

TORRANCE **C**OUNTY
COMMISSION MEETING
JULY 26TH, 2017
9:00 A.M.

FOR PUBLIC VIEW, DO NOT REMOVE



Torrance County Commission

Regular Meeting to be Held at:
Administrative Offices of Torrance County
Commission Chambers
205 9th Street
Estancia, NM 87016

AGENDA

July 26th, 2017
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

Approval of Minutes: July 12th, 2017 Regular Meeting
Approval of Meeting Agenda
Approval of Consent Agenda:
1. Approval of Checks

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

(Public Comment, each item: At the Discretion of the Commission Chair. Comments are limited to one (1) minute per person.)

*** Department Requests/Reports:**

1. Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission
2. Request to Hire Part-time Tax Specialist – Tracy Sedillo, Treasurer
3. Resolution 2017-036 Updating Treasurer’s Fee Policy – Tracy Sedillo, Treasurer
4. Request DHSEM Disaster Assistance Grant Ratification – Martin Lucero, Emergency Manager
5. Resolution 2017-037 Fourth Quarter Report for Fiscal Year 2016-2017 – Amanda Tenorio, Finance Director
6. Orkin Pest Control Service Agreement
 - a. Administrative Building
 - b. Judicial Complex

***Commission Matters:**

7. Introducing a Five Person Commission - Michael Godey, Resident
8. Resolution 2017-038 2017-2018 Budget Adoption – Amanda Tenorio, Finance Director

***County Manager Requests/Reports:**

9. Introduction of New County Fire Chief
10. Ratification of County Clerk Request to Fund the Conversion of a Part-Time Position to a Full-Time Position
11. Ratification of County Fire Department Safety Officer Stipend Payment
12. Update

Public Comment / Requests: At the Discretion of the Commission Chair. For Information Only (No Action Can Be Taken). Comments are limited to three (3) minutes per person on any subject.

EXECUTIVE SESSION:

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be Discussed in Closed Session:

- a) Pending or Threatened Litigation: Pursuant to Section 10-15-1(H)(7), ref: Aztec vs. Torrance County
- b) Pending or Threatened Litigation: Pursuant to Section 10-15-1(H)(7), ref: Cullin vs. Torrance County

***Reconvene from Executive Session:**

Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:

- c) Consider and Act upon, Pending or Threatened Litigation: Pursuant to Section 10-15-1(H)(7), ref: Aztec vs. Torrance County, if necessary
- d) Consider and Act upon, Pending or Threatened Litigation: Pursuant to Section 10-15-1(H)(7), ref: Cullin vs. Torrance County, if necessary

***Adjourn**



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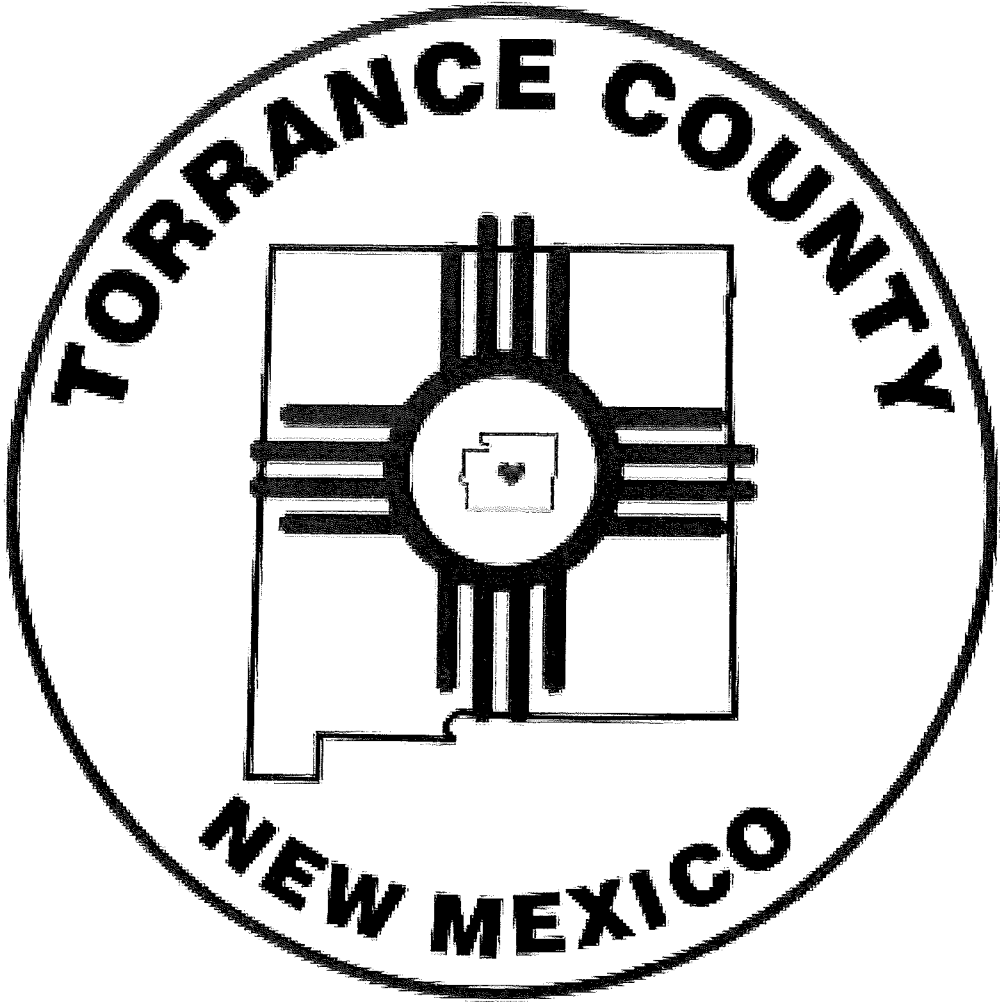
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*Adjourn



Minutes

DRAFT COPY
TORRANCE COUNTY BOARD OF COMMISSIONERS
REGULAR COMMISSION MEETING
JULY 12th, 2017

COMMISSIONERS PRESENT: JAVIER SANCHEZ-CHAIRMAN
JAMES FROST-MEMBER
JULIA DUCHARME-MEMBER

OTHERS PRESENT: BELINDA GARLAND-COUNTY MANAGER
ANNETTE ORTIZ-DEPUTY COUNTY MANAGER
DENNIS WALLIN-COUNTY ATTORNEY
YVONNE OTERO-ADMIN. ASST. I

CALL MEETING TO ORDER

Chairman Sanchez calls the meeting to order at 9:02 a.m. and calls for a Commission Roll Call. Commission District 1-Present, Commission District 2-Present, & Commission District 3-Present. Torrance County Junior Deputies lead Pledge of Allegiance and Mr. Joe B. Garcia gives the invocation.

APPROVAL OF THE JUNE 28th, 2017 REGULAR COMMISSION MEETING MINUTES

Chairman Sanchez asks for a motion to approve the June 28th, 2017 Regular Commission Meeting Minutes. **ACTION TAKEN:** Madam Commissioner Ducharme makes a motion to approve the June 28th, 2017, Regular Commission Meeting Minutes. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

APPROVAL OF THE July 12th, 2017 REGULAR COMMISSION MEETING AGENDA

Chairman Sanchez asks for a motion to approve the July 12th, 2017 Regular Commission Meeting Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the July 12th, 2017 Regular Commission Meeting Agenda. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

APPROVAL OF CONSENT AGENDA

Chairman Sanchez asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in Favor. **MOTION CARRIED.**

ACTION ITEMS

***Department Requests/Reports:**

1.) Updates:

a.) Various County Departments

Hannah Sanchez-Administrative Assistant Torrance County Fire Department- Ms. Sanchez states that the loan for the purchase of the new Tinder Truck was approved last week and was delivered on Friday. If anyone is interested in looking at the new truck it is out front in the parking lot for viewing.

Nick Sedillo-Safety Officer- Mr. Sedillo states that we just received our 26 week update from NMAC with RAP and we are right on track with our goals. We have half a year left and we are hoping to have another great report. In December we will have completed year 10. Mr. Sedillo would also like to thank all of the RAP instructors on a job well done by teaching our employees to be safe.

d.) Commission

District 1 James Frost- Commissioner Frost would like to inform everyone if they didn't already know, that Mr. Blake Williams from the radio station passed away. Mr. Williams did a great job at the radio station and he will be greatly missed and difficult to replace.

District 2 Julia Ducharme- Madam Commissioner Ducharme states that garbage is heavy on her mind. The reason garbage is so heavy on Madam Commissioner Ducharme's mind is because we allocated \$100,000.00 to pay tipping fees. What are tipping fees? When garbage comes from the stations to the landfills the garbage is weighed, and the county is then charged by the ton for the garbage that is brought in. The county is paying about \$10,000.00 per month. What we need to do is be more aware of what we dump and try to reduce the amount of waste that is sent to the landfills by recycling. The less we dump the more we save.

District 3 Javier Sanchez- Chairman Sanchez states that he held some public meetings in Mountainair, Estancia & Tajiue is regards to suggestions for projects for the county. There was a great turnout at all meetings and he would like to thank all those that participated. Chairman Sanchez also mentions that there was an investment committee meeting held and there are some suggestions there as well. Both of these topics will be discussed at a later time in the meeting.

2.) Request Approval of Professional Services Contract FY-2018-DWI-01 with Sharon "Trish" Daino- Tracey Master, DWI Prevention Coordinator

Ms. Master states that this is a professional services contract with Torrance County and Sharon "Trish" Daino for treatment for individuals that have been convicted of a DWI. This was on the agenda a couple of meetings ago but had to be put on hold because here was a lag on approval from DFA. This has been approved by DFA and now Ms. Master is requesting the approval from the Commission.

Madame Commissioner Ducharme asks Ms. Master if there is funding for this. Ms. Master replies that yes it is through the distribution fund. The grant is still on hold. Madame Commissioner Ducharme asks Ms. Master what she means by distribution fund. Ms. Master replies that this comes to us from the Department of Finance and Administration Local Government Division Special Programs Bureau. There are two separate sides to the funding, the distribution is automatic but formulaic in nature, and for this year we are getting \$78,586.00. The grant side is also approved but DFA is competitive in nature and we have tentatively been awarded \$60,000.00 but until the office of the State Auditor approves our audit that funding is on hold, but we do have the funding.

ACTION TAKEN: Commissioner Frost makes a motion to approve the Professional Services Contract FY-2018-DWI-01 with Sharon "Trish" Daino. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

3.) Resolution 2017-033 Amendment Cash & Line Item Transfer-Amanda Tenorio, Finance Director

Ms. Tenorio states that this resolution was approved at the last meeting but there were some changes so there needed to be an amendment made to show those adjustments in the cash transfer and Line Item Transfers.

ACTION TAKEN: Chairman Sanchez makes a motion to approve Amendment to Resolution 2017-033 Cash & Line Item Transfers. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

4.) Resolution 2017-035 Budget Increase-Amanda Tenorio, Finance Director

Ms. Tenorio states that this is a resolution whereas the Torrance County Commission did propose to authorize a budget increase in the FY 2016-17 Budget.

ACTION TAKEN: Commissioner Frost makes a motion to approve Resolution 2017-035 Budget Increase. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

***Commissioner Matters**

5.) Ratify the Contract between Torrance County and Department of Health for RPCHA

Ms. Angie Coburn introduces herself and Ms. Beth Fullerton with Presbyterian Medical Services. Ms. Coburn states that the county has already signed the contract for RPCHA. RPCHA is the ongoing funding for the day to day operations for the Mountainair Family Health Center. Ms. Coburn is asking that the Commission ratify this contract today. Ms. Coburn also states that there was a decrease in the funding for this from \$108,000.00 to \$80,700.00 and of that PMS will get \$73,100.00 to help in the operations in the clinic in Mountainair.

Madame Commissioner Ducharme asks why there are no dental services available in Mountainair. Ms. Coburn states it's because of lack of money and a big difficulty in recruiting

to get a dentist to come in to a rural area. Ms. Coburn states that with so much uncertainty at the federal level it's hard to get grants to help with the funding.

ACTION TAKEN: Chairman Sanchez makes a motion to approve to ratify the Contract between Torrance County and Department of Health for RPCCHA. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

6.) FY18 Rural Primary Health Care Act Professional Services Contract between Torrance County and Presbyterian Medical Services-Angie Coburn, PMS

Ms. Coburn states that this is the actual management contract between Torrance County and PMS. This comes from the fund of the \$73,000.00 that she mentioned in the previous agenda item. The full contract is \$80,700.00 and the county will get a percentage of this for overhead. Ms. Coburn is just requesting approval for the management contract so that PMS can continue providing services.

ACTION TAKEN: Chairman Sanchez makes a motion to approve the FY18 Rural Primary Health Care Act Professional Services contract between Torrance County and PMS. Commissioner Frost seconds the motion. Madame Commissioner Ducharme states that on page 3 item P that the contractor shall identify Torrance County as a funding source of the clinic. Does this mean that the County is the fiscal agent? Ms. Coburn replies that yes the County is the fiscal agent. No further discussion, all Commissioners in favor. **MOTION CARRIED**

7.) Presbyterian Medical Services Audit Report-Beth Fullerton & Angie Coburn, PMS

Ms. Coburn is presenting the Audit report for PMS and is also requesting a copy of the county's audit report to send in with the contact. Belinda Garland Torrance County Manager states that the audit report has not yet been released by the state auditor's office. Once it is release then we can provide a copy. Ms. Coburn states that the contract must be submitted by Monday the 17th. Ms. Garland states that she can provide Ms. Coburn with last year's audit report as that would be the most recent one. Ms. Coburn states that will be fine and once the new report is released she can submit that one to replace the report she submitted.

NO ACTION TAKE DISCUSSION ONLY

8.) Set Meeting for Commissioners, County Manager, and Torrance County EVSWA Representatives.

Chairman Sanchez states the he thinks it would be a good idea to have a meeting or some kind of workshop, now that we are in the budget process, to talk about an overall strategy on dealing with the tipping fees and other concerns with EVSWA. Since the Commission has not really met with the representative from EVSWA, it would be nice to meet with them and get some feedback from them as well as from the County Manager.

Madam Commissioner Ducharme states that she likes this idea. Chairman Sanchez states that a meeting should be scheduled soon maybe sometime next week. Madam Commissioner Ducharme states that she can come in on any day except for Monday. Commissioner Frost states that he is available anytime. Chairman Sanchez states that how about we have the

meeting a week from today here in the Commissioner chambers at 9:00 am. All the Commissioners agree that the meeting will be held July 19, 2017 at 9:00 am.

NO ACTION TAKEN DISCUSSION ONLY

9.) Ratify out of State Travel for Inmate Extradition Pick-Up order-Stephanie Dunlap, Sheriff Administrator

Ms. Garland states that she will present this for Stephanie because she is unable to attend the meeting because she is busy with the Junior Deputy's. Ms. Garland states that Torrance County was issued a court order for extradition of a prisoner and this requires the commission's approval for the out of state travel. This extradition took place before the commission could approve the out of state travel therefore Ms. Garland had to approve the travel. She is asking for ratification of this approval at this time.

ACTION TAKEN: Madam Commissioner Ducharme makes a motion to approve to ratify out of state travel for Inmate Extradition Pick-up Order. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

***County Manager Request/Reports:**

10.) Update

County Manager Belinda Garland gives her update. Ms. Garland reads from her itemized list of what she has been handling the past few weeks. Document hereto attached.

Madam Commissioner Ducharme states that she would like to thank Ms. Garland for such a detailed report.

***Public Hearing(s):**

A.) Public Hearing to consider an ordinance concerning illegal transportation of mobile homes into and within Torrance County

i. Adoption of Ordinance 2017-001 an ordinance addressing the safety, public health, and other regulatory concerns raised by mobile homes and other manufactured housing being brought into and transported within the county without a development permit having been previously acquired for such housing.

Mr. Steve Guetschow, Planning & Zoning explains what this Ordinance is trying to take care of. In the past there have been several contractors that are bringing mobile homes into or around the county without the proper permitting. When a contractor is moving a home into the county or within another area about the county they are required to obtain permits from both the state and the county. In most cases they have the state permits but have failed to acquire the permits from the county. The contractors are telling the home owners that they will handle the permitting process when in fact most of them fail to do so even at the state level. The purpose of this ordinance will allow Planning & Zoning to issue a criminal complaint against those contractors that do not acquire the proper permitting, because when P & Z issues the notice of

violation it all falls on the homeowner. This ordinance will place it against the contractor. Mr. Guetschow states that according to NMAC title 14 licensed contractors are bound to follow all state and local regulations and when they don't get the permit from us they are not following local regulations. Being that the workload on the state level is so deep and the workforce is low they don't really go too far into prosecuting those contractors on the violation. This ordinance will allow the courts to take over and set the fines which is about \$300.00 and up to 1 year in jail.

Madam Commissioner Ducharme asks Mr. Guetschow to please explain the difference between a mobile home and manufactured home. Mr. Guetschow explains the a mobile home is a vehicle and can be moved anywhere it is needed where as a Manufactured home is fabricated in a factory and is then brought and placed on the property on a permanent foundation.

Madam Commissioner Ducharme states that under Section 6 Enforcement & Administration, The Zoning officer has the authority to conduction inspection of mobile homes and manufactured housing (installed or uninstalled). Madam Commissioner Ducharme asks what exactly does that mean.

Mr. Guetschow states that there are a lot of mobile homes being moved around and in general terms what they call is "beached" on to properties. Some of them are moved by people who are under a notice of violation and before the court date these people tend to move the home to another property and it's not properly set up. Madam Commissioner Ducharme asks are we giving the authority to the zoning officer to conduct an inspection on all mobile homes in the county or which ones? Mr. Guetschow replies that yes, in the zoning regulations under development permits, that when they are set up they go out and inspect to make sure that they are set up properly. Madam Commissioner Ducharme states that this particular section is not clear. Mr. Guetschow replies that if himself or Mr. DeCosta are out and they know of a mobile home that has not been permitted they will issue a violation. Madam Commissioner Ducharme states that it's not clear.

Mr. Dennis Wallin states that he may be able to clear this up. Mr. Wallin states the Ordinance is set up for mobile homes that are being transported into the county. Mr. Wallin states that there was an instance in the northern part of the county where a mobile home was brought in, no permits were issued, and it was even placed on the wrong lot. What this ordinance will require is 1.) Require transporters of mobile homes to get permit and 2.) To give authority to the zoning code enforcement officer if they see a mobile home that they know doesn't have a development permit to issue a notice of violation. Its geared toward something new that has been moved into the county that they know doesn't have a development permit. At that point P & Z will then have the right to do those inspections. This ordinance does not allow them to go in and inspect any mobile home that is already set up. Madam Commissioner Ducharme requests that the language in this section be changed to state that those homes in question or recently moved into the county. Mr. Wallin states that yes the language can be changed, but it is part of this ordinance and the ordinance already addresses the illegal transportation.

Mr. Guetschow states that when they do find a mobile home that has been beached on a property, part of that inspection process is to locate the VIN number so that can try to identify the owner of the home. Madam Commissioner Ducharme asks what if the mobile home is

occupied? Do you have the right to go up to the home? Mr. Guetschow replies that yes they do, we have the right of entry, and we can go up and knock on the door and ask for the information and explain why we are there and if necessary we issues the notice of violation. The only way we go into that home would be if we were invited in. Again this ordinance only applies to illegal transport of the mobile home. Madam Commissioner Ducharme asks Mr. Wallin if the definition of what the inspection consist of should be added in. Mr. Wallin replies that they could maybe add in the words "reasonable inspection" and again explains what the purpose of this ordinance is for.

Mr. Dan DeCosta Code Enforcement also explains what the ordinance is about and the issues that they are currently facing with illegal transportation. This will allow them to go after the contractors and not the people. Mr. DeCosta states that he has caught a few of these contractors a few times and has issued them a citation, but they end up ignoring it. This is when the homeowner then gets stuck with the problem. What this ordinance will does is allow P & Z to go directly to the contractors.

Commissioner Frost states that what this ordinance will allow is to avoid prosecuting the owner and instead go after the contractor. Mr. DeCosta replies yes that is correct. P & Z will cite the movers immediately and they won't have to give them a 60 day notice. Commissioner Frost states that by going after the mover we are actually putting in protection for the home owner. Mr. DeCosta replies yes that is correct and this ordinance will make the movers obtain the proper permitting.

Madam Commissioner Ducharme asks if the owner of the mobile home should apply for the development permit? Mr. DeCosta states that they are the ones that have to sign the permit, but the movers can apply for the permit for the homeowner and let them know that it has to be done before the mobile home gets set. Madam Commissioner Ducharme asks how much does it cost for the permit. Mr. Guetschow states that it is \$200.00 for the permit and is split equally between 4 departments to cover expenses between P & Z, the Assessor's Office, Rural Addressing, & Zone Enforcement.

Mr. Nick Sedillo Chief Appraiser states that about a month ago a gentleman came in and had purchased some land and a mobile home and was wanting to put them both into his name. When looking in the system they could not find any of the information on the mobile home. After further investigation it turns out that the mobile home was still being assessed in Bernalillo County. There was no tax release no permits nothing in regards to the home. This ordinance will help to clean up tax information for us but for the other county as well.

Madam Commissioner Ducharme states that we need to specify what kind of mobile homes we are talking about. Mr. DeCosta states that there is a statement that explains the specifics. Mr. DeCosta reads from the ordinance "Whereas the Torrance County Board of County Commissioners finds there is an ongoing problem of mobile homes and other manufactured or prefabricated housing brought unto Torrance County or transported within Torrance County to be placed on land within the jurisdiction of Torrance County without necessary development permit having been acquired for such housing."

Tracy Sedillo Torrance County Treasure wants to make a comment stating if someone is going to move a home in or out of the county they need to go to the Treasures office to get a moving

permit. The cost of this permit is only \$10.00. There is also a tax release process that goes into conjunction with that. What happens is that these movers are avoiding all this and our county is just becoming a dumpsite for these mobile homes. Ms. Sedillo states that it will be good to have some kind of authority to help site these people so that we can clean up this problem in our county.

Mr. Michael Godey asks if there is a grandfather clause if something was brought in like 10 years ago. Mr. Guetschow states that this ordinance is about the illegal transport of mobile homes. We would have no way of knowing who would have brought in the mobile home at that time, so no, there is not a grandfather clause attached to this ordinance.

Chairman Sanchez asks that if it would be appropriate to add the verbiage there of reasonable inspection. Mr. Wallin states that yes he can easily address Madam Commissioner Ducharme's request and at the end of the first sentence all we have to do is add a clause that states reasonable suspicion of being in violation of this ordinance.

ACTION TAKEN: Chairman Sanchez makes a motion to approve the Adoption of Ordinance 2017-001 an ordinance addressing the safety, public health, and other regulatory concerns raised by mobile homes and other manufactured housing being brought into and transported within the county without a development permit having been previously acquired for such housing. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED ORDINANCE ADOPTED**

B. Public Hearing to consider an ordinance concerning dilapidated housing within Torrance County

i. Adoption of Ordinance 2017-002 An Ordinance Addressing the Safety, Public Health and other concerns raised by Dilapidated Homes

Mr. Guetschow states the Mr. Dan DeCosta P & Z Code Enforcement Officer will be presenting the ordinance. Mr. DeCosta passes out photos of some of the dilapidated homes.

Mr. DeCosta states that within the past 7 years we have gotten rid of about 200 really bad mobile homes in the county. Up until last year we were able site people for these dilapidated homes with a notice of violation and take them to court. Last year there was a woman that was sited and she requested a trial. If you take a look at the first photo you will notice it was taken in February of 2015 and when we got to trial on July 11, 2016 you will see the difference in how bad that mobile home became. Mr. DeCosta states that he had been using the solid waste ordinance to site these people, once they were sited most of the people would say ok and tear down the mobile home. In the case with this lady the judge ruled that this wasn't solid waste and it was a mobile home and he said she will not be ordered to tear it down but she will need to fix it. What the lady did was just go in and boarded up the house with plywood. This issue is what brought about the need for this ordinance. Since the house is not deemed as solid waste we can't use that ordinance to force the home owner to tear down the dilapidated mobile home. So what this ordinance will allow P & Z to do is examine the severity of the structure and whether it habitable or not, site the homeowner, & prosecute them so that they can be forced to tear down the mobile home.

Commissioner Frost asks what if they run into a home that is really dilapidated and someone is actually living in the home. Mr. DeCosta states that they are not trying to go after those type of situations. They are mostly going after those homes that are abandoned. Mr. Guetschow states that all this ordinance does is have the homeowner comply with our rule & regulations. Commissioner Frost states that he has driven around several areas of the county where you see these homes. Then when you pass them again a year later they are in worse shape, and continue to worsen year after year. At what point and how do we get those cleaned up. Mr. DeCosta states that he is the one that locates the homeowners. He can go a year before he locates them. It's a slow process but it does happen. Again he states that he is just going after those homes that are falling apart and decreasing property values, not any that are hooked up to electricity or any other utilities.

Belinda Garland County Manager asks Mr. DeCosta how he has the home removed from the property. Mr. DeCosta states that what we do is find the owner and make them do it. What happens in some cases the county will pay to have the home torn down and then have solid waste come and remove the rubble and what we do is then bill the homeowner for the cleanup. Ultimately Mr. DeCosta wants to get the homeowner and have them pay for the whole deal. The only time the county has to pay is when the owner has passed away or Mr. DeCosta cannot find the owner at all. Mr. DeCosta states that they used to use the illegal dumping grant to help pay for this but Mr. DeCosta states he can longer use that money because it was considered real property.

Ms. Tracy Sedillo Torrance County Treasurer states that when a mobile home is in this bad of a condition, most likely no one is paying taxes on them. This then becomes a tax burden and a waste of money having to send out delinquent tax notices, tax bills, notice of values, and mobile home notices, every year to people who are not going to pay the taxes on them. It becomes a burden trying to collect delinquent taxes on these mobile homes, so if this helps us to clean up the tax rolls that would be great.

Madam Commissioner Ducharme asks if Mr. Guetschow could please read the definition of dilapidated. Mr. Guetschow reads: Dilapidated means, in the case of constructed housing, not in compliance with minimal residential standards applicable to constructed homes; and, in the case of mobile homes and/or manufactured housing, not in compliance with minimal residential standards applicable to mobile homes and/or manufactured housing. Madam Commissioner Ducharme asks if people want to see these codes where can they view them. Mr. Guetschow replies that they are available through the NMAC (New Mexico Administrative Code) online. Madam Commissioner Ducharme states that these standards should be in the ordinance somewhere so that the people know where to find them and that so the rights of the people are protected. Mr. Wallin states that he can place that in the ordinance.

Chairman Sanchez states that earlier there was discussion on the intent of these abandoned mobile homes and manufactured housing but there is nothing that states what the intention is for these dilapidated mobile homes. For instance if there is a family that is living in one of these homes will they be forced to tear it down or bring it up to standards. Chairman Sanchez states that this may be looked at like we are going after those people intentionally instead of just an abandoned home and that there needs to be more clarity on that in the ordinance. Mr. DeCosta states that the county already has the authority to do that through the NMSA Resolution that is used to condemn properties.

Mr. Wallin states that when we get to this point that is when the courts take over. The judge has the highest authority.

ACTION TAKEN: Commissioner Frost make a motion to approve Adoption of Ordinance 2017-002 An Ordinance Addressing the Safety, Public Health and other concerns raised by Dilapidated Homes. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED ORDINANCE ADOPTED**

C. Public Hearing to consider the application to continue operation at their landfill facility located within the NE4 of the NW4 of the NE4 of section 19 & W2 of NW4 & NE4 of the NW4 Section 20 T2N R8E NMPM being 91 Liberty Valley Rd..

i. Renewal of Special Waste permit to allow Special Waste Disposal, Inc. to continue operations at their landfill facility

Mr. Adrian Montano from Special Waste Disposal, Inc. states he is here today seeking approval from the commission to continue business operation at their landfill facility located within the NE4 of the NW4 of the NE4 of section 19 & W2 of NW4 & NE4 of the NW4 Section 20 T2N R8E NMPM being 91 Liberty Valley Rd near Mountainair, NM.

Madam Commissioner Ducharme asks if there is a training in place for the employees at the facility. Mr. Montano replies that yes NMED requires the facility to have an annual training and is available at the disposal site as well. The facility also has an annual inspection by NMED.

Madam Commissioner Ducharme's next question is in regards to the comment on the document that asbestos is not considered a hazardous material. Why is that? Mr. Montano replies that the material is not airborne it is contained and sealed therefore it cannot be ingested. The asbestos is already contained and is being deposited in a controlled environment.

Commissioner Frost states that he has seen pictures of the facility and it always has looked very clean and well taken care of. Commissioner Frost asks Mr. Montano how many years has the facility been there. Mr. Montano states that they have been there since 1986 so 31 years.

ACTION TAKEN: Commissioner Frost makes a motion to approve the renewal to continue operation at their landfill facility located within the NE4 of the NW4 of the NE4 of section 19 & W2 of NW4 & NE4 of the NW4 Section 20 T2N R8E NMPM being 91 Liberty Valley Rd. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED ORDINANCE ADOPTED**

EXECUTIVE SESSION

As per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters will be Discussed in Closed Session

a.) Limited personnel matters pursuant to NMSA 10-15-1 H (2) regarding County Fire Chief

ACTION TAKEN: Chairman Sanchez makes a motion to enter in to Executive Session. Madam Commissioner Ducharme seconds the motion, all Commissioners in favor. **ROLL CALL VOTE: District 1: Yes. District 2: Yes. District 3: Yes. MOTION CARRIED.**

Entered into Executive Session at 10:49 am

***Reconvene from Executive Session:**

ACTION TAKEN: Chairman Sanchez makes a motion to reconvene from Executive Session. Madam Commissioner Ducharme seconds the motion, all Commissioners in favor. **MOTION CARRIED**

Reconvene from Executive Session at 11:03 am

Pursuant to Open Meetings Act, Section 10-15-1 (J), Commission Report from Executive Session

a.) Limited personnel matters pursuant to NMSA 10-15-1 H (2) regarding County Fire Chief

NO ACTION TAKEN DURING EXECUTIVE SESSION

Chairman Sanchez states that we will now go into recess until 2:00 pm when we will return for the Budget Hearing for the 2017-2018 Operating Budget.

ACTION TAKEN: Chairman Sanchez makes a motion to approve going in to recess until 2:00 pm. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

Recess Began at 11:03 am

ACTION TAKEN: Chairman Sanchez makes a motion to approve to return from recess. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

Return from Recess at 2:01 pm

***Budget Hearing:** The Torrance County Commission will hold a budget hearing pertaining to the 2017-2018 Operating Budget

Ms. Amanda Tenorio Finance Director states at this time we will hold a budget hearing for Torrance County's FY2017-2018 Operating Budget. Some of our department heads will be presenting before you their department's requests for capital outlay, additional staff, and/or additional operating funds. This is an opportunity to explain and justify what the department head is planning for the FY2017-2018 budget. Your feedback and/or approval is greatly appreciated. Please bear in mind that many of our department requests are anticipated, but the efficiencies of our revenue and expenditures, stream within the budget. Our cash balances are tentative until we fully close out our FY2016-2017 budget. You also have before you a packet from our investment committee which reviewed both internally and externally budget requests.

At this moment Ms. Tenorio would like to review with the Commission the request for internal requests.

Fire Department projects will be reviewed by the new Fire Chief prior to allocation. The investment committee wanted to give the commission copies of what was reviewed both internally and externally. As per our investment committees recommendations fund 641, which in the Wind PILT fund, in the amount of \$539, 279.36, is available and budgeted for specific projects that were requested for possible funding and will be determined by the commission at a later date.

At this time we will start with the request that was not reviewed by our investment committee. Our first request is from Animal Services Ms. Cindi Sullivan.

Ms. Cindi Sullivan states that she is requesting the remaining \$13,000.00 to do the foyer project at the animal shelter. Ms. Sullivan states that the shelter does have a remaining balance of \$20,000.00 from last year budget the commission allotted for that. Ms. Sullivan states that she got 3 different quotes from companies to handle this project. The quotes were for \$30,637.00, another for \$32,250.00, and \$33,413.00. Of course we will go with the lower bid in the amount of \$30,637.00. Ms. Garland states that she would like to see this amount be funded as she has been out to the shelter and the foyer is in bad shape and really does need the repairs. It is dangerous for employees as well as customers.

Commissioner Frost asks if we had approved this \$32,000.00 last year. Ms. Sullivan states that no, only \$20,000.00 was approved. What happened was that they could not find any contractors willing to give any quotes so the money just stayed.

Chairman Sanchez states that the investment committee met on July 10, 2017 and discussed the various projects that were being requested. Chairman Sanchez reads the letter from the investment committee and requests that were being look at. Letter and requests hereto attached.

Madam Commissioner Ducharme asks if the Fire Department requests were placed on the list. Chairman Sanchez states that no they were not on the list. The committee felt that they would much rather have the new fire chief review the request and then decide which ones should be sought after. Madam Commissioner Ducharme asks if he will be able to make his request at a later date. Yes they are included in the budget but they would rather have the Fire Chief make the decisions on those projects. Ms. Garland states that there are quite a few things with the building that need to be addressed so instead of hiring a contractor to come in and do the repairs on just a certain part of the building, she thinks it is best that they wait for the new fire chief so that the building projects can be handled as a whole.

Mr. David Moyers Torrance County resident states what exactly is the money being set aside for when it comes to roads? Mr. Moyers states that he lives on Saline Pump Rd and that road is in desperate need of repairs. It seems like no one ever goes out to repair this road. If there is money set aside then this road should be repaired. Chairman Sanchez states that the county will be working on prioritizing what roads need to be repaired and also if there is anyone that has an issue with a road to go to the manager's office and fill out a road repair request form and maybe set up a meeting with the county manager to discuss any issues you may have with your particular road.

Now back to Ms. Sullivan's request. Commissioner Frost states that he agrees the \$13,000.00 should be added to her budget.

Mr. Rick Gonzales Administrator for Torrance County Senior Services is requesting to continue the funding that the commission gave him in last year's budget in the amount of \$10,000.00 per Commissioner totaling \$30,000.00. Mr. Gonzales asks please if the Commission would continue with the help as their fund from the state have been cut by \$40,000.00. The senior services program did get help this year from United Way in the amount of \$25,000.00 specifically for buying meals for the seniors at the center as well as in their homes. The funding that was given last year was enough to cover cleaning of the center but was not enough to keep it up to restaurant standards. They have a lot of the people volunteering their time to help keep the centers clean but it's not enough. This extra funds also helps with maintenance for the vehicles and for utilities. Also there is a request for an extra \$10,000.00 that will be coming from fund 631 to help with hiring a part time person to help clean the buildings and put them at restaurant standards. More discussion goes on as far as the cleaning of the centers. Madam Commissioner Ducharme requests to see the budget from Mr. Gonzales to see how they spend the money at the senior centers. There is some discussion on the issue of the McIntosh Senior Center and why it is omitted from the list. The McIntosh Senior is not funded by the state. It is run personally by the senior citizens in the area.

Anna Martinez Domestic Violence gives a brief explanation about her program and the services that her department offers to victims of domestic violence. Not only do they offer assistance to the victim but to the offender as well. Ms. Martinez is requesting \$46,500.00 for her budget. The previous fiscal year we had a total of 58 individuals that we helped which was a total of 391 contacts. What Ms. Martinez means by contacts is the interactions that they have with the individuals that they have helped. Actual cost for FY2017 was \$73,637.00 and that was the funds for 3 full time employees. The proposed total for FY2018 is \$66,328.90 of that the state gave us \$20,000.00 a year for the next four years after we lost a grant. So Ms. Martinez is requesting the \$46,500.00 to continue the program to run it the way it was run last year

Commissioner Sanchez ask what fund this will be coming out of and if the funds are already included in the budget. Ms. Tenorio states that it is coming out of the 401 fund and it's already included in the budget. Madam Commissioner Ducharme states that she notices that there are part time salaries and the proposed amount it \$48,526.00. She asks if a person is a part time employee do they receive benefits. Ms. Martinez replies that 2 receive PERA and the other one does not because they only work 19 hours per week and one receives benefits and the others do not.

The next item is from a Mr. John Grant who is not present and he is with Wildlife Services. This is where Torrance County partners with the USDA. This department is requesting \$2,000.00 more than what they already receive from the county. The county now gives them \$29,500.00 and they are wanting to increase that to \$31,500.00. Madam Commissioner Ducharme ask what is their justification for this request. Ms. Garland states that it is an increase for supplies for predator control.

Ms. Tenorio states that she would not like to go over the internal funding requests. The first request is coming from Mr. Steve Guetschow the P & Z Director. The requests are to increase the cleanup fund and for an increase to the salary for the clerical assistant.

Mr. Guetschow states that he is requesting an additional increase to the salary for the clerical assistant which is currently at \$10.00 per hour. They are in the process of hiring a new clerical assistant. When they start they will be at \$11.75 per hour and upon successful completion of their probationary period he would like to raise that to \$12.00 per hour. Which roughly comes to about \$4,600.00 and that is why he is asking for the additional \$2,000.00. The next request is for the cleanup budget and he is requesting \$6,000.00 and will bring the budget up to about \$8,000.00 so that they can do 2 or 3 cleanups per year when needed. Ms. Garland states that Mr. Guetschow has not requested enough money for the salary increase. She says that he should have requested \$4,160.00.

Mr. Guetschow states that during the break he spoke with the Treasurers Department and the Finance Department and he is now requesting \$10,000.00 for the cleanup budget and an increase of \$5,000.00 for the additional salary for the clerical assistant. Ms. Tenorio states that the reason for the \$10,000.00 request for the cleanup fund is because the courts used to give him that money, they have since ceased the funding, so in order for his office to run clean up properly he will need the money in that particular line item #685-08-2274.

Ms. Tenorio states that the salary increase will come from the general fund and the cleanup fund request will come from the general fund as well but go to the 685 fund. Ms. Tenorio states that if you see on the budget transfers she has it budgeted for fiscal support for \$6,000.00 and if we can up that to \$10,000.00. Right now his expenditures are very slim and from the history his revenue came from court fees and he is not getting that revenue anymore. So in order for his department to operate this increase would help. Ms. Garland asks where the extra \$2,000.00 would come from. Ms. Tenorio states that it will come from the general fund.

Chairman Sanchez ask if the salary for the clerk they are hiring is comparable to what others in the county are getting paid. Ms. Garlands states no, it's higher than the other offices. Ms. Tenorio states that the salary increase will come from the general fund and the \$10,000.00 will come from the general fund as well but will go to the 685 fund. Chairman Sanchez states that it might be a little unfair to start off one employee with more than what a current employee is making. Mr. Guetschow states that one of the reasons for that is because when they get the right person in that position they would like to give them more responsibility to be able to sign off on certain things when himself and Mr. DeCosta are out of the office in the field.

Ms. Garland states that the problem they are going to run into with that is that you are going to have people working outside of their job description. They will be working at a higher position than what they are being paid for. That can be a potential lawsuit. So if you bring a clerk in and you decide you want to up their responsibilities then you can increase their salary, we at that time can reevaluate their work and the type of work that you want them to do and reclassify their position. That would be the proper way to do this. You can have somebody work below but not above their job description. Mr. Guetschow states that there is an employee in the manager's office making \$11.75 p/h. Ms. Garland states that is true but she is an administrative assistant. Chairman Sanchez asked why this position was advertised at \$11.75 p/h if we didn't have the fund for it. Mr. Guetschow replies that he was going to take that from other line items

in his budget but he would have to take it out of his professional services line item. He states that he is just trying to protect his other line items if the commission approves this increase. Ms. Garland asks if the salary is approved by herself or the department head. Ms. Ortiz states that it is approved by the department head. Ms. Garland states that we need to be careful with that and review it because there could be some potential legalities with this. Ms. Ortiz states that this is a topic that should be talked about in executive session and not in a public meeting.

Chairman Sanchez states that the idea behind the investment committee was to lend some kind of strategy as to how we were going to spend the money in the county. When we passed these projects through the investment committee and the county manager presented each of these internal requests we were operating knowing that the manager's office had already looked at the viability of these as well as the treasurer. And we reviewed them and provided feedback that way the commission could be very confident that a lot of the background work had been done. But when we do this and change things here, it starts to look like we are just granting money to everyone that comes along and asks for it. That is not the purpose of the investment committee. We created another bureaucratic level to insure additional transparency and more organization in to how we do things. If all we are going to do is circumvent it and just take in requests that didn't come in on the deadline or make changes here, then maybe the investment committee needs to relook at all of them. And at that time changes be made that way the investment committee can make some meaningful recommendations. In order for the committee to provide recommendations and then have everything change, what is the purpose of the committee?

Ms. Sedillo Torrance County Treasurer states that they can always approve the budget as it is. The budget is a living document and changes can get made at any time. We see this at every commission meeting with the resolutions that are approved for budget increases and line item transfers. The budget is constantly changing. Chairman Sanchez states that he feels that it looks like we are going to approve every request that is being brought to us. The reason for the investment committee was to have them recommend certain projects and he is more comfortable in only approving what the investment committee is recommending. Ms. Ortiz states that this is merely the first year having to deal with it and it's a learning process. Next year they need to say this is what's going to be presented to the Commissioners for the budget and nothing else other than what they recommended will be added in.

Commissioner Frost asks, when does the budget need to be approved. Ms. Tenorio states that it needs to be approved by the next commission meeting on July 26, 2017. They need to make all the decisions today as far as internal request so that she has enough time to make all the changes to the final budget. There is more discussion concerning the salary increase. It is agreed upon to go ahead and grant Mr. Guetschow his requests.

Ms. Tenorio states that the next request is for the Managers Office for a new HR Position. Belinda Garland Torrance County Manager is requesting \$50,000.00 to hire a HR Manager. This will allow just one individual to be responsible for all of the HR issues. There are several issues that need to be handled and that is the reason for the request for the money to hire so that these things can start getting done. Commissioners all have consensus on this request.

The next request is coming from the County Clerk for records availability on the web. Linda Jaramillo Torrance County Clerk states that she is requesting funding for a live website

software for her office. What this software will do will make our document information available online and they will be able to get information from the indexing from 1985 forward. They will not be able to view the document itself but they will be able to search the information online under a particular name and then contact our office via email, phone or mail and request a copy of said document or documents. This will be a great asset to all of the title companies that we do business with. This website will also help save time with staff in the office on having to do lengthy searches over the phone with a customer. Of course we will still continue to help customers that do not have any access to the internet and that come into our office. With the time saved on staff not having to do lengthy searches this will allow us to work more on scanning so that we can get our documents on electronic format and we can email those documents at no cost to the customer. Ms. Jaramillo gives a brief presentation from Lea County Clerk's office to show what the website looks like. Ms. Jaramillo is requesting \$6,550.00 for the software, of that there will be a \$75.00 monthly fee that will be paid out of her equipment fund. A new computer that will be designated specifically to run this program, and will be paid out of Ms. Jaramillo's budget. Ms. Garland states that she received an email from the AG's office and there is a lawsuit that was won by them that is going to reimburse governmental entities for improvement for IT. Mr. Garlands states that Ms. Jaramillo' request would most likely qualify to be funded. The Commissioners are all in consensus for this request.

The next request is from the road department for a new Road Zipper Machine. This will be funded from half of fund 620 fund and half of fund 621. Ms. Garland states that this machine would be great to have because it would be able to help with fixing roads such as Saline Pump Road that was mentioned earlier by Mr. Moyers. This machine would help the road department to completely rebuild that road. Madam Commissioner Ducharme asks if this machine will be purchased outright or will we be leasing to purchase and will the maintenance be provided by the company. Ms. Garland states that if this is approved they will look into several different companies that sell this machine and then look closely into the services they provide and possibly leasing like they do the blades. The Commissioners are in consensus for this request.

The next request comes from Mr. Nick Sedillo Risk Management. This request is to provide a shade structure for the county fleet. Mr. Sedillo states that he would like to provide some kind of shade and weather protection for the vehicles. Mr. Sedillo would like to place the structure on the south side of the building where the majority of the fleet is parked. Commissioner Frost states that this will only provide protection from weather and not security. Mr. Sedillo replies that likes to start with baby steps. First get the structure built and then later think about adding security and maybe blocking off that entire area so that it is designated just for the county fleet.

Madam Commissioner Ducharme asks Mr. Sedillo how he envisions this. Mr. Sedillo replies that he sent photos to show what the structure would look like. It's a free standing structure with metal pillars and a flat roof. Nothing will be attached to the existing building so that if we need to move the structure we can. The size of the structure will be 26' X 100' and will protect the Assessors fleet, Treasures fleet and the Planning & Zoning fleet. There is discussion about concerns for a new building or repairing the existing building.

Madam Commissioner Ducharme states that she thinks this is more luxury. She would like to see something being done to the parking lot instead of covered structure for the vehicles. Chairman Sanchez states that the investment committee did review a request for funding to

repair the parking lot. Mr. Nick Sedillo with the safety committee states that since he has been employed here at the county he has not seen anything done to the parking lot other than striping it and covering the potholes. All those repairs are is band aids and doesn't really fix the problems. If you notice the photos I enclosed in the packet there are holes that need to be fixed, new curb stops need to be put in and the handicapped parking area in the back of the building need to all be redone. Ms. Ortiz states she is talking Mr. Lujan from the road department to see about having that department chip seal the parking lot and install the new curb stops and repair the handicapped area in the back. For this project Mr. Sedillo is requesting \$60,000.00. Ms. Ortiz states that there should also be some new lighting in the front of the building. The reason being is because the employees are having to park away from the building and in the winter months that area is extremely dark. Ms. Garland states that although this may not have been part of the original request maybe we can change the request for a parking structure to a request for more lighting in the parking lot.

Commissioner Frost states that on one page that concerns the parking lot requests its states that the parking lot has not been maintained in well over 50 years. Numerous pot holes, tripping hazards, chipped away parking curbs, and handicapped parking are not ADA compliant. So with this request Commissioner Frost sees it as safety for the public and the elimination of being sued by someone falling down and injuring themselves. Mr. Sedillo also states that the trees also need to be addressed. He realizes that it is not part of the request but the trees may be a cause of the issues with the roots pushing up the asphalt in certain areas of the parking lot.

Betty Cabber Torrance County Assessor states that her issue with a secured parking area is that a few days ago, in Albuquerque at the TRD building they have a nice secure parking area, the vandals jumped the fence and broke all the windows in the cars. Ms. Cabber states that with a covered parking area is it not only to save the cars. She is in favor of security lights because she and 2 other ladies in the office don't leave until 6 pm. Right now its ok, but during the winter months it's extremely dark outside. The American Disabilities Act is another issue. Another thing we need to do is get rid of all the vehicles on the north side of the building that don't work so that way we have more areas to park. Ms. Cabber also states that no one ever seems to notice the signs that handicapped parking is in the back. Until something is done to the front of the building so that it is ADA compliant the only access handicapped people have is to go to the back.

Mr. Sedillo states that just so there is no confusion we cannot put the handicap access in the front of the building that would require a whole new makeover to the front of the building and that is just not feasible at this time.

Linda Jaramillo states that the parking lot is a huge hazard. If everyone wore boots and tennis shoes it would be great, but there are a lot of us women that wear these high heel shoes and we have all tripped at one point or another. Also when it is dark it is a hazard because you can't see where you are going. During election years we have a lot of voters come in and out of the building and they do complain about the accessibility for the handicapped and the condition of the parking lot. It's a hazard and should be fixed. Ms. Jaramillo also states that during elections she can invest in more signs directing those in need of ADA accessibility to the handicapped parking that is available in the rear of the building.

There is more discussion on the need for a new building and for fixing the existing county building. The consensus is to grant the \$60,000.00 for the repair of the parking lot. The commission is also in consensus with them using the \$50,000.00 for lighting instead of for a parking structure as long as the safety committee meets and they are in consensus to change that request.

Mr. Jesse Lucero Torrance County Deputy Assessor comes forth with the request for the security and counter remodel. A few months back there was a disgruntled individual that was so upset with the assessor's office and his tax bill and was so distraught that he went home and took his own life. The point Mr. Lucero is trying to make is that he could have easily taken it out on any one of us here at the county or a customer in the building. With this remodel it will provide security plexi-glass, security doors, and also ADA compliant counters. We do need protection so I please ask you to consider this request. All Commissioners are in consensus with this request to provide \$100,000.00 for the counter remodels for the Assessors, Treasures, and Clerks office counter.

The last request is coming from the Torrance County Fair Board as they are requesting funds for a Multipurpose Building Design. It's for a new building with a commercial kitchen, exhibit hall, portable animal pens, and show pigs. It's going to cost \$75,000.00 to get the planning and the design done.

Commissioner Frost states that he is in full favor of funding this request. There is some discussion that has been brought up several times concerning the issue with the county not owning the property. Tracy Sedillo states that if her memory serves her correctly the county entered into a 99 year lease with the town of estancia so that the county could continue having the county fair in this location. Nick Sedillo states that one of the concerns with getting a new multi-purpose building is the fact that it is on town property. The county already has a 25 acre parcel that would be great to place the fair on the property and expand it as well as put new county offices there. There is more than enough room at that location for both of these. There is discussion about a new fair location and building as well as new administrative offices.

Commissioner Frost states that we need to look at the kids that will benefit from the use of a new facility. There are a lot of kids in the county that work so hard throughout the year and what a better way to show them we care by getting them upgraded facilities. There is more discussion concerning the location of the 25 acre parcel that the county owns. One big suggestion is to maybe talk to the Town of Estancia to maybe purchase the piece of property that way the county can do whatever they want with that particular piece.

Madam Commissioner Ducharme wants to know if this is just to upgrade the new building or are they going to build a new building? Ms. Garland states that the location of the new building would be where the pig barn was. Chairman Sanchez stats that this is the purpose of hiring the building and design company so that they can figure where this new facility will be placed. Madam Commissioner Ducharme states that she does not support this because the county owns the building but not the land itself it doesn't make sense to her why we would spend money to fix something on someone else's property. The voters voted against the upgrade. So why spend money on this when it was voted down. Ms. Jaramillo states that what she heard from several voters was that they voted against it because they didn't use it. Madam Commissioner Ducharme states that she would be more in support of this if the building was to be built on

county property. Chairman Sanchez states that he sees Madam Commissioner Ducharme's point and that maybe we perceive it as a community affair. Ms. Ortiz states that it's geared towards what's existing on the property but maybe if there was a new facility more people would rent the area for other types of activities throughout the year and not just during the fair.

Mr. Nick Sedillo asks the commission if we have ever approached the town to purchase the property. Mr. Sedillo suggest that we just buy it then the property is ours and we can do whatever we want with it. Mr. Sedillo states that is just him looking from the outside in. Madam Commissioner Ducharme states that she likes that suggestion.

Michael Godey states that is a good idea and maybe someone should go to the Town of Estancia and talk to them about maybe purchasing the property. Right now The Town of Estancia is a player in this and if something isn't done this topic is just going to go around and around. Also another reason that the voters may have turned it down was because the amount of money involved. The voters may have thought for that amount of money is the fair building more important than the road that is front of my house. Mr. Godey suggest that they also maybe approach the Town of Estancia and see if they would like to go in on half of it or like Mr. Sedillo states just purchase the property.

Mr. Guetschow states that in conjunction with what Ms. Ortiz said and Mr. Sedillo mentioned is trying to draw more people to the fair by utilizing both sites. On the existing site you can have the show animals and the rodeo there and expand the fair to the other property for maybe a carnival and this new building and other exhibits for the draw of the people.

Ms. Ortiz asks if this particular request was just to remodel the existing building or for a whole new facility? Chairman Sanchez states that he is not sure. Chairman Sanchez states that on this particular topic, he thinks it is worthwhile but there are a lot of questions that need to be answered. There is not a consensus amongst the Commission nor has there been any one around from the fair board to try and answer some of the questions and help us build a consensus on this. Chairman Sanchez states that maybe they should group this with the external requests at the special meeting and make sure that someone from the fair board is in attendance so that we can address this topic. Commissioner Frost asks if we need a unanimous decision on this. Chairman Sanchez states that all they need to do is agree to group this with the external request and take care of this during the special meeting. Madam Commissioner Ducharme states that she does support this but has a problem with the Fire Department being on the list when they are a Non-Profit and not owned by the County. Ms. Sedillo states that the County Fair is part of the County as all of their money come through us. So they are a county department. Ms. Garland states that what we need to decide on right now is if Ms. Tenorio needs to include this in the budget or if she needs to take it out and add it in at another time if the Commission decides to do so. Chairman Sanchez states how can we include this if we don't have a consensus. Ms. Garland says they will take it out. Commissioner Frost states to keep it in the budget. Madam Commissioner Ducharme states she does not support this.

Ms. Danielle Johnston states that the amount of the budget for this request is \$75,000.00 and the budget itself is \$14,000,000.00. We are talking about the children here. How many people in this room have exhibited animals or presented projects at the fair? The fair building is old, yes, and the grounds are contained, but the value for the children who participate with college and career readiness. The impact these departments have on the high schools and middle

schools and the elementary schools as well as the extension agency across the way. Ms. Johnston suggest that the commission really think about the message they are sending if you leave this out to children in Torrance County. Our schools graduate these kids and send them out in to this world from our tiny schools who do so well and so many of them have been impacted by the opportunities that the Torrance County Fair has provided for them. Ms. Johnston states the she doesn't know that we recognize the value of the work that our school districts do in this county and that \$75,000.00 speaks volumes. It may be a small amount but for you to leave it out, to say no we have determined we need some more clarity, the fair board members spend hours and hours as well as everyone else. Just think about the message you are sending to the children stating that the \$75,000.00 was not put into the budget. Its economics but it's also the children.

Madam Commissioner Ducharme tells Ms. Johnston that she does fully supports this she just has a problem with the location. We are responsible for public money and she wants the money to be invested as wisely as possible. Madam Commissioner Ducharme doesn't think it is wise decision to put county money to invest in the municipality. Ms. Garland states that the reassessment will be looked at here in the next two weeks. It's not like we are going to set it aside and forget about it.

Chairman Sanchez asks Commissioner Frost and Madam Commissioner Ducharme if the can agree to meet to get clarification on this. The application is not clear as to what is exactly being asked and there needs to be someone present to help us get clarity on this topic. The application does not state for planning and design and construction, it just states for a multi-purpose building including exhibit hall. Its making it sound like it is for actual construction costs. Chairman Sanchez states that he does not know how to interpret the application as a whole.

Ms. Ortiz states that just like our offices here we keep putting into the building for repairs. All we are doing is putting Band-Aids on the situation. We recently just redid the bathrooms at the fair building because of mold and other damage. There are also a lot of other issues with the building as far as the exhibit hall and the fair building, and every year we are renting tents. We need to looks at the cost of what we are putting into it now as opposed to what it would cost to build a new facility.

Commissioner Frost asks how much it was to rent the tents. It was \$7,000.00 to rent the tents.

Chairman Sanchez states that he thinks we could all get behind this if we can get more clarity on what is actually being requested. Chairman Sanchez states that he was thinking that maybe instead of having a meeting with ESVWA that we scheduled earlier in the meeting, maybe we should put this topic in its place as he thinks this is more important. Ms. Tenorio states that we can keep this budgeted as it is already in the budget and that it doesn't necessarily need to be for the fair board. Ms. Tenorio states that the commission just needs to let her know what to do with it but the funds will still be available in the budget. Ms. Garland states that they can leave it in the budget she just won't sign any budget requests until the commission decides what they are going to do with the money. Commissioner Frost states that the more we talk about it the better it is so that the people are aware of what's going on. He states that Ms. Johnston talked about the kids in the community and how they benefit from this and he recalls that when he owned the hardware and feed store here in town he remembers seeing all the kids go into his

store getting feed and supplies for their projects. He states that you can tell the difference with that group of kids and those in the city and those that are not part of 4H, FFA, etc. and they are just different personalities and more respectful, not every community has kids like that and we are lucky to have them.

Chairman Sanchez states that with that said we will put this in the stack of requests that we are going to review. He asks the commission if they have a consensus to meet sometime next week for the purpose of reviewing these applications and rescheduling the ESWVA for another time.

Tracy Sedillo states that the commission set the amounts for the external projects. This particular project is already included in the budget along with all the others. Just because it is budgeted doesn't mean that it has to be expended. You can leave this in the budget and then make a decision later on about how much you are going to actually allocate to those projects later. Each project is not specifically named in the budget, they are grouped into line items. Whatever you approve the manager's office to allocate is what gets expended.

Madam Commissioner Ducharme states they we need to discuss external projects also. She can't support something not knowing where it will be spent.

Chairman Sanchez states that if we left the meeting alone, when will we be able meet to discuss these external projects. Chairman Sanchez suggest meeting on the 21st to discuss these projects. Madam Commissioner Ducharme states that the offices are closed on the day as it is a Friday. Madam Commissioner Ducharme asks if we can have the meeting on Monday the 24th of July since it is a work day. Chairman Sanchez states that it will be ok to meet that day to discuss these projects and look at the fair board request. It looks as though we have consensus to leave it where it's at in the budget. This concludes the internal funding requests that was reviewed by the committee.

Ms. Tenorio states that she has some other fund discussions. Ms. Tenorio states she was going to talk about the tipping fees but since there is going to be a meeting to talk about them on Wednesday we can wait to talk about it on that day.

And last but not least is the \$0.75 across the board raise. She did include a copy of the salary schedule. The schedule is included with FICA, PERA, and Retiree Health Insurance. The only one she had trouble with if you look at the recap report was with fund 402 the road department. If you notice it's a negative cash balance and she needs to make that a positive cash balance. It also effected some of the grant balances as well. Ms. Tenorio states that if you look at the ending cash balance in the general fund we have enough to cover what is in the negative if you would like to approve the \$0.75 across the board raise. Ms. Tenorio would like to correct herself by stating it's not a raise but a cost of living increase.

Commissioner Frost tell Ms. Tenorio that what she is saying is the budget can take care of everything we have talked about here today including the cost of living increase. Ms. Tenorio replies that yes it can.

ACTION TAKEN: Commissioner Frost make a motion to approve FY2017-2018 Proposed Budget. Chairman Sanchez seconds the motion. Madam Commissioner Ducharme ask if we

should approve this at the July 26th, 2017 Commission Meeting. Ms. Garland states no we need this approved now so that Ms. Tenorio can submit our budget.

Madam Commissioner Ducharme asks what the motion was for, to approve the raise or what? Chairman Sanchez states that no it was to approve the budget as presented. Madam Commissioner Ducharme states this is just part of the budget, are you talking about the salary schedule? Ms. Tenorio states that the salary schedule is part of the budget. Ms. Ortiz states that the commission is not approving the entire budget. Ms. Tenorio is requesting you approve what was discussed today so that she can plug in those numbers in to the budget that you will then approve as a whole on the 26th. So the motion is to approve the number that were presented today. Chairman Sanchez states that we have had a consensus on everything so far.

Madam Commissioner Ducharme states we have consensus on everything but the fair board correct? Chairman Sanchez states that we are going to review the fair board on the 24th. Madam Commissioner Ducharme asks how much will the county spend on additional funding with this \$0.75 increase on salaries. Ms. Tenorio states that on the increase it was about \$68,000.00, but she did enter just the increase and entered it into the salary schedule as well.

Madam Commissioner Ducharme wants to know what the justification for the increase in salary is. Ms. Tenorio states that it's just a cost of living increase. Ms. Ortiz states that there have been years when we couldn't afford any kind of cost of living increase. Since this is across the board we have since then tried to allow for a cost of living for our employees on an annual basis. Madam Commissioner Ducharme states that this is the 3rd time she has seen this kind of increase and it doesn't solve the problem we have with the salaries in the road department. Maybe we need to allocate money where we have problems and solve those problems first. Some positions have good pay and others do not.

Linda Jaramillo states the ladies in her office do deserve a cost of living raise. They work hard for the county, we are the ones that provide all the services for the county through our employees, and the road department will also get this cost of living increase. Madam Commissioner Ducharme states that she sees that an equipment operator is paid \$20,000.00 or \$22,000.00. Do you think it is acceptable when they are out there the whole day in heat, wind, rain, snow or whatever type of weather and they receive this kind of pay? How can they support their families on such a small salary? Ms. Jaramillo states that, yes, she does think that the road department does deserve a salary increase for all the hard work that they do.

Madam Commissioner Ducharme states that she saw at Bernalillo County where forced to fire people because they did not have sufficient funding and they restricted travel. Today we went through our agenda and we saw that funding through the state was cut. And with all this going on we will be giving such big raises? Madam Commissioner Ducharme states that if it costs \$68,000.00 plus to give this raise and the same from previous years she cannot support this. The public comes and makes request and we tell them sorry we cannot help you because we don't have enough money. We have many positions that are well paid, if you think that your position is underpaid and you can justify it, then come and talk to me I am ready to listen.

Ms. Ortiz states that our sheriff's deputies do not make what is comparable to what is paid throughout the state. Madam Commissioner Ducharme states that is a good point lets increase them as well. Ms. Ortiz states that we are not Bernalillo County and we are not in the financial

straits that they are in and we are not laying people off. It is not fair to say the sheriff's deputy are going to get a raise because you are underpaid and tell another employee no you aren't getting one, when we have the means to give a cost of living increase across the board to every single one of our employees. Madam Commissioner Ducharme states that we should hold off on this and when we do all those necessary projects and if we have money left over then we can give those raises. We need to put the public first and not the employees and that is why she cannot support this.

Ms. Garland lets Madam Commissioner Ducharme know that the raises were budgeted in. So there is money for both the pay raises and the internal and external projects. All of this is in the budget before you. She also states that the employees work really hard for the county and she thinks that the employees do deserve this raise. She states that you do not want to do a percentage raise. The state used to do this and it was causing issues because the lower paid people got a small raise while those with a higher salary got a larger raise. That is not a fair or equitable system. Ms. Garland tells the commission if they want they can lower the raises across the board and then give the road and sheriffs a little bit more. From other areas around the state they start their clerks at \$13.00 to \$15.00 per hour, where as we are starting one at \$11.75. We are way underpaid compared to the state agencies and other counties. She says that Torrance County is the second poorest county in the state, but it seems that with the wind PILT money we are a little more financially stable. And this is a small token of your appreciation for all of your employees.

Commissioner Frost states that with the new HR person that is going to be hired that maybe this is something that the new person will be able to look into. Ms. Garland is hoping that the new HR person they bring in will bring in some outside knowledge and do some evaluations on how positions are paid. He is 100% in favor of the \$0.75 across the board raise.

Chairman Sanchez states that we have a motion and a second. Do we have any further discussion or public comment?

Madam Commissioner Ducharme would like to make a proposal to give a \$0.25 raise across the board. It's still a raise and the extra money will be available for more projects that we want to do in the community. Ms. Garland suggests maybe meeting in the middle and give a \$0.50 across the board raise? Commissioner Frost says no. Madam Commissioner Ducharme would like to address the road and sheriff's department salaries, this is not acceptable to her for these departments to have such low salaries.

Ms. Garland states that we can reevaluate those positions further down the road as far as a running salary and the base salaries for those employees. Ms. Tenorio states that she believes that they give an across the board raise to avoid any legal issues, but she isn't completely sure of that and legal isn't present to guide us in this.

Chairman Sanchez states that this issues tends to pull on your patience strings. We have one Commissioner wanting one thing another Commissioner wanting this, the Deputy County Manager wanting another thing, the County Manager wanting one thing and the all the department heads wanting one thing. In Chairman Sanchez's opinion this should all be up to the county manager's office to help build consensus for these things. We cannot have a hierarchy between all the departments. The voices are centered on the county manager's office

who lends some form of organization into the county and then make a recommendation to the board that is wholesome and meaningful. This is an example where we have information that is neither meaningful nor wholesome nor has had any consensus built around it.

Ms. Ortiz states that they have had a consensus. Herself as well as Ms. Tenorio and Ms. Garland went over everything and decided this was what the county could afford. We went over all the numbers to see what we could afford to give a cost of living increase across the board and we are all in consensus for this in the manager's office.

Mr. Godey asks that maybe they set a certain amount of money aside and maybe with the new HR person put in some sort of merit system. And then in about a year or so the money will be there to be able to give this raise. Ms. Garland states that it is a possibility but it will take time to set up some type of merit system. Ms. Tenorio says that she believes it is possible but it's ultimately up to the commission.

Janet Douglas Torrance County resident wants to let the commission know that a cost of living increase is not a raise. What this will do is help offset the rising cost of insurance or something to that effect. We all know that insurance goes up every year and when this happens you end up getting paid less and less because of it. When you agree to pay someone \$0.75 more it makes them feel worthy, when you get paid less every year it is demoralizing when you can't get a raise and your cost of living is going up. To keep the employees that are good \$0.75 is the most equitable things you can do. With this everyone will feel better and feel appreciated and it's not going to break you, it's a little bit of money that helps everyone.

Madam Commissioner Ducharme states that on the letter Chairman Sanchez handed out earlier on item #4 all revenue for fund 641 (wind PILT) that will be for FY18 be earmarked for investment only. This will not be available for raises. So the additional \$68,000.00 plus we will take from the General Fund right? Chairman Sanchez states that the point of origination is the 401 fund correct. Ms. Sedillo states, yes, that is correct. Madam Commissioner Ducharme states that if the General Fund doesn't have any supplementation from wind PILT we won't be able to do some projects because of that.

Ms. Tenorio states the money in the amount of \$539, 279.36 has already been set aside just for the internal and external projects. This is already in the budget and is there specifically for the projects. The general fund is where the increase to the salaries will come from. Madam Commissioner Ducharme states she doesn't understand how we can continue with this every year if we don't have that supplementation. Ms. Garland states that this year's budget was not supplemented by the wind PILT money. This is all the revenue from GRT and property tax etc. Chairman Sanchez asks if this raise is sustainable.

Ms. Sedillo states that the closing balance for the general fund is over \$2,000,000.00, and that she has never happened during her time with the county. The reason she thinks this has happened is because the departments have done a great job, have been conservative on what they have expended, we have added more work load to our current staff without having to ask for additional staff and that it has just been savings over the years. We have not increased the operating part of the budgets exclusive of salaries in 10 years. We are still working on the same operating money for office supplies and those types of things in our offices. The same amount of money for 10 years. There might have been a few changes in certain departments because of

more requirements, unfunded mandates those types of things. Ms. Sedillo states that everyone has worked really hard and the ending cash balance in the general fund is very healthy right now. Ms. Sedillo states that her office has worked really hard on the collection of delinquent property taxes. We are all doing our part to make these things sustainable.

Mr. Nick Sedillo states that as a long time veteran county employee, there were several years where we never got raises. The raises were never even brought up. We then went to a merit system and that was totally unequitable. People who were excellent employees got a huge raise and then there was another employee doing more work than the excellent employee and he got no raise. That was just a huge mess and it took years to clean up. As Ms. Douglas mentioned yess it's a raise but it's a cost of living increase. Yes, we do need to look at our road department and sheriff's department employees and see about possible boosting up their pay. When Mr. Sedillo started working for the county he states that he knew exactly what he was getting paid. There was no guarantee that he was getting a raise, he knew what he signed up for. When you get hired and you sign that paper you know what you are signing on for. History has taught him that a raise is not guaranteed but it is welcomed.

Madam Commissioner Ducharme asked if we know what the cost of living is throughout the state or nationally. Mr. Sedillo states that is hard to determine as every county and state varies. The way we determine the amount of the increase is if the budget can sustain it then it will be given. Ms. Tenorio would like to mention that there was an increase of about 6% to our health insurance back in January.

Chairman Sanchez state that is looks like we are ready to take a vote. Is there any other discussion or public comment? Madam Commissioner Ducharme states that she is in favor of this only as long as the salaries for the road department and the sheriff's department be looked at with the possibility of them getting a raise. No further discussion, all Commissioners in favor. **MOTION CARRIED**

ADJOURNMENT

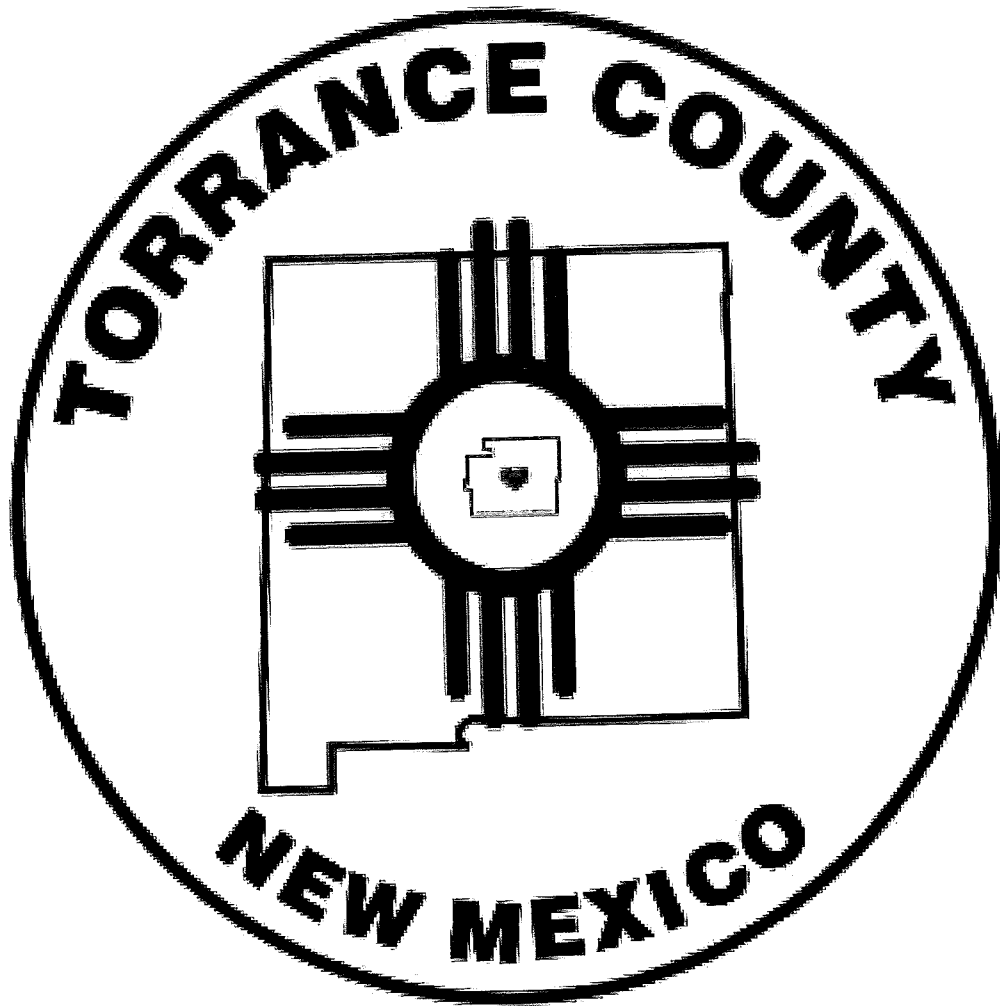
ACTION TAKEN: Commissioner Frost Chairman makes a motion to adjourn the July 12th, 2017 Regular Commission Meeting. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

Meeting adjourned at 6:31 pm

Chairman Javier Sanchez

Yvonne Otero-Administrative Assistant

Date



Consent Agenda

C E R T I F I C A T I O N

TOTAL CHECKS PRINTED 30

THE UNDERSIGNED MEMBERS OF THE TORRANCE COUNTY BOARD OF COMMISSIONERS DO CERTIFY THAT THE CLAIMS ENUMERATED ABOVE WERE APPROVED & DO AUTHORIZE THE WARRANTS AGAINST THE FUNDS OF TORRANCE COUNTY FOR THE SUM OF 32,596.06 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 07/20/2017. WE CERTIFY THAT THE WITHIN NAMED PERSONS ARE LEGALLY ENTITLED UNDER THE CONSTITUTION OF THE STATUTES OF NEW MEXICO TO RECEIVE THE COMPENSATION STATED HEREIN. THAT THE SERVICES HAVE BEEN PERFORMED AS STATED IN THE ACCOUNTS HEREIN, THAT THEY ARE NECESSARY AND PROPER, THAT THIS VOUCHER HAS BEEN EXAMINED, THAT THE AMOUNTS CLAIMED ARE JUST, REASONABLE, AND AS AGREED AND THAT NO PART HAS BEEN PAID BY TORRANCE COUNTY.

SIGNED

ATTEST BY

James W. Frost

Javier Sanchez

Julia Ducharme

Linda Jaramillo

THE UNDERSIGNED COUNTY TREASURER DOES HEREBY CERTIFY THAT SUFFICIENT FUNDS EXIST FOR THESE ACCOUNTS PAYABLE CHECKS TO BE ISSUED ON THIS DATE AND DOES HEREBY AUTHORIZE THE FINANCE DEPARTMENT TO PROCESS THESE CHECKS.

Tracy L. Sedillo

✓¹⁸

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amou
ERGENCY MANAGEMENT	5575.00							
O 100748	07/20/2017	GALLEGOS, MELANIE	REPLACES PO 31174 - 5/31/2017 VERBAL APPROVAL BY L. OLIVAS 1407 ON 6/28/2017 TMP-FY1826 INVOICE # 101662	605-03-2272	1272017	07/20/2017	31309	400.00
I DISTRIBUTION GRANT	400.00							
O 100749	07/20/2017	GRAINGER, INC.	DJ SERVICES FOR STARS AND STRIPES FAMILY BALL 7/1/17 VERBAL APPROVAL BY L. OLIVAS 1230 ON 5/25/2017 TMP-FY1809	600-06-2248	1372017	07/20/2017	31256	585.55
CK MANAGEMENT	585.55							
O 100750	7/20/2017	HONSTEIN OIL CO.	20 - SUN SHADE, NYLON, YELLOW/ GREEN	604-83-2202	1472017	07/20/2017	31256	150.33
COMMUNICATIONS/EMS TAX	150.33							
O 100751	7/20/2017	JUNIOR'S TIRE & AUTO PARTS INC.2	1 - SUNSCREEN, 4ML BOX SPF 30 PK 200	401-82-2202	1572017	07/20/2017	31278	193.09
ANIMAL SHELTER	280.00							
O 100752	7/20/2017	LESPRANCE, ISABEL	1 - BEVERAGE COOLER INVOICE # 94891084225;9491084217 9490580942	401-82-2201	1672017	07/20/2017	31278	280.00
ANIMAL SHELTER	280.00							
O 100753	7/20/2017	LUCERO, LUCIA	CIVIL DEFENSE FUEL 4/15/17-4/30/17	412-53-2272	1772017	07/20/2017		425.00
ANIMAL SHELTER	280.00							
O 100754	7/20/2017	MARLIN BUSINESS BANK	TC ANIMAL SHELTER FUEL INVOICE # ZZ2211	605-03-2271	1872017	07/20/2017		640.50
ANIMAL SHELTER	280.00							
O 100755	7/20/2017	MOUNTAIN VIEW TELEGRAPH	TEEN COURT SERVICES TOTAL 30 HOURS\$20/HOUR 6.75%GRT INVOICE # 071-017	612-20-2203	1972017	07/20/2017		266.36
ANIMAL SHELTER	280.00							
O 100756	7/20/2017	MOUNTAIN VIEW TELEGRAPH	LEASE PAVMENT SCAN PRO 1100 INVOICE # 15124162	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100757	7/20/2017	MOUNTAIN VIEW TELEGRAPH	CAPITAL PROJECT LEGAL NOTICES 2 EDITION RUN	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100758	7/20/2017	MOUNTAIN VIEW TELEGRAPH	JUNE 22, 2017 (1ST EDITION RUN) INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100759	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100760	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100761	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100762	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100763	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100764	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100765	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100766	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100767	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
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ANIMAL SHELTER	280.00							
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ANIMAL SHELTER	280.00							
O 100770	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100771	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100772	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100773	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100774	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100775	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100776	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100777	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100778	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100779	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
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ANIMAL SHELTER	280.00							
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ANIMAL SHELTER	280.00							
O 100782	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100783	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100784	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100785	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100786	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100787	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100788	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100789	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100790	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100791	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100792	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100793	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100794	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100795	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100796	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100797	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100798	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100799	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							
O 100800	7/20/2017	MOUNTAIN VIEW TELEGRAPH	INVOICE # I0001356837-0622	401-05-2221	2072017	07/20/2017	31192	25.74
ANIMAL SHELTER	280.00							

CHECK LISTING CHECKS PRINTED JULY 20, 2017

te: 7/20/17 16:19:42 (CHEC60)

DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amou
100756	NATIONAL FIRE FIGHTER CORP.	1 - DOUBLE END HOLE TYPE SPANNER 406-91-2248		2172017	07/20/2017	31253	19.50
19.50		1 - CREWBOSS DUAL COMPLIANT				31253	
7/20/2017		BRUSH PANT				31253	
		VERBAL APPROVAL BY I. OLIVAS				31253	
		1019 ON 6/27/2017 TMP-FY1824				31253	
		ORIGINAL PO REQUESTED WAS				31253	
		APPROVED ON 4/26/2017 (31044)				31253	
		ITEMS WERE BACKORDERED				31253	
		INVOICE # 1402416				31253	
=====							
	STATE FIRE ALLOTMENT			2272017	07/20/2017		3866.08
		PARTS, LABOR, MILEAGE	405-91-2201				
		INVOICE # 91993					
		PARTS,LABOR	413-91-2201	2372017	07/20/2017		197.78
		INVOICE # 91998					
=====							
	STATE FIRE ALLOTMENT			2472017	07/20/2017		100.00
		NM ASSOCIATION OF ASSESSING OFFMMRAO-2017-18 ANNUAL	610-40-2266				
		MEMBERSHIP DUES					
		ASSESSOR'S AFFILIATE -PER COUNTY					
=====							
	COUNTY ASSESSOR			2572017	07/20/2017	31296	262.56
		4 YARD CONTAINER MONTHLY SERVICE 406-91-2210				31296	
		FY2018				31296	
		VERBAL APPROVAL BY I. OLIVAS				31296	
		1303 ON 5/30/2017 TMP-FY1810				31296	
=====							
	STATE FIRE ALLOTMENT			2672017	07/20/2017	31276	121.98
		PAPER PRODUCTS	401-15-2229				
		INVOICE # 450416260					
=====							
	ADMINISTRATIVE OFFICES			872017	07/20/2017		111.84
		CIVIL DEFENSE MONTHLY BILL JUNE	604-83-2207				
		FIRE ADMIN. MONTHLY BILL	413-91-2207				
		DIST.4 VFD MONTHLY BILL	409-91-2207				
		DIST.2 VFD MONTHLY BILL	406-91-2207				
		DIST.3 VFD MONTHLY BILL	408-91-2207				
=====							
	COMMUNICATIONS/EMS TAX			2672017	07/20/2017		37.91
		STATE FIRE ALLOTMENT 945.98					
		PERIODIC PAYMENT	401-05-2203				
		PO 30551 CLOSED PREMATURELY					
		INVOICE # 22936006					
=====							
	COUNTY COMMISSION			2872017	07/20/2017		280.62
		BLACK & WHITE IMAGES, COLOR IMAG 401-05-2203					
		PO 30551 CLOSED PREMATURELY					
		INVOICE # 5049100111					
=====							
	COUNTY COMMISSION			2972017	07/20/2017		413.16
		REPLACES PO 30551	401-05-2203				

** GRAND TOTAL **	32,596.06	.00
**TOTAL	17,348.57	.00
GENERAL FUND		
COUNTY COMMISSION	2,409.22	.00
MAINTENANCE CONTRACTS	731.69	.00
ELECTRICITY	1,465.46	.00
PRINTING/PUBLISHING/ADVERTISING	25.74	.00
PROFESSIONAL SERVICES	186.33	.00
ADMINISTRATIVE OFFICES MAINTENAN	3,797.41	.00
ELECTRICITY	3,600.79	.00
BUILDING MAINTENANCE/REPAIR	74.64	.00
PAPER SUPPLIES	121.98	.00
JUDICIAL COMPLEX MAINTENANCE	3,634.10	.00
ELECTRICITY	3,634.10	.00
ELECTIONS	115.08	.00
OFFICE SUPPLIES	84.58	.00
VOTING MACHINE STORAGE	30.50	.00
HEALTH DEPT BLDG MAINTENANCE	335.23	.00
ELECTRICITY	335.23	.00
COUNTY TREASURER	70.00	.00
PRINTING/PUBLISHING/ADVERTISING	70.00	.00
INFORMATION TECHNOLOGY DEPARTMEN	6,514.44	.00
MAINTENANCE CONTRACTS	6,514.44	.00
ANIMAL SHELTER	473.09	.00
VEHICLE MAINTENANCE/REPAIR	280.00	.00
VEHICLE FUEL	193.09	.00
DISTRICT 5 VFD	4,017.58	.00
**TOTAL	4,017.58	.00
STATE FIRE ALLOTMENT	4,017.58	.00
VEHICLE MAINTENANCE/REPAIR	3,866.08	.00
HEATING/GAS/PROPANE	33.78	.00
MEDICAL SUPPLIES	117.72	.00
DISTRICT 2 VFD	638.55	.00
**TOTAL	638.55	.00
STATE FIRE ALLOTMENT	638.55	.00
TELECOMMUNICATIONS	210.86	.00
HEATING/GAS/PROPANE	51.51	.00
WATER/SEWER/TRASH	262.56	.00
MEDICAL SUPPLIES	94.12	.00
SAFETY EQUIPMENT	19.50	.00
DISTRICT 3 VFD	452.17	.00
**TOTAL	452.17	.00
STATE FIRE ALLOTMENT	452.17	.00
TELECOMMUNICATIONS	289.15	.00
HEATING/GAS/PROPANE	30.82	.00
MEDICAL SUPPLIES	132.20	.00
DISTRICT 4 VFD	168.62	.00
**TOTAL	168.62	.00
STATE FIRE ALLOTMENT	168.62	.00
**DEPT		

	DEBITS	CREDITS
409-91-2207		
TELECOMMUNICATIONS	168.62	.00
**TOTAL	168.62	.00
412-53-2208		
COUNTY FAIR	794.62	.00
**DEPT	794.62	.00
412-53-2219		
ELECTRICITY	794.62	.00
412-53-2272		
OFFICE SUPPLIES	271.62	.00
PROFESSIONAL SERVICES	98.00	.00
**TOTAL	425.00	.00
413-91-2201		
FIRE DEPARTMENT ADMIN	894.59	.00
**DEPT	894.59	.00
413-91-2207		
STATE FIRE ALLOTMENT	894.59	.00
413-91-2210		
VEHICLE MAINTENANCE/REPAIR	197.78	.00
413-91-2272		
TELECOMMUNICATIONS	277.35	.00
WATER/SEWER/TRASH	288.84	.00
PROFESSIONAL SERVICES	130.62	.00
**TOTAL	5,575.00	.00
427-28-2655		
EMERGENCY MANAGEMENT	5,575.00	.00
WIIPP FUNDING	5,575.00	.00
**TOTAL	5,575.00	.00
600-06-2248		
SAFETY PROGRAM	585.55	.00
**DEPT	585.55	.00
600-06-2248		
RISK MANAGEMENT	585.55	.00
SAFETY EQUIPMENT	585.55	.00
**TOTAL	585.55	.00
604-83-2207		
CIVIL DEFENSE FUND	404.39	.00
**DEPT	404.39	.00
604-83-2207		
COMMUNICATIONS/EMS TAX	404.39	.00
604-83-2207		
VEHICLE FUEL	150.33	.00
604-83-2248		
TELECOMMUNICATIONS	111.84	.00
SAFETY EQUIPMENT	142.22	.00
**TOTAL	1,040.50	.00
605-03-2271		
DWI PROGRAM FUND	1,040.50	.00
605-03-2272		
DWI DISTRIBUTION GRANT FY18	1,040.50	.00
NON-PROFESSIONAL SERVICES	640.50	.00
PROFESSIONAL SERVICES	400.00	.00
**TOTAL	100.00	.00
610-40-2266		
PROPERTY VALUATION FUND	100.00	.00
**DEPT	100.00	.00
610-40-2266		
COUNTY ASSESSOR	100.00	.00
TRAINING	100.00	.00
**TOTAL	266.36	.00
612-20-2203		
CLERK'S EQUIPMENT FUND	266.36	.00
**DEPT	266.36	.00
612-20-2203		
COUNTY CLERK	266.36	.00
MAINTENANCE CONTRACTS	266.36	.00
**TOTAL	197.11	.00
629-49-2218		
HOME VISITING GRANT	197.11	.00
**DEPT	197.11	.00
629-49-2218		
HOME VISITING GRANT FY16	197.11	.00
EQUIPMENT MAINTENANCE/REPAIR	197.11	.00
**TOTAL	112.45	.00
911-80-2208		
EMERGENCY-911 FUND	112.45	.00
**DEPT	112.45	.00
911-80-2208		
911-DISPATCH CENTER	112.45	.00
ELECTRICITY	112.45	.00
BANK01		
WELLS FARGO	32,596.06	.00
** BANK TOTALS **	32,596.06	.00

TOTAL CHECKS PRINTED 35

THE UNDERSIGNED MEMBERS OF THE TORRANCE COUNTY BOARD OF COMMISSIONERS DO CERTIFY THAT THE CLAIMS ENUMERATED ABOVE WERE APPROVED AND DO AUTHORIZE THE WARRANTS AGAINST THE FUNDS OF TORRANCE COUNTY FOR THE SUM OF 29,491.78 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 07/12/2017 . WE CERTIFY THAT THE WITHIN NAMED PERSONS ARE LEGALLY ENTITLED UNDER THE CONSTITUTION OF THE STATUTES OF NEW MEXICO TO RECEIVE THE COMPENSATION STATED HEREIN. THAT THE SERVICES HAVE BEEN PERFORMED AS STATED IN THE ACCOUNTS HEREIN, THAT THEY ARE NECESSARY AND PROPER, THAT THIS VOUCHER HAS BEEN EXAMINED, THAT THE FUNDS CLAIMED ARE JUST, REASONABLE, AND AS AGREED AND THAT NO PART HAS BEEN PAID BY TORRANCE COUNTY.

ATTEST BY

WITNESSED

James W. Frost

Javier Sanchez

Julia Ducharme

Linda Jaramillo

THE UNDERSIGNED COUNTY TREASURER DOES HEREBY CERTIFY THAT SUFFICIENT FUNDS EXIST FOR THESE ACCOUNTS PAYABLE CHECKS TO BE ISSUED ON THIS DATE AND DOES HEREBY AUTHORIZE THE FINANCE DEPARTMENT TO PROCESS THESE CHECKS.

Tracy L. Sedillo

CHECK LISTING CHECKS PRINTED ON JULY 12, 2017

7/12/17 17:19:50 (CHEC60)

Invoice # DATE PO # Amou

DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amou
463.00 12/2017		& SEWER BILL ROAD MONTHLY BILL	402-61-2210		/ /		240.07
222.93	COUNTY ROAD SHOP		240.07	1271217	07/12/2017		693.28 816.64
100711 1509.92 12/2017	G & K SERVICES	MATS,MOPS,ETC.ADMIN. BLDG (JUNE) MATS,MOPS,ETC.JUDICIAL (JUNE)	401-15-2237 401-16-2237		/ /		18.99
	ADMINISTRATIVE OFFICES	JUDICIAL COMPLEX MAINT	816.64	1371217	07/12/2017		18.99
100712 18.99 /12/2017	HOMESTEAD WATER CO.	DIST. 5 WATER BILL JUNE, 2017	405-91-2210		/ /		122.66 33.93 267.78
	E FIRE ALLOTMENT	PEZ FUEL MONTH OF JUNE	685-08-2202	1471217	07/12/2017		45.25
100713 1966.15 /12/2017	HONSTEIN OIL CO.	INVOICE # ZZ-2210 TC ANIMAL SHELTER MONTHLY FUEL 6/16/2017-6/30/2017 RURAL ADDRESSING FUEL- JUNE 16-30, 2017 SHERIFF FUEL JUNE 1-15, 2017 INVOICE # ZZ2209	401-08-2202 401-82-2202 675-07-2202 401-50-2201	1571217 1671217 1771217	07/12/2017		1496.53
	ANNING & ZONING SHERIFF	ANIMAL SHELTER	267.78	1871217	07/12/2017		71.40
100714 71.40 /12/2017	HOOVER, JAMES	INMATE EXTRADITION - OREGON 7/4/17-7/7/17	420-74-2205		/ /		49.62
	TRANSPORTATION OF PRIS	CAPITAL PROJECT LEGAL AD	401-05-2221	1971217	07/12/2017	31193	49.62
100715 49.62 /12/2017	INDEPENDENT NEWS LLC	2 EDITION RUN 6/2/17-INVOICE # 77512 6/28/17-INVOICE # 77562			/ /	31193	48.46
	COUNTY COMMISSION	WIRELESS INTERNET SERVICE JULY	401-82-2272	2071217	07/12/2017		166.92
100716 794.20 07/12/2017	LOBO INTERNET SERVICES LTD	TC ANIMAL SHELTER INVOICE # 93074 IT-DOMAIN HOSTING, PRONTO NET INVOICE # 92964 MONTHLY INTERNET BILL TCED 2,3,4,5 & FIRE ADMIN. INVOICE # 92978	401-65-2272 408-91-2272 409-91-2272 405-91-2272 406-91-2272 413-91-2272 911-80-2272	2171217 2271217	07/12/2017		156.15 81.15 81.15 76.15 36.15 148.07
	INFORMATION TECHNOLOGY	DISPATCH MONTHLY INTERNET BILL INVOICE # 92979			/ /		430.75
48.46 148.07	NEW MEXICO APPARATUS LLC	STATE FIRE ALLOTMENT	406-91-2201	2471217	07/12/2017		2284.91
	ENGINE 2 RR TANK TO PUMP VALVE,				/ /		2284.96

#	DATE	NAME	DESCRIPTION	LINE ITEM	INVOICE #	DATE	PO #	AMOUNT
100718	7/12/2017	NTIS COMMUNICATIONS	MONTHLY LONG DISTANCE BILL	911-80-2207	2571217	07/12/2017		8.00
100719	7/12/2017	ORIKIN INC.	SCHEDULED SERVICE - JULY	911-80-2215	2671217	07/12/2017		124.01
100720	7/12/2017	PLATEAU WIRELESS	CIRCUIT LINES FIBEROPTIC	401-65-2203	2771217	07/12/2017		1904.77
100721	7/12/2017	QWEST CORPORATION	CIRCUIT LINES FOR FIBEROPTIC	401-65-2203	2871217	07/12/2017		1903.49
100722	7/12/2017	STATE FIRE ALLOTMENT	STATE FIRE ALLOTMENT	407-91-2207	2971217	07/12/2017		176.73
100723	7/12/2017	ASSESSORS MONTHLY BILL	ASSESSORS MONTHLY BILL	401-40-2207	571217	07/12/2017		56.26
100724	7/12/2017	ROAD MONTHLY BILL	ROAD MONTHLY BILL	402-60-2207				94.44
100725	7/12/2017	DISPATCH MONTHLY BILL	DISPATCH MONTHLY BILL	911-80-2207				537.13
100726	7/12/2017	TC ANIMAL SHELTER MONTHLY BILL	TC ANIMAL SHELTER MONTHLY BILL	401-82-2207				259.24
100727	7/12/2017	DIST. 2 VFD MONTHLY BILL	DIST. 2 VFD MONTHLY BILL	406-91-2207				59.15
100728	7/12/2017	DIST. 5 VFD MONTHLY BILL	DIST. 5 VFD MONTHLY BILL	405-91-2207				359.58
100729	7/12/2017	TCFD 6 MONTHLY BILL	TCFD 6 MONTHLY BILL	418-91-2207				226.26
100730	7/12/2017	TREASURER'S MONTHLY BILL	TREASURER'S MONTHLY BILL	401-30-2207				56.26
100731	7/12/2017	COUNTY ROAD DEPARTMENT	COUNTY ROAD DEPARTMENT	911-DISPATCH CENTER				537.13
100732	7/12/2017	STATE FIRE ALLOTMENT	STATE FIRE ALLOTMENT	COUNTY TREASURER				56.26
100733	7/12/2017	REMMEX, WARREN T	MONTHLY MAINTENANCE (JULY)	911-80-2203	3071217	07/12/2017		360.00
100734	7/12/2017	DISPATCH CENTER	DISPATCH CENTER	401-08-2203				450.62
100735	7/12/2017	RICOH USA, INC	RENT, ADDITIONAL IMAGES	401-08-2203	3271217	07/12/2017		450.62
100736	7/12/2017	PLANNING & ZONING	PLANNING & ZONING	401-30-2203				325.24
100737	7/12/2017	RICOH USA, INC	RENT, ADDITIONAL IMAGES	401-30-2203	3371217	07/12/2017		325.24
100738	7/12/2017	CITY TREASURER	CITY TREASURER					325.24

#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	AMOUNT
			DIST.2 VFD	406-91-2207	/	/		19.21
			ROAD	402-60-2207	/	/		284.28
			TCPO-HV	529-49-2207	/	/		66.48
			TCPO-DV	690-86-2207	/	/		49.86
			DLSPATCH	911-80-2207	/	/		116.34
			DWI	605-22-2207	/	/		16.62
			ELECTRONIC MONITORING	420-73-2207	/	/		16.62
			TREASURER	401-30-2207	/	/		11.00
			FINANCE	401-55-2207	/	/		41.53
			COMMUNICATIONS/EMS TAX	59.01				
			COUNTY CLERK	2.59				
			ANIMAL SHELTER	68.76				
			HOME VISITING GRANT FY	66.48				
			DWI LOCAL GRANT FY17	16.62				
			FINANCE DEPARTMENT	41.53				
			ADMINISTRATIVE OFFICES	2.59				
			PLANNING & ZONING	19.21				
			STATE FIRE ALLOTMENT	111.01				
			DV GRANT FY16	49.86				
			COMMUNITY MONITORING	16.62				
			PARTS/HARDWARE FOR BUILDING	401-15-2215	3871217	07/12/2017	31131	131.13
			MAINTENANCE				31131	
			PARTS/HARDWARE FOR VEHICLE				31131	
			MAINTENANCE				31131	
			JUNE 2017				31131	
			IT- MAINTENANCE CONTRACTS	401-65-2203	4071217	07/12/2017		4215.83
			INVOICE # 31:12.6					
			MONTHLY TRASH PICK-UP	401-82-2210	4171217	07/12/2017		114.67
			MONTH OF JULY					
			INVOICE # 8627397-0573-2					
			LARGE, SMALL STERILIZATIONS	401-82-2272	4271217	07/12/2017		430.00
			RABIES VACCINATIONS					
			INVOICE # 110572;111749;112256					
			110572;112254					
			DIST.6 VFD MONTHLY BILL	418-91-2210	4371217	07/12/2017		43.53
			WILLARD, VILLAGE OF					
			TOTAL					
			35	29491.78	/	/		

** GRAND TOTAL **	29,491.78	.00
**TOTAL	22,357.73	.00
GENERAL FUND		
COUNTY COMMISSION	4,696.61	.00
TELECOMMUNICATIONS	33.24	.00
PRINTING/PUBLISHING/ADVERTISING	49.62	.00
PROFESSIONAL SERVICES	4,613.75	.00
PLANNING & ZONING	501.17	.00
VEHICLE FUEL	33.93	.00
MAINTENANCE CONTRACTS	450.62	.00
TELECOMMUNICATIONS	16.62	.00
COUNTY MANAGER	64.34	.00
TELECOMMUNICATIONS	64.34	.00
ADMINISTRATIVE OFFICES MAINTENAN	2,598.33	.00
VEHICLE MAINTENANCE/REPAIR	553.56	.00
MAINTENANCE CONTRACTS	1,217.77	.00
TELECOMMUNICATIONS	2.59	.00
BUILDING MAINTENANCE/REPAIR	131.13	.00
CLEANING SERVICE	693.28	.00
JUDICIAL COMPLEX MAINTENANCE	1,684.53	.00
MAINTENANCE CONTRACTS	867.89	.00
CLEANING SERVICE	816.64	.00
COUNTY CLERK	2.59	.00
TELECOMMUNICATIONS	2.59	.00
COUNTY TREASURER	392.50	.00
MAINTENANCE CONTRACTS	325.24	.00
TELECOMMUNICATIONS	67.26	.00
COUNTY ASSESSOR	56.26	.00
TELECOMMUNICATIONS	56.26	.00
COUNTY SHERIFF	2,894.21	.00
VEHICLE MAINTENANCE/REPAIR	1,496.53	.00
TELECOMMUNICATIONS	1,397.68	.00
FINANCE DEPARTMENT	41.53	.00
TELECOMMUNICATIONS	41.53	.00
INFORMATION TECHNOLOGY DEPARTMENT	8,191.01	.00
MAINTENANCE CONTRACTS	8,024.09	.00
PROFESSIONAL SERVICES	166.92	.00
ANIMAL SHELTER	1,234.65	.00
VEHICLE FUEL	267.78	.00
TELECOMMUNICATIONS	328.00	.00
HEATING/GAS/PROPANE	45.74	.00
WATER/SEWER/TRASH	114.67	.00
PROFESSIONAL SERVICES	478.46	.00
ROAD FUND	778.61	.00
COUNTY ROAD DEPARTMENT	460.83	.00
MAINTENANCE CONTRACTS	82.11	.00
**TOTAL		
**DEPT		
402-60-2203		

DEBITS

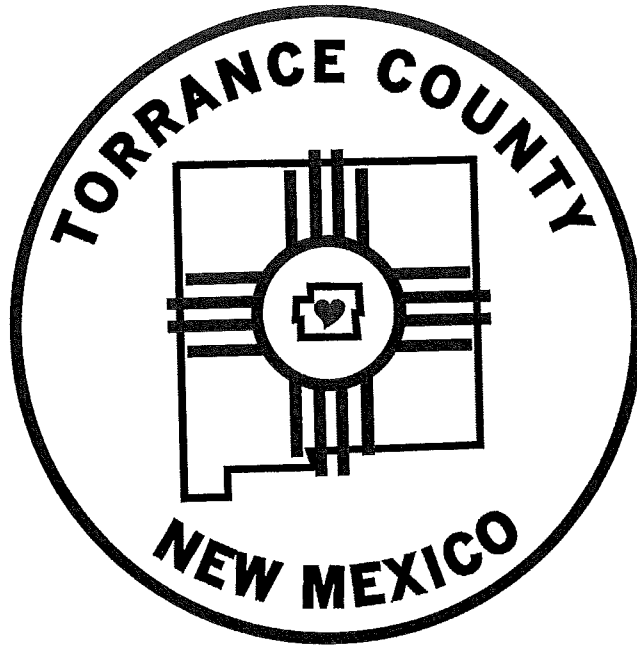
CREDITS

ACCOUNT	DEBITS	CREDITS
402-60-2207		
TELECOMMUNICATIONS		
**DEPT	378.72	.00
402-61-2209		
COUNTY ROAD SHOP		
HEATING/GAS/PROPANE	317.78	.00
402-61-2210		
WATER/SEWER/TRASH	77.71	.00
**TOTAL	240.07	.00
DISTRICT 5 VFD		
**DEPT	534.44	.00
STATE FIRE ALLOTMENT		
TELECOMMUNICATIONS	534.44	.00
405-91-2207		
HEATING/GAS/PROPANE	359.58	.00
405-91-2210		
WATER/SEWER/TRASH	74.72	.00
405-91-2272		
PROFESSIONAL SERVICES	18.99	.00
**TOTAL	81.15	.00
DISTRICT 2 VFD		
**DEPT	2,439.47	.00
STATE FIRE ALLOTMENT		
VEHICLE MAINTENANCE/REPAIR	2,439.47	.00
406-91-2207		
TELECOMMUNICATIONS	2,284.96	.00
406-91-2272		
PROFESSIONAL SERVICES	78.36	.00
**TOTAL	76.15	.00
DISTRICT 1 VFD		
**DEPT	235.28	.00
STATE FIRE ALLOTMENT		
TELECOMMUNICATIONS	235.28	.00
407-91-2207		
TELECOMMUNICATIONS	235.28	.00
**TOTAL		
DISTRICT 3 VFD		
**DEPT	336.38	.00
STATE FIRE ALLOTMENT		
TELECOMMUNICATIONS	336.38	.00
408-91-2207		
HEATING/GAS/PROPANE	16.62	.00
408-91-2209		
MEDICAL SUPPLIES	31.41	.00
408-91-2230		
PROFESSIONAL SERVICES	132.20	.00
408-91-2272		
PROFESSIONAL SERVICES	156.15	.00
**TOTAL		
DISTRICT 4 VFD		
**DEPT	81.15	.00
STATE FIRE ALLOTMENT		
PROFESSIONAL SERVICES	81.15	.00
409-91-2272		
PROFESSIONAL SERVICES	81.15	.00
**TOTAL		
COUNTY FAIR		
**DEPT	262.93	.00
COUNTY FAIR		
412-53-2210		
WATER/SEWER/TRASH	262.93	.00
412-53-2235		
AWARDS FOR COUNTY FAIR	222.93	.00
**TOTAL	40.00	.00
FIRE DEPARTMENT ADMIN		
**DEPT	111.33	.00
STATE FIRE ALLOTMENT		
TELECOMMUNICATIONS	111.33	.00
413-91-2207		
PROFESSIONAL SERVICES	75.18	.00
413-91-2272		
PROFESSIONAL SERVICES	36.15	.00
**TOTAL		
DISTRICT 6 VFD		
**DEPT	316.20	.00
STATE FIRE ALLOTMENT		
TELECOMMUNICATIONS	316.20	.00
418-91-2207		
HEATING/GAS/PROPANE	226.26	.00
418-91-2209		
WATER/SEWER/TRASH	46.41	.00
418-91-2210		
WATER/SEWER/TRASH	43.53	.00
**TOTAL		
JAIL FUND		
**DEPT	159.42	.00
COMMUNITY MONITORING		
**DEPT	16.62	.00

420-73-2207	TELECOMMUNICATIONS	16.62	.00
**DEPT	TRANSPORTATION OF PRISONERS	142.80	.00
420-74-2205	MILEAGE/PER DIEM	142.80	.00
**TOTAL	SAFETY PROGRAM	138.00	.00
**DEPT	RISK MANAGEMENT	138.00	.00
600-06-2248	SAFETY EQUIPMENT	138.00	.00
**TOTAL	CIVIL DEFENSE FUND	59.01	.00
**DEPT	COMMUNICATIONS/EMS TAX	59.01	.00
604-83-2207	TELECOMMUNICATIONS	59.01	.00
**TOTAL	DWI PROGRAM FUND	16.62	.00
**DEPT	DWI LOCAL GRANT FY17	16.62	.00
605-22-2207	TELECOMMUNICATIONS	16.62	.00
**TOTAL	HOME VISITING GRANT	66.48	.00
**DEPT	HOME VISITING GRANT FY16	66.48	.00
629-49-2207	TELECOMMUNICATIONS	66.48	.00
**TOTAL	RURAL ADDRESSING	45.25	.00
**DEPT	RURAL ADDRESSING	45.25	.00
675-07-2202	VEHICLE FUEL	45.25	.00
**TOTAL	P&Z COURT FEES	125.25	.00
**DEPT	PLANNING & ZONING	125.25	.00
685-08-2202	VEHICLE FUEL	122.66	.00
685-08-2207	TELECOMMUNICATIONS	2.59	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	49.86	.00
**DEPT	DV GRANT FY16	49.86	.00
690-86-2207	TELECOMMUNICATIONS	49.86	.00
**TOTAL	EMERGENCY-911 FUND	1,378.37	.00
**DEPT	911-DISPATCH CENTER	1,378.37	.00
911-80-2203	MAINTENANCE CONTRACTS	415.38	.00
911-80-2207	TELECOMMUNICATIONS	661.47	.00
911-80-2209	HEATING/GAS/PROPANE	29.44	.00
911-80-2215	BUILDING MAINTENANCE/REPAIR	124.01	.00
911-80-2272	PROFESSIONAL SERVICES	148.07	.00
BANK01	WELLS FARGO	29,491.78	.00
** BANK TOTALS **		29,491.78	.00



Agenda Item
No. 1



UPDATES

- ✓ Various County Departments
- ✓ Other Boards
- ✓ Forest Service
- ✓ Commission



Agenda Item
No. 2

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
www.torrancecountynm.org



County Commission
Commissioner James "Jim" Frost, District 1
Commissioner Julia DuCharme, District 2
Commissioner Javier E. Sanchez, District 3
County Manager
Belinda Garland
Deputy County Manager
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY
COMMISSION AGENDA**
This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.
All fields must be filled out for consideration.

Name: Tracy Sedillo Treasurer
First Last Department / Company / Organization Name

Today's Date: 7-19-17 Mailing Address: PO Box 318 Estancia
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 4802 Fax Number: 381-4381
Would you like this Agenda faxed to you? Yes No

Email Address: tsedillo@tcnm.us

Is this request for the next Commission meeting? YES NO If no, date of Commission Meeting: _____

Brief explanation of business to be discussed:
Request to Hire Part Time Tax Specialist I

Is this a Resolution, Contract, Agreement, Grant Application, Other? No

Has this been reviewed by Grant Committee? YES NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept? YES NO Comptroller Initials: _____

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: _____



Request to Hire

My department hereby requests to hire the following position in my office:

Position Information	
Department:	<u>Treasurer</u>
Position:	<u>Part Time Tax Specialist I</u>
Employment Status:	<input type="checkbox"/> Temporary (less than 6 months) <input type="checkbox"/> Part-time (19 or less hours a week) <input checked="" type="checkbox"/> Part-time (20+ hours a week) <input type="checkbox"/> Full-Time
Annual Salary:	_____ (Required for Full-Time)
Hourly Salary:	<u>\$11.75</u> (Part-time and temporary ONLY)
Reason for hire:	<u>We need an employee to assist with collection of delinquent mobile home taxes. This position will include field work to locate and verify mobile home location, placing notices of lien at property location, and serving demand warrants.</u>
Line item position will be paid from:	<u>401-30-2103</u>
For access card purposes, will this employee need access to the County Administrative Building outside of normal business hours?	<u>Yes</u>
Publication	
Your department must pay for the advertisement. Jobs will be posted in the building and on the County's website as well as the local newspaper.	
Department Head Approval	<u>Macy Sedillo</u> Date <u>7-19-17</u>
County Manager Approval	<u>Belinda Horland</u> Date <u>7-19-17</u>
Finance Approval	<u>Caronda Lewis</u> Date <u>7-19-17</u>
Commission Approval	_____ Date _____

The Part Time Tax Specialist I will assist with collection of delinquent mobile home accounts, including field work to locate and verify property location, placing notices of lien at property locations, and serving demand warrants. This position will also assist in the office receiving payments at the counter and by mail, processing all payments accurately, verifying the amount of the tax bills with the payment, entering payments into the computer system, balancing daily income with report, and preparing daily deposits.



POSITION SPECIFICATIONS

POSITION TITLE: Part Time Tax Specialist I
DIVISION:
SECTION:
REPORTS TO: County Treasurer
CLASSIFICATION:
DATE JOB ANALYSIS COMPLETED:
DATE JOB ANALYSIS REVIEWED:

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED required.
2. Must have a valid New Mexico's Driver's license.
3. Work experience in office and field setting preferred.
4. Ability to understand and communicate in English.
5. Knowledge of basic math.
6. Knowledge of map descriptions.
7. Knowledge of how to properly operate calculators, computers and other office equipment.
8. Knowledge of filing systems and various office routines.
9. Ability to accept and carry out orders from Treasurer, Chief Deputy Treasurer and/or other supervising staff
10. Ability to perform the essential duties listed below.
11. Ability to perform the essential duties in the work conditions described below.
12. Ability to work with the equipment, tools and materials listed below.
13. Ability to effectively communicate with co-workers, customers and other offices.
14. Must know how to use Microsoft Office software applications.
15. Knowledge in tax collection preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Please initial each item to indicate whether you are or you are not capable of performing that duty.)

YES NO

- 1. Assist customers either in person, on the telephone and/or via email in a courteous and helpful manner.
- 2. Receives monies for payment of taxes at the counter and by mail and processes all payments accurately. Verify that the amounts listed on tax bills and checks for payments are equal, and prepare payments to be entered into the computer system. Balance daily income with report and make deposits.
- 3. Post payments and create bank deposits daily.
- 4. Prepares miscellaneous and tax receipts.
- 5. Must be able to maintain concentration in order to perform duties of a repetitive nature.
- 6. Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
- 7. Must be able to read and copy information quickly and accurately.
- 8. Must be able to write or print legibly to ensure that records are preserved for future use.
- 9. Assisted the Tax Specialist III with delinquent mobile home accounts, including field work to locate and verify vehicle identification numbers, placing notices of lien at property location, and serving demand warrants.
- 10. Performs any other duties as assigned.

PHYSICAL FUNCTIONS:

YES NO

- 1. Ability to lift up to 20 pounds from waist level to shoulder level or from waist

level overhead. Ability to lift and/or carry up to 30 pounds. A dolly may be used in transporting supplies throughout the building that are heavy.

2. Ability to sit up to 4 hours at a time, up to 10 hours total per day. Opportunities do exist to move about as necessary.
3. Ability to stand and/or walk for short times, typically not to exceed 3 hours per day.
4. Must have ability to crouch and bend up to 5 times a day, retrieving documents in the office.
5. Ability to work with arms bent for 4 hours, a total of 10 hours per day.
6. Ability to push/pull with arms with a force up to 5 pounds, up to 15 times total per day.
7. Ability to use hands and fingers to grasp/manipulate equipment and materials, to include paperwork, telephone, keyboard, calculator, tax roll books, and other items necessary to complete essential duties.
8. Ability to coordinate use of hands and eyes in the operation of equipment, such as computer, calculator, and copier.

WORKING CONDITIONS:

YES NO

1. Work is performed indoors and outdoors.
2. Work indoors is performed in a temperature controlled environment. Work outdoors is performed where the worker is exposed to natural weather, including temperature changes, wetness and/or humidity.
3. Work indoors is performed on an even surface, which may be carpeted or tiled. Outdoor work surface is natural ground, asphalt, or concrete, and may be wet, dry, dusty, or possibly greasy.
4. Worker is exposed to normal hazards associated with operating an automobile, and to hazards associated with field work, such as animals, hostile individuals, etc.
5. Work hazards, or potential work hazards, include lifting of tax roll books and boxes of supplies.

___ ___ 6. Worker works alone, both with and without supervision. Worker also performs some duties as a part of a select team of one or two people.

___ ___ 7. Work is performed in a large, open setting.

EQUIPMENT, TOOLS AND MATERIALS:

YES NO

___ ___ 1. Office equipment used in performing job duties include but not limited to: computer, calculator, copier, telephone, and printer.

___ ___ 2. Products handled in performing essential job duties include but not limited to: tax bills, checks, cash, mail, tax roll books, ledger books, writing utensils, office supplies and paperwork.

EMPLOYEE DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, I believe I can perform these duties.

NAME: _____

DATE: _____

SUPERVISOR: _____

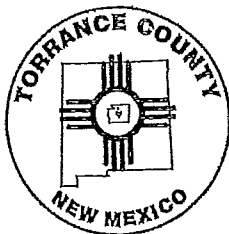
DATE: _____



Agenda Item

No. 3

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
www.torrancecountynm.org



County Commission
Commissioner James "Jim" Frost, District 1
Commissioner Julia DuCharme, District 2
Commissioner Javier E. Sanchez, District 3
County Manager
Belinda Garland
Deputy County Manager
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY
COMMISSION AGENDA**

This form must be returned to the County Manager's Office ONLY!

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.
All fields must be filled out for consideration.

Name: Tracy Sedillo Treasurer
First Last Department / Company / Organization Name

Today's Date: 7-19-17 Mailing Address: PO Box 318 Estancia NM 87016
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 4802 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: tsedillo@tcnm.us

Is this request for the next Commission meeting? YES NO If no, date of Commission Meeting: _____

Brief explanation of business to be discussed:

Resolution - updating Treasurer's Fee Policy

Is this a Resolution, Contract, Agreement, Grant Application, Other? Yes

Has this been reviewed by Grant Committee? YES NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept? YES NO Comptroller Initials: _____

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: _____



State of New Mexico
County of Torrance
Resolution # 2017-__

Updating Treasurer's Fee Policy

WHEREAS, the Torrance County Treasurer's Office incurs costs in processing various transactions as a result of returned personal checks and delinquent property tax collections, and,

WHEREAS, it is customary to collect a reasonable fee for the additional work necessary to remedy these problems as allowed by New Mexico State Statute, then,

NOW, THEREFORE, BE IT RESOLVED, that the following fees be implemented for certain transactions within the Torrance County Treasurer's Office.

Return item (NSF) charges

\$20.00

This fee will not be less than current bank charges. This charge will cover the processing cost of the return items.

Cost to Torrance County – Personal Property (Manufactured Homes)

The administration and enforcement of delinquent personal property ad valorem taxes are authorized by New Mexico Statutes 7-38-51 through 56.

The delinquent personal property tax sale is authorized by New Mexico Statutes 7-38-57 through 59.

The County Treasurer is authorized to recover any cost incurred in preparing for the sale. To cover additional costs of preparing for the personal property tax sale, the Torrance County Treasurer is proposing the following fee:

* **Demand Warrant Processing Fee** **\$75.00**

This charge would be for all accounts that are delinquent over 180 days.

Finance Company Tax Roll and Delinquent List Charge

This cost is to cover the time and resources incurred to prepare and send the file to each Finance company who requests it.

* **Tax Roll Charge** **\$100.00**

* **Delinquent List Charge** **\$125.00**

BE IT FURTHER RESOLVED that the funds collected for these transactions be deposited in the Treasurer's Fee Fund, 609 to be used for expenses in the Treasurer's Office associated with the collection of taxes.

DONE at Estancia, New Mexico, Torrance County this 26th day of July 2017.

TORRANCE COUNTY COMMISSION

James W. Frost, District 1

Attest:

Julia DuCharme, District 2

County Clerk

Javier E. Sanchez, District 3



*Agenda Item
No. 4*

**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
DISASTER ASSISTANCE PROGRAM
GRANT AGREEMENT**

Executive Order: 2016-007
Grant Agreement Number: 2016-007-002

THIS GRANT AGREEMENT is made and entered into as of the date of the last signature in Article IX of this Agreement by and between the State of New Mexico, Department of Homeland Security and Emergency Management, P.O. Box 27111, Santa Fe, New Mexico, 87502, hereinafter called DHSEM, and

Torrance County
205 9th St.
Estancia, NM 87016

hereinafter called the Grantee.

WITNESSETH:

WHEREAS, this Grant Agreement for funding by the Disaster Assistance Program under Executive Order 2016-007 is made by and between DHSEM and the Grantee, pursuant to Section 12-11-24 to 12-11-25 New Mexico Statutes Annotated 1978, as amended, and the provisions of the Disaster Assistance Program as described herein.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

ARTICLE I - SCOPE OF WORK

- A. The Grantee agrees that it will make a good faith effort to complete, in every respect possible, the requirements of this Grant Agreement.
- B. Unless such changes are approved in writing by DHSEM, the Grantee agrees to make no change in the Scope of Work allowed in the Project Worksheet(s) prepared for the Grantee by the Inspecting Agency and/or DHSEM under this disaster and appended to this Agreement.
- C. The Grantee shall provide, through force account or contract, all necessary qualified personnel, material, and facilities to implement, carry out, and complete the grant requirements described herein.

ARTICLE II - LENGTH OF GRANT AGREEMENT

- A. The performance period for work authorized under this Grant Agreement shall be for twelve (12) months from the date of the Executive Order, which date is 06-16-2016.
- B. Unless amended, the performance period shall terminate on 06-16-2017.
- C. This agreement is extended 12 months. The amended performance period shall terminate on **06-16-2018**.
- D. This Grant Agreement, as amended, shall remain open for a period of 120 days following the end of the performance period for administrative purposes, including final inspection, desk audit of cost records, and final payment.
- E. If, due to unusual circumstances, it becomes apparent that the entire work of this Grant cannot be brought to full completion within the first twelve (12) months, the Grantee shall so notify DHSEM in writing as soon as possible prior to the termination of the

- K. The Grantee shall notify DHSEM when all work is completed and ready for final inspection. DHSEM will arrange the final inspection, and the Grantee agrees to cooperate fully with the Inspecting Agency during the inspection.
- L. Funding of this Grant Agreement is contingent upon funds being available from the State of New Mexico for this purpose.

ARTICLE V - MODIFICATION AND TERMINATION

- A. By written notice to the Grantee, DHSEM shall have the right to terminate this Agreement if, at any time, in the judgment of DHSEM, the provisions of this Grant Agreement have been violated. In this regard, DHSEM may demand refund of all or part of the funds paid to the Grantee, and the Grantee agrees to make such refund promptly.
- B. Neither party to this Agreement may modify any terms or conditions of this Agreement except by a Grant Agreement Amendment.
- C. DHSEM will prepare a Grant Agreement Amendment if any changes to the original Agreement are necessary; no amendment is valid until signed by the Director of DHSEM.

ARTICLE VI - TERMS AND CONDITIONS

The Grantee hereby assures and certifies that it will comply with all regulations, policies, guidelines, and requirements with respect to the acceptance and use of state funds for this program.

The Grantee hereby assures and certifies with respect to this Grant that:

- A. The Grantee shall provide DHSEM with sufficient cost documentation to allow DHSEM to calculate the total actual cost of all work funded by this Grant.
- B. Payment will be made by electronic funds transfer where possible to a bank account in the name of the Grantee. If paid by check, the Grantee will promptly deposit all payments into a bank account in the name of the Grantee. All debts for goods and services procured under this Grant are to be paid by check. Copies of checks and bank statements are a required part of the cost documentation. The final payment of grant funds will be reduced by the amount of interest earned by these funds in any bank account.
- C. The Grantee will adhere to generally accepted financial and accounting standards.
- D. Unless authorized by DHSEM, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the Grantee is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Grantee during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with this Grant. The Grantee shall incorporate into all such contracts a provision prohibiting such interest pursuant to the purposes of this certification.
- E. The Grantee shall submit a copy of the contract bid specifications to DHSEM for review and concurrence prior to awarding any contract.
- F. Purchasing and contracting performed under this Grant will follow procedures of the State Purchasing Act, NMSA 1978, Sections 13-1-1 to 13-1-199, specifically Sections 13-1-102 and 13-1-190, unless specifically exempted by statute or by DHSEM. Proof of compliance with this Act shall be part of the Grantee cost documentation.
- G. The Grantee is the legal entity responsible under law for the performance of the work authorized under this Agreement.
- H. The Grantee has not received, and will not receive, duplicate benefits for the same loss from any other source.
- I. All funds received pursuant to this Grant Agreement have been, or will be, expended in accordance with applicable state laws and regulations.
- J. The Grantee will provide without cost to the state all lands, easements, and rights of way necessary for the inspection of the approved work.

- K. The Grantee will hold and save the state free from any liability arising from the approved work.
- L. The Grantee will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) to the end that in accordance with Title VI of that Act and regulations, no person in the United States shall on the grounds of race, color, religion, nationality, sex, age, or economic status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee received financial assistance, and that it will immediately take any measures necessary to effectuate this requirement.
- M. All repairs and construction shall be in accordance with applicable standards of safety, decency, and sanitation, and shall be in conformance with applicable codes, specifications, and standards; and that hazards in the area where approved work is performed are to be minimized as much as is reasonable so as to provide a workplace that meets or exceeds common safety requirements.
- N. The terms and conditions of this Grant Agreement are contingent upon sufficient appropriations and authorizations being made by the State of New Mexico for performance of this Grant. If sufficient appropriations and authorizations are not made by the State of New Mexico, this Grant Agreement shall terminate upon written notice being given by DHSEM to the Grantee. Both parties are expressly not committed to expenditure of any funds until such time as they are approved, budgeted, and encumbered.

ARTICLE VII - RETENTION OF RECORDS

The Grantee shall keep such records that will fully disclose the amount and disposition of the total funds from all sources under this Grant Agreement, the purpose for which such funds were used, the amount and nature of all contributions from other sources, and such other records as DHSEM shall prescribe. The State of New Mexico requires that records be retained for a period of not less than six years following completion of work and the acceptance of the final payment.

ARTICLE VIII- GRANTEE REPRESENTATIVES

The Grantee hereby designates the persons listed below as the official Grantee representatives responsible for overall fiscal and programmatic supervision of this Grant *(may be the same person)*:

Martin Lucero
 Grantee Fiscal Representative
PO Box 48 Estancia NM 87016
 Address
(505) 544-4727
 Telephone Number

Martin Lucero
 Grantee Program Representative
PO Box 48 Estancia NM 87016
 Address
(505) 544-4727
 Telephone Number



Agenda Item
No. 5



TORRANCE COUNTY
RESOLUTION # 2017 - 37

WHEREAS, the Governing Body in and for the County of Torrance, has reviewed the Fourth Quarter Report for Fiscal Year 2016-2017, and;

WHEREAS, said Fourth Quarter Report was completed using current Torrance County figures and balances and compiled into the Department of Finance and Administration's approved forms by the Torrance County Finance Department, and;

WHEREAS, the Fourth Quarter Report is hereto attached, and;

NOW THEREFORE BE IT RESOLVED, that the Board of County Commissioners, Torrance County hereby finds the Fourth Quarter Report to be accurate and true and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

DONE at Estancia, New Mexico, Torrance County this 26th day of July 2017.

TORRANCE COUNTY COMMISSION

James W. Frost, District 1

Attest:

Julia DuCharme, District 2

County Clerk

Javier E. Sanchez, District 3

COUNTY: TORRANCE

Period Ending: 06/30/2017

Prepared By: Amanda Tenorio

DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION

SUBMIT TO LOCAL GOVERNMENT DIVISION NO LATER THAN 30 DAYS
AFTER THE CLOSE OF EACH QUARTER

I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF
MY KNOWLEDGE AND THAT THIS REPORT DEPICTS ALL FUNDS:

Amanda Tenorio
Signature

7-19-17
Date

Fund #	FUND NAME	BEGINNING CASH BALANCE CURRENT FY (1)	YEAR-TO-DATE TRANSACTIONS						QTR ENDING CASH BALANCE (1)+(2)-(3)+(4)+(5) (6)	INVESTMENTS (7)	CASH + INVESTMENTS (8)	REQUIRED RESERVES (9)	AVAILABLE CASH (8) - (9)
			REVENUES TO DATE (2)	TRANSFERS TO DATE (3)	EXPENDITURES TO DATE (4)	ADJUSTMENTS (5)	INVESTMENTS	CASH + INVESTMENTS					
101	GENERAL FUND (GF)	\$1,748,571	6,050,685	(916,982)	4,834,339	0	\$2,047,934	0	\$2,047,934	1,208,585	\$839,349		
201	CORRECTION	\$0	48,499	0	48,499	0	\$0	0	\$0	\$0	\$0		
202	ENVIRONMENTAL GRANT	\$0	151,911	0	151,911	0	\$0	0	\$0	\$0	\$0		
203	County Property Valuation	\$231,810	105,083	42,656	160,621	0	\$218,928	0	\$218,928	\$218,928	\$218,928		
204	COUNTY ROAD	\$536,488	1,164,416	0	1,453,361	0	\$247,543	0	\$247,543	121,113	\$126,429		
206	EMS	\$71,230	46,872	0	17,511	0	\$100,590	0	\$100,590	\$100,590	\$100,590		
207	ENHANCED 911	\$127,734	627,729	248,232	777,298	0	\$226,397	0	\$226,397	\$226,397	\$226,397		
208	Farm & Range Improvement	\$468	2,070	28,218	30,500	0	\$256	0	\$256	\$256	\$256		
209	FIRE PROTECTION FUND	\$204,821	528,298	0	474,899	0	\$258,220	0	\$258,220	\$258,220	\$258,220		
211	LEPF	\$5,214	27,200	0	28,634	0	\$3,781	0	\$3,781	\$3,781	\$3,781		
214	LODGERS' TAX	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
217	RECREATION	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
218	INTERGOVERNMENTAL GRANTS	\$135,358	603,040	81,108	705,809	0	\$113,698	0	\$113,698	\$113,698	\$113,698		
219	SENIOR CITIZEN	\$1,341	0	0	561	0	\$781	0	\$781	\$781	\$781		
220	COUNTY INDIGENT FUND	\$237,075	389,772	0	315,052	0	\$311,795	0	\$311,795	\$311,795	\$311,795		
221	COUNTY HOSPITAL FUND	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
222	COUNTY FIRE PROTECTION	\$53,077	316,026	(50,193)	103,723	0	\$215,187	0	\$215,187	\$215,187	\$215,187		
223	DWI PROGRAM	\$11,572	155,749	0	151,522	0	\$15,799	0	\$15,799	\$15,799	\$15,799		
225	Clerk Recording & Filing	\$3,985	22,134	0	16,851	0	\$9,268	0	\$9,268	\$9,268	\$9,268		
226	JAIL - DETENTION FUND	\$660,631	403,972	520,000	1,033,841	0	\$450,762	0	\$450,762	\$450,762	\$450,762		
299	OTHER	\$639,313	6,227,406	(45,000)	6,002,068	0	\$819,651	0	\$819,651	\$819,651	\$819,651		
300	CAPITAL PROJECT FUNDS	\$18,505	1,072,241	0	341,235	0	\$749,511	0	\$749,511	\$749,511	\$749,511		
401	G. O. BONDS	\$346,515	373,595	0	332,800	0	\$387,310	0	\$387,310	\$387,310	\$387,310		
402	REVENUE BONDS	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
403	DEBT SERVICE OTHER	\$11,311	285,796	91,961	294,986	0	\$94,082	0	\$94,082	\$94,082	\$94,082		
500	ENTERPRISE FUNDS												
	Water Fund	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Solid Waste	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Waste Water	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Airport	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Ambulance	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Cemetery	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Housing	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Parking	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	Other Enterprise (enter fund)	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
600	INTERNAL SERVICE FUNDS	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
700	TRUST AND AGENCY FUNDS	\$0	0	0	0	0	\$0	0	\$0	\$0	\$0		
	GRAND TOTAL	\$4,945,019	\$18,602,494	\$0	\$17,276,020	\$0	\$6,271,494	\$0	\$6,271,494	\$1,329,698	\$4,941,796		

COUNTY: TORRANCE
 Period Ending: 06/30/2017

GENERAL FUND - COUNTY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative) \$	%
REVENUES							
Taxes:							
Property Tax - Current Year	3,860,373	\$0	\$3,860,373	\$3,994,821		\$134,448	103.48%
Property Tax - Delinquent	310,000	\$0	\$310,000	\$372,083		\$62,083	120.03%
Property Tax - Penalty & Interest	144,000	\$0	\$144,000	\$155,811		\$11,811	108.20%
Oil and Gas - Equipment	0	\$0	\$0	\$0		\$0	n/a
Oil and Gas - Production	0	\$0	\$0	\$0		\$0	n/a
Franchise Fees	0	\$0	\$0	\$0		\$0	n/a
Gross receipts - Local Option	320,000	\$0	\$320,000	\$395,900		\$75,900	123.72%
Gross Receipts - Infrastructure	0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Environment	0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Hold Harmless	0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Other Dedication	0	\$0	\$0	\$0		\$0	n/a
PILT	\$320,000	\$0	\$320,000	\$322,490		\$2,490	100.78%
Intergovernmental - State Shared:							
Gross receipts	\$360,000	\$0	\$360,000	\$320,458		(\$39,542)	89.02%
Cigarette Tax	\$0	\$0	\$0	\$0		\$0	n/a
Gas Tax	\$0	\$0	\$0	\$0		\$0	n/a
Motor Vehicle	\$52,000	\$0	\$52,000	\$59,324		\$7,324	114.08%
Other	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Local	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriations	\$0	\$0	\$0	\$0		\$0	n/a
Small Counties Assistance	\$270,000	\$0	\$270,000	\$250,153		(\$19,847)	92.65%
Licenses and Permits	\$13,500	\$0	\$13,500	\$13,733		\$233	101.72%
Charges for Services	\$133,938	\$0	\$133,938	\$142,819		\$8,881	106.63%
Fines and Forfeits	\$0	\$0	\$0	\$50		\$50	n/a
Interest on Investments	\$1,000	\$0	\$1,000	\$13,745		\$12,745	1374.49%
Miscellaneous	\$9,607	\$0	\$9,607	\$9,298		(\$309)	96.78%
TOTAL GENERAL FUND REVENUES	\$5,794,418	\$0	\$5,794,418	\$6,050,685		\$256,267	104.42%
EXPENDITURES							
Executive-Legislative	1,224,884	\$0	\$1,224,884	\$1,036,214	\$0	\$188,670	84.60%
Judicial	30,880	\$0	\$30,880	\$28,883	\$0	\$1,997	93.53%
Elections	363,007	\$0	\$363,007	\$355,437	\$0	\$7,570	97.91%
Finance & Administration	1,559,289	\$0	\$1,559,289	\$1,357,924	\$0	\$201,365	87.09%
Public Safety	1,478,961	\$0	\$1,478,961	\$1,461,139	\$0	\$17,822	98.79%
Highways & Streets	0	\$0	\$0	\$0	\$0	\$0	n/a
Senior Citizens	0	\$0	\$0	\$0	\$0	\$0	n/a
Sanitation	0	\$0	\$0	\$0	\$0	\$0	n/a
Health and Welfare	0	\$0	\$0	\$0	\$0	\$0	n/a
Culture and Recreation	0	\$0	\$0	\$0	\$0	\$0	n/a
Economic Development & Housing	0	\$0	\$0	\$0	\$0	\$0	n/a
Other - Miscellaneous	615,324	\$9,380	\$624,704	\$594,742	\$0	\$29,962	95.20%
TOTAL GENERAL FUND EXPENDITURES	\$5,272,345	\$9,380	\$5,281,725	\$4,834,339	\$0	\$447,386	91.53%
OTHER FINANCING SOURCES							
Transfers In	\$170,000	\$0	\$170,000	\$170,000		\$0	100.00%
Transfers (Out)	(\$1,086,982)	\$0	(\$1,086,982)	(\$1,086,982)		\$0	100.00%
TOTAL - OTHER FINANCING SOURCES	(\$916,982)	\$0	(\$916,982)	(\$916,982)		\$0	100.00%
Excess (deficiency) of revenues over expenditures						\$299,363	

COUNTY: TORRANCE
 Period Ending: 06/30/2017

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS			
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance%
CORRECTIONS REVENUES	201							
Correction Fees	201	50,000	0	50,000	48,499		(1,501)	97.00%
Miscellaneous	201	0	0	0	0		0	n/a
TOTAL Revenues		50,000	0	50,000	48,499		(1,501)	97.00%
EXPENDITURES	201	0	0	0	48,499	0	(48,499)	n/a
OTHER FINANCING SOURCES								
Transfers In	201	0	0	0	0		0	n/a
Transfers (Out)	201	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	201				0			
ENVIRONMENTAL REVENUES	202							
GRT - Environmental	202	90,000	153,911	243,911	151,911		(92,000)	62.28%
Miscellaneous	202	0	0	0	0		0	n/a
TOTAL Revenues		90,000	153,911	243,911	151,911		(92,000)	62.28%
EXPENDITURES	202	90,000	63,911	153,911	151,911	0	2,000	98.70%
OTHER FINANCING SOURCES								
Transfers In	202	0	0	0	0		0	n/a
Transfers (Out)	202	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	202				0			
PROPERTY VALUATION REVENUES	203							
Administrative Fee	203	90,800	0	90,800	93,370		2,570	102.83%
Miscellaneous	203	9,200	0	9,200	11,714		2,514	127.32%
TOTAL Revenues		100,000	0	100,000	105,083		5,083	105.08%
EXPENDITURES	203	345,466	0	345,466	160,621	0	184,845	46.49%
OTHER FINANCING SOURCES								
Transfers In	203	42,656	0	42,656	42,656		0	100.00%
Transfers (Out)	203	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		42,656	0	42,656	42,656		0	100.00%
Excess (deficiency) of revenues over expen	203				(12,881)			
EMS REVENUES	206							
State EMS Grant	206	24,000	0	24,000	17,414		(6,586)	72.56%
Miscellaneous	206	15,543	0	15,543	29,458		13,915	189.52%
TOTAL Revenues		39,543	0	39,543	46,872		7,329	118.53%
EXPENDITURES	206	88,963	1,929	90,892	17,511	0	73,381	19.27%
OTHER FINANCING SOURCES								
Transfers In	206	0	0	0	0		0	n/a
Transfers (Out)	206	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	206				29,360			
E911 REVENUES	207							
State-E-911 Enhancement	207	0	0	0	0		0	n/a
Network & Data Base Grant	207	0	0	0	0		0	n/a
Miscellaneous	207	554,149	0	554,149	627,729		73,580	113.28%
TOTAL Revenues		554,149	0	554,149	627,729		73,580	113.28%

COUNTY: TORRANCE
 Period Ending: 06/30/2017

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS	Encumbrances (expend line only)	Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total			
EXPENDITURES	207	890,011	30,000	920,011	777,298	0	142,713	84.49%
OTHER FINANCING SOURCES							30,000	111.54%
Transfers In	207	260,000	0	260,000	290,000		0	100.00%
Transfers (Out)	207	(41,768)	0	(41,768)	(41,768)		30,000	113.75%
TOTAL - OTHER FINANCING SOURCES		218,232	0	218,232	248,232			
Excess (deficiency) of revenues over expen	207				98,663			
FARM & RANGE REVENUES	208							
Federal - Taylor Grazing	208	468	0	468	2,070		1,602	442.11%
Miscellaneous	208	0	0	0	0		0	n/a
TOTAL Revenues		468	0	468	2,070		1,602	442.11%
EXPENDITURES	208	29,500	1,000	30,500	30,500	0	0	100.00%
OTHER FINANCING SOURCES							0	100.00%
Transfers In	208	28,218	0	28,218	28,218		0	n/a
Transfers (Out)	208	0	0	0	0		0	100.00%
TOTAL - OTHER FINANCING SOURCES		28,218	0	28,218	28,218			
Excess (deficiency) of revenues over expen	208				(212)			
COUNTY FIRE PROTECTION REVENUES	209							
State - Fire Marshall Allotment	209	204,821	0	204,821	528,298		323,477	257.93%
Miscellaneous	209	0	0	0	0		0	n/a
TOTAL Revenues		204,821	0	204,821	528,298		323,477	257.93%
EXPENDITURES	209	682,484	0	682,484	474,899	0	207,585	69.58%
OTHER FINANCING SOURCES							0	n/a
Transfers In	209	0	0	0	0		0	n/a
Transfers (Out)	209	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	209				53,399			
LAW ENFORCEMENT PROTECTION REVENUES	211							
State-Law Enforcement Protection	211	26,600	0	26,600	27,200		600	102.26%
Miscellaneous	211	0	0	0	0		0	n/a
TOTAL Revenues		26,600	0	26,600	27,200		600	102.26%
EXPENDITURES	211	31,814	0	31,814	28,634	0	3,180	90.00%
OTHER FINANCING SOURCES							0	n/a
Transfers In	211	0	0	0	0		0	n/a
Transfers (Out)	211	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	211				(1,434)			
LODGERS' TAX REVENUES	214							
Lodgers' Tax	214	0	0	0	0		0	n/a
Miscellaneous	214	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	214	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							0	n/a
Transfers In	214	0	0	0	0		0	n/a
Transfers (Out)	214	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a

COUNTY: TORRANCE
 Period Ending: 06/30/2017

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
Excess (deficiency) of revenues over expenses	214				0			
RECREATION REVENUES	217							
Cigarette Tax - (1 cent)	217	0	0	0	0		0	n/a
Miscellaneous	217	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	217	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES								
Transfers In	217	0	0	0	0		0	n/a
Transfers (Out)	217	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenses	217				0			
INTERGOVERNMENTAL GRANTS REVENUES	218							
State Grants	218	398,772	20,000	418,772	382,131		(36,641)	91.25%
Federal Grants	218	394,558	0	394,558	176,373		(218,185)	44.70%
Miscellaneous	218	35,609	0	35,609	44,537		8,928	125.07%
TOTAL Revenues		828,939	20,000	848,939	603,040		(245,899)	71.03%
EXPENDITURES	218	865,300	101,246	966,546	705,809	0	260,737	73.02%
OTHER FINANCING SOURCES								
Transfers In	218	66,108	15,000	81,108	81,108		0	100.00%
Transfers (Out)	218	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		66,108	15,000	81,108	81,108		0	100.00%
Excess (deficiency) of revenues over expenses	218				(21,660)			
SENIOR CITIZENS REVENUES	219							
State Grants	219	0	0	0	0		0	n/a
Federal Grants	219	0	0	0	0		0	n/a
Miscellaneous	219	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0		0	n/a
EXPENDITURES	219	1,341	0	1,341	561	0	780	41.81%
OTHER FINANCING SOURCES								
Transfers In	219	0	0	0	0		0	n/a
Transfers (Out)	219	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenses	219				(561)			
INDIGENT REVENUES	220							
GRT - County Indigent	220	187,200	0	187,200	237,540		50,340	126.89%
Miscellaneous	220	103,000	0	103,000	152,232		49,232	147.80%
TOTAL Revenues		290,200	0	290,200	389,772		99,572	134.31%
EXPENDITURES	220	490,752	49,232	539,984	315,052	0	224,932	58.34%
OTHER FINANCING SOURCES								
Transfers In	220	0	0	0	0		0	n/a
Transfers (Out)	200	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenses	220				74,720			
HOSPITAL REVENUES	221							
GRT - Special/Local Hospital	221	0	0	0	0		0	n/a

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

COUNTY: TORRANCE
 Period Ending: 06/30/2017

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
SPECIAL REVENUES - RESOURCES							0	n/a
GRT - Hospital Emergency	221	0	0	0	0		0	n/a
GRT - County Health Care	221	0	0	0	0		0	n/a
Miscellaneous	221	0	0	0	0		0	n/a
TOTAL Revenues		0	0	0	0	0	0	n/a
EXPENDITURES	221	0	0	0	0		0	n/a
OTHER FINANCING SOURCES					0		0	n/a
Transfers In	221	0	0	0	0		0	n/a
Transfers (Out)	221	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES					0		0	n/a
Excess (deficiency) of revenues over expen	221				0			
COUNTY FIRE PROTECTION REVENUES	222						(71,627)	78.93%
GRT - Fire Excise Tax (1/4 or 1/8 cent)	222	140,000	200,000	340,000	268,373		47,654	n/a
Miscellaneous	222	0	0	0	47,654		(23,974)	92.95%
TOTAL Revenues		140,000	200,000	340,000	316,026		66,172	61.05%
EXPENDITURES	222	109,895	60,000	169,895	103,723		0	n/a
OTHER FINANCING SOURCES					0		0	n/a
Transfers In	222	0	0	0	0		0	100.00%
Transfers (Out)	222	(50,193)	0	(50,193)	(50,193)		0	100.00%
TOTAL - OTHER FINANCING SOURCES		(50,193)	0	(50,193)	(50,193)		0	100.00%
Excess (deficiency) of revenues over expen	222				162,110			
DWI REVENUES	223						(31,461)	66.02%
State - Formula Distribution (DFA)	223	92,576	0	92,576	61,115		(11,726)	87.75%
State - Local Grant (DFA)	223	95,743	0	95,743	84,017		(875)	89.46%
State Other	223	8,304	0	8,304	7,429		0	n/a
Federal Grants	223	0	0	0	0		(1,811)	63.78%
Miscellaneous	223	5,000	0	5,000	3,189		(45,874)	77.25%
TOTAL Revenues		201,623	0	201,623	155,749		67,393	69.22%
EXPENDITURES	223	183,915	35,000	218,915	151,522		0	n/a
OTHER FINANCING SOURCES					0		0	n/a
Transfers In	223	0	0	0	0		0	n/a
Transfers (Out)	223	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	223				4,227			
CLERKS RECORDING AND FILING FEES REVENUES	225						1,994	109.97%
Clerk Equipment Fees	225	20,000	0	20,000	21,994		140	n/a
Miscellaneous	225	0	0	0	140		2,134	110.67%
TOTAL Revenues		20,000	0	20,000	22,134		6,349	72.63%
EXPENDITURES	225	23,200	0	23,200	16,851		0	n/a
OTHER FINANCING SOURCES					0		0	n/a
Transfers In	225	0	0	0	0		0	n/a
Transfers (Out)	225	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES		0	0	0	0		0	n/a
Excess (deficiency) of revenues over expen	225				5,283			
JAIL - DETENTION REVENUES	226						59,538	125.34%
GRT - County Correctional Dedication	226	235,000	0	235,000	294,538		7,399	133.63%
Miscellaneous	226	22,000	0	22,000	29,399			

COUNTY: TORRANCE
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SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Encumbrances (expend line only)	Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total				
Work Release	226	0	0	0	0		0	n/a	
State - Care of Prisoners	226	30,000	0	30,000	13,472		(16,528)	44.91%	
Federal - Care of Prisoners	226	0	0	0	0		0	n/a	
Miscellaneous	226	23,000	0	23,000	66,562		43,562	289.40%	
TOTAL Revenues		310,000	0	310,000	403,972		93,972	130.31%	
EXPENDITURES	226	1,439,186	0	1,439,186	1,033,841	0	405,345	71.84%	
OTHER FINANCING SOURCES									
Transfers In	226	520,000	0	520,000	520,000		0	100.00%	
Transfers (Out)	226	0	0	0	0		0	n/a	
TOTAL - OTHER FINANCING SOURCES		520,000	0	520,000	520,000		0	100.00%	
Excess (deficiency) of revenues over expen	226				(109,869)				
OTHER - SPECIAL	299								
REVENUES	299	1,073,570	0	1,073,570	6,227,406		5,153,836	580.07%	
EXPENDITURES	299	1,558,355	8,921,322	10,479,677	6,002,068	0	4,477,609	57.27%	
TOTAL -OTHER FINANCING SOURCES	299	0	(45,000)	(45,000)	(45,000)		0	100.00%	
Excess (deficiency) of revenues over expen	299				180,338				

OTHER MISC. (FUND 299) DETAIL LIST

COUNTY: TORRANCE
 Period Ending: 06/30/2017

SPECIAL REVENUES	BUDGET			ACTUALS			
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
CR A085 Developer Fee				52		52	n/a
REVENUES	0	0	0	0	0	0	n/a
EXPENDITURES							
OTHER FINANCING SOURCES				0		0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				52			
COUNTY FAIR				175,872		30,604	121.07%
REVENUES	145,268	0	145,268	189,569	0	13,577	93.32%
EXPENDITURES	203,146	0	203,146				
OTHER FINANCING SOURCES				21,000		0	100.00%
Transfers In	21,000	0	21,000	0		0	n/a
Transfers (Out)	0	0	0	21,000		0	100.00%
TOTAL - OTHER FINANCING SOURCES	21,000	0	21,000	7,302			
Excess (deficiency) of revenues over expenditures							
Animal Shelter				1,617		617	161.70%
REVENUES	1,000	0	1,000	2,773	0	1,827	60.29%
EXPENDITURES	4,600	0	4,600				
OTHER FINANCING SOURCES				0		0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				(1,156)			
Safety Program				14,935		2,085	116.23%
REVENUES	12,850	0	12,850	30,461	0	8,741	77.70%
EXPENDITURES	39,202	0	39,202				
OTHER FINANCING SOURCES				24,000		0	100.00%
Transfers In	24,000	0	24,000	0		0	n/a
Transfers (Out)	0	0	0	24,000		0	100.00%
TOTAL - OTHER FINANCING SOURCES	24,000	0	24,000	8,474			
Excess (deficiency) of revenues over expenditures							
DWI School				1,034		(966)	51.70%
REVENUES	2,000	0	2,000	1,028	0	1,958	34.44%
EXPENDITURES	2,986	0	2,986				
OTHER FINANCING SOURCES				0		0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	6			
Excess (deficiency) of revenues over expenditures							
Treasurer's Fee				10,606		4,606	176.77%
REVENUES	6,000	0	6,000	27,719	0	25,181	52.40%
EXPENDITURES	52,900	0	52,900				
OTHER FINANCING SOURCES				0		0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	(17,113)			
Excess (deficiency) of revenues over expenditures							
Esperanza Medical Clinic				400		(800)	33.33%
REVENUES	1,200	0	1,200	0	0	12,000	0.00%
EXPENDITURES	12,000	0	12,000				
OTHER FINANCING SOURCES				0		0	n/a
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	400			
Excess (deficiency) of revenues over expenditures							

COUNTY: TORRANCE
 Period Ending: 06/30/2017

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS			
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
Court Forfeiture							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
Wind Pitt							
REVENUES	660,475	0	660,475	661,765		1,290	100.20%
EXPENDITURES	839,500	(240,500)	599,000	197,469	0	401,531	32.97%
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	(170,000)	(45,000)	(215,000)	(215,000)		0	100.00%
TOTAL - OTHER FINANCING SOURCES	(170,000)	(45,000)	(215,000)	(215,000)		0	100.00%
Excess (deficiency) of revenues over expenditures				249,296			
Water Board							
REVENUES	10,000	0	10,000	13,000		3,000	130.00%
EXPENDITURES	0	10,447	10,447	10,447	0	0	100.00%
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				2,553			
Rural Addressing							
REVENUES	28,600	0	28,600	33,738		5,138	117.97%
EXPENDITURES	91,936	0	91,936	73,413	0	18,523	79.85%
OTHER FINANCING SOURCES							
Transfers In	50,000	0	50,000	50,000		0	100.00%
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	50,000	0	50,000	50,000		0	100.00%
Excess (deficiency) of revenues over expenditures				10,326			
P & Z Court Fees							
REVENUES	6,077	0	6,077	5,273		(804)	86.76%
EXPENDITURES	8,740	1,375	10,115	9,311	0	804	92.05%
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				(4,038)			
Teen Court Fund							
REVENUES	100	0	100	220		120	220.00%
EXPENDITURES	491	0	491	0	0	491	0.00%
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				220			
ICE Inmates							
REVENUES	200,000	0	200,000	5,284,749		5,084,749	2642.37%
EXPENDITURES	202,854	9,000,000	9,202,854	5,284,138	0	3,918,716	57.42%
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				611			

COUNTY: TORRANCE
 Period Ending: 06/30/2017

OTHER MISC. (FUND 299) DETAIL LIST

SPECIAL REVENUES	BUDGET			ACTUALS			
	Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)	Budget Balance	Budget Variance %
Volunteer Recruit/Ret							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	100,000	0	100,000	61,651	0	38,349	61.65%
OTHER FINANCING SOURCES				75,000		0	100.00%
Transfers In	75,000	0	75,000	0		0	n/a
Transfers (Out)	0	0	0	75,000		0	100.00%
TOTAL - OTHER FINANCING SOURCES	75,000	0	75,000	75,000			
Excess (deficiency) of revenues over expenditures				13,349			
EVSWA Contract							
REVENUES	0	0	0	24,145		24,145	n/a
EXPENDITURES	0	150,000	150,000	114,089	0	35,911	76.06%
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				(89,944)			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
(enter fund name here)							
REVENUES	0	0	0	0		0	n/a
EXPENDITURES	0	0	0	0	0	0	n/a
OTHER FINANCING SOURCES							
Transfers In	0	0	0	0		0	n/a
Transfers (Out)	0	0	0	0		0	n/a
TOTAL - OTHER FINANCING SOURCES	0	0	0	0		0	n/a
Excess (deficiency) of revenues over expenditures				0			
FUND 299 SUMMARY							
Revenue - TOTAL	\$1,073,570	\$0	\$1,073,570	\$6,227,406		5,153,836	580.07%
Expenditures - TOTAL	\$1,558,355	\$8,921,322	\$10,479,677	\$6,002,068	\$0	4,477,609	57.27%
TOTAL - OTHER FINANCING SOURCES	\$0	(\$45,000)	(\$45,000)	(\$45,000)		\$0	100.00%

COUNTY: TORRANCE
 Period Ending: 06/30/2017

ROAD FUND - COUNTY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
REVENUES							
Taxes:							
Gross receipts - County	\$220,000	\$0	\$220,000	\$263,934		\$43,934	119.97%
Gross Receipts - Infrastructure	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Hold Harmless	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Other Dedication	\$0	\$0	\$0	\$0		\$0	n/a
Intergovernmental-State Shared:							
Gas Tax	\$175,500	\$0	\$175,500	\$180,773		\$5,273	103.00%
Motor Vehicle Registration	\$363,500	\$0	\$363,500	\$377,633		\$14,133	103.89%
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$344,152	\$0	\$344,152	\$319,624		(\$24,528)	92.87%
Grants - Local	\$0	\$0	\$0	\$0		\$0	n/a
Federal - Bankhead Jones	\$0	\$0	\$0	\$0		\$0	n/a
Federal - Forest Reserve	\$75,000	\$0	\$75,000	\$9,280		(\$65,720)	12.37%
Legislative Appropriations	\$0	\$0	\$0	\$0		\$0	n/a
Interest Income	\$500	\$0	\$500	\$932		\$432	186.42%
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Miscellaneous	\$30,000	\$0	\$30,000	\$12,241		(\$17,759)	40.80%
TOTAL ROAD FUND REVENUES	\$1,208,652	\$0	\$1,208,652	\$1,164,416		(\$44,236)	96.34%
EXPENDITURES							
Current:							
General Government	\$1,048,664	\$0	\$1,048,664	\$968,402	\$0	\$80,262	92.35%
Public Works	\$345,976	\$2,648	\$348,624	\$327,166	\$0	\$21,458	93.85%
Capital Outlay	\$158,000	\$0	\$158,000	\$157,793	\$0	\$207	99.87%
Debt Service:							
Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL ROAD FUND EXPENDITURES	\$1,552,640	\$2,648	\$1,555,288	\$1,453,361	\$0	\$101,927	93.45%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				(\$288,945)			

COUNTY: TORRANCE
 Period Ending: 06/30/2017

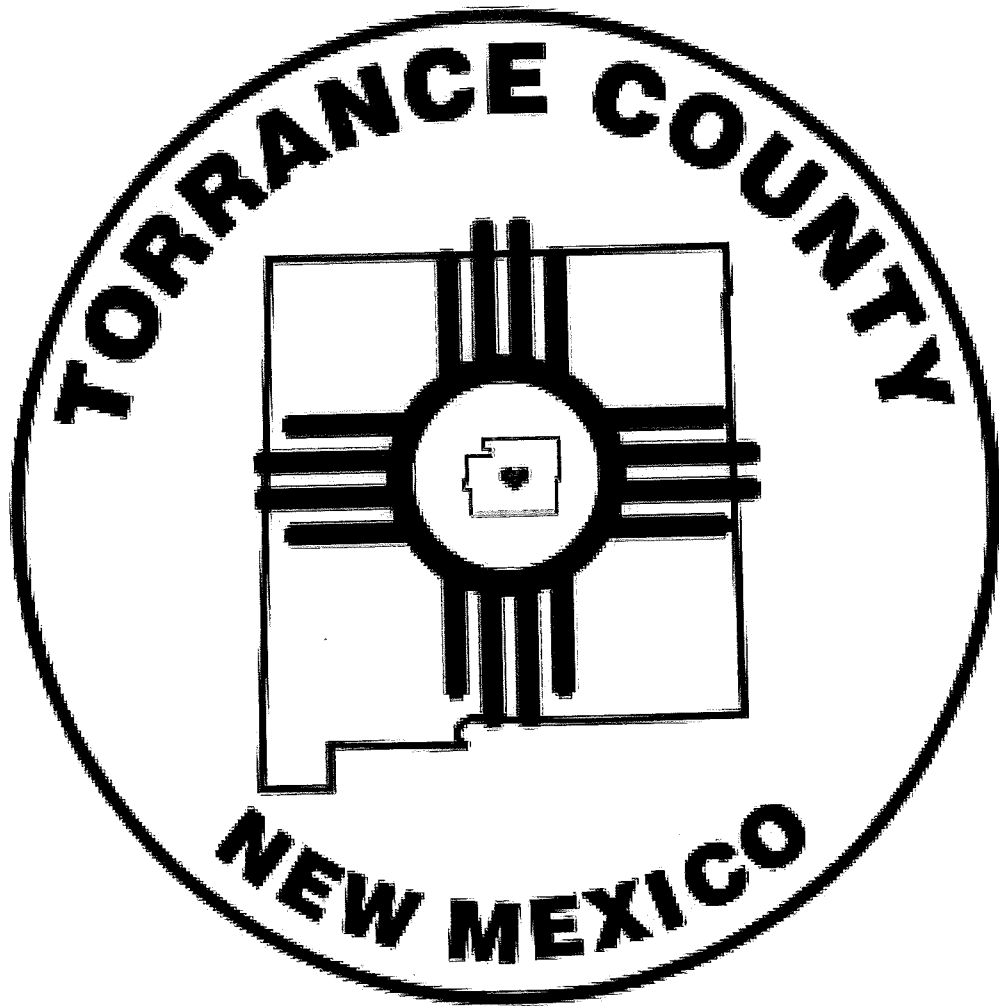
CAPITAL PROJECTS

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
REVENUES							
GRT- Dedication	\$377,000	\$0	\$377,000	\$581,187		\$204,187	154.16%
GRT- Hold Harmless	\$0	\$0	\$0	\$0		\$0	n/a
GRT- Infrastructure	\$88,000	\$0	\$88,000	\$152,758		\$64,758	173.59%
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	n/a
Local Grants	\$0	\$0	\$0	\$0		\$0	n/a
CDBG funding	\$0	\$0	\$0	\$0		\$0	n/a
State Grants	\$0	\$0	\$0	\$0		\$0	n/a
Federal Grants (other)	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriations	\$384,152	\$0	\$384,152	\$338,295		(\$45,857)	88.06%
Investment Income		\$0	\$0	\$0		\$0	n/a
Miscellaneous	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL CAPITAL PROJECTS REVENUES	\$849,152	\$0	\$849,152	\$1,072,241		\$223,089	126.27%
EXPENDITURES							
Parks/Recreation	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Housing	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Equipment & Buildings	\$484,718	\$0	\$484,718	\$238,333	\$0	\$246,385	49.17%
Facilities	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Transit	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Airports	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Infrastructure	\$265,000	\$0	\$265,000	\$102,902	\$0	\$162,098	38.83%
Debt Service Payments (P&I)-GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Debt Service Payments (P&I)-Rev. Bonds	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL CAPITAL PROJECTS EXPENDITURES	\$749,718	\$0	\$749,718	\$341,235	\$0	\$408,483	45.52%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures				\$731,006			

COUNTY: TORRANCE
 Period Ending: 06/30/2017

DEBT SERVICE

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRANCES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
GENERAL OBLIGATION BONDS [FUND 401]							
REVENUES:							
General Obligation - (Property tax)	\$0	\$0	\$0	\$373,595		\$373,595	n/a
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Other - Misc	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL REVENUES	\$0	\$0	\$0	\$373,595		\$373,595	n/a
EXPENDITURES							
General Obligation - Principal	\$332,800	\$0	\$332,800	\$325,000	\$0	\$7,800	97.66%
General Obligation - Interest	\$7,800	\$0	\$7,800	\$7,800	\$0	\$0	100.00%
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL EXPENDITURES	\$340,600	\$0	\$340,600	\$332,800	\$0	\$7,800	97.71%
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures [401]				\$40,795			
REVENUE BONDS [FUND 402]							
REVENUES:							
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	n/a
Revenue Bonds - GRT	\$0	\$0	\$0	\$0		\$0	n/a
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Revenue Bonds - Other	\$0	\$0	\$0	\$0		\$0	n/a
REVENUE BOND REVENUE - TOTAL	\$0	\$0	\$0	\$0		\$0	n/a
EXPENDITURES							
Revenue Bonds - Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Revenue Bonds - Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Revenue Bond Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL DEBT SERVICE FUND EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	n/a
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	n/a
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0		\$0	n/a
Excess (deficiency) of revenues over expenditures [402]				\$0			
OTHER DEBT SERVICE [FUND 403]							
REVENUES:							
Investment Income	\$0	\$0	\$0	\$0		\$0	n/a
Loan Revenue	\$192,078	\$0	\$192,078	\$285,796		\$93,718	148.79%
OTHER DEBT SERVICE REVENUE - TOTAL	\$192,078	\$0	\$192,078	\$285,796		\$93,718	148.79%
EXPENDITURES							
NMFA Loan Payments	\$284,039	\$101,809	\$385,848	\$294,986	\$0	\$90,862	76.45%
Board of Finance Loan Payments	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Other Debt Service - Misc	\$0	\$0	\$0	\$0	\$0	\$0	n/a
TOTAL DEBT SERVICE FUND EXPENDITURES	\$284,039	\$101,809	\$385,848	\$294,986	\$0	\$90,862	76.45%
OTHER FINANCING SOURCES							
Transfers In	\$91,961	\$0	\$91,961	\$91,961		\$0	100.00%
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
TOTAL - OTHER FINANCING SOURCES	\$91,961	\$0	\$91,961	\$91,961		\$0	100.00%
Excess (deficiency) of revenues over expenditures [403]				\$0			



Agenda Item
No. 6



Orkin Pest Control Commercial Services Agreement

THIS AGREEMENT IS CONTINGENT UPON THE APPROVAL AND SIGNATURE OF A REPRESENTATIVE OF ORKIN MANAGEMENT, WHO HAS AUTHORITY TO EXECUTE IT ON BEHALF OF ORKIN.

ROUTE 0	GRID #
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Customer Name Torrance County Judicial Complex Date 7/20/17

Billing Address 903 N 5th Street

City Estancia State NM Zip Code 87016 Phone (505) 384-1247

- I. INTENT
- A. This Agreement is intended to constitute a mutual understanding between Torrance County Administrative Building (the Customer) and Orkin, LLC (Orkin Pest Control).
- B. The specifications indicate services to be rendered by Orkin at the building(s) and premises of the Customer located at (service address): 903 N 5th Street Estancia, NM 87016

County Name: Torrance Is this within city limits Yes No Food Safety with GM QA Health Care Health Care with GM QA Pharmaceutical with GM QA Element

- II. SCOPE AND NATURE OF WORK
- A. Orkin agrees to provide service for the following pests:
 Roaches Common ants Rats and mice Pharaoh ants* Common spiders Fleas Odor Actizyme: Odor Neutralizer Fly Foam Service Other _____
 Service means the periodic treatment to help control/combate the targeted pests. Service cannot guarantee the targeted pests will not return, but if they do, Orkin will retreat, as set out under the Triple Guarantee attached hereto and incorporated into this Agreement. *Additional monthly charge required to cover these ants.
- B. Service Exclusions: 1. Services Requiring a Separate Agreement: The Customer understands that this Agreement does not cover Carpenter Ants, Fire Ants, Bed Bugs, or Mosquitoes. Service for these pests requires a separate Agreement or Addendum. The requirement of a separate agreement or addendum can not be waived by the Customer or any employee or agent of Orkin. 2. Additional Exclusions: This Agreement does not cover Brown Recluse Spiders or mold or any mold-like conditions. This exclusion can not be waived by the Customer or any employee or agent of Orkin.

- III. CUSTOMER OBLIGATIONS
- A. The Customer shall extend all necessary cooperation to ensure satisfaction from pest services, including: availability of premises; appropriate sanitation, and corrective construction measures.
- B. Whenever conditions conducive to the breeding and harborage of pests covered by this Agreement are reported to the Customer in writing by Orkin, the Customer shall take the necessary steps to correct such conditions.
- C. The Customer is responsible for communicating with all persons in the premises about the treatments and the nature of services offered hereunder; moreover, the Customer acknowledges that it has no information, or has communicated to Orkin in writing any information it does have, that any persons in the premises have any medical condition or sensitivity which may be affected by the services contemplated by this agreement.
- D. Should the Customer discover any targeted pests during the term of this Agreement, they must follow the applicable notification and documentation processes as set out in the scope of service, provided by Orkin.
- E. Failure of the Customer to take necessary steps to correct conditions reported to it or to otherwise comply with the Customer Obligations will relieve Orkin of its obligations under the Triple Guarantee and will permit Orkin, at its discretion, to terminate this Agreement with sixty (60) days written notice.

- IV. SERVICE SCHEDULE
- A. Orkin service representative shall service the Customer (service frequency) 1 Time 2 Times 4 Times per month Other _____
 All areas requiring attention shall be treated as deemed necessary by Orkin.
- B. Orkin representatives shall make additional visits and treatment as they are deemed necessary at no additional charge. Such service visits shall also be made promptly when requested by a designated representative of the Customer.

- V. TERMS OF AGREEMENT
- A. This agreement shall be effective for a period of 1 2 3 years and shall renew itself from month to month thereafter until terminated by either party upon sixty days' written notice.
- B. For multiple year agreements, the monthly service charge will not increase for two years after the initial treatment. Thereafter, and for all non-multiple year agreements, Orkin shall have the right to increase the service charges effective anytime after the anniversary date of the initial treatment.
- C. The Customer acknowledges that the terms and conditions between the Customer and Orkin are those stated in the Commercial Services Agreement, that this is the entire agreement, and that there are no other terms or provisions which apply. Any modification or change to these terms and conditions must be by a written Addendum signed by each party, subject to the provisions of section II.B. above.
- D. Orkin will be relieved of its obligations under the Triple Guarantee and Orkin may terminate this Agreement on sixty (60) days written notice, if any of the obligations set forth in this Agreement are not met by the Customer, or in the event of a change in state or federal law that materially affects Orkin's obligations under this Agreement. Moreover, Orkin may terminate if it cannot perform its responsibilities due to acts of God, including earthquakes, storms, fires, floods, or because of material change in circumstances, including, but not limited to, acts of war, strikes, unavailability of pesticides, or other supplies from ordinary sources. If any provision or portion thereof, of this Agreement is found to be invalid or unenforceable, it shall not affect the validity or enforceability of any other part of this Agreement. Provided, however, that as to the paragraph on MEDIATION/ARBITRATION, if the sentence precluding the arbitrator from conducting an arbitration proceeding as a class, representative or private attorney general action is found to be invalid or unenforceable then the entirety of the MEDIATION/ARBITRATION paragraph shall be deemed to be deleted from this Agreement.

- VI. PAYMENT
- A. The cost of the services described herein shall be \$ 417.10 plus tax of \$ 31.28 for the initial month and \$ 110.00 plus tax of \$ 8.25 per month thereafter for a period of (12) months. You will receive a monthly invoice. Payment shall be due upon receipt of invoice.

- VII. MATERIALS
- A. The materials used shall conform to Federal, State and local laws and ordinances and shall be acceptable to the Customer.
- B. The materials shall be used in accordance with the labels and specifications.

- VIII. LIMITATION OF LIABILITY: The Customer expressly releases Orkin from liability for any claim for personal injury (including slings or bites from fire ants, spiders, or any other pests) or property damage (to include the structure or contents) caused by any pests. The Customer agrees that under no circumstances shall Orkin be liable for any amount greater than the amount paid by the Customer to Orkin for the services to be provided. In no event will Orkin be responsible for consequential damages for loss of use of property. Any claim by the Customer for damages must be made in writing within one (1) year of the incident at issue or it will be deemed waived.

- IX. EQUIPMENT REPLACEMENT
- A. The Customer agrees to use the leased equipment or Orkin provided equipment (the "Equipment") in a proper manner and upon the cancellation of this Agreement to return the Equipment in good condition, usual wear and tear excepted. All Equipment (which includes rodent barrier equipment, Orkin/Aires, or insect light traps) that is damaged, lost or destroyed on the Customer premises will be replaced and charged to the Customer. Charges will be in accordance with the current existing equipment costs.
- B. Orkin shall retain ownership of leased components. Upon termination of this Agreement for any reason, the Customer agrees to make the leased components available to Orkin. At Orkin's discretion, Orkin may in a lawful manner and without breach of the peace, enter upon the Customer's premises, take possession of and remove the leased components. Orkin will not be responsible for any damage to the Customer's property upon removal of the leased components except such damage solely caused by Orkin's negligence.

- X. INSURANCE: Upon request, Orkin shall furnish to the Customer a certificate of liability insurance coverage in effect.
- XI. CHEMICAL INFORMATION WARNING: Virtually all pesticides have some odor which may be present for a short time after application. At your request, Orkin will provide information about the chemicals to be used in treating the premises.

- XII. MEDIATION/ARBITRATION: ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT, OR THE SERVICES PERFORMED BY ORKIN UNDER THIS AGREEMENT OR ANY OTHER AGREEMENT, REGARDLESS OF WHETHER THE CONTROVERSY OR CLAIM AROSE BEFORE OR AFTER THE EXECUTION, TRANSFER OR ACCEPTANCE OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO ANY TORT AND STATUTORY CLAIMS, AND ANY CLAIMS FOR PERSONAL OR BODILY INJURY OR DAMAGE TO REAL OR PERSONAL PROPERTY, SHALL BE SETTLED BY BINDING ARBITRATION, UNLESS THE PARTIES AGREE OTHERWISE, THE ARBITRATION SHALL BE ADMINISTERED UNDER THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION ("AAA") AND SHALL BE CONDUCTED BY AAA. IF ADMINISTERED UNDER THE AAA RULES, A CLAIM SHALL BE DETERMINED UNDER THE AAA SUPPLEMENTARY PROCEDURES FOR CONSUMER-RELATED DISPUTES IN CASES WHERE SUCH PROCEDURES ARE APPLICABLE. ANY OTHER CONTROVERSY OR CLAIM SHALL BE DETERMINED UNDER THE AAA COMMERCIAL ARBITRATION RULES. THE CUSTOMER AND ORKIN AGREE THAT THE ARBITRATOR SHALL FOLLOW THE SUBSTANTIVE LAW, INCLUDING THE TERMS AND CONDITIONS OF THIS AGREEMENT. THE ARBITRATOR'S POWERS TO CONDUCT ANY ARBITRATION PROCEEDING UNDER THIS AGREEMENT SHALL BE LIMITED AS FOLLOWS: ANY ARBITRATION PROCEEDING UNDER THIS AGREEMENT WILL NOT BE CONSOLIDATED OR JOINED WITH ANY ACTION OR LEGAL PROCEEDING UNDER ANY OTHER AGREEMENT OR INVOLVING ANY OTHER PREMISES, AND WILL NOT PROCEED AS A CLASS ACTION, PRIVATE ATTORNEY GENERAL ACTION OR SIMILAR REPRESENTATIVE ACTION. EITHER PARTY HAS THE RIGHT TO REQUIRE A PANEL OF THREE (3) ARBITRATORS, BUT IN THE ABSENCE OF THE PARTIES' AGREEMENT, THE REQUESTING PARTY SHALL BE RESPONSIBLE FOR THE COST OF THE ADDITIONAL ARBITRATORS. EITHER PARTY MAY REQUEST AT ANY TIME PRIOR TO THE HEARING THAT THE AWARD BE ACCOMPANIED BY A REASONED OPINION. THE AWARD RENDERED BY THE ARBITRATOR(S) SHALL BE FINAL AND BINDING ON ALL PARTIES, EXCEPT THAT A PARTY MAY WITHIN 30 DAYS OF THE ORIGINAL AWARD REQUEST AN ARBITRAL APPEAL TO AN APPEAL TRIBUNAL, CONSTITUTED IN THE SAME NUMBER AND BY THE SAME PROCESS AS THE INITIAL APPLICABLE LAW. THE APPEAL TRIBUNAL SHALL REVIEW ALL QUESTIONS OF LAW AND FACT UNDER A CLEARLY ERRONEOUS STANDARD. THE AWARD OF THE APPEAL TRIBUNAL SHALL BE FINAL AND BINDING. JUDGMENT MAY BE ENTERED ON THE AWARD IN ANY COURT HAVING JURISDICTION THEREOF. CUSTOMER AND ORKIN ACKNOWLEDGE AND AGREE THAT THIS ARBITRATION PROVISION IS MADE PURSUANT TO A TRANSACTION INVOLVING INTERSTATE COMMERCE AND SHALL BE GOVERNED BY THE FEDERAL ARBITRATION ACT. BEFORE HAVING RECOURSE TO ARBITRATION, CUSTOMER AND ORKIN EACH AGREES TO TRY IN GOOD FAITH TO SETTLE ANY CONTROVERSY OR CLAIM BY AT LEAST FOUR (4) HOURS OF MEDIATION ADMINISTERED UNDER THE AAA COMMERCIAL MEDIATION RULES WITH ORKIN AGREEING TO PAY THE COSTS OF THE MEDIATION. THE AAA MAY BE CONTACTED AT THE TOLL-FREE NUMBER 800.778.7879, OR THROUGH THE FOLLOWING WEBSITE: <http://www.adr.org>.

PAYMENT SUMMARY	
(Includes <input checked="" type="checkbox"/> pest <input type="checkbox"/> fly <input type="checkbox"/> odor <input type="checkbox"/> actizyme: odor neutralizer <input type="checkbox"/> other _____)	
CHECK THOSE THAT APPLY	
1. INITIAL PAYMENT	
a. Initial / Start-up Service	\$ 155.10
b. One-Time Charges	\$ 262.00
c. Product Sales	\$.00
d. Sales Tax (if applicable)	\$ 31.28
TOTAL (1a + 1b + 1c + 1d)	\$ 448.38
2. MONTHLY TREATMENT SERVICE CHARGES	
a. Monthly Treatment Service Charges	\$ 110.00
b. Sales Tax (if applicable)	\$ 8.25
TOTAL (2a + 2b)	\$ 118.25
3. MONTHLY LEASE CHARGES	
a. Leased Component Charges	\$.00
<input type="checkbox"/> Sconce <input type="checkbox"/> Standard <input type="checkbox"/> Industrial <input type="checkbox"/> Orkin/Aires <input type="checkbox"/> AutoFresh <input type="checkbox"/> Actizyme: Odor Neutralizer <input type="checkbox"/> Other _____	
b. Sales Tax (if applicable)	\$.00
TOTAL (3a + 3b)	\$.00
4. Product Sales / One-Time Charges plus tax (if applicable)	\$ _____
FIRST MONTH'S INVESTMENT (Total of 1a, b, c, and d)	\$ 448.38
MONTHLY SERVICE / LEASE PAYMENT (Total of 2 + 3)	\$ 118.25

XIII. AMOUNT REMITTED: \$ 448.38 Cash Check Complete Easy Payment Form P.O. Number _____

Inspector Name (PRINT) Joshua Bauder Employee ID # or Certification # 1357762 Branch Street Address 3220 Candelaria Rd NE

Branch Telephone Number (505) 544-3930 City Albuquerque State NM Zip Code 87107

THIS AGREEMENT IS NOT VALID UNTIL APPROVED BY ORKIN MANAGEMENT

Branch Management Signature _____ Date 7/20/17 Customer's Signature _____ Date 7/20/17



ORKIN COMMERCIAL SERVICES TRIPLE GUARANTEE

1

2x24 Response Guarantee

When you see a pest, you need service right away – 365 days a year. Orkin makes it easy with a direct priority line to our national customer service department and to your local branch. **We'll respond to your request within 2 hours and if needed have someone on-site at your facility within 24 hours – guaranteed.**

2

Reimbursement Guarantee*

Should your company be fined by a regulatory agency due solely to a pest infestation, Orkin will reimburse you for the amount of those fines that are paid.

RESTAURANT AND HOSPITALITY PRECISION PROTECTION™ CUSTOMERS:

Should your customer see a roach, rat or mouse in your establishment after 60 days of service, Orkin will:

- Repay, either you or the customers as appropriate, the reasonable charges incurred by the customer at time of sighting.
- Invite the customer back as Orkin's guest for a meal or room charge, as appropriate.

FOOD SAFETY PRECISION PROTECTION™ CUSTOMERS:

As a Food Safety Precision Protection customer, we stand behind you during your food safety audits. In the unlikely event that you fail your third-party food safety audit solely due to the pest management portion, Orkin will immediately develop and implement an action plan to address gaps noted by the auditor and will pay for that auditing company to come back and re-audit your facility within 60 days of the initial audit.

3

360° Satisfaction Guarantee

With Orkin, your satisfaction is guaranteed on all sides with three unique 60-day guarantees.

- ◆ **60 days complimentary service if you're not satisfied with the way we begin our service** – After you choose Orkin, we provide a 60-day guarantee of our service. If you're not satisfied after the first 60 days, we reimburse you in full.
- ◆ **60 days complimentary service if you're not satisfied at any time thereafter** – At any time, if you are not completely satisfied with results of your regularly scheduled service, Orkin will provide complimentary service for up to 60 days until you're satisfied.
- ◆ **60 days complimentary regular service by another provider if you're still not satisfied** – If you are still dissatisfied after 60 days of Orkin's complimentary service and you wish to cancel our service, we will pay for the first 60 days of regular service by another provider of your choice.

Joshua Bauder
ORKIN REPRESENTATIVE

7/20/17
DATE

Torrance County Administrative Building
CUSTOMER

7/20/17
DATE



PEST CONTROL DOWN TO A SCIENCE™

LOCATION

* See agreement for details.



COMMERCIAL SERVICES

Commercial Customer Service Record

Fill out any special instructions for your Orkin Technician.

Enter Messages to Print on Service Ticket:

Directions:

Nearest Cross Street:

Medical:

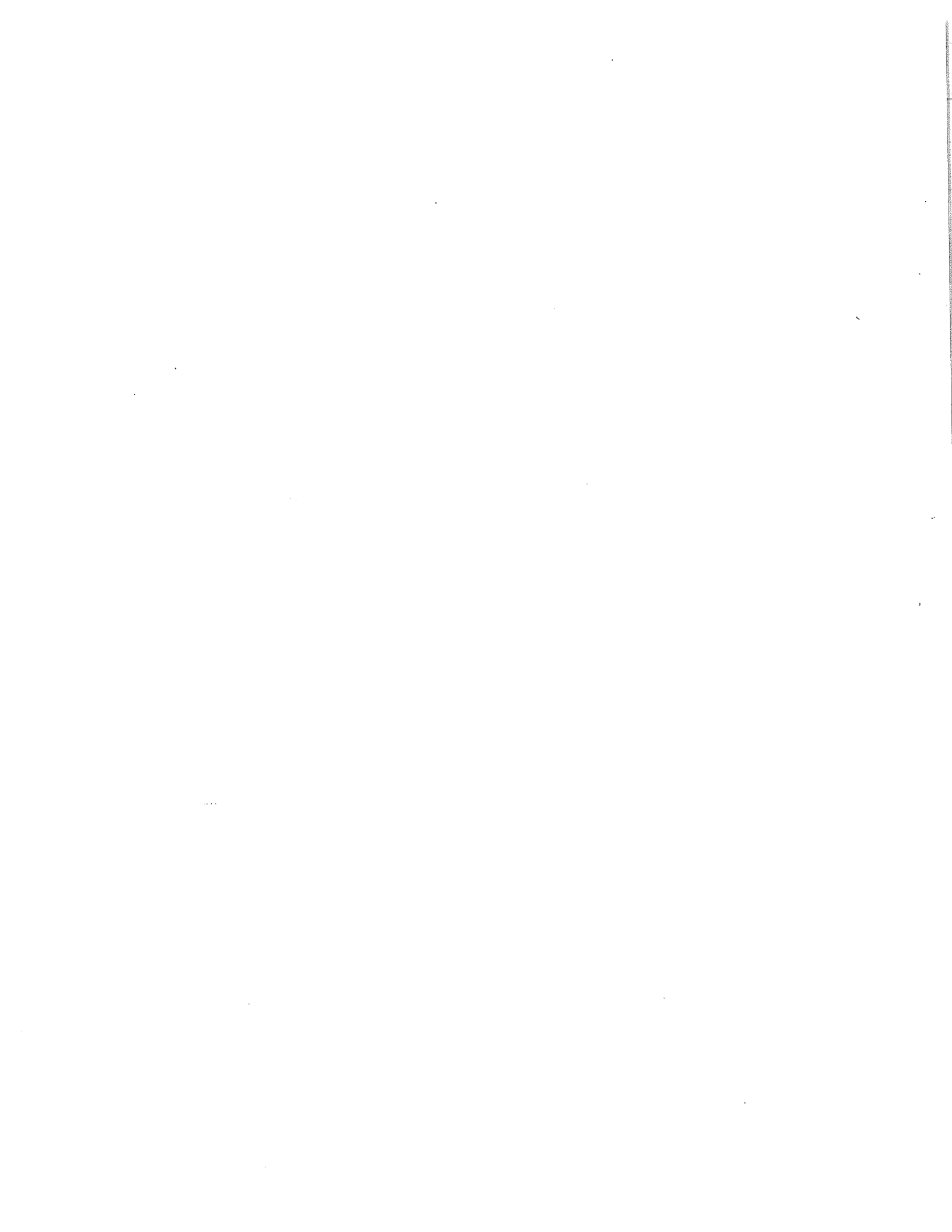
Preferred Range of Service:

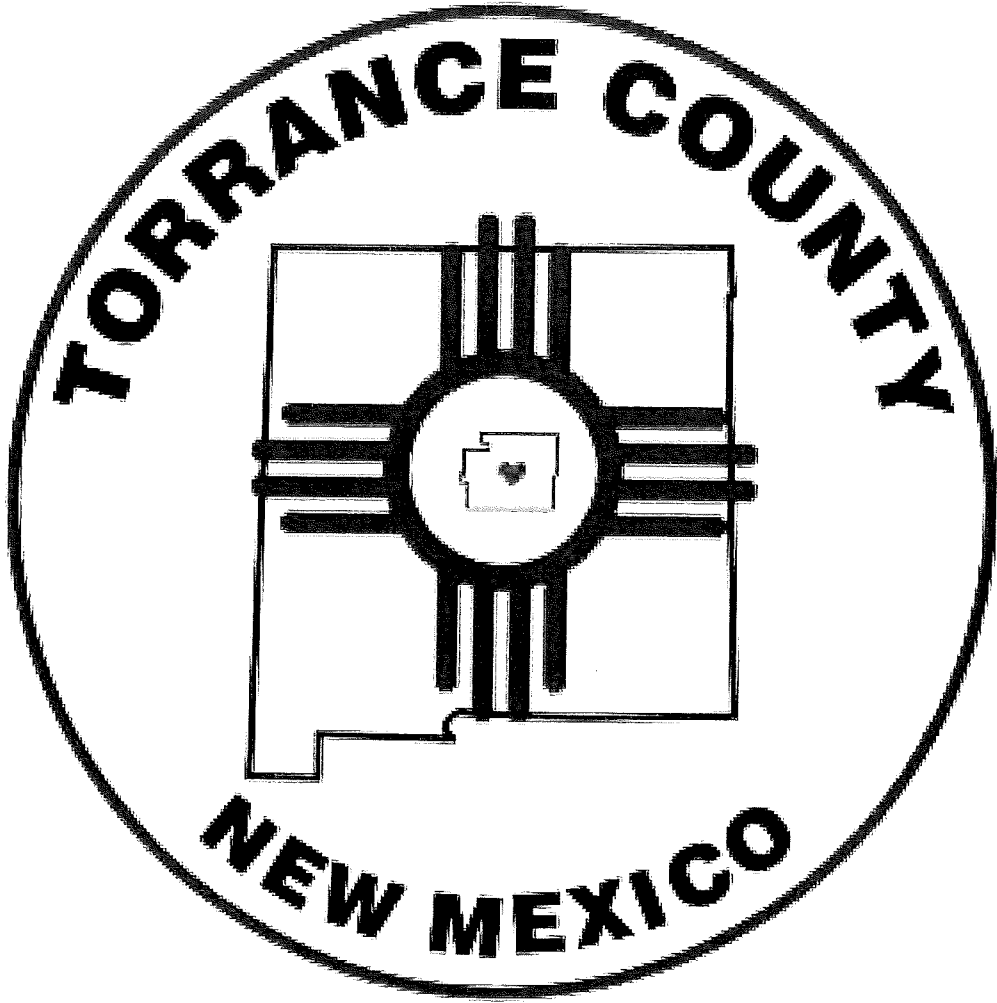
Date(s):

Time(s):

Pets:

Special Instructions:





Agenda Item
No. 7

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
www.torrancecountynm.org



County Commission
Commissioner James "Jim" Frost, District 1
Commissioner Julia DuCharme, District 2
Commissioner Javier E. Sanchez, District 3
County Manager
Belinda Garland
Deputy County Manager
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY
COMMISSION AGENDA**

This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.
All fields must be filled out for consideration.

Name: MICHAEL GODEY
First Last

Today's Date: 7-19-17 Mailing Address: 8604 HWY 55 ESTANCIA
Department / Company / Organization Name
~~mlife@torrancecountynm.com~~
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 505-384-5327 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: mlife@free@gmail.com

Is this request for the next Commission meeting? YES NO If no, date of Commission Meeting: _____

Brief explanation of business to be discussed:
INTRODUCING A 5 PERSON COMMISSION

Is this a Resolution, Contract, Agreement, Grant Application, Other? RESOLUTION

Has this been reviewed by Grant Committee? YES NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept? YES NO Comptroller Initials: _____

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: _____



Agenda Item
No. 8



**State of New Mexico
County of Torrance
Resolution # 2017-
2017-2018 Budget Adoption
(106th Fiscal Year)**

WHEREAS, the Governing Body in and for the County of Torrance, State of New Mexico has developed a budget for fiscal year 2017-2018, and

WHEREAS, said budget was developed on the basis of need and through cooperation with all user Departments, Elected Officials and other Department Supervisors, and

WHEREAS, it is the majority opinion of this Board that the proposed budget meets the requirements as currently determined for fiscal year 2017-2018.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners, Torrance County, State of New Mexico hereby adopts the budget hereinafter described and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

RESOLVED: In Regular Board Session this 26th day of July 2017.

TORRANCE COUNTY COMMISSION

James W. Frost, District 1

Attest:

Julia DuCharme, District 2

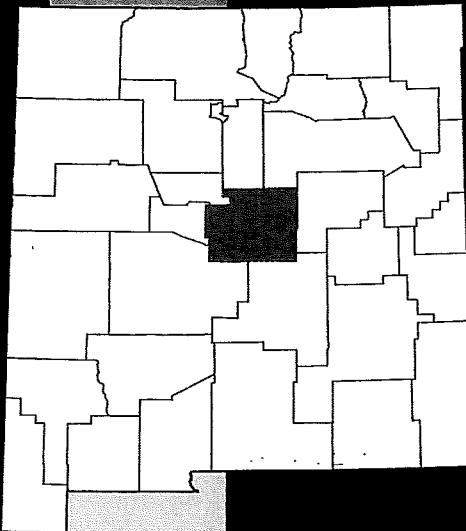
County Clerk

Javier E. Sanchez, District 3

Heart of New Mexico



Torrance County 2018 Operating Budget



Heart of New Mexico



James W. Frost, District 1
Julia DuCharme, District 2
Javier Sanchez, District 3

TORRANCE COUNTY ELECTED OFFICIALS

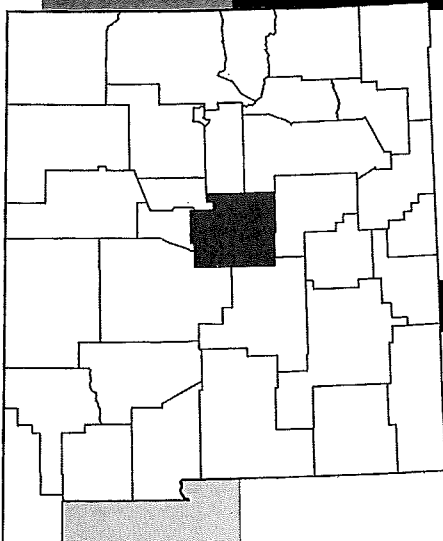
Betty Cabber, County Assessor
Linda Jaramillo, County Clerk
Tracy L. Sedillo, County Treasurer
Heath White, County Sheriff
James B. Summers, Probate Judge

COUNTY MANAGERS OFFICE

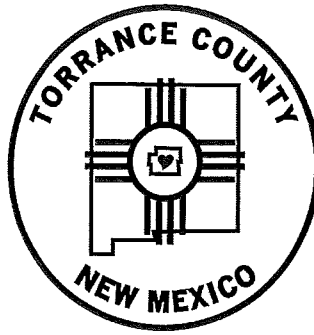
Belinda Garland, County Manager
Annette Ortiz, Deputy County Manager

FINANCE DEPARTMENT

Amanda Tenorio, Finance Director

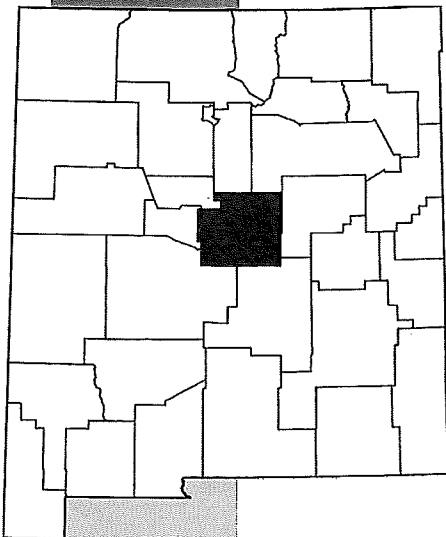


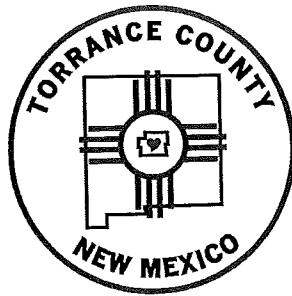
Heart of New Mexico



TORRANCE COUNTY GOVERNMENT MISSION STATEMENT

Torrance County is committed to effective, efficient and responsible public policy, excellent public service, courteous public contact, sensitivity to cultural beliefs and preservation of their heritage, providing quality services as required by law or mandated by the public, enhancing the health, safety and general well-being of the citizens of Torrance County and conducting county operations in a legal, ethical and fair manner.





TORRANCE COUNTY FISCAL YEAR 2017-2018

COUNTY HISTORY

Torrance County was created from the eastern part of Valencia County on March 16, 1903. The County was named for Francis J. Torrance, one of the promoters connected with the building of the New Mexico Central Railroad.

When the Territorial Legislature fixed the boundary of Torrance County, Progresso was named the County Seat. The first County election was held in November, 1904, time for the official organization of Torrance County grew near, but one question remained. Where were the newly elected officials to meet? Progresso was the only railroad siding, but it had no building. The Santa Fe Central Railroad came to the rescue and sent a special train to Progresso on Sunday, January 1, 1905. On Monday, January 2, 1905, the newly elected officials took the oath of office in a passenger car which served as a court house. In February, 1905, Estancia was made the County Seat.

Today, Torrance County is one of the most productive agricultural counties in the United States. The rural areas of Torrance County may be open and spacious, but they are intensively used for agriculture. Torrance County is also home to the beautiful Manzano Mountains, Salinas National Monument and vast open, undisturbed rangeland which farmers, ranchers, and wildlife call home.

COUNTY INFORMATION

<i>County Classification</i>	B-Over
<i>Population (2010 Census)</i>	16,383
<i>Number of Employees:</i>	101
<i>Elected Officials</i>	8
<i>Full Time</i>	85
<i>Part Time</i>	8
<i>Average Salary Increase</i>	\$0.75



TORRANCE COUNTY FISCAL YEAR 2017-2018

PROPERTY VALUATION ESTIMATE

<i>PROPERTY TAX CATEGORY</i>	<i>TAX YEAR: 2016 FINAL VALUATIONS</i>	<i>OPERATING TAX RATE</i>	<i>TOTAL PRODUCTION</i>
RESIDENTIAL	172,529,423	0.011028	1,902,654
NON-RESIDENTIAL	218,195,725	0.011510	2,511,433
OIL & GAS PRODUCTION	-	-	-
OIL & GAS EQUIPMENT	-	-	-
COPPER	-	-	-
TOTAL VALUATION	390,725,148		
		SUB TOTAL	4,414,087
		COLLECTION RATE%	93%
		TOTAL PRODUCTION	4,105,101

REAPPRAISAL 1% TRANSFER

\$44,141

TORRANCE COUNTY 2017-2018 OPERATING BUDGET RECAPITULATION

106th Fiscal Year

FUND TITLE	FUND NUMBER	DFA	TC	UNAUDITED BEGINNING CASH BALANCE AT JULY 1	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
General	101		401	2,054,377	5,880,001	(1,048,223)	5,323,255	1,562,900	1,330,814	232,086
Road	204		402	247,543	1,157,529	95,000	1,372,284	127,788	114,357	13,431
Farm & Range	208		403	256	1,500	31,500	31,500	1,756	0	1,756
CR A084 Developer Fee	299		404	572	0	0	0	572	0	572
District 5 VFD	209		405	22,491	137,766	0	150,257	10,000	0	10,000
District 2 VFD	209		406	33,551	114,100	0	137,651	10,000	0	10,000
District 1 VFD	209		407	51,792	52,824	0	94,616	10,000	0	10,000
District 3 VFD	209		408	64,434	124,418	0	178,852	10,000	0	10,000
District 4 VFD	209		409	29,022	36,327	0	55,349	10,000	0	10,000
L.E. Protection Fund	211		410	3,781	26,000	0	29,780	1	0	1
Fire Pool 1/4% GRT	222		411	215,187	110,000	(11,243)	313,944	0	0	0
County Fair	299		412	44,181	145,268	19,000	207,550	899	0	899
Fire Dept. Admin.	209		413	41,638	75,062	0	115,970	730	0	730
Indigent	220		414	311,795	375,000	0	686,000	795	0	795
EMS	206		415	100,590	29,000	0	128,590	1,000	0	1,000
District 6 Volunteer Fire Dept.	209		418	15,292	49,397	0	53,965	10,724	0	10,724
EVSWA Contract	299		419	60,056	25,000	20,000	105,000	56	0	56
Jail Fund	201,226		420	450,762	355,000	520,000	1,295,518	30,244	0	30,244
Environmental Gross Receipts	202		423	0	90,000	0	90,000	0	0	0
WIPP Funding	218		427	7,000	7,000	0	14,000	0	0	0
Volunteer Recruitment/Retention	299		428	38,349	0	50,000	90,000	(1,651)	0	(1,651)
Animal Shelter	299		430	2,462	1,500	0	3,899	63	0	63
GO Bond Debt Service 2001	401		562	387,310	383,901	0	383,901	387,310	0	387,310
Safety Program	299		600	11,654	12,750	22,672	46,577	499	0	499
Civil Defense	218		604	19,780	30,000	0	49,000	780	0	780
D.W.I. Grant Program	223		605	31,901	152,795	0	181,697	2,998	0	2,998
DWI School	299		606	1,474	2,000	0	2,600	874	0	874
Treasurer's Fee	299		609	29,808	10,000	0	39,000	808	0	808
Property Valuation Fund	203		610	218,928	101,000	44,141	363,166	903	0	903
Clerk's Equipment	225		612	9,269	20,000	0	29,200	69	0	69
RPHCA Grant	218		616	8,780	80,800	0	89,580	0	0	0
County Infrastructure GRT	300		620	143,869	80,000	0	223,550	319	0	319
Capital Outlay GRT	300		621	612,774	355,000	0	903,676	64,098	0	64,098
CDBG	300		622	0	0	0	0	0	0	0
DOH Community Health Council Gr	218		623	0	0	0	0	0	0	0
Recycling/Illegal Dumping Grant	218		628	(13,212)	13,213	0	0	0	1	1
CYFD Home Visiting Grant	218		629	(15,274)	140,377	0	125,103	0	0	0
Esperanza Medical Clinic	299		630	11,268	1,200	0	11,000	1,468	0	1,468
Senior Citizens Program	219		631	781	0	10,000	10,000	781	0	781
Loan Proceeds	300		633	0	0	0	0	0	0	0
Sub-Total				5,254,242	10,175,729	(247,154)	12,936,031	2,246,786	1,445,171	801,615

TORRANCE COUNTY 2017-2018 OPERATING BUDGET RECAPITULATION

106th Fiscal Year

FUND TITLE	DFA	FUND NUMBER	TC	UNAUDITED BEGINNING CASH BALANCE AT JULY 1	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
Court Forfeiture	299	634		10,215	0	0	0	10,215	0	10,215
Juvenile Justice Grant	218	635		(3,302)	167,302	0	147,595	16,405	0	16,405
Debt Service Fund	403	636		94,082	285,104	(94,082)	285,104	0	0	0
Wind PILT	299	641		539,279	660,225	0	776,279	423,225	0	423,225
Investment Interest	299	642		0	10,000	0	10,000	0	0	0
Estancia Basin Water Study	299	650		(6,704)	21,704	0	15,000	0	0	0
Rural Addressing Fund	299	675		28,828	24,600	54,996	105,330	3,094	0	3,094
NM Forest Re-Leaf	218	680		83	0	0	0	83	0	83
P & Z Code Enforcement Fund	299	685		6	5,900	6,000	11,900	6	0	6
Domestic Violence Grant	218	690		(11,185)	37,138	46,500	66,500	5,953	0	5,953
DV Victim's Restitution	218	691		28,587	2,000	0	26,500	4,087	0	4,087
Forest Reserve	218	693		148,463	9,000	0	128,411	29,052	0	29,052
US Marshal JLEO Funding	218	802		(2,193)	19,000	0	10,000	6,807	0	6,807
Legislative Appropriations	300	803		(24,608)	55,208	0	734	29,866	0	29,866
Drug Education Program	223	804		18,898	0	0	18,000	898	0	898
Traffic Safety Grant	218	805		(664)	4,933	0	3,544	725	0	725
Teen Court Fund	299	807		611	0	0	0	611	0	611
Forest Service Grant	218	808		(326)	12,336	0	12,000	10	0	10
NM Primary Care Association	218	819		0	0	0	0	0	0	0
ICE Inmate Care	299	825		3,466	600,000	0	600,000	3,466	0	3,466
NMDHLS EMPG	218	826		0	20,651	20,651	41,302	0	0	0
NMDHLS FY14 HL Sec Grant	218	827		0	0	0	0	0	0	0
NMDHLS Mitigation Grant	218	828		2,914	0	0	2,913	1	0	1
NMDOH Cities Readiness Grant	218	829		3,638	11,000	0	3,637	11,001	0	11,001
Disaster - Public Assistance Fund	218	830		65,196	0	0	65,195	1	0	1
EMW-2015-EP-00066-S01	218	833		0	0	0	0	0	0	0
Dog Head Fire	218	834		(104,430)	104,430	0	0	0	0	0
FE911	207	911		226,397	615,150	213,089	915,810	138,827	0	138,827
Sub-Total				1,017,251	2,665,681	247,154	3,245,754	684,332	0	684,332
GRAND TOTAL				6,271,493	12,841,409	0	16,181,785	2,931,117	1,445,171	1,485,947



TORRANCE COUNTY

FISCAL YEAR 2017-2018

BUDGET TRANSFERS

GENERAL FUND

FUND TRANSFER FROM		FUND TRANSFER TO		TRANSFER JUSTIFICATION	TRANSFER AMOUNT
401	GENERAL FUND	402	ROAD DEPARTMENT	FISCAL SUPPORT	95,000
401	GENERAL FUND	403	FARM & RANGE	ANIMAL DAMAGE CONTROL	31,500
401	GENERAL FUND	412	COUNTY FAIR	FISCAL SUPPORT	19,000
401	GENERAL FUND	419	EVSWA CONTRACT	FISCAL SUPPORT	20,000
401	GENERAL FUND	420	JAIL FUND	JAIL FUNDING	520,000
401	GENERAL FUND	600	SAFETY FUND	FISCAL SUPPORT	22,672
401	GENERAL FUND	826	CIVIL DEFENSE	GRANT MATCH	20,651
401	GENERAL FUND	610	PROPERTY VALUATION	REAPPRAISAL	44,141
401	GENERAL FUND	631	Senior Citizens	FISCAL SUPPORT	10,000
401	GENERAL FUND	675	RURAL ADDRESSING	FISCAL SUPPORT	54,996
401	GENERAL FUND	685	CODE INFORCMENT	FISCAL SUPPORT	6,000
401	GENERAL FUND	690	DV GRANT	FISCAL SUPPORT	46,500
401	GENERAL FUND	428	STIPENDS	FISCAL SUPPORT	50,000
401	GENERAL FUND	911	E-911	JPA PORTION	260,000
TOTAL TRANSFER OUT OF GENERAL FUND					1,200,460

OTHER TRANSFERS

FUND TRANSFER FROM		FUND TRANSFER TO		TRANSFER JUSTIFICATION	TRANSFER AMOUNT
636	DEBT SERVICE	401	GENERAL FUND		94,082.12
911	EMER. 911 FUND	401	GENERAL FUND		46,911.04
411	FIRE FUND	401	GENERAL FUND		11,243.25
TOTAL TRANSFERS					152,236.41

**TORRANCE COUNTY
2017-2018 OPERATING BUDGET
REVENUE SCHEDULE**

401 General Fund		FY 2018
Current Property Taxes	1010	4,105,101
Delinquent Property Taxes	1020	300,000
Penalty & Interest	1050	140,000
Payment in Lieu of Taxes	1080	250,000
Adm. Fee/Grant Administration	1084	7,600
Adm. Fee/Indigent	1094	20,800
Non Rendition Penalty	1100	4,000
Liquor License	1150	500
Interest Earned	1180	1,000
Business Registration	1190	9,000
Permit Fees	1200	4,000
Clerks Fees	1210	60,000
Probate Fees	1220	900
Sheriff's Fees	1230	6,000
Microfilm	1250	0
Small Counties Assistance	1300	200,000
Refunds	1310	7,000
Sale of County Property	1340	200
Miscellaneous	1370	1,000
Animal Shelter Fees	1385	10,000
County Gross Receipts Tax	1410	320,000
Equalization Gross Receipts Tax	1420	360,000
Motor Vehicle Fees	1530	50,000
Election Filing Fees	1570	500
Election Fees	1572	3,000
Zoning Fees	1772	9,000
Building Lease/Rental	1773	5,000
IRB Legal Fee Reimbursement	1774	5,000
Treasurer's Fees	1775	400
Total		5,880,001

402 Road Fund		FY 2018
Interest Earned	1180	0
Refunds	1310	500
Sale of County Property	1340	0
Miscellaneous	1370	0
Excavation Permits	1372	3,200
Motor Vehicle - Road	1510	89,000
Gasoline Tax One Cent	1511	181,000
Gasoline Tax Two Cents	1512	600
MV Miles Maintained	1540	289,000

402 Road Fund		FY 2018
CAP Project Funding	1598	167,533
SB Project Funding	1599	81,843
SP Project Funding	1600	61,653
Gross Receipts 3rd 1/8th	1601	265,000
Forest Reserve Title 1	1660	9,200
Misc. Projects	1661	9,000
Total		1,157,529

403 Farm & Range Fund		FY 2018
Taylor Grazing Act	1640	1,500
Total		1,500

404 CR A085 Developer Fee		FY 2018
Developer Fee for Maintenance	1270	0
Total		0

405 District 5 Volunteer Fire Department		FY 2018
State Fire Allotment	1557	137,766
Total		137,766

406 District 2 Volunteer Fire Department		FY 2018
State Fire Allotment	1557	114,100
Total		114,100

407 District 1 Volunteer Fire Department		FY 2018
State Fire Allotment	1557	52,824
Total		52,824

408 District 3 Volunteer Fire Department		FY 2018
State Fire Allotment	1557	124,418
Total		124,418

409 District 4 Volunteer Fire Department		FY 2018
State Fire Allotment	1557	36,327
Total		36,327

410 Law Enforcement Protection Act		FY 2018
L E Chapter 289	1110	26,000
Total		26,000

411 Fire Pool Fund		FY 2018
Miscellaneous	1370	0
Fire Protection Excise GR Tax	1411	110,000
Forestry Reimbursement	1434	0
Total		110,000

412 County Fair Fund		FY 2018
Donations	1400	1,300
Prize Donations	1403	2,075
Tag In Fees	1421	2,393
Animal Sale	1422	116,500
Sale Add ons	1423	18,400
Advertising Fees	1452	0
Fundraising Income	1453	1,600
Building Lease/Rental	1773	3,000
Total		145,268

413 Fire Administration Fund		FY 2018
State Fire Allotment	1557	75,062
Total		75,062

414 Indigent Health Care		FY 2018
Refunds	1310	0
County Gross Receipts 2nd 1/8th	1413	200,000
Medicaid 1/16th Gross Receipts Tax	1414	175,000
Safety Net Care Pool Intercept	1415	0
Total		375,000

415 Emergency Medical Services Fund		FY 2018
Communications Tax/EMS	1501	29,000
EMS Allotment	1569	0
Total		29,000

418 District 6 Volunteer Fire Department		FY 2018
State Fire Allotment	1557	49,397
Total		49,397

419 EVSWA Contract		FY 2018
EVSWA county contract overage	1155	25,000
Total		25,000

420 Jail Fund		FY 2018
Care of Municipal Prisoners	1086	22,000
HB 316 Payment	1087	13,000
Correction Fees	1231	50,000
Refunds	1310	0
Restoration Electronic Monitoring	1371	30,000
Misdemeanor Compliance	1374	10,000
C.C.A. Administration Fee	1381	0
Corrections GRT 1/8th	1382	230,000
Total		355,000

423 Environmental GRT Fund		FY 2018
Environmental Gross Receipts Tax	1412	90,000
Total		90,000

427 WIPP Fund		FY 2018
WIPP Funding	1260	7,000
Total		7,000

428 Volunteer Recruitment/Retention		FY 2018
Donations	1400	0
Total		0

430 Animal Shelter Fund		FY 2018
Donations	1400	1,500
Total		1,500

562 G.O. Bond Debt Service 2001		FY 2018
Current Property Taxes	1010	383,901
Delinquent Property Taxes	1020	0
Total		383,901

600 Safety Program		FY 2018
Asbestos Fees	1006	12,000
Training Fees	1007	400
Vending Proceeds	1008	200
Recycling Proceeds	1012	150
Refunds	1310	0
Total		12,750

604 Civil Defense Fund		FY 2018
Refunds	1310	0
Sale of County Property	1340	0
Communications Tax/EMS	1501	30,000
Total		30,000

605 DWI Grant Program		FY 2018
DWI Local Grant FY17	1035	8,248
DWI Local Grant FY18	1036	60,000
DWI Community Grant FY17	1245	0
DWI Community Grant FY18	1246	3,000
DWI Distribution Grant FY17	1335	0
DWI Distribution Grant FY18	1336	70,000
DWI Screening Fees	1470	2,000
Juvenile Adjudication FY17	1665	3,283
Juvenile Adjudication FY18	1667	5,264
Smart Choice	1801	1,000
Total		152,795

606 DWI School		FY 2018
Registration Fees	1234	2,000
Total		2,000

609 Treasurers Fee Fund		FY 2018
Treasurer's Fees	1000	10,000
Total		10,000

610 Property Valuation Fund		FY 2018
Permit Fees	1200	4,000
Refunds	1310	0
Sale of County Property	1340	0
Reappraisal Taxes	1560	90,000
Copies/Printouts/Data	1602	7,000
Total		101,000

612 Clerks Equipment Fund		FY 2018
Clerk's Equipment Fund	1225	20,000
Refunds	1310	0
Total		20,000

616 Rural Primary Health Care Act Grant		FY 2018
RPHCA Grant FY17	1781	7,700
RPHCA Grant FY18	1782	73,100
Total		80,800

620 County Infrastructure GRT Fund		FY 2018
County Infrastructure GRT	1383	80,000
Total		80,000

621 Capital Outlay GRT Fund		FY 2018
Capital Outlay GRT	1384	355,000
Total		355,000

622 Community Development Block Grant		FY 2018
CDBG Mountainair Medical Clinic	1232	0
Total		0

623 DOH Community Health Council Grant		FY 2018
DOH Comm. Health Council FY18	1740	0
Total		0

628 Recycling & Illegal Dumping Grant		FY 2018
Project 15NT-04	1093	13,213
Illegal Dumping Grant Project #17	1095	0
Total		13,213
629 CYFD Home Visiting Grant Fund		FY 2018
Home Visiting Grant FY 2017	1014	29,377
Home Visiting Grant FY 2018	1016	111,000
Total		140,377
630 Esperanza Medical Clinic Fund		FY 2018
Building Lease/Rental	1773	1,200
Total		1,200
631 Senior Citizens Program Fund		FY 2018
Sale of County Property	1340	0
Miscellaneous	1370	0
Total		0
633 Loan Proceeds Fund		FY 2018
Board of Finance Loan Proceeds	1185	0
Total		0
634 Court Forfeiture Fund		FY 2018
Court Forfeiture	1668	0
Total		0
635 Juvenile Justice Grant Fund		FY 2018
Juvenile Justice 17	1106	37,302
Juvenile Justice 18	1109	130,000
Total		167,302
636 Debt Service Fund		FY 2018
NMFA Loan 3 & 4 Allotment D5 Main Station	1561	20,698
NMFA 95 COP Allotment D3 Main Station	1562	9,412
NMFA Loans 5 & 8 GRT D3 Sub & Main Renov	1563	16,428
Dist. 3 Loan #15 Tanker Allotment	1564	34,046
NMFA Loan 10 Allotment D2 Fire Pumper Truck	1565	44,364
NMFA Dist 2 fire pumper loan 11	1566	44,973
NMFA Loan 14 Allotment D4 Truck	1567	16,497
Dispatch Center NMFA LOAN 9	1568	35,912
NMFA Loans 3 & 4 GRT D5 Main Station	1573	20,808
NMFA Loans D6 Engine Allotment	1575	25,665
NMFA Dispatch Tower Loan 12	1596	10,443
NMFA Dispatch Center & Tower Loan 13	1597	5,858
Total		285,104

641 Wind PILT Fund		FY 2018
Interest Earned	1180	225
High Lonesome Wind Farm PILT	1241	325,000
Total		325,225
El Cabo PILT Fund		FY 2018
Interest Earned	1180	0
El Cabo Wind Pilt	1237	335,000
Fund Total		660,225
642 Investment Interest		FY 2018
Interest Earned	1180	10,000
Total		10,000
650 Estancia Basin Water Board Fund		FY 2018
Santa Fe County Fiscal Support	1157	21,704
Total		21,704
675 Rural Addressing Fund		FY 2018
Permit Fees	1200	4,100
Communications Tax/EMS	1501	20,000
RA Maps & Services	1780	500
Total		24,600
685 P & Z Code Court Fees Fund		FY 2018
P&Z Code Enforcement Fees	1125	4,500
Permit Fees	1200	1,400
Total		5,900
690 Domestic Violence Grant Fund		FY 2018
Domestic Violence Grant FY 2017	1013	17,138
Domestic Violence Grant FY 2018	1015	20,000
Non-Violence Classes	1114	0
Total		37,138
691 Domestic Violence Victim Support		FY 2018
DV Assessments	1112	0
Non-Violence Class Payments	1114	0
Donations	1400	0
Offender Donations	1401	2,000
Total		2,000
693 Forest Reserve Fund		FY 2018
Forest Reserve Title 3	1003	9,000
Total		9,000
802 US Marshal Joint Law Enforcement Operations		FY 2018
US Marshal JLEO Funding	1351	19,000
Total		19,000

803 Legislative Appropriations Fund		FY 2018
13-L-1796 Improve County Bldgs	1662	13,723
13-L-1797 Fire Engines D3 & D5	1663	0
13-L-1799 Bldg Addition	1664	10,000
14-L-2013 TC INFO TECH DISPATCH	1671	0
14-L-2014 TC KXNM Radio Equip	1672	0
15-L-0877 PHASE 2 CAD SYSTEM	1730	0
15-L-0878 TC Sheriff's Vehicles	1731	31,485
Total		55,208

804 Drug Education Fund		FY 2018
Drug Education Donation	1090	0
Total		0

805 Traffic Safety Grant Fund		FY 2018
END DWI 15-AL-64-103	1186	0
BLKUP 15-OP-RF-103	1187	1,487
100 D/N 15-DS-EE-103	1188	3,446
Total		4,933

808 Forest Service Grant		FY 2018
Forest Service Patrol	1451	12,336
Total		12,336

819 NM Primary Care Association Grant		FY 2018
NMPCA Grant FY18	1794	0
NMPCA Grant FY17	1795	0
Total		0

825 ICE Inmate Care		FY 2018
Care of Inmates	1386	600,000
Total		600,000

826 NMDHLS EMPG		FY 2018
FY18 2017-EMPG-Torrance-01	1096	20,651
Total		20,651

827 NMDHLS FY14 HL Security Grant		FY 2018
H.L. Sec Funding FY14	1101	0
Total		0
828 NMDHLS Mitigation Grant		FY 2018
NMDHLS Mitigation Grant	1206	0
Total		0
829 NMDOH Cities Readiness Initiative		FY 2018
DOH Cities Readiness Initiative	1248	11,000
Total		11,000
830 Disaster - Public Assistance Fund		FY 2018
FEMA 4152-018 Federal Share	1204	0
FEMA 4152-018 State Share	1205	0
Total		0
834 Dog Head Fire		FY 2018
Dog Head Fire	1203	104,430
Total		104,430
911 Emergency 911 Fund		FY 2018
Interest Earned	1180	150
Refunds	1310	0
Miscellaneous	1370	0
Tower Rental	1409	90,000
Communications Tax/EMS	1501	425,000
Copies/Printouts/Data	1602	0
Municipal Dispatch Fees	1855	100,000
RA Grant Funding	1910	0
DFA Training Grant FY15	1911	0
DFA Training Grant FY14	1912	0
Total		615,150
Grand Total Revenues		12,841,409

**TORRANCE COUNTY
2017-2018 OPERATING BUDGET
EXPENDITURE SCHEDULE**

401 General Fund

05 COMMISSION		FY 2018
63	PERA Matching	15,415
64	FICA Matching	12,348
65	Health Insurance Matching	11,369
67	Retiree Health Care	3,228
101	Elected Official's Salaries	78,771
102	Full Time Salaries	82,645
104	Overtime	0
106	Worker's Comp Fees	50
Payroll Sub-Total		203,827
108	Unemployment Compensation	67,564
109	County Audit	40,000
203	Maintenance Contracts	6,200
204	Building Rent	1,800
205	Mileage/Per Diem	1,500
206	Postage	42,000
207	Telephone	14,000
208	Electricity	15,000
209	Heating/Gas	15,000
212	Property/Liability Insurance	150,000
213	Cyber Liability Insurance	3,000
214	Worker's Compensation Insurance	230,446
218	Equipment Maintenance/Repair	2,000
219	Office Supplies	2,500
221	Printing/Publishing	5,000
243	KXNM Community Foundation	15,000
260	EVEDA	25,000
261	Extension Office	90,366
266	Training	2,000
269	Membership Dues/Subscriptions	27,700
272	Professional Services	50,000
273	IRB Legal Fees	15,000
275	Legal Services	125,000
611	CO/Building Improvements	0
612	CO/Land Improvements	0
Sub-total		946,076
Department Total		1,149,903

08 PLANNING & ZONING		FY 2018
63	PERA Matching	9,036
64	FICA Matching	7,392
65	Health Insurance Matching	14,317
67	Retiree Health Matching	1,892
102	Full Time Salaries	94,623
103	Part time Salaries	0
104	Overtime	2,000
106	Worker's Comp Fees	30
Payroll Sub-Total		129,290
201	Vehicle Maintenance/Repair	2,000
202	Vehicle Fuel	2,000
203	Maintenance Contracts	5,500
205	Mileage/Per Diem	5,850
207	Telephone	648
218	Equipment Maintenance/Repair	1,600
219	Office Supplies	2,315
221	Printing/Publishing	1,600
266	Training	900
269	Membership Dues	150
270	Refunds	500
272	Professional Services	6,000
Sub-total		29,063
Department Total		158,353

10 MANAGER		FY 2018
63	PERA Matching	18,500
64	FICA Matching	14,934
65	Health Insurance Matching	23,247
67	Retiree Health Matching	3,874
102	Full Time Salaries	193,718
103	Part Time Salaries	0
104	Overtime	1,500
106	Worker's Comp Fees	40
Payroll Sub-Total		255,814
112	Vehicle Allowance	0
201	Vehicle Maintenance/Repair	1,000
202	Vehicle Fuel	1,000
203	Maintenance Contracts	1,000
205	Mileage/Per Diem	1,000
207	Telephone	5,420
218	Equipment Maintenance/Repair	500
219	Office Supplies	2,500
221	Printing/Publishing	500
266	Training	600
269	Membership Dues	200
272	Professional Services	350
Sub-total		14,070
Department Total		269,884

15 ADMIN. OFFICES MAINTENANCE		FY 2018
63	PERA Matching	5,159
64	FICA Matching	4,898
65	Health Insurance Matching	9,362
67	Retiree Health Matching	1,080
102	Full Time Salaries	54,020
103	Part Time Salaries	0
104	Overtime	10,000
106	Worker's Comp Fees	20
Payroll Sub-Total		84,539
110	Tool Allowance	300
201	Vehicle Maintenance/Repair	1,000
202	Vehicle Fuel	3,221
203	Maintenance Contracts	15,000
207	Telephone	650
208	Electricity	36,000
209	Heating/Gas	12,000
210	Water	2,400
215	Building Maintenance/Repair	15,642
218	Equipment Maintenance/Repair	2,000
220	Cleaning Supplies	1,050
229	Paper Supplies	2,640
236	Uniforms	0
237	Cleaning Service	6,550
238	Grounds Improvements	1,000
248	Safety Equipment	1,000
272	Professional Services	0
611	CO/Buildings & Improvements	0
Sub-total		100,453
Department Total		184,992

16 JUDICIAL COMPLEX MAINTENANCE		FY 2018
203	Maintenance Contracts	12,400
208	Electricity	35,000
209	Heating/Gas	8,000
210	Water	3,720
215	Building Maintenance/Repair	6,300
218	Equipment Maintenance/Repair	600
220	Cleaning Supplies	1,800
229	Paper Supplies	1,600
237	Cleaning Service	5,800
238	Grounds Improvements	0
248	Safety Equipment	0
611	CO/Building & Improvements	0
Sub-total		75,220
Department Total		75,220

20 CLERK		FY 2018
63	PERA Matching	21,777
64	FICA Matching	17,521
65	Health Insurance Matching	23,556
67	Retiree Health Matching	4,561
101	Elected Official's Salary	65,855
102	Full Time Salaries	135,659
103	Part Time Salaries	26,520
104	Overtime	1,000
106	Worker's Comp Fees	50
Payroll Sub-Total		296,499
203	Maintenance Contracts	0
205	Mileage/Per Diem	0
207	Telephone	2,268
219	Office Supplies	3,000
221	Printing/Publishing	0
233	Microfilming	2,400
266	Training	2,500
269	Membership Dues	100
272	Professional Services	0
Sub-total		10,268
Department Total		306,767

21 ELECTIONS		FY 2018
63	PERA Matching	0
64	FICA Matching	1,220
67	Retiree Health Matching	0
103	Part Time Salaries	15,944
104	Overtime	0
106	Worker's Comp Fee	0
Payroll Sub-Total		17,164
205	Mileage/Per Diem	1,278
218	Equipment Maintenance/Repair	500
219	Office Supplies	6,900
221	Printing/Publishing	15,500
226	Election Boards	20,000
272	Professional Services	0
308	Voting Machine Storage	1,200
Sub-total		45,378
Department Total		62,542

24 HEALTH DEPART. BLDG. MAINT.		FY 2018
208	Electricity	3,500
209	Heating/Gas	1,697
210	Water	4,000
215	Building Maintenance/Repair	2,336
220	Cleaning Supplies	0
238	Grounds Improvements	0
Sub-total		11,533
Department Total		11,533

27 PURCHASING		FY 2018
63	PERA Matching	3,449
64	FICA Matching	2,801
65	Health Insurance Matching	4,680
67	Retiree Health Matching	722
102	Full Time Salaries	36,119
104	Overtime	500
106	Worker's Comp Fees	10
Payroll Sub-Total		48,282
205	Mileage/Per Diem	1,600
207	Telephone	325
218	Equipment Maintenance/Repair	500
219	Office Supplies	2,000
221	Printing/Publishing	250
266	Training	1,900
269	Membership Dues	139
272	Professional Services	100
Sub-total		6,814
Department Total		55,096

30 TREASURER		FY 2018
63	PERA Matching	23,776
64	FICA Matching	19,275
65	Health Insurance Matching	28,107
67	Retiree Health Matching	4,979
101	Elected Official's Salary	65,855
102	Full Time Salaries	176,104
103	Part Time Salaries	7,000
104	Overtime	3,000
106	Worker's Comp Fees	70
Payroll Sub-Total		328,166
201	Vehicle Maintenance/Repair	400
202	Vehicle Fuel	400
203	Maintenance Contracts	3,200
205	Mileage/Per Diem	1,800
207	Telephone	3,400
218	Equipment Maintenance/Repair	500
219	Office Supplies	4,000
221	Printing/Publishing	9,000
248	Safety Equipment	600
266	Training	2,000
269	Membership Dues	225
272	Professional Services	0
Sub-total		25,525
Department Total		353,691

40 ASSESSOR		FY 2018
63	PERA Matching	40,888
64	FICA Matching	32,753
65	Health Insurance Matching	65,433
67	Retiree Health Matching	8,563
101	Elected Official's Salary	65,855
102	Full Time Salaries	362,287
106	Worker's Comp Fees	105
Payroll Sub-Total		575,883
201	Vehicle Maintenance/Repair	0
202	Vehicle Fuel	0
203	Maintenance Contracts	0
205	Mileage/Per Diem	0
207	Telephone	1,200
218	Equipment Maintenance/Repair	0
221	Printing/Publishing	7,472
266	Training	0
272	Professional Services	0
Sub-total		8,672
Department Total		584,555

50 SHERIFF		FY 2018
63	PERA Matching	81,415
64	FICA Matching	20,410
65	Health Insurance Matching	149,450
67	Retiree Health Matching	15,862
101	Elected Official's Salary	68,654
102	Full Time Salaries	698,321
103	Part Time Salaries	26,138
104	Overtime	57,000
105	Shift Differential/Holiday Pay	20,000
106	Worker's Comp Fees	190
Payroll Sub-Total		1,137,441
201	Vehicle Maintenance/Repair	55,000
202	Vehicle Fuel	110,000
203	Maintenance Contracts	4,000
205	Mileage/Per Diem	7,000
207	Telephone	15,000
212	Liability Insurance	100,000
218	Equipment Maintenance/Repair	12,600
219	Office Supplies	5,050
221	Printing/Publishing	1,600
222	Field Supplies	9,500
224	Education Supplies	1,600
231	Weapons/Ammunition	11,000
236	Uniforms	7,600
266	Training	5,500
267	Towing	1,300
269	Membership Dues/Subscriptions	450
272	Professional Services	14,239
352	Special Investigations	3,000
617	CO/Equipment	0
618	CO/Vehicles	0
Sub-total		364,439
Department Total		1,501,880

55 FINANCE		FY 2018
63	PERA Matching	9,684
64	FICA Matching	8,063
65	Health Insurance Matching	9,034
67	Retiree Health Matching	2,028
102	Full Time Salaries	101,400
103	Part Time Salaries	0
104	Overtime	4,000
106	Worker's Comp Fees	30
Payroll Sub-Total		134,239
203	Maintenance Contracts	0
205	Mileage/Per Diem	2,000
207	Telephone	980
218	Equipment Maintenance/Repair	900
219	Office Supplies	6,000
221	Printing/Publishing	800
266	Training	1,000
269	Membership Dues	50
272	Professional Services	0
Sub-total		11,730
Department Total		145,969

65 INFORMATION TECHNOLOGY		FY 2018
203	Maintenance Contracts	72,000
205	Mileage/Per Diem	0
207	Telephone	735
218	Equipment Maintenance/Repair	8,000
228	Software	9,000
266	Training	0
269	Membership Dues	0
272	Professional Services	75,000
617	CO/Equipment	0
Sub-total		164,735
Department Total		164,735

82 ANIMAL SERVICES		FY 2018
63	PERA Matching	13,438
64	FICA Matching	10,971
65	Health Insurance Matching	14,471
67	Retiree Health Matching	2,814
102	Full Time Salaries	140,712
103	Part Time Salaries	0
104	Overtime	2,700
105	Shift Differential/Holiday Pay	0
106	Worker's Comp. Fees	60
Payroll Sub-Total		185,166
115	Pharmacy Supplies	4,226
201	Vehicle Maintenance/Repair	2,000
202	Vehicle Fuel	5,000
205	Mileage/Per Diem	3,570
206	Postage	0
207	Telephone	4,400
208	Electricity	4,000
209	Heating/Propane	2,772
210	Water/Septic/Trash	1,600
215	Building Maintenance	250
216	Animal Food	1,000
218	Equipment Maintenance/Repair	562
219	Office Supplies	2,000
220	Cleaning Supplies	900
221	Printing/Publishing	975
222	Field Supplies	2,000
223	Kennel Supplies	1,275
224	Educational Supplies	0
229	Paper Supplies	200
236	Uniforms	957
238	Grounds Improvements	0
239	Kennel Maintenance	400
248	Safety Equipment	673
266	Training	2,770
269	Membership Dues/Subscriptions	111
270	Refunds	0
272	Professional Services	7,470
611	CO/Building Improvements/Repairs	33,000
Sub-total		82,111
Department Total		267,277

90 PROBATE		FY 2018
63	PERA Matching	2,199
64	FICA Matching	1,762
65	Health Insurance Matching	1,054
67	Retiree Health Matching	461
101	Elected Official's Salary	23,028
106	Worker's Comp Fees	5
Payroll Sub-Total		28,508
203	Maintenance Contracts	0
205	Mileage/Per Diem	750
207	Telephone	75
219	Office Supplies	750
221	Printing/Publishing	0
266	Training	750
269	Membership Dues	25
270	Refunds	0
272	Professional Services	0
Sub-total		2,350
Department Total		30,858
FUND TOTAL		5,323,255

402 Road Fund

60 ROAD DEPARTMENT		FY 2018
63	PERA Matching	47,478
64	FICA Matching	38,798
65	Health Insurance Matching	84,231
67	Retiree Health Care Matching	9,943
102	Full Time Salaries	507,157
103	Part Time Salaries	13,801
104	Over time	10,000
106	Worker's Comp. Fees	160
Payroll Sub-Total		711,568
201	Vehicle Maintenance/Repair	30,000
202	Vehicle Fuel	85,000
203	Maintenance Contracts	5,000
205	Mileage/Per Diem	2,000
207	Telephone	3,000
217	Equipment Rental	0
218	Equipment Maintenance/Repair	0
219	Office Supplies	2,000
236	Uniforms	0
240	Misc. Supplies	0
241	Communications Maintenance/Repair	0
242	Signs	2,500
244	Machinery Maintenance/Repair	85,000
248	Safety Equipment	5,000
252	Engineering	0
253	Chip Seal Road Repairs	0
254	Misc. Projects	0
255	Cattle guards/Culverts	4,000
256	Materials	0
262	Water	0
266	Training	1,000
270	Refunds	0
272	Professional Services	500
607	Grader Loans/Leases	70,000
617	CO/Equipment	0
618	CO/Vehicles	0
Sub-Total		295,000
Department Total		1,006,568

403 Farm & Range Fund

66 Farm & Range		FY 2018
278	Animal Damage Control	31,500
Department Total		31,500
FUND TOTAL		31,500

404 CR A085 Developer Fee

60 Road Department		FY 2018
256	Road Materials	0
Department Total		0
FUND TOTAL		0

405 District 5 Volunteer Fire Department

91 State Fire Allotment		FY 2018
201	Vehicle Maintenance/Repair	18,993
202	Vehicle Fuel	20,000
205	Mileage/Per Diem	5,000
207	Telephone	4,200
208	Electricity	2,000
209	Heating/Gas	5,000
210	Water/Sewer/Trash	500
211	Volunteer Fire Insurance	4,500
215	Building Maintenance/Repair	3,000
218	Equipment Maintenance/Repair	4,000
219	Office Supplies	4,000
220	Cleaning Supplies	1,000
221	Printing/Publishing	500
230	Medical Supplies	5,000
236	Uniforms	3,000
248	Safety Equipment	65,064
266	Training	3,500
272	Professional Services	1,000
Sub-Total		150,257
Department Total		150,257
Fund Total		150,257

406 District 2 Volunteer Fire Department

91 State Fire Allotment		FY 2018
201	Vehicle Maintenance/Repair	30,000
202	Vehicle Fuel	20,000
205	Mileage/Per Diem	2,000
207	Telephone	4,000
208	Electricity	4,000
209	Heating/Gas	5,000
210	Water/Sewer/Trash	2,500
211	Volunteer Fire Insurance	4,500
215	Building Maintenance/Repair	4,000
218	Equipment Maintenance/Repair	3,000
219	Office Supplies	1,000
220	Cleaning Supplies	500
221	Printing/Publishing	500
230	Medical Supplies	4,815
236	Uniforms	3,000
248	Safety Equipment	40,836
266	Training	3,000
272	Professional Services	5,000
617	CO/Equipment	0
618	CO/Vehicles	0
Sub-Total		137,651
Department Total		137,651
FUND TOTAL		137,651

407 District 1 Volunteer Fire Department

91 State Fire Allotment	FY 2018
201 Vehicle Maintenance/Repair	12,415
202 Vehicle Fuel	5,000
207 Telephone	5,000
208 Electricity	5,000
209 Heating/Gas	8,000
211 Volunteer Fire Insurance	4,500
215 Building Maintenance/Repair	5,400
218 Equipment Maintenance/Repair	5,400
219 Office Supplies	2,000
220 Cleaning Supplies	2,500
236 Uniforms	3,000
248 Safety Equipment	30,401
266 Training	5,000
272 Professional Services	1,000
617 CO/Equipment	0
618 CO/Vehicle	0
Sub-Total	94,616
Department Total	94,616
FUND TOTAL	94,616

408 District 3 Volunteer Fire Department

91 State Fire Allotment	FY 2018
201 Vehicle Maintenance/Repair	35,000
202 Vehicle Fuel	15,000
205 Mileage/Per Diem	4,000
207 Telephone	4,000
208 Electricity	4,000
209 Heating/Gas	5,000
211 Volunteer Fire Insurance	4,500
215 Building Maintenance/Repair	5,000
218 Equipment Maintenance/Repair	10,601
219 Office Supplies	3,101
220 Cleaning Supplies	1,500
221 Printing/Publishing	500
230 Medical Supplies	9,000
236 Uniforms	2,000
248 Safety Equipment	70,650
266 Training	4,000
272 Professional Services	1,000
617 CO/Equipment	0
618 CO/Vehicle	0
Sub-Total	178,852
Department Total	178,852
FUND TOTAL	178,852

409 District 4 Volunteer Fire Department

91 State Fire Allotment	FY 2018
201 Vehicle Maintenance/Repair	10,000
202 Vehicle Fuel	5,000
207 Telephone	2,000
208 Electricity	2,500
209 Heating/Gas	8,000
211 Volunteer Fire Insurance	4,500
215 Building Maintenance/Repair	500
218 Equipment Maintenance/Repairs	658
219 Office Supplies	1,000
236 Uniforms	2,500
248 Safety Equipment	17,191
266 Training	500
272 Professional Services	1,000
618 CO/Vehicles	0
Sub-Total	55,349
Department Total	55,349
FUND TOTAL	55,349

410 Law Enforcement Protection Act Fund

50 SHERIFF	FY 2018
222 Field Supplies	29,780
617 CO/Equipment	0
Sub-Total	29,780
Department Total	29,780
FUND TOTAL	29,780

411 Fire Pool Fund

92 1/4% Fire Excise GRT		FY 2018
201	Vehicle Maintenance/Repair	20,500
218	Equipment Maintenance/Repair	20,500
219	Office Supplies	20,500
230	Medical Supplies	20,500
236	Uniforms	20,000
248	Safety Equipment	81,000
266	Training	20,000
272	Professional Services	20,000
617	CO/Equipment	20,000
618	CO/Vehicles	70,944
Sub-Total		313,944
Department Total		313,944
93 State Forestry		FY 2018
345	TCFD 1	0
346	TCFD 2	0
347	TCFD 3	0
348	TCFD 4	0
349	TCFD 5	0
Sub-Total		0
Department Total		0
FUND TOTAL		313,944

412 County Fair Fund

53 County Fair		FY 2018
208	Electricity	3,500
209	Heating/Gas	1,500
210	Water/Sewer/Trash	3,600
215	Building Maintenance/Repair	5,000
219	Office Supplies	5,000
220	Cleaning Supplies	600
221	Printing/Publishing	600
235	Awards for County Fair	700
237	Cleaning Service	750
238	Grounds Improvements	3,800
245	Ribbons	2,000
246	Buckles	9,000
247	Food/Concession Supplies	0
249	Animal Sales	159,000
251	Fundraiser Supplies	500
272	Professional Services	12,000
<i>Sub-Total</i>		<i>207,550</i>
<i>Department Total</i>		<i>207,550</i>
FUND TOTAL		207,550

413 Fire Administration Fund

91 State Fire Allotment	FY 2018
201 Vehicle Maintenance/Repair	12,000
202 Vehicle Fuel	8,000
205 Mileage/Per Diem	2,000
207 Telephone	5,000
210 Water/Sewer/Trash	4,500
211 Volunteer Fire Insurance	100
218 Equipment Maintenance/Repair	500
219 Office Supplies	2,500
221 Printing/Publishing	200
228 Software	0
236 Uniforms	500
241 Communications Maintenance/Repair	0
248 Safety Equipment	73,670
266 Training	2,000
272 Professional Services	5,000
617 CO/Equipment	0
618 CO/Vehicle	0
Sub-Total	115,970
Department Total	115,970
FUND TOTAL	115,970

414 Indigent Health Care

19 2nd 1/8th GRT	FY 2018
290 Medicaid 1/16 Gross Receipts/Intercept	175,000
291 Safety Care Net Pool	160,000
293 Indigent Medical Claims	348,000
294 Indigent Burial	3,000
Sub-Total	686,000
Department Total	686,000
FUND TOTAL	686,000

415 Emergency Medical Services Fund

33 EMS Allotment	FY 2018
344 Superior Ambulance	23
346 TCFD 2	0
347 TCFD 3	0
349 TCFD 5	0
Sub-Total	23
Department Total	23

83 Communications/EMS GRT	FY 2018
201 Vehicle Maintenance/Repair	1,000
202 Vehicle Fuel	1,000
219 Office Supplies	1,000
230 Medical Supplies	9,000
241 Communication/Maintenance/Repair	1,000
248 Safety Equipment	83,567
266 Training	1,000
272 Professional Services	10,000
617 CO/Equipment	21,000
Sub-Total	128,567
Department Total	128,567
FUND TOTAL	128,590

418 District 6 Volunteer Fire Department

91 State Fire Allotment		FY 2018
201	Vehicle Maintenance/Repair	20,000
202	Vehicle Fuel	10,000
207	Telephone	2,000
208	Electricity	2,500
209	Heating/Gas	3,000
211	Volunteer Fire Insurance	4,500
215	Building Maintenance/Repair	0
218	Equipment Maintenance/Repairs	1,465
219	Office Supplies	500
236	Uniforms	500
248	Safety Equipment	8,500
266	Training	500
272	Professional Services	500
618	CO/Vehicles	0
Sub-Total		53,965
Department Total		53,965
FUND TOTAL		53,965

419 EVSWA Contract

05 County Commission		FY 2018
259	Contract Underage	20,000
292	Tipping Fee's	85,000
		0
Sub-Total		105,000
Department Total		105,000
FUND TOTAL		105,000

420 Jail Fund

70 Adult Inmate Care		FY 2018
172	Care of Inmates	743,000
173	Inmate Medical	72,000
207	Telephone	3,300
Sub-Total		818,300
Department Total		818,300

72 Juvenile Inmate Care		FY 2018
172	Care of Inmates	95,000
173	Inmate Medical	15,000
Sub-Total		110,000
Department Total		110,000

73 Community Monitoring Program		FY 2018
63	PERA Matching	4,724
64	FICA Matching	3,784
65	Health Insurance Matching	9,568
67	Retiree Health Matching	989
102	Full Time Salaries	49,462
103	Part Time Salaries	0
106	Worker's Comp. Fees	10
Payroll Sub-Total		68,537
201	Vehicle Maintenance/Repair	750
202	Vehicle Fuel	2,000
205	Mileage/Per Diem	500
207	Telephone	700
218	Equipment Maintenance/Repair	54,800
219	Office Supplies	500
2618	CO/Vehicles	20,000
270	Refunds	0
272	Professional Services	2,500
Sub-total		81,750
Department Total		150,287

74 Transportation of Prisoners		FY 2018
63	PERA Matching	9,426
64	FICA Matching	1,314
65	Health Insurance Matching	28,098
67	Retiree Health Matching	1,813
102	Full Time Salaries	90,632
104	Overtime Salaries	0
106	Worker's Comp. Fees	30
Payroll Sub-Total		131,313
201	Vehicle Maintenance/Repair	3,500
202	Vehicle Fuel	9,119
205	Mileage and Per Diem	1,000
248	Safety Equipment	1,000
272	Professional Services	1,000
617	CO/Equipment	0
618	CO/Vehicle	70,000
Sub-total		85,619
Department Total		216,932
FUND TOTAL		1,295,518

423 Environmental Gross Receipts Tax Fund

26 Environmental GRT		FY 2018
619	Loan Intercept	90,000
Sub-total		90,000
Department Total		90,000
FUND TOTAL		90,000

427 WIPP Fund

28 WIPP Funding		FY 2018
655	WIPP Funding	14,000
Sub-total		14,000
Department Total		14,000
FUND TOTAL		14,000

428 Volunteer Recruitment/Retention Fund

34 Volunteer Fire Department Stipends		FY2018
64	FICA Matching	3,000
313	Stipends	87,000
Sub-total		90,000
Department Total		90,000
FUND TOTAL		90,000

430 Animal Shelter Fund

82 Animal Shelter	FY 2018
223 Kennel Supplies	1,999
238 Grounds Maintenance	1,900
Sub-total	3,899
Department Total	3,899
FUND TOTAL	3,899

562 General Obligation Bond Debt Service 2001

11 General Obligation Bond	FY 2018
351 Bond Payment	383,901
Sub-total	383,901
Department Total	383,901
FUND TOTAL	383,901

600 Safety Program

06 Safety Program		FY 2018
63	PERA Matching	807
64	FICA Matching	600
65	Health Insurance Matching	0
67	Retiree Health Matching	17
103	Part Time Salaries	8,500
104	Over Time Salaries	0
Payroll Sub-Total		9,924
205	Mileage/Per Diem	0
219	Office Supplies	658
221	Printing/Publishing	600
248	Safety Equipment	25,000
266	Training	10,000
269	Membership Dues/Subscriptions	395
Sub-total		36,653
Department Total		46,577
FUND TOTAL		46,577

604 Civil Defense Fund

83 Communications/EMS GRT		FY 2018
201	Vehicle Maintenance/Repair	1,000
202	Vehicle Fuel	6,000
203	Maintenance Contracts	0
205	Mileage/Per Diem	2,000
207	Telephone	1,600
218	Equipment Maintenance/Repair	3,200
219	Office Supplies	5,000
221	Printing/Publishing	1,200
241	Communication/Maintenance/Repair	6,000
248	Safety Equipment	20,000
266	Training	1,000
272	Professional Services	2,000
612	CO/Land Improvements	0
617	CO/Equipment	0
618	CO/Vehicle	0
Sub-total		49,000
Department Total		49,000
Fund Total		49,000

605 DWI Grant Program

02 Local DWI Grant FY18	FY 2018
63 PERA Matching	0
64 FICA Matching	0
65 Health Insurance Matching	0
67 Retiree Health Matching	0
102 Full Time Salaries	0
103 Part Time Salaries	0
104 Overtime	0
106 Worker's Comp Fees	0
107 Risk Management Insurance Fees	0
Payroll Sub-Total	0
201 Vehicle Maintenance/Repair	1,000
202 Vehicle Fuel	1,500
205 Mileage/Per Diem	2,275
207 Telephone	960
219 Office Supplies	800
221 Printing/Publishing	0
266 Training	0
269 Membership Dues/Subscriptions	250
272 Professional Services	40,530
282 Treatment Contracts	6,000
Sub-Total	53,315
Department Total	53,315

03 DWI Distribution FY18		FY 2018
63	PERA Matching	4,356
64	FICA Matching	3,489
65	Health Insurance Matching	1,300
67	Retiree Health Matching	912
102	Full Time Salaries	45,614
104	Overtime	0
106	Worker's Comp Fees	10
Payroll Sub-Total		55,682
201	Vehicle Maintenance/Repair	0
202	Vehicle Fuel	0
205	Mileage/Per Diem	2,318
207	telecommunications	0
219	Office Supplies	0
221	printing/publishing	0
266	training	0
271	Non-Professional Services	6,000
272	Professional Services	4,000
282	Treatment	2,000
Sub-Total		14,318
Department Total		70,000
04 Community DWI Grant FY18		FY 2018
2104	overtime	1,500
219	Office Supplies	0
248	Safety Equipment	0
272	Professional Services	1,500
617	CO/Equipment	0
Sub-total		3,000
Department Total		3,000
09 Pilt		FY 2018
104	overtime	14,883
202	fuel	800
205	per-diem	340
219	Office Supplies	1,460
221	printing/publishing	1,199
271	non-professional services	1,900
272	Professional Services	5,950
617	CO/Equipment	0
Sub-total		26,532
Department Total		26,532

13 DWI Distribution FY17		FY 2018
63	PERA Matching	0
64	FICA Matching	0
65	Health Insurance Matching	0
67	Retiree Health Matching	0
102	Full Time Salaries	0
104	Overtime	0
106	Worker's Comp Fees	0
107	Risk Management Insurance Fees	0
Payroll Sub-Total		0
282	Treatment Contracts	0
Sub-Total		0
Department Total		0
22 Local DWI Grant FY17		FY 2018
102	Full Time Salaries	0
Payroll Sub-Total		0
282	Treatment	0
Sub-total		0
Department Total		0

44 Juvenile Adjudication FY18		FY 2018
205	Mileage/Per Diem	300
219	Office Supplies	700
266	Training	1,000
272	Professional Services	3,264
Sub-Total		5,264
Department Total		5,264

54 Smart Choice		FY 2018
63	PERA Matching	0
64	FICA Matching	0
67	Retiree Health Care Matching	0
103	Part Time Salaries	1,000
201	Vehicle Maintenance/Repair	0
202	Vehicle Fuel	1,000
220	Cleaning Supplies	0
221	Printing/Publishing	0
618	CO/Vehicle	14,788
Sub-Total		16,788
Department Total		16,788

58 DWI Screening		FY 2018
219	Office Supplies	6,799
Department Total		6,799
FUND TOTAL		181,697

606 School Registration

79 DWI School		FY 2018
219	Office Supplies	1,100
272	Professional Services	1,500
Department Total		2,600
FUND TOTAL		2,600

609 Treasurers Fee Fund

30 TREASURER		FY 2018
203	Maintenance Contracts	0
205	Mileage/Per Diem	0
218	Equipment Maintenance/Repair	4,000
219	Office Supplies	5,000
221	Printing/Publishing	0
248	Safety Equipment	0
266	Training	0
617	CO/Equipment	30,000
Sub-total		39,000
Department Total		39,000
FUND TOTAL		39,000

610 Property Valuation Fund

40 ASSESSOR		FY 2018
63	PERA Matching	7,663
64	FICA Matching	6,138
67	Retiree Health Matching	1,605
103	Part Time Salaries	80,240
104	Overtime	0
106	Worker's Comp Fees	20
Payroll Sub-Total		95,666
201	Vehicle Maintenance/Repair	10,000
202	Vehicle Fuel	15,000
203	Maintenance Contracts	57,000
205	Mileage/Per Diem	8,500
207	Telephone	5,000
218	Equipment Maintenance/Repair	22,000
219	Office Supplies	6,000
221	Printing/Publishing	15,000
228	Software	32,000
248	Safety Equipment	6,500
266	Training	12,000
269	Membership Dues/Subscriptions	1,500
272	Professional Services	2,000
617	CO/Equipment	30,000
618	CO/Vehicles	45,000
Sub-total		267,500
Department Total		363,166
FUND TOTAL		363,166

612 Clerks Equipment Fund

20 CLERK	FY 2018
203 Maintenance Contracts	11,000
205 Mileage/Per Diem	2,500
207 Telephone	500
218 Equipment Maintenance/Repair	8,500
219 Office Supplies	1,000
221 Printing/Publishing	1,000
228 Software	2,000
266 Training	1,700
272 Professional Services	0
308 Voting Machine Storage	1,000
617 CO/Equipment	0
Sub-total	29,200
Department Total	29,200
FUND TOTAL	29,200

616 Rural Primary Health Care Act Grant Fund

17 RPHCA FY17	FY 2018
272 Professional Services	16,480
Sub-total	16,480
Department Total	16,480

18 RPHCA FY18	FY 2018
272 Professional Services	73,100
Sub-total	73,100
Department Total	73,100
FUND TOTAL	89,580

620 County Infrastructure Gross Receipts Tax Fund

94 Infrastructure GRT	FY 2018
215 Building Maintenance/Repair	60,000
228 Software	6,550
611 CO/Building Improvements	57,000
612 CO/Land & Land Improvements	0
617 CO/Equipment	100,000
618 CO/Vehicles	0
Sub-total	223,550
Department Total	223,550
FUND TOTAL	223,550

621 Capital Outlay GRT

96 Capital Outlay GRT		FY 2018
403	CAP-5-16(472)	0
404	SB-7808(105) 16	0
405	SP-5-16(186)	0
406	CAP-5-17(472)	55,844
407	SB-7808(105) 17	27,281
408	SP-5-17(186)	20,551
611	CO/Buildings & Improvements	450,000
612	CO/Land & Land Improvements	50,000
613	CO/Road Construction/Reconstruction	300,000
Sub-total		903,676
Department Total		903,676
FUND TOTAL		903,676

622 Community Development Block Grant

81 Community Development Block Grant		FY 2018
639	CDBG 2011 Mountainair Health Clinic	0
Sub-total		0
Department Total		0
FUND TOTAL		0

623 DOH Community Health Council Grant FY15

69 DOH Community Health Council Grant FY14		FY 2018
207	Telephone	0
219	Office Supplies	0
266	Training	0
272	Professional Services	0
310	Accounting Fees	0
313	Stipends	0
Sub-Total		0
Department Total		0
FUND TOTAL		0

628 Recycling & Illegal Dumping Grant Fund

29 15NT-04		FY 2018
222	Field Supplies	0
242	Signs	0
272	Professional Services	0
Sub-Total		0
Department Total		0
FUND TOTAL		0

629 CYFD Home Visiting Grant Fund

09 Wind PILT		FY 2018
63	PERA Matching	1,114
64	FICA Matching	59
65	Health Insurance Matching	3,281
67	Retiree Health Matching	16
102	Full Time Salaries	0
103	Part Time Salaries	9,633
106	Worker's Comp Fees	0
Payroll Sub-Total		14,103
49 Home Visiting Grant FY18		FY 2018
63	PERA Matching	3,794
64	FICA Matching	6,100
65	Health Insurance Matching	4,442
67	Retiree Health Matching	795
102	Full Time Salaries	39,728
103	Part Time Salaries	40,006
106	Worker's Comp Fees	37
Payroll Sub-Total		94,901
205	Mileage/Per Diem	7,000
207	Telephone	1,800
218	Equipment Maintenance/Repair	2,300
219	Office Supplies	1,000
221	Printing/Publishing/Advertising	300
224	Educational Supplies	1,000
258	Storage Rental	0
266	Training	2,150
272	Professional Services	0
284	Leases	549
Sub-Total		16,099
Department Total		111,000
FUND TOTAL		125,103

630 Esperanza Medical Clinic Fund

		FY 2018
87	Esperanza Medical Clinic	
215	Building Maintenance/Repair	11,000
Sub-Total		11,000
Department Total		11,000
FUND TOTAL		11,000

631 Senior Citizen Program Fund

		FY 2018
57	Senior Citizen's Program	
215	Building Maintenance/Repair	0
272	Professional Services	10,000
Sub-total		10,000
Department Total		10,000
FUND TOTAL		10,000

633 Loan Proceeds Fund

46 NMFA Loans		FY 2018
611	CO/Building Improvements	0
Sub-Total		0
Department Total		0
FUND TOTAL		0

634 Court Forfeiture Fund

50 SHERIFF		FY 2018
218	Equipment Maintenance/Repair	0
222	Field Supplies	0
270	Refunds	0
Sub-total		0
Department Total		0
FUND TOTAL		0

635 Juvenile Justice Grant Fund

67 CYFD JJ Grant FY17		FY 2018
208	Electricity	0
209	Heating	0
221	Printing/Publishing	0
266	Training	0
272	Professional Services	0
309	Administration/Management Fees	0
310	Accounting	0
313	Stipends	0
Sub-total		0
Department Total		0

68 CYFD JJ Grant FY18		FY 2018
205	Mileage/Per Diem	4,963
207	Telephone	0
208	Electricity	0
209	Heating/Gas	0
219	Office Supplies	6,779
266	Training	0
272	Professional Services	120,349
309	Administration/Management Fees	0
310	Accounting	0
313	Stipends	300
Sub-total		132,391
Department Total		132,391

09 Wind PILT		FY 2018
205	Mileage/Per Diem	0
206	Postage	0
219	Office Supplies	6,804
221	Printing/Publishing	3,000
266	Training	3,000
272	Professional Services	2,400
309	Administration/Management Fees	0
310	Accounting	0
313	Stipends	0
Sub-total		15,204
Department Total		15,204
FUND TOTAL		147,595

636 Debt Service Fund

46 New Mexico Finance Authority Loans		FY 2018
603	Dist. 5 Fire Station GRT Loan3 & 4	\$20,808
605	Dist. 5 Fire Station Allotment Loan 3	\$20,698
606	Dist 3 Sub Station Allotment 95 COP	\$9,412
608	Dispatch Center Loan 9	\$35,912
609	Dist 2 Allotment Intercept Loan 10	\$44,364
610	Fire Excise Tax Intercept Dist 3 Loan 5 & 8	16,428
621	Dispatch Tower Loan 12	10,443
623	Dist 2 Fire Pumper Loan 11	44,973
635	Dist 3 Tanker Loan 15	34,046
649	Dispatch Center and Tower Loan 13	5,858
657	Dist. 4 Truck Loan Allotment Loan 14	16,497
658	Dist. 6 Truck Loan Allotment Loan 15	25,665
Sub-total		285,104
Department Total		285,104
FUND TOTAL		285,104

641 Wind PILT Fund

09 Wind PILT		FY 2018
202	Vehicle Fuel	0
236	Uniforms	0
266	Training	0
410	High Lonesome Wind Farm PILOT	149,500
611	CO/Buildings & Improvements	539,279
617	CO/Equipment	87,500
618	CO/Vehicles	0
Sub-total		776,279
Department Total		776,279
FUND TOTAL		776,279

642 Investment Interest

05 County Commission		FY 2018
611	CO/Buildings & Improvements	10,000
Sub-total		10,000
Department Total		10,000
FUND TOTAL		10,000

650 Estancia Basin Water Board Fund

71 Water Board		FY 2018
272	Professional Services	15,000
Sub-total		15,000
Department Total		15,000
FUND TOTAL		15,000

675 Rural Addressing Fund

07 Rural Addressing		FY 2018
63	PERA Matching	3,743
64	FICA Matching	2,998
65	Health Insurance Matching	10,124
67	Retiree Health Matching	784
102	Full Time Salaries	39,196
103	Part Time Salaries	0
106	Worker's Comp Fees	10
Payroll Sub-Total		56,855
201	Vehicle Maintenance/Repair	1,000
202	Vehicle Fuel	1,000
203	Maintenance Contracts	20,000
205	Mileage/Per Diem	1,000
207	Telephone	75
218	Equipment Maintenance/Repair	1,500
219	Office Supplies	700
221	Printing/Publishing	500
228	Software	10,000
242	Signs	10,000
248	Safety Equipment	1,000
266	Training	1,500
269	Membership Dues/Subscriptions	200
272	Professional Services	0
617	CO/Equipment	0
618	CO/Vehicle	0
Sub-total		48,475
Department Total		105,330
FUND TOTAL		105,330

685 P & Z Code Enforcement Fund

08 Planning & Zoning		FY 2018
201	Vehicle Maintenance/Repair	1,000
202	Vehicle Fuel	2,000
207	Telephone	400
218	Equipment Maintenance/Repair	200
219	Office Supplies	300
221	Printing/Publishing	700
222	Field Supplies	500
248	Safety Equipment	500
266	Training	300
274	Property Clean up	6,000
Sub-total		11,900
Department Total		11,900
FUND TOTAL		11,900

690 Domestic Violence Grant Fund

05 COMMISSION		FY2018
63	PERA Matching	1,640
64	FICA Matching	2,277
65	Health Insurance Matching	4,972
67	Retiree Health Matching	595
102	Full Time Salaries	0
103	Part Time Salaries	29,731
106	Worker's Comp Fees	20
Payroll Sub-Total		39,235
202	Vehicle Fuel	400
205	Mileage/Per Diem	2,800
207	Telephone	1,084
218	Equipment Maintenance/Repair	566
219	Office Supplies	500
221	Printing/Publishing	200
224	Educational Supplies	0
258	Storage Rental	0
266	Training	715
272	Professional Services	0
284	Leases	1,000
Sub-Total		7,265
Department Total		46,500

86 Domestic Violence Grant FY18		FY 2018
63	PERA Matching	868
64	FICA Matching	1,206
65	Health Insurance Matching	0
67	Retiree Health Matching	315
102	Full Time Salaries	0
103	Part Time Salaries	15,795
106	Worker's Comp Fees	10
Payroll Sub-Total		18,194
202	Vehicle Fuel	100
205	Mileage/Per Diem	0
207	Telephone	416
218	Equipment Maintenance/Repair	1,005
219	Office Supplies	0
221	Printing/Publishing	0
224	Educational Supplies	0
258	Storage Rental	0
266	Training	285
272	Professional Services	0
284	Leases	0
Sub-Total		1,806
Department Total		20,000
FUND TOTAL		66,500

691 Domestic Violence Victim Restitution Fund

38 Victim Restitution		FY 2018
201	Vehicle Maintenance/Repair	5,000
202	Vehicle Fuel	5,000
219	Office Supplies	5,000
272	Professional Services	5,500
283	Victim's Support	6,000
Sub-Total		26,500
Department Total		26,500
FUND TOTAL		26,500

693 Forest Reserve Fund

97 Forest Reserve Title III		FY 2018
272	Professional Services	128,411
Sub-Total		128,411
Department Total		128,411
FUND TOTAL		128,411

802 US Marshal Joint Law Enforcement Operations Fund

25 JLEO Funding		FY 2018
104	Overtime	10,000
Payroll Sub-Total		10,000
Sub-Total		0
Department Total		10,000
FUND TOTAL		10,000

803 Legislative Appropriations Fund

59 Legislative Projects		FY 2018
627	13-L-1799 Bldg Additions D3 & D5	0
628	15-L-0877 Phase 2 CAD Syst.	734
630	15-0878 TC Sheriff's Vehicles	0
Sub-Total		734
Department Total		734
FUND TOTAL		734

804 Drug Education Fund

89 Drug Education	FY 2018
205 Mileage/Per Diem	0
219 Office Supplies	0
257 Outreach Materials	10,000
266 Training	1,000
272 Professional Services	7,000
Sub-Total	18,000
Department Total	18,000
FUND TOTAL	18,000

805 Traffic Safety Grant Fund

32 ENDWI 17-AL-64-103	FY 2018
104 Overtime	0
Payroll Sub-Total	0
617 CO/Equipment	0
Sub-Total	0
Department Total	0
42 BLKUP 15-OP-RF-103	FY 2018
104 Overtime	1,487
Payroll Sub-Total	1,487
617 CO/Equipment	0
Sub-Total	0
Department Total	1,487
51 100 D/N 17-DS-EE-103	FY 2018
104 Overtime	2,057
Payroll Sub-Total	2,057
617 CO/Equipment	0
Sub-Total	0
Department Total	2,057
FUND TOTAL	3,544

808 Forest Service Grant

50 SHERIFF	FY 2018
104 Overtime	12,000
Payroll Sub-Total	12,000
202 Vehicle Fuel	0
Sub-Total	0
Department Total	12,000
FUND TOTAL	12,000

819 NM Primary Care Association Grant Fund

14 New Mexico Primary Care Association Grant FY16	FY 2018
63 PERA Matching	0
64 FICA Matching	0
65 Health Insurance Matching	0
67 Retiree Health Matching	0
102 Full Time Salaries	0
106 Worker's Comp Fees	0
Payroll Sub-Total	0
203 Maintenance Contracts	0
205 Mileage/Per Diem	0
207 Telephone	0
218 Equipment Maintenance/Repair	0
219 Office Supplies	0
221 Printing/Publishing	0
258 Storage Rental	0
266 Training	0
284 Equipment Lease	0
Department Total	0
FUND TOTAL	0

825 ICE Inmate Care

70 Adult Inmate Care		FY 2018
172	Care of Inmates	600,000
Sub-Total		600,000
Department Total		600,000
FUND TOTAL		600,000

826 NMDHLS EMPG

88 NMDHLS EMPG		FY 2018
63	PERA Matching	3,204
64	FICA Matching	2,567
65	Health Insurance Matching	1,300
67	Retiree Health Matching	671
102	Full Time Salaries	33,550
106	Worker's Comp Fees	10
Payroll Sub-Total		41,302
Department Total		41,302
FUND TOTAL		41,302

827 NMDHLS FY14 HL Security Grant

77 NMDHLS FY14 H.L. Security Grant		FY 2018
248	Safety Equipment	0
Sub-Total		0
Department Total		0
FUND TOTAL		0

828 NMDHLS Mitigation Grant

75 NMDHLS Mitigation Grant		FY 2018
272	Professional Services	2,913
Sub-Total		2,913
Department Total		2,913
FUND TOTAL		2,913

829 NMDOH Cities Readiness Initiative

78 NMDOH Cities Readiness Initiative		FY 2018
248	Safety Equipment	3,637
Sub-Total		3,637
Department Total		3,637
FUND TOTAL		3,637

830 Diaster - Public Assistance Fund

76 FEMA 4152-018		FY 2018
322	Project PW 037	0
323	Project PW 054	65,195
Sub-Total		65,195
Department Total		65,195
FUND TOTAL		65,195

911 Emergency 911 Fund

07 Rural Addressing		FY 2018
205	Mileage/Per Diem	0
266	Training	0
617	CO/Equipment	0
Sub-Total		0
Department Total		0

80 DISPATCH		FY 2015
63	PERA Matching	41,872
64	FICA/Medicare Matching	36,219
65	Health Insurance Matching	80,842
67	RHC Matching	8,769
102	Full Time Salaries	438,448
104	Overtime	10,000
105	Shift Differential/Holiday Pay	25,000
106	Worker's Comp Fee	140
Payroll Sub-Total		641,290
201	Vehicle Maintenance/Repair	2,000
202	Vehicle Fuel	2,500
203	Maintenance Contracts	73,000
205	Mileage/Per Diem	3,000
207	Telephone	13,300
208	Electricity	21,000
209	Heating/Gas	3,600
210	Water/Sewer/Trash	1,500
215	Building Maintenance/Repair	7,200
218	Equipment Maintenance/Repair	9,000
219	Office Supplies	13,800
220	Cleaning Supplies	2,000
221	Printing/Publishing	2,800
228	Software	16,000
236	Uniforms	5,500
238	Grounds Improvements	2,500
241	Communications Maintenance/Repair	15,020
248	Safety Equipment	2,000
266	Training	2,400
269	Membership Dues	1,000
272	Professional Services	8,900
617	CO/Equipment	31,000
618	CO/Vehicles	25,500
Sub-Total		264,520
Department Total		905,810
85 DFA Training Grant		FY 2014
205	Mileage/Per Diem	5,000
266	Training	5,000
Sub-Total		10,000
Department Total		10,000
FUND TOTAL		915,810
Grand Total Expenditures		16,181,785

TORRANCE COUNTY 2017-2018 OPERATING BUDGET SALARY SCHEDULE

Department	Job Title	HR	Annual Salary	FIGA	PERA	Retiree Health	Health Ins.	Work Comp.	Total
Commission									
401-05-101									
	Commissioner Dist. 1	E	\$26,257	\$2,009	\$2,508	\$525	\$214	\$10	\$31,522
	Commissioner Dist. 2	E	\$26,257	\$2,009	\$2,508	\$525	\$214	\$10	\$31,522
	Commissioner Dist. 3	E	\$26,257	\$2,009	\$2,508	\$525	\$252	\$10	\$31,560
	Sub-Total		\$78,771	\$6,026	\$7,523	\$1,575	\$680	\$30	\$94,605
401-05-102									
	County Fire Marshal	A	\$51,965	\$3,975	\$4,963	\$1,039	\$9,758	\$10	\$71,710
	Administrative Assistant	80	\$30,680	\$2,347	\$2,930	\$614	\$931	\$10	\$37,512
	Sub-Total		\$82,645	\$6,322	\$7,893	\$1,653	\$10,689	\$20	\$109,222
	Department Total		\$161,416	\$12,348	\$15,415	\$3,228	\$11,369	\$50	\$203,827
Planning & Zoning									
401-08-102									
	Zoning Officer	80	\$34,611	\$2,648	\$3,305	\$692	\$4,674	\$10	\$45,940
	P & Z Coordinator	80	\$37,652	\$2,880	\$3,596	\$753	\$5,008	\$10	\$49,899
	P & Z Clerical Assistant	80	\$22,360	\$1,711	\$2,135	\$447	\$4,635	\$10	\$31,298
	Sub-Total		\$94,623	\$7,239	\$9,036	\$1,892	\$14,317	\$30	\$127,137
401-08-104									
	overtime		\$2,000	\$153	\$0	\$0	\$0	\$0	\$2,153
	Sub-Total		\$2,000	\$153	\$0	\$0	\$0	\$0	\$2,153
	Department Total		\$96,623	\$7,392	\$9,036	\$1,892	\$14,317	\$30	\$129,290
County Manager									
401-10-102									
	County Manager	A	\$75,000	\$5,738	\$7,163	\$1,500	\$13,250	\$10	\$102,660
	Deputy Co. Manager	80	\$51,118	\$3,911	\$4,882	\$1,022	\$4,914	\$10	\$65,857
	HR Manager	80	\$41,600	\$3,182	\$3,973	\$832	\$403	\$10	\$50,000
	Administrative Assistant	80	\$26,000	\$1,989	\$2,483	\$520	\$4,680	\$10	\$35,682
	Sub-Total		\$193,718	\$14,819	\$18,500	\$3,874	\$23,247	\$40	\$254,199
401-10-103									
	Float Clerk		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0
401-10-104									
	overtime		\$1,500	\$115	\$0	\$0	\$0	\$0	\$1,615
	Sub-Total		\$1,500	\$115	\$0	\$0	\$0	\$0	\$1,615
	Department Total		\$195,218	\$14,934	\$18,500	\$3,874	\$23,247	\$40	\$255,814

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
Administrative Offices									
401-15-102									
	Maint. Foreman	80	\$30,100	\$2,303	\$2,875	\$602	\$4,731	\$10	\$40,620
	Janitor	80	\$23,920	\$1,830	\$2,284	\$478	\$4,631	\$10	\$33,154
	Sub-Total		\$54,020	\$4,133	\$5,159	\$1,080	\$9,362	\$20	\$73,774
401-15-104									
	overtime		\$10,000	\$765	\$0	\$0	\$0	\$0	\$10,765
	Sub-Total		\$10,000	\$765	\$0	\$0	\$0	\$0	\$10,765
	Department Total		\$64,020	\$4,898	\$5,159	\$1,080	\$9,362	\$20	\$84,539
Clerk									
401-20-101									
	County Clerk	E	\$65,855	\$5,038	\$6,289	\$1,317	\$5,070	\$10	\$83,579
	Sub-Total		\$65,855	\$5,038	\$6,289	\$1,317	\$5,070	\$10	\$83,579
401-20-102									
	Deputy Clerk	A	\$60,587	\$4,635	\$5,786	\$1,212	\$338	\$10	\$72,568
	Administrative Asst 1	80	\$39,277	\$3,005	\$3,751	\$786	\$4,706	\$10	\$51,534
	Administrative Asst	80	\$35,795	\$2,738	\$3,418	\$716	\$8,372	\$10	\$51,050
	Sub-Total		\$135,659	\$10,378	\$12,955	\$2,713	\$13,416	\$30	\$175,152
401-20-103									
	vacant		\$26,520	\$2,029	\$2,533	\$530	\$5,070	\$10	\$36,692
	Sub-Total		\$26,520	\$2,029	\$2,533	\$530	\$5,070	\$10	\$36,692
401-20-104									
	overtime		\$1,000	\$77	\$0	\$0	\$0	\$0	\$1,077
	Sub-Total		\$1,000	\$77	\$0	\$0	\$0	\$0	\$1,077
	Department Total		\$229,034	\$17,521	\$21,777	\$4,561	\$23,556	\$50	\$296,499
Elections									
401-21-103									
	Election Board	T	\$15,944	\$1,220	\$0	\$0	\$0	\$0	\$17,164
	Sub-Total		\$15,944	\$1,220	\$0	\$0	\$0	\$0	\$17,164
401-21-104									
	overtime		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Department Total		\$15,944	\$1,220	\$0	\$0	\$0	\$0	\$17,164
Purchasing									
401-27-102									
	Purchasing Director	80	\$36,119	\$2,763	\$3,449	\$722	\$4,680	\$10	\$47,744
	Sub-Total		\$36,119	\$2,763	\$3,449	\$722	\$4,680	\$10	\$47,744
401-27-104									
	overtime		\$500	\$38	\$0	\$0	\$0	\$0	\$538
	Sub-Total		\$500	\$38	\$0	\$0	\$0	\$0	\$538
	Department Total		\$36,619	\$2,801	\$3,449	\$722	\$4,680	\$10	\$48,282

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
Treasurer									
	401-30-101								
	County Treasurer	E	\$65,855	\$5,038	\$6,289	\$1,317	\$390	\$10	\$78,899
	Sub-Total		\$65,855	\$5,038	\$6,289	\$1,317	\$390	\$10	\$78,899
	401-30-102								
	Chief Deputy Treasurer	A	\$60,587	\$4,635	\$5,786	\$1,212	\$10,192	\$10	\$82,422
	Tax Specialist III	80	\$32,689	\$2,501	\$3,122	\$654	\$832	\$10	\$39,807
	Tax Specialist II	80	\$30,308	\$2,319	\$2,894	\$606	\$4,405	\$10	\$40,542
	Delinq Tax Specialist I	80	\$27,560	\$2,108	\$2,632	\$551	\$10,088	\$10	\$42,950
	Tax Specialist I	80	\$24,960	\$1,909	\$2,384	\$499	\$200	\$10	\$29,962
	Sub-Total		\$176,104	\$13,472	\$16,818	\$3,522	\$25,717	\$60	\$235,683
	401-30-103								
	Tax Specialist I		\$7,000	\$536	\$669	\$140	\$2,000	\$10	\$10,354
	Sub-Total		\$7,000	\$536	\$669	\$140	\$2,000	\$10	\$10,354
	401-30-104								
	Overtime		\$3,000	\$230	\$0	\$0	\$0	\$0	\$3,230
	Sub-Total		\$3,000	\$230	\$0	\$0	\$0	\$0	\$3,230
	Department Total		\$251,959	\$19,275	\$23,776	\$4,979	\$28,107	\$70	\$328,166
Assessor									
	401-40-101								
	County Assessor	E	\$65,855	\$5,038	\$6,289	\$1,317	\$364	\$10	\$78,873
	Sub-Total		\$65,855	\$5,038	\$6,289	\$1,317	\$364	\$10	\$78,873
	401-40-102								
	Deputy Assessor	A	\$60,587	\$4,635	\$5,786	\$1,212	\$13,598	\$5	\$85,823
	Appraiser	80	\$26,747	\$2,046	\$2,554	\$535	\$10,091	\$10	\$41,983
	Appraiser Apprentice	80	\$23,920	\$1,830	\$2,284	\$478	\$650	\$10	\$29,173
	Livestock/Per Prop Clerk	80	\$37,527	\$2,871	\$3,584	\$751	\$1,222	\$10	\$45,964
	Prop. Assessment	80	\$33,344	\$2,551	\$3,184	\$667	\$9,984	\$10	\$49,740
	Chief Appraiser	80	\$53,550	\$4,097	\$5,114	\$1,071	\$13,572	\$10	\$77,414
	Appraiser	80	\$28,465	\$2,178	\$2,718	\$569	\$832	\$10	\$34,772
	CAMA Database Admin.	80	\$44,812	\$3,428	\$4,280	\$896	\$4,732	\$10	\$58,158
	Appraiser Apprentice	80	\$23,400	\$1,790	\$2,235	\$468	\$300	\$10	\$28,203
	Customer Service	80	\$29,935	\$2,290	\$2,859	\$599	\$10,088	\$10	\$45,781
	Sub-Total		\$362,287	\$27,715	\$34,598	\$7,246	\$65,069	\$95	\$497,010
	Department Total		\$428,142	\$32,753	\$40,888	\$8,563	\$65,433	\$105	\$575,863

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
Sheriff	401-50-101								
	County Sheriff	E	\$68,654	\$995	\$7,140	\$1,373	\$13,681	\$10	\$91,854
	Sub-Total		\$68,654	\$995	\$7,140	\$1,373	\$13,681	\$10	\$91,854
	401-50-102								
	Undersheriff	A	\$63,162	\$916	\$6,569	\$1,263	\$13,676	\$10	\$85,596
	Executive Secretary	A	\$63,162	\$4,832	\$6,032	\$1,263	\$8,478	\$10	\$83,777
	Sheriff's Deputy	80	\$47,840	\$694	\$4,975	\$957	\$4,784	\$10	\$59,260
	Sheriff's Deputy	80	\$43,181	\$626	\$4,491	\$864	\$10,192	\$10	\$59,364
	Sheriff's Deputy	80	\$39,520	\$573	\$4,110	\$790	\$156	\$10	\$45,160
	Sheriff's Deputy	80	\$44,092	\$639	\$4,586	\$882	\$13,674	\$10	\$63,883
	Records Manager	80	\$36,400	\$2,785	\$3,476	\$728	\$13,494	\$10	\$56,893
	Sheriff's Deputy	80	\$42,120	\$611	\$4,380	\$842	\$10,194	\$10	\$58,158
	Sheriff's Deputy	80	\$42,120	\$611	\$4,380	\$842	\$8,112	\$10	\$56,076
	Evidence Officer	80	\$39,152	\$568	\$4,072	\$783	\$10,192	\$10	\$54,777
	Sheriff's Deputy	80	\$39,520	\$573	\$4,110	\$790	\$338	\$10	\$45,342
	Sheriff's Deputy	80	\$41,080	\$596	\$4,272	\$822	\$5,096	\$10	\$51,876
	Sheriff's Deputy	80	\$36,920	\$535	\$3,840	\$738	\$13,437	\$10	\$55,480
	Sheriff's Deputy	80	\$41,120	\$596	\$4,276	\$822	\$10,194	\$10	\$57,019
	Sheriff's Deputy	80	\$34,840	\$505	\$3,623	\$697	\$50	\$10	\$39,725
	AC Officer	80	\$44,092	\$639	\$4,586	\$882	\$13,598	\$10	\$63,807
	Sub-Total		\$698,321	\$16,298	\$71,779	\$13,966	\$135,665	\$160	\$936,190
	401-50-103								
	Records Clerk	40	\$15,218	\$1,164	\$1,453	\$304	\$52	\$10	\$18,202
	Records Clerk	40	\$10,920	\$835	\$1,043	\$218	\$52	\$10	\$13,079
	Sub-Total		\$26,138	\$2,000	\$2,496	\$523	\$104	\$20	\$31,280
	Over-Time Salary		\$57,000	\$827	\$0	\$0	\$0	\$0	\$57,827
	Sub-Total		\$57,000	\$827	\$0	\$0	\$0	\$0	\$57,827
	Shift Diff./Holiday		\$20,000	\$290	\$0	\$0	\$0	\$0	\$20,290
	Sub-Total		\$20,000	\$290	\$0	\$0	\$0	\$0	\$20,290
	Department Total		\$870,113	\$20,410	\$81,415	\$15,862	\$149,450	\$190	\$1,137,441

Finance										
401-55-102										
Finance Director	80	\$41,600	\$3,182	\$3,973	\$832	\$1,359	\$10	\$50,956		
Vacant	80	\$28,600	\$2,188	\$2,731	\$572	\$1,144	\$10	\$35,245		
Finance/Purchasing	80	\$31,200	\$2,387	\$2,980	\$624	\$6,531	\$10	\$43,731		
Sub-Total		\$101,400	\$7,757	\$9,684	\$2,028	\$9,034	\$30	\$129,933		
401-55-104										
Over-Time Salary		\$4,000	\$306	\$0	\$0	\$0	\$0	\$4,306		
Sub-Total		\$4,000	\$306	\$0	\$0	\$0	\$0	\$4,306		
Department Total		\$105,400	\$8,063	\$9,684	\$2,028	\$9,034	\$30	\$134,239		

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work Comp.	Total
Animal Shelter									
401-82-102									
Director		80	\$42,952	\$3,286	\$4,102	\$859	\$4,696	\$10	\$55,905
Supervisor		80	\$30,160	\$2,307	\$2,880	\$603	\$4,649	\$10	\$40,610
AC Officer		80	\$23,400	\$1,790	\$2,235	\$468	\$156	\$10	\$28,059
AC Officer		80	\$23,400	\$1,790	\$2,235	\$468	\$156	\$10	\$28,059
Kennel Assistant		80	\$20,800	\$1,591	\$1,986	\$416	\$4,764	\$10	\$29,568
Sub-Total			\$140,712	\$10,764	\$13,438	\$2,814	\$14,421	\$50	\$182,200
401-82-103									
Kennel Assistant		40	\$0	\$0	\$0	\$0	\$50	\$10	\$60
Sub-Total			\$0	\$0	\$0	\$0	\$50	\$10	\$60
401-82-104									
overtime			\$2,700	\$207	\$0	\$0	\$0	\$0	\$2,907
Sub-Total			\$2,700	\$207	\$0	\$0	\$0	\$0	\$2,907
Department Total			\$143,412	\$10,971	\$13,438	\$2,814	\$14,471	\$60	\$185,166

Probate										
401-90-101										
Probate Judge	E	\$23,028	\$1,762	\$2,199	\$461	\$1,054	\$5	\$28,508		
Department Total		\$23,028	\$1,762	\$2,199	\$461	\$1,054	\$5	\$28,508		

Road

402-10-102

Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
Office Manager	80	\$42,906	\$3,282	\$4,098	\$858	\$8,398	\$10	\$59,552
Foreman	80	\$50,016	\$3,826	\$4,777	\$1,000	\$8,736	\$10	\$68,365
Equipment Operator	80	\$26,000	\$1,989	\$2,483	\$520	\$4,654	\$10	\$35,656
Equipment Operator	80	\$22,360	\$1,711	\$2,135	\$447	\$300	\$10	\$26,963
Equipment Operator	80	\$29,120	\$2,228	\$2,781	\$582	\$4,709	\$10	\$39,430
Equipment Operator	80	\$29,328	\$2,244	\$2,801	\$587	\$676	\$10	\$35,645
Equipment Operator	80	\$41,783	\$3,196	\$3,990	\$836	\$8,502	\$10	\$58,317
Equipment Operator	80	\$23,920	\$1,830	\$2,284	\$478	\$208	\$10	\$28,731
Equipment Operator	80	\$33,197	\$2,540	\$3,170	\$664	\$10,166	\$10	\$49,747
Equipment Operator	80	\$20,000	\$1,530	\$1,910	\$400	\$500	\$10	\$24,350
Equipment Operator	80	\$25,480	\$1,949	\$2,433	\$510	\$13,702	\$10	\$44,084
Equipment Operator	80	\$43,326	\$3,314	\$4,138	\$867	\$260	\$10	\$51,915
Equipment Operator	80	\$22,360	\$1,711	\$2,135	\$447	\$4,442	\$10	\$31,105
Equipment Operator	80	\$20,000	\$1,530	\$1,910	\$400	\$200	\$10	\$24,050
Equipment Operator	80	\$23,920	\$1,830	\$2,284	\$478	\$500	\$10	\$29,023
Sub-Total		\$453,716	\$34,709	\$43,330	\$9,074	\$65,953	\$150	\$606,932

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
	402-10-103								
	Equipment Operator	40	\$13,801	\$1,056	\$1,318	\$276	\$9,932	\$10	\$26,393
	Sub-Total		\$13,801	\$1,056	\$1,318	\$276	\$9,932	\$10	\$26,393
	402-10-104								
	Overtime Salary		\$10,000	\$765	\$0	\$0	\$0	\$0	\$10,765
	Sub-Total		\$10,000	\$765	\$0	\$0	\$0	\$0	\$10,765
	Department Total		\$477,517	\$36,530	\$44,648	\$9,350	\$75,885	\$160	\$644,090
	402-11-102								
	Mechanic	80	\$29,640	\$2,267	\$2,831	\$593	\$8,346	\$10	\$43,687
	Department Total		\$29,640	\$2,267	\$2,831	\$593	\$8,346	\$10	\$43,687
	Fund Total		\$507,157	\$38,798	\$47,478	\$9,943	\$84,231	\$170	\$687,777

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
Property Valuation									
	610-40-102								
	Reappraisal Clerk	80	\$20,800	\$1,591	\$1,986	\$416	\$760	\$10	\$25,564
	Subtotal		\$20,800	\$1,591	\$1,986	\$416	\$760	\$10	\$25,564
	610-40-103								
	PT Reappraisal Clerk	80	\$19,440	\$1,487	\$1,857	\$389	\$500	\$10	\$23,682
	Subtotal		\$19,440	\$1,487	\$1,857	\$389	\$500	\$10	\$23,682
	610-40-114								
	Incentative Pay		\$40,000	\$3,060	\$3,820	\$800	\$0	\$0	\$47,680
	Subtotal		\$40,000	\$3,060	\$3,820	\$800	\$0	\$0	\$47,680
	Fund Total		\$80,240	\$6,138	\$7,663	\$1,605	\$1,260	\$20	\$96,926
Home Visiting Grant									
	629-49-102								
	HV Services Coord	80	\$39,728	\$3,039	\$3,794	\$795	\$4,442	\$10	\$51,808
	Sub-Total		\$39,728	\$3,039	\$3,794	\$795	\$4,442	\$10	\$51,808
	629-49-103								
	Home Visitor	38	\$15,000	\$1,148	\$0	\$0	\$0	\$7	\$16,155
	Home Visitor	38	\$10,006	\$765	\$0	\$0	\$0	\$0	\$10,771
	Home Visitor	38	\$15,000	\$1,148	\$0	\$0	\$0	\$10	\$16,158
	Office Assistant	0	\$0	\$0	\$0	\$0	\$0	\$10	\$10
	Sub-Total		\$40,006	\$3,060	\$0	\$0	\$0	\$27	\$43,093
	Fund Total		\$79,734	\$6,100	\$3,794	\$795	\$4,442	\$37	\$94,901
Rural Addressing									
	675-07-102								
	GIS Mapper/Rural Analy	80	\$39,196	\$2,998	\$3,743	\$784	\$10,124	\$10	\$56,855
	Subtotal		\$39,196	\$2,998	\$3,743	\$784	\$10,124	\$10	\$56,855
Domestic Violence Grant									
	690-84-103								
	Victim Support Specialist	38	\$15,795	\$1,206	\$868	\$315	\$0	\$10	\$18,194
	Sub-Total		\$15,795	\$1,206	\$868	\$315	\$0	\$10	\$18,194
	690-05-103								
	Victim Support Specialist	38	\$3,471	\$268	\$340	\$70	\$1,972	\$0	\$6,121
	Victim Support Specialist	40	\$13,130	\$1,004	\$650	\$263	\$1,500	\$10	\$16,557
	Victim Support Specialist	40	\$13,130	\$1,004	\$650	\$263	\$1,500	\$10	\$16,557
	Sub-Total		\$29,731	\$2,277	\$1,640	\$595	\$4,972	\$20	\$39,235
	Fund Total		\$45,526	\$3,483	\$2,508	\$910	\$4,972	\$30	\$57,429
NMIPCA Grant									
	819-17-102								
	Director	32	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Admin. Asst/FS	40	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fund Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Health Ins.	Work. Comp.	Total
Dispatch									
	911-80-102								
	Commun. Director	80	\$46,396	\$3,549	\$4,431	\$928	\$277	\$10	\$55,591
	Supervisor	80	\$39,967	\$3,057	\$3,817	\$799	\$13,370	\$10	\$61,021
	Supervisor	80	\$42,368	\$3,241	\$4,046	\$847	\$4,703	\$10	\$55,216
	911 Operator	72	\$31,777	\$2,431	\$3,035	\$636	\$10,163	\$10	\$48,051
	911 Operator	72	\$31,768	\$2,430	\$3,034	\$635	\$4,665	\$10	\$42,542
	911 Operator	72	\$29,016	\$2,220	\$2,771	\$580	\$10,088	\$10	\$44,685
	911 Operator	72	\$31,777	\$2,431	\$3,035	\$636	\$4,589	\$10	\$42,477
	911 Operator	72	\$29,016	\$2,220	\$2,771	\$580	\$214	\$10	\$34,811
	911 Operator	72	\$29,484	\$2,256	\$2,816	\$590	\$4,884	\$10	\$40,039
	911 Operator	72	\$30,160	\$2,307	\$2,880	\$603	\$4,601	\$10	\$40,562
	911 Operator	72	\$34,782	\$2,661	\$3,322	\$696	\$8,361	\$10	\$49,831
	911 Operator	72	\$31,777	\$2,431	\$3,035	\$636	\$10,163	\$10	\$48,051
	911 Operator	72	\$30,160	\$2,307	\$2,880	\$603	\$4,764	\$10	\$40,725
	911 Operator	72	\$0	\$0	\$0	\$0	\$0	\$10	\$10
	Sub-Total		\$438,448	\$33,541	\$41,872	\$8,769	\$80,842	\$140	\$603,612
	911-80-2104								
	Overtime		\$10,000	\$765	\$0	\$0	\$0	\$0	\$10,765
	Sub-Total		\$10,000	\$765	\$0	\$0	\$0	\$0	\$10,765
	Shift Diff./Holiday Pay		\$25,000	\$1,913	\$0	\$0	\$0	\$0	\$26,913
	Sub-Total		\$25,000	\$1,913	\$0	\$0	\$0	\$0	\$26,913
	Fund Total		\$473,448	\$36,219	\$41,872	\$8,769	\$80,842	\$140	\$641,290
Grand Total			\$4,065,487	\$259,237	\$373,505	\$77,257	\$580,217	\$1,127	\$5,356,829

TORRANCE COUNTY

2017-2018 OPERATING BUDGET

BOND SCHEDULE

General Obligation for Emergency Communication & Road Equip. Series 2016

Date	Principal	Coupon	Interest	Total P & I	Calendar Year Total
8/1/20017	\$345,000.00	1.04182	\$22,610.33	\$367,610.33	\$367,610.33
2/1/2018			16,291.13	16,291.13	
8/1/2018	335,000.00	1.19182	16,291.13	351,291.13	367,582.26
2/1/2019			14,294.83	14,294.83	
8/1/2019	335,000.00	1.32182	14,294.83	349,294.83	363,589.66
2/1/2020			12,080.78	12,080.78	
8/1/2020	340,000.00	1.43182	12,080.78	352,080.78	364,161.56
2/1/2021			9,646.69	9,646.69	
8/1/2021	95,000.00	1.55182	9,646.69	104,646.69	114,293.38
2/1/2022			8,909.57	8,909.57	
8/1/2022	95,000.00	1.67182	8,909.57	103,909.57	112,819.14
2/1/2023			8,115.46	8,115.46	
8/1/2023	95,000.00	1.85182	8,115.46	103,115.46	111,230.92
2/1/2024			7,235.84	7,235.84	
8/1/2024	95,000.00	2.00182	7,235.84	102,235.84	109,471.68
2/1/2025			6,284.98	6,284.98	
8/1/2025	95,000.00	2.14182	6,284.98	101,284.98	107,569.96
2/1/2026			5,267.61	5,267.61	
8/1/2026	95,000.00	2.22182	5,267.61	100,267.61	105,535.22
2/1/2027			4,212.25	4,212.25	
8/1/2027	95,000.00	2.27000	4,212.25	99,212.25	103,424.50
2/1/2028			3,134.00	3,134.00	
8/1/2028	95,000.00	2.52000	3,134.00	98,134.00	101,268.00
2/1/2029			1,937.00	1,937.00	
8/1/2029	95,000.00	2.72000	1,937.00	96,937.00	98,874.00
2/1/2030			645.00	645.00	
8/1/2030	95,000.00	***	645.00	95,645.00	96,290.00
2/1/2031			47.50	47.50	
8/1/2031	95,000.00	0.10000 1.32182	47.50	95,047.50	95,095.00
	2,400,000.00		218,815.61	2,618,815.61	2,618,815.61
Accrued Interest					
Total	2,400,000.00		218,815.61	2,618,815.61	2,618,815.61

***\$55,000.00 @ 0.10000%

***\$40,000.00 @ 2.85000%

**TORRANCE COUNTY
2017-2018 OPERATING BUDGET
GROSS RECEIPTS TAX SCHEDULE**

Tax Name	Tax Dedication	Enactment Rate	Budgeted Fund	Budgeted Amount
1st 1/8th GRT	General Fund Purposes	0.125%	401	\$240,000
2nd 1/8th GRT	Indigent Health Care/Safety Care Net Pool	0.125%	414, 401	\$240,000
3rd 1/8th GRT	Road Improvements	0.125%	402	\$240,000
1/16th County GRT	General Fund Purposes	0.060%	401	\$120,000
Environmental GRT	Solid Waste Authority	0.125%	423	\$82,000
Health Care GRT	County-supported Medicaid fund	0.060%	414	\$103,000
Correctional Facility GRT	Correctional Facility	0.125%	420	\$236,000
Fire Protection Excise GRT	Volunteer Fire Districts	0.250%	411, 636	\$156,001
Communications GRT	Emergency Communications/EEMS	0.250%	911, 415, 604, 675	\$471,000
County Infrastructure GRT	Infrastructure Projects	0.125%	620	\$69,560
Capital Outlay GRT		0.250%	621	
TOTAL				\$1,957,561



Agenda Item
No. 9



*Agenda Item
No. 10*



Torrance County Commission

Regular Meeting to be Held at:
Administrative Offices of Torrance County
Commission Chambers
205 9th Street
Estancia, NM 87016

AGENDA
February 8th, 2017
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

Approval of Minutes: January 25th, 2017 Regular Meeting
Approval of Meeting Agenda
Approval of Consent Agenda:
1. *Approval of Checks*

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

* Department Requests/Reports:

(Public Comment following each item: At the Discretion of the Commission Chair. Comments are limited to one (1) minute per person.)

1. Appointment of Board of Registration -- Linda Jaramillo, Clerk
2. Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission
3. Resolution 2017-03 Clean-Up Properties in Estancia Ranchettes with Monies Provided by NMED -- Daniel DeCosta, P&Z Code Enforcement
4. Request Permission to Purchase New Tinder -- Cheryl Hamm, Fire
5. Request Approval to Submit LDWI Grant Application to NM DFA/LGD/SPB/LDWI -- Tracey Master, DWI Prevention
6. Professional Services Agreement Torrance County DWI Program Contract FY-2017-DWI-01 Amendment 2 -- Tracey Master, DWI Prevention
7. Resolution 2017-04 Budget Increase -- Amanda Tenorio, Finance Director
8. Resolution 2017-05 Cash Transfers & Line Item Transfers Between Funds - Amanda Tenorio, Finance Director
9. Resolution 2017-06 Line Item Transfers -- Amanda Tenorio, Finance Director

*Commission Matters:

10. Revise Resolution 2017-02 Open Meetings
11. Appointment of Record Custodian
12. Appointment of Torrance County Representative to Estancia Valley Solid Waste Authority Board of Directors
13. Proposed Addition to the 2017 ICIP -- Gloria Zamora, Secretary La Merced de Manzano
14. Revision / Addition of Two (2) Projects to the 2018-2022 ICIP
 - a. Resolution 2017-04 Adoption of 2018-2022 Infrastructure Capital Improvement Plan

*County Manager Requests/Reports:

15. Update

EXECUTIVE SESSION:

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be Discussed in Closed Session:

- a) Limited Personnel Matters: Pursuant to Section 10-15-1(H)(2), review top two (2) applicants and consider appointing an Emergency Manager.

*Reconvene from Executive Session:

Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:

- b) Consider and Act upon, if appropriate, Limited Personnel Matters regarding the review of applicants for Emergency Manager and appointment of Emergency Manager.

Public Comment / Requests:

At the Discretion of the Commission Chair. For Information Only (No Action Can Be Taken). Comments are limited to three (3) minutes per person on any subject.

*Adjourn

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 Torrance County Manager's Office at 205 9th Street Room 24 Estancia, NM 87016 (505) 246-4752 at least one week prior to the meeting or as soon as possible. Public documents, including the agendas and minutes, can be provided in various accessible formats. Please contact the Torrance County Clerk's Office at 205 9th Street Room 1 Estancia, NM 87016 (505) 246-4735 if a summary or other type of accessible format is needed.

Final Copy
Torrance County Board of Commissioners
Commission Meeting
February 8, 2017

Commissioners Present: **Julia DuCharme-Member**
 James Frost-Member
 Javier Sanchez- Chair

Others Present: **Annette Ortiz- Interim County Manager**
 Brandon Huss- County Attorney
 Michelle Jones –Admin. Assist. III

Call Meeting to Order:

Chairman Sanchez calls the meeting to order at 9:00 am and calls for a Commission Roll Call. Commission District 1- Present, Commission District 2- Present, Commission District 3- Present. Mr. Gabe Sedillo, Torrance County resident, leads us in the pledge and Ms. Annette Ortiz, Interim County Manager, gives the invocation.

Approval of the Meeting Minutes:

Chairman Sanchez asks for a motion to approve the January 25, 2017 Commission Meeting minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the January 25, 2017 Regular Commission Meeting Minutes. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme refers to today's agenda item #12. Appointment of Torrance County Representative to Estancia Valley Solid Waste Authority Board of Directors. She states that at the last Commission meeting, she referred to a meeting that was conducted by the previous County Commission that occurred in May or June of 2014. In today's Commission packet, the Commission was provided with minutes from a May 2014 meeting and a June 2015 meeting. She asks why the Commission was provided with the 2015 minutes. She states that the minutes from the last Commission meeting don't really summarize the discussion. Ms. Ortiz states that she provided the minutes so as to outline when the past Commission appointed the Board Members to the EVSWA. Madam Commissioner DuCharme asks if Ms. Ortiz was able to determine the terms for the members. Ms. Ortiz replies that they are two years. No further

discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Meeting Agenda:

Chairman Sanchez asks for a motion to approve today's Meeting Agenda. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve today's meeting agenda. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks about agenda item #4. **Request Permission to Purchase New Tinder.** She notes that Ms. Cheryl Hamm from the Fire Department is listed on the agenda to present this item. She states that she does not want to downgrade everything that Ms. Hamm is doing for the County, but she states that she believes that Fire Chief Trumbull should be presenting this item. Ms. Hamm, TC District 2 Fire Assistant Chief, states that she is here to present because it involves her district's truck. She states that she was here to present this item in August and, as second in command, she is able to do this. She states that Fire Chief Trumbull was not available to attend today's meeting. Chairman Sanchez asks Interim County Manager Ortiz if we are within procurement regulations and policies in allowing Ms. Hamm to present agenda item #4. Ms. Ortiz answers that she has never had a Commissioner or a Commission question a request to be on the agenda or by whom an agenda item was being presented. She states that, right now, Fire Chief Trumbull doesn't actually make any purchases unless a District Chief has first signed off on the purchase. Chairman Sanchez states that he thinks the Commission can hear agenda item #4 as is. Madam Commissioner DuCharme agrees to this.

Madam Commissioner DuCharme asks about today's Executive Session, which states, in part, 'review top two (2) applicants and consider appointing an Emergency Manager.' She asks Ms. Ortiz how many total applications the County received for this position. Ms. Ortiz replies that 4 applications were received. Madam Commissioner DuCharme asks why only 2 applicants are being considered today and who made this determination. Ms. Ortiz replies that the interview panel made this determination. She states that the interview panel consisted of Chairman Sanchez and herself. She states that, in the interest of time, they decided that the top 2 applicants should come before the Commission. She and Chairman Sanchez conducted the interviews for this position. Madam Commissioner DuCharme states that she does not remember the Commission recommending this or giving permission for this process. Commissioner Frost states that it is his recollection that this process has been used before. He further states that it is not the

Commissions job, as he sees it, to hire every person here; that's why we have a manager and an HR department. He states that he has faith in the people that screened the applicants before today and narrowed them down to 2. Madam Commissioner DuCharme states that if the Commission is going to vote to appoint an Emergency Manager, it was the Commission's job to choose the final applicants. She states that in this case, authority was exceeded. Chairman Sanchez asks Mr. Huss for a legal opinion. Ms. Ortiz comments that, historically, this is how this process has been conducted. Mr. Huss states that he agrees with the Interim County Manager and Commissioner Frost that this has been the Commission's policy. He states that, as far as he can remember, there has always been a committee to review applicants and bring the best before the Commission, so he does not see any problem with the way this process is structured. Mr. Huss states, however, that if Madam Commissioner DuCharme has an issue with this, the time to discuss it would be when the Commission reaches this item on the agenda. He states that the Commission can vote to table the Executive Session and put it back on the agenda with all 4 applicants or the Commission can choose to proceed with today's agenda and Executive Session as is. Madam Commissioner DuCharme states that she would like to see a correction to this Executive Session that would allow the Commission to review all 4 applicants in order to appoint an Emergency Manager.

Chairman Sanchez states that he wants to move the Executive Session to the beginning of the agenda.

ACTION TAKEN: Chairman Sanchez amends his motion to the following: he makes a motion to move the Executive Session portion of today's meeting to the top of the agenda and approve today's meeting agenda with this change. Commissioner Frost seconds the motion. The Commissioners vote; two in favor, Madam Commissioner DuCharme is opposed. **MOTION CARRIED.**

Approval of the Consent Agenda:

Chairman Sanchez asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme asks about invoice #1612417 payable to Cooperative Educational Services in the amount of \$120,502.23 for work at the Torrance County Judicial Complex. She asks Ms. Ortiz if she has a detailed invoice for this amount that shows what work was done. Ms. Ortiz explains that this payment is for the renovations that were

done for the Sheriff's Department to move into the old magistrate space at the Judicial Complex. Facility Build was the contractor for this work. Ms. Ortiz states that she can and will provide Madam Commissioner DuCharme with a detailed invoice of this work at the end of the meeting.

Madam Commissioner DuCharme asks about invoice #92117 payable to Corrections Corporation of America in the amount of \$914,482.30 for ICE Housing. Madam Commissioner DuCharme states that she knows that this is transit money for us. She asks Ms. Ortiz if we have the funds for this reimbursement. Ms. Ortiz replies yes. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

There are no Indigent Claims.

Action Items

Items to Be Considered and Acted Upon

Executive Session:

ACTION TAKEN: Chairman Sanchez makes a motion to go into Executive Session. **As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be discussed in Closed Session:**

- a) Limited Personnel Matters: Pursuant to Section 10-15-1(H) (2), review top two (2) applicants and consider appointing an Emergency Manager.

Commissioner Frost seconds the motion. Roll Call Vote: District 1-Yes, District 2-No, District 3-Yes. **MOTION CARRIED.**

Executive session starts at 9:22 am.

***Reconvene from Executive Session**

ACTION TAKEN: Chairman Sanchez makes a motion to reconvene from Executive Session. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED.**

Regular Session reconvened at 10:26 am.

Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:

Chairman Sanchez states that the following matters were discussed in Closed Session and no action was taken:

- a) Consider and Act upon, if appropriate, Limited Personnel Matters regarding the review of applicants for Emergency Manager and appointment of an Emergency Manager.

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to appoint Mr. Martin Lucero to the position of Emergency Manager. Commissioner Frost seconds the motion. The Commission votes; all in favor, none opposed. **MOTION CARRIED.**

Chairman Sanchez introduces Mr. Lucero to all present. Mr. Lucero thanks all for the opportunity to be here and he states that he looks forward to serving. Congratulations Mr. Lucero!!

Chairman Sanchez informs all that, starting today, the Commission will be allowing Public Comment during each agenda item. Persons making comment will be given 1 minute to make their comment.

***Department Requests/Reports:**

1. Appointment of Board of Registration- Linda Jaramillo, County Clerk Ms. Jaramillo speaks. She informs all that it is time for our County to purge voters from our voter lists. The first step in doing this is to appoint a Board of Registration to follow through with the process. We will be purging voters in March. She states that in her request to be placed on the agenda, she gave the Commission a list of names of people that she felt were worthy of being on the Board. She states that she also had to ask our County Chairpersons from the Republican Party and the Democratic Party for names and she did receive some names which she presents to the Commission now.

The names that were submitted from the TC Republican Party Chair are as follows:

- Carolyn McNeil
- Augustina Sturchio
- Jeremy Tremko
- Harley Brian

The Democratic Chair did not submit any names.

Ms. Jaramillo submitted the following final recommended list of 3 members and 2 alternates:

- Carolyn McNeil- Republican
- Lavonne Lawrence- Democrat
- Augustina Sturchio- Republican
- Tillie Luna- Democrat Alternate
- Jeremy Tremko- Republican Alternate

ACTION TAKEN: Chairman Sanchez makes a motion to appoint the Board of Registration as presented by Ms. Jaramillo. Commissioner Frost seconds the motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Michael Godey, resident, comments that the Board of Registration has no representation from the Independent party and that public comment should be taken before the Commission votes on items.

Chairman Sanchez states that the Commission will take public comment before voting. Ms. Jaramillo states that, by law, the Board of Registration must be comprised of members of the two major parties.

2. Updates

Linda Jaramillo, Clerk, speaks. She informs the Commission that local school board elections were conducted. She presents the following results:

2017 SCHOOL BOARD ELECTION RESULTS

ESTANCIA SCHOOL DISTRICT:

POSITION 1

Martin A. Lucero	114
Randol D. Riley	218

POSITION 2

Melody Faye Everett	128
Elaine I. Darnell	207

POSITION 4

Lee Ryan Widner	169
Kenneth Lujan	141
(Write in)	

MOUNTAINAIR SCHOOL DISTRICT:

POSITION 3

Dustin Ray Kayser	191
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POSITION 5

Eric R. Anaya	104
Mary Kathleen Gustin	142

MORIARTY-EDGEWOOD SCHOOL DISTRICT:

DISTRICT 1

Rebecca King-Spindle	8
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DISTRICT 5

Selia S. Gomez	3
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To be published one time in the Mountain View Telegraph on February 16, 2017
Linda Jaramillo-Torrance County Clerk

Ms. Jaramillo informs all that in the Estancia school district- out of 2,686 registered voters, 254 voted. In the Mountainair school district- out of 1,298 registered voters, 237 voted. And in the Moriarty/Edgewood school district- out of 5,409 registered voters, 11 voted. She notes that the Moriarty/Edgewood positions were uncontested and encourages everyone to vote in their local elections.

Betty Cabber, Assessor, speaks. She states that on Monday they held another outreach at the Moriarty Civic Center and had about 15 people come in. They came in mainly to fill out their livestock forms, but also had other questions. For the first year of conducting these satellite office days, it has really been a success and they plan on continuing to go out into the community. They will continue to team up with the Treasurer's office to do these. The one issue that continues to be a hindrance is the lack of internet service throughout the County. Ms. Cabber states that she hopes that the internet broadband bills that are at the legislature currently

are heard and approved. She states that it is essential that we have better internet service throughout our rural County; not just for our residents, but for economic development.

Ms. Cabber informs the Commission that she will be attending an NMAC Board of Directors meeting next Saturday. She states that she was happy to see that the BLMs 2 point new rules and regulations that they are trying to get done was voted down by the US House. She states that it would be taking authority away from the local counties and cities.

Lastly, Ms. Cabber thanks her employees Ms. Victoria Sedillo, Mr. Bill Holt, and Mr. Jesse Lucero, for attending every community satellite office outreach that they have conducted so far. Their attendance and assistance is very much appreciated, as is the work of everyone in her office.

Cindy Sullivan, Animal Shelter Director, speaks. She informs the Commission that she received notice that the veterinarian we contract with is leaving. She has a meeting with Dr. Stacey Thornton from Western Trails Veterinarian Hospital tomorrow morning to work on this; we cannot operate without a supervising veterinarian. Our vet that is leaving has agreed to stay until we get a replacement.

Ms. Sullivan informs the Commission that she has a meeting this afternoon with Susan Simons from Moriarty Animal Control to discuss bringing Santa Fe's spay and neuter van here to us. This is an amazing opportunity for us and if it works out, Ms. Sullivan will do her best to get the word out so that residents can take full advantage of this. She will update the Commission as she gets more details.

Madam Commissioner DuCharme asks Ms. Sullivan about the Animal Shelter foyer construction project. Ms. Ortiz replies that we are having a hard time finding a contractor that will come out to do this project as it is under \$50,000.00. She states that we are still actively searching for a contractor. Hopefully someone will come forward to bid on this project.

Nick Sedillo, Safety Officer, speaks. He states that every year, per OSHA regulations, NFPA standards, as well as the NM State Fire Marshall's Office, our facilities must be inspected. When they come out, they inspect our fire alarms to make sure the fire alarm panel is working and our smoke detectors are operable. Our inspection occurred yesterday. The vendor came out and we received a 'DO PASS' for both of our facilities. However, Mr. Sedillo cautions the Commission that our building is 53 years old; our fire alarm panel is working, but will probably

need to be updated soon. Mr. Sedillo recommends considering updating our fire alarm panel at budget time. As soon as Mr. Sedillo receives a copy of our inspection report, he will share it with the Manager's office and our local Fire Department so they know that our buildings have been inspected and we are in compliance.

Dan DeCosta, Code Enforcement Officer, speaks. He states that last Friday, his office received notification from the State that our grants are back on; that we are funded and that they are going to pay us. Mr. DeCosta gives the Commission copies of 2 letters regarding Notification of Change in Recycling and Illegal (RAID) Grant Agreement Awards. One is in reference to TC, Project #17 RAID-14 and the other is in reference to TC, Project 317 RAID-NT13. Both letters state the following:

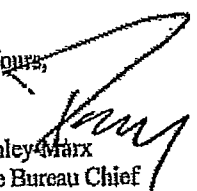
Dear Mr. DeCosta:

The funding uncertainties described in the January 2017 letters have been resolved. All reimbursement requests that have been submitted are being processed. If your project is incomplete, you may continue all work and procurement activities specified as reimbursable in your 2017 RAID grant agreement. If you have not started your project, please begin as soon as possible.

Please submit reimbursements requests immediately after payments are made. Requests to reimburse expenditures made between January 1, 2017 and March 31, 2017 are due on March 31, 2017 but should be submitted sooner, if possible. Requests to reimburse expenditures made after March 31, 2017 are due by June 30, 2017. To ensure expeditious processing at the close of the fiscal year, please do not wait until the end of June unless it is unavoidable.

Your patience and cooperation are greatly appreciated. If you would like to discuss this matter further, please feel free to contact me at 505-827-2775. To discuss the details of your grant projects, please contact Neal Denton, Solid Waste Bureau Recycling Program Coordinator, at 505-827-2653.

Sincerely Yours,


Auralie Ashley Marx
Solid Waste Bureau Chief

For A. Ashley Marx

Mr. DeCosta states that Representative Tomas Salazar and Senator Elizabeth Stefanics really stepped up to help out with this issue.

George Ramirez, President of the Manzano Land Grant, speaks. They are currently in the process of upgrading their infrastructure and they have a rare opportunity to purchase a building that was previously a community center. They are seeking out recommendations and assistance with raising funds to make this

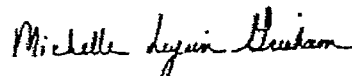
purchase. This community center would benefit their community as well as the County.

Gloria Zamora, Secretary- La Merced de Manzano, speaks. She begins her update with a short prayer. She informs the Commission about the Commemoration of the 169th Anniversary of the signing of the Treaty of Guadalupe Hidalgo, which was held on February 2, 2017 at the New Mexico State Capitol Rotunda in Santa Fe. Ms. Zamora has presented the Commission with a handout of the event, which is included in the file for this meeting. She talks about some of the highlights of the event. She also talks about the current battles La Merced de Manzano is still fighting for their land and their water. Ms. Zamora also informs the Commission that Attorney General Hector Balderas spoke at this event on behalf of the land grants. She reads a portion of a letter from Michelle Lujan Grisham:

New Mexicans know that our culture is not only about who we are today, it is also about our traditions. Respect for tradition along with a commitment to family and community are at the core of our culture and the land grant movement. Today many of you work to protect what the Treaty should have safeguarded; you work as advocates, community organizers, land managers, educators and leaders.

As the Chairwoman of the Congressional Hispanic Caucus I am committed to protecting Hispanic cultures and ensuring justice for our communities. I commend everyone here who is working to protect traditional land uses and ensure cultural heritage is not lost. I also want to honor those who have diligently advanced the land grant cause so that these significant cultural traditions were not forgotten. I appreciate the opportunity to continue to work with the land grant communities to ensure access to important resources.

Sincerely,



Michelle Lujan Grisham
Member of Congress (NM-01)

Commissioner Frost has no update today.

Madam Commissioner DuCharme states that every year she thinks it is important to remind ourselves about our mission statement:

Torrance County is committed to effective, efficient and responsible public policy, excellent public service, courteous public contact, sensitivity to cultural beliefs and preservation of their heritage, providing quality services as required by law or mandated by the public, enhancing the

health, safety and general well-being of the citizens of Torrance County and conducting county operations in a legal, ethical and fair manner.

Madam Commissioner DuCharme states that every February, we celebrate 'Feeding Wild Birds' month. February is considered the harshest month of the year for birds. She states that she thinks this is one of the easiest ways to show kindness. When we show this kind of kindness, we receive joy right away. She speaks about kindness to other living beings.

Lastly, Madam Commissioner DuCharme states that there was a bit of controversy today about the Executive Session portion of the meeting. She states that she is really appreciative of the effort that Chairman Sanchez, Ms. Ortiz, Commissioner Frost, and Mr. Huss made towards her and she just wants to say thank you.

Chairman Sanchez states that he has continued research into various County issues and has been in attendance at various County meetings, in an effort to further educate himself on any number of issues and he looks forward to continuing to do so.

3. Resolution 2017-03 Clean-up Properties in Estancia Ranchettes with Monies Provided by NMED- Daniel DeCosta, P&Z Code Enforcement Mr. DeCosta speaks. This is the resolution that he brought before the Commission at the last meeting. It was tabled at the meeting because we were unsure about funding. Since then, we have received confirmation that this project will be funded. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve Resolution 2017-03 Clean-up Properties in Estancia Ranchettes with Monies provided by NMED. Madam Commissioner DuCharme seconds the motion. Commissioner Frost asks Mr. DeCosta if they will be moving forward with this soon. Mr. DeCosta states that it depends on if the owners of these properties live inside or outside of the County. He states that if they live outside of the County, all we have to do is post the property. If they live inside the County, we have to advertise it. He states that we will be cleaning up the County Park first, then some illegal dumping, and then start on these properties. He will then be amending the grant to include a few other properties.

Michelle Jones, resident, (myself), thanks Mr. DeCosta for his efforts on this item. Great Job Dan!

Ms. Ortiz asks about reimbursements. Mr. DeCosta and Mr. Miller, EVSWA Manager, both state that it is their understanding that all our requests for reimbursement will be granted.

The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

13. Proposed Addition to the 2017 ICIP- Gloria Zamora, Secretary La Merced de Manzano Chairman Sanchez speaks. He states that he would like the Commission to consider agenda items #13 and #14 together at this time. He states that, in early January of this year, a well-advertised and very well attended meeting was held in Torreon, primarily for Commission District 3 stakeholders, regarding infrastructure and the need for infrastructure projects in the District. Chairman Sanchez wants to insure that his District has proper representation on the County's current ICIP. While visiting with our Legislators, he became aware that, in order for projects to be eligible for capital outlay dollars through the County, they must be on the County ICIP. He states that, at the meeting, they were able to identify 3 projects that they are interested in adding to the ICIP.

Chairman Sanchez also learned that, in order for projects to have eligibility in FY18, they must be added to the ICIP by February 14, 2017. Chairman Sanchez is requesting that the Commission approve the inclusion of these 3 projects to the ICIP. Ms. Leslie Olivas, Purchasing Director, states that the best available project slots on the ICIP are: 2019-009, 2019-010, and 2020-06. Chairman Sanchez requests that the Commission place the projects in these slots today. All the projects on the ICIP can be discussed and priorities again during the annual ICIP review.

The 3 projects Chairman Sanchez is proposing are as follows:

- An Acequia Project- Upgrade of Storm water management Facilities in Torreon.
- The Planning, Designing, and Construction of a Multi-purpose Center in the Village of Punta de Aqua.
- The Purchase of a Historic Building in the Manzano Land Grant, for the Land Grant use as a Multi-Purpose Center.

ACTION TAKEN: Commissioner Frost makes a motion to add the 3 projects Chairman Sanchez has proposed to the County ICIP. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme asks about the 3 openings on the ICIP. Ms. Olivas explains that DFA recommends that the County have 10 projects proposed for each fiscal year. Currently, Torrance County does not have that, that's why we have these open project place holders, or slots.

Gloria Zamora, Secretary La Merced de Manzano, thanks Chairman Sanchez for holding the stakeholder meeting. She stresses that they are in dire need of a community center.

Daniel Antonio Herrera, resident, gives a brief history of the area and advocates for a community center in Manzano.

Lenora Lovato Romero, resident, thanks the Commission for their consideration of these projects and thanks Chairman Sanchez for holding the stakeholder meeting. She advocates for a community center.

Raquel Roybal, Punta De Aqua resident, talks about the beauty of her community and advocates for a community center in her area.

Ms. Ortiz asks about some of the details that would be involved if these projects become a reality. For example, would the County buy the Historic building in the Manzano Land Grant? Chairman Sanchez replies that the County would be functioning as the fiscal agent. Ownership of this infrastructure would be the Land Grant. The County would act, in a way, as a sponsor.

No further discussion. The Commissioners vote; all in favor, none opposed.

MOTION CARRIED.

For clarity with respect to today's agenda, Chairman Sanchez makes the following motion- **ACTION TAKEN:** Chairman Sanchez states that regarding agenda item #13, he makes a motion to add the proposed addition to the 2017 ICIP of the Manzano Tiendita, (The Purchase of a Historic Building in the Manzano Land Grant, for the Land Grant use as a Multi-Purpose Center). Madam Commissioner DuCharme seconds the motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

14. Revision/Addition of Two (2) Projects to the 2018-2022 ICIP- ACTION TAKEN: Chairman Sanchez states that regarding agenda item #14, he makes a

motion to add two projects, (as listed above), to the 2018-2022 ICIP. Commissioner Frost seconds the motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

- a) **Resolution 2017-04B Adoption of 2018-2022 Infrastructure Capital Improvement Plan ACTION TAKEN:** Chairman Sanchez makes a motion to adopt Resolution 2017-04B Adoption of 2018-2022 Infrastructure Capital Improvement Plan. Commissioner Frost seconds the motion. The resolution is not included in today's packet, but Ms. Ortiz explains that it is the same resolution that the Commission adopted when it adopted the initial ICIP, but it will include verbiage stating that it supersedes the prior one and the new projects will be added. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

12. Appointment of Torrance County Representative to Estancia Valley Solid Waste Authority Board of Directors- Ms. Annette Ortiz speaks. This item was tabled at the last Commission meeting to allow time for research into the JPA. TC Representatives to the EVSWA Board are appointed for a term of 2 years. It is time to appoint representatives to this Board again. Persons wishing to be considered for a Board appointment must submit a letter of intent or interest to the Commission and be available to attend a Commission meeting to be briefly interviewed by the Commission. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to start the process of advertising and accepting letters of interest for 3 Torrance County representatives to the EVSWA Board of Directors. Chairman Sanchez seconds the motion.

Gloria Zamora asks about the criteria for being a representative on this Board.

Ms. Ortiz states that there is not specific criteria that she is aware of. Mr. Miller, EVSWA Manager, comments that he has reviewed the JPA specifically for the purpose of filling Board Member positions. He states that they have 14-15 Board members in total and he agrees that there is no specific criteria listed for these positions. To his knowledge, Torrance County representatives to the Board do not even have to be residents of Torrance County; it is solely the discretion of the County Commission to select their representatives to the EVSWA Board of Directors. After some discussion, it is clarified that there are 3 positions to fill at this time.

Michael Godey, resident, suggests that the Commission select a person from each Commission District to sit on this Board.

Gloria Zamora, Manzano Land Grant resident, is concerned that there is no criteria. People could be appointed who don't have any understanding of our County. This needs to be revisited.

Daniel Antonio Herrera, Manzano Land Grant resident, states that he thinks that this Board has gone out of its way not to include the Land Grants.

Betty Cabber, resident, comments that appointing all 3 positions now is a good idea and she recommends that the Commission attempt to appoint 1 from each Commission District.

The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

The Commission now discusses the administrative specifics of this decision. The Commission agrees to advertise this position for a month. They agree to appoint in March, with the 2 year terms beginning in April. The advertisement for these positions will mention the meeting commitment and the \$30.00 per diem.

Mr. Miller from the EVSWA states that, in the interest of helping with the selection of Board members, he offers his time to any Commissioner that would like to have a brief overview of what they do at the EVSWA, or even an in-depth review of what they do, any time his office is open.

4. Request Permission to Purchase New Tinder- Cheryl Hamm, Fire Ms. Hamm, District 2 Fire Assistant Chief, along with Hanna Sanchez, Fire Department Administrative Assistant, present this item. Madam Commissioner DuCharme asks Ms. Hamm what Fire Chief Trumbull is doing right now that is more important than being here today at the Commission meeting. Ms. Ortiz comments that she did not request that Fire Chief Trumbull be here today. She states that if a Department Head's presence is necessary at a meeting, she usually notifies them. Ms. Hamm answers that Fire Chief Trumbull would have been here today, but he had a previous engagement in Albuquerque that he could not get out of. Madam Commissioner DuCharme states that usually Department heads handle these types of requests and provide the Commission with updates; why doesn't Fire Chief Trumbull do the same? Ms. Ortiz replies that he was scheduled to attend the last Commission meeting, but he was out sick. Ms. Ortiz states that if this is

something that we need to request of all of the Department heads, that they be present for all of their updates, that can be put on the agenda for discussion by the Commission. Commissioner Frost suggest that the Commission go forward and here this agenda item.

Ms. Hamm states that back in August of 2016, they came before the Commission and requested permission to go forward with purchasing a Fire Tender through the HGAC, (Houston-Galveston Area Council) contract, which they were told at the time was acceptable. Shortly thereafter, they were informed that they were going to have an ISO. They wanted to wait to make sure that their ISO did not change and that they would still have enough funding. They found out last week that their ISO stayed the same. Because of State budget cuts, they modified the truck that they wanted to purchase down from a 3000 gallon truck to a 2100 gallon truck reduced the price by \$50,000.00. When they went to submit the paperwork to DFA, they were told that they were not eligible to use the HGAC contract. Ms. Hamm has printed a list of all of the New Mexico entities that utilize the HGAC contract and Torrance County is not on it. The problem now is that the 2100 gallon truck is built. After it is shown at the National Fire Convention either this month or next, it will be put up for sale. We are first in line, but the truck will not be held for us if another entity wants to buy it. We can get delivery on this truck by May. If we have to another truck built, we won't receive it until October or November. If we can't use this HGAC contract, and we have to go out for bid, we are looking at 18-24 months out to get a new tender. The money for the truck comes from State Fire funds. The question to the Commission today is whether or not we can use the HGAC contract. Ms. Sanchez states that she reviewed the August 2016 Commission meeting minutes and the video of the meeting and it was approved, at that time, to go through the HGAC contract. She further states that currently our Fire Department has three vehicles that were purchased on the HGAC contract. There is not a vendor on the State contract that can produce this vehicle.

Ms. Olivas, Purchasing Director, states that the Houston Galveston Purchasing Cooperative is based out of Texas. All of the procurements are done out of Texas, and are based off of Texas law. She states that we do have other cooperative agreements that we are a part of: Cooperative Education Services and the Western States Contracting Alliance, for example. The difference with these is that there is a member of NM Procurement involved. Ms. Olivas states that, back in August of 2016 when this was approved, it was done without her involvement. She states that when she posed her objections to it, she stated that she had never been informed and that she was not ok with it because these decisions ultimately come back on her and it was approved by the Commission anyway.

Ms. Olivas clarifies that she does not want to make it hard for anyone to purchase but we have to obey the procurement code. She states that, unless we become a member entity of the HGAC, which she does not recommend without approval from the State Purchasing office, she highly recommends not using this contract.

Ms. Ortiz comments that we have made previous purchases on this contract and we need to look at all sides of it. She states that we need to look at what is allowable; but, at the end of the day, Ms. Olivas's name is at the bottom of all purchases and she is advising against it. Ms. Hamm states that CES has no apparatus vendors. She states that many NM cities and counties are on the list of entities that use the HGAC. Ms. Olivas states that they have been advised not to use this contract because it is not based in NM. Ms. Ortiz asks if we have had any repercussion from previous purchases buying off of this contract. Ms. Olivas replies that she is not aware of any. Chairman Sanchez asks if there is any further research or investigation that can be done that might shed light on it. Ms. Olivas states that she can contact the State Purchasing office about it again and get something in writing. **ACTION TAKEN:** Chairman Sanchez makes a motion to table this item pending further investigation from Ms. Olivas. Madam Commissioner DuCharme seconds the motion.

Michelle Jones, resident, (myself) states that she believes that the procurement code has to come first and she agrees with the decision to table, just to make sure that we are in compliance.

No further discussion. The Commission votes; all in favor, none opposed. **ITEM TABLED**

5. Request Approval to Submit LDWI Grant Application to NM

DFA/LGD/SPB/LDWI- Tracey Master, DWI Prevention Ms. Master speaks. This is the local DWI grant application for FY2018. The Commission has already seen and approved the supplementary documentation for this application. The amount that is being requested is \$164,627.00. All documentation hereto attached.

ACTION TAKEN: Chairman Sanchez makes a motion to approve the LDWI Grant application. Madam Commissioner DuCharme seconds the motion.

Commissioner Frost asks how this total amount compares to last year. Ms. Master replies that for FY16 the total amount was \$180,024.00. The application that was presented for FY17 was for \$162,974.00. Commissioner Frosts asks if Ms. Master will be able to continue all of her current programs with the application request

amount. She states yes- that's the plan. Ms. Master has included a brief synopsis of each component of her program along with the application, which is included in the file for this meeting. The Commission votes; all in favor, none opposed.

MOTION CARRIED

6. Professional Services Agreement Torrance County DWI Program Contract FY-2017-DWI-01 Amendment 2- Tracey Master, DWI Prevention Ms. Master speaks. She requests that this item be tabled today as this agreement is still being reviewed by legal. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to table this item. Chairman Sanchez seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **ITEM TABLED**

7. Resolution 2017-04A Budget Increases- Amanda Tenorio, Finance Director Ms. Tenorio speaks. She is requesting approval of Resolution 2017-04A Budget Increases. This is for a budget increase for the Fire Protection fund. This increase is to purchase equipment and services needed for our Fire Departments. Ms. Ortiz clarifies that we received more GRT money that was anticipated and this budget increase will allow us to put those GRT funds into the Fire Department budgets. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve Resolution 2017-04A Budget Increases. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

8. Resolution 2017-05 Cash Transfers & Line Item Transfers between funds- Amanda Tenorio, Finance Director Ms. Tenorio speaks. She is requesting approval of Resolution 2017-05 Cash transfers & line item transfers between funds. She states that we are transferring \$35,000.00 from the Wind PILT fund to the DWI fund, which was approved by the Commission in January. We are also transferring \$50,000.00 from the General Fund into the EVSWA fund. She states that we created a fund to cover the contract with the EVSWA. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-05 Cash Transfers & Line Item Transfers between funds. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme asks for clarification about the EVSWA fund. Ms. Ortiz explains that when the contract with the EVSWA was approved, it was for a set amount that the County would be paying quarterly; \$200,000.00. She explains that anything over the \$200,000.00

that the EVSWA makes is given to the County as a rebate; in the first quarter the County received a rebate of \$13,000.00. In the second quarter, the County will pay for a shortfall the EVSWA will experience. Ms. Ortiz and Ms. Tenorio discussed this and created a line item for the EVSWA to make these transfers easier. The \$50,000.00 will be placed into the line item to cover any future shortfalls. This is a proactive transfer. The second quarter shortfall amount is approximately \$23,000.00. Hopefully the County will receive a rebate again for the 3rd quarter. Rebates will go into this line item. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

9. Resolution 2017-06 Line Item Transfers- Amanda Tenorio, Finance

Director Ms. Tenorio speaks. She is requesting approval of Resolution 2017-06 Line item transfers. These line item transfers are all within their budgeted funds. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-06 Line Item Transfers. Chairman Sanchez seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

10. Revise Resolution 2017-02 Open Meetings Ms. Ortiz speaks. At the last Commission meeting, the Commission made the decision to not only require that Commission agendas appear on the Torrance County website, but the Commission packets too. Ms. Ortiz revised item #4 on **Resolution 2017-02 Open Meetings** to reflect this change as follows:

4. For the purposes of regular meetings described in paragraph two (2) of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state and posted in the following locations: Administrative Offices of Torrance County. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. Agendas, as well as corresponding packets shall be posted on the Torrance County Website.

All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to adopt Revised Resolution 2017-02 Open Meetings Act. Madam Commissioner DuCharme seconds the motion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

11. Appointment of Records Custodian Ms. Ortiz speaks. She states that at the last Commission meeting, Madam Commissioner DuCharme put this item on the agenda. She has attempted to research this item and has not found any information about it on any previous agendas. She did hear an opinion from our legal Counsel, Mr. Wallin, and he stated that he feels that the Records Custodian should be in the County Manager's Office. Ms. Kayser, Deputy Clerk, states that Ms. Jaramillo, Clerk, researched the resolutions and the minutes and did not find a resolution of an appointment of a Records Custodian. There was a mention of it in the minutes, but no appointment. Ms. Kayser gives the Commission the following statement from Ms. Jaramillo:

I searched the records for a resolution and found none. Also there was no record in the minutes of a custodian being appointed. I remember it being discussed and the decision left open.

At the last meeting I said that Michelle did not want to work full time as she had made clear to me. But since then she has said that she would be willing to work full time which would give 4 full time employees which is what I asked you to consider at the last meeting.

I do not have the money in my 2016/2017 budget for 4 full time employees. The commission could decide to put that money in my budget now or wait until the next fiscal budget before naming me as Custodian of the Record for Torrance.

I would be willing to be named the Custodian of the Record and with 4 full time employees I believe we would do a good job for the county.

Madam Commissioner DuCharme asks if Ms. Kayser knows how much this change would cost. Ms. Kayser states that they have not figured this out yet. Ms. Ortiz comments that, in talking with others about a Records Custodian, it would not be, in her view, just a person responding to IPRA requests or requests for records. It would also be a Custodian to make sure that retention dates are being held and met throughout the County. She states that she fully believes that this should be a full-time position, but she does not believe it is going to be just IPRA requests; it is going to be a lot more than that. Madam Commissioner DuCharme asks if we already have positions in the Clerk's Office that are responsible for retention of documents. Ms. Kayser replies only for our own office; we don't do anything for the other offices. She states that each of the other offices are in charge of their own destruction of records.

Ms. Kayser states that Ms. Jaramillo wanted the Commission to know that Michelle Jones would not be solely (responsible) for that. Everybody in the office

would be helping with it. It would be 4 full time positions in the Clerk's Office working to do that job.

Ms. Michelle Jones, (myself) comments that she figured out approximately how much it would cost to fund her full-time through the end of the fiscal year; approximately \$5,000.00. Ms. Ortiz states that Ms. Jones would still be doing her current duties in the Clerk's office; working on Commission minutes, helping in the office, and helping with elections. Ms. Jones states that it was her understanding that she would still be covering the Commission meetings, but would definitely have a focus on helping with the Records Custodian duties.

Ms. Tracy Sedillo, states that the State Archives has recently changed their retention schedule and it is extremely complicated. She states that we need a records management policy and somebody who can administrate that throughout all of the offices. She states that if you have a records management policy that is being followed and records are being destroyed in a timely manner according to the destruction and disposition schedule, then you limit your liability. If we had one person who was not only in charge of IPRA, but was in charge of administrating that policy, who could go to the training available from State Archives, then we might have a more uniform procedure in place.

Chairman Sanchez asks about options. He states that one option would be that the County Clerk's Office becomes Records Custodian; another option would be the County Manager's Office. There is discussion about these options and whether the Commission would want to create a whole new full-time position for this and do they want that position to be in the Clerk's office or in the Manager's office.

Commissioner Frost suggests that this item be tabled and that the Department heads, along with Mr. Wallin, get together and discuss this and bring a proposal to the Commission for consideration. **ACTION TAKEN:** Commissioner Frost makes a motion to table this item. Chairman Sanchez seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **ITEM TABLED**

15. Update

Ms. Ortiz states that we had one accident in the Sheriff's Department; it was a very minor injury. She states that we have already had 3 accidents this year and reminds all to please be careful out there.

Ms. Ortiz met with the Home Visiting Program Manager from CYFD, as well as the Home Visiting Director and the report for the last quarter nothing but rave reviews. They are doing a great job and meeting all of their numbers. Good Job!

Madam Commissioner DuCharme asks when the Sheriff's Department will be able to move into their new offices. Ms. Ortiz replies that she does not have a set date yet; she wants to make sure that the phones are installed and working and the internet is working first.

Public Requests: At the Discretion of the Commission Chair. For Information Only (**No Action Can Be Taken**). Comments are limited to three (3) minutes per person on any subject.

Michael Godey, resident, speaks. He agrees with the suggestion that the Commission attempt to appoint a representative from each of the three Commission Districts to the EVSWA Board and attempt to have fair representation on all boards.

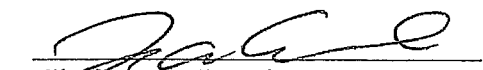
Madam Commissioner DuCharme asks Mr. Huss if he has any information on the Special Assessment option. Mr. Huss replies that they are still looking into this and he anticipates that they will be able to provide options to the Commission at the next Commission meeting.

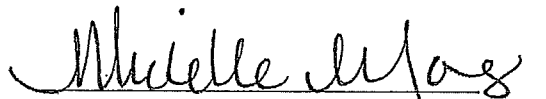
***Adjourn**

ACTION TAKEN: Chairman Sanchez makes a motion to adjourn the February 8, 2017 Commission Meeting. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed.

MOTION CARRIED.

Meeting adjourned at 12:54 pm


Chairman Sanchez


Michelle Jones, Admin. Assist. III

2/22/17
Date

The video of this meeting can be viewed in its entirety on the Torrance County NM Website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on our local radio station KXNM.



Torrance County Commission

Regular Meeting to be Held at:
Administrative Offices of Torrance County
Commission Chambers
205 9th Street
Estancia, NM 87016

AGENDA

February 22nd, 2017
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

Approval of Minutes: January 30th, 2017 Special Meeting February 6th, 2017 Special Meeting February 8th, 2017 Regular Meeting

Approval of Meeting Agenda
Approval of Consent Agenda:
1. *Approval of Checks*

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

* Department Requests/Reports:

(Public Comment, each item: At the Discretion of the Commission Chair. Comments are limited to one (1) minute per person.)

1. Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission
2. Request Permission to Purchase New Tinder – Cheryl Hamm, Fire
3. Professional Services Agreement Torrance County DWI Program Contract FY-2017-DWI-01 Amendment 2 – Tracey Master, DWI Prevention
4. Tri-County Juvenile Justice Board Compliance Issues – Jenea Ortiz, Continuum Coordinator, TCJJB
5. Ratify UNM Medical Director Professional Services Agreement – Hanna Sanchez, Fire Admin. Asst.
6. Resolution 2017-10 Budget Increase – Amanda Tenorio, Finance Director
7. Resolution 2017-11 Line Item Transfer(s) – Amanda Tenorio, Finance Director
8. Resolution 2017-08 FY 2017/2018 Financial Hardship - Leonard Lujan, Road Superintendent
- Resolution 2017-09 Mileage for County Designated Roadways for Maintenance, Letter & List – Leonard Lujan, Road Superintendent

*Commission Matters:

10. Appointment of Record Custodian
11. Report on Special Assessment Option for Roads in Torrance County
12. Discussion of Road Department Policy
13. Request Maintenance of Jemez Road Petition
14. EMT Update
15. Appoint of Investment Committee
16. Tajique Transfer Station Update Regarding Options
17. MR COG Appointment
18. County Manager Appointment

*County Manager Requests/Reports:

19. Request Funding to Cover Unbudgeted Tipping Fees
20. Update

EXECUTIVE SESSION:

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be Discussed in Closed Session:

- a) Limited Personnel Matters: Pursuant to Section 10-15-1(H)(2), consider appointing a County Manager.

*Reconvene from Executive Session:

Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:

- b) Consider and Act upon, if appropriate, Limited Personnel Matters regarding appointment of County Manager

Public Comment / Requests:

At the Discretion of the Commission Chair. For Information Only (No Action Can Be Taken). Comments are limited to three (3) minutes per person on any subject.

*Adjourn

Final Copy
Torrance County Board of Commissioners
Commission Meeting
February 22, 2017

Commissioners Present: **Julia DuCharme-Member**
 James Frost-Member
 Javier Sanchez- Chair

Others Present: **Annette Ortiz- Interim County Manager**
 Dennis Wallin- County Attorney
 Michelle Jones –Clerk Admin. Assist. III

Call Meeting to Order:

Chairman Sanchez calls the meeting to order at 9:04 am and calls for a Commission Roll Call. Commission District 1- Present, Commission District 2- Present, Commission District 3- Present. Mr. Tito Chavez, Torrance County resident, leads us in the pledge and Ms. Janice Barela, TC Deputy Treasurer, gives the invocation.

Approval of the Meeting Minutes:

Chairman Sanchez asks for a motion to approve the January 30, 2017 Special Commission Meeting minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the January 30, 2017 Special Commission Meeting Minutes. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Meeting Minutes:

Chairman Sanchez asks for a motion to approve the February 6, 2017 Special Commission Meeting minutes. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve the February 6, 2017 Special Commission Meeting Minutes. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Meeting Minutes:

Chairman Sanchez asks for a motion to approve the February 8, 2017 Commission Meeting minutes. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the February 8, 2017 Regular Commission Meeting Minutes. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Meeting Agenda:

Chairman Sanchez asks for a motion to approve today's Meeting Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve today's meeting agenda. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks for clarification concerning agenda item #18. **County Manager Appointment.** This item is on the agenda, as well as an Executive Session to discuss limited personnel matters concerning the appointment of a County Manager. She asks how this was intended to work. Chairman Sanchez explains that when they get to agenda item #18, they will go into Executive Session. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Consent Agenda:

Chairman Sanchez asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme states that, for clarification and for the record, at the last Commission meeting, the Commissioners approved a consent agenda for \$169,000.00, but ended up signing a consent agenda for \$245,000.00. She asks for an explanation for the record. Ms. Amanda Tenorio, Finance Director, explains that they turned in the invoice listing and the check listing, but there were more invoices that needed to be paid and they failed to print an updated listing. She states that they came up with a solution to keep this from happening in the future. She adds that the check listing is the one that needs to be signed by the Commission. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

There are no Indigent Claims.

Action Items
Items to Be Considered and Acted Upon

***Department Requests/Reports:**

1. Updates

Hanna Sanchez, Fire Department Administrative Assistant, informs the Commission that she just returned from Silver City. They had 5 people go and take the EVOC, (Emergency Vehicle Operators Course). Everyone needs to have 10 hours of driving time before they are allowed to operate an emergency vehicle. Once they get their 10 hours, then they can get their Class E listing on their drivers licenses.

Ms. Sanchez is getting quotes for the District 5 sub-station well, to get it on the ICIP. She received a quote for the actual drilling of the well which was approximately \$7,000.00.

District 4 has been working diligently to get their NFIRS, (National Fire Incident Reporting System) updated so they can get their funding unfrozen. They now have January and February of 2017 entered and they are working their way backwards.

They now have 3 AHA, (American Heart Association) Certified CPR instructors, 7 National Certified Search and Rescue, and 11 State Certified Search and Rescue.

Linda Jaramillo, County Clerk, informs the Commission that she is going to be changing the locations of two polling places in Mountainair. She will be attending the March 1st Mountainair Town Council meeting to ask permission to use the Dr. Saul Community Center as the new polling place for Precinct 9 and Precinct 10. She is moving the Precinct 9 polling place from the Mountainair Catholic Center and the Precinct 10 polling place from the Mountainair High School Gym. She is making these moves now in preparation for October, when the Commission will approve all of the precincts for the County. She presents the Commission with a map showing the old locations and the new location. (A copy of this map is located in the file for this meeting). She informs the Commission that when she moves the polling place for Precinct 10, it will move out of the Precinct 10 boundaries and she will need a court order to make the move. She has done this before and has already discussed this with Mr. Wallin and is very familiar with the procedure.

Lastly, Ms. Jaramillo informs the Commission that she worked with Dr. Saul for many years, until he passed away and moving the polling places to the Dr. Saul Community Center touches her heart. She states that Dr. Saul was a great man; he was not only her boss, he was her mentor and her inspiration.

Betty Cabber, County Assessor, speaks. Ms. Cabber sits on the NMAC Board of Directors and will be giving her update about the NMAC. She informs the Commission that the NMAC Board of Directors had a meeting last Saturday in Santa Fe. The meeting was held in order to review the important legislative bills that the NMAC is closely watching. Ms. Cabber has presented the Commission with a handout listing the bills and giving a brief summary about each. She has also notated on the list which bills the NMAC supports and which bills it opposes. (A copy of this list is included in the file for this meeting.) Ms. Cabber talks specifically about HB490- FUNDS TO COUNTY-SUPPORTED MEDICAID FUND. In summary, this bill would mandate that, in addition to other required contributions, every county must transfer to the County-supported Medicaid Fund in quarterly installments, beginning March 2017, an amount equal to one-sixteenth of the taxable gross receipts reported for the county for the prior fiscal year. Declared an emergency. The NMAC strongly opposed this bill. Ms. Cabber also highlights SB451- EXCLUDES CERTAIN LOCAL GOVERNMENTS FROM HOLD HARMLESS DISTRIBUTION, which the NMAC also opposes. Bills can be researched at www.nmlegis.gov.

Commissioner Frost thanks Ms. Cabber for her update and states that this information is very important. He encourages everyone to study the bills and talk to our legislators.

Madam Commissioner DuCharme comments on the Special Commission meeting that was recently held on February 16th. The meeting was a Public Forum and candidates for the County Manager position interacted with and answered questions from the public. The public also got an opportunity to express their concerns through the written questions that they submitted to the candidates. The candidates were able to show their level of their expertise and ability to communicate with the public. Madam Commissioner DuCharme states that it went very well and she received very good feedback about it from the public. It was a great idea to have this meeting.

Chairman Sanchez reiterates Madam Commissioner DuCharme's comments about the special meeting, stating that it went very well and was very well

attended. The questions were good and it was a very fruitful event. He thanks our County staff for helping to coordinate and facilitate the meeting.

2. Request Permission to Purchase New Tinder- Cheryl Hamm, Fire Ms.

Hamm speaks. This item was brought before the Commission at that last Commission meeting. There was an issue over the HGAC contract, which the truck they want to purchase is under. Ms. Hamm states that she spoke to Ms. Cathy Sanchez at the State Purchasing Office and Ms. Sanchez provided her with 2 statutes that basically state that it is ok to go with this type of vendor as long as our County Attorney approved it. They sent the paperwork over to Mr. Wallin, County Attorney, for review. Ms. Leslie Olivas, Purchasing Director, states that she too tried to contact someone at State Purchasing, but was not successful. However, she contacted her affiliate members and found out that the State just awarded a new contract two weeks ago for fire apparatus, tinders, etc. There are three eligible vendors and Ms. Olivas believes that this would be the best way to go. It's a State purchasing agreement and we are allowed to use it and there is no question about its legality. Chairman Sanchez asks Mr. Wallin for his legal opinion. Mr. Wallin states that several years ago, he was asked to look at the issue of using the HGAC contract for what is called a 'piggy back' purchase under the procurement act. He states that he was convinced at that time that it was legal and the statutes support it. However, it is certainly much cleaner if we have a state contract that we can use. He states that he is comfortable with the legality of using it; whether or not it is the best contract to use or the best practice, he would defer to Ms. Olivas for that absolutely. Ms. Olivas states that, not long after she became the CPO for Torrance County, the State Purchasing Office issued a 'ruling' that stated that unless Torrance County is specifically named as a legal user of the contract in the contractual language, we should not use it. Ms. Ortiz, Interim County Manager, comments that we have made purchases previously through the HGAC and have had no issues with it. She states that if the County proceeds with the HGAC, our Procurement Officer would not be signing any of the paperwork. Ms. Hamm states that if we go with the new state contract, it would most likely cost more and would most definitely take more time. Ms. Hamm states that her Fire District currently has no tinder; they have to rely on mutual aid. Ms. Hamm further states that there is a one page application to become a user on the contract. Chairman Sanchez states that it seems that the next logical step would be to become a user on the contract. Ms. Olivas states that she can look into this.

ACTION TAKEN: Chairman Sanchez makes a motion for the County to submit an application, or follow whatever process is necessary, in order to make it so that the contractual language that is in existence will match purchasing regulations and

procedures as per the County's Purchasing Office. Madam Commissioner DuCharme seconds the motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Betty Cabber, Assessor, asks if a landowner could sue the County if water could not be transported in time for the Fire Department to put out a fire on their property.

Billie Mitchell, resident, expresses her concerns about the time it might take to start the process again of getting a tender.

Michael Godey, resident, states that perhaps this item should be discussed again at the next meeting.

Michelle Jones, Clerk Admin. Asst. III, (myself), asks for clarification on this item. She asks if this means that once the County is added to the contract, the Fire Department will move forward with the purchase of this tender on the HGAC contract. Chairman Sanchez states that would probably be the intent.

Cindy Sullivan, Animal Shelter, asks why, if this contract was originally approved in August, are we discussing this now. Why didn't they move forward with this purchase then? Ms. Ortiz replies that Ms. Olivas expressed concerns.

Ms. Ortiz suggests that Ms. Hamm inform all our mutual aid providers that we are down a tender. She will ask the Fire Chief to do this.

Chairman Sanchez states that, in addition to his motion, he would highly encourage the Manager's Office to work with Purchasing and our Fire Department to make sure and get this issue resolved and get everyone on the same page.

Hanna Sanchez, Fire Department, states that they do have two additional tenders: 3-1 and 3-2. She states that she could get with their Operations Chief and talk about relocating one of them until they get their new one. She will talk to the District 3 Fire Chief as well.

Michael Godey, resident, comments that perhaps it could be added to the motion that once the paperwork is completed, the purchase of the tender could move forward.

Antonio Elizondo, resident, asks if the County could consider leasing a truck until the new one is ready.

3. Professional Services Agreement Torrance County DWI Program Contract FY-2017-DWI-01 Amendment 2- Tracey Master, DWI Prevention

Ms. Master speaks. This is contract FY2017-DWI-01 Amendment 2. In December of last year, Amendment 1 was done to reflect a reduction in funding and scope of services due to the reduction in funding from the State. After the Commission approved supplemental funding, Amendment 2 was created, which would reinstate the scope of services and increase the monthly reimbursements. Ms. Master explains that she has asked the Commission to table this item twice because there is a compliance issue with the contract. She states that she has been working with Mr. Wallin on this, trying to find the best way to move forward. She states that in the original contract, item #17 under **Scope of Services**, indicated that the contractor would obtain her certified prevention specialist status no later than February 11, 2017. That original contract was signed on February 11, 2015, providing two years to get this accomplished. In September, when it looked like this goal was not going to be reached, there was communication with the contractor about achieving the status of certified prevention intern; one step away from specialist. At this time, certified prevention intern status would suffice, but it has not yet been achieved. Ms. Master states that she needs to get this contractor back to work in the schools. She is requesting that the Commission approve this amendment. Item #17 of the original contract can be revisited at a later date. Ms. Master clarifies that item #17 is not listed on the amendment because it was never amended; it is part of the original contract. Ms. Master also clarifies that the contractor has met all the requirements to be a certified prevention intern, she just does not have her official certification yet. Commissioner Frost comments on the importance of the work in the schools. **ACTION TAKEN:** Chairman Sanchez makes a approve Professional Services Agreement Torrance County DWI Program Contract FY-2017-DWI-01 Amendment 2. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks Ms. Master if the contractor will continue to pursue her certification of prevention specialist. Ms. Master is not sure, but to the best of her knowledge, she is. Madam Commissioner DuCharme states that there should be some type of stipulation in the contract that states that the contractor should follow the contractual responsibilities that she took upon herself. Ms. Master states that she is open to any changes to the contract that the Commission thinks need to be made. Mr. Wallin states that the termination of the original contract is June 30, 2017; the end of the fiscal year. He states that all we are attempting to do is keep this program in place for the next three months. Commissioner Frost calls for the

question. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

4. Tri-County Juvenile Justice Board Compliance Issues- Jenea Ortiz,

Continuum Coordinator, TCJJB Ms. Ortiz speaks. She states that in October of last year, she discussed compliance issues with the TCJJB. She discovered these issues as she was writing the grant for FY2018. She states that the TCJJB was missing several documents that were required in order to apply for the grant. She worked with Janet Musolf, the Grant manager, and her staff in Santa Fe, to bring us into compliance so we were able to submit the application. However, because of time constraints, she states that their solutions were very basic and there is still a lot of work that needs to be done. She states that after this, she began to look at the contract between Torrance County and CYFD more carefully to make sure she would be prepared for the next fiscal year. Ms. Ortiz presents the Commission with a packet of information, which is included in the file for this meeting. The first page of the packet shows the statute that the grant works under.

Ms. Ortiz has highlighted the portion of the statute which show the six positions that have to exist on the Board:

a representative from local government, a representative from children's court, a district attorney, a public defender, a representative from local law enforcement, and a representative from the local public schools.

The second page of the packet lists the current TCJJB Board Members. The page shows members who are required positions, members who regularly attend the meetings, and members who have not attended a meeting in the year or have only attended once.

Ms. Ortiz states that the Board is currently missing 1 of the 6 required positions; a representative from children's court. She states that in other continuums, this position is filled by a children's court judge. In our case, this would be Judge Murphy or Judge Sweazea. Ms. Ortiz states that she has worked with CYFD and right now, Ms. Shannon Murdock is filling both the position of the District Attorney and children's court on the Board, but this is only temporary. Ms. Ortiz asks the Commission to send a letter to either Judge Murphy or Judge Sweazea asking them to fill this position.

The next item in the packet is a copy of the contract between Torrance County and CYFD. The contract explains that Torrance County is responsible, with the

coordinator, to set up a community advisory board. (Ours is called TCJJB). This Board is responsible for completing 6 items that are listed on the contract. Currently, the Board is only in compliance with the first item. She states that, as the Commission can see, this area requires substantial consideration.

Ms. Ortiz now refers the Commission to page 9 of the contract, the portion of the contract that outlines Duties and Responsibilities. The contract states that Torrance County will ensure that the TCJJB meets all of the goals and objectives and completes activities as specified in the contract and in compliance with all applicable state and federal laws.

Ms. Ortiz now refers the Commission to page 19 of the contract: the Administrative Standards that the Board must comply with in order to be in compliance with this contract. Paragraph 2 states the following:

2. The Board shall ensure that the agency has current by-laws that are filed with the appropriate local, state, federal body or higher education institution. At a minimum, the agency by-laws should include:

- a. Membership (types, qualifications, rights, duties);
- b. Size of Board of Directors;
- c. Method of selection and removal;
- d. Duties and responsibilities of officers;
- e. Committees;
- f. Quorums;
- g. Recording of minutes;
- h. Method of amending by-laws.

Currently, only items b, e, f, and h are a part of the by-laws and all of the items are either mission components or require a more in-depth description of the topic mentioned.

In paragraph 5 minutes are discussed, which is another deficient area.

Ms. Ortiz has included a copy of the current TCJJB by-laws in the packet for Commission review. Ms. Ortiz states that currently the by-laws do not contain a mechanism to remove a Board member and there is no requirement of Board members to attend a certain number of meetings. There are three boards which have different quorums and the by-laws do not clearly mention which quorum should be used if the voting Board is absent or if several of the voting members are

absent. Ms. Ortiz states that there are many issues in the by-laws that must be addressed in short order. She stresses to the Commission that she has been working closely with the State and we are not in danger of losing our funding. However, we are not in compliance and \$91,392.00 could be lost if we are to be audited. This needs to be addressed quickly. She states that their program helps at-risk youth; it helps to divert them and keep them from entering the juvenile justice system. These programs also help youth who are at a high risk of dropping out of school.

Lastly, Ms. Ortiz states that she respectfully requests that each Commissioner exercise leadership and work to inspire this Board to become compliant. She states that she does not need a decision today, but would ask for some guidance by their next TCJJB meeting, which is scheduled for March 28 @ 4:00 pm. Ms. Janet Musolf from CYFD is available to attend the next Commission meeting to answer questions if necessary.

Chairman Sanchez asks why the Commission is being asked to intervene. Ms. Ortiz replies that unfortunately, at this time, she has not been receiving a lot of cooperation from the Board; it just does not seem to be something that they are willing to do. The contract clearly shows that these issues need to be addressed. Ms. Ortiz would like for the Commission to meet the criteria listed on pg. 8 of the contract that states that the Commission forms the basic shape of the Board and assigns the members their duties. The Board would then be forced to meet the obligations of the contract. **ACTION TAKEN:** Chairman Sanchez makes the motion that the County Manager's Office look at this issue and arbitrate between the membership. Chairman Sanchez states that the Commission wants to see the Board come under compliance with its by-laws and pending further arbitration by the Manager's Office; if an agreement cannot be made, then the Commission will entertain any options at that time. An appropriate first step is to allow the County Manager's office to negotiate and speak to the parties involved and try to reach some kind of consensus. Commissioner Frost seconds the motion.

Michael Godey, resident, suggests stricter language be added to the by-laws to make the members more accountable.

The Commission votes; all in favor, none opposed. **MOTION CARRIED**

5. Ratify UNM Medical Director Professional Services Agreement- Hanna Sanchez, Fire Admin. Asst. Robert Sturchio, TC Fire Technical Rescue Coordinator, speaks. He is requesting that the Commission ratify the UNM

Medical Director Professional Services Agreement between Torrance County and the Regents of the University of New Mexico and UNM Medical Group. This is for Medical Director services for the TC Fire Department for the next year. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to ratify the UNM Medical Director Professional Services Agreement. Madam Commissioner DuCharme seconds the motion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

6. Resolution 2017-10 Budget Increase – Amanda Tenorio, Finance Director

Ms. Tenorio speaks. She is requesting approval of Resolution 2017-10 Budget Increase. This increase is for the ICE housing at CCA and School Board election reimbursements. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-10 Budget Increase. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme asks Ms. Tenorio if the number listed for the budget increase for the ICE housing is correct; it is listed as \$9,000,000.00. Ms. Tenorio states that yes, it is correct. There has been an increase in housing needs for ICE detainees this fiscal year. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

7. Resolution 2017-11 Line Item Transfers- Amanda Tenorio, Finance Director

Ms. Tenorio speaks. She is requesting Commission approval for Resolution 2017-11 Line Item Transfers. These transfers are all within the requesting departments budgeted funds. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-11 Line Item Transfers. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

8. Resolution 2017-08 FY 2017/2018 Financial Hardship- Leonard Lujan, Road Superintendent

Mr. Lujan speaks. This is an annual resolution. This resolution will enable the Road Department to go to Santa Fe and participate in the State auction where they can purchase used equipment. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve Resolution 2017-08 FY 2017/2018 Financial Hardship. Chairman Sanchez seconds the motion. Madam Commissioner DuCharme asks about the equipment that was purchased with these funds last year. Mr. Lujan replies that

they purchased a salt truck, a snow plow, and a 2008 4-door Duramax. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

9. Resolution 2017-09 Mileage for County Designated Roadways for Maintenance, Letter & List- Leonard Lujan, Road Superintendent Mr. Lujan speaks. This is the Road Department's miles maintained that they submit to the State every year. The current estimated total miles maintained in Torrance County is 936.697 miles. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve Resolution 2017-09 Mileage for County Designated Roadways for Maintenance, Letter & List. Commissioner Frost seconds the motion.

Dennis Chavez, resident, asks if any of this funding will be used to repair or maintain his road, Charlie Breckenridge Road. This road runs in Santa Fe and Torrance County. Mr. Lujan replies that he is holding a grader training in May and they will be training on this road. It will be re-graveled in May. Chairman Sanchez recommends that Mr. Chavez talk with the County Manager about this issue. If he still has concerns, he could request to be put on a future Commission agenda.

Billie Mitchell, road A102 resident, states that she is very upset because her County maintained road has not be maintained as often as she thinks it should be. Chairman Sanchez states that Ms. Mitchell's comment is not relative to this agenda item. He asks her to make her comment during the public comment section. He also recommends that she talk with the County Manager and if she still has concerns, she can request to be put on a future Commission agenda.

No further discussion. The Commission votes; all in favor, none opposed.
MOTION CARRIED

Jack Bartman, resident, asks for speed bumps on Martinez Road.

16. Tajique Transfer Station Update Regarding Options Ms. Ortiz speaks. She states that she received information about this item. As the Commission will recall, the Tajique Transfer station is currently located on property that the County deeded over to the Tajique Land Grant. Currently, the transfer station sits adjacent to the Tajique Community Center and the new park. The Land Grant is requesting that the County relocate the transfer station. The Manager's Office has been looking at

some options for accomplishing this. The Land Grant has proposed an alternate site for the station. Ms. Ortiz has a rough estimate of how much it would cost to do the fencing and Road Department ground work at the proposed site- \$50,000.00. This estimate does not include the cost of leasing the property from the Land Grant or any cement work that would need to be done. Ms. Ortiz reiterates that the Commission could negotiate a lease with the Land Grant for the property that they are proposing, or negotiate to purchase a different piece of property and then placing the transfer station at either location. There is discussion about options. Chairman Sanchez asks Ms. Ortiz to get costs estimates for an identical location- an identical structured site, and one with added infrastructure. Chairman Sanchez also wants to know what our potential lease costs or land purchases are. Ms. Ortiz states that quite a few landowners have come forward who are very willing to sell or lease their properties. She states that she thinks that the County should purchase property rather than lease. Commissioner Frost asks about the cost of improving the road to the current proposed site.

Michael Godey, resident, states that the length of the proposed road that would need improvement is approximately ¼ mile. Mr. Lujan recommends putting asphalt on the road to the proposed site; he estimates the cost at approximately \$50,000.00.

Ms. Ortiz states that the Land Grant is more than willing to go into negotiations for a lease. Mr. Lujan explains why it is more costly to reuse fence vs purchasing new fence.

Madam Commissioner DuCharme states that the last time this item was discussed, the Commission decided to have a workshop that would include representatives from the EVSWA and residents that live in that area and use that station. She asks what happened to this. Ms. Ortiz replies that she did not realize that it was supposed to be a workshop involving the residents. She states that there was a small workshop that involved representatives from the Land Grant, the EVSWA, the Road Department, one Commissioner and the Interim County Manager. They discussed what the options were and how they were going to move forward. They discussed what it would take to add infrastructure to the property. Madam Commissioner DuCharme states that she does not remember this being the decision of the Commission. She states that she had expressed that she wanted to participate in this workshop also. She further states that she doesn't understand why Torrance County should be involved and have to spend so much money. It is not Torrance County's property any more, it is the property of the Land Grant. She states that she thinks this should be a negotiation between the Land Grant and the EVSWA.

Ms. Ortiz replies that they are trying to keep the communication open with the Land Grant. We are trying to meet the needs of the local residents in the area as well as meet the needs of the Land Grant.

Cindy Sullivan from the Animal Shelter comments on the cost of moving a fence vs building new. She comments that it is very costly and almost impossible to move permanent fencing.

Andrew Gutierrez, Tajique Land Grant Board member, gives some background on the lease. He states that the terms of the lease are not set in stone; it's a place to start. Mr. Gutierrez states that his understanding is that the EVSWA has a contract with the County.

Andy Miller, EVSWA Manager, states that the Tajique station is one of the stations that the County provides to the EVSWA under the contract that they have with the County. The EVSWA runs it. The EVSWA would be more than willing to operate the station in another location, but it is not the Authority's obligation to build the station. They get more than 400 visits per month to this station; it serves a valuable purpose.

Commissioner Frost states that the fact is that there are a lot of people in that area that deserve a place to take their trash. We need to compare our options and take care of our residents.

Andy Miller states that the EVSWA will volunteer their time, effort, and negotiations with the State to get the new location registered. Instead of incurring engineering costs or permit and registration costs, he has volunteered that service to the County.

Madam Commissioner DuCharme asks Mr. Wallin about the legality of our involvement in this situation. Mr. Wallin replies that we are not obligated to provide a station up there, we do it as a public service- just like we do for the rest of the County. The Land Grant has requested that we move it from its current location. What it comes down to is what the most cost effective way of doing that is. Mr. Wallin explains again that the contract involves the County.

Chairman Sanchez gives the County Manager's office direction. He states that he would like to see:

1. The current proposal completed to include asphalt and the concrete work. The current proposal being moving the station from its current location to the proposed Land Grant location. One for proposed infrastructure and one for identical infrastructure. Chairman Sanchez states that he wants to better understand the fencing costs.

2. Complete and similar cost proposals for all of our lease/purchase options that are existing. The same exact cost elements with road options and lease vs buy.

3. A traffic study for the Land Grant proposed location.

Chairman Sanchez asks about the time line needed to get this accomplished. Ms. Ortiz states asks that this item be put on the next agenda and if she is not ready to present her findings, the item can be tabled, but she anticipates that she will have answers. **NO ACTION, INFORMATION ONLY**

15. Appointment of Investment Committee Ms. Ortiz speaks. She states that she did not receive any letters of interest from the public to be on this committee. Ms. Sedillo, Treasurer, states that she did not receive any letters of interest either. She states that she believes that the Commission appointed the committee at the last Commission meeting; we were waiting for public members to come forward. Ms. Sedillo suggests moving forward with the committee and leaving the notice for public members up on the TC website until the positions are filled. Chairman Sanchez states that he would like to set an initial meeting date. Madam Commissioner DuCharme asks if the positions were advertised. Ms. Ortiz replies that they were. Ms. Sedillo reminds all that the Commission appointed the following persons to the Investment Committee:

- Commission Chair
- County Manager
- County Treasurer
- Finance Director
- County Attorney

Ms. Sedillo will contact the committee members to set the date for the first meeting. Ms. Sedillo explains that currently the money that is in investment is from the General fund. There are different funds that are pulled from to invest; it's usually funds that have an adequate balance that can be rotated in and out, but that is for the investment committee to decide. She states that currently we are looking

at long term investment and trying to earmark what we want to put in a long term investment. Commissioner Frost comments that the topic that keeps coming up is about how to handle the wind farm PILT money. Ms. Sedillo comments that some of the PILT money is in investment right now as is some of the Road Department money. Commissioner Frost states that we invest every year in EVEDA and we get a return on our investment from the wind PILT money. He states that he believes that someone from EVEDA should be on this committee. Ms. Sedillo states that if someone from EVEDA is interested, there is still time for them to submit a letter of interest. Madam Commissioner DuCharme states that she thinks having someone from EVEDA on this committee could create a conflict of interest. EVEDA already receives \$25,000.00 a year from the County. Commissioner Frost states that in return the County has already received \$670,000.00 from the latest wind project. Ms. Sedillo reminds the Commission that these committee meetings will be open to the public; they will be advertised on our website and anyone can attend.

Michael Godey, resident, comments that the most important investment is infrastructure, safety, and education. An advocate for these three things should be on the committee.

David Tixier, resident and small business owner, states that he is an advocate for economic development. He is an EVEDA Board member and he believes that someone from EVEDA should be on this committee. He states that he would be excited to be on this Board.

Ms. Sedillo clarifies that this board is not going to decide how money is going to be spent; we are only looking at investing available dollars to get the most return on investment of our money and to make sure that we are compliant with state statute to report back to the Board of Finance.

NO ACTION, INFORMATION ONLY

10. Appointment of Records Custodian – Ms. Ortiz speaks. She states that in the last meeting the Commission requested that the staff hold a department head meeting to discuss this issue. Ms. Ortiz states that they have not had a chance to do this but she has thought about this and suggests having the County Clerk become the Records Custodian. She states that the Clerk has requested that she be named the Records Custodian and she has the mechanism in place if we can add to her budget to allow for Michelle Jones to take over the duties and become a full-time employee. Ms. Ortiz states that in the next Department Head meeting, they could

line out the scope of work of what she needs to do as Records Custodian. Ms. Jaramillo states that she would be the Custodian of the Record and she would be responsible for gathering all the information. She discusses records retention. She asks if she would be held responsible in court if another department does not produce a record that might be in litigation. She states that she does not want to be responsible for other department's lack of keeping their records. Mr. Wallin comments that he has seen in other counties that the Clerk's office is Records Custodian and most times it is the Manager's Office. It can be done either way. He stresses that this is a big job. It is not just responding to IPRA requests. Where this becomes vitally important is responding to discovery in on-going litigation matters where you have to obtain and assimilate records from various departments. He states that part of the problem is that some elected officials are better at providing and maintaining documents than others. He states that from his standpoint, in litigation, when they get a document request they have to respond to it in a timely manner and with all the documentation, not just what you can get in a very short period of time. They have to have all of it, or the courts can find the County or the Records Custodian or someone else in contempt. Ms. Jaramillo states that if we do keep up with retention schedules than it will not be that big of an issue in litigation. She states that, from this point on, if we could work together with all the departments on retention that would help. Ms. Ortiz states that the training for retention is intensive. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to appoint Torrance County Clerk, Ms. Linda Jaramillo, as Records Custodian. Chairman Sanchez seconds the motion. Ms. Jaramillo clarifies with the Commission that this would start immediately. Commissioner Frost comments that in the future there will be elections and there will be another Clerk. He asks if this responsibility will go to the next Clerk. Ms. Ortiz comments that this decision can be revisited at any time. Madam Commissioner DuCharme states that it is a County Clerks job to work with documents and to retain those documents and she believes that Ms. Jaramillo has all the necessary training and knowledge about how to handle this work. She states that recently Dona Ana County was fined and ruled against in a judgement because they failed to comply with a request for a public record in a timely manner and they were ruled against for approximately \$90,000.00. Ms. Jaramillo asks if Ms. Michelle Jones will now be full-time. Ms. Ortiz replies that this will be discussed at a later time. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

11. Report on Special Assessment Option for Roads in Torrance County- Ms. Ortiz speaks. She presents the Commission with a hand-out from Mr. Wallin, which is included in the file for this meeting and attached below:

Public Improvement Districts: (PID)

1. Statutory Authority: Public Improvement District Act NMSA 1978 §5-11-1 et seq.
2. What is a PID? A financing method for construction or improvement of local public improvements, such as streets, parks, sewers etc. Can be financed by general obligation bonds or a special levy.
3. How formed? Upon application to the County Commission by petition of the owners of at least 25% of the real property within the proposed district. Once a general plan for the PID is filed with the County Clerk, the commission may adopt a resolution declaring its intention to form a PID. There is a public hearing scheduled for input on the proposed district. After the hearing the commission decides whether to form the district based on the needs of the owners, residents of the PID and the citizens of the county. If the commission elects to move forward with the PID, it adopts a resolution that the PID be formed and that an election be held on the question of whether to form the PID. The election includes the owners of real property within the PID and the resident qualified electors (persons who reside within the PID who are otherwise authorized to vote).
4. Governance: Governance of the PID is through a board which can consist of the members of the commission or by a board of five directors appointed by the commission. The PID must approve a study of the feasibility and benefits of any public infrastructure improvement project proposed prior to the approval of such project. These are also subject to a public hearing process.
5. Financing of projects. Projects would be financed through either general obligation bonds or a special levy on the property within the PID. As you know, GO bonds are secured by the county pledging its ad valorem taxes. Issuance of a GO bond or special levy is subject to an election by the owners within the PID and the resident qualified electors. You can have the bond election at the same time as the formation election. The PID board is responsible for imposing and collecting annually on all property within the PID that is subject to levy to satisfy the debt service. The levy constitutes a lien on all taxable property within the PID.
6. Questions for Torrance County's financial advisors and the commission:
 - a. Is there sufficient tax basis within a proposed PID to secure financing for a bond?
 - b. How much would be necessary for any given project? Assuming road projects, what would need to be borrowed (in terms of a bond or levy) to pay the debt service?
 - c. Are owners and qualified voters within the PID willing to pay the increased ad valorem taxes to fund the project?

Mr. Wallin states that there are a few statutes that allow for special districts: one is the Special Assessment District Act and one is the Public Improvement Development Act. He states that the premise behind the PID is that the designated area would finance the improvements to their area via a levy or a General Obligation Bond. In either situation, those would be paid by an assessment of ad

valorem taxes on the property within the district. It is a financing mechanism for specific projects in a specific area and the persons in the area that benefit from it would be responsible for paying for it. The key question in Torrance County is going to be whether or not we have the tax base in any area to be able to support the loan. Mr. Wallin states that both of the statutes are very complex and it would be very hard to put down, in a memorandum form, anything other than the high points. He recommends that we consult with our Bond financial advisor and get his input.

Michael Godey, resident, asks if there would have to be a bond election to use the GO bond option. Mr. Wallin replies yes, there would have to be an election, but the electors would only be the people who would have to pay for it. It would be the owners of property and residents of the area.

Leonard Lujan, Road Superintendent, asks if this would be for private road or just for County maintained roads. Mr. Wallin replies that he believes that it can be for both.

Commissioner Frost asks if this could be used to bring a private road up to County specs so it could be considered to be taken on as a County maintained road. Mr. Wallin replies yes. All documentation hereto attached. **NO ACTION, INFORMATION ONLY**

12. Discussion of Road Department Policy Chairman Sanchez speaks. He states that he placed this item on the agenda because he has been receiving numerous calls for service to our roads. As Commissioner, they cannot force any department to carry out any specific task, it has to stem from policy and the actions of the Board of County Commissioners. Everyone prioritizes their own road and thinks their road needs to be improved. He sees a need to better communicate with the public about how we prioritize our roads, etc.

In doing research, he discovered that other Road Departments and stakeholders will come together on a yearly basis to identify roads that they feel need to be addressed. Roads are itemized with details about the roads and what improvements are planned. No set dates are listed because there are many variables that can impact when a road will be addressed. He wonders if a document can be created that will supplement our Road Policy so that when stakeholders have a request or questions, they can see the plan that is in place. He wants to make sure that the public is as informed as they can be. He knows that the Road Department already

prepares many documents and lists. He suggests setting up an exploratory meeting with the Road Department and the Manager's Office to see what options are available to facilitate this; how we can improve our lines of communication with the public. Madam Commissioner DuCharme comments that she thinks this is a great idea, as does Commissioner Frost. She states that roads are the number one issue with her constituents and usually the feedback from them is not good. She states that she is in full support of having this kind of meeting. Mr. Lujan comments that they have documentation of everything they have done. He states that in the past, he would get a call from a Commissioner and they would take care of the problem. He states that now everything has to be handled in front of the public and that is where they are getting behind; going backwards instead of going forward. He states that this is what is getting them further and further behind. He states that they have any documentation that the Commission needs. Madam Commissioner DuCharme states that she would like to see a report of what the Road Department has done during the previous week and then she can go and check on it. She states that she has requested this before and only received it once and she wants specifics. Mr. Lujan replies that he has been sending reports every week. She states that she wants to know which roads were maintained and what work was done. Commissioner Frost reminds everyone that property taxes do not go towards roads. The Commission asks Ms. Ortiz to schedule a Special meeting so that these issues can be discussed. This meeting will be a discussion between the Commission, the Road Department, and the Interim County Manager; this would not be a meeting for public input.

Tony Zamora, resident, comments that the Road Department and the Sheriff's Office should not be micro-managed. The Commission should give Mr. Lujan his job and let him do it.

Michael Godey, resident, states that you could have public comment at the end of the Special meeting. Some of these comments could be helpful. He thinks the tax code should be changed so the County could get more tax dollar for roads.

Frank Luna, resident, compliments one of the Road crew members for his hard work. He states that in the past there were three districts and a key person for each district. He thinks we should go back to that.

Linda Jaramillo, Clerk and resident, states that we just had an election and one of the bonds that passed was for road improvements. How are we going to use that money? Ms. Ortiz replies that the majority of those funds went to purchase trucks and there is a small balance left in the Road Department fund.

Ms. Ortiz comments that she agrees with the idea of a meeting and suggests that the Commission look at how other counties handle their roads. Ms. Ortiz will coordinate this meeting.

NO ACTION, INFORMATION ONLY

14. EMT Update Ms. Ortiz speaks. This is an update on getting an EMT located in the south side of the County. Mr. Robert Sturchio, Technical Rescue Coordinator, is here to give the update. He states that last year there were approximately 82 calls for EMS in the Torreon area, which came to .2 calls per day. At the last Commission meeting, representatives from Superior Ambulance stated that it would cost approximately \$1.1 million dollars per year to run a unit for 24 hours. Even 12 hour shifts would total approximately \$547,500.00 per year. Moving Superior to that area would not benefit the County.

Chairman Sanchez states that he believes that one of the sticking points for Superior was that there were no OSHA approved locations that could house staff in the southern part of the County. He comments that he was hoping to get an update on what the cost would be to update any one of our stations or all of our stations to get them up to OSHA standards. Ms. Ortiz states that they were discussing trying to get a lot more volunteers up into the Torreon area. Getting those volunteers EMT certified and getting the training out to them. Mr. Sturchio states that there really is no feasibility option of getting Superior stationed out into that area; it is too cost prohibitive.

Mr. Sturchio states that currently Fire District 4 has 12 volunteers. None of them are licensed professionals for EMS, but maybe building this department up with more trained members would help. Mr. Sturchio cautions that he has seen situations where the volunteers drop off once paid staff comes in.

Mr. Sturchio comments that Ms. Augustina Sturchio is working diligently with the UNM EMS academy to find an instructor who is willing to come out here and teach the first responder class. However, it takes 90 days to set up a class and the first responder class is approximately 80 hours long. At this time, there are 4 or 5 members at District 5 that are willing to take the class. Ms. Ortiz comments that Ms. Sturchio informed her that there are several people in the Torreon area that are interested in taking the class as well. Madam Commissioner DuCharme comments that the town of Estancia and Mountainair provide ambulance service. Mr. Sturchio replies that yes they do, but they do intercepts. Mountainair always does intercepts

and Estancia will at times transport all the way to Albuquerque, but not always. Again, these are volunteers.

More volunteers is the suggested strategy. A coordinated strategy is needed between the Torreon Fire Station and the Fire Chiefs to do an outreach and get as many volunteers as possible to take the training. Chairman Sanchez comments on how difficult it can be to get volunteers.

Mr. Sturchio also comments that the problem is not just in Torreon, the whole county needs to be built up. He suggests an on-call stipend if it is a possibility.

Madam Commissioner DuCharme asks if there are any plans for a recruitment campaign that would utilize the radio station, local newspapers, billboards, and local events. Mr. Sturchio replies yes, they are actively working on this. There is concern about how to pay for this.

Chairman Sanchez asks if there is a way to come up with a plan about how to accomplish this and look at all other options. The Manager's Office will spearhead this effort.

There is discussion about the recruitment effort.

Ms. Dorothy Rivera, 911 Dispatch Director, suggests getting a paid medical billing person in the southern part of the County. Then we could get a PRC certified ambulance that can transport with our new volunteers that we will be recruiting.

Mr. Frank Luna, resident, comments on the need to have an EMS person in the southern part of the County. Lack of funding as a reason is not acceptable. The County needs to find the funding to help the residents in this part of the County.

Mr. Tony Zamora, resident, speaks. He has been personally effected by the lack of emergency medical treatment. He states that Mr. Frank Luna is proposing a life line for those in need during a medical emergency. Mr. Zamora presents the Commission with a transcript of some facts, testimony, and suggestions. Mr. Zamora talks about his personal loss and expresses his feelings about this urgent need.

Mr. Guillermo Candelaria, resident, speaks. He lives in the Manzano community and shares his personal experience with EMS in his area. He states that

they took about ½ hour to find his home. This is not acceptable. He suggest the need for a helipad in each town.

Mr. Frank Luna, resident, states that he has been speaking to a man from the FAA about helipads and this person is willing to work with us and states that there is probably some federal dollars to help accomplish this. He states that he is not giving up, and will keep pushing for this.

Commissioner Frost states that this would be a good project for a GO bond. He comments that perhaps the Clerk could research about when we can have another bond election.

NO ACTION, INFORMATION ONLY

13. Request Maintenance for Jemez Road Petition Ms. Ortiz speaks. The Commissioners received a copy of a fax that the Manager's Office received concerning this road. The fax contained a signed petition requesting maintenance of Jemez Road. There are several names on the list. Mr. Leonard Lujan, Road Superintendent, explains the process for accepting a road for County maintenance. The residents must follow County policy.

There is discussion about this road. Chairman Sanchez asks for an approximation of how much it would cost to bring this road up to County specs. Mr. Lujan replies approximately \$100,000.00. Chairman Sanchez states that the residents need to decide how to proceed. Whether they want to all chip in to bring the road up to County specs so it can be considered for County maintenance, or whether they want to discuss the option of a PID, if it is feasible. Mr. Lujan comments that he know that the residents have had material donated, but the road is not ready to take any material. He states that there is really not even a road there. Chairman Sanchez states that, per our policy, the petition is not enough to get the County to take over the road. Other steps and conditions need to be met. He asks if the residents are aware of this. Mr. Lujan states that some of the residents of this road were in attendance when the Road policy was being worked on.

Mr. Frank Lucero, resident, states that he is here today because his son is a resident of Jemez road. This road is in terrible shape and he is here today asking the Commission if anything can be done and what the next step should be for the residents.

Chairman Sanchez reiterates that the next step is in the hands of the residents.

Ms. Ortiz asks Mr. Wallin if the PID would be impacted if any of the homeowners were delinquent on their taxes. Mr. Wallin replies that yes- that would probably come into play. He reiterates that the PID process is very complicated. He states that residents want services, but, many times, are not willing to pay for them. He suggests that the residents create a homeowners association and start assessing for work on the road.

Commissioner Frost states that the residents need to find out who owns the property that the road is on. They also need to know where the water lines and phone lines, etc. are in that area before they start working on it.

Michelle Jones, (myself), states that the covenants for the subdivision need to be looked at and ownership of the property that the road is on needs to be established.

Chairman Sanchez asks if a letter could be written to the authors of the petition stating what their options are and the reasons why the County cannot do this work and what the Road policy is for adopting roads. He asks the Manager's Office to write this letter.

Betty Cabber, Assessor, states that there are 48 parcels on Jemez road that the County is assessing. Not everyone who signed the petition is listed as a property owner in that area. They could be renters or leasers. A PID would involve only property owners.

Nick Sedillo, Risk Management, reiterates what Mr. Wallin said. He states that Roads, Law Enforcement, and Fire Protection have been priorities for years. He states that if people want this service, they need to step up to the plate and start paying for it. He states that he believes that the County has three hold harmless incremental taxes. He lives in the town of Estancia, but states that if he lived out in the County, he would be pulling for those taxes.

Mr. Frank Lucero, resident, wonders if there could be more tax dollars that could go for roads.

Madam Commissioner DuCharme asks when this subdivision was created. Mr. Lujan responds that he thinks it was in the '80s. Madam Commissioner DuCharme states that she doesn't understand what happened and why this road was not accepted by the County. Ms. Jaramillo will research the covenants and the Commission minutes from that time frame about this subdivision for the Commission. Madam Commissioner DuCharme states that she thinks that there

should be some kind of system that will enable her to ask about a road and find out whether or not it is a County maintained road and when this decision was made. Chairman Sanchez asks if there is any way we can cement the facts of this matter in terms of roads we are maintaining and roads we are not maintaining. Are we able to track down a factual basis, chronologically, for what we are doing at the present time? Mr. Lujan states that the residents should be doing the research needed concerning this road. Madam Commissioner DuCharme states that we should have supporting documentation for this issue that is readily available. Ms. Ortiz clarifies that there are 4 roads in this subdivision, (Sunset Acres), that are not County maintained. Madam Commissioner DuCharme states that on a County atlas, it shows that Jemez road is County maintained. Ms. Ortiz states that it has been explained to Madam Commissioner DuCharme that there were several mistakes made on that atlas; that was a human error. The homeowners know that the road is not County maintained. Ms. Jaramillo will investigate this issue for the next meeting.

Steve Guetschow, P&Z, comments that the records that would be needed would be for the Sunset Acres subdivision. Those documents would include the minutes from the Commission meeting, the P&Z Board meeting, the disclosure statements, and any covenants associated with the subdivision which would include proposals for road maintenance.

Madam Commissioner DuCharme asks Ms. Ortiz to work on a system that will enable a person to look up a road and find out if it is County maintained or not, when the decision was made, and who made it- going forward. Mr. Wallin suggests that the Manager's office look into software that might easily enable this.

NO ACTION, INFORMATION ONLY

17. MR COG Appointment Madam Commissioner DuCharme states that there was contention about the last appointment. She states that she believes that the appointment was not done correctly. She states that if you look at the MRCOG by-laws, it states that there should be a representative from the County and an alternate. It is up to the body of MRCOG representatives to elect people to the MRCOG Executive Board. The County Commission doesn't have the authority to put a person on the Executive Board. She states that when the previous Commission did these appointments two years ago, a mistake was made. The Commission appointed one person to the MRCOG Board and one person to the MRCOG Executive Board. She states that the MRCOG just accommodated this.

Chairman Sanchez asks Ms. Ortiz to get clarification about whether this Commission needs to make an appointment to this board. Ms. Ortiz will research this. Madam Commissioner DuCharme states that she has an official email from our previous County Manager stating that one person from the County should be appointed to that board and one person should be appointed as an alternate. Ms. Ortiz asks what the current appointments are right now. Madam Commissioner DuCharme states that she is currently on the main board and previous Commissioner LeRoy Candelaria was appointed to the Executive Board. Madam Commissioner DuCharme states that she would like to stay on this board and we need to appoint an alternate. Ms. Ortiz will get clarification for the Commission.
NO ACTION, INFORMATION ONLY

18. County Manager Appointment

At this time, the Commission decides to go into Executive Session-

EXECUTIVE SESSION

ACTION TAKEN: Chairman Sanchez makes a motion to go into Executive Session. **As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute 10-15-1, the Following Matters Will Be Discussed in Closed Session:**

- a) **Limited Personnel Matters: Pursuant to Section 10-15-1(H)(2), consider appointing a County Manager.**

Madam Commissioner DuCharme seconds the motion. Roll Call Vote: District 1 Yes, District 2 Yes, District 3 Yes. **MOTION CARRIED.**

Executive session starts at 2:23pm.

***Reconvene from Executive Session**

ACTION TAKEN: Commissioner Frost makes a motion to reconvene from Executive Session. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED.**

Regular Session reconvened at 3:17 pm.

Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:

Chairman Sanchez states that the following matters were discussed in Closed Session:

b) Consider and Act upon, if appropriate, Limited Personnel Matters regarding appointment of County Manager

Chairman Sanchez states that the Commission has agreed to schedule a special meeting for Wednesday, March 1 @ 2:00 pm in order to discuss this matter further. They will hold an executive session in order to discuss this item. **ACTION TAKEN:** Chairman Sanchez makes a motion to table this item, agenda item #18. Madam Commissioner DuCharme seconds the motion. The Commission votes; all in favor, none opposed. **ITEM TABLED.**

19. Request Funding to Cover Unbudgeted Tipping Fees Ms. Ortiz speaks. She states that this item concerns the tipping fees from the County to the EVSWA. She states that our contract requires that we pay the tipping fees. It is her understanding that there was discussion about a possible MOU and about the County applying for a CDBG grant to pay these fees. However, there is nothing in writing concerning this. Ms. Ortiz has spoken to Ms. Tenorio about this and the County did not budget for these fees. As it stands right now, the amount of the tipping fees due is \$65,456.00. Today, Ms. Ortiz is asking the Commission to consider allocating \$130,000.00 to cover these fees through the end of the fiscal year. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to table this item. Madam Commissioner DuCharme seconds the motion.

Andy Miller, EVSWA Manager, offers his assistance in answering any questions the Commission may have for him about this issue.

Commissioner Frost asks Mr. Miller about this issue. Mr. Miller answers that the EVSWA Board is pressuring him to get this debt collected. He states that Torrance County is in arrears more than any of their other clients. Madam Commissioner DuCharme states that the County does not have any agreement to pay these fees. Mr. Miller states that all customers that come in to the land fill cross the scale, and all customers that cross the scale pay the tipping fees. Mr. Miller states that the County contract specifically does not cover the land fill tipping fees; they are paid by all of his customers and all of the EVSWA member entities and all of the municipalities. No further discussion. The Commission votes; two in favor, Commissioner Frost is opposed. **ITEM TABLED**

20. Update

Ms. Ortiz informs the Commission that she was contacted by the D.A.s office; they are looking for some storage space. She states that she believes we may be able to meet their needs, but they are creating a bit of a safety issue within the building and she is working on it. Ms. Ortiz further states that she has been working through a couple of very large personnel matters and assumes that they will be resolved quickly. Lastly, Ms. Ortiz comments that Mr. Martin Lucero, the new Emergency Manager, has been working very hard to gain knowledge and move forward in his new position.

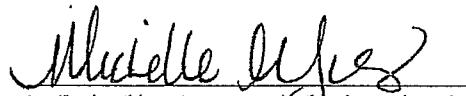
Madam Commissioner DuCharme states that she had asked Ms. Ortiz for an update about the Sheriff's Office move to the Judicial Complex. Ms. Ortiz states that she does not have an answer about this yet. She states that they are waiting for both the internet and the phones to be hooked up and ready to go. She states that she spoke directly to the Sheriff today and he understands the situation and is fine with waiting to move in until everything is completely set up and ready to go. Ms. Ortiz states that she is working diligently with Ambitions and will get with Plateau and get them moved in as soon as possible. Madam Commissioner DuCharme states that she is not satisfied with this answer. She states that they toured the facility two months ago and she doesn't think that it's reasonable that it has been two months and they still don't have a phone connection or internet connection there.

*Adjourn

ACTION TAKEN: Chairman Sanchez makes a motion to adjourn the February 22, 2017 Commission Meeting. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

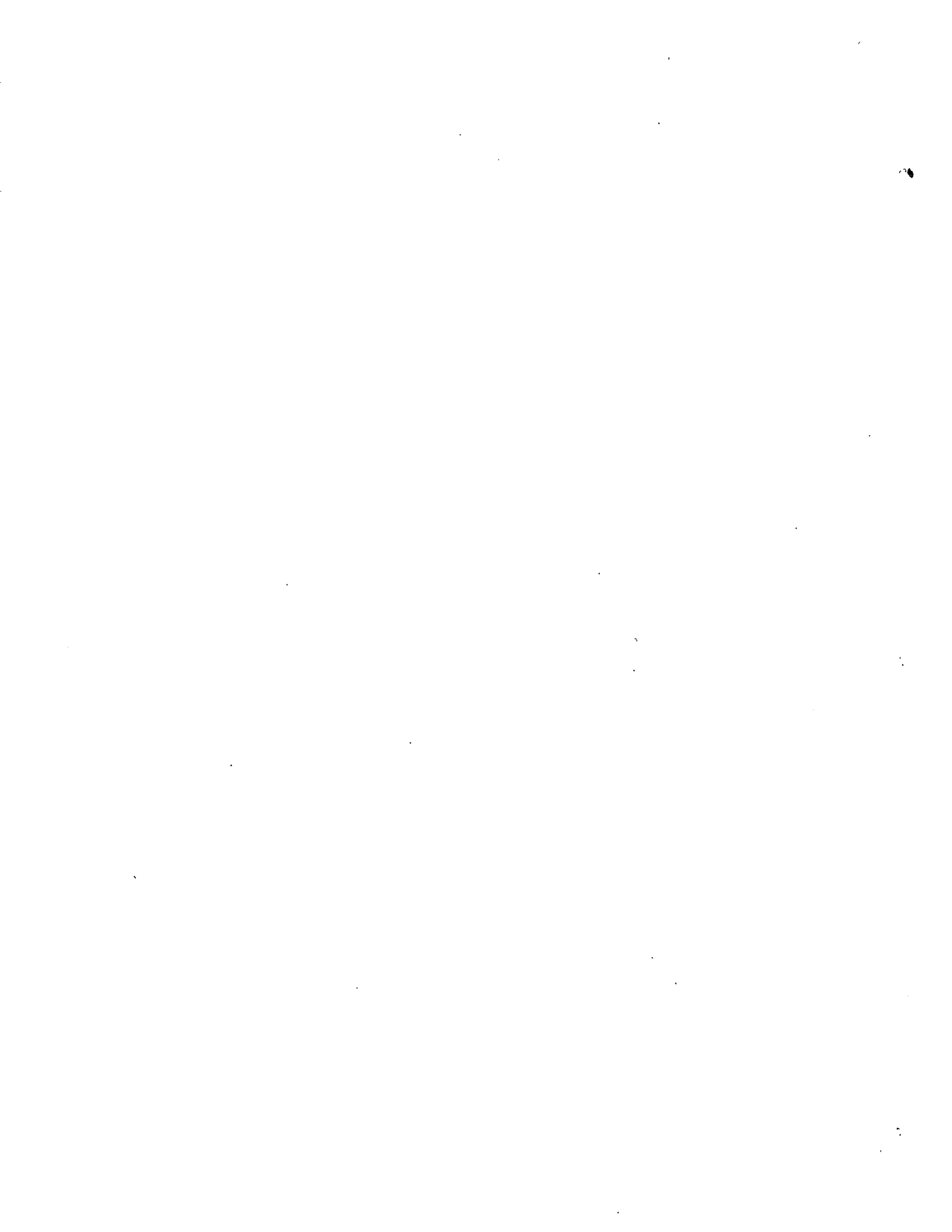
Meeting adjourned at 3:32 pm


Chairman Sanchez


Michelle Jones, Admin. Assist. III

3/8/17
Date

The video of this meeting can be viewed in its entirety on the Torrance County NM Website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on our local radio station KXNM.





*Agenda Item
No. 11*

Final Copy
Torrance County Board of Commissioners
Commission Meeting
November 9, 2016

Commissioners Present: **LeRoy Candelaria -Chair**
 Julia DuCharme-Member
 James Frost-Member

Others Present: **Annette Ortiz- Interim County Manager**
 Dennis Wallin- County Attorney
 Michelle Jones –Admin. Assist. III

Call Meeting to Order:

Chairman Candelaria calls the meeting to order at 8:59 am; he welcomes all those present to the meeting and leads us in the pledge. Ms. Lorelee Hunt, Manager of Project Development for Pattern Development, gives the invocation.

Approval of the Meeting Minutes:

Chairman Candelaria asks for a motion to approve the October 26, 2016 Regular Commission Meeting minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the October 26, 2016 Regular Meeting Minutes. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Meeting Agenda:

Chairman Candelaria asks to move agenda item #9 to the top of the agenda as its presenters must leave the meeting early. His fellow Commissioners agree to this change. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve today's Commission Meeting Agenda. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

**Commission Matters:*

6. Amend Fire Department SOGs- Cheryl Hamm, TCFD District Fire Chief Don Dirks speaks. He is requesting Commission approval of some changes the Fire Department would like to make to their SOGs, (Standard Operating Guidelines). In summary, they are asking that the nominal fee per call be changed from \$10.00 to \$15.00 for fire and from \$5.00 to \$10.00 for EMS.

They are also requesting the addition of the following appointed coordinators which will be covering multiple districts and be paid the following nominal fees:

- EMS Coordinator (\$750)
- Technical Rescue Coordinator 9(\$750)
- Operations Chief (\$750)

They are also requesting the addition of Defensive Driving training to their list if required training, with a \$10.00 payout.

All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the amendments to the Fire Department SOGs as specified above. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme commends Fire Chief Dirks and everyone who was involved in collecting and providing the information for this agenda item today. She supports the increase in the nominal fees for Fire and EMS. She states that she was invited to the Dog Head fire and witnessed first-hand what Firefighters have to go through and how difficult and unpleasant it is. She thinks that our Firefighters should be compensated and compensated properly.

She refers to the TC Fire Organizational Chart. There is discussion about the specific responsibilities of the Fire Chief, the Operations Chief, and the Safety Officer. Madam Commissioner DuCharme states that, in her opinion, the positions of Fire Chief and Operations Chief are duplicate positions. Fire Chief Jason Trumbull comments that the position of the Operations Chief will be more in the field, whereas his position of Fire Chief is to oversee the entire Fire Department, the field operations as well as finance and asset management, etc. District Chief Dirks talks about the increasing call volume and the need for guidance and management. There is also discussion about how the new proposed positions will be filled. Most likely, the Chiefs would create a review board to discuss possible candidates and fill these positions. Madam Commissioner DuCharme asks if these positions will have job descriptions. Fire Chief Trumbull states that there are job descriptions for these positions. Madam Commissioner DuCharme asks about the

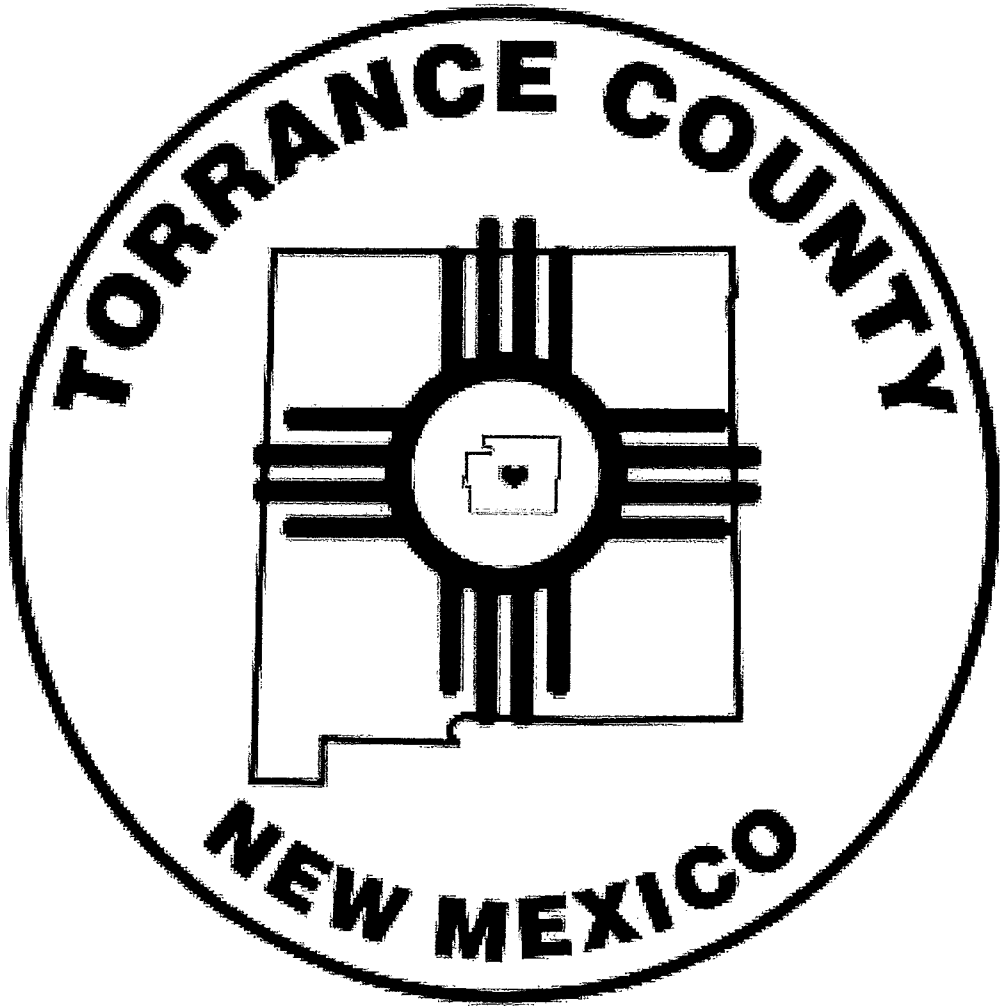
position of Safety Officer. Fire Chief Trumbull replies that the NFPA, (National Fire Protection Agency), requires us to have a Safety Officer at every scene. Right now only Fire Chief Trumbull is qualified to fill this requirement. Madam Commissioner DuCharme states that maybe we should be trying to fill the Safety Officer position first. Fire Chief Trumbull states that there is no one who is close to being qualified for this position at this time. There is further discussion of the Fire Department positions. Commissioner Frost asks if these stipends can be covered with the Fire Department's budget. It can. Commissioner Frost calls for the question. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

Ms. Ortiz asks if we have approval from Legal to add these positions. Mr. Wallin states that he is satisfied that we meet the nominal fee requirements.

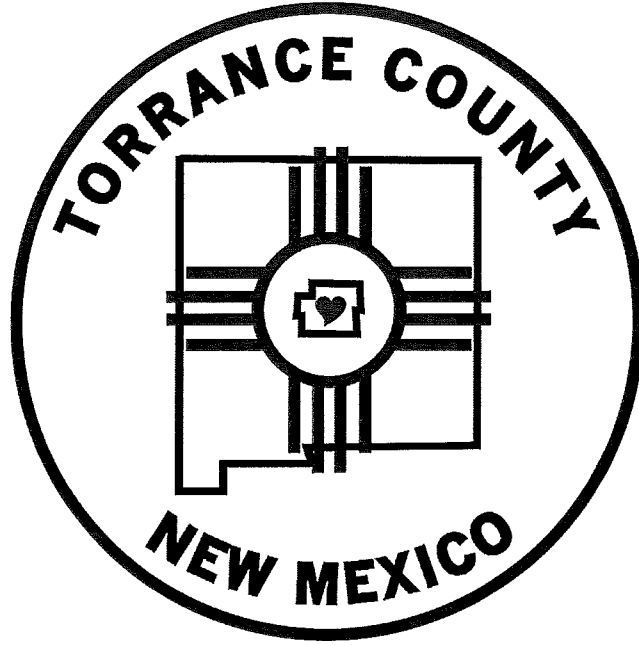
7. Youth Risk & Resiliency Presentation- Billie Clark, Partnership for a Healthy Torrance County Ms. Ortiz speaks. Ms. Clark has requested that this item be tabled until the December 14 Commission meeting. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to table this item until the December 14, 2016 Commission meeting. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **ITEM TABLED.**

8. Call Canvass for 2016 General Election Ms. Linda Jaramillo, County Clerk, speaks. As per statute, we must call for the canvas of the 2016 General Election. With the approval of the Commission, County Clerk Ms. Jaramillo and Deputy County Clerk Ms. Kayser, will conduct the canvas. Ms. Jaramillo welcomes anyone interested to witness the canvas; it is open to the public. The public cannot see the actual tally of any ballots, but they can witness the rest of the process. She now asks the Commission to call for the canvas. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to call for the canvass of the 2016 General Election. Chairman Candelaria seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

- a) Request Special Meeting on November 14, 2016 to Complete the Canvas. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to have a Special Meeting on November 14, 2016 at 9:00 am to complete the canvass of.



*Agenda Item
No. 12*



COUNTY MANAGER UPDATE