



TORRANCE COUNTY
COMMISSION MEETING
SEPTEMBER 25, 2019
9:00 A.M.

For Public View
Do Not Remove



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair – District 2

Javier Sanchez, Vice Chair – District 3

Kevin McCall, Member – District 1

Wayne Johnson, County Manager

ADMINISTRATIVE MEETING AGENDA

WEDNESDAY, SEPTEMBER 25TH, 2019 @ 9:00 AM

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Changes to the Agenda**
- 4. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. PUBLIC COMMENT and COMMUNICATIONS**
- 8. APPROVAL OF MINUTES**
 - A. COMMISSION:** Motion to approve the September 11, 2019 Torrance County Board of County Commission Minutes.
 - B. COMMISSION:** Motion to approve the September 16, 2019 Torrance County Board of County Community
- 9. APPROVAL OF CONSENT AGENDA**
 - A. FINANCE:** Approval of Payables.
- 10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
- 11. ADOPTION OF RESOLUTION**
 - A. COMMISSION:** Motion to approve the creation of the Torrance County Land Grant Advisory Board. Resolution 2019- ____.(Sanchez)

- B. COMMISSION:** Motion to approve the creation of the Heritage Center Advisory Board. Resolution 2019-____. (Sanchez)
- C. FINANCE:** Motion to approve Budget Increase from HB6 Distribution. Resolution 2019-_____.
- D. MANAGER/GRANT COORDINATOR:** Motion to approve 2020 Census Complete Count Committee. Resolution 2019-_____

12. APPROVALS

- A. MANAGER/GRANT COORDINATOR:** Motion to approve Intergovernmental Grant Agreement for Complete Count effort for U.S Census.
- B. MANAGER/GRANT COORDINATOR:** Motion to approve Torrance County Complete Count Committee Members.
- C. MANAGER/GRANT COORDINATOR:** Motion to approve outreach program for Complete Count effort for U.S Census.
- D. FIRE:** Motion to approve publication for adoption of the 2015 International Fire Code and the 2015 International Wildland-Urban Interface Code for County Ordinance.
- E. FIRE:** Motion to approve completion of Volunteer Fire Assistance Funding Grant.
- F. PURCHASING/FINANCE:** Motion to approve RFP TC-FY20-02 printing services for Treasurer and Assessor Office.
1. Contract approval for the Master's Touch, LLC.
- G. MANAGER/HR:** Motion to approve the purchase of Applicant tracking and new hire onboarding system.
- H. DISPATCH:** Motion to approve Dispatch re-organization removing an existing part-time position and using the budget proceeds to fund staff raises.
- I. SHERIFF:** Motion to approve purchases exceeding on Kaufman's and Pro-Vision invoices.
- J. SHERIFF:** Motion to approve creation of shift differential pay for deputies performing Special Investigations.

13. DISCUSSION

- A. EXTENSION OFFICE:** 4-H Update, presentation from 4-H kids.

14. EXECUTIVE SESSION

A. Purchase of real property to be used for the Torrance County Road shop.

Closed Pursuant to NMSA 1978 § 10-15-1(H)(8).

B. Purchase of educational trailers to be operated by Mesalands College

Closed Pursuant to NMSA 1978 § 10-15-1(H)(8).

C. PILT Negotiation La Joya I & II

Closed Pursuant to NMSA 1978 § 10-15-1(H)(8)

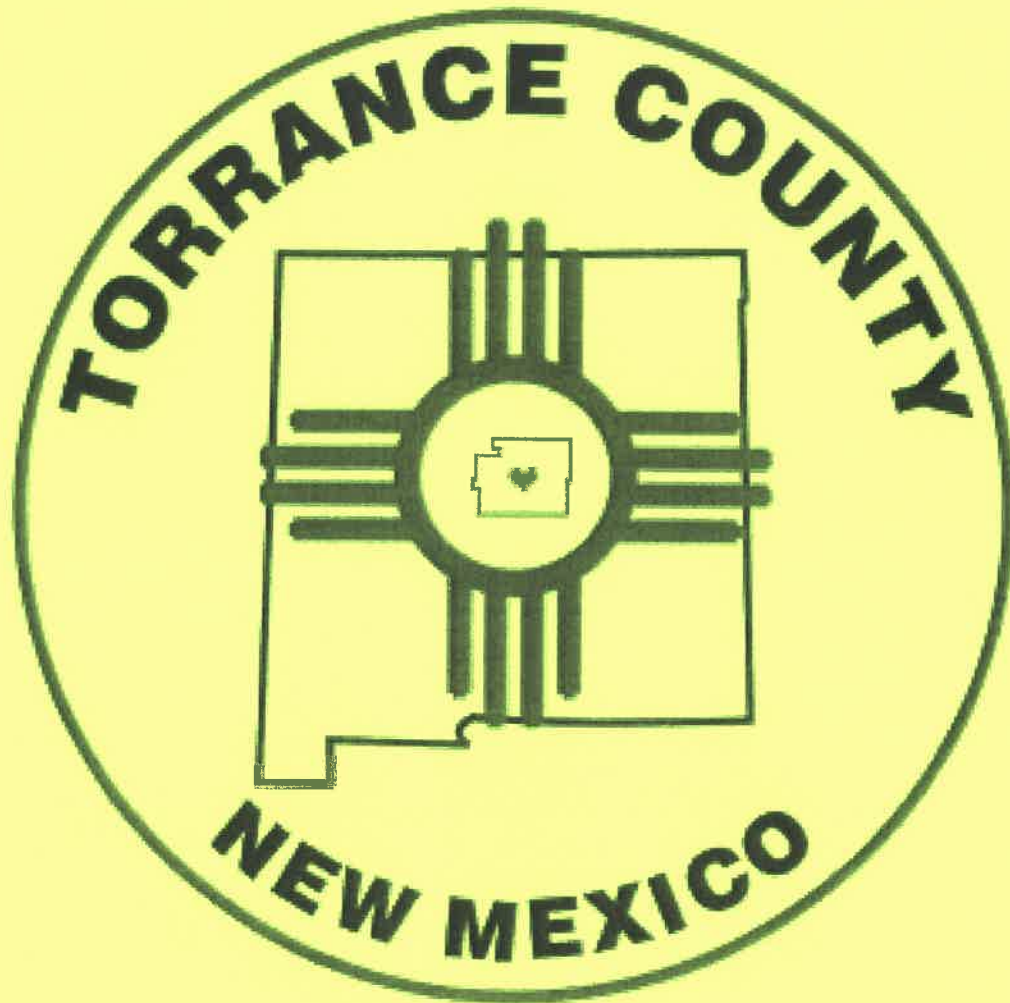
D. Purchase of Torrance County Fairgrounds

Closed Pursuant to NMSA 1978 § 10-15-1(H)(8)

15. Announcement of the next Board of County Commissioners Meeting:

October 9th, 2019 9:00 AM at the Torrance County Administrative Building Estancia, NM

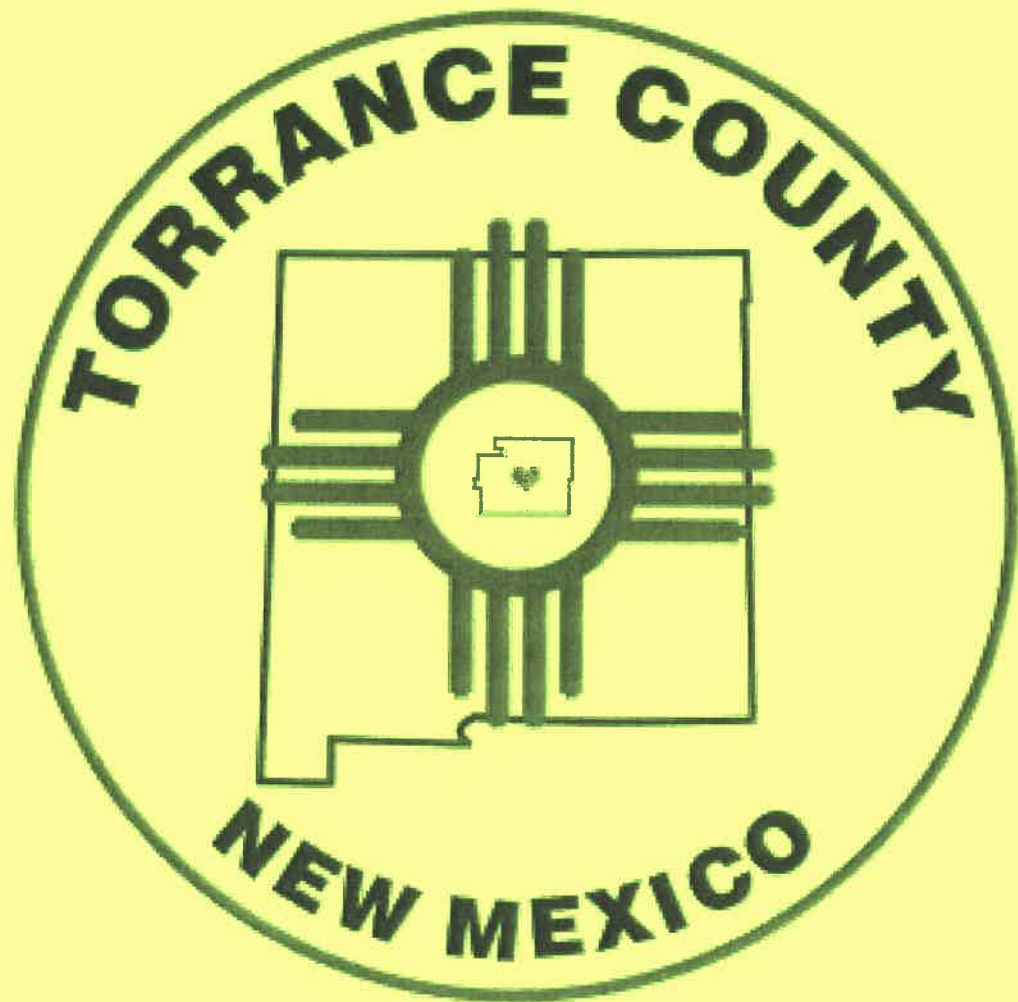
16. Signing of Official Documents



*Agenda Item
No. 1*



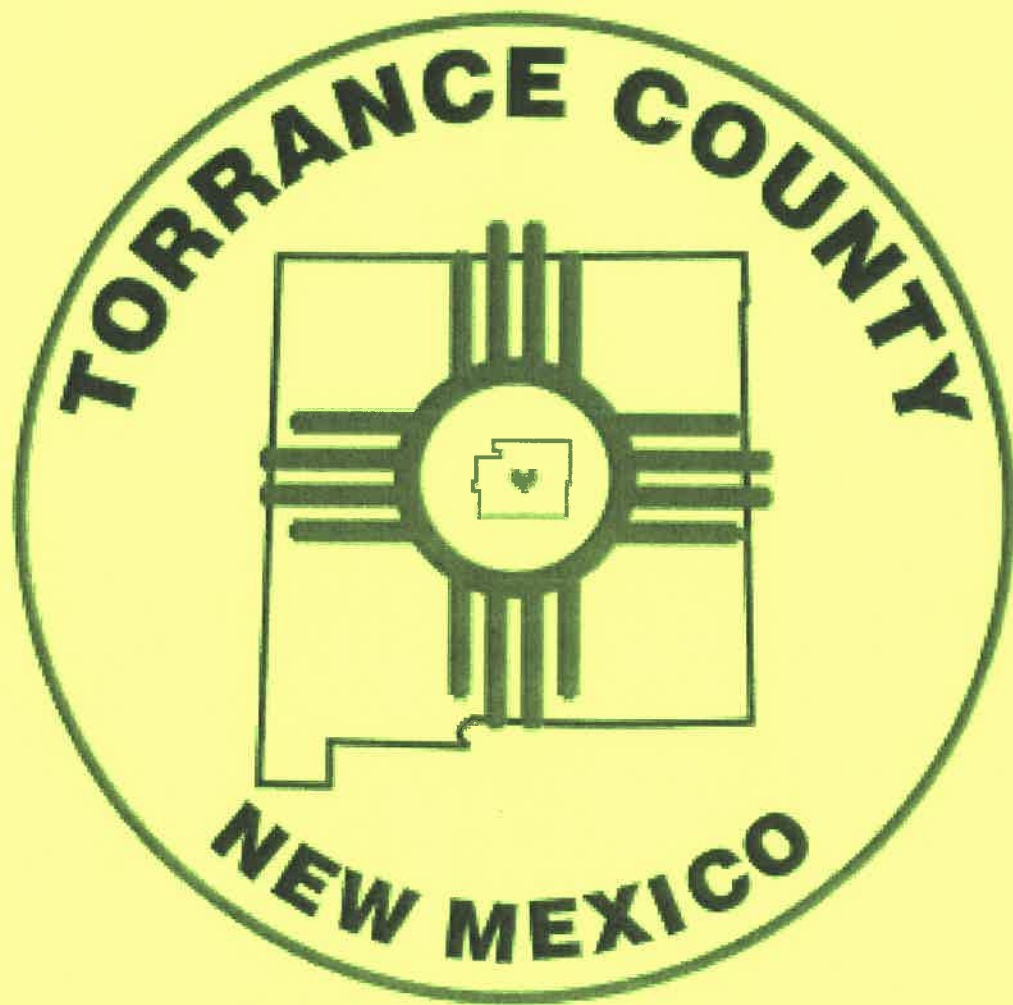
*Agenda Item
No. 2*



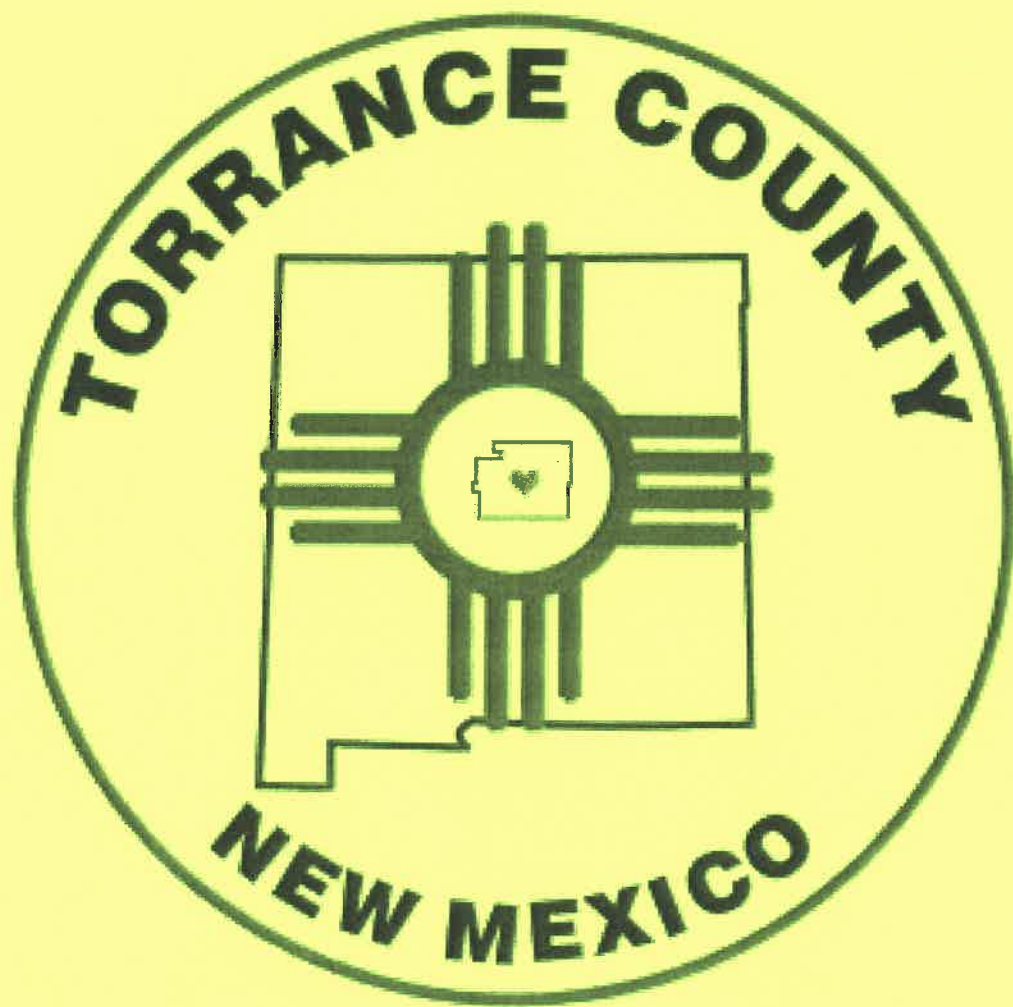
*Agenda Item
No. 3*



*Agenda Item
No. 4*



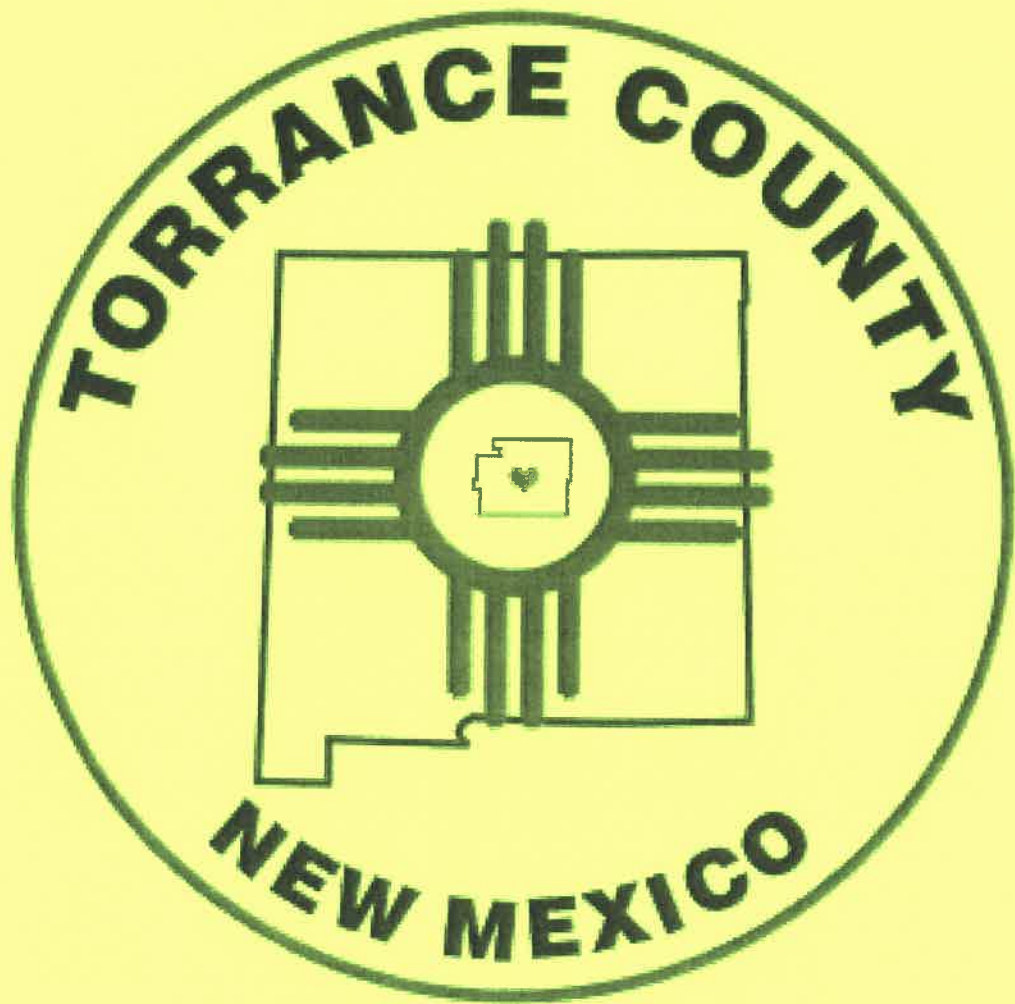
*Agenda Item
No. 5*



*Agenda Item
No. 6*



*Agenda Item
No. 7*



*Agenda Item
No. 8-A*

Draft COPY
Torrance County Board of Commissioners
Regular Commission Meeting
September 11, 2019
9:00 AM

Commissioners Present: RYAN SCHWEBACH – CHAIR
JAVIER SANCHEZ – MEMBER
KEVIN MCCALL – MEMBER

Others Present: WAYNE JOHNSON – COUNTY MANAGER
BELINDA GARLAND – DEPUTY COUNTY MANAGER
JOHN BUTRICK – COUNTY ATTORNEY
GENELL MORRIS – ADMINISTRATIVE ASSISTANT

1. Call Meeting to order

Chairman Schwebach: Calls September 11, 2019 Regular Commission Meeting to order at 9:03 AM

2. Pledge lead by: Chairman Schwebach

***A moment silence in recognition of all affected by the events of 9/11/01.**

Invocation lead by Nick Sedillo

3. Changes to the Agenda:

A. Item 13B may need to be advanced on the agenda to accommodate the presenter.

Wayne Johnson – County Manager: Presentation is a webcast and needs to be conducted between 9:30 and 10:00. A motion to approve the August 28, 2019 Board of Finance Minutes was added to the agenda, we need to defer that for now and get them approved at a board of Finance Meeting.

Chairman Schwebach: We can continue and will have the presentation at 9:30 and strike agenda item 8B.

4. PROCLAMATION - None

5. CERTIFICATES AND AWARDS- None

6. **BOARD AND COMMITTEE APPOINTMENTS – None**

7. **PUBLIC COMMENT and COMMUNICATIONS**

Albert Beckwith: Advised the Commission that he will be filing a law suit against Torrance County, the Commission and 2 businesses in the area where he lives. Mr. Beckwith feels his concerns have not been heard and is very upset. The issues with the trucks driving down the road are very loud with sirens and are affecting his PTSD. He has spoken with his Dr. at the VA, he is a veteran and is affected by Agent Orange. Mr. Beckwith feels he is being harassed by the people that pass by his house. He was told it would slow down and come to an end.

Chairman Schwebach: Thank You. If we are entering into litigation, I look forward to speaking with your attorney.

Steve Guetschow-Planning & Zoning Coordinator: Received a news release from the US Forest Service concerning controlled burns in the Manzano Mountains, dated September 9. Recent rains throughout the Manzano Mountains have given fire managers some prescribed burning opportunities within the Mountainair Ranger District. If conditions continue to be favorable, fire crews will continue unfinished spring burns within the Thunderbird and Red Canyon Ecosystem Management Project areas. Crews will be aiming to complete approximately 220 acres along Forest Road 253, east of Red Canyon. They are also hoping to burn approximately 600 acres within the Thunderbird area near Forest Road 275 and 422. These two blocks were previously thinned so fire personnel will be re-entering the area to burn excess material left behind. The burns could begin as early as the week of September 16th. During the prescribed burn, roads directly affected by the burn may be closed to the public. Signs will be posted in areas with temporary road closures. Temporary road signs warning about smoke and activity on the roads will be posted on State Highway 131 and 55 and along Forest Roads #422, #253, and #275. Smoke may be noticeable throughout the local mountain communities and could include the Estancia Valley and the west side of the Manzano Mountains.

Lester Gary-Fire Chief: We have been working on this for the last year along with PRC. I have received an email stating: Torrance County has received their Certificate of Authority.

*County Manager Johnson presented Chief Gary with the Certificate.

Kay Wilks: Ms. Wilks has concerns as to how the Police, Fire and Rescue Departments handled a situation at the entrance of her business, Kay's RV in Moriarty. She also didn't know where to voice this concern, stating she will start with the Commission. The Incident had nothing to do with her business other than that is where the police caught up a to motorcycle. Kay's RV lost business due to the fact the entry was blocked. When asked if they can move some cars for customers to go in and out she was told they will be moved in 15 minutes. This process took 1 ½ hours. (Pictures in packet)

Chairman Schwebach: Suggested talking to the County Sheriff, and stated he will also talk to the Sheriff.

8. APPROVAL OF MINUTES

A. COMMISSION: Motion to approve the August 28, 2019 Torrance County Board of County Commission Minutes

Commissioner McCall: Motions to approve August 28, 2019 Torrance County Board of County Commission Minutes

Chairman Schwebach: Seconds the motion.

All in favor: MOTION CARRIED

B. COMMISSION: Motion to approve the August 28, 2019 Board of Finance Minutes.

*Will be approved at a later date.

9. APPROVAL OF CONSENT AGENDA

A. FINANCE: Approval of Payables

Chairman Schwebach: Motion to approve the Consent Agenda

Commissioner McCall: Seconds the motion.

All in favor: MOTION CARRIED

10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE

A. MANAGER: Motion to approve Ordinance 2019-04, the Torrance County Code of Conduct. (CONDUCT PUBLIC HEARING)

Wayne Johnson – County Manager: This is an amendment to our county code. During the reworking of the Personnel policy, we took out the previous code of conduct. It needed to be: A.) clear and standalone; B.) Needed to be expanded. This Code of Conduct will apply to all employees including elected officials. There will be discipline in cases where this Code of Conduct is breached. We need to be in compliance with state law, the Governmental Conduct Act and to define how we expect our employees to act, not only with the public but with each other. Codes of Conduct are very difficult, this is based on one I helped to pass when I was in Bernalillo County. We are trying to regulate motivation by observing action. We may find as we go along that it's not perfect, in that case we will bring back changes as necessary.

Chairman Schwebach: As a Commission, we are under the assumption if no one is signed up to speak, everyone is in favor. Is that the case, looking out in the crowd? * Crowd responded yes.

Nick Sedillo-Operations Manager: I commend County Manger Johnson. This is long overdue and we will have mandatory training annually.

Commissioner McCall: I commend you on this, we as a Commission challenged you as County Manger to get us compliant.

Wayne Johnson – County Manager: This will help us operate with the confidence of the public. We do this for the public as well as ourselves. How we treat them is important and they matter to our mission.

Chairman Schwebach: Motion to approve Ordinance 2019-04, the Torrance County Code of Conduct.

Commissioner McCall: Seconds the motion.

All in favor: MOTION CARRIED

13. DISCUSSION

B. FINANCE/OPERATIONS: WASP Asset tracking software demonstration. (Note: Presentation needs to take between 9:30 and 10:00 AM.)

Wayne Johnson – County Manager: This came from audit findings from previous years, starting with capital assets. We haven't had a great way of tracking other assets, from tables and chairs to computers. This will help us track all assets. This is a relatively small cost, and will help us be organized and be able to show auditors where our assets are.

Noah Sedillo - Chief Procurement Officer: We have reached out to WASP and several other vendors. We feel WASP is the best asset management that will facilitate our needs. Initially we wanted to get one device to track the assets, it costs \$1,145.00 but as large as Torrance County is, we feel 2 devices will work better. This plan will include 5 users with an extensive service plan and contract management.

Commissioner McCall: By your, estimation, how long do you think it will take to get all of the assets entered, if this were to be approved?

Noah Sedillo - Chief Procurement Officer: a solid 2 months.

Wayne Johnson – County Manager: We are also trying to determine if our current tracking numbers will transition over to the new system. This will help with not having to retag the items that are already tagged.

Bryant Matherson – WASP presenter (via phone and web screen share): This overview shows how to enter assets, location of assets (with no limit to the amount of assets entered) and how to track contracts with the expirations (set warning time when contract will expire). You have the capability of who can access and enter assets. You will be able add photos and scan any document tied to the asset. Assets can be moved to new locations and you can enter who checked out any items and when it needs to be returned. WASP also allow you to track maintenance on any items including vehicles including cost tracking. There are reports on all information entered from the items entered to disposed items. WASP uses Cloud based Amazon web server. Mr. Matherson is available 8AM-5PM Central time for any questions.

Chairman Schwebach: Thanks the presenter feels it's a very good program and would serve us well. Who did you envision will have access to the devices?

Noah Sedillo - Chief Procurement Officer: 2 devices and 5 licenses. County Manger, Deputy County Manager, Finance Director, Operations Manager and Chief Procurement Officer. You can have 5 people logged in at one time. Based on

how the permissions are set up one of the 5 people can enter assets but department heads can have access to the list of assets.

Commissioner Sanchez: What other options are there, are there other vendors?

Noah Sedillo - Chief Procurement Officer: We can continue on the same process we are currently doing for Capital. We have received 2 other quotes from vendors and feel this is the best price and best system to fit our needs.

Belinda Garland-Deputy County Manger: This is a web based program, this makes it easy to change and update.

Chairman Schwebach: What are the annual fees after the initial setup?

Noah Sedillo - Chief Procurement Officer: Storage, maintenance, customer service, \$1710.00, extended warranty \$349.00 for the hand held units.

Commissioner Sanchez: What is the reoccurring cost per year?

Noah Sedillo - Chief Procurement Officer: \$2059.00

Commissioner McCall: What are we spending now?

Noah Sedillo - Chief Procurement Officer: Staff time.

Wayne Johnson – County Manager: This will help us keep track of items let out such as PPE for the Fire Department. We will know who has them and when they need to be returned. We will be tracking items below \$5000.00 as well as our capital assets with this program.

Belinda Garland-Deputy County Manger: Another advantage is if we get a new department head or elected official, they will know what assets are available to them.

Commissioner Sanchez: What about making each department responsible for tracking assets and the county level will be a matter of reporting.

Wayne Johnson – County Manager: We haven't determined what we will have the department heads and admin do. The Commission can weigh in on what you want that process to look like.

Chairman Schwebach: I assume you have a solid plan on training staff.

Jeremy Oliver-Finance Director: We will have an in depth training for all department heads once we get the software and are fully trained.

Wayne Johnson – County Manager: We will start with the capital assets, we have that list in good order. We can get our process in line and our training for the finance staff, then work our way out to the various departments. This is the best so we can work out any bugs internally.

Commissioner Sanchez: Will this require an expansion in staff?

Wayne Johnson – County Manager: No

Commissioner Sanchez: Where will the funding for this be coming from?

Jeremy Oliver-Finance Director: Possibly the capital assets, the infrastructure or Wind PILT.

Chairman Schwebach: I love the idea of using the capital assets due the fact that is what it is used for.

Chairman Schwebach: Motion to approve WASP Asset tracking software.

Commissioner McCall: Seconds the motion.

Commissioner Sanchez: I want it to be clear there will not be a staff expansion.

Wayne Johnson – County Manager: If we have a staff expansion, I don't foresee it being for this function. ¹

All in favor: MOTION CARRIED

11. ADOPTION OF RESOLUTION

A. FINANCE: Motion to approve Resolution 2019-50, Torrance County Budget Adjustment Procedures.

Jeremy Oliver-Finance Director: This a procedure for transferring funds from one line item to another. Increase budgets when unexpected increasing cash for sources such as grants. Journal entries, which is correcting a payment that was paid from the wrong place, and needs to be corrected. The only change from which we practice now is the intra fund transfers. This doesn't require a resolution by state standards, we are asking to have the County Manger sign off on this, since the budget has already been approved by the Commission. An example: if I use my own budget and don't have enough money in my office supplies, I can move it from training to office supplies without bringing it before the Commission for approval. Other changes outline cut off dates for the end of the year and when we can restart transfers at the beginning of the year.

Chairman Schwebach: Motion to approve Torrance County Budget Adjustment Procedures, with County Manger signing off.

Commissioner Sanchez: Seconds the motion.

All in favor: MOTION CARRIED

12. APPROVALS

A. COMMISSION: Motion to approve the appointment of Danielle Johnson from District 1 to the Estancia Valley Solid Waste Authority.

Commissioner McCall: I contacted Ms. Johnson she is interested in serving on this board, she submitted her resume.

Wayne Johnson – County Manager: Read resume: Danielle Pressly Johnson's qualifications are MA from University of New Mexico – Education Administration, 42-year resident of Torrance County and EVSWA customer, Committed to serving Torrance County residents and to strengthening the relationship between EVSWA and all customers, 40 years serving the Torrance County and Bernalillo Education Communities, 21 years in the Estancia Municipal School District, 10 years in Moriarty Edgewood School District, 5 years in Bernalillo County Charter School, 4 years in NM CYFD Juvenile Justice Education, and appointed to the New Mexico Public Education Commission 2016-2018. Reasons for seeking this appointment: I have a profound respect and

appreciation for the residents and cultural diversity of our county. I am looking for ways to represent the residents of District 1 and ways to strengthen our collaborative county processes when addressing the varied needs of our constituents. References available upon request.

Chairman Schwebach: Motion to approve the appointment of Danielle Johnson from District 1 to the Estancia Valley Solid Waste Authority

Commissioner McCall: Seconds the motion.

All in favor: MOTION CARRIED

B. MANAGER: Motion to approve the Assessor's Office reorganization plan creating one new position.

Wayne Johnson – County Manager: Staff has been working with our County Assessor to come up with a reorganization plan that stays within the approved budget. I believe this plan does that, I am asking for off ramps if we have missed something on our analysis. I want your approval to stop the process if we need to. Staff recommends approval at this time.

Jesse Lucero – County Assessor: The current salaries in Torrance County are below standards. I tasked my Deputy Assessor to look into the average industry rate around the country. Sandoval has done a study and came up with current salaries. When we were looking at the reorganization, we weren't looking at people as individuals or time in service. We were looking at the skill sets of the positions that we need and what we are asking for, Database CAMA appraiser position. We lost our Chief Appraiser Nick Sedillo to another position. We felt this is an opportunity to look at our needs and filter that salary down to my staff. Torrance County has had a CAMA Data Appraiser in the past. Our new software provider said we will not need a database administrator in the future that was false. We are trying to move forward into the 21st century of doing appraisals. The Assessor generates the revenue for this county and everything falls in line. Having a CAMA Data Appraiser will allow us to continually look at our data, work with our appraisers and get our values and numbers where they are supposed to be. We followed County Manger Johnsons contingency that we had to remain within the budget. We are saving the County some money by doing this.

Wayne Johnson – County Manager: There is one error, there are 3 positions being removed and the motion says 2. 2 positions being created from 3 positions to cover the raises and cover the additional positions. Some of the positions are funded from his evaluation fund and have specific requirements for the uses of the money. We will stay below the budget but never exceed in this reorganization.

Commissioner Sanchez: Motion to approve the Assessor's Office reorganization plan creating 2 new positions, removing 3 existing positions and increasing specified salaries.

Chairman Schwebach: Seconds the motion.

All in favor: MOTION CARRIED

C. EMERGENCY MANAGER: Motion to approve submission of grant application for FY2019 State Homeland Security Grant Program (SHSGP).

Matt Propp-Emergency Manger: Is asking the Commission for permission to seek application for the State Homeland Security Grant Program. A threat assessment was done for the county taking the priorities from the grant, fencing around our public safety facilities (courthouse, sheriffs, fire and administrative, dispatch) emergency generators for the same facilities and \$75,000 for communications upgrade. This is a non-match grant.

Cheryl Allen-Grant Coordinator: We also ask for permission for County Manager Wayne Johnson to sign off on the grant application.

Commissioner Sanchez: Motion to approve submission of grant application for FY2019 State Homeland Security Grant Program (SHSGP), with County Manger signing off.

Chairman Schwebach: Seconds the motion.

Commissioner Sanchez: What the maximum amount we can get?

Matt Propp-Emergency Manger: \$275,000.00, \$100,000 for fencing, \$100,000 for generators and \$75,000 for communications. They can take individual item from the applications, we can be approved for some of it or all of it.

All in favor: MOTION CARRIED

13. DISCUSSION

A. ASSESSOR: Presentation of Assessor's Annual Report.

Jesse Lucero – County Assessor: The full annual report is on the Assessors webpage and in this packet. This will be an overview. The Assessor's Office Annual Cycle is very important. We have a special meeting for the approval of the Mill Rates, the Mill Rates are entered into the CAMA system. October 1st the tax roll will be sent to the Treasures Office. On November 1st the tax bills will go out. The County Assessors are exclusively responsible for determining the value of property for property taxation purposes in accordance with property tax code article 35-38 of chapter 7 of NMSA 1978.

Assessors shall also implement a program of updating property values. We are trying to move appraisals into the 21st century, we are bringing in new ideas, strategies and people. Our hope is to provide the best value for every tax payer in Torrance County. Our valuation and data maintenance of all taxable parcels on a yearly cycle, there are 32,000 parcels in Torrance County. We want to work on our door to door re-inspection or Oblique side view and ortho imagery verification of all taxable improved real property every 5 to 6 years. We used the cost approach from 2015- 2018, there are 3 different approaches. The cost approach, income approach and mass appraisal. Mass appraisal is the area we want to focus on. Christie Humphrey our Deputy Assessor is certified to teach IAAO (International Association of Assessing Offices) classes, this will help to get this process going. GIS mapping is no longer under the Assessor but now under the county.

On the taxable valuation comparison 2017 total taxable value was \$285,881,810 in 2018 it was \$293,707,604 an increase of 2.73%. Net new value is any value that we discover, something that has never been on the tax roll. Valuation maintenance is your standard home we appraise. In 2018 the net new value is \$770,382, this was up from 2017. From 2018 to 2019 the net new values was down 1.6%, due to mediation with the prison, the Google building was giving back to the City of Moriarty and now it is exempt property. We are consistently finding value, we work with all our partners within the municipalities. We need cooperation within the municipalities to provide permits to the county. This is a critical tool for the Assessor's office to bring in new value. Planning and Zoning is fantastic on getting

our office that information. This money goes back to the communities where the permit was initiated out of.

Coefficient of Dispersion (COD) - the average deviation of a group of numbers from the median expressed as a percentage of the median. In ratio studies, the average percentage deviation from the median ratio. Price-related differential – the mean divided by the weighted mean. The statistic has a slight bias upward. The IAAO standard is between 90% and 110%, our values need to be within that range. Torrance County values on 2,694 properties are at 92.288% accurate in our evaluations. Our median ratio is 90.562%. Property tax division in the State of New Mexico wants to make sure if these numbers are not within these standards, they need to know why. Different factors play into it. This sales ratio study was given back to us, we submit the data to the state, the state does the sales ratio study for us, they evaluate the sales ratio study and send us back the responses. Some of our office accomplishments - increased customer service: added additional features to the online GIS map, launched the office Facebook to keep the public informed of upcoming outreach meetings, important deadlines and benefits they may qualify for. The assessor is working on an Instagram page to show all the outreach and use other sources of social media. We have 12 outreach functions, we partner with the Treasurer during tax season, the veteran administration, and filing protests. Radio broadcast is used regarding property taxes, exemptions, and protest process.

The goals for 2019/2020 year is to enhance and improve the office website by creating a calendar of events, working with the CAMA provider to get public access to property records, and launch “Go Green” e-notification in 2020 for the notice of values. Additional training opportunities for the customer service staff will be offered through New Mexico State Edge classes and IAAO courses to all certified appraisers.

We partner with the Treasures office for outreach meetings, locations are Village of Encino, City of Mountainair, Moriarty Civic Center and Edgewood Soil and water. Satellite offices are intended to collect property taxes, provide information for veterans, head of family exemption on file, and answer any questions on their account. We want to schedule town hall meetings, work with real estate, title and surveying companies. We want to continually remind the public that we are here to work for them. We are not the enemy or hiding anything, we are not trying to raise your taxes.

This year we had 4 formal protest hearings in which 3 withdrew and 1 was heard. Our protest season is very taxing on our staff, there is a lot of work involved.

Additional goals for 2019/2020: provide additional training for all the staff through IAAO, Kaplan & New Mexico State Edge. Update agricultural policies and procedures, including forms and flyers. Create a workflow for all incoming agricultural applications. This is important to our valley and the people of Torrance County.

The Assessors has signed the contract with Eagle View for the Pictometry. The flyover portion of the project will be completed in the fall of 2019 and the product will be delivered to the office by December 1st.

I was elected as the Vice Chair of the Assessors Affiliate responsible for all legislation pertaining to property tax for the State of New Mexico. We are working on affiliate bylaws, we are trying to make things fair and reputable for all tax payers in New Mexico. One of the big issues is disclosure meaning every resident would have to tell us what they paid for their property, you currently do not have on vacant and commercial property. The Assessor affiliate feels if we can get full disclosure in the State of New Mexico (we are 1 of maybe 2 or 3 states that does not have full disclosure) this would give us the tools to do our jobs. One of our biggest opponents is the Agricultural community, we are working with them on a monthly basis, we are making progress.

I have been traveling around the state following the Taxation and Revenue Stabilization Committee. It's important for us to be visible to let the legislation know, who we are and represent.

Our state evaluation went well, there are areas we need to work on. That is why we are working on implementing the new tools. There is nothing major that would be alarming to the Commission. When you have limited sales in a small rural county like Torrance it is hard to follow IAAO standards.

Our residential appraisal training and certification: we have 4 certified appraisers in our office. We encourage our staff to take New Mexico Edge classes and certifications.

14. EXECUTIVE SESSION:

A. Manager: Discuss the possibility of purchasing the Wells Fargo Bank Building in Estancia. Closed pursuant to NMSA 1978 Section 10-15-1(H)(8).

Chairman Schwebach: Motion to go into Executive Session

Roll Call Vote: All in favor - MOTION CARRIED

Executive Session began at 10:47 AM

RECONVENE FROM EXECUTIVE SESSION:

Chairman Schwebach: Motion to return from Executive Session

Roll Call Vote: All in favor - MOTION CARRIED

Reconvened at 11:27 AM

15. Announcement of the next Board of County Commissioners Meeting:

Wednesday, September 25th at 9:00 AM in the Commission Chambers of the Torrance County Administrative Building.

Special Commission Meeting Monday September 16, 2019 9:00 AM
pending all the information is available.

16. Signing of Official Documents

**Adjourn*

Commissioner Sanchez: Motions to adjourn Commission Meeting

Chairman Schwebach: Seconds the motion.

All in favor: MOTION CARRIED

Meeting adjourned at 11:28 AM

Ryan Schwebach – Chairman

Genell Morris – Admin Assistant

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 out local radio station KXNM.



*Agenda Item
No. 8-B*

**DRAFT COPY
TORRANCE COUNTY BOARD OF COMMISSIONERS
SPECIAL COMMISSION MEETING
SEPTEMBER 16th, 2019**

COMMISSIONERS PRESENT: RYAN SCHWEBACH -CHAIRMAN
KEVIN MCCALL –ABSENT
JAVIER SANCHEZ –DISTRICT 3

OTHERS PRESENT: WAYNE JOHNSON-COUNTY MANAGER
JOHN BUTRICK-COUNTY ATTORNEY
LINDA JARAMILLO-CLERK
YVONNE OTERO-ADMIN. ASST.

1.) CALL MEETING TO ORDER

Chairman Schwebach calls the September 16th, 2019 Special Commission Meeting to order at 9:16 A.M.

2.) DISCUSSION

There was no discussion.

3.) APPROVALS

There were no approvals.

4.) RESOLUTIONS

A.) COMMISSION: Motion to accept and impose Fiscal Year 2020 Property Tax Resolution 2019-51

Jesse Lucero states that this is a standard order to set the tax rates. Mr. Lucero reads the property tax order from the Property Tax Division, Taxation and Revenue Department. Letter hereto attached.

Mr. Lucero states that the Commissioners have the letter in their packet that he read into the record and the actual rates. What his office as done is compiled the rates on a spreadsheet to make it easier for everyone to read. There is a slight increase of the tax rates in the county. There are many variables that are looked at when the tax rates increase. This is a question that his office and the Treasurer’s office face quite often, “Why did my taxes go up?”

One thing that they are sure of is when a school opts in to do a bond election that will affect your tax rates the following year. Also, that if any tax authorities have any specific projects, they do not notify the assessor’s office, and we may see an increase in these rates as well. Mr.

Lucero spoke with Tracy Sedillo, Torrance County Treasurer, and she states that the county debt rate has decreased and the operational rate has increased slightly.

Mr. Lucero states that he has the rates all set and ready to be entered into their CAMA system and he now stands for any questions from the Commission.

Chairman Schwebach asks what this current rate compares to from those in the past.

Jesse Lucero states that they are comparing the rates from the 2018. Mr. Lucero refers to the spreadsheet to explain the comparisons per district. They deal only with values, but added the dollar amount to make it easier to understand the numbers. Spreadsheet hereto attached. The comparison in the first column you will see a 2018 rate of 27.499% and the 2019 rate of 27.755% for a difference of 0.256%. In the columns next to it those show the dollar amounts per \$100,000.00. In 2018 the amount was \$916.63 and in 2019 the rate is \$925.17 for an increase of \$8.53.

Chairman Schwebach states that essentially this rate setting is mandated by the state and is out of our hands.

Jesse Lucero replies, yes, that is correct.

Wayne Johnson states that the language here states that the Commission accepts the rates because they are set by DFA. While the Commission does impose certain property tax rates, the Commission is not imposing this, you all are accepting this and issuing the order that will allow the Treasurer and the Assessor to do their jobs. It is ministerial in function, the Commissioner has no real option to say no. That is why the language in the resolution is written the way it is. You hear it, you accept it, and you impose it as required by state law.

ACTION TAKEN: **Chairman Schwebach** makes a motion to approve to accept and impose Resolution 2019-51 the FY2020 tax rates as required by state law. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

5.) ADJOURN

ACTION TAKEN: Chairman Schwebach makes a motion to adjourn the September 16, 2019 Commission Meeting. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

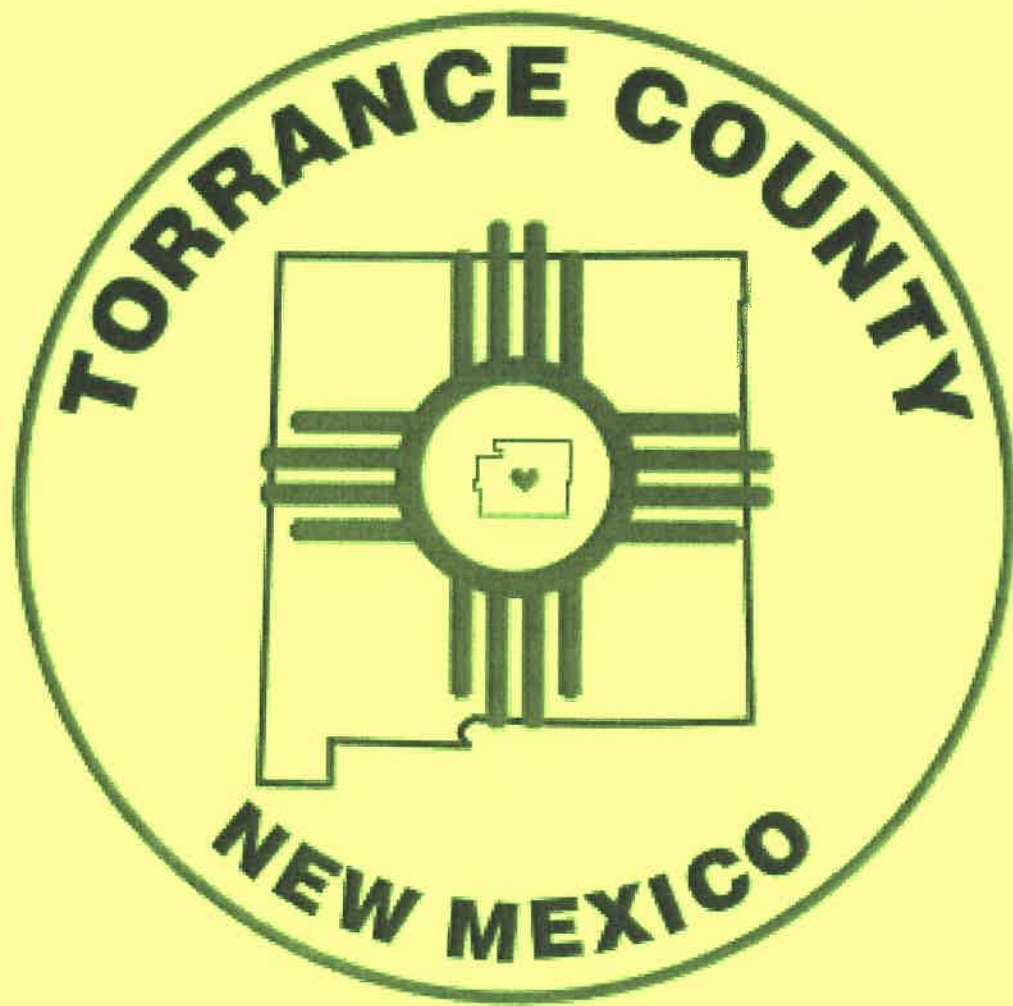
MEETING ADJOURNED AT 9:24 AM

Chairman Ryan Schwebach

Yvonne Otero-Administrative Assistant

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. 9-A*

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

TOTAL CHECKS PRINTED 152

THE UNDERSIGNED MEMBERS OF THE TORRANCE COUNTY BOARD OF COMMISSIONERS DO CERTIFY THAT THE CLAIMS ENUMERATED ABOVE WERE APPROVED ALLOWED & DO AUTHORIZE THE WARRANTS AGAINST THE FUNDS OF TORRANCE COUNTY FOR THE SUM OF 662,331.42 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 09/19/2019 . 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

Kevin McCall

Javier Sanchez

Ryan Schwebach

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

KT

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108812	AMBITIONS TECHNOLOGY GROUP LLC	ROUND BADGE REEL (CUSTOM)	600-06-2248	39519	09/05/2019	34136	900.00
	9101.20		1.25" RED - BELT CLIP CLEAR					
	09/09/2019		INVOICE#13638					
			BILLABLE HOURS FOR MAY 2019	401-65-2213				7602.50
			TOTAL TAXES INVOICE#7840	401-65-2213				598.70

RISK MANAGEMENT								
900.00 OPERATIONS & MAINTENANCE 8201.20								
01 R	108813	ARTESIA FIRE EQUIPMENT INC	CITY OF ALBUQUERQUE FIRE		269519			
	40964.00		EQUIPMENT CONTRACT NO.					
	09/09/2019		SHR000020506 (2/21/17 - 2/20/21)					
			LION V-FORCE COAT W/C7 TRADITION	408-91-2248				5130.00
			AL LINER, 7.0 OZ.					
			LION V-FORCE LUMBAR PANT W/C7	408-91-2248				3525.00
			TRADITIONAL LINER, 7.0 OZ.					
			THOROGOOD 14" LEATHER STRUCTURAL	408-91-2248				795.00
			BOOT					
			MAJESTIC WHITE NOMEX PAC II HOOD	408-91-2248				90.00
			OVERSIZE GEAR BAG	408-91-2248				156.00
			SHELBY FLEX-TUFF GLOVE W/O	408-91-2248				420.00
			WRISTLET					
			CAIRNS TRADITIONAL STRUCTURE	408-91-2248				930.00
			HELMET					
			CAIRNS 6" BLACK LEATHER HELMET	408-91-2248				126.00
			FRONT					
			LION V-FORCE COAT W/C7 TRADITION	405-91-2248				13680.00
			AL LINER, 7.0 OZ.					
			LION V-FORCE LUMBAR PANT W/C7	405-91-2248				9400.00
			TRADITIONAL LINER, 7.0 OZ.					
			THOROGOOD 14" LEATHER STRUCTURAL	405-91-2248				2120.00
			BOOT					
			MAJESTIC WHITE NOMEX PAC II HOOD	405-91-2248				240.00
			OVERSIZE GEAR BAG	405-91-2248				416.00
			SHELBY FLEX-TUFF GLOVE W/O	405-91-2248				1120.00
			WRISTLET					
			CAIRNS TRADITIONAL STRUCTURE	405-91-2248				2480.00
			HELMET					
			CAIRNS 6" BLACK LEATHER HELMET	405-91-2248				33741
			FRONT					33741
			INVOICE #67643					33741

STATE FIRE ALLOTMENT 40964.00

01 O	108814	AXON ENTERPRISES, INC.	X2 TASER	410-50-2222	319519	09/05/2019	34026	4315.16
	6063.31		X2 TASER BATTERIES	410-50-2222				570.80
	09/09/2019		X2 TASER CARTRIDGES	410-50-2222				34026
			X2 LEFT HANDED HOLSTERS	410-50-2222				34026
			ESTIMATED SHIPPING & HANDLING	410-50-2222				551.76
			GSA CONTRACT #70-000-16-00038					34026
			INVOICE #SI-1604251 ACCT#141778					34026

COUNTY SHERIFF 6063.31

01 R 108815 BRUNALILLO CTY JUVENILE DETENTION/OUTRY HOUSING 420-72-2172 399519 09/05/2019 4950.00

09/09/2019 5275.13 JULY MEDICAL 420-72-2173 / / 325.13

JUVENILE INMATE CARE 5275.13

01 0 108816

BNY MELLON - AS TRUSTEE: SF CAD JULY HOUSING

420-70-2172

389519 09/05/2019

69552.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
83387.00	09/09/2019		JULY HOUSING	420-70-2172		/ /		12835.00
			INVOICE#TOR-7-2019					

ADULT INMATE CARE	82387.00							
01 R 108817	276.23	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC AUGUST 2019	412-53-2208	229519	09/05/2019		79.56
09/09/2019			404536900			/ /		25.93
			404571500			/ /		74.31
			404572200			/ /		33.18
			404572300			/ /		63.25
			8880064700			/ /		

COUNTY FAIR	276.23							
01 R 108818	433.32	CLARK TRUCK EQUIPMENT CO INC	DIAGNOSE AND REPAIR TOMMY LIPP ON AC TRUCK	401-82-2201	209519	09/05/2019		433.32
09/09/2019			INVOICE#00 74804 ACCT#TORCTY					33999

ANIMAL SERVICES	433.32							
01 O 108819	200.00	COUNTY LINE FEED & SUPPLY LLC	TCPB PLAQUES	412-53-2235	99519	09/05/2019		34186
09/09/2019								200.00

COUNTY FAIR	200.00							
01 O 108820	1353.19	DE LAGE LANDEN FINANCIAL SERVICEAMENT	TAX	401-50-2218	79519	09/05/2019		487.20
09/09/2019			LATE FEE	401-50-2218		/ /		24.97
			TAX	401-50-2218		/ /		25.61
			PREVIOUS BALANCE	401-50-2218		/ /		1.31
			INVOICE #64855056 ACCT#			/ /		525.91
			1304771					
			08/15/19 TO 09/14/2019					259519
			PAYMENT AMOUNT / TAX	413-91-2271		/ /		14.05
			INVOICE#64783176			/ /		
			ACCT#1304774					

COUNTY SHERIFF	1065.00	STATE FTRE ALLOTMENT	288.19					
01 R 108821	110.80	DOUBLE H AUTO	INVOICE#477012 ACCT#2927	413-91-2201	349519	09/05/2019		33994
09/09/2019								110.80

STATE FTRE ALLOTMENT	110.80							
01 O 108822	91.00	DUNLAP, KRISTIN	TRAVEL TO RUIDOSO NM	401-50-2205	289519	09/05/2019		91.00
09/09/2019			NMSA 2019 ANNUAL SOUTHERN TRAINING CONFERENCE					

COUNTY SHERIFF	91.00							
01 O 108823	57.00	DURAN, JORDAN	TRAVEL TO RUIDOSO NM	401-50-2205	89519	09/05/2019		57.00
09/09/2019			NMSA 2019 ANNUAL SOUTHERN TRAINING CONFERENCE					

COUNTY SHERIFF	57.00							
01 O 108823	57.00	DURAN, JORDAN	TRAVEL TO RUIDOSO NM	401-50-2205	89519	09/05/2019		57.00
09/09/2019			NMSA 2019 ANNUAL SOUTHERN TRAINING CONFERENCE					

COUNTY SHERIFF	57.00							
01 O 108823	57.00	DURAN, JORDAN	TRAVEL TO RUIDOSO NM	401-50-2205	89519	09/05/2019		57.00
09/09/2019			NMSA 2019 ANNUAL SOUTHERN TRAINING CONFERENCE					

01 0 108824
57.00

HERNANDEZ, PATRICK

TRAVEL TO RUIDOSO NM
NMSA 2019 ANNUAL SOUTHERN

401-50-2205

299519 09/05/2019

57.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
09/09/2019	538.19		SPARK PLUG	406-91-2201	/	/	34258	7.95
			AIR FILTER	406-91-2201	/	/	34258	35.95
			FUEL VALVE	406-91-2201	/	/	34258	35.95
			OIL FILTER	406-91-2201	/	/	34258	11.95
			OIL 040ACK	406-91-2201	/	/	34258	41.97
			SHOP MATERIALS	406-91-2201	/	/	34258	6.00
			LABOR	406-91-2201	/	/	34258	360.00
			TAX	406-91-2201	/	/	34258	38.42
			INVOICE#3388 ACCT#735					

STATE FIRE ALLOTMENT 538.19

01 O 108833	14265.00	NEW MEXICO COUNTIES	PARTICIPATION FEES FOR FY2019-2020	401-05-2269	169519	09/05/2019		14265.00
09/09/2019			2020 INVOICE#000364					
			ACCT#1030					

COUNTY COMMISSION	14265.00							
01 O 108834	32940.19	NM HUDAN SERVICES DEPARTMENT	1ST QUARTER PAYMENT FY 2020	414-19-2291	359519	09/05/2019		32940.19
09/09/2019			SAFETY NET CARE POOL (SNCP)					

2ND 1/8 GROSS RECEIPTS 32940.19

01 R 108835	189.60	NM LOCKING SYSTEMS	REKEY SCHLAGE EVEREST I/CORE	401-16-2215	279519	09/05/2019	34243	17.95
09/09/2019			5 DUP KEYS AND 2 CONTROL KEYS	401-16-2215	/	/	34243	104.65
			SERVICE CALL ESTANCTA	401-16-2215	/	/	34243	67.00
			KAFY REYES OFFICS-TCISO				34243	
			INVOICE#5344					

JUDICIAL COMPLEX MAINT 189.60

01 O 108836	960.00	NM SHERIFFS ASSOCIATION	NMSA SOUTHERN TRAINING	410-50-2266	419519	09/05/2019	34024	960.00
09/09/2019			CONFERENCE: RIVERA, STOCUM, DURAN, HERNANDEZ, COBB, YOUNG.				34024	
			INVOICE#17-000466					

COUNTY SHERIFF 960.00

01 O 108837	760.32	PACIFIC OFFICE AUTOMATION, INC. MANAGER		401-10-2203	179519	09/05/2019		668.14
09/09/2019			ROAD	402-60-2203	/	/		92.18
			INVOICE#33925307 ACCT#1821290					

COUNTY MANAGER 668.14

01 R 108838	50.00	PARADISE RANCH	SHIPPING AND HANDLING	412-53-2246	119519	09/05/2019	33655	50.00
09/09/2019			INVOICE# 69951					

COUNTY FAIR 50.00

01 O 108839	136.19	PRUDENTIAL OVERALL SUPPLY	MATS, MOBS, UNIFORMS FOR ADMIN BLD	401-15-2203	149519	09/05/2019		83.53
09/09/2019			MATS AND MOBS FOR JUDICIAL	401-16-2203	/	/		52.66
			INVOICE#450513525/450513531					

ADMINISTRATIVE OFFICES 83.53

01 R 108840		RICOH USA, INC	RENT AND ADDITIONAL IMAGES	612-20-2203	379519	09/05/2019		325.88
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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY CLERK								325.88
01 O 108841	09/09/2019	RIVERA, J MARTIN	TRAVEL TO RUIDOSO NM	401-50-2205	309519	09/05/2019		91.00
			NMSA 2019 ANNUAL SOUTHERN TRAINING CONFERENCE					

COUNTY SHERIFF								91.00
01 O 108842	09/09/2019	SANTA FE CNTY JUVENILE FACILITY	JULY HOUSING	420-72-2172	409519	09/05/2019		5735.00
			INVOICE#TOR 07-2019					

JUVENILE INMATE CARE								5735.00
01 R 108843	09/09/2019	SEBILLO, D'AVIN	REFUND CHECK FROM AFLAC	401-40-2102	19519	09/05/2019		33.00

COUNTY ASSESSOR								33.00
01 O 108844	09/09/2019	SOUTHWEST PROPANE LLC	ANNUAL TANK RENT-95E189878	406-91-2209	339519	09/05/2019		89.00
			08/01/2019-07/31/2019					
			28 BRYANT RD EDGEWOOD NM 87015					
			INVOICE#470					
			ACCT#01-03654					

STATE FIRE ALLOTMENT								89.00
01 O 108845	09/09/2019	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES MANAGER'S OFFICE	401-10-2219	159519	09/05/2019		34179
			OFFICE SUPPLIES OPERATIONS	401-65-2219		/ /		34179
			OFFICE SUPPLIES ATTORNEY	401-56-2219		/ /		34179
			INVOICE #3421017323					305.51
			ACCT#DAL70109686					

COUNTY MANAGER								155.18
01 O 108846	09/09/2019	STOCUM, JOHN	TRAVEL TO RUIDOSO NM	401-50-2205	189519	09/05/2019		74.00
			NMSA 2019 ANNUAL SOUTHERN TRAINING CONFERENCE					

COUNTY SHERIFF								74.00
01 O 108847	09/09/2019	USBANK CORPORATE PAYMENT SYSTEMS	REEL FOR ESCORT FOR THE SOS	401-21-2205	49519	09/05/2019		16.14
			ELECTION SCHOOL					
			#7897 8/1/19 FUEL	401-08-2202	109519	09/05/2019		33.79
			#7913 8/7/19 FUEL	401-08-2202		/ /		61.39
			INVOICE#8/15/19 BILLING					

ELECTIONS								16.14
01 O 108848	09/09/2019	ZIA GRAPHICS INC.	LADIES POLO SHIRTS	609-30-2248	249519	09/05/2019		34060
			MEDIUM					34060
			INVOICE #55260					

COUNTY TREASURER								165.00
01 O 108849		ALBUQUERQUE IMAGE PRODUCTS	CONTRACT INVOICE DATE 7/11/19	413-91-2271	191019	09/10/2019		66.61

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
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STATE FIRE ALLOTMENT 66.61

01 O	108850	CATERPILLAR FINANCIAL SVCS	CORPORATE#001-0767488-000	621-96-2613	291019	09/10/2019		3744.18
			SEPTEMBER 2019 INVOICE#20190888					
			ACCT#24480					

CAPITAL OUTLAY GROSS R 3744.18

01 O	108851	CATERPILLAR FINANCIAL SVCS	CORPORATE#001-0768810-000	621-96-2613	391019	09/10/2019		1853.80
			SEPTEMBER 2019 INVOICE#20156929					
			ACCT#24480					

CAPITAL OUTLAY GROSS R 1853.80

01 O	108852	DIRECTV, LLC.	BUSINESS PAK AUGUST 2019	411-92-2271	491019	09/10/2019		64.34
			INVOICE#36627320708 ACCT#					
			069212456					

1/4% FIRE EXCISE TAX 64.34

01 O	108853	EMW GAS ASSOCIATION	AUGUST GAS BILLING 2019	405-91-2209	1291019	09/10/2019		31.43
			ACCT#71-6230-000/DIST 5 VFD					
			ACCT#60-5390-000/DIST 3 VFD	408-91-2209				26.61
			ACCT#70-3680-000/DIST 2 VFD	406-91-2209				28.01
			ACCT#60-9530-000/DISPATCH	911-80-2209				21.59

STATE FIRE ALLOTMENT 86.05 911-DISPATCH CENTER 21.59

01 O	108854	EMW GAS ASSOCIATION	AUGUST GAS BILLING 2019	401-36-2209	1391019	09/10/2019		59.67
			ACCT#10-5870-010/PMS/ESTANCLIA					
			ACCT#30-0500-000/DIST 6 VFD	418-91-2209				25.31
			ACCT#10-5690-000/ROAD	402-61-2209				27.93
			ACCT#10-6140-001/FIRE ADMIN	413-91-2209				35.17

ESTANCLIA SENIOR CENTER 59.67 STATE FIRE ALLOTMENT 60.48 COUNTY ROAD SHOP 27.93

01 O	108855	EMW GAS ASSOCIATION	AUGUST GAS BILLINGS 2019	612-20-2308	1491019	09/10/2019		24.00
			ACCT#10-6380-000/VOTING MACHINE					
			ACCT#10-1860-000/ROAD OFFICE	402-61-2209				27.93
			ACCT#20-2330-010/PMS/SENIOR CENT	401-37-2209				66.44
			ACCT#10-6000-000/JUDICIAL	401-16-2209				92.19

COUNTY CLERK 24.00 COUNTY ROAD SHOP 27.93 MORIARTY SENIOR CENTER 66.44

JUDICIAL COMPLEX MAINT	92.19							
01 O	108856	EMW GAS ASSOCIATION	AUGUST GAS BILLING 2019	401-24-2209	1591019	09/10/2019		53.21
			ACCT#10-1990-010/HEALTH DEPT					
			ACCT#60-9250-000/DIST 3 VFD	408-91-2209				24.00
			ACCT#10-1850-000/COURTHOUSE	401-15-2209				317.19
			ACCT#71-4510-000/DIST 5 VFD	405-91-2209				30.10

HEALTH DEPT BLDG MAINT 53.21 STATE FIRE ALLOTMENT 54.10 ADMINISTRATIVE OFFICES 317.19

01 O	108857	EMW GAS ASSOCIATION	AUGUST GAS BILLING 2019	401-82-2209	1691019	09/10/2019		24.00
			ACCT#60-0580-010/ANIMAL SHELTER					
			ACCT#10-4090-000	412-53-2209				24.00

ANIMAL SERVICES

24.00

COUNTY PAIR

24.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108867	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	413-91-2207	2091019	09/10/2019		206.40
	206.40		AUGUST 28, 2019 ACCT#5053844067					
	09/10/2019		935B/FIRE ADMIN					

STATE FIRE ALLOTMENT	206.40							
01 O	108868	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	418-91-2207	2191019	09/10/2019		232.50
	232.50		AUGUST 28, 2019/ACCT#5053840048					
	09/10/2019		901B DIST 6 VFD					

STATE FIRE ALLOTMENT	232.50							
01 O	108869	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	409-91-2207	2291019	09/10/2019		160.87
	160.87		AUGUST 28, 2019 ACCT#5053842353					
	09/10/2019		044B/DIST 4 VFD					

STATE FIRE ALLOTMENT	160.87							
01 O	108870	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-50-2207	2391019	09/10/2019		11
	11		AUGUST 28, 2019 ACCT#5053841277					
	09/10/2019		037B/SHERIFF					

COUNTY SHERIFF	0.11							
01 O	108871	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	405-91-2207	2491019	09/10/2019		165.63
	165.63		AUGUST 28, 2019/ACCT#5058325104					
	09/10/2019		623B/DIST 5 VFD					

STATE FIRE ALLOTMENT	165.63							
01 O	108872	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	405-91-2207	2591019	09/10/2019		85.05
	85.05		AUGUST 28, 2019 ACCT#5058320000					
	09/10/2019		494B/DIST 5 VFD					

STATE FIRE ALLOTMENT	85.05							
01 O	108873	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-10-2207	2691019	09/10/2019		193.01
	193.01		AUGUST 28, 2019 ACCT#5053845294					
	09/10/2019		082B/MANAGER					

COUNTY MANAGER	193.01							
01 O	108874	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-30-2207	2791019	09/10/2019		57.86
	57.86		AUGUST 28, 2019/ACCT#5053844381					
	09/10/2019		889B/TREASURER					

COUNTY TREASURER	57.86							
01 O	108875	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-40-2207	2891019	09/10/2019		57.86
	57.86		AUGUST 28, 2019 ACCT#5053844362					
	09/10/2019		899B/ASSESSOR					

COUNTY ASSESSOR	57.86							
01 O	108876	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-20-2207	2991019	09/10/2019		54.94
	54.94		AUGUST 28, 2019/ACCT#5053844080					
	09/10/2019		353B/CLERK					

1

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108877	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	406-91-2207	3091019	09/10/2019		203.39
	203.39		AUGUST 28, 2019 ACCT#5058324040					
	09/10/2019		899B/DIST 2 VFD					

STATE FIRE ALLOTMENT 203.39								
01 O	108878	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-27-2207	3191019	09/10/2019		42.32
	42.32		AUGUST 28, 2019/ACCT#5058472885					
	09/10/2019		204B/MPAIR SENIOR CENTER					

MOUNTAINAIR SENIOR CEN 42.32								
01 O	108879	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	408-91-2207	3291019	09/10/2019		146.78
	146.78		AUGUST 28, 2019/ACCT#5053842810					
	09/10/2019		154B/DIST 3 VFD					

STATE FIRE ALLOTMENT 146.78								
01 O	108880	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-16-2207	3391019	09/10/2019		183.79
	183.79		AUGUST 28, 2019 ACCT#5053843237					
	09/10/2019		905B/JUDICIAL					

JUDICIAL COMPLEX MAINT 183.79								
01 O	108881	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-36-2207	3491019	09/10/2019		196.87
	196.87		AUGUST 28, 2019/ACCT#5053845010					
	09/10/2019		995B/ESTANCIA SENIOR CENTER					

ESTANCIA SENIOR CENTER 196.87								
01 O	108882	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	405-91-2207	3591019	09/10/2019		223.18
	223.18		AUGUST 28, 2019/ACCT#5058324068					
	09/10/2019		906B/DIST 5 VFD					

STATE FIRE ALLOTMENT 223.18								
01 O	108883	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-37-2207	3691019	09/10/2019		141.05
	141.05		AUGUST 28, 2019/ACCT#5058324425					
	09/10/2019		163B/MORTIARY SENIOR CENTER					

MORTIARY SENIOR CENTER 141.05								
01 O	108884	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	408-91-2207	3791019	09/10/2019		154.91
	154.91		AUGUST 28, 2019/ACCT#5058324911					
	09/10/2019		598B/DIST 3 VFD					

STATE FIRE ALLOTMENT 154.91								
01 O	108885	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	401-82-2207	3891019	09/10/2019		285.80
	285.80		AUGUST 28, 2019/ACCT#5053845117					
	09/10/2019		227B/ANIMAL SERVICES					

ANIMAL SERVICES 285.80								
01 O	108886	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	911-80-2207	3991019	09/10/2019		531.03
	531.03		AUGUST 28, 2019/ACCT#5053849631					
	09/10/2019		581B/DISPATCH					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108887	QWEST CORPORATION	MONTHLY CHARGES BILL DATE	413-91-2207	4091019	09/10/2019		100.66
	100.66		AUGUST 28, 2019/ACCT#5053843165					
	09/10/2019		110B/FIRE ADMIN					

STATE FIRE ALLOTMENT 100.66								
01 O	108888	WASTE MANAGEMENT OF NM INC.	SERVICES AUGUST 2019 INVOICE#	405-91-2210	1191019	09/10/2019		412.95
	758.04		8663274-0573-8 ACCT#2-08123-					
	09/10/2019		14009 DIST 5VPD					
			DIST 3 VPD SERVICE AUGUST 2019	408-91-2210				345.09
			INVOICE#8663605-0573-3 ACCT#					
			18-98130-33003					

STATE FIRE ALLOTMENT 758.04								
01 O	108889	ALBUQUERQUE IMAGE PRODUCTS	CONTRACT OVERAGE CHARGE FOR THE	413-91-2271	2791219	09/12/2019		66.61
	66.61		06/01/2019-06/30/2019 OVERAGE					
	09/16/2019		PERIOD TAX INVOICE #IN34097					
			ACCT#TC04					

STATE FIRE ALLOTMENT 66.61								
01 O	108890	AMBITIONS TECHNOLOGY GROUP LLC	8 FT RAD TORRANCE COUNTY	609-30-2221	1391219	09/12/2019		34244
	14731.47		STRECH TABLE THROWS					34244
	09/16/2019		INVOICE#13760	401-65-2213	3591219	09/12/2019		1479.60
			CUSTOMER DEVICE UPGRADE FROM					
			EXISTING S3P6000 TO NEW MODEL					
			S4P6000 INVOICE #7875	401-65-2213	3691219	09/12/2019		7646.25
			BILLABLE HOUR FOR JUNE 2019	401-65-2213				602.14
			TOTAL TAXES INVOICE#7865	401-65-2213	3791219	09/12/2019		4112.50
			BILLABLE HOUR FOR JULY 2019					
			TOTAL TAXES INVOICE#7876	401-65-2213				323.86

COUNTY TREASURER 567.12 OPERATIONS & MAINTENAN 14164.35								
01 O	108891	ARTESIA FIRE EQUIPMENT INC	CL-91553941 - CLASS 1 GUAGE, LFP	405-91-2248	3291219	09/12/2019		152.00
	152.00		310, 30" - 600#, WHITE FACE,					
	09/16/2019		LIQUID FILLED					
			INVOICE#68837					34197

STATE FIRE ALLOTMENT 152.00								
01 O	108892	AT & T MOBILITY LLC	MONTHLY CHARGES ISSUE DATE	401-50-2207	6191219	09/12/2019		2280.22
	5424.16		AUGUST 2019 SHERIFF ACCT#					
	09/16/2019		287272915609/COMMISSION					

			LAWYER	401-56-2207				107.54
			OPERATIONS	401-56-2207				14.05
			CHD	401-10-2207				56.09
			EMERGENCY MANAGER	401-10-2207				56.09
			FIRE ADMIN	604-83-2207				119.10
			DIST 2 VPD	413-91-2207				344.60
			DIST 3 VPD	406-91-2207				42.74
			DIST 5 VPD	408-91-2207				42.74
			ROAD	405-91-2207				42.74
			MAINTENANCE	402-60-2207				1041.86
			HR	401-65-2207				112.25
			CLERK	401-10-2207				48.38
				401-10-2207				48.38

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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			ANIMAL SERVICES	401-82-2207		/ /		193.52
			DISPATCH	911-80-2207		/ /		103.22
			COMMUNITY MONITOR	420-73-2207		/ /		48.38
			DWI	605-03-2207		/ /		48.38
			TCPD	690-09-2207		/ /		201.84
			TREASURER	401-30-2207		/ /		124.77
			MANAGER	401-10-2207		/ /		85.53
			ASSESSOR	610-40-2207		/ /		107.54
			FINANCE	401-55-2207		/ /		57.44

COUNTY SHERIFF	2280.22	COUNTY COMMISSION	107.54	ATTORNEY	70.14
COUNTY MANAGER	238.38	COMMUNICATIONS/EMS TAX	119.10	STATE FIRE ALLOTMENT	472.82
COUNTY ROAD DEPARTMENT	1041.86	OPERATIONS & MAINTENAN	112.25	PLANNING & ZONING	96.76
ANIMAL SERVICES	193.52	911-DISPATCH CENTER	103.22	COMMUNITY MONITORING	48.38
DWI DISTRIBUTION GRANT	48.38	WIND PILOT	201.84	COUNTY TREASURER	124.77
COUNTY ASSESSOR	107.54	FINANCE DEPARTMENT	57.44		
01 O 108893		BARELA, JANICE		TRAVEL TO RUIDOSO NM	401-30-2205
09/16/2019	74.00			NM COUNTIES TREASURERS	
				CONFERENCE	
COUNTY TREASURER	74.00				

01 O 108894		BINGHAM PLUMBING		RE-SEP TOILET IN MENS PUBLIC	401-15-2215
09/16/2019	217.50			RESTROOM AT ADMIN	
				INVOICE#73242	
ADMINISTRATIVE OFFICES	217.50				

01 O 108895		CMT, INC.		TAX	401-50-2222
09/16/2019	15.91			THE TAX WAS MISTAKENLY	
				OVERLOOKED WHEN THE ORIGINAL WAS	
				SUBMITTED INVOICE#8023669	
				ACCT#870160 RE: PO#33849	

COUNTY SHERIFF		15.91	
01 O 108896		COMPUTER CORNER INC	
09/16/2019	793.49		
		42.5" SMART LED-LCD TV FOR	409-91-2248
		TRAINING PURPOSES	
		WALL MOUNT FOR TV	409-91-2248
		HP COLOR LASER JET PRO MFP	409-91-2219
		M479FPDW MULTIFUNCTION PRINTER,	
		COPY, SCAN, FAX, EMAIL COMBO	
		INVOICE #176142 ACCT#2464732	

STATE FIRE ALLOTMENT		793.49	
01 O 108897		DESIGN SILK SCREEN PRINTERS	
09/16/2019	1102.50		
		6"X48" RBD	402-60-2244
		KEEP BACK 200' DECALS	402-60-2244
		INSTALL	
		INVOICE #34890 ACCT#TCRD	

COUNTY ROAD DEPARTMENT		1102.50	
01 O 108898		DT AUTOMOTIVE	
09/16/2019	200.00		
		DRIVER SIDE BACK WINDOW	420-74-2201
		REPLACEMENT	
		LABOR	420-74-2201
		INVOICE #TCSO 34290	

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108899	DUCHARME, ARTHUR	PLANNING AND ZONING BOARD MEETIN	401-08-2205	791219	09/12/2019		61.00
	09/16/2019		9/04/19					

PLANNING & ZONING 61.00								
01 O	108900	EVEDA/ESTANCIJA VALLEY ECONOMIC	2019/2021 EVEDA CONTRACT 1	401-05-2260	3891219	09/12/2019		6250.00
	09/16/2019		QUARTER					

COUNTY COMMISSION 6250.00								
01 O	108901	FROST, JIM	PLANNING AND ZONING BOARD	401-08-2205	1191219	09/12/2019		61.00
	09/16/2019		MEETING 09/04/19					

PLANNING & ZONING 61.00								
01 O	108902	GRAHAM, RON	PLANNING AND ZONING BOARD	401-08-2205	991219	09/12/2019		61.00
	09/16/2019		MEETING 09/04/19					

PLANNING & ZONING 61.00								
01 O	108903	GUSTIN ELECTRIC	NEW ELECTRICAL LINE & OUTLETS	401-15-2215	1491219	09/12/2019		1800.00
	09/16/2019		FOR EXTENSION OFFICES					

			NMSU					34069
			INVOICE #4719					34069
			FIX ELECTRICAL ISSUE ON	412-53-2215				34242
			LARGE SWAMP COOLER ABOVE					34242
			EXHIBIT HALL					34242
			INVOICE #4723					34242
			REPLACE LIGHT FIXTURE IN KITCHEN	401-37-2215	1691219	09/12/2019		33978
			AT MORTUARY SENIOR CENTER					33978
			INVOICE#4696					250.00

ADMINISTRATIVE OFFICES 1800.00 COUNTY FAIR 300.00 MORTUARY SENIOR CENTER 250.00								
01 O	108904	HOLLYFRONTIER REFINING &	FE 100P OIL	402-63-2407	5691219	09/12/2019		34288
	09/16/2019		IFB 2019-03-HPE 100P OIL	402-63-2407		/		34288
			TAX	402-63-2407		/		34288
			SB STATE PROJECT	402-63-2407		/		16005.52
			INVOICE#99265833/99265834/			/		11796.01
			99269302/99271489			/		

SB PROJECT 52036.61								
01 O	108905	HONSTEIN OIL CO.	SHERIFF FUEL/ZZZ259/ZZZ260	401-50-2202	491219	09/12/2019		794.64
	09/16/2019							

COUNTY SHERIFF 794.64								
01 O	108906	HONSTEIN OIL CO.	VEHICLE FUEL GALLONS/PRICE PER	401-82-2202	4791219	09/12/2019		143.51
	09/16/2019		GALLON INVOICE#ZZ2262 ACCT#2445/					143.51
			TCANT SHEL					

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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	108907	HONSTEIN OIL CO.	FUEL ACCT#TCROAD	402-60-2202	5791219	09/12/2019		6002.99
	6002.99							
	09/16/2019							

COUNTY ROAD DEPARTMENT 6002.99

01 0	108908	INDEPENDENT NEWS LLC	LEGAL AD - SATELLITE OFFICES PUBLISH ONE TIME	401-30-2201	291219	09/12/2019		41.58
	41.58		INVOICE#AFPIDAVIT OF PURCHASE					
	09/16/2019							

COUNTY TREASURER 41.58

01 0	108909	JUNIOR'S TIRE & AUTO PARTS INC.	REPAIR/REPLACE FLAT TIRE ON ANIMAL SERVICES	401-82-2201	4691219	09/12/2019		14.00
	14.00		F150 TRUCK INVOICE#178930					
	09/16/2019							

ANIMAL SERVICES 14.00

01 0	108910	KUUFEMANS WEST LLC	2019 JULY UNIFORMS	401-50-2236	4991219	/ /		542.55
	542.55		PANTS, SHIRTS, BOOTS, UNIFORM & EQUIPMENT NEEDS					
	09/16/2019		PANTS, SHIRTS, BOOTS, UNIFORM & EQUIPMENT NEEDS					
			INVOICE#3058S					

COUNTY SHERIFF 542.55

01 0	108911	LANGELL, GAIL	PLANNING AND ZONING BOARD MEETING 09/04/19	401-08-2205	891219	09/12/2019		61.00
	61.00							
	09/16/2019							

PLANNING & ZONING 61.00

01 0	108912	LAWSON, HARLAN	PLANNING AND ZONING BOARD MEETING 09/04/19	401-08-2205	1291219	09/12/2019		61.00
	61.00							
	09/16/2019							

PLANNING & ZONING 61.00

01 0	108913	LOOMIS ARMORED US, LLC	ARMORED CAR SERVICE FUEL FEE INSURANCE FEE INVOICE#DATE	401-30-2271	5091219	09/12/2019		241.21
	278.60		2019.08.19	401-30-2271	/ /	/ /		20.51
	09/16/2019		INVOICE#12490289 ACCT#10157072-1500					16.88

COUNTY TREASURER 278.60

01 0	108914	LYNCH, CATHERINE	PLANNING AND ZONING BOARD MEETING 09/04/19	401-08-2205	1091219	09/12/2019		61.00
	61.00							
	09/16/2019							

PLANNING & ZONING 61.00

01 0	108915	NM COUNTY INSURANCE AUTHORITY	WORKERS COMPENSATION POOL CONTRIBUTION FOR JULY 2019-JUNE 2020 INVOICE#WC000314 ACCT#1030	401-05-2212	4291219	09/12/2019		186085.00
	186085.00							
	09/16/2019							

COUNTY COMMISSION 186085.00

01 0 108916

NM EDGE

NM EDGE CLASS COUPONS

1891219

34310

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
1350.00	09/16/2019		TREASURER	401-30-2266	/	/	34310	800.00
			FINANCE	401-30-2266	/	/	34310	550.00
			INVOICE #7075 ACCT#					
			CC00000780G					

COUNTY TREASURER 1350.00								
01 O	108917	NM PUBLIC PROCUREMENT ASSOC.	NMPPA FALL CONFERENCE	401-55-2266	4891219	09/12/2019	34329	300.00
	400.00		REGISTRATION N. SEDILO & J. OLIVER				34329	
	09/16/2019		NMPPA MEMBERSHIP REGISTRATION	401-55-2269	/	/	34329	100.00
			1567607761853/1567609115433/					
			1568037132270					

FINANCE DEPARTMENT 400.00								
01 O	108918	NM STATE RECORDS & ARCHIVES	CTRBXES FOR RECORDS FOR	401-30-2271	5291219	09/12/2019	34315	20.00
	20.00		DESTRUCTION				34315	
	09/16/2019		ALBUQUERQUE RECORDS CENTER					

COUNTY TREASURER 20.00								
01 O	108919	P & M SIGNS INC	24"X24" NO TURN AROUND SIGNS	402-60-2242	2091219	09/12/2019	34230	1000.00
	1000.00		INVOICE #8209 ACCT#TCROAD					
	09/16/2019							

COUNTY ROAD DEPARTMENT 1000.00								
01 O	108920	PAUL CONWAY SHIELDS INC.	CRUISE MASTER ACCOUNTABILITY TAG	407-91-2248	191219	09/12/2019	34094	200.00
	2630.05		CRUISE MASTER ACCOUNTABILITY TAG	406-91-2248	/	/	34094	460.00
	09/16/2019		CRUISE MASTER ACCOUNTABILITY TAG	408-91-2248	/	/	34094	420.00
			CRUISE MASTER ACCOUNTABILITY TAG	409-91-2248	/	/	34094	440.00
			CRUISE MASTER ACCOUNTABILITY TAG	405-91-2248	/	/	34094	800.00
			CRUISE MASTER ACCOUNTABILITY TAG	418-91-2248	/	/	34094	200.00
			CRUISE MASTER ACCOUNTABILITY TAG	413-91-2248	/	/	34094	120.00
			FREIGHT		/	/	34094	50.05
			INVOICE#0445284- IN					
			ACCT#00-0033648					

STATE FIRE ALLOTMENT 2690.05								
01 O	108921	PITNEY BOWES INC.	LEASING CHARGES	401-10-2206	4191219	09/12/2019		606.60
	606.60		INVOICE#3309579220					
	09/16/2019		ACCT#0015859284					

COUNTY MANAGER 606.60								
01 O	108922	POSITIVE PROMOTIONS	SHOPPING TOTE BAGS	641-09-2221	1791219	09/12/2019	34212	545.00
	1167.38		HAND FANS	641-09-2221	/	/	34212	520.00
	09/16/2019		SHIPPING	641-09-2221	/	/	34212	102.38
			OUTREACH ITEMS TO PROMOTE				34212	
			TORRANCE COUNTY AT THE GATHERING				34212	
			OF COUNTIES AT NM STATE FAIR				34212	
			INVOICE #06362148 ACCT#					
			00317450-06					

WIND PILL 1167.38

01 O 108923
867.08

PRUDENTIAL OVERALL SUPPLY

ROAD CREW UNIFORMS
SHIRTS AND PANTS WEEK 8-13-19

402-60-2236

691219 09/12/2019

34089

867.08

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
09/16/2019			8-20-19/8-27-19/9-3-19 INVOICE #45051437,450513529, 4505					

COUNTY ROAD DEPARTMENT 867.08

01 O 108924	SAM'S CLUB DIRECT	CAT/DOG FOOD, TREATS	401-82-2216	3491219	09/12/2019		34239	427.08
		DAWN, FLOOR CLEANER, MOP	401-82-2220		/ /		34239	104.51
09/16/2019		AIR SPRAY, TRASH LINERS	401-82-2223		/ /		34239	123.80
		ACCT#10135100695810408						

COUNTY ROAD DEPARTMENT 867.08

ANIMAL SERVICES 655.39

01 O 108925	SAMBA HOLDINGS, INC.	110-DRIVER MONITORS MVR SERVICE	401-10-2271	4591219	09/12/2019			261.06
		MVR SERVICE FEE	401-10-2271		/ /			6.48
09/16/2019		MVR STATE FEE INVOICE#	401-10-2271		/ /			28.05
		INV00217299 ACCT#3632						

COUNTY MANAGER 295.59

01 O 108926	SANCHEZ, HANNA	REIMBURSEMENT FOR MONEY ORDER FOR BACKROUND CHECK REQUIRED FOR EMT-B COURSE MONEY ORDER FEE	413-91-2266	3391219	09/12/2019			96.50
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STATE FIRE ALLOTMENT 96.50

01 O 108927	STAPLES BUSINESS ADVANTAGE	LATHEM TIME STAMP	401-20-2219	2191219	09/12/2019		34284	295.75
		LATHEM E SERIES RIBBON	401-20-2219		/ /		34284	19.50
09/16/2019		INVOICE#3422817997/3423027114 ACCT#394849						

COUNTY CLERK 315.25

01 O 108928	STAPLES BUSINESS ADVANTAGE	HP 410A BLACK TONER	401-21-2219	2291219	/ /		34023	389.88
		MASTER ELECTRIC 2 HOLE PUNCH	401-21-2219		/ /		34023	34023
09/16/2019		OFFICE MATE MANUAL 2 HOLE PUNCH ALLIANCE STERLING SUPERSTIZE RB FELLOWES SURGE PROTECTOR HP BLACK INK HP TRI-COLOR INK INVOICE#3419663752 ACCT# 394849					34023	34023

COUNTY ROAD DEPARTMENT 57.67

01 O 108929	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES SHARPIES, TABS, NOTE PADS, AND SPRAY BOTTLES. INVOICE#3422743555/3422743554 ACCT#7010985	402-60-2219	5591219	09/12/2019		34253	57.67
		GENERAL OFFICE SUPPLIES AND ITEMS FOR 5K INCLUDING - INK CARTRIDGES, STREAMERS, SAFETY PINS, CHARGER, BATTERIES, SOAP, SWIFFER CLOTHS, SPEAKERS, CLASSIFICATION FOLDERS. INVOICE #3422817996/3422817995 ACCT#70109685	605-03-2219	2491219	09/12/2019		34277	250.06

ELECTIONS 389.88

COUNTY ROAD DEPARTMENT 57.67

01 O 108929 250.06 09/16/2019

STAPLES BUSINESS ADVANTAGE

GENERAL OFFICE SUPPLIES AND
ITEMS FOR 5K INCLUDING - INK
CARTRIDGES, STREAMERS, SAFETY
PINS, CHARGER, BATTERIES, SOAP,
SWIFFER CLOTHS, SPEAKERS,
CLASSIFICATION FOLDERS.
INVOICE #3422817996/3422817995
ACCT#70109685

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108930	STAPLES BUSINESS ADVANTAGE	BOARD GAMES & INCENTIVES FOR DANCE UNDER THE STARS 9/7/19. EXPENDITURE APPROVED BY TORRANCE COUNTY DRUG EDUCATION FUND COMMITTEE.	804-89-2257	2591219	09/12/2019	34272	9.05
	09/16/2019		INVOICE #3422817994 ACCT# 70109685				34272	
							34272	
							34272	
							34272	

DRUG EDUCATION 9.05

01 O	108931	STAPLES BUSINESS ADVANTAGE	PAPER, TAPE, LABELS, CALCULATOR, 401-55-2219		5991219	09/12/2019	34271	579.46
	09/16/2019		TIME STAMP, BATTERY BACKUP, POST IT NOTES.				34271	
			INVOICE#3423268238				34271	
			ACCT#DAL70109685					

FINANCE DEPARTMENT 579.46

01 O	108932	TECHNICON TRAINING & CONSULTING	FIRST LINE SUPERVISOR & MANAGEMENT TRAINING	410-50-2266	5191219	09/12/2019	34106	770.00
	09/16/2019		SGT. SPRUNK AND SGT. DURAN				34106	
			INVOICE#19SM402152					

COUNTY SHERIFF 770.00

01 O	108933	TILLERY CHEVROLET GMC INC	FUEL PUMP FOR CHEVY P3	402-60-2201	591219	09/12/2019	34263	167.57
	09/16/2019		ACCT#1031					

COUNTY ROAD DEPARTMENT 167.57

01 O	108934	TTAN MACHINERY INC	DOOR WINDOW FOR 580 SUPER K	402-60-2244	13581419	08/15/2019	34088	146.71
	09/16/2019		INVOICE#12719048 GP					
			ACCT#TCRD					

COUNTY ROAD DEPARTMENT 146.71

01 O	108935	TWO GUNZ CUSTOMZ & HYDROGRAPHICSD10 AND PD11	WESTIN PRO TRAXX W2W STEP SIDES	411-92-2201	2991219	/ /	34238	1319.98
	09/16/2019		BLACK 21-534585				34238	
			LABOR - INSTALLATION				34238	
			INVOICE #1583/1587					
			BRUSH 2-2				34153	
			ELECTRICAL FUSE PANEL				34153	
			LABOR TO REMOVE AND REPLACE FUSE PANEL				34153	
			INVOICE #1584					

1/4% FIRE EXCISE TAX 1519.98 STATE FIRE ALLOTMENT 1360.00

01 O	108936	UNM CIVIL ENGINEERING	ROAD DEPARTMENT TRAINING FOR I. LUJAN, P. MONTANO, B. SANCHEZ, A. SMYTHE, A. MASTER	402-60-2266	5391219	09/12/2019	34285	125.00
	09/16/2019		INVOICE#09032019-2				34285	

COUNTY ROAD DEPARTMENT 125.00

01 0 108937 UTILITY TRAILER INTERSTATE 5491219 09/12/2019 34262 176.00
176.00 SPRING HANGERS FOR CFS TRAILER 402-60-2244 34262

SEMI BELLY DUMP

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
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09/16/2019 COUNTY ROAD DEPARTMENT 176.00

01 O	108938	MAC UPFITTERS LLC	2008 CHEVY IMPALA - E.M.	604-83-2248	391219	/	34224	444.52
	2499.47		LED R/W WARNING LIGHT	604-83-2248		/	34224	34.00
	09/16/2019		SHROUD KIT FOR LED	604-83-2248		/	34224	394.07
			SIREN	604-83-2248		/	34224	171.93
			SPEAKER	604-83-2248		/	34224	180.00
			WINDOW TINT	604-83-2248		/	34224	1274.95
			PARTS/SHOP/LABOR			/		
			INVOICE#4916			/		

COMMUNICATIONS/EMS TAX 2499.47

01 O	108939	WARE, SIDNEY K	3 SESSION X \$150	635-68-2272	5891219	09/12/2019		450.00
	450.00		AUGUST 2019 INVOICE#150					
	09/16/2019		ACCT#20-690-3000-16740					

CYFD JUVENILE JUSTICE 450.00

01 O	108940	WASTE MANAGEMENT OF NM INC.	MONTHLY WASTE DISPOSAL SERVICE	401-82-2210	4391219	09/12/2019		118.22
	118.22		INVOICE#8663440-0573-5					
	09/16/2019		ACCT#9-35442-03003					

ANIMAL SERVICES 118.22

01 O	108941	WITMER PUBLIC SAFETY GROUP	PASK FORCE TIPS LEGACY 2.5"	405-91-2248	2691219	09/12/2019	33958	1511.25
	3281.55		GATED SHAMES VALVE, 6" THREADED				33958	
	09/16/2019		SWIVEL TO 2.5" DUAL FEMALE				33958	
			SWIVEL ROCKER LUG				33958	
			GROVES SCBA MOBILE BOTTLE CART				33958	
			(HOLDS 16 BOTTLE OPTION)				33958	
			ESTIMATED SHIPPING				33958	
			INVOICE#R1959491/E1959491.001				33958	
			KOCHER WHEEL CHOCKS, RUBBER,				34249	
			STANDARD SIZE				34249	
			ZICO LARGE HORIZONTAL CHOCK HOLD				34249	
			ZICO AC-32 CHOCK FOR UP TO				34249	
			32" TIRE DIAMETER				34249	
			2 SECTION ALUMINIM EXTENSION				34249	
			LADDER, PUMPER STYLE, 12"				34249	
			ZICO QUIT STRAP MOUNTING KIT,				34249	
			12 VARIABLE UTILITY STRAPS 3"				34249	
			TO 25"				34249	
			SCOTTY FORESBRY WATER PUMP &				34249	
			BACKPACK HAND PUMP/BACKPACK				34249	
			ESTIMATED SHIPPING				34249	
			INVOICE #1967997/1967997.001				34249	

01 O	108978	ARTESIA FIRE EQUIPMENT INC	6-3 HELMET SHIELDS: CHIEF,	405-91-2248	1991619	09/16/2019	33611	140.97
	1626.90		CAPTAIN, LIEUTENANT.				33611	
	09/16/2019		MOUNTING HOLES FOR SHIELDS.				33611	
			6-2 HELMET SHIELDS FOR MEMBERS.				33611	
			MOUNTING HOLES FOR SHIELDS.				33611	

STATE FIRE ALLOTMENT 3281.55

01 O	108978	ARTESIA FIRE EQUIPMENT INC	6-3 HELMET SHIELDS: CHIEF,	405-91-2248	1991619	09/16/2019	33611	140.97
	1626.90		CAPTAIN, LIEUTENANT.				33611	
	09/16/2019		MOUNTING HOLES FOR SHIELDS.				33611	
			6-2 HELMET SHIELDS FOR MEMBERS.				33611	
			MOUNTING HOLES FOR SHIELDS.				33611	

ESTIMATED SHIPPING.
INVOICE#6751

405-91-2248

/ /

33611

30.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	1089879	CLEAN AND SIMPLE, CO.	TORRANCE COUNTY CLEANING SERVICE	401-24-2220	491619	09/16/2019		317.43
			INVOICE#TCA20190904					
09/16/2019								

HEALTH DEPT BLDG MAINT	317.43							
01 O	108980	DE LAGE LANDEN FINANCIAL	SERVICEMAYMENT INVOICE#64855056	401-50-2218	391619	09/16/2019		299.08
			ACCT#1304771					
09/16/2019								

COUNTY SHERIFF	299.08							
01 O	108981	EPCOR WATER, INC.	MONTHLY CHARGES BILL DATE	406-91-2210	791619	09/16/2019		213.36
			09/06/2019 ACCT#0739014					
09/16/2019								

STATE FIRE ALLOTMENT	213.36							
01 O	108982	GRAINGER, INC.	NO PARKING ANY TIME SIGNS	413-91-2248	291619	09/16/2019		34168
			INVOICE# 9243948465					
09/16/2019			ACCT#818809576					

STATE FIRE ALLOTMENT	605.40							
01 O	108983	HOMESTEAD WATER CO.	INVOICE#AUGUST 30, 2019	405-91-2210	891619	09/16/2019		36.61
09/16/2019								

STATE FIRE ALLOTMENT	36.61							
01 O	108984	KXNM-FM 88.7	BROADCAST FOR COMMISSION MEETING	401-05-2243	991619	09/16/2019		1250.00
			AND PSA'S SEPTEMBER 1, 2019-					
09/16/2019			SEPT 30, 2019 INVOICE#2306					

COUNTY COMMISSION	1250.00							
01 O	108985	LEAF	HP DESIGN JET 3500PS	610-40-2203	1091619	09/16/2019		214.54
			INVOICE #9730110					
09/16/2019			ACCT#100-4624929-001					

COUNTY ASSESSOR	214.54	RURAL ADDRESSING		214.53				
01 O	108986	LESPERANCE, ISABEL	SECRETARY SERVICES AUGUST	412-53-2271	1891619	09/16/2019		450.00
			16 TO SEPTEMBER 16 INVOICE#128					
09/16/2019								

COUNTY FAIR	450.00							
01 O	108987	NORTHERN TOOL & EQUIPMENT CO	30 GALLON PORTABLE AIR	413-91-2248	2091619	09/16/2019		34169
			COMPRESSOR					
09/16/2019			SM/MD MESH SAFETY VESTS	413-91-2248				

			IG/XL MESH SAFETY VESTS	413-91-2248				
			2X/3X SAFETY VESTS	413-91-2248				
			4X/5X MESH SAFETY VESTS	413-91-2248				
			16 GALLON SHOP VAC	413-91-2248				

FREIGHT
INVOICE#43081012/43085691

413-91-2248

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34169

213.88

181.50
09/16/2019

INVOICE#840874077 ACCT#
1000641642

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CK#	DATE	Name	Description	Line Item	INVOICE #	DATE	FO #	Amount
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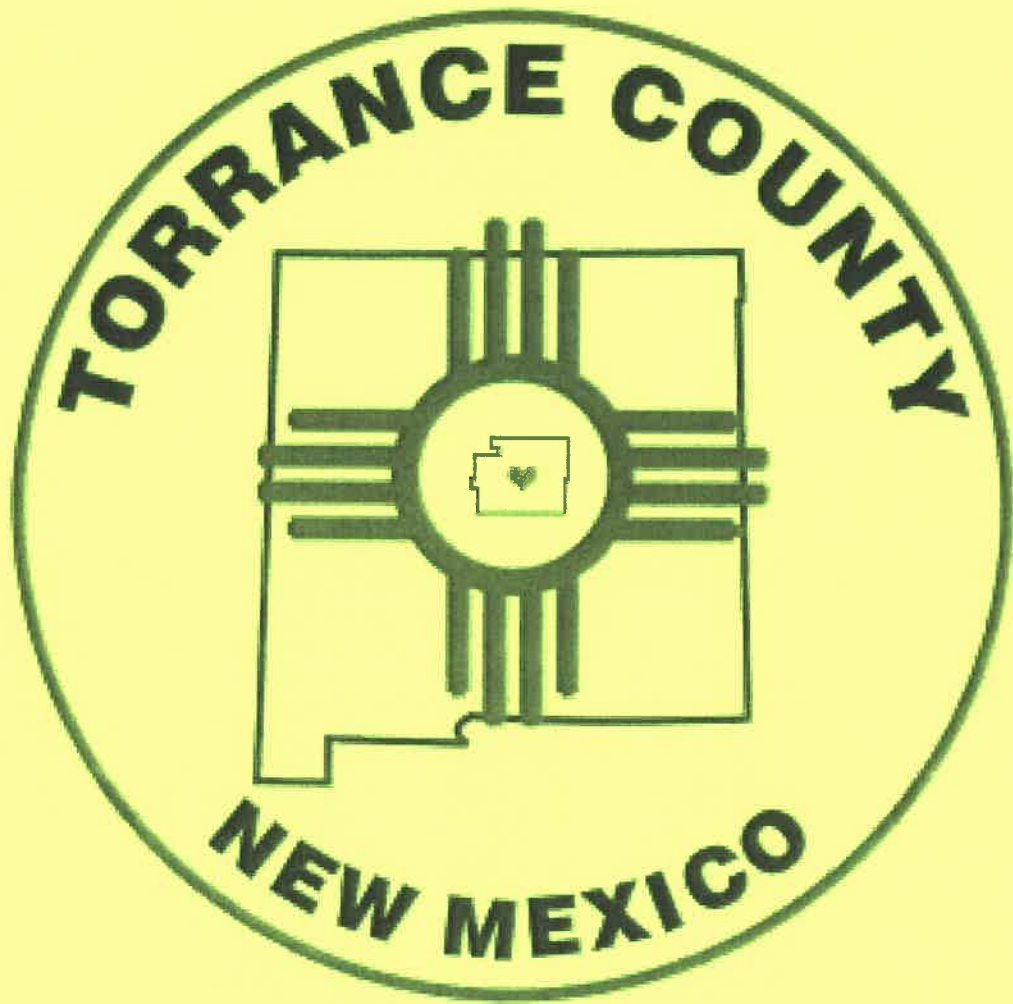
ATTORNEY								
								181.50
01 O	108996	WILLARD, VILLAGE OF	MONTHLY CHARGES 7/31/2019 TO	418-91-2210	1691619	09/16/2019		55.26
			8/26/2019 WATER/SEWER					
			ACCT#310.01					

STATE FIRE ALLOTMENT 55.26								
01 O	108997	4 RIVERS EQUIPMENT, LLC	BRUSHES FOR BROOM ON R3350	402-60-2244	691619	09/16/2019	34287	813.68
			JOHN DEERE SWEEPER					
			INVOICE#735526 ACCT#37497					

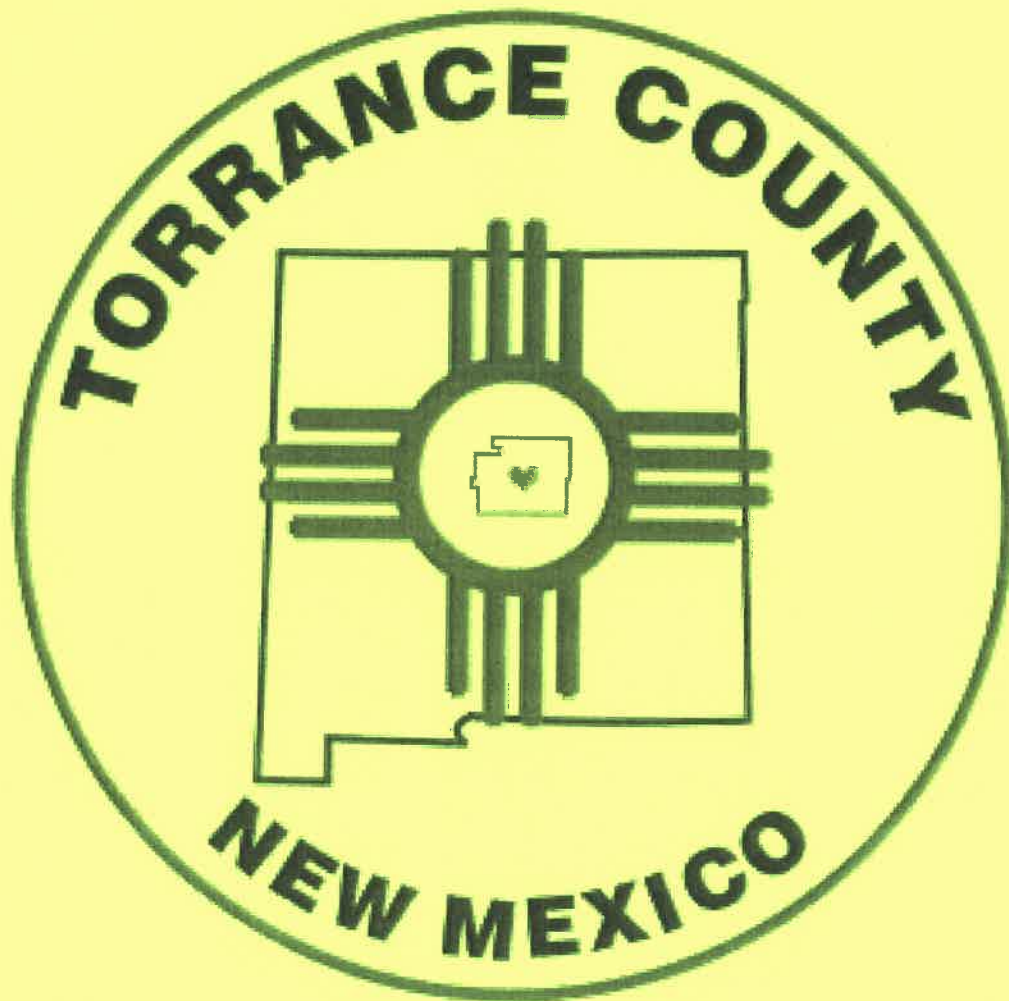
COUNTY ROAD DEPARTMENT 813.68								
01 O	108998	INLAND KENWORTH US	TENDER 2-1		191719		34364	
			INSTALL DRIVELINE AND PUSH	406-91-2201				146.00
			TROUBLESHOOT EXHAUST SYSTEM	406-91-2201				292.00
			DEF LEVEL/TEMPERATURE SENSOR	406-91-2201				786.32
			R/R WITH NEW - SLEEPER TRUCK					
			WITH FAIRINGS (FREIGHT IN &					
			SENSOR DEF CONCENTRATION)					
			ECM CALIBRATION	406-91-2201				204.40
			SHOP SUPPLIES	406-91-2201				129.65
			NMGRT	406-91-2201				122.72
			INVOICE # 4295ALS					

STATE FIRE ALLOTMENT 1681.09								
01 O	108999	ESTANCIJA, TOWN OF	ACCT# 373 HEALTH OFFICE	401-24-2210	191819	09/18/2019		97.44
			ACCT# 1112 ROAD DEPT.	402-61-2210				201.23

HEALTH DEPT BLDG MAINT 97.44								
COUNTY ROAD SHOP 201.23								
TOTAL 662331.42 / /								



*Agenda Item
No. 10*



*Agenda Item
No. 11-A*

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**TORRANCE COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. R 2019-**

TORRANCE COUNTY LAND GRANT ADVISORY BOARD

WHEREAS, Torrance County has a diverse, multi-cultural population; and

WHEREAS, the County's Land Grant communities pre-date the founding of the United States; and

WHEREAS, the Torrance County Board of County Commissioners has desires to have an improved dialog with the Land Grant communities; and

WHEREAS, the Board has further determined that the creation of a Land Grant Advisory Board is in the best interest of the County.

NOW, THEREFORE BE IT RESOLVED that the Torrance County Land Grant Advisory Board is hereby created. Said board to be made up representatives from the Chililí, Manzano, Tajique, and Torreón Land Grants and the communities of Abó and Punta de Agua. Members shall be selected by the governing boards of each community with the concurrence of the Torrance County Commission. The advisory board shall meet as needed but not less than once a quarter, and shall serve as a conduit for communication between the Board of County Commissioners and the Land Grant Communities.

DONE THIS 25th DAY OF SEPTEMBER, 2019.

APPROVED AS TO FORM ONLY:

BOARD OF COUNTY COMMISSIONERS

County Attorney Date

Ryan Schwebach, Chair

Javier Sánchez, Vice Chair

Kevin McCall, Member

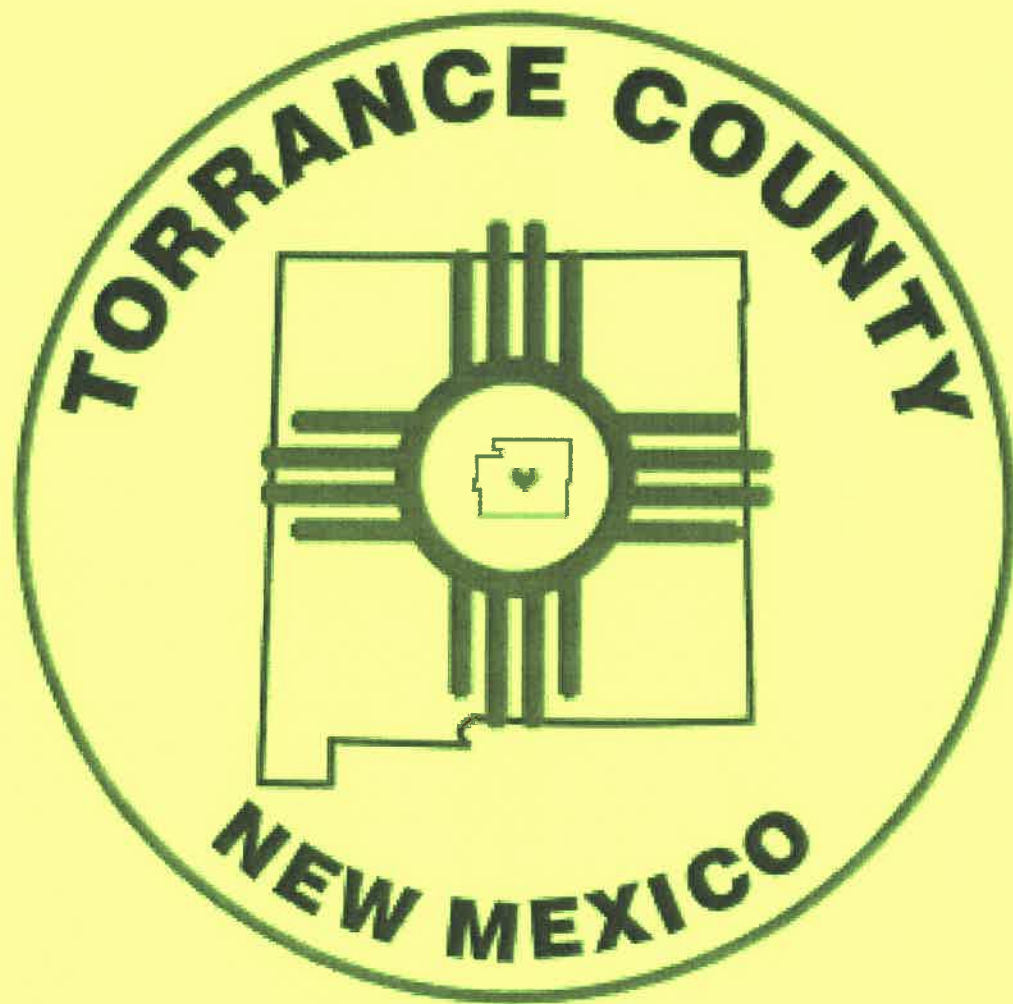
1 **ATTEST:**

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3 _____
Linda Jaramillo, County Clerk

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5 Date: _____



*Agenda Item
No. 11-B*

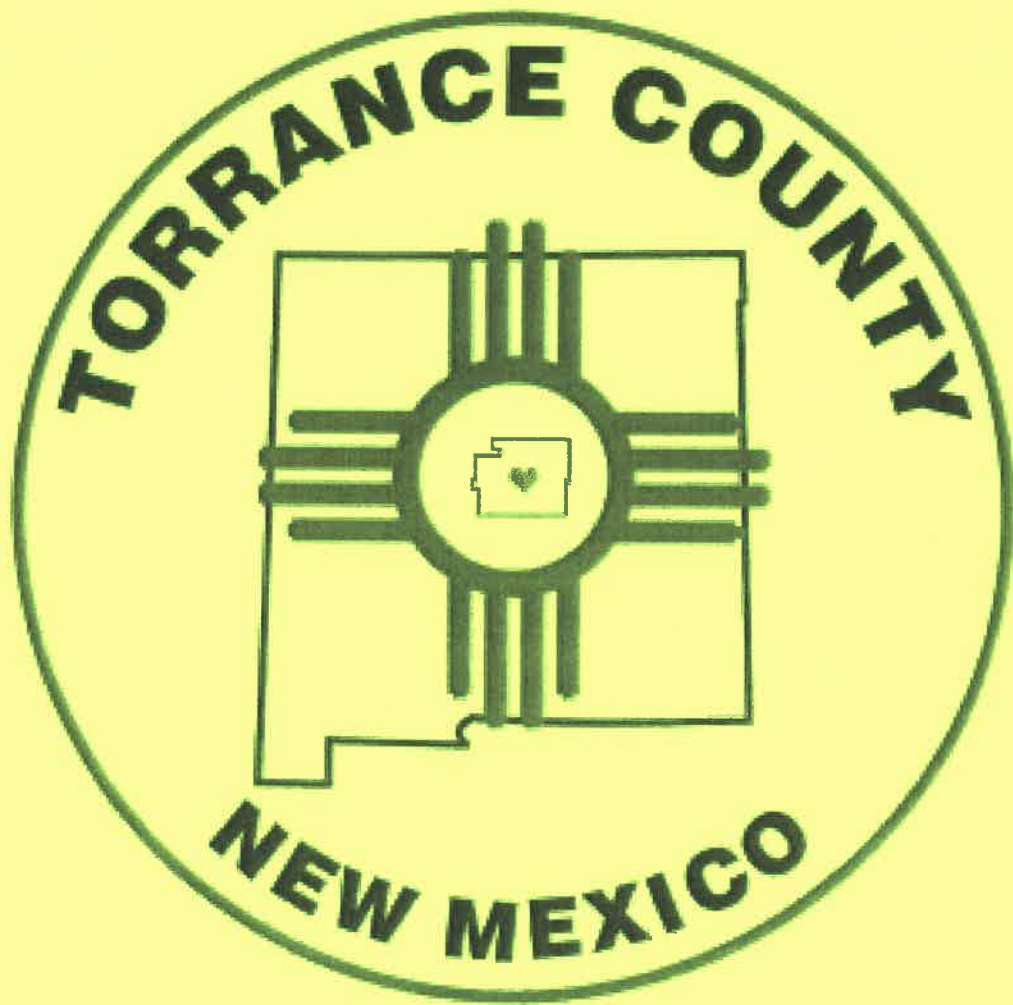
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ATTEST:

Kevin McCall, Member

Linda Jaramillo, County Clerk

Date: _____



*Agenda Item
No. 11-C*

TORRANCE COUNTY RESOLUTION# 2019-

Budget Increase

WHEREAS, the Torrance County Commission in regular session on Wednesday, September 25, 2019 did propose to authorize a budget increase in the FY 2019-20 Budget, and

WHEREAS, budget increases require authorization from the Department of Finance and Administration, and

WHEREAS, we request authorization for the following budget increase: **(See Attachment A)**

NOW THEREFORE BE IT RESOLVED, we respectfully request approval for the attached budget increase in the FY 2019-20 budget from Department of Finance and Administration .

DONE at Estancia, New Mexico
Torrance County this 25th day of
September 2019.

Torrance County Board of Commissioners

Attest:

Kevin McCall, District 1

Ryan Schwebach, District 2

Javier E. Sanchez, District 3

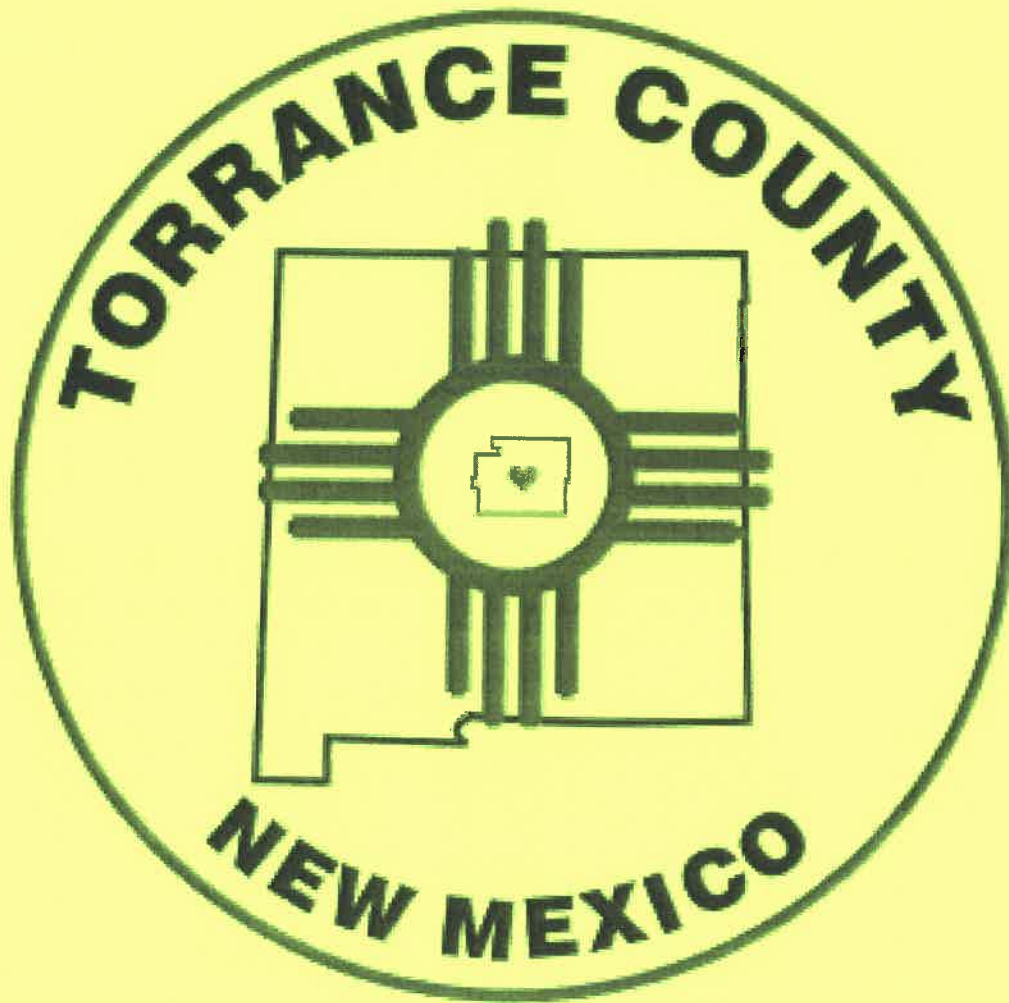
Linda Jaramillo
Torrance County Clerk

Vote Record

Kevin McCall	yes	no	abstain	absent
Ryan Schwebach	yes	no	abstain	absent
Javier E. Sanchez	yes	no	abstain	absent

DFA Approval





*Agenda Item
No. 11-D*

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**TORRANCE COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. 2019-**

Creation of the 2020 Torrance County Complete Count Committee

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the nation's population every ten years; and

WHEREAS, the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

WHEREAS, the Census count requires extensive work, and the Census Bureau requires partners at the state, tribal, and local level to insure a complete and accurate count; and

WHEREAS, Census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and city councils, and voting districts; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS, the information collected by the Census is confidential and protected by law; and

WHEREAS, a united voice from business, government, community-based, and faith-based organizations, educators, health care providers, media and others will enable the New Mexico 2020 Statewide Complete Count Commission message to reach all New Mexicans; and

WHEREAS, the Torrance County Complete Count Committee will bring together a cross-section of trusted local community members who will utilize their local knowledge and expertise to reach out to all local residents where they are, creating genuine relationships, community buy-in, and trust; and

WHEREAS, the Torrance County Complete Count Committee will work with the Census Bureau and the New Mexico 2020 Statewide Complete Count Commission to strive for a complete and accurate count.

NOW, THEREFORE BE IT RESOLVED: that Torrance County establishes a 2020 Census Complete Count Committee.

DONE THIS 25th DAY OF September, 2019.

CONTINUATION PAGE 2, RESOLUTION NO. _____
Creation of the 2020 Torrance County Complete Count Committee

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APPROVED AS TO FORM ONLY:

BOARD OF COUNTY COMMISSIONERS

County Attorney Date

Ryan Schwebach, Chair

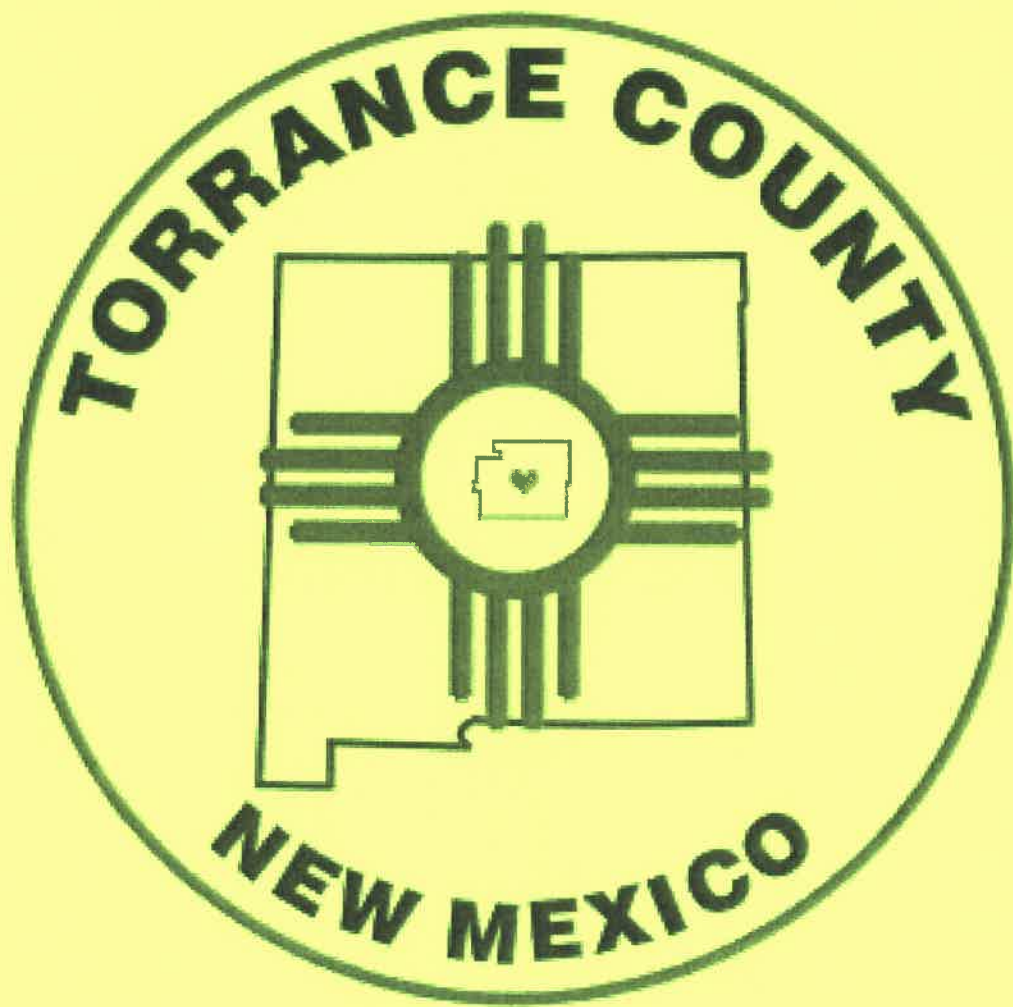
Javier Sanchez, Vice Chair

Kevin McCall, Member

ATTEST:

Linda Jaramillo, County Clerk

Date: _____



*Agenda Item
No. 12-A*

**NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION
INTERGOVERNMENTAL GRANT AGREEMENT**

GRANT AGREEMENT NUMBER:

To be completed by DFA

GRANTOR:

NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION
(GRANTOR)

GRANTOR ADDRESS:

BATAAN MEMORIAL BUILDING, ROOM 180, 407 GALISTEO STREET,
SANTA FE, NM 87501

GRANTOR CONTACT INFORMATION:

Paige Best, NM Census Coordinator

Phone: 505-795-2235

Email: paigeL.best@state.nm.us

GRANTEE NAME (GRANTEE):

Torrance County

GRANTEE ADDRESS:

P.O. Box 48
Estancia, NM 87016

I. THE AWARD

This Grant Agreement is made in good faith between the Grantor and Grantee named above, effective as of the date of the signature of the Cabinet Secretary of Grantor on the last page of this Agreement.

This Grant is to be utilized solely for the purpose of ensuring a fair, accurate and complete count for New Mexico, thereby achieving the highest self-response rate possible of hard-to-count (HTC) communities and populations in New Mexico.

This award is made from funds appropriated by the Legislature to the Grantor pursuant to N.M. Laws 2019 (54th Legislature, 1st Session), Chapter 271, Section 5(37).

GRANTOR will provide GRANTEE with the Award no later than October 11, 2019, provided that GRANTEE submits to GRANTOR: (1) a copy of GRANTEE’s resolution to form or join a Local Complete Count Committee, in accordance with Task 1 of the Scope of Work herein; (2) an executed copy of this Agreement, in accordance with Task 2 in the Scope of Work herein; (3) an Outreach Plan, in accordance with Task 3 in Scope of Work herein.

II. TERMS AND CONDITIONS

A. Scope of Work

The Grantee agrees that it shall utilize funds only to provide promotion and outreach (educate, motivate, activate) activities to inform all New Mexicans of the importance of self-responding to the 2020 Census questionnaire and to avoid an undercount as stated in Executive Order 2019-007. The Grantee agrees to make no change in the Scope of Work without written permission from Grantor.

Task 1 – Pass a County Resolution to form or join a Complete Count Committee in conjunction with the U.S. Census Bureau, due by September 27, 2019. [Attachment I]	
1.0	<p>The GRANTEE shall:</p> <ul style="list-style-type: none"> ● Schedule in-person or phone call meetings to work with the U.S. Census Bureau Partnership Specialists and Partnership Coordinator for census training for forming or joining a Complete Count Committee. ● Include at least one member of a community-based organization to sit on the Complete Count Committee. <p>Contacts:</p> <p>Veronica Arzate De Reyes, Northern & Central NM Partnership Specialist, U.S. Census Bureau veronica.m.arzate.de.reyes@2020census.gov 972-979-1632</p> <p>Sergio Martinez, Partnership Coordinator, U.S. Census Bureau sergio.a.martinez@2020census.gov 385-484-1992</p> <p>Steven Montano, Southern NM Partnership Specialist, U.S. Census Bureau Steven.montano@2020census.gov 575-805-6833</p> <p>Kenneth Pin, Northern Tribal Partnership Specialist, U.S. Census Bureau Kenneth.c.pin@2020census.gov 505-603-0007</p> <p>Amber L. Carrillo, Southern Tribal Partnership Specialist, U.S. Census Bureau Amber.l.carrillo@2020census.gov 817-897-1601</p>
Task 2 – Intergovernmental Grant Agreement executed by County Manager, due by September 27, 2019. [Attachment II]	

Task 3 – Outreach Plan providing a description of how the recipient county plans to expend the granted funds to achieve the highest self-response rate on the 2020 Census questionnaire, due by September 27, 2019. [Attachment III]

3.0	<p>GRANTEE shall:</p> <p>Provide an Outreach Plan that includes a local, grassroots approach to reaching the least likely to respond with specific strategies, tactics and timelines(s), collaboration(s), plans to leverage other funds, initial plans for subcontract(s) and tribal intergovernmental agreement(s), if any, to achieve the highest self-response rate on the Census 2020 questionnaire. To facilitate GRANTEE’s development of its Outreach Plan, Grantor has provided Attachment III herein.</p>
3.1	<p>In the Outreach Plan, GRANTEE shall:</p> <p>Describe approach to focus funding and outreach efforts in geographic areas and demographic populations who are least likely to respond including, for example, but not limited to:</p> <ul style="list-style-type: none"> ○ Urban Native Americans and Tribal Governments/Communities ○ Renters ○ Latinos ○ Immigrants ○ Hispanics ○ African-Americans ○ Asian Communities ○ Children Age 0-5 ○ Migrant Farmworkers ○ Remote, Rural Areas ○ Transients (snowbirds, truck drivers, physicians) ○ People with Disabilities ○ Seniors (65+) ○ Homeless Individuals and Families living in nonconventional housing arrangements (no-family households, group quarters, illegal/unregistered dwellings) ○ Areas with low broadband subscription rates and limited or no access ○ Households with Limited English Proficiency ○ Low-income and/or receiving public assistance <p>Work with State Demographer to identify Hard-to-Count (HTC) census tracts within local jurisdiction of historically undercounted populations and communities most at risk: See CUNY Mapping Service for additional information.</p> <p>Contact: Robert Rhatigan, State Demographer, Geospatial Populations Studies Program, University of New Mexico rhatigan@unm.edu 505-277-4034</p> <p>In the Outreach Plan, GRANTEE shall also note how communications and contacts that GRANTEE routinely has with GRANTEE’s residents (e.g., communications from GRANTEE’s tax assessor, clerk, etc.) might be modified to inform residents of the 2020 Census and its significance.</p>

3.2	<p>In the Outreach Plan, GRANTEE shall:</p> <p>Provide a plan showing an integrated and coordinated approach working with the U.S. Census Bureau, the NM 2020 Statewide Complete Count Commission (SCCC), communities, schools, libraries, tribal governments, if applicable, and community-based organizations (CBOs), to maximize impact and avoid duplication, and to address gaps.</p> <p>The outreach plan shall explain how:</p> <ul style="list-style-type: none"> ○ The Local Complete Count Committee will provide census education and awareness in HTC census tracts during the November to December Education Phase. ○ The Local Complete Count Committee will conduct community organization mobilization during the January to mid-March Motivation Phase. ○ The Local Complete Count Committee will encourage online self-response during the mid-March to Early April Activation Phase. ○ The Local Complete Count Committee will encourage cooperation with the U.S. Census Bureau enumerators for Non-Response Follow-Up (NRFU) during the May – June, 2020 timeframe. <p>Plans should include specific activities and events, with dates, and a description of what methods will be utilized during each outreach (Educate, Motivate, Activate, NRFU) phase/timeframe, and who will conduct this work.</p>
3.3	<p>In the Outreach Plan, GRANTEE shall:</p> <p>Provide a budget proposal using the budget template [Exhibit A] of the County’s allocated outreach funding provided by the GRANTOR including, for example, but not limited to:</p> <ul style="list-style-type: none"> ● Administrative costs (not to exceed 10% of total allocation) ● Outreach (events, meetings, materials, etc.). ● Travel ● Hard-to-Count Mapping and Reporting ● Language Access Plan ● Printing flyers, brochures, posters, stickers, etc. ● Media ● Contracting or subgranting or Intergovernmental agreements with tribal governments
Task 4 – Implement Census Outreach Plan Activities and Events from November to June 2020.	
4.0	<p>GRANTEE shall:</p> <p>Once LCCC formed, including resolution, and census-trained:</p> <ul style="list-style-type: none"> ● Schedule in-person or phone call meetings to work with the State Demographer to: https://gps.unm.edu/census2020/htcmap and https://www.census.gov/roam <ul style="list-style-type: none"> ○ Map Hard-to-Count (HTC)/least likely to respond areas. ○ Identify potential partners such as CBOS and tribal governments. ○ Develop appropriate media messaging for Hard-to-Count areas. <p>Contact: Robert Rhatigan, State Demographer, Geospatial Populations Studies Program, University of New Mexico rhatigan@unm.edu 505-277-4034</p>

4.1	<p>GRANTEE shall:</p> <ul style="list-style-type: none"> • Use the UNM-Geospatial Population Studies Hard-to-Count Block Group Maps to update/modify Outreach Plan https://gps.unm.edu/census2020/htcmap <p>Implement Outreach Plan including, for example, but not limited to:</p> <p>Education Phase: November to December</p> <ul style="list-style-type: none"> • Census Training <ul style="list-style-type: none"> ○ Technical Assistance ○ Train-the-Trainer Services <p>Motivation Phase: January to mid-March</p> <ul style="list-style-type: none"> • Direct Outreach <ul style="list-style-type: none"> ○ Door-to-Door Canvassing, particularly in Hard-to-Count areas. ○ Phone Banking ○ Coalition Building ○ Participating in and/or forming Community CCCs ○ Venues (community centers, churches, mosques, synagogues) • Community Education <ul style="list-style-type: none"> ○ Libraries ○ Events (Athletic, Agricultural, Business Expos, Rodeos, Cultural) ○ Meetings (Townhalls, Chamber of Commerce, Unions, Associations) • Media (Local and Ethnic) Outreach <ul style="list-style-type: none"> ○ Local & Ethnic Radio ○ Local & Ethnic Newspapers ○ Local & Ethnic Television ○ Banners/Digital Billboards/Murals/Bus-Wraps/Street Art ○ Social Media Influencers linking to SCCC's icountNM.gov social media accounts ○ E-mail blasts to contacts and social networks ○ <i>Commit to the Census</i> Text Messaging Reminders (March 12, 2020 self-response) <p>Activation Phase: Mid-March to Early April</p> <ul style="list-style-type: none"> • Assistance Centers <ul style="list-style-type: none"> ○ Questionnaire Assistance Centers (QAC) ○ Questionnaire Assistance Kiosks (QAK) <p>May to June 2020 timeframe</p> <ul style="list-style-type: none"> • Non-Response Follow-Up (NRFU)
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B. Reporting

1. The Grantee shall submit Monthly Reports that shall contain: (1) a description of all expenditures; (2) the relationship of that expenditure to the stated scope of work; and (3) any other relevant information. Grantee shall submit the Monthly Reports along with the Monthly Expenditure Report (see template in Exhibit B) during the term of the Grant Agreement. The first Monthly Report with the Monthly Expenditure Report [Exhibit B] is due **October 15, 2019**. Reports are due monthly by the 15th day of the following month, and must provide a comprehensive itemization of expenditures. If the Grantee uses awarded funds to contract with a third party community-based organization to provide outreach services, the Grantee must document in the Monthly Expenditure Report template [Exhibit B] the Grantee's expenditures arising from each and every contract and proof of payment (copy of invoice).

2. The Grantee shall submit a Final Performance and Financial Report that includes a narrative of accomplishments under this Grant Agreement and a summary of actual costs. The Grantee shall promptly remit any unused funds to Grantor, in accordance with the terms provided herein. The Final Performance and Financial Report is due on **June 30, 2020**. At a minimum, the Final Performance and Financial Report may include: (1) Overview of Non-Response Follow-Up activities during the May-June, 2020 timeframe; (2) Detailed report on strategies, tactics and timeline(s) used throughout the Census Outreach Campaign; (3) Lessons learned and best practices that may inform subsequent Census outreach efforts; (4) Recommendations for 2030; (5) List of contracts entered into, including identification of subcontractors; (6) List of partnerships formed; (7) Full list of activities and events for Census outreach; and (8) Copies of creative media, videos, flyers, and advertisements used in Census outreach efforts.
3. A summary of the reporting-related due dates is as follows:

	Reports	Due Date
1	Monthly Report [Exhibit B]	Monthly by the 15 th day of the following month
2	Final Performance and Financial Report	June 30, 2020

4. Reports shall be sent electronically to the NM Census Coordinator, Paige Best. paigeL.best@state.nm.us

C. Additional Reporting Requirements

The Grantee must immediately report in writing to the Grantor any alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Grant Agreement. This extends to reporting any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of the Scope of Work.

D. Award

The Grantee may seek an award for all qualifying expenditures as described above. Grantor will advance the entire Grant award upon execution of this Grant. The Grant award to Torrance County is an amount of \$24,219.53.

All expenditures by Grantee shall be supported with proper procurement, invoices and proof of payment, and must coincide with and be included in the monthly reports required pursuant to this Agreement.

E. Purchases

All purchases shall comply with the requirements of the New Mexico Procurement Code and the rules promulgated thereunder.

F. Record Retention

Grantee must maintain financial and administrative records for funds expended as part of this Grant for a minimum period of six (6) years following the close of this Grant. During the period of record retention, the Grant may be audited, and the Grantee agrees to make their records available to auditors upon request from Grantor.

G. Monitoring

Grantor may periodically monitor the Grantee to ensure that Grant goals, objectives, timelines, budget and other related Grant criteria are being met. Grantor reserves the right to periodically review and conduct analysis of the Grantee's financial, programmatic, and administrative policies and procedures. This may include unscheduled desk audits and field inspections. The Grantee shall accommodate such requests within reason. If the Grantee encounters any unanticipated problem with the Scope of Work, allowed costs, procurement, permitting, or other difficulty, the Grantee must communicate that problem to Grantor promptly.

H. Notice provisions and Grantee Representatives

Whenever written notices, including written decisions, are to be given or received, related to this Grant, the following provisions shall apply.

The Grantee designates the person(s) listed below, or their successor, as their official representative(s) concerning all matters related to this Grant:

Grantee Principal Point of Contact:	Wayne Johnson, County Manger 505-544-4702 wjohnson@tcnm.us
Grantee Secondary Point of Contact:	Belinda Garland, Deputy County Manager 505-221-2889 bgarland@tcnm.us
Grantee agent with authority to sign this Agreement:	Wayne Johnson, County Manger 505-544-4702 wjohnson@tcnm.us

I. Liability

Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to immunities and limitations of the New Mexico Tort Claims Act. Grantor reserves all immunities and limitations on liability provided by law.

J. Property Disposition

Upon the Grantee's disposition of any property acquired with funds awarded pursuant to this agreement, the Grantee must seek the approval for that disposition from either the New Mexico Board of Finance or the Local Government Division of the Department of Finance and Administration in accordance with law. The Grantee agrees that approval for the Grantee's disposition of such property might require reimbursement to the State.

K. Intergovernmental Agreements

The Grantee may enter into a Memorandum of Agreement or a Joint Powers Agreement with one or more counties or municipalities to coordinate census-related outreach activities and use awarded funds for that purpose. If the Grantee is a County listed in [Exhibit C] which encompasses one of the twenty-three (23) federally recognized tribes, the Grantee shall

attempt to sign an agreement with the tribal governments within the County to coordinate efforts to count Native American populations. If Grantee executes any such intergovernmental agreement, the Grantee shall inform Grantor of the agreement and provide to Grantor a copy of the same, as provided in the reporting requirements herein.

L. Subcontracting

The Grantee may contract any portion of the census outreach activities and services to be performed under this Agreement to a census trained community-based organization working in New Mexico. The Grantee may refer to a contact list and map of available Community-Based Organizations working statewide. [Exhibit D] If Grantee executes any contract in which Grantee commits to paying awarded funds to contractor to perform census outreach-related activities, the Grantee shall inform Grantor of the contract and provide to Grantor a copy of the same, as provided in the reporting requirements herein.

M. Data Confidentiality

The Grantee shall protect the confidentiality, privacy and security of all confidential information and data that could identify an individual or household. The Grantee shall not release any confidential information to any third party or agency.

N. Scope of Agreement

This Agreement constitutes the entire and exclusive agreement between the Grantee and Grantor concerning the subject matter hereof. The Agreement supersedes any and all prior or contemporaneous agreements, understandings, discussions, communications, and representations, written or verbal.

O. Termination

This Agreement terminates on June 30, 2020 ("the Termination Date").

P. Remittance of Undocumented or Unexpended Grant Funds

If the Grantee fails to document in an invoice any expenditures of any Grant funds pursuant to the requirements provided for by Section II.B ("Reporting") by the Termination Date, then, by that date, Grantee must remit to Grantor those Grant funds for which properly documented expenditures are not provided. If Grantee fails to expend any Grant funds by the Termination Date, then, by no later than that date, Grantee must remit to Grantor any unexpended Grant funds. Grantor reserves the right to clawback from Grantee any undocumented or unexpended funds by any legal means available to Grantor.

IN WITNESS WHEREOF, the Grantee and Grantor do hereby execute this Grant Agreement as of the date last written below. This Grant Agreement has been approved by:

GRANTEE:

By:

County Manager

Date

FOR THE GRANTOR, THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION:

By:

Olivia Padilla-Jackson, Cabinet Secretary, Grantor

Date



TORRANCE COUNTY

Budget

Grant Agreement #:

Project: Statewide Complete Count Census Outreach

Fiscal Year 2020 (July 1, 2019 to June 30, 2020)

Budget Categories	BUDGET
Administrative	\$ 2,412.00
Outreach Activities	\$ 21,807.53
TOTAL	\$ 24,219.53

EXHIBIT C
23 NM FEDERALLY RECOGNIZED TRIBES IN NM COUNTIES

Tribe	County	Language	NAEIP / Bi-Lingual
1 Taos Pueblo	Taos	Northern Tiwa	None
2 Picuris Pueblo	Taos	Northern Tiwa	None
3 Ohkay Owingeh	Rio Arriba	Tewa	None
4 Santa Clara Pueblo	Rio Arriba	Tewa	None
5 Jicarilla Apache Nation	Rio Arriba	Jicarilla Apache	None
6 San Ildefonso Pueblo	Santa Fe	Tewa	Bi-Lingual
7 Nambe Pueblo	Santa Fe	Tewa	Bi-Lingual
8 Pojoaque Pueblo	Santa Fe	Tewa	Bi-Lingual
9 Tesuque Pueblo	Santa Fe	Tewa	Bi-Lingual
10 Cochiti Pueblo	Sandoval	Keres	NAEIP Program
11 Santo Domingo Pueblo	Sandoval	Keres	NAEIP Program
12 San Felipe Pueblo	Sandoval	Keres	NAEIP Program
13 Santa Ana Pueblo	Sandoval	Keres	NAEIP Program
14 Sandia Pueblo	Sandoval	Tiwa	NAEIP Program
15 Zia Pueblo	Sandoval	Keres	NAEIP Program
16 Jemez Pueblo	Sandoval	Towa	NAEIP Program
17 Isleta Pueblo	Bernalillo	Tiwa	NAEIP Program
Isleta Pueblo	Valencia	Tiwa	None
18 Acoma Pueblo	Cibola	Keres	NAEIP Program
19 Laguna Pueblo	Cibola	Keres	NAEIP Program
20 Zuni Pueblo	McKinley	Zuni	None
21 Mescalero Apache Tribe	Otero	Mescalero	None
22 Ft. Sill Apache Tribe	Luna	Ft. Sill Apache	None
23 Navajo Nation	E, G, D, B, K, L, H	Navajo	NAEIP Program
	L-Socorro, D-Sandoval		NAEIP Program
	B-Rio Arriba, H-McKinley		None
	K-San Juan		NAEIP Program

Source: Native American Election Information Program www.sos.state.nm.us

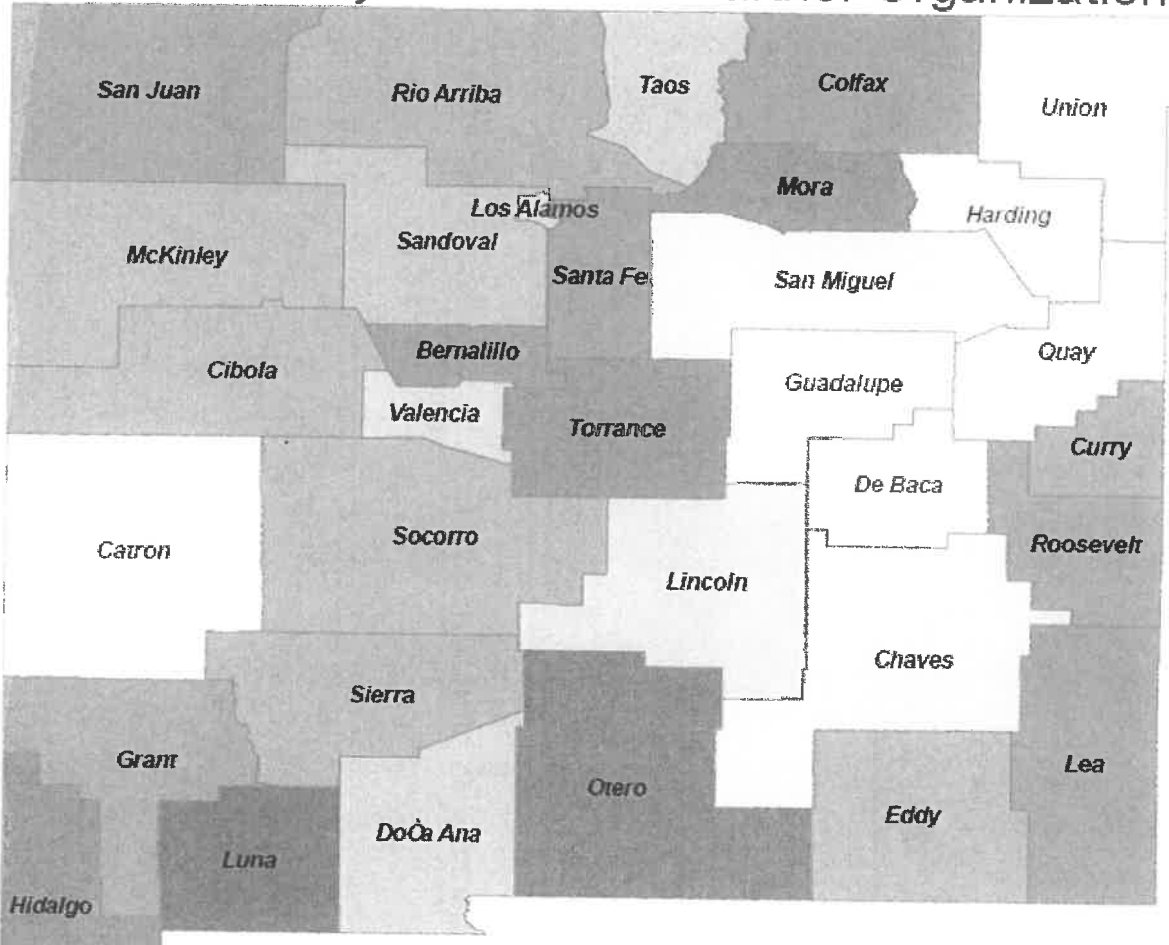
EXHIBIT C
23 NM FEDERALLY RECOGNIZED TRIBES IN NM COUNTIES
PUEBLO CONTACTS

Column1	Column2	Column3
Acoma	Noreen Lowden	nlowden@poamail.org
Cochiti	Marie Cordero	m_cordero@pueblodecochiti.org
Isleta	Nanette Coriz	poi03001@isletapueblo.com
Isleta del Sur	Zeke Garcia	zgarcia@ydsp-nsn.gov
Jemez	Matilda Shendo	mrshendo@jemezpueblo.us
Laguna	Lorraine Silva	lsilva@pol-nsn.gov
Nambe	Bernadette Trujillo	btrujillo@nambepueblo.org
Ohkay Owingeh	Lisa Lopez	lisa.lopez@ohkay.org
Picuris	Gwen Simbolo	tribalsecratary@picurispueblo.org
Pojoaque	Laurie Ann Turralde	laiturralde@pajoaque.org
San Felipe	Jalene Tenorio	jalenet@sfpueblo.com
San Idelfonso	Marcel Povijua	mmpovijua@sanipueblo.org
Sandia	Linda Martinez	lsmartinez@sandiapueblo.nsn.us
Santa Ana	Raquel Pena-Armijo	raquel.pena@santaana-nsn.org
Santa Clara	John Shije	johns@santaclara.org
Santo Domingo	Ardina Tenorio	atenorio@kewa-nsn.us
Taos	Leslie Keobone	tpenrollment@taospueblo.com
Tesuque	Ramos Romero	5059832667
Zia	Sylvia Saiz	sylvia@ziapueblo.org
Zuni	Fabian Vicenti	fabianvicenti@ashiwi.org

Source: Melanie Aranda Center for Civic Policy maranda.ccp@gmail.com

**EXHIBIT D
COMMUNITY-BASED ORGANIZATIONS MAP**

Census County Priorities for Partner Organizations



Legend

NM Counties

☐ <all other values>

Selected Counties by Organization

☐ Bernalillo: See attached list	☐ Lincoln: CFSNM	☐ Sierra: CFSNM
☐ Chaves: SOMOS, EQNM	☐ Los Alamos: LACF	☐ Socorro: CCP
☐ Cibola: 10 Southern Pueblos (TSP)	☐ Luna: CFSNM, GCCF	☐ Taos: ENIPC, EQNM, TCF
☐ Colfax: TCF	☐ McKinley: FT, TSP	☐ Torrance: ACF, UW
☐ Curry: SOMOS, UWENM	☐ Mora: SFCE	☐ Valencia: El Centro, TSP
☐ Dona Ana: CAASN, CFSNM, EC, EQNM, FT, NMDT	☐ Otero: Mesquero, CFSNM	
☐ Eddy: SOMOS	☐ Rio Arriba: ENIPC, FT, TWU	
☐ Grant: EQNM, CFSNM	☐ Roosevelt: SOMOS	
☐ Hidalgo: CFSNM, GCCF	☐ San Juan: EQNM	
	☐ San Miguel: SFCE	
	☐ Sandoval: NMAFC, El Centro, TSP	
	☐ Santa Fe: ENIPC, NMAHC, SFCE, SFIC, SOMOS	

Melanie Aranda
Center for Civic Policy
maranda.ccp@gmail.com

**EXHIBIT D
COMMUNITY-BASED ORGANIZATION CONTACTS**

Name	Column1	Org	Email	County
Alexandra Paisano		First Nations	alexandra.paisano@fnch.org	Bernalillo
Alma Olivas		Centro Savila	alma@centrosavila.com	Bernalillo
Anni Leming		NM Asian Family Ctr	anni@nmafc.org	Bernalillo
Bev McMillan		United Way	Bev.McMillan@uwcnm.org	Bernalillo
Bianca Encinias		South Valley MainStreet	southvalley.mainstreet@gmail.com	Bernalillo
Cathryn McGill		NM Black History Organizing Committee	cathryn@nmblackhistorymonth.com	Bernalillo
Dannette Townsend		ABC Community Schools	dtownsend@berncs.gov	Bernalillo
Enrique Cardiel		Bernalillo County Community Health Council	enrique@bchealthcouncil.org	Bernalillo
Felipe Rodriguez Romero		NM Dream Team	frodriguez@unitedwedream.org	Bernalillo
George Lujan		SWOP	george@swop.net	Bernalillo
Hana Gossett		Coalition to End Homelessness	hana-g@nmceh.org	Bernalillo
Jacob Vigil		Voices for Children	jacob.g.vigil82@gmail.com ; jvigil@nmvoices.org	Bernalillo
Jaime Gloshey		Native Women Lead	jaimel@roanhorseconsulting.com	Bernalillo
James Povijua aka Warren James Honaberger		Center for Civic Policy	jpovijua.ccp@gmail.com	Bernalillo
John Murray		Albuquerque Interfaith	idmurraynmusa@gmail.com	Bernalillo
Kylea Good		Safe Street NM	s.goodco@gmail.com	Bernalillo
Nathaniel Hughes		Veterans Integration Centers	Nathaniel.hughes@nmvic.org	Bernalillo
Nichelle Gilbert		Partnership for Community Action	nichelleg@forcommunityaction.org	Bernalillo
Pamelya Herndon		KWH Law Center for Social Justice and Change	pamelyaherndon@gmail.com	Bernalillo
Randy Royster		ABQ Community Foundation	randy@abqcf.org ; chanel@abqcf.org	Bernalillo
Rosalinda Dorado		El Centro de Igualdad y Derechos	rdorado@elcentronm.org	Bernalillo
Virginia Castillo Dickson		AARP	vdickson@icloud.com ; vdickson@me.com	Bernalillo
Zane Stephens		Transgender Resource Center	zane@tgrcnm.org	Bernalillo
Matthew Henderson		Organizing in the Land of Enchantment	matthewhenders@gmail.com	Bernalillo
Adrian Carver		Equality NM	adrian@eqnm.org	Bernalillo
Christy Sobolik		New Mexico Immigrant Law Center	csobolik@nmilc.org	Bernalillo
Tina Farrenkopf		National Indian Youth Council	tfarrenkopf@niyc-alb.org	Bernalillo
Laura Harris		Americans for Indian Opportunity	lharris@aio.org	Bernalillo
Marcela Diaz	SOMOS	SOMOS un Pueblo Unido	marcela@somosunpueblounido.org	Chaves
Adrian Carver	EQNM	Equality NM	adrian@eqnm.org	Chaves
Gov. David Toledo	TSP	Ten Southern Pueblos	575-834-7359	Cibola
Lisa O'Brien	TCF	Taos Community Foundation	director@taoscf.org	Colfax
Marcela Diaz	SOMOS	SOMOS un Pueblo Unido	marcela@somosunpueblounido.org	Curry
Erinn Burch	UWENM	United Way of Eastern New Mexico	staff@unitedwayenm.org	Curry
Angelica Rubio	CAFÉ	NM Comunidades en Accion	angelica@organizenm.org	Doña Ana
Mark A. Hohnstreiter	CAASN	Community Action Agency of Southern New Mexico	markh@caasnm.org	Doña Ana
Daisy Maldonado	EC	Empowerment Congress	daisy@empowernm.org	Doña Ana
Adrian Carver	EQNM	Equality NM	adrian@eqnm.org	Doña Ana
Adrian Barboa	FT	Forward Together	adriann@forwardtogether.org	Doña Ana
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Doña Ana
Marcela Diaz	SOMOS	SOMOS un Pueblo Unido	marcela@somosunpueblounido.org	Eddy
Alexandra Tager	GCCF	Grant County Community Foundation	grantcountycommunityfoundation@gmail.com	Grant
Adrian Carver	EQNM	Equality NM	adrian@eqnm.org	Grant
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Grant
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Hidalgo
Alexandra Tager	GCCF	Grant County Community Foundation	grantcountycommunityfoundation@gmail.com	Hidalgo
Marcela Diaz	SOMOS	SOMOS un Pueblo Unido	marcela@somosunpueblounido.org	Lea
Mara Salcido	LM	Lovington Mainstreet	director@lovingtonmainstreet.org	Lea
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Lincoln
Rachel Kizielewicz	LACF	Los Alamos Community Foundation	info@losalamoscf.org	Los Alamos

Source: Melanie Aranda Center for Civic Policy maranda.ccp@gmail.com

EXHIBIT D
COMMUNITY-BASED ORGANIZATION CONTACTS

Name	Column1	Org	Email	County
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Luna
Alexandra Tager	GCCF	Grant County Community Foundation	grantcountycommunityfoundation@gmail.com	Luna
Gov. David Toledo	TSP	Ten Southern Pueblos	575-834-7359	McKinley
Adrian Barboa	FT	Forward Together	adriann@forwardtogether.org	McKinley
William (Bill) Smith	SFCF	Santa Fe Community Foundation	wsmith@santafecf.org	Mora
Arthur "Butch" Blazer		Mescalero Apache Tribe	(575) 464-4494	Otero
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Otero
Gil Vigil	ENIPC	Eight Northern Indian Pueblo Council	gvigil@enipc.org	Rio Arriba
Adrian Barboa	FT	Forward Together	adriann@forwardtogether.org	Rio Arriba
Corrine Sanchez	TWU	Tewa Women United	chastity@teawomenunited.org	Rio Arriba
Marcela Diaz	SOMOS	SOMOS un Pueblo Unido	marcela@somosunpuebounido.org	Roosevelt
Adrian Carver	EQNM	Equality NM	adrian@eqnm.org	San Juan
William (Bill) Smith	SFCF	Santa Fe Community Foundation	wsmith@santafecf.org	San Miguel
Gov. David Toledo	TSP	Ten Southern Pueblos	575-834-7359	Sandoval
Anni Leming	NMAFC	NM Asian Family Ctr	anni@nmafc.org	Sandoval
Rosalinda Dorado	EC	El Centro de Igualdad y Derechos	rdorado@elcentronm.org	Sandoval
Terrie Rodriguez	NMAHC	New Mexico Alliance of Health Councils	terrie@nmhealthcouncils.org	Santa Fe
Gil Vigil	ENIPC	Eight Northern Indian Pueblo Council	gvigil@enipc.org	Santa Fe
Marcela Diaz	SOMOS	SOMOS un Pueblo Unido	marcela@somosunpuebounido.org	Santa Fe
William (Bill) Smith	SFCF	Santa Fe Community Foundation	wsmith@santafecf.org	Santa Fe
Caren Gala	SFIC	Santa Fe Indian Center	505-660-4210	Santa Fe
Terra V Winter	CFSNM	Community Foundation of Southern NM	terra@cfsnm.org	Sierra
Lisa O'Brien	TCF	Taos Community Foundation	director@taoscf.org	Taos
Gil Vigil	ENIPC	Eight Northern Indian Pueblo Council	gvigil@enipc.org	Taos
Adrian Carver	EQNM	Equality NM	adrian@eqnm.org	Taos
Lisa O'Brien	TCF	Taos Community Foundation	director@taoscf.org	Taos
Randy Royster	ACF	ABQ Community Foundation	randy@abqcf.org ; chanel@abqcf.org	Torrance
Bev McMillan	UW	United Way	Bev.McMillan@uwcnm.org	Torrance
Gov. David Toledo	TSP	Ten Southern Pueblos	575-834-7359	Valencia
Rosalinda Dorado	EC	El Centro de Igualdad y Derechos	rdorado@elcentronm.org	Valencia

Source: Melanie Aranda Center for Civic Policy maranda.ccd@gmail.com



Torrance County Grants Committee

Grant review Summary

Department : County Manager

Project Manager: Cheryl Allne

Date: 9/10/2019

Type of Grant: Reimbursable Match Other:

Name of Grant: I Count New Mexico	Grant/Agreement Number: TBA by DFA
Grantor: NM Department of Finance	Grant Term: July 1, 2019 -June 30, 2020 (funds awarded by 10/11/19)
Grant Funding: \$24,219.53	Administration Fee: none
Report Requirements: Monthly reports: Financial: description of expenditures, relationship of expenditure to SOW, and receipts; Monthly Narrative (due 15th of following month), and Final Financial and Narrative Reports (due 6/30/2020) 6-year record retention matching:	
Project Description: Organize I Count Committee and plan to educated, motivate and activate Census for Torrance County to ensure complete count. Coordinate training, Outreach Plan, Meeting with State Demographer,	
Legal Requirements: work may be subcontracted to a census trained Community-Based Organization Committee: Chair, Co-Chair (name by 9/27/19)	
Committee Concerns: <i>Hiring consultant recon. Limit comm. to 5 people.</i>	

Recommend: Approve Approve With Conditions: *noted in concerns* Do Not Approve

Grants Committee:

[Signature]
County Manager

[Signature]
County Treasurer

[Signature]
Grant Coordinator

[Signature]
Purchasing Director

[Signature]
Finance Director



Torrance County

P.O. Box 48
205 South Ninth Street
Estancia, New Mexico 87016
505-544-4700

Ryan Schwebach,
Chair
District 2

TO: Cheryl Allen

FROM: John M. Butrick, Esq. – County Attorney

DATE: September 17, 2019

Kevin McCall
District 1

RE: Form and Sufficiency of the 2019-2020 Complete Count Agreement

Javier Sanchez
District 3

This signifies that I have reviewed the 2019-2020 Complete Count Agreement and approve it as to form and sufficiency.

Wayne A. Johnson
County Manager

Respectfully,

Tracy Sedillo
Treasurer

A handwritten signature in cursive script, appearing to read "John M. Butrick", written over a horizontal line.

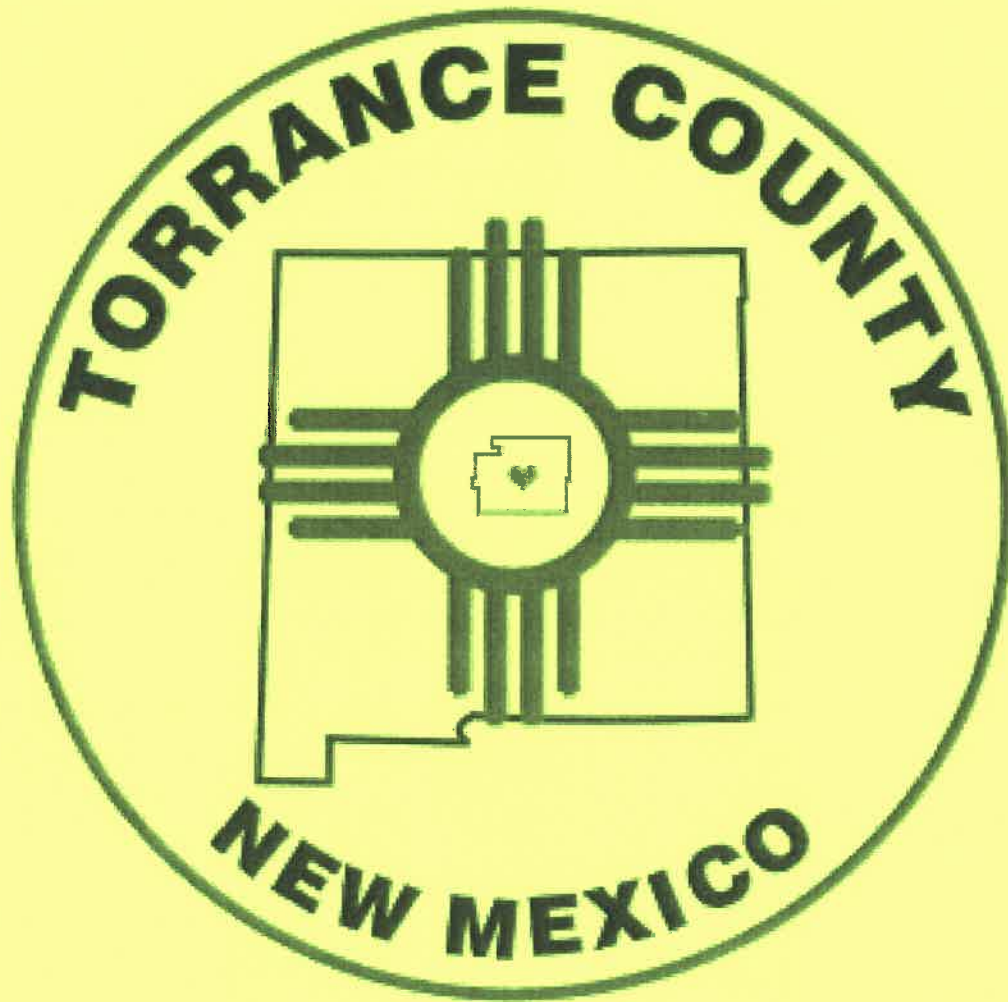
John M. Butrick

Linda Jaramillo
Clerk

Jesse Lucero
Assessor

Martin Rivera
Sheriff

Josie Chavez
Probate Judge



*Agenda Item
No. 12-B*

Torrance County Commissioners
P.O. Box 48
Estancia, NM 87016

September 16, 2019

Angela Creamer
PO Box 166
Estancia, NM 87016

Dear Commissioners:

I am interested in appointment to the Torrance County Complete Count Committee. I would like to promote more interest in facilitating a positive experience in the 2020 censuses. The census is an important tool for our community as a whole and any increase in accuracy would benefit our community in enabling many different organizations to have a clearer picture of the needs of the people in Torrance County.

I have worked for the Town of Estancia since 2001, I began as an Assistant Librarian and am currently the Head Librarian. I have attended UNM with an emphasis in Education, and I have a Library Science Certificate from the New Mexico State Library.

Best,

Angela Creamer, Head Librarian



505 384 9655/505 705 5450

acreamer@townofestancia.com

Torrance County Commissioners
P.O. Box 48
Estancia, NM 87016

September 17th, 2019

Return Address

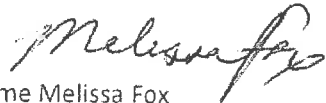
United Way of Central New Mexico
2340 Alamo Ave. Suite 200
Albuquerque NM, 87106

Dear Commissioners:

The United Way of Central New Mexico commits to appointing a representative to serve on the Torrance County Complete Count Committee. We will provide Cheryl Allen, the Torrance County Grant Coordinator, with the name and contact information of the designated representative. We will ensure that the selected representative has the interest and experience necessary to serve on the committee, and will be able to commit to the committee through June 30, 2020.

My name is Melissa Fox and I am the Community Impact Grants Manager at United Way of Central New Mexico. I have served at several non-profits in central New Mexico, including HopeWorks, MADD, and the Leukemia & Lymphoma Society. I currently serve on the EFSP Board, Sandoval County Health Council, and the Funders Collaborative of NM. I have B.A. in English Literature from the University of New Mexico and an M.B.A. I wish to expand United Way's service even more deeply into Torrance County and support the work outlined in the Census Outreach Plan. I look forward to serving on the committee and representing United Way of Central New Mexico.

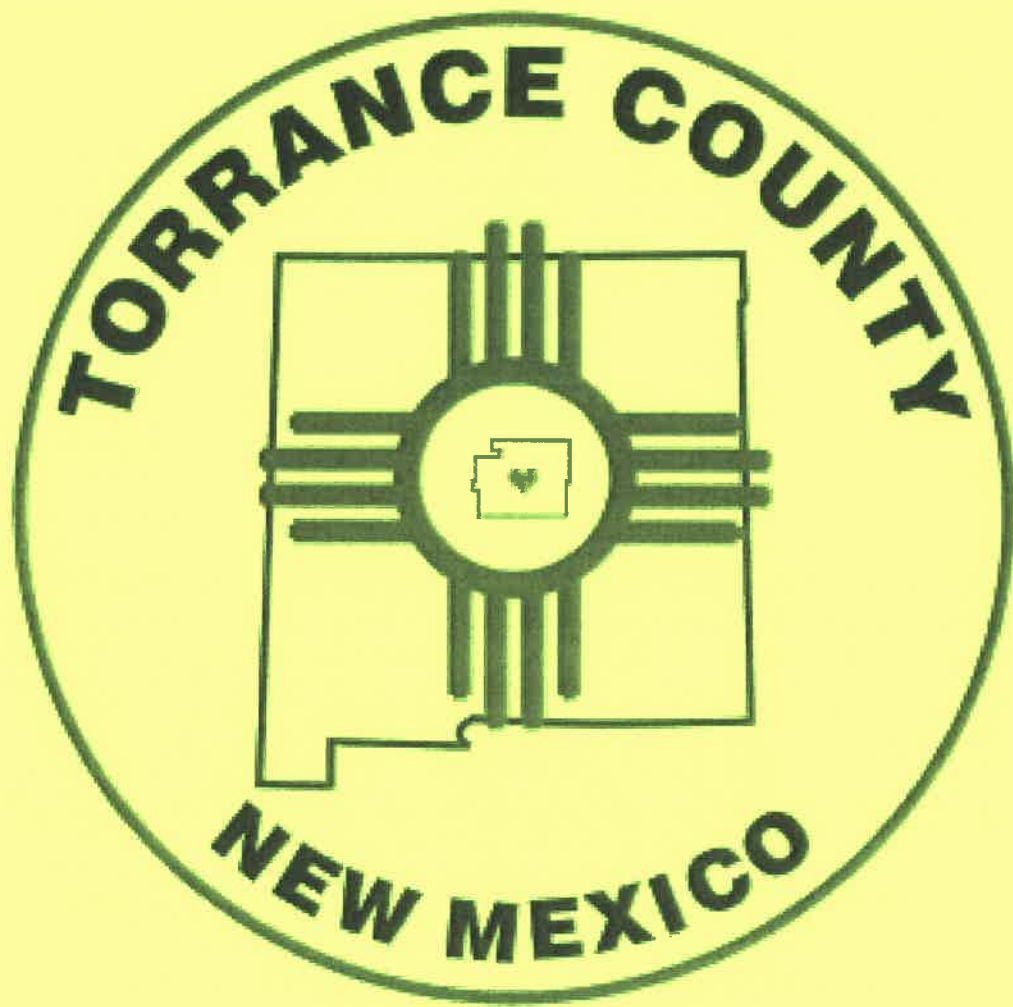
Signature



Typed Name Melissa Fox

Phone/Cell: 505.377.9712

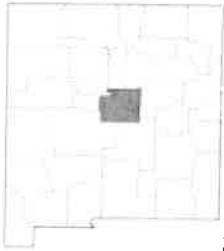
Email: melissa.fox@uwcnm.org



*Agenda Item
No. 12-C*

OUTREACH PLAN TEMPLATE

Torrance County



Source: [US Census Bureau](#)

Communities: Encino, Estancia, Manzano, Moriarity, Mountainair, Tajiique, Torreon, Willard

	Torrance County	New Mexico
County Seat	Estancia	
Population (2017)	15,506	2,088,070
% New Mexico Population	0.75%	100%
Land Area (Square miles)	3,344.9	121,298
Persons per Sq. Mile (2015)	4.7	17.3
Households (2011-2015)	7,769	909,565
Response Rate in 2010	67.4%	73.8%
# of Non-Responses (based on 2017 pop.)	5,055	547,074
# of Undercounted (based on 2017 pop.)	284	40,509
Hispanic	6,844	1,041,843
White Non-Hispanic	8,165	811,077
Native American	483	199,240

	Torrance County	New Mexico
African American	296	48,485
Asian Pacific Islander	180	44,580
Children Age 0-4	795	128,145
Youth Under Age 18	3,309	488,090
Seniors Age 65+	3,104	352,601
% of Persons with a Disability	15.8%	15.0%
Medicaid Enrollment: % of Persons (2018)	61.6%	40.0%
% of Households w/SNAP Benefits	22.4%	17.0%
% Children Under 5 Living in Poverty	42.5%	32.6%
% Adults Age 65+ Living in Poverty	21.2%	11.9%
Ten-Year Revenue Loss from a 2020 Census Undercount (1% Undercounted) FY15 (GWU)	\$4,608,383	\$620,574,403
% Households w/Broadband Internet	59.2%	69.9%
% Households Grandparents Responsible for Grandchildren	17.9%	10.8%
% Households Headed by a Single-Female	14.4%	13.8%
% Renter Occupied Housing Units	15.3%	29.5%
Average Size of Households - # of Persons	2.7	2.6
% Unemployed Civilian Population Age 16+ (2017)	8.6%	6.1%

Torrance County 2020 Census Outreach Allocation: \$24,219.53

Information about forming a **Complete Count Committee** can be found here <https://bit.ly/2CN1kCr>

Local Complete Count Committee members (Ensure a diverse mix of trusted community members)

1. Chair: Peggy Schwebach, Torrance County resident
505-384-5139
pschwebach@aol.com
2. Co-Chair: Shannon Cobb, Torrance County resident
575-910-0024
moo@dfn.com
3. Angela Creamer, Estancia Library Head Librarian
505-384-9655 / 505-705-5450
acreamer@townofestancia.com
4. Melissa Fox, Community Impact Grants Manager at United Way of Central New Mexico
505-377-9712
melissa.fox@uwcnm.org
5. Kathleen Jesse, Torrance County resident
505-249-4287
kmjesse@unm.edu

Project objectives

- Raise awareness of what is at stake for each community in NM in the 2020 Census.
- Mobilize communities across NM to engage in the 2020 Census as trusted messengers to encourage self-response.
- Maximize online self-response to the 2020 Census from March 12, 2020 to end of April 2020.
- Implement a Non-Response Follow-Up plan of activities working with the U.S. Census Bureau enumerators who will be knocking on doors May-July, 2020 to all New Mexicans who have not self-responded yet.
- **Encourage all New Mexicans to Self-Respond to the census questionnaire online as early as March 12, 2020.**

Target audiences

- All residents of New Mexico with special emphasis on historically undercounted communities and populations.
- Community, faith, health care, education, business, and Local and Tribal government leaders who know their communities and enjoy the trust and confidence of the community.

The Challenge

Research demonstrates that the historically undercounted populations are often:

- Fearful or mistrustful of government's ability and willingness to:
 - Protect the privacy of individual responses.
 - Ensure that the information provided is not used for any other purpose than developing a statistical picture of the country, especially a purpose that could bring harm to an individual, household or community.

- Ensure information provided is not shared with other agencies.
- Unaware or unconvinced that the accuracy of the Census has any impact on their lives.
- Less likely to have access to or be versed in and comfortable using the Internet or smartphones.
- Most likely to benefit from the dollars that could be lost if there is an undercount in New Mexico.

Elements of an Outreach Plan

Census outreach strategy needs to:

- 1) Educate communities about:
 - a. What the Census is (and isn't)
 - b. Why an accurate count is important to the community
 - c. How the information is to be collected
 - d. What information is (and isn't) to be collected
 - e. How the information provided will be (and won't be) used
 - f. What the government obligations are to protect the privacy of information

- 2) Communicate that:
 - a. Individual information will not be shared by the U.S. Census Bureau, and
 - b. Information will not be used to target communities in harmful ways

- 3) Ensure hard-to-count populations:
 - a. Are aware of the various language assistance available to them
 - b. Are provided assistance to navigate an online or paper form
 - c. Are provided with the internet connection to complete their form

- 4) Mobilize local leaders from the private, nonprofit, and public sector to:
 - a. Ensure that the Master Address File is fully up-to-date with the latest lists of individual residences and transitory locations, as well as any new facilities (dorms, senior centers, etc.) housing groups.
 - b. Make an inventory of potential in-kind and monetary assistance that their organizations or institutions can provide to:
 - i. Support the education and awareness process, and
 - ii. Offer a trusting and reassuring venue for education or census completion.
 - c. Educate all residents about the census process.
 - d. Serve as conduits between local residents and federal or state officials who can answer questions or address concerns.
 - e. Prepare a group of trusted messengers to serve as informed educators at these events.
 - f. Make a list of events from now until Census Day that can be used to educate target populations about the Census and its importance to the community.
 - g. Develop targeted messages—especially with concrete examples of how Census data has helped **this** community in the past.
 - h. Assemble a contact list of individuals willing to *Commit to the Census* who can be emailed, texted, or called once the Census portal is open with reminders to self-respond.
 - i. Open Census Questionnaire Assistance Centers (QACs) from March 12, 2020 through the end of April and provide the computers and personnel necessary to assist in the completion of the

census forms.

Trusted Messengers – A Must

Methods of delivering the outreach plan will vary from area to area based upon needs and interests, but a general conclusion from the research is that an individual with credibility in the community is the most effective messenger to provide:

1. convincing arguments about why the community has the right (and need) to stand up and be counted,
2. convincing assurance that completion of the Census will bring benefits to the community, and
3. assistance in completing the form.

Outreach Timeline

Awareness and Education Phase: November to December 2019

Build the statewide network of informed and mobilized census ambassadors

Between now and the launch of the general public education campaign at the beginning of January 2020, a number of methods can be used to educate ever descending levels of trusted leaders until each community has a number of trusted and informed leaders ready to raise awareness and encourage participation. These methods include:

- Use of routine communications between local governments and county residents
- Newspaper articles, newsletter articles, op-eds, blogs
- Radio and television talk shows – and podcasts
- Presentations to public community events
- Please visit SCCC website www.icountNM.gov for 2020 Census resources. Beginning in November, each county will have their own County Outreach Timeline of events for New Mexicans statewide to see and share with their social networks.

For Hard-to-Count GIS mapping and Census training please contact:

- Robert Rhatigan, State Demographer, Geospatial Populations Studies Program, University of New Mexico rhatigan@unm.edu 505-277-4034
 - Veronica Arzate De Reyes, Partnership Specialist, U.S. Census Bureau veronica.m.arzate.de.reyes@2020census.gov 972-979-1632
 - Sergio Martinez, Partnership Coordinator, U.S. Census Bureau sergio.a.martinez@2020census.gov 385-484-1992
 - Steven Montano, Southern NM Partnership Specialist, U.S. Census Bureau Steven.montano@2020census.gov 575-805-6833
- Information tables at public community events (conferences, fairs, fiestas, rodeos, concerts, etc.) with brochures and factsheets. Please be innovative and invite local, trusted messengers to serve on your Complete Count Committee so everyone is counted in New Mexico.

Motivation Phase: January to March 2020

Ramp up the media awareness campaign to the general population

- Place flyers, brochures, and posters in strategic locations
- Distribute printed information and make volunteers available to answer questions about the census

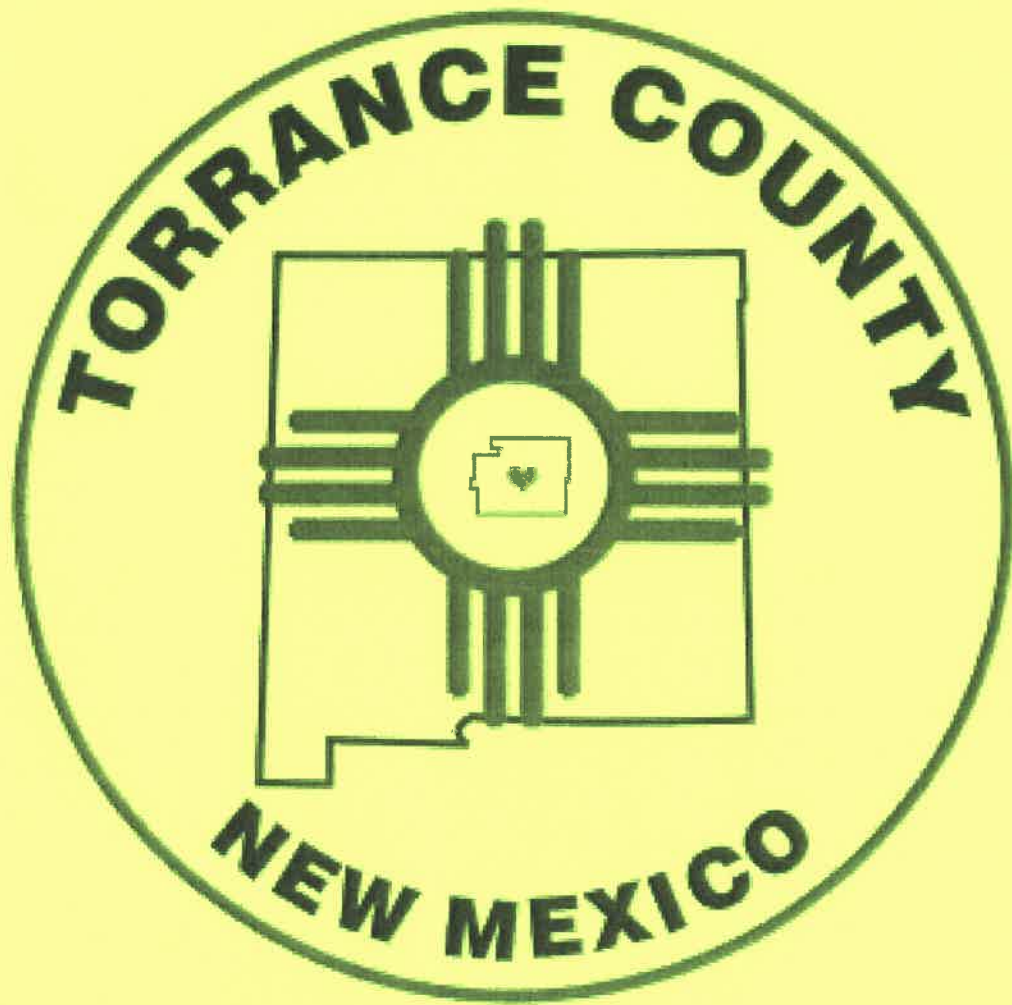
Activation Phase: Mid-March to April 1, 2020 (CENSUS DAY)

Promote self-response across all HTC communities

- Have flyers, brochures, stickers, and posters at strategic locations, encouraging self-response today
- Open Census Questionnaire Assistance Centers (QACs) – Local libraries are safe and have broadband connections.
- Send reminders in utility bill, or via text, email, and calls to those who signed *Commit to the Census*

Non-Response Follow-Up: May to June 2020

Encourage Complete Count Committees to cooperate with U.S. Census Bureau enumerators



*Agenda Item
No. 12-D*

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



County Commission
Commissioner Kevin McCall, District 1
Commissioner Ryan Schwebach, District 2
Commissioner Javier E. Sanchez, District 3
County Manager
Wayne Johnson

**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: Lester Gary Fire
First Last Department / Company / Organization Name

Today's Date: 09/16/2019 **Mailing Address:** _____
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 544-4401 **Fax Number:** _____
Would you like this Agenda Faxed to you? Yes No

Email Address: lgary@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 for discussion of and approval to publicize for adoption of the 2015 International Fire Code and the 2015 International Wildland-Urban Interface Code for County Ordinance.

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

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 **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. 12-E*

REQUEST FOR APPLICATIONS FOR VOLUNTEER FIRE ASSISTANCE FUNDING

The New Mexico Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Division) is now accepting Applications for the Volunteer Fire Assistance Program (VFA). This VFA grant is provided through emergency funds made available by the U.S. Department of Agriculture, Forest Service to protect communities from catastrophic wildland fire. Grant funding focuses primarily on wildland fire objectives including: 1) equipping rural fire departments with wildland fire equipment; 2) organizing rural fire departments for wildland fire response; and 3) wildland fire prevention. Structural firefighting objectives are a lower priority, but EMNRD may consider them if benefit from these projects will carry over into wildland objectives.

Eligible Applicants are municipalities, counties, and tribes and pueblos that service rural communities with less than 10,000 people and who can provide 10% cost-share match. EMNRD will place a strong emphasis on wildland personal protective equipment and firefighting equipment. EMNRD will give higher priority to projects that enhance local governmental entities' capabilities to safely respond to and manage wildland fires in medium/high risk areas (as identified in the New Mexico Forest Action Plan) through the response of their rural/volunteer fire departments, focusing on the wildland objectives described above. EMNRD may also give consideration to structural fire objectives showcasing a regional benefit, though this will be given a lower priority.

- Items with an individual cost greater than \$5,000 are considered capital outlay and are not eligible for funding.
- All-terrain vehicles and utility-terrain vehicles are NOT eligible for funding.

Distribution of funding is on a competitive basis. Criteria used by fire managers to rate applications includes: clear project objectives; budget; proximity to, or response jurisdiction for, medium/high priority and medium/high hazard at risk communities; proximity to federal lands; and local government capability.

Applications may be funded at whole or in part dependent upon the total number of applications received and the ranking of the individual applications.

Potential Applicants who need assistance with the application process or who have questions on grant criteria, may contact their local Forestry Division District Office. All Applicants shall familiarize themselves with grant criteria before submitting applications.

Applications may be obtained from: Eugene Pino, Forestry Division, EMNRD, Wendell Chino Building, 1220 S. St. Francis Drive, Santa Fe, N.M., 87505, Eugene.Pino@state.nm.us
Telephone: (505) 476-3348.

Applications also may be downloaded from the Forestry Division web site: www.nmforestry.com, under the RFP/Grants tab.

Applicants shall submit one original and four identical hard copies of the completed Application forms to the address above, no later than 5 p.m., November 14, 2019. Applications sent by mail must be physically received at EMNRD by 5 p.m. on November 14, 2019. EMNRD will not accept Applications sent by e-mail or fax.

APPLICATION PACKET

Cooperative Fire Assistance through support from the USDA Forest Service

Volunteer Fire Assistance Application Guidelines

I. General Description

The New Mexico Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Division) is seeking Applications (Exhibit 1) for the Volunteer Fire Assistance Program (VFA). This VFA grant is provided through emergency funds made available by the U.S. Department of Agriculture, Forest Service (Forest Service) to protect communities from catastrophic wildland fire. Grant funding focuses primarily on wildland fire objectives including: 1) equipping rural fire departments with wildland fire equipment; 2) organizing rural fire departments for wildland fire response; and 3) wildland fire prevention. Structural firefighting objectives are a lower priority, but EMNRD may consider them if benefit from these projects will carry over into wildland objectives.

EMNRD will give higher priority to projects that enhance local governmental entities' capabilities to safely respond to and manage wildland fires in medium/high risk areas (as identified in the New Mexico Forest Action Plan) through the response of their rural/volunteer fire departments, focusing on the wildland objectives described above. EMNRD may also give consideration to structural fire objectives showcasing a regional benefit, though this will be given a lower priority.

II. VFA Eligibility

Eligible Applicants are municipalities, counties, and tribes and pueblos that service rural communities with less than 10,000 people and who can provide 10% cost-share match. Each Application must include a narrative of the proposed project's wildland objective and how this project will benefit these communities and their ability to respond to wildfires in medium/high risk areas. Applicants who follow the National Incident Management System – Incident Command System (NIMS ICS) in day-to-day operations will receive higher scores.

EMNRD will place a strong emphasis on wildland personal protective equipment and firefighting equipment. Items with an individual cost greater than \$5,000 are considered capital outlay and are not eligible for funding.

All-terrain vehicles and utility-terrain vehicles are NOT eligible for funding.

III. VFA Agreements and Cost-Sharing

Each VFA grant recipient must provide a cost-share of 10 percent. In-kind contributions are accepted by VFA program guidelines at a general rate of \$23.56 per hour. All projects must be completed by December 31, 2020. Federal funds cannot be used as the 10 percent match. The VFA recipient is required to use state or local funds for the required match.

IV. Uses of VFA Grant

The primary focus of VFA funding is to strengthen a local government's capability to organize and respond to wildland fire. Examples include:

- projects that provide for the purchase of wildland fire equipment;
- funding fire prevention projects that reduce the number of human caused fires and protect the public. Possible prevention projects include defensible space workshops, development of a debris burning permit system, or adoption of wildland urban-interface ordinances; or
- hiring of a wildland coordinator to work with departments to set up wildland fire training, track wildland fire qualifications, and develop interagency agreements such as the New Mexico Resource Mobilization Plan.

VFA cost-share rates may vary depending on allotted funding from the Forest Service. The maximum grant amount for equipment projects is \$20,000.00 and the maximum grant amount for prevention and organizational projects is \$24,999.00.

V. Criteria and Contract Award

The Division shall rate Applications based on the criteria contained in the Eligibility Checklist (Exhibit 2) and Project Application Evaluation form (Exhibit 3). Successful Applicants shall enter into either a Grant Award Agreement (Exhibit 4), or Governmental Services Agreement (Exhibit 5), depending on project type, for the expenditure of the VFA funds.

All applicants shall also complete the Financial Capability Questionnaire (Exhibit 6), per Office of Management and Budget 2 C.F.R. 200. The Forest Service requires the Division to have each applicant complete Exhibit 6 in order to be eligible for funding consideration.

Applications may be funded whole or in part dependent upon the total number of applications received and the rank of each individual application.

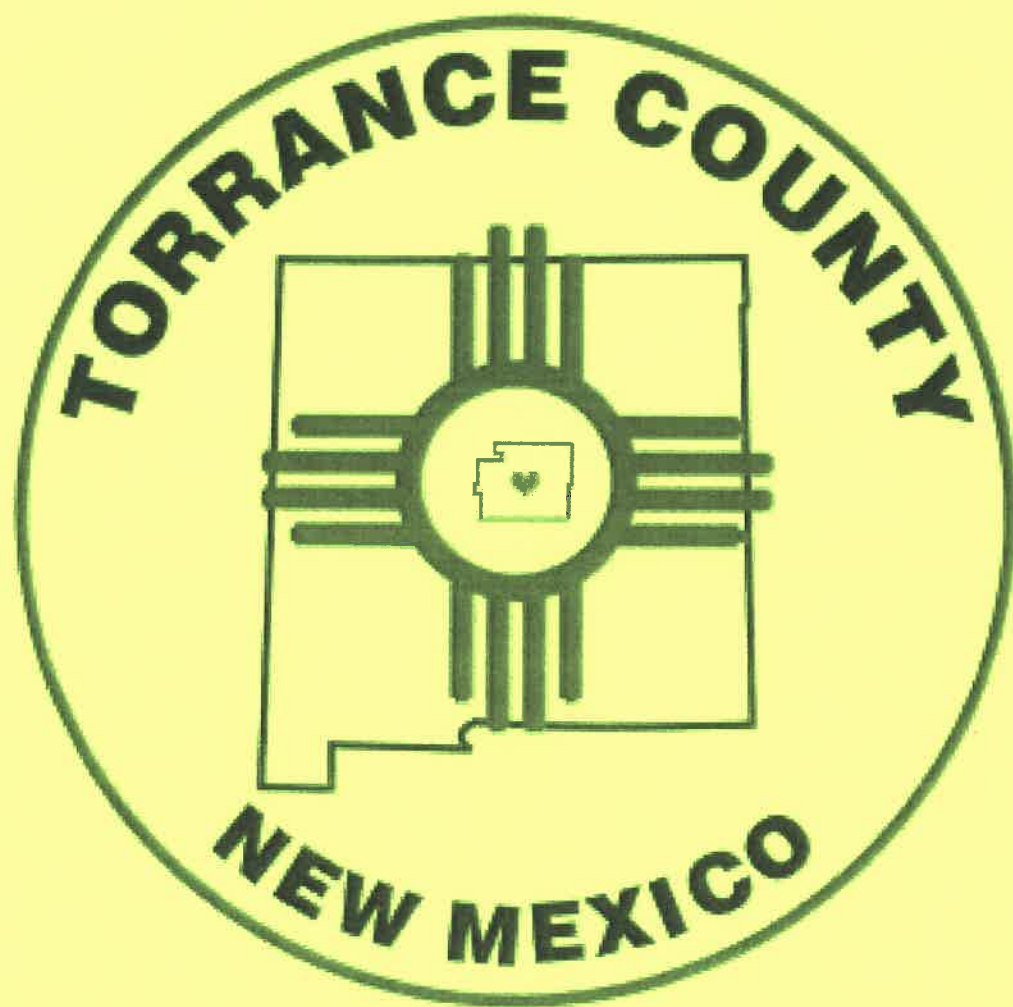
Non-tribal applicants must be compliant with the requirements of the State Audit Act, NMSA 1978, §§ 12-6-1 through 12-6-14, as well as federal audit requirements. Tribal applicants must provide audit documentation equivalent to federal requirements. To assess compliance, the Applicant can check the State Auditor's website to verify if the Applicant's fiscal agent's (county or municipality) audits are available online at <http://www.saonm.org/home> for Fiscal Years 15, 16, 17, 18, and 19. Applicants whose fiscal agent's audits are not available at the State Auditor's website may be disqualified.

VI. Response Contents and Due Date

Applicants shall submit one original and four identical hard copies of the completed Application and Fiscal Capability Questionnaire to the address below, no later than 5 p.m., November 14, 2019. Applications sent by mail must be physically received at EMNRD on that date. EMNRD will not accept Applications sent by e-mail or fax.

Eugene Pino
EMNRD - Forestry Division
1220 S. St. Francis Drive, Santa Fe, N.M., 87505
Telephone: (505) 476-3348

Note: Exhibits 2, 3, 4, and 5 provided as examples only; Applicants do not need to fill in or return Exhibits 2, 3, 4, or 5.



*Agenda Item
No. 12-F*

SERVICES CONTRACT FOR TORRANCE COUNTY

RFP TC-FY20-02

PRINTING SERVICES FOR TREASURER AND ASSESSOR

THIS AGREEMENT is made and entered into by and between the County of Torrance, hereinafter referred to as the "County" and **The Master's Touch, LLC.**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Purchasing Agent and the Board of County Commissioners.

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

The Contractor shall perform the work outlined in the Scope of Work attached hereto as **Attachment 1** and incorporated herein by reference.

2. Compensation.

A. The County shall pay to the Contractor for services satisfactorily performed in the amount of (\$7,499.00 + NMGR) for Tax Bills, (\$2,075.00 + NMGR) for Delinquent Notices, (\$1,420.00 + NMGR) for Manufactured Home Liens, (\$4,387.00 + NMGR) for Notice of Value with E-Notice, (\$317.00 + NMGR) for Business Personal Property Forms with Postcard, (\$815 + NMGR) for Livestock Forms; to be invoiced upon completion of each respective printing service. The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, is (\$16,513.00 + NMGR). The above compensation is based upon the number of Tax Bills, Delinquent Notices, Manufactured Home Liens, Notices of Value with E-Notice, Business Personal Property Forms with Postcard, and Livestock Forms as provided in Appendix E (Cost Response Form). The County reserves the right to pay less than the above enumerated compensation and will pay only for the units provided in Appendix E actually printed to the extent that this number is less than or equal to the total units enumerated in Appendix E (Cost Response Form). The County reserves the right to pay for overages due to variances in file size provided by the County to the Contractor that are in accordance with **Attachment 1** (Scope of Work) and Appendix E (Cost Response Form).

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work. All invoices **MUST BE** received by the County no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID**.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the County finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the County that the services have been received and accepted, payment shall be

tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the County shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

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

3. Term.

This Agreement is for one (1) year from the date of approval by the Torrance County Board of County Commissioners. This Contract will automatically renew on an annual basis, for up to three (3) additional one (1) year terms unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with Section 13-1-150 NMSA 1978, no term for a services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978. This procurement will result in a single source award.

4. Termination.

A. **Termination.** This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this Agreement, the County's sole liability upon such termination shall be to pay for acceptable work performed prior to the Contractor's receipt of the notice of termination, if the County is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the County or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of government funds or due to the Appropriations paragraph herein. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE COUNTY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

B. **Termination Management.** Immediately upon receipt by either the County or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the County; 2) comply with all directives issued by the County in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the County shall direct for the protection, preservation, retention or transfer of all property titled to the County and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the County upon termination and shall be submitted to the County as soon as practicable.

5. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Board of County Commissioners for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Board of County Commissioners, this Agreement shall terminate immediately upon written notice being given by the County to the Contractor. The County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the County proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for the County and are not employees of the County of Torrance. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of county vehicles, or any other benefits afforded to employees of the County of Torrance as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the County of Torrance unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the County.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the County. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the County to any subcontractor. In all cases, the contractor is solely responsible for fulfillment of this Agreement.

9. Release.

Final payment of the amounts due under this Agreement shall operate as a release of the procuring agency of the County, its officers and employees, and the County of Torrance from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. Confidentiality.

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

11. Product of Service -- Copyright.

All materials developed or acquired by the Contractor under this Agreement shall become the property of the County of Torrance and shall be delivered to the County no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. Conflict of Interest; Governmental Conduct Act.

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

- 1) in accordance with Section 10-16-4.3 NMSA 1978, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any County employee while such employee was or is employed by the County and participating directly or indirectly in the County's contracting process;
- 2) this Agreement complies with Section 10-16-7(B) NMSA 1978 because (i) the Contractor is not a public officer or employee of the County; (ii) the Contractor is not a member of the family of a public officer or employee of the County; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the County, a member of the family of a public officer or employee of the County, or a business in which a public officer or employee of the County or the family of a public officer or employee of the County has a substantial interest, public notice was given as required by Section 10-16-7(B) NMSA 1978 and this Agreement was awarded pursuant to a competitive process;
- 3) in accordance with Section 10-16-8(C) NMSA 1978, (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the County within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the County whose official act, while in County employment, directly resulted in the County's making this Agreement;
- 4) in accordance with Section 10-16-13 NMSA 1978, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

5) in accordance with Section 10-16-3 and Section 10-16-13.3 NMSA 1978, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the County.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the County relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the County if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the County and notwithstanding anything in the Agreement to the contrary, the County may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. Amendment.

This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

14. Merger.

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. Penalties for violation of law.

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. Equal Opportunity Compliance.

The Contractor agrees to abide by all federal, state and county laws and rules and regulations, pertaining to equal employment opportunity. In accordance with all such laws, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law.

In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern and that venue will lie in the Seventh Judicial District Court in Torrance County. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the County.

19. Records and Financial Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the County, the Department of Finance and Administration, and the State Auditor. The County shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payments

20. Disclaimer and Hold Harmless.

Torrance County shall not be liable to the Contractor, or the Contractor's successors, heirs, administrators, for any loss, damage, or injury, whether to Contractor's person or property, occurring in connection with Contractor's performance of Contractor's duties according to this Agreement. Contractor shall hold the Torrance County harmless from all loss, damage, and injury, including court costs and attorney fees, incurred by Torrance County in connection with the performance by Contractor of Contractor's duties according to this Agreement.

21. Indemnification.

The Contractor shall defend, indemnify and hold harmless the County of Torrance from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the County of Torrance and the New Mexico Association of Counties by certified mail.

22. Invalid Term or Condition.

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

23. Enforcement of Agreement.

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

24. Authority.

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

25. Lobbying.

No federal appropriated funds can be paid or will be paid, by or on behalf of the CONTRACTOR, or any person for influencing or attempting to influence an officer or employee of any County, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, or the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any County, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection of this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

26. Approval of Contractor Personnel.

Personnel proposed in the Contractor's written proposal to the County are considered material to any work performed under this Agreement. No changes of personnel will be made by the Contractor without prior written consent of the procuring agency of the County. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The procuring agency of the County shall retain the right to request the removal of any of the Contractor's personnel at any time.

27. Survival.

The agreement paragraphs titled "Patent, Copyright, Trademark, Trade Secret Indemnification," "Records and Financial Audit," and "Indemnification" shall survive the expiration of this agreement. Software licenses, leases, maintenance and any other unexpired agreements that were entered into under the terms and conditions of this agreement shall survive this agreement

28. Succession.

This agreement shall extend to and be binding upon the successors of the parties and assigns of the County.

29. Force Majeure.

A party shall be excused from performance under this agreement for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

30. Mediation.

In the event a dispute arises as to the rights and obligations among the parties hereto, the parties agree to attempt to resolve the dispute through mediation as a condition precedent to seeking legal and equitable remedies. The parties agree to evenly split the costs of any such mediation services. The parties shall mutually agree upon the choice of mediator. In the event the parties have not agreed upon a mediator within twenty (20) days of written notice to the other regarding the dispute, then a list of seven potential mediators will be obtained from the New Mexico Association of Counties and the parties shall utilize a striking process until a mediator is agreed upon.

31. Notice to Proceed.

It is expressly understood that this Agreement is not binding upon the County until it is executed by the Board of County Commissioners after voting on the contract at a public meeting. The Contractor is not to proceed with its obligations under the Agreement until the Contractor has received a fully signed copy of the Agreement.

32. Attorney's Fees.

In the event this Agreement results in dispute, mediation, litigation, or settlement between the parties to this Agreement, the prevailing party of such action shall NOT be entitled to an award of attorneys' fees and court costs.

33. Cooperation.

All parties hereto will fully cooperate with the other and their respective counsel, accountant, and agents in connection with any steps required to be taken under this Agreement.

34. Incorporation and Order of Precedence.

Request for Proposals No. TC-FY20-02 and the Contractor's proposal are incorporated by reference into this Agreement and are made a part of this Agreement. In the event of any conflict among these documents, the following order of precedence shall apply:

1. Any contract amendment(s), in reverse chronological order; then
2. this Contract itself; then
3. the Request for Proposals; then
4. the Contractors Best and Final Offer(s), in reverse chronological order; then
5. the Contractor's proposal; then
6. the Contractor's standard agreement terms and conditions (which may or may not have been submitted as part of the contractor's proposal).

35. Patent, Copyright, Trademark and Trade Secret Indemnification.

A. The Contractor shall defend, at its own expense, the County of Torrance against any claim that any product or service provided under this Agreement infringes any patent, copyright

or trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the County of Torrance based upon the Contractor's trade secret infringement relating to any product or service provided under this Agreement, the Contractor agrees to reimburse the County of Torrance for all costs, attorneys' fees and the amount of the judgment. To qualify for such defense and/or payment, the County of Torrance shall:

- i. give the Contractor prompt written notice of any claim;
- ii. allow the Contractor to control the defense or settlement of the claim; and
- iii. cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

- i. provide a procuring agency of the County the right to continue using the product or service;
- ii. replace or modify the product or service so that it becomes non-infringing; or
- iii. accept the return of the product or service and refund an amount equal to the depreciated value of the returned product or service, less the unpaid portion of the purchase price and any other amounts which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the procuring agency of the County to the extent such modification is the cause of the claim.

36. Professional Liability Insurance.

Contractor agrees to maintain in full force throughout the duration of the Agreement a professional liability insurance policy with a minimum coverage of \$1,000,000.00 per occurrence/ \$2,000,000.00 aggregate.

37. Contractor's Payment of Property Taxes.

Contractor acknowledges that County has established a policy of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations to mitigate the economic burden otherwise imposed upon County and its taxpayers. Contractor warrants and certifies that it is presently not delinquent in the payment of its property tax obligations, and that it will not become delinquent during the term of this Contract.

38. Termination For Failure to Comply with All County Tax Requirements.

Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure a tax delinquency within 10 days of notice shall be grounds upon which County may terminate this Contract.

39. Notices.

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Wayne Johnson, County Manager // PO Box 48// Estancia, NM 87016

To the Contractor: The Master's Touch, LLC. // 1405 N. Ash St. // Spokane, WA 99201

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

By: _____ Date: _____
Contractor

Printed Name: The Master's Touch, LLC.

Address: 1405 N. Ash St.
Spokane, WA 99201

By: _____ Date: _____
Torrance County Manager

Printed Name: Wayne Johnson

Address: 205 S Ninth Street
Estancia, NM 87016

By: _____ Date: _____
Torrance County Purchasing Agent

Printed Name: Noah J. Sedillo

Address: 205 S Ninth Street
Estancia, NM 87016

BOARD OF COUNTY COMMISSIONERS

APPROVED, ADOPTED AND PASSED on this 25th day of September, 2019.

Ryan Schwebach
Chairman, District II

Javier Sanchez
Vice Chair, District III

Kevin McCall
Commissioner, District I

Attest:

John M. Butrick
Torrance County Attorney

Linda Jaramillo
Torrance County Clerk

Attachment 1

I. DETAILED SCOPE OF WORK

A. Services shall include, but are not limited to, the following:

- The processing of the Torrance County tax bills, notices and forms are critical to the business aspects of the Treasurer's and Assessor's Offices; therefore, our tax bills, notices and forms are required to be printed and sent out in a timely manner according to statutory responsibilities for the Treasurer and Assessor.
- We demand that all statutory deadlines are met with accuracy from the data files that we produce from our software program.
- The selected Offeror will produce the tax bills, notices and forms as well as the accompanying mailing envelopes plus additional informational inserts to the taxpayer
- The envelope provided to the taxpayers is a means to return payment to the county which must be of adequate quality to obscure the view of any check or other payment document enclosed.
- The tax bills and notices of value must be of a design and printed in such a manner as to be readable by a document reader and approved by the Treasurer, Assessor and the New Mexico Tax and Revenue Property Tax Division.
- The selected Offeror will be required to work closely with the County Treasurer, County Assessor, and appropriate office staff to insure on-time mailing of the tax bills, notices and forms.
- Proofs will be required and must be approved by the County Treasurer, Assessor, and the State of New Mexico Tax and Revenue Property Tax Division.
- Outgoing mailing pieces with tax bills and inserts enclosed, First Class Permit, and any other required postal indicia properly affixed must be delivered fully sealed, addressed, and presorted. This presort must meet all current Postal Reform Act requirements. Tax bills and notices must be delivery point bar coded to meet and maximize postal discounts.
- Tax bills and notices with the same address must be consolidated in one envelope for maximum postal savings.
- All mail is to be delivered to the main US Post Office in Estancia, New Mexico for mailing or sent by using "Mail Anywhere". The awardee is expected to provide mailing services under Torrance County's postal permit no. 12.

- Any offeror is expected to perform all data handling, printing and mailing services in-house and not utilize third-party vendors or subcontractors.
- The Offeror must be able to work with the output from our software system and our financial institution to produce the tax bills, notices and forms on a timely basis as we require.
- The Offeror must provide the County Treasurer and Assessor with a single point of contact for all customer relations and a single point of contact for the data processing employee who will be handling the County's project. Contacts must be available at all times during tax bills, notices and form development.
- Vendor/data processing employee must provide immediate response to County's emails and phone calls by the Treasurer, Assessor or their designee.
- The contracted Offeror must provide the Treasurer and Assessor with proofs with and without the data fields present.
- The Offeror must demonstrate the ability to handle any number of major modifications and/or frequent submissions of entire tax roll on short notice.
- Postage cost needs to be delivered to the County Treasurer and County Assessor one week prior to mailing to ensure the correct postage is available on Torrance County's USPS permit no. 12.

B. GENERAL SPECIFICATION – TAX BILLS

- Tax bills shall be 8.5" x 14" notice with print on both sides.
- Tax bills must incorporate two (2) detachable payment coupons as an integral part of the form.
- Form is to be printed on 24# OCR white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayers' copy.
- Form will be printed on a white background with up to (3) three colors.
- The tax bill mailing piece will consist of: the imaged tax bill, two-sided printed insert for frequently asked and answers, two-sided insert for the pre-payment plan, #10 mailing envelope and #9 remittance envelope.

- The #10 window envelope must be bright yellow stock with the County Treasurer's return address and permit no. 12.
- The #9 envelope must be gray stock with the County Treasurer's return address. Additional printing as indicated in the samples in Appendix F.
- Approximately 33,000 tax bills will be mailed out each year. The file size varies from year to year.
- A digital file of each tax bill printed needs to be delivered to the County Treasurer. Each tax bill needs to be saved as an individual file labeled by tax bill number. The file should be delivered on a disc or flash drive by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- Torrance County would like for the tax bills to be mailed as early as possible in October; however, tax bills must be mailed by November 1st of each year. This is a statutory deadline that must be met.

C. GENERAL SPECIFICATION – DELINQUENT NOTICES

- Delinquent notices shall be 8.5" x 11" notice with print on both sides.
- Delinquent notices must incorporate one (1) detachable payment coupon as an integral part of the form.
- Form is to be printed on 24# OCR white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayers' copy.
- Form will be printed on a white background with up to (3) three colors
- The delinquent notice mailing piece will consist of: the imaged delinquent notice, #10 mailing envelope and #9 remittance envelope.
- The #10 envelope must be bright blue stock with the County Treasurer's return address and permit no. 12.
- The #9 envelope must be gray stock with the County Treasurer's return address. Additional printing as indicated in the samples in Appendix F.
- Approximately 8,000 delinquent notices will be mailed out each year. The file size varies from year to year.
- A digital file of each delinquent notice printed needs to be delivered to the County

Treasurer. Each delinquent notice needs to be saved as an individual file labeled by tax bill number. The file should be delivered on a disc or flash drive by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.

- Delinquent notices must be mailed by June 1st of each year.

D. MANUFACTURED HOME LIENS

- Manufactured home liens shall be 8.5" x 14" notice with print on one side.
- Manufactured home liens must incorporate one (1) detachable payment coupon as an integral part of the form.
- Form is to be printed on 24# OCR white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayers' copy.
- Form will be printed on a white background with up to (3) three colors.
- The manufactured home lien mailing piece will consist of: the imaged manufactured home lien, #10 mailing envelope and #9 remittance envelope.
- The #10 envelope must be bright orange stock with the County Treasurer's return address and permit no. 12.
- The #9 envelope must be gray stock with the County Treasurer's return address. Additional printing as indicated in the samples in Appendix F.
- Approximately 700 manufactured home liens will be mailed out each year. The file size varies from year to year.
- A digital file of each manufactured home lien printed needs to be delivered to the County Treasurer. Each manufactured home lien needs to be saved as an individual file labeled by tax bill number. The file should be delivered on a disc or flash drive by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 within one week of mailing.
- A door hanger for each lien also needs to be printed on bright orange cardstock. The door hanger shall be 4.25" x 11" with print on both sides. The front side is the same for each door hanger. The back side is a copy of the tax lien certificate with the owner number and tax bill number (printed in 12 point font) included. The door hangers need to be delivered by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street

Estancia, NM 87016 within one week of mailing.

- A printed copy of all the lien certificates (without the payment coupon) shall be printed and delivered by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 within one week of mailing. The lien certificates must be printed in alphabetical order.
- Two master books also need to be provided. The master books are bound books with copies of all the lien certificates printed in alphabetical order, 2 liens per page, and double sided. The master books need to be delivered by mail to the County Treasurer at PO Box 318 or 205 S. Ninth Street Estancia, NM 87016 within one week of mailing.
- Manufactured home liens must be mailed by August 10th of each year.

E. NOTICES OF VALUE

- Notices of value shall be 8.5" x 14" notice with print on both sides.
- Notices of value must incorporate one (1) detachable change of address coupons as an integral part of the form.
- Form is to be printed on 24# OCR white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of the coupon from taxpayers' copy.
- Form will be printed on a white background with up to (3) three colors.
- The notice of value mailing piece will consist of: the imaged notice of value, two-sided printed insert for information, and #10 mailing envelope.
- The #10 window envelope must be white stock with the County Assessor's return address and permit no.12.
- Approximately 33,000 notices will be mailed out each year. The file size varies from year to year.
- A digital file of each notice of value printed needs to be delivered to the County Assessor. All the notices of value should be contained in one file that is searchable by various data. The file should be delivered on a disc or flash drive by mail to the County Assessor at PO Box 258 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- Torrance County would like for the notices of value to be mailed as early as possible in March; however, the notices must be mailed by April 1st of each year. This is a

statutory deadline that must be met.

F. BUSINESS PERSONAL PROPERTY REPORT FORMS & POSTCARD MAILING

- Business personal property reports forms, personal property statement and depreciation schedules shall be three separate pages 8.5" x 11" in size with print on one side of each page. Sample provided in appendix F.
- Forms are to be printed on 24# OCR white bond or equivalent.
- Forms will be printed on a white background with up to (3) three colors.
- All three forms must be delivered to the County Assessor in electronic format.
- The business personal property mailing piece will consist of: post card with print on both sides. Sample provided in appendix F.
- Approximately 600 postcards will be mailed out each year. The file size varies from year to year.
- A digital file of each postcard printed needs to be delivered to the County Assessor. All the postcards should be contained in one file that is searchable by various data. The file should be delivered on a disc or flash drive by mail to the County Assessor at PO Box 258 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- Business Personal Property postcards must be mailed by December 20th of each year. This is a statutory deadline that must be met.

G. LIVESTOCK FORMS

- Livestock forms shall be 8.5" x 11" notice with print on both sides.
- Form is to be printed on 24# OCR blue bond or equivalent.
- Form will be printed on a blue stock with up to (3) three colors.
- The livestock form mailing piece will consist of: the imaged livestock form, two-sided printed insert for information, and #10 mailing envelope.
- The #10 window envelope must be blue stock with the County Assessor's return address and permit no.12.
- Approximately 1,000 livestock forms will be mailed out each year. The file size varies

from year to year.

- A digital file of each livestock form printed needs to be delivered to the County Assessor. All the forms should be contained in one file that is searchable by various data. The file should be delivered on a disc or flash drive by mail to the County Assessor at PO Box 258 or 205 S. Ninth Street Estancia, NM 87016 within one week of the mailing.
- The livestock forms must be mailed by December 20th of each year. This is a statutory deadline that must be met.

APPENDIX E

COST RESPONSE FORM

RFP# TC-FY20-02 Printing Services

State gross receipts and local option taxes (if any) shall not be included in the Total Proposed Cost. Such taxes shall be separately reimbursed by the County.

OFFEROR NAME: The Master's Touch, LLC

TOTAL PROPOSED COST:

Tax Bills	\$ <u>7,499.00</u> Per unit: \$0.227 (assumes 33,000 tax bills as per RFP)
Delinquent Notices	\$ <u>2,075.00</u> Per unit: \$0.259 (assumes 8,000 delinquent notices as per RFP)
Manufactured Home Liens	\$ <u>1,420.00</u> Per unit: \$0.492 (assumes 700 manufactured home liens and door hangers as per RFP)
Notices of Value with E-Notice	\$ <u>4,387.00</u> Per unit: \$0.133 (assumes 33,000 notices of value and e-Notices as per RFP)
Business Personal Property Forms with Postcard	\$ <u>317.00</u> Per unit: \$0.528 (assumes 600 post cards and forms as per RFP)
Livestock Forms	\$ <u>815.00</u> Per unit: \$0.815 (assumes 1,000 livestock forms as per RFP)
GRAND TOTAL:	\$ <u>16,513.00</u>



*Agenda Item
No. 12-G*

CIVICHR



Torrance County New Mexico

Human Resource Management System

Presented by | Dalton Piecukonis, Account Executive

 **CIVICPLUS**[®]
THE Integrated Technology Platform for Local Government

August 28, 2019

302 South 4th Street, Suite 500
Manhattan, Kansas 66502
888-228-2233



Kristin Oliver
Human Resource Director
Torrance County, New Mexico

RE: Human Resource Management System

Dear Kristin:

Thank you for considering CivicHR as a partner for Torrance County's human resource system needs. I am excited to present an integrated solution that is comprehensive, easy-to-use, and allows human resource managers to recruit, identify, hire talent, and on-board new employees while growing government leaders.

Of the proposals you review, all should offer an intuitive way to quickly and efficiently populate information. However, the best solution should also include the latest innovations in government functionality that top candidates will seek to use when applying for your career opportunities.

CivicHR is part of CivicPlus, LLC ("CivicPlus") the integrated technology platform built for local government, connecting municipal employees and elected officials with the citizens they represent and serve. Today, CivicPlus has more than 300 staff members and continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 3,500 clients with over 60,000+ users. For over 20 years we have worked exclusively with local governments, allowing us to develop solutions uniquely tailored to improving civic engagement.

The following proposal details how the CivicHR solution will reduce your staff's workload, respect budget constraints, and, most importantly, provide your community with a powerful online resource that promotes open and transparent access to your municipality's career opportunities.

I sincerely welcome the opportunity to elaborate further on our proposal and answer any additional questions you may have about partnering with CivicHR.

Sincerely,

A handwritten signature in black ink that reads "Dalton Piecukonis".



Dalton Piecukonis
Account Executive
piecukonis@civicplus.com
Direct Line 785-323-4771



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CivicPlus Company Overview



20+

years of experience
with a focus to help
local governments

300+

employees, many with
experience in local
government

3,500+

local government clients
across the United States
and Canada



8-time Inc. 5000 Honoree



www.govtech.com/100

CivicPlus is the integrated technology platform for local government, delivering superior local government web technology, including website design & content management, human resources efficiency, mass notification communication tools, parks & recreation management functionality, and agenda & meeting management solutions.

CivicPlus began in 1994 when our founder Ward Morgan decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

Company & Contact Information

Contact Information Dalton Piecukonis Account Executive piecukonis@civicplus.com Direct Line 785-323-4771	Company Website www.CivicPlus.com	Legal Name CivicPlus, LLC
	Primary Office 302 S. 4th Street, Suite 500 Manhattan, KS 66502 Toll Free: 888-228-2233 Fax: 785-587-8951	Legal Information Converted in State of Kansas, January 2019 f/k/a CivicPlus, Inc. Incorporated State of Kansas, June 1998

Project Team



From project management to design and development to training and support, a dedicated project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Our expert project leaders will coordinate your needs with qualified specialists who will work directly with you throughout your project development and beyond.



Doug Shumway – Solutions Director of Administrative Services

Doug brings over 15 years of local government software experience, including being the Co-Founder of BoardSync and SuiteOne Media, and the Founder of FOIA Systems. He oversees our CivicClerk and CivicHR systems, leading the product strategy and overall vision and personally engages customers for continuous product enhancements.



Dane Jaeger – Implementation Team Manager

Dane leads our project management, web development, and training/consulting teams for CivicClerk, CivicHR, and CP Connect. These teams oversee the implementation of your software from contract signing through launch and ensure your experience with CivicPlus is positive and impactful.



Jeremy Wilson – Manager of Client Success

Upon launch of your website to the public, Jeremy will assign a Client Success Manager to your account. Your dedicated Client Success Manager will partner with you to create an ongoing strategy to better engage your citizens by utilizing the tools and products that CivicPlus has to offer.



Constance Cooke – Director of Technical Support

Constance manages the technical support team for all CivicPlus products. This team operates on a three-tier, product-specific escalation process to report technical issues to the products development team and works hand-in-hand with our Help Center to continually improve online assistance.



Jim Flynn – Director of Information Security and Infrastructure

Jim is a passionate advocate for Information Security and performs a critical role in aligning CivicPlus Security Strategy with the needs of clients like you. From data center operations to security and compliance, his team will ensure that your hosting and security needs are met.

Overview of CivicHR



Mission

CivicHR specifically focuses on helping local governments engage high performing employees to achieve the goals of their community. Our solutions are easy to use tools that help our clients:

- Increase the quality of employees
- Reduce administrative costs associated with HR processes
- Ensure the compliance of HR practices

Overview

CivicHR is the easiest-to-use local government human resource management solution. Our cloud-based software consolidates and organizes data, automates job postings, collects applications, and simplifies employee onboarding. Serving as an automated end-to-end solution, CivicHR acts as a force multiplier for human resource departments and communities of any size. Our CivicHR solution has been designed to specifically enable our clients to:

- Meet compliance requirements of public entities
- Source and screen for the qualified, civic-minded candidates
- Manage high volumes of job applications
- Mitigate per hire costs
- Streamline and modernize paper-based workflows
- Meet record retention requirements

The CivicHR product suite includes the following optional modules:

- Applicant Tracking
- Employee Onboarding
- Performance Management
- HR Professional Services

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients (no monetary value per feature) and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

Case Study

Marble Falls, Texas



Before CivicHR

The City of Marble Falls, TX had historically used a paper based job application and internal routing workflow. The process of receiving and distributing applications for department manager review was time consuming and slowed the entire hiring process.

"When a paper application would come in, I'd make three copies. The copies would be distributed to the hiring department where they had to be reviewed. I'd make individual phone calls to candidates identified for interviews. I hardly ever sent letters to applicants that weren't identified for an interview because it was just too time consuming."

- Angel Alvarado, Human Resources Director

Alvarado was compelled to follow the inefficient, paper-based system despite the fact that her predecessor had invested in a human resource management system intended for local government. The system, however had never been implemented, which meant if Alvarado wanted to automate her human resource processes, she would need to execute the new software on her own.

Despite the software company's claims to be an easy-to-implement, technology leader in the public sector industry, the system was proving to Alvarado to be anything like intuitive.

"I tried to use the software since I had inherited it," said Alvarado. "I just could not get it off the ground as a one-person department. It was incredibly time consuming. I tried dedicating time to the implementation and following the advice of my sales rep, but after several weeks of frustration, I finally gave up."

The assessment tools are so helpful in reviewing applicant resumes. Before CivicHR, it took so much time to review resumes. Now, I build assessments and let the system pre-screen received resumes for qualified candidates.

-Angel Alvarado, Human Resources Director

Case Study: Marble Falls, Texas

After CivicHR

After a successful implementation, Alvarado has benefited from several CivicHR features that allow her to streamline her processes as a single-person department, while attracting qualified talent to her small community. From a process perspective, the job assessment and auto-routing features have enabled Alvarado to expedite application reviews without adding manual steps to her already busy days.

CivicHR has also helped Alvarado to reduce paper and speed department application reviews.

"I no longer need to make three copies of each qualified resume, put them in department mailboxes, and follow-up for feedback. By implementing CivicHR, our department resume review process went from taking weeks, to taking days. The system auto-routes qualified applicants to the appropriate department manager for review. I don't have to do anything."

Aside from expediting the hiring process, since moving to an online system with CivicHR, Alvarado has seen an increase in total applications as well as a trend in higher quality applicants for most positions.



Applicant Tracking



For local governments looking to bring talent into their administrations, CivicHR offers an easy-to-use applicant tracking software (ATS) solution. CivicHR helps local government human resource managers to more efficiently receive, screen, track, and hire job candidates, while more efficiently communicating and collaborating with hiring departments. Human resource departments of any size can more efficiently fill open positions by automating aspects of the documentation, application routing, candidate communication, and job posting processes.

DID YOU KNOW?...

Traditional hiring processes spend most of the time targeting the 17% that are actively looking, but ignore the other 83% which contain the top candidates.

An application and resume provide experience and skills data, but on their own offer little indication of a candidate's interest, willingness, and fit for a position. Performance Profiles, Benchmarking, and Trending Skills identify future top performers who will go above and beyond their duties and be committed to your organization.

Performance-Based Approach to Hiring

CivicHR allows local government human resource departments to find and hire talent using a performance-based approach. With its customizable job descriptions, sourcing channels, and basic minimum qualification assessment and candidate scoring, CivicHR helps HR managers to create a profile for an ideal candidate for each open position. Managers can then identify that candidate from among the applicant pool using built-in intuitive pre-screening tools. This automation saves HR managers time while identifying a more qualified pool of applicants to be interviewed and assessed by the hiring department.



Applicant Tracking

An Easy-to-Use Approach to Talent Acquisition

CivicHR offers HR management teams customizable tools to easily manage job descriptions, publish open positions, accept online applications, and screen candidates. CivicHR's talent acquisition functionality allows local government HR managers to:

- Streamline the hiring process, helping you quickly find and select the best candidates.
- Standardize your hiring process with easy-to-use templates.
- Hire faster with standardized metrics and access to a searchable database of all applicants.
- Track, manage, and reduce your cost-per-hire.
- Save time reviewing resumes.
- Fill positions faster by automating the pre-screening and ranking of applicants against baseline specified job criteria.
- Meet Equal Employment Opportunity Commission (EEOC) and Office of Federal Contract Compliance Programs (OFCCP) compliance requirements for applicant record retention.
- Reduce the costs associated with manual paperwork, and limit the number of hours spent screening applicants and mailing applications to individual departments.
- Attract more qualified candidates for each open position through integration with social media profiles such as LinkedIn and Facebook.
- Expedite job postings to multiple third-party employment websites with a single integrated solution.
- Accelerate application submissions through the mobile-optimized career portal.
- Proactively identify qualified talent by searching previously submitted applicant profiles and encourage new applications using the invite-to-apply tool.
- Improve the applicant experience with expedited communications sent via automated mass notifications.
- Optimize the recruiting process by using integrated ROI reports.



Time-Saving Features

Create Job Requisitions

Create and manage job requisitions to help departments communicate their hiring needs and stay right-sized. Track the status of each requisition from creation, to review, to approval, to submission, and posting.

Job Description Management and Integration

Create job postings in less than a minute by starting with one of our job profile templates. Instead, write and manage job descriptions from a single system that integrates with your employee management solution. This integration ensures employees are continually evaluated against the exact criteria for which they were hired. The job management module also allows you to manage all the details for your many positions in one single repository, making it easy to keep postings updated based on collaborative feedback as positions and expectations evolve and change.

Create Job Applications

Create standard application versions based on department, title, or any other criteria from one location.

Build Custom Applicant Measurement Criteria

Set criteria that will be used to pre-screen applications, saving you the time and effort of manually reviewing the submissions of applicants who are not qualified.

Social Network Integration

Post open positions to local government website career pages and social media channels, including Facebook, Twitter, and LinkedIn, extending your reach and maximizing your applicant pool.

Interview Schedules

Track candidate interview schedules within CivicHR for consistent inter-departmental communications and process management.

Job Sourcing

Manage future open positions and learn where applicants are finding out about positions using the job sourcing channel feature.

Automated Pre-Screening of Required Qualifications

Automatically screen initial application submissions to ensure baseline qualifications are met. This process expedites the application review process for both HR administrators and hiring managers by only moving applicants through the hiring workflow if they meet the position's baseline education and experience requirements.

Custom Candidate Assessment Criteria

Create job criteria based on competencies you've identified in your top employees. The CivicHR system will then search for candidates that exhibit those identified qualities.

Candidate Scoring

CivicHR helps make scoring an actionable evaluation step by allowing administrators to establish basic minimum qualifications (BMQ). Candidates that the system determines do not meet BMQs, based on identifiable criteria, may be excluded from advancement in the hiring process.

Detailed Reporting

Analyze candidate sourcing as well as identify candidates by status type, job description, and career portal metrics. CivicHR also enables Equal Employment Opportunity (EEO-1) compliance reports to ensure you are meeting federal requirements.

Candidate Communications

Craft specified email communications that are automatically sent when a candidate's status changes. Such communications eliminate candidate confusion as to their application status, which minimizes phone calls and walk-ins.

Application Keyword Searches

CivicHR analyzes resumes and stores data allowing you to search for specific qualifications, experiences, or traits by keyword. You can even search previously submitted applications, expanding your candidate pool to include passive job seekers.

Employee Onboarding



CivicHR's employee onboarding solution is a web-based for new hire documentation and communication. This platform streamlines your workflows for new employee transitions and enables new hires to more quickly assimilate into their position and their department. With effective onboarding, new employees become impactful team players faster, improving overall team production and success.

DID YOU KNOW?...

According to Michael Watkins, author of The First 90 Days, the breakeven point for a new hire is greater than 6 months and the cost of turnover for an employee earning less than \$100k can equal 14 times their salary.

An Engagement-Based Approach to Employee Orientation

CivicHR allows local government human resource departments to reach newly hired staff prior to day one and introduce them to the critical role they will play as an employee of the community. The onboarding tools ensure a consistent and engaging first impression for new staff and leverages technology to reduce administrative tasks and paperwork so orientation can focus on a more lasting experience that inspires new members of your team.

The easy-to-use CivicHR onboarding solution allows you to:

- Create, distribute, and collect all necessary new employee forms, such as payroll forms, compliance documents, internal policy forms and more, electronically streamlining the orientation process and eliminating stacks of paperwork.
- Assign new hire preparation and setup tasks to workflow agents for completion, to ensure employees are fully equipped on day one.
- Create and distribute surveys to gather feedback from new hires that can help you inform and improve the talent acquisition and onboarding process in the future.
- Enable employees to comply with company policies and procedures from day one with effective training and communication of expectations.
- Manage training plans by department and role, eliminating the need for managers to recreate training programs with each new hire.
- Improve retention and job satisfaction. Employees are more likely to enjoy their job and remain with their team when expectations are clearly outlined.

Employee Onboarding

Time-Saving Features

Custom Workflow Management

Hiring and onboarding requires coordination across multiple departments. Ensure no steps are missed by streamlining workflows using CivicHR. Assign tasks to administrative support staff across departments. For example, request that business cards be ordered by your administrative team, an email account be set-up by your IT team, and an office space be prepared by your facilities team. Then track each request through to completion.

Employee Onboarding Portal

Our integrated, government-branded employee portal allows new employees to access forms, videos, health and dental insurance information, policy manuals, facility maps, organization charts, and other essential new hire forms and onboarding procedure documents all from a single, convenient location. Our online portal reduces paper and automates manual onboarding steps to free-up your human resource administrators and department managers for other projects and tasks.

Form Automation

Expedite new employee form completion and store forms in a single, integrated system. Use our online W-4 and I-9 forms to automate data gathering for these critical new hire requirements before the employee's first day on the job. You can even use customize forms for automatic payroll deposit, benefits enrollment, employee personal information, or emergency contacts.

New Hire Onboarding Surveys

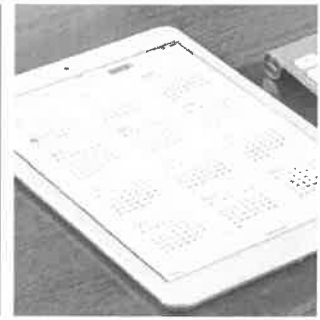
Survey your new employees for actionable feedback on their first day, first week, or first month. Our surveys make it easy to add this important data gathering step into your onboarding process without requiring continual manual intervention.

Custom Onboarding Plans

Create custom onboarding plans for both new hires and internally promoted employees using our online tools. Start with one of our job-specific templates that is aligned with the title or department to which you are hiring. Then tailor it as needed to quickly publish and promote the relevant packet for each employee. Detailed onboarding plans help ensure manager and employee expectations are met and new hires can acclimate quickly, increasing job satisfaction and performance.



Implementation



Typical Project Timeline: 12 – 17 weeks

Torrance County's proactive vision to develop a user-friendly, self-service human resources environment for its community and employees is commendable. You can have complete confidence that the professionals at CivicPlus will become your strategic, trusted partners in achieving this vision.

Phase 1: Initiate

During this phase, we will initiate the project with a kickoff meeting. During this initial meeting, you will meet your implementation consultant to establish your project timeline, review the startup kit, and discuss the takeaway items that need to be completed. Your implementation consultant will discuss the implications of deadlines and the expectations required to keep the project on track.

1
2
3
4
5

Initiate
~4 – 6 Weeks

Design & Configure
~2 – 4 Weeks

Optimize
~2 Weeks

Educate
~3 – 4 Weeks

Launch
~1 Week

Phase 2: Design & Configure

Based on the results and goals outlined during your kickoff meeting, your project team will collaborate and review all your deliverables and begin data configuration. During this phase, we will import your jobs, users, and create forms and workflows.

Phase 3: Optimize

Your implementation consultant will schedule a meeting with you to review the development process and system functionality. At this time, you will have the opportunity to add and create additional information in your system.

Phase 4: Educate

Our CivicHR training team provides multiple levels of training to your team to ensure that your staff has a full understanding of the system. CivicTraining® sessions include:

- **Administrative Training:** Training for all Module System Administrators preparing your team for successful user acceptance testing period and launch.
- **System User Training:** Training for your staff providing all the necessary tools to utilize the system for all aspects of the hiring continuum.
- **Video Tutorials/Manuals:** Video tutorials of new features and how-to guides on a regular basis. These can be accessed directly from within the module.
- **Post Go-Live Refresher Training:** Monthly webinar sessions are available for all clients. You can also build in tailored refresher training blocks as part of your CivicHR package.

We will support you every step of the way. Whenever questions arise, our highest priority is your ongoing satisfaction.

Phase 5: Launch

This is an exciting time; it is the last step before your new system launches! Your implementation consultant will schedule a go-live check-in phone call 24-48 hours before your scheduled launch. During this call, user acceptance testing is conducted to verify all information input, functionality, as well as ensure overall satisfaction with your system. Upon completion of a collaborative final review with your implementation consultant, your system will go-live.

Once your system is launched, we won't leave you to fend for yourself. The week after go-live is critical for project success so we will have an open line of communication and scheduled check points to ensure everything will continue to meet your expectations.



Optional HR Professional Services

On-site consulting for performance-based hiring practices and system user training will not only help make sure the CivicHR modules are fully optimized, it also ensures that you will hire better applicants!

Hiring top talent is not the same as getting requisitions filled. Governments can't operate on a daily basis without the help of great people that are dedicated to doing things right and making things better. Local governments are continuously being asked to do more with less and need talented people to help create solutions.

Our expert consultants will help you begin to target top performer candidates, configure your system, and provide your staff with training on the system as well as your new streamlined hiring processes. On-site consulting sessions include, but are not limited to:

User Training

- Performance-Based Hiring Practices
- Hiring Manager Processes
- System User Training
- Admin and Support Training

Hiring Process Development

- Job Description Analysis
- Attracting Top Performers
- Improved Sourcing Channels
- Performance-Based Hiring Methods
- Hiring Process Definition
- Workflow Efficiency

Module Setup

- Jobs Manager – Descriptions, Profiles, and Employment Metrics
- Hiring Manager Configuration
- Candidate Routing
- Efficient Workflow
- Customization
- Job Specific Assessments
- Listings and Social Media Integration

Consulting

To further assist your organization, consulting services covering a variety of human resource processes and topics can be customized by added to your solution for an added cost.

Support, Hosting, & Security



Around-the-Clock Service & Support

With technology, unlimited support is crucial. Our live support personnel based in the United States are ready to answer your staff members' questions and ensure their confidence. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

Technical Support

- Dedicated support personnel available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- 4-hour response during normal hours
- 24/7 emergency support

Maintenance

- Full backups performed daily
- Regularly scheduled upgrades, including fixes and other enhancements, and OS system patches

In February of 2019, CivicPlus Technical Support was presented with a Bronze Stevie® Award in the Front-Line Customer Service Team of the Year – Technology Industries category in the 13th annual Stevie Awards for Sales & Customer Service.

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

www.civicplus.help - The CivicPlus Help Center

CivicPlus clients have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics.

Continuing Partnership

CivicPlus has a dedicated Client Success team to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon launch, you will have a dedicated member of this team to provide you with further information on how to utilize the tools in your new human resource management system. Your Client Success Manager will keep you informed of new CivicPlus products and ways to optimize your HRMS.

Hosting & Security

Redundant power sources and internet access ensures consistent and stable connections. We invest over \$1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. Your system is monitored 24/7/365. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

Our Platinum package protects your site through all of our included hosting and security features, but also adds the peace of mind of comprehensive and continuous DDoS protection. Our team has been pressure tested by high-profile events and has the experience and expertise to handle any situation. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

Platinum Hosting & Security Features	
Data Center	Bandwidth
<ul style="list-style-type: none"> Highly reliable data center & secure facility Managed network infrastructure On-site power backup & generators Multiple telecom/network providers Fully redundant network System monitoring - 24/7/365 	<ul style="list-style-type: none"> Multiple network providers in place Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) Burst bandwidth - 55 Gb/s
Hosting	
<ul style="list-style-type: none"> Automated CivicHR software updates Server management & monitoring Multi-tiered software architecture Server software updates & security patches Database server updates & security patches 	<ul style="list-style-type: none"> Antivirus management & updates Server-class hardware from nationally recognized provider Redundant firewall solutions High performance SAN with N+2 reliability
Disaster Recovery	
<ul style="list-style-type: none"> Emergency after-hours support, live agent (24/7) On-line status monitor by Data Center Event notification emails 4-hour guaranteed recovery TIME objective (RTO) 	<ul style="list-style-type: none"> 4-hour guaranteed recovery POINT objective (RPO) Pre-emptive monitoring for disaster situations Multiple, geographically diverse data centers
DDoS Mitigation	DDoS Advanced Security Coverage
<ul style="list-style-type: none"> Defined DDoS Attack Process Identify attack source and type Monitor attack for threshold* engagement 	<ul style="list-style-type: none"> Continuous DDoS mitigation coverage Content Distribution Network support Proxy server support Live User Detection service

*THRESHOLDS: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

Investment Proposal



All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from August 28, 2019.

CivicPlus has endeavored to meet Torrance County's needs and expectations for your new human resource management system based on the information provided. The investment proposal included is subject to change should additional functionality, custom development, project enhancements, outside of the included scope, are added prior to contract signing.

Applicant Tracking

Implementation - Full provisioning of your system with support for job detail import (if applicable), development of up to two custom applications, user setup, and system configuration

Subscription

- Custom internal application
- Job & Candidate Routing
- Approval Workflow
- Job Alerts
- Base Minimum Qualifications
- Email Templates
- Client Control Settings
- Multiple User Roles (Permission Based)
- Unlimited number of Admin Users
- Unlimited number of Hiring Manager Users
- Unlimited storage

Employee Onboarding

Implementation - Full provisioning of your system with support for job detail import (if applicable), development of up to six custom onboarding forms, user setup, and system configuration

Subscription

- Standard Tax Forms
- New Hire Task Assignment
- Organization Wide Templates
- Job Specific Templates
- Form & Video Manager
- Employee Orientation Portal
- Unlimited number of Admin Users
- Unlimited storage

Professional Services

- Eight Hours of virtual CivicTraining®

Annual Services

Each year of your contract, you'll receive CivicHR upgrades, maintenance, and hosting, so your solution stays secure and up-to-date with our latest features and functionality. You'll also receive 24/7/365 live emergency support and access to online help resources. Annual Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond.

Total Investment – Year 1	\$11,375
Annual Services (Year 2 & Beyond)	\$5,625

Project Pricing & Invoicing

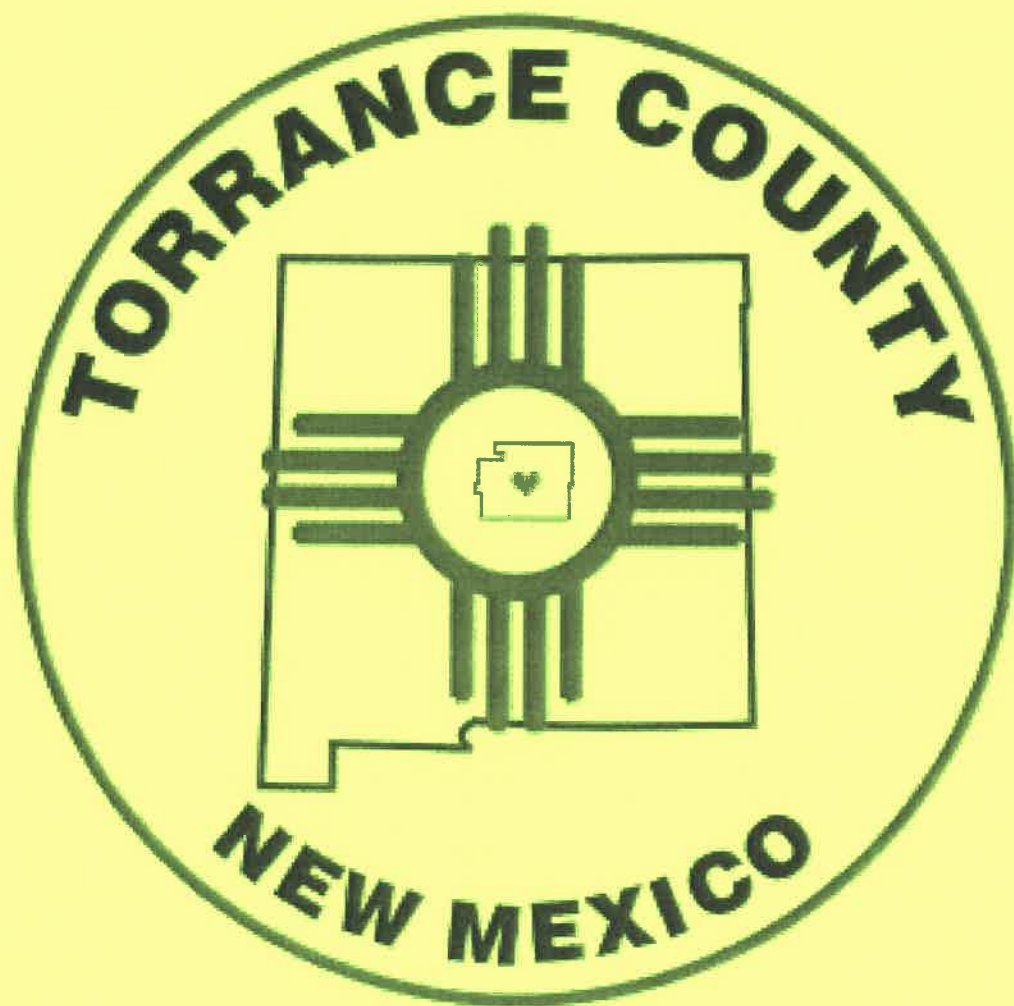
CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand that local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs, but also your budgetary needs. CivicPlus offers:

- **Standard CivicHR Invoicing** – Your Total Investment – Year 1 fees (detailed on the previous page) are due at contract signing.
- **CPA Invoicing** – The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Year 1 expense of your project over the first three years of your contract. Each payment also includes your Annual Hosting/Maintenance Services and any technology fees if applicable. This option may not be available with all products offered by CivicPlus.
- **Customized Billing/Invoicing** – Although not available with all products offered by CivicPlus, we will be happy to discuss other billing options with you prior to contract signing and if feasible, develop a plan that works for both of us. Please contact your sales representative for more details.
- **Annual Services** – Your first-year annual fee is included with your Total Investment – Year 1 total cost. Subsequent annual invoicing occurs on the anniversary of the contract signing date, subject to a 5% technology fee uplift each year starting in Year 3 of your contract.

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible web environment for their communities and we will work with you prior to contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, and covenants, before a final agreement is reached. We look forward to developing a mutually beneficial contract with Torrance County.



*Agenda Item
No. 12-H*



Torrance County Board of Commissioners

Meeting 9/25/19

Department: HR
Prepared By: Kristin Oliver

Title: Torrance County Dispatch Reorganization Plan

Action: Motion to approve Dispatch’s Reorganization plan removing their part time position, giving all current employees not on probation a 3% raise, and changing the starting pay for new hires and probationary employees to \$13.00/Hour

Summary: Torrance County Dispatch has requested to take their part time position away, to allow for raises for current employees and to raise the starting pay for new hires. The reorganization would result in a savings of \$1,891. This amount will be used to cover overtime expenses for the department. If approved the changes will take affect the beginning of the next pay period.

Significant Issues: Dispatch is currently understaffed, and giving raises will mean more overtime pay. However a higher starting pay might attract more potential employees.

Financial:

Current Budgeted Salaries - \$556,036 (including FICA, PERA, and Retiree Health)

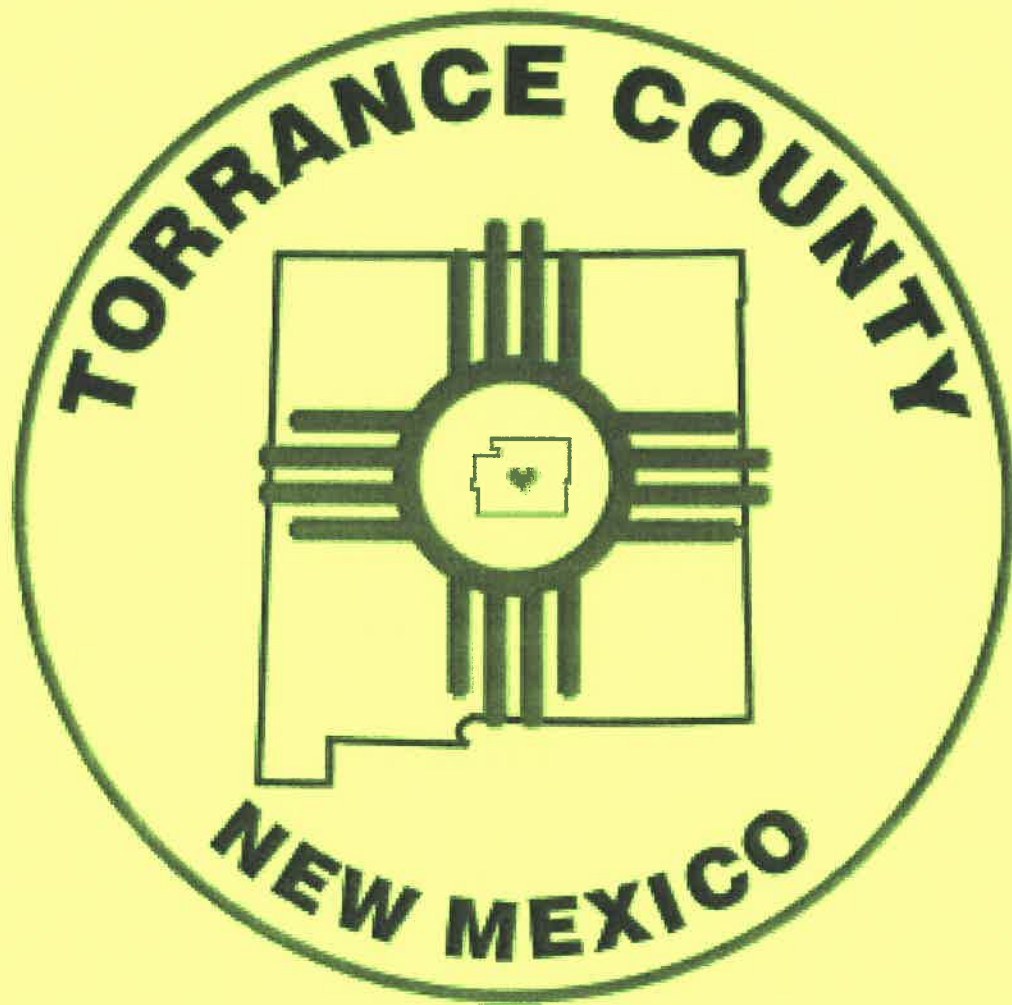
Proposed Budgeted Salaries- \$554,145 (including FICA, PERA, and Retiree Health)

Total Savings of **\$1,891**.

Budget Analysis:

Department	Job Title	HR	Annual Salary	FICA	PERA	Retiree Health	Total
Dispatch							
Employee							
Dorothy	Director	80	\$49,313	\$3,772	\$4,833	\$986	\$58,904
Snow	Supervisor	80	\$45,119	\$3,452	\$4,422	\$902	\$53,895
Daugherty	Supervisor	80	\$45,107	\$3,451	\$4,421	\$902	\$53,881
Carter	911 Operator	80	\$29,403	\$2,249	\$2,882	\$588	\$35,122
Duran	911 Operator	72	\$34,173	\$2,614	\$3,349	\$683	\$40,820
Garcia	911 Operator	72	\$28,436	\$2,175	\$2,787	\$569	\$33,967
How ell	911 Operator	72	\$34,164	\$2,614	\$3,348	\$683	\$40,809
Nieto	911 Operator	72	\$34,173	\$2,614	\$3,349	\$683	\$40,820
Riley	911 Operator	72	\$29,409	\$2,250	\$2,882	\$588	\$35,129
Riley	911 Operator	72	\$24,336	\$1,862	\$2,385	\$487	\$29,069
Tuccer	911 Operator	72	\$37,272	\$2,851	\$3,653	\$745	\$44,521
Vacant	911 Operator	72	\$24,336	\$1,862	\$2,385	\$487	\$29,069
Vacant	911 Operator	72	\$24,336	\$1,862	\$2,385	\$487	\$29,069
Vacant	911 Operator	72	\$24,336	\$1,862	\$2,385	\$487	\$29,069
	Sub-Total		\$463,914	\$35,489	\$45,464	\$9,278	\$554,145
Current Salaries			\$466,727	\$35,705	\$44,269	\$9,335	\$556,036
Difference			\$2,813	\$216	(\$1,195)	\$57	\$1,891

Staff Recommendation: Staff recommends approval. Dispatch will benefit substantially from this change, getting them closer to the average salaries for their positions. Having a higher starting wage will in turn attract more applicants.



*Agenda Item
No. 12-I*

Upon reviewing some outstanding invoices and accounts payable we have discovered a few issues.

1. Kaufman's invoice 2159S from 12/7/2018
The original PO was for \$2,200 you had requested an increase on this PO of \$812.49 which would have brought the PO amount to \$3,012.49. This creates an issue since the Torrance County Purchasing Policy requires three quotes for a purchase order over \$2,499. You will need to go before the Commission for approval of this payment. This is also a prior year payment and requires a written justification.
2. Kaufman's invoice 2352S from 2/28/2019
PO 33118 was closed out on 01/30/2019. The PO was full expended and automatically closed out in TRIADIC. You again will need the Commission's approval for payment on this invoice. This is also a prior year payment and requires a written justification.
3. Kaufman's invoice 2679S from 05/20/2019
This PO was closed out on 06/28/2019 due to the end of the fiscal year. The PO only had a remaining balance of \$961.81. Therefore the invoice amount of \$1,191.91 would exceed the PO amount by \$230.10. You will need to get the Commission's approval for exceeding a PO amount. This is also a prior year payment and requires a written justification.
4. Kaufman's invoice 2680S from 05/20/2019
This is also a prior year payment and requires a written justification.
5. Pro-Vision invoice 324209 from 08/05/2019
The original PO was for \$2,390, the invoice is for \$2,792. The increase of this PO goes over the threshold of \$2,499 which would have required 3 quotes. You will need to get the Commission to approve this increase.

KAUFMAN'S WEST LLC
 1660 EUBANK BLVD NE
 ALBUQUQUERQUE, NM 87112

Phone: 505-293-2300
 Fax: 505-275-1441

INVOICE

Invoice Number: 2159S

Invoice Date: 12/7/2018

Bill To:
TORRANCE CO SHERIFF'S OFFICE ATTN: ACCOUNTS PAYABLE PO BOX 48 ESTANCIA, NM 87016

Customer PO	Payment Terms
33088	Net 10

Quantity	Item	Description	Unit Price	Amount
1	.	E320 42 BLACK POLY PANT	63.99	63.99
1	.	PANT HEM	8.99	8.99
5	.	4557 LG GRAY POLO L/S	48.99	244.95
3	.	T/S ASCENT PANT, R/S BLK 38X30	64.99	194.97
2	.	NAMEPLATE, SINGLE LINE GOLD	17.99	35.98
	.	***LESS DISCOUNT***	-54.90	-54.90
5	.	TS PERFORMANCE POLO SILVER/STEELE GREY L/S SIZE: XL 4557	48.99	244.95
2	.	GOLD SINGLE NAMETAG	17.99	35.98
1	.	ELBECO BLK CLASS A PANT E320RN SIZE: 38	63.99	63.99
1	.	PANT HEM	8.99	8.99
	.	***LESS DISCOUNT***	-35.40	-35.40
	.	***ROBERT CHAVEZ RECEIPT 58933 11/26/18***		

Subtotal	\$812.49
Sales Tax (0.0%)	\$0.00
Total Invoice Amount	\$812.49



TORRANCE COUNTY

Receiving & Accounts Payable Report

Receiving Department	Sheriff		
Company Received From	Kaufmans West		
Remittance Address	1660 Eubank Blvd NE Albuq, NM 87112		
Line Item	420-74-2248	PO #	33088
Invoice #	2159S	Account #	N/A

#	Quantity	Description	Unit Cost	Total Cost
1		2159S	812.49	\$ 812.49
2		Pants; Hem; Polos; Name Plate		\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
GRAND TOTAL COST				\$ 812.49

Shipment Status: Complete Shipment Partial Shipment

Shipment Condition: Good Damaged (Explain) _____

Special Instructions: Please note this is just a partial payment. DO NOT CLOSE OUT THE PO.

Certification:

I certify that the above items were checked and received by my department. This purchase is complete and ready to be paid.

Department Approval: *[Signature]* Date: *1/24/19*

Reviewed/Approved for Payment
Date: _____
By: _____

KAUFMAN'S WEST LLC
 1660 EUBANK BLVD NE
 ALBUQUQUERQUE, NM 87112

Phone: 505-293-2300
 Fax: 505-275-1441

INVOICE

Invoice Number: 2159S

Invoice Date: 12/7/2018

Bill To:

TORRANCE CO SHERIFF'S OFFICE
 ATTN: ACCOUNTS PAYABLE
 PO BOX 48
 ESTANCIA, NM 87016

Customer PO	Payment Terms
33088	Net 10

Quantity	Item	Description	Unit Price	Amount
1	.	E320 42 BLACK POLY PANT	63.99	63.99
1	.	PANT HEM	8.99	8.99
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	.	***LESS DISCOUNT***	-54.90	-54.90
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1	.	PANT HEM	8.99	8.99
	.	***LESS DISCOUNT***	-35.40	-35.40
	.	***ROBERT CHAVEZ RECEIPT 58933 11/26/18***		

Subtotal	\$812.49
Sales Tax (0.0%)	\$0.00
Total Invoice Amount	\$812.49



Torrance County

Correction to Existing Purchase Order

Date 1/31/2019 PO # 33088 Original Vendor # 432

Department Sheriff

Please correct the following information for this existing purchase order:

- Vendor # _____
- Vendor Address _____
- Line Item _____ Audit Line _____
- Purchase Amount Change from \$216.27 to \$1,028.76
(If the amount of purchase goes over \$2,500.00, quotes are required as per County Policy.)
- Other _____

Justification for change: After invoices were paid, remaining balance on PO was on ly \$216.27.
Please add an additional \$812.49 to the cost on the PO to make sure all the remaining invoices are payable.

Thank you.

I hereby authorize the changes listed above for this existing purchase order.

Department Head

Purchasing Director

PURCHASE ORDER

Ship To:

33088

ADDRESS ALL CORRESPONDENCE TO:
TORRANCE COUNTY
 ATTN:ACCOUNTS PAYABLE
 P.O. BOX 48
 ESTANCIA, NEW MEXICO 87016

NOTICE: This order number must appear on all invoices and shipping containers. Invoices are to be issued in DUPLICATE and CERTIFIED as follows:

"I certify that the above bill is correct and just and that no payment therefore has been received. No state or local taxes included.

WWW.TORRANCECOUNTYNM.ORG

By: _____

UNIT	QUANTITY	ARTICLE AND DESCRIPTION	LINE ITEM	EST. ACTUAL COST
100.00	5.00	PANTS, SHIRTS, DUTY BELTS, UNDER BELTS, UNIFORM NEEDS.	420-74-2248	1700.00
		TCSO BLACK DUTY BOOTS	420-74-2236	500.00
		TRANSPORT DEPUTIES: SPRUNK, HOOVER, E. CHAVEZ, R. CHAVEZ, & SOURILE.		
				2200.00

TO BE PAID FROM:

VENDOR: 432
 KAUFMANS WEST LLC
 1660 EUBANK BLVD NE
 ALBUQUERQUE NM 87112

PURCHASE ORDER NO.
 33088

DATE
 10/25/18

 PURCHASING AGENT SIGNATURE



TORRANCE COUNTY

Requisition For Purchase

Date	10/22/2018	Line Item	Amount	Line Item Audit
Department	Sheriff			
Vendor #	432			
Vendor Name and Complete Address:			\$ -	
			\$ -	
	Kaufmans West	420-74-2236	\$ 2,200.00	LN
	1660 Eubank NE		\$ -	
	Albuquerque, NM 87112		\$ -	
			\$ -	

#	Quantity	Description	Unit Cost	Total Cost
1		Pants; Shirts; Duty Belts; Underbelts	1700	\$ 1,700.00
2		Misc. Uniform Needs		\$ -
3		Transport Deputies Sprunk, Hoover		\$ -
4		E. Chavez, R. Chavez, Sourile		\$ -
5	5	TCSO Duty Boots (black)	100	\$ 500.00
6		Transport Deputies Sprunk, Hoover		\$ -
7		E. Chavez; R. Chavez; Sourile		\$ -
GRAND TOTAL COST				\$ 2,200.00

QUOTES	Oral	Written (Copies Attached)	GSA Contract (Copy Attached)
Vendor 1	Vendor 2	Vendor 3	
#			
1			
2			
3			
4			
5			
6			
7			

Department Approval	<i>[Signature]</i>	Date 10/22/18
County Manager Approval	<i>[Signature]</i>	Date 10-25-18
Purchasing Director Approval	<i>[Signature]</i>	Date 10/25/18

PURCHASE ORDER

Ship To:

33088

Purchasing Department

ECO FINANCE DEPT
9 APR 5 12:03

JUN 19 2019

DELETED

*Partial
payment
11/15/18*

*11/24/19
Partial
payment
50*

Remainder


ADDRESS ALL CORRESPONDENCE TO:
TORRANCE COUNTY
ATTN:ACCOUNTS PAYABLE
P.O. BOX 48
ESTANCIA, NEW MEXICO 87016

NOTICE: This order number must appear on all invoices and shipping containers. Invoices are to be issued in **DUPPLICATE** and **CERTIFIED** as follows:
"I certify that the above bill is correct and just and that no payment therefore has been received. No state or local taxes included.

WWW.TORRANCECOUNTYNM.ORG

By: _____

UNIT	QUANTITY	ARTICLE AND DESCRIPTION	LINE ITEM	EST. ACTUAL COST
100.00	5.00	PANTS, SHIRTS, DUTY BELTS, UNDER BELTS, UNIFORM NEEDS. TCSO BLACK DUTY BOOTS TRANSPORT DEPUTIES: SPRUNK, HOOVER, E. CHAVEZ, R. CHAVEZ, & SOURILE.	420-74-2248 420-74-2236	1700.00 500.00
<p><i>3/5/19 close PO. Attached email states no open PO invoices in Reference to this PO. -Stephanie</i></p>				2200.00

TO BE PAID FROM:

VENDOR: 432
KAUFMANS WEST LLC

1660 EUBANK BLVD NE
ALBUQUERQUE NM 87112

PURCHASE ORDER NO.
33088

DATE
10/25/18



PURCHASING AGENT SIGNATURE

Stephanie Dunlap

From: Cheryl Schaefer <acct@kaufmanswest.com>
Sent: Monday, March 4, 2019 5:25 PM
To: Stephanie Dunlap
Subject: RE: Torrance Co SO open invoices

These are all of the open invoices we have for you.

From: Stephanie Dunlap [mailto:sdunlap@tcnm.us]
Sent: Monday, March 04, 2019 5:22 PM
To: Cheryl Schaefer
Subject: RE: Torrance Co SO open invoices

Cheryl,

Invoice 2519S - \$812.49 was submitted for payment on 1/24/2019. I will check on the status of that Invoice payment.

The other invoices, I will submit in the morning.

This is all the open invoices you have for me right? I have a lot of open PO's still and just need to make sure, cause I need to get those closed out.

Torrance County Sheriff's Office

Stephanie Dunlap, Sheriff Administrator

Direct Office: 505.544.4903

Fax: 505.274.7281

Main Office: 505.544.4900

Cell: 505.318.5324

PO Box 498 - 903 N. 5th Street

Estancia, NM 87016

www.torrancecountynm.org



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From: Cheryl Schaefer [mailto:acct@kaufmanswest.com]
Sent: Monday, March 4, 2019 5:11 PM
To: Stephanie Dunlap <sdunlap@tcnm.us>
Cc: Nate Korn <nkorn@kaufmanswest.com>; Renae Bunn <rb@kaufmanswest.com>
Subject: Torrance Co SO open invoices

Hi Stephanie,

Other than the 2 invoices I sent a few minutes ago, 2327S & 2417S, I have attached copies of the following open invoices.

<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
12/07/2018	2159S	812.49
02/01/2019	2296S	319.37
02/08/2019	2326S	377.93
02/28/2019	2327S	384.19
02/28/2019	2351S	470.29
02/28/2019	2352S	371.39
03/04/2019	2417S	441.78
		<u>3,177.44</u>

Thanks. Cheryl

Cheryl Schaefer
Kaufmans West, LLC
"The Most Fascinating Store in New Mexico"
1660 Eubank NE
Albuquerque, NM 87112

Telephone: 505-293-2300 x 104
FAX: 505-275-1441

Web: www.kaufmanswest.com

KAUFMAN'S WEST LLC1660 EUBANK BLVD NE
ALBUQUQUERQUE, NM 87112

Phone: 505-293-2300

Fax: 505-275-1441

INVOICE

Invoice Number: 2352S

Invoice Date: 2/28/2019

Bill To:TORRANCE CO SHERIFF'S OFFICE
ATTN: ACCOUNTS PAYABLE
PO BOX 48
ESTANCIA, NM 87016

Customer PO	Payment Terms
33118	Net 10

Quantity	Item	Description	Unit Price	Amount
1	.	ELBECO 320N L/S BLK SHIRT POLY 16.5-34	69.99	69.99
	.	***LESS DISCOUNT***	-7.00	-7.00
	.	***BRENT WOODARD RECEIPT 58767 12/11/18***		
2	.	72049 L/S 5.11 BLK M PERFORMANCE POLO	44.99	89.98
1	.	15-35 ELBECO 320N BLACK TEXTROP SHIRT	69.99	69.99
1	.	SM BIANCHI BW DUTY BELT 7950	64.75	64.75
1	.	MD SAFARILAND BW MODEL 99 BELT	43.00	43.00
1	.	33 E320 ELBECO BLACK TEXTROP PANT	65.99	65.99
1	.	PANT HEM	8.99	8.99
	.	***LESS DISCOUNT***	-34.30	-34.30
	.	***ALEXANDER SCHERDEL RECEIPT 59342 12/15/18***		

Subtotal	\$371.39
Sales Tax (0.0%)	\$0.00
Total Invoice Amount	\$371.39

PURCHASE ORDER

Ship To:

33118

ADDRESS ALL CORRESPONDENCE TO:
TORRANCE COUNTY
 ATTN:ACCOUNTS PAYABLE
 P.O. BOX 48
 ESTANCIA, NEW MEXICO 87016

WWW.TORRANCECOUNTYNM.ORG

NOTICE: This order number must appear on all invoices and shipping containers. Invoices are to be issued in DUPLICATE and CERTIFIED as follows:

"I certify that the above bill is correct and just and that no payment therefore has been received. No state or local taxes included.

By: _____

UNIT	QUANTITY	ARTICLE AND DESCRIPTION	LINE ITEM	EST. ACTUAL COST
100.00	2.00	PANTS, SHIRTS, DUTY BELTS, UNDERBELTS.	401-50-2236	1000.00
		TCSO DUTY BOOTS	401-50-2236	200.00
		DEPUTIES SCHWERDEL & WOODARD		
				1200.00

TO BE PAID FROM:

VENDOR: 432
 KAUFMANS WEST LLC
 1660 EUBANK BLVD NE
 ALBUQUERQUE NM 87112

PURCHASE ORDER NO.
 33118

DATE
 10/30/18



 PURCHASING AGENT SIGNATURE



TORRANCE COUNTY

Receiving & Accounts Payable Report

Receiving Department	Sheriff		
Company Received From	Kaufmans West		
Remittance Address	1660 Eubank Blvd NE Albuquerque, NM 87112		
Line Item	401-50-2236	PO #	33118
Invoice #	2352S	Account #	N/A

#	Quantity	Description	Unit Cost	Total Cost
1		Polo Shirts; Duty Belt; Holster; Pants	371.39	\$ 371.39
2		Pant Hem		\$ -
3				\$ -
4		Woodard & Schwerdel		\$ -
5				\$ -
6				\$ -
7				\$ -
GRAND TOTAL COST				\$ 371.39

Shipment Status: Complete Shipmer Partial Shipment

Shipment Condition: Good Damaged (Explain) _____

Special Instructions: *Please See Attached email stating no open invoices other than ones listed.*

Certification:

I certify that the above items were checked and received by my department. This purchase is complete and ready to be paid.

Department Approval *[Signature]* Date *3/5/19*

Reviewed/Approved for Payment
Date: _____
By: _____

KAUFMAN'S WEST LLC1660 EUBANK BLVD NE
ALBUQUERQUE, NM 87112

Phone: 505-293-2300

Fax: 505-275-1441

INVOICE

Invoice Number: 2352S

Invoice Date: 2/28/2019

Bill To:TORRANCE CO SHERIFF'S OFFICE
ATTN: ACCOUNTS PAYABLE
PO BOX 48
ESTANCIA, NM 87016

Customer PO	Payment Terms
33118	Net 10

Quantity	Item	Description	Unit Price	Amount
1	.	ELBECO 320N L/S BLK SHIRT POLY 16.5-34	69.99	69.99
	.	***LESS DISCOUNT***	-7.00	-7.00
	.	***BRENT WOODARD RECEIPT 58767 12/11/18***		
2	.	72049 L/S 5.11 BLK M PERFORMANCE POLO	44.99	89.98
1	.	15-35 ELBECO 320N BLACK TEXTROP SHIRT	69.99	69.99
1	.	SM BIANCHI BW DUTY BELT 7950	64.75	64.75
1	.	MD SAFARILAND BW MODEL 99 BELT	43.00	43.00
1	.	33 E320 ELBECO BLACK TEXTROP PANT	65.99	65.99
1	.	PANT HEM	8.99	8.99
	.	***LESS DISCOUNT***	-34.30	-34.30
	.	***ALEXANDER SCHERDEL RECEIPT 59342 12/15/18***		

Subtotal	\$371.39
Sales Tax (0.0%)	\$0.00
Total Invoice Amount	\$371.39

Stephanie Dunlap

From: Cheryl Schaefer <acct@kaufmanswest.com>
Sent: Monday, March 4, 2019 5:25 PM
To: Stephanie Dunlap
Subject: RE: Torrance Co SO open invoices

These are all of the open invoices we have for you.

From: Stephanie Dunlap [mailto:sdunlap@tcnm.us]
Sent: Monday, March 04, 2019 5:22 PM
To: Cheryl Schaefer
Subject: RE: Torrance Co SO open invoices

Cheryl,

Invoice 2519S - \$812.49 was submitted for payment on 1/24/2019. I will check on the status of that invoice payment.

The other invoices, I will submit in the morning.

This is all the open invoices you have for me right? I have a lot of open PO's still and just need to make sure, cause I need to get those closed out.

Torrance County Sheriff's Office

Stephanie Dunlap, Sheriff Administrator

Direct Office: 505.544.4903

Fax: 505.274.7281

Main Office: 505.544.4900

Cell: 505.318.5324

PO Box 498 - 903 N. 5th Street

Estancia, NM 87016

www.torrancecountynm.org



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From: Cheryl Schaefer [mailto:acct@kaufmanswest.com]
Sent: Monday, March 4, 2019 5:11 PM
To: Stephanie Dunlap <sdunlap@tcnm.us>
Cc: Nate Korn <nkorn@kaufmanswest.com>; Renae Bunn <rb@kaufmanswest.com>
Subject: Torrance Co SO open invoices

Hi Stephanie,

Other than the 2 invoices I sent a few minutes ago, 2327S & 2417S, I have attached copies of the following open invoices.

<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
12/07/2018	2159S	812.49
02/01/2019	2296S	319.37
02/08/2019	2326S	377.93
02/28/2019	2327S	384.19
02/28/2019	2351S	470.29
02/28/2019	2352S	371.39
03/04/2019	2417S	441.78
		<u>3,177.44</u>

Thanks. Cheryl

Cheryl Schaefer
Kaufmans West, LLC
"The Most Fascinating Store in New Mexico"
1660 Eubank NE
Albuquerque, NM 87112

Telephone: 505-293-2300 x 104
FAX: 505-275-1441

Web: www.kaufmanswest.com

KAUFMAN'S WEST LLC
 1660 EUBANK BLVD NE
 ALBUQUERQUE, NM 87112

INVOICE

Invoice Number: 2679S
 Invoice Date: May 20, 2019
 Page: 1

Voice: 505-293-2300
 Fax: 505-275-1441

Bill To:
 TORRANCE COUNTY SHERIFF'S OFFICE
 COUNTY MANAGER'S OFFICE
 PO BOX 48
 ESTANCIA, NM 87016

Customer ID	Customer PO	Payment Terms
TORRANCE CO SHERIFF	33578	Net 10 Days

Quantity	Item	Description	Unit Price	Amount
4		STINGER CLONE NSR-9514XL	124.99	499.96
1		ASP BATON 52611 BLACK CHROME 26"	129.50	129.50
2		BW BELT KEEPERS 7906	15.00	30.00
1		Z714 BLACK HANDCUFF KEY	9.99	9.99
1		ZT13-BLU BLUE HANDCUFF KEY	9.99	9.99
1		TRIPLE THREAT MAG POUCH 7922	38.00	38.00
2		BLK WMS ASCENT PANT 1031	64.99	129.98
2		BLK MENS ASCENT PANT 1037	64.99	129.98
2		WMS L/S POLO 4564 STEEL GRAY	55.99	111.98
1		ALPHA FORCE MENS ROCKY BOOT Z173	104.99	104.99
1		MENS VA VALSETZ BOOT LK	129.99	129.99
		MARTY SPRUNK 2019-03-25-06 3/25/19		
		LESS DISCOUNT		-132.45

Subtotal	1,191.91
Sales Tax	
Total Invoice Amount	1,191.91
Payment/Credit Applied	
TOTAL	1,191.91

KAUFMAN'S WEST LLC
 1660 EUBANK BLVD NE
 ALBUQUERQUE, NM 87112

INVOICE

Invoice Number: 2680S
 Invoice Date: May 20, 2019
 Page: 1

Voice: 505-293-2300
 Fax: 505-275-1441

Bill To:
TORRANCE COUNTY SHERIFF'S OFFICE COUNTY MANAGER'S OFFICE PO BOX 48 ESTANCIA, NM 87016

Customer ID	Customer PO	Payment Terms
TORRANCE CO SHERIFF	33545	Net 10 Days

Quantity	Item	Description	Unit Price	Amount
4		TRU-SPEC ASCENT PANTS 1036 KHAKI ***CHAD WHITSON 2019-03-25-01 3/25/19*** ***LESS DISCOUNT***	64.99	259.96
				-26.00

Subtotal	233.96
Sales Tax	
Total Invoice Amount	233.96
Payment/Credit Applied	
TOTAL	233.96

PRO-VISION
Video Systems

8625-B Byron Commerce Dr SW
Byron Center, MI 49315

0011
2019
08
05

Invoice

Date	Invoice #
8/5/2019	324209

Bill To
Torrance County Sheriff Attn: Stephanie Dunlap 205 S 9th St. Estancia, NM 87016

Ship To
Torrance County Sheriff Attn: Stephanie Dunlap 903 N. 5th St. Estancia, NM 87016

Terms	Due Date	P.O. Number	Account #	Region	Via	F.O.B.
2% 10 Net 30	9/4/2019	33995	1986118	SWLE	UPS	Byron Center,
Quantity	Item Code	Description		Price Each	Amount	
8	IA-BC-300	HD Body Camera		349.00	2,792.00	
1	IP-PX-1611	15 x 8 1/4 x 6 1/4 RSC, 32ect C-K, Plain, Glued In		0.00	0.00	
					Total (USD)	\$2,792.00

A finance charge of 1.5% per month (18% per year), or the highest legal rate, whichever is less, will be charged on all past due accounts. No technical support or warranty claims will be provided for any product until PRO-VISION, INC. has received full payment for such product.

Phone #	Fax #
800-576-1126	616-583-1522



TORRANCE COUNTY

Receiving & Accounts Payable Report

Receiving Department SHERIFF	Vendor# 4572
Company Received From PRO-VISION INC	
Remittance Address 8625-B BYRON COMMERCE DR SW BYRON CENTER, MI 49315	
Line Item 410-50-2222	Purchase Order # 33995
Invoice # 324209	Account # 1986118

#	Quantity	Description	Unit Cost	Total Cost
1	8	HD BODY CAMERAS	349	\$ 2,792.00 -
2				\$ 0.00 -
3				\$ 0.00 -
4				\$ 0.00 -
5				\$ 0.00 -
6				\$ 0.00 -
7				\$ 0.00 -
GRAND TOTAL COST				\$2,792.00 -

Shipment Status: Complete Shipment Close P.O. Partial Shipment Keep P.O. Open
 Shipment Condition: Good Accepted Damaged (Explain) Rejected/Returned

Certification:

I certify that the above items were checked and received by my department. This purchase is complete and ready to be paid.

Department Approval: *[Signature]* Date: *8/22/19*

Reviewed for Payment
Date:
By:

8625-B Byron Commerce Dr SW
Byron Center, MI 49315

Date	Invoice #
8/5/2019	324209

Bill To
Torrance County Sheriff Attn: Stephanie Dunlap 205 S 9th St. Estancia, NM 87016

Ship To
Torrance County Sheriff Attn: Stephanie Dunlap 903 N. 5th St. Estancia, NM 87016

Terms	Due Date	P.O. Number	Account #	Region	Via	F.O.B.
2% 10 Net 30	9/4/2019	33995	1986118	SWLE	UPS	Byron Center,
Quantity	Item Code	Description			Price Each	Amount
8	IA-BC-300	HD Body Camera			349.00	2,792.00
1	IP-PX-1611	15 x 8 1/4 x 6 1/4 RSC, 32ect C-K, Plain, Glued In			0.00	0.00
A finance charge of 1.5% per month (18% per year), or the highest legal rate, whichever is less, will be charged on all past due accounts. No technical support or warranty claims will be provided for any product until PRO-VISION, INC. has received full payment for such product.					Total (USD)	\$2,792.00

Phone #	Fax #
800-576-1126	616-583-1522

PURCHASE ORDER

Ship To:

33995

TORRANCE COUNTY
PO BOX 48
205 9TH STREET
ESTANCIA NM 87016 0048

ADDRESS ALL CORRESPONDENCE TO:
TORRANCE COUNTY
ATTN:ACCOUNTS PAYABLE
P.O. BOX 48
ESTANCIA, NEW MEXICO 87016

WWW.TORRANCECOUNTYNM.ORG

NOTICE: This order number must appear on all invoices and shipping containers. Invoices are to be issued in DUPLICATE and CERTIFIED as follows:

"I certify that the above bill is correct and just and that no payment therefore has been received. No state or local taxes included.

By: _____

UNIT	QUANTITY	ARTICLE AND DESCRIPTION	LINE ITEM	EST. ACTUAL COST
8.00	295.00	HD BODY CAMERAS	410-50-2222	2360.00
		ESTIMATED SHIPPING AND HANDLING	410-50-2222	30.00
				2390.00

TO BE PAID FROM:

VENDOR: 4572
PRO-VISION INC.

8625-B BYRON COMMERCE DR SW
BYRON CENTER MI 49315

PURCHASE ORDER NO.
33995

DATE
7/10/19

PURCHASING AGENT SIGNATURE



TORRANCE COUNTY

Requisition For Purchase

Date	6/18/2019	Line Item	Amount	Line Item Audit
Department	Sheriff			
Vendor #	4572			
Vendor Name and Complete Address:			\$ -	
			\$ -	
	Pro-Vision	410-50-2222	\$ 2,390.00	✓
	39143 Treasury Center		\$ -	
	Chicago, IL 60694		\$ -	
			\$ -	

#	Quantity	Description	Unit Cost	Total Cost
1	8	HD Body Cameras	295	\$ 2,360.00
2	1	Estimated Shipping & Handling	30	\$ 30.00
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
GRAND TOTAL COST				\$ 2,390.00

#	QUOTES		
	Oral	Written (Copies Attached)	GSA Contract (Copy Attached)
	Vendor 1	Vendor 2	Vendor 3
1			
2			
3			
4			
5			
6			
7			

Department Approval	<i>[Signature]</i>	Date 6/18/19
County Manager Approval	<i>[Signature]</i>	Date 7-8-19
Purchasing Director Approval	<i>[Signature]</i>	Date 7/8/19



Torrance County

Correction to Existing Purchase Order

Date 8/22/19 PO # 33995 Original Vendor # 4572
 Department SHERIFF

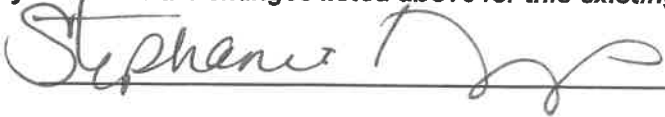
Please correct the following information for this existing purchase order:

- Vendor # _____
- Vendor Address _____
- Line Item _____ Line Item Audit: _____
- Original P.O. Amount \$2390.00

Requested Adjustment Amount 407.00 Total \$ 2,797.00
 (If the amount of purchase goes over \$2500.00, quotes are required as per County Policy.)

Justification for change: _____
 ORIGINAL PO WAS FOR \$2390. THE COST OF THE CAMERAS INCREASED.
 AFTER CAMERAS AND INVOICE WAS RECEIVED, TOTAL WAS \$2792.. PLEAE ADD
 AN ADDITIONAL \$407 TO THE COST ON THE ORIGINAL PO. THANK YOU

I hereby authorize the changes listed above for this existing purchase order.

Department Head 
 County Manager _____
 Purchasing Director _____



Torrance County Sheriff's Office

P.O Box 498 903 N. 5th Street
Estancia, New Mexico 87016

Phone: 505-544-4900 Fax: 505-274-7281

Serving the People of Torrance County

September 19, 2019

SEP 19 PM 2:04
TDC FINANCE DEPT

TO: Jeremy Oliver, Finance Director
From: Stephanie Dunlap, Sheriff Administrator
RE: Accounts Payable Justification
CC: Sheriff Martin Rivera

Mr. Oliver,

On September 17, 2019, I received an email in reference to four (4), unpaid invoices from the previous fiscal year budget. I was instructed to write a justification letter, explaining why these invoices were not paid out of the prior year's budget. The Sheriff's Office was not notified of any issues, pertaining to the invoices in question, until the September 17, 2019 email from Finance Director Oliver. Therefore, we were unaware that the invoices had not been paid out of the prior year's budget, even though they were submitted and stamped as received, by the Torrance County Finance Office, before the prior year's fiscal budget had come to a close. Copies of those invoices, with the Finance Received stamp (date and time), are attached to this justification letter. We are asking that the following listed invoices are paid in full, unfortunately, meaning they have to come out of this fiscal year's budget. If you have any questions, please feel free to contact Sheriff Rivera or I.

- Kaufmans – Invoice 2159S from 12/7/2018 (Invoice total, brought the PO amount over the \$2,499 threshold for purchases)
- Kaufmans – Invoice 2352s from 2/28/(The PO was closed out due to emails from Kaufmans stating there were no open invoices, later invoices reference to the PO were emailed.)
- Kaufmans – Invoice 2679S from 5/20/2019 (the PO was closed out due to emails from Kaufmans stating there were no open invoices, later invoices reference to the PO were emailed.)
- Kaufmans – Invoice 2680S from 5/20/2019 (there was nothing that needed to be corrected with this, it just wasn't paid, according to the email I received.)

Respectfully,

Stephanie Dunlap, Sheriff Administrator

Office: 505.544.4903 Cell: 505.318.5324

Sheriff Martin Rivera

Office: 505.544.4903 Cell: 505.705.4047

Sheriff Martin Rivera

Undersheriff Christopher Tyrolt

Administrator Stephanie Dunlap

Stephanie Dunlap

From: Stephanie Dunlap
Sent: Tuesday, September 17, 2019 12:50 PM
To: Jeremy Oliver; Marty Rivera; Christopher Tyrolt
Cc: Wayne Johnson; Belinda Garland
Subject: RE: Invoices

I understand that, but now I have to go before Commission and justify why these weren't paid with last fiscal year's budget, when everything shows they were submitted in enough time to get them paid with last budget, even with enough time for me to fix errors. However I was never told there were errors with these, that they weren't going to be paid, but I am the one having to go before Commission to address an issue I wasn't made aware of until today.

Torrance County Sheriff's Office

Stephanie Dunlap, Sheriff Administrator

Direct Office: 505.544.4903

Fax: 505.274.7281

Main Office: 505.544.4900

Cell: 505.318.5324

PO Box 498 – 903 N. 5th Street

Estancia, NM 87016

www.torrancecountynm.org



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From: Jeremy Oliver
Sent: Tuesday, September 17, 2019 12:44 PM
To: Stephanie Dunlap <sdunlap@tcnm.us>; Marty Rivera <mriviera@tcnm.us>; Christopher Tyrolt <ctyrolt@tcnm.us>
Cc: Wayne Johnson <wjohnson@tcnm.us>; Belinda Garland <bgarland@tcnm.us>
Subject: RE: Invoices

There were issues with the invoices and accounts payable that should have been addressed when they were turned in. I was not here during that time frame so I cannot directly say why the issues were not taken care of at that time.

From: Stephanie Dunlap
Sent: Tuesday, September 17, 2019 12:41 PM
To: Jeremy Oliver <joliver@tcnm.us>; Marty Rivera <mrivera@tcnm.us>; Christopher Tyrolt <ctyrolt@tcnm.us>
Cc: Wayne Johnson <wjohnson@tcnm.us>; Belinda Garland <bgarland@tcnm.us>
Subject: RE: Invoices
Importance: High

I do have a question as to why the Kaufman's invoices in question, were stamped by Finance during last fiscal budget, but I am just now being told there is an issue with these, 2 months after the start of the new fiscal year budge, and several months, after they were submitted for payment? I am also being told I have to pay them out of this fiscal year budget and justify why they weren't paid out of last year's fiscal budget, when they were submitted and clearly show received by Finance during last fiscal year's budget?

As for the ProVision, I could only request a PO with information I was given. I was not told the cost of the cameras increased when I did my PO Request. I will make sure to get this all taken care of though.

Torrance County Sheriff's Office

Stephanie Dunlap, Sheriff Administrator

Direct Office: 505.544.4903

Fax: 505.274.7281

Main Office: 505.544.4900

Cell: 505.318.5324

PO Box 498 – 903 N. 5th Street

Estancia, NM 87016

www.torrancecountynm.org



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From: Jeremy Oliver
Sent: Tuesday, September 17, 2019 12:18 PM
To: Stephanie Dunlap <sdunlap@tcnm.us>; Marty Rivera <mrivera@tcnm.us>; Christopher Tyrolt <ctyrolt@tcnm.us>
Cc: Wayne Johnson <wjohnson@tcnm.us>; Belinda Garland <bgarland@tcnm.us>
Subject: Invoices

Greetings,

Upon reviewing some outstanding invoices and accounts payable we have discovered a few issues.

1. Kaufman's invoice 2159S from 12/7/2018

The original PO was for \$2,200 you had requested an increase on this PO of \$812.49 which would have brought the PO amount to \$3,012.49. This creates an issue since the Torrance County Purchasing Policy requires three quotes for a purchase order over \$2,499. You will need to go before the Commission for approval of this payment. This is also a prior year payment and requires a written justification.

2. Kaufman's invoice 2352S from 2/28/2019

PO 33118 was closed out on 01/30/2019. The PO was full expended and automatically closed out in TRIADIC. You again will need the Commission's approval for payment on this invoice. This is also a prior year payment and requires a written justification.

3. Kaufman's invoice 2679S from 05/20/2019

This PO was closed out on 06/28/2019 due to the end of the fiscal year. The PO only had a remaining balance of \$961.81. Therefore the invoice amount of \$1,191.91 would exceed the PO amount by \$230.10. You will need to get the Commission's approval for exceeding a PO amount. This is also a prior year payment and requires a written justification.

4. Kaufman's invoice 2680S from 05/20/2019

This is also a prior year payment and requires a written justification.

5. Pro-Vision invoice 324209 from 08/05/2019

The original PO was for \$2,390, the invoice is for \$2,792. The increase of this PO goes over the threshold of \$2,499 which would have required 3 quotes. You will need to get the Commission to approve this increase.

We are requesting that this be completed at the next regular County Commission meeting on September 25th to ensure the Torrance County vendors receive prompt payment on these invoices. You will need to submit an agenda request. Any late fees incurred because of delayed payments will need to be paid out of the Sheriff's office budget.

If you have any questions please let me know.



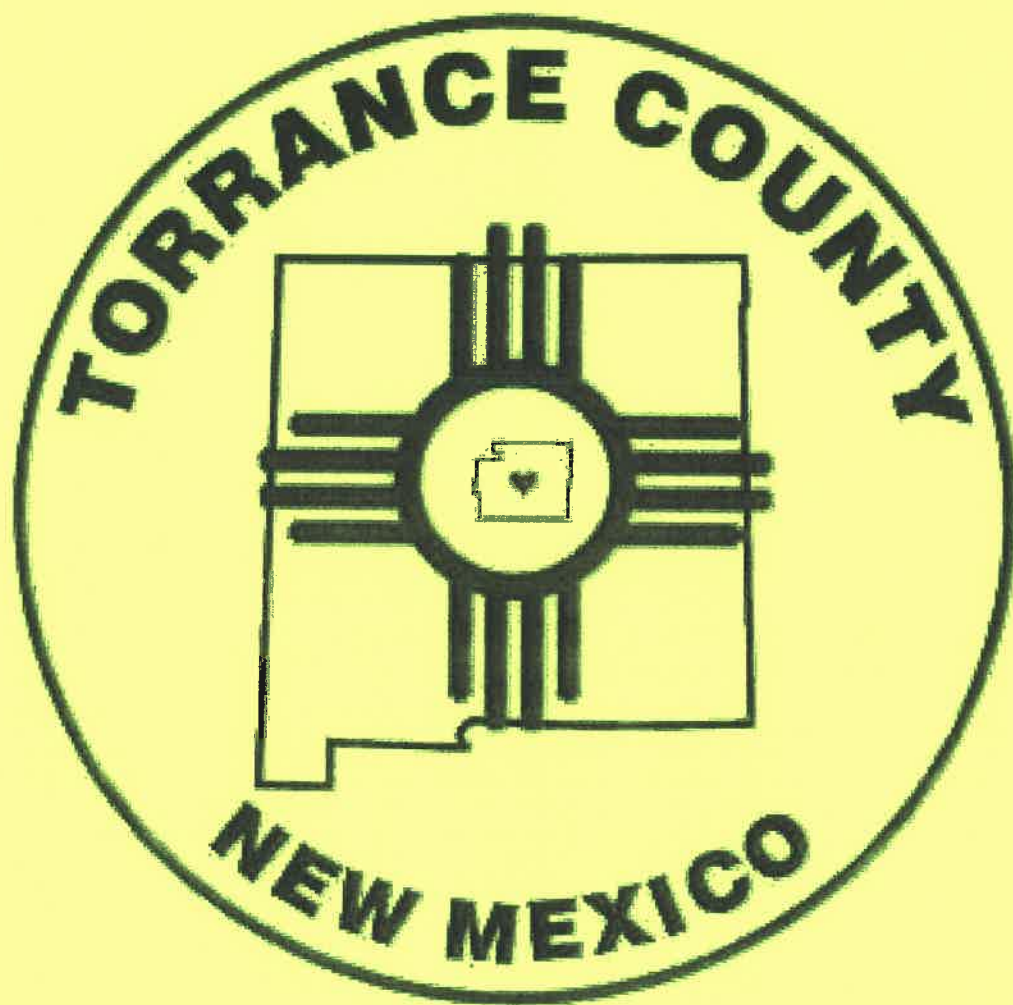
Jeremy Oliver

Finance Director

www.torrancecountynm.org

o: (505) 544-4720

c: (505) 300-9567



*Agenda Item
No. 12-J*



*Agenda Item
No. 13-A*



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: Jill Encinias 4-H Torrance County Extension
First Last Department / Company / Organization Name

Today's Date: Aug. 28, 2019 Mailing Address: Bonanza
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: (505) 544-4334 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: jillenci@nmsu.edu

Is this request for the next Commission meeting? YES NO If no, date of Commission Meeting Sept. 25

Brief explanation of business to be discussed:
4-H update - presentation from 4-H kids that will be attending national competitions this year.

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

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

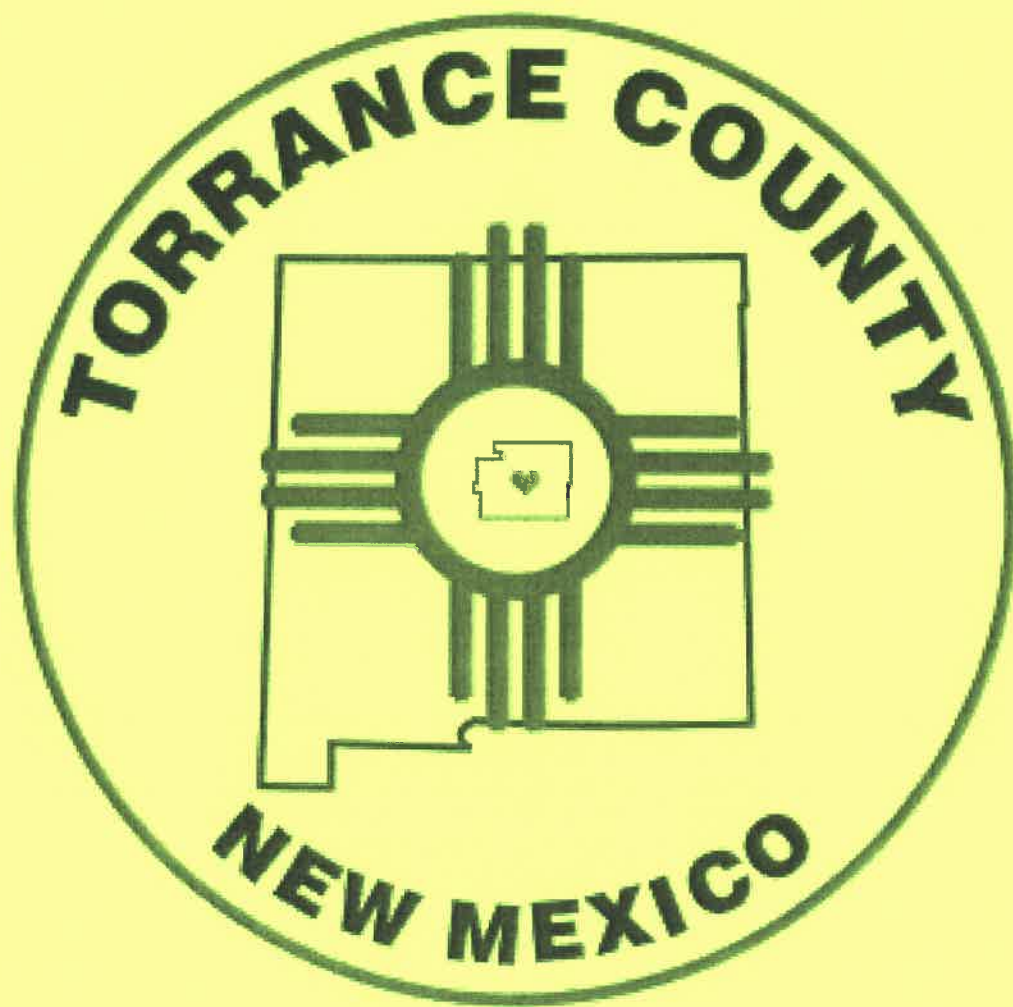
Has this been reviewed by the County Attorney? YES NO

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 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)

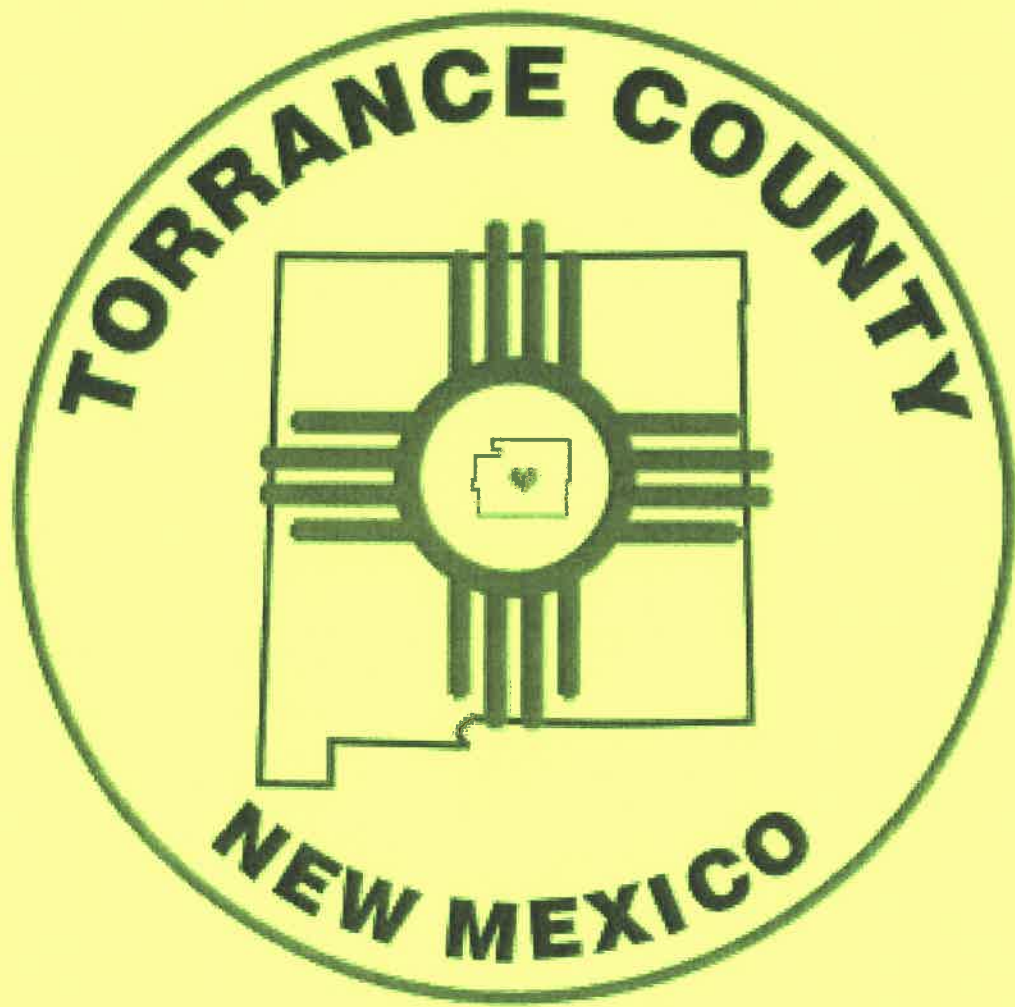
Other: _____



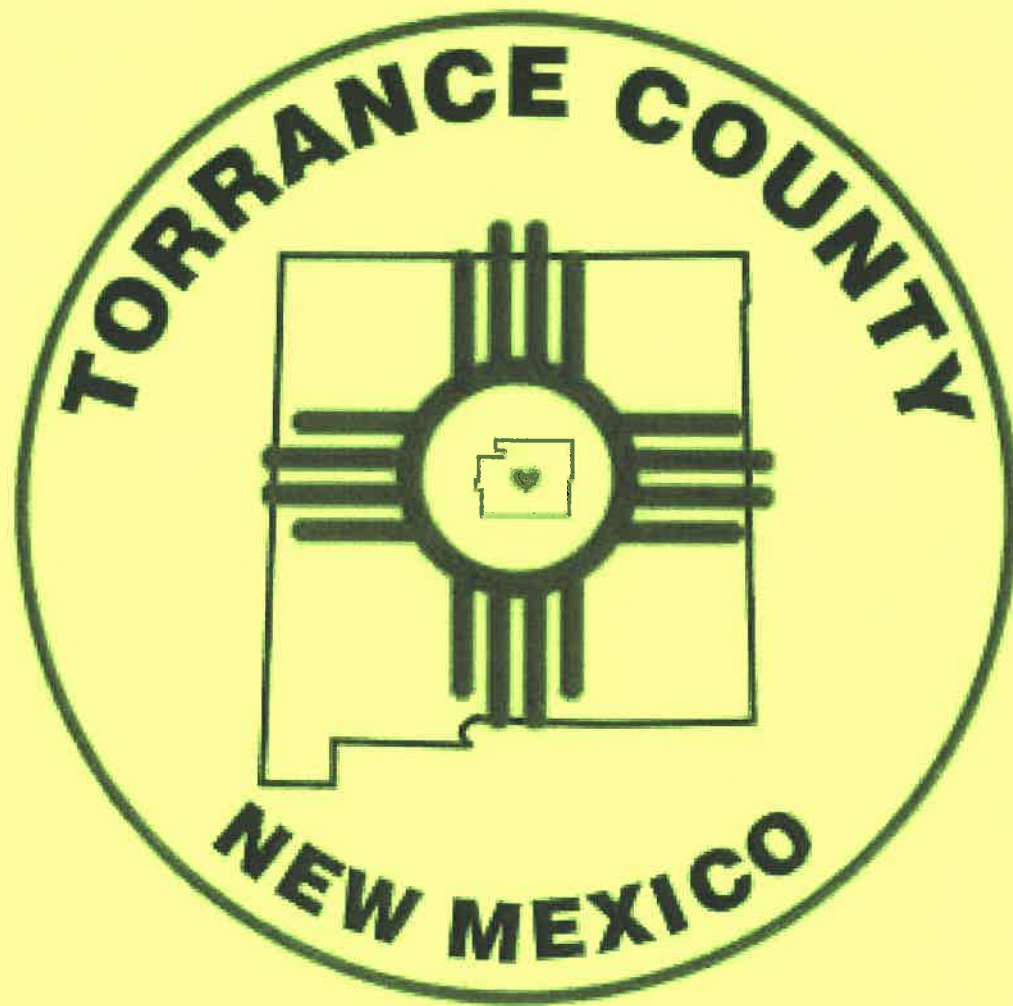
*Agenda Item
No. 14-A*



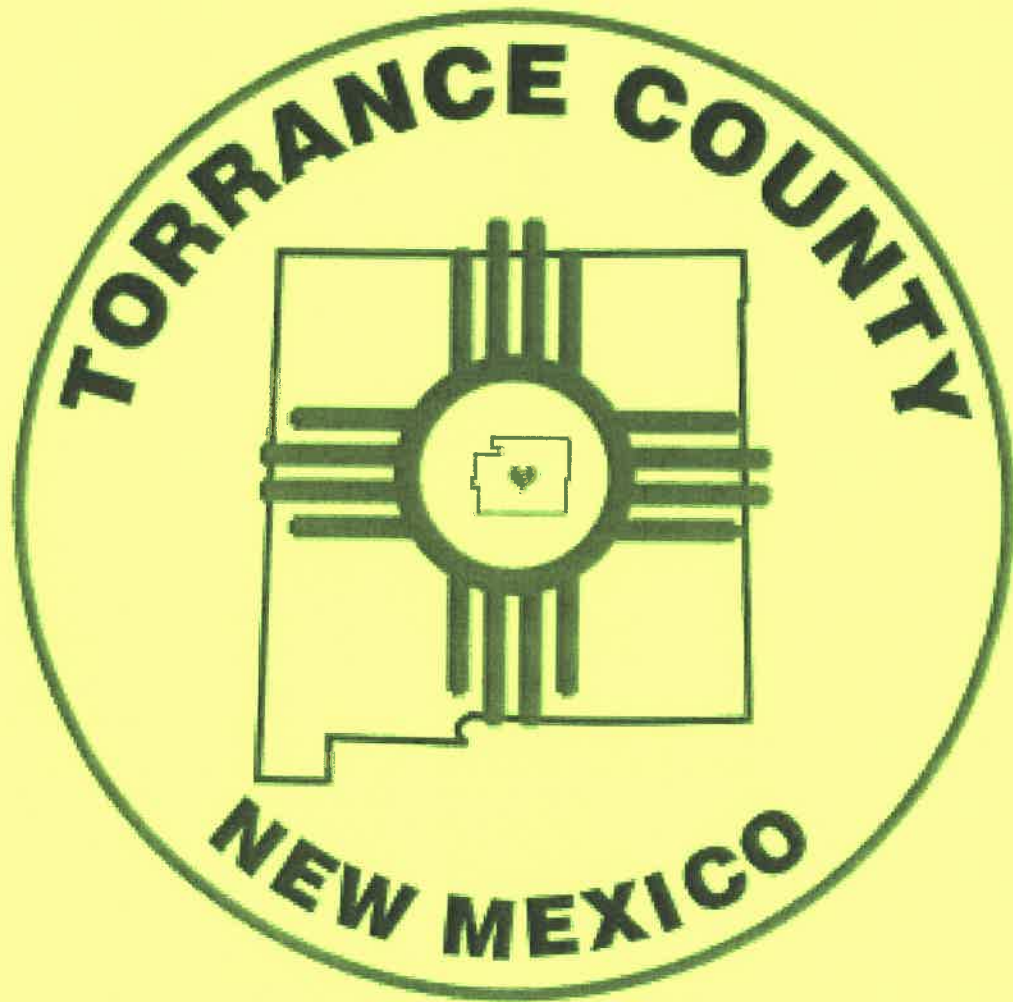
*Agenda Item
No. 14-B*



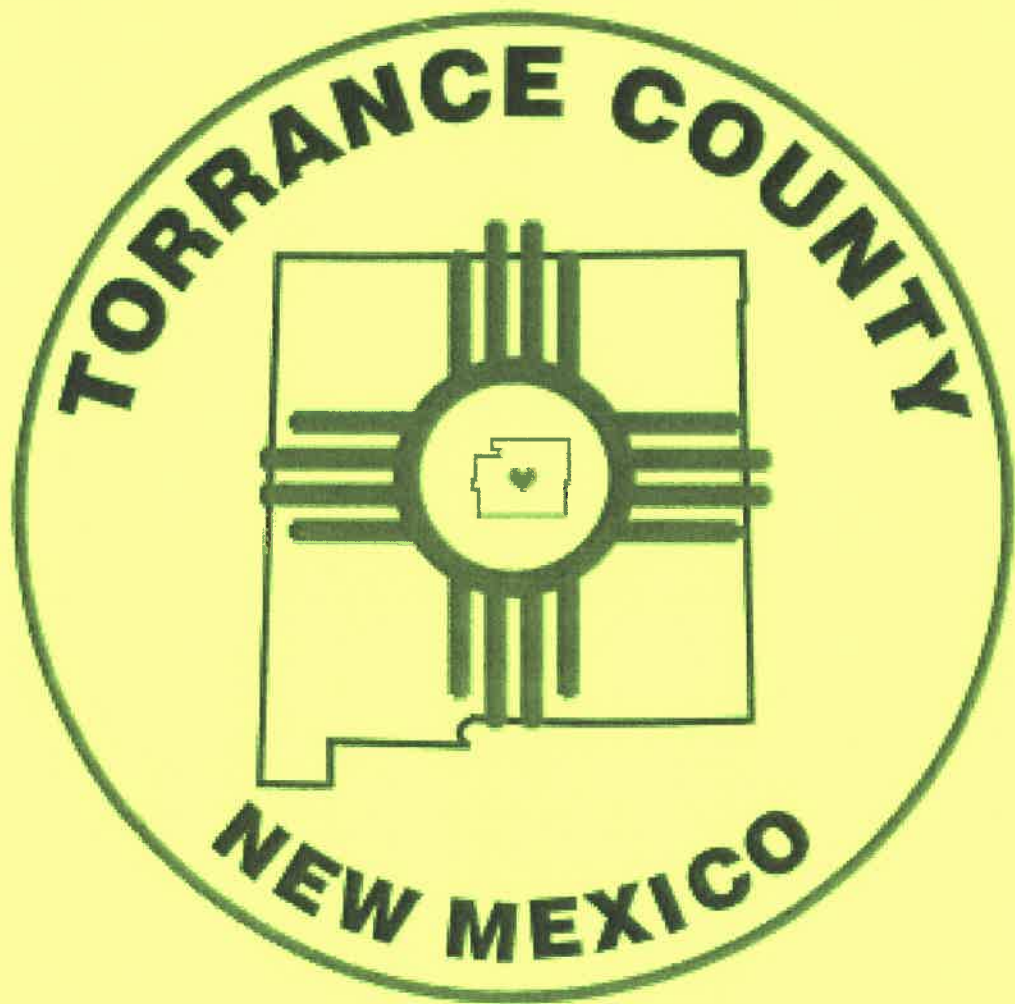
*Agenda Item
No. 14-C*



*Agenda Item
No. 14-D*



*Agenda Item
No. 15*



*Agenda Item
No. 16*