



CIBOLA COUNTY BOARD OF COMMISSIONERS

Daniel Torrez
Chairman

Robert Windhorst
1st Vice Chairman

Martha Garcia
2nd Vice Chairman

Christine Lowery
Commissioner

Ralph Lucero
Commissioner

**Regular Commission Meeting
Thursday, June 25th, 2020
5:00 p.m.
Cibola County Commission Chambers**

DUE TO THE NATIONAL, STATE AND COUNTY COVID-19 DECLARED EMERGENCY AND PUBLIC HEALTH ORDER DATED JUNE 12, 2020 LIMITING GATHERINGS TO LESS THAN 5 PERSONS THE MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AND LISTEN TO THE MEETING VIA FACEBOOK LIVE AT THE FOLLOWING LINK: <https://www.facebook.com/CibolaCountyCommission/>

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Prayer**
5. **Approval of Agenda**

6. **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.

Public comment may be made via email and will be entered and/or read into the meeting minutes (if less than 3 minutes) by emailing comments to: jphoracek@co.cibola.nm.us

The Deadline for written public comments to be received is Wednesday, June 24th, 2020 at 4:00 PM. Emailed public comment must contain the author's name and physical address.

7. Minutes

- a. Minutes from May 28th, 2020 Regular Commission Meeting
- b. Minutes from June 11th, 2020 Canvassing Special Commission Meeting

8. Reports

- a. Budget and Finance Report- Kate Fletcher-County Manager & Paul Ludi-Finance Director

9. New Business – Action May Be Taken

- a. Consideration of Local Government Property Transfer of 201 Monroe Street (Former KC Hall) from Cibola County to City of Grants for Use in 1st Street Pond and Pump Station Phase IV Project (Convene as Board Finance)
- b. Consideration of Resolution 20-35 FY 20 Recommendations of Advisory Committee Regarding Reinvestment of Current Investments (Re-Convene as Board of County Commissioners)
- c. Consideration of Appointment of 1 New Member to The Hospital Board
- d. Consideration of Flood Plain Development Permit 2020-001
- e. Consideration of Resolution 20-36 County Owned Vehicle Use Policy

10. Announcements

The Next Regular Commission Meeting will be July 23rd, 2020 at 5:00p.m. via FB Live. Cibola County Offices will be closed Friday, July 3rd, 2020 in observation of Independence Day Holiday.

11. 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.



7a.

Minutes

05.28.2020

Regular Commission
Meeting

Cibola County Commission
Regular Meeting
Thursday May 28TH, 2020

The Cibola County Commission held a Regular Meeting on Thursday May 28th, 2020 at 5:00 pm in the Cibola County Commission Chambers

Elected Officials Present Staff

Daniel Torrez, Chairman

Robert Windhorst, 1st Vice Chairman

Martha Garcia, 2nd Vice Chairman

Ralph Lucero, Commissioner

Christine Lowery, Commissioner

Michelle Dominguez, County Clerk

Marisa Baca, Filing/Recording

1. CALL TO ORDER

Chairman Torrez, called the meeting to Order at 5:01 pm.

2. ROLL CALL

Chairman Torrez does roll call 5-0 all Commissioners in attendance. 2-phone 3-present

3. Pledge of Allegiance Recited by all.

4. Prayer Commissioner Lucero led us in prayer.

5. Approval of Agenda

Motion to approve the agenda made by Commissioner Windhorst, second by Commissioner Lucero 5-0 affirmative.

6. Public Comment

NONE

7. Minutes

a. Minutes from April 23rd, 2020 Regular Commission Meeting Minutes

b. Minutes from May 5TH, 2020 Special Commission Meeting Minutes

Motion by Commissioner Windhorst. Second by Commissioner Lucero 5-0

8. Reports

- a. Assessor's Annual Report and Reappraisal Plan-written Report Provided in Commission Packet
- b. Budget and Finance Report- Kate Fletcher-County Manager & Paul Ludi-Finance Director

9. Presentation

- a. 2019 Audit -J.A.G - Paul Ludi

10. New business – Action May Be Taken

- a. Consideration of Resolution 20-34 Budget Adjustment #9
Motion to approve by Commissioner Lucero, second by Commissioner Windhorst 5-0
- b. Consideration of Resolution 20-27 Dissolving the Lobo Canyon Fire District
Motion to approve by Commissioner Windhorst, second by Commissioner Lowery 5-0
- c. Consideration of Resolution 20-28 Incorporating the Former Lobo Canyon Fire District's Fire Station into San Rafael Fire District – MOVED BY Commissioner Lowery
Motion to approve by Commissioner Windhorst, second by Lowery 5-0
- d. Consideration of NW New Mexico Solid Waste Authority FY 21 Membership Agreement
Motion to approve by Commissioner Garcia, second by Lucero 5-0
- e. Consideration of NW New Mexico council of Governments FY 21 Membership Agreement
Motion to Approve by Commissioner Lucero second by Windhorst
- f. Consideration of Expenditures over \$20,000.00, Fire Protection Equipment for Laguna-\$27,078.28, Fence Lake -\$41,080.00, and San Rafael-\$79,000.00
Motion to Approve by Commissioner Windhorst, second by Commissioner Lowery

11. Announcements

The next Commission Meeting will be June 25th, 2020 at 5:00p.m. via FB live

12. Adjournment

Commissioner Torrez adjourned the meeting at 5:49 p.m.



7b.

Minutes

06.11.2020

Canvassing Special
Commission Meeting

Cibola County Commission
Special Canvassing Commission Meeting
Thursday June 11TH, 2020

The Cibola County Commission held a Regular Meeting on Thursday June 11th, 2020 at 9:00 pm in the Cibola County Commission Chambers

Elected Officials Present Staff

Daniel Torrez, Chairman

Robert Windhorst, 1st Vice Chairman

Martha Garcia, 2nd Vice Chairman

Ralph Lucero, Commissioner

Christine Lowery, Commissioner

Kate Fletcher, Cibola County Manager

Michelle Dominguez, County Clerk

Marisa Baca, Filing/Recording

1. CALL TO ORDER

Chairman Windhorst, called the meeting to Order at 9:00 am.

2. ROLL CALL

Chairman Windhorst does roll call 4-0 all Commissioners in attendance. 2-phone 2-present 1-absent

3. Pledge of Allegiance Led by Lucero, recited by all.

4. Prayer Commissioner Garcia, led us in prayer.

5. Approval of Agenda

Motion to approve the agenda made by Commissioner Lucero, second by Commissioner Lowery 3 affirmative, 1-lost on phone, 1-absent.

6. New business – Action May Be Taken

(County Commission Convenes as Canvassing Board)

- a. Canvass of the Official 2020 Election Results for the Primary Election.

Michelle thanks all Clerk staff and temps that helped during the Election.

Michelle explained how many voters we have 14,395 registered voters, also the breakdown of provisional, 5 total. Commissioner Lucero told commission Windhorst that what was posted on Facebook was not very appropriate and very disrespectful.

Motion to approve County Commission Convenes as Canvassing Board, made by Commissioner Lucero seconded by Lowery. 4 affirmative

11. Announcements

The next Commission Meeting will be June 25th, 2020 at 5:00p.m. via FB live

12. Adjournment

Commissioner Windhorst adjourned the meeting at 9:31 a.m.

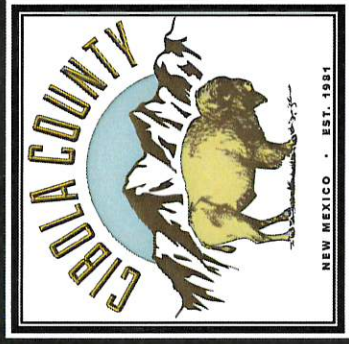


8a.

Reports

Budget and Finance

Power Presentation



Finance Report

As of May 31, 2020

Cibola County Updates

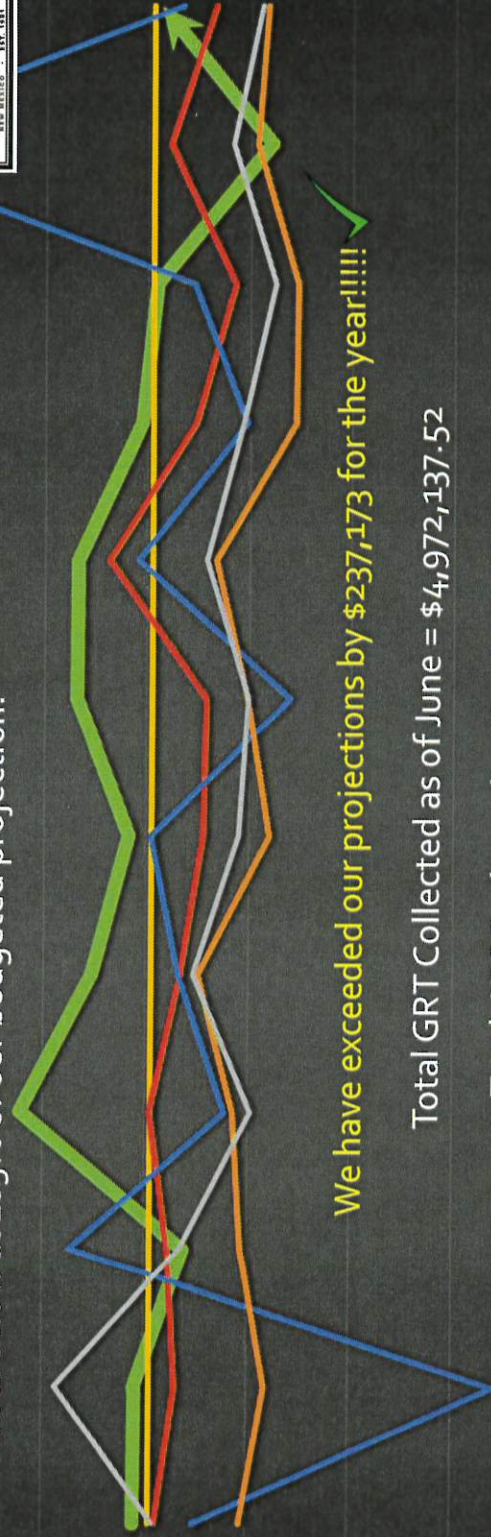
- **Coronavirus Updates – Watch County Website for Info on County!!!!**
- Reconciled to the bank through May 31st for Main Operating account. Tax operating account is reconciled through April 30. ✓
- Third Quarter financial report approved by the state ✓
- Interim Budget Approved by the state ✓
- FY21 BUDGET Special Meeting on July 17 @3:30. Commission Chambers
 - Public input on FY21 budget welcome!!!! – Please email Paul Ludi concerns/requests at paul.ludi@co.cibola.nm.us (I will read them to the governing body)
 - Decisions on funding EDF, NMSU Extension, USDA, Recycle Cibola, Rockin' 66 Express, and the Community Pantry will be made
 - Decisions on other departmental accounts will be made



FY 16, 17, 18, 19 Actuals, FY 20 Projection & FY20 Actual GRT Distributions with Contracts



Last month we had averaged \$416,780 the past 10 months
 This month we have averaged \$414,345 the past 11 months
 We are now at 105% of our budgeted projection.



We have exceeded our projections by \$237,173 for the year!!!!

Total GRT Collected as of June = \$4,972,137.52

Total GRT Budgeted= \$4,734,963.82

\$-

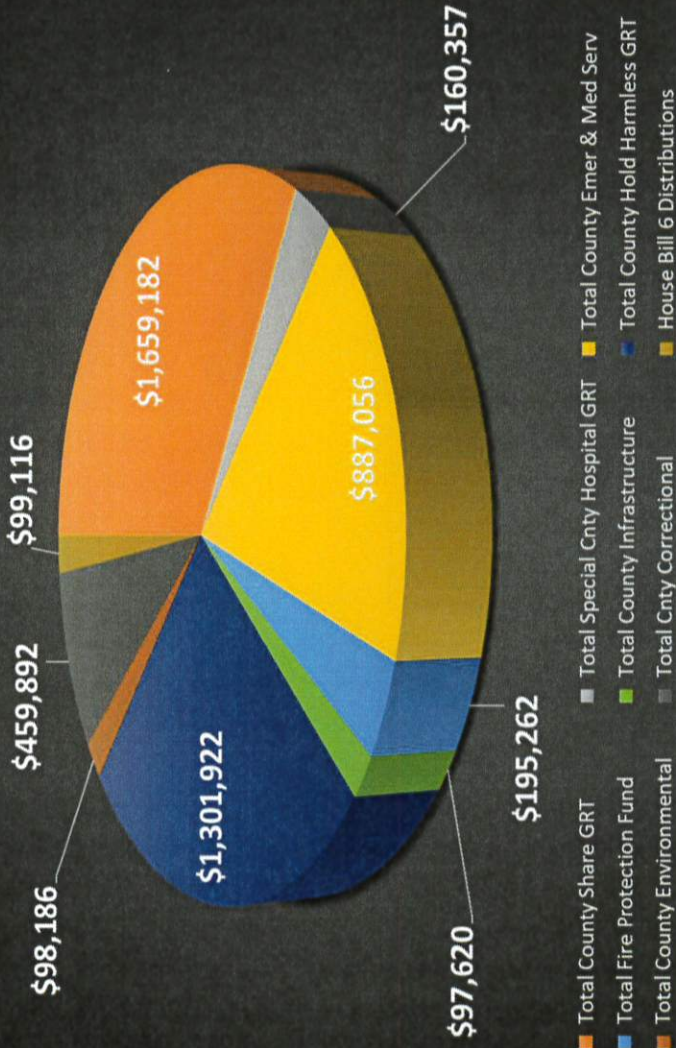
| | July | August | September | October | November | December | January | February | March | April | May | June |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2020 YTD Actuals | \$409,931 | \$409,719 | \$362,588 | \$522,200 | \$452,945 | \$417,303 | \$467,905 | \$467,467 | \$404,966 | \$390,390 | \$279,165 | \$387,558 |
| 2020 Projected Budget | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 | \$394,580 |
| 2019 | \$388,766 | \$370,384 | \$377,648 | \$395,792 | \$366,307 | \$344,509 | \$341,921 | \$436,280 | \$353,013 | \$314,669 | \$378,007 | \$334,204 |
| 2018 | \$351,471 | \$59,592 | \$473,499 | \$322,958 | \$368,668 | \$395,464 | \$259,314 | \$408,493 | \$302,317 | \$354,221 | \$713,772 | \$366,412 |
| 2017 | \$306,500 | \$282,632 | \$306,500 | \$314,399 | \$349,336 | \$279,518 | \$301,963 | \$332,692 | \$255,527 | \$253,096 | \$293,126 | \$283,063 |
| 2016 | \$391,049 | \$486,710 | \$365,038 | \$297,393 | \$353,438 | \$310,143 | \$300,407 | \$341,482 | \$306,133 | \$275,116 | \$317,330 | \$288,542 |



Comparison of FY2019-20 Net GRT
including Contracts (Intercepts)
Between Cibola, Grants, & Milan



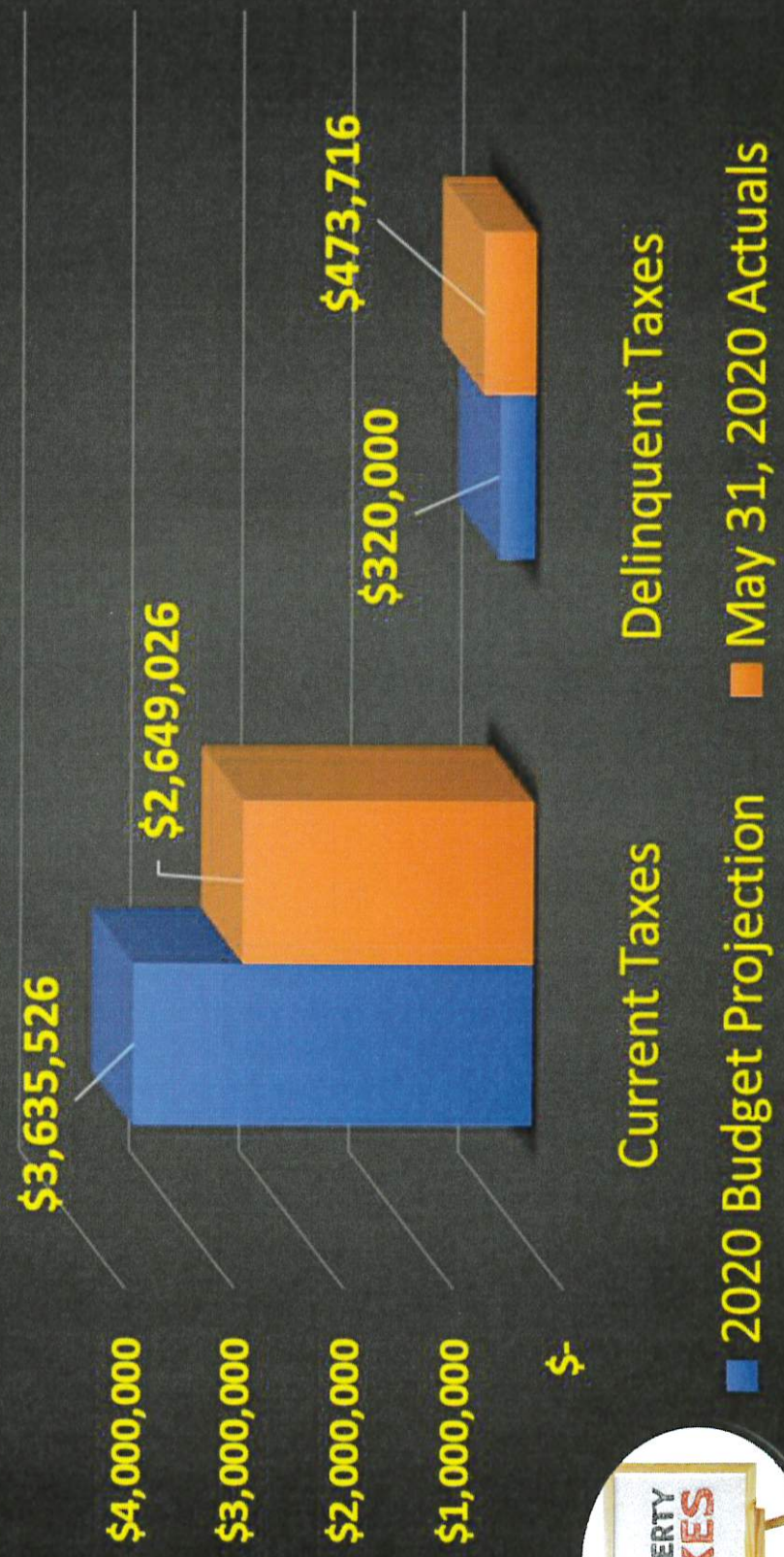
Net GRT w/Contracts through April



| Yearly GRT By Increment | July | August | September | October | November | December | January | February | March | April | May | June | TOTALS |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|--------------|-------------|
| Total County Share GRT | \$139,354.60 | \$138,503.62 | \$119,814.28 | \$178,744.39 | \$150,631.48 | \$140,286.83 | \$158,035.57 | \$154,509.01 | \$134,312.23 | \$131,620.61 | \$82,002.90 | \$131,366.44 | \$1,659,182 |
| Total Special Cnty Hospital GRT | \$13,106.07 | \$22,300.44 | \$11,177.30 | \$10,629.76 | \$12,974.03 | \$11,588.60 | \$11,043.88 | \$14,743.16 | \$9,395.10 | \$14,050.68 | \$15,074.31 | \$14,274.16 | \$160,357 |
| Total County Emer & Med Serv | \$70,337.62 | \$67,881.42 | \$62,798.06 | \$96,481.75 | \$79,539.97 | \$74,244.36 | \$86,061.43 | \$80,532.09 | \$71,797.74 | \$66,799.32 | \$62,770.48 | \$67,811.54 | \$887,056 |
| Total Fire Protection Fund | \$18,864.00 | \$19,736.33 | \$15,169.67 | \$15,063.29 | \$18,735.12 | \$14,817.85 | \$15,260.13 | \$21,122.71 | \$16,548.45 | \$14,061.77 | \$13,498.07 | \$12,384.82 | \$195,262 |
| Total County Infrastructure | \$9,422.65 | \$9,867.84 | \$7,584.75 | \$7,531.75 | \$9,367.51 | \$7,409.03 | \$7,630.04 | \$10,561.59 | \$8,274.00 | \$7,030.57 | \$6,748.56 | \$6,192.06 | \$97,620 |
| Total County Hold Harmless GRT | \$109,636.49 | \$101,995.78 | \$94,315.16 | \$145,237.25 | \$119,385.49 | \$111,554.25 | \$127,178.49 | \$121,381.39 | \$108,078.84 | \$102,280.00 | \$58,982.32 | \$101,896.14 | \$1,301,922 |
| Total County Environmental | \$9,431.75 | \$9,867.84 | \$7,584.75 | \$7,531.75 | \$9,367.51 | \$7,409.03 | \$7,630.04 | \$10,561.59 | \$8,274.00 | \$7,030.57 | \$6,748.56 | \$6,192.06 | \$98,186 |
| Total Cnty Correctional | \$39,777.77 | \$39,565.26 | \$34,232.75 | \$51,068.13 | \$43,032.47 | \$40,081.28 | \$45,154.19 | \$44,144.33 | \$38,373.90 | \$37,605.30 | \$23,428.23 | \$23,428.23 | \$459,892 |
| House Bill 6 Distributions | \$0.00 | \$0.00 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$9,911.60 | \$99,116 |
| TOTALS | 409,930.95 | 409,718.53 | 362,588.32 | 522,199.67 | 452,945.18 | 417,302.83 | 467,905.37 | 467,467.47 | 404,965.86 | 390,390.42 | 279,165.03 | 374,013.55 | \$4,958,593 |



Property Taxes Collected as of May 31, 2020





FY21 Monthly Report as of May 31, 2020



| Active Funds | Investments | Beginning Cash as of July 1, 2019 | Revenues | Transfers | Expenditures | Liability Accounts | Ending Cash Balance as of May 31, 2019 |
|------------------------------------|--------------|--------------------------------------|-----------------|------------------|-------------------|--------------------|---|
| 101 - INVESTMENT FUND | \$0.00 | \$5,157,800.45 | \$102,484.80 | \$0.00 | \$0.00 | \$0.00 | \$5,260,285.25 |
| 401 - GENERAL FUND | \$0.00 | \$4,091,390.93 | \$5,574,907.41 | (\$2,103,793.94) | (\$5,548,746.00) | (\$251,383.31) | \$1,762,375.09 |
| 402 - ROAD | \$0.00 | \$1,662,232.81 | \$1,051,020.35 | \$0.00 | (\$2,451,670.37) | (\$236.07) | \$261,346.72 |
| 403 - FARM & RANGE | \$0.00 | \$0.00 | \$17,837.49 | \$7,290.75 | (\$25,128.24) | \$0.00 | \$0.00 |
| 406 - INDIGENT | \$0.00 | \$119,180.26 | \$460,125.71 | \$147,707.19 | (\$649,738.30) | \$0.00 | \$77,274.86 |
| 407 - SAN RAFAEL VFD | \$0.00 | \$79,178.23 | \$142,915.90 | \$7,000.00 | (\$41,480.98) | \$0.00 | \$187,613.15 |
| 408 - BLUEWATER VFD | \$0.00 | \$183,878.68 | \$80,089.20 | (\$17,994.00) | (\$31,596.75) | \$0.00 | \$214,377.13 |
| 409 - LOBO CANYON VFD | \$0.00 | \$115,071.22 | \$57,273.21 | \$4,096.00 | (\$8,917.29) | \$0.00 | \$167,523.14 |
| 413 - LAGUNA EMS | \$0.00 | \$1,438.26 | \$12,818.00 | \$0.00 | (\$3,649.07) | \$0.00 | \$10,607.19 |
| 415 - PINEHILL EMS | \$0.00 | \$417.01 | \$10,824.00 | \$0.00 | (\$9,999.99) | \$0.00 | \$1,241.02 |
| 416 - FENCE LAKE VFD | \$0.00 | \$157,521.98 | \$201,294.40 | \$7,000.00 | (\$8,769.05) | \$0.00 | \$357,047.33 |
| 418 - CANDY KITCHEN VFD | \$0.00 | \$48,722.36 | \$153,559.60 | (\$37,652.00) | (\$30,964.67) | \$0.00 | \$133,665.29 |
| 419 - LAGUNA VFD | \$0.00 | \$198,945.45 | \$227,654.40 | \$0.00 | (\$146,037.85) | \$0.00 | \$280,562.00 |
| 424 - CUBERO VFD | \$0.00 | \$106,058.07 | \$70,657.00 | (\$6,589.00) | (\$6,428.94) | \$0.00 | \$163,697.13 |
| 425 - CUBERO EMS | \$0.00 | \$980.51 | \$0.00 | \$0.00 | (\$873.00) | \$0.00 | \$107.51 |
| 427 - EL MORRO VFD | \$0.00 | \$49,564.28 | \$205,482.40 | \$7,000.00 | (\$39,801.12) | \$0.00 | \$222,245.56 |
| 428 - SUPERIOR AMBULANCE | \$0.00 | \$75.03 | \$3,248.00 | \$0.00 | (\$2,819.12) | \$0.00 | \$503.91 |
| 435 - CONSOLIDATED DISPATCH | \$0.00 | \$61.13 | \$857,003.20 | \$75,000.00 | (\$767,591.90) | \$0.00 | \$164,472.43 |
| 438 - DWI GRANT | \$0.00 | \$0.00 | \$19,602.44 | \$17,128.00 | (\$8,417.00) | \$0.00 | \$28,313.44 |
| 439 - DWI DISTRIBUTION | \$0.00 | \$106,100.00 | \$212,389.00 | (\$17,128.00) | (\$224,970.40) | \$0.00 | \$76,390.60 |
| 440 - CDWI GRANT | \$0.00 | \$0.00 | \$0.00 | \$200.00 | (\$191.00) | \$0.00 | \$9.00 |
| 475 - COUNTY FIRE PROTECTION | \$0.00 | \$580,739.16 | \$188,607.68 | (\$42,000.00) | (\$83,395.61) | \$0.00 | \$643,951.23 |
| 500 - CLERK RECORDING/FILING | \$0.00 | \$82,033.76 | \$33,666.00 | \$0.00 | (\$37,451.38) | \$0.00 | \$78,248.38 |
| 504 - IGAS-PASS THRU | \$233,981.67 | \$0.00 | \$9,351,386.50 | \$0.00 | (\$8,950,722.96) | \$0.00 | \$634,645.21 |
| 569 - 2014A BOND INCOME FUND | \$0.00 | \$0.00 | \$827,177.62 | \$0.00 | (\$690,896.71) | \$0.00 | \$136,280.91 |
| 570 - 2014B BOND INCOME FUND | \$0.00 | \$0.00 | \$1,384,699.51 | \$0.00 | (\$627,593.52) | \$0.00 | \$757,105.99 |
| 575 - NMFA LOANS | \$628,294.98 | \$0.00 | \$112,147.60 | \$79,139.00 | (\$422,424.70) | \$0.00 | \$397,156.88 |
| 604 - FIRE MARSHAL | \$0.00 | \$52,437.31 | \$175,559.09 | \$0.00 | (\$92,701.82) | \$0.00 | \$135,294.58 |
| 605 - LAW ENFORCEMENT PROTECTION | \$0.00 | \$13,616.46 | \$29,000.00 | \$0.00 | (\$35,445.21) | \$0.00 | \$7,171.25 |
| 610 - CENSUS BUREAU | \$0.00 | \$0.00 | \$87,300.74 | \$0.00 | (\$21,369.96) | \$0.00 | \$66,092.97 |
| 611 - FOREST SERVICE GRANT | \$0.00 | \$12,390.42 | \$91,148.92 | \$0.00 | \$0.00 | \$0.00 | \$103,539.34 |
| 612 - NEW MEXICO CLEAN & BEAUTIFUL | \$0.00 | \$0.00 | \$1,440.00 | \$0.00 | (\$1,484.23) | \$0.00 | (\$44.23) |
| 614 - DETENTION CENTER | \$0.00 | \$0.00 | \$843,313.07 | \$1,900,000.00 | (\$3,124,878.87) | \$0.00 | (\$381,565.80) |
| 615 - COMPLIANCE PROGRAM | \$0.00 | \$0.00 | \$2,646.00 | \$0.00 | (\$3,679.33) | \$0.00 | (\$1,033.33) |
| 620 - 1% REAPPRAISAL FUND | \$0.00 | \$363,892.81 | \$62,134.69 | \$0.00 | (\$193,265.78) | \$0.00 | \$232,761.72 |
| 651 - CAPITAL OUTLAY PROJECTS | \$0.00 | \$26,404.00 | \$196,907.72 | (\$26,404.00) | (\$196,907.72) | \$0.00 | \$0.00 |
| TOTALS= | \$862,276.65 | \$13,210,130.58 | \$22,848,321.65 | \$0.00 | (\$24,490,008.84) | (\$251,457.19) | \$12,179,262.85 |



| General Fund Budgets | | YTD Adjusted Budget | YTD thru January 31 | Percent of Budget Used |
|-----------------------|--|---------------------|---------------------|------------------------|
| Budgeted Revenues | | \$8,212,286 | \$5,574,907 | 67.9% |
| Transfers Out | | \$2,641,450 | \$1,426,200 | 54.0% |
| Transfers In | | \$1,764,252 | \$0 | 0.0% |
| Commissioner's Budget | | \$776,570 | \$668,603 | 86.1% |
| Probate Judge | | \$34,340 | \$28,936 | 84.3% |
| Bureau of Elections | | \$354,625 | \$164,103 | 46.3% |
| Manager's Budget | | \$867,368 | \$977,956 | 112.7% |
| Clerk's Budget | | \$265,265 | \$241,007 | 90.9% |
| Treasurer's Budget | | \$372,934 | \$271,149 | 72.7% |
| Assessor's Budget | | \$516,466 | \$485,159 | 93.9% |
| IT Data Processing | | \$297,845 | \$257,664 | 86.5% |
| Rural Address | | \$269,762 | \$86,617 | 32.1% |
| Sheriff's Budget | | \$1,889,404 | \$1,654,668 | 87.6% |
| Sanitation | | \$164,000 | \$200,537 | 122.3% |
| Vector Control | | \$50,000 | \$59,820 | 119.6% |
| Maintenance | | \$474,115 | \$452,528 | 95.4% |
| TOTAL EXPENDITURES= | | \$6,332,694 | \$5,548,746 | 87.6% |

WFO





CIBOLA COUNTY AVAILABLE HOUSING

Cibola County Housing Information

Total Housing Units

- One Bedroom Apartments = 139
- Two Bedroom Apartments = 339
- Houses and Mobile Homes = 86
- Lot in Mobile Home park = 1

Total Housing units 565

Vacant Housing Units

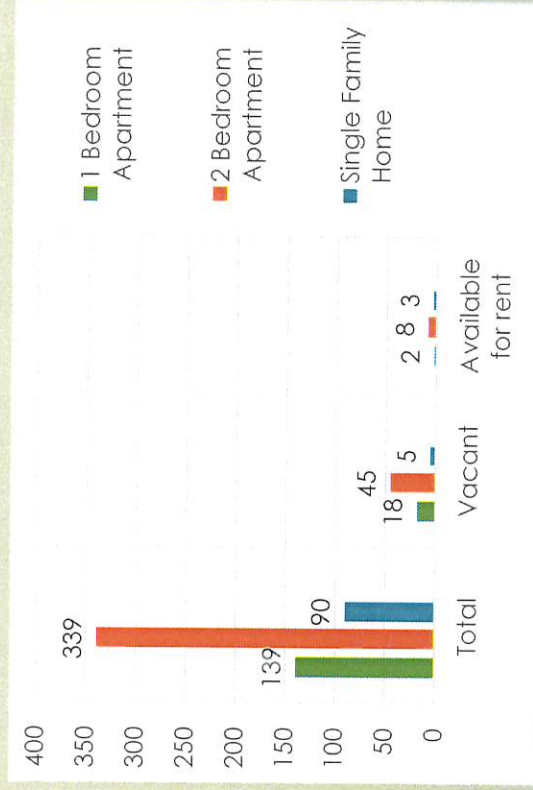
- One Bedroom Apartments = 2
- Two Bedroom Apartments = 8
- Houses and Mobile homes = 2
- Lot in Mobile Home Park = 1
- Total Available units = 13
- Total units in Renovation and not on the market = 52

Note: Not a complete listing as we are still waiting on responses from some rental agencies. However, the response across the board has been the same: **We are full.**

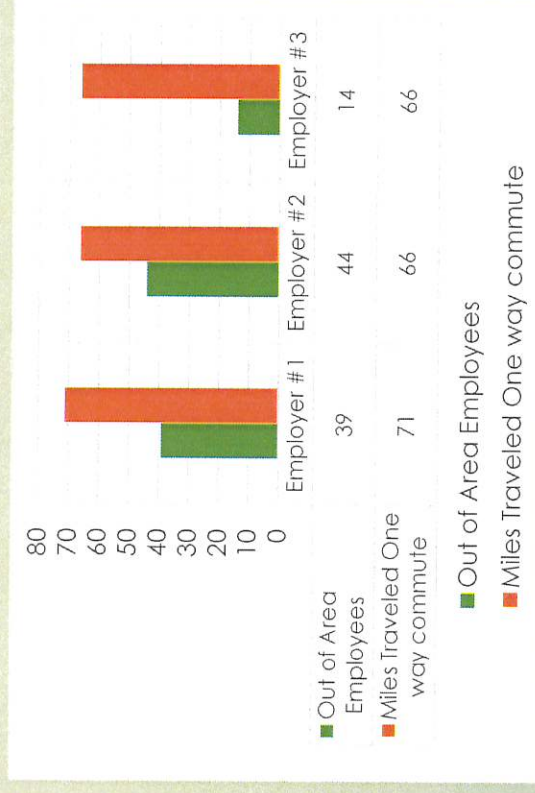
Sales are also limited: Realtors have people on wait lists. About 20-25 homes on the market and about 125 foreclosed homes county wide.

Cibola County Housing Information

Cibola County Rental Housing



Employees from out of the County



- Employer #1: has 44 Employees who drive an average of **66** miles one way to come to work
- Employer #2: has 39 Employees who drive an average of **71** miles one way to come to work
- **83 Employees drive from out of County to come to work at only two locations.**

Comments from Property Managers

- Market is filled and there are still people looking
- Rental houses go fast
- Get 6 calls a day and no vacancies
- Has 5 units in renovation and 15 people on a waiting list
- Real Estate Agent says: Only have 5 houses available in listings for sale
- Real Estate Agent says: only have 15 houses available for sale.
- One employer is considering contracting for housing for their employees

Housing as it Relates to Economic Development:

- When there is not enough housing affordable to lower-wage workers, these workers are often forced to look for housing further out which creates longer commutes for those workers and more traffic congestion for everyone. Furthermore, as workers have a harder time living in the community, businesses have a harder time finding workers to hire.
- Even if workers do not leave the community, there will still be implications for the local economy of a lack of housing that is affordable to workers at all income levels. As workers are forced to spend more on housing, they spend less on goods and services in the local economy. As a result, the county economy is less able to support diverse retail, restaurant, recreation and other amenity options.
- An essential step for county elected officials and staff is to engage with the local business community to get them involved in housing issues. Supporting housing for the workforce is not only good for their communities, but also for their bottom lines.
- Information taken from National Association of Counties Website at the link below:
- <https://www.naco.org/articles/housing-part-county%E2%80%99s-economic-development-strategy>

As of May 31, 2020 Finance Report

Slide Outline and Notes of Cibola County Finance Report

1. Finance Report Cover Page

2. Cibola County Updates

- a. Repeated from last report - Please note all updates concerning the coronavirus and the county will be posted the county's website. Updates were also posted in the Cibola Citizen recently.
- b. Wendy currently has the county's accounting program reconciled the bank statements up through April 30th for all accounts. Treasurer's office is reconciled through April 30th.
- c. I received notice from the state that our third quarter report has been approved. All commissioners should have received notice of this through the states database called LGBMS.
- d. I received notice from the state that our interim budget has been approved. All commissioners should have also received notice of this through the states database called LGBMS.
- e. The manager wants to request a special meeting on July 17 at 3:30pm in the Commission Chambers to discuss the FY21 Final budget. If the public has any budgetary issues or suggestions you may email me at paul.lud@co.cibola.nm.us and I can inform the governing body during public comment time. The meeting will be facebook live as the commission chambers will be closed to the public for COVID concerns. The governing body will also need to decide on amounts to fund requests of outside agencies such as the EDF, NMSU Extension, USDA, Recycle Cibola, Rockin' 66 Express, and the Community Pantry. Finally, we will discuss any other department requests that need governing body approval.

3. GRT Tracker

- a. Here is our Gross Receipts history and the light green line shows our recent activity. The yellow line shows our projected GRT on average. The other lines show prior year data. The GRT through April -2020 is now starting to dip below the projection. We have averaged \$414,345 in GRT the past 11 months and are at 105% of our projection which is better than expected.

4. GRT Comparison

- a. Here is a comparison of how The Village, the City and County are faring with GRT. Luckily the City and Count had a rebound in GRT as last month we hit the lowest distribution year to date. Even with the County's drop last month we still were distributed more than was projected for the year.

5. Breakdown of GRT

- a. So here are the different dedications of the County's GRT.
- b. The Correctional is dedicated to our inmate costs in the Detention Fund.
- c. The Environmental GRT pays the Northern New Mexico solid waste authority.
- d. The Hold Harmless is dedicated to paying our Series 2014A Bonds which built the detention center.
- e. The County Infrastructure is dedicated for general purposes in the general fund.
- f. The Fire Protection GRT is dedicated in our County Fire Protection Fund.
- g. Our County Share GRT is split to 3 funds. Our Indigent Fund, 2014 B Bond Fund, and general fund.
- h. The Special County Hospital GRT is actually a residual type of GRT from when hospital tax was enacted made up of the medical and food hold harmless tax distribution. When the tax increment deactivated the hold harmless portion stayed. It is used in our general fund.
- i. The County Emergency and Medical Services GRT is dedicated to our E-911 program in the consolidated dispatch fund.

6. Property Tax

- a. Our Current Property taxes through March 31, 2020 have reached \$2,649,026 which is 73% of our budgeted projection.

- b. As you can see delinquent payments of property tax have exceeded our projections and we are currently at \$473,716 which is 48% higher than projected.
- c. Our current property taxes increased \$337,637 from last month. I did look to see where we were at today and we are about \$280,000 away from our projection of \$3.6 plus million.

7. March 31st Monthly Report

- a. Let's look at the orange cells now on the recap. We ended May with deficits in the New Mexico Clean and beautiful fund, but we are looking at it now to ensure everything is being reported properly. This will be fixed next month for the 4th quarter. The Detention fund is supplemented by the general fund and we will transfer in to correct this deficit by next month for the 4th quarter. The Compliance Fund isn't performing as expected as judges aren't utilizing the ankle bracelet program as thought. This will need to be supplemented by the general fund as well and it too will be fixed for the 4th quarter.
- b. In the yellow cells we have cash that could be reverted to the general fund. The first is the indigent fund. Since we lent \$147,707 from the general fund earlier this year we will be able to transfer the entire ending cash balance back to the general fund. As for the E-911 fund we will transfer back \$75,000 to the general fund. This was a temporary loan for cash flow purposes this year. The IGA fund's ending cash balances and investments will be reverted to the general fund as those are admin fees we earned through administrative fees for dispersing ICE and US Marshal money to the prisons from the Feds. The leftover cash balances in our Bond funds will remain there to ensure funding is available for our bond payments if GRT collapses due to COVID. As we go through the year we will track this. Finally, the \$103,539 ending cash balance in the Forest Reserve fund will revert to the general fund as it is a reimbursement and the grant is closed.
- c. The County is being fiscally responsible, is reconciled, and the budget is being managed properly. We are going into this pandemic strong with cash balance and do not expect any furloughs. We are still waiting for PILT which will increase our ending cash balances for the year by another \$2.1 million.

8. GF Budgets

- a. On this slide I wanted to share our general fund budgets. Our revenues will increase dramatically once the PILT is recorded into our book. PILT is a payment in lieu of taxes for federal lands within the county. Our transfers are within budget. The manager's office exceeded their budget as the multiline insurance was significantly higher than projected. If it didn't come in higher the manager's office would be within budget. The Sanitation and Vector Control budgets were exceeded due to higher than expected needs this year for waste and spraying this year. The budgets that were exceeded are what they are.
- b. We will also need to increase the expenditure budget for indigent fund next month as we exceeded budget authority. Also, we need to increase revenues in the El Morro VFD, Clerk Recording/Filing fund, and the NMFA fund. El Morro due to receipt of the fire marshal grant, Clerk Recording & Filing fund due to increased fees imposed by the state this year, and NMFA loans due to unexpected loan proceeds from NMFA.

9. The End – Questions from governing body



9a.

New Business

Property Transfer

Local Government Transfer-Cibola
County to City of Grants



Local Government Property Transfer of 201 Monroe Street (Former KC Hall) from Cibola County to City of Grants – 1st Street Pond and Pump Station Phase IV Project

Cibola County Commission Meeting

City of Grants, home to Cibola County Seat



**WILSON
& COMPANY**

discipline | intensity | collaboration | shared ownership | solutions



Project Rendering



Wilson & Company, Inc. Engineers & Architects



Project Benefits

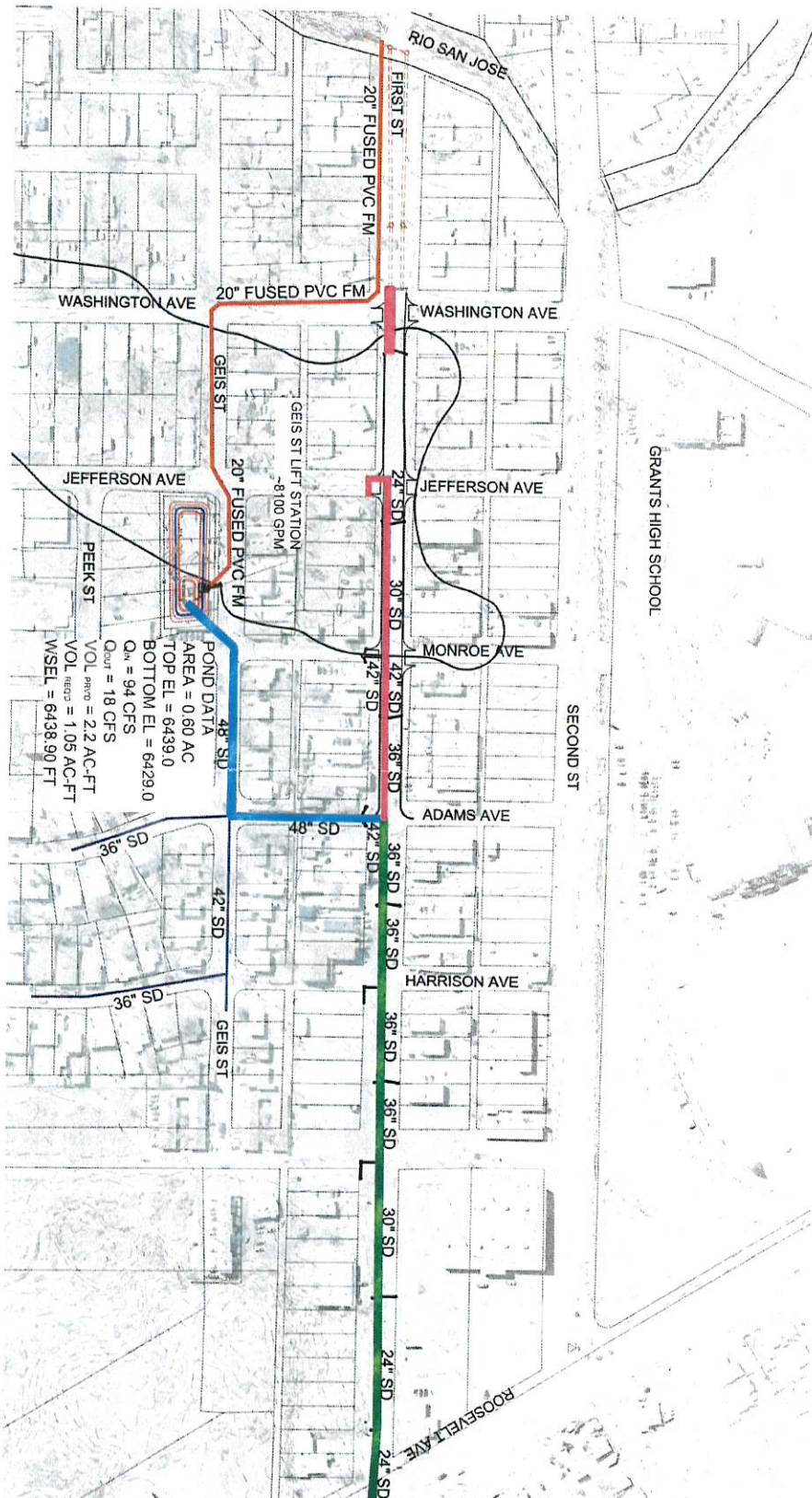
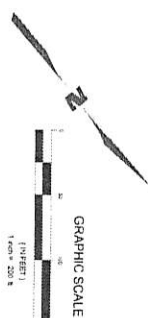
- Provide an outfall for 1st Street Storm Drain
- Plan and design with consideration of multi-purpose recreational flood control facility
- Provide quality of life design with recreational amenities
- Economic development encouraged with quality roadway and drainage infrastructure
- Address environmental concerns related to storm water hydrocarbons, sediment, and floatable removals

Wilson & Company, Inc. Engineers & Architects



QUESTIONS?

WILSON
& COMPANY



LEGEND
EXISTING STORM DRAIN
FUTURE STORM DRAIN
PHASE II STORM DRAIN
PHASE III STORM DRAIN
PHASE IV STORM DRAIN
PHASE IV FORCE MAIN

WILSON
3001/2411
4401 MASTHEAD ST NE
ALBUQUERQUE, NEW MEXICO
87109
PH (505) 348-4000
FAX (505) 348-4072
WWW.WILSON24.COM

CITY OF GRANTS
GRANTS FIRST STREET CONCEPT PLAN



June 1, 2020

Via First Class Mail and Email

City of Grants
Attn: Mayor Martin Hicks
PO Box 879
Grants, NM 87020
mayor@grantsnm.gov

RE: Water Trust Board Project No. 5095-WPF; Flood Prevention Project; 1st Street Pond & Pump Station Phase IV

Dear Mayor Hicks:

The Board of Directors of the New Mexico Finance Authority ("NMFA") met on May 28, 2020, to approve the final terms, structure and conditions of Water Project Funding in the amount of \$1,600,000 to the City of Grants ("City") for its Flood Prevention Project. This action is a result of the Water Trust Board recommendations approved on May 7, 2020.

The approved funding structure consists of a 40% loan in the amount of \$640,000, and a 60% grant in the amount of \$960,000. The loan component is a 20-year term at a net effective interest rate of .25% (0% interest rate with an administrative fee component of ¼ of 1%). The loan and grant are to be used by the City for the Construction of Phase IV of the 1st Street Pond & Pump Station Project.

To secure the funding agreement for the award, the City must submit the following Readiness to Proceed items **no later than September 30, 2020** by email only to WTBAdmin@nmfa.net.

SUBMISSION OF READINESS TO PROCEED ITEMS

This funding is conditional and the City must submit the following Readiness to Proceed ("RTP") items, as applicable, before the loan/grant agreement can be scheduled to close:

1. Updated Open Meetings Act Resolution;
2. A monthly draw-down schedule of project expenditures, including Month and Year;
3. Verification of required match in the amount of \$160,000;
4. Approval from NMED-CPB on all construction plans and specifications (****Please be aware that NMED-CPB has up to 30 days to review and comment***);
5. Verification that right-of-way and permits have been secured;

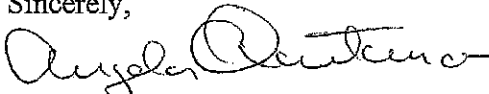
6. Executed Fiscal Administrator Agreement with Northwest Council of Government;
7. All contingencies must be satisfied **no later than September 30, 2020**; and
8. Any additional information requested by the NMFA Board or Water Trust Board.

Compliance with the RTP process is required to secure the funding for this project. To prevent any delays in securing the funding, please begin preparing the RTP information upon receipt of this notice. When all of the RTP criteria have been submitted, outside counsel for NMFA will draft the funding agreement and will contact the City directly for closing arrangements.

As part of the technical oversight of Water Project Funds, all project documentation (design and construction plans, contracts, bids, etc.), must be reviewed and approved by the New Mexico Environment Department, Construction Programs Bureau. Please contact David Bishop, Project Manager Supervisor, (505) 222-9567, david.bishop@state.nm.us, to confirm technical requirements for this project*.

Please contact me at WTBAdmin@nmfa.net or (505) 992-9648 if you have any questions regarding the RTP information.

Sincerely,



Angela Quintana
Senior Program Administrator

cc: Donald Jaramillo, City of Grants, projects@grantsnm.gov
Laura Jaramillo, City of Grants, manager@grantsnm.gov
Mario Juarez-Infante, Wilson & Co., Mario.juarez-infante@wilsonco.com
David Bishop, NMED-CPB, David.bishop@state.nm.us
Evan Williams, NWCOG, ewilliams@nwnmcog.org



9b.

New Business

Resolution

20-35

Reinvestment of Current Investments

Cibola County Commission

Daniel J. Torrez, Chairman
Robert Windhorst, 1st Vice-Chair
Martha Garcia, 2nd Vice-Chair
Christine Lowery, Commissioner
Ralph Lucero, 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. 20-35 – Recommendations of Advisory Committee Regarding
Reinvestment of Current Investments**

Fiscal Year 2020

WHEREAS, the Board of County Commissioners (BOCC) 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; and

WHEREAS, the BOCC approved an investment policy and delegated an Advisory Investment Committee (AIC) on January 25, 2019; and

WHEREAS, the AIC met in an open public meeting on June 23, 2020 to determine a recommendation for Cibola County's governing body on where to reinvest its US Bank CD as it is maturing July 12, 2020 and based on the current policy; and

WHEREAS, to determine a recommendation on what to do with a TBK Bank CD that rolled over for another two years but should have been deposited into the Local Government Investment Pool (LGIP) pursuant to resolution 19-70 as TBK Bank did not meet the insurance/collateralization requirement of 100% per the County's investment policy at that time; and

WHEREAS, the AIC has determined that in order to meet fluctuating state and bond reserve requirements and meet the criteria in the investment policy, that it is in the best interest of the county to rescind Resolution 19-70, keep all current investments in their current investment instruments until maturity as TBK now meets the 100% insurance/collateralization requirement of the county's investment policy. The AIC will meet before the next maturity dates to determine where best to reinvest and get governing body approval per the investment policy. When the US Bank CD matures on July 12, 2020, the Treasurer will move those funds to the LGIP for reinvestment.

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 investment adjustments included in

Cibola County

Cibola County Commission

Daniel J. Torrez, Chairman
Robert Windhorst, 1st Vice-Chair
Martha Garcia, 2nd Vice-Chair
Christine Lowery, Commissioner
Ralph Lucero, Commissioner

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



Kate Fletcher
County Manager

this document are deemed necessary to the operations of the County for the 2020 fiscal year ending June 30, 2020.

PASSED, APPROVED and ADOPTED by the governing body at a special meeting on the 25th day of June 2020.

THE BOARD OF COUNTY COMMISSIONERS:

Daniel Torrez, Chairman

Robert Windhorst, 1st Vice-Chair

Martha Garcia, 2nd Vice-Chair

Dr. Christina Lowery, Commissioner

Ralph Lucero, Commissioner

ATTEST:

Michelle E Dominguez, County Clerk



9c.

New Business

Appointment of 1 New
Hospital Member

Letter of Interest and Resume

QUEST TITLE COMPANY
1016 Rodeo Rd.
Grants, NM 87020
505-287-4383

June 5, 2020

TO: Cibola County Manager

Good Morning Kate,

I would like to be considered for the position of board member representing Cibola County on the Cibola County Hospital board.

Thank you for your time.

J. Hurtado

Josephine Hurtado
505-290-0381

June 16, 2020

To whom it may concern,

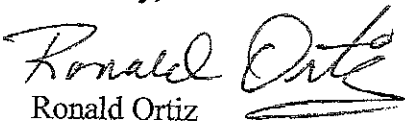
My name is Ronald L. Ortiz, Sr. This letter is to inform you of my interest to serve on the Cibola General Hospital Board, a position I was honored to serve Cibola County residents for nine (9) years in the past. Three of those years, I served as board president.

As a recent retiree, I am entering the next chapter of my life. In that next chapter, I would like to again serve on the hospital board. With my skills and experience, including 40-plus years in retail business, I'm confident I can make a positive impact.

In addition to serving on the hospital board, I've served as City of Grants mayor and councilor, Chamber of Commerce board member and president, and Rotary Club member and president.

A passion of mine in the past, present, and future, is to serve the residents. I'd be honored and thankful to once again serve on the hospital board. Your support would be much appreciated.

Sincerely,


Ronald Ortiz



RO

RONALD L. ORTIZ SR.

P.O. BOX 832, GRANTS, NM 87020
1 (505) 221-1845

OBJECTIVE

After retiring from 30+ years in retail sales, I am ready to start a new chapter in my life, utilizing my experiences and skills, maintaining and making the environment for those around me a better place.

SKILLS

Utilizing my management experiences and people skills, along with my systematic way of handling simple to complex cases will serve me well in a "hands on" environment and in working with others to accomplish a common goal.

EXPERIENCE

STORE MANAGER • JOHN BROOKS • 1989 - 2018

Supervision of all departments, grosses 40-50 employees, responsible for all department inventories, payroll

STORE MANAGER • BIG SAVE SUPERVALUE • 1985 - 1989

Merchandise inventory, forklift operator, payroll, 40-50 employees, trained in all departments

SUPERVISOR • CENTURY GEO PHY. CORP. • 1975 - 1985

Underground Logging – results for uranium / Surface Logging – location and grade

ATTENDANT • TEXACO GAS • 1984 - 1985

Pump gas, change oil, manage cash register, and inventory

STOCKER • STURGES MARKET • 1980-1984

Stock, check, sack, inventory, books

STOCKER • FOODWAY MARKET • 1970-1972

Stock, check, sack, inventory, books

PUBLIC SERVICE

City of Grants Councilman

City of Grants Mayor

Chamber of Commerce - President

Cibola County Schools – Board Member

Cibola General Hospital – Chair Member

Grants Rotary Club - President



9d.

New Business

Flood Plain
Development Permit

Permit Number 2020-001



Receipt Number: R00005790

Cashier Name: Nancy Homra-Jewell

Terminal Number: 5

Receipt Date: 6/5/2020 2:53:42 PM

Transaction Code: Misc - Micellaneous Receipts

INFRASTRUCTURE FLOOD PERMIT/JAMES ERBES 25.00

402 - Road Infastructure Permit 25.00

Product: 402 - Road Infastructure Permit Units: 0.00 Amount:

25.00

Total Balance Due: \$25.00

Payment Method: Cash Reference Amount:

\$25.00

Total Payment Received: \$25.00

Change: \$0.00

Cibola County Floodplain Development Permit Application

Application # FP 2020-001 ☒ Use Permit ☐ Variance ☐ Appeal
Permit Fee \$25.00

Date May 21, 2020

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.

James R. Erbes

(Print name of Agent/Owner)

(Signature of Agent/Owner)

James R. Erbes

Date

May 21, 2020

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

Owner or Agent James R Erbes

Owner Name (if agent) _____

Mailing Address P.O. Box 501. City Alamogordo, NM 88311

Property Address (from County Addressor) 109 Plano (See enclosed)

State NM Zip Code 87005 Phone 480-392-8550

Engineer None

Property Legal Description (See enclosed deed) Plano Colorado Block 6

Description of Work (Check all applicable boxes)

Lot: 11

Unit: 2.5 Ac

A. Structural Development

Activity Structure Type

☐ New Structure* ☐ Residential (1-4 Family)

☐ Addition* ☐ Residential (4+ Family)

☐ Renovations*/Repairs*/ ☒ Non-Residential (Floodproofing? ☐ Yes) (install driveway)

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): Assistance Needed by Don NOR ft.(NAVD1988)

Highest adjacent grade at the development site (natural ground): from Anna Larson 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)

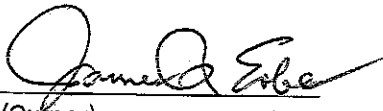
THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOD (INCLUDING BASEMENT) OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING WILL BE ELEVATED TO AT LEAST THE 100-YEAR (BASE) FLOOD ELEVATION (IF AVAILABLE) OR AT LEAST TWO FEET ABOVE THE HIGHEST ADJACENT GRADE (IN AO ZONES), AND THAT IF THE DEVELOPMENT 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 21st Day of May, 2020



(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:

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

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

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

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 _____

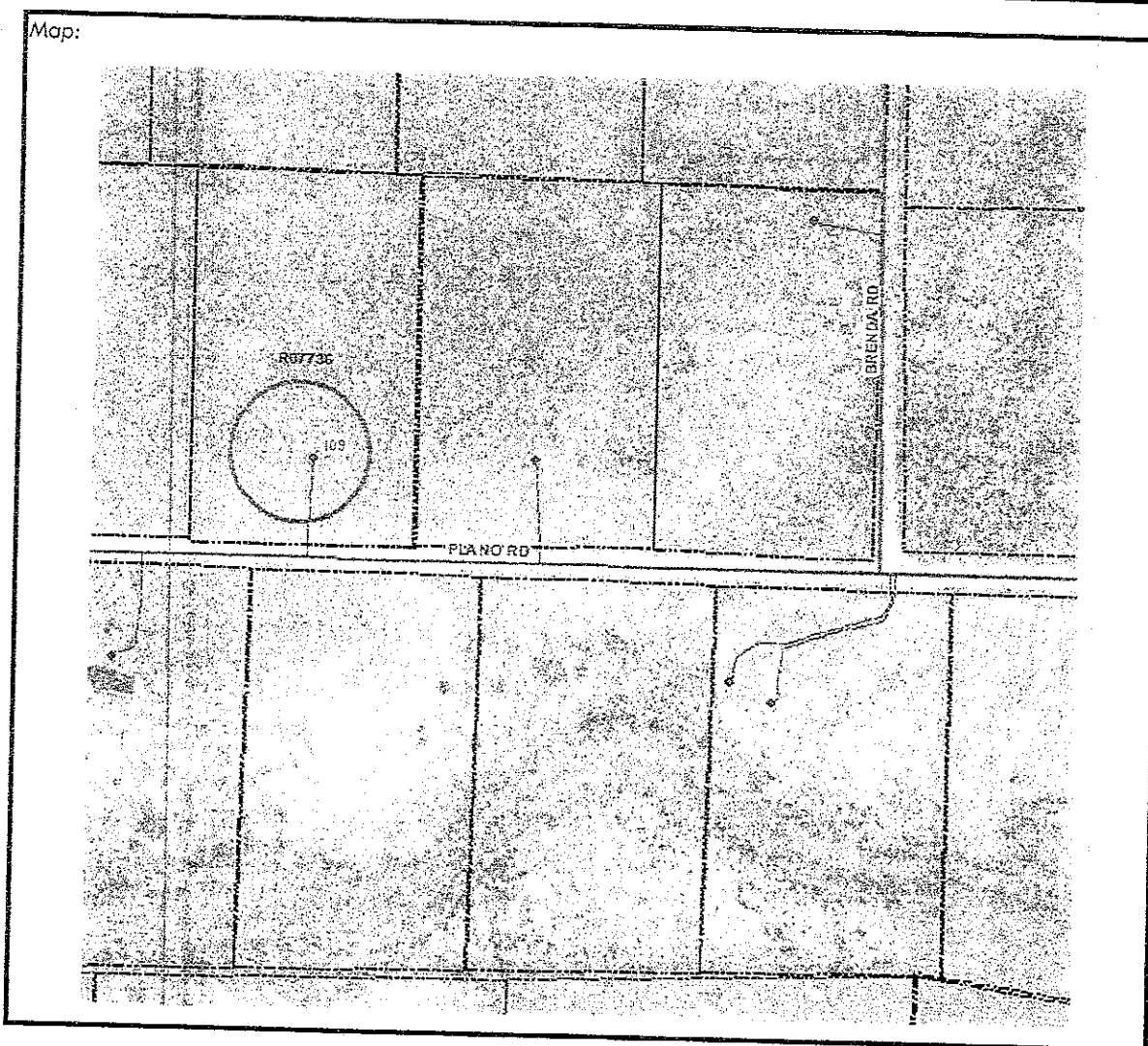
Commission Action Confirmed By: _____
Floodplain Administrator Date of BCC meeting

MESSAGE

Receipt
Message For James Erbos
from Clarks County Treasurer date 05/27/2010
number 253-845-8066 time 10:15 AM
Message Paul Hood CO (400-328-8550)
15 permit infrastructure JAMES ERBOS
25 flood permit
500 cord
taken by Christina
signature [Signature] supervisor [Signature]
date 05/27/2010

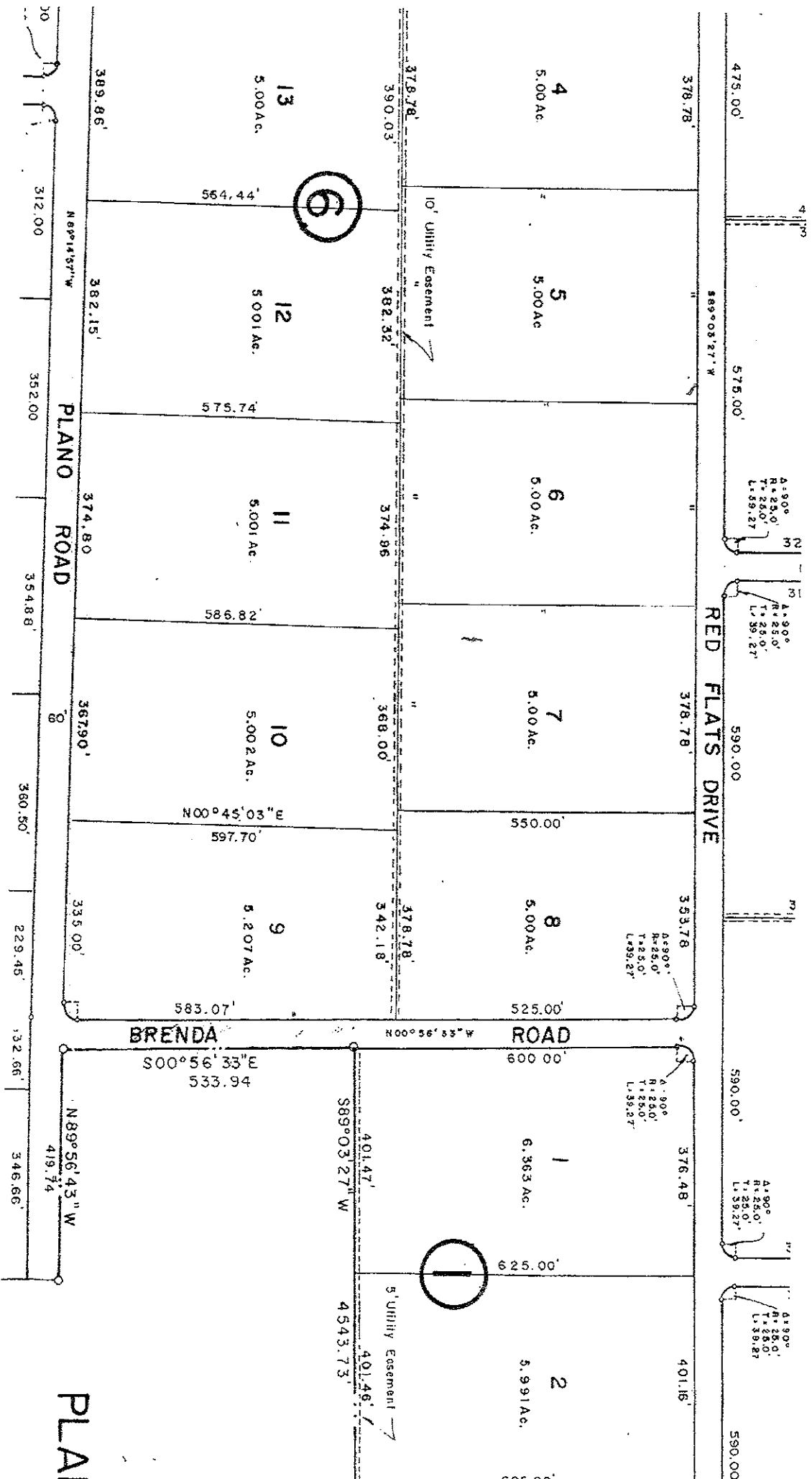
| | | |
|--|---------------------|----------------------|
| Name: JAMES ERBES | | |
| Mailing Address: P.O. BOX 6095 | | |
| City: SCOTTSDALE | State: AZ | Zip: 85261 |

| | | | |
|---|--|---|--------------------------|
| Date: November 2, 2017 | Phone: | Rural Address: 109 | Road: PLANO RD |
| Letter Sent: November 2, 2017 | RA Spreadsheet: November 2, 2017 | Notes: R07736 ADDRESS MAINTENANCE CONFIRMATION | |



Darryl McCullough
Rural Addressing Coordinator
700 E. Roosevelt, Suite 50
Grants, NM 87020

dmccullough@co.cibola.nm.us
(505)285-2515 – Voice
(505)285-5434 – Fax



May 20, 2020

To: Gary Porter, Public Works Director
email: Audrey@co.cibola.NM.US
and

ANNA LARSON, Cibola County Planning
email: aLarson@co.cibola.NM.US

From: James R Etbes
etbes@hotmail.com

James R Etbes
Tel: 480-392-8550

Thank
you

1. Please send me the forms that I must
complete to my email so I can get driveway
constructed from Plano Road onto 109 Plano Rd

OK

Please
Note

2. Mr. Porter, please visit my property
& let me know if a 12 inch diameter
culvert is ok & width of driveway
that is needed. Also length of culvert needed.
(Hopefully - two 16 ft culverts joined together
will be OK). Any other requirements
can be written on the enclosed drawing
that I am including with this email.

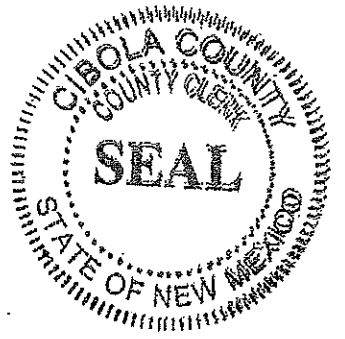
OK = He said OK

3. No Dwelling is planned at this time - just access to
my land is needed. Thank you

He said
2 culverts
connected
with clamp
w/ joint needed

James R Etbes
Mr. Porter Made Visit
& said 24 inch culvert needed

SPECIAL QUITCLAIM DEED



Darlene Grey, a single woman

for consideration paid, quitclaim to:

James R. Erbes, a married man dealing in his sole and separate property

whose address is: PO Box 160, Otis Orchards, WA 99027

the following described real estate in Cibola County, New Mexico:

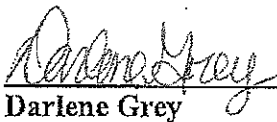
PLANO COLORADO BLOCK: 6 LOT: 9 UNIT: 2 5.21 AC

PLANO COLORADO BLOCK: 6 LOT: 10 UNIT: 2.5 AC

PLANO COLORADO BLOCK: 6 LOT: 11 UNIT: 2.5 AC

← 109

Witness my hand(s) and seal(s) on ^{25th} ~~13th~~ day of March, 2019


Darlene Grey

STATE OF NEW MEXICO)
) ss.
COUNTY OF Cibola)

This instrument was acknowledged before me on 25th day of March, 2019, by Darlene Grey, a single woman.

My Commission Expires: August 6, 2022

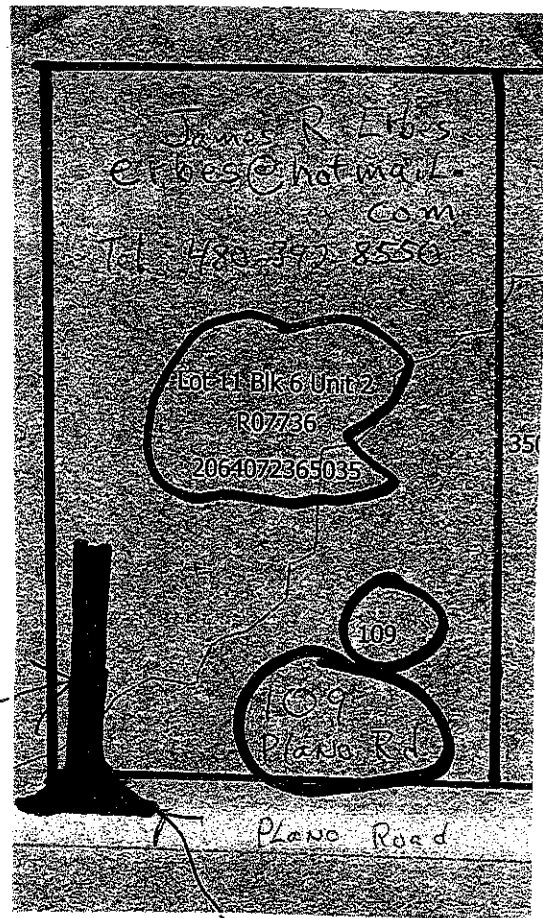

Notary Public



OFFICIAL SEAL
Sonya Sperling
NOTARY PUBLIC - STATE OF NEW MEXICO

My Commission Expires: August 6, 2022





Location
of
Driveway
from Plano Road
into 109 Plano Road

Location of culvert
2 culverts to
be 24 inch
Diameter.
Each culvert 16
feet Long

Driveway
off of
Plano Road
to gain access
To 109 Plano
Road, Bluewater,
NM.

Driveway
14 feet wide

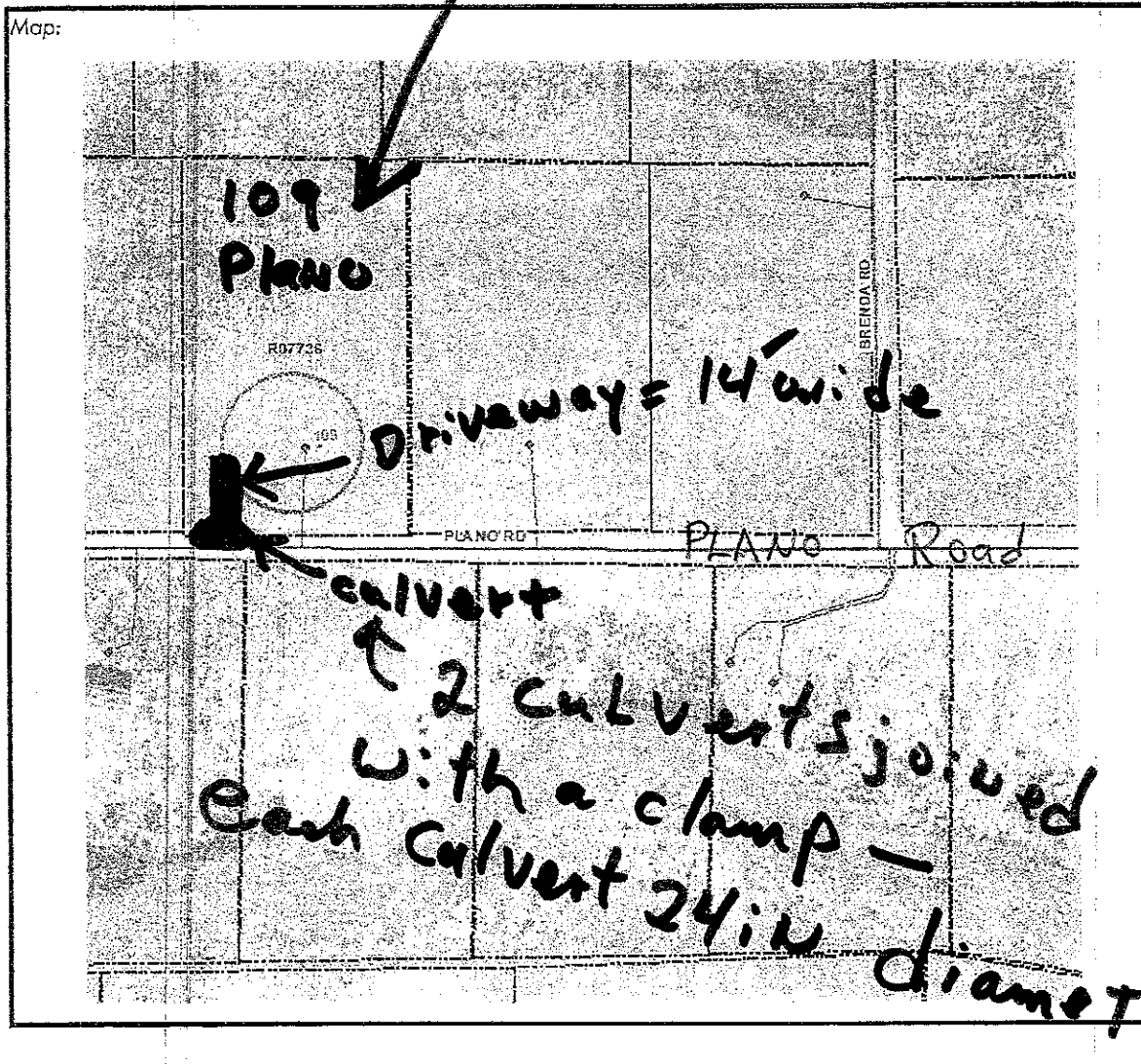
24 inch
Diameter
Culverts

Plano
Road

Plano
Road

| | | |
|-----------------------------------|--------------|---------------|
| Name: JAMES ERBES | | |
| Mailing Address: P.O. BOX 6095 | | |
| City: SCOTTSDALE | State: AZ | Zip: 85261 |

| | | | |
|----------------------------------|-------------------------------------|---|-------------------|
| Date: November 2, 2017 | Phone: | Rural Address: 109 | Road: PLANO RD |
| Letter Sent: November 2, 2017 | RA Spreadsheet: November 2, 2017 | Notes: R07736 ADDRESS MAINTENANCE CONFIRMATION | |



Darryl McCullough
Rural Addressing Coordinator
700 E. Roosevelt, Suite 50
Grants, NM 87020

dmcullough@co.cibola.nm.us
(505)285-2515 - Voice
(505)285-5434 - Fax



9e.

New Business

Resolution

20-36

County Owned Vehicle Policy



RESOLUTION 20-36

COUNTY-OWNED VEHICLE POLICY

1.0 PURPOSE

Vehicle operations are usually a County's greatest liability exposure and one of the leading causes of employee injury. The intent of this policy is to protect Cibola County's human, capital, and financial resources from accidental and intentional loss. This program will save lives, decrease injuries, minimize county costs and potential liabilities, and increase productivity and efficiency. Vehicles are also expensive to operate and to maintain, thus the County intends to set limits, guidelines, and transparency for take-home use.

2.0 POLICY

Cibola County will see that drivers are qualified and competent to operate assigned vehicles and equipment (the fleet), as set forth in this policy and that the fleet is appropriate for assigned tasks. Cibola County will provide a safe fleet and maintain the fleet in an acceptable state of readiness. Employees are expected to operate the fleet safely and promptly report deficient equipment or hazardous conditions.

When engaged in fleet operations, no task is more important than the safe operation of the fleet. Accidents involving the fleet will be reviewed for root cause identification and a preventability determination. Drivers involved in preventable accidents will be disciplined in accordance with Cibola County policies.

Take-home vehicles will be assigned sparingly for use within the County. Approval will be conditioned upon completion and approval of a Form discussed further herein so as to keep written record, to advise assignees of their responsibilities, and to provide for transparency.

Other than the Form attached hereto as an Appendix, Human Resources is delegated the authority to promulgate forms that may be required to achieve the County's purposes as stated herein.

3.0 THE DRIVER

3.1 IDENTIFY DRIVERS

Since not all employees operate the fleet, Cibola County will determine which employees are classified as county drivers. Cibola County will evaluate employees and/or positions based on their driving potential. Employees or positions will be classified as either "regular drivers" (daily essential function), "frequent drivers" (weekly essential function), "Limited drivers" (drive no more than three times per month) or "non-drivers" (employees that will not drive). "Regular and frequent drivers" shall meet all elements of this policy. "Limited drivers" shall meet minimal

driving and licensing requirements, e.g., comply with all traffic laws and Cibola County policies, possess a current and valid license, and meet MRV review criterion and driver training requirements.

3.2 DRIVER SELECTION/QUALIFICATIONS

Reasonable efforts will be made to select the most qualified and competent person for each job. Cibola County will not make driver selections based on subjective qualifications or experience along; the process will be systematic and objective. Driver selections and qualification will be analyzed during the hiring process. Cibola County's goal is to hire competent qualified employees and, if they driver for the County, that means competent qualified drivers.

3.3 VALID LICENSE

All drivers (current and prospective) shall have a valid license of the type of vehicles(s) operated on the job. Cibola County will retain a photocopy of all licenses in a driver or individual personnel file.

A Commercial Drivers License (CDL) is a legal requirement for certain vehicles. If a CDL or other license type is not required at hiring, the individual shall obtain proper licensing prior to operating such vehicles or equipment. The department head is responsible for timely reporting of license classification changes to the County Manager's Office (Human Resources Department).

3.4 INFORMATION RELEASE & BACKGROUND INVESTIGATION

All job applicants shall sign an information release. This release authorizes Cibola County to conduct a background investigation on the applicant's driving history. The Release form is attached as Appendix A. Once a release is obtained, Cibola County will contact references and previous/current employers. The background investigations shall be completed prior to a final job offer being extended. Cibola County will solicit information about the applicants' driving history, such as license status, citation history, possible restrictions, driving record, type(s) of vehicles driven, how frequently driver drove, and past accidents.

3.5 MOTOR VEHICLE RECORD (MVR) REVIEWS

MVR reviews shall be conducted on new hires applying for any position involving fleet operations prior to a final job offer being extended. New and existing employees; MVR will be reviewed at least semiannually.

Applicants with an acceptable record will be considered for employment; however, applicants with an unacceptable record will not be considered.

Employees having an unacceptable driving record shall automatically lose County driving privileges. These employees will be terminated or, the County's discretion reclassified or reassigned to a non-driving position if available. Unacceptable driving records will be evaluated on a case by case basis.

The flowing guidelines will be used:

A. Unacceptable Driver Record:

1. Three or more moving violation convictions in the past three years;

2. Two or more moving violation convictions in the past year;
3. Conviction of a major violation within the past three years;
4. A suspended, revoked, or restricted license for moving violations or conviction of a major violation within the past three years; or
5. Any other serious traffic violation.

B. Major Violations:

1. Reckless Driving
2. Speed Contests (Racing)
3. Leaving the scene of an accident
4. Failure to report and accident
5. DWI (alcohol or drugs) and/or refusal to take a breath or blood alcohol content test
6. Fleeing or attempting to elude police in a motor vehicle
7. homicide, manslaughter, or assault arising out of use of a vehicle

All drivers are required to immediately report any moving violation citation, major violation arrests or convictions, or license suspensions, revocations, or restrictions to their immediate supervisor.

3.6 MEDICAL EXAMINATION

Employees shall be medical qualified to operate vehicles in accordance with job requirements prior to commencing work. The offer of employments shall be contingent upon successfully completing the pre-employment physical examination. This examination shall screen for vision impairments and other illnesses detrimental to operating the fleet. CDL operators shall comply with Federal DOT regulations, which require physicals every two years.

3.7 "PRACTICAL EXAMINATION" PROFICIENCY TEST

Drivers shall demonstrate their proficiency by driving a vehicle or equipment similar to the one used on-the-job while being observed by a monitor.

Applicants/employees engaged in more difficult driving or who operate specialized vehicles or equipment shall be tested in a manner consistent with their duties and vehicle type. Specialized vehicles and equipment include, but are not limited to law enforcement vehicles, fire trucks, ambulances and rescue units, snowplows, backhoes, dozers, graders, and dump trucks.

"Regular, frequent and limited drivers" hired before this policy is adopted are not required to demonstrate their proficiency, unless their vehicle/equipment changes significantly or when the operator will be operating significantly different vehicles/equipment, or when the County has a reasonable basis to check the proficiency of an operator, such as poor driving record or involvement in fleet accidents or property damage.

Upon completion of this test, the monitor will sign a certification indicating that the applicant/employee either "possesses" or "does not possess" the skills necessary to safely operate the vehicle or equipment used during the test. Applicants/employees need only operate the vehicle or equipment used during the test. Applicants/employees need only pass a proficiency test once, unless their vehicles(s) or equipment changes significantly, or if the County has a reasonable basis to check the proficiency of an operator, such as poor driving record or involvement in fleet accidents or property damage.

Applicants failing to satisfactorily pass a test will be disqualified from the employment process. Existing employees may be given refresher or remedial training, and then retested. If an employee fails a second test, the County may elect: reassignment, driving restrictions, or termination (**Note: Prior to taking disciplinary action, consult with the County Manager, Human Resources Director, the County Attorney, or their designee.**)

4.0 THE VEHICLE

4.1 MOTOR VEHICLE & EQUIPMENT

Proper vehicle selection is often overlooked, yet can have catastrophic implications; therefore, department heads shall select the proper vehicle for the tasks involved. It is important to ensure that the County selects a safe and appropriate vehicle for the task.

4.2 MAINTENANCE & REPAIRS

Routine maintenance and repairs shall be conducted in a regular and timely fashion. The County shall develop and implement a system of checks and a schedule for vehicle maintenance. Fleet vehicles will be maintained in accordance with the manufacturer's recommendations at a minimum.

The County shall assign an individual to oversee and be responsible for fleet maintenance. If sufficient staff is not available, the County will assign an individual from each department to be responsible for vehicles under his or her charge.

Drivers are encouraged to take personal responsibility for and pride in the condition of their vehicles and equipment. The County shall develop a reporting process, where drivers can report vehicle problems and needs. Employees are required to immediately report vehicle problems or maintenance needs to their supervisor.

All maintenance and repair records, including maintenance or repair requests, will be retained for a minimum of three (3) years after the vehicle is no longer in service.

4.3 VEHICLE INSPECTIONS

A daily or pre-trip inspection shall be made on vehicles before operation to detect any obvious safety hazards or fleet deficiencies. Employees are required to conduct these inspections prior to driving. When approaching vehicles, for example, drivers should take time to notice the area around the vehicle. Look for damage, debris, fluid leaks, and hazard around the vehicle, and inspect the tires. It is the driver's responsibility to make sure the vehicle is in proper operating condition. Once inside the vehicle, the driver shall check for damaged or missing equipments, shall check all gauges, and shall adjust the seat and mirrors. The DOT has more stringent daily inspection regulations for vehicles weighing over 10,000 pounds. Vehicle damage or deficiencies will be immediately reported to the appropriate supervisor in writing.

Supervisors are responsible for ensuring that the fleet is in an acceptable state of readiness. Supervisors shall inspect vehicles at least quarterly for compliance with County policies and maintenance schedules, and shall identify employee omissions or abuse.

4.4 VEHICLE REPLACEMENT CYCLE

The County's decision on vehicle replacement is based on the economic impact of continued use and the degree of liability the County is willing to assume. Each department should identify the maximum usage parameters (economic life) of their fleet and replace the fleet cyclically. Once vehicle operational costs reach a certain point (economic life) it is no longer cost effective to keep these vehicles in service.

To prevent large budget shortfalls and unmanageable predicaments, once vehicle replacement cycles are determined for each department, the department manager may incorporate the appropriate percentage in his or her annual budget.

Priority should be given to replacement of emergency service vehicles.

5.0 PROGRAM MANAGEMENT

5.1 ACCIDENT REVIEW PROCESS

The County shall review all fleet accidents to identify root causes(s) and to determine the preventability of each accident. This review process shall result in corrective measure recommendations to management such as, but not limited to:

- A. Remedial or refresher training of operator;
- B. Review and/or modification of driver training and tactics;
- C. Modification or re-evaluation of fleet selection;
- D. Review or modification of applicable policies and procedures; or
- E. Evaluation of employees involved in the accident for vision defects, stress-related problems, or other conditions affecting fitness for duty.

All fleet accidents, regardless of how minor, are to be reported, investigated, and reviewed. Accident reviews should include associated police reports, supervisory investigative reports, and any other pertinent information. The review committee shall make a preventability determination.

5.2 CORRECTIVE ACTION

Violations of this policy shall be met with prescribed, announced disciplinary procedures ranging from re-training, counseling, suspension, temporary or permanent suspension of driving privileges, up to and including termination. In accordance with personnel rules, major or repeated violations may result in termination.

Safety policies and discipline for non-compliance will be clearly outlined and uniformly and completely enforced. Violations shall be dealt with sternly, fairly, and consistently. Thus, the County Manager and/or County Attorney should be involved in the disciplinary process. The County is encouraged to develop a safety reward/recognition process for individuals who carefully follow safety and driving rules, especially if their efforts have had demonstrable positive results.

5.3 DRIVER TRAINING

New drivers shall receive an orientation on organizational requirements before they operate the fleet, e.g., driving rules and procedures, and County expectations. Employees who negligently

operate the fleet will be subject to disciplinary action.

Drivers shall successfully complete the County's defensive driver's training program within six months of hire. Refresher training will be provided to all drivers at least every three years.

Remedial training will be available for drivers involved in preventable accidents, drivers receiving moving traffic violations convictions, and drivers whose supervisor determines are in need of additional drivers training. Remedial training will be provided within thirty (30) days of a preventability or supervisory determination, or traffic violation conviction notification.

From time to time, specialized professions such as law enforcement, public works, fire, and EMS may choose to use approved specialized courses to complete or in lieu of defensive driver's training. The New Mexico Association of Counties may approve specialized courses.

5.4 FITNESS TO OPERATE VEHICLES

Supervisors should be vigilant for signs or conditions that adversely affect an employee's ability to safely operate the fleet or perform the essential functions of a particular job. If it is suspected that an employee may not be able to safely operate a vehicle, the supervisor shall immediately report concerns to County Manager/County Attorney for follow up.

State law requires timely reporting of several medical and psychological conditions to the Motor Vehicle Division (MVD), e.g., neurological, psychological, epilepsy, loss of consciousness, dementia, cardiovascular, stroke, deafness, eye disorder, addictions(s), diabetes with insulin prescription, hypoglycemia, orthopedic/prosthetic, ESRD (renal dialysis), and sleep disorder. Employees experiencing any of these conditions shall comply with State law and report them to the MVD. Employees experiencing a medical condition that is affecting their ability to safely operate the fleet will be evaluated on a case-by-case basis.

The employee shall report to the County the use of any medications that may impair their ability to safely drive.

5.5 SUBSTANCE ABUSE TESTING

The County has a vital interest in maintaining safe and efficient working conditions for its employees and citizens. Employees under the influence of alcohol or drugs pose serious safety and health risks not only to the user but also to all those in contact with the user. Therefore, the County shall institute post-accident substance abuse testing.

Drivers shall be tested when an accident has serious consequences for the employee or County. Drivers involved in the following types of fleet accidents shall be tested:

- A. An individual dies;
- B. An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident;
- C. One or more vehicles incur disabling damage because of the accident and are transported away from the scene by a tow truck or other vehicle; or
- D. The driver is involved in a citable accident.

For the purposes of this policy, an "Accident" shall mean an occurrence associated with the operation of a County vehicle or other heavy equipment or machinery such as backhoes, loaders,

and graders.

"Citable accident" shall mean an accident in which the County driver received or could have received a traffic citation for causing the accident.

5.6 PERFORMANCE EVALUATIONS

To be effective, employees at all levels of the County shall be held accountable for their loss prevention results. Every employee will be measured and evaluated based on their fleet accident prevention results and performance. Preventable accidents, traffic citations received in a fleet vehicle, and unsafe driving records shall also be considered.

5.7 VEHICLE PURSUIT; POST INCIDENT REVIEW

The County's pursuit policy shall comply with New Mexico state law and nationally recognized standards, such as the International Association of Chiefs of Police (IACP) model policy, and the Commission for Accrediting Law Enforcement Agencies (CALEA) standards. These professional organizations recommend objective and timely review of all pursuits. Therefore, each pursuit will be reviewed by the Sheriff for compliance with department policy as well as with national standards. The Post-Pursuit Review form is attached as Appendix G.

5.8 USE OF PERSONAL VEHICLE

Use of personal vehicles for County business is discouraged at all times. In rare instances where a County vehicle is not available, the employee's immediate supervisor must pre-authorize use of a personal vehicle. In every case, employees using personal vehicles for County business have to be insured in accordance with state law and need to provide proof of valid insurance to their immediate supervisor. Under no circumstances is an employee authorized to use an uninsured vehicle for County business.

If an employee uses his or her personal vehicle for County business, that employee's personal insurance is considered the primary coverage and the employee's personal insurance is responsible for liability coverage.

5.9 ASSIGNED TAKE HOME VEHICLE PROGRAM

To improve services, County government has a bona fide need to assign take home vehicles to certain County employees, e.g., law enforcement personnel and on-call staff. In no event will an employee routinely take a vehicle out-of-county. Prior to assignment of a take-home vehicle, the Assignment of County Vehicles Form, **Appendix A of this Policy**, must be completed and approved. This policy is not intended to limit or restrict elected officials' authority; it is, however, necessary for efficient management and for limiting the County's liability exposure.

5.10 GENERAL VEHICLE POLICIES

- A. Use of the fleet is restricted to official County business only.
- B. Only Cibola County employees, volunteers, or others authorized through Joint Powers Agreements (JPA) or Memorandum of Understanding (MOU) may operate any vehicle in the fleet. Absent a formal policy, operators and passengers are restricted to County employees or those otherwise on official County business.

- C. Employees shall operate vehicles in the fleet in compliance with New Mexico traffic laws, operator licensing requirements, vehicle dimension and weight limits, County policies, and vehicle and equipment requirements.
- D. Use of cellular telephones is discouraged while operating vehicles, unless a hands free system is used. Employees shall use due caution when using cellular telephones while the vehicle is in motion. The primary responsibility of employees engaged in fleet operations is the safe operation of the vehicle. Employees are encouraged to park the vehicle safely out of traffic prior to engaging in a cellular conversation.
- E. Employees are responsible for reporting any vehicle or equipment mechanical problems, damage, or accidents to their immediate supervisor as soon as possible.

PASSED, APPROVED and ADOPTED by the Board of County Commissioners of Cibola County on this 25th day of June, 2020.

BOARD OF COUNTY COMMISSIONERS

Daniel Torrez, Chairman

Robert Windhorst, Vice Chair

Martha Garcia, Second Vice-Chair

Ralph Lucero, Member

Christine Lowery, Member

ATTEST:

Michelle E. Dominguez
County Clerk

INSTRUCTIONS

ASSIGNMENT OF CIBOLA COUNTY VEHICLES

FOR TAKE-HOME PURPOSES

Prior to allowing any employee to take a Cibola County-owned vehicle home, an assignment form must be completed in accordance with the following instructions.

- 1. Department Director must complete the assignment form to include their signature and date. He or she must then have employee sign and date the employee section and then submit the form to the Cibola County Manager for approval.**
- 2. The Cibola County Manager will approve or deny the requested assignment, sign and date the form and return it to the Human Resources Director.**
- 3. The Human Resources Director will return one fully executed copy to the employee and another to the Department Director.**
- 4. The Department Director is responsible for notifying the Human Resources Director (in writing) of any change in the vehicle assigned to a particular employee.**

Note: In cases where a vehicle is being assigned to a Department Director, he or she should complete and sign both the request section (*Department Director*) and the acknowledgment section (*Employee*).

ASSIGNMENT OF CIBOLA COUNTY VEHICLE FOR TAKE-HOME PURPOSES

EMPLOYEE: _____ **DEPARTMENT:** _____

ADDRESS WHERE VEHICLE WILL BE HOUSED INSIDE CIBOLA COUNTY LIMITS AT:
(If the address changes the Dept. Director must be notified immediately and a new form must be completed)

_____ street / City / Zip / County

Number of miles driven to this address, one way, from employee's office: _____

VEHICLE DESCRIPTION:

Year: _____ Make: _____ Model: _____

VIN: _____ Cibola County Asset Number: _____

Condition Upon Checking Out:

Condition Upon Return:

If you are assigned a different vehicle for any reason, you are to fill out a new form and ensure that it is completed, signed, and turned into the Human Resources Department immediately.

Approval is requested for the above-named employee to be assigned the described vehicle for take-home purposes as follows:

- ☐ Overnight and/or on weekends on a regular basis
- ☐ Overnight and/or on weekends only when on call
- ☐ Other: (_____)

Justification for Request: _____

I understand that it is my responsibility, as the Department Director, to notify the HR Department immediately if any of this information changes or if the employee is assigned a different vehicle.

Signature of Department Director

Date

I hereby acknowledge that I have been assigned the primary responsibility for the vehicle described above. I further acknowledge that I have received a copy of the Cibola County's Vehicle Policy regarding the use of Cibola County vehicles and that I understand and will comply with the provisions of the Cibola County Vehicle Policy (2020).

Signature of Employee

Date

The above assignment is:

☐ Approved ☐ Denied

Signature of Cibola County Manager

Date

USE OF CIBOLA COUNTY VEHICLES FOR TAKE-HOME PURPOSES

If you are assigned the use of Cibola County automobiles, trucks or equipment, you are expected to drive them with due care especially observing all laws and rules of the road. All assigned vehicles/equipment must be maintained in a clean and sanitary condition at all times by the operator of such vehicles/equipment. Any vehicle operating problems must be reported to your supervisor or department head for immediate corrective action. Cibola County stresses preventive maintenance, and every operator of Cibola County vehicles/equipment is expected to cooperate by adhering to the maintenance schedule and reporting vehicle deficiencies without delay.

Only Cibola County employees with the appropriate type of valid New Mexico driver's license may operate a Cibola County-owned vehicle. Employees may operate Cibola County vehicles during normal working hours or shift assignments based upon authorization of their Department Director for Cibola County-related use only. It is the Department Director's duty to ascertain that an operator assigned to drive a vehicle, even if on a temporary basis, holds a valid driver's license and is in sound condition to operate the vehicle. The employee is required to have his/her driver's license in their possession at all times while operating a Cibola County vehicle.

If you are assigned a Cibola County-owned vehicle on a regular basis, you have the responsibility of seeing that it is adequately serviced (gas, oil, filters, lubrication, tire pressure and replacement, maintenance for safety, etc.). Items in need of a repair and/or replacement nature should normally be carried out by the Cibola County's Fleet Service; however, in cases where your assigned vehicle cannot be repaired or serviced in a timely manner by Fleet Services due to that department's priorities, you must report the need for repairs or maintenance to your Department Director who will make arrangements for alternative maintenance or repair service.

If you are on call or are expected to act on behalf of Cibola County during other than normal working hours or shift assignments, you may be assigned the use of a Cibola County-owned vehicle for take-home purposes. Cibola County-owned vehicles taken home may be used only by the employee for Cibola County-related business.

Nothing in the Cibola County Vehicle Policy is intended to prohibit any authorized employee from using a Cibola County vehicle as transportation for purposes directly related to the performance of Cibola County duties during work assignments or on a call out. Employees are not prohibited from being in a Cibola County vehicle while taking reasonable breaks for lunch, coffee, etc. during working hours or in route to work or on a call; however, in no instance should an employee purchase alcoholic beverages or frequent taverns, clubs or other drinking establishments while using a Cibola County-owned vehicle.

Failure to comply with the provisions of this policy will result in appropriate disciplinary action.