

BOARD OF UNION COUNTY COMMISSIONERS
REGULAR MEETING
AGENDA
May 14, 2024

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1 of 1
BY Devian Fields

9:00 a.m.

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda and minutes
4. Hospital Report
5. Discussion/Possible Action Items

9:00 – Audit Presentation – Chris Garner – Pattillo, Brown, and Hill, LLP

10:00 – Salary Plan Presentation – Vince Yermal – S Resource, Inc.

- i. Road Closure Applications – Portion of Snyder Rd and Portion of Cedar Creek Road – Kevin Kenney
- ii. Resolution 2024-36 Audit Acceptance
- iii. Resolution 2024-37 Acceptance of Position Classification and Salary Plan Update
- iv. Resolution 2024-38 BAR Special Revenue Grant – SOS Grant
- v. Resolution 2024-39 BAR Jail-Detention
- vi. Resolution 2024-40 Amending Section 10.4 and 10.5 of Personnel Policy Manual
- vii. Proclamation May Motorcycle Awareness Month
- viii. Approval of Bills
- ix. Inventory Items Disposition – Road Department International Water Truck
- x. Healthcare Assistance - Approval of Claims
- xi. County Travel Requests
- xii. ARPA Funding
- xiii. Budget Hearing

10:30 a.m. Citizen's Forum

Golden Spread – Ferdinand Garcia

- County Manager Report
- Road Superintendent
- Emergency Service Coordinator Report
- Elected Officials Reports

Adjourn

As of 5/9/2024

Next Meeting June 11, 2024 @ 9:00

BOARD OF UNION COUNTY COMMISSION
REGULAR MEETING
April 9, 2024

BOARD MEMBERS PRESENT:

Chairman Clayton F. Kiesling Commissioner W. Carr Vincent Commissioner Lloyd 'Red' Miller

OTHERS PRESENT:

Clerk Brenda Green Manager Brandy Thompson Treasurer Shea Arnett
Assessor Hollie Sandoval Sheriff Curtis Skaggs HR Cheryl Garcia
Road Superintendent Gary Wright Emergency Manager Kris Lawrence Road Admin Rachel Farnum

GUESTS:

Tammie Stump – CEO, Union County General Hospital
Melissa Prante – CFO, Union County General Hospital
Amanda Boggs – CNO, Union County General Hospital
Kristen Christy CUCED Director Lynette Keeth COC Director Gary Hisaw

At 9:00 a.m., Chairman Kiesling called the meeting to order in the Commission Chambers located in the Union County Administration Building. The pledge of allegiance was recited.

Commissioner Vincent moved to approve the agenda and the regular meeting minutes of March 5, 2024. Commissioner Miller seconded. There was no further discussion. Vote: ALL AYE. The minutes were signed.

HOSPITAL REPORT

Tammie Stump, CEO, reported on statistics for March. Before the meeting, the "County Commissioner Monthly Hospital Report, Union County General Hospital, Tammie Stump, CEO, April 9, 2024", was distributed to the board. Items covered included the following (but not limited to the following): **Provider Recruitment Update; Financial Assistance; Business/Financial Update; Compliance; Radiology; Plant Services; Therapy Services; Pharmacy; Laboratory/Infection Control; Union County/Des Moines Health Centers; IT; HVAC/Vestibule/Cryogenic Tank 3000 gallon/Grade Survey.**

Melissa Prante, CFO, reported on financials for February. Before the meeting, the "Clayton Health Systems, Inc. Union County General Consolidated Executive Financial Summary, 8th month FYE 2024", and, the "Clayton Health Systems March 24, 2024 MOR Notes to Consolidated Financial Statements, Period ending February 29, 2024", was distributed to the board. Items covered included the following (but not limited to the following): **Key Statistics; Statement of Revenue and Expenses – YTD; Balance Sheet.**

Amanda Boogs, CNO, reported on the following (but not limited to the following): **Nursing; Swing Bed; Social Work Consults; Trauma.**

DISCUSSION/POSSIBLE ACTION ITEMS

RESOLUTION 2024-34 HEALTH COUNCIL

A proposed resolution recognizing the Union County Health Council as the official Health Council for Union County for the purpose outlined in the County and Tribal Health Council Act.

Commissioner Vincent moved to approve Resolution 2024-34, Union County Health Council. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolution signed.

RESOLUTION 2024-35 UNION COUNTY VEHICLE ACCIDENT PREVENTION POLICY

A proposed resolution defining Union County's vehicle accident prevention policy.

Commissioner Miller moved to approve Resolution 2024-35, Union County Vehicle Accident Prevention Policy. Commissioner Vincent seconded. There was no further discussion. VOTE: ALL AYE. Resolution signed.

CITIZENS FORUM

Steven Salas, representing Ben Ray Lujan's office, spoke to the commission regarding Congressionally directed spending. Union County has not applied for this type of spending in the past, but may consider doing so in the future.

At 9:54 a.m., the meeting recessed for a short break.

At 10:02 a.m., the meeting resumed.

CITIZENS FORUM con't

CUCED Executive Director Lynette Keeth provided several reports to the commission and the annual request for funding for FY25. She addressed accomplishments to date, and a brief overview of plans for FY25. Chamber of Commerce Director Greg Hisaw gave an over view of what's happening at the Chamber, and submitted the request for funding for FY25.

SUBDIVISION EXEMPTION – LILES AND SACHES

Proposed subdivision claims of exemption from Vickie Liles and James Sachse were presented to the commission for approval. The parcel of land is located in Sec.9, T24N, R28E.

Commissioner Vincent moved to approve the Subdivision Claim of Exemptions presented by Liles and Sachse. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Motion carried.

ASSESSORS ANNUAL REPORT

Assessor Sandoval provided the commission with copies of the Annual report, gave an overview of included information, and answered questions from the board.

BANKING SERVICES

Treasurer Arnett reported on recent meetings with the local banks for proposed services and fees for county funds. A comparative report was provided to the commission. The commission directed Treasurer Arnett to go out for RFP from the local banks.

APPROVAL OF BILLS

Bills in the amount of \$369,814.66 were presented for review.

Commissioner Vincent moved to approve bills in the amount of \$369,814.66, with the addition of the quarterly payment for the Extension Office. Commissioner Miller seconded. There was no further discussion.
VOTE: ALL AYE. Motion carried.

INVENTORY ITEMS DISPOSITION – ROAD DEPARTMENT INTERNATIONAL WATER TRUCK

There were no items presented for disposition.

HEALTHCARE ASSISTANCE – APPROVAL OF CLAIMS

Two claims were presented for approval.

Commissioner Vincent moved to approve payment of the two claims presented. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Motion carried.

COUNTY TRAVEL REQUESTS

Josh Valdez will be attending OSHA training in Albuquerque, Emergency Services Coordinator Kris Lawrence will attend two conferences, Clerk Green and staff will attend Election School. All travel approved.

ARPA FUNDING

Mgr. Thompson gave an update on proposed projects utilizing ARPA funding. Items discussed included the following (but not limited to the following): Replacing sidewalks around the County Admin Building; Software program for personnel management.

COUNTY MANAGER REPORT

Mgr. Thompson reported on the following (but not limited to the following): Purchase of the former magistrate court building is complete; Needed renovations to the building to accommodate the sheriff's office; Updated salary plan is forthcoming; Update on NMFA loans for the hospital.

ROAD SUPERINTENDENT REPORT

Road Superintendent Gary Wright gave an update on the problem of tumbleweeds accumulating on roads around the county, and discussed options for disposing used tires.

EMERGENCY SERVICES COORDINATOR REPORT

Coordinator Kris Lawrence addressed issues with the current Burn Ordinance, and suggested possible changes. The board will review the ordinance, and start the process to make changes.

ELECTED OFFICIALS REPORTS

Treasurer Arnett reminded that 2nd half taxes are due by May 10th.

Clerk Green reported that she secured federal grant money available thru the Secretary of State's office to be used for election related items. The funding will be used to purchase an HVAC unit for the tabulator storage building, and purchase portable power units and accompanying equipment for election day polling locations and the clerks office.

Commissioner Miller asked who could be contacted regarding the condition of the Grenville cutoff. It is a state highway, and multiple efforts to get it repaired have not been successful. Mgr. Thompson will make some calls.

Chairman Kiesling gave an overview of the recent Legislative Round-up meeting in Las Vegas.

At 11:47 a.m., the meeting recessed for lunch.

At 1:31 p.m., the meeting resumed.

At 1:32 p.m., Commissioner Vincent moved to go into Executive Session Pursuant to NMSA 1978, Section 10-15-1 (H) 2 Limited Personnel Matters. Commissioner Miller seconded. There was no further discussion. VOTE: Commissioner Vincent – YES, Commissioner Miller – Yes, Chairman Kiesling – YES. Motion carried.

At 2:19 p.m., Commissioner Vincent moved to come out of Executive Session, and affirmed that matters discussed in the closed session were limited to only to those specified in the motion for closure. No action was taken during the closed session. Commissioner Miller seconded. There was no further discussion. VOTE: Commissioner Vincent – YES, Commissioner Miller – YES, Chairman Kiesling – YES. Motion carried.

BUDGET HEARING

Mgr. Thompson provided copies of the draft FY25 budget to the board, elected officials, and department heads. A review of the general fund and various departments was done. Further review will be done at the May meeting.

ADJOURN: At 3:12 p.m., Commissioner Vincent moved to adjourn. Commissioner Miller seconded. There was no further discussion. Vote: ALL AYE. Motion carried.

Meeting Announcements: The next regular meeting will be held on Tuesday, May 14, 2024 at 9:00 a.m. The next Joint Communication meeting will be held on Tuesday, June 11, 2024, at 10:00 a.m.

ATTEST

SEAL

**Board of Union County Commissioners
Union County, New Mexico**

Clayton F. Kiesling - Chairman

Brenda L. Green – County Clerk

W. Carr Vincent - Vice Chairman

Lloyd 'Red' Miller - Member

DRAFT

CLAYTON HEALTH SYSTEMS

APRIL 24, 2024 MOR

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Period Ending March 31, 2024

INCOME STATEMENT:

1. Gross patient revenue for March is \$1.76M; \$152k > budget; \$113k > PY.
2. Total net patient revenue for the month after CA was \$1.2M.
3. Total other revenue for the month is \$126k.
4. County tax subsidy revenue is estimated at \$84k.
5. Total MTD net operating revenue is \$1.4M; \$220k > budget; \$156k > PY.
6. Operating expenses for the month are \$1.4M; \$10k > budget; \$29k < PY.
7. Operating gain of \$51k and EBIDA gain of \$111k.

YTD Budget to Actual Variances is as follows:

Gross Patient Revenue is **over** budget by \$1.96M.

Total Net Operating Revenues are **over** our YTD budget by \$1.5M.

Total Operating Expenses are **under** YTD budget by \$631k.

Salary/Benefits are **under** budget YTD by \$184k.

Professional fees/Purchased Services are **under** budget by \$2k.

Pharmacy, Medical, Other Supplies are **over** budget by \$53k.

Other operating expenses (postage, subscriptions, dues, licenses, taxes, maintenance, lease, utilities, travel, and education) are **under** budget by \$411k.

Includes physician recruiting, audit invoices and 340B management fees.

Depreciation and Interest are **under** budget by \$87k.

BALANCE SHEET:

8. UCGH had cash and cash equivalents of \$ 756k.
9. March had CD balances total \$838k.
10. AR Mill Levy and GRT balance \$115k.
11. Net Patient AR is \$2.11M.
12. AP Manual accruals is \$64k.
13. CR for 2022 has an estimated receivable of \$41k.
14. CR for 2023 has an estimated payable of 30k.
15. March Days Cash on Hand is 19 days.

KEY STATISTICS					
	<i>03/31/24</i> ACTUAL	<i>03/31/24</i> BUDGET	YTD <i>ACTUAL</i>	YTD <i>BUDGET</i>	YTD <i>VARIANCE</i>
Total Admissions	24	13	153	116	37
Total Patient Days	140	61	832	542	290
Average Length of Stay Total	5.83	4.69	5.44	4.67	(0.77)
Total Emergency Room Visits	114	152	1,218	1,372	(154)
Outpatient Visits (NOT CLINIC)	496	515	4,300	4,638	(338)
Total Surgeries	6	6	46	57	(11)
Total Podiatry Surgeries	4	0	19	0	19
Total GI Procedures	7	5	49	45	4
STATEMENT OF REVENUE AND EXPENSES - YTD					
	<i>03/31/24</i> ACTUAL	<i>03/31/24</i> BUDGET	YTD <i>ACTUAL</i>	YTD <i>BUDGET</i>	YTD <i>VARIANCE</i>
REPORTED IN THOUSANDS					
Revenue:					
Gross Patient Revenues	\$1,757	\$1,605	\$16,405	\$14,442	1,963
Deductions from Revenue	(552)	(683)	(6,652)	(6,145)	(507)
Net Patient Revenues	1,205	922	9,753	8,297	1,456
Other Revenue	210	273	2,179	2,461	(282)
Total Net Revenues	1,415	1,195	11,932	10,758	1,174
Expenses:					
Salaries & Benefits	678	668	5,823	6,007	184
Professional Fees	74	48	578	431	(147)
Purchased Services	112	119	934	1,083	149
Supply Expenses	178	108	1,025	972	(53)
Other Operating Expenses	262	339	2,365	2,776	411
Depreciation & Interest Expense	60	72	560	647	87
Total Expenses	1,364	1,354	11,285	11,916	631
OPERATING MARGIN	51	(159)	647	(1,158)	1,805
TOTAL NON OPERATING REVENUE - OTHER	0	140	0	1,256	(1,256)
NET MARGIN	\$51	(\$19)	\$647	\$98	\$549
EBIDA	\$111	\$53	\$1,207	\$745	\$462

Clayton Health Systems, Inc

CLAYTON FAMILY PRACTICE

Executive Financial Summary

9th Month FYE 2024

Unaudited

KEY STATISTICS

	<i>03/31/24 ACTUAL</i>	<i>03/31/24 BUDGET</i>	<i>YTD ACTUAL</i>	<i>YTD BUDGET</i>
Visits by Provider				
Physician Visits	127	149	1,305	1,342
Nurse Practitioner Visits	438	455	3,735	4,091
Total Clinic Visits	565	604	5,040	5,433
Total Days Clinic Open	21	21	187	189
Average Visits per Day Physician	6	7	7	7
Average Visits per Day NP	21	22	20	22

STATEMENT OF REVENUE AND EXPENSES - YTD

REPORTED IN THOUSANDS	<i>03/31/24 ACTUAL</i>	<i>03/31/24 BUDGET</i>	<i>YTD ACTUAL</i>	<i>YTD BUDGET</i>
Revenue:				
Gross Patient Revenues	\$88	\$165	\$1,385	1,486
Deductions from Revenue	(29)	(55)	(357)	(499)
Other Revenue	0	4	0	38
Total Net Revenues	59	114	1,028	1,025
Expenses:				
Salary/Benefits	93	94	903	849
Purchased Services/Professional Fees	2	3	17	26
Supply Expenses	12	12	144	99
Other Operating Expenses	6	6	54	58
Depreciation	4	4	34	34
Total Expenses	117	119	1,152	1,066
Operating Income (Loss)	(58)	(5)	(124)	(41)
NET MARGIN	(\$58)	(\$5)	(\$124)	(\$41)

Kevin Lee Kenney
PO Box 352
Texline, TX 79087

April 29, 2024

Brandy Thompson
Union County Manager
200 Court Street
PO Box 430
Clayton, NM 88415

Dear Ms. Thompson,

Included with this letter are two applications for partial county road vacations located on Cedar Creek Ranch. The first is for a portion of Snyder Road (A014) that serves no other landowner, or other abutting landowner, and does not serve a mail route, school bus route, or a residence. Furthermore, there is no access to state land from this section of the road. It is an area of the ranch in which we have had frequent problems with trespassing, trash dumping, theft, vandalism, and other criminal activity. Being able to close this portion of the road would be helpful in securing the ranch and our private property without hindering any legitimate access.

The second application is for the vacation of a portion of Cedar Creek Road (A007), which is the road that serves our current headquarters. This portion of the road is surrounded by private property that serves no other landowner, or other abutting landowner, and does not serve a mail route, school bus route, or a residence. Furthermore, there is no access to state land from this section of the road. The closure of this portion of the road will not create a burden on the road system, as Sofia Road (A115) to the north is a smoother, faster, and safer connecting county road. This road vacation would be beneficial in allowing us to provide safety for the keeping of our horses, would allow us to continue to utilize horse traps, weaning pastures, and access to corrals which are all critical to our ranching operation. Additionally, it will allow us the full use of our infrastructure which is located on both sides of the county road and would help mitigate theft and vandalism, which we have experienced all too frequently.

We would respectfully appreciate these requests being considered by the Union County Commissioners. We have discussed this and traveled these roads with Road Superintendent Wright, who is in agreement with these closures. We have included maps with the portions of each road closure requested marked. If any further information is needed, please let us know.

Best regards,

Kevin Lee Kenney

APPLICATION FOR ROAD CLOSURE

Comes now Kevin Lee Kenney, whose address is PO Box 352, Texline, Texas 79087 and whose telephone number is 806-282-7000 and hereby apply to the Union County Board of County Commissioners for the closure of a county road or portion thereof, and in support of said application state as follows:

The county road name of the road we seek to close is Snyder Road — A014

The description of the portion of the road we seek to close begins and ends as follows:

From 36.39482, -103.62202 to 36.39975, -103.61113 (T25N R31E Section 15)
Approximately 1.2 miles which ends at Dick Snyder's former residence. This stretch of road is surrounded by private, deeded land and serves no other landowner.

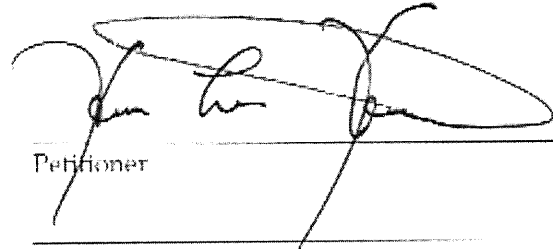
The names, addresses and phone numbers of all persons who have a legal, equitable or leasehold interest in the property are:

Name(s)	Address	Phone Number
1. Kevin Lee Kenney	PO Box 352, Texline, Texas 79087	806-282-7000
2.		
3.		
4.		
5.		
6.		

The road or portion of the road we seek to close (~~does~~) does not provide access to public lands, either federal or state.

We have (~~have not~~) contacted the Union County Road Superintendent and made him aware of this request.

Date: 4-29-2024

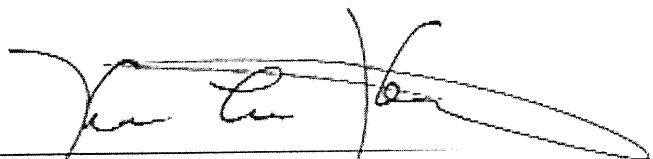


Petitioner

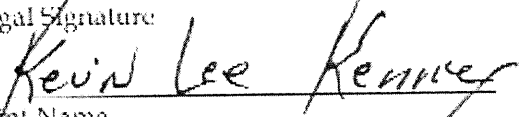
Petitioner

Petitioner

We the undersigned named above as the holders of a legal, equitable or lessee interest in the lands adjoining the above described road for which closure is sought hereby agree to road closure by the Union County Board of County Commissioners. WE UNDERSTAND THAT BY AGREEING TO THIS CLOSURE, WE HEREBY ACKNOWLEDGE THAT WE CONSENT TO THE TERMINATION OF OUR ABILITY TO USE THIS ROAD AS A PUBLIC HIGHWAY AND ANY PUBLIC MAINTENANCE OF THIS ROAD (OR ANY CLOSED PORTION) SHALL CEASE SHOULD THE COUNTY COMMISSION AGREE TO THE CLOSURE.



Legal Signature



Print Name

4-29-2024

Date

APPLICATION FOR ROAD CLOSURE

Comes now Kevin Lee Kenney, whose address is PO Box 352, Texline, Texas 79087 and whose telephone number is 806-282-7000 and hereby apply to the Union County Board of County Commissioners for the closure of a county road or portion thereof, and in support of said application state as follows:

The county road name of the road we seek to close is Cedar Creek Road — A007.

The description of the portion of the road we seek to close begins and ends as follows:

From 36.42337, -103.61088 to 36.42265, -103.58649 (T24N R31 E Section 11)

From Coyote Mesa to the northern section of the Remuda, roughly 2 miles of road that is fully surrounded by private land. This section of road includes our headquarters.

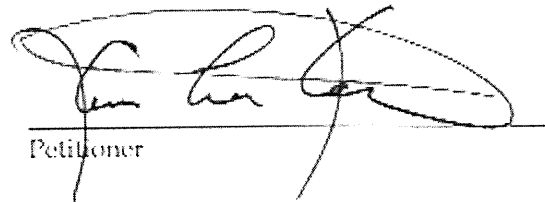
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2.			
3.			
4.			
5.			
6.			

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Date: 4-29-2024

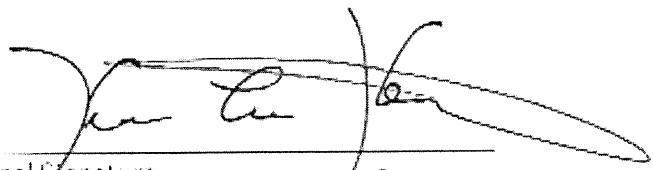


Petitioner

Petitioner

Petitioner

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Legal Signature

Kevin Lee Kenner

Print Name

4-29-2024

Date





STATE OF NEW MEXICO

KENNEY KEVIN LEE

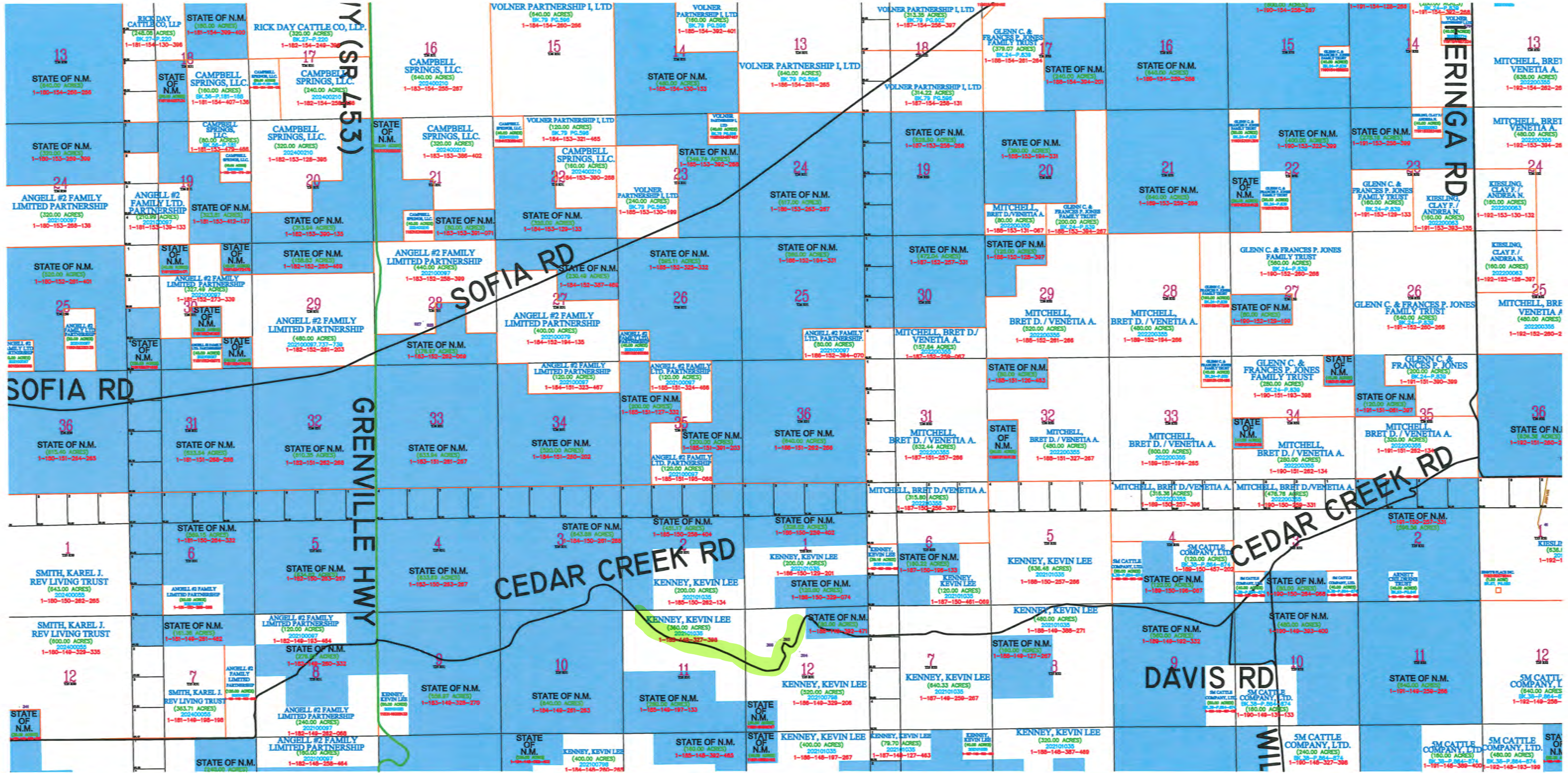
Snyder Lake Dam

County Rd A007

County Rd A007

County Rd A007

43



17 (SR 453)

GREENVILLE HWY

SOFIA RD

CEDAR CREEK RD

CEDAR CREEK RD

DAVIS RD

HERINGA RD

WIL



RESOLUTION #2024-36
ACCEPTANCE OF THE FY 23 AUDIT

WHEREAS, the Union County is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2023; and,

WHEREAS, the Board of Union County Commissioners has directed the accomplishment of the audit for FY 23 be completed; and,

WHEREAS, this audit has been completed and presented to the Union County Board of Commissioners per the April 9, 2024 Letter from the State Auditor authorizing the release of the FY 23 audit.

WHEREAS, NMAC 2.2.2.10 (M) (4) provides in pertinent part that "Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;" and,

NOW THEREFORE, BE IT RESOLVED, that the Union County Board of Commissioners does hereby accept and approve the completed audit report and findings as indicated within this document.

ACCEPTED AND APPROVED this 14th day of May, 2024 in regular session by the Union County Board of Commissioners, at Clayton, Union County, New Mexico.

ATTEST

SEAL

Brenda Green, County Clerk

Clayton Kiesling, Chair

W. Carr Vincent, Member

Lloyd Miller, Member



RESOLUTION NUMBER 2024-37

A RESOLUTION APPROVING AND ADOPTING COUNTY POSITION CLASSIFICATION AND SALARY PLAN UPDATE

WHEREAS, the Board of County Commissioners of Union County believes that all employes of Union County should receive equitable and competitive compensation both direct, by salary, and indirect, through benefits; and

WHEREAS, on April 12, 2022, Union County adopted an employee salary plan for the purposes of recruiting and retaining qualified, competent employees; and

WHEREAS, the Union County Board of Commissioners understands the importance of continually reviewing and updating the County’s salary plan to be externally competitive and internally equitable; and

WHEREAS, Union County has engaged the services of S Resources, Incorporated to assist in updating our previous salary plan; and

WHEREAS, the Board of County Commissioners of Union County has reviewed the proposed update prepared and believes that it sets for the priorities and goals of the Board with regard to recruiting and maintaining qualified competent County employees to serve the citizens of Union County; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County commissioners of Union County that the updated Position Classification and Salary Comps as set forth herein are hereby adopted and Management is to implement the changes for all Position Classes.

IT IS FURTHER RESOLVED that the Fiscal Year 2025 Position Classification and Salary Plan Update shall have an effective date commencing July 1, 2024.

PASSED, APPROVED AND ADOPTED this 14th day of May, 2024.

BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO

**A T T E S T
S E A L**

By:

Brenda Green, County Clerk

Chairman

Member

Member



**Position Classification and Salary
Plan Update**

**Prepared for:
Union County, NM**

April 2024

**Prepared by:
S Resource, Incorporated**

**7 Avenida Vista Grande, #B7-148
Santa Fe, NM 87508
(505) 466-1745**

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Report and Recommendations

Introduction

Purpose of a Compensation Program

A Compensation Program is one of several primary programs or functions that serve as the basis of effective human resource management. Compensation Programs are designed to provide equitable and competitive employee compensation, both direct (salary plan) and indirect (employee benefits), intended to attract and retain the organization's workforce considering the needs of employees, the financial needs and obligations of the organization and compliance with relevant laws and regulations.

Characteristics of an Effective Position Classification and Salary Plan

The success of any Position Classification and Salary Plan is judged by the degree to which it achieves five basic goals:

- **INTERNALLY EQUITABLE:** It provides salary ranges for all positions that fairly reflect the value of each position relative to all others within the organization.
- **EXTERNALLY COMPETITIVE:** It provides salary ranges for all positions at a dollar level that is as competitive as the organization feels it can afford to be while still at a level required to attract and retain effective employees.
- **PERSONALLY MOTIVATING:** It is conceived as a vital management tool, playing a fundamental role in motivating employees toward specific achievement of essential end results.
- **EFFECTIVELY ADMINISTERED:** It lends itself to adequate central guidance and control. It should be structured in a way that facilitates specific budgeting of pay increases for any given year, forecasting employee costs, sound analyses of actual compensation practices throughout the organization, and accurate comparisons of the organization's pay policy and practice to those of other, similar organizations on a timely and ongoing basis.
- **CONTINUING PROGRAM:** It provides for the inclusion of new jobs as they are created and the reassignment of jobs as changes in content and reporting relationships occurs to fulfill organizational requirements for the future. It must be an orderly and integral part of the management process.

Methodology and Approach

An effective means to achieve internal equity or to reflect the value of each position classification relative to all others within the organization is to place each position into the salary range structure based on the position's relative value in the labor market. This is achieved through the extraction and analysis of salary data that best reflects the classifications that comprise the County's workforce and within the comparable labor market that reflects the nature of work and geographic areas from which employees are drawn for Union County workforce. This salary data also serves as the basis to determine the organization's external competitiveness within its respective labor market.

Position Classification and Salary Plan Update

In February 2024, Union County engaged the services of S Resource, Incorporated to provide an update to the Position Classification and Salary Plan. The Union County Position Classification and Salary Plan was initially developed in 2022 and salary range assignments were updated in 2023. S Resource, Incorporated conducted a review of the County organizational structure and position classifications, worked with County management to identify comparative employers, collected pay plans and surveys, and conducted an analysis of the County's position in the market. This report contains the findings and recommendations formulated as the result of this project. In support of this effort S Resource, Incorporated has:

1. Conferred with the County Manager to identify position classification and salary plan issues and develop an understanding of the County's salary administration history.
2. Maintained regular communications with the County Manager in support of project goals.
3. Reviewed Union County personnel policies and procedures and pay practices.
4. Reviewed County new and revised job descriptions provide a current basis for comparison to the market comparator positions.
5. Reviewed organization structure and confirmed an understanding of organization work activities and service delivery systems.
6. Identified and reviewed position classification benchmarks common to its competitive market including, as appropriate county and municipal governments, other governmental subdivisions in the region, and other relevant employers.
7. Identified survey comparators, prepared requests for information, and conducted regular follow-up and communications with survey participants.
8. Verified and collected data from a variety of sources, including established salary surveys and organizational pay plans.
9. Extracted relevant salary data from comparative employers and those that compete with Union County in recruiting and retaining high quality employees.
10. Conducted competitive pay practice analysis for County position classifications illustrating the County's position in relation to its labor market.
11. Reviewed pay practice analysis and survey findings with the County Manager.
12. Developed this report documenting study findings and recommendations related to the County position classifications and compensation study.

Position Classification

S Resource, Incorporated conducted a review of the County's current organization structure and new and revised job descriptions to update the position classification plan in order to draw valid job content comparisons within the labor market.

Classifying positions involves the systematic arrangement of jobs into series and groups based on the application of criteria such as similarity of duties, responsibility levels, occupational function, etc.

Relying primarily on the new and revised job descriptions and discussions with County management; twenty-eight (28) distinct position classifications were identified including current positions and anticipated future positions within the County structure. An outline of identified position classifications is contained in **Comp 1, Outline of Position Classifications**.

The current County positions classifications were subject to a thorough review and recommended classification updates are reflected in **Comp 2, Index of Current to Recommended Position Classes**. A summary of this review is as follows:

	<u>Class Transaction</u>	<u>% of Total</u>
(N) No change	25	89.3%
(T) Title modification	1	3.6%
(J) New Classifications	2	7.1%

Union County
Position Classification Plan
Comp 1 - Outline of Occupational Position Classes

Class Code	Occupational Families and Position Classes	FLSA
<u>Administration</u>		
Executive Administration		
102	Assistant County Manager	E
105	Human Resources/Procurement Officer	NE
106	Human Resources Assistant	NE
Finance Support		
111	Finance Specialist Senior	NE
112	Finance Specialist	NE
Elected Official Services Support		
125	Deputy Clerk	NE
Office Support - General		
131	Administrative Assistant	NE
133	Office Assistant	NE
135	Records Specialist	NE
Technical Support - Specialized		
153	GIS Specialist	NE
154	GIS Technician	NE
<u>Facilities & Infrastructure Maintenance</u>		
Facilities and Grounds Maintenance		
166	Maintenance Worker	NE
167	Custodian	NE
Roads Maintenance		
181	Roads Superintendent	E
184	Crusher Operations Lead	NE
185	Equipment Operator 3	NE
186	Equipment Operator 2	NE
187	Equipment Operator 1	NE
188	Road Maintenance Worker	NE
<u>Public Safety</u>		
Safety & Emergency Management		
201	Emergency Manager	E
203	Fire Coordinator	E
205	Emergency Services Coordinator	E
DWI Program		
211	DWI Coordinator	NE
Law Enforcement Management		
223	Sheriff Sergeant	NE
Law Enforcement Operations		
232	Deputy Sheriff - Senior	NE
233	Deputy Sheriff - Certified	NE
234	Deputy Sheriff - Cadet	NE
Law Enforcement Support		
241	Court Security/Prisoner Transport	NE

Union County
Position Classification Plan
Comp 2 - Index of Current to Recommended Position Classes

Transaction Codes:

M = Merge Into Other Class
T = Title Modification
D = Delete Class Title

S = Split into Two or More Classes
N = No Change
J = New Job Class

Current Position Class	Recommended Position Class	Trans Code
Assistant County Manager	Assistant County Manager	N
Human Resources/Procurement Officer	Human Resources/Procurement Officer	N
Human Resources Assistant	Human Resources Assistant	N
Finance Specialist Senior	Finance Specialist Senior	N
Finance Specialist	Finance Specialist	N
Administrative Assistant	Administrative Assistant	N
Office Assistant	Office Assistant	N
Records Specialist	Records Specialist	N
Deputy Clerk	Deputy Clerk	N
GIS Specialist	GIS Specialist	N
GIS Technician	GIS Technician	N
Maintenance Worker	Maintenance Worker	N
Custodian	Custodian	N
Roads Superintendent	Roads Superintendent	N
Equipment Operator	Equipment Operator 3	J
	Equipment Operator 2	T
	Equipment Operator 1	J
Crusher Operations Lead	Crusher Operations Lead	N
Road Maintenance Worker	Road Maintenance Worker	N
Emergency Manager	Emergency Manager	N
Fire Coordinator	Fire Coordinator	N
Emergency Services Coordinator	Emergency Services Coordinator	N
DWI Coordinator	DWI Coordinator	N
Sheriff Sergeant	Sheriff Sergeant	N
Deputy Sheriff - Senior	Deputy Sheriff - Senior	N
Deputy Sheriff - Certified	Deputy Sheriff - Certified	N
Deputy Sheriff - Cadet	Deputy Sheriff - Cadet	N
Court Security/Prisoner Transport	Court Security/Prisoner Transport	N

Allocation of Individual Positions

Individual classified positions were assigned to position classifications. The recommended placement of individual employees/positions into the recommended survey position classifications are illustrated in **Comp 3, Recommended Classification of Individual Positions**.

The allocation of twenty-one (21) individuals to the recommended position classifications identifies five (5) position reclassifications, recommends modifications to nine (9) position titles, and no classification change recommended for seven (7) individuals.

Union County
Position Classification Plan
Comp 3 - Recommended Classification of Individual Positions

Transaction Codes:
R = Reclassification

N = No Change
T = Title Modification

Employee Name	Department	Current Position Class	Recommended Position Class	Trans Code
GARCIA, CHERYL A	Administration	Human Resources/Procurement Officer	Human Resources/Procurement Office	N
LAWRENCE, KRISTOPHER	Administration	Emergency Service Coordinator	Emergency Services Coordinator	N
GOODAN, LINDSEY	Administration	Finance Specialist - Payroll/AP	Finance Specialist	T
WALKER, BRAYDEN	Assessor's Office	GIS Technician	GIS Technician	N
GARCIA, ERICA D	Clerk's Office	Deputy Clerk	Deputy Clerk	N
REESER, JOE T	DWI	DWI Coordinator	DWI Coordinator	N
VALDEZ, JOSH	Maintenance	Facilities and Ground Maintenance	Maintenance Worker	T
FARNUM, RACHEL	Road Dept	Admin Asst	Administrative Assistant	N
FRANKLIN, JOHN	Road Dept	Equipment Operator	Equipment Operator 2	T
JEFFREY, CURTIS K	Road Dept	Equipment Operator	Equipment Operator 3	R
JEFFREY, GAYLE B	Road Dept	Equipment Operator	Equipment Operator 3	R
NEWTON, JUSTIN	Road Dept	Equipment Operator	Equipment Operator 2	T
PADILLA, COLTON B	Road Dept	Equipment Operator	Equipment Operator 2	T
PHIPPS, MICHAEL SHANE	Road Dept	Equipment Operator	Equipment Operator 3	R
SENA, ALEX C	Road Dept	Equipment Operator	Equipment Operator 3	R
WOLFFARTH, RANDY	Road Dept	Equipment Operator	Equipment Operator 1	R
WRIGHT, GARY LEE	Road Dept	Road Superintendent	Roads Superintendent	N
BOYER, JERRY	Sheriff's Dept	Certified Deputy	Deputy Sheriff - Certified	T
CRUZ, RONALD J	Sheriff's Dept	Certified Deputy	Deputy Sheriff - Certified	T
GRICE, JOHN R	Sheriff's Dept	Certified Deputy	Deputy Sheriff - Certified	T
MAYNES, ADRIANO P	Sheriff's Dept	Certified Deputy	Deputy Sheriff - Certified	T

Market Data Analysis

Market Data Sources

The competitive pay analysis draws on two primary data sources to provide the foundation for this report and accompanying recommendations relating to internal equity and external competitiveness. These sources and a brief description are as follows:

Market Comparator Pay Plans and Salary Schedules

S Resource, Incorporated obtained pay plans, salary schedules and/or actual salary information from governmental public sector organizations that comprise the market comparators that compete for qualified personnel with Union County or are similar to the County (Class B Over) in terms of size, budget, community population, etc.

The following comparators were included in this group:

- | | |
|-----------------------|-----------------------|
| Baca County, CO | San Miguel County, NM |
| Colfax County, NM | Sierra County, NM |
| Guadalupe County, NM | Socorro County, NM |
| Mora County, NM | Taos County, NM |
| Las Animas County, CO | Town of Clayton |
| Quay County, NM | State of New Mexico |
| Roosevelt County, NM | |

New Mexico Eastern WIA Area - Wage Survey, 2023, compiled and published by the New Mexico Department of Workforce Solutions.

This survey reports data for a broad variety of job classifications and provides a breakdown of data based on the state’s Eastern Workforce Investment Act (WIA) area. This area includes Chavez, Curry, De Baca, Eddy, Guadalupe, Lea, Lincoln, Harding, Otero, Quay, Roosevelt, and Union Counties.

Data to Current Levels

Data from each survey comparator were “aged” to provide a current analysis of the County’s position in relationship to reported pay levels. In order to provide a current analysis, data were “aged” by a factor of two percent (2.5%) per year from the reporting date of the data through January 1, 2025.

Salary Range Midpoint Comparison

In conducting this analysis, a “structure-to-structure” method was utilized to compare the County’s salary structure to the prevailing rates. The prevailing rates are represented by the comparator organization’s Midpoints, which are the amounts employers pay for sustained competent job performance.

The Midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary ranges are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers.

In cases where a “structure-to-structure” was not available, actual average salaries were utilized as the basis of comparison.

Market Survey Data – Classified Positions

Survey position data were extracted from the market data sources based on a match of position content. Union County positions were compared based on job duties and responsibilities as specified in the County position description questionnaires. Survey positions identified with approximately 80% - 120% of comparable position content were considered a match and the respective salary range data from each available market data source was utilized for determining the Prevailing Market Midpoint. Of the twenty-eight (28) position classifications identified in Comp 1; data were extracted for twenty-two (22) or 78.6% of the position classifications where sufficient position content comparability was identified. Two (2) of these positions are new to the County classification structure in the Road Department, including Equipment Operator 3 and Equipment Operator 1.

The market survey data extracted and analyzed for this study is summarized in **Comp 4C, External Prevailing Midpoint Comparison – Classified Positions**, and detailed in **Appendix A - Salary Survey – Classified Positions**.

The External Prevailing Midpoint Comparison illustrates the relationship of Union County average rate of pay for each survey position classification to the External Aged Midpoint. The study compares County average rates of pay to survey midpoints. Normally this analysis utilizes a midpoint-to-midpoint comparison and considers that position classifications within +/- 5% of the External Aged Midpoint are competitive in the market. The breakdown of all County survey benchmarks is summarized as follows:

External Prevailing Midpoint Summary for Classified Positions – Table 1

Relationship to the Market	Number of Survey Position Classifications	Percentage of Survey Position Classifications
>5% Above the External Aged Midpoint	0	00.0%
Within 5% of Aged Survey Midpoint	2	9.1%
>5% Below the External Aged Midpoint	18	81.8%
Vacant/New Position with no Midpoint	2	9.1%

**Union County
FY 2025 Salary Plan
Comp 4C - External Prevailing Rates Comparison - Classified Positions**

Class Code	Position Classification Title	Union County Current Midpoint	01/01/25	Variance	
			Aged Survey Midpoint	\$	%
203	Fire Coordinator	\$56,481	\$71,048	-\$14,568	-20.50%
223	Sheriff Sergeant	\$59,340	\$70,311	-\$10,971	-15.60%
153	GIS Specialist	\$46,356	\$54,107	-\$7,751	-14.33%
154	GIS Technician	\$37,119	\$43,242	-\$6,124	-14.16%
135	Records Specialist	\$36,213	\$42,120	-\$5,907	-14.02%
211	DWI Coordinator	\$47,515	\$54,642	-\$7,127	-13.04%
188	Road Maintenance Worker	\$32,808	\$37,304	-\$4,496	-12.05%
234	Deputy Sheriff - Cadet	\$40,972	\$46,414	-\$5,442	-11.72%
201	Emergency Manager	\$53,759	\$60,832	-\$7,073	-11.63%
233	Deputy Sheriff - Certified	\$48,703	\$55,078	-\$6,375	-11.57%
131	Administrative Assistant	\$35,330	\$39,672	-\$4,342	-10.94%
105	Human Resources/Procurement Officer	\$51,169	\$56,566	-\$5,397	-9.54%
166	Maintenance Worker	\$38,047	\$41,659	-\$3,613	-8.67%
125	Deputy Clerk	\$36,213	\$39,619	-\$3,406	-8.60%
111	Finance Specialist Senior	\$49,921	\$54,009	-\$4,088	-7.57%
133	Office Assistant	\$33,628	\$35,725	-\$2,097	-5.87%
181	Roads Superintendent	\$65,500	\$69,424	-\$3,924	-5.65%
112	Finance Specialist	\$40,972	\$43,243	-\$2,271	-5.25%
167	Custodian	\$32,808	\$34,060	-\$1,253	-3.68%
186	Equipment Operator 2	\$41,996	\$42,957	-\$960	-2.24%
185	Equipment Operator 3	New	\$48,463	#VALUE!	#VALUE!
187	Equipment Operator 1	New	\$40,080	#VALUE!	#VALUE!

Market Survey Data – Appointed Positions

Within the Union County government there are six (6) positions appointed by Elected Officials. These positions are appointed by the County Commission or a specific Elected Official and include: the County Manager, Chief Deputy Assessor, Chief Deputy Clerk, Chief Deputy Treasurer, Undersheriff, and the Sheriff's Executive Secretary. Appointed positions serve at the pleasure of their respective Elected Officials and are often not included in the organization's salary plan. For this analysis, actual salaries were primarily used in developing comparisons to the market.

The market survey data extracted and analyzed for Appointed Positions is summarized in **Comp 4A, External Prevailing Rate Comparison – Appointed Positions**, and detailed in **Appendix B - Salary Survey - Appointed Positions**.

The analysis of the competitive position of Union County pay levels for Appointed Positions considered those rates of pay that are within +/- 5% of the prevailing market rate to be competitive and within the market. The breakdown of all County survey benchmark positions is summarized as follows:

External Prevailing Rate Summary for Appointed Positions – Table 2

Relationship to the Market	Number of Survey Position Classifications	Percentage of Survey Position Classifications
>5% Above the External Aged Midpoint	0	0.0%
Within 5% of Aged Survey Midpoint	2	28.6%
>5% Below the External Aged Midpoint	4	57.1%
Vacant Position with no Average	1	14.3%

Union County
FY 2023 Salary Plan
Comp 4A - External Prevailing Rates Comparison - Appointed Positions

Class Code	Position Classification Title	Union County Average Rate	01/01/25	Variance	
			Aged Survey Midpoint	\$	%
222	Executive Secretary to the Sheriff	\$45,948	\$51,092	-\$5,144	-10.07%
121	Chief Deputy Assessor	\$56,901	\$62,664	-\$5,763	-9.20%
101	County Manager	\$100,700	\$107,012	-\$6,312	-5.90%
122	Chief Deputy Clerk	\$55,442	\$58,327	-\$2,885	-4.95%
123	Chief Deputy Treasurer	\$55,442	\$58,134	-\$2,692	-4.63%
221	Undersheriff	Vacant	\$77,289		

Salary Range Structure

S Resource, Incorporated proposes Union County adopt the Permanent Salary Range Structure, shown on the following page. This structure is characterized by a 50% spread from the Minimum to the Maximum; and Salary Ranges are separated by a uniform 2.5%, facilitating the precise assignment of position classes to ranges closest to the Prevailing Market Midpoint. It is recommended the County utilize this single consolidated salary structure, designed for effective administration and to facilitate regular maintenance of the salary system.

Salary Range Adjustments

Position classes should be individually reassigned to different salary ranges on a regular basis to reflect the movement in the Prevailing Market Midpoint (if any) for each position class. The Permanent Salary Range Structure should not be adjusted by blanket percentages or flat dollar amounts, as that will adversely impact the County's external competitiveness and the internal equity of the salary plan.

The recommended base salary range structure is shown in the **Permanent Salary Range Structure**.

Union County Permanent Salary Range Structure

Salary Range	Minimum	Midpoint	Maximum		Salary Range	Minimum	Midpoint	Maximum
1	\$17,680	\$22,100	\$26,520		31	\$37,085	\$46,356	\$55,627
2	\$18,122	\$22,653	\$27,183		32	\$38,012	\$47,515	\$57,018
3	\$18,575	\$23,219	\$27,863		33	\$38,962	\$48,703	\$58,444
4	\$19,039	\$23,799	\$28,559		34	\$39,936	\$49,921	\$59,905
5	\$19,515	\$24,394	\$29,273		35	\$40,935	\$51,169	\$61,402
6	\$20,003	\$25,004	\$30,005		36	\$41,958	\$52,448	\$62,937
7	\$20,503	\$25,629	\$30,755		37	\$43,007	\$53,759	\$64,511
8	\$21,016	\$26,270	\$31,524		38	\$44,082	\$55,103	\$66,124
9	\$21,541	\$26,927	\$32,312		39	\$45,184	\$56,481	\$67,777
10	\$22,080	\$27,600	\$33,120		40	\$46,314	\$57,893	\$69,471
11	\$22,632	\$28,290	\$33,948		41	\$47,472	\$59,340	\$71,208
12	\$23,198	\$28,997	\$34,797		42	\$48,659	\$60,823	\$72,988
13	\$23,778	\$29,722	\$35,666		43	\$49,875	\$62,344	\$74,813
14	\$24,372	\$30,465	\$36,558		44	\$51,122	\$63,903	\$76,683
15	\$24,981	\$31,227	\$37,472		45	\$52,400	\$65,500	\$78,600
16	\$25,606	\$32,007	\$38,409		46	\$53,710	\$67,138	\$80,565
17	\$26,246	\$32,808	\$39,369		47	\$55,053	\$68,816	\$82,579
18	\$26,902	\$33,628	\$40,353		48	\$56,429	\$70,537	\$84,644
19	\$27,575	\$34,468	\$41,362		49	\$57,840	\$72,300	\$86,760
20	\$28,264	\$35,330	\$42,396		50	\$59,286	\$74,107	\$88,929
21	\$28,971	\$36,213	\$43,456		51	\$60,768	\$75,960	\$91,152
22	\$29,695	\$37,119	\$44,543		52	\$62,287	\$77,859	\$93,431
23	\$30,437	\$38,047	\$45,656		53	\$63,844	\$79,806	\$95,767
24	\$31,198	\$38,998	\$46,797		54	\$65,441	\$81,801	\$98,161
25	\$31,978	\$39,973	\$47,967		55	\$67,077	\$83,846	\$100,615
26	\$32,778	\$40,972	\$49,167		56	\$68,754	\$85,942	\$103,130
27	\$33,597	\$41,996	\$50,396		57	\$70,472	\$88,090	\$105,709
28	\$34,437	\$43,046	\$51,656		58	\$72,234	\$90,293	\$108,351
29	\$35,298	\$44,123	\$52,947		59	\$74,040	\$92,550	\$111,060
30	\$36,180	\$45,226	\$54,271		60	\$75,891	\$94,864	\$113,837

Midpoint %
2.50%

Range Spread
50.00%

Salary Range Assignments

Position Classification Market Pricing

The review of the County's organizational structure identified twenty-eight (28) position classifications. County position classifications provided the basis for extracting the available market data represented in the survey sources previously identified. Of the twenty-eight (28) position classifications identified within the County; market data were identified, extracted and analyzed for twenty-two (22) or 78.6% of the survey position classifications.

Position Classification Assignment to Salary Range

As reported, twenty-two (22) or 78.6% of the County position classifications were determined to have a direct market value based on the analysis mentioned above. These position classifications were then placed into the recommended salary range with the Midpoint that most closely matched the position classification's Prevailing Market Midpoint.

A complete listing of recommended salary range assignments is shown in **Comp 5, Salary Ranges per Position Class (Position Class Order)** and in salary range order in **Comp 6, Salary Ranges per Position class (Salary Range Order)**.

The remaining position classifications were slotted into the salary range structure based on professional judgment and the current value comparability in relation to position classifications for which data were available. The relationship of non-benchmark to benchmark position classifications is detailed in **Comp 7, Non-Benchmark to Benchmark Linkage**.

**Union County
FY 2025 Salary Plan
Comp 5 - Salary Ranges Per Position Class - (Position Class Order)**

Class Code	Occupational Families and Position Classes	Current Salary Range	-- Recommended --			
			Salary Range	Minimum	Midpoint	Maximum
100%						
<u>Administration</u>						
Executive Administration						
102	Assistant County Manager	52	55	\$67,077	\$83,846	\$100,615
105	* Human Resources/Procurement Officer	35	39	\$45,184	\$56,481	\$67,777
106	Human Resources Assistant	23	28	\$34,437	\$43,046	\$51,656
Finance Support						
111	* Finance Specialist Senior	34	37	\$43,007	\$53,759	\$64,511
112	* Finance Specialist	26	28	\$34,437	\$43,046	\$51,656
Elected Official Services Support						
125	* Deputy Clerk	21	25	\$31,978	\$39,973	\$47,967
Office Support - General						
131	* Administrative Assistant	20	25	\$31,978	\$39,973	\$47,967
133	* Office Assistant	18	20	\$28,264	\$35,330	\$42,396
135	* Records Specialist	21	27	\$33,597	\$41,996	\$50,396
Technical Support - Specialized						
153	* GIS Specialist	31	37	\$43,007	\$53,759	\$64,511
154	* GIS Technician	22	28	\$34,437	\$43,046	\$51,656
<u>Facilities & Infrastructure Maintenance</u>						
Facilities and Grounds Maintenance						
166	* Maintenance Worker	23	27	\$33,597	\$41,996	\$50,396
167	* Custodian	17	19	\$27,575	\$34,468	\$41,362
Roads Maintenance						
181	* Roads Superintendent	45	47	\$55,053	\$68,816	\$82,579
184	Crusher Operations Lead	33	34	\$39,936	\$49,921	\$59,905
185	* Equipment Operator 3	New	34	\$39,936	\$49,921	\$59,905
186	* Equipment Operator 2	27	29	\$35,298	\$44,123	\$52,947
187	* Equipment Operator 1	New	26	\$32,778	\$40,972	\$49,167
188	* Road Maintenance Worker	15	17	\$26,246	\$32,808	\$39,369
<u>Public Safety</u>						
Safety & Emergency Management						
201	* Emergency Manager	37	42	\$48,659	\$60,823	\$72,988
203	* Fire Coordinator	39	44	\$51,122	\$63,903	\$76,683
205	Emergency Services Coordinator	42	47	\$55,053	\$68,816	\$82,579
DWI Program						
211	* DWI Coordinator	32	38	\$44,082	\$55,103	\$66,124
Law Enforcement Management						
223	* Sheriff Sergeant	41	47	\$55,053	\$68,816	\$82,579
Law Enforcement Operations						
232	Deputy Sheriff - Senior	36	41	\$47,472	\$59,340	\$71,208
233	* Deputy Sheriff - Certified	33	38	\$44,082	\$55,103	\$66,124
234	* Deputy Sheriff - Cadet	26	31	\$37,085	\$46,356	
Law Enforcement Support						
241	Court Security/Prisoner Transport	23	28	\$34,437	\$43,046	\$51,656

*Salary Survey Benchmark

**Union County
FY 2025 Salary Plan
Comp 6 - Position Classes in Salary Range Order**

Class Code	Occupational Families and Position Classes	-- Recommended --			
		Salary Range	Minimum	Midpoint	Maximum
102	Assistant County Manager	55	\$67,077	\$83,846	\$100,615
		54	\$65,441	\$81,801	\$98,161
		53	\$63,844	\$79,806	\$95,767
		52	\$62,287	\$77,859	\$93,431
		51	\$60,768	\$75,960	\$91,152
		50	\$59,286	\$74,107	\$88,929
		49	\$57,840	\$72,300	\$86,760
		48	\$56,429	\$70,537	\$84,644
181	Roads Superintendent	47	\$55,053	\$68,816	\$82,579
205	Emergency Services Coordinator	47	\$55,053	\$68,816	\$82,579
223	Sheriff Sergeant	47	\$55,053	\$68,816	\$82,579
		46	\$53,710	\$67,138	\$80,565
		45	\$52,400	\$65,500	\$78,600
203	Fire Coordinator	44	\$51,122	\$63,903	\$76,683
		43	\$49,875	\$62,344	\$74,813
201	Emergency Manager	42	\$48,659	\$60,823	\$72,988
232	Deputy Sheriff - Senior	41	\$47,472	\$59,340	\$71,208
		40	\$46,314	\$57,893	\$69,471
105	Human Resources/Procurement Officer	39	\$45,184	\$56,481	\$67,777
211	DWI Coordinator	38	\$44,082	\$55,103	\$66,124
233	Deputy Sheriff - Certified	38	\$44,082	\$55,103	\$66,124
111	Finance Specialist Senior	37	\$43,007	\$53,759	\$64,511
153	GIS Specialist	37	\$43,007	\$53,759	\$64,511
		36	\$41,958	\$52,448	\$62,937
		35	\$40,935	\$51,169	\$61,402
184	Crusher Operations Lead	34	\$39,936	\$49,921	\$59,905
185	Equipment Operator 3	34	\$39,936	\$49,921	\$59,905
		33	\$38,962	\$48,703	\$58,444
234	Deputy Sheriff - Cadet	31	\$37,085	\$46,356	\$55,627
		30	\$36,180	\$45,226	\$54,271
186	Equipment Operator 2	29	\$35,298	\$44,123	\$52,947

**Union County
FY 2025 Salary Plan
Comp 6 - Position Classes in Salary Range Order**

Class Code	Occupational Families and Position Classes	-- Recommended --			
		Salary Range	Minimum	Midpoint	Maximum
106	Human Resources Assistant	28	\$34,437	\$43,046	\$51,656
112	Finance Specialist	28	\$34,437	\$43,046	\$51,656
154	GIS Technician	28	\$34,437	\$43,046	\$51,656
241	Court Security/Prisoner Transport	28	\$34,437	\$43,046	\$51,656
135	Records Specialist	27	\$33,597	\$41,996	\$50,396
166	Maintenance Worker	27	\$33,597	\$41,996	\$50,396
187	Equipment Operator 1	26	\$32,778	\$40,972	\$49,167
131	Administrative Assistant	25	\$31,978	\$39,973	\$47,967
125	Deputy Clerk	25	\$31,978	\$39,973	\$47,967
		24	\$31,198	\$38,998	\$46,797
		23	\$30,437	\$38,047	\$45,656
		22	\$29,695	\$37,119	\$44,543
		21	\$28,971	\$36,213	\$43,456
133	Office Assistant	20	\$28,264	\$35,330	\$42,396
167	Custodian	19	\$27,575	\$34,468	\$41,362
		18	\$26,902	\$33,628	\$40,353
188	Road Maintenance Worker	17	\$26,246	\$32,808	\$39,369
		16	\$25,606	\$32,007	\$38,409
		15	\$24,981	\$31,227	\$37,472
		14	\$24,372	\$30,465	\$36,558
		13	\$23,778	\$29,722	\$35,666

**Union County
FY 2025 Salary Plan**

Comp 7 - Non-Benchmark to Benchmark Linkage Table

This table is to be utilized as a guide during annual salary plan updates, permitting non-benchmark job classes to be adjusted by the same number of salary ranges as the salary survey benchmark job class to which they have been linked.

Non-Benchmark Position Class	Benchmark Position Class
Assistant County Manager	County Manager
Human Resources Assistant	Administrative Assistant
Crusher Operations Lead	Equipment Operator 2
Deputy Sheriff - Senior	Deputy Sheriff - Certified
Court Security/Prisoner Transport	Deputy Sheriff - Cadet
Emergency Services Coordinator	Emergency Manager

Estimated Fiscal Impact of Recommended Salary Plan

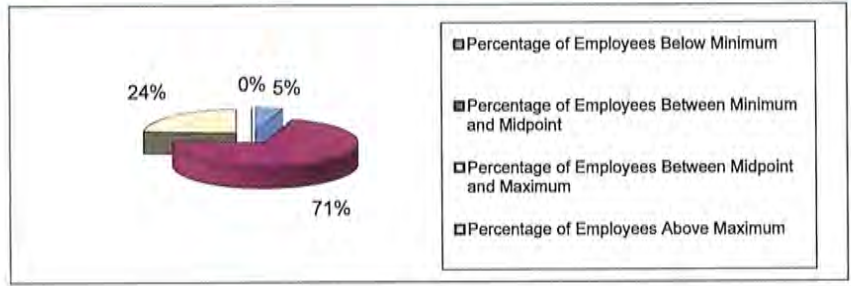
The analysis provided is based on assignment of positions to salary ranges closest to the Prevailing Market Rate.

Comp 8, Estimated Fiscal Impact of FY 2025 Salary Plan summarizes the estimated fiscal impact for the total salary plan. In developing this estimate, any part-time positions hourly rates were annualized on a full-time basis, this approach would tend to overstate the estimated costs. Using this basis, if the County maintains a prevailing rate policy at 100% of the market, it will cost an estimated \$117 or 0.01% of direct payroll to bring 1 employee (4.76% of the total employees) to the Minimum of their assigned salary range. **It should be noted this calculation is based on direct pay and does not include additional costs related but not limited to employee benefits including PERA, FICA, Medicare, and unemployment.**

Comp 9, Estimated Fiscal Impact of FY 2025 Salary Plan by Department summarizes the estimated fiscal impact for the total salary plan by department/division.

Union County
Comp 8 - Estimated Fiscal Impact of FY 2025 Salary Plan
100% of Prevailing Rates Competitiveness Policy

@ 100%	
Number of Employees	21
Total Payroll	\$974,882
Number of Employees Below Minimum	1
As % of total employees	4.76%
Total \$ below Minimum	\$117
As % of total payroll	0.01%
Average amount below Minimum	\$117
Number of Employees Between Minimum and Midpoint	15
As % of total employees	71.43%
\$ to Bring from Minimum to Midpoint	\$78,099
As % of total payroll	8.01%
Number of Employees Below Midpoint	16
As % of total employees	76.19%
Total \$ below Midpoint	\$78,216
As % of total payroll	8.02%
Average amount below Midpoint	\$4,888
Number of Employees Between Midpoint and Maximum	5
As % of total employees	23.81%
Number of Employees Above Maximum	0
As % of total employees	0.00%
Total \$ over Maximum	\$0
As % of total payroll	0.00%
Average amount over Maximum	#DIV/0!



Union County
Comp 9 - Estimated Fiscal Impact of FY 2025 Salary Plan by Department
 100% of Prevailing Rates Competitiveness Policy

Department	# of Employees	Total Payroll of Department	# of Employees Below Min	Total \$ Below Min	# of Employees Between Min and Mid	\$ to Bring from Min to Mid	# of Employees Below Mid (includes #<Min)	Total \$ Below Mid (includes \$<Min)	# of Employees Between Mid and Max	# of Employees Above Max	Total \$ over Max
Administration	3	\$160,403	0	\$0	2	\$8,742	2	\$8,742	1	0	\$0
Assessor's Office	1	\$34,320	1	\$117	0	\$8,609	1	\$8,726	0	0	\$0
Clerk's Office	1	\$39,125	0	\$0	1	\$848	1	\$848	0	0	\$0
Maintenance	1	\$43,555	0	\$0	0	\$0	0	\$0	1	0	\$0
Road Dept	10	\$435,398	0	\$0	10	\$46,413	10	\$46,413	0	0	\$0
Emergency Manager	0	\$0	0	\$0	0	\$0	0	\$0	0	0	\$0
Fire	0	\$0	0	\$0	0	\$0	0	\$0	0	0	\$0
DWI	1	\$44,720	0	\$0	1	\$10,363	1	\$10,363	0	0	\$0
Sheriff's Dept	4	\$217,360	0	\$0	1	\$3,103	1	\$3,103	3	0	\$0
Totals:	21	\$974,882	1	117	15	\$78,099	16	\$78,216	5	0	\$0

Salary Administration Guidelines and Options

The initial implementation of the County's salary plan will be controlled by the County's financial resources, and therefore balanced between the County's desire to pay all employees at the market rates for the occupations and the available funds. It is also recognized that pay adjustments for County employees within the collective bargaining unit are subject to negotiations between the County and the employee representatives.

Plan implementation involves three basic considerations; the first is the adjustments to the salary range minimum for any employee with a pay level below the minimum, second the treatment of employees whose current pay is above the salary range maximum, and finally an adjustment for employees in the salary range to move their pay level closer to the midpoint or market rate for of their assigned salary range.

Pay Levels below the Salary Range Minimum

We recommend that the pay levels of all employees whose current pay is below the minimum of the salary range for their position classification be increased to the minimum of their assigned salary range on the effective date of the pay plan.

Pay Levels above the Salary Range Maximum

We normally recommend that the pay levels of employees who are above the maximum of their assigned salary range be frozen. The pay levels of these individuals exceed the market rate for their position classification by greater than twenty percent (20%). As part of a continuing program, when the County makes regular adjustments to the pay plan, these salaries will fall back into the appropriate salary range over time.

Despite the premium paid to employees above the maximum of their assigned salary range, some employers choose to provide additional compensation on an annual basis. In these cases, we recommend providing the employee with an amount equivalent to the average pay increase for the County (such as 2%) in a lump sum paid at the end of each quarter within the fiscal year. The amount does not accrue to the employee's base rate of pay but must be included in the rate of pay for calculating overtime payments.

In-Range Pay Adjustments

Position In-Range Approach

In-range pay adjustments are an important step in utilizing the new salary ranges. By adjusting current employees in their assigned salary ranges, the County will recognize prior service, lessen the potential impact of pay compression, and open the bottom of the pay ranges for newly hired personnel.

While there are several approaches for in-range adjustments, we generally recommend an initial step to "manage to market" as a means of increasing pay levels closer to the market rate for position classifications within the County's structure. Managing to the market involves the granting of variable percentage pay increases based on an employee's position in relation to the market rate for their position classification. The relationship to the market rate is expressed as an individual's "compa-ratio"; calculated by dividing their current rate of pay by the midpoint or market rate for their position classification.

The table that follows illustrates three possible variations and funding levels for managing to market. The exact formula and approach implemented should be based on the County's available financial resources and budget.

Position In-Range Alternatives – Table 3

Salary Range Quartile	Compa - Ratio	Alternative Funding Levels		
		Option 1	Option 2	Option 3
First	80.0% - 89.9%	5%	4%	3%
Second	90.0% - 99.9%	4%	3%	2%
Third	100.0% - 109.9%	3%	2%	0%
Fourth	110.0% - 120.0%	2%	0%	0%

This approach moves the pay levels of employees furthest from the market rate at a faster pace than those nearer to or above the market rate for their respective positions, while providing some level of in-range adjustment for most employees.

Sequential Percentage Approach

Under this approach sequential 1% increases are provided according to each incumbent's compa-ratio until available funds are expended.

1. All eligible employees whose compa-ratio is 80% are provided a 1% increase, then
2. All eligible employees whose compa-ratio is 81% are provided a 1% increase, then
3. All eligible employees whose compa-ratio is 82% are provided a 1% increase, then
4. All eligible employees whose compa-ratio is 83% are provided a 1% increase, then
5. All eligible employees whose compa-ratio is 84% are provided a 1% increase, then

Where there are funding limitations, this approach tends to provide in-range increases only to those incumbents whose pay levels are furthest below the market rate for their position classification.

Hiring Rates

We recommend the County adopt a flexible approach to determining hiring rates of pay. The minimum of the salary range is an extension of the midpoint of market rate; a generally applied to candidates for employment that are minimally qualified. The County should use the entire salary range for hiring purposes, generally limiting starting rates of pay between the salary range minimum and the salary range midpoint. This should provide sufficient flexibility to compete for highly qualified individuals and when desired skills are scarce within the labor market.

Effective administration of this flexible approach requires significant management controls to provide for equitable administration. The County should adopt a set of guidelines to be administered on a consistent basis that define specific criteria for determining hiring rates above the minimum of the pay range. In addition, the County should not hire new personnel at rates of pay in excess of current employees within the same position classification. While circumstances may necessitate the practice on rare occasions, this practice must be applied on a limited basis and subject to approval at the highest administrative levels.

Promotional Increases

A promotion occurs when an employee moves to a position classification with a higher salary grade than his/her current salary grade. Salary grades within the recommended fixed range structure increase progressively at 2.5% increments. We recommend that promotional increases range from increasing an employee's pay to the minimum of the new salary grade to a maximum pay increase equivalent to 2.5% per salary grade above their current assigned salary grade.

As with determining appropriate hiring rates of pay, the County should adopt a set of guidelines to be administered on a consistent basis that define specific criteria for determining promotional rates of pay above the minimum of the salary range.

Part-time and Temporary Employee Salary Levels

Since salary levels are based on the value of the work performed in the labor market, part-time and temporary employees should be paid within the same salary range as full-time employees in the same position classification. Normally, temporary employees can be paid at the minimum of the salary range for the position classification; however, this may vary in cases where the employee has specialized knowledge and skills.

Position Classification and Salary Plan Update Recommendations

Recommendations:

Approve Recommended Position Classification Assignments

Adopt the recommended position classification assignments for the purpose of salary administration as recommended and illustrated in Comp 3 – Recommended Classification of Individual Positions.

Adopt the Prevailing Rate Pay Midpoint Policy

Adopting the Prevailing Market Rate Midpoint (100%) provides the basis for the County’s competitive position in the market and provides central guidance to County management for ongoing pay administration.

Salaries to the Minimum of the Salary Range

Increase the rate of pay of the employee whose current rate of pay is below the minimum of their assigned salary range to the minimum of the range.

Salaries above the Maximum of the Salary Range

There are no employees whose current rate of pay is above the maximum of their assigned salary range. The County should maintain a policy not to pay employees above the maximum of the salary range and freeze the pay level of employees above the maximum of their assigned salary range.

In-Range Pay Adjustments

Adopt a method of in-range adjustments that distributes available salary increase funds on a variable basis with the goal to “manage to market” as a means of increasing pay levels closer to the market rate for position classifications within the County’s structure.

Grant Funded Positions

Grant funded positions’ salaries are normally administered within the limits of the grant funding and not necessarily based upon the market rate established within this report.

Hiring Rates

Maintain a flexible approach to determining hiring rates of pay. The minimum of the salary range is applied to candidates for employment that are minimally qualified. The County should use the entire salary range for hiring purposes, generally limiting starting rates of pay between the salary range minimum and the salary range midpoint. Hiring rates between the minimum and midpoint of the salary range must be approved by the County Manager; hiring rates above the midpoint of the salary range must be approved by the County Commission.

Maintain a Continuing Program

Maintain an ongoing and continuing program for the County by conducting regular reviews (approximately every 3 - 4 years depending on labor market conditions) to determine position in the labor market and provide for maintenance of the program.

Appendix

Appendix A: Salary Survey – Classified Positions

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Human Resources/Procurement Officer						
			\$51,169	\$56,566	-\$5,397	-9.54%
Human Resources Supervisor		Taos County		\$70,492		
HR Generalist II		State of New Mexico		\$62,970		
Human Resources Coordinator		Sierra County		\$61,367		
HR Coordinator		Mora County		\$55,772		
Human Resources Coordinator		Roosevelt County		\$55,703		
HR Administrator		San Miguel County		\$51,801		
Human Resources Officer		Socorro County		\$51,801		
Human Resources Specialists		New Mexico WFS - Eastern WIA		\$51,084		
Human Resources/Deputy Clerk		Town of Clayton		\$48,102		
No match		Baca County CO		N/A		
No match		Colfax County		N/A		
No match		Quay County		N/A		
No match		Guadalupe County		N/A		
No match		Las Animas County CO		N/A		
Prevailing Market Rate:				\$56,566		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance
					\$ %

Finance Specialist Senior			\$49,921	\$54,009	-\$4,088 -7.57%
Accountant General		Taos County		\$63,995	
Payroll Technician		Guadalupe County		\$60,013	
Finance Specialist		Roosevelt County		\$58,522	
Payroll Clerk		Colfax County		\$53,712	
Payroll Coordinator		Socorro County		\$51,801	
Bookkeeping, Accounting & Auditing Clerk Ex		New Mexico WFS - Eastern WIA		\$50,910	
Finance Specialist Senior		San Miguel County		\$46,929	
Bookkeeping, Accounting & Auditing Clerk A		State of New Mexico		\$46,189	
No match		Baca County CO		N/A	
No match		Mora County		N/A	
No match		Quay County		N/A	
No match		Town of Clayton		N/A	
No match		Sierra County		N/A	
No match		Las Animas County CO		N/A	
Prevailing Market Rate:				\$54,009	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Finance Specialist						
			\$40,972	\$43,243	-\$2,271	-5.25%

Accounting Technician II	Taos County	\$53,495			
Payroll/Accounts Payable	Mora County	\$46,405			
Payroll Technician Trainee	Guadalupe County	\$45,379			
AP Clerk	Colfax County	\$45,139			
Payroll Clerk	Quay County	\$44,895			
Bookkeeping, Accounting & Auditing Clerk O	State of New Mexico	\$44,300			
Bookkeeping, Accounting & Auditing Clerks	New Mexico WFS - Eastern WIA	\$42,920			
Finance Specialist	Town of Clayton	\$41,478			
Finance Specialist	San Miguel County	\$40,467			
Accounting/Administrative Assistant	Las Animas County CO	\$38,490			
Finance Clerk	Socorro County	\$38,278			
Accounting Specialist	Sierra County	\$37,674			
No match	Baca County CO	N/A			
No match	Roosevelt County	N/A			

Prevailing Market Rate: \$43,243

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Deputy Clerk						
	Deputy County Clerk	Guadalupe County	\$36,213	\$39,619	-\$3,406	-8.60%
	Deputy Clerk, Treasurer, Assessment Specialist I	Taos County		\$45,379		
	Court, Municipal & License Clerk O	State of New Mexico		\$45,272		
	Deputy Assessor, Clerk, Treasurer	Mora County		\$44,300		
	County Services Specialist	San Miguel County		\$42,938		
	Deputy Assessor, Clerk, Treasurer	Quay County		\$39,007		
	Deputy Clerk	Colfax County		\$38,867		
	Deputy Clerk I	Socorro County		\$38,176		
	County Services Specialist	Roosevelt County		\$37,631		
	Court, Municipal & License Clerks En	New Mexico WFS - Eastern WIA		\$37,523		
	Deputy Clerk	Baca County CO		\$37,311		
	Office Assistant	Sierra County		\$34,852		
	No match	Town of Clayton		\$34,172		
	No match	Las Animas County CO		N/A		
				N/A		
				Prevailing Market Rate:	<u>\$39,619</u>	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Administrative Assistant						
Secretary, except Legal, Medical & Executive O		State of New Mexico	\$35,330	\$39,672	-\$4,342	-10.94%
Administrative Assistant		Quay County		\$44,300		
Administrative Assistant		Taos County		\$42,876		
Administrative Assistant		San Miguel County		\$41,829		
Administrative Assistant		Socorro County		\$41,827		
Administrative Assistant		Roosevelt County		\$40,685		
Administrative Assistant		New Mexico WFS - Eastern WIA		\$40,408		
Secretaries & Administrative Assistants		Mora County		\$39,433		
Secretary		Sierra County		\$38,850		
Office Assistant Senior		Town of Clayton		\$35,880		
Administrative Assistant		Colfax County		\$35,767		
Administrative Assistant		Baca County CO		\$34,534		
No match		Guadalupe County		N/A		
No match		Las Animas County CO		N/A		
No match				N/A		
				Prevailing Market Rate:	\$39,672	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Office Assistant						
			\$33,628	\$35,725	-\$2,097	-5.87%

Office Clerk - General O	State of New Mexico	\$40,545			
Deputy MV Clerk	Las Animas County CO	\$40,183			
Office Receptionist	Taos County	\$38,753			
Office Assistant	San Miguel County	\$38,484			
Administrative Specialist	Socorro County	\$37,588			
Office Assistant	Roosevelt County	\$34,844			
MVD Clerk	Mora County	\$34,534			
Office Assistant	Sierra County	\$34,172			
Office Assistant	Town of Clayton	\$31,613			
Office Clerk - General Ex	New Mexico WFS - Eastern WIA	\$31,140			
Clerical	Baca County CO	\$31,123			
No match	Colfax County	N/A			
No match	Quay County	N/A			
No match	Guadalupe County	N/A			
			Prevailing Market Rate:	<u><u>\$35,725</u></u>	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Records Specialist						
Records Clerk		Taos County	\$36,213	\$42,120	-\$5,907	-14.02%
Information & Records Clerks		New Mexico WFS - Eastern WIA		\$53,495		
Information & Records Clerk O		State of New Mexico		\$46,103		
Information Specialist		Sierra County		\$44,300		
Detention Center Clerk		Socorro County		\$43,613		
Records Specialist		Colfax County		\$38,516		
Records Specialist		Town of Clayton		\$34,771		
No match		Baca County CO		\$34,043		
No match		Mora County		N/A		
No match		Quay County		N/A		
No match		Roosevelt County		N/A		
No match		San Miguel County		N/A		
No match		Guadalupe County		N/A		
No match		Las Animas County CO		N/A		
Prevailing Market Rate:				\$42,120		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
GIS Specialist						
GIS Analyst		Taos County	\$46,356	\$54,107	-\$7,751	-14.33%
Mapper		Quay County		\$63,995		
GIS Specialist		San Miguel County		\$63,592		
GIS Specialist		Roosevelt County		\$53,096		
Surveying & Mapping Technicians		New Mexico WFS - Eastern WIA		\$53,018		
GIS Specialist		Guadalupe County		\$52,794		
GIS/Addressing & Planning Coordinator		Sierra County		\$52,167		
GIS System Manager		Socorro County		\$50,487		
Cartographers & Photogrammetrists O		State of New Mexico		\$49,750		
No match		Baca County CO		\$48,067		
No match		Colfax County		N/A		
No match		Mora County		N/A		
No match		Town of Clayton		N/A		
No match		Las Animas County CO		N/A		
				Prevailing Market Rate:		
				<u>\$54,107</u>		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
GIS Technician			\$37,119	\$43,242	-\$6,124	-14.16%
GIS Technician		Taos County		\$53,495		
Cartographers & Photogrammetrists B		State of New Mexico		\$46,189		
GIS Technician		Roosevelt County		\$45,718		
GIS Technician		San Miguel County		\$42,434		
GIS Mapper		Socorro County		\$40,642		
Surveying & Mapping Technicians En		New Mexico WFS - Eastern WIA		\$37,528		
GIS Technician		Quay County		\$36,692		
No match		Baca County CO		N/A		
No match		Colfax County		N/A		
No match		Mora County		N/A		
No match		Town of Clayton		N/A		
No match		Guadalupe County		N/A		
No match		Sierra County		N/A		
No match		Las Animas County CO		N/A		
				Prevailing Market Rate:	<u><u>\$43,242</u></u>	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Maintenance Worker						
Maintenance & Repair Workers Ex		New Mexico WFS - Eastern WIA	\$38,047	\$41,659	-\$3,613	-8.67%
Maintenance Technician		Taos County		\$51,690		
Maintenance Technician		Las Animas County CO		\$49,124		
Maintenance & Repair Worker A		State of New Mexico		\$48,289		
Facilities Maintenance Worker		Guadalupe County		\$48,067		
Maintenance		Quay County		\$45,379		
Maintenance Technician		San Miguel County		\$40,994		
Maintenance Supervisor		Baca County CO		\$40,658		
Facilities Maintenance Technician		Sierra County		\$37,676		
Maintenance Worker		Roosevelt County		\$37,523		
General Maintenance Worker		Town of Clayton		\$36,661		
Maintenance		Colfax County		\$35,138		
Maintenance		Mora County		\$32,699		
No match		Socorro County		N/A		
Prevailing Market Rate:				<u><u>\$41,659</u></u>		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Custodian						
Janitors & Cleaners A		State of New Mexico	\$32,808	\$34,060	-\$1,253	-3.68%
Custodian		San Miguel County		\$39,466		
Custodian		Socorro County		\$38,484		
Custodian		Roosevelt County		\$36,757		
Janitors & Cleaners Ex		New Mexico WFS - Eastern WIA		\$35,714		
Custodian		Guadalupe County		\$34,431		
Custodian		Mora County		\$34,080		
Maintenance Employee		Baca County CO		\$31,296		
Maintenance Technician/Custodian		Las Animas County CO		\$28,951		
No match		Colfax County		\$27,363		
No match		Quay County		N/A		
No match		Taos County		N/A		
No match		Town of Clayton		N/A		
No match		Sierra County		N/A		
Prevailing Market Rate:				<u>\$34,060</u>		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Equipment Operator 3						
			New	\$48,463	#VALUE!	#VALUE!
	Road Maintenance Operator II	Taos County		\$58,416		
	Operator III	Las Animas County CO		\$55,230		
	Highway Maintenance Worker A	State of New Mexico		\$49,944		
	Equipment Operator III	Roosevelt County		\$44,603		
	Equipment Operator III	Socorro County		\$43,696		
	Equipment Operator Senior	San Miguel County		\$43,694		
	Highway Maintenance Workers Ex	New Mexico WFS - Eastern WIA		\$43,656		
	No match	Quay County		N/A		
	No match	Baca County CO		N/A		
	No match	Colfax County		N/A		
	No match	Mora County		N/A		
	No match	Town of Clayton		N/A		
	No match	Guadalupe County		N/A		
	No match	Sierra County		N/A		
				Prevailing Market Rate: \$48,463		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate		Variance	
				\$	%	\$	%
Equipment Operator 2							
			\$41,996	\$42,957		-\$960	-2.24%

Road Maintenance Operator I	Taos County	\$53,495
Highway Maintenance Worker O	State of New Mexico	\$48,067
Equipment Operator	Guadalupe County	\$45,379
Operator II	Las Animas County CO	\$44,337
Blade Operator	Quay County	\$42,887
Equipment Operator II	Roosevelt County	\$42,453
Equipment Operator II	Socorro County	\$41,807
Road & Bridge Employee	Baca County CO	\$41,154
Equipment Operator	Colfax County	\$40,685
Equipment Operator	San Miguel County	\$40,658
Equipment Operator (Heavy)	Sierra County	\$39,558
Highway Maintenance Workers	New Mexico WFS - Eastern WIA	\$39,217
Road/Solid Waste Operator	Mora County	\$38,744
No match	Town of Clayton	N/A

Prevailing Market Rate: \$42,957

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Equipment Operator 1						
		New	\$40,080	#VALUE!	#VALUE!	#VALUE!
Highway Maintenance Worker B		State of New Mexico		\$46,189		
Equipment Operator I		Roosevelt County		\$40,408		
Equipment Operator I		Socorro County		\$40,286		
Truck Driver		Quay County		\$39,584		
Highway Maintenance Workers En		New Mexico WFS - Eastern WIA		\$33,933		
No match		Baca County CO		N/A		
No match		Colfax County		N/A		
No match		Mora County		N/A		
No match		San Miguel County		N/A		
No match		Taos County		N/A		
No match		Town of Clayton		N/A		
No match		Guadalupe County		N/A		
No match		Sierra County		N/A		
No match		Las Animas County CO		N/A		
				Prevailing Market Rate:	\$40,080	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate		Variance	
				\$	%	\$	%
Road Maintenance Worker							
General Laborer		Las Animas County CO	\$32,808	\$37,304		-\$4,496	-12.05%
Construction Laborer O		State of New Mexico		\$39,567		\$39,466	
General Maintenance Worker		San Miguel County		\$38,484		\$37,329	
Laborer I		Socorro County		\$36,575		\$32,403	
Construction Laborers		New Mexico WFS - Eastern WIA		N/A		N/A	
Laborer		Town of Clayton		N/A		N/A	
No match		Baca County CO		N/A		N/A	
No match		Colfax County		N/A		N/A	
No match		Mora County		N/A		N/A	
No match		Quay County		N/A		N/A	
No match		Roosevelt County		N/A		N/A	
No match		Taos County		N/A		N/A	
No match		Guadalupe County		N/A		N/A	
No match		Sierra County		N/A		N/A	
				Prevailing Market Rate:		\$37,304	

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate		Variance	
				\$	%	\$	%
Emergency Manager							
			\$53,759	\$60,832		-\$7,073	-11.63%

Director - Civil Emergency Management	Taos County						
Emergency Management Specialists	State of New Mexico						
Emergency Manager	San Miguel County						
Emergency Management Coordinator	Guadalupe County						
Planner/Emergency Manager	Roosevelt County						
Emergency Services Administrator	Sierra County						
Emergency Management Coordinator	Socorro County						
Emergency Management Coordinator	Colfax County						
Emergency Manager	Baca County CO						
No match	Mora County						
No match	Quay County						
No match	Town of Clayton						
No match	Las Animas County CO						
No match	New Mexico WFS - Eastern WIA						
				Prevailing Market Rate:	<u>\$60,832</u>		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Fire Coordinator						
		\$56,481	\$71,048	-\$14,568	-20.50%	

County Fire Chief	Taos County				
Supervisors of Firefighting & Prevention Workers	New Mexico WFS - Eastern WIA				\$112,213
Fire Chief	Town of Clayton				\$82,721
Fire Chief	San Miguel County				\$69,667
Fire Marshall	Socorro County				\$64,693
Fire Marshall	Colfax County				\$52,847
No match	Baca County CO				\$44,149
No match	Mora County				N/A
No match	Quay County				N/A
No match	Roosevelt County				N/A
No match	State of New Mexico				N/A
No match	Guadalupe County				N/A
No match	Sierra County				N/A
No match	Las Animas County CO				N/A
				Prevailing Market Rate:	<u>\$71,048</u>

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
DWI Coordinator			\$47,515	\$54,642	-\$7,127	-13.04%
DWI Program Coordinator		Taos County		\$87,057		
DWI Program Director		San Miguel County		\$60,073		
DWI Coordinator		Guadalupe County		\$60,013		
Health Educator O		State of New Mexico		\$53,980		
DWI Coordinator		Roosevelt County		\$51,725		
DWI Coordinator		Mora County		\$49,814		
Health Education Specialists		New Mexico WFS - Eastern WIA		\$49,784		
DWI Coordinator		Colfax County		\$46,695		
DWI Director		Sierra County		\$45,793		
DWI Coordinator		Quay County		\$41,484		
No match		Baca County CO		N/A		
No match		Town of Clayton		N/A		
No match		Socorro County		N/A		
No match		Las Animas County CO		N/A		
Prevailing Market Rate:				\$54,642		

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Sheriff Sergeant						
			\$59,340	\$70,311	-\$10,971	-15.60%

Sergeant	State of New Mexico					
Patrol Sergeant	Las Animas County CO					\$100,277
Sergeant	Taos County					\$82,728
Sergeant	Guadalupe County					\$75,866
Sheriff Sergeant	Roosevelt County					\$69,003
Sergeant	Colfax County					\$66,213
Sheriff Sergeant	San Miguel County					\$64,815
Police Sergeant	Town of Clayton					\$64,693
Sheriff Sergeant	Sierra County					\$64,693
Sergeant	Socorro County					\$61,367
No match	Baca County CO					\$53,452
No match	Mora County					N/A
No match	Quay County					N/A
No match	New Mexico WFS - Eastern WIA					N/A
				Prevailing Market Rate:		\$70,311

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate	Variance	
					\$	%
Deputy Sheriff - Certified						
			\$48,703	\$55,078	-\$6,375	-11.57%

Patrol Officer	State of New Mexico	\$77,302
Deputy Sheriff	Taos County	\$67,017
Sheriff Deputy Certified	Guadalupe County	\$60,013
Police & Sheriff's Patrol Officers	New Mexico WFS - Eastern WIA	\$58,901
Deputy Sheriff Certified	Colfax County	\$56,722
Police Officer Certified	Town of Clayton	\$54,423
Deputy Sheriff	Roosevelt County	\$54,344
Patrol Deputy	Las Animas County CO	\$52,725
Deputy Sheriff Certified	San Miguel County	\$51,801
Sheriff Deputy	Sierra County	\$50,487
Deputy Sheriff II	Socorro County	\$49,675
Deputy Officer	Quay County	\$47,290
Deputy Sheriff	Mora County	\$45,325
Deputy Sheriff	Baca County CO	\$45,066
Prevailing Market Rate:		<u><u>\$55,078</u></u>

Union County Salary Survey

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	2024 Prevailing Market Rate		Variance	
				\$	%	\$	%
Deputy Sheriff - Cadet							
			\$40,972	\$46,414		-\$5,442	-11.72%

Deputy Sheriff Cadet	Taos County	\$56,527	\$56,527		
Recruit	State of New Mexico	\$56,117	\$56,117		
Deputy Sheriff Uncertified	Colfax County	\$54,347	\$54,347		
Sheriff Deputy Uncertified	Guadalupe County	\$52,167	\$52,167		
Police & Sheriff's Patrol Officers En	New Mexico WFS - Eastern WIA	\$43,959	\$43,959		
Police Officer Uncertified	Town of Clayton	\$42,515	\$42,515		
Deputy Sheriff Cadet	Roosevelt County	\$42,453	\$42,453		
Deputy Sheriff I (Cadet)	Socorro County	\$42,088	\$42,088		
Deputy Sheriff Cadet	San Miguel County	\$39,428	\$39,428		
Deputy Sheriff	Mora County	\$34,534	\$34,534		
No match	Baca County CO	N/A	N/A		
No match	Quay County	N/A	N/A		
No match	Sierra County	N/A	N/A		
No match	Las Animas County CO	N/A	N/A		

Prevailing Market Rate: \$46,414

Appendix B: Salary Survey – Appointed Positions

Union County Salary Survey - Appointed Positions

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	Prevailing Market Rate	Variance	
					\$	%
County Manager						
County Manager		Socorro County	\$100,700	\$107,012	-\$6,312	-5.90%
Town Manager		Town of Clayton		\$162,914		
County Manager		Sierra County		\$143,199		
County Manager		Taos County		\$130,775		
County Manager		San Miguel County		\$130,732		
County Manager		Roosevelt County		\$114,144		
County Manager		Colfax County		\$113,593		
County Administrator		Las Animas County CO		\$97,562		
County Manager		Guadalupe County		\$88,948		
County Manager		Quay County		\$83,014		
County Manager		Mora County		\$83,014		
County Administrator		Baca County CO		\$77,825		
No match		State of New Mexico		\$58,429		
No match		New Mexico WFS - Eastern WIA		N/A		
				N/A		
				Prevailing Market Rate:		
				<u>\$107,012</u>		

Union County Salary Survey - Appointed Positions

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	Prevailing Market Rate	Variance			
					\$	%		
Chief Deputy Assessor					\$56,901	\$62,664	-\$5,763	-9.20%

Chief Deputy Assessor	Taos County	\$74,656		
Chief Deputy Assessor	San Miguel County	\$70,728		
No match	Baca County CO	\$70,728		
Chief Deputy Assessor	Colfax County	\$70,728		
Chief Deputy Assessor	Roosevelt County	\$62,293		
Chief Deputy Assessor	Sierra County	\$63,110		
Chief Deputy Assessor	Guadalupe County	\$60,013		
Chief Deputy Assessor	Las Animas County CO	\$58,122		
Chief Deputy Assessor	Socorro County	\$56,642		
Chief Deputy Assessor	Quay County	\$54,503		
Chief Deputy Assessor	Mora County	\$47,786		
No match	Town of Clayton	N/A		
No match	State of New Mexico	N/A		
No match	New Mexico WFS - Eastern WIA	N/A		

Prevailing Market Rate: \$62,664

Union County Salary Survey - Appointed Positions

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	Variance		
				\$	%	
Chief Deputy Clerk						
			\$55,442	\$58,327	-\$2,885	-4.95%

Chief Deputy Clerk	Taos County	\$74,656	
Deputy County Clerk	Colfax County	\$70,728	
Chief Deputy Clerk	Sierra County	\$60,563	
Chief Deputy Clerk	Guadalupe County	\$60,013	
Chief Deputy Clerk	Roosevelt County	\$56,615	
Chief Deputy Clerk	Las Animas County CO	\$57,427	
Chief Deputy Clerk	Quay County	\$54,503	
Chief Deputy Clerk	San Miguel County	\$53,713	
Chief Deputy Clerk	Socorro County	\$50,370	
Chief Deputy Clerk	Mora County	\$44,678	
No match	Baca County CO	N/A	
No match	Town of Clayton	N/A	
No match	State of New Mexico	N/A	
No match	New Mexico WFS - Eastern WIA	N/A	
Prevailing Market Rate:			\$58,327

Union County Salary Survey - Appointed Positions

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	Prevaling Market Rate		Variance	
				\$	%	\$	%
Chief Deputy Treasurer			\$55,442	\$58,134	-4.63%	-\$2,692	-4.63%

Chief Deputy Treasurer	Taos County						
Chief Deputy Treasurer	Colfax County						\$74,656
Chief Deputy Treasurer	Sierra County						\$70,728
Chief Deputy Treasurer	Guadalupe County						\$60,563
Chief Deputy Treasurer	Roosevelt County						\$60,013
Chief Deputy Treasurer	Las Animas County CO						\$56,615
Chief Deputy Treasurer	Quay County						\$57,015
Chief Deputy Treasurer	San Miguel County						\$54,503
Chief Deputy Treasurer	Socorro County						\$53,713
Chief Deputy Treasurer	Mora County						\$50,370
No match	Baca County CO						\$43,167
No match	Town of Clayton						N/A
No match	State of New Mexico						N/A
No match	New Mexico WFS - Eastern WIA						N/A
				Prevaling Market Rate:			<u><u>\$58,134</u></u>

Union County Salary Survey - Appointed Positions

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	Prevailing Market Rate	Variance	
					\$	%
Undersheriff						
		Vacant	\$77,289	#VALUE!	#VALUE!	#VALUE!

Captain	State of New Mexico	\$134,336			
Undersheriff	Taos County	\$77,829			
Undersheriff	Las Animas County CO	\$75,115			
Undersheriff	Colfax County	\$73,734			
SO Undersheriff	San Miguel County	\$73,734			
Chief Deputy Sheriff	Roosevelt County	\$67,331			
Undersheriff	Socorro County	\$59,238			
Undersheriff	Quay County	\$56,999			
No match	Baca County CO	N/A			
No match	Mora County	N/A			
No match	Town of Clayton	N/A			
No match	Guadalupe County	N/A			
No match	Sierra County	N/A			
No match	New Mexico WFS - Eastern WIA	N/A			

Prevailing Market Rate: \$77,289

Union County Salary Survey - Appointed Positions

Union County Position Class	Survey Position Class	Participant Organization	Union County Average Rate	Prevailing Market Rate	Variance	
					\$	%
Executive Secretary to the Sheriff						
			\$45,948	\$51,092	-\$5,144	-10.07%

Executive Secretary to the Sheriff	Taos County	\$65,541	
Executive Secretaries	New Mexico WFS - Eastern WIA	\$64,932	
SO Office Manager	San Miguel County	\$57,348	
Executive Secretary to the Sheriff	Socorro County	\$55,946	
Executive Secretary to the Sheriff	Roosevelt County	\$50,680	
Executive Secretaries A	State of New Mexico	\$49,944	
Executive Secretary to the Sheriff	Guadalupe County	\$45,379	
Executive Secretary to the Sheriff	Colfax County	\$44,138	
Executive Secretary to the Sheriff	Sierra County	\$44,095	
Sheriff Department Secretary	Las Animas County CO	\$44,077	
Administrative Assistant	Mora County	\$39,930	
No match	Baca County CO	N/A	
No match	Quay County	N/A	
No match	Town of Clayton	N/A	
Prevailing Market Rate:			\$51,092

UNION COUNTY
Resolution No. 2024-37

Authorization of Special Revenue Grant Fund (604) (DFA # 29000) budget increase

WHEREAS, the Board of Commissioners of Union County meeting in regular session on May 14, 2024 did propose to make budget adjustments; and

WHEREAS, the County of Union does, through Budget Resolution 2024-37 ask that authorization for the budgetary adjustments be granted, as summarized in the attachment; and

WHEREAS, the County of Union wishes to increase revenue and expenditures by sixty thousand dollars (\$60,000.00) in Fund 604 for a grant between the Union County Clerk and the Secretary of State.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Union County does hereby approve the aforementioned budget adjustments and respectfully requests the authorization for the budgetary adjustments and revisions be granted by the Local Government Division of the Department of Finance and Administration of the State of New Mexico.

IN WITNESS WHEREOF, we have hereunto set our hands and official seal this 14th day of May 2024.

BOARD OF COMMISSIONERS - UNION COUNTY

ATTEST:

Clayton Kiesling, Chairman

W. Carr Vincent, Member

Brenda Green, County Clerk

Lloyd Miller, Member

State of New Mexico - DFA Local Government Division
 Budget Adjustment Request - Union County - 2024
 BAR Special Revenue Grants - SOS Grant

Bar ID	Contact	Phone	Email	Status
13-36-16547				ENTITY

Details

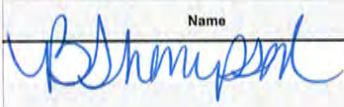
Fund	Department	Object Code	PreAdjusted Budget	Adjustment	Adjusted Budget
21800 Intergovernmental Grants 604	0001 No Department 00	47499 Other State Grants 1255	7,000.00	60,000.00	67,000.00
21800 Intergovernmental Grants 604	2002 General Administration 87	56999 Supplies - Other 2081	5,252.00	20,000.00	25,252.00
21800 Intergovernmental Grants 604	2002 General Administration 87	58999 Other Capital Purchases 2028	0.00	40,000.00	40,000.00

Justification

Compliance with Section 6-6-2, NMSA, 1978 compilation:

1. The requested budget adjustments were authorized at a scheduled Governing Body meeting open to the public on **2024-05-14**
2. Justification should provide a sufficient explanation for budget adjustment. Backup documentation such as grant award letter or other documents requested by Budget and Finance Analysts, should be submitted on LGBMS.

Approvals

Name	Role	Date
	Entity Submitter Analyst Bureau Chief	5/8/24

UNION COUNTY
Resolution No. 2024-38

Authorization of General Fund (401) (DFA # 11000) transfer and Jail-Detention Fund (424) (DFA # 22600) transfer and budget increase

WHEREAS, the Board of Commissioners of Union County meeting in regular session on February 8, 2024 did propose to make budget adjustments; and

WHEREAS, the County of Union does, through Budget Resolution 2024-38 ask that authorization for the budgetary adjustments be granted, as summarized in the attachment; and

WHEREAS, the County of Union wishes to increase the transfer from the General Fund to the Jail - Detention fund by thirty-five thousand dollars (\$35,000.00). The Board of County Commissioners would also like to increase expenditures in the Jail - Detention Fund (424) by thirty-five thousand dollars (\$35,000) for expenditures related to jail contracts.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Union County does hereby approve the aforementioned budget adjustments and respectfully requests the authorization for the budgetary adjustments and revisions be granted by the Local Government Division of the Department of Finance and Administration of the State of New Mexico.

IN WITNESS WHEREOF, we have hereunto set our hands and official seal this 14th day of May 2024.

BOARD OF COMMISSIONERS - UNION COUNTY

Clayton Kiesling, Chairman

ATTEST:

W. Carr Vincent, Member

Brenda Green, County Clerk

Lloyd Miller, Member

State of New Mexico - DFA Local Government Division
 Budget Adjustment Request - Union County - 2024
 BAR Jail tranfer and Increase

Bar ID	Contact	Phone	Email	Status
13-36-16548				ENTITY

Details

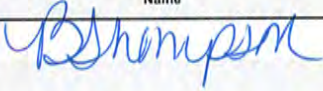
Fund	Department	Object Code	PreAdjusted Budget	Adjustment	Adjusted Budget
11000 General Operating Fund 401	0001 No Department 00	61200 Transfers Out 1950	805,000.00	35,000.00	840,000.00
22600 Jail - Detention 424	0001 No Department 00	61100 Transfers In 1951	305,000.00	35,000.00	340,000.00
22600 Jail - Detention 424	8002 Detention Center 77	55999 Contract - Other Services 2307	350,000.00	35,000.00	385,000.00

Justification

Compliance with Section 6-6-2, NMSA, 1978 compilation:

1. The requested budget adjustments were authorized at a scheduled Governing Body meeting open to the public on **2024-05-14**
2. Justification should provide a sufficient explanation for budget adjustment. Backup documentation such as grant award letter or other documents requested by Budget and Finance Analysts, should be submitted on LGBMS.

Approvals

Name	Role	Date
	Entity Submitter Analyst Bureau Chief	5/8/24



RESOLUTION #2024-39

A RESOLUTION AMENDING SECTION 10.4 ANNUAL LEAVE WITH PAY AND SECTION 10.5 SICK LEAVE WITH PAY OF THE PERSONNEL POLICY MANUAL, RESOLUTION #2021-18 PERSONNEL POLICY MANUAL ADOPTED NOVEMBER 10, 2020.

WHEREAS, the Board of County Commissioners of Union County desires to implement a system of personnel management to encourage a quality work environment that will promote quality service to the people of Union County; and

WHEREAS, the Board of County Commissioners adopted the Personnel Policy Manual on November 10, 2020 with Resolution #2021-18; and

WHEREAS, Section 10.4 of the Personnel Policy Manual sets forth the County's policy for Annual Leave with Pay; and

WHEREAS, Section 10.5 of the Personnel Policy Manual sets forth the County's policy for Sick Leave with Pay; and

WHEREAS, the County has reevaluated this section and determined the following changes be made to Section 10.4 Annual Leave with Pay and Section 10.5 Sick Leave with Pay.

NOW, THEREFORE, BE IT RESOLVED THAT, based on the foregoing Recitals, the Board of County Commissioners of Union County resolves that:

Amendment 1: Section 10.4 of the Personnel Policy Manual shall be amended to read:

10.4 ANNUAL LEAVE WITH PAY. Full-time, non-appointed County employees accrue leave according to the following schedule:

Amendment 2: Section 10.5 of the Personnel Policy Manual shall be amended to read:

10.5 SICK LEAVE WITH PAY. Leave with pay is granted to a non-appointed employees when a medical reason, such as described in §10.6 below keeps the employee from performing the duties of the position.

BE IT FURTHER RESOLVED that all current appointed positions, which include the County Manager, Chief Deputy Assessor, Chief Deputy Clerk, Chief Deputy Treasurer, Undersheriff, and Executive Secretary to the Sheriff:

- 1) Shall be paid for any accrued annual leave time as of the date of this Resolution.
- 2) Shall no longer accrue Annual Leave Time with Pay or Sick Leave Time with Pay.
- 3) Shall be allowed to use Paid Time Off with the approval of their Elected Official.

Passed, adopted, and effective this 14th day of May 2024, by the Board of County Commissioners of Union County.

BOARD OF COMMISSIONERS OF UNION COUNTY

Chairman

Member

ATTEST

Member

County Clerk



PROCLAMATION
MAY IS MOTORCYCLE AWARENESS MONTH

WHEREAS, motorcycles are used as a regular means of transportation for commuting, touring and recreation in and around Union County, New Mexico; and

WHEREAS, the Union County scenic roadways make motorcycling a very popular destination for riders from around the country; and

WHEREAS, the safe operation of a motorcycle requires the use of acquired skills developed through a combination of training and experience, the use of good judgement, and thorough knowledge of traffic laws and licensing requirements; and

WHEREAS, it is imperative that the residents of Union County be aware, show consideration and share the road with motorcycles on the streets and highways and recognize the importance of motorcycle safety; and

WHEREAS, the National Highway Traffic Safety Administration (NHTSA) has declared May as “Motorcycle Awareness Month”; it is the desire of the Union County Board of Commission to join the NHTSA in raising awareness of the growing number of motorcyclists on Union County’s roadways in order to help prevent accidents and most importantly, save lives.

NOW, THEREFORE, on behalf of the County Commission of Union County, I do hereby proclaim the Month of May 2024 to be:

MOTORCYCLE AWARENESS MONTH in Union County, and urge our citizens to be observant, courteous and knowledgeable about motorcycle usage in our community.

Passed, adopted and approved, this 14th day of May, 2024 at the regularly scheduled meeting of the Union County Board of Commissioners.

BOARD OF COMMISSIONERS- UNION COUNTY

Clayton Kiesling, Chair

Brenda Green, County Clerk

W. Carr Vincent, Member

Lloyd Miller, Member

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
S6-2754681	A & I CAR CARE	INV#56-2754681 PARTS	402252012	28876	263.94
263.94	TOT\$				
PAID	P.O. BOX 1146				
BAL	STRATFORD TX 79084 1146				

D-022262402	AAA FIREPRO OF NEW MEXICO INC	HOSE AND SUPPLY Q #L0858982576	409492081	29077	10710.61
10710.61	TOT\$				
PAID	221 SCHEPPS BLVD				
BAL	CLOVIS NM 88101				

D-04112401	AAA FIREPRO OF NEW MEXICO INC	NOZZLES	409492076	29077	2037.92
2037.92	TOT\$				
PAID	221 SCHEPPS BLVD				
BAL	CLOVIS NM 88101				

KDK032724	AAA FIREPRO OF NEW MEXICO INC	STRUCTURE FIRE PPE 2 NEW MEMBERS	407412076	29105	7700.00
10248.00	TOT\$	WILDLAND PPE 2 NEW MEMBERS	407422076	29105	2548.00
10248.00	BAL				

8596-1	AIR CARE NEW MEXICO, LLC	SERVICE UNITS AT ADMIN BLDG	401032023	29103	3174.60
3174.60	TOT\$				
PAID	SCOTT SINGLETARY				
BAL	5445 EDITH BLVD NE				

3174.60	BAL	ALBUQUERQUE NM 87107			

5012024	BACA VALLEY TELEPHONE CO.	CAPULIN FD #122	407412025	28805	116.99
735.88	TOT\$	GRENVILLE FD #507	411572025	28805	67.25
PAID	P.O. BOX 67	FIRE ALARM MONITORING #2159	401032025	28805	34.51
BAL	DES MOINES NM 88418	EMAIL HOSTING #2159	401032025	28805	29.90

735.88	BAL	TOWER LEASE #2159	415682076	28805	302.39

		SHERIFF SUBSTATION #5184	415682076	28805	69.23
		SHERIFF SUBSTATION #5184	401082007	28805	69.23
		PANIC BUTTON #1966	401032025	28805	46.38

24-C23036	BENNETTS LLC	CYLINDER LEASE	414662076	28778	21.65
21.65	TOT\$				
PAID	P.O. BOX 27				
BAL	RATON NM 87740				

21.65	BAL				

20240501	BRAD'S AUTO SERVICE	FORD TRUCK PARTS	402252012	29130	457.95
457.95	TOT\$				
PAID	54 GREEN ROAD				
BAL	CLAYTON NM 88415				

457.95	BAL				

142142	BRADLEY SUPPLY	INV#142142 SUPPLY	402252076	28832	1.10
1.10	TOT\$				
PAID	102 S. FRONT				
BAL	CLAYTON NM 88415				

1.10	BAL				

113504	BRADLEY SUPPLY	INV#113504 SUPPLY	402252076	28832	11.49
11.49	TOT\$				
PAID	102 S. FRONT				
BAL	CLAYTON NM 88415				

11.49	BAL				

113509	BRADLEY SUPPLY	INV#113509 SUPPLY	401032024	28832	6.76
6.76	TOT\$				
PAID	102 S. FRONT				

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
6.76	BAL CLAYTON NM 88415				
113507	BRADLEY SUPPLY	SUPPLY	401032024	28832	10.99
10.99	TOT\$ PAID				
102 S. FRONT					
10.99	BAL CLAYTON NM 88415				
142559	BRADLEY SUPPLY	INV#142559 SUPPLY	402252076	28832	32.98
32.98	TOT\$ PAID				
102 S. FRONT					
32.98	BAL CLAYTON NM 88415				
6182024-3	BRANDY THOMPSON	80% PER DIEM SUMMER CONFERENCE	401022010	29137	284.80
284.80	TOT\$ PAID				
618 MCKAY RD					
284.80	BAL CLAYTON NM 88415				
6202024	BRANDY THOMPSON	20% PER DIEM SUMMER CONFERENCE	401022010	29137	71.20
71.20	TOT\$ PAID				
618 MCKAY RD					
71.20	BAL CLAYTON NM 88415				
XA101093904	BRUCKNERS TRUCK SALES AMARILLO	EQUIPMENT REPAIRS	402252012	29083	616.39
616.39	TOT\$ PAID				
CORPORATE BILLING LLC					
DEPT 100 P.O. BOX 830604					
616.39	BAL BIRMINGHAM AL 35283				
XA101095129	BRUCKNERS TRUCK SALES AMARILLO	EQUIPMENT REPAIRS	402252012	29083	114.65
114.65	TOT\$ PAID				
CORPORATE BILLING LLC					
DEPT 100 P.O. BOX 830604					
114.65	BAL BIRMINGHAM AL 35283				
XA101089410	BRUCKNERS TRUCK SALES AMARILLO	EQUIPMENT REPAIRS	402252012	29083	93.49
93.49	TOT\$ PAID				
CORPORATE BILLING LLC					
DEPT 100 P.O. BOX 830604					
93.49	BAL BIRMINGHAM AL 35283				
4302024	BURNS DO-IT CENTER	SUPPLIES	401032081	28781	100.47
100.47	TOT\$ PAID				
300 N 2ND STREET					
100.47	BAL TEXLINE TX 79087				
35335739	CATERPILLAR FINANCIAL SER. CO.	#001-1041511-000	402252013	28798	2711.76
11060.59	TOT\$ PAID				
P O BOX 100647					
11060.59	BAL PASADENA CA 91189 0647				
4252024	CHERYL GARCIA	REIMBURSEMENT ON CLIPBOARDS	401022009	29129	33.43
33.43	TOT\$ PAID				
416 JEFFERSON ST					
33.43	BAL CLAYTON NM 88415				
5062024	CHERYL GARCIA	REIMBURSEMENT FOR IPAD COVER	401032081	29129	32.35
64.70	TOT\$ PAID				
416 JEFFERSON ST					
64.70	BAL CLAYTON NM 88415				
5062024	CHERYL GARCIA	REIMBURSEMENT FOR IPAD COVER	402252081	29129	32.35
64.70	TOT\$ PAID				
416 JEFFERSON ST					
64.70	BAL CLAYTON NM 88415				

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
6182024-2	CHERYL GARCIA	80% PER DIEM SUMMER CONFERENCE	401022010	29136	284.80
284.80	TOT\$				
284.80	PAID				
284.80	BAL				
6202024-2	CHERYL GARCIA	20% PER DIEM SUMMER CONFERENCE	401022010	29136	71.20
71.20	TOT\$				
71.20	PAID				
71.20	BAL				
5082024	CITY OF DALHART	1995 FORD W/ HPU, TOOLS, HOSES	408452076	29126	9500.00
9500.00	TOT\$				
9500.00	PAID				
9500.00	BAL				
79	CIVILITY GOVERNMENT	FY24 LOBBYING	401012101	28794	1349.22
1349.22	TOT\$				
1349.22	PAID				
1349.22	BAL				
1002	CROSS FIRST BANK	2 YEAR VAULT RENTAL	401042015	29128	240.00
240.00	TOT\$				
240.00	PAID				
240.00	BAL				
4232024	CURTIS SKAGGS	PER DIEM INSTRUCTOR UPDATE 100%	401082010	29127	334.00
334.00	TOT\$				
334.00	PAID				
334.00	BAL				
215615	DAN C. TRIGG HOSPITAL	REMOTE MGMT/TECH ASSIST	401062102	28806	168.29
859.76	TOT\$				
859.76	PAID				
859.76	BAL				
DEPT 1587		REMOTE MGMT/TECH ASSIST	426752076	28806	42.07
DENVER CO 80291 1587		REMOTE MGMT/TECH ASSIST	415682076	28806	42.07
		REMOTE MGMT/TECH ASSIST	401022102	28806	352.75
		REMOTE MGMT/TECH ASSIST	410532076	28806	84.14
		ANTI VIRUS/TECH ASSIST	402252076	28806	10.79
		REMOTE MGMT/TECH ASSIST	401072102	28806	159.65
1453	EASTERN NM EMS CORPORATION	ELITE FIELD BRIDGE ANNUAL FEE	414662076	29119	477.62
573.14	TOT\$				
573.14	PAID				
573.14	BAL				
P.O. BOX 1895		ADMIN FEE	414662076	29119	95.52
CLOVIS NM 88102					
24041998	FRONTIER FUEL CO.	200 GALLONS OF GAS & TANK FILTER	410532081	29101	624.42
624.42	TOT\$				
624.42	PAID				
624.42	BAL				
PO BOX 128					
DALHART TX 79022					
9075641184	GRAINGER	FIRST AID KITS (10)	402252082	29114	172.35
172.35	TOT\$				
172.35	PAID				
172.35	BAL				
DEPT 853662880					
P.O. BOX 419267					
KANSAS CITY MO 64141 6267					
9077301415	GRAINGER	EVAPORATIVE COOLER	402252081	29114	3189.25
3189.25	TOT\$				
3189.25	PAID				
3189.25	BAL				
DEPT 853662880					
P.O. BOX 419267					
KANSAS CITY MO 64141 6267					

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
59749	INK IMPRESSIONS, INC	I VOTED STICKERS - ROLL OF 100	401052019	29107	97.00
97.00	TOT\$ DBA AUTOMATED ELECTION SERVICES				
PAID	7000 ZENITH COURT NE				
97.00	BAL RIO RANCHO NM 87144				
1593	JUSTIN KEETH	PORT A POTTY	402252076	28950	522.00
522.00	TOT\$				
PAID	64 MARYBIRD LANE				
522.00	BAL CLAYTON NM 88415				
4302024	LAW OFFICE OF STEPHEN ROSS	ATTORNEY SERVICES	401012101	28777	560.84
560.84	TOT\$				
PAID	P.O. BOX 4774				
560.84	BAL SANTA FE NM 87502 4774				
4012024	M.R.S.	COMMUNITY CUSTODY MONITORING	424772307	29031	813.00
813.00	TOT\$ MONITORING & RECOVERY SERVICES				
PAID	1226 S. 2ND ST				
813.00	BAL RATON NM 87740				
5012024	M.R.S.	COMMUNITY CUSTODY MONITORING	424772307	29031	3321.00
3321.00	TOT\$ MONITORING & RECOVERY SERVICES				
PAID	1226 S. 2ND ST				
3321.00	BAL RATON NM 87740				
4071780	MAYFIELD PAPER COMPANY	INV#4071780 JANITOR SUPPLIES	401032046	28762	78.04
78.04	TOT\$				
PAID	BOX 3889				
78.04	BAL SAN ANGELO TX 76902				
84590	MC CLURES BIG J PARTS	INV#84590 PARTS	402252012	28836	80.94
80.94	TOT\$				
PAID	P.O. BOX 94				
80.94	BAL CLAYTON NM 88415				
84626	MC CLURES BIG J PARTS	INV#94626 SUPPLIES	402252076	28836	11.95
11.95	TOT\$				
PAID	P.O. BOX 94				
11.95	BAL CLAYTON NM 88415				
84648	MC CLURES BIG J PARTS	INV#84648 SUPPLIES	402252076	28836	62.76
62.76	TOT\$				
PAID	P.O. BOX 94				
62.76	BAL CLAYTON NM 88415				
84725	MC CLURES BIG J PARTS	INV#84725 PARTS	402252012	28836	4.96
4.96	TOT\$				
PAID	P.O. BOX 94				
4.96	BAL CLAYTON NM 88415				
84748	MC CLURES BIG J PARTS	INV#84748 PARTS	402252012	28836	9.99
9.99	TOT\$				
PAID	P.O. BOX 94				
9.99	BAL CLAYTON NM 88415				
84755	MC CLURES BIG J PARTS	INV#84755 SUPPLIES	402252076	28836	35.85
35.85	TOT\$				
PAID	P.O. BOX 94				

INVC#	Name	Description	Line Item	PO#	Amount
35.85	BAL CLAYTON NM 88415				
84763	MC CLURES BIG J PARTS	INV#84763 PARTS	402252012	28836	58.99
58.99	TOT\$ PAID				
58.99	BAL P.O. BOX 94 CLAYTON NM 88415				
84782	MC CLURES BIG J PARTS	INV#84782 PARTS	402252012	28836	52.66
52.66	TOT\$ PAID				
52.66	BAL P.O. BOX 94 CLAYTON NM 88415				
84789	MC CLURES BIG J PARTS	INV#84789 PARTS	402252012	28836	5.99
5.99	TOT\$ PAID				
5.99	BAL P.O. BOX 94 CLAYTON NM 88415				
84894	MC CLURES BIG J PARTS	INV#84894 PARTS	402252012	28836	18.39
18.39	TOT\$ PAID				
18.39	BAL P.O. BOX 94 CLAYTON NM 88415				
84854	MC CLURES BIG J PARTS	INV#84854 SUPPLIES	402252076	28836	74.71
74.71	TOT\$ PAID				
74.71	BAL P.O. BOX 94 CLAYTON NM 88415				
84908	MC CLURES BIG J PARTS	INV#84908 PARTS	402252012	28836	129.99
129.99	TOT\$ PAID				
129.99	BAL P.O. BOX 94 CLAYTON NM 88415				
84817	MC CLURES BIG J PARTS	INV#84817 PARTS	402252012	28836	28.49
28.49	TOT\$ PAID				
28.49	BAL P.O. BOX 94 CLAYTON NM 88415				
84838	MC CLURES BIG J PARTS	INV#84838 PARTS	402252012	28836	131.05
131.05	TOT\$ PAID				
131.05	BAL P.O. BOX 94 CLAYTON NM 88415				
84895	MC CLURES BIG J PARTS	INV#84895 PARTS	402252012	28836	68.94
68.94	TOT\$ PAID				
68.94	BAL P.O. BOX 94 CLAYTON NM 88415				
84922	MC CLURES BIG J PARTS	INV#84922 PARTS	402252012	28836	5.99
5.99	TOT\$ PAID				
5.99	BAL P.O. BOX 94 CLAYTON NM 88415				
84915	MC CLURES BIG J PARTS	INV#84915 PARTS	402252012	28836	17.97
17.97	TOT\$ PAID				
17.97	BAL P.O. BOX 94 CLAYTON NM 88415				
3660165	NEW MEXICO COUNTIES	CONFERENCE REG D. FIELDS	401052010	29116	275.00

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
275.00	TOT\$				
	PAID	444 GALISTEO ST			
275.00	BAL	SANTA FE NM 87501			275.00

389-0181	NEW MEXICO COUNTIES	CONFERENCE REG CLERKS	401052010	29116	
275.00	TOT\$				
	PAID	444 GALISTEO ST			
275.00	BAL	SANTA FE NM 87501			275.00

368-0166	NEW MEXICO COUNTIES	CONFERENCE REG C.GARCIA	401022010	29116	
275.00	TOT\$				
	PAID	444 GALISTEO ST			
275.00	BAL	SANTA FE NM 87501			275.00

3690167	NEW MEXICO COUNTIES	CONFERENCE REG B. THOMPSON	401022010	29116	
275.00	TOT\$				
	PAID	444 GALISTEO ST			
275.00	BAL	SANTA FE NM 87501			275.00

641-0394	NEW MEXICO COUNTIES	CONFERENCE REG S. LOERA	401092010	29116	
275.00	TOT\$				
	PAID	444 GALISTEO ST			
275.00	BAL	SANTA FE NM 87501			275.00

510-0273	NEW MEXICO COUNTIES	CONFERENCE REG C. KIELSING	401012010	29116	
275.00	TOT\$				
	PAID	444 GALISTEO ST			
275.00	BAL	SANTA FE NM 87501			275.00

13259	NM EDGE COUNTY COLLEGE	INV#13259 CLASS - C. GARCIA	401022010	29057	
75.00	TOT\$	NMSU COOPERATIVE EXTENSION SVC			
	PAID	MSC 3 AE, P.O. BOX 30003			
75.00	BAL	LAS CRUCES NM 88003 8003			75.00

13332	NM EDGE COUNTY COLLEGE	INV#13332 CLASS - L. GOODAN	401022010	29057	
75.00	TOT\$	NMSU COOPERATIVE EXTENSION SVC			
	PAID	MSC 3 AE, P.O. BOX 30003			
75.00	BAL	LAS CRUCES NM 88003 8003			75.00

2024-20	NMC G.I.S. AFFILIATE	GIS AFFILIATE DUES	401062010	29125	
50.00	TOT\$	ACACIA GARDNER			
	PAID	700 E. ROOSEVELT AVE SUITE 50			
50.00	BAL	GRANTS NM 87020			50.00

53504635	NORTHERN TOOL & EQUIPMENT	TOOL BOX	410532012	29106	
1422.99	TOT\$	CAPITAL ONE TRADE CREDIT			
	PAID	PO BOX 105525			
1422.99	BAL	ATLANTA GA 30348 5525			1422.99

358245147001	OFFICE DEPOT	CUSTOM #10 SINGLE WINDOW ENVELOP	401062009	28968	
119.99	TOT\$				
	PAID	P.O. BOX 660113			
119.99	BAL	DALLAS TX 75266 0113			119.99

360970345001	OFFICE DEPOT	COFFEE/CREAMER/SWEETNER/CUPS	401032046	28968	
61.36	TOT\$				
	PAID	P.O. BOX 660113			
61.36	BAL	DALLAS TX 75266 0113			61.36

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
360978042001	OFFICE DEPOT	STAPLER/STAPLES/FOLDERS	402252076	28968	10.91
10.91	TOT\$				
	P.O. BOX 660113				
10.91	BAL				

360978036001	OFFICE DEPOT	TAPE/USB DRIVE/DUSTER	401022009	28968	14.49
54.51	TOT\$	COFFEE/CREAMER/SWEETNER/CUPS	401032046	28968	33.71
	P.AID	STAPLER/STAPLES/FOLDERS	402252076	28968	6.31
54.51	BAL				

360978043001	OFFICE DEPOT	TAPE/USB DRIVE/DUSTER	401022009	28968	16.72
16.72	TOT\$				
	P.AID				
16.72	BAL				

360978037001	OFFICE DEPOT	TAPE/USB DRIVE/DUSTER	401022009	28968	23.27
23.27	TOT\$				
	P.AID				
23.27	BAL				

360652331001	OFFICE DEPOT	CUSTOM #10 ENVELOPES	401022009	28968	119.99
119.99	TOT\$				
	P.AID				
119.99	BAL				

363787974001	OFFICE DEPOT	COPY PAPER	401072009	28968	38.49
61.27	TOT\$	FOLDERS/SCISSORS/SURGE PROTECTOR	401022009	28968	22.78
	P.AID				
61.27	BAL				

8906	TOT\$	PANHANDLE BREATHING AIR SYSTEMS HOSE TO REPAIR BREATHING SYSTEM	408452012	28960	75.00
75.00	P.AID				
75.00	BAL				

U1401366	PINNACLE PROPANE	PROPANE - REF D MAIN	410532025	28908	190.00
190.00	TOT\$				
	P.AID				
190.00	BAL				

U1401424	PINNACLE PROPANE	PROPANE - CAPULIN FD	407412025	28908	646.00
646.00	TOT\$				
	P.AID				
646.00	BAL				

U1401423	PINNACLE PROPANE	PROPANE - CAPULIN EMS	407412025	28908	361.00
361.00	TOT\$				
	P.AID				
361.00	BAL				

U1401541	PINNACLE PROPANE	PROPANE - AMISTAD NORTH TANK	409492025	28908	286.33
286.33	TOT\$				
	P.AID				
286.33	BAL				

U1401470	PINNACLE PROPANE	PROPANE - REF D RIVER RD	410532025	28908	114.00
114.00	TOT\$				
	P.AID				

INVC#	Name	Description	Line Item	PO#	Amount
114.00	BAL KANSAS CITY MO 64180 1167	PROPANE - AMISTAD SOUTH TANK	409492025	28908	95.00
U1401542	PINNACLE PROPANE				
95.00	TOT\$ PO BOX 801167				
95.00	BAL KANSAS CITY MO 64180 1167				
5012024	PTCI	ACCT#196023 PHONE SERVICE	410532025	28804	47.76
47.76	TOT\$ P.O. BOX 1188				
47.76	BAL GUYMON OK 73942 1188				
4-2024	RICARDO TRUJILLO	CLEANING SERVICES	401032101	28873	1500.00
1500.00	TOT\$ DBA TRU CLEANING SERVICES				
1500.00	BAL PAID 416 JEFFERSON ST.				
1500.00	BAL CLAYTON NM 88415				
102-24	S RESOURCE, INCORPORATED	UPDATE POSITION CLASS & SALARY	401012101	29074	4275.00
4275.00	TOT\$ 7 AVE VISTA GRANDE, #B-148				
4275.00	BAL PAID SANTA FE NM 87508				
6182024-1	SHARON LOERA	80% PER DIEM SUMMER CONFERENCE	401092010	29135	428.00
428.00	TOT\$ 15 FEEDLOT LANE				
428.00	BAL PAID CLAYTON NM 88415				
6202024-1	SHARON LOERA	PER DIEM SUMMER CONFERENCE	401092010	29135	107.00
107.00	TOT\$ 15 FEEDLOT LANE				
107.00	BAL PAID CLAYTON NM 88415				
7214	SIX-M TIRE AND SERVICE	OIL CHANGES/TIRE REPAIR	401082011	28795	126.90
126.90	TOT\$ 1 LINCOLN ST				
126.90	BAL PAID CLAYTON NM 88415				
7225	SIX-M TIRE AND SERVICE	OIL CHANGES/NEW TIRES	401082011	28795	129.93
129.93	TOT\$ 1 LINCOLN ST				
129.93	BAL PAID CLAYTON NM 88415				
7232	SIX-M TIRE AND SERVICE	OIL CHANGES/NEW TIRES	401082011	28795	1216.32
1216.32	TOT\$ 1 LINCOLN ST				
1216.32	BAL PAID CLAYTON NM 88415				
19586	SOUTHWESTERN ELECTRIC	ACCT#211110014 AMISTAD FD WELL	409492025	28754	71.95
1498.84	TOT\$ BOX 369	ACCT#211110011 CAPULIN FD	407412025	28754	140.90
1498.84	BAL PAID CLAYTON NM 88415	ACCT#211110002 CAPULIN EMS	407412025	28754	58.03
		ACCT#211110003 REFD KENTON	410532025	28754	79.11
		ACCT#211110004 GRENVILLE FD	411572025	28754	87.70
		ACCT#211110006 REFD SENECA	410532025	28754	67.78
		ACCT#211110009 SEDAN FD PODZEMNY	408452025	28754	56.75
		ACCT#211110010 SEDAN FD THOMAS	408452025	28754	119.66
		ACCT#211110012 REFD GILBERTS	410532025	28754	72.90
		ACCT#211110013 REFD MAIN	410532025	28754	124.30
		ACCT#211110015 AMISTAD/HAYDEN FD	409492025	28754	56.55

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
17474	SWAGERTY TRADING CO.	PUMP HOSE PARTS	410532012	28763	9.39
9.39	TOT\$				
	PAID				
9.39	BAL	BOX 88			
		CLAYTON NM 88415			
409	TOT\$	THE IT GUY	401082102	28806	638.62
1609.48	PAID	OFFICE 365 BUSINESS STANDARD	605922081	28806	809.05
		OFFICE 365 BUSINESS STANDARD	401082081	28806	161.81
1609.48	BAL	CLAYTON NM 88415			
410	TOT\$	THE IT GUY	401062102	28806	168.29
633.22	PAID	REMOTE MGMT/TECH ASSIST	426752076	28806	42.07
		901 MAIN ST	415682076	28806	42.07
633.22	BAL	CLAYTON NM 88415	401022102	28806	201.72
		REMOTE MGMT/TECH ASSIST	410532076	28806	84.14
		REMOTE MGMT/TECH ASSIST	402252076	28806	10.79
		ANTI VIRUS/TECH ASSIST	401072102	28806	84.14
		REMOTE MGMT/TECH ASSIST			
411	TOT\$	THE IT GUY	401042102	28806	365.70
365.70	PAID	901 MAIN ST			
365.70	BAL	CLAYTON NM 88415			
417	TOT\$	THE IT GUY	401082102	28806	336.57
336.57	PAID	901 MAIN ST			
336.57	BAL	CLAYTON NM 88415			
419	TOT\$	THE IT GUY	401042102	28806	365.70
365.70	PAID	901 MAIN ST			
365.70	BAL	CLAYTON NM 88415			
4092024	TOT\$	TIM CALLIS PLUMBING HEATING	401032023	29117	178.20
178.20	PAID	& COOLING			
178.20	BAL	27 MAYS ROAD			
		CLAYTON NM 88415			
50224	TOT\$	TOWN OF CLAYTON	402252076	28785	314.21
314.21	PAID	BULK WATER FOR PROJECTS			
314.21	BAL	1 CHESTNUT			
		CLAYTON NM 88415			
42024	TOT\$	TOWN OF CLAYTON	500812112	28785	9717.91
9717.91	PAID	DISPATCH			
9717.91	BAL	1 CHESTNUT			
		CLAYTON NM 88415			
22189	TOT\$	TRI-STATE RECYCLING LLC	409492025	28830	82.00
82.00	PAID	DUMPSTER SERVICE BI-WEEKLY			

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
82.00	PAID P.O. BOX 235 TEXLINE TX 79087				
379.12	22558 TRI-STATE RECYCLING LLC TOT\$	DUMPSTER SERVICE WEEKLY	411572025	28830	379.12
379.12	PAID P.O. BOX 235 TEXLINE TX 79087				
88.61	32024 TRIADIC TOT\$	W-2 'S/1099'S/SHIPPING	401022009	28779	88.61
88.61	PAID P.O. DRAWER 471				
10899013837	DEMING NM 88031 0471				
3883.56	10899013837 TRIADIC TOT\$	NETWORK SERVICES	401022013	28779	1245.70
3883.56	PAID P.O. DRAWER 471	NETWORK SERVICES	401062013	28779	1318.93
	DEMING NM 88031 0471	NETWORK SERVICES	401072013	28779	1318.93
25-461902	TYLER TECHNOLOGIES, INC.	INSTALLATION ASSESSORS OFFICE	604882028	28913	40.46
40.46	TOT\$				
40.46	PAID BOX 203556				
40.46	BAL DALLAS TX 75320 3556				
25-463799	TYLER TECHNOLOGIES, INC.	INSTALLATION ASSESSORS OFFICE	604882028	28913	40.46
40.46	TOT\$				
40.46	PAID BOX 203556				
40.46	BAL DALLAS TX 75320 3556				
2850154791	UNIFIRST	MONTHLY SERVICE	401032046	28801	91.55
91.55	TOT\$				
91.55	PAID PO BOX 600				
91.55	BAL WILMINGTON MA 01887				
2850158020	UNIFIRST	MONTHLY SERVICE	401032046	28801	101.55
101.55	TOT\$				
101.55	PAID PO BOX 600				
101.55	BAL WILMINGTON MA 01887				
45151	UNION COUNTY LEADER	PRIMARY ELECTION AD	401052008	28909	283.02
283.02	TOT\$				
283.02	PAID P.O. BOX 486				
283.02	BAL CLAYTON NM 88415				
45150	UNION COUNTY LEADER	2ND HALD TAXES REMINDER AD	401072008	28909	68.61
68.61	TOT\$				
68.61	PAID P.O. BOX 486				
68.61	BAL CLAYTON NM 88415				
286	VANDELAY SOLUTIONS	ANNUAL TECHNICAL SERVICES FEE	401052102	29132	6000.00
6000.00	TOT\$				
6000.00	PAID 1420 CARLISLE BLVD NE, STE 208				
6000.00	BAL ALBUQUERQUE NM 87110 5662				
5022024	VIGIL MALDONADO DETENTION CENTER	INMATE HOUSING	424772307	28788	4420.50
28773.26	TOT\$	INMATE PHARMACY	424772018	28788	244.76
28773.26	PAID 444 EAST HEREFORD AVE	INMATE HOUSING	424772307	28788	24108.00
28773.26	BAL RATON NM 87740				

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
PS060112685	WARREN CAT	SUPPLIES/PARTS	402252012	28858	355.36
355.36	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

CS060014169	WARREN CAT	SUPPLIES/PARTS	402252012	28858	237.67-
237.67-	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

PS060112664	WARREN CAT	SUPPLIES/PARTS	402252012	28858	457.10
457.10	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

PS060112663	WARREN CAT	SUPPLIES/PARTS	402252012	28858	54.83
54.83	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

PS060112778	WARREN CAT	SUPPLIES/PARTS	402252012	28858	18.18
18.18	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

PS030112807	WARREN CAT	SUPPLIES/PARTS	402252012	28858	135.21
135.21	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

PS060112902	WARREN CAT	SUPPLIES/PARTS	402252012	28858	988.36
988.36	TOT\$				
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

96871240	WEX BANK	FUEL	401102011	28787	33.48
16597.22	TOT\$	FUEL	411572076	28787	180.11
PAID	PO BOX 6293	FUEL	401042010	28787	83.64
BAL	CAROL STREAM IL 60197 6293	FUEL	401032011	28787	189.43
-----		FUEL	407412076	28787	91.08
96871240	WEX BANK	FUEL	408452076	28787	49.98
16597.22	TOT\$	FUEL	410532076	28787	230.38
PAID	PO BOX 842116	FUEL	499792011	28787	115.51
BAL	DALLAS TX 75284 2116	FUEL	415682076	28787	125.61
-----		FUEL	402252044	28787	13301.70
96871240	WEX BANK	FUEL	401082011	28787	2128.13
16597.22	TOT\$	FUEL	412612076	28787	68.17
PAID	PO BOX 842116				
BAL	DALLAS TX 75284 2116				

3940	YUCCA COMMUNICATIONS	RADIOS, BATTERIES, PROGRAMMING	411572081	28961	3296.08
TOT\$					
PAID	P.O. BOX 867				
BAL	PORTALES NM 88130				

3931	YUCCA COMMUNICATIONS	HANDHELD RADIO REPAIR	407412012	28961	194.29
TOT\$					
PAID	P.O. BOX 867				
BAL	PORTALES NM 88130				

TOTAL INVOICING 153602.86

ARPA Funding - Encumbered by 12/31/2024 Expended by 12/31/26

	Amount Received	Expenditures to date	Encumbrances	Balance
ARPA 1st Tranche 5/21/21	\$ 394,206.50			
ARPA 2nd Tranche 6/13/2022	\$ 394,206.50			
	<u>\$ 788,413.00</u>			
Purchase Video Conferencing 2/8/2022		\$ 2,477.08		
Eforce Software 2/15/2023		\$ 80,857.34		
Clayton Senior Center Allocation 1/23 to 6/23		\$ 3,000.00		
DM Senior Center Allocation 1/23 to 6/23		\$ 6,000.00		
Strategic Planning 5/16/23		\$ 27,197.86		
ACOM Check Interface 11/16/23		\$ 9,247.00		
Melloy Dodge Ram 1500 11/16/23		\$ 43,943.00		
Melloy Chevrolet Chevy Blazer 1/3/24		\$ 37,130.00		
Mel's Heater Sales 2/8/24		\$ 14,692.21		
Tyler Software		\$ 2,468.14		
Integrity Overhead Doors 2/8/24		\$ 42,063.00		
Mission Auto 2/8/24		\$ 4,410.15		
Time Clock Plus		\$ 7,179.99		
Steed Used Oil Heater & Service		\$ 2,800.00		
		\$ -		
		<u>\$ 283,465.77</u>		
Tyler Software			\$ 32,531.86	
NeoGov			\$ 48,699.00	
Triadic Assessor Conversion Fee			\$ 15,000.00	
Time Clock Plus			\$ 2,418.67	
Colt Builders - Sidewalks			\$ 103,784.00	
APIC Solutions, Inc - Generator			\$ 139,026.52	
NMCIA Capital Adequacy Assessment			\$ 41,064.00	
Colt Builders - Magistrate Flooring			\$ 59,935.00	
Communication Assessment- Baca Valley			\$ 2,373.25	
			<u>\$ 444,832.30</u>	
5/8/24 Balance				\$ 60,114.93

Magistrate Flooring		Description	Location	Unit	Qty	Labor unit cost	Total Labor	Material unit cost	Total Matl	Equipmt unit cost	Total Equipment	Subc unit cost	Total Subc	Total
		Superintendent		Mo	0.75	\$8,000.00	\$6,000.00		\$0.00		\$0.00		\$0.00	\$6,000.00
		Truck		Mo	1		\$0.00		\$0.00	\$1,200.00	\$1,200.00		\$0.00	\$1,200.00
		Gas/Oil		Gal	250		\$0.00	\$5.00	\$1,250.00		\$0.00		\$0.00	\$1,250.00
		Daily Cleanup		Hr	8	\$40.00	\$320.00		\$0.00		\$0.00		\$0.00	\$320.00
		Final Cleanup		Hr	10	\$40.00	\$400.00		\$0.00		\$0.00		\$0.00	\$400.00
		Trash Removal		Ea	3		\$0.00		\$0.00	\$500.00	\$1,500.00		\$0.00	\$1,500.00
		Storage/Office Trailer		Mo	1		\$0.00		\$0.00	\$330.00	\$330.00		\$0.00	\$330.00
		Demo					\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
		Remove walls in Courtroom		Hr	80	\$45.00	\$3,600.00		\$0.00	\$7.00	\$560.00		\$0.00	\$4,160.00
		Fix Base at ramp with demold Oak Wood		Hr	34	\$45.00	\$1,530.00		\$0.00		\$0.00		\$0.00	\$1,530.00
		Install Flooring Complete					\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
		Subtotal		Ls	1		\$0.00		\$0.00		\$3,590.00		\$23,238.00	\$23,238.00
							\$11,850.00		\$1,250.00		\$3,590.00		\$23,238.00	\$39,928

\$39,928 Check

Total Labor	\$11,850
Labor Burden	\$4,148
Total Material	\$1,250
Total Equipment	\$3,590
Total Sub	\$23,238

Gross Cost \$44,076

Subtotal	\$44,076
Builders Risk Insurance	\$882
Insurance	\$1,798
Bond	\$1,322
Overhead 7.5%	\$51,683
Profit 7.5%	\$59,935
NMGRT	\$59,935



NEW MEXICO COUNTY INSURANCE AUTHORITY POOL
Administered by New Mexico Counties

April 15, 2024

Brandy Thompson
Union County
200 Court St.
Clayton NM, 88415

Dear Represented Member:

It is a pleasure representing your county on the New Mexico County Insurance Authority (NMCIA) Board of Directors (Board). The NMCIA insurance pool provides crucial services and benefits to county members, including:

- an array of educational and loss prevention tools;
- legal consultation on unique county legal and employment issues;
- workers compensation, liability, and property insurance coverage for all of the operational areas of county government; and
- expert claims handling for all of the unique types of claims that counties experience.

The NMCIA Bylaws require the Board to assure that the Authority remains financially solvent and authorize the Board to set special assessments sufficient to maintain the Authority. Section IV.D.2 and .4.

As a follow-up to the announcement at the membership meeting in Santa Fe this January, I am writing to provide details on the NMCIA Board's strategic decision to adopt the attached Policy on Capital Adequacy. Providing the Pool with adequate capital for long-term operations ensures that county members will have the most comprehensive coverage and support available into the foreseeable future.

By way of summary, the NMCIA Policy on Capital Adequacy:

- Was developed with PricewaterhouseCoopers, who conducted a capital adequacy assessment for NMCIA and developed options based upon that risk assessment;
- Positions NMCIA to meet the coverage needs of its members for the long run by ensuring adequate capital to pay claims even in an extreme risk year; and
- Will make NMCIA more attractive to reinsurers, who consider capital adequacy when making underwriting decisions.

444 Galisteo Street
Santa Fe, NM 87501

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Fax: 505-983-4396

NMCOUNTIES.ORG



NEW MEXICO COUNTY INSURANCE AUTHORITY POOL
Administered by New Mexico Counties

As indicated, the Policy on Capital Adequacy is based upon risk assessment. More specifically:

- the lower bound of the desired risk capital target range (\$54 million) is based upon an estimated 1-in-200-year demand on program capital from financial risks, which is consistent with the 99.5% confidence level expectation contained in global insurance regulation; and
- the upper bound (\$109 million) is based upon a 2 times a 1-in 200-year capital event.

When NMCIA’s net position is below the lower bound, the NMCIA Board is required to create a funding plan to reach the lower bound over a several year timeframe.¹

NMCIA is currently at a \$37.5MM net position. The plan is to fund the approximately \$16.55MM difference over three years, with member counties being given flexibility in their payment options so long as the total annual amount is paid by the end of each fiscal year.² NMCIA will bill bi-annually with payments due no later than September 30 and March 31 of each year.

Here are the calculations that indicate your county’s assessment amount:

Line of Coverage	LE	ML	WC
Total 2023 Pool Contributions	18,023,319	9,897,664	9,478,325
Total Capital Funding Goal by Coverage	7,938,783	4,359,643	4,174,945
Your County's Capital Funding Year 1	3,670	6,169	3,625
Your County's Est. Capital Funding Year 2	3,743	6,292	3,698
Your County's Est. Capital Funding Year 3	3,780	6,354	3,734
Your County's 2023 Pool Contribution	24,993	42,016	24,689
Your County's % of Total Pool Contribution	0.14%	0.42%	0.26%
Your County's Total Capital Assessment	11,192	18,815	11,056

Your county’s portion of the \$16.5 MM is \$41,064, which is based on your county’s total exposure with NMCIA.

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¹ If NMCIA’s net position falls below \$31MM, immediate corrective action is required to restore the capital to this minimum level within 12 months.

² Section IV.D of the Bylaws authorizes the Board to make assessments such as this capital adequacy assessment.



NEW MEXICO COUNTY INSURANCE AUTHORITY POOL
Administered by New Mexico Counties

In closing, I would emphasize that this capital adequacy assessment does NOT mean that NMCIA is in poor financial health. Rather, this type of robust risk assessment and forward looking capital planning represents a significant growth step in the continued maturation of NMCIA, which the Board took to ensure NMCIA is able to meet your coverage needs even during extreme risk years. This investment of capital into the NMCIA Pool will ensure the Pool is able to pay your claims for many years into the future.

Please do not hesitate to contact me if you want to discuss the Policy on Capital Adequacy or NMCIA's funding plan. I would also be happy to arrange a presentation to your Commission on this, and/or any other topic regarding NMCIA or New Mexico Counties, that would be helpful.

Respectfully,

Lance Pyle
Geographic Representative Board Member

Brandy Thompson
Population Representative Board Member

Encls. (Policy on Capital Adequacy)

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