

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

Chapter TP 6-400

Real Property Records and Management



June 20, 2017

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SECTION 1: PURPOSE

The purpose of this policy is to assure that the Redding Rancheria lands are effectively managed and maintained.

SECTION 2: BACKGROUND AND INTENT

Land and structures owned by the Redding Rancheria will be maintained clean and free of environmental and safety hazards, subject to regular inspection, and managed and maintained in such a manner as to promote and enhance their value and the public image of the Redding Rancheria.

The Public Works Department will be the master repository of land records, other than original copies of deeds, titles and similar legal documents, which are maintained by the Redding Rancheria Legal Department, and will take all necessary actions to assure that all information available on tribal lands is well organized and easily accessed.

The Public Works Department will respond in a timely manner to requests by senior management and tribal departments for support information gathering and needs associated with land acquisition, legal and administrative issues, and fees to trust applications.

Upon notification of acquisition of new lands, the Department will gather appropriate information, inspect the lands and develop questions and recommendations to obtain guidance for the implementation of management activities.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

- (a) Develop, research and maintain the official records of the Redding Rancheria lands, not otherwise maintained by the Redding Rancheria Legal Department, in a safe, secure and easily retrievable condition. Records include titles, deeds, easements, utilities, liens, contracts, conveyances, historical information, environmental studies, maps, surveys, appraisals, etc.
- (b) Develop and maintain a formal calendar for all needed actions related to lands, such as taxes, fees, filings, renewals or rights, etc.
- (c) Provide support and assistance as requested by senior management for the acquisition, sale and fee to trust transfers associated with tribal lands.

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- (d) Provide for routine inspection of Redding Rancheria lands to ascertain condition and identify issues related to maintenance, environment, trespass, security, etc.
- (e) Provide scheduled maintenance of all structures and improvements, and address fire hazards, brush control, noxious weeds, erosion and other management issues.
- (f) Take appropriate actions to secure lands from unauthorized access and use.
- (g) Recommend and coordinate the engagement of third parties as appropriate to address land and structure related issues.
- (h) Recommend to the Chief Executive Officer property that is currently under-utilized and is appropriate for renting/leasing to another party and/or other disposition.
 - (1) If property is determined to be suitable for renting/leasing, the following steps shall be taken:
 - (A) Property shall be readied for renting/leasing.
 - (B) Fair market value shall be determined prior to advertising for rent/lease through such methodology as an appraisal, comparisons of like property, or online resources (i.e. Zillow, etc.).
 - (C) The rental/leasing opportunity shall first be offered to Redding Rancheria Tribal Members, as follows:
 - (i) A letter shall be sent to all adult Tribal Members announcing the rental/leasing opportunity, the proposed cost and a deadline for submitting an application.
 - (ii) If one Tribal Member applies for the rental/lease, that Tribal Member shall be selected. If more than one Tribal Member applies by the deadline, a blind drawing shall be conducted to determine the successful applicant.
 - (D) If no Tribal Member applies to rent/lease the property by the deadline, the property shall be made available to non-Members.
 - (E) No person shall be allowed to sub-lease any property rented or leased from Redding Rancheria under this policy.

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- (F) At the time of renting/leasing, a contract shall be entered into between Redding Rancheria and the renter/lessee outlining the terms of the agreement including, but not limited to: price, term, security deposit, maintenance obligations, etc.

SECTION 6: PRIORITIES

The Director of Public Works will establish priorities within budget constraints and the advice and direction of senior management and the Tribal Council.

SECTION 7: EVALUATION

The Department will provide a lands report on an annual basis which identifies all lands and their condition, including appropriate maps, and discussion of issues to be addressed, and the costs of actions needed relative to maintenance, records development and other issues.

Legislative History:

Originally Adopted by Tribal Council Resolution # 031-06-08-10, dated June 8, 2010.

Amended by Tribal Council Resolution # 042-06-20-17, dated June 20, 2017.