

VILLAGE OF ANGEL FIRE
Council Work Session
Tuesday April 24th, 2012 at the Village Hall

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Call to Order

Mayor Cottam called the meeting to order at 1:00 PM

Pledge of Allegiance

Mayor Cottam called for the Pledge of Allegiance

Roll Call

Present were Mayor Cottam, Mayor Pro-tem Howe, Councilor Germscheid, Councilor Welker Councilor Colenda . Also present Village Clerk Terry Cordova .Village Administrator Tomas Benavidez was absent. A full quorum was present.

Approval of Agenda

Mayor Pro-tem Howe made the motion to approve the agenda, Councilor Colenda seconded the motion. Motion carried 4-0

Council Work Session:

1. Presentation from Isaac Montoya with DFA

Please see attached.

2. Financial Update-Lupita De Herrera

Lupita De Herrera, Finance Director gave an update on the progress of the Villages quarterly reports that are reported to DFA and the work she has been doing with Isaac from DFA to get them submitted. Lupita went over the current financials

3. ROW Encroachment Permit and 911 Address Plaques –Mark Rivera

Please see attached report

4. Department Director updates

A. Planning and Zoning –Mark Rivera

B. Police – John Perkins

C. Fire/EMS- Andy Bertges for Orlando Sandoval

D. Solid Waste /Streets – Butch Steinman

E. Water /Wastewater- Ricky Tafoya

F. Tourism/Community Center – Lupita De Herrera for Karen Kelly

G. Finance –Lupita De Herrera

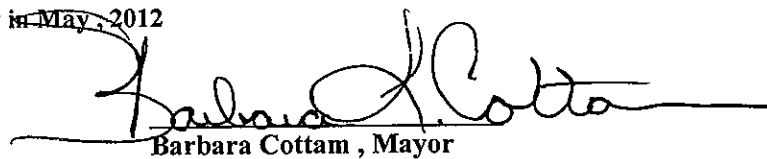
All department directors gave brief reports. Please see attached reports

There was a brief break at 3:20pm for five minutes .

I. Adjournment

Mayor Cottam adjourned the work session at 3:35 pm,

Passed, Approved and Adopted on this 8th day in ~~May~~, 2012



Barbara Cottam, Mayor

ATTEST: 
Terry Cordova, Village Clerk



NEW MEXICO DEPARTMENT OF

FINANCE & ADMINISTRATION
LOCAL GOVERNMENT DIVISION

Fiscal Responsibilities of Municipal Officials

Isaac J. Montoya, Budget Analyst

Local Government Division/Budget & Finance Bureau

http://nmdfa.state.nm.us/Local_Government.aspx

Village of Angel Fire

April 24, 2012



STATE OF NEW MEXICO DEPARTMENT OF

FINANCE & ADMINISTRATION
LOCAL GOVERNMENT DIVISION

Overview

- **Fiscal Responsibility: Ensure All Tax Dollars are Spent Wisely.**
- **The Budget as a Policy Document**
- **The Governing Body is the Finance Board**
- **Accountability and Reporting Requirements**
- **Generating Results for Your Community**



Fiscal Responsibility

Every tax dollar must be spent wisely

- As an elected official you are responsible for ensuring that your municipality:
 - Maximizes opportunities to invest in your community and to build for the future;
 - Maintains a prudent and sustainable budget;
 - Complies with reporting requirements that demonstrate accountability to the citizens of the Village of Angel Fire and New Mexico; and
 - Follows sound financial management practices.



The Budget as a Policy Document

The governing body's policy priorities provide a framework for making budget decisions. The budget is said to be a written representation of an organization's goals and objectives.

- The budget should be developed to:
 - Allocate new dollars on the most important policy priorities for your community; and
 - Require accountability for the use of base budget dollars from all staff
- Take every opportunity to use tax dollars in the most efficient and effective manner possible.



Governing Body is The Finance Board

- Requirement to meet as the Finance Board and specifically discuss finance issues:
 - Budget meetings are subject to the Open Meetings Act;
 - The budget detail can be prepared on an internal format, but must be summarized on DFA/LGD prescribed forms;
 - Review proposed expenditures, cost analysis, capital budget, revenue projections, reserve levels, and debt administration by department as early as January, but not later than March;
 - Assess personnel issues;
 - Adopt a budget resolution for the annual budget by August 1st;
 - Regularly monitor revenues, expenditures and other issues; and
 - Adopt budget resolutions for all budget adjustments on DFA/LGD prescribed forms.



Recommended Budget Calendar

Task Timing Responsibility

<u>Task</u>	<u>Timing</u>	<u>Responsibility</u>
1. Set up budget format for each fund, department, div. and account.	January	Finance Department
2. Compare total actual expend. from previous fiscal year to establish total expenditures & revenue for current fiscal year.	Mid-February	Finance Department
3. Prepare instructions for elected officials & department heads. Indicate any guidelines that should be considered, such as estimated gasoline increases, telephone, postage, etc.	Mid-February	Finance Department
4. Send instructions, appropriate budget page and appropriate analysis of expenditures.	First week in March	Finance Department
5. Complete or update estimates for this year and budget requests for next year.	Mid-March	Department Heads & Finance Board of Elected Officials
6. Attach justification for budget	April 1 st	Department Heads & Finance Board of Elected Officials
7. Review departmental requests update revenue estimates & proposed adjustments.	First Week in April	Administrator/Manager & Finance Department



STATE OF FLORIDA

FINANCE & ADMINISTRATION

LOCAL GOVERNMENT DIVISION

Recommended Budget Calendar

Task Timing Responsibility

<u>Task</u>	<u>Timing</u>	<u>Responsibility</u>
8. Send budget proposals to Governing Body.	Second week in April	Finance Department
9. Hold workshops with elected officials, department heads	Third week in April	Governing Body has hearings for public input
10. Return budget preparation turnaround worksheet to finance department.	End of April	Finance Department
11. Finalize budget and submit to governing body for review.	Early-May	Finance Department
12. Review recommended budget & approve.	May Meeting	Governing Body
13. Prepare budget for submission to DFA/LGD.	By June 1 st	Finance Department
14. Interim budget approval granted	By July 1 st	DFA/LGD
15. Adjustments to budget submission to DFA/LGD	By August 1 st	Finance Department & Governing Body
16. Final budget approval granted	By September 1 st	DFA/LGD



Accountability and Reporting Requirements

- All budgets submitted to LGD are binding on the governing body and all funds must be expended in accordance with the final approved budget.
- Management and governing body establish a sound budget plan and adjust it as needed throughout the year
 - Budget due to DFA/LGD June 1st and adjustments to the final budget are due July 31st
 - No extensions – must operate under most recent budget resolution (e.g., no salary increases).
 - Reminder – The year-end report (June 30th Report) ending cash balance must reconcile to the beginning balance on the budget. Final budget approval is contingent on the reconciliation of the reports to each other.
 - Budget adjustments for increases, decreases, and transfers of cash or budgeted revenue between funds.
 - Periodic financial reports to LGD/DFA.



Accountability and Reporting Requirements

- Complete a timely independent external audit
 - Municipalities contract for annual external audits
 - Submissions due each December 1st

The Office of the State Auditor oversees the audits

- Ensure cash flow is available to accept grants
 - Grants provided on a reimbursement basis
 - Grants with matching requirements

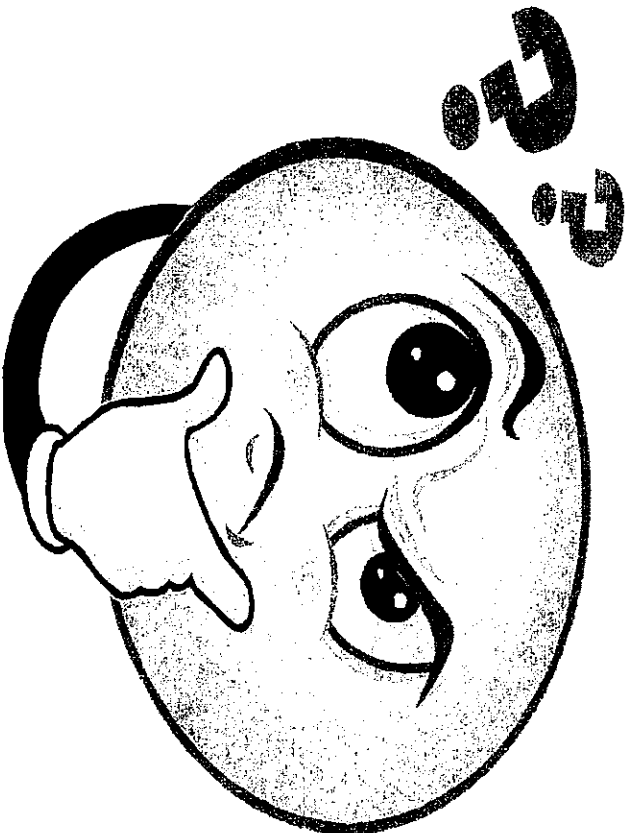


Generating Results for Your Community

- Provide policy direction.
- Assess how budget proposals will impact the citizens of your community.
- Demand accountability and transparency via:
 - Reports on the use of revenue and subsequent expenses that are consistent with policy objectives.
 - Assignment of financial management oversight and control over all projects costs.
 - Assist in the planning and prioritization of all future initiatives according to public need, safety and related cost.



Questions



Village of Angel Fire
P.O. Box 610
Angel Fire, New Mexico 87710
(575) 377-7004; FAX: (575) 377-3280



Memorandum

Date: 17 April 2012

To: Mayor & Council, Administrator Benavidez
From: Mark Rivera, Planning Director
Subject: ROW Encroachment Permit and 911 Address Plaques

Currently an Encroachment Permit costs \$10. Replacement address plaques have no associated fee.

Encroachment Permit. Typically, the ROW is 60 feet wide and the roadway is 22-24 feet wide. In order to construct a driveway to connect a home with the roadway, it is necessary for a homeowner to construct private improvements on the public ROW. This connection is particularly critical on up slope driveways as they can drain onto the roadway causing the roadway to deteriorate.

The Permit Process. In the last three years the Streets Department has been more aggressive about ensuring encroachment permits are applied for and processed. After a permit is submitted, the Streets Supervisor reviews the application and then sets up a meeting to meet the lot owner or contractor on site to view any potential connection issues. The supervisor writes a directive for mitigating any issues. After the lot owner / contractor constructs the driveway, the Street Supervisor inspects the work to insure no future drainage issues arise.

Last year, the Village Administration made a major policy change with the purchase of a Porta-Mole, which is a culvert cleaning machine. In the past it was the homeowners responsibility to maintain their culvert. This simply rarely happened. And without all of the culverts being cleared down the same roadway, the drainage system will not function and we were having to deal with roadway failures. This policy shift is a proactive move to preventive maintenance.

I believe it is appropriate to increase the Encroachment Fee as it has never been increased since its inception. This situation is unique to Angel Fire and is not researchable or in a comparable situation, so I do not have a specific fee recommendation. I do believe that a \$100-150 fee is reasonable.

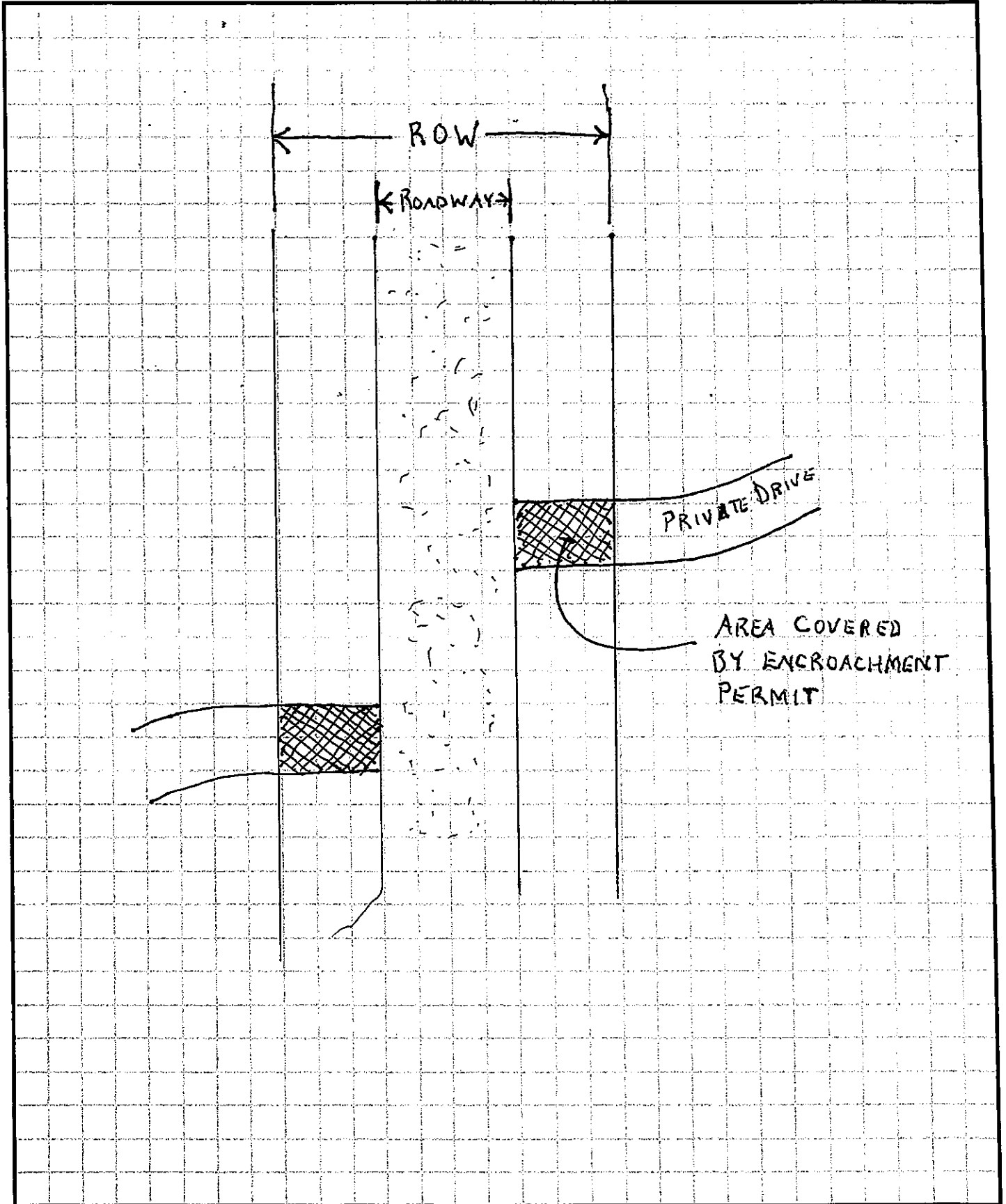
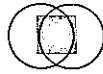
911 Addresses. As part of the building permit application, the Village furnishes the 911 address plaque and post. These plaques are fabricated and assembled by staff on a case by case basis. The plaque is cut from a 4' x 8' sheet of 1/4" plexiglass. They are cut into 2, 3, and 4 number plaques depending on the address number. Then two properly spaced holes are drilled into the plaque to fit the address post. The Streets Department then installs the post on site and attaches the address plaque.

Over time, the address numbers fade, the plaques breaks or gets vandalized or otherwise disappears. Currently, upon request, the Village provides a replacement address plaque for free and at no cost to the homeowner.

The 4' x 8' sheet of ¼" plexiglass cost the Village \$150. Each 3" x 3" reflective number costs \$.75. Each address post costs \$9.00.

Staff recommends that we charge a modest fee for replacement addresses at the rate of \$5.00 for a two number plaque, \$10.00 for a three number plaque, and \$15.00 for a four number plaque and \$10.00 if a replacement post is required.

If Council is agreeable, I will bring a resolution to council to increase the Encroachment fee and to establish fees for replacement address plaques and posts.





**ENCROACHMENT PERMIT APPLICATION FOR CONSTRUCTION WITHIN VILLAGE
RIGHT OF WAY (Rev. 92409)**

APPLICATION FEE: \$10.00

DATE: ___/___/___

NEW CONSTRUCTION

EXISTING CONSTRUCTION Check one

ASSOCIATED WITH BUILDING OR PAVING PERMIT APPLICATION

The undersigned being property owners or their representatives within the Village of Angel Fire do hereby apply to the Village of Angel Fire for a permit to encroach upon The Village rights of way for the construction of the following: **(CHECK ALL THAT APPLY)**

A. Driveway Access - Attach map of Driveway location in relation to roadway and your lot and design of driveway.

B. Culvert Installation - (See attached Drawing requirements)

C. Street Cut - (Attach Drawing of the area to be cut & the dimensions)

1. Trench

2. Pit

3. Bore

D. Curb Gutter Sidewalk Cut

E. Other (Explain) _____

F. Off Street Parking

LOCATION OF ENCROACHMENT:

Subdivision: _____ Lot: _____ Blk: _____

Street Address: _____ Phone No. _____ Owner

Phone No. _____ Contractor

NM Contractors License No. and Type _____

Estimated size of excavation _____

(Amount of pipe required for driveway)

Type of compaction equipment to be used _____

CONDITIONS FOR ENCROACHMENT PERMIT

1.

2.

3.

Start Date _____ Completion Date _____

FEE RECEIVED \$ _____ DATE _____ CHECK # _____ FEE WAIVED

Revised 9/24/09

VILLAGE OF ANGEL FIRE, ANGEL FIRE, NM 87710 (575)-377-7004
PREVIOUS VERSIONS OF THIS APPLICATION ARE OBSOLETE

I (we) the undersigned applicant(s) agree to maintain the drainage ditch alongside the road by means of an open swale (ditch) or metal or corrugated HDPE pipe across the encroachment (i.e. driveway, etc.) if applicable. It is further agreed that the existing roadway cross-section (or planned design, if the road is not yet completed) will be maintained and **under no circumstances will the encroachment (i.e. driveway, etc.) protrude into the road surface, raising or lowering the road profile or altering its surface.**

We further agree to abide by the following specifications:

The minimum driveway width will be 16' in which case a 20' metal or corrugated HDPE pipe culvert will be used. Two feet of culvert is to extend on both sides of driveway. If driveway is not perpendicular to the roadway, additional length of metal or corrugated HDPE pipe will be required.

The metal or corrugated HDPE pipe shall be 18" minimum diameter, corrugated metal (16 gage) or corrugated HDPE pipe. Driveway widths are to be measured at the top surface of the driveway from hinge point to hinge point. If driveway is above Village road, and has the potential to allow water from driveway to enter road, the design of the driveway must be approved by Village Public Works Department before an encroachment permit will be issued. Appropriate designs may include a crowned driveway with bar ditches on both sides of the driveway, one that sheds water to the bar ditch on the downhill side of the driveway, or the installation of a slotted drain culvert if the driveway is to be constructed of asphalt or concrete. See Village Code ¶19-7-12 Private Drives.

Driveways will be permanently marked by the placement of one marker with a white reflector at each end of the pipe or swale. Said markers shall be placed on the outside (i.e. private property side not roadway side) of the pipe or swale and shall be a minimum of 4' high above the adjacent ground surface.

Specifications for facilities other than driveway encroachments, if any are attached hereto and made a part of this permit.

The granting of this permit, subject to any conditions stated below, pertains to the encroachment only, without comment or responsibility, as to the adequacy of the encroachment by the Village of Angel Fire.

I (we) understand that the granting of this permit is conditioned upon the commencement of construction of the encroachment within twelve (12) months after the date shown below and the completion of the facility within twelve (12) months of the commencement date of construction, and that a deposit is required to make sure that the work done is to Village specifications, (amount of deposit is to be determined by the Streets Director) subject to property owner's continual maintenance thereafter of the encroachment, at the property owner's expense in a manner satisfactory to the Village of Angel Fire. Street cuts are only allowed between the dates of April 15 and Nov. 15 unless the Public Works Department approves other arrangements. Should this schedule or requirement not be met, this permit terminates immediately. Any removal and/or replacement of the encroachment, or modification thereof other than normal maintenance, requires an additional permit for that purpose. (See attached copies of Ordinances & Resolution pertaining to Streets)

Owner/ builders must provide proof of Liability Insurance, Contractors must provide proof of Liability Insurance, Business License, Contractor's License and Workers Compensation. The applicant further agrees to assume responsibility for locating the following utilities prior to commencement of the excavation:

- | | |
|--|-----------------------------------|
| 1. Telephone – Qwest Communications | 2. Electric - Kit Carson Electric |
| 3. Water & Sewer – Village of Angel Fire | 4. TV Cable - Comcast Cable |

The applicant assumes responsibility for all traffic control and will provide adequate barricades to prevent accidents and facilitate traffic flow. Any road closure will require Village approval **prior to closure.** If it becomes apparent that traffic is to be re-routed the applicant shall call the Public Works Department, Police Department and all other emergency response personnel, as to time and place of excavation and detour plan for routing traffic **prior to re-routing.**

APPLICANT(S)

Signature (owner)

Mailing Address (please print)

Date:

Please type or print name

NAME OF CONTRACTOR/ PERSON RESPONSIBLE FOR COMPLYING WITH ENFORCEMENT SPECIFICATION. IF OTHER THAN APPLICANT:

Signature (contractor) Type or Print Name

Applicant not to write below this line Estimated cost to Repair Village Property \$ _____

Performance Deposit Required* \$ _____ Fee Waived: _____

PERMIT GRANTED: (effective date) _____

PERMIT DENIED: (effective date) _____

Signature of Streets Department Director: _____

Attachments: (indicate "none" or describe) _____

*Performance Deposit in accordance with Village Code 7-2-4, may be in the form of an irrevocable letter of credit, cash deposit, cashiers check or a payment and performance Bond (for the specific work to be done under this permit) in the amount identified on the previous line of this application, and is determined by Village of Angel Fire Resolution. **Contractor License Bonds are not acceptable.** The term of this bond will be determined by the nature of work being performed and the type of road or right-of-way surface to be restored.(See Code ¶ 7-2-4 B) No work under this permit may be initiated prior to receipt of a completed application, application fee, and Performance Deposit. At that time, contractor will be issued a signed encroachment permit.

Attachments:

1. Village of Angel Fire Code 9-7-12 Private Drives
2. Village of Angel Fire Code Sections applicable to construction within right-of-way
3. Village of Angel Fire Resolution 2002-03 establishing fees for security deposits
4. Typical Site Layout-driveway culvert installation
5. Typical Driveway Sections showing required slopes
6. Driveway Drainage Structure for concrete or asphalt driveways

FY 11/12 Building Permit Report

Permits Issued

	Monthly Total	NSFR	Garages & sheds			Alteration / repair /			NewComm/ Multi Unit	Permit fees	Valuations
			Additions	Decks	reroofs	reroofs					
July	16		2	1	3	10			4,679.19	283,286.00	
August	13				3	10			3,417.85	267,775.00	
September	0										
October	17	1		2	1	13			5,937.50	602,051.00	
November	26	2	3	2		19			12,034.60	1,060,369.00	
December	1	1							3622.30	638,388.00	
January	1					1			1,965.00	301,000.00	
February	2					2			1,002.25	70,000.00	
March	2	1		1		1			3,682.00	611,000.00	
April	9				1	7			3,322.50	225,490.00	
May	0										
June	0										
Total	87	5	5	6	8	63	0		39,663.19	4,059,359.00	

Total Number of New Units:

Valuations:	Permit fees
2,443,388.00	13,892.30
92,892.00	3,548.75
411,950.00	3,291.25
152,682.00	3,071.10
958,457.00	15,859.79
Total	39,663.19

Average value for New SF 488,677.60



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Community Development April 2012 Activity

Questions/Conversations

Zoning Questions – 6

Building Questions – 7

Lot Combination and Subdivision Questions -3

Permits

Slash Pick-Up Requests – 12

Sign & Banner Permits – 3

Building Permits – 9

Building Inspections – 26

Code Compliance Actions - 3

STRUCTURE FIRE

First Alarm	Chief Officer	
Chief Officer	ENGINES	
2 Engines	Angel Fire	E 3560
Water Tender	Angel Fire	E 3570
Truck Company	Moreno Valley	E 3060
EMS	Eagle Nest	E 114
	Rio Fernando	E 4
	Taos	E 2
	Red River	E 1

Second Alarm	TRUCK COMPANY	
	Angel Fire	L 3580
	Angel Fire	R 3575
	Taos	L 1

EMS
 Angel Fire Ambulance
 Moreno Valley Rehab

WATER SUPPLY
 Hydrants
 Angel Fire Td 3565
 Moreno Valley Td 3066

E-Engine, Tk-Truck, Td-Tender (water), R-Rescue, L-Ladder, T-Tower

WILDLAND FIRE

NORMAL RISK	Chief Officer	
Each Alarm	ENGINES	
Chief Officer	Angel Fire	E 3573
2 Engines	Angel Fire	E 3572
Water Tender	Moreno Valley	E 3071
	Eagle Nest	E 2
	Rio Fernando	E 2
	Red River	E 3

WATER TENDERS
 Angel Fire Td 3565
 Moreno Valley Td 3065
 Eagle Nest Td 18
 Rio Fernando Td 1

HIGH RISK	Chief Officer	
Task Force	ENGINES	
Response	Angel Fire	E 3573
Chief Officer	Angel Fire	E 3572
5 Engines	Moreno Valley	E 3075
3 Water Tenders	Eagle Nest	E 2
	Rio Fernando	E 2

WATER TENDERS
 Angel Fire Td 3565
 Moreno Valley Td 3065
 Eagle Nest Td 18

SPECIAL CALL

RESOURCE	Closest Unit	
LADDER TRUCK	Angel Fire	L 3580
	Taos	L 1
	Red River	T 1
HEAVY RESCUE	Angel Fire	R 3575
	Eagle Nest	R 195
	Taos	R 12
	Wheeler Peak	R 91
WATER TENDERS	Moreno Valley	Td 3066
	Angel Fire	Td 3565
	Moreno Valley	Td 3065
	Eagle Nest	Td 18
	Rio Fernando	Td 1
	Taos	Td 2
	Wheeler Peak	Td 94
	Wheeler Peak	Td 95
HAZ MAT	Angel Fire	R 3575
	Raton	E 1776
	Questa	E 5
BREATHING AIR	Angel Fire	R 3575
	Rio Fernando	R 51
	Taos Ski Valley	U 311
	Taos	R 12

EMS

Standard Response	EMS 1st RESPONSE
1st Resp/Amb	Chief Officer

ADD'L EMS/Rescue Units

Angel Fire	R 3575	Angel Fire Ambulance
Eagle Nest	E 195	Angel Fire Ambulance
		Angel Fire Ambulance
		Eagle Nest Ambulance
		Red River Ambulance
		Taos County Ambulance
		Cimarron Ambulance
		Red River Ambulance

MVA & Car Fire Response Possible Injuries
 (Reported injuries, unknown injuries or significant damage to vehicle)

Ambulance	Angel Fire Ambulance
Engine	Angel Fire E 3571
Rescue	Angel Fire R 3575
Law Enforcement	Angel Fire LE

MVA NO Injuries
 (Reported NO injuries and minor damage to vehicle)

Law Enforcement	Angel Fire LE
(LE may request Fire/EMS)	

Village of Angel Fire Fire Department

P.O. Box 610

Angel Fire, New Mexico 87710

(575) 377-3347 FAX: (575) 377-6098



Village of Angel Fire Council Update 4/24/2012

Recent calls:

- Fire by Squash Blossom
- Motorcycle Accident in Taos Canyon
- Off season calls are just as bad not as frequent

Spring season (over):

What is the FD doing in the spring?

- Spring Cleaning
- Re-Inventory all the Trucks and Clean
- Start looking at hydrant Testing
- Wildland training program

Wildland season (Start):

- Some new fires have started in the South, nothing big and no major losses as of yet.
- One fire near Dawson 4 ac
- Lots of Rx Burns around the area

How do we respond to Incidents?

- See the MOB Guide?

Solid Waste

1. Slash
2. Recycling
3. Trash

Streets

COOP project on El Camino Real will start this week.

Water/Wastewater Department Update

April 24, 2012

Water

- Cedar Condos Service Line Break – The line was replaced in 1992 and failed recently. On April 9th the line was temporarily fixed. Then on Wednesday April 11th, final repair was complete. The job took 26 hours to complete which translates into: 80 regular man hours, plus 20 OT man hours because of the number of personnel involved.
- Bleeders and Temporary Lines - All of the bleeders (85) have been shut down.

4 temporary lines that ran during the winter due to the main freezing have now been shut down since the main has thawed.

During the four month period that the bleeders and temporaries ran, we estimate approximately 200,000 gpd of water loss.

- New Meter Installation – One new meter has been installed on Silverado.

Wastewater

- Sludge Press – The sludge press has been down for a few months. Repair has been slow due to the unavailability of parts. As the parts come in, we are fixing what we can. There is still more to be done.
- UV Disinfection – 40 UV bulbs were replaced in one of the five modules.
- PID Lift Stations – Two out of the three lift stations have recently failed. The pumps at one of the stations are not pumping. The pump manufacturer has looked at the pump and was unable to diagnose the problem on site with the equipment he had on hand. We are waiting for a response from the pump manufacturer or AUI. The other lift station's pump line has failed. We notified AUI. They will either send someone up or contract with someone locally to repair the line.

Admin

- Darrell –The NPDES permit rough draft has been completed and sent to the engineers. We are expecting a returned final draft back from the engineers any day now. The mayor will need to sign off on the final draft for submittal.

The State ED is offering a Loan program through the Construction Programs Bureau called the "Clean Water State Revolving Loan Fund". We are submitting, one application for an effluent reuse line. This is being submitted by an engineering firm on our behalf at no charge. We also plan to submit another request for funds in order to upgrade the treatment plant headworks. These applications are noncommittal, the info. is attached.



SUSANA MARTINEZ
Governor

JOHN A. SANCHEZ
Lieutenant Governor

NEW MEXICO
ENVIRONMENT DEPARTMENT

Construction Programs Bureau

Harold Runnels Building
1190 St. Francis Drive, P.O. Box 5469
Santa Fe, New Mexico 87502-5469
Phone (505) 827-2806 Fax (505) 827-2837
www.nmenv.state.nm.us/cpb



DAVE MARTIN
Cabinet Secretary

BUTCH TONGATE
Deputy Secretary

March 27, 2012

Terry Cordova, Clerk
Village of Angel Fire
PO Box 446
Angel Fire, NM 87710-0446

IMPORTANT: Solicitation for projects for the FY2013 Clean Water State Revolving Loan Fund Integrated Projects Priority List

Dear Ms. Cordova,

The New Mexico Environment Department (NMED) is soliciting applications for eligible projects under the Clean Water State Revolving Loan Fund (CWSRF) for placement on the Fiscal Year 2013 CWSRF Integrated Projects Priority List (IPPL). The CWSRF is a federal program administered by NMED that provides low-cost, subsidized loans to public entities for the planning, design, and construction of wastewater collection and treatment facilities, storm water drainage projects, and non-point source water pollution control.

NMED's Construction Programs Bureau (CPB) requests **all applications be submitted by close of business April 27, 2012**. Applications are encouraged from all Municipalities, Counties, Water and Sanitation Districts, Indian Tribes and interested parties. CWSRF loans are offered at below market rates, currently ranging from 0% to 3% depending on census & economic criteria. Partial loan subsidies in the form of grants may also be available. An application to the CWSRF program does not obligate a community to proceed with the proposed project but a project must be on the IPPL to be eligible for CWSRF funding.

Applications for projects advancing the water quality objectives of the federal Clean Water Act will be evaluated, prioritized, and placed in ranking order on the IPPL. Further information on the Water Quality Control Commission-approved CWSRF priority ranking system can be found at <http://www.nmenv.state.nm.us/cpb/cwsrf.html>.

Communities are strongly encouraged to apply for financing of water quality protection projects such as watershed management and water reuse projects that address at least one of the following four federally-mandated "green" requirements:

- Green Infrastructure – Green stormwater infrastructure includes a wide array of practices at multiple scales that manage wet weather and that maintain and restore natural hydrology by infiltrating, evapotranspiring, harvesting and using stormwater.
- Water Efficiency Improvements – Water efficiency improvement is defined as the use of improved technologies and practices to deliver equal or better services with less water. Water efficiency encompasses conservation and reuse efforts, as well as water loss reduction and prevention, to protect water resources for the future.

Staff Report – April 24, 2012

Marketing Action Team - Economic Development –Tourism/Visitors Center – Community Center – Sports Complex

Marketing Action Team met on April 4, 2012 at 10 AM at the Angel Fire Chamber Board Room. The MAT members listened to presentations from the Taos News, Sangre de Cristo Chronicle, and the Santa Fe New Mexican regarding a group buy for the 2013 budget. There was also information from Turri Productions included in the packet and from Las Vegas Optic. Discussion and presentation of the Angel Fire Resort Summer Marketing Plan was presented by Dave Dekema. Some ideas were discussed about the Summer Marketing Campaign for Angel Fire. The summer campaign for MAT was approved after the meeting and all costs were determined. The summer marketing campaign, spending the \$15,000 allocated to MAT from the 11/12 budget is attached. The Resort will contribute \$12,980 plus trade as a part of this campaign.

Economic Development

Attended a planning meeting for the Capital Campaign for the Girl Scouts of NM Trails and Board Meeting in Gallup and continue to meet by phone weekly with the fundraising committee. The capital campaign for Camp Elliott Barker has not been approved. As soon as it is Ric Armstrong, Director of Development, will be requesting to present to the Council in person and answer questions.

Attended 2 North East Economic Development Organizational meeting since last work session, one in Springer in conjunction with the NERPO meeting and the other in Las Vegas in conjunction with the Rural Economic Development Forum. NEEDO has now submitted for a 501 (c) 3 status from the IRS and we will be mapping our assets to propose two projects to begin working on with the Cooperative Extension Service in the hope of funding to move the projects forward in planning. One of the top 5 goals is a tourism project, which would definitely be a plus for Angel Fire.

The Rural Economic Development Forum featured Jon Barela, Cabinet Secretary for Economic Development, as the key note speaker and provided concurrent breakout sessions on LEDA, Financing Programs, Business Development in Rural Communities and Downtown Design on a Dime, along with other Roundtable discussions.

Tourism/Visitors Center

Visitors center/contact report attached including Google analytics report for angelfirefun. Positive trending for visits to the site, year over year continues. Visitors into the center continue to trend down with March down 10% from last year. To date we have had almost 12,969 visitors into the Center. Last year at the end of March total 14,163. We are still trending at 8.5 % down year over year. Inquiries are down 33%,. year over year, as we are always strategizing to have future guests download on line rather than request a visitor guide be sent. This is much less costly. Google analytics reinforces that strategy with visits to the web up 49% year over year.

Community Center

Report attached. March participation slight increase year over year. It has been determined that we will not be refinishing the floor this year, as cost is prohibitive, but we will continue to replace tiles as needed for safety and the floor has been buffed.

Angelfirenm.gov analytics have been included in package.

Karen Kelly

SOURCE # INQUIRIES

SOURCE	# INQUIRIES	REGION V
AFFUN	13	0
AFNM	16	
GONM	99	
ENC CIR	1	
OTHER	4	

VISITOR CENTER GUESTS	1,136
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AFFUN = AngelFireFun.com website
 AFNM = AngelFireNM.com website
 GONM = GO-NM.com website (contract with Village of AF)
 ENC CIR = Leads provided by Enchanted Circle Marketing Cooperative group
 REG V = Region V leads
 OTHER = uncategorized requests for information

March 2012 V. Center Report

STATE	# INQUIRIES	STATE	# INQUIRIES	STATE	# INQUIRIES	STATE	# INQUIRIES
Alabama	2	Indiana	2	Nevada	1	Tennessee	0
Alaska	1	Iowa	3	New Hampshire	0	Texas	25
Arizona	5	Kansas	3	New Jersey	1	Utah	1
Arkansas	3	Kentucky	2	New Mexico	4	Vermont	0
California	2	Louisiana	2	New York	4	Virginia	3
Colorado	1	Maine	0	North Carolina	0	Washington	3
Connecticut	1	Maryland	2	North Dakota	0	Wisconsin	2
Delaware	0	Massachusetts	2	Ohio	7	West Virginia	1
Dist of Columbia	0	Michigan	6	Oklahoma	11	Wyoming	0
Florida	4	Minnesota	2	Oregon	4	Other	0
Georgia	1	Mississippi	3	Pennsylvania	4	TOTAL STATES	133
Hawaii	0	Missouri	3	Rhode Island	0		
Idaho	2	Montana	1	South Carolina	0		
Illinois	9	Nebraska	0	South Dakota	0		

2011-2012 Fiscal Year Report YTD Contacts Report

VISITOR CENTER		INQUIRIES	
JULY 2011	3,105	226	13.62%
AUGUST 2011	2,606	193	11.63%
SEPTEMBER 2011	1,631	174	10.49%
OCTOBER 2011	1,154	198	11.93%
NOVEMBER 2011	468	137	8.26%
DECEMBER 2011	1,427	164	9.89%
JANUARY 2012	684	231	13.92%
FEBRUARY 2012	768	203	12.24%
MARCH 2012	1,136	133	8.02%
APRIL 2012	0	0	0.00%
MAY 2012	0	0	0.00%
JUNE 2012	0	0	0.00%
TOTAL GUESTS	12,969	1,659	

TOTAL CONTACTS	14,628
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2011-2012 Fiscal Year Report YTD Contacts Report

STATE	# INQUIRIES	STATE	# INQUIRIES	STATE	# INQUIRIES	STATE	# INQUIRIES
Alabama	12	Indiana	21	Nevada	8	Tennessee	20
Alaska	3	Iowa	20	New Hampshire	2	Texas	552
Arizona	36	Kansas	46	New Jersey	15	Utah	11
Arkansas	27	Kentucky	10	New Mexico	57	Vermont	1
California	50	Louisiana	53	New York	31	Virginia	19
Colorado	36	Maine	1	North Carolina	16	Washington	27
Connecticut	9	Maryland	11	North Dakota	2	Wisconsin	100
Delaware	5	Massachusetts	9	Ohio	34	West Virginia	5
Dist of Columbia	0	Michigan	28	Oklahoma	121	Wyoming	1
Florida	50	Minnesota	16	Oregon	10	Other	0
Georgia	19	Mississippi	15	Pennsylvania	32	TOTAL STATES	1,659
Hawaii	4	Missouri	32	Rhode Island	3		
Idaho	4	Montana	9	South Carolina	8		
Illinois	48	Nebraska	6	South Dakota	4		

2011-2012 Fiscal Year Report YTD Contacts Report

Year to Year Comparison of Inquiries

	January	February	March	April	May	June	
2012	231	203	133	0	0	0	
2011	402	284	211	181	224	177	
2010	288	284	269	303	385	374	
2009	428	311	277	287	217	402	
2008	350	267	195	161	187	194	
2007	350	176	220	100	120	94	
2006	304	292	196	133	143	167	
							YEAR TOTALS
	July	August	September	October	November	December	
2011	226	193	174	198	137	164	1,659
2010	250	243	270	266	293	242	3,043
2009	271	291	331	329	341	265	3,731
2008	550	428	360	331	303	361	4,255
2007	120	161	102	170	0	0	1,907
2006	249	266	205	208	187	154	2,329

2011-2012 Fiscal Year Report YTD Contacts Report

Year to Year Comparison of Visitor Center Visits

	January	February	March	April	May	June	
2012	684	758	1,136	0	0	0	
2011	770	784	1,270	471	1,011	1,881	
2010	658	651	1,082	471	1,050	1,999	
2009	9	1	5	0	0	775	
	July	August	September	October	November	December	YEAR TOTALS
2011	3,105	2,606	1,631	1,154	468	1,427	12,969
2010	3,224	3,022	1,905	1,127	598	1,463	17,526
2009	2,427	2,355	1,616	958	423	1,341	15,031

Angel Fire Community Center
2011-2012 Fiscal Year Monthly Report

2011-2012 Fiscal Year TOTALS

EVENT TYPE	TOTAL # EVENTS	TOTAL # PARTICIPANTS*
Camp	2	355
Class	29	601
Club	35	1,561
MTG	26	2,577
SE	31	4,259
DE	9	999
CT	0	0
	132	10,352

* Number of participants is approximate, as no automatic mechanical counting process is used.

Camp = Camp Angel Fire (summer youth camp)

Class = teaching type event (Home school, tutoring classes, Bible study)

Club = meeting of organized group (Book Guild, Bridge)

MTG = business type meetings (Village meeting, safety meetings)

SE = Special Event - one time large function (ArtsFest, Music from Angel Fire)

DE = Daily Event = scheduled event daily for the month (open gym)

CT = MVHS yearly contract

2011-2012 Fiscal Year INCOME

Room Rental	\$14,928.32
Room Rental Tax	\$1,120.00
Day Camp	\$6,313.59
Day Camp Tax	\$507.71
Donations	\$1.26
Deposits held	\$0.00
	\$22,870.88

Angel Fire Community Center
2011-2012 Fiscal Year Monthly Report

Yearly Comparison Total # Participants

	2010-2011	2011-2012
July	3,137	1,726
August	1,674	2,195
September	1,270	1,043
October	691	870
November	1,256	604
December	1,279	1,206
January	909	876
February	1,076	1,095
March	686	737
April	620	0
May	1,129	0
June	1,939	0
TOTALS	15,666	10,352

Yearly Comparison Total # Events

	2010-2011	2011-2012
July	18	17
August	18	16
September	16	19
October	11	14
November	13	14
December	12	16
January	12	11
February	11	16
March	10	9
April	11	0
May	17	0
June	20	0
	169	132

Yearly Comparison Total Income

	2010-2011	2011-2012
July	\$4,032.00	\$7,698.27
August	\$3,448.00	\$6,258.36
September	\$30.00	\$2,414.52
October	\$334.00	\$1,328.45
November	\$580.00	\$225.26
December	\$177.00	\$3,726.16
January	\$313.73	\$897.97
February	\$220.65	\$204.80
March	\$0.00	\$117.09
April	\$2,557.64	\$0.00
May	\$1,261.36	\$0.00
June	\$6,400.22	\$0.00
	\$19,354.60	\$22,870.88

Google Analytics
ANGELFIREFUN.com

2011-2012	Unique Visits	New Visitors	Returning Visitors	Pages per Visit
July 2011	3,205	3,071	914	4.56
August 2011	2,773	2,644	804	4.59
September 2011	1,865	1,756	529	4.63
October 2011	1,857	1,781	471	4.92
November 2011	1,886	1,805	427	4.68
December 2011	3,006	2,894	774	4.73
January 2012	2,915	2,793	754	4.95
February 2012	2,382	2,243	650	4.59
March 2012	2,103	1,957	665	4.63
April 2012				
May 2012				
June 2012				
	21,992	20,944	5,988	4.70

2010-2011	Unique Visits	New Visitors	Returning Visitors	Pages per Visit
July 2010	1,198	114	418	5.10
August 2010	896	830	406	4.56
September 2010	680	636	312	5.19
October 2010	1,231	1,183	263	4.38
November 2010	1,756	1,473	283	4.15
December 2010	1,358	1,295	334	5.04
January 2011	1,610	1,525	435	4.57
February 2011	1,217	1,146	318	4.48
March 2011	1,369	1,288	356	3.88
April 2011	1,039	982	419	3.95
May 2011	1,590	1,510	466	4.29
June 2011	2,782	2,684	665	4.64
	16,726	14,666	4,675	4.52

Google Analytics
ANGELFIRENM.gov

2011-2012	<i>Unique Visits</i>	<i>New Visitors</i>	<i>Returning Visitors</i>	<i>Pages per Visit</i>
July 2011	0	0	0	0.00
August 2011	68	49	19	2.63
September 2011	1,425	1,297	462	3.05
October 2011	1,209	1,077	507	2.71
November 2011	1,033	1,004	325	2.84
December 2011	1,305	1,229	324	2.74
January 2012	1,431	1,353	477	2.79
February 2012	1,387	1,278	535	2.83
March 2012	1,535	1,401	669	2.90
April 2012				
May 2012				
June 2012				
	9,393	8,688	3,318	2.81

NOTE: The website went live on-line on August 30, 2011