

*Steven Green
Mayor*

*Sandra Whitehead
Mayor Pro-Tem*

*Kathy Clark
Commissioner*



*Rolf Hechler
Commissioner*

*Paul Baca
Commissioner*

*Renee Cantin
Interim City Manager*

*505 Sims St.
Truth or Consequences, New Mexico 87901
P: 575-894-6673 ♦ F: 575-894-0363
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REGULAR MEETING

THE REGULAR MEETING OF THE CITY COMMISSION OF THE CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO, IS TO BE HELD IN THE COMMISSION CHAMBERS, 405 W. 3RD ST., ON WEDNESDAY, SEPTEMBER 12, 2018; TO START AT 9:00 A.M.

A. CALL TO ORDER

B. INTRODUCTION

1. ROLL CALL

Hon. Steve Green, Mayor
Hon. Sandra Whitehead, Mayor Pro-Tem
Hon. Rolf Hechler, Commissioner
Hon. Kathy Clark, Commissioner
Hon. Paul Baca, Commissioner

2. SILENT MEDITATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

C. COMMENTS FROM THE PUBLIC (3 Minute Rule Applies)

D. RESPONSE TO PUBLIC COMMENTS

E. PRESENTATIONS

1. Presentation of Certificates of Commendation to Officer Anthony Zagorski; Officer Alfadiva Peru; and Officer Jaffee Blomquist. Randall Aragon, Police Chief
2. Presentation related to the Copper Flat Mines . Max Weh, Requestor

F. CONSENT CALENDAR

1. Accounts Payable, August 2018.
2. Appointment of Mark Shipley to the Airport Advisory Board.
3. Approve the Municipal League recommended Code of Ethics.

G. ORDINANCES/RESOLUTIONS/ZONING

1. Discussion/Action: Resolution No. 10 2018/2019 authorizing and approving submission of a completed application for financial assistance and project approval to the New Mexico Finance Authority Water Trust Board for Water System Improvements. Traci Burnette, Grant/Projects Coordinator
2. Discussion/Action: Resolution No. 11 2018/2019 authorizing participation in Capital Outlay Program Administered by New Mexico Department of Transportation. Traci Burnette, Grant/Projects Coordinator
3. Discussion/Action: Resolution No. 12 2018/2019 directing the publication of the Title and General Summary of the subject matter of Ordinance No. 699 pledging certain revenues to the repayment of a loan for the defeasance and refunding of the 2016 Loan from the New Mexico Finance Authority for the construction and improvement of the Sierra Vista Hospital including the approval of the amendment to the original loan agreement.

H. NEW BUSINESS

1. Discussion/Action: Approval to proceed forward allocating City funds for McAdoo/Sims Infrastructure Improvement Project Phase 1 identified as McAdoo Street between Daniels Street and Clancy Street. Traci Burnette, Grant/Projects Coordinator
2. Discussion/Action: Standard Operating Procedures for Animal Control. Randall Aragon, Police Chief
3. Discussion/Action: T or C Animal Shelter Volunteer Manual. Randall Aragon, Police Chief
4. Discussion/Action: Replacement for the City Manager on the SVH Governing Board. Renee Cantin, Interim City Manager
5. Discussion/Action: Replacement for the City Manager on the SCRDTA Board. Renee Cantin, Interim City Manager

I. REPORTS

1. City Manager
2. City Attorney
3. City Commission

K. EXECUTIVE SESSION

1. Limited Personnel Matters (City Manager Recruitment & Interim City Manager) Pursuant to 10-15-1(H.2)

J. ACTION ON ITEMS DISCUSSED DURING EXECUTIVE SESSION, if any.

K. ADJOURNMENT

NEXT CITY COMMISSION MEETING SEPTEMBER 26, 2018



CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM

ITEM:

Presentation of Certificates of Commendation to Officer Anthony Zagorski; Officer Alfadiva Peru; and Officer Jaffee Blomquist.

BACKGROUND:

Presentation of "Certificate of Commendation" to Officer Anthony Zagorski; Officer Alfadiva Peru; and Officer Jaffee Blomquist for their medical assistance on a call for service on June 24, 2018.

STAFF RECOMMENDATION:

None. Presentation Only.

Submitted by: Randall Aragon, Police Chief		Meeting date: 9/12/2018
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E.2

CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM

ITEM:

Copper Flat Mine.

BACKGROUND:

Max Yeh will give a presentation on the serious protected impacts of the reopening of Copper Flat Mine on Truth or Consequences and on the county as a whole.

STAFF RECOMMENDATION:

None. Presentation only.

SUPPORT INFORMATION:

Application for agenda.



CITY OF TRUTH OR CONSEQUENCES

CITY CLERK'S OFFICE

505 SIMS STREET

TRUTH OR CONSEQUENCES, NEW MEXICO 87901

PHONE: (575) 894-6673 EXT#1301 FAX: (575) 894-7767

APPLICATION FOR LISTING ON CITY COMMISSION AGENDA

DATE: Aug. 16, 2018

DATE OF MEETING YOU ARE REQUESTING TO BE LISTED UNDER: September 12th

NAME OF APPLICANT/ORGANIZATION: MAX YEH

ADDRESS: P.O. Box 156, Hillsboro, NM 88042

PHONE: (575) 895-3300 E-MAIL: maxyeh@windstream.net

REQUEST: (ATTACH WRITTEN REQUEST AND/OR DOCUMENTS IF AVAILABLE)

See attachment.

WHAT RESOURCES DO YOU REQUIRE: Screen, projector, & computer

ESTIMATED TIME FOR PRESENTATION: 10 to 15 min SIGNATURE: Max Yeh

CITY MANAGER ACTION

APPROVED FOR COMMISSION AGENDA OF: _____

DENY — REASON FOR DENIAL: _____

IF YOUR REQUEST WAS DENIED AND YOU WISH TO APPEAL, YOU MAY:

- appear personally before the City Commission on the day of the meeting and during the "Comments from the Public" ask that the Commission place your item on the next available agenda (usually in 2 weeks); or,
- appeal directly to any one of the City Commissioner by contacting them (see reverse side for contact information). Any Commissioner may place your item on the agenda by notifying the City Clerk at least 7 days prior to the Commission meeting.

Attachment to Application for Listing on City Commission Agenda

REQUEST: I would like to make a presentation to the City Commission on the serious projected impacts of the reopening of Copper Flat Mine on Truth or Consequences and on the county as a whole. These considerations will be based on updated information prepared by New Mexico Copper Corporation, the mining company, for both the Discharge Permit, the New Mexico Environment Department's permission to discharge contaminated water in such a way as to contaminate drinking water, and the Mining Permit, whereby the New Mexico Minerals and Mining Division approves NMCC's Mining Operation and Reclamation Plan, thus allowing mining.

Given that this topic has been before the Commission in the past and may be before it in the future, such updating is reasonable. Also, given that in the past the Commission has heard presentations by NMCC asking the Commission to support its efforts, it is only proper for the Commission to hear presentation of facts from a more objective source. Further, since both permits will have public hearings in Truth or Consequences – September 24 to 28 for the Discharge Permit and October 23 to 24 for the Mining Permit – the City Commission should be informed of the issues involving its residents.

Max Yeh

P.O. Box 156

Hillsboro, NM 88042

maxyeh@windstream.net

(575) 895-3300



F.1

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

ACCOUNTS PAYABLE – AUGUST 2018

BACKGROUND:

Accounts Payable for August 2018,

STAFF RECOMMENDATION:

SUPPORT INFORMATION:

Accounts Payable List for August 2018



Truth or Consequences

EOM AP Report By Fund

Payment Dates 08/01/2018 - 08/31/2018

PAYABLE APPROVAL

I hereby approve the issuance of these payments.

FINANCE DIRECTOR OR DESIGNEE

DATE:

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - General					
STEVEN GREEN	071118	08/03/2018	MILEAGE DUE/RUIDOSO	101-1000-42305	149.60
STEVEN GREEN	071118	08/03/2018	PER DIEM DUE/RUIDOSO	101-1000-42310	85.00
NEW MEXICO GAS COMPANY, I...	071818	08/03/2018	GAS BILL/NM WORKFORCE CO...	101-1018-43780	23.38
NEW MEXICO GAS COMPANY, I...	072518	08/03/2018	GAS BILLS	101-1018-43780	288.42
JAY RUBIN ATTORNEY AT LAW	073118	08/03/2018	LEGAL SERVICES	101-1000-43597	4,530.02
NEW MEXICO GAS COMPANY, I...	073118	08/03/2018	GAS BILL/ANIMAL SHELTER	101-1018-43780	28.74
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	101-1018-43780	7,949.85
NM MUNICIPAL LEAGUE	080118	08/03/2018	REGISTRATION FEE/BEATRICE S...	101-1002-42720	90.00
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1003-43775	113.10
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1004-43775	113.10
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1007-43775	463.54
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1008-43775	109.71
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1009-43775	56.56
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1010-43775	113.12
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1011-43775	56.56
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	101-1014-43775	113.10
MANANA	107-18	08/03/2018	CONTRACT/VETERANS PARK	101-1009-48599	900.00
HERALD PUBLISHING CO., INC,	11283/11284	08/03/2018	Help Wanted Ad	101-1016-43740	24.14
HERALD PUBLISHING CO., INC,	11283/11284	08/03/2018	Help Wanted Ad	101-1016-43740	28.48
HERALD PUBLISHING CO., INC,	11488	08/03/2018	Notice- Sale of Real Property 61...	101-1010-43740	52.13
ARROW-MAGNOLIA, INC.	180006767	08/03/2018	60 GAL EXTRA HEAVY DUTY	101-1009-44607	752.08
ALARM CONTROL TECHNOLOGI...	182721/182722	08/03/2018	MONTHLY FIRE ALARM MONIT...	101-1014-47410	26.97
ALARM CONTROL TECHNOLOGI...	182721/182722	08/03/2018	MONTHLY FIRE ALARM MONIT...	101-1014-47410	26.97
TECHNICON TRAINING	18FT0401908	08/03/2018	REGISTRATION FEE/DONALD V...	101-1007-42720	350.00
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Day-Timer Tow Page Per Day Re...	101-1003-44606	37.29
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Staples Paper Clips, Smooth, 1,...	101-1003-44606	1.77
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Swingline Optima Reduced Effor...	101-1003-44606	24.99
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Staples Paper Clips Jumbo, Smo...	101-1003-44606	5.21
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Post-It Flag + Highlighters & Pen...	101-1003-44606	7.04
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Post-It Pop-up Notes 3"x3" - 12 ...	101-1003-44606	11.10
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Smead Reinforced End-Tab File ...	101-1003-44606	34.10
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Brother TZe Series Tape, 1/2" Bl...	101-1003-44606	34.17
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Staples Electronics Duster 7 oz. ...	101-1003-44606	34.96
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Onyx Angled Mesh Steel Teleph...	101-1003-44606	12.95
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Mind Reader Metal Monitor St...	101-1003-44606	35.00
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Staples Colored Top-Tab File Fo...	101-1003-44606	22.62
STAPLES CONTRACT & COMME...	3383968052	08/03/2018	Staples Copy Paper, 20 lb, 10-R...	101-1003-44606	58.94
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Staple Remover	101-1014-44606	1.39
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Horizontal Organizer	101-1014-44606	15.88
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Hanging File Organizer	101-1014-44606	13.91
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Dry-Erase Eraser	101-1014-44606	1.67
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Tape Dispenser	101-1014-44606	1.96
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Drawer Organizer	101-1014-44606	15.22
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Paper Clips	101-1014-44606	4.89
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	12-Month Undated Planner	101-1014-44606	11.02
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Post-It Notes	101-1014-44606	10.76

EOM AP Report

Payment Dates: 08/01/2018 - 08/31/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Epson Ink Multipak	101-1014-44606	59.24
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Stapler	101-1014-44606	5.05
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	NetGear Ethernet Switch	101-1014-44606	34.99
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Dry-Erase Board	101-1014-44606	26.59
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Shredder	101-1014-44606	22.35
STAPLES CONTRACT & COMME...	3383968056	08/03/2018	Page Markers	101-1014-44606	2.67
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Scotch Tape	101-1011-44606	8.86
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Staples	101-1011-44606	1.44
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Binder Clips, Assorted	101-1011-44606	3.04
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	File Folders	101-1011-44606	7.64
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Hanging Folders	101-1011-44606	8.62
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Mechanical Pencil	101-1011-44606	2.84
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Desk Organizer	101-1011-44606	13.53
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Pencil/Pen Cup Holder	101-1011-44606	15.15
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Paper Clips, Jumbo	101-1011-44606	4.89
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Pens, Bold Point	101-1011-44606	9.24
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Pencil Lead	101-1011-44606	0.84
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	AA Batteries	101-1011-44606	9.05
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	AAA Batteries	101-1011-44606	9.05
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Dry-Erase Eraser	101-1011-44606	1.67
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Push Pins	101-1011-44606	2.42
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Dry-Erase Markers	101-1011-44606	2.81
STAPLES CONTRACT & COMME...	3384674877	08/03/2018	Wite-Out Correction Tape	101-1011-44606	3.47
ROTARY CLUB OF TORC	3719	08/03/2018	MONTHLY DUES/JUAN FUENTES	101-1003-43770	55.00
ROTARY CLUB OF TORC	3732	08/03/2018	MONTHLY DUES/RENEE CANTIN	101-1001-43770	55.00
JERRY D. WATTS, MSFPE	37788	08/03/2018	Annual Fire Alarm Signaling Ins...	101-1014-43403	1,575.00
SIERRA VETERINARY SERVICES,L...	43208	08/03/2018	Euthanasia solution, 100 ML	101-1008-44607	70.00
SIERRA VETERINARY SERVICES,L...	43209	08/03/2018	Feline Leuk/Fiv test kit	101-1008-48599	421.88
RELIABLE CHEVROLET INC.	815237	08/03/2018	lower fan shroud for G-49495	101-1012-47420	74.96
RELIABLE CHEVROLET INC.	815237	08/03/2018	upper fan shroud for G-49495	101-1012-47420	84.96
QUILL CORPORATION	8617034	08/03/2018	Printer/FM Office	101-1014-44606	89.99
QUILL CORPORATION	8617034	08/03/2018	Desk/Credenza Set/FM Office	101-1014-44606	699.99
SIERRA AUTO/CARQUEST	ID-232576	08/03/2018	set of brake pads G-79501	101-1014-47420	39.85
SIERRA AUTO/CARQUEST	ID-232864	08/03/2018	shift tube for G-53767	101-1009-47420	27.47
SIERRA AUTO/CARQUEST	ID-233540	08/03/2018	air door actuator for 01327 G	101-1007-47420	32.36
SIERRA AUTO/CARQUEST	ID-233542	08/03/2018	radiator for G-49495	101-1012-47420	121.66
SIERRA AUTO/CARQUEST	ID-233542	08/03/2018	fan - G-49495	101-1012-47420	36.09
SIERRA AUTO/CARQUEST	ID-233542	08/03/2018	radiator cap - G-49495	101-1012-47420	3.99
GARY E. GAYLORD, CPA	TORC07282018	08/03/2018	SERVICES/CPA-AUDIT	101-1004-48596	2,599.50
KING'S LOCKSMITH	06500	08/08/2018	Re-key door knob at Pool	101-1014-43403	11.37
KING'S LOCKSMITH	06504	08/08/2018	DND SCL KEY COPY	101-1009-44607	34.32
KING'S LOCKSMITH	06504	08/08/2018	RE-KEY LOCK CYLINDER/MASTER	101-1009-44607	10.50
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1001-41226	96.94
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1002-41226	75.07
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1003-41226	129.93
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1004-41226	244.81
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1007-41226	895.09
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1008-41226	148.58
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1009-41226	90.10
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1010-41226	83.30
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1011-41226	212.11
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1012-41226	124.68
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1014-41226	245.59
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	101-1016-41226	136.23
JENNIFER SEELY	072818	08/08/2018	REFUND DEPOSIT/CIVIC CENTER	101-1099-34348	400.00
HERALD PUBLISHING CO., INC,	080218	08/08/2018	1 YEAR SUBSCRIPTION/PD	101-1007-43770	32.00
BEATRICE SANDERS	080318	08/08/2018	TRAVEL DUE/ROSWELL	101-1002-60576	61.19
DONALD VENABLE	080318	08/08/2018	PER DIEM DUE/BERNALILLO	101-1007-42310	200.00
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1007-43316	23.63
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1007-47420	13.30

EOM AP Report

Payment Dates: 08/01/2018 - 08/31/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1008-43316	15.00
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1008-47420	24.41
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1009-43316	22.63
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1009-47420	25.75
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1012-43316	2.50
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1012-47420	9.00
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1014-43316	38.63
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	101-1014-47420	25.79
LORI MONTGOMERY	080718	08/08/2018	REFUND/PERTMIT	101-1099-33338	25.00
MELISSA L. TORRES	080818	08/08/2018	ADVANCED MIEAGE/SANTA FE	101-1004-42305	146.43
MELISSA L. TORRES	080818	08/08/2018	ADVANCED PER DIEM/SANTA FE	101-1004-42310	216.00
NEW MEXICO COPPER CORP.	082118	08/08/2018	REFUND DEPOSIT/CIVIC CENTER	101-1099-34348	350.00
SIERRA COUNTY SENTINEL	103453/103472	08/08/2018	Help Wanted Ad	101-1016-43740	20.35
SIERRA COUNTY SENTINEL	103453/103472	08/08/2018	Hlep Wanted Ad	101-1016-43740	24.95
SIERRA COUNTY SENTINEL	103455/103456	08/08/2018	NOTICE OF SPECIAL MEETING - ...	101-1001-43740	23.22
SIERRA COUNTY SENTINEL	103455/103456	08/08/2018	JULY 2018 MONTHLY MEETING...	101-1001-43740	89.52
SIERRA COUNTY SENTINEL	103467	08/08/2018	8/8/18 PH - VARIANCE REQUEST..	101-1001-43740	28.00
SIERRA COUNTY SENTINEL	103467	08/08/2018	8/8/18 PH - 2020-2024 ICIP	101-1001-43740	28.00
SIERRA COUNTY SENTINEL	103467	08/08/2018	8/8/18 PH - SPECIAL USE PERMI...	101-1001-43740	26.65
SIERRA COUNTY SENTINEL	103467	08/08/2018	NOTICE OF AUCTION - JULY 28, ...	101-1001-43740	21.18
SIERRA COUNTY SENTINEL	103467	08/08/2018	NOTICE OF AUCTION - JULY 28, ...	101-1001-43740	16.77
SIERRA COUNTY SENTINEL	103483	08/08/2018	Help Wanted: Clerks' Office	101-1001-43740	21.43
SIERRA COUNTY SENTINEL	103489	08/08/2018	Notice - Sale of Real Property 6...	101-1010-43740	53.30
SIERRA COUNTY SENTINEL	103491	08/08/2018	SPECIAL LODGERS TAX MTG - 8...	101-1001-43740	21.17
SIERRA COUNTY SENTINEL	103491	08/08/2018	SPECIAL AIRPORT MTG - 8/21/2...	101-1001-43740	21.17
SIERRA COUNTY SENTINEL	103492	08/08/2018	AUGUST 2018 MONTHLY MEET...	101-1001-43740	76.54
SIERRA COUNTY SENTINEL	103492	08/08/2018	8/22/18 PH - WHITEHEAD	101-1001-43740	25.95
SUN VALLEY, INC.	139572/6	08/08/2018	16x20x2 filters	101-1014-43403	89.88
SUN VALLEY, INC.	139572/6	08/08/2018	16x25x2 filters	101-1014-43403	95.88
SUN VALLEY, INC.	139572/6	08/08/2018	flaslight lumen	101-1014-43403	131.94
SUN VALLEY, INC.	139572/6	08/08/2018	8 piece screw driver set	101-1014-43403	12.49
SUN VALLEY, INC.	139572/6	08/08/2018	Wire brush	101-1014-43403	4.99
SUN VALLEY, INC.	139572/6	08/08/2018	WD-40	101-1014-43403	35.94
SUN VALLEY, INC.	139572/6	08/08/2018	10 piece masonry bit set	101-1014-43403	21.99
TWIN PALMS EMBROIDERY, LLC	2011	08/08/2018	Sew Patch on left sleeve	101-1009-42620	60.00
TWIN PALMS EMBROIDERY, LLC	2011	08/08/2018	Embroider above left pocket "P...	101-1009-42620	60.00
VALLEY VET SUPPLY	237745	08/08/2018	Bronchi-shield III 25ds pk	101-1008-48599	272.50
VALLEY VET SUPPLY	237745	08/08/2018	Microchop 25ct	101-1008-48599	469.98
VALLEY VET SUPPLY	237745	08/08/2018	Exall bathing kit	101-1008-48599	61.98
BLUE 360 MEDIA, LLC	26222	08/08/2018	2018 CRIMINAL & TRAFFIC LAW...	101-1002-43770	230.02
O'REILLY AUTO PARTS, INC.	371410	08/08/2018	cap	101-1007-47420	5.09
O'REILLY AUTO PARTS, INC.	371410	08/08/2018	coolant tank for G-84205	101-1007-47420	61.43
BRADY INDUSTRIES, LLC	5854301	08/08/2018	urinal screens	101-1014-44607	44.16
BRADY INDUSTRIES, LLC	5854301	08/08/2018	Vacum filters	101-1014-44607	48.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	Bafex disinfectant	101-1014-44607	42.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	pine floor cleaner gallon	101-1014-44607	96.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	dial hand soap case	101-1014-44607	92.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	center pull paper hand towels c...	101-1014-44607	180.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	large black trash liners	101-1014-44607	136.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	lemon floor cleaner	101-1014-44607	100.00
BRADY INDUSTRIES, LLC	5854301	08/08/2018	wyp-all hand towels	101-1014-44607	55.00
FOXWORTH-GALBRAITH	7427606	08/08/2018	Valspar Medallion Paint & Prim...	101-1014-43403	79.98
FOXWORTH-GALBRAITH	7427875	08/08/2018	pallet charge	101-1014-43403	20.00
FOXWORTH-GALBRAITH	7427875	08/08/2018	Quickcrete 80# bag - Inventory	101-1014-43403	174.65
FOXWORTH-GALBRAITH	7428106	08/08/2018	V-belt for Vap-cooler 680	101-1014-43403	35.96
FOXWORTH-GALBRAITH	7428106	08/08/2018	V-belt for Vap-cooler 4L940	101-1014-43403	41.58
FOXWORTH-GALBRAITH	7428106	08/08/2018	screw anchor 10-12 box	101-1014-43403	44.00
FOXWORTH-GALBRAITH	7428106	08/08/2018	screw anchor 8-10	101-1014-43403	44.00
FOXWORTH-GALBRAITH	7428106	08/08/2018	red hot PVC glue	101-1014-43403	67.96
FOXWORTH-GALBRAITH	7428106	08/08/2018	PVC pipe primer	101-1014-43403	74.36

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FOXWORTH-GALBRAITH	7428106	08/08/2018	screw anchor 14-16 x1 3/8 box	101-1014-43403	32.20
FOXWORTH-GALBRAITH	7428106	08/08/2018	V-Belt for Vap-cooler 620	101-1014-43403	35.96
FOXWORTH-GALBRAITH	7428106	08/08/2018	V-belt for Vap-cooler 560	101-1014-43403	31.96
FOXWORTH-GALBRAITH	7428106	08/08/2018	14 pc recepticating saw blades	101-1014-43403	29.99
COPPLER LAW FIRM PC	9720	08/08/2018	SERVICES/ASHBAUGH IMPACT ...	101-1000-43597	2,020.75
COPPLER LAW FIRM PC	9729	08/08/2018	SERVICES/GENERAL	101-1000-43597	2,580.81
GRAINGER, INC.	9861834456	08/08/2018	door closer	101-1014-43403	568.26
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	101-1018-46731	9,314.70
GARY E. GAYLORD, CPA	TORC08042018	08/08/2018	SERVICES/CPA-AUDIT	101-1004-48596	1,977.00
GARY WHITEHEAD	071418	08/20/2018	REFUND DEPOSIT/RALPH EDW...	101-1099-34348	50.00
MELISSA L. TORRES	081018	08/20/2018	MILEAGE DUE/SANTA FE	101-1004-42305	36.61
MELISSA L. TORRES	081018	08/20/2018	PER DIEM DUE/SANTA FE	101-1004-42310	54.00
TDS	081418	08/20/2018	INTERNET SERVICDE/PD	101-1007-43775	329.32
TURTLEBACK PEST CONTROL, I...	081418	08/20/2018	PEST CONTROL SERVICES	101-1014-44607	814.46
CITY UTILITIES	081418	08/20/2018	CITY LANDFILL BILLS	101-1014-43780	245.65
CNA SURETY	081518	08/20/2018	EASEMENT BOND	101-1001-43770	250.00
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	101-1018-43780	3,066.84
XEROX CORP.	094006604	08/20/2018	BASE CHARGE/METER USAGE	101-1002-60840	49.34
XEROX CORP.	094006609	08/20/2018	BASE CHARGE/METER USAGE	101-1003-44810	339.26
XEROX CORP.	094125030	08/20/2018	BASE CHARGE/METER USAGE	101-1001-44810	348.03
XEROX CORP.	094125031	08/20/2018	BASE CHARGE/METER USAGE	101-1004-44810	282.54
XEROX CORP.	094125034	08/20/2018	BASE CHARGE/METER USGE	101-1007-44810	232.16
XEROX CORP.	094125035	08/20/2018	BASE CHARGE/METER USAGE	101-1002-60840	189.25
OFFICE DEPOT	1720567820	08/20/2018	File folders	101-1007-44606	54.60
OFFICE DEPOT	1720567820	08/20/2018	Memo books 12pack	101-1007-44606	4.38
OFFICE DEPOT	1720567820	08/20/2018	Writing pads 12 pack	101-1007-44606	6.03
OFFICE DEPOT	1720567820	08/20/2018	Blue pens	101-1007-44606	8.02
OFFICE DEPOT	1720567820	08/20/2018	Recordable CD-R	101-1007-44606	199.44
OFFICE DEPOT	1720567820	08/20/2018	Notebook filler	101-1007-44606	3.80
OFFICE DEPOT	1720567820	08/20/2018	Calendar	101-1007-44606	10.49
OFFICE DEPOT	1720567820	08/20/2018	Red pens	101-1007-44606	12.07
OFFICE DEPOT	1720567820	08/20/2018	CD sleeves	101-1007-44606	34.35
OFFICE DEPOT	1720567820	08/20/2018	Black pens	101-1007-44606	41.20
OFFICE DEPOT	1720567820	08/20/2018	HP 63XL ink cartridge 2pack	101-1007-44606	105.22
OFFICE DEPOT	1720567820	08/20/2018	Hanging folders with ready tabs...	101-1007-44606	55.78
OFFICE DEPOT	1720567820	08/20/2018	Business cards	101-1007-44606	24.78
OFFICE DEPOT	1774273560	08/20/2018	HP 128A Toner cartridges for Pr...	101-1008-44606	202.99
WEX BANK	183951	08/20/2018	UNLEADED	101-1014-43403	274.09
M&M MECHANICAL	2391	08/20/2018	service 2 A/Cs parts and labor at...	101-1014-43403	385.18
NU-WAY LAUNDRY & CLEANERS	30993	08/20/2018	CLEANING OF CITY RUGS	101-1014-44607	155.77
B & H OIL CO.	45901	08/20/2018	UNLEADED	101-1007-43316	3,419.05
B & H OIL CO.	45903	08/20/2018	UNLEADED	101-1012-43316	108.29
B & H OIL CO.	45909	08/20/2018	UNLEADED	101-1014-43316	734.78
B & H OIL CO.	45910	08/20/2018	UNLEADED	101-1009-43316	612.06
B & H OIL CO.	45910	08/20/2018	DIESEL	101-1009-43317	186.40
B & H OIL CO.	45911	08/20/2018	UNLEADED	101-1008-43316	430.61
DESERT GRAPHICS INC.	5423	08/20/2018	Decals front glass entry door-An...	101-1008-44607	125.00
MPG SERVICES, LLC	597	08/20/2018	Hot water heater 19.9 gallon el...	101-1014-43403	456.32
SHARE CORP.	64075	08/20/2018	BOB CAT MORNING BREEZE	101-1009-44607	93.00
SHARE CORP.	64075	08/20/2018	ROLL TOWEL	101-1009-44607	146.74
SHARE CORP.	64075	08/20/2018	COCO SOAP	101-1009-44607	76.00
GOLD COAST ARMORY, LLC	GCA213258/2018	08/20/2018	PMC .223-1000 rounds - for fire...	101-1007-44607	1,914.26
SLEUTH SYSTEMS	MN1900905	08/20/2018	ANNUAL SOFTWARE MAINT	101-1007-48598	6,111.00
TRIPLE-S JANITORIAL SUPPLIES	5043200	08/20/2018	PET STATION BAGS 2400/CS 2X...	101-1009-44607	307.95
PERRY SUPPLY CO.	51677865	08/20/2018	evap cooler motor 3/4hp	101-1014-43403	468.00
PERRY SUPPLY CO.	51677865	08/20/2018	toilet tank flappers	101-1014-43403	29.64
GARY E. GAYLORD, CPA	TORC08112018	08/20/2018	SERVICES/CPA-AUDIT	101-1004-48596	1,376.00
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1001-43775	538.53
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1002-43775	95.19
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1003-43775	565.84

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WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1004-43775	536.63
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1007-43775	216.82
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1008-43775	95.98
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1009-43775	240.88
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1010-43775	496.54
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1011-43775	24.36
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1012-43775	210.10
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	101-1014-43775	304.71
TALON SEPTIC & POTTY SERVICE	082118	08/24/2018	CLEAN & SERVICE PORTABLES	101-1009-47410	800.00
NM MUNICIPAL LEAGUE	082218	08/24/2018	REGISTRATION FEE/RENEE CAN...	101-1001-42720	350.00
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1001-41226	98.63
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1002-41226	77.33
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1003-41226	131.06
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1004-41226	250.64
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1007-41226	927.39
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1008-41226	152.64
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1009-41226	99.26
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1010-41226	85.30
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1011-41226	234.46
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1012-41226	110.09
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1014-41226	267.55
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	101-1016-41226	115.47
RENEE L. CANTIN	082818	08/24/2018	ADVANCED PER DIEM/ROSWELL	101-1001-42310	204.00
BEATRICE SANDERS	082818	08/24/2018	ADVANCED MILEAGE/ROSWELL	101-1002-42305	152.77
BEATRICE SANDERS	082818	08/24/2018	ADVANCED PER DIEM/ROSWELL	101-1002-42310	77.60
JUAN A. FUENTES	082818	08/24/2018	ADVANCED PER DIEM/ROSWELL	101-1003-42310	204.00
ARROW-MAGNOLIA, INC.	180007482	08/24/2018	T-TORK TOILET TISSUE PLUS 2P...	101-1009-44607	109.60
ARROW-MAGNOLIA, INC.	180007483	08/24/2018	520-TORK WIPER-MULTI FOLD-...	101-1009-44607	540.60
ARROW-MAGNOLIA, INC.	180007483	08/24/2018	A-TORK MAXI WIPE 2 PLY-CENT...	101-1009-44607	346.82
REED'S TIRE CENTER	5585	08/24/2018	Tire LT 235/85R16 for G28464	101-1014-47420	238.00
QUILL CORPORATION	9376365	08/24/2018	Duracell Batteries AA - 24 Pack	101-1003-44606	24.99
QUILL CORPORATION	9376365	08/24/2018	Staples Fashion Mouse Pad	101-1003-44606	16.98
QUILL CORPORATION	9377365	08/24/2018	Extra Large Mouse Pad, Black	101-1010-44606	12.05
QUILL CORPORATION	9377365	08/24/2018	5" x 8", White, Perforated Writl...	101-1010-44606	8.54
QUILL CORPORATION	9377365	08/24/2018	Binder Clips; Medium; 5/8" 12/...	101-1010-44606	5.02
QUILL CORPORATION	9377365	08/24/2018	Steel Binder Clips; Small	101-1010-44606	4.02
QUILL CORPORATION	9377365	08/24/2018	Binder Clips; Mini, small, 12/Box	101-1010-44606	4.02
QUILL CORPORATION	9377365	08/24/2018	Zippered Padfolio	101-1010-44606	55.61
QUILL CORPORATION	9377365	08/24/2018	White, 1x2-5/8", 3,000 Labels	101-1010-44606	26.99
QUILL CORPORATION	9377365	08/24/2018	Business Cards, 2" x 3.5", White,...	101-1010-44606	17.99
QUILL CORPORATION	9377365	08/24/2018	Ruled Legal Pad 8-1/2x11 12 Pa...	101-1010-44606	12.99
QUILL CORPORATION	9377365	08/24/2018	Large 2" Clip, 1" 12/Box	101-1010-44606	12.66
TDS	JULY-TDS	08/24/2018	INTERNET SERVICE	101-1018-43780	5,450.45
QUEST DIAGNOSTICS LAB, INC.	072618-1	08/31/2018	Screening & MRO Fee	101-1007-44615	54.40
PUBLIC SAFETY PSYCHOLOGICAL...	075-020	08/31/2018	NMGRT	101-1007-48598	24.28
PUBLIC SAFETY PSYCHOLOGICAL...	075-020	08/31/2018	Psych eval	101-1007-48598	350.00
SIERRA VISTA HOSPITAL	080118-1	08/31/2018	Collectoin fee	101-1007-44615	25.00
NEW MEXICO GAS COMPANY, I...	082018-2	08/31/2018	GAS BILL/NM WORKFORE CON...	101-1018-43780	23.19
NEW MEXICO GAS COMPANY, I...	082318	08/31/2018	GAS BILLS	101-1018-43780	294.74
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1001-41226	98.63
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1002-41226	77.33
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1003-41226	131.06
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1004-41226	250.64
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1007-41226	927.39
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1008-41226	152.64
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1009-41226	99.26
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1010-41226	85.30
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1011-41226	234.46
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1012-41226	110.09
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1014-41226	267.54

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NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	101-1016-41226	115.47
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	101-1018-43780	7,590.73
SIERRA VISTA HOSPITAL	083018	08/31/2018	GRT DISTRIBUTION 08/18	101-1017-48599	20,107.70
NEW MEXICO GAS COMPANY, I...	083018	08/31/2018	GAS BILL/ANIMAL SHELTER	101-1018-43780	28.92
BANK OF AMERICA	151683	08/31/2018	Good cops: the case for prevent...	101-1007-42720	99.84
OFFICE DEPOT	1878559050	08/31/2018	Xerox printer paper blue	101-1008-44606	5.13
OFFICE DEPOT	1878559050	08/31/2018	Xerox printer paper lilac	101-1008-44606	5.62
OFFICE DEPOT	1878559050	08/31/2018	Printer paper	101-1008-44606	41.87
OFFICE DEPOT	1878559050	08/31/2018	HP 952XL Ink pack of 4	101-1008-44606	80.79
OFFICE DEPOT	1878643100	08/31/2018	Neon yellow labels	101-1007-44606	33.98
OFFICE DEPOT	1878643100	08/31/2018	Post it page marker	101-1007-44606	4.48
OFFICE DEPOT	1878643100	08/31/2018	PaperPro stapler	101-1007-44606	8.39
OFFICE DEPOT	1878643100	08/31/2018	Avery page dividers	101-1007-44606	72.74
OFFICE DEPOT	1878643100	08/31/2018	Post it 3x5 5 pack	101-1007-44606	15.16
OFFICE DEPOT	1878643100	08/31/2018	Memo books	101-1007-44606	17.80
OFFICE DEPOT	1878643100	08/31/2018	Legal writing pads	101-1007-44606	18.88
OFFICE DEPOT	1878643100	08/31/2018	Post it notes 18 pack	101-1007-44606	19.71
OFFICE DEPOT	1878643100	08/31/2018	1" binders	101-1007-44606	21.60
OFFICE DEPOT	1878643100	08/31/2018	Post it 4x6 pack of 5	101-1007-44606	27.51
OFFICE DEPOT	1878643100	08/31/2018	File Folders	101-1007-44606	54.60
OFFICE DEPOT	1878643100	08/31/2018	Paper clips	101-1007-44606	9.34
OFFICE DEPOT	1878643100	08/31/2018	HP LaserJet ink	101-1007-44606	122.48
BANK OF AMERICA	193778	08/31/2018	Tide pods	101-1008-44607	79.88
BANK OF AMERICA	193778	08/31/2018	Bleach	101-1008-44607	11.76
BANK OF AMERICA	193778	08/31/2018	Sponges	101-1008-44607	10.96
BANK OF AMERICA	193778	08/31/2018	Bounty paper towels	101-1008-44607	69.88
BANK OF AMERICA	193778	08/31/2018	Timers	101-1008-44607	11.88
BANK OF AMERICA	205952	08/31/2018	Surge Adaptor	101-1011-44606	14.97
BANK OF AMERICA	205952	08/31/2018	Weekly Planner	101-1011-44606	9.86
BANK OF AMERICA	205952	08/31/2018	Highlighters	101-1011-44606	2.72
NM MUNICIPAL LEAGUE	2094	08/31/2018	ANNUAL MEMBERSHIP DUES	101-1003-43770	6,725.00
VALLEY VET SUPPLY	237993/238007	08/31/2018	SOLO-JEC 5 plus 25	101-1008-44607	313.20
VALLEY VET SUPPLY	237993/238007	08/31/2018	Disp SYR Econ 100/ct	101-1008-44607	63.00
BANK OF AMERICA	300026	08/31/2018	Bond for GB98 Dave Johnson / ...	101-1014-43770	238.00
BANK OF AMERICA	378309	08/31/2018	Map laminating at Office Depot ..	101-1007-44606	12.93
SIERRA VETERINARY SERVICES,L...	43268/43353/43378/43795	08/31/2018	Open PD for animal services	101-1008-48599	208.06
MPG SERVICES, LLC	610	08/31/2018	Repair A/C Parts/Labor	101-1014-43403	180.11
MPG SERVICES, LLC	613	08/31/2018	Replace coil fan motor parts/la...	101-1014-43403	450.55
TDS	AUGUST-TDS	08/31/2018	INTERNET SERVICE	101-1018-43780	7,445.46
GARY E. GAYLORD, CPA	TORC08242018	08/31/2018	SERVICES/CPA-AUDIT	101-1004-48596	1,611.50
Fund 101 - General Total:					135,514.29

Fund: 201 - Corrections

ADMINISTRATIVE OFFICE OF	080218	08/03/2018	DWI LAB FEES/PREVENTION FE...	201-1903-44805	147.00
NM JUDICIAL EDUCATION CENT...	080218	08/03/2018	JUDICIAL EDUCATION FEES	201-1903-44805	56.00
SIERRA COUNTY TREASURER	080118	08/20/2018	PRISONER CARE 07/18	201-1903-48710	3,040.00

Fund 201 - Corrections Total: 3,243.00

Fund: 209 - Fire

NEW MEXICO GAS COMPANY, I...	071818-1	08/03/2018	GAS BILL/FIRE SOUTH STATION	209-1603-43780	23.38
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	209-1603-43780	544.77
MEGAHERTZ COMPUTER CONS...	94806	08/03/2018	INTERNET SERVICE	209-1603-43770	54.25
POLLARDWATER	0115929	08/20/2018	2-1/2X10 NITR RUB FIE HOSE	209-1603-80845	232.96
POLLARDWATER	0115929	08/20/2018	4.5 10' TEST HOSE	209-1603-80845	470.00
POLLARDWATER	0115929	08/20/2018	4.5 BIGBOY FLOWTEST KIT L/H...	209-1603-80845	2,225.00
POLLARDWATER	0115929	08/20/2018	FIRE FLOW TEST KIT 2 PITOTLES...	209-1603-80845	2,352.00
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	209-1603-43780	388.82
XEROX CORP.	094125038	08/20/2018	BASE CHARGE/METER USAGE	209-1603-43770	305.56
TESTON'S FREEWAY CHEVRON	24527	08/20/2018	FUEL ALL TRUCKS 07/18	209-1603-43316	343.35
FIRE PROGRAMS SOFTWARE	7718	08/20/2018	SUPPORT & UPGRADE SERVICE	209-1603-43770	2,015.00
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	209-1603-43775	117.25
REED'S TIRE CENTER	5579	08/24/2018	11R22.5 HERCULES H309 TIRES ...	209-1603-47420	680.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
POLLARDWATER	0117091	08/31/2018	MANUAL FLOW TEST KIT	209-1603-80845	778.93
NEW MEXICO GAS COMPANY, I...	082018	08/31/2018	GAS BILL FIRE SOUTH STATION	209-1603-43780	23.19
NEW MEXICO FIRE & EMS EXPO	082918	08/31/2018	REGISTRATION FEE/SHERYL AS...	209-1603-42310	160.00
NEW MEXICO FIRE & EMS EXPO	082918	08/31/2018	REGISTRATION FEE/MARIE PRE...	209-1603-42310	160.00
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	209-1603-43780	438.84
MARIE PRESTIDGE	090618	08/31/2018	ADVANCED TRAVEL/SOCORRO	209-1603-42310	408.00
KRISTEL KUHLMANN	090618	08/31/2018	ADVANCED TRAVEL/SOCORRO	209-1603-42310	457.98
SHERYL ASHBAUGH	091018	08/31/2018	ADVANCED TRAVEL/SOCORRO	209-1603-42310	185.98
LYNN'S LANDSCAPE	7018	08/31/2018	COMPLETE CLEAN-UP/NORTH F...	209-1603-47405	678.13
Fund 209 - Fire Total:					13,043.39

Fund: 214 - Lodgers Tax

GRIFFIN & ASSOCIATES MARKET...	13302	08/08/2018	ADVERTISING/CITY	214-2503-47597	3,315.00
GRIFFIN & ASSOCIATES MARKET...	13302	08/08/2018	ACCOUNT MANAGEMENT	214-2503-48599	382.42
LINDMARK OUTDOOR MEDIA	9322	08/20/2018	ADVERTISING/CITY	214-2503-47597	422.42
LINDMARK OUTDOOR MEDIA	9324	08/20/2018	ADVERTISING/CITY	214-2503-47597	422.42
VETERANS MEMORIAL TRUST B...	082118	08/24/2018	REIMBURSEMENT/LODGERS TAX	214-2503-47406	267.80
JOHN DEERE CREDIT, INC.	2036961	08/24/2018	LEASE PAYMENT/FAIRWAY M...	214-2503-44810	950.73
RUANNA WALDRUM	804	08/24/2018	ADVERTISING/TOURISM BOARD	214-2503-47597	436.27
GERONIMO TRAIL SCENIC BYW...	082018	08/31/2018	MONTHLY DRAW 07/18	214-2503-48815	416.66
Fund 214 - Lodgers Tax Total:					6,613.72

Fund: 216 - Muni Street

REED'S TIRE CENTER	5529	08/03/2018	tire repair 120 grader	216-4503-47420	48.83
SHARE CORP.	62300	08/03/2018	Disinfecting Wipes	216-4503-44607	78.00
SHARE CORP.	62300	08/03/2018	Granular Weed Control	216-4503-44607	470.00
SHARE CORP.	62300	08/03/2018	Gatorade Assorted	216-4503-44615	238.50
SIERRA AUTO/CARQUEST	ID-233238	08/03/2018	coupling	216-4503-47420	4.64
SIERRA AUTO/CARQUEST	ID-233238	08/03/2018	coupling	216-4503-47420	3.48
SIERRA AUTO/CARQUEST	ID-233238	08/03/2018	hose for G-34733	216-4503-47420	99.50
SIERRA AUTO/CARQUEST	ID-233452	08/03/2018	Dash Valve - G-31161	216-4503-47420	75.32
SIERRA AUTO/CARQUEST	ID-233452	08/03/2018	Tie End Rods (L & R) G-31161	216-4503-47420	79.28
SIERRA AUTO/CARQUEST	ID-233541	08/03/2018	1/8 ferrules for G-31161	216-4503-47420	3.96
SIERRA AUTO/CARQUEST	ID-233541	08/03/2018	new style range shifter for G-31...	216-4503-47420	46.90
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	216-4503-43316	50.91
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	216-4503-47420	38.33
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	216-4503-46731	620.98
NORTHERN TOOL & EQUIPMEN...	40881709	08/20/2018	14" Segmented Blades, 5 pk/for...	216-4503-44607	251.00
B & H OIL CO.	45904/45724	08/20/2018	UNLEADED	216-4503-43316	234.72
B & H OIL CO.	45904/45724	08/20/2018	DIESEL	216-4503-43317	2,319.01
BUD'S SMALL ENGINE REPAIR	1223/1224	08/24/2018	4 Stroke Gas Weedeater - for w...	216-4503-44607	249.00
BUD'S SMALL ENGINE REPAIR	1223/1224	08/24/2018	Repair Weedeater - Labor	216-4503-44607	34.99
PETE'S EQUIPMENT, INC.	27367	08/24/2018	Main Broom 66"/Pelican Sweep...	216-4503-47420	601.20
BANK OF AMERICA	205952	08/31/2018	Steering Wheel Cover/G-47965	216-4503-44607	12.96
T & T TRAILER SALES, LLC	7213	08/31/2018	20' x 82" Heavy Duty Trailer	216-4503-80845	4,399.00
T & T TRAILER SALES, LLC	7213	08/31/2018	Spare tire for trailer	216-4503-80845	125.00
Fund 216 - Muni Street Total:					10,085.51

Fund: 217 - Recreation

SOUTHWEST SIGN SERVICE	10817	08/20/2018	Sign/Dog Park	217-1703-44607	726.48
Fund 217 - Recreation Total:					726.48

Fund: 294 - State Library

TDS	081518	08/20/2018	INTERNET SERVICE/LIBRARY	294-5003-48599	108.45
XEROX CORP.	094006607	08/20/2018	METER USAGE	294-5003-48599	12.97
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	294-5003-43775	83.17
Fund 294 - State Library Total:					204.59

Fund: 295 - Muni Pool

NEW MEXICO GAS COMPANY, I...	072018	08/03/2018	GAS BILL/SWIMMING POOL	295-4803-43780	356.16
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	295-4803-43780	1,596.73
POOL PRO, LLC	180702	08/03/2018	Acid Magic 15 gal-Pool	295-4803-44607	345.00
POOL PRO, LLC	180702	08/03/2018	50# Calcium Hypochlorite-Pool	295-4803-44607	488.00
POOL PRO, LLC	180702	08/03/2018	Shipping	295-4803-44607	105.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUILL CORPORATION	8477466	08/03/2018	Dell E525W Yellow-Pool	295-4803-44606	62.09
QUILL CORPORATION	8477466	08/03/2018	Dell E525W Cyan-Pool	295-4803-44606	62.09
QUILL CORPORATION	8477466	08/03/2018	Dell E525W Magenta-Pool	295-4803-44606	62.09
QUILL CORPORATION	8477466	08/03/2018	Dell E525W Black-Pool	295-4803-44606	60.29
QUILL CORPORATION	8477466	08/03/2018	Cardinal Business Card File Refill...	295-4803-44606	35.96
QUILL CORPORATION	8477466	08/03/2018	2018-2019 Day Designer Desk P...	295-4803-44606	11.69
QUILL CORPORATION	8477466	08/03/2018	Avery A-Z tabs-Pool	295-4803-44606	7.37
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	295-4803-41226	28.80
SIERRA COUNTY SENTINEL	103453/103472	08/08/2018	Hlep Wanted Ad	295-4803-43740	20.35
LIFEGUARD STORE INC	730980	08/20/2018	Lifeguard umbrella-Pool	295-4803-44607	154.90
LIFEGUARD STORE INC	730980	08/20/2018	Shipping	295-4803-44607	31.50
LIFEGUARD STORE INC	730980	08/20/2018	Deluxe leaf rake 20"x6"-Pool	295-4803-44607	28.00
LIFEGUARD STORE INC	730980	08/20/2018	12.5" outdoor wall clock-Pool	295-4803-44607	19.00
LIFEGUARD STORE INC	730980	08/20/2018	8'-16' telescope alum pole-Pool	295-4803-44607	84.00
LIFEGUARD STORE INC	730980	08/20/2018	Adult sm flex vest-Pool	295-4803-44615	99.20
LIFEGUARD STORE INC	730980	08/20/2018	Rocky mountain pump 32oz. su...	295-4803-44615	33.00
POOL PRO, LLC	082018	08/24/2018	REGISTRATION FEE/KYLE BLACK...	295-4803-42720	315.00
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	295-4803-41226	32.06
NEW MEXICO GAS COMPANY, I...	082018-3	08/31/2018	GAS BILL/SWIMMING POOL	295-4803-43780	291.40
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	295-4803-41226	32.06
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	295-4803-43780	1,685.33
Fund 295 - Muni Pool Total:					6,047.07
Fund: 297 - PD Confidential					
MHQ OF NEW MEXICO	7201	08/24/2018	Kenwood rechargeable battery	297-2203-45607	459.00
MHQ OF NEW MEXICO	7201	08/24/2018	Kenwood speaker microphone	297-2203-45607	442.00
MHQ OF NEW MEXICO	7201	08/24/2018	Kenwood portable radio	297-2203-45607	2,805.00
MHQ OF NEW MEXICO	7201	08/24/2018	Kenwood desktop charger	297-2203-45607	391.00
MHQ OF NEW MEXICO	7201	08/24/2018	Radio programming 4 radios	297-2203-45607	120.00
MHQ OF NEW MEXICO	7201	08/24/2018	Kenwood VHF antenna	297-2203-45607	47.60
MHQ OF NEW MEXICO	7201	08/24/2018	Shipping	297-2203-45607	95.00
Fund 297 - PD Confidential Total:					4,359.60
Fund: 302 - Elec Construction					
NEW MEXICO FINANCE AUTHOR...	080218	08/03/2018	ELECTRICAL LOAN PAYMENT	302-4603-12906	9,914.21
Fund 302 - Elec Construction Total:					9,914.21
Fund: 303 - Vet Wall					
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	303-4703-43775	156.44
AMERICAN LASER MARK, INC	093207	08/24/2018	VIETNAM VETERANS MEMORIA...	303-4703-60840	16,637.00
AMERICAN LASER MARK, INC	093344	08/24/2018	Shipping/Handling of parts to bu...	303-4703-60840	200.00
AMERICAN LASER MARK, INC	093344	08/24/2018	Replacement Panels for Vet. Wa...	303-4703-60840	2,900.00
BANK OF AMERICA	817334	08/31/2018	Freight Charges including Insur...	303-4703-60840	584.94
Fund 303 - Vet Wall Total:					20,478.38
Fund: 305 - CI Gen					
BAE SYSTEMS	347903	08/03/2018	E-MAIL SERVICE 08/18	305-6003-43815	435.11
SIERRA VETERINARY SERVICES,L...	42764/42885/42954/43167	08/03/2018	Open PO for the animal shelter	305-6003-60820	455.66
TRACTOR SUPPLY COMPANY	100056358	08/08/2018	10% Discount	305-6003-60820	-60.00
TRACTOR SUPPLY COMPANY	100056358	08/08/2018	10% discount	305-6003-60820	-9.50
TRACTOR SUPPLY COMPANY	100056358	08/08/2018	4 Health 35lb	305-6003-60820	599.80
TRACTOR SUPPLY COMPANY	100056358	08/08/2018	4 Health 18lb	305-6003-60820	94.95
ALBUQUERQUE PET MEMORIAL...	18437	08/31/2018	VET SHELTER CREMATIONS	305-6003-60820	218.90
Fund 305 - CI Gen Total:					1,734.92
Fund: 306 - CI It Uti					
NEW MEXICO FINANCE AUTHOR...	080218-1	08/03/2018	WATER TANK LOAN PAYMENT	306-6103-12902	10,022.32
NEW MEXICO FINANCE AUTHOR...	080218-2	08/03/2018	TORC18 LOAN PAYMENT	306-6103-12918	690.58
NEW MEXICO FINANCE AUTHOR...	080218-3	08/03/2018	TORC19 LOAN PAYMENT	306-6103-12919	7,598.71
SMITH ENGINEERING COMPANY	48651	08/24/2018	SERVICES/WWTP PHASE 2A	306-6103-80845	431.50
SMITHCO CONSTRUCTION INC.	PAY REQUEST 10	08/24/2018	CONSTRUCTION/WWTP PHASE ...	306-6103-80845	166,709.52
Fund 306 - CI It Uti Total:					185,452.63

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 309 - USDA WWTP					
SMITH ENGINEERING COMPANY	48532	08/24/2018	SERVICES/WWTP IMPROVE PH...	309-6403-60810	29,121.40
Fund 309 - USDA WWTP Total:					29,121.40
Fund: 312 - R&R Airport					
DOT/FAA/MMAC	CRACKSEAL-01	08/20/2018	REFUND/CRACK SEAL PROJECT ...	312-8403-60403	2,086.53
Fund 312 - R&R Airport Total:					2,086.53
Fund: 501 - Cemetary					
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	501-1803-43780	410.13
Fund 501 - Cemetary Total:					410.13
Fund: 502 - Util Office - Pool					
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	502-3601-43780	421.65
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	502-3601-43775	113.12
HERALD PUBLISHING CO., INC.	11486	08/03/2018	HELP WANTED ADS/UTILITY OFF..	502-3601-43740	24.41
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	502-3601-41226	200.93
CREDA	080618	08/08/2018	CREDA BILLING 08/18	502-3601-43770	607.57
SIERRA COUNTY SENTINEL	13472-1	08/08/2018	HELP WANTED ADS/UTILITY OFF..	502-3601-43740	20.34
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	502-3601-46731	310.49
XEROX CORP.	093888091	08/20/2018	METER USAGE	502-3601-44810	5.42
XEROX CORP.	094006601	08/20/2018	BASE CHARGE/METER USAGE	502-3601-44810	51.28
XEROX CORP.	094125028	08/20/2018	BASE CHARGE/METER USAGE	502-3601-44810	415.42
XEROX CORP.	094125029	08/20/2018	BASE CHARGE/METER USAGE	502-3601-44810	52.79
XEROX CORP.	155398735	08/20/2018	FREIGHT CHARGE	502-3601-44810	8.63
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Bic Xtra-life mechanical pencils	502-3601-44606	2.44
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Rubber bands #54	502-3601-44606	1.24
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Rubber bands #64	502-3601-44606	2.37
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Rubber bands #33	502-3601-44606	2.37
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Staples Oops correction tape	502-3601-44606	4.35
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Staples writing pads narrow rul...	502-3601-44606	8.38
STAPLES CONTRACT & COMME...	3386159502	08/20/2018	Staples copy paper	502-3601-44606	147.35
B & H OIL CO.	45905	08/20/2018	UNLEADED	502-3601-43316	458.39
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	502-3601-43775	603.42
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFIT PR ENDING 08/03/18	502-3601-41226	206.71
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	502-3601-41226	206.71
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	502-3601-43780	335.69
POSTMASTER	083018	08/31/2018	POSTAGE	502-3601-43735	5,000.00
PITNEY BOWES INC.	1009077197	08/31/2018	E-Z SEAL SEALING SOLUTION	502-3601-44606	64.59
JET-SON GARAGE & HOBBIE	11117	08/31/2018	Install a 2153 Windshield- For O...	502-3601-47420	300.00
Fund 502 - Util Office - Pool Total:					9,576.06
Fund: 503 - Electric					
NEW MEXICO GAS COMPANY, I...	072518	08/03/2018	GAS BILLS	503-3702-43780	21.27
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	503-3702-43780	4,914.55
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	503-3702-43775	56.56
HERALD PUBLISHING CO., INC.	114861	08/03/2018	HELP WANTED ADS/ELECTRIC D...	503-3702-43740	24.68
TRIPLE H SOLAR, LLC	138	08/03/2018	SERVICES/ELECTRIC DEPT	503-3702-48599	488.84
MERCHANT JOB TRAINING & SA...	4241	08/03/2018	TUTION/WILLIAM MONTOYA	503-3702-42720	550.00
MERCHANT JOB TRAINING & SA...	4241	08/03/2018	TUTION/CHRIS REES	503-3702-42720	550.00
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	503-3702-41226	302.59
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	503-3702-43316	15.00
SIERRA ELECTRIC CO-OP, INC.	080618	08/08/2018	MIMS CITY LIGHTS	503-3702-43780	574.54
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	503-3702-47420	35.37
SIERRA ELECTRIC CO-OP, INC.	080618-1	08/08/2018	POWER SERVICE 07/18	503-3702-50795	256,727.28
BOHANNAN HUSTON INC	102606	08/08/2018	SERVICES/CIELO VISTA	503-3702-48599	1,469.80
SIERRA COUNTY SENTINEL	103472-2	08/08/2018	HELP WANTED ADS/ELECTRIC D...	503-3702-43740	20.34
TWIN PALMS EMBROIDERY, LLC	2013	08/08/2018	Uniform embroidery for Priscilla..	503-3702-42620	30.00
SSA SOLAR OF NM 4, LLC	9873	08/08/2018	POWER SERVICE 07/18	503-3702-50795	25,291.05
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	503-3702-46731	4,967.84
CITY UTILITIES	081418	08/20/2018	CITY LANDFILL BILLS	503-3702-43780	7.00
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	503-3702-43780	212.80
XEROX CORP.	094006610	08/20/2018	BASE CHARGE/METER USAGE	503-3702-44810	37.49

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALTEC INDUSTRIES, INC	11002588	08/20/2018	Synthetic Rope-115 Ft./4 in.soft...	503-3702-47420	700.86
TRI-STATE GENERATION & TRA...	301716	08/20/2018	POWER SERVICE 07/18	503-3702-50795	35,809.79
B & H OIL CO.	45908	08/20/2018	UNLEADED	503-3702-43316	483.05
B & H OIL CO.	45908	08/20/2018	DIESEL	503-3702-43317	865.98
BANK OF AMERICA	510388	08/20/2018	Womens Lightweight Split V-Ne...	503-3702-42620	58.40
BANK OF AMERICA	510388	08/20/2018	Womens Lightweight Split V-Ne...	503-3702-42620	59.96
BANK OF AMERICA	510388	08/20/2018	Pemberly Row Big Sur Highboy ...	503-3702-44606	222.99
NM EDGE	5880	08/20/2018	REGISTRATION FEE/PRISCILLA F...	503-3702-42720	540.00
QUILL CORPORATION	9075338	08/20/2018	Tan Clipboards 9X12-1/2"	503-3702-44606	7.82
QUILL CORPORATION	9075338	08/20/2018	Dry Erase Marker- Fine Tip 4/Set	503-3702-44606	4.61
QUILL CORPORATION	9075338	08/20/2018	Westcott 12" Acrylic Ruler	503-3702-44606	4.42
QUILL CORPORATION	9075338	08/20/2018	Metal Business Card Holder	503-3702-44606	4.18
QUILL CORPORATION	9075338	08/20/2018	2018-2019 Monthly Desk Pad Ca...	503-3702-44606	11.94
QUILL CORPORATION	9075338	08/20/2018	DYMO 1/2" Label Tape	503-3702-44606	29.55
QUILL CORPORATION	9075338	08/20/2018	Chairmat 36"X48"	503-3702-44606	56.95
QUILL CORPORATION	9075338	08/20/2018	Comman Refill Strips 16/Pack	503-3702-44606	11.43
QUILL CORPORATION	9075338	08/20/2018	Expo Dry Erase Starter Set	503-3702-44606	8.96
QUILL CORPORATION	9075338	08/20/2018	BIC brite liner Highlighter 24/Pa...	503-3702-44606	8.07
QUILL CORPORATION	9075338	08/20/2018	Envelopes, 10"X13"- 100/Box	503-3702-44606	14.52
QUILL CORPORATION	9075338	08/20/2018	Cork Bulletin Board, 3'X2' Oak F...	503-3702-44606	59.80
QUILL CORPORATION	9075338	08/20/2018	Whiteboard 6'Wx4'H	503-3702-44606	153.81
WESTERN AREA POWER ADMIN	JJPB1798A0718	08/20/2018	POWER SERVICE 07/18	503-3702-50795	52,224.88
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	503-3702-43775	42.84
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	503-3702-41226	281.62
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	Deadend Grip #2	503-3702-47415	165.00
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	2Triplex Conch 1800' Reel	503-3702-47415	3,348.00
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	4 SD Bare CU Solid 200' Spl BSO...	503-3702-47415	900.00
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	Stirrup, Square Bail, 2-6 ACSR, 1...	503-3702-47415	487.50
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	Bracket Insulated (J-10)	503-3702-47415	222.75
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	Dead End Grip 2/0	503-3702-47415	147.50
WESTERN UNITED ELECTRIC	4119728/4120384	08/24/2018	Fuse Link Type K 10 Amp	503-3702-47415	99.00
WESTERN UNITED ELECTRIC	4120385	08/24/2018	BRACE ARM WOOD #PSCRA6018	503-3702-47415	368.75
WESTERN UNITED ELECTRIC	4120385	08/24/2018	PIN POLE TOP W/NYLON THRD ...	503-3702-47415	234.00
I'LL DO IT ELECTRIC	82118	08/24/2018	Dig 5' Hole & Set Pole/Labor	503-3702-47415	434.00
NEW MEXICO GAS COMPANY, I...	082318	08/31/2018	GAS BILLS	503-3702-43780	21.24
VILLAGE OF WILLIAMSBURG	082718	08/31/2018	FRANCHISE TAX APRIL-JUNE 20...	503-3702-45796	4,628.60
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	503-3702-41226	281.62
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	503-3702-43780	4,916.42
BANK OF AMERICA	700032	08/31/2018	Registration Fee/ John Chapman	503-3702-42720	50.00
TRAFFIC SIGNAL CONTROLS, INC	71171	08/31/2018	12" Red Ball Tinted XL ETL & ITE...	503-3702-47415	78.00
CHERRILL'S WESTERN	907339	08/31/2018	Steel Toe Boots/ Randy Burditt	503-3702-44615	150.00
ADVANCED TOWER SERVICES, I...	9434	08/31/2018	Labor for structural mapping of ...	503-3702-47415	900.00
ADVANCED TOWER SERVICES, I...	9434	08/31/2018	Labor/2 man crew/Inspection	503-3702-47415	1,773.44
IRBY SUPPLY CO.	5010894614	08/31/2018	Gree NR1 Runner Assy; Nut	503-3702-44607	155.40
IRBY SUPPLY CO.	5010894614	08/31/2018	Klei Parallel Jaw Grip	503-3702-44607	170.88
IRBY SUPPLY CO.	5010894614	08/31/2018	Milw 2765-22 7/16 Impact Wre...	503-3702-44607	539.40
IRBY SUPPLY CO.	5010894614	08/31/2018	Gree Apdapter Assy; Hex	503-3702-44607	51.77
Fund 503 - Electric Total:					408,086.70

Fund: 504 - Water

NEW MEXICO GAS COMPANY, I...	072518	08/03/2018	GAS BILLS	504-3803-43780	26.93
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	504-3803-43780	10,693.13
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	504-3803-43775	56.56
SIERRA AUTO/CARQUEST	ID-232577	08/03/2018	Gasket Maker-Red-For Morgan ...	504-3803-47415	12.42
SIERRA AUTO/CARQUEST	ID-232577	08/03/2018	Gasket Material-For Morgan Bo...	504-3803-47415	4.12
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	504-3803-41226	227.30
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	504-3803-43316	150.00
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	504-3803-47420	162.78
TAXATION AND REVENUE	080718	08/08/2018	WATER CONSERVATION FEE 07...	504-3803-43797	1,461.54
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	504-3803-46731	4,967.84
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	504-3803-43780	497.79

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COOPERATIVE EDUCATIONAL S...	24-078800	08/20/2018	Groundwater Contour Map	504-3803-48598	3,641.87
BAKER UTILITY SUPPLY CORP.	254138	08/20/2018	Full Circle 06"x12.5"STL06.56to...	504-3803-47415	1,307.20
BAKER UTILITY SUPPLY CORP.	254138	08/20/2018	Full Circle 04"x07.5"STL 04.45 to...	504-3803-47415	653.50
BAKER UTILITY SUPPLY CORP.	254138	08/20/2018	Full Circle 06"x 7.5"STL 06.56 to...	504-3803-47415	814.50
BAKER UTILITY SUPPLY CORP.	254138	08/20/2018	Cement Glue Quart Blue	504-3803-47415	240.00
BAKER UTILITY SUPPLY CORP.	254138	08/20/2018	Wrap Clamp 1.05x3" or 3/4" for...	504-3803-47415	248.00
CURRENT ELECTRIC, INC	2699	08/20/2018	Maxon Radios	504-3803-44613	3,360.00
CURRENT ELECTRIC, INC	2699	08/20/2018	Software and Programming Cab...	504-3803-80810	110.00
CURRENT ELECTRIC, INC	2699	08/20/2018	Connectors installed on existing...	504-3803-80810	430.00
CURRENT ELECTRIC, INC	2699	08/20/2018	Lightning Arrestors	504-3803-80810	525.00
CURRENT ELECTRIC, INC	2699	08/20/2018	BNC to N Male Jumper Cables	504-3803-80810	245.00
CURRENT ELECTRIC, INC	2699	08/20/2018	Installation,Cable,Antenna testi...	504-3803-80810	8,534.45
B & H OIL CO.	45907/45778	08/20/2018	UNLEADED	504-3803-43316	777.87
B & H OIL CO.	45907/45778	08/20/2018	DIESEL	504-3803-43317	1,334.30
NM EDGE	5871	08/20/2018	REGISTRATION FEE/RUBY OTER...	504-3803-42720	490.00
CHERRILL'S WESTERN	907329	08/20/2018	Steel Toe Boots- Tino Luna	504-3803-44615	150.00
STEVE BELL CONSTRUCTION	C17397	08/20/2018	Basecourse- For Water Line Rep...	504-3803-47415	288.00
STEVE BELL CONSTRUCTION	C17397	08/20/2018	Bedding Sand- For Water Line R...	504-3803-47415	114.00
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	504-3803-43775	66.04
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	504-3803-41226	234.86
NEW MEXICO GAS COMPANY, I...	082318	08/31/2018	GAS BILLS	504-3803-43780	27.80
VILLAGE OF WILLIAMSBURG	082718	08/31/2018	FRANCHISE TAX APRIL-JUNE 20...	504-3803-45796	842.15
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	504-3803-41226	234.86
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	504-3803-43780	10,716.27
DRILLCO NATIONAL GROUP	277119	08/31/2018	16" Quick Silver Blade-For Pav...	504-3803-44607	498.00
CHERRILL'S WESTERN	907336	08/31/2018	Wrangler Jeans-Salvador Marti...	504-3803-42620	138.00
CHERRILL'S WESTERN	907336	08/31/2018	Wrangler Shirts LS	504-3803-42620	138.00
Fund 504 - Water Total:					54,420.08

Fund: 505 - Solid Waste

NEW MEXICO GAS COMPANY, I...	071818-2	08/03/2018	GAS BILL/RECYCLE CENTER	505-3904-43780	23.17
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	505-3904-43780	530.64
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	505-3904-43775	56.56
CHERRILL'S WESTERN	4898-17	08/03/2018	Steel Toe Boots/Kristen Weddle	505-3904-44615	150.00
CHERRILL'S WESTERN	4898-17	08/03/2018	Steel Toe Boots/Ryan Vallejos	505-3904-44615	150.00
CHERRILL'S WESTERN	4898-17	08/03/2018	Steel Toe Boots/Shannon Crow...	505-3904-44615	150.00
SIERRA AUTO/CARQUEST	ID-233167	08/03/2018	AC valve core for 420F Cat Back...	505-3904-47420	3.49
SIERRA AUTO/CARQUEST	ID-233167	08/03/2018	fitting	505-3904-47420	6.78
WAGNER EQUIPMENT CO.	P10C0696678	08/03/2018	Cutting edges (Bucket)	505-3904-47420	326.80
WAGNER EQUIPMENT CO.	P10C0696678	08/03/2018	Plate stabilizer	505-3904-47420	82.41
WAGNER EQUIPMENT CO.	P10C0696678	08/03/2018	Stabilizer pads assy	505-3904-47420	529.26
WAGNER EQUIPMENT CO.	P10C0696678	08/03/2018	Air dryer (A/C)	505-3904-47420	69.25
WAGNER EQUIPMENT CO.	P10C0696678	08/03/2018	Locknuts	505-3904-47420	3.64
WAGNER EQUIPMENT CO.	P10C0696678	08/03/2018	Bolts (stabilizer)	505-3904-47420	26.90
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	505-3904-41226	283.08
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	505-3904-43316	221.13
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	505-3904-47420	305.89
SUN VALLEY, INC.	139332/6	08/08/2018	weed sprayer, inventory and de...	505-3904-44607	59.97
SUN VALLEY, INC.	139332/6	08/08/2018	Long arm grabber for picking tr...	505-3904-44607	131.94
SUN VALLEY, INC.	139332/6	08/08/2018	nuts and bolts inventory	505-3904-44607	3.89
SUN VALLEY, INC.	139332/6	08/08/2018	3-1/2"hd pin clip pin for new tr...	505-3904-44607	4.99
SUN VALLEY, INC.	139332/6	08/08/2018	Ext S/G Neutral BS Paint invent...	505-3904-44607	152.39
SUN VALLEY, INC.	139332/6	08/08/2018	PD 12 oz GLS BLK Enamel inven...	505-3904-44607	21.54
SUN VALLEY, INC.	139332/6	08/08/2018	2" Bristle chip brush inventory	505-3904-44607	17.88
SUN VALLEY, INC.	139332/6	08/08/2018	QT Phalo BLU Colorant inventory	505-3904-44607	22.54
SUN VALLEY, INC.	139332/6	08/08/2018	1 lb fire ant killer kill ant hills ar...	505-3904-44607	11.99
SUN VALLEY, INC.	139332/6	08/08/2018	24 oz workers cotton mop to m...	505-3904-44607	9.49
SUN VALLEY, INC.	139332/6	08/08/2018	Plain single sided car key ftons ...	505-3904-44607	6.36
SUN VALLEY, INC.	139332/6	08/08/2018	nuts and bolts inventory	505-3904-44607	7.49
SUN VALLEY, INC.	139332/6	08/08/2018	100 pk utility blades inventory	505-3904-44607	12.99
SUN VALLEY, INC.	139359/6	08/08/2018	D- 16 Fire extinguisher signs for...	505-3904-44615	17.08

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTO PARTS, INC.	370706	08/08/2018	DEF fluid for trucks and equipm...	505-3904-47420	215.80
WAGNER EQUIPMENT CO.	P10C0697038	08/08/2018	inline fue filter for 420F Cat Bac...	505-3904-47420	65.96
WAGNER EQUIPMENT CO.	P10C0697038	08/08/2018	fumes disposal filter for 420F Ca...	505-3904-47420	81.12
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	505-3904-46731	4,967.84
CITY UTILITIES	081418	08/20/2018	CITY LANDFILL BILLS	505-3904-34601	23,474.28
XEROX CORP.	094125039	08/20/2018	BASE CHARGE/METER USAGE	505-3904-44810	45.73
RELIANCE STEEL	430743	08/20/2018	3/4" x 3/4" x 240.0000" square ...	505-3904-47420	90.00
B & H OIL CO.	45902	08/20/2018	UNLEADED	505-3904-43316	381.00
B & H OIL CO.	45902	08/20/2018	DIESEL	505-3904-43317	2,487.33
DESERT GRAPHICS INC.	5424	08/20/2018	Plate/ Welded on Deadache rac...	505-3904-47420	162.75
DESERT GRAPHICS INC.	5424	08/20/2018	ECCO Reflex Ser. 11" Mini LED L...	505-3904-47420	399.90
DESERT GRAPHICS INC.	5424	08/20/2018	ECCO Wire Harness Kit	505-3904-47420	59.98
DESERT GRAPHICS INC.	5424	08/20/2018	Labor install lights and wiring kit	505-3904-47420	325.50
DESERT GRAPHICS INC.	5424	08/20/2018	Freight/ Shipping/ Handling	505-3904-47420	30.00
REED'S TIRE CENTER	5564	08/20/2018	Carlisle 12 x 16.5 Ultra guard tir...	505-3904-47420	960.00
REED'S TIRE CENTER	5564	08/20/2018	9.75 x 16.5 Rims for Case SV 250...	505-3904-47420	720.00
REED'S TIRE CENTER	5576	08/20/2018	Two tire mounts for case forklift	505-3904-47420	97.65
CHERRILL'S WESTERN	907330	08/20/2018	Steel toe boots/Matthew Grans...	505-3904-44615	150.00
CHERRILL'S WESTERN	907330	08/20/2018	Steel toe boots/Martin Gonzales	505-3904-44615	150.00
BORDER INTERNATIONAL, LLP	X400023330	08/20/2018	Oil Pressure Sensor G- 90258	505-3904-47420	41.04
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	505-3904-43775	168.11
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	505-3904-41226	295.04
PAM'S CLEANING	1001	08/24/2018	removal of weeds at transfer st...	505-3904-43403	868.00
PAM'S CLEANING	1001	08/24/2018	Tipping fees	505-3904-43403	150.00
ACCENT WIRE PRODUCTS	393054	08/24/2018	freight	505-3904-44607	150.00
ACCENT WIRE PRODUCTS	393054	08/24/2018	12x14'-0" (125/ bdl) quicksilver ...	505-3904-44607	1,257.00
RELIABLE CHEVROLET INC.	816357	08/24/2018	freight	505-3904-47420	10.00
RELIABLE CHEVROLET INC.	816357	08/24/2018	seat belt assy G-66541	505-3904-47420	159.00
SIERRA VISTA HOSPITAL	080118-3	08/31/2018	Collection Fees/ Solid Waste De...	505-3904-44615	25.00
NEW MEXICO GAS COMPANY, I...	082018-1	08/31/2018	GAS BILL/RECYCLE CENTER	505-3904-43780	21.44
VILLAGE OF WILLIAMSBURG	082718	08/31/2018	FRANCHISE TAX APRIL-JUNE 20...	505-3904-45796	1,206.25
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	505-3904-41226	295.04
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	505-3904-43780	631.13
DESERT GRAPHICS INC.	5442	08/31/2018	Labor	505-3904-47420	244.13
DESERT GRAPHICS INC.	5442	08/31/2018	BOYO Rear View Camera system...	505-3904-47420	189.99
DESERT GRAPHICS INC.	5442	08/31/2018	freight/ shipping/ handling	505-3904-47420	15.00
CHERRILL'S WESTERN	907334	08/31/2018	Steel Toe Boots-Jeremiah Easley	505-3904-44615	150.00
CHERRILL'S WESTERN	907335	08/31/2018	Shirts- Matthew Grandsbury	505-3904-42620	137.94
CHERRILL'S WESTERN	907335	08/31/2018	Wrangler Jeans- Matthew Gran...	505-3904-42620	143.94
Fund 505 - Solid Waste Total:					44,422.43

Fund: 506 - WWTP

NEW MEXICO GAS COMPANY, I...	072718	08/03/2018	GAS BILL/VACUUM STATION	506-4005-43780	23.08
CITY UTILITIES	073118	08/03/2018	CITY UTILITIES CYCLE C&D	506-4005-43780	7,938.46
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	506-4005-43775	113.12
HERALD PUBLISHING CO., INC.	11474	08/03/2018	NOTICE/DISCHARGE PERMIT N...	506-4005-43740	24.74
SHARE CORP.	61406	08/03/2018	Formula 10 Degreaser 55 gal- F...	506-4005-44605	935.00
SHARE CORP.	61407	08/03/2018	Bio Flow Blocks Blue- For Lift St...	506-4005-44605	495.00
SHARE CORP.	61674	08/03/2018	Black Nitrile Gloves-XL	506-4005-44615	265.86
SHARE CORP.	61674	08/03/2018	Black Nitrile Gloves-LG	506-4005-44615	221.55
DPC INDUSTRIES, INC.	74700177818	08/03/2018	4% Delivery Fee	506-4005-44605	36.00
DPC INDUSTRIES, INC.	74700177818	08/03/2018	150 lbs Chlorine Cylinders	506-4005-44605	900.00
DPC INDUSTRIES, INC.	DE7400042118	08/03/2018	Demurrage/Rental of Chlorine ...	506-4005-44607	45.00
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	506-4005-41226	245.34
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	506-4005-43316	15.00
INTERNAL SERVICE FUND	080618	08/08/2018	OIL-MAINT-SAFETY 07/18	506-4005-47420	24.36
VILLAGE OF WILLIAMSBURG	080718	08/08/2018	SEWER RECEIPTS 07/18	506-4005-48798	4,117.93
SUN VALLEY, INC.	139282/6	08/08/2018	2" PVC Union	506-4005-47415	23.98
SUN VALLEY, INC.	139282/6	08/08/2018	1-1/2" 90D S80 PVC Elbow	506-4005-47415	26.94
SUN VALLEY, INC.	139282/6	08/08/2018	1-1/2" PVC Ball Valve	506-4005-47415	26.23
SUN VALLEY, INC.	139282/6	08/08/2018	1-1/2" PVC Union	506-4005-47415	33.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SUN VALLEY, INC.	139282/6	08/08/2018	1-1/2" SCH 80 PVC Coupling	506-4005-47415	35.92
SUN VALLEY, INC.	139282/6	08/08/2018	1-1/2" SCH 80 PVC Tee	506-4005-47415	35.97
SUN VALLEY, INC.	139282/6	08/08/2018	1-1/2" SCH 80 FML Adapter	506-4005-47415	42.45
SUN VALLEY, INC.	139282/6	08/08/2018	2" 90D SCH 40 PVC Elbow	506-4005-47415	5.98
SUN VALLEY, INC.	139282/6	08/08/2018	3x10' D & S Solid PVC Pipe	506-4005-47415	26.07
SUN VALLEY, INC.	139282/6	08/08/2018	3" S & D Coupling	506-4005-47415	4.98
SUN VALLEY, INC.	139282/6	08/08/2018	3" 90D S & D PVC San Elbow	506-4005-47415	21.96
SUN VALLEY, INC.	139282/6	08/08/2018	3" S & D Bull Nose Tee	506-4005-47415	7.58
SUN VALLEY, INC.	139282/6	08/08/2018	2" SXMIP Male Adapter	506-4005-47415	6.98
INTERLAB	22317	08/08/2018	Bod-Influent	506-4005-44605	140.00
INTERLAB	22317	08/08/2018	TSS-Effluent	506-4005-44605	60.00
INTERLAB	22317	08/08/2018	Bod-Effluent	506-4005-44605	140.00
INTERLAB	22317	08/08/2018	Cadmium	506-4005-44605	375.00
INTERLAB	22317	08/08/2018	TSS-Influent	506-4005-44605	211.69
INTERLAB	22317	08/08/2018	Acrylonitrile	506-4005-44605	1,050.00
INTERLAB	22377	08/08/2018	% Solids Testing	506-4005-44605	16.24
INTERLAB	22377	08/08/2018	Membrane Method for Fecal Co..	506-4005-44605	64.99
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	506-4005-46731	5,278.33
CITY UTILITIES	081418	08/20/2018	CITY LANDFILL BILLS	506-4005-43780	6.00
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	506-4005-43780	400.30
RED BUD SUPPLY, INC	15105	08/20/2018	50 lb Pail of Red Hot-For Grease...	506-4005-47425	421.11
Q A BALANCE SERVICES INC	2240	08/20/2018	DO Meters	506-4005-48598	102.00
Q A BALANCE SERVICES INC	2240	08/20/2018	PH Meters	506-4005-48598	91.00
Q A BALANCE SERVICES INC	2240	08/20/2018	Balances	506-4005-48598	91.00
Q A BALANCE SERVICES INC	2240	08/20/2018	Colormeters	506-4005-48598	102.00
B & H OIL CO.	45906	08/20/2018	UNLEADED	506-4005-43316	594.74
B & H OIL CO.	45906	08/20/2018	DIESEL	506-4005-43317	49.87
AQUA ENVIRONMENTAL TESTI...	4944	08/20/2018	WeeklyTesting- E-Coll (June27-J...	506-4005-44605	242.50
AQUA ENVIRONMENTAL TESTI...	4944	08/20/2018	TAX	506-4005-44605	16.37
DPC INDUSTRIES, INC.	DE7400050118	08/20/2018	Demurrage/Rental of Chlorine ...	506-4005-44607	50.00
UPS	F7093X318	08/20/2018	DELIVERY SERVICE	506-4005-43735	50.86
UPS	F7093X328	08/20/2018	DELIVERY SERVICE	506-4005-43735	93.51
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	506-4005-43775	104.14
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	506-4005-41226	236.73
HELENA CHEMICALS	14118481	08/24/2018	Burning Sulfur 50lb Bag-For Bur...	506-4005-43416	720.00
INTERLAB	22387	08/24/2018	TKN	506-4005-44605	320.00
INTERLAB	22387	08/24/2018	TDS	506-4005-44605	120.00
INTERLAB	22387	08/24/2018	NO3N	506-4005-44605	120.00
INTERLAB	22387	08/24/2018	Chloride	506-4005-44605	159.20
REED'S TIRE CENTER	5605	08/24/2018	O Ring	506-4005-47420	8.95
REED'S TIRE CENTER	5605	08/24/2018	Left Front Tire Repair	506-4005-47420	33.19
QUEST DIAGNOSTICS LAB, INC.	072618	08/31/2018	Screening & MRO Fee - WWW ...	506-4005-44615	54.40
QUEST DIAGNOSTICS LAB, INC.	072618	08/31/2018	Screening & MRO Fee - WWW ...	506-4005-44615	54.40
QUEST DIAGNOSTICS LAB, INC.	072618	08/31/2018	Screening & MRO Fee - WWW ...	506-4005-44615	54.40
SIERRA VISTA HOSPITAL	080118	08/31/2018	Collection Fee- WWW General ...	506-4005-44615	25.00
SIERRA VISTA HOSPITAL	080118	08/31/2018	Collection Fee- WWW General ...	506-4005-44615	25.00
SIERRA VISTA HOSPITAL	080118	08/31/2018	Collection Fee- WWW General ...	506-4005-44615	25.00
NEW MEXICO GAS COMPANY, I...	082818	08/31/2018	GAS BLL/VACUUM STATION	506-4005-43780	23.05
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	506-4005-41226	236.73
CITY UTILITIES	082918	08/31/2018	CITY UTILITIES CYCLE C&D	506-4005-43780	7,945.18
JAMES, COOKE & HOBSON, INC.	228122	08/31/2018	Rental Control Panel,460/3/60 ...	506-4005-43416	1,576.88
4 RIVERS EQUIPMENT	533512	08/31/2018	Seal Washers	506-4005-47420	6.58
4 RIVERS EQUIPMENT	533512	08/31/2018	Fuel Transfer Pump	506-4005-47420	92.79
4 RIVERS EQUIPMENT	533512	08/31/2018	Seal Washer	506-4005-47420	20.41
CHERRILL'S WESTERN	907337	08/31/2018	Steel Toe Boots-Victor Valdez	506-4005-44615	150.00
Fund 506 - WWTP Total:					37,458.98
Fund: 507 - Solid Waste Transfer Station					
CITY OF LAS CRUCES	58347	08/08/2018	SOLIDWASTE DISPOSAL TRANS...	507-4203-45601	32,233.78
XEROX CORP.	094125037	08/20/2018	BASE CHARGE/METER USAGE	507-4203-44810	93.13

EOM AP Report

Payment Dates: 08/01/2018 - 08/31/2018

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
B & H OIL CO.	46005	08/31/2018	Diesel For Bulk Tank at yard	507-4203-43317	757.22
Fund 507 - Solid Waste Transfer Station Total:					33,084.13
Fund: 508 - Golf Course					
TERRY TAYLOR	139	08/08/2018	INCENTIVE PAY	508-4303-45555	230.67
TERRY TAYLOR	139	08/08/2018	CONTRACT 07/01/18-07//31/18	508-4303-48599	10,850.00
CITY UTILITIES	081618	08/20/2018	CITY UTILITIES CYCLE A&B	508-4303-43780	1,194.41
Fund 508 - Golf Course Total:					12,275.08
Fund: 509 - Muni Airport					
VERIZON WIRELESS	080318	08/03/2018	CELL PHONE BILLS	509-4403-43775	56.56
NM RETIREE HEALTH CARE	072518	08/08/2018	BENEFIT PR ENDING 07/20/18	509-4403-41226	75.14
NM SELF INSURERS FUND	PROPERTY01	08/08/2018	PROPERTY INSURANCE	509-4403-46731	620.98
B & H OIL CO.	45912	08/20/2018	UNLEADED	509-4403-43316	135.04
QUILL CORPORATION	9244935	08/20/2018	HP High Yield Blk/Color Ink Cartr..	509-4403-44606	129.58
WINDSTREAM CORPORATION	082018	08/24/2018	PHONE BILLS	509-4403-43775	395.96
NM RETIREE HEALTH CARE	082318	08/24/2018	BENEFITT PR ENDING 08/03/18	509-4403-41226	72.21
SIERRA ELECTRIC CO-OP, INC.	082318	08/24/2018	AIRPORT FIRE STATION	509-4403-43780	44.96
SIERRA ELECTRIC CO-OP, INC.	082318-1	08/24/2018	AIRPORT FUELING STATION	509-4403-43780	894.06
CHERRILL'S WESTERN	907333	08/24/2018	Steel Toe Boots/Orlando Saave...	509-4403-44615	150.00
CHERRILL'S WESTERN	907333	08/24/2018	Steel Toe Boots/Randy Malone	509-4403-44615	150.00
SIERRA VISTA HOSPITAL	080118-2	08/31/2018	Collection Fees/ Airport Depart...	509-4403-44615	25.00
NM RETIREE HEALTH CARE	082918	08/31/2018	BENEFIT PR ENDING 08/17/18	509-4403-41226	29.86
Fund 509 - Muni Airport Total:					2,779.35
Fund: 600 - Internal Serv					
PARTS PLUS, INC.	1-817673	08/03/2018	15W-40 Oil for IS inventory	600-7003-43316	1,475.85
SIERRA AUTO/CARQUEST	ID-232863	08/03/2018	light for IS inventory	600-7003-47420	10.45
SIERRA AUTO/CARQUEST	ID-232863	08/03/2018	grommet for IS inventory	600-7003-47420	8.25
SIERRA AUTO/CARQUEST	ID-233236	08/03/2018	wiper assortment for internal se..	600-7003-47420	100.00
Fund 600 - Internal Serv Total:					1,594.55
Grand Total:					1,032,733.21

Report Summary

Fund Summary

Fund	Payment Amount
101 - General	135,514.29
201 - Corrections	3,243.00
209 - Fire	13,043.39
214 - Lodgers Tax	6,613.72
216 - Muni Street	10,085.51
217 - Recreation	726.48
294 - State Library	204.59
295 - Muni Pool	6,047.07
297 - PD Confidential	4,359.60
302 - Elec Construction	9,914.21
303 - Vet Wall	20,478.38
305 - CI Gen	1,734.92
306 - CI Jt Util	185,452.63
309 - USDA WWTP	29,121.40
312 - R&R Airport	2,086.53
501 - Cemetary	410.13
502 - Util Office - Pool	9,576.06
503 - Electric	408,086.70
504 - Water	54,420.08
505 - Solid Waste	44,422.43
506 - WWTP	37,458.98
507 - Solid Waste Transfer Station	33,084.13
508 - Golf Course	12,275.08
509 - Muni Airport	2,779.35
600 - Internal Serv	1,594.55
Grand Total:	1,032,733.21

Account Summary

Account Number	Account Name	Payment Amount
101-1000-42305	MILEAGE REIMBURSEME...	149.60
101-1000-42310	PER DIEM-GOVERNING B...	85.00
101-1000-43597	ATTORNEY FEES-GOVERN...	9,131.58
101-1001-41226	RETIREE INSURANCE-OFF ...	294.20
101-1001-42310	PER DIEM-OFFICE OF CITY...	204.00
101-1001-42720	EMPLOYEE TRAINING-OFF...	350.00
101-1001-43740	PRINTING/PUBLISHING	399.60
101-1001-43770	SUBSCRIPTION & DUES	305.00
101-1001-43775	TELEPHONE	538.53
101-1001-44810	EQUIPMENT & MACHINE...	348.03
101-1002-41226	RETIREE INSURANCE-MUN...	229.73
101-1002-42305	MILEAGE REIMBURSEME...	152.77
101-1002-42310	PER DIEM-MUNI COURT	77.60
101-1002-42720	EMPLOYEE TRAINING-M...	90.00
101-1002-43770	SUBSCRIPTION & DUES	230.02
101-1002-43775	TELEPHONE	95.19
101-1002-60576	Grant Expenses/JAF GRA...	61.19
101-1002-60840	OTHER CAP PUR/AOC/JID ...	238.59
101-1003-41226	RETIREE INSURANCE-OFF ...	392.05
101-1003-42310	PER DIEM-OFF CITY MAN...	204.00
101-1003-43316	GAS & OIL	274.09
101-1003-43770	SUBSCRIPTION & DUES	6,780.00
101-1003-43775	TELEPHONE	678.94
101-1003-44606	OFFICE SUPPLIES	362.11
101-1003-44810	EQUIPMENT & MACHINE...	339.26
101-1004-41226	RETIREE INSURANCE-ADM...	746.09
101-1004-42305	MILEAGE REIMBURSEME...	183.04
101-1004-42310	PER DIEM-ADMIN OFFICES	270.00

Account Summary

Account Number	Account Name	Payment Amount
101-1004-43775	TELEPHONE	649.73
101-1004-44810	EQUIPMENT & MACHINE...	282.54
101-1004-48596	AUDIT CONTRACT-ADMIN...	7,564.00
101-1007-41226	RETIREE INSURANCE-POLI...	2,749.87
101-1007-42310	PER DIEM-POLICE DEPT	200.00
101-1007-42720	EMPLOYEE TRAINING-POL...	449.84
101-1007-43316	GAS & OIL	3,442.68
101-1007-43770	SUBSCRIPTION & DUES	32.00
101-1007-43775	TELEPHONE	1,009.68
101-1007-44606	OFFICE SUPPLIES	999.76
101-1007-44607	FIELD SUPPLIES	1,914.26
101-1007-44615	SAFETY EQUIPMENT	79.40
101-1007-44810	EQUIPMENT & MACHINE...	232.16
101-1007-47420	MAINTENANCE VEHICLE/...	112.18
101-1007-48598	PROFESSIONAL SERVICES	6,485.28
101-1008-41226	RETIREE INSURANCE-COD...	453.86
101-1008-43316	GAS & OIL	445.61
101-1008-43775	TELEPHONE	205.69
101-1008-44606	OFFICE SUPPLIES	336.40
101-1008-44607	FIELD SUPP-CODE ENF/AN...	755.56
101-1008-47420	MAINTENANCE VEH/EQUI...	24.41
101-1008-48599	OTHER CONTRACTUAL SE...	1,434.40
101-1009-41226	RETIREE INSURANCE-MUN...	288.62
101-1009-42620	UNIFORMS/LINEN-MUNI ...	120.00
101-1009-43316	GAS & OIL	634.69
101-1009-43317	DIESEL-RECREATION	186.40
101-1009-43775	TELEPHONE	297.44
101-1009-44607	FIELD SUPPLIES-MUNI RE...	2,417.61
101-1009-47410	Maintenance Contracts	800.00
101-1009-47420	MAINTENANCE VEHICLE/...	53.22
101-1009-48599	OTHER CONTRACTUAL SE...	900.00
101-1010-41226	RETIREE INSURANCE-BUIL...	253.90
101-1010-43740	PRINTING/PUBLISHING	105.43
101-1010-43775	TELEPHONE	609.66
101-1010-44606	OFFICE SUPPLIES	159.89
101-1011-41226	RETIREE INSURANCE-STRE...	681.03
101-1011-43775	TELEPHONE	80.92
101-1011-44606	OFFICE SUPPLIES	132.11
101-1012-41226	RETIREE INSURANCE-FLEE...	344.86
101-1012-43316	GAS & OIL	110.79
101-1012-43775	TELEPHONE	210.10
101-1012-47420	MAINTENANCE-VEHICLE/...	330.66
101-1014-41226	RETIREE INSURANCE-FACI...	780.68
101-1014-43316	GAS & OIL	773.41
101-1014-43403	REGULAR BUILDING MAI...	5,230.14
101-1014-43770	SUBSCRIPTION & DUES	238.00
101-1014-43775	TELEPHONE	417.81
101-1014-44606	OFFICE SUPPLIES	1,017.57
101-1014-44607	FIELD SUPPLIES-FACILITY ...	1,763.39
101-1014-47410	MAINTENANCE CONTRAC...	53.94
101-1014-47420	MAINTENANCE-VEHICLE/...	303.64
101-1016-41226	RETIREE INSURANCE-LIBR...	367.17
101-1016-43740	PRINTING/PUBLISHING	97.92
101-1017-48599	OTHER CONTRACTUAL SE...	20,107.70
101-1018-43780	UTILITIES	32,436.37
101-1018-46731	PROPERTY INSURANCE-UT...	9,314.70
101-1099-33338	OTHER LICENSES & PERMI...	25.00
101-1099-34348	RENT OF PUBLIC FACILITIES	800.00

Account Summary

Account Number	Account Name	Payment Amount
201-1903-44805	AUTO/LAB/DWI/JUD ED	203.00
201-1903-48710	CARE OF PRISONERS-COR...	3,040.00
209-1603-42310	PER DIEM-STATE FIRE FU...	1,371.96
209-1603-43316	GAS & OIL	343.35
209-1603-43770	SUBSCRIPTION & DUES	2,374.81
209-1603-43775	TELEPHONE	117.25
209-1603-43780	UTILITIES	1,419.00
209-1603-47405	MAINTENANCE-BUILDING...	678.13
209-1603-47420	MAINTENANCE VEHICLE/...	680.00
209-1603-80845	OTHER CAPITAL PURCHAS...	6,058.89
214-2503-44810	EQUIPMENT & MACHINE...	950.73
214-2503-47406	PROMOTIONAL/ADVERTIS...	267.80
214-2503-47597	9% ADVERTISING/MARKET...	4,596.11
214-2503-48599	OTHER CONTRACTUAL SE...	382.42
214-2503-48815	SERVICE CONTRACTS-LO...	416.66
216-4503-43316	GAS & OIL	285.63
216-4503-43317	DIESEL FUEL-STREET MAI...	2,319.01
216-4503-44607	FIELD SUPPLIES-STREETS	1,095.95
216-4503-44615	SAFETY EQUIPMENT	238.50
216-4503-46731	PROPERTY INSURANCE-ST...	620.98
216-4503-47420	MAINT.VEHICLE/FURN/E...	1,001.44
216-4503-80845	CAPITAL IMPROVEMENTS	4,524.00
217-1703-44607	FIELD SUPPLIES-MUNI REC	726.48
294-5003-43775	TELEPHONE	83.17
294-5003-48599	OTHER CONTRACTUAL SE...	121.42
295-4803-41226	RETIREE INSURANCE-MUN..	92.92
295-4803-42720	EMPLOYEE TRAINING-M...	315.00
295-4803-43740	PRINTING/PUBLISHING	20.35
295-4803-43780	UTILITIES-MUNI POOL	3,929.62
295-4803-44606	OFFICE SUPPLIES-MUNI P...	301.58
295-4803-44607	FIELD SUPPLIES-MUNI PO...	1,255.40
295-4803-44615	SAFETY EQUIPMENT	132.20
297-2203-45607	MISC EXP-PD CONFIDENT...	4,359.60
302-4603-12906	CWPA TORC 6 OPERATING	9,914.21
303-4703-43775	TELEPHONE	156.44
303-4703-60840	CONSTRUCTION COSTS	20,321.94
305-6003-43815	SOFTWARE LIC/SOFTWAR...	435.11
305-6003-60820	ANIMAL SHELTER STB GR...	1,299.81
306-6103-12902	CWPA TORC 2 OPERATING	10,022.32
306-6103-12918	CWPA TORC 18 OPERATI...	690.58
306-6103-12919	CWPA TORC 19 OPERATI...	7,598.71
306-6103-80845	CAPITAL IMPROVEMENTS	167,141.02
309-6403-60810	USDA GRANT	29,121.40
312-8403-60403	TAXIWAY A PAVEMENT	2,086.53
501-1803-43780	UTILITIES	410.13
502-3601-41226	RETIREE INSURANCE-UTIL...	614.35
502-3601-43316	GAS & OIL	458.39
502-3601-43735	POSTAGE & MAIL SERVICE...	5,000.00
502-3601-43740	PRINTING/PUBLISHING	44.75
502-3601-43770	SUBSCRIPTIONS & DUES	607.57
502-3601-43775	TELEPHONE	716.54
502-3601-43780	UTILITIES	757.34
502-3601-44606	OFFICE SUPPLIES	233.09
502-3601-44810	EQUIPMENT & MACHINE	533.54
502-3601-46731	PROPERTY LIABILITY INS-...	310.49
502-3601-47420	MAINT. FURNITURE/FIX/...	300.00
503-3702-41226	RETIREE INSURANCE-ELEC...	865.83
503-3702-42620	UNIFORM/LINEN-ELECTRI...	148.36

Account Summary

Account Number	Account Name	Payment Amount
503-3702-42720	EMPLOYEE TRAINING-ELE...	1,690.00
503-3702-43316	GAS & OIL	498.05
503-3702-43317	DIESEL FUEL-ELECTRIC DIV...	865.98
503-3702-43740	PRINTING/PUBLISHING	45.02
503-3702-43775	TELEPHONE	99.40
503-3702-43780	UTILITIES	10,667.82
503-3702-44606	OFFICE SUPPLIES	599.05
503-3702-44607	FIELD SUPPLIES	917.45
503-3702-44615	SAFETY EQUIPMENT	150.00
503-3702-44810	EQUIPMENT/MACHINERY...	37.49
503-3702-45796	FRANCHISE TAX-ELECTRIC...	4,628.60
503-3702-46731	PROPERTY LIABILITY INS-E...	4,967.84
503-3702-47415	MAINTENANCE/GROUNDS...	9,157.94
503-3702-47420	MAINTENANCE-VEHICLE/...	736.23
503-3702-48599	OTHER CONTRACTUAL SE...	1,958.64
503-3702-50795	WHOLESALE POWER COS...	370,053.00
504-3803-41226	RETIREE INSURANCE-WAT...	697.02
504-3803-42620	UNIFORM/LINEN-WATER ...	276.00
504-3803-42720	EMPLOYEE TRAINING-WA...	490.00
504-3803-43316	GAS & OIL	927.87
504-3803-43317	DIESEL-WATER DIVISION	1,334.30
504-3803-43775	TELEPHONE	122.60
504-3803-43780	UTILITIES	21,961.92
504-3803-43797	WATER CONSERVATION-...	1,461.54
504-3803-44607	FIELD SUPPLIES-WATER D...	498.00
504-3803-44613	NON-CAPITAL EQUIPMENT	3,360.00
504-3803-44615	SAFETY EQUIPMENT	150.00
504-3803-45796	FRANCHISE TAX-WATER D...	842.15
504-3803-46731	PROPERTY INSURANCE-W...	4,967.84
504-3803-47415	MAINTENANCE-GROUNDS..	3,681.74
504-3803-47420	MAINTENANCE-VEHICLE/...	162.78
504-3803-48598	PROFESSIONAL SERVICES	3,641.87
504-3803-80810	CAPITAL EQUIPMENT/MA...	9,844.45
505-3904-34601	WASTE DISPOSAL	23,474.28
505-3904-41226	RETIREE INSURANCE-SOLI...	873.16
505-3904-42620	UNIFORM/LINEN-SOLID ...	281.88
505-3904-43316	GAS & OIL	602.13
505-3904-43317	DIESEL FUEL-SOLID WASTE..	2,487.33
505-3904-43403	REGULAR BUILDING MAI...	1,018.00
505-3904-43775	TELEPHONE	224.67
505-3904-43780	UTILITIES	1,206.38
505-3904-44607	FIELD SUPPLIES-SOLID WA...	1,870.46
505-3904-44615	SAFETY EQUIPMENT	942.08
505-3904-44810	EQUIPMENT & MACHINE...	45.73
505-3904-45796	FRANCHISE TAX	1,206.25
505-3904-46731	PROPERTY INSURANCE-S...	4,967.84
505-3904-47420	MAINTENANCE-VEHICLE/...	5,222.24
506-4005-41226	RETIREE INSURANCE-WAS...	718.80
506-4005-43316	GAS & OIL	609.74
506-4005-43317	DIESEL FUEL-WASTEWAT...	49.87
506-4005-43416	O & M PURCHASES-WAST...	2,296.88
506-4005-43735	POSTAGE & MAIL SERVICES	144.37
506-4005-43740	PRINTING/PUBLISHING	24.74
506-4005-43775	TELEPHONE	217.26
506-4005-43780	UTILITIES	16,336.07
506-4005-44605	CHEMICALS/LABORATORY...	5,401.99
506-4005-44607	FIELD SUPPLIES-WASTEW...	95.00
506-4005-44615	SAFETY EQUIPMENT	875.61

Account Summary

Account Number	Account Name	Payment Amount
506-4005-46731	PROPERTY INSURANCE-W...	5,278.33
506-4005-47415	MAINTENANCE-GROUNDS..	299.00
506-4005-47420	MAINTENANCE-VEHICLE/...	186.28
506-4005-47425	OTHER MAINTENANCE-W...	421.11
506-4005-48598	PROFESSIONAL SERVICES	386.00
506-4005-48798	VILLAGE OF WILLIAMSBU...	4,117.93
507-4203-43317	DIESEL FUEL-LANDFILL	757.22
507-4203-44810	EQUIPMENT & MACHINE...	93.13
507-4203-45601	WASTE DISPOSAL	32,233.78
508-4303-43780	UTILITIES	1,194.41
508-4303-45555	MISC EXPENSE	230.67
508-4303-48599	OTHER CONTRACTUAL SE...	10,850.00
509-4403-41226	RETIREE INSURANCE-AIR...	177.21
509-4403-43316	GAS & DIESEL	135.04
509-4403-43775	TELEPHONE	452.52
509-4403-43780	UTILITIES	939.02
509-4403-44606	OFFICE SUPPLIES	129.58
509-4403-44615	SAFETY EQUIPMENT	325.00
509-4403-46731	PROPERTY LIABILITY-AIRP...	620.98
600-7003-43316	GAS & OIL	1,475.85
600-7003-47420	MAINTENANCE-VEHICLE/...	118.70
	Grand Total:	1,032,733.21

Project Account Summary

Project Account Key	Payment Amount
None	1,032,733.21
Grand Total:	1,032,733.21



**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Appoint Mark Shipley to serve as a member on the Airport Advisory Board.

BACKGROUND:

The term for Board Member Chuck VanGelder expired June 2018 and one application was submitted to fill that vacancy. Applicant is Mark Shipley.

The Airport Advisory Board members are in support of Mr. Shipley's appointment to the board.

STAFF RECOMMENDATION:

Appoint Mark Shipley to the Airport Advisory Board.

SUPPORT INFORMATION:



City of Truth or Consequences

City Board Application

Name: Mark Shipley

Address: 603 Skyline dr or P.O. Box 772
Elephant Butte, NM 87935

Phone: 509 998 4936

Email: talenhomesandconstruction@gmail.com.

I am interested in serving as a member of Airport Board.

My qualifications are:

Pilot, Business owner in Elephant Butte
and Truth or Consequences. member of
Chamber of Commerce

Reason why I am interested in serving on this board:

Help to protect & further the interests of
the Airport. contribute to growth & development

Additional comments: _____

Signature: Mark Shipley



F.3

CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM

ITEM:

Presentation: Approval of *Municipal League Code of Ethics*.

BACKGROUND:

A recommendation was made for the Commission to consider approving a Code of Ethics. Attached is the sample that is provided by the New Mexico Municipal League as well as the same wording on City Letterhead.

STAFF RECOMMENDATION:

Approve the Code of Ethics.

SUPPORT INFORMATION:

Municipal League Code of Ethics is attached and the final for the City Code of Ethics.

Name of Drafter: Renee Cantin	Department: City Clerk's Office	Meeting date: September 12, 2018
Email:rcantin@torcnm.org	Phone: (575) 894-6673	



P.O. Box 846 • Santa Fe, New Mexico 87504-0846
Tel. (505) 982-5573 • (800)-432-2036
Fax (505) 984-1392
www.nmml.org

SAMPLE GOVERNING BODY CODE OF ETHICS

As a member of this governing body, I will:

- *Represent the interests of all people served by this municipality.*
- *Not use the organization or my service on this governing body for my own personal advantage or for the individual advantage of my friends or supporters.*
- *Keep confidential information confidential.*
- *Approach all governing body issues with an open mind, prepared to make the best decision for the whole municipality.*
- *Do nothing to violate the trust of those who elected me or of those we serve.*
- *Focus my efforts on the mission of the municipality and not on my personal goals.*
- *Never exercise authority as a governing body member except when acting in a meeting with the full governing body or as I am delegated by the governing body.*



City of Truth or Consequences

505 Sims Street

Truth or Consequences, New Mexico 87901

City (575) 894-6673 Fax (575) 894-0363

GOVERNING BODY CODE OF ETHICS

Approved by the City Commission on September 12, 2018

As a member of this governing body, I will:

- ❖ Represent the interests of all people served by this municipality.
- ❖ Not use the organization or my service on this governing body for my own personal advantage or for the individual advantage of my friends or supporters.
- ❖ Keep confidential information confidential.
- ❖ Approach all governing body issues with an open mind, prepared to make the best decision for the whole municipality.
- ❖ Do nothing to violate the trust of those who elected me or of those we serve.
- ❖ Focus my efforts on the mission of the municipality and not on my personal goals.
- ❖ Never exercise authority as a governing body member except when acting in a meeting with the full governing body or as I am delegated by the governing body.



CITY OF TRUTH OR CONSEQUENCES

COMMISSION ACTION FORM

ITEM: DISCUSSION/ACTION

RESOLUTION NO. 10 18/19 AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY WATER TRUST BOARD FOR WATER SYSTEM IMPROVEMENTS.

BACKGROUND:

The project type falls under Water Storage, Conveyance, and Delivery and proposes to plan, design, construct and replace booster pump, plumbing, electrical and telemetry of Morgan Street Water Booster Station. The financial assistance requested is in the amount of \$350,000.00

Water Trust Board projects are funded as a grant and loan plus a local cash match. The loan portion will be no less than 10% and no more than 40% based on the community Median Household Income. Interest on the loan portion is 0% with a .25% administrative fee.

This resolution is a required document for the application.

STAFF RECOMMENDATION:

To approve Resolution No. 10 18/19 authorizing and approving submission of a completed application for financial assistance and project approval to the New Mexico Finance Authority Water Trust Board for water system improvements.

SUPPORT INFORMATION:

- Resolution 10 18/19

Name of Drafter: Traci Burnette	Department: Community Development	Meeting date: 09/12/2018
E-mail: tburnette@torcnm.org	Phone: 575-894-6673 ext. 353	



RESOLUTION NO. 10 18/19

**AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED
APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO
THE NEW MEXICO FINANCE AUTHORITY WATER TRUST BOARD FOR MORGAN STREET
WATER BOOSTER STATION IMPROVEMENTS**

WHEREAS, the City of Truth or Consequences ("City") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the City Commission is authorized to borrow funds and/or issue bonds for financing of public projects for the benefit of the City; and

WHEREAS, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the Water Trust Board (WTB) fund created under the Act and has developed an application procedure whereby the City may submit an application ("Application") for financial assistance from the Authority; and

WHEREAS, the City intends to undertake design, construction and improvements of the City Water System for the benefit of the City and its citizens; and

WHEREAS, this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application; and

WHEREAS, the City is committing the required cash match obligation for the proposed project in addition to any loan component that may be required.

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF TRUTH OR CONSEQUENCES;

That the filing of an Application to the New Mexico Water Trust Board for funding in the 2019 Water Project Fund funding cycle is hereby authorized. The project type falls under Water Storage, Conveyance, and Delivery and proposes to plan, design, construct and replace booster pump, plumbing, electrical and telemetry of Morgan Street Water Booster Station. The financial assistance requested is in the amount of \$350,000.00.

BE IT FURTHER RESOLVED, that City Manager Juan Fuentes is hereby designated as the City's representative on behalf of this application.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2018.

Steve Green, Mayor

ATTEST:

Renee Cantin, City Clerk



CITY OF TRUTH OR CONSEQUENCES

COMMISSION ACTION FORM

ITEM: DISCUSSION/ACTION

RESOLUTION NO. 11 18/19 AUTHORIZING PARTICIPATION IN CAPITAL OUTLAY PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

BACKGROUND:

Resolution is required for acceptance of DFA Appropriation in the amount of (\$100,000), to plan, design, construct and improve streets, including curbs, drainage and sidewalk accessibility, in Truth or Consequences in Sierra County. Appropriation funds will be used as part of the Sims/McAdoo Infrastructure Improvement Projects for Streets Infrastructure.

STAFF RECOMMENDATION:

To approve Resolution No. 11 18/19 authorizing participation in capital outlay program administered by New Mexico Department of Transportation

SUPPORT INFORMATION:

- Resolution 11 18/19

Name of Drafter: Traci Burnette	Department: Community Development	Meeting date: 09/12/2018
E-mail: tburnette@torcnm.org	Phone: 575-894-6673 ext. 353	



RESOLUTION NO. 11 18/19

**AUTHORIZING PARTICIPATION IN CAPITAL OUTLAY PROGRAM ADMINISTERED BY
NEW MEXICO DEPARTMENT OF TRANSPORTATION**

WHEREAS, the City of Truth or Consequences ("City") and the New Mexico Department of Transportation enter into a Cooperative Agreement.; and

WHEREAS, the total cost of the project will be \$100,000.00 to be funded by the parties hereto as follows; and

a. New Mexico Department of Transportation's share shall be \$100,000.00

and

b. City of Truth or Consequences proportional matching share shall be \$0.00

TOTAL PROJECT COST IS \$100,000.00

CITY OF TRUTH OR CONSEQUENCES shall pay all costs, which exceed the total amount of \$100,000.00.

Now therefore, be it resolved in official session that the City Commission of the **CITY OF TRUTH OR CONSEQUENCES** determines, resolves, and orders as follows:

That the project for this Cooperative Agreement is adopted and has a priority standing.

The agreement terminates on **June 30, 2022 (for Laws of 2018)** and the **CITY OF TRUTH OR CONSEQUENCES** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement

BE IT FURTHER RESOLVED by the **CITY OF TRUTH OR CONSEQUENCES** to enter into Cooperative Agreement Control Number **C1182666** with the New Mexico Department of Transportation for Capital Outlay (**Laws of 2018**) to (LIST SCOPE. ROUTE. ANO TERMINI) within the control of the **CITY OF TRUTH OR CONSEQUENCES CITY COMMISSION** in **TRUTH OR CONSEQUENCES, SIERRA COUNTY, New Mexico**

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2018.

Steve Green, Mayor

ATTEST:

Renee Cantin, City Clerk



G.3

**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Resolution No. 12 2018/2019 directing the publication of the Title and General Summary of the subject matter of Ordinance No. 699 pledging certain revenues to the repayment of a loan for the defeasance and refunding of the 2016 Loan from the New Mexico Finance Authority for the construction and improvement of the Sierra Vista Hospital and including the approval of the amendment to the original loan agreement.

BACKGROUND:

The member entities (T or C, Sierra County, Williamsburg, and Elephant Butte) of the Sierra Vista Hospital (SVH) Joint Powers Commission (JPC) all adopted an ordinance in 2016 to obtain a loan for the construction and improvement of a new Hospital. The City's Ordinance was Ordinance No. 670 15/16.

Attached is the resolution calling for the publication of a Notice of Meeting & Intent to Adopt Ordinance No. 699 (the "Intent Resolution") for the City of Truth or Consequences to be utilized in connection with the refunding and restructuring of the NMFA Loan for the construction of the Sierra Vista Hospital.

STAFF RECOMMENDATION:

Approve Resolution No. 12 2018/2019 directing the publication of the Title and General Summary of the subject matter of Ordinance No. 699 and including the approval of the amendment to the original loan agreement.

SUPPORT INFORMATION:

Resolution No. 12 2018/2019 with Ordinance No. 699 publication.
Amendment to Loan Agreement.

CITY OF TRUTH OR CONSEQUENCES

RESOLUTION NO. 12 2018/2019

A RESOLUTION DIRECTING THE PUBLICATION OF THE TITLE AND GENERAL SUMMARY OF THE SUBJECT MATTER OF AN ORDINANCE PLEDGING CERTAIN REVENUES TO THE REPAYMENT OF A LOAN FOR THE DEFEASANCE AND REFUNDING OF THE 2016 LOAN FROM THE NEW MEXICO FINANCE AUTHORITY FOR THE CONSTRUCTION AND IMPROVEMENT OF THE SIERRA VISTA HOSPITAL.

WHEREAS, the Governing Body of the City of Truth or Consequences (the "City Commission") met upon notice of meeting duly published at the City Commission Chambers, located at 405 W. 3rd Street, Truth or Consequences, New Mexico on September 12, 2018, at 9:00 a.m. as required by law; and

WHEREAS, NMSA 1978, Section 3-17-3 (1973) provides that "[n]otice by publication of the title and subject matter of any ordinance proposed for adoption by the governing body of any municipality must take place at least two weeks prior to consideration of final action upon the ordinance in open session of the governing body . . . [and n]otice of the proposed ordinance shall be published one time as a legal advertisement in a newspaper of general circulation in the municipality . . . [and c]opies of a proposed ordinance shall be available to interested persons during normal and regular business hours of the municipal clerk upon request and payment of a reasonable charge beginning with the date of publication and continuing to the date of consideration by the municipality's elected commission[;]" and

WHEREAS, on May 24, 2016, the Sierra Vista Hospital Governing Board (the "Governing Board"), the Sierra Vista Hospital Joint Powers Commission (the "JPC"), Sierra County, New Mexico (the "County"), the Village of Williamsburg, New Mexico ("Williamsburg"), the City of Truth or Consequences, New Mexico ("T or C") and the City of Elephant Butte, New Mexico ("Elephant Butte") entered into a loan from the New Mexico Finance authority in the amount of \$30,220,000 (the "Original Loan") to plan, design and construct a new hospital (the "Sierra Vista Hospital" or "SVH") for use by the Governing Board, the JPC, the County, Williamsburg, T or C and Elephant Butte (collectively, the "Governmental Unit"); and

WHEREAS, the Governmental Unit is considering a new loan from the New Mexico Finance Authority in the maximum amount of \$25,495,991 for the defeasance and refunding of the Original Loan (the "Restructuring Loan"); and

WHEREAS, like the Original Loan, repayment of the Restructuring Loan will be secured, in part, by gross receipts tax revenues imposed by each of the County, Williamsburg, T or C and Elephant Butte as participants (collectively, the "Participants") under a Joint Powers Agreement ("JPA") amending the existing JPA No. 97-059 adopted May 14, 1998, Revised July

15, 2009 and [April 19], 2016, and as further revised in connection with the Restructuring Loan; and

WHEREAS, in order to finalize the Restructuring Loan, the New Mexico Finance Authority has required that the Participants pledge the revenues previously dedicated under the JPA to the repayment of the Original Loan for the repayment of the Restructuring Loan for the entirety of its term; and

WHEREAS, in order to finalize the Restructuring Loan, the New Mexico Finance Authority has required that T or C pledge the revenues from its Municipal Gross Receipts Tax for the term of the Restructuring Loan (the "Revenues"); and

WHEREAS, in order to finalize the Restructuring Loan, the New Mexico Finance Authority requires that the Participants each approve an amendment to the Original Loan and the Loan Agreement between the Participants and the New Mexico Finance Authority and individually approve an Intercept Agreement by which each Participant will authorize the New Mexico Taxation and Revenue Department to distribute the revenues that each Participant has pledged for the repayment of the Restructuring Loan to the New Mexico Finance Authority or its assigns.

NOW, THEREFORE, BE IT RESOLVED, By the Governing Body of the City of Truth or Consequences, New Mexico that:

1. The Mayor, City Manager and City Clerk are hereby authorized to put the consideration of the adoption of an ordinance authorizing the pledge of the Revenues to the JPC for the repayment of the Restructuring Loan, to approve the Loan Agreement between the New Mexico Finance Authority and the Participants and to approve an Intercept Agreement between T or C and the New Mexico Finance Authority authorizing the New Mexico Taxation and Revenue Department to distribute the Revenues pledged for the repayment of the Restructuring Loan to the New Mexico Finance Authority or its assigns (the "Ordinance") on the City Commission's October 10, 2018, Regular Meeting agenda in accordance with all applicable procedures.

2. The City Clerk is hereby authorized to publish notice of the title and a general summary of the subject of the proposed Ordinance and the date and time of the meeting at which the proposed Ordinance will be considered, in substantially the form attached hereto as Exhibit A, one time in The Herald and one time in The Sierra County Sentinel, newspapers of general circulation within T or C, at least two weeks prior to the meeting at which the Ordinance is proposed for final passage. This authorization is in compliance with NMSA 1978, Section 3-17-3 (1973).

[Signature page follows]

PASSED, ADOPTED, AND APPROVED this 12th day of September, 2018.

Steven Green, Mayor

(SEAL)

ATTEST:

Renee Cantin
City Clerk

[Signature page to Resolution No. [INSERT NUMBER]]

Exhibit A

City of Truth or Consequences
Sierra County, New Mexico
Notice of Meeting and Intent to Adopt Ordinance

The City of Truth or Consequences (the "City"), hereby gives notice of a regular meeting of the Governing Body (the "City Commission") for Wednesday, October 10, 2018 at 9:00 a.m. at the City Commission Chambers, located at 405 W. 3rd Street, Truth or Consequences, New Mexico. At such meeting the City Commission will consider for adoption the Ordinance described below. Complete copies of the proposed Ordinance are available to interested persons upon request and payment of a reasonable charge during the normal and regular business hours of the City Clerk at 505 Sims, Truth or Consequences, New Mexico.

If you are an individual with a disability, who is in need of any form of auxiliary aid or service to attend or participate in the meeting, please contact the City Clerk at 505 Sims, Truth or Consequences, New Mexico or (575) 894-6673, ext. 301, at least one week prior to the meeting or as soon as possible. Various formats accessible by the City Clerk can be provided when needed (including Agenda, Minutes and Public Documents). The meeting agenda will be available to the public no later than 72 hours in advance of the meeting, copies of which may be obtained by visiting or contacting the City Clerk's Office at the address and telephone number listed above.

The title (subject to amendment or substitution) of the proposed Ordinance is:

CITY OF TRUTH OR CONSEQUENCES

ORDINANCE NO. 699

AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT AMONG THE SIERRA VISTA HOSPITAL GOVERNING BOARD (THE "GOVERNING BOARD"), THE SIERRA VISTA HOSPITAL JOINT POWERS COMMISSION (THE "JPC"), SIERRA COUNTY, NEW MEXICO (THE "COUNTY"), THE VILLAGE OF WILLIAMSBURG, NEW MEXICO ("WILLIAMSBURG"), THE CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO (THE "CITY"), THE CITY OF ELEPHANT BUTTE, NEW MEXICO ("ELEPHANT BUTTE") AND THE NEW MEXICO FINANCE AUTHORITY (THE "FINANCE AUTHORITY"); APPROVING THE FORM OF THE LOAN AGREEMENT AMONG THE GOVERNING BOARD, THE JPC, THE COUNTY, WILLIAMSBURG, THE CITY, ELEPHANT BUTTE (COLLECTIVELY, THE "GOVERNMENTAL UNIT") AND THE FINANCE AUTHORITY EVIDENCING THE SPECIAL LIMITED OBLIGATION OF THE GOVERNMENTAL UNIT TO PAY THE PRINCIPAL AMOUNT OF UP TO \$25,495,991, TOGETHER WITH INTEREST THEREON FOR THE PURPOSE OF DEFEASING AND REFUNDING THE MAY 24, 2016, LOAN FROM THE FINANCE AUTHORITY FOR THE PLANNING, DESIGN AND CONSTRUCTION OF THE SIERRA VISTA HOSPITAL FOR USE BY THE GOVERNMENTAL UNIT (THE "REFUNDED LOAN"), FUNDING A LOAN AGREEMENT RESERVE ACCOUNT AND PAYING A LOAN PROCESSING FEE; APPROVING THE FORM OF INTERCEPT AGREEMENT AMONG THE GOVERNING BOARD, THE JPC, THE CITY, AND THE FINANCE

AUTHORITY; PROVIDING FOR THE PLEDGE AND PAYMENT OF THE PRINCIPAL AND INTEREST DUE UNDER THE LOAN AGREEMENT SOLELY FROM THE NET SYSTEM REVENUES OF THE GOVERNING BOARD AND THE JPC AND THE DISTRIBUTIONS OF COUNTY HOSPITAL EMERGENCY GROSS RECEIPTS TAX AND COUNTY HOLD HARMLESS GROSS RECEIPTS TAX REVENUES RECEIVED BY THE COUNTY PURSUANT TO NMSA 1978, SECTION 7-20E-12.1 (2010) AND 7-20E-28 (2013) AND THE MUNICIPAL GROSS RECEIPTS TAX REVENUES RECEIVED BY WILLIAMSBURG, THE CITY AND ELEPHANT BUTTE PURSUANT TO NMSA 1978, SECTION 7-19D-9 (2018) AND THE MUNICIPAL INFRASTRUCTURE GROSS RECEIPTS TAX REVENUES RECEIVED BY ELEPHANT BUTTE PURSUANT TO NMSA 1978, SECTION 7-19D-11 (2018), AND DISTRIBUTED BY THE NEW MEXICO DEPARTMENT OF TAXATION AND REVENUE PURSUANT TO NMSA 1978, SECTIONS 7-1-6.1 (2007), 7-1-6.4 (2006) AND 7-1-6.15 (2015); PROVIDING FOR THE DISTRIBUTIONS OF COUNTY HOSPITAL EMERGENCY GROSS RECEIPTS TAX, COUNTY HOLD HARMLESS GROSS RECEIPTS TAX, MUNICIPAL GROSS RECEIPTS TAX AND MUNICIPAL INFRASTRUCTURE GROSS RECEIPTS TAX REVENUES FROM THE NEW MEXICO TAXATION AND REVENUE DEPARTMENT TO BE REDIRECTED TO THE FINANCE AUTHORITY OR ITS ASSIGNS FOR THE PAYMENT OF PRINCIPAL AND INTEREST DUE ON THE LOAN AGREEMENT PURSUANT TO INTERCEPT AGREEMENTS WITH EACH PARTICIPANT; RATIFYING ACTIONS HERETOFORE TAKEN; REPEALING ALL ACTION INCONSISTENT WITH THIS ORDINANCE; AND AUTHORIZING THE TAKING OF OTHER ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF THE LOAN AGREEMENT AND INTERCEPT AGREEMENTS.

A general summary of the subject matter of the Ordinance is contained in its title. This Notice constitutes compliance with NMSA 1978, Section 3-17-3 (1973).

**THE CITY COMMISSION OF THE CITY
OF TRUTH OR CONSEQUENCES, NEW MEXICO**

Steve Green, Mayor

By: /s/ Renee Cantin
Renee Cantin, City Clerk

[To be published on September 19, 2018 in The Herald and on September 21, 2018 in The Sierra County Sentinel and otherwise posted in accordance with the City's Open Meetings Resolution and/or other policies/procedures]

AGREEMENT

dated

_____, 2018

by and among the

NEW MEXICO FINANCE AUTHORITY

and

**SIERRA VISTA HOSPITAL
SIERRA VISTA HOSPITAL JOINT POWERS COMMISSION
SIERRA COUNTY, NEW MEXICO
VILLAGE OF WILLIAMSBURG, NEW MEXICO
CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO
CITY OF ELEPHANT BUTTE, NEW MEXICO**

**TO AMEND PREPAYMENT TERMS RELATED TO
THE LOAN AGREEMENT DATED MAY 24, 2016**

**AGREEMENT TO AMEND PREPAYMENT TERMS
RELATED TO LOAN AGREEMENT DATED MAY 24, 2016**

THIS AGREEMENT TO AMEND PREPAYMENT TERMS RELATED TO LOAN AGREEMENT DATED MAY 24, 2016 (the "Agreement") is entered into by and among the NEW MEXICO FINANCE AUTHORITY (the "Finance Authority"), SIERRA VISTA HOSPITAL and the SIERRA VISTA HOSPITAL JOINT POWERS COMMISSION (together, the "Governmental Unit"), SIERRA COUNTY, NEW MEXICO ("Sierra County"), the VILLAGE OF WILLIAMSBURG, NEW MEXICO ("Williamsburg"), the CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO ("Truth or Consequences") and the CITY OF ELEPHANT BUTTE, NEW MEXICO ("Elephant Butte"). The Governmental Unit is a joint powers authority duly organized and existing pursuant to the Joint Powers Agreements Act, Sections 11-1-1 through 11-1-7, NMSA 1978, as amended, and Sierra County, Williamsburg, Truth or Consequences and Elephant Butte are political subdivisions duly organized and existing under the laws of the State of New Mexico (the "State").

Capitalized terms used herein shall have the same meaning assigned to them in the Loan Agreement dated May 24, 2016, among the Finance Authority, the Governmental Unit and the Participants (the "Loan Agreement") except as otherwise defined below.

WITNESSETH:

WHEREAS, the Governing Bodies of the Governmental Unit and the participants adopted Resolutions and Ordinances (the "Enactments") authorizing, approving and directing the Governmental Unit and the Participants to execute the Loan Agreement to borrow \$30,220,000 from the Finance Authority to finance the planning, designing and constructing of a new hospital for use by the Governmental Unit; and

WHEREAS, pursuant to Sections 3-31-1, et seq., 4-62-1 et seq. and 6-21-1 et seq., NMSA 1978, as amended (the "Act"), the Governmental Unit and the Finance Authority entered into the Loan Agreement, payable from Pledged Revenues (the "Loan"); and

WHEREAS, as contemplated by the parties and as permitted pursuant to Section 2.2(f) of the Loan Agreement, the Finance Authority issued a series of its Public Project Revolving Fund Bonds (the "PPRF Bonds"), a portion of the proceeds of which were used to reimburse the Finance Authority for the amount of the Loan to the Governmental Unit; and

WHEREAS, the Governmental Unit has determined that it would be in the best interest of its citizens to prepay the Loan with proceeds of a restructured loan (the "Restructured Loan") from the Finance Authority; and

WHEREAS, at its meeting on July 26, 2018, the Finance Authority approved the Restructured Loan and authorized this amendment to the prepayment terms of the Loan; and

WHEREAS, pursuant to Section 13.3(a)(i) of the General Indenture, the Finance Authority may amend the prepayment terms of the Loan Agreement to allow the Governmental Unit to prepay the Loan.

NOW, THEREFORE, for and in consideration of the premises and the mutual promises and covenants herein contained, the parties hereto agree:

ARTICLE I AMENDMENT

Section 1.1. Amendment of Section 8.1, Prepayment. The parties hereby agree that Section 8.1 of the Loan Agreement shall read as follows:

“Section 8.1 The Governmental Unit is hereby granted the option to prepay any of the Principal Components of this Loan Agreement in whole or in part on any day on and after November 1, 2018 without penalty or prepayment premium. Any such prepayment shall include accrued interest to the redemption date of the corresponding Bonds to be redeemed and notice of intent to make such prepayment shall be provided to the Finance Authority and the Trustee by the Governmental Unit no less than forty-five (45) days prior to the prepayment date.”

Section 1.2. Effective Date. This Agreement shall be effective as of _____, 2018.

ARTICLE II PREPAYMENT

Prepayment of the Loan. The Governmental Unit shall present to the Finance Authority notice of prepayment of the Loan by the Governmental Unit on or about October 16, 2018.

ARTICLE III RATIFICATION

All Other Provisions of Loan Agreement Remain Effective. Except as expressly agreed in this Agreement, the Loan Agreement shall remain effective in its entirety.

[Remainder of page left intentionally blank]

[Signature pages follow]

IN WITNESS WHEREOF, the Finance Authority, on behalf of itself, and as approved by the Board of Directors of the Finance Authority on July 26, 2018, has executed this Agreement in its corporate name; and the Governmental Unit and the Participants have each caused this Agreement to be executed in their respective corporate name and the seal of the Governmental Unit and the Participant are affixed and attested by their respective duly authorized officers. All of the above are effective as of the date first above written.

NEW MEXICO FINANCE AUTHORITY

By _____
John Gasparich, Interim Chief Executive Officer

PREPARED FOR EXECUTION BY OFFICERS OF THE
NEW MEXICO FINANCE AUTHORITY:

Sutin, Thayer & Browne A Professional Corporation
as Bond Counsel

By: _____
Suzanne Wood Bruckner

APPROVED FOR EXECUTION BY OFFICERS OF THE
NEW MEXICO FINANCE AUTHORITY:

By: _____
Daniel C. Opperman, General Counsel

SIERRA VISTA HOSPITAL,
IN TRUTH OR CONSEQUENCES,
NEW MEXICO

[SEAL]

By: _____
Greg D'Amour, Chairperson

ATTEST:

By: _____
Terry Squier, Secretary

SIERRA VISTA HOSPITAL JOINT POWERS
COMMISSION

[SEAL]

By: _____
Frances Luna, Chairperson

ATTEST:

By: _____
Katherine M. Elverum, Secretary

SIERRA COUNTY, NEW MEXICO

[SEAL]

By: _____
Kenneth Lyon, Chairman of the
Board of County Commissioners

ATTEST:

By: _____
Shelly Trujillo, County Clerk

VILLAGE OF WILLIAMSBURG, NEW MEXICO

[SEAL]

By: _____
Deb Stubblefield, Mayor

ATTEST:

By: _____
Amanda B. Cardona, Village Clerk/Treasurer

CITY OF TRUTH OR CONSEQUENCES,
NEW MEXICO

By: _____
Steven Green, Mayor

[SEAL]

ATTEST:

By: _____
Renee Cantin, City Clerk

CITY OF ELEPHANT BUTTE, NEW MEXICO

By: _____
Eunice Kent, Mayor

[SEAL]

ATTEST:

By: _____
Karen Rieth, City Clerk-Treasurer

CONSENTED TO:

BOKF, NA

By _____
Susen Ellis, Vice President

Dated: _____, 2018

4780479.docx



**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM: DISCUSSION/ACTION:

Approval to proceed forward allocating City Funds for McAdoo/Sims Infrastructure Improvement Project – Phase 1 identified as McAdoo Street between Daniels Street and Main Street.

BACKGROUND:

The full project will address Water/Sewer/Streets and Sidewalks along McAdoo, Sims and Daniels Streets specifically between Foch Street and Clancy Street. Sidewalks have been completed along the McAdoo portion, and a Geotechnical Investigation and Topographic Survey has been completed. Project has been previously presented to the PUAB and the Commission. City has received some funding assistance towards the streets improvements. Phase 1 has been identified as McAdoo Street between Daniels and Main Street. Staff has held multiple meetings discussing best options to proceed forward with Phase 1 at the lowest possible costs to the respective departments. Streets Department will complete the removal and replacement of existing Streets Infrastructure, contractor will be procured for Water Infrastructure Improvements (no sewer is located within this phase), and Project oversight will be done by City Staff and procured Engineering Services as required by NMDOT.

SUPPORT INFORMATION:

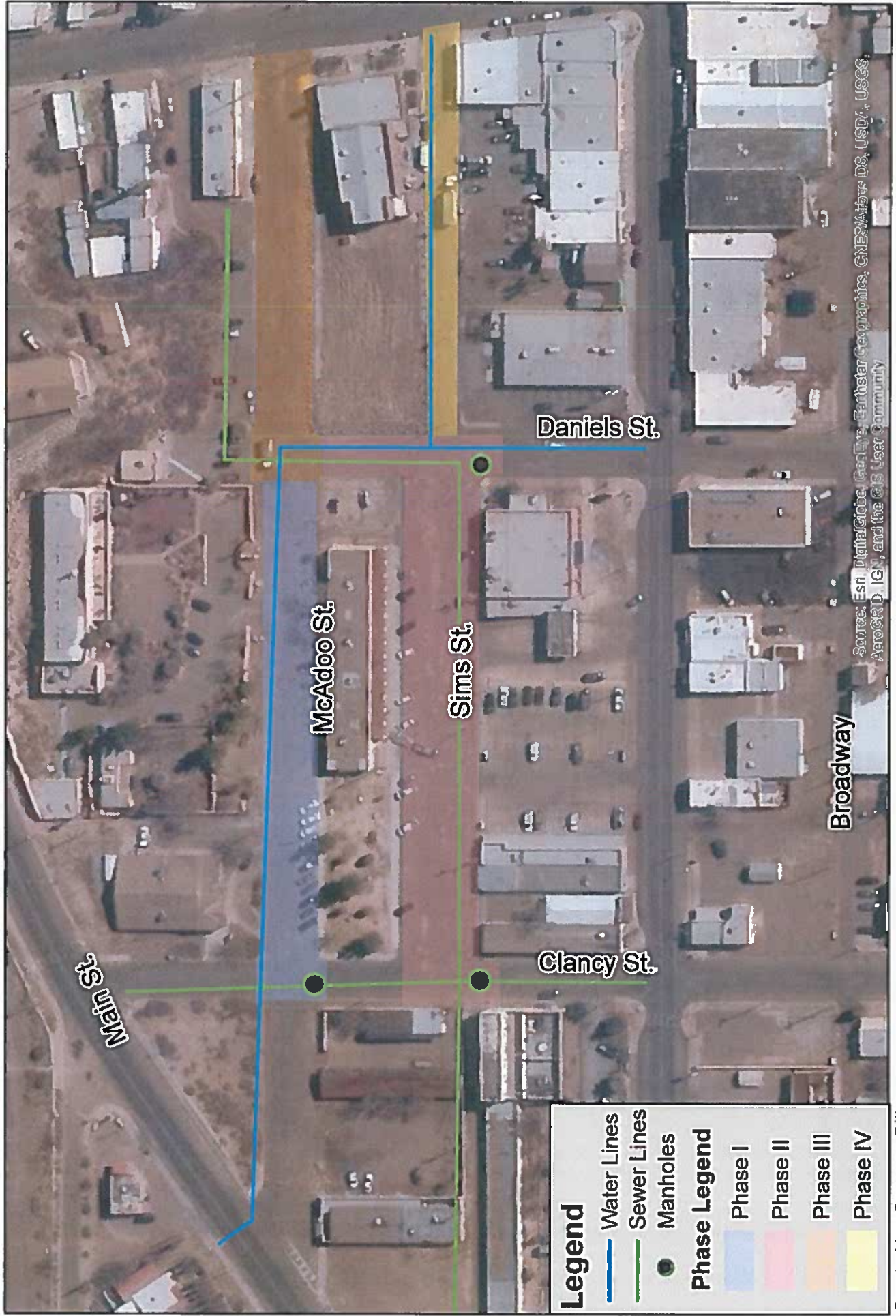
- Map of Project Area

STAFF RECOMMENDATION:

- Approval to proceed forward with Phase 1 McAdoo/Sims Infrastructure Improvement Project – identified as McAdoo Street between Daniels Street and Main Street.

Name of Presenter: Traci Burnette/Amie Castaneda/Benny Fuentes	Community Development/Water/Streets	Meeting date 9/12/2018
Mario Juarez-Infante Wilson & Company, Inc., Engineers & Architects	Phone: 575-894-6673 ext. 353	T or C Department Contact: Traci Burnette

McAdoo & Sims Project Area





**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Presentation: Approval of T or C Animal Shelter and Animal Control Officer Standard Operating Procedures (SOP).

BACKGROUND:

Approval of this SOP is necessary to insure that operations are standardized for effective delivery of animal shelter and animal control operations.

STAFF RECOMMENDATION:

The Shelter Manager, police department chain of command, and Chief of Police support and recommend this SOP be approved by the City Commission. City Attorney Jaime Rubin has also reviewed this SOP and approves its contents.

Recommend that subsequent changes and/or improvements (for this specific SOP) be authorized to be implemented as approved by the Chief of Police with final approval by the City Manager.

SUPPORT INFORMATION:

T or C Animal Shelter and Animal Control Officer Standard Operating Procedures is attached.

Name of Drafter: Chief Randall Aragon	Department: Police	Meeting date: September 12, 2018
Email: raragon@torcnm.org	Phone: (575) 740-2559	



Truth or Consequences
Animal Shelter
& Animal Control Officer

Standard Operating Procedures

(Effective _____, as approved by T or C
Board of Commissioners)

Mission Statement—Animal Shelter

It is the mission of Truth or Consequences Animal Shelter to:

- ❖ Provide a safe and healthy environment for abandoned and temporarily homeless dogs and cats until they can be placed in permanent caring homes.**
- ❖ Provide education on effective methods for reducing pet overpopulation, including spay/neuter and the advantages of choosing a shelter pet over breeding or buying.**

=====

Mission Statement—Animal Control Officers

It is the mission of Truth or Consequences Animal Control Officers to:

- ❖ Encourage responsible pet care and pet ownership while enforcing the laws for the protection and control of animals and the protection of the public.**

General Policies

Humane Handling:

Animals shall be handled in a humane manner at all times. They should not be subjected to physical force other than as may be required in restraining the animal for safety of humans and/or animals.

Housing of Animals:

1. Always when possible, animals should be separated as follows:
 - a. Puppies from adult animals
 - b. Males from females, unless part of the litter
 - c. Aggressive animals from all others
 - d. Nursing mothers and their litters from all others
 - e. Puppies of different litters
2. Animals under quarantine for dangerous and/or any disease must be kept separate, without contact, from all other animals and clearly marked as such inside and outside the shelter building.
3. Persons in charge of caring for housed animals should see that all food and watering containers are kept clean, food is available at all times to puppies under six months of age and that fresh water is available to every animal at all times. Puppies under six weeks should be provided with soft food. All animals should be fed at least once daily, preferably twice daily.
4. No person shall allow an animal to come into contact with chemicals, cleaning agents, or other potentially toxic or dangerous substance.

Sick or Injured Animals:

When a sick or injured animal is picked up every precaution will be taken when moving or transporting the animal not to compound its condition. A veterinarian or employee may need to check any sick or injured animals.

Confidential Information:

No one should reveal personal or other sensitive information to any unauthorized person.

Intake of dogs due to owner surrender

An accurate and consistent record keeping and tracking of all dogs housed at Truth or Consequences Animal Shelter are essential for overall control, evaluation and management. In addition to the required actions for intake of all dogs, the following are to apply in situations when dogs are surrendered by their owners.

Owner Surrenders:

Dogs surrendered by their owners are accepted at all times at the shelter. The Shelter does not perform euthanasia for citizens requesting it for their pets. Callers are referred to their veterinarian.

Owner Surrender Form:

Every individual surrendering a dog must sign a statement that they are the rightful owner of the dog and that ownership of the dog is relinquished to Truth or Consequences Animal Shelter. In every case, staff must ask the person to sign the form. The surrender form also attests to the knowledge of the individual as to whether the dog has bitten a human or other animal within ten days of surrender. Further, the form shall disclose all of the known illnesses that the dog has ever had.

Individuals surrendering their dogs must attest, by signing the owner surrender form that they understand relinquishment is final and the dog will not be returned to them. Owners should be informed that the dog will be eligible for transfer to an approved adoption or rescue agency, or euthanasia, after the holding period from the date the dog is surrendered.

Personal Property:

Any toys, blankets, collars, etc. that are brought in with the dog become the personal property associated with the animal, and should be recorded on the information form. The dog may feel more comfortable when he has something with him that he recognizes by smell. If the dog is subsequently transferred to approve adoption or rescue organization, those possessions are to be kept with the animal, if possible.

Vaccination/Health Information:

If the individual surrendering the dog has vaccination and/or health information, that information is made available to the Truth or Consequences Animal Shelter at the time of the dog's acceptance and entry to the shelter and placed in the dogs file. If no health and/or vaccination information is available the surrendered dog upon arrival receives that standard vaccinations and preventative care as set forth in policies and deemed appropriate by the Animal Control Officer or a consulting veterinarian or manger.

Kennel:

Place the dog in an appropriate kennel with a bowl of fresh water and food. Nursing mothers and their young are housed together. Puppies from the same litter may be housed together at the discretion of the Animal Shelter personnel.

Shelter Identification:

Each animal is assigned an intake number. The intake number is recorded on all applicable documentation (animal Information form Kennel card paper etc.).

Processing Paperwork:

Make sure that all information is recorded appropriately as follows:

1. Log Sheet:

Every animal that is surrendered should be entered onto the log Sheet

2. Animal Information form:

The intake of all animals is handled on the animal information form. We shall document all available information on the animal information form. The animal information form is placed in a folder marked with the animal's name and intake number.

3. Kennel Card Paper:

Kennel Card paper are filled out and attached to the front of each kennel.

Intake of Stray Dogs

Accurate and consistent record keeping and tracking of all stray dogs housed at the Truth or Consequences Animal Shelter are essential for overall control, evaluation and management of animals and possible identification by owners. In addition to the required actions for intake of all dogs, the following apply in situations when a dog is designated a stray.

Strays:

Dogs designated and identified as strays are accepted into the Shelter. Any individual turning in a stray dog must be informed of the possibility of euthanasia after a period of one month when a stray or found dog is surrendered

Secure Dog:

Immediately secure the dog in a cage, kennel or on a leash prior to initial inspection, and follow handling procedures specific to dangerous or injured dogs when applicable. Place the dog in an appropriate kennel with a bowl of fresh food and water. Nursing mothers and their young are housed together. Puppies' from the same litter are housed together, at the discretion of the Animal Shelter personnel.

Check for Identification:

Check for any identification, such as ID tag, or rabies tag, license. Check the dog for branding, and ears and inner thighs for tattoos. Check for a microchip using the scanner. Remove the collar if applicable and check of identification information on its underside. Check the lost and found log to determine if the animal was reported missing. If there is a match, follow the policies under the lost and found.

Document Information:

Document all information that is found on the dog including the date and where found breed color type sex tag and/or microchip number and the color of the collar on the animal information form.

Initial Observations and Evaluation:

An initial observation and evaluation is performed on the dog by animal control officer or qualified trained staff, to assess for temperament and recorded on the initial Observation and evaluation form.

Physically inspect the dog and document the physical description in the appropriate areas on the animal information form. Any injuries or symptoms illness are to be documented. Additionally, document any behavior problems or observations relayed by any citizens or officials if applicable. If a dog shows signs of severe abuse, it is brought to the attention of the Truth or Consequences Animal Control Officer. Any observable behavior that required special handling on the kennel card paper. If illness or injury is noted, state law mandates that the animal has be examined by a veterinarian.

Shelter Identification:

Each dog is assigned an intake number. The intake number is recorded on all applicable documentation (Animal information form, kennel card paper, etc.).

Processing Paperwork:

Make sure that all information on the dogs is recorded appropriately on the animal intake form and the kennel card paper and in the dog's file.

Log Sheet:

Every dog that is surrendered to Truth or Consequences Animal Shelter has to have an intake form filled out upon arrival by shelter personnel or Animal Control Officer.

Animal Information Form:

The intake of all dogs is handled on the animal information form. Document all available information on the animal information form. The animal information form is place in a folder marked with the dog's name and intake number.

Kennel Card Paper:

Kennel card paper is filled out and attached to the kennel.

Medical Care of Dogs

In order to prevent the spread of disease and to provide dogs with the basic medical care while in the control and custody of the Truth or Consequences Animal Shelter, dogs are inoculated against certain diseases upon entry into the shelter. They are also provided medical treatment as deemed reasonable and necessary on a case-by-case basis.

Medical Record:

Beginning with the entry into the shelter, a medical record is maintained for all dogs including information on inoculations and de-worming. This information serve as a complete record of the medical history of the dogs while housed at the shelter. The medical record is kept in the file with the dog names and intake number and is made available to approved adoption or rescue organizations or regulatory agencies. It stays with the dog whether he's returned to his owner or transferred to the custody of an approved adoption or rescue organization. The Shelter is to keep a copy of the animal's record.

Medication Card:

A brightly colored note on the kennel card paper identifies the dogs receiving medical treatment at the shelter. Such treatment could include medications of an ear infection or a skin disorder. This information is recorded by staff for each time the animal is treated.

Vaccinations within Entry:

All healthy dogs over six weeks of age are vaccinated within arrival at the shelter.

Change in Medications:

Any switch or change in medication for any dog requires the prior approval of the animal shelter personal or a consulted veterinarian.

Administration of Medications:

Medication may be administered in pill, injectable or liquid form with proper training of administration of such medications.

Illness:

Animals should be monitored for signs and symptoms of acute or chronic illness requiring additional medical treatment including but not limited to vaccinations and parasite control. Medical treatment can be administered at the discretion of the ACO or consulting veterinarian. If it is not possible to administer either required or recommended medical treatment without harm to human or animal, staff should contact the consulting veterinarian for evaluation, assistance and guidance.

Cleaning Dog Kennels

Not only does a thorough and effective cleaning of the Shelter prevent the spread of communicable diseases, but it creates a better environment for animals' staff and visitors. Animals enter the shelter from different locations with unknown medical histories and varied past exposure to disease. Cleaning dog kennels correctly ensures a healthy, less stressful stay.

The kennels and/or cages must be cleaned and disinfected at least once daily, preferably in the morning, or most frequently, as needed. The products used in cleaning should be determined by the Animal Shelter and explained to all employees participating in the cleaning.

No one should allow an animal to be hosed down either directly or indirectly, except as prescribed as treatment.

Remove Dog from inside Kennel:

Open the kennel door and let the dog into the outside kennel, and then close the door.

Remove all blankets and toys:

Place all blankets in a laundry basket and place all toys by the sink to be washed and disinfected, if applicable.

Remove all food and water dishes:

Remove all food and water bowls and wash them.

Remove Solid Waste:

Rid the kennel of all solid waste, such as feces, clumps of hair and dry food on the floor and place the waste in a lined trash can.

Spray the Kennel with Water:

Thoroughly spray the entire kennel with plain water including the walls, floors, Kennel beds, and all sides of the kennel wires, including the doors, hinges and Latches in order to remove any remaining urine or feces.

Clean the Kennel with Disinfectant:

Thoroughly spray the entire kennel area with the disinfectant including the walls and floors and all sides of the kennel wires including the doors hinges and latches the disinfectant must remain on all surfaces for 10-15 minutes.

Scrub the floor and walls and front gates of each pen with a stiff brush after the disinfectant has set a minimum of 10 minutes

Thoroughly rinse the entire kennel with water to remove any remaining disinfectant. Dry the floor as much as possible using a large squeegee.

Wash Dishes and Toys:

Wash the dishes and any toys using the small scrub brush separately designated for dishes thoroughly rinse with plain hot water and place in the dish rack to air dry.

Blankets. Pads:

Place a clean blanket in the clean kennel.

Fresh Water:

Place a clean water bowl in the kennel and fresh water in the bowl.

Food Dishes, Treats, Toys:

Place the food bowl in the kennel. For feeding instructions, please refer to the section of feeding dogs in the general policies.

Bring Dog Back In:

After the kennel has dried, open the kennel door to allow the leashed dog inside the kennel. Dogs shall be placed in the outside area only long enough to properly clean.

Clean Outside Runs and Yard:

The same procedures shall be used to clean the outside areas of the pens.

Lost and Found

It is the goal of the Truth or Consequences Animal Shelter to return all strays entering the shelter to their owners. Shelter staff and animal control also provide assistance to those who have lost pets or to individuals who have found animals. A lost and found log has been developed so that shelter personnel can record the animal missing or found in the direct to the rightful owner.

“Lost” and “found” Forms:

The description and the name of the animal, date lost or found, location where the animal was lost or found, and any forms of identification are important factors used for matching animals. Information received on every lost or found animal is posted on a lost and found log and placed on the lost and found clipboard.

Calls from citizens reporting lost animals:

- When an individual calls or visits the shelter to report a lost animal, Staff obtains as much detailed information as possible. Animal intake forms and found log and other available sources are promptly checked.

- If a lost animal matches a found form the person is given the name of the individual holding the animal, unless the shelter was given alternative instructions. If the description of the lost animal matches an animal currently at the shelter staff informs the individual of the process involved in returning animals to owners and indicates on the animal intake form the name address and telephone number of the potential owner and data of communication.
- If no match is made, the staff will encourage the individual to report the lost animal to other area shelters, to post signs in the neighborhood where the animal was lost, to advertise in his local newspaper, to frequently scout the area and to talk to neighbors.

Returning lost animals to their owners:

- If a match is made where a stray animal is suspected as being a reported lost animal, the potential owner is to be called immediately and informed of the process involved in returning the animal.
- Persons claiming a stray animal as their own must provide evidence of ownership, such as a bill of purchase or adoption; pictures that document ownership over time, (i.e. puppy through adult pictures); proof of current rabies vaccination and licensing; medical records; and/or other documentation or proof of ownership acceptable to the Animal Shelter personnel. If an owner has no proof of current rabies vaccine the owner must pay for a rabies vaccination.
- Owners claiming a stray animal as their own will have to pay applicable fees incurred in the care of the animal, including for any vaccinations or medical treatment
- The owner's name address and telephone number and the date of return or attempted contact are to be noted on the animal intake form.

Calls from Citizens Reporting Found Animals

- When an individual calls or visits the shelter to report a found animal, shelter staff obtain as much detailed information as possible. It is vitally important to know exactly where the animal was found. Lost forms are immediately checked.
- If a match is made, the potential owner of the animal is immediately notified, and given the name and telephone number of the individual holding his animal.
- If no match is made, staff will encourage the person to report the found animal to area shelters, to post signs in the area the animal was found, advertise in a local newspaper.

Shelter Operations

Section 1: Objective:

To familiarize officers with proper operations and duties at the facility designated for holding of animals while in the custody of the city. The term “shelter” should be understood to mean Truth or Consequences Animal Shelter Located at 1101 cedar St.

Section 2: Purpose:

To set uniform standards and give detailed instructions for every phase of operations.

Section 3: Impound Records:

It is imperative that records be maintained for all impounded animals regardless of the speculated disposition of the animal. These records must be as complete as possible and should be used to record any and all details no matter how minute. There could be eight golden retriever mix dogs in custody at any given time and without details, the wrong animal could be euthanized or adopted out by mistake.

The impounding ACO is responsible for noting all incoming information on the impound record.

The person releasing a claimed animal is responsible for verification of rabies vaccination information, collection of applicable fees, and complete and accurate owner information and signature.

Section 4: Physical Examination:

1. All animals brought into the Truth or Consequences Animal Shelter should be checked for any indications of illness or injury.
2. All animals should be checked for weather related conditions as well as any condition which may have occurred during pre-impoundment, impoundment or animal transfer.
3. The animal's condition should be noted in detailed on impound records by the admitting officer.
4. Any serious potentially life-threatening condition should be reported immediately to the Shelter personal who will determine the need for emergency veterinary care or euthanasia.
5. Further detailed information on diseases and emergency care may be found in the section on injured or ill animals.

Section 5: Injured Animals:

1. Place in isolation area when a cage or run is available.

2. Give necessary first aid only.
If further treatment is thought to be required, notify the director.
3. If no room is available in isolation area, place the animal in a suitable cage or run as far away from other animals as possible to reduce further stress and injury. Limiting available space for an injured animal sometimes helps to reduce the possibility of further aggravation to the sight of the injury.

Section 6: Animals Exhibiting Signs of Illness:

1. Any animal with symptoms of illness should be assumed contagious until or unless otherwise determined by a veterinarian or the Shelter personnel.
2. Place in isolation area.
3. Give necessary first aid only. If further treatment is thought to be required notify the Animal Control Manger.
4. If no room is available in the isolation area, place the animal in a temporary portable kennel, away from any other animals and notify the Animal Control Manger.
5. At no time should any animals that appears to be ill be placed in the same cage or kennel with otherwise healthy animals.

Section 7: Quarantine Impoundments:

1. Any animal impounded or otherwise admitted for rabies quarantine, should be assumed to be capable of shedding the virus and therefore handled only by staff members having already received pre-exposure inoculations.
2. Rabies suspects should always be given priority in the isolation area.
3. If a rabies suspect is to be euthanized for testing, that animal should be treated the same as a quarantined animal until euthanized and prepared for shipment.
4. Injuries or symptoms of illness should be noted on the impound records by the admitting officer. Such conditions should be reported to Shelter personnel immediately.
5. Shelter personnel should be informed of any animal placed in rabies quarantine.

Section 8: Aggressive Animals:

1. If, on observance, any dog or cat appears aggressive or likely to bite (as in the case of a "fear-biter"), the cage or run should be clearly marked as containing a "Will Bite" animal. In making this determination, consider the animal's behavior in general and base your findings on how the animal may react to others, not just yourself.
2. Any dogs in isolation/quarantine that appears extremely aggressive or is in a cage or run marked "will bite", shall be handled with a control pole. If necessary call for assistance.

3. Any cat which appears “flighty or aggressive”, or is in a cage marked “will bite”, shall be handled with a control pole, cat tongs or gauntlet gloves. If necessary, call for assistance.
4. Any bite or scratch occurring to staff or visitors by an animal shall be reported to the shelter personal immediately.

Section 9: Care and Feeding of Quarantined or Isolated Animals:

1. Animals in isolation/quarantine shall be fed and cared for in the same manner as all other animals, but special precautions must be observed.
2. No visitors will enter the isolation room at any time without an authorized staff member present.
3. Personnel shall clean all cages, run and food and water dishes at least once daily. Clean again if necessary.
4. Animals should be observed daily for any change that may indicate illness or injury. Note such changes on the daily check list.
5. Any special dietary requirements shall be clearly noted on the animal’s impound record. Special feeding may be ordered by a veterinarian or the shelter personal. Suggestions for special feeding may be made to the shelter personal or by any staff member.
6. Any bedding, bowls, shelter or other items removed from an isolation run or cage shall be kept separate from those used for the general population.

Section 10: Impound Release procedures:

- A. All animals taken into custody of Truth or Consequences Animal Shelter, regardless of the length of time of such custody or the method by which the animal came into said custody, will have a “record of impound” completed including, but not limited to, the following criteria;
 - a. Date of impoundment
 - b. Time of impoundment
 - c. Location where animal was first observed and/or contained.
 - d. Identification of animal control officer responsible for the containment.
 - e. Cage/Run number where animal is place and impound number
 - f. Signature of person receiving animal into custody
 - g. Complete description of the animal including;
 - Color
 - Breed/breeds if known
 - If breed cannot be determined, approximate size, weight, etc.
 - Length of hair coat
 - Unusual markings
 - Collar or harness
 - Tags if present with all information available

- Any other information which might identify the animal.
- h. All impound records will be completed on forms prescribed and provided by animal shelter personnel.

B. No animal(s) should be released from city custody without written approval from the animal shelter personnel.

C. All animals released from custody of the city regardless of the reason for such release or the final disposition of the animal should have the following criteria noted on the animal's impoundment record;

1. Date of release
2. Time of the release
3. Signature of the shelter employee authorizing the release
4. Appropriate impound fees
5. Appropriate boarding fees
6. Rabies vaccination information
 - a. Current , or
 - b. Date of vaccination before release, or
 - c. Notation of RV not require and reason for same, or
 - d. Date by which vaccination must be given
7. License fee information
 - a. Current, or
 - b. Fee charged for new license issued
8. If released for adoption it must be so noted in release information area, with signature of ACO or shelter personnel authorizing said release.
9. If released to an owner, all owner information must be completed including;
 - a. Owner's name
 - b. Owner's address
 - c. Owner's phone numbers
 - d. Signature of person accepting physical custody of the animal
10. If released for euthanasia it must be so noted in release information area, with signature of ACO or Shelter personnel said euthanasia.

Animals that are released for adoption shall be placed only under the following criteria:

1. To a private citizen through a city adoption when all forms are completed and fees have been paid.
2. To an authorized, legitimate humane or rescue organization, upon the signature of the person assuming custody on that organization's behalf.

After all attempts have been make and exhausted to find placement for an unclaimed animal, the shelter personal should be responsible for scheduling that animal for euthanasia. Any animal that has been scheduled for euthanasia by the shelter personnel should not be made available for placement after that time, and only the shelter personnel can reverse the order to euthanize.

There will be no exceptions to this order. The shelter personnel should appoint an employee to schedule euthanasia whenever the shelter personnel will be absent.

Section 11: Cat Room:

All cats impounded or brought into the shelter should be housed in a form separate from the dogs with the exception that young puppies or very small dogs may be housed in the same room

Cleaning of Cat Room

1. Close doors and windows.
2. Remove cat(s) and place in clean cage.
3. Be sure to move the cage number with the animal.
4. Remove bowl, dump contents into trash scrape to remove as much litter and waste as possible, then stack for washing.
5. Remove litter pan, dump contents into trash, scrape to remove as much litter and waste as possible, then stack for washing.
6. Discard newspaper.
7. Remove any remaining materials or spilled litter.
8. Spray with cleaning solution.
9. Thoroughly wipe down top, back and sides discarding paper towels as necessary. Repeat until clean, dry and no residue remains.
10. Wipe down or wash doors, latches and outer edges of cage.
11. Couple days a week only, wipe inside of cage with bleach solution and dry it. Bleach any cage that has contained an animal suspected of being sick.
12. Keep all litter pans, bowls or any other items from a cage of a suspected sick animal separate from those used for the general population.
13. Place fresh newspaper in cage.
14. Place one scoop of litter in clean litter pan and place at back of cage.
15. Place one cup of cat food $\frac{1}{2}$ of the food bowl. Add slightly more if more than one cat occupies the cage. Fill the second half of the food bowl with fresh water. Place the bowl inside the cage to one side.
16. Continue until all cages have been cleaned.
17. Vacant cages shall be kept clean and ready for occupancy at all times.
18. Any accumulation of feces or urine in litter pan, or on newspaper, shall be cleaned as necessary to keep the cat room clean and odor free.
19. Cats shall have clean water at all times.
20. Cats shall only be fed once a day.
21. Any addition animals housed in the cat room shall be cleaned and maintained as necessary.

Sweep and wipe all surface areas including floors and counter and sanitize as needed.

Remove trash container and empty contents into dumpster.

Replace trash can liner.

Refill litter can and food can as needed.

Notify secretary when less than 4 bags of litter, or 4 bags of cat food, remain.

Female employees should not handle litter pans if pregnant or a possibility of pregnancy exists. If you believe you could be pregnant, ask the Shelter personal for re-assignment.

Handle cats slowly and carefully to prevent startling them. Report any bite or scratch immediately. Wild cats should be handle with gauntlet gloves, cat tongs or a control pole. Difficult cats may require assistance. Do not hesitate to ask the shelter personnel for help.

Should a cat escape, remain calm and get any necessary assistance to help re-capture.

All cat food bowls and litter pans are to be thoroughly washed and sanitized before re-use.

Report any ill or injured cat, or any change in behavior or condition, as soon as possible.

Officer Conduct

Section 1: General Conduct on Duty

Animal Control officers must always be prepared to act whenever circumstances indicate their services are required. Animal Control Officers will respond without delay to all calls for assistance from citizens, police officers, and other city employees other jurisdictions (mutual aid agreements) and other Animal Control Officers in Accordance with set priorities for the nature of the call. No officer may refuse to answer a call unless unusual circumstances exist, and then only with the approval of the Chief of Police.

Truth or Consequences Animal Control Officers shall take appropriate actions to

- A. Protect the health and Safety of the Public.
- B. Protect the health and safety of all animals.
- C. Enforce all federal, state and local laws and ordinances with regard to animals and animal related issues.

Duty hours will be assigned and approved by the Chief of Police. Officers are expected to work their regular duty hours unless arrangements have been approved by the supervisor and in accordance with the rules for employees set forth in the City of Truth or Consequences personnel policies and procedures manual. Supervisors have the authority to call any officer back to duty, regardless of the regular hours assigned.

While on duty, officers are expected to devote their entire time and attention to the business of the department and refrain from excessive personal phone calls, visits from friends or family (except while on break or lunch periods) and personal correspondence.

Officers shall refrain from using obscene, indecent profane, harsh, or inappropriate language in the presence of, or on the phone with, any citizen regardless of any provocation that might occur.

Officers shall maintain a calm, businesslike atmosphere in all county offices at all times, and must keep in mind that others may be working or meeting nearby. Unnecessary boisterous behavior, speech and laughter will not be tolerated. Nor will emotional outbursts of any kind.

Disputes or disagreements between employees of any level should be taken behind closed doors, with a supervisor present if the situation warrants.

Section 2: Personal Conduct on Duty:

Animal Control Officers are expected to conduct themselves as professionals at all times when dealing with the public.

- A. No Officer shall engage in any personal conduct that could result in justified unfavorable criticism of the officer, fellow officers or the Department.
- B. Officers shall treat superiors, subordinates and associates with respect at all times.
- C. Officers shall not publicly criticize or ridicule the Department, its policies or any other officer or employee by speech, writing or other expressions where such speech, writing or other expression is defamatory, obscene, and unlawful, undermines the effectiveness of the Department, interferes with maintenance or discipline, or is made with reckless disregard for truth or falsity.
- D. No officer shall ridicule, mock deride, taunt, or belittle any person. Neither shall he/she willfully embarrass, humiliate or shame any person.
- E. Proper judgment, demeanor, courtesy and discretion in minority relations are mandatory, both within this department and when dealing with the public.
- F. No employee shall abuse or cruelly treat any animal whether in his/her charge or not.

Section 3: Public Appearances:

Animal Control Officers shall not address public gatherings, appear on radio or television, release any articles or information for publication, act as correspondents to a newspaper or periodical, and release or divulge investigative information, or represent the department in such matters without proper authorization and authority in accordance with the policies set forth by the City.

Officers may be called upon and may volunteer for public appearances to speak on animal control issues or other related topics from time to time, but no such engagements shall be attended without the prior approval of the supervisor.

Animal Control Vehicles

Section 1: Vehicle operation:

Animal Control Officers shall, under normal conditions, operate City vehicles in the same manner as required of the public. Violations of the traffic code or careless, abusive use of vehicles will result in disciplinary action. Vehicles shall be operated on roadways only; with the following exceptions:

- A. During routine patrol of unpaved streets or alleys adjacent to residences, pastures where livestock is kept and business establishments.
- B. In pursuit of an animal for purpose of quarantine.
- C. In pursuit of an animal during an attempted remote chemical immobilization capture.
- D. Officers shall always exercise care in the operation of vehicles to prevent personal injury or property damage.

Section 2: Vehicle Security:

City vehicles placed out of service at any location shall have windows secured and doors locked. Officers should remove ignition keys and secure doors and windows when leaving a vehicle unattended and out of sight, and for an extended time, during a tour of duty.

Section 3: Vehicle Cleaning:

Officers should insure all vehicles are cleaned as needed.

- A. Wash exterior of vehicles as often as necessary.
- B. Wash interior cage area as often as necessary. Follow with light spraying of diluted bleach to sanitize. This should be done any time an animal soils a cage in any manner or if any animal is suspected of having a transmittable disease.
- C. Keep cab area clean and uncluttered.

Section 4: Preventive Maintenance:

Any employee approved to operate a city vehicle should check for proper tire inflation and fluid levels daily, at the beginning of the shift. Note such checks on daily log.

Section 5: Equipment Failure or Damage:

Damage to, or failure of a vehicle, shall be reported immediately to the supervisor. Damage to any vehicle will be considered an accident and shall be reported under city policies.

Section 6: Towing or pushing vehicles:

Animal Control Vehicles shall not be used to tow or push any other vehicle at any time without permission of the supervisor.

Section 7: Use of Department Equipment:

Equipment, vehicles and facilities may be used only by city employees authorized to operate said equipment and when acting in their official capacity in the performance of their duties. Equipment, vehicles and/or facilities may be loaned to other departments or agencies only with the approval of the City Manager.

Keys to all vehicles and facilities shall be accessible to staff at all times. The Shelter Personnel shall maintain extra keys to be used in case of emergency.

Officers assigned to be on-call after hours shall be allowed a take-home vehicle. Take-home vehicles shall be used only for official business and not personal use. An officer assigned a take-home vehicle may stop for brief personal business while enroute to or from a call or normal work hours. After hours on call officers should limit their visits to unauthorized locations as much as possible, but if required to be away from home while on call, they shall keep the city vehicle with them in order to respond to an emergency in the most expeditious manner possible.

No employee shall take home a city vehicle unless on call or in possession of written authorization from the director.

Section 8: General Safe Driving:

1. Animal Control Officers shall obey all traffic laws at all times
2. All passengers in the animal control vehicles shall wear seat belts at all times while the vehicles is in motion.
3. During routine calls animal control officers should not block citizen's driveways or park vehicles in such a manner so as to be a traffic hazard.
4. Courtesy should be extended to the public and to other drivers at all times.

Calls for Service

Section 1: Objective:

To establish guidelines for response to all calls for service and telephone messages received by the office of Animal Control from the citizens of Truth or Consequences.

Section 2: Purpose:

To establish a uniform method of response whereby the citizens can expect certain procedures and be assured that their calls do not go unanswered.

Section 3: Telephone:

- A. All calls requesting Animal Control services shall be forwarded to the animal control officer on duty at the time the call is received. If the officer is unable to take the call immediately, the caller's name, address and phone numbers, as well as the nature of the call, will be recorded and forwarded to the officer at the earliest convenience. The officer will attempt to the call as promptly as is practical.
- B. If the officers are not in the office at the time of the call, the person taking the call will record the information on a duplicate message pad. The person taking the call will try to determine from the information received if the call is:
 - 1. An emergency requiring immediate action.
 - 2. Urgent, immediate follow up requested.
 - 3. Non-emergency, follow up as time allows.
- C. If the call is an emergency the officer should be notified immediately in person by phone by radio or by pager. If no answer another officers should be paged immediately and with follow up, assure the message is received.
- D. If the call is urgent the officer should be notified by whatever means necessary so that the call can be returned as soon as possible.
- E. All others calls should be written on a call card and placed in a central location, and the officer notified that he/she has calls waiting.

Section 4: Telephone Messages:

- All telephone calls will be returned as soon as possible and practical.
- Officer should note the date and time that the call was returned.
- If the return call cannot be completed, note date and times of all attempts and results. (Left message with another person, left message on machine, no answer etc.)
- After three attempts have resulted in no contact, the message should be disregarded, but a record of the attempts should be kept in case of further complaint.

Section 5: Call Priorities:

- A. All calls for service in the field will be assigned a priority and will be responded to as soon as possible, according to the priority assigned to it, not order received.
- B. **Priority One (1)**

1. These are top level emergency calls and shall receive immediate response when imminent dangers exist, the calls are in progress or a delay in response could endanger the health, safety or welfare of a person or persons or another animal.
 2. Examples are:
 - a. Dog bites
 - b. Dog attacking a person (in progress)
 - c. Dog attacking livestock or any other animal (in progress)
 - d. Dangerously vicious or diseased wildlife posing immediate threat to persons or pets.
- C. Priority two (2)**
1. These calls are to be responded to as soon as possible but are not considered emergencies.
 2. They are responded to in order of geographic location or the order in which they were received whichever is most convenient for the officer.
 3. Examples are:
 - a. Deceased small animals.
 - b. Strays or dogs running at large.
 - c. Animals suspected of illness or injury.
 - d. Stray animals in area, causing damage to property.
- D. Priority Three (3)**
1. These calls are lowest priority and do not require immediate response, although courtesy dictates that the complainant should receive a phone call, or personal contact, to advise them of the status for the situation.
 2. Responded to on a time available basis.
 3. Examples are:
 - a. Continuing problems with barking dogs.
 - b. Complaints of continuing stray dogs or trespassing cats.
 - c. Persons requesting use of a humane trap.
 - d. Persons requesting information on laws, ordinances, etc. without an immediate related problem.
 - e. Any other requests for information, procedures or complaints.

Section 6: Emergency Call-Out:

After hours emergencies are defined as:

1. Any animal bite to a human being.
2. Dog attacking a person (in progress).
3. Dog attacking livestock (in progress).

Any other after hour calls may be responded to depending upon the circumstances of the call. Animal Control Officers may use their discretion, but may not be compensated for the call time if it is determined that the call could have waited.



**CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM**

ITEM:

Presentation: Approval of *T or C Animal Shelter Volunteer Handbook*.

BACKGROUND:

Approval of this handbook is necessary to afford the maximum opportunity to attract, train, retain, and standardize the employment of civilian volunteers to provide much needed services for the T or C Animal Shelter.

STAFF RECOMMENDATION:

The Shelter Manager, police department chain of command, and Chief of Police support and recommend this handbook be approved by the City Commission. City Attorney Jaime Rubin has also reviewed this handbook and approves its contents.

Recommend that subsequent changes and/or improvements (for this specific handbook) be authorized to be implemented as approved by the Chief of Police with final approval by the City Manager.

SUPPORT INFORMATION:

T or C Animal Shelter Volunteer Handbook is attached.

Name of Drafter: Chief Randall Aragon	Department: Police	Meeting date: September 12, 2018
Email: raragon@torcnm.org	Phone: (575) 740-2559	



TRUTH OR CONSEQUENCES ANIMAL SHELTER VOLUNTEER HANDBOOK

(Effective _____, as approved by T or C Board of Commissioners)

Nationally, volunteers have proven to be a vital part of animal shelter operations within municipalities. Because of such successes our city has implemented a volunteer program to assist with Truth or Consequences Animal Shelter (TCAS) operations which will assist in saving the lives of thousands of animals in our community. Thank you for your interest in becoming part of our team!

Volunteers generally help socialize animals, and assist with the caretaking of animals. Their special skills and talents make a positive difference in the lives of TCAS animals. The recruitment of volunteers is essential for good TCAS operations. Since most volunteers interact in one way or another with the public, it is important that their relations with animals are *humane, respectful, and kind*.

All volunteers are required to document that they have read, understand, and will comply with the volunteer handbook. Read through it carefully. You are not expected to remember everything in this handbook, but you are expected to refer to the appropriate section of the handbook when needed. This handbook should be used in conjunction with volunteer training. The following sections are included in this Handbook:

Section 1: Policy (includes the Volunteer Mission Statement)

Section 2: Volunteer Positions (Descriptions)

Section 3: Commentary Regarding the Truth or Consequences Animal Shelter Standard
Operating Procedures (SOP Manual)

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SECTION 1: Policy

A. Purpose

A written policy program will help to assure that all parties have a clear understanding of what is expected of each of them. Lack of established programs when utilizing volunteer personnel may cause disappointment for both the volunteer and for the regular employees in the workplace.

This policy is designed to provide a basic overview of the policies and procedures which provide all of us (paid and volunteer staff) with guidance and direction.

B. Introduction to Truth or Consequences Animal Control

It is estimated that TCAS will take in approximately 787 dogs and cats every year with a staff of three TCAS personnel (one manager and two TCAS employees) and two Animal Control Officers. Additionally, it is estimated that the TCAS will average about 120 adoptions, 188 Reclaims, and euthanize 68. The TCAS does not refuse any animal for any reason.

C. Volunteer Guidelines

1. Requirements

- a) Volunteers ages 18 and under must be accompanied by a parent or guardian.
- b) Be aware that many volunteer positions require bending, lifting, standing, walking, or squatting.
- c) All volunteers must be able to communicate clearly and understand and comply with written and spoken instructions.

2. Volunteer Opportunities

Making a good match between a volunteer's particular area of interest and the needs of TCAS help further the mission in providing care and companionship for homeless animals. It is also important for the volunteer's self-esteem and feelings of contribution.

The following programs contain specific volunteer positions:

- a) Socialization (dog walkers, cat cuddlers, etc.).
- b) Shelter Assistance (shelter cleaning, feeding, facility cleaning, etc.).
- c) Public Assistance (greeters, event assistant, etc.).
- d) Clerical (Follow up calls, welfare checks, reception, scheduling, filing, etc.).
- e) Specialty (dog trainers, dog groomers, photographer, graphic artist, etc.).

3. Application Process

a) Application Form

Individuals wishing to become a part of the TCAS volunteer team are asked to complete a Volunteer Application. The Volunteer Application contains questions designed to help understand why individuals want to volunteer and what they hope to accomplish. Likewise, a person's feelings about euthanasia, spaying and neutering, keeping pets indoors/outdoors, and other animal-related experiences help the TCAS Manager and Volunteer Coordinator to formulate an opinion as to how and where the individual will fit into a TCAS work environment.

b) Screening

Screening is an internal control performed by the Volunteer Coordinator. The Volunteer Coordinator reviews all applications and calls potential volunteers to advise them of the process involved for bringing new volunteers on board.

c) Background Check

To ensure the safety of our pets, volunteers and staff members we perform a standard nationwide criminal background check on all potential volunteers. Prior convictions may prevent you from volunteering with us.

d) Reference Check

In order to further ensure a good match of a volunteer with the appropriate volunteer position, TCAS will perform a reference check.

4. Acceptance as Volunteer

a) Volunteers passing the screening, background check, and reference check are considered for acceptance for available positions.

b) Volunteers will be provided with the position(s) description for which they are accepted.

c) If more than one position is available for which the applicant is qualified and has expressed interest, the volunteer will be given the opportunity to choose which position he/she would like to fill.

d) Should the position you desire not be available, you will have the option to be placed on a backup list for that position or you can request to be considered for another available position.

5. Non-Acceptance as Volunteer

a) Not all potential volunteers are accepted to work at the TCAS. Some possible reasons are that the service offered is not needed, they may have an incompatible schedule, they may have a poor or abusive history with animals (based upon reference checks), and/or previous inappropriate interpersonal relations within the community or TCAS personnel.

b) The Volunteer Coordinator will explain the reason or reasons why they are not being accepted and offer suggestions, if appropriate, for working at other organizations.

- c) The Coordinator will document the reason for non-acceptance on the Volunteer Information Form. The Information Form will be kept on file in the event the individual reapplies or a problem surfaces regarding the handling of denial.
- 6. Standard Operating Procedures (SOP)

TCAS follows a Standard Operating Procedure that was adopted by the T or C Commission. The complete TCAS SOP manual (and this handbook) is posted on the T or C website and the Police Department's network server for your review.
- 7. Scheduling
 - a) To enable TCAS staff to plan tasks, assignments and work load, each volunteer is expected to schedule in advance, preferably monthly, his or her time commitments on the Volunteer Calendar.
 - b) Volunteers are not permitted to come in whenever they desire.
 - c) Volunteers who wish to come in at a time for which they are not scheduled should first contact the Volunteer Coordinator to see if their help is needed.
 - d) Any cancellations are to be reported to the Volunteer Coordinator or TCAS Manager. Excessive no-shows or last-minute cancellations will not be tolerated.
- 8. Role of TCAS Staff
 - a) TCAS staff is expected to keep the Volunteer Coordinator well informed of the volunteer's progress and work habits. This is especially important for community service workers and students, as the individual's probation officer or teacher may contact the Volunteer Coordinator or TCAS Manager on a regular basis for the status reports.
 - b) Any problems with volunteers should be promptly reported to the Volunteer Coordinator or TCAS Manager.
 - c) TCAS staff shall treat volunteers with respect at all times and not exhibit condescending behavior toward any volunteer.
- 9. Orientation
 - a) All volunteers will attend an orientation
 - b) An orientation session is an important first step in introducing prospective volunteers about TCAS operations and programs. This session allows interested persons to evaluate their level of interest and time commitment.
 - c) The Volunteer Coordinator will contact potential volunteers to advise them of the date and time an orientation session is scheduled.

10. Training

- a) Before any volunteer begins work at the TCAS, he or she must attend a Volunteer Orientation.
- b) The Volunteer Coordinator introduces volunteers to all TCAS staff whenever possible.
- c) Volunteers should be trained for one position initially.
- d) Volunteers are encouraged to train for other positions once familiar and comfortable with the responsibilities of the initial position.

11. Use of City Resources/Property

- a) Volunteers may be required to use City property and resources in order to fulfill their duties.
- b) Volunteers must not use City property or resources for personal use.
- c) Volunteers must not allow anyone else to use City property or resources without direction from the Volunteer Coordinator or TCAS Manager
- d) Volunteers must not remove City property from the premises.
- e) Certain volunteer positions may require the use of a City vehicle. All volunteers must submit, by written form, to a driving record check and must provide a copy of their driver's license to City Administration. Additional training may be required for these positions.

- 12. Volunteers will receive a performance evaluation during their first 90 days of volunteer work and thereafter every 180 days. Continuance in the program is dependent upon a positive outcome on such continuous appraisals.

D. Volunteer Mission Statement & Volunteer Code of Conduct

As with TCAS staff, volunteers are expected to follow certain rules of conduct and behavior in order to provide a safe and productive work environment. These general rules are included in the Volunteer Handbook and are reviewed during orientation.

Volunteers are expected to adhere to a certain code of conduct while volunteering at the TCAS and when representing the Truth or Consequences. As a TCAS volunteer, you will be asked to support our programs and services; to abide by the policies and procedures of TCAS thereby presenting a positive image of Truth or Consequences to the public.

1. Mission Statement & Volunteer Code of Conduct.

Truth or Consequences, NM

Animal Shelter Volunteer Program

Mission Statement

As volunteers we assist TCAS staff in saving animals' lives. Volunteers assist TCAS staff in developing creative ways to do it and are passionate about success at it. It is understood that animals are our primary clients and everything we do is based on what is in their best interest individually or as a group. Volunteers provide assistance to TCAS staff by cleaning cages, socializing, providing exercise, training, enrichment, and other duties approved by TCAS staff. Such assistance will be performed in accordance with the documented TCAS Volunteer Program Handbook operating procedures and under the supervision/oversight of applicable TCAS staff personnel.

2. Professionalism

- a) Volunteers are expected to do their work in a professional manner
- b) Volunteers are expected to be constructive at all times, and should assist in any work they are asked to perform, as determined by their information form and/or job assignment.
- c) Volunteers should refer visitors to TCAS staff if questions are asked and the proper answer is not known.
- d) Familiarize yourself with the facilities so you can direct visitors to the appropriate animal areas.
- e) Discuss behavioral observation of the animals you are working with if there are concerns.
- f) Report any signs of illness in an animal to a staff member

3. Confidentiality

- a) In the course of volunteering with TCAS, you may have access to confidential information relating to its operations, customers, adopters, volunteers, donors, etc.
- b) Knowledge of such confidential information is a trust to be honored.
- c) Revealing confidential information to any individual without a need to know will lead to disciplinary action up to and including termination of the volunteer position.

3. Interaction with Media

- a) Any contact with the media must be brought to the attention of the TCAS Manager.
- b) Media includes anything printed, broadcast, or televised about TCAS.
- c) TCAS Volunteers may only speak to the media with prior approval from the TCAS Manager or a more senior T or C official within the Police Department's chain of command.
- d) Unauthorized contact with the media will lead to disciplinary action up to and including termination of volunteer position.

4. Social Media Policy

This policy is intended to promote responsible use of the Internet and social networking and to determine what can be posted on the Internet and social networks representing TCAS and who can post it.

- a) Internet posts are defined as posting on sites such as Internet blogs, discussion forums, message boards, chat rooms, social networking sites (such as Craigslist, Facebook, LinkedIn, Twitter, YouTube, etc.), and any communications made on similar sites.
- b) The following behaviors are examples of prohibited internet activities that may result in disciplinary action up to and including termination.
 - i. Sending or posting confidential material outside of the organization.
 - ii. Sending or posting messages or materials that could damage the organization's image or reputation as determined by the TCAS Manager, Police Department chain of command, and City Manager.
 - iii. Using TCAS's name on the internet for personal gain, religious activities or political causes or activities.
 - iv. Passing off personal views as representing those of the organization.
 - v. Unless provided written consent, you may not use T or C's logo on your posts.
 - vi. Employees/volunteers may not use company equipment or facilities for non-work related activities without permission. Social media activities should not interfere with your duties at work.
 - vii. TCAS Volunteers may not answer media questions on social media sites on behalf of TCAS.

Where no policy or guideline exists, volunteers are expected to use their professional judgment and take the most responsible action possible. If you are uncertain about the appropriateness of a social media posting, check with the Volunteer Coordinator, or TCAS Manager

5. Dress Code

- a) As volunteers, you make a first impression on the public we serve with your personal appearance.
- b) Volunteers are expected to dress appropriately.
- c) Volunteers are considered as representing TCAS whenever they are in TCAS Volunteer attire whether they are on or off duty in the TCAS and/or out in the community.
- d) Appropriate clothing requirements:
 - i. Clean wrinkle-free clothing with no holes.
 - ii. Jeans or other long pants
 - iii. Close-toed shoes
 - iv. Nametag
- e) Not Appropriate clothing requirements:
 - i. Midriff-revealing tops
 - ii. Revealing attire
 - iii. Any vulgar statements or pictures on attire
 - iv. Open-toed shoes, sandals, flip-flops, high heels, or clogs
 - v. Short shorts

- vi. Tank tops
 - vii. Baseball caps and sunglasses when leashing up dogs; this can be frightening or intimidating to them because they are unable to see the person's face.
 - viii. Excessive jewelry; this poses a safety hazard
 - f) Volunteers wearing inappropriate attire will be required to change, or be sent home if they do not have additional clothing to change into.
 - g) Repeated instances of inappropriate dress will lead to discipline up to and including termination of volunteer position.
6. Smoking Policy
- a) Smoking is not permitted in any building, outdoor shelter, city vehicle or auxiliary structure.
 - b) Smoking areas are designated and are 50 feet away from any entrance, window or ventilation intake.
 - c) Smoking litter must be properly disposed.
7. Attendance
- a) Programs and positions are available for every level of volunteer time commitment.
 - b) Because staff work load is dependent upon a volunteer's time commitment, volunteers are expected to work the shifts for which they sign up.
 - c) Volunteers are not permitted to come in whenever they desire.
 - d) Volunteer which need to be absent from a shift are expected to contact the Volunteer Coordinator and let them know with as much notice as possible (although illness and accidents do happen and are understandable).
 - e) Volunteers frequently and/or regularly missing their volunteer shift may be asked to switch to a volunteer position that does not require a high commitment.
 - f) Volunteers who wish to come in at a time for which they are not scheduled should first contact the supervisor of the department to see if their help is needed.
8. Cell Phone/Tablet/Computer/Phone Usage
- a) Volunteers are not permitted to use electronic devices when they are working directly with the animals as it poses a safety issue.
 - b) When not in direct contact with an animal, please limit the use of your cellphone to short calls or texts and only when necessary.
9. Security
- a) Please be aware that for the safety of the animals, volunteers, staff and visitors, security cameras are on the premises. Security cameras are placed in public and restricted areas with the exception of the restrooms.
 - b) Volunteers are to refrain from loitering in areas that they are not volunteering in, to not enter restricted areas unless their volunteer position requires them to enter a specific restricted area

10. Safety

Safety at the TCAS is an absolute must! Your safety is our biggest priority. To prevent injury, follow these and all posted safety notices:

- a) Wash your hands in between handling each animal to protect the animals against the spread of disease
- b) Discuss behavioral observation of the animals you are working with if there are concerns
- c) Do not enter a shelter where the animal has their ears back and tail between their legs.
- d) Animals in the stray area are not allowed to be moved, cleaned or walked by any volunteer unless approved in advance.
- e) While volunteers are allowed to assist a TCAS employee in the stray area with cleaning, the volunteer is not to be left alone.
- f) Report any signs of illness in an animal to a staff member.
- g) Do not handle any animals of which you are unsure
- h) You must report all bites and serious scratches to the Volunteer Coordinator or Manager. Not doing so may cause TCAS to terminate your service. This is for everyone's safety.
- i) Please notify your physician of your volunteer responsibilities, especially if you are pregnant or have a condition that may compromise your immune system.

11. Harassment Policy

Truth or Consequences is committed to taking reasonable steps to provide a professional working environment free from all forms of harassment, whether based on sex, sexual orientation, gender identity, race, color, religion, national origin, age, disability or any other protected classification.

12. Conflict Resolution

We believe that the best way to handle any misunderstanding is to communicate honestly about it as soon as it happens. That is why we have an open door policy for bringing volunteer concerns to the attention of the people who can best address them.

- a) Speak to the Volunteer Coordinator about your concern. You and the Volunteer Coordinator are encouraged to talk things over and resolve difficulties whenever you can. A frank talk is usually the easiest and most effective way to deal with the problem.
- b) If your concern is of a nature that you prefer not to discuss with the Volunteer Coordinator, make an appointment with the Manager. The Manager can help you and the Volunteer Coordinator gather the facts objectively and settle the matter.
- c) If your concern is of a nature that you prefer not to discuss with the TCAS Volunteer Coordinator follow the chain of command to seek assistance.

13. Corrective Action

- a) TCAS reserves the right to terminate a volunteer's connection with the organization at any time. However, the Volunteer Coordinator may provide verbal counseling and/or a written warning prior to termination, but is not required to do so.
- b) When a performance problem is first identified or inappropriate behavior is displayed, it should be brought to the attention of the volunteer as soon as possible.
- c) Informal discussion between the Volunteer Coordinator and the volunteer will often suffice as the corrective action needed for the infraction.
- d) The Volunteer Coordinator will make and retain a written record of this conversation that summarizes the issues discussed and the date of the meeting.

14. Termination

- a) Like TCAS staff, volunteers can be terminated at the discretion of the Animal Shelter Manager.
- b) In most situations, any problems brought to the attention of the Volunteer Coordinator will be discussed with the Manager
- c) A meeting will be called with the volunteer for the purpose of discussing the reason for termination.
- d) The Volunteer Coordinator or Manager is expected to document in writing the events leading up to termination, including discussions held at the meeting itself, and add this information to the volunteer's personnel file.
- e) Should there be an extremely serious incident that would warrant the volunteer to leave immediately, the staff on duty has the authority to direct the volunteer to leave.
- f) The TCAS staff will promptly notify the Volunteer Coordinator or Manager and will prepare written documentation describing the incident.
- g) For community service workers and students, the Volunteer Coordinator will contact the probation officer or teacher to inform them of the termination.
- h) If the volunteer's performance continues to deteriorate or corrective action is not adhered to, the Volunteer Coordinator will prepare and deliver to the volunteer a memorandum summarizing all previous corrective actions and the specific problem(s) that warrant the termination action.
- i) Volunteers must understand and comply with TCAS policies and guidelines. Any violation of policies will result in immediate dismissal from the volunteer program.
- j) Anyone terminated will be ineligible to reapply for a period of one (1) year. When a volunteer is terminated for animal cruelty, harassment or damage to persons or property, volunteer privileges will be permanently revoked.

- I) Possible reasons for termination may include:
- i. Failure to adhere to volunteer handbook guidelines.
 - ii. Conduct on duty which would be detrimental to the organization and/or the animals,
 - iii. Any breach of confidence or release of confidential information.
 - iv. Conduct off duty which would adversely affect the organization.
 - v. Reporting to event/shift under the influence of drugs or alcohol.
 - vi. Theft of property or funds.
 - vii. No call/No show for two events or shifts.
 - viii. Any abuse or mistreatment of animals.
 - ix. Gross misconduct or insubordination.
 - x. Unsatisfactory performance evaluations.

If you should decide not to volunteer with TCAS any longer, we would appreciate it if you would please send the Volunteer Coordinator an email to let us know.

E. Other Volunteer Provisions

1. Volunteers are required to go through the same adoption process as the general public.
2. Feed treats to animals only as allowed by the Volunteer Coordinator.
3. Personal pets, although beloved, are not allowed in the workplace (service animals exempted).
4. Although euthanasia may be discussed with volunteers, you should not interfere with euthanasia decisions and/or procedures.
5. Solicitation by non-staff members for any reason on company property is not allowed. Volunteers may not distribute literature for groups, organizations or businesses on City property or on behalf of the City.
6. Disease and prevention
 - a) Zoonotic diseases are diseases that humans contract from animals
 - b) The most effective means of preventing zoonosis is to:
 - i. Wash your hands frequently with antibacterial soap, especially after handling any animal and prior to eating or smoking.
 - ii. Wear gloves when cleaning the cats.
 - iii. Immediately disinfect scratches and bite wounds.
 - iv. Let your physician know that you work closely with TCAS dogs or cats.
 - c) Some of the illnesses that humans can catch from dogs and cats include: Ringworm, External Parasites (lice, mites, and fleas), Giardiasis (Beaver Fever), Leptospirosis (Weil's Disease), Lyme Disease, Nematode (worm) Infections, Rabies, and Salmonellosis (Salmonella).
 - d) You should not let this list alarm you, but rather remind you that you are volunteering in an environment where these organisms often exist.

e) Just as you can catch illnesses from dogs or cats, you can also unknowingly carry illnesses home to your pets. The most effective means of preventing the spread of illness to your pets (or from your pets to our TCAS dogs and cats) is to:

- i. Make sure that your own animals have all of their vaccinations up-to-date.
- ii. Let your veterinarian know that you work with TCAS dogs and cats.
- iii. Change your TCAS clothes before socializing with your animals at home, and vice versa.
- iv. Check the soles of your shoes before leaving the TCAS to ensure you are not tracking feces into your car and home. Even better, designate a pair of shoes to be your "TCAS shoes" and take them off before entering your home.

SECTION 2: Volunteer Positions

Not all positions will be available at a given time. Available positions will be posted in the TCAS lobby and on the TCAS website.

The following is a list of possible volunteer positions. As needs arise which call for new positions, this section of the policy will be updated and presented to the Board of City Commissioners for approval.

TCAS Volunteer Coordinator

Under the supervision of the TCAS Manager the Volunteer Coordinator will assist in providing oversight and guidance relating to TCAS operations.

Assistant TCAS Volunteer Coordinator

Will serve as an assistant to the Volunteer Coordinator and during any extended absence of the Volunteer Coordinator will fulfill the role of "Acting Volunteer Coordinator" under the same protocol as specified for the Volunteer Coordinator.

Dog Socializers

As a dog volunteer you will be enhancing the lives of dogs in our facility. You will be working hands-on with the dogs. When you work with the dogs outside of their shelters, it helps reduce the stress level, teaches them manners, and helps the staff evaluate the dog's temperament. Dog volunteers are paired with a Shelter Technician during their shift.

Cat Socializers

As a cat volunteer you will be enhancing the lives of cats in our facility. You will be working hands-on with the cats in our main cat adoption room. More advanced level volunteers may work with special needs cats, unweaned or sick cats, injured cats, and cats currently unavailable for adoption. Your work with the cats helps reduce stress and encourages animals to socialize and therefore makes adoption of these animals more likely.

Greeters

As a greeter you will meet the public and answer general questions relating to TCAS policy and procedures as well as help them through the process of observing animals and the process of adoption. Greeters must have excellent customer service skills and enjoy interacting with a diverse group of visitors. Greeter must be willing to work at least 4 hours a month.

Clerical

Clerical volunteers will assist with all aspects of the clerical office including; filing, phone work, and adoption and spay/neuter follow up.

Shelter Assistant

Shelter Assistants are among the most necessary and important volunteers we have. Shelter volunteers work directly with Shelter Technicians in the cleaning and sanitizing of all animal cages and areas throughout the facility. Most cleaning takes place between the hours of 8:30am and 12:30pm. It is important that shelter volunteers show up at their scheduled time.

Off-Site Dog or Cat Adoption/Foster Coordinator

This position is responsible for facilitating placement of dogs and cats with a foster or adoption program.

Supervision:

Direct supervision by Volunteer Coordinator and/or TCAS Manager.

Dog Socializers

Major Objective:

Enhance the lives of the dogs at the TCAS. Dog walking is an important activity that provides play and exercise time.

Duties

- Walk dogs
- Use simple positive reinforcement obedience techniques
- Rotate dogs to outdoor runs while shelters are being sanitized

Number of Positions Available:

20.

Schedule Options:

As scheduled by the TCAS Volunteer Coordinator based upon the availability of volunteers.

Training:

Training will be provided by staff. Must be familiar with the dog walking protocols listed in this handbook.

Commitment:

Minimum 8 hours per month. Dog handlers/walkers are also needed at offsite adoption events as scheduled.

Volunteer Profile:

- Volunteer should love being around dogs; patience, understanding and consistency are important
- Dog walkers must be physically able to maintain control of leashed dog at all times
Previous experience is not required

Volunteer Benefits:

- Reward of building a bond with a TCAS dog

- Reward of helping a dog team, handle the stress of a TCAS, and become more adoptable

Supervision:

- Direct supervision by TCAS staff

Cat Socializer

Major Objective:

Socialize and mentally stimulate cats. Cat socializers interact one-on-one with homeless cats to ensure that their time at the TCAS is an enjoyable and as stress-free as possible.

Duties:

- *Play with and groom cats*
- *Tidy the cats living area*
- *Interact with potential pet adopters and answer commonly asked questions*

Number of Positions Available:

20,

Schedule options:

As scheduled by the TCAS Volunteer Coordinator based upon the availability of volunteers.

Training:

Training will be provided by the staff. Must be familiar with the cat protocols listed in this handbook.

Time Commitment:

Minimum 8 hours per month

Volunteer Profile:

- Ability to work independently
- Ability to answer common questions posed by the public
- Person with strong desire to reduce stress in TCAS cats
- Professionally and safely handle animals
- Monitor the public's contact with the animals.

Volunteer Benefits:

- Direct contribution to happiness of cats
- Develop relationship with TCAS cats
- Hands on experience with many different cat personalities

Supervision:

Supervised by TCAS staff

Shelter Assistant

Major Objective:

Work with TCAS staff to clean shelters/cages, feed animals and assist with grooming.
Clean shelters reduce the risk of disease and stress in TCAS animals.

Duties:

- Assist TCAS staff with daily cleaning of dog shelters and cat cages
- Assist TCAS staff with feeding of animals and general observation of physical condition of animal
- Help wash dishes, do laundry, sweep and mop floors

Number of Positions Available:

4.

Schedule options:

As scheduled by the TCAS Volunteer Coordinator based upon the availability of volunteers.

Training:

Training is provided by the staff. Must be familiar with the cleaning protocols listed in this handbook.

Time Commitment:

Minimum 4 hours per month. These positions are needed on a daily basis. Positions are scheduled in the mornings. Volunteers are scheduled to work based upon the needs of the TCAS.

Volunteer Profile:

- Ability to work efficiently and thoroughly to help control the spread of illnesses
- Professional and safe animal handling skills
- Willingness to get dirty and do messy work
- Open to on the job training
- Organized and mindful of animal identification procedures

Volunteer Benefits:

- Direct contribution to health and comfort of cats and dogs
- Great hands on experience

Supervision:

Supervised by TCAS staff.

Clerical

Major Objective:

Assist TCAS staff in accomplishing clerical duties

Duties:

- Filing
- Preparing mailings
- Follow up on spay/neuter contracts or lost and found reports

Number of Positions Available:

1.

Schedule options:

As needed; Volunteer Coordinator will call to schedule

Training:

Training is provided by the TCAS staff or Volunteer Coordinator

Time Commitment:

No minimum requirement due to as needed schedule

Volunteer Profile:

- Possess excellent customer service skills and phone etiquette
- Should be able to work independently to get the job done but also work with staff

Volunteer Benefits:

- Interact with the public to ensure satisfied customers
- Direct contribution to reuniting lost animals and their owners
- Help support the spay/neuter mission in Truth or Consequences

Supervision:

Direct supervision by Volunteer Coordinator and Manager.

Greeters

Major Objective:

Provide one-on-one welcoming attention for every visitor to the TCAS.

Duties:

- Welcome visitors to the TCAS
- Direct visitors to appropriate location (shelters, puppy room, cattery, etc.)
- Advise visitors on visitation guidelines
- Advise visitors how to read the shelter cards
- Answer commonly asked questions

Number of Positions Available:

1.

Schedule options:

As needed; Volunteer Coordinator will call to schedule.

Training:

Training is provided by the TCAS staff or Volunteer Coordinator

Time Commitment:

Minimum 4 hours per month

Volunteer Profile:

- Possess excellent customer service skills and a big smile
- Must enjoy working with people
- Bilingual a plus

- Volunteer Benefits:
- Interact with the public to create welcoming atmosphere
- Help animals find their forever home
- Help adopters find their perfect animal match

Supervision:

Direct supervision by Volunteer Coordinator and TCAS Manager.

As needed basis

Off-Site Dog and/or Cat Adoption Coordinator

Major Objective:

This position is responsible for facilitating placement of dogs and cats with a foster or adoption program.

Duties:

- Identify dogs and/or cats to be transferred adoption center or foster homes.
- Make sure dogs and/or cats receive proper vet exams for placement off-site
- Transport dogs and/cats to the pet adoption and/or foster homes.
- Interact with adoption centers and/or foster homes to ensure program is operating efficiently
- Maintain accurate identification records

Number of Positions Available:

5.

Schedule options: As needed; Volunteer Coordinator will call to schedule.

Training:

Training will be provided by the Volunteer Coordinator. Must be familiar with the dog/cat protocols listed in this handbook.

Time Commitment:

Minimum 4 hours per week anticipated

Volunteer Profile:

- Ability to work independently
- Person with strong desire to reduce stress in TCAS dogs and/or cats
- Professionally and safely handle animals
- Monitor the wellbeing of dogs and/or cats in off-site locations
- Must be able to accurately identify gender of dogs and/or cats.

Volunteer Benefits:

- Direct contribution to happiness of dogs and/or cats
- Develop relationship with local customers.
- Direct contribution to the adoption of dogs and/or cats

Supervision:

Direct supervision by Volunteer Coordinator and Manager.

SECTION 3: Standard Operating Procedures

The Truth or Consequences Animal Shelter and Animal Control Officer unit has an adopted a set of Standard Operating Procedures (SOP) which the TCAS and field operations follow. All employees and volunteers are required to follow the SOP. Many sections in the SOP will not be applicable to the volunteer position.

We ask all volunteers to familiarize themselves with the contents of the Standard Operating Procedures which is published as a separate document (manual) that may be found on the T or C website under the Police Department's section and listed as "Truth or Consequences Animal Shelter & Animal Control Officer Standard Operating Procedures." *The Truth or Consequences Animal Shelter Volunteer Handbook* will also be found at this same website location.

SECTION 4: Volunteer Training Manual

Appendix A (Protocols for various volunteer duties)

The following protocols were developed to provide organization throughout our busy TCAS, and to insure the safety of all employees, volunteers, patrons and animals. We ask all volunteers to practice the following and to inform patrons of any that may apply to them.

DOGS

Handling of TCAS Animals

ALWAYS USE CAUTION WHEN HANDLING ANIMALS TO ENSURE THE SAFETY OF ALL PEOPLE AND ANIMALS.

Dogs in shelters:

- Never approach or reach out quickly to pet the animal
- Before clipping a leash to a dog's collar, approach him slowly while talking to him calmly.
- DO NOT make prolonged, direct eye contact: a stare is a challenge to a dog.
- Give him a treat, then clip the leash on the collar.
- His reward is taking him out of the shelter for a walk.
- Fearful dogs:
- Various signs of fear are: ears back, eyes dilated, tail tucked, growling, hiding in the corner of shelter.
- Definitely DO NOT approach these animals!
- Entice them to approach you.

- Start by softly talking to them outside their cage.
- After a few minutes slowly open the shelter and crouch down just inside the door.
- Call softly to him while offering him treats.
- He may not come at all.
- Leave your treat in the cage and return to do the same exercise an hour later.
- After time you will build his trust and he will start approaching you slowly, do not rush them.

Dogs Outside the Shelter:

- DO NOT drag fearful dogs or puppies on a leash through the corridors.
- Let the leash slack, even if it means the dog is backing up.
- When the leash is loose, and the dog stops retreating, squat down and lure the dog towards you with a treat.
- If the dog is small you may have to carry him back to the shelter.
- Be sure to talk "happy talk" to the animal while you are walking.
- Please be especially careful to keep the lead short, especially when walking through the lobby where there are often other dogs and cats present, dog leashes can easily become entangled.
- If you are uncomfortable or uncertain about handing an animal to show to a potential adopter, ask a fellow volunteer or staff person to assist you handling animals outside of shelters.
- If animals are too difficult to get back in cages or shelters, you MUST ask a shelter staff to assist you.

Other Handling Considerations:

- Our staff is properly trained to use what may seem to be extreme but safe techniques when handling all animals.
- All animals are handled the same way even if they may not show signs of stress at the time.
- We all know that their stress level could change abruptly if something scares them.
- Volunteers are asked not to handle animals that have a stress level that has changed dramatically or shows signs of aggression.

Dog Walking Protocol:

- Walking dogs seems like simple stuff, right? Not quite. While walking your own dog may be simple, walking dogs in a TCAS environment can be very different. This is a guide to keep you, the animals, staff and the public safe while you are interacting with the dogs.
- Schedule: Volunteers may be in the TCAS during TCAS business hours. All dogs must be back in their shelters 30 minutes before the TCAS closes.
- All dog walkers must receive an additional orientation for training in safe animal procedures and sign acknowledgement receipt before beginning.
- Wear shoes such as work or athletic shoes (no open toe, flip flop, etc.).
- Do not wear large hoop earrings or other dangling jewelry which may catch or tangle in collars or shelter links and pose a safety hazard.
- Dog walkers may be requested to participate in basic obedience training held at TCAS depending on availability of trainer.
- Dogs are to be leashed at all times (slip leashes and leashes are located in the lobby).
- Pick up waste/poop collection bags from the supply cabinet.
- Walk only dogs you are able to keep under control at all times.
- Walkers may walk all dogs as directed by their paired Shelter Tech except those designated Staff Walk Only
- "Staff Walk Only Dogs" will have a sign on shelter card.
- When removing dog from shelter:
- Note the shelter number.
- Turn your body sideways to shelter door (frontal approach may intimidate dog).
- Slowly move your hand to door and allow dog to sniff.
- Avert your eyes and avoid stare between you and dog (dogs consider stares intimidating).
- Use calm, quiet voice.
- Have leash already attached to collar.
- Have leash or slip leash open and ready to slide over dog's head.

- Look around to be sure other shelter doors are not open, no people or other dogs are near you.
- Open door slightly, maintain sideways stance, maintain soft, gentle voice and movements.
- If dog is aggressive or excessively shy, leave to more experienced walkers.
- When leash is on dog, look around again to be sure other dogs and people are not nearby.
- Remove dog from shelter and move toward door to lobby.
- Look out door windows to see if other dogs/people are approaching door you wish to use.
- If coast appears clear move carefully through door to lobby.
- Follow the same procedure when exiting lobby to outdoors.
- Do not linger in shelter area or lobby w/ the dog you are walking (it heightens the dog's anxiety about getting outdoors).

As you walk:

- Walk dogs in parking lot, at park, or on side of road in front of TCAS (being vigilant about passing vehicles).
- Do not walk dogs on private (non-TCAS) property.
- Dogs must be kept at least 20' apart from each other at all times.
- Dog walkers should maintain control over dogs and work on basic commands e.g. heel, sit, stay
- Clean up after your dog as safety permits with a "pooper scooper" and dispose of this waste in the designated fecal bucket.
- You are responsible for the animal you are walking. Never put yourself, the dog or others in an unsafe situation.
- Pay attention to your dog at all times (no cell phone conversations).
- Under no circumstances are children under the age of 18 allowed to walk dogs alone.
- Children between the ages of 14-18 may walk dogs only when accompanied by parent/guardian only upon authorization of volunteer coordinator or TCAS staff.

- Never run with your dog.
- TCAS staff will decide whether a dog is eligible to be walked.

Returning dog to shelter:

- As you return to TCAS, recall your shelter#.
- Enter building through side door (if possible).
- Open door slowly and observe proximity of other dogs/people near you and whether they are waiting to enter shelter area.
- Enter shelter area (one dog at a time) through hall door nearest to the shelter where the dog is being returned.
- Be mindful of proximity of other dogs/people present in the shelter area.
- If another walker is returning a dog to its shelter, wait at a distance before approaching your shelter.
- Open your shelter door and urge dog into shelter w/out entering the shelter and closing door behind you.
- After dog enters shelter, move shelter door close to your body so it is only slightly open.
- Remove slip leash or leash from dog (leaving leash on poses a hanging hazard to jumpers who may catch on chain link in shelter).
- Back out of shelter doorway and close door in front of you. Make sure door is properly latched.

Report any dog injury or illness immediately to staff.

REMEMBER:

- Never run w/ dogs (Poses danger and promotes inappropriate dog behavior).
- Do not jerk or drag a dog. Always maintain control over the dog and feel free to ask for assistance.
- Do not allow your dog to repeatedly pull you along. If your dog pulls you, stop walking, wait a moment, then continue. Repeat until dog stops pulling.
- Always be aware of your surroundings. Go wide around corners, look through hall windows, and open doors slowly.
- Move dogs in and out of building quickly (it lowers their stress level).
- If you do not have experience with a particular dog, stay near the building so you

may seek assistance if required.

- Keep your dog separate from all other animals. Always be aware of other animals and people near you.
- Dogs must be securely leashed at all times.
- Whenever possible, pick up your dog's waste wherever it is to reduce a possible source of transmissible diseases.
- Do not allow your dog to drink from puddles or other sources of possible contamination.
- Do not allow your dog to sniff feces.
- If your dog's shelter is dirty or water bowl is empty, seek assistance from an experienced volunteer or staff person to remedy the situation.
- In the event of an emergency, call for help but remain calm.
- Report all injuries immediately regardless of cause.
- Maintain general "Quiet in the Shelters" at all times by keeping voices soft and low. Very important!
- Do not hand your dog over to a visitor who is interested in adopting. Send visitors to the front desk for assistance in completing adoption paperwork
- Limit the time you spend on longer walks/socialization time to 20 minutes (so dogs are available to be viewed by potential adopters).
- Assist staff w/ TCAS visitors who wish to meet dogs by removing/returning dogs to shelters so visitors may meet and greet in lobby or parking lot. Remain w/ dog during visitor meet and greet.
- Do not turn dog over to visitors unless instructed by staff to do so.
- Please complete the ACKNOWLEDGEMENT of DOG WALKING PROTOCOLS form.

How to Clean a Dog kennel:

[(***NOTE:** this narrative is listed as per the T or C Animal Shelter Standard Operating Procedure (SOP)]

Cleaning Dog Kennels

Not only does a thorough and effective cleaning of the Shelter prevent the spread of communicable diseases, but it creates a better environment for animals' staff and visitors. Animals enter the shelter from different locations with unknown medical histories and varied past exposure to disease. Cleaning dog kennels correctly ensures a healthy, less stressful stay.

The kennels and/or cages must be cleaned and disinfected at least once daily, preferably in the morning, or most frequently, as needed. The products used in cleaning should be determined by the Animal Shelter and explained to all employees participating in the cleaning.

No one should allow an animal to be hosed down either directly or indirectly, except as prescribed as treatment.

Remove Dog from inside Kennel:

Open the kennel door and let the dog into the outside kennel, and then close the door.

Remove all blankets and toys:

Place all blankets in a laundry basket and place all toys by the sink to be washed and disinfected, if applicable.

Remove all food and water dishes:

Remove all food and water bowls and wash them.

Remove Solid Waste:

Rid the kennel of all solid waste, such as feces, clumps of hair and dry food on the floor and place the waste in a lined trash can.

Spray the Kennel with Water:

Thoroughly spray the entire kennel with plain water including the walls, floors, kennel beds, and all sides of the kennel wires, including the doors, hinges and latches in order to remove any remaining urine or feces.

Clean the Kennel with Disinfectant:

Thoroughly spray the entire kennel area with the disinfectant including the walls and floors and all sides of the kennel wires including the doors hinges and latches the disinfectant must remain on all surfaces for 10-15 minutes.

Scrub the floor and walls and front gates of each pen with a stiff brush after the disinfectant has set a minimum of 10 minutes

Thoroughly rinse the entire kennel with water to remove any remaining disinfectant. Dry the floor as much as possible using a large squeegee.

Wash Dishes and Toys:

Wash the dishes and any toys using the small scrub brush separately designated for dishes thoroughly rinse with plain hot water and place in the dish rack to air dry.

Blankets/Pads:

Place a clean blanket in the clean kennel.

Fresh Water:

Place a clean water bowl in the kennel and fresh water in the bowl.

Food Dishes, Treats, Toys:

Place the food bowl in the kennel. For feeding instructions, please refer to the section of feeding dogs in the general policies.

Bring Dog Back In:

After the kennel has dried, open the kennel door to allow the leashed dog inside the kennel. Dogs shall be placed in the outside area only long enough to properly clean.

Clean Outside Runs and Yard:

The same procedures shall be used to clean the outside areas of the pens.

Please complete the ACKNOWLEDGEMENT of DOG CLEANING PROTOCOLS FORM.

CATS

Cats in Shelters:

- Never approach or reach out quickly to pet the animal.
- Offer a cat your fingers to sniff while talking to it calmly.
- When the cat no longer seems stressed, scratch gently under his neck, then proceed to the back of his head, and behind its ears.

Fearful Cats:

- Various signs of fear are: ears back, eyes dilated, tail tucked, growling, hiding in the corner of shelter or litter box.
- Definitely DO NOT approach these animals!

- Entice them to approach you.
- Start by talking softly outside their cage.
- Avoid loud noises if possible.
- After time you can open the cage and proceed to follow steps outlined above in handling of cats.
- Do not force a cat out of the cage if it is over stressed.
- Ask a potential adopter to let the cat rest, and to look at other choices in the meantime.

Cats Outside the Shelter:

- Do not chase a cat or kitten that is loose in the cat room.
- Try and lure them to you with a treat or by shaking a cat toy.
- If you are uncomfortable or uncertain about handing an animal to show to a potential adopter, ask a fellow volunteer or staff person to assist you handling animals outside of shelters.
- If animals are too difficult to get back in cages or shelters, you **MUST** ask a shelter staff to assist you.

Other Handling Considerations:

- Our staff is properly trained to use what may seem to be extreme but safe techniques when handling all animals.
- All animals are handled the same way even if they may not show signs of stress at the time.
- We all know that their stress level could change abruptly if something scares them.
- Volunteers are asked not to handle animals in this manner since you have not been trained.
- Cats are most likely scruffed by the neck (this is how mother cats carry kittens safely) and the door is shut quickly when placed in the cages.
- Felines especially can be unpredictable after being prepped for adoption or recovering from anesthesia after surgery.
- They are more easily scared than dogs, and their reaction can be fierce.

How to Clean a Cat Room:

[(NOTE: this narrative is listed as per the T or C Animal Shelter Standard Operating Procedure (SOP)]

Cleaning Cat Room

- Close doors and windows.
- Remove cat(s) and place in clean cage.
- Be sure to move the cage number with the animal.
- Remove bowl, dump contents into trash scrape to remove as much litter and waste as possible, then stack for washing.
- Remove litter pan, dump contents into trash, scrape to remove as much litter and waste as possible, then stack for washing.
- Discard newspaper.
- Remove any remaining materials or spilled litter.
- Spray with cleaning solution.
- Thoroughly wipe down top, back and sides discarding paper towels as necessary. Repeat until clean, dry and no residue remains.
- Wipe down or wash doors, latches and outer edges of cage.
- Couple days a week only, wipe inside of cage with bleach solution and dry it. Bleach any cage that has contained an animal suspected of being sick.
- Keep all litter pans, bowls or any other items from a cage of a suspected sick animal separate from those used for the general population.
- Place fresh newspaper in cage.
- Place one scoop of litter in clean litter pan and place at back of cage.
- Place one cup of cat food ½ of the food bowl. Add slightly more if more than one cat occupies the cage. Fill the second half of the food bowl with fresh water. Place the bowl inside the cage to one side.
- Continue until all cages have been cleaned.
- Vacant cages shall be kept clean and ready for occupancy at all times.
- Any accumulation of feces or urine in litter pan, or on newspaper, shall be cleaned as necessary to keep the cat room clean and odor free.
- Cats shall have clean water at all times.
- Cats shall only be fed once a day.
- Any addition animals housed in the cat room shall be cleaned and maintained as necessary.
 - Sweep and wipe all surface areas including floors and counter and sanitize as needed.
 - Remove trash container and empty contents into dumpster.
 - Replace trash can liner.
 - Refill litter can and food can as needed.
 - Notify Manager when less than 4 bags of litter, or 4 bags of cat food, remain.
 - Female employees should not handle litter pans if pregnant or a possibility of pregnancy exists. If you believe you could be pregnant, ask the Shelter personal for re-assignment.

- Handle cats slowly and carefully to prevent startling them. Report any bite or scratch immediately. Wild cats should be handled with gauntlet gloves, cat tongs or a control pole. Difficult cats may require assistance. Do not hesitate to ask the shelter personnel for help.
- Should a cat escape, remain calm and get any necessary assistance to help re-capture.
- All cat food bowls and litter pans are to be thoroughly washed and sanitized before re-use.

Please complete the ACKNOWLEDGEMENT of CAT CLEANING PROTOCOLS FORM.

APPENDIX B (Volunteer Forms)

- Volunteer Application Form
- Volunteer Release Form
- Acknowledgement of Dog Walking Protocols Form
- Acknowledgement of Dog Cleaning Protocols Form
- Acknowledgement of Cat Cleaning Protocols Form

**Truth or Consequences
Animal Shelter Volunteer Application Form**

STAFF ONLY

(Please initial when complete)

ID Verified

Background Check Cleared

Reference Check Cleared Interview Date.

Date

Name

Physical Address City Zip Code

Mailing Address City Zip Code

Home Phone

Work Phone

Email Address:

In case of emergency, please notify:

Name.

Relation:

Home Phone

Work

Cell

Are you a minor under the age of 18? (Circle one) Yes No

If yes, Parent/Guardian Signature is required to process this application.

***NOTE** - Children under the age of 18 must be accompanied at all times by an adult, at orientation, training, interview and during actual volunteering. An adult may only accompany one child under 18 at a time except by special arrangement in advance.

COMMUNITY SERVICE: If you have a court order to perform community service you need to attach such a document.

Please note if you have any form of health insurance coverage:

Yes

No

Please indicate which volunteer position for which you would like to be considered:

➤ Greeter

- Clerical__
- Off-site Dog Adoption Coordinator__
- Off-site Cat Adoption Coordinator__
- Dog Socializer__
- Cat Socializer__
- Shelter Assistant__
- Other:__

Are you volunteering as part of a school or academic program requirement?

With which school or institution are you affiliated?

Why are you interested in volunteering at our TCAS?

Please list any previous volunteer experience, or any special skills, abilities, or hobbies which would be helpful at the TCAS:

Please describe any and all previous experience you have had working animals:

Do you have any physical limitations, including allergies that would limit your ability to perform the work you will do at the TCAS in order to better accommodate you? If so, please describe:

Do you understand that euthanasia is performed and even though volunteers are never directly involved in the euthanasia process and are you still willing to work at this facility with this knowledge? (circle one) Yes No

What do you believe are some of the biggest problems facing animal TCASs today?

Please list a minimum of three personal references (school program volunteers must include a minimum of one teacher and identify that person as a teacher reference)

Name	Phone	Address
Name	Phone	Address
Name	Phone	Address

Prospective Applicants will be subject to the following requirements:

1. Each volunteer must attend a General Orientation prior to, but not more than 30 days in

advance of, beginning your volunteer work. These are held periodically at the TCAS facility. The Volunteer Coordinator will call with orientation schedule.

2. All prospective volunteers must complete a personal interview with the Volunteer Coordinator prior to beginning volunteer work at the TCAS.

3. All potential volunteers over 18 years of age are subject to a criminal background check and reference check. The City reserves the right to deny volunteer opportunities to individuals based upon the results of these checks.

4. Accepted volunteers will be required to read and adhere to the Volunteer Handbook.

Signing below indicates acknowledgement of the requirements listed above and gives Truth or Consequences permission to obtain necessary background and reference checks:

Volunteer Applicant Signature

Date of Birth

Dated Signed

If applicant is under 18 years old, parent of guardian must complete the following:

Parent/Guardian Signature

Printed Name

Phone Number

Thank You!

View our T or C website relating to the TCAS Volunteer Handbook for volunteer opportunities!

Questions? Contact the TCAS Manager at (575) 894-4556,

Completing this form does not guarantee placement as a volunteer with Truth or Consequences.

**Truth or Consequences
Animal Shelter Volunteer Release Form**

I, _____ hereby acknowledge the following
as pertains to each item listed below:

1. General Provisions

I have located the complete electronic copy of the Truth or Consequences Volunteer Handbook on the T or C website, read it in its entirety and understand my rights and responsibilities as a volunteer for the T or C City Animal Shelter and Animal Control operations.

I understand that all activities that I perform for the TCAS will be strictly on a volunteer basis, without pay, compensation or benefits. I understand volunteering is not a right and that I may be removed from the program for any reason.

Initials: ____

2. Volunteer Code of Conduct:

I have read the Truth or Consequences Animal Control Code of Conduct (contained in this Volunteer Handbook) and understand my responsibilities as a volunteer for the Truth or Consequences City Animal Shelter (TCAS). I agree to comply with all rules and regulations established by the TCAS and understand that any failure to do so may result in immediate removal from the volunteer program. I understand that I will receive performance evaluations on a continual basis that will be documented on the form specified on page 41 of this handbook.

Initials: ____

3. Injury and Precautions

I understand that if I am injured while acting as an unpaid member of the volunteer staff New Mexico State worker's compensation laws do NOT cover any loss of work I might suffer because of these injuries. I am aware that the nature of the activities that I may be performing as a volunteer poses a risk of harm, injury, illness, or disease to both me and my own pets. I have read and will follow all recommended health precautions, as set forth in the TCAS Volunteer Handbook. I authorize Truth or Consequences Animal Control and its representatives to seek emergency medical care for me in the event of accident, injury or illness while serving as a volunteer for Truth or Consequences Animal Control.

Initials: ____

4. Confidentiality

I will keep confidential any and all information in regard to any animals or people who access the services of TCAS, including past and current owners of animals that are adopted or surrendered to TCAS

Initials: ____

5. Supervision

I agree to abide by all policies and procedures given me both at my initial volunteer orientation and at any subsequent occasions by any representative of TCAS. I agree to follow the direction and orders of TCAS staff. I will take any ideas, comments,

suggestions, or criticisms directly to the TCAS Volunteer Coordinator and agree to be supervised by either the Volunteer Coordinator or any other person designated by that person to serve as my direct supervisor. I am accountable to the TCAS Volunteer Coordinator and will report any problems that develop to that person immediately.

Initials: ____

6. Ongoing Training

I understand that certain volunteer positions require intensive training as regards the rights, responsibilities and risks of said position. I agree to attend all required training or in-service session given by both TCAS staff as well as other experts in the community. I further understand that if I do not attend such trainings, I will be disqualified as a TCAS volunteer.

Initials: ____

7. Waiver and Release

I agree that all the volunteer activities in which I choose to participate are at my own risk and I assume full responsibility for my actions while acting as volunteer for the TCAS.

I hereby fully and completely release, indemnify, and hold harmless the TCAS, its Managers, officers, volunteers, agents, servants and employees from any claim, cause of action or liability of any sort of nature, whether known or unknown, directly arising out of or in connection with my volunteer duties at TCAS.

Volunteer Printed Name/Signature: _____

Date: _____

Printed Name/Signature of Parent/Guardian (if under 18):

Date: _____

Truth or Consequences Volunteer Coordinator Printed Name/Signature:

Date: _____

Thank you for your interest in volunteering at Truth or Consequences Animal Control! Volunteers are such an important part of our mission and we couldn't do it without you!

Acknowledgement of Dog Walking Protocols

I acknowledge receipt of Truth or Consequences Animal Shelter's dog walking protocols and have received the dog walker training. I agree to follow the dog walking protocols as outlined in this handbook

Printed name/Signature of Volunteer: _____

Date: _____

Acknowledgement of Dog Cleaning Protocols

I acknowledge receipt of Truth or Consequences Animal Shelter's dog cleaning protocols and have been trained in the cleaning methods for the shelters. I agree to follow the cleaning protocols as outlined in this handbook.

Printed name/Signature of Volunteer: _____

Date: _____

Acknowledgement of Cat Cleaning Protocols

I acknowledge receipt of Truth or Consequences Animal Shelter's cat cleaning protocols and have been trained in the cleaning methods for the cat cages. I agree to follow the cleaning protocols as outlined in this handbook.

Printed name/Signature of Volunteer: _____

Date: _____

Appendix C: TCAS Volunteer Performance Appraisal Form

TCAS VOLUNTEER PERFORMANCE EVALUATION

TCAS Volunteer Name: _____

Volunteer Coordinator Conducting Evaluation: _____ Date: _____

Review by TCAS Manager: _____ Date: _____

- The purpose of this evaluation is to help our volunteers work to their greatest potential and to help TCAS better involve volunteers in participating in their success at TCAS.
- Please assess the above named volunteer by considering the following competencies and key behaviors.
- Please rate each item as Excellent, Good, Fair, or Poor, and feel free to include your comments in the appropriate section (add additional sheet(s) for comments if necessary).

	EXCELLENT	GOOD	FAIR	POOR	COMMENTS
1. Adheres to TCAS policies					
2. Adheres to TCAS policies					
3. Desires to grow and learn					
4. Displays integrity					
5. Displays appropriate enthusiasm and/or attitude					
6. Follows instructions					
7. Gives and takes feedback well					
8. Handles difficult situations effectively and appropriately					
9. Handles difficult people (visitors, volunteers, staff) effectively and appropriately					
10. Leads when appropriate					
11. Conducts him/herself in professional manner at all time					
12. Manages time efficiently					
13. Quality of work performed					
14. Punctuality/Attendance					
15. Respectfulness					
16. Respects confidentiality					
17. Responsiveness					
18. Self-motivated					
19. Shares TCAS mission					
20. Concern for animals & participants [clients, visitors, customers, etc.]					
21. Willing to help where needed					

NOTE:

- . Volunteers will be evaluated in their first 90 days of service and every six months thereafter.
- . Evaluation results will be shared with the volunteer & full-time



CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM

ITEM:

Replacement for the City Manager on the SVH Governing Board.

BACKGROUND:

Former City Manager Juan Fuentes served on the SVH Governing Board and therefore a replacement needs to be appointed.

STAFF RECOMMENDATION:

Appoint a replacement member to serve on the SVH Governing Board.

Submitted by: Renee Cantin, City Clerk/Interim City Manager		Meeting date: 9/12/2018
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CITY OF TRUTH OR CONSEQUENCES
COMMISSION ACTION FORM

ITEM:

Replacement for the City Manager on the SCRDTA Board.

BACKGROUND:

Former City Manager Juan Fuentes served on the SCRDTA Board and therefore a replacement needs to be appointed.

STAFF RECOMMENDATION:

Appoint a replacement member to serve on the SCRDTA Board.

Submitted by: Renee Cantin, City Clerk/Interim City Manager		Meeting date: 9/12/2018
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