

VILLAGE OF ANGEL FIRE

Angel Fire NM 87710

(575) 377-3232

PUBLIC NOTICE

Council Meeting

Tuesday June 28th, 2016 at 5:30pm at Village Hall

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Consent Agenda

**1. Approval of the June 14th Regular Council Meeting Minute
Requests and Responses from the Audience (Limited to 3 minutes)**

Announcements and Proclamation

Reports

1. Governing Body Report

2. Manager's Report

3. Staff Report

4. Committee Reports

Old Business --None

New Business

- A. Discussion/Approval of the Appointment of Andy Bertges as Fire Chief**
- B. Discussion /Approval of Resolution 2016-27 a Resolution Establishing the FY2016-2017 Holiday Schedule**
- C. Discussion / Approval of Resolution 2016-28 a Resolution Approving the Finance Department Policies , Procedures and Controls**
- D. Discussion/Approval to Accept the New Mexico Clean and Beautiful FY 2016-2017 Contract for Grant Funds**
- E. Discussion/ Approval of an Ordinance Amending Title 9,Chapter 11, Article C The North Corridor Overlay District (1st Reading)(Public Hearing)**
- F. Discussion/ Approval to Enter into a Contract With PI Properties to Lease Real Property at 48 and 53 Flamingo Road**

Terry Cordova, Village Clerk

Barbara Cottam, Mayor

Post: 06/23/2016

THE PUBLIC IS INVITED TO ATTEND

Next Regular Council meeting will be: July 12th, 2016 at 5:30 pm

Subject to Change Until: Friday June 24th, 2016 at 5:30pm

AGENDA MAY BE PICKED UP AT THE VILLAGE HALL

3388 MOUNTAIN VIEW BLVD., ANGEL FIRE, NM 87710

AGENDA MAY ALSO BE VIEWED AT OUR WEBSITE: ANGELFIRENM.GOV

IF YOU ARE AN INDIVIDUAL WHO IS IN NEED OF ANY AUXILIARY AID OR SERVICE TO ATTEND THE MEETING ,PLEASE CONTACT THE VILLAGE CLERKS OFFICE 48 HOURS PRIOR TO THE MEETING .

VILLAGE OF ANGEL FIRE
Council Regular Meeting Minutes
Tuesday June 14th, 2016 at the Village Hall
DRAFT

Call to Order

Mayor Cottam called the meeting to order at 5:30 PM

Pledge of Allegiance

Mayor Cottam called for the Pledge of Allegiance.

Roll Call

Present were Mayor Cottam, Mayor Pro-tem Howe, Councilor Lanon, Councilor Colenda, Councilor Larson. Also present were Village Manager Richard Tafoya, and Village Clerk Terry Cordova. A quorum was present.

Approval of Agenda

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

Approval of Consent Agenda

1. **Approval of May 23rd Council Work Session Minutes**
2. **Approval of May 24th Regular Council Meeting Minutes**
3. **Approve the Request for Actual Expenses for Linda Arthur to Attend the Municipal Court Clerks Annual Conference**

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

Requests and Responses from the Audience (Limited to 3 minutes)

Jack Fuehr – expressed his concerns about the possible bond issue

Guy Woods- stated he was against the rate increases

Announcements and Proclamations –None

Reports:

a. Governing Body Report

Mayor Cottam invited everyone to attend the Balloons over Angel Fire that will be Friday, Saturday and Sunday

Mayor Pro-tem invited everyone to the IGC meeting that will be held in Taos tomorrow.

b. Manager's Report

Manager Tafoya reported on the AAFPO weekend. (see attached)

c. Staff Reports

Bret Wier, Finance Manager – Gave a report on the Finance Department

Brad McCaslin, Police Chief - Gave a report on the Police Department (see attached)

Old Business

A. Discussion/Approval of an Ordinance Amending the Uniform Traffic Ordinance (UTO) (2nd Reading)(Public Hearing)

Mayor Cottam opened the public hearing at 5:48pm. Terry Cordova, Village Clerk explained that because the village has adopted the Uniform Traffic Ordinance whenever there are changes to it we are required to make amendments to our . This item fulfills this requirement. With no further input Mayor Cottam Closed the public hearing at 5:49pm. Mayor pro-tem Howe made the motion to approve the second reading of ordinance 2016-03 an ordinance adopting the New Mexico Uniform Traffic Ordinance 2010 amendments compilation by reference. Councilor Lanon seconded. With no further discussion the motion carried 4-0 with Mayor Pro-tem Howe-aye, Councilor Larson – aye, Councilor Lanon-aye, Councilor Colenda –aye.

1 **New Business**

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4 **A. Discussion/Approval of Resolution 2016-17 a Resolution Approving a Lump Sum**
5 **Payment to the Shuter Library in the Amount of \$4,000**

6 Tracy Orr, Grants and Projects explained that the Village of Angel Fire wishes to make
7 a lump sum payment to Shuter Library for services provided to the residents of Angel
8 Fire. The Village agrees to pay Shuter Library \$4,000 on or before June 30, 2016 for
9 providing these services to the community. Mayor Pro-tem Howe made the motion to
10 approve resolution 2016-17 a resolution approving a lump sum payment to Shuter
11 Library in the amount of \$4,000. Councilor Colenda seconded. With no further
12 discussion motion carried 4-0 with Mayor Pro-tem Howe-aye, Councilor Larson-aye,
13 Councilor Lanon-aye, Councilor Colenda –aye.

14 **B. Discussion /Approval of Resolution 2016-18 a Resolution Amending Resolution**
15 **2016-11 for the FY 2016-2017 Contract With Shuter Library**

16 Tracy Orr, Grants and Projects explained that resolution 2016-11 that was approved by
17 council May 14, 2016 had an error on item #6 that referred to the hour the library was
18 open. It should be 32 hours instead of 40 hours. This resolution will correct this error.
19 Mayor Pro-tem Howe made the motion to approve resolution 2016-18 a resolution
20 amending resolution 2016-11 for the 2016-2017 contract with Shuter Library. Councilor
21 Colenda seconded. With no further discussion the motion carried 4-0 with Mayor Pro-
22 tem Howe –aye, Councilor Larson –aye, Councilor Lanon-aye, Councilor Colenda –aye.

23 **C. Discussion/Approval to Submit an Application to Receive Funding for an**
24 **Emergency Manager Through the Emergency Management Performance Grant**
25 **From Homeland Security for FY 2016-2017**

26 Tracy Orr, Grants and projects explained that the Village wishes to continue to benefit
27 from having an emergency manger to create and update all required FEMA plans,
28 including mitigation ,threat ,hazard, identification and risk analysis. These plans are
29 required by FEMA in case of a disaster or large –scale emergency to receive federal
30 funding or assistance . We currently have someone in place however, her position ends
31 June30,2016 . The Funding for this position must be applied for yearly. The application
32 through the Emergency Management Performance grant for an emergency manager is
33 for a one year time period and could potentially be funded at 100% or at the very least
34 50%. No employee benefits will be paid through this contract. If we are awarded this
35 grant we will be required to create and update all our required FEML plans. Mayor Pro-
36 tem Howe made the motion to approve the submission of an application to receive
37 funding for an emergency manager through the Emergency Management Performance
38 Grant form Homeland Security for FY 2016/2017. Councilor Larson seconded. With no
39 further discussion the motion carried 4-0.

40 **D. Discussion/ Approval to Award a Contract for General Engineering Services to**
41 **HDR Engineering**

42 Fabian Mascarenas , Procurement Officer explained that the Village of Angel Fire
43 advertised under RFP 2016-002 for general engineering services . We had seven
44 responses. After being evaluated by an independent committee HDR scored the highest
45 score . We negotiated with HDR on their fee schedule and wish to select them as our On-
46 call engineer . Mayor Pro-tem Howe made the motion to approve the award of a contract
47 for general engineering services to HDR engineering . Councilor Lanon seconded. With
48 no further discussion the motion carried 4-0

- 1 **E. Discussion / Approval of Resolution 2016-19 a Resolution Increasing Meter**
2 **Installation Charges and Bulk Water Fees and Rescinding All Others**
3 Amos Torres ,Public Works Director explained that village ordinance 7-3-5H.1 requires
4 an annual rate increase to be effective each year on July 1 at a rate equal to the CPI
5 report for the previous year . CPI report published for December 2015 reports an
6 increase of 4.3%. Amos also stated that these yearly increases are to prevent from doing
7 a larger increase later. Mayor Pro-tem Howe made the motion to approve resolution
8 2016-19 a resolution increasing meter installation charges and bulk water fees and
9 rescinding all others . Councilor Larson seconded . With no further discussion the
10 motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson-aye. Councilor
11 Lanon-aye, Councilor Colenda –aye.
- 12 **F. Discussion/ Approval of Resolution 2016-20 a Resolution Increasing the Schedule**
13 **of Tap Fees for Multiple –Family ,Commercial, Institutional and Industrial**
14 **Enterprises and Rescinding All Others**
15 The explanation for this item is the same as item E. Mayor Pro-tem Howe made the
16 motion to approve resolution 2016- 20 a resolution increasing the schedule of tap fees
17 for multiple-family ,commercial , institutional and industrial enterprises and rescinding
18 all others. Councilor Larson seconded . With no further discussion the motion carried 4-
19 0 with Mayor Pro-tem Howe-aye, Councilor Larson-aye, Councilor Lanon-aye,
20 Councilor Colenda –aye.
- 21 **G. Discussion / Approval of Resolution 2016-21 a Resolution Increasing Water/ Sewer**
22 **Rates and Rescinding All Others**
23 The explanation for this item is the same as item E. CPI reports an increase of 3.8%.
24 Mayor Pro-tem Howe made the motion to approve resolution 2016-21 a resolution
25 increasing water/sewer rates and rescinding all others. Councilor Colenda seconded .
26 Motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson-aye, Councilor
27 Lanon-aye, Councilor Colenda –aye.
- 28 **H. Discussion/Approval of Resolution 2016-22 a Resolution Increasing Water / Sewer**
29 **Availability Rates and Rescinding All Others**
30 The explanation for this item is the same as item E. Mayor Pro-tem Howe made the
31 motion to approve resolution 2016-22 a resolution increasing water /sewer availability
32 rates and rescinding all others . Councilor Larson seconded . With no further discussion
33 the motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson –aye,
34 Councilor Lanon-aye, Councilor Colenda –aye.
- 35 **I. Discussion/ Approval of Resolution 2016-23 a Resolution Increasing and Revising**
36 **Solid Waste Trash Services Rates and Rescinding All Others**
37 The explanation for this item is the same as item E. Amos also explained that the
38 commercial customer rates have been set to reflect the respective business needs within
39 an understandable rate structure while also promoting recycling. CPI reports an increase
40 of 3.8%. Mayor Pro-tem Howe made the motion to approve resolution 2016-23 a
41 resolution increasing and revising solid waste trash service rates and rescinding all
42 others . Councilor Larson seconded . With no further discussion the motion carried 4-0
43 with Mayor Pro-tem Howe –aye, Councilor Larson –aye, Councilor Lanon-aye,
44 Councilor Colenda –aye.
- 45 **J. Discussion/ Approval of Resolution 2016-24 a Resolution Authorizing and**
46 **Approving Submission of a Completed Application for Financial Assistance and**
47 **Project Approval to the New Mexico Finance Authority to Purchase an Asphalt**
48 **Zipper**
49 Bret Wier , Finance Manager explained that in an effort to provide better roads for our
50 residents and guest the village would like to purchase an asphalt zipper. This piece of
51 heavy equipment will be used to mill roads which should temporarily eliminate much of
52 the pothole issues currently being experienced by our residents. The village would like
53 to start these road repairs as soon as possible . The village does not currently have the

1 budget to pay for the zipper in full and would like to take out a loan to acquire he asset .
2 He also stated that item K was in line with this item . Mayor Pro-tem Howe made the
3 motion to approve resolution 2016-24 a resolution authorizing and approving
4 submission of a completed application for financial assistance and project approval to
5 the New Mexico Finance Authority . Councilor Lanon seconded . With no further
6 discussion the motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson –
7 aye, Councilor Lanon-aye, Councilor Colenda –aye.

8 **K. Discussion / Approval of Resolution 2016-25 a Resolution Authorizing the**
9 **Reimbursement to the Village for the Purchase Price and Pay Off the Loan for the**
10 **Asphalt Zipper**

11 Bret Wier , Finance Manager explained that the village is acquiring an asphalt zipper as
12 soon as possible so that road repairs can begin in the coming month. In the event that the
13 village is able to obtain approval of the upcoming GO bond for road improvements the
14 village would like the ability to reimburse the general fund for the cost associated with
15 purchasing the asphalt zipper with monies raised by the GO bond. Mayor Pro-tem Howe
16 made the motion resolution 2016-25 a resolution of the Village of Angel Fire New
17 Mexico declaring its official intent to reimburse itself with the proceeds of a tax exempt
18 loan agreement or bond issue between the Village of Angel Fire and the New Mexico
19 Finance Authority or another lender for certain capital expenditures that will be made by
20 the village ,identifying said capital expenditures and the funds used for such payment
21 ,and providing certain other matters in connection therewith . Councilor Lanon
22 seconded. With no further discussion the motion carried 4-0 with Mayor Pro-tem Howe
23 –aye, Councilor Larson –aye, Councilor Lanon-aye, Councilor Colenda –aye.

24 **L. Discussion/ Approval of Resolution 2016-26 a Resolution Approving the**
25 **Proclamation Calling for a General Obligation Bond Series 2016 Election**

26 Bret Wier , Finance Manager explained that the village is in dire need of road
27 improvements as well as water and wastewater improvements . The village does not
28 have revenue to properly address these needs . The village does not have the lending
29 capacity through revenue bonds or other sources to properly address these needs . It is
30 there by recommended that the village seek the approval of eligible voters to acquire the
31 needed revenue through a series of General Obligation Bonds. Mayor Pro-tem Howe
32 made the motion to approve resolution 2016-26 a resolution calling for a special mail
33 ballot only election to be held in the Village of Angel Fire New Mexico on September
34 13,2016 ,concerning the proposed issuance of General Obligation Bonds in an aggregate
35 principal amount not to exceed \$4,500.00 for the purpose of 1. Paying for the design
36 ,engineering ,construction and otherwise improving of roads and related improvements
37 and 2. paying for the design ,engineering ,construction and otherwise improving of the
38 villages water and wastewater system and related improvements providing the form of
39 the bond questions ,providing for notice of the special election, prescribing other details
40 in connection with such election and bonds and ratifying action previously taken in
41 connection therewith. Councilor Larson seconded. With no further discussion the
42 motion carried 4-0 with Mayor Pro-tem Howe –aye, Councilor Larson-aye, Councilor
43 Lanon-aye, Councilor Colenda –aye.

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M. Discussion/ Approval to Enter Into a Contract With William Harvey , Consultant Pharmacist to Provide Pharmacist Services for the Village of Angel Fire Fire and EMS Services

In the absence of Fire Chief Andy Bertges, Tommy Newkirk Paramedic/Firefighter explained that the fire and EMS department requires a consultant pharmacist to allow us to carry and administer drugs in the care of our patients. After following proper procurement procedures William Harvey was selected as the consultant pharmacist. Mayor Pro-tem Howe made the motion to approve a contract with William Harvey consultant pharmacist to provide consultant pharmacist services for the Village of Angel Fire’s Fire department and EMT services. Councilor Colenda seconded. With no further discussion the motion carried 4-0

N. Discussion/ Approval of a Contact For Northern New Mexico Security to Provide Alarm Monitoring at Angel Fire Fire Department Main Station #2

In the absence of Fire Chief Andy Bertges, Tommy Newkirk Paramedic / Firefighter explained that the main station 2 on 10 El Valdo Way has a fire alarm and sprinkler system installed. These systems require alarm monitoring. After following proper procurement procedures Northern New Mexico Security was chosen to monitor those systems. Mayor Pro-tem Howe made the motion to approve a contract with Northern New Mexico Security to provide alarm monitoring at Angel Fire Fire Department main station #2. Councilor Larson seconded. With no further discussion the motion carried 4-0.

Adjournment
Mayor Cottam adjourned the meeting at 6:36PM

Passed, Approved and Adopted on this 28th day in June, 2016

Barbara Cottam, Mayor

ATTEST:

Terry Cordova, Village Clerk

Council Meeting June 14, 2016

Manager's Report

A AFPO weekend – This event was a great opportunity for us to publicize the bond election coming up in September. We were able to pass out flyers and answer questions directly. Brett did an excellent job presenting on behalf of the mayor and with his planned portion too. Amos was in attendance also, fielding questions from a number of attendees.

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 06/14/2016
Page : 1
Agency : AFD

Calls For Service Totals By Call Type

05/01/2016 to 05/31/2016

Call Type	Totals
10-44 Property Accident	1
10-45 Injury Accident	2
10-57 Drunk Person	1
10-89 Welfare Check	1
AOA Assist Other Agency	5
CHILD AB Child Abuse	1
DRTEST Driving Test	1
HW House Watch	1
INFORMAT Informational	4
LARCENY Larceny	1
S13 Suspicious Vehicle	1
S13A Suspicious Activity	4
S13P Suspicious Person	1
S22 Disturbance	2
S22D Domestic	2
S22N Noise Complaint	1
S25 Fire	2
S34 Criminal Damage	1
S35 Narcotics	1
S37 Suspicious Incident	4
S38 Theft	1
S40 Alarm	6
S48 Animal Complaint	1
S49 Harassment	1
S52 Assault	1
S57 Fraud	2
TRAFCON Traffic Control	1
Grand Total for all calls	50

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date: 06/14/2016
Page: 1
Agency: AFPD

Citation Totals By Violation

05/01/2016 to 05/31/2016

Violation		Total
12-10-1.16(1)	Brakes	1
12-10-4(A)	DISPLAY OF CURRENT VALID REGISTRATI	1
12-10-4(C)	EXPIRED REGISTRATION	1
12-10-6(B)	UNINSURED MOTOR VEHICLE	6
12-6-1.1	SPEEDING	14
12-6-12.4	CARELESS DRIVING	2
12-6-12.5	DRIVERS TO BE LICENSED	1
12-6-13.13(A)	MANDATORY USE OF SEATBELTS	2
12-6-7.3	STOPPING FOR SCHOOL BUS	1
5-2B-5	PUBLIC AFFRAY	2
5-3B-1	DOGS RUNNING AT LARGE	1
	Grand Total	32

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 06/14/2016
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Agency : AFPD

Arrest Totals By Violation

05/01/2016 TO 05/31/2016

Violation		Total
30-3-18	CRIMINAL DAMAGE PROPERTY OF HOUSEHOLD...	1
30-6-1	ABANDONMENT OR ABUSE OF A CHILD	1
30-7-4	NEGLIGENT USE OF A DEADLY WEAPON	1
5-2B-5	PUBLIC AFFRAY	2
5-3B-1	DOGS RUNNING AT LARGE	1
66-8-102	DRIVING UNDER THE INFLUENCE (D.W.I.)	1
Grand Total		7

VILLAGE OF ANGEL FIRE, NEW MEXICO

RESOLUTION 2016-27

A RESOLUTION ESTABLISHING THE FISCAL 2016-2017 HOLIDAY SCHEDULE TO BE OBSERVED BY THE VILLAGE OF ANGEL FIRE.

WHEREAS, The Village of Angel Fire wishes to amend the adopted holiday schedule for fiscal year 2016-2017 to read as follows:

Holiday	Date to be Observed
Independence Day	Monday , July 4, 2016
Labor Day	Monday, September 5, 2016
Veterans Day	Friday , November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day following Thanksgiving	Friday, November 25, 2016
Christmas Eve – ½ day	Friday, December 23, 2016
Christmas Day	Monday , December 26, 2016
New Year’s Eve – ½ day	Friday , December 31, 2016
New Year’s Day	Monday , January 2, 2017
Martin Luther King Jr. Day	Monday ,January 18 ,2017
Presidents Day	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017

THEREFORE, BE IT RESOLVED by the Governing Body of the Village of Angel Fire that the schedule above be adopted.

PASSED, APPROVED AND ADOPTED THIS 28th day of June, 2016

Barbara Cottam, Mayor

Terry Cordova, Village Clerk

COUNCIL AGENDA ITEM
STAFF RECOMMENDATION

MEETING DATE: June 28, 2016

TO: Mayor / Council and Village Manager

FROM: Finance Department

SUBJECT: Resolution 2016-28 Approving the Finance Department Policies, Procedures and Controls inclusion in the Village of Angel Fire Administrative Manual.

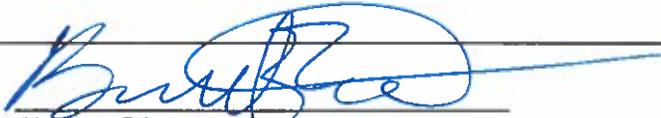
Background/Facts : Historically the Village of Angel Fire has not had properly documented policies and procedures for many functions of the Finance Department. Although the Village staff have been following these policies, procedures and controls since last July our Auditors require that these policies, procedures and control be documented and approved by council.

Alternatives:

1) **Financial Impact and Review:**

Financial Impact: No
Budgeted Item: N/A
Funding Source: N/A

Finance Department Comments and Review:


Finance Directors Signature

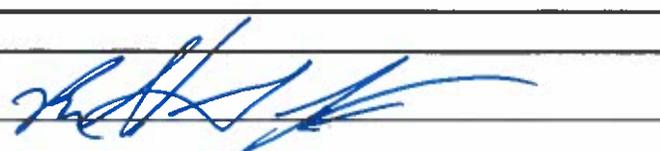
2) **Attached Documents:** Policies procedure and controls

3) **Staff's Recommended Motion:** Motion and Second to approve .

4) **Village Manager's Recommendation:**

Approval: Disapproval: other:

Manager's Comments:

Signature: 

VILLAGE OF ANGEL FIRE
RESOLUTION 2016-28

A RESOLUTION ADOPTING FINANCE DEPARTMENT POLICIES, PROCEDURES AND
CONTROLS.

WHEREAS, the Village of Angel Fire wishes to ensure that all Village of Angel Fire's Finance Department transactions have accountability by Finance Department employees; and

WHEREAS, the documentation and ratification of standardized policies, procedures and controls facilitates the efficiency and accuracy of processing departmental transactions; and

WHEREAS, the Village of Angel Fire desires to conform to the recommendations of the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) regarding Finance Department transactions,

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF ANGEL FIRE that the attached Policy Procedures and Controls be adopted.

PASSED, APPROVED AND ADOPTED THIS THE 28th DAY OF JUNE, 2016.

BARBARA COTTAM, MAYOR

ATTEST:

Terry Cordova, Village Clerk

UTILITY BILLING

POLICIES, PROCEDURES AND CONTROLS

POLICY: All Utility billing payments will be processed in a timely manner and in accordance with Generally Accepted Accounting Practices (GAAP), with sufficient controls to minimize errors in processing and the likelihood of fraud.

All water and sewer related requests will be processed promptly and professionally, providing the best service possible while maintaining accounting integrity and accountability.

A- Utility Billing Accounts Receivable

1. Walk in payments

- a) Cash payments are entered immediately into billing system
- b) Customer is given a receipt for the cash payment
- c) Cash payments are entered in a separate batch from checks
- d) Cash is placed in locked bank bag until deposit is made
- e) Check payments may be entered with the mail payments

2. Mail payments

- a) Code Enforcement Officer, or other non-Finance department designee, picks up mail from the post office containing mail payments, and delivers them to Utility Billing Clerk
- b) Utility Billing Clerk enters the check payment into the accounting system
 - 1- Checks are entered in a separate batch from cash or credit card payments
 - 2- Check payments are applied to the individual accounts
 - 3- All checks are verified for signatures and that written amount corresponds with the numeric amount.
 - 4- Verifies information from check (name, address, or account number), to information on the account, during entry to system
 - 5- When batch is complete, the UB clerk totals checks and verifies total with billing system totals. Makes any necessary corrections and runs a register
 - 6- Clerk prepares the deposit slip and attaches it to checks and register
 - 7- Batch is then given to the Finance Manager or GL Accountant for proofing
- c) Finance Manager or GL Accountant verify for correctness
 - 1- Verify the check amount to the register
 - 2- Verify the written check amount to the numeric check amount

- 3- Make sure all checks are signed
 - 4- Run new tape on checks and match to the deposit slip
 - 5- Approve batch in billing system and update system
 - 6- Run End of Day Report, and post to system
 - 7- Verify that deposit is being made to the correct checking account
 - 8- Initial deposit slip, and sign report as reviewer
 - 9- Return report to UB clerk for signature as preparer of batch
 - 10- Deposit is put in appropriate bank bag for deposit
- d) P and Z Administrative Assistant, or other non-Finance department designee, takes deposits to the bank on a daily basis
- 1- Enterprise deposits are taken to FNB for verification and deposit slip validation
 - 2- General deposits are taken to International Bank for verification and deposit slip validation
 - 3- Other specialized accounts are taken to Washington Federal for verification and deposit slip validation
 - 4- Deposit receipts are then given back to the preparer and receipt attached to report
 - 5- Reports are filed and retained, with deposit receipt, for audit purposes
3. Credit Card payments
- a) Phone payments
- 1- Separate batch is made in cash collections for credit card payments
 - 2- Entry is made directly into the system while the customer is on the phone
 - A) Credit card information is not written down for later entry
 - 3- Customer is given an authorization number for the charge
 - 4- Receipt is printed out to be attached to the report for the credit card batch
 - 5- The credit card batch is closed out daily
 - 6- Report, with attached receipts, are given to the Finance Manager or GL Accountant for review
 - a- Finance Manager or GL Accountant compare all attached receipts to the report
 - b- Approve batch in cash collections system and update
 - c- Run End of Day report, and post to system
 - d- Sign the report as the reviewer, and return to UB clerk
 - 7- UB clerk signs the report as preparer
 - a- Reports are filed and maintained for audit purposes

B- Utility Billing Process

1. **Non-Metered Water, Sewer and Slash Policy**
 - a) Typically, the title company sends request for billing information when they are processing the sale and closing of a property
 - b) Billing office makes note of the legal description, new owner's name and address and any other relevant information
 - c) Account is set up in billing system for the appropriate services to be billed. Billing Clerk coordinates with Water Department and/or Community Development to verify which services are available to the property. Slash fee will be included on every account
 - d) Account is activated in the billing system when the Warranty Deed is received
 - e) All non-metered accounts are billed quarterly
2. **Metered Water, Sewer and Slash Policy**
 - a) Billing office receives an application for a new water or sewer tap
 - 1- Contains legal description and 911 address for property
 - 2- Written information from architect or plumbing contractor should describe dwelling size and the type and size of tap requested. If this information is not available, contact the Water Department for review of service needed
 - b) Collect all appropriate fees
 - 1- Meter fees
 - 2- Water and /or Sewer Backfill deposit
 - 3- Service deposit
 - 4- Any other fees that may apply for installation
 - c) Set up a metered account in billing system
 - 1- Transfer the Fire Protection Account to a metered account number
 - d) Create a Service Order and send to Water Department
 - 1- Fax and email the service order to ensure that it is received
 - 2- All tap requests should be completed within 10 working days
 - e) Create a "Meter Transaction Report" listing:
 - 1- Date of Service Order
 - 2- Customer name
 - 3- Type of service to be installed
 - 4- Date of Service Order completion
 - 5- Report is to monitor status and progress of request
 - f) Water Department returns the completed Service Order when installation is done
 - 1- Contains meter number and remote ID
 - 2- Backfill status information

- 3- Any additional costs, with invoice, involved in the installation
 - g) Update the meter transaction request
 - h) Activate metered account in billing system; deactivate any existing non-metered water/sewer availability accounts
 - i) Metered account activation will notify the meter reading system to include the new account in the scheduled readings
 - j) Only after Water Department inspection and approval, initiated by the Service Order, will backfill deposit be refunded
 - k) Water Department will return the Service Order when backfill is complete
 - 1- Service Order will note the amount of deposit, if any, that will be refunded
 - l) Process any credit that may be due customer
 - 1- Enter refund amount in system a refund packet
 - 2- Notify Accounts Payable for processing of refund check
 - 3- Check requires two authorized signatures, as defined by Resolution 2012-01
 - 4- Deposit is forfeited if not requested within one year on the original request for tap installation
3. Monthly Metered Account Billing
- a) Process metered accounts on a monthly basis
 - b) When billed payment is received within the grace period it is posted in the cash collections system and no further action is necessary until next monthly statement is to be processed
 - c) When billed payment is no received within the grace period it will be flagged in the billing system as Past Due, and will continue to accrue usage charges
 - 1- If payment is received after the end of the grace period, that payment and past due fee is posted to billing system and the account is current
 - 2- If no payment is received, a past due notice is sent when account is 30 days past due
 - 3- The next monthly statement will be sent to customer and if no payment is made by the end of that grace period, the account will be 60 days past due.
 - 4- If no payment is received by the end of 10 day notice period, the billing office will create a Service Order for shut off.
 - 5- Shut off list will be sent to Finance Manager to be reviewed
 - 6- Service Order is sent to Meter Reader for completion
 - 7- Billing office will send Water Department a detailed list of customers that have been shut off due to non-payment and the amount that is owed
 - 8- Meter Reader will return Service Order to Billing Department within 24 hours, indicating that the service has been shut off

- 9- Past due account will be updated in billing system to continue accruing the minimum monthly charge and monthly statements will be sent to the customer indicating those charges
- 10- On a regular basis, not less than once every six months, a report will be generated and reviewed by the Finance Manager to determine which, if any, of the past due accounts will be considered for legal action to collect the delinquent debt
 - a) Place lien on property with the County Clerk
- 11- When payment is received and account is brought current, the Billing Office will create Service Order requesting that the meter be turned back on
- 12- Service Order is sent to the Meter Reader
- 13- Service Order is returned to Billing Office within 24 hours indicating that service has been reconnected
- 14- Account is re-instated in billing system as current and regular monthly process will be followed

4. Statement Processing

- a) Meter reading is divided into six books
 - 1- Each book is retrieved from handheld reading system by Meter Reader and uploaded to billing system
 - 2- If some meters are unread they must be estimated
 - 3- If there are any re-reads, open each book that applies and enter the new re-read numbers and apply
- b) Monthly billing process can begin after all re-reads have been processed
 - 1- Run a bill calculation report and check for abnormalities
 - 2- Void any outstanding Service Orders (re-create them after billing is completed)
 - 3- Mark any corrections that need to be made
 - 4- Supervisor reviews the report and marks any other corrections that need to be made
 - 5- Utility Billing Clerk makes the corrections in the Billing system and runs a new calculation report.
 - 6- Supervisor verifies that corrections were made properly and signs as reviewer
 - 7- Print statement bills and regular bills
 - 8- Print Village Voice on back of bills
 - 9- Bills are folded and placed in envelopes
 - 10- Postage is applied to envelopes. Bills are taken to Post Office by the Code Enforcement Officer, or other non-Finance department designee

**PROPERTY INVENTORY AND CONTROL
POLICIES, PROCEDURES, AND CONTROLS**

A. Annual Inventory

Policy: All equipment and property of the Village of Angel Fire, with an acquisition cost of over \$500, shall be listed on the annual property inventory. This inventory listing shall be updated as new equipment is procured and an annual certification by each responsible employee will be conducted.

1. Each year the finance department shall provide a listing by department of all property and equipment over \$500.

a. All equipment must have a Village of Angel Fire tag within 30 days

b. New Purchase- Department heads will identify all new equipment purchased by submitting appendix within 5 working days after the property or equipment is received. The following information is to be provided:

- 1) Purchase Order Number used for purchase
- 2) Date of the Purchase Order
- 3) Budget line item number used
- 4) Location of the property
- 5) Individual charged with the property
- 6) Quality of Items
- 7) Tag number supplied by the Purchasing Agent
- 8) Description of the property
- 9) Brand name
- 10) Model
- 11) Serial number
- 12) Amount paid for the property
- 13) Released by: Purchasing Agent Signature, Title, and Date
- 14) Accepted by: Signature, Title, and Date
- 15) Date and initial of Finance Staff upon entry into database
- 16) Form # will be issued by the Finance Department

c. Lost, Stolen, or Duplicate Property

Each department head will identify any equipment that cannot be accounted for due to loss, theft or other reason. A "Lost, Stolen, or

Duplicate" form shall be properly submitted to the finance department within 5 working days after the time of the loss. The following completed information is needed in order to make changes to the inventory:

- 1) Department name
- 2) Date form is filled out
- 3) Date of equipment loss or theft
- 4) Check appropriate item
 - a) Equipment stolen
 - b) Equipment lost
 - c) Duplicate
- 5) Duplicate Tag information
- 6) Correct Tag number
- 7) Report of Incident: narrative
- 8) Name of item
- 9) Tag number
- 10) Model
- 11) Serial number
- 12) Unit cost
- 13) Description of equipment
- 14) Signature, title of employee, and date
- 15) Department head signature, Village Manager signature
- 16) Date Finance entered information into database, and initialed
- 17) Form # will be issued by the Finance Department

d. Property Control Disposal Report

Each department head will identify any surplus or obsolete equipment that is available for auction or transfer. A "Property Control Disposal Report" shall be submitted at the time of the disposal.

Fill in the following information:

- 1) Department
- 2) Date
- 3) Quantity
- 4) Tag number
- 5) Description
- 6) Method of Disposal
 - a) Trade in

b) Trash (broken beyond use)

c) Auction item

7) Provide justification in a narrative format

8) Signature, title of employee, and date

9) Department head signature

10) Village Manager signature

11) Date Finance entered information into data base, and initialed

12) Form # will be issued by the Finance Department.

e. Property Control Transfer Report

Property transfers between employees or between departments must be provided for on the "Property Control Transfer Report". The person transferring the inventory items is charged with filling out the form in the following manner and submitting to the Purchasing Agent within 5 working days after transfer.

1) Department

2) Date

3) From location and individual

4) To location and individual

5) Quantity

6) Tag number

7) Description of item

8) Amount

9) Signature of employee releasing property, and date

10) Signature of employee accepting the property and date

11) Date Finance entered information into data base, and initialed

12) Form # will be issued by the Finance Department

f. Adjustment Form

Each department will identify any discrepancies requiring adjustment, and submit to the Purchasing Agent within 5 working days. The Adjustment Form must be filled out as follows:

1) Department

2) Individual

3) Date

- 4) Tag number
- 5) Description
- 6) Amount
- 7) Reason for adjustment
- 8) Signature, title of employee, and date
- 9) Department head signature
- 10) Village Manager signature
- 11) Date Finance entered information into database, and initialed
- 12) Form # will be issued by the Finance Department

g. The Finance Manager will review the listing updates provided by the department heads and make any necessary adjustment to the inventory.

h. The Personnel Department shall (within 5 day working days) advise the Purchasing Agent of any employee activity involving:

- 1) New hires
- 2) Termination
- 3) Transfer of employee

B. Small Tools

Policy: Small tools up to \$500 in value, shall be inventoried by each supervisor to fully account for all small tools purchased by their employees. Accountability for small tools (i.e. small office tools, mechanic's tools, carpenter's tools, etc.) shall be the responsibility of the department head, and will be inventoried at least once a year. Each employee will be responsible for all assets assigned to them and acknowledged by them.

1. At least once a year or at other times when necessary (i.e. -turnover of employees), the department heads will take an inventory of small tools in the possession of their employees.
2. This inventory shall be separate from fixed assets inventory and will be maintained by the department head.

C. Consumables

Policy: Consumables shall be inventoried by each supervisor to fully account for all consumable products purchased by their employees. Accountability for consumables shall be the responsibility of the department head, and will be inventoried at least once a year.

1. At least once a year or at other times when necessary (i.e. – turnover of employees), the department heads will take an inventory of consumables in the possession of their employees.

D. Silent Auction

1. Instruction to department heads
 - a) Retrieve information from fixed assets inventory
 - b) Prepare a Property Disposal Report
 - c) Identify the condition of each item
 - 1) Does it need an overhaul
 - 2) Broken beyond repair
 - 3) Needs a specific correction
 - 4) Miscellaneous junk
2. Email a list of items to Finance Manager. Include Tag #, description, department, cost, and condition.
- 3) An Agenda Item sheet and Resolution will be presented to Council for disposal consideration at the next scheduled meeting.
- 4) Submit the Agenda Item Sheet, Resolution, and Disposal list to DFA for approval
- 5) Submit advertising to media
- 6) Set up auction inventory on appropriate day
- 7) Auction day
- 8) Results of bids will be recorded
- 9) Successful bidders must present certified check, cash, or money order in the amount of the bid, no later than 12:00 pm the following Friday. Equipment will be released to bidder only upon receipt of payment.
- 10) Unpaid or unclaimed equipment (after one month) will be sold to the next highest bidder. All other unclaimed items shall be properly disposed of.
- 11) All sales are final. Equipment is sold "as is" with no warranty or implied serviceability by the Village of Angel Fire.

**PROCUREMENT
POLICIES, PROCEDURES AND CONTROLS**

Policy: To enforce standards of good stewardship, reduce vulnerability to unethical practices, to increase accountability for taxpayer funds, and to maintain a procurement system of quality and integrity.

A- Procurement requirements

- 1- Purchase value between -0- and \$5,000 based on best obtainable price (three quotes suggested)
- 2- Purchase value between \$5,001 and \$20,000
 - a) 3 written quotes
 - b) Quote form to be used
- 3- Purchase value between \$20,001 and \$60,000
 - a) Must obtain a formal quote from vendor
- 4- Purchase value \$60,000 or more
 - a) Competitive sealed bids or sealed proposals
 - b) Quotes and bids must be obtained in compliance with Village Ordinance and NM State Statutes
- 5- For professional services contracts less than \$60,000, adhere to informal bid process
 - a) Attach proposals, contracts or leases
- 6- For professional services over \$60,000, adhere to formal sealed RFP process or Invitation to Bid
 - a) Attach proposals, contracts or leases
- 7- All purchases must be approved by department heads
- 8- An Open PO may be obtained for monthly billings or recurring purchases
 - a) Open PO can be issued for up to 6 months
 - b) Authorized staff may make purchases on open PO up to \$100
 - c) Purchases over \$100 and less than \$500 must be approved by department heads or designee
- 9- All IT purchases must be approved by the IT Manager

- 10- Requisitions must be prepared and approved for all purchases prior to ordering
 - a) Exemptions from procurement process
 - 1) Inter-fund transfers
 - 2) Utilities (phones, electric and gas)
 - 3) Debt service payments
 - 4) Multi-year contracts
 - 5) Advertising in all media
 - 6) Emergency purchases (immediately necessary for preservation of life or property, for the continued operation of the department)
 - aa) Must have an Emergency Determination Form

B- Requisition Process

- 1- Obtain at least three quotes to show due diligence in finding the best price, quality and timeliness of delivery
- 2- If over \$20,000, attach Quote Sheet comparing the quotes
- 3- Fill out requisition form
 - a) Required fields are:
 - 1) Ordering Department
 - 2) Vendor name, address, and vendor number
 - 3) Date
 - 4) GL account number to be charged
 - 5) Description of item
 - 6) Number, unit price, and totals
 - 7) Necessary signatures
 - b) Must be signed by the originator and the department head
- 4- Requisition goes to Chief Procurement Officer
 - a) Verifies that procurement procedures have been followed
 - b) Verifies that it is being charged to a valid GL account
 - c) Signs the requisition authorizing the purchase
- 5- Requisition goes to Finance Manager
 - a) Verifies the correct GL account is being used
 - b) Verifies that there is budget to cover the purchase
 - a- If not enough budget, the requisition is returned to department head informing them that a BAR is needed in order to get a PO

b- If there is budget to cover it, the requisition is approved and signed by Finance Manager

6- Requisition goes to Purchase Order Clerk

- a) PO Clerk verifies that budget is sufficient or that a BAR has been done
- b) Issues PO through the PO system, and signs as issuer
- c) Original PO goes to the requesting department
- d) Makes 2 copies. One copy is filed by PO Clerk, the other is attached to the requisition and back up documents and give to AP Clerk to be attached to the voucher and copy of check that pays it

C- Invitation to Bid Process (ITB)

1- Initiates the competitive sealed bid procurement

2- Includes the following:

- a) Specifications for services
- b) Construction of items to be procured
- c) Contractual terms and conditions
- d) Instructions and information to bidders (date, time & location)
- e) Terms and conditions of renewal or extension, if any
- f) Notice that the ITB may be canceled and that any and all bids may be rejected in whole or in part
- g) Notice that cites the Procurement Code 13-1-28 through 13-1-199 NMSA 1978 regarding civil, misdemeanor and felony penalties

3- Incorporation by reference

- a) Provided that the ITB specifies where such documents may be obtained

4- Evaluation criteria must be set forth in the ITB

- a) Inspection
- b) Quality
- c) Testing
- d) Workmanship
- e) Delivery and suitability for particular purpose

5- Bid Form

- a) ITB provides form to be submitted
- b) May submit a reasonable facsimile of form
- c) Oral, phone or telegraphed bids will not be accepted

- d) Bids sent via fax to a 3rd party and delivered in a sealed envelope to the correct location, by the due date, will be accepted for consideration
 - e) Bidding time is period between the distribution date of ITB and time and date set for receipt of bids
- 6- Public notice for ITB
- a) Published at least 10 days prior to date set for bid openings
 - b) published once in at least three NM newspapers of general circulation
 - c) If expenditure is more than \$60,000, send copies of notice or ITB to businesses who have signified in writing an interest in bidding
 - d) Copy of ITB will be made available for public inspection at the office of the Chief Procurement Officer
 - e) Pre-bid conferences may be conducted to explain the procurement requirements
- 7- Pre-opening modification or withdrawal of bids
- a) Bid may be modified or withdrawn by bidder prior to time set for bid opening, by delivering written notice to the designated location where bids are received
 - b) If bid is withdrawn in prescribed manner, and bid security shall be returned to the bidder
 - c) All documents related to the modification or withdrawal shall be made part of the appropriate procurement file
 - d) No late bid, late modification or late withdrawal will be considered unless it is late due to an action or inaction of state procurement personnel
- 8- Bid opening
- a) Upon receipt of each bid and modification they will be date/time stamped but not opened until the set time for bid opening
 - b) If no bids are received, or all bids are rejected, a new ITB shall be issued. If upon re-bid (with no spec changes), bids received are unacceptable or no bids are received, Procurement Officer may purchase items of tangible personal property, construction or services in open market at best obtainable price
- 9- Bid Award

- a) Contract solicited by competitive sealed bid will be awarded by written notice in a timely manner to the lowest reasonable bidder
 - b) Product evaluation may be conducted to determine the bidder's offering is acceptable
 - c) Following award, a record showing the basis for determining the successful bidder shall be made a part of the procurement file
 - d) Written notice shall be sent to the successful bidder, and notice of award will be posted in office of the Procurement Officer
- D- Request for Proposals (RFP)
- 1- Used to initiate a competitive sealed bid proposal procurement and shall include the following:
 - a) Specifications for services or tangible personal property to be procured
 - b) All applicable contractual terms and conditions
 - c) Instructions concerning submission or answers to questions
 - d) Term of contract and conditions of renewal or extension, if any
 - e) Instructions and information, including date, time and location where proposals are to be received and reviewed
 - f) All evaluation factors and relative weights given to the factors
 - g) Notice that the RFP may be canceled and that any or all proposals may be rejected when it is in the best interest of the Village
 - h) Statement of how proposal costs should be submitted
 - i) Notice of the Procurement Code 13-1-28 through 13-1-199 NMSA 1978, regarding civil, misdemeanor and felony penalties for its violation
 - j) The manner in which proposals shall be submitted
 - 2- Must be published at least 10 days prior to date set for receiving proposals
 - a) Must be published once in a newspaper of general circulation in the area
 - b) Copy of RFP shall be made available for public inspection at the office of the Procurement Officer
 - 3- Proposals shall be time and date stamped upon receipt and held in a secure place until the established due date

- a) Proposals shall not be opened public, nor open to public inspection until after award of contract
 - b) Numerical rating systems are required for RFP
 - c) Evaluation committee shall be appointed prior to due date for receipt of proposals
 - d) Any discussions held are to clarify technical or other aspects of the proposal
 - e) Any substantial oral clarification of a proposal shall be put in writing by the offeror
- 4- Competitive negotiations may be held among offerors to:
- a) To promote understanding of requirements and proposals
 - b) To facilitate arriving at the most advantageous contract for the Village
 - c) Negotiations of relevant terms and conditions will occur prior to award of contract
- 5- Contract Review
- a) All contracts for professional services with state agencies will be reviewed as to budget requirements by the Finance Manager
- E- Sole Source Procurements
- 1- Contract may be awarded without competitive sealed bids or sealed proposals, regardless of estimated cost, when Procurement Officer, using due diligence, determines in writing that:
- a) There is only one source for the required service or item
 - b) The service or item is unique and that uniqueness is substantially related to the intended purpose of the contract
 - c) Other similar services or items cannot meet the intended purpose of the contract
- 2- Request by using department that the procurement be restricted to one potential contractor shall be accompanied by written explanation as to why no other will be suitable or acceptable to meet the need.
- 3- Prior to award of a sole source procurement contract, the Procurement Officer will:
- a) Provide information to department of information technology for posting on sunshine portal
 - b) Forward the same information to the Legislative Finance Committee

- 4- Prior to award the Village of Angel Fire shall post information, required by the State, on its website
 - 5- State purchasing agent or central purchasing office shall conduct negotiations as to price, delivery and quantity in order to obtain the best price
 - 6- Notice of intent to award a sole source contract must be posted on the website at least thirty days in advance of the award
 - a) Any qualified potential contractor may protest, in writing, within fifteen days of the web posting
 - 7- Record of sole source procurement, along with documentation, must be retained for minimum of three years
- F- Chief Procurement Officers Registration & Certification
- 1- Registration- any newly hired Chief Procurement Officer must be registered with the State Purchasing Agent
 - 2- Certification- Chief Procurement Officer must be certified, with re-certification every two years
 - 3- Chief Procurement Officer duties, responsibilities and obligations
 - a) Make determinations, including exemptions pursuant to the Procurement Code
 - b) Authorize issuance of purchase orders, and authorize small purchases
 - c) Approve procurement per the Procurement Code

**TRAVEL AND PER DIEM
POLICIES, PROCEDURES AND CONTROLS**

Policy: To govern the payment of mileage and per diem rates and the reimbursement of expenses for all salaried and non-salaried employees and public officials.

- A- Mileage for public officials and employees shall be paid for mileage accrued in the use of private automobile or aircraft for official duties or training.
 - 1- Privately owned automobile rate is \$.55 per mile
 - a-Mileage is figured according to a mapping application
 - 2- Privately owned airplane rate is \$.88 per mile
 - a-Mileage is figured according to NM aeronautical charts from NMDOT Aviation Division
 - 3- Destination must be over 35 miles from the workplace to receive travel or per diem reimbursement
- B- Per Diem regulations
 - 1- Overnight travel will be reimbursed as follows:
 - a- In state areas- \$85.00 per night
 - b- In state special areas (Santa Fe)- \$135.00 per night
 - c- Out of state areas- \$115.00 per night
 - d- Actuals for lodging and meal expense
 - 1- Actuals must be pre-approved by Council prior to travel
 - 2- Lodging must not exceed the single occupancy room rate (including tax)
 - 3- If room rate exceeds \$215.00 per night, employee or public official must obtain signature of mayor or mayor pro tem on the travel voucher before requesting reimbursement
 - 4- Actual expenses for meals are limited to \$30.00 per day for in state travel, and \$45.00 per day for out of state travel
 - 5- Receipts are required

- 2- Partial day per diem if travel does not require overnight stay, but extends beyond the normal workday, may be reimbursed as follows:
 - a- For less than 2 hours of travel beyond normal work day, none
 - b- For 2 hours, but less than 6 hours beyond normal work day, \$12.00
 - c- For 6 hours, but less than 12 hours beyond normal work day, \$20.00
 - d- For 12 hours or more beyond normal workday, \$30.00
 - 3- Return from overnight travel shall be reimbursed. Calculation of partial day begins at the time traveler initially departed. Divide the number of hours traveled by 24. The hours remaining constitute the partial day that will be reimbursed.
 - a- For less than 2 hours, none
 - b- For 2 hours, but less than 6 hours, \$12.00
 - c- For 6 hours, but less than 12 hours, \$20.00
 - d- For 12 hours or more, \$30.00
- C- Travel vouchers are required for reimbursement
- 1- Proper documentation for stating the purpose of travel must be attached
 - 2- Must be filled out and signed by the traveler, verified by the Department Head, and approved by the Finance Manager
 - 3- Must be filled out completely and turned in 10 working days prior to travel
 - 4- 80% of total travel and per diem may be paid prior to travel date.
 - 5- Remaining 20% will be paid upon return
 - a- Documentation showing that the meeting or class was attended, such as an agenda, name badge, or copy of attendance roster, will be required
- D- Reimbursement for other expenses:
- 1- Receipts not required: Public officials and employees may be reimbursed without receipts up to \$6.00 per day, not exceeding \$30.00 per trip
 - a- Taxi fares
 - b- Gratuities
 - c- Parking fees
 - d- If more than \$6.00 per day or \$30.00 per trip is claimed, the entire amount of claim must be accompanied by receipt

- 2- Receipts are required for the following:
 - a- Actual costs for travel by common carrier, provided this is the most economical and practical manner
 - b- Rental cars or charter aircraft, provided less expensive public transportation is not available or appropriate
 - c- Registration fees
 - 1- If fee included lodging or meals, then no per diem will be paid. Only actual expenses that are not included in the fee will be reimbursed
 - d- Professional fees or dues that are beneficial to the Village
- E- Travel vouchers will be verified and approved by the Finance Manager or GL Accountant
 - 1- Verify dates of travel and how many days of per diem that are due
 - 2- Verify mileage computation
 - 3- Verify that travel voucher has been signed by the traveler and the department head
 - 4- Verify that 80/20 percentage to be paid has been figured correctly
 - 5- Sign travel voucher approving payment
- F- Travel voucher is given to Accounts Payable Clerk for processing.
 - 1- Check will be issued for the 80 percent
 - 2- Twenty percent will be withheld until traveler returns with documentation showing that they attended the meeting or seminar
 - 3- With proper documentation, check for 20 percent retainage will be issued
 - 4- Both checks will be signed by two authorized signers, as defined by Resolution 2012-01

**GRANTS ADMINISTRATION
POLICIES, PROCEDURES AND CONTROLS**

Grant Administration

A. Administration of grants

1. Each grant will have a grant administration file. Included in that file will be:
 - a. A signed original copy of the grant agreement.
 - b. A copy of the grant application.
 - c. Back-up data for application.
 - 1) Citizen participation information
 - 2) Correspondence associated with application
 - 3) Survey information
 - d. A spreadsheet analysis of receipts, expenditures and budgets.
 - e. Copies of draw-down requests and evidence of receipt of monies.
 - f. Copies of approved amendments to grant.
 - g. General correspondence and other documentation.
 - h. Obtain all environmental assessments and documents.
 - 1) Environmental document
 - 2) Cultural survey
 - 3) Advertised notices and affidavits of publication
 - 4) Distribution list and correspondence associated with advertised notices
 - 5) Correspondence associated with environmental document
 - 6) Request for release of funds, if applicable
 - 7) Request for release of grant conditions, if applicable
 - i. Design, administrative services, sub-consultant procurement
 - 1) Request for proposals
 - 2) Advertisement and affidavits of publication
 - 3) Evaluation sheets
 - 4) Information regarding selection process
 - 5) Award information

- 6) Correspondence regarding award
- 7) Minutes from council meeting where award is made

j. Contractor procurement documentation

- 1) Invitation for bids and affidavits of publications
- 2) Bid tabulation
- 3) Bid evaluation
- 4) Information regarding selection process
- 5) Contractor clearance/verification of information
- 6) Recommendation of award
- 7) Award information
- 8) Minutes from council meeting where award is made

k. Design professional contract

- 1) Executed contract
- 2) Amendment Documents
- 3) Associated correspondence to and from funding agency

l. Administration services contract, if applicable

- 1) Executed contract
- 2) Amendment Documents
- 3) Associated correspondence to and from funding agency

m. Executed construction documents (May be bound in the Spec Book)

- 1) Construction contract
- 2) Associated bonds
- 3) Certifications and other information
- 4) Notice of award
- 5) Notice to proceed
- 6) Pre-con notes and attendance sheet
- 7) Executed change orders

n. Labor standards compliance documentation

- 1) Payroll reports
- 2) Wage rates - found in executed documents
- 3) Interviews, if required
- 4) Review weekly payroll reports to insure labor standards

compliance

o. Closeout documents

- 1) Final inspection report/punch list
- 2) Engineer's cert. of substantial completion
- 3) Grantee's statement of acceptance signed by Chief elected official
- 4) As-built drawings
- 5) Other closeout documentation, as required

p. Correspondence

- 1) All general correspondence associated with grant not pertinent to any other section
- 2) Meeting minutes and agenda
- 3) Telephone conversation memorandums
- 4) Memos
- 5) Faxes
- 6) Notes to file

q. Financial information

- 1) Signatory authority
- 2) Pay requests, in numerical order (may include the following):
 - a. Invoices
 - b. Pay estimates
 - c. P.O.
 - d. Vouchers
 - e. Correspondence associated with pay requests
 - f. Completed executed drawdown form, if applicable
 - g. Other required documentation or forms
 - h. Notes/ explanation to the file
 - i. Corrections to drawdown or paperwork

r. Project Accounting

- 1) Bank statements
 - 2) Cash management/ allowable costs
2. Request for reimbursement will include the following:
 - a. Copy of spreadsheet analysis
 - b. Copies of vouchers/ invoices as required
 - c. Reconciliation of grant spreadsheet to financial statement
 3. Prepare progress reports quarterly, as required by grant agreement
 4. Prepare monitoring reports and related correspondence

B. Grant Compliance

1. Review weekly payroll reports to insure compliance with labor standards
2. Visit project site to verify that grant funds are expended in accordance with grant agreement
3. Verify that all inspections and certifications are obtained as required
4. Prepare or review all reports required by the grant

C. New Grant Procedures & Follow-up

1. Grants Administrator will meet with the Project Manager/Department Head to go over process of funding agency and information meeting to establish what is required from PM/DH and of Grants Administrator. This will include internal line items to be used, grant requirements pertaining to procurement, financial, reimbursement, council meeting approval, etc. Monthly meetings when necessary to relay information and receive feedback from Department's which have grants pertaining to their certain projects.

D. Department Head and/or Project Managers Responsibilities

1. Requisitions should be done by the Department Head or Project Manager in conjunction with the Grants Administrator (GA) to verify budget amounts and correct line items.
2. Vouchers will be processed by Department's and routed through GA for processing of reimbursement. GA will check invoices and pay estimates for contract amounts, but not for actual services received.
3. Change orders, procurement processed and presented to council, if necessary, through Department Head/Project Manager with information and copy to GA.
4. All documents needed in grant file which go through Department Head/Project Manager will be copied and submitted to GA for filing.

E. Seeking and Applying for Grant Funds

1. The majority of seeking grant finds are initiated through the Village Manager, Mayor, Department Heads, Grants Administrator or from the assistance of an Engineer or Architect. The selection of projects that need funding is usually based on the Capital Improvement Projects established during the budget process.
2. Applications are usually submitted with the technical assistance from an Engineer or Architect in conjunction with the Grants Administrator. Each funding agency has their own application process and formatting.

ACCOUNTS PAYABLE

POLICY, PRODECURES & CONTROLS

POLICY: Remittance of Accounts Payable will be processed timely and in accordance with General Accepted Accounting Principles (GAAP), with sufficient controls to minimize errors in processing, and the likelihood of fraud. Proper records will be maintained for audit purposes.

The individual departments are responsible for the following:

- 1- Identify and research potential purchases
- 2- Prepare requisition order for the purchase
- 3- Verify that they have budget for the item
- 4- Requisition to be signed by originator and department head
 - a- All documents should be reviewed and signed by department head in order to insure reasonableness and accuracy of the potential purchase

The Procurement Officer is responsible for the following:

- 1- Verify that all prior signatures have been obtained
- 2- Verify that all procurement procedures are being followed per state procurement code
- 3- Verify that the correct GL account is being charged for the purchase
- 4- Sign the requisition and forward to the Finance Manager

The Finance Manager is responsible for the following:

- 1- Verifies that all prior signatures have been obtained
- 2- Verifies that budget is sufficient for the purchase
- 3- Verify that proper codes and funds are being used
- 4- Returns request to department if there is not sufficient budget, and requires a Budget Adjustment Request be made
- 5- Verify that BAR has been approved by department head and Village Manager
- 6- Verify that BAR is accurate and valid
- 7- Forwards to the Purchase Order Clerk if all procedures have been followed

The Purchase Order Clerk:

- 1- Verifies that all prior signatures have been obtained
- 2- Verifies that W9 for vendor is on file and that they are set up in system
- 3- Verifies that budget is sufficient for the encumbrance and that any related BARs have been approved
- 4- Verifies that the account number being used is correct
- 5- Prepares the Purchase Order for the approved vendor
- 6- Signs the PO
- 7- Sends the requesting department a copy of the PO

- 8- Forwards the PO & all related documents to the Accounts Payable Department

Individual Department:

- 1- Uses the PO to purchase the item that has been approved
 - a- Dept. head verifies that goods have been received in good working order and that the invoice is accurate
 - b- Invoice is sent to AP clerk, who copies invoice and forwards to the correct department
 - c- Copy is retained and matched to voucher, to ensure that all invoices are vouchered in a timely manner
- 2- When item is received, a voucher is prepared and attached to the invoice and a copy of the PO.
- 3- Voucher is signed by originator, department head, and sent to Finance Manager for final approval

Finance Manager:

- 1- Verifies that information on voucher matches the information on PO
- 2- Verifies that proper documentation is attached
- 3- Verifies that amount on voucher does not exceed the amount on PO
- 4- Approves and forwards to the AP clerk

Accounts Payable Clerk:

1. Verifies that all prior signatures have been obtained
2. Enters approved vouchers into the AP/PO module in the accounting system
3. Entries are checked for accuracy by either the Finance Manager or the GL Accountant and approved
4. Prepares Open Item Report by fund, for Manager's payment approval
5. Manager signs report okaying payment and returns to AP clerk
6. Issues checks on blank check stock
7. Checks are signed by two authorized signers, as defined by Resolution 2012-01
8. Copies are made of signed checks and attached to the voucher and backup documents
9. AP then files the check copies and documents

Receptionist:

- 1- Prepares checks to be mailed out by posting them

Code Enforcement Officer or other non-Finance department designee:

- 1- Carries mail to Post Office

BUSINESS LICENSE
POLICIES, PROCEDURES AND CONTROLS

Policy: To govern the issuance and validity of business licenses to businesses operating within the Village limits, according to Village of Angel Fire Ordinance 2001-01 amending 1992-04.

- A- Business license registration is required for each business location
 - 1- Registration fee of \$35.00 must accompany application
 - 2- Business must have a valid NM CRS number. License will not be issued without it.
 - 3- Federal Tax ID number or SSN is required
 - 4- A site inspection by the Building Official is required
 - 5- Building Official must sign the registration form
 - 6- Renewal letters are sent out in early December
 - 7- Renewals are due on January 1st, and expire on December 31st
 - 8- Renewal fee is \$35.00, there is a late fee of \$10.00 if not renewed by March 16th
- B- Processing of registration
 - 1- New applications are entered into the system
 - 2- Renewals are verified for any changes. Changes are made in system if applicable.
 - 3- Check is verified for signature and correct amount
 - 4- Business license is updated in the system and printed on document form. Village of Angel Fire seal is attached.
 - 5- Printed forms are signed by the Mayor and attested by the Village Clerk
 - 6- Registration fee is processed for deposit
 - a- Accounts Receivable Clerk enters payment into cash collections system
 - b- runs report
 - c- prepares deposit slip
 - 7- Deposit and report are given to Finance Manager or GL Accountant for verification and posting

- a- Verifies signatures
 - b- Verifies amounts on checks
 - c- Verifies dates on checks
 - d- Verifies cash amounts
 - e- Verifies check totals on deposit slip
 - f- Runs End of Day report
 - g- Signs as the reviewer.
- 8- Deposit is taken to bank by P and Z Administrative Assistant or other non-Finance department designee
- 9- Validated deposit slip is attached to report and stored for audit purposes
- C- Business conducted within a dwelling qualifies as a home occupation and must follow certain performance requirements.
- 1- Complies with all Federal, State and local codes
 - 2- The residential character of lot and dwelling shall be maintained. No change in the outside appearance, or any construction feature or alteration not of a residential character shall be allowed except as needed to comply with an accessibility law.
 - 3- All activity shall be entirely within the dwelling and shall occupy a maximum of 600 sq. ft. or 25% of dwellings heated space, whichever is less.
 - 4- The goods, stock or other commodities associated with home occupancy shall not be displayed, nor be visible from a location offsite where business is being conducted. No warehousing of materials/supplies outside the dwelling.
 - 5- There will be no show windows, window displays or advertising signs or structures on, or near, the site designed to attract customers or clients. The only permitted signage will be a maximum of 2 sq. ft. and state only the resident's name and the street number.
 - 6- Home occupancy shall not generate any additional vehicular or pedestrian traffic. Business related vehicles may park only in existing garage or existing driveway, not on any public roadway.
 - 7- No equipment or process shall be used which has objectionable characteristics or effects, or that would identify the premises as non-residential. These can include, but are not limited to, noise, erosion,

vibration, fumes, odors, dust, smoke, lighting, effluent or electrical interference.

- 8- No hazardous activity shall be permitted. This includes processes associated with the product, or storage of materials capable of generating fire, toxicity or explosion.

BANK RECONCILIATION POLICIES, PROCEDURES AND CONTROLS

Policy: To provide timely reconciliation of all bank accounts, and to maintain the integrity of the accounting process according to Generally Accepted Accounting Principles (GAAP), with sufficient controls to minimize errors and the likelihood of fraud.

- A- Bank statements are received on a monthly basis for each individual bank account. They are given to the Finance Manager to be reconciled to the corresponding General Ledger account.
 - 1- Open the Bank Reconciliation process in the accounting system
 - a) Change the accounting period to the month to be reconciled
 - b) Record ending balance from previous month as beginning balance
 - c) Record statement balance as ending balance
 - d) General Ledger balance is automatically entered by the accounting system
 - e) Match the cleared deposits from bank statement to the General Ledger. Check the deposit as cleared on the outstanding tab.
 - 1) Some deposits may be comprised of multiple items, especially credit card deposits. This is due to timing of deposits with credit card companies
 - 2) Any deposits remaining will be listed on the GL side as outstanding
 - 3) Any deposit on bank statement, but not on GL must be posted to the GL by journal entry
 - 4) Journal entry is prepared by Finance Manager and reviewed and posted by GL Accountant
 - f) Match the cleared checks from the bank statement to the GL. Check as cleared on the outstanding tab.
 - 1) Any checks remaining will be listed on the GL side as outstanding
- B- Adjustments are recorded by journal entry
 - 1- Any adjustments, such as interest earned or recording errors, are listed

- 2- Journal entry is generated by the accounting system
 - a) Journal entry will be printed out by GL Accountant during review and posting of bank reconciliation
 - b) Journal entry will be signed by Finance Manager and GL Accountant
- C- Any differences in bank balance and general ledger balance must be located and corrected.
 - 1- Make adjustments if necessary
 - 2- Balances must agree
- D- Reconciliation is printed and given to GL Accountant for review and posting
 - 1- Report must be signed by Finance Manager and GL Accountant
- E- Review process
 - 1- GL Accountant verifies that all totals have been recorded correctly
 - 2- Verifies that bank ending balance and GL adjusted balance match
 - 3- Verifies the adjustments that need to be made
 - 4- Verifies that bank difference and GL difference are equal
 - 5- Posts and updates the bank reconciliation
 - 6- Prints the journal entry adjustments that were made
 - 7- Signs bank reconciliation and journal entries as reviewer
 - 8- Files bank reconciliation and journal entries in appropriate file and retained for audit purposes

**ACCOUNTS RECEIVABLE
POLICIES, PROCEDURES AND CONTROLS**

Policy: All Accounts Receivable payments will be processed in a timely manner and in accordance with Generally Accepted Accounting Practices (GAAP), with sufficient controls to minimize errors in processing and the likelihood of fraud.

- A- The Accounts Receivable Clerk receives all payments or checks, other than Utility Billing payments, from the Code Enforcement Officer or other non-Finance department designee, when mail is picked up from the post office. Other monies are brought in from the departments, such as Community Center rent, Transfer Station receipts, backfill deposits, and sign permits, etc. These are each deposited separately
- 1- Checks are separated for processing according to the type of payment they are i.e.- Lodgers Tax, Sports and Rec Tax, EMS payments, franchise fees, business license fees, backfill deposit, sign permits, community center rent, transfer station deposits, etc.
 - 2- All checks are verified for signatures and that the written amount corresponds with the numeric amount.
 - a. When batch is complete, the AR clerk totals checks and verifies total with accounting system totals. Makes any necessary corrections and runs a register
 - b. Clerk prepares the deposit slip to the appropriate bank account, and the system generated register
 - c. Batch is given to the Finance Manager or GL Accountant for proofing
 - 3- Finance Manager or GL Accountant verify for correctness
 - a. Verify the check amount to the register
 - b. Verify the written check amount to the numeric amount
 - c. Make sure all checks are signed
 - d. Run new tape on checks and match to the deposit slip
 - e. Approve batch in cash collections and update system
 - f. Run End of Day Report, and post to system
 - g. Verify that the deposit is being made to the correct checking account
 - h. Initial deposit slip, and sign report as reviewer
 - i. Return report to AR clerk for signature as preparer of batch
 - j. Reports are filed and retained, with deposit receipt, for audit purposes
 - k. Deposit is put in appropriate bank bag for deposit

- 4- P and Z Administrative Assistant, or other non-Finance department designee, takes deposits to the bank on a daily basis
 - a. Enterprise deposits are taken to FNB where they are verified and deposit slips are validated
 - b. General deposits are taken to International Bank where they are verified and deposit slips are validated
 - c. Other specialized accounts are taken to Washington Federal where they are verified and deposit slips are validated
 - d. Deposit receipts are then given back to the preparer and receipt attached to report

B- Lodgers Tax and Sports & Recreation

- 1) Payments are received with tax forms.
- 2) Amounts are verified by multiplying the gross taxable amount times the current tax rate
- 3) Information is entered on a monthly report. Copies to Tourism Manager and Lodgers Tax Committee
- 4) Deposits completed as above

PAYROLL

POLICIES, PROCEDURES, AND CONTROLS

POLICY: To provide accurate, reliable financial reporting; efficient and effective operating; and compliance with state and federal laws and regulations.

1. Prior to payroll process:

- A- Human Resources sends employee payroll changes, such as rates, classifications, benefits, and title changes, to the Payroll Specialist prior to pay period end date
 - 1- Payroll Specialist enters PAF (Personnel Action Form) into the payroll system, following the checklist to ensure all entries are addressed
 - 2- Signs checklist as preparer
- B- Give to GL Accountant for review
 - a) Verifies that all entries have been completed properly
 - b) Signs as reviewer
- C- Update Spreadsheets
 - 1- Leave Balance Spreadsheet- copy and update for the current payroll
 - a- This spreadsheet will be verified to system generated report during payroll process
 - 2- Time Log Spreadsheet- copy and clear all times from previous payroll

2. Payroll Process:

- A- Department head receives timesheets from employees
 - 1- Time sheets are verified for accuracy, signed by employee and the department head
 - 2- Time sheets are delivered to the Payroll Specialist for verification
 - a- If there are any discrepancies, the department head or administrative assistant is contacted for clarification. Adjustment is made; initialed by the payroll specialist, department head, or employee.
 - b- Time is entered on the Time Log Spreadsheet
 - c- Leave is entered on the Leave Balance Spreadsheet
 - d- Run the Accrual Report (preliminary); balances should match the Leave Balance Spreadsheet
 - 3- All time sheets and spreadsheets are given to the GL Accountant for review
 - a- GL Accountant rechecks all timesheets and spreadsheet entries
 - b- Any errors detected are taken to Payroll Specialist for correction
 - c- Corrections are made by Payroll Specialist and verified by GL Accountant

- 4- Run Final Leave Accrual Report after the first review. This will update the system
- 5- Enter information from the Time Log into payroll system
 - a- Run Calculation Report in payroll system
 - b- Verify accuracy of entries
 - c- Give all reports and spreadsheets to GL Accountant for final review
- 6- GL Accountant reviews calculation input
 - a- Verifies that correct time has been entered to the appropriate pay code
 - b- Verifies total time for each employee
 - c- Verifies that salaried employee's dollar amounts are correct
 - d- Verifies that correct deduction codes have been applied (bi-weekly, monthly, or quarterly)
 - e- Verifies that any special department coding is correct, if applicable
 - f- Return to Payroll Specialist for any needed corrections; verify new calculation
 - g- Sign and date the approved calculation report
- 7- Approve and update this portion of the process and proceed to the Distribution Process
 - a- Print ACH Notification and payroll checks (archive both)
 - b- Create ACH file on USB drive
 - c- Print payroll register, deduction register and check register
 - d- Enter the GL expense posting, check posting and AP posting
 - e- Close payroll process in system
- 8- Issue direct payables checks, such as, AFLAC, Legal Shield, Nationwide Retirement, any wage garnishments, and child support
 - a- All checks are signed by two authorized signers, as defined by Resolution 2012-01
- 9- Balance transfers from Operating, Enterprise, Lodgers and MVD accounts to the Calculation Grand Total Report
 - a- Payroll Specialist generates vouchers to transfer money from these accounts to the Payroll Clearing Account
 1. GL Accountant verifies totals on vouchers
 2. Vouchers are signed by Department Head and Finance Manager
 - b- Checks are issued by AP Clerk and signed by two authorized signers, as defined by Resolution 2012-01
- 10- Checks are given to AR Clerk for deposit to Payroll Clearing Account
 - a- Checks are totaled and deposit slip prepared
 - b- Amounts are entered in cash collections and register printed
 - c- Deposit and register are given to Finance Manager or GL Accountant for review

11- Finance Manager or GL Accountant review

- a- Verify signatures
- b- Verify amounts
- c- Verify that money is being deposited to correct account
- d- Verify that correct GL accounts are being used
- e- Update and approve batch
- f- Run End of Day report to post batch
- g- Sign report as reviewer; return to AR Clerk
- h- Deposit goes into appropriate bank bag to be taken to bank by P and Z Administrative Assistant, or other non-Finance department designee
- i- Deposit receipts and reports are filed and retained for audit purposes
- d- ACH file is uploaded and submitted to Bank by the Payroll Specialist
- a- GL Accountant verifies total ACH with Payroll reports and submits security approval code to bank
- b- Run 941 report, verify totals, and pay online
- c- Run Retirement report, verify totals, upload to PERA website, and pay online
- d- Payroll Specialist and GL Accountant both sign the bi-weekly checklist
- e- All documents pertaining to that payroll are filed together in an expandable folder in locked filing cabinet

B- Monthly Reports

1- AFLAC payments

- a- Checks are issued bi-weekly and held for the monthly invoice
- b- Payment is entered online, but paid by mail; checks signed by two authorized signers, as defined by Resolution 2012-01
- c- Payments are mailed; carried to Post Office by Code Enforcement Officer, or other non-Finance department designee

2- Legal Shield payments

- a- Checks are issued bi-weekly and held for monthly invoice
- b- Checks are signed by two authorized signers, as defined by Resolution 2012-01
- c- Payments are mailed; carried to Post Office by Code Enforcement Officer, or other non-Finance department designee

3- State Withholding Tax

- a- Direct payable packets from each payroll in the month are merged to produce one report
- b- Total is paid online to NM Tax and Revenue
- c- Receipt is issued by Tax and Revenue; receipt is printed attached to report, and filed in Vendor file

- 4- Risk Management insurance
 - a- Invoices and spreadsheets are emailed monthly by Erisa Administrative Services
 - b- Payroll Specialist matches them to her Health Insurance Premium spreadsheet
 - c- Merge direct payable packets form to month to be paid
 - d- Issue checks for the amount of invoices
 - e- Checks are signed by two authorized signers
 - f- Payment is mailed; carried to Post Office by Code Enforcement Officer, or other non-Finance department designee
- C- Quarterly Reports
 - 1- 941 Quarterly Federal Tax Return
 - a- Run a 941 report for the Quarter dates
 - b- Add bi-weekly 941 payments for the same period
 - c- System will generate the tax return form
 - d- Mail to IRS (Payments have already been made bi-weekly)
 - 2- Workers Comp Fees
 - a- Check is generated with last payroll of the Quarter
 - b- Fill out tax forms sent by Tax and Revenue
 - c- Mail form back with check; taken to Post Office by Code Enforcement Officer, or other non-Finance department designee
 - 3- Unemployment Insurance return
 - a- Merge direct payable packets for the entire quarter
 - b- Run State Employment report for gross pay and over limit wages
 - 1- Deduct Mayor, Council, and Judge's gross wages
 - c- Enter information for each employee into NM Department of Workforce Solutions' website
 - d- Compare totals with direct payable packet
 - 1- If totals are different, find error and correct it
 - 2- Remittance must be what Workforce Solutions says is due.
 - e- Taxes payable will be figured online. Remit this amount and print the report
 - f- Payment is made online; receipt is issued on line
 - 1- Print receipt and attach all backup documentation. File in Vendor file

BUDGET

POLICIES, PROCEDURES & CONTROLS

Policy: To provide effective management of all enterprise and public funds, in order to maximize the available funds, reduce debt, enhance economic development, and making revenue & expense decisions through the budget process to provide transparency to the community.

1- Initial Budget Process-

A- Preparation

- 1) Assess financial conditions
- 2) Forecasting revenue and expenditures for each fund
- 3) Set up budget format for each fund and department in January
- 4) Compare previous fiscal year actual expenditures to project for next fiscal year
 - a) Prior year actuals are used as a guideline only
- 5) Meet with department heads and elected officials to discuss any upcoming changes or increases, such as insurance, or gasoline increases
- 6) In March, send appropriate budget projection page to department heads for review
- 7) Department head completes or updates budget requests for next year

B- Review by Finance Manager

- 1) Review departmental requests and update revenue estimates and proposed adjustments
- 2) Send preliminary budget proposals to Council, present at Council meeting, for information only, in mid-April
- 3) End of April, meeting with department heads
 - a) Department head presents wants and needs for next fiscal year
 - b) Finance Manager and Village Manager review for practicality
 - c) Determine if there can be cuts to wants and needs
- 4) Make adjustments to preliminary budget before finalization

- C- Hold additional meetings with department heads to finalize any adjustments or questions
- 1) Send appropriate revised budget projection page to department head
 - 2) Discuss any changes or cuts that need to be made to budget
 - 3) Department head updates budget request accordingly
 - 4) This process repeats until all needed adjustments are made
 - 5) Cash balances cannot be negative
 - a) Must be adjusted until they are balanced
 - 6) Finalize budget and submit to Council for review

D- Approval

- 1) Hold public hearing
- 2) Council reviews recommended budget and approves or rejects at May meeting
 - a) If budget rejected, the process begins again
 - aa) Meeting with department heads
 - bb) Review parts of budget that were rejected
 - cc) Make necessary changes to budget
 - dd) Resubmit budget to council
 - b) If budget is approved by Council it is submitted to DFA
- 3) Budget is prepared for submission to DFA/LGD by June 1
- 4) Budget approval granted by DFA/LGD by July 1

2- Final Budget Process-

A- Preparation

- 1) Meet with department heads and elected officials to discuss any changes or increases
- 2) Send appropriate budget projection page to department heads for review
- 3) Department head completes or updates budget requests

B- Review by Finance Manager

- 1) Review department budget changes
- 2) Meet with department heads to discuss any further changes
- 3) Submit to Council in mid July
- 4) Incorporate feedback from Council

C- Approval

- 1) Hold final budget hearing 3rd week in July
- 2) Submit to Council for approval at last meeting in July
- 3) Submit final adjustments and financial reports as of June 30, to
DFA/LGD by July 31
- 4) If DFA does not approve the submitted budget, the process begins again
 - a) Meeting with department heads
 - b) Review parts of budget that were not approved
 - c) Make necessary changes to budget
 - d) Resubmit for DFA approval
- 5) If DFA approves the submitted budget, the process proceeds to execution

D- Execution

- 1) Load the unapproved budget into accounting system for temporary reference
- 2) DFA reviews and certifies budget by 1st Monday in September
- 3) Load final budget adjustments into accounting system in September

E- The Village of Angel Fire begins with a zero based budget

- 1) Budgets by fund, on a monthly basis
 - a) 100 – General Fund
 - b) 200 – Special Revenue
 - c) 300 – Capital Projects Fund
 - d) 400 – Debt Service Funds
 - e) 500 – Proprietary Funds (Enterprise & Internal Service)

F- Budget adjustments

- 1) Budget Adjustment Requests are completed by department heads in order to stay within their budget on each line item
- 2) BAR's are filled out as needed throughout the fiscal year
- 3) BAR's are verified and input by Finance Manager; reviewed and posted by GL Accountant
- 4) BAR is submitted to Council if it moves money Fund to Fund, Dept. to Dept. in fund 101, or if it increases a revenue budget
- 5) BAR's are submitted to DFA quarterly

EMERGENCY MEDICAL SERVICES
POLICY, PROCEDURES AND CONTROLS

Policy: To have accurate, efficient accounting for service provided by EMS, and to utilize reasonable avenues to collect outstanding accounts.

- A- Recording and billing of ambulance calls and services
 - 1- Calls and services are recorded into the Fire Department's billing system by EMS personnel
 - 2- Information is securely accessed on a monthly basis by an independent billing service
 - a) Contracted for a period of 36 months, with one year extension
 - b) HIPA certified
 - c) Invoices from billing service are for an agreed upon percentage of payments received
 - 3- Billing service codes the information based on the type of services rendered; codes are priced according to State pricing list
 - 4- Billing service sends report to Village Finance Department
 - 5- EMS will provide a monthly Patient Log for the type of service provided and the number of runs. AR Clerk will verify it against the billing service schedule of billing
 - 6- Any discrepancies between billing service and AR Clerk will be resolved
 - 7- Billing service will then send out billing statements for the Village of Angel Fire EMS
- B- Receipt of mail payments
 - 1- Mail payments are given to AR Clerk by Code Enforcement Officer upon return from Post Office
 - 2- Payment is applied to patient's expected balance due, and entered on a monthly payment spreadsheet
 - a) Checks are verified for signature and correct amount
 - b) Checks are entered into cash collection system
 - c) Run register of deposited items
 - d) Deposit is made to State EMS Account. Copies of all checks are made and sent to the billing service to be recorded on their file

- e) Deposit and register are given to finance Manager or GL Accountant for verification
- 3- Finance Manager or GL Accountant review
 - a) Verify checks and totals
 - b) Run End of Day Report and post to general ledger
- 4- Deposit is taken to bank by Planning and Zoning Administrative Assistant, or other non-Finance department designee, for deposit
- 5- Validated receipts are attached to reports and stored for audit purposes
- C- Receipt of Credit Card payments
 - 1- Phoned in to Village of Angel Fire
 - a) AR Clerk processes the payment through cash collections and gives customer an authorization code
 - b) For patient protection, no credit card information is written down
 - c) Sends patient name and amount paid to billing service
 - 2- Phoned in to billing service
 - a) Billing service calls AR Clerk and gives information over phone
 - b) For patient protection, no credit card information if written down
 - 3- Mailed in payments
 - a) AR Clerk processes payment through cash collections
 - b) Run register and give register and receipts to Finance Manager or GL Accountant for review
 - 4- Finance Manager or GL Accountant review
 - a) Verifies payments
 - b) Runs End of Day Report and posts to general ledger
 - 5- Redact the credit card account number and expiration date
 - 6- Copy and send to billing service for their records
- D- Monthly Invoice and Reconciliation
 - 1- Billing service will provide a spreadsheet to AR Clerk, listing:
 - a) amounts billed
 - b) patient insurance type
 - c) insurance allowable amount
 - d) patient portion
 - e) amount of payment received
 - 2- AR Clerk verifies all payments received to invoice
 - 3- AR Clerk prepares monthly reconciliation report and signs

4- Finance Manager reviews and verifies report and signs

E- Collections

1- Accounts that have not received any payments in 6 months will be turned over to a collection agency that the Village of Angel Fire has contracted with

2- If no payment has been made within one year, debt will be written off as uncollectable.

COUNCIL AGENDA ITEM
STAFF RECOMMENDATION

MEETING DATE: June 28, 2016

TO: Mayor / Council and Village Manager

FROM: Tracy Orr

SUBJECT: Accept the New Mexico Clean & Beautiful FY2016-2017 contract for grant funds in the amount of \$3,000

Background/Facts : The Village of Angel Fire applied for a New Mexico Clean & Beautiful grant to assist us with clean up days and beautification of Village Hall, the Community Center, the median on N. Angel Fire Road and the Fire Department. We were awarded \$3,000 for FY2016-2017, which is \$500 more than last year.

Alternatives: N/A

1) **Financial Impact and Review:**

Financial Impact: Yes
Budgeted Item: X__yes ___no
Funding Source: NM Clean & Beautiful
Finance Department Comments and Review:


Finance Directors Signature

2) **Attached Documents:** Contract

3) **Staff's Recommended Motion:** Motion and second to approve a contract from NMC&B for FY2016-2017 in the amount of \$3,000

4) **Village Manager's Recommendation:**

Approval: **Disapproval:** **other:**

Manager's Comments:

Signature: 



STATE OF NEW MEXICO
Tourism Department

491 Old Santa Fe Trail P.O. Box 20002 Santa Fe, NM 87501
Phone: 505.827.7400 Fax: 505.827.7402

Susana Martinez
Governor

Rebecca Latham
Cabinet Secretary

John Sanchez
Lt. Governor

Ms. Fabian Mascarenas
Village of Angel Fire
P.O. Box 610
Angel Fire, NM 87710

May 1, 2016

Dear Ms. Mascarenas:

Thank you for submitting your application to New Mexico Clean & Beautiful for the FY17 grant cycle. We received a number of competitive submissions. The review committee identified projects, events and programs that are well aligned with our goals to incite pride among New Mexicans and make profound impacts on their lives.

Your submission met this criteria and I am pleased to report it was one of only seven applications selected for full funding in the amount of \$3,000. The agreement between the Village of Angel Fire and the New Mexico Tourism Department is attached. The work outlined in your application will be used for future reference and the budget submitted will become Exhibit 1 and part of that agreement. Please print and execute TWO copies then return BOTH originals to our office by June 1, 2016.

I look forward to working with you throughout the coming year and thank you for all you do to make New Mexico clean, green and beautiful.

Sincerely,

A handwritten signature in black ink that reads "Andrea Lawrence".

Andrea M. Lawrence, CTP, CTIS
Program Manager, New Mexico Clean & Beautiful

**LITTER CONTROL & BEAUTIFICATION
GRANT AGREEMENT**

THIS AGREEMENT, entered into between the State of New Mexico, New Mexico Tourism Department, "Department" and the Village of Angel Fire, "Public Entity". Department and Public Entity each a "Party" and collectively "Parties".

RECITALS

The purpose of the "New Mexico Litter Control and Beautification Act," NMSA 1978, § 67-16-1 et. seq., "Act," is to control litter by authorizing the Department to eliminate litter from New Mexico to the maximum practical extent through a State-coordinated plan of education, control, prevention, and elimination;

The Act, NMSA 1978, § 67-16-12, provides that the Department may allocate up to fifty percent (50%) of the funds generated annually by the Act to local governments to establish and sustain local Keep America Beautiful system programs;

The Act provides that the Department may allocate up to sixty percent (60%) of fees generated annual to local governments to establish a youth employment program to aid in litter control and beautification projects;

The Public Entity is a local government as defined under the Act;

Exhibit 1, Grant Award Distribution are incorporated by reference; and

The Parties hereto intend to fulfill the requirements of the Act through this Agreement.

THEREFORE, pursuant to the Act, the Parties agree as follows:

SECTION ONE- The Department

A. The Department shall:

1. Allocate funds generated by the Act and pay to the Public Entity an amount not to exceed \$3,000 ("Funds") to establish or sustain a local Keep America Beautiful system program; and/or to fund a youth employment program to aid in litter control and beautification projects as stipulated in Exhibit 1.

2. Reimburse Funds on a quarterly basis, quarters are designated as: July through September; October through December; January through March; and April through June.

3. Not disburse any Funds until the Public Entity submits proper written documentation of its expenditures.

4. Allow the Public Entity to request reallocation of Funds between the program resources allocation to the youth employment allocation, based on the Public Entity's need to support local youth interests. Provided the request is in writing, submitted before request for reimbursement and includes specific reference to line items from which Funds will be debited, information about how those Funds will be spent, where the Funds will be credited and any other information requested by the Department.

5. Amend the Public Entity's budget if the Department approves a written request to amend.

SECTION TWO- The Public Entity

A. The Public Entity shall:

1. Perform and complete the Litter Control, Graffiti Eradication, Beautification, Recycling, and related community programs, projects and events as in furtherance of the statewide Keep America Beautiful system programs, pursuant to the Act, and as set forth in Exhibit 1.

2. Spend the Funds allocated as required by, and according to, the provisions of the Act, the applicable rules and regulations of the Department, and this Agreement. The Public Entity shall only expend Funds allocated under this Agreement on equipment, projects, promotional programs, services, education and other matters, only if they are related to litter prevention, elimination, control programs, beautification, and recycling.

3. Complete online reimbursement requests on or before the tenth (10th) calendar day after the end of each quarter, EXCEPT FOR THE FOURTH QUARTER. Public Entity must submit its final requests for reimbursement for the fourth quarter submitted no later than June tenth (10th), except for request on reimbursement for youth employment, which Public Entity may submit by July third (3rd). The first page of all reimbursement requests must be printed, signed and returned to Department no more than five (5) days following each of the above deadlines.

4. Include the following in its requests for reimbursement to the Department:

- a. A detailed accounting of expenditures of all Funds allocated and paid by line item;
- b. Copies of the detailed Public Entity purchase documents, receipts and proof of payment for equipment, materials, or supplies purchased, (including model and serial numbers, if any);
- c. Copies of the payroll for youth employees;
- d. A Final Performance and Accounting Report as defined below, must accompany all fourth quarter requests; and
- e. Any other information required by the Department.

5. Make reallocation requests in writing to the Department pursuant Section 1 (A)(5), prior to submitting the request for reimbursement.

6. Keep accounting records for the Litter Control, Graffiti, Beautification, Recycling, and related community programs and submit an accounting and performance report to the Department with its final request for reimbursement.

7. Include the following in its Final Performance and Accounting Report:
- a. An accounting of expenditures of all Funds by line item;
 - b. A certification that Public Entity used purchased equipment only for the purpose of fulfilling this Agreement and for no other purpose;
 - c. A detailed summary of accomplishments towards the objectives and goals of the program;
 - d. Any other information necessary to explain the program accomplishments; and
 - e. Any other information required by the Department.

8. Use the equipment purchased in whole or part with the Funds only for the anti-litter and beautification purposes as required by the Act.

9. Not assign or transfer any interest in this Agreement including any claims or money due or that may become due under this Agreement.

10. Not subcontract any portion of the services to be performed, or programs to be fulfilled and accomplished, or consultants to be hired, under this Agreement without prior written approval of the Department.

11. Maintain detailed records documenting the date, time, and nature of services rendered and the progress of programs undertaken and understands that these records shall be subject to inspection by the Department, the Department of Finance and Administration, and the New Mexico State Auditor. The Department shall have the right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the Department to recover excessive payment.

12. Not currently have and not acquire any interest, direct or indirect, that would cause a conflict of interest in any manner or degree in relation to the performance or services required under this Agreement.

13. Release the Department, its officers, and employees, and the State of New Mexico as provided for by law from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

14. Not purport to bind the Department or the State of New Mexico to any obligation not assumed herein, unless Public Entity has written authority to do so, and then only within the strict limits of that authority.

B. A Public Entity's illegal or unauthorized expenditures under this Agreement shall constitute a debt to the State of New Mexico, owed by Public Entity. In the case of such debt, the

Parties agree that the Department may elect to withhold or recover Funds from the Public Entity, its successors, or assignees or recover through appropriate legal action.

SECTION THREE- General Obligations

A. The Parties shall adhere to the requirements set forth in Department's Litter Control and Beautification Grant Requirements Rule for grant approval, allocation, and reporting.

B. Direct costs of travel or per diem incurred by the Public Entity shall be the sole responsibility of the Public Entity. A Public Entity may propose and request direct and separate travel reimbursement, in advance, for cost associated with conferences, trainings, workshops or other meetings that directly benefit attendees in relationship to the programs they implement and oversee with Funds received under this Agreement. Reimbursement requests for direct costs of travel or per diem for one attendee per conference, etc. *must be* accompanied by a written report including the following items: (1) an evaluation of each session attended, (2) one key learning from each and, (3) at least three (3) ideas for how to incorporate those concepts into future initiatives. Receipts submitted without the proper documentation demonstrating conference attendance will not be reimbursed.

C. Equipment purchased with Funds that has a service life longer than this Agreement shall be used for agreed upon purposes for the length of that equipment's service life. Before the Department reimburses the Public Entity's expenses for such equipment purchased for more than one thousand dollars (\$1,000.00), the Parties shall agree and specify its expected service life based on the kind of equipment, amount of anticipated use, service that will be performed, and the equipment's normal service life.

1. If upon termination or expiration of this Agreement the Public Entity has any property acquired pursuant to this Agreement, then Public Entity shall only dispose of it as directed by Department.

D. The Public Entity's failure to submit reimbursement requests by the protocol delineated on or before the dates outlined in SECTION TWO for the first three quarters will result in a penalty assessed on the invoice equal to ten percent (10%) of the total invoice submitted for that quarter. PUBLIC ENTITIES' REQUESTS RECEIVED AFTER THE FOURTH QUARTER DEADLINES OUTLINED IN SECTION TWO WILL NOT BE PAID.

E. The Public Entity and its agents and employees are independent contractors fulfilling their obligations to Department under this Agreement and are not employees of the State of New Mexico. Public Entity and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of State vehicles, or any other benefits afforded to the employees of the State of New Mexico as a result of this Agreement.

F. Any unexpended or unencumbered balance upon termination of this Agreement allocated by the Department will revert back to the Department.

SECTION FOUR- Amendment

A. This Agreement shall not be altered, changed or amended except by a written instrument, executed by both Parties.

B. All properly submitted and approved reallocations for Funds do not require a formal amendment to this Agreement, provided the Department does not increase Public Entity's allocation.

SECTION FIVE- Appropriation

A. The Department reserves the right to terminate this Agreement if Funds appropriated by the Legislature are insufficient to fulfill its obligations under this Agreement.

B. The Department's decision as to whether Funds under the Act are sufficient for fulfillment of this Agreement shall be final.

SECTION SIX – Term and Termination

A. This Agreement shall not take effect until executed by the Parties hereto. This Agreement shall terminate on June 30, 2017, unless terminated pursuant to the following paragraphs of this Section.

B. The Department may terminate this Agreement if Public Entity fails to commence program activities by the end of the second quarter of the fiscal year or have a plan to complete program activities by the last day of the tenth (10th) month of the fiscal year, if Public Entity fails to communicate its intentions or does not comply with this Agreement as determined by the Department.

C. Either Party may terminate this Agreement with thirty (30) days written notice to the other Party. By such termination, neither Party may nullify obligations already incurred for performance or failure to perform for the programs rendered prior to the date of termination of the Agreement. However, neither Party shall have any obligation to perform services or make payment for services or specified programs rendered after such date of termination.

SECTION SEVEN – Integration

This Agreement incorporates all the agreements, covenants, and understandings between the Parties hereto concerning the subject matter hereof. No prior agreements or understanding, verbal or otherwise, of the Parties or their agents shall become valid or enforceable unless embodied in this Agreement.

SECTION EIGHT – Controlling Law

The laws of the State of New Mexico shall govern this Agreement. The Parties agree that the District Courts of the State of New Mexico have jurisdiction over any lawsuits brought by either Party to enforce its rights hereunder. Venue shall be in Santa Fe County, New Mexico.

SECTION NINE – Intent Of Agreement

This Agreement is not intended by any of the provisions or any part of the Agreement to create in the public, or any member thereof, a third party beneficiary; nor is it intended to authorize anyone not a party to this Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury, damage(s) to property(ties), and/or any other claims(s) whatsoever pursuant to the provisions of this Agreement.

SECTION TEN – New Mexico Tort Claims Act

By entering into this Agreement, neither Party shall be responsible for liability incurred as a result of the other Party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, §§ 41-4-1 to -14. This Section is intended only to define the liabilities between the Parties hereto and it is not intended to modify, in any way, the Parties' liabilities as governed by common law or the New Mexico Tort Claims Act. Public Entity and its "public employees," as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defenses, and/or do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies and/or waives any provisions of the New Mexico Tort Claims Act.

SECTION ELEVEN – Equal Opportunity Compliance

Public Entity shall abide by all Federal and State laws, rules, and regulations pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, Public Entity shall assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits, or be otherwise subjected to discrimination under, any program or activity performed under this Agreement. If Public Entity is found to have failed to comply with these requirements during the term of this Agreement, Public Entity shall take appropriate steps to correct these deficiencies.

SECTION TWELVE – Civil Rights Laws And Regulation Compliance

Public Entity shall comply with all Federal, State, and local laws and ordinances applicable to the work called for herein. Public Entity further agrees to operate under and be controlled by Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act, the Americans with Disabilities Act of 1990, and the New Mexico Human Rights Act.

[The remainder of this page is intentionally left blank.]

The Parties have executed this Agreement as of the date of execution by the Department.

New Mexico Tourism Department

By: _____
Rebecca Latham,
Cabinet Secretary

Date: _____

Public Entity

By: _____

Date: _____

Title: _____



COUNCIL AGENDA ITEM

STAFF RECOMMENDATION

MEETING DATE: June 28, 2016
TO: Mayor / Council and Village Manager
FROM: Burl Smith
SUBJECT: Title 9, Chapter 11, Article C: Overlay District

Background/Facts : The Overlay District was put into place in 2005. In 2008 after some updates to the Comprehensive Plan and some branding and marketing that was taking place an update was brought about. The notifications were not made to the property owners and now we would like to make the updates. Proper notifications were sent for the Planning and Zoning meetings and they send a positive recommendation. Mr. Canepa has reviewed it and now it comes before Council.

Alternatives: - Make changes to the draft.
- Deny the ordinance

1) **Financial Impact and Review:**

Financial Impact:
Budgeted Item: N/A **no:** N/A
Funding Source: N/A

Finance Department Comments and Review:



Finance Directors Signature

2) **Attached Documents:** Draft Ordinance

3) **Staff's Recommended Motion:** Approve first reading of the Title 9 Chapter 11 Article C changes.

4) **Village Manager's Recommendation:**

Approval: **Disapproval:** **other:**

Manager's Comments:

Signature: 

**CHAPTER 11
COMMERCIAL DISTRICTS**

**ARTICLE C. MVB - MOUNTAIN VIEW BLVD.
CORRIDOR OVERLAY ZONE**

SECTION:

- 9-11C-1: Purpose
- 9-11C-2: Permitted Uses
- 9-11C-3: Conditional Uses
- 9-11C-4: Development Standards
- 9-11C-5: Miscellaneous Standards

9-11C-1: **PURPOSE:** The purpose for which the MVB overlay district is created is to ensure that the Village's principal arterial streets are developed in a consistent and orderly manner that compliments the natural setting of the Moreno Valley.

9-11C-2: **PERMITTED USES:**

- A. All the permitted uses of the underlying zone.

9-11C-3: **CONDITIONAL USES:**

- A. All of the conditional uses of the underlying zone

9-11C-4: **DEVELOPMENT STANDARDS:**

- A. Area covered by Overlay Zone: All lots, tracts, and parcels that share a common boundary with Mountain View Blvd. from Sage Lane North to US 64 and along US 64 within the Municipal boundaries shall be included in this overlay zone.
- B. Minimum Lot Area: Five thousand (5,000) square feet.
- C. Minimum Front Lot Width: Fifty feet (50')
- D. Building Setbacks:
 - 1. Minimum front setback: Ten Feet (10') from any right of way.
 - 2. Maximum front setback: One hundred and fifty feet (150') from any right of way.
 - 3. Minimum side setback: Ten feet (10') or zero lot line
 - 4. Minimum rear setback: Twenty feet (20').

5. Minimum building separation on same lot: Ten Feet (10').
- E. Maximum Building Height: Forty feet (40'), Chimneys (45')
- F. Open Space: Twenty Percent (20%) of the lot area shall be open, unencumbered, and free of any building, structure, driveway or parking areas. Half of the required open space shall be located along that portion of the lot that is adjacent to Mountain View Blvd or US 64.
- G. Site Plan Approval Required: All additions and or new commercial and residential projects must secure site plan approval from council, with a recommendation from the commission.

9-11C-5: **ARCHITECTURAL GUIDELINES**

Generally accepted architectural styles shall be compatible with Angel Fire alpine environment and may include Alpine Mountain style and Pueblo/Spanish Revival style or combination of these two.

Alpine Mountain is characterized by deep eaves, heavy timber, rough finishes of wood and stone, steeply pitched roofs with prominent and varied roof planes. Pueblo style is characterized by parapet walls with earth tone stucco finishes, deep eaves, exposed wood window lintels, rounded corners on walls, doors and windows, and multiple facades stepped up and set back with each building level.

- A. Mass Limitation: All additions and or new commercial and residential construction that exceeds twenty thousand feet (20,000) gross square feet, shall be designed in such a way that the massing appears to the viewer as two (2) or more building blocks, none of which shall exceed twenty thousand (20,000) gross square feet.
- B. Facades: Facades of buildings shall be visually broken up with mature landscaping (see Section 9-7-5), recesses, portals, covered walkways, courtyards or other design features that are pedestrian friendly.
- C. Color:
1. Stucco of earth tone shades of brown, clay or corral with natural wood stained trim or colored accents.
 2. Wood sided buildings using natural stains or earth tone colors.
 3. The painting of any part of buildings with bold patterns, checks, and using buildings as signs is prohibited.
- D. Roof Lines:
1. A minimum 5:12 pitch and a minimum twelve inch (12") overhang are required unless parapet walls are utilized in the design.

2. The use of dormer windows is encouraged. Parapet walls shall conceal the roof line completely.
 3. Parapet roof down slopes shall face away from Mountain View Blvd and US 64.
 4. Entry ways shall be designed to shed water and snow away from entries.
 5. For roof materials, see Section 9-7-11.E.
- E. **Doors & Windows:** The combined door and window area in any publicly visible façade shall not exceed forty percent (40%) of the total area of the façade, except for the use of large display windows located under the portals/walkways of commercial buildings and applications of passive solar features.
- F. **Garage Doors and Drive Through Facilities:** Unscreened Garage doors, automobile service bays and drive through facilities shall only be located on the opposite side from the Mountain View Blvd.
- G. **Building Service Areas:** Areas for loading and unloading, trash collection and disposal, and utility services must be located away from and screened from view from all public rights of way.
- H. **Mechanical Design:** all heating/cooling and other mechanical equipment mounted on the building must be screened from view by an architectural element of the building. Overhead wiring is prohibited.
- I. **Signage:**
1. Only back lit signs are permitted as lighted signage.
 2. Canopy signage displaying Company Logos are permitted and will not be counted as part of the permitted signage provided there is no text. Text on canopies will be calculated as part of the permitted freestanding signage.
 3. Sign frames and posts shall be made of heavy timber. Other materials such as metal or concrete frames shall be stuccoed or have a wood veneer.
 4. All other provisions of Chapter 8 of this Title shall apply.
- J. **Solar Applications:** Solar and other energy collecting and conserving features are strongly encouraged to be incorporated into the structure.
1. Solar hardware shall be integrated into the building design, built into and mounted flush with the roof.
 2. Solar features that do not comply with the above shall be hidden from public view by a screening device or disguise. Screening methods include: benches, berms, landscaping or buildings to block from public view, and ground mounted apparatus. Reflected glare on nearby buildings, streets or pedestrian areas shall be avoided.
 3. Solar-Wind fins are permitted provided they do not exceed fifteen (15) feet in height measured from the ground.

- K. **Vehicular Access:** Vehicular access to the site shall be from streets other than Mountain View Blvd. wherever possible. These street shall be perpendicular to and connected to Mountain View Blvd. However, if it is determined that vehicular access will be from Mountain View Blvd, then ingress/egress shall be limited to one driveway and will include an acceleration and de-acceleration lane as per NMDOT specifications.

9-11C-5: **MISCELLANEOUS STANDARDS**

- A. All of the miscellaneous standards of the underlying zone shall apply.
- B. 1. All Recreational Vehicles as well as all commercial vehicles used in support of a business or any other commercial equipment parked on any lot with the MVB overlay district shall be screened from public view and all adjacent right(s)-of-way.
2. **Landscaping:** The use of large caliper conifer trees is encouraged for this screening. Live vegetation used for screening from Mountain View Blvd. shall be exempted from the building permit fee for any other fencing used on the same lot as the vegetative screening as per an approved site plan. See Section 9-7-5 for additional landscaping provisions.

COMMERCIAL LEASE—SHORT FORM

LANDLORD: P. PROPERTIES LLC
PO BOX 395 SPRINGER NM 87747

TENANT: VILLAGE OF ANGEL FIRE
PO BOX 610 ANGEL FIRE NM 87710

IN CONSIDERATION of the mutual covenants and conditions herein contained, Landlord leases to Tenant and Tenant leases from Landlord the property described under the following terms and conditions:

1. PREMISES. The premises consist of 2 WORKSHOPS of approximately 1000 AND 1040 square feet located at 48 AND 53 FLAMINGO ROAD together with the common use with other Tenants of all parking, roads and walkways and other public areas.

2. TERM. The term of this lease shall be for a period of 24 months commencing at 12:01 a.m. on JULY 1 2016, and ending at midnight on JUNE 30, 2018.

3. RENT. The base rent for the term of this lease shall be \$ 1360 per month, together with any sales or use tax due for the rental of the premises.

4. PAYMENT. Payments must be received by Landlord on or before the due date at the following address: PO BOX 395 SPRINGER NM 87747 or such place as designated by Landlord in writing. Tenant understands that this may require early mailing. In the event a check bounces, Landlord may require cash or certified funds.

5. SECURITY. Tenant shall pay to Landlord the sum of \$ as last month's rent under this lease, plus as security deposit. BPD
AB

6. UTILITIES. The Tenant shall be responsible for all charges for electricity, gas, ~~water~~, ~~sewer~~ or other utilities supplied to the premises. Any such charges not billed directly to Tenant shall be reimbursed to Landlord each month upon presentation of a statement.

7. MAINTENANCE & REPAIR. The Landlord shall keep the foundation, outer walls and roof of the premises and the common areas in good repair, except that Landlord shall not be liable for any repairs occasioned by the acts of Tenant, its agents or employees. Tenant shall be responsible for maintenance and repair to the inside of the premises including heating and cooling systems, electrical, plumbing, machinery, hardware, doors, windows, screens and painting. All such repairs shall be made with materials and workmanship equivalent to the original. Tenant shall be responsible for extermination service to the premises.

8. ALTERATIONS & IMPROVEMENTS. Tenant shall make no alterations or improvements to the premises (including paint) without the written consent of the Landlord and any such alterations or improvements shall become the property of the Landlord unless otherwise agreed to in writing.

9. ASSIGNMENT & SUBLETTING. The Tenant shall not assign this Lease, or in any manner transfer any interest in the premises or sublet the premises or any part thereof, without the written consent of the Landlord.

10. USE. The premises shall be used only as WORKSHOP AND STORAGE and shall not be used for any illegal purpose or in violation of any zoning laws or property restrictions.

11. ENVIRONMENTAL LAWS. Tenant shall strictly comply with any and all local, state and federal environmental laws and regulations. In the event Tenant violates any such laws the Landlord may terminate this lease. Tenant shall remain liable for the cleanup of any such violation and for any other costs, fines or penalties based upon such violation.

12. PARKING AREAS. Tenant shall have the nonexclusive use of parking space for 2 cars. The use of such parking areas shall at all times be subject to such reasonable rules and regulations as Landlord shall promulgate.

13. LIABILITY. Tenant agrees to hold Landlord harmless from any and all claims for injuries or damages occurring on the premises, and to be solely responsible for insuring Tenant's own possessions on the premises.

14. INSURANCE. Tenant shall keep in effect for the term of this lease a policy of liability insurance covering Tenant and Landlord against any liability arising out of any injury on or about the premises. The limit of said policy shall be \$ for personal injury and \$ for property damage. Landlord shall be a loss payee on said policy. BPD
AB

15. FIRE OR CASUALTY. In the event the premises are partially damaged by fire or other casualty, Landlord shall repair same within ninety (90) days. In the event the premises are destroyed and untenable the rent shall abate and Landlord may rebuild the premises within ninety (90) days or may cancel this lease.

16. ACCESS. Landlord reserves the right to enter the premises, for the purpose of inspection, repair or showing to prospective tenants or purchasers.

17. **LOCKS.** If Tenant adds or changes locks on the premises, Landlord shall be given copies of the keys. Landlord shall at all times have keys for access to the premises.

18. **EMINENT DOMAIN.** In the event any part of the premises is taken by eminent domain the Landlord shall be entitled to all damages awarded for diminution of the fee and leasehold and this lease shall terminate.

19. **FIXTURES.** Fixtures installed by Tenant on the premises shall remain the property of the Tenant provided the Tenant has not defaulted under this lease and provided that upon any such removal the premises shall be restored to their original condition. Lighting, plumbing, heating and air-conditioning equipment, whether or not installed by Tenant, shall not be removable but shall become the property of the Landlord.

20. **ABANDONMENT.** In the event Tenant abandons the property prior to the expiration of the lease, Landlord may relet the premises and hold Tenant liable for any costs, lost rent or damage to the premises. Landlord may dispose of any personal property abandoned by Tenant.

21. **DEFAULT/REMEDIES.** In the event the Tenant fails to pay the rent, violates any of the terms of this lease, abandons the premises, transfers any interest in the premises by operation of law, in bankruptcy or by assignment to creditors, then Tenant shall be in default under this lease. Upon such default, Landlord may terminate this lease and retake possession for his own account, or may terminate this lease and retake possession for the account of Tenant, holding Tenant liable for any lost rent, or may let the unit sit vacant and declare the entire remaining balance of the rent immediately due and payable.

22. **SURRENDER OF PREMISES.** At the expiration of the term of this lease, Tenant shall immediately surrender possession of the premises in as good condition as at the start of this lease. The Tenant shall turn over to Landlord all keys to the premises, including keys made by Tenant or Tenant's agents.

23. **MECHANICS LIENS.** The estate of Landlord shall not be subject to any liens for improvements contracted by Tenant.

24. **ATTORNEY'S FEES.** In the event Landlord must use the services of an attorney to enforce this agreement, Tenant shall pay Landlord's attorney fees.

25. **SUBORDINATION.** Tenant's interest in the premises shall be subordinate to any encumbrances now on or hereafter placed on the premises, to any advances made under such encumbrances, and to any extensions or renewals thereof. Tenant agrees to sign any documents indicating such subordination which may be required by lenders.

26. **WAIVER.** Any failure by Landlord to exercise any rights under this agreement shall not constitute a waiver of Landlord's rights.

27. **SEVERABILITY.** In the event any section of this agreement shall be held to be invalid, all remaining provisions shall remain in full force and effect.

28. **RECORDING.** This lease shall not be recorded in any public records.

29. **MISCELLANEOUS PROVISIONS.** _____

In Witness Thereof, the parties have caused these presents to be executed, or caused them to be executed by their duly authorized officer, on the dates indicated below.

By an authorized official of
Village of Angel Fire, NM

By Pi Properties LLC

Signature: Barbara Cottam

Bruce P. Davis for Pi Properties LLC
Signature

Name

BRUCE P. DAVIS
Name

Title: Mayor

PRESIDENT
Title

Date

6/22/16
Date

Per Resolution of Council _____
Date

Attest: _____
Terry Cordova, Village of Angel Fire Clerk