	4037	10/29/1990	9/19/1990	BOE - Warehouse
FA 014157	NSN	4038	10/29/1990	9/19/1990	BOE - Warehouse
FA 014158	NSN	4039	10/29/1990	9/21/1990	BOE - Warehouse
FA 014159	NSN	4040	10/29/1990	9/21/1990	BOE - Warehouse
FA 014160	NSN	4041	10/29/1990	9/21/1990	BOE - Warehouse
FA 014161	NSN	4042	10/29/1990	9/21/1990	BOE - Warehouse
FA 014162	NSN	4043	10/29/1990	9/19/1990	BOE - Warehouse
FA 014163	NSN	4044	10/29/1990	9/21/1990	BOE - Warehouse
FA 014164	NSN	4045	10/29/1990	9/21/1990	BOE - Warehouse
FA 014165	NSN	4046	10/29/1990	9/21/1990	BOE - Warehouse
FA 014166	NSN	4047	10/29/1990	9/21/1990	BOE - Warehouse
FA 014167	NSN	4048	10/29/1990	9/21/1990	BOE - Warehouse
FA 014168	NSN	4049	10/29/1990	9/21/1990	BOE - Warehouse
FA 014169	NSN	4050	10/29/1990	9/21/1990	BOE - Warehouse
FA 014170	NSN	4051	10/29/1990	9/21/1990	BOE - Warehouse
FA 014171	NSN	4052	10/29/1990	9/19/1990	BOE - Warehouse
FA 014172	NSN	4053	10/29/1990	9/21/1990	BOE - Warehouse
FA 014173	NSN	4054	10/29/1990	9/21/1990	BOE - Warehouse
FA 014174	NSN	4055	10/29/1990	9/21/1990	BOE - Warehouse



SFC Tag No.	Serial No.	Voting			Location
		Machines	Purchase Date	Shipping Date	
FA 014175	NSN	4056	10/29/1990	9/21/1990	BOE - Warehouse
FA 014176	NSN	4057	10/29/1990	9/21/1990	BOE - Warehouse
FA 014177	NSN	4058	10/29/1990	9/21/1990	BOE - Warehouse
FA 014178	NSN	4059	10/29/1990	9/21/1990	BOE - Warehouse
FA 014179	NSN	4060	10/29/1990	9/21/1990	BOE - Warehouse
FA 014180	NSN	4061	10/29/1990	9/19/1990	BOE - Warehouse
FA 014181	NSN	4062	10/29/1990	9/21/1990	BOE - Warehouse
FA 014182	NSN	4063	10/29/1990	9/21/1990	BOE - Warehouse
FA 014183	NSN	4064	10/29/1990	9/21/1990	BOE - Warehouse
FA 014184	NSN	4065	10/29/1990	9/19/1990	BOE - Warehouse
FA 014185	NSN	4147	10/29/1990	9/19/1990	BOE - Warehouse
FA 014186	NSN	4148	10/29/1990	9/21/1990	BOE - Warehouse
FA 014187	NSN	4149	10/29/1990	9/21/1990	BOE - Warehouse
FA 014188	NSN	4150	10/29/1990	9/21/1990	BOE - Warehouse
FA 014189	NSN	4151	10/29/1990	9/21/1990	BOE - Warehouse
FA 014190	NSN	4152	10/29/1990	9/21/1990	BOE - Warehouse
FA 014191	NSN	4153	10/29/1990	9/21/1990	BOE - Warehouse
FA 014192	NSN	4154	10/29/1990	9/21/1990	BOE - Warehouse
FA 014193	NSN	4155	10/29/1990	9/21/1990	BOE - Warehouse
FA 014194	NSN	4156	10/29/1990	9/21/1990	BOE - Warehouse
FA 014195	NSN	4157	10/29/1990	9/19/1990	BOE - Warehouse
FA 014196	NSN	4158	10/29/1990	9/21/1990	BOE - Warehouse
FA 014197	NSN	4159	10/29/1990	9/21/1990	BOE - Warehouse
FA 014198	NSN	4160	10/29/1990	9/21/1990	BOE - Warehouse
FA 014199	NSN	4161	10/29/1990	9/21/1990	BOE - Warehouse
FA 014200	NSN	4162	10/29/1990	9/19/1990	BOE - Warehouse
FA 014201	NSN	4163	10/29/1990	9/21/1990	BOE - Warehouse
FA 014202	NSN	4164	10/29/1990	9/19/1990	BOE - Warehouse
FA 014203	NSN	4165	10/29/1990	9/21/1990	BOE - Warehouse
FA 014204	NSN	4166	10/29/1990	9/21/1990	BOE - Warehouse
FA 014205	NSN	4167	10/29/1990	9/21/1990	BOE - Warehouse
FA 014206	NSN	4168	10/29/1990	9/21/1990	BOE - Warehouse
FA 014207	NSN	4169	10/29/1990	9/21/1990	BOE - Warehouse
FA 014208	NSN	4170	10/29/1990	9/21/1990	BOE - Warehouse
FA 014209	NSN	4171	10/29/1990	9/21/1990	BOE - Warehouse
FA 014210	NSN	4172	10/29/1990	9/21/1990	BOE - Warehouse
FA 014211	NSN	4173	10/29/1990	9/19/1990	BOE - Warehouse
FA 014212	NSN	4174	10/29/1990	9/19/1990	BOE - Warehouse
FA 014213	NSN	4175	10/29/1990	9/19/1990	BOE - Warehouse
FA 014214	NSN	4176	10/29/1990	9/19/1990	BOE - Warehouse
FA 014215	NSN	4177	10/29/1990	9/19/1990	BOE - Warehouse
FA 014216	NSN	4178	10/29/1990	9/19/1990	BOE - Warehouse
FA 014217	NSN	4179	10/29/1990	9/19/1990	BOE - Warehouse
FA 014218	NSN	4180	10/29/1990	9/19/1990	BOE - Warehouse

SFC Tag No.	Serial No.	Voting			Location
		Machines	Purchase Date	Shipping Date	
FA 014219	NSN	4181	10/29/1990	9/19/1990	BOE - Warehouse
FA 014220	NSN	4182	10/29/1990	9/19/1990	BOE - Warehouse
FA 014221	NSN	4183	10/29/1990	9/19/1990	BOE - Warehouse
FA 014222	NSN	4184	10/29/1990	9/19/1990	BOE - Warehouse
FA 014223	NSN	4185	10/29/1990	9/19/1990	BOE - Warehouse
FA 014224	NSN	4186	10/29/1990	9/19/1990	BOE - Warehouse
FA 014225	NSN	4187	10/29/1990	9/19/1990	BOE - Warehouse
FA 014226	NSN	4188	10/29/1990	9/19/1990	BOE - Warehouse
FA 014227	NSN	4189	10/29/1990	9/19/1990	BOE - Warehouse
FA 014228	NSN	4190	10/29/1990	9/19/1990	BOE - Warehouse
FA 014229	NSN	4191	10/29/1990	9/19/1990	BOE - Warehouse
FA 014230	NSN	4192	10/29/1990	9/19/1990	BOE - Warehouse
FA 014231	NSN	4193	10/29/1990	9/19/1990	BOE - Warehouse
FA 014232	NSN	4194	10/29/1990	9/19/1990	BOE - Warehouse
FA 014233	NSN	4195	10/29/1990	9/19/1990	BOE - Warehouse
FA 014234	NSN	4196	10/29/1990	9/19/1990	BOE - Warehouse
FA 014235	NSN	4197	10/29/1990	9/19/1990	BOE - Warehouse
FA 014236	NSN	4198	10/29/1990	9/19/1990	BOE - Warehouse
FA 014237	NSN	4199	10/29/1990	9/19/1990	BOE - Warehouse
FA 0142638	NSN	4200	10/29/1990	9/19/1990	BOE - Warehouse
FA 014239	NSN	4201	10/29/1990	9/19/1990	BOE - Warehouse
FA 014240	NSN	4202	10/29/1990	9/19/1990	BOE - Warehouse
FA 014241	NSN	4203	10/29/1990	9/19/1990	BOE - Warehouse
FA 014242	NSN	4204	10/29/1990	9/19/1990	BOE - Warehouse
FA 014243	NSN	4205	10/29/1990	9/19/1990	BOE - Warehouse
FA 014244	NSN	4206	10/29/1990	9/19/1990	BOE - Warehouse
FA 014245	NSN	4207	10/29/1990	9/19/1990	BOE - Warehouse
FA 014246	NSN	4208	10/29/1990	9/19/1990	BOE - Warehouse
FA 014247	NSN	4209	10/29/1990	9/19/1990	BOE - Warehouse
FA 014248	NSN	4210	10/29/1990	9/19/1990	BOE - Warehouse
FA 014249	NSN	4211	10/29/1990	9/19/1990	BOE - Warehouse
FA 014250	NSN	4212	10/29/1990	9/19/1990	BOE - Warehouse
FA 014251	NSN	4213	10/29/1990	9/19/1990	BOE - Warehouse
FA 014252	NSN	4214	10/29/1990	9/19/1990	BOE - Warehouse
FA 014253	NSN	4215	10/29/1990	9/19/1990	BOE - Warehouse
FA 014254	NSN	4216	10/29/1990	9/19/1990	BOE - Warehouse
FA 014255	NSN	4217	10/29/1990	9/19/1990	BOE - Warehouse
FA 014256	NSN	4218	10/29/1990	9/19/1990	BOE - Warehouse
FA 014257	NSN	4219	10/29/1990	9/19/1990	BOE - Warehouse
FA 014258	NSN	4220	10/29/1990	9/19/1990	BOE - Warehouse
FA 014259	NSN	4221	10/29/1990	9/19/1990	BOE - Warehouse
FA 014260	NSN	4222	10/29/1990	9/19/1990	BOE - Warehouse
FA 014261	NSN	4223	10/29/1990	9/19/1990	BOE - Warehouse
FA 014262	NSN	4224	10/29/1990	9/19/1990	BOE - Warehouse

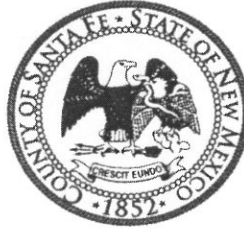
SFC Tag No.	Serial No.	Voting			Location
		Machines	Purchase Date	Shipping Date	
FA 014263	NSN	4225	10/29/1990	9/19/1990	BOE - Warehouse ✓
FA 014264	NSN	4226	10/29/1990	9/19/1990	BOE - Warehouse ✓

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Daniel "Danny" Mayfield  
Commissioner, District 1

Virginia Vigil  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5


Katherine Miller  
County Manager

## MEMORANDUM

Date: September 2, 2011

To: Board of County Commissioners

Cc: Katherine Miller, County Manager

From: Teresa Martinez, Finance Director 

Re: A Resolution for Disposal of Personal Property

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### **BACKGROUND**

Each Santa Fe County Department/Division/Office participates in the process to review damaged, broken, or obsolete fixed assets inventory to determine whether assets are usable, safe for continued use, or if the cost to repair the item would be excessive. Santa Fe County follows the State of New Mexico statutory policies to dispose of personal property and equipment pursuant to NMSA 1978, Section 13-6-1 (2007).

### **ISSUE**

The Santa Fe County Utilities Division has submitted large steel items that are no longer of use and have requested to dispose of the items by scrapping the metal. The Steel Bridges (estimated at 20 tons) have been decommissioned by staff. The Utilities Division recommends that the Bridges be recycled and sold. The estimated current price per ton is \$200.

### **REQUESTED ACTION**

The Resolution is submitted to the Board of County Commissioners for approval. Upon approval of the Board of County Commissioners, a copy of the Resolution will be submitted to the State Auditor's Office and the item(s) will then be sold as scrap metal.

# SANTA FE COUNTY

## RESOLUTION NO. 2011-

### A RESOLUTION AUTHORIZING DISPOSAL OF PERSONAL PROPERTY

**WHEREAS**, Santa Fe County desires to destroy large pieces of steel/steel bridge as personal property indentified in Exhibit A, attached; and

**WHEREAS**, Exhibit A details each item of personal property of the Utilities Department by property tag number, machine number, and location of storage; and

**WHEREAS**, the item of personal property on Exhibit A has a current resale value of less than \$5000; and

**WHEREAS**, the item of personal property on Exhibit A is no longer used by Santa Fe County and is subject to being broken down and sold as scrap metal by auction;

**NOW THEREFORE BE IT RESOLVED** that the Board of County Commissioners of Santa Fe County hereby approves the disposal and sale of personal property listed on Exhibit A pursuant to NMSA 1978, Section 13-6-1 (2007).

**APPROVED, ADOPTED AND PASSED** this 25<sup>th</sup> day of October 2011.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Virginia Vigil, Chairperson

\_\_\_\_\_  
Valerie Espinoza, County Clerk

Approved As To Form

  
\_\_\_\_\_  
Stephen C. Ross, County Attorney

Finance Division Approval

\_\_\_\_\_  
Teresa C. Martinez, Finance Director

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**SANTA FE COUNTY  
ASSET DISPOSITION / TRANSFER FORM**

**Note Disposition of Asset: Transfer, Trade-In, Surplus, Destroyed, Other**

**Part I FROM**

Santa Fe County Tag/Assigned # or License Plate # N/A

Asset Description: Scrap Metal, from 1980's, Steel bridge used to access Conical Baffle Clarifier equipment at Valle Vista Plant.

Year: N/A

Make: N/A

Model: N/A

Serial # or Vehicle ID # (VIN): N/A

Transfer

Trade In (Note: Attach invoice w/ trade-in value)

Other (Note reason - surplus, destroyed, obsolete etc)  
(Surplus vehicles need V/M approval)

Note Condition or Comments: Scrap Metal from 1980's, used to access Conical Baffle Clarifier and equipment. \* The VVTP is now shut down and in process of decommissioning; system is not salvageable except as scrap. Recommendation Dispose/Recycle. Please see attached photos.

Department: Utilities

Asset Location: 38 Ramada Way

Department Director: Patricio Guerrerortiz

*Patricio A. Guerrerortiz*  
Signature for Patricio Guerrerortiz

Date 9/2/11

**Part II TRANSFERRED TO**

Department \_\_\_\_\_ Asset Location \_\_\_\_\_

Note Condition/Comments: \_\_\_\_\_

The undersigned employee(s) hereby states upon receipt of the transferred Asset identified above the information is accurate to the best of his/her knowledge.

Received By \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**FORWARD COMPLETED FORM TO: FINANCE/ FIXED ASSETS**

County Manager \_\_\_\_\_ Date \_\_\_\_\_ (Required for all vehicle transfers.)

**Finance Use Only:**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Entered FA By \_\_\_\_\_ Date \_\_\_\_\_ Asset Value \$ \_\_\_\_\_

Daniel "Danny" Mayfield  
Commissioner, District 1

Virginia Vigil  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4


Liz Stefanics  
Commissioner, District 5


Katherine Miller  
County Manager

## MEMORANDUM

**DATE:** September 1, 2011

**TO:** Anita Guillen, Accountant

**THROUGH:** Richard Silva, Utilities Infrastructure Manager 

**FROM:** Paul Casaus, Utilities Engineering Associate 

**SUBJECT:** Valle Vista Treatment Plant Decommissioning – Dispose/recycle  
Non salvageable scrap metal.

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It is the recommendation of the Santa Fe County Utilities Department that the equipment used since the early 1980's be disposed and or recycled, as part of the "Emergency Valle Vista LS Project" phase II decommissioning of the plant. If at any point further information be required or requested please do not hesitate to contact Paul Casaus at 986-6364.

**SANTA FE COUNTY  
ASSET DISPOSITION / TRANSFER FORM**

**Note Disposition of Asset: Transfer, Trade-In, Surplus, Destroyed, Other**

**Part I FROM**

Santa Fe County Tag/Assigned # or License Plate # N/A

Asset Description: Scrap Metal, from 1980's, Steel bridge used to access Conical Baffle Clarifier equipment at Valle Vista Plant.

Year: N/A

Make: N/A

Model: N/A

Serial # or Vehicle ID # (VIN): N/A

**Transfer**

**Trade In** (Note: Attach invoice w/ trade-in value)

**Other** (Note reason - surplus, destroyed, obsolete etc)  
\*\*\*\* (Surplus vehicles need V/M approval)

Note Condition or Comments: Scrap Metal from 1980's, used to access Conical Baffle Clarifier and equipment. \* The VVTP is now shut down and in process of decommissioning; system is not salvageable except as scrap. Recommendation Dispose/Recycle. Please see attached photos.

Department: Utilities

Asset Location: 38 Ramada Way

Department Director: Patricio Guerrerortiz

Signature

*Patricio A. Guerrerortiz*  
for Patricio Guerrerortiz

Date 9/2/11

**Part II TRANSFERRED TO**

Department \_\_\_\_\_ Asset Location \_\_\_\_\_

Note Condition/Comments: \_\_\_\_\_

The undersigned employee(s) hereby states upon receipt of the transferred Asset identified above the information is accurate to the best of his/her knowledge.

Received By \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**FORWARD COMPLETED FORM TO: FINANCE/ FIXED ASSETS**

County Manager \_\_\_\_\_ Date \_\_\_\_\_ (Required for all vehicle transfers.)

**Finance Use Only:**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Entered FA By \_\_\_\_\_ Date \_\_\_\_\_ Asset Value \$ \_\_\_\_\_





12/2/2010



12/2/2010



12/2/2010



Conical  
Baffle  
Clarifier

12/2/2010



7/10/11  
Conical Baffle  
Classifier