

# **CIBOLA COUNTY BOARD OF COMMISSIONERS**

Jack Moleres  
Chairman

Robert Armijo  
1<sup>st</sup> Vice Chairman

Robert Windhorst  
2<sup>nd</sup> Vice Chairman

Daniel Torrez  
Commissioner

Martha Garcia  
Commissioner

**Regular Meeting  
June 15, 2017 at 5:00 p.m.  
Cibola County Commission Chamber  
700 East Roosevelt Ave, Suite 50**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Prayer**
- 5. Approval of Agenda**
- 6. Consent Agenda - Action May Be Taken**
  - a. Meeting Minutes May 25, 2017 Regular Meeting
  - b. Meeting Minutes May 31, 2017 Special Meeting
- 7. Reports**
  - a. Monthly Sheriff's Department Activity Report
  - b. Monthly Detention Report
    - a) PREA
  - c. Monthly Road Department Report
- 8. Public Comment**

The Public has the opportunity to provide comment at this time regarding any agenda item only. Your Comments will be limited to three minutes unless the Board of County Commissioners requests more information. The time limit is given in an effort to allow public input but also to move the agenda forward in a prompt yet efficient manner.
- 9. New Business-Action May Be Taken**
  - a. Consideration of Resolution 17-26, Fiscal Year 2017 BUDGET ADJUSTMENT No. 4
  - b. Hospital Board Members
  - c. Consideration of Detention Options
  - d. Consideration of Contract:
    - a) Vikram Alladi extension and amendment
    - b) Valle del Sol of Arizona
    - c) USDA/Wildlife Services
    - d) Economic Development Funding Request Reconsideration
    - e) Chamber of Commerce Funding Request Reconsideration
    - f) NM State Library/Rural Bookmobile Funding Request Reconsideration
  - e. Consideration of Donation, 2000 Ford Diesel Ambulance to Navajo Consolidated School District
  - f. Consideration of Technical Services Information Technology Policies and Procedures
    - a) Network Risk Assessment Policy
    - b) Data Backup Policy
    - c) I T Disaster Recovery Plan & Policy

d) I T Strategic Plan, 5 year plan

**10. Manager's Report**

**11. Comments**

- a. Staff
- b. Commissioners

**12. Executive Session**

Pursuant to Section 10-15-1 (H) (7)(8) the following matter may be discussed in closed session:

Litigation, Real Property

- a) Litigation – Corina Murphy
- b) Real Property Lease – Smith's
- c) Real Property Lease – Cibola General Hospital

- Motion and roll call vote to go into Executive Session for the state reasons
- Board meets in closed session
- Motion and vote to go back into regular session
- Summary of items discussed in closed session
- Motion and roll call vote that matters discussed in closed session were limited to those specified in Motion. For closure and that no final action was taken, pursuant to the authority in § 10-15-1 NMSA 1978

**13. Action Item:**

- d) Consideration of Smith's Lease
- e) Consideration of Real Property Lease – Cibola General Hospital

**14. Announcements**

The next Regular Commission Meeting will be held on Thursday, July 27, 2017 at 5:00 p.m. immediately following the Board of Finance Meeting in the Cibola County Commission Chamber Room, 700 East Roosevelt Ave, Suite 50

**15. Adjournment**

*"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting please contact the Cibola County Commission Chamber 700 E. Roosevelt Ave. Suite 50, Grants, NM 87020, phone (505)287-9431 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Cibola County Administration if a summary or other type of accessible format is needed."*

***Cibola County Commission***  
**Regular Meeting**  
**May 25, 2017**

The Cibola County Commission held a Regular Meeting on Thursday May 25, 2017 at 5:00 pm in the Cibola County Commission Chamber

**Elected Officials Present Staff**

Jack Moleres, Chairman  
Robert Armijo, 1<sup>st</sup> Vice Chairman  
Robert Windhorst, 2<sup>nd</sup> Vice Chairman  
Daniel Torrez, Commissioner  
Martha Garcia, Commissioner

Tony Boyd, County Manager  
Joseph Sanders, Finance Director  
Natalie Grine, Chief Deputy County Clerk  
Heather Paintin, Recording/Filing Clerk

**1. Call to Order**

Chairman Jack Moleres called the meeting to order at 5:17 p.m.

**2. Roll Call**

Chairman Jack Moleres does roll call 5-0 in attendance

**3. Pledge of Allegiance**

Led by 1<sup>st</sup> Vice Chairman Armijo and Recited by all

**4. Prayer**

Commissioner Torrez led us in prayer

**5. Approval of Agenda**

Motion to approve the agenda with the following changes requested by Manager Boyd: remove 10 b., made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 Affirmative.

**6. Consent Agenda – Action May Be Taken**

- a. Meeting Minutes April 27, 2017 Regular Meeting
- b. Meeting Minutes May 11, 2017 Special Meeting
- c. Meeting Minutes May 18, 2017 Special Meeting

Motion to approve April 27, 2017 Regular Meeting, May 11, 2017 Special Meeting and May 18, 2017 Special Meeting made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 Affirmative.

## **7. Reports**

### **a. Monthly Sheriff's Department Activity Report.**

Sheriff Tony Mace said huge increase in calls this year compared to last. SSU unit did joint narcotics warrant search with Village of Milan and recovered stolen property, large amount of narcotics and 2 arrests and through that they were able to solve 2 burglaries from the Bluewater Village area and got the property back to the victims. Did a step enforcement during prom night and reporting 0 incidents and only 4 minor traffic citations issued in a 4 hour period. They also did one for graduation and will have an activity report for that next month.

### **b. Monthly Detention Report.**

Michael Dodds stated that the current count today is 200 in custody with 103 paying beds. Daily average in April for inmates was 172 males and 32 females.

#### **a) PREA – For the Month of April they had 0 PREA Reports**

### **c. Monthly Road Department Report.**

Gary Porter said that for the Month of April 2017 they have been bladed 81 miles of road and special projects around the county. Everything is holding up this month. 2<sup>nd</sup> Vice Chairman Windhorst asked about Enchanted Mesa Road, there are 2 dangerous spots in the road. Is there any way we can get some type of fill to fill that in? Gary advised it was up to Commission if they wanted to fix it, it is not a maintained road. A resident in the audience Matthew spoke about the issue as well. Chairman Moleres advised they would have to look at it and see if there was anything they can do to help the issue, but he stated at this time they won't be able to do anything. Starting summer projects, going to 10 hour days after the holiday for the month of June and part of July to get co-ops done as soon as possible before the person who runs the lay down machine retires. He has one employee retiring in June and another at the end of the year.

## **8. Presentation**

### **a. Future Foundations - Sherri Kachirisky**

Sherri handed out letters of support to the Commissioners. Needing \$14,000 to ensure the program is funded for the next year. Had members of the executive board, several



parents, employees and students speak about the program and how it benefits them and why the county should consider funding for Future Foundations.

b. New Mexico State Cooperative Extension Office – Chase Elkins

Chase gave an over view of 4-h and several other programs the extension office offers to the community. They offer several programs to children and adults. The money they get from the county is matched \$1 per \$1 with the state and the federal government. If he loses any of the funding, he will loss all the funding he receives.

**9. Public Comment**

El Morro Valley Fire Department- read a letter from Fire Marshal to Commission and wanted to thank the Commission for having confidence in them.

Ann Mattila- has concerns with the talk of selling the hospital and other options that are being discussed about hospitals future. She provided some history on how the relationship began with the hospital and give some education. She is asking Commission to do the honorable thing in the best interest of the hospital and the community.

Laura Jaramillo- she apologized and wanted to say she didn't mean to come across attacking and she wants to work together with the County to keep the afterschool program at Future Foundations going. She was irritated with the comment that it was the Cities building when the county gave it to the City just 6 months ago because of the budget issues. She looks forward to working together and making Future Foundations a success.

**10. New Business – Action May Be Taken**

a. Consideration of Preliminary Budget

Motion to approve made by 1<sup>st</sup> Vice Chairman Armijo, seconded by 2<sup>nd</sup> Vice Chairman Windhorst, 5-0 Affirmative.

b. Consideration of JAF Grant

Removed from agenda

c. Consideration of Resolution 17-25 Speed Hump Policy

Motion to Table this item and make some changes to policy made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 Affirmative.

d. Consideration of Contract:

a. Future Foundations

Motion to approve \$14,000 for made by Commissioner Torrez, seconded by 1<sup>st</sup> Vice Chairman Armijo, 5-0 Affirmative.

b. Extension Office

Motion to approve made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 Affirmative.

c. Economic Development

Motion to approve made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 Affirmative.

d. Council of Governments

Motion to approve made by 2<sup>nd</sup> Vice Chairman Windhorst, seconded by Commissioner Torrez, 5-0 Affirmative.

e. Chamber of Commerce

Motion to approve made by Commissioner Torrez, seconded by 2<sup>nd</sup> Vice Chairman Windhorst, 5-0 Affirmative.

f. New Mexico State Library Service/Rural Bookmobile West

Motion to approve made by Commissioner Torrez, seconded by 1<sup>st</sup> Vice Chairman Armijo, 5-0 Affirmative.

## **11. Manager's Report**

- a) Dustin Middleton has been instructing Defensive Driving class for all county employees over the last week, 10-20 attendees per class.
- b) El Morro Valley fire department report was already given
- c) Shooting Range- had a meeting with BLM and the fire department over the shooting range, there are concerns about air craft flying over, that has been discussed and resolved. Should be able to move forward soon.
- d) Road Runner- has been out spraying for mosquitos in all areas of the county, city and village since May 4<sup>th</sup> and he is giving a weekly report.
- e) PHI for detainees- had a meeting with them and discussed working on a contract or a reduced cost when our inmates have to be flown out to Albuquerque or elsewhere for treatment, they will be talking with their corporate office and getting back with us.
- f) Hospital Board meeting- still working on this and is an ongoing project.

## **12. Comments**

### **a. Staff**

Michael Dodds- would like to know where he stands with the county. He stated the approved preliminary budget doesn't include him at all. He and his position have been removed. He is uncomfortable with that and wanted all the Commissioners to know how he feels. Does he have a future with the County? Manager Boyd let the Commissioners know that he will be addressing this issue with Michael tomorrow Friday May 26, 2017.

### **b. Commissioners**

Commissioner Garcia said that the next meeting is scheduled for June 22, 2017 but that is the week the Commissioners will be in Taos. Need to move the meeting.

Motion to move June Commission Regular meeting to June 15, 2017 at 5pm made by Commissioner Torrez, seconded by Commissioner Garcia, 5-0 Affirmative.

## **13. Executive Session**

At 8:02 p.m. motion made by 1<sup>st</sup> Vice Chairman Armijo to go into Executive Session, seconded by 2<sup>nd</sup> Vice Chairman Windhorst, 5-0 Affirmative.

Pursuant to Section 10-15-1 (H) (2) (7) & (8) the following matter may be discussed in closed session:

- a) Litigation- Carina Murphy
- b) Litigaiton- Archuleta v BOCC
- c) Litlgation- Ricoh USA v BOCC
- d) Personnel- Tony Boyd – Contract
- e) Real Estate- Smith's Lease

- Motion and roll call vote to go into Executive Session for the state reasons
- Board meets in closed session
- Motion and vote to go back into regular session
- Summary of items discussed in closed session
- Motion and roll call vote that matters discussed in closed session were limited to those specific in Motion. For closure and that no final action was taken, pursuant to the authority in § 10-15-1 NMSA 1978

At 8:20 pm motion made by Commissioner Torrez to start back into regular session, seconded by 1<sup>st</sup> Vice Chairman Armijo, 5-0 Affirmative.

Motion to confirm only action taken in Executive Session were the items listed above made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 Affirmative.

#### **14. Action Items**

- a. Tony Boyd- Contract

Motion made to table until Special Meeting on May 31, 2017 at 5:30pm made by Commissioner Garcia, seconded by Commissioner Torrez, 4-1 Affirmative.

#### **15. Announcements**

The next Regular Commission Meeting will be held on Thursday June 15, 2017 at 5:00 p.m. immediately following the Board of Finance Meeting in the Cibola County Commission Chamber Room, 700 East Roosevelt Ave, Suite 50

#### **16. Adjournment**

Chairman Jack adjourned the meeting at 10:07 p.m.

***Cibola County Commission***  
**Special Meeting**  
**Wednesday May 31, 2017**

The Cibola County Commission held a Special Meeting on Wednesday May 31, 2017 at 5:30 pm in the Cibola County Commission Room

**Elected Officials Present Staff**

**Jack Moleres, Chairman**  
**Robert Armijo, 1<sup>st</sup> Vice Chairman**  
**Robert Windhorst, 2<sup>nd</sup> Vice Chairman**  
**Daniel Torrez, Commissioner**  
**Martha Garcia, Commissioner**

**Tony Boyd, County Manager**  
**Joseph Sanders, Finance Director**  
**Julie Quintana, Administrative Assistant**  
**Michelle Dominguez, Deputy County Clerk**  
**Heather Paintin, Recording/Filing Clerk**

**1. Call to Order**

Chairman Moleres called the meeting to Order at 5:30 p.m.

**2. Roll Call**

Chairman Moleres does roll call all Commissioners present.

**3. Pledge of Allegiance**

1<sup>st</sup> Vice Chairman Armijo led us in the Pledge of allegiance, Recited by all.

**4. Prayer**

Commissioner Garcia led us in prayer.

**5. Approval of Agenda**

1<sup>st</sup> Vice Chairman Armijo made a motion to approve the agenda, seconded by Commissioner Torrez, 5-0 affirmative.

**6. Executive Session**

1<sup>st</sup> Vice Chairman Armijo made a motion to go into executive session at 5:33 pm, seconded by Commissioner Torrez, 5-0 affirmative.

Pursuant to Section 10-15-1 (H) (7)(8) the following matter may be discussed in closed session:

a) Personnel- Tony Boyd – Contract

- Motion and roll call vote to go into Executive Session for the state reasons
- Board meets in closed session
- Motion and vote to go back into regular session
- Summary of items discussed in closed session
- Motion and roll call vote that matters discussed in closed session were limited to those specific in Motion. For closure and that no final action was taken, pursuant to the authority in § 10-15-1 NMSA 1978

Motion made at 8:23pm by Commissioner Torrez to go back into regular session, seconded by Commissioner Garcia, 5-0 affirmative.

Summary of items discussed in closed session listed above, Personnel Tony Boyd Contract and no final action was taken, motion made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Torrez, 5-0 affirmative.

**7. Action Items- Action May Be Taken**

a) Consideration of County Manager Contract

Motion to approve extending Manager Boyd's contract 120 days with a number of stipulations made by 1<sup>st</sup> Vice Chairman Armijo, seconded by Commissioner Garcia, 5-0 affirmative.

**8. Announcements**

The next Regular Commission Meeting will be held on Thursday June 15, 2017 at 5:00 pm immediately following the Board of Finance Meeting in the County Convention Room.

**9. Adjournment**

Chariman Moleres adjourned meeting at 8:25 p.m.



# Cibola County Sheriff's Office

*Sheriff Tony Mace*

tnymace@yahoo.com

*Undersheriff P. Michael Munk*

mmunk@co.cibola.nm.us

Office: 505-876-2040  
Dispatch: 505-287-9476  
Fax: 505-876-2090

Physical: 114 McBride Road  
Grants, NM 87020  
Mailing: 515 W. High St.  
Grants, NM 87020

**The following are statistics for the Cibola County Sheriff's Department for MAY 1, 2017 through MAY 31, 2017.**

		PREVIOUS YR
Accidents	6	13
Arrests	70	61
Transports	30	37
Warrant Transports	26	28
Calls	1416	687
Citations/Warnings	35	40
Civil Papers Received	79	65
Incidents	45	57

**Please note the above information will change as deputies do all above duties as it occurs.**

**Cibola County Sheriff's Office**

**Arrests - by Officer**

Arrest Date: 05/01/2017 - 05/31/2017

Officer	Arrests	<u>SEX</u>			<u>RACE</u>					<u>ETHNIC</u>	
		Male	Female	UNK	White	Black	Indian	Asian	UNK	Hispanic	NonHisp
B. Pena	2	1	1	0	0	0	0	0	2	0	2
D. Taylor	20	13	7	0	12	1	3	0	4	8	12
Dep. A. Romero	3	3	0	0	2	0	1	0	0	1	2
Dep. J. McCowen	5	5	0	0	5	0	0	0	0	2	3
Dep. R. Veloz	6	4	2	0	5	0	1	0	0	2	4
Dep. S. Nunez	1	1	0	0	1	0	0	0	0	0	1
Dep. T. Archuleta	1	1	0	0	0	0	1	0	0	0	1
Det. S. Chavez	3	0	3	0	3	0	0	0	0	2	1
K. Ward	1	1	0	0	0	0	1	0	0	0	1
Lt. H. Hall	2	1	1	0	2	0	0	0	0	1	1
M. Hawkins	11	7	4	0	6	0	3	0	2	3	8
Sgt. D. Chavez	10	7	3	0	1	0	7	0	2	0	10
Sgt. L. Lister	5	5	0	0	3	0	2	0	0	2	3

<b>TOTAL</b>	70	49	21	0	40	1	19	0	10	21	49
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## Cibola County Sheriff's Office

## Arrests - by Officer for TRANSPORT

Arrest Date: 05/01/2017 - 05/31/2017

Officer	Arrests	SEX			RACE					ETHNIC	
		Male	Female	UNK	White	Black	Indian	Asian	UNK	Hispanic	NonHisp
B. Pena	1	1	0	0	0	0	0	0	1	0	1
D. Taylor	17	11	6	0	9	1	3	0	4	7	10
Dep. A. Romero	0	0	0	0	0	0	0	0	0	0	0
Dep. J. McCowen	0	0	0	0	0	0	0	0	0	0	0
Dep. R. Veloz	0	0	0	0	0	0	0	0	0	0	0
Dep. S. Nunez	0	0	0	0	0	0	0	0	0	0	0
Dep. T. Archuleta	0	0	0	0	0	0	0	0	0	0	0
Det. S. Chavez	0	0	0	0	0	0	0	0	0	0	0
K. Ward	1	1	0	0	0	0	1	0	0	0	1
Lt. H. Hall	0	0	0	0	0	0	0	0	0	0	0
M. Hawkins	8	5	3	0	5	0	2	0	1	3	5
Sgt. D. Chavez	3	2	1	0	0	0	1	0	2	0	3
Sgt. L. Lister	0	0	0	0	0	0	0	0	0	0	0

<b>TOTAL</b>	30	20	10	0	14	1	7	0	8	10	20
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**Cibola County Sheriff's Office**

**Arrests - by Officer For WARRANTS**

**Arrest Date: 05/01/2017 - 05/31/2017**

Officer	Arrests	<b>SEX</b>			<b>RACE</b>					<b>ETHNIC</b>	
		Male	Female	UNK	White	Black	Indian	Asian	UNK	Hispanic	NonHisp
B. Pena	1	0	1	0	0	0	0	0	1	0	1
D. Taylor	3	2	1	0	3	0	0	0	0	1	2
Dep. A. Romero	1	1	0	0	1	0	0	0	0	0	1
Dep. J. McCowen	3	3	0	0	3	0	0	0	0	1	2
Dep. R. Veloz	5	4	1	0	4	0	1	0	0	2	3
Dep. S. Nunez	1	1	0	0	1	0	0	0	0	0	1
Dep. T. Archuleta	0	0	0	0	0	0	0	0	0	0	0
Det. S. Chavez	0	0	0	0	0	0	0	0	0	0	0
K. Ward	0	0	0	0	0	0	0	0	0	0	0
Lt. H. Hall	0	0	0	0	0	0	0	0	0	0	0
M. Hawkins	2	2	0	0	1	0	1	0	0	0	2
Sgt. D. Chavez	6	5	1	0	1	0	5	0	0	0	6
Sgt. L. Lister	4	4	0	0	2	0	2	0	0	1	3

<b>TOTAL</b>	26	22	4	0	16	0	9	0	1	5	21
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**Cibola County Sheriff's Office**  
**DISPATCH ARRIVED BY DSN AND DATE RANGE**  
05/01/2017 00:00 through 05/31/2017 00:00

<b>DSN</b>	<b>User</b>	<b># of Times Arrived on Call</b>
128	B. Pena	7
127	D. Taylor	30
114	Dep. A. Kemp	26
116	Dep. A. Romero	123
108	Dep. J. McCowen	204
115	Dep. K. Grassie	79
117	Dep. M. Monte	2
107	Dep. R. Veloz	127
110	Dep. S. Nunez	78
111	Dep. T. Archuleta	171
106	Det. S. Chavez	50
131	E. Sanchez	58
119	K. Ward	37
103	Lt. H. Hall	108
129	M. Hawkins	19
130	P. Lucero	83
105	Sgt. D. Chavez	175
104	Sgt. L. Lister	36
101	Sheriff T. Mace	3

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# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

45

Case No.	Incident Date	Complainant	Status	Method Received
<b>Category:</b>				
<u>Offense Type:</u>				
17-000546	05/10/2017			
Offense Type Total =	1			
<u>Offense Type:</u> <u>ANIMAL BITE REPORTS REQUIRED</u>				
17-000520	05/01/2017		INFO REPORT ONLY	OTHER
Offense Type Total =	1			
<u>Offense Type:</u> <u>ANIMAL VICIOUS</u>				
17-000530	05/04/2017		INFO REPORT ONLY	DISPATCHER
Offense Type Total =	1			
<u>Offense Type:</u> <u>BATTERY AGGRAVATED</u>				
17-000555	05/13/2017		ACTIVE/PE NDING	DISPATCHER
17-000564	05/14/2017		INFO REPORT ONLY	
17-000615	05/25/2017		ACTIVE/PE NDING	DISPATCHER
Offense Type Total =	3			
<u>Offense Type:</u> <u>BATTERY AGGRAVATED HHM</u>				
17-000538	05/07/2017		TOT	DISPATCHER
17-000608	05/23/2017		ACTIVE/PE NDING	OTHER AGENCY
Offense Type Total =	2			
<u>Offense Type:</u> <u>BATTERY SIMPLE</u>				
17-000550	05/12/2017		INFO REPORT ONLY	DISPATCHER
Offense Type Total =	1			
<u>Offense Type:</u> <u>CIVIL DISPUTE</u>				
17-000552	05/12/2017		UNFOUNDE D	PHONE
Offense Type Total =	1			

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
<u>Offense Type: CRASH REPORT</u>				
17-000531	05/04/2017		INFO REPORT ONLY	DISPATCHER
17-000545	05/10/2017		INFO REPORT ONLY	DISPATCHER
17-000554	05/13/2017		INFO REPORT ONLY	DISPATCHER
17-000567	05/15/2017		INFO REPORT ONLY	WALK-IN
17-000617	05/27/2017		INFO REPORT ONLY	DISPATCHER
17-000628	05/31/2017		INFO REPORT ONLY	DISPATCHER
Offense Type Total = 6				
<u>Offense Type: CRIMINAL DAMAGE PROPERTY</u>				
17-000516	05/01/2017		INACTIVE	DISPATCHER
17-000518	05/01/2017		INACTIVE	DISPATCHER
17-000528	05/03/2017		INFO REPORT ONLY	DISPATCHER
17-000574	05/16/2017		INFO REPORT ONLY	WALK-IN
17-000593	05/18/2017		ACTIVE/PE NDING	DISPATCHER
Offense Type Total = 5				
<u>Offense Type: DRUG EQUIPMENT/PARAPHERNALIA</u>				
17-000540	05/08/2017		JUV CLEARED	OTHER
Offense Type Total = 1				
<u>Offense Type: DUI/DWI</u>				
17-000618	05/29/2017		CBA	DISPATCHER
Offense Type Total = 1				
<u>Offense Type: LARCENY</u>				
17-000534	05/05/2017		INACTIVE	DISPATCHER
17-000629	05/31/2017		INACTIVE	DISPATCHER



# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
<hr/>				
Offense Type Total =	2			
<u>Offense Type: PROTECTIVE CUSTODY</u>				
17-000541	05/09/2017		INFO REPORT ONLY	DISPATCHER
Offense Type Total =	1			
<u>Offense Type: PROTECTIVE CUSTODY HOLD</u>				
17-000633	05/31/2017		CBA	DISPATCHER
Offense Type Total =	1			
<u>Offense Type: SUICIDE ATTEMPT/COMPLETED</u>				
17-000605	05/23/2017		INFO REPORT ONLY	DISPATCHER
Offense Type Total =	1			
<u>Offense Type: TRASH ON PUBLIC &amp; PRIVATE PROPERTY</u>				
17-000591	05/23/2017		INFO REPORT ONLY	
Offense Type Total =	1			
<u>Offense Type: WARRANT - DISTRICT COURTS</u>				
17-000563	05/14/2017		CBA	DISPATCHER
17-000587	05/16/2017		CBA	OTHER AGENCY
17-000601	05/22/2017		CBA	OTHER AGENCY
17-000623	05/30/2017		CBA	OTHER AGENCY
17-000627	05/31/2017		CBA	OTHER AGENCY
17-000651	05/31/2017		CBA	OTHER AGENCY
Offense Type Total =	6			
<u>Offense Type: WARRANT - MAGISTRATE COURTS</u>				
17-000526	05/02/2017		CBA	COURT ORDER
17-000537	05/07/2017		CBA	ON VIEW
17-000586	05/16/2017		CBA	DISPATCHER
17-000589	05/17/2017		CBA	ON VIEW
17-000598	05/22/2017		CBA	DISPATCHER
17-000599	05/22/2017		CBA	COURT ORDER
17-000600	05/18/2017		CBA	OTHER AGENCY

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# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
17-000602	05/22/2017		CBA	DISPATCHER
17-000607	05/23/2017		CBA	DISPATCHER
17-000611	05/24/2017		CBA	OTHER AGENCY
17-000612	05/24/2017		CBA	DISPATCHER
17-000612	05/24/2017		CBA	DISPATCHER
17-000620	05/30/2017		CBA	DISPATCHER
17-000625	05/30/2017		CBA	OTHER AGENCY
17-000630	05/31/2017		CBA	
17-000631	05/31/2017		CBA	DISPATCHER
Offense Type Total =		15		
<u>Offense Type: WARRANT - MUNICIPAL COURT</u>				
17-000536	05/07/2017		CBA	ON VIEW
17-000557	05/14/2017		CBA	DISPATCHER
17-000558	05/14/2017		CBA	DISPATCHER
17-000559	05/14/2017		CBA	
17-000560	05/14/2017		CBA	DISPATCHER
17-000561	05/14/2017		CBA	DISPATCHER
17-000562	05/14/2017		CBA	DISPATCHER
17-000606	05/23/2017		CBA	DISPATCHER
Offense Type Total =		8		
<u>Offense Type: WARRANT - OTHER JURISDICTIONS</u>				
17-000523	05/02/2017		INFO REPORT ONLY	COURT ORDER
17-000529	05/04/2017		CBA	
17-000532	05/05/2017		CBA	DISPATCHER
17-000548	05/10/2017		INFO REPORT ONLY	DISPATCHER
Offense Type Total =		4		
<u>Offense Type: WARRANT - TRANSPORT COURT/MEDICAL</u>				
17-000527	05/03/2017		CBA	COURT ORDER
17-000556	05/13/2017		INFO REPORT ONLY	DISPATCHER
17-000565	05/14/2017		CBA	DISPATCHER
17-000568	05/03/2017		CBA	COURT ORDER
17-000570	05/03/2017		CBA	COURT ORDER

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
17-000571	05/15/2017		CBA	COURT ORDER
17-000572	05/09/2017		CBA	COURT ORDER
17-000573	05/09/2017		CBA	COURT ORDER
17-000575	05/10/2017		CBA	COURT ORDER
17-000576	05/10/2017		CBA	COURT ORDER
17-000577	05/10/2017		CBA	COURT ORDER
17-000578	05/11/2017		CBA	COURT ORDER
17-000579	05/11/2017		CBA	COURT ORDER
17-000581	05/11/2017		CBA	COURT ORDER
17-000582	05/15/2017		CBA	COURT ORDER
17-000583	05/15/2017		CBA	COURT ORDER
17-000588	05/16/2017		CBA	COURT ORDER
17-000590	05/17/2017		CBA	COURT ORDER
17-000594	05/17/2017		CBA	COURT ORDER
17-000595	05/17/2017		CBA	COURT ORDER
17-000597	05/18/2017		CBA	COURT ORDER
17-000604	05/23/2017		CBA	COURT ORDER
17-000609	05/23/2017		CBA	COURT ORDER
17-000610	05/24/2017		CBA	COURT ORDER
17-000621	05/30/2017		CBA	OTHER AGENCY
17-000622	05/30/2017		CBA	COURT ORDER
17-000624	05/30/2017		CBA	OTHER AGENCY
17-000649	05/31/2017		CBA	COURT ORDER
17-000650	05/31/2017		CBA	COURT ORDER
Offense Type Total =		29		

Category Total = 91

### Category: FELONY

#### Offense Type: BATTERY ON PEACE OFFICER

17-000616	05/26/2017	[REDACTED]	CBA	OTHER AGENCY
Offense Type Total =		1		

#### Offense Type: BURGLARY

17-000522	05/02/2017	[REDACTED]	CBA	OTHER
17-000551	05/12/2017	[REDACTED]	INFO REPORT ONLY	DISPATCHER
17-000632	05/31/2017	[REDACTED]	INACTIVE	DISPATCHER



# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
Offense Type Total =	3			
Offense Type:	<u>BURGLARY AGGRAVATED</u>			
17-000547	05/10/2017	[REDACTED]	INACTIVE	DISPATCHER
Offense Type Total =	1			
Offense Type:	<u>CRIMINAL SEXUAL CONTACT</u>			
17-000521	05/02/2017		ACTIVE/PENDING	OTHER
Offense Type Total =	1			
Offense Type:	<u>DRUGS TRAFFICKING CONTROLLED SUBSTANCES</u>			
17-000535	05/06/2017		CBA	ON VIEW
Offense Type Total =	1			
Offense Type:	<u>FORGERY</u>			
17-000533	05/05/2017	[REDACTED]	ACTIVE/PENDING	WALK-IN
Offense Type Total =	1			
Offense Type:	<u>STOLEN VEHICLE UNLAWFUL TAKING</u>			
17-000525	05/02/2017		UNFOUNDED	DISPATCHER
Offense Type Total =	1			
Offense Type:	<u>WEAPONS ON SCHOOL PROPERTY</u>			
17-000584	05/16/2017		JUV CLEARED	OTHER
Offense Type Total =	1			
Category Total =	10			
Category:	<u>MISDEMEANOR</u>			
Offense Type:	<u>BATTERY HHM</u>			
17-000553	05/13/2017	[REDACTED]	INFO REPORT ONLY	DISPATCHER
Offense Type Total =	1			
Offense Type:	<u>CRIMINAL TRESPASS</u>			
17-000519	05/01/2017	[REDACTED]	INFO	DISPATCHER

*Handwritten signature/initials*

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
17-000539	05/08/2017	[REDACTED]	REPORT ONLY	WALK-IN
17-000544	05/09/2017	[REDACTED]	ACTIVE/PENDING	DISPATCHER
Offense Type Total = 3			INFO REPORT ONLY	
Offense Type: <u>DEATH REPORT REQUIRED</u>				
17-000543	05/09/2017		ACTIVE/PENDING	DISPATCHER
Offense Type Total = 1				
Offense Type: <u>DOMESTIC OFFENSE NON-VIOLENT</u>				
17-000549	05/12/2017	[REDACTED]	CBA	DISPATCHER
17-000613	05/25/2017	[REDACTED]	INFO REPORT ONLY	DISPATCHER
17-000619	05/30/2017	[REDACTED]	INACTIVE	DISPATCHER
17-000626	05/30/2017	[REDACTED]	INFO REPORT ONLY	DISPATCHER
Offense Type Total = 4				
Offense Type: <u>DRIVING REVOKED OR SUSPENDED</u>				
17-000603	05/22/2017		CBA	ON VIEW
Offense Type Total = 1				
Offense Type: <u>DUI/DWI</u>				
17-000592	05/17/2017		CBA	DISPATCHER
Offense Type Total = 1				
Offense Type: <u>LITTERING OTHER THAN HIGHWAYS</u>				
17-000524	05/02/2017		INFO REPORT ONLY	
17-000569	05/15/2017	[REDACTED]	TOT	WALK-IN
Offense Type Total = 2				
Category Total = 13				
Category: <u>N/A</u>				
Offense Type: <u>INFORMATION REPORT ONLY</u>				

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 05/01/2017 to 05/31/2017

Case No.	Incident Date	Complainant	Status	Method Received
17-000585	05/16/2017	[REDACTED]	INFO REPORT ONLY	
17-000614	05/25/2017	[REDACTED]	INFO REPORT ONLY	

Offense Type Total = 2

Category Total = 2

Total Offenses = 116

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## MAY 2017 COMMISSION REPORT

Bookings For May 2017
Bookings For April 2017

Bookings	Releases
294	275
241	218

Daily Average Inmate Count for May 2017
Daily Average Inmate Count for April 2017
Highest facility count for the month of May 2017

Male	Female	Total
198	34	232
172	32	205
209	52	261

### Revenue Collected for May 2017

Co. Correctional Fac GRT.	\$38,064.03	May 2017 for April 2017
Housing	\$68,342.50	Collected in May 2017
Federal Transports	\$5,394.13	Collected in May 2017
Medical	\$2,262.20	Reimbursements & Fees
All Other	\$48.33	Inmate Fees, Commissions, Other Revenue
Correction Fees		
New Mexico State - Cop		
Total	\$114,111.19	

Rent paid for May 2017	\$9,821.00	From State to General fund
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Juvenile Care paid for May 2017		Juvenile's are currently held at the McKinley County Detention Center.
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### Paying May 2017

County, City & Federal	# of Inmates	Average # of Billing Days	Billing Days	Rate	Total
City of Grants	75	5.6	422	65.00	\$24,911.25
Village of Milan	5	1.6	8	65.00	\$325.00
United States Marshals	57	25.7	1,467	60.00	\$88,020.00
Valencia County	15	19.5	293	75.00	\$21,975.00
Socorro County				75.00	
Rio Arriba County	36	18	649	65.00	\$42,185.00
Catron County				75.00	
Mora County	2	31	62	75.00	\$4,650.00
Kirtland Air Force Base				75.00	
Prisoner Transportation Services	32	2.4	79	75.00	\$5,925.00
Pueblo of Laguna	4	15.2	61	75.00	\$3,348.00
U.S. Prisoner Transports				75.00	
Security Transport Services	7	1	7	75.00	\$525.00
<b>Totals</b>	<b>233</b>	<b>120</b>	<b>3048</b>		<b>\$191,864.25</b>

### May 2017 Non Paying

Non Paying	# of Inmates	Average # of Billing Days	Billing Days	Rate	Total
APPO	45	15.8	712	57.00	\$30,922.50
Magistrate Court	162	9.5	1,545	57.00	\$83,248.50
District Court	97	20.8	2,022	57.00	\$101,631.00
<b>Totals</b>	<b>304</b>	<b>46.1</b>	<b>4,279</b>		<b>\$215,802.00</b>

# JUVENILE DETENTION LISTING MAY 2017

FROM DATE	TO DATE	Man - Days	Total

Total Man - Days: 
 Rate Per Day: \$108.00

Total Due: \$0.00

Year To Date	
Month	Amount
July	\$14,959.49
August	\$17,091.09
September	\$11,086.29
October	\$19,691.57
November	\$6,429.03
December	\$20,855.68
January	\$27,875.03
February	\$13,891.12
March	\$9,051.81
April	\$12,072.27
May	
June	

Total To Date: \$153,003.38

[illegible]

Prison Rape Elimination Act (PREA) MONTHLY Reporting Data  
Cibola County Detention Center

1) How many persons under the supervision of your facility were-

CONFINED/BOOKED/RELEASED in the month of Ap

**May-17** 294    **Released** 275

2) For the month of MAY what was the average daily population of your confinement facility?

**May-17**      Male 198      Female 34

3) For the month of MAY, how many allegations of inmate-on-inmate NONCONSENSUAL SEXUAL ACTS were reported?

**May-17** 0

4) Of the allegations reported in item 3, how many were-

- |                                 |                     |
|---------------------------------|---------------------|
| <b>a. Substantiated</b>         | <b>May</b> <u>0</u> |
| <b>b. Unsubstantiated</b>       | <b>May</b> <u>0</u> |
| <b>c. Unfounded</b>             | <b>May</b> <u>0</u> |
| <b>d. Investigation Ongoing</b> | <b>May</b> <u>0</u> |

5) For the month of MAY how many allegations of inmate-on-inmate ABUSIVE SEXUAL CONTACT were reported?

**May-17** 0

6) Of the allegations reported in item 5, how many were-

- |                                 |                     |
|---------------------------------|---------------------|
| <b>a. Substantiated</b>         | <b>May</b> <u>0</u> |
| <b>b. Unsubstantiated</b>       | <b>May</b> <u>0</u> |
| <b>c. Unfounded</b>             | <b>May</b> <u>0</u> |
| <b>d. Investigation Ongoing</b> | <b>May</b> <u>0</u> |

7) For the month of MAY how many allegations of inmate-on-inmate SEXUAL HARRASSMENT were reported?

**May-17** 0

8) Of the allegations reported in item 7, how many were-

- |                                 |                     |
|---------------------------------|---------------------|
| <b>a. Substantiated</b>         | <b>May</b> <u>0</u> |
| <b>b. Unsubstantiated</b>       | <b>May</b> <u>0</u> |
| <b>c. Unfounded</b>             | <b>May</b> <u>0</u> |
| <b>d. Investigation Ongoing</b> | <b>May</b> <u>0</u> |

9) For the month of MAY how many allegations of STAFF SEXUAL MISCONDUCT were reported?

**May-17** 1

10) Of the allegations reported in item 9, how many were-

- |                                 |                     |
|---------------------------------|---------------------|
| <b>a. Substantiated</b>         | <b>May</b> <u>0</u> |
| <b>b. Unsubstantiated</b>       | <b>May</b> <u>0</u> |
| <b>c. Unfounded</b>             | <b>May</b> <u>1</u> |
| <b>d. Investigation Ongoing</b> | <b>May</b> <u>0</u> |

11) For the month of MAY, how many allegations of STAFF SEXUAL HARASSEMENT were reported?

**May-17** 0

12) Of the allegations reported in item 11, how many were-

<b>a. Substantiated</b>	<b>May</b>	<b><u>0</u></b>
<b>b. Unsubstantiated</b>	<b>May</b>	<b><u>0</u></b>
<b>c. Unfounded</b>	<b>May</b>	<b><u>0</u></b>
<b>d. Investigation Ongoing</b>	<b>May</b>	<b><u>0</u></b>







# ***Cibola County Road Dept.***

**700 E. Roosevelt Suite 50**

**Grants NM 87020**

**505-285-2570 Phone 505-285 3656 Fax**



***Friday, June 2, 2017***

***To: Tony Boyd - County Manager***  
***Fr: Gary Porter - Public Works Director***  
***Re: Monthly Report: 5/1/17 - 5/31/17 (May)***

## **Regular Maintenance**

### **Blade & Shape**

<b><u>Road</u></b>	<b><u>Description</u></b>	<b><u>Miles</u></b>
C48	Mallery Rd.	13.229
C42	Back Country Byway	32.087
C25A	Chapman Rd.	0.951
C47	Mesa Ridge Rd.	7.148
C1	Marquez Rd.	17.208
C49	Zuni Canyon Rd.	15.427
C41	Pie Town Rd.	10.714
<b>Total Miles</b>		<b>96.764</b>

## **Special Projects**

C5	Moquino & Bibo Loop - Paint speed humps.
C6	Seboyeta-Bibo-Moquino Roads - Paint speed humps.
C30	Bluewater South - Patching.
C49	Zuni Canyon Rd. - Cleaning under guard rails, clearing chips.
C48	Mallery Rd. - Hauling dirt for roadway, helping BIA, fixing signs.
C58	San Rafael - Putting up half dome mirror, cutting trees, mowing.
C20	San Mateo Roads - Cleaning cattleguards, patching.
C23	Ralph Card Rd. - Dirt removal from shoulder, fix shoulder, patching.
C42	Back Country Byway - Hauling millings.
C18B	La Jara Mesa Rd. - Mowing.
C19	Cantina Rd. - Mowing.
C19A	Cantina Homesites Rd. - Mowing.

**C18**      ***Horace Mesa Rd. - Patching.***  
**C21**      ***Murray Acres - Mowing.***  
**C22**      ***Broadview Acres - Mowing.***  
            ***Smith's parking lot - Patching.***

***Picking up trash for front office (Judy).***

**Special Projects**

**C28B**      ***Farm Rd. - Installing 36" culvert, mowing.***  
**C28A**      ***Plano Colorado Frontage Rd. - Mowing, patching.***  
**C28C**      ***Cemetary Rd. - Mowing.***  
**C29A**      ***Old Bluewater Acres Rd. - Mowing.***  
**C28**      ***Bluewater Village - Mowing, patching.***  
**C29**      ***Plano Colorado - Mowing.***

**Co-op's**

**(SB) C18B**      ***La Jara Mesa Rd. - Patching.***  
**(SB) C19**      ***Cantina Rd. - Patching.***  
**(SB) C8**      ***Encinal - Cubero Rd. - Blading shoulders for chip seal, patching.***  
**(SB) C14A**      ***Canada Rd. - Patching, mowing.***  
**(CAP) C24**      ***Elkins Rd. (side roads) - Patching.***  
**(SB) C49**      ***Zuni Canyon Rd. - Patching.***

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# Cibola County Road Dept.

700 E. Roosevelt Suite 50  
Grants NM 87020  
505-285-2570 Phone Fax 505-287-3656



## MAINTENANCE REPORT

May 2017

Road Dept.	132	19.99	0.5	\$ 17.50	\$ 28.74
Road Dept.	136	29.64	2.5	\$ 17.50	\$ 73.39
Road Dept.	153	241.60	16	\$ 17.50	\$ 521.60
Road Dept.	153	14.28	0.25	\$ 17.50	\$ 18.66
Road Dept.	154	237.01	16	\$ 17.50	\$ 517.01
Road Dept.	155	264.11	22	\$ 17.50	\$ 649.11
Road Dept.	157	76.61	4	\$ 17.50	\$ 146.61
Road Dept.	311	1,570.40	16	\$ 17.50	\$ 1,850.40
Road Dept.	Tamper	27.46	2	\$ 17.50	\$ 62.46
				<b>TOTAL</b>	<b>\$ 3,867.98</b>
Sheriff's	G-78720	\$90.12	1.5	\$ 17.50	\$ 116.37
Sheriff's	G-85515	\$103.96	2.5	\$ 17.50	\$ 147.71
Sheriff's	G-88608	\$111.98	6	\$ 17.50	\$ 216.98
Sheriff's	G-90204	\$8.00	0.5	\$ 17.50	\$ 16.75
Sheriff's	G-92101	\$126.76	8	\$ 17.50	\$ 266.76
Sheriff's	G-92102	\$56.70	1	\$ 17.50	\$ 74.20
Sheriff's	G-92102	\$8.00	2	\$ 17.50	\$ 43.00
				<b>TOTAL</b>	<b>\$ 881.77</b>
Assessor's	G-78714	\$198.89	8	\$ 17.50	\$ 338.89
Assessor's	G-78715	\$193.29	8	\$ 17.50	\$ 333.29
Assessor's	G-78719	\$59.92	2.5	\$ 17.50	\$ 103.67
				<b>TOTAL</b>	<b>\$ 775.85</b>
DWI	G-85669	\$29.26	2	\$ 17.50	\$ 64.26
				<b>TOTAL</b>	<b>\$ 64.26</b>
Detention	G-98267	\$29.80	1	\$ 17.50	\$ 47.30
				<b>TOTAL</b>	<b>\$ 47.30</b>

# Cibola County Road Dept.

515 W. High Street

Grants NM 87020

505-285-2570 Phone 505-287-3656 Fax



## FUEL REPORT - CIBOLA COUNTY ROAD DEPARTMENT

May 2017

UNLEADED					
VEHICLE #	COST/MILE	MPG	MILES	TOTAL GAL.	TOTAL COST
G-18461	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-18473	0.25	8.60	215	25.000	\$ 52.98
G-18464	0.00	#DIV/0!	12	0.000	\$ -
G-02084	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-15638	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-29800	0.17	12.59	1,306	103.700	\$ 221.33
G-29091	0.24	8.83	552	62.500	\$ 134.24
G-23696	0.27	7.78	70	9.000	\$ 19.07
G-23697	0.34	6.18	204	33.000	\$ 69.91
G-39980	0.19	11.07	487	44.000	\$ 93.85
G-39988	0.16	13.24	993	75.000	\$ 159.44
G-57384	0.15	14.87	354	23.800	\$ 52.62
G-57619	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-57618	0.05	40.86	286	7.000	\$ 15.47
146	#DIV/0!	#DIV/0!	0	0.000	\$ -
G-66164	0.11	19.37	0	11.100	\$ 23.52
G-66165	0.14	15.28	0	18.000	\$ 38.13
G-70482	0.11	19.10	596	31.200	\$ 67.77
G-78718	0.14	15.80	1,828	115.700	\$ 247.23
G-64239	0.08	28.12	329	11.700	\$ 24.78
G-86952	0.09	23.12	1,186	51.300	\$ 109.33
G-86953	0.09	23.47	1,662	70.800	\$ 152.51
G-86954	0.10	20.66	599	29.000	\$ 61.44
G-91750	0.11	19.29	1,856	96.200	\$ 205.82
G-34769	#VALUE!	#VALUE!	N/U	0.000	\$ -
503	#VALUE!	#VALUE!	N/U	0.000	\$ -
Extra card	#DIV/0!	0.00	0	5.000	\$ 15.26

*TOTAL GAS*

*823.000*

*\$ 1,764.70*

<i>DIESEL FUEL</i>					
<i>VEHICLE #</i>	<i>COST/MILE</i>	<i>MPG</i>	<i>MILES</i>	<i>TOTAL GAL.</i>	<i>TOTAL COST</i>
<i>G-50237</i>	<i>0.17</i>	<i>12.19</i>	<i>234</i>	<i>19.200</i>	<i>\$ 39.73</i>
<i>G-18484</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>G-18476</i>	<i>0.28</i>	<i>7.66</i>	<i>983</i>	<i>128.400</i>	<i>\$ 272.88</i>
<i>G-18795</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>G-30550</i>	<i>0.68</i>	<i>3.14</i>	<i>283</i>	<i>90.200</i>	<i>\$ 192.27</i>
<i>G-30549</i>	<i>0.53</i>	<i>4.11</i>	<i>144</i>	<i>35.000</i>	<i>\$ 76.07</i>
<i>G-38441</i>	<i>0.27</i>	<i>7.99</i>	<i>251</i>	<i>31.400</i>	<i>\$ 68.23</i>
<i>G-67372</i>	<i>0.39</i>	<i>5.37</i>	<i>1,245</i>	<i>231.700</i>	<i>\$ 491.43</i>
<i>G-67371</i>	<i>0.40</i>	<i>5.32</i>	<i>1,188</i>	<i>223.300</i>	<i>\$ 475.99</i>
<i>G-70782</i>	<i>0.38</i>	<i>5.63</i>	<i>571</i>	<i>101.400</i>	<i>\$ 218.50</i>
<i>Distributor</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>Water Truck</i>	<i>0.43</i>	<i>5.10</i>	<i>334</i>	<i>65.500</i>	<i>\$ 142.34</i>
<i>New Transport</i>	<i>0.41</i>	<i>5.50</i>	<i>695</i>	<i>126.400</i>	<i>\$ 288.07</i>
<i>305</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>306</i>	<i>7.10</i>	<i>0.30</i>	<i>18</i>	<i>61.000</i>	<i>\$ 127.84</i>
<i>307</i>	<i>9.46</i>	<i>0.22</i>	<i>30</i>	<i>133.700</i>	<i>\$ 283.72</i>
<i>308</i>	<i>1.47</i>	<i>1.45</i>	<i>61</i>	<i>42.200</i>	<i>\$ 89.41</i>
<i>309</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>310</i>	<i>3.01</i>	<i>0.69</i>	<i>64</i>	<i>92.500</i>	<i>\$ 192.82</i>
<i>311</i>	<i>4.13</i>	<i>0.50</i>	<i>17</i>	<i>33.900</i>	<i>\$ 70.15</i>
<i>312</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>313</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>314</i>	<i>0.00</i>	<i>#DIV/0!</i>	<i>7</i>	<i>0.000</i>	<i>\$ -</i>
<i>416</i>	<i>9.54</i>	<i>0.22</i>	<i>88</i>	<i>396.900</i>	<i>\$ 839.46</i>
<i>417</i>	<i>4.77</i>	<i>0.44</i>	<i>78</i>	<i>175.400</i>	<i>\$ 371.96</i>
<i>418</i>	<i>8.29</i>	<i>0.25</i>	<i>68</i>	<i>269.600</i>	<i>\$ 563.74</i>
<i>501</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>Extra card</i>	<i>#VALUE!</i>	<i>#VALUE!</i>	<i>N/U</i>	<i>0.000</i>	<i>\$ -</i>
<i>TOTAL DIESEL</i>				<i>2257.700</i>	<i>\$ 4,804.61</i>

*\*N/U = NOT USED*

**Cibola County Commission**

Jack P. Moleres, Chairman  
Robert J. Armijo, 1<sup>st</sup> Vice-Chair  
Robert S. Windhorst, 2<sup>nd</sup> Vice-Chair  
Daniel J. Torrez, Commissioner  
Martha Garcia, Commissioner

**Cibola County**

**515 West High Street**  
Grants, New Mexico 87020  
Phone (505) 287-9431 – Fax (505) 285-5434



Tony M. Boyd  
County Manager

**Resolution No. 17-26**

**Fiscal Year 2017  
BUDGET ADJUSTMENT No. 4**

**WHEREAS**, the Board of County Commissioners of the County of Cibola is the duly constituted governing body of the County and serves *ex officio* as the County Board of Finance with authority for establishing, monitoring, and adjusting the County's budget; and

**WHEREAS**, budget adjustments are required to establish new transfers; to allow for budget increases and decreases to revenues and expenditures to offset any unanticipated revenues and/or expenditures; and to correct amounts when required; and

**WHEREAS**, the budget adjustments and the associated line items with amounts stated on the **attached**, *Schedule of Budget Adjustments* is essential.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS of the COUNTY OF CIBOLA, STATE OF NEW MEXICO, ex officio COUNTY BOARD OF FINANCE** that the adjustments included in this document are deemed necessary to the operations of the County for the 2017 fiscal year ending June 30, 2017.

**PASSED, APPROVED and ADOPTED** by the governing body at its regular meeting on the 15<sup>th</sup> day of June 2017.

**THE BOARD OF COUNTY COMMISSIONERS:**

\_\_\_\_\_  
Jack P. Moleres, Chairman

\_\_\_\_\_  
Robert J. Armijo, 1<sup>st</sup> Vice-Chair

\_\_\_\_\_  
Robert S. Windhorst, 2<sup>nd</sup> Vice-Chair

\_\_\_\_\_  
Daniel J. Torrez, Member

\_\_\_\_\_  
Martha Garcia, Member

**ATTEST:**

\_\_\_\_\_  
Elisa Bro, County Clerk



Department of Finance and Administration  
Local Government Division  
Financial Management Bureau  
SCHEDULE OF BUDGET ADJUSTMENTS

REVISÉ 12/08/06

ENTITY NAME:	Cibola County
FISCAL YEAR:	2016-2017
DFA Resolution Number:	

**For Local Government Division use only:**

[illegible]

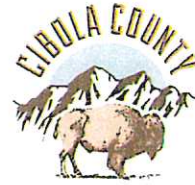
ATTEST: \_\_\_\_\_  
 Title (Date)

Mayor/Board Chairman	(Date)
----------------------	--------

**Cibola County Commission**

Jack Moleres, Chairman  
Robert Armijo, 1<sup>st</sup> Vice-Chair  
Robert Windhorst, 2<sup>nd</sup> Vice-Chair  
Daniel Torrez, Commissioner  
Martha Garcia, Commissioner

**Cibola County**  
**700 East Roosevelt Ave, Suite 50**  
Grants, New Mexico 87020  
Phone (505) 287-9431 – Fax (505) 285-5434



Tony M. Boyd  
County Manager

TO: Jack Moleres, Commission Chairman  
Robert Armijo, Commissioner  
Robert Windhorst, Commissioner  
Daniel Torrez, Commissioner  
Martha Garcia, Commissioner

FROM: Tony M. Boyd, County Manager

DATE: June 7, 2017

SUBJECT: Detention Options

**Option 1:** This option continues with Detention in a "Status Quo" condition. Mainly, it is business as usual where we receive some revenue for the housing of US Marshal's and other county inmates. The county would have to transfer \$1,961,641.00 from the General Fund Reserve to the detention center for operational expenses. The detention center would continue to house detainees from the following agencies and receive a daily bed rate:

- Pueblo of Laguna
- McKinley County Detention Center
- Kirtland Air Force Base
- Rio Arriba County
- San Miguel County
- Socorro County
- Security Transport Services
- Valencia County
- US Marshal's Service

The facility would house all of the county's detainees' from the City of Grants, Village of Milan and Cibola County while the City of Grants and the Village of Milan would continue to pay a daily bed rate for the housing of those individuals. The average daily population is at 210 per day.

All daily activities would carry-on as normal. These would include maintenance and repair of equipment and vehicles, any equipment rentals that might be needed, building and grounds maintenance, utilities, janitorial and laundry supplies, medical supplies, food service, tools and supplies, safety equipment, diesel fuel for the facility generator, training supplies for staff development and Detention Officer Academies, uniforms, mental health services, and all other expenses related to the care of prisoners with-in Cibola County Detention Center.

Anticipated revenues from the County Correctional Facility Gross Receipts Tax, housing of detainees and other revenues, as listed below, accounts for \$2,369,850.00. The following are the specific anticipated amounts:

- County Correctional Facility GRT, \$450,000.00.
- Fee Collections-Magistrate Court, currently at 0.
- Care of Prisoners-Municipalities, 7/day @ \$65.00/day: \$166,075.00.
- Care of Prisoners-Other Counties, 25/day @ \$65.00/day: \$684,375.00.
- Care of Prisoners-State: \$45,000.00.
- Care of Prisoners-Federal (USMS), 35/day @ \$60.00/day: \$766,500.00.
- Care of Prisoners-Medical; \$155,000.00.
- Out-of-State Prisoners Fees: \$15,000.00.
- Inmate Fees: \$10,000.00.
- Interest on Delinquent GRT: \$2,500.00.
- Penalty on Delinquent GRT: \$5,000.00.
- Commissary Proceeds: \$20,000.00.
- Other Revenues: \$50,000.00.
- Vending Machine Proceeds: \$400.00.
- Total Revenues: \$2,369,850.00.



When adding the General Fund Reserve Transfer of \$1,961,641.00 to the revenues, this would give a FY18 total operating budget of \$4,331,491.00. One major concern would be the lack of detention officers available for employment, we have had a continual issue of maintaining a staffing level that is required to maintain an effective inmate-to-officer ratio.

**Option 2:** This option would be to send our detainees to McKinley County Detention Center (MCDC) in Gallup and house other entities detainees. The county would have to transfer \$3,658,891.00 from the General Fund Reserve to the detention center for operational expenses. The detention center would continue to house detainees from the following agencies and receive a daily bed rate:

- Pueblo of Laguna
- McKinley County Detention Center
- Kirtland Air Force Base
- Rio Arriba County
- San Miguel County
- Socorro County
- Security Transport Services
- Valencia County
- US Marshal's Service

It should also be noted that we could possibly increase the number of detainees from any of the above mentioned entities.

The facility would not house any of the county's detainee's from Cibola County. These detainee's would be transferred to MCDC in Gallup.

All daily activities would carry-on as normal. These would include maintenance and repair of equipment and vehicles, any equipment rentals that might be needed, building and grounds maintenance, utilities, janitorial and laundry supplies, medical supplies, food service, tools and supplies, safety equipment, diesel fuel for the facility generator, training supplies for staff development and Detention Officer Academies, uniforms, mental health services, and all other expenses related to the care of prisoners with-in Cibola County Detention Center.

Anticipated revenues from the County Correctional Facility Gross Receipts Tax, housing of detainees and other revenues, as listed below, accounts for \$2,972,100.00. The following are the specific anticipated amounts:

- County Correctional Facility GRT, \$450,000.00.
- Fee Collections-Magistrate Court, currently at 0.
- Care of Prisoners-Municipalities, 7/day @ \$65.00/day: \$166,075.00.
- Care of Prisoners-Other Counties, 40/day @ \$65.00/day: \$958,125.00.
- Care of Prisoners-State: \$45,000.00.
- Care of Prisoners-Federal (USMS), 50/day @ \$60.00/day: \$1,095,000.00.
- Care of Prisoners-Medical; \$155,000.00.
- Out-of-State Prisoners Fees: \$15,000.00.
- Inmate Fees: \$10,000.00.
- Interest on Delinquent GRT: \$2,500.00.
- Penalty on Delinquent GRT: \$5,000.00.
- Commissary Proceeds: \$20,000.00.
- Other Revenues: \$50,000.00.
- Vending Machine Proceeds: \$400.00.
- Total Revenues: \$2,972,100.00.

Estimated cost of sending our inmates to MCDC would be: 120/day @ \$52.50/day: \$2,299,500.00. We would still be performing the booking procedures at our facility and then transporting our detainees to MCDC and to and from court in Cibola County. This would increase the cost of transport due to the additional manpower needed to accomplish the extra transports to and from MCDC. It should also be noted that individuals would not be transported to MCDC until after their first appearance, usually with-in 72 hours of arrest and booking.

When adding the General Fund Reserve Transfer of \$3,658,891.00 to the revenues (\$2,972,100.00) and adding the cost of housing detainees at MCDC (\$2,299,500.00), this would give a FY18 total operating budget of \$6,630,991.00. One major concern would be the lack of detention officers available for employment, we have had a continual issue of maintaining a staffing level that is required to maintain an effective inmate-to-officer ratio.

**Option 3:** This option would be to send the local detainees to McKinley County Detention Center (MCDC) and operate only a Booking Center and Transport System. The county would have to transfer \$3,279,387.00 from the General Fund Reserve to the detention center for operational expenses. The detention center would **not** continue to house detainees from the following agencies:

- Pueblo of Laguna
- McKinley County Detention Center
- Kirtland Air Force Base
- Rio Arriba County



- San Miguel County
- Socorro County
- Security Transport Services
- Valencia County
- US Marshal's Service

The facility would not house any of the county's detainee's from Cibola County. These detainee's would be transferred to MCDC in Gallup.

There would still need to be limited maintenance and repair of equipment and vehicles, any equipment rentals that might be needed, building and grounds maintenance, utilities, janitorial and laundry supplies, medical supplies, food service for those not yet transferred to MCDC, tools and supplies, safety equipment, diesel fuel for the facility generator, training supplies for staff development and Detention Officer Academies, uniforms, mental health services, and all other expenses related to the care of prisoners with-in Cibola County Detention Center awaiting transfer to MCDC.

Anticipated revenues from the County Correctional Facility Gross Receipts Tax, housing of detainees and other revenues, as listed below, accounts for \$582,900.00. The following are the specific anticipated amounts:

- County Correctional Facility GRT, \$450,000.00. (This tax could possibly not be utilized due to the lack of an actual facility housing the local detainees on a long term basis. This would need to be verified with TRD.)
- Care of Prisoners-State, \$45,000.00.
- Inmate Fees, \$10,000.00
- Interest on Delinquent GRT: \$2,500.00. (This could also be lost due to possible the loss of GRT)
- Penalty on Delinquent GRT: \$5,000.00. (This could also be lost due to the possible loss of GRT)
- Commissary Proceeds, \$20,000.00
- Other Revenues: \$50,000.00.
- Vending Machine Proceeds: \$400.00.
- Total Revenues: \$582,900.00.

Estimated cost of sending our inmates to MCDC would be: 120/day @ \$52.50/day: \$2,299,500.00. We would still be performing the booking procedures at our facility and then transporting our detainees to MCDC and to and from court in Cibola County. This would increase the cost of transport due to the additional manpower needed to accomplish the extra transports to and from MCDC. It should also be noted that individuals would not be transported to MCDC until after their first appearance, usually with-in 72 hours of arrest and booking. One option would be to send only the detainees that were committed to longer sentences. The District Court has previously sentenced approximately 22% of its cases to 180 days or greater; Magistrate Court sentences approximately 18% of its cases to 180 days or longer and APPO usually has approximately 6% to 180 days or longer. By sending only those that are committed to longer sentences it could possibly reduce the cost of housing at MCDC and would reduce the number of transports to and from MCDC. Another benefit to this option would be the possible reduction in insurance premiums for liability. If we decreased the number of staff to say 6, we could save as much as \$250,000.00 annually. This savings would be based on several factors that the NMAC would have to take into consideration when determining the cost and the exposure of liability.

When adding the General Fund Reserve Transfer of \$3,279,387.00 to the revenues and adding the cost of operating the Booking and Transport functions, this would give a FY18 total operating budget of \$3,862,287.00. One major concern would be the ability to hire, train and retain officers for Booking and Transport.

**Option 4:** This option would be for the housing of local detainees only. The facility would not house any other detainees except for the local entities to include City of Grants, Village of Milan, Cibola County, NM State Police and NM State Parks. The county would have to transfer \$2,849,731.00 from the General Fund Reserve to the detention center for operational expenses. The detention center would **not** continue to house detainees from the following agencies:

- Pueblo of Laguna
- McKinley County Detention Center
- Kirtland Air Force Base
- Rio Arriba County
- San Miguel County
- Socorro County
- Security Transport Services
- Valencia County
- US Marshal's Service

The facility would house all of the county's detainees' from the City of Grants, Village of Milan and Cibola County average daily population is approximately 120 per day.



All daily activities would carry-on as normal. These would include maintenance and repair of equipment and vehicles, any equipment rentals that might be needed, building and grounds maintenance, utilities, janitorial and laundry supplies, medical supplies, food service, tools and supplies, safety equipment, diesel fuel for the facility generator, training supplies for staff development and Detention Officer Academies, uniforms, mental health services, and all other expenses related to the care of prisoners with-in Cibola County Detention Center.

Anticipated revenues from the County Correctional Facility Gross Receipts Tax, housing of detainees and other revenues, as listed below, accounts for \$748,975.00. The following are the specific anticipated amounts:

- County Correctional Facility GRT, \$450,000.00.
- Care of Prisoners-Municipalities, 7/day @ \$65.00/day: \$166,075.00.
- Care of Prisoners-State: \$45,000.00.
- Inmate Fees: \$10,000.00.
- Interest on Delinquent GRT: \$2,500.00.
- Penalty on Delinquent GRT: \$5,000.00.
- Commissary Proceeds: \$20,000.00.
- Other Revenues: \$50,000.00.
- Vending Machine Proceeds: \$400.00.
- Total Revenues: \$748,975.00.

When adding the General Fund Reserve Transfer of \$2,849,731.00 to the revenues, this would give a FY18 total operating budget of \$3,598,706.00. One major concern would be the lack of detention officers available for employment, we have had a continual issue of maintaining a staffing level that would meet an effective inmate-to-officer ratio. However, with the housing of only the local detainees we would not need as many officers to maintain an inmate-to-officer ratio of around 5:1. The Federal Penitentiary ratio is at 9:1, while the average State Penitentiary ratio is around 4:1.

**Recap:** Option 1 would require a transfer of \$1,961,641.00 from the General Fund Reserve, and Revenues of \$2,369,850.00 for an estimated total FY18 Budget of \$4,331,491.00.

Option 2 would require a transfer of \$3,658,891.00 from the General Fund Reserve, and Revenues of \$2,972,100.00 with a payment to MCDC in the amount of \$2,299,500.00 for an estimated total FY18 Budget of \$6,630,991.00.

Option 3 would require a transfer of \$3,279,387.00 from the General Fund Reserve, and Revenues of \$582,900.00 with a payment to MCDC in the amount of \$2,299,500.00 for an estimated total FY18 Budget of \$3,862,287.00.

Option 4 would require a transfer of \$2,849,731.00 from the General Fund Reserve, and Revenues of \$748,975.00 for an estimated total FY18 Budget of \$3,598,706.00.

**Recommendation:** My recommendation, based on the financial aspect of the least amount of funds required from the General Fund Reserve would be Option 1. This option requires the least amount of funding from the county. One problem that we have been plagued with is the lack of a steady officer force due to employees leaving during the Detention Officer Training Academy or leaving after the Academy and before the complete their one year probationary period.

If the Board of County Commissioners determine that lessening the county's liability as it pertains to the detention center is of the utmost importance, then I would recommend Option 3. This should offer the lowest liability for the county. I received an email from Taylor Horst, Risk Management Director NMAC in regards to the cost of insurance. While the cost of insurance is based upon numerous factors, the main basis is the number of detention officers. The higher the number of detention officers the higher the cost of the insurance.

If you should have any questions, concerns or comments, please contact me.

**AMENDMENT TO VIKRAM ALLADI CONTRACT  
CONTRACT NO.**

THIS AMENDMENT TO AGREEMENT dated 09/13/2016 (this "Amendment"), effective June 22, 2017, is by and between the County of Cibola, Board of County Commissioners ("County") and Vikram Alladi ("Contractor"). Capitalized terms used in this Amendment and not otherwise defined shall have the meanings ascribed to such terms in the Agreement.

**RECITALS**

A. County and Contractor are parties to that certain agreement dated 09/13/2016 (the "Agreement"), pursuant to which Contractor is to, among other things, provide as needed diagnostic and treatment services to inmates, as well as on-call availability through the contracted medical health clinician when referred by Facility or other County contracted personnel except when out of town;

B. The Contract presently provides, in pertinent part, that the County shall pay to the Contractor an annual base sum of \$12000 in equal monthly installments in addition to an hourly fee;

C. The Contract expressly permits the Contract to be amended by an instrument in writing executed by the parties to the agreement;

D. The parties desire to amend the Agreement to alter the compensation provided for by the contract.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree as follows:

1. Section 2(A) of the Agreement is hereby replaced in its entirety with the following:

**Compensation.**

The County shall pay to the Contractor for services satisfactorily performed at the rate of \$200.00 per hour, billed in 15 minute increments for on-site services this billing will include \$100.00 per hour travel time per on-site visit, not to exceed a total of 2 hours' travel time per on-site visit. The County shall also pay Dr. Alladi's professional liability premium in connection with his provision of services to Cibola County. The County shall additionally be responsible for the cost of inmate pharmaceuticals, the cost of clinically indicated tests, and the supplies/equipment reasonably necessary for the delivery of medical services to the County's inmates during the term of this Agreement. In no event will the Contractor be paid any amount in excess of the specified total amount payable without this Agreement being amended in writing.

2. Except as otherwise provided in this Amendment, all other terms and provisions of the Agreement shall remain in full force and effect.

[Signatures on following pages]

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of signature by the Board of County Commissioners below.

Vikram Alladi, MD

By: [Signature] Date: 5/31/17  
Name: VIKRAM ALLADI, MD  
Title: MD

Address:



COUNTY OF CIBOLA

BOARD OF COMMISSIONERS OF CIBOLA COUNTY  
APPROVED AND ADOPTED this \_\_\_\_th day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jack Moleres, Chairman

\_\_\_\_\_  
Robert Armijo, 1<sup>st</sup> Vice Chair

\_\_\_\_\_  
Robert Windhorst, 2<sup>nd</sup> Vice-Chair

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Daniel Torrez, Commissioner

ATTEST BY:

**AMENDMENT TO  
CONTRACT NO. 2016-07-01**

THIS AMENDMENT TO CONTRACT NO. 2016-07-01 (this "Amendment"), effective March 1, 2017, is by and between the County of Cibola, Board of County Commissioners ("County") and Valle del Sol of Arizona ("Contractor"). Capitalized terms used in this Amendment and not otherwise defined shall have the meanings ascribed to such terms in the Agreement.

**RECITALS**

A. County and Contractor are parties to that certain Contract No. 2016-07-01 dated [insert date] (the "Agreement"), pursuant to which Contractor is to, among other things, develop treatment plans based on assessments and individual needs of clients using guidelines outlined by Contractor;

B. The Contract presently provides, in pertinent part, that the County shall pay to the Contractor in full payment for services satisfactorily performed at an annual rate of \$ 41,000.00 dollars per annum;

C. The Contract further provides that the Agreement is for one (1) year from the date of approval by the Board of County Commissioners, and requires that the contract be brought before the Board of County Commissioners for a full vote before any extensions;

D. The Contract expressly permits the Contract to be amended by an instrument in writing executed by the parties to the agreement;

E. The parties desire to amend the Agreement to increase the compensation provided for by the contract, and to increase the contract term.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree as follows:

1. Section 2(A) of the Agreement is hereby replaced in its entirety with the following:

**Compensation.**

A. The compensation to be provided pursuant to this solicitation is not to exceed \$50,000.00 per annum.

B. Contractor must submit a monthly statement accounting for all services performed.

C. The payment of taxes due for any money received under this Agreement shall be the Contractor's sole responsibility and shall be reported under the Contractor's Federal and State tax identification number(s).

2. Section 3 of the Agreement is hereby replaced in its entirety with the following:

**Term.**

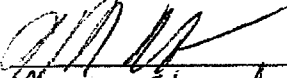
This Agreement shall be effective June 26, 2017, and shall terminate on June 26, 2018, unless terminated pursuant to paragraph 4 (Termination) or paragraph 5 (Appropriations). The Contract will not automatically renew, and shall be brought before the Board of County Commissioners for a vote before any extension.

3. Except as otherwise provided in this Amendment, all other terms and provisions of the Agreement shall remain in full force and effect.

[Signatures on following pages]

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of signature by the Board of County Commissioners below.

**VALLE DEL SOL OF ARIZONA**

By:  Valle del Sol of  
Name: Aurelia Edwards — New  
Title: Executive Director Mexico

Date: 6-7-17

Address:

301 Camino del Pueblo  
Bernalillo, NM  
87144

**COUNTY OF CIBOLA**

**BOARD OF COMMISSIONERS OF CIBOLA COUNTY**

**APPROVED AND ADOPTED** this \_\_\_\_\_th day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jack Moleres, Chairman

\_\_\_\_\_  
Robert Armijo, 1st Vice Chair

\_\_\_\_\_  
Robert Windhorst, 2nd Vice-Chair

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Daniel Torrez, Commissioner

**ATTEST BY:**

\_\_\_\_\_  
Michelle E. Dominguez, County Clerk



United States  
Department of  
Agriculture

Animal and  
Plant Health  
Inspection  
Service

Wildlife Services

Albuquerque  
District Office

8441 Washington  
NE  
Albuquerque, NM  
87113

(505) 346-2640

March 20, 2017

Board of County Commissioners  
Cibola County Courthouse  
515 W, High Street  
Grants, New Mexico 87020

Dear Mr. Morales:

Please consider this request for **\$22,500** to continue the USDA/Wildlife Services cooperative program in your county for FY18. This represents an increase of \$500 or 2.3% of the funding provided in FY17. These funds represent approximately 33% of the amount needed to fully fund the position. These local funds are supplemented by federal money to pay salaries and benefits, purchase equipment and supplies, vehicles, fuel, and other expenses for your local Wildlife Specialist, Mr. Cliff Wasielewski.

During CY16, WS helped protect over \$2.8 million worth of cattle and calves in Cibola County. In the absence of predator damage management, research has shown that predator losses for calves would be approximately 3%. Using this estimate we believe we prevented **\$36,000** in livestock predation in Cibola County last year. We also provide other services including Mexican Wolf investigations, rodent damage management, migratory bird damage management, as well as surveillance for wildlife diseases like tularemia, plague, and rabies in Cibola County. We also distribute and sell restricted use rodenticides to certified applicators within the county.

USDA Wildlife Services is committed to helping protect the economic stability and integrity of local rural economies through our predator damage management and other activities. Thank you for considering this request for **\$22,500** for FY18 to help fund our cooperative program.

Please feel free to call me at 505-346-2640 if you have any questions or would like us to attend an upcoming commission meeting or budget workshop to answer any questions you may have.

Sincerely,

Jon Grant  
District Supervisor

cc: Mr. Tony Boyd, County Manager  
Mr. Cliff Wasielewski, Wildlife Specialist



Safeguarding American Agriculture

APHIS is an agency of USDA's Marketing and Regulatory Programs  
An Equal Opportunity Provider and Employer

Federal Relay Service  
(Voice/TTY/ASCII/Spanish)  
1-800-877-8339

CIBOLA COUNTY  
2017/18  
GRANT APPLICATION  
PROPOSAL  
FOR



CIBOLA COMMUNITIES  
ECONOMIC DEVELOPMENT  
FOUNDATION

### Introduction

The mission of Cibola Communities Economic Development Foundation is to provide services on behalf of Cibola County to increase the economic tax base by the retention of existing jobs and the creation of new jobs.

The purpose of this organization is to facilitate, promote, and ensure economic and community development, to secure opportunities for economic and business development, and increase local employment in Cibola County.

The activities conducted by our organization on behalf of Cibola County include, but are not limited to the following:

1. Plan strategies to encourage expansion and retention of existing business to strengthen economic tax base in Cibola County.
2. Identify and target new businesses and industry specific to Cibola County in collaboration with CCEDF Board and state/regional resource organizations.
3. Increase local employment opportunities through national and statewide networks and marketing opportunities, i.e. participating in sales missions, tradeshow and conferences, membership and participation in industry associations and councils.
4. Promote County as a viable option for location of business/industry, including but not limited to developing a portfolio of regional resources: develop a 'marketing team' of community resource persons to meet with prospective businesses/industries, and develop and maintain a website through a contracted web designer.
5. Represent Cibola County at meetings, presentations, tradeshow and through development of proposals and promotional materials, in collaboration and cooperation with the City of Grants/Village of Milan/Cibola County officials to ensure support and coordinated economic development efforts.
6. Collaborate and facilitate economic development activities with appropriate local entities, i.e. Chamber of Commerce, City/Village/County Departments, Council of Governments, other government agencies, private enterprise, civic/local nonprofit groups, and the general public. Also coordinate activities with other local agencies, i.e. Public schools, Community college, TANF, Workforce Solutions, to address workforce and training issues.



7. Maintain inventory of pertinent information and statistics on all aspects of service area; and maintain a database of business partners, i.e. Electric Co-op, College, Public schools, City, Village, County. Maintain database of available land site, buildings and transportation resources.
8. Participate in regional and statewide activities that promote the County to the development community and to business prospects.
9. Prove out the SoloWorks Job Creation Pilot Program to create economic based jobs. Pilot ran for 5 months (10/31/16-4/30/17) We intend to continue implementation of the program for further job creation.
10. Support state, federal and private grant writing initiatives that support economic and community development for service area.
11. Plan, organize and implement town hall meetings, public forums, etc. as needed.
12. Develop yearly economic development work plan in collaboration with CCEDF Board of Directors.
13. Prepare and administer annual CCEDF budget.
14. Perform related duties as needed or assigned by the Board of Directors.

#### Budget Breakdown and Methodology

The annual budget was appropriated according to the contribution of each entity and funded grants as a percentage of the total budget funded.

	<u>Contribution</u>	<u>% of Total Funds</u>
City of Grants	\$44,000	44,000/144859= 30.5%
Village of Milan	44,359	44,359/144859= 31%
Cibola County	44,000	44,000/144859= 30.5%
Memberships	12,000	12,000/139,359= 8%

#### Notes:

Exhibit 3 – Year to date figures are as of 4.27.17

Exhibit 3 - The FY2012/2013 budget was assembled with the use of prior administration figures. (2009-2011)

### Exhibits

- Exhibit 1 – Cibola County Funding/Grant Application 17/18
- Exhibit 2 – Proposed County Budget and Explanation of Line Items
- Exhibit 3 – CCEDF Budget Comparison for 2009-2017 & FY 17/18 Budget
- Exhibit 4 – Year-End Financial Statements for Prior Fiscal Year - 2015/16
- Exhibit 5 – Job Description for Executive Director

### Conclusion

CCEDF is requesting grant funding in the amount of \$44,000 for FY 17/18.

CCEDF is requesting the same amount as funded the past three years to sustain the recruitment and attraction efforts set forth in the job description. The third year of operation was successful in maintaining relationships, maintaining a functional and operational office, and continuing with the strategic planning of the organizational framework. We continued with business attraction efforts and were successful in executing our fourth sales mission with the New Mexico Partnership.

As executive director, I am happy to report that the fifth year of operation has been challenging; yet we continue to find innovative ways to create jobs for Cibola County. The SoloWorks Pilot Program has produced 8 jobs in a 6 month time period. We are hopeful that we can continue on that same trajectory for the next fiscal year. Our investment in professional development and resource tools will be critical for future developments.

The approval of resources to travel, market, and promote Cibola County to prospective businesses and industries for attraction and job creation is of paramount significance to the mission and purpose of economic development.

Our request for \$44,000 is to ensure the ability to perform these services on your behalf.

Cibola Communities Economic Dev.  
Budget: FY 2016/2017 - FY17 P&L  
July 2016 - June 2017  
Comparison of Prior Years Funding

	13/14	14/15	15/16	16/17	16/17	Explanation of budget item
	Income	Income	Income	Income	% of Total	
Income						
Cibola County	44,000.00	44,000.00	44,000.00	44,000.00	0.305	\$44,000 - % of funds appropr
City of Grants	64,359.00	64,359.00	64,359.00	44,000.00	0.305	
Village of Milan	44,359.00	44,359.00	44,359.00	44,359.00	0.31	
Grants						
NM Economic Development Dept.	5,000.00	5,000.00	0.00	8,000.00		Grant for SoloWorks Progra Seed funding SoloWorks Pri
Total Grants	\$ 5,000.00	\$ 5,000.00	\$ 0.00	\$ 8,000.00		
SoloWorks Program				\$ 25,000.00		
Memberships	5,000.00	5,000.00	5,000.00	12,000.00	0.8	
Total Income	\$ 162,718.00	\$ 162,718.00	\$ 157,718.00	\$ 177,359.00	100%	
Gross Profit	\$ 162,718.00	\$ 162,718.00	\$ 157,718.00	\$ 177,359.00		
Expenses	Total Expenses	Total Expenses	Total Expenses	Total Expenses	.305 x Exp Item	
Automobile Expenses						A company car is provided f
Vehicle	0.00	29,000.00	0.00	0.00		Purchase of company vehicl
Gasoline	2,500.00	2,500.00	2,850.00	2,500.00	762.50	Travel required for this posit
Insurance	800.00	800.00	800.00	500.00	152.50	Required by law for operatio
Maintenance and Repair	900.00	900.00	600.00	850.00	259.25	Maintenance of vehicle - oil
Registration Fee	100.00	200.00	70.00	110.00	33.55	Annual registration fee
Total Automobile Expenses	\$ 4,300.00	\$ 33,400.00	\$ 4,320.00	\$ 3,960.00	1,207.80	
Conferences/Conventions						This category is related to th
Airfare	1,000.00	700.00	1,200.00	1,200.00	366.00	Necessary when travel is to
Car Rental/Cab Fare	200.00	100.00	100.00	50.00	15.25	Transporation is needed to/f
Internet Access	0.00	0.00	0.00	0.00	0.00	Fee to access internet acce
Lodging	2,000.00	2,200.00	3,000.00	2,500.00	762.50	Required for over night and
Meals	250.00	450.00	450.00	200.00	61.00	Meals while traveling
Parking and Toll Fees	100.00	50.00	50.00	50.00	15.25	Parking and/or access road
Registration Fees	1,000.00	500.00	500.00	500.00	152.50	Fees to attend conferences/
Total Conferences/Conventions	\$ 4,550.00	\$ 4,000.00	\$ 5,300.00	\$ 4,500.00	1,372.50	
Event/Function Sponsorship	10,000.00	10,200.00	10,200.00	10,000.00	3,050.00	Expenses related to hosting
Insurance						
Non-Prof Liability&Empl Practic	1,500.00	1,500.00	1,410.00	1,410.00	430.05	Policy required by the fundir
Workers Compensation	800.00	900.00	850.00	950.00	289.75	Policy to protect the interest
Total Insurance	\$ 2,300.00	\$ 2,400.00	\$ 2,260.00	\$ 2,360.00	719.80	
Licenses and Permits	300.00	150.00	100.00	50.00	30.50	Permit required by State of I
Marketing						
Advertising & Marketing	3,000.00	4,500.00	3,200.00	3,500.00	1,067.50	Promotion ads, banners, prc
Print Materials	5,000.00	500.00	300.00	300.00	91.50	Production of printed promo
Total Marketing	\$ 8,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,800.00	1,159.00	
Meals/Food/Entertainment						
Client Meals	250.00	0.00	0.00	0.00	0.00	In town client meals
Food Expense	0.00	1,000.00	0.00	1,000.00	3,050.00	In town meeting meals
Meetings Meals	750.00	0.00	1,000.00	1,234.00	367.37	Cost is directly related to prc
Total Meals/Food/Entertainment	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,234.00	3,417.37	

Office Expenses						
Copies and Fax Service	50.00	40.00	50.00	50.00	15.25	Essential while on travel to p
Furniture, Fixtures & Equipment	1,000.00	250.00	250.00	2,000.00	610.00	Hardware necessary to perf
Internet Host / Email	500.00	610.00	550.00	500.00	152.50	ISP/web host for efficient co
Printing & copies	1,400.00	200.00	200.00	50.00	15.25	Produce monthly board repc
Supplies	1,200.00	1,200.00	1,400.00	1,500.00	457.50	Essential to maintain stock c
Telephone- Long Distance	100.00	0.00	0.00	0.00	0.00	Conduct business outside o
Total Office Expenses	\$ 4,250.00	\$ 2,300.00	\$ 2,450.00	\$ 4,100.00	1,250.50	
Payroll Expenses	66,860.00	69,120.00	95,640.00	82,640.00	25,205.20	Staff Exec. Dir & Admin. Po
Postage / Mailing	750.00	350.00	300.00	300.00	91.50	Mailings specific to recruitm
Professional Development	1,000.00	1,700.00	1,200.00	1,200.00	366.00	Education and further devel
Professional Fees						
Accountant/CPA	1,200.00	1,000.00	900.00	1,500.00	457.50	Service contracted through l
Consultant Services	21,200.00	4,250.00	2,500.00	5,000.00	1,525.00	Assists with the studies, ana
Web Design / Graphic	10,200.00	6,340.00	6,350.00	4,500.00	1,372.50	Maintenance, on a monthly l
Total Professional Fees	\$ 32,600.00	\$ 11,590.00	\$ 9,750.00	\$ 11,000.00	3,355.00	
Recruitment						The following components a
Air Fare	3,600.00	2,400.00	1,500.00	1,500.00	457.50	Travel is required to pursue
Car Rental/Cab Fare	1,050.00	150.00	200.00	200.00	61.00	Transportaton to get to appc
Copies & Fax Service	0.00	0.00	0.00	0.00	0.00	Printed materials necessary
Internet Access	0.00	0.00	0.00	0.00	0.00	
Lodging	3,000.00	2,000.00	3,000.00	2,600.00	915.00	Sales missions which requir
Meals	1,800.00	1,500.00	1,300.00	1,000.00	396.50	To facilitate meeting held ov
Gasoline/Mileage Reimbursement	240.00	240.00	175.00	100.00	53.38	Fuel for site visits
Parking and Toll Fees	240.00	240.00	113.00	100.00	34.47	Accommodate vehicle for ap
Total Recruitment	\$ 9,930.00	\$ 6,530.00	\$ 6,288.00	\$ 5,500.00	1,917.84	
Registration/Fees	1,500.00	500.00	500.00	200.00	152.50	One day workshops, forums
Rental / Lease						
Office Rent	12,000.00	12,000.00	12,000.00	9,000.00	3,660.00	1, 000/month - includes elec
Storage Unit Rent	360.00	360.00	360.00	360.00	109.80	Store historical and importar
Total Rental / Lease	\$ 12,360.00	\$ 12,360.00	\$ 12,360.00	\$ 9,360.00	3,769.80	
SoloWorks Pilot				\$ 33,405.00	10,188.52	SoloWorks expenses to staf
Subscription and Dues	3,018.00	2,168.00	2,500.00	2,700.00	762.50	Quickbooks Online, QB Pay
Undesignated expenses	0.00	50.00	50.00	50.00	15.25	
Total Expenses	\$ 162,718.00	\$ 162,818.00	\$ 157,718.00	\$ 177,359.00	58,031.58	Total Expenses related to ec
Net Operating Income	\$ 0.00	\$ 162,668.00	\$ 157,668.00	\$ 177,309.00		
Net Income	\$ 0.00	-\$ 100.00	\$ 0.00	\$ 0.00		
					\$44,000.00	Proposed County Contribi

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or this position. The vehicle is used for business purposes.  
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n of vehicle  
changes, tires, etc.

ie promotion and marketing of the service area as described in the activities and work performed.  
o far by vehicle, out of state.  
from airport and/or appointments.  
ss; essential to keep up with the daily communications of the position on the road.  
out of town stays.

tolls if vehicle rental is required.  
'conventions

events and functions to promote service area.

ng agencies to protect the interest of the organization and the officers and directors.  
: of the organization and its employees.

NM for annual operation of business

omotional items, etc. for business attraction.  
tional collateral to support the business attraction effort and promotion of our service area.

ospective clients and meetings held to accomplish the mission and purpose of the organization.

roduce printed materials and/or faxes necessary for project at hand.  
orm services required. Computers, printers, etc.  
mmunication and for website.  
orts and print material needed  
of necessary items to efficiently operate office.  
ur service area.

sition; includes salary, health benefits, retirement contribution, cell phone and company car allowances for Ex. Dir. Position only  
ent, promotion and event correspondence and filing of federal and state taxes.  
opment of employee.

REDW annually.  
alyses, and resources necessary to perform productive economic development services.  
basis, of the website and all aspects of social media associated with the organization.

ire necessary to the attraction of business/industry.  
prospective clients and attract to our service area.  
ointments (if not within walking distance) and to/from the airport.  
for off-site business and appointments

e overnight and out of state accommodations.  
er meals

ointments and for access to toll roads.

;, seminars, etc.

tricity, water, telephone, internet access, IT services, maintenance of grounds, and full access of entire facility and equipment  
nt data, equipment and fixtures which are the property of CCEDF

f and operate the training & instruction, mentoring, placement and proctoring of the Center  
roll, and 2 newspaper subscriptions

conomic development services provided on behalf of Cibola County

**ution for FY 2017-18**

# Cibola Communities Economic Development Foundation, Inc.

## Budget Overview and Comparison

2009/10 through 2015/16

Proposed FY 2016/2017

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	Thru 4/27/17	Variance(+/-)	Proposed 17/18
<b>Income</b>												
Cibola County	20,000.00	20,000.00	36,000.00	37,696.56	44,000.00	44,000.00	44,000.00	44,000.00	44,000.00	36,666.70	7,333.30	44,000.00
City of Grants	64,360.00	64,360.00	64,359.00	58,996.74	64,359.00	64,359.00	64,359.00	64,359.00	44,000.00	38,363.28	5,636.72	44,000.00
Village of Milan	5,000.00	15,830.00	44,359.00	43,705.08	44,359.00	44,359.00	44,359.00	44,359.00	44,359.00	36,965.90	7,393.10	44,359.00
<b>Funding Grants</b>												
NM Economic Development Dept.	4,500.00	4,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		8,000.00	0.00	8,000.00	8,000.00
<b>Total Grants</b>	<b>\$ 4,500.00</b>	<b>\$ 4,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 0.00</b>	<b>\$ 8,000.00</b>	<b>\$ 0.00</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>
<b>Membership Dues</b>					5,000.00	5,000.00	5,000.00	5,000.00	12,000.00	5,500.00		7,500.00
<b>SoloWorks</b>									25,000.00	0.00	25,000.00	25,000.00
<b>Misc. Refunds/Receipts</b>		161.60		76.66								
<b>Total Income</b>	<b>\$ 93,860.00</b>	<b>\$ 104,351.60</b>	<b>\$ 149,718.00</b>	<b>\$ 145,475.04</b>	<b>\$ 162,718.00</b>	<b>\$ 162,718.00</b>	<b>\$ 162,718.00</b>	<b>\$ 157,718.00</b>	<b>\$ 177,359.00</b>	<b>\$ 117,495.88</b>	<b>\$ 59,863.12</b>	<b>\$ 172,859.00</b>
<b>Expenses</b>												
<b>Administrative Contract Svcs</b>	51,600.00	21,500.00	15,000.00	9,442.36								
<b>Automobile Expenses</b>	3,375.00											
Vehicle							29,000.00					
Gasoline		433.41	4,000.00	1,164.22	3,000.00	2,500.00	2,500.00	2,850.00	2,500.00	1,536.71	963.29	1,500.00
Insurance		633.81	1,000.00	864.38	1,000.00	800.00	800.00	800.00	500.00	380.59	119.41	500.00
Maintenance and Repair			2,300.00	2,377.39	3,400.00	900.00	900.00	600.00	850.00	324.86	525.14	500.00
Registration Fee				62.00	100.00	100.00	100.00	70.00	110.00	105.25	4.75	100.00
<b>Total Automobile Expenses</b>	<b>\$ 3,375.00</b>	<b>\$ 1,067.22</b>	<b>\$ 7,300.00</b>	<b>\$ 4,467.99</b>	<b>\$ 7,500.00</b>	<b>\$ 4,300.00</b>	<b>\$ 33,300.00</b>	<b>\$ 4,320.00</b>	<b>\$ 3,960.00</b>	<b>\$ 2,347.41</b>	<b>\$ 1,612.59</b>	<b>\$ 2,600.00</b>
<b>CDL Training Services</b>										11,100.00	-11,100.00	
<b>Conferences/Conventions</b>												
Airfare					4,000.00	1,000.00	700.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00
Car Rental/Cab Fare					300.00	200.00	100.00	100.00	50.00	0.00	50.00	50.00
Lodging					3,000.00	2,000.00	2,200.00	3,000.00	2,500.00	872.06	1,627.94	2,500.00
Meals & Entertainment					750.00	250.00	450.00	450.00	200.00	89.29	110.71	200.00
Parking & Tolls					100.00	100.00	50.00	50.00	50.00	23.50	26.50	50.00
Registration Fees					2,000.00	1,000.00	500.00	500.00	500.00	375.00	125.00	500.00
<b>Total Conferences/Conventions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,150.00</b>	<b>4,550.00</b>	<b>4,000.00</b>	<b>5,300.00</b>	<b>4,500.00</b>	<b>1,359.85</b>	<b>3,140.15</b>	<b>4,500.00</b>
<b>Depreciation Expense</b>	6,784.00	2,826.32								5,800.00	-5,800.00	
<b>Event/Function Sponsorship</b>	200.00	697.64	3,000.00	270.00	9,000.00	10,000.00	10,200.00	10,200.00	10,000.00	6,008.30	3,991.70	10,000.00
<b>Insurance</b>												
Directors and Officers			1,500.00	0.00								
Non-Prof Liability&Empl Practic	1,903.00	1,403.00	1,500.00	1,403.00	1,500.00	1,500.00	1,500.00	1,410.00	1,410.00	1,403.00	7.00	1,410.00
Workers Compensation Ins					1,000.00	800.00	900.00	850.00	950.00	931.00	19.00	950.00
<b>Total Insurance</b>	<b>\$ 1,903.00</b>	<b>\$ 1,403.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,403.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,300.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,260.00</b>	<b>\$ 2,360.00</b>	<b>\$ 2,334.00</b>	<b>\$ 26.00</b>	<b>\$ 2,360.00</b>
<b>Marketing</b>												
Advertising & Promotion	1,000.00	648.75	5,000.00	3,098.15	3,000.00	3,000.00	4,500.00	3,200.00	3,500.00	2,669.74	830.26	2,500.00
Print Materials			16,768.00	20.00	5,000.00	5,000.00	500.00	300.00	300.00	79.37	220.63	300.00
<b>Total Marketing</b>	<b>\$1,000.00</b>	<b>\$648.75</b>	<b>\$21,768.00</b>	<b>\$3,118.15</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>	<b>\$5,000.00</b>	<b>\$3,500.00</b>	<b>\$3,800.00</b>	<b>\$2,749.11</b>	<b>\$1,050.89</b>	<b>\$2,800.00</b>
<b>Meals/Food/ Entertainment</b>												
Client Entertainment/Meals	416.00	616.00			300.00	250.00						
Food / Meal Expense		111.35		149.48	150.00		1,000.00		1,000.00	0.00	1,000.00	
Meeting Meals/Entertainment					300.00	750.00		1,000.00	1,234.00	\$454.14	779.86	\$1,000.00
<b>Total Meals/Food/Entertainment</b>	<b>416.00</b>	<b>727.35</b>	<b>0.00</b>	<b>149.48</b>	<b>750.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>2,234.00</b>	<b>454.14</b>	<b>1,779.86</b>	<b>1,000.00</b>
<b>Gifts - Staff/Employees</b>		104.94										
<b>Office Expenses</b>	4,700.00											
Printing/Copies and Fax			250.00		1,550.00	1,450.00	240.00	250.00	100.00	0.00	100.00	100.00
Furniture, Fixtures & Equipment			5,000.00	4,663.30	1,200.00	1,000.00	250.00	250.00	1,000.00	0.00	1,000.00	500.00
Equipment Repairs/Maintenance		112.35							1,000.00	0.00	1,000.00	500.00
Internet/Host/Email			500.00		1,568.00	500.00	610.00	550.00	500.00	183.51	316.49	500.00
Supplies	62.41	2,600.00	379.03		1,300.00	1,200.00	1,200.00	1,400.00	1,500.00	349.79	1,150.21	1,500.00
Telephone- Long Distance	684.04	1,200.00	5.03		100.00	100.00						
<b>Total Office Expenses</b>	<b>\$ 4,700.00</b>	<b>\$ 858.80</b>	<b>\$ 9,550.00</b>	<b>\$ 5,047.36</b>	<b>\$ 5,718.00</b>	<b>\$ 4,250.00</b>	<b>\$ 2,300.00</b>	<b>\$ 2,450.00</b>	<b>\$ 4,100.00</b>	<b>\$ 533.30</b>	<b>\$ 3,566.70</b>	<b>\$ 3,100.00</b>
<b>Payroll Expenses</b>												
<b>Company Contributions</b>												
Presbyterian/Health Ins			870.00		3,100.00	3,100.00	4,800.00	5,500.00	6,800.00	5,186.67	1,613.33	6,000.00
MSSB/Retirement-IRA			950.00		2,400.00	2,000.00	2,560.00	1,800.00	2,000.00	1,523.06	476.94	2,000.00
<b>Total Company Contributions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,820.00</b>	<b>\$ -</b>	<b>\$ 5,500.00</b>	<b>\$ 5,100.00</b>	<b>\$ 7,360.00</b>	<b>\$ 7,300.00</b>	<b>\$ 8,800.00</b>	<b>\$ 6,709.73</b>	<b>\$ 2,090.27</b>	<b>\$ 8,000.00</b>

# Cibola Communities Economic Dev.

## BALANCE SHEET

As of June 30, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
GSB - General Acct.	143,125.29
GSB - Money Market Acct.	251,887.11
<b>Total Bank Accounts</b>	<b>\$395,012.40</b>
Accounts Receivable	
Accounts receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Payroll Refunds	51.96
Petty Cash Fund	300.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$351.96</b>
<b>Total Current Assets</b>	<b>\$395,364.36</b>
Fixed Assets	
Accum deprec- furn,fix,equip	-2,422.31
Automobile	
2008 Ford Taurus	0.00
2014 Ford Edge 1	34,800.00
Automobile Accum. Depreciation	-14,500.00
<b>Total Automobile</b>	<b>20,300.00</b>
Furniture, fixtures, & equip	5,537.00
<b>Total Fixed Assets</b>	<b>\$23,414.69</b>
<b>TOTAL ASSETS</b>	<b>\$418,779.05</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
Accrued expenses - other	11,036.00
Payroll Liabilities	
Delta Dental	14.40
Federal Taxes (941/944)	1,214.98
Federal Unemployment (940)	42.00
MSSB	-69.23
NM Income Tax	204.10
NM Unemployment Tax	-42.34
NM Worker's Compensation Fee	12.90
Presbyterian	-92.29



	TOTAL
TX CSD	0.00
<b>Total Payroll Liabilities</b>	<b>1,284.52</b>
<b>Total Other Current Liabilities</b>	<b>\$12,320.52</b>
<b>Total Current Liabilities</b>	<b>\$12,320.52</b>
<b>Total Liabilities</b>	<b>\$12,320.52</b>
Equity	
Opening Bal Equity	53,273.94
Unrestrict (retained earnings)	316,327.37
Net Income	36,857.22
<b>Total Equity</b>	<b>\$406,458.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$418,779.05</b>

# Cibola Communities Economic Dev.

## PROFIT & LOSS YTD COMPARISON

June 2016

	TOTAL	
	JUN 2016	JUL 2015 - JUN 2016 (YTD)
<b>INCOME</b>		
Funding Agencies		
Cibola County	7,333.34	40,333.37
City of Grants	5,363.25	64,359.00
Village of Milan	7,393.18	44,359.08
<b>Total Funding Agencies</b>	<b>20,089.77</b>	<b>149,051.45</b>
Membership Dues	7,000.00	12,000.00
Scholarship Fund		5,000.00
<b>Total Income</b>	<b>\$27,089.77</b>	<b>\$166,051.45</b>
<b>GROSS PROFIT</b>	<b>\$27,089.77</b>	<b>\$166,051.45</b>
<b>EXPENSES</b>		
Automobile Expenses		
Gasoline	112.00	1,997.70
Insurance		752.55
Maintenance and Repair		312.48
Registration Fee		62.00
<b>Total Automobile Expenses</b>	<b>112.00</b>	<b>3,124.73</b>
Conferences/Conventions		
Airfare		946.18
Lodging		2,179.86
Meals and Entertainment		82.50
Parking and Toll Fees		43.75
Registration Fees		407.64
<b>Total Conferences/Conventions</b>		<b>3,659.93</b>
Depreciation Expense	580.00	8,120.00
Event/Function Sponsorship		4,017.86
Insurance		
Non-Prof Liability&Empl Practic		1,403.00
Workers Compensation		972.00
<b>Total Insurance</b>		<b>2,375.00</b>
Licenses and Permits		10.00
Marketing		
Advertising & Marketing		1,904.58
<b>Total Marketing</b>		<b>1,904.58</b>
Meals/Food/Entertainment		
Meetings Meals/Entertainment	18.54	638.29
<b>Total Meals/Food/Entertainment</b>	<b>18.54</b>	<b>638.29</b>
Office Expenses		
Copies and Fax Service		82.45
Internet / Host / Email		873.67
Supplies		1,173.29

	TOTAL	
	JUN 2016	JUL 2015 - JUN 2016 (YTD)
<b>Total Office Expenses</b>		<b>2,129.41</b>
Payroll Expenses		
Company Contributions		
MSSB	138.46	1,730.75
Presbyterian	471.18	5,708.50
<b>Total Company Contributions</b>	<b>609.64</b>	<b>7,439.25</b>
Taxes	362.26	5,048.70
Wages	4,680.00	63,218.26
<b>Total Payroll Expenses</b>	<b>5,651.90</b>	<b>75,706.21</b>
Penalty and Late Fees		68.84
Postage / Mailing		271.51
Professional Fees		
Accountant/CPA		1,802.90
Web Design / Maintenance		6,000.00
<b>Total Professional Fees</b>		<b>7,802.90</b>
Recruitment		
Air Fare		1,216.58
Car Rental/Cab Fare		160.55
Lodging	297.50	2,616.82
Meals and Entertainment	28.83	346.01
Parking and Toll Fees		45.60
<b>Total Recruitment</b>	<b>326.33</b>	<b>4,385.56</b>
Registration/Fees		25.00
Rental / Lease		
Office Rent	1,000.00	12,000.00
Storage Unit Rent		360.00
<b>Total Rental / Lease</b>	<b>1,000.00</b>	<b>12,360.00</b>
Subscription and Dues	68.86	3,266.63
Unapplied Cash Bill Payment Expense		0.00
<b>Total Expenses</b>	<b>\$7,757.63</b>	<b>\$129,866.45</b>
<b>NET OPERATING INCOME</b>	<b>\$19,332.14</b>	<b>\$36,185.00</b>
OTHER INCOME		
Other Income		
Interest - Checking	16.97	177.56
Interest - Money Market	41.41	504.66
<b>Total Other Income</b>	<b>58.38</b>	<b>682.22</b>
<b>Total Other Income</b>	<b>\$58.38</b>	<b>\$682.22</b>
OTHER EXPENSES		
Other Expense		
Dormant Service Charge		10.00
<b>Total Other Expense</b>		<b>10.00</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$10.00</b>
<b>NET OTHER INCOME</b>	<b>\$58.38</b>	<b>\$672.22</b>
<b>NET INCOME</b>	<b>\$19,390.52</b>	<b>\$36,857.22</b>

**CIBOLA COMMUNITIES ECONOMIC DEVELOPMENT FOUNDATION, INC.**  
**EXECUTIVE DIRECTOR OF ECONOMIC DEVELOPMENT**  
**JOB DESCRIPTION**

This position is responsible for facilitating, promoting and ensuring economic and community development in order to secure opportunities for economic and business development and increase local employment, thus supporting the creation of a more economically vibrant rural region in a Northwest New Mexico service area, encompassing but not limited to the City of Grants, Cibola County and Village of Milan.

Work is performed under the direction of the Cibola Communities Economic Development Foundation (CCEDF) Board of Directors, a 501(c)6 organization, devoted to the improvement of business conditions organization. CCEDF Board is comprised of City of Grants, Cibola County, Village of Milan and Cibola Foundation, Inc. appointed representatives. **Anticipated hire date of October 1, 2011.** Position is open until filled.

**Work Performed:**

- Plan strategies to encourage expansion and retention of existing business to strengthen economic and tax base in service area.
- Identify and target new businesses and industries to the region in collaboration with CCEDF Board and state/regional resource organizations.
- Increase local employment opportunities.
- Promote region as a viable option for location of business/industry interested in locating in region, including but not limited to skills such as developing a portfolio of regional resources; developing a 'marketing team' of community resource persons to meet with prospective businesses and industries seeking region as possible site location; developing website (with web designer) to market region.
- Represent service area at meetings, presentations, trade shows and through development of proposals and promotional materials, in collaboration/cooperation with City/County/Village officials to ensure support and coordinated economic development efforts.
- Collaborate and cooperate economic development activities with appropriate local entities, i.e. Chamber of Commerce, City/County/Village Departments, Council of Governments (COGs), other government agencies, private enterprise, civic/local nonprofit groups, and the general public. May coordinate activities with other local agencies (Public Schools/Community College/TANF/Workforce Solutions) to address workforce and training issues.
- Maintain inventory of pertinent information and statistics on all aspects of service area; and maintain a database of business partners, i.e., electric coop/college/public schools/city/county/village) available land sites and buildings/transportation resources.
- Participate in regional/statewide activities that promote region to the development community and to business prospects.
- Develop yearly economic development work plan in collaboration with CCEDF Board of Directors.
- Prepare and administer annual CCEDF budget.

- Support state/federal/private grant writing initiatives that support economic and community development for service area.
- Provides minimum of bi-annual reports (written and oral) to funding entities, i.e. City of Grants, Cibola County and Village of Milan regarding CCEDF activities.
- Ability to plan/organize/implement town hall meetings, public forums, etc.
- Perform related duties as needed or assigned.

### **Minimum Qualifications:**

Bachelor's degree from an accredited college or university with emphasis in Business, Public Administration, Marketing, or related field(s) and four (4) years of increasingly responsible experience in economic/community development. Experience at a local community level is preferred, experience in rural areas is helpful or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

- Thorough knowledge of effective principles, practices, methods and techniques of municipal/rural economic development.
- Thorough knowledge of business concerns, needs, practices, and markets and relocation needs and initiatives.
- Knowledge of the techniques and principals of public relations, external community image building and marketing.
- Thorough knowledge of the local City/County/Village long-range plans and needs for improvement of the regional economic base.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to respond effectively and in a timely manner to business prospects and informational requests.
- Understand 'rural' challenges and 'rural' opportunities (resources).
- Knowledge of private sector financing and incentive strategies and resource organizations.
- Ability to plan and coordinate the work of a professional Board of Directors, including planning agendas, maintaining minutes of all CCEDF Board meetings and maintain of orderly records of all CCEDF files/documents.
- Manage all CCEDF organizational reporting requirements, including annual federal/state tax return, state corporation reports, etc.
- Oversee contract bookkeeper to manage CCEDF bank account, monthly payments and financial statements.
- Ability to prepare and present oral and written reports and recommendations following necessary research and investigation.
- Skilled in accessing research information.
- Developed networks to sources economic development support organizations (local/state/federal/international).
- Ability to establish and maintain effective working relationships with City/County/Village/State/Federal officials, private sector executives, business representatives and local community organizations.
- Communicate clearly and concisely, both orally and in writing.

- Experience administering a private non-profit organization is desirable.
- Knowledge of state/federal grant funding opportunities is desirable.
- Possession of a valid New Mexico driver's license.
- Ability to obtain defensive driving certificate.
- Ability to utilize technology/social media to support organizational goals and promotion of region to exterior world.

**Competencies:**

Position will be reviewed annually by CCEDF Executive committee based on six employee competencies:

1. Job Knowledge
2. Teamwork
3. Customer Service
4. Flexibility
5. Timely Follow-Thru
6. Work Ethic

**Salary Range:**

\$40,000 annually + health care benefits + use of business vehicle.

**Application Should Include:**

1. Cover Letter
2. Resume
3. Unofficial college transcript(s)
4. Three professional work references which include: Name/Title/Organization/Email and Day Phone Contact.

**Application may be mailed to:**

Cibola Communities Economic Development Foundation  
Attn: ED Search Committee  
P.O. Box 277  
Grants, New Mexico 87020

**Application may also be sent via email to:**

Felicia Casados, Board Chair - CCEDF  
**Email: fcasados @nmsu.edu**  
**Subject: CCEDF ED Application**



GRANTS - CIBOLA COUNTY  
*Chamber of Commerce*

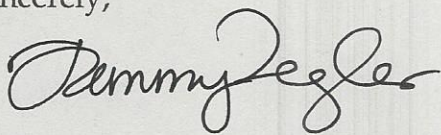
June 14, 2017

Cibola County  
700 E. Roosevelt Avenue Suite 50  
Grants, NM 87020

To Whom It May Concern,

The following is the grant funding proposal for 2017-2018 from Cibola County and a description of the use of these proposed funds for the Grants/Cibola County Chamber of Commerce. Please let me know of any questions you may have or any additional information you may need. If you have any questions, I would be more than happy to answer any questions.

Sincerely,



Tammy L. Legler  
Executive Director  
Grants/Cibola County Chamber of Commerce



**GRANT PROPOSAL  
2017-2018 FISCAL YEAR  
REQUEST**

***Grants-Cibola County Chamber of Commerce - Mission and Purpose:***

The mission of the Grants-Cibola County Chamber of Commerce, located directly on I-40 with the heart of Route 66 running directly through the downtown district, is to reposition the Grants-Cibola County branding to a tourism message that incorporates the diverse cultures, rich history and monuments of this area. Through a strong cohesive brand, the objective is to deploy a very aggressive marketing plan showing Grants and Cibola County are "New Mexico True". Utilizing Route 66 as the starting point of the 'sight doing' activities will be the focus of the 2015-2016 advertising/promotional campaign. Welcome banners and new signage will greet tourists as they travel the longest unbroken stretch of Route 66 in New Mexico.

We will continue our billboard campaign, online commercial spots to increase social media presence. Communications with area hotels, restaurants, galleries, visitor centers and other tourism attractions will continue to reinforce the brand for the area. Customer service and hospitality training will educate frontline staff on our Route 66 focus, abundant attractions and things to do while in Grants.

It is important to continue with the same ad campaign throughout all local organizations in order to create a true branding for the area. The Chamber of Commerce is engaging in cross collaborations with several Cibola County entities, including the City of Grants, the Village of Milan, Cibola County Schools, Grants Mainstreet, Cibola County Economic Development Foundation, SET, State and National Parks, Cibola County Health Council and Future Foundations through regularly scheduled work sessions and meetings. Co-op advertising and partnering with regional players will also increase our visibility in recreational tourism and visitation.

Cibola County offers experiences here that are authentic, whether from the cultures that have lived here for centuries, the landscape that offers variety found nowhere else, or the people who are genuine and friendly. Developing our own identity, combined with the state of New Mexico's "New Mexico True" brand, is the ideal two headed approach to drive tourism and increase county revenue. "New Mexico True" celebrates the beauty, landscape and culture in all of New Mexico and our new ads will capture that for Grants-Cibola County. Red River, Roswell, Elephant Butte along with 30 other NM communities have adopted the NM True branding. As a result, they have seen a double digit percentage growth in Lodger's Tax revenues and overall gross receipt tax income.



## ***Activities Reflecting County Funds***

According to the Comprehensive plan for Cibola County Implementation Matrix, the goal for Economic Development is to showcase County tourism opportunities and experiences to visitors and potential new residents. These goal falls in line with the Chamber of Commerce "big six" initiatives to drive the foreseen revenue and brand awareness for the city and county.

### **GOAL #1**

Increase awareness of Grants and Cibola County as a tourist destination and brand the City of Grants and Cibola County as New Mexico True in all aspects of advertising, thereby developing a strong coherent brand.

### **GOAL #2**

Develop and incorporate the most aggressive advertising tourist campaign to accompany the new Chamber website and application, increasing Lodgers Tax above prior year and attracting more tourism to Cibola County.

### **GOAL #3**

Work closely with all facets of tourist driven entities in Cibola County including Grants Mainstreet, Arts Council, Economic Development, City of Grants, City of Milan and Pueblo Partners and continue to develop and update one community calendar of events and productive communication.

### **GOAL #4**

Maintain the Chamber's budget and assets within operating guidelines and budget. Provide accountability through the budgeting process, advertising tracking methods, documented expenses and quarterly reporting according to County guidelines.

### **GOAL #5**

Increase attendance and overnight stay for area special events such as Fourth of July, Historic Route 66 Fall Fiesta, Winter Quad, Summer Concert Series, Christmas Light Parade, Pueblo Feast Days and other local events.

### **GOAL #6**

Continue the focus and increase awareness of the "Shop Local Campaign". This will increase local businesses, create jobs, and encourage discretionary monies to be spent locally. Increase business membership through the Chamber of Commerce, while increasing member benefits and member involvement at all Chamber of Commerce functions.

***Compensation Advertising and Tourism Campaign: \$40,000.00***

**Resource Guide: \$7,000**

These past year 10,000 guide were printing and demand for more was requested. In order to meet demand we will need to increase this to 15,000. These books are great promotional tools, emphasize our areas strengths and provide great information for out-of-towners looking to relocate to our area. The book would include several sections, including a Welcome Page, Economic Development overview, Demographics, Map of our county, Education options, Health Care Options, Real Estate Options, Area Arts/Cultural attractions, Area Churches, Recreational attractions, Important Phone numbers, Area Map, Calendar of Events and Chamber Members.

**Application Promotion: \$5,000**

A tourism app is a mobile/website partner. It creates an easy-to-use, FREE app for tourism of all levels of tech savvy. It's a new tool to invite our audience to engage with Cibola County in the fastest, most cutting edge way. Our mobile app for Cibola County is the simplest, easiest way for visitors to discover and navigate our best events, attractions, dining and lodging options. The app will be the perfect addition to our responsive site and has already opened up opportunities for deeper 'in destination' visitor engagement. Tourist and local frontline staff can use the app as a source of community information. Table tents and display boxes will be created to promote the use of the app. Frontline employees at gas stations, hotels and convenience stores in Grants are great resources for visitors to the area. After its launch in November 2015 over 450 people have downloaded the app through April 2017

**Rack Cards and Brochures \$3,000**

The travel and tourism industry depends heavily on brochures and publications to reach the visitor while traveling. Although the Internet is now a major tool for pre-trip planning, travelers continue to cite brochures and travel guides in the marketplace as the greatest source of information for during-trip planning! Professional brochure and Rack Cards are low cost tangible items that can be useful tools in getting our tourism message out. These would be distributed locally in the county's attractions and highlighting that Grants is NM True.

**.15 and .30 Second Radio Spots: \$1,500**

The Chamber will tap into markets both in-state and travelers along I-40 with event targeted ads and general tourist attractions adding the verbal connection with tourists, broadcasting in areas deemed fit based on ROI and the biggest possibility to attract greater populations and I-40 travelers. We will do this by creating a signature voice for "Cibola County is New Mexico True" campaign, utilizing the branded theme music of New Mexico True, using local talent.



**Signage: \$18,500**

Effective road signage can mean the difference between visitors stopping to explore our town and attraction or just driving through. Tourism signs complement standard direction signs to assist safe and efficient travel for visitors seeking particular destinations or areas of interest. Current signage is confusing, misplaced, outdated, in disarray or nonexistent, new way finding signage is critical.

A light pole banner program creates a professional and inviting message to promote our area. Welcome signage located on light poles create an initial and memorable impression for guests and show that we have pride in our county.

Additional signage being considered for Milan and along Route 66.

**Administrative Services: \$2,500**

Open 6 days a week as a visitor center, the Chamber fields numerous phone calls, e-mails and request for information about the County, related to both tourism and government.

Relocation packets are requested and addressed daily.

**Information Booth and Travel: \$2,500**

In 2016-2017 we attended three marketing and tourism conventions and had booths at six vendor events, promoting Cibola County. As an organization we are both pleased and proud to be able to provide this very important community service and act as representatives for the entire County.

# NEW MEXICO STATE LIBRARY



April 25, 2017

Tony Boyd, County Manager  
Cibola County Courthouse  
515 W. High St.  
Grants, NM 87020

Dear Mr. Boyd,

Rural Bookmobile West would like to thank Cibola County for its financial support in the past and to submit a request for \$2,550.00 for Fiscal Year 2018 (July 2017-June 2018). The money received from the counties the bookmobile serves is used solely to purchase books and other reading or viewing materials for the bookmobile. It is our main source of revenue for these materials.

Since the beginning of the bookmobile program in New Mexico in 1956, we have been federally funded, currently through the Library Service and Technology Act grant. These funds cover operational costs. The State Library requests your financial support for the Rural Services bookmobile program. Your reimbursement to the State Library's Rural Services program assists in the purchase of library materials. We will continue to provide the rural residents of New Mexico with the books, magazines, videos and reference materials they hear about, need and desire to read or use.

Here's a snapshot of our bookmobile services by the numbers. In the year between April 1, 2016 and March 31, 2017, Bookmobile West provided services to 435 Cibola County patrons/visitors. We checked out 1,806 books and other library materials. (Please note that we have recently changed the method for tabulating circulation statistics, so figures may be significantly lower than in previous years. Comparisons in future years should be more comparable with this year's figures. Also, several trips were cancelled due to circumstances beyond our control.) We have also fielded numerous reference questions. Our rural services are available to everyone. We provide library services at scheduled stops once a month. In addition, households in Cibola County participated in our Books by Mail program 24 times.

Rural Bookmobile West serves five stops in Cibola County: El Morro, Pine Hill, Fence Lake, Bluewater, and Cubero. I have enclosed a copy of Bookmobile West's current quarter's schedule for these stops.

A contract and invoice for the allocated amount approved will be forthcoming.

It has been a pleasure serving the rural residents of Cibola County and we appreciate your support. We would like to invite the Commissioners to visit the Bookmobile at one of our stops.

Thank you very much for your time and consideration of our request.

Sincerely,

Wendy Roberts  
Manager, Rural Bookmobile West

Enclosure





# CIBOLA COUNTY PROCUREMENT OFFICE

700 W. ROOSEVELT AVE., SUITE 50  
Grants NM, 87020  
(505) 285-2513 Office- (505) 285-5434 Fax

**Tony M. Boyd**  
County Manager

**Frances R Medina**  
CPO, CFM

To: Cibola County Commission

From: Frances R Medina, Procurement Officer

RE: 2000 Ford Diesel Ambulance

The above-mentioned Ambulance was purchased new in 2000 with what I am told is County and Navajo Consolidated School District funds. This Ambulance has been inoperable for the last few years. The Navajo School District would put money into getting it into running condition except for the fact that it is Titled to the County. Kelly Blue Book on this particular vehicle is \$ 2,013.00 (dollars). We are asking the Commission to approve the donation of this particular vehicle to Navajo Consolidated School District as they will then restore it to working condition and use it to do medical assessments in their more rural areas.

Thank you,

Daniel Torrez, Commissioner

Joseph Sanders, Finance Manager

Frances R Medina, CPO



# **IT POLICIES AND PROCEDURES**

## **Technical Services Information Technology**

---

### **Network Risk Assessment Policy**

Ver 1.0

6/8/2017



**CIBOLA COUNTY**  
**700 EAST ROOSEVELT AVENUE - SUITE 50**  
**GRANTS, NEW MEXICO 87020**  
**Tel. 505-287-9431**

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**DOCUMENT OWNERSHIP:**

This document was produced by the Technical Services Information Technology, or I T, department. Any revisions to this document shall be done by the Technical Services Director.

**VERSION CONTROL:**

VERSION	DATE	BY	DESCRIPTION
1.0	6/8/2017	Michael Allen	New Risk Assessment Policy Implementation

**I T DEPARTMENT STAFF:**

NAME	POSITION
Michael Allen	Technical Services Director
Jason Bean	Systems Analyst



## **IT RISK ASSESSMENT DEFINITION:**

Assessing the vulnerabilities of the network and computer systems security.

### **Why Risk Assessments needs to be done**

To prevent or minimize the fallout from cyberattacks which can include loss or corruption of county data including financial information critical to county operations, and the compromising of confidential information.

### **Risk Assessment Methods**

Some risk assessment is done daily by the IT staff as part of their daily routine. A much more thorough assessment is by an outside company that specializes in network security and risk analysis.

### **In House Risk Assessment**

The IT staff routinely audits Active Directory for things such as user accounts, passwords, levels and hours of access allowed, share level and security level authentication and access to network and server resources. IT also monitors network traffic, logon activity and server health. IT installs and maintains anti-virus, anti-malware and server patches and updates and keeps any eye out for any suspicious activity. IT disables all unused accounts and removes unused shares. All of these things help minimize our data and systems vulnerabilities.

### **Professional Network Risk Assessment**

A network security professional will perform a number of steps when doing a risk audit / assessment and analysis. Categories that will be tested include:

- |                        |                                      |  |
|------------------------|--------------------------------------|--|
| ▪ External resources   | ▪ Routers, hubs, and firewalls       | ▪ VoIP security                        |
| ▪ Mobile security      | ▪ Server equipment and configuration | ▪ War dialing                          |
| ▪ Network architecture | ▪ Social engineering                 | ▪ Wireless security                    |
| ▪ Physical security    | ▪ Virtual infrastructure             | ▪ Workstations using Microsoft Windows |
| ▪ Remote access        | ▪ Virtual private networks (VPNs)    | ▪ Workstations using UNIX environments |

The list of categories may look different after the audit team designs it to fit the county's specific network and system specifications.



Once the list of categories has been defined, each will put each through a series of auditing and assessment phases including:

- **Footprint Analysis**
- **Vulnerability Scanning & Assessment**
- **Penetration Testing & Assessment**
- **Manual Vulnerability & Penetration Verification**
- **Vulnerability Analysis**

Additional areas that are looked at in the assessment are:

- **Asset management and classification**
- **Business continuity management**
- **Environmental and physical security**
- **Human resources security**
- **Incident management**
- **Information security**
- **Internal policy compliance**
- **Legal compliance**
- **Operations management**
- **Security access controls**
- **Security organization and personnel**
- **Security policy and process**
- **Information systems**

Once the risk assessment and analysis has been complete, the county I T department will get a detailed report on where all of the I T vulnerabilities are and information on solutions for remediation.

### **RISK ASSESSMENT POLICY:**

A thorough risk assessment and analysis is not a one-time task. It is expensive but It should be done periodically. It is the policy of Cibola County that an I T Risk Assessment and Analysis will be performed when the Technical Services Director determines that it needs to be done. Recommended intervals are once every five years, but may be done more or less frequently as determined by the Technical Services Director.

Risk Assessment auditors that perform any risk assessment services for the county will sign a non-disclosure statement and provide documentation showing their risk assessment and analysis practices comply with all federal and state regulations and conform to ISO/IEC standards defining risk assessment practices.

**This policy will be reviewed periodically and updated as necessary.**



# **IT POLICIES AND PROCEDURES**

## **Technical Services Information Technology**

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### **Data Backup Policy**

Ver 1.0

6/8/2017



**CIBOLA COUNTY**  
**700 EAST ROOSEVELT AVENUE - SUITE 50**  
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**Tel. 505-287-9431**

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**I T DEPARTMENT STAFF:**

NAME	POSITION
Michael Allen	Technical Services Director
Jason Bean	Systems Analyst

**CIBOLA COUNTY DATA:**

Cibola County collects information and creates electronic data of many types and for many purposes including, but not limited to:

- **County Employee Records**
- **Tax Records**
- **Accounting Records**
- **Arrest Records**
- **Property Records**
- **County Finance**
- **Law Enforcement**
- **Corrections Records**

Keeping county data readily available to be accessed and used by each of the various county departments to which the information belongs is crucial for the continuous day to day operations of the county.

Creating and maintaining backups of electronic county data, and being able to restore that data if the original becomes inaccessible for any reason, is an important function of the county I T department.

**Server and PC**

While most of the county's data is stored on databases on the county servers, some employees have other documents stored locally on their computers such as spreadsheets and other documents that should also be backed up. A shared network drive is provided where users should store important documents such as financial spreadsheets and other important information. PST files are also copied here for email backup. The shared network folders will be backed up each time the servers are backed up.





## **BACKUP POLICY:**

### **Policy Purpose**

- To safeguard the information assets of Cibola County
- To prevent loss of data in the case of an accidental deletion or corruption of data, system failure, or disaster.
- To permit timely restoration of information and business processes, should such events occur.
- To manage and secure backup and restoration processes and the media employed in the process.

### **Policy Scope**

- This policy applies to all servers in all county Main Distribution Frames and Information Technology (IT) Data Center.

### **Data Retention**

- The retention periods of information contained within system level backups are designed for recoverability and provide a point-in-time snapshot of information as it existed during the time period the backup was executed.
- Backed up data retention time is defined in the Backup Policy

### **Backup Policy:**

*The unprecedented growth in data volumes has necessitated an efficient approach to data backup and recovery.*

It is the policy of Cibola County that a full backup be done of all county servers every weekday Monday through Friday. Backups will be performed automatically on a schedule by the backup software. Backups will be directed to an offsite data storage device. Backups will include all databases, shared network drives and folders and snapshots of all virtualized servers. County backup processes will conform to I T industry best practices and ISO/IEC 27002 standards.

### **Retention Time**

- All backed up data – 2 weeks
- Financial Data – 2 weeks + first day of the month for previous 12 months
  - Financial Data Includes Tyler-Incode databases and Finance Directors network share

**This policy will be reviewed periodically and updated as necessary**



# **IT POLICIES AND PROCEDURES**

**Technical Services Information Technology**

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## **IT Disaster Recovery Plan & Policy**

Ver 1.0

6/8/2017



**CIBOLA COUNTY**  
**700 EAST ROOSEVELT AVENUE - SUITE 50**  
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**I T DEPARTMENT STAFF:**

NAME	POSITION
Michael Allen	Technical Services Director
Jason Bean	Systems Analyst



## MANAGEMENT, ADMINISTRATIVE AND EMERGENCY CONTACTS

Name	Job	Email	Tel	Cell
Tony Boyd	County Manager	tboyd@co.cibola.nm.us	505-287-9431	505-290-4373
Debi Gomez	H R Director	dgomez@co.cibola.nm.us	505-285-2514	505-240-0118
Joseph Sanders	Finance Director	jssanders@co.cibola.nm.us	505-285-2516	
Tony Mace	Sheriff	tmace@co.cibola.nm.us	505-876-2040	
Gary Porter	Public Works Director	gporter@co.cibola.nm.us	505-285-2570	
Dustin Middleton	Emergency Management	dmiddleton@co.cibola.nm.us		928-245-6033
Michael Allen	I T Director	mike@co.cibola.nm.us	505-285-2592	505-285-7454



## **Introduction**

The objective of the Disaster Recovery Plan is to provide guidance to Cibola County management for the restoration of Information Technology facilities. This plan describes the IT framework and procedures to be activated in the event of a disaster occurring, to enable recovery of IT services provided by Cibola County.

The goals of this plan are:

- To minimize interruptions to normal operations.
- To limit the extent of disruption and damage
- To minimize the economic impact of the interruption.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures
- To provide rapid restoration of services

## **Purpose**

The Disaster Recovery Plan establishes procedures to recover IT Network Infrastructure following a disruption. The established objectives are:

- Maximize the effectiveness of operations via these phases:
  - Assess/Notify/Activate phase to assess damage and activate the plan
  - Recovery phase to restore temporary operations
  - Reconstitution phase to restore system processing to normal operations
- Identify the activities, resources and procedures needed to designate personnel and provide guidance for recovering IT Network infrastructure during
- Assign responsibilities to designated personnel and provide guidance for recovering IT Network infrastructure during prolonged periods of interruption to normal operations.
- Ensure coordination with other staff who will participate in the Disaster Recovery Planning strategies. Ensure coordination with external points of contact and vendors who will participate in the Disaster Recovery Planning strategies.

## **Applicability**

The Disaster Recovery Plan applies to functions, operations and resources necessary to restore and resume Cibola County network and computer systems operations at the county administration complex at 700 East Roosevelt Avenue, Suite 50



## Scope

The scope of the procedures in this Disaster Recovery Plan is inclusive of IT services provided by Cibola County IT department at the Roosevelt Avenue administration complex and covers the following systems:

System / Application / Infrastructure	Function
<b>Core Network Appliances</b> ( Firewall, Routing, Switching )	Provide firewall protection, routing, managing and distribution of network traffic
<b>HPE Hyperconverged</b>	Virtualization platform that hosts the county's servers.
<b>Virtualized Servers</b> (Domain Controllers, Storage Servers, Application Servers, Database Servers)	Provide IP addresses, logon services, and connectivity to network services and applications
<b>Phone System Servers and Appliances</b>	Provide telephone and voicemail service

Functions provided by external parties to Cibola County are excluded from the plan scope. Support may be required from these organizations in the event of a disaster at Cibola County administrative complex. These include:

External Party	System / Application / Infrastructure
<b>Centurylink</b>	Internet and MOE provider
<b>Tyler Technologies</b>	Eagle, Incode
<b>Mitel</b>	VOIP telephones / voicemail

## Planning Principles

Various scenarios were considered to form a basis for this plan and multiple assumptions were made. The applicability of the plan is predicated on two key principles:

- Cibola County Administration Complex at 700 East Roosevelt Avenue is inaccessible
- Cibola County is unable to perform IT Network infrastructure processing





- A valid contract with an alternate site exists
  - Cibola County will use the alternate site building and IT resources to recover network infrastructure functionality during an emergency situation that prevents access to the original facility.
  - The designated system at the alternate site has been configured to begin processing IT network infrastructure information
  - The alternate site will be used to continue IT network infrastructure recovery and processing throughout the period of disruption, until the emergency has passed and normal operations has returned

## Assumptions

The following assumptions were used when developing the IT Disaster Recovery Plan:

- The I.T. Network Infrastructure is inoperable at the Cibola County Administration Complex and cannot be recovered within 48 hours.
- Key I.T. Network Infrastructure personnel have been identified and trained in their emergency response and recovery roles; they are available to activate the I.T. Network Infrastructure Disaster Recovery Plan.
- Preventive controls (for example, generators, sprinkler systems, and fire department assistance) are fully operational at the time of the disaster.
- Data center equipment, including components supporting I.T. Network Infrastructure, are connected to an uninterruptible power supply (UPS) that provides (1) hour of electricity during a power failure.
- I.T. Network Infrastructure hardware and software at the original site are unavailable for at least 48 hours.
- Current backups of the application software and data are intact and available at the offsite storage or disaster recovery facility.
- Equipment, connections, and capabilities required to operate I.T. Network Infrastructure are available at the alternate site.
- Service agreements are maintained with I.T. Network Infrastructure hardware, software, and communications providers to support the emergency system recovery.
- A single site event has occurred and all other service sites are operational
- The offsite storage or co-located standby site remains intact and accessible



- Qualified Disaster Recovery personnel are available to perform the recovery activities and they are familiar with the procedures documented in this Plan.

## Prerequisites

In order for disaster recovery to be effective it is agreed that:

- An adequate backup of data should be lodged off-site.
- Sufficient free space will be set aside on computer systems to handle any loaded data.
- A list of main staff contacts will be distributed, including home numbers and addresses.
- A current signed agreement to this plan is in force.

## Pre-arranged Disaster Recovery Site

In the event of a disaster occurring that disable key offices, Cibola County has arranged alternative facilities where key management and staff would resume the organization's most critical business functions. [Patrol Room at Cibola County Sheriffs Office].

## Disaster Recovery Policy

The Cibola County Disaster Recovery Policy is the following:

- The organization shall develop a Disaster Recovery Planning capability to meet the needs of critical supporting operations in the event of a disruption extending beyond 48 hours.
- The procedures for execution of such a capability shall be documented in a formal Disaster Recovery Plan and shall be reviewed periodically and updated as necessary.
- Personnel responsible for target systems shall be trained to execute contingency procedures.
- The plan, recovery capabilities, and personnel shall be tested periodically to identify weaknesses of the capability.

This Disaster Recovery Plan complies with Cibola County's Disaster Recovery Policy.



## Priority Systems

Identify and discuss the key systems that must be recovered in the event of a disaster.

System	RPO	RTO
HPE	1 day	1 day
Physical Host Servers	1 day	1 day
Storage Area Network	1 day	1 day
Backup Processes		2 days
Phone Server		2 days
Incode	2 days	2 days
Tyler Eagle	2 days	3 days
Laserfiche	2 days	4 days

Recovery Point Objective (RPO) describes the age of the data you want to restore.

Recovery Time Objective (RTO) is the time needed to recover from a disaster.



## Inventory Items

Itemize the inventory items that will need to be restored in the event of a disaster.

Manufacturer	Description	Model
Rack Solutions	Network Equipment Racks	
Sonicwall	Firewall	NSA2600
Sonicwall	Firewall(redundant)	NSA2600
Hewlett Packard	Hyper Converged	380
Dell	Physical Host Servers	T620
Qnap	Physical NAS storage devices	
Kyocera	Copy Machines	
HP / Dell / Brother	Printers	
Dell / HP	Desktop Computers / Laptops	Various Models
Meraki / HP	Network Switches	Various Models
Cisco	Routers	



## **Criteria for activating the Disaster Recovery plan**

Activate the Disaster Recovery Plan if one or more of the following criteria are met:

1. I.T. Network Infrastructure is unavailable for more than (48) hours
2. Facility is damaged and will be unavailable for more than (48) hours
3. Other criteria, as appropriate.

If the plan is to be activated, the following steps occur:

1. The I.T. Director will notify all Department Heads and Elected Officials and inform them of the details of the event and if relocation is required.
2. Upon notification from the I.T. Director, Department Heads and Elected Officials will notify their respective teams. Team members are to be informed of all applicable information and prepared to respond and relocate if necessary.
3. The County Manager will notify the alternate site that a contingency event has been declared and to prepare the facility for the arrival of staff, materials and equipment.



## Disaster Recovery Task #1

Describe the recovery tasks in sufficient details to enable the Disaster Recovery personnel to recover the system, application, or infrastructure in the required timeframe. Tasks should include the acquisition of hardware, communications equipment, software installation, and retrieving and loading backup tapes.

Repeat for each system, application, or infrastructure.

Objectives	
1	Describe the objectives for the recovery of the system. Identify the required recovery timeframe
2	
3	

Pre-Conditions	
1	Describe pre-conditions, for example, system #1's recovery depends on the recovery of system 2
2	
3	

Documentation	
1	Insert or reference documentation, such as policies and procedures. Ensure it is accessible
2	
3	

Ref	Task	Performed By:	Timeframe	Signoff By:
1	Describe the steps to perform this recovery		Min / Hours / Days	
2				
3				



## Disaster Recovery Task #2

The [System / Application / Infrastructure Name] recovery tasks are outlined below.

Objectives	
1	
2	
3	

Pre-Conditions	
1	
2	
3	

Documentation	
1	
2	
3	

Ref	Task	Responsibility	Timeframe	Signoff
1				
2				
3				



## Communications Plan

### Communications Schedule

The following table shows the communication for the project.

What	Audience	Frequency	Prepared By	Purpose	Media

### Message to Employees

- [ ] will provide employees with a safe alternative-working environment as required.
- [ ] has ensured that facilities will be available to ensure employee safety.
- [ ] will rapidly alleviate the current problem at hand and provide continuous updates on the situation.
- [ ] will provide appropriate contact information to all employees.
- [ ] is the single point of contact for inquiries.

### Message to Clients

- [ ] has ensured that facilities will be available to ensure client's safety.
- [ ] is able to continue the exceptional, expected service to our clients.
- [ ] is able to continue to meet all financial, legal, and contractual obligations.
- [ ] is working to rapidly alleviate the current problem at hand, and will provide continuous updates on the situation.
- [ ] provides a single point of contact for such inquiries.





# **I T POLICIES AND PROCEDURES**

**Technical Services Information Technology**

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## **I T Strategic Plan**

***Or 5 year plan***

**Ver 1.0**

**6/8/2017**



**CIBOLA COUNTY**  
**700 EAST ROOSEVELT AVENUE - SUITE 50**  
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**I T DEPARTMENT STAFF:**

NAME	POSITION
Michael Allen	Technical Services Director
Jason Bean	Systems Analyst



## Summary

The purpose of the IT Strategic Plan is to leverage information technology to help Cibola County support efficient business operations and achieve its overall mission. The Plan will provide technical direction for the county and set IT priorities for the next five years.

## Values of the IT Department

- **Reliability**
  - We are committed to providing reliable information resources and secure information technology infrastructure to the county through excellent support in a timely and friendly manner.
- **Integrity**
  - We are guided by virtues of honesty, transparency, and fairness in our actions.
- **Adaptability**
  - We adapt to the changing needs of the county to ensure continuous improvement.
- **Innovation**
  - We are committed to exploring emerging technologies and implementing creative solutions to provide greater value to the county.

## Goals and Objectives

GOALS	OBJECTIVES
1. Advance the mission of the county through innovative and effective technologies, resources, and services.	<ul style="list-style-type: none"> <li>• Provide technology systems and services to enhance county employee productivity, efficiency and accuracy while making their jobs easier to perform.</li> </ul>
2. Leverage our reliable, secure, and efficient information technology infrastructure and maximize staff potential to foster innovation and excellence.	<ul style="list-style-type: none"> <li>• Maintain and enhance the IT infrastructure to support the operations of the county.</li> <li>• Provide a secure computing environment that ensures data privacy and integrity and mitigates cyber-security threats.</li> <li>• Ensure a strong IT workforce capable of achieving the information technology goals of the county.</li> </ul>
3. Advance business processes and operational efficiencies through effective implementation and expanded use of new and existing information technology	<ul style="list-style-type: none"> <li>• Support, upgrade, and enhance current business processes, tools, and administrative systems.</li> <li>• Evaluate and implement new technologies to improve operational efficiency.</li> <li>• Ensure excellent service to enable the effective use of technology, resources, and systems by the county.</li> </ul>



## Goals and Key Strategies

### Goal 1

Advance the mission of the county through innovative and effective technologies, hardware and software resources, and services.

#### **Strategies**

- Unify all county business offices onto a single network and domain.
- Install network infrastructure where needed at remote business offices and make them part of the county network and domain so they can access county technology and network resources.
- Replace all obsolete software systems, such as Golden Eagle, throughout the county with new software, and upgrade existing software where out of date, such as Laserfiche with new, more secure and stable versions.
- Replace all Microsoft Office installations with Microsoft Office 365

### Goal 2

Leverage our reliable, secure, and efficient information technology infrastructure and maximize our I T resources and I T staff potential to foster innovation and excellence in network and IT services.

#### **Strategies**

- Virtualize all bare metal servers
- Upgrade all Tyler Eagle systems from Oracle databases to SQL Server and virtualize
- Replace all 32 bit desktop computers and operating systems with enhanced 64 bit computers and operating systems
- Identify and maximize the network traffic monitoring and management, remote device management, and VLAN capabilities of the county's new switch and routing hardware.
- Purchase and Implement a robust Active Directory reporting and management solution
- Investigate and maximize the capabilities of our Albuquerque Data Center portal including a Cloud Backup solution and other enterprise services and implement as budget allows
- Build or purchase an IT records and task and procedure records system



### Goal 3

Advance business processes and operational efficiencies through effective implementation and expanded use of new and existing information technology

#### Strategies

- Assist managers, and elected officials in maximizing the full potentials of their smart phones, pads and other devices
- Remind managers that we have telecommute technology available when employees can or need to work from home and update that technologies capabilities as available and needed.
- Replace existing phone system with a new Shoretel system with better features for conducting business and better teleconferencing
- Be open to ideas expressed by other departments for solving technical needs in their own areas and meet those needs with technology where applicable
- Implement a robust help desk solution