

**BOARD OF UNION COUNTY COMMISSIONERS
REGULAR MEETING
AGENDA
April 9, 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**
 - i. Resolution 2024-34 Health Council
 - ii. Resolution 2024-35 Vehicle Accident Prevention Policy
 - iii. Subdivision Exemption - Liles and Saches
 - iv. Assessor's Annual Report
 - v. Banking Services
 - vi. Approval of Bills
 - vii. Inventory Items Disposition - Road Department International Water Truck
 - viii. Healthcare Assistance - Approval of Claims
 - ix. County Travel Requests
 - x. ARPA Funding
 - xi. Budget Hearing

10:00 a.m. **Citizen's Forum**
CUCEDP - Lynette Keeth

Executive Session

Pursuant to NMSA 1978, Section 10-15-1(H) 2 Limited Personnel Matters
a. Sheriff's Office

2. **County Manager Report**
3. **Road Superintendent**
 - a. **Tire Disposal**
 - b. **Tumbleweeds**
4. **Emergency Service Coordinator Report**
5. **Elected Officials Reports**

Adjourn

As of 4/4/2024

Next Meeting May 14, 2024 @ 9:00

**BOARD OF UNION COUNTY COMMISSION
REGULAR MEETING
March 5, 2024**

BOARD MEMBERS PRESENT:

Chairman Clayton F. Kiesling Commissioner Lloyd 'Red' Miller

BOARD MEMBER ABSENT:

Commissioner W. Carr Vincent

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

GUESTS:

Kristen Christy – Union County Health Council
Kathy Elliott – Union County Lobbyist
Senator Pat Woods Representative Jack Chatfield Kevin Kenney

At 9:06 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.

Chairman Kiesling stepped down as chairman and moved to suspend Roberts Rules of Order, due to the absence of Commissioner Vincent. Commissioner Miller seconded. There was no further discussion. VOTE: Commissioner Kiesling – YES, Commissioner Miller – YES. Motion carried.

Commissioner Kiesling moved to approve the agenda and the regular meeting minutes of February 8, 2024. Commissioner Miller seconded. There was no further discussion. Vote: ALL AYE. The minutes were signed.

HOSPITAL REPORT

Due to a conflict of schedules, UCGH officers were unable to attend the meeting. No reports were provided to the board for review.

DISCUSSION/POSSIBLE ACTION ITEMS

**PRESENTATION KRISTEN CHRISTY – UNION COUNTY HEALTH AND WELLNESS NETWORK-
UNION COUNTY HEALTH COUNCIL**

Kristen Christy, Executive Director of the Union County Health and Wellness Network, gave a presentation on the many programs and services provided to the community by her organization. She asked the Board to

consider adopting a resolution recognizing the Union County Health Council as the “official” Health Council for Union County, for the purposes outlined in the County and Tribal Health Councils Act. The Board directed Mgr. Thompson to place the resolution as an agenda item for the April meeting.

RESOLUTION 2024-21 ROAD POLICY

A proposed resolution rescinding the old Union County Road Policy, and adopting a new Union County Road Policy.

Commissioner Kiesling moved to approve Resolution 2024-21, Rescinding the old Union County Road Policy, and adopting a new Union County Road Policy. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolution signed.

INTERGOVERNMENTAL AGREEMENT – COURTHOUSE IMPROVEMENTS

A proposed intergovernmental agreement between Union County and the Administrative Office of the Courts, and the Eighth Judicial District Court for improvements to the Union County Courthouse.

Commissioner Kiesling moved to approve, with the approval of the County Attorney, the Intergovernmental Agreement between Union County and the Administrative Office of the Courts and the Eighth Judicial District Court, for Improvements to the Union County Courthouse. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Motion carried.

CITIZEN’S FORUM

Kevin Kenney asked for clarification on procedures included in the new Union County Maintained Road Policy.

JPA LEPF VILLAGE OF FOLSOM AND UNION COUNTY

A proposed joint powers agreement for law enforcement services between the Village of Folsom and Union County.

Commissioner Kiesling moved to approve the Joint Powers Agreement for Law Enforcement Services between the Village of Folsom and Union County. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Agreement signed.

At 9:48 a.m., the meeting recessed for attendance of the Joint Communications meeting.
At 1:40 p.m., the meeting resumed.

APPROVAL OF BILLS

Bills in the amount of \$183,833.82 were presented for review.

Commissioner Kiesling moved to approve bills in the amount of \$183,833.82, payment of invoice for Road Department purchase of a truck and trailer, and authorize payment of additional bills presented through the end of March. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Motion carried.

INVENTORY ITEMS DISPOSITION – ROAD DEPARTMENT INTERNATIONAL WATER TRUCK

No items were presented for disposition.

HEALTHCARE ASSISTANCE – APPROVAL OF CLAIMS

No claims were presented for approval.

COUNTY TRAVEL REQUESTS

Multiple elected officials will attend the Legislative Roundup in Las Vegas, Brayden Walker will attend E911 training, Clerk Green and staff will attend Election School in Albuquerque. All travel approved.

ARPA FUNDING

Manager Thompson provided an accounting of funds spent and incumbered, and balance remaining. Suggestions for use of remaining funds was discussed. The Board directed Mgr. Thompson to obtain quotes for sidewalk replacement around the Admin building.

BUDGET HEARING

Manager Thompson has distributed preliminary budgets to all elected officials and department heads. She requested they be returned to her prior to next month's meeting. An in depth discussion will be held at the next meeting.

COUNTY MANAGER REPORT

Mgr. Thompson reported on the following (but not limited to the following): Updating County Salary Study; Update on purchase of building for the Sheriff's Office; Update on UCGH loans with NMFA; Update on filling DWI Coordinator position.

EMERGENCY SERVICES COORDINATOR REPORT

Emergency Services Coordinator Kris Lawrence led a discussion on the Red Flag Fire Ordinance for Union County. Coordinator Lawrence will post the ordinance on Facebook as a reminder to county residents. Also discussed was the addition of a bathroom to the Hayden Fire Station.

ELECTED OFFICIALS REPORTS

Assessor Sandoval reported that Notice of Values are being reviewed, and will be mailed out April 1st, and GIS Mapper Brayden Walker completed and passed his second Certified Appraisal class.

Treasurer Arnett reported that the State Tax Division will hold a Delinquent Property Tax auction in Clayton on March 21st.

Clerk Green reported on grant money that is available from the Secretary of State's office for use on Election related needs. She asked for input from the Board on what they would like to see the money spent on. Clerk Green suggested an HVAC system for the tabulator storage building, and portable generators for polling locations. The Board agreed with Clerk Green's suggestions. Clerk Green will proceed with securing the

funding. She also reported that Candidate Declaration Day is Tuesday, March 12, from 9:00 to 5:00 in her office, and her and her staff will attend Election School in Albuquerque April 10 – 12.

Commissioner Miller asked for clarification on the enforcement process of the new County Road Policy. It was decided that violations will be handled on a case by case basis, until current violations are corrected.

ADJOURN: At 2:43 p.m., Commissioner Kiesling 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, April 9, 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

**JOINT COMMUNICATIONS MEETING
TOWN – COUNTY – CLAYTON MUNICIPAL SCHOOL DISTRICT
TUESDAY MARCH 5, 2024**

UNION COUNTY COMMISSION BOARD MEMBERS PRESENT:

Chairman Clayton F. Kiesling Commissioner Lloyd “Red” Miller

TOWN OF CLAYTON COUNCIL MEMBERS PRESENT:

Trustee Coby Beckner Trustee Mateo Arguello

OTHERS PRESENT:

Clerk Brenda Green	County Mgr. Brandy Thompson	TOC Mgr. Ferron Lucero
TOC Clerk Stephanie Arellano	CMS Superintendent Ray Maestas	Mayor Ernest Sanchez
Assessor Hollie Sandoval	Treasurer Shea Arnett	Sheriff Curtis Skaggs
Kathy Elliot-Civility LLC	Senator Pat Woods	Representative Jack Chatfield
CUCED Exec Director Lynette Keeth	CUCED – Megan Wood	Union County HR Cheryl Garcia
TOC Attorney Judith Cooper	TOC Police Chief Al Nieves	COC Director Greg Hisaw

Mayor Sanchez called the meeting to order at 10:02 a.m. in the Community Training Room, located in the Union County Administration Building. The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Mayor Sanchez called for the approval of the agenda. No additions or amendments were made. Commissioner Kiesling moved to approve the agenda. Commissioner Miller seconded. There was no further discussion. VOTE: ALL YES. Agenda approved.

DOCUMENT APPROVALS

Mayor Sanchez called for the approval of the meeting minutes of December 12, 2023.

Commissioner Kiesling moved to approve the minutes. Trustee Beckner seconded. There was no further discussion. VOTE: ALL YES. The minutes were signed.

VISITORS

Senator Pat Woods, Representative Jack Chatfield, and UC/TOC Lobbyist Kathy Elliott, led a lengthy discussion on the 2024 Legislative session, covering bills that were passed, and the impact of those bills.

NEW BUSINESS

There was no new business presented.

REPORTS

Mayor Sanchez complimented those responsible for making the Union County Legislative luncheon a huge success.

Commissioner Kiesling reported that the next NERTPO meeting will be held in Clayton on March 27th. He reminded local entities to submit funding requests for FY25.

CMS Superintendent Maestas reported that enrollment numbers are up, currently 408, basketball season is wrapping up, and everyone is getting ready for spring break.

Emergency Services Coordinator Lawrence reported that five fire departments are preparing for ISO inspections, and he is working on an Emergency Management Program for Union County.

CUCED Exec Director Keeth reported on various projects in the works for community development, programs needed to pursue grant opportunities, and upcoming community events.

COC Director Hisaw reported that a new website for the Chamber is progressing. One aspect of the new website will be to include streaming of the PD, SO, and Emergency Services Facebook pages during emergency situations such as severe weather. Director Hisaw also thanked Mayor Sanchez and Councilman Arguello for their help transporting items to the Legislative Luncheon in Santa Fe.

TOC Police Chief Nieves invited the public to a demo of Virtual Reality Training software that the department is considering purchasing. The demo will be tomorrow at the police substation.

Mayor Sanchez reported on behalf of TOC Manager Lucero on various projects in Clayton.

County Mgr. Thompson reported on the following (but not limited to the following): Generator purchase and installation at the County Admin Building; Renovations on the courthouse; Purchase of the old Magistrate Court building for the Sheriff's Office; Evaluation of countywide communications to identify areas needing improvement.

MEETING ANNOUNCEMENT

The next regular Joint Communications meeting will be Tuesday, June 11, 2024 at 10:00 a.m., in the Community Training Room at the Union County Administration Building.

ADJOURNMENT

At 11:51 a.m., Mayor Sanchez adjourned the meeting.

UNION COUNTY

TOWN OF CLAYTON

UC Chairman Clayton F. Kiesling

TOC Trustee Coby Beckner

UC Commissioner Lloyd 'Red' Miller

TOC Trustee Mateo Arguello

ABSENT

TOC Trustee Russell Lees
TOC Trustee Deano Arellano

SEAL

CLAYTON SCHOOL DISTRICT

Brenda L. Green, Clerk

Ray Maestas, Superintendent



RESOLUTION #2024-34

A 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

WHEREAS, in 2019, the New Mexico Legislature repealed the Maternal and Child Health Plan Act and enacted the County and Tribal Health Councils Act, §24-1J-1 through 24-1J-6 NMSA 1978, as amended; and

WHEREAS, the purpose of County and Tribal Health Councils is to improve the health of New Mexicans by encouraging the development of comprehensive, community-based health planning councils to identify and address local health needs and priorities; and

WHEREAS, the Act requires the Board of County Commissioners to recognize a single health council for its jurisdiction whose members represent a diverse spectrum of community interests, including individuals and public, private, and nonprofit entities; and

WHEREAS, the health council shall be responsible for conducting all activities as required by the Act and its amendments; and

WHEREAS, the NM Department of Health shall ensure long-term viability of health councils, provide training and other support, administer funding, and adopt and promulgate rules, as necessary, to carry out the purposes of the Act to health councils; and

WHEREAS, the Union County Health Council, a program of the Union County Network, DBA Northeast Network of New Mexico (NEN-NM), has operated over twelve years in Union County, in coordination with the NM Department of Health under the Maternal and Child Health Plan Act and the County and Tribal Health Councils Act, and plans to continue; and

WHEREAS, the Union County Health Council has provided a roster and factsheet of its current and previous programming and will inform the County Commission of its ongoing efforts as related to comprehensive, community-based health planning.

NOW, THEREFORE, BE IT RESOLVED BY THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS, that the Union County Health Council, a program of the Union County Network, DBA Northeast Network of New Mexico (NEN-NM), is recognized as the health council for the jurisdiction of Union County for the purpose of fulfilling requirements of the County and Tribal Health Councils Act.

PASSED, APPROVED AND ADOPTED this day of 9th day of April, 2024

BOARD OF COMMISSIONERS OF UNION COUNTY

Chairman

Member

ATTEST

Member

County Clerk



RESOLUTION NUMBER 2024-35

WHEREAS, vehicle operations are the County’s greatest liability exposure and one of the leading causes of an employee injury; and

WHEREAS, the intent of this Policy is to protect the County’s human capital and financial resources from accidental and intentional loss; and

WHEREAS, NMSA 1978, Section 4-37-1 et seq provides that counties may adopt those resolutions and ordinances, not inconsistent with statutory or constitutional limitations placed on counties, to discharge those powers necessary and proper to provide for the safety, preserve the health, promote the prosperity and improve the morals, order, comfort and convenience of the county and its inhabitants.

NOW THEREFORE, BE IT RESOLVED, by the Union County Board of County Commissioners the attached Vehicle Use and Accident Prevention Policy is approved.

PASSED, APPROVED AND ADOPTED this 9th day of April, 2024.

BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO

A T T E S T
S E A L

Brenda Green, County Clerk

By:

Clayton Kiesling, Chairman

W. Carr Vincent, Member

Lloyd Miller, Member

Union County

Vehicle Accident Prevention Policy

1. Purpose

Vehicle operations are the county's greatest liability exposure. The intent of this policy is to protect the County's human, capital, and financial resources from accidental and intentional loss. This program will save lives, decrease injuries, minimize County costs and potential liabilities, and increase productivity and efficiency.

2. Policy

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

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

3. The Driver

3.1. Identify Driver

For the purpose of this policy "driver" is inclusive of employees, applicants and volunteers.

The County will evaluate employees and/or positions based on their driving potential. Employees or positions will be classified as either "regular drivers" (daily/weekly essential function), "limited drivers" (drive no more than three times per month) or "non-drivers" (employees that will not drive). "Regular drivers" shall meet all elements of this policy. "Limited drivers" shall meet minimal driving and licensing requirements. e.g. comply with all traffic laws and County policies, possess a current and valid license, and meet MVR review criterion and driver training requirements.

3.2. Valid License

All Drivers (current and prospective) shall have a valid license for the type of vehicle (s) operated on the job. The County will retain a photocopy of all licenses in a driver or individual personnel file. A Commercial Driver's License (CDL) is a legal requirement for certain vehicles. If a CDL or other license type is not required at hiring, the individual shall obtain proper licensing prior to operating such vehicles or equipment. Any driver who has a driver's license revoked/suspended will immediately notify their department head/elected official and discontinue operation of the County vehicle. The department head/elected official is responsible for timely reporting of license classification changes to the Managers Office.

3.3. Driver Selection/Qualifications

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

3.4. Information Release and Background Investigation

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

3.5. Motor Vehicle Record (MVR) Reviews

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

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

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

The following guidelines will be used:

A. Unacceptable Driver Record:

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

B. Major Violations:

- Reckless Driving
- Speed Contests (Racing)
- Leaving the scene of an accident
- Failure to report an accident
- DWI (alcohol or drugs) and /or refusal to take a blood alcohol content test
- Fleeing or attempting to elude police in a motor vehicle
- Homicide, manslaughter or assault arising out of use of a vehicle
- License suspended, revoked, or restricted due to moving violation convictions.

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

3.6. "Practical Examinations" Proficiency Test

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

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

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

4. The Vehicle

4.1. Motor Vehicle & Equipment

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

4.2. Maintenance & Repairs

Routine maintenance and repairs shall be conducted in a regular and timely fashion. The County shall develop and implement a system of checks and a schedule for vehicle maintenance. Fleet vehicles will be maintained in accordance with the manufacturer's recommendations at a minimum. Drivers are encouraged to take personal responsibility for and pride in the condition of their vehicles and equipment. The county shall develop a reporting process, where drivers can report vehicle problems and needs. Employees are required to immediately report vehicle problems or maintenance needs to their supervisor.

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

4.3. Vehicle Inspections

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

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

4.4. Vehicle Replacement Cycle

The County's decision on vehicle replacement is based on the economic impact of continued use and degree of liability the County is willing to assume. Once vehicle operational costs reach a certain point (economic life) it is no longer cost effective to keep these vehicles in service.

Priority should be given to replacement of emergency service vehicles.

5. Program Management

5.1. Accident Review Process

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

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

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

5.2. Corrective Action

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

Safety policies and discipline for noncompliance will be clearly outlined and uniformly and completely enforced. Violations shall be dealt with sternly, fairly, and consistently. Thus, the County Manager and/or County Attorney should be involved in the disciplinary process.

5.3. Driver Training

New drivers shall receive an orientation on organizational requirements before they operate the fleet, e.g., driving rules and procedures, and county expectations. Employees who negligently operate the fleet will be subject to disciplinary action.

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

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

From time to time, specialized professions such as law enforcement, public works, fire, and EMS may choose to use approved specialized courses to complement or in lieu of defensive driver's training.

5.4. Fitness to Operate Vehicles

No driver shall operate a county vehicle when her/his ability to do so safely has been impaired by illness, fatigue, injury, or prescribed/OTC medication. No driver shall operate a County vehicle under the influence of alcohol or narcotics/illicit drugs. Supervisors should be vigilant for signs or conditions that adversely affect an employee's ability to safely operate the fleet or perform the essential functions of a particular job. If it is suspected that an employee may not be able to safely operate a vehicle, the supervisor shall immediately report concerns to the County Manager for follow up.

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

5.5. Substance Abuse Testing

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

Drivers shall be tested when any accident has occurred involving the county fleet vehicles.

For purposes of this policy, an “*Accident*” shall mean an occurrence associated with the operation of a County vehicle or other heavy equipment or machinery such as backhoes, loaders, and graders.

“*Citable accident*” shall mean an accident in which the county driver received or could have received a traffic citation for causing the accident.

5.6 Safety Evaluations

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

Supervisors and managers will also be evaluated on their driving/operating performance as well as in other areas, e.g., their preventative efforts, areas of accountability and responsibility, for ensuring work is performed in a safe manner, for ensuring controls are in place and used, and for timely and accurate fleet inspections.

5.7 Vehicle Pursuit: Post Incident Review

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

5.8 Use of Personal Vehicle

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

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

5.9 Assigned Take Home Vehicle Program

To improve services, county government has a bona fide need to assign take home vehicles to certain county employees, e.g., law enforcement personnel and on-call staff. The County is adopting a formal policy for the Assigned Take Home Vehicle Program.

5.10 General Vehicle Policies

- A. Use of the fleet is restricted to official county business only.
- B. Only County employees, volunteers, or others authorized through Joint Powers Agreements (JPA) or Memorandum of Understanding (MOU) may operate any vehicle in the fleet.
- C. Operators and passengers are restricted to County employees or those otherwise on official County business.
- D. Employees shall operate vehicles in the fleet in compliance with New Mexico traffic laws, operator licensing requirements, vehicle dimension and weight limits, County policies, and vehicle equipment requirements.
- E. Smoking is not permitted in any County vehicle or piece of equipment by any driver or occupant at any time.
- F. Use of cellular telephones is strictly prohibited while operating County vehicles, unless a hands-free system is used. Employees shall use due caution when using cellular telephones while the vehicle is in motion. The primary responsibility of employees engaged in fleet operations is the safe operation of the vehicle. Employees are encouraged to park the vehicle safely out of traffic prior to engaging in a cellular telephone conversation.
- G. Drivers shall take personal responsibility for the condition of their vehicle and equipment. All trash and debris should be cleaned out daily.
- H. Drivers should ensure vehicles and equipment are parked at a safe, secure, and legal location.
- I. Employees are responsible for reporting any vehicle or equipment mechanical problems, damage, or accidents to their immediate supervisor as soon as possible.
- J. Violation of these policies could lead to disciplinary action up to and including termination.

UNION COUNTY
EMPLOYMENT BACKGROUND & MVR RELEASE
ACKNOWLEDGEMENT

I _____ as an applicant for Union County, grant authorization for the County to obtain information regarding my driving record and conduct a background investigation at this time of consideration for hire and during subsequent County employment. I acknowledge that my signing of this release is not a guarantee of employment with the County.

I understand that driving for the County using either a County vehicle or my personal vehicle is a privilege granted only to employees whose driving record satisfactorily meets County standards.

I understand that an acceptable driving record is a requirement of the job, both at the time of consideration for hire and as an ongoing condition of employment.

As an applicant or an employee, the County may conduct motor vehicle record (MVR) checks periodically and I give permission to the County to obtain such information regarding my driving record anytime the County deems it necessary.

I understand my driving record must continue to meet County standards. Should my driving record not meet County standards, my driving privileges for the County may be revoked and could be grounds for applicant disqualification or dismissal of employment.

I understand the information identified in my driver record check is a part of the hiring process and, if hired, may be discussed as the County deems it necessary.

I acknowledge reading this release and grant authorization to the County to conduct a background investigation and MVR checks, obtain information regarding my driving record, and discuss this information as the County deems necessary.

Application/Employee Name: _____

DL #: _____ State(s): _____

Date of Birth: _____ SSN: _____

Applicant Signature: _____

This record is confidential and shall be retained in the affected applicant's/employee's file.

UNION COUNTY APPLICANT MVR REVIEW

Driver Name: _____

Date of Birth: _____ SSN: _____

DL #: _____ State: _____ Exp Date: _____

I certify that I reviewed the listed driver's MVR. The MVR listed the following violations or actions: *If no violations, list "NONE".*

Date: _____ Offense: _____

Date: _____ Offense: _____

Date: _____ Offense: _____

Date: _____ Offense: _____

Date: _____ Offense: _____

Date: _____ Offense: _____

Driver's license current and valid? YES NO

How many moving violation convictions did the driver receive in the past 3 years? _____

How many moving violation convictions did the driver receive in the past year? _____

Driver convicted of DWI or a major violation within past 3 years? YES NO

License suspended, revoked, or restricted in past 3 years? YES NO

Action Taken:

- _____ Applicant/employee meets minimal qualifications to drive
- _____ Applicant not considered for employment
- _____ Remedial driver training
- _____ Administrative action, (explain)

Reviewed by: _____ Title: _____

ROAD TEST CERTIFICATION

Driver Name: _____

License Number/State: _____

Test driver in a vehicle or equipment similar to the type used on the job.

Driver/Operator was tested in vehicle/equipment type: _____

This is to certify that the above-named driver/operator was given a road test under my supervision consisting of:

_____ minutes;

_____ miles; or

_____ equipment hours of driving/operating.

It is my considered opinion that this driver _____ **Possesses** or _____ **Does Not Possess** sufficient driving skills to safely operate the vehicle/equipment type listed above.

Examiner Signature: _____ Date: _____

Examiner Title: _____

FLEET ACCIDENT CLASSIFICATIONS

The County shall review all fleet accidents for root cause analysis and classify these accidents as preventable or non-preventable. Recommendations will be forwarded to the County Manager for corrective action to prevent similar types of accidents in the future.

The Union County Loss Prevention Committee should review all applicable information, including police reports, supplemental reports, incidental reports, internal reports and statements, witness statements, etc. to make a proper determination. The Safety Committee may include additional recommendations such as, but not limited to:

- 1) Remedial or refresher training of vehicle operator.
- 2) Review and/or modification of driver training and tactics.
- 3) Modification or reevaluation of vehicle or other equipment selection.
- 4) Review or modification of applicable policies and procedures.
- 5) Evaluation of employees involved in the accident for vision defects, stress related problems, or other conditions affecting fitness for duty.

Accident Determination

When determining accident preventability, the County has adopted guidelines established by the National Safety Council (NSC). These standards might appear excessive and stringent; however, they were established by the NSC and recognized nationally. The foundation of these standards is reasonableness; they should be interpreted based on how a reasonable driver would respond to a particular situation. Realizing the numerable accident types, possible scenarios, and ways a driver can prevent an accident; these standards should be used as a guide for determining accident preventability.

A preventable accident is one in which the county driver failed to do everything that *reasonably* could have been done to avoid an accident. In other words, if a driver committed errors and/or failed to react reasonably to the errors of others, an accident is preventable. Therefore, a preventable accident is “any accident involving a county vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which a county driver failed to exercise every reasonable precaution to prevent the accident”.

A non-preventable accident is one in which the driver commits no errors and reacted reasonably to the errors of others, and observed applicable county policies, procedures, and training, including the use of appropriate defensive driving tactics.

Rule of thumb – the driver did everything reasonably possible to prevent/avoid the accident, but due to circumstances beyond their control was involved. If the county driver is speeding, did not see the other vehicle, failed to yield right-of-way, did not signal, etc., then the county driver did not do everything reasonably possible to reduce the likelihood of the accident.

Accident Standard Guidelines

Intersection Accidents:

A defensive driver has the responsibility to approach, enter, and cross intersections prepared to avoid accidents that might occur because of the actions of other drivers. Actions of other drivers includes but is not limited to excessive speeding, crossing a lane when turning, and coming from behind in a blind spot. Complex traffic movement, blind intersections, and failure of the other driver to conform to law or traffic control devices do not automatically discharge an accident as non-preventable.

The use of emergency equipment does not relieve emergency vehicle drivers from operating vehicles or entering and clearing intersections in a safe and prudent manner. Emergency operators should exercise extreme caution when entering intersections, attentive to the fact that not all citizens can see or hear their emergency equipment, and may not be cognizant of the emergency response mode.

Most intersection accidents are preventable even though the defensive driver did not violate traffic regulations. A driver's failure to take precautionary measures is a factor in making a preventable decision. Even though the actions of the other driver indicate possible accident involvement, the decision based on such entrapment should be prevented.

Examples of preventable intersection accidents include but not limited to:

- Driver failed to control speed so that they could stop within available sight distance.
- Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- Driver pulled from side street in front of oncoming traffic.
- Driver collided with person, vehicle, or object while making a turn.
- Driver collided with vehicle making a turn in front of them.
- Driver entered intersection against traffic control device.
- Emergency vehicle driver entered intersection against traffic control device and did not ensure the intersection was clear.

Parking/Parked Accidents:

Most accidents that occur while parking are preventable. A significant percentage of parking accidents occur when drivers misjudge clearance or fail to observe an object.

Accidents involving parked vehicles are generally non-preventable, if the vehicle is legally parked. Factors that indicate preventability include but not limited to: unconventional parking location, illegal parking, and failure to put out warning devices.

Under special conditions, emergency vehicles are authorized to park illegally or irregularly; however, reasonable judgement must be used to ensure public safety.

Examples of non-preventable parked/parking accidents include, but are not limited to:

- Vehicle parked in a legal location.
- Emergency vehicle using emergency warning devices, flares, triangles, etc. to secure public safety at a scene.

Backing Accidents:

Backing accidents account for a significant portion of County accidents, yet practically all backing accidents are preventable. Realizing backing large vehicles or vehicles with limited visibility is difficult; driver should utilize a guide or frequently physically check behind and around the vehicle during a backing maneuver.

Examples of preventable backing accidents include, but are not limited to:

- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to observe a person or object positioned behind or to the side of the vehicle.
- Driver failed to exit vehicle and check proposed path of travel.
- Driver failed to recheck conditions when backing long distances.
- Driver depended on mirrors when it was more practical to look back or utilize a guide.
- Driver failed to check behind parked vehicle before attempting to leave parking space.
- Driver backed when backing could have been avoided by better planning of travel route.
- Driver relied solely on guide to help back vehicle.
- Large vehicular driver did not sound horn to signal backing activity.

Front-End Accidents

Regardless of the abrupt or unexpected stop of a vehicle or vehicles ahead, a defensive driver can prevent front-end accidents by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the road, in plain view or hidden by hill, curve or congestion.

Examples of preventable front-end accidents include, but are not limited to:

- Driver failed to maintain safe following distance and have vehicle under control.
- Driver failed to keep alert to traffic conditions and slow down.
- Driver failed to ascertain whether vehicle ahead was moving slowly, stopped, or slowing down for any reason.
- Driver misjudged rate of overtaking.
- Driver came too close to vehicle ahead before pulling out to pass.
- Driver failed to wait for vehicle ahead to move into the clear before starting up.
- Driver failed to leave sufficient room for passing vehicle to get safely back in the lane.

Rear-End Accidents:

Investigation often discloses that driver's risk being struck from behind by failing to maintain a safe following distance. Rear-end accidents proceeded by a roll-back, an abrupt stop, traffic signal changes, or when a driver fails to use turn signals, should be classified as *preventable*.

Examples of non-preventable rear-end accidents include, but are not limited to:

- Driver's vehicle was legally and properly parked.
- Driver was proceeding in own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign, signal, or at the direction of a police officer.
- Driver was in proper lane waiting to make a legal turn.

Examples of preventable rear-end accidents include, but are not limited to:

- Driver was passing slower traffic and had to make a sudden stop.
- Driver made a sudden stop to park, load, or unload.
- Vehicle was improperly parked.
- Driver rolled back into vehicle behind while starting or while stopped.

Passing Accidents:

Failure to pass safely indicated faulty judgement and the possible failure to consider one or more of the important factors a driver must observe before attempting this maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and is the passing driver's responsibility.

Examples of preventable passing accidents include, but are not limited to:

- Driver passed where view was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to signal lane change when passing.
- Driver pulled out in front of other traffic overtaking from the rear.
- Driver cut-in short returning to lane.
- Driver attempted to pass illegally, e.g., no passing zone, on a shoulder, etc.

Accidents while being Passed:

Sideswipes and cut-offs are preventable when the defensive driver fails to yield to the passing vehicle. If the defensive driver fails to move to the right when possible, the accident is preventable.

Examples of preventable accidents while being passed include, but are not limited to:

- Driver failed to stay in lane and hold speed or reduce it to permit safe passing.

Lane Encroachment Accidents:

Drivers frequently feel they have been a victim of encroachment when an accident occurs as another driver changes lanes. However, a defensive driver is rarely a victim of entrapment. Generally, in accidents involving lane encroachment, the driver failed to yield to the other driver.

Similarly, entrapment in merging traffic is indication of willingness to yield to other vehicles or to wait for a break in traffic. Drivers must avoid squeeze plays causing accidents with parked vehicles, pillars, and other road structures. The driver can prevent such accidents by dropping back when another driver forces the issue or contests a common portion of the road.

A blind spot is never a valid excuse for lane-encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Examples of preventable lane encroachment accidents include, but are not limited to:

- Driver failed to yield right-of-way when necessary to avoid an accident.
- Driver was not entirely in own lane of travel.
- Driver did not pull to the right and/or slow down or stop for vehicle encroaching on the lane of travel, when such action could have been taken without additional danger.

Grade-Crossing Accidents:

Drivers are always responsible for preventing collisions with trains. The driver should be especially alert at grade crossings, rail yards and switching areas, as well as on private property. Drivers should never rely on traffic control devices, such as crossing signs, lights or arms (cross-bucks) to warn of an approaching train. Drivers should never cross train tracks without first ensuring the maneuver can be made safely.

Examples of preventable accidents at grade-crossings include, but are not limited to:

- Driver failed to check for trains before crossing tracks.
- Driver attempted to cross tracks directly ahead of a train.
- Driver ran into side of train.
- Driver stopped or parked on or too close to tracks.

Opposing Vehicle Accidents:

Even though an opposing vehicle enters the driver's traffic lane, it may be possible for the driver to avoid the collision. A defensive driver observes the driver's action actions in advance and takes appropriate countermeasures. In some cases, the accident is preventable when the opposing vehicle is in a passing maneuver, and the county driver failed to observe the maneuver and slow down, stop, or move to the right to allow the vehicle to re-enter its lane. Failure to signal the opposing driver by flicking the headlights or sounding the horn should also be taken into consideration.

Examples of preventable accidents involving opposing vehicles include, but are not limited to:

- Driver was not entirely in own lane of travel.

- Driver did not pull to the right and/or slow down or stop for vehicle encroaching on the lane of travel, when such action could have been taken without additional danger.
- Driver failed to observe other driver's maneuvers in advance.

Turning Accidents:

Turning movements like passing maneuvers require care on the part of a county driver. The driver making the turn is responsible for preventing squeeze plays on both left and right turns. The driver may be responsible regardless of whether the accident involved other vehicles, scooters, motorcycles, bicycles, or pedestrians. A U-turn that results in a collision is a preventable accident. Failure to properly position a vehicle for a turn, check the rearview mirror, or check pedestrian and traffic lanes is a sign of error.

Drivers sometimes feel that accidents caused by sudden turns by other drivers are not preventable. However, extra precaution must be taken based on information received from the driver of the other vehicle immediately preceding the incident. At the first sign of a sudden turn, county drivers should take immediate defensive action. Failure to take all appropriate defensive action indicates preventability.

Pedestrian Accidents:

Most court decisions generally rule in favor of any pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not relieve a driver from taking precautions to prevent such accidents. Defensive drivers are always taking precautions in every driving situation. People using bikes, trikes, scooters, skateboards, etc., are often the young, the elderly, or the inexperienced. The driver who fails to reduce the speed when this type of equipment is operated within sight-distance has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for a voluntary reduction of speed.

Examples of preventable pedestrian accidents include, but are not limited to:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right-of-way to pedestrian(s).

Inclement Weather Accidents:

Adverse weather conditions are not an excuse for involvement in an accident. Rain, snow, fog, sleet, and ice do not cause accidents. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions should result in a ruling of preventable.

Examples of preventable inclement weather accidents include, but are not limited to:

- Driver was not operating at a speed consistent with existing conditions of the road, weather, and/or traffic.

Fixed Object Accidents

Collisions with fixed objects are preventable. Such accidents usually involve failure to check of properly judge clearances.

Many hazards are not, in themselves, reasons for excusing a driver from preventing an accident. These hazards include resurfaced pavement, new routes or patrols, unusual delivery points, and inclined entrances to docks, etc. The driver must constantly be on the lookout for such conditions and make the necessary defensive driving allowances. (If applicable see specific accident type category, i.e. intersections, front-end, rear-end, etc.)

Mechanical Failure Accidents:

Any accident caused by mechanical failure that reasonably could have been detected by the driver, but went unheeded, is preventable.

Examples of preventable mechanical failure accidents include, but are not limited to:

- Defect was of a type which driver should have detected in make a pre-trip inspection or during normal operation of the vehicle.

Single Vehicle Accidents:

Single vehicle accidents such as jackknifing, overturning, or running off the road should be reviewed carefully. Such accidents may result from emergency action taken by the driver to prevent a collision. However, they may also result from speeding or other factors. These accidents require the evaluation of the driver's actions prior to involvement for possible errors or lack of defensive driving.

Examples of preventable single vehicle accidents include, but are not limited to:

- Driver was not operating at a speed consistent with the existing conditions of road, weather, or traffic.
- Driver failed to control speed so that they could stop within assured clear distance.
- Driver misjudged available clearance.
- Driver failed to yield right-of-way to avoid accident.

Other Accidents:

Accidents relating to projecting loads, loose objects falling from the vehicle, loosing tarpaulins or chains, or doors swinging open are often preventable. It is the driver's responsibility to secure loose objects and close all doors. The driver must take all reasonable precautions to prevent injuries, damage to the vehicle, cargo, or other property.

(If applicable, see specific accident type category, i.e. intersection, front-end, rear-end, etc.)

VEHICLE PURSUIT-POST INCIDENT REVIEW

*CONFIDENTIAL DOCUMENT
ATTORNEY/CLIENT PRIVILEGED WORK PRODUCT*

Route form through Supervisor to the Undersheriff to the Sheriff.

Pursuit Date: _____ Time: _____

Deputy initiating pursuit: _____

INCIDENT

AM PM

Reason for initiating pursuit (traffic violation, reckless driving, suspected DWI, misdemeanor, felony, suspected felon, violent felony, other)

Explain:

Prior to initiating pursuit, did the offender present a clear and immediate serious threat to the safety of the public or the Deputy(s), or did offender commit/committing a violent felony? YES NO

Explain:

If a pursuit continued, did Deputies continually question whether the seriousness of the crime(s) reasonably warranted continuation of the pursuit? YES NO

Explain:

Number of units involved in pursuit: _____ Units

ADMINISTRATIVE REVIEW

Undersheriff's determination (was pursuit justified, e.g., authorized and within policy?) YES NO

Undersheriff Signature: _____ Date: _____

SHERIFF REVIEW/ACTION

Sheriff Review/Action:

_____ Pursuit authorized & in compliance with SOP

_____ Pursuit **NOT** in compliance with SOP

_____ Pursuit **NOT** in compliance with Nationally recognized standards

_____ SOP revisions

_____ Disciplinary action

Sheriff Signature: _____

Date: _____

ASSIGNED TAKE HOME VEHICLE PROGRAM POLICY

I. PROGRAM:

- A. Participation in this program is voluntary; however, the County has the right to deny participation, or suspend, revoke, terminate, or modify this program at any time, for any reason.
- B. This program is reserved for employees having an official need for a County vehicle beyond normal working hours, e.g., sworn law enforcement, on-call status, subject to call-out, etc. Personnel will not operate vehicles during off-duty hours, except when on an on-call status, to and from work, or when on official county business.
- C. This program shall not be construed nor is it intended as a benefit to participating employees, but rather an efficient means of accomplishing County business as certain job duties may necessitate.
- D. Employees volunteering for this program agree to abide by all rules and regulations governing County fleet operations and this program.
- E. This program will be reviewed periodically and may be modified at the discretion of the County. If in the opinion of the County commission, the Assigned Take Home Vehicle Program, as covered by this policy proves unworkable in practice, the County Commission shall have the right to modify or terminate this policy at any time.

II. GENERAL REQUIREMENTS

- A. No one other than the assigned individual is permitted to drive the County vehicle. Personnel will not presume any special privileges with a County vehicle while off-duty.
- B. When off-duty, unattended vehicles must be locked and parked in a safe location.
- C. Personnel will not operate an assigned vehicle while under the influence of alcohol or drugs, and shall not operate the vehicle within eight (8) hours after consuming an alcoholic beverage.
- D. Personnel participating in this program will not transport passengers, except in course and scope of duty or as authorized by their immediate supervisor. The safety of all passengers rests solely with the person issued and operating the County vehicle.
- E. Personnel will not use the county vehicle for personal business or commercial enterprise.
- F. When an individual is out of town off-duty for seven (7) or more days, the County vehicle will be properly secured at the main office. Department heads/elected officials may be more restrictive to prevent unnecessary damage, theft, or vandalism to County property.

- G. Personnel assigned a County vehicle will exercise good judgement when utilizing the vehicle and obey all local and state traffic laws, and County fleet policies. Personnel will not operate the vehicle in a manner that causes unfavorable comment or reflects discredit on the county.
- H. Personnel will not use the vehicle outside the County, except when on official county business.

III. MAINTENANCE REGULATIONS

- A. The individual assigned a County vehicle shall be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.
- B. All repairs and work will be accomplished timely, at or through the County's authorized service facility. Individuals assigned a take home vehicle are responsible for having scheduled preventative maintenance performed timely and in accordance with the County's preventative maintenance schedule.
- C. Individuals are responsible for the appearance and cleanliness of their vehicles, both interior and exterior.
- D. The immediate supervisor, or their designee, of the assigned vehicle operator will inspect vehicles quarterly. Departments may have their own vehicle inspection schedule to be conducted more often. The inspection will include, but is not limited to:
 - Cleanliness of the interior and exterior
 - Maintenance is performed at proper intervals
 - Equipment is in good working order
 - Alterations or additions are authorized
- E. Negligence in the care of operate of the vehicle or failure to follow these procedures or County fleet policies by the assigned individual will be cause for removal from this program.
- F. If it becomes necessary for an assigned vehicle to be out of service for extended repairs, the individual may be assigned another vehicle.

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
S6-2731559	A & I CAR CARE	INV#S6-2731559 PARTS	402252012	28876	153.76
153.76	TOT\$				
	PAID				
153.76	BAL				

S6-2744146	A & I CAR CARE	INV#S6-2744146 PARTS	402252012	28876	523.58
523.58	TOT\$				
	PAID				
523.58	BAL				

D02162401	AAA FIREPRO OF NEW MEXICO INC	ANSI VESTS & HANDHELD FLASHLIGHT	410532081	29053	2100.15
2100.15	TOT\$				
	PAID				
2100.15	BAL				

D03072401	AAA FIREPRO OF NEW MEXICO INC	INV#D03072401 THERMAL BLANKETS	409492081	29053	365.75
365.75	TOT\$				
	PAID				
365.75	BAL				

KDK022824	AAA FIREPRO OF NEW MEXICO INC	CHARGER/HYDRANT WRENCH/JUMP LINE	408452081	29032	1113.13
1113.13	TOT\$				
	PAID				
1113.13	BAL				

D-02012401	AAA FIREPRO OF NEW MEXICO INC	ITEMS A-E ON QUOTE: GEAR	409502081	29053	1011.90
1011.90	TOT\$				
	PAID				
1011.90	BAL				

746080	ADVANCE ELEVATOR	COURTHOUSE ELEVATOR SERVICE	401032023	28911	1045.00
1045.00	TOT\$				
	PAID				
1045.00	BAL				

82415	ARTESIA FIRE EQUIPMENT INC.	LIGHT/LETTERING/BOOTS	408452081	28995	4071.50
4071.50	TOT\$				
	PAID				
4071.50	BAL				

112694	BRADLEY SUPPLY	INV#112694 SUPPLY	402252012	28832	5.69
5.69	TOT\$				
	PAID				
5.69	BAL				

111972	BRADLEY SUPPLY	INV#111972 SUPPLY	401032081	28832	11.85
11.85	TOT\$				
	PAID				
11.85	BAL				

112553	BRADLEY SUPPLY	INV#112553 SUPPLY	401032081	28832	5.00
5.00	TOT\$				
	PAID				
5.00	BAL				

112678	BRADLEY SUPPLY	INV#112678 SUPPLY	402252012	28832	34.96
34.96	TOT\$				
	PAID				
	BAL				

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
34.96	BAL CLAYTON NM 88415				
112731	BRADLEY SUPPLY	SUPPLY	401032081	28832	6.72
6.72	TOT\$				
	PAID				
6.72	BAL CLAYTON NM 88415				
XA101091966	BRUCKNERS TRUCK SALES AMARILLO	EQUIPMENT REPAIRS	402252012	29083	93.49-
93.49-	TOT\$ CORPORATE BILLING LLC				
	PAID DEPT 100 P.O. BOX 830604				
93.49-	BAL BIRMINGHAM AL 35283				
XA101089902	BRUCKNERS TRUCK SALES AMARILLO	EQUIPMENT REPAIRS	402252012	29083	80.76
80.76	TOT\$ CORPORATE BILLING LLC				
	PAID DEPT 100 P.O. BOX 830604				
80.76	BAL BIRMINGHAM AL 35283				
3272024	CDL TIRE AND AUTO	HERCULES, TERRA TRAC TIRES E31	410532012	28856	1147.52
1147.52	TOT\$				
	PAID				
1147.52	BAL 1889 S. WEST AVE CLAYTON NM 88415				
4022024	CHERYL GARCIA	REIMBURSEMENT OF TABLE CLOTH	401052019	29112	19.20
55.77	TOT\$	REIMBURSEMENT OF RUNNER	401052019	29112	36.57
	PAID				
55.77	BAL 416 JEFFERSON ST CLAYTON NM 88415				
73	CIVILITY GOVERNMENT	FY24 LOBBYING	401012101	28794	1349.22
1349.22	TOT\$ RELATIONS, LLC				
	PAID 1421 N MAIN ST				
1349.22	BAL CLOVIS NM 88101				
DVS153902	DOMINION VOTING SYSTEMS, INC.	2024 PRIMARY CONSUMABLES	401052104	29100	497.02
497.02	TOT\$				
	PAID P.O. BOX 538214				
497.02	BAL ATLANTA GA 30353 8214				
1562	FIRE HOUSE INNOVATIONS LI INC	FORCIBLE ENTRY DOOR TRAINING SYS	415682081	29096	9775.00
9775.00	TOT\$				
	PAID 47 LOCUST STREET				
9775.00	BAL BAYPORT NY 11705				
46079	GUYMON TIRE AND AUTO	INV#46079 TIRES FOR WATER TRUCK	402252043	29090	768.70
768.70	TOT\$				
	PAID 1018 HWY 54 NE				
768.70	BAL GUYMON OK 73942				
B1-418427019	HUGHESNET NETWORK SYSTEMS LLC	ACCT#GSCO1654 INTERNET	410532025	28835	139.93
139.93	TOT\$				
	PAID P.O. BOX 96874				
139.93	BAL CHICAGO IL 60693 6874				
113380	J & H SUPPLY	CROSS SADDLE SIGN HOLDERS	402252076	29058	500.00
500.00	TOT\$				
	PAID 2132 OZUNA N E				
500.00	BAL ALBUQUERQUE NM 87113				
2889771	JOHN DEERE FINANCIAL	#030-0076424-000 JD WLDR	402252013	28803	7117.07

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
7117.07	TOT\$ ATTN: ACCT.DEPT.-ALP PROCESSING				
	PAID P.O. BOX 6600				
7117.07	BAL JOHNSTON IA 50131 6600				
8945L	KAUFMAN'S WEST	UNIFORMS	401082128	28963	3439.52
3439.52	TOT\$				
	PAID 1660 EUBANK BLVD. NE				
3439.52	BAL ALBUQUERQUE NM 87112				
9004L	KAUFMAN'S WEST	C SKAGGS UNIFORM	401082128	28963	1807.77
1807.77	TOT\$				
	PAID 1660 EUBANK BLVD. NE				
1807.77	BAL ALBUQUERQUE NM 87112				
4142024	KRISTOPHER LAWRENCE	80% PER DIEM FIRE INSTR TRAINING	415682010	29111	873.60
873.60	TOT\$				
	PAID 324 CEDAR ST				
873.60	BAL CLAYTON NM 88415				
20240301	M.R.S.	COMMUNITY CUSTODY MONITORING	424772307	29031	420.00
420.00	TOT\$ MONITORING & RECOVERY SERVICES				
	PAID 1226 S. 2ND ST				
420.00	BAL RATON NM 87740				
4053945	MAYFIELD PAPER COMPANY	INV#4053945 JANITOR SUPPLIES	401032046	28762	86.39
86.39	TOT\$				
	PAID BOX 3889				
86.39	BAL SAN ANGELO TX 76902				
4055692	MAYFIELD PAPER COMPANY	INV#4055692 JANITOR SUPPLIES	401032046	28762	36.66
289.89	TOT\$				
	PAID BOX 3889				
289.89	BAL SAN ANGELO TX 76902				
4042270	MAYFIELD PAPER COMPANY	INV#4042270 JANITOR SUPPLIES	401032046	28762	117.35
117.35	TOT\$				
	PAID BOX 3889				
117.35	BAL SAN ANGELO TX 76902				
84182	MC CLURES BIG J PARTS	INV#84182 SUPPLIES	402252076	28836	65.98
65.98	TOT\$				
	PAID P.O. BOX 94				
65.98	BAL CLAYTON NM 88415				
84221	MC CLURES BIG J PARTS	INV#84221 SUPPLIES	402252076	28836	17.58
17.58	TOT\$				
	PAID P.O. BOX 94				
17.58	BAL CLAYTON NM 88415				
84225	MC CLURES BIG J PARTS	INV#84225 PARTS	402252012	28836	404.67
404.67	TOT\$				
	PAID P.O. BOX 94				
404.67	BAL CLAYTON NM 88415				
84227	MC CLURES BIG J PARTS	INV#84227 PARTS	402252012	28836	33.98
33.98	TOT\$				
	PAID P.O. BOX 94				
33.98	BAL CLAYTON NM 88415				

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
84243	MC CLURES BIG J PARTS	INV#84243 PARTS	402252012	28836	54.98
54.98	TOT\$				
	PAID				
	P.O. BOX 94				
54.98	BAL				
	CLAYTON NM 88415				
84235	MC CLURES BIG J PARTS	INV#84235 SUPPLIES	402252076	28836	10.24
10.24	TOT\$				
	PAID				
	P.O. BOX 94				
10.24	BAL				
	CLAYTON NM 88415				
84249	MC CLURES BIG J PARTS	INV#84249 PARTS	402252012	28836	75.48
75.48	TOT\$				
	PAID				
	P.O. BOX 94				
75.48	BAL				
	CLAYTON NM 88415				
84258	MC CLURES BIG J PARTS	INV#84258 SUPPLIES	402252076	28836	249.50
249.50	TOT\$				
	PAID				
	P.O. BOX 94				
249.50	BAL				
	CLAYTON NM 88415				
84266	MC CLURES BIG J PARTS	INV#84266 PARTS	402252012	28836	7.99
7.99	TOT\$				
	PAID				
	P.O. BOX 94				
7.99	BAL				
	CLAYTON NM 88415				
84324	MC CLURES BIG J PARTS	INV#84324 PARTS	402252012	28836	23.99
23.99	TOT\$				
	PAID				
	P.O. BOX 94				
23.99	BAL				
	CLAYTON NM 88415				
84392	MC CLURES BIG J PARTS	INV#84392 PARTS	402252012	28836	22.00
22.00	TOT\$				
	PAID				
	P.O. BOX 94				
22.00	BAL				
	CLAYTON NM 88415				
84451	MC CLURES BIG J PARTS	INV#84451 PARTS	402252012	28836	86.58
86.58	TOT\$				
	PAID				
	P.O. BOX 94				
86.58	BAL				
	CLAYTON NM 88415				
84458	MC CLURES BIG J PARTS	INV#84458 PARTS	402252012	28836	35.82
35.82	TOT\$				
	PAID				
	P.O. BOX 94				
35.82	BAL				
	CLAYTON NM 88415				
84461	MC CLURES BIG J PARTS	INV#84461 PARTS	402252012	28836	53.73
53.73	TOT\$				
	PAID				
	P.O. BOX 94				
53.73	BAL				
	CLAYTON NM 88415				
84522	MC CLURES BIG J PARTS	INV#84522 SUPPLIES	402252076	28836	23.28
23.28	TOT\$				
	PAID				
	P.O. BOX 94				
23.28	BAL				
	CLAYTON NM 88415				
84504	MC CLURES BIG J PARTS	INV#84504 PARTS	402252012	28836	56.36
56.36	TOT\$				
	PAID				
	P.O. BOX 94				

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
56.36	BAL CLAYTON NM 88415				
357114405001	OFFICE DEPOT	TONER CARTRIDGES/OFFICE SUPPLIES	401072009	28968	20.95
20.95	TOT\$				
PAID	P.O. BOX 660113				
20.95	BAL DALLAS TX 75266 0113				
357078309001	OFFICE DEPOT	TONER CARTRIDGES/OFFICE SUPPLIES	401072009	28968	398.79
398.79	TOT\$				
PAID	P.O. BOX 660113				
398.79	BAL DALLAS TX 75266 0113				
357114402001	OFFICE DEPOT	TONER CARTRIDGES/OFFICE SUPPLIES	401072009	28968	2.55
2.55	TOT\$				
PAID	P.O. BOX 660113				
2.55	BAL DALLAS TX 75266 0113				
353835417001	OFFICE DEPOT	BINDERS 2" (4) 3" (1)	401022009	28968	18.91
392.55	TOT\$	PAPER SORTER/COPY PAPER	415682081	28968	119.67
PAID	P.O. BOX 660113	COPY PAPER/INK/BINDERS	410532076	28968	253.97
392.55	BAL DALLAS TX 75266 0113				
354916893001	OFFICE DEPOT	COPY PAPER/INK/BINDERS	410532076	28968	43.30
43.30	TOT\$				
PAID	P.O. BOX 660113				
43.30	BAL DALLAS TX 75266 0113				
U1401274	PINNACLE PROPANE	PROPANE - GRENVILLE	411572025	28908	475.00
475.00	TOT\$				
PAID	PO BOX 801167				
475.00	BAL KANSAS CITY MO 64180 1167				
U1401294	PINNACLE PROPANE	PROPANE - REF'D CUATES	410532025	28908	266.00
266.00	TOT\$				
PAID	PO BOX 801167				
266.00	BAL KANSAS CITY MO 64180 1167				
U1211815	PINNACLE PROPANE	PROPANE - REF'D SENECA	410532025	28908	161.50
161.50	TOT\$				
PAID	PO BOX 801167				
161.50	BAL KANSAS CITY MO 64180 1167				
U1211734	PINNACLE PROPANE	PROPANE - AMISTAD NORTH TANK	409492025	28908	323.95
323.95	TOT\$				
PAID	PO BOX 801167				
323.95	BAL KANSAS CITY MO 64180 1167				
U1211735	PINNACLE PROPANE	PROPANE - AMISTAD SOUTH TANK	409492025	28908	380.00
380.00	TOT\$				
PAID	PO BOX 801167				
380.00	BAL KANSAS CITY MO 64180 1167				
U1401226	PINNACLE PROPANE	PROPANE - SEDAN FD BOGGS RD	408452025	28908	76.00
76.00	TOT\$				
PAID	PO BOX 801167				
76.00	BAL KANSAS CITY MO 64180 1167				
U1211771	PINNACLE PROPANE	PROPANE - SEDAN CRAFT RD	408452025	28908	190.00

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
190.00	TOT\$				
	PO BOX 801167				
190.00	BAL	KANSAS CITY MO 64180 1167			
U1211697	PINNACLE PROPANE				
210.52	TOT\$	PROPANE - REFD RIVER RD	410532025	28908	210.52
	PAID	PROPANE - AMISTAD NORTH TANK	409492025	28908	
210.52	BAL	KANSAS CITY MO 64180 1167			
U1401355	PINNACLE PROPANE				
238.64	TOT\$	PROPANE - AMISTAD HEIMANN RD	409492025	28908	238.64
	PAID				
238.64	BAL	KANSAS CITY MO 64180 1167			
3318886757	PITNEY BOWES GLOBAL FINANCIAL				
465.00	TOT\$	QTR SERVICE CHARGE	401022006	28802	465.00
	PAID				
465.00	BAL	PO BOX 981022			
		BOSTON MA 02298 1022			
3252024	POSITIVE PROMOTIONS				
934.37	TOT\$	HEALTH FAIR SUPPLIES	415682081	29099	934.37
	PAID				
934.37	BAL	15 GILPIN AVE			
		HAUPPAUGE NY 11788 8821			
4012024	PTCI				
47.76	TOT\$	ACCT#196023 PHONE SERVICE	410532025	28804	47.76
	PAID				
47.76	BAL	P.O. BOX 1188			
		GUYMON OK 73942 1188			
27194	PUBLIC SAFETY PSYCHOLOGY GROUP				
387.45	TOT\$	PRE EMPLOYMENT PSYCH SCREENING	401082010	29036	387.45
	PAID				
387.45	BAL	P.O. BOX 92002			
		ALBUQUERQUE NM 87199			
3212024	RANCH MARKET				
19.98	TOT\$	LIGHT BULBS	401032081	28753	19.98
	PAID				
19.98	BAL	300 S. FIRST STREET			
		CLAYTON NM 88415			
3252024	RANCH MARKET				
37.96	TOT\$	SODAS FOR FIRE STATION	409502076	28753	37.96
	PAID				
37.96	BAL	300 S. FIRST STREET			
		CLAYTON NM 88415			
32024	RICARDO TRUJILLO				
1500.00	TOT\$	CLEANING SERVICES	401032101	28873	1500.00
	PAID	DBA TRU CLEANING SERVICES			
		416 JEFFERSON ST.			
1500.00	BAL	CLAYTON NM 88415			
9032466663	RICOH USA, INC				
200.96	TOT\$	ASSESSOR LEASE	499792013	28837	137.67
	PAID	ASSESSOR COUNT	499792009	28837	63.29
200.96	BAL	P.O. BOX 660342			
		DALLAS TX 75266			
5069163473	RICOH USA, INC				
217.70	TOT\$	SHERIFF COUNT	401082009	28837	39.71
	PAID	TREASURER COUNT	401072009	28837	14.06
217.70	BAL	P.O. BOX 660342			
		DALLAS TX 75266			
		DWI COUNT	415682076	28837	163.93

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
101-24	S RESOURCE, INCORPORATED	UPDATE POSITION CLASS & SALARY	401012101	29074	4275.00
4275.00	TOT\$				
	PAID				
4275.00	BAL				
	7 AVE VISTA GRANDE, #B-148				
	SANTA FE NM 87508				
4012024	SHARON LOERA	FY24 PREVENTION	426752101	28814	731.25
731.25	TOT\$				
	PAID				
731.25	BAL				
	SIX-M TIRE AND SERVICE	HERCULES TERRA TRAC AT LT 265/70R	401082011	28795	977.96
977.96	TOT\$				
	PAID				
977.96	BAL				
	1 LINCOLN ST				
	CLAYTON NM 88415				
7160	SIX-M TIRE AND SERVICE	OIL CHANGES/TIRE REPAIR	401082011	28795	137.92
137.92	TOT\$				
	PAID				
137.92	BAL				
	1 LINCOLN ST				
	CLAYTON NM 88415				
19312	SOUTHWESTERN ELECTRIC	ACCT#211110014 AMISTAD FD WELL	409492025	28754	66.29
1490.46	TOT\$	ACCT#211110011 CAPULIN FD	407412025	28754	129.21
	PAID	ACCT#211110002 CAPULIN EMS	407412025	28754	58.07
1490.46	BAL	ACCT#211110003 REFD KENTON	410532025	28754	79.19
	BOX 369	ACCT#211110004 GRENVILLE FD	411572025	28754	106.80
	CLAYTON NM 88415	ACCT#211110006 REFD SENECA	410532025	28754	67.38
		ACCT#211110009 SEDAN FD PODZEMNY	408452025	28754	56.56
		ACCT#211110010 SEDAN FD THOMAS	408452025	28754	112.97
		ACCT#211110012 REFD GILBERTS	410532025	28754	71.50
		ACCT#211110013 REFD MAIN	410532025	28754	95.64
		ACCT#211110015 AMISTAD/HAYDEN FD	409492025	28754	64.91
		ACCT#211115001 SHERIFF SUB	401032025	28754	80.49
		ACCT#211110005 HAYDEN FIRE STAT	409492025	28754	62.03
		ACCT#211110007 SEDAN FD SCH WELL	408452025	28754	76.02
		ACCT#211110008 SEDAN FIRE HOUSE	408452025	28754	206.64
		ACCT#211110011 AMISTAD FD AG	409492025	28754	156.76
41.31	TOT\$				
	PAID				
41.31	BAL				
	SWAGERTY TRADING CO.	INV#17231 SUPPLIES	402252076	28763	41.31
	BOX 88				
	CLAYTON NM 88415	REIMBURSEMENT FOR AVAST	412612076	28898	176.33
1012024	TAMI STOGSDILL				
176.33	TOT\$				
	PAID				
176.33	BAL				
	DES MOINES NM 88418				
328683	TIMECLOCK PLUS, LLC.	TIME CLOCK SYSTEM	604882081	29073	7179.99
7179.99	TOT\$				
	PAID				
7179.99	BAL				
	1 TIME CLOCK DRIVE				
	SAN ANGELO TX 76904				
3282024	TOWN OF CLAYTON	ACCT#11-0035-01 RD DEPT	402252025	28785	103.04
1623.03	TOT\$	ACCT#22-1198-03 SHERIFF OFFICE	605932025	28785	159.10
	PAID	ACCT#32-0214-02 ADMIN	401032025	28785	157.09
1623.03	BAL	ACCT#32-0275-01 COURTHOUSE	401032025	28785	715.21
	CLAYTON NM 88415	ACCT#32-0280-01 ANNEX	401032025	28785	183.54

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
40124	TOWN OF CLAYTON	BULK WATER FOR PROJECTS	402252076		729.68
729.68	TOT\$			28785	58.08
	PAID	ACCT#41-0655-06 OLD REFD	401032025	28785	246.97
729.68	BAL	ACCT#32-0220-02 ADMIN	401032025		
10891351704	TRIADIC	NETWORK SERVICES	401022013	28779	1245.70
3883.56	TOT\$	NETWORK SERVICES	401062013	28779	1318.93
	PAID	NETWORK SERVICES	401072013	28779	1318.93
3883.56	BAL	DEMING NM 88031 0471			
25458852	TYLER TECHNOLOGIES, INC.	INSTALLATION ASSESSORS OFFICE	604882028	28913	1254.07
1254.07	TOT\$				
	PAID	BOX 203556			
1254.07	BAL	DALLAS TX 75320 3556			
2850147549	UNIFIRST	INV#2850147549 MONTHLY SERVICE	401032046	28801	91.05
91.05	TOT\$				
	PAID	PO BOX 600			
91.05	BAL	WILMINGTON MA 01887			
2850151149	UNIFIRST	INV#2850151149 MONTHLY SERVICE	401032046	28801	91.55
91.55	TOT\$				
	PAID	PO BOX 600			
91.55	BAL	WILMINGTON MA 01887			
4012024	VIGIL MALDONADO DETENTION CENTER	INMATE PHARMACY	424772018	28788	551.02
34765.27	TOT\$	INMATE HOUSING	424772307	28788	34214.25
	PAID	444 EAST HEREFORD AVE			
34765.27	BAL	RATON NM 87740			
13312	WAC UPFITTERS, LLC	2021 FORD GRAPHICS REPAIR	605922081	28887	355.29
355.29	TOT\$				
	PAID	2322 CANDELARIA RD., NE			
355.29	BAL	ALBUQUERQUE NM 87107			
S03W0885950	WAGNER EQUIPMENT CO.	EQUIPMENT REPAIRS	402252012	28931	936.15
936.15	TOT\$				
	PAID	P.O. BOX 919000			
936.15	BAL	DENVER CO 80291 9000			
S03W0885946	WAGNER EQUIPMENT CO.	EQUIPMENT REPAIRS	402252012	28931	2705.19
2705.19	TOT\$				
	PAID	P.O. BOX 919000			
2705.19	BAL	DENVER CO 80291 9000			
PS060112282	WARREN CAT	INV#PS060112282 D8 PARTS	402252012	28858	725.53
725.53	TOT\$				
	PAID	PO BOX 842116			
725.53	BAL	DALLAS TX 75284 2116			
96114883	WEX BANK	FUEL	411572076	28787	188.50
16311.89	TOT\$	FUEL	401042010	28787	44.39
	PAID	FUEL	401032011	28787	85.81
16311.89	BAL	CAROL STREAM IL 60197 6293	407412076	28787	234.53

OUTSTANDING INVOICES

INVC#	Name	Description	Line Item	PO#	Amount
		FUEL	408452076	28787	112.04
		FUEL	410532076	28787	494.29
		FUEL	499792011	28787	109.01
		FUEL	415682076	28787	161.90
		FUEL	402252044	28787	12403.19
		FUEL	401082011	28787	2298.74
		FUEL	401022011	28787	47.44
		FUEL	412612076	28787	132.05

TOTAL INVOICING 125472.58

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		\$ 2,447.08		
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		\$ 1,214.07		
Integrity Overhead Doors 2/8/24		\$ 42,063.00		
Mission Auto 2/8/24		\$ 4,410.15		
Steed Used Oil Heater & Service		\$ 2,800.00		
		\$ -		
		<u>\$ 275,001.71</u>		
Tyler Software			\$ 33,785.93	
Triadic Assessor Conversion Fee			\$ 15,000.00	
Time Clock Plus			\$ 9,598.66	
APIC Solutions, Inc - Generator			\$ 139,026.52	
Communication Assessment- Baca Valley			\$ 2,373.25	
			<u>\$ 199,784.36</u>	
4/1/24 Balance				\$ 313,626.93

Union County North Sidewalk Replacement

Description	Location	Unit	Qty	Labor unit cost	Total Labor	Material unit cost	Total Mat	Equipment unit cost	Total Equipment	Subc unit cost	Total Subc	Total
Superintendent		Mo	0.5	\$8,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Truck		Mo	1	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Barricades/Temp Fencing		Ls	1	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Gas/Oil		Gal	200	\$0.00	\$0.00	\$6.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
First Aid/Safety Supplies		Ls	1	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Trash Removal/Dumpsters		Ea	1	\$0.00	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00
Small Tools		Ls	1	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Phone		Ea	1	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00
Chemical/Toilet		Ea	1	\$0.00	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00
Storage/Office Trailer		Mo	1	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00
Punch List/Warranty		Ls	1	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Site Cleanup/Demob		Hr	10	\$30.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Motel		Ls	1	\$0.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Concrete North side walk					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remove existing concrete		Cuyrd	20	\$150.00	\$3,000.00	\$10.00	\$200.00	\$25.00	\$500.00	\$0.00	\$0.00	\$3,700.00
Place Crusher Fines		Cuyrd	20	\$80.00	\$1,600.00	\$15.00	\$300.00	\$25.00	\$500.00	\$0.00	\$0.00	\$2,000.00
Form Sidewalk		Linit	300	\$6.00	\$1,800.00	\$3.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00
Place Rebar/Drill Epoxy		Ls	1	\$1,600.00	\$1,600.00	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Place Concrete		Cuyrd	20	\$175.00	\$3,500.00	\$160.00	\$3,200.00	\$25.00	\$500.00	\$0.00	\$0.00	\$7,200.00
Strip Forms/Fine Grade		Linit	300	\$4.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
					\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal					\$17,600.00	\$10,300.00	\$10,300.00	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$32,100.00

\$32,100.00

Total Labor	\$17,600
Labor Burden	\$8,160
Total Material	\$10,300
Total Equipment	\$4,200
Total Sub	\$0
Gross Cost	\$38,260

Subtotal	\$38,260
Builders Risk Insurance	\$383
Insurance	\$2,319
Bond	\$1,148

Overhead 7.5%	\$42,109
Profit 7.5%	\$3,158
NMGR	\$3,395
	\$3,632

\$52,484

Exhibit A
Order Form



NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Dallin McCarthy

Union, County of (NM)
100 Court St
Clayton, NM 88415
USA

Quote Valid From: 3/22/2024
Quote Valid To: 7/31/2024

Quote Number: Q-15414
PaymentTerms: Annual,Net 30
Subscription Term in Months: 36

Employee Count: 45
Order Summary

Year 1

Service Description	Type	Start Date	End Date	Term Price (USD)
Core HR Subscription	RECURRING			\$7,999.00
Core HR Setup	ONE-TIME			\$17,500.00
Benefits Subscription	RECURRING			\$5,700.00
Benefits Setup	ONE-TIME			\$17,500.00
Year 1 TOTAL:				\$48,699.00

Year 2

Service Description	Type	Start Date	End Date	Term Price (USD)
Core HR Subscription	RECURRING			\$7,999.00
Benefits Subscription	RECURRING			\$5,700.00
Year 2 TOTAL:				\$13,699.00

Year 3

Service Description	Type	Start Date	End Date	Term Price (USD)
Core HR Subscription	RECURRING			\$7,999.00
Benefits Subscription	RECURRING			\$5,700.00
Year 3 TOTAL:				\$13,699.00

ORDER TOTAL (USD) : **\$76,097.00**

DRAFT



A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

"Union, County of (NM)"

Signature:

Print Name:

Date:

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