



## **CIBOLA COUNTY BOARD OF COMMISSIONERS**

Robert Armijo  
Chairman

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

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

Robert Windhorst  
Commissioner

Martha Garcia  
Commissioner

**Special Meeting  
Monday, December 17th, 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 November 9<sup>th</sup>, 2018 Canvassing Meeting
  - b. Minutes from November 9<sup>th</sup>, 2018 Special Commission Meeting
- 9. Presentation**
  - a. Annual Performance Review of the Fence Lake Community Association Local Economic Development (LEDA) Project-Jill Andrews, Fence Lake and/or Eileen Yarbrough, CCEDF.
- 10. New Business – Action May Be Taken**
  - a. Consideration of the Carrot Express FY20 Funding Request
  - b. Consideration of Appointment of 2 New Board Members and One Alternate Member with Voting Privileges to be on the Carrot Express Board
  - c. Consideration to Vacate the Sky Mountain Subdivision Plat

- d. Consideration of Floodplain Development Permits
- e. Consideration of Manager's Office Pay Program
- f. Consideration and Discussion of JPA for City of Grants Senior Center, Public Library and Animal Center between Cibola County and City of Grants.
- g. Consideration of Amended JPA for Cibola Regional Communication Center between Cibola County, City Grants, and Village of Milan.
- h. Consideration of Annual Performance Review of Fence Lake Community Association/LEDA Project pursuant to Ordinances 17-02 and 17-04 (Project Participation Agreement)
- i. Consideration of Resolution 18-65 Budget Adjustment No. 3 and Updated Finance Report
- j. Consideration of P.O.T.C.O Invoices
- k. Consideration of Requisitions for Laguna Fire Station-Flow Test of Hydrants, Pine Hill EMS-Mechanical CPR Device, 2 for TLC-Repair of Boiler System-Sheriff's Office & Magistrate Court, Jani King-Deep Cleaning of Detention Center, Invoices for Cibola General Hospital, Cibola County Correctional Center Billing, Invoices for Trust Pharmacy

## **11. Executive Session**

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

- Motion and roll call vote to go into executive session and that, pursuant to New Mexico State Statute Section 10-15-1, only the following matters will be discussed in closed session:

### **Real Property**

- a.) 114 McBride Road Complex
- b.) 1016 Roosevelt Avenue
- c.) 1423 E. Roosevelt Avenue

### **Pending/Threatened Litigation**

- a. Discussion of Joining Albuquerque v. New Mexico Taxation and Revenue Department

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

- a. Consideration of actions with respect to 114 McBride Road Complex
- b. Consideration of actions with respect to 1016 Roosevelt Avenue
- c. Consideration of actions with respect to 1423 E. Roosevelt Avenue
- d. Consideration of Cooperative Purchase Agreement with Valencia County to Issue Solicitation to Join Albuquerque v. New Mexico Taxation and Revenue Department



### **13. Announcements**

The next Commission Meeting will be a Special Commission Meeting and will be held on Tuesday, January 8<sup>th</sup>, 2018 at 5:00p.m. in the Cibola County Commission Chambers.

There will be a Swearing-In Ceremony that will be held on Thursday, December 27, 2018 at 12:00 pm in the 13<sup>th</sup> Judicial Court Building, Large Jury Selection Room, located on 700 E. Roosevelt Ave., Suite 60. The public is invited to attend.

Cibola County Offices will be closed on Monday, December, 24<sup>th</sup> and Tuesday, December 25<sup>th</sup> 2018 in Observance of the Christmas Holidays and Monday, December 31<sup>st</sup> and Tuesday, January 1<sup>st</sup> in Observance of the New Year's Holidays.

### **14. 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.

# MINUTES

## 8a.

November 9<sup>th</sup>, Canvassing Meeting

**Cibola County Board of Commissioners**  
**Canvassing Meeting**  
**Friday November 9<sup>th</sup>, 2018**

The Cibola County Clerk's Office held a Canvassing Meeting on Friday, November 9<sup>th</sup>, 2018 at 3:00 pm in the Cibola County Commission Center

**Present Staff:**

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

**Staff:**

Kate Fletcher, Manage  
Michelle Dominguez, Clerk  
Natalie Grine, Chief Deputy Clerk  
Jaclyn Billy Bureau of *Election Coordinator*

**1. Call to Order**

1<sup>st</sup> Vice Chair Torrez called the meeting to order at 3:00 p.m.

**2. Roll Call**

1<sup>st</sup> Vice Chair does roll call 4-5 Commissioners in attendance Chairman Armijo was absent.

**3. Pledge of Allegiance** Led by Commissioner Moleres.

**4. Prayer** Commissioner Garcia led us in prayer.

**5. Approval of Agenda**

Motion to approve the agenda was made by commissioner Windhorst, second by Commissioner Moleres.

Commissioner Torrez called for a recess, at 3:01 to give the Clerk's office more time to prepare for the Canvassing.

Motion and Roll call vote to come out of recess was made by Commissioner Windhorst, second by Commissioner Garcia at 4:15 p.m. 4-0 affirmative.

**Number of Voters:**

There are a total of 14,102 eligible voters in Cibola County, 7,140 voters voted, that is roughly about 51% of citizens that voted.

**Canvassing Report on Provisionals:**

There was a total of 76 Provisionals, 36 were accepted and 40 were rejected, the Provisionals that were rejected were due to either the voter was not registered or registered in another county.



**New Business- Action May Be Taken**

- a. Official Canvassing Results of the 2018 General Election  
Commissioner Windhorst made a motion to approve the Official Canvassing Results of the 2018 General Election, second by Commissioner Moleres 4-0 affirmative.

**Adjournment:**

Canvassing Meeting adjourned at 4:26 p.m.

# MINUTES

## 8b.

November 9<sup>th</sup>, Special Commission Meeting

***Cibola County Commission***  
**Special Meeting**  
**Friday November 9<sup>th</sup>, 2018**

The Cibola County Commission held a Special Meeting on Friday November 9<sup>th</sup>, 2018 at 5:00 pm in the Cibola County Commission Center

**Elected Officials Present Staff**

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

Kate Fletcher, County Manager  
Paul Ludi, Finance Director  
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 5:00 pm.

**B. ROLL CALL**

1<sup>st</sup> Vice Chairman Torrez does roll call 4-5 Commissioners in attendance.  
Chairman Armijo was absent.

**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 Windhorst second by Commissioner Garcia 4-0 affirmative.

**F. Approval of Minutes**

**October 25<sup>th</sup>, 2018 Regular Meeting**

Commissioner Windhorst made a motion to approve the minutes for the Regular Commission meeting of October 25<sup>th</sup>, 2018 second by Commissioner Torrez 4-0 affirmative



## **G. Commissioner's Report**

Commissioner Garcia had no reports other than the Commissioners have been invited to a Christmas Program which will be held on December 9<sup>th</sup>. 2018 in Candy Kitchen

Commissioner Torrez thanked the road department for their clean up in San Rafael.

Commissioner Windhorst stated that he would be attending the Marine Corp Ball. There will be a cleanup in Cubero with Christine Lowery, on Saturday November 17<sup>th</sup>.

Commissioner Moleres stated that NM State will be hosting a Scholarship Banquet at La Ventana on November 10<sup>th</sup>, 2018 at 6:00 p.m. the tickets are \$50.00.

## **H. Public Comments**

No comments at this time.

## **I. New Business Action May Be Taken**

### **a. Resolution 18-62 Establishing The 2019 Holiday Schedule**

Motion to approve Resolution 18-62 establishing the 2019 Holiday Schedule with the change of Thanksgiving Holiday changed to Family Day was made by Commissioner Windhorst, second by Commissioner Garcia 4-0 affirmative.

### **b. Consideration for Approval of NMSU Proclamation for 50<sup>th</sup> Year Anniversary of the Community Collage Branch Grants Campus**

Motion to approve NMSU Proclamation for 50<sup>th</sup> Year Anniversary was made by Commissioner Moleres, second by Commissioner Windhorst 4-0 affirmative.

- c. Consideration for Approval and Discussion of JPA for City of Grants Senior Center, Public Library and Animal Center between Cibola County and City of Grants.** Motion to approve and Discuss of JPA for City of Grants Senior Center, Public Library and Animal Center between Cibola County and City of Grants was made by Commissioner Torrez, second by Commissioner Windhorst 4-0 affirmative.
- d. Consideration for Approval of DFA LDWI Amended Grant Agreement, to Accept The Increase of Grant funds, (\$33,336.68)**  
Motion to approve DFA LDWI Amended Grant Agreement, to accept the Increase of Grant funds, (\$33,336.68) made by Commissioner Moleres, second by Commissioner Windhorst 4-0 affirmative.
- e. Consideration for Approval of Resolution 18-63 to Collapse Current NMFA Loans #3762-PP and #3761PP for Bluewater Village VFD and Fence Lake VFD**  
Motion to approve Resolution 18-63 to Collapse Current NMFA Loans #3762-PP and #3761-PP for Bluewater Village VFD and Fence Lake VFD was made by Commissioner Garcia, second by Commissioner Torrez 4-0 affirmative.
- f. Consideration for Approval of Resolution 18-64 to Apply for a New NMFA Loan for Bluewater Village VFD's requesting \$550,000.**  
Motion to approve Resolution 18-64 to apply for a New NMFA Loan for Bluewater Village VFD's requesting \$550.000, was made by Commissioner Moleres, second by Commissioner Windhorst 4-0 affirmative.
- g. Consideration for Approval of Requisition for CenturyLink-To Increase Storage of Virtualization Server by 7 TB, Invoice from Cibola General, Invoices from Trust Pharmacy**  
Motion to approve Requisition for CenturyLink-To Increase Storage of Virtualization Server by 7TB, Invoice from Cibola General, Invoices from Trust Pharmacy, made by Commissioner Windhorst, second by Commissioner Moleres 4-0 affirmative.

#### **J. 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 (H) (2) & (7) and that only the following matters will be discussed in closed session.

Motion to go into executive session was made by Commissioner Moleres second by Commissioner Windhorst, at 5:47 p.m. 4-0 affirmative.

#### **Personnel**

a.) Kate Fletcher

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 New Mexico Statutes Section §10-15-1.(H) (2) & (7) Motion was made by Commissioner Moleres, second by Commissioner Windhorst 4-0 affirmative at 6:30 p.m.

#### **New Business- Action May Be Taken**

- a. Consideration of Approval for Manager's Pay Program  
No action taken

#### **K. ANNOUNCEMENTS**

There will be a Special Commission Meeting that takes place of the Regular Commission Meeting, on Monday December 17<sup>th</sup>, 2018 at 5:00 p.m. in the Cibola County Commission Chambers

Cibola County Offices will be closed on Monday November, 12 2018 in Observance of Veteran's Day and Thursday, November 22<sup>nd</sup> and Friday, November 23<sup>rd</sup> in Observance of Thanksgiving Holidays.

#### **L. ADJOURNMENT**

A motion to adjourn the meeting made by Commissioner Torrez, second by Commissioner Garcia 4-0 affirmative at 6:32 pm.



**REPORTS NOT  
PRESENTED**

# ROAD REPORTS

NOV. 2018

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

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

***Grants NM 87020***

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



***Tuesday, November 6, 2018***

***To: Kate Fletcher - County Manager***

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

***Re: Monthly Report: 10/1/18 - 10/31/18 (October)***

## ***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>C42</i></b>	<b><i>Back Country By Way</i></b>	<b><i>28.087</i></b>
<b><i>C1</i></b>	<b><i>Marquez Road</i></b>	<b><i>12.208</i></b>
<b><i>C18A</i></b>	<b><i>Lobo Creek Road</i></b>	<b><i>0.724</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>C54A</i></b>	<b><i>Ft. Wingate Road</i></b>	<b><i>0.828</i></b>
<b><i>C34</i></b>	<b><i>Pine Hill Road</i></b>	<b><i>9.744</i></b>
<b><i>C15</i></b>	<b><i>Rinconada Road</i></b>	<b><i>5.053</i></b>
<b><i>C13</i></b>	<b><i>San Jose Loop</i></b>	<b><i>3.817</i></b>
<b><i>C49</i></b>	<b><i>Zuni Canyon Road</i></b>	<b><i>15.427</i></b>
<b><i>C35</i></b>	<b><i>Fencelake Community Roads</i></b>	<b><i>9.064</i></b>
<b><i>Total Miles</i></b>		<b><i>90.955</i></b>

### ***Special Projects***

<b><i>C42</i></b>	<b><i>Back Country By Way - Haul millings.</i></b>
<b><i>C28A</i></b>	<b><i>Plano Colorado Frontage Rd. - Mowing.</i></b>
<b><i>C29</i></b>	<b><i>Plano Colorado - Mowing.</i></b>
<b><i>C29A</i></b>	<b><i>Old Bluewater Lake Rd. - Mowing.</i></b>
<b><i>C17</i></b>	<b><i>Mt. Taylor Addition - Put up signs, fix pot holes.</i></b>
<b><i>C7</i></b>	<b><i>Cubero Loop - Put up signs, clean shoulders.</i></b>
<b><i>C14</i></b>	<b><i>San Fidel - Put up signs, cut trees.</i></b>
<b><i>C49</i></b>	<b><i>Zuni Canyon Rd. - Mowing, clean shoulders &amp; culverts.</i></b>



**C28C**      ***Cemetery Rd. - Cut trees.***  
**C58**      ***San Rafael - Cut trees & patching.***  
**C59**      ***Dwight Small Rd. - Cut trees.***  
**C13**      ***San Jose Loop - Clean culvert.***  
**C1**      ***Marques Rd. - Patching, work on shoulders & bridge, cut weeds around cattle guards.***  
**C24A**      ***Tietjen Rd. - Haul millings, fix & clean culvert (Elkins Rd. Project), remove blow sand.***  
**C24**      ***Elkins Rd. - Clean culverts & put up signs.***  
**C55**      ***Ben Chavez Loop - Patching.***  
**C23**      ***Ralph Card Road - Cut trees.***  
**C28**      ***Bluewater Village - Cut trees, sweep, install new culvert, road construction.***  
**C51C**      ***Rodeo Grounds Rd. - Sweep.***  
**C51A**      ***Nth Lawrence Rd. - Remove dirt, sweep.***  
**C54A**      ***Ft. Wingte Rd. - Put up signs.***  
**C54**      ***Valdez Subdivion - Sweep.***

**Co-op - SB-7731 (195) 18**

**C30**      ***Bluewater South - Patching.***

# Cibola County Road Dept.

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



## MAINTENANCE REPORT

**October 2108**

<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	\$130.38	4	\$ 18.20	\$ 203.18
Road Dept.	140	\$14.23	0.5	\$ 18.20	\$ 23.33
Road Dept.	153	\$19.56	1	\$ 18.20	\$ 37.76
Road Dept.	155	\$19.56	1	\$ 18.20	\$ 37.76
Road Dept.	Stihl Saw 250	\$68.21	1	\$ 18.20	\$ 86.41
Road Dept.	Stihl Saw 290	\$31.81	0.5	\$ 18.20	\$ 40.91
				<b>TOTAL</b>	<b>\$ 429.35</b>
Clerks	G-55649	\$8.00	3	\$18.20	\$ 62.60
Clerks	G-64240	\$8.00	0.75	\$18.20	\$ 21.65
Clerks	G-86995	\$32.59	2	\$18.20	\$ 68.99
Clerks	G-72255	\$8.00	0.75	\$18.20	\$ 21.65
				<b>TOTAL</b>	<b>\$ 174.89</b>
Manager	G-79636	\$211.78	2.5	\$18.20	\$ 257.28
				<b>TOTAL</b>	<b>\$ 257.28</b>
El Morro VFD	T-46	\$8.00	4	\$18.20	\$ 80.80
El Morro VFD	M-43	\$8.00	4	\$18.20	\$ 80.80
				<b>TOTAL</b>	<b>\$ 161.60</b>
Sheriff's	G-68384	\$37.36	0.5	\$ 18.20	\$ 46.46
Sheriff's	G-68921	\$25.68	3	\$ 18.20	\$ 80.28
Sheriff's	G-79879	\$8.00	2	\$ 18.20	\$ 44.40
Sheriff's	G-85514	\$30.31	5	\$ 18.20	\$ 121.31
Sheriff's	G-88608	\$8.00	3	\$ 18.20	\$ 62.60
Sheriff's	G-90204	\$8.50	0.5	\$ 18.20	\$ 17.60
Sheriff's	G-90204	\$27.51	0.5	\$ 18.20	\$ 36.61
Sheriff's	G-90667	\$53.32	2	\$ 18.20	\$ 89.72
Sheriff's	G-92107	\$12.46	3	\$ 18.20	\$ 67.06
Sheriff's	G-99164	\$8.00	3	\$ 18.20	\$ 62.60
				<b>TOTAL</b>	<b>\$ 628.64</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 October 2108***

	<b>UNLEADED</b>					
<b>UNIT #</b>	<b>VEHICLE #</b>	<b>COST/MILE</b>	<b>MPG</b>	<b>MILES</b>	<b>TOTAL GAL.</b>	<b>TOTAL COST</b>
127	G-18473	#VALUE!	#VALUE!	N/A	0.000	\$ -
128	G-18464	0.22	12.70	113	8.900	\$ 24.33
130	G-15638	#VALUE!	#VALUE!	N/A	0.000	\$ -
131	G-29800	#VALUE!	#VALUE!	N/A	0.000	\$ -
132	G-29091	0.22	11.96	944	78.900	\$ 208.61
133	G-23696	#VALUE!	#VALUE!	N/A	0.000	\$ -
134	G-23697	0.35	7.35	316	43.000	\$ 111.80
135	G-39980	0.00	#DIV/0!	17	0.000	\$ -
136	G-39988	0.12	22.05	333	15.100	\$ 39.69
138	G-95862	0.19	16.23	1,667	102.700	\$ 314.28
139	G-57384	0.16	15.81	487	30.800	\$ 79.84
140	G-57619	#VALUE!	#VALUE!	N/A	0.000	\$ -
141	G-57618	#VALUE!	#VALUE!	N/A	0.000	\$ -
146	146	6.50	0.42	4	9.500	\$ 25.98
147	G-66164	0.18	15.37	146	9.500	\$ 25.98
148	G-66165	0.16	16.60	249	15.000	\$ 39.43
150	G-70482	0.18	15.12	2,026	134.000	\$ 355.50
151	G-78718	#VALUE!	#VALUE!	N/A	0.000	\$ -
152	G-64239	0.10	27.20	136	5.000	\$ 13.67
153	G-86952	0.15	17.08	164	9.600	\$ 25.23
154	G-86953	0.14	19.56	1,072	54.800	\$ 147.12
155	G-86954	0.13	20.61	2,152	104.400	\$ 275.22
157	G-91750	0.17	15.68	596	38.000	\$ 99.87
Extra Gas Card	Extra Gas Card	#DIV/0!	0.00	0	5.000	\$ 18.21
<b>TOTAL GAS</b>					<b>664.200</b>	<b>\$ 1,804.76</b>



<b>DIESEL FUEL</b>						
<b>UNIT #</b>	<b>VEHICLE #</b>	<b>COST/MILE</b>	<b>MPG</b>	<b>MILES</b>	<b>TOTAL GAL.</b>	<b>TOTAL COST</b>
137	G-50237	0.28	10.64	316	29.700	\$ 88.59
202	G-18484	#VALUE!	#VALUE!	N/A	0.000	\$ -
209	G-18476	#VALUE!	#VALUE!	N/A	0.000	\$ -
211	G-18795	#VALUE!	#VALUE!	N/A	0.000	\$ -
212	G-30550	0.00	#DIV/0!	260	0.000	\$ -
213	G-30549	1.82	1.67	50	30.000	\$ 91.17
214	G-38441	#VALUE!	#VALUE!	N/A	0.000	\$ -
215	G-67372	0.55	5.53	731	132.200	\$ 401.23
216	G-67371	0.55	5.51	569	103.200	\$ 312.99
217	G-70782	1.27	2.33	175	75.200	\$ 223.04
218	Distributor	#VALUE!	#VALUE!	N/A	0.000	\$ -
219	Water Truck	#VALUE!	#VALUE!	N/A	0.000	\$ -
220	New Transport	0.70	4.65	386	83.100	\$ 271.99
305	305	#VALUE!	#VALUE!	N/A	0.000	\$ -
306	306	#VALUE!	#VALUE!	N/A	0.000	\$ -
307	307	9.27	0.33	8	24.200	\$ 74.12
308	308	3.55	0.86	44	51.200	\$ 156.30
309	309	20.52	0.15	3	20.100	\$ 61.57
310	310	0.00	#DIV/0!	10	0.000	\$ -
311	311	2.16	1.42	17	12.000	\$ 36.76
312	312	#VALUE!	#VALUE!	N/A	0.000	\$ -
313	313	#VALUE!	#VALUE!	N/A	0.000	\$ -
314	314	6.34	0.48	40	84.100	\$ 253.73
416	416	12.33	0.25	84	339.900	\$ 1,035.33
417	417	9.80	0.31	65	207.900	\$ 636.82
418	418	15.39	0.20	44	223.300	\$ 677.01
501	501	#VALUE!	#VALUE!	N/A	0.000	\$ -
Extra Diesel Card	Extra Diesel Card	#VALUE!	#VALUE!	N/A	0.000	\$ -
<b>TOTAL DIESEL</b>					<b>1416.100</b>	<b>\$ 4,320.65</b>

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

**ROAD REPORTS**

**DEC. 2018**



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

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

***Grants NM 87020***

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



***Tuesday, December 5, 2018***

***To: Kate Fletcher - County Manager***

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

***Re: Monthly Report: 11/1/18 - 11/30/18 (November)***

## ***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 Roads</i></b>	<b><i>9.064</i></b>
<b><i>C49</i></b>	<b><i>Zuni Canyon Road</i></b>	<b><i>15.427</i></b>
<b><i>C35A</i></b>	<b><i>Moreno Hill Road</i></b>	<b><i>10.419</i></b>
<b><i>C33</i></b>	<b><i>Candy Kitchen Road</i></b>	<b><i>15.125</i></b>
<b><i>Total Miles</i></b>		<b><i>50.035</i></b>

## ***Special Projects***

<b><i>C49</i></b>	<b><i>Zuni Canyon Rd. - Clean cattle guards, culverts and guardrails.</i></b>
<b><i>C28</i></b>	<b><i>Bluewater Village - Cut trees.</i></b>
<b><i>C24</i></b>	<b><i>Elkins Rd. - Dirt work.</i></b>
<b><i>C58</i></b>	<b><i>San Rafael - Haul dirt to C24, clean roadway, clean curb &amp; gutter, haul millings.</i></b>
<b><i>C5</i></b>	<b><i>Moquino-LaJoya Loop - Repair washout.</i></b>
<b><i>C6</i></b>	<b><i>Seboyeta-Bibo Rd. - Repair washout, backfill Armijo Crossing with concrete.</i></b>
<b><i>C30</i></b>	<b><i>Bluewater South - Clean culverts and cattle guards.</i></b>
<b><i>C19B</i></b>	<b><i>La Mosca Tank Rd. - Clean culverts and cattle guards.</i></b>
<b><i>C13</i></b>	<b><i>San Jose Loop - Install culvert.</i></b>
<b><i>C8</i></b>	<b><i>Encinal Rd. - Put up signs, clean culverts.</i></b>
<b><i>C41</i></b>	<b><i>Pie Town Rd. - Clean culvert and cattle guard.</i></b>
<b><i>C9</i></b>	<b><i>Water Canyon Rd. - Clean culverts.</i></b>
<b><i>C10</i></b>	<b><i>Nth Castillo Rd. - Clean culverts.</i></b>
<b><i>C24A</i></b>	<b><i>Tietjen Rd. - Tree trimming.</i></b>
<b><i>C49A</i></b>	<b><i>Parsons Lane - Put up signs.</i></b>

<b>C35</b>	<b><i>Fencelake Community Rds. - Haul millings &amp; dirt, clean culverts &amp; cattle guards, put up signs.</i></b>
<b>C33</b>	<b><i>Candy Kitchen Rd. - Install culvert.</i></b>
<b>C18A</b>	<b><i>Lobo Creek Rd. - Put up signs.</i></b>
<b>C12</b>	<b><i>DeArmond Springs Rd. - Put up signs.</i></b>
<b>C17</b>	<b><i>Mt. Taylor Addition - Patching</i></b>
	<b><i>Smiths Parking Lot - Patching.</i></b>

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

700 E. Roosevelt Suite 50

Grants NM 87020

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



## **MAINTENANCE REPORT**

**November 2018**

<u><b>Department</b></u>	<u><b>Unit Number</b></u>	<u><b>Total Parts &amp; Oil</b></u>	<u><b>Hours Worked</b></u>	<u><b>Mechanic Rate</b></u>	<u><b>Total on Repair Order</b></u>
<b>Road Dept.</b>	<b>138</b>	<b>\$67.29</b>	<b>2</b>	<b>\$ 18.20</b>	<b>\$ 103.69</b>
<b>Road Dept.</b>	<b>139</b>	<b>\$26.14</b>	<b>3</b>	<b>\$ 18.20</b>	<b>\$ 80.74</b>
<b>Road Dept.</b>	<b>150</b>	<b>\$74.23</b>	<b>2</b>	<b>\$ 18.20</b>	<b>\$ 110.63</b>
<b>Road Dept.</b>	<b>152</b>	<b>\$24.69</b>	<b>2</b>	<b>\$ 18.20</b>	<b>\$ 61.09</b>
				<b>TOTAL</b>	<b>\$ 356.15</b>
<b>Dispatch</b>	<b>G-70403</b>	<b>\$54.54</b>	<b>2</b>	<b>\$18.20</b>	<b>\$ 90.94</b>
				<b>TOTAL</b>	<b>\$ 90.94</b>
<b>Sheriff's</b>	<b>G-00038</b>	<b>\$40.48</b>	<b>8</b>	<b>\$ 18.20</b>	<b>\$ 186.08</b>
<b>Sheriff's</b>	<b>G-85279</b>	<b>\$25.99</b>	<b>8</b>	<b>\$ 18.20</b>	<b>\$ 171.59</b>
<b>Sheriff's</b>	<b>G-90204</b>	<b>\$8.50</b>	<b>0.5</b>	<b>\$ 18.20</b>	<b>\$ 17.60</b>
<b>Sheriff's</b>	<b>G-90204</b>	<b>\$24.17</b>	<b>0.5</b>	<b>\$ 18.20</b>	<b>\$ 33.27</b>
<b>Sheriff's</b>	<b>G-92101</b>	<b>\$27.91</b>	<b>2.5</b>	<b>\$ 18.20</b>	<b>\$ 73.41</b>
				<b>TOTAL</b>	<b>\$ 481.95</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 November 2018

UNIT #	UNLEADED					
	VEHICLE #	COST/MILE	MPG	MILES	TOTAL GAL.	TOTAL COST
127	G-18473	#VALUE!	#VALUE!	N/U	0.000	\$ -
128	G-18464	#VALUE!	#VALUE!	N/U	0.000	\$ -
130	G-15638	#VALUE!	#VALUE!	N/U	0.000	\$ -
131	G-29800	0.00	#DIV/0!	118	0.000	\$ -
132	G-29091	0.00	#DIV/0!	23	0.000	\$ -
133	G-23696	0.00	#DIV/0!	23	0.000	\$ -
134	G-23697	0.00	#DIV/0!	36	0.000	\$ -
135	G-39980	#VALUE!	#VALUE!	N/U	0.000	\$ -
136	G-39988	0.24	10.58	439	41.500	\$ 105.79
138	G-95862	0.21	14.06	1,171	83.300	\$ 244.84
139	G-57384	0.22	10.72	671	62.600	\$ 149.08
140	G-57619	#VALUE!	#VALUE!	N/U	0.000	\$ -
141	G-57618	#VALUE!	#VALUE!	N/U	0.000	\$ -
146	146	#VALUE!	#VALUE!	N/U	0.000	\$ -
147	G-66164	0.39	6.67	92	13.800	\$ 35.56
148	G-66165	0.18	13.73	206	15.000	\$ 37.15
150	G-70482	0.22	11.68	375	32.100	\$ 82.67
151	G-78718	0.16	15.07	636	42.200	\$ 104.50
152	G-64239	0.21	12.08	598	49.500	\$ 124.98
153	G-86952	0.12	20.47	1,527	74.600	\$ 180.98
154	G-86953	0.10	25.26	1,470	58.200	\$ 146.44
155	G-86954	0.11	21.84	3,267	149.600	\$ 372.76
157	G-91750	0.15	16.22	2,198	135.500	\$ 335.08
Extra Gas Card	Extra Gas Card	#DIV/0!	0.00	0	5.100	\$ 17.82
<b>TOTAL GAS</b>					<b>763.000</b>	<b>\$ 1,937.65</b>

<b>DIESEL FUEL</b>						
<b>UNIT #</b>	<b>VEHICLE #</b>	<b>COST/MILE</b>	<b>MPG</b>	<b>MILES</b>	<b>TOTAL GAL.</b>	<b>TOTAL COST</b>
137	G-50237	0.21	13.85	543	39.200	\$ 116.40
202	G-18484	#VALUE!	#VALUE!	N/U	0.000	\$ -
209	G-18476	#VALUE!	#VALUE!	N/U	0.000	\$ -
211	G-18795	#VALUE!	#VALUE!	N/U	0.000	\$ -
212	G-30550	0.35	8.43	1,075	127.500	\$ 377.41
213	G-30549	#VALUE!	#VALUE!	N/U	0.000	\$ -
214	G-38441	#VALUE!	#VALUE!	N/U	0.000	\$ -
215	G-67372	0.55	5.36	747	139.400	\$ 408.86
216	G-67371	0.40	7.33	1,655	225.800	\$ 665.70
217	G-70782	0.49	5.96	2,112	354.300	\$ 1,041.47
218	Distributor	#VALUE!	#VALUE!	N/U	0.000	\$ -
219	Water Truck	#VALUE!	#VALUE!	N/U	0.000	\$ -
220	New Transport	1.10	2.85	369	129.500	\$ 406.36
305	305	#VALUE!	#VALUE!	N/U	0.000	\$ -
306	306	#VALUE!	#VALUE!	N/U	0.000	\$ -
307	307	26.56	0.11	9	80.500	\$ 239.08
308	308	5.43	0.55	47	86.100	\$ 255.17
309	309	#VALUE!	#VALUE!	N/U	0.000	\$ -
310	310	#VALUE!	#VALUE!	N/U	0.000	\$ -
311	311	#VALUE!	#VALUE!	N/U	0.000	\$ -
312	312	#VALUE!	#VALUE!	N/U	0.000	\$ -
313	313	#VALUE!	#VALUE!	N/U	0.000	\$ -
314	314	10.66	0.28	26	93.600	\$ 277.20
416	416	12.09	0.24	78	319.300	\$ 942.97
417	417	8.27	0.36	14	38.600	\$ 115.76
418	418	14.13	0.21	70	335.700	\$ 988.86
501	501	#VALUE!	#VALUE!	N/U	0.000	\$ -
Extra Diesel Card	Extra Diesel Card	#VALUE!	#VALUE!	N/U	0.000	\$ -
<b>TOTAL DIESEL</b>					<b>1969.500</b>	<b>\$ 5,835.24</b>

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



# TREASURES

# REPORT

# DEC. 2018

# DISTRIBUTION FOR NOVEMBER - 2018

PREPARED BY: Pearl Russell

	TOTALS			1%	TOTALS	CK AMOUNT
	CURRENT	DELINQUENT				
<b>STATE -</b>						136,518.53
Debt Service	128,249.43	3,369.55		1316.19	131,618.98	
Cattle	5,871.54	24.22		58.96	5,895.76	
Horse	308.71	0.75		3.09	309.46	
Sheep	2.00	-		0.02	2.00	
Buffalo	71.30	-		0.71	71.30	
<b>COUNTY -</b>						1,044,896.68
Operational	1,030,371.89	25,079.30		10,554.51	1,055,451.19	
Debt Service					-	
<b>SCHOOLS -</b>						1,129,938.83
Operational	41,869.93	1,001.84		428.72	42,871.77	
Debt Service	805,534.11	20,928.58		8,264.63	826,462.89	
Debt TechService	71,485.80	2,525.93		740.12	74,011.73	
Capital Improv.	181,897.74	4,694.90		1,865.93	186,592.64	
<b>COLLEGE -</b>						243,853.43
Operational	83,936.46	2,001.95		859.38	85,938.41	
Debt Service	154,613.07	3,301.95		1,579.15	157,915.02	
<b>CITY OF GRANTS -</b>						156,866.90
Operational	152,885.47	3,981.43		1,568.67	156,866.90	
Debt Service					-	
Judgment					-	
<b>VILLAGE OF MILAN -</b>						115,761.62
Operational	\$ 114,821.81	937.33		1,157.59	115,759.14	
Debt Service		2.48		0.02	2.48	
<b>QUEMADO SCHOOL DIST. -</b>						17,164.39
Operational	1,587.76	56.02		16.44	1,643.78	
Debt Service	8,276.58	287.07		85.64	8,563.65	
Capital Improv.	6,704.40	252.56		69.57	6,956.96	
<b>Cibola General Hospital</b>						411,219.26
	400,779.53	10,439.73		4,112.19	411,219.26	
<b>TOTALS</b>	3,189,267.53	78,885.59		3,268,153.12	3,256,219.64	
		FLOOD		238.72		
		LAVA		235.77		
		TOTAL		33,156.02		

## FLOOD -

<b>CURRENT</b>	23,470.24
<b>DELINQUENT</b>	\$ 402.25
<b>TOTAL</b>	\$ 23,872.49
1%	238.72
<b>TOTAL</b>	\$ 23,633.77

## LAVA -

<b>CURRENT</b>	\$ 22,846.18
<b>DELINQUENT</b>	\$ 731.26
<b>TOTAL</b>	\$ 23,577.44
1%	235.77
<b>TOTAL</b>	\$ 23,341.67

NM State Penalty & Int.	\$ 12,701.93
County Penalty & Int.	\$ 9,684.58
<b>TOTAL</b>	\$ 22,386.51

Rendition Fee	\$ 932.32
County Admin. Fee	\$ 3,460.25
1% Reappraisal Fee	\$ 11,871.18

TOTAL COUNTY PORTION **\$1,070,845.01**

ADMIN. FEE	3,460.25
RENDITION FEE	932.32
TOTAL NM STATE COST FEE	6,545.00
TOTAL NM STATE P & I	12,701.93
TOTAL COUNTY P & I	9,684.58
TOTAL CURRENT TAXES	3,235,583.95
TOTAL DELINQUENT TAXES	80,019.10
<b>TOTAL</b>	<b>3,348,927.13</b>

DISBURSEMENT



**DISTRIBUTION FOR THE MONTH OF NOVEMBER - 2018**

DATE	2018	2017	2016	2015	2014	2013	2012	2011	2010	2008/09	P&I	ADMIN	LBATMENRENDITIO	P/P	TATE COS	O/S	OVERPM1	TOTAL
11/01/18	\$ 7,649.28	691.91	597.27	248.65	0.06						1,117.29	223.90			4,000.00			\$ 14,528.36
11/02/18	\$ 32,557.23	1,776.13	456.29	113.58	188.44	26.74					751.20	11.00			125.00			\$ 36,005.61
11/03/18	\$ 4,331.16	150.62	66.08								49.76							\$ 4,597.62
11/04/18	\$ 882.22																	\$ 882.22
11/05/18	\$ 129,427.10	2,046.60	142.48	34.64	54.52						485.53	29.80		18.64	150.00	0.91	200.04	\$ 132,590.26
11/06/18	\$ 66,358.95	1,648.53	674.69	75.69	155.84	28.82	25.78	27.32	27.38	28.88	758.76	66.10		6.40	375.00			\$ 70,258.14
11/07/18	\$ 86,685.94	3,475.80	2,090.81	1,170.33	831.64						1,800.57	157.20		5.08	125.00		43.70	\$ 96,401.51
11/08/18	\$ 184,292.75	3,783.04	3,736.12	420.67	187.11	57.04					1,088.65	110.21		289.14	270.00		1,187.94	\$ 195,422.67
11/09/18	\$ 133,519.77	1,437.77	1,055.36	993.72	1,006.63	65.82	59.80	62.04	57.08		1,694.81	68.58		55.48	250.00			\$ 140,325.86
11/10/18	\$ 1,191.49	1.74									5.10			2.76				\$ 1,201.11
11/11/18	\$ 1,884.80	482.38									70.54							\$ 2,437.72
11/12/18	\$ 822.65																	\$ 822.65
11/13/18	\$ 117,987.85	1,723.89	1,279.20	237.56							849.70	17.96		4.90				\$ 122,086.06
11/14/18	\$ 103,977.80	758.09	519.02	492.28	64.96				565.53	1,530.11	3,379.38	169.86		13.88		5.00	202.84	\$ 111,673.75
11/15/18	\$ 251,667.47	6,911.77	156.33	415.85	147.54	19.13					1,732.40	39.38		87.54		8.50	903.15	\$ 262,091.06
11/16/18	\$ 164,958.78	4,723.73	197.58	197.27	177.19						2,807.95	49.92		133.32	750.00	12.24	459.42	\$ 174,467.40
11/17/18	\$ 962.93																	\$ 962.93
11/18/18	\$ 507.06																	\$ 507.06
11/19/18	\$ 101,675.90	1,285.13	193.53	3.04					38.76		288.37	14.20		21.52			88.16	\$ 103,638.73
11/20/18	\$ 433,964.37	1,735.71	280.54								472.07	1,562.02		118.16		2.54	17.30	\$ 438,152.71
11/21/18	\$ 774,714.02	5,007.03	294.23	103.00	42.43	3.13					252.88	72.35		13.12			20.34	\$ 780,602.18
11/22/18	\$ 312.94																	\$ 312.94
11/23/18	\$ 27,258.84	1,205.73	1,404.40								325.48	20.36		4.80			169.68	\$ 30,389.29
11/24/18	\$ 309.04																	\$ 309.04
11/25/18	\$ 958.53																	\$ 958.53
11/26/18	\$ 177,557.44	5,469.93	650.44	757.02							1,329.38	41.16		47.88	125.00	0.10	839.18	\$ 186,817.53
11/27/18	\$ 173,816.00	974.76	453.89	101.83							373.33	637.28		47.24			160.42	\$ 176,564.75
11/28/18	\$ 84,501.59	592.73	189.20	895.34							405.20	33.08		17.64	125.00	0.87	29.42	\$ 86,790.06
11/29/18	\$ 63,735.63	2,563.10	1,781.04	883.83	852.85	57.27				95.49	1,787.45	12.86		0.40	250.00	0.06		\$ 72,019.98
11/30/18	\$ 107,192.97	1,276.71	91.85	79.20	81.33	41.28	37.67	82.24	41.24	43.55	560.71	123.02		44.40		12.74	61.44	\$ 109,770.35
<b>TOTAL</b>	<b>3,235,642.49</b>	<b>\$ 49,722.83</b>	<b>\$ 16,312.36</b>	<b>\$ 7,223.50</b>	<b>\$ 3,790.64</b>	<b>\$ 299.23</b>	<b>\$ 122.25</b>	<b>\$ 171.60</b>	<b>\$ 729.99</b>	<b>\$ 1,698.03</b>	<b>\$ 22,386.51</b>	<b>\$ 3,460.25</b>	<b>\$ 109.76</b>	<b>\$ 932.32</b>	<b>\$ 6,545.00</b>	<b>\$ 42.96</b>	<b>\$ 4,383.03</b>	<b>\$ 3,353,588.08</b>

TAXES

CARDS	\$3,315,603.05
COMP	
TOTAL	\$3,315,603.05

**TAX TOTAL \$ 3,315,603.05**

P&I

CARDS	\$ 22,386.51
COMP	
TOTAL	\$ 22,386.51

ADMIN

CARDS	\$ 3,460.25
COMP	
TOTAL	\$ 3,460.25

TAX COLLECTON ON LOCAL AND CENTRALLY ASSESSED PROPERTY IN CIBOLA COUNTY  
(as of November-2018)

TAX YEAR	NET TAXES CHARGED TO TREASURER	TAXES COLLECTED TO DATE	TAXES UNCOLLECTED TO DATE	PERCENTAGE COLLECTED	TAXES ADJUSTED TO DATE
2018	\$ 11,893,738.86	\$ 3,428,625.26	\$ 8,459,925.16	29%	\$ (5,188.44)
2017	\$ 11,242,396.05	\$ 10,378,967.09	\$ 757,831.86	93%	\$ (105,597.10)
2016	\$ 10,873,872.90	\$ 10,276,419.11	\$ 442,414.83	96%	\$ (155,038.96)
2015	\$ 10,269,911.58	\$ 10,076,181.96	\$ 243,894.07	98%	\$ 50,164.45
2014	\$ 10,668,261.16	\$ 9,989,485.87	\$ 181,019.97	98%	\$ (497,755.32)
2013	\$ 10,103,538.55	\$ 9,574,514.86	\$ 116,669.59	99%	\$ (412,354.10)
2012	\$ 9,166,233.45	\$ 8,892,279.89	\$ 100,654.84	99%	\$ (173,298.72)
2011	\$ 9,553,460.83	\$ 9,228,403.39	\$ 130,868.65	99%	\$ (194,188.79)
2010	\$ 9,117,162.73	\$ 8,654,446.33	\$ 117,271.68	99%	\$ (345,444.72)
2009	\$ 9,370,416.62	\$ 9,051,845.41	\$ 134,319.87	99%	\$ (184,251.34)
		\$ 89,551,169.17	\$ 10,684,870.52	907.25%	

PREPARED Pearl Russell

APPROVED Kathy Gonzales

DATE: December 7, 2018

\*\*\*NOTE: TAXES ADJUSTED TO DATE PERTAIN TO NOTICE OF  
CORRECTIONS FROM THE CIBOLA COUNTY ASSESSORS OFFICE IN  
REGARDS TO, ADDITIONS, TAX ADJUSTMENTS AND DELETIONS.

# PRESENTATIONS

9a.

No Documents for this Item



# NEW ITEMS 10 a.

Carrot Express FY20 Funding Request



## **Carrot Express**

### **Organizational Background:**

- **Mission Statement:**

*The Carrot Express (CTA (Cibola Area Transit)) program will provide the Village of Milan, City of Grants, and communities of Cibola County (except on Tribal Lands) with a coordinated, accessible and affordable curb-to-curb transit system, providing access to health care, shopping, education, employment and public recreational services*

### **Organization Description:**

- The Carrot Express is governed by 3 people designated from each of the funding entities. 2 board members from the Village of Milan and one interim board member to fill in when the other is unable to attend the meetings. 2 board members from the City of Grants and one interim board member to fill in when the other is unable to attend the meetings. 2 board members from the Cibola County and one interim board member to fill in when the other is unable to attend the meetings.

### **Past Organizational Accomplishments:**

- 2006 The Carrot Express was established by Zuni Transit and was originally called Cibola Transit Authority
- 2007 The Village of Milan took over as Fiscal Agent and continued as the Fiscal Agent for the Carrot Express to this day
- 2014 The Carrot Express changed its name from Cibola Transit Authority to the Carrot Express so to provide a unique and catchy name for their services
- 2014 – At the advice of the New Mexico Department of Transportation, The Carrot Express went from a fixed route to demand response. The decision was made because the Carrot Express did not have enough of a fleet, drivers or funding to offer paratransit services for the fixed route.
- 2014 The Carrot Express started to charge 50¢ per trip per passenger

- 2014 The Carrot Express adopted a carrot on wheels as the logo for their buses
- 2016 The Carrot Express appointed a new transit director
- 2017 The Carrot Express increased the trips from 75¢ per trip per passenger with the ability to purchase a bus pass for \$30.00 offering 60 rides (they would get 20 free rides with that pass) and free rides for Veterans with proof of service
- 2017 The Carrot Express started offering a bus stop at the Grants Cibola County Schools for students in rural areas where the school bus would not pick them up
- 2017 The team at the Carrot Express nominated for Village of Milan Employee of the month
- 2017 The Gallup Express/Gallup Food Pantry graciously donated to the Carrot Express, a 2010 Ford E 350 bus that is 12 passenger (2) wheelchair capable
- 2018 (for FY 2018) Cibola County rescinded the funding for the Carrot Express
- 2018 Hobbs Express graciously donated to the Carrot Express, a 2012 Ford E350 bus that is 12 passenger (2) wheelchair capable
- 2018 The Carrot Express was forced to increase rates to Bluewater Village to \$7.00, San Rafael and Mt. Taylor addition to \$5.00 and stop all services past those areas due to the county rescinding their funding support.
- 2018 The Carrot Express received an award for “Best Website” from the National Rural Assistance Program and a check for \$300.00
- 2018 The Transit board approved raises for the transit director, dispatcher and Drivers.
- 2018 Rio Metro graciously donated (2) 2012 Ford E 450 buses that are 18 passenger (2) wheelchair capable. These two buses added to the fleet will be the first buses requiring drivers to carry a CDL to drive them for the Carrot Express
- 2018 Cibola County agreed to partially fund the Carrot Express for half of what they initially agreed to in previous years for FY 2019
- 2018 The Carrot Express was able to decrease the funding for Bluewater Village to \$4.00 and San Rafael and Mt. Taylor to \$3.00 due to the help from Cibola County.
- 2018, October – The Carrot Express introduced hybrid stops into their services. The hybrid stops offers an alternative trip to the community.

**Area and populations served:**

## Description of Service Area

<b>Ethnicity Category</b>	<b>Population</b>	<b>%</b>
Black	275	1
Hispanic	9934	36.5
Asian or Pacific Islander	149	0.05
American Indian or Alaskan Native	5469	20
White	11,386	42.45
Other		
	27213	100

$$= \text{TOTAL} * -$$

<b>%</b>	<b>Population</b>	<b>Seniors &amp; Persons with Disability Category</b>
13.8	3751	Seniors (no disability)
5.4	1473	Persons with Disabilities (including seniors)
80.8	21,989	Other (everyone else)
100	27213	

\*These statistics are from the 2016 US Census\*

## Population

<b>Milan</b>	3,255
<b>Grants</b>	9,241
<b>Bluewater</b>	628
<b>San Rafael</b>	1055
<b>Cibola</b>	
<b>County</b>	27,487

\*The population statistics for cities is from July 2016 NM Demographics by Cubit\*



**Trips Counts**

<b>FY 17</b>		<b>FY 18</b>		<b>FY 19</b>	
Oct-16	575	Oct-17	1145	Oct-18	1698
Nov-16	576	Nov-17	880	Nov-18	
Dec-16	700	Dec-17	1209	Dec-18	
Jan-17	789	Jan-18	1533	Jan-19	
Feb-17	777	Feb-18	1377	Feb-19	
Mar-17	815	Mar-18	1251	Mar-19	
Apr-17	819	Apr-18	1237	Apr-19	
May-17	1082	May-18	1596	May-19	
Jun-17	1191	Jun-18	1478	Jun-19	
Jul-17	969	Jul-18	1092	Jul-19	
Aug-17	932	Aug-18	1245	Aug-19	
Sep-17	1025	Sep-18	1517	Sep-19	
Total:	10250		15560		1698



	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018	TOTALS:
Medical	36	31	75	65	31	12	17	28	24	12	28	25	384
Other Medical	85	62	71	67	58	55	51	71	59	52	57	43	731
Government	24	39	75	56	74	81	44	95	81	72	55	40	736
Work	90	63	107	90	59	51	39	86	59	79	68	52	843
Misc	34	14	62	58	123	30	45	96	128	84	101	161	936
Shopping	76	43	140	105	125	105	89	158	120	117	95	46	1219
Senior Center	45	21	24	36	24	28	34	25	46	24	18	17	342
Home	314	204	337	353	302	278	224	319	300	289	255	206	3381
NMSU	33	15	8	22	27	33	27	38	37	29	18	13	300
Library	3	2	1	11	8	6	2	10	10	12	16	2	83
Students	364	354	277	661	534	560	652	670	44	2	516	692	5326
After School Programs	41	32	32	9	12	12	13	0	570	320	12	0	1053
Bus Stops	0	0	0	0	0	0	0	0	0	0	6	220	226
Totals:	1145	880	1209	1533	1377	1251	1237	1596	1478	1092	1245	1517	15560
ADA Passengers	168	156	130	154	85	90	76	95	119	81	74	99	1327
Veteran Passes	0	0	0	57	70	64	72	93	79	48	85	70	638

\*Medical = Dr, Eye, Hearing, Dentist, Hospital. \* \* Other Medical = Therapy, Counseling, Dialysis, Pharmacy\* \*Government = ISD, Court, Bank, Food Pantry, HUD, Cap Office, MVD, Post Office\* \*Home includes those staying in hotels and at the Shelter\* \*Misc trips = Pool/Computer lab, Park, School Bus Depot, , Daycare, Good Sam, Mining Museum, Pool, Loan Companies, Volleyball, Church \*Shopping includes paying bills, Laundry, Loan CO, Restaurant, Insurance Co's, Car Repair, Grey Hound, Car Dealerships, Bowling Alley, Theatre \* \*After School = Mesa, Tutoring, Cheer\*

## Carrot Express Trips

FY 2018	Trips	Total Miles for the month	Bus Hours	No Shows:	Cancel	Bus Pass	Fare	Hikers	Special Events
October	1145	6,122	269	48	138	737	\$326.00	0	0
November	880	4,243	187	36	107	705	\$355.50	0	0
December	1209	6,781	301	36	112	674	\$620.50	0	0
January	1533	7,134	310	51	97	1134	\$484.00	0	0
February	1377	6,456	288	38	94	1005	\$312.30	0	0
March	1251	6,368	273	30	110	1049	\$312.85	0	0
April	1237	5,335	233	22	59	1038	\$564.95	27	0
May	1596	7,114	313	51	79	1326	\$254.90	201	0
June	1478	5570	272	25	99	1288	\$330.80	45	0
July	1092	5575	250	32	103	888	\$399.55	0	0
August	1245	6351	294	28	95	1017	\$1,289.50	0	0
September	1517	6066	311.5	22	66	1130	\$380.55	0	82
Totals	15560	73,115	3,301	419	1,159	11,991	\$5,631.40	273	82

Fares include purchased Passes.

Passes include free trips.



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# ***Marketing Plan***

## ***for The Carrot Express (CTA)***



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### **Introduction**

This Marketing Plan will serve as a companion to the Service Plan component of the Carrot Express (CTA (Cibola Area Transit)) Transit Plan for Grants/Milan and unincorporated areas of Cibola County. It has been developed based on the market research and outreach conducted in support of the Carrot Express (CTA) project and includes a coordinated set of strategies for insuring the success and maximizing the productivity of the revised service plan.

### **Marketing Objectives**

The strategies included in this plan are designed to pursue objectives consistent with those of the service plan. The primary goal is to increase ridership and productivity of all Carrot Express (CTA) services. In pursuit of that goal, the Marketing Plan will address a number of specific objectives:

### **SWOT Analysis**

#### **➤ Strengths**

Public transportation has a lot of strengths and they continue to grow as the need for public transportation arises. Accessibility for everyone who needs the services plays a crucial role in the public transportation sector. Independence is given to those who do not have it due to the restricted availability of transportation whether it be from not having a vehicle of their own to not being able to drive. In our organization (The Carrot Express) we are constantly increasing our ridership each month as more and more people are realizing that we are public transportation for everyone and not just for non-emergency medical transportation. For the small area that we are in we are averaging around 1200 trips a month.

Another area of strength is our customer service, the dispatcher alone tries to accommodate for everyone's transportation needs as they come in. The drivers are not just considered drivers, they are counselors and confidants and friends to their passengers. There are times when certain passengers have no family, and no one visits them, and they rely on the empathy and compassion that our drivers offer. One of the other strengths that I wanted to



discuss was the relationship with stakeholders. Everyone plays a stakeholder role in public transportation from the people who ride, to the employees and the ones who support it with funding.

#### ➤ **Weaknesses**

There are a few weaknesses but to name a few are the ones that can have a lasting effect on public transportation. In our area the geographic location comes with limitations. For example, we cannot go on the Indian Reservations unless we have permission every time, therefore we do not service those areas. The other part is we cannot service the whole county only parts of it due to limited funding. Limited Funding is another problem for transit everyone and plays a major role in the weakness of transit. It takes money for transit to stay operational. The amount of money public transportation takes in on fares is nowhere near enough to keep transit fully operational. So, most transit departments rely on grant money for the state and local entities. There is some money out there from the federal government, but not all transit agencies qualify. Limited funding and limited resources are a big weakness for transit because transportation is usually one of the first organizations to be cut from funding when the budget is an issue.

Most transit agencies cannot come up with long-term strategies since they rely on funding and there are times when funding is not an option. It is hard to make long-term goals when an organization does not know if they will be in operation in the future. Another weakness is the fact that most people do not understand the importance of public transportation and the fact that in some cases public transportation is a necessity, a way of life for people without transportation.

#### ➤ **Opportunities**

Public transportation offers many opportunities to the citizens in the community as well as for the organizations and entities. Infrastructure is always an important discussion when it comes to communities and with public transportation, it plays an essential role to infrastructure. Another important opportunity that public transportation offers is mobility. Mobility to those who are disabled, mobility to those who are without their own transportation and mobility to working parents who do not have another way to get their kids to after school or sports programs. Transportation can offer many attributes to the public sector and communities. If people do not have transportation to specialists out of their community then transportation has the opportunity to offer connecting rides with other transportation departments. Connecting rides can provide the ability for the public to get to other areas in their state, especially if they have no other way to get there.

One of the things that people discussed in our surveys was the fact that they want us to expand our hours as well as routes. Our service offers demand response which is scheduled based rides, Monday – Friday from 7:20 am – 4:20 pm. The people who ride our buses are needing extended hours, so they can get to and from work and they are also asking for weekend rides, so they can get to and from work. If our organization was to add new routes it would have to be bus stops because at this time we do not have any bus stops and the more people we pick up, the more we are seeing that demand response and bus stop routes will be useful.

#### ➤ **Threats**

There are a lot of threats that can affect public transportation in a devastating way. Constrained Financial Support along with the competition for funding impacts public



transportation in a negative way. There either is not enough funding to go around or the other organizations wanting funding as well can threaten the outcome for public transportation. There will never be enough money to share out of the same pot and every funding opportunity will be looked at as which one is important and which one the community can do without.

Fleet size is a threat for our services because we only have three busses running for a county that has over 27,000 people living in it. "Cibola County, NM is the 17th most populated county in New Mexico". (U.S. Census, 2016) Cibola County is considered a poor county that rates 26.9% in poverty. The fact that there are so many people who are considered in the poverty factor do not have a vehicle and they have no one to help them when it comes to getting to and from where they need to go.

Lack of public/government involvement also threatens public transportation, like in our county, most of the public officials have no involvement in public transportation other than funding (if they offer funding). In our county not one public official has ridden our buses and got to know how our service works and the type of people we take to and from where they need to go. The people who do not need public transportation are not aware of the impact it has for those who rely solely on the services.

## SWOT Analysis (Visual)

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Independence</li> <li>• Growing Ridership</li> <li>• Customer Service</li> <li>• Relationship with stakeholders</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>• Geographic Area</li> <li>• Limited Resources</li> <li>• Limited Funding</li> <li>• Lack of long-term strategies and support</li> <li>• Perception of using public transportation</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Mobility</li> <li>• Connecting/Transfers</li> <li>• New hours/routes</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>• Constrained Financial Support</li> <li>• Fleet Size</li> <li>• Lack of Public Involvement</li> <li>• Lack of Local Government Support</li> <li>• Competing for funding</li> </ul>

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# ***Enhance Ease of Use***

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One of the most important marketing objectives for The Bus is to make the system easier for new users to understand and navigate. This objective should be pursued through a combination of streamlined routing and schedules, an improved passenger information program and a systemwide signage program.

## **Increase Awareness and Enhance Image of The Bus Services**

The more highly aware the population is of public transit's availability and what it offers, the more likely they are to consider it as an alternative when a need arises. This plan will include strategies to increase overall visibility of the transit network and to make potential riders more aware of what services are available and how to access them. In addition, it will address ways to enhance the system's image through branding and realistic communication of how transit benefits the communities of the Grants/Milan and unincorporated areas of Cibola County.

## **Educate Gatekeepers**

Gatekeepers for key target markets, such as New Mexico State University, social service agencies and disability support organizations, are an important marketing channel for The Bus. Staff persons at these organizations are often charged with identifying transportation options for their constituents and can serve as a "sales team" for transit if they are well educated about transit services and how they work.

## **Promote Ridership Among High Potential Targets**

Encouraging new riders to try transit should be pursued through a combination of community wide communications and targeted marketing focused on key potential rider segments. One of the community wide events that the Carrot Express offers is the free rides to the drive through flu clinic. Another community wide event the Carrot Express offers is the free rides for the Veterans Memorial. The Carrot Express anticipates that there will be more community events that the bus services plan on becoming a part of in the future.

## **Build Customer Relationship**

Rider satisfaction, retention and increased frequency of use will contribute to overall ridership growth. Opportunities for building a stronger customer relationship include traditional customer service strategies and attractive fare media, as well as use of new media such as social media and the system website.

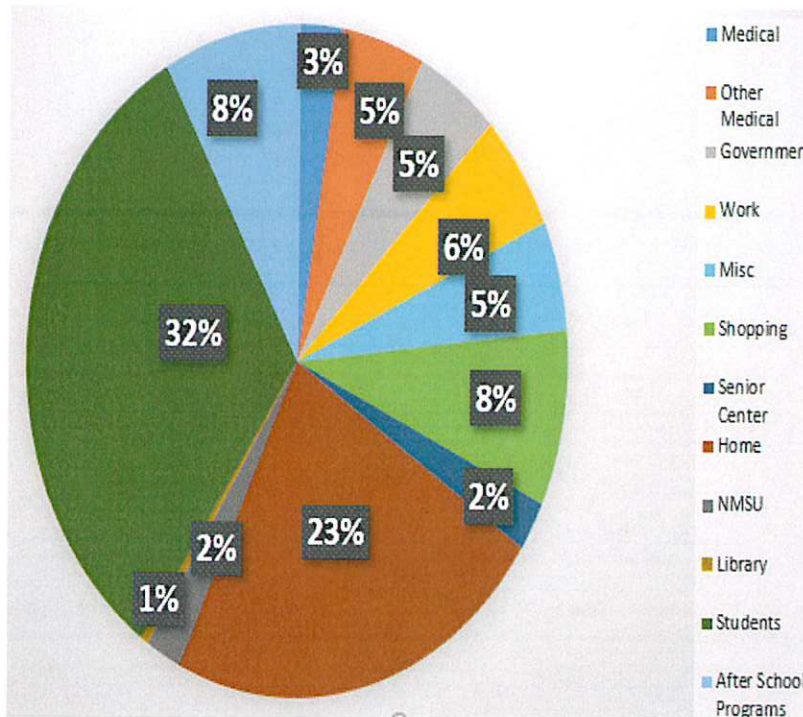


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# Target Markets

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## Current Ridership October 2017 – July 2018



The previously prepared Summary of Findings provides a detailed profile of transit riders in the Grants/Milan and unincorporated areas of Cibola County. In summary, The Bus riders can be described as follows:

- MEDICAL - Dr, Eye, Hearing, Dentist, Hospital
- OTHER MEDICAL - Therapy, Counseling, Dialysis, Pharmacy
- GOVERNMENT - ISD, Court, Bank, Food Pantry, HUD, Cap Office, MVD, Post Office
- WORK – Those passengers going to work
- MISC - Pool/Computer lab, Park, School Bus Depot, , Daycare, Good Sam, Mining Museum, Pool, Loan Companies, Volleyball, Church
- SHOPPING - paying bills, Laundry, Loan CO, Restaurant, Insurance Co's, Car Repair, Grey Hound, Car Dealerships, Bowling Alley, Theatre
- SENIOR CENTER – Those trips to the senior center and for senior commodities
- HOME – Passengers using these services to go home from work, NMSU, Shopping and many other places.
- NMSU
- LIBRARY
- STUDENTS – To and from schools in the Grants Cibola County Schools that have no other means of transportation
- AFTER SCHOOL PROGRAMS – MESA, CHEER, Sports Programs, Tutoring, Daycare

- DISABLED RIDERS – 8% are ADA passengers
- VETERAN RIDERS – 6% are veteran passengers

These are the high demand areas for potential riders in the Grants/Milan and unincorporated areas of Cibola County.

Many of the strategies detailed in the next section of this plan are broad communication efforts which address all or many of these target groups. Others are highly customized efforts to address specific audiences with appeals and information particularly relevant to their needs.

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## ***Marketing Strategies***

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### **Enhance Ease of Use**

One of the greatest barriers to transit use is that it requires thinking...it's much harder than driving or asking someone for a ride. To overcome this barrier the Carrot Express (CTA) needs to make public transit as easy to understand and use as possible.

This begins with creating a demand response and route structure that is clear and navigable. That effort is underway with the alternatives analysis. Next, we must provide trip planning information in a form that is familiar and intuitive – not requiring potential users to “learn” to use the system through multiple sources and trial and error. That should be the top priority of the marketing program.

### **Current Passenger Information & Signage Programs**

According to current riders, you must learn to use The Bus system through a combination of asking drivers or other riders and trial and error. The plan for the Carrot Express (CTA) is to provide information that is easy to use as well as navigate.

### **Printed Information**

- The customer tri-fold is easy to read and describes all relevant passenger information
- An updated system map, in print form, has not been available for some time. There is a plan in place to update the maps and have them added to the website.
- Schedules are being created to reflect the new route services.

### **Website**

- The website is easy to access and has all the necessary information needed for passengers to get a better understanding of our services, how they work, and the fare structure.
- The current website is quite comprehensive and well organized. There are a few additions to the website which would dramatically increase its usefulness.



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# ***Recommended Strategies***

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- It is highly recommended that Carrot Express (CTA) become part of Google Transit and make the trip planner form a central element of its website homepage. An example of a transit website which features both a trip planner and bus stop lookup on its homepage is at [www.cumtd.com](http://www.cumtd.com).
- Fare Calculator A final feature which needs to be added to The Bus website is a simple fare calculator that would allow a person to determine the fare from community to community. If purchasing an All-Day Pass is the least expensive way to make the trip, that is the response that should be returned.

## **Increase Awareness and Enhance Image of the Bus Service**

### **Branding**

Branding is marketing at its most basic as it is how we identify a product, or anything associated with it. The key to effective branding is consistency.

### **Campaign for Roll Out of System Changes**

- New Routes (to go along with Demand Response)
- Increased base Fares
- Trip Planner
- Community Wide Partnerships

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# ***On-Going Advertising***

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### **Creative Approach**

- While funds for media advertising will be limited, as they are available it is important that they be used effectively. Carrot Express (CTA) has attempted to show the diversity of people using transit through the use of “people” photos on our Facebook Page, website and in our office.
- Another effective approach would be to focus on the trips that can be easily made using transit.
- The Bus might for example create ads that feature:
  - The communities which are connected by The Bus.
  - Economy and convenience of riding The Bus.
  - Ease and economy of traveling between stops.
  - Demand Response Services

## **Advertising for The Bus needs to convey three important points:**

- The benefits which the transit service offers potential users – economy, reliability, convenience, ease of use and environmental benefit.
- The fact that “people like you” are already riding the system and benefiting from it.
- A call to action that is easy to follow – e.g. using Google Transit to plan a trip.

## **Surveys**

One way to accomplish this is by using actual transit users to tell why and how they use transit. By identifying and involving current users who are demographically similar to the target groups you hope to attract, you can convey the information in a very credible, relevant manner.

## **Media**

- Local Newspapers – Cibola Citizen and Gallup Independent
- KMIN Radio
- 7 Cities Productions
- Community Websites - <http://www.villageofmilan.com/departments/transit/index.php> and <https://www.cityofgrants.net/cibola-transit-authority>

## **Inform Gatekeepers**

Many organizations serve as gatekeepers for potential transit riders. These include social service agencies, schools and colleges, youth programs, support organizations for the disabled and medical services. These organizations, and particularly their front-line employees, are often charged with identifying transportation options for getting their clients to programs, appointments, training, classes, interviews and jobs. As a result, they have the potential to serve as “salespeople” for public transit. In interviews conducted as part of the outreach for public transportation in our area, it was noted that many such gatekeepers are eager for more information and more interaction with the Carrot Express (CTA), so that they can better educate their constituents about how transit can meet their transportation needs. To capitalize on this potential, the Carrot Express (CTA) should consider the following three element program:

## **Establish and Maintain Gatekeeper Network**

Create a list of gatekeeper contacts that can be reached via e-mail. This list should include:

- Social Service Agencies
- Disability Support Programs
- Secondary Schools v Colleges and Vocational Schools
- Senior Centers and Senior Complexes
- Youth Programs v Medical Clinics



These individuals are provided with regular updates about changes in transit services and programs. When appropriate, E-mails can include an 8 ½" X 11" PDF flyer for printing and posting or distributing to co-workers and/or clients.

## **Conduct Travel Training with Gatekeeper Staff**

Many gatekeepers are not familiar with the transit system and have trouble planning trips for their constituents. They welcome the idea of transit travel training for their staff people – an overview of the transit network and how it works, combined with detailed guidance on trip planning and the opportunity for an interactive discussion and Q&A session. Travel training sessions can be delivered in various ways:

- Organization specific staff meetings v Social service council meetings
- Meetings hosted by the Carrot Express (CTA) to which various individuals are invited
- As a webinar in which a variety of organization are invited to participate

## **Provide Tools for Use in Travel Training Constituents**

- Transit displays for lobbies at social service offices, clinics and other high traffic locations.
- Supplies of passenger guides.
- Customizable PowerPoint presentation about how to use the transit system and plan trips.
- Customized handouts, posters or articles for distribution through internal channels.

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# ***Promote Ridership among High Potential Targets***

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The more specific and targeted a marketing appeal is, the more likely it is to generate behavior change. This is especially true in public transit, where a high level of information is required before a potential customer “tries” the product. If we provide potential riders with information and appeals that are relevant to their needs, we are more likely to capture their attention and get them to consider transit as an option.

By working in partnership with “gatekeepers” for key market segments, there are opportunities for the Carrot Express (CTA) to implement highly targeted promotional efforts to generate increased ridership among key potential target groups. A few of these are obvious and can be implemented immediately. Others will require the development of relationships with relevant gatekeepers.

## **Outlying Communities**

The Bus serves several small communities with a small population bases. It would be ideal if each of these communities could have several locations where a transit information display is

placed and maintained. This might be a market, a post office, a community center or some other highly frequented location within the community. This would serve to establish greater visibility for the Carrot Express (CTA), as well as making transit information easier to access.

## **Other Targeted Programs**

Other target segments offer potential for targeted programs IF appropriate relationships can be developed with gatekeepers for these segments. For example:

- Grants/Cibola County school students are a natural target for direct marketing through the schools – both to encourage commute ridership and summer ridership for recreation.
- Senior Citizens who attend activities at the Senior Centers or live in senior specific apartment complexes which are served by transit can be targeted with transit information displays, customized information materials and personal presentations.

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# ***Build Customer Relationship***

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## **Social Media**

Social media offers an opportunity for a transit system to establish a more personal relationship with its customers. The Carrot Express (CTA) is already using Facebook to communicate timely messages to riders who follow them. The Carrot Express (CTA) may wish to consider establishing a Twitter account to provide an opportunity for two-way communication. This would be particularly useful in advance of the service change as it would allow riders to ask questions and provide feedback on the new system design. During future planning efforts, having a regular Facebook fan base can aid efforts to recruit participation in public workshops and outreach efforts.

## **Customer Service**

The Carrot Express (CTA) website includes an e-mail link and phone numbers for questions and comments.

## **Fares**

Fares and fare media are an important part of The Carrot Express (CTA)'s relationship with its customers. They are also, of course, a critical component of the average fare equation and the farebox recovery ratio. Here we will discuss the current fare media and the spectrum of fare media most likely to meet the needs of The Carrot Express (CTA)'s various ridership segments. The final pricing of these media will need to be determined based on their likely impact on average fare and farebox recovery.



- Fares are paid by cash
  - 75¢ per one-way trip per person
  - \$7.00 round trip for Bluewater Village Trips
  - \$5.00 round trip for San Rafael and Mt Taylor Addition trips
  - 30¢ per student trip
  - Veterans Ride Free
  - Care takers Ride Free
- Passes are paid by cash or check
- Passes are:
 

<ul style="list-style-type: none"> <li>○ 60-ride pass for \$30.00</li> <li>○ 20-ride pass for \$15.00</li> <li>○ All day pass for \$2.00</li> </ul>	<ul style="list-style-type: none"> <li>○ Student pass for \$40.00</li> <li>○ Summer pass for \$15.00</li> </ul>
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## Recommended Changes to Fares

- Multiple Rider Discount
- Community Program Discounts

## Fare Sales Outlets

- In the Carrot Express (CTA) Office
- All day pass can be purchased from bus driver and a voucher is given
- Possible Work Pass

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# *Marketing Strategies for Consolidation*

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## Branding

- The Carrot Express (CTA) has its own brand, however bus color would be something to change for any new and incoming buses to reflect the uniqueness of the public transportation and separate it from other entities with similar color and style buses.

*\*This concludes the Marketing Plan for the Carrot Express (CTA). The plan was partially adopted from Merced County (prepared by TRANSIT marketing LLC at <https://www.mercedthebus.com/DocumentCenter/View/27/Volume-2-Marketing-Plan>) and adjusted to meet the needs of the Carrot Express (CTA)'s unique marketing plan needs. \**

## FY 2017

Location	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
San Rafael	16	23	22	25	28	14	10	12	25	8	67	132	382
Bluewater	1	4	9	17	8	14	8	22	35	8	7	14	147
Tumbleweed	34	30	35	32	33	44	24	31	20	30	36	26	375
Sundowner	0	0	0	2	13	5	7	13	11	1	0	0	52
Thunderbird	0	0	0	0	0	1	0	0	2	0	0	0	3
Ralph Card Rd	0	0	0	23	38	46	39	39	42	39	35	8	309
2409 W Hwy 66	0	0	0	0	0	0	0	0	6	8	13	8	35
Mt Taylor Addition	1	1	2	1	3	0	3	26	14	7	1	4	63
Casa San Jose	8	6	1	7	18	24	20	14	23	15	20	7	163
Magistrate	0	0	0	0	1	0	1	1	5	0	0	1	9
Penny Lane	0	0	0	0	0	3	0	0	6	0	2	0	11
Golden Acres	28	21	20	22	27	13	10	3	4	0	0	0	148
1935 W Hwy 66	0	0	0	0	0	0	0	0	2	4	1	0	7
Skyway	13	13	18	17	19	20	12	12	0	2	3	0	129
Zuni/Acoma Trailhead	1	0	0	0	0	0	0	0	0	0	0	0	1
San Mateo Rd	0	1	1		0	0	0	1	0	0	0	0	3
Forest Park Rd	0	2	2	1	1	0	0	0	0	0	0	0	6
McBride	0	0	0	2	4	2	0	0	0	0	0	0	8
Sky City	0	0	0	6	0	0	0	0	0	0	0	0	6
County Rd 25	0	0	0	0	0	14	0	0	0	0	0	0	14
770 Hwy 605	0	0	0	0	0	0	1	0	0	0	0	0	1
Mt Taylor Trailhead	0	0	0	0	0	0	0	12	6	0	0	0	18
Ice Caves	0	0	0	0	0	0	0	4	0	0	0	0	4
<b>TOTALS</b>	102	101	110	155	193	200	135	190	201	122	185	200	1894



**FY 2018**

<b>Location</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Total</b>
San Rafael	158	231	128	265	242	253	253	254	0	0	224	308	2316
Bluewater	10	10	11	3	0	0	0	0	0	32	8	7	81
Tumbleweed	38	30	26	31	24	34	18	26	20	21	21	13	302
Ralph Card Rd/Stanley Card Rd	0	0	3	2	0	0	0	0	0	0	0	0	5
2409 W Hwy 66	37	18	28	40	20	26	41	29	29	22	9	23	322
Mt Taylor Addition	2	0	3	0	0	0	0	0	32	0	1	0	38
Casa San Jose	14	4	3	1	6	3	16	9	6	8	5	5	80
Magistrate	2	1	1	11	3	3	4	3	2	4	6	0	40
1935 W Hwy 66	1	1	3	0	0	0	0	0	6	1	8	34	54
Camino Silvestre	0	0	0	0	0	0	0	0	0	1	1	0	2
Camino De Mirable	0	0	4	0	3	4	3	4	8	22	16	4	68
Haystack Rd	0	0	0	0	0	0	0	0	0	0	22	30	52
HWY South 53	0	0	0	3	0	0	0	0	0	0	0	0	3
Cibola Sands Loop	0	0	0	0	0	0	0	0	0	0	0	8	8
Canyon)	0	2	2	5	7	8	4	6	6	2	0	0	42
Zuni/Acoma Trailhead	3	0	0	0	0	0	0	0	0	0	0	0	3
Mt Taylor Trailhead	0	0	0	0	97	0	6	9	0	0	0	0	112
El Morro	0	0	0	0	0	0	0	0	0	0	0	16	16
<b>TOTALS</b>	<b>265</b>	<b>297</b>	<b>212</b>	<b>361</b>	<b>402</b>	<b>331</b>	<b>345</b>	<b>340</b>	<b>109</b>	<b>113</b>	<b>321</b>	<b>448</b>	<b>3544</b>

## FY 2019

[illegible]



# NEW ITEMS 10 b.

Carrot Express-No backup for Appointment of 2  
New Board Members

# NEW ITEMS 10 c.

Vacate Sky Mountain Subdivision Plat

**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



Kate Fletcher  
County Manager

12/4/2018

**Summary of Plats Presented to County Commission for Approval**

**1.) Second vacation and replat of Sky Mountain Ranch Subdivision**

**Purpose of plat**-To vacate lots, drainage easements, and road right of ways within the exterior boundary of Sky Mountain Ranch Phase 1 subdivision to the extent shown on the plat (attached)

Mapping Recommendation: The plat meets the requirements for Vacation of Subdivision under Ordinance # 15-02 An Ordinance relating to the Subdivision of Land in Cibola County New Mexico. Proof of Taxes paid in Advance and receipt of the Vacation of Plat fee payments are also enclosed. Submission deemed complete. Recommend approval.

A handwritten signature in black ink, appearing to read "Anna Larson".

Anna Larson

GIS Mapping/ Planning

(505) 285-2555



## CIBOLA COUNTY SUBDIVISION REGULATIONS APPLICATION FOR VACATION OF PLAT APPROVAL

### INSTRUCTIONS

Print or type clearly. Use additional sheets if necessary. All required attachments shall be submitted with this application form. Incomplete or inaccurate applications may delay decision dates. The completed application package must be submitted to the appropriate County staff person, by the Owner or a designated agent and shall be in compliance with the requirements of the Cibola County Subdivision Regulations. Each application must be accompanied by the required administrative fee.

### APPLICANT INFORMATION

1. Name, Address and Phone Number

507 383 1067

Gregory Jensen 111 E. Clark St, Albion MN 56007

Signature Gregory Jensen Date Nov 28 2018

### SUBDIVISION INFORMATION

3. Location of Subdivision (attach map if necessary) Sec 9+10 T11N R14W
4. This is a: Partial Vacation X Full Vacation \_\_\_\_\_
5. Number of lots to be vacated: 20; Total acreage of lots to be vacated: 906.50 acres;
6. Municipal planning and platting jurisdiction (if applicable): N/A

### SUPPLEMENTAL INFORMATION

7. A title report from a local abstract company showing all owners of record of parcel(s) to be vacated
8. Where only a portion of the subdivided land is to be vacated the names of those owners of record within the remainder of the subdivided land shall be provided.
9. A map or plat detailing the area involved, a new survey or re-plat with the revised legal description for the parcel(s).
10. At least twenty-one (21) days before the proposed meeting, all owners of record of property, including holders of easements, within the subdivision to be vacated, and all owners record of immediately contiguous property to the subdivided land to be vacated shall have been notified by mail of the proposed vacation, and the date, time and place of the public meeting at which the vacation will be considered by the Board of County Commissioners.
11. The County Assessor's Account number(s) for the parcel or parcels.
12. Parcel tracking sheet setting out property taxes paid in advance

I certify that the information provided by me in this Application for Vacation of Plat Approval is true and correct and that all documents attached to or enclosed with this Application are originals or true, complete and correct copies of the originals.

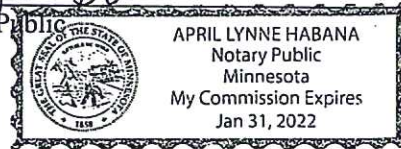
Signature

This Application for Vacation of Plat Approval was SUBSCRIBED AND SWORN to before me on November 28, 2018.

My Commission Expires:

1-31-2022

Notary Public



\*\*\*\*\*

PROCEDURAL INFORMATION (to be completed by County Staff)

12. Date application received by County: 12/4/18 (fee paid? 250.00)

Signed Ana Farsi

13. Date Vacation of plat deemed complete: 12/4/18

Signed Ana Farsi

14. Date of public meeting before the Cibola County Commission:

\_\_\_\_\_

15. Date Vacation of plat filed with County Clerk: \_\_\_\_\_



Receipt Number: R00004680

Cashier Name: Nancy Homra-Jewell

Terminal Number: 5

Receipt Date: 12/4/2018 12:02:55 PM

**Transaction Code: Misc - Micellaneous Receipts**

Product: 401 - Subdivision Fees

Units:

**Name: SUB FEE'S/GREGORY JENSON**

**\$250.00**

0.00 Amount: 250.00

**Total Balance Due: \$250.00**

Payment Method: Check

Reference: 4375

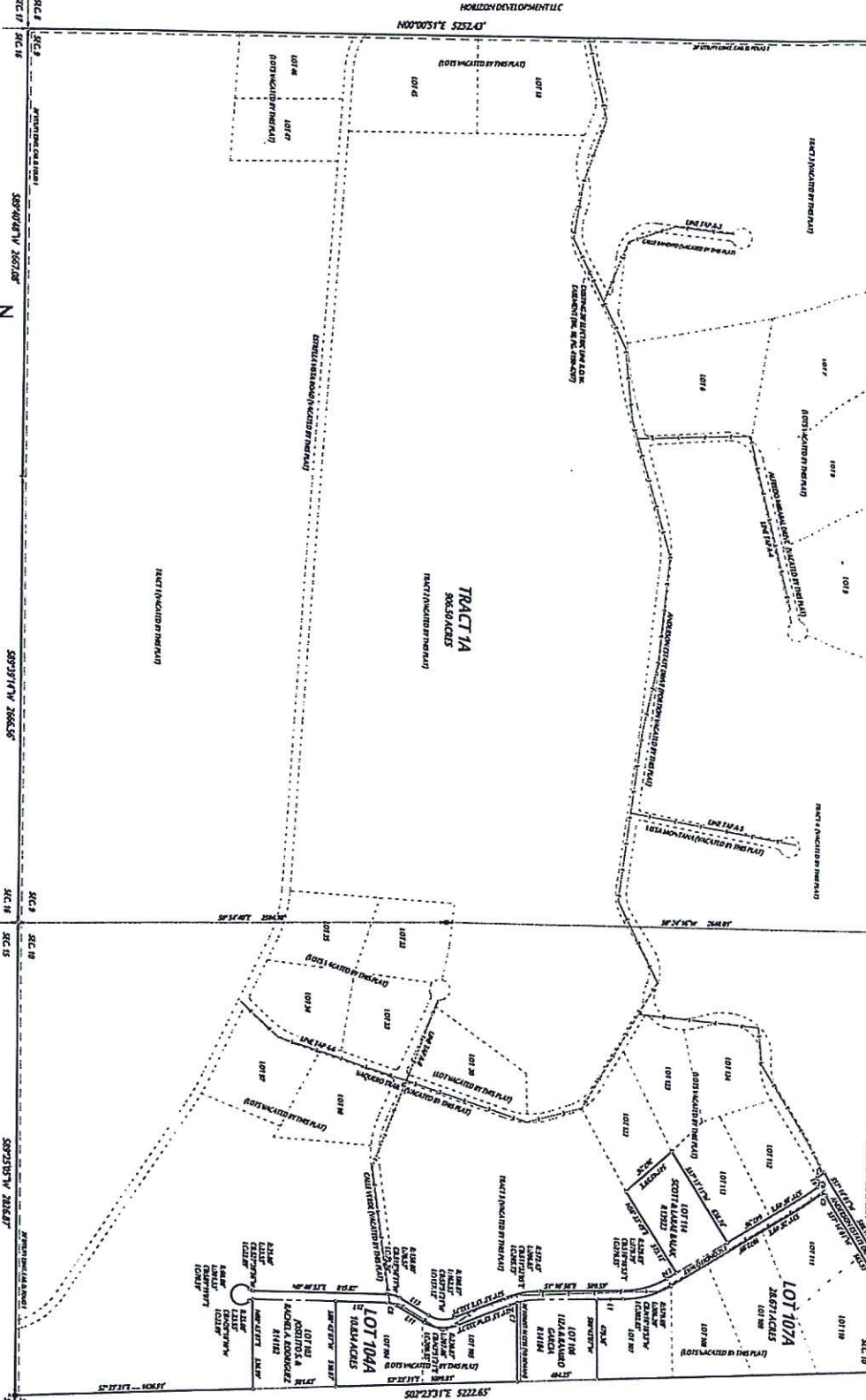
Amount: \$250.00

**Total Payment Received: \$250.00**

**Change: \$0.00**



SECTION 9, TOWNSHIP 11 NORTH, RANGE 14 WEST, N.M.P.M., CIBOLA COUNTY, NEW MEXICO



PROPERTY CORNER

Line #	Length	Bearing
117	200.00'	N 89° 45' 48" W
118	210.00'	N 89° 45' 48" W
119	200.00'	N 89° 45' 48" W
120	210.00'	N 89° 45' 48" W
121	200.00'	N 89° 45' 48" W
122	210.00'	N 89° 45' 48" W
123	200.00'	N 89° 45' 48" W
124	210.00'	N 89° 45' 48" W
125	200.00'	N 89° 45' 48" W
126	210.00'	N 89° 45' 48" W
127	200.00'	N 89° 45' 48" W
128	210.00'	N 89° 45' 48" W



Legend

Symbol	Description
+	Section Corner
+	Property Corner
+	Survey Line
+	Survey Line
+	Survey Line
+	Survey Line
+	Survey Line
+	Survey Line
+	Survey Line
+	Survey Line
+	Survey Line

**SECOND VACATION & REPLAT OF Sky Mountain Ranch- Phase 1**

situated in Sections 9 & 10, Township 11 North, Range 14 West, N.M.P.M., Cibola County, New Mexico.

Corner Data

Corner	Length	Bearing	Area
C1	110.00'	N 89° 45' 48" W	110.00'
C2	110.00'	N 89° 45' 48" W	110.00'
C3	110.00'	N 89° 45' 48" W	110.00'
C4	110.00'	N 89° 45' 48" W	110.00'
C5	110.00'	N 89° 45' 48" W	110.00'
C6	110.00'	N 89° 45' 48" W	110.00'
C7	110.00'	N 89° 45' 48" W	110.00'
C8	110.00'	N 89° 45' 48" W	110.00'
C9	110.00'	N 89° 45' 48" W	110.00'
C10	110.00'	N 89° 45' 48" W	110.00'

**NOTES**

1. THIS SURVEY WAS MADE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF LAND SURVEYORS, NEW MEXICO.
2. THE SURVEY WAS MADE BY THE SURVEYOR, JAMES H. HARRIS, JR., AND HIS ASSISTANTS, AND WAS FOUND TO BE CORRECT BY THE BOARD OF LAND SURVEYORS, NEW MEXICO.
3. THE SURVEY WAS MADE ON THE 15TH DAY OF MAY, 1988, AND WAS FOUND TO BE CORRECT BY THE BOARD OF LAND SURVEYORS, NEW MEXICO.
4. THE SURVEY WAS MADE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF LAND SURVEYORS, NEW MEXICO.
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10. THE SURVEY WAS MADE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF LAND SURVEYORS, NEW MEXICO.

**WITNESSES**

James H. Harris, Jr.  
Surveyor

James H. Harris, Jr.  
Surveyor

**DEED RECORDS**

DEED RECORDS, NEW MEXICO

DEED RECORDS, NEW MEXICO

**DEED RECORDS**

DEED RECORDS, NEW MEXICO

DEED RECORDS, NEW MEXICO

**DEED RECORDS**

DEED RECORDS, NEW MEXICO

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**DEED RECORDS**

DEED RECORDS, NEW MEXICO

DEED RECORDS, NEW MEXICO

**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



**Kate Fletcher**  
County Manager

10/25/2018

Ramiro and Liza Garcia  
706 W. Virginia Ave  
Phoenix, AZ 85007

Dear Sir:

At the request of Gregory Jensen, the Cibola County Administrative Offices will be reviewing for approval, an application to vacate most of the remaining lots located within Sky Mountain Ranch Subdivision, situated within sections 9 & 10, township 11 north, range 14 west. The majority of the subdivision will be vacated including most previously platted subdivision roads. The remaining three land owners lots will remain within the subdivision and the access road to these lots will remain. Please see the attached map.

Cibola County Ordinance 15-02 requires that all contiguous property owners be notified of the proposed changes to allow for public comment. Please direct any written comments to Cibola County Planning, ATTN: Anna Larson, 700 Roosevelt Ave Suite 50, Grants, NM 87323 or by e-mail at [alarson@co.cibola.nm.us](mailto:alarson@co.cibola.nm.us).

The plat will be submitted to the Cibola County Commission for final approval at the regularly scheduled public meeting on December 17<sup>th</sup>, 2018.

Thank you,

Anna Larson  
GIS Mapping/ Planning  
(505) 285-2555

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Sent To <u>Ramiro + Liza Garcia</u>	
Street, Apt. No., or PO Box No.	
City, State, ZIP+4 <u>Phoenix</u>	
PS Form 3800, August 2006	
See Reverse for Instructions	

7007 0220 0002 4754 3384



**SENDER: COMPLETE THIS SECTION**

- ☐ Complete items 1, 2, and 3.
- ☐ Print your name and address on the reverse so that we can return the card to you.
- ☐ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Kamro + Liza Garcia  
706 W. Virginia Ave  
Phoenix, AZ 85007



9590 9402 1617 6053 8144 71

2. Article Number (Transfer from service label)

7007 0220 0002 4754 3388

PS Form 3811, July 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

- A. Signature ☒ Agent ☐ Addressee
- B. Received by (Printed Name) LIZ GARCIA C. Date of Delivery 10-31-18
- D. Is delivery address different from item 1? ☐ Yes ☒ No  
If YES, enter delivery address below:

**3. Service Type**

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail (over \$500)
- ☐ Insured Mail Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☒ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt



**Cibola County Commission**

Robert J. Armijo, Chairman  
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Jack P. Moleres, 2<sup>nd</sup> Vice-Chair  
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**Cibola County**  
**700 E. Roosevelt Ave., Suite 50**  
Grants, New Mexico 87020  
Phone (505) 287-9431 – Fax (505) 285-5434



**Kate Fletcher**  
County Manager

10/25/2018

Scott & Larae & Christopher Balak  
1436 S 230<sup>th</sup> Ave  
Buckeye, AZ 85326

Dear Sir:

At the request of Gregory Jensen, The Cibola County Administrative Offices will be reviewing for approval, an application to vacate most of the remaining lots located within Sky Mountain Ranch Subdivision, situated within sections 9 & 10, township 11 north, range 14 west. The majority of the subdivision will be vacated including most previously platted subdivision roads. The remaining three land owners lots will remain within the subdivision and the access road to these lots will remain. Please see the attached map.

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Thank you,

*Anna Larson*

Anna Larson

GIS Mapping/ Planning

(505) 285-2555

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Street, Apt. No., or PO Box No.	
City, State, ZIP+4 <i>Buckeye, AZ 85326</i>	
PS Form 3800, August 2006 See Reverse for Instructions	

7007 0220 0002 4754 3395

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



Kate Fletcher  
County Manager

10/25/2018

Joselito & Rachel Rodriguez  
1220 Huxford LN  
Anaheim, CA 92807

Dear Sir:

At the request of Gregory Jensen, The Cibola County Administrative Offices will be reviewing for approval, an application to vacate most of the remaining lots located within Sky Mountain Ranch Subdivision, situated within sections 9 & 10, township 11 north, range 14 west. The majority of the subdivision will be vacated including most previously platted subdivision roads. The remaining three land owners lots will remain within the subdivision and the access road to these lots will remain. Please see the attached map.

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Thank you,

Anna Larson  
GIS Mapping/ Planning  
(505) 285-2555

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Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Postmark Here	
Sent To <u>Joselito &amp; Rachel Rodriguez</u>	
Street, Apt. No., or PO Box No. <u>Anaheim, Ca 92807</u>	
City, State, ZIP+4	
PS Form 3800, August 2006 See Reverse for Instructions	

7007 0220 0002 4754 3371



Cibola County Planning  
700 Roosevelt Ave  
Suite 50  
Grants, NM 87020

CERTIFIED MAIL



7007 0220 0002 4754 337L

Hasler

FIRST-CLASS MAIL

10/26/2018

US POSTAGE \$003.92



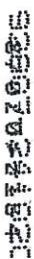
ZIP 87020  
01E11678354

Joselito & Rachel Rodriguez  
1220 Huxford LN  
Anaheim, CA

*(Handwritten: N. R. 10/26/18)*

RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD

UNC BC: 87020218450 \*2255-03527-26-44





## Plat Checklists

Standards for ALL plats include the following:

1 ✓ Owner consent and dedication certificate signed by owners of record in Assessor's office and notarized.

NA ✓ Signature lines for County Assessor and Treasurer to show property has not been split for the past 5 years and that the taxes have been paid up to date.

1 ✓ Signature lines for appropriate utility companies showing approval of easement line creations, modifications or vacations.

1 ✓ Signature lines for appropriate approval officials (i.e. County commission, Review board etc).

1 ✓ North arrow and scale bar. Vicinity map, legend and any notes that may be necessary

1 ✓ Surveyors certificate and signature

1 ✓ Title and index information to include township, section and range legal description.

1 ✓ Original lot lines and location of lines to be eliminated or created, including bearings and distances.

1 ✓ Names of adjoining property owners, Lot numbers if applicable, or Roads.

1 ✓ Property code numbers of original parcels involved

1 ✓ Receipt for appropriate fees paid

NA ✓ Minimum Lot size is 1 acre of land unless serviced by a community water and sewer system. Based on EPA regulations regarding well and septic systems, Cibola County requires the 1 acre lot size. Minimum lot size may be larger based on restrictive covenants of individual subdivisions. Property splits in subdivisions with restrictive covenants must include copy of minimum lot size for said subdivisions.

1 ✓ Access easement shown for all lots created.

### Claim of exemption plats

N/A Application for claim of exemption must accompany plat. Claim must also be found on the plat.

N/A Required documentation as stated for each individual claim of exemption such as birth or death certificates, court documents, Etc. See claim of exemption application for documents required for each exemption.

N/A Copy of restrictive covenants to show minimum lot size allowed by subdivision when it applies.

A handwritten signature in cursive script, reading "Ana Farsa", written over a horizontal line.

Digital Parcel Mapper

# NEW ITEMS 10 d.

Floodplain Development Permits-2



MD

**PAID**

# Cibola County Floodplain Development Permit Application

Application # FP 2018-0016 ☒ Use Permit ☐ Variance ☐ Appeal  
Permit Fee \$25.00

Date 10/31/18

## 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.

**Chris Liu**

(Print name of Agent/Owner)

(Signature of Agent/Owner)

**10/31/2018**

Date

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

Owner or Agent Chris Liu  
Owner Name (if agent) Qwest Corporation d/b/a CenturyLink QC  
Mailing Address 3204 Morton Lane City St. Joseph  
Property Address (from County Addressor) Plano Colorado Road  
State MO Zip Code 64506 Phone 816-390-6271  
Engineer Laurence Joe  
Property Legal Description Section 10, Township 12N, Range 11W

**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 11<sup>th</sup> Day of Nov, 2018

  
\_\_\_\_\_  
(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: *Road Infrastructure Permit.*

**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.

1st INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ Yes ☐ No

2nd INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐ Yes ☐ No

1st Elevation Certificate Date \_\_\_\_\_ Final Elevation Certificate Date \_\_\_\_\_

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

**FLOODPLAIN MANAGER**

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

Ana Larson 12/5/18  
Floodplain Administrator Date

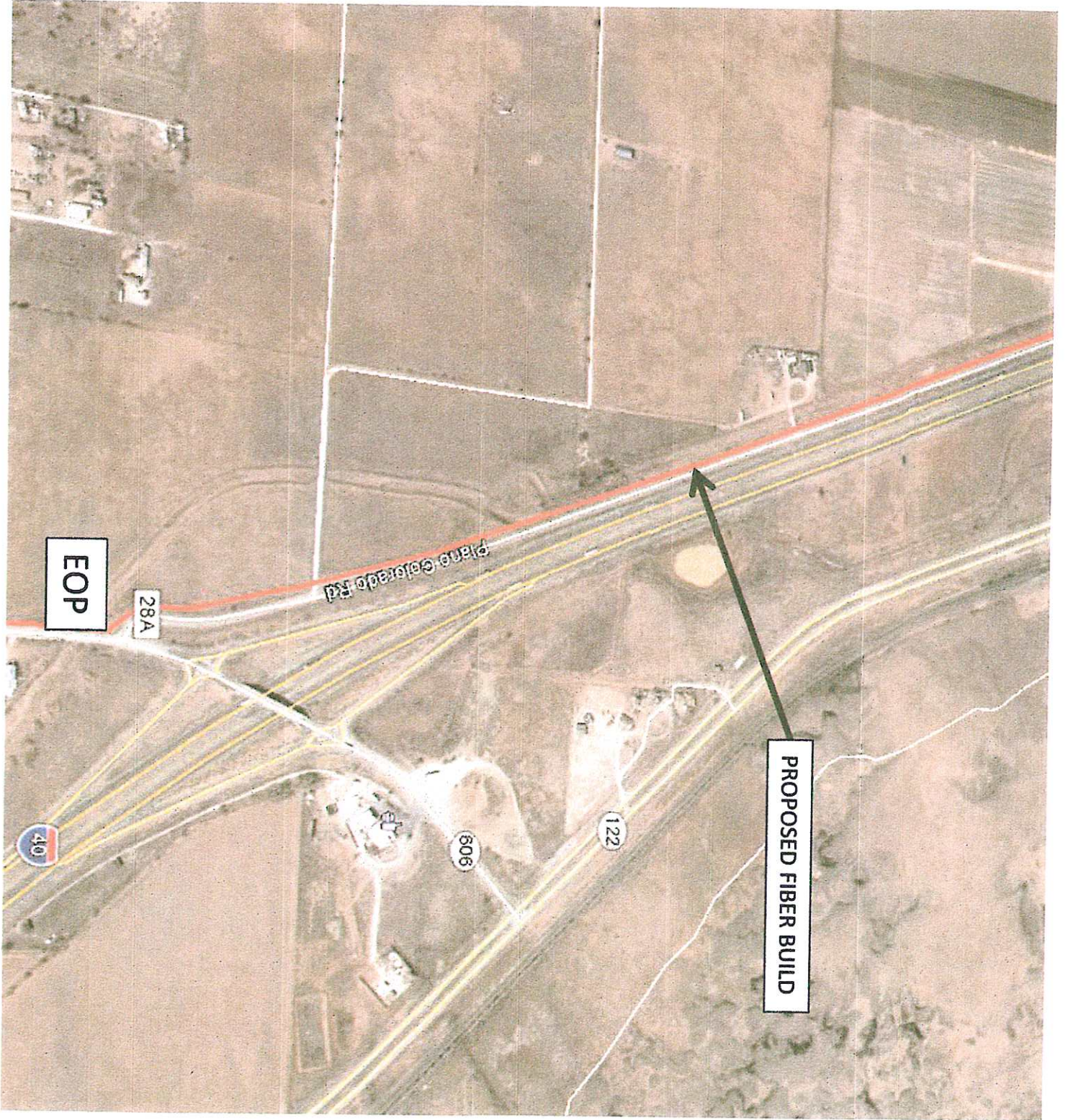
**CIBOLA COUNTY COMMISSIONERS APPLICATION**

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

Commission Action Confirmed By: \_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date of BCC meeting











**CIBOLA COUNTY ROAD DEPARTMENT  
INFRASTRUCTURE PLACEMENT PERMIT**

Permit Number:	001
Date Issued:	12/6/18
Date Permit Expires:	5/7/19
Applicant Name:	Kelly Cable
Contact Person (if Applicant is a Company):	Ken Nickerson
Applicant Address:	6901 Reading Ave Albuquerque NM
Applicant Phone Number:	505-343-1144
Emergency Contact or Job Site Phone Number:	505-967-5627
Affected Cibola County Road Number:	Plano Colorado
Location of Affected Road:	650' east of Barbara cir trenching starts on south side of r/w
Length of trenching and/or boring required (ft):	1450'
Depth of trenching and/or boring required (in.) (at least 24 in. minimum):	36"
Orientation/description of excavation to roadway (crossing or parallel, subsurface or overhead):	parallel, subsurface
Type of Infrastructure/Utility:	fiber optic cable in conduit
Beginning Date for Infrastructure Placement:	12/22/18
Estimated Length of Project Time:	60 working days

The Applicant or the Applicant's authorized representative hereby agrees to the following conditions:

1. Applicant agrees to repair and replace the road surface disturbed by the project to at least the quality of the surface prior to the project.
2. Applicant agrees to adequately compact and smooth the road surface immediately upon completion of the project.
3. Applicant agrees to conduct the project in a manner so that one (1) lane of through-traffic is available on the roadway at all times, unless advance special permission is obtained for complete closure.

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Elisa Bro, Cibola County, NM Clerk and Recorder

4. Applicant agrees to adequately mark the project and notify the public using the affected roadway of work in progress.
5. Applicant agrees to bury any cable or other infrastructure a minimum depth of twenty-four inches (24").
5. Applicant agrees to put of barriers and warning devices and to light the work in progress so as to warn the public using the affected roadway of any danger.
7. Applicant agrees to indemnify and hold harmless the County for any claim or liability of any kind whatsoever, which arises out of the use of this permit.
8. Applicant, and Applicant's heirs and assigns, understand and accept that this permit in no way conveys any property interest to Applicant or Applicant's heirs and assigns, beyond simple permission to use a County Road in the manner specified in this Permit.
9. Applicant, and Applicant's heirs and assigns, understand and accept that this permit does not provide any guarantee or otherwise warrant the condition of the County's title to any particular easement or County Road.
10. The location and/or duration of this permit may not be changed without prior express approval to the County.
11. Applicant, and Applicant's heirs and assigns, understand and accept that the issuance of this permit does not obligate the County in any way with respect to maintenance of the County Road, or maintaining the location of the County Road, or with preserving the Applicant's, or Applicant's heirs and assigns', use of the County Road.

Ken Nickerson  
Applicant/Permittee

11-30-18  
Date

STATE OF NEW MEXICO

COUNTY OF Bernalillo

ss.

The forgoing instrument was acknowledges before me this 30<sup>th</sup> day of

November 2018 by Ken Nickerson (name),

Kelly Cable Supervisor (title).

[Signature]  
Notary Public

My Commission Expires:

10/11/2021

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Elisa Bro, Bernalillo County, NM Clerk and Recorder



OFFICIAL SEAL  
JESSICA COYAZO  
NOTARY PUBLIC - STATE OF NEW MEXICO  
My Commission Expires: 10/11/2021



COUNTY USE ONLY

PERMIT IS Approved ☐ Denied ☐ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

A Performance Bond or Cash Deposit in the amount of \$1,500.00 is sufficient to cover the County's repair and replacement of the road surface: Yes ☒ No ☐

If NO, A Performance Bond or Cash Deposit and amount of \$ \_\_\_\_\_ is required for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Bond or Cash Deposit Received:

Yes ☒ No ☐

Doug Post  
County Road Superintendent

12/6/16  
Date

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
Date

IF PERMIT IS DENIED, REASON(S) FOR DENIAL:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERFORMANCE BOND

BOND NUMBER: 107 2885

KNOW ALL MEN BY THESE PRESENTS:

That, KELLY CABLE OF NM FKA Kelly Cable of N.M. Inc., hereinafter called the Principal, and THE HANOVER INSURANCE COMPANY hereinafter called the Surety, are held and firmly bound unto the Cibola County, Road Department hereinafter called the Oblige, in the sum of One Thousand Five Hundred (\$1,500.00) Dollars, to the payment of which sum, well and truly to be made, the said Principal and the Surety bind themselves, their successors, heirs and assigns, jointly and severally, firmly by these presents.

WHEREAS, Right of Way Bond is required of said Principal to guarantee the proper restoration and replacement of street rights-of-way in accordance with the plans and specifications of the Cibola County Road Department Infrastructure Placement Permit and within the time specified for such completion, then this obligation shall be void at the expiration of the maintenance period of one (1) year; otherwise to remain in full force and effect.

Signed, sealed and dated this 1st day of November, 2018.

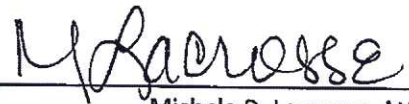
Kelly Cable of NM FKA Kelly Cable of N.M. Inc.

Principal

By: 

THE HANOVER INSURANCE COMPANY

Surety

By:   
Michele D. Lacrosse, Attorney-In-Fact



**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

**POWER OF ATTORNEY**

THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

**KNOW ALL PERSONS BY THESE PRESENTS:**

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

**Brook T. Smith, James Thomas Smith, Raymond M. Hundley, Jason D. Cromwell, Deborah S. Neichter,  
James H. Martin, Michele Lacrosse and/or Summer A. Betting**

Of Acrisure, LLC DBA Smith Manus, Inc., Louisville, KY each individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

**Any such obligations in the United States, not to exceed Twenty-Five Million and No/100 (\$25,000,000) in any single instance**

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company, and said Resolutions remain in full force and effect:

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereof, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 27<sup>th</sup> day of July, 2016.



THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

*Robert Thomas*  
Robert Thomas, Vice President

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

*J. Michael Peto*  
J. Michael Peto, Vice President

On this 27<sup>th</sup> day of July 2016 before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



*Diane J. Marino*  
Diane J. Marino, Notary Public  
My Commission Expires March 4, 2022

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 1 day of November, 2018

CERTIFIED COPY

*Theodore G. Martineau*  
Theodore G. Martineau, Vice President





PAID

CMD

## Cibola County Floodplain Development Permit Application

Application # FP 2018-0017 ☒ Use Permit ☐ Variance ☐ Appeal  
Permit Fee \$25.00

Date 11/28/18

### 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.

BENJAMIN WILSON

(Print name of Agent/Owner)

(Signature of Agent/Owner)

Date

11/28/18

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

Owner or Agent BENJAMIN LUERO

Owner Name (if agent) BENJAMIN

Mailing Address P.O. Box 2657 City MICHA

Property Address (from County Addressor) #67 Thunderbird RP

State NM Zip Code 87021 Phone 505-240-0463

Engineer BETTER BUILT CONST.

Property Legal Description S34 T12N R10W

**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)

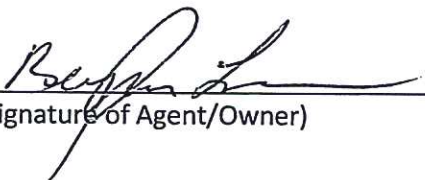
THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOD (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING WILL BE ELEVATED TO AT LEAST THE 100-YEAR (BASE) FLOOD ELEVATION (IF AVAILABLE) OR AT LEAST TWO FEET ABOVE THE HIGHEST ADJACENT GRADE (IN AO ZONES), AND THAT IF THE DEVELOPMENT 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 12 Day of Dec, 2018

  
(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: *CID permits, Substantial Improvement Worksheet*

#### 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.

1st INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐Yes ☐No

2nd INSPECTION DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? ☐Yes ☐No

1st 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



Receipt Number: R00004622

Cashier Name: Nancy Homra-Jewell

Terminal Number: 5

Receipt Date: 11/5/2018 4:06:02 PM

Transaction Code: Misc - Miscellaneous Receipts

Product: 401 - Miscellaneous

Units:

Name: CC FLOODPLAIN PERMIT

\$25.00

0.00 Amount: 25.00

Total Balance Due: \$25.00

Payment Method: Check Reference: 503

Amount: \$25.00

Total Payment Received: \$25.00

Change: \$0.00



## SUBSTANTIAL IMPROVEMENT WORKSHEET FOR FLOODPLAIN CONSTRUCTION

For additions, rehabilitations, improvements, or damage repairs

Background: Section 60.3 of the National Flood Insurance Program (NFIP) Regulations requires that new construction or substantially improved structures comply with the community floodplain regulations. This worksheet provides guidance for determining whether proposed construction would be considered a substantial improvement, according to the NFIP.

### Property Information

Property Owner: Benjamin Lucero

Address: 67 Thunderbird rd Milan

Permit No. 2018- Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_ Lot Location: \_\_\_\_\_

Description of Improvement: Fire damage, Repair Room, Wiring and install New water heater.

Present Market Value of structure (excluding land) BEFORE improvement, or if damaged, before the damage occurred: \$ 108,714

Method of determining pre-improvement structure value: Assessor's Market Value

For Cost of Improvement, take the greater of:

1. Actual cost of the construction based on contract from licensed builder: \$ 32,281.90
2. Estimated improvement cost based on building cost information service:  
\$ \_\_\_\_\_ Source: \_\_\_\_\_

Ratio =  $\frac{\text{Cost of Improvement \$}}{\text{Present Market Value \$}}$  X 100 = 29.69%

If 50% or greater (Substantial Improvement), entire structure (existing included) must be elevated and brought into compliance with the local floodplain regulations; if less than 50% the project is exempt. However, all additions are considered new construction and need to be elevated in compliance with local floodplain regulations.

Note:

1. Any costs directly associated with correcting health, sanitary, and safety code violations may be deducted from the Cost of Improvement. The violations must have been officially cited prior to submission of the permit application.

2. Alterations to historic structures, provided the alterations will not preclude continued designation as a "historic structure", may be exempted by variance.

Summary:

Substantial Improvement - Elevation and NFIP compliance of entire structure.

Not Substantial Improvement - only new additions / new construction must be elevated and brought into compliance.

Other (attach explanation)

Determined by:

Date: 12/5/18

Ana Larson  
CFM



**New Mexico Regulation and Licensing Department  
MANUFACTURED HOUSING DIVISION**

2550 Cerrillos Road • Santa Fe, NM 87505 • Ph (505) 476-4770 • Fax (505) 476-4702  
5500 San Antonio Dr. NE • Albuquerque, NM 87109 • Ph (505) 222-9800 • Fax (505) 765-5670  
505 S. Main St., Suite 150 • Las Cruces, NM 88004 • Ph (575) 524-6320 • Fax (575) 524-6319  
Web: [www.rld.state.nm.us/mhd](http://www.rld.state.nm.us/mhd)

**REPAIR PERMIT PERMIT**

**NOTICE:** Failure to request an inspection is a violation of the Manufactured Housing Act.  
Permit must be affixed to the window closest to the front exterior door in a weather resistant container. The container shall be affixed to the exterior of the window for access to all licensee's and division inspection.

PERMIT NUMBER: MHDR\_2018012372

INSPECTOR NAME: CALL TO SCHEDULE & ASSIGN

PERMIT ISSUED: Submitted

INSPECTOR PHONE: (877) 243-0979

**OWNER**

BENNY LUCERO  
67 THUNDER BIRD  
MILAN, NM 87021  
Phone: 5052400463

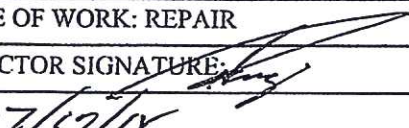
**SITE ADDRESS**

67 Thunderbird RD  
Milan, NM 87021

**CONTRACTOR**

Better Builty Construction SV  
26 Loma Linda St.  
PO Box 97  
San Rafael, NM 87051

License: C052597 Type: MHD-GB98  
Expires: 4/13/2019  
Phone: 5052872346

INSTALLATION BY	LICENSE NUMBER AND SIGNATURE
BLOCKING	
SEWER	
WATER	
ELECTRICAL	
GAS/CERTIFICATION REQUIRED	
PERMANENT FOUNDATION*	
FOUNDATION APPLICATION SUBMITTED	YES ____ NO ____
FOUNDATION PLANS SUBMITTED	YES ____ NO ____
OTHER/SPECIFY	
SCOPE OF WORK: REPAIR	
INSPECTOR SIGNATURE: 	
DATE: 7/12/18	

DIRECTIONS TO INSPECTION SITE (REQUIRED)

MELAN

**Permit void 180 days after issuance.**





## New Mexico Regulation and Licensing Department

### MANUFACTURED HOUSING DIVISION

2550 Cerrillos Road • Santa Fe, NM 87505 • Ph (505) 476-4770 • Fax (505) 476-4702  
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505 S. Main St., Suite 150 • Las Cruces, NM 88004 • Ph (575) 524-6320 • Fax (575) 524-6319  
Web: [www.rld.state.nm.us/mhd](http://www.rld.state.nm.us/mhd)

### REPAIR PERMIT PERMIT

**NOTICE:** Failure to request an inspection is a violation of the Manufactured Housing Act.  
Permit must be affixed to the window closest to the front exterior door in a weather resistant container. The container shall be affixed to the exterior of the window for access to all licensee's and division inspection.

PERMIT NUMBER: MHDR\_2018017482

INSPECTOR NAME: CALL TO SCHEDULE & ASSIGN

PERMIT ISSUED: Submitted

INSPECTOR PHONE: (877) 243-0979

#### OWNER

Benny Lucero  
PO Box 2657  
Milan, NM 87021  
Phone: 5058707008

#### SITE ADDRESS

67 THUNDERBIRD RD  
GRANTS, NM 87020

#### CONTRACTOR

RESCUE PLUMBING & HEATING, INC.  
27 Dusty Road  
P.O. Box 2259  
Gallup, NM 87305

License: C57091 Type: MHD-MM98  
Expires: 6/30/2019  
Phone: 5058707008

INSTALLATION BY	LICENSE NUMBER AND SIGNATURE
BLOCKING	
SEWER	
WATER	
ELECTRICAL	
GAS/CERTIFICATION REQUIRED	
PERMANENT FOUNDATION*	
FOUNDATION APPLICATION SUBMITTED	YES ___ NO ___
FOUNDATION PLANS SUBMITTED	YES ___ NO ___
OTHER/SPECIFY	
SCOPE OF WORK: Install 40 gallon LP gas water heater, hot and cold supply lines, vent through roof, combustion air, hook up gas to water heated from existing lines.	
INSPECTOR SIGNATURE: <i>[Signature]</i> (water lines only)	
DATE: 7/26/18	

DIRECTIONS TO INSPECTION SITE (REQUIRED)

Exit 79 off I 40

**Permit void 180 days after issuance.**



## New Mexico Regulation and Licensing Department MANUFACTURED HOUSING DIVISION

2550 Cerrillos Road • Santa Fe, NM 87505 • Ph (505) 476-4770 • Fax (505) 476-4702  
5500 San Antonio Dr. NE • Albuquerque, NM 87109 • Ph (505) 222-9800 • Fax (505) 765-5670  
505 S. Main St., Suite 150 • Las Cruces, NM 88004 • Ph (575) 524-6320 • Fax (575) 524-6319  
Web: [www.rld.state.nm.us/mhd](http://www.rld.state.nm.us/mhd)

### REPAIR PERMIT PERMIT

**NOTICE:** Failure to request an inspection is a violation of the Manufactured Housing Act.  
Permit must be affixed to the window closest to the front exterior door in a weather resistant container. The container shall be affixed to the exterior of the window for access to all licensee's and division inspection.

PERMIT NUMBER: MHDR\_2018012689

PERMIT ISSUED: Submitted

INSPECTOR NAME: CALL TO SCHEDULE & ASSIGN

INSPECTOR PHONE: (877) 243-0979

#### OWNER

Benny Lucero  
67 Thunderbird  
Milan, NM 87021  
Phone: 5052400463

#### SITE ADDRESS

67 Thunderbird RD  
Milan, NM 87021

#### CONTRACTOR

MAG Electric  
901 East High St  
901 East High St  
Grants, NM 87020

License: C381376 Type: MHD-EE98  
Expires: 7/28/2018  
Phone: 5052873304

INSTALLATION BY	LICENSE NUMBER AND SIGNATURE
BLOCKING	
SEWER	
WATER	
ELECTRICAL	
GAS/CERTIFICATION REQUIRED	
PERMANENT FOUNDATION*	
FOUNDATION APPLICATION SUBMITTED	YES _____ NO _____
FOUNDATION PLANS SUBMITTED	YES _____ NO _____
OTHER/SPECIFY	
SCOPE OF WORK: Repair wiring from fire damage.	
INSPECTOR SIGNATURE:	
DATE:	

#### DIRECTIONS TO INSPECTION SITE (REQUIRED)

Head west on I-40 take exit 81 continue to stop light turn left on Santa Fe Ave 4.6 mi. turn right onto North St. Continue for 3.5mi. turn left onto Thunderbird Rd. Destination is on your right.

**Permit void 180 days after issuance.**



# Better Built Construction Services

Box 97 Loma Linda St  
San Rafael, NM 87051

License No. 052597  
Phone 505-287-2346  
Fax 505-287-7461

BENN LUCERO Project

ORIGINAL Contract - 32281.90

RECEIVED Payment  
4-13-18 - 10,000.00

BALANCE - 22281.90

Ch. Jaramilla  
4-14-18

RECEIVED Payment  
6-27-18 CJ - 15,000.00

BALANCE ORIGINAL  
Contract - 7281.90

SMALL DECK BACK DOOR  
OF HOUSE - 1500.00

BALANCE OF Contract - 5781.90

ADD ON TO Contract + 1650.00

PAINT HOUSE outside  
REMOVE STAPLES + NAILS  
FROM FLOOR / COVER VENTS  
(4 PERSONS) + 250.00

BUY 2'x2' ACCESS PANEL + 45.00 (Installation NO CHARGE)

BUY PIPE INSULATION + 30.00 (Installation NO CHARGE)

NEW BALANCE  
OF  
PROJECT

7756.90



# Better Built Construction Services

Box 97 Loma Linda St  
San Rafael, NM 87051

License No. 052597  
Phone 505-287-2346  
Fax 505-287-7461

Benny Lucero Project

ORIGINAL CONTRACT	32281.90
RECEIVED PAYMENT 4-13-18	10,000.00
BALANCE	- 22,281.90

C. Jaramilla  
4-14-18

NEW  
ITEMS  
10 e.

No Backup for this item

# NEW ITEMS 10 f.

JPA City of Grants-Senior Center, Public Library  
and Animal Care Center



# Memo



**To:** Kate Fletcher, County Manager  
**From:** Laura Jaramillo *LJ*  
**RE:** JPA'S FOR FACILITIES & PROGRAMS  
**Date:** 12-7-18

Please see the attached Intergovernmental Agreement that would take the place of the old, outdated JPA's that we currently have in place for the Library, Animal Care Center and Senior Center. I used a different format, since you indicated that you did not feel a JPA was appropriate. I welcome your suggestions for improvements to this draft document.

Included is a Department Budget History. As you will note that the annual operations cost for each facility to include personnel and programs currently is:

Library \$315,000	
Animal Care Center \$310,000	
Senior Center \$ 497,000	= \$1,122,000 annually

We receive annual State funding for the Senior Center.

Senior Employment.....	= \$10,959	
Foster Grandparent.....	= \$60,000	
Senior Companion.....	= \$82,000	
Nutrition Services.....	= \$18,065	= \$171,024

Currently, since at least 2007, the County has contributed approximately \$5,250 per month toward these three facilities and programs. The amount has stayed the same for at least 11 years.

Currently, the County's contribution is = \$63,000 annually for all 3 programs. After deducting the state funding allocation, this is only .07% of the total cost.

I have included some data regarding the number of clients we serve at those facilities. We do serve the entire County and I would like to emphasize that Grants is also a part of the County with the largest portion of the total population. We have numerous quality programs that take place at all three facilities and we can meet to discuss these at your convenience.

We look forward to a continued partnership and hope that Cibola County will continue to support these facilities and programs.

# NEW ITEMS

10 g.

Amended JPA for Cibola Regional  
Communication Center between Cibola County,  
City of Grants and Village of Milan

**AMENDED  
JOINT POWERS AGREEMENT REORGANIZING  
THE CIBOLA REGIONAL COMMUNICATIONS CENTER**

This joint powers agreement (JPA) entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and among **Cibola County, New Mexico**, a political subdivision of the State of New Mexico (hereinafter referred to as "County"), the **City of Grants, New Mexico**, a municipal corporation of the State of New Mexico, (hereinafter referred to as "City"), the **Village of Milan, New Mexico**, a municipal corporation of the State of New Mexico, (hereinafter referred to as "Village"), (collectively the "Parties" or individually a "Party" and is made pursuant to the provisions of 11-1-1 *et. seq.* NMSA 1978.

**WHEREAS**, 11-1-1 *et. seq.* NMSA 1978 (the JPA Act) provides that any county and any municipality may enter into agreements to cooperate and assist each other in exercising and performing any power, authority, duty or function legally invested in them;

**WHEREAS**, currently the County, the Village and the City jointly fund the Cibola Regional Communications Center (CRCC) for the purpose of receiving citizen emergency telephone calls and then so notifying their appropriate police, other emergency personnel pursuant to an existing joint powers agreement;

**WHEREAS**, the Parties hereto wish to amend this existing joint powers agreement ("Amended JPA") as set forth below;

**WHEREAS**, pursuant to the JPA Act, the County, the City and the Village wish to jointly exercise the power to so operate this regional center as permitted and allowed and further desire to enter into this JPA to so exercise this common power;

**WHEREAS**, the Parties recognize that in order to better implement Federal Homeland Security laws, regulations and requirements as well as improve operational efficiency and manage the daily operations, that the CRCC should be under the authority as well as be the responsibility of one jurisdiction, the fiscal agent, which is currently the County, who shall have control and supervision of all CRCC personnel in accordance with County personnel policies as well as the expenditure of all CRCC funds as appropriated by the Parties;

**WHEREAS**, the Parties also recognize that in order to better implement Federal Homeland Security laws, Regulations and requirements as well as improve operational efficiency that the CRCC should be under the supervision of the work in conjunction with the County's Emergency Management Coordinator who is a County employee;

**WHEREAS**, pursuant to the aforementioned statutes, the Parties hereunder may appoint an Advisory Board ("Board") to assist in providing advice and counsel to the



County and the CRCC Director; and

**WHEREAS**, the Parties wish to continue operation of the CRCC and redefine control of its administration and performance, as well as the financing of such system, and reconstitute the Board (as outlined below, section 5) for advisory purposes of the CRCC as set forth herein on behalf of the County, the City and the Village.

**NOW, THEREFORE**, all Parties having resolved to do so in meetings duly assembled and as required and in consideration of the foregoing and of the cooperation to be had between the Parties and the performance of the promises contained herein, the Parties hereto agree as follows:

- 1) Purpose. The purpose of this JPA is to establish the procedures and responsibilities for the joint and cooperative undertaking of the Parties in establishing and operating the CRCC for the Parties in their respective geographic areas and any surrounding area as they wish to include in accordance with applicable laws.
- 2) Commencement, Duration, Termination and Dissolution. This agreement shall commence on the date of approval by the New Mexico Secretary of Finance and Administration following its adoption and approval by the Parties herein, and shall continue for an indefinite period of time. However, at the end of each fiscal year, each of the Parties shall review this agreement and may determine whether they wish to continue in its operation. Any Party may terminate its participation in this agreement at any time by giving at least a 180-day notice of such intent to terminate to the other Parties. However, no Party may terminate its participation in this agreement if the effect of said termination would violate the provisions of agreements with third parties or cause or constitute a breach of any contract with third parties. In the event of termination by one of the three original Parties to this agreement, the remaining Parties may continue their participation and operation of the CRCC under this JPA. In the event of any such termination by one of the three original parties, any property originally belonging to such terminating party then provided and used by the CRCC shall remain the property of the CRCC.
- 3) Amendments. Any amendments to this agreement shall be effective only upon the mutual execution of an amending document and approval by the New Mexico Department of Finance and Administration.
- 4) Name. The project established by this agreement may be known as the Cibola Regional Communications Center or CRCC.
- 5) Advisory Board. There is hereby re-affirmed and continued the Advisory Board consisting of eight (8) members whose function shall be to carry out the purposes of this Agreement, as the same may be delegated to the Board by CRCC in this agreement. The board members shall consist of the following individuals: the



Cibola County Sheriff, the County Emergency Manager, the President of the Cibola Rural and Municipal Fire Association, the City's Chief of Police, the City's Fire Chief, the Village's Chief of Police, the Village's Fire Chief and one (1) local citizen as appointed by the other six (7) members (who shall generally serve a two (2) year term but shall serve subject to the pleasure of the board and subject to renewal). Any member (except the citizen member) may designate an alternate from time to time. Pursuant to 11-1-6 NMSA 1978, members serving on the CRCC shall not be individually liable for any actions, inactions, or omissions of the CRCC, except to the extent as allowed by law. Decisions of the Board shall be by majority vote with a quorum of the Members present. A quorum shall be fifty-one percent (51%) of the members as currently then appointed.

- 6) CRCC Director. The County of Cibola shall maintain the position of the CRCC Director. The CRCC Director shall be an employee of Cibola County whose salary shall be paid by the County utilizing CRCC designated funds.
- 7) Delegation of Authority for Operation, Regulation Control and Maintenance of Property, Facilities and Programs. The Parties hereby delegate to the County's CRCC Director Supervision over the CRCC with the authority to control, maintain, manage, operate and regulate the communication system of the CRCC described herein, whether individually or jointly owned, as well as all related equipment and facilities. The CRCC Director, shall report to the County for purposes of operating, maintaining, managing and regulating the communication system of the CRCC, especially with respect to the part CRCC plays with respect to implementing the County's and the Parties' Homeland Security functions. The CRCC Director shall report to the County for purposes of implementing personnel policies and collective bargaining agreements for CRCC staff and employees including hiring, termination and discipline of any employees and/or staff. If the fiscal agent in conjunction with the Advisory Board determines that a PSAP (Public Safety Answering Point) manager is necessary in order to properly implement CRCC functions that individual will be an "at will" employee and report directly to the CRCC Director.
- 8) Interest of the Parties in Property, Facilities and Equipment. The furnishings, fixtures, equipment, capital improvements, and systems (including leased property) acquired by the CRCC shall be deemed the property of the Parties. Each Party shall own an undivided interest in the equipment and facilities as will so be acquired. Upon complete dissolution all equipment and facilities so acquired and not otherwise required to be returned or assigned shall be allocated among the Parties on the basis of the proportion to their total respective contributions as have been made pursuant to paragraph 9 hereof (except if one of the three original parties has withdrawn pursuant to Paragraph 2 hereof, such party's interest shall be limited to that property acquired or received prior to its withdrawal).



- 9) Financing and Budget. The CRCC is financed through the imposition of a .25% countywide emergency communications and emergency medical and behavioral health services tax of one-fourth of one percent (.25%) gross receipts tax (GRT) approved by the voters of Cibola County on November 8, 2016. The County, the City, and the Village shall in the first year of operation under this Amended JPA each finance this joint and cooperative undertaking by the appropriation of funds for the purpose of meeting the funding requirements of the budgeted operating expense in excess of those expenses funded by the GRT. All entities involved shall discuss and review the additional expenditures, if any and agree to an amount that will assist the CRCC to not exceed the budgeted expenditures.

This allocation will only take place for the remaining cost total to efficiently run the Cibola Regional Communications Center after the Gross Receipt Tax contribution is collected for the fiscal year.

Such payments by the City and the Village to the County (as fiscal agent) In no event shall the Parties be assessed any additional fees thereafter in any fiscal year without the consent of all of the Parties.

- 10) Additional Sources of Funding. Each Party's financial obligation may be financed from any legal source, including by excise, sales, or other taxation allowed by law or by in-kind contributions. The CRCC is specifically authorized to receive and accept donations, gifts, contributions, or grants from any source, provided that they are used solely for permitted purposes under the terms of this JPA. In addition, the CRCC is specifically authorized to cooperate with any of the Parties, or any other agencies or officers of the State of New Mexico, or agencies or officers of the United States for authorizations from or through those agencies or officers for such additional funding.
- 11) Fiscal Agent. The Parties agree that the fiscal agent and lead agency for the CRCC shall be the County. The Fiscal Agent shall be responsible for accounting and administration of all funds necessary to operate the CRCC and shall do so such as to provide for the strict accountability of all receipts and disbursements. As lead agency, the fiscal agent shall monitor the actions of the CRCC. The fiscal agent, if the County, shall also be responsible for supervising all the personnel of the CRCC and its employees and staff, including taking all actions necessary to implement the County's Personnel Policy or negotiate a Collective Bargaining Agreement for CRCC employees . The Parties shall have the right to take corrective action at any time, including terminating this Amended JPA in accordance with the termination provisions, as herein provided, if they believe that the CRCC is not properly performing its duties.
- 12) CRCC Director Authority: The County's CRCC Director shall be responsible for the day to day operations of the CRCC, particularly as they relate to implementing



Federal Homeland Security laws, regulations and requirements. He or she shall report to the County with respect to implementing all County Personnel Policies including the hiring, termination, disciplining and/or promotions of any CRCC employees and staff.

- 13) Advisory Board. The function of the Board is to 1) annually review the amount of funding for each of the Parties for the upcoming fiscal year; 2) annually review the budget for the upcoming fiscal year; and 3) meet as often as it determines necessary to provide advice and counsel to the CRCC Director regarding the proper functioning of the CRCC so that it may better serve the residents of the Parties, the entities and organizations represented by the Board members and meet its obligations under Federal Homeland Security laws, regulations and requirements.
- 14) Advisory Board Meetings. The Board shall in its sole discretion meet as often as it deems necessary however, it shall meet as least once a year on or before May 30<sup>th</sup>, to review the funding amount, and the budget.
- 15) Reserve Funds. The County is authorized to acquire and maintain reserve funds for CRCC operations. Upon dissolution of the CRCC, any funds remaining and unobligated shall be divided among the Parties in the proportion to their total respective contributions theretofore.
- 16) Fiscal Year. The fiscal year of the CRCC shall be July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. The CRCC shall prepare and submit its proposed budget, together with its proposed operating plan, to the Parties not later than May 5<sup>th</sup> of each year. The operating plan shall be sufficiently detailed as to the nature and extent of any major new management decisions, proposed capital projects or expenditures, and personnel hiring. All Parties to this Agreement must approve the budget inclusive of the parties' contributions for that budget year. Upon approval of the budget by the parties, the CRCC shall not be required to seek subsequent approval of expenditures from these agencies. The CRCC will then provide the Parties with reports detailing its activities and expenditures on a quarterly basis.
- 17) Method of Operation. The Parties agree that, in the interest of efficiency and in order to avoid unnecessary redundancies and make optimal use of established fiscal, personnel, insurance and other arrangements, the CRCC and its departments shall operate utilizing the County's personnel policies, fiscal management, auditing, retirement a health and medical insurance, and casualty and personal liability insurance. All costs incurred by the County on behalf of the CRCC shall be paid from the CRCC budget. The approved CRCC budget shall be administered as a part of the County's budget, and the County shall be responsible for performing all required audits and reporting to appropriate agencies for the fiscal year as approved.



- 18) CRCC Management. Within the foregoing constraints, the control, management, supervision, operation, and regulation of the system and facilities shall be under the administration of the County and the CRCC Director. No new obligations to engage in the management, control, maintenance, or supervision of property, facilities or programs may be delegated to the CRCC by a party, or assumed by the CRCC, without the approval of all Parties to this Agreement.
- 19) Agents and Employees. The County on behalf of the CRCC shall, in accordance with its carrying out the purposes, duties and functions as set forth herein, have the authority to contract with organizations providing services, funding or facilities needed to carry out the purposes of this Agreement. All contracts with such organizations shall be approved, in advance, by the County with the advice of the Advisory Board. The County shall be responsible for all personnel issues. The CRCC staff shall report to the CRCC Director. The CRCC Director shall report to the County. The CRCC Director shall report to the County Emergency Manager for FCC and Homeland Security regulations. The hiring, dismissal and management of CRCC employees shall be under the purview of the fiscal agent, pursuant to applicable policies and procedures of the County.
- 20) Prior Agreements. This agreement, while intended to memorialize prior arrangements, shall supersede any and all prior agreements by and among the Parties with respect to the Grants-Cibola County Joint Powers Communication Center, and all such prior agreements, arrangements and understandings are hereby rescinded and rendered null and void hereafter. This Agreement contains the entire agreement between the Parties concerning the joint and cooperative establishment, management, and operation of the Cibola Regional Communications Center (CRCC).
- 21) Notice. Notice as need be given to the Parties shall be by regular mail mailed at least five (5) days in advance of a meeting or action to the Parties at their respective addresses which are as follows: County: County Manager, Cibola County, 700 E Roosevelt Suite 50, Grants, New Mexico 87020. City: City Manager, City of Grants, P. O. Box 879, Grants, New Mexico 87020. Village: Village Manager, Village of Milan, P. O. Box 2727, Milan, New Mexico 87021.
- 22) Liability. Each of the Parties shall be solely responsible for fiscal or other sanctions, penalties or fines occasioned as a result of its own violation or alleged violation of requirements applicable to the performance of this JPA. Each Party shall be liable for its acts or failure to act in accordance with this JPA, subject to the immunities and limitations of the New Mexico Tort Claims Act and other applicable law.
- 23) Headings. The section headings are for convenience of reference only and shall not otherwise affect the meaning hereof.

- 24) Amendment. This JPA shall not be altered, changed or amended except by instrument in writing executed by the Parties and approved by the Department of Finance and Administration.
- 25) Appropriations. Performance of this JPA is contingent upon sufficient authority and appropriations granted by the New Mexico State Legislature to the extent so required.
- 26) Governing Law. This JPA shall be governed by and construed according to the law of the State of New Mexico.
- 27) Department of Finance and Administration Approval. This JPA shall be of no force and effect until approved in writing by the Department of Finance and Administration for the State of New Mexico.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on behalf of the Parties hereto, to be effective as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS  
OF CIBOLA COUNTY, NEW MEXICO

By: \_\_\_\_\_  
Robert Armijo  
Chairman

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

ATTEST:

\_\_\_\_\_  
County Clerk

CITY OF GRANTS, NEW MEXICO

By: \_\_\_\_\_  
Martin Hicks  
Mayor



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

ATTEST:

\_\_\_\_\_  
City Clerk

VILLAGE OF MILAN, NEW MEXICO

By: \_\_\_\_\_  
Felix Gonzales  
Mayor  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Village Clerk

Approved:

DEPARTMENT OF FINANCE & ADMINISTRATION

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

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

## **WARRANT ENTRY**

IN ORDER FOR A WARRANT TO BE ENTERED THE FOLLOWING STEPS MUST BE FOLLOWED

1. USING FORM DROP DOWN OPEN **MASTER QUERY FORM**
  - a. SELECT CORRECT ORI – REGARDING ISSUING AGENCY
  - b. ENTER SOCIAL SECURITY NUMBER INTO OLN FIELD
  - c. ENTER NAME (LAST NAME, FIRST NAME)
  - d. ENTER DOB
  - e. SELECT SEX OF SUBJECT
    - i. IN ORDER TO OBTAIN **III** ON SUBJECT
      1. SELECT C=CRIMINAL JUSTICE IN PURPOSE FIELD
      2. MAKE SURE NAME OF OPERATOR IS CORRECTLY ENTERED
      3. ENTER DOCKET (WARRANT) NUMBER INTO REASON FIELD
  - f. SUBMIT

IF SUBJECT HAS A **III** RETURN, AFTER LOOKING THROUGH INFORMATION AND DETERMINING THAT SUBJECT IS IN FACT SHOWN ON **III**, YOU WILL NEED TO COMPLETE A QUERY RECORD (**QR**) ON THE SUBJECT

2. USING FORM DROP DOWN SELECT **CRIMINAL HISTORY** THEN **CRIMINAL HISTORY FORM** – (WILL STATE **CCH – NCIC QUERY QH III** ON TOP OF FORM)
  - a. CHANGE **MESSAGE KEY** TO **QR – NCIC QUERY RECORD**
  - b. SELECT CORRECT ORI FOR AGENCY ISSUING WARRANT\*
  - c. ENTER REQUIRED FIELDS – PURPOSE C-CRIMINAL JUSTICE, OPERATOR NAME FOR ATTENTION FIELD, DOCKET NUMBER (WARRANT NUMBER) AS REASON
  - d. ENTER SUBJECT **FBI #** FROM **III** RETURN INTO **REQUIRED INFORMATION FOR QR OR FQ FIELD**
  - e. **SUBMIT**

**-OR-**

2. USING FORM DROP DOWN SELECT **CRIMINAL HISTORY** THEN **NCIC III** THEN **NCIC FULL RECORD REQUEST** (WILL STATE **QR –NCIC RECORD REQUEST ON TOP OF FORM**)
  - a. SELECT CORRECT ORI FOR AGENCY ISSUING WARRANT
  - b. ENTER REQUIRED FIELDS – PURPOSE C – CRIMINAL JUSTICE, OPERATOR NAME FOR ATTENTION FIELD, DOCKET NUMBER (WARRANT NUMBER) AS REASON
  - c. ENTER SUBJECT **FBI #** FROM **III** RETURN INTO **FBI #/UCN** FIELD
  - d. **SUBMIT**

PRINT **DRIVERS LICENSE RETURN** (IF NO RETURN IS OBTAINED, PRINT RETURN STATING NO RECORD FOUND) **III FORM** (IF NO **III** IS OBTAINED, PRINT RETURN STATING NO RECORD FOUND) AND ALL OF THE **QR RETURN** IF RETURNS OBTAINED

## **WARRANT ENTRY**

PLEASE MAKE SURE THAT QR RETURN INCLUDES NLET, CCH AND NCIC PAGES (LOOK UNDER SOURCE)  
NLET PAGE CONTAINS CITIZENSHIP INFORMATION, IF NLET PAGE DOES NOT IMMEDIATELY SHOW  
WHEN FIRST RAN PLEASE ENTER WARRANT AND RUN AGAIN IN ORDER TO GET THIS INFORMATION,  
YOU WILL HAVE TO GO BACK AND MODIFY INFORMATION INTO WARRANT IF NEEDED

3. USING FORM DROP SELECT **ADD/ENTER** THEN ENTER **WANTED PERSON** THEN ENTER **WANTED PERSON (EW)** OR ENTER **WANTED JUVENILE (EWJ)** IF JUVENILE WARRANT
  - a. ENTER ALL REQUIRED FIELDS (USING NAME, DATE OF BIRTH AND SOCIAL SECURITY # TO MATCH WITH WARRANT) (**PHYSICAL DESCRIPTORS ARE TO BE USED FROM MOST UP TO DATE INFORMATION FROM EITHER III FORM, DRIVERS LICENSE RETURN OR WARRANT - ONLY IF DATE OF CONTACT IS SHOWN ON WARRANT**)
  - b. ALSO INCLUDE – DATE OF BIRTH, EYE COLOR , SOCIAL SECURITY #, FBI#/UCN , FINGERPRINT CLASSIFICATION, SCARS – MARKS – TATTOOS, CITIZENSHIP, WARRANT #(NO DASHES), OPERATOR INFORMATION AND ADDRESS INFORMATION IF SHOWN ON RETURNS OR WARRANT
  - c. **MISCELLANEOUS INFORMATION SHOULD START WITH EXTRADITION**, EITHER STATING **NOEX** OR **EXTR**. **NOEX** IS TO BE USED FOR ANYTHING WITHIN NEW MEXICO. **EXTR** WILL BE USED FOR FELONY CHARGES, BOND IS TO FOLLOW, AND ORIGINAL CHARGES THEREAFTER – FOR EXAMPLE:
    - i. **DIST – EXTR WITHIN NEW MEXICO AND SURROUNDING STATES OR EXTR NATIONWIDE / NO BOND / REF DRIVING UNDER INFLUENCE OF ALCOHOL**
    - ii. **GRANTS MUN – NOEX OUTSIDE OF CIBOLA COUNTY / NO BOND / REF SHOPLIFTING**
    - iii. **MILAN MUN – NOEX OUTSIDE OF CIBOLA COUNTY/ \$372 CASH ONLY BOND / REF DRIVING WHILE SUSPENDED**
    - iv. **MAG – NOEX OUTSIDE OF NEW MEXICO / \$1000 CASH ONLY BOND/ REF LARCENY**
    - v. **APPO – EXTR WITHIN NEW MEXICO ONLY / NO BOND / REF POSSESSION OF CONTROLLED SUBSTANCE**
  - d. **SUBMIT**

### **EXTRADITION LIMITATIONS**

**MUNICIPAL WARRANTS** WILL BE “D” – NO EXTRADITION = IN-STATE PICK UP ONLY.SEE MIS FIELD FOR LIMITS AND SHOULD BE NOTED AS **NOEX OUTSIDE OF CIBOLA COUNTY** IN MISCELLANEOUS FIELD

**MAGISTRATE WARRANTS** WILL BE “D” - NO EXTRADITION = IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS, UNLESS NOTED AS FELONY THEN EXTR WILL BE “4” – NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS AND SHOULD BE NOTED AS **NOEX OUTSIDE OF NEW MEXICO**, UNLESS NOTED AS FELONY IN WHICH, **EXTR WITHIN NEW MEXICO ONLY** IS TO BE NOTED IN MISCELLANEOUS FIELD



## **WARRANT ENTRY**

**DISTRICT WARRANTS** WILL EITHER BE "3" EXTRADITION – SURROUNDING STATES ONLY (USE FOR NM AND SURROUNDING AREAS), OR "4" NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS AND SHOULD BE NOTED AS **EXTR WITHIN NEW MEXICO ONLY OR EXTR WITHIN NEW MEXICO AND SURROUNDING STATES/AREAS** IN MISCELLANEOUS FIELD

**CHILD SUPPORT WARRANTS** WILL BE "D" – NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS AND SHOULD BE NOTED AS **NOEX OUTSIDE OF NEW MEXICO** IN MISCELLANEOUS FIELD

**DISTRICT JUVENILE WARRANTS** WILL BE "1" = FULL EXTRADITION AND SHOULD BE NOTED EXACTLY AS EXTRADITION IS STATED ON WARRANT IN MISCELLANEOUS FIELD

**APPO ARREST AND HOLD ORDERS** WILL BE "4" – NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS AND SHOULD BE NOTED AS **NOEX OUTSIDE OF NEW MEXICO** IN MISCELLANEOUS FIELD

## **MOST COMMONLY USED OFFENSE CODES**

**5005** ENTEROFFENSE = CONTEMPT OF COURT (USE THIS OFFENSE FOR FAILURE TO PAY FINES OR COSTS)

**5012** ENTEROFFENSE = PROBATION VIOLATION

**5013** ENTEROFFENSE = CONDIT RELEASE VIOLATION

**5015** ENTEROFFENSE = FAILURE TO APPEAR

**1303** AGGRAV ASSLT – FAMILY – STGARM (USE THIS OFFENSE FOR BATTERY ON HOUSEHOLD MEMBER)

**3808** NONSUPPORT OF PARENT (USE THIS OFFENSE FOR FAILURE TO PAY CHILD SUPPORT)

**3599** = DANGEROUSE DRUGS (DESCRIBE OFFENSE) (USE THIS OFFENSE FOR ANY NON SPECIFIC DRUG CHARGE)

**5404** DRIVING UNDER INFLUENCE LIQUOR (USE THIS OFFENSE FOR DWI CHARGES UNLESS WARRANT STATES DRUG USE FIRST IN CHARGES OR AFFADAVIT)

**5499** TRAFFIC OFFENSE (DESCRIBE OFFENSE) (USE THIS OFFENSE FOR ANY OTHER TRAFFIC OFFENSE)

**IF UNABLE TO FIND SPECIFIC CHARGE DOUBLE CHECK AFFIDAVIT IF AVAILABLE, IF NO AFFIDAVIT, SEARCH CODE LIST IN ENTER WARRANT FORM AND USE OFFENSE CODE THAT BEST DESCRIBES THE UNDERLINING CHARGE**

## **WARRANT ENTRY**

IF THERE ARE SEVERAL CHARGES ON THE WARRANT PLEASE USE FIRST LISTED CHARGE, IF YOU ARE UNABLE TO FIND AN OFFENSE CODE THAT BEST DESCRIBES THE UNDERLINING CHARGE, THEN FOLLOWING CHARGE MAY BE USED

USE MODIFY FORM (**MW**) TO ADD ADDITIONAL WARRANT OR CORRECT INFORMATION NEEDED IN WARRANT ENTRY

4. USING FORM DROP DOWN SELECT **MODIFY** THEN **MODIFY WANTED PERSON** THEN MODIFY WANTED PERSON
  - a. CORRECT INFORMATION AS NEEDED
  - b. MULTIPLE WARRANTS SHOULD REFLECT THE WARRANT WITH THE HIGHEST EXTRADITION FIRST AND STATE AS FOLLOWS: **SUBJECT HOLDS (#) WARRANTS, 1<sup>ST</sup>/(WNO-), EXTRADITION, BOND, RECENT OFFENSE AND ORIGINAL OFFENSE, 2<sup>ND</sup>/(WNO), EXTRADITION, BOND, RECENT OFFENSE AND ORIGINAL OFFENSE,** (CONTINUE PATTERN IF THERE ARE FURTHER WARRANTS FOR SAME ORI)
    - i. THE OCA AND WARRANT NUMBER ARE TO REMAIN THE SAME (UNLESS OCA NEEDS TO BE CORRECTED TO REFLECT WARRANT DOCKET NUMBER (I.E. – FROM MUN-01000-TM TO M13417)
    - ii. EXTRADITION SHOULD REFLECT THE HIGHEST LEVEL OF EXTRADITION STATUS FROM THE WARRANTS COMBINED (I.E. – FROM “D” – NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS TO “3” EXTRADITION – SURROUNDING STATES ONLY) IF ALL EXTRADITIONS ARE THE SAME, EXTRADITION WILL NOT NEED TO BE MODIFIED
  - c. SUBMIT

USE SUPPLEMENTAL FORM (**EN**) TO ENTER ALL ADDITIONAL INFORMATION SUCH AS; ALIAS', DOB'S, SOCIAL SECURITY #'S, SCARS-MARKS-TATTOOS, ADDRESSES AND OLN'S, AND IMAGE OF SUBJECT

5. USING FORM DROP DOWN SELECT **SUPPLEMENTAL** THEN **ENTER** THEN **ENTER WANTED PERSON SUPPLEMENTAL**
  - a. MAY ENTER ONLY 9 ADDITIONAL ENTRIES AT A TIME
  - b. SUBMIT
6. USING FORM DROP DOWN SELECT **SUPPLEMENTAL** THEN **ENTER** THEN **ENTER IMAGE (EIM)**
  - a. SAVE SUBJECTS DRIVERS LICENSE PHOTO INTO **NCIC** FOLDER LOCATED IN **INTERNET SHORTCUTS** FOLDER OF DESKTOP
  - b. CHANGE ORI TO REFLECT CORRECT AGENCY, ENTER WARRANT NCIC# IN PROPER FIELD, SELECT IMAGE TYPE (IF FROM DL WILL BE I=IDENTIFYING IMAGE, IF MUGSHOT WILL BE M=MUGSHOT), DATE OF IMAGE WILL BE ISSUE DATE FROM DL, OR DATE IN WHICH MUGSHOT WAS TAKEN
  - c. SELECT IMPORT IMAGE, LOCATE SUBJECTS PHOTO FROM NCIC FOLDER, OPEN FILE, MINIMIZE PHOTO TO FIT MAX IMAGE SIZE AND CLICK OK
  - d. SUBMIT



## **WARRANT ENTRY**

- i. PHOTO WILL ONLY SHOW ON HOT FILES RETURN (QW) WHEN RAN WITH SUBJECT NAME AND DOB, HOWEVER A PRINT OUT OF THE ENTIRE HOT FILES RETURN (QW) IS NOT NEEDED
- ii. PRINT ONLY HOT FILES AND NCIC RETURN SHOWING IMAGE WAS ENTERED (EIM)

**WHEN COMPLETE WITH ENTERING AND ADDING ALL INFORMATION PLEASE MAKE SURE TO PRINT OUT BOTH THE NCIC AND HOT FILES RETURNS ONLY FOR THE FOLLOWING – WARRANT ENTRY (EW), SUPPLEMENTAL ENTRY (EN), AND MODIFICATION OF WARRANT (MW), DO NOT PRINT ONLY THE NCIC RETURN FOR THESE**

**T O COMPLETE WARRANT PACKET PLEASE QUERY WARRANT (QW) USING NIC NUMBER AND PRINT NCIC RETURN PAGE ONLY**

- 7. USING FORM DROP DOWN SELECT **QUERY** THEN **QUERY WANTED PERSON**
  - a. CHANGE ORI TO CORRECT AGENCY ORI
  - b. CHANGE TAB FROM BY NAM TO BY NIC
  - c. ENTER NIC FROM WARRANT ENTRY
  - d. SUBMIT
  - e. PRINT NCIC PAGE ONLY

### **PLEASE PLACE PAPERWORK PACKET AS FOLLOWS**

QW – WARRANT QUERY

WARRANT

EW – WARRANT ENTRY

MW – MODIFY WARRANT (EW, EN, MW MAY ALL BE PRINTED ON SAME PAGE)

EN – SUPPLEMENTAL INFORMATION

FIRST PAGE OF DRIVERS LICENSE RETURN – ADDITIONAL PAGES NOT NEEDED

III RETURN

QR RETURN

PLEASE INITIAL QW, EW, EN, MW PAGES ONLY, YOU DO NOT HAVE TO INITIAL EVERY SINGLE ADDITIONAL PAGE, THEN PLACE WARRANT IN APPROPRIATE WARRANT FILE



***SECTION 5***  
***TELETYPE AND NCIC***

## **A. RESPONSIBILITY OF TELETYPE OPERATORS**

1. Communicators are trained in the use of the law enforcement teletype and the various telecommunications systems. Communications operators enter, clear and inquire on these systems. The teletype is designed to aid the law enforcement officer in the efficient performance of his/her duties. Teletype operators are responsible for the accuracy of information they may enter into these systems, and for the confidentiality of any information obtained from these systems. Information contained in law enforcement telecommunications systems is for use by law and enforcement and criminal justice personnel only.

## **B. NCIC EQUIPMENT FAILURES**

1. Any malfunction or failure of the teletype system will be reported to the Communications supervisor.
  - a. Supervisor-If you are unable to resolve the problems with the NCIC system, then proceed to the next step.
  - b. Contact the PSAP Manager and advise them of the situation.
  - c. Contact NMSP D6, advise them of the equipment failure and that we are going to have to route our traffic to them temporarily.
  - d. Contact the NCIC Help Desk at 505-827-3413 and have our ORI's routed to New Mexico State Police D6.
  - e. Supervisor's computer can be used in the office if NCIC terminals go down on dispatch floor.
  - f. All telecommunicators have VPN LOG in.
  - g. Once the terminal is up and running, verifies connection.
  - h. Call the NCIC Help Desk back and have them move the ORI back to our agency.

## **C. NATIONAL CRIME INFORMATION CENTER (NCIC)**

- a. The National Crime Information Center is a nationwide computer Information system, established as a service to all criminal justice Agencies – local, state and federal. NCIC is managed by the federal Bureau of Investigations at their headquarters in Clarksburg, WV.
- b. The NCIC operating is a comprehensive document that definitely sets forth the proper operating procedures to be followed by all personnel using the system.
- c. The following are a list of files in NCIC and a brief explanation:

### **1. Vehicle File**

- a. Purpose of the vehicle file is to provide assistance in the recovery on a stolen vehicle, a vehicle in the commission of a crime (Felony Vehicle) and in the recovery of a stolen part; NCIC part 1, Sec. 1.2-1.
- b. A loaned, rented or leased vehicle that has not been returned may not be entered in the file unless an official police report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc., NCIC part 1, Sec. 1.2-4.

### **2. License Plate File**

- a. Un-recovered stolen license plate(s) may be entered into file if a theft report has been made; NCIC part 2, Sec. 1.1-1.
- b. Entries are usually limited to instances where only one plate is reported stolen. An entry is permitted provided the entering agency assured the remaining plate will not be on a vehicle.

### **3. Boat File**

- a. Any un-recovered stolen boat which has a registration number, document number, permanently attached hull serial number, or owner-applied number may be entered in file if a theft report has been made; NCIC part 3, Sec. 1.2-1.
- b. Loaned, rented or leased boats not returned may be entered by an authorized agency if an official police report is made or a file complaint results in the issuance of a warrant charging embezzlement, theft, etc., NCIC part 3, Sec. 1.

### **4. Gun File**

- a. Weapons with serial numbers, which have been lost or stolen, may be entered into the NCIC gun file if a report has been made, NCIC part 4, Sec. 1.2-1.

### **5. Article File**

- a. Any item in the theft report valued at \$500 or more and having a unique manufacture – assigned serial number and/or an owner-applied number, except for an item to be entered in the boat, gun, license plate, securities, or vehicle file. Office equipment (adding machine, typewriter, dictating machine, etc.) a color television set, a bicycle and cellular phones may be entered regardless of value; NCIC part 5, Sec. 1.1-1.
- b. Stolen or lost credit cards, bank drafts, and checks, including cashier's certified, company, government (Federal, State, local), bank officer's, personal, and U.S. Treasury, are not to be entered in the NCIC article file or any other NCIC file; NCIC part 5, Sec. 1.1-3.

### **6. Securities File**

- a. For NCIC purposes, securities are identified as Currency e.g., Federal Reserve Note, Silver Certificate, U.S. Note, Canadian Notes, and other foreign



currency, etc., those documents or certificates which are generally considered to be evidence of debt (Treasury issued bills, bonds, and notes; municipal and corporate bonds; debentures; other non-personal notes, etc.) or ownership of property (common or preferred stock): Documents which represent subscription rights (stock warrants, stock rights): Documents which represent exchanges in the United States, except for commodities futures; postal and other types of money orders, travelers checks, warehouse receipts, saving certificates and interest coupons on stock and bonds; NCIC part 6, Sec. 1.1.

#### **7. Wanted persons File**

- a. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is outstanding, a felony or serious misdemeanor warrant is outstanding, or probation and parole violators in which a warrant has been issued; NCIC part 7, Sec. 1.1.1-1, Sec. 1.1.1-2, and Sec. 1.1.1-3.
- b. Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment; NCIC part 7, Sec. 1.1.1-4

#### **8. Missing Person File**

- a. A person of any age who is missing regardless of the amount of time missing, who fits one of the following criteria:
  - 1. Juvenile
  - 2. Endangered
  - 3. Catastrophe victim
  - 4. Involuntary
  - 5. Disabled

#### **9. Foreign Fugitive File**

- a. With an NCIC wanted person inquiry check the record of fugitives wanted around the world; NCIC part 9, Sec. 1.1.
- b. Provides a warning to U.S. Law Enforcement officers who might confront the fugitive so the officers may use appropriate caution; NCIC part 9, Sec. 1.1.1.
- c. Provides assistance in locating and arresting foreign fugitives; NCIC part 9, Sec. 1.1-2
- d. Help provide public safety; NCIC part 9, Sec. 1.1-3.

#### **10. Interstate Identification Index File**

- a. III is a system for the collection, procession, preservation and dissemination of criminal history record information to authorized personnel only; NCIC part 10, Sec. 1-A.
- b. Information collected by criminal justice agencies on individuals consisting identifiable descriptions and notations of arrest,

Detentions, indictments, information, or other formal criminal charges, and any dispositions arising therefrom, sentencing, correctional supervision, and release; NCIC part 10, Sec. 1-B.

**11. Protective Interest File**

- a. File replaced the USSS Protection file in 2011.
- b. File maintained by US Marshals and USSS to track known threats to those being protected.
- c. File also keeps track of the known persons to have been a threat to those being protected.

**12. Unidentified Person File**

- a. Any unidentified deceased person or a person of any age who is living and unable to ascertain his/her identity, e.g. Amnesia victim, infant, etc. The information on unidentified living person only be included if the person gives his/her consent, or if they are physically or mentally unable to give this consent; NCIC part 12, Sec. 1.1.
- b. Body parts when a body has been dismembered (entered as an unidentified deceased person); NCIC part 12, Sec. 1.1-4.

**13. Originating Agency Identifier (ORI) File**

- a. This file gives users the capability to inquire upon any ORI and receive the agency name, address, and telephone number in the response. This will aid in hit confirmation; NCIC part 13, Sec. 1.1.

**14. Protection Order File**

- a. This file holds records of individuals who are subject to an injunction or any other order which restrains them from committing violent, threatening acts or harassment against another person, including temporary and final orders issued by civil or criminal courts.

**15. Violent Gang File**

- a. Hold records for violent gangs and their members.
- b. Holds records for terrorist organizations and their members.
- c. Used as a device for safety of field personnel as they are warned to a subject's violent activity, which could place an officer in danger.

**16. Image File**

- a. Have the ability to attach images to any NCIC entry.
- b. The image is uploaded after initial entry as a supplemental.
- c. The image is located in the system via the NCIC Number.



**17. Identity Theft File**

- a. An entry into the NCIC system in which the victim has had their identity stolen.
- b. Will contain any information for Law Enforcement to verify identity such as a password.

**18. Immigration Violator File**

- a. File maintained by the U.S. Immigrations and Customs Enforcement agency.
- b. When a NCIC “hit” comes up on a suspected person in this file, there will be a number to contact the ICE Administration.

**19. Violent Person File**

- a. Formerly known as the Violent Felons File
- b. No any person that is known to have violent interactions are placed into this file through NCIC.
- c. No longer have to have 3 violent felony convictions to be placed into this file.

**20. National Sex Offender Registry File**

- a. File that contains convicted sex offender that must register with the local law Enforcement.
- b. In New Mexico, the Sheriff’s Office is responsible for entry and maintenance of this file. In Cibola Regional Communication Center, we are responsible for NCIC Validations only.
- c. Once an Offender has been entered into “Offender Watch,” Santa Fe DPS confirms all the information and the offender are then placed into NCIC by DPS in Santa Fe.

**21. Supervised Released File**

- a. File that contains all past and present convicted felons that are on probation or parole.
- b. File is maintained by Adult Probation and Parole Office in New Mexico.
- c. There are also US Probation offenders entered into this system as well. If contact is made with a US Probation offender, the telecommunicator must follow instructions as outlined in the MISC Field. This will almost always require a phone call into the US Probation call center.

**22. Vehicle/Boat Parts File**

- a. File where parts of vehicle or boats, such as an engine, can be placed into.
- b. If there is a unique VIN number or OAN (Owner Applied Number) that has been placed onto the parts, it can be entered into this file.



### **23. Known or Appropriately Suspected Terrorist File**

- a. File maintained by FBI, Secret Service and Homeland Security.
- b. Contains anyone that is suspected of being a terrorist, foreign and domestic.
- c. Has specific instructions in case there is any contact made with one of these subjects. Please read the return very carefully.

## **D. PROCEDURES FOR WARRANT HIT CONFIRMATION**

1. When a NCIC hit has been advised on the terminal, the following are the proper procedures to handle the hit:
  - a. If warrants originates from within our own ORI:
    1. Immediately check the warrant files and confirm that there is a valid "hard copy" of the warrant.
    2. Ask inquiring officer if he is free to copy. This allows the officer time to be ready or to back away from the suspect to maintain safety.
    3. When the officer is ready, they would advise to go ahead, give them the information the officer needs.
  - b. If warrant is from any other agency:
    1. Ask the officer if they are free to copy. This allows the officer to be ready.
    2. When the officer is ready, he/she will respond with "go ahead" and then that officer can be told of the "possible" NCIC hit.
    3. That officer will advise to send the hit confirmation.
  - c. Where appropriate, CRCC will dispatch back up units to assist the inquiring officer.

## **CONFIRMATION OF ENTRY ON WARRANTS**

2. CRCC will immediately contact the entering ORI by teletype (YQ) to verify and confirm the status of the entry. When contacting the entering ORI by teletype make sure the correct ORI is used **DO NOT USE NM033013N.**
  - a. In the case of a wanted person, it shall also be determined whether or not the person inquired upon is identical with the subject in the entry and whether or not the ORI will extradite.
  - b. Once entry is confirmed the inquiring officer shall be immediately notified.
  - c. The printout of the hit and any other printouts or messages involving the hit shall be held on file by CRCC. After the warrant arrives at the facility, fax a copy to the officer, write on the warrant who the arresting officer was, the date, time and your initials.
  - d. Place all copies into the cleared warrant basket for Supervisor approval and archives.

3. CRCC staff may contact an originating agency by telephone for confirmation, only after a teletype (YO) has been sent to the agency.
4. If there is no response after the 10 minute Urgent YQ, a second hit may be sent then the telecommunicator can follow up with a phone call to find out warrant status. The second hit request triggers an automatic notification to DPS in Santa Fe. A third request will automatically send a notification to DPS and the FBI as well as notifying the NCIC Coordinator and the IT Coordinator of the state via a text message and email.

## **CONFIRMATION RESPONSE OF WARRANTS**

5. Upon receiving a request for confirmation CRCC will respond in a timely manner as specified in the NCIC Manual.
  - a. If a request is made by phone, CRCC can and will confirm the entry by phone. There must be a teletype (YQ) sent by the inquiring agency in order to make the warrant a valid arrest.
  - b. Most requests for validating warrant status is done through YQ and YR. When the request is received, validate the record in this fashion.
    1. Locate the warrant in the file cabinet.
    2. Make sure the warrant is extraditable.
      - a. Municipal Court-Cibola County Only. NMSP can arrest an individual in McKinley or Bernalillo counties, same with Ramah Police Department. It must be stressed to the arresting agency that the warrant is valid but if the officer is going to arrest the suspect, they **MUST** be brought into the Cibola Detention Center. If the officer is willing, then the warrant is valid and can be executed. Stipulate in the YR that they need to bring the inmate to Core Civic in order for the warrant to be served.
      - b. Magistrate Court-Anywhere within the borders of New Mexico, unless otherwise noted on the warrant.
      - c. District Court-Adults-Most of the time, the district Attorney's Office will extradite surrounding states, that being Arizona, Utah, Colorado, Oklahoma and Texas.
      - d. District Court-Juvenile-The state of New Mexico participates in the juvenile Interstate Compact therefore all juvenile warrants will extradite nationwide. For a complete listing of state participate in the juvenile Interstate Compact, please refer to the NCIC Manuel.
      - e. District Court-Child Support Warrants-These warrants are in state extradition only and the DA's do not have any jurisdiction on these warrants, they are issued out of CSED.
  - c. Once the warrant and extradition limits are confirmed, send the inquiring agency a YR (Query Response).



- d. A copy of the warrant may be faxed to the inquiring agency only after a Locate Warrant (LW) teletype has been received.
- e. After receiving the Locate, remove the Wanted Person Entry using the clear Wanted form.
- f. On the original warrant, write "Return to Courts" on the top some- where the warrant needs to have the arresting officer and agency, date of arrest, and your initials. Make a copy of the warrant.
- g. Place the original warrant in the PSAP Managers box for the warrant to be returned to the correct courts.
- h. Paperclip all other paperwork, including a copy of the warrant, and place in the cleared warrants basket for Supervisor approval and archive.
- i. CRCC shall comply with NCIC rules and regulations to be able to confirm requests accurately.

## **STOLEN VEHICLES**

1. When there is an NCIC "Hit" on the terminal for a possible stolen vehicle, use the following for a guideline on how to handle the situation.
  - a. Confirm that the information that return from the motor vehicle division and the information on the stolen vehicle hit are exactly the same. Check the VIN, plate, vehicle make, model, style and possible color are the same. Also check the Misc. Field carefully for any special instructions that may give further details aiding the officer in confirming the vehicle he/she sees is the same as the entry. The Misc. field may contain such things as tinted windows, bumper stickers, vehicle damage, special wheels, fuel level and the list can go on.
  - b. Ask the officer if he/she is free to copy. Even if the officer is not with a subject presently. This will give a clue to the officer that something has returned on the plate and they can get prepared.
  - c. Repeat the plate information to the officer, give the state return as per normal. Advise them of the possibility of stolen vehicle status.
  - d. The officer has the ultimate authority and may choose not to do anything about it or has lost the vehicle somewhere and is now trying to find it. Do not take offense that he/she is not doing anything. There are circumstance that can be present that we do not know about.
  - e. If the officer does attempt a traffic stop on the vehicle, insure that there is backup on the way, whether it is from their won agency or another agency, the officer should not attempt this on their own.
  - f. Secure the airwaves by advising all other units to stop transmitting, 10-3. Use the channel marker on the console to aide in this. Channel marker is a beep every 5 seconds to tell everyone that there is no transmitting on the radio.
  - g. Support the officers with whatever they may need from here.
2. If the NCIC "Hit" originates from our agency, then use the following to confirm the validity of the record status.



- a. Locate the file folder located in the cabinets where all of the NCIC paperwork is located.
    1. All of CCSO records are in one drawer.
    2. All of GPD records are in one drawer.
    3. All of MPD records are in one drawer.
  - b. Check and make sure that there is a report and the theft affidavit.
  - c. If all the paperwork is there, advise the officer that the vehicle is still outstanding and valid.
  - d. Officer will then advise if they need a tow truck, use the next tow truck on rotation.
  - e. Once the stolen vehicle has been recovered, clear the NCIC entry.
  - f. A supplemental call is created for the agency who holds the record in the call. It will be noted what agency recovered the vehicle, what condition it was in, if any suspects were arrested, and where the vehicle was towed.
  - g. Place all paperwork back into the folder and place in the basket for supervisor approval and archive.
3. If CRCC receives YQ request on a stolen vehicle from another agency.
- a. Locate the file folder in the file cabinet.
    1. CCSO Items are in their own drawer.
    2. GPD files are in another drawer.
    3. MPD file in another drawer.
  - b. Confirm that the vehicle is still outstanding and considered stolen.
  - c. Once the paperwork is confirmed that the vehicle is still outstanding, send a YR advising that the vehicle is still stolen. In the MISC field request from the locating agency an administrative message. Officers and CRCC need the location where the vehicle was found, if occupied, the suspects names, which tow agency was responsible for the removal, their address and phone number.
  - d. When CRCC receives the Locate from the recovering agency, the telecommunicator will then clear the entry from NCIC. Print the YQ, YR, Locate and clear paperwork for documentation.
  - e. A supplemental call is created for the agency who holds the record in the call. It will be noted what agency recovered the vehicle, what condition it was in, if any suspects were arrested, and where the vehicle was towed.
  - f. Place all paperwork into the folder and place in the basket for supervisor approval and archive.

## MISSING PERSON

1. Entry of Missing persons **MUST** be placed into NCIC within **2hours** of initial call. When taking information from the reporting party, be sure to get as much information as possible to

make entry into the Missing Person File. The following is a list of mandatory items needed for NCIC entry.

- a. Name
  - b. Date of Birth
  - c. Height
  - d. Weight
  - e. Hair Color
  - f. Sex
  - g. Race
2. Telecommunicators should gather a good physical description such as clothing last seen wearing, last known location, last time seen, if they left in a vehicle get the vehicle information and any type of medical conditions they might have. All of this information is to be logged into the Cad and then relayed to the officer that was assigned to the call.
  3. Telecommunicators will call, New Mexico State Police Gallup, Acoma, and Laguna for their officers to be on the lookout (BOLO) for the possible missing person. Within our dispatch center, give the BOLO to the other law enforcement agency that is not handling the call. CRCC will strive to get the word out to other agencies while the officer is doing their initial interview of the complaining party.
  4. When the officer clears from the call, they will give some type of disposition. With past experiences, such as the juvenile that continually runs away, the officer will want to go check a few places before they enter into NCIC Missing Person File. That is the officer's discretion and is acceptable. CRCC will however start the entry process into the NCIC Missing Persons File.
    - a. Run the missing person through the multiform and obtain an Interstate Identification Index (III) request along with a driver's license check. This is done automatically through the multiform.
    - b. If there is a return on III or driver's license check, use this information to pack the record per NCIC Policy.
    - c. Telecommunicators will make entry into NCIC as soon as possible, remembering that FBI NCIC Policy states that all Missing Persons will be entered into the Missing Person File within 2 hours of **INITIAL CALL**. The sooner the better.
  - d. Use the height, weight, eye, and hair color that the reporting party had provided to CRCC. It will be more current than what will return on driver's license or III.
  - e. Any other information that was gathered will be placed into the MISC field such as clothing description, last time seen and so on.
  - f. In the event the officer locates the person after entry is made, clear the entry, place a copy of the CAD event with all paperwork and put into supervisors box for archive.
  - g. If the officer does want the missing person entered, have them fill out the entry form and get us a copy of their incident report as soon as it becomes available. Fax a copy



- of the entry to the agency for their records. If there are any further details the officer has that has not been placed into the entry, do a modify entry and change the information to what the officer wants in that entry.
- h. Photographs can be uploaded into the NCIC system through the Image File. The officer can bring the photograph in, it can be converted and uploaded to this file and attached to the missing person file. This might be completed the next day by either a supervisor or PSAP Manager.
  - i. Send a BOLO or Attempt to Locate (ATL) message via the New Mexico administrative message form. This AM will be to all points in New Mexico. The ORI that is to be placed into the TO box will be NMAPB0000. All information that has been gathered should be placed into the message. Make sure the message is logged into the Teletype Log Book.

1. Fax a copy of this message to the following agencies:

- a. National Parks in Grants
- b. El Morro on S. 53
- c. Bluewater State Park
- d. Cibola County Sheriff Department
- e. Grants Police Department
- f. New Mexico State Police (Grants and Gallup Office)
- g. Milan Police Department

- j. Place a copy of the teletype into the Supervisor's box for archive and also hang on the pass down on the wall.

## **NCIC MISSING PERSON HIT RESPONSE ON THE SCREEN**

- 1. Advise the officer if he/she is free to copy. When the officer advises to go ahead, state to them the subject they are with is a possible missing person. If there are any scars, marks or tattoos, aliases, missing body parts or any other information that identify the missing person, this needs to be relayed to the officer that this information is available. It is up to the investigating officer if he need this information in aiding to identify the missing person. Wait for the officer to ask for it, do not just start giving it to them. They just need to know that we have that information available if it is needed.
- 2. If the missing person is out of one of CRCC agencies, pull the file from the file cabinet and confirm the validity.
  - a. CCSO Files are in their own drawer.
  - b. GPD Files are in their own drawer.
  - c. MPD Files are in their own drawer.
- 3. If the missing person is from another agency, then an YQ must be sent to that agency for validation of entry.



- a. Right click on the red highlight on the inbox of the NCIC system. Click on the missing person YQ using the left mouse button.
- b. Change the ORI to the agency that is with the subject.
- c. Fill in all the mandatory fields. Most of the fields will be auto populated.
- d. In MISC field advise the officer is out with subject and you are requesting if the missing person entry is still valid.
- e. Once the agency responds with YR, advise the officer of the information. Every situation is dependent and is officer discretion on what is going to happen. Common sense will be applied and the dispatcher will have to adapt in this type of dynamic situation.
- f. Send a locate to the reporting agency. That agency might require more information and they will place it into the MISC field on their YR. Pass the request along to the officer and gather the information that is needed. Then pass along the information to the agency via an administrative message through NCIC.

1. If an AM is sent to the reporting agency, make sure it is logged into the Teletype log and a copy is placed into the supervisor's box for archive.

## **MISSING PERSON CONFIRMATION REQUEST FROM ANOTHER AGENCY**

1. Pull the missing persons file from the agencies file cabinet. Each agency has their own drawer.
2. Determine if the entry is still valid. This is accomplished by having all the paperwork in the file and an outstanding entry in NCIC.
3. When that officer calls in, transfer them to the cell phone of the officer in charge. Mute your line to allow the phone call to be recorded.
4. Once the locate has been received, run a query on the missing person. Almost every time, NCIC clears the record from the database. If the Missing Person has not been cleared after the locate was received, please clear the subject from NCIC.
5. Locate the missing person in the agency book and remove the entry by placing the time on the locate or the clear, the date, your initials and then highlight the entry.
6. Place all paperwork back into the folder and place in the Supervisor's box for approval and archive.

## **JUVENILE MISSING PERSONS OR RUNAWAYS**

1. All juveniles that have been entered into NCIC as a Missing Person will be taken into custody by the officer that has contact. These special cases are handled in the same fashion as noted above. The only difference is that they will be detained.
  - a. If the juvenile is from a different jurisdiction, communicate with the reporting agency to coordinate return of the juvenile. The officer might be the one to actually do the step.

- b. If the juvenile is from one of our agencies and was located anywhere but locally, refer the agency to the officer in charge at the time. This may have to be done by transferring the other agency to our OIC's cell phone to get the details worked out.
- c. Assist wherever the officer needs assistance in. We will take on a support role at this time to aid the juvenile in their safe return.

## **E. NCIC ENTRY POLICIES**

### **STOLEN VEHICLE ENTRY**

1. ENTER AS SOON AS POSSIBLE: Report does not need to be on file at CRCC at time of entry, however confirm a theft affidavit has been signed.
2. Stolen Vehicle report needs to be on file at CRCC as soon as the officer has it completed. The theft affidavit must be on file before the end of shift.
3. Once the telecommunicator has confirmed the vehicle is stolen, entry into the Vehicle File can be made. Check the following area's as well for other possible reasons the vehicle is no longer in the owner's possession.
  - a. Wrecker logs (vehicle may have been towed)
  - b. Check if repossessed (through CAD event Service log)
4. Complete a query using the multiform on NCIC. If the license plate is available, use that. If there is no license plate, use the VIN number. Make certain you are running the vehicle through the correct state. (Multiform defaults to New Mexico)
  - a. Once there is a return, confirm that the information on the theft affidavit and the return has the same information such as VIN, make, model, color and so on.
5. Insure that any other identifying information has been gathered such as tinted windows, specialty wheels or tires, bumper stickers, toolbox, vehicle damage or any other information that can assist another officer in identifying the vehicle. This all should be on the Stolen Vehicle Entry Form. This information can be written in by the telecommunicator. All of this information will be written into the MISC Field of the NCIC entry.
6. Send out a teletype for an attempt to locate via NCIC. Include all the information within the ATL. The ORI for the ATL is NMAPD0000. Fax a copy of the teletype to National Parks (both Grants and El Morro) and also to Bluewater State Park.
7. Place all paperwork in the box for Supervisor approval.

### **STOLEN LICENSE PLATE ENTRIES**

1. Run registration inquiry.
2. Have the investigating officer fill out the License Plate Entry Form.
3. Make entry into NCIC.



- a. Use the Agencies case number for your OCA. Place initials behind the OCA.  
Example-12-0000-ZZ.
  - b. Make certain that the registered owners name is entered first in the miscellaneous field.
4. Attach the entry paperwork to the complete file. Fax a copy of the entry to the entering agency.
5. Log NCIC entry into the appropriate log book for the agency entering the plate.
6. Have the officer fax/drop off the report as soon as they have completed it. The registered owner should be on the report with all contact information.
7. Place registration query, license plate entry form, copy of offense/incident report (if available), a copy of entry and a query of the NCIC number or license plate into the Supervisor's basket for approval.
8. Once the plate s recovered, remove the entry from NCIC and be sure to clear the entry from the Agencies log book of NCIC entries.
9. Retention period is the reminder of the year one (1) additional year.

## **STOLEN SECURITIES ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Securities Entry Form.
2. Make entry into NCIC.
  - a. Use the Agencies case number for the OCA Field.
  - b. Make sure that the registered owners name is entered in the miscellaneous field.
3. Run a query on the NCIC number.
4. Fax a copy of the entry to the originating agency.
5. Record entry into the log book for the appropriate agency.
6. Have the officer drop off/fax the report as soon as they have completed it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period: Travelers checks/Money orders- Balance of the year entered plus two. All other securities- balance of the year entered plus four.

## **STOLEN ARTICLE ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Article Entry Form.
2. Make entry into NCIC.
  - a. Use the Agencies case number for the OCA field.
3. Entry of article can be very difficult since it is almost impossible for NCIC to have every Manufacturer in their database. The 2 fields that are known to create problems in entry are the type (TYP) field and the brand (BRA) name field. Refer to the NCIC 2000 Operators Manuel



under Article Section. Within that section, look at page 9, and 10, section 2.5 for TYP field and page 11 and 12, section 3 for the BRA field. This will assist in entry of the article.

4. Run a query on the NCIC number.
5. Fax a copy of the entry to the originating agency.
6. Have the officer drop/fax off the report as soon as they have a complete it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period is balance of the year entered plus one.

## **STOLEN GUN ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Gun Entry Form.
2. Query the serial number to make certain it is not entered as stolen already.
3. Make entry into NCIC.

a. Use the Agencies case number for the OCA field.

4. Run a query on the NIC number.
5. Fax a copy of the originating agency.
6. Have the officer drop/fax the report as soon as they have completed it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period: Until originating agency clears entry.

## **STOLEN BOAT ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Boat Entry Form.
2. Run the boat registration through NMDMV Files.
3. Make entry into NCIC.

- a. Use the Agencies case number for the OCA field.
- b. Add any other description that may help identify the gun.

4. Run a query on the NCIC number or using the registration number.
5. Fax a copy of the entry to the originating agency.
6. Have the officer drop/fax report as soon as they have completed it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period: Without boat hull number-90 days. With hull number- balance of a year plus four.

## **NEW MEXICO LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NMLETS)**

1. The New Mexico Law Enforcement Telecommunications system is a state-wide computerized system. Its services are available to all criminal justice agencies in New Mexico. The system operates through a computer switch located at the Department of Public Safety, Headquarters in Santa Fe.
2. The computer switch allows access to the following systems:
  - a. National Crime Information Center. (NCIC)
  - b. The National Law Enforcement Telecommunications System. (NLETS)
  - c. The New Mexico Motor Division. (MVD)
3. Since, the NMLETS Network provides access to the various independent systems, the Department of Public Safety, as manager of NMLETS, must adhere to and comply with all policies, procedures, rules, and regulations established.
4. Discipline- To help ensure the proper operation of the NMLETS Network, the standards, procedures, formats and criteria stated in the NMLETS operating Manual, NCIC operating Manual, NCIC code manual, NLETS operating manual and the NMLETS operating manual must be strictly adhere to.

## **G. INTERSTATE IDENTIFICATION INDEX (Triple I or III)**

1. Security and Confidentiality-III records shall be maintained in a secure records environment. Such storage of records may be for extended periods only when the III records are key elements for the integrity/utility of the case files/criminal record files in which they are retained. Operators shall use the terminal only for those purpose which are authorized.
  - a. Authorized personnel-III information will only be released to the requestor in a sealed envelope or via a fax as long as the requestor is on the other side, ready for the information that is being faxed over. A date will be placed on the envelope and **MUST** be shredded at the end of 7 days if the returns are not picked up.
    1. Law Enforcement
    2. Courts
    3. Corrections
    4. Housing authority (purpose only. Used when the III inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. Limited to QH inquiries).
  - b. A valid reason must be given to run the III. I.e. A traffic stop with suspicious subjects does not constitute an III request. One of the suspects DETAINED, is in possession of a firearm and it is suspected that he may be a felon. This is a valid reason.
  - c. DO NOT broadcast over the radio any detailed information in reference to the III request. The officer can be advised that the suspect is or is not a felon but the



detailed as to why cannot be given over the radio. This information may be passed along through the telephone to the requesting officer. Make sure that the officer completes the request form and signs the form.

2. The following III Information must be logged in the III log:

- a. Date
- b. Agency and requestor's full name
- c. Subject's information (Name, DOB, SOC, FBI and SID)
- d. Purpose code (C=criminal, J=employment, H=housing)
- e. Man Number
- f. Reason for III request i.e. Felonies, DWI, Burglaries, etc.... Include a case number if it is available.

3. Procedures:

- a. Receive request from authorized personnel with a valid reason. The request has to be presented on a request form, if available.
- b. Run QH (inquiry to determine the existence of an Index record) using the correct ORI. If III returns with a FBI number then continue with step c.
- c. Run QR (Request for a criminal history record from the FBI and/or the participating state(s) maintaining such record).
- d. Run IQ (Inquiry to determine if an FBI number (FBI) or State Identification Number (SID)).
- e. FQ query- The purpose of this query is to retrieve a full record from a state. Trailing space should be eliminated from all data fields.
- f. ALL SID numbers need to be run in the FQ from along with the FBI number.

## **H. \$ MESSAGES**

1. All \$ Messages should be printed and saved for the Supervisors to view. If this agency receives any \$ Messages that needs immediate attention, an arrest made on the subject that we hold a warrant for, determine the seriousness on a case by case basis. As always, if there is a question, notify the supervisor.

## **I. SHREDDING OF CONFIDENTIAL INFORMATION**

1. At the end officer's shifts, all returns are to be shredded. (DL's, Vehicle returns, 29 requests, III's, etc.) All III's that have not been picked up in 7 days must be shredded per NCIC rules.

## **J. CONFIDENTIALLY FOR ALL NCIC TERMINALS**

1. All NCIC terminals need to be located in a secure area. All NCIC transactions are confidential for view and use the criminal justice agencies only. There are to be no pictures taken of the NCIC terminal without prior approval from Supervisor or Management. This type of transaction will only be approved when it is to an officer on a department issued device. All



NCIC users must take Security Awareness Training every two years as well as pass the NCIC exam. Any failure to follow this policy and procedure and or the CJIS Security Policy will be subject to an internal as well as external investigation. Violations can also result in disciplinary action up to an including termination and possibly NCIC sanctions as well as federal prosecution dependent on the severity of the violation.

***SECTION 5***  
***TELETYPE AND NCIC***

## **A. RESPONSIBILITY OF TELETYPE OPERATORS**

1. Communicators are trained in the use of the law enforcement teletype and the various telecommunications systems. Communications operators enter, clear and inquire on these systems. The teletype is designed to aid the law enforcement officer in the efficient performance of his/her duties. Teletype operators are responsible for the accuracy of information they may enter into these systems, and for the confidentiality of any information obtained from these systems. Information contained in law enforcement telecommunications systems is for use by law and enforcement and criminal justice personnel only.

## **B. NCIC EQUIPMENT FAILURES**

1. Any malfunction or failure of the teletype system will be reported to the Communications supervisor.
  - a. Supervisor-If you are unable to resolve the problems with the NCIC system, then proceed to the next step.
  - b. Contact the PSAP Manager and advise them of the situation.
  - c. Contact NMSP D6, advise them of the equipment failure and that we are going to have to route our traffic to them temporarily.
  - d. Contact the NCIC Help Desk at 505-827-3413 and have our ORI's routed to New Mexico State Police D6.
  - e. Supervisor's computer can be used in the office if NCIC terminals go down on dispatch floor.
  - f. All telecommunicators have VPN LOG in.
  - g. Once the terminal is up and running, verifies connection.
  - h. Call the NCIC Help Desk back and have them move the ORI back to our agency.

## **C. NATIONAL CRIME INFORMATION CENTER (NCIC)**

- a. The National Crime Information Center is a nationwide computer Information system, established as a service to all criminal justice Agencies – local, state and federal. NCIC is managed by the federal Bureau of Investigations at their headquarters in Clarksburg, WV.
- b. The NCIC operating is a comprehensive document that definitely sets forth the proper operating procedures to be followed by all personnel using the system.
- c. The following are a list of files in NCIC and a brief explanation:



### **1. Vehicle File**

- a. Purpose of the vehicle file is to provide assistance in the recovery on a stolen vehicle, a vehicle in the commission of a crime (Felony Vehicle) and in the recovery of a stolen part; NCIC part 1, Sec. 1.2-1.
- b. A loaned, rented or leased vehicle that has not been returned may not be entered in the file unless an official police report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc., NCIC part 1, Sec. 1.2-4.

### **2. License Plate File**

- a. Un-recovered stolen license plate(s) may be entered into file if a theft report has been made; NCIC part 2, Sec. 1.1-1.
- b. Entries are usually limited to instances where only one plate is reported stolen. An entry is permitted provided the entering agency assured the remaining plate will not be on a vehicle.

### **3. Boat File**

- a. Any un-recovered stolen boat which has a registration number, document number, permanently attached hull serial number, or owner-applied number may be entered in file if a theft report has been made; NCIC part 3, Sec. 1.2-1.
- b. Loaned, rented or leased boats not returned may be entered by an authorized agency if an official police report is made or a file complaint results in the issuance of a warrant charging embezzlement, theft, etc., NCIC part 3, Sec. 1.

### **4. Gun File**

- a. Weapons with serial numbers, which have been lost or stolen, may be entered into the NCIC gun file if a report has been made, NCIC part 4, Sec. 1.2-1.

### **5. Article File**

- a. Any item in the theft report valued at \$500 or more and having a unique manufacture – assigned serial number and/or an owner-applied number, except for an item to be entered in the boat, gun, license plate, securities, or vehicle file. Office equipment (adding machine, typewriter, dictating machine, etc.) a color television set, a bicycle and cellular phones may be entered regardless of value; NCIC part 5, Sec. 1.1-1.
- b. Stolen or lost credit cards, bank drafts, and checks, including cashier's certified, company, government (Federal, State, local), bank officer's, personal, and U.S. Treasury, are not to be entered in the NCIC article file or any other NCIC file; NCIC part 5, Sec. 1.1-3.

### **6. Securities File**

- a. For NCIC purposes, securities are identified as Currency e.g., Federal Reserve Note, Silver Certificate, U.S. Note, Canadian Notes, and other foreign

currency, etc., those documents or certificates which are generally considered to be evidence of debt (Treasury issued bills, bonds, and notes; municipal and corporate bonds; debentures; other non-personal notes, etc.) or ownership of property (common or preferred stock): Documents which represent subscription rights (stock warrants, stock rights): Documents which represent exchanges in the United States, except for commodities futures; postal and other types of money orders, travelers checks, warehouse receipts, saving certificates and interest coupons on stock and bonds; NCIC part 6, Sec. 1.1.

#### **7. Wanted persons File**

- a. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is outstanding, a felony or serious misdemeanor warrant is outstanding, or probation and parole violators in which a warrant has been issued; NCIC part 7, Sec. 1.1.1-1, Sec. 1.1.1-2, and Sec. 1.1.1-3.
- b. Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment; NCIC part 7, Sec. 1.1.1-4

#### **8. Missing Person File**

- a. A person of any age who is missing regardless of the amount of time missing, who fits one of the following criteria:
  1. Juvenile
  2. Endangered
  3. Catastrophe victim
  4. Involuntary
  5. Disabled

#### **9. Foreign Fugitive File**

- a. With an NCIC wanted person inquiry check the record of fugitives wanted around the world; NCIC part 9, Sec. 1.1.
- b. Provides a warning to U.S. Law Enforcement officers who might confront the fugitive so the officers may use appropriate caution; NCIC part 9, Sec. 1.1.1.
- c. Provides assistance in locating and arresting foreign fugitives; NCIC part 9, Sec. 1.1-2
- d. Help provide public safety; NCIC part 9, Sec. 1.1-3.

#### **10. Interstate Identification Index File**

- a. III is a system for the collection, procession, preservation and dissemination of criminal history record information to authorized personnel only; NCIC part 10, Sec. 1-A.
- b. Information collected by criminal justice agencies on individuals consisting identifiable descriptions and notations of arrest,



Detentions, indictments, information, or other formal criminal charges, and any dispositions arising therefrom, sentencing, correctional supervision, and release; NCIC part 10, Sec. 1-B.

#### **11. Protective Interest File**

- a. File replaced the USSS Protection file in 2011.
- b. File maintained by US Marshals and USSS to track known threats to those being protected.
- c. File also keeps track of the known persons to have been a threat to those being protected.

#### **12. Unidentified Person File**

- a. Any unidentified deceased person or a person of any age who is living and unable to ascertain his/her identity, e.g. Amnesia victim, infant, etc. The information on unidentified living person only be included if the person gives his/her consent, or if they are physically or mentally unable to give this consent; NCIC part 12, Sec. 1.1.
- b. Body parts when a body has been dismembered (entered as an unidentified deceased person); NCIC part 12, Sec. 1.1-4.

#### **13. Originating Agency Identifier (ORI) File**

- a. This file gives users the capability to inquire upon any ORI and receive the agency name, address, and telephone number in the response. This will aid in hit confirmation; NCIC part 13, Sec. 1.1.

#### **14. Protection Order File**

- a. This file holds records of individuals who are subject to an injunction or any other order which restrains them from committing violent, threatening acts or harassment against another person, including temporary and final orders issued by civil or criminal courts.

#### **15. Violent Gang File**

- a. Hold records for violent gangs and their members.
- b. Holds records for terrorist organizations and their members.
- c. Used as a device for safety of field personnel as they are warned to a subject's violent activity, which could place an officer in danger.

#### **16. Image File**

- a. Have the ability to attach images to any NCIC entry.
- b. The image is uploaded after initial entry as a supplemental.
- c. The image is located in the system via the NCIC Number.



**17. Identity Theft File**

- a. An entry into the NCIC system in which the victim has had their identity stolen.
- b. Will contain any information for Law Enforcement to verify identity such as a password.

**18. Immigration Violator File**

- a. File maintained by the U.S. Immigrations and Customs Enforcement agency.
- b. When a NCIC “hit” comes up on a suspected person in this file, there will be a number to contact the ICE Administration.

**19. Violent Person File**

- a. Formerly known as the Violent Felons File
- b. No any person that is known to have violent interactions are placed into this file through NCIC.
- c. No longer have to have 3 violent felony convictions to be placed into this file.

**20. National Sex Offender Registry File**

- a. File that contains convicted sex offender that must register with the local law Enforcement.
- b. In New Mexico, the Sheriff’s Office is responsible for entry and maintenance of this file. In Cibola Regional Communication Center, we are responsible for NCIC Validations only.
- c. Once an Offender has been entered into “Offender Watch,” Santa Fe DPS confirms all the information and the offender are then placed into NCIC by DPS in Santa Fe.

**21. Supervised Released File**

- a. File that contains all past and present convicted felons that are on probation or parole.
- b. File is maintained by Adult Probation and Parole Office in New Mexico.
- c. There are also US Probation offenders entered into this system as well. If contact is made with a US Probation offender, the telecommunicator must follow instructions as outlined in the MISC Field. This will almost always require a phone call into the US Probation call center.

**22. Vehicle/Boat Parts File**

- a. File where parts of vehicle or boats, such as an engine, can be placed into.
- b. If there is a unique VIN number or OAN (Owner Applied Number) that has been placed onto the parts, it can be entered into this file.

### **23. Known or Appropriately Suspected Terrorist File**

- a. File maintained by FBI, Secret Service and Homeland Security.
- b. Contains anyone that is suspected of being a terrorist, foreign and domestic.
- c. Has specific instructions in case there is any contact made with one of these subjects. Please read the return very carefully.

## **D. PROCEDURES FOR WARRANT HIT CONFIRMATION**

1. When a NCIC hit has been advised on the terminal, the following are the proper procedures to handle the hit:
  - a. If warrants originates from within our own ORI:
    1. Immediately check the warrant files and confirm that there is a valid "hard copy" of the warrant.
    2. Ask inquiring officer if he is free to copy. This allows the officer time to be ready or to back away from the suspect to maintain safety.
    3. When the officer is ready, they would advise to go ahead, give them the information the officer needs.
  - b. If warrant is from any other agency:
    1. Ask the officer if they are free to copy. This allows the officer to be ready.
    2. When the officer is ready, he/she will respond with "go ahead" and then that officer can be told of the "possible" NCIC hit.
    3. That officer will advise to send the hit confirmation.
  - c. Where appropriate, CRCC will dispatch back up units to assist the inquiring officer.

## **CONFIRMATION OF ENTRY ON WARRANTS**

2. CRCC will immediately contact the entering ORI by teletype (YQ) to verify and confirm the status of the entry. When contacting the entering ORI by teletype make sure the correct ORI is used **DO NOT USE NM033013N.**
  - a. In the case of a wanted person, it shall also be determined whether or not the person inquired upon is identical with the subject in the entry and whether or not the ORI will extradite.
  - b. Once entry is confirmed the inquiring officer shall be immediately notified.
  - c. The printout of the hit and any other printouts or messages involving the hit shall be held on file by CRCC. After the warrant arrives at the facility, fax a copy to the officer, write on the warrant who the arresting officer was, the date, time and your initials.
  - d. Place all copies into the cleared warrant basket for Supervisor approval and archives.



3. CRCC staff may contact an originating agency by telephone for confirmation, only after a teletype (YO) has been sent to the agency.
4. If there is no response after the 10 minute Urgent YQ, a second hit may be sent then the telecommunicator can follow up with a phone call to find out warrant status. The second hit request triggers an automatic notification to DPS in Santa Fe. A third request will automatically send a notification to DPS and the FBI as well as notifying the NCIC Coordinator and the IT Coordinator of the state via a text message and email.

## **CONFIRMATION RESPONSE OF WARRANTS**

5. Upon receiving a request for confirmation CRCC will respond in a timely manner as specified in the NCIC Manual.

- a. If a request is made by phone, CRCC can and will confirm the entry by phone. There must be a teletype (YQ) sent by the inquiring agency in order to make the warrant a valid arrest.
- b. Most requests for validating warrant status is done through YQ and YR. When the request is received, validate the record in this fashion.

1. Locate the warrant in the file cabinet.
2. Make sure the warrant is extraditable.

- a. Municipal Court-Cibola County Only. NMSP can arrest an individual in McKinley or Bernalillo counties, same with Ramah Police Department. It must be stressed to the arresting agency that the warrant is valid but if the officer is going to arrest the suspect, they **MUST** be brought into the Cibola Detention Center. If the officer is willing, then the warrant is valid and can be executed. Stipulate in the YR that they need to bring the inmate to Core Civic in order for the warrant to be served.
  - b. Magistrate Court-Anywhere within the borders of New Mexico, unless otherwise noted on the warrant.
  - c. District Court-Adults-Most of the time, the district Attorney's Office will extradite surrounding states, that being Arizona, Utah, Colorado, Oklahoma and Texas.
  - d. District Court-Juvenile-The state of New Mexico participates in the juvenile Interstate Compact therefore all juvenile warrants will extradite nationwide. For a complete listing of state participate in the juvenile Interstate Compact, please refer to the NCIC Manual.
  - e. District Court-Child Support Warrants-These warrants are in state extradition only and the DA's do not have any jurisdiction on these warrants, they are issued out of CSED.
- c. Once the warrant and extradition limits are confirmed, send the inquiring agency a YR (Query Response).



- d. A copy of the warrant may be faxed to the inquiring agency only after a Locate Warrant (LW) teletype has been received.
- e. After receiving the Locate, remove the Wanted Person Entry using the clear Wanted form.
- f. On the original warrant, write "Return to Courts" on the top somewhere the warrant needs to have the arresting officer and agency, date of arrest, and your initials. Make a copy of the warrant.
- g. Place the original warrant in the PSAP Managers box for the warrant to be returned to the correct courts.
- h. Paperclip all other paperwork, including a copy of the warrant, and place in the cleared warrants basket for Supervisor approval and archive.
- i. CRCC shall comply with NCIC rules and regulations to be able to confirm requests accurately.

## **STOLEN VEHICLES**

1. When there is an NCIC "Hit" on the terminal for a possible stolen vehicle, use the following for a guideline on how to handle the situation.
  - a. Confirm that the information that return from the motor vehicle division and the information on the stolen vehicle hit are exactly the same. Check the VIN, plate, vehicle make, model, style and possible color are the same. Also check the Misc. Field carefully for any special instructions that may give further details aiding the officer in confirming the vehicle he/she sees is the same as the entry. The Misc. field may contain such things as tinted windows, bumper stickers, vehicle damage, special wheels, fuel level and the list can go on.
  - b. Ask the officer if he/she is free to copy. Even if the officer is not with a subject presently. This will give a clue to the officer that something has returned on the plate and they can get prepared.
  - c. Repeat the plate information to the officer, give the state return as per normal. Advise them of the possibility of stolen vehicle status.
  - d. The officer has the ultimate authority and may choose not to do anything about it or has lost the vehicle somewhere and is now trying to find it. Do not take offense that he/she is not doing anything. There are circumstance that can be present that we do not know about.
  - e. If the officer does attempt a traffic stop on the vehicle, insure that there is backup on the way, whether it is from their own agency or another agency, the officer should not attempt this on their own.
  - f. Secure the airwaves by advising all other units to stop transmitting, 10-3. Use the channel marker on the console to aide in this. Channel marker is a beep every 5 seconds to tell everyone that there is no transmitting on the radio.
  - g. Support the officers with whatever they may need from here.
2. If the NCIC "Hit" originates from our agency, then use the following to confirm the validity of the record status.

- a. Locate the file folder located in the cabinets where all of the NCIC paperwork is located.
    1. All of CCSO records are in one drawer.
    2. All of GPD records are in one drawer.
    3. All of MPD records are in one drawer.
  - b. Check and make sure that there is a report and the theft affidavit.
  - c. If all the paperwork is there, advise the officer that the vehicle is still outstanding and valid.
  - d. Officer will then advise if they need a tow truck, use the next tow truck on rotation.
  - e. Once the stolen vehicle has been recovered, clear the NCIC entry.
  - f. A supplemental call is created for the agency who holds the record in the call. It will be noted what agency recovered the vehicle, what condition it was in, if any suspects were arrested, and where the vehicle was towed.
  - g. Place all paperwork back into the folder and place in the basket for supervisor approval and archive.
3. If CRCC receives YQ request on a stolen vehicle from another agency.
- a. Locate the file folder in the file cabinet.
    1. CCSO Items are in their own drawer.
    2. GPD files are in another drawer.
    3. MPD file in another drawer.
  - b. Confirm that the vehicle is still outstanding and considered stolen.
  - c. Once the paperwork is confirmed that the vehicle is still outstanding, send a YR advising that the vehicle is still stolen. In the MISC field request from the locating agency an administrative message. Officers and CRCC need the location where the vehicle was found, if occupied, the suspects names, which tow agency was responsible for the removal, their address and phone number.
  - d. When CRCC receives the Locate from the recovering agency, the telecommunicator will then clear the entry from NCIC. Print the YQ, YR, Locate and clear paperwork for documentation.
  - e. A supplemental call is created for the agency who holds the record in the call. It will be noted what agency recovered the vehicle, what condition it was in, if any suspects were arrested, and where the vehicle was towed.
  - f. Place all paperwork into the folder and place in the basket for supervisor approval and archive.

## MISSING PERSON

1. Entry of Missing persons **MUST** be placed into NCIC within **2hours** of initial call. When taking information from the reporting party, be sure to get as much information as possible to



make entry into the Missing Person File. The following is a list of mandatory items needed for NCIC entry.

- a. Name
  - b. Date of Birth
  - c. Height
  - d. Weight
  - e. Hair Color
  - f. Sex
  - g. Race
2. Telecommunicators should gather a good physical description such as clothing last seen wearing, last known location, last time seen, if they left in a vehicle get the vehicle information and any type of medical conditions they might have. All of this information is to be logged into the Cad and then relayed to the officer that was assigned to the call.
  3. Telecommunicators will call, New Mexico State Police Gallup, Acoma, and Laguna for their officers to be on the lookout (BOLO) for the possible missing person. Within our dispatch center, give the BOLO to the other law enforcement agency that is not handling the call. CRCC will strive to get the word out to other agencies while the officer is doing their initial interview of the complaining party.
  4. When the officer clears from the call, they will give some type of disposition. With past experiences, such as the juvenile that continually runs away, the officer will want to go check a few places before they enter into NCIC Missing Person File. That is the officer's discretion and is acceptable. CRCC will however start the entry process into the NCIC Missing Persons File.
    - a. Run the missing person through the multiform and obtain an Interstate Identification Index (III) request along with a driver's license check. This is done automatically through the multiform.
    - b. If there is a return on III or driver's license check, use this information to pack the record per NCIC Policy.
    - c. Telecommunicators will make entry into NCIC as soon as possible, remembering that FBI NCIC Policy states that all Missing Persons will be entered into the Missing Person File within 2 hours of **INITIAL CALL**. The sooner the better.
- d. Use the height, weight, eye, and hair color that the reporting party had provided to CRCC. It will be more current than what will return on driver's license or III.
  - e. Any other information that was gathered will be placed into the MISC field such as clothing description, last time seen and so on.
  - f. In the event the officer locates the person after entry is made, clear the entry, place a copy of the CAD event with all paperwork and put into supervisors box for archive.
  - g. If the officer does want the missing person entered, have them fill out the entry form and get us a copy of their incident report as soon as it becomes available. Fax a copy



- of the entry to the agency for their records. If there are any further details the officer has that has not been placed into the entry, do a modify entry and change the information to what the officer wants in that entry.
- h. Photographs can be uploaded into the NCIC system through the Image File. The officer can bring the photograph in, it can be converted and uploaded to this file and attached to the missing person file. This might be completed the next day by either a supervisor or PSAP Manager.
  - i. Send a BOLO or Attempt to Locate (ATL) message via the New Mexico administrative message form. This AM will be to all points in New Mexico. The ORI that is to be placed into the TO box will be NMAPB0000. All information that has been gathered should be placed into the message. Make sure the message is logged into the Teletype Log Book.
    - 1. Fax a copy of this message to the following agencies:
      - a. National Parks in Grants
      - b. El Morro on S. 53
      - c. Bluewater State Park
      - d. Cibola County Sheriff Department
      - e. Grants Police Department
      - f. New Mexico State Police (Grants and Gallup Office)
      - g. Milan Police Department
  - j. Place a copy of the teletype into the Supervisor's box for archive and also hang on the pass down on the wall.

## **NCIC MISSING PERSON HIT RESPONSE ON THE SCREEN**

- 1. Advise the officer if he/she is free to copy. When the officer advises to go ahead, state to them the subject they are with is a possible missing person. If there are any scars, marks or tattoos, aliases, missing body parts or any other information that identify the missing person, this needs to be relayed to the officer that this information is available. It is up to the investigating officer if he need this information in aiding to identify the missing person. Wait for the officer to ask for it, do not just start giving it to them. They just need to know that we have that information available if it is needed.
- 2. If the missing person is out of one of CRCC agencies, pull the file from the file cabinet and confirm the validity.
  - a. CCSO Files are in their own drawer.
  - b. GPD Files are in their own drawer.
  - c. MPD Files are in their own drawer.
- 3. If the missing person is from another agency, then an YQ must be sent to that agency for validation of entry.

- a. Right click on the red highlight on the inbox of the NCIC system. Click on the missing person YQ using the left mouse button.
- b. Change the ORI to the agency that is with the subject.
- c. Fill in all the mandatory fields. Most of the fields will be auto populated.
- d. In MISC field advise the officer is out with subject and you are requesting if the missing person entry is still valid.
- e. Once the agency responds with YR, advise the officer of the information. Every situation is dependent and is officer discretion on what is going to happen. Common sense will be applied and the dispatcher will have to adapt in this type of dynamic situation.
- f. Send a locate to the reporting agency. That agency might require more information and they will place it into the MISC field on their YR. Pass the request along to the officer and gather the information that is needed. Then pass along the information to the agency via an administrative message through NCIC.

1. If an AM is sent to the reporting agency, make sure it is logged into the Teletype log and a copy is placed into the supervisor's box for archive.

## **MISSING PERSON CONFIRMATION REQUEST FROM ANOTHER AGENCY**

1. Pull the missing persons file from the agencies file cabinet. Each agency has their own drawer.
2. Determine if the entry is still valid. This is accomplished by having all the paperwork in the file and an outstanding entry in NCIC.
3. When that officer calls in, transfer them to the cell phone of the officer in charge. Mute your line to allow the phone call to be recorded.
4. Once the locate has been received, run a query on the missing person. Almost every time, NCIC clears the record from the database. If the Missing Person has not been cleared after the locate was received, please clear the subject from NCIC.
5. Locate the missing person in the agency book and remove the entry by placing the time on the locate or the clear, the date, your initials and then highlight the entry.
6. Place all paperwork back into the folder and place in the Supervisor's box for approval and archive.

## **JUVENILE MISSING PERSONS OR RUNAWAYS**

1. All juveniles that have been entered into NCIC as a Missing Person will be taken into custody by the officer that has contact. These special cases are handled in the same fashion as noted above. The only difference is that they will be detained.
  - a. If the juvenile is from a different jurisdiction, communicate with the reporting agency to coordinate return of the juvenile. The officer might be the one to actually do the step.



- b. If the juvenile is from one of our agencies and was located anywhere but locally, refer the agency to the officer in charge at the time. This may have to be done by transferring the other agency to our OIC's cell phone to get the details worked out.
- c. Assist wherever the officer needs assistance in. We will take on a support role at this time to aid the juvenile in their safe return.

## **E. NCIC ENTRY POLICIES**

### **STOLEN VEHICLE ENTRY**

1. ENTER AS SOON AS POSSIBLE: Report does not need to be on file at CRCC at time of entry, however confirm a theft affidavit has been signed.
2. Stolen Vehicle report needs to be on file at CRCC as soon as the officer has it completed. The theft affidavit must be on file before the end of shift.
3. Once the telecommunicator has confirmed the vehicle is stolen, entry into the Vehicle File can be made. Check the following area's as well for other possible reasons the vehicle is no longer in the owner's possession.
  - a. Wrecker logs (vehicle may have been towed)
  - b. Check if repossessed (through CAD event Service log)
4. Complete a query using the multiform on NCIC. If the license plate is available, use that. If there is no license plate, use the VIN number. Make certain you are running the vehicle through the correct state. (Multiform defaults to New Mexico)
  - a. Once there is a return, confirm that the information on the theft affidavit and the return has the same information such as VIN, make, model, color and so on.
5. Insure that any other identifying information has been gathered such as tinted windows, specialty wheels or tires, bumper stickers, toolbox, vehicle damage or any other information that can assist another officer in identifying the vehicle. This all should be on the Stolen Vehicle Entry Form. This information can be written in by the telecommunicator. All of this information will be written into the MISC Field of the NCIC entry.
6. Send out a teletype for an attempt to locate via NCIC. Include all the information within the ATL. The ORI for the ATL is NMAPD0000. Fax a copy of the teletype to National Parks (both Grants and El Morro) and also to Bluewater State Park.
7. Place all paperwork in the box for Supervisor approval.

### **STOLEN LICENSE PLATE ENTRIES**

1. Run registration inquiry.
2. Have the investigating officer fill out the License Plate Entry Form.
3. Make entry into NCIC.



- a. Use the Agencies case number for your OCA. Place initials behind the OCA.  
Example-12-0000-ZZ.
  - b. Make certain that the registered owners name is entered first in the miscellaneous field.
4. Attach the entry paperwork to the complete file. Fax a copy of the entry to the entering agency.
5. Log NCIC entry into the appropriate log book for the agency entering the plate.
6. Have the officer fax/drop off the report as soon as they have completed it. The registered owner should be on the report with all contact information.
7. Place registration query, license plate entry form, copy of offense/incident report (if available), a copy of entry and a query of the NCIC number or license plate into the Supervisor's basket for approval.
8. Once the plate is recovered, remove the entry from NCIC and be sure to clear the entry from the Agencies log book of NCIC entries.
9. Retention period is the remainder of the year one (1) additional year.

## **STOLEN SECURITIES ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Securities Entry Form.
2. Make entry into NCIC.
  - a. Use the Agencies case number for the OCA Field.
  - b. Make sure that the registered owners name is entered in the miscellaneous field.
3. Run a query on the NCIC number.
4. Fax a copy of the entry to the originating agency.
5. Record entry into the log book for the appropriate agency.
6. Have the officer drop off/fax the report as soon as they have completed it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period: Travelers checks/Money orders- Balance of the year entered plus two. All other securities- balance of the year entered plus four.

## **STOLEN ARTICLE ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Article Entry Form.
2. Make entry into NCIC.
  - a. Use the Agencies case number for the OCA field.
3. Entry of article can be very difficult since it is almost impossible for NCIC to have every Manufacturer in their database. The 2 fields that are known to create problems in entry are the type (TYP) field and the brand (BRA) name field. Refer to the NCIC 2000 Operators Manual

under Article Section. Within that section, look at page 9, and 10, section 2.5 for TYP field and page 11 and 12, section 3 for the BRA field. This will assist in entry of the article.

4. Run a query on the NCIC number.
5. Fax a copy of the entry to the originating agency.
6. Have the officer drop/fax off the report as soon as they have a complete it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period is balance of the year entered plus one.

## **STOLEN GUN ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Gun Entry Form.
2. Query the serial number to make certain it is not entered as stolen already.
3. Make entry into NCIC.

a. Use the Agencies case number for the OCA field.

4. Run a query on the NIC number.
5. Fax a copy of the originating agency.
6. Have the officer drop/fax the report as soon as they have completed it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period: Until originating agency clears entry.

## **STOLEN BOAT ENTRY PROCEDURES**

1. Have the officer fill out the Stolen Boat Entry Form.
2. Run the boat registration through NMDMV Files.
3. Make entry into NCIC.

- a. Use the Agencies case number for the OCA field.  
b. Add any other description that may help identify the gun.

4. Run a query on the NCIC number or using the registration number.
5. Fax a copy of the entry to the originating agency.
6. Have the officer drop/fax report as soon as they have completed it. The owner should be on the report with all contact information.
7. Place all paperwork into the Supervisor's basket for approval.
8. Retention period: Without boat hull number-90 days. With hull number- balance of a year plus four.



## **NEW MEXICO LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NMLETS)**

1. The New Mexico Law Enforcement Telecommunications system is a state-wide computerized system. Its services are available to all criminal justice agencies in New Mexico. The system operates through a computer switch located at the Department of Public Safety, Headquarters in Santa Fe.
2. The computer switch allows access to the following systems:
  - a. National Crime Information Center. (NCIC)
  - b. The National Law Enforcement Telecommunications System. (NLETS)
  - c. The New Mexico Motor Division. (MVD)
3. Since, the NMLETS Network provides access to the various independent systems, the Department of Public Safety, as manager of NMLETS, must adhere to and comply with all policies, procedures, rules, and regulations established.
4. Discipline- To help ensure the proper operation of the NMLETS Network, the standards, procedures, formats and criteria stated in the NMLETS operating Manual, NCIC operating Manual, NCIC code manual, NLETS operating manual and the NMLETS operating manual must be strictly adhere to.

## **G. INTERSTATE IDENTIFICATION INDEX (Triple I or III)**

1. Security and Confidentiality-III records shall be maintained in a secure records environment. Such storage of records may be for extended periods only when the III records are key elements for the integrity/utility of the case files/criminal record files in which they are retained. Operators shall use the terminal only for those purpose which are authorized.
  - a. Authorized personnel-III information will only be released to the requestor in a sealed envelope or via a fax as long as the requestor is on the other side, ready for the information that is being faxed over. A date will be placed on the envelope and **MUST** be shredded at the end of 7 days if the returns are not picked up.
    1. Law Enforcement
    2. Courts
    3. Corrections
    4. Housing authority (purpose only. Used when the III inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. Limited to QH inquiries).
  - b. A valid reason must be given to run the III. I.e. A traffic stop with suspicious subjects does not constitute an III request. One of the suspects DETAINED, is in possession of a firearm and it is suspected that he may be a felon. This is a valid reason.
  - c. DO NOT broadcast over the radio any detailed information in reference to the III request. The officer can be advised that the suspect is or is not a felon but the



detailed as to why cannot be given over the radio. This information may be passed along through the telephone to the requesting officer. Make sure that the officer completes the request form and signs the form.

2. The following III Information must be logged in the III log:

- a. Date
- b. Agency and requestor's full name
- c. Subject's information (Name, DOB, SOC, FBI and SID)
- d. Purpose code (C=criminal, J=employment, H=housing)
- e. Man Number
- f. Reason for III request i.e. Felonies, DWI, Burglaries, etc.... Include a case number if it is available.

3. Procedures:

- a. Receive request from authorized personnel with a valid reason. The request has to be presented on a request form, if available.
- b. Run QH (inquiry to determine the existence of an Index record) using the correct ORI. If III returns with a FBI number then continue with step c.
- c. Run QR (Request for a criminal history record from the FBI and/or the participating state(s) maintaining such record).
- d. Run IQ (Inquiry to determine if an FBI number (FBI) or State Identification Number (SID)).
- e. FQ query- The purpose of this query is to retrieve a full record from a state. Trailing space should be eliminated from all data fields.
- f. ALL SID numbers need to be run in the FQ from along with the FBI number.

## **H. \$ MESSAGES**

- 1. All \$ Messages should be printed and saved for the Supervisors to view. If this agency receives any \$ Messages that needs immediate attention, an arrest made on the subject that we hold a warrant for, determine the seriousness on a case by case basis. As always, if there is a question, notify the supervisor.

## **I. SHREDDING OF CONFIDENTIAL INFORMATION**

- 1. At the end officer's shifts, all returns are to be shredded. (DL's, Vehicle returns, 29 requests, III's, etc.) All III's that have not been picked up in 7 days must be shredded per NCIC rules.

## **J. CONFIDENTIALLY FOR ALL NCIC TERMINALS**

- 1. All NCIC terminals need to be located in a secure area. All NCIC transactions are confidential for view and use the criminal justice agencies only. There are to be no pictures taken of the NCIC terminal without prior approval from Supervisor or Management. This type of transaction will only be approved when it is to an officer on a department issued device. All

NCIC users must take Security Awareness Training every two years as well as pass the NCIC exam. Any failure to follow this policy and procedure and or the CJIS Security Policy will be subject to an internal as well as external investigation. Violations can also result in disciplinary action up to an including termination and possibly NCIC sanctions as well as federal prosecution dependent on the severity of the violation.

# **SECTION 6**

## **ENHANCED 9-1-1**



## **ENHANCED 9-1-1**

### **HOW IT WORKS**

1. Caller dials 9-1-1.
2. The phone number is identified (ANI).
3. The phone number is cross reference with a data base to determine the callers address (ALI).
4. The address is cross referenced with another data base to determine the proper Emergency Responses Agencies.
5. The information is sent to the proper Public Safety Answering Point (PSAP) and will be displayed on the 9-1-1 screen when the call is answered.

### **EMERGENCY CALLS**

To standardize and facilitate the effective handling of enhanced 9-1-1 calls or originating with Cibola County, the following criteria shall apply.

A call shall be considered an emergency when there exists a clear threat to life or property. If the Communications Specialist receives a call and is not sure whether it is clearly an emergency the call shall be handled as such.

### **RESPONSIBILITIES OF THE ENHANCED 9-1-1 OPERATOR**

All calls received via Enhanced 9-1-1 will be answered "9-1-1, what is location of your emergency?"

A dispatcher must accept responsibility if he/she is to fulfill the requirements of the position. He/she must be prompt, accurate, courteous and professional, when performing his/her duties. The telecommunications specialist must make sure that his/her actions do not endanger the life of or impair the safety of the responding emergency unit(s). A dispatcher must remain calm and analytical when confronted with emergencies. He/she cannot afford to become emotionally involved in such emergencies if he/she is to perform his/her job effectively. The Communications Specialist must analyze situations accurately in order to dispatch the proper emergency response unit(s). While working in public service it is out duty, especially in the case of providing emergency services, to give our best to the public.

**ALWAYS VERIFY WITH THE CALLER** that the address, phone number, and name appearing on the screen are the correct information. **NEVER** initiate a dispatch assuming the information appearing is correct. Enhanced 9-1-1 is a tool and should never be used as a crutch.

### **ENHANCED 9-1-1 ANI/ALI INQUIRY CORRECTIONS**

A great responsibility of the Enhanced 9-1-1 operator is to submit an ANI/ALI corrections complaint when there are discrepancies with the phone number, address, community, etc. This process is on-going and ensures the accuracy of the enhanced 9-1-1 system. It is the shift supervisor's responsibility to assure that each communications specialist can efficiently complete this task.

The VIPER system screen can print a report of incorrect ANI/ALI information received by the PSAP. The screen needs to be printed and the following information needs to be written on the report as such; date of call, time of call, operator's ID, and ANI-the phone number that displays on the screen needs to be written.

Underneath, where the call originated from (Resid – residence, Busn – Business, Coin – coin phone or cellular phone, etc.) PSAP-ID – ESN (Emergency Service Number) will be a number between 130 and 172.

To the right, a list of type errors, example no record found, different customer, specific address unknown, etc., one or more of these may need to be written, indicating the error types of every 9-1-1 call.

Screen Display – whatever shows up on the screen display that is at each console, document all information as well; Name, Address, Loc., & Community.

#### **Enter correct information for field(s) in error:**

Telephone Number:

Name:

Address:

Community:

PSAP:

Loc.:

Operator Comments:

Agency or ESN:

This information correction section is the most important part that needs to be filled out, if for example; the screen comes up with Loves Travel Center – specific address unknown – Loc. Des front door, Community Milan. The telecommunications specialist will need to obtain the address information at the time the 9-1-1 call is received. It may not be possible to get this information on all calls especially calls from pay phones, kids playing on phones at residences or businesses. If it is an actual call, you will need the address information anyway.



If the community or address is different from the display screen and the caller is unable to assist you with the proper address information, some of these addresses may be obtained in the Rural Addressing Department.

The communications specialist will need to fill out what date the sheet is forwarded to the Shift Supervisor.

### **EMERGENCY RESPONSE GUIDELINES**

All emergency medical calls within the city limits that are received through the 9-1-1 system will involve the activation of Mt. Taylor Ambulance, Grants Fire/Rescue or Milan Fire Department, and appropriate district personnel (i.e., Grants Police Department)

All calls received through 9-1-1 that are considered a non-emergency i.e., family requesting an ambulance only, should be handled as such once thorough screening has been completed.

Activation of emergency response personnel when emergency medical calls within Cibola County are received through the 9-1-1 system should be handled according to the established Automatic Mutual Aid Agreement between Cibola County, The City of Grants and the Village of Milan.

### **CIBOLA COUNTY FIRE DEPARTMENTS**

The Cibola Regional Communications Center provides dispatch services for the following Cibola County Fire Departments: Grants, Milan, Lobo Canyon, Bluewater Village, San Rafael, El Morro, Candy Kitchen, Fence Lake, and Cubero.

The Fire Departments within Cibola County are dispatched on all medical calls in accordance with the Automatic Mutual Aid Agreement.

The Automatic Mutual Aid Agreement is designed to provide efficient and prompt medical assistance to the public until an ambulance can arrive at the scene. In Cibola County, this means dispatching the appropriate Fire Department with all requests for an ambulance. Due to the locations of the fire stations with Cibola County, the public can be assured of getting a prompt response with trained individuals on board that are qualified to maintain life until the ambulance can arrive. The Automatic Mutual Aid also provides assistance to the ambulance enroute to the hospital with Fire personnel assisting in driving the ambulance or assisting with patient care if needed.

### **EMERGENCY MEDICAL DISPATCH**

The emergency 911 status provides protection for the agency from certain types of liability claims. The statute requires more than ordinary negligence in order for the Cibola Regional



Communications Center to be held liable. The statutory language at Section 63-9-D-10 provides immunity from litigation or payment of damages except for “willful acts, wanton negligence, or intentional acts.”

In order for the agency to be liable, an injured party would have to prove that we were in some way negligent and the negligence caused or contributed to the injury or loss. The state statute would seem to protect local governing bodies even from ordinary negligence and require some intentional or greatly negligent act for us to be held liable by the legislature.

1. Calls requiring EMD assistance shall be provided explicitly adhering to the EMD Desk Reference Guide.
2. All telecommunicators performing EMD must pass a recognized EMD course and become certified by the State of New Mexico.
  - a. 63-9-D-10 - 911 systems are within the governmental powers and authorities of the local governing body or state agency in the provision of services for the public health, welfare and safety. In contracting for such services or the provisioning of a 911 system, except for willful or wanton negligence or intentional acts, the local governing body, public agency, equipment supplier, local exchange telephone company and mobile telephone company including a cellular service company as defined in Subsection B of Section 63-9-B-3 NMSA 1978, their employees and agents shall be immune from litigation or the payment of any damages in the performance of installing, maintaining or providing 911 system and transmitting 911 calls.
3. In the event of a multiple response, the appropriate departments dispatched will be the decision of the telecommunications specialist, based on their training and experiences. In the case of a multiple response, the nature of the call will dictate which emergency services will be dispatched first.
  - a. Example, a major vehicle accident with injuries, with one vehicle on fire and a traffic jam. The injuries are obviously the priority, followed by the vehicle on fire, and then the traffic problem.
  - b. In another instance the situation may chance. For example, a gunshot victim at the scene of a domestic disturbance. The police must arrive and secure the scene before rescue and EMS can do their job.

### **EMERGENCY MEDICAL ASSISTANCE CALLS RELATING TO CRIMINAL ACTS**

When a call is received for emergency medical assistance relating to a criminal act, the telecommunications specialist should obtain all the information about the crime and suspects. An officer will then be dispatched first. The EMS and Fire Department for the area will be dispatched and will be notified that a crime has occurred or is occurring. The EMS/Fire Department(s) should be advised to “stage” at a specified location and should not enter the crime

scene until the responding officer(s) have the situation within his/her control. A supervisor may elect not to dispatch the EMS/Fire Department(s) until the scene is secured.

**\*NOTE\*** on all County Fire/EMS calls, if the County Fire Department does not have enough personnel to respond, they will immediately notify the dispatcher, so a secondary agency can be dispatched.

On all EMS calls, the ambulance is activated to respond. They will not be canceled until the highest level EMT at the scene has performed a patient evaluation. The EMT at the scene will then determine if the ambulance needs to continue the response or be canceled. Upon the ambulance services arrival at an emergency scene the EMT at the scene will relinquish his/her responsibilities to the higher level EMT's/Intermediates/Paramedics.

The telecommunications specialist in charge of notifying the proper agencies will not be responsible for other agencies showing up at the scene, if they were not dispatched.

### **DIRECT TRANSFER PROCEDURE FOR ENHANCED 9-1-1 CALLS**

If a 9-1-1 call needs to be transferred, stay on the line until the receiving agency answers. If you hang up before the agency picks up the phone, the connection will be broken. Inform the receiving agency at once "911 caller on the line" and make sure that the calling party and the receiving agency are in fact talking before you hang up.

Should a calling party hang up the phone prior to the direct transfer being completed; the receiving agencies phone will continue to ring. Stay on the line yourself and you furnish the information to the agency. Should a calling party hang up prior to the transfer process starting, you cannot use the direct transfer. Immediately notify the proper agency by telephone and advise them of the call.

### **DEFAULT ROUTING**

Several situations may cause "Default Routing." Callers that are not addressed will automatically default to the CRCC. In general, CRCC is the Default PSAP. Another situation where a call may default is that if all 9-1-1 lines are busy at the primary PSAP. It could also be that there is trouble with the 9-1-1 phone system at the primary PSAP. If any of these situations occur the call(s) will default to the 9-1-1 lines of McKinley County Metro Dispatch Authority.

### **HAZARDOUS MATERIAL INCIDENT PROCEDURES**

The New Mexico State Police are primarily responsible for the management of all Hazardous Material Incidents, no matter what is involved or where the incident occurs they must be contacted and dispatched to the scene. Other agencies to be contacted on Haz-Mat incidents are to be followed according to the Automatic Mutual Aid for the area and the Fire Marshal.



## **SEARCH AND RESCUE**

In the event that a Search and Rescue mission may need to be initiated, the New Mexico State Police shall be contacted immediately with all available information regarding the incident. The State Search and Rescue Control Agency is an agency of the New Mexico State Police and they will have ultimate control of the search and rescue.

If the search and rescue is involving a crime, the agency in charge of the crime will only have control of the crime scene. The New Mexico State Police will remain in charge of the search and rescue.

## **QUESTIONABLE CALLS FOR ASSISTANCE**

Several situations may occur where it is difficult for the telecommunications specialist to determine if an emergency exists. With the existence of Automatic Number Identifier (ANI) and Automatic Location Identifier (ALI) the telecommunications specialist at least had a lead to follow should a call be received, and no one is speaking on the other end of the line. In cases where doubt exists, or no one is on the line, a dispatch will be made. As law enforcement makes up the largest contingent of "ON DUTY" man power, a unit will be dispatched to the point displayed on the ANI/ALI Display to investigate an "Abandoned 911 Call", at least one back up unit should also be dispatched. EMS and the appropriate Fire District may also be alerted and placed on standby status.

The telecommunications specialist will call back the number on the ANI to ascertain the nature of the call and to see if an emergency exists. If additional emergency assistance is required, an immediate dispatch will be made to the appropriate agencies.

In any event Law Enforcement will be dispatched.

## **NON-EMERGENCY CALLS ON 9-1-1 EMERGENCY LINES**

Non-emergency callers should be directed by the telecommunications specialist to call back on regular business lines. However, telecommunications specialists should take the time to determine absolutely that the caller is expressing themselves clearly and in fact they do not have an emergency.

## **FIRE DEPARTMENT UNITS**

The Cibola County Fire Districts operate various types of apparatus, each with its own special function. They include:

1. ENGINE/PUMPER: Basic unit of the fire service. The engine company's pumper primary assignment on the fire ground is to deliver water to the fire in the most efficient



and expedient manner possible. The engine company also serves as the basic unit for the departments within Cibola County. The nearest “company” to a medical emergency responds to the scene with trained personnel and emergency medical equipment. The basic components of the engine company are:

- a. Pump (750-1500 GPM)
  - b. Hose of various sizes
  - c. Water tank (booster tank) 750-1000 gallons
  - d. A myriad of specialized equipment and tools
2. BRUSH TRUCK: A brush truck is a four-wheel drive unit that carries a smaller amount of water than engines (usually 200 gallons), but it is most effective in being able to access areas where a bigger and heavier engine cannot go. It is also used in cases where a fire is very minor and there is no need to tie up a complete engine company when one or two personnel can handle the call.
  3. RESCUE UNIT: The rescue unit’s basic function is extrication. These units carry various specialized tools necessary in vehicle accidents where a rescue may be trapped. It is very difficult to aid a person trapped inside a mangled vehicle. The rescue unit carries a specific tool that can easily open car doors or cut away roof tops to allow better access to the victim(s). Some rescue units have a water supply, and some do not. The rescue unit will respond with a minimum of one (1) first responder.
  4. TANKER: The tanker’s only function is to transfer water from a water source to the fire scene and to provide a continuous water supply for fire suppression.

## **FIRE RESPONSE DISTRICTS**

The County has been divided into suitable regions called “Response Districts.” The purpose of this division was to identify small areas for determination of the closest fire response as well as physical location (for mapping).

For each district the fire response to that area and the mutual aid district have been determined and listed in the Automatic Mutual Aid Agreement. The response is based on the location of the fire station.

In the event that an emergency call is received via 911 requiring a Fire/Rescue response the fire departments appearing on the display will receive an immediate dispatch.

If any emergency calls requiring a Fire/Rescue response are received on the non-emergency lines, the same notification procedures will apply.

## **MUTUAL AID RESPONSE AREAS**

Mutual Aid Agreements are in place with the City of Grants, Village of Milan and all County Volunteer Fire Departments to assure Mutual Aid to any District or Department requesting such assistance.

**\*NOTE\*** A structure response does not necessarily mean a fire. It includes a smell of smoke in a building; smoke alarm sounding; smell of smoke in area; chimney problem; explosion (whether origin or type known or unknown); unusual odor in area or building; or automatic fire alarm. In other words, anything that has the potential of developing into a structure fire.

## **PAGING PROCEDURES FOR FIRE CALLS**

### **1. STRUCTURE:**

- a. Immediately page the appropriate fire department for the area per the Automatic Mutual Aid Agreement.
- b. Dispatch adjacent fire districts and EMS for mutual aid per the Automatic Mutual Aid Agreement.
- c. Dispatch law enforcement as needed or requested.
- d. Utilities

### **2. BRUSH FIRE:**

- a. Immediately page the appropriate fire department for the area per the Automatic Mutual Aid Agreement.
- b. Dispatch adjacent fire districts and EMS for mutual aid per the Automatic Mutual Aid Agreement.
- c. Dispatch law enforcement as needed or requested.

**\*NOTE\*** The state forestry service should be notified on all brush fires occurring on State Forestry land and also when the Fire Chief requests the State Forestry's assistance due to a shortage of manpower or when the fire personnel have been working a brush fire for more than two (2) hours regardless of the location. When the State Forestry Service is notified they will advise the telecommunications specialist of the forest fire number and the name of the fire. This information should always be recorded by the telecommunications specialist into the ITI system.

### **3. VEHICLE:**

- a. Immediately page the appropriate fire department for the area per the Automatic Mutual Aid Agreement.
- b. Dispatch adjacent fire districts and EMS for mutual aid per the Automatic Mutual Aid Agreement.
- c. Dispatch law enforcement as needed or requested.



#### **4. FUEL SPILL:**

- a. Immediately page the appropriate fire department for the area per the Automatic Mutual Aid Agreement.
- b. Dispatch adjacent fire districts and EMS for mutual aid per the Automatic Mutual Aid Agreement.
- c. Dispatch law enforcement as needed or requested.

#### **UNIT RESPONSE TIME LIMITS**

If on the completion of a dispatch, the telecommunications specialist does not hear from the fire units within one (1) minute, the telecommunications specialist will repeat the paging procedure. If there is still no response from the fire units within one (1) minute, the Mutual Aid District will be paged to respond. Notify the Mutual Aid District of the negative response from the primary district. The Fire Marshal will be notified of the negative response. This is done to ascertain that all personnel are aware of the call, should there be a failure in the station radio monitor, communication console or any other equipment in the system.

#### **EXAMPLE:**

1. Call received by dispatcher.
2. Dispatcher determines appropriate response.
3. Formal Dispatch (paging of stations/units)
4. One (1) minute passes, nothing is heard, dispatcher calls the station by radio.
5. If still no response by units, assign the next closest unit to the call and notify OIC of the negative response.

#### **FIRE DEPARTMENT EMS INCIDENTS**

If serious nature of the incident requires continue aid by Fire personnel, the OIC on the unit will assign personnel to assist in the ambulance. One may be assigned to drive the ambulance to the hospital so both EMS responders can aid the patient enroute, or the problem may be so severe that an additional firefighter is needed to assist the EMS responders in the back of their ambulance enroute to the hospital. In either case, the telecommunications specialist is to consider the fire unit out of service until the full crew is back on the assigned engine. The OIC of the unit will advise the telecommunications specialist of which personnel are enroute with the ambulance and will either advise that the engine is also enroute to the hospital to pick up the crew (depending on location of call) of they are returning to quarters.

#### **EXAMPLE:**



ENGINE 3: "Be advised that Joe Firefighter is driving 2226, and Jane Firefighter is also on board. Engine 3 is returning to quarters."

Engine 3 is now available for emergency response calls. It is their responsibility to see that their personnel are picked up from the hospital. The dispatch center does not arrange transportation back to their districts for them.

### **EMERGENCY CALL PRIORITY FOR FIRE/RESCUE RESPONSES**

In some instances, more than one emergency call will be received at the same time or within seconds of each other, before the dispatching process has begun. Sometimes numerous calls are received regarding the same incident, but sometimes the calls are for different locations and matters entirely (one fire call and one medical call; one structure fire and one vehicle fire; one injured person and one heart attack). It is very important that the telecommunications specialist know how to prioritize calls. If it is not so easy to tell which call seems more serious, remember a general guideline: PROPERTY CAN BE PLACED.... LIVES CANNOT!

In the event that both calls are medical, dispatch first to the more serious of the two calls. Remember, you are also sending appropriate fire units so that both calls will receive a qualified response as quickly as possible. The EMS responders should be dispatched according to which patient or victim needs quicker transport than the other. For example, a heart attack versus a broken leg. The broken leg is painful and should receive prompt attention, but the heart attack patient must get to the hospital as quickly as possible if life is to be maintained.

The Cibola County Fire Departments utilize a very effective procedure for the actual dispatching of more than one call at a time. This procedure is generally known as Mutual Aid. The correct procedure would be to page the primary responder to the first call and page the Mutual Aid district for the area to respond to the second call.

### **CODE THREE AND CODE ONE RESPONSES**

The Fire Department responds to the majority of emergency calls CODE THREE (lights and sirens). The exceptions to this would be:

1. Bomb Threats
2. Public Service Calls
3. When specifically requested by an on-scene police officer to respond non-code (any law enforcement agency)

Any time a request for a code one response is received from a police officer, the telecommunications specialist must announce along with the required information, the code one request and which agency is making the request in the dispatch.

Many times, the public will request that a call be made code one. This is generally done to avoid waking the neighbors, embarrassing the victim, or other superfluous reasons. While we understand their viewpoint, we very seldom honor this request. Our primary responsibility is to the victim or property owner. If it is considered serious enough to call for emergency assistance, it generally requires the fastest response available, which would be CODE THREE.

There are incidents that are clearly code one type calls. Sometimes invalids need assistance in getting to the doctor or hospital and the caretaker is unable to load/unload and/or transport them due to their condition. If the correct questions are asked and you are convinced that the situation is clearly not an emergency, the call can be dispatched non-code. Generally, only a rescue unit is sent on this type of call. If you are unable to obtain satisfactory answers to the questions regarding health, current condition or brief medical history of the patient, send the standard response CODE THREE. It is better to be safe than sorry.

### **REPEATING TRANSMISSIONS AND ORDERS**

The telecommunications specialist is to acknowledge all transmissions, repeating unit numbers and military time.

EXAMPLE:

Engine 3: "Engine 3, 10-81"

Regional: "Direct Engine 3, 1310"

When an on-scene transmission (10-97) is given by the first arriving unit, it is imperative that the telecommunications specialist repeat that report, so that all incoming units can hear it. On-scene units often have weak transmissions, but the telecommunications specialists more often are clearer and easier to understand (our transmitter and base radio are stronger and have better reception than mobile units).

EXAMPLE:

Fire 1: "Fire 1, 10-97 at a single store, fully-involved residential fire."

Regional: "Direct, Fire 1, on-scene at fully-involved single story residential fire at 0830."

The telecommunications specialist may be asked to relay information to responding units from the on-scene unit(s) in the following situations:

1. When fire units on the scene are unable to communicate with responding units, they may ask you to relay assignments (lay a 3" line from the hydrant and Lake and Maple).
2. Updating directions from on-scene emergency service units about a change in location to responding units.



## **USING “EXPIDITE” ON INCIDENTS**

Responding in vehicles operating under emergency conditions increases the level of risk not only to those personnel aboard the vehicles but to the public in general. Drivers of emergency vehicles respond at a speed and in a manner where they feel they have control of the Unit.

In certain situations, other service providers may be at the scene of an incident and feel that there is immediate need for a certain type of help. They ask dispatch to have responding units “expedite.” This request, when aired over the radio, increases the adrenaline and can cause operators to act in other than a safe manner.

**PROCEDURE:** Emergency vehicles, when responding with warning devices are to respond in a safe and prudent manner. That manner is not to be jeopardized by requested to “expedite” or “step on it.”

### **RULE:**

1. Personnel are not to request for other units to “expedite” or “step on it” to increase response time.
2. Telecommunications specialists, even if requested by other units, are not to use any terms over the radio that would encourage increased response speeds.

## **WHEN TO CANCEL A RESPONSE**

Once a response has been originated and dispatched, it is very seldom canceled enroute. If a caller calls back and requests that a call be canceled prior to units arriving, we advise them that it is better and safer to let the units continue response, just to check out the victim or scene to be sure that there is no injury or hazard. It is the telecommunications specialist’s duty to advise the responding units of the caller’s message (but units will continue response). There are some instances when the Fire Department may cancel a response enroute. These include:

1. When the victim has left the scene and there is no victim to give aid to.
2. When a police officer is on the scene and assures that no aid is required.
3. When EMS responders arrive first and either cancel the Fire Department because they are not needed, or the patient has already been loaded for transport or no further aid is required.

As a general rule, we never cancel unless authorized personnel are on the scene and assume liability of the situation.



Sometimes private medical personnel will try to control our response. It has been proven that responding by standard procedure is best. Many times, these medical personnel are not on the scene and have not see the patient but are only relaying information to you second hand.

The Fire Department never cancels fire responses or Haz-mat calls enroute. There may be an extension of a fire (even though it was reported out) that is not visible to the naked eye and a non-professional may miss this and cause more severe damage to the property, if left uninvestigated.

### **NOTIFICATION BY DISPATCHER**

Notification should be made as follows:

#### **1. FIRE MARSHAL:**

- a. Injury or death of fire department personnel.
- b. Incident where additional equipment or manpower is requested in excess of the original response.
- c. Fire apparatus leave the County for response.
- d. Fire related death or injury.
- e. Fire apparatus damaged.
- f. Haz-mat if requested by OIC.
- g. Arson.
- h. When there is no known or apparent cause for the fire.
- i. Search & Rescues involving fire departments.
- j. Structure fires

#### **2. UTILITIES:**

Notify utility companies on all working fires. If the facility is totally electric, the gas company need not be notified. The on-scene officer will advise the telecommunications specialist who should be notified to respond.

#### **3. WATER DEPARTMENT:**

Any hydrant problems or water main problems.

#### **4. STATE POLICE:**

The New Mexico State Police do not monitor the Fire Department frequency. They need to be notified of any hazardous material incidents or accidents.

#### **COUNTY PAGER TEST**

The Fire Dispatcher will conduct a pager test of all Fire Departments' pagers once a week, on Saturdays at 1000hrs unless emergency traffic delays this test. All Fire Departments will be tested. One unit from each department will respond to the pager test. Results of each department's pager test will be noted (documented) on the Pager Test Log. Any problems experienced during the pager check will be reported to the County Fire Marshal immediately.

#### **RESCUE CALLS**

EXAMPLE: Cave-ins, rock climbing, entrapments...

NOTE 1: A structure response does not necessarily mean a fire. It includes smell of smoke in a building; smoke alarm sounding; smell of smoke in area; chimney fire; broken gas meter; natural gas leak or odor of gas in a building; fire place problems; and explosion (whether origin or type known or unknown) unusual odor in area or building; automatic fire alarm – in other words anything that has the potential of developing into a structure fire.

NOTE 2: when dispatching on a public service call, the responding unit is to remain on FIRELINK channel so as to be available for emergency incidents that might occur. Unless stated otherwise by the unit, all units on public service calls are considered available for emergency response.

#### **FIRE DISPATCHING**

In the event that there is a working structure fire within the city, dispatch will use their designated console and stay dedicated to that call only. Remaining calls for service shall be handled by back-up dispatchers.

#### **FIELD SERVICE NOTIFICATIONS**

Personnel are to be observant of conditions that should be reported to the other City Departments or agencies. These conditions are to be reported to dispatch for relaying to the appropriate agencies. While this procedure helps with identification of problems, it more importantly illustrates our willingness to be observant and a part of City Operation.

Examples of reportable situations can include, but are not limited to:

1. Trees or bushes obstructing traffic signs/hydrants.
2. Traffic signals not working properly.
3. Road restrictions or blockage.
4. Damaged or broken hydrants.
5. Abandoned vehicles blocking traffic.
6. Accidents without injuries.

#### **OTHER MISCELLANEOUS CALLS FOR SERVICE**

It is very difficult to write a policy for prioritizing calls because each call is different from the other. The telecommunications specialist must be able to use common sense in this area. The goal is to dispatch all calls with the least amount of delay.

The simple priority is – protect individuals first, then protect property.

If all apparatus is committed and not available, the OIC should be contacted immediately for instructions.





# NEW ITEMS 10 h.

Fence Lake Community Association/LEDA  
Project- Performance Review

To: Cibola County Economic Development Foundation and Board of Cibola County  
Commissioners  
From: Fence Lake Community Association  
Date: October 16, 2018  
Re: LEDA Project Annual Review

This report is to satisfy Section 7.2 of Cibola County Ordinance No. 17-04 "An Ordinance Adopting The Fence Lake Community Association Local Economic Development Project and Project Participation Agreement."

With this summary report, Fence Lake Community Association ("FLCA") will demonstrate compliance with Section 4 "Specific Measurable Objectives" and Section 5 "Schedule for Project Development and Goal Attainment."

Per 4.1 the property was used as a community center for meetings, functions, and recreation five (5) or more times each calendar year. Per 5.1 the community center was opened for functions and meetings immediately upon transfer of the deed from Cibola County to FLCA.

Supporting Data:

Deed transferred to FLCA 10/27/17

Town meetings held 12/6/17, 1/12/18, 2/7/18, 3/7/18, 4/4/18, 6/6/18, 7/11/18, 8/9/18, 9/5/18, 10/3/18

Farmers and Ranchers FSA/NRCS meeting held 9/19/18

Town functions held

Halloween Party 10/28/17, 10/20/18

Holiday Craft Fair 11/18/17

Christmas Party 12/16/17

Arts and Crafts Night 2/3/18, 10/6/18

Game Night 3/24/18, 4/28/18, 5/26/18, 6/23/18

Fourth of July parade and picnic 7/4/18

Per 4.2, the building was opened for use as a polling place and as a fire department training facility.

Supporting Data:

Polling place open 6/5/18

Fire department engine pump test 10/27/17

Fire department driver training 11/11/17 and 11/12/17

Fire department engine pump test 10/26/18

Fire department and community CPR and first aid training 10/27/18



Per 4.3, FLCA has performed maintenance, repairs, and improvements to the property, sufficient to preserve its value.

Supporting data: Exterior and interior walls professionally repaired, heating unit professionally installed in library; volunteer FLCA labor used to paint exterior and interior walls, repair and refinish wood floors, construct and install library shelf units, replace entry doors and windows.

Per 4.4, FLCA has used the building for cultural and educational purposes by establishing a library and making the property available for the Fence Lake Reunion activities. Per 5.3 the library renovations were completed and the library opened within two years of the transfer of the deed.

Supporting data: The library is open three days per week for circulation of materials, and also available by appointment for use as a meeting space. The Fence Lake Reunion was held 7/28/18.

Per 4.5, FLCA has held a farmers' market on the property to provide fresh produce, baked goods, and other items to the community. Per 5.2, the farmers' market was open during the first growing season following the transfer of the deed.

Supporting data:

Farmers' Market dates 6/9/18, 7/14/18, 8/11/18, 9/15/18

Per 5.4, the property was available for use as a summer school facility but was not utilized as such in 2018. The property will continue to be made available for use as a summer school annually.

Per 5.5, the property has been used by Fence Lake Veterans for monthly meetings.

Supporting data:

Veterans' meeting dates 8/21/18, 9/18/18, 10/16/18

In accordance with Section 7.2, FLCA requests written notification of any unsatisfactory performance or progress toward goals. Please submit such notification via email to: [jill.mariposa@gmail.com](mailto:jill.mariposa@gmail.com) and [kathleengibson636@yahoo.com](mailto:kathleengibson636@yahoo.com) at your earliest convenience.

Respectfully submitted,  
Jill Andrews

# NEW ITEMS 10 i.

Resolution 18-65 Budget Adjustment No. 3 and  
Finance Report

**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 S. 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



Kate Fletcher  
County Manager

**Resolution No. 18-65**

**Fiscal Year 2019  
BUDGET ADJUSTMENT No. 3**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS of the COUNTY OF CIBOLA, STATE OF NEW MEXICO, ex officio COUNTY BOARD OF FINANCE** that the adjustments included in this document are deemed necessary to the operations of the County for the 2019 fiscal year ending June 30, 2019.

**PASSED, APPROVED and ADOPTED** by the governing body at a special meeting on the 17<sup>th</sup> day of Decemer 2018.

**THE BOARD OF COUNTY COMMISSIONERS:**

\_\_\_\_\_  
Robert J. Armijo, Chairman

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

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

\_\_\_\_\_  
Robert S. Windhorst, Commissioner

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

**ATTEST:**

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



Department of Finance and Administration  
Local Government Division  
Financial Management Bureau

SCHEDULE OF BUDGET ADJUSTMENTS

For Local Government Division use only:											
(A)	(B)				(C)	(D)	(E)	(F)	(G)		
ENTITY RESOLUTION NUMBER	DFA FUND #	COUNTY FUND #	TYPE OF BAR LOCAL (L) OR STATE (S)	COUNTY DEPARTMENT	REVENUE EXPENDITURE TRANSFER (TO or FROM)	ACCOUNT#	APPROVED BUDGET	ADJUSTMENT	ADJUSTED BUDGET	DESCRIPTION	
18-65	11000	401	L	Manager	Expenditure	401-004-402-00010	\$1,500	\$5,000	\$6,500	Mileage & Per Diem	
18-65	11000	401	L	Manager	Expenditure	401-004-402-00072	\$75,970	(\$5,000)	\$70,970	decrease Law Enforcement Liability Insurance	
18-65	11000	401	L	Commission	Expenditure	401-001-401-00010	\$500	\$1,500	\$2,000	Mileage & Per Diem increase for BIPO Conference	
18-65	11000	401	L	Commission	Expenditure	401-001-401-00062	\$62,000	\$32,000	\$94,000	Audit Services increase for Harshwal	
18-65	11000	401	L	Commission	Expenditure	401-001-401-00089	\$0	\$3,000	\$3,000	Library increase	
18-65	11000	401	L	Commission	Expenditure	401-001-401-00089	\$0	\$17,500	\$17,500	Senior Citizens increase	
18-65	11000	401	L	Commission	Expenditure	401-001-401-00067	\$100,000	(\$54,000)	\$46,000	Prop. & Liab. Insurance	
18-65	20300	620	L	1% Re-appraisal	Expenditure	620-025-459-00010	\$5,245	\$2,000	\$7,245	Mileage & Per Diem Increase	
18-65	20300	620	L	1% Re-appraisal	Expenditure	620-025-459-00101	\$14,000	(\$2,000)	\$12,000	Professional Services	
18-65	11000	401	S	Probate	Expenditure	401-002-413-00010	\$0	\$400	\$400	Mileage and Per Diem increase	
18-65	11000	401	S	Probate	Expenditure	401-002-413-00007	\$748	\$1,252	\$2,000	Telecommunications increase	
18-65	11000	401	S	General Fund	Revenue	401-17-370-59200	\$278,000	\$7,000	\$285,000	Small Counties Assilance	
18-65	20700	435	S	E-911	Revenue	435-65-360-18100	\$100	\$250	\$350	Interest on Delinquent Taxes	
18-65	20700	435	S	E-911	Revenue	435-65-360-18200	\$1,250	\$750	\$2,000	Penalty on Delinquent Taxes	
18-65	21800	504	S	IGA's-Pass Thru	Revenue	504-23-360-18000	\$0	\$100	\$100	Income on Investments	
18-65	20900	604	S	Fire Marshal	Revenue	604-30-300-26200	\$0	\$31,858	\$31,858		
18-65	20900	604	S	Fire Marshal	Revenue	604-30-300-45200	\$0	\$16,410	\$16,410		
18-65	11000	401	L	B of E	Expenditure	401-003-405-00005	\$2,000	\$5,000	\$7,000	Overtime salaries	
18-65	11000	401	L	B of E	Expenditure	401-003-405-00010	\$0	\$250	\$250	Mileage & Per Diem	
18-65	11000	401	L	B of E	Expenditure	401-003-405-00002	\$146,640	(\$5,250)	\$141,390	Full time Salaries	
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00023	\$20,000	\$30,000	\$50,000	Repair to Buildings	
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00025	\$120,000	(\$30,000)	\$90,000	Utilities	
18-65	20600	415	L	Pinehill EMS	Expenditure	415-021-427-00069	\$0	\$100	\$100	Dues, Fees, & Subscriptions	
18-65	20600	415	L	Pinehill EMS	Expenditure	415-021-427-00082	\$10,333	(\$100)	\$10,233	Safety Equipment	
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00023	\$20,000	\$5,000	\$25,000	Repair to Buildings	
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00021	\$11,000	(\$5,000)	\$6,000	Courthouse Repairs	
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00009	\$200	\$2,300	\$2,500	Office Equipment and Supplies	
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00077	\$5,000	(\$2,300)	\$2,700	Tools and Supplies	
18-65	20900	604	L	Fire Marshal	Expenditure	604-018-461-00127	\$2,000	\$3,000	\$5,000	Uniforms	
18-65	20900	604	L	Fire Marshal	Expenditure	604-018-461-00012	\$40,000	(\$3,000)	\$37,000	Equipment Maintenance & Repair	
18-65	20700	435	L	E-911	Expenditure	435-070-435-00007	\$4,000	\$4,800	\$8,800	Telecommunications	
18-65	20900	604	L	Fire Marshal	Expenditure	604-018-461-00007	\$1,000	\$3,500	\$4,500	Telecommunications	
18-65	20900	604	L	Fire Marshal	Expenditure	604-018-461-00012	\$40,000	(\$3,500)	\$36,500	Equipment Maintenance & Repair	
18-65	11000	401	L	Rural Address	Expenditure	401-004-415-00007	\$292	\$1,625	\$1,917	Telecommunications	
18-65	11000	401	L	Rural Address	Expenditure	401-004-415-00006	\$0	\$100	\$100	Postage	
18-65	11000	401	L	Rural Address	Expenditure	401-004-415-00065	\$28,587	(\$1,725)	\$26,862	Group Insurance	
18-65	11000	401	L	Manager	Expenditure	401-004-402-00013	\$5,677	\$1,500	\$7,177	Rental of Equip (Copier lease payments of \$600 per month)	
18-65	11000	401	L	Manager	Expenditure	401-004-402-01261	\$3,532	(\$1,500)	\$2,032	Administrative charges	

ATTEST:

Title

Mayor/Board Chairman

(Date)

(Date)

ATTEST:

Title

(Date)

Mayor/Board Chairman

(Date)



Department of Finance and Administration  
 Local Government Division  
 Financial Management Bureau

ENTITY NAME: Cibola County  
 FISCAL YEAR: FY 2018-19  
 DFA Resolution #: 18-58  
 SCHEDULE: 18-58-B

For Local Government Division use only:

(A) ENTITY RESOLUTION NUMBER	(B) DFA FUND #	COUNTY FUND #	TYPE OF BAR LOCAL (L) OR STATE (S)	COUNTY DEPARTMENT	(C) REVENUE EXPENDITURE TRANSFER (TO or FROM)	ACCOUNT#	(D) APPROVED BUDGET	(E) ADJUSTMENT	(F) ADJUSTED BUDGET	(G) DESCRIPTION
18-65	11000	401	L	Clerk GF	Expenditure	401-004-404-00005	\$0	\$1,000	\$1,000	Overtime Salaries
18-65	11000	401	L	Clerk GF	Expenditure	401-004-404-00010	\$0	\$125	\$125	Mileage & Per Diem
18-65	11000	401	L	Clerk GF	Expenditure	401-004-404-00002	\$98,446	(\$1,125)	\$97,321	Full Time Salaries
18-65	11000	401	L	Treasurer	Expenditure	401-004-406-00124	\$10,000	\$175	\$10,175	Contractual Services
18-65	11000	401	L	Treasurer	Expenditure	401-004-406-00002	\$140,446	(\$175)	\$140,271	Full time salaries
18-65	11000	401	L	Assessor GF	Expenditure	401-004-407-00011	\$331	\$500	\$831	Vehicle Expense
18-65	11000	401	L	Assessor GF	Expenditure	401-004-407-00002	\$219,937	(\$500)	\$219,437	Full Time Salaries
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00004	\$0	\$200	\$200	Temp salaries
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00005	\$0	\$200	\$200	Overtime salaries
18-65	11000	401	L	Maintenance	Expenditure	401-010-403-00025	\$120,000	(\$400)	\$119,600	Utilities
18-65	20400	402	L	Road	Expenditure	402-014-416-00124	\$0	\$3,021	\$3,021	Contractual Services
18-65	20400	402	L	Road	Expenditure	402-014-416-00006	\$21,632	\$50	\$21,682	Postage
18-65	20400	402	L	Road	Expenditure	402-014-416-00007	\$21,632	(\$3,071)	\$18,561	Telecommunications
18-65	22000	406	L	Indigent	Expenditure	406-055-420-00015	\$0	\$5,000	\$5,000	Indigent Burial
18-65	22000	406	L	Indigent	Expenditure	406-055-420-00250	\$264,802	(\$5,000)	\$259,802	Sole Community Provider
18-65	20700	435	L	E-911	Expenditure	435-070-435-00068	\$2,436	\$3,000	\$5,436	Medicare 1.45%
18-65	20700	435	L	E-911	Expenditure	435-070-435-00081	\$3,360	\$3,000	\$6,360	Retiree Health Care 2%
18-65	20700	435	L	E-911	Expenditure	435-070-435-00007	\$4,000	\$4,800	\$8,800	Telecommunications
18-65	20700	435	L	E-911	Expenditure	435-070-435-00067	\$14,000	(\$10,800)	\$3,200	Prop & Liability Insurance
18-65	22300	439	L	DWI - 439	Expenditure	439-060-437-00004	\$0	\$2,400	\$2,400	Temporary Salaries
18-65	22300	439	L	DWI - 439	Expenditure	439-060-437-00002	\$106,160	(\$2,400)	\$103,760	Full Time Salaries
18-65	22300	439	L	DWI - 439	Expenditure	439-060-437-00151	\$32,309	\$428	\$33,337	Reversions to the State
18-65	22300	439	L	DWI - 439	Expenditure	439-060-437-00140	\$60,000	(\$428)	\$59,572	Operating Costs
18-65	22600	614	L	Detention	Expenditure	614-100-457-00024	\$10,000	\$100,000	\$110,000	Building & Grounds Maintenance and Repair
18-65	22600	614	L	Detention	Expenditure	614-100-457-00013	\$800	\$4,200	\$5,000	Equipment Rental
18-65	22600	614	L	Detention	Expenditure	614-100-457-00016	\$0	\$250	\$250	Cable
18-65	22600	614	L	Detention	Expenditure	614-100-457-00065	\$18,000	\$42,000	\$60,000	Group Ins.
18-65	22600	614	L	Detention	Expenditure	614-100-457-00068	\$4,600	\$20,000	\$24,600	PERA Muni Plan 2 - 9.55%
18-65	22600	614	L	Detention	Expenditure	614-100-457-00068	\$700	\$3,300	\$4,000	Medicare 1.45%
18-65	22600	614	L	Detention	Expenditure	614-100-457-00076	\$14,500	\$4,000	\$18,500	Equipment Operating Expense
18-65	22600	614	L	Detention	Expenditure	614-100-457-00081	\$1,000	\$1,600	\$2,600	Retiree Health Care 2%
18-65	22600	614	L	Detention	Expenditure	614-100-457-00124	\$0	\$11,000	\$11,000	Contractual Services
18-65	22600	614	L	Detention	Expenditure	614-100-457-00147	\$50	\$200	\$250	Other Supplies
18-65	22600	614	L	Detention	Expenditure	614-100-457-00064	\$2,700	\$17,300	\$20,000	Social Security
18-65	22600	614	L	Detention	Expenditure	614-100-457-00067	\$400,000	(\$203,850)	\$196,150	Prop. & Liab. Insurance

ATTEST:

Title

(Date)

Mayor/Board Chairman

(Date)

FINANCE REPORT  
POWER POINT  
PRESENTATION  
WILL BE  
HANDED OUT  
SEPERATELY



# NEW ITEMS 10 j.

P.O.T.C.O Invoices

POTCO

P. O. Box 3328  
Milan, NM 87021

# Statement

Date
11/6/2018

To:
Ramah Navajo Utility Authority HCR 61, Box 13 Ramah, New Mexico 87321 ATTN: Ms. Kimberly Marie ATTN: MR DAVID JOSE

PAST DUE

		Amount Due	Amount Enc.		
		\$14,473.37			
Date	Transaction	Amount	Balance		
07/31/2018	Balance forward		13,849.75		
08/03/2018	INV #FC 1171. Due 08/03/2018. Finance Charge --- Fin Chg \$129.39 --- Invoice #9914 for 12,989.00 on 10/31/2017 --- Invoice #FC 833 for 234.87 on 01/29/2018 --- Invoice #FC 1156 for 159.41 on 03/10/2018 --- Invoice #FC 1158 for 95.65 on 04/03/2018 --- Invoice #FC 1163 for 142.18 on 05/08/2018 --- Invoice #FC 1165 for 117.80 on 06/06/2018 --- Invoice #FC 1169 for 110.84 on 07/03/2018	129.39	13,979.14		
09/07/2018	INV #FC 1173. Due 09/07/2018. Finance Charge --- Fin Chg \$147.45 --- Invoice #9914 for 12,989.00 on 10/31/2017 --- Invoice #FC 833 for 234.87 on 01/29/2018 --- Invoice #FC 1156 for 159.41 on 03/10/2018 --- Invoice #FC 1158 for 95.65 on 04/03/2018 --- Invoice #FC 1163 for 142.18 on 05/08/2018 --- Invoice #FC 1165 for 117.80 on 06/06/2018 --- Invoice #FC 1169 for 110.84 on 07/03/2018	147.45	14,126.59		
10/05/2018	INV #FC 1411. Due 10/05/2018. Finance Charge --- Fin Chg \$213.70 --- Invoice #9914 for 12,989.00 on 10/31/2017 --- Invoice #FC 833 for 234.87 on 01/29/2018 --- Invoice #FC 1156 for 159.41 on 03/10/2018 --- Invoice #FC 1158 for 95.65 on 04/03/2018 --- Invoice #FC 1163 for 142.18 on 05/08/2018 --- Invoice #FC 1165 for 117.80 on 06/06/2018 --- Invoice #FC 1169 for 110.84 on 07/03/2018 --- Invoice #FC 1171 for 129.39 on 08/03/2018	213.70	14,340.29		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	133.08	361.15	0.00	13,979.14	\$14,473.37

POTCO

P. O. Box 3328  
Milan, NM 87021

# Statement

Date
10/31/2018

To:
Seboyeta Water and Sewer Department HC 77 Post Office Box 6 Seboyeta, New Mexico 87014

		Amount Due	Amount Enc.		
		\$15,191.22			
Date	Transaction	Amount	Balance		
12/31/2013	Balance forward		0.00		
02/28/2014	INV #7377. Due 02/28/2014. --- Water Delivery - POTABLE, 2 @ \$480.00 = 960.00 --- Tax: July 2010 @ 8.0% = 76.80	1,036.80	1,036.80		
06/30/2016	INV #9226. Due 06/30/2016. --- June 20, 2016 EMERGENCY SERVICES --- SEPTIC PUMPING Service \$550.00 --- Tax: Grants 7-1-14 @ 7.875% = 43.31	593.31	1,630.11		
06/30/2016	INV #9227. Due 06/30/2016. --- EMERGENCY SERVICES - WATER OUTAGE MAY 25, 2016 --- --- Water Delivery - POTABLE \$700.00 --- TANK RENTAL, 19 @ \$350.00 = 6,650.00 --- --- June 15, 2016 - ALL WORK IS COMPLETE - THANK YOU --- --- cc: Cibola County Emergency Management --- Tax: Grants 7-1-14 @ 7.875% = 578.81	7,928.81	9,558.92		
08/08/2016	PMT #0016471175.	-593.31	8,965.61		
08/08/2016	PMT #0016470163.	-7,928.81	1,036.80		
08/10/2017	INV #9858. Due 08/10/2017. --- EMERGENCY SERVICES - WATER TANK DEPLETED July 20, 2017 --- --- Water Delivery - POTABLE, 2 @ \$205.00 = 410.00 --- TANK RENTAL, 14 @ \$350.00 = 4,900.00 --- --- August 2, 2017 - ALL WORK IS COMPLETE - THANK YOU --- Tax: July 2017 @ 8.125% = 431.44	5,741.44	6,778.24		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	158.57	139.14	14,893.51	\$15,191.22



POTCO  
P. O. Box 3328  
Milan, NM 87021

# Statement

Date
10/31/2018

To:
Seboyeta Water and Sewer Department HC 77 Post Office Box 6 Seboyeta, New Mexico 87014

				Amount Due	Amount Enc.	
				\$15,191.22		
Date	Transaction			Amount	Balance	
10/10/2017	INV #9859. Due 10/10/2017. --- EMERGENCY SERVICES - WATER TANK DEPLETED September 12, 2017 --- --- Water Delivery - POTABLE, 2 @ \$205.00 = 410.00 --- TANK RENTAL, 16 @ \$350.00 = 5,600.00 --- --- September 27, 2017 - ALL WORK IS COMPLETE - THANK YOU --- Tax: July 2017 @ 8.125% = 488.31			6,498.31	13,276.55	
03/10/2018	INV #FC 1157. Due 03/10/2018. Finance Charge --- Fin Chg \$1,122.17 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017			1,122.17	14,398.72	
04/03/2018	INV #FC 1159. Due 04/03/2018. Finance Charge --- Fin Chg \$96.03 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017			96.03	14,494.75	
05/08/2018	INV #FC 1164. Due 05/08/2018. Finance Charge --- Fin Chg \$152.89 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017 --- Invoice #FC 1157 for 1,122.17 on 03/10/2018 --- Invoice #FC 1159 for 96.03 on 04/03/2018			152.89	14,647.64	
CURRENT		1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00		0.00	158.57	139.14	14,893.51	\$15,191.22

POTCO  
P. O. Box 3328  
Milan, NM 87021

# Statement

Date
10/31/2018

To:
Seboyeta Water and Sewer Department HC 77 Post Office Box 6 Seboyeta, New Mexico 87014

		Amount Due	Amount Enc.		
		\$15,191.22			
Date	Transaction	Amount	Balance		
06/06/2018	INV #FC 1166. Due 06/06/2018. Finance Charge --- Fin Chg \$126.68 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017 --- Invoice #FC 1157 for 1,122.17 on 03/10/2018 --- Invoice #FC 1159 for 96.03 on 04/03/2018	126.68	14,774.32		
07/03/2018	INV #FC 1170. Due 07/03/2018. Finance Charge --- Fin Chg \$119.19 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017 --- Invoice #FC 1157 for 1,122.17 on 03/10/2018 --- Invoice #FC 1159 for 96.03 on 04/03/2018 --- Invoice #FC 1164 for 152.89 on 05/08/2018	119.19	14,893.51		
08/03/2018	INV #FC 1172. Due 08/03/2018. Finance Charge --- Fin Chg \$139.14 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017 --- Invoice #FC 1157 for 1,122.17 on 03/10/2018 --- Invoice #FC 1159 for 96.03 on 04/03/2018 --- Invoice #FC 1164 for 152.89 on 05/08/2018 --- Invoice #FC 1166 for 126.68 on 06/06/2018 --- Invoice #FC 1170 for 119.19 on 07/03/2018	139.14	15,032.65		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	158.57	139.14	14,893.51	\$15,191.22

POTCO  
P. O. Box 3328  
Milan, NM 87021

# Statement

Date
10/31/2018

To:
Seboyeta Water and Sewer Department HC 77 Post Office Box 6 Seboyeta, New Mexico 87014

					Amount Due	Amount Enc.
					\$15,191.22	
Date	Transaction				Amount	Balance
09/07/2018	INV #FC 1174. Due 09/07/2018. Finance Charge --- Fin Chg \$158.57 --- Invoice #7377 for 1,036.80 on 02/28/2014 --- Invoice #9858 for 5,741.44 on 08/10/2017 --- Invoice #9859 for 6,498.31 on 10/10/2017 --- Invoice #FC 1157 for 1,122.17 on 03/10/2018 --- Invoice #FC 1159 for 96.03 on 04/03/2018 --- Invoice #FC 1164 for 152.89 on 05/08/2018 --- Invoice #FC 1166 for 126.68 on 06/06/2018 --- Invoice #FC 1170 for 119.19 on 07/03/2018 --- Invoice #FC 1172 for 139.14 on 08/03/2018				158.57	15,191.22
CURRENT		1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00		0.00	158.57	139.14	14,893.51	\$15,191.22



# NEW ITEMS 10 k.

Invoices and Requisitions over \$10,000

PLEASE REMEMBER ANY REQUISITIONS OVER \$500.00 NOW REQUIRE 3 HARD QUOTES. ANY REQUISITION \$10,000.00 OR MORE WILL NEED TO GO ON THE AGENDA FOR COMMISSION APPROVAL. IF USING STATE CONTRACT PLEASE LIST CONTRACT # ABOVE AS WELL AS THE FIRST 4 PAGES OF THE STATE CONTRACT, OTHERWISE IT WILL BE SENT BACK

Waterway of New Mexico LLC

PO Box 1182

Moriarty, NM 87035

(505) 800-5298

ahenry@waterwayinc.com

www.waterwayinc.com



## Estimate

**ADDRESS**

Laguna Pueblo Fire Department

P.O. Box 179

Laguna, NM 87026-0179

ESTIMATE #	DATE	EXPIRATION DATE
1530	10/12/2018	10/12/2018

SERVICE	QTY	RATE	AMOUNT
Flow testing all hydrants according to NFPA 291 Standards	350	35.00	12,250.00

<b>TOTAL</b>			<b>\$12,250.00</b>
--------------	--	--	--------------------

Accepted By

Accepted Date



## Patrick Leon

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**From:** Brazas Fire <brazas@brazasfire.com>  
**Sent:** Friday, October 12, 2018 3:57 PM  
**To:** Patrick Leon  
**Subject:** RE: hydrant flow testing

Hi Patrick,

Wow that's a lot of fire hydrants. When is the last time they were tested? Do you have reports from the last testing? How soon do you need to get them done? Do you know what brand they are? Here is a quote for you. We would need a 50% deposit before we began.

Qty 350 annual fire hydrant testing at \$100.00 ea. or \$35,000.00 plus tax.  
Price is for testing only. Travel charges may apply.

Any repairs would be documented and quoted for a later return.

If you need any additional information please let me know. I still have a lot of questions for you, but here is a quote.

Thank you.

Troy  
Brazas Fire & Safety  
Operations Manager

**From:** Patrick Leon [mailto:pleon@lagunapueblo-nsn.gov]  
**Sent:** Friday, October 12, 2018 3:27 PM  
**To:** Brazas Fire <brazas@brazasfire.com>  
**Cc:** Patrick Leon <pleon@lagunapueblo-nsn.gov>  
**Subject:** hydrant flow testing

Mr. Roerig, I need a quote for flow testing of 350 hydrants, located on 6 villages on the Laguna Reservation, Pueblo of Laguna, 87026. I would be very appreciative if I could get this asap.

Thank you,

Patrick Leon, Captain, LFPP

# Fire Hydrant Survey Preliminary Proposal

Date: November 6th, 2018

To: Patrick Leon  
Laguna Fire Protection Program  
7615 Via Belleza Rd SW  
Albuquerque, NM 87121  
505-239-3958



Start Date:		TBD	Contact:	Jon Levulis
Finish Date:		TBD	Payment Terms:	TBD
Location of work:		Laguna Pueblo (On-site)	Payment Due:	TBD
ITEM NO.	QTY.	DESCRIPTION	PRICE EACH	AMOUNT
1	350	Fire Hydrant Safety Inspection, Flow Test, Flushing and Survey (1-2 week time frame - 6:00AM to 5:00PM) Includes GPSing all hydrants for the purpose of integrating hydrant survey data into GIS. (Shape file provided)	53.00	18,550.00
2	1	Provide soft copy back up with work order management system.	25.00	25.00
3	1	Hardcopy report of fire hydrant distribution system	100.00	100.00
4	10	Estimated 10 Residual Flow Tests No Charge provided when hydrant survey takes place	480.00	0.00
1. All hydrants which Laguna Fire Protection Program uses for fire fighting purposes 2. Pricing is based on the number of hydrants surveyed to be 350 or greater. 3. Pricing based on actual number of hydrants surveyed and GPSed and conducting GPS locations during hydrant survey 4. Hydrant.com requires documentation of mutual agreement between the Laguna Fire Protection Program and the Water Department which owns the fire hydrants 5. Hydrant.com is not responsible for damage that can occur as a result of hydrant testing				
Sub total:				18,675.00

REPLY TO:

**HYDRANT.COM**

5380 West 34th Street #214

Houston Texas, 77092

Phone: (281) 389-9608

E-Mail: Jon@Hydrant.com



Cibola County, NM

# My Detail vs Budget Report

## Account Summary

Date Range: 07/01/2018 - 11/30/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
19 - LAGUNA VFD	EQUIP MAINT & REPAIR	3,346.35	33,038.00	0.00	0.00	0.00	29,691.65	89.87 %
Expense		3,346.35	33,038.00	0.00	0.00	0.00	29,691.65	89.87 %
19-018-430-00012		3,346.35	33,038.00	0.00	0.00	0.00	29,691.65	89.87 %
		3,346.35	33,038.00	0.00	0.00	0.00	29,691.65	89.87 %

Expense Totals:

419 - LAGUNA VFD Totals:

Report Total:





# My Pooled Cash Report

Cibola County, NM

For the Period Ending 11/30/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<b>CLAIM ON CASH</b>				
<a href="#">101-101001</a>	Claim on Pooled Cash - Investment Fund	0.00	0.00	0.00
<a href="#">401-101001</a>	Claim on Pooled Cash - General Fund	2,112,340.16	(16,855.72)	2,095,484.44
<a href="#">402-101001</a>	Claim on Pooled Cash - Road Fund	323,960.47	(27,296.96)	296,663.51
<a href="#">403-101001</a>	Claim on Pooled Cash - Farm & Range Fund	0.00	0.00	0.00
<a href="#">405-101001</a>	Claim on Pooled Cash - Reserve Fund	0.00	0.00	0.00
<a href="#">406-101001</a>	Claim on Pooled Cash - Indigent Fund	588,145.85	0.00	588,145.85
<a href="#">407-101001</a>	Claim on Pooled Cash - San Rafael VFD	105,542.20	0.00	105,542.20
<a href="#">408-101001</a>	Claim on Pooled Cash - Bluewater VFD	46,814.19	0.00	46,814.19
<a href="#">409-101001</a>	Claim on Pooled Cash - Lobo Canyon VFD	102,034.70	0.00	102,034.70
<a href="#">413-101001</a>	Claim on Pooled Cash - Laguna EMS	13,815.00	0.00	13,815.00
<a href="#">415-101001</a>	Claim on Pooled Cash - Pinehill EMS	10,417.00	0.00	10,417.00
<a href="#">416-101001</a>	Claim on Pooled Cash - Fence Lake VFD	139,559.78	0.00	139,559.78
<a href="#">418-101001</a>	Claim on Pooled Cash - Candy Kitchen VFD	51,097.11	0.00	51,097.11
<a href="#">419-101001</a>	Claim on Pooled Cash - Laguna VFD	300,787.38	0.00	300,787.38
<a href="#">424-101001</a>	Claim on Pooled Cash - Cubero VFD	97,860.70	0.00	97,860.70
<a href="#">425-101001</a>	Claim on Pooled Cash - Cubero EMS	3,000.00	0.00	3,000.00
<a href="#">427-101001</a>	Claim on Pooled Cash - El Morro VFD	70,704.30	0.00	70,704.30
<a href="#">428-101001</a>	Claim on Pooled Cash - Superior Ambulance	1,500.00	0.00	1,500.00
<a href="#">435-101001</a>	Claim on Pooled Cash - Consolidated Dispatch	(104,868.41)	(23,510.19)	(128,378.60)
<a href="#">438-101001</a>	Claim on Pooled Cash - DWI Grant Fund	5,649.30	0.00	5,649.30
<a href="#">439-101001</a>	Claim on Pooled Cash - DWI Distribution Fund	111,348.51	(5,178.79)	106,169.72
<a href="#">440-101001</a>	Claim on Pooled Cash - CDWI GRANT	0.00	0.00	0.00
<a href="#">475-101001</a>	Claim on Pooled Cash - County Fire Protection Fund	487,530.09	0.00	487,530.09
<a href="#">500-101001</a>	Claim on Pooled Cash - Clerk Recording/Filing Fund	86,340.16	531.00	86,871.16
<a href="#">504-101001</a>	Claim on Pooled Cash - IGAs-Pass Thru Fund	37,988.27	0.00	37,988.27
<a href="#">561-101001</a>	Claim on Pooled Cash - Bond Fund - 2006 A & B	0.00	0.00	0.00
<a href="#">565-101001</a>	Claim on Pooled Cash - 2014A Bond Reserve Fund	0.00	0.00	0.00
<a href="#">566-101001</a>	Claim on Pooled Cash - 2014B Bond Reserve Fund	0.00	0.00	0.00
<a href="#">567-101001</a>	Claim on Pooled Cash - 2014A Bond Fund	0.00	0.00	0.00
<a href="#">568-101001</a>	Claim on Pooled Cash - 2014B Bond Fund	0.00	0.00	0.00
<a href="#">569-101001</a>	Claim on Pooled Cash - 2014A Bond Income Fund	343,362.54	0.00	343,362.54
<a href="#">570-101001</a>	Claim on Pooled Cash - 2014B Bond Income Fund	861,675.62	0.00	861,675.62
<a href="#">575-101001</a>	Claim on Pooled Cash - NMFA Loans Fund	0.00	0.00	0.00
<a href="#">602-101001</a>	Claim on Pooled Cash - Cibola County EMS Admin	0.00	0.00	0.00
<a href="#">604-101001</a>	Claim on Pooled Cash - Fire Marshal Fund	98,338.58	(1,589.60)	96,748.98
<a href="#">605-101001</a>	Claim on Pooled Cash - LEPF (Law Enforce Protect)	25,346.87	0.00	25,346.87
<a href="#">611-101001</a>	Claim on Pooled Cash - Forest Service Grant	30,812.15	0.00	30,812.15
<a href="#">612-101001</a>	Claim on Pooled Cash - NM Clean & Beautiful Grant	4,066.05	0.00	4,066.05
<a href="#">614-101001</a>	Claim on Pooled Cash - Detention Center Fund	195,644.15	(14,637.44)	181,006.71
<a href="#">615-101001</a>	Claim on Pooled Cash - Compliance Program Fund	0.00	0.00	0.00
<a href="#">620-101001</a>	Claim on Pooled Cash - 1% Reappraisal Fund	322,162.83	(6,062.21)	316,100.62
<a href="#">633-101001</a>	Claim on Pooled Cash - Solo Works Program Fund	0.00	0.00	0.00
<a href="#">634-101001</a>	Claim on Pooled Cash	0.00	0.00	0.00
<a href="#">635-101001</a>	Claim on Pooled Cash	0.00	0.00	0.00
<a href="#">651-101001</a>	Claim on Pooled Cash - Capital Outlay Projects	4,600.45	0.00	4,600.45
<a href="#">800-101001</a>	Claim on Pooled Cash - Agency Distribution Fund	0.00	0.00	0.00
<a href="#">801-101001</a>	Claim on Pooled Cash - Agency Tax Suspense Fund	0.00	0.00	0.00
<b>TOTAL CLAIM ON CASH</b>		<b>6,477,576.00</b>	<b>(94,599.91)</b>	<b>6,382,976.09</b>

## CASH IN BANK

Cash in Bank



RECEIVED NOV 27 2018



## Quotation

Quotation#:

08/30/2018

Account Number: 106283

**BILL-TO**

Cibola County

**SHIP-TO**

To Be Determined

Ship Method:

Payment Terms:

Contact Name Paul Enz

Phone Number

Item	UOM	Description	Qty	Price	Ext.Price	Exp.Date
4510-30100	1/EA	ROSC-U Mechanical CPR Device	1	\$ 9,999.99	\$ 9,999.99	12/31/2018

**Quote Total \$ 9,999.99**

Comments:

### Kevin Henson

Boundtree | Account Manager

5000 Tuttle Crossing Blvd | Dublin, Ohio 43016

Phone: 575-776-4950 | Fax: 888-282-4521

Kevin.Henson@Boundtree.com |

Sales tax will be applied to customers who are not exempt.

Shipping charges will be prepaid and added to the invoice unless otherwise stated.

This quotation is valid until the quote expires or the manufacturer's price to Bound Tree Medical increases.

To place an order, please visit our website at [www.boundtree.com](http://www.boundtree.com), login and add to your shopping cart

or call (800) 533-0523

fax (800) 257-5713





Date	Quote No.
9/18/2018	

	<b>Sold To / Bill To</b>
<b>Company</b>	Cibola County
<b>Contact</b>	
<b>Address</b>	
<b>City, ST, Zip</b>	
<b>Phone:</b>	

	<b>Ship to:</b>
Company	Pinehill EMS/Ramah Navajo School Board.
Contact	
Address	
City, ST, Zip	
Phone:	

Quote #	Ordered By	Ship Date	PLEASE PROVIDE FEDEX ACCOUNT	VALID THROUGH

[illegible]

Notes/Comments

Quote does not include shipping and taxes. Those will be additional charges and will need to add at time of shipment.

Date order sent to Customer	NOTE Customer Must Provide FedEx No. for this shipment	RI Sales Rep Kim Francis
-----------------------------	--	--------------------------

Eval. Equipment	Demo	Distributor	Customer
-----------------	------	-------------	----------

Check one: ☐ ☐ ☐ ☒

Quote Acknowledgment by: (Sign and Date)

(Electronic signature acceptable)

**If you have any questions on this Order Acknowledgment, contact Kim Francis (913)-205-9779**

Net Order	\$12,900.00
Less Discount, if applicable	
Order minus discount	\$12,900.00
Shipping/Freight	
Sales Tax*	\$0.00
<b>ORDER TOTAL</b>	<b>\$12,900.00</b>

\*insert sales tax as percent

**Resuscitation International Terms and Conditions apply to all orders accepted by Resuscitation International. Customer acknowledges that it has received a copy of Resuscitation International's Terms and Conditions and that additional copies are available from Resuscitation International.**



3230 Bethany Lane, Suite 8  
 Ellicott City, MD 21042  
 customerservice@medicaldevicedepot.com  
 877-646-3300 fax: 410-505-4567

# Sales Quotation

Date 10/12/2018

Quotation # 13132

**Name / Address**

Pine Hill Health Center  
 Attn: Gregory Zunie  
 Pine Hill, NM 87357

**Ship To**

Pine Hill Health Center  
 Attn: Gregory Zunie  
 Pine Hill, NM 87357

Terms	Rep			
Net 30	SG			
Item	Description	Qty	Rate	Total
99576-000043	Lucas 3 Chest Compression	1	15,950.00	15,950.00T
11576-000071	LUCAS POWER SUPPLY WITH CORD REDEL 1/EA	1	379.00	379.00T
999	Shipping, Insurance - UPS Ground		27.65	27.65
Please call John Gladstein at 877-646-3300 ext 716 if you have any questions. Thank you.		<b>Subtotal</b>		\$16,356.65
		<b>Sales Tax (0.0%)</b>		\$0.00
		<b>Total</b>		\$16,356.65

10/12/2018 10:12 AM



August 1, 2016

To Whom It May Concern,

Resuscitation International currently and exclusively utilizes Bound Tree Medical as its sole distributor for sale of the ROSC-U™ product line for sales in the Domestic EMS Market.

All Quotes, pricing information, shipping and distribution fulfillment will be provided by Bound Tree Medical. Should you have any questions regarding the purchase of the ROSC-U™ Mechanical CPR Device, accessories or disposables you should contact Bound Tree Medical or one of their representatives. Sincerely,

A handwritten signature in black ink that reads "Bill Vitez". The signature is written in a cursive, flowing style.

Bill Vitez  
Vice President Marketing





Cibola County, NM

# My Detail vs Budget Report

## Account Summary

Date Range: 07/01/2018 - 11/30/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
15 - PINEHILL EMS	SAFETY EQUIPMENT	9,999.99	10,333.00	0.00	0.00	0.00	333.01	3.22 %
Expense		9,999.99	10,333.00	0.00	0.00	0.00	333.01	3.22 %
15-021-427-00082		9,999.99	10,333.00	0.00	0.00	0.00	333.01	3.22 %
		9,999.99	10,333.00	0.00	0.00	0.00	333.01	3.22 %
Expense Totals:								
415 - PINEHILL EMS Totals:								
Report Total:								



# My Pooled Cash Report

Cibola County, NM

For the Period Ending 11/30/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<b>CLAIM ON CASH</b>				
<u>101-101001</u>	Claim on Pooled Cash - Investment Fund	0.00	0.00	0.00
<u>401-101001</u>	Claim on Pooled Cash - General Fund	1,962,590.44	(180,169.76)	1,782,420.68
<u>402-101001</u>	Claim on Pooled Cash - Road Fund	323,947.99	(13,242.70)	310,705.29
<u>403-101001</u>	Claim on Pooled Cash - Farm & Range Fund	0.00	0.00	0.00
<u>405-101001</u>	Claim on Pooled Cash - Reserve Fund	0.00	0.00	0.00
<u>406-101001</u>	Claim on Pooled Cash - Indigent Fund	588,145.85	(103,859.80)	484,286.05
<u>407-101001</u>	Claim on Pooled Cash - San Rafael VFD	105,489.64	(641.27)	104,848.37
<u>408-101001</u>	Claim on Pooled Cash - Bluewater VFD	46,814.19	(478.36)	46,335.83
<u>409-101001</u>	Claim on Pooled Cash - Lobo Canyon VFD	102,034.70	(679.76)	101,354.94
<u>413-101001</u>	Claim on Pooled Cash - Laguna EMS	13,815.00	0.00	13,815.00
<u>415-101001</u>	Claim on Pooled Cash - Pinehill EMS	10,417.00	0.00	10,417.00
<u>416-101001</u>	Claim on Pooled Cash - Fence Lake VFD	139,559.78	(578.80)	138,980.98
<u>418-101001</u>	Claim on Pooled Cash - Candy Kitchen VFD	51,097.11	0.00	51,097.11
<u>419-101001</u>	Claim on Pooled Cash - Laguna VFD	300,787.38	(11,044.44)	289,742.94
<u>424-101001</u>	Claim on Pooled Cash - Cubero VFD	97,860.70	(487.30)	97,373.40
<u>425-101001</u>	Claim on Pooled Cash - Cubero EMS	3,000.00	0.00	3,000.00
<u>427-101001</u>	Claim on Pooled Cash - El Morro VFD	70,704.30	(3,020.19)	67,684.11
<u>428-101001</u>	Claim on Pooled Cash - Superior Ambulance	1,500.00	0.00	1,500.00
<u>435-101001</u>	Claim on Pooled Cash - Consolidated Dispatch	45,131.59	15,933.65	61,065.24
<u>438-101001</u>	Claim on Pooled Cash - DWI Grant Fund	5,649.30	0.00	5,649.30
<u>439-101001</u>	Claim on Pooled Cash - DWI Distribution Fund	111,389.55	(15,631.84)	95,757.71
<u>440-101001</u>	Claim on Pooled Cash - CDWI GRANT	0.00	0.00	0.00
<u>475-101001</u>	Claim on Pooled Cash - County Fire Protection Fund	487,530.09	9,961.87	497,491.96
<u>500-101001</u>	Claim on Pooled Cash - Clerk Recording/Filing Fund	86,340.16	1,462.88	87,803.04
<u>504-101001</u>	Claim on Pooled Cash - IGAs-Pass Thru Fund	37,988.27	0.00	37,988.27
<u>561-101001</u>	Claim on Pooled Cash - Bond Fund - 2006 A & B	0.00	0.00	0.00
<u>565-101001</u>	Claim on Pooled Cash - 2014A Bond Reserve Fund	0.00	0.00	0.00
<u>566-101001</u>	Claim on Pooled Cash - 2014B Bond Reserve Fund	0.00	0.00	0.00
<u>567-101001</u>	Claim on Pooled Cash - 2014A Bond Fund	0.00	(104,190.63)	(104,190.63)
<u>568-101001</u>	Claim on Pooled Cash - 2014B Bond Fund	0.00	(235,628.13)	(235,628.13)
<u>569-101001</u>	Claim on Pooled Cash - 2014A Bond Income Fund	343,362.54	67,315.61	410,678.15
<u>570-101001</u>	Claim on Pooled Cash - 2014B Bond Income Fund	861,675.62	55,114.21	916,789.83
<u>575-101001</u>	Claim on Pooled Cash - NMFA Loans Fund	0.00	0.00	0.00
<u>602-101001</u>	Claim on Pooled Cash - Cibola County EMS Admin	0.00	0.00	0.00
<u>604-101001</u>	Claim on Pooled Cash - Fire Marshal Fund	98,338.58	(2,173.69)	96,164.89
<u>605-101001</u>	Claim on Pooled Cash - LEPF (Law Enforce Protect)	25,346.87	0.00	25,346.87
<u>611-101001</u>	Claim on Pooled Cash - Forest Service Grant	30,812.15	0.00	30,812.15
<u>612-101001</u>	Claim on Pooled Cash - NM Clean & Beautiful Grant	4,066.05	0.00	4,066.05
<u>614-101001</u>	Claim on Pooled Cash - Detention Center Fund	195,617.87	(463,634.44)	(268,016.57)
<u>615-101001</u>	Claim on Pooled Cash - Compliance Program Fund	0.00	0.00	0.00
<u>620-101001</u>	Claim on Pooled Cash - 1% Reappraisal Fund	322,162.83	(12,414.75)	309,748.08
<u>633-101001</u>	Claim on Pooled Cash - Solo Works Program Fund	0.00	0.00	0.00
<u>634-101001</u>	Claim on Pooled Cash	0.00	0.00	0.00
<u>635-101001</u>	Claim on Pooled Cash	0.00	0.00	0.00
<u>651-101001</u>	Claim on Pooled Cash - Capital Outlay Projects	4,600.45	0.00	4,600.45
<u>800-101001</u>	Claim on Pooled Cash - Agency Distribution Fund	0.00	0.00	0.00
<u>801-101001</u>	Claim on Pooled Cash - Agency Tax Suspense Fund	0.00	0.00	0.00
<b>TOTAL CLAIM ON CASH</b>		<b>6,477,776.00</b>	<b>(998,087.64)</b>	<b>5,479,688.36</b>

## CASH IN BANK

Cash in Bank



[illegible]

VENDOR	TLC	REASON SELECTED	STATE CONTRACT	
		CONTRACT/BID/RFP #	50-000-14-00024AP	
ADDRESS	5000 EDITH BLVD. NE	ESTIMATED DELIVERY		
	ALBUQUERQUE NM 87101	PURCHASE ORDER #		
PURCHASING AGENT ENDORSEMENT	CERTIFICATION	If all three signatures are not obtained the purchase cannot move forward	FUND NAME & LINE ITEM #	AMOUNT
	With my signature, I hereby certify that all goods/services requested are necessary to properly conduct the operations of this department, and that all procurement has been conducted according to purchasing policies approved by the Cibola County Board of Commissioners.		401-010-403-00023	\$ 10,275.94
			REPAIR TO BUILDINGS	
	DEPARTMENT HEAD SIGNATURE	DESIGNEE SIGNATURE	FINANCE SIGNATURE	

PLEASE REMEMBER ANY REQUISITIONS OVER \$500.00 NOW REQUIRE 3 HARD QUOTES. ANY REQUISITION \$10,000.00 OR MORE WILL NEED TO GO ON THE AGENDA FOR COMMISSION APPROVAL. IF USING STATE CONTRACT PLEASE LIST CONTRACT # ABOVE AS WELL AS THE FIRST 4 PAGES OF THE STATE CONTRACT, OTHERWISE IT WILL BE SENT BACK.





# COMMERCIAL SERVICES



Lic# 51429

HVAC/R SERVICES

INDUSTRIAL WATER TREATMENT

PROPOSAL SUBMITTED BY:

SAMUEL PERRY

PHONE:

362-7303 / 761-5522

EMAIL:

[sperry@tlcplumbing.com](mailto:sperry@tlcplumbing.com)

<b>PROPOSAL SUBMITTED TO:</b> CIBOLA COUNTY	<b>PHONE:</b> 505-285-2519	<b>FAX / EMAIL:</b> JURODRIGUEZ@CO.COBILA.NM.US	<b>DATE:</b> 11-20-18
<b>ADDRESS:</b> 114 MCBRIDE RD	<b>ATTENTION:</b> JUANITA	<b>QUOTE NUMBER:</b>	
<b>CITY, STATE, ZIP:</b> GRANTS, NM 87020	<b>JOB ADDRESS:</b> SHERRIFS OFFICE		

## SCOPE OF WORK:

QUOTE TO REPLACE THE VFD FOR THE BLOWER SECTION OF THE AIR HANDLER. 20 HP VFD 460V MODEL TR200 WITH A NEW.

### TR200 Series Variable Frequency Drive

Trane TR200 Series drives are available factory-mounted and commissioned on Trane IntelliPak, Voyager III, and Performance Climate Changers.



Unit Info: Make / Model / Serial				
FACTORY RECON	20 HP	T03D24904		
Quantities				Item ID
Ordered	Allocated	Remaining	Unit Size	Item Description
1	0	1 EA		CNT07405
***Non-Returnable***				1.0 CONTROL:T200020T4V01SCMDXXXXXZ2XG XXXXXX

[www.tlcplumbing.com](http://www.tlcplumbing.com)

5000 Edith Blvd. NE • Albuquerque, NM 87107  
Phone (505) 761-9650 • Fax (505) 761-9875



# COMMERCIAL SERVICES

Lic# 51429

HVAC/R SERVICES

INDUSTRIAL WATER TREATMENT



## EXCLUSIONS:

### JOB COST

PERMIT	LIFT	CONSUMABLE	LABOR	MATERIAL	ROOFER
\$72.50	\$362.50	\$81.50	\$2,923.20	\$6,086.08	\$0.00
		INSULATION		PRE-TAX	\$9,525.79
		\$0.00		TAX	\$750.16
				TAX INCLUDED	\$10,275.94

Payment to be made: Upon completion.

*Samuel Perry*

*11-20-18*

Authorized By:

## ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted to perform the work as specified. Payment to be made as outlined above.

Accepted by:

Date:

NOTE: This proposal may be withdrawn by TLC Plumbing & Utility if not accepted within 30 days of original date quoted.  
FINANCE CHARGE 1.5% PER MONTH (18% per annum) service charge on past due accounts.





State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

**Awarded Vendor**

0000107946

Albuquerque Plumbing, Heating and Cooling, Inc.  
dba Albuquerque Commercial Services

6145 Second St. NW

Albuquerque, NM 87107

Telephone No. (505) 344-0729

Price Agreement Number: 50-000-14-00024AP

Price Agreement Amendment No.: Two

Term: January 30, 2015 – January 29, 2017

**Ship To:**

All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 670-9723

**Invoice:**

As Requested

Title: **Miscellaneous HVAC Services – Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

The contract number 50-000-14-00024AC for Albuquerque Plumbing, Heating and Cooling with is cancelled, and the contract for Albuquerque Plumbing (etc.) is reissued with contract number 50-000-14-00024AP with associated SHARE number 0000107946.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

New Mexico State Purchasing Agent

Date: 03/16/2016

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472

CF





State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor  
15 Vendors

Price Agreement Number: 50-000-14-00024

Price Agreement Amendment No.: Three

Term: January 30, 2015 – January 29, 2018

Ship To:  
All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-1935

Invoice:  
As Requested

Title: **Miscellaneous HVAC Services - Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from January 30, 2017 to January 29, 2018 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

  
New Mexico State Purchasing Agent

Date: 01/05/2017

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF



State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

**Awarded Vendor**

(AL) 0000050920  
TLC Plumbing & Utility, Inc.  
5000 Edith Blvd. NE  
Albuquerque, NM 87107  
(505) 761-5528

Price Agreement Number: 50-000-14-00024

Price Agreement Amendment No.: Four

Term: January 30, 2015 – January 29, 2018

**Ship To:**

All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-1935

**Invoice:**

As Requested

+  
Title: **Miscellaneous HVAC Services - Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is NOT extended for (AL) TLC Plumbing & Utility, Inc. from January 30, 2017 to January 29, 2018 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

  
New Mexico State Purchasing Agent

Date: 01/05/2017

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF



State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor  
14 Vendors

Price Agreement Number: 50-000-14-00024

Price Agreement Amendment No.: Five

Term: January 30, 2015 – January 29, 2019

Ship To:  
All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-0487

Invoice:  
As Requested

+  
Title: **Miscellaneous HVAC Services - Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties except (AL) Tlc Plumbing, this Price Agreement is extended from January 30, 2018 to January 29, 2019 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

  
New Mexico State Purchasing Agent

Date: 01/11/2018

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF





Cibola County, NM

# Detail vs Budget Report Account Summary

Date Range: 07/01/2018 - 11/20/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
401 - GENERAL FUND								
Expense								
11-010-403-00002	FULL TIME SALARIES	0.00	120,442.00	0.00	53,010.45	53,010.45	67,431.55	55.99 %
11-010-403-00004	TEMPORARY SALARIES	0.00	0.00	0.00	110.00	110.00	-110.00	0.00 %
11-010-403-00005	OVERTIME SALARIES	0.00	0.00	0.00	45.24	45.24	-45.24	0.00 %
11-010-403-00009	Office Equipment & Supplies	2,389.42	200.00	0.00	0.00	0.00	-2,189.42	-1,094.71 %
11-010-403-00011	Vehicle Expense	0.00	1,000.00	0.00	105.45	105.45	894.55	89.46 %
11-010-403-00012	EQUIP MAINT & REPAIR	0.00	2,000.00	0.00	839.98	839.98	1,160.02	58.00 %
11-010-403-00021	Courthouse Repairs	1,416.31	11,000.00	0.00	0.00	0.00	9,583.69	87.12 %
11-010-403-00023	REPAIR TO BUILDINGS	10,321.06	20,000.00	0.00	9,322.52	9,322.52	356.42	1.78 %
11-010-403-00024	GROUPS MAINT & IMP	6,774.18	10,000.00	0.00	4,838.70	4,838.70	-1,612.88	-16.13 %
11-010-403-00025	UTILITIES	0.00	120,000.00	0.00	26,985.61	26,985.61	93,014.39	77.51 %
11-010-403-00040	Cellular Phone Stipend	0.00	0.00	0.00	75.00	75.00	-75.00	0.00 %
11-010-403-00046	Janitorial Supplies	752.20	17,000.00	0.00	3,389.37	3,389.37	12,858.43	75.64 %
11-010-403-00063	PERA Muni Plan 2 - 9.55%	0.00	11,502.00	0.00	3,536.47	3,536.47	7,965.53	69.25 %
11-010-403-00064	Social Security 6.2%	0.00	7,467.00	0.00	3,245.77	3,245.77	4,221.23	56.53 %
11-010-403-00065	GROUP INS	0.00	36,968.00	0.00	7,613.40	7,613.40	29,354.60	79.41 %
11-010-403-00066	Worker's Comp. Assessment \$9.20/year per EE	0.00	40.00	0.00	6.90	6.90	33.10	82.75 %
11-010-403-00068	Medicare 1.45%	0.00	1,746.00	0.00	759.11	759.11	986.89	56.52 %
11-010-403-00077	TOOLS & SUPPLIES	0.00	5,000.00	0.00	313.52	313.52	4,686.48	93.73 %
11-010-403-00081	Retiree Health Care 2.0%	0.00	2,409.00	0.00	740.64	740.64	1,668.36	69.26 %
11-010-403-00127	UNIFORMS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
11-010-403-00259	PHYSICALS	0.00	200.00	0.00	41.23	41.23	158.77	79.39 %
Expense Totals:		21,653.17	367,974.00	0.00	114,979.36	114,979.36	231,341.47	62.87 %
401 - GENERAL FUND Totals:		21,653.17	367,974.00	0.00	114,979.36	114,979.36	231,341.47	62.87 %
Report Total:		21,653.17	367,974.00	0.00	114,979.36	114,979.36	231,341.47	62.87 %

Ok to approve P.O. I will be preparing a BAR to increase account in future

## REQUISITION ORDER

[illegible]





# COMMERCIAL SERVICES

Lic# 51429

HVAC/R SERVICES

INDUSTRIAL WATER TREATMENT



PROPOSAL SUBMITTED BY:

SAMUEL PERRY

PHONE:

362-7303 / 761-5522

EMAIL:

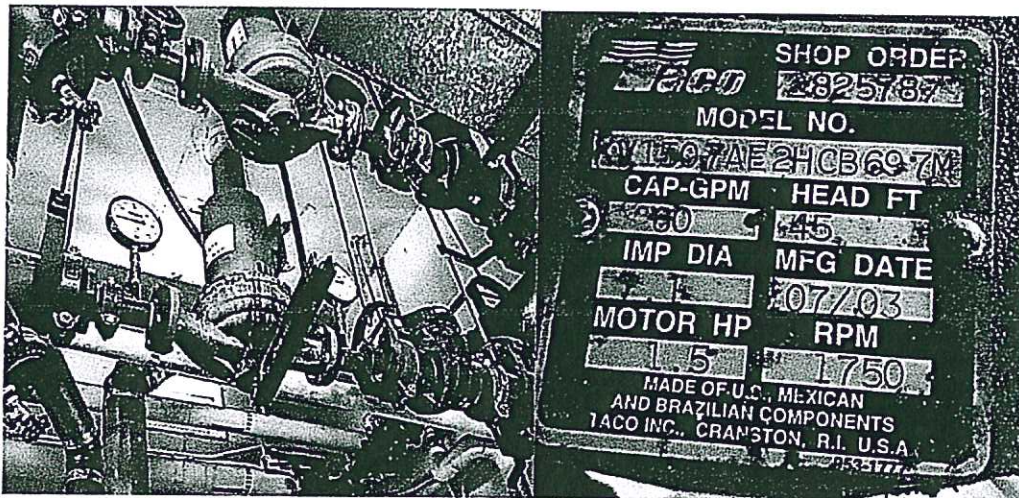
sperry@tlcplumbing.com

PROPOSAL SUBMITTED TO:  CIBOLA COUNTY	PHONE:  505-285-2519	FAX / EMAIL:  JURODRIGUEZ@CO.COBOLA.NM.US	DATE:  11-28-18
ADDRESS:  114 MCBRIDE RD	ATTENTION:  JUANITA	QUOTE NUMBER:	
CITY, STATE, ZIP:  GRANTS, NM 87020	JOB ADDRESS:  MAGISTRATE COURT IN GRANTS		

## SCOPE OF WORK:

QUOTE TO REPLACE THE TWO (2) TACO PUMPS BOTH ARE LEAKING. MODEL KV 150

- PUMPS, BOLT KITS, GASKETS, ELECTRICAL, FITTINGS AND LABOR.



ORDER QTY	DESCRIPTION
2ea	KV1507AE5HOC715M KV Series Vertical In-Line Pump *SPECIAL ORDER - SEE TERMS BELOW*





# COMMERCIAL SERVICES

Lic# 51429

HVAC/R SERVICES

INDUSTRIAL WATER TREATMENT



## EXCLUSIONS:

JOB COST					
PERMIT	LIFT	CONSUMABLE	LABOR	MATERIAL	ROOFER
\$0.00	\$217.50	\$81.50	\$1,725.50	\$11,703.52	\$0.00
		INSULATION		PRE-TAX	\$13,728.02
		\$0.00		TAX	\$1,081.08
				TAX INCLUDED	\$14,809.10
Payment to be made:		Upon completion.			
Samuel Perry			11-28-18		
Authorized By:					

## ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted to perform the work as specified. Payment to be made as outlined above.	
Accepted by:	Date:

NOTE: This proposal may be withdrawn by TLC Plumbing & Utility if not accepted within 30 days of original date quoted.  
FINANCE CHARGE 1.5% PER MONTH (18% per annum) service charge on past due accounts.



State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

**Awarded Vendor**

0000107946

Albuquerque Plumbing, Heating and Cooling, Inc.  
dba Albuquerque Commercial Services  
6145 Second St. NW  
Albuquerque, NM 87107

Telephone No. (505) 344-0729

Price Agreement Number: 50-000-14-00024AP

Price Agreement Amendment No.: Two

Term: January 30, 2015 – January 29, 2017

**Ship To:**

All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 670-9723

**Invoice:**

As Requested

Title: Miscellaneous HVAC Services – Statewide

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

The contract number 50-000-14-00024AC for Albuquerque Plumbing, Heating and Cooling with is cancelled, and the contract for Albuquerque Plumbing (etc.) is reissued with contract number 50-000-14-00024AP with associated SHARE number 0000107946.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

New Mexico State Purchasing Agent

Date: 03/16/2016

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF



State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor  
15 Vendors

Price Agreement Number: 50-000-14-00024

Price Agreement Amendment No.: Three

Term: January 30, 2015 - January 29, 2018

Ship To:  
All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-1935

Invoice:  
As Requested

Title: **Miscellaneous HVAC Services - Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from January 30, 2017 to January 29, 2018 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

  
New Mexico State Purchasing Agent

Date: 01/05/2017

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF





State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor

(AL) 0000050920  
TLC Plumbing & Utility, Inc.  
5000 Edith Blvd. NE  
Albuquerque, NM 87107  
(505) 761-5528

Price Agreement Number: 50-000-14-00024

Price Agreement Amendment No.: Four

Term: January 30, 2015 – January 29, 2018

Ship To:

All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-1935

Invoice:

As Requested

+

Title: **Miscellaneous HVAC Services - Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is NOT extended for (AL) TLC Plumbing & Utility, Inc. from January 30, 2017 to January 29, 2018 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

  
New Mexico State Purchasing Agent

Date: 01/05/2017

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF



State of New Mexico  
General Services Department  
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor  
14 Vendors

Price Agreement Number: 50-000-14-00024

Price Agreement Amendment No.: Five

Term: January 30, 2015 – January 29, 2019

Ship To:  
All State of New Mexico agencies, commissions,  
institutions, political subdivisions and local public  
bodies allowed by law.

Procurement Specialist: Clarke J. Fountain

Telephone No.: (505) 827-0487

Invoice:  
As Requested

+  
Title: **Miscellaneous HVAC Services - Statewide**

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties except (AL) Tlc Plumbing, this Price Agreement is extended from January 30, 2018 to January 29, 2019 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

  
New Mexico State Purchasing Agent

Date: 01/11/2018

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472  
CF



Cibola County, NM

# My Detail vs Budget Report

## Account Summary

Date Range: 07/01/2018 - 11/30/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
614 - DETENTION CENTER Expense 614-100-457-00024	Building & Grounds Maint & Rep							
	Expense Totals:	0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65%
	614 - DETENTION CENTER Totals:	0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65%
	Report Total:	0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65%



# My Pooled Cash Report

Cibola County, NM  
For the Period Ending 11/30/2018



ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<b>CLAIM ON CASH</b>				
101-101001	Claim on Pooled Cash - Investment Fund	0.00	0.00	0.00
401-101001	Claim on Pooled Cash - General Fund	1,962,590.44	(180,169.76)	1,782,420.68
402-101001	Claim on Pooled Cash - Road Fund	323,947.99	(13,242.70)	310,705.29
403-101001	Claim on Pooled Cash - Farm & Range Fund	0.00	0.00	0.00
405-101001	Claim on Pooled Cash - Reserve Fund	0.00	0.00	0.00
406-101001	Claim on Pooled Cash - Indigent Fund	588,145.85	(103,859.80)	484,286.05
407-101001	Claim on Pooled Cash - San Rafael VFD	105,489.64	(641.27)	104,848.37
408-101001	Claim on Pooled Cash - Bluewater VFD	46,814.19	(478.36)	46,335.83
409-101001	Claim on Pooled Cash - Lobo Canyon VFD	102,034.70	(679.76)	101,354.94
413-101001	Claim on Pooled Cash - Laguna EMS	13,815.00	0.00	13,815.00
415-101001	Claim on Pooled Cash - Pinehill EMS	10,417.00	0.00	10,417.00
416-101001	Claim on Pooled Cash - Fence Lake VFD	139,559.78	(578.80)	138,980.98
418-101001	Claim on Pooled Cash - Candy Kitchen VFD	51,097.11	0.00	51,097.11
419-101001	Claim on Pooled Cash - Laguna VFD	300,787.38	(11,044.44)	289,742.94
424-101001	Claim on Pooled Cash - Cubero VFD	97,860.70	(487.30)	97,373.40
425-101001	Claim on Pooled Cash - Cubero EMS	3,000.00	0.00	3,000.00
427-101001	Claim on Pooled Cash - El Morro VFD	70,704.30	(3,020.19)	67,684.11
428-101001	Claim on Pooled Cash - Superior Ambulance	1,500.00	0.00	1,500.00
435-101001	Claim on Pooled Cash - Consolidated Dispatch	45,131.59	15,933.65	61,065.24
438-101001	Claim on Pooled Cash - DWI Grant Fund	5,649.30	0.00	5,649.30
439-101001	Claim on Pooled Cash - DWI Distribution Fund	111,389.55	(15,631.84)	95,757.71
440-101001	Claim on Pooled Cash - CDWI GRANT	0.00	0.00	0.00
475-101001	Claim on Pooled Cash - County Fire Protection Fund	487,530.09	9,961.87	497,491.96
500-101001	Claim on Pooled Cash - Clerk Recording/Filing Fund	86,340.16	1,462.88	87,803.04
504-101001	Claim on Pooled Cash - IGAS-Pass Thru Fund	37,988.27	0.00	37,988.27
561-101001	Claim on Pooled Cash - Bond Fund - 2006 A & B	0.00	0.00	0.00
565-101001	Claim on Pooled Cash - 2014A Bond Reserve Fund	0.00	0.00	0.00
566-101001	Claim on Pooled Cash - 2014B Bond Reserve Fund	0.00	0.00	0.00
567-101001	Claim on Pooled Cash - 2014A Bond Fund	0.00	(104,190.63)	(104,190.63)
568-101001	Claim on Pooled Cash - 2014B Bond Fund	0.00	(235,628.13)	(235,628.13)
569-101001	Claim on Pooled Cash - 2014B Bond Income Fund	343,362.54	67,315.61	410,678.15
570-101001	Claim on Pooled Cash - 2014B Bond Income Fund	861,675.62	55,114.21	916,789.83
575-101001	Claim on Pooled Cash - NMFA Loans Fund	0.00	0.00	0.00
602-101001	Claim on Pooled Cash - Cibola County EMS Admin	0.00	0.00	0.00
604-101001	Claim on Pooled Cash - Fire Marshal Fund	98,338.58	(2,173.69)	96,164.89
605-101001	Claim on Pooled Cash - LEPP (Law Enforce Protect)	25,346.87	0.00	25,346.87
611-101001	Claim on Pooled Cash - Forest Service Grant	30,812.15	0.00	30,812.15
612-101001	Claim on Pooled Cash - NM Clean & Beautiful Gran	4,066.05	0.00	4,066.05
614-101001	Claim on Pooled Cash - Detention Center Fund	195,617.87	(463,634.44)	(268,016.57)
615-101001	Claim on Pooled Cash - Compliance Program Fund	0.00	0.00	0.00
620-101001	Claim on Pooled Cash - 1% Reappraisal Fund	322,162.83	(12,414.75)	309,748.08
633-101001	Claim on Pooled Cash - Solo Works Program Fund	0.00	0.00	0.00
634-101001	Claim on Pooled Cash	0.00	0.00	0.00
635-101001	Claim on Pooled Cash	0.00	0.00	0.00
651-101001	Claim on Pooled Cash - Capital Outlay Projects	4,600.45	0.00	4,600.45
800-101001	Claim on Pooled Cash - Agency Distribution Fund	0.00	0.00	0.00
801-101001	Claim on Pooled Cash - Agency Tax Suspense Fund	0.00	0.00	0.00
<b>TOTAL CLAIM ON CASH</b>				
		6,477,776.00	(998,087.64)	5,479,688.36
<b>CASH IN BANK</b>				
<b>Cash in Bank</b>				



[illegible]

PLEASE REMEMBER ANY REQUISITIONS OVER \$500.00 NOW REQUIRE 3 HARD QUOTES. ANY REQUISITION \$10,000.00 OR MORE WILL NEED TO GO ON THE AGENDA FOR COMMISSION APPROVAL. IF USING STATE CONTRACT PLEASE LIST CONTRACT # ABOVE AS WELL AS THE FIRST 4 PAGES OF THE STATE CONTRACT, OTHERWISE IT WILL BE SENT BACK.





## ONE TIME CHARGE CONTRACT (THIS IS NOT AN INVOICE)

DATE: November 26, 2018

REGION: New Mexico

**FACILITY LOCATION:**

CLIENT: Cibola County Detention Center Complex

ADDRESS: 114 McBride Avenue

Grants, NM 87020

PHONE: 505-285-5219 (Juanita Rodriguez)

FAX/E-MAIL: jrodriguez@co.cibola.nm.uc

**BILL TO:**

CLIENT: SME

ADDRESS: \_\_\_\_\_

AMOUNT: \$ 10,000.00

+ sales tax

JANI-KING agrees to provide the service indicated under the Cleaning Service Specifications below. CLIENT agrees to pay JANI-KING the full amount due, plus any applicable sales tax, upon receipt of an invoice from JANI-KING.

**CLEANING SERVICE SPECIFICATIONS**

Detail cleaning of Detention center complex, approximately 26,472 square feet.

Vacuum all carpeted areas, sweep and machine scrub hard surface floors, clean all areas to remove all dust, dirt & debris.

Detail clean restrooms & showers (clean & polish mirrors, damp wipe towel cabinets, toilets/urinals to be cleaned & sanitized

inside & outside, polish bright work, toilet seats to be cleaned on both sides using a disinfectant, scour & sanitize all basins,

dust any partitions, tops of mirrors & frames, remove splash marks from walls around basins). Wipe down all doors

(front & back) to remove dust & dirt, clean all door jams to remove dust & dirt. Damp wipe all surfaces to remove dust & dirt,

clean all cabinets inside and outside, clean all sinks & polish fixtures, damp wipe light fixtures and outlets to remove all dust & dirt.

Clean all interior glass. Wash all walls, remove dust from all surfaces high & low., wipe down ventilation tubes, vents & diffusers

(Client will provide scissor lift)

Price includes strip & wax of all VCT floors and carpet cleaning

Are additional service specifications attached? Yes ☐ No ☒

JANI-KING WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL, INCLUDING THOSE CONDITIONS THAT EXIST PRIOR TO CLEANING. Customer should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

Customer signature to begin service:

Date: 11/26/2018

→ Client:

Kate Fletcher

Jani-King:

Victor Vega

Authorized Signature

Authorized Signature

Kate Fletcher

Victor Vega

Print Name

Print Name

Franchisee: Angelica De Santiago/Jesus De Santiago

Number: 49

Start Date: On or Before: \_\_\_\_\_

Franchisee agrees to provide the service under the terms of this contract, according to all JANI-KING standards, procedures and policies.

Franchisee:

Authorized Signature

Date

Jesus De Santiago

Print Name

I have inspected the facility and acknowledge that the above service has been completed to my satisfaction.

Client:

Authorized Signature

Date

Print Name





Cibola County, NM

# Detail vs Budget Report Account Summary

Date Range: 07/01/2018 - 11/27/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
614 - DETENTION CENTER	Building & Grounds Maint & Rep	0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65 %
Expense	PROP. & LIAB. INSURANCE	0.00	400,000.00	0.00	0.00	0.00	400,000.00	100.00 %
614-100-457-00024		0.00	410,000.00	0.00	235.40	235.40	409,764.60	99.94 %
614-100-457-00067		0.00	410,000.00	0.00	235.40	235.40	409,764.60	99.94 %
Report Total:		0.00	410,000.00	0.00	235.40	235.40	409,764.60	99.94 %

Need A Bar

\$100,000 decrease in 00067  
\$100,000 increase in 00024



Cibola County, NM

# My Detail vs Budget Report

## Account Summary

Date Range: 07/01/2018 - 11/30/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
614 - DETENTION CENTER	Building & Grounds Maint & Rep	0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65 %
Expense		0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65 %
614 - DETENTION CENTER Totals:		0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65 %
Report Total:		0.00	10,000.00	0.00	235.40	235.40	9,764.60	97.65 %



# My Pooled Cash Report

Cibola County, NM

For the Period Ending 11/30/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<b>CLAIM ON CASH</b>				
<u>101-101001</u>	Claim on Pooled Cash - Investment Fund	0.00	0.00	0.00
<u>401-101001</u>	Claim on Pooled Cash - General Fund	1,962,590.44	(180,169.76)	1,782,420.68
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<u>416-101001</u>	Claim on Pooled Cash - Fence Lake VFD	139,559.78	(578.80)	138,980.98
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<u>440-101001</u>	Claim on Pooled Cash - CDWI GRANT	0.00	0.00	0.00
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<u>561-101001</u>	Claim on Pooled Cash - Bond Fund - 2006 A & B	0.00	0.00	0.00
<u>565-101001</u>	Claim on Pooled Cash - 2014A Bond Reserve Fund	0.00	0.00	0.00
<u>566-101001</u>	Claim on Pooled Cash - 2014B Bond Reserve Fund	0.00	0.00	0.00
<u>567-101001</u>	Claim on Pooled Cash - 2014A Bond Fund	0.00	(104,190.63)	(104,190.63)
<u>568-101001</u>	Claim on Pooled Cash - 2014B Bond Fund	0.00	(235,628.13)	(235,628.13)
<u>569-101001</u>	Claim on Pooled Cash - 2014A Bond Income Fund	343,362.54	67,315.61	410,678.15
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<u>602-101001</u>	Claim on Pooled Cash - Cibola County EMS Admin	0.00	0.00	0.00
<u>604-101001</u>	Claim on Pooled Cash - Fire Marshal Fund	98,338.58	(2,173.69)	96,164.89
<u>605-101001</u>	Claim on Pooled Cash - LEPF (Law Enforce Protect)	25,346.87	0.00	25,346.87
<u>611-101001</u>	Claim on Pooled Cash - Forest Service Grant	30,812.15	0.00	30,812.15
<u>612-101001</u>	Claim on Pooled Cash - NM Clean & Beautiful Grant	4,066.05	0.00	4,066.05
<u>614-101001</u>	Claim on Pooled Cash - Detention Center Fund	195,617.87	(463,634.44)	(268,016.57)
<u>615-101001</u>	Claim on Pooled Cash - Compliance Program Fund	0.00	0.00	0.00
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<u>651-101001</u>	Claim on Pooled Cash - Capital Outlay Projects	4,600.45	0.00	4,600.45
<u>800-101001</u>	Claim on Pooled Cash - Agency Distribution Fund	0.00	0.00	0.00
<u>801-101001</u>	Claim on Pooled Cash - Agency Tax Suspense Fund	0.00	0.00	0.00
<b>TOTAL CLAIM ON CASH</b>		<u>6,477,776.00</u>	<u>(998,087.64)</u>	<u>5,479,688.36</u>

## CASH IN BANK

Cash in Bank





## Confirmation of Receipt of Goods or Services

An invoice/Receipt was received on : 11/7/2018 for(select one below)

- ☐ Purchase order number: \_\_\_\_\_
- ☒ An invoice where no PO was issued or a PCARD was used  
(please fill in fund number and amount below)

Vendor: Cibola General Hospital

Description	Fund Dep. Line Item	Amount
Indigent	406-055-420-00096	16,204.07
.		
Total:		\$ 16,204.07

Please confirm below by selecting the appropriate line that all goods or services have been recieved and are in good condition so that we may process the invoice for payment.

- ☒ All Goods have been received and or services completed
- ☐ A partial shipment has been received
- ☐ All items were received but the following were damaged and should not be paid for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☒ Verify all invoices have been attached

Signature: \_\_\_\_\_

Department: Cibola County Detention Center

Date: 11/7/2018



5-27-79  
Commission Expiration



Cibola County Health Care  
Inmate/Detainee Certification



I certify that \_\_\_\_\_  
Cibola County Detention Center and has no medical insurance or other means of paying his/her  
medical bills. INVOICE: 451132401 BOOKING #: 18-0251

Actual inmate of: X Cibola County or an inmate of Agency listed below:

<u>          </u> City of Grants	<u>          </u> Sierra County
<u>          </u> Grant County	<u>          </u> Socorro C
<u>          </u> Mora County	<u>          </u> Taos County
<u>          </u> Pueblo of Acoma	<u>          </u> Torrance County
<u>          </u> Pueblo of Laguna	<u>          </u> Valencia County
<u>          </u> San Miguel	<u>          </u> Village of Milan
<u>          </u> OTHER: _____	

State of New Mexico }  
                                  }  
Cibola County }

Subscribed and sworn before: Evelyn B Chavez (Notary)

On this: 17th Day of November, 2018



OFFICIAL SEAL  
EVELYN B CHAVEZ  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires 5-27-19

Evelyn B Chavez  
Evelyn Chavez

5-27-19  
Commission Expiration







5-27-9  
Commission Expiration

Facility: Cibola County Correctional Center  
Date: 9/10/2018

Invoice Number: 504082018  
CCA Tax ID: 62-1806755  
Payment: Net 30 days

Billing To: Jail Residents  
Cibola County, New Mexico  
Attn: County Manager  
700 E. Roosevelt Ave. Suite 50  
Grants, NM 87020

Billing Period August 1 thru August 31, 2017

Mandays	Actual	Man-days Billed	Manday Rate	Total Due CCA
Base 120 Guarantee	4407	3720	\$ 54.00	\$ 200,880.00
Over 120		687	\$ 54.00	\$ 37,098.00
Total		4407		\$ 237,978.00
Total Due				\$ 237,978.00

**WIRE/ACH DIRECT DEPOSIT INFORMATION:**

Wells Fargo Bank  
San Francisco, CA  
ABA: 121000248  
Account #: 2000727624974  
Ref: Corrections Corporation of America

I certify that the foregoing bill is correct and no payment has been received.

Submitted By:

  
Chad Miller Warden

CIBOLA CO  
INMATE 11/26/18  
BILLING 8:55 AM  
ALREADY  
PAID JUST  
WANT COMMISSION



Aug-18

		Daily Morning Count Cibola County Detention Center	CoreCivic	Daily Rate @ \$54.00	
Wed.	8/1/2018	152	148	\$	7,992.00
Thr.	8/2/2018	148	153	\$	8,262.00
Fri.	8/3/2018	153	148	\$	7,992.00
Sat.	8/4/2018	149	149	\$	8,046.00
Sun.	8/5/2018	149	149	\$	8,046.00
Mon.	8/6/2018	147	153	\$	8,262.00
Tue.	8/7/2018	156	142	\$	7,668.00
wed.	8/8/2018	144	145	\$	7,830.00
thu.	8/9/2018	145	141	\$	7,614.00
fri.	8/10/2018	140	142	\$	7,668.00
sat.	8/11/2018	148	148	\$	7,992.00
sun.	8/12/2018	147	147	\$	7,938.00
Mon.	8/13/2018	147	142	\$	7,668.00
tue.	8/14/2018	143	142	\$	7,668.00
wed.	8/15/2018	144	144	\$	7,776.00
thu.	8/16/2018	143	145	\$	7,830.00
fri.	8/17/2018	146	137	\$	7,398.00
sat.	8/18/2018	148	148	\$	7,992.00
sun.	8/19/2018	148	148	\$	7,992.00
Mon.	8/20/2018	150	143	\$	7,722.00
tue.	8/21/2018	143	146	\$	7,884.00
wed.	8/22/2018	146	142	\$	7,668.00
thu.	8/23/2018	146	138	\$	7,452.00
fri.	8/24/2018	139	136	\$	7,344.00
sat.	8/25/2018	137	137	\$	7,398.00
sun.	8/26/2018	138	138	\$	7,452.00
Mon.	8/27/2018	139	136	\$	7,344.00
tue.	8/28/2018	130	130	\$	7,020.00
wed.	8/29/2018	130	133	\$	7,182.00
thu.	8/30/2018	132	129	\$	6,966.00
fri.	8/31/2018	132	128	\$	6,912.00
<b>Total for the Month</b>		4459	4407	\$	237,978.00
<b>Average Count Per Day</b>		144	142		<b>TOTAL DUE</b>

Actual Cost @ \$54.00  
per day per person

Contract Monthly  
Rate \$54.00 \* 120  
detainees \* 31 days \$ 200,880.00

OVER PAID \$ 37,098.00

*OK to pay*

Cibola County Daily Activity report  
August 2018

	Incoming	Out Going	Days of Billing	Daily Count	Base	Over Base	Per Resident
8/1/2018	2	6	148	120	28	\$ 54.00	\$ 7,992.00
8/2/2018	9	4	153	120	33	\$ 54.00	\$ 8,262.00
8/3/2018	6	11	148	120	28	\$ 54.00	\$ 7,992.00
8/4/2018	2	1	149	120	29	\$ 54.00	\$ 8,046.00
8/5/2018	4	4	149	120	29	\$ 54.00	\$ 8,046.00
8/6/2018	11	7	153	120	33	\$ 54.00	\$ 8,262.00
8/7/2018	5	16	142	120	22	\$ 54.00	\$ 7,668.00
8/8/2018	9	6	145	120	25	\$ 54.00	\$ 7,830.00
8/9/2018	3	7	141	120	21	\$ 54.00	\$ 7,614.00
8/10/2018	8	7	142	120	22	\$ 54.00	\$ 7,668.00
8/11/2018	8	2	148	120	28	\$ 54.00	\$ 7,992.00
8/12/2018	4	5	147	120	27	\$ 54.00	\$ 7,938.00
8/13/2018	4	9	142	120	22	\$ 54.00	\$ 7,668.00
8/14/2018	6	6	142	120	22	\$ 54.00	\$ 7,668.00
8/15/2018	9	7	144	120	24	\$ 54.00	\$ 7,776.00
8/16/2018	4	3	145	120	25	\$ 54.00	\$ 7,830.00
8/17/2018	8	16	137	120	17	\$ 54.00	\$ 7,398.00
8/18/2018	14	3	148	120	28	\$ 54.00	\$ 7,992.00
8/19/2018	3	3	148	120	28	\$ 54.00	\$ 7,992.00
8/20/2018	7	12	143	120	23	\$ 54.00	\$ 7,722.00
8/21/2018	10	7	146	120	26	\$ 54.00	\$ 7,884.00
8/22/2018	3	7	142	120	22	\$ 54.00	\$ 7,668.00
8/23/2018	6	10	138	120	18	\$ 54.00	\$ 7,452.00
8/24/2018	6	8	136	120	16	\$ 54.00	\$ 7,344.00
8/25/2018	5	4	137	120	17	\$ 54.00	\$ 7,398.00
8/26/2018	5	4	138	120	18	\$ 54.00	\$ 7,452.00
8/27/2018	6	8	136	120	16	\$ 54.00	\$ 7,344.00
8/28/2018	6	12	130	120	10	\$ 54.00	\$ 7,020.00
8/29/2018	6	3	133	120	13	\$ 54.00	\$ 7,182.00
8/30/2018	4	8	129	120	9	\$ 54.00	\$ 6,966.00
8/31/2018	6	7	128	120	8	\$ 54.00	\$ 6,912.00
Totals			4407	3720	687	\$ 54.00	\$ 237,978.00
					4407	\$ 54.00	\$ 237,978.00



## CIBOLA COUNTY CORRECTIONAL CENTER

Print Date: 09/06/2018 3:26:41PM

## AGENCY BILL FOR INMATE HOUSING

Cibola County

August 2018

AGENCY #	INMATE NAME	ADMIT DATE	RELEASE DATE	BILL START DATE	BILL END DATE	DAYS BILLED	DAILY RATE	INMATE TOTAL
18080026	ARAGON, ANTONIA M	08/05/2018	08/05/2018	08/05/2018	08/05/2018	1	\$54.00	\$54.00
18080062	ARMIJO, VELVET	08/10/2018	08/13/2018	08/10/2018	08/13/2018	3	\$54.00	\$162.00
18070071	ASCENCIO-MAESTAS, GLORIA	07/17/2018	08/07/2018	08/01/2018	08/07/2018	6	\$54.00	\$324.00
18080041	ATENCIO, BARBARA B	08/07/2018	08/07/2018	08/07/2018	08/07/2018	1	\$54.00	\$54.00
18080115	BACA, DELILAH	08/18/2018	08/21/2018	08/18/2018	08/21/2018	3	\$54.00	\$162.00
18080121	BAKER, CARLINDA	08/18/2018		08/18/2018	08/31/2018	13	\$54.00	\$702.00
18080112	BARNEY, ALYSHA JENNIE	08/18/2018	08/20/2018	08/18/2018	08/20/2018	2	\$54.00	\$108.00
18030160	BEGAY, LUANN	03/23/2018		08/01/2018	08/31/2018	26	\$54.00	\$1,404.00
18020039	CALZADA, AMANDA	05/23/2018	08/06/2018	08/01/2018	08/06/2018	5	\$54.00	\$270.00
180020	CHATTO, VANESSA J	08/31/2018	08/31/2018	08/31/2018	08/31/2018	1	\$54.00	\$54.00
18070140	CHAVEZ, ALICIA	07/30/2018	08/13/2018	08/01/2018	08/13/2018	12	\$54.00	\$648.00
18070144	CHIQUEITO, TIFFANY L	07/31/2018	08/21/2018	08/01/2018	08/21/2018	20	\$54.00	\$1,080.00
18060095	COHO, MICHELLE	06/12/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080089	CRAWFORD, KIMBERLY JUNE	08/15/2018	08/27/2018	08/15/2018	08/27/2018	12	\$54.00	\$648.00
18080073	DESIDERIO-PINO, DELAINE	08/11/2018	08/12/2018	08/11/2018	08/12/2018	1	\$54.00	\$54.00
18080152	EPALOOSE, TRUDY	08/24/2018	08/25/2018	08/24/2018	08/25/2018	1	\$54.00	\$54.00
18080126	FERNANDO, AMELIA	08/20/2018	08/20/2018	08/20/2018	08/20/2018	1	\$54.00	\$54.00
18080145	FRANCISCO, NICOLA	08/23/2018		08/23/2018	08/31/2018	9	\$54.00	\$486.00
18060075	FRANKLIN, LACEY	06/11/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
17030254	FREITAS, BRIANNA	09/13/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080008	FRIGERIO, BRYANNA	08/02/2018	08/04/2018	08/02/2018	08/04/2018	2	\$54.00	\$108.00
18080110	GALLEGOS, CRYSTAL	08/18/2018	08/20/2018	08/18/2018	08/20/2018	2	\$54.00	\$108.00
18070105	GARCIA, CHARLINDA	07/24/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
18070112	GARCIA, CRYSTAL M	07/25/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
17110163	GARCIA, MARIA	11/22/2017	08/06/2018	08/01/2018	08/06/2018	5	\$54.00	\$270.00
18080043	GARCIA, TAMARA	08/08/2018	08/08/2018	08/08/2018	08/08/2018	1	\$54.00	\$54.00
18080029	GONZALES, JESSICA E	08/06/2018		08/06/2018	08/31/2018	26	\$54.00	\$1,404.00
17080141	GREEN, DEBORAH	09/12/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080009	GUTIERREZ, JEANETTE	08/02/2018	08/03/2018	08/02/2018	08/03/2018	0	\$54.00	\$0.00
18060211	HERNANDEZ, ROSARIA	06/29/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
18060143	HOWARD, DONNA	06/18/2018	08/22/2018	08/01/2018	08/22/2018	21	\$54.00	\$1,134.00
18080083	HUBBARD, LUCYNTHIA	08/14/2018		08/14/2018	08/31/2018	18	\$54.00	\$972.00
18080137	HUDSON, PRISCILLA A	08/21/2018	08/27/2018	08/21/2018	08/27/2018	6	\$54.00	\$324.00
18080085	JAKE, MARLINDA	08/14/2018	08/17/2018	08/14/2018	08/17/2018	3	\$54.00	\$162.00
18050095	JARAMILLO, DESIREE R	05/15/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
180008	JARAMILLO, TRACY	08/28/2018		08/28/2018	08/31/2018	4	\$54.00	\$216.00
18060185	JARAMILLO, TRACY	06/25/2018	08/07/2018	08/01/2018	08/07/2018	6	\$54.00	\$324.00
18010202	JOSE, VERONICA	01/31/2018	08/28/2018	08/01/2018	08/28/2018	27	\$54.00	\$1,458.00
18080154	LARGO, MONIQUE	08/24/2018	08/28/2018	08/24/2018	08/28/2018	4	\$54.00	\$216.00
18080146	LARGO, MONIQUE	08/23/2018	08/23/2018	08/23/2018	08/23/2018	1	\$54.00	\$54.00
18070047	LOPEZ, DENISE R	07/10/2018	08/23/2018	08/01/2018	08/23/2018	22	\$54.00	\$1,188.00
18080080	LOPEZ, VANESSA R	08/13/2018	08/15/2018	08/13/2018	08/15/2018	2	\$54.00	\$108.00
18020097	MACIAS, MELINDA	02/18/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080135	MACIAS, REBECCA	08/21/2018	08/22/2018	08/21/2018	08/22/2018	1	\$54.00	\$54.00
180012	MADRID, SAMANTHA	08/29/2018		08/29/2018	08/31/2018	3	\$54.00	\$162.00
180013	MARIANO, VICTORIA	08/29/2018		08/29/2018	08/31/2018	3	\$54.00	\$162.00
180004	MARQUEZ, ROSALIE	08/27/2018	08/31/2018	08/27/2018	08/31/2018	4	\$54.00	\$216.00
18080024	MARSHALL, MICHAELA	08/05/2018	08/07/2018	08/05/2018	08/07/2018	2	\$54.00	\$108.00
18050083	MASCON, JANEL	05/14/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080054	MILLER, VALENTINA	08/09/2018	08/28/2018	08/09/2018	08/28/2018	19	\$54.00	\$1,026.00
18070141	MORGAN, SHARLINDA	07/30/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070139	NEVAREZ, MINERVA	07/30/2018	08/09/2018	08/01/2018	08/09/2018	8	\$54.00	\$432.00
18080163	NICASIO, VIRGINIA	08/26/2018	08/27/2018	08/26/2018	08/27/2018	1	\$54.00	\$54.00
18040143	NOLASCO, MICHELL	04/24/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080105	OLGUIN, APRIL	08/17/2018	08/20/2018	08/17/2018	08/20/2018	3	\$54.00	\$162.00
18040074	OLGUIN, CASEY	06/06/2018	08/10/2018	08/01/2018	08/10/2018	9	\$54.00	\$486.00



AGENCY#	INMATE NAME	ADMIT DATE	RELEASE DATE	BILL START DATE	BILL END DATE	DAYS BILLED	DAILY RATE	INMATE TOTAL
18070051	PENA, CECELIA	07/11/2018	08/07/2018	08/01/2018	08/07/2018	6	\$54.00	\$324.00
180011	PENA, CECELIA	08/29/2018		08/29/2018	08/31/2018	3	\$54.00	\$162.00
18070130	PLATERO, TAMICKIA TYRISSA	07/28/2018	08/15/2018	08/01/2018	08/15/2018	14	\$54.00	\$756.00
18060210	RODRIGUEZ, BRENDA	06/29/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18030136	ROMERO, BRIDGET	03/21/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080149	SALVIO, ALLYN MACKENZEE	08/23/2018	08/27/2018	08/23/2018	08/27/2018	4	\$54.00	\$216.00
18040163	SANDOVAL, PAULINE	04/28/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080020	SARDO, RANDI	08/04/2018	08/07/2018	08/04/2018	08/07/2018	3	\$54.00	\$162.00
18080097	SARRACINO, ALYSSA DEANNA	08/16/2018		08/16/2018	08/31/2018	16	\$54.00	\$864.00
180022	SARRACINO, NOREEN	08/31/2018		08/31/2018	08/31/2018	1	\$54.00	\$54.00
18060106	SAUNDERS, LATRINA	06/14/2018	08/15/2018	08/01/2018	08/15/2018	14	\$54.00	\$756.00
18080159	SECATERO, RENELDA	08/25/2018	08/26/2018	08/25/2018	08/26/2018	1	\$54.00	\$54.00
18030132	SMITH, CHERYLENE M	07/16/2018	08/13/2018	08/01/2018	08/13/2018	12	\$54.00	\$648.00
18080086	SMITH, CHERYLENE M	08/14/2018		08/14/2018	08/31/2018	18	\$54.00	\$972.00
18060153	SMITH, ENMERY	06/19/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080068	SPENCER, YVONNE	08/11/2018	08/12/2018	08/11/2018	08/12/2018	1	\$54.00	\$54.00
180009	TORIVIO, ELLEN	08/28/2018		08/28/2018	08/31/2018	4	\$54.00	\$216.00
18080061	TORIVIO, ELLEN	08/10/2018	08/14/2018	08/10/2018	08/14/2018	4	\$54.00	\$216.00
18080122	VALDEZ, ASHLEY	08/19/2018	08/23/2018	08/19/2018	08/23/2018	4	\$54.00	\$216.00
180003	VALDEZ, ASHLEY	08/27/2018		08/27/2018	08/31/2018	5	\$54.00	\$270.00
18010191	VALDEZ, ASHLEY	01/30/2018	08/12/2018	08/01/2018	08/12/2018	11	\$54.00	\$594.00
18070077	VALENCIA, GENEVA	07/19/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070106	VALLES, NEZHONI	07/24/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080147	VALLO, CHRISTINE EVA	08/23/2018	08/24/2018	08/23/2018	08/24/2018	1	\$54.00	\$54.00
18020013	VARGAS, MELISSA	02/02/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080114	VICTORINO, KATHERINE	08/18/2018	08/20/2018	08/18/2018	08/20/2018	2	\$54.00	\$108.00
18060142	WARD, CYNTHIA	06/18/2018	08/21/2018	08/01/2018	08/21/2018	20	\$54.00	\$1,080.00
180015	WARNER, LEONA GRACE	08/29/2018	08/30/2018	08/29/2018	08/30/2018	1	\$54.00	\$54.00
18080039	WELLS, ANITA	08/07/2018	08/07/2018	08/07/2018	08/07/2018	1	\$54.00	\$54.00
18080111	WHITE, VERONICA	08/18/2018	08/18/2018	08/18/2018	08/18/2018	1	\$54.00	\$54.00
18080157	YAZZIE, CHERLY K	08/25/2018	08/25/2018	08/25/2018	08/25/2018	1	\$54.00	\$54.00
18080117	YAZZIE, JOHANNA JANE	08/18/2018	08/23/2018	08/18/2018	08/23/2018	5	\$54.00	\$270.00
18060061	YAZZIE, LISA MARIE	06/10/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080151	ACOSTA, MARCO A	08/24/2018	08/24/2018	08/24/2018	08/24/2018	1	\$54.00	\$54.00
18080161	ALBERT, CARLOS CHRISTOPHER	08/26/2018	08/26/2018	08/26/2018	08/26/2018	1	\$54.00	\$54.00
18080150	ALBERTSON, JACK	08/23/2018	08/24/2018	08/23/2018	08/24/2018	0	\$54.00	\$0.00
18040071	ALIRE, JEREMY	04/11/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080165	ALONZO, DALLON RUSS	08/26/2018	08/31/2018	08/26/2018	08/31/2018	5	\$54.00	\$270.00
18070120	ANTONE, LOU	07/26/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
18010159	ANTONIO, ESTEVAN VINCE	01/26/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080014	APACHITO, JUAN PEDRO JR	08/03/2018	08/24/2018	08/03/2018	08/24/2018	20	\$54.00	\$1,080.00
18010056	ARAGON, BARRETT JAMESON	01/09/2018		08/01/2018	08/31/2018	30	\$54.00	\$1,620.00
18020143	ASHER, ZACHARY	05/08/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080094	ASHLEY, ANTONIO	08/15/2018	08/30/2018	08/15/2018	08/30/2018	15	\$54.00	\$810.00
18030159	ATENCIO, ELIAS	03/23/2018		08/01/2018	08/31/2018	30	\$54.00	\$1,620.00
18080065	ATENCIO, TEDDY A	08/11/2018	08/13/2018	08/11/2018	08/13/2018	2	\$54.00	\$108.00
18080013	AUTREY, ARMOND LEE	08/02/2018	08/03/2018	08/02/2018	08/03/2018	1	\$54.00	\$54.00
18080066	AUTREY, ARMOND LEE	08/11/2018	08/12/2018	08/11/2018	08/12/2018	1	\$54.00	\$54.00
180800057	AUTREY, ARMOND LEE	08/10/2018	08/10/2018	08/10/2018	08/10/2018	1	\$54.00	\$54.00
18080013	AUTREY, ARMOND LEE	08/05/2018	08/06/2018	08/05/2018	08/06/2018	1	\$54.00	\$54.00
18080044	BACA, KARL K	08/08/2018	08/08/2018	08/08/2018	08/08/2018	1	\$54.00	\$54.00
18080037	BAEZA, FRANK	08/06/2018	08/07/2018	08/06/2018	08/07/2018	0	\$54.00	\$0.00
17030045	BAILEY, ANTHONY A	09/14/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070094	BALDERRAMA, ALEJANDRO	07/23/2018	08/08/2018	08/01/2018	08/08/2018	7	\$54.00	\$378.00
18060032	BARBONE, KENNETH	06/07/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080098	BARKER, JUSTEN	08/16/2018		08/16/2018	08/31/2018	14	\$54.00	\$756.00
18070045	BEAVER, BLAINE	07/10/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080040	BECENTI, DENSON D	08/07/2018	08/10/2018	08/07/2018	08/10/2018	3	\$54.00	\$162.00
18060101	BEE, WACEY	06/13/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080123	BELL, DEONTA MARK DEONTA	08/19/2018	08/19/2018	08/19/2018	08/19/2018	1	\$54.00	\$54.00
180024	BITSILLY, KEVIN	08/31/2018		08/31/2018	08/31/2018	1	\$54.00	\$54.00
18080003	BODNER, WILLIAM M	08/01/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
17060171	BROWN, TRAVIS	09/14/2017		08/01/2018	08/31/2018	23	\$54.00	\$1,242.00



AGENCY #	INMATE NAME	ADMIT DATE	RELEASE DATE	BILL START DATE	BILL END DATE	DAYS BILLED	DAILY RATE	INMATE TOTAL
18010060	BURKE, CHRISTOPHER ADAM	05/31/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080167	BUTHMAN, CODY DAVID	08/27/2018	08/28/2018	08/27/2018	08/28/2018	1	\$54.00	\$54.00
18080131	CANDLER, WILLIAM	08/20/2018	08/20/2018	08/20/2018	08/20/2018	1	\$54.00	\$54.00
18080047	CARRASCO, NICHOLAS	08/08/2018	08/21/2018	08/08/2018	08/21/2018	13	\$54.00	\$702.00
18080143	CASSADY, SKY	08/22/2018		08/22/2018	08/31/2018	10	\$54.00	\$540.00
18080038	CAYADITO, WESLEY	08/07/2018	08/07/2018	08/07/2018	08/07/2018	1	\$54.00	\$54.00
18030074	CERNO, TRISTAN J	03/12/2018	08/06/2018	08/01/2018	08/06/2018	5	\$54.00	\$270.00
18070052	CHACON, MATHEW	07/11/2018	08/23/2018	08/01/2018	08/23/2018	22	\$54.00	\$1,188.00
18060214	CHACON, MICHAEL	06/29/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080107	CHAPO, GLENN	08/17/2018	08/21/2018	08/17/2018	08/21/2018	4	\$54.00	\$216.00
18060102	CHAPO, GLENN	06/13/2018	08/02/2018	08/01/2018	08/02/2018	1	\$54.00	\$54.00
18080096	CHAPO, GLENN	08/15/2018	08/16/2018	08/15/2018	08/16/2018	1	\$54.00	\$54.00
18070123	CHAPO, VINCE	07/27/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
180010	CHARLEY, RICKY	08/28/2018	08/30/2018	08/28/2018	08/30/2018	2	\$54.00	\$108.00
18080004	CHARLEY, SAMPSON	08/02/2018	08/08/2018	08/02/2018	08/08/2018	6	\$54.00	\$324.00
18080130	CHAVEZ, ALBERT J	08/20/2018	08/20/2018	08/20/2018	08/20/2018	1	\$54.00	\$54.00
18080048	CHAVEZ, ANTHONY	08/08/2018	08/09/2018	08/08/2018	08/09/2018	1	\$54.00	\$54.00
18070098	CHAVEZ, GENE A	07/23/2018	08/02/2018	08/01/2018	08/02/2018	1	\$54.00	\$54.00
18080025	CHAVEZ, ISIDRO G	08/05/2018	08/05/2018	08/05/2018	08/05/2018	1	\$54.00	\$54.00
18080132	CHAVEZ, JASON	08/21/2018		08/21/2018	08/31/2018	11	\$54.00	\$594.00
18080007	CHAVEZ, ROBERTO C	08/02/2018	08/05/2018	08/02/2018	08/05/2018	3	\$54.00	\$162.00
18070142	CHEN, WEIHAO	07/30/2018	08/09/2018	08/01/2018	08/09/2018	8	\$54.00	\$432.00
18080027	CHINO, ZACHARY	08/06/2018		08/06/2018	08/31/2018	26	\$54.00	\$1,404.00
18080108	COHO, JUSTIN WAYNE	08/18/2018	08/18/2018	08/18/2018	08/18/2018	1	\$54.00	\$54.00
18080063	COTTON, JON MICHEAL	08/10/2018	08/31/2018	08/10/2018	08/31/2018	21	\$54.00	\$1,134.00
18080088	CRAWFORD, BILLY WAYNE III	08/15/2018	08/27/2018	08/15/2018	08/27/2018	12	\$54.00	\$648.00
180005	CURLEY, MERWIN	08/28/2018	08/28/2018	08/28/2018	08/28/2018	1	\$54.00	\$54.00
17120170	DEHERRERA, DANNY	12/29/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18040044	DEL-HOYO, DAVID LEANDREW	04/06/2018	08/10/2018	08/01/2018	08/10/2018	9	\$54.00	\$486.00
18060114	DELGARITO, ALVIN	06/14/2018	08/20/2018	08/01/2018	08/20/2018	19	\$54.00	\$1,026.00
18060118	DELGARITO, BRANDON R	06/15/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
18080134	DELGARITO, COREY	08/21/2018		08/21/2018	08/31/2018	11	\$54.00	\$594.00
180014	DENNISON, LAMANZO	08/29/2018	08/31/2018	08/29/2018	08/31/2018	2	\$54.00	\$108.00
17100132	DODSON, TOMMIE M JR	10/23/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070007	DONALD, MICHAEL D	07/02/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080045	DOUGHERTY, DAVID	08/08/2018	08/08/2018	08/08/2018	08/08/2018	1	\$54.00	\$54.00
18080140	DURAN, PATRICIO TONY JR	08/21/2018	08/23/2018	08/21/2018	08/23/2018	2	\$54.00	\$108.00
18080010	EACHOLAS, DEAIRIS	08/02/2018		08/02/2018	08/31/2018	30	\$54.00	\$1,620.00
18070068	EDMONSON, RICHARD	07/17/2018	08/23/2018	08/01/2018	08/23/2018	22	\$54.00	\$1,188.00
18080113	EDSITTY, TOBY	08/18/2018		08/18/2018	08/31/2018	13	\$54.00	\$702.00
180001	EDSITTY, WAYNE STEWART	08/27/2018	08/28/2018	08/27/2018	08/28/2018	1	\$54.00	\$54.00
18070138	ELKINS, KOLBY	07/30/2018	08/02/2018	08/01/2018	08/02/2018	1	\$54.00	\$54.00
18080136	ELLENWOOD, STEPHEN A	08/21/2018	08/24/2018	08/21/2018	08/24/2018	3	\$54.00	\$162.00
18080116	EMERSON, BRIAN	08/18/2018		08/18/2018	08/31/2018	14	\$54.00	\$756.00
18080001	ESTEVAN, JOSEPH B	08/01/2018	08/01/2018	08/01/2018	08/01/2018	1	\$54.00	\$54.00
18080124	ESTEVAN, JOSEPH B	08/06/2018	08/13/2018	08/06/2018	08/13/2018	7	\$54.00	\$378.00
180019	ESTEVAN, JOSEPH B	08/30/2018		08/30/2018	08/31/2018	2	\$54.00	\$108.00
18080124	ESTEVAN, JOSEPH B	08/19/2018	08/28/2018	08/19/2018	08/28/2018	9	\$54.00	\$486.00
18060110	ETSITTY, LARRY JR	06/14/2018	08/13/2018	08/01/2018	08/13/2018	12	\$54.00	\$648.00
18080069	FRANCISCO, MICHAEL ANDREW	08/11/2018	08/13/2018	08/11/2018	08/13/2018	2	\$54.00	\$108.00
18080101	FRANCISCO, MICHAEL ANDREW	08/17/2018		08/17/2018	08/31/2018	15	\$54.00	\$810.00
18060215	FUENTES, FLAVIO SANCHEZ	06/29/2018	08/19/2018	08/01/2018	08/19/2018	18	\$54.00	\$972.00
18060132	GALLEGOS, NICHOLAS	06/16/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
180006	GARCIA, CARLOS MATTHEW	08/28/2018	08/29/2018	08/28/2018	08/29/2018	1	\$54.00	\$54.00
180025	GARCIA, KEITH	08/31/2018		08/31/2018	08/31/2018	1	\$54.00	\$54.00
18080091	GARCIA, LEE MOSES	08/15/2018		08/15/2018	08/31/2018	17	\$54.00	\$918.00
18060205	GARCIA, ROBERT	06/28/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080019	GARLINGTON, ERNEST	08/03/2018	08/05/2018	08/03/2018	08/05/2018	2	\$54.00	\$108.00
18080005	GARLINGTON, ERNEST	08/02/2018	08/03/2018	08/02/2018	08/03/2018	1	\$54.00	\$54.00
18080082	GILMORE, RANDEL	08/14/2018		08/14/2018	08/31/2018	18	\$54.00	\$972.00
18080017	GONZALES, MANUEL	08/03/2018	08/17/2018	08/03/2018	08/17/2018	14	\$54.00	\$756.00
180017	GONZALES, NATHAN DANIEL	08/30/2018		08/30/2018	08/31/2018	2	\$54.00	\$108.00
180016	GONZALES, SAMUEL STEPHEN	08/30/2018	08/30/2018	08/30/2018	08/30/2018	1	\$54.00	\$54.00



AGENCY#	INMATE NAME	ADMIT DATE	RELEASE DATE	BILL START DATE	BILL END DATE	DAYS BILLED	DAILY RATE	INMATE TOTAL
18050017	GOODWIN, MICHAEL	05/03/2018	08/06/2018	08/01/2018	08/06/2018	5	\$54.00	\$270.00
18080016	GRAHAM, DANIEL C	08/03/2018		08/03/2018	08/31/2018	29	\$54.00	\$1,566.00
17080213	GREEN, JAMES	09/12/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
17080140	GREEN, PETER	09/12/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
16090062	GRIEGO-LOPEZ, ISAAC	06/27/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080128	GRIJALVA-PEREZ, SERGIO L	08/20/2018	08/30/2018	08/20/2018	08/30/2018	10	\$54.00	\$540.00
15120231	GUTIERREZ, FRANK J	12/21/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18010028	HALL, JOSHUA	01/05/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080011	HARRIS, DOUGLAS	08/02/2018	08/15/2018	08/02/2018	08/15/2018	13	\$54.00	\$702.00
18080104	HATTEN, MICHAEL	08/17/2018	08/28/2018	08/17/2018	08/28/2018	11	\$54.00	\$594.00
18070016	HERNANDEZ, JOSE LUIS	07/04/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070145	HOLDER, BRANDON	07/31/2018	08/06/2018	08/01/2018	08/06/2018	5	\$54.00	\$270.00
18030207	HOWARD, JOHN BILL	03/27/2018		08/01/2018	08/31/2018	28	\$54.00	\$1,512.00
18070084	JAKE, JOHNATHAN	07/20/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080071	JAKE, THOMAS	08/11/2018	08/17/2018	08/11/2018	08/17/2018	6	\$54.00	\$324.00
18080078	JARAMILLO, SAMMY	08/13/2018	08/15/2018	08/13/2018	08/15/2018	2	\$54.00	\$108.00
18080087	JOE, MATTHEW THOMAS	08/14/2018	08/15/2018	08/14/2018	08/15/2018	1	\$54.00	\$54.00
18080056	JOHN, ALLASTAR	08/09/2018	08/14/2018	08/09/2018	08/14/2018	5	\$54.00	\$270.00
18040013	JONES, VICTOR	04/02/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080162	JUTEAU, IVON D	08/26/2018	08/28/2018	08/26/2018	08/28/2018	2	\$54.00	\$108.00
18070075	K-PADILLA, MARVIN PAUL	07/18/2018	08/10/2018	08/01/2018	08/10/2018	9	\$54.00	\$486.00
18080046	KANE, ELDRIDGE	08/08/2018		08/08/2018	08/31/2018	24	\$54.00	\$1,296.00
18010077	KENO, ARTIE	01/12/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080133	LAMB, LAWRENCE	08/21/2018		08/21/2018	08/31/2018	11	\$54.00	\$594.00
18070100	LARRISON, DEWIGHT	07/23/2018	08/07/2018	08/01/2018	08/07/2018	6	\$54.00	\$324.00
18060156	LATONE, CHRISTOPHER RYLAN	06/20/2018	08/23/2018	08/01/2018	08/23/2018	22	\$54.00	\$1,188.00
18050058	LEWIS, SAMUEL CLAYTON	05/10/2018	08/23/2018	08/01/2018	08/23/2018	22	\$54.00	\$1,188.00
18080072	LOLEY, DAVID	08/11/2018	08/21/2018	08/11/2018	08/21/2018	10	\$54.00	\$540.00
18070076	LOPEZ, CHRISTIAN	08/16/2018	08/17/2018	08/16/2018	08/17/2018	1	\$54.00	\$54.00
18080127	LORETTO, ZACHARY TROY	08/20/2018	08/22/2018	08/20/2018	08/22/2018	2	\$54.00	\$108.00
18080059	LOUIS, TIMOTHY	08/10/2018	08/12/2018	08/10/2018	08/12/2018	2	\$54.00	\$108.00
18080055	LUARKIE, WESLEY	08/09/2018	08/10/2018	08/09/2018	08/10/2018	1	\$54.00	\$54.00
18080164	LUCERO, JASON	08/26/2018	08/27/2018	08/26/2018	08/27/2018	1	\$54.00	\$54.00
18080156	LUCERO, WILLIAM	08/25/2018	08/26/2018	08/25/2018	08/26/2018	1	\$54.00	\$54.00
18040172	LYLES, CRAIG	04/30/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18050109	MARIANO, DANIEL R	05/18/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070091	MARIANO, TIMOTHY	07/22/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18030125	MARQUEZ, ANTHONY	03/19/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080050	MARSHBURN, BRIAN DAVID	08/08/2018	08/20/2018	08/08/2018	08/20/2018	12	\$54.00	\$648.00
18080030	MARTINEZ, DAMIEN	08/06/2018	08/09/2018	08/06/2018	08/09/2018	3	\$54.00	\$162.00
18060104	MARTINEZ, KEEGAN	06/14/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070129	MARTINEZ, NORMAN	07/28/2018	08/11/2018	08/01/2018	08/11/2018	10	\$54.00	\$540.00
58358051	MARTINEZ, RAY KENNETH	08/29/2018	08/30/2018	08/29/2018	08/30/2018	1	\$54.00	\$54.00
180023	MARTINEZ, TROY	08/31/2018	08/31/2018	08/31/2018	08/31/2018	1	\$54.00	\$54.00
18050064	MCCLOUD, EMMANUEL	05/11/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18030198	MCDONALD, STEPHEN J	03/26/2018	08/30/2018	08/01/2018	08/30/2018	29	\$54.00	\$1,566.00
18080015	MC GEE, MITCHELL	08/03/2018	08/03/2018	08/03/2018	08/03/2018	1	\$54.00	\$54.00
18040117	MERAYO, WILLIAM	04/21/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080093	METZLER, MICHAEL	08/15/2018		08/15/2018	08/31/2018	17	\$54.00	\$918.00
18080138	MILLER, COLTON B	08/21/2018		08/21/2018	08/31/2018	11	\$54.00	\$594.00
18080042	MITCHELL, PAUL	08/07/2018	08/08/2018	08/07/2018	08/08/2018	1	\$54.00	\$54.00
18040135	MOCK, COE	04/24/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18070136	MOLINA, NELSON	07/30/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
16070283	MONTANO, JAMES MICHAEL JR	07/24/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18020109	MONTANO, STEPHEN	02/20/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070137	MONTOYA, JOSE ANGEL	07/30/2018	08/02/2018	08/01/2018	08/02/2018	1	\$54.00	\$54.00
18070104	MOORE, RORRY C	07/24/2018	08/03/2018	08/01/2018	08/03/2018	2	\$54.00	\$108.00
18080099	MOORE, TED	08/16/2018	08/31/2018	08/16/2018	08/31/2018	15	\$54.00	\$810.00
180002	NELSON, HERBERT K JR	08/27/2018	08/27/2018	08/27/2018	08/27/2018	1	\$54.00	\$54.00
18070009	NELSON, LEANDER	07/03/2018	08/30/2018	08/01/2018	08/30/2018	29	\$54.00	\$1,566.00
18060103	NEZ, ANTHONY CODY	06/14/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18060085	NEZ, BERNELL	08/12/2018	08/13/2018	08/12/2018	08/13/2018	1	\$54.00	\$54.00
18080012	NEZ, VINCENT T	08/02/2018		08/02/2018	08/31/2018	30	\$54.00	\$1,620.00



AGENCY#	INMATE NAME	ADMIT DATE	RELEASE DATE	BILL START DATE	BILL END DATE	DAYS BILLED	DAILY RATE	INMATE TOTAL
18080033	ORR-LEROY, BRETT	08/06/2018	08/07/2018	08/06/2018	08/07/2018	1	\$54.00	\$54.00
180800125	ORTIZ, BRIAN JR	08/20/2018	08/20/2018	08/20/2018	08/20/2018	1	\$54.00	\$54.00
15120025	ORTIZ, JONATHAN	09/14/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
17060078	OTERO, VICTORIO VENSESLADO	09/14/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070024	OVERSON, STEVE W	07/05/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080036	PABLO, JOSIAH	08/06/2018	08/07/2018	08/06/2018	08/07/2018	1	\$54.00	\$54.00
180007	PADILLA, MARVIN PAUL	08/28/2018	08/28/2018	08/28/2018	08/28/2018	1	\$54.00	\$54.00
180018	PENA, DAVID	08/30/2018		08/30/2018	08/31/2018	2	\$54.00	\$108.00
18080153	PEOPLES, TERENCE VERNARD	08/24/2018	08/26/2018	08/24/2018	08/26/2018	2	\$54.00	\$108.00
18050061	PERRY, TYTAN	05/10/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080090	PIERCE, GARY L	08/15/2018	08/17/2018	08/15/2018	08/17/2018	2	\$54.00	\$108.00
18080155	PINO, TENNISON	08/24/2018	08/28/2018	08/24/2018	08/28/2018	4	\$54.00	\$216.00
18080118	PINO, WILLIAM	08/18/2018	08/19/2018	08/18/2018	08/19/2018	1	\$54.00	\$54.00
18080141	PLATERO, PHILLIP B	08/21/2018	08/29/2018	08/21/2018	08/29/2018	8	\$54.00	\$432.00
18030129	PONCHO, DEAN	03/20/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080060	PORTER, HAMP	08/10/2018	08/10/2018	08/10/2018	08/10/2018	1	\$54.00	\$54.00
18060178	QUINTANA, JACOB JAVIER	06/23/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080049	RAINS, ANTHONY	08/08/2018	08/22/2018	08/08/2018	08/22/2018	14	\$54.00	\$756.00
17060178	RAMIREZ, ADAM	09/14/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070122	RAMIREZ, SALVADOR	07/26/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18060194	RAMONE, WYATT	06/26/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18060182	RICHARDS, CHRISTOPHER CARL	06/25/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080144	RIVERA, ROLANDO	08/22/2018	08/23/2018	08/22/2018	08/23/2018	1	\$54.00	\$54.00
18070039	RODRIGUEZ, RYAN	07/09/2018	08/09/2018	08/01/2018	08/09/2018	8	\$54.00	\$432.00
18080076	ROGERS, JOHN E	08/12/2018		08/12/2018	08/31/2018	20	\$54.00	\$1,080.00
18060079	ROMERO, RUBEN	06/11/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18040134	SALAZAR, ADAM	04/24/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080160	SANCHEZ, DAVID JONES	08/25/2018		08/25/2018	08/31/2018	7	\$54.00	\$378.00
17120052	SANDOVAL, ELOY	12/06/2017	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080106	SANDOVAL, RICHARD ANTHONY	08/17/2018	08/20/2018	08/17/2018	08/20/2018	3	\$54.00	\$162.00
18080119	SARDO, RANDY	08/18/2018		08/18/2018	08/31/2018	14	\$54.00	\$756.00
18060199	SARRACINOS, WILLIE	06/27/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18010199	SAUNDERS, EDDIE	01/31/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18050140	SHOEMAKER, RANDOLF R	05/23/2018	08/14/2018	08/01/2018	08/14/2018	13	\$54.00	\$702.00
18070126	SHORTY, PACKARD	07/27/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080018	SILVA, AARON	08/03/2018	08/24/2018	08/03/2018	08/24/2018	21	\$54.00	\$1,134.00
18080158	SIMONS, CLAIR L	08/25/2018	08/25/2018	08/25/2018	08/25/2018	1	\$54.00	\$54.00
18080129	SMITH, GILSON	08/20/2018	08/21/2018	08/20/2018	08/21/2018	1	\$54.00	\$54.00
18080102	SMITH, GILSON	08/17/2018	08/18/2018	08/17/2018	08/18/2018	1	\$54.00	\$54.00
18060044	STOKES, BILLY VERNON	06/27/2018		08/01/2018	08/31/2018	23	\$54.00	\$1,242.00
18080139	TABAHA, TYSON A	08/21/2018	08/22/2018	08/21/2018	08/22/2018	1	\$54.00	\$54.00
18080022	TAFOYA, BILL	08/04/2018	08/16/2018	08/04/2018	08/16/2018	12	\$54.00	\$648.00
18080064	THOMPSON, GARY WILLIAM	08/10/2018	08/11/2018	08/10/2018	08/11/2018	1	\$54.00	\$54.00
18080070	THOMPSON, GARY	08/11/2018	08/15/2018	08/11/2018	08/15/2018	4	\$54.00	\$216.00
18070026	THOMPSON, TYRONE	07/05/2018	08/17/2018	08/01/2018	08/17/2018	16	\$54.00	\$864.00
18080148	TOM, RAYFORD LEE	08/23/2018		08/23/2018	08/31/2018	9	\$54.00	\$486.00
18070023	TORRES, ANDREW	07/05/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
180800033	TORREZ, JAMES	08/06/2018	08/07/2018	08/06/2018	08/07/2018	1	\$54.00	\$54.00
18080081	TOVAR-MUNOZ, CRUZ A	08/13/2018	08/14/2018	08/13/2018	08/14/2018	1	\$54.00	\$54.00
18040001	TSETHLIKAI, ROBERT	04/01/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080092	TSOSIE, BRIAN	08/15/2018		08/15/2018	08/31/2018	17	\$54.00	\$918.00
18070115	TYLER, NICHOLAS	07/25/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18010135	VALDEZ, MICHAEL	03/18/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080075	VALDEZ, TIMOTHY A	08/12/2018	08/13/2018	08/12/2018	08/13/2018	1	\$54.00	\$54.00
18080120	VALDO, MELVIN	08/18/2018	08/20/2018	08/18/2018	08/20/2018	2	\$54.00	\$108.00
18080103	VALENCIA, ANDREW	08/17/2018	08/24/2018	08/17/2018	08/24/2018	7	\$54.00	\$378.00
17110016	VALENCIA, MICHAEL	11/02/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
15100189	VALENCIA, RUDY	09/14/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080166	VALLEJOS, RAFAEL J	08/27/2018	08/27/2018	08/27/2018	08/27/2018	1	\$54.00	\$54.00
18080084	VALLEJOS, STEVEN	08/14/2018	08/28/2018	08/14/2018	08/28/2018	14	\$54.00	\$756.00
18080100	VALLES, ADRIAN	08/17/2018	08/17/2018	08/17/2018	08/17/2018	1	\$54.00	\$54.00
17120032	VALLO, ANDRES	05/30/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070088	VALLO, RONALD	07/21/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00



AGENCY#	INMATE NAME	ADMIT DATE	RELEASE DATE	BILL START DATE	BILL END DATE	DAYS BILLED	DAILY RATE	INMATE TOTAL
18080032	VANDEVER, JAIRUS JAY	08/06/2018	08/06/2018	08/06/2018	08/06/2018	1	\$54.00	\$54.00
18040021	VANDEVER, VICTOR	04/03/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080077	VICENTI, SHANE	08/12/2018	08/17/2018	08/12/2018	08/17/2018	5	\$54.00	\$270.00
18070121	VICTORIANO, DION MATHEW	07/26/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070119	VICTORINO, MARCUS	07/26/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
180026	VIGIL, ANDREW	08/31/2018		08/31/2018	08/31/2018	1	\$54.00	\$54.00
18040023	VIGIL, EMILIO	04/03/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18060034	VILLA, ROBERT	06/06/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18060181	WACONDA, DAVID JR	06/24/2018	08/09/2018	08/01/2018	08/09/2018	8	\$54.00	\$432.00
18080109	WALLY, MICHAEL	08/18/2018	08/22/2018	08/18/2018	08/22/2018	4	\$54.00	\$216.00
17090005	WAX, MATTHEW JOSEPH	09/14/2017		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080034	WELLS, JEFFERY F	08/06/2018	08/07/2018	08/06/2018	08/07/2018	1	\$54.00	\$54.00
18070067	WENGERT, ORIN	07/16/2018	08/07/2018	08/01/2018	08/07/2018	6	\$54.00	\$324.00
18060015	WEST, STEVEN	06/03/2018	08/29/2018	08/01/2018	08/29/2018	28	\$54.00	\$1,512.00
16090111	WESTBROOK, NICHOLAS JAMES	09/14/2017	08/24/2018	08/01/2018	08/24/2018	23	\$54.00	\$1,242.00
18040092	WHITE, BRENTON	04/18/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18050078	WHITE, SHAWN PATRIC	05/13/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
180800142	WHITEHORSE, KEVIN	08/22/2018	08/22/2018	08/22/2018	08/22/2018	1	\$54.00	\$54.00
180800142	WHITEHORSE, KEVIN	08/24/2018	08/25/2018	08/24/2018	08/25/2018	1	\$54.00	\$54.00
18060045	WILLIE, JIMMY DANIEL	06/08/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18070085	WOODY, LUKUS C	07/20/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080079	YAZZIE, BRANDON	08/13/2018	08/14/2018	08/13/2018	08/14/2018	1	\$54.00	\$54.00
18080095	YAZZIE, DUANE	08/15/2018	08/16/2018	08/15/2018	08/16/2018	1	\$54.00	\$54.00
18040129	YAZZIE, LEWEY	04/23/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080031	YAZZIE, MEREDITH A	08/06/2018	08/07/2018	08/06/2018	08/07/2018	1	\$54.00	\$54.00
18060026	YAZZIE, RYAN	06/05/2018		08/01/2018	08/31/2018	31	\$54.00	\$1,674.00
18080051	YAZZIE, WALLACE H	08/08/2018	08/09/2018	08/08/2018	08/09/2018	1	\$54.00	\$54.00
18080058	YAZZIE, WILBERT	08/10/2018	08/14/2018	08/10/2018	08/14/2018	4	\$54.00	\$216.00

**Total Amount Due: \$ 237,978.00**

**Total Number of Inmates: 336**

**Total Number of Days Billed: 4,407**

Cibola County Daily Activity report  
August 2018

	Incoming	Out Going	Days of Billing	Daily Count	Base	Over Base	Per Resident
8/1/2018	2	6	148	120	28	\$ 54.00	\$ 7,992.00
8/2/2018	9	4	153	120	33	\$ 54.00	\$ 8,262.00
8/3/2018	6	11	148	120	28	\$ 54.00	\$ 7,992.00
8/4/2018	2	1	149	120	29	\$ 54.00	\$ 8,046.00
8/5/2018	4	4	149	120	29	\$ 54.00	\$ 8,046.00
8/6/2018	11	7	153	120	33	\$ 54.00	\$ 8,262.00
8/7/2018	5	16	142	120	22	\$ 54.00	\$ 7,668.00
8/8/2018	9	6	145	120	25	\$ 54.00	\$ 7,830.00
8/9/2018	3	7	141	120	21	\$ 54.00	\$ 7,614.00
8/10/2018	8	7	142	120	22	\$ 54.00	\$ 7,668.00
8/11/2018	8	2	148	120	28	\$ 54.00	\$ 7,992.00
8/12/2018	4	5	147	120	27	\$ 54.00	\$ 7,938.00
8/13/2018	4	9	142	120	22	\$ 54.00	\$ 7,668.00
8/14/2018	6	6	142	120	22	\$ 54.00	\$ 7,668.00
8/15/2018	9	7	144	120	24	\$ 54.00	\$ 7,776.00
8/16/2018	4	3	145	120	25	\$ 54.00	\$ 7,830.00
8/17/2018	8	16	137	120	17	\$ 54.00	\$ 7,398.00
8/18/2018	14	3	148	120	28	\$ 54.00	\$ 7,992.00
8/19/2018	3	3	148	120	28	\$ 54.00	\$ 7,992.00
8/20/2018	7	12	143	120	23	\$ 54.00	\$ 7,722.00
8/21/2018	10	7	146	120	26	\$ 54.00	\$ 7,884.00
8/22/2018	3	7	142	120	22	\$ 54.00	\$ 7,668.00
8/23/2018	6	10	138	120	18	\$ 54.00	\$ 7,452.00
8/24/2018	6	8	136	120	16	\$ 54.00	\$ 7,344.00
8/25/2018	5	4	137	120	17	\$ 54.00	\$ 7,398.00
8/26/2018	5	4	138	120	18	\$ 54.00	\$ 7,452.00
8/27/2018	6	8	136	120	16	\$ 54.00	\$ 7,344.00
8/28/2018	6	12	130	120	10	\$ 54.00	\$ 7,020.00
8/29/2018	6	3	133	120	13	\$ 54.00	\$ 7,182.00
8/30/2018	4	8	129	120	9	\$ 54.00	\$ 6,966.00
8/31/2018	6	7	128	120	8	\$ 54.00	\$ 6,912.00
Totals			4407	3720	687	\$ 54.00	\$ 237,978.00
					4407	\$ 54.00	\$ 237,978.00



Facility:  
Date:  
Invoice Number:  
CCA Tax ID:  
Payment:

Cibola County Correctional Center  
October 3, 2018  
504092018  
62-1806755  
Net 30 days

Billing To: Jail Residents

Cibola County, New Mexico  
Attn: County Manager  
700 E. Roosevelt Ave. Suite 50  
Grants, NM 87020

Billing Period September 1 thru September 30, 2018

Mandays	Actual	Man-days Billed	Manday Rate	Total Due CCA
Base 120 Guarantee	3600	3600	\$ 54.00	\$ 194,400.00
Over 120		399	\$ 54.00	\$ 21,546.00
Total		3999		\$ 215,946.00

**WIRE/ACH DIRECT DEPOSIT INFORMATION:**

Wells Fargo Bank  
San Francisco, CA  
ABA: 121000248  
Account #: 2000727624974  
Ref: Corrections Corporation of America

I certify that the foregoing bill is correct and no payment has been received.

Submitted By:

  
Chad Miller Warden

Sep-18

		Daily Morning Count Cibola County Detention Center	CoreCivic	Daily Rate @ \$54.00	
Sat.	9/1/2018	138	138	\$	7,452.00
Sun.	9/2/2018	142	142	\$	7,668.00
Mon.	9/3/2018	144	144	\$	7,776.00
Tue.	9/4/2018	145	136	\$	7,344.00
Wed.	9/5/2018	135	135	\$	7,290.00
Thur.	9/6/2018	132	132	\$	7,128.00
Fri.	9/7/2018	127	127	\$	6,858.00
Sat.	9/8/2018	131	131	\$	7,074.00
Sun.	9/9/2018	136	136	\$	7,344.00
Mon	9/10/2018	137	132	\$	7,128.00
Tue	9/11/2018	133	128	\$	6,912.00
Wed	9/12/2018	129	129	\$	6,966.00
Thu	9/13/2018	130	131	\$	7,074.00
Fri	9/14/2018	133	128	\$	6,912.00
Sat	9/15/2018	127	127	\$	6,858.00
Sun	9/16/2018	131	131	\$	7,074.00
Mon	9/17/2018	133	133	\$	7,182.00
Tue	9/18/2018	132	124	\$	6,696.00
Wed	9/19/2018	124	124	\$	6,696.00
Thu	9/20/2018	131	131	\$	7,074.00
Fri	9/21/2018	135	135	\$	7,290.00
Sat	9/22/2018	142	142	\$	7,668.00
Sun	9/23/2018	138	138	\$	7,452.00
Mon	9/24/2018	137	137	\$	7,398.00
Tue	9/25/2018	135	135	\$	7,290.00
Wed	9/26/2018	134	134	\$	7,236.00
Thu	9/27/2018	133	133	\$	7,182.00
Fri	9/28/2018	132	132	\$	7,128.00
Sat	9/29/2018	136	136	\$	7,344.00
Sun	9/30/2018		138	\$	7,452.00
				\$	-
<b>Total for the Month</b>		3892	3999	\$	215,946.00
<b>Average Count Per Day</b>		126	129	<b>TOTAL DUE</b>	

Actual Cost @ \$54.00  
per day per person

Contract Monthly  
Rate \$54.00 \*120  
detainees\*31 days \$ 194,400.00

OVER PAID \$ 21,546.00

 ac to Pay



Cibola

County  
Sep-18

Daily Activity report

	Incoming	Out Going	Days of Billing	Daily Count	Base	Over Base	Per Resident
9/1/2018	10	0	138	120	18	\$ 54.00	\$ 7,452.00
9/2/2018	6	2	142	120	22	\$ 54.00	\$ 7,668.00
9/3/2018	3	1	144	120	24	\$ 54.00	\$ 7,776.00
9/4/2018	1	9	136	120	16	\$ 54.00	\$ 7,344.00
9/5/2018	6	7	135	120	15	\$ 54.00	\$ 7,290.00
9/6/2018	4	7	132	120	12	\$ 54.00	\$ 7,128.00
9/7/2018	8	13	127	120	7	\$ 54.00	\$ 6,858.00
9/8/2018	5	1	131	120	11	\$ 54.00	\$ 7,074.00
9/9/2018	6	1	136	120	16	\$ 54.00	\$ 7,344.00
9/10/2018	4	8	132	120	12	\$ 54.00	\$ 7,128.00
9/11/2018	2	6	128	120	8	\$ 54.00	\$ 6,912.00
9/12/2018	3	2	129	120	9	\$ 54.00	\$ 6,966.00
9/13/2018	7	5	131	120	11	\$ 54.00	\$ 7,074.00
9/14/2018	11	14	128	120	8	\$ 54.00	\$ 6,912.00
9/15/2018	1	2	127	120	7	\$ 54.00	\$ 6,858.00
9/16/2018	7	3	131	120	11	\$ 54.00	\$ 7,074.00
9/17/2018	7	5	133	120	13	\$ 54.00	\$ 7,182.00
9/18/2018	6	15	124	120	4	\$ 54.00	\$ 6,696.00
9/19/2018	7	7	124	120	4	\$ 54.00	\$ 6,696.00
9/20/2018	9	2	131	120	11	\$ 54.00	\$ 7,074.00
9/21/2018	9	5	135	120	15	\$ 54.00	\$ 7,290.00
9/22/2018	8	1	142	120	22	\$ 54.00	\$ 7,668.00
9/23/2018	1	5	138	120	18	\$ 54.00	\$ 7,452.00
9/24/2018	2	3	137	120	17	\$ 54.00	\$ 7,398.00
9/25/2018	6	8	135	120	15	\$ 54.00	\$ 7,290.00
9/26/2018	7	8	134	120	14	\$ 54.00	\$ 7,236.00
9/27/2018	5	6	133	120	13	\$ 54.00	\$ 7,182.00
9/28/2018	5	6	132	120	12	\$ 54.00	\$ 7,128.00
9/29/2018	6	2	136	120	16	\$ 54.00	\$ 7,344.00
9/30/2018	8	6	138	120	18	\$ 54.00	\$ 7,452.00
Totals			3999	3600	399	\$ 54.00	\$ 215,946.00
					3999	\$ 54.00	\$ 215,946.00

**CIBOLA COUNTY CORRECTIONAL CENTER  
DAILY BILLING COUNT FOR AGENCIES**

Print Date: 10/3/18 1:04PM

From 9/1/2018 to 9/30/2018

BILLED DATE	BILLING AGENCY	MIDNIGHT COUNT	DAILY COUNT (INCLUDING SAME DAY IN & OUT)
9/1/2018	Cibola County	138	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	254	
	UNITED STATES MARSHAL SERVICE	495	
	USMS - ARIZONA	4	
	<b>TOTAL COUNT FOR DAY 9/1/2018:</b>	<b>891</b>	
9/2/2018	Cibola County	142	143
	IMMIGRATION AND CUSTOMS ENFORCEMENT	254	254
	UNITED STATES MARSHAL SERVICE	495	495
	USMS - ARIZONA	4	4
	<b>TOTAL COUNT FOR DAY 9/2/2018:</b>	<b>895</b>	<b>896</b>
9/3/2018	Cibola County	144	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	254	
	UNITED STATES MARSHAL SERVICE	495	
	USMS - ARIZONA	4	
	<b>TOTAL COUNT FOR DAY 9/3/2018:</b>	<b>897</b>	
9/4/2018	Cibola County	136	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	257	
	UNITED STATES MARSHAL SERVICE	496	
	USMS - ARIZONA	4	
	<b>TOTAL COUNT FOR DAY 9/4/2018:</b>	<b>893</b>	
9/5/2018	Cibola County	135	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	254	
	UNITED STATES MARSHAL SERVICE	496	
	USMS - ARIZONA	3	
	<b>TOTAL COUNT FOR DAY 9/5/2018:</b>	<b>888</b>	
9/6/2018	Cibola County	132	133
	IMMIGRATION AND CUSTOMS ENFORCEMENT	257	257
	UNITED STATES MARSHAL SERVICE	503	503
	USMS - ARIZONA	3	3
	<b>TOTAL COUNT FOR DAY 9/6/2018:</b>	<b>895</b>	<b>896</b>



BILLED DATE	BILLING AGENCY	MIDNIGHT COUNT	DAILY COUNT (INCLUDING SAME DAY IN & OUT)
9/7/2018	Cibola County	127 ✓	129
	IMMIGRATION AND CUSTOMS ENFORCEMENT	240	240
	UNITED STATES MARSHAL SERVICE	503	503
	USMS - ARIZONA	1	1
	<b>TOTAL COUNT FOR DAY 9/7/2018:</b>	<b>871</b>	<b>873</b>
9/8/2018	Cibola County	131 ✓	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	240	
	UNITED STATES MARSHAL SERVICE	503	
	USMS - ARIZONA	1	
	<b>TOTAL COUNT FOR DAY 9/8/2018:</b>	<b>875</b>	
9/9/2018	NO BILLING AGENCY ASSIGNED	0	1
	Cibola County	136 ✓	136
	IMMIGRATION AND CUSTOMS ENFORCEMENT	240	240
	UNITED STATES MARSHAL SERVICE	503	503
	USMS - ARIZONA	1	1
	<b>TOTAL COUNT FOR DAY 9/9/2018:</b>	<b>880</b>	<b>881</b>
9/10/2018	Cibola County	132 ✓	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	244	
	UNITED STATES MARSHAL SERVICE	504	
	USMS - ARIZONA	1	
	<b>TOTAL COUNT FOR DAY 9/10/2018:</b>	<b>881</b>	
9/11/2018	Cibola County	128 ✓	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	247	
	UNITED STATES MARSHAL SERVICE	510	
	USMS - ARIZONA	1	
	<b>TOTAL COUNT FOR DAY 9/11/2018:</b>	<b>886</b>	
9/12/2018	Cibola County	129 ✓	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	246	
	UNITED STATES MARSHAL SERVICE	507	
	USMS - ARIZONA	1	
	<b>TOTAL COUNT FOR DAY 9/12/2018:</b>	<b>883</b>	

BILLED DATE	BILLING AGENCY	MIDNIGHT COUNT	DAILY COUNT (INCLUDING SAME DAY IN & OUT)
9/13/2018	Cibola County	131	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	254	
	UNITED STATES MARSHAL SERVICE	508	
	USMS - ARIZONA	1	
	<b>TOTAL COUNT FOR DAY 9/13/2018:</b>	<b>894</b>	
9/14/2018	Cibola County	128	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	231	
	UNITED STATES MARSHAL SERVICE	513	
	<b>TOTAL COUNT FOR DAY 9/14/2018:</b>	<b>872</b>	
9/15/2018	Cibola County	127	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	231	
	UNITED STATES MARSHAL SERVICE	513	
	<b>TOTAL COUNT FOR DAY 9/15/2018:</b>	<b>871</b>	
9/16/2018	Cibola County	131	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	231	
	UNITED STATES MARSHAL SERVICE	513	
	<b>TOTAL COUNT FOR DAY 9/16/2018:</b>	<b>875</b>	
9/17/2018	Cibola County	133	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	245	
	UNITED STATES MARSHAL SERVICE	529	
	<b>TOTAL COUNT FOR DAY 9/17/2018:</b>	<b>907</b>	
9/18/2018	Cibola County	124	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	247	
	UNITED STATES MARSHAL SERVICE	528	
	<b>TOTAL COUNT FOR DAY 9/18/2018:</b>	<b>899</b>	
9/19/2018	Cibola County	124	126
	IMMIGRATION AND CUSTOMS ENFORCEMENT	244	244
	UNITED STATES MARSHAL SERVICE	546	546
	<b>TOTAL COUNT FOR DAY 9/19/2018:</b>	<b>914</b>	<b>916</b>



BILLED DATE	BILLING AGENCY	MIDNIGHT COUNT	DAILY COUNT (INCLUDING SAME DAY IN & OUT)
9/20/2018	Cibola County	131	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	224	
	UNITED STATES MARSHAL SERVICE	552	
	<b>TOTAL COUNT FOR DAY 9/20/2018:</b>	<b>907</b>	
9/21/2018	NO BILLING AGENCY ASSIGNED	0	1
	Cibola County	135	135
	IMMIGRATION AND CUSTOMS ENFORCEMENT	284	285
	UNITED STATES MARSHAL SERVICE	556	556
	<b>TOTAL COUNT FOR DAY 9/21/2018:</b>	<b>975</b>	<b>977</b>
9/22/2018	Cibola County	142	143
	IMMIGRATION AND CUSTOMS ENFORCEMENT	284	284
	UNITED STATES MARSHAL SERVICE	556	556
	<b>TOTAL COUNT FOR DAY 9/22/2018:</b>	<b>982</b>	<b>983</b>
9/23/2018	Cibola County	138	139
	IMMIGRATION AND CUSTOMS ENFORCEMENT	284	284
	UNITED STATES MARSHAL SERVICE	556	556
	<b>TOTAL COUNT FOR DAY 9/23/2018:</b>	<b>978</b>	<b>979</b>
9/24/2018	Cibola County	137	
	IMMIGRATION AND CUSTOMS ENFORCEMENT	289	
	UNITED STATES MARSHAL SERVICE	554	
	<b>TOTAL COUNT FOR DAY 9/24/2018:</b>	<b>980</b>	
9/25/2018	Cibola County	135	135
	IMMIGRATION AND CUSTOMS ENFORCEMENT	291	292
	UNITED STATES MARSHAL SERVICE	531	531
	<b>TOTAL COUNT FOR DAY 9/25/2018:</b>	<b>957</b>	<b>958</b>
9/26/2018	Cibola County	134	135
	IMMIGRATION AND CUSTOMS ENFORCEMENT	283	283
	UNITED STATES MARSHAL SERVICE	528	528
	<b>TOTAL COUNT FOR DAY 9/26/2018:</b>	<b>945</b>	<b>946</b>

BILLED DATE	BILLING AGENCY	MIDNIGHT COUNT	DAILY COUNT (INCLUDING SAME DAY IN & OUT)
9/27/2018	NO BILLING AGENCY ASSIGNED	0	1
	Cibola County	133	133
	IMMIGRATION AND CUSTOMS ENFORCEMENT	286	286
	UNITED STATES MARSHAL SERVICE	526	526
	<b>TOTAL COUNT FOR DAY 9/27/2018:</b>	<b>945</b>	<b>946</b>
9/28/2018	NO BILLING AGENCY ASSIGNED	0	1
	Cibola County	132	133
	IMMIGRATION AND CUSTOMS ENFORCEMENT	290	290
	UNITED STATES MARSHAL SERVICE	526	526
	<b>TOTAL COUNT FOR DAY 9/28/2018:</b>	<b>948</b>	<b>950</b>
9/29/2018	Cibola County	136	137
	IMMIGRATION AND CUSTOMS ENFORCEMENT	290	290
	UNITED STATES MARSHAL SERVICE	526	526
	<b>TOTAL COUNT FOR DAY 9/29/2018:</b>	<b>952</b>	<b>953</b>
9/30/2018	Cibola County	138	140
	IMMIGRATION AND CUSTOMS ENFORCEMENT	290	290
	UNITED STATES MARSHAL SERVICE	526	526
	<b>TOTAL COUNT FOR DAY 9/30/2018:</b>	<b>954</b>	<b>956</b>
If Daily Count is blank, then Daily Count equals Midnight Count		<b>Total for Billing Month:</b>	
		27,390	27,409
<b>TOTAL BILLING COUNT BROKEN DOWN BY AGENCY:</b>			
	Cibola County	3,999	4,012
	IMMIGRATION AND CUSTOMS ENFORCEMENT	7,765	7,767
	UNITED STATES MARSHAL SERVICE	15,597	15,597
	USMS - ARIZONA	29	29
	NO BILLING AGENCY ASSIGNED	0	4





## Confirmation of Receipt of Goods or Services

An invoice/Receipt was received on : 11/13/2018 for(select one below)

- ☐ Purchase order number: \_\_\_\_\_
- ☒ An invoice where no PO was issued or a PCARD was used  
(please fill in fund number and amount below)

Vendor: Trust Pharmacy

Description	Fund Dep. Line Item	Amount
Indigent	406-055-420-00096	10,845.39
COP -- Pharmacy Expense	614-100-457-00309	764.61
RX Pres. Credit	406-055-420-00096	(258.99)
Total:		\$ 11,351.01

Please confirm below by selecting the appropriate line that all goods or services have been recieved and are in good condition so that we may process the invoice for payment.

- ☒ All Goods have been received and or services completed
- ☐ A partial shipment has been received
- ☐ All items were received but the following were damaged and should not be paid for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Verify all invoices have been attached

Signature: \_\_\_\_\_

Department: CIBOLA COUNTY DETENTION CENTER

Date: 11/13/2018