



# Lea County Board of County Commissioners



Regular Meeting  
Thursday, May 26, 2022 9:00 A.M.

Lea County Courthouse – Commission Chambers  
100 North Main  
Lovington, New Mexico

# Lea County Board of County Commissioners Meeting

**MAY 26, 2022**  
**9:00 AM**

LEA COUNTY HISTORIC COURTHOUSE  
COMMISSION CHAMBERS  
100 N. MAIN | LOVINGTON, NM  
[WWW.LEACOUNTY.NET](http://WWW.LEACOUNTY.NET)







## Lea County Board of County Commissioners Regular Meeting

Thursday, May 26, 2022 9:00 A.M.

Lea County Courthouse - Commission Chambers – 100 North Main, Lovington, New Mexico

Notice of this Meeting has been given to the Public in Compliance with Section 10-15-4 NMSA 1978

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Lea County Manager's office located in the Lea County Courthouse in Lovington, New Mexico at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Lea County Manager's Office at the Lea County Courthouse if a summary or other type of accessible format is needed.

### AGENDA

*Call to Order ~ Roll Call ~ Pledge of Allegiance ~ Invocation*

#### ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 22-MAY-117R Approving the May 12, 2022 Regular Meeting Minutes.
- Public Comments *(Non Agenda Items)*.
- Commissioners and Manager Comments.
- Consideration of Lea County Resolution No. 22-MAY-118R Approving \$200,000.00 Appropriation from District 2 Fiscal Year 2021 – 2022 Discretionary Funding to the City of Lovington for Public Safety Vehicles and Engineering and Professional Services. *(Commissioner Rebecca Long, District 2)*
- Discussion of Broadband Expansion Services in Lea County. *(David Jimenez, CEO of LEACO)*

#### ITEM 02: ACTION ITEMS

- Consideration of Lea County Resolution No. 22-MAY-119R Approving Application SF-424, Certification Regarding Lobbying, and Grant Agreement No. G22SN0017A between Lea County and the Office of National Drug Policy for the High Intensity Drug Trafficking Area (HIDTA) Region VI Drug Task Force Issued for 01/01/2022 to 12/31/2023. *(Wm Robert Sullivan, HIDTA Region VI Drug Task Force Coordinator)*
- Consideration of Lea County Resolution No. 22-MAY-120R Adopting Procedures for the Acceptance of Payments by Credit Card, Debit Card or Other Electronic Means. *(Susan Marinovich, County Treasurer)*
- Consideration of Lea County Resolution No. 22-MAY-121R Adopting Lea County's Preliminary Budget for Fiscal Year 2022 – 2023. *(Mike Gallagher, County Manager)*
- Consideration of Lea County Resolution No. 22-MAY-122R Approving the Increase of the Allocation of American Rescue Plan Act Funding from \$6,902,257.00 to

\$8,224,216.00 for Improvements at the Lea County Detention Center. *(Mike Gallagher, County Manager)*

- Consideration of Lea County Resolution No. 22-MAY-123R Approving the Allocation of \$5,554,647.00 of American Rescue Plan Act Funding to the Teague Switch Roadway Improvement Project. *(Mike Gallagher, County Manager)*
- Consideration of Lea County Resolution No. 22-MAY-124R Approving Lea County's Annual Membership in the Southeastern New Mexico Economic Development District/Council of Governments for Fiscal Year 2022 - 2023. *(Michael Gallagher, County Manager)*
- Consideration of Lea County Resolution No. 22-MAY-125R Authorizing Out of State Travel June 11 – 16, 2022 to Louisville, Kentucky for Danette Flores, Training Administrator for the Lea County Communication Authority to Attend the 2022 National Emergency Number Association Conference. *(Angela Martinez, Communication Authority Director)*
- Consideration of Lea County Resolution No. 22-MAY-126R Awarding the Request for Proposals No. 05 2021 – 2022 Jail Health Services for the Lea County Detention Center. *(Ruben Quintana, Detention Center Warden)*
- Consideration of Lea County Resolution No. 22-MAY-127R Approving a Memorandum of Understanding Between Lea County and the United States Department of Energy, Waste Isolation Pilot Plant, Represented by the Carlsbad Field Office for Biannual Review. *(Lorenzo Velasquez, Emergency Manager)*
- Consideration of Lea County Resolution No. 22-MAY-128R Awarding Bid No. 07 2021 – 2022 One (1) Gooseneck Command Trailer for Lea County Emergency Management. *(Lorenzo Velasquez, Emergency Manager)*
- Consideration of Lea County Resolution No. 22-MAY-129R Approving Lea County's Public Employees Retirement Association Contribution for Employees. *(Craig Bova, Human Resources Director)*
- Consideration of Lea County Resolution No. 22-MAY-130R Approving the Creation of General Fund Operating Reserves in Excess of Local Government Division Required Reserves. *(Chip Low, Finance Director)*
- Consideration of Lea County Resolution No. 22-MAY-131R Approving the Creation of Reserves for Operating Transfers in Excess of Local Government Division Required Reserves. *(Chip Low, Finance Director)*
- Consideration of Lea County Resolution No. 22-MAY-132R Amending Lea County Resolution No. 21-MAY-111R Approving Capital Reserves in Excess of Local Government Division Required Reserves. *(Chip Low, Finance Director)*



**ITEM 03:       DISCUSSION ITEMS**

- Discussion of Lea County's Animal Control Operations – Spay and Neutering Programs. *(Lorenzo Velasquez, Environmental Services Director)*
- Discussion of Right-of-Way Acceptance on Lea County Claim of Exemption Plats. *(Corey Needham, Assistant County Manager)*
- Discussion of Lea County's Financial Report. *(Chip Low, Finance Director)*
- Discussion of Lea County's Accounts Payable. *(Chip Low, Finance Director)*

**ITEM 04:       OTHER BUSINESS**

**ADJOURN**

*Please Join Us at Our Next Regular Meeting on Thursday, June 9, 2022 at 9:00 A.M.*



# Consideration of Lea County Resolution No. 22-MAY-117R Approving the May 12, 2022 Regular Meeting Minutes

Pat Sims (District 1)  
Voted: Yes

ATTEST: K  
L

By: Teri Davis,

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-117R

A RESOLUTION APPROVING THE LEA COUNTY  
BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

**WHEREAS**, Section 10-15-1 through 10-15-4 of the Open Meetings Act (NMSA 1978), states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; *and*

**WHEREAS** the board, commission or other policy making body shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted; *and*

**WHEREAS** all minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body; *and*

**WHEREAS**, NMSA 1978, Section 4-38-12 as amended, allows the County Commission to establish rules and regulations to govern the transaction of county business in these meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County that the attached minutes are hereby approved.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

LCBCC Regular Meeting 05-26-2022  
Resolution No. 22-MAY-117R - A Resolution Approving the Lea County Board of County Commissioners Meeting Minutes  
Page: 1 of 2

Minutes of Meeting  
Lea County Board of Commissioners  
May 12, 2022

Chair Jackson called the meeting to order at 9:00 a.m. in the Lea County Courthouse.

Commissioners present were, to wit: Chair Dean Jackson, District 1, Vice Chair Gary G. Eidson, District 3, Commissioner Rebecca Long District 2, Commissioner Jonathan Sena, District 4 and Commissioner Pat Sims, District 5.

Also present were Lea County Manager Michael P. Gallagher II, and Lea County Attorney John W. Caldwell.

Commissioner Sims led the Pledge of Allegiance followed by the Invocation by Commissioner Sena.

ITEM 01: COMMISSION

• Consideration of Lea County Resolution No. 22-MAY-104R Approving the April 28, 2022 Regular Meeting Minutes.

Chair Jackson requested approval and asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Resolution No. 22-MAY-104R Approving the April 28, 2022 Meeting Minutes. The motion was seconded by Vice Chair Eidson. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Public Comments
  - None
- Commissioner and Manager Comments
  - Commissioner Long – Announced the election of Joy Esparza as the next New Mexico Counties Executive Director
  - Commissioner Sims – Commented on the severe drought conditions he observed during his travel across southern New Mexico during past two weeks.
  - Commissioner Sena – Spoke of Hobbs student Sammy Martinez, who graduated in 2020 and then went on to attend Notre Dame on a full ride scholarship. He expressed how this story inspired and gave him motivation to continue working through the Commission for our community.
  - Vice Chair Eidson – Congratulated all of the graduating students of Lea County and asked everyone to keep them in their thoughts and prayers as they begin the next part of their life's journey.
  - Chair Jackson – Encouraged everyone to go vote!
  - Manager Gallagher – No comment





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/13/2022		SUBMITTED BY Name, Title, Dept: Teri Davis, Recording Secretary, Deputy Clerk, Clerk's Office	
SUBJECT: Minutes		ATTACHMENT(S): Resolution Draft Minutes	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution; 1 Set of Minutes		ACTION REQUESTED:  Action Item	
BUDGET LINE ITEM NUMBER: N/A		FISCAL BUDGET YEAR: N/A	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.			
SUMMARY: See attached draft minutes submitted by Teri Davis, Recording Secretary, Deputy Clerk, for the following LCBCC meeting:  May 12, 2022 Regular Meeting			
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____		See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Review & Approve Minutes		Submitter's Signature Department Director, Etc.	
FINANCE REVIEW Fiscal Impact/Cost:		Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)		Reviewed by County Attorney	
COUNTY MANAGER REVIEW: 05/22: Draft meeting minutes emailed to Commissioners for review. 05/23: Reviewed by D5 & D3		Approved by County Manager to be Placed on Agenda  <i>Mike Collopy</i>	
Item No. <u>0101</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN			
Approved: _____ Resolution No. <u>22-MAY-117R</u> Continued To: _____		Denied: _____ Policy No. _____ Referred To: _____	
		Other: _____ Ordinance No. _____ Comments: _____	



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-117R

A RESOLUTION APPROVING THE LEA COUNTY  
BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

**WHEREAS**, Section 10-15-1 through 10-15-4 of the Open Meetings Act (NMSA 1978), states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; *and*

**WHEREAS** the board, commission or other policy making body shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted; *and*

**WHEREAS** all minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body; *and*

**WHEREAS**, NMSA 1978, Section 4-38-12 as amended, allows the County Commission to establish rules and regulations to govern the transaction of county business in these meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County that the attached minutes are hereby approved.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

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Rebecca Long (District 2), Member  
Voted: Yes No Abstain

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Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                    Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney

**Minutes of Meeting  
Lea County Board of Commissioners  
May 12, 2022**

**Chair Jackson called the meeting to order at 9:00 a.m. in the Lea County Courthouse.**

**Commissioners present were, to wit: Chair Dean Jackson, District 1, Vice Chair Gary G. Eidson, District 3, Commissioner Rebecca Long District 2, Commissioner Jonathan Sena, District 4 and Commissioner Pat Sims, District 5.**

**Also present were Lea County Manager Michael P. Gallagher II, and Lea County Attorney John W. Caldwell.**

**Commissioner Sims led the Pledge of Allegiance followed by the Invocation by Commissioner Sena.**

**ITEM 01: COMMISSION**

- Consideration of Lea County Resolution No. 22-MAY-104R Approving the April 28, 2022 Regular Meeting Minutes.

Chair Jackson requested approval and asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Resolution No. 22-MAY-104R Approving the April 28, 2022 Meeting Minutes. The motion was seconded by Vice Chair Eidson. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Public Comments
  - None
- Commissioner and Manager Comments
  - Commissioner Long – Announced the election of Joy Esparza as the next New Mexico Counties Executive Director
  - Commissioner Sims – Commented on the severe drought conditions he observed during his travel across southern New Mexico during past two weeks.
  - Commissioner Sena – Spoke of Hobbs student Sammy Martinez, who graduated in 2020 and then went on to attend Notre Dame on a full ride scholarship. He expressed how this story inspired and gave him motivation to continue working through the Commission for our community.
  - Vice Chair Eidson – Congratulated all of the graduating students of Lea County and asked everyone to keep them in their thoughts and prayers as they begin the next part of their life's journey.
  - Chair Jackson – Encouraged everyone to go vote!
  - Manager Gallagher – No comment



- Consideration of Lea County Resolution No. 22-MAY-105R Approving Appointment of Lea County's Delegate for the Annual Elections at the 2022 National Association of Counties Conference.

Commissioner Long moved to appoint Chair Dean Jackson as Delegate. The motion was seconded by Commissioner Sims.

Commissioner Long moved to nominate Jonathan Sena as the Alternate. The motion was seconded by Commissioner Sims.

Chair Jackson asked if there were any public or Commissioner comments concerning Resolution No. 22-MAY-105R Approving Appointment of Lea County's Delegate for the Annual Elections at the 2022 National Association of Counties Conference. Seeing none, Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. Both motions passed.

**ITEM 02: ACTION ITEMS**

- Consideration of Lea County Resolution No. 22-MAY-106R Approving the Equipment Recording Fee in the Lea County Clerk's Department. *(Keith Manes, Lea County Clerk)*

Clerk Manes requested approval and Chair Jackson asked for any public or Commissioner comments. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-106R Approving the Equipment Recording Fee in the Lea County Clerk's Department. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-107R Approving the Nonprohibitive License Tax for Lea County. *(Keith Manes, County Clerk)*

Clerk Manes requested approval. Chair Jackson asked for any public or Commissioner comments. Commissioner Sims moved to approve Lea County Resolution No. 22-MAY-107R Approving the Nonprohibitive License Tax for Lea County. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-108R  
Approving terms of Special Detail of the Lea County Sheriff's Office Deputies  
by the Lea County Sheriff (*Corey Helton, County Sheriff*)

Sheriff Helton requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-108R Approving terms of Special Detail of the Lea County Sheriff's Office Deputies by the Lea County Sheriff, The motion was seconded by Vice Chair Eidson. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-109R  
Approving an Agreement Between Lea County and the City of Hobbs  
Regarding Commercial Air Service/Airline Subsidy at the Lea County  
Regional Airport for Fiscal Year 2022-2023. (*Michael Gallagher, County Manager*)

County Manager Gallagher requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-109R Approving an Agreement Between Lea County and the City of Hobbs Regarding Commercial Air Service/Airline Subsidy at the Lea County Regional Airport for Fiscal Year 2022-2023. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-110R  
Authorizing In State and Out of State Travel for the Request for Proposals No. 05 2021-2022 Jail Health Services Evaluation committee to Evaluate Proposals for health/Medical Services for the Lea County Detention Center.  
(*Michael Gallagher, County Manager*)

County Manager Gallagher requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Lea County Resolution No. 22-MAY-110R Authorizing In State and Out of State Travel for the Request for Proposals No. 05 2021-2022 Jail Health Services Evaluation Committee to Evaluate Proposals for Health/Medical Services for the Lea County Detention Center. The motion was seconded by Vice Chair Eidson. Secretary polled the Commission. Chair Jackson, yes; Vice

Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-111R Awarding Proposal No. 06 2021 – 2022 Legal Services – Congressional Districting. *(John W. Caldwell, County Attorney)*

County Attorney Caldwell requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-111R Awarding Proposal No. 06 2021 – 2022 Legal Services – Congressional Districting. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, abstain; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-112R Declaring an Emergency Due to Fire Conditions. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*

Emergency Manager Velasquez requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Lea County Resolution No. 22-MAY-112R Declaring an Emergency Due to Fire Conditions. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-113R Supporting Lea County Keep America Beautiful, Inc. and Administered Under the Auspices of the Lea County Environmental Division. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*

Environmental Services Director Velasquez requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-113R Supporting Lea County Keep America Beautiful, Inc. and Administered Under the Auspices of the Lea County Environmental Division. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.



- Consideration of Lea County Resolution No. 22-MAY-114R Cancelling Request for Proposal No. 04 2021 – 2022 Architectural Design Services for Exterior Renovations of the Lea County Event Center. *(Edmundo Lara, Facilities Director)*

Facilities Director Lara requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Lea County Resolution No. 22-MAY-114R Cancelling Request for Proposal No. 04 2021 – 2022 Architectural Design Services for Exterior Renovations of the Lea County Event Center. The motion was seconded by Vice Chair Eidson. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-115R Awarding a Request for Proposal Qualifications No. 03 2021 – 2022 Lea County Detention Center Upgrades for COVID-19 Mitigation and prevention to Lasco. *(Edmundo Lara, Facilities Director)*

Facilities Director Lara requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-115R Awarding a Request for Proposal Qualifications No. 03 2021 – 2022 Lea County Detention Center Upgrades for COVID-19 Mitigation and Prevention to Lasco. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-MAY-116R Approving the Findings and Proposed Disposition of Inventory. *(Chip Low, Finance Director)*

Finance Director Low requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Lea County Resolution No. 22-MAY-116R Approving the Findings and Proposed Disposition of Inventory. The motion was seconded by Vice Chair Eidson. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

**ITEM 03: DISCUSSION ITEMS**

- Discussion of Addressing in Lea County. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*  
Emergency Manager Velasquez spoke about the problem with addresses throughout Lea County. A plan to speak with all municipalities to coordinate a solution was discussed.
- Discussion of Team Up to Clean Up Lea County. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*  
Environmental Manager Velasquez presented some of the ideas he and his department had been working on in association with Keep America Beautiful. Some of the ideas mentioned were; dropping off trash containers in different areas each weekend and picking them up on Monday, schedule at least 3 days a year as community clean up days, and visiting schools with mascots for educational presentations.
- Discussion of Animal Control Intake and Procedures in Lea County. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*  
Environmental Services Director Velasquez outlined current County Animal Control Intake Procedures and data.

Commissioner Long reiterated her statement from last Commission meeting concerning supporting a Spay and Neuter program as a first step in addressing the unwanted animal issue. A more detailed discussion and plan will occur at a later date.

- Discussion of Lea County's Fiscal Year 2022 – 2023 Preliminary Budget. *(Michael Gallagher, County Manager and Chip Low, Finance Director)*  
Manager Gallagher, along with Finance Director Low presented the Preliminary Budget for Fiscal Year 2022-2023. Action is to be taken on this discussion item at the next County Commission meeting on Thursday, May 26, 2022.

**ITEM 04: EXECUTIVE SESSION**

At 10:43 am, Vice Chair Eidson moved to meet in closed session to discuss threatened litigation regarding employment practices, and threatened litigation regarding contractual services, as authorized by NMSA 1978 § 10-15-1 H(7).

The motion was seconded by Commissioner Long. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

The Meeting Reconvened at 12:18 pm

**ITEM 05: OTHER BUSINESS**

There was no other business

Meeting adjourned at 12:18 pm



**BOARD OF COUNTY COMMISSIONERS  
LEA COUNTY, NEW MEXICO**

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**Dean Jackson, Chair**

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**Gary G. Eidson, Vice Chair**

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**Jonathan Sena, Member**

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**Pat Sims, Member**

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**Rebecca Long, Member**

**ATTEST: Keith Manes**

**Lea County Clerk**

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**Teri Davis, Deputy Clerk**



## Public Comments *(Non Agenda Items)*





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

**PUBLIC COMMENT SUMMARY FORM**

**Thursday, May 26, 2022 9:00 A.M.**

**LCBCC MEETING**

Lea County Courthouse – Commission Chambers 1<sup>st</sup> Floor  
100 North Main Avenue , Lovington, New Mexico 882620 575.396-8602

Submit this summary form to the Lea County Manager's Office at [leacounty@leacounty.net](mailto:leacounty@leacounty.net) by:

**Tuesday, May 24, 2022**

**DATE SUBMITTED:**

**SUBMITTED BY:**

**CONTACT INFO:**

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please check in with the Lea County Manager prior to the start of the meeting.

See attached Lea County Resolution No. 22-JAN-016R  
Open Meetings and Procedures.

**SUMMARY OF PUBLIC COMMENT:**

**Item 0102**

**RECORDING SECRETARY'S USE ONLY**

Comments: \_\_\_\_\_



# Lea County Board of County Commissioners

## Regular Meeting

Thursday, May 26, 2022 9:00 A.M.

Lea County Courthouse - Commission Chambers - 100 North Main, Lovington, New Mexico

## Public Comments - Sign In Sheet

NAME	PHONE	EMAIL	COMMENT SUBJECT
1.			
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**STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-JAN-016R**

**OPEN MEETINGS PROCEDURES**

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings and held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of the Board of County Commissioners of Lea County (hereinafter "County Commission") shall be held only after reasonable notice to the public; and

**WHEREAS**, the Open Meetings Act, NMSA 1978, Section 10-15-1(D), requires the County Commission to determine annually what constitutes reasonable notice of its public meetings; and

**WHEREAS**, NMSA 1978, Section 4-38-12, allows the County Commission to establish rules and regulations to govern the transaction of county business in these meetings.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. All meetings of the County Commission will be held at the Commission Meeting Room at the Lea County Courthouse, 100 N. Main, Lovington, New Mexico 88260, at 9:00 a.m. or as otherwise indicated in the meeting notice.
2. Notice of regular meetings will be given at least seven days in advance. The agenda will be available at least seventy-two (72) hours in advance of regular Commission Meetings from the office of the County Manager located on the fourth floor of the Lea County Courthouse, Lovington, New Mexico 88260 and posted on the Lea County website ([www.leacounty.net](http://www.leacounty.net)). In addition, a meeting agenda will be sent to all broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice. The agenda will indicate the time, date, place and specific items to be discussed during the County Commission meeting. The County Commission shall take action only on items appearing on the agenda.
3. In addition to the Board's regular meetings, work sessions and special meetings may be called at the discretion of the Chairperson or upon the request of two Commissioners upon seventy-two (72) hours notice, in accordance with paragraph 5. The final agenda for work sessions and special meetings shall be available at least seventy-two (72) hours in advance of the work session or special meeting.



4. Emergency meetings will be called only under unforeseen circumstances that, if not addressed immediately by the County Commission, will likely result in injury or damage to persons or property or substantial financial loss to Lea County. The County Commission will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or any two Commissioners upon twenty-four hours (24) notice, unless a threat of personal injury, property damage or substantial financial loss requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the County Commission shall report to the Attorney General's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.
5. For the purposes of regular meetings described in paragraph two of this resolution, as well as special meetings and work sessions described in paragraph three of this resolution, notice requirements are met if notice of the date, time, place and agenda or information on how the public may obtain a copy of such an agenda is posted on the Lea County website and provided to all broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice.
6. For the purposes of emergency meetings described in paragraph four of this resolution, notice requirements shall be met if notice of the date, time, place and agenda is posted on the outermost doors of the Courthouse and in the offices of the County Manager, who shall also provide telephonic notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Lea County Manager's office located in the Lea County Courthouse in Lovington, New Mexico at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Lea County Manager's Office at the Lea County Courthouse if a summary or other type of accessible format is needed.
8. The County Commission may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirements under the Open Meetings Act, Section 10-15-1(H) NMSA 1978 Comp.
  - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the County Commission taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.





- B. If a closed meeting is conducted when the County Commission is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
  - C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - D. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the County Commission in an open public meeting.
9. The notice requirements set forth above in paragraphs two, three, and four shall apply to all Boards and Committees appointed by the County Commission.
10. The public may address the County Commission on county matters not listed on a meeting's agenda during the portion of the meeting identified as Public Input. All persons, agencies or organizations who desire to discuss public business or matters with the County Commission at a County Commission meeting, must make their request to the County Manager prior to the commencement of the County Commission meeting.
- A. The request may be oral or written and must include the name of the person making the request and the subject on which they wish to address the County Commission. Such persons addressing the County Commission will be limited to three (3) minutes.
  - B. All persons, agencies or organizations that require additional time to discuss public business or matters with the County Commission, must make their request, in writing, at least seven (7) days prior to the County Commission meeting. Such persons addressing the County Commission will be allowed up to fifteen (15) minutes in the discretion of the Chairperson.
11. On matters involving agenda items, the Chairperson will ask for public comments before any vote or other action is taken by the County Commission. Such comments will be limited to three (3) minutes.
12. A member of the public body may participate by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking and all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.


13. The County Commission may, by Resolution, adopt additional rules and regulations regarding the conduct of the meetings of the County Commission and any of its subordinate Boards or Committees.


**PASSED, APPROVED and ADOPTED** on this 13<sup>th</sup> day of January, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.


**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

  
Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

  
Rebecca Long (District 2), Member  
Voted: Yes No Abstain


  
Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

  
Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By:   
Teri Davis, Deputy Clerk

  
John W. Caldwell, County Attorney









# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY FORM

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022		SUBMITTED BY Name, Title, Dept: Sandra Brito, Community Engagement Manager	
SUBJECT: Commission/Manager Comments		ATTACHMENT(S): None	
NO. OF ORIGINALS FOR SIGNATURE: N/A		ACTION REQUESTED: Discussion Item	
BUDGET LINE ITEM NUMBER: N/A		FISCAL BUDGET YEAR: N/A	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.3: Continuous communication with the public is beneficial and necessary.			
SUMMARY: Comments from the Commissioners & County Manager			
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>		See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Discussion Only		Submitter's Signature Department Director, Etc. 	
FINANCE REVIEW Fiscal Impact/Cost:		Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)		Reviewed by County Attorney	
COUNTY MANAGER REVIEW:		Approved by County Manager to be Placed on Agenda 	
Item No. <u>0103</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN			
Approved: _____		Denied: _____	
Resolution No. _____		Policy No. _____	
Continued To: _____		Referred To: _____	
		Other: <u>Discussion</u>	
		Ordinance No. _____	
		Comments: _____	



# Consideration of Lea County Resolution No. 22-MAY-118R Approving \$200,000.00 Appropriation from District 2 Fiscal Year 2021 – 2022 Discretionary Funding to the City of Lovington for Public Safety Vehicles and Engineering and Professional Services

Pat Sims (District 5), Member  
Voted: Yes No Abstain

ATTEST: Keith Manes  
Lea County

By: Teri Davis, Deputy Clerk

## STATE OF NEW MEXICO COUNTY OF LEA RESOLUTION NO. 22-MAY-118R

### A RESOLUTION APPROVING \$200,000.00 APPROPRIATION FROM DISTRICT 2 FISCAL YEAR 2021 – 2022 DISCRETIONARY FUNDING TO THE CITY OF LOVINGTON FOR PUBLIC SAFETY VEHICLES AND ENGINEERING AND PROFESSIONAL SERVICES

**WHEREAS**, Lea County wishes to partner with local governmental entities on projects to improve the quality of life in Lea County, and

**WHEREAS**, funds are budgeted for each of the five County Commissioners for the purpose of community partnerships and improvements, and

**WHEREAS**, District Two (2) County Commissioner Rebecca Long wishes to use \$200,000.00 of her budgeted discretionary funds for a partnership with the City of Lovington for the purchase of two police units, a code enforcement unit, engineering and professional services for the City's 40 Year Water Plan and for the City's wastewater treatment facility.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that a grant of \$200,000.00 be awarded to the City of Lovington and the funding be provided to the City of Lovington within the current fiscal year for the purchase of two police units, a code enforcement unit, engineering and professional services for the City's 40 Year Water Plan and for the City's wastewater treatment facility.

**BE IT FURTHER RESOLVED** that the County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED and APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

### LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

LCBCC Regular Meeting 05-26-2022  
Resolution No. 22-MAY-118R - A Resolution Approving \$200,000.00 Appropriation from District 2 Fiscal Year 2021 – 2022 Discretionary Funding to the City of Lovington for Public Safety Vehicles and Engineering and Professional Services  
Page 2 of 2

LCBCC Regular Meeting 05-26-2022  
Resolution No. 22-MAY-118R - A Resolution Approving \$200,000.00 Appropriation from District 2 Fiscal Year 2021 – 2022 Discretionary Funding to the City of Lovington for Public Safety Vehicles and Engineering and Professional Services  
Page 1 of 2

District Two (2) County Commissioner Rebecca Long wishes to use \$200,000.00 of her budgeted discretionary funds for a partnership with the City of Lovington for the purchase of two police units, a code enforcement unit, engineering and professional services for the City's 40 Year Water Plan and for the City's wastewater treatment facility.







# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY FORM

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [stout@leacounty.net](mailto:stout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022	SUBMITTED BY Name, Title, Dept: Commissioner Rebecca Long, District 2
SUBJECT: \$200k LCBCC D2 Discretionary Funding to Lovington for Public Safety Vehicles and Engineering and Professional Services	ATTACHMENT(S): Resolution
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item
BUDGET LINE ITEM NUMBER: 401-00-2179	FISCAL BUDGET YEAR: 2021 - 2022
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.1: Collaboration & partnership with local communities, agencies and government entities is essential for success. Section 2.8: Continuous interaction with the State of New Mexico and statewide organizations is required to protect the County's interests.	
<b>SUMMARY:</b> LCBCC D2 Rebecca Long wishes to use \$200,000.00 of her budgeted discretionary funds for a partnership with the City of Lovington for the purchase of two police units, a code enforcement unit, engineering and professional services for the City's 40 Year Water Plan and for the City's wastewater treatment facility	
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	See Additional Summary Attached <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approve Appropriation	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No. 0104</b> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. <u>22-MAY-118R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____
Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-118R

**A RESOLUTION APPROVING \$200,000.00 APPROPRIATION FROM DISTRICT 2 FISCAL YEAR 2021 –  
2022 DISCRETIONARY FUNDING TO THE CITY OF LOVINGTON FOR PUBLIC SAFETY VEHICLES  
AND ENGINEERING AND PROFESSIONAL SERVICES**

**WHEREAS**, Lea County wishes to partner with local governmental entities on projects to improve the quality of life in Lea County; *and*

**WHEREAS**, funds are budgeted for each of the five County Commissioners for the purpose of community partnerships and improvements; *and*

**WHEREAS**, District Two (2) County Commissioner Rebecca Long wishes to use \$200,000.00 of her budgeted discretionary funds for a partnership with the City of Lovington for the purchase of two police units, a code enforcement unit, engineering and professional services for the City's 40 Year Water Plan and for the City's wastewater treatment facility.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that a grant of \$200,000.00 be awarded to the City of Lovington and the funding be provided to the City of Lovington within the current fiscal year for the purchase of two police units a code enforcement unit, engineering and professional services for the City's 40 Year Water Plan and for the City's wastewater treatment facility.

**BE IT FURTHER RESOLVED** that the County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED and APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain



---

Pat Sims (District 5), Member

Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                    Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

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Teri Davis, Deputy Clerk

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John W. Caldwell, County Attorney

A graphic with a blue and purple background. A hand is shown touching a screen. In the center, the word "BROADBAND" is written in large, bold, white capital letters. Surrounding the word are various circular icons connected by lines, representing different aspects of broadband technology and services: a speech bubble, an envelope, a location pin, a person, a cloud, a house, a musical note, a checkmark, a cloud with an upload arrow, a Wi-Fi symbol, a key, and a speech bubble with three dots.

## BROADBAND



# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

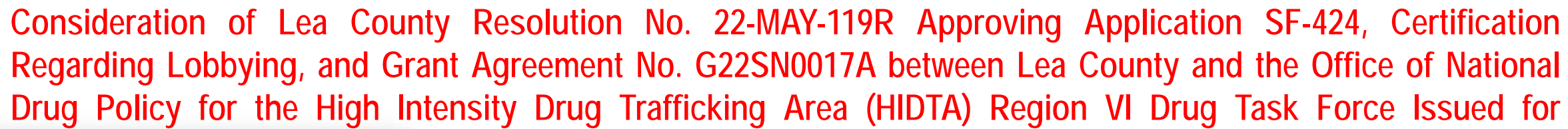
## AGENDA ITEM SUMMARY FORM

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022	SUBMITTED BY Name, Title, Dept: David Jimenez, CEO, LEACO
SUBJECT: Discussion of Broadband Expansion Services in Lea County	ATTACHMENT(S): None
NO. OF ORIGINALS FOR SIGNATURE: N/A	ACTION REQUESTED: Discussion Item
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR: N/A
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.3: Continuous communication with the public is beneficial and necessary.	
SUMMARY: Discussion of Broadband Expansion Services in Lea County	
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Discussion Only	
Submitter's Signature Department Director, Etc.	
FINANCE REVIEW Fiscal Impact/Cost:	
Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)	
Reviewed by County Attorney	
COUNTY MANAGER REVIEW:	
Approved by County Manager to be Placed on Agenda <i>Mike Collopy</i>	
Item No. 0105 RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN	
Approved: _____ Denied: _____ Other: <u>Discussion</u> Resolution No. _____ Policy No. _____ Ordinance No. _____ Continued To: _____ Referred To: _____ Comments: _____	



Executive Office of the P Office of National Drug	
1.	Recipient Name and Address Michael Gallagher County Manager Lea County 100 N Main Lovington, NM 88260-
2.	Total Amount of the Fed \$1,253,889.00
2A.	Budget Approved by the Agency \$1,253,889.00
3.	CFDA Name and Number <i>High Intensity Drug Traff Program - 35.001</i>
3A.	Project Description  <i>High Intensity Drug Traff Program</i>
12.	This Grant is non-R&D attached pages.
13.	Statutory Authority for Grant <i>Public Law 117-103 H.R.</i>
<b>AGENCY APPROVAL</b>	
14.	Typed Name and Title of Shannon Kelly National IHDTA Director Office of National Drug
16.	Signature of Approving  <i>Shannon Kelly</i>
<b>AGENCY USE ONLY</b>	
18.	Accounting Classification UIF: E9KNNH41 FUN: 010485308 EIN: 1856000226A

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF NATIONAL DRUG CONTROL POLICY



**HIGH INTENSITY DRUG TRAFFICKING AREA**  
2450 LAKESIDE DR. BLDG. A \* LAS CRUCES, NM 88007 \* PH (575) 541-7501 \* FAX (375) 541-7510

May 11, 2022

Mr. Michael Gallagher  
Lea County  
100 N Main  
Lovington, NM 8826

Dear Mr. Gallagher:

We are pleased that the Trafficking Areas (HIDTA G22SN0017A) has been an initiative designed to New Mexico HIDTA Policy (ONDUP).

The grant agrees the administrative and adhere to the grant administrative action, program goals or age

If you accept, I will  
return a copy via email.

Please keep this card.  
If you have any questions, call  
6794.

County Manager Michael Gallagher  
Lea County  
100 N. Main  
Lovington, NM 88260

Dear Mr. Gallagher:

The Office of National Drug Control Policy is awarding funds to the NM HIDTA Program to support various HIDTA Initiatives. Your fiduciary was awarded the funds as outlined in the attached grant award and modification to support the strategy of the HIDTA program. This award was issued beginning January 1, 2022 and ends December 31, 2023. The State and Local HIDTA Initiatives are expected to begin spending these FY 2022 funds July 1, 2022 and should have expended all or most of the awarded funds by June 30, 2023. The enclosed grant award and SF-424 application should be completed and returned to the NM HIDTA Director's Office as soon as possible so as not to delay issuance of funds.

The FY 2022 HIDTA grant award is subject to the Office of Management and Budget (OMB) Uniform Guidance. Please ensure that this award is executed in accordance with changes mandated in this guidance, specifically if your agency is a pass-through entity with sub-recipients.

The attached cover letter from ONDCP provides detailed information and requests that you send the signed Award and Special Conditions to Miami. *I am asking, however, that you return this paperwork to our office. Once it is received, our office will then forward this information on to Miami.* This is being done in order to ensure that the NM Director's Office has the same documentation as the Miami Assistance Center. If you have any questions, please contact Sandra Russell, Finance Director at (575) 541-7503.

Sincerely,

Will R. Glaspy  
Executive Director

Attachments  
WRG:sar



**ATTEST:** Keith Manes  
Lea County Clerk

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:

ell, County Attorney

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-119R

A RESOLUTION APPROVING APPLICATION SF-424, CERTIFICATION REGARDING LOBBYING, AND GRANT AGREEMENT NO. G22SN0017A BETWEEN LEA COUNTY AND THE OFFICE OF NATIONAL DRUG POLICY FOR THE HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) REGION VI DRUG TASK FORCE ISSUED FOR 01/01/2022 TO 12/31/2023

**WHEREAS**, Lea County is the fiscal agent for the Region VI Drug Task Force; and

**WHEREAS**, for the grant period of 01/01/2022 to 12/31/2023, HIDTA was awarded a grant in the amount of \$1,253,889.00.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that \$1,253,889.00 Grant Award G22SN0017A is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4). Member  
Voted: Yes No Abstain

Pat Sims (District 5), Member  
Voted: Yes No Abstain

U.S. DEPT. OF JUSTICE  
 DIVISION OF INVESTIGATION  
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**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/12/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Wm. Robert Sullivan; Coordinator	
<b>SUBJECT:</b> G22SN0017A Region VI - 2022 Grant Award	<b>ATTACHMENT(S):</b> G22 Grant Award, SF-424 Application and Certification regarding lobbying.	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1. Resolution, 1. Application, 1. Agreement	<b>ACTION REQUESTED:</b> Action Item	
<b>BUDGET LINE ITEM NUMBER:</b> 609-71 and 608-71	<b>FISCAL BUDGET YEAR:</b> 2022-2023	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 3.5, "Lea County shall be a safe community without crime"		
<b>SUMMARY:</b> This is the 2022 HIDTA Grant Award for Region VI Drug Task Force. This award includes an application, certification and the grant award. The 2022 HIDTA Grant Award Total is \$1,253,889.00		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked; how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> We recommend the 2022 Grant Award be approved	<b>Submitter's Signature</b> Department Director, Etc. Wm. Robert Sullivan Digitally signed by Wm. Robert Sullivan Date: 2022.05.12 12:03:45 -06'00'	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be grant funding to support the HIDTA program in Southeast New Mexico in the amount of \$1,253,889. Funds will be budgeted for FY 23 in Funds 608 and 609.	<b>Reviewed by Finance Director</b> Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.05.12 13:03:25 -06'00'	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> 0201 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Resolution No. 22-MAY-119R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-119R

A RESOLUTION APPROVING APPLICATION SF-424, CERTIFICATION REGARDING LOBBYING, AND  
GRANT AGREEMENT NO. G22SN0017A BETWEEN LEA COUNTY AND THE OFFICE OF NATIONAL  
DRUG POLICY FOR THE HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) REGION VI DRUG  
TASK FORCE ISSUED FOR 01/01/2022 TO 12/31/2023

**WHEREAS**, Lea County is the fiscal agent for the Region VI Drug Task Force; *and*

**WHEREAS**, for the grant period of 01/01/2022 to 12/31/2023, HIDTA was awarded a grant in the amount of \$1,253,889.00.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that \$1,253,889.00 Grant Award G22SN0017A is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain



**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



## HIGH INTENSITY DRUG TRAFFICKING AREA

2450 LAKESIDE DR, BLDG. A \* LAS CRUCES, NM 88007 \* PH (575) 541-7501 \* FAX (575) 541-7510

May 11, 2022

County Manager Michael Gallagher  
Lea County  
100 N. Main  
Lovington, NM 88260

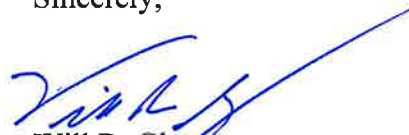
Dear Mr. Gallagher:

The Office of National Drug Control Policy is awarding funds to the NM HIDTA Program to support various HIDTA Initiatives. Your fiduciary was awarded the funds as outlined in the attached grant award and modification to support the strategy of the HIDTA program. This award was issued beginning January 1, 2022 and ends December 31, 2023. The State and Local NM HIDTA Initiatives are expected to begin spending these FY 2022 funds July 1, 2022 and should have expended all or most of the awarded funds by June 30, 2023. The enclosed grant award and SF-424 application should be completed and returned to the **NM HIDTA Director's Office as soon as possible as not to delay issuance of funds.**

The FY 2022 HIDTA grant award is subject to the Office of Management and Budget (OMB) Uniform Guidance. Please ensure that this award is executed in accordance with changes mandated in this guidance, specifically if your agency is a pass-through entity with sub recipients.

The attached cover letter from ONDCP provides detailed information and requests that you send the signed Award and Special Conditions to Miami. *I am asking, however, that you return this paperwork to our office. Once it is received, our office will then forward this information on to Miami.* This is being done in order to ensure that the NM Director's Office has the same documentation as the Miami Assistance Center. If you have any questions, please contact Sandra Russell, Finance Director at (575) 541-7503.

Sincerely,



Will R. Glaspy  
Executive Director

Attachments  
WRG:sar



**EXECUTIVE OFFICE OF THE PRESIDENT**  
**OFFICE OF NATIONAL DRUG CONTROL POLICY**  
Washington, D.C. 20503

May 2, 2022

Mr. Michael Gallagher  
Lea County  
100 N Main  
Lovington, NM 88260-4030

Dear Mr. Gallagher:

We are pleased to inform you that your request for funding from the High Intensity Drug Trafficking Areas (HIDTA) Program has been approved, and a grant (Grant Number G22SN0017A) has been awarded in the amount of \$1,253,889.00. This grant will support initiatives designed to implement the Strategy proposed by the Executive Board of the New Mexico HIDTA - Southwest Border HIDTA and approved by the Office of National Drug Control Policy (ONDCP).

The grant agreement and conditions are enclosed. By accepting this grant, you assume the administrative and financial responsibilities outlined in the grant conditions. Failure to adhere to the grant conditions may result in the termination of the grant or the initiation of administrative action. ONDCP also may terminate the award if it no longer effectuates program goals or agency priorities.

If you accept this award, please sign both the grant agreement and the conditions and return a copy via email to your respective NHAC accountant or to the following address:

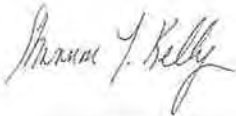
Finance Unit  
National HIDTA Assistance Center  
11200 NW 20th Street, Suite 100  
Miami, FL 33172  
(305) 715-7600

Please keep the original copy of the grant agreement and conditions for your file. If you have any questions pertaining to this grant award, please contact Jayme Delano at (202) 395 - 6794.

Sincerely,

A handwritten signature in cursive script, reading "Shannon J. Kelly".

Shannon Kelly  
National HIDTA Director

<b>Executive Office of the President Office of National Drug Control Policy</b>		<b>Grant Agreement</b>	
1. Recipient Name and Address Michael Gallagher County Manager Lea County 100 N Main Lovington, NM 88260-4030		4. Award Number (FAIN): G22SN0017A	
		5. Period of Performance: From 01/01/2022 to 12/31/2023	
2. Total Amount of the Federal Funds Obligated: \$1,253,889.00	6. Federal Award Date: May 2, 2022	7. Action: Initial	
2A. Budget Approved by the Federal Awarding Agency \$1,253,889.00	8. Supplement Number		
3. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program - 95.001</i>	9. Previous Award Amount:		
3A. Project Description  <i>High Intensity Drug Trafficking Areas (HIDTA) Program</i>	10. Amount of Federal Funds Obligated by this Action: \$1,253,889.00		
	11. Total Amount of Federal Award: \$1,253,889.00		
12. This Grant is non-R&D and approved subject to such conditions or limitations as are set forth on the attached pages.			
13. Statutory Authority for Grant: <i>Public Law 117-103 H.R. 2471-206</i>			
<b>AGENCY APPROVAL</b>		<b>RECIPIENT ACCEPTANCE</b>	
14. Typed Name and Title of Approving Official Shannon Kelly National HIDTA Director Office of National Drug Control Policy		15. Typed Name and Title of Authorized Official Michael Gallagher County Manager Lea County	
16. Signature of Approving ONDCP Official 		17. Signature of Authorized Recipient/Date	
<b>AGENCY USE ONLY</b>			
18. Accounting Classification Code UEI: E9KNNUH41ZB7 DUNS: 010485308 EIN: 1856000226A2		19. HIDTA AWARD <i>OND1070DB2223XX OND6113</i> <i>OND2000000000 OC 410001</i>	

## GRANT CONDITIONS

### A. General Terms and Conditions

1. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. § 200 (the “§ 200 Uniform Requirements”), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. §3603. For this award, the § 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. §§ 66 and 70, as well as those of 2 C.F.R. §§ 215, 220, 225, and 230. For more information on the § 200 Uniform Requirements, see <https://cfo.gov/cofar/>. For specific, award-related questions, recipients should contact ONDCP promptly for clarification.
2. This award is subject to the following additional regulations and requirements:
  - 28 C.F.R. § 69 – “New Restrictions on Lobbying”
  - 2 C.F.R. § 25 – “Universal Identifier and System of Award Management”
  - Non-profit Certifications (when applicable)
3. Audits conducted pursuant to 2 C.F.R. § 200, Subpart F, “Audit Requirements” must be submitted no later than 9 months after the close of the grantee’s audited fiscal year to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb>
4. Grantees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). The Federal Financial Report is required to be submitted quarterly and within 90 days after the grant is closed out.
5. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
6. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
7. These general terms and conditions, as well as archives of previous versions of these general terms and conditions, are available online at [www.whitehouse.gov/ondcp/](http://www.whitehouse.gov/ondcp/).

8. Mandatory Disclosure Requirement

As a non-federal entity, you must disclose, in a timely manner, in writing to ONDCP all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a federal award including the terms and conditions outlined in appendix XII of this part are required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM), currently the Federal Awardee Performance and Integrity Information System. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 C.F.R. §180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

None of the funds appropriated or otherwise made available by this grant or any other Act may be used to fund a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. This limitation shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

9. Federal Funding Accountability and Transparency (FFATA) / Digital Accountability and Transparency Act (DATA Act). Each applicant is required to (i) be registered in SAM before submitting its application; (ii) provide a valid UEI number in its application; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
10. Subawards are authorized under this grant award. Subawards must be monitored by the award recipient as outlined in 2 C.F.R. § 200.331.
11. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 C.F.R. §180, dealing with all sub-awards and contracts issued under the grant.
12. Recipients are prohibited from using federal grant funds to purchase certain telecommunication and video surveillance services or equipment in alignment with § 889 of the National Defense Authorization Act of 2019, Pub. L. No. 115-232. See 2 C.F.R. § 200.216. See also, HIDTA PPBG, § 7.20, Prohibited Uses of HIDTA Funds.



13. Grantees should provide a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States. See 2 C.F.R. § 200.322.
14. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, shall clearly state—
  - (1) the percentage of the total costs of the program
  - (2) the dollar amount of Federal funds for the project or program; and
  - (3) the Office of National Drug Control Policy is the source of funding for the projects, programs and activities.
15. Failure to adhere to the General Terms and Conditions as well as the Program Specific Terms and Conditions may result in the termination of the grant or the initiation of administrative action. ONDCP may also terminate the award if it no longer effectuates program goals or agency priorities. See 2 C.F.R. § 200.340.

## B. Recipient Integrity and Performance Matters

### Reporting of Matters Related to Recipient Integrity and Performance

#### 1. *General Reporting Requirement*

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then you as the recipient during that period of time must maintain the currency of information reported to SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under § 872 of Public Law 110-417, as amended (41 U.S.C. § 2313). As required by § 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for federal procurement contracts, will be publicly available. See 41 U.S.C. § 417b(e)(1).

#### 2. *Proceedings About Which You Must Report*

Submit the information required about each proceeding that:

Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

- a. Contract from the federal government;
- b. Reached its final disposition during the most recent 5-year period; and
- c. Is one of the following:
  - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
  - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - (4) Any other criminal, civil, or administrative proceeding if:
    - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

- (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
- (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

### 3. *Reporting Procedures*

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under federal procurement contracts that you were awarded.

### 4. *Reporting Frequency*

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### 5. *Definitions*

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and state level, but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

- (1) Only the federal share of the funding under any federal award with a recipient cost share or match; and

- (2) The value of all expected funding increments under a federal award and options, even if not yet exercised.

## C. Program Specific Terms and Conditions

The grant condition is as follows:

1. This award is subject to the requirements in the SUPPORT for Patients and Communities Act, 21 U.S.C. §§ 1701 *et seq.* and in the ONDCP National HIDTA Program Office HIDTA *Program Policy and Budget Guidance* (September 9, 2021) (PPBG). The HIDTA PPBG is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (21 U.S.C. § 1706) and the Uniform Administration Requirements (2 C.F.R. § 200) which provide the Director of ONDCP authority to coordinate funds and implement oversight and management function with respect to the HIDTA Program. The HIDTA PPBG can be accessed at the following website:  
[https://www.nhac.org/hidta\\_guidance/Program\\_Policy\\_and\\_Budget\\_Guidance2021.pdf](https://www.nhac.org/hidta_guidance/Program_Policy_and_Budget_Guidance2021.pdf)

## D. Federal Award Performance Goals

HIDTA award recipients must adhere to the performance measures, goals and requirements set forth in the PPBG Performance Management chapter (§ 10.0) and the HIDTA Performance Management Process (PMP) database.

## E. Payment Basis

1. A request for advance or reimbursement shall be made using the HHS/DPM system (<https://pms.psc.gov/>).
2. The grantee, must utilize the object classes specified within the initial grant application each time they submit a disbursement request to ONDCP. Requests for payment in the DPM system will not be approved unless the required disbursements have been entered using the corresponding object class designations. Payments will be made via Electronic Fund Transfer to the award recipient's bank account. The bank must be Federal Deposit Insurance Corporation (FDIC) insured. The account must be interest bearing.
3. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. § 6501 *et seq.*) and the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450), awardees and sub-awardees shall promptly, but at least annually, remit interest earned on advances to HHS/DPM using the remittance instructions provided below.

*Remittance Instructions* – Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN), reason for check (remittance of interest earned on advance payments), check number (if applicable), awardee name, award number, interest period covered, and contact name and number. The remittance must be submitted as follows:

Through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

(i) For ACH Returns:

Routing Number: 051036706

Account number: 303000

Bank Name and Location: Credit Gateway—ACH Receiver St. Paul, MN

(ii) For Fedwire Returns\*:

Routing Number: 021030004

Account number: 75010501

Bank Name and Location: Federal Reserve Bank Treas NYC/Funds Transfer  
Division New York, NY

(\* Please note organization initiating payment is likely to incur a charge from your Financial Institution for this type of payment)

For recipients that do not have electronic remittance capability, please make check\*\* payable to: “The Department of Health and Human Services.”

Mail Check to Treasury approved lockbox:

HHS Program Support Center, P.O. Box 979132, St. Louis, MO 63197

(\*\* Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account)

Any additional information/instructions may be found on the PMS Web site at  
<http://pms.psc.gov/>.

4. The grantee or subgrantee may keep interest amounts up to \$500 per year for administrative purposes.



## **RECIPIENT ACCEPTANCE OF GRANT CONDITIONS**

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Date: 

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Michael Gallagher

Lea County

## Initiative Cash by HIDTA

FY 2022

Awarded Budget (as approved by ONDCP)

HIDTA	Agency Name	Initiative	Cash	Type	Grant
New Mexico HIDTA - Southwest Border	Lea County	Region VI Drug Task Force - Administration	98,945.00	Administration	G22SN0017A
		Region VI Drug Task Force - Chaves County	161,681.00	Investigation	G22SN0017A
		Region VI Drug Task Force - Lea County	407,001.00	Investigation	G22SN0017A
		Region VI Drug Task Force - Lincoln County	198,225.00	Investigation	G22SN0017A
		Region VI Drug Task Force - Pecos Valley	388,037.00	Investigation	G22SN0017A
	Agency Total : Lea County		1,253,889.00		
Total			1,253,889.00		

# Budget Detail

2022 - New Mexico HIDTA - Southwest  
Border

Initiative - Region VI Drug Task Force - Administration

Administration

Award Recipient - Lea County (G22SN0017A)

Resource Recipient - Eddy County

Indirect Cost: 0.0%

**Awarded Budget (as approved by ONDCP)**

**\$1,253,889.00**

Personnel	Quantity	Amount
Administrative Staff	1	\$63,883.00
<b>Total Personnel</b>		<b>\$63,883.00</b>
Travel	Quantity	Amount
Administrative		\$5,002.00
<b>Total Travel</b>		<b>\$5,002.00</b>
Services	Quantity	Amount
Communications - mobile phones & pagers		\$2,376.00
Communications - office phones		\$720.00
Service contracts		\$10,404.00
Shipping & postage		\$600.00
<b>Total Services</b>		<b>\$14,100.00</b>
Supplies	Quantity	Amount
Investigative/Operational		\$8,160.00
Office		\$7,800.00
<b>Total Supplies</b>		<b>\$15,960.00</b>
<b>Total Budget</b>		<b>\$98,945.00</b>

# Budget Detail

2022 - New Mexico HIDTA - Southwest  
Border

Initiative - Region VI Drug Task Force - Chaves County

Investigation

Award Recipient - Lea County (G22SN0017A)

Resource Recipient - Chaves County

*Indirect Cost: 0.0%*

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	1	\$3,990.00
<b>Total Overtime</b>		<b>\$3,990.00</b>
<b>Total Budget</b>		<b>\$3,990.00</b>



# Budget Detail

## 2022 - New Mexico HIDTA - Southwest Border

Initiative - Region VI Drug Task Force - Chaves County

Investigation

Award Recipient - Lea County (G22SN0017A)

Resource Recipient - City of Roswell

Indirect Cost: 0.0%

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Personnel</b>	<b>Quantity</b>	<b>Amount</b>
Administrative Staff	1	\$21,000.00
<b>Total Personnel</b>		<b>\$21,000.00</b>
<b>Fringe</b>	<b>Quantity</b>	<b>Amount</b>
Administrative staff	1	\$7,500.00
<b>Total Fringe</b>		<b>\$7,500.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	5	\$23,728.00
<b>Total Overtime</b>		<b>\$23,728.00</b>
<b>Travel</b>	<b>Quantity</b>	<b>Amount</b>
Administrative		\$2,673.00
Investigative/Operational		\$100.00
Training		\$100.00
<b>Total Travel</b>		<b>\$2,873.00</b>
<b>Facilities</b>	<b>Quantity</b>	<b>Amount</b>
Utilities		\$4,332.00
<b>Total Facilities</b>		<b>\$4,332.00</b>
<b>Services</b>	<b>Quantity</b>	<b>Amount</b>
Communications - mobile phones & pagers		\$10,992.00
Communications - office phones		\$1,440.00
Service contracts		\$9,626.00
Shipping & postage		\$1,200.00
Training		\$1,200.00
<b>Total Services</b>		<b>\$24,458.00</b>
<b>Supplies</b>	<b>Quantity</b>	<b>Amount</b>
Office		\$13,800.00
<b>Total Supplies</b>		<b>\$13,800.00</b>

## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Chaves County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - City of Roswell**

**Indirect Cost: 0.0%**

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Other</b>	<b>Quantity</b>	<b>Amount</b>
PE/PI/PS		\$60,000.00
<b>Total Other</b>		<b>\$60,000.00</b>
<b>Total Budget</b>		<b>\$157,691.00</b>

## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Lea County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - City of Lovington**

**Indirect Cost: 0.0%**

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	1	\$5,487.00
<b>Total Overtime</b>		<b>\$5,487.00</b>
<b>Total Budget</b>		<b>\$5,487.00</b>

# Budget Detail

## 2022 - New Mexico HIDTA - Southwest Border

Initiative - Region VI Drug Task Force - Lea County

Investigation

Award Recipient - Lea County (G22SN0017A)

Resource Recipient - Lea County

Indirect Cost: 0.0%

**Awarded Budget (as approved by ONDCP)**

**\$1,253,889.00**

Personnel	Quantity	Amount
Administrative Staff	1	\$63,651.00
Investigative - Law Enforcement Officer	2	\$170,440.00
<b>Total Personnel</b>		<b>\$234,091.00</b>

Fringe	Quantity	Amount
Administrative staff	1	\$30,200.00
<b>Total Fringe</b>		<b>\$30,200.00</b>

Overtime	Quantity	Amount
Investigative - Law Enforcement Officer	5	\$27,435.00
<b>Total Overtime</b>		<b>\$27,435.00</b>

Travel	Quantity	Amount
Administrative		\$500.00
Investigative/Operational		\$800.00
Training		\$3,000.00
<b>Total Travel</b>		<b>\$4,300.00</b>

Facilities	Quantity	Amount
Lease		\$25,600.00
Support		\$1,500.00
Utilities		\$7,448.00
<b>Total Facilities</b>		<b>\$34,548.00</b>

Services	Quantity	Amount
Communications - data lines		\$2,220.00
Communications - mobile phones & pagers		\$6,360.00
Communications - office phones		\$2,580.00
Insurance		\$9,600.00
Service contracts		\$18,490.00
Shipping & postage		\$100.00
<b>Total Services</b>		<b>\$39,350.00</b>

Supplies	Quantity	Amount
Investigative/Operational		\$13,400.00



## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Lea County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - Lea County**

**Indirect Cost: 0.0%**

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
Office		\$1,400.00
<b>Total Supplies</b>		<b>\$14,800.00</b>
<b>Other</b>	<b>Quantity</b>	<b>Amount</b>
PE/PI/PS		\$16,790.00
<b>Total Other</b>		<b>\$16,790.00</b>
<b>Total Budget</b>		<b>\$401,514.00</b>

## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Lincoln County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - City of Alamogordo**

**Indirect Cost: 0.0%**

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	2	\$16,048.00
<b>Total Overtime</b>		<b>\$16,048.00</b>
<b>Total Budget</b>		<b>\$16,048.00</b>

# Budget Detail

2022 - New Mexico HIDTA - Southwest  
Border

Initiative - Region VI Drug Task Force - Lincoln County

Investigation

Award Recipient - Lea County (G22SN0017A)

Resource Recipient - Lincoln County

Indirect Cost: 0.0%

**Awarded Budget (as approved by ONDCP)**

**\$1,253,889.00**

Personnel	Quantity	Amount
Administrative Staff	1	\$40,598.00
<b>Total Personnel</b>		<b>\$40,598.00</b>
Fringe	Quantity	Amount
Administrative staff	1	\$8,100.00
<b>Total Fringe</b>		<b>\$8,100.00</b>
Overtime	Quantity	Amount
Investigative - Law Enforcement Officer	3	\$33,000.00
<b>Total Overtime</b>		<b>\$33,000.00</b>
Travel	Quantity	Amount
Administrative		\$500.00
Investigative/Operational		\$1,400.00
Training		\$100.00
<b>Total Travel</b>		<b>\$2,000.00</b>
Services	Quantity	Amount
Communications - data lines		\$2,580.00
Communications - mobile phones & pagers		\$4,200.00
Service contracts		\$3,600.00
Shipping & postage		\$720.00
<b>Total Services</b>		<b>\$11,100.00</b>
Supplies	Quantity	Amount
Investigative/Operational		\$12,000.00
Office		\$13,200.00
<b>Total Supplies</b>		<b>\$25,200.00</b>
Other	Quantity	Amount
PE/PI/PS		\$44,504.00
<b>Total Other</b>		<b>\$44,504.00</b>
<b>Total Budget</b>		<b>\$164,502.00</b>

## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Lincoln County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - Otero County**

**Indirect Cost: 0.0%**

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	2	\$16,655.00
<b>Total Overtime</b>		<b>\$16,655.00</b>
<b>Total Budget</b>		<b>\$16,655.00</b>



## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Lincoln County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - Ruidoso Downs**

**Indirect Cost: 0.0%**

**Awarded Budget (as approved by ONDCP)**

**\$1,253,889.00**

Overtime	Quantity	Amount
Investigative - Law Enforcement Officer	1	\$465.00
<b>Total Overtime</b>		<b>\$465.00</b>
<b>Total Budget</b>		<b>\$465.00</b>

## Budget Detail

**2022 - New Mexico HIDTA - Southwest  
Border**

**Initiative - Region VI Drug Task Force - Lincoln County**

**Investigation**

**Award Recipient - Lea County (G22SN0017A)**

**Resource Recipient - Village of Ruidoso**

**Indirect Cost: 0.0%**

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,253,889.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	1	\$555.00
<b>Total Overtime</b>		<b>\$555.00</b>
<b>Total Budget</b>		<b>\$555.00</b>

# Budget Detail

## 2022 - New Mexico HIDTA - Southwest Border

Initiative - Region VI Drug Task Force - Pecos Valley

Investigation

Award Recipient - Lea County (G22SN0017A)

Resource Recipient - Eddy County

**Indirect Cost: 0.0%**

**Awarded Budget (as approved by ONDCP)**

**\$1,253,889.00**

Personnel	Quantity	Amount
Administrative Staff	2	\$120,391.00
Investigative - Law Enforcement Officer	1	\$101,316.00
<b>Total Personnel</b>		<b>\$221,707.00</b>
Overtime	Quantity	Amount
Investigative - Law Enforcement Officer	3	\$60,300.00
<b>Total Overtime</b>		<b>\$60,300.00</b>
Travel	Quantity	Amount
Administrative		\$1,400.00
Investigative/Operational		\$1,406.00
<b>Total Travel</b>		<b>\$2,806.00</b>
Facilities	Quantity	Amount
Utilities		\$8,820.00
<b>Total Facilities</b>		<b>\$8,820.00</b>
Services	Quantity	Amount
Communications - data lines		\$5,568.00
Communications - mobile phones & pagers		\$7,080.00
Communications - office phones		\$4,980.00
Service contracts		\$31,236.00
Shipping & postage		\$1,140.00
<b>Total Services</b>		<b>\$50,004.00</b>
Supplies	Quantity	Amount
Investigative/Operational		\$7,560.00
Office		\$6,840.00
<b>Total Supplies</b>		<b>\$14,400.00</b>
Other	Quantity	Amount
PE/PI/PS		\$30,000.00
<b>Total Other</b>		<b>\$30,000.00</b>
<b>Total Budget</b>		<b>\$388,037.00</b>

### Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

#### State Use Only:

6. Date Received by State:

7. State Application Identifier:

#### 8. APPLICANT INFORMATION:

\* a. Legal Name:

LEA COUNTY

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

1856000226A2

\* c. UEI:

E9KNNUH41ZB7

#### d. Address:

\* Street1:

100 NORTH MAIN

Street2:

\* City:

LOVINGTON

County/Parish:

\* State:

NM: New Mexico

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

88260-4030

#### e. Organizational Unit:

Department Name:

Division Name:

#### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

\* First Name:

MICHAEL

Middle Name:

\* Last Name:

GALLAGHER

Suffix:

Title:

COUNTY MANAGER

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

ONDCP

### 11. Catalog of Federal Domestic Assistance Number:

95.001

CFDA Title:

### \* 12. Funding Opportunity Number:

HIDTA

\* Title:

### 13. Competition Identification Number:

N/A

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

HIGH INTENSITY DRUG TRAFFICKING AREAS PROGRAM

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

NM-002

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

01/01/2022

\* b. End Date:

12/31/2023

**18. Estimated Funding (\$):**

\* a. Federal

1,253,889.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

1,253,889.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Mr.

\* First Name:

MICHAEL

Middle Name:

\* Last Name:

GALLAGHER

Suffix:

\* Title:

COUNTY MANAGER

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

# BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <small>HIDTA</small>	95.001	\$	\$	\$ 1,253,889.00	\$	\$ 1,253,889.00
2.						
3.						
4.						
5. <b>Totals</b>		\$	\$	\$ 1,253,889.00	\$	\$ 1,253,889.00

### SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	HIDTA				
<b>a. Personnel</b>	\$ 768,942.00	\$	\$	\$	\$ 768,942.00
<b>b. Fringe Benefits</b>	45,800.00				45,800.00
<b>c. Travel</b>	16,981.00				16,981.00
<b>d. Equipment</b>					
<b>e. Supplies</b>	84,160.00				84,160.00
<b>f. Contractual</b>	186,712.00				186,712.00
<b>g. Construction</b>					
<b>h. Other</b>	151,294.00				151,294.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	1,253,889.00				\$ 1,253,889.00
<b>j. Indirect Charges</b>					\$
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 1,253,889.00	\$	\$	\$	\$ 1,253,889.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <small>HIDTA</small>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
9.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
10.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
11.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
14. Non-Federal	\$ <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. <small>HIDTA</small>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
17.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
18.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
19.	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input style="width: 90%;" type="text"/>	22. Indirect Charges: <input style="width: 90%;" type="text"/>
23. Remarks: <input style="width: 95%;" type="text"/>	

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

LEA COUNTY

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. \* First Name: MICHAEL Middle Name:

\* Last Name: GALLAGHER Suffix:

\* Title: COUNTY MANAGER

\* SIGNATURE:

\* DATE:



## DISCLOSURE OF LOBBYING ACTIVITIES

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352**

OMB Number: 4040-0013  
Expiration Date: 02/28/2025

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**

☒ Prime    ☐ SubAwardee

\* Name: LEA COUTY

\* Street 1: 100 NORTH MAIN      \* Street 2: \_\_\_\_\_

\* City: LOVINGTON      State: NM: New Mexico      Zip: 88260

Congressional District, if known: \_\_\_\_\_

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**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

---

<b>6. * Federal Department/Agency:</b> ONDCP	<b>7. * Federal Program Name/Description:</b> _____  <small>CFDA Number, if applicable:</small> _____
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<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____
---	---

**10. a. Name and Address of Lobbying Registrant:**

Prefix Mr.    \* First Name MICHAEL    Middle Name \_\_\_\_\_

\* Last Name GALLAGHER    Suffix \_\_\_\_\_

\* Street 1: \_\_\_\_\_    \* Street 2: \_\_\_\_\_

\* City: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix \_\_\_\_\_    \* First Name \_\_\_\_\_    Middle Name \_\_\_\_\_

\* Last Name \_\_\_\_\_    Suffix \_\_\_\_\_

\* Street 1: \_\_\_\_\_    \* Street 2: \_\_\_\_\_

\* City: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_

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**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**\* Signature:** \_\_\_\_\_

**\*Name:** Prefix Mr.    \* First Name MICHAEL    Middle Name \_\_\_\_\_

\* Last Name GALLAGHER    Suffix \_\_\_\_\_

**Title:** COUNTY MANAGER    **Telephone No.:** \_\_\_\_\_    **Date:** \_\_\_\_\_

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b> MICHAEL GALLAGHER	<b>TITLE</b> COUNTY MANAGER
<b>APPLICANT ORGANIZATION</b> LEA COUNTY	<b>DATE SUBMITTED</b> <div style="background-color: yellow; height: 20px; width: 100%;"></div>





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/20/2022		SUBMITTED BY Name, Title, Dept: Susan Marinovich, County Treasurer	
SUBJECT: Adopt Procedures for the Acceptance of Payments by Credit Card, Debit Card or Other Electronic Means		ATTACHMENT(S): Resolution Policy	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution		ACTION REQUESTED:  Action Item	
BUDGET LINE ITEM NUMBER:		FISCAL BUDGET YEAR:	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan:			
SUMMARY: Adopt Procedures for the Acceptance of Payments by Credit Card, Debit Card or Other Electronic Means			
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:		See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Approve Policy		Submitter's Signature Department Director, Etc.	
FINANCE REVIEW Fiscal Impact/Cost:		Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)		Reviewed by County Attorney	
COUNTY MANAGER REVIEW:		Approved by County Manager to be Placed on Agenda 	
Item No. 0202 RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN			
Approved: _____		Denied: _____	
Resolution No. 22-MAY-120R		Policy No. _____	
Continued To: _____		Referred To: _____	
		Other: _____	
		Ordinance No. _____	
		Comments: _____	



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-\_\_R

**A RESOLUTION ADOPTING PROCEDURES FOR THE ACCEPTANCE OF PAYMENTS BY CREDIT  
CARD, DEBIT CARD OR OTHER ELECTRONIC MEANS**

**WHEREAS,** the Board of County Commissioners of Lea County is tasked to represent and address the needs of its residents; *and*

**WHEREAS,** the passage of N.M.S.A 6-10-1.2 allows local governments to accept payment by credit card, debit card or electronic means of any amount due under any law or program; and

**WHEREAS,** the citizens of Lea County have requested the ability to pay by credit card or debit card and also make payments on-line; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County does hereby approve these procedures, attached and incorporated herein as Exhibit A.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By:

\_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney

## LEA COUNTY

### **POLICY FOR THE ACCEPTANCE OF DEBIT/CREDIT CARDS OR ELECTRONIC TRANSFER FOR PAYMENTS OF PROPERTY TAXES AND OTHER SERVICES**

Issue Date: May 12, 2022

This policy applies to all Lea County departments that accept or may accept debit or credit cards for payment of property taxes and other services.

Section 6-10-1.2 NMSA provides that a local governing body may accept payment by credit card or electronic means and may charge a uniform convenience fee to cover the approximate costs imposed by a financial institution that are directly related to processing a debit/credit card or electronic transfer transaction.

Debit/Credit Card customer information is not subject to Public Records Disclosure. Debit/Credit Card customer information will not be subject for use for commercial purposes.

#### **A. Authorization to Open all Credit and Debit Card Accounts**

The Lea County Treasurer will be consulted regarding any new and/or changes dealing with all debit card accounts and merchant credit card accounts.

#### **B. Accepting Debit/Credit Card or Electronic Transfer Transaction Subject to Convenience Fee**

Lea County will accept payment of property taxes and other services by debit/credit card or electronic transfer transaction with the provision that Lea County will not accept payment by debit/credit card or electronic transfer without charging a convenience fee to the customer to do so.

#### **C. Definitions**

1. "Automated Clearing House" or "ACH" means an association of depository institutions that process financial transactions electronically through the Federal Reserve Bank.

2. **"Convenience Fee"** means a fee that is charged to a customer for the convenience of making an electronic payment. A convenience fee charged to a customer typically covers all or a portion of a payment vendor's transaction costs, as well as any other additional fees that are charged by an agency to recover direct costs associated with an electronic payment.
3. **"Credit Card"** means a card indicating that the holder named on the card has obtained a revolving line of credit from the financial institution issuing the card up to a certain dollar amount valid to a specified date shown on the card. A credit card may be used to pay for goods and services from merchants or organizations participating in the corresponding credit card program.
4. **"Debit Card"** means a card indicating that the holder named on the card has an open account in a financial institution shown on the card that the holder named on the card is authorized to pay for purchases of goods and services from participating merchants so long as the account is valid and has adequate funds to cover the cost of either goods or services, or both, at the time of the transaction.
5. **"Customer"** means a person who is purchasing and/or paying Lea County services or property taxes with an electronic payment, such as a credit card, debit card or electronic check.
6. **"Electronic Check" or "e-check"** means an ACH debit that is initiated by the customer or agency on the internet against an open account in a financial institution that is authorized for use to pay for purchases of goods and services from participating merchants so long as the account is valid and has adequate funds to cover the cost of either goods or services, or both, at the time of the transaction. This is also known as an internet check.
7. **"Electronic Payments"** means any financial transaction by which funds are transferred to Lea County through any type of electronic payment option or method. The electronic payment options include, but are not limited to; Internet payment processing, point-of-sale payment processing, and interactive voice response (telephone payments). The methods of payment include, but are not limited to: automated clearing house (ACH), credit cards, debit cards, and ACH debit processing.
8. **"Electronic Payment Services"** means any service provided by a vendor who acts as an intermediary in processing an electronic payment, including, but not limited to: merchant banking services, credit card payment processing, ACH debit processing, and internet payment gateway services. Depending on how contracts with third party vendors are established, electronic payment services may be coordinated by a single vendor or multiple vendors.
9. **"Electronic Payment Processing Protocol"** means the standard processes used by Lea County when accepting electronic payments from customers, including, but not limited to, contracts with financial service providers and business procedures.

10. **"Interactive Voice Response System"** (IVR) means a system that allows users to pay for services over the telephone or other audio-signal carrier using a credit card.
11. **"Internet Payment Gateway Service"** means a service provided by a vendor that directs an internet payment transaction to the appropriate third-party payment processor who facilitates the transfer of funds from a specific financial institution.
12. **"Merchant Banking Service"** refers to the designated bank or banking service that processes an electronic payment.
13. **"Payment Vendor"** means a service provider who is involved with the electronic payment transaction, including, but not limited to; merchant bank, credit card issuer, credit card association, internet payment gateway, ACH or credit card payment processor.
14. **"Personal Financial Information"** means the information provided by the customer in the course of completing a payment transaction with Lea County through an electronic transfer of funds, including, but not limited to credit card number, debit card number and bank account number.
15. **"Point-of-Sale"** or POS is a payment option that performs a real-time payment authorization of a customer's account when the customer presents their credit card (or other payment method) in-person at the time of sale.
16. **"Transaction Fee"** means the same as "transaction cost" and refers to the cost incurred by a payment vendor for executing an electronic payment. If an agency passes all or a portion of this transaction cost on to the customer, then the resulting fee to the customer is typically called a "convenience fee" (see definition above).

#### **D. Policies**

Lea County may accept electronic payments for property taxes and other services.

Lea County must comply with the electronic payment processing protocol and procedural steps as set forth in these administrative policies and procedures.

##### **1. Electronic Payment Processing Protocol and Privacy**

Lea County, with technical assistance and equipment if necessary, shall establish and maintain the protocol for electronic payment processing, including, but not limited to, contracts for electronic payments, convenience fees, and standard business processes and procedures.



- a. Lea County shall not store a customer's personal financial information in a database accessible to the public.

## 2. Contracts

- a. The Lea County Treasurer, will assist with establishing and administering contracts with vendors for the acceptance and processing of electronic payments, including, but not necessarily limited to: merchant banking services, internet payment gateway services, and third-party electronic payment processors.

## 3. Convenience and Transaction Fees

- a. A convenience fee greater than the cost of a payment vendor's transaction fee may be charged to the customer for an electronic payment. Convenience fees may be calculated to recover all of a payment vendor's transaction costs, as well as any additional direct costs borne by Lea County.
- b. Use of a convenience fee and the methodology used in calculating it must be in accordance with the contracts Lea County has established with its payment vendors.
- c. The current convenience fee for the Lea County Treasurer is 2.45% or a \$2.00 minimum per transaction. The Lea County Event Center and Fairgrounds have a set fee of \$3.00 per transaction and DWI is 2.2% per transaction.

## E. Procedures

1. Lea County employees may obtain information from the Lea County Treasurer on its electronic payment processing protocol, contracts for electronic payments, transaction fee structure and standard business processes and procedures.
2. The Lea County Departments processing credit/debit card systems will provide to the Lea County Treasurer, information pertaining to set up of accounts which may include, but is not limited to, the following:
  - a. Checking account for electronic payment deposits.
  - b. Merchant bank account and credit card issuer accounts for credit card payment processing.
  - c. Internet payment processing and third-party payment processor accounts.
3. The Lea County Treasurer or its appointed designee is responsible for tracking, researching and recording all credit/debit card transactions or electronic transfer for reconciliation purposes. Subsequently all departments utilizing a credit/debit card system will be responsible for balance and submission of their respective transactions.

4. Acceptance of debit/credit cards or electronic transfer from the internet shall be done in a secure fashion and on a secure system.
5. Debit/Credit card payments will be accepted in person by POS, phone in requests and through the internet payment gateway. Debit/credit card payments will not be accepted by, mail or e-mail.



**New Mexico Department of Finance & Administration**  
**Local Government Division, Budget & Finance Bureau**  
**REQUIRED CHECKLIST FOR ACCEPTANCE OF CREDIT CARDS**  
**AND ELECTRONIC TRANSFERS**

This checklist is intended to assist local governments in complying with Section 6-10-1.2, NMSA 1978 which states *"the local governing body shall adopt procedures, subject to the approval of the department, on the terms and conditions of accepting payments by credit card or electronic transfers". "Department" is the Department of Finance and Administration (DFA).*

**Check completed items below, as applicable, and prepare documents as needed.**

This signed checklist and supporting documentation must be included with the submission of your local entity's "Interim Budget" due on or before June 1st. Upload all files onto the Local Government Budget Management System (LGBMS) using the "files" tab.

***Local Government Entity Contact Information***

Entity: LEA COUNTY Phone Number: 575-396-8642  
Entity Contact Name: Susan Marinovich Email Address: smarinovich@leacounty.net

**REQUIRED DOCUMENTATION-Submit as part of the formal request for approval.**

A letter addressed to the DFA Local Government Division Director, from the local entity's County Manager, Municipal Mayor or CFO including all the following:

**GENERAL INFORMATION**

- ☒ The reason the local entity would like to accept credit card payments or electronic transfers.
- ☒ A list of all fees, taxes, or other amounts to be collected from credit card payments or electronic transfers.
- ☒ A statement as to whether the local entity will absorb fees for acceptance of payment cards, or the cardholders will be assessed a convenience or service fee.
- ☒ A statement identifying the payment gateway that will be used to facilitate online credit card payments or electronic transfers.

**ATTESTATION THAT THE LOCAL ENTITY WILL:**

- ☒ Follow the terms and conditions for payment card acceptance as set out in the Fiscal Agent Agreement. **Include fiscal agent name and agreement effective dates on letter.**



**CONTINUED-ATTESTATION THAT THE LOCAL ENTITY WILL:**

- ☒ Follow industry guidance, procedures, and rule compliance established by National Automated Clearing House Association (NACHA) for electronic payments and Payment Card Industry (PCI) for credit card payments.
- ☒ Pay all costs associated with the acceptance of payment card services card services, including but not limited to (1) purchases or leases of merchant equipment, as set out in the Fiscal Agent Agreement and any agreement with an approved third-party processor, and (2) any assessment charged by local entity to cover the cost of compliance with PCI data security standards (DSS) and NACHA.
- ☒ Be responsible for tracking, researching, and recording all payment card transactions for reconciliation purposes.
- ☐ N/A If a PCI audit has been completed, please provide a copy of the audit compliance report to DFA.
- ☒ Provide your independent auditor with DFA's approval letter.

**CONFIRMATION THAT:**

- ☒ Memorandum or other attestation from your local entity's information and technology (IT) which certifies the acceptance of payment cards and electronic transfers are on a secure system, meet current PCI-DSS and NACHA standards, provide proper encryption of account numbers, and customer data is protected. **A copy of the memorandum or PCI Audit must be provided to DFA.**
- ☒ If fees for acceptance of payment cards will be paid by the cardholder, procedures must be developed defining current charges of collected convenience and/or service fees from cardholders. In addition, confirmation that the convenience and/or service fees will be in compliance with Subsection B of 6-10-1.2 which states "local governing body may charge a uniform convenience fee to cover the approximate costs imposed by a financial institution that are directly related to processing a credit card or electronic transfer transaction." **A copy of these procedures must be provided to DFA.**
- ☒ Memorandum or other attestation from the Fiscal Agent-Merchant Service Agreement that the structure and/or procedures for collecting payment cards meet the Fiscal Agent's requirement, complying with the Fiscal Agent Agreement. **A copy of the memorandum or attestation must be provided to DFA.**
- ☒ If the local entity is using a third-party processor, **a copy of the executed third-party processor agreement must be provided to DFA.**

I \_\_\_\_\_, certify this check list is complete and  
*Name & Title (must be signed by Mayor or County Manager)*

copies of all required documents have been uploaded onto DFA's Local Government Budget Management System (LGBMS) with the local entity's interim budget due on or before June 1st: and

Attest LEA COUNTY will comply with all PCI, DSS  
*Local Entity's Name*

and NACHA Standards, and release The Department of Finance and Administration (DFA), against any claims, suits, or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by anyone on behalf of the Local Entity, including attorney's fees and any related costs.

*Signature*

Date: \_\_\_\_\_



DFA  
Local Government Division  
Director, Donnie Quintana  
Bataan Memorial Building, Suites 201-203  
Santa Fe, NM 87501

Re: Credit Card Terms and Conditions

Mr. Quintana,

Pursuant to Section 6-10-1.2, NMSA 1978, a local governing body may accept payment by credit card or electronic means of any amount due under any law or program administered by the agency or local governing body. The same statute also states that the local governing body shall adopt procedures, subject to the approval of the department (of finance and administration), on the terms and conditions of accepting payments by credit card or electronic transfer.

Section B of this same statute states that a local governing body may charge a convenience fee to cover the exact fees imposed by the financial institution for the cost of processing a credit card or electronic transfer transaction.

As such, I am writing to notify DFA that Lea County Treasurer's Office is charging a 2.45% or \$2.00 minimum, and a flat \$3.00 fee for the Lea County Event Center, Lea County Fairgrounds and Lea County DWI. These convenience fees are imposed on all credit card transactions that are received over the phone payment system, paid online, or paid over the phone with a County representative. I am also attaching a copy of the Merchant Services Agreement with our fiscal agents, Point & Pay, Select a Seat, and Wells Fargo, which sets out the general terms and conditions of credit card acceptance.

Please let us know if you have any questions.

Thank you,

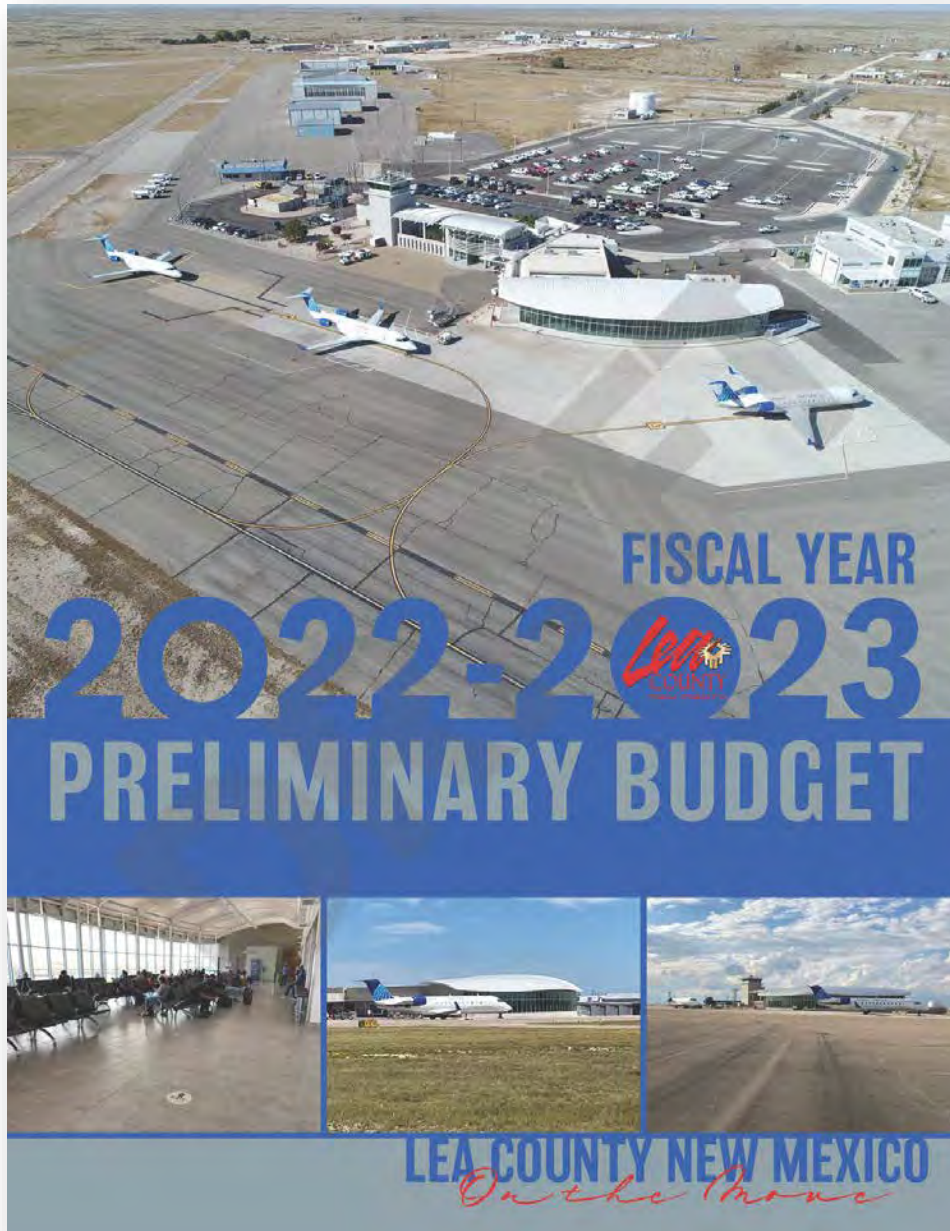
Mike Gallagher  
Lea County Manager

Cc: Brenda Suazo-Giles, Executive Budget Analyst DFA Local Government Division  
[BrendaL.Suazo-Giles@state.nm.us](mailto:BrendaL.Suazo-Giles@state.nm.us)





# Consideration of Lea County Resolution No. 22-MAY-121R Adopting Lea County's Preliminary Budget for Fiscal Year 2022 – 2023



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-121R

**A RESOLUTION ADOPTING LEA COUNTY'S PRELIMINARY BUDGET FOR FISCAL YEAR 2022 - 2023**

**WHEREAS**, the Governing Body in and for the County of Lea, State of New Mexico, has developed a preliminary budget for the fiscal year 2022 - 2023; *and*

**WHEREAS**, said preliminary budget was developed on the basis of need and through cooperation with all user departments, elected officials, and other department supervisors; *and*

**WHEREAS**, it is the majority opinion of this Board that the preliminary budget meets the requirements as currently determined for fiscal year 2022 - 2023

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County, that Lea County, State of New Mexico, hereby adopts the preliminary budget herein above described to be submitted for approval by the Local Government Division of the Department of Finance and Administration.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



## FY 23 Lea County Budget Timeline

Date	Action Taken
January 13, 2022	Budget Development and Timeline Approval (LCBCC)
February 3, 2022	Outside Entities and Services RFP Discussion (LCBCC) Discussion of FY 23 Projected Revenues (LCBCC)
February 17, 2022	Release of Outside Entities and Services RFP
February 21 – March 2, 2022	Departmental Budget Discussions – County Staff
March 10, 2022	Discussion of FY 23 Projected Expenses (LCBCC)
March 11, 2022	Responses for Outside Entities Proposals Due
March 31, 2022	Departmental Budget Presentations (LCBCC)
April 14, 2022	Departmental Budget Presentations cont'd (LCBCC) Personnel Proposals (LCBCC)
April 28, 2022	Capital & Outside Agency Proposals (LCBCC)
May 12, 2022	Present Preliminary Budget for Discussion (LCBCC)
May 26, 2022	Present Preliminary Budget for Final Action (LCBCC)
May 31, 2022	Preliminary Budget Due to New Mexico DFA for Approval
July 28, 2022	Present Final Budget For Discussion and Approval (LCBCC)
July 31, 2022	Final Budget Due to New Mexico DFA for Approval

May 26<sup>th</sup>  
Preliminary Budget  
Commission Approval

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/23/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Mike Gallagher, County Manager	
<b>SUBJECT:</b> Approval of Fiscal Year 2022 - 2023 Preliminary Budget	<b>ATTACHMENT(S):</b> Resolution Budget	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1 Resolution	<b>ACTION REQUESTED:</b> Action Item	
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b> 2022 - 2023	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 3.1 Accountability - "Lea County is responsible for the publics' tax dollars in a fiscally conservative and transparent manner."		
<b>SUMMARY:</b> Lea County is required to submit a Preliminary Budget for the Fiscal Year 2022 - 2023 to the New Mexico DFA LGD by May 31, 2022.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>		<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approve Preliminary Budget		<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:		<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)		<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>		<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0203 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Denied: _____ Other: _____ Resolution No. 22-MAY-121R Policy No. _____ Ordinance No. _____ Continued To: _____ Referred To: _____ Comments: _____		

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-121R

**A RESOLUTION ADOPTING LEA COUNTY'S PRELIMINARY BUDGET FOR FISCAL YEAR 2022 - 2023**

**WHEREAS**, the Governing Body in and for the County of Lea, State of New Mexico, has developed a preliminary budget for the fiscal year 2022 - 2023; *and*

**WHEREAS**, said preliminary budget was developed on the basis of need and through cooperation with all user departments, elected officials, and other department supervisors; *and*

**WHEREAS**, it is the majority opinion of this Board that the preliminary budget meets the requirements as currently determined for fiscal year 2022 - 2023.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County, that Lea County, State of New Mexico, hereby adopts the preliminary budget herein above described to be submitted for approval by the Local Government Division of the Department of Finance and Administration.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
      Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney





# FISCAL YEAR 2022-2023 PRELIMINARY BUDGET



LEA COUNTY NEW MEXICO  
*On the Move*





# BOARD OF COUNTY COMMISSIONERS



**Dean Jackson, Chair**  
District 1



**Rebecca Long**  
District 2



**Gary Eidson, Vice Chair**  
District 3



**Jonathan Sena**  
District 4



**Pat Sims**  
District 5

## FY 2022-2023 FINAL BUDGET

# LEA COUNTY MANAGEMENT



**Michael Gallagher, ICMA - CM**  
County Manager



**Corey Needham, P.E.**  
Assistant County Manager



**Chip Low, CPA CGMA**  
Finance Director





# Budget Book Navigation Guide

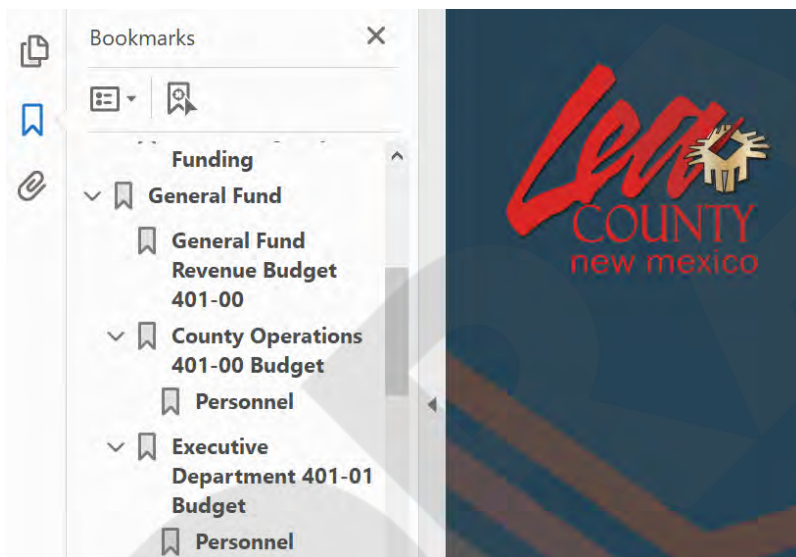
## Bookmarks

Once you have downloaded the Budget Book PDF and open it in Adobe Reader, click on the bookmark icon on the top left to open the bookmarks panel



In the bookmarks panel, you will see a list of all the main sections of the Budget Book

You can expand the main sections to see subsections of the handbook by clicking on the arrow (or plus sign) to the left of the section title.



You can click on any section title within the bookmarks panel and the PDF will jump directly to that section of the handbook.

## Hyperlinks

In addition to the bookmarks panel, hyperlinks are located throughout the document to help you navigate. Anytime the "arrow" cursor changes to a "hand" cursor in the document, you can click to be directed to another section of the Budget Book.

A few navigation hyperlinks you will want to note:

- All text in the Table of Contents is hyperlinked and will direct you to the specified section.
- The document title at the bottom of every page "Fiscal Year 2022-2023 Budget" will direct you back to the Table of Contents.
- Fund names located in the Executive Summary Section are hyperlinked to direct you to the breakout sections for each fund.

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# LEA COUNTY EXECUTIVE SUMMARY



**Back Row:**

**Pat Sims - District 5**

**Gary Eidson - District 3**

**Dean Jackson - District 1**

**Front Row:**

**Rebecca Long - District 2**

**Jonathan Sena - District 4**



## Lea County Projected Changes in Fund Balances FY 22/23

	Beginning Cash 7/01/2022	Estimated Revenue	Operating Expenditures	Capital Outlay	Transfers In (Out)	Projected Cash 6/30/2023
<b>General Fund</b>						
401 - General fund	\$264,822,398	\$ 87,885,391	\$ 49,581,751	\$ —	\$(202,845,209)	\$100,280,829
<b>General Fund Total</b>	<b>264,822,398</b>	<b>87,885,391</b>	<b>49,581,751</b>	<b>—</b>	<b>(202,845,209)</b>	<b>100,280,829</b>
<b>Special Revenue Funds</b>						
402 - Road	2,658,552	1,931,070	9,412,026	21,976,953	32,624,645	5,825,288
403 - Farm & Range	46,676	20,000	125,000	—	125,000	66,676
404 - Community Centers	40,680	—	76,670	100,000	200,000	64,010
405 - Clerk's Recording & Filing	314,324	100,000	148,368	—	—	265,956
406 - Indigent GRT	1,086,859	4,650,572	13,510,000	—	10,153,069	2,380,500
407 - Maljamar Fire Department	286,484	75,062	116,450	—	—	245,096
408 - Knowles Fire Department	218,544	79,232	116,350	—	—	181,426
409 - Airport Fire Department	167,811	—	408,082	—	375,000	134,729
410 - Monument Fire Department	163,321	83,401	115,350	—	—	131,372
412 - LDWI Distribution	179,564	526,306	516,202	—	—	189,668
416 - Paving Districts	2,538	—	—	—	—	2,538
418 - Detention Center	335,587	2,933,712	14,053,848	13,180,000	24,800,000	835,451
421 - Revolving Loan Fund	101,105	—	—	—	—	101,105
424 - EMPG Reimbursement	16,376	50,731	—	—	—	67,107
430 - Capital Projects	756,255	4,063,000	—	49,401,247	102,596,977	58,014,985
431 - Federal and State Grants	383,420	182,500	205,403	—	—	360,517
433 - Jal CDBG Wastewater	21,882	—	—	—	—	21,882
435 - DWI Program Local Revenue	62,192	85,000	254,363	—	152,744	45,573
436 - LDWI Grant	213,322	355,000	266,687	—	—	301,635
437 - CDWI Grant	41,503	7,996	8,000	—	—	41,499
439 - Misdemeanor Compliance	84,636	32,500	35,000	40,000	—	42,136
454 - Lea Regional Airport	1,903,162	6,178,700	1,090,463	13,227,350	7,645,432	1,409,480
455 - Lovington Airport	261,263	430,833	158,229	1,281,667	1,000,000	252,200
456 - Jal Airport	293,714	400,834	145,930	1,112,000	1,200,272	636,890
460 - Fairgrounds	235,608	104,000	1,016,852	2,822,000	4,524,827	1,025,583
461 - Fair and Rodeo	54,402	1,085,000	2,057,029	—	1,277,059	359,432
462 - Hispanic Heritage Night	1	115,000	233,114	—	157,446	39,332
463 - Event Center	188,919	228,700	4,020,860	11,110,000	16,000,000	1,286,759
499 - Property Valuation Fund	2,267,285	626,827	860,098	30,000	—	2,004,014
600 - State & Local Recovery Funds	6,876,606	6,902,257	—	13,778,863	—	—
604 - EMS Knowles	26,474	5,000	10,000	—	—	21,474
605 - Law Enforcement Protection Grant	1,918	124,000	124,000	—	—	1,918
607 - JAG Grant	12,540	8,014	8,014	—	—	12,540
608 - Lea County Drug Task Force	149,727	470,211	442,839	—	—	177,099
609 - Region VI Drug Task Force	73,191	1,038,955	992,849	—	—	119,297
610 - LCDTF Forfeitures Fund	8,898	30	20,000	—	12,739	1,667
613 - EMS Maljamar	6,994	—	5,000	—	—	1,994
618 - County Fire Marshal	115,390	79,232	85,422	—	—	109,200
621 - EMS Monument	1,017	5,000	5,000	—	—	1,017
<b>Special Revenue Funds Total</b>	<b>19,658,738</b>	<b>32,978,675</b>	<b>50,643,497</b>	<b>128,060,080</b>	<b>202,845,209</b>	<b>76,779,044</b>



## Lea County Projected Changes in Fund Balances FY 22/23

	Beginning Cash 7/01/2022	Estimated Revenue	Operating Expenditures	Capital Outlay	Transfers In (Out)	Projected Cash 6/30/2023
<b>Enterprise Fund</b>						
675 - Water Service Fund	339,536	—	—	148,434	—	191,102
<b>Enterprise Fund Total</b>	<b>339,536</b>	<b>—</b>	<b>—</b>	<b>148,434</b>	<b>—</b>	<b>191,102</b>
<b>Trust &amp; Agency Funds</b>						
635 - Water Users Association	20,595	—	1,350	—	—	19,245
800 - Trust & Agency	60,568	1,160,000	1,160,000	—	—	60,568
808 - Lea Co Communications Authority	1,334,455	6,672,461	6,445,460	290,000	—	1,271,456
810 - Solid Waste Authority	14,274,597	2,975,100	2,181,002	3,100,000	—	11,968,695
811 - Solid Waste Sinking	2,623,629	3,000	—	—	—	2,626,629
<b>Trust &amp; Agency Funds Total</b>	<b>18,313,844</b>	<b>10,810,561</b>	<b>9,787,812</b>	<b>3,390,000</b>	<b>—</b>	<b>15,946,593</b>
<b>Total All Funds</b>	<b>\$303,134,515</b>	<b>\$131,674,627</b>	<b>\$110,013,061</b>	<b>\$131,598,514</b>	<b>\$ —</b>	<b>\$193,197,567</b>

The following funds are no longer active and have been removed from the budget report. Historical information can still be accessed in the fund budget breakout sections. If no information has been reported since FY 2021, the fund was removed.

411 - Environmental Gross Receipts Tax - Legislation enacted in 2020 by the New Mexico Legislature converted the Environmental Gross Receipts Tax to a County Local Option Tax and removed the restrictions. Lea County elected to transfer the fund balance to the General Fund and budget expenditures for Environmental Services in Department 26 of the General Fund. The associated Gross Receipt Tax revenue has been designated as General Fund revenue.

415 - Correction Fees - The revenue associated with the Correction Fees Fund is an allocation from the state that is restricted to expenditures to maintain the County Detention Center. Beginning in FY 21, the County elected to record the revenues in the Detention Center Fund - 418 in order to better utilize the revenue.

426 - Tire Recycling - \$1800 cash balance was transferred to the General Fund.

658 - Debt Service - Lea County retired the outstanding revenue bond debt in December 2019. The County has no plans to issue debt in the near term. The revenue used to fund the annual debt payments was a dedicated 1/8th County Wide Gross Receipts Tax increment. That revenue is now budgeted and accounted for in the General Fund.

619 - Fire Excise Tax - \$75,283 cash balance was transferred to the General Fund.

809 - Eddy-Lea Energy Alliance - Lea County was the designated fiscal agent for the Alliance until December 31, 2020. The City of Carlsbad, New Mexico is now the acting fiscal agent. The cash fund balance of \$52,382.73 was transferred to the City of Carlsbad in January 2021.



## Lea County Personnel Budget Summary FY 22/23

	FTE	Salary	FICA & Medicare	PERA	Group Health Ins.	Retiree Ins.	Total
<b>General Fund</b>							
401-00 County Operations	5.00	151,004	11,552	28,181	109,858	—	300,595
401-01 Executive	7.00	1,360,182	74,237	137,917	155,356	22,219	1,749,910
401-02 Information Technology	6.00	451,752	34,547	80,032	74,449	12,222	653,002
401-03 Facilities Department	20.00	1,014,323	77,588	178,980	379,509	27,333	1,677,733
401-04 County Clerk	11.00	654,484	50,040	98,951	154,583	12,953	971,011
401-06 County Assessor	11.20	621,211	47,515	110,845	188,390	14,769	982,730
401-07 County Treasurer	6.00	346,163	26,473	60,653	102,972	7,104	543,365
401-08 County Sheriff	89.00	7,471,387	585,516	2,208,696	1,645,106	234,098	12,144,802
401-09 County Probate Judge	1.00	26,532	2,026	—	18,416	—	46,974
401-24 Legal	1.00	431,891	23,590	36,952	18,416	5,643	516,492
401-25 Human Resources	4.00	325,032	24,842	58,673	97,368	8,960	514,876
401-26 Environmental Services	15.95	886,520	67,819	154,544	265,306	23,601	1,397,789
401-56 DWI Program	7.00	549,915	42,068	98,283	158,542	15,009	863,818
401-75 Finance	9.00	653,045	49,935	113,775	138,206	17,375	972,336
401-76 Planning	1.50	118,036	9,030	21,170	30,587	3,233	182,056
401-77 Emergency Management	2.45	199,060	15,228	32,656	37,975	4,987	289,905
<b>General Fund Total</b>	197.10	\$ 15,260,536	\$ 1,142,006	\$ 3,420,308	\$ 3,575,039	\$ 409,505	\$ 23,807,395
<b>Special Revenue Funds</b>							
402-10 Road Department	43.50	2,764,360	211,450	493,730	787,063	75,399	4,332,001
409-16 Airport Fire & Rescue	2.00	236,188	18,068	19,642	48,684	3,000	325,582
412-43 DWI - State	6.00	320,357	24,507	68,290	93,505	9,542	516,202
418-23 Detention Center	89.00	7,360,609	558,587	1,159,536	1,625,804	175,429	10,879,966
435-56 DWI Program	2.00	129,260	9,888	18,244	48,684	2,786	208,863
436-65 LDWI Grant	3.00	174,762	13,369	32,615	40,960	4,981	266,687
454-18 Lea Regional Airport	2.00	95,457	7,302	15,706	44,050	2,398	164,913
455-18 Zip Franklin Airport	1.00	47,169	3,608	7,853	22,025	1,199	81,854
456-18 Jal Airport	1.00	48,169	3,685	7,853	22,025	1,199	82,930
460-32 Fairgrounds	3.87	279,295	21,366	46,521	75,765	7,104	430,052
461-33 Fair & Rodeo	0.53	123,062	9,414	6,249	10,572	954	150,251
462-34 Hispanic Heritage Night	0.10	17,260	1,320	1,325	1,762	202	21,869
463-31 Event Center	4.50	263,458	20,155	41,024	75,409	6,265	406,310
499-46 Assessor's Valuation	1.80	154,054	11,785	20,085	27,608	3,067	216,598
608-41 LC Drug Task Force	3.00	250,716	5,213	12,717	15,073	1,942	285,661
<b>Special Revenue Funds Total</b>	163.30	12,264,175	919,719	1,951,388	2,938,988	295,468	18,369,739
<b>Trust &amp; Agency</b>							
808-78 Lea County Communications Authority	40.00	2,912,171	204,323	470,006	544,927	64,899	4,196,326
810-20 Solid Waste Authority	1.60	107,296	8,208	18,904	22,322	2,887	159,617
<b>Trust &amp; Agency Total</b>	41.60	3,019,467	212,531	488,910	567,249	67,786	4,355,943
<b>Grand Total</b>	402.00	\$ 30,544,178	\$ 2,274,256	\$ 5,860,607	\$ 7,081,276	\$ 772,759	\$ 46,533,077

# LEA COUNTY NEW MEXICO

## Capital Outlays FY 23

### 402-10 Road Department

4251 - Road Construction - New Chip Seal	\$ 18,535,000
4315 - Pickup (s)	196,000
4412 - Loader	450,000
4558 - Broom(s)	82,000
4599 - Chip Spreader	440,000
4616 - Video Messaging System	20,000
4624 - Road Facility Remodel	75,000
4657 - Tire Roller, Pnuematic	135,000
4701 - FY 23 School Bus County Grant	90,000
4702 - FY 23 School Bus State Grant	250,000
4703 - FY 23 Co-op County Grant	35,000
4704 - FY 23 Co-op State Grant	125,000
4705 - FY 23 CAP County Grant	85,000
4706 - FY 23 CAP State Grant	473,953
4750 - Rock Spreader	245,000
4764 - FY 22 CAP County Grant	75,000
4765 - FY 22 CAP State Grant	225,000
4766 - FY 22 Co-op County Grant	35,000
4767 - FY 22 Co-op State Grant	110,000
4768 - FY 22 School Bus County Grant	65,000
4769 - FY 22 School Bus State Grant	190,000
4779 - Salt Spreader	40,000
	<hr/>
	21,976,953
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### 404-12 Community Recreation

4104 - Improvements	<hr/>
	100,000
	<hr/>

### 418-23 Detention Facility

4238 - Kitchen Equipment	50,000
4324 - Copier	10,000
4362 - Camera(s)	20,000
4382 - Vehicles	60,000
4440 - Equipment	1,000,000
4605 - Radio Equipment & Upgrades	15,000
4749 - Washers	25,000
4757 - Detention Center Upgrades	12,000,000
	<hr/>
	13,180,000
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### 430-County Operations

4110 - Judicial Complex - Sheriff	Sheriff	100,000
4123 - County Fire Department Improvements	EMS	7,000,000
4139 - General Services Building	Commission	500,000
4250 - Water Rights	Commission	300,000

# LEA COUNTY NEW MEXICO

## Capital Outlays FY 23

### 430-County Operations Cont'd

4315 - Pickup(s)	Environmental	350,000
4328 - Remodel Courthouse	Commission	30,000,000
4331 - Server Upgrade	Info Tech	200,000
4331 - Server Upgrade	Sheriff	31,000
4367 - Equipment	Info Tech	600,000
4367 - Equipment	Facilities	100,000
4367 - Equipment	Environmental	370,000
4367 - Equipment	EMS	500,000
4382 - Vehicle	Facilities	175,000
4382 - Vehicle	Sheriff	1,647,012
4382 - Vehicle	County Clerk	60,000
4382 - Vehicle	Info Tech	50,000
4382 - Vehicle(s)	DWI/Probation	150,000
4438 - Fire Trucks	EMS	300,000
4440 - Equipment	Sheriff	98,235
4442 - Sheriff's Office	Commission	200,000
4641 - Computer Equipment	Environmental	40,000
4461 - Storage Building	Commission	30,000
4499 - Fire Department Water Systems	EMS	500,000
4589 - Convenience Center	Environmental	3,000,000
4734 - Lea County Annex Remodel	Commission	500,000
4776 - Accounting/Financial System	Commission	100,000
4778 - Building Improvements	Commission	2,500,000
		<hr/>
		49,401,247

### 439-81 DWI/Misdemeanor Compliance

4367 - Equipment		<hr/>
		40,000

### 454-18 Lea Regional Airport

4104 - Capital Improvements		210,000
4125 - Facility Improvements		3,200,000
4209 - Terminal Reconstruction-Hobbs		500,000
4287 - Safety Area Imp - Design & Environmental		10,000
4288 - Safety Area Imp		400,000
4294 - Property Part 139 Hobbs Airport		200,000
4438 - Fire Truck		1,100,000
4461 - Storage Building		50,000
4592 - Firefighting Training Facility		70,000
4594 - Terminal Security		7,500
4707 - ARFF Building Exhaust System		76,000
4708 - Parking Lot		250,000
4713 - Rotary Mower		58,850

# LEA COUNTY NEW MEXICO

## Capital Outlays FY 23

### 454 - Lea Regional Airport cont'd

4717 - Security Improvements	15,000
4743 - Hobbs RW 3/21 Extensions	6,600,000
4745 - Hobbs STARS LITE Design	30,000
4755 - Hangar Improvements (Pending Navy)	115,000
4760 - ASP Grant Airline Equipment	185,000
4761 - Crack & Seal Coat Taxiway	150,000
	<hr/>
	13,227,350
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### 455-18 Lovington Zip Franklin Airport

4104 - Capital Improvements	110,000
4292 - Property Part 139 Lovington Airport	50,000
4440 - Equipment - Capital	100,000
4493 - Electrical Vault & Generator	200,000
4495 - PAPI System Installation	166,667
4542 - Lighting Upgrade	500,000
4713 - Rotary Mower	90,000
4714 - Security Improvements	15,000
4736 - Improvements - Lovington Airport	50,000
	<hr/>
	1,281,667
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### 456-18 Jal Airport

4104 - Capital Improvements	110,000
4373 - Taxiway Rehab	460,000
4547 - Pavement Rehabilitation	450,000
4712 - Zero Turn Mower	27,000
4714 - Security Improvements	15,000
4737 - Improvements - Jal Airport	50,000
	<hr/>
	1,112,000
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### 460-32 Lea County Fairgrounds

4125 - Facility Improvements	202,000
4230 - Horse Barn & Stalls	1,200,000
4362 - Cameras	20,000
4382 - Vehicle	60,000
4532 - Zia Building Remodel	25,000
4544 - Outdoor PA System	300,000
4586 - Fairgrounds Improvements	1,000,000
4595 - Fence	15,000
	<hr/>
	2,822,000
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### 463-31 Lea County Event Center

4367 - Equipment	500,000
4382 - Vehicle	40,000
4778 - Building Improvements	10,570,000
	<hr/>
	11,110,000
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# LEA COUNTY NEW MEXICO

## Capital Outlays FY 23

### 499-46 Assessor Property Valuation Fund

4324 - Copier		30,000
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### 600-American Rescue Plan Act (State & Local Recovery Fund)

4104 - Capital Outlay	Commission	5,554,647
4757 - Facility Renovations	Detention	8,224,216
		<u>13,778,863</u>

### 675-85 Water Service Fund

4499 - Water/Sewer System		<u>148,434</u>
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### 808-78 Lea County Communications Authority

4331 - Server Upgrade		85,000
4367 - Equipment		95,000
4641 - Computer Equipment		100,000
4714 - Security Improvements		<u>10,000</u>
		<u>290,000</u>

### 810-20 Lea County Solid Waste Authority

4314 - Landfill Cell Construction		2,100,000
4642 - Landfill Improvements		<u>1,000,000</u>
		<u>3,100,000</u>

### Total Capital Projects

	<u><u>\$ 131,598,514</u></u>
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## Lea County Outside Agency Funding FY 22/23

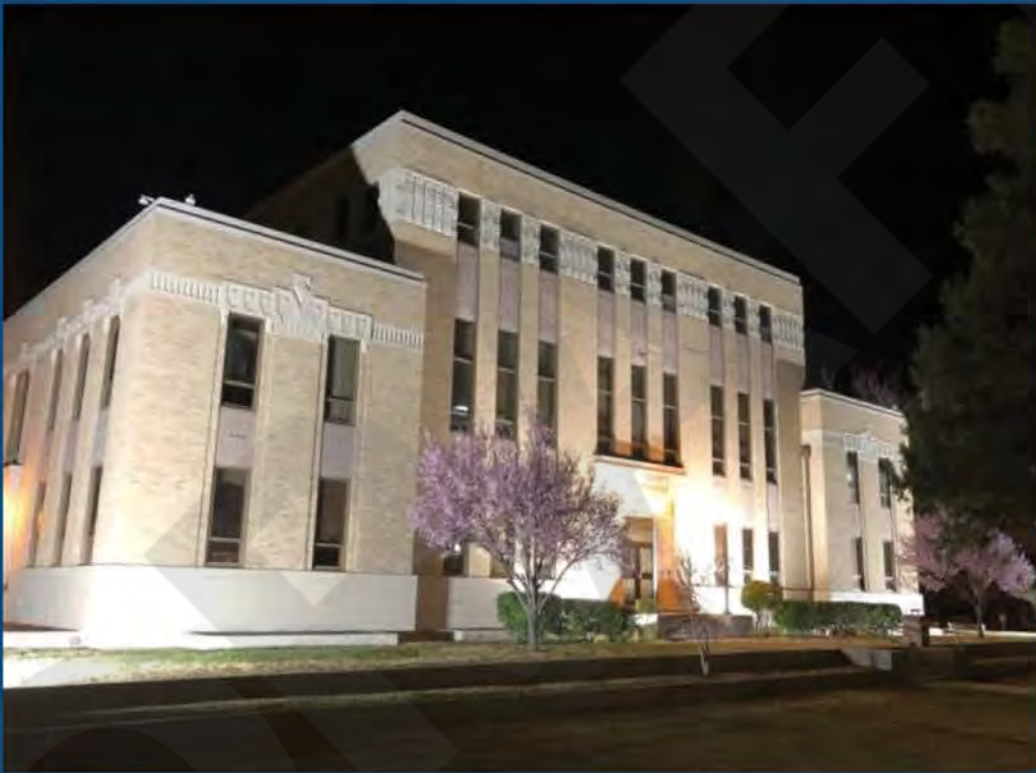
	FY 22 Approved	FY 23 Approved
<b>Economic Development</b>		
<b>401-002048</b>		
Airline Support	\$ 1,150,000	\$ 2,350,000
EDC of Lea County	393,000	608,000
Economic Development	—	100,000
Eddy - Lea Energy Alliance	—	25,000
Lovington Main Street	77,000	125,000
Lovington EDC	65,000	65,000
	<b>1,685,000</b>	<b>3,273,000</b>
<b>Community Development</b>		
<b>401-002157</b>		
CASA of Lea County	50,000	50,000
Legacy Pregnancy Center	25,000	30,000
Meals to You (through Nor-Lea Hospital)	26,000	26,000
Option, Inc.	75,000	100,000
Salvation Army	25,000	25,000
WHI Hobbs	25,000	30,000
The Phoenix House	55,000	60,000
Lea County Child Advocacy Center	60,000	60,000
	<b>341,000</b>	<b>381,000</b>
<b>Agricultural Agent</b>		
<b>401-002061</b>		
NMSU Agricultural & Home Extension	108,242	108,000
	<b>108,242</b>	<b>108,000</b>
<b>Farm &amp; Range</b>		
<b>403-112091</b>		
Soil & Water Conservation	65,000	65,000
<b>403-112092</b>		
USDA	56,160	60,000
Prior Year Commitments	—	—
	<b>121,160</b>	<b>125,000</b>
<b>Local Government Support</b>		
<b>401-002179</b>		
<b>Current Year</b>		
Capital Improvements - District 1	200,000	500,000
Capital Improvements - District 2	200,000	500,000
Capital Improvements - District 3	200,000	500,000
Capital Improvements - District 4	200,000	500,000
Capital Improvements - District 5	200,000	500,000
	<b>1,000,000</b>	<b>2,500,000</b>



## Lea County Outside Agency Funding FY 22/23

	FY 22 Approved	FY 23 Approved
<b>Indigent Mental Health</b>		
<b>406-132110</b>		
Community Drug Coalition	50,000	25,000
Faith in Action	12,000	15,000
Guidance Center	24,000	—
Hearts Desire	—	100,000
My Power	50,000	50,000
Opportunity House	48,000	60,000
Palmer Drug Abuse	75,000	100,000
	<b>259,000</b>	<b>350,000</b>
<b>Waste Hauling Contribution</b>		
<b>401-262153</b>		
City of Eunice	—	72,000
City of Jal	—	72,000
Town of Tatum	—	72,000
	—	<b>216,000</b>
<b>Joint Services (Fire, Ambulance, etc.)</b>		
<b>401-002047</b>		
City of Eunice	—	125,000
City of Hobbs	—	625,000
City of Jal	—	112,500
City of Lovington	—	300,000
Town of Tatum	—	87,500
	—	<b>1,250,000</b>
	<b>\$ 3,514,402</b>	<b>\$ 8,203,000</b>

# LEA COUNTY GENERAL FUND



## General Fund Revenue and Expenditure Budget Summary

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>401-00 County Operations</b>					
<b>Revenue</b>					
<b>Oil &amp; Gas Taxes</b>					
1030 - Oil & Gas Production	\$ 47,015,287	\$ 25,719,396	\$ 96,946,861	\$ 36,015,408	40.0 %
1040 - Oil & Gas Equipment	10,409,607	4,026,858	8,297,073	6,381,338	58.5 %
<b>Oil &amp; Gas Taxes Total</b>	<u>57,424,894</u>	<u>29,746,254</u>	<u>105,243,934</u>	<u>42,396,746</u>	<u>42.5 %</u>
<b>Property Taxes</b>					
1010 - Current Taxes	25,286,518	23,450,823	19,267,453	31,623,202	34.8 %
1020 - Delinquent Taxes	1,400,087	428,302	3,732,187	500,000	16.7 %
<b>Property Taxes Total</b>	<u>26,686,606</u>	<u>23,879,125</u>	<u>22,999,640</u>	<u>32,123,202</u>	<u>34.5 %</u>
<b>Gross Receipt Taxes</b>					
1799 - Compensating Tax	—	—	861,866	300,000	— %
1800 - Gross Receipt Taxes	8,709,352	5,084,765	13,849,651	8,777,271	72.6 %
	<u>—</u>	<u>—</u>	<u>861,866</u>	<u>300,000</u>	<u>— %</u>
<b>Payment in Lieu of Taxes</b>					
1080 - Fed Payment In Lieu Of Taxes	1,203,243	1,100,000	—	1,100,000	— %
1081 - Local Payment In Lieu Of Taxes	1,820,822	1,800,000	986,694	1,800,000	— %
<b>Payment in Lieu of Taxes Total</b>	<u>3,024,065</u>	<u>2,900,000</u>	<u>986,694</u>	<u>2,900,000</u>	<u>— %</u>
<b>Charges for Services</b>					
1210 - County Clerk Fees	548,370	199,500	422,773	400,000	100.5 %
1220 - Probate Clerk Fees	7,860	1,400	6,270	1,400	— %
1450 - Xerox, Maps, Voters List	3,755	2,800	2,638	2,800	— %
<b>Charges for Services Total</b>	<u>559,985</u>	<u>203,700</u>	<u>431,681</u>	<u>404,200</u>	<u>98.4 %</u>
<b>Intergovernmental</b>					
1215 - HB 6 Distribution	518,651	—	134,118	—	— %
1456 - DOJ Grant (Sheriff)	—	147,928	—	—	(100.0)%
1458 - NM Legislative Grant	64,966	—	—	—	— %
1495 - Safer NM Fed Grant	28,434	13,495	18,907	12,000	(11.1)%
1604 - Federal Grant Revenue	—	—	147,441	—	— %
<b>Intergovernmental Total</b>	<u>612,050</u>	<u>161,423</u>	<u>300,466</u>	<u>12,000</u>	<u>(92.6)%</u>
<b>Miscellaneous</b>					
1050 - Interest	348,267	140,000	5,877,521	140,000	— %
1062 - Administrative Fee - LCSWA	128,734	71,077	108,351	118,000	66.0 %
1180 - Interest On Investments	175,618	121,111	50,062	60,000	(50.5)%
1181 - Interest-County Clerk	61	35	41	35	— %
1212 - Book Store Permit	500	350	—	250	(28.6)%
1230 - Civil Fees	29,591	15,379	26,291	20,000	30.0 %
1250 - Sub-Division Fees	5,695	56,084	3,825	5,000	(91.1)%
1260 - Refunds	85,779	47,429	240,681	100,000	110.8 %
1262 - Vol, Firefighter Reimbursement	—	—	1,368	—	— %
1265 - Franchise Fees	35,150	20,446	37,262	20,000	(2.2)%

## General Fund Revenue and Expenditure Budget Summary

	FY 21 Actual	FY 22 Adjusted	FY 22 Actual	FY 23 Budget	% Change
1268 - Road Crossing Permit	130,327	48,420	66,811	50,000	3.3 %
1269 - Pit Royalties	—	—	—	—	— %
1270 - Insurance Recovery	112,675	2,800	244,119	10,000	257.1 %
1340 - Sale Of County Property	355,714	105,000	360,000	105,000	— %
1341 - Civil Penalties	212,886	74,529	88,948	70,000	(6.1) %
1381 - Miscellaneous	228,890	107,983	211,844	108,000	— %
1530 - General Motor Vehicle	296,901	165,687	210,885	165,687	— %
1599 - Emergency Management	—	—	—	—	— %
<b>Miscellaneous Total</b>	<b>2,146,789</b>	<b>976,330</b>	<b>7,528,010</b>	<b>971,972</b>	<b>(0.4) %</b>
<b>Total Revenue</b>	<b>99,163,741</b>	<b>62,951,597</b>	<b>151,340,076</b>	<b>87,585,391</b>	<b>39.1 %</b>
<b>Expenditures</b>					
401-00 County Operations	7,350,946	14,498,900	7,927,387	16,121,216	11.2 %
401-01 County Executive	773,615	1,577,020	711,498	2,139,910	35.7 %
401-02 Information Technology Department	933,637	1,199,102	837,613	1,228,544	2.5 %
401-03 Facilities Department	1,483,937	2,960,662	1,624,343	4,056,189	37.0 %
401-04 Clerk's Recording & Filing	857,570	1,085,036	748,168	1,118,231	3.1 %
401-06 County Assessor	797,824	942,339	691,615	1,003,230	6.5 %
401-07 County Treasurer	466,842	528,638	408,122	590,865	11.8 %
401-08 County Sheriff	11,292,269	13,501,370	9,792,391	13,771,462	2.0 %
401-09 Probate Judge	46,246	50,074	37,546	50,074	— %
401-24 Legal Department	437,950	1,108,746	420,440	1,135,750	2.4 %
401-25 Human Resources	450,559	669,001	446,771	814,876	21.8 %
401-26 Environmental Services	2,078,493	3,224,537	1,982,352	4,020,789	24.7 %
401-56 DWI Program	108,077	572,003	354,792	1,053,818	84.2 %
401-75 Finance Department	851,118	1,239,428	868,213	1,292,836	4.3 %
401-76 Planning Department	91,389	157,776	79,213	236,556	49.9 %
401-77 Emergency Management	246,167	645,829	212,875	947,405	46.7 %
<b>Total Expenditures</b>	<b>28,266,640</b>	<b>43,960,461</b>	<b>27,143,338</b>	<b>49,581,751</b>	<b>12.8 %</b>
<b>Net Change from Operations</b>	<b>70,897,101</b>	<b>18,991,136</b>	<b>124,196,738</b>	<b>38,003,640</b>	<b>100.1 %</b>
<b>Cash Fund Balance Beginning of Year</b>	<b>103,498,130</b>	<b>150,145,847</b>	<b>150,145,847</b>	<b>264,822,398</b>	<b>76.4 %</b>
<b>Cash Transfer to/from the General Fund</b>	<b>(24,249,383)</b>	<b>(81,030,000)</b>	<b>(21,800,000)</b>	<b>(202,845,209)</b>	<b>150.3 %</b>
<b>Cash Fund Balance End of Year</b>	<b>\$ 150,145,847</b>	<b>\$ 88,106,983</b>	<b>\$ 252,542,585</b>	<b>\$ 99,980,829</b>	<b>13.5 %</b>

## 401-00 County Operations

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2001 - Elected Official(s)	\$ 145,045	\$ 150,982	\$ 122,280	\$ 151,004	— %
2063 - PERA	19,957	22,836	18,445	28,181	23.4 %
2064 - FICA	10,646	11,550	9,107	11,552	— %
2065 - Health Insurance	85,129	101,502	80,078	109,858	8.2 %
<b>Total Salaries &amp; Benefits</b>	<u>260,777</u>	<u>286,870</u>	<u>229,911</u>	<u>300,595</u>	<u>4.8 %</u>
<b>Operating Costs</b>					
2008 - Printing & Publishing	25,019	20,000	16,174	50,000	150.0 %
2010 - Travel/Per Diem	105	15,000	6,251	15,000	— %
2016 - Education/Registration/Dues	945	12,500	7,475	15,000	20.0 %
2021 - Advisory Boards Per Diem	6,930	15,000	6,600	15,000	— %
2041 - Environmental Operations	9,249	37,000	6,786	37,000	— %
2047 - Contractual - Governmental Unit	—	—	—	1,250,000	— %
2048 - Economic Development	1,646,682	2,608,000	965,639	3,273,000	25.5 %
2056 - Economic Development Travel	—	8,000	1,014	8,000	— %
2060 - Water Resource Development	1,165	100,000	—	100,000	— %
2061 - Contractual - Agriculture Agent	103,912	108,242	81,182	108,000	(0.2)%
2062 - Audit	59,763	59,763	59,763	59,763	— %
2066 - Insurance - Worker's Comp	258,709	256,000	220,973	281,600	10.0 %
2067 - Property/Liability Insurance	1,006,687	2,300,000	2,186,091	2,530,000	10.0 %
2069 - Membership Dues	42,420	50,000	46,985	75,000	50.0 %
2112 - Rental Of Land	8,994	25,000	9,655	25,000	— %
2126 - State Unemployment Tax	237	20,600	13,303	20,600	— %
2130 - Computers And Peripherals	—	5,000	—	30,000	500.0 %
2157 - Agency Support	186,762	281,000	183,446	381,000	35.6 %
2179 - Local Government Support	1,863,000	1,000,000	56,163	2,500,000	150.0 %
2207 - Administrative Fee	232,366	650,000	439,508	630,000	(3.1)%
2237 - 2020 Census	73,450	—	—	—	— %
2430 - Emergency Communications Center	1,430,234	3,825,925	1,242,493	4,366,658	14.1 %
2441 - Service Award	724	2,000	652	50,000	2,400.0 %
2442 - DA Office Rent	35,000	63,000	42,000	—	(100.0)%
2885 - Settlements	—	2,000,000	2,000,000	—	(100.0)%
2909 - Judicial Complex Operations	97,817	750,000	105,324	—	(100.0)%
<b>Total Operating Costs</b>	<u>7,090,168</u>	<u>14,212,030</u>	<u>7,697,476</u>	<u>15,820,621</u>	<u>11.3 %</u>
<b>Total Expenditures</b>	<u>\$ 7,350,946</u>	<u>\$ 14,498,900</u>	<u>\$ 7,927,387</u>	<u>\$ 16,121,216</u>	<u>11.2 %</u>



## 401-00 Lea County Operations

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-00 County Operations</b>							
Elected Official(s)							
Commissioner	<u>5.00</u>	<u>\$ 151,004</u>	<u>\$ 11,552</u>	<u>\$ 28,181</u>	<u>\$ 109,858</u>	<u>\$ —</u>	<u>\$ 300,595</u>
Elected Official(s) Total	<u>5.00</u>	<u>151,004</u>	<u>11,552</u>	<u>28,181</u>	<u>109,858</u>	<u>—</u>	<u>300,595</u>
County Operations Total	<u>5.00</u>	<u>\$ 151,004</u>	<u>\$ 11,552</u>	<u>\$ 28,181</u>	<u>\$ 109,858</u>	<u>\$ —</u>	<u>\$ 300,595</u>

## 401-01 Executive

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 510,430	\$ 618,147	\$ 478,281	\$ 787,287	27.4 %
2005 - Overtime	10,000	17,000	14,817	14,000	(17.6)%
2063 - PERA	51,188	63,747	44,178	111,902	75.5 %
2064 - FICA	27,761	61,528	25,451	74,237	20.7 %
2065 - Health Insurance	81,534	106,944	68,039	155,356	45.3 %
2103 - Contract Severance	—	389,609	—	389,609	— %
2109 - SEC 125 Flex Spending	—	155	135	155	— %
2170 - Alternative Retirement Contribution	23,715	26,015	19,657	26,015	— %
2185 - Vehicle Allowance	20,973	21,000	17,461	21,000	— %
2200 - Retiree Health Care	9,645	17,056	8,324	22,219	30.3 %
2208 - Vacation	17,494	148,131	10,399	148,131	— %
<b>Total Salaries &amp; Benefits</b>	<u>752,740</u>	<u>1,469,332</u>	<u>686,743</u>	<u>1,749,910</u>	<u>19.1 %</u>
<b>Operating Costs</b>					
2008 - Printing & Publishing	4,822	11,300	9,640	50,000	342.5 %
2009 - Office Supplies	10,599	12,388	5,394	20,000	61.4 %
2010 - Travel/Per Diem	—	12,000	3,726	25,000	108.3 %
2011 - Vehicle - Gas & Oil	97	4,000	216	10,000	150.0 %
2016 - Education/Registration/Dues	1,775	7,000	3,000	25,000	257.1 %
2111 - Vehicle - Maintenance	16	1,000	57	10,000	900.0 %
2130 - Computers And Peripherals	3,000	3,000	1,752	50,000	1,566.7 %
2152 - Contract Labor/Professional Services	566	42,000	776	50,000	19.0 %
2165 - Software	—	15,000	193	100,000	567 %
2438 - Special Production	—	—	—	50,000	— %
<b>Total Operating Costs</b>	<u>20,875</u>	<u>107,688</u>	<u>24,754</u>	<u>390,000</u>	<u>262.2 %</u>
<b>Total Expenditures</b>	<u>\$ 773,615</u>	<u>\$ 1,577,020</u>	<u>\$ 711,498</u>	<u>\$ 2,139,910</u>	<u>35.7 %</u>

## 401-01 Executive

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-01 Executive</b>							
Full-Time Positions							
Administrative Assistant	1.00	\$ 34,466	\$ 2,637	\$ 6,432	\$ 24,342	\$ 982	\$ 68,859
Assistant Manager	1.00	180,000	13,770	—	24,342	5,130	223,242
Community Engagement Specialist	1.00	70,000	5,355	13,064	24,342	1,995	114,756
Community Engagement Manager	1.00	110,000	8,415	20,529	24,342	3,135	166,421
Public Information Officer	1.00	110,000	8,415	20,529	18,416	3,135	160,495
County Historian	1.00	72,986	5,583	13,621	18,416	2,080	112,687
County Manager	1.00	202,155	15,465	37,727	21,156	5,761	282,264
Full-Time Positions Total	7.00	779,607	59,640	111,902	155,356	22,219	1,128,723
Alt. Retirement Contribution		—	—	26,015	—	—	26,015
Contract Severance		389,609	—	—	—	—	389,609
Longevity Pay		7,680	588	—	—	—	8,268
Overtime		14,000	1,071	—	—	—	15,071
SEC 125 Flex Spending		155	—	—	—	—	155
Vacation		148,131	11,332	—	—	—	159,463
Vehicle Allowance		21,000	1,607	—	—	—	22,607
Executive Total	7.00	\$ 1,360,182	\$ 74,237	\$ 137,917	\$ 155,356	\$ 22,219	\$ 1,749,910

## 401-02 Information Technology

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 346,401	\$ 425,806	\$ 332,218	\$ 440,597	3.5 %
2005 - Overtime	7,720	10,500	9,178	8,000	(23.8)%
2063 - PERA	52,382	62,806	48,641	80,032	27.4 %
2064 - FICA	26,516	33,461	25,625	34,547	3.2 %
2065 - Health Insurance	61,203	108,898	54,863	74,449	(31.6)%
2109 - SEC 125 Flex Spending	—	155	135	155	— %
2200 - Retiree Health Care	9,870	11,834	9,165	12,222	3.3 %
2208 - Vacation	—	3,600	—	3,000	(16.7)%
<b>Total Salaries &amp; Benefits</b>	<u>504,093</u>	<u>657,060</u>	<u>479,825</u>	<u>653,002</u>	<u>(0.6)%</u>
<b>Operating Costs</b>					
2007 - Communications	264,597	275,000	218,108	275,000	— %
2009 - Office Supplies	6,686	7,650	4,132	7,650	— %
2010 - Travel/Per Diem	—	1,000	162	1,000	— %
2011 - Vehicle - Gas & Oil	1,962	3,200	2,327	2,700	(15.6)%
2012 - Maintenance	60,873	88,000	61,604	68,000	(22.7)%
2016 - Education/Registration/Dues	—	21,000	13,150	25,000	19.0 %
2101 - Contract - Data Processing	26,745	34,200	16,367	34,200	— %
2104 - Contract - Other Services	3,099	43,500	23,190	43,500	— %
2111 - Vehicle - Maintenance	1,374	2,000	305	2,000	— %
2130 - Computers And Peripherals	9,908	10,000	5,011	10,000	— %
2287 - Software License Agreement	36,332	37,492	1,510	37,492	— %
2605 - Operating Costs	8,982	9,000	4,272	9,000	— %
2899 - Disaster Recovery	8,986	10,000	7,647	60,000	500.0 %
<b>Total Operating Costs</b>	<u>429,545</u>	<u>542,042</u>	<u>357,787</u>	<u>575,542</u>	<u>6.2 %</u>
<b>Total Expenditures</b>	<u>\$ 933,637</u>	<u>\$ 1,199,102</u>	<u>\$ 837,613</u>	<u>\$ 1,228,544</u>	<u>2.5 %</u>

## 401-02 Information Technology

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-02 Information Technology</b>							
Full-Time Positions							
Director of I.T.	1.00	\$ 130,000	\$ 9,945	\$ 24,261	\$ 8,309	\$ 3,705	\$ 176,220
IT Administrator	1.00	94,480	7,228	17,632	24,342	2,693	\$ 146,375
IT Technician	4.00	204,357	15,633	38,138	41,798	5,824	\$ 305,750
Full-Time Positions Total	6.00	428,837	32,806	80,032	74,449	12,222	628,345
Longevity Pay		11,760	900	—	—	—	12,660
Overtime		8,000	612	—	—	—	8,612
SEC 125 Flex Spending		155	—	—	—	—	155
Vacation		3,000	230	—	—	—	3,230
Information Technology Total	<u>6.00</u>	<u>\$ 451,752</u>	<u>\$ 34,547</u>	<u>\$ 80,032</u>	<u>\$ 74,449</u>	<u>\$ 12,222</u>	<u>\$ 653,002</u>



## 401-03 Facilities

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 552,939	\$ 871,143	\$ 566,238	\$ 976,318	12.1 %
2005 - Overtime	17,290	18,000	13,040	30,000	66.7 %
2063 - PERA	80,877	129,401	82,904	178,980	38.3 %
2064 - FICA	44,010	68,624	44,589	77,588	13.1 %
2065 - Health Insurance	181,488	348,650	187,563	379,509	8.9 %
2109 - SEC 125 Flex Spending	—	105	—	105	— %
2200 - Retiree Health Care	18,672	24,383	15,538	27,333	12.1 %
2208 - Vacation	5,601	7,900	362	7,900	— %
<b>Total Salaries &amp; Benefits</b>	<u>900,877</u>	<u>1,468,206</u>	<u>910,233</u>	<u>1,677,733</u>	<u>14.3 %</u>
<b>Operating Costs</b>					
2009 - Office Supplies	3,045	5,000	1,704	5,000	— %
2010 - Travel/Per Diem	—	2,500	977	2,500	— %
2011 - Vehicle - Gas & Oil	12,604	35,000	16,627	35,000	— %
2013 - Rental Of Equipment	688	5,000	300	5,000	— %
2016 - Education/Registration/Dues	130	1,500	1,233	2,500	66.7 %
2025 - Utilities	178,352	267,930	168,119	267,930	— %
2032 - Building Maintenance-Event Center	—	—	—	100,000	— %
2046 - Janitors Supplies	44,673	95,000	33,170	105,000	10.5 %
2079 - Contractual Service - Maintenance	94,579	286,526	156,786	286,526	— %
2082 - Safety Equipment	3,619	130,000	62,932	130,000	— %
2111 - Vehicle - Maintenance	6,388	32,000	10,619	32,000	— %
2130 - Computers And Peripherals	4,126	8,000	7,204	8,000	— %
2131 - Uniforms	5,777	8,000	2,287	8,000	— %
2152 - Contract Labor/Professional Service	9,232	60,000	6,054	60,000	— %
2700 - Maintenance	135,126	220,000	135,315	220,000	— %
2703 - Maintenance - Sheriff's Dept	—	—	—	—	— %
2708 - Maintenance - Other Buildings	39,747	160,000	93,850	160,000	— %
2802 - Staff Labor	44,974	126,000	—	126,000	— %
2909 - Judicial Complex Maintenance	—	—	—	750,000	— %
2998 - Roof Management	—	50,000	16,935	75,000	50.0 %
<b>Total Operating Costs</b>	<u>583,060</u>	<u>1,492,456</u>	<u>714,111</u>	<u>2,378,456</u>	<u>59.4 %</u>
<b>Total Expenditures</b>	<u>\$ 1,483,937</u>	<u>\$ 2,960,662</u>	<u>\$ 1,624,343</u>	<u>\$ 4,056,189</u>	<u>37.0 %</u>

## 401-03 Facilities

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-03 Facilities Department</b>							
Full-Time Positions							
Custodian	10.00	\$ 340,112	\$ 26,019	\$ 63,473	\$ 185,267	\$ 9,693	\$ 624,564
Administrative Coordinator	1.00	37,238	2,849	6,950	8,309	1,061	56,407
Director	1.00	130,000	9,945	24,261	24,342	3,705	192,253
Facilities Specialist	1.00	83,342	6,376	15,554	7,230	2,375	114,877
Maintenance Specialist	2.00	155,807	11,919	29,077	48,684	4,440	249,928
Maintenance Tech	4.00	133,019	10,176	24,825	81,335	3,791	253,146
Construction Specialist	1.00	79,520	6,083	14,840	24,342	2,266	127,052
Full-Time Positions Total	20.00	959,038	73,366	178,980	379,509	27,333	1,618,226
Longevity Pay		17,280	1,322	—	—	—	18,602
Overtime		30,000	2,295	—	—	—	32,295
SEC 125 Flex Spending		105	—	—	—	—	105
Vacation		7,900	604	—	—	—	8,504
Facilities Department Total	<u>20.00</u>	<u>\$ 1,014,323</u>	<u>\$ 77,588</u>	<u>\$ 178,980</u>	<u>\$ 379,509</u>	<u>\$ 27,333</u>	<u>\$ 1,677,733</u>

## 401-04 County Clerk

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2001 - Elected Official(s)	\$ 70,846	\$ 75,733	\$ 62,282	\$ 75,733	— %
2002 - Full-Time Positions	382,518	463,777	348,326	477,041	2.9 %
2003 - Part-Time Positions	—	7,150	5,928	7,150	— %
2004 - Temporary Positions	44,285	62,700	27,372	62,700	— %
2005 - Overtime	15,740	22,500	15,881	25,000	11.1 %
2063 - PERA	68,552	78,334	59,355	98,951	26.3 %
2064 - FICA	37,602	48,934	33,680	50,040	2.3 %
2065 - Health Insurance	127,178	157,926	109,474	154,583	(2.1)%
2109 - SEC 125 Flex Spending	—	360	269	360	— %
2200 - Retiree Health Care	11,820	12,602	11,184	12,953	2.8 %
2208 - Vacation	1,529	7,800	1,340	6,500	(16.7)%
<b>Total Salaries &amp; Benefits</b>	<u>760,070</u>	<u>937,816</u>	<u>675,092</u>	<u>971,011</u>	<u>3.5 %</u>
<b>Operating Costs</b>					
2006 - Postage	2,000	2,000	2,000	2,000	— %
2007 - Communications	1,566	4,000	1,367	4,000	— %
2008 - Printing & Publishing	9,394	22,220	7,246	22,220	— %
2009 - Office Supplies	11,243	20,000	15,842	20,000	— %
2010 - Travel/Per Diem	329	4,500	4,090	4,500	— %
2012 - Maintenance	33,589	41,000	19,685	41,000	— %
2016 - Education/Registration/Dues	1,636	2,500	2,101	2,500	— %
2030 - Precinct Board Judge/Clerk	17,284	26,000	14,833	26,000	— %
2031 - Other Election Expense	16,812	17,500	1,093	17,500	— %
2118 - Printing & Publishing - Spanish	3,647	5,500	4,818	5,500	— %
2122 - Spare Parts Inventory	—	2,000	—	2,000	— %
<b>Total Operating Costs</b>	<u>97,500</u>	<u>147,220</u>	<u>73,076</u>	<u>147,220</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>\$ 857,570</u>	<u>\$ 1,085,036</u>	<u>\$ 748,168</u>	<u>\$ 1,118,231</u>	<u>3.1 %</u>

## 401-04 County Clerk

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-04 Clerk's Recording &amp; Filing</b>							
Elected Official(s)							
County Clerk	1.00	\$ 75,733	\$ 5,794	\$ 14,134	\$ 24,342	\$ —	\$ 120,002
Elected Official(s) Total	1.00	75,733	5,794	14,134	24,342	—	120,002
Full-Time Positions							
BOE Administrator	1.00	59,296	4,536	11,066	15,073	1,690	91,661
Chief Deputy	1.00	75,378	5,766	14,067	—	2,148	97,360
Deputy Clerk	6.00	229,104	17,526	42,757	88,443	6,529	384,359
Records Secretary	1.00	34,770	2,660	6,489	8,309	991	53,219
Records Technician	1.00	55,933	4,279	10,438	18,416	1,594	90,660
Full-Time Positions Total	10.00	454,481	34,768	84,818	130,241	12,953	717,260
Longevity Pay		22,560	1,726	—	—	—	24,286
Overtime		25,000	1,913	—	—	—	26,913
Part Time Positions		7,150	547	—	—	—	7,697
SEC 125 Flex Spending		360	—	—	—	—	360
Temporary Positions		62,700	4,797	—	—	—	67,497
Vacation		6,500	497	—	—	—	6,997
Clerk's Recording & Filing Total	11.00	\$ 654,484	\$ 50,040	\$ 98,951	\$ 154,583	\$ 12,953	\$ 971,011

## 401-06 County Assessor

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2001 - Elected Official(s)	\$ 75,571	\$ 75,733	\$ 61,169	\$ 75,733	— %
2002 - Full-Time Positions	431,214	499,751	383,211	534,173	6.9 %
2005 - Overtime	813	3,000	956	3,000	— %
2063 - PERA	76,676	84,389	65,085	110,845	31.4 %
2064 - FICA	38,168	44,882	33,330	47,515	5.9 %
2065 - Health Insurance	162,000	192,036	130,127	188,390	(1.9)%
2109 - SEC 125 Flex Spending	—	105	—	105	— %
2200 - Retiree Health Care	12,290	13,743	12,264	14,769	7.5 %
2208 - Vacation	—	8,200	—	8,200	— %
<b>Total Salaries &amp; Benefits</b>	<u>796,732</u>	<u>921,839</u>	<u>686,142</u>	<u>982,730</u>	<u>6.6 %</u>
<b>Operating Costs</b>					
2008 - Printing & Publishing	—	6,500	—	6,500	— %
2009 - Office Supplies	1,092	7,500	5,379	7,500	— %
2010 - Travel/Per Diem	—	6,500	94	6,500	— %
<b>Total Operating Costs</b>	<u>1,092</u>	<u>20,500</u>	<u>5,472</u>	<u>20,500</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>\$ 797,824</u>	<u>\$ 942,339</u>	<u>\$ 691,615</u>	<u>\$ 1,003,230</u>	<u>6.5 %</u>



## 401-06 County Assessor

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-06 Assessor</b>							
Elected Official(s)							
County Assessor	1.00	\$ 75,733	\$ 5,794	\$ 14,134	\$ 18,416	\$ —	\$ 114,076
Elected Official(s) Total	1.00	75,733	5,794	14,134	18,416	—	114,076
Full-Time Positions							
Chief Appraiser	0.70	58,890	4,505	10,990	5,816	1,678	81,880
Chief Deputy	0.70	55,710	4,262	10,397	5,816	1,588	77,772
Lead Assessor	0.70	33,374	2,553	6,228	17,039	951	60,146
Deputy Assessor	4.70	194,000	14,841	36,205	85,795	5,529	336,370
Field Appraiser	2.40	113,494	8,682	21,181	47,198	3,235	193,789
GIS Analyst	1.00	62,747	4,800	11,710	8,309	1,788	89,355
Full-Time Positions Total	10.20	518,213	39,643	96,712	169,974	14,769	839,311
Longevity Pay		15,960	1,221	—	—	—	17,181
Overtime		3,000	230	—	—	—	3,230
SEC 125 Flex Spending		105	—	—	—	—	105
Vacation		8,200	627	—	—	—	8,827
Assessor Total	11.20	\$ 621,211	\$ 47,515	\$ 110,845	\$ 188,390	\$ 14,769	\$ 982,730

## 401-07 County Treasurer

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2001 - Elected Official(s)	\$ 70,796	\$ 75,728	\$ 61,217	\$ 75,728	— %
2002 - Full-Time Positions	226,096	250,201	197,641	259,830	3.8 %
2005 - Overtime	167	3,000	48	3,000	— %
2063 - PERA	44,158	49,156	38,276	60,653	23.4 %
2064 - FICA	22,449	25,928	19,569	26,473	2.1 %
2065 - Health Insurance	63,309	60,416	60,485	102,972	70.4 %
2109 - SEC 125 Flex Spending	—	105	—	105	— %
2200 - Retiree Health Care	8,444	7,104	7,212	7,104	— %
2208 - Vacation	—	10,000	—	7,500	(25.0)%
<b>Total Salaries &amp; Benefits</b>	<u>435,418</u>	<u>481,638</u>	<u>384,448</u>	<u>543,365</u>	<u>12.8 %</u>
<b>Operating Costs</b>					
2008 - Printing & Publishing	12,634	15,000	7,472	15,500	3.3 %
2009 - Office Supplies	9,811	10,000	8,433	10,000	— %
2010 - Travel/Per Diem	—	4,500	—	4,500	— %
2012 - Maintenance	3,022	7,000	1,295	7,000	— %
2016 - Education/Registration/Dues	125	4,500	475	4,500	— %
2106 - Contractual Services - Courier	—	—	—	—	— %
2130 - Computers And Peripherals	5,832	6,000	5,998	6,000	— %
<b>Total Operating Costs</b>	<u>31,424</u>	<u>47,000</u>	<u>23,674</u>	<u>47,500</u>	<u>1.1 %</u>
<b>Total Expenditures</b>	<u>\$ 466,842</u>	<u>\$ 528,638</u>	<u>\$ 408,122</u>	<u>\$ 590,865</u>	<u>11.8 %</u>

## 401-07 County Treasurer

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-07 Treasurer</b>							
Elected Official(s)							
County Treasurer	1.00	\$ 75,728	\$ 5,793	\$ 14,133	\$ 24,342	\$ —	\$ 119,996
Elected Official(s) Total	1.00	75,728	5,793	14,133	24,342	—	119,996
Full-Time Positions							
Chief Deputy	1.00	75,378	5,766	14,067	18,416	2,148	115,776
Deputy Treasurer	2.00	94,459	7,226	17,628	23,382	2,692	145,388
Accounting Technician	2.00	79,433	6,077	14,824	36,832	2,264	139,430
Full-Time Positions Total	5.00	249,270	19,069	46,520	78,630	7,104	400,593
Longevity Pay		10,560	808	—	—	—	11,368
Overtime		3,000	230	—	—	—	3,230
SEC 125 Flex Spending		105	—	—	—	—	105
Vacation		7,500	574	—	—	—	8,074
Treasurer Total	6.00	\$ 346,163	\$ 26,473	\$ 60,653	\$ 102,972	\$ 7,104	\$ 543,365

## 401-08 County Sheriff

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2001 - Elected Official(s)	\$ 78,952	\$ 78,952	\$ 63,768	\$ 78,952	— %
2002 - Full-Time Positions	5,787,018	6,650,034	4,946,512	6,562,272	(1.3) %
2003 - Part Time Positions	—	35,000	—	35,000	— %
2005 - Overtime	656,755	720,000	621,892	760,000	5.6 %
2063 - PERA	1,352,048	1,888,861	1,120,541	2,208,696	16.9 %
2064 - FICA	508,822	589,369	445,536	585,516	(0.7) %
2065 - Health Insurance	1,436,570	1,610,296	1,135,857	1,640,306	1.9 %
2068 - Life Ins - Det Officer	1,473	1,600	1,203	4,800	200.0 %
2109 - SEC 125 Flex Spending	—	163	—	163	— %
2200 - Retiree Health Care	198,474	237,231	167,533	234,098	(1.3) %
2208 - Vacation	37,856	44,300	45,228	35,000	(21.0) %
<b>Total Salaries &amp; Benefits</b>	<u>10,057,967</u>	<u>11,855,806</u>	<u>8,548,070</u>	<u>12,144,802</u>	<u>2.4 %</u>
<b>Operating Costs</b>					
2006 - Postage	4,227	5,000	3,019	5,000	— %
2007 - Communications	185,720	190,000	138,915	190,000	— %
2008 - Printing & Publishing	6,344	7,500	7,059	12,500	66.7 %
2009 - Office Supplies	12,432	12,500	9,998	12,500	— %
2010 - Travel/Per Diem	37,140	53,789	40,896	53,789	— %
2011 - Vehicle - Gas & Oil	383,767	550,000	416,296	500,000	(9.1) %
2012 - Maintenance	36,451	38,000	17,560	45,000	18.4 %
2013 - Rental Of Equipment	6,775	7,500	5,427	7,500	— %
2016 - Education/Registration/Dues	24,542	25,000	17,381	25,000	— %
2036 - Operational Expense	57,166	65,000	29,394	75,000	15.4 %
2037 - Trans. & Extradition Of Prisoners	10,920	25,000	10,704	25,000	— %
2079 - Contractual Service - Maintenance	55,594	75,765	45,392	75,765	— %
2086 - Contractual Service - Physicals	4,053	11,000	10,069	5,000	(54.5) %
2104 - Contract - Other Services	109,710	113,082	110,787	107,045	(5.3) %
2111 - Vehicle - Maintenance	133,444	135,000	103,402	140,000	3.7 %
2131 - Uniforms	34,931	40,000	37,607	45,000	12.5 %
2232 - Non-Capital Equipment	29,723	147,928	147,441	120,500	(19) %
2418 - Ammunition	6,017	20,000	1,105	52,060	160.3 %
2419 - Confidential Funds	—	5,000	—	5,000	— %
2420 - Community Relations	7,106.16	11,000	9,297	12,500	
2421 - Recruitment	1,573	2,500	—	2,500	— %
2439 - Special Weapons And Tactics-Swat	28,700	40,000	24,961	40,000	— %
2440 - Investigations	9,186	10,000	4,499	10,000	— %
2897 - Vehicle & Personal Prop Damages	29,130	35,000	33,112	40,000	14.3 %
2901 - Body Armor	19,651	20,000	20,000	20,000	— %
<b>Total Operating Costs</b>	<u>1,234,302</u>	<u>1,645,564</u>	<u>1,244,321</u>	<u>1,626,659</u>	<u>(1.1) %</u>
<b>Total Expenditures</b>	<u>\$ 11,292,269</u>	<u>\$ 13,501,370</u>	<u>\$ 9,792,391</u>	<u>\$ 13,771,462</u>	<u>2.0 %</u>

## 401-08 County Sheriff

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-08 Sheriff</b>							
Elected Official(s)							
Sheriff	1.00	\$ 78,952	\$ 6,040	\$ 26,350	\$ 18,416	\$ —	\$ 129,758
Elected Official(s) Total	1.00	78,952	6,040	26,350	18,416	—	129,758
Full-Time Positions							
Administrative Assistant	1.00	68,141	5,213	22,742	24,342	2,428	122,866
Admin Coordinator	1.00	41,600	3,182	13,884	15,073	1,482	75,222
Chief Deputy	3.00	328,120	25,101	109,510	67,100	11,691	541,522
Crime Specialist	1.00	36,495	2,792	12,180	18,416	1,300	71,183
Criminal Records Mgr.	1.00	57,920	4,431	19,331	18,416	2,064	102,161
Criminal Records Spec.	4.00	166,335	12,725	55,514	72,904	5,927	313,404
Records Clerk	1.00	35,425	2,710	11,823	7,230	1,262	58,450
Deputy	51.00	3,568,957	273,025	1,171,974	928,268	126,233	6,068,457
Corporal	6.00	476,856	36,479	159,151	114,824	16,990	804,301
Sergeant	6.00	538,055	41,161	179,576	119,158	19,171	897,121
Undersheriff	1.00	130,000	9,945	43,388	15,073	4,632	203,037
Captain	2.00	196,976	15,069	65,741	39,415	7,018	324,219
Training Coordinator	—	—	—	—	—	—	—
Technical Services Adm.	1.00	94,480	7,228	31,533	18,416	3,366	155,023
Courthouse Security	2.00	124,488	9,523	41,548	8,309	4,436	188,304
Deputy Commander	1.00	88,653	6,782	29,588	24,342	3,159	152,524
Investigator	5.00	427,795	32,726	142,777	73,611	15,242	692,151
Investigative Specialist	1.00	33,416	2,556	11,153	8,309	1,191	56,625
Full-Time Positions Total	88.00	6,413,712	490,649	2,121,411	1,573,206	227,592	10,826,569
Task Force		—	13,967	60,935	51,884	6,506	133,292
Part-Time Positions		35,000	2,678	—	—	—	37,678
Incentive Pay		—	—	—	—	—	—
Longevity Pay		148,560	11,365	—	—	—	159,925
Overtime		760,000	58,140	—	—	—	818,140
Life Ins-Law/Det Officer		—	—	—	1,600	—	1,600
SEC 125 Flex Spending		163	—	—	—	—	163
Vacation		35,000	2,678	—	—	—	37,678
Sheriff Total	89.00	\$ 7,471,387	\$ 585,516	\$ 2,208,696	\$ 1,645,106	\$ 234,098	\$ 12,144,802



## 401-09 County Probate Judge

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2001 - Elected Official(s)	\$ 26,482	\$ 26,482	\$ 21,389	\$ 26,482	— %
2064 - FICA	1,956	2,026	1,578	2,026	— %
2065 - Health Insurance	17,027	18,416	14,189	18,416	— %
2109 - SEC 125 Flex Spending	—	50	—	50	— %
<b>Total Salaries &amp; Benefits</b>	<u>45,464</u>	<u>46,974</u>	<u>37,156</u>	<u>46,974</u>	<u>— %</u>
<b>Operating Costs</b>					
2009 - Office Supplies	762	1,000	391	1,000	— %
2010 - Travel/Per Diem	—	1,700	—	1,700	— %
2016 - Education/Registration/Dues	20	400	—	400	— %
<b>Total Operating Costs</b>	<u>782</u>	<u>3,100</u>	<u>391</u>	<u>3,100</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>\$ 46,246</u>	<u>\$ 50,074</u>	<u>\$ 37,546</u>	<u>\$ 50,074</u>	<u>— %</u>

## 401-09 County Probate Judge

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-09 Probate Judge</b>							
Elected Official(s)							
Probate Judge	<u>1.00</u>	<u>\$ 26,482</u>	<u>\$ 2,026</u>	<u>\$ —</u>	<u>\$ 18,416</u>	<u>\$ —</u>	<u>\$ 46,924</u>
Elected Official(s) Total	<u>1.00</u>	<u>26,482</u>	<u>2,026</u>	<u>—</u>	<u>18,416</u>	<u>—</u>	<u>46,924</u>
SEC 125 Flex Spending	<u>      </u>	<u>50</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>50</u>
Probate Judge Total	<u>1.00</u>	<u>\$ 26,532</u>	<u>\$ 2,026</u>	<u>\$ —</u>	<u>\$ 18,416</u>	<u>\$ —</u>	<u>\$ 46,974</u>

## 401-24 Legal

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 195,946	\$ 198,000	\$ 159,923	\$ 198,000	— %
2063 - PERA	29,637	29,948	24,188	36,952	23.4 %
2064 - FICA	11,428	23,590	8,873	23,590	— %
2065 - Health Insurance	17,027	18,416	14,189	18,416	— %
2103 - Contract Severance	—	123,522	—	123,522	— %
2200 - Retiree Health Care	5,585	5,643	4,558	5,643	— %
2208 - Vacation	—	110,369	—	110,369	— %
<b>Total Salaries &amp; Benefits</b>	<b>259,622</b>	<b>509,488</b>	<b>211,732</b>	<b>516,492</b>	<b>1.4 %</b>
<b>Operating Costs</b>					
2008 - Printing & Publishing	152	1,000	—	1,000	— %
2009 - Office Supplies	4,735	5,000	4,295	5,000	— %
2010 - Travel/Per Diem	—	6,000	1,053	6,000	— %
2011 - Vehicle - Gas & Oil	589	2,100	1,472	2,100	— %
2016 - Education/Registration/Dues	3,998	5,570	1,114	5,570	— %
2102 - Contract - Legal	10,964	175,000	22,515	175,000	— %
2111 - Vehicle - Maintenance	1,834	5,200	362	5,200	— %
2130 - Computers And Peripherals	3,371	5,300	481	5,300	— %
2172 - Duty Fitness Exams	—	5,000	—	5,000	— %
2287 - Software License Agreement	—	—	—	20,000	— %
2422 - Law Library	19,501	20,200	17,640	20,200	— %
2750 - Safety Program	—	1,000	680	1,000	— %
2753 - Litigation	133,183	367,888	159,097	367,888	— %
<b>Total Operating Costs</b>	<b>178,328</b>	<b>599,258</b>	<b>208,708</b>	<b>619,258</b>	<b>3.3 %</b>
<b>Total Expenditures</b>	<b>\$ 437,950</b>	<b>\$ 1,108,746</b>	<b>\$ 420,440</b>	<b>\$ 1,135,750</b>	<b>2.4 %</b>

## 401-24 Legal

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-24 Legal</b>							
Full-Time Positions							
County Attorney	<u>1.00</u>	<u>\$ 198,000</u>	<u>\$ 15,147</u>	<u>\$ 36,952</u>	<u>\$ 18,416</u>	<u>\$ 5,643</u>	<u>\$ 274,158</u>
		198,000	15,147	36,952	18,416	5,643	274,158
Contract Severance		123,522	—	—	—	—	123,522
Vacation		110,369	8,443	—	—	—	118,812
Legal Total	<u>1.00</u>	<u>\$ 431,891</u>	<u>\$ 23,590</u>	<u>\$ 36,952</u>	<u>\$ 18,416</u>	<u>\$ 5,643</u>	<u>\$ 516,492</u>

## 401-25 Human Resources

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 209,302	\$ 236,157	\$ 188,715	\$ 319,432	35.3 %
2005 - Overtime	647	3,200	1,932	3,200	— %
2063 - PERA	31,658	35,065	27,891	58,673	67.3 %
2064 - FICA	15,640	18,472	14,253	24,842	34.5 %
2065 - Health Insurance	61,664	67,100	52,779	97,368	45.1 %
2109 - Section 125 Flex Spending	—	300	—	300	— %
2200 - Retiree Health Care	5,965	6,607	5,255	8,960	35.6 %
2208 - Vacation	—	2,100	—	2,100	— %
<b>Total Salaries &amp; Benefits</b>	<u>324,876</u>	<u>369,001</u>	<u>290,825</u>	<u>514,876</u>	<u>39.5 %</u>
<b>Operating Costs</b>					
2009 - Office Supplies	3,178	10,000	3,767	5,000	(50.0)%
2010 - Travel/Per Diem	305	3,500	576	3,500	— %
2011 - Vehicle - Gas & Oil	1,623	3,500	1,684	3,500	— %
2016 - Education/Registration/Dues	7,889	43,000	23,275	43,000	— %
2028 - Recruitment Advertising	14,817	34,000	13,866	34,000	— %
2086 - Contractual Service - Physicals	25,070	35,000	30,901	35,000	— %
2111 - Vehicle - Maintenance	258	3,000	171	3,000	— %
2127 - Employee Wellness Program	6,170	10,000	1,713	10,000	— %
2130 - Computers And Peripherals	1,485	5,000	—	5,000	— %
2152 - Contract Labor/Professional Services	16,299	86,000	37,279	91,000	5.8 %
2165 - Software	30,087	35,000	30,087	35,000	— %
2904 - Employee Wellness	18,504	32,000	12,627	32,000	— %
<b>Total Operating Costs</b>	<u>125,684</u>	<u>300,000</u>	<u>155,946</u>	<u>300,000</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>\$ 450,559</u>	<u>\$ 669,001</u>	<u>\$ 446,771</u>	<u>\$ 814,876</u>	<u>21.8 %</u>



## 401-25 Human Resources

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-25 Human Resources</b>							
Full-Time Positions							
Director	1.00	\$ 148,055	\$ 11,326	\$ 27,631	\$ 24,342	\$ 4,220	\$ 215,574
Benefits Administrator	1.00	61,720	4,722	11,518	24,342	1,759	104,061
Generalist	1.00	62,400	4,774	11,645	24,342	1,778	104,939
Administrative Coordinator	1.00	42,217	3,230	7,879	24,342	1,203	78,871
Full-Time Positions Total	4.00	314,392	24,051	58,673	97,368	8,960	503,445
Longevity Pay		5,040	386	—	—	—	5,426
Overtime		3,200	245	—	—	—	3,445
Sec 125 Flex Spending		300	—	—	—	—	300
Vacation		2,100	161	—	—	—	2,261
Human Resources Total	<u>4.00</u>	<u>\$ 325,032</u>	<u>\$ 24,842</u>	<u>\$ 58,673</u>	<u>\$ 97,368</u>	<u>\$ 8,960</u>	<u>\$ 514,876</u>

## 401-26 Environmental Services

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 341,909	\$ 540,579	\$ 446,835	\$ 843,220	56.0 %
2005 - Overtime	17,126	37,500	27,171	40,000	6.7 %
2063 - PERA	51,561	79,973	65,459	154,544	93.2 %
2064 - FICA	28,194	44,475	37,790	67,819	52.5 %
2065 - Health Insurance	115,370	207,641	106,625	265,306	27.8 %
2200 - Retiree Health Care	8,936	15,069	11,282	23,601	56.6 %
2208 - Vacation	2,659	3,300	935	3,300	— %
<b>Total Salaries &amp; Benefits</b>	<u>565,756</u>	<u>928,537</u>	<u>696,095</u>	<u>1,397,789</u>	<u>50.5 %</u>
<b>Operating Costs</b>					
2007 - Communications	14,026	25,000	17,080	25,000	— %
2008 - Printing & Publishing	3,595	9,000	5,572	10,000	11.1 %
2009 - Office Supplies	3,429	5,000	3,492	5,000	— %
2010 - Travel/Per Diem	—	4,000	837	8,000	100.0 %
2011 - Vehicle - Gas & Oil	54,340	90,000	66,801	110,000	22.2 %
2012 - Maintenance	119,575	110,000	88,845	110,000	— %
2013 - Rental of Equipment	4,823	8,000	4,102	8,000	— %
2016 - Education/Registration/Dues	880	3,500	2,933	6,000	71.4 %
2025 - Utilities	4,283	6,500	4,024	6,500	— %
2088 - Animal Control	7,224	7,500	2,839	15,000	100.0 %
2111 - Vehicle - Maintenance	14,946	15,000	12,976	15,000	— %
2113 - Supplies - Vector Control	6,000	11,000	7,095	12,000	9.1 %
2130 - Computers And Peripherals	2,484	7,000	2,110	7,000	— %
2131 - Uniforms	3,017	7,500	6,619	10,500	40.0 %
2137 - Disposal Fee	—	2,000	—	2,000	— %
2151 - Contract Hauling	482,016	700,000	358,400	700,000	— %
2152 - Contract Labor/Professional Services	545,556	680,000	436,834	680,000	— %
2153 - Disposal	240,543	390,000	204,715	678,000	73.8 %
2160 - Environmental Clean-Up	5,999	215,000	60,982	215,000	— %
<b>Total Operating Costs</b>	<u>1,512,737</u>	<u>2,296,000</u>	<u>1,286,257</u>	<u>2,623,000</u>	<u>14.2 %</u>
<b>Total Expenditures</b>	<u>\$ 2,078,493</u>	<u>\$ 3,224,537</u>	<u>\$ 1,982,352</u>	<u>\$ 4,020,789</u>	<u>24.7 %</u>

411 - Environmental Gross Receipts Tax - Legislation enacted in 2020 by the New Mexico Legislature converted the Environmental Gross Receipts Tax to a County Local Option Tax and removed the restrictions. Lea County elected to transfer the fund balance to the General Fund and budget expenditures for Environmental Services in Department 26 of the General Fund. The associated Gross Receipt Tax revenue has been designated as General Fund revenue.

## 401-26 Environmental Services

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-26 Environmental Services</b>							
Full-Time Positions							
Director	0.45	\$ 58,500	\$ 4,475	\$ 10,918	\$ 8,287	\$ 1,667	\$ 83,847
Supervisor	0.50	37,981	2,906	7,088	12,171	1,082	61,228
Administrative Coordinator	0.50	21,986	1,682	4,103	12,171	627	40,568
Technician	14.50	709,633	54,287	132,435	232,677	20,225	1,149,257
Full-Time Positions Total	15.95	828,100	63,350	154,544	265,306	23,601	1,334,900
Longevity Pay		15,120	1,157	—	—	—	16,277
Overtime		40,000	3,060	—	—	—	43,060
Vacation		3,300	252	—	—	—	3,552
Environmental Services Total	<u>15.95</u>	<u>\$ 886,520</u>	<u>\$ 67,819</u>	<u>\$ 154,544</u>	<u>\$ 265,306</u>	<u>\$ 23,601</u>	<u>\$ 1,397,789</u>

## 401-56 DWI Program

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 83,768	\$ 291,910	\$ 187,501	\$ 549,915	88.4 %
2005 - Overtime	—	—	—	—	— %
2063 - PERA	21,418	44,152	28,337	98,283	122.6 %
2064 - FICA	4,845	22,331	14,206	42,068	88.4 %
2065 - Health Insurance	(3,550)	61,291	46,994	158,542	158.7 %
2200 - Retiree Health Care	1,596	8,319	5,284	15,009	80.4 %
<b>Total Salaries &amp; Benefits</b>	<u>108,077</u>	<u>428,003</u>	<u>282,322</u>	<u>863,818</u>	<u>101.8 %</u>
<b>Operating Costs</b>					
2010 - Travel & Per Diem	—	5,000	2,226	5,000	— %
2604 - Supplies	—	64,000	29,013	85,000	32.8 %
2605 - Operating Costs	—	75,000	41,230	100,000	33.3 %
<b>Total Operating Costs</b>	<u>—</u>	<u>144,000</u>	<u>72,470</u>	<u>190,000</u>	<u>31.9 %</u>
<b>Total Expenditures</b>	<u>\$ 108,077</u>	<u>\$ 572,003</u>	<u>\$ 354,792</u>	<u>\$ 1,053,818</u>	<u>84.2 %</u>

## 401-56 DWI Program

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-56 DWI Program</b>							
Full-Time Positions							
Director	1.00	\$ 130,000	\$ 9,945	\$ 24,261	\$ 18,416	\$ 3,705	\$ 186,327
Clinical Manager	1.00	75,483	5,774	14,087	24,342	2,151	121,838
Compliance Supervisor	1.00	65,520	5,012	12,228	18,416	1,867	103,043
Office Manager	1.00	68,432	5,235	12,771	24,342	1,950	112,730
Counselor	3.00	187,200	14,321	34,936	73,026	5,335	314,818
Full-Time Positions Total	7.00	526,635	40,288	98,283	158,542	15,009	838,757
Longevity Pay		23,280	1,781	—	—	—	25,061
DWI Program Total	<u>7.00</u>	<u>\$ 549,915</u>	<u>\$ 42,068</u>	<u>\$ 98,283</u>	<u>\$ 158,542</u>	<u>\$ 15,009</u>	<u>\$ 863,818</u>

## 401-75 Finance

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full Time Positions	\$ 438,608	\$ 607,802	\$ 428,478	\$ 624,045	2.7 %
2003 - Part Time Positions	4,001	11,700	4,739	11,700	— %
2005 - Overtime	7,254	8,000	7,264	10,000	25.0 %
2063 - PERA	67,622	89,933	62,779	113,775	26.5 %
2064 - FICA	33,416	48,426	32,931	49,935	3.1 %
2065 - Health Insurance	101,977	160,516	76,049	138,206	(13.9)%
2109 - SEC 125 Flex Spending	—	300	256	300	— %
2200 - Retiree Health Care	12,473	16,726	11,829	17,375	3.9 %
2208 - Vacation	1,171	5,600	627	7,000	25.0 %
<b>Total Salaries &amp; Benefits</b>	<u>666,523</u>	<u>949,003</u>	<u>624,954</u>	<u>972,336</u>	<u>2.5 %</u>
<b>Operating Costs</b>					
2006 - Postage	74,598	75,000	58,095	80,000	6.7 %
2008 - Printing & Publishing	2,179	2,500	607	3,500	40.0 %
2009 - Office Supplies	10,877	14,000	10,833	14,000	— %
2010 - Travel/Per Diem	146	12,000	2,812	20,000	66.7 %
2011 - Vehicle - Gas & Oil	1,009	3,100	2,411	4,000	29.0 %
2012 - Maintenance	5,356	14,000	3,729	10,000	(28.6)%
2016 - Education/Registration/Dues	5,784	11,000	9,271	20,000	81.8 %
2111 - Vehicle - Maintenance	50	2,000	96	2,000	— %
2130 - Computers And Peripherals	5,978	7,000	5,579	7,000	— %
2152 - Contract Labor/Professional Services	8,040	77,500	77,500	60,000	(22.6)%
2165 - Software	70,578	72,325	72,325	100,000	38.3 %
<b>Total Operating Costs</b>	<u>184,595</u>	<u>290,425</u>	<u>243,259</u>	<u>320,500</u>	<u>10.4 %</u>
<b>Total Expenditures</b>	<u>\$ 851,118</u>	<u>\$ 1,239,428</u>	<u>\$ 868,213</u>	<u>\$ 1,292,836</u>	<u>4.3 %</u>



## 401-75 Finance

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-75 Finance</b>							
Full-Time Positions							
Budget/Reporting Analyst	1.00	\$ 78,751	\$ 6,024	\$ 14,697	\$ 8,309	\$ 2,244	\$ 110,026
Director	1.00	153,685	11,757	28,681	24,342	4,380	222,845
Staff Accountant	2.00	112,547	8,610	21,004	24,342	3,208	169,711
Buyer	1.00	47,131	3,606	8,796	8,309	1,343	69,185
Chief Procurement Officer	1.00	71,592	5,477	13,361	18,416	2,040	110,886
A/P Coordinator	2.00	77,132	5,901	14,395	39,415	2,198	139,041
Payroll Administrator	1.00	68,807	5,264	12,841	15,073	1,961	103,946
Full-Time Positions Total	9.00	609,645	46,638	113,775	138,206	17,375	925,639
Part Time Positions		11,700	895	—	—	—	12,595
Longevity Pay		14,400	1,102	—	—	—	15,502
Overtime		10,000	765	—	—	—	10,765
SEC 125 Flex Spending		300	—	—	—	—	300
Vacation		7,000	536	—	—	—	7,536
Finance Total	<u>9.00</u>	<u>\$ 653,045</u>	<u>\$ 49,935</u>	<u>\$ 113,775</u>	<u>\$ 138,206</u>	<u>\$ 17,375</u>	<u>\$ 972,336</u>

## 401-76 Planning

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
Salaries & Benefits					
2002 - Full-Time Positions	\$ 55,723	\$ 78,896	\$ 50,675	\$ 117,036	48.3 %
2063 - PERA	8,428	11,425	7,156	21,170	85.3 %
2064 - FICA	4,186	6,113	3,812	9,030	47.7 %
2065 - Health Insurance	17,027	22,189	14,192	30,587	37.8 %
2200 - Retiree Health Care	1,588	2,153	1,349	3,233	50.2 %
2208 - Vacation	—	1,000	—	1,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>86,952</u>	<u>121,776</u>	<u>77,184</u>	<u>182,056</u>	<u>49.5 %</u>
<b>Operating Costs</b>					
2007 - Communications	575	1,500	448	1,500	— %
2008 - Printing & Publishing	964	3,000	582	3,000	— %
2009 - Office Supplies	36	2,000	—	2,000	— %
2010 - Travel/Per Diem	—	2,000	—	2,000	— %
2011 - Vehicle - Gas & Oil	—	500	—	500	— %
2016 - Education/Registration/Dues	—	1,500	—	1,500	— %
2077 - Tools & Supplies	—	500	—	500	— %
2111 - Vehicle - Maintenance	—	500	—	500	— %
2130 - Computers And Peripherals	1,852	2,000	—	4,000	100.0 %
2152 - Contract Labor/Professional Services	—	20,000	—	35,000	75 %
2165 - Software	1,010	2,500	1,000	4,000	60.0 %
<b>Total Operating Costs</b>	<u>4,437</u>	<u>36,000</u>	<u>2,029</u>	<u>54,500</u>	<u>51.4 %</u>
<b>Total Expenditures</b>	<u>\$ 91,389</u>	<u>\$ 157,776</u>	<u>\$ 79,213</u>	<u>\$ 236,556</u>	<u>49.9 %</u>

## 401-76 Planning

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-76 Planning</b>							
Full-Time Positions							
Planner	1.00	\$ 61,436	\$ 4,700	\$ 11,465	\$ 18,416	\$ 1,751	\$ 97,768
Staff Engineer	0.50	52,000	3,978	9,705	12,171	1,482	79,336
Full-Time Positions Total	1.50	113,436	8,678	21,170	30,587	3,233	177,104
Longevity Pay		3,600	275	—	—	—	3,875
Vacation		1,000	77	—	—	—	1,077
Planning Total	<u>1.50</u>	<u>\$ 118,036</u>	<u>\$ 9,030</u>	<u>\$ 21,170</u>	<u>\$ 30,587</u>	<u>\$ 3,233</u>	<u>\$ 182,056</u>

## 401-77 Emergency Management

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	\$ 129,219	\$ 213,361	\$ 117,244	\$ 181,460	(15.0)%
2004 - Temporary Positions	—	15,600	—	15,600	— %
2005 - Overtime	(174)	—	—	—	— %
2063 - PERA	19,602	31,788	17,283	32,656	2.7 %
2064 - FICA	9,526	17,668	9,071	15,228	(13.8)%
2065 - Health Insurance	27,203	32,922	22,631	37,975	15.3 %
2200 - Retiree Health Care	2,340	5,990	2,098	4,987	(16.7)%
2208 - Vacation	—	2,000	—	2,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>187,717</u>	<u>319,329</u>	<u>168,327</u>	<u>289,905</u>	<u>(9.2)%</u>
<b>Operating Costs</b>					
2007 - Communications	1,328	2,000	495	2,000	— %
2008 - Printing & Publishing	1,685	5,000	1,418	5,000	— %
2009 - Office Supplies	1,888	2,000	2,000	3,000	50.0 %
2010 - Travel/Per Diem	—	4,500	598	4,500	— %
2011 - Vehicle - Gas & Oil	11,225	20,500	16,494	25,000	22.0 %
2016 - Education/Registration/Dues	361	2,000	1,144	3,000	50.0 %
2111 - Vehicle - Maintenance	1,793	3,000	1,934	3,000	— %
2130 - Computers And Peripherals	1,821	27,000	1,882	27,000	— %
2152 - Contract Labor/Professional Services	—	30,000	—	330,000	1,000.0 %
2446 - Fire Chiefs Expense	25,644	133,500	15,300	135,000	1.1 %
2448 - Firetruck Repair	—	37,000	2,889	60,000	62.2 %
2891 - Wildland Fire Reimbursement	12,706	60,000	395	60,000	— %
<b>Total Operating Costs</b>	<u>58,450</u>	<u>326,500</u>	<u>44,548</u>	<u>657,500</u>	<u>101.4 %</u>
<b>Total Expenditures</b>	<u>\$ 246,167</u>	<u>\$ 645,829</u>	<u>\$ 212,875</u>	<u>\$ 947,405</u>	<u>46.7 %</u>

## 401-77 Emergency Management

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>401-77 Emergency Management</b>							
Full-Time Positions							
Administrative Coordinator	0.50	\$ 21,986	\$ 1,682	\$ 4,103	\$ 12,171	\$ 627	\$ 40,568
Director	0.45	58,500	4,475	10,918	8,287	1,667	83,847
Technician	0.50	20,800	1,591	3,882	9,208	593	36,074
Public Safety Administrator	1.00	73,694	5,638	13,753	8,309	2,100	103,494
Full-Time Positions Total	2.45	174,980	13,386	32,656	37,975	4,987	263,983
Longevity Pay		6,480	496	—	—	—	6,976
Overtime		—	—	—	—	—	—
Temporary Positions		15,600	1,193	—	—	—	16,793
Vacation		2,000	153	—	—	—	2,153
Emergency Management Total	<u>2.45</u>	<u>\$ 199,060</u>	<u>\$ 15,228</u>	<u>\$ 32,656</u>	<u>\$ 37,975</u>	<u>\$ 4,987</u>	<u>\$ 289,905</u>

# COUNTY DEPARTMENTS





## Lea County Assessor's Valuation Fund



Sharla Kennedy - Lea County Assessor

## 499-46 County Assessor's Valuation Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1209 - 1% Administrative Fee	\$ 674,838	\$ 626,827	\$ 568,362	\$ 626,827	— %
<b>Miscellaneous Total</b>	<u>674,838</u>	<u>626,827</u>	<u>568,362</u>	<u>626,827</u>	<u>— %</u>
<b>Total Revenue</b>	<u>674,838</u>	<u>626,827</u>	<u>568,362</u>	<u>626,827</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	84,035	119,041	71,528	114,460	(3.8)%
2003 - Part Time Positions	530	35,594	—	35,594	— %
2063 - PERA	11,789	14,170	10,405	20,085	41.7 %
2064 - FICA	5,857	12,136	5,390	11,785	(2.9)%
2065 - Health Insurance	16,244	25,199	13,286	27,608	9.6 %
2200 - Retiree Health Care	2,222	2,670	1,961	3,067	14.9 %
2208 - Vacation	—	4,000	—	4,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>120,676</u>	<u>212,810</u>	<u>102,569</u>	<u>216,598</u>	<u>1.8 %</u>
<b>Operating Costs</b>					
2008 - Printing & Publishing	12,858	16,000	12,986	16,000	— %
2009 - Office Supplies	14,279	15,000	5,357	15,000	— %
2010 - Travel/Per Diem	—	16,000	61	16,000	— %
2011 - Vehicle - Gas & Oil	2,681	10,000	3,110	10,000	— %
2012 - Maintenance	48,590	74,000	17,830	74,000	— %
2016 - Education/Registration/Dues	1,789	37,500	6,989	37,500	— %
2111 - Vehicle - Maintenance	1,479	5,000	17	5,000	— %
2130 - Computers And Peripherals	7,959	10,000	1,920	10,000	— %
2152 - Professional Services	323,096	400,000	324,235	400,000	— %
2158 - NMAC Conference	3,014	10,000	3,812	10,000	— %
2165 - Software	—	50,000	—	50,000	— %
<b>Total Operating Costs</b>	<u>415,745</u>	<u>643,500</u>	<u>376,317</u>	<u>643,500</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>536,421</u>	<u>856,310</u>	<u>478,886</u>	<u>860,098</u>	<u>0.4 %</u>
<b>Net Change from Operations</b>	<u>138,417</u>	<u>(229,483)</u>	<u>89,476</u>	<u>(233,271)</u>	<u>1.7 %</u>
<b>Capital Outlays (See Detail)</b>	<u>35,084</u>	<u>30,000</u>	<u>1,776</u>	<u>30,000</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>103,332</u>	<u>(259,483)</u>	<u>87,700</u>	<u>(263,271)</u>	<u>1.5 %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>1,164,062</u>	<u>1,267,394</u>	<u>1,267,394</u>	<u>2,267,285</u>	<u>78.9 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,267,394</u>	<u>\$ 1,007,911</u>	<u>\$ 1,355,094</u>	<u>\$ 2,004,014</u>	<u>98.8 %</u>

## 499-46 County Assessor's Valuation Fund

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>499-46 Assessor's Valuation</b>							
Full-Time Positions							
Chief Appraiser	0.30	\$ 25,238	\$ 1,931	\$ 4,710	\$ 2,493	\$ 719	\$ 35,091
Chief Deputy Assessor	0.30	23,876	1,826	4,456	2,493	680	33,331
Deputy Assessor	0.30	13,578	1,039	2,534	5,525	387	23,063
Field Appraiser	0.60	30,624	2,343	5,715	9,795	873	49,350
Lead Assessor	0.30	14,303	1,094	2,669	7,303	408	25,777
Full-Time Positions Total	1.80	107,620	8,233	20,085	27,608	3,067	166,612
Part-Time Positions Total		35,594	2,723	—	—	—	38,317
Longevity Pay		6,840	523	—	—	—	7,363
Vacation		4,000	306	—	—	—	4,306
Assessor's Valuation Total	<u>1.80</u>	<u>\$ 154,054</u>	<u>\$ 11,785</u>	<u>\$ 20,085</u>	<u>\$ 27,608</u>	<u>\$ 3,067</u>	<u>\$ 216,598</u>

## 499-46 County Assessor's Valuation Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4324 - Copier	\$ 35,084	\$ 30,000	\$ 1,776	\$ 30,000	— %
<b>Total Capital Outlays</b>	<u>\$ 35,084</u>	<u>\$ 30,000</u>	<u>\$ 1,776</u>	<u>\$ 30,000</u>	<u>— %</u>

## County Clerk's Recording & Filing Fee Fund



Keith Manes - Lea County Clerk

## 405-54 County Clerk's Recording & Filing Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1211 - Clerk Filing/Recording	\$ 107,262	\$ 100,000	\$ 96,418	\$ 100,000	— %
<b>Charges for Services Total</b>	107,262	100,000	96,418	100,000	— %
<b>Total Revenue</b>	107,262	100,000	96,418	100,000	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2009 - Office Supplies	405	13,000	584	13,000	— %
2010 - Travel/Per Diem	—	6,500	—	6,500	— %
2011 - Vehicle - Gas & Oil	1,850	3,100	2,115	3,100	— %
2016 - Education/Registration/Dues	55	3,500	55	3,500	— %
2111 - Vehicle - Maintenance	2,480	3,000	—	3,000	— %
2130 - Computers And Peripherals	8,187	34,500	8,114	34,500	— %
2152 - Contract Labor/Professional Services	—	84,768	—	84,768	— %
<b>Total Operating Costs</b>	12,977	148,368	10,868	148,368	— %
<b>Total Expenditures</b>	12,977	148,368	10,868	148,368	(16.3)%
<b>Net Change from Operations</b>	94,285	(48,368)	85,550	(48,368)	(9.3)%
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	94,285	(48,368)	85,550	(48,368)	(9.3)%
<b>Cash Fund Balance Beginning of Year</b>	121,209	215,495	215,495	314,324	45.9 %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 215,495</u>	<u>\$ 167,127</u>	<u>\$ 301,045</u>	<u>\$ 265,956</u>	<u>59.1 %</u>



## Indigent Gross Receipts Tax



## 406-13 Indigent GRT

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Gross Receipts Taxes</b>					
1410 - Gross Receipts Tax	\$ 6,710,614	\$ 4,715,072	\$ 8,456,975	\$ 4,650,072	(1.4) %
1799 - Compensating Tax	—	—	453,574	—	— %
<b>Gross Receipts Taxes Total</b>	<u>6,710,614</u>	<u>4,715,072</u>	<u>8,910,549</u>	<u>4,650,072</u>	<u>(1.4) %</u>
<b>Miscellaneous</b>					
1381 - Miscellaneous	—	—	—	—	— %
1420 - Recoveries	420	500	—	500	— %
<b>Miscellaneous</b>	<u>420</u>	<u>500</u>	<u>—</u>	<u>500</u>	<u>0</u>
<b>Total Revenue</b>	<u>6,711,034</u>	<u>4,715,572</u>	<u>8,910,549</u>	<u>4,650,572</u>	<u>(1.4) %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2017 - Indigent Burial	9,000	10,000	3,800	10,000	— %
2058 - Diabetes Program	400	5,000	960	5,000	— %
2097 - Medicaid	4,201,792	3,690,837	2,340,748	5,500,000	49.0 %
2110 - Mental Health - Contract Service	217,053	319,000	219,556	350,000	9.7 %
2207 - State Administrative Fee	182,504	340,000	264,604	385,000	13.2 %
2890 - 1/12th GRT State Redirect	4,201,792	6,272,505	4,521,594	7,260,000	15.7 %
<b>Total Operating Costs</b>	<u>8,812,541</u>	<u>10,637,342</u>	<u>7,351,262</u>	<u>13,510,000</u>	<u>27.0 %</u>
<b>Total Expenditures</b>	<u>8,812,541</u>	<u>10,637,342</u>	<u>7,351,262</u>	<u>13,510,000</u>	<u>27.0 %</u>
<b>Net Change from Operations</b>	<u>(2,101,507)</u>	<u>(5,921,770)</u>	<u>1,559,287</u>	<u>(8,859,428)</u>	<u>49.6 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>(2,101,507)</u>	<u>(5,921,770)</u>	<u>1,559,287</u>	<u>(8,859,428)</u>	<u>49.6 %</u>
<b>Cash Fund Balance Beginning of Year</b>	105,250	1,554,191	1,554,191	1,086,859	(30.1) %
<b>Cash Transfer from the General Fund</b>	<u>3,550,448</u>	<u>4,500,000</u>	<u>—</u>	<u>10,153,069</u>	<u>125.6 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,554,191</u>	<u>\$ 132,421</u>	<u>\$ 3,113,478</u>	<u>\$ 2,380,500</u>	<u>1,697.7 %</u>

# Lea County Public Works Department



# Lea County Road Department



## 402-10 Road

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1665 - 20 SB ST	\$ —	\$ 50,000	\$ —	\$ 50,000	— %
1670 - 19 CO-OP ST	200,000	75,000	100,000	75,000	— %
1726 - 20 CO-OP ST	—	75,000	—	75,000	— %
1737 - 19 SB ST	—	40,000	182,948	40,000	— %
1738 - 19 CAP ST	228,953	226,245	223,086	226,245	— %
1743 - 18 CAP ST	—	212,676	—	212,676	— %
1756 - FEMA Road Grant 75% Share	495,902.65	—	—	—	— %
1757 - State Road Grant 12.5% Share	82,650.44	—	—	—	— %
1922 - 20 CAP ST	—	226,245	—	226,245	— %
<b>Intergovernmental Total</b>	<u>1,007,506</u>	<u>905,166</u>	<u>506,034</u>	<u>905,166</u>	<u>— %</u>
<b>Miscellaneous</b>					
1260 - Refunds	2,057	—	—	—	— %
<b>Miscellaneous</b>	<u>2,057</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Other Taxes</b>					
1510 - Motor Vehicle-Road	825,776	665,000	592,048	665,000	— %
1520 - Gasoline Tax (Suspense)	365,913	360,904	307,352	360,904	— %
<b>Other Taxes Total</b>	<u>1,191,689</u>	<u>1,025,904</u>	<u>899,400</u>	<u>1,025,904</u>	<u>— %</u>
<b>Total Revenue</b>	<u>2,201,252</u>	<u>1,931,070</u>	<u>1,405,434</u>	<u>1,931,070</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	1,143,603	2,195,870	1,124,374	2,694,050	22.7 %
2005 - Overtime	40,733	50,000	42,271	50,000	— %
2063 - PERA	173,143	324,538	164,501	493,730	52.1 %
2064 - FICA	90,028	173,339	89,466	211,450	22.0 %
2065 - Health Insurance	377,988	595,454	285,813	787,063	32.2 %
2109 - SEC 125 Flex Spending	—	310	269	310	— %
2200 - Retiree Health Care	32,560	61,153	30,997	75,399	23.3 %
2208 - Vacation	10,345	20,000	13,413	20,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>1,868,399</u>	<u>3,420,664</u>	<u>1,751,103</u>	<u>4,332,001</u>	<u>26.6 %</u>
<b>Operating Costs</b>					
2006 - Postage	94	500	14	500	— %
2007 - Communications	12,805	20,000	11,270	20,000	— %
2008 - Printing & Publishing	197	2,000	700	2,000	— %
2009 - Office Supplies	4,700	8,750	4,526	8,750	— %
2010 - Travel/Per Diem	—	2,000	16	2,000	— %
2013 - Rental Of Equipment	1,450	7,500	1,227	7,500	— %
2016 - Education/Registration/Dues	175	6,000	3,159	6,000	— %
2023 - Maintenance - Building	1,663	10,000	5,273	10,000	— %
2025 - Utilities	36,199	52,500	34,731	52,500	— %
2040 - Contractual Services - Mowing	—	2,500	—	2,500	— %
2043 - Surveying, Engineering & Planning	—	—	—	—	— %

## 402-10 Road

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2046 - Janitors Supplies	7,680	9,000	4,574	9,000	— %
2051 - Maintenance - Roads	679,464	2,600,000	574,361	3,400,000	30.8 %
2052 - Striping	34,201	175,000	5,957	175,000	— %
2075 - Maintenance - Equipment	274,229	325,000	95,643	325,000	— %
2076 - Equipment Operating	440,297	600,000	383,153	700,000	16.7 %
2077 - Tools & Supplies	2,271	10,000	3,971	10,000	— %
2079 - Contractual Service - Maintenance	6,497	4,525	2,283	7,525	66.3 %
2082 - Safety Equipment	5,054	8,750	2,023	8,750	— %
2086 - Contractual Service - Physicals	—	4,000	—	4,000	— %
2130 - Computers And Peripherals	2,975	4,000	1,487	4,000	— %
2131 - Uniforms	11,603	15,000	8,165	20,000	33.3 %
2133 - Fencing	10,000	10,000	944	10,000	— %
2169 - Lab Testing	—	5,000	—	5,000	— %
2201 - Signs - Construction & Road	14,320	15,000	15,000	25,000	66.7 %
2413 - GPS System	—	—	—	15,000	— %
2802 - Staff Labor	116,928	250,000	166,866	250,000	— %
<b>Total Operating Costs</b>	<u>1,662,801</u>	<u>4,147,025</u>	<u>1,325,343</u>	<u>5,080,025</u>	<u>22.5 %</u>
<b>Total Expenditures</b>	<u>3,531,200</u>	<u>7,567,689</u>	<u>3,076,447</u>	<u>9,412,026</u>	<u>24.4 %</u>
<b>Net Change from Operations</b>	<u>(1,329,948)</u>	<u>(5,636,619)</u>	<u>(1,671,013)</u>	<u>(7,480,956)</u>	<u>32.7 %</u>
<b>Capital Outlays (See Detail)</b>	<u>9,884,301</u>	<u>10,939,398</u>	<u>4,223,733</u>	<u>21,976,953</u>	<u>100.9 %</u>
<b>Net Change in Fund Balance</b>	<u>(11,214,249)</u>	<u>(16,576,017)</u>	<u>(5,894,746)</u>	<u>(29,457,909)</u>	<u>77.7 %</u>
<b>Cash Fund Balance Beginning of Year</b>	1,346,176	4,831,927	4,831,927	2,658,552	(45.0)%
<b>Cash Transfer from the General Fund</b>	<u>14,700,000</u>	<u>14,350,000</u>	<u>3,500,000</u>	<u>32,624,645</u>	<u>127.3 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 4,831,927</u>	<u>\$ 2,605,910</u>	<u>\$ 2,437,181</u>	<u>\$ 5,825,288</u>	<u>123.5 %</u>



## 402-10 Road

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>402-10 Road</b>							
Full-Time Positions							
Administrative Coordinator	2.00	\$ 83,386	\$ 6,379	\$ 15,562	\$ 39,415	\$ 2,377	\$ 147,118
Leadman	3.00	183,062	14,004	34,164	51,067	5,217	287,514
Crew Supervisor	4.00	265,722	20,328	49,590	88,099	7,573	431,312
Equipment Operator	10.00	499,200	38,189	93,163	178,703	14,227	823,482
Supervisor	2.00	142,314	10,887	26,559	18,416	4,056	202,232
Mechanic	1.00	63,274	4,840	11,809	24,342	1,803	106,068
Sr. Equip. Operator	20.00	1,266,888	96,917	236,433	350,508	36,106	1,986,852
Superintendent	1.00	89,724	6,864	16,745	24,342	2,557	140,232
Staff Engineer	0.50	52,000	3,978	9,705	12,171	1,482	79,336
Full-Time Positions Total	43.50	2,645,570	202,386	493,730	787,063	75,399	4,204,147
Longevity Pay		48,480	3,709	—	—	—	52,189
Overtime		50,000	3,825	—	—	—	53,825
SEC 125 Flex Spending		310	—	—	—	—	310
Vacation		20,000	1,530	—	—	—	21,530
Road Total	<u>43.50</u>	<u>\$ 2,764,360</u>	<u>\$ 211,450</u>	<u>\$ 493,730</u>	<u>\$ 787,063</u>	<u>\$ 75,399</u>	<u>\$ 4,332,001</u>

## 402-10 Road

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4220 - Mower	\$ 167,219	\$ —	\$ —	\$ —	— %
4251 - Road Construction - New Chip Seal	7,824,145	8,127,741	3,034,623	18,535,000	128.0 %
4315 - Pickup (s)	91,101	98,000	94,243	196,000	100.0 %
4412 - Loader	190,632	245,000	59,390	450,000	83.7 %
4436 - Trailer	621,756	—	—	—	— %
4506 - Road Widener	103,514	—	—	—	— %
4558 - Broom(s)	—	52,000	13,500	82,000	57.7 %
4596 - Distributor	220,685	—	—	—	— %
4599 - Chip Spreader	—	440,000	314,211	440,000	— %
4616 - Video Message System	—	20,000	—	20,000	— %
4624 - Road Facility Remodel	73,944	75,000	46,654	75,000	— %
4657 - Tire Roller, Pneumatic	—	—	—	135,000	— %
4701 - FY 23 School Bus County Grant	—	—	—	90,000	— %
4702 - FY 23 School Bus State Grant	—	—	—	250,000	— %
4703 - FY 23 Co-op County Grant	66,667	118,120	—	35,000	(70)%
4704 - FY 23 Co-op State Grant	167,621	200,000	—	125,000	(38)%
4705 - FY 23 CAP County Grant	—	104,119	92,119	85,000	(18)%
4706 - FY 23 CAP State Grant	—	228,953	228,953	473,953	107 %
4750 - Rock Spreader	174,468	245,000	42,592	245,000	— %
4764 - FY 22 CAP County Grant	—	91,595	74,362	75,000	(18.1)%
4765 - FY 22 CAP State Grant	—	274,800	223,086	225,000	(18.1)%
4766 - FY 22 Co-op County Grant	—	69,700	—	35,000	(49.8)%
4767 - FY 22 Co-op State Grant	—	207,110	—	110,000	(46.9)%
4768 - FY 22 School Bus County Grant	—	85,560	—	65,000	(24.0)%
4769 - FY 22 School Bus State Grant	—	256,700	—	190,000	(26.0)%
4779 - Salt Spreader	182,548	—	—	40,000	— %
<b>Total Capital Outlays</b>	<u>\$ 9,884,301</u>	<u>\$ 10,939,398</u>	<u>\$ 4,223,733</u>	<u>\$ 21,976,953</u>	<u>100.9 %</u>

## Lea County Farm and Range Fund



## 403-11 Farm & Range

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1640 - Taylor Grazing	\$ 14,558	\$ 20,000	\$ —	\$ 20,000	— %
<b>Miscellaneous Total</b>	14,558	20,000	—	20,000	— %
<b>Total Revenue</b>	14,558	20,000	—	20,000	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2091 - Soil & Water - Contract Service	62,400	65,000	32,500	65,000	— %
2092 - Wildlife - Contract Service	56,160	56,160	14,378	60,000	6.8 %
<b>Total Operating Costs</b>	118,560	121,160	46,878	125,000	3.2 %
<b>Total Expenditures</b>	118,560	121,160	46,878	125,000	3.2 %
<b>Net Change from Operations</b>	(104,002)	(101,160)	(46,878)	(105,000)	3.8 %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	(104,002)	(101,160)	(46,878)	(105,000)	3.8 %
<b>Cash Fund Balance Beginning of Year</b>	51,839	22,836	22,836	46,676	104.4 %
<b>Cash Transfer from the General Fund</b>	75,000	125,000	50,000	125,000	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 22,836</u>	<u>\$ 46,676</u>	<u>\$ 25,958</u>	<u>\$ 66,676</u>	<u>42.8 %</u>

## Lea County Paving Districts Fund



## 416-19 Paving Districts

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Property Taxes</b>					
1281 - Paving Districts	\$ —	\$ —	\$ —	\$ —	— %
<b>Property Taxes Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2308 - Improvement District	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	2,538	2,538	2,538	2,538	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 2,538</u>	<u>\$ 2,538</u>	<u>\$ 2,538</u>	<u>\$ 2,538</u>	<u>— %</u>



## Lea County Airports



# Lea County Regional Airport



## 454-18 Lea Regional Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1260 - Refunds	\$ 857	\$ —	\$ —	\$ —	— %
1270 - Insurance	—	8,800	—	8,800	— %
1460 - Airport Rentals	31,277	50,400	31,888	50,400	— %
1461 - Fuel Flowage Fees	8,473	20,000	13,204	20,000	— %
1462 - Concession Lease Car Rental	14,850	50,000	12,150	50,000	— %
1463 - Concession Sale Car Rental	12,783	—	18,165	—	— %
<b>Charges for Services Total</b>	<b>68,241</b>	<b>129,200</b>	<b>75,406</b>	<b>129,200</b>	<b>— %</b>
<b>Intergovernmental</b>					
1481 - FAA Concrete Apron Grant	753,248	—	—	—	— %
1508 - Federal FAA Grant (Concrete Apron)	—	—	—	—	— %
1604 - CARES Act Grant	—	608,000	901,854	608,000	— %
1612 - FAA Grant - Pave Parking Lot	149,535	200,000	—	200,000	— %
1617 - Wildlife Fence Design FAA	—	62,500	—	62,500	— %
1618 - Wildlife Fence Design NMDOT	—	—	—	—	— %
1629 - Airfield Supplies	4,541	10,000	324	10,000	— %
1642 - Design RW 3-21 Extension	105,587	3,346,875	54,186	3,346,875	— %
1747 - NM DOT Aviation Grant	—	400,000	—	400,000	— %
1752 - NM DOT Aviation Grant	—	179,000	—	—	(100.0)%
1841 - Terminal Reconstruction (Hobbs)	300,000	—	—	—	— %
1843 - Safety Area Improvement	528,724	1,218,750	14,740	1,218,750	— %
1846 - Property Part 139 Hobbs Airport	—	194,000	—	194,000	— %
1849 - RW 3/21 RSA Environment Assessment	—	9,375	—	9,375	— %
<b>Intergovernmental Total</b>	<b>1,841,634</b>	<b>6,228,500</b>	<b>971,104</b>	<b>6,049,500</b>	<b>(2.9)%</b>
<b>Total Revenue</b>	<b>1,909,875</b>	<b>6,357,700</b>	<b>1,046,510</b>	<b>6,178,700</b>	<b>(2.8)%</b>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	69,847	106,257	47,219	85,037	(20.0)%
2003 - Part Time Positions	—	4,420	—	4,420	— %
2005 - Overtime	2,338	5,000	1,939	5,000	— %
2063 - PERA	10,432	15,745	6,917	15,706	(0.2)%
2064 - FICA	6,203	8,926	3,922	7,302	(18.2)%
2065 - Health Insurance	20,936	35,494	15,901	44,050	24.1 %
2200 - Retiree Health Care	2,024	2,967	1,365	2,398	(19.2)%
2208 - Vacation	1,000	1,000	462	1,000	— %
<b>Total Salaries &amp; Benefits</b>	<b>112,780</b>	<b>179,809</b>	<b>77,726</b>	<b>164,913</b>	<b>(8.3)%</b>
<b>Operating Costs</b>					
2007 - Communications	7,045	8,000	5,975	8,000	— %
2008 - Printing & Publishing	263	1,600	42	1,600	— %
2009 - Office Supplies	875	2,750	1,269	2,750	— %
2010 - Travel/Per Diem	—	3,500	—	3,500	— %
2011 - Vehicle - Gas & Oil	8,500	10,500	8,973	10,500	— %

## 454-18 Lea Regional Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2012 - Maintenance	13,281	15,000	176	15,000	— %
2013 - Rental Of Equipment	—	2,500	—	2,500	— %
2016 - Education/Registration/Dues	3,165	3,500	1,376	3,500	— %
2023 - Maintenance - Building	3,685	37,000	8,959	37,000	— %
2025 - Utilities	78,595	135,000	74,525	135,000	— %
2052 - Striping	—	—	—	75,000	— %
2079 - Contractual Service - Maintenance	13,219	14,000	8,011	15,000	7.1 %
2111 - Vehicle - Maintenance	3,276	5,000	1,883	5,000	— %
2123 - Air Field Maintenance	42,961	45,000	9,773	45,000	— %
2131 - Uniforms	878	2,000	1,719	2,700	35.0 %
2181 - Air Field Supplies	4,162	10,000	5,473	10,000	— %
2405 - Federal Grant - FAA Tower	90,376	134,000	105,721	110,000	(17.9)%
2450 - NMDOT Marketing Grant	—	400,000	18,307	400,000	— %
2701 - Maintenance - Airport	23,914	25,000	21,242	25,000	— %
2802 - Staff Labor	—	11,500	4,037	18,500	60.9 %
<b>Total Operating Costs</b>	<u>294,195</u>	<u>865,850</u>	<u>277,458</u>	<u>925,550</u>	<u>6.9 %</u>
<b>Total Expenditures</b>	<u>406,975</u>	<u>1,045,659</u>	<u>355,184</u>	<u>1,090,463</u>	<u>4.3 %</u>
<b>Net Change from Operations</b>	<u>1,502,900</u>	<u>5,312,041</u>	<u>691,326</u>	<u>5,088,237</u>	<u>(4.2)%</u>
<b>Capital Outlays (See Detail)</b>	<u>3,185,636</u>	<u>8,554,681</u>	<u>299,437</u>	<u>13,227,350</u>	<u>54.6 %</u>
<b>Net Change in Fund Balance</b>	<u>(1,682,736)</u>	<u>(3,242,640)</u>	<u>391,889</u>	<u>(8,139,113)</u>	<u>151.0 %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>880,612</u>	<u>1,697,876</u>	<u>1,697,876</u>	<u>1,903,162</u>	<u>12.1 %</u>
<b>Cash Transfer from the General Fund</b>	<u>2,500,000</u>	<u>2,100,000</u>	<u>—</u>	<u>7,645,432</u>	<u>264.1 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,697,876</u>	<u>\$ 555,236</u>	<u>\$ 2,089,765</u>	<u>\$ 1,409,480</u>	<u>153.9 %</u>

## 454-18 Lea Regional Airport

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>454-18 Lea Regional Airport</b>							
Full-Time Positions							
Airport Tech	2.00	\$ 84,157	\$ 6,438	\$ 15,706	\$ 44,050	\$ 2,398	\$ 152,749
Full-Time Positions Total	2.00	84,157	6,438	15,706	44,050	2,398	152,749
Longevity Pay		880	67	—	—	—	947
Overtime		5,000	383	—	—	—	5,383
Part-Time Positions		4,420	338	—	—	—	4,758
Vacation		1,000	77	—	—	—	1,077
Lea Regional Airport Total	<u>2.00</u>	<u>\$ 95,457</u>	<u>\$ 7,302</u>	<u>\$ 15,706</u>	<u>\$ 44,050</u>	<u>\$ 2,398</u>	<u>\$ 164,913</u>

## 454-18 Lea Regional Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4104 - Capital Improvements	\$ —	\$ 139,831	\$ —	\$ 210,000	50.2 %
4125 - Facility Improvements	15,964	2,025,000	83,505	3,200,000	58.0 %
4209 - Terminal Reconstruction-Hobbs	1,809,542	200,000	25,628	500,000	150.0 %
4287 - Safety Area Imp - Design & Environmental	10,000	10,000	—	10,000	— %
4288 - Safety Area Imp	207,474	1,300,000	287	400,000	(69.2) %
4294 - Property Part 139 Hobbs Airport	—	200,000	4,166	200,000	— %
4310 - Wildlife Fencing Design/Environmental	—	125,000	—	—	(100.0) %
4382 - Vehicle(s)	71,684	—	—	—	— %
4438 - Fire Truck	—	—	—	1,100,000	— %
4461 - Storage Building	—	50,000	—	50,000	— %
4590 - Airline LOC	—	—	—	—	— %
4592 - Firefighting Training Facility	—	40,000	—	70,000	75.0 %
4594 - Terminal Security	—	—	—	7,500	— %
4707 - ARFF Building	73,284	76,000	—	76,000	— %
4708 - Parking Lot	185,558	600,000	12,392	250,000	(58.3) %
4713 - Mower - Rotary	—	58,850	58,850	58,850	— %
4714 - Security Improvements	—	15,000	6,133	15,000	— %
4743 - Hobbs RW 3/21 Extension	98,950	3,570,000	108,476	6,600,000	84.9 %
4745 - Hobbs STARS LITE Design	—	30,000	—	30,000	— %
4746 - Concrete Apron	713,180	—	—	—	— %
4755 - Hangar Improvements	—	115,000	—	115,000	— %
4760 - ASP Grant Airline Equipment	—	—	—	185,000	— %
4761 - Crack Seal and Seal Coat Taxiway & Ramp	—	—	—	150,000	— %
<b>Total Capital Outlays</b>	<b>\$ 3,185,636</b>	<b>\$ 8,554,681</b>	<b>\$ 299,437</b>	<b>\$ 13,227,350</b>	<b>54.6 %</b>



## Lovington Zip Franklin Airport



## 455-18 Lovington Zip Franklin Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1460 - Airport Rentals	\$ 12,104	\$ 5,000	\$ 450	\$ 5,000	— %
<b>Charges for Services Total</b>	<u>12,104</u>	<u>5,000</u>	<u>450</u>	<u>5,000</u>	<u>— %</u>
<b>Intergovernmental</b>					
1471 - Fed Grant Lovington Airport	—	—	22,181	—	— %
1604 - CARES Act Grant	—	20,000	14,211	20,000	— %
1508 - FAA Grant ( PAPI Replacement)	24,790	158,333	118,258	158,333	— %
1845 - Property Part 139 Lovington Airport	—	47,500	—	47,500	— %
1629 - Airfield Supplies	4,067	10,000	—	10,000	— %
1985 - Electrical Vault & Generator	33,709	190,000	—	190,000	— %
<b>Intergovernmental Total</b>	<u>62,566</u>	<u>425,833</u>	<u>154,650</u>	<u>425,833</u>	<u>— %</u>
<b>Total Revenue</b>	<u>74,670</u>	<u>430,833</u>	<u>155,100</u>	<u>430,833</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	34,687	53,128	23,530	42,959	(19.1)%
2003 - Part Time Positions	—	2,210	—	2,210	— %
2005 - Overtime	802	2,000	556	2,000	— %
2063 - PERA	5,190	7,872	3,465	7,853	(0.2)%
2064 - FICA	2,671	4,463	1,793	3,608	(19.1)%
2065 - Health Insurance	8,380	17,747	8,122	22,025	24.1 %
2200 - Retiree Health Care	997	1,483	631	1,199	(19.1)%
2208 - Vacation	1,000	1,000	231	—	(100.0)%
<b>Total Salaries &amp; Benefits</b>	<u>53,726</u>	<u>89,903</u>	<u>38,327</u>	<u>81,854</u>	<u>(9.0)%</u>
<b>Operating Costs</b>					
2007 - Communications	1,219	2,000	958	2,000	— %
2008 - Printing & Publishing	—	500	—	500	— %
2009 - Office Supplies	—	875	—	875	— %
2010 - Travel/Per Diem	—	—	—	—	— %
2011 - Vehicle - Gas & Oil	1,920	2,250	—	2,250	— %
2012 - Maintenance	5,500	5,500	—	5,500	— %
2016 - Education/Registration/Dues	—	—	—	—	— %
2023 - Maintenance - Building	—	2,000	—	2,000	— %
2025 - Utilities	7,854	11,000	6,875	11,000	— %
2079 - Contractual Services - Maintenance	—	—	—	—	— %
2111 - Vehicle - Maintenance	2,000	2,000	295	2,000	— %
2112 - Rental Of Land	9,000	13,000	10,255	13,000	— %
2123 - Air Field Maintenance	16,643	16,750	1,219	16,750	— %
2131 - Uniforms	—	500	—	500	— %
2181 - Air Field Supplies	—	10,000	—	10,000	— %
2701 - Maintenance - Airport	9,607	10,000	156	10,000	— %
2802 - Staff Labor	—	—	—	—	— %
<b>Total Operating Costs</b>	<u>53,744</u>	<u>76,375</u>	<u>19,759</u>	<u>76,375</u>	<u>— %</u>

## 455-18 Lovington Zip Franklin Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Total Expenditures</b>	107,470	166,278	58,085	158,229	(4.8)%
<b>Net Change from Operations</b>	(32,801)	264,555	97,015	272,604	3.0 %
<b>Capital Outlays (See Detail)</b>	50,330	1,141,667	334,299	1,281,667	12.3 %
<b>Net Change in Fund Balance</b>	(83,130)	(877,112)	(237,284)	(1,009,063)	15.0 %
<b>Cash Fund Balance Beginning of Year</b>	1,936	18,805	18,805	261,263	1,289.3 %
<b>Cash Transfer from the General Fund</b>	100,000	1,000,000	500,000	1,000,000	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 18,805</u>	<u>\$ 141,693</u>	<u>\$ 281,521</u>	<u>\$ 252,200</u>	<u>78.0 %</u>

## 455-18 Lovington Zip Franklin Airport

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>455-18 Lovington Zip Franklin Airport</b>							
Full-Time Positions							
Airport Technician	<u>1.00</u>	<u>\$ 42,079</u>	<u>\$ 3,219</u>	<u>\$ 7,853</u>	<u>\$ 22,025</u>	<u>\$ 1,199</u>	<u>\$ 76,374</u>
Full-Time Positions Total	<u>1.00</u>	<u>42,079</u>	<u>3,219</u>	<u>7,853</u>	<u>22,025</u>	<u>1,199</u>	<u>76,374</u>
Longevity Pay		880	67	—	—	—	947
Overtime		2,000	153	—	—	—	2,153
Part-Time Positions		2,210	169	—	—	—	2,379
Vacation	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Lovington Zip Franklin Airport Total	<u><u>1.00</u></u>	<u><u>\$ 47,169</u></u>	<u><u>\$ 3,608</u></u>	<u><u>\$ 7,853</u></u>	<u><u>\$ 22,025</u></u>	<u><u>\$ 1,199</u></u>	<u><u>\$ 81,854</u></u>

## 455-18 Lovington Zip Franklin Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4104 - Capital Improvements	\$ —	\$ 110,000	\$ 48,221	\$ 110,000	— %
4292 - Property Part 139 Lovington Airport	—	50,000	—	50,000	— %
4440 - Equipment - Capital	—	100,000	11,647	100,000	— %
4493 - Electrical Vault & Generator	—	200,000	118,094	200,000	— %
4495 - PAPI System Installation	10,330	166,667	156,337	166,667	— %
4542 - Lighting Upgrade	—	450,000	—	500,000	11.1 %
4713 - Mower - Rotary	—	—	—	90,000	— %
4714 - Security Improvements	—	15,000	—	15,000	— %
4736 - Improvements - Lovington Airport	40,000	50,000	—	50,000	— %
<b>Total Capital Outlays</b>	<u>\$ 50,330</u>	<u>\$ 1,141,667</u>	<u>\$ 334,299</u>	<u>\$ 1,281,667</u>	<u>12.26 %</u>

## Lea County Jal Airport





## 456-18 Jal Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1460 - Airport Rentals	\$ 4,672	\$ 2,500	\$ 1,905	\$ 2,500	— %
<b>Charges for Services Total</b>	<u>4,672</u>	<u>2,500</u>	<u>1,905</u>	<u>2,500</u>	<u>— %</u>
<b>Intergovernmental</b>					
1508 - FAA Grant ( PAPI Replacement)	9,270	158,334	118,713	158,334	— %
1592 - COVID Relief Grant	—	20,000	—	20,000	— %
1604 - Grant Revenue	1,346	20,000	40,993	20,000	— %
1629 - Airfield Supplies	1,399	10,000	—	10,000	— %
1628 - NMDOT Grant - Jal Maintenance	—	—	—	—	— %
1851 - Road Construction	—	—	—	—	— %
1985 - PAPI	110,341	190,000	—	190,000	— %
<b>Intergovernmental Total</b>	<u>122,356</u>	<u>398,334</u>	<u>159,706</u>	<u>398,334</u>	<u>— %</u>
<b>Total Revenue</b>	<u>127,028</u>	<u>400,834</u>	<u>161,611</u>	<u>400,834</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	34,686	53,128	23,529	42,959	(19.1)%
2003 - Part Time Positions	—	2,210	—	2,210	— %
2005 - Overtime	801	2,000	555	2,000	— %
2063 - PERA	5,190	7,872	3,465	7,853	(0.2)%
2064 - FICA	2,634	4,463	1,742	3,685	(17.4)%
2065 - Health Insurance	8,171	17,747	7,864	22,025	24.1 %
2200 - Retiree Health Care	901	1,483	613	1,199	(19.1)%
2208 - Vacation	1,000	1,000	231	1,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>53,384</u>	<u>89,903</u>	<u>37,999</u>	<u>82,930</u>	<u>(7.8)%</u>
<b>Operating Costs</b>					
2007 - Communications	506	1,500	421	1,500	— %
2008 - Printing & Publishing	—	625	—	625	— %
2009 - Office Supplies	—	875	—	875	— %
2010 - Travel/Per Diem	—	—	—	—	— %
2011 - Vehicle - Gas & Oil	1,028	2,250	—	2,250	— %
2012 - Maintenance	—	5,000	—	5,000	— %
2013 - Rental Of Equipment	—	750	—	750	— %
2016 - Education/Registration/Dues	710	750	—	750	— %
2023 - Maintenance - Building	—	2,500	—	2,500	— %
2025 - Utilities	2,959	5,000	2,369	5,000	— %
2111 - Vehicle - Maintenance	1,454	2,500	—	2,500	— %
2123 - Air Field Maintenance	9,977	16,750	—	16,750	— %
2131 - Uniforms	—	500	—	500	— %
2181 - Air Field Supplies	—	10,000	—	10,000	— %
2701 - Maintenance - Airport	124	12,500	—	12,500	— %
2802 - Staff Labor	—	1,500	—	1,500	— %
<b>Total Operating Costs</b>	<u>16,758</u>	<u>63,000</u>	<u>2,791</u>	<u>63,000</u>	<u>— %</u>

## 456-18 Jal Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Total Expenditures</b>	70,142	152,903	40,790	145,930	(4.6)%
<b>Net Change from Operations</b>	56,886	247,931	120,821	254,904	2.8 %
<b>Capital Outlays (See Detail)</b>	73,198	910,000	216,949	1,112,000	22.2 %
<b>Net Change in Fund Balance</b>	(16,311)	(662,069)	(96,129)	(857,096)	29.5 %
<b>Cash Fund Balance Beginning of Year</b>	54,300	87,989	87,989	293,714	233.8 %
<b>Cash Transfer from the General Fund</b>	50,000	700,000	300,000	1,200,272	71.5 %
<b>Cash Fund Balance End of Year</b>	<u>\$ 87,989</u>	<u>\$ 125,920</u>	<u>\$ 291,860</u>	<u>\$ 636,890</u>	<u>405.8 %</u>

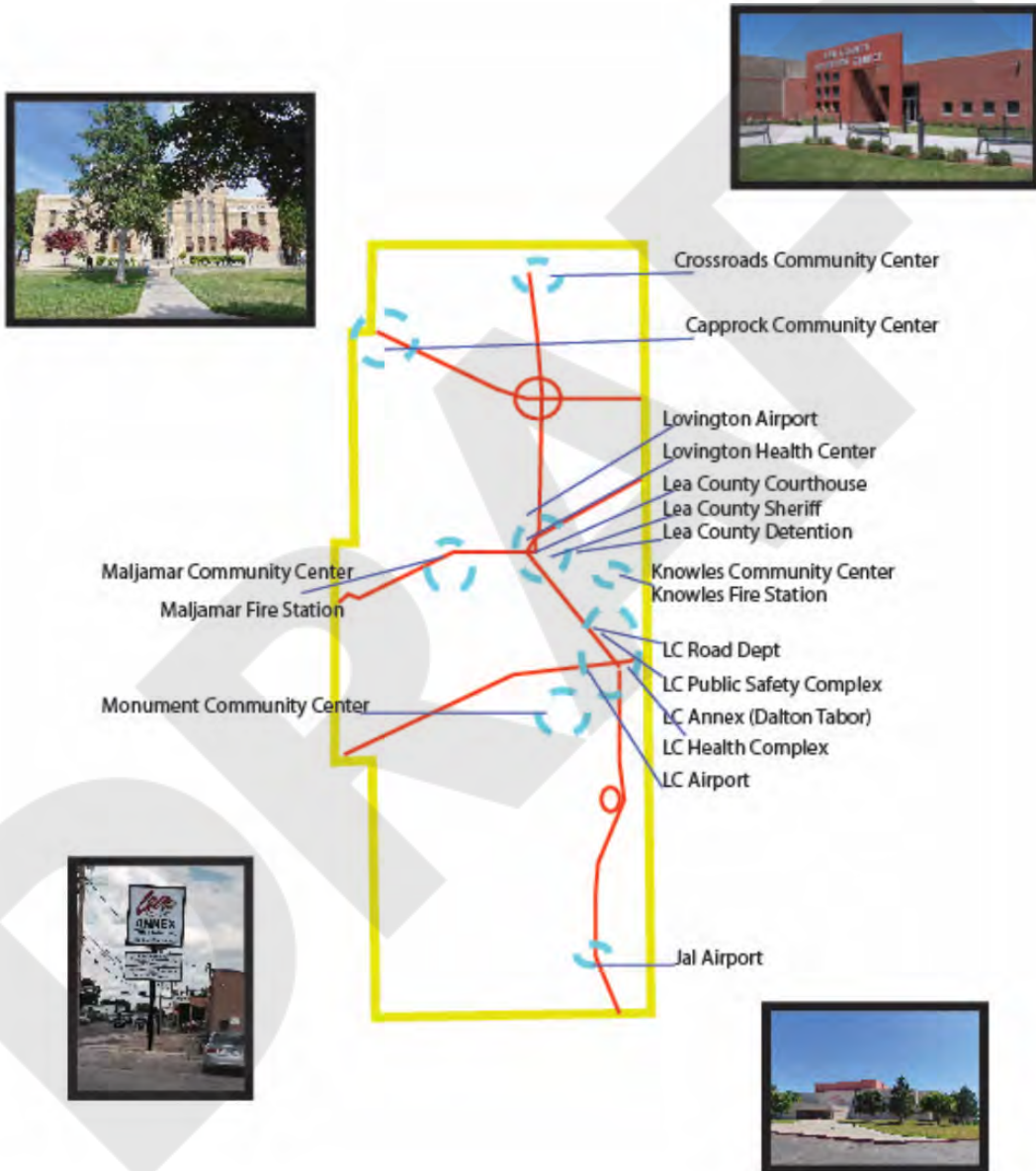
## 456-18 Jal Airport

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>456-18 Jal Airport</b>							
Full-Time Positions							
Airport Tech	<u>1.00</u>	<u>\$ 42,079</u>	<u>\$ 3,219</u>	<u>\$ 7,853</u>	<u>\$ 22,025</u>	<u>\$ 1,199</u>	<u>\$ 76,374</u>
Full-Time Positions Total	<u>1.00</u>	<u>42,079</u>	<u>3,219</u>	<u>7,853</u>	<u>22,025</u>	<u>1,199</u>	<u>76,374</u>
Longevity Pay		880	67	—	—	—	947
Overtime		2,000	153	—	—	—	2,153
Part-Time Positions		2,210	169	—	—	—	2,379
Vacation		1,000	77	—	—	—	1,077
Jal Airport Total	<u>1.00</u>	<u>\$ 48,169</u>	<u>\$ 3,685</u>	<u>\$ 7,853</u>	<u>\$ 22,025</u>	<u>\$ 1,199</u>	<u>\$ 82,930</u>

## 456-18 Jal Airport

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4104 - Capital Improvements	\$ —	\$ 110,000	\$ 47,952	\$ 110,000	— %
4373 - Jal Airport Improvements	14,952	60,000	—	460,000	666.7 %
4493 - Electrical Vault & Generator	36,944	—	—	—	— %
4495 - PAPI System Installation	3,903	225,000	168,998	—	(100.0)%
4547 - Pavement Rehabilitation	—	450,000	—	450,000	— %
4712 - Zero Turn Mower	—	—	—	27,000	— %
4714 - Security Improvements	—	15,000	—	15,000	— %
4737 - Improvements - Jal Airport	17,399	50,000	—	50,000	— %
<b>Total Capital Outlays</b>	<u>\$ 73,198</u>	<u>\$ 910,000</u>	<u>\$ 216,949</u>	<u>\$ 1,112,000</u>	<u>22.2 %</u>

# Lea County Facilities Department



## Lea County Event Facilities





# Lea County Event Center



## 463-31 Lea County Event Center

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1016 - RV Rental Space	\$ —	\$ 1,700	\$ —	\$ 1,700	— %
1260 - Refunds	—	—	—	—	— %
1301 - LCEC Ticket Sales	—	5,000	535	5,000	— %
1302 - LCEC Concession Sales	—	55,000	23,676	55,000	— %
1303 - LCEC Merchandising	—	—	—	—	— %
1305 - LCEC Rental	7,723	125,000	125,806	125,000	— %
1308 - LCEC RV Parking	1,028	—	925	—	— %
1309 - LCEC Security	120	15,000	7,763	15,000	— %
1311 - LCEC House Staffing	120	11,000	10,871	11,000	— %
1312 - LCEC Sheriff's Officers	—	9,000	5,673	9,000	— %
1314 - Special Productions	—	—	668	—	— %
1318 - Linens	773	7,000	10,227	7,000	— %
<b>Miscellaneous</b>	<u>9,763</u>	<u>228,700</u>	<u>186,145</u>	<u>228,700</u>	<u>— %</u>
<b>Total Revenue</b>	<u>9,763</u>	<u>228,700</u>	<u>186,145</u>	<u>228,700</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	170,075	178,600	149,064	228,458	27.9 %
2005 - Overtime	2,179	5,500	5,474	30,000	445.5 %
2003 - Part Time Positions	—	—	—	—	— %
2063 - PERA	25,718	25,743	21,269	41,024	59.4 %
2064 - FICA	13,148	14,849	12,171	20,155	35.7 %
2065 - Health Insurance	41,734	44,417	34,771	75,409	69.8 %
2208 - Vacation	—	10,000	—	5,000	(50.0)%
2200 - Retiree Health Care	4,846	4,851	4,008	6,265	29.1 %
<b>Total Salaries &amp; Benefits</b>	<u>257,700</u>	<u>283,960</u>	<u>226,757</u>	<u>406,310</u>	<u>43.1 %</u>
<b>Operating Costs</b>					
2006 - Postage	8	50	—	50	— %
2007 - Communications	7,194	8,000	5,542	10,000	25.0 %
2008 - Printing & Publishing	43	2,500	140	3,000	20.0 %
2009 - Office Supplies	1,790	2,656	2,257	4,000	50.6 %
2010 - Travel/Per Diem	—	1,000	—	1,000	— %
2011 - Vehicle - Gas & Oil	890	2,500	1,411	4,500	80.0 %
2012 - Maintenance	23,967	77,500	34,445	120,000	54.8 %
2013 - Rental Of Equipment	—	1,000	—	3,000	200.0 %
2016 - Education/Registration/Dues	1,073	1,500	733	1,500	— %
2025 - Utilities	170,493	215,000	165,674	215,000	— %
2027 - Advertising	2,743	7,000	2,339	10,000	42.9 %
2046 - Janitors Supplies	5,833	20,000	6,448	40,000	100.0 %
2079 - Contractual Service - Maintenance	120,901	120,000	76,819	120,000	— %
2111 - Vehicle - Maintenance	—	2,500	117	2,500	— %
2130 - Computers And Peripherals	—	1,500	—	4,000	166.7 %
2131 - Uniforms	—	500	—	2,000	300.0 %
2165 - Software	—	5,000	16	5,000	— %

## 463-31 Lea County Event Center

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2232 - Non-Capital Equipment	—	56,839	—	50,000	(12.0)%
2438 - Special Productions	—	655,000	461,251	2,750,000	319.8 %
2802 - Staff Labor	12,772	105,000	52,768	210,000	100.0 %
2875 - Bank Service Charges	274	3,000	1,217	5,000	66.7 %
2879 - Catering/Linens	2,220	40,000	29,353	50,000	25.0 %
2895 - Refunds	3,723	4,000	1,244	4,000	— %
<b>Total Operating Costs</b>	<u>353,923</u>	<u>1,332,045</u>	<u>841,773</u>	<u>3,614,550</u>	<u>171.4 %</u>
<b>Total Expenditures</b>	<u>611,623</u>	<u>1,616,005</u>	<u>1,068,531</u>	<u>4,020,860</u>	<u>148.8 %</u>
<b>Net Change from Operations</b>	<u>(601,860)</u>	<u>(1,387,305)</u>	<u>(882,386)</u>	<u>(3,792,160)</u>	<u>173.3 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>2,557,000</u>	<u>950,734</u>	<u>11,110,000</u>	<u>334.5 %</u>
<b>Net Change in Fund Balance</b>	<u>(601,860)</u>	<u>(3,944,305)</u>	<u>(1,833,120)</u>	<u>(14,902,160)</u>	<u>277.8 %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>97,431</u>	<u>545,571</u>	<u>545,571</u>	<u>188,919</u>	<u>(65.4)%</u>
<b>Cash Transfer from the General Fund</b>	<u>1,050,000</u>	<u>3,805,000</u>	<u>2,000,000</u>	<u>16,000,000</u>	<u>320.5 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 545,571</u>	<u>\$ 406,266</u>	<u>\$ 712,451</u>	<u>\$ 1,286,759</u>	<u>216.7 %</u>

## 463-31 Lea County Event Center

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>463-31 Event Center</b>							
Full-Time Positions							
Director	0.50	\$ 65,000	\$ 4,973	\$ 12,131	\$ —	\$ 1,853	\$ 83,956
Operations Supervisor	1.00	51,150	3,913	9,546	18,416	1,458	84,483
Operations Technician	2.00	69,888	5,346	13,043	32,651	1,992	122,920
Administrative Coordinator	1.00	33,780	2,584	6,304	24,342	963	67,973
Full-Time Positions Total	4.50	219,818	16,816	41,024	75,409	6,265	359,331
Longevity Pay		8,640	661	—	—	—	9,301
Overtime		30,000	2,295	—	—	—	32,295
Part Time Positions		—	—	—	—	—	—
Vacation		5,000	383	—	—	—	5,383
Event Center Total	<u>4.50</u>	<u>\$ 263,458</u>	<u>\$ 20,155</u>	<u>\$ 41,024</u>	<u>\$ 75,409</u>	<u>\$ 6,265</u>	<u>\$ 406,310</u>

## 463-31 Lea County Event Center

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4367 - Equipment	\$ —	\$ 50,000	\$ —	\$ 500,000	900.0 %
4382 - Vehicle	—	40,000	—	40,000	— %
4778 - Buildings Improvements	—	2,467,000	950,734	10,570,000	328.5 %
<b>Total Capital Outlays</b>	<u>\$ —</u>	<u>\$ 2,557,000</u>	<u>\$ 950,734</u>	<u>\$ 11,110,000</u>	<u>334.5 %</u>

## Lea County Fairgrounds





# Lea County Fairgrounds



## 460-32 Lea County Fairgrounds

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1396 - NM Legislative Grant	\$ —	\$ —	\$ —	\$ —	— %
<b>Intergovernmental Total</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Miscellaneous</b>					
1005 - Arena/Stall Rental	16,620	10,000	13,962	10,000	— %
1016 - RV Space Rental	5,567	3,000	12,400	3,000	— %
1226 - Rodeo Production	—	30,000	—	—	(100.0)%
1227 - Christmas Celebration	—	5,000	—	5,000	— %
1228 - Special Productions	—	—	—	5,000	— %
1229 - Special Productions	—	—	—	8,000	— %
1241 - Special Productions	—	—	—	10,000	— %
1292 - Event Staff	600	10,000	1,830	10,000	— %
1298 - Fairground Building Rent	3,080	20,000	10,413	20,000	— %
1299 - Ranch Rodeo	—	12,000	—	30,000	150.0 %
1314 - Special Productions	3,714	5,000	—	—	(100.0)%
1440 - Credit Card Charges	57	—	270	3,000	— %
<b>Miscellaneous</b>	<u>29,638</u>	<u>95,000</u>	<u>38,874</u>	<u>104,000</u>	<u>9.5 %</u>
<b>Total Revenue</b>	<u>29,638</u>	<u>95,000</u>	<u>38,874</u>	<u>104,000</u>	<u>9.5 %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	190,306	271,802	201,627	256,295	(5.7)%
2005 - Overtime	8,052	15,000	4,184	20,000	33.3 %
2063 - PERA	29,295	40,204	29,571	46,521	15.7 %
2064 - FICA	14,910	22,177	16,120	21,366	(3.7)%
2065 - Health Insurance	52,313	69,766	48,808	75,765	8.6 %
2200 - Retiree Health Care	5,659	7,575	5,575	7,104	(6.2)%
2208 - Vacation	—	3,100	—	3,000	(3.2)%
<b>Total Salaries &amp; Benefits</b>	<u>300,533</u>	<u>429,624</u>	<u>305,884</u>	<u>430,052</u>	<u>0.1 %</u>
<b>Operating Costs</b>					
2006 - Postage	442	1,000	246	1,000	— %
2007 - Communications	3,857	4,000	2,799	5,000	25.0 %
2008 - Printing & Publishing	286	2,000	190	2,000	— %
2009 - Office Supplies	3,766	5,000	1,197	5,000	— %
2010 - Travel/Per Diem	—	2,000	—	2,000	— %
2011 - Vehicle - Gas & Oil	2,566	5,000	4,499	7,000	40.0 %
2012 - Maintenance	38,035	120,000	105,376	55,000	(54.2)%
2013 - Rental Of Equipment	157	2,000	—	2,000	— %
2016 - Education/Registration/Dues	719	1,000	275	1,000	— %
2020 - Supplies	4,134	6,000	4,036	8,000	33.3 %
2025 - Utilities	101,441	115,000	110,282	120,000	4.3 %
2027 - Advertising	(35)	2,000	35	3,000	50.0 %
2046 - Janitors Supplies	1,923	3,000	1,271	5,000	66.7 %
2075 - Maintenance - Equipment	5,327	14,000	6,380	10,000	(28.6)%
2076 - Equipment Operating	2,289	3,000	1,149	6,000	100.0 %

## 460-32 Lea County Fairgrounds

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2079 - Contractual Service - Maintenance	39,897	43,000	25,626	43,000	— %
2111 - Vehicle - Maintenance	3,749	7,500	4,679	6,500	(13.3)%
2130 - Computers And Peripherals	6,456	7,000	5,260	11,000	57.1 %
2131 - Uniforms	3,349	4,000	3,470	6,000	50.0 %
2153 - Disposal	—	3,000	544	4,000	33.3 %
2232 - Non-Capital Equipment	—	—	—	28,100	— %
2438 - Special Productions	—	—	—	160,000	— %
2503 - Rodeo Production	76,326	80,000	6,053	90,000	12.5 %
2504 - Ranch Rodeo	—	10,000	—	—	(100.0)%
2505 - Meal Expense	—	200	—	200	— %
2551 - County Sponsored Events	—	30,000	26,198	—	(100.0)%
2552 - Christmas Celebration	—	30,000	28,003	—	(100.0)%
2875 - Bank Service Charges	—	—	—	5,000	— %
2895 - Refunds	900	1,000	900	1,000	— %
<b>Total Operating Costs</b>	<u>295,583</u>	<u>500,700</u>	<u>338,469</u>	<u>586,800</u>	<u>17.2 %</u>
<b>Total Expenditures</b>	<u>596,116</u>	<u>930,324</u>	<u>644,353</u>	<u>1,016,852</u>	<u>9.3 %</u>
<b>Net Change from Operations</b>	<u>(566,478)</u>	<u>(835,324)</u>	<u>(605,479)</u>	<u>(912,852)</u>	<u>9.3 %</u>
<b>Capital Outlays (See Detail)</b>	<u>824,868</u>	<u>813,500</u>	<u>187,344</u>	<u>2,822,000</u>	<u>246.9 %</u>
<b>Net Change in Fund Balance</b>	<u>(1,391,345)</u>	<u>(1,648,824)</u>	<u>(792,823)</u>	<u>(3,734,852)</u>	<u>126.5 %</u>
<b>Cash Fund Balance Beginning of Year</b>	83,586	492,241	492,241	235,608	(52.1)%
<b>Cash Transfer from the General Fund</b>	<u>1,800,000</u>	<u>1,250,000</u>	<u>500,000</u>	<u>4,524,827</u>	<u>262.0 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 492,241</u>	<u>\$ 93,417</u>	<u>\$ 199,418</u>	<u>\$ 1,025,583</u>	<u>997.9 %</u>

## 460-32 Lea County Fairgrounds

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>460-32 Fairgrounds</b>							
Full-Time Positions							
Maintenance Tech	0.86	\$ 34,936	\$ 2,673	\$ 6,520	\$ 12,963	\$ 996	\$ 58,087
Administrative Coordinator	0.86	48,226	3,689	9,000	20,934	1,374	83,224
Maintenance Lead	0.86	30,750	2,352	5,739	20,934	876	60,652
General Manager	0.86	79,465	6,079	14,830	20,934	2,265	123,573
Director	0.43	55,900	4,276	10,432	—	1,593	72,202
Full-Time Positions Total	<u>3.87</u>	<u>249,277</u>	<u>19,070</u>	<u>46,521</u>	<u>75,765</u>	<u>7,104</u>	<u>397,738</u>
Longevity Pay		7,018	537	—	—	—	7,555
Overtime		20,000	1,530	—	—	—	21,530
Vacation		3,000	230	—	—	—	3,230
Fairgrounds Total	<u>3.87</u>	<u>\$ 279,295</u>	<u>\$ 21,366</u>	<u>\$ 46,521</u>	<u>\$ 75,765</u>	<u>\$ 7,104</u>	<u>\$ 430,052</u>

## 460-32 Lea County Fairgrounds

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4125 - Facility Improvements	\$ 67,419	\$ 200,000	\$ 85,627	\$ 202,000	1.0 %
4230 - Horse Barn	—	—	—	1,200,000	— %
4242 - Chairs	2,635	2,000	—	—	(100.0)%
4246 - Tables	—	4,000	—	—	(100.0)%
4313 - All Terrain Vehicle	10,000	12,500	—	—	(100.0)%
4315 - Pickup(s)	—	95,000	80,209	—	(100.0)%
4362 - Camera(s)	—	—	—	20,000	— %
4367 - AV Equipment	47,981	—	—	—	— %
4382 - Vehicle	—	—	—	60,000	— %
4389 - Tractor	—	—	—	—	— %
4515 - Portable Sound System	—	—	—	300,000	— %
4532 - Men's Restroom	—	—	—	25,000	— %
4585 - PY Fairground Improvements	696,833	—	—	—	— %
4586 - Fairgrounds Improvements	—	500,000	21,508	1,000,000	100.0 %
4595 - Fence	—	—	—	15,000	— %
<b>Total Capital Outlays</b>	<u>\$ 824,868</u>	<u>\$ 813,500</u>	<u>\$ 187,344</u>	<u>\$ 2,822,000</u>	<u>246.9 %</u>

## Lea County Fair and Rodeo





## 461-33 Lea County Fair & Rodeo

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1487 - Lodger's Tax Grant	\$ —	\$ 75,000	\$ —	\$ 50,000	(33.3)%
<b>Intergovernmental Total</b>	<u>—</u>	<u>75,000</u>	<u>—</u>	<u>50,000</u>	<u>(33.3)%</u>
<b>Miscellaneous</b>					
1001 - Rodeo Ticket Sales	38,457	43,200	37,871	44,000	1.9 %
1002 - Rodeo Concessions	—	35,000	—	35,000	— %
1004 - Rodeo Sponsorships	88,500	300,000	123,960	300,000	— %
1016 - RV Space Rental	10,205	6,700	2,191	7,000	4.5 %
1259 - Refund Performance Fee	—	4,000	—	4,000	— %
1260- Refunds	18,429	—	25,044	—	— %
1270- Insurance Recovery	—	20,000	—	20,000	— %
1294 - Fair Comm Booth Rentals	21,255	30,000	19,421	30,000	— %
1295 - Fair Gate Ticket Sales	—	300,000	217,592	325,000	8.3 %
1296 - Fair Carnival Rental	—	180,000	230,146	190,000	5.6 %
1297 - Fair Outside Space Rental	21,400	25,000	27,256	25,000	— %
1300 - Fiddler's Contest	—	1,000	—	1,000	— %
1801 - Entry Fees	4,661	8,000	5,554	10,000	25.0 %
1802 - Equine Facility Sales	—	18,000	14,550	18,500	2.8 %
1803 - Yucca Activities	—	1,500	605	1,500	— %
1440 - Credit Card Charges	513	—	3,864	5,000	— %
1902 - Deposits	—	1,000	17,023	1,000	— %
1907 - Buckle Donation Committee	8,005	18,000	13,805	18,000	— %
<b>Miscellaneous</b>	<u>211,425</u>	<u>991,400</u>	<u>738,881</u>	<u>1,035,000</u>	<u>4.4 %</u>
<b>Total Revenue</b>	<u>211,425</u>	<u>1,066,400</u>	<u>738,881</u>	<u>1,085,000</u>	<u>1.7 %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	26,509	40,887	28,020	34,462	(15.7)%
2003 - Part Time Positions	—	3,600	—	3,600	— %
2005 - Overtime	23,301	76,556	75,866	85,000	11.0 %
2063 - PERA	4,010	6,058	4,129	6,249	3.1 %
2064 - FICA	3,615	9,260	2,239	9,414	1.7 %
2065 - Health Insurance	7,287	9,735	6,769	10,572	8.6 %
2200 - Retiree Health Care	756	1,141	776	954	(16.4)%
<b>Total Salaries &amp; Benefits</b>	<u>65,476</u>	<u>147,237</u>	<u>117,799</u>	<u>150,251</u>	<u>2.0 %</u>
<b>Operating Costs</b>					
2006 - Postage	611	3,000	199	3,000	— %
2007 - Communications	—	—	—	10,000	— %
2008 - Printing & Publishing	2,627	9,000	7,979	9,000	— %
2009 - Office Supplies	2,490	5,000	1,737	6,000	20.0 %
2010 - Travel/Per Diem	1,246	5,000	2,696	6,000	20.0 %
2012 - Maintenance	17,687	25,000	24,088	30,000	20.0 %
2013 - Rental Of Equipment	5,918	5,000	59	27,000	440.0 %

## 461-33 Lea County Fair & Rodeo

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2016 - Education/Registration/Dues	693	1,100	1,004	3,000	172.7 %
2020 - Supplies	12,170	20,100	20,073	30,000	49.3 %
2025 - Utilities	2,000	2,000	—	2,000	— %
2027 - Advertising	43,231	165,000	145,035	159,000	(3.6)%
2046 - Janitors Supplies	8,193	18,000	9,324	20,000	11.1 %
2067 - Property/Liability Insurance	1,311	40,000	21	55,000	37.5 %
2130 - Computers and Peripherals	—	—	—	10,000	— %
2152 - Contract Labor/Professional Service	—	60,000	52,126	65,000	8.3 %
2153 - Disposal	—	7,000	5,846	8,000	14.3 %
2174 - Buckle Donation Committee	12,008	20,000	6,994	20,000	— %
2327 - Judges & Parade	4,974	15,000	13,298	15,000	— %
2328 - Premiums	3,782	9,500	5,848	10,000	5.3 %
2399 - Entertainment	109,443	665,000	567,347	765,750	15.2 %
2502 - Queen	3,987	9,528	6,331	19,028	99.7 %
2503 - Rodeo Production	57,056	450,659	437,986	493,800	9.6 %
2510 - Sign Upkeep	6,904	12,000	10,542	15,000	25.0 %
2533 - Team Roping	—	15,000	14,848	17,000	— %
2534 - Junior Rodeo	—	—	—	—	— %
2535 - Barrel Racing	—	—	—	—	— %
2536 - Fiddler's Contest	1,185	7,000	4,892	8,000	14.3 %
2802 - Staff Labor	13,257	65,000	65,000	90,000	38.5 %
2875 - Bank Service Charges	1,000	5,200	1,200	4,200	(19.2)%
2895 - Refunds	123,783	6,000	2,469	6,000	— %
<b>Total Operating Costs</b>	<u>435,558</u>	<u>1,645,087</u>	<u>1,406,941</u>	<u>1,906,778</u>	<u>15.9 %</u>
<b>Total Expenditures</b>	<u>501,034</u>	<u>1,792,324</u>	<u>1,524,739</u>	<u>2,057,029</u>	<u>14.8 %</u>
<b>Net Change from Operations</b>	<u>(289,609)</u>	<u>(725,924)</u>	<u>(785,858)</u>	<u>(972,029)</u>	<u>33.9 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>(289,609)</u>	<u>(725,924)</u>	<u>(785,858)</u>	<u>(972,029)</u>	<u>33.9 %</u>
<b>Cash Fund Balance Beginning of Year</b>	570,606	580,997	580,997	54,402	(90.6)%
<b>Cash Transfer from the General Fund</b>	<u>300,000</u>	<u>600,000</u>	<u>600,000</u>	<u>1,277,059</u>	<u>112.8 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 580,997</u>	<u>\$ 455,073</u>	<u>\$ 395,138</u>	<u>\$ 359,432</u>	<u>(21.0)%</u>

## 461-33 Lea County Fair & Rodeo

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>461-33 Fair &amp; Rodeo</b>							
Full-Time Positions							
Maintenance Tech	0.12	\$ 4,875	\$ 373	\$ 910	\$ 1,809	\$ 139	\$ 8,105
Administrative Coordinator	0.12	6,729	515	1,256	2,921	192	11,613
Maintenance Lead	0.12	4,291	328	801	2,921	122	8,463
General Manager	0.05	6,500	497	1,213	—	185	8,396
Business Manager	0.12	11,088	848	2,069	2,921	316	17,243
Full-Time Positions Total	0.53	33,483	2,561	6,249	10,572	954	53,819
Part Time Positions		3,600	275	—	—	—	3,875
Longevity Pay		979	75	—	—	—	1,054
Overtime		85,000	6,503	—	—	—	91,503
Fair & Rodeo Total	<u>0.53</u>	<u>\$ 123,062</u>	<u>\$ 9,414</u>	<u>\$ 6,249</u>	<u>\$ 10,572</u>	<u>\$ 954</u>	<u>\$ 150,251</u>

# Lea County Fair and Rodeo Hispanic Heritage Night Celebration



## 462-34 Hispanic Heritage Night

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1004 - Rodeo Sponsorships	\$ 500	\$ 5,000	\$ 5,215	\$ 5,000	— %
1295 - Fair Gate Ticket Sales	—	80,000	60,325	80,000	— %
1296 - Fair Carnival Rental	—	30,000	—	30,000	— %
<b>Miscellaneous</b>	<u>500</u>	<u>115,000</u>	<u>65,540</u>	<u>115,000</u>	<u>— %</u>
<b>Total Revenue</b>	<u>500</u>	<u>115,000</u>	<u>65,540</u>	<u>115,000</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	4,418	6,854	4,670	7,260	5.9 %
2005 - Overtime	4,535	9,444	2,222	10,000	5.9 %
2063 - PERA	668	1,009	688	1,325	31.3 %
2064 - FICA	409	1,244	373	1,320	6.1 %
2065 - Health Insurance	1,214	1,622	1,127	1,762	8.6 %
2200 - Retiree Health Care	126	190	129	202	6.5 %
<b>Total Salaries &amp; Benefits</b>	<u>11,371</u>	<u>20,363</u>	<u>9,209</u>	<u>21,869</u>	<u>7.4 %</u>
<b>Operating Costs</b>					
2006 - Postage	—	100	—	100	— %
2008 - Printing & Publishing	—	1,000	51	1,000	— %
2009 - Office Supplies	—	—	—	—	— %
2010 - Travel/Per Diem	—	1,000	—	—	(100.0)%
2012 - Maintenance	—	1,000	1,000	1,000	— %
2020 - Supplies	—	1,000	314	1,000	— %
2025 - Utilities	500	—	—	—	— %
2027 - Advertising	—	10,000	10,000	5,000	(50.0)%
2046 - Janitors Supplies	1,000	—	—	—	— %
2067 - Property/Liability Insurance	—	—	—	—	— %
2152 - Contract Labor/Professional Services	—	1,000	—	1,000	— %
2153 - Disposal	—	—	—	—	— %
2399 - Entertainment	100,675	163,000	158,963	194,145	19.1 %
2502 - Queen	1,655	3,500	3,500	3,500	— %
2802 - Staff Labor	1,987	4,000	4,000	4,000	— %
2875 - Bank Service Charges	500	500	500	500	— %
<b>Total Operating Costs</b>	<u>106,317</u>	<u>186,100</u>	<u>178,328</u>	<u>211,245</u>	<u>13.5 %</u>
<b>Total Expenditures</b>	<u>117,688</u>	<u>206,463</u>	<u>187,537</u>	<u>233,114</u>	<u>12.9 %</u>
<b>Net Change from Operations</b>	<u>(117,188)</u>	<u>(91,463)</u>	<u>(121,997)</u>	<u>(118,114)</u>	<u>29.1 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>(117,188)</u>	<u>(91,463)</u>	<u>(121,997)</u>	<u>(118,114)</u>	<u>29.1 %</u>
<b>Cash Fund Balance Beginning of Year</b>	37,756	20,568	20,568	1	(100.0)%
<b>Cash Transfer from the General Fund</b>	<u>100,000</u>	<u>200,000</u>	<u>100,000</u>	<u>157,446</u>	<u>(21.3)%</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 20,568</u>	<u>\$ 129,105</u>	<u>\$ (1,429)</u>	<u>\$ 39,332</u>	<u>(69.5)%</u>

## 462-34 Hispanic Heritage Night

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>462-34 Hispanic Heritage Night</b>							
Full-Time Positions							
Maintenance Tech	0.02	\$ 812	\$ 62	\$ 152	\$ 301	\$ 23	\$ 1,351
Administrative Coordinator	0.02	1,122	86	209	487	32	1,935
Maintenance Lead	0.02	715	55	133	487	20	1,411
General Manager	0.02	2,600	199	485	—	74	3,358
Business Manager	0.02	1,848	141	345	487	53	2,874
Full-Time Positions Total	0.10	7,097	543	1,325	1,762	202	10,929
Longevity Pay		163	12	—	—	—	175
Overtime		10,000	765	—	—	—	10,765
Hispanic Heritage Night Total	<u>0.10</u>	<u>\$ 17,260</u>	<u>\$ 1,320</u>	<u>\$ 1,325</u>	<u>\$ 1,762</u>	<u>\$ 202</u>	<u>\$ 21,869</u>



## Lea County Community Centers



## 404-12 Community Centers

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Operating Costs</b>					
2023 - Maintenance - Building	\$ —	\$ 50,000	\$ —	\$ 50,000	— %
2025 - Utilities	10,805	21,000	9,829	21,000	— %
2079 - Contractual Service - Maintenance	5,645	5,670	3,354	5,670	— %
<b>Total Operating Costs</b>	<u>16,450</u>	<u>76,670</u>	<u>13,183</u>	<u>76,670</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>16,450</u>	<u>76,670</u>	<u>13,183</u>	<u>76,670</u>	<u>— %</u>
<b>Net Change from Operations</b>	<u>(16,450)</u>	<u>(76,670)</u>	<u>(13,183)</u>	<u>(76,670)</u>	<u>— %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>100,000</u>	<u>—</u>	<u>100,000</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>(16,450)</u>	<u>(176,670)</u>	<u>(13,183)</u>	<u>(176,670)</u>	<u>— %</u>
<b>Cash Fund Balance Beginning of Year</b>	21,438	4,988	4,988	40,680	— %
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>200,000</u>	<u>50,000</u>	<u>200,000</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 4,988</u>	<u>\$ 28,318</u>	<u>\$ 41,805</u>	<u>\$ 64,010</u>	<u>126.0 %</u>

# 404-12 Community Centers

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4104 - Improvements	\$ —	\$ 100,000	\$ —	\$ 100,000	— %
<b>Total Capital Outlays</b>	<u>\$ —</u>	<u>\$ 100,000</u>	<u>\$ —</u>	<u>\$ 100,000</u>	<u>— %</u>

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# Lea County Capital Projects Fund



## 430 - Lea County Capital Projects

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1458 - NM Leg Grant - Courthouse Renovation	\$ —	\$ 3,163,000	\$ —	\$ 4,063,000	28.5 %
<b>Intergovernmental Total</b>	—	3,163,000	—	4,063,000	28.5 %
<b>Total Revenue</b>	—	3,163,000	—	4,063,000	28.5 %
<b>Capital Outlay</b>					
4110 - Judicial Complex - Sheriff	86,697	100,000	50,670	100,000	— %
4123 - County Fire Department Improvements	—	3,000,000	281,252	7,000,000	133.3 %
4125 - Facility Improvements	315,525	500,000	—	—	(100.0)%
4139 - General Services Building	76,095	500,000	53,596	500,000	— %
4250 - Water Rights	—	300,000	—	300,000	— %
4315 - Pickup(s) (Environmental)	132,320	300,000	151,166	350,000	16.7 %
4324 - Copier (Sheriff)	16,000	—	—	—	— %
4328 - Remodel Courthouse	—	21,800,000	—	30,000,000	37.6 %
4331 - Server Upgrade (Info Technology)	88,822	120,000	27,601	200,000	66.7 %
4331 - Server Upgrade (Sheriff)	31,000	31,000	1,485	31,000	— %
4333 - Judicial Complex	2,941,937	2,000,000	1,537,840	—	(100.0)%
4367 - Equipment (DWI Probation)	9,954	18,000	—	—	(100.0)%
4367 - Equipment (EMS Command Post)	—	350,000	66,963	500,000	42.9 %
4367 - Equipment (Environmental)	242,132	180,000	16,504	370,000	105.6 %
4367 - Equipment (Facilities)	80,196	75,000	11,961	100,000	33.3 %
4367 - Equipment (Info Technology)	—	160,000	67,976	600,000	275.0 %
4382 - Vehicle(s) (Commission)	—	50,000	39,950	—	(100.0)%
4382 - Vehicle(s) (Facilities)	30,240	55,000	43,922	175,000	218.2 %
4382 - Vehicle(s)	—	—	—	60,000	— %
4382 - Vehicle(s) (Info Technology)	—	40,000	30,902	50,000	25.0 %
4382 - Vehicle(s) (Sheriff)	779,867	802,995	172,021	1,647,012	105.1 %
4382 - Vehicles(s) (DWI Probation)	—	120,000	98,926	150,000	0.3
4438 - Fire Trucks	—	607,000	352,090	300,000	(0.5)
4440 - Equipment	172,293	96,290	77,381	98,235	2.0 %
4442 - Sheriff's Office	164,394	200,000	—	200,000	— %
4461 - Storage Building	20,263	60,000	—	30,000	(50.0)%
4499 - Fire Department Water Systems	—	300,000	46,609	500,000	66.7 %
4589 - Convenience Center (Environmental)	102,106	2,100,000	50,919	3,000,000	42.9 %
4641 - Computer Equipment (Environmental)	4,365	40,000	15,882	40,000	— %
4734 - Lea County Annex Remodel	327,746	500,000	—	500,000	— %
4776 - Accounting/Financial System	—	100,000	—	100,000	— %
4778 - Lea County Health Facility	33,988	2,600,000	2,600,000	2,500,000	(4)%
<b>Total Capital Outlays</b>	<u>5,655,941</u>	<u>37,105,285</u>	<u>5,795,615</u>	<u>49,401,247</u>	<u>33.1 %</u>
<b>Net Change in Fund Balance</b>	(5,655,941)	(33,942,285)	(5,795,615)	(45,338,247)	33.6 %
<b>Cash Fund Balance Beginning of Year</b>	914,944	759,003	759,003	756,255	(0.4)%
<b>Cash Transfer to/from the General Fund</b>	<u>5,500,000</u>	<u>35,500,000</u>	<u>7,000,000</u>	<u>102,596,977</u>	<u>189.0 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 759,003</u>	<u>\$ 2,316,718</u>	<u>\$ 1,963,388</u>	<u>\$ 58,014,985</u>	<u>2,404.2 %</u>





## DWI Misdemeanor Compliance Program



## 439-81 Misdemeanor Compliance

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1416 - DWI-Alcohol Screen Fees	\$ 530	\$ —	\$ 292	\$ —	— %
1426 - Drug Tests	396	1,500	866	1,500	— %
1429 - Ankle Monitoring	611	1,000	1,338	1,000	— %
1438 - Treatment ADT	—	—	—	—	— %
<b>Charges for Services Total</b>	<u>1,537</u>	<u>2,500</u>	<u>2,496</u>	<u>2,500</u>	<u>— %</u>
<b>Miscellaneous</b>					
1233 - Restitution Fees	143	—	49	—	— %
1240 - Treatment Fees	100	—	50	—	— %
1425 - Probation Fees	26,567	30,000	18,191	30,000	— %
1440 - Credit Card Charges	—	—	—	—	— %
<b>Miscellaneous</b>	<u>26,809</u>	<u>30,000</u>	<u>18,290</u>	<u>30,000</u>	<u>— %</u>
<b>Total Revenue</b>	<u>28,346</u>	<u>32,500</u>	<u>20,786</u>	<u>32,500</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	(2)	—	—	—	— %
2005 - Overtime	—	—	—	—	— %
2063 - PERA	—	—	—	—	— %
2064 - FICA	—	—	—	—	— %
2065 - Health Insurance	—	—	—	—	— %
2200 - Retiree Health Care	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	<u>(2)</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Operating Costs</b>					
2010 - Travel/Per Diem	—	5,000	—	5,000	— %
2604 - Supplies	2,940	40,000	—	15,000	(62.5)%
2605 - Operating Costs	1,397	—	—	15,000	— %
<b>Total Operating Costs</b>	<u>4,337</u>	<u>45,000</u>	<u>—</u>	<u>35,000</u>	<u>(22.2)%</u>
<b>Total Expenditures</b>	<u>4,335</u>	<u>45,000</u>	<u>—</u>	<u>35,000</u>	<u>(22.2)%</u>
<b>Net Change from Operations</b>	<u>24,012</u>	<u>(12,500)</u>	<u>20,786</u>	<u>(2,500)</u>	<u>(80.0)%</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>40,000</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>24,012</u>	<u>(12,500)</u>	<u>20,786</u>	<u>(42,500)</u>	<u>240.0 %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>17,519</u>	<u>41,531</u>	<u>41,531</u>	<u>84,636</u>	<u>103.8 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 41,531</u>	<u>\$ 29,031</u>	<u>\$ 62,317</u>	<u>\$ 42,136</u>	<u>45.1 %</u>

439-81 Misdemeanor Compliance

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
Capital Outlays					
4367 - Equipment	\$ —	\$ —	\$ —	\$ 40,000	— %
Total Capital Outlays	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

## Lea County DWI Program



## LDWI Distribution



## 412-43 LDWI - Distribution

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1274 - DWI ST Grant Current Year	\$ 623,257	\$ 622,222	\$ 523,232	\$ 526,306	(15.4)%
1275 - DWI Local Grant Previous Year	—	—	—	—	— %
<b>Intergovernmental Total</b>	<u>623,257</u>	<u>622,222</u>	<u>523,232</u>	<u>526,306</u>	<u>(15.4)%</u>
<b>Miscellaneous</b>					
1260 - Refunds	—	—	—	—	— %
<b>Miscellaneous</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>623,257</u>	<u>622,222</u>	<u>523,232</u>	<u>526,306</u>	<u>(15.4)%</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	333,177	388,557	309,226	320,357	(17.6)%
2005 - Overtime	12,784	—	—	—	— %
2063 - PERA	49,756	58,770	47,535	68,290	16.2 %
2064 - FICA	25,277	29,725	23,886	24,507	(17.6)%
2065 - Health Insurance	120,124	120,534	96,697	93,505	(22.4)%
2200 - Retiree Health Care	9,376	11,074	8,835	9,542	(13.8)%
2208 - Vacation	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	<u>550,493</u>	<u>608,660</u>	<u>486,178</u>	<u>516,202</u>	<u>(15.2)%</u>
<b>Operating Costs</b>					
2641 - Enforcement - Contract Service	—	15,000	—	—	(100.0)%
2666 - Repay of Prior Yr Balance LDWI	75,318	73,000	72,764	—	(100.0)%
<b>Total Operating Costs</b>	<u>75,318</u>	<u>88,000</u>	<u>72,764</u>	<u>—</u>	<u>(100.0)%</u>
<b>Total Expenditures</b>	<u>625,811</u>	<u>696,660</u>	<u>558,942</u>	<u>516,202</u>	<u>(25.9)%</u>
<b>Net Change from Operations</b>	<u>(2,554)</u>	<u>(74,438)</u>	<u>(35,710)</u>	<u>10,104</u>	<u>(113.6)%</u>
<b>Net Change in Fund Balance</b>	<u>(2,554)</u>	<u>(74,438)</u>	<u>(35,710)</u>	<u>10,104</u>	<u>(113.6)%</u>
<b>Cash Fund Balance Beginning of Year</b>	182,117	179,564	179,564	179,564	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 179,564</u>	<u>\$ 105,126</u>	<u>\$ 143,853</u>	<u>\$ 189,668</u>	<u>80.4 %</u>



## 412-43 LDWI - Distribution

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>412-43 LDWI Distribution</b>							
Full-Time Positions							
Compliance Officer	2.00	\$ 111,878	\$ 8,559	\$ 29,383	\$ 37,472	\$ 3,601	\$ 190,892
Court Compliance	1.00	59,093	4,521	11,028	24,342	1,684	100,668
Administrative Coordinator	2.00	85,738	6,559	16,001	23,382	2,444	134,123
Training Coordinator	1.00	63,648	4,869	11,878	8,309	1,814	90,518
Full-Time Positions Total	6.00	320,357	24,507	68,290	93,505	9,542	516,202
Overtime		—	—	—	—	—	—
LDWI Distribution Total	<u>6.00</u>	<u>\$ 320,357</u>	<u>\$ 24,507</u>	<u>\$ 68,290</u>	<u>\$ 93,505</u>	<u>\$ 9,542</u>	<u>\$ 516,202</u>

## DWI Program Local Revenue



**Tipsy Taxi**  
Lea County's Designated Driver Service

**TAXI**

Friday and Saturday Nights 6:30pm - 2:30am November 25 - December 31

 **(575)391-2882**

## 435-56 DWI Program Local Revenue

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1233 - Restitution Fees	\$ 56	\$ —	\$ 7	\$ —	— %
1240 - Treatment Fees	698	—	316	—	— %
1426 - Drug Tests	688	1,000	2,892	1,000	— %
1429 - Ankle Monitoring	2,783	2,000	3,784	2,000	— %
1438 - Treatment ADT	8	—	20	—	— %
<b>Charges for Services Total</b>	<u>4,233</u>	<u>3,000</u>	<u>7,019</u>	<u>3,000</u>	<u>— %</u>
<b>Miscellaneous</b>					
1260 - Refunds	—	—	—	—	— %
1416 - DWI-Alcohol Screen Fees	11,856	15,000	6,908	15,000	— %
1418 - Donations-DWI	2,848	2,000	2,877	2,000	— %
1425 - Probation Fees	72,032	65,000	49,534	65,000	— %
1430 - Collections	—	—	—	—	— %
1439 - Educational Services	—	—	—	—	— %
1440 - Credit Card Charges	—	—	—	—	— %
<b>Miscellaneous</b>	<u>86,736</u>	<u>82,000</u>	<u>59,318</u>	<u>82,000</u>	<u>— %</u>
<b>Total Revenue</b>	<u>90,969</u>	<u>85,000</u>	<u>66,337</u>	<u>85,000</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	(16)	67,040	53,309	97,760	45.8 %
2005 - Overtime	1,452	28,000	18,395	28,000	— %
2063 - PERA	—	8,179	4,902	18,244	123.1 %
2064 - FICA	179	7,539	4,529	9,888	31.2 %
2065 - Health Insurance	—	24,342	19,259	48,684	100.0 %
2200 - Retiree Health Care	—	1,541	1,213	2,786	80.8 %
2208 - Vacation	882	3,500	1,552	3,500	— %
2209 - Straight Time - OT	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	<u>2,498</u>	<u>140,141</u>	<u>103,160</u>	<u>208,863</u>	<u>49.0 %</u>
<b>Operating Costs</b>					
2010 - Travel/Per Diem	16	—	—	2,000	— %
2604 - Supplies	31,303	—	—	10,000	— %
2605 - Operating Costs	43,413	3,845	102	10,000	160.1 %
2608 - Safe Ride	2,655	6,000	—	6,000	— %
2609 - Alcohol Free Events	4,222	5,000	—	5,000	— %
2628 - Supervision - Screening	8,279	10,000	9,863	10,000	— %
2895 - Refunds	372	2,500	—	2,500	— %
<b>Total Operating Costs</b>	<u>90,260</u>	<u>27,345</u>	<u>9,964</u>	<u>45,500</u>	<u>66.4 %</u>
<b>Total Expenditures</b>	<u>92,758</u>	<u>167,486</u>	<u>113,124</u>	<u>254,363</u>	<u>51.9 %</u>
<b>Net Change from Operations</b>	<u>(1,789)</u>	<u>(82,486)</u>	<u>(46,787)</u>	<u>(169,363)</u>	<u>105.3 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>(1,789)</u>	<u>(82,486)</u>	<u>(46,787)</u>	<u>(169,363)</u>	<u>105.3 %</u>

## 435-56 DWI Program Local Revenue

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
Cash Fund Balance Beginning of Year	123,468	121,679	121,679	62,192	(48.9)%
Cash Transfer from the General Fund	—	25,000	—	152,744	511.0 %
Cash Fund Balance End of Year	<u>\$ 121,679</u>	<u>\$ 64,193</u>	<u>\$ 74,892</u>	<u>\$ 45,573</u>	<u>(29.0)%</u>

## 435-56 DWI Program Local Revenue

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>435-56 DWI Program</b>							
Full-Time Positions							
Preventionist	1.00	\$ 54,080	\$ 4,137	\$ 10,093	\$ 24,342	\$ 1,541	\$ 94,193
Administrative Coordinator	1.00	\$ 43,680	\$ 3,342	\$ 8,152	\$ 24,342	\$ 1,245	\$ 80,760
Full-Time Positions Total	2.00	97,760	7,479	18,244	48,684	2,786	174,953
Longevity Pay		—	—	—	—	—	—
Overtime		28,000	2,142	—	—	—	30,142
Vacation		3,500	268	—	—	—	3,768
DWI Program Total	<u>2.00</u>	<u>\$ 129,260</u>	<u>\$ 9,888</u>	<u>\$ 18,244</u>	<u>\$ 48,684</u>	<u>\$ 2,786</u>	<u>\$ 208,863</u>

## LDWI Grant





## 436-65 LDWI Grant

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1274 - DWI ST Grant Current Year	\$ 186,530	\$ 292,764	\$ 264,905	\$ 355,000	21.3 %
<b>Intergovernmental Total</b>	<u>186,530</u>	<u>292,764</u>	<u>264,905</u>	<u>355,000</u>	<u>21.3 %</u>
<b>Total Revenue</b>	<u>186,530</u>	<u>292,764</u>	<u>264,905</u>	<u>355,000</u>	<u>21.3 %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	187,959	150,300	74,163	174,762	16.3 %
2005 - Overtime	7,659	—	—	—	— %
2063 - PERA	20,449	22,733	11,198	32,615	43.5 %
2064 - FICA	16,320	11,498	5,703	13,369	16.3 %
2065 - Health Insurance	62,162	30,736	13,212	40,960	33.3 %
2200 - Retiree Health Care	6,286	4,284	2,081	4,981	16.3 %
<b>Total Salaries &amp; Benefits</b>	<u>300,835</u>	<u>219,551</u>	<u>106,357</u>	<u>266,687</u>	<u>21.5 %</u>
<b>Operating Costs</b>					
2604 - Supplies	16,057	51,571	31,551	—	(100.0)%
2605 - Operating Costs	—	11,137	2,209	—	(100.0)%
2641 - Enforcement - Contract Service	—	10,000	1,944	—	(100.0)%
<b>Total Operating Costs</b>	<u>16,057</u>	<u>72,708</u>	<u>35,704</u>	<u>—</u>	<u>(100.0)%</u>
<b>Total Expenditures</b>	<u>316,892</u>	<u>292,259</u>	<u>142,061</u>	<u>266,687</u>	<u>(8.7)%</u>
<b>Net Change from Operations</b>	<u>(130,362)</u>	<u>505</u>	<u>122,844</u>	<u>88,313</u>	<u>17,387.7 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>(130,362)</u>	<u>505</u>	<u>122,844</u>	<u>88,313</u>	<u>17,387.7 %</u>
<b>Cash Fund Balance Beginning of Year</b>	31,170	100,808	100,808	213,322	111.6 %
<b>Cash Transfer from the General Fund</b>	<u>200,000</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 100,808</u>	<u>\$ 101,313</u>	<u>\$ 223,652</u>	<u>\$ 301,635</u>	<u>197.7 %</u>

## 436-65 LDWI Grant

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>436-65 LDWI Grant</b>							
Full-Time Positions							
Counselor	2.00	\$ 132,018	\$ 10,099	\$ 24,638	\$ 32,651	\$ 3,763	\$ 203,169
Case Coordinator	1.00	42,744	3,270	7,977	8,309	1,218	63,518
Full-Time Positions Total	3.00	174,762	13,369	32,615	40,960	4,981	266,687
Overtime		—	—	—	—	—	—
LDWI Grant Total	3.00	\$ 174,762	\$ 13,369	\$ 32,615	\$ 40,960	\$ 4,981	\$ 266,687

## CDWI Program



## 437-66 CDWI Grant

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1184 - DWI ST Grant Prior Year	\$ —	\$ —	\$ 7,996	\$ —	— %
1274 - DWI ST Grant Current Year	8,895	7,996	—	7,996	— %
<b>Intergovernmental Total</b>	8,895	7,996	7,996	7,996	— %
<b>Charges for Services</b>					
1425 - Probation Fees	—	—	—	—	— %
<b>Charges for Services Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	8,895	7,996	7,996	7,996	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2601 - Contract Service	7,996	7,996	3,124	8,000	0.1 %
<b>Total Operating Costs</b>	7,996	7,996	3,124	8,000	0.1 %
<b>Total Expenditures</b>	7,996	7,996	3,124	8,000	0.1 %
<b>Net Change from Operations</b>	899	—	4,872	(4)	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	899	—	4,872	(4)	— %
<b>Cash Fund Balance Beginning of Year</b>	35,119	36,018	36,018	41,503	15.2 %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 36,018</u>	<u>\$ 36,018</u>	<u>\$ 40,890</u>	<u>\$ 41,499</u>	<u>15.2 %</u>

## Lea County Detention Center



## Lea County Corrections Fee Fund



## 415-45 Correction Fees

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1593 - Collections	\$ —	\$ —	\$ —	\$ —	— %
<b>Intergovernmental Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2012 - Maintenance	—	—	—	—	— %
2702 - Maintenance - Detention	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	797,711	—	—	—	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 797,711</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

415 - Correction Fees - The revenue associated with the Correction Fees Fund is an allocation from the state that is restricted to expenditures to maintain the County Detention Center. Beginning in FY 21, the County elected to record the revenues in the Detention Center Fund - 418 in order to better utilize the revenue.



## Lea County Detention Center



## 418-23 Detention Center

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Care of Prisoners</b>					
1217 - Detention Commissary	\$ 59,322	\$ 40,212	\$ 49,748	\$ 40,212	— %
1260 - Refunds	183	500	109	500	— %
1310 - Care Municipal Prisoners	4,452	30,000	4,814	30,000	— %
1320 - Care Of Federal Prisoners	608,692	1,500,000	861,849	1,500,000	— %
1325 - Care State Prisoners	61,876	70,000	42,779	70,000	— %
1326 - Prisoner-Social Security	800	5,000	2,600	5,000	— %
1330 - Care Of Other Co Prisoner	263,685	20,000	14,300	20,000	— %
1331 - Juvenile-Care/Other Co Pris	227,125	30,000	289,500	30,000	— %
1380 - Forfeited Inmate Funds	2,593	3,000	14,129	3,000	— %
1590 - Transportation Of Fed Pris	262,694	85,000	286,116	85,000	— %
<b>Care of Prisoners Total</b>	<b>1,491,422</b>	<b>1,783,712</b>	<b>1,565,945</b>	<b>1,783,712</b>	<b>— %</b>
<b>Intergovernmental</b>					
1218 - Fed SCAAP Grant	—	—	—	—	— %
1396 - NM Legislative Grant	—	1,000,000	—	1,000,000	— %
1593 - Collections	163,038	150,000	103,254	150,000	— %
<b>Intergovernmental Total</b>	<b>163,038</b>	<b>1,150,000</b>	<b>103,254</b>	<b>1,150,000</b>	<b>— %</b>
<b>Total Revenue</b>	<b>1,654,460</b>	<b>2,933,712</b>	<b>1,669,199</b>	<b>2,933,712</b>	<b>— %</b>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	3,777,139	5,619,296	3,953,473	6,389,589	13.7 %
2005 - Overtime	967,693	1,050,000	890,024	950,000	(9.5)%
2063 - PERA	551,959	816,141	555,827	1,159,536	42.1 %
2064 - FICA	356,914	514,791	365,940	558,587	8.5 %
2065 - Health Insurance	1,137,970	1,460,562	963,704	1,624,104	11.2 %
2068 - Life Ins - Det Officer	1,452	1,700	1,200	1,700	— %
2109 - SEC 125 Flex Spending	—	1,020	—	1,020	— %
2200 - Retiree Health Care	104,069	153,786	104,712	175,429	14.1 %
2208 - Vacation	7,493	60,000	19,270	20,000	(66.7)%
<b>Total Salaries &amp; Benefits</b>	<b>6,904,688</b>	<b>9,677,296</b>	<b>6,854,149</b>	<b>10,879,966</b>	<b>12.4 %</b>
<b>Operating Costs</b>					
2006 - Postage	1,897	3,000	1,613	3,000	— %
2007 - Communications	17,703	18,000	15,681	18,000	— %
2008 - Printing & Publishing	3,284	4,000	2,065	6,000	50.0 %
2009 - Office Supplies	11,256	17,000	13,109	20,000	17.6 %
2010 - Travel/Per Diem	1,121	6,072	4,837	6,072	— %
2011 - Vehicle - Gas & Oil	9,182	25,000	12,474	25,000	— %
2012 - Maintenance	150,000	200,000	160,358	250,000	25.0 %
2013 - Rental Of Equipment	1,430	1,700	1,073	1,700	— %
2016 - Education/Registration/Dues	2,005	10,500	6,524	10,500	— %
2018 - Nor-Lea Prisoner Care Contract	203,676	1,300,000	38,482	1,300,000	— %
2019 - Contract Service - Housing	1,645	5,000	285	5,000	— %

## 418-23 Detention Center

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2020 - Supplies	71,732	100,000	74,004	125,000	25.0 %
2025 - Utilities	193,168	220,000	191,266	250,000	13.6 %
2036 - Operational Expense	18,120	—	—	100,000	— %
2046 - Janitors Supplies	33,562	60,000	35,718	60,000	— %
2049 - Contracted Services - Meals	496,047	635,910	464,612	650,910	2.4 %
2079 - Contractual Service - Maintenance	110,764	107,200	70,270	107,200	— %
2111 - Vehicle - Maintenance	3,700	15,000	4,231	15,000	— %
2130 - Computers And Peripherals	32,497	93,000	59,860	175,000	88.2 %
2131 - Uniforms	17,861	23,000	19,424	23,000	— %
2136 - Inmate Work Detail	912	2,500	979	2,500	— %
2139 - Inmate Programs	9,925	15,000	7,000	20,000	33.3 %
<b>Total Operating Costs</b>	<u>1,391,488</u>	<u>2,861,882</u>	<u>1,183,865</u>	<u>3,173,882</u>	<u>10.9 %</u>
<b>Total Expenditures</b>	<u>8,296,175</u>	<u>12,539,178</u>	<u>8,038,013</u>	<u>14,053,848</u>	<u>12.1 %</u>
<b>Net Change from Operations</b>	<u>(6,641,716)</u>	<u>(9,605,466)</u>	<u>(6,368,815)</u>	<u>(11,120,136)</u>	<u>15.8 %</u>
<b>Capital Outlays (See Detail)</b>	<u>378,312</u>	<u>7,362,000</u>	<u>696,606</u>	<u>13,180,000</u>	<u>79.0 %</u>
<b>Net Change in Fund Balance</b>	<u>(7,020,027)</u>	<u>(16,967,466)</u>	<u>(7,065,421)</u>	<u>(24,300,136)</u>	<u>43.2 %</u>
<b>Cash Fund Balance Beginning of Year</b>	504,804	1,184,777	1,184,777	335,587	(71.7)%
<b>Cash Transfer from the General Fund</b>	<u>7,700,000</u>	<u>16,300,000</u>	<u>7,000,000</u>	<u>24,800,000</u>	<u>52.1 %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,184,777</u>	<u>\$ 517,311</u>	<u>\$ 1,119,356</u>	<u>\$ 835,451</u>	<u>61.5 %</u>

## 418-23 Detention Center

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>418-23 Detention Center</b>							
Full-Time Positions							
Warden	1.00	\$ 130,000	\$ 9,945	\$ 24,261	\$ 24,342	\$ 3,705	\$ 192,253
Chief of Security	1.00	102,169	7,816	19,067	24,342	2,912	156,306
Lieutenant	5.00	422,370	32,311	78,825	88,256	12,038	633,800
Business Manager	1.00	57,798	4,422	10,787	24,342	1,647	98,995
Sergeant	4.00	287,145	21,967	53,588	58,930	8,184	429,814
Fin Officer	1.00	90,054	6,889	16,806	8,309	2,567	124,625
Detention Officer	68.00	4,565,758	349,281	852,085	1,256,395	130,124	7,153,643
Training Coordinator	1.00	77,380	5,920	14,441	7,230	2,205	107,176
Records Officer	2.00	165,458	12,658	30,879	39,415	4,716	253,125
Transport	1.00	57,798	—	10,787	15,073	—	83,658
Maintenance Technician	2.00	87,199	6,671	16,274	40,328	2,485	152,956
Administrative Officer	1.00	90,054	6,889	16,806	15,986	2,567	132,302
Class Officer	1.00	80,006	6,120	14,931	21,156	2,280	124,494
Full-Time Positions Total	89.00	6,213,189	470,887	1,159,536	1,624,104	175,429	9,643,146
Life Ins-Law/Det Officer		—	—	—	1,700	—	1,700
Longevity Pay		176,400	13,495	—	—	—	189,895
Overtime		950,000	72,675	—	—	—	1,022,675
SEC 125 Flex Spending		1,020	—	—	—	—	1,020
Vacation		20,000	1,530	—	—	—	21,530
Detention Center Total	<u>89.00</u>	<u>\$ 7,360,609</u>	<u>\$ 558,587</u>	<u>\$ 1,159,536</u>	<u>\$ 1,625,804</u>	<u>\$ 175,429</u>	<u>\$ 10,879,966</u>

## 418-23 Detention Center

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4238 - Kitchen Equipment	\$ 7,050	\$ 50,000	\$ 28,317	\$ 50,000	— %
4324 - Copier	21,509	10,000	—	10,000	— %
4362 - Camera (s)	8,871	20,000	795	20,000	— %
4382 - Vehicle	57,226	100,000	27,982	60,000	(40.0)%
4440 - Equipment	20,734	567,000	—	1,000,000	76.4 %
4605 - Radio Equipment and Upgrades	—	15,000	—	15,000	— %
4749 - Detention - Washers	—	—	—	25,000	— %
4757 - Detention Center Upgrades	262,922	6,600,000	639,512	12,000,000	81.8 %
<b>Total Capital Outlays</b>	<u>\$ 378,312</u>	<u>\$ 7,362,000</u>	<u>\$ 696,606</u>	<u>\$ 13,180,000</u>	<u>79.0 %</u>

# Lea County Emergency Management And Environmental Services



## Environmental Gross Receipt Tax





## 411-27 Environmental GRT

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1381 - Miscellaneous	\$ —	\$ —	\$ —	\$ —	— %
1062 - Administrative Fee	—	—	—	—	— %
<b>Miscellaneous Total</b>	—	—	—	—	— %
<b>Other Taxes</b>					
1800 - Gross Receipts Tax	—	—	—	—	— %
<b>Other Taxes Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	—	—	—	—	— %
2005 - Overtime	—	—	—	—	— %
2063 - PERA	—	—	—	—	— %
2064 - FICA	—	—	—	—	— %
2065 - Health Insurance	—	—	—	—	— %
2200 - Retiree Health Care	—	—	—	—	— %
2208 - Vacation	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	—	—	—	—	— %
<b>Operating Costs</b>					
2007 - Communications	—	—	—	—	— %
2008 - Printing & Publishing	—	—	—	—	— %
2009 - Office Supplies	—	—	—	—	— %
2010 - Travel/Per Diem	—	—	—	—	— %
2011 - Vehicle - Gas & Oil	—	—	—	—	— %
2012 - Maintenance	—	—	—	—	— %
2013 - Rental Of Equipment	—	—	—	—	— %
2088 - Animal Control	—	—	—	—	— %
2016 - Education/Registration/Dues	—	—	—	—	— %
2025 - Utilities	—	—	—	—	— %
2111 - Vehicle - Maintenance	—	—	—	—	— %
2113 - Supplies - Vector Control	—	—	—	—	— %
2130 - Computers And Peripherals	—	—	—	—	— %
2137 - Disposal Fee	—	—	—	—	— %
2160 - Environmental Clean-Up	—	—	—	—	— %
2131 - Uniforms	—	—	—	—	— %
2151 - Contract Hauling	—	—	—	—	— %
2152 - Contract Labor/Professional Service	—	—	—	—	— %
2153 - Disposal	—	—	—	—	— %
2207 - State Administrative Fee	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %

## 411-27 Environmental GRT

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
Capital Outlays (See Detail)	—	—	—	—	— %
Net Change in Fund Balance	—	—	—	—	— %
Cash Fund Balance Beginning of Year	7,815,924	—	—	—	— %
Cash Transfer from the General Fund	—	—	—	—	— %
Cash Fund Balance End of Year	<u>\$ 7,815,924</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

411 - Environmental Gross Receipts Tax - Legislation enacted in 2020 by the New Mexico Legislature converted the Environmental Gross Receipts Tax to a County Local Option Tax and removed the restrictions. Lea County elected to transfer the fund balance to the General Fund and budget expenditures for Environmental Services in Department 26 of the General Fund. The associated Gross Receipt Tax revenue has been designated as General Fund revenue.

## Tire Recycling Grant



## 426-26 Tire Recycling

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1782 - State Grant-Tire Recycling	\$ —	\$ —	\$ —	\$ —	— %
<b>Intergovernmental Total</b>	—	—	—	—	— %
<b>Miscellaneous</b>					
1381 - Miscellaneous	—	—	—	—	— %
<b>Miscellaneous</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Operating Costs</b>					
2605 - Operating Costs	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	1,800	—	—	—	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,800</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

426 - Tire Recycling - \$1800 cash balance was transferred to the General Fund.

# Lea County Emergency Management Services



# Maljamar Volunteer Fire Department

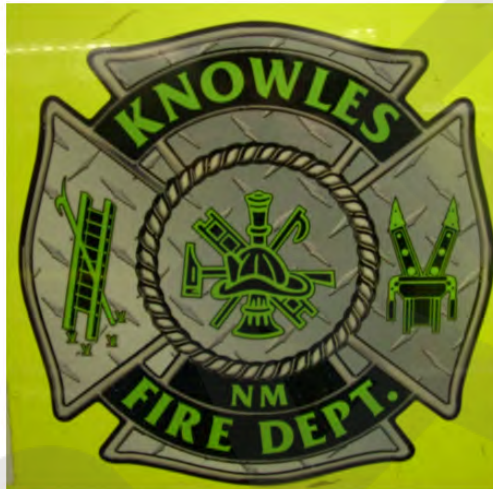


## 407-14 Maljamar Fire Department

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1490 - State Grant	\$ —	\$ —	\$ —	\$ —	— %
1560 - State Fire Allotment	83,920	75,062	80,927	75,062	— %
<b>Intergovernmental Total</b>	<u>83,920</u>	<u>75,062</u>	<u>80,927</u>	<u>75,062</u>	<u>— %</u>
<b>Miscellaneous</b>					
1381 - Miscellaneous	—	—	—	—	— %
<b>Miscellaneous</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>83,920</u>	<u>75,062</u>	<u>80,927</u>	<u>75,062</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2007 - Communications	1,557	3,000	1,201	3,000	— %
2009 - Office Supplies	—	500	—	500	— %
2010 - Travel/Per Diem	—	1,500	—	1,500	— %
2013 - Rental Of Equipment	1,602	1,700	254	1,700	— %
2016 - Education/Registration/Dues	—	1,000	—	1,000	— %
2023 - Maintenance - Building	—	2,000	—	2,000	— %
2025 - Utilities	2,504	6,500	2,498	6,500	— %
2076 - Equipment Operating	20,827	64,004	54,356	100,000	56.2 %
2505 - Meal Expense	—	250	—	250	— %
<b>Total Operating Costs</b>	<u>26,491</u>	<u>80,454</u>	<u>58,310</u>	<u>116,450</u>	<u>44.7 %</u>
<b>Total Expenditures</b>	<u>26,491</u>	<u>80,454</u>	<u>58,310</u>	<u>116,450</u>	<u>44.7 %</u>
<b>Net Change from Operations</b>	<u>57,429</u>	<u>(5,392)</u>	<u>22,617</u>	<u>(41,388)</u>	<u>667.6 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>57,429</u>	<u>(5,392)</u>	<u>22,617</u>	<u>(41,388)</u>	<u>(60.6)%</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>191,503</u>	<u>248,932</u>	<u>248,932</u>	<u>286,484</u>	<u>15.1 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 248,932</u>	<u>\$ 243,540</u>	<u>\$ 271,549</u>	<u>\$ 245,096</u>	<u>0.6 %</u>



## Knowles Volunteer Fire Department



## 408-15 Knowles Fire Department

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1560 - State Fire Allotment	\$ 88,582	\$ 79,232	\$ 85,422	\$ 79,232	— %
<b>Intergovernmental Total</b>	<u>88,582</u>	<u>79,232</u>	<u>85,422</u>	<u>79,232</u>	<u>— %</u>
<b>Miscellaneous</b>					
1381 - Miscellaneous	—	—	—	—	— %
<b>Miscellaneous</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>88,582</u>	<u>79,232</u>	<u>85,422</u>	<u>79,232</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2007 - Communications	1,849	3,400	2,412	3,000	(11.8)%
2009 - Office Supplies	229	600	106	600	— %
2010 - Travel/Per Diem	—	1,500	—	1,500	— %
2013 - Rental Of Equipment	—	1,000	—	1,000	— %
2016 - Education/Registration/Dues	—	1,000	390	1,000	— %
2023 - Maintenance - Building	—	1,500	—	1,500	— %
2025 - Utilities	6,257	7,500	6,958	7,500	— %
2076 - Equipment Operating	27,630	68,574	38,175	100,000	45.8 %
2505 - Meal Expense	—	250	—	250	— %
<b>Total Operating Costs</b>	<u>35,966</u>	<u>85,324</u>	<u>48,040</u>	<u>116,350</u>	<u>36.4 %</u>
<b>Total Expenditures</b>	<u>35,966</u>	<u>85,324</u>	<u>48,040</u>	<u>116,350</u>	<u>36.4 %</u>
<b>Net Change from Operations</b>	<u>52,616</u>	<u>(6,092)</u>	<u>37,382</u>	<u>(37,118)</u>	<u>509.3 %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>52,616</u>	<u>(6,092)</u>	<u>37,382</u>	<u>(37,118)</u>	<u>509.3 %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>113,049</u>	<u>165,665</u>	<u>165,665</u>	<u>218,544</u>	<u>31.9 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 165,665</u>	<u>\$ 159,573</u>	<u>\$ 203,047</u>	<u>\$ 181,426</u>	<u>13.7 %</u>

## Lea Regional Airport Fire Department Aircraft Rescue and Firefighting



## 409-16 Lea Regional Airport Fire Department

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1260 - Refunds	\$ —	\$ —	\$ —	\$ —	— %
<b>Miscellaneous Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	35,780	72,005	38,100	107,888	49.8 %
2003 - Part Time Positions	30,107	124,800	39,557	124,800	— %
2005 - Overtime	926	3,500	2,775	2,500	(28.6)%
2063 - PERA	5,371	10,600	5,364	19,642	85.3 %
2064 - FICA	2,765	15,514	3,111	18,068	16.5 %
2065 - Health Insurance	22,507	48,684	18,756	48,684	— %
2200 - Retiree Health Care	1,012	1,997	1,011	3,000	50.2 %
2208 - Vacation	—	1,000	—	1,000	— %
<b>Total Salaries &amp; Benefits</b>	98,468	278,100	108,675	325,582	17.1 %
<b>Operating Costs</b>					
2007 - Communications	—	6,000	—	6,000	— %
2009 - Office Supplies	657	1,000	203	1,000	— %
2010 - Travel/Per Diem	719	3,500	451	3,500	— %
2016 - Education/Registration/Dues	4,841	5,000	2,800	7,500	50.0 %
2023 - Maintenance - Building	779	3,000	332	3,000	— %
2025 - Utilities	4,674	8,000	5,868	8,000	— %
2076 - Equipment Operating	31,898	53,000	36,004	53,000	— %
2505 - Meal Expense	63	500	—	500	— %
<b>Total Operating Costs</b>	43,630	80,000	45,658	82,500	3.1 %
<b>Total Expenditures</b>	142,098	358,100	154,333	408,082	14.0 %
<b>Net Change from Operations</b>	(142,098)	(358,100)	(154,333)	(408,082)	14.0 %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	(142,098)	(358,100)	(154,333)	(408,082)	14.0 %
<b>Cash Fund Balance Beginning of Year</b>	19,446	47,348	47,348	167,811	254.4 %
<b>Cash Transfer from the General Fund</b>	170,000	375,000	200,000	375,000	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 47,348</u>	<u>\$ 64,248</u>	<u>\$ 93,016</u>	<u>\$ 134,729</u>	<u>109.7 %</u>

## 409-16 Lea Regional Airport Fire Department

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>409-16 Airport Fire Dept</b>							
Full-Time Positions							
Firefighter	<u>2.00</u>	<u>\$ 105,248</u>	<u>\$ 8,051</u>	<u>\$ 19,642</u>	<u>\$ 48,684</u>	<u>\$ 3,000</u>	<u>\$ 184,625</u>
Full-Time Positions Total	<u>2.00</u>	<u>105,248</u>	<u>8,051</u>	<u>19,642</u>	<u>48,684</u>	<u>3,000</u>	<u>184,625</u>
Longevity Pay		2,640	202	—	—	—	2,842
Overtime		2,500	191	—	—	—	2,691
Part-Time Positions		124,800	9,547	—	—	—	134,347
SEC 125 Flex Spending		—	—	—	—	—	—
Vacation		<u>1,000</u>	<u>77</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>1,077</u>
Emergency Management Total	<u>2.00</u>	<u>\$ 236,188</u>	<u>\$ 18,068</u>	<u>\$ 19,642</u>	<u>\$ 48,684</u>	<u>\$ 3,000</u>	<u>\$ 325,582</u>

# Monument Volunteer Fire Department



## 410-17 Monument Fire Department

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1560 - State Fire Allotment	\$ 93,244	\$ 83,401	\$ 89,918	\$ 83,401	— %
<b>Intergovernmental Total</b>	<u>93,244</u>	<u>83,401</u>	<u>89,918</u>	<u>83,401</u>	<u>— %</u>
<b>Miscellaneous</b>					
1381 - Miscellaneous	—	—	—	—	— %
<b>Miscellaneous Total</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>93,244</u>	<u>83,401</u>	<u>89,918</u>	<u>83,401</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2007 - Communications	2,259	3,400	2,438	3,000	(11.8)%
2009 - Office Supplies	107	600	—	600	— %
2010 - Travel/Per Diem	—	1,500	—	1,500	— %
2013 - Rental Of Equipment	173	500	500	500	— %
2016 - Education/Registration/Dues	—	1,000	—	1,000	— %
2023 - Maintenance - Building	—	2,000	19	2,000	— %
2025 - Utilities	3,833	6,500	3,179	6,500	— %
2076 - Equipment Operating	48,767	124,043	58,051	100,000	(19.4)%
2505 - Meal Expense	—	250	—	250	— %
<b>Total Operating Costs</b>	<u>55,139</u>	<u>139,793</u>	<u>64,187</u>	<u>115,350</u>	<u>(17.5)%</u>
<b>Total Expenditures</b>	<u>55,139</u>	<u>139,793</u>	<u>64,187</u>	<u>115,350</u>	<u>16.4 %</u>
<b>Net Change from Operations</b>	<u>38,105</u>	<u>(56,392)</u>	<u>25,731</u>	<u>(31,949)</u>	<u>(32.5)%</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>38,105</u>	<u>(56,392)</u>	<u>25,731</u>	<u>(31,949)</u>	<u>(32.5)%</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>102,863</u>	<u>140,968</u>	<u>140,968</u>	<u>163,321</u>	<u>15.9 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 140,968</u>	<u>\$ 84,576</u>	<u>\$ 166,699</u>	<u>\$ 131,372</u>	<u>55.3 %</u>



## 410-17 Monument Fire Department

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4638 - Fire Apparatus	\$ —	\$ —	\$ —	\$ —	— %
<b>Total Capital Outlays</b>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

## Knowles EMS



## 604-47 Knowles EMS

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1630 - Emergency Medical SRV	\$ 5,006	\$ 5,000	\$ 5,000	\$ 5,000	— %
<b>Intergovernmental Total</b>	5,006	5,000	5,000	5,000	— %
<b>Total Revenue</b>	5,006	5,000	5,000	5,000	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2044 - Supplies	2,524	5,000	2,805	10,000	100.0 %
<b>Total Operating Costs</b>	2,524	5,000	2,805	10,000	100.0 %
<b>Total Expenditures</b>	2,524	5,000	2,805	10,000	100.0 %
<b>Net Change from Operations</b>	2,482	—	2,195	(5,000)	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	2,482	—	2,195	(5,000)	— %
<b>Cash Fund Balance Beginning of Year</b>	22,261	24,743	24,743	26,474	7.0 %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 24,743</u>	<u>\$ 24,743</u>	<u>\$ 26,938</u>	<u>\$ 21,474</u>	<u>(13.2)%</u>

## Maljamar EMS



## 613-48 Maljamar EMS

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2044 - Supplies	\$ —	\$ 6,993	\$ —	\$ 5,000	(28)%
<b>Total Operating Costs</b>	—	6,993	—	5,000	(28)%
<b>Total Expenditures</b>	—	6,993	—	5,000	(28)%
<b>Net Change from Operations</b>	—	(6,993)	—	(5,000)	(28)%
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	(6,993)	—	(5,000)	(28)%
<b>Cash Fund Balance Beginning of Year</b>	6,994	6,993	6,993	6,994	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 6,994</u>	<u>\$ —</u>	<u>\$ 6,993</u>	<u>\$ 1,994</u>	<u>(1,107,778)%</u>

## Lea County Fire Marshal



## 618-79 Lea County Fire Marshal

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1396 - NM Legislative Grant	\$ —	\$ —	\$ —	\$ —	— %
1560 - State Fire Allotment	88,582	79,232	85,422	79,232	— %
<b>Intergovernmental Total</b>	88,582	79,232	85,422	79,232	— %
<b>Total Revenue</b>	88,582	79,232	85,422	79,232	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2007 - Communications	2,012	2,500	1,465	2,500	— %
2009 - Office Supplies	791	1,500	117	1,500	— %
2010 - Travel/Per Diem	—	3,000	—	3,000	— %
2016 - Education/Registration/Dues	1,400	2,500	385	2,500	— %
2076 - Equipment Operating	44,424	69,232	47,696	75,422	8.9 %
2505 - Meal Expense	182	500	286	500	— %
<b>Total Operating Costs</b>	48,809	79,232	49,950	85,422	7.8 %
<b>Total Expenditures</b>	48,809	79,232	49,950	85,422	7.8 %
<b>Net Change from Operations</b>	39,773	—	35,472	(6,190)	— %
<b>Capital Outlays (See Detail)</b>	210,453	—	—	—	— %
<b>Net Change in Fund Balance</b>	(170,679)	—	35,472	(6,190)	— %
<b>Cash Fund Balance Beginning of Year</b>	158,527	87,848	87,848	115,390	31.4 %
<b>Cash Transfer from the General Fund</b>	100,000	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 87,848</u>	<u>\$ 87,848</u>	<u>\$ 123,320</u>	<u>\$ 109,200</u>	<u>24.3 %</u>



## 618-79 Lea County Fire Marshal

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4493 - Knowles, Maljamar & Monument Water Systems	\$ 118,808.62	\$ —	\$ —	\$ —	— %
4123 - County Fire Department Improvements	91,644	—	—	—	— %
<b>Total Capital Outlays</b>	<u>\$ 210,453</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

## Fire Excise Tax



## 619-59 Fire Excise Tax

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1180 - Interest On Investments	\$ —	\$ —	\$ —	\$ —	— %
<b>Miscellaneous</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2231 - Equipment - Monument	—	—	—	—	— %
2232 - Equipment - Maljamar	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	75,283	—	—	—	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 75,283</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

619 - Fire Excise Tax - \$75,283 cash balance was transferred to the General Fund.

## Monument EMS



## 621-61 Monument EMS

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1630 - Emergency Medical SRV	\$ —	\$ —	\$ —	\$ 5,000	— %
<b>Intergovernmental Total</b>	—	5,000	—	5,000	— %
<b>Total Revenue</b>	—	5,000	—	5,000	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2044 - Supplies	—	5,000	—	5,000	— %
<b>Total Operating Costs</b>	—	5,000	—	5,000	— %
<b>Total Expenditures</b>	—	5,000	—	5,000	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	1,017	1,017	1,017	1,017	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,017</u>	<u>\$ 1,017</u>	<u>\$ 1,017</u>	<u>\$ 1,017</u>	<u>— %</u>

# Emergency Management Performance Grant



## 424-77 EMPG Reimbursement

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1435 - EMPG Prior Year	\$ —	\$ —	\$ —	\$ —	— %
1436 - EMPG Current Year	—	—	—	50,731	— %
<b>Intergovernmental Total</b>	—	—	—	50,731	— %
<b>Miscellaneous</b>					
1260 - Refunds	—	—	—	—	— %
<b>Miscellaneous</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	50,731	— %
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	25,569	—	—	—	— %
2005 - Overtime	—	—	—	—	— %
2063 - PERA	3,867	—	—	—	— %
2064 - FICA	1,953	—	—	—	— %
2065 - Health Insurance	4,115	—	—	—	— %
2200 - Retiree Health Care	—	—	—	—	— %
2208 - Vacation	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	35,504	—	—	—	— %
<b>Total Expenditures</b>	35,504	—	—	—	— %
<b>Net Change from Operations</b>	(35,504)	—	—	50,731	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	(35,504)	—	—	50,731	— %
<b>Cash Fund Balance Beginning of Year</b>	52,066	16,562	16,562	16,376	(1.1)%
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 16,562</u>	<u>\$ 16,562</u>	<u>\$ 16,562</u>	<u>\$ 67,107</u>	<u>305.2 %</u>



## Federal and State Grants



## 431-51 Federal and State Grants

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1321 - Fiscal Agent Grants	\$ —	\$ 90,000	\$ —	\$ 90,000	— %
1604 - Federal Grant Revenue	584,139	87,500	110,108	87,500	— %
1759 - NMDOT Aviation Grant 2016	—	—	—	—	— %
1760 - Lea County Health Council	1,800	5,000	7,662	5,000	— %
1813 - SHSGP 2018	26,677	—	—	—	— %
<b>Intergovernmental Total</b>	<u>612,616</u>	<u>182,500</u>	<u>117,770</u>	<u>182,500</u>	<u>— %</u>
<b>Miscellaneous</b>					
1260 - Refunds	—	—	—	—	— %
<b>Miscellaneous</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>612,616</u>	<u>182,500</u>	<u>117,770</u>	<u>182,500</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2255 - Fiscal Agent Grants	—	90,000	—	90,000	— %
2605 - CARES Act Funding	551,355	35,581	167	35,581	— %
2437 - FEMA Mitigation Grant	—	52,350	5,027	52,350	— %
2454 - Lea County Health Council	935	27,472	903	27,472	— %
<b>Total Operating Costs</b>	<u>552,290</u>	<u>205,403</u>	<u>6,097</u>	<u>205,403</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>552,290</u>	<u>205,403</u>	<u>6,097</u>	<u>205,403</u>	<u>— %</u>
<b>Net Change from Operations</b>	<u>60,326</u>	<u>(22,903)</u>	<u>111,673</u>	<u>(22,903)</u>	<u>— %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>60,326</u>	<u>(22,903)</u>	<u>111,673</u>	<u>(22,903)</u>	<u>— %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>225,592</u>	<u>285,918</u>	<u>285,918</u>	<u>383,420</u>	<u>34.1 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 285,918</u>	<u>\$ 263,015</u>	<u>\$ 397,592</u>	<u>\$ 360,517</u>	<u>37.1 %</u>

## 600-00 American Rescue Plan Act

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1249 - State & Local Recovery Funds	\$ —	\$ 6,902,257	\$ 6,902,257	\$ 6,902,257	— %
<b>Total Revenue</b>	<u>—</u>	<u>6,902,257</u>	<u>6,902,257</u>	<u>6,902,257</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
4104 - Capital Outlay	—	—	—	5,554,647	— %
4757 - Detention Center Upgrades	—	6,902,257	60,966	8,224,216	19.2 %
<b>Total Expenditures</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change from Operations</b>	<u>—</u>	<u>—</u>	<u>6,841,291</u>	<u>(6,876,606)</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>—</u>	<u>—</u>	<u>6,841,291</u>	<u>(6,876,606)</u>	<u>— %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>6,876,606</u>	<u>— %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 6,841,291</u>	<u>\$ —</u>	<u>— %</u>

## Lea County Law Enforcement



## Law Enforcement Protection Grant



## 605-39 Law Enforcement Protection Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1720 - LEPF Allotment	\$ 61,400	\$ 64,400	\$ 64,400	\$ 124,000	92.5 %
<b>Intergovernmental Total</b>	61,400	64,400	64,400	124,000	92.5 %
<b>Total Revenue</b>	61,400	64,400	64,400	124,000	92.5 %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2039 - LEPF Expenditures	60,932	66,317	60,588	124,000	87.0 %
<b>Total Operating Costs</b>	60,932	66,317	60,588	124,000	87.0 %
<b>Total Expenditures</b>	60,932	66,317	60,588	124,000	87.0 %
<b>Net Change from Operations</b>	468	(1,917)	3,812	—	(100.0)%
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	468	(1,917)	3,812	—	— %
<b>Cash Fund Balance Beginning of Year</b>	1,450	1,918	1,918	1,918	—
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 1,918</u>	<u>\$ 1</u>	<u>\$ 5,729</u>	<u>\$ 1,918</u>	<u>368,661.5 %</u>

## JAG Grant





## 607-67 JAG Grant

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1766 - JAG Grant	\$ 6,582	\$ 8,014	\$ 204	\$ 8,014	— %
<b>Intergovernmental Total</b>	6,582	8,014	204	8,014	— %
<b>Total Revenue</b>	6,582	8,014	204	8,014	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2212 - JAG Grant Expenditures	6,582	8,014	—	8,014	— %
<b>Total Operating Costs</b>	6,582	8,014	—	8,014	— %
<b>Total Expenditures</b>	6,582	8,014	—	8,014	— %
<b>Net Change from Operations</b>	—	—	204	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	204	—	— %
<b>Cash Fund Balance Beginning of Year</b>	12,336	12,336	12,336	12,540	1.7 %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 12,336</u>	<u>\$ 12,336</u>	<u>\$ 12,540</u>	<u>\$ 12,540</u>	<u>1.7 %</u>

## HIDTA Region VI Drug Task Force



## 609-71 HIDTA Region VI Drug Task Force

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1191 - Reg VI - Chaves County	\$ 139,056	\$ 161,681	\$ 113,522	\$ 161,681	— %
1192 - Reg VI - Lincoln County	157,694	198,225	120,316	196,015	(1.1)%
1194 - Reg VI - Pecos Valley	338,323	502,059	242,074	388,037	(22.7)%
1195 - Reg VI - Administration	88,069	99,947	49,957	101,282	1.3 %
1287 - Region VI HIDTA Grant Prior Year	322,060	365,022	330,456	191,940	(47.4)%
<b>Intergovernmental Total</b>	<u>1,045,202</u>	<u>1,326,934</u>	<u>856,326</u>	<u>1,038,955</u>	<u>(21.7)%</u>
<b>Miscellaneous</b>					
1260 - Refunds	—	—	—	—	— %
<b>Miscellaneous Total</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>1,045,202</u>	<u>1,326,934</u>	<u>856,326</u>	<u>1,038,955</u>	<u>(21.7)%</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	—	—	—	—	— %
2063 - PERA	—	—	—	—	— %
2064 - FICA	—	—	—	—	— %
2065 - Health Insurance	—	—	—	—	— %
2200 - Retiree Health Care	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Operating Costs</b>					
2291 - Reg VI - Chaves County	139,056	161,681	113,522	161,681	— %
2292 - Reg VI - Lincoln County	157,694	198,225	120,316	172,415	(13.0)%
2294 - Reg VI - Pecos Valley	338,323	444,153	242,074	365,498	(17.7)%
2295 - Reg VI - Administration	88,069	99,347	49,957	101,315	2.0 %
2582 - Region VI HIDTA Prior Year Grant	322,060	365,021	296,987	191,940	(47.4)%
<b>Total Operating Costs</b>	<u>1,045,202</u>	<u>1,268,427</u>	<u>822,857</u>	<u>992,849</u>	<u>(21.7)%</u>
<b>Total Expenditures</b>	<u>1,045,202</u>	<u>1,268,427</u>	<u>822,857</u>	<u>992,849</u>	<u>(21.7)%</u>
<b>Net Change from Operations</b>	<u>—</u>	<u>58,507</u>	<u>33,469</u>	<u>46,106</u>	<u>(21.2)%</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>—</u>	<u>58,507</u>	<u>33,469</u>	<u>46,106</u>	<u>(21.2)%</u>
<b>Cash Fund Balance Beginning of Year</b>	27,085	27,085	27,085	73,191	170.2 %
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 27,085</u>	<u>\$ 85,592</u>	<u>\$ 60,554</u>	<u>\$ 119,297</u>	<u>— %</u>

## Lea County Drug Task Force



## 608-41 Lea County Drug Task Force

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1282 - Task Force Grant	\$ 326,375	\$ 405,211	\$ 244,750	\$ 405,211	— %
1286 - Lea Co HIDTA Grant Prior Yr Rev	125,461	102,445	78,812	65,000	(36.6)%
<b>Intergovernmental Total</b>	<u>451,835</u>	<u>507,656</u>	<u>323,562</u>	<u>470,211</u>	<u>(7.4)%</u>
<b>Miscellaneous</b>					
1260 - Refunds	215	—	115	—	— %
<b>Miscellaneous</b>	<u>215</u>	<u>—</u>	<u>115</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>452,050</u>	<u>507,656</u>	<u>323,678</u>	<u>470,211</u>	<u>(7.4)%</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	219,554	244,927	188,535	250,716	2.4 %
2005 - Overtime	15,235	40,569	11,151	—	(100.0)%
2063 - PERA	9,342	10,980	6,776	12,717	15.8 %
2064 - FICA	4,915	8,486	3,978	5,213	(38.6)%
2065 - Health Insurance	7,913	16,309	11,613	15,073	(7.6)%
2200 - Retiree Health Care	1,760	2,069	1,495	1,942	(6.1)%
2208 - Vacation	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	<u>258,719</u>	<u>323,340</u>	<u>223,549</u>	<u>285,661</u>	<u>(11.7)%</u>
<b>Operating Costs</b>					
2010 - Travel/Per Diem	—	—	—	—	— %
2566 - Lea County HIDTA Grant Prior Year	72,082	98,445	48,227	65,000	(34.0)%
2582 - 15 Task Force Grant	—	4,000	—	—	(100.0)%
2583 - 17 Task Force Grant	89,077	93,328	75,683	92,178	(1.2)%
<b>Total Operating Costs</b>	<u>161,159</u>	<u>195,773</u>	<u>123,910</u>	<u>157,178</u>	<u>(19.7)%</u>
<b>Total Expenditures</b>	<u>419,878</u>	<u>519,113</u>	<u>347,460</u>	<u>442,839</u>	<u>(14.7)%</u>
<b>Net Change from Operations</b>	<u>32,172</u>	<u>(11,457)</u>	<u>(23,782)</u>	<u>27,372</u>	<u>(338.9)%</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>32,172</u>	<u>(11,457)</u>	<u>(23,782)</u>	<u>27,372</u>	<u>(338.9)%</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>118,195</u>	<u>150,367</u>	<u>150,367</u>	<u>149,727</u>	<u>(0.4)%</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 150,367</u>	<u>\$ 138,910</u>	<u>\$ 126,585</u>	<u>\$ 177,099</u>	<u>27.5 %</u>

## 608-41 Lea County Drug Task Force

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
Special Revenue Funds							
<b>608-41 Lea County Drug Task Force</b>							
Full-Time Positions							
Administrative Assistant	1.00	\$ 68,141	\$ 5,213	\$ 12,717	\$ 15,073	\$ 1,942	\$ 103,086
Deputy	1.00	81,206	—	—	—	—	81,206
Task Force Commander	1.00	101,369	—	—	—	—	101,369
Full-Time Positions Total	<u>3.00</u>	<u>250,716</u>	<u>5,213</u>	<u>12,717</u>	<u>15,073</u>	<u>1,942</u>	<u>285,661</u>
Lea County Drug Task Force Total	<u>3.00</u>	<u>\$ 250,716</u>	<u>\$ 5,213</u>	<u>\$ 12,717</u>	<u>\$ 15,073</u>	<u>\$ 1,942</u>	<u>\$ 285,661</u>

## LCDTF Forfeitures Fund





## 610-73 LCDTF Forfeitures Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1180 - Interest On Investments	\$ (124)	\$ 30	\$ (4,937)	\$ 30	— %
1920 - Forfeitures Revenues	20,053	17,128	22,066	—	(100.0)%
<b>Miscellaneous Total</b>	19,929	17,158	17,130	30	(99.8)%
<b>Total Revenue</b>	19,929	17,158	17,130	30	(99.8)%
<b>Expenditures</b>					
<b>Operating Costs</b>					
2499 - Forfeitures Expense	20,307	37,128	22,066	20,000	(46.1)%
<b>Total Operating Costs</b>	20,307	37,128	22,066	20,000	(46.1)%
<b>Total Expenditures</b>	20,307	37,128	22,066	20,000	(46.1)%
<b>Net Change from Operations</b>	(378)	(19,970)	(4,937)	(19,970)	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	(378)	(19,970)	(4,937)	(19,970)	— %
<b>Cash Fund Balance Beginning of Year</b>	23,853	23,475	23,475	8,898	(62.1)%
<b>Cash Transfer from the General Fund</b>	—	—	—	12,739	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 23,475</u>	<u>\$ 3,505</u>	<u>\$ 18,539</u>	<u>\$ 1,667</u>	<u>(52.5)%</u>

### **Additional Funds**

421 - Revolving Loan Fund - The cash balance of \$101,105 is a restricted balance. There is no projected activity in the budget year.

433 - Jal CDBG Wastewater - The cash of \$21,882 is a restricted balance. There is no projected activity in the budget year.

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# LEA COUNTY DEBT SERVICE FUND



## 658-58 Debt Service Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Gross Receipts Taxes</b>					
1800 - Gross Receipts Tax	\$ —	\$ —	\$ —	\$ —	— %
<b>Gross Receipts Taxes Total</b>	—	—	—	—	— %
<b>Miscellaneous</b>					
1391 - Interest on Investments	—	—	—	—	— %
<b>Miscellaneous Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2207 - State Administrative Fee	—	—	—	—	— %
2339 - Principal Payment	—	—	—	—	— %
2340 - Interest Payment	—	—	—	—	— %
2341 - Debt Retirement	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	—	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	4,955,346	—	—	—	— %
<b>Cash Transfer from the Debt Service Fund</b>	(4,955,346)	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

658 - Debt Service - Lea County retired the outstanding revenue bond debt in December 2019. The County has no plans to issue debt in the near term. The revenue used to fund the annual debt payments was a dedicated 1/8th County Wide Gross Receipts Tax increment. That revenue is now budgeted and accounted for in the General Fund.

# LEA COUNTY ENTERPRISE FUND



## Lea County Water Service Fund



## 675-85 Water Service Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1182 - Water Sales	\$ —	\$ —	\$ —	\$ —	— %
<b>Charges for Services Total</b>	—	—	—	—	— %
<b>Miscellaneous</b>					
1424 - Gross Rec Water Sales	—	—	—	—	— %
<b>Miscellaneous</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	—	—	—	—	— %
2005 - Overtime	—	—	—	—	— %
2063 - PERA	—	—	—	—	— %
2064 - FICA	—	—	—	—	— %
2065 - Health Insurance	—	—	—	—	— %
2200 - Retiree Health Care	—	—	—	—	— %
2208 - Vacation	—	—	—	—	— %
<b>Total Salaries &amp; Benefits</b>	—	—	—	—	— %
<b>Operating Costs</b>					
2112 - Rental Of Land	—	—	—	—	— %
<b>Total Operating Costs</b>	—	—	—	—	— %
<b>Total Expenditures</b>	—	—	—	—	— %
<b>Net Change from Operations</b>	—	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	1,305	148,434	656	148,434	— %
<b>Net Change in Fund Balance</b>	(1,305)	(148,434)	(656)	(148,434)	— %
<b>Cash Fund Balance Beginning of Year</b>	342,496	341,192	341,192	339,536	(0.5)%
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 341,192</u>	<u>\$ 192,758</u>	<u>\$ 340,536</u>	<u>\$ 191,102</u>	<u>(0.9)%</u>



## 675-85 Water Service Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4499 - Water/Sewer System	\$ 1,305	\$ 148,434	\$ 656	\$ 148,434	— %
<b>Total Capital Outlays</b>	<u>\$ 1,305</u>	<u>\$ 148,434</u>	<u>\$ 656</u>	<u>\$ 148,434</u>	<u>— %</u>

# TRUST AND AGENCY FUNDS



## Trust & Agency Fund



## 800-70 Trust & Agency

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1245 - Promoter Event Pass Through	\$ —	\$ 125,000	\$ 1,927	\$ 125,000	— %
1324 - Gross Receipts-Solid Waste	180,501	200,000	155,790	200,000	— %
1346 - Pass Through Revenue	—	—	3,323	—	— %
1411 - Gross Receipts	3,586	50,000	32,654	50,000	— %
1428 - SEC 125 Contribution	66,308	85,000	59,226	85,000	— %
1901 - Livestock Sale	578,763	700,000	681,636	700,000	— %
<b>Miscellaneous Total</b>	<u>829,157</u>	<u>1,160,000</u>	<u>934,556</u>	<u>1,160,000</u>	<u>— %</u>
<b>Total Revenue</b>	<u>829,157</u>	<u>1,160,000</u>	<u>934,556</u>	<u>1,160,000</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Operating Costs</b>					
2109 - SEC 125 Flex Spending	70,625	85,000	85,000	85,000	— %
2121 - Gross Receipts Tax	186,118	250,000	187,423	250,000	— %
2173 - Pass Through Funds	1,904	125,000	3,563	125,000	— %
2330 - Junior Livestock Sale	562,983	700,000	659,121	700,000	— %
<b>Total Operating Costs</b>	<u>821,631</u>	<u>1,160,000</u>	<u>935,108</u>	<u>1,160,000</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>821,631</u>	<u>1,160,000</u>	<u>935,108</u>	<u>1,160,000</u>	<u>— %</u>
<b>Net Change from Operations</b>	<u>7,526</u>	<u>—</u>	<u>(552)</u>	<u>—</u>	<u>— %</u>
<b>Capital Outlays (See Detail)</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Net Change in Fund Balance</b>	<u>7,526</u>	<u>—</u>	<u>(552)</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance Beginning of Year</b>	61,491	69,017	69,017	60,568	(12.2)%
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 69,017</u>	<u>\$ 69,017</u>	<u>\$ 68,465</u>	<u>\$ 60,568</u>	<u>(12.2)%</u>

# Lea County Communications Authority



## 808-78 Lea County Communications Authority

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1687 - County Contribution	\$ 1,430,234	\$ 3,825,924	\$ 1,242,493	\$ 4,366,658	14.1 %
1688 - City Contribution	1,427,435	1,665,498	1,687,185	2,305,803	38.4 %
1691 - DFA 911 Grant	5,505	—	—	—	— %
1992 - Training Reimbursement	—	—	—	—	— %
<b>Intergovernmental Total</b>	<u>2,863,174</u>	<u>5,491,422</u>	<u>2,929,678</u>	<u>6,672,461</u>	<u>21.5 %</u>
<b>Miscellaneous</b>					
1450 - Xerox,Maps,Voters List	544	—	4,014	—	— %
1260 - Refunds	—	—	—	—	— %
<b>Miscellaneous</b>	<u>544</u>	<u>—</u>	<u>4,014</u>	<u>—</u>	<u>— %</u>
<b>Total Revenue</b>	<u>2,863,718</u>	<u>5,491,422</u>	<u>2,933,692</u>	<u>6,672,461</u>	<u>21.5 %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	1,151,768	2,105,013	1,279,162	2,567,171	22.0 %
2005 - Overtime	289,849	650,000	490,579	325,000	(50.0)%
2063 - PERA	166,735	311,378	180,502	470,006	50.9 %
2064 - FICA	110,202	212,288	135,088	204,323	(3.8)%
2065 - Health Insurance	289,016	636,885	233,648	544,927	(14.4)%
2109 - SEC 125 Flex Spending	—	—	—	—	— %
2200 - Retiree Health Care	31,418	58,674	34,012	64,899	10.6 %
2208 - Vacation	20,000	20,000	12,273	20,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>2,058,988</u>	<u>3,994,238</u>	<u>2,365,265</u>	<u>4,196,326</u>	<u>5.1 %</u>
<b>Operating Costs</b>					
2006 - Postage	1,210	2,000	107	2,000	— %
2007 - Communications	57,252	70,000	50,223	70,000	— %
2008 - Printing & Publishing	1,441	2,500	1,522	3,000	20.0 %
2009 - Office Supplies	17,698	25,000	17,088	40,000	60.0 %
2010 - Travel/Per Diem	—	10,000	853	5,000	(50.0)%
2011 - Vehicle - Gas & Oil	1,331	5,000	2,154	5,000	— %
2012 - Maintenance	79,257	60,000	12,909	141,700	136.2 %
2016 - Education/Registration/Dues	17,816	40,000	13,668	40,000	— %
2023 - Maintenance - Building	80,431	82,000	46,487	82,000	— %
2025 - Utilities	56,329	55,000	46,215	70,000	27.3 %
2046 - Janitors Supplies	4,152	5,000	3,207	5,000	— %
2062 - Audit	7,591	7,591	7,591	7,591	— %
2066 - Insurance - Worker's Comp	5,000	19,250	19,250	27,500	42.9 %
2067 - Property/Liability Insurance	26,983	32,075	32,073	35,200	9.7 %
2079 - Contractual Service - Maintenance	27,566	29,000	17,515	35,000	20.7 %
2086 - Contractual Service - Physicals	3,774	10,000	4,807	10,000	— %
2104 - Contract - Other Services	195,874	330,000	176,173	360,000	9.1 %
2111 - Vehicle - Maintenance	487	5,000	537	5,000	— %
2130 - Computers And Peripherals	43,785	45,000	11,462	30,000	(33.3)%

## 808-78 Lea County Communications Authority

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
2131 - Uniforms	6,461	8,000	1,492	20,000	150.0 %
2152 - Contract Labor/Professional Services	9,495	15,000	5,275	15,000	— %
2287 - Software License Agreement	49,000	358,000	21,625	1,114,143	211.2 %
2810 - Radio Repair, Software, Maintenance	14,695	20,000	14,889	20,000	— %
2814 - Data Connectivity	45,600	46,000	34,200	46,000	— %
2902 - Tower Lease(s)	49,127	64,000	58,395	60,000	(6.3)%
<b>Total Operating Costs</b>	<u>802,355</u>	<u>1,345,416</u>	<u>599,715</u>	<u>2,249,134</u>	<u>67.2 %</u>
<b>Total Expenditures</b>	<u>2,861,343</u>	<u>5,339,654</u>	<u>2,964,980</u>	<u>6,445,460</u>	<u>20.7 %</u>
<b>Net Change from Operations</b>	<u>2,375</u>	<u>151,768</u>	<u>(31,288)</u>	<u>227,001</u>	<u>49.6 %</u>
<b>Capital Outlays (See Detail)</b>	<u>348,778</u>	<u>20,000</u>	<u>19,099</u>	<u>290,000</u>	<u>1,350.0 %</u>
<b>Net Change in Fund Balance</b>	<u>(346,403)</u>	<u>131,768</u>	<u>(50,386)</u>	<u>(62,999)</u>	<u>— %</u>
<b>Cash Fund Balance Beginning of Year</b>	<u>789,642</u>	<u>443,239</u>	<u>443,239</u>	<u>1,334,455</u>	<u>201.1 %</u>
<b>Cash Transfer from the General Fund</b>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>— %</u>
<b>Cash Fund Balance End of Year</b>	<u>\$ 443,239</u>	<u>\$ 575,007</u>	<u>\$ 392,853</u>	<u>\$ 1,271,456</u>	<u>121.1 %</u>



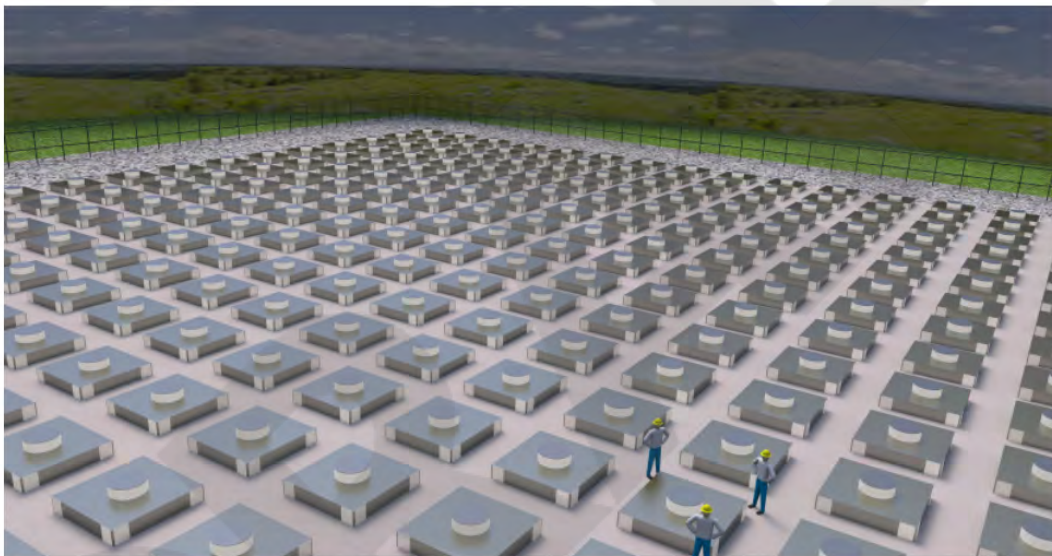
## 808-78 Lea County Communications Authority

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>808-78 Lea County Communications Authority</b>							
Full-Time Positions							
Director	1.00	\$ 130,000	\$ 9,945	\$ 24,261	\$ —	\$ 3,705	\$ 167,911
ECS Supervisor	3.00	232,815	17,810	43,449	36,832	6,635	337,542
Quality Assurance	1.00	85,426	6,535	15,943	8,309	2,435	118,647
Training Coordinator	1.00	80,538	6,161	15,030	24,342	2,295	128,367
ECS	32.00	1,822,392	120,955	340,104	443,872	45,062	2,772,385
IT Coordinator	2.00	167,280	12,797	31,219	31,572	4,767	247,635
Full-Time Positions Total	40.00	2,518,451	174,204	470,006	544,927	64,899	3,772,487
Longevity Pay		48,720	3,727	—	—	—	52,447
Overtime		325,000	24,863	—	—	—	349,863
Vacation		20,000	1,530	—	—	—	21,530
Lea County Communications Authority Total	<u>40.00</u>	<u>\$ 2,912,171</u>	<u>\$ 204,323</u>	<u>\$ 470,006</u>	<u>\$ 544,927</u>	<u>\$ 64,899</u>	<u>\$ 4,196,326</u>

## 808-78 Lea County Communications Authority

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4324 - Copier	\$ 13,033	\$ —	\$ —	\$ —	— %
4331 - Server Upgrade	271,547	—	—	85,000	— %
4367 - Equipment	—	—	—	95,000	— %
4641 - Computer Equipment	44,199	10,000	9,741	100,000	900.0 %
4714 - Security Improvements	20,000	10,000	9,358	10,000	— %
<b>Total Capital Outlays</b>	<u>\$ 348,778</u>	<u>\$ 20,000</u>	<u>\$ 19,099</u>	<u>\$ 290,000</u>	<u>1,350.0 %</u>

## Eddy Lea Energy Alliance



## 809-83 Eddy-Lea Energy Alliance

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Intergovernmental</b>					
1687 - County Contribution	\$ —	\$ —	\$ —	\$ —	— %
1688 - City Contribution	—	—	—	—	— %
<b>Intergovernmental Total</b>	—	—	—	—	— %
<b>Miscellaneous</b>					
1290 - Rental of Property	—	—	—	—	— %
1381 - Miscellaneous	—	—	—	—	— %
<b>Miscellaneous</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2009 - Office Supplies	—	—	—	—	— %
2010 - Travel/Per Diem	—	—	—	—	— %
2012 - Maintenance	—	—	—	—	— %
2027 - Advertising	368	—	—	—	— %
2067 - Property/Liability Insurance	3,068	—	—	—	— %
2102 - Contract - Legal	52,383	—	—	—	— %
2152 - Contract Labor/Professional Services	39,468	—	—	—	— %
<b>Total Operating Costs</b>	95,287	—	—	—	— %
<b>Total Expenditures</b>	95,287	—	—	—	— %
<b>Net Change from Operations</b>	(95,287)	—	—	—	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	(95,287)	—	—	—	— %
<b>Cash Fund Balance Beginning of Year</b>	95,287	—	—	—	— %
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ —</u>	<u>— %</u>

809 - Eddy-Lea Energy Alliance - Lea County was the designated fiscal agent for the Alliance until December 31, 2020. The City of Carlsbad, New Mexico is now the acting fiscal agent. The cash fund balance of \$52,382.73 was transferred to the City of Carlsbad in January 2021 and is shown as part of 2152 - Contract Labor/Professional Services line item.

# Lea County Solid Waste Authority



## 810-20 Lea County Solid Waste Authority

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Charges for Services</b>					
1328 - Tipping Fees	\$ 3,610,011	\$ 2,970,000	\$ 3,115,794	\$ 2,970,000	— %
1329 - Solid Waste Rental	1,200	1,000	1,000	1,000	— %
<b>Charges for Services Total</b>	<u>3,611,211</u>	<u>2,971,000</u>	<u>3,116,794</u>	<u>2,971,000</u>	<u>— %</u>
<b>Miscellaneous</b>					
1260 - Refunds	—	100	—	100	— %
1381 - Miscellaneous	—	1,000	748	1,000	— %
1391 - Interest On Investments	483	3,000	—	3,000	— %
<b>Miscellaneous</b>	<u>483</u>	<u>4,100</u>	<u>748</u>	<u>4,100</u>	<u>— %</u>
<b>Total Revenue</b>	<u>3,611,694</u>	<u>2,975,100</u>	<u>3,117,541</u>	<u>2,975,100</u>	<u>— %</u>
<b>Expenditures</b>					
<b>Salaries &amp; Benefits</b>					
2002 - Full-Time Positions	68,574	88,317	73,666	101,296	14.7 %
2005 - Overtime	5,000	5,000	2,831	5,000	— %
2063 - PERA	10,372	12,871	10,469	18,904	46.9 %
2064 - FICA	5,705	7,215	5,795	8,208	13.8 %
2065 - Health Insurance	20,835	22,322	16,279	22,322	— %
2200 - Retiree Health Care	1,638	2,427	1,623	2,887	19.0 %
2208 - Vacation	—	1,000	—	1,000	— %
<b>Total Salaries &amp; Benefits</b>	<u>112,124</u>	<u>139,152</u>	<u>110,664</u>	<u>159,617</u>	<u>14.7 %</u>
<b>Operating Costs</b>					
2007 - Communications	2,174	4,000	980	4,000	— %
2008 - Printing & Publishing	311	10,000	3,432	10,000	— %
2009 - Office Supplies	9,263	12,000	9,043	12,000	— %
2010 - Travel/Per Diem	—	2,000	276	2,000	— %
2011 - Vehicle - Gas & Oil	4,816	15,000	7,935	15,000	— %
2016 - Education/Registration/Dues	—	3,600	—	3,600	— %
2025 - Utilities	24,131	25,000	19,340	25,000	— %
2062 - Audit	7,591	7,800	7,591	7,800	— %
2111 - Vehicle - Maintenance	1,149	1,500	—	1,500	— %
2130 - Computers And Peripherals	—	5,000	2,437	5,000	— %
2203 - Contract Services	14,488	50,000	32,370	50,000	— %
2204 - Landfill Operator (Camino Real)	1,476,419	1,681,000	1,296,420	1,681,000	— %
2207 - Administrative Fee	128,734	128,735	108,351	128,735	— %
2700 - Maintenance	19,704	20,000	8,643	20,000	— %
2802 - Staff Labor	52,855	55,000	39,416	55,000	— %
2895 - Refunds	38	750	—	750	— %
2908 - Permit Renewal	123,004	—	—	—	— %
<b>Total Operating Costs</b>	<u>1,864,677</u>	<u>2,021,385</u>	<u>1,536,233</u>	<u>2,021,385</u>	<u>— %</u>
<b>Total Expenditures</b>	<u>1,976,800</u>	<u>2,160,537</u>	<u>1,646,897</u>	<u>2,181,002</u>	<u>0.9 %</u>
<b>Net Change from Operations</b>	<u>1,634,894</u>	<u>814,563</u>	<u>1,470,644</u>	<u>794,098</u>	<u>(2.5)%</u>
<b>Capital Outlays (See Detail)</b>	<u>11,383</u>	<u>1,000,000</u>	<u>79,966</u>	<u>3,100,000</u>	<u>210.0 %</u>
<b>Net Change in Fund Balance</b>	<u>1,623,511</u>	<u>(185,437)</u>	<u>1,390,679</u>	<u>(2,305,902)</u>	<u>1,143.5 %</u>

## 810-20 Lea County Solid Waste Authority

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
Cash Fund Balance Beginning of Year	10,894,265	12,478,687	12,478,687	14,274,597	14.4 %
Cash Transfer to Solid Waste Sinking Fund	(39,090)	(186,247)	—	—	(100.0)%
Cash Fund Balance End of Year	<u>\$ 12,478,687</u>	<u>\$ 12,107,003</u>	<u>\$ 13,869,365</u>	<u>\$ 11,968,695</u>	<u>(1.1)%</u>



## 810-20 Lea County Solid Waste Authority

	<u>FTE</u>	<u>Salary</u>	<u>FICA &amp; Medicare</u>	<u>PERA</u>	<u>Group Health Ins.</u>	<u>Retiree Ins.</u>	<u>Total</u>
<b>810-20 LCSWA</b>							
Full-Time Positions							
Director	0.10	\$ 13,000	\$ 995	\$ 2,426	\$ 1,842	\$ 371	\$ 18,633
Environmental Tech	1.00	50,315	3,849	9,390	8,309	1,434	73,297
Supervisor	0.50	37,981	2,906	7,088	12,171	1,082	61,228
Full-Time Positions Total	1.60	101,296	7,749	18,904	22,322	2,887	153,158
Longevity Pay		—	—	—	—	—	—
Overtime		5,000	383	—	—	—	5,383
Vacation		1,000	77	—	—	—	1,077
Solid Waste Authority Total	<u>1.60</u>	<u>\$ 107,296</u>	<u>\$ 8,208</u>	<u>\$ 18,904</u>	<u>\$ 22,322</u>	<u>\$ 2,887</u>	<u>\$ 159,617</u>

## 810-20 Lea County Solid Waste Authority

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Capital Outlays</b>					
4314 - Landfill Cell Construction	\$ —	\$ —	\$ —	\$ 2,100,000	— %
4642 - Landfill Improvements	11,383	1,000,000	79,966	1,000,000	— %
<b>Total Capital Outlays</b>	<u>\$ 11,383</u>	<u>\$ 1,000,000</u>	<u>\$ 79,966</u>	<u>\$ 3,100,000</u>	<u>210.0 %</u>

# Lea County Solid Waste Authority Sinking Fund



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## 811 - Lea County Solid Waste Authority Sinking Fund

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1391 - Interest On Investments	\$ 835	\$ 3,000	\$ 201	\$ 3,000	— %
<b>Miscellaneous</b>	835	3,000	201	3,000	— %
<b>Total Revenue</b>	835	3,000	201	3,000	— %
<b>Net Change from Operations</b>	835	3,000	201	3,000	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	835	3,000	201	3,000	— %
<b>Cash Fund Balance Beginning of Year</b>	2,583,304	2,623,228	2,623,228	2,623,629	— %
<b>Cash Transfer from Solid Waste Operating Fund</b>	39,090	186,247	—	—	(100.0)%
<b>Cash Fund Balance End of Year</b>	<u>\$ 2,623,228</u>	<u>\$ 2,812,475</u>	<u>\$ 2,623,429</u>	<u>\$ 2,626,629</u>	<u>(6.6)%</u>

## Lea County Water Users Association



## 635-35 Lea County Water User's Association

	<u>FY 21 Actual</u>	<u>FY 22 Adjusted</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>	<u>% Change</u>
<b>Revenue</b>					
<b>Miscellaneous</b>					
1681 - Hobbs - WUA Revenue	\$ —	\$ —	\$ —	\$ —	— %
1682 - Lovington - WUA Revenue	—	—	—	—	— %
1683 - Eunice - WUA Revenue	—	—	—	—	— %
1684 - Jal - WUA Revenue	—	—	—	—	— %
1685 - Tatum - WUA Revenue	—	—	—	—	— %
<b>Miscellaneous Total</b>	—	—	—	—	— %
<b>Total Revenue</b>	—	—	—	—	— %
<b>Expenditures</b>					
<b>Operating Costs</b>					
2008 - Printing & Publishing	1,274	1,350	916	1,350	— %
<b>Total Operating Costs</b>	1,274	1,350	916	1,350	— %
<b>Total Expenditures</b>	1,274	1,350	916	1,350	— %
<b>Net Change from Operations</b>	(1,274)	(1,350)	(916)	(1,350)	— %
<b>Capital Outlays (See Detail)</b>	—	—	—	—	— %
<b>Net Change in Fund Balance</b>	(1,274)	(1,350)	(916)	(1,350)	— %
<b>Cash Fund Balance Beginning of Year</b>	23,179	21,905	21,905	20,595	(6.0)%
<b>Cash Transfer from the General Fund</b>	—	—	—	—	— %
<b>Cash Fund Balance End of Year</b>	<u>\$ 21,905</u>	<u>\$ 20,555</u>	<u>\$ 20,988</u>	<u>\$ 19,245</u>	<u>(6.4)%</u>



# Consideration of Lea County Resolution No. 22-MAY-122R Approving the Increase of the Allocation of American Rescue Plan Act Funding from \$6,902,257.00 to \$8,224,216.00 for Improvements at the Lea County Detention Center

Rebecca Long (District 2),  
Voted: Yes No Abste

Pat Sims (District 5), Mem  
Voted: Yes No Abste

ATTEST: Keith Manes  
Lea County

By: Teri Davis, Deputy Cl

## STATE OF NEW MEXICO COUNTY OF LEA RESOLUTION NO. 22-MAY-122R

### A RESOLUTION APPROVING THE INCREASE OF THE ALLOCATION OF AMERICAN RESCUE PLAN ACT FUNDING OF \$6,902,257.00 TO \$8,224,216.00 FOR IMPROVEMENTS AT THE LEA COUNTY DETENTION CENTER

**WHEREAS**, the United States Congress established the Coronavirus Local Fiscal Recovery Fund under the American Rescue Plan Act; *and*

**WHEREAS**, Lea County was awarded \$13,804,514.00 in funding; *and*

**WHEREAS**, Lea County received advanced funding totaling \$6,902,257.00 in July 2021; *and*

**WHEREAS**, Lea County has determined that improvements to the mechanical, plumbing and ventilation systems at the Lea County Detention Center are eligible expenditures under the American Rescue Plan Act Fund; *and*

**WHEREAS**, Lea County previously approved Lea County Resolution 21-OCT-226R which allocated the full amount of the \$6,902,257.00 funding towards improvements at the Lea County Detention Center; *and*

**WHEREAS**, Lea County has determined that the improvements needed at the Lea County Detention Center will cost at least \$8,224,216.00; *and*

**WHEREAS**, in the near future Lea County will receive an additional \$6,902,257.00 of American Rescue Plan Act Funding

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that a total of \$8,224,216.00 of American Rescue Plan Act Funding will be encumbered for improvements at the Lea County Detention Center is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

#### LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

LCBCC Regular Meeting 05-26-2022  
Resolution No. 22-MAY-122R - A Resolution Approving the Increase of the Allocation of American Rescue Plan Act Funding from \$6,902,257.00 to \$8,224,216.00 for Improvements at the Lea County Detention Center  
Page 1 of 2







**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [stout@leacounty.net](mailto:stout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022		SUBMITTED BY Name, Title, Dept: Mike Gallagher, County Manager	
SUBJECT: Approve Increase of American Rescue Plan Act Funding \$6,902,257.00 to \$8,224,216.00 for Improvements at the Detention Center		ATTACHMENT(S): Resolution	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution		ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER:		FISCAL BUDGET YEAR:	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 3.1 Accountability - "Lea County is responsible for the publics' tax dollars in a fiscally conservative and transparent manner."			
SUMMARY: Approving the Increase of the Allocation of American Rescue Plan Act Funding from \$6,902,257.00 to \$8,224,216.00 for Improvements at the Lea County Detention Center			
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked, how many:</small>		See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Approve Allocation		Submitter's Signature Department Director, Etc.	
FINANCE REVIEW Fiscal Impact/Cost:		Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)		Reviewed by County Attorney	
COUNTY MANAGER REVIEW:		Approved by County Manager to be Placed on Agenda <i>Mike Gallagher</i>	
Item No. <u>0204</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN			
Approved: _____ Resolution No. <u>22-MAY-122R</u> Continued To: _____		Denied: _____ Policy No. _____ Referred To: _____	
		Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-122R

**A RESOLUTION APPROVING THE INCREASE OF THE ALLOCATION OF AMERICAN RESCUE PLAN  
ACT FUNDING OF \$6,902,257.00 TO \$8,224,216.00 FOR IMPROVEMENTS AT THE  
LEA COUNTY DETENTION CENTER**

**WHEREAS**, the United States Congress established the Coronavirus Local Fiscal Recovery Fund under the American Rescue Plan Act; *and*

**WHEREAS**, Lea County was awarded \$13,804,514.00 in funding; *and*

**WHEREAS**, Lea County received advanced funding totaling \$6,902,257.00 in July 2021; *and*

**WHEREAS**, Lea County has determined that improvements to the mechanical, plumbing and ventilation systems at the Lea County Detention Center are eligible expenditures under the American Rescue Plan Act Fund; *and*

**WHEREAS**, Lea County previously approved Lea County Resolution 21-OCT-226R which allocated the full amount of the \$6,902,257.00 funding towards improvements at the Lea County Detention Center; *and*

**WHEREAS**, Lea County has determined that the improvements needed at the Lea County Detention Center will cost at least \$8,224,216.00; *and*

**WHEREAS**, in the near future Lea County will receive an additional \$6,902,257.00 of American Rescue Plan Act Funding.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that a total of \$8,224,216.00 of American Rescue Plan Act Funding will be encumbered for improvements at the Lea County Detention Center is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

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Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

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Teri Davis, Deputy Clerk

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John W. Caldwell, County Attorney



# Consideration of Lea County Resolution No. 22-MAY-123R Approving the Allocation of \$5,554,647.00 of American Rescue Plan Act Funding to the Teague Switch Roadway Improvement Project



## The American Rescue Plan Act of 2021



Pat Sims (District 5), Member  
Voted: Yes No Abstain

ATTEST: Keith Manias

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

John W. Caldwell, County Attorney

### STATE OF NEW MEXICO COUNTY OF LEA RESOLUTION NO. 22-MAY-123R

#### A RESOLUTION APPROVING THE ALLOCATION OF \$5,554,647.00 OF AMERICAN RESCUE PLAN ACT FUNDING TO THE TEAGUE SWITCH ROADWAY IMPROVEMENT PROJECT

WHEREAS, the United States Congress established the Coronavirus Local Fiscal Recovery Fund under the American Rescue Plan Act; and

WHEREAS, Lea County was awarded \$13,804,514.00 in funding; and

WHEREAS, Lea County received advanced funding totaling \$8,902,257.00 in July 2021; and

WHEREAS, Lea County will receive a second payment of \$6,902,257.00; and

WHEREAS, Lea County has determined that improvements to Teague Switch Road are eligible expenditures under the American Rescue Plan Act Fund; and

WHEREAS, Lea County has determined that the improvements needed for the Teague Switch Roadway Project will cost at least \$5,554,647.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Lea County that a total of \$5,554,647.00 of American Rescue Plan Act Funding will be encumbered for the Teague Switch Roadway Improvement Project is hereby approved.

BE IT FURTHER RESOLVED that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

PASSED, APPROVED AND ADOPTED on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

#### LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

LCBCC Regular Meeting 05-25-2022  
Resolution No. 22-MAY-123R - A Resolution Approving the Allocation of \$5,554,647.00 of American Rescue Plan Act Funding to the Teague Switch Roadway Improvement Project  
Page 1 of 2

of American Rescue Plan Act Funding to the Teague Switch Roadway





# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY FORM

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/23/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Mike Gallagher, County Manager
<b>SUBJECT:</b> Approve Allocation of \$5,554,647.00 of American Rescue Plan Act Funding to the Teague Switch Roadway Improvement Project	<b>ATTACHMENT(S):</b> Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1 Resolution	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b>
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 3.1 Accountability - "Lea County is responsible for the publics' tax dollars in a fiscally conservative and transparent manner."	
<b>SUMMARY:</b> Approving the Allocation of \$5,554,647.00 of American Rescue Plan Act Funding to the Teague Switch Roadway Improvement Project	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approve Allocation	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0205 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. 22-MAY-123R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____
Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-123R

**A RESOLUTION APPROVING THE ALLOCATION OF \$5,554,647.00 OF AMERICAN RESCUE PLAN  
ACT FUNDING TO THE TEAGUE SWITCH ROADWAY IMPROVEMENT PROJECT**

**WHEREAS**, the United States Congress established the Coronavirus Local Fiscal Recovery Fund under the American Rescue Plan Act; *and*

**WHEREAS**, Lea County was awarded \$13,804,514.00 in funding; *and*

**WHEREAS**, Lea County received advanced funding totaling \$6,902,257.00 in July 2021; *and*

**WHEREAS**, Lea County will receive a second payment of \$6,902,257.00; *and*

**WHEREAS**, Lea County has determined that improvements to Teague Switch Road are eligible expenditures under the American Rescue Plan Act Fund; *and*

**WHEREAS**, Lea County has determined that the improvements needed for the Teague Switch Roadway Project will cost at least \$5,554,647.00.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that a total of \$5,554,647.00 of American Rescue Plan Act Funding will be encumbered for the Teague Switch Roadway Improvement Project is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

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Teri Davis, Deputy Clerk

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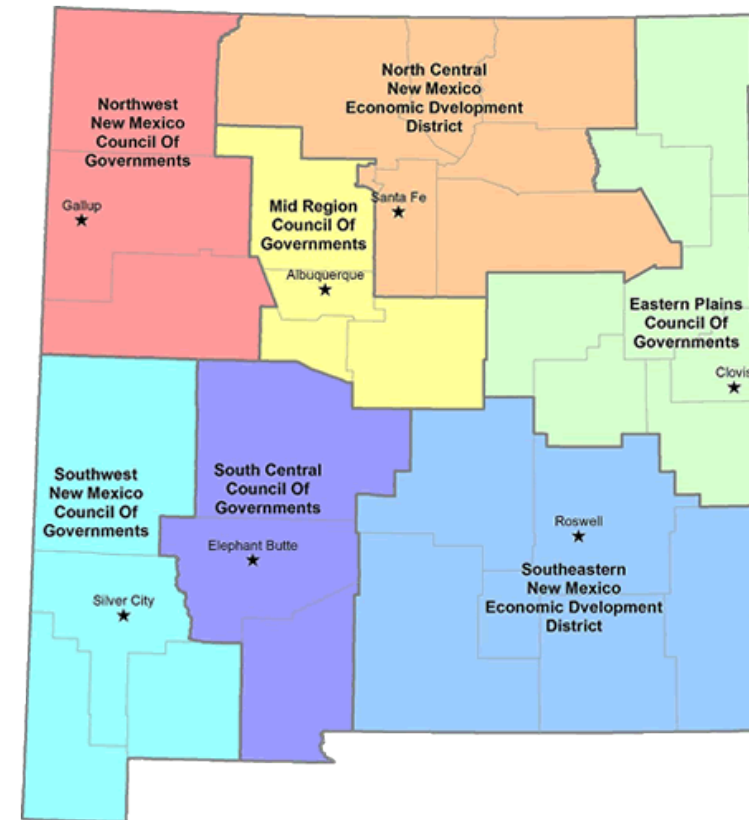
John W. Caldwell, County Attorney





# Consideration of Lea County Resolution No. 22-MAY-124R Approving Lea County's Annual Membership in the Southeastern New Mexico Economic Development District/Council of Governments for Fiscal Year 2022 - 2023

Lea County's annual membership contribution for the Southeastern New Mexico Economic Development District Council of Governments for FY 2022 - 2023 is \$8,000.00. This is the same amount from FY 2021 - 2022.



Pat Sims (District 5), Member  
Voted: Yes No Abstain

ATTEST: Keith Ma  
Lea County Clerk

By: Teri Davis, Deputy

## STATE OF NEW MEXICO COUNTY OF LEA RESOLUTION NO. 22-MAY-124R

### A RESOLUTION APPROVING LEA COUNTY'S ANNUAL MEMBERSHIP IN THE SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT COUNCIL OF GOVERNMENTS FOR FISCAL YEAR 2022 - 2023

**WHEREAS**, the County of Lea, hereinafter referred to as the County, is a member of and desires the services of the Southeastern New Mexico Economic Development District/Council of Governments; *and*

**WHEREAS**, in accordance with Article 58, Section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/Council of Governments is required; *and*

**WHEREAS**, it is the desire of the County to continue as an active member of the Southeastern New Mexico Economic Development District/Council of Governments;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that Lea County's fiscal Year 2022 - 2023 membership in the Southeastern New Mexico Economic Development District/Council of Governments and membership fee of \$8,000.00 hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair may finalize and sign any agreements consistent with the terms of this resolution.

**BE IT FURTHER RESOLVED** that a copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division and the Southeastern New Mexico Economic Development District/Council of Governments; and shall be made part of the budget documentation of the County.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Board of County Commissioners of Lea County in an open meeting in Lovington, New Mexico.

#### LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

LCBCC Regular Meeting 05-26-2022  
Resolution No. 22-MAY-124R - A  
District/Council of Governments for  
Page 3 of 3

LCBCC Regular Meeting 05-26-2022  
Resolution No. 22-MAY-124R - A Resolution Approving Lea County's Annual Membership in the Southeastern New Mexico Economic Development District/Council of Governments for Fiscal Year 2022 - 2023  
Page 1 of 3



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022		SUBMITTED BY Name, Title, Dept: Mike Gallagher, County Manager	
SUBJECT: Southeastern New Mexico Economic Development District Council of Governments 2022 - 2023 Membership		ATTACHMENT(S): Resolution	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution		ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: 401-00-2069		FISCAL BUDGET YEAR: FY 2022 - 2023	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.1: Collaboration & partnership with local communities, agencies and government entities is essential for success. Section 2.8: Continuous interaction with the State of New Mexico and statewide organizations is required to protect the County's interests.			
<b>SUMMARY:</b> Lea County's annual membership contribution for the Southeastern New Mexico Economic Development District/Council of Governments for FY 2022 - 2023 is \$8,000.00. This is the same amount from past 5 years.			
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>		See Additional Summary Attached <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approve Membership		Submitter's Signature Department Director, Etc.	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:		Reviewed by Finance Director	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)		Reviewed by County Attorney	
<b>COUNTY MANAGER REVIEW:</b>		Approved by County Manager to be Placed on Agenda 	
<b>Item No. 0206</b> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>			
Approved: _____ Resolution No. 22-MAY-124R Continued To: _____		Denied: _____ Policy No. _____ Referred To: _____	
		Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-124R

**A RESOLUTION APPROVING LEA COUNTY'S ANNUAL MEMBERSHIP IN THE  
SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT  
COUNCIL OF GOVERNMENTS FOR FISCAL YEAR 2022 - 2023**

**WHEREAS**, the County of Lea, hereinafter referred to as the County, is a member of and desires the services of the Southeastern New Mexico Economic Development District/Council of Governments; *and*

**WHEREAS**, in accordance with Article 58, Section 4-58-1 to 4-58-6 NMSA 1978, an agreement setting forth the terms and conditions of active membership in the Southeastern New Mexico Economic Development District/Council of Governments is required; *and*

**WHEREAS**, it is the desire of the County to continue as an active member of the Southeastern New Mexico Economic Development District/Council of Governments.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that Lea County's fiscal Year 2022 – 2023 membership in the Southeastern New Mexico Economic Development District/Council of Governments and membership fee of \$8,000.00 hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair may finalize and sign any agreements consistent with the terms of this resolution.

**BE IT FURTHER RESOLVED** that a copy of this Resolution (together with the referenced Agreement) shall be filed with the State of New Mexico, Department of Finance and Administration, Local Government Division and the Southeastern New Mexico Economic Development District/Council of Governments; and shall be made part of the budget documentation of the County

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Board of County Commissioner of Lea County in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member

Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney





Dora Batista  
Executive Director

**SOUTHEASTERN NEW MEXICO  
ECONOMIC DEVELOPMENT DISTRICT  
COUNCIL OF GOVERNMENTS**

1600 SE Main, Suite D  
Roswell, NM 88203  
Phone: (575) 624-6131  
Fax: (575) 624-6134  
www.snmedd.com

May 10, 2022

Mike Gallagher, County Manager  
Lea County  
100 N. Main, Suite 4  
Lovington, NM 88260

RE: FORMAL BUDGET REQUEST FOR FY 2022-2023

Dear Mr. Gallagher:

This letter will serve as a formal budget request for financial assistance to the SNMEDD and for your continued participation as an active member. We sincerely appreciate your support over these many years and we have enjoyed having you on the SNMEDD Board representing Lea County.

Our state funding this year will be \$99,000.00. Our federal grant for the coming year will be \$70,000.

We enjoy 100% participation by our local governments and we continue to work hard to maintain our revenues at an amount that allows us to provide service to all of our members in a variety of ways. It is with the revenue we receive from our local governments that we are able to assist the communities in the district and to participate in state and regional activities that are beneficial to all.

We hope you will be able to support the SNMEDD at the recommended fee (see enclosed dues structure). We will be sending you an invoice for your membership dues on July 6, 2022.

Your membership and support is very important. We will be happy to attend your budget hearings to provide additional information and answer any questions you may have.

Sincerely,

Dora Batista  
Executive Director

Encl: Work Program  
Latest Quarterly Report  
Proposed Dues Structure  
W-9

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COG

DUES STRUCTURE

MEMBER	<u>2021-2022</u>	<u>2022-2023</u>
	<u>CURRENT</u>	

Chaves County	\$8,000	\$8,000
Eddy County	\$8,000	\$8,000
Lea County	\$8,000	\$8,000
Lincoln County	\$7,000	\$7,000
Otero County	\$8,000	\$8,000
Town of Dexter	\$1,000	\$1,000
Town of Hagerman	\$1,000	\$1,000
Town of Lake Arthur	\$1,000	\$1,000
City of Roswell	\$13,588	\$13,588
City of Artesia	\$3,450	\$3,450
City of Carlsbad	\$7,641	\$7,641
Village of Hope	\$1,000	\$1,000
Village of Loving	\$1,000	\$1,000
City of Eunice	\$1,000	\$1,000
City of Hobbs	\$10,237	\$10,237
City of Jal	\$1,000	\$1,000
City of Lovington	\$3,303	\$3,303
Town of Tatum	\$1,000	\$1,000
Village of Capitan	\$1,000	\$1,000
Town of Carrizozo	\$1,000	\$1,000
Village of Corona	\$1,000	\$1,000
Village of Ruidoso	\$2,450	\$2,450
City of Ruidoso Downs	\$1,000	\$1,000
City of Alamogordo	\$9,121	\$9,121
Village of Cloudcroft	\$1,000	\$1,000
Village of Tularosa	\$1,000	\$1,000
TOTALS:	\$102,790	\$102,790

State of New Mexico  
State Grant-in-Aid for State Planning Districts

Planning District #:	6	District Name:	Southeastern NM Economic Development District
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## STAFF SUMMARY REPORT

**FY 2022/3<sup>RD</sup> QUARTER**

**FOR THE PERIOD: January 1, 2022 to March 31, 2022**

*The State Grant-in-Aid (SGIA) work program will be utilized by the State Planning Districts to develop a dynamic framework of integrated general services to support planning, development and technical assistance activities as a regional service to local and state government. This report reflects functions and tasks in the approved FY2021 Work Program and Budget. The following are functions and tasks completed by the Southeastern New Mexico Economic Development District/Council of Governments during the **third quarter of FY2022**:*

<b>Function 1:</b>	<b>Organizational Management.</b> Provide for general administration and development of the Planning District organization, including management of the State Grant-in-Aid in conjunction with other grants and programs, building organizational capacity, sustainability, and networking with other Planning Districts and with a multi-sector variety of public and private institutions in service to the regional development mission.
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### QUARTERLY ACTIVITY HIGHLIGHTS & RECAP

SNMEDD/COG represented our District at the legislative session this year. We assisted the legislators with capital outlay requests and other tasks. We have assisted entities requiring fiscal agents in order to receive their capital outlay from the December bond sale. We assisted with the bond questionnaire. We have completed a draft of the Economic Recovery Plan for your review. This has come from several meetings with municipality and county leaders; economic development leaders; workforce development representatives; Chambers and County Economic Development representatives; college representatives; etc. SNMEDD/COG Staff continue to virtually attend meetings, workshops, webinars, and anything that we can increase our knowledge base and bring that information back to our COG members. We bring information and guest speakers to each of our Board meetings so our members stay informed on current issues, funding, and government initiatives. If there is an issue in the region that affects our member governments we obtain information and disseminate that information to our District municipalities and counties. We continue to build and strengthen our networking relationships with County Economic Development Organizations; Chambers; Main Street Programs; State Agencies; Funding Sources; and related agencies.

### TASK TRACKING

TASK	DUE DATE	STATUS
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<p><b>.1 Professional Development</b></p> <p>Provide ongoing professional development training or continuing education classes for staff, i.e. training, webinars, professional conferences.</p>	<p>Ongoing</p>	<p>We have renovated our conference room with conference equipment and furniture, it is available for virtual meetings and trainings. We also offer it up for our District members who need to conduct business or hold a virtual meeting. We are currently working with Chaves County on expanding our conference room. We received \$95,000 for the expansion through 2022 capital outlay.</p> <p>Staff has attended virtual ICIP; Capital outlay; Colonias Infrastructure; CDBG; USDA, CARES Act trainings etc.</p> <p>Staff attends NewMarc meetings virtually every Monday afternoon and NMDOT meetings monthly.</p>
<p><b>.2 Board Training &amp; Support</b></p> <p>Provide workshops and training as needed to COG boards and committees, i.e. annual workshop, handbook for board members.</p>	<p>Ongoing</p>	<p>We continue to Provide an opportunity for the Eastern Area Workforce Board to present their needs to our Board. We provide minutes from EAWDB to our members.</p> <p>We continue to provide application deadlines, requirements, technical assistance, etc regarding important funding sources. We also have quarterly speakers that bring relevant information to each board meeting.</p> <p>We are providing information re: Build Back Better funding opportunities; webinars of interest to our Board and fiscal recovery fund information.</p>

<p><b>1.3 Networking</b></p> <p>Facilitate and strengthen working relationships with local, tribal, state, federal, nonprofit and private sector agencies and partners, i.e. New Mexico Association of Regional Councils (NewMARC), national associations, NM Municipal League and NM Association of Counties, etc.</p>	<p>Ongoing</p>	<p>The COG has participated in conference calls with the Governor's office; NMEDD; NewMarc; EDA and other state/federal agencies regarding new funding; Build Back Better funding; the COVID crisis and other relevant issues. We meet every Monday on a Zoom meeting with our state EDA representative to go over EDA information.</p> <p>We continue to work with each of the County Economic Development Organizations in our District's five counties as well as Main Street Programs and Chambers of Commerce. We have shared funding opportunities with these organizations and information we receive that can help support their business members during this pandemic. The organizations are also on our economic recovery team.</p> <p>We participate in zoom meetings weekly with all of the COGS in New Mexico sharing what is happening in their region and their approach to COVID and the new EDA funding. Many times EDA; USDA; NMEDD; and other state agencies are on the calls.</p> <p>We network with the various State and Federal Agencies to keep on top of any changes in policy or funding.</p> <p>We work with the Southeastern Community Action Program.</p> <p>We continue to network and assist various non profits and Mutual Domestics regarding the capital outlay process and provide other technical assistance.</p>
<p><b>1.4 SGIA Administration</b></p> <p>Submit Annual Work Program/Certification, audit, reports, and invoices to the Local Government Division.</p>		
<p><b>1.4.1 AWP &amp; Certification</b></p> <p>Submit annual work program packet including certification by the end of each State fiscal year in compliance with DFA requirements.</p>	<p>Annual</p>	<p>The annual work program packet and certification is presented to the Board annually.</p>
<p><b>1.4.2 Audit</b></p> <p>Submit audit report to Local Government Division upon release by State Auditor.</p>	<p>Annual</p>	<p>Our annual audit is completed and turned in to the Local Government Division each year. We recently completed our last fiscal year audit with no findings.</p> <p>The auditor presents our audit to the Board annually as well as an exit conference with staff and Board Treasurer.</p>

<b>1.4.3 Reporting &amp; Invoicing</b> Provide Quarterly Reports by the 25th day of the month following each quarter for the months October, January, April, and July. Submit invoices to the Local Government Division in compliance with DFA requirements.	Quarterly	After each quarter, our quarterly reports are turned in with the appropriate documentation and invoice.
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Function 2:	<u>Local Government Support.</u> Provide a range of technical assistance services and guidance to local governments and to other public entities in the region, focused on identifying, cultivating, financing and implementing investable community development projects.		
QUARTERLY ACTIVITY HIGHLIGHTS & RECAP			
SNMEDD/COG provides technical assistance and services to our local government and other public entities. This quarter our focus was on complying with the terms of our EDA CARES ACT funding and organizing Capital Outlay Workshops. We received three new CDBG funded projects in our District.			
TASK TRACKING			
TASK	DUE DATE	STATUS	
2.1 General Technical Assistance			
2.1.1 Policy Assistance Identify and develop policy needs and issues that are viable legislative initiatives, and assist in promoting and tracking these initiatives throughout the legislative process.	Ongoing		We continue to monitor important issues, legislation and initiatives that are relevant to our municipalities/counties and keep our members informed. We invite legislators to speak at our Board meetings to keep our members updated.
2.1.2 Funding Provide guidance to local governments to help meet basic eligibility requirements for receiving government funding for community and economic development activities.	Ongoing		We continue to provide technical assistance with planning grants; CDBG; Colonias; Capital Outlay; Water Trust Board; EDA, etc.  We promote DFA, NMEDD and EDA programs and assistance for the CARES, American Recovery Act and Build Back Better funds.  We will assist with Colonias projects.  We continue to seek and share funding opportunities and information to our District counties and municipalities. We are in the process of assisting 2022 CDBG applicants with their applications.
2.1.3 Fiscal Agency Provide fiscal agent services as mutually agreed upon with member governments	Ongoing		We continue to assist several of our entities with fiscal agent services so they can continue with their legislative and other grants.

in connection with Executive Order 2013-006. i.e. including capital outlay appropriations, Community Development Block Grant, and Water Trust Board funding.		
<b>2.1.4 Asset Management</b> Provide guidance to local governments upon request to improve capacity to manage infrastructure and assets, such as the development of asset management plans.	Ongoing	We continue to promote Asset Management and seek funding for Asset Management Plans in our District. It is our goal to apply for AMP funding once the Comprehensive Plan grants are up to date.
<b>2.1.5 Planning &amp; Technical Support</b> Provide related technical assistance, such as census data, land use planning, comprehensive plans, and mapping, upon request and availability of resources.	Ongoing	We continue to administer CDBG; EDA; CIF; and Capital Outlay grants. We continue to work with our member governments providing technical assistance where needed. We are currently in the process of finalizing a regional economic recovery plan meeting with our economic recovery team.
<b>2.2 ICIP Management</b>		
<b>2.2.1 Trainings</b> Collaborate with the Local Government Division to organize and host Infrastructure Capital Improvement Plans (ICIPs) training in the COG region.	ongoing	We promote and assist DFA with their ICIP training. The COGS will assist in many of their webinars/trainings this year including a webinar of what COGS do. We will be able to take time during the webinar to talk about our southeast district and promote the area. We will assist our municipalities that request assistance in inputting the data on the website as needed
<b>2.2.2 Plan Development</b> Provide technical assistance to local governments in updating, utilization and monitoring of local ICIPs upon request.	ongoing	We assist several municipalities with technical assistance during the ICIP timeframe. We assist with updating the ICIP and making corrections as needed.
<b>2.2.3 Funding Analysis</b> Work with local governments and the legislature to prioritize, evaluate, and recommend projects for compatible funding sources.	Ongoing	We work with local governments with planning to see how they can use capital outlay or other funds as a match or leveraging to apply for future funding from another source or how they can prioritize their projects for maximum benefit. We assist each municipality and county with the legislative capital outlay process from holding application workshops in each County; reviewing their requests; correcting and suggesting language; holding capital outlay requests presentations before their local legislators; obtaining legislator signatures and turning the requests in. We also track their progress and assist the legislators with their questions etc.
<b>2.3 CDBG Support</b>		

<b>2.3.1 Inform &amp; Notify</b> Provide information to local staff and officials regarding the Community Development Block Grant (CDBG) programs and training events, i.e. CDBG application workshop, application hearing, etc.	Ongoing	Our area is very strong and involved in the CDBG process. We keep our district abreast of application and training dates. We conduct all of the public hearings for each applicant. We assist in writing over 90% of the applications and administer over 90% of the grants. We attend each DFA training event; application presentations; and application allocation meetings. We submit planning grants on the communities’ behalf.
<b>2.3.2 Application Selection &amp; Development</b> Provide technical assistance as requested to local municipalities and counties to identify, select and develop eligible applications for projects for CDBG funding.	Ongoing	We provide technical assistance to our communities regarding the entire CDBG process from the public hearings to the closing of the grants. We help the member governments determine how they can become eligible to apply. We assist with the application process and continue to promote CDBG in our District.  We are currently administering seven comprehensive plans.
<b>2.3.3 Presentations</b> Assist local CDBG applicants in preparation of their presentations to the Community Development Council.	Ongoing	We provide a summary of probable questions the Community Development Board may ask and significant points each presenter needs to make prior to the presentations. We visit personally with each applicant to ensure they are prepared and give the best presentation possible. We also provide our Community Development Representative information on our projects. We go up before the Council for each applicant in our District for support and technical assistance
<b>2.3.4 Implementation</b> Provide technical assistance as requested to implement awarded CDBG projects.	Ongoing	We provide ongoing assistance to all of the CDBG projects in our District. We assist our grantees with a checklist of items they need to implement their projects. We administer several of the grants. We work closely with the project managers to assure each project gets started correctly starting with the application process; proper exhibits for the grant agreement; required CDBG policies; correct banking forms, etc.
<b>2.3.5 Project Administration</b> Provide project administration as mutually agreed upon to member governments to implement CDBG projects, i.e. monitoring, procurement, pay requests and closeout.	Ongoing	We are administering several CDBG applications and Colonias applications. We assist starting from grant application to the closing of the project.  We prepare files for CDBG monitoring and assist our members to respond to monitoring concerns.  We provide fiscal agent services to those Counties and Municipalities that are required to have a fiscal agent. We also assist a couple of Mutual Domestics.  We administer several capital outlay grants.
<b>Function 3:</b>	<b><u>Integrated Planning &amp; Development.</u></b> Incorporate common and core regional work programs, such as the Regional Transportation Planning Organization (RTPO), the Economic Development Administration (EDA) and the State Grant-In-Aid (SGIA), into a unified statewide model.	
<b>QUARTERLY ACTIVITY HIGHLIGHTS &amp; RECAP</b>		



SNMEDD/COG continues to work regionally with the Regional Transportation Planning Organization and our other funding sources such as EDA; NMED; NMEDD; Colonias Infrastructure; Water Trust Board; USDA; etc and DFA to maximize information; opportunity; funding opportunities; planning etc. for our municipalities and counties in our District. We also are working with several industry leaders; Chambers; Main Street Programs and EDC's as part of our economic recovery team.			
TASK TRACKING			
TASK	DUE DATE	STATUS	
<b>.1 COG Partnership</b>  Partner with other regional Planning Districts to focus resources, streamline reporting, administrative compliance, and identify best practices as well as needs.	Ongoing		We meet weekly with the other Regional Planning District through our NewMarc meetings and maintain steady correspondence with each other. We share ideas and best practices. We have several state and federal partners also on these weekly calls.  We work with each County's Economic Development Corporation and Chamber of Commerce. We meet regularly with our Economic Recovery Team.  The Regional Transportation Planning Organization meets quarterly and presents NMDOT programs. Our District meets with the Eastern Plains COG.
<b>3.2 Outreach &amp; Marketing</b>  Provide outreach and marketing for local government inclusion into the integrated planning process, such as FUNDIT, Comprehensive Economic Development Strategy (CEDS), etc.	Ongoing		We promote FUNDIT and all New Mexico agencies that can benefit our municipalities. We provide information on our website; we invite guest speakers to our Board meetings; we distribute planning material and involve the public by having CEDS; Colonias; CDBG; capital outlay, etc. public meetings in each County.
<b>3.3 Related Planning &amp; Development Initiatives [Regional Planning for Prosperity &amp; Sustainability]</b>  Include related planning initiatives into the integrated planning model as Planning District staff and financial resources permit, such as regional water planning, Legislative Jobs Council, energy initiatives, workforce, etc.	Ongoing		We have assisted with obtaining, administering and closing CDBG funding for eight Comprehensive Development Plans. We will continue to seek funding for other types of plans as well.  Working with our consultant, we are developing a water conservation and drought policy model for our smaller towns.  We continue to work with District Mutual Domestic as their fiscal agent and provide other assistance.  Continue to work with the Eastern Area Workforce Board; FUNDIT; NewMarc; local Chambers; County EDC's; state agencies.

### 3.3.1 Grantsmanship & Project Technical Assistance (TA):

CLIENT	GRANT/SOURCE	AMOUNT	STATUS
21 Municipalities 5 counties In district 6	*We assist the 21 municipalities and counties with their capital outlay requests and maintained a presence during the session each year in Santa Fe. We are available to legislators and to our member governments for whatever their needs may be. We continue to assist with the bond questionnaire process; dissemination of information to each member; CPMS reporting; grant administration and our services as a fiscal agent.		ongoing
Southeastern Colonias	*We prepared six 2022 Colonias applications. We maintain a presence on the Colonias Board so that our District is always represented and involved.		
Eddy County	2021 CDBG Grant	\$750,000	Grant agreement being executed
Lake Arthur	2021 CDBG Grant	\$749,951	Grant agreement being executed
Carrizozo	2021 CDBG Grant	\$747,751	Grant agreement being executed
Otero County	2020 CDBG Grant	\$728,346	Design in progress.
Town of Dexter	2020 CDBG Grant	\$703,830	Design in progress.
City of Alamogordo	2019 CDBG Grant	\$500,000	Providing technical assistance
City of Artesia	2019 CDBG Grant	\$748,898	Completed and in process of closing out
Village of Loving	2019 CDBG Grant	\$750,000	In construction
Town of Lake Arthur	2019 Colonias Grant	\$185,000	Completed
City of Ruidoso Downs	2019 Colonias Grant	\$940,000	In construction
Chaves County	CDBG 2018 Grant	\$238,528	Completed and in process of closing out
City of Carlsbad	CDBG 2018 Grant	\$500,000	In construction
City of Roswell	CDBG 2018 Grant	\$749,894	Completed
Lincoln County	CDBG 2018 Grant	\$513,747	Completed and closing out.
Town of Tatum	CDBG 2018 Grant	\$744,304	Completed and in process of closing out
Village of Cloudcroft	CDBG 2018 Grant	\$623,960	In construction
Village of Corona	CDBG 2018 Grant	\$571,323	Completed and in process of closing out
Village of Hope	CDBG 2018 Grant	\$741,691	Completed and in process of closing out
Town of Lake Arthur	Colonias Grant 2018	\$819,162	Completed.



Town of Hagerman	CDBG 2017 Grant	\$746,721	Construction completed and in process of closing out.
Several municipalities & Counties	Serve as Fiscal Agent for legislative grants		-ongoing

**3.3.2 Healthy Communities:** Our COG promotes any initiative that would benefit the health and future of our municipalities and counties.

**3.3.3 Workforce:** The COG presents Eastern Area Workforce Board meeting notices and minutes at each of our Board meetings as well as workforce information to keep our municipalities and counties on top of Workforce initiatives.

The Eastern Area Workforce Operations Manager reports any contracts or items of interest to the Board.

**3.35 Economic & Tourism Development:** The COG team continued to administer the multi-year contract with the US Economic Development Administration. We were recently awarded a new three year contract.

**CDBG Comprehensive Plans and Transportation-----Please refer to Transportation Department report**



## Consideration of Lea County Resolution No. 22-MAY-125R Authorizing Out of State Travel June 11 – 16, 2022 to Louisville, Kentucky for Danette Flores, Training Administrator for the Lea County Communication Authority to Attend the 2022 National Emergency Number Association Conference

At NENA 2022, you will not only hear about the public-safety issues of today and tomorrow, but also gain practical, real-world know-how that you can take home with you and put into action immediately. Featuring inspiring keynote speakers, more than ninety hours of breakout sessions to choose from that inform and empower, career-building courses and workshops with real-world applications, nightly networking events that help you make the right connections, and an Expo Hall showcasing cutting-edge products and services.



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/17/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Angela Martinez, Director, LCCA
<b>SUBJECT:</b> Out of State Travel	<b>ATTACHMENT(S):</b>
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b>  Action Item
<b>BUDGET LINE ITEM NUMBER:</b> Paid by NM NENA Inc.	<b>FISCAL BUDGET YEAR:</b> Paid by NM NENA Inc.
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.1 - Collaboration & Partnership with local communities, agencies and government entities is essential for success.	
<b>SUMMARY:</b> LCCA's Training Administrator, who is President of New Mexico NENA, will be attending the 2022 National NENA Conference in Louisville, KY. She will not only hear about the public-safety issues of today and tomorrow, but also gain practical, real-world know-how that she can take home and put into action immediately. Featuring inspiring keynote speakers, more than ninety hours of breakout sessions to choose from that inform and empower, career-building courses and workshops with real-world applications, nightly networking events that help make the right connections, and an Expo Hall showcasing cutting-edge products and services.	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Request for Approval	<b>Submitter's Signature</b> Department Director, Etc. Angela R. Martinez <small>Digitally signed by Angela R. Martinez Date: 2022.05.17 15:07:36 -06'00'</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: Funding for this conference is paid for by NM NENA. There will be no financial impact to Lea County.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.17 15:42:52 -06'00'</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0207 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Denied: _____ Other: _____ Resolution No. 22-MAY-125R Policy No. _____ Ordinance No. _____ Continued To: _____ Referred To: _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-125R

**A RESOLUTION AUTHORIZING OUT OF STATE TRAVEL JUNE 11 – 16, 2022 TO LOUISVILLE,  
KENTUCKY FOR DANETTE FLORES, TRAINING ADMINISTRATOR FOR THE LEA COUNTY  
COMMUNICATION AUTHORITY TO ATTEND THE 2022 NATIONAL EMERGENCY NUMBER  
ASSOCIATION CONFERENCE**

**WHEREAS**, NENA (National Emergency Number Association) is having their Annual National Conference and EXPO in Louisville, Kentucky this year; *and*

**WHEREAS**, there will be an expo hall, meetings, PSAP tours and several training courses held during this conference; *and*

**WHEREAS**, LCCA's Training Administrator is the President of the New Mexico NENA Board and will attend at no expense to Lea County.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County, that the out of state travel for LCCA's Training Administrator is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



All events take place or commence at the Kentucky International Convention Center unless noted with a +.

# EVENT SCHEDULE

Subject to change. Visit [nena.org/nena2022](http://nena.org/nena2022) for the latest updates.

## KEYNOTES (See page 7 for details.)

Mark Schulman  
Connie Podesta

<b>MON, 6.13</b>	8:00AM – 10:00AM
<b>WED, 6.15</b>	12:30PM – 2:45PM

## EDUCATION

### Multi-Day Programs, Full-Day Courses, & Free Workshops\* (See page 11 and 13 for details.)

Center Manager Certification Program	<b>TUE, 6.7 – SAT, 6.11</b>	8:30AM – 5:00PM
Center Supervisor Program	<b>THU, 6.9 – SAT, 6.11</b>	8:30AM – 5:00PM
Center Training Officer Program	<b>THU, 6.9 – SAT, 6.11</b>	8:30AM – 5:00PM
Pre-Conference Courses	<b>FRI, 6.10 – SUN, 6.12</b>	8:30AM – 5:00PM
CMCP Alumni Seminar	<b>SUN, 6.12</b>	8:30AM – 5:00PM
ENP Exam Prep Boot Camp	<b>THU, 6.16</b>	8:00AM – 1:00PM
Privacy in the Age of the Internet	<b>THU, 6.16</b>	8:00AM – 1:00PM
Chapter Leader Workshop	<b>THU, 6.16</b>	9:00AM – 12:00PM

### Breakout Sessions (See page 12 for details.)

<b>MON, 6.13</b>	1:30PM – 5:00PM
<b>TUE, 6.14</b>	1:30PM – 2:30PM; 4:00PM – 5:00PM
<b>WED, 6.15</b>	8:45AM – 12:15PM; 3:00PM – 4:00PM

### Innovation Theater Sessions (See page 9 for details.)

<b>MON, 6.13</b>	10:15AM – 1:00PM
<b>TUE, 6.14</b>	11:00AM – 1:00PM; 2:30PM – 3:00PM

## NETWORKING EVENTS (See page 5 for details.)

Run for 9-1-1 Charity 5K Run/Walk*	<b>SAT, 6.11</b>	6:30PM – 8:00PM
Chapter Leader Coffee & Connect*	<b>SUN, 6.12</b>	7:30AM – 8:15AM
Gold Line Scholarship Breakfast*	<b>SUN, 6.12</b>	7:30AM – 8:15AM
International Meet & Greet*	<b>SUN, 6.12</b>	3:30PM – 4:00PM
ENP Roundtable	<b>SUN, 6.12</b>	4:00PM – 5:00PM
Membership Meeting	<b>SUN, 6.12</b>	5:15PM – 6:00PM
NENA 2022 Kick-Off Celebration	<b>SUN, 6.12</b>	6:15PM – 8:30PM
Hall Happy Hour	<b>MON, 6.13</b>	5:00PM – 6:00PM
K-9 Demonstration	<b>MON, 6.13</b>	5:15PM – 5:45PM
Excellence in 9-1-1 Reception*+	<b>MON, 6.13</b>	6:15PM – 7:45PM
LGBTQ+ Meet Up+	<b>MON, 6.13</b>	8:00PM – 9:00PM
Coffee & Doughnuts With the Exhibitors	<b>TUE, 6.14</b>	9:15AM – 10:45AM
Expo Hall Prize-a-Palooza	<b>TUE, 6.14</b>	3:00PM – 4:00PM
Women in 9-1-1 Alliance Reception	<b>TUE, 6.14</b>	5:00PM – 6:00PM
Young Professionals Mixer*+	<b>TUE, 6.14</b>	6:30PM – 8:30PM
Board Installation Lunch & Keynote Session	<b>WED, 6.15</b>	12:30PM – 2:45PM
NENA 2022 Closing Celebration+	<b>WED, 6.15</b>	5:30PM – 8:30PM



## BOOK YOUR LODGING

- Online at [nena.org/nena2022-housing](http://nena.org/nena2022-housing)
- Call 800.743.3100 with any questions
- Reserve by May 13 for discounted rates

## EXPO HALL (See page 9 for details.)

<b>MON, 6.13</b>	10:00AM – 1:30PM; 4:00PM – 6:00PM
<b>TUE, 6.14</b>	9:15AM – 4:00PM

## PSAP TOURS (See page 13 for details.)

<b>SUN, 6.12</b>	1:30PM – 3:30PM
<b>MON, 6.13</b>	1:30PM – 3:30PM
<b>WED, 6.15</b>	10:00AM – 12:00PM

## GUEST ACTIVITIES\* (See page 15 for details.)

Prohibition Craft Spirits Distillery Tour (21+ only)	<b>MON, 6.13</b>	1:30PM – 3:30PM
Louisville Slugger Museum & Factory Tour	<b>TUE, 6.14</b>	11:00AM – 1:00PM

## WHO SHOULD ATTEND?

9-1-1 authority personnel; PSAP managers and supervisors; telecommunications and dispatchers; 9-1-1 service providers; GIS and addressing professionals; telecommunications and network specialists; law enforcement, fire, and EMS personnel with 9-1-1 oversight responsibilities; public safety applications developers; managed services and cloud hosting providers; homeland security regulatory agency staff; state, regional, and local government officials; providers of IoT technologies; sensor, beacon, and drone industry professionals

## REGISTRATION RATES (See page 15 for details and additional pricing options.)

	4.30 – 6.10	On-Site
Member .....	\$725	\$775
Member ENP or KY Residents .....	\$675	\$725
Non-Member .....	\$875	\$925



**REGISTER ONLINE NOW AT**  
[nena.org/nena2022-register](http://nena.org/nena2022-register)

\*Additional registration, invitation, or advance notice of participation required.



## SAT, 06.11

### Run for 9-1-1 Charity 5K Run/Walk\*

6:30PM – 8:00PM

Lace up your running or walking shoes in support of 9-1-1 training and wellness programs! The run/walk is a fun and positive way to kick off your conference experience. Every participant receives a commemorative t-shirt and medal for completion! The 5K generates funds for scholarships and 9-1-1 training opportunities, promotes healthy living among 9-1-1 professionals, and gives the greater-Louisville community and supporters from around the country a chance to say "thank you" to 9-1-1.

## SUN, 06.12

### Gold Line Scholarship Breakfast\*


7:30AM – 8:15AM

Sponsored by  AT&T

*Closed event.* 2022 Gold Line Scholarship winners are invited to this special breakfast to celebrate their achievement and connect with fellow recipients.

### Chapter Leader Coffee & Connect\*


7:30AM – 8:15AM

Sponsored by  **ON**  
BE SAFE OUT THERE.

*Closed event.* Current chapter officers are invited to meet their peers and discuss the unique challenges and opportunities facing chapters today in a relaxed environment.

### International Meet & Greet\*

3:30PM – 4:30PM

Sponsored by  AT&T

*Closed event.* Attendees from around the globe are invited to this reception showcasing NENA's global impact and partnerships.

### ENP Roundtable: The People & Technology Confluence Reshaping Today's PSAP

4:00PM – 5:00PM

With all that technology is making possible, how can the 9-1-1 industry redefine employee requirements while improving the level of service provided to the public? Attend to discuss how we can harness Artificial Intelligence, Machine Learning, and other technologies to handle calls and dispatch more efficiently. Further discussion

focuses on how this impacts our workforce: Who are the best new hires, how do we train them, and how do we retain them? Don't miss this open-to-all opportunity to help envision a new 9-1-1 work environment where highly-trained and motivated 9-1-1 professionals utilize exciting new technologies to improve emergency response.


### Membership Meeting

5:15PM – 6:00PM

Hear reports on the state of the association and its activities during the past year. Be among the first hundred members through the door and get a special gift from NENA!

### Kick-Off Celebration\*

6:15PM – 8:30PM

Sponsored by  AtoS

Get #NENA2022 started right with a block party at Louisville's famous Fourth Street Live where you can meet new friends, try some delicious local food and beer, and hear great live music!

## MON, 06.13


### Expo Hall

10:00AM – 1:30PM; 4:00PM – 6:00PM

Meet with exhibitors and see, hear, and touch the latest in public safety technology and services.

### Hall Happy Hour

5:00PM – 6:00PM

Sponsored by  AT&T

Start your evening with a cocktail in the Expo Hall! One drink ticket will be provided to each attendee at the Expo Hall entrance starting at 4:00PM.


### K-9 Demonstration

5:15PM – 5:45PM

Join members of a local K-9 unit for a look inside the jobs of these four-legged officers and their partners as they demonstrate obedience, narcotics detection, and suspect apprehension.

### Excellence in 9-1-1 Reception\*\*

6:15PM – 7:45PM

Sponsored by  NGA

*Closed event.* Certified ENPs, CMCP graduates, award winners, national scholarship recipients,

NENA2022

Register online now at [nena.org/nena2022-register](https://nena.org/nena2022-register)

and national and chapter leaders are invited to join us for a reception at the Frazier History Museum honoring those who are going above and beyond for 9-1-1 and NENA.

### LGBTQ+ Meet Up\*

8:00PM – 9:00PM

Community members and allies are invited to this evening happy hour where you can make new friends and expand your professional network. Cash bar.

## TUE, 06.14

### Coffee & Doughnuts With the Exhibitors

9:15AM – 10:45AM

There aren't too many better ways to jumpstart the day than with a hot cup o' joe and a fresh doughnut! Browse the aisles, meet with exhibitors, and discuss the morning's general session!

### Expo Hall

9:15AM – 4:00PM


### Expo Hall Prize-a-Palooza

3:00PM – 4:00PM

It's about prizes, snacks, meeting with industry partners... and more prizes! Participate in our app-based Click game for your chance to be among the winners and join us for this last chance to see the Expo Hall!

### Women in 9-1-1 Alliance Meet Up

5:00PM – 6:00PM

Sponsored by  Intrado

NENA's Women in 9-1-1 (WIN) Alliance—dedicated to empowering women in 9-1-1 through leadership development, education, networking, and mentoring opportunities—is hosting a social hour! Come be part of this community where women and allies connect, share, and support each other!

### Young Professionals Mixer\*\*

6:30PM – 8:30PM

Sponsored by  AtoS

Join other new 9-1-1 professionals and future leaders for a night of fun at OVRDRIVE, downtown Louisville's premier entertainment destination! *This event is open to all attendees, but recommended for those 40 and younger or in their first five years in the profession. Pre-registration required.*

## WED, 06.15

### Sunrise Session: Yoga for 9-1-1 Professionals

7:00AM – 7:45AM

Start your day with this interactive session that teaches the basics of yoga techniques, as well as why yoga can be hugely beneficial for 9-1-1 professionals (especially dispatchers). Before you leave, you'll have a chance to experience for yourself some simple breathing techniques and yoga poses and see how yoga can benefit you and your organization.

### Board Installation Lunch & Keynote Session


12:30PM – 2:45PM

Sponsored by  MOTOROLA SOLUTIONS

Featuring seating organized by interest area, this special lunch provides the opportunity to make great connections, celebrate the swearing in of your 2022-23 NENA Board of Directors, and hear from a highly-sought-after motivational speaker.

### NENA 2022 Closing Celebration\*

5:30PM – 8:30PM

Sponsored by  DATAMARK

It's going to be a night to remember as we celebrate at the Kentucky Derby Museum and bid farewell to NENA 2022! Don't miss out on live music, good food, and fun times!



# EDUCATION & TRAINING SESSIONS

With more than one-hundred hours of breakouts led by respected national leaders in the public safety, technology, and policy arenas, each session delivers critical education on the issues affecting you on a daily basis, as well as the tools for career advancement.

Visit [nena.org/nena2022breakouts](http://nena.org/nena2022breakouts) for full session descriptions!



## MON, 6.13

### 1:30PM - 2:30PM

- The Fourth 9-1-1 Option: Mental Health Services
- Value Everyone; Servant Leadership in the PSAP
- Why Stay?
- Fulfilling the Promise of i3: A Vision for "i4" & Beyond
- Liability Update for 9-1-1 Center Personnel
- Cybersecurity for 9-1-1: What's New?
- I Spent All This Time & Effort on GIS Data... Now What?
- "When I Grow Up I Want to Be a Dispatcher," Said No One, Ever
- The Dispatcher's Role in Firefighter Safety & Survival
- Tips & Tricks for Trainers
- Prepare Your Backpack: Emotional Survival for 9-1-1

### 2:45PM - 3:45PM

- Consolidation Isn't All Bad!
- Solving the Unverified Alarm Notifications Puzzle
- Outreach Strategies for Your Entire Community
- What's Next for TTY & RTT?
- Mapping the Future of Indoor Dispatchable Location
- Good Boss, Bad Boss: A Self Assessment
- NG9-1-1 Procurement: Please Help!
- Filling Individual Skills Gaps in Your Workforce
- Grow Through What You Go Through

### 4:00PM - 5:00PM

- LGBTQIA+ Awareness for Public-Safety Professionals
- GIS Data Stewardship & the NG9-1-1 GIS Data Model
- NG9-1-1 In Canada: PSAP Migration to the New Normal
- Interconnecting NG9-1-1 & Public Safety Broadband Networks
- 9-1-1 Funding in a Wireless & App-Based World
- Promote, They Say... It'll Be Fun, They Say!
- Too Much Data: How Will I Manage?
- Large-Scale Incident Response
- Accessible 9-1-1: Preparing PSAPs for the Latest Call Tech
- How Does Deploying 9-8-8 Affect 9-1-1?
- NENA's Telecommunicator Core Competencies Course

## TUE, 6.14

### 1:30PM - 2:30PM

- Building Better Training
- Developing & Deploying a Virtual Dispatch Center
- Responding to Drone Calls
- First-Responder Interactions With Special-Needs Individuals
- You've Been Hacked... Now What?
- The Next Generation PSAP Standard
- Keeping It Positive in Dispatch
- Community Dispatch: Alternative Models for 9-1-1 Response
- Using the Protect the Wellbeing of 9-1-1 Professionals Standard
- Meet the Public-Safety Telecommunicator Reclassification Toolkit
- The Incredibles! Your Next Generation of Staffing
- Navigating Adversity Wellness Training

### 4:00PM - 5:00PM

- Building Resiliency in the Comm Center: A Women in 9-1-1 Alliance Roundtable
- Mentoring Tomorrow's 9-1-1 Leaders
- Basic NG9-1-1 for a Not-So-Basic Job
- PSAP Evac: Where Will You Go When There Is Nowhere to Go?
- Multimedia: Is Your Center Prepared?
- NG1-1-2/9-1-1 Emergency Communications & Beyond
- Who Moved My Headset?
- Technology Transformation: Upgrade or Replace?
- 9-1-1 Center Resilience: Trauma Informed From the Inside Out
- The Future of 9-1-1 Dispatchers Through Community Engagement
- When Policy Kills
- Three Ways Mapping Intelligence Can Make Your Job Easier

## WED, 6.15

### 8:45AM - 9:45AM

- Better Leadership Using Psychology
- Considerations for Collaboration MoUs
- Training Adult Learners & Adaptability in the CTO
- Psychological Capital: Developing Your Hero Within
- The Next Generation of Analytics & Workforce Management
- Managing the Multigenerational Workforce: Boomer to Zoomer
- Who Is Running Your Rodeo?
- When It Comes to Data, More Isn't More: Leveraging the IoT
- Is Your NG 9-1-1 Network Really Standards Compliant?
- Say This, Not That

### 10:00AM - 11:00AM

- Help! I'm the Difficult Employee!
- Lessons Learned from Recent Cyber Attacks
- Resist Compassion Fatigue
- How to Get Your Community to Say "Thank You, 9-1-1!"
- The People Side of NG9-1-1
- The Devil Is in the Details: An ECRF Experience
- Managing Critical-Incident Stress
- Strengthening Interagency Data Sharing & Situation Awareness
- Your Voice at the Federal Level
- Measure Twice, Cut Once: Building a Better PSAP

### 11:15AM - 12:15PM

- Non-Conventional Means of Communicating With the E9-1-1 PSAP
- IPAWS: A Communication Tool to Alert & Warn the Public
- Interoperability in NG9-1-1 Using EIDOs
- Taming 9-1-1 Turnover: Strategies for Success
- The 9-1-1 Center & the "Fastest Two Minutes in Sports"
- Overcome the "Don't Share" Mindset in Public Safety
- Armed & Dangerous? 9-1-1 & Firearms
- Creating Change in Dispatch
- Dispatchable Location: It Just Keeps Getting Better!
- Before the Phone Rings: Data-First Requests for Service
- NIOC, PKI, & the Forest Guide: Why Do I Need Them?
- Imagine Listening

### 3:00PM - 4:00PM

- Next Generation Emergency Services: Achieving the Vision
- Empowering the Wonder Women of 9-1-1
- Building a Successful Communications Center Culture
- Dispatch Response to Domestic Violence
- Understanding Implicit Bias for 9-1-1 Leaders
- Indoor Mapping to Enhance Public-Safety Response
- Building Budget-Friendly Training
- Best Practices for NG9-1-1 Implementation: A Case Study
- Mindfulness for 9-1-1 Professionals
- From GIS Silos to Statewide Shared Mapping & Data: A Look Inside Kentucky's Supplemental Data Portal
- Connecting NG9-1-1 to FirstNet
- How to Write RFPs



# Consideration of Lea County Resolution No. 22-MAY-126R Awarding the Request for Proposals No. 05 2021 – 2022 Jail Health Services for the Lea County Detention Center



# Consideration of Lea County Resolution No. 22-MAY-126R Awarding the Request for Proposals No. 05 2021 – 2022 Jail Health Services for the Lea County Detention Center



EVALUATION COMMITTEE SCORING					
JAIL HEALTH SERVICES					
LEA COUNTY DETENTION CENTER					
PROPOSAL #05 - (21-22)					
DUE DATE: April 18, 2022 - 3:00 P.M.					
				POINTS AWARDED	POINTS AWARDED
				Advanced Correctional Healthcare of Lea County	Diamond Pharmacy Services
					Roadrunner Health Services
Evaluator	#	Possible	Points		
1		100		86	78
2		100		75	65
3		100		85	45
4		100		65	62
5		100		59	40
TOTALS		500		370	290





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mcallagher@leacounty.net](mailto:mcallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/23/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Ruben Quintana, Warden, Detention
<b>SUBJECT:</b> Agreement between Lea County and to provide medical and mental health care for detainees	<b>ATTACHMENT(S):</b> Resolution, score sheet
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 418-23-2018	<b>FISCAL BUDGET YEAR:</b> FY2023
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 3.5 Safety  "Lea County shall be a safe community without crime"	
<b>SUMMARY:</b> Roadrunner Health Services will provide on-site health care, including mental health care, to detainees incarcerated in the Lea County Detention Center to include medical provider on-site, nursing staff, and telecom-medicine. Also includes, mental health coverage, psychiatry/PMHNP and LPC/LCSW with LADAC supplemented with Telecom-Psych. Hazardous waste, laboratory, ekg, oxygen supply, optometry, auditory services and other ancillary services, dentist services, out-patient services, emergency services, and hospitalizations. Proposed cost based on 180 average daily detainee population is \$ 2,148,567	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approve Roadrunner Health Services as LCDC medical/mental health provider	<b>Submitter's Signature</b> Department Director, Etc.  <i>Ruben Quintana</i>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: \$1,300,000 is currently budgeted in line item 418-23-2018 for FY23. A budget increase of \$848,567.	<b>Reviewed by Finance Director</b>  <i>Henry C. Low, Jr.</i>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda  <i>Mike Collopy</i>
<b>Item No.</b> <u>0208</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. <u>22-MAY-126R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____
Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-126R

**A RESOLUTION AWARDING THE REQUEST FOR PROPOSAL NO. 05 2021 - 2022 JAIL HEALTH SERVICES FOR THE LEA COUNTY DETENTION CENTER**

**WHEREAS**, the Lea County Detention Center is responsible for providing medical care, including mental health care, to persons detained in its detention center; *and*

**WHEREAS**, the Lea County issued Request for Proposal Qualifications (RFPO) No. 05 2021 – 2022 Jail Health Services-Lea County Detention Center; *and*

**WHEREAS**, Lea County has received a proposal from Roadrunner Health Services in the amount of \$2,148,567.00.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that Request for Proposal Qualifications No. 05 2021 – 2022 from Roadrunner Health Services is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



REQUEST FOR PROPOSALS (RFP)

**JAIL HEALTH SERVICES**

**RFP# 05 - (21-22)**



**Release Date: March 4, 2022**

**Due Date: April 18, 2022 at 3:00 p.m.  
(local time)**

*All potential Offerors are requested to carefully review the information contained in this RFP. This RFP was designed to set out clear, concise and specific expectations for a system of Health Care Services at the Lea County Detention Center.*

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## **I. INTRODUCTION**

### **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The Lea County Board of County Commissioners is requesting sealed proposals from qualified agencies that can do business in the State of New Mexico to provide comprehensive healthcare services consistent with all applicable federal, state and local laws and requirements in the most cost effective manner possible to those detained at the Lea County Detention Center (LCDC).

LCDC is located at 1401 South Commercial, Lovington, New Mexico, 88260. LCDC houses both adult and juvenile offenders of both genders and has a bed capacity of 400 with an average daily population of 180 adult detainees and 10 juvenile detainees. Of that average over 60 are adult federal detainees.

Lea County Board of County Commissioners is requesting the sealed proposals on behalf of the Lea County Detention Center for Jail Health Services (NIGP Commodity Code(s) # 91878, 94807, 94828, 94848, 94855, 94864, 94874, 95262, 95828, 95856 and 95867.

Responses will be accepted in the Finance Department, 100 North Main, Ste. 11, 4<sup>th</sup> floor, Lovington, New Mexico 88260 up to 3:00 p.m. (local time) on **April 18, 2022**. The Lea County Board of Commissioners reserves the right to reject any and all responses.

All RFP documents as well as any further addenda may be found on the Lea County website: [Requests for Proposals \(leacounty.net\)](https://leacounty.net/Requests-for-Proposals)

### **B. SCOPE OF PROCUREMENT**

The County's intent of this Request for Proposal (RFP) is to obtain proposals from qualified agencies that can do business in the State of New Mexico to provide comprehensive healthcare services at the LCDC. General Service Categories include Primary Care/Medical Services, Psychiatry Services, Pharmacy Services, Behavioral Health Services, and Dental Services. The County reserves the right to carve out select General Service Categories at the full discretion of The County and as such prospective Offeror(s) reserve the right to submit proposals in one of four ways in accordance to and full compliance with this RFP:

1. As one vendor for all General Service Categories: Primary Care/Medical Services; Psychiatry Services; Pharmacy Services; Behavioral Health Services; and Dental Services.
2. As a consortium of vendors for all General Service Categories: Primary Care/Medical Services; Psychiatry Services; Pharmacy Services; Behavioral Health Services; and Dental Services.

3. As one vendor for one or several, but not all, General Service Categories according to subject expertise.
4. As a consortium of vendors for one or several, but not all, General Service Categories according to subject expertise.

### C. TERM OF CONTRACT

This RFP is to contract for one (1) year. Thereafter, the contract may be extended for three additional one-year terms upon the mutual consent of both parties. The Term of Contract shall commence on the date of the execution of this Agreement.

### D. PROCUREMENT MANAGER

Lea County has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Kelli Ferguson, Buyer  
Address: Lea County  
100 North Main, Ste.11, 4<sup>th</sup> floor  
Lovington, NM 88260  
Telephone: (575) 396-8521 ext. 8610  
Fax: (575) 396-1127  
Email: [kferguson@leacounty.net](mailto:kferguson@leacounty.net)

All deliveries of responses via express carrier must be addressed as follows

Name: Lea County Finance Dept.  
Attn: Kelli Ferguson  
Reference RFP Name: JAIL HEALTH SERVICES  
RFP# 05 – (21-22)  
Address: Lea County  
100 North Main, Ste. 11  
Lovington, NM 88260

**Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may **ONLY** contact the Procurement Manager regarding this procurement. Other county employees or Evaluation Committee members do not have the authority to respond on behalf of the County. Any future addenda shall be posted to the Lea County website: [Requests for Proposals \(leacounty.net\)](http://leacounty.net) **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests



will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

## **II.CONDITIONS GOVERNING THE PROCUREMENT**

This section of the RFP contains the schedule, description and conditions governing the procurement.

### **A. SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere to the following schedule:

<b>Action</b>	<b>Responsible Party</b>	<b>Due Dates</b>
1. Issue of RFP	Lea County	March 4, 2022
2. Acknowledgement of Receipt	Potential Offerors	March 14, 2022
4. Deadline to Submit Written Questions	Potential Offerors	March 25, 2022 By 1:00 pm local time
5. Response to Written Questions	Procurement Manager	March 29, 2022 By 4:00 pm local time
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>April 18, 2022 by 3:00 PM local time</b>
7. Proposal Evaluation	Evaluation Committee	TBD
8. Best & Final Offer (if requested)	Offerors	TBD
9. Oral Presentations (if requested)	Offerors	TBD
10. Selection of Finalists	Evaluation Committee	TBD
11. Contracts Negotiations	Lea County and Potential Offerors	TBD
12. Contract Awards	Sandoval County	TBD
13. Protest Deadline		+15 days

### **B.EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A., above.

## **1. Issuance of RFP**

This RFP is being issued on behalf of the Lea County Detention Center.

## **2. Acknowledgement of Receipt**

Potential Offerors may e-mail, hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have the offeror placed on the procurement distribution list. The form should be signed by an authorized representative of the offeror, dated and returned to the Procurement Manager by 5:00 pm MST or MDT on **March 14, 2022**.

The procurement distribution list will be used for the distribution of written responses to questions.

## **3. Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until **March 25, 2022** at 1:00 pm local time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

## **4. Response to Written Questions**

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide acknowledgement of Receipt Forms.

## **5. Site Visit**

There is no scheduled site visit. Any requests to tour facility should be made through contacting Ruben Quintana, Lea County Detention Center Administrator.

## **6. Submission of Proposals**

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME /DAYLIGHT TIME ON **April 18, 2022**. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.



Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to Jail Health Services and RFP# 05 – (21-22). **Proposals submitted by facsimile, or other electronic means will not be accepted.**

A public log will be kept of the names of all Offerors that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals.

## **7. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **8. Best and Final Offers**

Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers on the date indicated in Section A, Sequence of Events.

## **9. Oral Presentations**

Finalists may be required to attend and participate in an oral presentation on the date(s) indicated in Section A, Sequence of Events.

## **10. Selection of Finalist**

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of Lea County. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **11. Contract Negotiations**

The County will begin negotiations with the highest ranked Offeror(s) following Finalist notification. Actual fees shall be negotiated based upon specific services, reimbursable expenses, and specific successful Offeror requirements. If negotiations are successful, the County shall prepare an Agreement for approval by the County Commission or its designee. If an agreement on terms cannot be reached within a reasonable time the County shall terminate negotiations and begin negotiations with the next firm on the ranking list. This process will continue until an Agreement has been negotiated with one of the firms on the ranking list. If an Agreement cannot be negotiated with the firms on the ranking list, the County may choose to negotiate with other qualified Offerors scored by the Committee or to terminate negotiations.

## **12. Contract Awards**

The contract shall be awarded to the Offeror whose proposals are most advantageous to Lea County, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Lea County Commission approval.

## **13. Protest Deadline**

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15<sup>th</sup> day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Chip Low, Finance Director  
Lea County  
100 N. Main, Ste. 11  
Lovington, NM 88260

Protests received after the deadline will not be accepted.

## **C.GENERAL REQUIREMENTS**

### **1.Acceptance of Conditions Governing the Procurement**

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors.

### **2.Incurring Cost**

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

### **3.Prime Contractor Responsibility**

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement which may derive from this RFP.

### **4.Amended Proposals**

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The County personnel will not merge, collate, or assemble proposal materials.

### **5. Offeror's Rights to Withdraw Proposal**

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

## **6. Proposal Offer Firm**

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

## **7. Disclosure of Proposal Contents**

- A. Proposals will be kept confidential until negotiations and the award are completed by the County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
  - 1. confidential financial information concerning the Offeror's organization;
  - 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.
  - 3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

## **8. No Obligation**

This RFP in no manner obligates Lea County to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

## **9. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the agency determines such action to be in the best interest of Lea County.

## **10. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

## **11. Legal Review**

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

## **12. Governing Law**

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

## **13. Basis for Proposal**

Only information supplied, in writing, by Lea County through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

## **14. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

## **15. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

## **16. Notice of Penalties**

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

## **17. Right to Publish**



Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or County contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

### **18.Ownership of Proposals**

All documents submitted in response to the RFP shall become property of Lea County.

### **19.Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the County.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring County's written permission.

### **20.Campaign Contribution Disclosure Form**

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form as a part of their proposal. Failure to complete and return the signed unaltered form will result in disqualification.

### **21.Letter of Transmittal**

Offeror's proposal must be accompanied by the Letter of Transmittal Form which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

- Identify the submitting business entity.
- Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.



- Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
- Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
- Sub-contractor will not be authorized for this procurement.
- Identify the following with a check mark and signature where required:
  - **Explicitly** indicate acceptance of the Conditions Governing the Procurement **Explicitly** indicate acceptance of Section II of this RFP; **and**
  - Acknowledge receipt of any and all amendments to this RFP.
- Be signed by the person identified in paragraph 2 above.

## 22. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
  2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
    - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
    - b. violation of Federal or state antitrust statutes related to the submission of offers; or
    - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
  3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
  4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.
    - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial

challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

- b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
  - c. Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.)
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State. In the event Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

## **23 .New Mexico Preferences**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **must** include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue:

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

### **A. New Mexico Business Preference**

**OR**

### **B. New Mexico Resident Veterans Business Preference**

In addition to a copy of the certification, the Offeror should sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP.

**An agency shall not award a business both a resident business preference and a resident veteran business preference.**

**The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**

## **III. RESPONSE FORMAT AND ORGANIZATION**

This section describes the format and organization of the Offeror's responses. Failure to conform to these guidelines may result in the disqualification of the proposal.

### **A. NUMBER OF RESPONSES**

Offerors shall submit only one proposal in response to this RFP.

## B. NUMBER OF COPIES

### 1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

1. **Technical Proposals** – One (1) ORIGINAL and five (5) HARD COPIES (6 TOTAL)
2. **Cost Proposals** – One (1) ORIGINAL and five (5) HARD COPIES (6 TOTAL): MUST BE IN A SEPARATE SEALED ENVELOPE FROM THE TECHNICAL PROPOSAL.

The original, hard copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

## C. PROPOSAL FORMAT

All proposals must be submitted as follows: Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal.

The (optional) proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Organization of folders/envelopes for hard copy proposals:

### 1. TECHNICAL PROPOSAL – Binder 1 - Proposal Content and Organization



Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- A. Signed Letter of Transmittal (Appendix C)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
  - 1. Response to Specifications
  - 2. Organizational Experience
  - 3. Organizational References
  - 4. Mandatory Specification
  - 5. Signed Campaign Contribution Form (Appendix B)
  - 6. New Mexico Preferences (if applicable)
  - 7. Conflict of Interest Affidavit (Appendix E)
- F. Other Supporting Material (if applicable)

## **2. COST PROPOSAL – A Separate Sealed Envelope**

Please provide a list of all your fees that you plan on forwarding to the County as part of this Proposal. Offeror(s) must include salaries, benefits, and itemized operational costs. **Please submit into a separate sealed envelope.**

## **IV. SCOPE OF WORK SPECIFICATIONS**

**There are 15 General Specifications and 4 Technical Specifications. Offerors shall respond in the form of a thorough narrative to each specification preceded by the affirmation “(Name of Offeror) acknowledges understanding of this Specification” unless otherwise instructed. If an Offeror is only responding to one General Service Category and a Specification does not apply, they shall instead state “Not Applicable” next to that particular Specification. All narratives, including required supporting materials, will be evaluated and awarded points accordingly.**

### **A. General Specifications:**

1. Lea County, New Mexico is seeking proposals for Jail Health Services to provide high quality, professional, and comprehensive healthcare services to those detained at the LCDC. These services must include but are not limited to the General Service Categories of Primary Care/Medical Services, Psychiatry Services, Pharmacy Services, Behavioral Health Services, and Dental Services. Within these categories includes but is not limited to the recruitment and management of appropriately licensed providers, staff training, policies, procedures, and treatment protocols,

laboratory, diagnostic/x-ray, EMS/ambulance, utilization management (UM), and on-site routine medical services.

2. Off-site services may be a component of this RFP by which the successful provider may be responsible for off-site costs. Need for such health care shall be based on standard detainee medical and behavioral health screenings and assessments, pre-existing illness or injury, illness or injury suffered or contracted while in detention, and injuries suffered during the course of arrest by any law enforcement agency for any detainee booked at the LCDC with an associated medical clearance from the local hospital.
3. The successful Offeror(s) will provide for twenty-four (24) hour a day seven (7) days a week, three hundred sixty five (365) days per year comprehensive detainee emergency or immediate health care services to include emergency and acute hospital services.
4. The successful Offeror shall develop policies and procedures necessary to specify the role of professional medical services in a county detention center and serve as a liaison between the contracted Jail Health Services staff and the Detention Director or designee. These policies, procedures and protocols must be based on National Commission on Correctional Health Care (NCCHC), New Mexico Association of Counties Adult Detention's Professional Standards (NMAC-ADPS) (Appendix F) and the Federal Performance based Detention Standards (FPBDS) (Appendix G) for Health Services in Detention facilities as well as industry best practices.
5. The successful Offeror(s) will be expected to provide comprehensive services that are legally defensible and which meet the NCCHC, NMAC-ADPS and FPBDS for Health Services in Detention facilities, industry best practices, as well as Federal, State and local laws, statutes and ordinances governing the delivery of quality and professional detainee health care services.
6. If this competitive bid process reveals a collaborative model to be most advantageous to The County, it is expected that the selected Vendors will work together to coordinate care in an efficient and effective manner.
7. The Primary Care/Medical Provider shall serve as the Medical Director and Health Services Administrator as follows:
  - a) Physician/Mid-Level provider to function as the site's Medical Director, review the level of care and services provided and be responsible for all medical decisions. The Medical Director must reside in the local area, be available (on-call) 24 hours per day, 7 days per week.
  - b) One full-time Registered Nurse (RN) to serve as the Health Service Administrator. The RN/HSA will be on-site a minimum of



40 hours per week, provide on-call time, and will have the ultimate responsibility for managing the day-to-day operations for the on-site health services program and for providing direct patient care, including health assessments and sick call services. The RN/HSA will work closely with the site Medical Director to ensure that services provided are consistent with policies, procedures and protocols. Other RN/HSA responsibilities will include, but not be limited to attending administrative meetings with the Director, other pertinent county personnel, and ensure close coordination with local providers for the coordination of professional health services. This individual will also oversee scheduling of staff and services, procurement of pharmaceuticals and supplies, and related duties.

**8. Records Management:**

- a) May be either electronic or paper, and if the former must be a certified Electronic Medical Record (EMR) system that is ICD-10 compliant and must interface with the current jail management system (Spillman, Motorola Solutions)
- b) If The County purchases an EMR throughout the term of the Contract, existing Vendor(s) will be required to transition to The County's EMR according to a by-agreement implementation plan.
- c) Individual health care records will be initiated and maintained for every detainee and not be combined with the custody record.
- d) Adherence to applicable informed consent regulations and standards of the local jurisdiction must be maintained.
- e) Medical summaries or certifications must be produced to accompany detainees for inter-agency transfers.
- f) Medical data necessary for the classification, security and control of detainees will be provided to the Director or designee.
- g) Information concerning any court or legal documents affecting detainees and Vendor must be provided, in writing, to the Director or designee prior to the close of serviceshift.
- h) If a medical record is lost or misplaced and cannot be located within eight (8) hours of the discovered loss, the HSA and Director or designee shall be verbally notified and a duplicate record shall be immediately generated. Any clearance information that cannot be determined shall be repeated. Upon location of the missing record and after a duplicate file has been created, the two files shall

be joined into one.

i) Lea County shall be the owner of all LCDC health records.

9. Please provide your proposed staffing pattern, inclusive of role, level of licensure, and on-site/on-call scheduling. Final staffing for the delivery of comprehensive detainee health care services will be carefully reviewed and mutually agreed upon during contract negotiations and inclusive of the following:

- a) Written job descriptions defining the duties and responsibilities for all assignments;
- b) Staffing schedules encompassing all health care staff and an effective plan to ensure coverage of call-outs;
- c) Vacancies in whole or in part of any shift will result in a credit to the LCDC based on salary plus benefits of the position assigned to that post and for the hours the post is vacant. Additionally, any unfilled shift staffing position not provided shall be a cost credit to LCDC until filled.
- d) Within seven (7) days after award, the successful Offeror shall provide the name, date of birth, local address, previous employment, social security number and copy of driver's license for all LCDC assigned staff for fingerprints and background checks. This will also include a personal integrity questionnaire to be filled out by LCDC assigned staff. Applicable licenses and/or certificates for all professional staff must be on file with the LCDC prior to employment. In addition, malpractice insurance must be on file for all Physicians and Nurse Practitioners, and other professional or paraprofessional employees, if applicable.
- e) All Health Services Vendors are required to participate in LCDC-sponsored Safety, Security, and Orientation training prior to providing patient care for the Contract.
- f) All Contractors are required to participate in LCDC-sponsored Prison Rape Elimination Act (PREA) training prior to providing patient care under the Contract, and to fully abide by PREA policies which mandate reporting and treatment for abuse or neglect of all inmates in the secure institutions.
- g) The Director or designee may prohibit entry to the facility, or remove them from, a contract employee who does not perform his/her duties in a professional manner. Shift Commander (Captain or higher authority) reserves the right to search any person, property or article entering or leaving its facilities.

10. Please provide your Professional Development and/or Continuing Education and Training program.
11. Please provide your Quality Assurance and Compliance Plan, which should include but is not limited to regularly scheduled audits of detainee health care services with documentation of deficiencies and corrective action planning, in addition to an annual quality assurance audit by an outside, independent, qualified entity.
12. Please describe your process for handling health services grievances. At minimum the Offeror's Grievance Coordinator must meet with detainees requesting to file a grievance report within five (5) days of initial request. The Health Services Grievance Coordinator will attempt to resolve the issue(s) presented and will document what steps to resolution were completed. If the issue(s) cannot be resolved in this manner and the detainee files a health services grievance, the LCDC Administration shall have ten (10) calendar days to respond. Copies of all grievance requests, reports and resolutions shall be provided to the facility-designated officer.
13. Please describe your plan to utilize Telemedicine/Telehealth.
14. Please describe how you will operationalize effective discharge planning to ensure continuity of care. Please include your knowledge of the current system of care in Lea County and/or how you will develop or enhance relationships with community based Providers to strengthen the safety net for high needs residents of Lea County exiting from the LCDC.
15. Data Reporting: The successful Offeror(s) will be required to submit data reports as determined by The Director on a regular basis.

## **B. TECHNICAL SPECIFICATIONS**

### **1. Organizational Experience**

Offerors must provide a description of all relevant experience as required in the scope of work and according to the New Mexico Association of Counties Adult Detentions Professional Standards. The narrative **MUST** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of health services to high risk populations.

## 2. Organizational References

Offerors must provide a list of at least three (3) references where Offeror is providing health care services and length of time that each contract has been in effect. Include the name of the firm, address, telephone number and name of representative. The business reference may be contacted for validation of prior experience.

**Offerors shall submit the following Business Reference information as part of Offer:**

- Client name;
- Project description;
- Project dates (starting and ending);
- Staff assigned to referenced engagement;
- Client project manager name, telephone number, fax number and e-mail address.

## 3. Mandatory Specifications

- a) Please provide a detailed description specifying how your proposed services will meet the Medical/Medical Health Standards contained within the New Mexico Association of Counties Adult Detentions Professional Standards (MM-01 through MM-47 and contained here in Appendix F) as **these serve as the minimum mandatory requirements** that shall be used as guidelines and will be made a part of the contract between Lea County and the successful Offeror(s). Successful Offerors shall produce all required Policies, Procedures, and Treatment Protocols prior to Contract Commencement.
- b) If and where applicable, please describe how you will *exceed* the minimum standards and please ensure to clearly distinguish areas of where you exceed vs meet the minimum mandatory requirement standards.

## 4. Business Specifications

- a) Financial Stability: Offerors must submit copies of the most recent years independently audited financial statements and the most current 10k, as well as financial statements for the proceeding three years, if they exist. The submission must include the audit opinion, the balance sheet, statements of income, retained earnings, cash flows and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason, and instead, submit sufficient information (e.g. D & B report)



to enable the Evaluation Committee to assess the financial stability of the Offeror.

- b) Insurance: ALL RESPONDENTS MUST submit, with their proposal, proof of insurance for Professional Liability in an amount not less than \$1,000,000. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Lea County requires the following provisions of the awarded vendor:

- Lea County to be named as additional insured or an insured on all required policies.
- Lea County shall be provided with an unconditional thirty (30) days advance written notice of cancellation or material change (i.e. no limit on the notice of cancellation) on all policies.
- Prior to the execution of the resulting contract, the Lea County Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

## V. COST PROPOSAL

Please provide a list of all your fees that you plan on forwarding to the County as part of this Proposal. Offeror must include clearly outlined costs for salaries, benefits, and itemized operational costs. **Please submit into a separate sealed envelope.**

## VI. ADDITIONAL SUBMISSION REQUIREMENTS

The below required additional submissions are found in the Appendix Section.

### 1. Appendix A: Acknowledge of Receipt Form

Potential offerors **should** hand deliver or return by facsimile, registered or certified mail or email the "Acknowledgement of Receipt Form" (see APPENDIX A) that accompanies this document to have their organization placed on the procurement distribution list. The form **should** be signed by an authorized representative of the organization and delivered to the Procurement Manager no later than the date specified in the Sequence of Events. The procurement distribution list will be used for the distribution of important information regarding this procurement.

### 2. Appendix B: Campaign Contribution Disclosure Form

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be

accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

### **3. Appendix C: Letter of Transmittal Form**

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form must be completed and must be signed by the person authorized to obligate the company.

### **4. Appendix D: Residential Business or Resident Veterans Preference**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference, the attached certification Form (APPENDIX D) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

### **5. Appendix E: Conflict of Interest Affidavit**

Offerors must include signed and completed Conflict of Interest Form (APPENDIX E) with RFP documents. The Offeror warrants that it presently has not interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Code Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

## **VII. EVALUATION CRITERIA**

### **A. EVALUATION POINT SUMMARY**

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response. The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.



<b>Factors</b>	<b>Points Available</b>
General Specifications	25 points
Technical Specifications:	
• Organizational Experience	20 points
• Organizational References	10 points
• Mandatory Specifications	30 points
Cost	15 points
Resident Business or Resident veteran's Preference	5 or up to 10 additional points
<b>TOTAL POINTS</b>	<b>*100 POINTS</b>
*Up to 110 points possible including Resident or Veteran's Preference	
Insurance Liability	Pass/Fail
Financial Stability	Pass/Fail
Letter of Transmittal	Pass/Fail
Signed Campaign Contribution Disclosure Form	Pass/Fail
Conflict of Interest Affidavit	Pass/Fail

## **B. EVALUATION PROCESS**

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response.
3. Responsive proposals will be evaluated on the factors set forth in the RFP, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the County taking into consideration the evaluation factors will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
4. If an interview is held, the Purchasing Office will distribute questions and instructions to the finalists prior to the scheduled interview. A maximum of 100 points are possible in scoring each interview for this RFP. The Evaluation Committee may, at their discretion, request additional clarification as to the contents of the RFP submittal from any of the Offeror's.
5. Percentages for New Mexico Preferences will be determined based upon the point based system outlined in NMSA 1978, § 13-1-21 (as amended).

# **APPENDIX A**

## **ACKNOWLEDGEMENT OF RECEIPT FORM**

**APPENDIX A**  
**REQUEST FOR PROPOSAL**

**JAIL HEALTH SERVICES**  
**RFP# 05 – (21-22)**  
**ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that she/he has received a complete copy, beginning with the title page and ending with APPENDIX H.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later March 14, 2022 by 5:00 pm (local time).

Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM:

\_\_\_\_\_

REPRESENTED BY:

\_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Kelli Ferguson, Buyer  
Lea County  
100 N. Main, Ste. 11  
Lovington, NM 88260  
Fax: 575-396-1127  
E-mail: [kferguson@leacounty.net](mailto:kferguson@leacounty.net)

## **APPENDIX B**

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**



## **Campaign Contribution Disclosure Form**

Pursuant to the Procurement Code, NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s):

Board of County Commissioners: Rebecca Long, Dean Jackson, Jonathan Sena, Pat Sims, Gary Eidson; Assessor Sharla Kennedy; Clerk Keith Manes; Probate Judge Sandra Goad; Treasurer Susan Marinovich; Sheriff Corey Helton

#### DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:

---

Relation to Prospective Contractor:

---

Date Contribution(s) Made:

---

---

Amount(s) of Contribution(s)

---

---

Nature of Contribution(s)

---

---

Purpose of Contribution(s)

---



(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

# **APPENDIX C**

## **LETTER OF TRANSMITTAL FORM**

**APPENDIX C**  
**Letter of Transmittal Form**

RFP#: \_\_\_\_\_

Offeror Name: \_\_\_\_\_ FED ID# \_\_\_\_\_

Items #1 to #7 EACH MUST BE COMPLETED IN FULL

1. **Identity (Name) and Mailing Address** of the submitting organization:

\_\_\_\_\_  
\_\_\_\_\_

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name

\_\_\_\_\_

Title

E-Mail Address

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name

\_\_\_\_\_

Title

E-Mail Address

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name

\_\_\_\_\_

Title

E-Mail Address

\_\_\_\_\_  
Telephone Number \_\_\_\_\_

5. Use of Sub-Contractors (Select one)

\_\_\_\_\_ No sub-contractors will be used in the performance of any resultant contract OR

\_\_\_\_\_ The following sub-contractors will be used in the performance of any resultant contract:

\_\_\_\_\_

(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

\_\_\_\_\_  
(Attach extra sheets, as needed)

7. ☐ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement
- ☐ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.
- ☐ I acknowledge receipt of any and all amendments to this RFP.

\_\_\_\_\_, 2022  
Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

# **APPENDIX D**

## **RESIDENT VETERANS CERTIFICATION**

## New Mexico Preference Resident Veterans Certification

**Reminder, a copy of Resident Veterans Preference Certificate MUST be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).**

\_\_\_\_\_(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

- ☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- ☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- ☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\* (Date)

\*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.



**APPENDIX E**  
**CONFLICT OF INTEREST AFFIDAVIT**

# APPENDIX E

## CONFLICT OF INTEREST AFFIDAVIT

STATE OF NEW MEXICO )

)ss.

COUNTY OF LEA )

I, \_\_\_\_\_ (name), being first duly sworn upon my oath, depose and state the following:

☐ I am a former employee of \_\_\_\_\_ (name of Department/Agency), having separated/retired from state employment as of \_\_\_\_\_ (date).

☐ I am a current employee of \_\_\_\_\_ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$ \_\_\_\_\_.

Section 10-16—8.A (1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

\_\_\_\_\_  
NAME

Subscribed and sworn to before me by \_\_\_\_\_ (name of former employee) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

☐ Terms of the Conflict of Interest Affidavit are inapplicable.

## **APPENDIX F**

### **New Mexico Association of Counties Adult Detention Professional Standards** *(attached as separate PDF)*

## **APPENDIX G**

### **Federal Performance Based Detention Standards**

*(attached as separate PDF)*

## **APPENDIX H**

### **LEA COUNTY CONTRACT FOR GOODS AND SERVICES**

CONTRACT # \_\_\_\_\_  
Effective Date: \_\_\_\_\_

### LEA COUNTY CONTRACT FOR GOODS AND SERVICES

This Contract is entered into between Lea County, hereinafter referred to as the "County," and "Contractor" described below, collectively the "Parties", to provide services on behalf of Lea County.

Contractor Legal Name: \_\_\_\_\_

Services Summary Description: \_\_\_\_\_

Initial Period of Performance shall be through: \_\_\_\_\_

Pre-GRT, Total Annual Charges to this contract may not exceed: \_\_\_\_\_

This Contract complies with New Mexico and County procurement requirements as follows:

- ☐ RFP # \_\_\_\_\_, ☐ BOCC approval date \_\_\_\_\_  
☐ Bid # \_\_\_\_\_, ☐ BOCC approval date \_\_\_\_\_  
☐ "Qualified" Professional Service, \$60,000 or less annually. Qualifications attached.  
☐ Three Written Quotes \$60,000 or less annually ☐ \$20,000 or less annually.  
☐ Sole – Source ☐ Emergency Procurement  
☐ Other: Revenue; non-financial MOA, or \_\_\_\_\_

**No services shall be rendered nor shall any goods be provided until this contract has been executed by all parties, regardless of the indicated effective date.**

**NOTICES:** All correspondence regarding this contract shall be sent to:

Lea County Government	Contractor:
Department:	ATTN:
ATTN:	Title:
Street: 100 N. Main, Ste 11	Street:
City, State, Zip: Lovington, NM 88260	City, State, Zip:
Phone:	Phone:
Fax:	Fax:
Cell:	Cell:
Email:	Email:

**ARTICLE 1 - SERVICES AND/OR GOODS TO BE PROVIDED:** For RFP or Professional Services contracts, the Contractor shall provide services to the County on matters relating to the contractor's specialized areas of expertise as defined in this Contract and its referenced or incorporated Attachments. Negotiated fees are fixed for the first year. Price adjustments thereafter are subject to review and written determination on an individual contract basis.

For Sealed Bid / Indefinite Quantity contracts, the Contractor shall have the item(s) or service(s) available, as defined in this contract, on an "as ordered" basis. No funds are obligated under



Sealed Bid / Indefinite Quantity contracts. Funds for Sealed Bid / Indefinite Quantity contracts are obligated by purchase orders on an "as needed" basis. Prices are fixed for the first year of a Sealed Bid / Indefinite Quantity contract. Thereafter, in the event of a product cost increase an escalation request will be reviewed by the County on an individual basis. Escalation requests are only to compensate for an actual cost increase and will not be considered for an increase in profit margin.

All Contractors shall secure and remain current on all insurances, licenses, permits, certificates, fees, etc., required for the performance of this contract.

**ARTICLE 2 - CONTRACT DOCUMENTS:** The Contract shall be comprised of this contract document, its Attachments and all documents referenced herein. As applicable, the Contract shall also include all Proposal or Bid documents, including the Contractor's responses, Reference Specifications, Special Conditions, Technical Specifications, Standard Details, any addenda thereto, and all negotiation records, all of which are incorporated herein and made a part of the Contract.

In instances where there exists a conflict between any of the Contract documents described above, this Contract plus attachments hereto, negotiation records, the County's solicitation documents, and the Contractor's response to the solicitation, in that order, shall control the interpretation of the parties' respective rights and obligations.

**ARTICLE 3 - PERIOD OF PERFORMANCE:** The period of performance of this Contract shall commence \_\_\_\_\_ or date of last signature, whichever is later, and continue through the Initial Period of Performance date detailed above. If stipulated in a formal Proposal or Bid solicitation by the County, this Contract may be renewed for up to \_\_\_\_\_ additional years, not to exceed a total of \_\_\_\_\_ years.

**ARTICLE 4 - PLACE OF PERFORMANCE:** The Contractor shall provide the required services or goods for Lea County when and where appropriate or as required by the County.

**ARTICLE 5 - COST AND PAYMENT:** The Contractor shall be paid for services rendered satisfactorily per the negotiated fee(s) and payment schedules incorporated hereto in applicable attachments, including Attachments A and B. All payments will be in arrears. Payment shall be made per request upon receipt of a detailed invoice that shall include description of work completed or goods delivered pursuant to the deliverable(s) agreements and measures of attainment of this contract for the period covered by the invoice. The invoice submitted shall note the purchase order number and this Contract number and may be delivered to the Department contact specified in "Notices" above. The County shall pay to the Contractor the New Mexico Gross Receipts Tax on labor and services only as levied on the amounts invoiced and payable under this contract. The Contractor will pay the New Mexico Gross Receipts Tax levied on the amounts payable under this contract and remitted to them by Lea County to the appropriate state agency.

**ARTICLE 6 - AMENDMENTS:** This Contract shall not be altered, changed, or amended except by written instrument signed by both parties.

**ARTICLE 7 - ASSIGNMENT:** The Contractor shall not assign nor delegate specific duties as part of this Contract nor transfer any interest nor assign any claims for money due or to become due under this Contract without the written consent of the County.

**ARTICLE 8 - BINDING EFFECT OF CONTRACT:** Both Parties agree that the terms of this Contract and any extension or renewal thereof shall extend to and be binding upon the



administrators, assigns, successors, and transferees of the contracting parties.

**ARTICLE 9 - COMPLIANCE WITH GOVERNING LAW:** This Contract shall be construed in agreement with New Mexico law. The Contractor shall keep fully informed of and shall also comply with all applicable federal, state, and local laws, ordinances, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed, or the work, or which in any way affect the conduct of the work. By way of illustration, but not of limitation, the Contractor shall comply with laws relating to employment eligibility including: the Immigration Reform and Control Act of 1986 (Public Law 99-603) and the Immigration Act of 1990 (Public Law 101-649) regarding employment verification and retention of verification forms for any individual(s) hired on or after November 6, 1986, that will perform any labor or services under this Contract. The Contractor shall comply with all federal statutes relating to non-discrimination including, but not limited to: Title VII of the Civil Rights Act of 1964 (Public Law 88-352), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C.A. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112)], which prohibits discrimination on the basis of handicap; the Age Discrimination in Employment Act of 1967 (Public Law 90-202), as amended; the Americans with Disabilities Act of 1990 (Public Law 101-336); and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts, especially 45 CFR Part 80 (relating to race, color, and national origin), 45 CFR Part 84 (relating to handicap), 45 CFR Part 86 (relating to sex), and 45 CFR Part 91 (relating to age).

**ARTICLE 10 - CONFIDENTIAL INFORMATION:** Any confidential information, not subject to disclosure under the Inspection of Public Records Act, given to or developed by the Contractor, its officers, directors, employees, agents, or sub-consultants in the performance of this Contract will be kept confidential and will not be made available to any individual, organization, or other entity by the Contractor without prior written approval of the County.

**ARTICLE 11 - CONFLICT OF INTEREST:** The Contractor warrants that it presently has no interest and shall not acquire any interest during the term of this Contract which would have the potential to conflict with the performance of the services required under this Contract. In the event such a conflict arises, it shall immediately be brought to the attention of the County and appropriate action acceptable to the County shall be taken. The Contractor's failure to inform the County of the existence of a potential conflict of interest constitutes default and shall be grounds for immediate termination of Contract by the County.

**ARTICLE 12 - CONFLICTS OF LAW:** If any provision of this contract conflicts with governing federal or state law or County ordinances, then that law or ordinance shall supersede the conflicting provision of this contract.

**ARTICLE 13 - HIPAA COMPLIANCE:** As applicable, the parties agree to comply with the provision of the Health Insurance Portability and Accountability Act of 1996, and related regulations, as amended ("HIPAA") in the event the Contractor receives patient records or information (Protected Health Information as defined by HIPAA).

**ARTICLE 14 - INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:**

**Non-Governmental Entity** The Contractor shall hold harmless, indemnify and defend the County and its "public employees" as defined in the New Mexico Tort Claims Act, Sections 41-4-1 to 41-4-29, NMSA 1978, as amended, against and from any and all claims, losses, demands, judgments, damages, liabilities, lawsuits, expenses, attorney's fees, costs or actions of any kind resulting from or related to the Contractor's intentional acts, errors or omissions in the

Contractor's performance under this contract. The Contractor's agreement to hold harmless,



indemnify and defend shall not be affected or terminated by the cancellation, expiration of the term or any renewal or any other modification of the Contract for any reason and shall survive the cancellation, expiration of the term or any renewal or any other modification of this contract, acts, errors or omissions to act occurring during the term of this contract.

**Governmental Entity:** Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Contract. Any liability incurred in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA, 1978 § 41-4-1 et. seq. and its amendments, where applicable.

**ARTICLE 15 - INDEPENDENT CONTRACTOR:** Nothing in this Contract is intended or should be construed in any way to create or establish a partnership relationship between the Parties or to establish the Contractor as an agent, representative, or employee of the County for any purpose or any manner whatsoever. Contractor and its employees shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of the County. Contractor is an independent contractor of the County. The Contractor, its officers, directors, employees, servants, agents, or representatives are not and shall not be deemed employees of the County and shall not bind the County in any respect.

**ARTICLE 16 - INSURANCE:** For the duration of the contract and until all work specified in the contract is completed, the Contractor shall maintain in effect current Certificates of all insurance as required below and comply with all limits, terms and conditions stipulated therein. The County shall be named as an additional insured as stipulated. Contractors who are required to provide Certificate(s) of Insurance, must provide a new current Certificate(s) no less than annually. As applicable, work under this contract shall not commence until evidence of all required insurance is provided to the respective County Department for inclusion with this Contract. All insurance shall be written to conform to the requirements stipulated. Evidence of such insurance shall consist of a completed certificate of insurance, signed by the insurance agent for the Contractor and returned to the County attesting that all required insurance is in effect. If for any reason any material change occurs in the coverage during the course of the contract such change will not become effective until 30 days after the County has received written notice of such change.

**Required Insurance:** As specified in the RFP, BID documents or Attachment A.

**ARTICLE 17 - JURISDICTION AND VENUE:** If any dispute arising under this contract cannot be resolved by negotiation or mediation, the proper jurisdiction and venue for any litigation, if permitted, is the Fifth Judicial District, Lea County Division, Lovington, New Mexico.

**ARTICLE 18 - KEY PERSONNEL:** The Contractor shall identify all key personnel assigned to the performance of this Contract in Section II, Attachment H of this Contract. Key personnel may not be changed without prior written approval of the County Manager and inclusion of that written approval in the official Contract File in the County Purchasing Department.

**ARTICLE 19 - MEDIATION:** In the event that a dispute arises with respect to any of the provisions contained in this Contract or any other matter affecting this contractual relationship between the County and the Contractor, the Parties agree that prior to filing any court action to enforce the Contract or rights under the Contract, they will use the services of a mediator. The mediator shall either be certified as a mediator or shall have experience as a mediator. The parties shall mutually agree upon the choice of mediator. In the event the Parties have not agreed to a mediator within three days of written notice to the other regarding the dispute, then a list of seven potential mediators will be obtained from the Court or other professional association, and the Parties shall use a striking process until a mediator is agreed upon.

Each party shall be responsible for their respective mediation costs.



**ARTICLE 20 - MERGER OF PRIOR CONTRACTS:** This Contract incorporates all the conditions, contracts, agreements, and understandings of the Parties concerning the subject matter of this Contract. All such conditions, understandings, and agreements have been merged otherwise, shall be valid or enforceable unless embodied in this Contract, either explicitly or by reference.

**ARTICLE 21 - NON-APPROPRIATION:** The County's obligation to make payment under the terms of this Contract is contingent upon its appropriation of sufficient funds to make those payments and the NM Department of Finance's (DFA) final approval of the County's budget. If the County does not appropriate sufficient funds or DFA does not approve the County's final budget, this Contract will terminate upon written notice of that effect to the Contractor. The County Board's determination that sufficient funds have not been appropriated, through Board of County Commissioners or DFA action, is firm, binding, and not subject to review.

**ARTICLE 22 - NOTICE TO PROCEED OR COMMENCEMENT OF WORK:** It is expressly understood that this Contract is not binding upon the County until approved and signed by the County and, further, that the Contractor shall not proceed with its obligations until the Contract has been signed by all Parties.

**ARTICLE 23 - PARAGRAPH HEADINGS:** Paragraph headings are for convenience and reference and are not intended to limit the scope of any provision of this Contract.

**ARTICLE 24 - PERSONAL LIABILITY:** No elected or appointed official, employee, servant, agent, or law enforcement officer of the County shall be held personally liable under this Contract or any extension or renewal thereof because of its enforcement or attempted enforcement, provided they are acting within the course and scope of their employment or governmental duty and responsibility.

**ARTICLE 25 - PROCUREMENT CODE:** The Procurement Code, § 13-1-25 through § 13-1-199, NMSA 1978 as amended, imposes civil and criminal penalties for its violation. In addition, New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks. Pursuant to the above, it is unlawful for any Contractor to engage in bribery, offering gratuities with the intent to solicit business, or offering or accepting kickbacks of any kind. All other similar act(s) of bribes, gratuities, and/or kickbacks are likewise prohibited.

**ARTICLE 26 - PROPRIETARY INFORMATION:** All documents, writings, electronic formats, drawings, designs, specifications, notes, project manuals, or related documents and other work developed in the performance of this Contract by the Contractor shall become the sole property of the County whether the activity for which they are developed is implemented or not. The Contractor shall provide the County with a complete set of all such proprietary information as requested by the County, but no later than the effective termination date of the contract. Contractor is strictly prohibited from reproducing, duplicating or printing any such proprietary information in any format for personal or monetary recognition, use or gain without the advance written permission of the County.

**ARTICLE 27 - RECORD KEEPING AND AUDITS:** The Contractor shall compile, maintain, and make available for inspection all records relating to the services to be provided under this Contract. These records shall be subject to inspection by the County or designated auditor. The County shall have the right to audit billings both before and after payment; payment under this Contract shall not foreclose the right of the County to be reimbursed any excessive or illegal payment amounts made to the Contractor during the term of this Contract. Pursuant to State of New Mexico General Records Retention requirements, Contractor will retain all original, source and supporting documents and records related to this contract for a minimum of six (6) years after the ending date of this contract.



**ARTICLE 28 - RELEASE:** The Contractor, upon final payment of amounts due under this Contract for work completed and accepted by the County, releases the County, its officers and employees from all liabilities, claims, and obligations whatsoever arising from or under this Contract. The Contractor agrees not to bind the County to any obligation not assumed in this Contract by the County, unless the Contractor has express written authority from the County Manager to do so, and then only within the limits of the expressed written authority.

**ARTICLE 29 - SEVERABILITY:** If any clause or provision of the Contract is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, then it is the intention of the parties hereto that the remainder of the Contract shall remain in full force and effect. However, in the event that either Party can no longer reasonably perform pursuant to the remaining Contract terms, or if the purpose of the Contract can no longer be carried out by either Party, the Contract may be voided and no damages shall accrue to either party.

**ARTICLE 30 - SOVEREIGN IMMUNITY:**

**Non-Governmental Entity:** By entering into this Contract, the County and its "public employees" as defined in the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1 through 41-4-29, as amended, do not waive sovereign immunity, do not waive any defense, and do not waive any limitations of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act, *supra*.

**Governmental Entity:** By entering into this Contract, the County and the Governmental Entity Contractor do not waive sovereign immunity, do not waive any defense and do not waive any limitations of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act, *supra*.

**ARTICLE 31 - SUBCONTRACTING:** This Contract is based on the personal skills and reliability of the Contractor as known by the County at the time of execution of this Contract. The Contractor shall not subcontract out any portion of the services to be performed under this Contract without the prior written approval of the County Manager and inclusion of that written approval in the official Contract File in the County Purchasing Department. The written approval shall minimally include disclosure of the name of the individual(s) to be contracted, a statement of the individual(s) qualifications and a justification of the request to subcontract.

**ARTICLE 32 - TERMINATION:** The County may terminate this contract for convenience, in whole or in part, by providing written notice to the Contractor thirty (30) days prior to termination. In the event of contract termination, the Contractor shall be paid for work completed to the date of termination. In no event shall the dollar amount to be paid upon termination exceed a total of the maximum contracted amount and any additional amount provided for by amendment(s).

- a. Where a Party to this Contract has committed a major breach that is capable of remedy, the Party who is not in breach may serve a written notice, with a fixed period in which to remedy the breach. The period given shall be determined at the sole discretion of the Party serving the notice but subject to a minimum period of two weeks.
- b. The County and Contractor shall have the right, such right being exercised at their absolute discretion, to terminate this Contract, in writing, if a major breach has been committed that cannot be remedied. Further, the Parties may terminate this contract, in writing, if a breach has not been remedied to the reasonable satisfaction of the Party serving the notice of breach within the period specified in any such notice.

**ARTICLE 33 - THIRD PARTY BENEFICIARY:** It is agreed between the Parties executing this Contract that it is not intended by any of the provisions of this Contract to create on behalf of the public or any member thereof the status of third party beneficiary nor to authorize anyone not a party to the agreement to maintain a suit based upon this Contract.



**ARTICLE 34 - WAIVER:** Any waiver by the County of any breach of any covenant, term, condition, or agreement in this Contract to be kept and performed by Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent County from declaring a default for any succeeding breach either of the same covenant, term, condition, or agreement or another. All remedies afforded in this Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.

**ARTICLE 35 - DUPLICATE ORIGINALS:** This document shall be executed in no less than two (2) counterparts, each of which shall be deemed an original.

**SIGNATURES:**

**IN WITNESS WHEREOF,** the parties have caused this instrument to be executed by their duly authorized representatives.

**LEA COUNTY:**

County Manager

Print Name and Title

Date:

Date:

Contractor's NM Taxation and Revenue Department ID Number:

The following Attachments and Addenda have been reviewed and approved by the County Contract Officer or approved designee:

Document Name	Approved	Comments	Notes
Attachment A - Scope of Work			Required all Contracts
Attachment B - Cost per Unit Service			Required all Contracts
Attachment C - Contribution Disclosure			Required all Contracts
Attachment D - Related Party Disclosure			Required all Contracts
Attachment E - Debarment Certification			Required all Contracts
Attachment F - Non Collusion Affidavit			Required all Contracts
Attachment G - Insurance Certificates			By Attachment A Specifications
Attachment H - 1. Business License(s) 2. Professional Licenses 3. Staff Resumes			1. Required All Contracts 2. Required Licensed Professionals 3. Required all contracts
Attachment I - Procurement Method			Purchasing Dept. Determines
Attachment J - Other			Purchasing Dept. Determines



**ATTACHMENT A**

LEA COUNTY CONTRACT FOR GOODS AND SERVICES

CONTRACTOR: \_\_\_\_\_

**SCOPE OF WORK:**

**ATTACHMENT B**

LEA COUNTY CONTRACT FOR GOODS AND SERVICES

CONTRACTOR: \_\_\_\_\_

**COMPENSATION:**



# **New Mexico Government Accreditation Program**

**Adult Detention  
Professional Standards  
3rd Edition  
Revised October 2018**

# **Adult Detention Professional Standards Council**

February 1, 2018

Clay Corn, Chaves County Detention Administrator – Chair  
Grace Philips, NMAC General Counsel  
Mark Gallegos, Curry County Detention Administrator – Vice Chair  
Art Murphy, NMAC – LP Specialist  
Joe Chavez, Valencia County Detention Administrator  
Amber Hamilton, Roosevelt County Manager  
Mike Carillo, Grant County Detention Administrator

## Ex-Officio Members

Steve Kopelman, NMAC Executive Director  
Bill Fulginiti, NMML Executive Director

Professional Standards Updated March 2017

## Accreditation Program Staff and Audit Team

Scott Chambers, Program Manager, NM Law Enforcement Accreditation  
Frank Maestas, Audit Team Leader, Capt. Bernalillo County MDC  
Justin Porter, Audit Team Member, Assessor, Dona Ana County (Current Warden-Roosevelt County)  
Lori Varnell, Audit Team Member, Clinical Op Specialist/HSA, Curry & Roosevelt  
County Detention Centers  
Jason Duran, Audit Team Member, HSA, Dona Ana County Detention Center  
Nicole Deaderide, Assistant Compliance Manager, Santa Fe County Detention Center

## NMAC Staff

Sal Baragiola, NMAC Loss Prevention Specialist  
Caryl Rodriguez, NMAC Loss Prevention Coordinator  
Roberta Lujan, NMAC

# Introduction

When the New Mexico Adult Detention Professional Standards Council finalized then approved these standards on April 7, 2010 it marked a significant accomplishment on the path to professionalizing adult detention operations in New Mexico.

The New Mexico Association of Counties Detention Affiliate has long recognized the importance of professional standards. While New Mexico juvenile detention facilities are required to operate pursuant to mandatory standards, attempts to legislate mandatory adult detention standards had repeatedly failed in the New Mexico state legislature. In 2009 the affiliate decided to develop New Mexico standards for use in a voluntary accreditation program supported by the New Mexico Association of Counties and New Mexico Municipal League.

These New Mexico Adult Detention Professional Standards are the product of many hours of work by the following county detention professionals:

Carolyn Barela, Otero County  
Virginia Blansett, Otero County  
David Casanova, Roosevelt County  
Curtis Cherry, Sierra County  
Jann Gartman, Lea County  
Frank Maestas, Bernalillo County  
Jim Moffett, Grant County  
Mary Najar, Los Alamos County  
Mike Sisneros, Bernalillo County  
David Stark, San Juan County  
Sandra Stewart, Chaves County  
Jonathan Thomas, Bernalillo County  
Ron Torres, Bernalillo County

This standards drafting committee represented small medium and large New Mexico detention facilities. The committee reviewed ACA standards, NCCHC standards, and draft PREA standards as well as state standards from around the country. The purpose of this review was to incorporate the best language and principles that had already been developed. The committee also drafted special standards required by state law and amended language from other standards to make it state specific. The resulting standards are ambitious, attainable, and necessary.

All county detention facilities are encouraged to comply with these standards and seek accreditation. The New Mexico Association of Counties staff is available to assist counties in this endeavor.

This Second Edition of the New Mexico Association of Counties' Adult Detention Professional Standards is dedicated in memory of our friend and colleague Manuel "Manny" D. Romero, who passed away November 3, 2017. For ten years, Manny served the Association of Counties as an auditor and consultant for detention services throughout New Mexico. His expertise and professional advice was sought by county commissioners, managers, and administrators. He was recognized as a national authority on corrections and detention operations. Manny was the lead facilitator in the development of both the initial and this 2nd Edition of the Adult Detention Professional Standards. He also served as Chair for the Accreditation Council from its inception in 2010 until his passing. Manny was respected and liked by all who worked with him. He will be greatly missed.

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# ADMINISTRATION

## ADM-01 Mission

A written statement describes the mission, philosophy, and goals of the facility.

*Process Indicators:* Written statement.

## ADM-02 Legal Issues

Legal assistance is available to the administrator and other staff as needed in the performance of their duties.

*Process Indicators:* Staff interviews; Verification of service.

## ADM-03 Code of Ethics

The facility has a written code of ethics that it provides to all employees. At a minimum, the code:

- prohibits staff, contractors, and volunteers from using their official positions to secure privileges for themselves or others
- prohibits staff, contractors, and volunteers from engaging in activities that constitute a conflict of interest
- prohibits staff, contractors, and volunteers from accepting any gift or gratuity from, or engaging in personal business transactions with a detainee or a detainee's immediate family
- defines acceptable behavior in the areas of campaigning, lobbying or political activities.
- prohibits staff sexual misconduct

COMMENTARY: All staff, contractors, and volunteers are held accountable for compliance with the Code of Ethics.

*Process Indicators:* Code of Ethics. Staff records. Staff interviews.

## ADM-04 Policies and Procedures

Written policies and procedures describe all facets of facility operation, disciplinary rules, maintenance and administration and are reviewed annually. These are available to all employees unless security concerns justify limited access. Employees participate in the formulation of policies, procedures and programs.

New or revised policies and procedures are disseminated to staff prior to implementation and, where appropriate, to contractors, volunteers, and detainees, after implementation.

*Process Indicators:* Written policy & procedure manual. Documentation of annual review. Interviews. Documentation of timely distribution. Training records.

## ADM-05 Administrators Inspection and Review

The facility administrator inspects and reviews annual facility operations to evaluate compliance with policies and procedures. A report describing findings and corrective plans is developed. The report must include at a minimum:

- physical structure (construction, condition and maintenance)
- security operations (practice match policy, staffing analysis)
- training (new employee and annual requirements)
- emergency equipment and operations (lethal, less lethal inspections and inventories, safety equipment, fire inspections)
- medical process reviews (med pass, sick call, intake)
- food service (meal preparation and service, commissary, indigent, sanitation)

*Process Indicators:* Evaluation and inspection report(s). Documentation of annual review, corrective plans, and subsequent actions.

## ADM-06 Personnel Policies

There is a personnel policy manual that is available to each employee and is explained at employee orientation. This manual includes, at a minimum:

- an equal employment opportunity program
- a policy for selection, retention, and promotion of all personnel on the basis of merit and specified qualifications
- rules for probationary employment
- a compensation and benefit plan
- provisions for compliance with the Americans With Disabilities Act (ADA)
- prohibition on unlawful workplace harassment and sexual misconduct
- infection control plan
- employee disciplinary procedures
- grievance and appeal procedures.

*Process Indicators:* County personnel ordinance or policies.

## ADM-07 Compensation

Compensation and benefit levels for all facility personnel are comparable to those for similar occupational groups in the state or region.

COMMENTARY: The purpose of this standard is to achieve equal compensation and benefits for detention officers and other law enforcement personnel. Compliance may be obtained by performing a wage survey for the region and providing documentation of discussions with the County Commission regarding compensation

*Process Indicators:* Payroll records. Wage survey. Collective Bargaining Agreements (where applicable).

## ADM-08 Control

The facility administrator, assistant facility administrator or designated department heads visit the facility's living and activity areas at least weekly to observe living and working conditions.

*Process Indicators:* Facility logs. Detainee interviews.

## ADM-09 Staffing/Security

A comprehensive staffing analysis is conducted annually. The staffing analysis is used to determine staffing needs and plans. Relief factors are calculated for each classification of staff that is assigned to relieved posts or positions. Essential posts and positions, as determined in the staffing plan, are consistently filled with qualified personnel.

COMMENTARY: When developing a shift relief factor, the following factors must be considered and factored into the formula: number of worked days per year; number of regular days off per employee per year; number of vacation days off; number of county holidays; number of sick days off; maternity leave; unexcused absences; military leave days off; funeral leave; and training days off per employee.

*Process Indicators:* Documentation of annual review of staffing analysis and plan. Records of actual staff deployment. Facility logs.

## ADM-10 Open – (moved to MM-05, Health Services Staffing)

## ADM-11 Background Checks

Written policies and procedures describing a criminal record check (NCIC) is conducted on all new employees, contractors, and volunteers prior to their assuming duties in order to identify who is eligible for employment. (PREA Standard 115.17)

- the facility shall conduct criminal background records checks annually of current employees, contractors, and volunteers who may have contact with detainees
- the facility shall also impose upon employees a continuing affirmative duty to disclose any violations of the counties' code of conduct and/or personnel policies

COMMENTARY: "Contractor" for purposes of this section means an individual who will provide sustained services in the facility such as food service, medical/mental health care, and maintenance.

*Process Indicators:* Criminal record check policies. Interviews with persons responsible for conducting background checks. NCIC background check log.

## ADM-12 Pre-employment Physical Examinations (added from MM-23)

A pre-employment physical examination is conducted for all employees to determine whether they are able to perform the essential functions of the job with or without reasonable accommodation. Such medical information is collected and maintained in separate medical files and treated as a

confidential medical record. Provisions exist for reexamination when indicated.

- test for tuberculosis are conducted prior to receiving access to facility
- hepatitis B vaccines are offered during the pre-employment exam
- tuberculosis testing is conducted annually for all staff and contractors with direct detainee contact

*Process Indicators:* Personnel policies. Interviews. Inspections of separate medical files.

### ADM-13 Training and Staff Development

Each new employee is provided with an orientation prior to assuming duties. At a minimum, the orientation includes:

- working conditions
- employee code of ethics
- county personnel policy manual
- facility policy and procedures
- employee rights and responsibilities
- overview of the criminal justice system
- tour of the facility
- facility goals and objectives
- facility organization
- staff rules and regulations
- program overview
- sexual misconduct prevention

Part time staff and contract personnel receive formal orientation appropriate to their assignments and additional training as needed.

COMMENTARY: Orientation is distinct from training because it acquaints personnel with the setting in which they will be working but does not necessarily address the knowledge, skills, and abilities needed to implement assigned duties.

*Process Indicators:* Personnel records. Orientation materials. Staff interviews.

### ADM-14 Training Coordinator

A qualified individual coordinates the staff development and training program. The training program is reviewed annually.

COMMENTARY: The staff development and training coordinator has specialized training for that position. Full-time training personnel should complete at least a 40-hour training-for-trainers course.

*Process Indicators:* Staff interviews. Personnel records. Training records.

## ADM-15 Clerical Staff Training

New clerical employees who have minimal detainee contact receive at least 16 hours of training during their first year of employment. All persons in this category are given an additional 16 hours of training each subsequent year of employment that includes training on the facility sexual misconduct policy.

*Process Indicators:* Personnel records and/or training records.

## ADM-16 Professional/Support Employee Training

All new professional and support employees, including contractors, who have regular or daily detainee contact receive 40 hours of training prior to being independently assigned to a particular job. An additional 24 hours of training is provided each subsequent year of employment. At a minimum, the initial training covers the following areas:

- security procedures and regulations
- supervision of detainees
- signs of suicide risk
- suicide precautions
- report writing
- detainee rules and regulations
- key control
- rights and responsibilities of detainees
- safety procedures
- all emergency plan and procedures
- communication skills
- CPR/First aid
- sexual harassment/sexual misconduct awareness, including policy regarding prevention, detection, and response to sexual misconduct.

In addition, full-time health care staff will receive the following training:

- the purpose, goals, policies and procedures for the facility; security and contraband policies
- appropriate conduct with detainees
- responsibilities and rights of employees
- universal precautions
- occupational exposure
- personal ADM equipment
- bio-hazardous waste disposal
- an overview of the detention field

COMMENTARY: Professional and support employees/contractors that fall under the training requirements in this section are those who provide maintenance, food service, laundry, commissary, law library and medical services.

*Process Indicators:* Documentation of staff training. Training curriculum records. Personnel

records.

### ADM-17 Detention Officer Training (Rev. 10.11.18)

All new detention officers receive 160 hours of training during their first year of employment. At least 40 of these hours are completed prior to being independently assigned to any post. At a minimum, the initial training covers the following areas:

- security procedures and regulations
- supervision of detainees
- signs of suicide risk
- suicide precautions
- how to identify detainees with possible mental health conditions
- use-of-force regulations and tactics
- report writing
- detainee rules and regulations
- key control
- rights and responsibilities of detainees
- safety procedures
- all emergency plans and procedures
- interpersonal relations
- social/cultural lifestyles of the detainee population
- cultural diversity for detainees and staff
- communication skills
- cardiopulmonary resuscitation (CPR)/first aid
- universal precautions and biohazard waste disposal
- counseling techniques
- sexual abuse/assault awareness
- sexual harassment and misconduct

Detention officers receive at least 40 hours of training each subsequent year of employment. Detention officers must be trained in the following subjects at least every two years:

- security procedures and regulations
- supervision of detainees
- signs of suicide risk
- suicide precautions
- how to identify detainees with possible mental health conditions
- use-of-force regulations and tactics
- key control
- safety procedures
- all emergency plans and procedures
- sexual abuse/assault awareness

*Process Indicators:* Training curriculum. Personnel records. Training records.



## ADM-18 Supervisor Training

Facility management and supervisory staff receive at least 40 hours of management and supervision training during their first year and at least 16 hours of management training each year thereafter that includes review of the facility's sexual misconduct policy.

COMMENTARY: OJT can count as part of the initial 40 hour training.

*Process Indicators:* Personnel records. Training records.

## ADM-19 Specialized Emergency Unit Training

Detention officers assigned to a specialized emergency team have at least one year of experience as a detention officer and 40 hours of specialized training before undertaking their assignments. Officers on emergency teams receive 40 hours of training annually, at least 16 of which are specifically related to emergency unit assignment.

*Process Indicators:* Personnel records. Training records

## ADM-20 Firearms Training

All personnel authorized to use firearms receive appropriate training before being assigned to a post involving the possible use of such weapons. Firearms training cover the use, safety, and care of firearms and constraints on their use in accordance with section 10.29.9.14 of the New Mexico Administrative Code. All personnel authorized to use firearms must demonstrate competency in their use at least twice annually.

*Process Indicators:* Personnel records. Training records.

## ADM-21 Chemical Agents Training

All personnel authorized to use chemical agents receive annual training in their use and in the treatment of individuals exposed to a chemical agent.

*Process Indicators:* Personnel records. Training records.

## ADM-22 Detainee Funds

Procedures govern the operation of any fund established for detainees.

*Process Indicators:* Detainee records. Financial records. Budgets.

## ADM-23 Health-related Emergency Response

Detention and health care personnel are trained to respond to health-related emergencies within four-minutes. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the detention administrator and includes

instruction on the following:

- recognition of signs and symptoms of an emergency
- knowledge of action that is required in potential emergency situations
- administration and certification in basic first aid and cardiopulmonary resuscitation (CPR)
- methods of obtaining assistance
- signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
- procedures for patient transfers to appropriate facilities or health care providers
- suicide intervention

*Process Indicators:* Verification of training, records and certificates. Interviews.

#### ADM-24 Detainee Death

The facility has a written policy and procedure that describes actions to be taken in the event of a detainee death. Under the procedure, law enforcement authorities having jurisdiction are immediately notified of a detainee's death and a mortality review is conducted. The Administrator or designee shall notify family of death or major illness.

COMMENTARY: The purposes of a mortality review are to determine the appropriateness of clinical care; to ascertain whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study. The mortality team should include at a minimum medical, mental health and security staff. The medical examiner should be notified of the detainee's death immediately, (generally accomplished by law enforcement), so that a postmortem examination can be performed, according to the laws of the jurisdiction, if the cause of death is unknown, the death occurred under suspicious circumstances, or the detainee was not under current medical care.

*Process Indicators:* Written policy and procedures. Minutes and report of final mortality review. Documentation of any action taken.

#### ADM-25 Detainee Population Records

There is a detainee population management system that includes records on the admission, processing, and release of detainees.

*Process Indicators:* Completed forms. Reports. Staff interviews.

#### ADM-26 Open (Moved to SC-86 Special Management Detainees)

#### ADM-27 Food Service Management

The facility has a written policy & procedure requiring meals to be prepared, delivered and served under staff supervision and in accordance with New Mexico Environmental Improvement Board regulations [7.6.2.9 NMAC].

*Process Indicators:* Observation. Detainee interviews.

## ADM-28 Meal Schedules

Three meals, including at least two hot meals, are provided at regular times during each 24 hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met.

*Process Indicators:* Records of meals served and times served. Facility records and logs. Detainee interviews.

## ADM-29 Food Service Facilities

There is documentation by an independent, outside source that food service facilities and equipment meet established governmental health and safety codes. Corrective action is taken on deficiencies, if any.

*Process Indicators:* Documentation of compliance with codes. Inspection reports, completed forms, including documentation that identified deficiencies were corrected.

## ADM-30 Health Protection

Written policy & procedure provides that:

- all persons involved in the preparation of the food receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils
- when an outside agency or individual provides the facility's food services, the facility has written verification that the outside provider complies with the state and local regulations regarding food service
- all food handlers are instructed to wash their hands on reporting to duty and after using toilet facilities
- detainees and other persons working in food service are monitored each day for health and cleanliness by the food service supervisor or designee.

*Process Indicators:* Inspection reports, completed forms, including documentation that identified deficiencies were corrected. Documentation of medical examinations and reexaminations. Detainee and staff interviews. Observation. Documentation of daily monitoring for health and cleanliness

## ADM-31 Inspection of Food Service Areas

There are monthly inspections of all food service areas, including dining and food preparation areas and equipment, by designated personnel and daily inspections by the person supervising food service operations or his/her designee. Water temperature is checked and recorded daily by designated personnel.

*Process Indicators:* Observation. Measurement. Inspection reports, completed forms, including documentation that identified deficiencies were corrected

## ADM-32 Food Storage

Written policy & procedure requires stored shelf goods, refrigerated foods, and frozen foods be maintained in accordance with New Mexico Environmental Improvement Board regulations [7.6.2.9 NMAC]. Temperatures are checked and recorded daily.

*Process Indicators:* Observation. Measurement. Documentation of daily temperature checks.

## ADM-33 Dietary Allowances

The facility's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings.

- accurate records are maintained of all meals served
- menu substitutions are recorded.

*Process Indicators:* Annual reviews. Nutritionist or dietician qualifications. Documentation of at least annual review and quarterly menu evaluations. Interviews with staff.

## ADM-34 Therapeutic Diets

Therapeutic diets are provided as prescribed in writing by appropriate clinicians. A therapeutic diet manual is available in the health services and food services areas for reference and information.

*Process Indicators:* Health records. Diet records or forms. Observation. Interviews.

## ADM-35 Religious Diets

Special diets are provided for detainees whose religious beliefs require the adherence to religious dietary laws.

*Process Indicators:* Documentation of religious diet approval by chaplain or Administrator. Diet manual.

## ADM-36 Food Service Training

All staff, contractors, and detainee workers are trained in the use of equipment safety procedures to be followed in the food service department. Documentation of training is maintained.

*Process Indicators:* Training records. Detainee records. Observation. Staff and detainee interviews.

## ADM-37 Community Relations

The public and the media are informed of events within the facility's areas of responsibility. Procedures address emergency and non-emergency responses to the media and, at a minimum, include the following:

- the identification of areas in the facility that are accessible to media representatives
- the contact person for routine requests for information
- identification of data and information protected by federal or state privacy laws, or federal and state freedom of information laws
- special events coverage
- news release policy
- the designation of individuals or positions within the facility authorized to speak with the media on behalf of the facility.

*Process Indicators:* Review policies.

## PHYSICAL PLANT

### PP-01 Facility New Construction (combined with PP-01, 02 and 05)

For new construction or substantial remodel, adequate space is provided for administrative, security, professional, and clerical staff. This space includes:

- conference rooms,
- storage room for records,
- public lobby,
- toilet facilities.
- an area, room, and/or employee lounge that offers privacy from detainees and provides space for meals
- space for training
- space for shift change briefings
- toilets and washbasins that are not used by detainees.

*Process Indicators:* Observation.

### PP-02 Existing Facility

- all surveillance cameras will be operable
- all security doors shall function properly

*Process Indicators:* Observation. Maintenance logs. Proof of work order/repair.

### PP-03 Facility Design

For new construction, addition or substantial remodel, physical plant designs facilitate continuous direct supervision of detainees in housing units. All living areas are constructed to facilitate continuous staff observation, excluding electronic surveillance, of cell or detention room fronts

and areas such as dayrooms and recreation spaces.

*Process Indicators:* Observation. Staff and detainee interviews.

#### PP-04 Cell/Room Furnishings

Each detainee is provided with the following:

- a sleeping surface and mattress that allows the detainee to be off the floor
- a place to store clothes and personal belongings

*Process Indicators:* Observation. Interviews (staff, detainees).

#### PP-05 Open (combined with PP-01, 02 and 05)

#### PP-06 Environmental Conditions

Written policy & procedure addresses environmental conditions (lighting, noise levels, air volume and temperature, and ambient water temperature) required in the facility, specifically relating to:

- health
- safety
- security

COMMENTARY: Air and water temperatures are regularly checked and recorded.

*Process Indicators:* Written policy & procedure. Documentation from a qualified source. Temperature measurement. Observation. Maintenance and repair records. Detainee and staff interviews.

#### PP-07 Classification and Separation

Detainees not suitable for housing in multiple occupancy cells are housed in appropriate housing. No less than ten percent of the rated capacity of the facility is available for single occupancy. (New construction only)

*Process Indicators:* Observation. Interviews (staff, detainees). Housing and classification records/logs.

#### PP-08 Food Service Area

The food preparation area has adequate space and equipment for food preparation. There are sanitary, temperature-controlled areas for food storage. Toilet and washbasin facilities are available to food service personnel and detainees in the vicinity of the food preparation area.

*Process Indicators:* Observation. Measurement.



## PP-09 Detainee Showers

Detainees have access to operable showers with temperature-controlled hot and cold running water. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit to ensure the safety of detainees and to promote hygienic practices.

*Process Indicators:* Observation. Measurement. Inspection reports. Maintenance records. Documentation of periodic measurement of water temperature. Detainee grievances. Detainee interviews.

## SAFETY/SANITATION

### SS-01 Emergency Plan

Written emergency plan addresses the facility's response to emergencies. All facility personnel are trained at least annually in the implementation of the emergency plan. The plan addresses:

- communications
- unified command
- memorandums of understanding with other agencies
- media relations
- fire emergencies
- medical emergencies
- loss of utility(ies) emergencies
- natural disasters
- hostage situations
- escapes
- bomb threats
- disturbances
- facility lockdowns
- work stoppage
- mass arrests
- evacuations
- chemical leaks
- demonstrations
- hunger strikes

*Process Indicators:* Emergency Plan. Training records. Facility logs. Staff interviews.

### SS-02 Detainee Transport

Written policy & procedure governs the use and security of vehicles, and addresses transport of detainees outside the facility. The policy addresses:

- driver qualifications
- procedures for one and two officer transports
- search of detainees before and after transport

- search of transport vehicle before and after transports
- safety and security
- handcuffing/restraints
- seating arrangements
- sick, injured, handicapped, and mentally ill detainees
- restrictive housing detainees
- detainees with communicable diseases
- pregnant detainees
- juveniles
- cross-gender transport
- reporting escapes and other incidents on transport
- documentation requirements

*Process Indicators:* Policy & Procedure. Documentation of staff training and qualifications. Transport logs. Staff and detainee interviews.

### SS-03 Fire Safety

The facility conforms to applicable federal, state, and/or local fire safety codes. The facility obtains and retains documents from the outside agency having jurisdiction that document compliance.

*Process Indicators:* Inspection reports from external agencies. Internal inspection and reports. Documentation of fire alarm and detection system maintenance and testing. Documentation of compliance with external internal report recommendations. Observation.

### SS-04 Safety and Sanitation Inspections

Written policy & procedure describes how the facility complies with all applicable fire, safety and sanitation laws and regulations of the governing jurisdiction. The following inspections are implemented:

- weekly fire, safety and sanitation inspections of all facility areas by a qualified staff member
- testing of safety equipment at least quarterly
- comprehensive and thorough monthly inspections by a qualified staff member
- at least annual inspections by federal, state, and/or local officials or other qualified person(s)

There is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected.

COMMENTARY: In order to be considered qualified: the staff member should be trained by the fire department, fire marshal, OSHA, environmental health, safety professional, etc.

*Process Indicators:* Completed inspection checklists and reports. Documentation of corrective action.

## SS-05 Hazardous Materials

Written policy & procedure addresses control, use, and disposal of liquid, solid, hazardous, flammable, toxic and caustic material in accordance with applicable government regulations and manufacturer guidelines.

COMMENTARY: 29 CFR Part 1910.1200 requires a written Hazard Communication program.

*Process Indicators:* Written policy & procedure and Hazard Communication program. Staff training records. Detainee training records. Completed inspection reports/forms, including documentation that identified deficiencies were corrected. Documentation of incidents that involved hazardous materials.

## SS-06 Vermin and Pest Control

A written control plan addresses vermin and pest control. The control plan includes at a minimum:

- monthly inspection by a licensed exterminator
- an extermination schedule
- documentation of inspection reports and treatment

*Process Indicators:* Written control plan. Pest control contracts. Maintenance agreements. Inspection reports, including documentation that identified deficiencies were corrected.

## SS-07 Housekeeping

Written policy & procedure addresses housekeeping and maintenance for all facility areas and provides for daily housekeeping and regular maintenance by assigning duties and responsibilities to staff and detainees.

*Process Indicators:* Written policy & procedure. Housekeeping & maintenance logs. Inspection reports including documentation that identified deficiencies were corrected.

## SS-08 Injury Prevention

Written policy & procedure requires the facility to analyze injury experience for detainee, staff and visitor injuries at least annually. Problems are identified and corrective actions are developed and implemented.

*Process Indicators:* Written policy & procedure. Documentation of annual injury analysis. Completed injury or incident reports and investigations. Interviews.

## SS-09 Evacuation Plan

Written policy and procedure establishes an evacuation plan for use in the event of fire or major emergency. The plan is approved by an independent outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the fire jurisdiction. The plan includes the following:

- location of building/room floor plan
- use of exit signs and directional arrows for traffic flow
- exits are clear from obstruction
- exits are distinctly and permanently marked
- location of publicly posted plan
- at least quarterly drills in all facility locations, including administrative areas and on every shift
- drills that involve only staff in instances when evacuation of extremely dangerous detainees is not advisable

*Process Indicators:* Written evacuation plan. Documentation of approval of plan. Documentation of annual review. Observation. Documentation of drills. Staff and detainee interviews.

### SS-10 Detainee Evacuation

Written policy & procedure describes the means for the immediate release of detainees from locked areas in case of emergency and provides for a backup system for detention.

COMMENTARY: Backup system includes secondary keys or other release system in the event of power failure.

*Process Indicators:* Written policy & procedure. Observation. Staff interviews. Facility records/logs.

### SS-11 Fire Safety

Written policy & procedure describes the facility's fire prevention plan. The plan includes:

- adequate fire protection service
- availability of extinguishers or other fire suppression equipment at appropriate locations throughout the facility
- detainee furnishings that meet fire safety performance requirements.
- kitchen equipment that meets fire safety performance requirements.

*Process Indicators:* Written policy & procedure. Fire extinguisher maintenance and testing records. Observation. Facility logs. Staff training records. Reports describing fire events that occurred. Furniture and equipment specifications. Staff interviews.

### SS-12 Emergency Power and Communication

Written policy & procedure describes a preventive maintenance plan that provides for emergency repairs or replacement of emergency equipment and power generators in life-threatening situations.

- safety and security equipment is inspected at least monthly and repaired or replaced as soon as practical
- emergency equipment and systems are tested at least quarterly

- power generators are inspected weekly and load tested at least quarterly or in accordance with manufacturer's recommendations and instruction manual

The results of the inspection are reported in writing.

*Process Indicators:* Written policy & procedure and preventative maintenance plan. Facility inspection records/logs. Contract with company(s) to provide emergency equipment repairs.

### SS-13 Personal Hygiene

Policy and procedure provides that articles necessary for maintaining proper personal hygiene are available to all detainees.

*Process Indicators:* Policy and procedure. Documentation that items are provided. Observation. Detainee interviews.

### SS-14 Employee Health

Written policy & procedure requires all facility staff:

- receive a tuberculosis test prior to job assignment
- receive annual tuberculosis testing
- are offered the hepatitis B vaccine series within 10 days of assignment.

COMMENTARY: X-ray may be offered as an alternative to testing where appropriate.

*Process Indicators:* Written policy & procedure. Personnel records. Interviews.

### SS-15 First Aid

First aid kits are available in designated areas of the facility. Written policy & procedure describes the contents, number, location, and procedures for monthly inspection of the kit(s) and provides written protocols for use by non-medical staff.

*Process Indicators:* Written policy & procedure. Documentation of kit inspections. Observation

## SECURITY AND CONTROL

### SC-01 Control Center

Written policy and procedure provides for a 24-hour secure control center for monitoring and coordinating the facility's security, life safety, and communications systems. The secure control center is staffed continuously. There are multiple communication systems between the control center and detainee occupied areas. The adequacy of facility surveillance equipment is assessed annually.

*Process Indicators:* Facility records and logs. Observation. Maintenance records.

## SC-02 Officer Posts

Officer posts are located in or adjacent to detainee living areas to permit officers to see or hear and respond promptly to emergency situations.

*Process Indicators:* Observation. Staff and detainee interviews.

## SC-03 Post Orders

There are current written orders for every officer post. Officers assigned to those posts acknowledge in writing that they have read and understand the orders and record the date. The facility administrator or designee reviews post orders annually and updates as needed.

COMMENTARY: Post orders define the duties, responsibilities and expectations of the post.

*Process Indicators:* Observation. Staff interviews. Documentation of staff receipt & review of post orders. Documentation of annual review and updating.

## SC-04 Facility Perimeter

The facility perimeter ensures detainees remain within the perimeter and that access by the general public is denied without proper authorization. Pedestrians and vehicles enter and leave at designated points in the perimeter. Safety vestibules and sally ports constitute the only breaches in the perimeter.

*Process Indicators:* Observation. Facility records and logs.

## SC-05 Same Gender Supervision

When both males and females are housed in a facility, written policy & procedure requires at least one male staff member and one female staff member to be on duty at all times.

*Process Indicators:* Written policy & procedure. Records of staff deployment. Facility logs. Interviews

## SC-06 Detainee Authority

Written policy & procedure prohibits a detainee or group of detainees from being given control, or allowed to exert authority, over other detainees.

*Process Indicators:* Written policy & procedure. Observation. Staff and detainee interviews.



## SC-07 Facility Logs, Reports and Briefings

Written policy & procedure requires that security staff maintain a permanent log and prepare shift reports that record routine information, emergency situations, and unusual incidents and the information is shared with staff during the shift or at shift change.

COMMENTARY: Written policy & procedure. Reports and logs may be post specific.

*Process Indicators:* Completed logs and other records. Documentation of emergency situations unusual incidents, pass downs and shift briefings.

## SC-08 Supervisory Checks

Written policy & procedure requires that supervisory staff conduct a daily patrol, including holidays and weekends, of all areas occupied by detainees. Unoccupied areas are to be inspected at least weekly. Patrols and inspections are documented.

*Process Indicators:* Written policy & procedure. Inspection reports, completed forms, including documentation that identified deficiencies were corrected.

## SC-09 Detainee Movement

Written policy & procedure requires that all detainee movement from one area to another is controlled by staff.

*Process Indicators:* Written policy & procedure. Observation.

## SC-10 Detainee Counts

Written policy & procedure requires the facility to have a system for physically counting detainees. The system includes strict accountability for detainees assigned to work and educational release, furloughs, and other approved temporary absences. At least one formal count is conducted for each shift, with no less than three formal counts daily.

*Process Indicators:* Written policy & procedure. Completed forms. Facility records and logs. Documentation of detainee accounting activities. Staff interviews.

## SC-11 Use of Physical Force

Written policy & procedure provides that the use of physical force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. In no event is physical force used as punishment.

*Process Indicators:* Written policy & procedure. Facility records and logs. Incident reports. Training records.

## SC-12 Use of Restraints

Written policy & procedure provides that restraint devices are never applied as punishment. There are defined circumstances in which supervisor approval is needed prior to application.

*Process Indicators:* Written policy & procedure. Documentation of supervisory approval. Staff interviews.

## SC-13 Restraint of Pregnant Detainees

Written policy & procedure provides that the least restrictive restraints necessary shall be used on a detainee when the facility has actual or constructive knowledge that they are in their second or third trimester of pregnancy and no restraints of any kind shall be used on a detainee who is in labor, delivering their baby or recuperating from delivery unless there are compelling grounds to believe that the detainee presents: (1) an immediate and serious threat of harm to themselves, staff or others; or (2) a substantial flight risk and cannot be reasonably contained by other means. If a detainee who is in labor or who is delivering their baby is restrained, only the least restrictive restraints necessary to ensure safety and security shall be used. NMSA 1978 §33-1-4.2

*Process Indicators:* Written policy and procedures. Medical clearance form. Interviews.

## SC-14 Use of Four/Five Point Restraints

Written policy & procedure provides that four/five point restraints are used only in extreme instances and only when other types of restraints have proven ineffective. Advance approval is secured from the facility administrator/designee before a detainee is placed in a four/five point restraint. Subsequently, a medical professional must assess the detainee's medical and mental health condition. If the detainee is restrained in a four/five point position, the following minimum procedures are followed:

- direct visual observation by staff is continuous prior to obtaining approval from health authority or designee
- subsequent visual observation is made at least every 15 minutes
- restraint procedures are in accordance with guidelines approved by a medical professional.
- all decisions and actions are documented
- hogtying is strictly prohibited

*Process Indicators:* Written policy & procedure. Observation. Facility records and logs. Detainee and staff interviews. Documentation of approval(s) and observation.

## SC-15 Weapons

Written policy & procedure describes procedures governing the availability, control, and use of firearms, less lethal devices, and related security devices, and specify the level of authority required for their access and use. (Chemical agents and electrical disablers)

*Process Indicators:* Written policy & procedure. Facility logs. Completed authorization forms. Staff Interviews.

## SC-16 Storage of Lethal Devices

Written policy & procedure provides that space is provided for the secure storage of less lethal devices and related security equipment. Access is restricted to authorized persons only, and the storage space is located in an area separate and apart from detainee housing or activity areas.

*Process Indicators:* Written policy & procedure. Observation. Staff interviews. Facility logs and records.

## SC-17 Distribution of Security Equipment

The facility maintains a written record of routine and emergency distribution of security equipment. Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates.

If the facility utilizes body cameras:

- written policy and directives to include daily logs
- storage
- inventory
- training

*Process Indicators:* Completed forms. Facility records/logs. Written policy and procedure. Observation.

## SC-18 Use of Firearms

Written policy & procedure provides that the use of firearms complies with the following requirements:

- weapons meet safety regulations and inspections.
- a secure weapons locker is located outside the secure perimeter of the facility
- except in emergency situations, firearms and weapons such as nightsticks are permitted only in designated areas to which detainees have no access
- employees supervising detainees outside the facility perimeter follow procedures for the security of weapons
- employees are instructed in the use of deadly force
- employees use only firearms or other security equipment that they have qualified with and has been approved by the facility administrator
- appropriate equipment is provided to facilitate safe unloading and loading of firearms

*Process Indicators:* Written policy regarding use of firearms. Training records. Observation. Staff and Detainee Interviews.

## SC-19 Use of Force Reports

The facility has a written policy that states:

Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur:

- discharge of a firearm or other weapon
- use of less lethal devices to control detainees
- use of force to control detainees
- detainee(s) remaining in restraints at the end of the shift
- detainee assaults on staff

*Process Indicators:* Completed reports. Facility records and logs.

## SC-20 Key Control

Written policy & procedure describes the manner in which the use of keys are controlled.

*Process Indicators:* Written policy & procedure. Facility logs. Documentation of key control.

## SC-21 Control of Tools, Culinary, and Medical Equipment

Written policy & procedure describes inventory control and use of tools, culinary, medical/dental equipment, and supplies.

*Process Indicators:* Written policy & procedure. Facility logs. Documentation of control activities (records, logs, completed form) inventory of medical/dental (scissors/syringes needles and sharps).

## SC-22 Searches

Written policy & procedures guide searches of facilities and detainees to control contraband and provide for its disposition. When a canine unit is operated by the facility there is a written policy & procedure which addresses the following:

- the circumstances in which canine units may be used are clearly defined
- how the canine unit is integrated into the overall emergency procedures of the facility
- maintenance of current records on handler and dog training, care of dogs and incidents involving use of the dog.

*Process Indicators:* Written policy & procedure. Observation. Facility records and logs. Detainee and staff interviews.

## SC-23 Arrestee Strip Search

Written policy & procedure provides that a strip search of an arrestee at intake is only conducted when there is reasonable belief or suspicion that he/she may be in possession of an item of contraband. Reasonable suspicion may be based on:

- current charges or previous convictions for escape, possession of drugs or weapons, or crime of violence or
- current or historical institutional behaviors of contraband possession or refusals to be searched
- finding contraband during a pat or clothing search

Strip searches must be conducted with dignity and respect, in private and completed by an officer of the same gender absent exigent circumstances. All strip searches must be documented on a form that includes justification for the search.

*Process Indicators:* Written policy & procedure. Observation. Facility records and logs. Detainee and staff interviews.

### SC-23.1 Pat down Searches

**Written policy and procedure provides that** cross-gender pat-down searches of detainees is prohibited absent exigent circumstances.

*Process Indicators:* Written Policy & Procedures. Observation. Facility records and logs. Detainee and staff interview.

### SC-24 Detainee Strip Search

Written policy & procedure provides that a strip search of general population detainees is only conducted when there is reasonable suspicion that the detainee may be in possession of an item of contraband and/or following contact with the public or exposure to public areas. Strip searches must be conducted with dignity and respect, in private and by an officer of the same gender absent exigent circumstances.

*Process Indicators:* Written policy & procedure. Observation. Facility records and logs. Detainee and staff interviews.

### SC-25 Body Cavity Search

Written policy & procedure provides that manual or instrument inspection of body cavities is conducted only when authorized by court order. Health care personnel will conduct the inspection in private.

*Process Indicators:* Observation. Facility records and logs. Detainee and staff interviews. Credentials of personnel who conduct searches

### SC-26 Disposition of Evidence

Written policy & procedure govern the preservation, control, and disposition of all physical evidence obtained in connection with a violation of law and/or institutional regulation. At a minimum, the procedures address the following:

- chain of custody
- evidence handling
- location and storage requirements
- manner of disposition

*Process Indicators:* Written policy & procedure. Documentation of chain of custody. Facility records and logs.

## SC-27 Reception

Written policy & procedure requires that prior to accepting custody of a detainee, staff determines that the detainee is legally committed to the facility, and that the detainee is not in need of immediate medical attention.

*Process Indicators:* Written policy & procedure. Completed admissions forms. Facility logs. Observation. Interviews.

## SC-28 Admission Process

Written policy & procedure describes the admission processes for a newly-admitted detainee and includes:

- search of detainee and property immediately upon arrival
- inventory of personal property
- recording basic personal data and information to be used for mail and visiting list
- phone calls
- criminal history check
- photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics
- assignment of registered number to the detainee
- medical, dental, and mental health screening
- screening to detect signs of drug/alcohol abuse
- suicide screening
- a detainee orientation

*Process Indicators:* Written policy & procedure. Observations. Staff and detainee interview. Intake records.

## SC-29 Access to Telephones at Intake

Written policy & procedure requires that new detainees are given a reasonable opportunity to make three telephone calls during the Admission process beginning not later than twenty minutes after they arrive at the facility NMSA 1978 §31-1-5. Detainees are assisted, as needed, to notify persons of their admission to custody including individuals to make arrangement to care for dependents or minor children who may be placed at risk due to the detainee's incarceration.

*Process Indicators:* Written policy & procedure. Observation. Intake records. Detainee interviews.

## SC-30 Inventory of Detainees Property

There is an itemized inventory of all personal property of newly-admitted detainees and secure storage of detainee property, including money and other valuables. The detainee is given a receipt for all property held until release. Space is provided for storing the personal property of detainees safely and securely.



*Process Indicators:* Completed inventory forms. Intake records. Completed receipts.

### SC-31 Foreign Nationals

Written policy & procedure provides that foreign nationals have access to the diplomatic representative of their country of citizenship.

*Process Indicators:* Written policy & procedure. Detainee interviews. Staff interviews.

### SC-32 Detainee Records

Written policy & procedure requires that intake booking information is recorded for every person admitted to the facility and includes at least the following data, unless prohibited by law:

- photograph
- booking number
- name and aliases of individual
- current address (or last known address)
- date of arrest and admission, duration of confinement, and a copy of the court order or other legal basis for commitment
- name, title, agency, and signature of delivering officer
- specific charges
- sex
- age
- date of birth
- place of birth
- race
- present or last place of employment
- health status, including any current medical or mental health needs and suicidal ideations
- emergency contact (name, relation, address, and phone number)
- driver's license and social security numbers (where applicable)
- notation of cash and all property
- additional information concerning special custody requirements, service needs, or other identifying information such as birthmarks or tattoos.

*Process Indicators:* Written policy & procedure. Intake records. Detainee records. Completed forms.

### SC-33 Detainee Custody Records

The facility maintains custody records on all detainees committed or assigned to the facility, which includes but is not limited to the following:

- intake/booking information
- court-generated background information
- cash and property receipts
- reports of disciplinary actions, grievances, incidents, or crime(s) committed while in custody

- disposition
- records of program participation
- work assignments
- classification records

The contents of detainee records are identified and separated according to a format approved by the facility administrator.

*Process Indicators:* Detainee records and files.

### SC-34 Release of Detainee Information

Unless release of information is required by statute, detainees sign a release of information consent form that complies with applicable federal and state regulations prior to the release of non-public information. A copy of the form is maintained in the detainee's case record.

*Process Indicators:* Detainee files and records.

### SC-35 Detainee Release Procedures

Written procedures for releasing detainees from the facility at the end of their term includes the following:

- identification of outstanding warrants, wants, or detainers
- verification of identity
- verification of release papers
- completion of release arrangements, including notification of the parole authorities in the jurisdiction of release, if required
- return of personal property
- verification that no facility property leaves the facility
- arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions
- procedures for making reasonable attempt to notify the arresting law enforcement agency or officer when the detainee being released is accused of domestic violence as provided by NMSA 1978 § 40-13-7.

*Process Indicators:* Written policy & procedure. Completed release forms and documents. Facility records and logs. Detainee records. Observation.

### SC-36 Housing of New Intakes

Written policy & procedure requires newly-admitted detainees be separated from the general population during the admissions process. Detainees are assigned to initial holding settings according to their immediate security needs, physical and mental condition, and other considerations.

*Process Indicators:* Written policy & procedure. Observation. Admission and housing

records/logs. Detainee and staff interviews.

### SC-37 Intake Classification

Written policy & procedure provides that there is an initial objective classification of the detainee that considers safety and security issues prior to reassignment from intake and short-term holding.

*Process Indicators:* Intake records. Housing records.

### SC-38 Orientation

Prior to being placed in the general population, each detainee is provided with an orientation to the facility, which includes at a minimum:

- written materials describing facility rules and sanctions
- explanation of mail and visiting procedures
- explanation of grievance procedures
- explanation of all fees, charges, or copayments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical/mental health care
- identification of available pretrial release options
- information about sexual abuse/assault including:
  - the agency's zero tolerance policy
  - prevention/intervention
  - self-protection
  - reporting sexual abuse/assault
  - protection from retaliation
  - treatment and counseling

This information is contained in a written handbook that is given to each detainee or viewed electronically. The handbook is translated into those languages spoken by significant number of detainees. Where a literacy or language barrier prevents a detainee from understanding the orientation material, assistance shall be provided. Detainees verify, by signature, the receipt of their initial orientation. Signed acknowledgement of receipt of the orientation is maintained in the detainee's file.

*Process Indicators:* Detainee handbook(s). Detainee files. Observation. Staff and detainee interviews.

### SC-39 Access to Care

Written policy & procedure informs all detainees about how to access medical/mental health services and the grievance system upon arrival at the facility. The information is translated into those languages spoken by significant numbers of detainees. When a literacy or language problem prevents a detainee from understanding written information, a staff member or translator assists the detainee.

*Process Indicators:* Written policy & procedure. Documentation that detainees are informed about health care and grievance system. Detainee grievances. Interviews.

## SC-40 Classification and Separation

Written policy & procedure describes the formal classification process that starts at admission, for managing and separating detainees based upon the facility's mission, classification goals, and detainee custody and program needs. The process uses verifiable and documented data about detainees and does not discriminate based on race, color, creed, national origin, sex, sexual orientation, or economic status. The classification system is used to separate detainees into groups that reduce the probability of assault and disruptive behavior. At a minimum, the classification system evaluates the following:

- current charges
- criminal history
- mental and emotional stability
- escape history
- history of assaultive behavior
- potential for sexual victimization or abuse
- medical status
- age
- enemies of record
- gender
- legal status
- custody needs
- special problems and behavior

The detainee classification process ensures periodic review of detainee status, and revision of detainee status as needed in response to changes in detainee behavior, charges or circumstances. There is a process for appeal of classification decisions.

*Process Indicators:* Classification policy & procedure. Classification records. Documentation verifying the process. Staff and detainee interviews

## SC-41 Restricted Housing-Detainee Classification Status

Written policy & procedure for housing addresses the following:

- high risk detainees
- detainees with severe medical disabilities
- detainees suffering from serious mental illness
- sexual predators
- detainees likely to be exploited or victimized by others
- detainees who have other special needs for single-occupancy housing.

Detainees who cannot be accommodated will be transferred to another facility whenever possible.

*Process Indicators:* Written policy & procedure. Observation. Interviews (staff, detainees.)

Housing and classification records/logs.

#### SC-42 Restricted Housing-Administrative Separation

Written policy & procedure authorizes the facility administrator or designee to order immediate restrictive housing when it is necessary to protect the detainee or others. The action is reviewed within 72 hours by the appropriate authority.

*Process Indicators:* Written policy & procedure. Documentation of review. Facility records. Detainee records.

#### SC-43 Assessment of Restrictively Housed Detainees

Written policy & procedure requires that when a detainee is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review as indicated by the protocols established by the health authority.

COMMENTARY: Detainees with a known or suspected mental illness should be given a mental health assessment and their condition periodically reviewed to determine whether restrictive housing is affecting their mental health status and continues to be appropriate.

*Process Indicators:* Written policy & procedure. Health records. Restricted Housing logs. Duty assignment roster for health care providers. Observation. Interviews.

#### SC-44 Transfers to Restricted Housing

Written policy & procedure requires that when a detainee is admitted to restrictive housing status there is documentation that restricted housing is warranted and no reasonable alternatives are available.

*Process Indicators:* Written policy & procedure. Documentation of reasons for admitting detainees to restricted housing status or denying status. Detainee records.

#### SC-45 Open

#### SC-46 Administrative Review

Written policy & procedure requires that the status of detainees in restricted housing are reviewed every seven days for the first two months and at least every 30 days thereafter. There is a review process used to release a detainee from restricted housing.

*Process Indicators:* Written policy & procedure. Documentation of reviews and outcomes.

#### SC-47 Maximum Sanctions

Written policy & procedure provides the sanctioning schedule for rule violations. The maximum sanction for rule violations is no more than 30 days for all violations arising out of one incident.

Continuous confinement for more than 30 days requires the review and approval of the facility administrator.

*Process Indicators:* Written policy & procedure and sanctioning schedule. Documentation that sanctioning schedule has been communicated to detainees. Detainee interviews. Documentation of facility administrator review and approval.

### SC-48 Restrictive Housing Units

Restrictive housing units provide living conditions that approximate those of the general detainee population. All exceptions are clearly documented. Restricted housing cells/rooms permit the detainees assigned to them to converse with and be observed by staff members.

COMMENTARY: Exceptions can be made to accommodate physical plant issues for existing structures.

*Process Indicators:* Observation. Detainee interviews.

### SC-49 Personal Observation of Restrictively Housed Detainees

Written policy & procedure requires that all restricted housing detainees are physically observed by an officer at least every 30 minutes on an irregular schedule. Detainees who are violent or demonstrate unusual or bizarre behavior or psychiatric disorders must be assessed by appropriate medical/mental health personnel who will determine the supervision that is needed.

*Process Indicators:* Written policy and procedure. Facility records and logs. Documentation of cell checks.

### SC-50 Selection of Restrictive Housing Staff

Written policy & procedure requires that staff assigned to work directly with detainees in restrictive housing units are selected based on criteria that includes:

- experience
- suitability for this population
- behavioral health and/or other applicable training as determined by facility administrator

*Process Indicators:* Written policy & procedure. Staff interviews. Training records.

### SC-51 Restrictive Housing Logs

Staff operating restrictive housing units maintain a permanent log that contains at a minimum the following information for each detainee admitted to the restrictive housing unit: name, number, housing location, date admitted, type of infraction or reason for admission, tentative release date, and special medical or psychiatric problems or needs. Officials who inspect the units or counsel the detainee on behavior will use the log to record all visits.

*Process Indicators:* Completed log. Detainee records.



## SC-52 Restrictive Housing Provisions

Written policy & procedure requires that all detainees in restrictive housing units are provided prescribed and non-prescribed medication, clothing that is not degrading and access to basic personal items for use in their cells unless there is imminent danger that a detainee or any other detainee(s) will destroy an item or induce self-injury.

*Process Indicators:* Written policy & procedure. Detainee records. Restrictive Housing log. Detainee interviews.

## SC-53 Restrictive Housing Hygiene

Written policy & procedure requires that detainees in restrictive housing units have the opportunity to shave at least two times per week and shower at least three times per week. Detainees in restrictive housing units receive laundry, haircuts or trims and are issued and exchange clothing, bedding, and linen on the same basis as detainees in the general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing.

*Process Indicators:* Written policy & procedure. Restrictive housing log. Documentation of exceptions.

## SC-54 Deprived Items

Written policy & procedure requires that when a detainee is in restrictive housing is deprived of authorized items or activity, a report of the action is made and forwarded to the facility administrator.

*Process Indicators:* Written policy & procedure. Documentation of report of actions to administrator. Detainee interviews.

## SC-55 Alternative Meals

Written policy & procedure provides for alternative meals that can be eaten without utensils when utensils would present a health, safety or security risk.

*Process Indicators:* Written policy & procedure. Documentation of approval of alternative meals. restrictive housing log. Detainee Interviews.

## SC-56 Restrictive Housing-Detainee Rights and Privileges (Rev. 10.11.18)

Written policy & procedure provides that detainees in restrictive housing units:

- can write and receive letters on the same basis as detainees in the general population
- have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented
- have access to reading and legal materials
- are offered a minimum of two hours of out of cell time per day, seven days a week, unless

security or safety considerations dictate otherwise. Exceptions must be justified and documented, including refusals

- have access to programs offered within the facility.

*Process Indicators:* Written policy & procedure. Restrictive housing log. Observation. Detainee interviews.

### SC-57 Disciplinary Telephone Usage

Written policy & procedure provides that detainees in disciplinary detention are allowed limited telephone privileges consisting of telephone calls related specifically to access to the judicial process and family emergencies as determined by the facility administrator or designee.

COMMENTARY: Disability Rights New Mexico (DRNM) is the system established under 42 U.S.C. §10803 to protect and advocate the rights of people with mental illness in New Mexico. Under the Protection and Advocacy for Mentally Ill Individuals Act (PAMII) 42 U.S.C. §10801 et seq., DRNM has access to facilities and records to investigate incidents of abuse or neglect when it is reported or when there is probable cause to believe the incidents occurred. 42 U.S.C. §10805(a).

*Process Indicators:* Written policy & procedure. Staff and detainee interviews. Restrictive housing log.

### SC-58 Sexual Abuse Prevention

Written policy & procedure requires that the facility provide information to detainees about sexual abuse/assault including:

- the facility's zero tolerance policy regarding sexual abuse
- the detainee's right to be free from sexual abuse during confinement
- prevention/intervention
- self-protection
- reporting sexual abuse/assault
- protection from retaliation for reporting sexual abuse
- treatment and counseling

The information is communicated orally and in writing, in a language clearly understood by the detainee, upon arrival at the facility.

*Process Indicators:* Written policy & procedure. Detainee handbook or other written material translated into relevant language. Intake logs and detainee sign-in sheets for orientation

### SC-59 Sexual Abuse Screening

Written policy & procedure requires that detainees are screened during the intake process to assess their risk of being sexually abused by other detainees or sexually abusive to other detainees. Housing assignments are made accordingly.

COMMENTARY: Final PREA standards contain suggested criteria for screening detainees for risk of sexual abuse/victimization. [www.ojp.usdoj.gov/programs/pdfs/prea\\_final\\_rule.pdf](http://www.ojp.usdoj.gov/programs/pdfs/prea_final_rule.pdf).

*Process Indicators:* Written policy & procedure. Screening records. Admission logs. Classification records.

### SC-60 Investigation of Sexual Abuse Allegations

Written policy & procedure requires a criminal and/or administrative investigation to be conducted and documented whenever a sexual assault or threat is reported. The facility has a designated senior level employee who is responsible for developing, implementing, and overseeing compliance with the facility's sexual misconduct policy and coordinating the facility's response to sexual misconduct.

*Process Indicators:* Written policy & procedure required. Referral records. Investigative reports.

### SC-61 Identification of Sexual Predators

Written policy & procedure provides that detainees with a history of sexually assaultive behavior are identified and monitored.

*Process Indicators:* Completed intake classification forms, history, and mental health assessments. Case records.

### SC-62 Identification of At Risk Detainees

Written policy & procedure provides that detainees who have been or allege to have been sexually abused while in custody are identified, assessed by a mental health or other qualified professional, monitored, and counseled.

COMMENTARY: According to PREA, at risk detainees or potentially vulnerable detainees may include lesbian, gay, bisexual, transgender, intersex and gender nonconforming detainees on a case by case basis.

*Process Indicators:* Completed mental health assessments. Case records.

### SC-63 Sexual Contact Prohibited

Written policy & procedure provides that sexual conduct between staff and detainees, volunteers or contract personnel and detainees, regardless of consensual status, is prohibited and subject to administrative and disciplinary sanctions as well as criminal prosecution.

*Process Indicators:* Written policy & procedure prohibiting sexual conduct with detainees. Detainee handbook. Documentation of staff awareness, e.g. annual in-service training curriculum.

## SC-64 Victims of Sexual Assault

Written policy & procedure provides that victims of sexual assault are taken to the ER or other community facility for treatment and gathering of evidence. If these procedures are performed in-house, the following guidelines are used:

- a history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victims consent, the examination includes collection of evidence from the victim.
- provision is made for testing for sexually transmitted diseases (for example, HIV, gonorrhea, hepatitis, and other diseases) and counseling, as appropriate.
- prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims, as appropriate.
- following the physical examination there is an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up.
- a report is made to the facility administrator or designee to assure separation of the victim from his or her assailant.

*Process Indicators:* Completed referral forms. Medical records. Classification records.

## SC-65 Reporting Sexual Abuse

Written policy & procedure provides that detainees who are victims of sexual abuse have the option to report the incident to a staff member or a third party.

*Process Indicators:* Detainee handbook. Record of reports.

## SC-66 Sexual Abuse Records

All care records associated with claims of sexual abuse, including incident reports, investigative reports, offender's information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling are retained.

*Process Indicators:* Copies of case records detailing allegation of abuse. Medical and counseling reports.

## SC-67 Protection from Abuse

Written policy & procedure provides that detainees are not subjected to personal abuse, corporal punishment, personal injury, disease, property damage or harassment and that detainee property is protected.

*Process Indicators:* Written policy & procedure. Facility logs. Incident reports. Detainee interviews. Staff training records.

## SC-68 Disabled Detainees

Written policy & procedure provides that detainees with disabilities, including mental health disabilities and temporary disabilities, are housed in a manner that provides for their safety and security. Housing used by detainees with disabilities, including temporary disabilities, is designed for their use. Program and service areas are accessible to detainees with disabilities who reside in the facility.

*Process Indicators:* Written policy & procedure. Detainee records. Observation. Interviews. Detainee health records.

### SC-69 Open

### SC-70 Detainee Education

Written disciplinary procedures governing detainee rule violations are provided to all detainees and address the following:

- rules
- minor and major violations and sanctions for each
- criminal offenses
- pre-hearing actions/investigation
- pre-hearing detention
- disciplinary detention for rule violation only after a hearing

*Process Indicators:* Detainee handbook. Detainee rules. Detainee and staff interviews.

### SC-71 Open

### SC-72 Detainee Criminal Conduct

Alleged criminal conduct by detainees is reported to the appropriate law enforcement agency.

*Process Indicators:* Incident reports. Documentation of referral.

### SC-73 Disciplinary Reports

When rule violations require formal resolutions, written policy & procedure provides that staff members prepare a disciplinary report and forward it to the designated staff member.

Disciplinary reports include the following information:

- a) specific rule(s) violated
- b) a formal statement of the charge is given to the detainee within 24 hours
- c) any known witnesses provided by the detainee
- d) a short explanation of the event that transpired, the time and location of occurrence
- e) any physical evidence and its disposition
- f) any immediate action taken, including the use of force
- g) reporting staff member's name, date and time of report
- h) detainee's signature/initials accepting disciplinary hearing or refusal
- i) detainee's signature/initials confirming a hearing can be conducted in 24 hours or less

- j) senior hearing officer's written statement for the exclusion of detainee during hearing
- k) detainee is assisted with any barriers (language) he may have
- l) detainee has an opportunity to make a statement and present documentary evidence at the hearing
- m) findings report is done within 72 hours of the hearing (a copy is given to detainee)
- n) appeal request or accepting of findings
- o) detainee's appeal letter must be written within five (5) working days from the senior hearing officer's findings report
- p) Administrator or designee's response to the appeal letter shall be done within 15 days

When an alleged rule violation is reported, an investigation is begun within 24 hours of the time the violation is reported and is completed without delay, unless there are exceptional circumstances for prolonging the investigation. When an investigation or a hearing is postponed, documentation is needed. The disciplinary hearing shall be held within seven (7) days (excluding weekends and holidays). The hearing record and supporting documents are either kept in the detainee's file, in the disciplinary committee's file or the hearing officer's records. The facility administrator or designee reviews all disciplinary hearings and dispositions to assure conformity with policy and regulations.

An impartial person or committee conducts disciplinary hearings and their decisions are based solely on information obtained in the hearing process, including staff reports, the statements of the detainee charged, and the evidence derived from witnesses and documents.

COMMENTARY: Sometimes rule violations are the result of mental illness. Detainees known or suspected of having a mental illness should be screened to determine whether the rule violation is related to their mental illness. If the mental health professional concludes that mental illness was a mitigating factor, the facility should consider this in determining whether restrictive housing is an appropriate consequence.

*Process Indicators:* Completed disciplinary forms. Detainee records. Detainee interviews. Staff interviews. Documentation of review.

[SC-74 Open](#)

[SC-75 Open](#)

[SC-76 Open](#)



SC-77 Open

SC-78 Open

SC-79 Open

SC-80 Open

SC-81 Open

SC-82 Open

SC-83 Open

#### SC-84 Preservation of Evidence

Written policy & procedure govern all searches and preservation of evidence when a detainee is suspected of a new crime. Only the facility administrator or designee authorizes such searches unless immediate action is necessary; in such cases the facility administrator or designee is fully informed as soon as possible after the search.

*Process Indicators:* Written policy & procedure. Facility logs and records. Documentation of prior approval of searches.

#### SC-85 Officer Level Security Welfare Checks

- maximum/medium custody detainee cells and dayrooms will be monitored at least every 30 minutes on an irregular schedule
- general population detainees will be physically observed by an officer at least every 30 minutes on an irregular schedule.
- restricted Housing dayrooms will be monitored at least every 30 minutes on an irregular schedule.

*Process Indicators:* Written policy and procedure. Facility logs and records. Detainee interviews. Staff Interviews.

#### SC-86 Restricted Housing Detainees (Moved from ADM 26 Special Management Detainees)

Detainees in restrictive housing receive:

- daily visits from the shift supervisor
- weekly visits from the chief of security and fire safety-sanitation officer
- weekly visits from the facility administrator or next in command
- visits from licensed health care professionals three times per week, unless medical attention is needed more frequently

*Process Indicators:* Documentation of administrator/designee visits and health care visits.

Detainee interviews. Completed logs.

## MEDICAL/MENTAL HEALTH

### MM-01 Health Authority

The facility has a designated health authority with responsibility for health care services. Such responsibilities include:

- establishing a mission statement that defines the scope of health care services
- assuring that the scope of services is defined and properly monitored
- developing facility operational health policies and procedures
- identifying the types of health care providers needed to provide the determined scope of services
- establishing systems for the coordination of care among multidisciplinary health care providers

The health authority is authorized and responsible for making decisions about the deployment of health resources and the day-to-day operations of the health services program. The health authority may be a physician, health services administrator, or health agency. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician or other qualified medical/mental health care provider.

COMMENTARY: Qualified medical/mental health care provider includes certain certified nurse practitioners who can practice independently and prescribe medication (NMSA 1978 § 61-3-23.2). Certain psychologist who have completed specific courses and certifications can also prescribe medication under the supervision of a physician (NMSA § 61-9-17).

Although this standard does not prescribe specific staffing requirements some on site medical staff will be required to provide the medical and mental health services described in this section. For small jails (200 detainees or less) at least a part-time RN or a nurse practitioner/physician's assistant (NP/PA) should be on-site at least three days per week. For medium jails (200-500 detainees) at least a part-time nurse practitioner/physician's assistant (NP/PA) should be on-site at least three days a week at a minimum. Medium size jails should also have at least one nurse on the day shift seven days per week and should at least have a part-time mental health counselor and a contract psychiatrist available to see patients on psychotropic medications monthly. Patients can be seen by the psychiatrist via telemedicine when there is sufficient on site staff to prepare and manage the session.

*Process Indicators:* Documentation of health authority designation. Contract. Billing records. Interviews. Documentation of mission statement, operational policies and procedures, scope of services and required personnel, coordination of care, and a quality management program.

### MM-02 Personnel Qualifications

Facility health care services are provided by qualified health care personnel whose duties and responsibilities are governed by job descriptions that include qualifications and specific duties and

responsibilities. Job descriptions are on file in the facility and are approved by the health authority. All healthcare personnel who provide services to detainees are appropriately credentialed according to licensure, certification, and registration requirements of the jurisdiction. Verification of current credentials is on file in the facility.

If detainees are treated at the facility by health care personnel other than a clinician, the care is provided pursuant to direct orders by personnel authorized by law to give such orders. All prescription medications require a direct order by a licensed provider. Health care personnel may only perform duties consistent with their credentials and training. Nurses utilize protocols appropriate to their skill and training. Nursing protocols are developed and reviewed annually by the responsible physician.

*Process Indicators:* Copies of credentials of licensure. Documentation of compliance with orders. Health record entries. Job descriptions signed by the health authority and employee. Interviews, observation and training records.

### MM-03 Health Trained Custody Personnel

Health-trained personnel may coordinate routine health delivery services under the joint supervision of the responsible health authority and facility administrator, when qualified health care personnel are not on duty.

*Process Indicators:* Health records. Observation. Interviews. Training records.

### MM-04 Quality Improvement (New Standard)

A continuous quality improvement (CQI) program monitors and improves health care delivered in the facility. At a minimum the CQI program includes quarterly meetings of the multi-disciplinary quality improvement committee established by the responsible health care authority and quarterly reports.

*Process Indicators:* Written policy and procedure, CQI quarterly meeting minutes.

### MM-05 Confidentiality

A health record file is maintained for all detainees. All health records will be maintained in accordance with HIPAA regulations.

Information about a detainee's health status is confidential and must be maintained at all times. The active health record is maintained separately from the confinement case record. Access to the health record is in accordance with state and federal law. The administration should be informed of any special precautions necessary to protect detainee or staff health, and special needs for classification to consider when making housing, program, and work assignments.

COMMENTARY: Medical records for detainees with previous arrests should be consolidated into a single file so the facility has access to a detainee's medical history. The intake screening form should be made part of the medical record. Medical records must be maintained in a

confidential file system separate from the detainee confinement files.

Special precautions include masks and gloves, etc. Classification staff should be informed of any special needs they should take into consideration in making housing, program, and work assignments (e.g., bottom bunk, bottom tier, lifting restrictions, temperature, etc.).

*Process Indicators:* Observation of facility medical & confinement records. Evidence that medical records are in a secure area and protected by double lock. Interviews.

### MM-06 Privacy

Health care encounters, including medical and mental health screening, interviews, examinations, and procedures are conducted in a setting that respects the detainees' privacy.

*Process Indicators:* Observation. Interviews. Written policies and procedures.

### MM-07 Health Records

A single consolidated health record file is maintained for all detainees. All health records are maintained in accordance with HIPAA regulations.

COMMENTARY: Medical records for detainees with previous arrests should be consolidated into a single file so the facility has access to a detainee's medical history. The intake screening form should be a part of the medical record. Medical records must be maintained in a confidential file system separate from the detainee confinement files.

*Process Indicators:* Health records. Completed forms. Interviews.

### MM-08 Transfers

Written policy & procedure requires non-emergency detainee transfers to include the following:

- summaries, originals, or copies of the health record accompany the detainee to the receiving facility; health conditions, treatments, and allergies are included in the record
- confidentiality of the health record
- determination of suitability for travel based on medical evaluation, with particular attention given to communicable disease clearance
- written instructions regarding medication or health interventions required en route for transporting officers separate from the health record
- specific precautions to be taken by transportation officers, including standard precautions and the use of masks and/or gloves

A medical summary sheet is required for all transfers to maintain continuity of care. Information included does not require a release of information form.

*Process Indicators:* Written policy & procedure. Health records. Completed forms. Observation. Interviews.

## MM-09 Inactive Records

Inactive health record files are retained for at least ten (10) years from date of last release [1.19.5.110 NMAC].

*Process Indicators:* Observation of inactive health record files, interview of staff.

## MM-09-A Detainee Release of Medical Information

Health record information is transmitted to specific and designated physicians or medical facilities in the community upon written request or authorization by the detainee.

*Process Indicators:* Completed facility request and detainee authorization forms. Interview of staff.

## MM-10 Quarterly Meetings and Statistical Reports

The health authority meets with the facility administrator at least quarterly and submits quarterly reports. The report addresses topics such as the effectiveness of the health care system (including mental health services), a description of any environmental factors that need improvement, changes effected since the last reporting period, and, if needed, recommended corrective action. The health authority immediately reports any condition that poses a danger to staff or detainee health and safety.

Quarterly statistical reports are prepared and include, at a minimum: data on the length of time it takes for detainees to receive care for issues they request to be addressed, the use of health care services by category, referrals to specialists, prescriptions written, laboratory and x-ray tests completed, infirmary admissions, if applicable, on-site or off-site hospital admissions, serious injuries or illnesses, detainees on psychotropic medications, deaths, and off-site medical transports. Reports are submitted to, and reviewed by, the health authority and facility administrator

*Process Indicators:* Quarterly reports and statistics. Documentation of meetings. Meeting minutes. Interviews.

## MM-11 Open

## MM-12 Open

## MM-13 Open

## MM-14 Access to Care

When medical co-payment fees are imposed, the program ensures:

- all detainees are advised in writing, at the time of admission to the facility, of the guidelines of the co-payment program
- co-payment fees are waived when appointments or services, including follow-up

appointments, are initiated by medical staff

COMMENTARY: The use of co-pays cannot be a barrier to medical/mental health services. Detainees are not denied access to health care due to inability to pay co-payment.

*Process Indicators:* Copayment program description. Interviews. Financial records.

### MM-15 Clinical Services

There is a process for all detainees to initiate requests for medical/mental health services on a daily basis. These requests are triaged daily by health personnel or health trained personnel. A priority system is used to schedule clinical services. Clinical services are available to detainees in a clinical setting and are performed by a physician or other qualified health care professional. Health care request forms are readily available to all detainees.

COMMENTARY: The highest level nursing staff available should triage detainees' health care requests. In small jails without health staff, a health trained liaison officer should review the requests and call a health professional with any questions. Detainees requesting medical services should be seen for routine matters within 48 hours of the request and within 72 hours on weekends.

*Process Indicators:* A health record. Sick call/triage forms or logs. Clinical provider schedules. Observation. Interviews.

### MM-16 Continuity of Care

Detainees identified as having long term or potentially serious conditions are referred to community resources as medically indicated upon release.

*Process Indicators:* Completed referral forms. Health records. Facility logs. Interviews.

### MM-17 Referrals

Detainees who need health care beyond the resources available in the facility are transferred under appropriate security provisions to a facility where such care is available.

*Process Indicators:* Health records. Completed referral consult records. Transportation logs. Interviews.

### MM-18 Treatment Plan

There is a treatment plan for detainees who require close medical or mental health supervision, including chronic and convalescent care.

COMMENTARY: This plan includes directions to health care and other personnel regarding their roles in the care and supervision of the detainee, and is approved by the appropriate licensed physician, dentist, mental health personnel or other health care personnel for each detainee.



*Process Indicators:* Review of treatment plans. Health records. Interviews.

## MM-19 Emergency Medical Services

Written policy & procedure provides for 24-hour emergency medical and mental health services. Services include the following:

- on-site emergency first aid and crisis intervention
- emergency evacuation of the detainee from the facility
- emergency on-call physician/certified nurse practitioner and mental health professional services are available 24 hours per day, when the emergency health facility is not located in a nearby community
- security procedures ensure the immediate transfer of detainees, when appropriate

*Process Indicators:* Written policy & procedure. Designated emergency health facility. Provider lists. Transportation logs. Interviews.

## MM-20 Infirmary Care

If infirmary care is provided onsite, it includes the following:

- definition of the scope of infirmary care services available
- a physician/certified nurse practitioner on call or available 24 hours per day
- health care personnel have access to a physician or a registered nurse and are on duty 24 hours per day when patients are present
- all detainees/patients are within sight or sound of health care personnel
- an infirmary care manual that includes nursing care procedures
- compliance with applicable state statutes and local licensing requirements.

COMMENTARY: Not all facilities have infirmary care services. Infirmary care refers to acute medical care that is provided to a detainee that would otherwise be delivered in an inpatient hospital setting.

*Process Indicators:* Admission and inpatient records. Staffing schedules. Documentation of compliance with licensing requirements and regulations. Observations. Interviews.

## MM-21 Pregnancy Management

Pregnant detainees receive prenatal and postpartum care as determined necessary by a clinician.

COMMENTARY: If female detainees are housed, the facility provides access to the following pregnancy management services:

- pregnancy testing
- routine and high-risk prenatal care
- management of chemically addicted pregnant detainees
- counseling and assistance
- appropriate nutrition
- postpartum follow-up

- lactation management

*Process Indicators:* Health record entries. Laboratory records. Interviews.

## MM-22 Disease and Infection Exposure Control Program

The facility has a written plan, approved by the health authority, which addresses the management of infectious and communicable diseases. The plan includes procedures for prevention, education, identification, surveillance, immunization (when applicable), treatment, follow-up, medical seclusion (when indicated), and reporting requirements to applicable local, state, and federal agencies.

COMMENTARY: A multidisciplinary team that includes clinical, security, and administrative representatives' meets at least quarterly to review and discuss communicable disease and infection control activities. The facility works with the responsible public health authority to establish policies and procedures that include the following: an ongoing education program for staff and detainees; control, treatment, and prevention strategies, which may include screening and testing, special supervision, or special housing arrangements, as appropriate; protection of individual confidentiality; and media relations.

*Process Indicators:* Written facility plan. Health records. Laboratory, x-ray reports, and logs. Minutes of communicable disease and infection control committee meeting. Interviews.

## MM-23 Universal Precautions

The facility has a written plan that addresses the management of bloodborne and airborne pathogens and body fluid(s), including tuberculosis.

The plan shall include the following:

- procedures for initial and ongoing testing of detainees for infection including laboratory and/or diagnostic tests to detect tuberculosis in the 14 day health appraisal,
- treatment, including treatment of latent tuberculosis,
- follow-up, and medical seclusion when indicated
- standard precautions
  - surveillance procedures,
  - data collection,
  - decontamination,
  - use of disposable equipment,
  - access to immunization,
  - plan for addressing active infectious disease
- test for tuberculosis for all new detainee contact staff upon hire and annually thereafter
- infection control training for staff
- infection control information for detainees with job assignments exposing them to biohazard risk.

*Process Indicators:* Written plan. Health records. Laboratory, x-ray reports, and logs. Chronic care

forms and clinic visit logs. Minutes of communicable disease and infection control committee meetings. Interviews

### MM-24 Hepatitis A, B & C

The facility has a written plan that addresses the management of hepatitis A, B, and C. The plan includes:

- procedures for the identification and surveillance,
- Hepatitis B immunization is offered to all staff,
- treatment when medically indicated,
- follow-up and isolation when indicated for Hepatitis A only.

COMMENTARY: NMDOH has responsibility for providing support and supplies in the area of communicable disease and prevention. Facilities can and should collaborate with the NMDOH whenever possible to obtain vaccinations and other support.

*Process Indicators:* Written Plan. Health records. Laboratory, x-ray reports, and logs. Chronic care forms and clinic visit logs. Minutes of communicable disease and infection control committee meeting. Interviews

### MM-25 MRSA

There is a written plan that addresses management of MRSA. The plan includes procedures for the identification, surveillance, treatment, follow-up, and medical seclusion when medically indicated. The plan also provides for staff and detainee education regarding MRSA identification and prevention.

*Process Indicators:* Written plan. Health records. Laboratory reports and logs. Chronic care forms and clinic visit logs. Minutes of communicable disease and infection control committee meeting. Interviews.

### MM-26 HIV

There is a written plan that addresses management of HIV infection. The plan includes procedures for identification, surveillance, and treatment.

*Process Indicators:* Written plan. Health records. Laboratory, x-ray reports, and logs. Chronic care forms and clinic visit logs. Minutes of communicable disease and infection control committee meeting. Interviews.

### MM-27 Biohazardous Waste

Management of biohazardous waste and decontamination of medical and dental equipment complies with applicable local, state and federal regulations.

*Process Indicators:* Documentation of waste pick up, spore count logs, and/or cleaning logs.

## MM-28 Chronic Care

Detainees with chronic conditions such as hypertension, diabetes, and other diseases, receive periodic care and treatment that includes:

- monitoring of medications
- laboratory and diagnostic testing
- use of chronic care clinics
- specialist consultation and review

*Process Indicators:* Health records. Chronic care logs. Specialist's schedules. Quarterly CQI reports.

## MM-29 Dental Care

Emergency dental care is provided to each detainee under the direction and supervision of a licensed dentist. There is a defined scope of available dental services which includes the following:

- a dental screening conducted within 14 days of admission.
- treatment of dental pain and infection.
- consultation and referral to dental specialists, including oral surgery, when necessary.

COMMENTARY: Dental screening may be performed by any health care personnel.

*Process Indicators:* Dental records. Admission logs. Referral and consultation records. Dental request forms. Dental interviews with staff.

## MM-30 Medical Intake Screen

Intake medical/mental health screening for detainees commences within two hours from the detainee's arrival at the facility and is performed by health-trained or qualified health care personnel. All findings are recorded on a screening form approved by the health authority.

The screening includes:

### Inquiry into:

- current medications
- current and past illnesses and health problems including communicable and chronic diseases
- dental pain, swelling or functional impairment
- use of alcohol and other drugs including potential need for detoxification
- the possibility of pregnancy
- past or current mental illness including hospitalization
- suicidal risk assessment
- cognitive or physical impairments

### Observation of the following:

- behavior, including state of consciousness, mental status, appearance, conduct, tremor, and sweating

- body deformities and other physical abnormalities
- ease of movement
- condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations, recent tattoos, and needle marks or other indications of drug use

Medical disposition of the detainee:

- refusal of admission until detainee is medically cleared
- cleared for general population
- cleared for general population with prompt referral to appropriate health care service
- referral to appropriate health care service for emergency treatment

Detainees, who are unconscious, semiconscious or otherwise obviously in need of immediate medical attention, are refused and referred to the hospital. When detainees are referred to an emergency department, their admission or return to the facility is predicated on written medical clearance. When screening is conducted by health trained custody staff, a subsequent review of positive findings by the licensed health care staff is required. The responsible physician, in cooperation with the detention administrator, establishes protocols.

COMMENTARY: Arrivals include transfers between facilities.

*Process Indicators:* Health records. Completed screening forms. Transfer logs. Interviews.

### MM-31 Fourteen (14) Day Health Appraisal

A comprehensive health appraisal for each detainee is completed within 14 days after arrival at the facility unless a health appraisal has been completed within the previous 90 days. Health appraisal includes the following:

- a uniform process as determined by the health authority
- review of the intake screening
- collection of additional data to complete the medical, dental, mental health, and immunization histories
- laboratory and/or diagnostic tests to detect communicable disease, including venereal disease when indicated and tuberculosis
- recording of height, weight, pulse, blood pressure, and temperature
- other tests and examinations as appropriate
- medical examination, including review of mental and dental status
- review of the results of the medical examination, tests, and identification of problems by a physician, certified nurse practitioner, or other qualified health care personnel, as required by the Medical Practice Act [NMSA 1978 §61-6-1 et seq.], to be included within 14 days
- initiation of therapy when appropriate
- development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation

COMMENTARY: Health assessments must be performed by certified nurse practitioner, physician's assistant, or physician, or a trained RN under physician supervision.

*Process Indicators:* Health records. Completed health appraisal forms. Interviews.

### MM-32 Health Appraisal Data Collection

Health appraisal data collection and recording includes the following:

- a uniform process as determined by the health authority
- health history and vital signs collected by health care personnel
- collection of all other health appraisal data performed only by health care personnel
- review of the results of the medical examination, tests and identification of problems is performed by a physician or mid-level practitioner, as allowed by law

*Process Indicators:* Health records.

### MM-33 Mental Health Intake Screen

All detainees receive an initial mental health screening within two hours of arrival at the facility by health trained personnel or qualified mental health personnel. The mental health screening includes:

Inquiry into whether the detainee:

- has a present suicidal ideation
- has a history of violent behavior
- has a history of suicidal behavior
- has a history of sexual abuse-victimization and predatory behavior
- is presently prescribed psychotropic medication
- has a current mental health complaint
- is being treated for mental health problems
- has a history of inpatient and outpatient psychiatric treatment
- is oriented to person, place and time
- has a history of treatment for substance abuse
- has a history of cerebral trauma or seizures

Observation of:

- general appearance and behavior
- evidence of abuse and/or trauma
- current symptoms of psychosis, depression, anxiety, and/or aggression

Disposition of detainee:

- cleared for general population
- cleared for general population with appropriate referral to mental health care service
- referral to appropriate mental health care service for emergency treatment

COMMENTARY: In order to get a more complete picture of the detainee's mental health status, staff conducting the mental health intake screen should also ask the arresting/transporting officer about any unusual/pertinent behavior on the part of the detainee prior to arrival at the facility.

*Process Indicators:* Mental health screening form. Health records. Completed mental health intake screening forms. Transfer logs. Interviews



## MM-34 Fourteen (14) Day Mental Health Appraisal

Detainees who are referred as a result of the mental health screening or by staff referral will receive a mental health appraisal by a qualified mental health professional within 14 days of admission to the facility. If there is documented evidence of a mental health appraisal within the previous 90 days, a new mental health appraisal is not required, except as determined by the designated mental health authority. Mental health examinations include:

- assessment of current mental status and condition
- assessment of current suicidal potential and person-specific circumstances that increase suicide potential
- assessment of violence potential and person-specific circumstances that increase violence potential
- review of available historical records of inpatient and outpatient psychiatric treatment
- review of history of treatment with psychotropic medication
- review of history of psychotherapy, psycho-educational groups, and classes or support groups
- review of history of drug and alcohol treatment
- review of educational history
- review of history of sexual abuse-victimization and predatory behavior
- assessment of drug and alcohol abuse and/or addiction
- use of additional assessment tools, as indicated
- referral to treatment, as indicated
- development and implementation of a treatment plan, including recommendations concerning housing, job assignment, and program participation

*Process Indicators:* Mental health appraisal policy. Health records. Completed health appraisal forms. Transfer logs. Interviews

## MM-35 Mental Health Referrals

Detainees who require additional mental health services beyond those available on site are referred to an appropriate facility.

COMMENTARY: Crisis intervention services should be available or on-call 24 hours seven days a week.

*Process Indicators:* Health records. Completed mental health appraisal forms. Transfer logs. Interviews

## MM-36 Suicide Prevention and Intervention

The facility has a suicide prevention program that includes specific procedures for:

- screening and identification of suicide-prone detainees
- supervising, housing and monitoring
- referral and treatment
- critical incident debriefing by administration, security, and health services

All staff with responsibility for detainee supervision are trained during the initial orientation and on an annual basis in the implementation of the suicide prevention program. Training includes but is not limited to:

- identifying the warning signs and symptoms of impending suicidal behavior
- understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors
- responding to suicidal and depressed detainees
- communication between detention and health care personnel
- using referral procedures
- housing observation and suicide watch level procedures and documentation
- follow-up monitoring of detainees who make a suicide attempt

COMMENTARY: Cut down tools (aka seat belt cutters) should be readily available throughout the facility.

*Process Indicators:* Written suicide prevention program. Health records. Documentation of staff training. Documentation of suicide watches and critical incident debriefings. Observations. Interviews.

### MM-37 Security Garments

When standard issued clothing presents a security or medical risk, the detainee is supplied with a security garment that promotes detainee safety and prevents humiliation and degradation.

*Process Indicators:* Documentation of security garment use. Interviews.

### MM-38 Prostheses and Orthodontic Devices

When the health of the detainee would otherwise be adversely affected, security staff and qualified medical personnel determine whether the detainee may be permitted to retain their medical or dental adaptive device.

*Process Indicators:* Health records. Interviews. Written policy and procedure. Clearance form.

### MM-39 Detoxification

Detoxification is done only under medical supervision in accordance with local, state, and federal laws. Detoxification from alcohol, opiates, hypnotics, other stimulants, and sedative hypnotic drugs is conducted under medical supervision when performed at the facility or is conducted in a hospital or community detoxification center. Specific guidelines are followed for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs. Detainees experiencing severe, life-threatening intoxication, overdose or withdrawal are transferred under appropriate security conditions to a facility where specialized care is available.

*Process Indicators:* Facility detoxification policy. Health records. Nursing protocols approved by

the responsible physician. Transfer records. Interviews. Emergency logs.

#### MM-40 Pharmaceuticals

Management of pharmaceuticals includes:

- a formulary
- a formalized method for obtaining non-formulary medications
- prescription practices, including, requirements that medications are prescribed only when clinically indicated, and a prescribing provider reevaluates a prescription prior to its renewal
- medication procurement, receipt, distribution, storage, dispensing, administration, and disposal
- secure storage and perpetual inventory of all controlled substances
- administration and management in accordance with state and federal law and supervision by properly licensed personnel
- administration of medication by persons properly trained and under the supervision of the health authority and facility or program administrator or designee
- accountability for administering or distributing medications in a timely manner and according to physician orders
- the formulary should include all prescription and nonprescription medications stocked in a facility or routinely procured from outside sources.

COMMENTARY: Quarterly, a contract pharmacist visits the facility to ensure medications are properly stored, handled, and disposed of. In facilities where health trained personnel distributes prescription medications, the contract pharmacist provides training in passing and documenting medications.

*Process Indicators:* Written prescription medication policy. Pharmaceutical Board certification. Health records. Completed medication administration, inventory, and storage forms. Documentation of compliance with federal and state law. Training records.

#### MM-41 Timely Provision of Medications

Written facility policy and procedure provides for timely identification and continuation or adjustment of detainees' current prescription medication for serious health conditions.

COMMENTARY: Only qualified clinicians may modify prescribed medication.

#### MM-42 Nonprescription Medication

When detainees have nonprescription medications available outside of health services, the items and access are approved jointly by the facility administrator and the health authority.

*Process Indicators:* Commissary or canteen items. Documentation of health authority and administrator approval. Interviews.

## MM-43 Medical Autonomy

Clinical decisions are the sole province of the responsible clinician and are not countermanded by non-clinicians.

COMMENTARY: The provision of health care is a joint effort of administrators and health care providers and can be achieved only through mutual trust and cooperation. The health authority arranges for the availability of health care services; the responsible clinician determines what services are needed; the official responsible for the facility provides the administrative support for making the services accessible to detainees. However, the prohibition on overruling clinical judgement does not apply when the non-clinician is acting to obtain a higher level of care.

*Process Indicators:* Health record entries. Detainee grievances. Interviews.

## MM-44 Open

## MM-45 Informed Consent

The facility has a written plan for informed consent of detainees in a language understood by the detainee. New Mexico informed consent standards are observed and documented for detainee care. When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations. Otherwise, any detainee may refuse, in writing, medical, dental, and mental health care. If the detainee declines to sign the refusal form, it must be signed by at least two witnesses. The form must then be reviewed by qualified health care personnel and retained in the detainee's medical file. If there is a concern about decision-making capacity, an evaluation is done, especially if the refusal is for critical or acute care.

COMMENTARY: Any detainee who has not been adjudicated to be incapable of informed consent may refuse non-emergency medical and mental health care. Absent informed consent in non-emergency situations, a court order is required before involuntary medical treatment can be administered to a detainee. NMSA 1978 § 43-1-15.

*Process Indicators:* Written plan. Health records. Completed consent forms. Completed refusal forms. Interviews.

## MM-46 Involuntary Administration

Forced psychotropic medication is only employed when a licensed physician believes that the administration of psychotropic medication is necessary to protect the detainee from serious harm that would occur while a court is petitioned for appointment of a treatment guardian. Involuntary administration of psychotropic medication(s) to detainees complies with NMSA 1978 § 43-1-15. When administered, the following conditions must be met:

- administration is authorized by a physician
- less restrictive intervention options have been exercised without success as determined by the responsible physician or psychiatrist
- the physician or psychiatrist specifies why, when, where, and how the medication is to be administered
- the detainee is monitored for adverse reactions and side effects
- treatment plans are prepared for less restrictive treatment alternatives as soon as possible
- the treating physician prepares and places in the detainee's medical file a report explaining the nature of the emergency and the reason that no treatment less drastic than administration of psychotropic medication without proper consent would have protected the detainee from serious harm.

*Process Indicators:* Forced psychotropic medication policy. Health records. Interviews. Petitions for treatment guardianship.

## MM-47 Use of Restraints

Written policy & procedure identifies which health care personnel or mental health personnel may authorize the use of restraints on detainees for medical or psychiatric purposes. Orders authorizing medical restraints must specify:

- types of restraints to be applied
- the name of the qualified health care personnel or mental health personnel who authorized the restraints
- description of efforts to use less restrictive alternatives
- basis for clinician's conclusion that less intrusive measures would not be successful
- monitoring procedures
- when, where, how, and for how long restraints may be applied
- an after-incident review
- measures taken to remove the restraints as soon as possible

COMMENTARY: Hogtying is prohibited.

*Process Indicators:* Written policy & procedure. Health records. Restraint logs. Completed monitoring forms. List of providers authorized to order restraints. Interviews.

# DETAINEE PROGRAM

## IP-01 Programs and Services

Detainee programs, services and counseling are available, consistent with community standards

and resources.

*Process Indicators:* Activity schedules. Facility logs. Detainee interviews. Observation.

### IP-02 Postage for Indigent Detainees

Written policy & procedure provides that indigent detainees receive:

- articles that are necessary for maintaining proper personal hygiene (available to all detainees)
- a specified postage allowance to maintain community ties, and necessary postage for legal correspondence.
- defines indigence and provides the detainees' access to health care programs, services and activities are not precluded by inability to pay

*Process Indicators:* Written policy & procedure. Documentation of postage provided to indigent detainees

### IP-03 Non-Confidential Personal Mail

Written policy & procedure provides that detainee mail, both incoming and outgoing, may be opened to intercept cash, checks, money orders, and contraband. Non privileged mail is read, censored, or rejected when there is a valid safety or security reason. Detainees are notified in writing when incoming or outgoing letters are withheld in part or in full.

*Process Indicators:* Written policy & procedure. Mail logs and records. Documentation of justification for censoring or rejecting mail. Documentation that detainees are notified when mail is withheld. Detainee interviews. Observation.

### IP-04 Confidential or Privileged Mail

Detainees are permitted to send sealed letters to: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, Protection and Advocacy, and members of the paroling authority. Staff, in the presence of the detainee, may inspect outgoing privileged mail for contraband before it is sealed. Mail to detainees from the above list of persons and organizations may be opened only to inspect for contraband and only in the presence of the detainee, unless, waived in writing, or in circumstances which may indicate contamination.

COMMENTARY: Suspicious mail may include packages and letters unusual in appearance or which appear different from mail normally received or sent by the individual; packages and letters of a size or shape not customarily received or sent by the individual; packages and letters with a city and/or state postmark that is different from the return address; or packages and letters leaking, stained or emitting a strange or unusual odor, or which have a powdery residue.

*Process Indicators:* Written policy & procedure governing the handling of detainee mail. Observation. Staff and detainee interviews. Mail records and logs.



## IP-05 Telephone Access

Detainees are provided with access to reasonably priced telephone service. Detainees with hearing and/or speech disabilities and detainees who wish to communicate with individuals who have such disabilities are afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment.

*Process Indicators:* Observation. Detainee interviews. Telephone service contract.

## IP-06 Exercise and Recreation

Written policy & procedure requires that general population detainees have access to exercise opportunities and/or leisure time activities, including at least one-hour daily of physical exercise outside the cell. Restrictive housing detainees are offered exercise opportunities and/or leisure time activities outside the cell at least two hours per day, seven days a week.

*Process Indicators:* Written policy & procedure. Facility records and logs. Detainee interviews. Observation.

## IP-07 Religious Programs

Detainees of all faiths have reasonable and equitable opportunities to participate in the practices of their faith subject to availability in the community and those limitations necessary to maintain facility security. Providers of religious services have access to the facility and are not denied solely on the basis of faith group membership.

*Process Indicators:* Documentation of detainee religious activities. Documentation of reasons for limitations. Chaplain interviews. Detainee interviews.

## IP-08 Commissary

A detainee commissary or canteen is available from which detainees can purchase approved items that are not furnished by the facility. The commissary/canteen's operations are strictly controlled using standard accounting procedures.

*Process Indicators:* Commissary records & product list. Budgets.

## IP-09 Library Services

Written policy & procedure describes library services that are available to all detainees.

*Process Indicators:* Written policy & procedure. Observation. Detainee interviews.

## IP-10 Detainee Access to Courts

Written policy & procedure assures detainees have access to courts.

*Process Indicators:* Written policy & procedure. Facility logs. Detainee interviews. Attorney interviews.

### IP-11 Detainee Access to Counsel

Written policy & procedure assures detainee access to counsel. Detainees are assisted in making confidential contact with attorneys and their authorized representatives. Such contact includes, telephone communications, uncensored correspondence, and visits.

*Process Indicators:* Written policy & procedure. Detainee interviews. Facility log. Attorney interviews. Observation.

### IP-12 Detainee Access to Legal Materials

Written policy & procedure assures detainees have access to criminal, civil and administrative legal materials.

COMMENTARY: Access to legal materials includes reasonable opportunities to prepare and copy legal documents, copies of unique forms, copying services, and provision of sufficient legal research materials. Detainees should also have access to notary public services.

*Process Indicators:* Written policy & procedure. Inspection of legal materials. Observation. Facility logs. Detainee interviews.

### IP-13 Open

### IP-14 Grievance Procedure (Reinstated 10.11.18)

A written grievance procedure is made available to inmates and includes at least one level of appeal.

A grievance procedure is an administrative means for the expression and resolution of inmates' problems. The facility's grievance mechanism should include provisions for the following:

1. Written responses to all grievances, including the reasons for the decision;
2. Response within a prescribed reasonable time limit, with special provisions for responding to emergencies;
3. Advisory review of grievances;
4. Participation by staff and inmates in the design and operation of the grievance procedure;
5. Access by all inmates, with guarantees against reprisal;
6. Applicability over a broad range of issues;
7. Resolving questions of jurisdiction

*Process Indicators:* Written grievance procedure. Grievance records and logs. Detainee Interviews.

## IP-15 Discrimination Prohibited

Written policy & procedure provides that there is no discrimination regarding administrative decisions or program access based on a detainee's race, religion, national origin, gender, gender identity, sexual orientation, veteran status, age, or disability.

*Process Indicators:* Written policy & procedure. Detainee interviews. Facility program records. Grievances.

## IP-16 Disabled Detainees

Detainees with disabilities are provided with the accommodations necessary to perform self-care and personal hygiene in a reasonably private environment.

*Process Indicators:* Observation. Detainee interviews.

## IP-17 Opioid Overdose Prevention

Written policy and procedure provides that detainees receive with opioid overdose education that explains the causes of an opioid overdose, instructs when and how to administer life-saving rescue techniques and opioid antagonists, and explains how to contact appropriate emergency medical services. NMSA 1978 §33-2-51

*Process Indicators:* Written policy. Training logs. Training documentation.

## GLOSSARY

<b>Clinicians</b>	Persons qualified to assess, evaluate, and treat patients according to the dictates of their professional practice act. These may include physicians, physician assistants, nurse practitioners, dentists, psychiatrists, and social workers.
<b>Direct Supervision</b>	A method of detainee management that ensures continuing direct contact between detainees and staff by posting an officer(s) inside each housing unit. Officers in general housing units are not separated from detainees by a physical barrier. Officers provide frequent, nonscheduled observation of and personal interaction with detainees.
<b>Health Authority</b>	The health administrator, or agency, responsible for the provision of health care services at a detention facility; the responsible physician may be the health authority.
<b>Health Care Personnel</b>	Individuals whose primary duty is to provide health services to detainees in keeping with their respective levels of health care training or experience.
<b>Health Trained Personnel</b>	Detention officers or other detention personnel who are trained and appropriately supervised to carry out specific duties with regard to the administration of health care.
<b>Infirmatory care</b>	acute medical care that is provided to a detainee that would otherwise be delivered in an inpatient hospital setting.
<b>Mental Health Personnel</b>	Individuals whose primary duty is to provide mental health services to detainees in keeping with their respective levels of education, experience, training and credentials.
<b>Mental Health Professional</b>	Psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.
<b>Perpetual Inventory</b>	An ongoing inventory.
<b>Qualified Staff Member</b>	An individual who has received specialized training in the specific discipline that the standard references.
<b>Restrictive Housing</b>	The confinement of a detainee to an individual cell that is

separated from the general population. There are five forms of restrictive housing: administrative restrictive housing, disciplinary detention, protective custody, medical, and detainees with a risk of sexual victimization or predatory behavior.

**Restrictive Housing Detainees**

Individuals who present a serious threat to the safety and security of the facility, staff, general detainee population, or themselves. Special handling and/or housing may be required.

**Special Needs**

A mental and/or physical condition that requires different accommodations or arrangements than a general population offender or juvenile normally would receive. Offenders or juveniles with special needs may include the emotionally disturbed, developmentally disabled, mentally ill, physically handicapped, chronically ill, pregnant, the disabled or infirm, and the drug or alcohol addicted. Being a juvenile offender in an adult detention facility may also constitute a special need.

# **THE FEDERAL PERFORMANCE BASED DETENTION STANDARDS**

The Federal Performance Based Detention Standards is based on the American Correctional Association Standards and is designed to establish the performance level required by the Government to meet the detention contract requirements. The Federal Performance Based Detention Standards is an aid for Subject Matter Experts designed to support the Government Contract Quality Assurance Program (Federal Acquisition Regulation Part 46).



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## **A ADMINISTRATION AND MANAGEMENT**

### **A.1 Policies and Procedures**

- A.1.1 The facility director ensures that written policies and procedures describe all facets of facility operation, maintenance, and administration. **4-ALDF-7D-06**
- A.1.2 Written policies and procedures are communicated to all employees unless security concerns justly limit access. **4-ALDF-7D-06**
- A.1.3 Prisoners can obtain copies of facility policies and procedures unless security concerns justly limit access. **4-ALDF-7D-06**
- A.1.4 Policies and procedures are reviewed and updated on an annual basis. **4-ALDF-7D-06**

### **A.2 Quality Control**

- A.2.1 An internal quality control plan requires an annual review of the facility operations to ensure compliance with facility policies and procedures. Corrective measures are identified and completed. **4-ALDF-7D-09**
- A.2.2 At a minimum, the internal quality control plan addresses the following areas:
  - A.2.2.a Prisoner Health Care.
  - A.2.2.b Security and Control.
  - A.2.2.c Safety and Sanitation.
  - A.2.2.d Food Service.
  - A.2.2.e Prisoner Grievance Program.
  - A.2.2.f Staff Training/Professional Certifications.
- A.2.3 The grievance review process tracks and records the disposition of each grievance, identifies trends, and refers grievances alleging staff misconduct to the facility administrator.
- A.2.4 The facility maintains documentation of its internal and corporate quality control inspections, findings, and corrective action responses; and all previous government quality control review(s) and the corrective action measures.
- A.2.5 The facility administrator or assistant facility administrator, and designated department heads visit the facility's living and activity areas at least weekly to encourage information contact with staff and prisoners and to encourage informal contact with staff and prisoners and to informally observe living and working conditions. **4-ALDF-2A-06**

### **A.3 Prisoner Records**

- A.3.1 The facility maintains custody records on all prisoners committed or assigned to the facility. Each prisoner custody record will include the following:
  - A.3.1.a Intake/booking information.
  - A.3.1.b Cash and property receipts.
  - A.3.1.c Reports of disciplinary actions, grievances, incidents, or crimes(s) committed while in custody.
  - A.3.1.d Frequency and cumulative length of restrictive housing placements.  
**DOJ-Restrictive Housing Report**
  - A.3.1.e Records of program participation.
  - A.3.1.f Work assignments.
  - A.3.1.g Classification records.
- A.3.2 The contents of prisoner records are identified and separated according to a format approved by the facility director. **4-ALDF 7D-20**
- A.3.3 Prisoner files are located in a secured area and maintained in an appropriately confidential manner.
- A.3.4 Prisoner files remain active during the prisoner's stay at a facility and are closed and archived upon the prisoner's transfer, release, or removal.

### **A.4 Facility Admission and Orientation Program**

- A.4.1 The admission process for newly admitted prisoners includes but is not limited to: **(4-ALDF 2A-21)**
  - A.4.1.a Recording basic personal data and information to be used for mail and visiting lists.
  - A.4.1.b Photographing and fingerprinting.
  - A.4.1.c Medical, dental, and mental health screenings.
  - A.4.1.d Screening to detect signs of drug/alcohol abuse
  - A.4.1.e Suicide screening.
  - A.4.1.f Searching of prisoners.
  - A.4.1.g Inventorying of prisoner property.
- A.4.2 Newly admitted prisoners are separated from the general population during the admission process. **4-ALDF-2A-22**
- A.4.3 Prior to placing a prisoner in general population, the prisoner is given the opportunity to shower and is issued clean laundered clothing. **4-ALDF-2A-26**

- A.4.4 Prior to being placed in the general population, each prisoner is provided with an orientation to the facility, which includes at a minimum: **4-ALDF-2A-27; 4-ALDF-4D-22**
- A.4.4.a Written materials describing facility rules and sanctions.
  - A.4.4.b Explanation of mail and visiting procedures.
  - A.4.4.c Explanation of transportation options for visitors.
  - A.4.4.d Explanation of grievance procedures.
  - A.4.4.e Explanation of all fees, charges, or copayments that may apply.
  - A.4.4.f Description of services, programs, and eligibility requirements.
  - A.4.4.g Information on how to access health care.
  - A.4.4.h This information is contained in a written handbook that is given to each prisoner.
  - A.4.4.i The handbook is translated into those languages spoken by significant numbers of prisoners.
  - A.4.4.j Sexual Assault Prevention/Intervention.
  - A.4.4.k Sexual Assault Self-Protection.
  - A.4.4.l Reporting sexual abuse/assault.
  - A.4.4.m Sexual Assault Treatment and Counseling.
- A.4.5 Prisoners are screened within 24-hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior; housing assignments are made accordingly. **4-ALDF-4D-22-1**
- A.4.6 Prisoners verify, by signature, the receipt of their initial orientation and of the prisoner handbook and written orientation materials. Signed acknowledgement of the handbook is maintained in the prisoner's file. **4-ALDF-2A-28**
- A.4.7 The facility ensures for prisoners who do not speak English, or with limited English proficiency (LEP), interpretive or translation services are provided; and materials are translated via media which provides audio and/or visual output in the native language of the LEP prisoner. **4-ALDF-2A-28**

## **A.5 Prisoner Property**

- A.5.1 An itemized inventory of all personal property of newly admitted prisoners is conducted during intake. An inventory receipt is provided to the prisoner listing all property being held until release. **4-ALDF-2A-23**
- A.5.2 Space is provided for storing personal property of prisoner's safely and securely. This includes prisoners relocated to the Restrictive Housing Unit. **4-ALDF 2A-24**

- A.5.2.a When a prisoner is relocated to the RHU, within 30 minutes, the prisoner's property must be jointly inventoried by the prisoner and a staff member. Any exception is recorded in the prisoner file with written justification and approval of the facility administrator or designee.
  - A.5.2.b Upon completion of the joint inventory, a copy of the joint property inventory sheet is provided to the prisoner indicating the name of the officer(s) who performed the joint inventory. The officer(s)' printed and signed name are included on the inventory form. Verified missing items must be retrieved or replaced.
  - A.5.2.c All legal documentation must accompany the prisoner to the RHU. The prisoner must sign for receipt of all legal documentation and or e-Discovery. The officer(s)' printed and signed name are included on the inventory form verifying legal materials were given to the prisoner.
  - A.5.2.d All prisoner property must be stored in tamper proof containers or property bags which can be sealed, resealed if opened and provide access controls. The storage container must protect stored property from being damaged.
  - A.5.2.e Prisoner property which is lost, stolen, or destroyed due to staff negligence is replaced at the expense of the contractor.
- A.5.3 A system for the tracking and maintenance of prisoner personal property and funds on deposit with the facility exists and is in use.

## **A.6 Prisoner Transfers and Releases**

- A.6.1 Prisoners are only released or transferred with proper orders and notification from the agency of jurisdiction.
- A.6.2 Prior to releasing or transferring a prisoner, the facility verifies relevant paperwork/orders, as well as the identity of the prisoner being released.
- A.6.3 Absent a compelling reason, prisoners are not released directly from restrictive housing to the community. **DOJ-Restrictive Housing Report**
- A.6.4 All prisoners released or transferred from the facility are provided a 7-day supply of prescribed medication. Issuance is verified and documented by a medical and or/intake release supervisor prior to the prisoner's release.
- A.6.5 Time, place, and manner of release from a facility is consistent with safety considerations and takes into account the prisoner's initial place of confinement, home of record, and special vulnerabilities.
- A.6.6 Facilities which are not within one mile from public transportation should transport prisoners to local bus/train/subway stations prior to the time the last bus/train leaves such stations for the day.
- A.6.7 In situations where a prisoner being released has no personal clothing stored in their personal property, the prisoner is provided non-institutionalized, weather-appropriate clothing purchased via the prisoner welfare fund.



## **A.7 Prisoners with Disabilities**

- A.7.1 Prisoners with disabilities, including temporary disabilities, are housed in a manner that provides for their safety and security. **4-ALDF-6B-04**
- A.7.2 Housing used by prisoners with disabilities, including temporary disabilities, is designed for their use and provides for integration with other prisoners. **4-ALDF-6B-04**
- A.7.3 Program and service areas are accessible to prisoners with disabilities housed at the facility. **4-ALDF-6B-04**
- A.7.4 Appropriately trained individuals are assigned to assist disabled prisoners who cannot otherwise perform basic life functions. **4-ALDF-6B-06**
- A.7.5 Prisoners with disabilities are provided with the education, equipment, facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment. **4-ALDF-6B-07**
- A.7.6 Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by visitors with disabilities. **4-ALDF-7E-05**

## **A.8 Discrimination Prevention**

- A.8.1 There is no discrimination regarding administrative decisions or program access based on a prisoner's race, religion, national origin, gender, sexual orientation, or disability. **4-ALDF-6B-02**
- A.8.2 When both males and females are housed in the same facility, all available services and programs are comparable. Neither gender is denied opportunities on the basis of its smaller number in the population.

## **A.9 Staffing**

- A.9.1 A comprehensive staffing analysis is conducted annually. Essential posts and positions, as identified in the staffing plan, are consistently filled with qualified personnel. **4-ALDF 2A-14**
- A.9.2 Prior to entering on duty and /or start of in-service training, a background investigation is conducted, and conditional clearance granted on all new employees, contractors, and volunteers.
- A.9.3 Background investigations include:
  - A.9.3.a Criminal history.
  - A.9.3.b Employment References.
  - A.9.3.c Credit history.
  - A.9.3.d Verification of US citizenship.
  - A.9.3.e Pre-employment interview.

- A.9.3.f Drug screening.
- A.9.4 A pre-employment physical examination is conducted for all potential Security personnel. **4-ALDF-7B-04**
- A.9.5 Within one year of each on-site employee's enter on duty date, the facility administrator, or designee, reviews, identifies, and resolves all derogatory information obtained during the background investigation.
- A.9.6 The facility conducts re-investigations of employees, contractors, and volunteers.
- A.9.7 Staff working in dual population contracts (State and Federal) meet the federal contract staffing criteria to work with federal prisoners.
- A.9.8 The facility has a written code of ethics that it provides to all employees. At a minimum the code: **(4-ALDF-7C-02; 4-ALDF-7C-01)**
  - A.9.8.a Prohibits staff, contractors, and volunteers from accepting any gift or gratuity from, or engaging in personal relations or business transactions with a prisoner or a prisoner's immediate family.
  - A.9.8.b Requires employees to immediately report arrests or other integrity violations relating to themselves or to fellow-employees.
  - A.9.8.c Prohibits the use/possession of illegal drugs.
- A.9.9 Sexual contact between staff and prisoners, or contract personnel and prisoners, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions. **4-ALDF-4D-22-5**
- A.9.10 Staff acknowledges in writing they have reviewed facility work rules ethics regulations conditions of employment and related documents. A copy of the signed acknowledgement is placed in each staff member's personnel file. **4-ALDF-7C-03**
- A.9.11 The facility provides a confidential means for reporting staff misconduct by other staff and/or prisoners.
- A.9.12 An investigation is conducted and documented whenever a sexual assault or threat is reported. **4-ALDF-4D-22-2**
- A.9.13 Staff misconduct allegations are investigated and/or reported to appropriate law enforcement entities. Staff placed under investigation for allegations of staff misconduct will not have contact with federal prisoners until completion of the investigation and resolution.
  - A.9.13.a If the appropriate law enforcement agency declines to investigate the allegation, at a minimum the allegation shall be investigated at the vendor's corporate Office of Professional Responsibility or Internal Affairs level.
  - A.9.13.b Prisoners are protected from any form of retaliation resulting from allegations of staff misconduct.

- A.9.14 The agency of jurisdiction is notified within 24 hours of all employee sexual misconduct allegations made by prisoners.

## **A.10 Staff Training**

- A.10.1 Each new employee is provided with an orientation prior to assuming duties. At a minimum, the orientation includes **(4-ALDF-7B-05)**:
- A.10.1.a Working conditions.
  - A.10.1.b Code of ethics.
  - A.10.1.c Personnel policy manual.
  - A.10.1.d Employees' rights and responsibilities.
  - A.10.1.e Overview of the criminal justice system
  - A.10.1.f Tour of the facility.
  - A.10.1.g Facility goals and objectives.
  - A.10.1.h Facility organization.
  - A.10.1.i Staff rules and regulations.
  - A.10.1.j Personnel policies.
  - A.10.1.k Program overview.
- A.10.2 A qualified individual coordinates the staff development and training program. This person has specialized training for that position. Full-time training personnel complete at least a 40-hour training-for-trainers course. The training plan is reviewed annually. **4-ALDF-7B-06**
- A.10.3 All new professional and support employees, including contractors, who have regular or daily prisoner contact receive training during their first year of employment. Forty hours are completed prior to being independently assigned to a particular job. An additional 40 hours of training is provided each subsequent year of employment. At a minimum, this training covers the following areas:
- A.10.3.a Security procedures and regulations.
  - A.10.3.b Supervision of prisoners.
  - A.10.3.c Signs of suicide risk.
  - A.10.3.d Suicide precautions.
  - A.10.3.e Use-of-force regulations and tactics.
  - A.10.3.f Report writing.
  - A.10.3.g Prisoner rules and regulations.
  - A.10.3.h Key control.
  - A.10.3.i Rights and responsibilities of prisoners.

- A.10.3.j Safety procedures.
- A.10.3.k Interpersonal relations.
- A.10.3.l Social/cultural lifestyles of the prisoner population.
- A.10.3.m Cultural diversity.
- A.10.3.n Communication skills.
- A.10.3.o Cardiopulmonary resuscitation (CPR)/first aid.
- A.10.3.p Counseling techniques.
- A.10.3.q Sexual harassment/sexual misconduct awareness.
- A.10.3.r Code of ethics.
- A.10.4 All new full-time health care employees complete a formalized, 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program includes instruction in the following: **(4-ALDF-7B-09)**
  - A.10.4.a The purpose, goals, policies, and procedures for the facility and parent agency.
  - A.10.4.b Security and contraband regulations.
  - A.10.4.c Key control.
  - A.10.4.d Appropriate conduct with prisoners.
  - A.10.4.e Responsibilities and rights of employees.
  - A.10.4.f Universal precautions.
  - A.10.4.g Occupational exposure.
  - A.10.4.h Personal protective equipment.
  - A.10.4.i Bio-hazardous waste disposal.
  - A.10.4.j An overview of the correctional field.
- A.10.5 All new correctional officers receive 160 hours of training during their first year of employment. At least 40 of these hours are completed prior to being independently assigned to any post. At a minimum, this training covers the following areas: **(4-ALDF-7B-10)**
  - A.10.5.a Security and safety procedures.
  - A.10.5.b Emergency and fire procedures.
  - A.10.5.c Supervision of offenders.
  - A.10.5.d Suicide intervention/prevention.
  - A.10.5.e Use-of-force.
  - A.10.5.f Offender rights.
  - A.10.5.g Key control.

- A.10.5.h Interpersonal relations.
- A.10.5.i Communications skills.
- A.10.5.j Standards of conduct.
- A.10.5.k Cultural awareness.
- A.10.5.l Sexual abuse/assault intervention.
- A.10.5.m Cultural diversity for prisoners and staff.
- A.10.5.n Code of ethics.
- A.10.5.o Correctional implications of young adult (age 18-24) brain development and associated de-escalation tactics.

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- A.10.6 Written policy, procedure, and practice provide that all correctional officers receive at least 40 hours of annual training. This training includes at a minimum the following areas: **(4-ALDF-7B-10-1)**
  - A.10.6.a Standards of conduct/ethics.
  - A.10.6.b Security/safety/fire/medical/emergency procedures.
  - A.10.6.c Supervision of offenders including training on sexual abuse and assault.
  - A.10.6.d Use of force.
- A.10.7 Facility management and supervisory staff receive at least 40 hours of management and supervision training during their first year and at least 24 hours of management training each year thereafter. **4-ALDF-7B-11**
- A.10.8 All personnel authorized to use firearms receive appropriate training before being assigned to a post involving the possible use of such weapons. **4-ALDF-7B-14**
- A.10.9 Firearms' training covers the use, safety, and care of firearms and constraints on their use. **4-ALDF-7B-14**
- A.10.10 All personnel authorized to use firearms must demonstrate competency in their use at least annually. **4-ALDF-7B-14**
- A.10.11 All personnel authorized to use chemical agents receive thorough training in their use and in the treatment of individuals exposed to a chemical agent. **4-ALDF-7B-15**
- A.10.12 All security personnel are trained in self-defense and in the use of force to control prisoners. **4-ALDF-7B-16**

**A.11 Emergency Plans**

- A.11.1 There is a plan that specifies the procedures to be followed in situations that threaten facility security. Such situations include but are not limited to:
  - A.11.1.a Riots.

- A.11.1.b Hunger strikes.
- A.11.1.c Disturbances.
- A.11.1.d Escapes.
- A.11.1.e Hostage situations.
- A.11.2 The facility has written agreements securing the provision of emergency assistance and mutual aid agreements to include transportation and housing, as identified by the emergency plans. These agreements are reviewed annually and updated as needed.
- A.11.3 A plan provides for continuing operations in the event of a staff work stoppage or other adverse job action. Copies of this plan are available to appropriate supervisory personnel. **4-ALDF-1C-06**

## **A.12 External Agency Notifications**

- A.12.1 The facility director ensures the immediate notification to the agency of jurisdiction of serious incidents including, but not limited to:
  - A.12.1.a Deaths.
  - A.12.1.b Suicide attempts.
  - A.12.1.c Hunger Strikes.
  - A.12.1.d Emergency medical trips.
  - A.12.1.e Escapes.
  - A.12.1.f Use of Force.
  - A.12.1.g Full or partial facility lock-down.
  - A.12.1.h Incidents impacting facility operations (Riots, Disturbances, Food Strikes, Fires, Natural Disasters).
  - A.12.1.i Assaults on staff or prisoners requiring medical attention.
  - A.12.1.j Prisoner transportation incidents.
  - A.12.1.k Incidents attracting unusual interest or publicity.

## **B HEALTH CARE**

### **B.1 Health Care Administration**

- B.1.1 The facility has a designated health authority with responsibility for health care services.
- B.1.2 The responsibilities of the health authority include: **4-ALDF 4D-01**
  - B.1.2.a Developing mechanisms, including written agreements, when necessary to assure that the scope of services is provided and properly monitored.



- B.1.2.b Developing a facility's operational health policies and procedures.
- B.1.2.c Identifying the type of health care providers needed to provide the determined scope of services.
- B.1.2.d Establishing systems for the coordination of care among multidisciplinary health care providers.
- B.1.2.e Developing a quality management program.
- B.1.3 The health authority may be a physician, health services administrator, or health agency. When the health authority is other than a physician, final clinical judgments rest with a single, designated, responsible physician. **4-ALDF 4D-01**
- B.1.4 Clinical decisions are the sole province of the responsible clinician and are not countermanded by non-clinicians. **4-ALDF 4D-02**
- B.1.5 Health care services are provided by qualified health care personnel whose duties and responsibilities are governed by job descriptions that include qualifications and specific duties and responsibilities. **4-ALDF 4D-03**
- B.1.6 When prisoners are treated at the facility by health care personnel other than a licensed provider, the care is provided pursuant to written standing orders or direct orders by personnel authorized by law to give such orders. **4-ALDF 4D-03**
- B.1.7 All professional staff comply with applicable state and federal licensure, certifications, or registration requirements. Verification of current credentials are on file in the facility. **4-ALDF 4D-05**
- B.1.8 The health authority shares with the superintendent or the warden information regarding a prisoner's medical management. **4-ALDF 4D-13**
- B.1.9 The circumstances are specified when correctional staff are advised of a prisoner's health status. Only that information necessary to preserve the health and safety of a prisoner, other prisoners, volunteers, visitors, or the correctional staff is provided. Information provided to correctional, classification staff, volunteers, and visitors addresses only the medical need of the prisoner as it relates to housing, program placement, security, and transport. **4-ALDF 4D-13**
- B.1.10 Informed consent standards of the jurisdiction are observed and documented for prisoner care in a language understood by the prisoner. In case of minors, the informed consent of a parent, guardian, or a legal custodian applies when required by law. **4-ALDF 4D-15**
- B.1.11 When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations. Otherwise, any prisoner may refuse, in writing, medical, dental, and mental care. If the prisoner declines to sign the refusal form, it must be signed by at least two witnesses. The form then must be sent to medical and reviewed by a qualified health care professional. If there is a concern about decision-making capacity, and evaluation is done, especially if the refusal is for critical or acute care. **4-ALDF 4D-15**

B.1.12 First aid kits are available in designated areas of the facility as determined by the designated health authority in conjunction with the facility administrator. The health authority approves the contents, number, location, and procedures for monthly inspection of the kits and written protocols for use by non-medical staff. **4-ALDF 4D-09**

B.1.13 An automatic defibrillator is available for use at the facility. **4-ALDF 4D-09**

B.1.14 Correctional and health care personnel are trained to respond to health-related situations within a four-minute response time. The training program is conducted on an annual basis and is established by the responsible health authority in cooperation with the facility or program administrator and includes instruction on the following: **4-ALDF 4D-08**

B.1.14.a Recognition of signs and symptoms and knowledge of action that is required in potential emergency situations.

B.1.14.b Administration of basic first aid.

B.1.14.c Certification in CPR.

B.1.14.d Methods of obtaining assistance.

B.1.14.e Signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal.

B.1.14.f Procedures for patient transfers to appropriate medical facilities or health care providers.

B.1.14.g Suicide intervention.

B.1.15 Individual health emergency (man-down) drills are conducted once a year on each shift where health staff are assigned, and each drill is evaluated. **NCCHC J-A-07**

B.1.16 The method of recording entries in the health record and the format of the health record are approved by the responsible health authority and in a manner that ensures the health record file is complete and maintained in a uniform manner. At a minimum, the records should include diagnosis, orders, prognosis, follow-up and closure/resolution. **NCCHC J-H-01; 4-ALDF 4D-26**

B.1.17 The confidentiality of a patient's written or electronic health record as well as orally conveyed health information is maintained. **NCCHC J-H-02**

B.1.18 Active and inactive health record files are retained or transferred as permanent records in compliance with the legal requirements of the jurisdiction. **4-ALDF 4D-28**

## **B.2 Intake Health Screening**

B.2.1 All prisoners receive a medical and mental health screening upon admission to the facility. Screening will afford privacy and security for prisoner and staff. **4-ALDF 4C-22**

- B.2.2 Medical screenings are conducted by health trained or qualified health care personnel. **4-ALDF 4C-22**
- B.2.3 Medical screenings document the following:
  - B.2.3.a Inquiry into:
    - B.2.3.a.1 History of chronic illnesses, serious infections, or communicable diseases.
    - B.2.3.a.2 Current illness or health problems.
    - B.2.3.a.3 Dental problems.
    - B.2.3.a.4 Drug and alcohol use.
    - B.2.3.a.5 Pregnancy.
    - B.2.3.a.6 Other health problems designated by the responsible physician.
  - B.2.3.b Observation of the following: (**4-ALDF 4C-22; NCCHC J-E-02**)
    - B.2.3.b.1 Behavior including state of consciousness, mental status, appearance, conduct, tremor, and sweating.
    - B.2.3.b.2 Body deformities and other physical abnormalities.
    - B.2.3.b.3 Ease of movement.
    - B.2.3.b.4 Condition of the skin, including trauma markings, bruises, lesions, jaundice, rashes, and infestations, recent tattoos, and needle marks or other indications of drug abuse.
- B.2.4 A tuberculin skin test or radiograph is performed within 72 hours of arrival.
- B.2.5 Medical screenings result in one the following dispositions: cleared for general population; cleared for general population with prompt referral to appropriate health care service; or referral to appropriate health care service for emergency treatment. **4-ALDF 4C-22**
- B.2.6 Mental health screenings are conducted by mental-health trained or qualified mental-health personnel. **4-ALDF 4C-29**
- B.2.7 Mental health screenings document the following:
  - B.2.7.a Inquiry into whether the prisoner:
    - B.2.7.a.1 Has a present suicide ideation.
    - B.2.7.a.2 Has a history of suicidal behavior.
    - B.2.7.a.3 Is presently prescribed psychotropic medication.
    - B.2.7.a.4 Has current mental health complaint.
    - B.2.7.a.5 Is being treated for mental health problems.
    - B.2.7.a.6 Has a history of inpatient or outpatient psychiatric treatment.

- B.2.7.a.7 Has a history of treatment for substance abuse.
  - B.2.7.a.8 Has a history of sexually aggressive behavior.
  - B.2.7.a.9 Is at risk for sexual victimization.
- B.2.7.b Observation of the following: **(4-ALDF 4C-29; 4-ALDF 4D-22-4)**
  - B.2.7.b.1 General appearance and behavior.
  - B.2.7.b.2 Evidence of abuse and/or trauma.
  - B.2.7.b.3 Current symptoms of psychosis, depression, anxiety, and/or aggression.
- B.2.8 Mental health screenings result in one of the following dispositions: cleared for general population; cleared for general population with prompt referral to appropriate mental-health care service; or referral to appropriate mental-health care service for emergency treatment. **4-ALDF 4C-29**

### **B.3 Medical, Mental Health, and Dental Appraisals**

- B.3.1 A comprehensive health appraisal for each prisoner is completed by a qualified health care professional within 14-days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90-days, a new health appraisal is not required except as determined by the designated health authority. **4-ALDF 4C-24**
- B.3.2 Health appraisals include the following: **(4-ALDF 4C-24; NCCHC J-E-04)**
  - B.3.2.a A review of the intake screen.
  - B.3.2.b Collection of additional data to complete the medical, dental, mental health, and immunization histories.
  - B.3.2.c Recording of vital signs.
  - B.3.2.d Physical Examination, as indicated by the patient's gender, age, and risk factors.
  - B.3.2.e Review of the results of the medical examination, tests, and identification of problems.
  - B.3.2.f Immunizations, when appropriate.
  - B.3.2.g Initiation of therapy, when appropriate.
  - B.3.2.h Development and implementation of treatment plan, including recommendations concerning housing, job assignment, and program participation, when appropriate.
- B.3.3 Medical appraisal results are reviewed by a physician or other qualified health care personnel. **NCCHC J-E-04**

- B.3.4 Prisoners referred receive a comprehensive mental health appraisal by a qualified mental health person within 14-days after arrival at the facility. If there is documented evidence of a health appraisal within the previous 90-days, a new health appraisal is not required except as determined by the designated health authority. **4-ALDF-4C-30**
- B.3.5 The comprehensive mental health appraisal includes:
  - B.3.5.a History of:
    - B.3.5.a.1 Psychiatric hospitalization and outpatient treatment.
    - B.3.5.a.2 Suicidal behavior.
    - B.3.5.a.3 Violent behavior.
    - B.3.5.a.4 Victimization.
    - B.3.5.a.5 Special education placement (Education/Needs Accommodation).
    - B.3.5.a.6 Cerebral trauma or seizures.
    - B.3.5.a.7 Sex offenses.
  - B.3.5.b Current status of:
    - B.3.5.b.1 Psychotropic medications.
    - B.3.5.b.2 Suicidal ideation.
    - B.3.5.b.3 Drug or alcohol use.
  - B.3.5.c Orientation to person, place, and time.
  - B.3.5.d Emotional response to incarceration.
  - B.3.5.e Screening for intellectual functioning. **ALDF 4C-30; NCCHC J-E-05**
- B.3.6 An oral screening by a dentist or qualified health care professional trained by a dentist is performed within 14-days of admission. **4-ALDF 4C-20**
- B.3.7 Oral screening includes (unless completed during intake screening): **4-ALDF 4C-20; NCCHC J-E-06**
  - B.3.7.a Visual observation of the teeth and gums and notation of any obvious or gross abnormalities requiring immediate referral to a dentist.
  - B.3.7.b Instructions on dental hygiene.
- B.3.8 The health record contains results of the medical, mental health, and dental appraisals with documentation of the referral or initiation of treatment when indicated.

## **B.4 Access to Health Care**

- B.4.1 All prisoners are informed about how to access health services during the intake/admission process in a manner understood by the prisoner to include translation into languages spoken by a significant number of prisoners, or verbally communicated to the prisoner if literacy is an issue. **NCCHC 4C-01**
- B.4.2 If the facility charges prisoners a co-payment fee, prisoners are informed of the guidelines of the co-payment program during the intake/admission process. **NCCHC 4C-02**
- B.4.3 Prisoners are not denied access to health services due to an inability to pay co-payment fees.
- B.4.4 Co-payment fees are not applied to appointments, services, or follow-up appointments initiated by medical staff. **NCCHC 4C-02**
- B.4.5 Using readily available forms, all prisoners may request health care services (sick call) on a daily basis. These requests are triaged daily by health professionals or health trained personnel, with a priority system used to schedule clinical services. **NCCHC 4C-03**
  - B.4.5.a Emergency sick call request are seen within 24 hours.
  - B.4.5.b Urgent sick call request are seen withing 72 hours.
  - B.4.5.c Routine sick call request are seen within 7 days.
  - B.4.5.d Medical request drop boxes are located inside Prisoner housing units and accessed only by medical personnel.
- B.4.6 Clinical services are available to prisoners in a clinical setting at least five days a week and are performed by a physician or other qualified health care professional. **NCCHC 4C-03**
- B.4.7 Prisoners who require health care beyond the capacity of the facility, as determined by the responsible physician, are transferred under appropriate security to a facility where such care is available. (All non-emergency outside care of USMS prisoners require pre-authorization of the USMS to ensure consistency with USMS prisoner Health Care Standards). **NCCHC 4C-05**
- B.4.8 There are 24-hour emergency medical dental and mental health services. Services include the following: **(NCCHC 4C-08)**
  - B.4.8.a On-site emergency first aid and crisis intervention.
  - B.4.8.b Emergency evacuation of the prisoner from the facility.
  - B.4.8.c Use of one or more designated hospital emergency rooms or other appropriate health facilities.
  - B.4.8.d Emergency on-call physician, dentist, and mental health professional services are available 24-hours per day when the emergency health facility is not located in the community.



- B.4.9 Health encounters including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the prisoner's privacy. Female prisoners are provided a female escort for encounters with a male health care provider. **4-ALDF-4D-19**

## **B.5 Provision of Health Care**

- B.5.1 If infirmity care is provided, it includes the following at a minimum:  
**(4-ALDF-4C-09; NCCHC J-G-03)**
- B.5.1.a Definition of the scope of infirmity care services available.
  - B.5.1.b A physician on call or available 24-hours a day.
  - B.5.1.c A supervising registered nurse is on-site at least once every 24- hours.
  - B.5.1.d Prisoner patients are within sight or sound of a qualified health care professional.
  - B.5.1.e A manual of nursing care procedures is consistent with the state's nurse practicing act and licensing requirements.
  - B.5.1.f The frequency of physician and nursing rounds is commensurate with the category of care being provided.
- B.5.2 Patients with chronic diseases are identified and enrolled in a chronic disease program to decrease the frequency and severity of symptoms, prevent disease progression and complication, and foster improved function. Chronic diseases include, but are not limited to asthma, diabetes, high blood cholesterol, HIV, hypertension, seizure disorder, tuberculosis, and major mental illnesses.  
**NCCHC J-G-01**
- B.5.3 Chronic care treatment programs include but are not limited to:  
**(NCCHC J-G-01; 4-ALDF-4C-19)**
- B.5.3.a Documenting Medical Evaluations on a consistent basis (i.e., 3, 6 or 9 months).
  - B.5.3.b Adjusting the treatment modality as clinically indicated.
  - B.5.3.c Indicating the type and frequency of diagnostic testing and therapeutic regimens.
  - B.5.3.d Instructions on diet and exercise.
- B.5.4 The health authority maintains a list of chronic care patients. **NCCHC J-G-01**
- B.5.5 A proactive program exists that provides care for special needs patients who require medical supervision or multidisciplinary care. Special needs patients include, but are not limited to developmentally disabled individuals, frail/elderly, physical impairments which impair mobility, and patients with serious mental health needs. **NCCHC J-G-02**
- B.5.6 The health authority maintains a list of special needs patients. **NCCHC J-G-02**

- B.5.7 Female prisoners receive gynecological and obstetrical treatment and examinations, including pap smears and mammograms, in accordance with community medical standards for those prisoners in uninterrupted custody or 12 months or more.
- B.5.8 Pregnant and postpartum prisoners receive timely and appropriate prenatal care, specialized obstetrical services, counseling and when indicated, physical therapist and psychologist/psychiatrist services to address common postpartum conditions. **NCCHC J-G-07**
- B.5.9 There is a written plan that addresses the management and reporting to applicable local, state, and federal agencies of infections and communicable diseases. **4-ALDF-4C-14**
- B.5.10 There is a written plan addressing the management of infections and communicable diseases including, but not limited to:  
**(4-ALDF-4C-15; 4C-16; 4C-17)**
- B.5.10.a Tuberculosis.
- B.5.10.b Hepatitis A, B, & C.
- B.5.10.c HIV.
- B.5.11 Written plans addressing the management of infectious and communicable diseases include: **(ACA-4-ALDF-4C-15; 4C-16; 4C-17; NCCHC J-B-01)**
- B.5.11.a Identification.
- B.5.11.b Surveillance.
- B.5.11.c Treatment, when indicated.
- B.5.11.d Follow-up and isolation, when indicated (Active TB patients are housing in negative pressure rooms).
- B.5.12 Immunizations are provided to prevent disease where appropriate. **NCCHC J-B-01**
- B.5.13 Management of bio-hazardous waste and decontamination of medical and dental equipment complies with applicable local, state, and federal regulations. **4-ALDF 4C-18**
- B.5.14 Detoxification, when performed at the facility, is done only under the medical supervision in accordance with local, state, and federal laws. Specific guidelines are followed for the treatment and observation of individuals manifesting mild or moderate symptoms of intoxication or withdrawal from alcohol and other drugs. **4-ALDF 4C-36**
- B.5.15 Prisoners experiencing severe, life threatening intoxication (overdose) or withdrawal are transferred under appropriate security conditions to a facility where specialized care is available. **4-ALDF 4C-36**
- B.5.16 Prisoners have access to a chemical dependency treatment program. **4-ALDF 4C-37**

- B.5.17 Management of pharmaceuticals includes: **(4-ALDF-4C-38; NCCHC J-D-01; NCCHC J-D-02)**
- B.5.17.a A formulary.
  - B.5.17.b A formalized method for obtaining non-formulary medications.
  - B.5.17.c Prescription medications are administered or delivered to the patient only on the order of a physician, dentist, or other legally authorized individual.
  - B.5.17.d Secure storage and perpetual inventory of all controlled substances, syringes, and needles.
  - B.5.17.e Administration of medication is by persons properly trained and under the supervision of the health authority and facility administrator or designee.
  - B.5.17.f Providing a 7-day supply of prescribed medication to prisoners transferring/releasing from the facility.
  - B.5.17.g Keep On Persons (KOP) medications are documented on a Medication Administration Record (MAR) and compliance checks conducted every 7 days for KOP medications. Non-compliant issued KOP results in termination of KOP privilege.
- B.5.18 Prisoners entering the facility on prescription medications continue to receive the medication in a timely fashion as prescribed, or acceptable alternate medications are provided as clinically indicated. **NCCHC J-D-02**
- B.5.18.a Prisoners entering the facility on prescription psychotropic medications, are not to be automatically discontinued from prescribed medication until newly prescribed, or acceptable alternate medications are available and provided as clinically indicated.
  - B.5.18.b Prisoners entering the facility on prescription psychotropic medications as a result of a completed study order are to remain on those medications.
- B.5.19 Mental Health services include at a minimum: **(4-ALDF-4C-27)**
- B.5.19.a Screening for mental health problems on intake.
  - B.5.19.b Referral for the detection, diagnosis, and treatment of mental illness.
  - B.5.19.c Crisis intervention, and management of acute psychiatric episodes.
  - B.5.19.d Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting.
  - B.5.19.e Referral to licensed mental health facilities for prisoners with psychiatric needs exceeding the treatment capacity of the facility.
  - B.5.19.f Obtaining and documenting consent.

- B.5.20 Routine and emergency dental care is provided to each prisoner under the direction and supervision of a licensed dentist.  
**4-ALDF-4C-20; NCCHC J-E-06**
- B.5.21 Dental care includes the following: **(4-ALDF-4C-20; NCCHC J-E-06)**
- B.5.21.a Intake dental screening.
  - B.5.21.b Instruction in oral hygiene and preventative oral care.
  - B.5.21.c Oral treatment is timely and includes prompt access for urgent or painful conditions.
  - B.5.21.d Oral treatment is provided within the scope of the USMS prisoner Health Care Standards.
  - B.5.21.e Prisoners in USMS custody for more than 12 months receive an oral examination.
- B.5.22 The use of prisoners for medical, pharmaceutical, or cosmetic experiments is prohibited, unless written authorization is provided by the agency of jurisdiction.  
**4-ALDF-4D-18**
- B.5.23 Investigational or Experimental drugs, devices, and procedures are not covered. For procedures, services, and supplies that are experimental or investigational, and/or not approved by the FDA, if the prisoner is taking an investigational drug on a compassionate use basis at the time of arrest, he or she may continue it as long as it involves no cost to the government, and as long as the investigational protocol does not require the prisoner to make visits anywhere outside of the facility to which he or she is confined.  
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## **B.6 Incident Health Care**

- B.6.1 Prisoner Suicides
- B.6.1.a The facility suicide prevention program is approved by the health authority and the facility warden or designee.
  - B.6.1.b The suicide prevention program includes specific procedures for:
    - B.6.1.b.1 Staff training.
    - B.6.1.b.2 Intake/admission procedures.
    - B.6.1.b.3 Identifying suicidal prisoners.
    - B.6.1.b.4 Referring suicidal prisoners for mental health intervention.
    - B.6.1.b.5 Housing observation, and Suicide watch.
    - B.6.1.b.6 Incident review/debriefing.
    - B.6.1.b.7 Follow-up monitoring.
  - B.6.1.c All staff who supervise prisoners receive suicide prevention/response training annually.

- B.6.1.d Staff training in suicide prevention/response includes, but is not limited to:
  - B.6.1.d.1 Identifying warning signs and symptoms of impending suicide behavior.
  - B.6.1.d.2 Responding to suicidal and depressed prisoners.
  - B.6.1.d.3 Use of referral procedures.
  - B.6.1.d.4 Housing observation and suicide watch procedures.
- B.6.1.e Prisoners referred for suicide intervention are evaluated promptly by a designated health professional, who is able to direct the intervention and assure follow-up treatment/evaluation as needed.
- B.6.1.f Actively suicidal prisoners and potentially suicidal prisoners who are placed in isolation are maintained under constant supervision.
- B.6.1.g Housing for suicidal prisoners facilitates staff observation and utilizes suicide resistant fixtures.
- B.6.1.h Suicide review debriefings include administration, health services, and security representatives.
- B.6.1.i The agency of jurisdiction received notification of the incident.
- B.6.2 Hunger Strikes
  - B.6.2.a The facility's hunger strike management program is reviewed by the health authority.
  - B.6.2.b Medical staff receives training in hunger strike evaluation and treatment and remain up to date on these procedures.
- B.6.3 Medical Restraints/Therapeutic Seclusion
  - B.6.3.a Clinically ordered restraint and seclusion are available for patients exhibiting behavior dangerous to self or others as a result of medical or mental illness. **NCCHC J-I-01**
  - B.6.3.b The procedures for the use of medical restraints/seclusion include: **(NCCHC J-I-01; 4-ALDF-4D-21)**
    - B.6.3.b.1 Authorization by a physician or qualified health care professional as permitted by law, who has determined use of medical restraints/seclusion is warranted. Medical restraints/seclusion shall be permitted when all other less restrictive methods fail. Upon authorized use the facility will immediately notify the agency of jurisdiction no more than 24 hours after use authorization.
    - B.6.3.b.2 The types of restraints to be used.
    - B.6.3.b.3 Documentation of 15-minute checks by health-trained personnel or health services of prisoners placed in medical restraints.

- B.6.3.b.4 How proper hydration, nutrition, and toileting are provided.
- B.6.3.b.5 Documentation of efforts for less restrictive treatment alternatives as soon as possible.
- B.6.3.b.6 The use of restraints on pregnant and postpartum women is prohibited unless the prisoner poses an immediate and credible flight risk that cannot reasonably be prevented by other means; poses an immediate and serious threat of harm to themselves or others that cannot reasonably be prevented by other means; or a healthcare professional responsible for the health and safety of the prisoner determines use of restraints are appropriate for the medical safety of the prisoner. See FPBDS Security and Control Section C.4. Use of Force/Non-Routine Application of Restraints.

**B.6.4 Sexual Assaults**

- B.6.4.a Prisoners identified as high risk with a history of sexually assaultive behavior are assessed by a mental health or other qualified professional. Prisoners with a history of sexually assaultive behavior are identified, monitored, and counseled. **4-ALDF-4D-22-3**
- B.6.4.b Prisoners identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Prisoners at risk for sexual victimization are identified, monitored, and counseled. **4-ALDF-4D-22-4**
- B.6.4.c Victims of sexual assault are referred under appropriate security provisions to a community facility for treatment and gathering of evidence. If these procedures are performed in-house, the following guidelines are used: **(4-ALDF-4D-22-6)**
  - B.6.4.c.1 A history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes collection of evidence from the victim, using a kit approved by the appropriate authority.
  - B.6.4.c.2 Provision is made for testing of sexually transmitted diseases and counseling as appropriate.
  - B.6.4.c.3 Prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims as appropriate.
  - B.6.4.c.4 Following the physical examination, an evaluation by a mental health professional is made available to assess the need for crisis intervention counseling and long-term follow-up.



- B.6.4.c.5 A report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant.
- B.6.4.c.6 All case records associated with claims of sexual abuse, including incident reports, investigative reports offender information case disposition medical and counseling evaluation findings and recommendations for post-release treatment and/or counseling are retained in accordance with an established schedule. **4-ALDF-4D-22-8**
- B.6.4.c.7 In order to establish a strong, effective reporting culture among staff and ensure the agency and facility receive timely information about sexual assault, sexual abuse, sexual harassment or retaliation, and staff neglect or violation of responsibilities that may have contributed to an incident or retaliation, all allegations of sexual assault must result in immediate notification of the agency of jurisdiction within 24 hours of the initial report.
- B.6.4.c.8 Immediate notification and documented proof of notification is made to the external reporting jurisdiction, such as the police or rape crisis center. This does not include internal or corporate authorities.
- B.6.4.c.9 The facility administrator ensures facility staff report all allegations, while taking steps to protect the confidentiality of sexual abuse information by sharing internally with only those who need to know.

#### **B.6.5 Prisoner Deaths**

- B.6.5.a In the event of a prisoner death, the facility will immediately notify the agency of jurisdiction. **4-ALDF-4D-23**
- B.6.5.b All deaths are reviewed to determine the appropriateness of clinical care; to ascertain whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study. This process will ensure: **(NCCHC J-A-10)**
  - B.6.5.b.1 All deaths are reviewed within 30 days and a copy of the post-mortem review is provided to the agency of jurisdiction not less than 24 hours after completion of the 30-day report.
  - B.6.5.b.2 A death review consists of:
    - B.6.5.b.2.a An administrative review.
    - B.6.5.b.2.b A clinical mortality review.
    - B.6.5.b.2.c A psychological autopsy if death is by suicide.

B.6.5.b.3 Treating staff are informed of the clinical mortality review and administrative review findings.

B.6.5.b.4 Corrective actions identified through the mortality review process are implemented and monitored.

**B.6.6 Restrictive Housing**

B.6.6.a When a prisoner is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority. **4-ALDF-2A-4**

B.6.6.b If a prisoner with serious mental illness is placed in restrictive housing: **(DOJ-Restrictive Housing Report)**

B.6.6.b.1 Mental health staff conduct a mental health consultation at the time of the prisoner's placement;

B.6.6.b.2 The prisoner receives intensive, clinically appropriate mental health treatment for the entirety of the prisoner's placement in restrictive housing;

B.6.6.b.3 At least once per week, a qualified mental health practitioner, assigned to supervise mental health treatment in the restrictive housing unit, conducts face-to-face clinical contact with the prisoner, to monitor the prisoner's mental health status and identify signs of deterioration.

B.6.6.c After 30 days in restrictive housing, and every 30 days thereafter, all prisoners in restrictive housing receive a face-to-face psychological review by mental health staff. If at any point a prisoner shows signs of psychological deterioration while in restrictive housing, the prisoner is immediately evaluated by mental health staff.

**DOJ-Restrictive Housing Report**

## **C SECURITY AND CONTROL**

### **C.1 Correctional Supervision**

C.1.1 Space is provided for a 24-hour secure control center for monitoring and coordinating the facility's security, life safety, and communications systems.

**4-ALDF-2A-01**

C.1.2 The secure control center is staffed continuously. **4-ALDF-2A-02**

C.1.3 Correctional officer posts are located in the immediate prisoner living areas to permit officers to see, hear, and respond promptly to emergency situations.

**4-ALDF-2A-03**

- C.1.4 Prisoners classified as medium or maximum security risks are personally observed by an officer at least every 40 minutes on an irregular schedule. Prisoners classified as minimum or low security risks are personally observed by an officer at least every 60 minutes on an irregular schedule. **4-ALDF-2A-05**
- C.1.5 When both males and females are housed in a facility, at least one male staff member and one female staff member are on duty at all times.  
**4-ALDF 2A-08**
  - C.1.5.a Staff of the opposite gender announce their presence when entering opposite gender housing units and areas of assembly or congregation.
- C.1.6 No prisoner or group of prisoners is given control, or allowed to exert authority, over other prisoners. **4-ALDF-2A-09**
- C.1.7 All prisoner movement from one area of the facility to another is controlled by staff. **4-ALDF-2A-10**
- C.1.8 Correctional staff maintain a permanent log recording routine information, emergency situations, and unusual incidents. **4-ALDF-2A-11**
- C.1.9 Correctional supervisors review permanent logs on each shift to provide responsible department heads/shift supervisors with relevant information. These reviews are documented. **4-ALDF-2A-11**
- C.1.10 Supervisory staff conduct a daily patrol, including holidays and weekends, of all areas occupied by prisoners. Unoccupied areas are to be inspected at least weekly. Patrols and inspections are documented. **4-ALDF-2A-12**
- C.1.11 A qualified person conducts at least weekly inspections of all security devices, identifying those needing repair or maintenance. Results of the weekly security inspections are reported in writing. **4-ALDF-2A-13**

## **C.2 Prisoner Accountability**

- C.2.1 There is a prisoner population management system that includes records of the admission, processing, and release of prisoners. **4-ALDF-2A-16**
- C.2.2 The facility has a system for physically counting prisoners. The system includes strict accountability for prisoners being counted outside of their assigned living area. **4-ALDF-2A-17**
- C.2.3 At least one complete institution count is conducted for each shift, with no less than three complete institution counts being conducted in a 24-hour period.  
**4-ALDF-2A-17**

## **C.3 Control of Contraband**

- C.3.1 Procedures guide searches of facilities and prisoners to control contraband and provide for its disposition. **4-ALDF-2C-01**

- C.3.2 Procedures govern the preservation, control, and disposition of all physical evidence obtained in connection with a violation of law and/or institution regulation. At a minimum, the procedures address the following: **(4-ALDF-2C-06)**
  - C.3.2.a Chain of custody.
  - C.3.2.b Evidence handling.
  - C.3.2.c Location and storage requirements.
  - C.3.2.d Manner of disposition.
- C.3.3 A search of a prisoner's body and attire is conducted upon arrival to the facility and prior to transport out of the facility.
  - C.3.3.a Prisoners are searched after contact with the public or when returning from public areas.
  - C.3.3.b Prisoner searches are conducted in an appropriate setting and by staff of the same gender.
- C.3.4 A strip search of general population prisoners is only conducted when there is reasonable belief that the prisoner may be in possession of an item of contraband. The least invasive form of search is conducted. **4-ALDF-2C-04**
- C.3.5 Manual or instrument inspection of body cavity is conducted only when there is reasonable belief that the prisoner is concealing contraband and when authorized by the facility administrator or designee. Health care personnel conduct the inspection in private. **4-ALDF-2C-05**
- C.4 **Use of Force/Non-Routine Application of Restraints**
  - C.4.1 The use of physical force is restricted to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. **4-ALDF-2B-01**
  - C.4.2 Physical force and restraints are not used as punishment. **4-ALDF-2B-01; 4-ALDF-2B-02**
  - C.4.3 The use of restraints on pregnant and postpartum women is prohibited unless the prisoner poses an immediate and credible flight risk that cannot reasonably be prevented by other means, poses an immediate and serious threat of harm to themselves or others that cannot reasonably be prevented by other means, or a healthcare professional responsible for the health and safety of the prisoner determines use of restraints are appropriate for the medical safety of the prisoner.
    - C.4.3.a When authorized, only handcuffs placed in the front may be used when restraining a pregnant or postpartum prisoner.
    - C.4.3.b Restraints used on pregnant and postpartum prisoners, if approved for use, must be removed at the earliest opportunity when safe to do so.

- C.4.3.c Notify the agency of jurisdiction not less than 24 hours after restraints are used on a pregnant or postpartum prisoner. Notifications should include the reasoning for use, duration, and any resulting physical effects on the prisoner.
- C.4.4 The application of four/five-point restraints complies with the following criteria: **(4-ALDF-2B-03)**
  - C.4.4.a Four/five-point restraints are used only in extreme instances and only when other types of restraints have proven ineffective.
  - C.4.4.b Advance approval is secured from the facility administrator/designee before a prisoner is placed in a four/five- point restraint.
  - C.4.4.c The health authority or designee is notified to assess the prisoner's medical and mental health condition.
  - C.4.4.d The health authority or designee determines if, whether based on serious danger to self or others, the prisoner should be in a medical/mental health unit for emergency involuntary treatment with sedation and/or other medical/mental health unit.
- C.4.5 In the event a prisoner is placed in four/five-point restraints, the following procedures are followed: **(4-ALDF-2B-03)**
  - C.4.5.a Direct visual observation by staff is continuous prior to obtaining approval from the health authority or designee.
  - C.4.5.b Subsequent visual observation is made at least every 15 minutes.
  - C.4.5.c Restraint procedures are in accordance with guidelines approved by the designated health authority.
  - C.4.5.d All decisions and actions are documented.
- C.4.6 Written reports are submitted to the facility administrator or designee no later than the conclusion of the tour of duty when any of the following occur: **(4-ALDF-2B-07)**
  - C.4.6.a Discharge of firearm or other weapon.
  - C.4.6.b Use of less lethal devices to control prisoners.
  - C.4.6.c Use of force to control prisoners.
  - C.4.6.d Prisoner(s) remaining in restraints at the end of the shift.
- C.4.7 All calculated Use of Force Incidents and Non-Routine Application of Restraints are supervised and videotaped.
- C.4.8 The agency of jurisdiction is immediately notified of any Use of Force Incident or Non-Routine Application of Restraints.
- C.4.9 All Use of Force incidents are reviewed by the facility administrator to ensure compliance with the facility's Use of Force policy. At a minimum the process will:

- C.4.9.a Gather all relevant information, to include witness statements from staff and prisoners, and surveillance video, if applicable;
- C.4.9.b Determine whether policy and procedures were followed;
- C.4.9.c Make recommendations for improvement, if any; and
- C.4.9.d Complete after-action report within 3 days post incident to record the review and findings.

## **C.5 Weapons Control**

- C.5.1 Procedures govern the availability, control, and use firearms, less lethal devices, and related security devices, and specify the level of authority required for their access and use. **4-ALDF-2B-04**
- C.5.2 Chemical agents and electrical disablers are used only with the authorization of the facility administrator or designee. **4-ALDF-2B-04**
- C.5.3 Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened. **4-ALDF-2B-08**
- C.5.4 Storage space is provided for the secure storage of less lethal devices and related security equipment, and this space is located in an area separate and apart from prisoner housing or activity areas. **4-ALDF-2B-05**
- C.5.5 Access to the weapons storage space is restricted to authorized persons only. **4-ALDF-2B-05**
- C.5.6 The facility maintains a written record of routine and emergency distribution of security equipment. **4-ALDF-2B-06**
- C.5.7 Firearms, chemical agents, and related security equipment are inventoried at least monthly to determine their condition and expiration dates. **4-ALDF-2B-06**
- C.5.8 Firearms, chemical agents, and related security equipment are issued only to qualified staff.
- C.5.9 Visiting Law Enforcement Officers secure their weapons in a locker located outside the secure perimeter of the facility. **4-ALDF-2B-08**
- C.5.10 Employees on duty use only firearms or other security equipment that have been approved by the facility administrator. **4-ALDF-2B-08**
- C.5.11 Appropriate equipment is provided to facilitate safe unloading and loading of firearms. **4-ALDF-2B-08**
- C.5.12 Incidents of missing weapons are reported promptly to supervisory security personnel.

## **C.6 Keys, Tools, and Medical Equipment Control**

- C.6.1 The use of keys is controlled and inventoried. **4-ALDF-2D-01**



- C.6.2 Emergency keys:
  - C.6.2.a Are kept in a secure but accessible location.
  - C.6.2.b Reach every area of the facility.
  - C.6.2.c Usage is limited to authorized staff.
  - C.6.2.d Usage is documented.
  - C.6.2.e Keys are physically tested on a quarterly basis with the results documented.
- C.6.3 The use of tools and culinary equipment is controlled and inventoried. **4-ALDF-2D-02**
  - C.6.3.a Culinary Class “A” tools to include all tools with blades, serrated and sharp cutting edges, poking and probing tools such as meat thermometers and heat probes, if used by prisoners, are tethered and under supervision of kitchen security officer(s).
  - C.6.3.b Shadowed in Red.
- C.6.4 In the event prisoner workers are assigned to work details involving the use of Class “A” tools, facility policy identifies what tools may be used by prisoners and identifies the level of required staff supervision.
  - C.6.4.a Use of Class “A” tools and equipment such as a floor buffer, equipment extension cords and ropes exceeding 10 feet in length, and all ladders or equipment which can be used for escape are secured behind two levels of security.
- C.6.5 Key rings, including those for gun lockers, are securely fastened to a belt with a metal clip or chain. Fastening keys to a holster or belt loop is prohibited.
- C.6.6 Medical and dental instruments, equipment, and supplies (syringes, needles, and other sharps) are controlled and inventoried. **4-ALDF-2D-03**
- C.6.7 An employee who loses, misplaces, or otherwise cannot account for a key or key ring immediately alerts the shift supervisor and within an hour submits a written lost key report.
- C.6.8 Incidents of missing keys, tools, culinary equipment, medical and dental equipment, and supplies are reported promptly to security personnel. Efforts will be made to locate the lost item; results must be documented. **4-ALDF-2D-03**
- C.7 **Post Orders**
  - C.7.1 There are current written orders for every correctional officer post, which clearly outline duties, responsibilities, and expectations of that post. **4-ALDF-2A-04**
  - C.7.2 Post orders for armed posts contain instructions regarding the proper care and safe handling of firearms and specific instructions stating when and under what circumstances their use is authorized.

- C.7.3 Officers assigned to those posts acknowledge in writing that they have read and understand the orders and record the date. **4-ALDF-2A-04**
- C.7.4 The facility administrator or designee reviews post orders annually and updates them as needed. **4-ALDF-2A-04**

## **C.8 Prisoner Discipline**

- C.8.1 Rules of prisoner conduct specify acts prohibited within the facility and the range of penalties that can be imposed for various degrees of violations.  
**4-ALDF-3A-01**
- C.8.2 Disciplinary Segregation, as a penalty for committing a prohibited act, is reserved for offenses involving violence, escape, or posing a threat to institutional safety by encouraging others to engage in such conduct.  
**DOJ - Restrictive Housing Report**
- C.8.3 There is a sanctioning schedule for rule violations. The maximum sanction for rule violations is no more than 60 days of disciplinary segregation for all violations arising out of one incident. **4-ALDF-2A-50**
- C.8.4 A prisoner who allegedly commits an act covered by criminal law is referred to the appropriate criminal justice agency. **4-ALDF-6C-02**
- C.8.5 There are written guidelines for resolving minor prisoner infractions that include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; prisoner may waive the hearing. **4-ALDF-6C- 01**
- C.8.6 When rule violations require formal resolutions, staff members prepare a disciplinary report and forward it to the designated supervisor before the end of the duty day on which the violation occurred. **4-ALDF-6C-03**
- C.8.7 Disciplinary reports include, but are not limited to, the following: **(4-ALDF-6C-04)**
  - C.8.7.a Specific rule violated.
  - C.8.7.b Formal statement of the charge.
  - C.8.7.c An explanation of the event that includes who was involved, what transpired, and the time and location of the occurrence.
  - C.8.7.d Any physical evidence and disposition.
  - C.8.7.e Any immediate action, including use of force.
  - C.8.7.f Reporting staff member's signature and date and time of incident.
- C.8.8 When an alleged rule violation is reported, an appropriate investigation is initiated within 24 hours of the time the violation is reported and is completed without delay, unless there are exceptional circumstances for delaying; justifiable delays must be documented in the record and approved by the facility administrator.  
**4-ALDF-6C-05**

- C.8.9 Absent compelling circumstances, such as a pending criminal investigation, a prisoner does not remain in investigative segregation for a longer period of time than the maximum term of disciplinary segregation permitted for the most serious offense charged. **DOJ - Restrictive Housing Report.**
- C.8.10 A prisoner charged with a rule violation receives a written statement of the charge(s) including a description of the incident and specific rules violated. The prisoner is given the statement at the same time the disciplinary report is filed with the disciplinary committee or within 24 hours of the incident. Disciplinary hearings cannot be held in less than 24 hours, without the prisoner's written consent.  
**4-ALDF-6C-07**
- C.8.10.a Charges may not be changed during the Disciplinary Hearing.
- C.8.10.b Prisoners are provided a copy of the Incident Report and notice of charges immediately after conclusion of the investigation and at least 24 hours prior to the disciplinary hearing.
- C.8.11 Prisoners charged with rule violations are present at the hearing unless they waive that right in writing or through their behavior. Any prisoner's absence or exclusion is documented. **4-ALDF 6C-08**
- C.8.12 Disciplinary hearings are convened as practical but no later than seven days, excluding weekends and holidays, after the alleged violation. Prisoners are notified of the hearing at least 24 hours in advance of the hearing. Reasons for postponement or continuance are documented. **4-ALDF 6C-09; 4-ALDF 6C-10**
- C.8.13 The disciplinary hearing is conducted by a correctional official outside the regular chain of command at the institution where the inmate is housed.  
**DOJ - Restrictive Housing Report**
- C.8.14 The Disciplinary Hearing Officer (DHO) has a minimum of 1-year experience as a facility investigator or DHO. DHO does not have collateral duties or serve as an alternate investigator.
- C.8.14.a The disciplinary hearing is conducted by a correctional official outside the regular chain of command at the institution where the Prisoner is housed.
- C.8.14.b The hearing officer's training includes:
- C.8.14.b.1 Determination of finding(s), rule violations(s) and prohibited act(s).
- C.8.14.b.2 Preponderance of evidence.
- C.8.14.b.3 Evidence/discovery review. **4-ALDF 6C-14**
- C.8.14.b.4 Document/recording of hearing; written or electronic.
- C.8.14.b.5 Finding(s) and adjudication(s).
- C.8.14.b.6 Penalties and sanctions.
- C.8.14.b.7 Notification and decision.

- C.8.15 Hearings for prisoners in general population are conducted in a location or setting with appropriate sight and sound privacy.
- C.8.16 Hearings for prisoners housed in the restrictive housing unit are not conducted at cell doors or common public dayroom settings.
  - C.8.16.a Prisoners are provided a copy of the Incident Report and notice of charges immediately after conclusion of the investigation and at least 24 hours prior to the disciplinary hearing.
- C.8.17 Prisoners have an opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf; the reasons for denying such a request are stated in writing. **4-ALDF-6C-12**
- C.8.18 A staff member or agency representative assists prisoners at disciplinary hearings when it is apparent that a prisoner is not capable of collecting and presenting evidence on his or her own behalf. **4-ALDF 6C-13**
- C.8.19 When a disciplinary hearing officer is confronted with a prisoner who demonstrates symptoms of mental illness, the disciplinary officer consults with qualified mental health services professionals to provide input as to: **(DOJ - Restrictive Housing Report)**
  - C.8.19.a The prisoner's competence to participate in the disciplinary hearing;
  - C.8.19.b Responsibility for charged behavior;
  - C.8.19.c Information of known mitigating factors in regard to the behavior; and
  - C.8.19.d Impact of applicable sanctions on the prisoner's mental health treatment plan.
- C.8.20 Disciplinary decisions are based solely on information obtained in the hearing process, including video reviews, staff reports, the statements of the prisoner charged, and the evidence derived from both staff and prisoner witnesses and documents. **4-ALDF 6C-14**
- C.8.21 The prisoner's behavior while in investigative segregation is given consideration by the disciplinary hearing officer. **DOJ - Restrictive Housing Report**
- C.8.22 Time spent in investigative segregation is credited towards the term of disciplinary segregation. **DOJ - Restrictive Housing Report**
- C.8.23 Disciplinary sentences for offenses resulting from the same incident are served concurrently. Executing disciplinary sentences consecutively is strictly prohibited. **DOJ - Restrictive Housing Report**
- C.8.24 A written report is made of the decision and supporting reasons, and a copy is given to the prisoner. The hearing record and supporting documentation are kept in the prisoner's file.
- C.8.25 The facility administrator or designee reviews all disciplinary hearings and dispositions to assure conformity with policy and regulations. **4-ALDF-6C-17**

- C.8.26 Prisoners may appeal decisions of the disciplinary hearing officer. Appeals of disciplinary actions must be affirmed or reversed within 15 days of the appeal.

**4-ALDF 6C-18**

C.8.26.a Disciplinary hearing appeals are not heard via the grievance process.

**C.9 Prisoner Transportation**

- C.9.1 Prisoner transportation vehicles receive an annual safety inspection in accordance with State statutes by qualified personnel. **4-ALDF-1B-03**
- C.9.2 Transportation vehicles are secured when not in use.
- C.9.3 Transportation vehicles are equipped with serviceable air conditioning and heating systems.
- C.9.4 Transportation vehicles are available to accommodate disabled or movement impaired prisoners.
- C.9.5 Transportation vehicles are equipped with serviceable communication equipment.
- C.9.6 Transportation vehicles are equipped with a serviceable fire extinguisher.
- C.9.7 Transportation vehicles are compartmentalized to permit the secure separation of male and female prisoners if they are transported in the same vehicle.
- C.9.8 Transportation vehicles are equipped with security screens between the operator compartment and the prisoner compartment.
- C.9.9 The facility's vehicle sally port provides a secure environment for the loading and unloading of prisoners.
- C.9.10 The facility's prisoner intake and discharge area provides a secure area for processing, transferring, searching, and applying/removing retraining devices.
- C.9.11 Prisoners are searched prior to boarding a vehicle.
- C.9.12 Prisoners are fully restrained (handcuffs, waist chains, and leg irons) during transportation. Medical exceptions are documented and approved. Pregnant/ and postpartum prisoner restraint restrictions apply to transportation (see Section C.4.3).
- C.9.12.a Transport officers possess acknowledged and signed Post Orders.
- C.9.12.b Prisoners are restrained in the most secure manner which does not interfere with medical procedures or harms the Prisoner.
- C.9.12.c Two extremities are secured to the frame of the bed (one arm and one leg).
- C.9.12.d Use of nylon straps and flex-cuffs are approved by USMS District Supervisory staff when deemed necessary only by hospital staff.
- C.9.12.e Two armed staff are present with the Prisoner in the hospital room at all times.

Prisoner logbook is signed by visiting supervisory staff once every 8 hours.

- C.9.13 Transportation officers consist of a minimum of two armed escorts when utilizing a sedan or van and a minimum of two armed escorts in addition to the driver when utilizing a bus to transport prisoners.
- C.9.14 Transport vehicles are searched for contraband prior to and after each prisoner movement.

## **D FOOD SERVICE**

### **D.1 Food Service Administration**

- D.1.1 A person who is experienced in food service management supervises food service operations and is certified by a food protection manager certification program.  
**4-ALDF-4A-04; 2013 U.S. Food Code: 2-102.11, 2-102.12, 2-102.20, 2-103.11**
- D.1.2 The Food Service Administrator or designee conducts daily inspections of all food service areas, including dining and food preparation areas and equipment.  
**4-ALDF-4A-15**
- D.1.3 The facility's food service operation is reviewed by an independent, outside source to ensure the food service facilities and equipment meet established governmental health and safety codes. Corrective action is documented for all deficiencies. **4-ALDF-4A-11**
- D.1.4 Meals are prepared, delivered, and served under staff supervision. **4-ALDF-4A-17**
- D.1.5 All staff, contractors, and volunteer prisoner workers who work in the food service department are trained in the use of food service equipment and in the safety procedures to be followed in the food service department. **4-ALDF-4A-12-1**

### **D.2 Food Service Employee/Worker Health**

- D.2.1 Volunteer, prisoner food service workers receive a pre-assignment medical examination and periodic reexamination to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils. **4-ALDF-4A-13**
- D.2.2 Food service employees/workers are required to report information about their health and activities as they relate to diseases that are transmissible through food, in a timely manner and sufficient detail to reduce the risk of foodborne disease transmission. **2013 U.S. Food Code: 2-201.11, 3-103.11(3)**
- D.2.3 Food service employees/workers are required to clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment, and utensils.  
**2013 U.S. Food Code: 2-301.11, 2-301.12, 2-301.14**



- D.2.4 Food service employees/workers are required to clean their hands in a handwashing sink or approved automatic handwashing facility and may not clean their hands in a sink used for food preparation or ware washing, or in a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste. **2013 U.S. Food Code 2-301.15**
- D.2.5 Food service employees/workers are required to wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single- service and single-use articles. **2013 U.S. Food Code 2-304.11**
- D.2.6 Food Service employees/workers are required to wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing to keep their hair from contacting exposed food; clean equipment, utensils, and linens. **2013 U.S. Food Code 2-402.11**
- D.2.7 Food service employees and Prisoner workers eat or drink only in designated areas where contamination of exposed food, clean equipment, utensils or other items cannot occur. **2013 U.S. Food Code 2-401.11**

### **D.3 Food Storage and Preparation**

- D.3.1 Refrigerated, potentially hazardous food deliveries are checked on delivery to ensure compliance with Food Code. **2013 U.S. Food Code 3-202.11, 3-202.15**
- D.3.2 Food is stored in a manner compliant with Food Code. **2013 U.S. Food Code 3-3**
- D.3.3 Food is protected from contamination from equipment, utensils, and linens in a manner compliant with Food Code. **2013 U.S. Food Code 3-305.11, 3-305.12**
- D.3.4 During preparation (Cooking, Freezing, Reheating), unpackaged food is protected from environmental sources of contamination in a manner compliant with Food Code. **2013 U.S. Food Code 3-4, 3-5**

### **D.4 Equipment, Utensils, and Linens**

- D.4.1 Utensils and food contact surfaces are designed and constructed of materials compliant with Food Code. **2013 U.S. Food Code 4-1, 4-2**
- D.4.2 Ware washing (dishwashing) machines are operating within designed specifications and/or in a manner compliant with Food Code. **2013 U.S. Food Code: 4-204.113, 4-204.114, 4-204.115, 4-204.117, 4-204.118, 4-204.119, 4-501.110, 4-501.112, 4-501.113, 4-501.114, 4-501.116**
- D.4.3 Manual ware washing operations utilize at least 3 sufficiently sized compartments for manually washing, rinsing, and sanitizing equipment and utensils; and are compliant with Food Code. **2013 U.S. Food Code 4- 301.12, 4-301.13, 4-501.114, 4-501.111**
- D.4.4 If hot water is used for sanitization in manual ware washing operations, the sanitizing compartment is compliant with Food Code. **2013 U.S. Food Code 4-204.116, 4-204.119**

- D.4.5 Drain boards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation is provided for necessary utensil holding before cleaning and after sanitizing.  
**2013 U.S. Food Code 4-301.13**
- D.4.6 Ventilation hood systems and devices are sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings.  
**2013 U.S. Food Code 4-301.14**
- D.4.7 Food temperature measuring devices are readily accessible for used in ensuring attainment and maintenance of food temperatures and the manual washing and sanitizing temperatures as specified under Food Code.  
**2013 U.S. Food Code 4-302.12, 4-302.13**
- D.4.8 A test kit or other device that accurately measures the concentration sanitizing solutions is provided. **2013 U.S. Food Code 4-302.14**
- D.4.9 Food service equipment is cleaned, maintained in good repair and in a manner compliant Food Code. **2013 U.S. Food Code 4-501.11, 4-501.12, 4-501.14**
- D.4.10 Food service equipment is used in accordance with the manufacturer's operating instructions and in a manner compliant with Food Code.  
**2013 U.S. Food Code 4-501.15, 4-501.16**
- D.4.11 Cleaning agents are used in accordance with the manufacturer's label instructions. **2013 U.S. Food Code 4-501.17**
- D.4.12 In manual ware washing operations, the wash, rinse, and sanitize solutions are maintained clean and temperatures maintained in accordance with the cleaning agent manufacturer's label instructions or as required by Food Code.  
**2013 U.S. Food Code 4-501.18, 4-501.19**
- D.4.13 Equipment, Food-Contact Surfaces, Nonfood-Contact Surfaces, and Utensils are clean to sight and touch. **2013 U.S. Food Code 4-601.11a**
- D.4.14 The food-contact surfaces of cooking equipment and pans are kept free of encrusted grease deposits and other soil accumulations.  
**2013 U.S. Food Code 4-601.11b**
- D.4.15 Nonfood-contact surfaces of equipment are kept free of an accumulation of dust, dirt, food residue, and other debris. **2013 U.S. Food Code 4-601.11c**
- D.4.16 Equipment, food-contact surfaces, utensils, cooking equipment, baking equipment, non-food contact surfaces, and linens, are cleaned in frequency and method compliant with Food Code. **2013 U.S. Food Code: 4-602.11, 4-602.12, 4-602.13, 4-603.11, 4-603.12, 4-603.13, 4-603.14, 4-603.15, 4-603.16, 4-603.17, 4-701.10, 4-702.11, 4-703.11, 4-801.11, 4-802.11, 4-803.11, 4-803.12, 4-803.13**
- D.4.17 Clean and sanitized equipment and utensils are dried in accordance with Food Code. **2013 U.S. Food Code: 4-901.11, 4-901.12, 4-904.14**
- D.4.18 Food service equipment maintenance is performed in a manner, which does not contaminate food contact services and is compliant with Food Code.  
**2013 U.S. Food Code: 4-902.11, 4-902.12**

- D.4.19 Food service equipment, utensils, linens, and single service and single use articles are stored in a manner compliant with Food Code.

**2013 U.S. Food Code: 4-903.11, 4-903.12, 4-904.11, 4-904.12, 4-904.13**

## **D.5 Prisoner Meals and Special Diets**

- D.5.1 Prisoner meal menus and religious diets are reviewed annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended dietary allowances for basic nutrition for appropriate age groups. **4-ALDF-4A-07**
- D.5.2 Special diets to include supplemental meals for juveniles, pregnant prisoners, and prisoners with wasting conditions are nutritionally certified and prescribed through medical.
- D.5.3 Prepared prisoner meals adhere to the approved menus. Meal substitutions are nutritionally equivalent. Product substitutions for menu deviations are documented and approved by the facility administrator. **4-ALDF-4A-08**
- D.5.4 Accurate records are maintained of all meals served. **4-ALDF-4A-06**
- D.5.5 Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. **4-ALDF-4A-07**
- D.5.6 The planning and preparation of all meals takes into consideration food flavor, texture, temperature, appearance, and palatability. **4-ALDF-4A-08**
- D.5.7 Three meals, including at least two hot meals, are provided at regular times during each 24-hour period, with no more than 14-hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. **4-ALDF-4A-18**
- D.5.8 Therapeutic, special, and pregnant female diets are provided as prescribed by appropriate clinicians. **4-ALDF-4A-09**
- D.5.9 Clinical orders for medical diets include the type of diet, the duration for which it is to be provided, and any special instructions. **NCCHC J-F-02**
- D.5.10 Special diets are provided for prisoners whose religious beliefs require the adherence to religious dietary laws when approved by the facility chaplain **4-ALDF-4A-10**

## **E RESTRICTIVE HOUSING**

### **E.1 Prisoner Activity (Data, Records and Logs)**

- E.1.1 Frequency and cumulative length of restrictive housing placement.  
**DOJ - Restrictive Housing Report**

- E.1.1.a Facility-wide data. This data describes the incidence and prevalence of restrictive housing, including the total number of prisoners in each type of restrictive housing, restrictive housing recidivism rates, and average length of stay. Information should be publicly available on corrections websites. It should include demographic information for prisoners, including race, national origin, religion, gender, gender identity, sexual orientation, disability status, and age, to the extent that the collection and publication of such information complies with all applicable laws.
- E.1.1.b Prisoner records contain RHU placement history throughout their facility stay; including changes in status (i.e., from investigative segregation to disciplinary segregation to administrative segregation).
- E.1.1.c Staff operating restrictive housing units maintain a permanent log that contains at a minimum the following information for each prisoner admitted to restrictive housing:
  - E.1.1.c.1 Name.
  - E.1.1.c.2 Number.
  - E.1.1.c.3 Housing location.
  - E.1.1.c.4 Date admitted.
  - E.1.1.c.5 Type of infraction or reason for admission.
  - E.1.1.c.6 Tentative/actual transition date.
  - E.1.1.c.7 Special medical or mental health issues.
- E.1.2 Restrictive Housing management maintains RHU operations data which includes:
  - E.1.2.a Total number of each type of restrictive housing placement.
  - E.1.2.b Restrictive housing recidivism rates (Restrictive housing recidivism rate means the percentage of time individual prisoners repeatedly end up in restrictive housing during their stay).
  - E.1.2.c Average length of restrictive housing placement.
  - E.1.2.d Demographic information of prisoners placed in restrictive housing to include race, national origin, religion, gender, gender identity, sexual orientation, disability, and age. **DOJ - Restrictive Housing Report**
- E.1.3 All visitors to the restrictive housing unit are documented on a permanent log.
  - E.1.3.a Prisoners not assigned to the RHU are prohibited from working in or entering the RHU.

## **E.2 Prisoner Transfer and Releases**

- E.2.1 Absent a compelling reason, prisoners are not released directly from restrictive housing to the community. **DOJ - Restrictive Housing Report**

### **E.3 Staffing**

- E.3.1 Compliance with restrictive housing policies is reflected in the employee-evaluations of staff assigned to restrictive housing units.

**DOJ - Restrictive Housing Report**

- E.3.2 Staff assigned, on a regular basis, to work directly with prisoners in restrictive housing are selected based on criteria that includes:

E.3.2.a Completion of a 1-year probationary period (Staff of USMS contract facilities must have also received final employment approval).

E.3.2.b Experience.

E.3.2.c Suitability for this population.

E.3.2.d Specialized training which includes:

E.3.2.d.1 A review of restrictive housing policy and procedures, and

E.3.2.d.2 Identifying and reporting signs of mental health decompensation of prisoners in restrictive housing.

**DOJ - Restrictive Housing Report**

- E.3.3 Staff assigned to restrictive housing units are closely supervised and their performance is documented annually. There are provisions for rotation to other duties/posts.

### **E.4 Administrative/Disciplinary**

- E.4.1 The reason for placing and retaining a prisoner in restrictive housing is clearly articulated, supported by objective evidence, and serves a specific penological purpose. **DOJ - Restrictive Housing Report**

- E.4.2 Policy identifies the conditions in which a prisoner may be placed in restrictive housing in response to an alleged disciplinary violation. Such placements are limited to an investigation into those offenses for which disciplinary segregation is an approved sanction. (Offenses involving violence, escape, or a threat to institutional safety by encouraging others to engage in such misconduct.)

**DOJ - Restrictive Housing Report.**

- E.4.3 Policy prohibits the placement of juveniles in restrictive housing.

**DOJ - Restrictive Housing Report**

- E.4.4 The facility administrator or designee can order immediate placement in restrictive housing when it is necessary to protect the prisoner or others. The action is approved, denied, or modified within 24 hours by an appropriate and higher authority not involved in the initial placement.

- E.4.5 Prisoners are not placed in restrictive housing unless correctional officials conclude, based on evidence, that no other form of housing will ensure the prisoner's safety and the safety of staff, other prisoners and the public.

**DOJ - Restrictive Housing Report**

- E.4.5.a Prisoners are not placed in the RHU more than 72 hours for refusing housing.
- E.4.6 Prisoners who are lesbian, gay, bisexual, transgender, intersex (LGBTI), gender nonconforming, or whose appearance or manner does not conform to traditional gender expectations are not placed in restrictive housing solely on the basis of such identification or status. If a prisoner in this category faces a legitimate threat from other prisoners, correctional officials shall seek alternative housing, with conditions comparable to those of general population. DOJ-Restrictive Housing Report.
- E.4.7 Prisoners who are pregnant, who are postpartum, who recently had a miscarriage, or who recently had a terminated pregnancy are not placed in restrictive housing. If a prisoner in this category is placed in restrictive housing, the decision must be approved by senior correctional officials above the facility administrator and in consultation with health officials who are above the facility clinical director. This review must be completed within 24-hours of the initial placement and reviewed every 24-hours thereafter. Upon authorized placement the facility will immediately notify the agency of jurisdiction within 24 hours of authorization.  
**DOJ - Restrictive Housing Report**
- E.4.8 When a prisoner is transferred to restrictive housing, health care personnel are informed immediately and provide assessment and review of medical and mental health risk factors as indicated by the protocols established by the health authority.
- E.4.9 Prisoners with serious mental illness are not placed in restrictive housing, unless:  
**DOJ - Restrictive Housing Report**
  - E.4.9.a The prisoner presents such an immediate and serious danger that there is no reasonable alternative;
  - E.4.9.b A qualified mental health practitioner determines:
    - E.4.9.b.1 That placement in restrictive housing would not harm the prisoner;
    - E.4.9.b.2 The prisoner is not a suicide risk;
    - E.4.9.b.3 The prisoner does not have active psychotic symptoms;
    - E.4.9.b.4 In disciplinary circumstances, the prisoner's lack of responsibility due to mental illness or mitigating factors related to the mental illness preclude the prisoner's placement in restrictive housing.
- E.4.10 If a prisoner with serious mental illness is placed in restrictive housing:  
**DOJ - Restrictive Housing Report**
  - E.4.10.a Mental health staff conduct a mental health consultation at the time of the prisoner's placement; Assessments are conducted in confidential and safe environment when security concerns are not an issue.  
**4-ADLF-A-45**



- E.4.10.b A multidisciplinary committee is conducted weekly and includes, at a minimum, the Warden, Chief of Security, Health Services Administrator, Classification and Case Managers.
- E.4.10.c Prisoner is present and participates in the review. Reason for non-participation by prisoner is documented if the prisoner is not present
- E.4.10.d The prisoner receives enhanced opportunities for in-cell and out-of-cell therapeutic activities and additional unstructured out-of-cell time, to the extent such activities can be conducted while ensuring the safety of the prisoner, staff, other prisoners and the public.
- E.4.10.e After 30 days in restrictive housing, the prisoner is removed from restrictive housing, unless the facility administrator certifies that transferring the Prisoner to alternative housing is clearly inappropriate. This determination includes an evaluation by mental health staff.
- E.4.11 Unless medical attention is needed more frequently, all prisoners in restrictive housing receives a daily visit from a qualified health care provider. The presence of a health care provider in restrictive housing is announced and recorded.
- E.4.12 Clinical encounters are conducted out-of-cell to ensure patient privacy and reduce barriers to treatment. **DOJ - Restrictive Housing Report**
- E.4.13 After 30 days in restrictive housing, and every 30 days thereafter, all prisoners in restrictive housing receives a face-to-face psychological review by mental health staff. **DOJ - Restrictive Housing Report**
- E.4.14 A prisoner's initial and ongoing placement in restrictive housing is reviewed every seven days by a multi-disciplinary staff committee, which includes facility leadership and medical and mental health professionals. prisoners are afforded the opportunity to be present at the multi-disciplinary committee meeting. **DOJ - Restrictive Housing Report**
- E.4.15 To incentivize conduct that furthers institutional safety, prisoners who demonstrate good behavior during disciplinary segregation are provided consideration by the multi-disciplinary committee for early release from segregation. **DOJ - Restrictive Housing Report**
- E.4.16 For every prisoner in restrictive housing correctional staff develop a clear plan for returning the prisoner to less restrictive conditions as promptly as possible. This plan is shared with the prisoner, unless doing so would jeopardize the safety of the prisoner, staff, other prisoners, or the public. **DOJ - Restrictive Housing Report**
- E.4.17 Prisoners placed in restrictive housing for preventative purposes are provided an opportunity to participate in a step-down program to allow them to progress to less restrictive housing. **DOJ - Restrictive Housing Report**
- E.4.18 There is a defined process for releasing a prisoner from restrictive housing.
- E.4.19 Continuous confinement in restrictive housing for more than 30 days requires the review and approval of the facility administrator.

- E.4.20 Restrictive housing units provide living conditions that approximate those of the general prisoner population. All exceptions are clearly documented. **4-ALDF-2A-51**
- E.4.21 Restrictive housing cells/rooms permit the prisoners assigned to them converse with and be observed by staff members. **4-ALDF-2A-51**
- E.4.22 Written policy, procedure, and practice require all special management prisoners are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Prisoners who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; self-harm and suicidal prisoners are under continuous observation. Identification of the type of observation (minimal to constant) is determined and documented on a log by a qualified mental health professional during regular hours or medical staff after hours.
- E.4.23 Prisoners in restrictive housing receive daily visits from the facility administrator or designee, and weekly visits from members of the program staff.
- E.4.24 Written policy, procedure, and practice provide all prisoners in restrictive housing are provided medication as prescribed. **4-ALDF-2A-56**
- E.4.25 Written policy, procedure, and practice provide all prisoners in restrictive housing are provided suitable clothing, and access to basic personal items for use in their cells unless there is imminent danger than a prisoner or any other prisoner(s) will destroy an item or induce self-injury. **4-ALDF-2A-56-1**
- E.4.26 Prisoners in restrictive housing units have the opportunity to shave and shower at least three times per week. prisoners in restrictive housing units receive laundry and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as prisoners in general population. Exceptions are permitted only when determined to be necessary. Any exception is recorded in the unit log and justified in writing. **4-ALDF-2A-57**
- E.4.27 When a prisoner in restrictive housing is deprived of any usual authorized item or activity, a report of the action is made and forwarded to the facility administrator or designee. **4-ALDF-2A-58**
- E.4.28 If a prisoner uses food or food service equipment in a manner that is hazardous to self, staff, or other prisoners, alternative meal service may be provided. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of facility administrator or designee and responsible health authority. The substitution does not exceed seven days. **4-ALDF-2A-59**
- E.4.29 Prisoners in restrictive housing units can write and receive letters on the same basis as prisoners in the general population. **4-ALDF-2A-60**
- E.4.30 Prisoners in restrictive housing units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented. **4-ALDF-2A-61**

- E.4.31 Prisoners in restrictive housing units have access to legal materials.  
**4-ALDF-2A-62**
- E.4.32 Prisoners in restrictive housing units have access to reading materials.  
**4-ALDF-2A-63**
- E.4.33 Prisoners in restrictive housing units are offered a minimum of one hour of exercise five days a week outside of their cells unless security or safety considerations dictate otherwise. **4-ALDF-2A-64**
- E.4.34 In addition to the minimum period of recreation, the multi-disciplinary committee identifies ways to increase out-of-cell opportunities for recreation, education, clinically appropriate treatment therapies, skill-building, and social interaction with staff and other prisoners. **DOJ - Restrictive Housing Report**
- E.4.35 Prisoners in disciplinary detention are allowed limited telephone privileges consisting of telephone calls related to specifically to access to the judicial process and family emergencies as determined by the facility administrator or designee.  
**4-ALDF-2A-65**
- E.4.36 Prisoners in restrictive housing have access to programs and services that include, but are not limited to the following:
  - E.4.36.a Educational services.
  - E.4.36.b Commissary services.
  - E.4.36.c Library services.
  - E.4.36.d Social services.
  - E.4.36.e Religious guidance.
  - E.4.36.f Recreational programs.
  - E.4.36.g Telephone access.
  - E.4.36.h Medical and behavioral health services.

## **E.5 E.5 Restrictive Housing: Classification and Housing**

- E.5.1 The classification process ensures prisoners are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other prisoners, other prisoners, and the public.  
**DOJ - Restrictive Housing Report**
- E.5.2 Classification systems identify the most common reasons that prisoners request protective housing (e.g., prior cooperation with law enforcement, conviction for sex offense, gang affiliation, and sex or gender identification) and identify procedures for safely housing these prisoners outside restrictive housing units. **DOJ - Restrictive Housing Report**

## **F SAFETY AND SANITATION**

### **F.1 Fire Safety and Chemical Control**

- F.1.1 The facility conforms to applicable federal, state, and/or local fire safety codes; in addition to those set forth by the National Fire Protection Association (NFPA), and the Occupational Safety and Health Administration (OSHA).
- F.1.2 The facility's fire prevention regulations and practices ensure the safety of staff, prisoners, and visitors. These include, but are not limited to: **(4-ALDF-1C-08)**
  - F.1.2.a An adequate fire protection service.
  - F.1.2.b Availability of fire hoses or extinguishers at appropriate locations throughout the facility.
- F.1.3 A fire alarm and automatic detection system is required. The jurisdiction having authority approves any variances, exceptions, or equivalencies and these must not constitute a life-safety threat to the occupants of the facility. **4-ALDF-1C-07**
- F.1.4 Where the fire alarm system is out of service for more than 4 hours in a 24- hour period, the authority having jurisdiction is notified, and the building evacuated, or an approved fire watch is provided for all occupants left unprotected by the shutdown until the fire alarm system has been returned to service.  
**NFPA Life Safety Code 101 - 9.6.1.6**
- F.1.5 The facility fire safety inspection includes: **(4-ALDF-1C-09)**
  - F.1.5.a A weekly fire and safety inspection of the facility by a qualified departmental staff member;
  - F.1.5.b A comprehensive and thorough monthly inspection of the facility by a qualified fire and safety officer for compliance with safety and fire prevention standards;
  - F.1.5.c An annual inspection by local or state fire officials; and
  - F.1.5.d Documented corrective action for all areas of non-compliance.
- F.1.6 Fire safety equipment is tested at least quarterly. **4-ALDF-1C-09**
- F.1.7 Facility furnishings meet fire safety performance requirements.  
**4-ALDF-1C-10**
- F.1.8 An evacuation plan is used in the event of a fire or major emergency. The plan is approved by an independent outside inspector trained in the application of national fire safety codes and is reviewed annually, updated if necessary, and reissued to the local fire jurisdiction. The plan includes the following: **(4-ALDF-1C-02)**
  - F.1.8.a Location of building/room floor plan;
  - F.1.8.b Use of exit signs and directional arrows for flow of traffic; and
  - F.1.8.c Location of publicly posted plan.

- F.1.9 There is a means for the immediate release of prisoners from locked areas in case of emergency and provisions for a back-up system. **4-ALDF-1C-03**
- F.1.10 The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuations of prisoners and staff in the event of fire or other emergency. **4-ALDF-1C-04**
- F.1.11 Fire drills are conducted (NFPA Life Safety Code 101 Section 4.7).
  - F.1.11.a Fire drills are conducted monthly or with sufficient frequency that observed fire drills demonstrate fire drill procedures are a matter of routine.
  - F.1.11.b Fire drill locations and times are varied and unexpected.
  - F.1.11.c Fire drills are documented and evaluated for:
    - F.1.11.c.1 Arrival Time of emergency keys.
    - F.1.11.c.2 Health Care Response.
    - F.1.11.c.3 Incident Command.
    - F.1.11.c.4 Response urgency.
    - F.1.11.c.5 Prisoner control and accountability to and from evacuation point.
    - F.1.11.c.6 Shakedowns prior to re-accessing the housing unit/pod.
    - F.1.11.c.7 Post drill briefing and documentation of drill.
- F.1.12 Use of padlocks and/or chains on cell doors and areas of assembly are prohibited.
- F.1.13 The use and storage of flammable, toxic, and caustic chemicals includes:
  - F.1.13.a Controlled access.
  - F.1.13.b Proper storage.
  - F.1.13.c A current inventory.
  - F.1.13.d Safety Data Sheets.
  - F.1.13.e Personal Protective Equipment.
  - F.1.13.f Staff and Prisoner safety training.

## **F.2 Sanitation and Environmental Control**

- F.2.1 The facility is kept clean and in good repair. A housekeeping and maintenance plan addresses all facility areas and provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and prisoners. **4-ALDF-1A-04**
- F.2.2 The facility complies with all applicable laws and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. The following inspections are implemented: **(4-ALDF-1A-01)**

- F.2.2.a Weekly Sanitation inspection of all facility areas by a qualified department staff member;
- F.2.2.b Comprehensive and thorough monthly inspection by a safety/sanitation specialist; and
- F.2.2.c An annual inspection by federal, state, and/or local sanitation and health officials.
- F.2.3 Areas of non-compliance identified during sanitation inspections are reported and corrective action measures are implemented.
- F.2.4 Vermin and pests are controlled through monthly inspections and treatment by a qualified pest control technician. **4-ALDF-4D-04**
- F.2.5 Smoking is not permitted in the facility. **4-ALDF-1A-21**
- F.2.6 Disposal of liquid, solid, and hazardous materials complies with applicable government regulations. **4-ALDF-1A-02**
- F.2.7 The facility's potable water source and supply, whether owned and operated by the public water department or the facility, is certified at least annually by an independent, outside source to be in compliance with jurisdictional laws and regulations. **4-ALDF-1A-07**
- F.2.8 A program exists to monitor environmental conditions of the facility. This program ensures:
  - F.2.8.a Lighting throughout the facility is sufficient for the tasks performed. Lighting levels in prisoner cells/rooms are at least 20 ft. candles in grooming and writing surface areas. **4-ALDF-1A-14**
  - F.2.8.b Temperature and humidity are mechanically raised or lowered to acceptable comfort levels. **4-ALDF-1A-20**
  - F.2.8.c A ventilation system supplies at least 15 cubic ft. per minutes of circulated air per occupant with a minimum of five cubic ft. per minute of outside air. Toilet rooms, and cells with toilets, have no less than four air changes. Air quantities are documented by a qualified technician not less than once every three years. **4-ALDF-1A-19**
  - F.2.8.d Noise levels in prisoner housing do not exceed 70 dBA (A scale) in daytime and 45 dBA (A scale) at night. Measurements are documented by a qualified, independent source and checked not less than every three years.
- F.2.9 Areas of non-compliance identified during environmental control monitoring are reported and corrective action measures are implemented.
- F.2.10 The number of prisoners does not exceed the facility's rated bed capacity. **4-ALDF-1A-05**
- F.2.11 Prisoner sleeping surfaces and mattresses are at a minimum 12 inches off the floor. **4-ALDF-1A-11**
- F.2.12 Prisoners are provided a place to store clothes and personal belongings.



- F.2.13 All bunk beds in facility housing units have integrated ladders to support ascending to and descending from the upper bunk.

### **F.3 Clothing and Bedding**

- F.3.1 Facility clothing is properly fitted, climatically suitable, durable, and presentable. **4-ALDF-4B-03**
- F.3.2 Prisoners are issued clean well-maintained clothing items in a sufficient quantity of each item, or provided an opportunity to exchange or have laundered, each item on a weekly equivalent basis:
- F.3.2.a Two outer garments (two shirts & pants, or two jumpsuits).
  - F.3.2.b Seven pairs of underwear (seven undershirts, seven drawers in accordance with gender needs).
  - F.3.2.c Seven pairs of socks.
- F.3.3 Prisoners are issued one pair of facility footwear.
- F.3.4 Prisoners are issued clean linens and towels in the following quantities and are provided the opportunity to exchange, or have laundered, these items each week:
- F.3.4.a Two sheets.
  - F.3.4.b One pillowcase.
  - F.3.4.c One towel.
- F.3.5 Prisoners are issued clean blankets in sufficient quantity to provide comfort under existing temperature controls. **4-ALDF-4B-02**
- F.3.5.a Prisoners blanket or dust covers are exchanged bi-weekly.
- F.3.6 Prisoners are issued one mattress, with cushion thickness of four inches. **4-ALDF-4B-02**
- F.3.7 The volunteer prisoner workers are provided clothing appropriate for their work assignments.
- F.3.8 Prisoner food service workers are permitted to exchange clothing daily. Other prisoner workers are permitted to exchange clothing on a schedule appropriate to their work assignment.
- F.3.9 There is no delay in replacing clothing, linen, and bedding. **4-ALDF-4B-04**

### **F.4 Prisoner Hygiene**

- F.4.1 Prisoners have access to toilets and washbasins with temperature controlled hot and cold running water 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. **4-ALDF-4B-08**
- F.4.2 Prisoners have access to operable showers with temperature controlled hot and cold running water. **4-ALDF-4B-09**

- F.4.3 Water for showers is thermostatically controlled to temperatures ranging from 100 degrees to 120 degrees Fahrenheit to ensure the safety of Prisoners and to promote hygienic practices. **4-ALDF-4B-09**
- F.4.4 A variety of articles for maintaining proper personal hygiene are available to all prisoners. **4-ALDF-4B-06**
- F.4.5 Prisoners have access to hair care services. Hair care tools and equipment are cleaned and disinfected. **4-ALDF-4B-07**
  - F.4.5.a Prisoners scheduled for court receive a haircut within 72 hours of their court appearance.

## **F.5 Emergency Power and Communication**

- F.5.1 Essential lighting and life sustaining functions are maintained inside the facility and have the ability to operate in an emergency. **4-ALDF-1C-12**
- F.5.2 Preventative maintenance is guided by a plan, which provides for emergency repair or replacement. **4-ALDF-1C-13**
- F.5.3 Safety and security equipment is repaired or replaced immediately by qualified personnel. **4-ALDF-1C-14**
- F.5.4 Emergency equipment and systems are tested quarterly. Power generators are inspected weekly, and load tested quarterly at a minimum, or in accordance with the manufacturer's recommendations and instruction manual. **4-ALDF-1C-15**

# **G SERVICES AND PROGRAMS**

## **G.1 Classification and Housing**

- G.1.1 There is a formal classification process that starts at admission, for managing and separating prisoners, and administering the facility. **4-ALDF-2A-30**
- G.1.2 The classification process ensures prisoners are housed in the least restrictive setting necessary to ensure their own safety, as well as the safety of staff, other prisoners, other prisoners, and the public. **DOJ - Restrictive Housing Report**
- G.1.3 The classification process uses verifiable and documented data about prisoners. **4-ALDF-2A-30**
- G.1.4 The classification system is used to separate prisoners into groups that reduce the probability of assault and disruptive behavior. **4-ALDF-2A-30**
- G.1.5 Classification systems identify the most common reasons that prisoners request protective housing (e.g., prior cooperation with law enforcement, conviction for sex offense, gang affiliation, and sex or gender identification) and identify procedures for safely housing these prisoners outside restrictive housing units. **DOJ - Restrictive Housing Report**

- G.1.6 At a minimum, the classification system evaluates the following:  
**(4-ALDF-2A-30; 4-ALDF-4D-22-3; 4-ALDF-4D-22-4)**
  - G.1.6.a Mental and emotional stability.
  - G.1.6.b Escape history.
  - G.1.6.c History of assaultive behavior.
  - G.1.6.d Risk of sexual victimization.
  - G.1.6.e Medical status.
  - G.1.6.f Age.
  - G.1.6.g Need to keep separate.
- G.1.7 The initial classification is completed prior to reassignment from intake and short-term holding. **4-ALDF-2A-25**
- G.1.8 The classification process reviews custody classification of prisoners housed in general population every 30 days and those in the RHU every seven days.
  - G.1.8.a The RHU seven-day review considers prisoner custody level, and level changes (High, Medium, Low) in response to prisoner behavior.
  - G.1.8.b The RHU seven-day review considerations for step-down or alternative housing assignments, consideration for step-down work assignment and behavioral modification programming (when available).
  - G.1.8.c The RHU seven-day review is clearly articulated and documented in the prisoner file. **4-ALDF-2A-31**
- G.1.9 Prisoner housing assignments consider classification factors to include age, gender, legal status, custody level needs, disabilities, security threats, vulnerabilities and behavior. **4-ALDF-2A-32**
- G.1.10 Prisoners are informed and provided the opportunity to appeal custody classification and housing assignment.

## **G.2 Access to the Courts and Legal Materials**

- G.2.1 The right of prisoners to have access to courts is ensured. **4-ALDF-6A-01**
- G.2.2 Prisoners access to counsel is ensured. Prisoners are assisted in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to: **(4-ALDF-6A-02)**
  - G.2.2.a Telephone communications.
  - G.2.2.b Uncensored correspondence.
  - G.2.2.c Visits.
- G.2.3 Prisoners have access to a law library if available, to include legal materials and equipment to facilitate the preparation of documents.

- G.2.3.a Pro-Se Prisoners have maximum access to the law library if available, to include legal materials, electronic discovery, equipment to view, prepare and print documents.
- G.2.3.b Copies of Pro-Se orders are maintained in the Prisoner's record.
- G.2.3.c A roster of all Pro-Se Prisoners is maintained and updated weekly by the mail clerk.

### **G.3 Mail**

- G.3.1 Prisoners are allowed to send and receive mail. When the prisoner bears the mailing cost, there is no limit in the volume of letters he/she can send or receive or on the length, language, content, or source of mail publications, except when there is a reasonable belief that limitations are necessary to protect public safety or maintain facility order and security. **4-ALDF-5B-05**
- G.3.2 Indigent prisoners receive a specified postage allowance to maintain community ties, and necessary postage for privileged correspondence. **4-ALDF-5B-06**
- G.3.3 Prisoners are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, and members of the paroling authority. Staff in the presence of the prisoner, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to prisoners from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the prisoner, unless waived in writing, or in circumstances, which may indicate contamination or a security threat. **4-ALDF-5B-09**
- G.3.4 All incoming and outgoing non-privileged mail is inspected for contraband.
- G.3.5 Excluding weekends and holidays or emergency situations, incoming and outgoing letters are held for no more than 24-hours, and packages are held for not more than 48-hours. **4-ALDF-5B-10**

### **G.4 Telephones**

- G.4.1 Prisoners are provided with access to telephones. **4-ALDF-5B-11**
- G.4.2 Prisoners with hearing and/or speech disabilities, and prisoners who wish to communicate with parties, who have such disabilities, are afforded access to a telecommunications device for the deaf (TDD), or comparable equipment.
- G.4.3 Telephones with volume control are also made available to prisoners with a hearing impairment. **4-ALDF-5B-11**
- G.4.4 Staff ensures prisoner telephones are operable.
- G.4.5 Prisoner telephone restrictions are documented.

## **G.5 Religious Programs**

- G.5.1 Prisoners have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judicatory, limited only by documentation showing a threat to the safety of persons involved in such activity itself or disruption of order in the facility. **4-ALDF-5C-17**
- G.5.2 There is a chaplain with the minimum qualifications of clinical pastoral education or equivalent specialized training, and endorsement by the appropriate religious-certifying body. The chaplain assures equal status and protection for all religions. **4-ALDF-5C-19**
- G.5.3 The chaplain, in cooperation with the facility administrator and/or designee, plans, directs, and supervises all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented in the prisoner population. **4-ALDF-5C-20**
- G.5.4 The chaplain and religious coordinator have physical access to all areas of the facility to minister to prisoners. **4-ALDF-5C-21**
- G.5.5 When a religious leader of a prisoner's faith is not represented through the chaplaincy staff or volunteers, the religious coordinator and chaplain assist the prisoner in contacting such a person. That person must have the appropriate credentials from the faith's judiciary and may minister to the prisoner under the supervision of the religious coordinator or chaplain. **4-ALDF-5C-22**
- G.5.6 The facility provides space and equipment adequate for conducting and administering religious programs. **4-ALDF-5C-23**

## **G.6 Recreation**

- G.6.1 Prisoners have access to exercise opportunities and equipment, including at least one-hour daily of physical exercise outside the cell and outdoors, when weather permits. (Access to the housing unit's dayroom does not satisfy the standard's requirement.) **4-ALDF-5C-01**
- G.6.2 Prisoners have opportunities to participate in leisure-time activities outside their respective cell or living room on a daily basis. **4-ALDF-5C-02**

## **G.7 Visitation**

- G.7.1 The facility has a prisoner visitation program to facilitate the maintaining of family and community ties.
- G.7.2 Sufficient space is provided for: **4-ALDF 5B-01**
  - G.7.2.a Prisoner visiting;
  - G.7.2.b Screening and searching of prisoners and visitors; and
  - G.7.2.c Storage of visitor's coats, handbags, and other personal items not allowed into the visiting area.

- G.7.3 The number of visitors a prisoner may receive, and the length of visits are limited only by the facility's schedule, space, and personal constraints or when there are substantial reasons to justify such limitations. **4-ALDF 5B-02**
- G.7.4 Conditions under which visits may be denied are defined in writing. **4-ALDF 5B-02**
- G.7.5 Special visits are provided. **4-ALDF-5B-03**
- G.7.6 Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing. **4-ALDF-5B-04**

## **G.8 Work Programs**

- G.8.1 The facility has a prisoner work assignment program. **4-ALDF-5C-06**
- G.8.2 Prisoner working conditions comply with all applicable federal, state, or local work safety laws and regulations. **4-ALDF-5C-11**
- G.8.3 Prisoner work assignments do not compromise the security of the facility.
- G.8.4 Prisoners work under the direction of staff and not under other prisoners.
- G.8.5 Pretrial and un-sentenced prisoners are not required to work except to do personal housekeeping and to clean their housing area. **4-ALDF-5C-08**
- G.8.6 Prisoners are allowed to volunteer for work assignments. A work/volunteer agreement document is on file for all prisoners participating in non-routine housekeeping and sanitation work assignments. **4-ALDF-5C-08**
- G.8.7 Prisoners receive specific task workforce training related to equipment and working environment.
  - G.8.7.a Prisoner workforce training is documented and placed in work site and prisoner's permanent record.
  - G.8.7.b Prisoners are provided personal protective equipment (PPE) conducive to the work site and work to be performed (industrial aprons, anti-slip work shoes, protective gloves).
  - G.8.7.c Prisoner PPE is accounted for daily using an equipment issue and return program. PPE is not authorized for storage in living spaces unless the living space is the workspace. All prisoner PPE is inventoried and secured when not in use.
  - G.8.7.d Prisoner PPE which can be used to aid in escape (rubber gloves, rubber boots, leather or work gloves, anti-slip work shoes, washware and scullery operations aprons, etc.) are inventoried daily and controlled.
  - G.8.7.e Improvised PPE is not authorized.



- G.8.8 Prisoners receive monetary compensation for participation in work programs; non-monetary compensation is prohibited (food, extended privileges, free commissary). The facility has an established system that ensures prisoners receive all pay owed during confinement at the facility and before transfer or released. **4-ALDF-5C-12**
- G.8.9 A prisoner may be removed from a work detail for:
  - G.8.9.a Unsatisfactory performance;
  - G.8.9.b Misconduct, disruptive behavior, security threats;
  - G.8.9.c Failure to perform; and
  - G.8.9.d Loss of work privilege due to disciplinary sanctions.
- G.8.10 When a prisoner is removed from a work detail, the facility administrator places written documentation of the circumstances and reasons in the prisoner detention file.

## **G.9 Prisoner Request**

- G.9.1 The facility has policy and procedures for the routing and responding to prisoner requests to facility officials.
  - G.9.1.a Prisoner requests are routed without altering or impeding arrival to office of destination.
  - G.9.1.b Prisoner requests are tracked and monitored separate from the grievance process.
  - G.9.1.c Routine prisoner requests are answered within 24 hours (request for clothing, indigent supplies, staff assistance).
- G.9.2 The prisoner's request is a 3-part triplicate, carbon copy form and is separate from the facility 3-part triplicate carbon copy grievance form.
- G.9.3 Prisoner's request process includes option to seal request in an envelope addressed with name, title, and/or office to which the request is to be forwarded.
- G.9.4 Prisoner request forms are not used as, or substituted for, the prisoner grievance form.
- G.9.5 Prisoners receive a written response to a non-routine request within 72 hours from the facility.

## **G.10 Grievance Program**

- G.10.1 A grievance procedure is made available to all prisoners and includes at least one level of appeal. **4-ALDF-6B-01**
- G.10.2 Prisoner grievance form is a 3-part triplicate, carbon copy form and is separate from the facility 3-part triplicate carbon copy prisoner request form.
- G.10.3 Grievance forms are readily available and easily accessible to prisoners.

- G.10.4 Prisoners have unfettered access to grievance forms which require no assistance or facilitation from staff to obtain forms or deposit grievance forms in the mail; regardless of housing location.
- G.10.5 The grievances coordination process as a minimum includes:
  - G.10.5.a A grievance form receipt log;
  - G.10.5.b Numerical inventory or tracking control number;
  - G.10.5.c Date and Time receipt stamp; and
  - G.10.5.d Basis and disposition of each complaint before dissemination to the appropriate department head for response.
- G.10.6 Grievance Coordinator notifies Facility Administrator of failure of response from department heads who fail to provide responses to submitted grievances within 72 hours.
- G.10.7 Time limits are not imposed on when a prisoner may submit a formal grievance.
- G.10.8 Prisoner's grievance forms provide the opportunity for prisoners to retain a copy of the filed grievance and facility response provided.
- G.10.9 Prisoners are provided a written response within three business days of submitting the grievance.

## **G.11 Prisoner Commissary**

- G.11.1 The Warden and designated staff conduct quarterly "townhall" meetings with the prisoner population to add, remove and discuss commissary product cost and product availability.
- G.11.2 Quarterly commissary townhall meeting minutes addressing all topics and issues discussed are provided to the COR within 5 business days of conclusion of the meeting.
- G.11.3 Commissary reconciliation sales, inventory adjustments, and Receiving Reports are reconciled with the Standard General Ledger monthly.
- G.11.4 A copy of the commissary inventory is provided to the COR monthly.
- G.11.5 Commissary purchases by prisoners do not exceed \$40.00 per purchase opportunity (weekly).
- G.11.6 Markup of merchandise is no more than: 0% for postage stamps, religious items, education course/resource requirements; 5% for Special Purchase Orders (SPO) purchased at retail cost; 30% on standard/SPOs purchased at non-retail cost.
- G.11.7 Preprinted sales prices printed on packaging is sold at the preprinted price.
- G.11.8 Expenditures from the prisoner Welfare fund that exceed \$10,000 are approved by the COR and contractor's corporate office.
- G.11.9 Records of prisoner Welfare fund expenditures are maintained on site at the contract facility and provided to the COR monthly.

- G.11.10 Efforts are made to provide more benefits/services for the prisoner population and/or reduce the cost of products sold when the Prisoner Welfare Fund Account exceeds established recommended reserve balances.
- G.11.11 Welfare Fund Account excessive balance adjustment efforts are reported to the COR monthly for the duration of the period in which the Welfare Fund Account exceeds established recommended reserve balance.
- G.11.12 Procedures are established for transferring prisoner personal funds upon release from the detention facility, transfer to another detention facility or when a prisoner requests a funds transfer to an outside source.

## **G.12 Detention Counselors**

- G.12.1 A Detention Counselor is assigned to each housing unit with a population greater than 20 prisoners.
- G.12.2 Detention Counselors office and work location is in the prisoner housing unit (where and when practical).
- G.12.3 Detention Counselors are not used to perform correctional officer duties and are not assigned collateral duties associated with prisoner custody.
- G.12.4 Detention Counselors are assigned supervision outside of the custody and security department.
- G.12.5 Detention Counselors possess a minimum of 3 years correctional officer experience.
- G.12.6 Detention Counselors maintain a record or log of prisoner support and contact activities to include:
  - G.12.6.a Name and Prisoner Register Number;
  - G.12.6.b Nature of assistance, support or counseling provided;
  - G.12.6.c Documented disposition of support or resolution provided; and
  - G.12.6.d Transfer or referral office or facility staff for final disposition.
- G.12.7 Detention Counselors provide weekly trend and issue reports to the COR which include but are not limited to:
  - G.12.7.a Facility responses to prisoner grievance and request responses;
  - G.12.7.b Facility responses to prisoner sick call;
  - G.12.7.c Facility response to prisoner hygiene (barbering, nail cutters, toilet paper, needed uniform items, etc.);
  - G.12.7.d Functionality of housing unit phones, televisions, television remote controls, microwaves, games, recreation equipment, etc.; and

- G.12.7.e Status of maintenance operations and prisoner living conditions to include in cell broken or leaking sinks and toilets, broken light fixtures, heavily graffitied cell walls, clogged air return vents, unserviceable mattresses, unserviceable mirrors, tampered or covered light fixtures and cell temperatures.



## Consideration of Lea County Resolution No. 22-MAY-127R Approving a Memorandum of Understanding Between Lea County and the United States Department of Energy, Waste Isolation Pilot Plant, Represented by the Carlsbad Field Office for Biannual Review

Request approval of **biannual review** for MOU to delineate interface and coordination responsibilities related to mutual assistance and support for the County and the Waste Isolation Pilot Plant (WIPP). The County will provide fire/rescue, emergency medical and other services needed during emergencies, as appropriate, to residents of the County not serviced by a municipality.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/18/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Lorenzo Velasquez Emergency Manager
<b>SUBJECT:</b> WIPP MOU Biannual Review	<b>ATTACHMENT(S):</b> 1
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 2	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> no line item needed	<b>FISCAL BUDGET YEAR:</b> 2021-2022

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:  
Section 2: Approach and Strategies (8)  
Continuous interaction with the state of New Mexico and statewide organizations is required to protect the County's interests

**SUMMARY:**  
This MOU is a biannual review to delineate interface and coordination responsibilities related to mutual assistance and support for the County and the Waste Isolation Pilot Plant (WIPP). The County will provide fire/rescue, emergency medical and other services needed during emergencies, as appropriate, to residents of the County not serviced by a municipality.

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
--	---

<b>SUBMITTER'S RECOMMENDATION(S):</b> Request approval to sign into a biannual MOU renewal with WIPP for emergency services	<b>Submitter's Signature</b> Department Director, Etc. Lorenzo Velasquez <small>Digitally signed by Lorenzo Velasquez Date: 2022.05.18 14:15:48 -06'00'</small>
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<b>FINANCE REVIEW</b> Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.19 08:37:17 -06'00'</small>
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<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
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<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
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<b>Item No.</b> <u>0209</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-MAY-127R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-127R

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BIENNIAL REVIEW WITH UNITED STATES DEPARTMENT OF ENERGY (DOE), WASTE ISOLATION PILOT PLANT (WIPP), REPRESENTED BY THE CARLSBAD FIELD OFFICE (DOE/CBFO), HEREIN AFTER REFERRED TO AS "DOE/CBFO", AND LEA COUNTY, NEW MEXICO HEREIN AFTER REFERRED TO AS THE "COUNTY"

**WHEREAS**, the parties are entering into this MOU to delineate interface and coordination responsibilities related to mutual assistance and support for the COUNTY and the WIPP; *and*

**WHEREAS**, DOE/CBFO, through its Management and Operating (M&O) contractor, provides emergency services to the WIPP, located approximately 30 miles southeast of Carlsbad; *and*

**WHEREAS**, the COUNTY provides fire/rescue, emergency medical and other services needed during emergencies, as appropriate, to residents of the COUNTY not serviced by a municipality; *and*

**WHEREAS**, DOE/CBFO is authorized to enter into this MOU by the Department of Energy Organization Act (42 U.S.C 7256); *and*

**WHEREAS**, The COUNTY authority for this MOU, is contained in Section 11-1-3 NMSA, 1978, as amended.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the County agrees to enter into the Memorandum of Understanding Biennial Review as considered current for an additional two years with DOE/CBFO for the potential need for County Emergency Management Support is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

---

John W. Caldwell, County Attorney

Date: March 3, 2022

Jeff Broom, EM Specialist  
Emergency Management  
Nuclear Waste Partnership, LLC  
P.O. Box 2078, Mail Stop: GSA-102  
Carlsbad, New Mexico 88221-2078

Subject: Biennial Review of [Lea County] Memorandum of Understanding

This letter is sent to document that the Subject MOU has been reviewed (check one):

- ☐ is considered current for an additional two years from the date of last signature below; or
- ☐ should be revised as indicated on the attached; or
- ☐ should be completely revised; or
- ☐ should be terminated.

**Please review the included existing MOU for areas that need revision or additional information needed and provide comments. After integration of those comments, we will be able to proceed with sending it to our legal teams.**

Concurrence:

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Name: John Sanford  
Title: Manager, Emergency Management  
Agency: NWP / WIPP  
Date: \_\_\_\_\_

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Name: Dean Jackson  
Title: Chair, Board of Commissioners  
Agency: County of Lea  
Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNITED STATES DEPARTMENT OF ENERGY  
WASTE ISOLATION PILOT PLANT  
CARLSBAD FIELD OFFICE  
AND  
LEA COUNTY, NEW MEXICO;  
CONCERNING  
EMERGENCY SERVICES**

This Memorandum of Understanding is between the United States Department of Energy (DOE), Waste Isolation Pilot Plant (WIPP), represented by the Carlsbad Field Office (DOE/CBFO), herein after referred to as "DOE/CBFO", and Lea County, New Mexico herein after referred to as the "COUNTY"; and

WHEREAS, the parties are entering into this MOU to delineate interface and coordination responsibilities related to mutual assistance and support for the COUNTY and the WIPP; and

WHEREAS, DOE/CBFO, through its Management and Operating (M&O) contractor, provides emergency services to the WIPP, located approximately 30 miles southeast of Carlsbad; and

WHEREAS, the COUNTY provides fire/rescue, emergency medical and other services needed during emergencies, as appropriate, to residents of the COUNTY not serviced by a municipality; and

WHEREAS, DOE/CBFO is authorized to enter into this MOU by the Department of Energy Organization Act (42 U.S.C 7256); and

WHEREAS, the COUNTY authority for this MOU, is contained in Section 11-1-3 NMSA, 1978, as amended.

**PURPOSE**

The purpose of this MOU is to document the working relationship(s) and framework for the administration and internal management of the parties' agreement(s) and understanding(s) and provides a means for direct communication between DOE and the COUNTY. The parties intend that this MOU be reciprocal and that assistance may be requested or provided by either party.

This MOU provides provisions for emergency notifications, incident coordination and resource support and is mutually beneficial among all signatories. Parties will provide emergency management assistance, to include, mitigation, preparedness, response and recovery activities, as requested and available, such as:

- Fire and Rescue
- Emergency Medical Services
- Hazardous Materials Response
- Emergency Management
- Incident Command
- Administrative and technical support services
- Other emergency assistance (e.g., heavy equipment, snow/debris removal, shelter/reception center, evacuation transportation)

## **ASSUMPTIONS**

Both parties will coordinate to provide requested resources, as available, in accordance with this MOU and act in accordance with respective statutory, regulatory or other legal authorities, duties or obligations.

## **RESPONSIBILITIES OF THE PARTIES**

### **DOE SHALL:**

1. Dispatch WIPP emergency personnel and equipment, as available, to respond to emergencies in the vicinity of the WIPP Site and/or the North and South access roads.
2. Ensure WIPP responding units or the WIPP Central Monitoring Room Operator (CMRO) notifies the County of any offsite response, and requests resources, as necessary.

### **BOTH PARTIES SHALL:**

1. Coordinate and communicate on emergency resources and capabilities available for support.
2. Establish and maintained a primary point-of-contact (POC) for both routine and emergencies.
3. Mutually coordinate, any request of available resources to specified location(s).
4. Ensure mutual aid responders report to the Incident Commander (IC) upon arrival, unless directed to report to another location.
5. Ensure the IC directs the response of all emergency responders and maintain control of the scene throughout the duration of the emergency event.
6. Respond with an integrated approach, in accordance with Incident Command System (ICS) principles, concepts, and terminologies.
7. Provide access to the respective Emergency Facilities of approved personnel, as required, for coordination during incidents.

8. Establish and maintain communications capabilities to ensure interoperability.
9. Provide mutual support in training, drills and exercises, and comply with all applicable regulations and requirements, as requested and available.
10. Provide liaisons when requested between the parties' for mitigation, preparedness, response and recovery.
11. Coordinate the Joint Information System (JIS) for Emergency Public Information, when applicable.
12. Agree to share designated radio frequencies and other communication equipment, for coordination and cooperation and periodically provide updates to designated radio frequencies.

#### THE CONDITIONS OF MOU:

1. Response to requests for aid shall be subject to prior emergency commitments and the availability of equipment, personnel, and other resources at the time the request is made.
2. Request for aid shall be based on the type of incident and/or hazards being encountered and the needs of the primary responders and may include personnel resources, equipment, and/or special resources, as applicable.
3. The size and type of the mutual aid response and equipment to be made available shall be determined by the responding organization.
4. The responding organization shall advise the requester as to the extent to which the responding organization will be able to respond.
5. Mutual aid responders shall report as a unit and remain intact in their respective units for the duration of the response, unless separation is agreed to by the responding unit's officer in charge.
6. The responding organization shall be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed for an emergency within its primary response area.
7. Emergency officials may bypass road closures, to respond to an incident, after coordination with appropriate jurisdictional parties and/or IC.

#### OPERATING PROCEDURES AND TRAINING



1. Specific operating plans and procedures or training, which may be required in order to implement this MOU, shall be developed and implemented by the responsible parties.
2. Coordination of joint training, drills and exercises and the sharing of training facilities, instructors and courses, are encouraged under this MOU.

#### **EMERGENCY OPERATIONS CENTER**

1. DOE and the County have Emergency Operations Centers (EOCs), which are capable of supporting response and coordination to All-Hazards. These parties agree:
  - They shall exchange EOC Liaisons, as requested.
  - Emergency facilities and equipment, resources and reasonable emergency management assistance will be provided, as available and determined, by the authorized emergency management official of the party providing the assistance.

#### **EMERGENCY MEDICAL SERVICES**

1. In the event of an emergency requiring emergency medical services/transport exceeding capabilities occurs, EMS resources requests will coordinate with Lea County Dispatch Center.
2. The IC will determine if ground or air transport is necessary and appropriate.
3. During a radiological emergency, attempts will be made by emergency personnel to decontaminate the patient(s) prior to treatment and/or transport to the extent allowable based on the nature and severity of the injury or illness.
4. Lea County will provide EMS resources as available, due to the volunteer nature of the County EMS personnel.
5. All personnel responding to a radiological medical emergency shall be furnished with Personal Protective Equipment (PPE), monitored, surveyed for contamination, and decontaminated as necessary by emergency personnel prior to leaving the area, unless, such a delay would adversely impact the health and wellness of the patient(s).
6. If decontamination precautions cannot be taken in the field, then monitoring and decontamination (as necessary) will be conducted by emergency personnel upon arrival at the receiving medical facility.
7. During a WIPP radiological emergency, DOE will provide radiological response resources to support treatment and transport, as necessary.

8. In all cases, the medical needs of the critically injured/ill patient(s) shall be given priority over radiological concerns regarding the patient(s), response personnel, emergency response equipment, and facilities.

## **HAZARDOUS MATERIAL RESPONSE AND COORDINATION**

**Parties will coordinate and support response to hazardous materials incidents as available, to include:**

1. Provide hazardous material response resources with appropriate level of trained (Operations/Technician) emergency responders and support personnel.
2. Provide available hazard material equipment, supplies, and technology to support life-saving and incident stabilization.
3. Coordinate field monitoring operations and consequence assessment data to support decision-making of emergency officials.

## **UTILIZATION OF EQUIPMENT**

**Parties shall have reciprocal accessibility to use equipment (declared excess, spare/reserve or surplus) in good faith in the normal course of business, in support of the emergency service activities during the term of this MOU.**

1. The loaning of equipment shall be effectuated via a Personal Property Loan Agreement and all terms and conditions therein shall apply.
2. In the event of a request for aid by either party, both DOE and the COUNTY shall make equipment readily available.

## **LIABILITY**

1. This MOU in no way restricts parties from participating in any activity with other public or private agencies, organizations, or individuals.
2. This MOU is neither a fiscal nor a funds obligation document.
3. Nothing in this MOU authorizes or is intended to obligate the parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value, unless otherwise agreed upon by a separate agreement.
4. Both parties waive any and all claims against each other for any loss, damage, personal injury, or death occurring in consequence of a reasonable performance of this MOU.

5. This MOU is strictly for internal management purposes for each of the parties. It is not legally enforceable and shall not be construed to create any legal obligation on the part of either party.
6. Subject to the Freedom of Information Act (5 U.S.C. 552), decisions on disclosure of DOE information to the public regarding projects and programs referenced in the MOU, shall be made by DOE following consultation with the other party.
7. The details of the level of support to be furnished to one party by another with respect to funding will be developed in specific interagency MOUs or other agreements, subject to availability of funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 U.S.C. 1341.

#### **DURATION, UPDATES, AND TERMINATION**

1. This MOU shall become effective upon the approval of both parties as indicated by the signatures of the individuals authorized to execute the MOU.
2. This MOU represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject matter of this MOU.
3. This MOU shall be reviewed at least every two years, by both parties.
4. Any additions, deletions, or modifications made to this MOU either as a result of the review or at any time between the reviews, shall require written approval of both parties or shall become effective upon receipt of such written approval.
5. If no changes are required, the parties shall exchange written communications, indicating such.
6. Failure of the parties to perform review every two years as described above shall not terminate this MOU, and all signed agreements and understandings will remain standing in effect.
7. This MOU may be terminated by either party at any time upon 90-day written notice to the other party.
8. The parties agree that this MOU is mutually beneficial to both parties and that termination of this MOU should be avoided unless it is replaced by a new MOU.

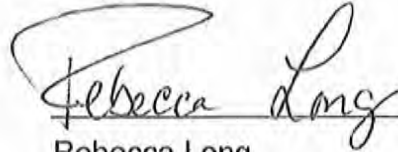
IN WITNESS WHEREOF, the parties hereto have executed this MOU in several counterparts.

Gregory  
Sosson

Digitally signed by Gregory Sosson  
DN: c=us, o=u.s. government,  
ou=department of energy, ou=Energy IT  
Services, ou=DOE Common Operating  
Environment, ou=People, cn=Gregory  
Sosson  
Date: 2020.05.14 06:28:24 -05'00'

~~Todd Shrader~~ Gregory Sosson  
Carlsbad Field Office Manager - Acting  
UNITED STATES OF AMERICA  
U.S. DEPARTMENT OF ENERGY

Date: \_\_\_\_\_



Rebecca Long  
Chair, Board of County Commissioners  
LEA COUNTY  
NEW MEXICO

Lea County  
APR 23 2020  
LCBCC Meeting

Date: April 23, 2020

ATTEST: Keith Manes  
Lea County Clerk

LEA COUNTY SEAL:



By: Hollye Shearer  
Hollye Shearer, Deputy Clerk

Date: April 23, 2020



## Consideration of Lea County Resolution No. 22-MAY-128R Awarding Bid No. 07 2021 – 2022 One (1) Gooseneck Command Trailer for Lea County Emergency Management

Lea County has approved funding for purchasing a Mobile Command 42 foot gooseneck trailer for Emergency Management. This trailer will be used as a Command post during large scale incidents throughout Lea County.

Two bids were received and lowest bid came in at \$368,285.00 from Midway Trailers Request approval to purchase.







**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [ssout@leacounty.net](mailto:ssout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mcallagher@leacounty.net](mailto:mcallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/18/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Lorenzo Velasquez Emergency Manager	
<b>SUBJECT:</b> Mobile Command Trailer	<b>ATTACHMENT(S):</b> 3	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1	<b>ACTION REQUESTED:</b> Action Item	
<b>BUDGET LINE ITEM NUMBER:</b> 430-77-4367 430-77-4438	<b>FISCAL BUDGET YEAR:</b> 2021-2022	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: 3.5 Safety Lea County shall be safe community without crime		
<b>SUMMARY:</b> Request approval to accept bid from Midway Trailers for Mobile Command 42 foot goose neck trailer . Two bids were received. Midway Trailers submitted a quote for \$368,285.00 for this project. This was the lowest bid received. Command Trailer will be used for Emergency incidents throughout Lea County to include Grass fires as Incident Command, Swat call out and community activities. It will provide actual weather conditions, Video camera, and IC briefings.  Funds are available in the FY22 budget to purchase mobile command trailer.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> Request approval to accept bid from Midway Trailers for Mobile Command Trailer purchase	<b>Submitter's Signature</b> Department Director, Etc. Lorenzo Velasquez <small>Digitally signed by Lorenzo Velasquez Date: 2022.05.18 17:24:58 -06'00'</small>	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the Capital Projects Fund of \$368,285.00. Funds are budgeted and available.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.24 09:40:42 -06'00'</small>	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> 0210 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Resolution No. 22-MAY-128R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-128R

**A RESOLUTION AWARDING BID NO. 07 2021 – 2022 ONE (1) GOOSENECK COMMAND TRAILER  
FOR LEA COUNTY EMERGENCY MANAGEMENT**

**WHEREAS**, a Request for Proposal was sent out to receive quotes for a 42 Foot Goose Neck Trailer to be used as a Mobile Command unit in Large scale incidents throughout Lea County; *and*

**WHEREAS**, two bids were received for the Mobile Command Trailer. The lowest bid came from Midway Trailers for the amount of \$368,285.00. Funds are budgeted and available in the Fiscal Year 2021 – 2022 budget to purchase mobile command trailer.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the purchase of the Mobile Command Trailer is hereby approved;

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney

**BID FORM**  
LEA COUNTY, NEW MEXICO

ONE (1) GOOSENECK COMMAND TRAILER  
LEA COUNTY EMERGENCY MANAGEMENT  
COMMODITY CODE: 07360  
BID #07 - (21-22)  
DUE DATE: MAY 16, 2022 – 3:00 P.M. (LOCAL TIME)

\*\*\*\*All forms included in this packet must be completed and returned with your sealed bid.

- ☒ Yes
- Campaign Contribution
  - Related Party Disclosure
  - Debarment Certification
  - Non-Collusion Affidavit
  - Resident / Veteran's Preference Certification

COMPANY NAME Midway Trailers, Inc. dba Missouri Great Dane

Do Not leave any blank spaces – either enter "N/A" or "0".

	PRICE
ONE (1) 2022 OR NEWER GOOSENECK COMMAND TRAILER <b>AS SPECIFIED IN THIS BID</b>	\$ <u>362,785.<sup>00</sup></u>
DELIVERY DATE:	<u>12/mo A20</u>
COST OF DELIVERY TO LEA COUNTY ANNEX, HOBBS, NEW MEXICO	\$ <u>5,500.<sup>00</sup></u>
<b>TOTAL (EXCLUDING TAX)</b>	\$ <u>368,285.<sup>00</sup></u>
NEW MEXICO BUSINESS OR VETERANS BUSINESS PREFERENCE? <b>COPY OF CERTIFICATE AND SIGNED CERTIFICATION FORM MUST BE INCLUDED</b>	YES _____ NO <u>X</u>
WARRANTY INFORMATION – ATTACH TO BID FORM	YES <u>X</u> NO _____
PARTS/OPERATOR/SERVICE BOOKS TO BE INCLUDED	YES <u>X</u> NO _____

**BID FORM**  
**LEA COUNTY, NEW MEXICO**

ONE (1) GOOSENECK COMMAND TRAILER  
LEA COUNTY EMERGENCY MANAGEMENT  
COMMODITY CODE: 07360  
BID #07 - (21-22)  
DUE DATE: MAY 16, 2022 - 3:00 P.M. (LOCAL TIME)

***If bid tendered does not meet specifications, all exceptions or variations are set forth on the following page.***

I have read and understand the Terms and Conditions and Specifications and Contractual Terms. I agree to comply with such and warrant that the products or services offered are as represented in this Bid Form.

*[Signature]*  
Signature  
Midway Trailers, Inc dba  
Missouri Great Dane  
Company

*Ryan C. Heston*  
Name (Typed/Printed)  
Custom Trailer Sales  
Position

2650 County Hwy 401  
Mailing Address  
Benton, Mo 63736  
City, State, Zip

636-980-9429 x303                            
Telephone Number      FAX Number  
43-1204852  
                     Fed. Tax ID # / Social Security #  
ryan@mogreatdane.com  
E-mail Address

State of Missouri )  
County of St. Charles )ss.

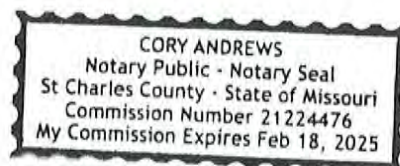
Cory Andrews (name), being duly sworn, deposes and says that he/she  
is administrator (title) of Missouri Great Dane (company) and all fore-  
going questions and all statements herein contained are true and correct.

Subscribed and sworn to before me this 10th day of May, 2022.

*Cory Andrews*  
Notary Public

My commission expires:

Feb 18th, 2025





**BID FORM**  
LEA COUNTY, NEW MEXICO

ONE (1) GOOSENECK COMMAND TRAILER  
LEA COUNTY EMERGENCY MANAGEMENT  
COMMODITY CODE: 07360  
BID #07 - (21-22)  
DUE DATE: MAY 16, 2022 – 3:00 P.M. (LOCAL TIME)

**OPTIONS, EXCEPTIONS, OR VARIATIONS:**

Please state each and every option, exception, or variation to the specifications (if any) for the products or services offered. *If bid deviates significantly from the specifications, please provide further documentation showing that bid is capable of meeting the performance requirements shown in the specifications. Please sign below and return with your offer.*

*None seen @ time of submission*

1) THERE **ARE** OPTIONS, EXCEPTIONS OR VARIATIONS. \_\_\_\_\_  
Signature

2) THERE **ARE NO** OPTIONS, ETC. LISTED. This Invitation to Bid, meets or exceeds all Specifications, Terms and Conditions as described in said Invitation to Bid without exceptions. Bids not meeting all Specifications, Terms and Conditions will be rejected and all costs will be borne by the seller.

# MO Great Dane

CUSTOM TRAILER EXPERTS

[www.mogreatdane.com](http://www.mogreatdane.com)

Created: 05/02/2022 10:09:54  
Reference Number: 25414-L  
Revision Number: 2

Ryan Heston

Lea Co NM Command

**Product:** 7000# Axle Trailers  
**Length:** 42.00  
**Width:** 8.50  
**Height:** 7.50  
**Number of Axles:** 3  
**Axle Type:** 7000# Torsion Axles  
**Exterior Color:** White  
**Interior Color:** White  
**Cabinet Color:** White  
**Cove Color:** White

25% of Total Amount Due Before Production Begins

MGD Is NOT Responsible for Clearance of Vehicle Until Customer Completes Truck Clearance Sheet and Is Verified by MFG Engineering

**Model #: BGA8542TTA5**

## Chassis

- Full Perimeter Aluminum Frame
- Dexter Torsion Axles
- Breakaway Battery Kit
- 2 5/16" Adjustable GN Coupler
- Dual Leg Manual Landing Gear
- 16" O/C Wall Studs
- Smooth Aluminum Wheel Boxes
- ST235/85R16 Nitro Filled Tires w/ Aluminum Wheels

- All Tube Construction
- Electric Brakes - All Axles
- 7-Way Trailer Plug
- Safety Chains w/ Storage Loop
- 16" O/C Floor Crossmembers
- 16" O/C Roof Studs
- Spread Axle Design w/ Individual Fenderettes

## Interior

- One Piece Aluminum Subfloor Vapor Barrier
- One Piece Aluminum Transition Flap
- (1) 12V Power Roof Vent
- (4) 5000# Recessed D-Rings

- 3/4" High Performance Drymax Subfloor
- (3) 12V LED Dome Lights w/ Switch
- 7' Standard Interior Height
- 4' Beavertail

## Exterior

- .030 Aluminum Skin
- One Piece Aluminum Roof
- 4" Upper and 6" Lower Rub Rail
- LED Premium Clearance Lights
- ATP Enclosed Riser w/ (2) Storage Doors
- 36" 405 Series Entrance Door
- Color Matched Front Verticals

- Screwless/Rivetless Aluminum Exterior
- Arched & Trussed Walk-On Service Roof
- Clear Anodized Exterior Trim Package
- LED Slimline Tail Lights
- Slideout Aluminum Step - Non-Slip
- FMVSS Premium Entrance Door Latch
- Rear Ramp Door w/ Gapless Continuous Hinge

- Rear Caster Wheels - Pair

- Aluminum Bar Locks - Rear Ramp Door

## Selected Options:

1 each Delete Beavertail

42 feet Upgrade to 2" x 2" Wall Posts / Ft

- Stainless Steel Paddle Latches Not Available On Rear Ramp Door - Must Use Bar Locks Or Recessed Latches in Door

42 feet 6" Additional Height / Ft

1 each Fixed Up and Over Ladder Mounted on Exterior of Trailer

1 each Add Hydraulic Four Post Automatic Leveling System

- Batteries Not Included

- Minimum of (2) Batteries Recommended

2 Each Spare ST235/85R16 on Aluminum Wheel

2 each Spare Tire Wall Mount - Specify Location (Interior or Exterior)

2 each Upgrade to 455 Series RV Style Door w/ Window & Screen Door - Per Door

- Anodized Trim Not Available

- Day/Night Shade Not Available

1 each Add 32" 405 Series Entrance Door

2 each Add 48" x 36" 405 Series Top Hinged Baggage Door

- Specify if Used As Gen Door

*(1) For AC*

*(1) Size TBD For Equipment Rack*

1 each 14" Locking Fuel Door - 405 Series

1 each Add Slideout Aluminum Step - Non-Slip

- Mill Finish Unless Upgraded to Black Anodized

3 each Add Gas Shock to Door

- Single Shock for Entry Door

- (2) Shocks for Baggage Door

*Both Entry Doors and Equipment Rack Door*

2 each Fold Out Stainless Steel Grab Handle

1 each 12KW Onan Generator Package (120V/240V) - Diesel

- In Frame Fuel Tank - Up to 40 Gallon

- Exact Tank Size Varies with Trailer Configuration

- Tank Size will be Specified at Time of Prints

- Interior Insulated Generator Compartment

- 48" x 36" 405 Series Vented Gen Door

- Automatic Transfer Switch

- 12V Marine Grade Battery in Vented Box

- Remote Start, Fuel Gauge & Hour Meter

- Requires 240V Panel Upgrade to Use 240V

1 each Insulated Interior Compartment for Exterior Access

- Door Optioned Separately

- Specify Compartment Use

1 Each Add Locking Fuel Door for Fuel Fill

*Cast Aluminum*

4 each Add 12V Deep Cycle Battery w/ Vented Box and Disconnect Switch

- Battery Disconnect Included When 12V Fuse Panel is Used

10 each Add Dual USB Charging Ports - 12V

1 each Add 50 Amp Electrical Service Package

- Breaker Box w/ 50 Amp Main

- Motorbase Plug

- 25' Shore Cord

- 12V Fuse Panel

- 60 Amp 12V Converter / Battery Charger

- Requires 240V Panel Upgrade to Use 240V



- 20 each 120V 20A Recept - GFI Protected Where Required
- 18 each Add 12V 18" LED Interior Light
  - Maximum of (8) Per Switch
- 18 each 12V Bullet Light - Dimmer Switch Included
- 1 each Add LED Slimline Brake Lights (Pair)
- 1 each Add LED Slimline Backup Lights (Pair)
- 1 each Side Mount LED Turn Signal/Clearance and Turn Combo (Pair)
- 6 Each Add 12V Surface Mount LED 13" Flood Light
  - Standard Light X 2 in iCon Package
  - Standard in New Style Rear Spoiler x 2
- 22 each Add CAT6 Data Outlet w/ (2) Finished Faceplates  
*(1) With No Faceplates*
- 4 each Add HDMI Cable Run w/ (2) Finished Faceplates
  - Max Run Length 50' Due to Data Loss
- 42 feet Upgrade to Black Coin Floor / Ft
  - Full Warranty Requires Runners
- 42 feet Add Screwless Aluminum Walls & Ceiling (Up to 18" Additional Height) / Ft
- 1 each Add Partition Wall - Welded Aluminum Tube w/ 28" Swinging Door
- 2 each Add Partition Wall - Welded Aluminum Tube w/ Sliding Pocket Door
- 42 feet Add 2" Expansion Foam Insulation R14 Rated / Ft (Floor)
  - Recommend Adding Mill Finish on Underside of Riser Bunk if GN
- 84 feet Add Foil-Faced Rigid Foam Insulation Walls (Up to 18" Additional Height ) / Ft
  - Includes Bubble Foil Insulation in Ceiling
- 32 feet Premium Upper Aluminum Cabinet w/ Clear Anodized Trim / Ft
  - Standard: 16.5" x 14"
- 10 feet Premium Lower Aluminum Cabinet w/ Clear Anodized Trim / Ft
  - Standard: 40" x 24"
- Black Laminate Countertops***
- 22 feet Laminate Countertop - 24" Deep Fixed to Wall / Ft
- 20 each Add Rope Ring - 500#
- 42 feet Upgrade to .050 Exterior Aluminum Skin (Up to 18" Additional Height) / Ft
  - SS Upgrade Required on Corners & Taper/Wedge Breaks
- 1 each Mill Finish on Underside of Riser Bunk - (.040 Thick Metal)
  - Includes Single Gas Shock Upgrade on (2) Baggage Doors
- 1 each Upgrade to Polished Cast Corners w/ Mirror Finish Stainless Steel Vertical and Radius
  - Includes Stainless Steel Front Verticals & Radius
- 2 each Add Awning - 21' Dometic w/ Weathershield - 12V Power Awning
  - Std: Pewter Vinyl w/ White Hardware on White Trailers - Std: Pewter Vinyl w/ Black Hardware on All Other Colors
  - Includes Awning Cradle
- 1 each TV Prep Package
  - Roof Mounted Antenna
  - 120V Interior Recept
  - Exterior Coax Cable Inlet
  - Wall Backer for Future Mount Installation

- 12V Antenna/Cable Switch Controller
- 1 each Exterior TV Compartment w/ 405 Series Door
- 1 Each Add Refrigerator - 3.1 Cubic Ft 2 Way (12V, 120V)
  - Includes Dedicated Outlet
  - Does Not Include Cabinet
- 14 each Add Aluminum Bench Seat w/ Interior Storage / Ft
  - Cushion Not Available
- 1 each Removable Dinette Table - 18" x 48"
  - Does not include Closet
  - Includes (2) Rope Rings for Wall Storage
  - Carpeted Wall Storage Location
- 2 each Install Customer Supplied Tool Chest
  - Not Liable for Damage or Missing Components
  - Cabinet Surround Optioned Separately
  - Brand and Dimensions Required for Prints
  - All Components Must be Received Before Trailer Begins in Production
- 8 each Install .125" Wall Backer - Run Horizontal - Up to 4' Continuous Length - Per Section
  - Maximum 5" Tall Backer
- 4 TV Locations Total**
- 1 each Credit for Deleting Rear Ramp Door - Solid Rear Wall
  - Deletes Interior Beavertail
- 1 each Add 3/4" Premium Plywood Walls / Ft
- 1 each Sound Deadening
- Gen Box**
- 42 each Install R-13 Fiberglass Insulation in Ceiling - p/ft.
  - Requires Ducted Roof Option For Space to Install Insulation
  - Replaces Bubble Foil Insulation if Wall Insulation is Optioned Separately
- 1 each Gen Start, Fuel Gauge And Or Disconnect Switch Panel
- 1 each Add 1/A -10 BC Fire Extinguisher - 2.6 lbs
- 1 each Add NEMA Electrical Box on Roof
- 1 each Upgrade to 120/240V 50 Amp Industrial Electrical Package
  - 50A - 120/240V Load Center
  - Uses Standalone 60 Amp Converter & DC Fuse Panel (18 Slot)
  - Includes 25' 50 Amp Shore Cord
- 1 each (2) 4' Z-Rails and Backer For Customer Installed Radio Antenna Mount
- 1 each Kendall Howard Server Rack
- 1 each Exterior Flip Down Countertop for TV Compartment
- 1 each Add Convection Microwave - 1.1 Cubic Ft. - Integrated into Cabinet
- 2 each Add 5,200 BTU Electric Heater - 1500 Watts
- 1 Each Split 36K Air Conditioner w/ Heat Pump - Triple Zone - (3) 12K BTU Heads (240V)
  - Requires Separate Electrical Item Drawing at least 1000 Watts For A/C System to Operate Properly W/ Diesel Gen
  - 240V Panel Upgrade Required
  - Enclosure Door Required to be Open During Operation
  - Condensor Enclosure Optioned Separately
  - Requires Ducted Roof Option or Stacker Cove to Install Line Set(s) Unless Interior Wall Unit is Mounted on Front Wall
  - Wireless Thermostat Remote Included
  - May Require Surface Mount Wall Channels From Cove to Wall Unit for Line Set

42 feet Upgrade to Ducted AC / Ft

- Increases Size of Trussed Roof to Fit Ducting
- Larger Trusses Must Run Full Length of Rooms in Trailer
- Not Available with All A/C Models
- Not Used for Bard A/C's

2 Each 8' Above Floor Straight Mount Slideout Room Assembly

- Slideout Floor Will Sit Above Trailer Floor
- 30" Room Extension
- 1500# Max Load Capacity
- Requires 12V Power

### Additional Notes:

(3) Standard Dome Lights In Riser

\*\*\*Custom Axles for 6" Additional Ground Clearance\*\*\*

\*\*\*Quote Does NOT Include Articulation TV Mount, Wall Clocks\*\*\*

Total:

Trailer Subtotal: \$289,490.<sup>00</sup>  
 Mast & Camera: \$48,795.<sup>00</sup>  
 TV Mounts & Clocks: \$4,500.<sup>00</sup>  
 Custom Cabinets: \$20,000.<sup>00</sup>  
 Freight: \$5,500

\$289,490.00

ETC: 12 months ARO

GRAND TOTAL: \$368,285.<sup>00</sup>



## 2-2 Year Transferable (Commercial or Industrial Use)

inTech Trailers warrants the structural portion of the trailer manufactured for a period of 5 years from the date of purchase for recreationally used trailers and 2 years when used commercially or for industrial use. The structural portion of the warranty includes the main aluminum frame and all the aluminum crossmembers welded to it, including the framing in the walls and roof. The trailer manufactured by inTech Trailers shall be free from manufacturing defects in materials and workmanship supplied and attributable to inTech Trailers for a period of 3 years from the date of purchase for recreationally used trailers and 2 years when used commercially or for industrial trailers. Other components such as but not limited to tires, wheels, axles, awnings, winches, couplers, generators, hydraulic pumps, jacks, air conditioners, doors, windows, etc are covered by OEM warranties and thus must be filed with the OEM.

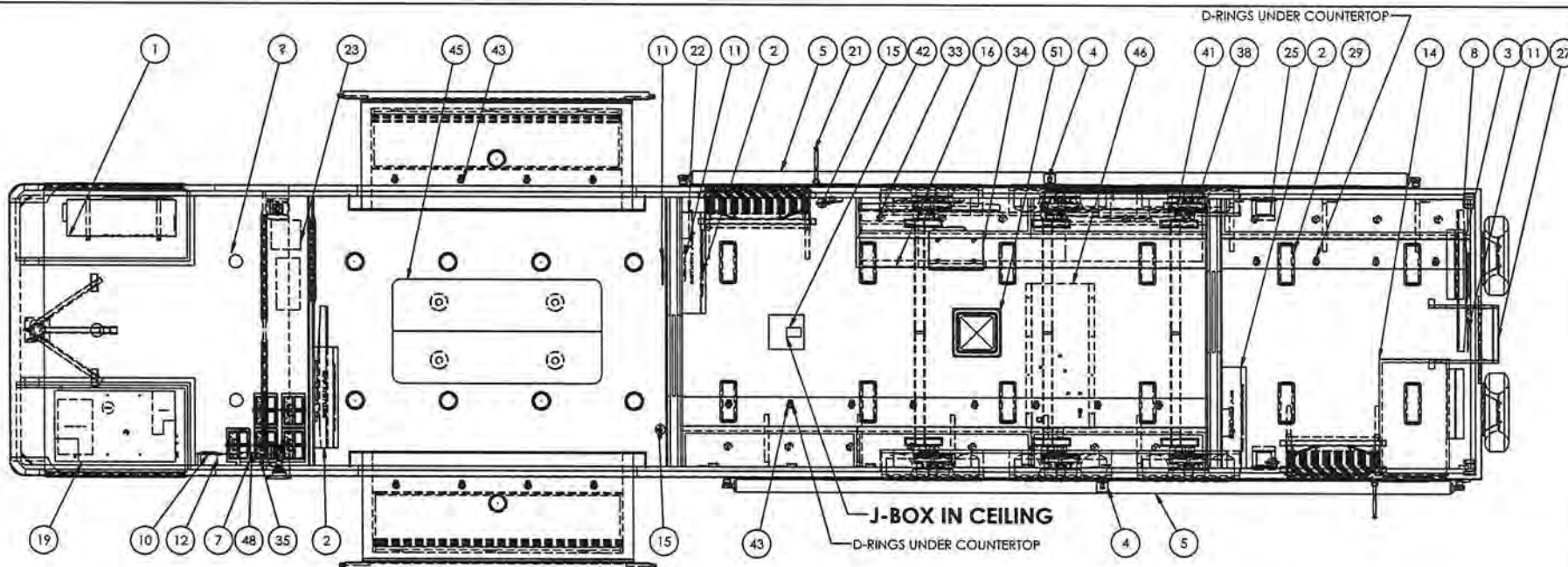
For trailers used recreationally, this warranty is transferrable to any sequential owners for the remainder of the warranty period. When ownership is transferred, a new warranty registration card must be filed with inTech Trailers within 15 days of purchase. The terms and conditions of the warranty are applicable for all future owners of the product. When used commercially or for industrial use, the warranty is non-transferrable.

The inTech Trailers warranty is valid only if the trailer is returned to inTech Trailers for repairs or a repair facility authorized by inTech Trailers. Reasonable notification must be given for all repairs. When an authorized repair facility is used, a written estimate must be provided to inTech Trailers prior to any work being performed. This warranty does not cover freight to or from inTech Trailers for repairs or to an authorized repair facility. The original purchaser of the product and any person to whom the product is transferred, and any person who is an intended user or beneficiary of the product shall not be entitled to recover any consequential or incidental damages resulting from any defect in the product. These damages include damage to personal property, loss of use of the trailer, loss of revenues or any other commercial losses, subsequent use of rental equipment, loss of time and inconvenience or any other such losses.

This warranty is void if the product has been modified, abused, overloaded, inappropriately loaded, neglected or misused in any way. inTech Trailers reserves the exclusive right to determine whether or not the consumer has misused the product. The purchaser must notify inTech Trailers of any defect within (10) ten days after it is discovered. The purchaser warranty form must be completed and returned to inTech Trailers within (30) thirty days of purchase.

The 3M VHB tape used for bonding the seams on the screwless exterior has a limited temperature rating. In extreme situations, if units exceed this temperature, this may cause problems with the screwless exterior. If problems should arise with the screwless exterior, inTech Trailers reserves the right to make repairs by applying rivets or screws in the walls as a part of our warranty procedure. The 3M VHB tape used for bonding the seams on the screwless exterior has a limited temperature rating. In extreme situations, if units exceed this temperature, this may cause problems with the screwless exterior. If problems should arise with the screwless exterior, inTech Trailers reserves the right to make repairs by applying rivets or screws in the walls as a part of our warranty procedure.





DIMENSIONS ARE NOMINAL. STRUCTURAL MEMBERS OFTEN DICTATE WHERE INTERIOR FEATURES CAN BE PLACED. CONSEQUENTLY, SOME DIMENSIONED ITEMS RETAIN A +/- 2" TOLERANCE. CRITICAL (BUBBLED) DIMENSIONS WILL RETAIN A TOLERANCE OF +/- 1/4".

#### NOTES:

1. SQUARE NOSE GOOSENECKS NOT RECOMMENDED WITH SHORT BED TRUCKS

TV's SHOWN FOR  
REFERENCE ONLY

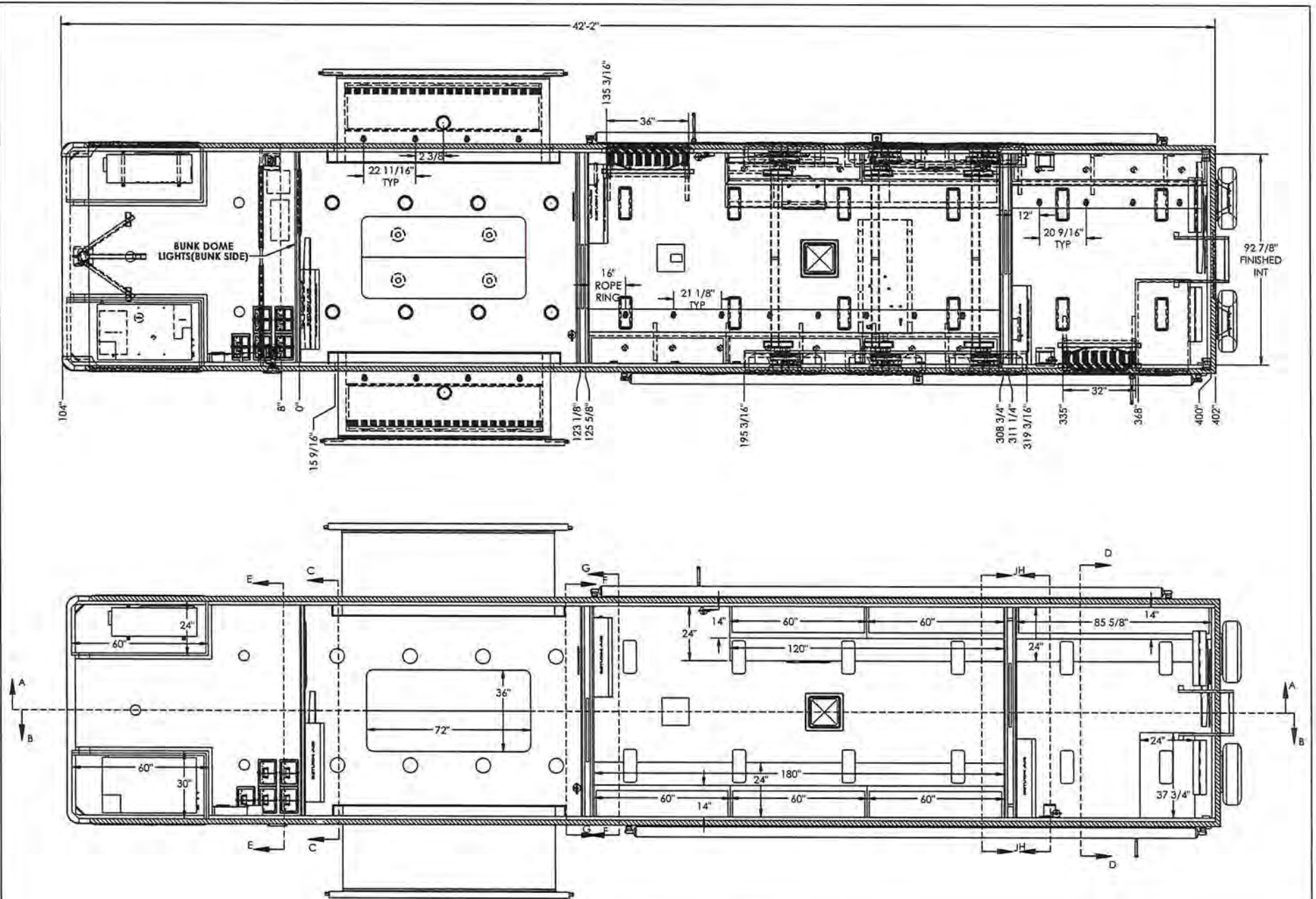
BOM TABLE				
ITEM NO	PART NO	FILE NAME	DESCRIPTION	QTY
1		AC LG COMPRESSOR	LMU36CHV (3 TON)	1
2		AC LG EVAPORATOR	WALL MOUNT	3
3		ANTENNA RAIL		1
4		AWNING SUPPORT, CENTER POWER, CLOSED		2
5		AWNING	21" POWER	2
6		AXLE - TORSION-SIMPLIFIED	7000#, HF-93 08-78, 45.0° Down	3
7		BATTERY	AGM, 775 CCA	5
8		BOGEY WHEEL	BOGEY WHEEL	2
9		BRACE, FASTCAP	15x18 FastCap Brace	8
10		BREAKER BOX	50 AMP SERVICE (100 AMP BOX)	1
11		CLOCK, ATOMIC		3
12		CONVERTER, 12VDC	55 AMP	1
13		COUPLER, GOOSENECK	25,000#	1
14		EQUIPMENT RACK-220375		1
15		FIRE EXTINGUISHER		3
16		FRIG	4.3 1-WAY	1

BOM TABLE				
ITEM NO	PART NO	FILE NAME	DESCRIPTION	QTY
17		FUEL FILL		1
18		GEN START, FUEL GAUGE		1
19		GENERATOR	12.0 KW ONAN DIESEL	1
20		GRAB HANDLE-FOLDING		1
21		GRAB HANDLE-FOLDING		1
22		HEATER, WALL MOUNT		2
23		HYDRAULIC PUMP	4-Post Pump	1
24		HYDRAULIC PUMP	Slideout Pump	1
25		JACK, HYDRAULIC - LEVELING SYS	EQUALIZER 16K	2
26		JACKS (LANDING GEAR), GN	HYDRAULIC, 24,000# RATING/PR	1
27		LADDER, UP & OVER	LADDER, AL - UP & OVER - 114"	1
28		LIGHT - ANGLED LOADING		2
29		LIGHT, CEILING - SURFACE MOUNT		12
30		LIGHT, DOME	SURFACE MOUNT	10
31		LIGHT, DOME	SURFACE MOUNT	3
32		LIGHT, LED SCENE	12V: 9" x 7"	4
33		LIGHT, PUCK	LED	18
34		MICROWAVE, IN CABINET	Advent, 9 cu ft	1
35		MOTORBASE	50 AMP	1
36		OUTLET, ELECTRICAL	120V 15A EXTERIOR	4
37	11978	OUTLET, ELECTRICAL	120V 15A INT-DEDICATED	1
38	11978	OUTLET, ELECTRICAL	120V 15A INTERIOR	5
39		OUTLET, ELECTRICAL	120V 15A INTERIOR-USB	18
40		OUTLET, ELECTRICAL	120V 20A INT-DEDICATED	1
41		OUTLET, ELECTRICAL	CAT6 - 1 PLUG	21
42		OUTLET, ELECTRICAL	JUNCTION BOX	1
43		ROPE RING	ROPE RING, ZINC - 500#	20
44		SHELF-220375		1
45		TABLE, REMOVABLE		1
46		TANK, FUEL	28 GAL END FILL/ST24-11D	1
47		TIRES	235/85/16	6
48		TRANSFER SWITCH	50 AMP	1
49		TURN SIGNAL		2
50		TV MOUNT, ARTICULATING		4
51		VENT, ROOF	VENT - ROOF - 12V	1
52		WHEEL WELL - AL	7.5 x 6.0 x 124.0	2

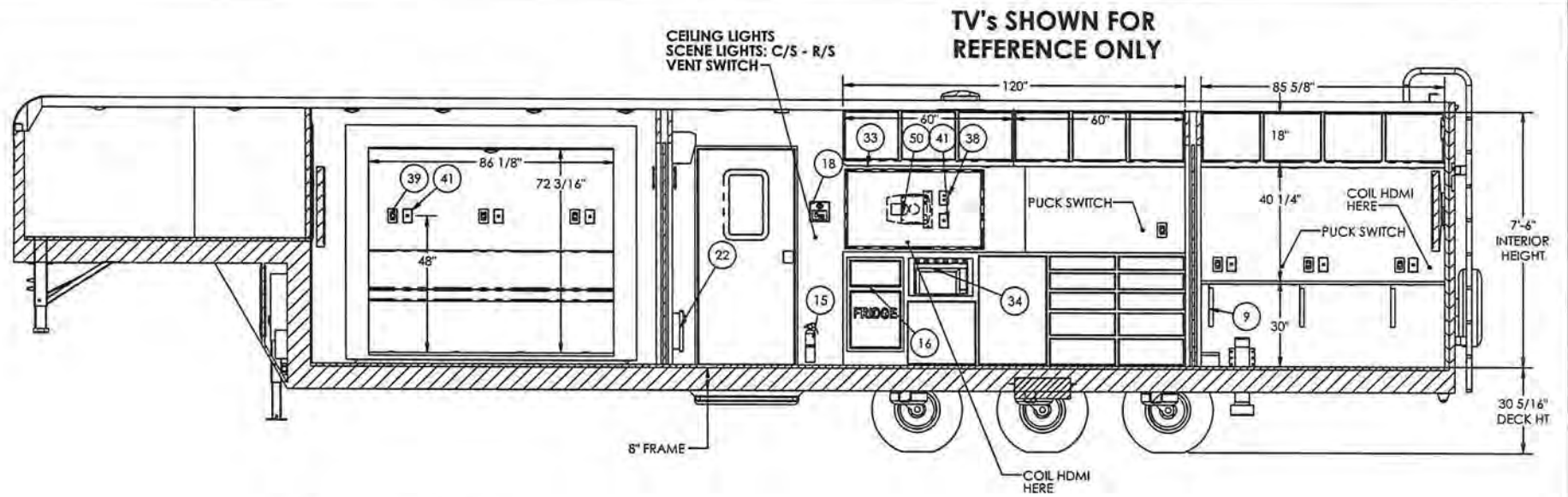
REVISION TABLE			
REV.	DESCRIPTION	DATE	DONE BY
A	ADDED NOTES & DIMS	2/18/2020	SHB

DWG PATH: C:\Eng\_Vault\Master Records\VIN\220 VIN\220375\

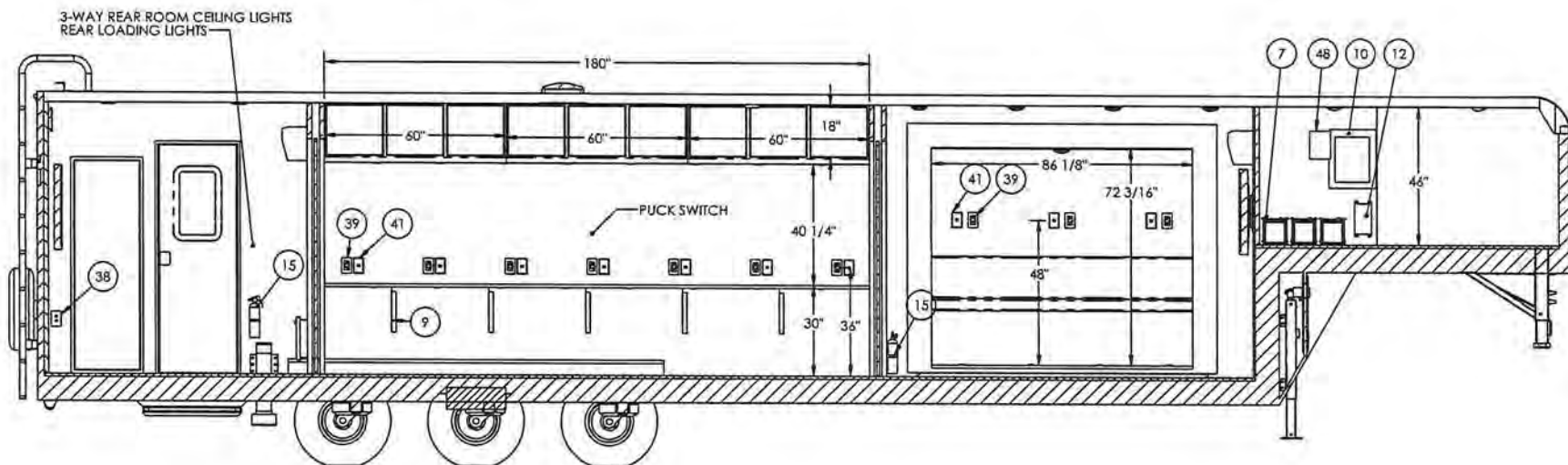




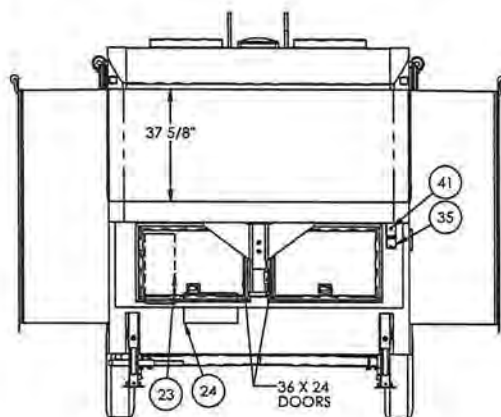




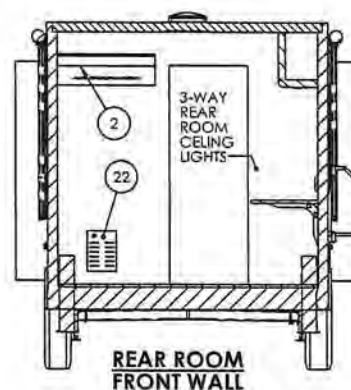
**INTERIOR CURB SIDE**



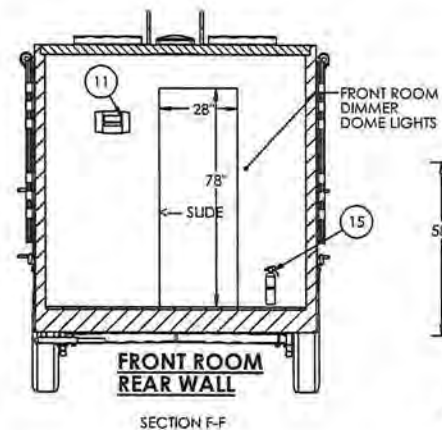
**INTERIOR ROAD SIDE**



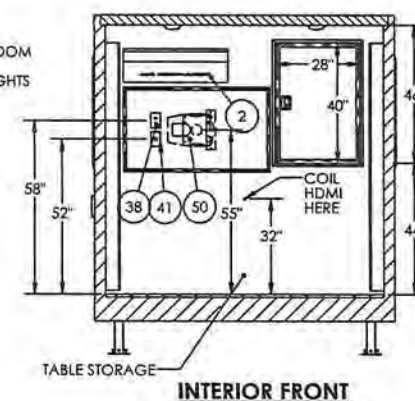
**EXTERIOR FRONT**



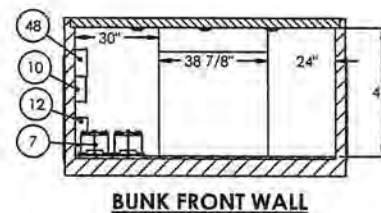
SECTION J-J



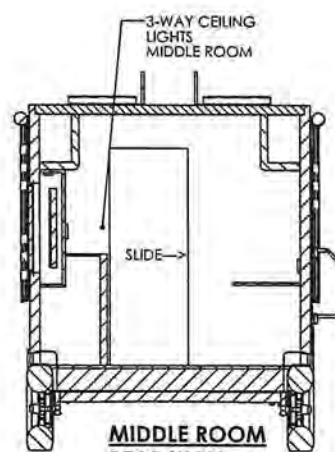
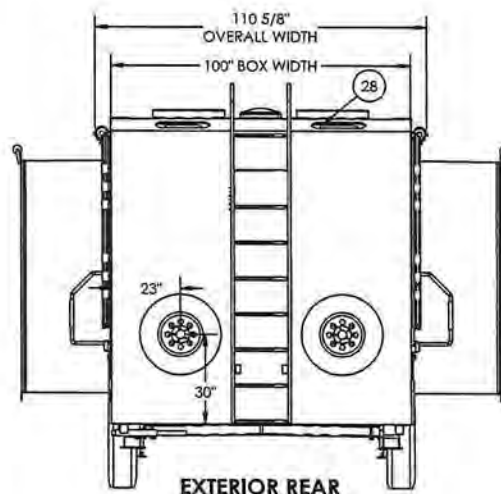
SECTION F-F



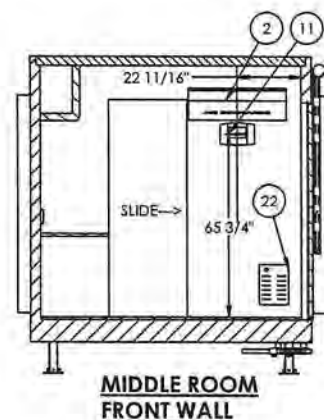
**TV's SHOWN FOR REFERENCE ONLY**



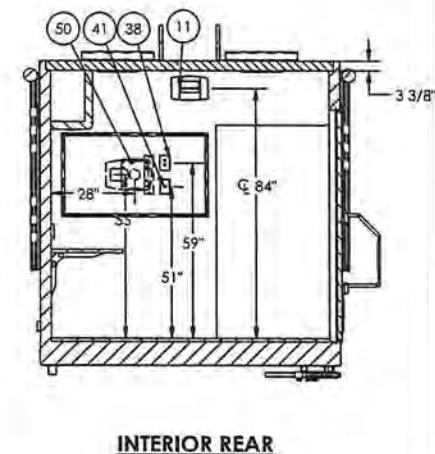
SECTION E-E

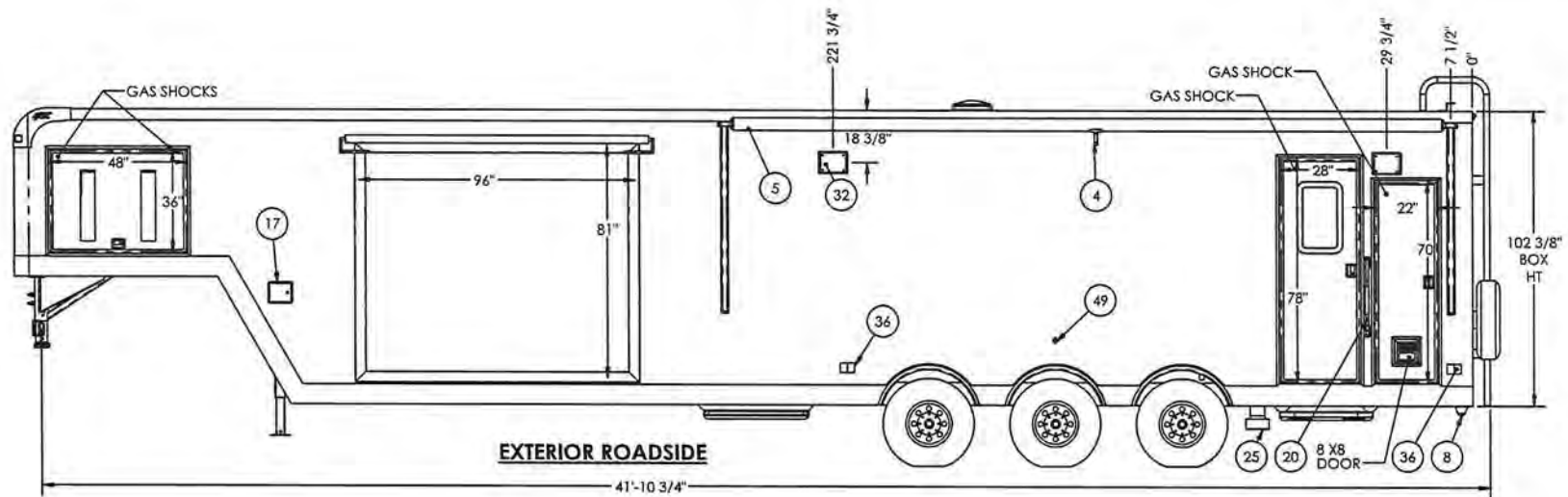


SECTION H-H



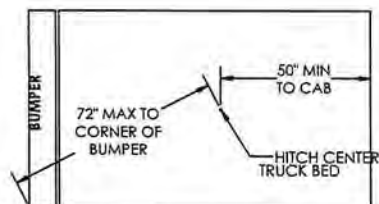
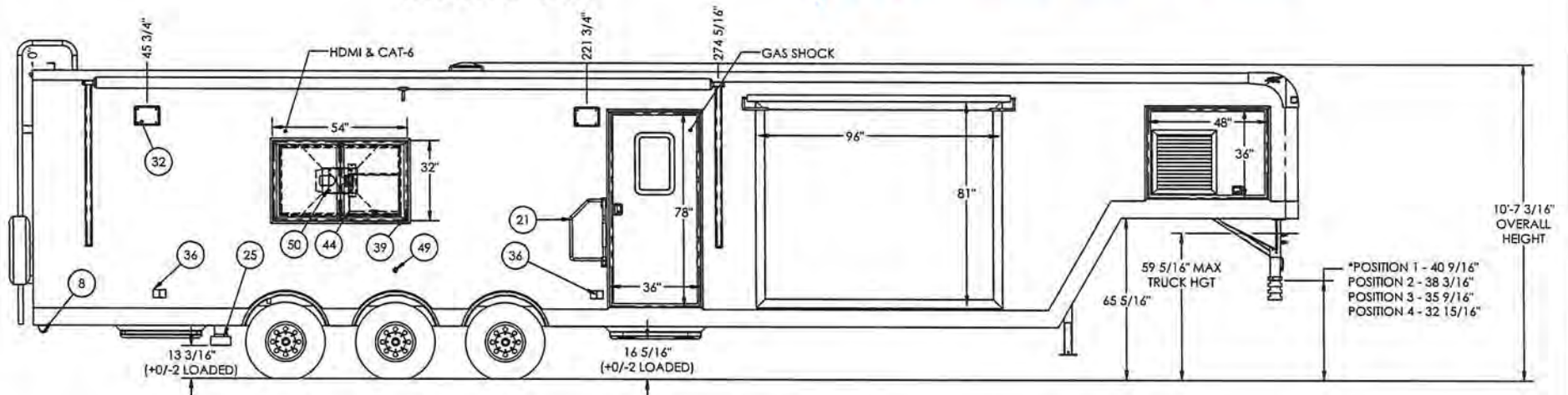
SECTION G-G





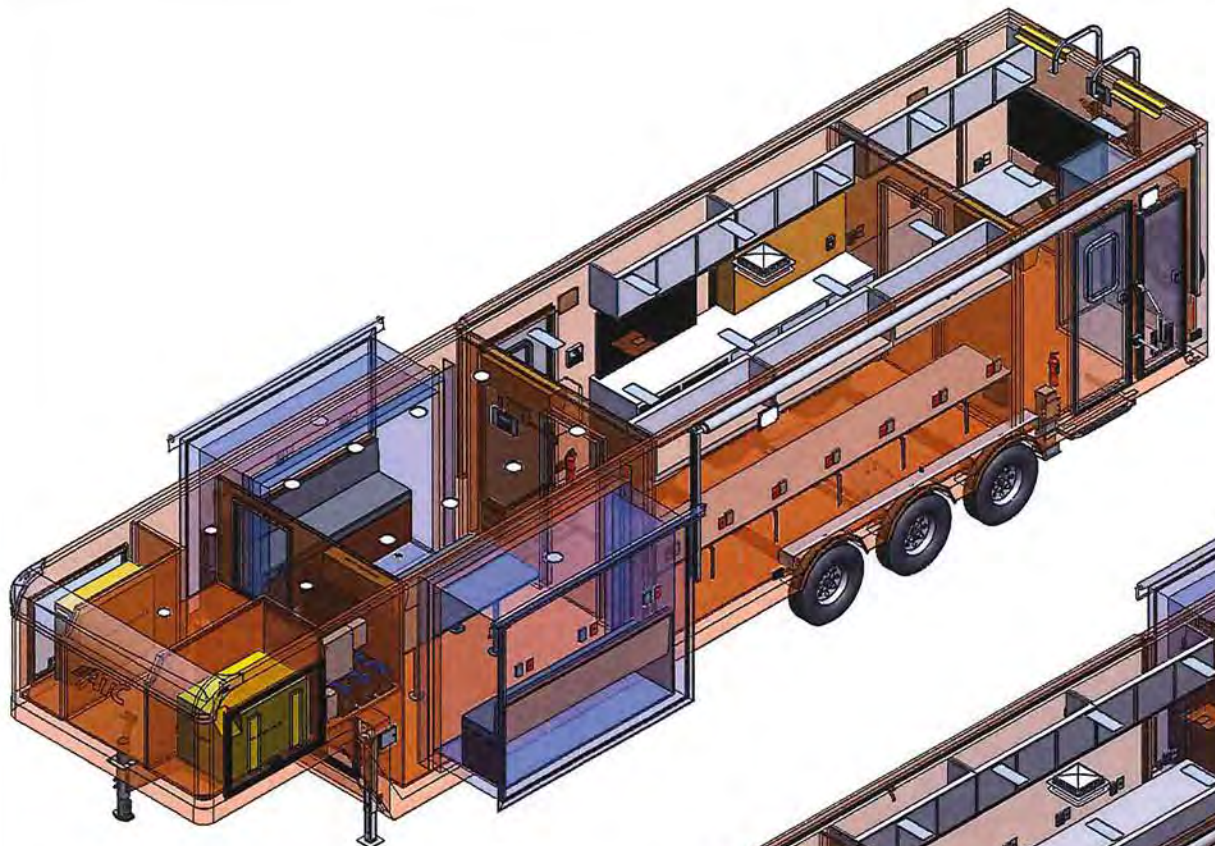
TV's SHOWN FOR  
REFERENCE ONLY

*Master location TBD*

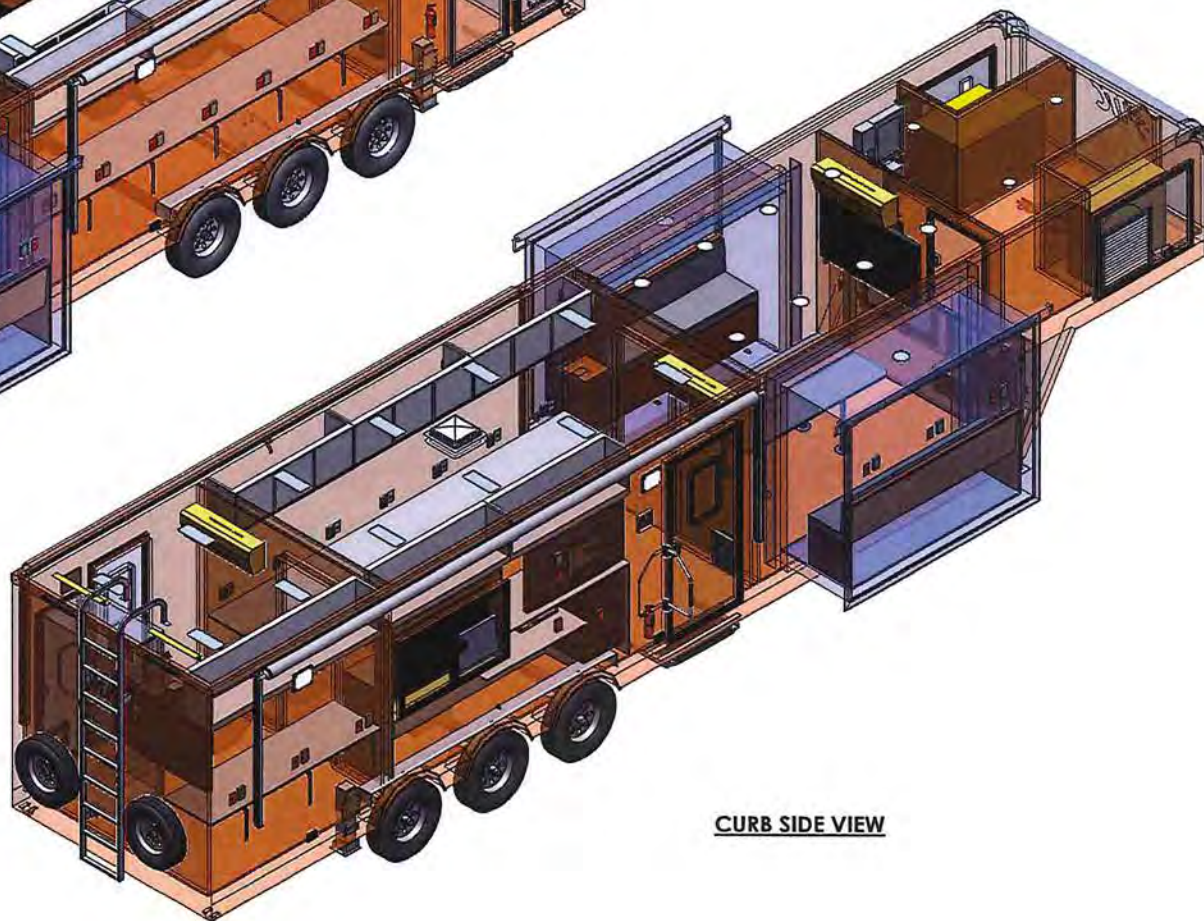


ATTENTION:  
PLEASE REVIEW THE SPECIFIC GOOSENECK PIN DIMENSIONS AND TOW  
VEHICLE CLEARANCES. YOUR SIGNATURE OF THIS PRINT INDICATES YOUR  
ACCEPTANCE OF THESE DIMENSIONS.





ROAD SIDE VIEW

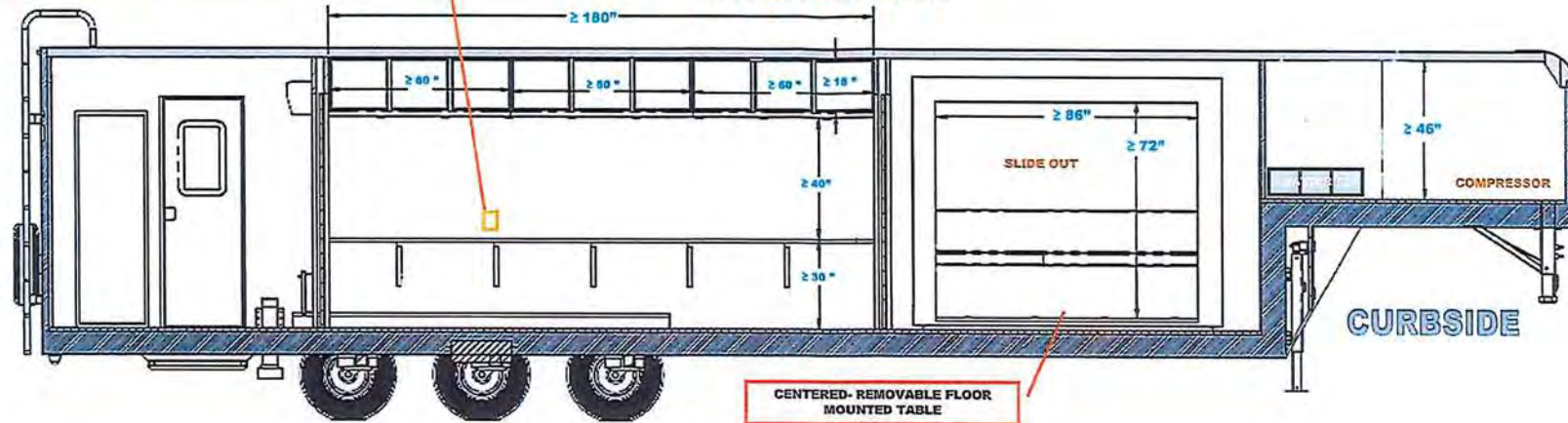


CURB SIDE VIEW

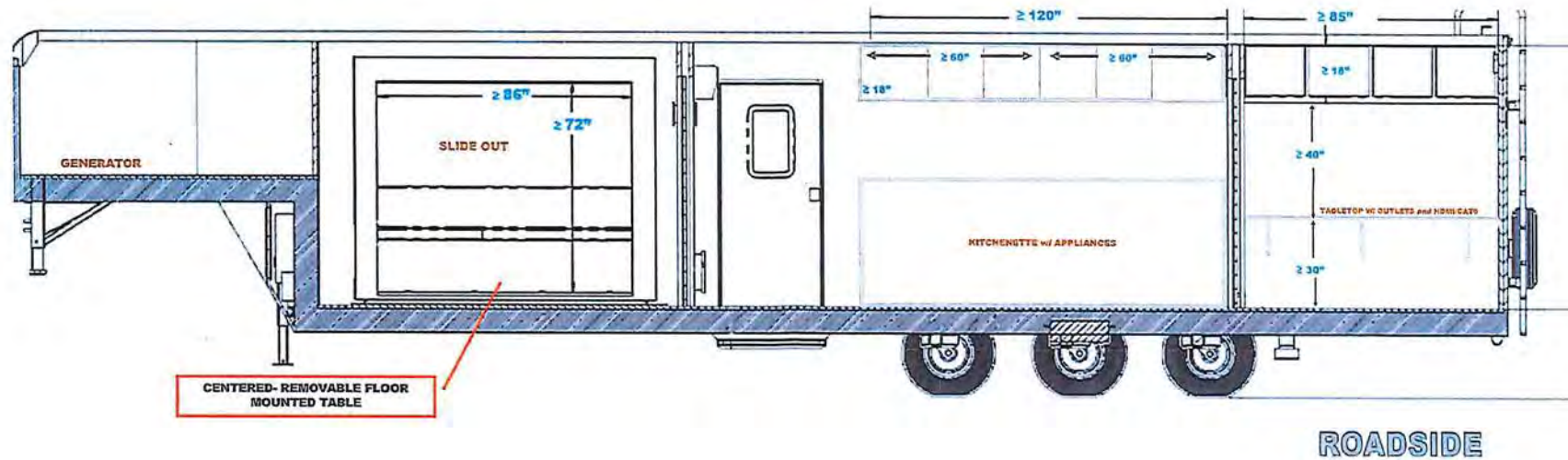
**ATTACHMENT A**  
**INTERIOR VIEW**

7 x120V/CAT6/HDMI Wall Outlets x 4 Dispatch Stations

## INTERIOR VIEW



12

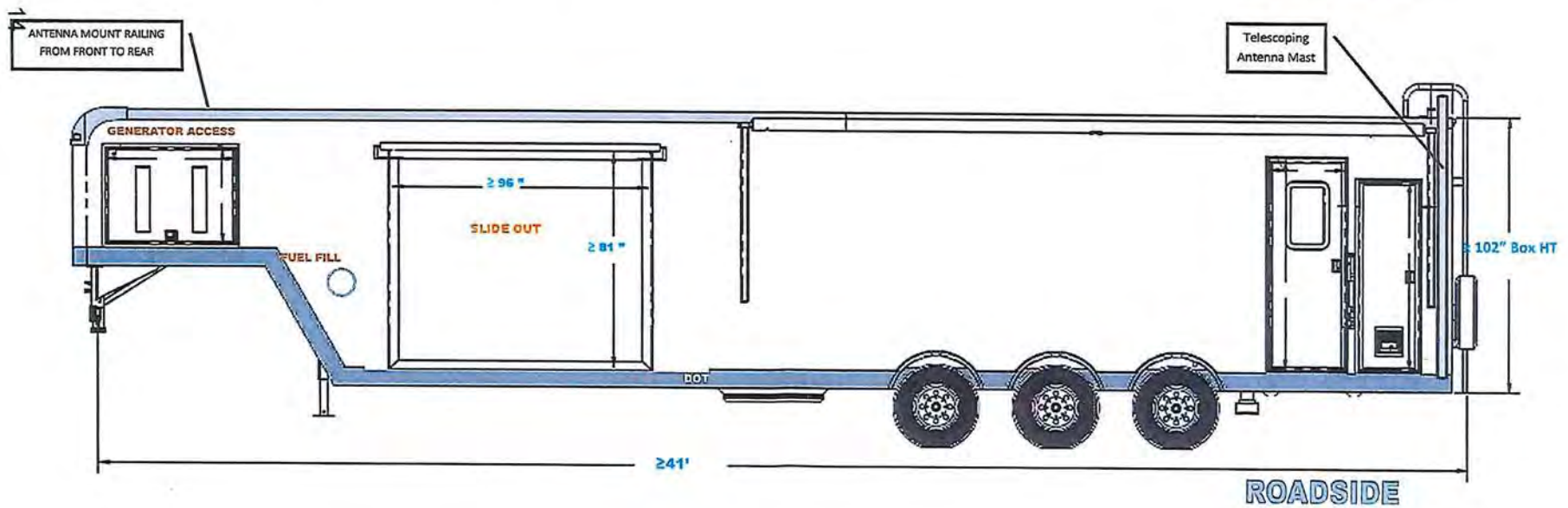
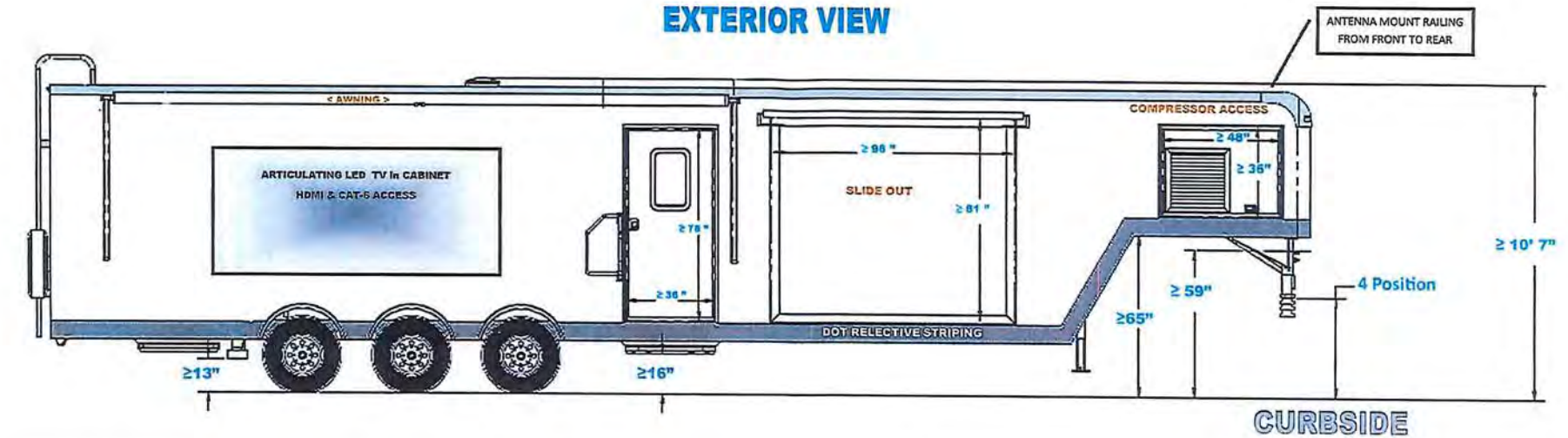


ROADSIDE



**ATTACHMENT B**  
**EXTERIOR VIEW**

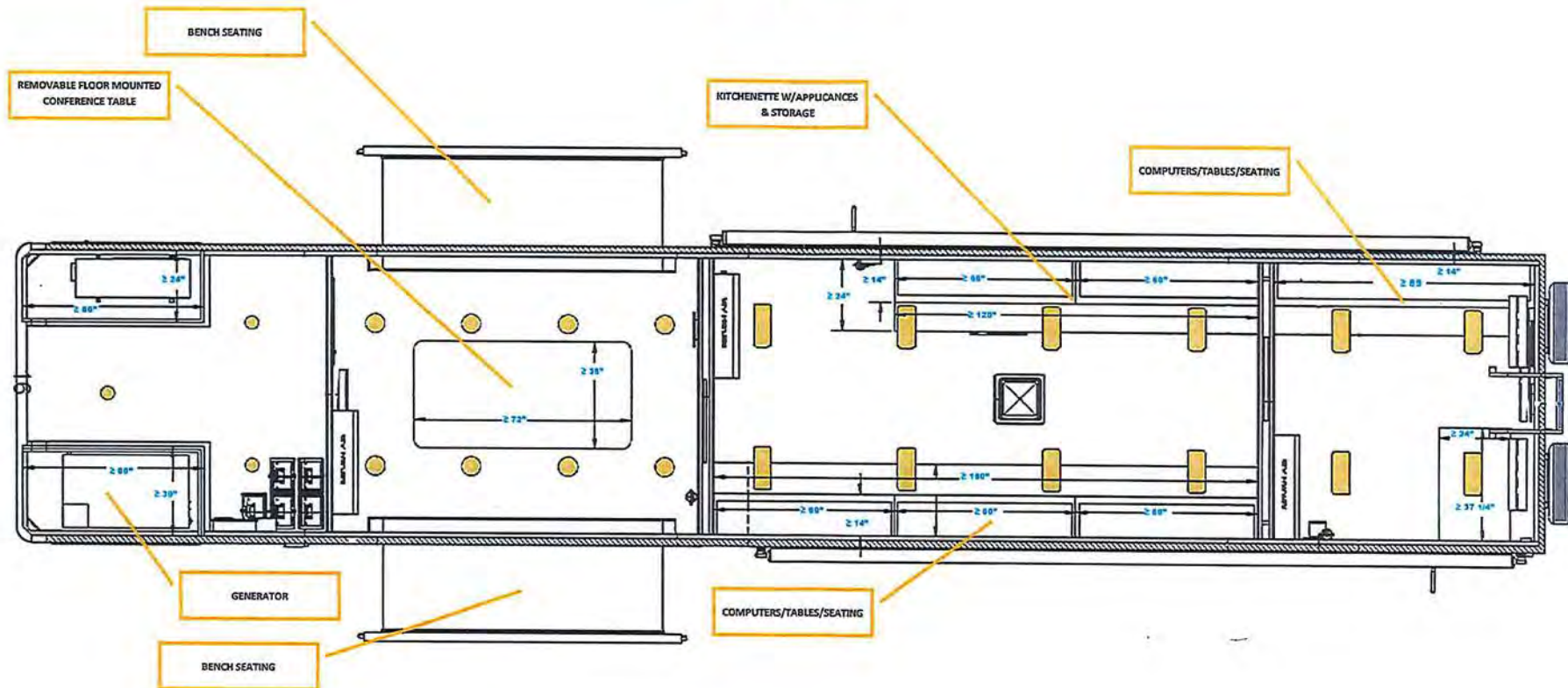
## EXTERIOR VIEW



## **ATTACHMENT C**

### **OVERVIEW**

## OVERVIEW



## **REQUIRED FORMS**



## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.



**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) :

**Board Of County Commissioners: Rebecca Long, Dean Jackson, Jonathan Sena, Pat Sims, Gary Eidson; Assessor Sharla Kennedy; Clerk Keith Manes; Probate Judge Sandra Goad; Treasurer Susan Marinovich; Sheriff Corey Helton.**

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-- OR --

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

Pat. Sims  
Signature

05/10/2022  
Date

Custom Trailer Sales  
Title (Position)

**Related Party Disclosure Form**

1. Are you indebted to or have a receivable from any member of the Board of County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Lea?

Yes \_\_\_\_\_ No X

2. Are you, or any officer of your company related to any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Lea and have you had any of the following transactions since January 1, 2008, to which Lea County was, is to be, a party?

	Yes	No
Sales, Purchase or leasing of property ?	_____	<u>X</u>
Receiving, furnishing of goods, services or facilities?	_____	<u>X</u>
Commissions or royalty payments	_____	<u>X</u>

3. Does any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Lea?

Yes \_\_\_\_\_ No X

4. At any time from January 2008 through the present, did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea?

Yes \_\_\_\_\_ No X

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Lea?

Yes \_\_\_\_\_ No X

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: Ryan C. Heston (Agent) Date 5/10/22  
(Print Name and Title): Ryan C. Heston, Custom Trailer Sales


## **Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

---

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

  
\_\_\_\_\_  
Signature of Authorized Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Typed Name & Title of Authorized Representative



## NON-COLLUSION AFFIDAVIT

STATE OF Missouri )

County OF St. Charles )

Cory Andrews (name) being first duly sworn, deposes and says

that he/she is (title) administrator

of (organization) Missouri Great Dane

who submits herewith to the County of Lea, a proposal:

That all statements of fact in such proposal are true:

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Lea, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder:

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Lea, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

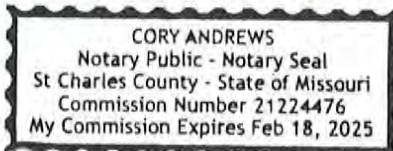
By: Paul J. [Signature]

Title: Custom Trailer Sales

SUBSCRIBED and sworn to before me this 10th day of May, 20 22.

Notary Public: Cory Andrews

My Commission Expires: Feb 18, 2025



LEA COUNTY RESIDENT/VETERANS PREFERENCE CERTIFICATION FORM

Midway Trailers, Inc. dba Missouri Great Dane (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident / resident veterans' preference to this procurement:

**Please check one box only:**

**Resident Veteran Business:**

☐ I declare under penalty of perjury that my business annual gross revenues did not exceed three million dollars (\$3,000,000) in the preceding tax year. I also declare that my business or myself has not benefited from this preference for more than ten consecutive years.

**Resident Business:**

☐ I declare under penalty of perjury that my business is a New Mexico resident business allowing me the 5% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State's Division of the General Services Department the awarded amount involved. I will indicate in the report the awarded amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

Resident Business/Veteran Business Certificate Number: Not certified

[Signature]  
(Signature of Business Representative)\*

05/10/2022  
(Date)

\*Must be an authorized signatory for the Business.

\*The representations made in checking the boxes constitutes a material representation by the business that is subject to protect and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

**\*\* A copy of a valid New Mexico Resident Business or New Mexico Veteran's Resident Business Certificate must be provided in order to receive preference.**



# Consideration of Lea County Resolution No. 22-MAY-129R Approving Lea County's Public Employees Retirement Association Contribution for Employees

## PERA Contributions

	<u>Current</u>	<u>Proposed (75%)</u>
Employer	15.875	18.6625
Employee	5.575	2.7875
Employer (SO)	24.68	33.375
Employee (SO)	13.275	4.575

Sheriff's Office is on a 20 year retirement plan  
Other LC employees are on a 25 year plan





# Consideration of Lea County Resolution No. 22-MAY-129R Approving Lea County's Public Employees Retirement Association Contribution for Employees

LEA COUNTY NEW MEXICO										
Comparison of PERA Contribution Rates										
FY 23 Budget										
			Salary Budget		PERA Current		Proposed PERA		Projected Increase	% Increase
Sheriff's Office			6,492,664.00		1,569,926.16		2,166,926.61		597,000.45	9.20%
Other Employees			17,898,291.00		2,707,116.51		3,340,268.56		633,152.04	3.54%
New & Unfrozen			2,040,456.00		308,618.97		380,800.10		72,181.13	3.54%
			26,431,411.00		4,585,661.64		5,887,995.27		1,302,333.63	4.93%

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/17/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Craig Bova, HR Director, Human Resources	
<b>SUBJECT:</b> Lea County's PERA contribution rate for all employees	<b>ATTACHMENT(S):</b>	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item <input type="button" value="v"/>	
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b> FY 22-23	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Employees are valued		
<b>SUMMARY:</b> State statute allows public entities to contribute up to seventy-five percent of their employee's PERA rate as outlined by N.M.S.A. 1978 10-11-5. This resolution asks for approval in the County to pay 75% of employee's PERA contribution rate.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approve Lea County paying 75% of employee's PERA contribution rate	<b>Submitter's Signature</b> Department Director, Etc.	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be an approximate \$1,300,000 increase in PERA costs. Funds will be budgeted in the FY 23 budget to cover the increase.	<b>Reviewed by Finance Director</b> Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.05.17 13:19:30 -06'00'	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> 0211 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Resolution No. <u>22-MAY-129R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-129R

**A RESOLUTION APPROVING LEA COUNTY'S PUBLIC EMPLOYEES RETIREMENT ASSOCIATION  
CONTRIBUTION FOR EMPLOYEES**

**WHEREAS**, Lea County employees are members of the Public Employees Retirement Association of New Mexico (PERA); *and*

**WHEREAS**, Lea County strives to provide a robust compensation and benefits program for recruiting and retaining employees; *and*

**WHEREAS**, Lea County may contribute up to seventy-five percent of the employee's contribution rate as outlined in N.M.S.A. 1978 10-11-5.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that Lea County will pay seventy-five percent of the employee's PERA contribution rate for all County employees effective July 1, 2022 is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



## Consideration of Lea County Resolution No. 22-MAY-130R Approving the Creation of General Fund Operating Reserves in Excess of Local Government Division Required Reserves

### **Approving the creation of General Fund Operating Reserves in Excess of Local Government Division (LGD) Required Reserves.**

Lea County depends largely upon revenue generated from activity in the oil and gas industry. That revenue may fluctuate greatly due to sudden unforeseen changes in oil and gas industry economics. Therefore, Lea County has determined that additional reserves in excess of LGD required reserves are necessary to ensure long-term financial stability.

Lea County recommends that additional reserves equal to 12 months of General Fund Operations in excess of LGD requirements be established and funded.





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director
<b>SUBJECT:</b> Establish one year General Fund Operations Reserves	<b>ATTACHMENT(S):</b> 1. Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 401 - General Fund Cash	<b>FISCAL BUDGET YEAR:</b> FY 2022/2023
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4	
<b>SUMMARY:</b> This agenda item creates a General Fund Operations reserve equals to 12 months of the General Fund Operations budget. This reserve is in excess of the required LGD General Fund Budget Reserve of (25%) 3 months.	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.20 13:08:20 -06'00'</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be the establishment of local reserves in excess of LGD requirements in order to provide the County with long-term financial stability.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.20 13:09:35 -06'00'</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0212 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. <u>22-MAY-130R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____ Other: _____ Ordinance No. _____ Comments: _____



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-130R

**A RESOLUTION APPROVING THE CREATION OF GENERAL FUND OPERATING RESERVES IN  
EXCESS OF LOCAL GOVERNMENT DIVISION REQUIRED RESERVES**

**WHEREAS**, Lea County depends largely upon revenue generated from activity in the oil and gas industry; *and*

**WHEREAS**, that revenue may fluctuate greatly due to sudden unforeseen changes in oil & gas industry economics; *and*

**WHEREAS**, Lea County has determined that additional reserves in excess of Local Government Division (LGD) required reserves are necessary to ensure the long-term financial stability of the County due to revenue fluctuations; *and*

**WHEREAS**, Lea County recommends that the following additional reserves in excess of LGD requirements be established and funded as follows:

1. General Fund Operating Reserve:
  - a. An amount equal to 12 months of General Fund Operations.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that Lea County establish and fund additional reserves in excess of LGD requirements is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member

Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                    Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



## Consideration of Lea County Resolution No. 22-MAY-131R Approving the Creation of Reserves for Operating Transfers in Excess of Local Government Division Required Reserves

### **Approving the creation of Operating Transfers Reserves in Excess of Local Government Division (LGD) Required Reserves.**

Lea County depends largely upon revenue generated from activity in the oil and gas industry. That revenue may fluctuate greatly due to sudden unforeseen changes in oil and gas industry economics. Therefore, Lea County has determined that additional reserves in excess of LGD required reserves are necessary to ensure long-term financial stability.

Lea County recommends that additional reserves equal to 12 months of Operating Transfers in excess of LGD requirements be established and funded.



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [ssout@leacounty.net](mailto:ssout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director
<b>SUBJECT:</b> Establish one year Operating Transfers Reserve	<b>ATTACHMENT(S):</b> 1. Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 401 - General Fund Cash	<b>FISCAL BUDGET YEAR:</b> FY 2022/2023
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4	
<b>SUMMARY:</b> This agenda item creates a Operating Transfers Reserve equals to 12 months of the Operating Transfers budget. This reserve is in excess of the required LGD General Fund Budget Reserve of (25%) 3 months.	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.20 13:14:07 -06'00'</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be the establishment of local reserves in excess of LGD requirements in order to provide the County with long-term financial stability.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.20 13:14:30 -06'00'</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0213 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. 22-MAY-131R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____ Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-131R

**A RESOLUTION APPROVING THE CREATION OF RESERVES FOR OPERATING TRANSFERS IN  
EXCESS OF LOCAL GOVERNMENT DIVISION REQUIRED RESERVES**

**WHEREAS**, Lea County depends largely upon revenue generated from activity in the oil and gas industry; *and*

**WHEREAS**, that revenue may fluctuate greatly due to sudden unforeseen changes in oil & gas industry economics; *and*

**WHEREAS**, Lea County has determined that additional reserves in excess of Local Government Division (LGD) required reserves are necessary to ensure the long-term financial stability of the County due to revenue fluctuations; *and*

**WHEREAS**, Lea County recommends that the following additional reserves in excess of LGD requirements be established and funded as follows:

1. Operating Transfers Reserve:
  - a. An amount equal to 12 months of Operating Transfers.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County, that Lea County establish and fund additional reserves in excess of LGD requirements is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member

Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                    Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney





## Consideration of Lea County Resolution No. 22-MAY-132R Amending Lea County Resolution No. 21-MAY-111R Approving Capital Reserves in Excess of Local Government Division Required Reserves

### **Amending Resolution 21-MAY-111R Approving Capital Reserves in Excess of Local Government Division (LGD) Requirements**

Lea County depends largely upon revenue generated from activity in the oil and gas industry. That revenue may fluctuate greatly due to sudden unforeseen changes in oil and gas industry economics. Therefore, Lea County has determined that additional reserves in excess of LGD required reserves are necessary to ensure long-term financial stability.

Lea County recommends that the budgeted cash balance in the General Fund in excess of the required LGD reserve plus the required local reserves for General Fund Operations, Operating Transfers Reserves, and any excess budgeted revenue shall be transferred to the Capital Projects Fund and reserved for future capital expenditures.



# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY FORM

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director
<b>SUBJECT:</b> Amend Resolution 21-MAY-111R Approving Capital Reserves in Excess of LGD Requirements	<b>ATTACHMENT(S):</b> 1. Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 401 - General Fund Cash 430 - Capital Projects Cash	<b>FISCAL BUDGET YEAR:</b> FY 2022/2023
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4	
<b>SUMMARY:</b> Lea County recommends that the budgeted cash balance in the General Fund in excess of the required LGD reserve plus the required local reserves for General Fund Operations, Operating Transfers Reserves, and any excess budgeted revenue shall be transferred to the Capital Projects Fund and reserved for future capital expenditures.	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.20 13:37:14 -06'00'</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be the establishment of local reserves in excess of LGD requirements in order to provide the County with long-term financial stability.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.20 13:37:27 -06'00'</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0214 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. 22-MAY-132R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____
Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-MAY-132R

**A RESOLUTION AMENDING RESOLUTION 21-MAY-111R APPROVING CAPITAL RESERVES IN  
EXCESS OF LOCAL GOVERNMENT DIVISION REQUIRED RESERVES**

**WHEREAS**, Lea County depends largely upon revenue generated from activity in the oil and gas industry; *and*

**WHEREAS**, that revenue may fluctuate greatly due to sudden unforeseen changes in oil and gas industry economics; *and*

**WHEREAS**, Lea County created a capital reserve in Resolution 21-MAY-111R of no less than 15% of budgeted capital; *and*

**WHEREAS**, Lea County recommends that the capital reserve be amended and funded as follows:

1. Capital Reserve:
  - a. The budgeted cash balance in the General Fund in excess of the required Local Government Division (LGD) reserve plus the required local reserves for General Fund Operations, Operating Transfers Reserves, and any excess budgeted revenue shall be transferred to the Capital Projects Fund and reserved for future capital expenditures.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that Lea County amend and fund the Capital Reserve policy effective July 1, 2022 is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 26<sup>th</sup> day of May, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

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John W. Caldwell, County Attorney



# Discussion of Lea County's Animal Control Operations – Spay and Neutering Programs





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022		SUBMITTED BY Name, Title, Dept: Lorenzo Velasquez	
SUBJECT: Discussion of Lea County's Animal Control Operations – Spay and Neutering Programs		ATTACHMENT(S):	
NO. OF ORIGINALS FOR SIGNATURE: N/A		ACTION REQUESTED: Discussion Item	
BUDGET LINE ITEM NUMBER: N/A		FISCAL BUDGET YEAR: N/A	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.3: Continuous communication with the public is beneficial and necessary.			
SUMMARY: Discussion of Lea County's Animal Control Operations - Spay and Neutering Programs			
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>		See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Discussion Only		Submitter's Signature Department Director, Etc.	
FINANCE REVIEW Fiscal Impact/Cost:		Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)		Reviewed by County Attorney	
COUNTY MANAGER REVIEW:		Approved by County Manager to be Placed on Agenda 	
Item No. <u>0301</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN			
Approved: _____	Denied: _____	Other: <u>Discussion</u>	
Resolution No. _____	Policy No. _____	Ordinance No. _____	
Continued To: _____	Referred To: _____	Comments: _____	





## Discussion of Right-of-Way Acceptance on Lea County Claim of Exemption Plats

Lea County Subdivision Regulations and New Mexico State statutes enable land to be separated and replatted through three (3) different methods.

- Traditional Subdivisions. Larger subdivisions go through a process that involves staff review from the county and state agencies, the Lea County planning board, and the Lea County Board of County Commissioners.
- Summary Subdivision. Smaller subdivisions go through a process that involves staff review from the county and the Lea County Planning Board. The County Planning and Zoning Board has delegated the authority to approve any summary subdivision by 6.1.5 of the Lea County Subdivision Regulations.
- Claim of Exemptions. Lea County and State statutes allow for fifteen (15) exemptions to the Lea County Ordinances and New Mexico State Statutes. This process review only requires Lea County staff review to ensure the plat is meeting exemption requirements.

BOOK 67 PAGE 92  
ORD 2 PAGE 110

## Claim of Exemption

To claim an exemption from the requirements of the Lea County Subdivision Ordinance, you must complete this form, sign it before a notary public and submit it together with legible copies of all required documents to the County Manager. Be sure to check all exemptions which apply, attach legible copies of all supporting documents (proof of ownership, map/survey of original tract and proposed land division), and pay the required review fees.

The County Manager will notify you in writing within thirty (30) days as to whether your claim of exemption has been granted. If the claim of exemption is granted, or if you do not hear from the County Manager or his designee within thirty (30) days, you may proceed with the land division you propose without needing to comply with the requirements of the Lea County Subdivision Regulations. If your claim of exemption is denied, you may either seek approval of a subdivision or appeal the denial as provided in the Subdivision Regulations.

I, \_\_\_\_\_, owner of property in Book \_\_\_\_\_ Page(s) \_\_\_\_\_, claim an exemption from the requirements of the New Mexico Subdivision Act and the Lea County Subdivision Regulations for the following reason(s). I certify that this transaction involves:

- the sale, lease or other conveyance of any parcel that is thirty-five (35) acres or larger in size within any twelve (12) month period, provided that the land has been used primarily and continuously for agricultural purposes, in accordance with § 7-36-20 NMSA 1978, for the preceding three (3) years. ATTACH CERTIFIED SURVEY SHOWING SIZE AND LOCATION OF PARCEL.
- the sale or lease of apartments, offices, stores or similar space within a building. ATTACH COPIES OF ALL PROPOSED SALE OR LEASE DOCUMENTS.
- the division of land within the boundaries of a municipality. ATTACH CERTIFIED SURVEY SHOWING LOCATION OF PROPOSED DIVISION.
- the division of land in which only gas, oil, mineral or water rights are severed from the surface ownership of the land. ATTACH COPIES OF ALL PROPOSED CONVEYANCING DOCUMENTS.
- the division of land created by court order where the order creates no more than one parcel per party. ATTACH CERTIFIED COPY OF COURT ORDER.
- the division of land for grazing or farming activities provided that the land continues to be used for grazing or farming activities. ATTACH COPY OF PROPOSED CONVEYANCING DOCUMENTS AND DOCUMENTS RESTRICTING FUTURE USE TO GRAZING OR FARMING ACTIVITIES. SUCH DOCUMENTS MUST CONTAIN A COVENANT RUNNING WITH THE LAND AND REVOCABLE ONLY BY MUTUAL CONSENT OF THE BOARD OF COUNTY COMMISSIONERS AND THE PROPERTY OWNER THAT THE DIVIDED LAND WILL BE USED EXCLUSIVELY FOR GRAZING OR FARMING ACTIVITIES. THE COVENANT MUST BE SIGNED BY THE PROPERTY OWNER, THE BUYERS OR LESSEE, AND THE BOARD OF COUNTY COMMISSIONERS AND MUST BE FILED OF RECORD WITH THE COUNTY CLERK.
- the division of land resulting only in the alteration of parcel boundaries where parcels are altered for the purpose of increasing or reducing the size of contiguous parcels and where the number of parcels is not

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BOOK 799 PAGE 469

BOOK 67 PAGE 93  
ORD 2 PAGE 111

increased. ATTACH CERTIFIED SURVEYS SHOWING ALL PARCELS AND PARCEL BOUNDARIES BEFORE AND AFTER PROPOSED ALTERATION.

the division of land to create a parcel that is sold or donated as a gift to an immediate family member; however, this exception shall be limited to allow the seller or donor to sell or give no more than one parcel per tract of land per immediate family member. As used herein the term "immediate family member" means a husband, wife, father, stepfather, mother, stepmother, brother, stepbrother, sister, stepister, son, stepson, daughter, stepdaughter, grandson, step grandson, granddaughter, step granddaughter, nephew and niece, whether related by birth or adoption. ATTACH COPY OF PROPOSED CONVEYANCING DOCUMENT AND BIRTH CERTIFICATE, ADOPTION CERTIFICATE OR OTHER DOCUMENT DEMONSTRATING FAMILY RELATIONSHIP CLAIMED. BAPTISMAL CERTIFICATES ARE NOT ACCEPTABLE DOCUMENTATION.

the division of land created to provide security for mortgages, liens or deeds of trust; provided that the division is not the result of a seller-financed transaction. ATTACH COPIES OF ALL FINANCING DOCUMENTS.

the sale, lease or other conveyance of land that creates no parcel smaller than one hundred forty (140) acres; ATTACH CERTIFIED SURVEY SHOWING LOCATION AND SIZE OF PARCEL(S).

the division of land to create a parcel that is donated to any trust or nonprofit corporation granted an exemption from federal income tax, as described in § 501(c)(3) of the United States Internal Revenue Code of 1986, as amended; school, college or other institution with a defined curriculum and a student body and faculty that conducts classes on a regular basis; or to any church or group organized for the purpose of divine worship, religious teaching or other specifically religious activity. ATTACH COPIES OF I.R.S. EXEMPTION LETTER, AND/OR DOCUMENTS DEMONSTRATING ENTITLEMENT TO EXEMPTION AND CERTIFIED SURVEY SHOWING LAND PROPOSED TO BE DONATED.

the sale, lease or other conveyance of a single parcel from a tract of land, except from a tract within a previously approved subdivision, within any five (5) year period; provided that a second or subsequent sale, lease or other conveyance from the same tract of land within five (5) years of the first sale, lease or other conveyance shall be subject to the provisions of the New Mexico Subdivision Act and these Regulations; provided further that a survey shall be filed with the county clerk indicating the five (5) year holding period for both the original tract and the newly created tract. ATTACH CERTIFIED SURVEY SHOWING SIZE AND LOCATION OF ORIGINAL TRACT, PARCEL PROPOSED TO BE DIVIDED, ANY PARCELS PREVIOUSLY DIVIDED FROM THE ORIGINAL PARCEL AND DATES OF ALL DIVISIONS.

I further certify that the information provided by me in this Claim of Exemption is true and correct and that all documents attached to or enclosed with this Claim of Exemption are originals or true, complete and correct copies of the originals.

Signature

Print your name here

Address

-18-

BOOK 799 PAGE 470



## Discussion of Right-of-Way Acceptance on Lea County Claim of Exemption Plats

Many of the land separations and replats occur in the Extraterritorial Zones of the municipalities in Lea County. The county and city share joint jurisdiction of “planning and platting” functions in these zones.

Although some plats are exempt from Lea County subdivision regulations that would require roadway dedication or access to the public right-of-way, the requirement still exists in a city’s subdivision requirements.

Many Lea County roadways are constructed on a prescriptive easement or “easement of use” and do not have the right-of-way with a defined width and use. These prescriptive easements can cause title insurance, clear zone, sight triangle, and exclusive use issues.



The Board of County Commissioners and/or its designee has the sole authority to make land acquisitions on behalf of Lea County. Currently, there exists a roadblock for a petitioner of an exemption plat in terms of right-of-way dedication. While a city's subdivision ordinance may require a right-of-way dedication and Lea County would encourage the right-if-way dedication, there is no means for Lea County to accept it.

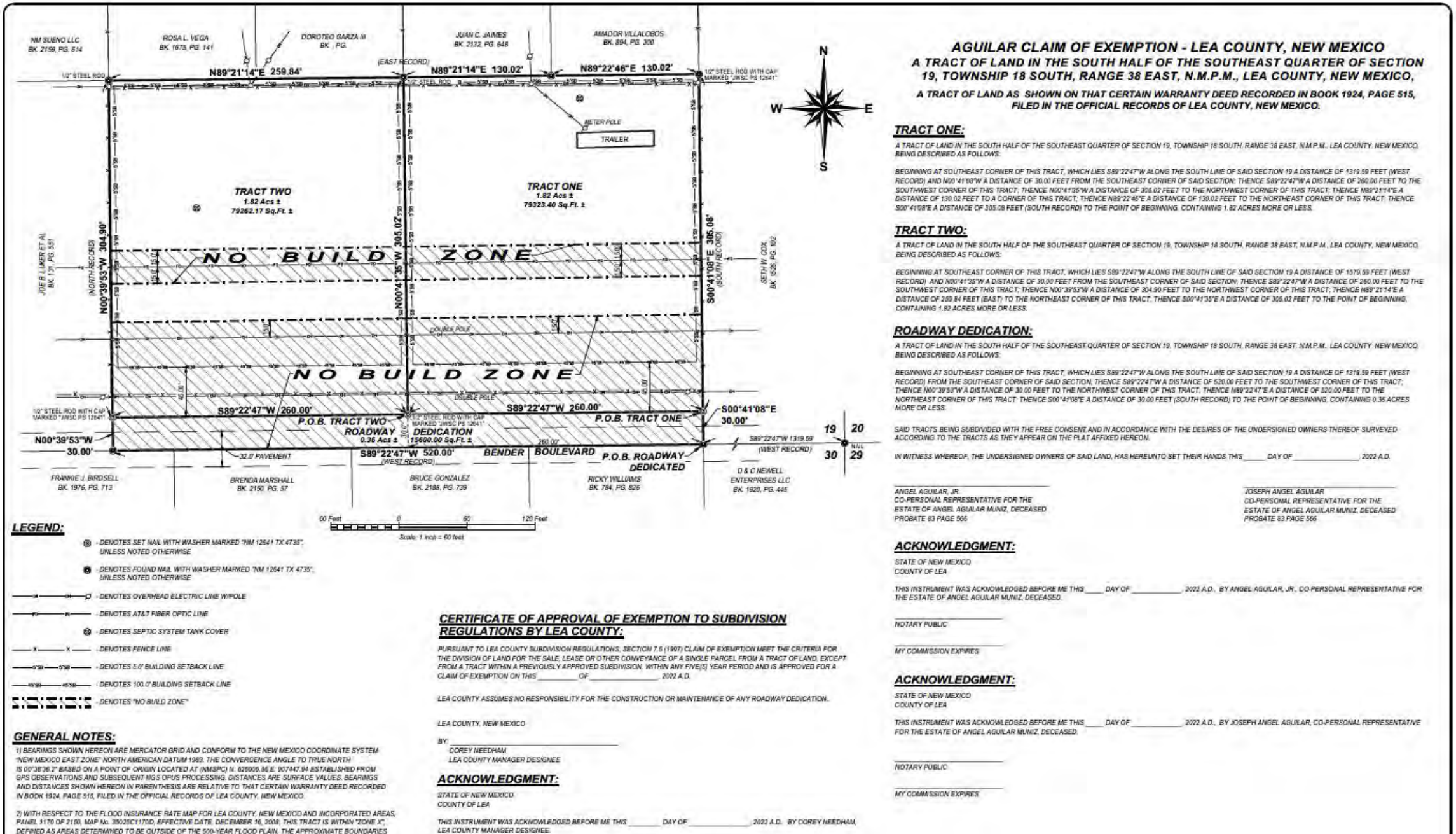
Dedicating right-of-way to the public is a two (2) part process. The subdivider dedicates the right-of-way, and the public body access it.

One means of overcoming this roadblock would be to adopt a resolution that allows the County Manager or their designee to accept right-of-way only on county roadways that Lea County is currently maintaining.

This would not allow the County Manager or their designee to accept any new right-of-way or roadway that does not currently have a publicly maintained roadway.



# Discussion of Right-of-Way Acceptance on Lea County Claim of Exemption Plats





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/18/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Corey Needham, ACM	
<b>SUBJECT:</b> Discussion of right-of-way acceptance on Lea County Claim of Exemption plats	<b>ATTACHMENT(S):</b>	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item	
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b>	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan:		
<b>SUMMARY:</b> Lea County subdivision regulations and New Mexico State statutes enable land to be separated and replatted through three (3) different methods. • Traditional Subdivisions. Larger subdivisions go through a process that involves staff review from the county and state agencies, the Lea County planning board, and the Lea County Board of County Commissioners. • Summary Subdivision. Smaller subdivisions go through a process that involves staff review from the county and the Lea County Planning Board. The County Planning and Zoning Board has delegated the authority to approve any summary subdivision by 6.1.5 of the Lea County Subdivision Regulations. • Claim of Exemptions. Lea County and State statutes allow for fifteen (15) exemptions to the Lea County Ordinances and New Mexico State Statutes. This process review only requires Lea County staff review to ensure the plat is meeting exemption requirements.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input checked="" type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b>	<b>Submitter's Signature</b> Department Director, Etc.	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> <u>0302</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____	Denied: _____	Other: <u>Discussion</u>
Resolution No. _____	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____

**Summary Form Continued...**

Many of the land separations and replats occur in the Extraterritorial Zones of the municipalities in Lea County. The county and city share joint jurisdiction of "planning and platting" functions in these zones.

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Dedicating right-of-way to the public is a two (2) part process. The subdivider dedicates the right-of-way, and the public body accepts it. One means of overcoming this roadblock would be to adopt a resolution that allows the County Manager or their designee to accept right-of-way only on county roadways that Lea County is currently maintaining.

This would not allow the County Manager or their designee to accept any new right-of-way or roadway that does not currently have a publicly maintained roadway.



# Lea County Financial Report

For the month ending April 30, 2022



## Revenue Versus Expenses By Function

### Year to date April 30, 2022

	Budget	Actual
<b>Operations</b>		
Revenues	\$ 81,766,667	\$ 169,069,856
Expenses	\$ 75,253,491	\$ 46,775,836
	<u>\$ 6,513,176</u>	<u>\$ 122,294,020</u>
<b>Indigent</b>		
Revenues	\$ 4,715,572	\$ 8,910,549
Expenses	\$ 10,637,342	\$ 7,354,862
	<u>\$ (5,921,770)</u>	<u>\$ 1,555,687</u>
<b>Capital</b>		
Revenues	\$ 9,030,333	\$ 2,049,711
Expenses	\$ 76,564,222	\$ 13,077,006
	<u>\$ (67,533,889)</u>	<u>\$ (11,027,295)</u>
<b>Trust &amp; Agency</b>		
Revenues	\$ 9,629,522	\$ 7,419,320
Expenses	\$ 9,681,541	\$ 5,798,659
	<u>\$ (52,019)</u>	<u>\$ 1,620,661</u>
<b>Totals</b>		
Revenues	\$ 105,142,094	\$ 187,449,437
Expenses	\$ 172,136,596	\$ 73,006,364
	<u>\$ (66,994,502)</u>	<u>\$ 114,443,073</u>



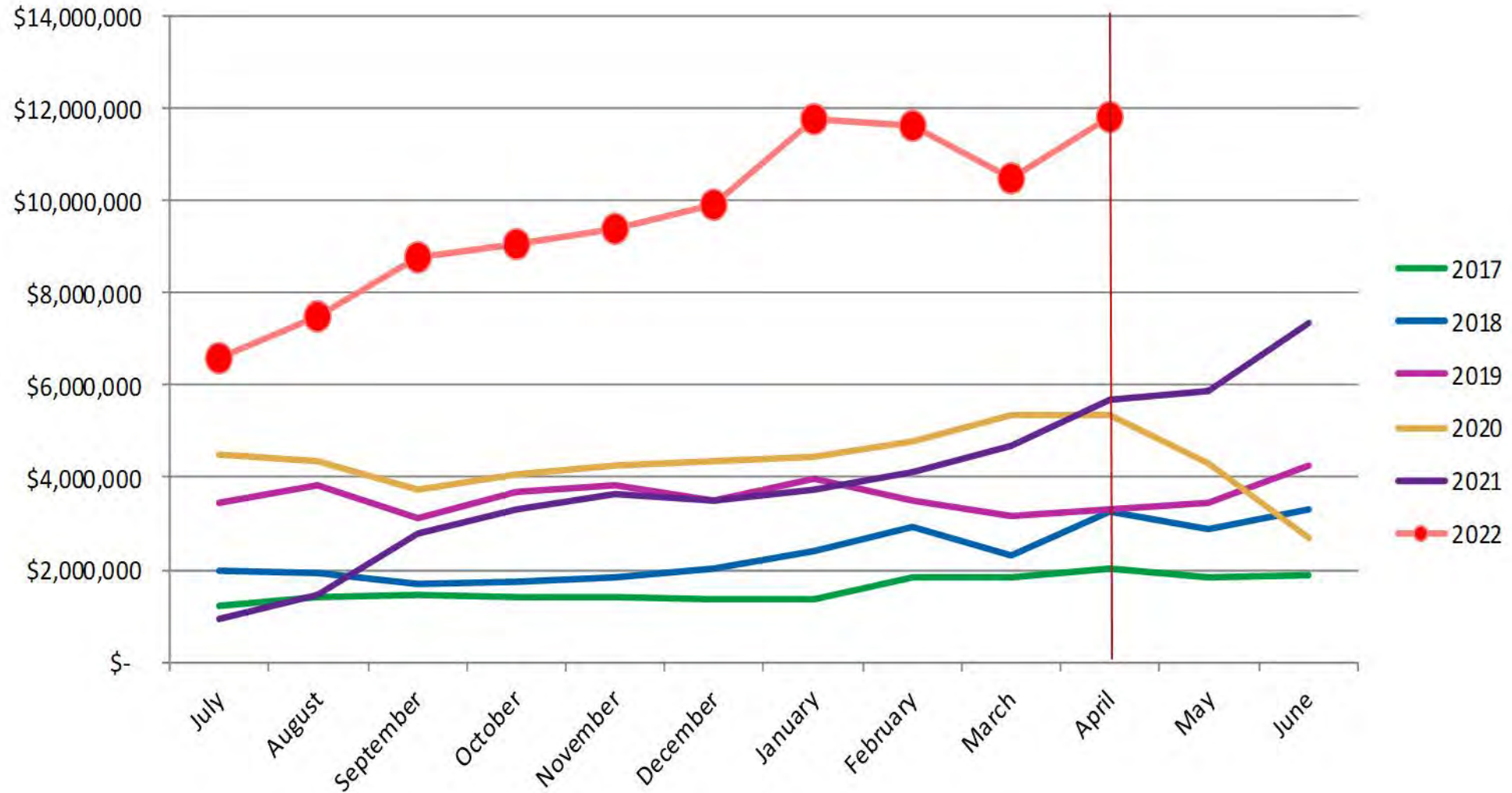
## Revenue versus Expenditures By Fund Type

### Year to date April 30, 2022

Fund Type	Revenues	Expenditures	Cash Increase (Decrease)
Unrestricted Funds	\$ 155,279,367	\$ 28,120,405	\$ 127,158,962
Special Revenue Funds	\$ 23,049,551	\$ 24,155,674	(1,106,123)
Designated Funds	\$ 1,701,199	\$ 14,930,969	(13,229,771)
Debt Service Fund	\$ -	\$ -	-
Enterprise Fund	\$ -	\$ 656	(656)
Trust Funds	\$ 7,419,320	\$ 5,798,659	1,620,661
<b>Total</b>	<b>\$ 187,449,437</b>	<b>\$ 73,006,364</b>	<b>114,443,073</b>

# Oil & Gas Production Revenue

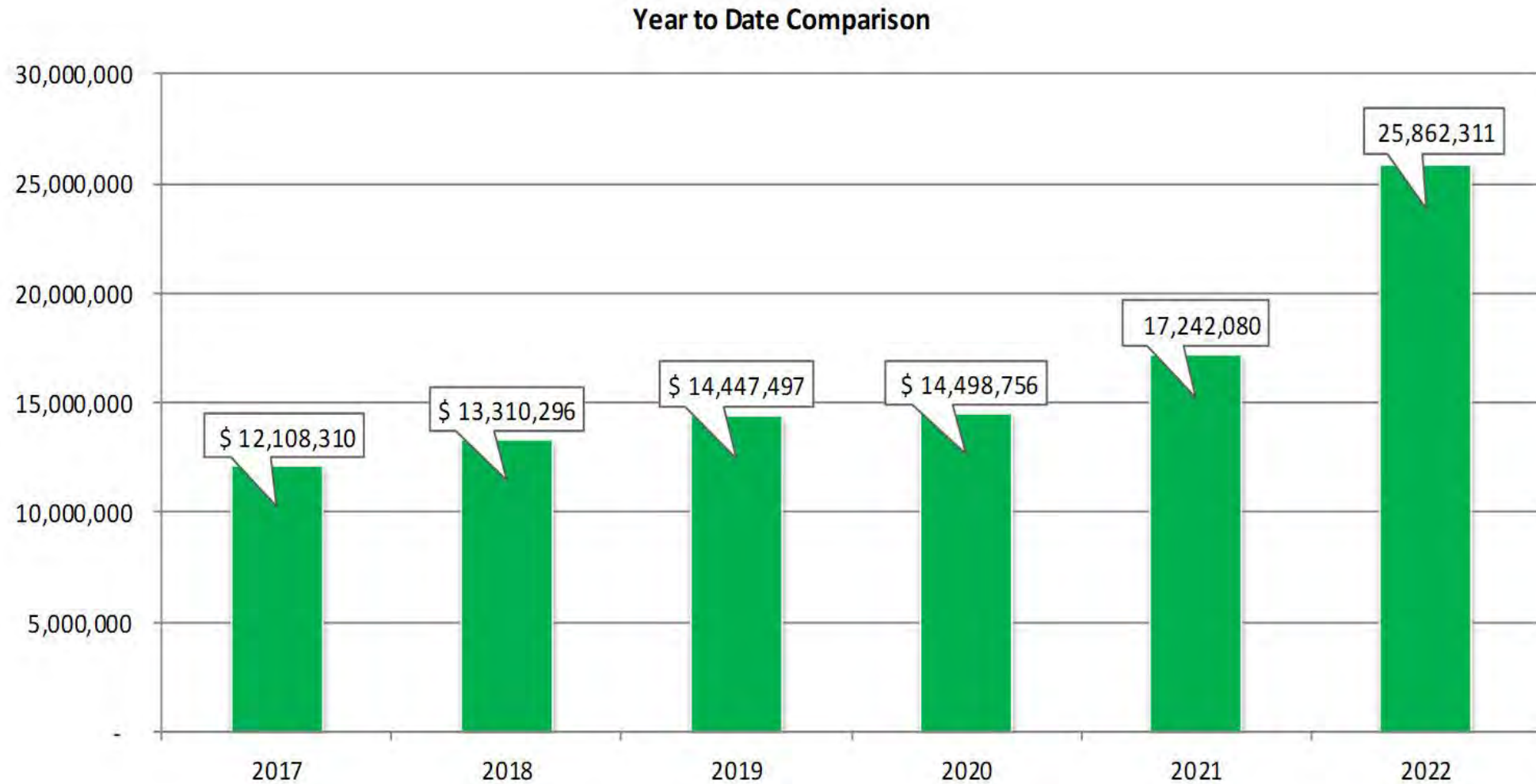
393.9% of Budget - \$96,946,861







## Property Tax Revenue 108.3% of Budget

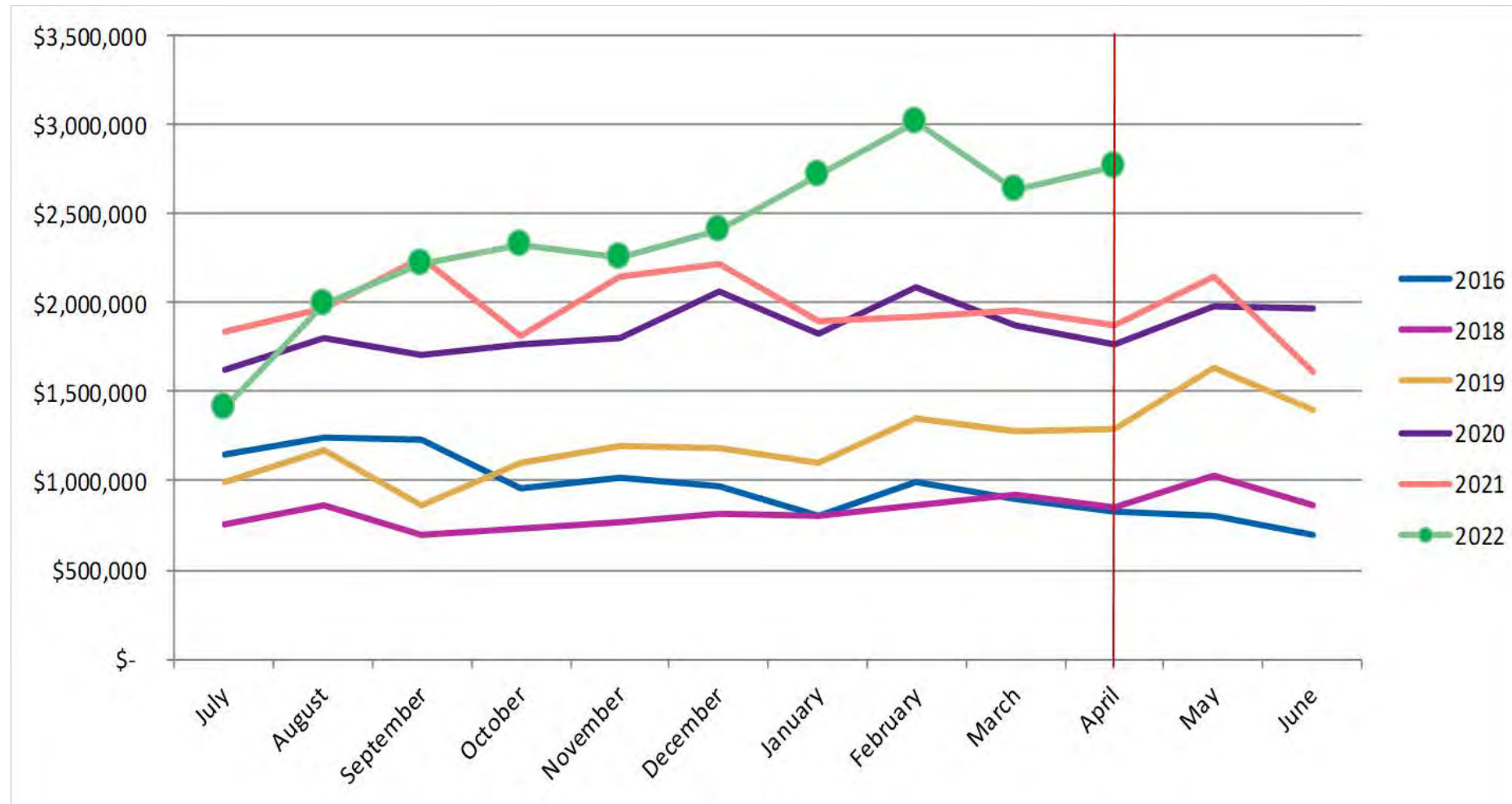




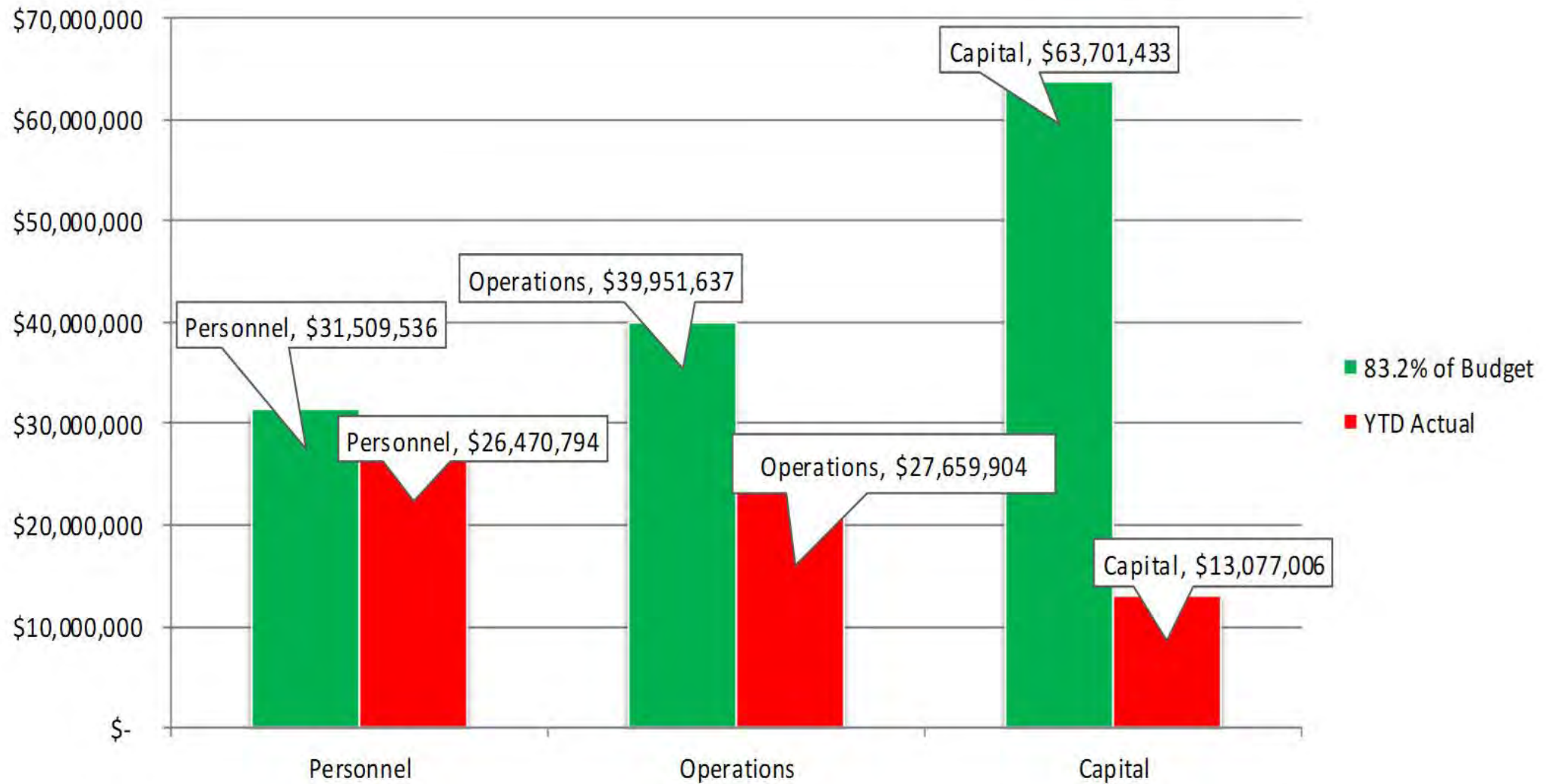
## Gross Receipts Tax – All Sources

277.2% of Budget

Indigent GRT \$8,910,549 Consolidated GRT \$14,845,635



## Expenditures – Year to Date – 41.4%





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/17/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director
<b>SUBJECT:</b> April 2022 Finance Report	<b>ATTACHMENT(S):</b> 1. April 2022 Finance Report
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> FY 21-22
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4	
<b>SUMMARY:</b> Review and discussion of the April 2022 Finance Report.	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> For review and discussion	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.17 13:11:05 -06'00'</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The monthly finance report provides for review and oversight of the current Lea County financial position.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.17 13:11:17 -06'00'</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0303 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Denied: _____ Other: <u>Discussion</u> Resolution No. _____ Policy No. _____ Ordinance No. _____ Continued To: _____ Referred To: _____ Comments: _____	





# **Finance Department**

## **April 2022**

### **Table of Contents**

#### **Section 1: Financial Reports**

- **Income Statement**
- **Detailed Revenue & Expenditure Report**
- **Cash Balance Report**
- **Monthly Revenue & Expenditure Report**
- **Net Change by Function**
- **Reconciliation of General Fund Cash to Budgeted Transfers**

#### **Section 2: Activity Reports**

- **Accounts Payable**
- **Payroll**

**Lea County**  
**Revenue vs Expenditures**  
**For the month ending April 30, 2022**

**County Funds**

<u>REVENUES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Rec'd</u>	<u>Pct of Yr</u>
Oil and Gas Production & Equip	\$ 29,746,254	\$ 105,243,934	353.8%	83.2%
Property taxes & PILT	\$ 26,779,125	\$ 26,849,005	100.3%	83.2%
Gross receipts tax (all sources)	\$ 9,799,837	\$ 23,756,184	242.4%	83.2%
Grants (all sources)	\$ 22,108,498	\$ 11,020,831	49.8%	83.2%
Care of prisoners (all sources)	\$ 1,933,212	\$ 1,701,090	88.0%	83.2%
Other Revenue	\$ 5,145,646	\$ 11,459,073	222.7%	83.2%
<b>Subtotal County Funds</b>	<b>\$ 95,512,572</b>	<b>\$ 180,030,117</b>	188.5%	83.2%

<u>EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Exp'd</u>	<u>Pct of Yr</u>
Salaries, wages & benefits	\$ 37,872,039	\$ 26,470,794	69.9%	83.2%
Operations	\$ 48,018,794	\$ 27,659,904	57.6%	83.2%
Capital Outlay	\$ 76,564,222	\$ 13,077,006	17.1%	83.2%
<b>Subtotal County Funds</b>	<b>\$ 162,455,055</b>	<b>\$ 67,207,704</b>	41.4%	83.2%

**YTD Revenues over Expenditures** **\$ 112,822,412**

**Trust & Agency Funds**

<u>REVENUES/EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Rec'd</u>	<u>Pct of Yr</u>
All Sources	\$ 9,629,522	\$ 7,419,320	77.0%	83.2%
All Expenditures	\$ 9,681,541	\$ 5,798,659	59.9%	83.2%

**YTD Revenues over Expenditures** **\$ 1,620,661**

**All Funds**

<u>REVENUES/EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Rec'd/Exp'd</u>	<u>Pct of Yr</u>
Total County Revenues	\$ 105,142,094	\$ 187,449,437	178.3%	83.2%
Total County Expenditures	\$ 172,136,596	\$ 73,006,364	42.4%	83.2%

**YTD Revenues over Expenditures** **\$ 114,443,073**

**All Funds - Beginning Cash 07/01/2021** **\$ 181,254,073**

General Fund - Beginning cash 07/01/2021	150,145,847
General Fund - Revenues over Expenditures	127,158,962
General Fund - Transfers In/(Out)	(21,800,000)
<b>General Fund - Cash Balance as of 04/30/2022</b>	<b>255,504,809</b>

Designated Funds - Beginning Cash 07/01/2021	15,472,151
Designated Funds - Revenues over Expenditures	(14,336,550)
Designated Funds - Transfers In/(Out)	21,800,000
<b>Designated Funds - Cash Balance as of 04/30/2022</b>	<b>22,935,601</b>

Trust and Agency Funds - Beginning Cash 07/01/2021	15,636,076
Trust and Agency Funds - Revenues over Expenditures	1,620,661
Trust and Agency - Transfers In/(Out)	-
<b>Trust and Agency Funds - Cash Balance as of 04/30/2022</b>	<b>17,256,736</b>

**All Funds - Cash Balance as of 04/30/2022** **295,697,146**

(Unaudited - for management's use only)



**LEA COUNTY, NEW MEXICO**  
**Expenditure Report**  
**Fiscal Year - As of April 30, 2022**

FY 2020/2021				FY 2021/2022					
Fund	Final Adjusted Budget	Year to Date Expended	Percentage of Budget Expended	Adjusted Budget	Year to Date Expended	Percentage of Budget Expended	CY vs PY \$ Change	CY vs PY % Change	
	12 months	10 Months	83% of Yr	12 months	10 Months	83% of Yr	Δ	Δ	
<b>UNRESTRICTED FUNDS</b>									
(GENERAL, CAPITAL & DETENTION FUNDS)									
<b>Salaries and Benefits</b>	<b>26,303,196</b>	<b>19,844,075</b>	<b>75%</b>	<b>31,427,974</b>	<b>22,640,291</b>	<b>72%</b>	<b>2,796,216</b>	<b>14%</b>	
<b>Operations:</b>									
Community Agency Support	225,000	123,090	55%	281,000	183,446	65%	60,356	49%	
Local Government Support	2,009,812	98,934	5%	1,171,242	181,210	15%	82,276	83%	
Economic Development	2,052,000	1,223,362	60%	2,616,000	966,653	37%	(256,709)	-21%	
LCCA	1,710,794	1,430,234	84%	3,825,925	1,636,320	43%	206,086	14%	
Other	10,589,689	6,462,745	61%	17,177,498	10,904,196	63%	4,441,451	69%	
<b>Subtotal Operations</b>	<b>16,587,295</b>	<b>9,338,364</b>	<b>56%</b>	<b>25,071,665</b>	<b>13,871,824</b>	<b>55%</b>	<b>4,533,460</b>	<b>49%</b>	
<b>Capital Projects and Equipment</b>	<b>39,966,094</b>	<b>5,562,458</b>	<b>14%</b>	<b>44,467,285</b>	<b>6,539,259</b>	<b>15%</b>	<b>976,802</b>	<b>18%</b>	
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>82,856,585</b>	<b>34,744,896</b>	<b>42%</b>	<b>100,966,924</b>	<b>43,051,374</b>	<b>43%</b>	<b>8,306,478</b>	<b>24%</b>	
<b>RESTRICTED FUNDS</b>									
<b>Special Revenue Funds</b>									
Road	17,232,198	6,688,164	39%	18,507,087	7,474,188	40%	786,024	12%	
Special Revenue - GRT	12,016,000	7,666,531	64%	10,637,342	7,354,862	69%	(311,669)	-4%	
Special Revenue - Other	20,395,214	6,485,201	32%	21,782,026	7,050,848	32%	565,647	9%	
Grants	7,027,888	2,907,933	41%	10,413,242	2,275,775	22%	(632,158)	-22%	
<b>Total Special Revenue Funds</b>	<b>56,671,300</b>	<b>23,747,830</b>	<b>42%</b>	<b>61,339,697</b>	<b>24,155,674</b>	<b>39%</b>	<b>407,844</b>	<b>2%</b>	
<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>	
<b>Enterprise Fund</b>	<b>148,434</b>	<b>1,305</b>	<b>1%</b>	<b>148,434</b>	<b>656</b>	<b>0%</b>	<b>(649)</b>	<b>-50%</b>	
<b>Funds Held In Trust</b>	<b>7,627,401</b>	<b>4,960,293</b>	<b>65%</b>	<b>9,681,541</b>	<b>5,798,659</b>	<b>60%</b>	<b>838,367</b>	<b>17%</b>	
<b>TOTAL RESTRICTED FUNDS</b>	<b>64,447,135</b>	<b>28,709,428</b>	<b>45%</b>	<b>71,169,672</b>	<b>29,954,989</b>	<b>42%</b>	<b>1,245,562</b>	<b>4%</b>	
<b>TOTAL ALL FUNDS</b>	<b>147,303,720</b>	<b>63,454,324</b>	<b>43%</b>	<b>172,136,596</b>	<b>73,006,364</b>	<b>42%</b>	<b>9,552,040</b>	<b>15%</b>	

(Unaudited - for management's use only)

**LEA COUNTY, NEW MEXICO**  
**Revenue Report**  
**Fiscal Year - As of April 30, 2022**

**FY 2020/2021**

**FY 2021/2022**

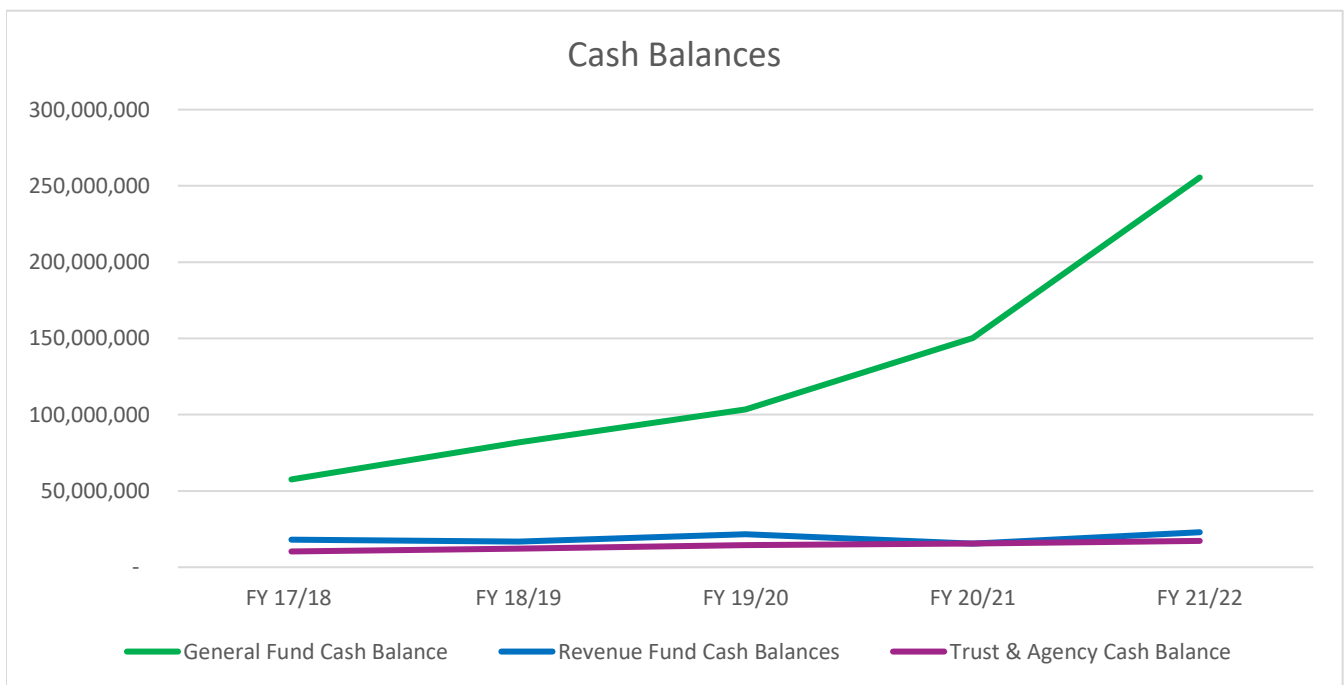
Fund	Final Budget	Year to Date Received	Percentage of Budget Collected	Percentage of Budget Collected			CY vs PY \$ Change	CY vs PY % Change
				Budget	Year to Date Received	Budget		
	12 months	10 Months	83% of Yr	12 months	10 Months	83% of Yr	Δ	Δ
<b>UNRESTRICTED FUNDS</b>								
(GENERAL, CAPITAL & DETENTION FUNDS)								
<b>Tax Revenue</b>								
Oil and Gas Production	13,000,000	33,801,292	260%	25,719,396	96,946,861	377%	63,145,569	187%
Oil and Gas Equipment	5,000,000	10,398,366	208%	4,026,858	8,297,073	206%	(2,101,294)	-20%
Property Tax- Current	18,199,889	18,964,126	104%	23,450,823	22,110,951	94%	3,146,826	17%
Property Tax - Delinquent	694,319	1,349,056	194%	428,302	3,751,359	876%	2,402,304	178%
Motor Vehicle Tax	125,000	243,942	195%	165,687	239,388	144%	(4,554)	-2%
PILT - Federal and Local	2,900,000	1,002,032	35%	2,900,000	986,694	34%	(15,337)	-2%
<b>Subtotal tax revenue</b>	<b>39,919,208</b>	<b>65,758,813</b>	<b>165%</b>	<b>56,691,066</b>	<b>132,332,327</b>	<b>233%</b>	<b>66,573,514</b>	<b>101%</b>
<b>Sales, Services, Activities Revenue</b>								
Detention	1,933,212	1,292,499	67%	1,933,212	1,701,090	88%	408,590	32%
Fairgrounds	-	-	N/A	-	-	N/A	-	N/A
Event Center	-	-	N/A	-	-	N/A	-	N/A
<b>Subtotal Sales, Services, Activities</b>	<b>1,933,212</b>	<b>1,292,499</b>	<b>67%</b>	<b>1,933,212</b>	<b>1,701,090</b>	<b>88%</b>	<b>408,590</b>	<b>32%</b>
<b>Grants</b>								
Federal	37,397	25,390	68%	13,495	20,618	153%	(4,772)	-19%
State	2,027,965	64,966	3%	4,310,928	-	0%	(64,966)	-100%
Other	-	-	N/A	-	147,441	N/A	-	N/A
<b>Subtotal Grants</b>	<b>2,065,362</b>	<b>90,356</b>	<b>4%</b>	<b>4,324,423</b>	<b>168,059</b>	<b>4%</b>	<b>77,703</b>	<b>86%</b>
Other	7,406,143	9,532,092	129%	6,099,608	22,779,089	373%	13,246,997	139%
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>51,323,925</b>	<b>76,673,761</b>	<b>149%</b>	<b>69,048,309</b>	<b>156,980,566</b>	<b>227%</b>	<b>80,306,804</b>	<b>105%</b>
Net Transfers	-	(1,001,467)		-	(7,800,000)	N/A	(6,798,533)	679%
<b>After Transfers</b>	<b>51,323,925</b>	<b>75,672,295</b>	<b>147%</b>	<b>69,048,309</b>	<b>149,180,566</b>	<b>216%</b>	<b>73,508,271</b>	<b>97%</b>
<b>RESTRICTED FUNDS</b>								
<b>Special Revenue Funds</b>								
Special Revenue - GRT	2,580,072	5,131,844	199%	4,715,072	8,910,549	189%	3,778,705	74%
Special Revenue - Other	3,798,663	2,301,053	61%	3,965,116	3,286,231	83%	985,178	43%
Grants	11,674,378	5,034,129	43%	17,784,075	10,852,771	61%	5,818,642	116%
<b>Total Special Revenue Funds</b>	<b>18,053,113</b>	<b>12,467,026</b>	<b>69%</b>	<b>26,464,263</b>	<b>23,049,551</b>	<b>87%</b>	<b>10,582,525</b>	<b>85%</b>
Net Transfers	-	5,956,813	N/A	-	7,800,000	N/A	1,843,187	31%
<b>After Transfers</b>	<b>18,053,113</b>	<b>18,423,839</b>	<b>102%</b>	<b>26,464,263</b>	<b>30,849,551</b>	<b>117%</b>	<b>12,425,712</b>	<b>67%</b>
<b>Debt Service GRT</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
Net Transfers	-	(4,955,346)	N/A	-	-	N/A	4,955,346	-100%
<b>After Transfers</b>	<b>-</b>	<b>(4,955,346)</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>4,955,346</b>	<b>-100%</b>
<b>Enterprise Fund</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
Net Transfers	-	-	N/A	-	-	N/A	-	N/A
<b>After Transfers</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
<b>Funds Held In Trust</b>	<b>7,800,450</b>	<b>6,623,364</b>	<b>85%</b>	<b>9,629,522</b>	<b>7,419,320</b>	<b>77%</b>	<b>795,956</b>	<b>12%</b>
Net Transfers	-	-	N/A	-	-	N/A	-	N/A
<b>After Transfers</b>	<b>7,800,450</b>	<b>6,623,364</b>	<b>85%</b>	<b>9,629,522</b>	<b>7,419,320</b>	<b>77%</b>	<b>795,956</b>	<b>12%</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>25,853,563</b>	<b>19,090,390</b>	<b>74%</b>	<b>36,093,785</b>	<b>30,468,871</b>	<b>84%</b>	<b>11,378,481</b>	<b>60%</b>
Net Transfer	-	1,001,467	N/A	-	7,800,000	N/A	6,798,533	679%
<b>After Transfers</b>	<b>25,853,563</b>	<b>20,091,857</b>	<b>78%</b>	<b>36,093,785</b>	<b>38,268,871</b>	<b>106%</b>	<b>18,177,014</b>	<b>90%</b>
<b>TOTAL ALL FUNDS</b>	<b>77,177,488</b>	<b>95,764,151</b>	<b>124%</b>	<b>105,142,094</b>	<b>187,449,437</b>	<b>178%</b>	<b>91,685,285</b>	<b>96%</b>

(Unaudited - for management's use only)

## Cash Balances

April 30, 2022

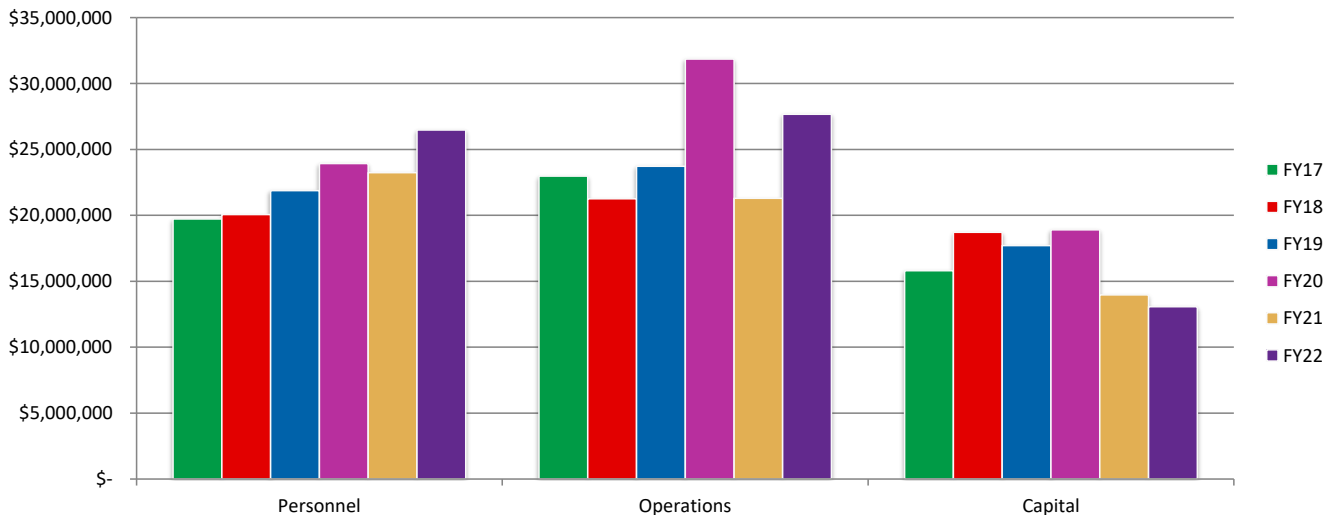
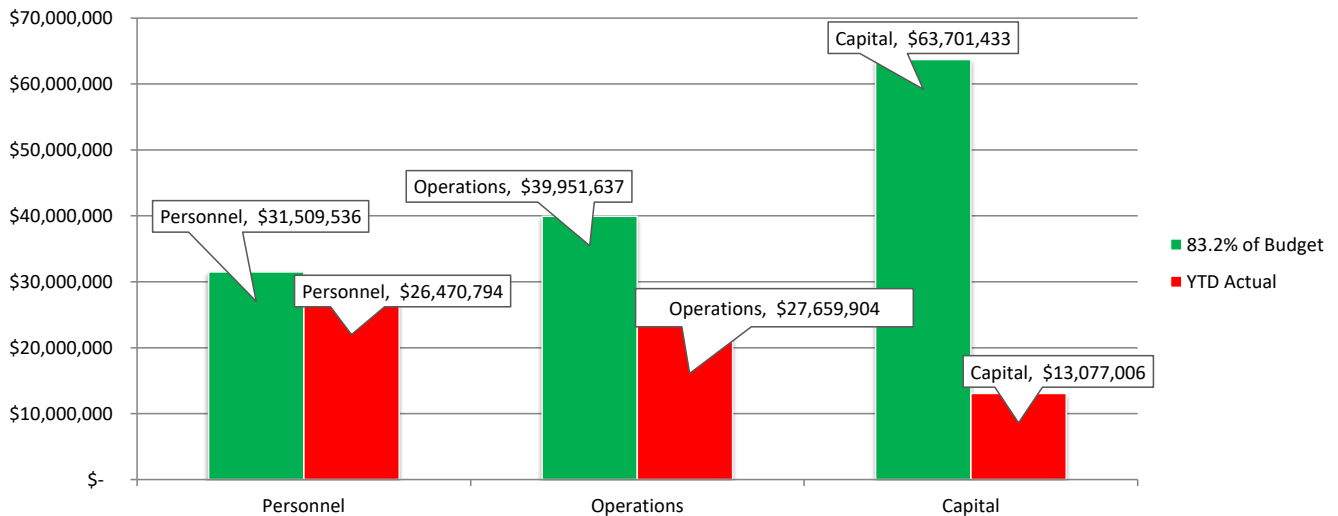
	-----Year End Balances-----				YTD
	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
<b>General Fund Cash Balance</b>	57,567,197	81,893,389	103,498,129	150,145,847	255,504,809
<b>Revenue Fund Cash Balances</b>	18,085,389	16,765,300	21,535,667	15,472,151	22,935,601
<b>Trust &amp; Agency Cash Balance</b>	10,318,186	12,187,887	14,447,168	15,636,076	17,256,736
<b>Cash Balance</b>	85,970,771	110,846,576	139,480,964	181,254,073	295,697,146



(Unaudited - for management's use only)

**Lea County**  
**General, Capital, Detention, Special Revenue, and Enterprise Fund Expenditures FY22**

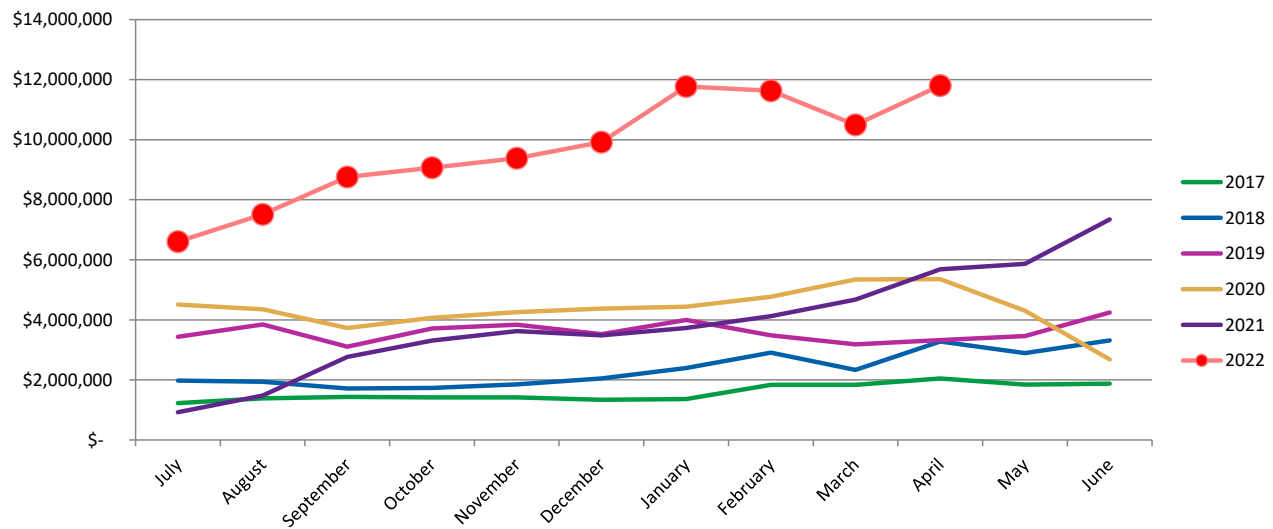
	Historical Data								
	Personnel	% Expn'd	Operations	% Expn'd	Capital	% Expn'd	Total	% Expn'd	% of Yr
<b>Budget</b>	<b>\$ 37,872,039</b>	<b>100%</b>	<b>\$ 48,018,794</b>	<b>100%</b>	<b>\$ 76,564,222</b>	<b>100%</b>	<b>\$ 162,455,055</b>	<b>100%</b>	<b>100%</b>
July	2,290,062	6.0%	6,076,890	12.7%	680,396	0.9%	9,047,348	5.6%	8.3%
August	2,299,003	6.1%	3,496,893	7.3%	547,529	0.7%	6,343,425	9.5%	16.6%
September	2,496,605	6.6%	1,440,919	3.0%	683,825	0.9%	4,621,350	12.3%	25.0%
October	2,777,360	7.3%	3,002,254	6.3%	1,395,543	1.8%	7,175,156	16.7%	33.3%
November	2,256,268	6.0%	1,773,489	3.7%	552,297	0.7%	4,582,054	19.6%	41.7%
December	3,053,041	8.1%	2,906,596	6.1%	1,473,102	1.9%	7,432,739	24.1%	50.0%
January	2,467,118	6.5%	1,621,652	3.4%	3,171,852	4.1%	7,260,622	28.6%	58.0%
February	2,621,802	6.9%	1,353,925	2.8%	1,586,351	2.1%	5,562,077	32.0%	67.0%
March	2,913,752	7.7%	2,854,029	5.9%	289,747	0.4%	6,057,527	35.8%	75.0%
April	3,295,784	8.7%	3,133,257	6.5%	2,696,365	3.5%	9,125,406	41.4%	83.2%
May									
June									
<b>Total</b>	<b>\$ 26,470,794</b>	<b>69.9%</b>	<b>\$ 27,659,904</b>	<b>57.6%</b>	<b>\$ 13,077,006</b>	<b>17.1%</b>	<b>\$ 67,207,704</b>	<b>41.4%</b>	<b>83.2%</b>
<b>Remaining Budget</b>	<b>\$ 11,401,245</b>	<b>30.1%</b>	<b>\$ 20,358,890</b>	<b>42.4%</b>	<b>\$ 63,487,216</b>	<b>82.9%</b>	<b>\$ 95,247,351</b>	<b>58.6%</b>	<b>16.8%</b>



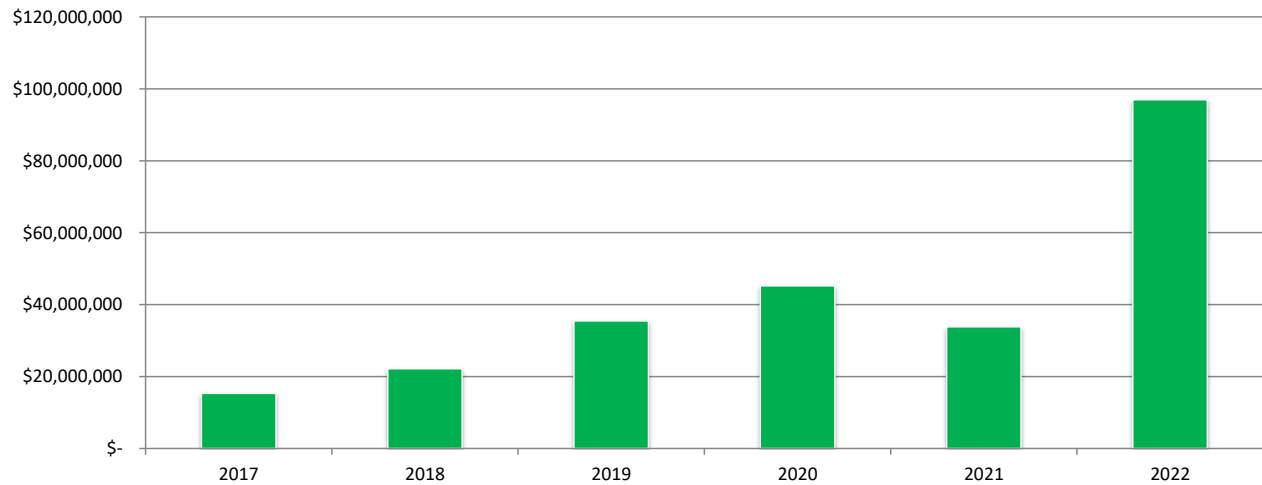
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**Lea County**  
**Oil and Gas Production Revenue**  
**Historical Data**

							% Inc/Dec From PY	% of Bdgt Collected	% of Yr
	2017	2018	2019	2020	2021	2022			
July	\$ 1,225,981	\$ 1,979,953	\$ 3,438,399	\$ 4,508,878	\$ 923,543	\$ 6,604,599	615.1%	26.8%	8.3%
August	1,384,390	1,940,661	3,848,188	4,347,846	1,477,448	7,511,167	408.4%	57.4%	16.6%
September	1,433,817	1,713,785	3,106,645	3,726,079	2,769,892	8,763,183	216.4%	93.0%	25.0%
October	1,418,544	1,732,992	3,713,028	4,067,244	3,310,171	9,067,265	173.9%	129.8%	33.3%
November	1,416,787	1,852,128	3,842,449	4,254,014	3,625,145	9,380,343	158.8%	167.9%	41.7%
December	1,335,927	2,047,167	3,520,439	4,376,338	3,480,388	9,922,995	185.1%	208.2%	50.0%
January	1,363,143	2,395,094	3,997,636	4,437,374	3,730,604	11,770,584	215.5%	256.1%	58.0%
February	1,839,019	2,906,976	3,481,268	4,772,121	4,124,703	11,629,488	181.9%	303.3%	67.0%
March	1,838,495	2,328,432	3,180,635	5,345,772	4,676,367	10,493,767	124.4%	345.9%	75.0%
April	2,047,173	3,280,064	3,327,836	5,355,595	5,683,031	11,803,472	107.7%	393.9%	83.2%
May	1,842,600	2,893,372	3,459,611	4,306,172	5,868,796				
June	1,871,304	3,315,521	4,244,890	2,682,034	7,345,199				
<b>Total</b>	<b>\$ 19,017,180</b>	<b>\$ 28,386,145</b>	<b>\$ 43,161,023</b>	<b>\$ 52,179,468</b>	<b>\$ 47,015,287</b>	<b>\$ 96,946,861</b>	<b>186.8%</b>	<b>393.9%</b>	<b>83.2%</b>



**Year to Date Comparison**

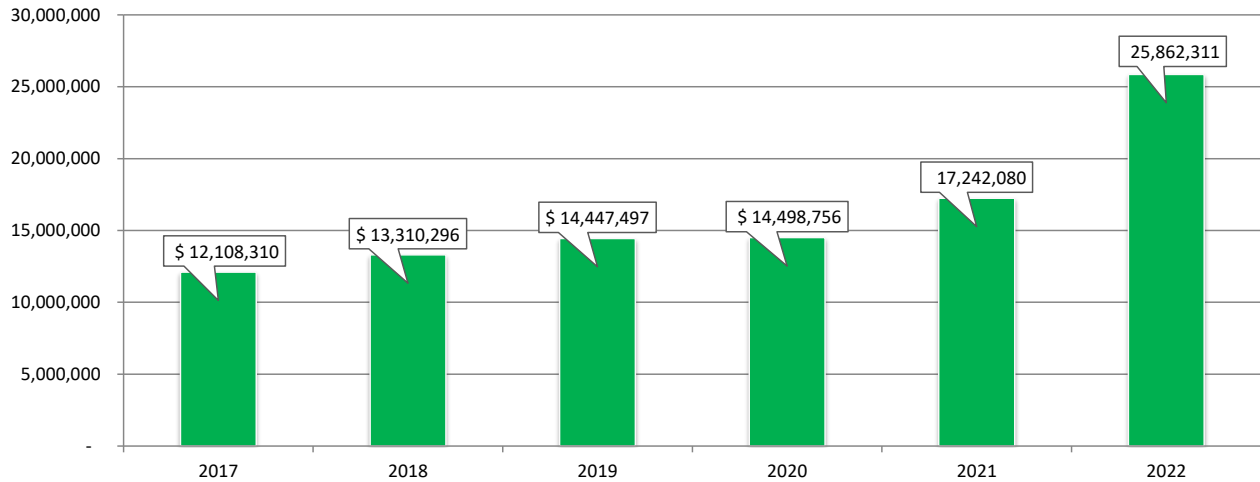


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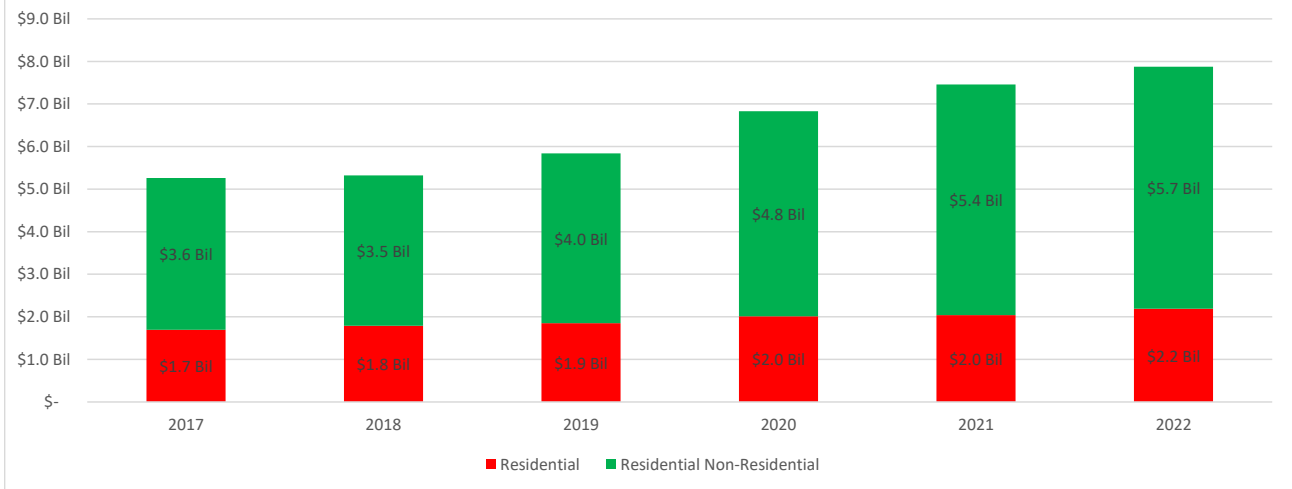
**Lea County**  
**Current and Delinquent Property Tax Revenue**  
**Historical Data**

							% Inc/Dec	% of Bdgt Collected	% of Yr
	2017	2018	2019	2020	2021	2022	From PY		
July	\$ 11,987	\$ 427,035	\$ 101,431	\$ 64,340	\$ 52,478	\$ 14,776	-71.8%	0.1%	8.3%
August	267,251	41,097	40,900	33,251	30,669	\$ 81,053	164.3%	0.4%	16.6%
September	27,502	57,744	41,474	246,582	50,584	\$ 47,269	-6.6%	0.6%	25.0%
October	1,190,284	218,382	20,639	1,431,326	1,268,167	\$ 550,356	-56.6%	2.9%	33.3%
November	4,472,198	3,830,294	5,227,938	4,424,706	4,322,658	\$ 7,803,054	80.5%	35.6%	41.7%
December	3,212,368	5,564,969	5,530,394	6,220,260	8,413,696	\$ 10,408,229	23.7%	79.2%	50.0%
January	409,170	364,733	528,616	96,790	342,356	\$ 2,884,712	742.6%	91.2%	58.0%
February	165,512	186,903	370,880	181,942	428,258	\$ 353,301	-17.5%	92.7%	67.0%
March	610,939	317,829	249,748	632,227	446,009	\$ 856,890	92.1%	96.3%	75.0%
April	1,741,097	2,301,310	2,335,477	1,167,332	1,887,204	\$ 2,862,671	51.7%	108.3%	83.2%
May	2,233,582	2,288,911	2,199,729	3,839,165	2,983,221				
June	229,902	196,164	241,927	440,088	1,321,325				
<b>Total</b>	<b>\$ 14,571,794</b>	<b>\$ 15,795,371</b>	<b>\$ 16,889,154</b>	<b>\$ 18,778,010</b>	<b>\$ 21,546,626</b>	<b>\$ 25,862,311</b>	<b>50.0%</b>	<b>108.3%</b>	<b>83.2%</b>

**Year to Date Comparison**



**Property Valuations**

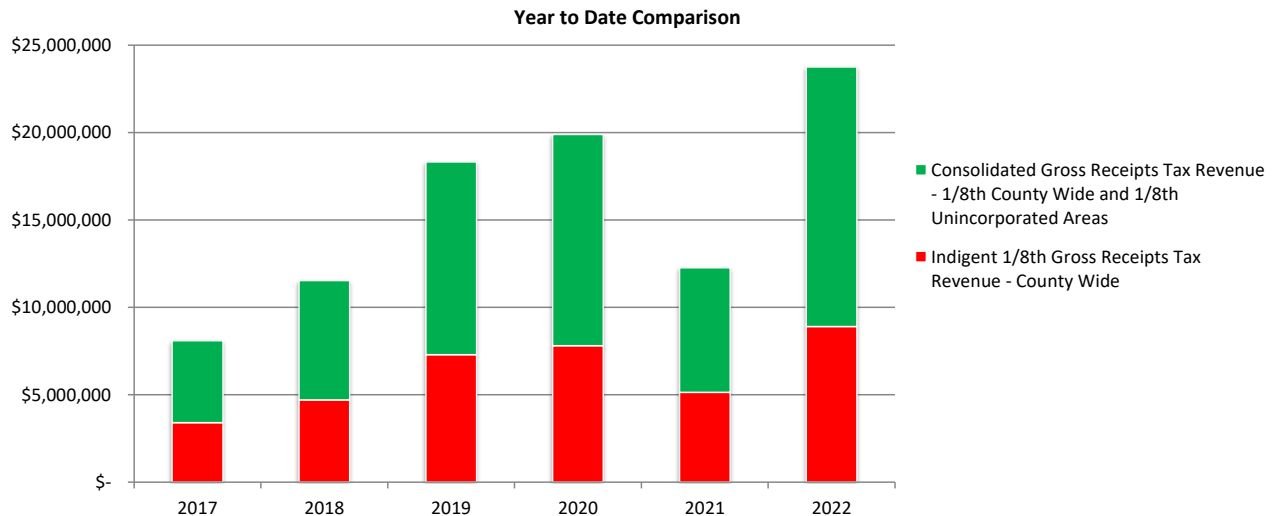
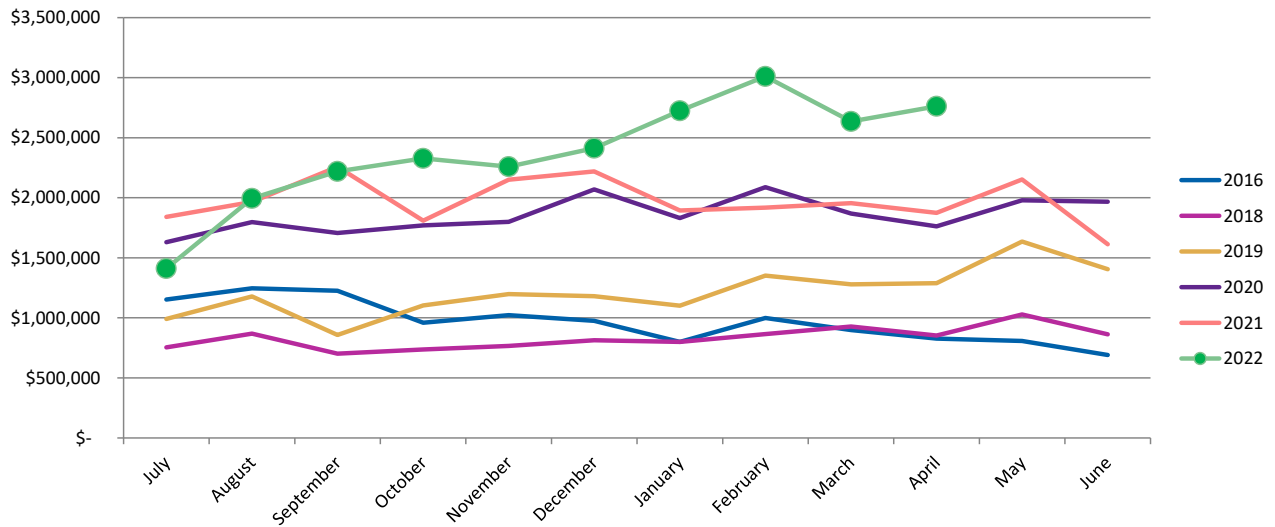


(Unaudited - for management's use only)



**Lea County**  
**GRT Combined Revenue - All Levies**  
**Historical Data**

							% Inc/Dec	% of Bdgt Collected	% of Yr
	2016	2018	2019	2020	2021	2022	From PY		
July	\$ 1,152,984	\$ 753,911	\$ 990,726	\$ 1,629,978	\$ 1,841,775	\$ 1,410,948	-23.4%	16.5%	8.3%
August	1,246,139	868,366	1,177,793	1,798,282	1,965,414	\$ 1,994,736	1.5%	39.7%	16.6%
September	1,226,488	701,932	857,431	1,706,375	2,257,982	\$ 2,220,026	-1.7%	65.7%	25.0%
October	958,779	737,111	1,103,598	1,770,490	1,809,458	\$ 2,328,013	28.7%	92.8%	33.3%
November	1,021,528	766,360	1,197,757	1,799,119	2,150,621	\$ 2,258,957	5.0%	119.2%	41.7%
December	974,360	814,291	1,180,361	2,070,127	2,218,667	\$ 2,412,850	8.8%	147.3%	50.0%
January	799,576	800,348	1,102,014	1,830,726	1,894,344	\$ 2,723,949	43.8%	179.1%	58.0%
February	998,031	864,312	1,351,752	2,088,110	1,917,700	\$ 3,010,530	57.0%	214.3%	67.0%
March	898,371	928,345	1,279,648	1,868,373	1,955,605	\$ 2,634,518	34.7%	245.0%	75.0%
April	826,566	853,881	1,287,811	1,761,940	1,874,531	\$ 2,761,656	47.3%	277.2%	83.2%
May	808,081	1,028,343	1,635,261	1,978,629	2,152,111				
June	690,827	863,464	1,404,137	1,967,213	1,612,776				
<b>Total</b>	<b>\$ 11,601,730</b>	<b>\$ 9,980,663</b>	<b>\$ 14,568,289</b>	<b>\$ 22,269,360</b>	<b>\$ 23,650,984</b>	<b>\$ 23,756,184</b>	<b>19.5%</b>	<b>277.2%</b>	<b>83.2%</b>



(Unaudited - for management's use only)

## Historical Data

							%			
							Incr/Decr	% of Bdg't		
	2017	2018	2019	2020	2021	2022	From PY	Collected	% of Yr	
July	\$ 317,756	\$ 409,770	\$ 654,572	\$ 728,032	\$ 496,881	\$ 677,934	36.4%	14.6%	8.3%	
August	373,126	480,527	725,078	773,175	504,135	\$ 755,610	49.9%	30.8%	16.6%	
September	291,608	346,434	679,100	921,553	446,735	\$ 684,718	53.3%	45.6%	25.0%	
October	309,027	452,070	703,865	722,129	432,400	\$ 878,822	103.2%	64.5%	33.3%	
November	328,850	489,253	712,667	846,510	476,499	\$ 834,624	75.2%	82.4%	41.7%	
December	342,532	476,940	817,486	857,813	461,347	\$ 909,661	97.2%	102.0%	50.0%	
January	338,069	456,077	727,509	742,841	463,720	\$ 1,032,412	122.6%	124.2%	58.0%	
February	367,369	551,247	829,711	742,154	567,655	\$ 1,126,919	98.5%	148.4%	67.0%	
March	382,534	514,767	742,747	753,483	654,104	\$ 974,777	49.0%	169.4%	75.0%	
April	352,099	521,301	695,724	722,193	628,368	\$ 1,035,072	64.7%	191.6%	83.2%	
May	426,178	654,693	778,587	827,774	816,540					
June	356,847	566,849	771,516	624,698	762,229					
<b>Total</b>	<b>\$ 4,185,993</b>	<b>\$ 5,919,928</b>	<b>\$ 8,838,562</b>	<b>\$ 9,262,354</b>	<b>\$ 6,710,614</b>	<b>\$ 8,910,549</b>	<b>73.6%</b>	<b>191.6%</b>	<b>83.2%</b>	

## Historical Data

								%		
								Inc/Dec	% of Bdgt	
	2017	2018	2019	2020	2021	2022		From PY	Collected	% of Yr
July	\$ 436,155	\$ 580,956	\$ 975,406	\$ 1,113,743	\$ 742,428	\$ 733,014		-1.3%	19.5%	8.3%
August	495,239	697,266	1,073,204	1,192,239	765,671	\$ 1,239,126		61.8%	52.6%	16.6%
September	410,324	510,997	1,027,275	1,336,429	668,285	\$ 1,535,308		129.7%	93.5%	25.0%
October	428,084	651,527	1,066,625	1,087,329	659,799	\$ 1,449,191		119.6%	132.2%	33.3%
November	437,511	708,504	1,086,452	1,304,111	682,646	\$ 1,424,333		108.6%	170.2%	41.7%
December	471,758	703,421	1,252,641	1,360,854	703,174	\$ 1,503,189		113.8%	210.2%	50.0%
January	462,279	645,938	1,103,216	1,151,503	718,971	\$ 1,691,538		135.3%	255.3%	58.0%
February	496,943	800,506	1,258,398	1,175,547	885,813	\$ 1,883,611		112.6%	305.6%	67.0%
March	545,811	764,881	1,125,626	1,202,122	671,380	\$ 1,659,741		147.2%	349.8%	75.0%
April	501,782	766,510	1,066,215	1,152,338	628,407	\$ 1,726,584		174.8%	395.9%	83.2%
May	602,166	980,568	1,200,042	1,324,337	819,028					
June	506,618	837,288	1,195,697	988,078	763,749					
<b>Total</b>	<b>\$ 5,794,670</b>	<b>\$ 8,648,361</b>	<b>\$ 13,430,798</b>	<b>\$ 14,388,630</b>	<b>\$ 8,709,352</b>	<b>\$ 14,845,635</b>		<b>108.3%</b>	<b>395.9%</b>	<b>83.2%</b>

## Net Change By Function

	Budget	Actual
<b>Operations</b>		
Revenues	\$ 81,766,667	\$ 169,069,856
Expenses	\$ 75,253,491	\$ 46,775,836
	<u>\$ 6,513,176</u>	<u>\$ 122,294,020</u>
<b>Indigent</b>		
Revenues	\$ 4,715,572	\$ 8,910,549
Expenses	\$ 10,637,342	\$ 7,354,862
	<u>\$ (5,921,770)</u>	<u>\$ 1,555,687</u>
<b>Capital</b>		
Revenues	\$ 9,030,333	\$ 2,049,711
Expenses	\$ 76,564,222	\$ 13,077,006
	<u>\$ (67,533,889)</u>	<u>\$ (11,027,295)</u>
<b>Trust &amp; Agency</b>		
Revenues	\$ 9,629,522	\$ 7,419,320
Expenses	\$ 9,681,541	\$ 5,798,659
	<u>\$ (52,019)</u>	<u>\$ 1,620,661</u>
<b>Totals</b>		
Revenues	\$ 105,142,094	\$ 187,449,437
Expenses	\$ 172,136,596	\$ 73,006,364
	<u>\$ (66,994,502)</u>	<u>\$ 114,443,073</u>

<b>Fund Type</b>	<b>Revenues</b>		<b>Expenditures</b>		<b>Cash Increase (Decrease)</b>
Unrestricted Funds	\$	155,279,367	\$	28,120,405	\$ 127,158,962
Special Revenue Funds	\$	23,049,551	\$	24,155,674	\$ (1,106,123)
Designated Funds	\$	1,701,199	\$	14,930,969	\$ (13,229,771)
Debt Service Fund	\$	-	\$	-	\$ -
Enterprise Fund	\$	-	\$	656	\$ (656)
Trust Funds	\$	7,419,320	\$	5,798,659	\$ 1,620,661
<b>Total</b>	<b>\$</b>	<b>187,449,437</b>	<b>\$</b>	<b>73,006,364</b>	<b>\$ 114,443,073</b>

**LEA COUNTY NEW MEXICO**  
**Recap of General Fund Cash Balance and Commitments**  
**As of April 30, 2022**

General Fund Cash Balance -April 30, 2022	\$ 255,504,809
Less: 3/12ths reserve of General Fund Budget	\$ (10,990,114)
Less: Operations Reserve (1 year General Fund budget)	\$ (43,960,457)
Less: Transfers for Operations (1 year of budgeted operations transfers)	\$ (19,644,696)
Less: Capital Reserve (15% of Capital Budget)	\$ (10,568,545)
Less: Mandated Transfers - SB268	<u>\$ (4,500,000)</u>
Total Discretionary Cash Available	<u>\$ 165,840,997</u>
Budgeted Cash Transfers Out:	
Net of YTD Actual Transfers	
Road Fund	\$ (10,850,000)
Farm & Range	\$ (75,000)
Community Centers	\$ (150,000)
Airport Fire Department	\$ (175,000)
Detention Facility	\$ (9,300,000)
Capital Projects	\$ (28,500,000)
DWI Screening	\$ -
Lea Regional Airport	\$ (2,100,000)
Lovington Airport	\$ (500,000)
Jal Airport	\$ (400,000)
Lea County Fairgrounds	\$ (750,000)
Lea County Fair & Rodeo	\$ -
Lea County Event Center	\$ (1,805,000)
Hispanic Heritage Night	<u>\$ (100,000)</u>
Total Cash Transfers (Net YTD)	<u>\$ (54,705,000)</u>
Discretionary Cash Available - April 30, 2022	\$ 111,135,997
Budgeted Revenue over Expenses (Remainder of Year)	\$ (15,840,052)
Projected Excess/(Shortfall) in Budgeted Revenue (Remainder of Year)	<u>\$ -</u>
Total Discretionary Cash Available (Remainder of Year)	<u><u>\$ 95,295,945</u></u>

## Accounts Payable

April 2022 and YTD

	April 2022	YTD
Number of Checks	542	4,310
Dollar Amount	\$ 5,943,478	\$ 45,008,445

## Payroll

April 2022 and YTD

	April 2022	YTD
Number of Checks	1,053	7,300
Dollar Amount	\$ 2,127,056	\$ 12,513,703





## Discussion of Lea County's Accounts Payable

### Review of April 2022 Accounts Payable / Purchase Card Register

Checks # 1105924 – 1106575	\$ 5,943,478.44
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P-Cards # 23848 – 23971	\$ 68,013.67
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Total	\$ 6,011,492.11
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**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 26, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mcallagher@leacounty.net](mailto:mcallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 05/17/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director	
<b>SUBJECT:</b> April 2022 Accounts Payable/Purchase Card Register	<b>ATTACHMENT(S):</b> 1. April 2022 AP/PC Register	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item	
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b>	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4		
<b>SUMMARY:</b> Checks # 1105924 - 1106575     \$ 5,943,478.44 P-Cards # 23848 - 23971     \$ 68,013.67 Total     \$ 6,011,492.11		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked; how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> For review and discussion	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.17 15:37:55 -06'00'</small>	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.05.17 15:38:11 -06'00'</small>	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> 0304 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Discussion</u> Ordinance No. _____ Comments: _____





LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM


LCBCC Meeting Date: Thursday, May 26, 2022

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 17, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

DATE SUBMITTED mm-dd-yyyy: 05/23/2022	SUBMITTED BY Name, Title, Dept: Sandrea Brito, Community Engagement Manager	
SUBJECT: Other Business	ATTACHMENT(S): None	
NO. OF ORIGINALS FOR SIGNATURE: N/A	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR: N/A	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.		
SUMMARY: Any Other Business		
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Any Other Business	Submitter's Signature Department Director, Etc.	
FINANCE REVIEW Fiscal Impact/Cost:	Reviewed by Finance Director	
LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney	
COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda 	
Item No. <u>0401</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Any Other Business</u> Ordinance No. _____ Comments: _____

# Adjourn



Please Join Us  
for our next meeting on  
Thursday, June 9, 2022 9:00 A.M.