

# **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  
February 22, 2018  
5:00 p.m.**

**Cibola County Commission Chambers  
700 E. Roosevelt Ave., Suite 50**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Prayer**
5. **Approval of Agenda**
6. **Commissioner's Report**  
Each Commissioner will have the opportunity to report feedback to the community regarding the district they represent.
7. **Public Comment**  
The Public has the opportunity to provide comment on any subject during the public comment period. Speaker's 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.
8. **Minutes**
  - a. Minutes from January 19<sup>th</sup>, 2018 Special Meeting
  - b. Minutes from January 25<sup>th</sup>, 2018 Regular Meeting
9. **Reports**
  - a. Monthly Consolidated Dispatch Activity Report
  - b. Monthly Sheriff's Department Activity Report
  - c. Monthly Road Department Activity Report
  - d. Detention Center Activity Report
10. **Presentations**  
FY 16 Presentation of Audit- Harshwal, LLC
11. **New Business – Action May Be Take**
  - a. Governing Body's Acceptance of FY16 Audit Report
  - b. Consideration of Resolution 18-19 Amendatory Inducement Resolution for Rt. 66 Solar Energy Industrial Revenue Bonds

- c. Consideration of Memorandum of Understanding between Grants/Cibola County Schools regarding School Resource Officer Program
- d. Consideration of Flood Plain Development Permit Application
- e. Direction to Staff for Road Inventory Survey
- f. Consideration of Resolution 18-21 Appending Resolution 17-27 First Amendment to the Local Government Road Fund School Bus Cooperation Agreement
- g. Consideration of Resolution to authorize commission chair to enter into an MOU with the DWI Task Force and NMDOT for Community DWI Grant Funds
- h. Organizational Chart
- i. Finance Director Position

## **12. Manager's Report**

### **13. Executive Session**

Pending & Threatened Litigation Pursuant to Section 10-15-1 (H) (2) (5) (7) & (8) the following matter may be discussed in closed session:

#### **Pending & Threatened Litigation**

- a.) Contract Dispute with Ricoh, USA

#### **Real Property**

- a.) Review of Appraisal and Discussion regarding the Roosevelt Property, Suites 10 and 20

#### **Personnel**

- a.) County Manager

## **14. New Business – Action May Be Take**

- a.) Delegation of Authority to County Manager or Chairman authority to execute settlement agreement with Ricoh, USA
- b.) Consideration of the County Manager Contract
- c.) Consideration of Approval to authorize the Chairman to sign a letter requesting continued DFA/LGD assistance and agreeing to the travel cost share arrangement

## **15. Announcements**

The next Regular Commission Meeting will be held on Thursday, March 22nd, 2018 at 5:00p.m. immediately following the Board of Finance Meeting in the Cibola County Commission Chambers.

## **16. 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 Administration Building, 700 East 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 document 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***  
**Special Meeting**  
**January 19<sup>th</sup>, 2018**

The Cibola County Commission held a Board of Finance Meeting on Thursday, January, 19<sup>th</sup>, 2018 at 5:00 pm in the Cibola County Commission Room

**I) Commission Convenes**

**A. CALL TO ORDER**

Commissioner Chairman Jack Moleres called the meeting to Order at **5:01 pm.**

**B. ROLL CALL**

Commissioner Chairman Moleres does roll call- 5-5 Commissioners in attendance.

**C. Pledge of Allegiance**

Recited by all

**D. Prayer**

Commissioner Torrez led us in prayer

**E. Approval of Agenda**

Motion to approve agenda made by Commissioner Armijo, second by Commissioner Torrez  
5-0 affirmative.

**Elected Officials Present Staff**

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

Dave Pato, County Attorney  
Valerie Taylor, County Interim Manager  
Michelle Dominguez, County Clerk  
Natalie Grine, Chief Deputy Clerk

**F. Restructure of Commission**

**A. Resolution 18-01- Restructure of the Cibola County Commission**

- a.) Nomination and Election of County Commission Chairman
- b.) Nomination and Election of 1<sup>st</sup> Vice County Commission Chairman
- c.) Nomination and Election of 2<sup>nd</sup> Vice County Commission Chairman

Commissioner Windhorst nominated Commissioner Moleres as Chairman, Commissioner Torrez nominated Commissioner Armijo as Chairman, Commissioner Windhorst and Commissioner Moleres voted for Moleres for Chairman, Commissioner Torrez, Commissioner Garcia and Commissioner Armijo voted for Commissioner Armijo for Chairman.  
Commissioner Armijo is now Chairman 3-2 affirmative.

Chairman Armijo nominated Commissioner Torrez as 1<sup>st</sup> Vice Chair, second by Commissioner Garcia, third by Commissioner Torrez, Commissioner Moleres nominated Commissioner Windhorst as 1<sup>st</sup> Vice Chair, Windhorst nominated Commissioner Garcia as 1<sup>st</sup> Vice Chair, Commissioner Garcia declined, Torrez is now 1<sup>st</sup> Vice Chairman 3-2 affirmative.

Chairman Armijo nominated Commissioner Moleres as 2<sup>nd</sup> Vice Chairman, second by Commissioner Torrez Commissioner Moleres is now 2<sup>nd</sup> Vice Chairman 5-0 affirmative.

#### **G. Consent Agenda- Action May Be Taken**

##### **a. Consent Agenda: Beginning of Year Resolutions**

- a.) Consideration of Resolution 18-02, Delegation of Authority to County Manager
- b.) Consideration of Resolution 18-03, Bank Depositories
- c.) Consideration of Resolution 18-04, Inspection of Records
- d.) Consideration of Resolution 18-05, Open Meetings Act (OMA)
- e.) Consideration of Resolution 18-06, Public Participation at Cibola County Commission Meetings
- f.) Consideration of Resolution 18-07, Parliamentary Procedures & Robert's Rules of Order
- g.) Consideration of Resolution 18-08, Signature Authority on Checks

Motion to approve Consent Agenda, Beginning of Year Resolutions made by Commissioner Windhorst, second by Commissioner Torrez, 5-0 affirmative.

##### **b. Consent Agenda: CDBG Resolution Required to Be Updated Yearly**

- a.) Consideration of Resolution 18-09, Establishing a Local Residential Anti-Displacement, And Relocation Assistance Plan and Certification (Housing and Community Development Act, CDBG), with Exhibit 1-R
- b.) Consideration of Resolution 18-10, Establishing a Citizen Participation Plan
- c.) Consideration of Resolution 18-11, Establishing a Section 3 Plan with Exhibit 1-T
- D.) Consideration of Resolution 18-12, Includes Resolution, Fair Housing Proclamation, and Self-Assessment

Motion to approve Consent Agenda, CDBG Resolution Required to be Updated Yearly made By Commissioner Windhorst, second by Commissioner Torrez, 5-0 affirmative.

##### **c. Consent Agenda: DWI Resolution, M.O.U. and Statement of Assurances Required for DFA LDWI FY19 Grant Application**

- a.) Consideration of Resolution 18-13, Delegating Authority to Cibola County Chairperson
- b.) Consideration of Resolution 18-14, Authorizing Cibola County to Submit FY19 DWI Grant Application
- c.) Statement of Assurance
- d.) Memorandum of Understanding Between County of Cibola DWI Program and NM Dept. of Finance (NMDFA)

Motion to approve Consent Agenda: DWI Resolution, M.O.U and Statement of Assurances Required for DFA LDWI FY19 Grant Application made by Commissioner Garcia, second by Commissioner Torrez, 5-0 affirmative.

**H. New Business-Action May Be Taken**

No New Business at this time

**I. Announcements**

The next Regular Meeting will be held on Thursday, January 25th, 2018 at 5:00 p.m. immediately following the Board of Finance Meeting in the Cibola County Commission Chambers.

**J. Adjournment Meeting**

Meeting adjourned at 5:29.m.



***Cibola County Commission***  
**Regular Meeting**  
**Thursday January 25th, 2018**

The Cibola County Commission held a Regular Meeting on Thursday January 25<sup>th</sup>, 2018 at 5:00 pm in the Cibola County Commission Center

**Elected Officials Present Staff**

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

Valerie Taylor, Interim County Manager  
Michelle Dominguez, County Clerk  
Natalie Grine, Chief Deputy Clerk

**A. CALL TO ORDER**

1<sup>st</sup> Vice Chairman Torrez, called the meeting to Order at 5:09 pm.

**B. ROLL CALL**

1<sup>st</sup> Vice Chairman Torrez does roll call-5-5 Commissioners in attendance, Chairman Armijo attended by phone.

**C. Pledge of Allegiance** Recited by all.

**D. Prayer** Commissioner Moleres led us in prayer.

**E. Approval of Agenda**

Motion to approve the agenda made by Commissioner Moleres with the removal of item F and item J under New Business, second by Commissioner Windhorst 5-0 affirmative.

**F. Approval of Minute**

December 28<sup>th</sup>, 2017 Board of Finance Meeting  
December 28<sup>th</sup>, 2017 Special Meeting  
December 28<sup>th</sup>, 2017 Regular Meeting

Commissioner Windhorst made a motion to approve the minutes for the Board of Finance meeting of December 28<sup>th</sup>, 2017 the Special Meeting of December 28<sup>th</sup>, 2017 and the Regular Meeting of December 28<sup>th</sup>, 2017 second by Commissioner Garcia 4-0 affirmative. Commissioner Torrez abstained.

## **G. Commissioners Report**

Commissioner Armijo stated that they have come upon an illegal dumpsite of tires, and is looking into who is dumping the tires.

Commissioner Windhorst stated that Bluewater Village citizens have raised \$700.00 dollars so far to purchase a devise to lower caskets for the Bluewater Village cemetery the cost is \$7,000.00. There was also an illegal dumpsite found in the Bluewater area. Commissioner Windhorst also mentioned that he had a meeting with NWNM Solid Waste Authority, Billy Moore who works for the NWNMCOG stated to Commissioner Windhorst that for the next 6 months that they will waive the fee for collecting trash in the areas of Cubero, Pine Hill, Seboyeta, and San Mateo, this will save the County \$60,000.00. Commissioner Windhorst also mentioned that he has spoken with a gentleman that is willing to give the County millings for roads. Commissioner Windhorst also received information on getting used vehicles from McKinley County, he will be looking into this.

Commissioner Garcia No report at this time.

Commissioner Moleres stated that the NM State Branch is back in full force now, the classes are almost full are nursing, and math.

Commissioner Torrez mentioned that Ft Wingate Rd in San Rafael needs to be cleaned up.

## **H. Public Comment**

Ronnie Pynes state to the commissioner that he has attended commission meetings over the past 5 years, and in those years the management has not been great, starting with Scot Vinson who was paid over \$100,000 a year and stole thousands more, then there was Rheagan Vaughn who was manager for about 5 days and then properly terminated and settled out of court for \$80,000, then there was Bob Gallagher who was paid \$10,000 a month for 12 months for showing up 3 times a month. Tony Boyd was our next manager and you know how that turned out. Now we have Valerie Taylor who is doing great job, she even had DFA come down and help us out with the situation that we are in. Commissioners let's not go down the same road like in the past, let's move forward.

Nancy Jewell stated to the commissioners that let there be no more layoff's if need be continue the furloughs, part of my duties were to go out and generate mobile home reports and bring in revenue, I'm no longer able to do that with the staff we have.

Kathy Gonzales stated that she is really concerned about the money that is being spent on different items that are not necessary, especially the situation the county is in right now.

William Spike stated to the commissioner that he is very concerned about the money that is being spent on the Detention Center, there is no reason to be spending money on it.

Wayne Vigil mentioned to the commissioners that he is against the Superfund Resolution. Mr. Vigil also mentioned that if there is going to be layoffs let the Department Heads run their own office's they know what is needed.

**I. Presentations**

Brenda Cook from EPA gave a short presentation on San Mateo Creek Basin Region 6 with assistance from NMED and the U.S Geological Survey, initiated a phased groundwater investigation for the San Mateo Creek Basin as part of an Expanded Site Inspection to assess the nature and extent of contamination in the alluvial aquifer.

**J. Reports**

- a. Monthly Sheriff's Report Tony Mace gave a brief report on all accidents, calls, arrest, etc. the total calls for the month of December were up from last year, 1050 calls in 2016, and 1841 calls in 2017. Sheriff Mace also mentioned that they assisted with a drug bust in San Rafael, they had an incident at the Sky City Casino which ended in two arrest for drug activity.
- b. Monthly Road Department Report Gary Porter gave a brief report on all the work the Road Department has completed in the month of December, a total of 94,637 miles of roads have been worked on.



- c. Mindy Cunningham gave a brief report on all 911 calls for the month of December for incoming calls were 4,323, outgoing were 2,395 and abandoned were 118 for a total of 6,836 calls made.

**K. Old Business-Action May Be Taken**

No Old Business at this time.

**L. New Business-Action May Be Taken**

**a. Consideration of Resolution 18-15 Superfund Resolution**

Motion to table Resolution 18-15 until further information is available made by Commissioner Windhorst, second by Commissioner Garcia 5-0 affirmative.

**b. Consideration of Resolution 18-16 Ratifying Appointment of County Manager and Human Resources Director as NMCI Multi-Line Pool Board voting representative**

Motion was made to accept Resolution 18-16 by Commissioner Windhorst, second by Commissioner Moleres all commissioners voted no 0-5 affirmative.

**c. Consideration of Resolution 18-17 Rescinding Resolution 17-43 Regarding the Implementation of Furlough**

Motion to approve Resolution 18-17 made by Commissioner Armijo, second by Commissioner Windhorst, with Commissioner Garcia voting no 4-5 affirmative.

**d. Consideration of Regular Contract for Interim County Manager at the request of Commissioner Windhorst**

Discussion only

**e. Discussion and Possible Decision Concerning Reduction in Force (RIF) at the request of the County Commission**

Motion was made by Commissioner Moleres, second by Commissioner Windhorst, voting yes for reduction in force, with Commissioner Garcia, Torrez and Armijo voting against the reduction in force 2-3 affirmative.

- f. **Discussion of compliance Budget- This Item Will be Moved to the February Regular Meeting**

Item Removed

- g. **Consideration of Northwest New Mexico Council of Governments Membership Agreement Fiscal Year 2018**

Motion was made by Commissioner Garcia go into agreement with NWNMCOG for \$20,000 for fiscal year 2018, second by Commissioner Windhorst all Commissioner agree 5-0 affirmative

- h. **Consideration of Intergovernmental Service Agreement between Cibola County and ICE for correction and update for points of contact**

Motion to approve Intergovernmental Agreement between Cibola County and ICE was made by Commissioner Torrez, second by Commissioner Armijo all Commissioner agree 5-0 affirmative

- i. **Consideration of Resolution 18-18 Ratifying a Resolution Adopting a Hiring Freeze for Non-Safety Sensitive Personnel**

Motion to approve Resolution 18-18 thru the next fiscal year and excluding County Manager and Finance Director for hire, was made by Commissioner Moleres, second by Commissioner Torrez all Commissioner agree 5-0 affirmative

- j. **Consideration of Resolution 18-19 Supporting the Expansion of the Film Industry in Cibola County**

Item Removed.

#### **M. Managers' Report**

Manager Taylor gave a brief report on all county matters. Manager Taylor stated that the City of Grants will be the Fiscal Agent for the Film Industry explaining that we need to pass an ordinance. Manager Taylor also mentioned that the Quad this year will be held on February 14- 18<sup>th</sup>, 2018, and is hoping for snow. The billing for new insurance is due in 20 days, the amount for Law Enforcement contribution is going to be \$179,714.00 and Detention Center is \$369,314 for a total of \$549,028. Manager Taylor brought up the discussion of Junk Bonds, and the Commission decided to move that discussion to closed session. Manager Taylor also stated that the County closed two bank accounts on January 11, 2018, the first one was US Bank which had \$3,000.000 the second one was Bank of New Mexico which had \$600.000, the money went towards a payment to ICE. Manager Taylor mentioned that the County has 2.3 million on hand, and from September thru December of 2017 the County spent 4.8 million.

#### **N. Executive Closed Session**

Motion and roll call vote to go into Executive Session and that, pursuant to New Mexico State Statute Section §10-15-1 and only the following matters will be discussed in closed session made by Commissioner Windhorst, second by Commissioner Garcia 5-+0 affirmative

**Pending & Threatened Litigation** Pursuant to Section 10-15-1 (H) (2) (5) (7) & (8) the following matter may be discussed in closed session:

- a. Ricoh USA Contract Dispute
- b. Equipment Retained by Former San Rafael Fire Department Volunteers
- c. Cibola County v. Sunnyland
- d. Cibola County v. Tony Gallegos at the request of Cibola County Citizen's Group

#### **Collective Bargaining**

- e. NM Coalition of Public Safety Officers

#### **Personnel**

- f. Personnel – Road Department

#### **Disposition of Property**

- g. Real Property – Cibola General Hospital



**O. New Business- Action May Be Taken**

a. Cibola County v. Sunnyland

Motion by Commissioner Windhorst to have attorneys make Counter offer to Sunnyland, second by Commissioner Moleres 5-0 affirmative.

b. Cibola County v. Tony Gallegos at the request of Cibola County Citizens Group  
Motion made by Commissioner Moleres for County v. Tony Gallegos at the request of Cibola County Citizen's Group, second by Commissioner Windhorst 5-0 affirmative

c. Interim County Manager Contract to County Manager  
Item was tabled

d. Hiring Freeze Resolution 18-18  
Item was removed

e. Publication of County Manager position  
Item was tabled

Motion and roll call vote to return to Regular Session and that matters discussed in Closed Session were limited to those specified in motion for closure, and that no final action was taken, as per NM Statute's Section §10-15-1 was made by Commissioner Moleres, second by Commissioner Garcia 5-0 affirmative.

**P. Announcements**

The next Regular Commission Meeting will be held on Thursday, February 22, 2018 at 5:00 p.m. immediately following the Board of Finance Meeting in the Cibola County Commission Chambers. A Special Meeting will be held on Tuesday February 6<sup>th</sup>, 2018 at 5:00 p.m. in the Cibola County Commission Chambers.

**Q. Adjournment**

Motion to adjourn made by Commissioner Windhorst, second by Commissioner Moleres 5-0 9:48 P.M.

# CIBOLA REGIONAL COMMUNICATIONS CENTER

## Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 01/01/2018 00:00 to 01/31/2018 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
01 ABDOMINAL PAIN		3	5:44	5:26	36:31	0.07
04 ASSAULT/SEXUAL ASSAULT/STUN GUN		5	6:05	3:00	23:34	0.12
05 BACK PAIN		3	2:56	5:55	38:51	0.07
06 BREATHING PROBLEMS		18	5:14	4:03	34:34	0.43
07 BURNS/EXPLOSION		1	3:42	3:33	36:06	0.02
08 CARBON MONOXIDE/INHALATION/HAZ MAT/CBRN		2	4:04	2:41	45:47	0.05
09 CARDIAC OR RESPIRATORY ARREST / DEATH		4	4:03	2:55	48:16	0.10
10 CHEST PAIN/CHEST DISCOMFORT		15	4:09	3:33	36:27	0.36
11 CHOKING		1	4:21	4:07	43:39	0.02
12 CONVULSIONS/SEIZURES		11	5:41	4:41	47:38	0.26
13 DIABETIC PROBLEMS		1	3:14	2:33	45:29	0.02
17 FALLS		15	3:48	4:41	35:01	0.36
19 HEART PROBLEMS		1				0.02
21 HEMORRHAGE/LACERATIONS		7	5:34	4:11	30:43	0.17
23 OVERDOSE/POISONING		3	3:43	3:16	29:45	0.07
25 PSYCH/SUICIDE ATTEMPT		3	2:20	3:47	19:38	0.07
26 SICK PERSON		35	5:02	3:54	34:16	0.84
28 STROKE		5	4:30	4:59	66:45	0.12
29 TRAFFIC/CRASH		13	4:20	3:35	27:30	0.31
30 TRAUMA		2	7:29	17:46	26:32	0.05
31 UNCONSCIOUS/FAINTING		7	3:45	3:21	31:24	0.17
32 UNKNOWN PROBLEMS/MAN DOWN		7	2:59	4:00	28:17	0.17
33 PATIENT TRANSFER		1	27:01	12:11	239:49	0.02
ABANDONED 911 CALL		49	5:51	3:56	15:24	1.18
ANIMAL ABUSE		1	9:27	34:26	101:55	0.02
AREA CHECK		1277	5:56	0:01	0:59	30.65
ARREST AND HOLD		11	5:15	7:10	55:03	0.26
ASSIST OTHER AGENCY		19	5:54	8:50	35:00	0.46
ATL		14	7:02	6:49	18:02	0.34
ATM STANDBY		6	12:47	12:28	47:47	0.14
BOLO		8	8:46	4:26	36:00	0.19
BRUSH/WILDLAND FIRE		6	6:17	7:32	27:51	0.14
BUILDING CHECK		5	2:00	2:08	5:49	0.12
BUSINESS CHECK		31		0:00	1:24	0.74
CITIZEN CONTACT		8	0:56	0:00	14:38	0.19



# CIBOLA REGIONAL COMMUNICATIONS CENTER

## Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 01/01/2018 00:00 to 01/31/2018 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
CIVIL MATTER		1	69:42	27:07	34:10	0.02
CIVIL SERVICE		135	1:12	0:00	6:13	3.24
CIVIL STANDBY		13	10:45	7:31	27:26	0.31
COMMUNITY CONTACT		11		0:00	6:26	0.26
CONTACT MESSAGE		5	4:46			0.12
DISORDERLY CONDUCT		5	2:44	4:43	22:56	0.12
DRUG OFFENSE		2		0:00	1:29	0.05
ESCORT		11	12:01	34:24	29:39	0.26
FIRE		15	4:09	3:28	60:57	0.36
FOLLOW UP		95	1:47	0:27	28:56	2.28
FOOT PATROL		92	0:18	0:00	12:06	2.21
FRAUD		1	3:49	4:50	7:32	0.02
FREQUENT PATROL		51	8:14	6:05	4:40	1.22
GAS LEAK		1	5:30	3:35	25:18	0.02
GENERAL INFORMATION		14	5:30	24:34	25:34	0.34
HARASSMENT		12	3:41	17:19	12:25	0.29
INFORMATION		91	45:35	1:13	26:10	2.18
INTERFACILITY TRANSFER		4	7:27	3:36	67:11	0.10
JUVENILE PROBLEM		2	3:33	4:11	20:50	0.05
LARCENY		11	6:06	8:09	20:09	0.26
LIVESTOCK ON ROADWAY		2	9:41	0:00	154:45	0.05
LOST/STOLEN PROPERTY		3	10:09	2:36	24:46	0.07
MEDICAL		38	3:58	3:38	26:41	0.91
MEDICAL ASSIST		122	2:07	4:24	18:43	2.93
MISC ADMIN DUTY		1		0:00	0:02	0.02
MISC HAZARD		3	3:30	0:00	0:02	0.07
MISSING PERSON		4	12:10	6:23	91:05	0.10
MOTORIST ASSIST		24	8:33	6:35	16:57	0.58
MVD TESTING		3	1:11	0:00	97:58	0.07
NARCOTICS		1	10:29	22:30	64:06	0.02
NCIC VALIDATION		2	6:23	3:01	13:03	0.05
NOISE DISTURBANCE		7	7:38	6:32	8:57	0.17
OPEN DOOR		1	2:55	22:45	36:11	0.02
PED CHECK		16	1:10	3:02	56:04	0.38
PHI/AIR TRANSPORT		15	15:36	5:58	36:43	0.36
PROPERTY DAMAGE		4	11:22	5:22	10:46	0.10
RAPE		1	2:05	6:28	94:27	0.02
RECKLESS DRIVER		79	3:57	6:19	56:19	1.90
REMOVAL OF PERSON(S)		62	4:06	5:03	37:05	1.49



# CIBOLA REGIONAL COMMUNICATIONS CENTER

## Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 01/01/2018 00:00 to 01/31/2018 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
RIDE REQUEST		24	10:27	12:17	22:42	0.58
SCHOOL ZONE PATROL		106	0:27	0:00	26:44	2.54
SEARCH AND RESCUE		1	56:24			0.02
SEX OFFENSE		3	3:55	3:09	25:20	0.07
SHOPLIFTER		12	5:22	5:16	50:42	0.29
SHOTS FIRED		7	3:36	4:41	13:31	0.17
SPEAK W/OFFICER		109	20:13	8:35	31:02	2.62
SPECIAL ASSIGNMENT		9	0:39	0:00	174:02	0.22
STOLEN VEHICLE		7	22:06	15:17	12:37	0.17
SUICIDE ATTEMPT		3	5:20	4:23	20:50	0.07
SUSPICIOUS CIRCUMSTANCES		96	5:29	5:46	19:28	2.30
SUSPICIOUS SUBJECT		8	2:49	1:05	6:37	0.19
SUSPICIOUS VEHICLE		1	5:00	20:54	17:49	0.02
TEST CALL		13	2:23	0:02	1:01	0.31
TICKET SKIP		1	2:20	1:51	11:13	0.02
TRAFFIC STOP		430	0:33	0:00	12:13	10.32
TRAINING		3	0:35	0:01	433:37	0.07
TRANSPORT		40	15:29	16:54	185:26	0.96
TRANSPORT PRISONER		13	1:09	1:00	211:18	0.31
TRESPASSING		1	14:52			0.02
UNATTENDED DEATH		2	5:13	1:20	82:42	0.05
VANDALISM		6	3:29	11:29	16:53	0.14
VEHICLE CHECK		51	5:44	3:38	19:04	1.22
VEHICLE FIRE		1	5:50	6:38	149:14	0.02
VEHICLE REPO		6	4:40			0.14
VIN INSPECTION		2	5:49	0:00	15:50	0.05
WARRANT SERVICE		32	6:19	4:56	56:43	0.77
WATER PROBLEMS		36	7:11	6:37	1:56	0.86
WEAPONS OFFENSE		1		0:00	0:25	0.02
WRONG WAY DRIVER		1		0:00	5:49	0.02
WELFARE CHECK	ADULT	73	8:42	8:32	31:55	1.75
WELFARE CHECK	CHILD	15	7:04	8:33	14:40	0.36
ALARM	COMMERCIAL	37	2:43	3:03	6:10	0.89
BURN PERMITS	CONTROLLED BURN	50	2:51	0:14	39:34	1.20
CIVIL SERVICE	COURT PROCESS	86	0:30	0:00	6:26	2.06
ALARM	FIRE	5	4:16	1:03	12:45	0.12
WALK THROUGH	GENERAL	59	0:18	0:00	19:50	1.42
SORNA	HOME CHECK	8		0:00	4:20	0.19
BURGLARY	IN PROGRESS	4	2:09	3:00	8:22	0.10
DOMESTIC	IN PROGRESS	23	2:49	2:36	61:37	0.55

# CIBOLA REGIONAL COMMUNICATIONS CENTER

## Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 01/01/2018 00:00 to 01/31/2018 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
FIGHT	IN PROGRESS	13	2:17	2:16	60:18	0.31
MEDICAL	LIFT ASSIST	10	4:51	4:03	11:04	0.24
BURGLARY	MOTOR VEHICLE	1	4:22	15:57	51:41	0.02
CHILD ABUSE	NEGLECT	1				0.02
ASSAULT	NOT IN PROGRESS	4	3:57	2:07	13:08	0.10
BURGLARY	NOT IN PROGRESS	6	4:26	28:13	22:14	0.14
DOMESTIC	NOT IN PROGRESS	4	28:07	11:28	70:02	0.10
FIGHT	NOT IN PROGRESS	1	5:49	0:44	4:40	0.02
DISTURBANCE	PHYSICAL	6	3:08	1:59	82:45	0.14
ANIMAL CONTROL	PICK-UP	20	4:38	7:12	31:08	0.48
AUTO ACCIDENT	PRIVATE PROPERTY	2	8:32	5:17	17:45	0.05
SORNA	REGISTRATION	1		0:00	2:32	0.02
ANIMAL CONTROL	REQUEST FOR A/C	54	5:43	11:47	27:03	1.30
ALARM	RESIDENTIAL	19	5:12	3:24	11:40	0.46
NCIC CHECK	STOLEN PROPERTY	1		0:00	3:15	0.02
ALARM	VEHICLE	1	2:18	3:21	6:52	0.02
PURSUIT	VEHICLE	1	0:47	0:00	408:55	0.02
DISTURBANCE	VERBAL	20	4:21	8:10	46:20	0.48
RESTRAINING ORDER	VIOLATION	2	3:16	0:00	95:53	0.05
AUTO ACCIDENT	WITH INJURIES	16	3:59	4:21	41:53	0.38
AUTO ACCIDENT	WITHOUT INJURIES	41	7:19	11:25	39:47	0.98

Total Incidents For Date Range

4167

*Up 128  
from Dec.*

Average Stacked Time

7:08

min : sec

Average Response Time

2:25

min : sec

Average On Scene Time

18:11

min : sec





## Monthly Call Type Volume per Trunk

From:

01/01/2018 00:00:00

To:

01/31/2018 23:59:59

Number of Calls : 6,853

Month

Trunk

Incoming

Outgoing

Abandoned

Number of Calls

**2018 - January**

911 ABQ-1	56	0	10	66
911 ABQ-2	58	0	10	68
911 ABQ-W	604	0	87	691
911 LCR-1	4	0	0	4
911 LCR-2	1	0	0	1
911 LCR-W	75	0	7	82
MilanPD 287-4491	415	24	0	439
PBX 202	0	4	0	4
PD 287-2983	323	1,013	0	1,336
PD 287-4404	1,177	45	0	1,222
SO 287-9476	1,318	1,231	0	2,549
SO 287-9477	223	168	0	391
	<u>4,254</u>	<u>2,485</u>	<u>114</u>	<u>6,853</u>
	4,254	2,485	114	6,853

Up 17



Incoming										Abandoned							TRF	Staff		
	Nb Calls	Answer 0-0 (sec) Call Answer Time	Answer 0.001 - 10 Excellent	Answer 10.001 - 20 Good	Answer 20.001 - 30 Average	Answer 30.001 - 40 Poor	Answer 40 + seconds	AVG Answer (ss.sss)	Standard Level %	Nb Calls	Ring 0-0 (sec) Call Answer Time	Ring 0.001 - 10 Excellent	Ring 10.001 - 20 Good	Ring 20.001 - 30 Average	Ring 30.001 - 40 Poor	Ring 40 + seconds	AVG Ring (ss.sss)	Nb Calls	AVG Staffing	
2018		January	4254	0	4070	152	25	5	2	04.876	99.84	114	47	63	2	0	2	02.539	285	
		Sub-Total	4254	0	4070	152	25	5	2	04.876	99.84	114	47	63	2	0	2	02.539	285	
		TOTAL	4254	0	4070	152	25	5	2	04.876	99.84	114	47	63	2	0	2	02.539	285	

\* A call is considered within the standards if answered within 30.000 seconds



# Cibola County Sheriff's Office

*Sheriff Tony Mace*

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

*Undersheriff P. Michael Munk*  
tnymace@yahoo.com  
mmunk@co.cibola.nm.us

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 January 1, 2018 through January 31, 2018.

		PREVIOUS YR
Accidents	16	14
Arrests	62	76
Transports	24	39
Warrant Transports	17	23
Calls	1,888	1,122
Citations/Warnings	22	47
Civil Papers Received	238	41
Incidents	46	61

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

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Accident List

01/01/2018 to 01/31/2018

Accident Complaint No.	Date/Time	No. Vehicles Involved	No. Injured	No. Fatalities	Reporting Officer ID / Name	Offense Complaint No.	Investigating Dept.
30141218	01/07/2018 1329	1	0	0	105 - Sgt. D. Chavez	18-000020	
30141219	01/10/2018 1713	2	0	0	119 - K. Ward	18-000034	
30141220	01/13/2018 2110	1	0	0	107 - Dep. R. Veloz	18-000043	
30141221	01/14/2018 1535	1	0	0	109 - E. Augustine	18-000044	
30141223	01/15/2018 1746	1	2	0	108 - Dep. J. McCowen	18-000046	CIBOLA COUNTY SO
30141225	01/17/2018 0024	1	0	0	108 - Dep. J. McCowen	18-000061	CIBOLA COUNTY SO
30141222	01/17/2018 0249	1	0	0	116 - Dep. A. Romero	18-000042	
30141224	01/17/2018 0303	1	0	0	116 - Dep. A. Romero	18-000056	
	01/17/2018 1427	2	0	0	112 - J. Hocker	17-001411	
	01/17/2018 1444	0	0	0	103 - Lt. H. Hall	17-001429	
	01/17/2018 1733	0	0	0	104 - N. WADFORD	18-000014	
NA	01/18/2018 1747	0	0	0	104 - N. WADFORD	18-000016	
30141226	01/24/2018 0322	1	0	0	116 - Dep. A. Romero	18-000094	
000000	01/27/2018 0830	0	0	0	104 - N. WADFORD	17-001212	
30141227	01/27/2018 1412	1	0	0	115 - Dep. A. Roane	18-000095	
30141228	01/29/2018 1739	2	0	0	115 - Dep. A. Roane	18-000109	

Total Accidents : 16



**Cibola County Sheriff's Office**

**Arrests - by Officer**

**Arrest Date: 01/01/2018 - 01/31/2018**

Officer	Arrests	<u>SEX</u>			<u>RACE</u>					<u>ETHNIC</u>	
		Male	Female	UNK	White	Black	Indian	Asian	UNK	Hispanic	NonHisp
B. Gardner	7	5	2	0	5	0	1	0	1	3	2
B. Pena	2	1	1	0	2	0	0	0	0	0	0
Dep. A. Kemp	5	3	2	0	5	0	0	0	0	3	1
Dep. A. Roane	4	2	2	0	1	1	0	0	0	1	0
Dep. A. Romero	3	2	1	0	0	0	2	0	1	1	2
Dep. J. McCowen	6	4	2	0	4	0	2	0	0	2	4
Dep. R. Veloz	5	3	2	0	1	0	3	0	0	2	3
Dep. T. Archuleta	1	1	0	0	0	0	0	0	1	0	1
E. Augustine	1	1	0	0	0	0	1	0	0	0	1
J. CASTANEDA	1	1	0	0	0	0	1	0	0	0	1
K. Ward	5	5	0	0	2	1	2	0	0	0	4
Lt. H. Hall	2	2	0	0	1	0	1	0	0	0	2
M. Hawkins	18	15	3	0	9	0	7	0	0	2	4
N. WADFORD	1	1	0	0	1	0	0	0	0	1	0
Sgt. D. Chavez	1	0	1	0	1	0	0	0	0	0	0

<b>TOTAL</b>	<b>62</b>	<b>46</b>	<b>16</b>	<b>0</b>	<b>32</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>3</b>	<b>15</b>	<b>25</b>
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## Cibola County Sheriff's Office

## Arrests - by Officer for TRANSPORT

Arrest Date: 01/01/2018 - 01/31/2018

Officer	Arrests	SEX			RACE					ETHNIC	
		Male	Female	UNK	White	Black	Indian	Asian	UNK	Hispanic	NonHisp
B. Gardner	6	4	2	0	4	0	1	0	1	2	2
B. Pena	1	1	0	0	1	0	0	0	0	0	0
Dep. A. Kemp	0	0	0	0	0	0	0	0	0	0	0
Dep. A. Roane	0	0	0	0	0	0	0	0	0	0	0
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	1	0	1	0	0	0	1	0	0	0	1
Dep. T. Archuleta	0	0	0	0	0	0	0	0	0	0	0
E. Augustine	0	0	0	0	0	0	0	0	0	0	0
J. CASTANEDA	0	0	0	0	0	0	0	0	0	0	0
K. Ward	2	2	0	0	1	0	1	0	0	0	1
Lt. H. Hall	0	0	0	0	0	0	0	0	0	0	0
M. Hawkins	14	11	3	0	8	0	5	0	0	2	4
N. WADFORD	0	0	0	0	0	0	0	0	0	0	0
Sgt. D. Chavez	0	0	0	0	0	0	0	0	0	0	0

TOTAL	24	18	6	0	14	0	8	0	1	4	8
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**Cibola County Sheriff's Office**

**Arrests - by Officer For WARRANTS**

Arrest Date: 01/01/2018 - 01/31/2018

Officer	Arrests	SEX			RACE					ETHNIC	
		Male	Female	UNK	White	Black	Indian	Asian	UNK	Hispanic	NonHisp
B. Gardner	1	0	1	0	1	0	0	0	0	0	1
B. Pena	2	1	1	0	2	0	0	0	0	0	0
Dep. A. Kemp	1	1	0	0	1	0	0	0	0	0	0
Dep. A. Roane	0	0	0	0	0	0	0	0	0	0	0
Dep. A. Romero	0	0	0	0	0	0	0	0	0	0	0
Dep. J. McCowen	3	2	1	0	2	0	1	0	0	1	2
Dep. R. Veloz	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
E. Augustine	0	0	0	0	0	0	0	0	0	0	0
J. CASTANEDA	1	1	0	0	0	0	1	0	0	0	1
K. Ward	2	2	0	0	1	0	1	0	0	0	2
Lt. H. Hall	1	1	0	0	0	0	1	0	0	0	1
M. Hawkins	5	3	2	0	3	0	1	0	0	0	1
N. WADFORD	1	1	0	0	1	0	0	0	0	1	0
Sgt. D. Chavez	0	0	0	0	0	0	0	0	0	0	0

<b>TOTAL</b>	<b>17</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>8</b>
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**Cibola County Sheriff's Office**  
**DISPATCH ARRIVED BY DSN AND DATE RANGE**  
01/01/2018 00:00 through 01/31/2018 00:00

<b>DSN</b>	<b>User</b>	<b># of Times Arrived on Call</b>
127	B. Gardner	33
128	B. Pena	3
114	Dep. A. Kemp	81
115	Dep. A. Roane	139
116	Dep. A. Romero	125
108	Dep. J. McCowen	278
117	Dep. M. Monte	11
107	Dep. R. Veloz	208
111	Dep. T. Archuleta	244
106	Det. S. Chavez	14
109	E. Augustine	106
131	E. Sanchez	58
112	J. Hocker	39
118	J. CASTANEDA	75
119	K. Ward	140
103	Lt. H. Hall	36
129	M. Hawkins	24
104	N. WADFORD	41
130	P. Lucero	67
105	Sgt. D. Chavez	156
101	Sheriff T. Mace	6
102	Undersheriff M. Munk	4

1,888

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
<u>Category:</u>				
<u>Offense Type:</u>				
18-000084	01/22/2018			
18-000108	01/29/2018			
Offense Type Total =		2		
<u>Offense Type: AGG DUI/DWI (2ND OFFENSE)</u>				
18-000022	01/07/2018		CBA	ON VIEW
18-000094	01/23/2018		CBA	DISPATCHER
Offense Type Total =		2		
<u>Offense Type: BATTERY AGGRAVATED HHM</u>				
18-000075	01/20/2018		CBA	DISPATCHER
Offense Type Total =		1		
<u>Offense Type: BATTERY SIMPLE</u>				
18-000028	01/09/2018		JUV CLEARED	OTHER
18-000028	01/09/2018		JUV CLEARED	OTHER
18-000104	01/26/2018		INFO REPORT ONLY	DISPATCHER
Offense Type Total =		2		
<u>Offense Type: CIVIL DISPUTE DISTRICT COURT</u>				
18-000072	01/19/2018		INFO REPORT ONLY	PHONE
Offense Type Total =		1		
<u>Offense Type: CRASH REPORT</u>				
18-000014	01/04/2018		INFO REPORT ONLY	DISPATCHER
18-000016	01/04/2018		INFO REPORT ONLY	WALK-IN
18-000020	01/06/2018		INFO REPORT ONLY	
18-000034	01/09/2018		INFO REPORT ONLY	

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
18-000042	01/13/2018		INFO REPORT ONLY	DISPATCHER
18-000043	01/13/2018	[REDACTED]	INFO REPORT ONLY	DISPATCHER
18-000044	01/14/2018		INFO REPORT ONLY	DISPATCHER
18-000056	01/15/2018		INFO REPORT ONLY	DISPATCHER
18-000061	01/16/2018	[REDACTED]	INFO REPORT ONLY	DISPATCHER
18-000063	01/17/2018		INFO REPORT ONLY	DISPATCHER
18-000095	01/24/2018		INFO REPORT ONLY	OTHER
18-000109	01/29/2018		INFO REPORT ONLY	DISPATCHER
Offense Type Total =		12		
<u>Offense Type: CRIMINAL DAMAGE PROPERTY</u>				
18-000079	01/22/2018		INFO REPORT ONLY	DISPATCHER
Offense Type Total =		1		
<u>Offense Type: CRIMINAL DAMAGE PROPERTY HHM</u>				
18-000064	01/17/2018		CBA	DISPATCHER
Offense Type Total =		1		
<u>Offense Type: DRUG EQUIPMENT/PARAPHERNALIA</u>				
18-000058	01/16/2018	[REDACTED]	JUV CLEARED	OTHER
Offense Type Total =		1		
<u>Offense Type: DRUGS POSSESSION</u>				
18-000011	01/03/2018		CBA	ON VIEW
18-000057	01/16/2018	[REDACTED]	JUV CLEARED	OTHER
18-000069	01/18/2018		CBA	ON VIEW
18-000076	01/20/2018		CBA	DISPATCHER
Offense Type Total =		4		



# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
<u>Offense Type: DUI/DWI</u>				
18-000017	01/04/2018		CBA	DISPATCHER
18-000018	01/06/2018		CBA	ON VIEW
18-000113	01/31/2018		CBA	DISPATCHER
Offense Type Total = 3				
<u>Offense Type: DUI/DWI (3RD OFFENSE)</u>				
18-000041	01/12/2018		CBA	ON VIEW
Offense Type Total = 1				
<u>Offense Type: LARCENY</u>				
18-000045	01/14/2018		INFO REPORT ONLY	DISPATCHER
18-000066	01/18/2018		ACTIVE/PE NDING	DISPATCHER
Offense Type Total = 2				
<u>Offense Type: SUICIDE ATTEMPT OR COMPLETED</u>				
18-000088	01/22/2018		TOT	DISPATCHER
Offense Type Total = 1				
<u>Offense Type: WARRANT - APPO</u>				
18-000087	01/16/2018		CBA	OTHER AGENCY
18-000090	01/17/2018		CBA	OTHER AGENCY
Offense Type Total = 2				
<u>Offense Type: WARRANT - DISTRICT COURTS</u>				
18-000008	01/02/2018		CBA	OTHER AGENCY
18-000023	01/05/2018		CBA	OTHER AGENCY
18-000065	01/18/2018		CBA	ON VIEW
18-000081	01/22/2018		CBA	OTHER AGENCY
18-000086	01/23/2018		CBA	OTHER AGENCY
18-000089	01/16/2018		CBA	OTHER AGENCY
18-000100	01/26/2018		CBA	COURT ORDER
18-000107	01/29/2018		CBA	OTHER AGENCY
18-000139	01/30/2018		CBA	OTHER AGENCY
Offense Type Total = 9				
<u>Offense Type: WARRANT - MAGISTRATE COURTS</u>				

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
18-000025	01/08/2018		CBA	OTHER AGENCY
18-000033	01/09/2018		CBA	ON VIEW
18-000047	01/14/2018		CBA	ON VIEW
18-000048	01/08/2018		CBA	OTHER AGENCY
18-000078	01/21/2018		CBA	ON VIEW
18-000085	01/23/2018		CBA	OTHER AGENCY
18-000103	01/24/2018		CBA	DISPATCHER
Offense Type Total =		7		

### Offense Type: WARRANT - MUNICIPAL COURT

18-000009	01/02/2018		CBA	DISPATCHER
Offense Type Total =		1		

### Offense Type: WARRANT - OTHER JURISDICTIONS

18-000040	01/12/2018		CBA	ON VIEW
Offense Type Total =		1		

### Offense Type: WARRANT - TRANSPORT COURT/MEDICAL

18-000002	01/02/2018		CBA	COURT ORDER
18-000003	01/02/2018		CBA	COURT ORDER
18-000004	01/02/2018		CBA	COURT ORDER
18-000005	01/02/2018		CBA	COURT ORDER
18-000006	01/02/2018		CBA	COURT ORDER
18-000007	01/02/2018		CBA	COURT ORDER
18-000013	01/03/2018		CBA	COURT ORDER
18-000049	01/08/2018		CBA	COURT ORDER
18-000050	01/08/2018		CBA	COURT ORDER
18-000051	01/15/2018		CBA	COURT ORDER
18-000052	01/15/2018		CBA	COURT ORDER
18-000053	01/15/2018		CBA	COURT ORDER
18-000054	01/15/2018		CBA	COURT ORDER
18-000080	01/22/2018		CBA	COURT ORDER
18-000083	01/22/2018		CBA	OTHER
18-000091	01/18/2018		CBA	COURT ORDER
18-000092	01/22/2018		CBA	COURT ORDER
18-000093	01/23/2018		CBA	COURT ORDER
18-000106	01/29/2018		CBA	COURT ORDER
18-000110	01/29/2018		CBA	

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
18-000111	01/30/2018		CBA	DISPATCHER
18-000136	01/24/2018		CBA	COURT ORDER
18-000137	01/25/2018		CBA	COURT ORDER
18-000138	01/29/2018		CBA	COURT ORDER
Offense Type Total =		24		

Category Total = 78

### Category: FELONY

#### Offense Type: AGGRAVATED ASSAULT DEADLY WEAPON

18-000070	01/19/2018		TOT	OTHER
Offense Type Total =		1		

#### Offense Type: CHILD ABUSE NEGLECT

18-000032	01/09/2018		ACTIVE/PE NDING	OTHER
18-000046	01/14/2018		SUMMONS FILED	DISPATCHER
18-000098	01/25/2018		INFO REPORT ONLY	DISPATCHER
Offense Type Total =		3		

#### Offense Type: CONTRIBUTING DELINQUENCY MINOR

18-000097	01/24/2018		WARRANT	DISPATCHER
Offense Type Total =		1		

#### Offense Type: CRIMINAL SEXUAL PENETRATION

18-000039	01/12/2018		ACTIVE/PE NDING	OTHER
18-000067	01/18/2018		CBA	OTHER AGENCY
18-000067	01/18/2018		CBA	OTHER AGENCY
Offense Type Total =		2		

#### Offense Type: DRUGS POSSESSION

18-000112	01/30/2018		CBA	ON VIEW
Offense Type Total =		1		

#### Offense Type: FIREARMS POSSESSION BY FELONS



# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
18-000001	01/01/2018		ACTIVE/PENDING	DISPATCHER
Offense Type Total = 1				
Offense Type: <u>LARCENY</u>				
18-000024	01/08/2018		ACTIVE/PENDING	PHONE
Offense Type Total = 1				
Offense Type: <u>LARCENY FIREARM</u>				
18-000068	01/18/2018		INFO REPORT ONLY	DISPATCHER
Offense Type Total = 1				
Offense Type: <u>STOLEN VEHICLE UNLAWFUL TAKING</u>				
18-000038	01/11/2018		INFO REPORT ONLY	DISPATCHER
18-000099	01/25/2018		NCIC ENTRY	WALK-IN
Offense Type Total = 2				
Offense Type: <u>WEAPONS ON SCHOOL PROPERTY</u>				
18-000059	01/16/2018		JUV CLEARED	OTHER
Offense Type Total = 1				
Category Total = 14				
Category: <u>MISDEMEANOR</u>				
Offense Type: <u>ASSAULT ON SCHOOL PERSONNEL</u>				
18-000037	01/11/2018		JUV CLEARED	OTHER
Offense Type Total = 1				
Offense Type: <u>BATTERY HHM</u>				
18-000036	01/11/2018		CBA	DISPATCHER
18-000055	01/15/2018		CBA	DISPATCHER
Offense Type Total = 2				
Offense Type: <u>DEATH REPORT REQUIRED</u>				
18-000077	01/20/2018		INFO	DISPATCHER

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
Offense Type Total = 1			REPORT ONLY	
Offense Type: <u>DISORDERLY CONDUCT</u>				
18-000019	01/06/2018		CBA	DISPATCHER
Offense Type Total = 1				
Offense Type: <u>DOMESTIC OFFENSE NON-VIOLENT</u>				
18-000071	01/19/2018		INFO REPORT ONLY	WALK-IN
Offense Type Total = 1				
Offense Type: <u>DRIVING REVOKED OR SUSPENDED</u>				
18-000021	01/07/2018		CBA	OTHER
18-000035	01/10/2018		CBA	OTHER AGENCY
18-000073	01/19/2018		CBA	OTHER
18-000101	01/26/2018		CBA	OTHER
Offense Type Total = 4				
Offense Type: <u>HARASSEMENT</u>				
18-000010	01/02/2018		INFO REPORT ONLY	DISPATCHER
18-000029	01/09/2018		JUV CLEARED	OTHER
18-000062	01/17/2018		INFO REPORT ONLY	WALK-IN
18-000105	01/29/2018		INFO REPORT ONLY	OTHER
Offense Type Total = 4				
Offense Type: <u>RESISTING OBSTRUCTING OFFICER</u>				
18-000082	01/22/2018		SUMMONS FILED	OTHER AGENCY
Offense Type Total = 1				
Category Total = 15				

Category: N/A

Offense Type: INFORMATION REPORT ONLY

# Cibola County Sheriff's Office

114 McBride Rd, Grants, NM 87020

## Offense Summary Report By Category

From 01/01/2018 to 01/31/2018

Case No.	Incident Date	Complainant	Status	Method Received
18-000060	01/15/2018		INFO REPORT ONLY	ON VIEW
18-000096	01/24/2018		INFO REPORT ONLY	OTHER

Offense Type Total = 2

Category Total = 2

Total Offenses = 109



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

***700 E. Roosevelt Suite 50***

***Grants NM 87020***

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



***Tuesday, February 5, 2018***

***To: Valerie Taylor - Interim County Manager***

***Fr: Gary Porter - Public Works Director***

***Re: Monthly Report: 1/1/18 - 1/31/1 (January)***

## ***Regular Maintenance***

### ***Blade & Shape***

<b><u><i>Road</i></u></b>	<b><u><i>Description</i></u></b>	<b><u><i>Miles</i></u></b>
<b><i>C35</i></b>	<b><i>Fencelake Community Road</i></b>	<b><i>9.054</i></b>
<b><i>C1</i></b>	<b><i>Marquez Road</i></b>	<b><i>17.208</i></b>
<b><i>C24A</i></b>	<b><i>Elkins (Side Roads)</i></b>	<b><i>0.719</i></b>
<b><i>C19B</i></b>	<b><i>La Mosca Tank Road</i></b>	<b><i>5.163</i></b>
<b><i>C52</i></b>	<b><i>El Gallo Road</i></b>	<b><i>0.840</i></b>
<b><i>C63</i></b>	<b><i>Anaconda Road</i></b>	<b><i>5.931</i></b>
<b><i>C81</i></b>	<b><i>Alamo Road</i></b>	<b><i>6.965</i></b>
<b><i>C18</i></b>	<b><i>Horace Mesa Road</i></b>	<b><i>0.471</i></b>
<b><i>C20</i></b>	<b><i>San Mateo Roads</i></b>	<b><i>4.982</i></b>
<b><i>C13</i></b>	<b><i>San Jose Loop</i></b>	<b><i>3.817</i></b>
<b><i>C33</i></b>	<b><i>Candy Kitchen Road</i></b>	<b><i>7.000</i></b>
<b><i>C11</i></b>	<b><i>Bibo Ranch Road</i></b>	<b><i>0.636</i></b>
<b><i>C48A</i></b>	<b><i>Timberlake Road</i></b>	<b><i>4.000</i></b>
<b><i>C10</i></b>	<b><i>Nth Castillo Road</i></b>	<b><i>2.905</i></b>
<b><i>Total Miles</i></b>		<b><i>69.691</i></b>

## ***Special Projects***

<b><i>C21</i></b>	<b><i>Murray Acres - Dirt removal, cut trees.</i></b>
<b><i>C22</i></b>	<b><i>Broadview Acres - Dirt removal, cut trees.</i></b>
<b><i>C6</i></b>	<b><i>Bibo Rds. - Dirt removal.</i></b>
<b><i>C30</i></b>	<b><i>Bluewater South - Patching.</i></b>
<b><i>C54A</i></b>	<b><i>Ft. Wingate Rd. - Install culvert.</i></b>

<b>C17</b>	<b><i>Mt. Taylor Addition - Patching, cut trees.</i></b>
<b>C2</b>	<b><i>Rio Puerco Rd. - Clean cattle guards.</i></b>
<b>C5</b>	<b><i>Moquino Rd. - Clean cattle guards.</i></b>
<b>C23</b>	<b><i>Ralph Card Rd. - Dirt removal.</i></b>
<b>C51</b>	<b><i>Nth Quail Lane - Cut trees.</i></b>
<b>C51A</b>	<b><i>Nth Lawrence Rd. - Cut trees.</i></b>
<b>C51C</b>	<b><i>Rodeo Grounds Rd. - Cut trees.</i></b>
<b>C27</b>	<b><i>Vida Buena Rd. - Remove speed hump.</i></b>
<b>C28</b>	<b><i>Bluewater Village - Patching.</i></b>
<b>C28C</b>	<b><i>Cemetary Rd. - Patching.</i></b>
<b>C19B</b>	<b><i>La Mosca Tank Rd. - Cut trees.</i></b>
<b>C24</b>	<b><i>Elkins Rd. - Replace stop signs.</i></b>
<b>C58</b>	<b><i>San Rafael Village - Move stop signs, patching.</i></b>
<b>C29A</b>	<b><i>Old Bluewater Lake Rd. - Fix entry way, haul 2 loads of base course.</i></b>
<b>C23A</b>	<b><i>Nursery Rd. - Dirt removal.</i></b>
<b>C13</b>	<b><i>San Jose Loop - Haul 2 loads of base course.</i></b>
<b>C81</b>	<b><i>Alamo Rd. - Haul dirt to fix holes in road.</i></b>
<b>C10</b>	<b><i>Nth Castillo Rd. - Patching.</i></b>
<b>C24A</b>	<b><i>Elkins (side rds.) - Blading.</i></b>
<b>C29</b>	<b><i>Plano Colorado (side rds.) - Blading.</i></b>

### **Snow Removal**

<b>C30</b>	<b><i>Bluewater South</i></b>
<b>C19B</b>	<b><i>La Mosca Tank Road</i></b>
<b>C18</b>	<b><i>Horace Mesa Road</i></b>
<b>C18A</b>	<b><i>Lobo Creek Road</i></b>
<b>C18B</b>	<b><i>La Jara Mesa Road</i></b>
<b>C45</b>	<b><i>Camino De Turquesa</i></b>
<b>C47</b>	<b><i>Mesa Ridge Road</i></b>
<b>C33</b>	<b><i>Candy Kitchen Road</i></b>
<b>C49</b>	<b><i>Zuni Canyon Road</i></b>
<b>C48A</b>	<b><i>Timberlake Road</i></b>

### **Extra Projects**

<b>C19B</b>	<b><i>La Mosca Tank Road - Work on road for Quadrathalon.</i></b>
<b>C28</b>	<b><i>Bluewater Village - Blade - Done for Commissioner Windhorst.</i></b>
<b><i>Install post and curb stone at Smiths parking lot.</i></b>	
<b><i>Help fix water line at Fire Dept. on C18A - Lobo Creek Road.</i></b>	

# Cibola County Road Dept.

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



## MAINTENANCE REPORT

**January 2018**

<u>Department</u>	<u>Unit Number</u>	<u>Total Parts &amp; Oil</u>	<u>Hours Worked</u>	<u>Mechanic Rate</u>	<u>Total on Repair Order</u>
Road Dept.	131	\$21.00	0.5	\$ 17.50	\$ 29.75
Road Dept.	Stihl MS250 Chainsaw	\$160.06	5	\$ 17.50	\$ 247.56
				<b>TOTAL</b>	<b>\$ 277.31</b>
Sheriff's	G-99164	\$313.12	6	\$ 17.50	\$ 418.12
Sheriff's	G-68921	\$39.34	4	\$ 17.50	\$ 109.34
Sheriff's	G-85514	\$133.00	2	\$ 17.50	\$ 168.00
Sheriff's	G-85514	\$32.13	0.75	\$ 17.50	\$ 45.26
Sheriff's	G-85515	\$34.99	1	\$ 17.50	\$ 52.49
Sheriff's	G-88605	\$140.05	8	\$ 17.50	\$ 280.05
Sheriff's	G-88607	\$8.00	0.5	\$ 17.50	\$ 16.75
Sheriff's	G-90204	\$26.30	2	\$ 17.50	\$ 61.30
Sheriff's	G-92102	\$261.85	18	\$ 17.50	\$ 576.85
Sheriff's	G-96110	\$8.00	2	\$ 17.50	\$ 43.00
				<b>TOTAL</b>	<b>\$ 1,771.16</b>
Emergency Management	G-97152	\$8.00	10	\$ 17.50	\$ 183.00
				<b>TOTAL</b>	<b>\$ 183.00</b>
Dispatch	G-70403	\$8.00	0.5	\$ 17.50	\$ 16.75
				<b>TOTAL</b>	<b>\$ 16.75</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***

***January 2018***

<b>UNLEADED</b>					
<b>VEHICLE #</b>	<b>COST/MILE</b>	<b>MPG</b>	<b>MILES</b>	<b>TOTAL GAL.</b>	<b>TOTAL COST</b>
G-18473	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-18464	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-15638	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-29800	0.23	10.15	406	40.000	\$ 92.46
G-29091	0.20	11.70	413	35.300	\$ 82.28
G-23696	0.35	6.67	122	18.300	\$ 42.30
G-23697	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-39980	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-39988	0.21	10.86	304	28.000	\$ 64.70
G-95862	0.18	15.12	1,988	131.500	\$ 351.86
G-57384	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-57619	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-57618	#VALUE!	#VALUE!	N/U	0.000	\$ -
146	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-66164	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-66165	0.21	11.30	N/U	23.900	\$ 55.80
G-70482	0.09	25.80	418	16.200	\$ 37.44
G-78718	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-64239	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-86952	0.13	18.21	692	38.000	\$ 88.23
G-86953	0.11	21.89	707	32.300	\$ 75.29
G-86954	0.10	24.09	2,864	118.900	\$ 277.69
G-91750	0.00	#DIV/0!	42	0.000	\$ -
Extra card	#VALUE!	#VALUE!	N/U	0.000	\$ -
<b>TOTAL GAS</b>				<b>482.400</b>	<b>\$ 1,168.05</b>

<b>DIESEL FUEL</b>					
<b>VEHICLE #</b>	<b>COST/MILE</b>	<b>MPG</b>	<b>MILES</b>	<b>TOTAL GAL.</b>	<b>TOTAL COST</b>
G-50237	0.26	10.09	233	23.100	\$ 61.21
G-18484	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-18476	0.89	2.97	256	86.100	\$ 228.17
G-18795	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-30550	0.00	#DIV/0!	125	0.000	\$ -
G-30549	#VALUE!	#VALUE!	N/U	0.000	\$ -
G-38441	0.40	6.68	261	39.100	\$ 103.62
G-67372	0.55	4.90	942	192.400	\$ 514.09
G-67371	0.45	5.92	752	127.100	\$ 338.49
G-70782	0.52	5.16	926	179.400	\$ 481.63
Distributor	#VALUE!	#VALUE!	N/U	0.000	\$ -
Water Truck	#VALUE!	#VALUE!	N/U	0.000	\$ -
New Transport	0.61	4.71	769	163.200	\$ 469.16
305	#VALUE!	#VALUE!	N/U	0.000	\$ -
306	#VALUE!	#VALUE!	N/U	0.000	\$ -
307	15.53	0.17	7	40.100	\$ 108.71
308	3.87	0.69	25	36.000	\$ 96.79
309	#VALUE!	#VALUE!	N/U	0.000	\$ -
310	#VALUE!	#VALUE!	N/U	0.000	\$ -
311	#VALUE!	#VALUE!	N/U	0.000	\$ -
312	#VALUE!	#VALUE!	N/U	0.000	\$ -
313	#VALUE!	#VALUE!	N/U	0.000	\$ -
314	5.44	0.48	62	129.200	\$ 337.57
416	12.72	0.21	83	393.400	\$ 1,055.66
417	7.49	0.36	87	244.100	\$ 651.93
418	11.83	0.23	74	327.500	\$ 875.41
501	#VALUE!	#VALUE!	N/U	0.000	\$ -
Extra card	#VALUE!	#VALUE!	N/U	0.000	\$ -
<b>TOTAL DIESEL</b>				<b>1980.700</b>	<b>\$ 5,322.44</b>

**\*N/U = NOT USED**

**NO DOCUMENTATION  
SUBMITTED**



**NO DOCUMENTS  
SUBMITTED  
FOR THE  
PRESENTATION**



## **ACCEPTANCE AND APPROVAL OF THE FY16 AUDIT**

**WHEREAS**, the County of Cibola is required by statute to contract with an independent auditor to perform the required annual audit for Fiscal Year 2016; and,

**WHEREAS**, the Cibola County Commission has directed the accomplishment of the audit for FY 16 be completed; and,

**WHEREAS**, this audit has been completed and presented to the Cibola County Commission per the November 13, 2017 Letter from the Statue Auditor authorizing release of the FY16 audit.

**WHEREAS**, NMAC 2.2.2.10 provides in pertinent part that “once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;” and,

**NOW THEREFORE, BE IT RESOLVED**, that the Cibola County Commission does hereby accept and approve the completed audit report and findings as indicated within this document.

**ACCEPTED AND APPROVED** this 22<sup>nd</sup> day of February 2018 in regular session by the Board of County Commissioners, at Grants, Cibola County, New Mexico.

\_\_\_\_\_  
ROBERT ARMIJO, CHAIRMAN

\_\_\_\_\_  
DANIEL TORREZ, VICE-CHAIR

\_\_\_\_\_  
JACK MOLERES, 2<sup>ND</sup> VICE-CHAIR

\_\_\_\_\_  
ROBERT WINDHORST, COMMISSIONER

\_\_\_\_\_  
MARTHA GARCIA, COMMISSIONER

ATTEST BY:

\_\_\_\_\_  
MICHELLE E. DOMINGUEZ, COUNTY CLERK

Timothy M. Keller  
State Auditor



Sanjay Bhakta, CPA, CGFM, CFE, CGMA  
Deputy State Auditor

**State of New Mexico**  
**OFFICE OF THE STATE AUDITOR**

Via Email

November 13, 2017

SAO Ref. No. 5033

Tony Boyd, County Manager  
Cibola County

jssanders@co.cibola.nm.us

Re: Authorization to Release FY2016 Cibola County Audit Report

The Office of the State Auditor ("Office") received the audit report for your agency on 9/7/2017. The Office has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and 2.2.2.13 NMAC. This letter is your authorization to make the final payment to the Independent Public Accountant ("IPA") who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the Office. Once the five-day period has expired, or upon the Office's receipt of a written waiver:

- the Office will send the report to the Office to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the Office will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per 2.2.2.10.M(4), at a meeting held in accordance with the Open Meetings Act, if applicable.

The IPA's findings and comments are included in the audit report on pages 124-139. It is ultimately the responsibility of the governing authority of the agency to take corrective action on all findings and comments.

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Keller".

Timothy M. Keller  
State Auditor

cc: Harshwal & Company, LLP





**CIBOLA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 18-19**

AMENDING RESOLUTION NO. 17-17 RELATING TO  
THE PROPOSED INDUSTRIAL REVENUE BONDS  
ENTITLED CIBOLA COUNTY, NEW MEXICO  
TAXABLE INDUSTRIAL REVENUE BONDS (ROUTE  
66 SOLAR ENERGY CENTER, LLC PROJECT), SERIES  
2017 TO PROVIDE THAT THE BONDS MAY BE  
ISSUED NOT LATER THAN DECEMBER 31, 2021 OR  
AS OTHERWISE DETERMINED IN THE DOCUMENTS  
DELIVERED IN CONNECTION WITH THE BONDS;  
RATIFYING PRIOR ACTION AND REPEALING ANY  
PRIOR INCONSISTENT ACTION.

WHEREAS, the New Mexico ("State") legislature has passed the "County Industrial Revenue Bond Act" (the "Act"), Sections 4-59-1 to 4-59-16 inclusive, NMSA 1978, as amended, which authorizes Cibola County, New Mexico (the "County") to issue industrial revenue bonds and to acquire project as defined in the Act; and

WHEREAS, NextEra Energy Resources, LLC, a Delaware limited liability company ("NextEra"), made a proposal to the County whereby the County will acquire from Route 66 Solar Energy Center, LLC, a limited liability company formed by NextEra Energy Resources, LLC and to be authorized to do business in New Mexico; and

WHEREAS, the Board of Commissioners of the County (the "Commission") adopted Resolution No. 17-17 (the "Inducement Resolution") on February 9, 2017, pursuant to which the Commission stated its intent to take all necessary and advisable steps to consider and, if appropriate, to effect the issuance of the Cibola County, New Mexico Taxable Industrial Revenue Bonds (Route 66 Solar Energy Center, LLC), Series 2017 in an aggregate principal amount up to \$75,000,000 (the "Bonds"), in order to defray part or all of the costs of the Project, conditioned upon the issuance of the Bonds on or before December 31, 2019, or by such other deadline for issuance of the Bonds as may be provided by the Bond Ordinance or the documents executed and delivered in connection with issuance of the Bonds; and

WHEREAS, pursuant to the Inducement Resolution, following a public hearing held on March 23, 2017 the Commission adopted Ordinance No. 2017-03 (the "Bond Ordinance"), which authorized the issuance of the Bonds; and

WHEREAS, the Commission has subsequently been advised by NextEra that it anticipates that construction of the Project will begin later than December 31, 2019, and has requested that the Commission amend the Inducement Resolution to provide that the Bonds may be issued by December 31, 2021, or at such other time that the equipping and constructing the Project has begun.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE GOVERNING BODY OF THE COUNTY OF CIBOLA, NEW MEXICO:

Section 1. All actions (not inconsistent with the provisions hereof) heretofore taken by the Commission and the officers and employees of the County, related to the Proposal, the Bond Ordinance, the acquisition of the Project, and the sale and issuance of the Bonds therefor, be and the same hereby are ratified, approved and confirmed.

Section 2. Section 3 of the Inducement Resolution is hereby amended and restated as follows:

\*\*\*

In order to promote the health, safety, security and general welfare of the citizens of the County, it is the Commission's intent to take all necessary and advisable steps to consider and, if appropriate, to effect the issuance of the Bonds in an aggregate principal amount up to \$75,000,000 in order to defray part or all of the costs of the Project. The Bonds are to be entitled substantially as follows: "Cibola County, New Mexico Taxable Industrial Revenue Bonds (Route 66 Solar Energy Center, LLC Project), Series 2017", provided, however, that the Bond Ordinance may authorize a different title and series designation for the Bonds. This expression of the Commission's intent is subject to the provisions of Section 6 of this resolution and conditioned upon the issuance of the Bonds on or before December 31, 2021, or by such other deadline for issuance of the Bonds as may be provided by the Bond Ordinance or the documents executed and delivered in connection with issuance of the Bonds.

\*\*\*

Section 3. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 4. All orders and resolutions, or parts thereof, in conflict with this Resolution are hereby repealed; provided, however, this repealer shall not be construed to revive any order, resolution or part thereof, heretofore repealed.

Section 5. This Resolution shall take effect immediately upon its adoption and approval by the Commission.



PASSED, ADOPTED, SIGNED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2018.

BOARD OF COUNTY COMMISSIONERS,  
CIBOLA COUNTY, NEW MEXICO

\_\_\_\_\_  
Robert Armijo, Member

\_\_\_\_\_  
Daniel Torrez, Member

\_\_\_\_\_  
Jack Molerres, Member

\_\_\_\_\_  
Robert Windhorst, Member

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

[SEAL]  
ATTEST:

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CIBOLA COUNTY SHERIFF'S DEPARTMENT  
AND THE GRANTS/CIBOLA COUNTY SCHOOLS  
REGARDING THE SCHOOL RESOURCE OFFICER PROGRAM**

This Memorandum of Understanding ("MOU") regarding the School Resource Officer Program is made and entered into this 18<sup>th</sup> day of January, 2018, by and between the Cibola County Sheriff's Office ("Sheriff's Office") and the Grants/Cibola County School District ("the District") (from time to time collectively referenced as the "Parties").

**RECITALS**

**WHEREAS**, in 2017 the County and the District entered into a certain Cooperative Agreement in which the Parties "recognized the importance of having uniformed police officers based at each of the comprehensive high schools" and "agreed to review annually the addition of these officers to the high school campuses based on available funding"; and,

**WHEREAS**, the Cibola County Sheriff's Office regularly responds to police service calls at Grants High School; and

**WHEREAS**, a dedicated police officer presence (School Resource Officer or "SRO") at Grants High School will foster a positive relationship between law enforcement officers and the District's students while providing those students with both a role model and an additional on-site security presence.

**AGREEMENT**

**NOW THEREFORE**, in exchange for the mutual obligations contained herein, the Parties agree as follows:

1. Obligations of the Cibola County Sheriff's Office. The Sheriff's Office agrees to assign one (1) police officer to act as SRO, with one (1) at Grants High School. The SRO is to maintain a physical presence within the High School during the regular school year. During the school year, the SRO will dedicate forty (40) hours per week to duties relating to the role as SRO. Those duties will primarily consist of providing on-site SRO presence at schools but may also include related activities such as: community outreach; specialized training; performing criminal investigations; court appearances; providing a liaison (between the High School's administration and the Sheriff); and, assisting in developing protocols to address on-site crime, truancy, parental neglect, and community justice initiatives. If the SRO is absent for more than three (3) consecutive school days for reasons unrelated to their role as SRO, then the Sheriff's Department will upon request of the District provide a suitable substitute or replacement.

2. Obligations of the Grants/Cibola County School District. The District agrees to reimburse the County the amount of Forty thousand, two hundred forty-eight dollars (\$40,248) per school year at a rate of \$18.00 per hour for its part of the SRO's wages. In addition, the District will ensure that the High School provides the SRO with dedicated private office space in which the SRO may conduct official business. The Sheriff's Office will provide an in kind contribution, including but not limited to uniforms, service vehicle, and professional development.



3. Timing of SRO Contribution Payments. The SRO Contribution shall be paid bi-weekly beginning on the first day of the school year in which the SRO is present within the High School, coinciding with the District's pay schedule. If the SRO is not present at the beginning of the school year, then the SRO Contribution amount shall be prorated to reflect the actual start date.

4. SRO Selection. Selection of officers to act as SRO will be at the sole discretion of the Sheriff's Office. However, the Sheriff's Office will seek the District's participation and advice in the evaluation of candidates for the SRO position.

5. The SRO will follow the school district calendar. The SRO will remain on off duty when school is not in session.

6. Recognition of Separation of Powers and Commitment to Cooperation.

A) The SRO will be an employee of the County and will not be responsible for enforcing school discipline or punishing students. Public-order level offenses involving students including, without limitation: disorderly conduct, disruption of a public assembly, trespass, loitering, profanity, and fighting that does not involve physical injury or a weapon, may be considered school discipline issues to be addressed by the District rather than criminal law issues requiring law enforcement intervention.

B) The SRO will, at all times, be an employee of the County and acting under the commission of the Cibola County Sheriff's Office. Accordingly, the SRO will report to the high school principal and through the Sheriff's Office chain of command. In addition, serious legal violations and threats to public safety will be handled in accordance with Sheriff's Office policies and procedures and state law.

C) The District and Sheriff's Office shall coordinate in good faith regarding the scheduling, training, responsibilities, and particular duties of the SRO.

7. FERPA Compliance. The SRO will comply with the requirements of the Family Educational Rights and Privacy Act of 1974 ("FERPA" and 20 U.S.C. § 1232(g)). Education records shall not be shared with the SRO unless a FERPA exception applies.

8. Removal of a SRO. The Sheriff's Office will remove any officer acting as an SRO from the High School at the written request of the District. In addition, the Sheriff's Office may remove any officer acting as a SRO from the High School with advance notice to the District. At the written request of the District, the Sheriff's Office will, within three (3) business days, replace any removed SRO with a new SRO. In the event that the removal of a SRO implicates the SRO program, the Parties will participate in good faith discussions regarding the design and viability of the SRO program. If those discussions fail, either party may invoke the termination clause under §9 of this MOU.

9. Termination of MOU. With or without cause, either Party may terminate this MOU upon thirty (30) days written notice delivered by Certified US Mail, overnight mail, email or fax to the



other Party. Upon termination, any payment made by the District to the Sheriff's Office under this MOU will be refunded to the District on a prorated basis according to the number of days the SRO served during the school year.

10. Notice. For the purpose of providing notice under this MOU, the Parties' addresses are as follows:

To Sheriff's Department:      Tony Mace, Sheriff      Office: 505-876-2040  
Mailing: 700 E. Roosevelt Ave., Suite 50      FAX: 505-876-2090  
Physical: 114 McBride Rd.  
Grants, New Mexico 87020  
Email: [tnymace@yahoo.com](mailto:tnymace@yahoo.com)

To the District:      Marc Space, Superintendent      Office: 505-285-2603  
Mailing: P.O. Box 8      FAX: 505-285-2628  
Physical: 413 Roosevelt Ave.  
Grants, New Mexico 87020  
Email: [marc.space@gccs.k12.nm.us](mailto:marc.space@gccs.k12.nm.us)

11. Term. Unless extended or amended as provided in this MOU, the term of this MOU shall be from the effective date until the end of the 2017-2018 school year and can, by mutual agreement, be extended annually.

12. No Third-Party Beneficiaries. This MOU only inures to the benefit of the Parties. No term or provision of this MOU shall benefit any person or entity not a party to it. The Parties shall cooperate fully in opposing any attempt by any third person or entity attempting to claim any benefit, protection, release, or other consideration under this MOU.

13. Severance. If any provision within this MOU is held illegal or unenforceable, then such provision shall be severed from this MOU. All remaining provisions of this MOU shall remain in full force and effect.

14. Liability. Neither party waives or relinquishes any immunity or defense including, without limitation, under the New Mexico Tort Claims Act on behalf of itself, its trustees, officers, employees, and agents as a result of the execution of this MOU or the performance of the obligations contained herein. The Parties are solely and individually liable for the actions of their trustees, officers, employees, and agents and no Party to this MOU shall be responsible for liability incurred as a result of the other Party's acts or omissions in connection with this MOU.

15. Integration and Amendments. This MOU is the entire agreement between the Parties and supersedes any and all oral agreements or other understandings between the Parties regarding its subject matter. Modifications, amendments, or extensions to this MOU shall be enforceable only if they are in writing and are signed by authorized representatives of the Parties.

16. No Waivers. The failure by one Party to require performance of any provision shall not affect that Party's right to require performance at any time thereafter, nor shall a waiver of any

breach or default of this MOU constitute a waiver of any subsequent breach or default of a waiver of the provision itself.

17. Effective Date. This MOU shall be effective from the date of the last signature hereto, which date shall be recorded in the first paragraph.

Cibola County:

Grants/Cibola County School District:

\_\_\_\_\_  
Robert Armijo, Chairman

\_\_\_\_\_  
Marc Space, Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attested this \_\_\_\_<sup>th</sup> of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Ron Ortiz, School Board Secretary

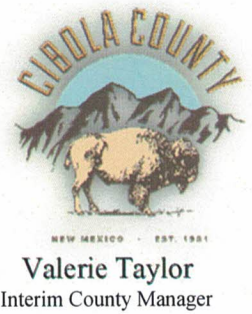
\_\_\_\_\_  
Richard Jones, Board President

\_\_\_\_\_  
Michelle Dominguez, County Clerk

**Cibola County Commission**

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

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



*To: Cibola County Commissioners*

**RE: Floodplain Development Permit Application**

The attached Floodplain Development Permit Application is necessary to bring the County into compliance with the following regulations:

1. County Ordinance 10-02 Flood Damage Prevention ordinance Article 3 Section C: (A Development Permit shall be required to ensure conformance with the provision of this ordinance)
2. State Statute Chapter 3-18-7 A.2 "A county shall prescribe standards for constructing, altering, installing or repairing buildings and other improvements under a permit system within a designated flood or mudslide hazard area."
3. Federal code 44 CFR Emergency Management and Assistance Section 60.3 A1. Require permits for all proposed construction or other development including placement of manufactured homes so that it may determine whether such construction or other development is proposed within flood-prone areas.

Failure to comply with the federal FEMA regulations may result in probation, suspension or termination of the County from the National Flood Insurance Program (NFIP). Suspension from the NFIP would result in Cibola County citizens paying an additional \$50.00 per policy per year. Termination from the NFIP would result in County citizens not being eligible to apply for any form of flood insurance and or any federal assistance should a flood occur.

Approval of this Development permit application would set Cibola County on the right path to begin compliance with the above named regulations.



Ordinance # 10-02  
**FLOOD DAMAGE PREVENTION ORDINANCE**

**WHEREAS,** The Legislature of the State of New Mexico has in statutes §3-18-7; 60-13-1 to 60 delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses.

**NOW THEREFORE** the Board of Commissioners of Cibola County, New Mexico does ordain as follows:

**ARTICLE 1**

**SECTION A.     FINDING OF FACT**

(1) The flood hazard areas of Cibola County are subject to periodic inundation, which may result in loss of life and property, health and safety, disruption of commerce and governmental services and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.

(2) These flood losses are created by the cumulative effect of obstructions in flood plains which cause an increase in flood heights and velocities, and by the occupancy of flood hazards areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, flood proofed or otherwise protected from flood damage.

**SECTION B.     STATEMENT OF PURPOSE**

It is the purpose of this ordinance to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in flood plains;
- (6) Help maintain a stable tax base by providing for sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
- (7) Insure that potential buyers are notified that property is in a flood area.

**SECTION C.     METHOD OF REDUCING FLOOD LOSSES**

In order to accomplish its purposes, this ordinance uses the following methods:

- (1)     Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- (2)     Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3)     Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;
- (4)     Control filling, grading, dredging and other development which may increase flood damage;
- (5)     Prevent or regulate the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands.

## Article 2

### DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

**ALLUVIAL FAN FLOODING** – means flooding occurring on the surface of an alluvial fan or similar landform, which originates at the apex and is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

**APEX** – means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

**AREA OF SHALLOW FLOODING** – means a designated AO, AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a one percent chance or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**AREA OF SPECIAL FLOOD HAZARD** – is the land in the floodplain within a community subject to one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Boundary Map (FHBM). After detailed rate making has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AE, AH, AO, A1-99, VO, V1-30, VE or V.

**BASE FLOOD** – means the flood having a one percent chance of being equaled or exceeded any given year.

**BASEMENT** – means any area of the building having its floor subgrade (below ground level) on all sides.

**CRITICAL FEATURE** – means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

**DEVELOPMENT** – means any man-made change in improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving excavation or drilling operations, or storage of equipment or materials.

**ELEVATED BUILDING** – means a non-basement building (i) built, in the cases of a building in Zones A1-30, AE, A, A99, AO, AH, B, C, X, and D, to have the top of the elevated floor, or in the cases of a building in Zones V1-30, VE, or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (posts and piers), or shear walls parallel to the floor of the water and (ii) adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of Zones A1-30, AE, A, A99, AO, AH, B, C, X, and D, "elevated buildings" also includes a building elevated by means of fill or solid foundation perimeter walls with opening sufficient to facilitate the unimpeded movement of flood waters. In the cases of Zones V1-30, VE, or V, "Elevated building" also includes a building otherwise



meeting the definition of "elevated buildings," even though the lower area is enclosed by means of breakaway walls if the breakaway wall met the standards of Section 60.3(e) (5) of the National Flood Insurance Program regulations.

**EXISTING CONSTRUCTION** – means for the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective date before that date. "Existing construction" may also be referred to as "existing structures."

**EXISTING MANUFACTURED HOME PARK OR SUBDIVISION** – means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

**EXPANSION TO AN EXISTING MANUFACTURED HOME PARK OR SUBDIVISION** – means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**FLOOD OR FLOODING** – means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) the overflow of inland or tidal waters
- (2) the unusual and rapid accumulation or runoff of surface waters from any source.

**FLOOD INSURANCE RATE MAP (FIRM)** – means an official map of a community, on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

**FLOOD INSURANCE STUDY** – is the official report provided by the Federal Emergency Management Agency. The report contains flood profiles, water surface elevation of the base flood, as well as the Flood boundary – Floodway Map.

**FLOODPLAIN OR FLOOD-PRONE AREA** – means any land area susceptible to being inundated by water from any source (see definition of flooding).

**FLOODPLAIN MANAGEMENT** – means the operation of an overall program of corrective and preventative measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management.

**FLOODPLAIN MANAGEMENT REGULATIONS** – means zoning ordinances, subdivision regulations building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

**FLOOD PROTECTION SYSTEM** – means those physical structural works for which funds have been authorized appropriated, and expended and which have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the areas within a community subject to “special flood hazard” and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

**FLOOD PROOFING** – means any combination of structural and on-structural additions, changes, or adjustments to structures, which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

**FLOODWAY (REGULATORY FLOODWAY)** – means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

**FUNCTIONALLY DEPENDENT USE** – means a use, which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for loading and unloading of cargo or passengers, and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**HIGHEST ADJACENT GRADE** – means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**HISTORIC STRUCTURE** – means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the secretary of Interior; or
- (d) Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either:
  - (1) Bay an approved state program as determined by the Secretary of the Interior or;
  - (2) Directly by the Secretary of the Interior in states without approved programs.

**LEVEE** - means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.



**LEEVE SYSTEM** – means a flood protection system which consists of a levee, or levees, and associated structures such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

**LOWEST FLOOR** – means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable no-elevation design requirement of Section 60.3 of the National Flood Insurance Program regulations.

**MANUFACTURED HOME** – means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

**MANUFACTURED HOME PARK OR SUBDIVISION** – means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**MEAN SEAL LEVEL** – means, for purposes of National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referred.

**NEW CONSTRUCTION** – means, for the purpose of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvement to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

**NEW MANUFACTURED HOME PARK OR SUBDIVISION** – means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by a community.

**RECREATIONAL VEHICLE** – means a vehicle which is

- (1) built on a single chassis;
- (2) 400 square feet or less when measured at the largest horizontal projections;
- (3) designed to be self-propelled or permanently towable by a light duty truck; and
- (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**START OF CONSTRUCTION** – (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, additional, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as a pouring of slab of footings, installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent



construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**STRUCTURE** – means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

**SUBSTANTIAL DAMAGE** – means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**SUBSTANTIAL IMPROVEMENT** – means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before “start of construction” of the improvement. This includes structures, which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which are the minimum necessary conditions or
- (2) Any alteration of a “historic structure”, provided that the alteration will not preclude the structure’s continued designation as a “historic structure”.

**VARIANCE** – is a grant of relief to a person from the requirement of this ordinance when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this ordinance. (For full requirements see Section 60.6 of the National Flood Insurance Program regulations.)

**VIOLATION** – means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3 (b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

**WATER SURFACE ELEVATION** – means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

## ARTICLE 3

### GENERAL PROVISIONS

#### SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES

The ordinance shall apply to all areas of flood hazard with the jurisdiction of Cibola County.

#### SECTION B. BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD

The areas of flood hazards will be identified by the Federal Emergency Management Agency in the current scientific and engineering report entitled "The Flood Insurance Study for Cibola County, New Mexico and Incorporated Areas" dated December 17, 2010, with the most effective Flood Insurance Rate Maps and/or Flood Boundary-Floodway Maps (FIRM and/or FBFM) dated December 17, 2010.

#### SECTION C. ESTABLISHMENT OF DEVELOPMENT PERMIT

A Development Permit shall be required to ensure conformance with the provision of this ordinance.

#### SECTION D. COMPLIANCE

No structure or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this ordinance and other applicable regulations.

#### SECTION E. ABROGATION AND GREATER RESTRICTIONS

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

#### SECTION F. INTERPRETATION

In the interpretation and application of this ordinance, all provisions shall be;

- (1) considered as minimum requirements;
- (2) liberally construed in favor of the governing body; and
- (3) deemed neither to limit nor repeal any other power granted under State statutes.

#### SECTION G. WARNING AND DISCLAIMER OR LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This ordinance does

not imply that land outside the areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decisions lawfully made there under.



## **ARTICLE 4**

### **ADMINISTRATION**

#### **SECTION A. DESIGNATION OF THE FLOODPLAIN ADMINISTRATOR**

The Cibola County Manager or His/Her Designee is hereby appointed the Floodplain Administrator to administer and implement the provisions of this ordinance and other appropriate sections of 44 CFR (National Flood Insurance Program Regulations) pertaining to floodplain management.

#### **SECTION B. DUTIES & RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR**

Duties and responsibilities of the Floodplain Administrator shall include, but be limited to, the following:

- (1) Maintain and hold open for public inspection all records pertaining to the provisions of this ordinance.
- (2) Review permit application to determine whether proposed building site, including the placement of manufactured homes, will be reasonably safe from flooding.
- (3) Review, approve or deny all applications for development permits required by adoption of this ordinance.
- (4) Review permits for proposed development to assure that all necessary permits have been obtained from those Federal, State or Local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334) from which prior approval is required.
- (5) Where interpretation is needed as to the exact location of boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation.
- (6) Notify, in riverine situations, adjacent communities and the State Coordinating Agency, which is New Mexico Department of Public Safety, Office of Emergency Management, Preparedness Mitigation & Training Bureau, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
- (7) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
- (8) When base flood elevation data has not been provided in accordance with Article 3, Section B, the Floodplain Administrator shall obtain, review and reasonably utilize the base flood elevation data and floodway data available from a Federal, State or other source, in order to administer the provisions of Article 5.

- (9) When a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, or other development (including fill) shall be permitted in the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
- (10) Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, a community may approve certain development in Zones A1-30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that the community first applies for the conditional FIRM revision from FEMA

### **SECTION C. PERMIT PROCEDURES**

1. Application for a Development Permit shall be presented to the Floodplain Administrator on forms furnished by him/her and my include, but not limited to, plans in duplicate drawn to scale showing the location, dimensions, and elevation of proposed landscape alteration, existing and proposed structures, including the placement of manufactured homes, and the location of the forgoing in relation to areas of special flood hazard. Additionally, the following information is required:
  - a. Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
  - b. Elevation in relation to mean seal level to which any nonresidential structure shall be flood proofed;
  - c. A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of Article 5, Section B (2);
  - d. Description of the extent to which any water course or natural drainage will be altered or relocated as a result of proposed development.
  - e. Maintain a record of all such information in accordance with Article 4, Section B (1).
2. Approval or denial of a Development Permit by the Floodplain Administrator shall be based on all of the provisions of this ordinance and the following relevant factors.
  - a. The danger to life and property due to flooding or erosion damage;
  - b. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  - c. The danger that materials may be swept onto other lands to the injury of others;
  - d. The compatibility of the proposed use with existing and anticipated development;
  - e. The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - f. The cost of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
  - g. The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
  - h. The necessity to the facility of a waterfront location, where applicable;
  - i. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - j. The relationship of the proposed use to the comprehensive plan for that area.



#### SECTION D. VARIANCE PROCEDURES

1. The Appeal Board as established by the community shall hear and render judgment on requests for variances from the requirements of this ordinance.
2. The Appeal Board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of this ordinance.
3. Any person or persons aggrieved by the decision of the Appeal Board may appeal such decision in courts of competent jurisdiction.
4. The Floodplain Administrator shall maintain a record of all actions involving an appeal and shall report variances to the Federal Emergency Management Agency upon request.
5. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Registry of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this ordinance.
6. Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in section C (2) of this Article have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increase.
7. Upon consideration of the factors noted above and the intent of this ordinance, the Appeal Board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of this ordinance (Article 1, Section C).
8. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
9. Variances may be issued for the proposed repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
10. Prerequisites for granting variances:
  - a. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - b. Variances shall only be issued upon,
    - i. showing a good and sufficient cause;
    - ii. a determination that failure to grant the variance would result in exceptional hardship to the applicant, and
    - iii. a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.



- c. Any application to which a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
- 11. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that
  - a. the criteria outlined in Article 4, Section D (1-9) are met, and
  - b. the structure or other development is protected by methods that minimize flood damages during the based flood and create no additional threats to public safety.

## ARTICLE 5

### PROVISIONS FOR FLOOD HAZARD REDUCTIONS

#### SECTION A. GENERAL STANDARDS

In all areas of special flood hazards the following provisions are required for all new construction and substantial improvements.

- (1) All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (2) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;
- (3) All new construction or substantial improvements shall be constructed with materials resistant to flood damage;
- (4) All new construction or substantial improvements shall be constructed with electrical, heating ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the systems into flood waters; and,
- (7) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

#### SECTION B. SPECIFIC STANDARDS

In all areas of special flood hazards where base flood elevation data has been provided as set forth in (i) Article 3, Section B, (ii) Article 4, Section B (8), or (iii) Article 5, Section C (3), the following provisions are required:

- (1) **Residential Construction** – new construction and substantial improvement of any residential structure shall have the lowest floor (including basement), elevated to or above the base flood elevation. A registered professional engineer, architect, or land surveyor shall submit a certification to the Floodplain Administrator that the standard of this subsection as proposed in Article 5, Section C (1) a., is satisfied

(2) **Nonresidential Construction** – new construction and substantial improvement of any commercial industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to or above the base flood level plus one (1) foot or together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are flood proofed shall be maintained by the Floodplain Administrator.

(3) **Enclosures** – new construction and substantial improvements, with fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- a. A minimum of two opening having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- b. The bottom of all opening shall be no higher than one foot above grade.
- c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(4) **Manufactured Homes** –

- a. Require that all manufactured homes be placed with Zone A on a community's FHBM or FIRM shall be installed using methods and practices, which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
- b. Require that manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on community's FIRM on sites
  - i. outside of a manufactured home park or subdivision
  - ii. in a new manufactured home park or subdivision
  - iii. in an expansion to an existing manufactured home park or subdivision, or
  - iv. in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- c. Require that manufactured home be placed or substantially improved on sites in an existing manufactured home park or subdivision with Zones A1-30, AH, and AE on the community's



FIRM that are not subject to the provisions of paragraph (4) of this section be elevated so that either:

- i. the lowest floor of the manufactured home is at or above the base flood elevation, or
  - ii. the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- (5) **Recreational Vehicles** – Require that recreational vehicles placed on sites within Zone A1-30, AH, and AE on the community's FIRM either
- i. be on the site for fewer than 180 consecutive days,
  - ii. be fully licensed and ready for highway use, or
  - iii. meet the permit requirements of Article 4, Section C (1) and the elevation and anchoring requirements for "manufactured homes" in paragraph (4) of this section. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

#### **SECTION C. STANDARDS FOR SUBDIVISION PROPOSALS**

- (1) All subdivision proposals including the placement of manufactured home parks and subdivision shall be consistent with Article 1, Sections B, C, and D of this ordinance.
- (2) All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet Development Permit Requirements of Article 3, Section C; Article 4, Section C; and the provisions of Article 5 of this ordinance.
- (3) Base flood elevation data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions which is greater than 50 lots or 5 acres, whichever is lesser, if not otherwise provided.
- (4) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
- (5) All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

#### **SECTION D. STANDARDS FOR AREAS OF SHALLOW FLOODING (AO/AH ZONES)**

Located within the areas of special flood hazard established in Article 3, Section B, are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and where velocity flows may be evident. Such flooding is characterized by ponding or sheet flow; therefore, the following provisions apply:

- (1) All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified).
- (2) All new construction and substantial improvements of non-residential structures:
  - i. have the lowest floor (including the basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified, or
  - ii. together with attendant utility and sanitary facilities be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capacity of resisting hydrostatic and hydrodynamic loads of effects of buoyancy.
- (3) A registered professional engineer or architect shall submit a certification to the Floodplain Administrator that the standards of this Section, as purposed in Article 4 Section C(1) a., are satisfied.
- (4) Require within Zones AH or AO adequate drainage paths around structures on slopes, to guide floodwaters around and away from proposed structures.

#### **SECTION E. FLOODWAYS**

Floodways – located within areas of special flood hazard established in Article 3, Section B, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters, which carry debris, potential projectiles and erosion potential, the following provisions apply:

- (1) Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineer practice that the proposed encroachment would not result in any increase in flood levels with the community during the occurrence of the base flood discharge.
- (2) If Article 5, Section E (1) above is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article 5.
- (3) Under the provision of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Regulations, a community may permit encroachments with the adopted regulatory floodway that would result in an increase in the base flood elevations, provided that the community first applies for a conditional FIRM and floodway revision through FEMA.

#### **SECTION F. SEVERABILITY**

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.



## ARTICLE 6

### AUTHORITY AND PENTALITIES FOR NONCOMPLIANCE

#### SECTION A: AUTHORITY

- (1) In accordance with Section 59.2 (b) of CFR 44, Chapter 1 of the National Flood Insurance Program (NFIP) regulation, to qualify for the sale of federally-subsidized flood insurance, a community must adopt floodplain management regulations that meet or exceed the minimum standards of Section 60. "These regulations must include effective enforcement provisions."
- (2) In accordance with Section 60.1 (b) of CFR 44, Chapter 1, of the NFIP regulations "These regulations must be legally enforceable, applied uniformly throughout the community to all privately and publicly owned land within flood-prone (i.e. mudflow) or flood-related erosion areas, and the community must provide that the regulations take precedence over less restrictive conflicting local laws, ordinances or codes."
- (3) Cibola County has the legal authority to adopt land use and control measures and adopt NFIP Regulations for Floodplain Management pursuant to New Mexico State Statutes Chapter 3 Section 3-18-7, NMSA 1978, as amended and shall have jurisdiction over permits issued under its respective ordinance and in accordance with this section, so long as it is enforced by an approved inspector pursuant to the Construction Industries Licensing Act Chapter 60, Article 13, NMSA 1978.

#### SECTION B: PENALTIES FOR NON-COMPLIANCE

- (1) No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable federal, state or local regulations.
- (2) Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor.
- (3) Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined for each day found in violation a sum of Two Hundred Dollars (\$200.00) per day or imprisoned ninety (90) days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Each day of violation shall be deemed a separate offense.
- (4) Nothing herein contained shall prevent Cibola County from taking such other lawful action as is necessary to prevent or remedy any violation.



ARTICLE 7

ENACTMENT

It is hereby found and declared by Cibola County that severe flooding has occurred in the past within its jurisdiction and certainly may occur within the future; that flooding is likely to result in the infliction of serious personal injury or death, and is likely to result in substantial injury or destruction of property within its jurisdiction; in order to effectively comply with minimum standards for coverage under the National Flood Insurance Program; and in order to effectively remedy the situation described herein, it is necessary that this ordinance become effective immediately.

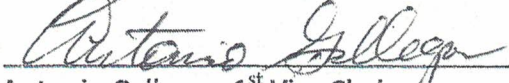
Therefore, an emergency is hereby declared to exist, and this ordinance, being necessary for the immediate preservation of the public peace, health and safety, shall be in full force and effect from and after its passage and approval.

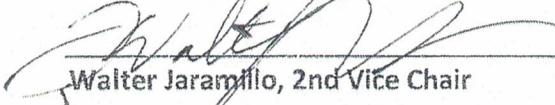
APPROVED, ADOPTED AND PASSED THIS 10 DAY OF November 2010

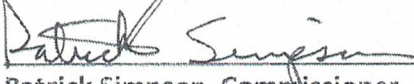
THE BOARD OF CIBOLA COUNTY COMMISSIONERS




  
Edward J. Michael, Chairman

  
Antonio Gallegos, 1<sup>st</sup> Vice Chair

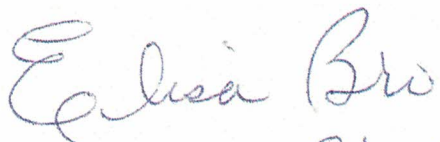
  
Walter Jaramillo, 2nd Vice Chair

  
Patrick Simpson, Commissioner

**ABSENT**

  
Lloyd Felipe, Commissioner

Attest:

  
County Clerk



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Conditional Letter of Map Revision

# Permit for Floodplain Development

The purpose of this page is to define a permit for floodplain management, a commonly used term in floodplain management.

✓ Collapse All Sections

## ✓ Definition/Description

A permit is required before construction or development begins within any Special Flood Hazard Area (SFHA). If FEMA has not defined the SFHA within a community, the community shall require permits for all proposed construction or other development in the community including the placement of manufactured homes, so that it may determine whether such construction or other development is proposed within flood-prone areas. Permits are required to ensure that proposed development projects meet the requirements of the NFIP and the community's floodplain management ordinance.

A community must also review all proposed developments to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law.

## ✓ NFIP Requirement

- 60.3 - Flood plain management criteria for flood-prone areas  
([http://www.access.gpo.gov/nara/cfr/waisidx\\_02/44cfr60\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr60_02.html))
  - (a) (1)
  - (a)(3) - Reasonably Safe from Flooding

## ✓ Other Applicable NFIP Regulations

- 60.3 - Flood plain management criteria for flood-prone areas  
([http://www.access.gpo.gov/nara/cfr/waisidx\\_02/44cfr60\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr60_02.html))
  - (a) (2)
  - (b) (1)

## ✓ Guidance

- IS-9 Managing Floodplain Development Through The National Flood Insurance Program (NFIP) (/media-library/assets/documents/6029) (pages 5-17)

[\(/conditional-letter-map-revision\)](#)

[Critical Facility \(/critical-facility\)](#)

[DRAFT Guidance for Participating Communities on Satisfying NFIP Floodplain Development Permit Requirements \(/guidance-participating-communities-satisfying-nfip-floodplain-development-permit-requirements\)](#)

[Flood Hazards of Special Concern \(/flood-hazards-special-concern\)](#)

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[Permit for Floodplain Development](#)

## ✓ Related Keywords

- [Development \(/development\)](#)
- [Special Flood Hazard Area \(SFHA\) \(/special-flood-hazard-area-sfha\)](#)
- [Elevation \(/elevation\)](#)
- [Fill \(/fill\)](#)

## ✓ Special Topic Resources

- [Managing Floodplain Development \(IS-9\) \(/media-library/assets/documents/6029\)](#)
  - Administrative Procedures (7-56)
  - Application Review (7-23 to 7-28)
  - Inspections (7-36 to 7-39)
  - Permits from Other Agencies (5-19)
  - Sample Floodplain Development Permit Application F (7-30 to 7-33)
  - Sample Floodplain Development Permit (7-34)
  - Sample Permit Review Checklist (7-29)

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<https://www.oig.dhs.gov/hotline>

 Official website of the Department of Homeland Security



# Cibola County Floodplain Development Permit Application

Application # FP \_\_\_\_\_ - \_\_\_\_\_ ☐ Use Permit ☐ Variance ☐ Appeal  
Permit Fee \$25.00

Date \_\_\_\_\_

## SECTION I: GENERAL PROVISIONS (APPLICANT to read and sign)

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that additional permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. All work must be completed within 180 days of permit approval.

## CERTIFICATION TO THE ADMINISTRATOR:

As the applicant I certify that I am either the owner or authorized agent of the owner and that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Cibola County Flood Damage Prevention Ordinance 10-02, and with all other applicable Federal ordinances and the laws and regulations of the State of New Mexico.

## WARNING: PLEASE READ AND ACKNOWLEDGE.

The Flood Insurance Rate Maps (FIRM) and other flood data used by the Cibola County Floodplain Manager in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur, and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create liability on the part of Cibola County, the Cibola County Floodplain Manager or any officer or employee of Cibola County in the event flooding or flood damage does occur. The undersigned hereby makes application for a Floodplain Use Permit.

---

(Print name of Agent/Owner)

---

(Signature of Agent/Owner)

---

Date

**SECTION 2: OWNER/PROJECT INFORMATION (To be completed by APPLICANT)**

Owner or Agent \_\_\_\_\_

Owner Name (if agent) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Property Address (from County Addressor) \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Engineer \_\_\_\_\_

Property Legal Description \_\_\_\_\_

**Description of Work (Check all applicable boxes)**

**A. Structural Development**

**Activity Structure Type**

New Structure\*      Residential (1-4 Family)

Addition\*      Residential (4+ Family)

Renovations\*/Repairs\*/      Non-Residential (Floodproofing?    Yes)

Maintenance\*      Manufactured Home

**B. Other Development Activities**

Paving      Grading      Filling      Mining

Excavation (Except for Structural Development Checked Above)

Watercourse Alteration (Including Dredging and Channel Modifications)

Drainage Improvements (Including Culvert Work)

Road, Street, Bridge Construction\*

Individual Water or Sewer System

Other (Please describe)

\*Notice: FEMA elevation Certificate MUST be attached to this application

Elevation of the 100-year (Base) flood (Identify source if other than the FIRM): \_\_\_\_\_ ft.(NAVD1988)

Highest adjacent grade at the development site (natural ground): \_\_\_\_\_ ft.(NAVD1988)

Lowest adjacent grade at the development site (natural ground): \_\_\_\_\_ ft.(NAVD1988)

Required elevation/depth for lowest floor (including basement): \_\_\_\_\_ ft.(NAVD1988)

Proposed elevation/height above grade for lowest floor (incl. basement): \_\_\_\_\_ ft.(NAVD1988)

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOD (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING WILL BE ELEVATED TO AT LEAST THE 100-YEAR (BASE) FLOOD ELEVATION (IF AVAILABLE) OR AT LEAST TWO FEET ABOVE THE HIGHEST ADJACENT GRADE (IN AO ZONES), AND THAT IF THE DEVELOPMENT IS PROPOSED IN A DELINEATED FLOODWAY, THE DEVELOPMENT WILL CAUSE NO INCREASE IN THE 100-YEAR (BASE) FLOOD ELEVATION.

OR

THIS PERMIT IS ISSUED WITH THE CONDITION THAT ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING (INCLUDING ANY MANUFACTURED HOUSE) COVERED BY THIS PERMIT WILL BE BUILT ON COMPACTED FILL THAT IS AT LEAST AS HIGH AS THE 100-YEAR (BASE) FLOOD ELEVATION, AND THAT SUCH FILL WILL EXTEND AT LEAST TEN FEET FROM ALL WALLS OF THE BUILDING BEFORE IT DROPS BELOW THE 100-YEAR (BASE) FLOOD ELEVATION.

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING (INCLUDING ANY MANUFACTURED HOUSE) WILL PROVIDE A COMPLETED FEMA ELEVATION CERTIFICATE BY A REGISTERED ENGINEER OR LAND SURVEYOR BASED ON "ACTUAL CONSTRUCTION" PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT.

Application, Plans and Specifications Received this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of Agent/Owner)

\_\_\_\_\_  
(Signature of Floodplain Administrator)



### SECTION 3: ADDITIONAL INFORMATION (To be completed by APPLICANT)

If the proposed development is located in a Special Flood Hazard Area the applicant must submit the documents as noted below, before the application can be processed:

- ☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor. (Required for structural development activities.)
- ☐ Completed Floodplain Building application (Required for building permit requests involving structures.)
- ☐ A copy of all data and hydraulic/hydrologic calculations used to determine the base flood elevation and floodway limits.
- ☐ A copy of all data and hydraulic/hydrologic calculations used to determine the floodway limits. (Required for proposed development in the floodplain where base flood elevations are established but no floodway or non-encroachment areas are determined.)
- ☐ Plans showing the extent of watercourse relocation and/or landform alterations. (As applicable)
- ☐ Change in water elevation (in feet) Meets ordinance limits on elevation increases: ☐ YES ☐ NO (Required for proposed encroachments to a floodway or non-encroachment area.)
- ☐ Top of new compacted fill elevation \_\_\_\_\_ ft.(NAVD1988). (Required for development involving fill in the floodplain.)
- ☐ Floodproofing protection level (non-residential only) \_\_\_\_\_ ft.(NAVD1988). Applicant must attach certification from registered engineer. (Required for floodproofed structures.)
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not Result in any increase in the height of the regulatory flood event, or conditional approval issued by FEMA via a Conditional Letter of Map Revision (CLOMR) for the proposed activity. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. (Required for proposed encroachments to a floodway or non-encroachment area.)
- ☐ A certified and completed Elevation Certificate that includes the proposed elevation of lowest floor (including basement). Applicant must submit the Elevation Certificate before construction (based on construction drawings), when building is under construction (before lowest floor is completed), and when construction is finished (as-built elevations).
- ☐ A certified and completed Floodproofing Certificate for floodproofed non-residential structures.
- ☐ Location of all fill that will be stored in the floodplain, and statement of the amount of fill In addition, for a house show: The existing ground elevation and calculated height of the base flood elevation
- ☐ For a bridge submittal drawings and specifications for the bridge, certified by a registered professional Engineer. Calculations showing amount of fill (if any). A cross section at bridge location showing existing conditions, proposed conditions and BFE level. A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development. A copy of all data and hydraulic/hydrologic calculations supporting bridge submittal must also be submitted.
- ☐ Other:

**SECTION 4: COMPLIANCE ACTION (To be completed by LOCAL ADMINISTRATOR)**

The LOCAL ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

1<sup>st</sup> INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ Yes ☐ No

2<sup>nd</sup> INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ Yes ☐ No

1<sup>st</sup> Elevation Certificate Date \_\_\_\_\_ Final Elevation Certificate Date \_\_\_\_\_

Certificate of Compliance issued: DATE \_\_\_\_\_ BY \_\_\_\_\_

**FLOODPLAIN MANAGER**

Application Action Taken: ☐ Approved ☐ Denied ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator Date

**CIBOLA COUNTY COMMISSIONERS APPLICATION**

Action Taken: ☐ Variance ☐ Appeal ☐ Approved ☐ Denied ☐ Other \_\_\_\_\_

Commission Action Confirmed By: \_\_\_\_\_  
Floodplain Administrator Date of BCC meeting

## CIBOLA COUNTY OVERVIEW

### *EXISTING PLANS- focus on Transportation Public Infrastructure*

1. County does have an ICIP
2. County does have a Comprehensive Plan
3. Comprehensive Plan does include broad brush Land Use Items
4. Comprehensive Plan does include broad brush transportation and infrastructure needs
5. County does have an Approved Multi-Jurisdictional Hazard Mitigation Plan (Approved 12/08/2015 through 11/23/2020). Makes Eligible: the County, Village of Milan and City of Grants to apply for FEMA mitigation grant funding to implement projects identified in the Plan. Sub-grant Folder FEMA-1962-DR-NM-Cibola County.

### *JURISDICTIONAL ELEMENTS OF LOCAL AUTHORITY/Ordinances and Plans*

*Building Code/Zoning Ordinance/Subdivision Ordinance/Special Purpose Ordinance (FPM, etc)/Growth Management/Storm Water Management/General or Comprehensive Plan/Capital Improvements Plan/Site Plan Review Requirements/Economic Development Plan/Emergency Response Plan/Post Disaster Recovery Plan & Ordinance/Real Estate Disclosure Requirement/*

### *SUGGESTED PROCESS CONTROLS/Modifications*

*Administrative*

*Engineering*

*Regulatory*

### *ASSESSMENT/PRIORITIZATION GAPS AND FUNDING*

*GAP: Unfunded Capital Transportation Infrastructure Improvements*

*GAP: Formal Procedure for Performance or Systems Based Allocation of Resources*

*GAP: Knowledge of Existing Transportation Assets*

*GAP: Funding Infrastructure*

### *KEY ITEMS FOR TRANSPORTATION FUNDING*

Opportunities between Long/Med/Short range plans (Land Use, LRTP, SSP, ICIP and Comprehensive Plan) and current transportation and infrastructure needs.

Potential Recordation Management Improvements in Asset Inventories for Transportation Infrastructure and other assets.

Strategic Plan updates including *data driven* safety planning and recordation/record keeping for future use.

Conceptual Level Estimates for Planning Numbers.

Maintenance Planning and Asset Management





NEW MEXICO DEPARTMENT OF  
TRANSPORTATION

September 28, 2017

Jack Morales, Chairman  
Cibola County  
515 High Street  
Grants, New Mexico 87020

**Project No: SB-7731(195)18**

Dear Chairman Morales:

We are pleased to inform you that your request for Match/Waiver funds, for Project SB-7731(195)18 was approved by the State Transportation Commission. The project funding is as follows:

Total Project Amount:	\$213,377.00
Department Share:	\$160,033.00
Matching Funding Waived	\$53,344.00
Entity Match	\$ .00

The District 6 office will develop needed documentation then forward to you for signature. If you have any questions or comments please contact me at (505) 827-5647.

Sincerely,

Clarissa Martinez  
LGRF Coordinator, NMDOT

C: District 6 Engineer  
District 6 LGRF Coordinator

**Susana Martinez**  
Governor

**Tom Church**  
Cabinet Secretary

**Commissioners**

**Ronald Schmeits**  
Chairman  
District 4

**Dr. Kenneth White**  
Secretary  
District 1

**David Sepich**  
Commissioner  
District 2

**Keith Mortensen**  
Commissioner  
District 3

**Butch Mathews**  
Commissioner  
District 5

**Jackson Gibson**  
Commissioner  
District 6



## **Cibola County Road Dept.**

700 East Roosevelt

Grants New Mexico 87020

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

Gary Porter - Public Works Director

### **Cibola County Resolution # 18-21**

- Whereas, the undersigned are the duly elected and qualified members of the governing body of Cibola County; and
- Whereas, the maintenance of County roadways is the responsibility of the Board of the Commissioners; and
- Whereas, the health and safety of their patrons is of the highest priority; and
- Whereas, Cibola County and the New Mexico Department of Transportation have entered into a joint coordinated effort; and
- Whereas, the total cost of the School Bus (SB) project will be \$213,377.00 to be funded in proportional share by the parties hereto as follows:
- New Mexico Department of Transportation's share shall be \$160,033.00
  - Matching Funding Waived \$53,344.00.
  - Cibola County Match is \$0.00
  - Total Project Cost is \$213,377.00. Cibola County shall pay all costs which exceed the total amount of \$213,377.00

Now therefore be it resolved in official session that the Board of Commissioners of Cibola County determines, resolves and orders as follows: That the project for this Cooperative agreement SB-7731 (195)18 Contract # D15685/1 Control # L600122 is adopted and has a priority standing. The agreement terminates on December 31, 2018 and the Cibola County incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

Now, therefore be it resolved by the Cibola County to enter into Cooperative Agreement Project No. SB-7731 (195)18 Contract # D15685/1 Control #L600122 with the New Mexico Department of Transportation for LGRF Project for year 2017-2018 to Blade & Shape/Patch/Chip Seal/Fog Seal/Signs & Hardware/Stripe within the control of the Cibola County in City of Grants/Cibola County New Mexico.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

THE CIBOLA COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Robert Armijo, Chairman

\_\_\_\_\_  
Daniel Torrez, 1<sup>st</sup> Vice Chair

\_\_\_\_\_  
Jack Moleres, 2<sup>nd</sup> Vice Chair



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

***700 East Roosevelt***

***Grants New Mexico 87020***

***Phone (505) 285-2570 Fax (505) 287-3656***

***Gary Porter - Public Works Director***

---

Martha Garcia, Commissioner

---

Robert Windhorst, Commissioner

Attest:

---

Michelle E. Dominguez, Cibola County Clerk



<b>Contract No.</b>	<b>D15685/1</b>
<b>Vendor No.</b>	<b>0000047859</b>
<b>Project No.</b>	<b>SB-7731(195)18</b>
<b>Control No.</b>	<b>L600122</b>

## FIRST AMENDMENT TO LOCAL GOVERNMENT ROAD FUND COOPERATIVE AGREEMENT

This **First Amendment** is to the Agreement entered into between the New Mexico Department of Transportation (Department) and the Cibola County (Public Entity). This Amendment is effective as of the date of the last party to sign on the signature page.

### RECITALS

**Whereas**, the Department and the Public Entity entered into an Agreement, Contract No. D15685, on September 11, 2017; and,

**Whereas**, Section 19 allows for modification of the Agreement by an instrument in writing executed by the parties; and,

**Whereas**, the Department and the Public Entity want to waive the Public Entity's 25% matching share, as provided for under NMSA 1978, Section 67-3-28.2 E; and,

**Whereas**, the State Transportation Commission approved the Project changes on September 28, 2017; and,

**Whereas**, the parties agree to modify this Agreement.

**Now, therefore**, the Department and the Public Entity agree as follows:

1. Section 2a and 2b, Project Funding, is deleted and replaced by the following:

**2. Project Funding.**

a. The estimated total cost for the Project is Two Hundred Thirteen Thousand, Three Hundred Seventy-Seven Dollars and Zero Cents (**\$213,377.00**) to be funded in proportional share by the parties as follows:

1. Department shall fund the Project from the following Programs:

State Road Fund	75%	\$160,033.00
Match Funding Waived	25%	\$53,344.00

Blade & Shape/Patch/Chipseal/Fogseal/Signs & Hardware/Stripe

- 2. The Public Entity's required proportional matching 0 %
- 3. Total Project Cost \$213,377.00

- b. The Public Entity shall pay all Project costs, which exceed the total amount of Two Hundred Thirteen Thousand, Three Hundred Seventy-Seven Dollars and Zero Cents (\$213,377.00).

All other obligations set forth in the Original Agreement shall remain in full force and effect unless expressly amended or modified by this First Amendment.

<<Add below sentence if page is quarter or more blank:  
**The remainder of this page in intentionally left blank. >>**

**In Witness Whereof**, each party is signing this Agreement on the date stated opposite that party's signature.

**New Mexico Department of Transportation**

By: \_\_\_\_\_  
Cabinet Secretary or Designee

Date: \_\_\_\_\_

Cibola County Chairperson or Designee

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Cibola County Clerk

Date: \_\_\_\_\_





# Cibola County Road Dept.

700 East Roosevelt

Grants New Mexico 87020

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

Gary Porter - Public Works Director



## EXHIBIT-C

### Cibola County Resolution # 17-27

- Whereas, the undersigned are the duly elected and qualified members of the governing body of Cibola County; and
- Whereas, the maintenance of County roadways is the responsibility of the Board of the Commissioners; and
- Whereas, the health and safety of their patrons is of the highest priority; and
- Whereas, the New Mexico Department of Transportation has notified Cibola County of the availability of approved funds for the School Bus Route Program (SB); and
- Whereas, an evaluation of County roads has indicated the need for the projects listed and attached as Exhibit A; and
- Whereas, said available funds in the amount of \$160,033.00 (State share) will serve to allow Cibola County to complete the aforementioned projects.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Cibola County submits its application for funding, by Project No. SB-7731 (195) 18 through the New Mexico Department of Transportation 2017-2018 School Bus Route Program and further stipulates that funds, equipment, labor and materials representing the total cost of the proposed projects will be available at the effective date of the agreement.

PASSED, APPROVED AND ADOPTED THIS 27<sup>th</sup> DAY OF July, 2017.

#### THE CIBOLA COUNTY BOARD OF COMMISSIONERS

Jack Moleres  
Jack Moleres, Chairman

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

Robert Windhorst  
Robert Windhorst, 2<sup>nd</sup> Vice Chair

Martha Garcia  
Martha Garcia, Commissioner

Daniel Torrez  
Daniel Torrez, Commissioner



Attest:

Michelle E. Dominguez  
Michelle E. Dominguez, Cibola County Clerk



**CIBOLA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION № 18-22**

**AUTHORIZING THE CHAIRPERSON OF THE BOARD OF COUNTY COMMISSIONERS TO ENTER INTO  
MEMORANDUMS OF UNDERSTANDING WITH THE DWI TASK FORCE AND THE NEW MEXICO  
DEPARTMENT OF TRANSPORTATION FOR CDWI FUNDING**

**WHEREAS,** The powers of a county as a body politic and corporate shall be exercised by a board of County Commissioners, NMSA 1978, Section 4-38-1; and,

**WHEREAS,** Any real or personal property heretofore or which may hereafter be transferred to any county shall be deemed the property of such county; and,

**WHEREAS,** the County anticipates receipt of a grant of funding for the purpose of DWI prevention and treatment; and,

**WHEREAS,** the receipt of those monies will be contingent upon the execution of Memorandums of Understanding (MOUs) with various agencies; and,

**WHEREAS,** time is of the essence in executing the MOUs; and,

**WHEREAS,** delegation of authority to the Chairperson to enter into said MOUs will guarantee and expedite the County's receipt of those funds.

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners for the County of Cibola, that Chairman Armijo be tasked with approving the necessary MOUs described herein on behalf of the Board of County Commissioners, and that those MOUs will have the same effect as if approved by a quorum of the Board.

**PASSED, APPROVED and ADOPTED** this 22nd day of February, 2018.

**CIBOLA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Robert Armijo, Chairman

---

Daniel Torrez, 1<sup>st</sup> Vice-Chairman

---

Jack Moleres, 2<sup>nd</sup> Vice-Chairman

---

Robert Windhorst, Member

---

Martha Garcia, Member

ATTEST:

---

Michelle E. Dominguez  
Cibola County Clerk



# Cibola County

700 E. Roosevelt Ste. 50  
Grants, New Mexico 87020  
Voice (505)287-9431 • Fax (505)285-5434

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The Cibola County Manager's Department is seeking qualified applicant(s) for the position of **FINANCE DIRECTOR**

**POSITION SUMMARY:** The **Finance Director** is responsible for providing assistance in the overall fiscal management of the county through the coordination of internal administrative operations and functions. Manages, directs, and oversees financial services which include internal auditing, purchasing, accounting (including grants), finance, budgets, general ledger, payroll, annual financial audit report preparation and other essential finance related duties.

In consultation with the County Manager, coordinates the preparation and implementation of the county budget, assist departments in the preparation of annual budgets, amendment request to budget, and prepare monthly financial reports for County Manager and the County Commissioners. The Finance Director is responsible monitoring the budget and preparing periodic reports for the State. Distribute monthly reports to the various departments. Maintain accounts, records, files and the management of all funds. Assist and direct in the setting-up new funds and/or departments for the accounting process.

## **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in Finance, Accounting, Business Administration, Public Administration or closely related field; Master's degree or Certified Public Accountant preferred.
- At least six years of professional experience in progressive responsibilities in finance operations, management, and administration, preferably in a municipal or local government setting.
- Knowledge of principles, practices and techniques of public financial administration, purchasing procedures, budgeting procedures, auditing practices, and grant administration.
- Knowledge of local government and State Department of Finance and Administration financial procurement procedures, in order to process grant budgets and other expenditures.
- Advanced working knowledge of general ledger/accounts payable/payroll software and data processing report requirements.
- Must have the ability to read and comprehend reports, regulations, invoices and other correspondence between County, Local, State and Federal agencies.
- Knowledge of performance management techniques to effectively manage departmental employees.

Applications may be obtained online at [cibolacountynm.com](http://cibolacountynm.com) or the Cibola County Manager's Complex during regular working hours (8:00 am – 5:00 pm) at 700 E. Roosevelt Ste. 50, Grants, NM. Deadline for submittal of applications is 4:30 p.m. on Friday, February 16, 2018.

**CIBOLA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## **CHAPTER 1 DEFINITIONS**

**County Management** -- Consists of the County Manager and all Department Heads.

**County Manager** -- The Chief Executive Officer of Cibola County, serving as primary staff to the County Commission, implementer of the actions and policies of the Commission, general administrator of the work of the County government, and general supervisor of the employees of Cibola County.

**Board of County Commissioners** -- The duly elected governing body of Cibola County, elected in accordance with State statute (4-38-6 NMSA 1978), consisting of five Commissioners serving staggered terms. The Board of County Commissioners also serves as the Board of Finance and the Board of Personnel.

**Classified Employee** -- Any regular full-time or Part-time employee who is subject to all provisions of the Personnel Ordinance and is eligible to participate in the formal grievance process. Classified employees may be designated either salaried/exempt or hourly/non-exempt as determined by County management per the provisions of the Fair Labor Standards Act (FLSA).

**Unclassified Employee** -- An employee who serves at-will, is not required to go through the employment application process, and is not eligible to participate in the grievance process. Unclassified employees are otherwise subject to the provisions of the Personnel Ordinance. Unclassified employees may be designated either salaried/exempt or hourly/non-exempt as determined by the Board of County Commissioners or County Management per the provisions of the Fair Labor Standards Act. Unclassified positions include:

1. The County Manager, Public Works Director, and Detention Center Administrator, who serve at the will of the Board of County Commissioners;
2. The Elected Department Heads (County Assessor, County Clerk, County Sheriff, County Treasurer, and Probate Judge), who serve at the will of the electorate;
3. The Deputies and other appointed staff to the Elected Department Heads, who serve at the will of their respective Department Heads;
4. Temporary/seasonal employees, who serve at the will of County Management; and
5. Any contract employee who serves in accordance with the terms of a specific employment contract.

**Grievance** -- Any discontent or dissatisfaction dealing with the following employment areas:

1. Any violation of the Cibola County Personnel Policies or rules promulgated under the Policies;
2. Any violation of an established Departmental rule; or
3. Any matter relating to an employee's working conditions which an employee believes is unfair, unjust or inequitable.



**Cibola County Commission**

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

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



**Valerie Taylor**  
Interim County Manager

February 22, 2018

Rick Lopez, Division Director  
New Mexico Department of Finance & Administration  
Local Government Division  
407 Galisteo Street  
Santa Fe, NM 87501

Dear Mr. Lopez,

I am requesting the continued assistance of Michael Steininger from your office for the Finance Office here in Cibola County.

We are in search of a permanent Finance Director and I feel it is prudent to request the continued assistance from the State of New Mexico, Department of Finance and Administration, Local Government Division (DFA/LGD), to provide instruction and guidance for the required fiduciary duties required by Cibola County.

The County will continue to comply with DFA/LGD's cost sharing requirement (paying all travel related costs) as it did before.

Please contact me if you have any questions. Thank you in advance for your consideration.

Sincerely,

Robert Armijo  
Chairman  
Cibola County Board of County Commissioners