

VILLAGE OF ANGEL FIRE
Angel Fire NM 87710
(575) 377-3232
PUBLIC NOTICE
Council Meeting

Tuesday August 23rd, 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 August 2nd Regular Council Meeting Minutes**
 2. **Approval of Actual Expenses for Linda Arthur to Attend NMML Annual Conference**
- 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 to Negotiate and Award a Contract for an Integrated Municipal Finance Software System to Caselle**
- B. **Discussion / Approval of Resolution 2016-35 a Resolution Correcting the Increase of Water/Sewer Availability Rates and Rescinding all Others**
- C. **Discussion/Approval of Resolution 2016-36 a Resolution Granting Preliminary and Final Plat Approval to the Horseshoe Subdivision**
- D. **Discussion/ Approval of Resolution 2016-37 a Resolution Adopting the Infrastructure Capital Improvement Plan (ICIP)**
- E. **Discussion /Approval of Resolution 2016-40 a Resolution Authorizing Submission of a Completed Application for Financial Assistance and Project Approval for the Drinking Water Revolving Fund Loan for Repairs to the Coffey Two Well**
- F. **Discussion /Approval of a Notice of Intent to Apply to the Water Trust Board for the Water Tank Repairs in the Amount of \$1,688,750**
- G. **Discussion /Approval of the Final Community Wildfire Protection Plan Update**
- H. **Discussion/ Approval of Resolution 2016-38 a Resolution to Approve Additional Year End Budget Adjustments**
- I. **Discussion/Approval of Resolution 2016-39 a Resolution Correcting and Rescinding Resolution 2016 -32**
- J. **Discussion/ Approval of a Bond Ordinance Refinance of Water/Wastewater Loans from USDA to NMFA (1st Reading) (Public Hearing)**
- K. **Discussion / Approval of an Application for a Rescue Truck Through the New Mexico Fire Protection Grant**

Terry Cordova, Village Clerk

Barbara Cottam, Mayor

Post: 08/18/2016

THE PUBLIC IS INVITED TO ATTEND

Next Regular Council meeting will be: September 20th, 2016 at 5:30 pm
Subject to Change Until: Friday August 19th, 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 August 2nd, 2016 at the Village Hall
DRAFT

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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 Larson, Councilor Colenda was absent Also present were Manager Rick Tafoya , 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 3-0

Approval of Consent Agenda

1. **Approval of July 26th Council Work Session Minutes**
2. **Approval of July 26th Regular Council Meeting Minutes**
3. **Approval of the Voting Delegates and Alternate for the Annual Business Meeting of the NMML**
4. **Approval of Actual Expenses for Lieutenant JD Harvey to Attend Training in Albuquerque**

Mayor Pro-tem Howe made the motion to approve the consent agenda, Councilor Lanon seconded. Motion carried 3-0

Requests and Responses from the Audience (Limited to 3 minutes)-None

Announcements and Proclamations

Mayor Cottam introduced the village's newest employee Trini Brandy who will be working at the visitor center.

Reports:

a. Governing Body Report

Mayor Pro-tem Howe reported that there has been a contract for the road construction from 434 to Guadalupita and that the road work will start in September and they will work until the weather stops them. He also reported that there are at least 50 people in town for a reunion of the 20th Special Operations Squadron out at the memorial and will be touring around town.

b. Manager's Report

Manager Tafoya reported that he has been updating job descriptions with the assistants of Richard Dickerson, HR Consultant.

c. Staff Reports

Brad McCaslin, Police Chief, gave a report on the police department (see attached)
Amos, Public Works Director, gave a report of the public works departments (see attached)
Bret Wier, Finance Manager, gave an update on the finance department (see attached)

d. Committee Reports-None

Old Business-None

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3 **New Business**
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6 **A. Discussion/Approval to Enter into a Contract with Lesa D. Fraker, Medical**
7 **Director to Provide Medical Direction for the Village of Angel Fire 's Fire and**
8 **EMS**

9 Andy Bertges, Fire Chief explained that Village of Angel Fire's Fire and EMS
10 department is required to have a medical director to allow us to provide EMS services
11 for the Village and surrounding area. The medical director is responsible for all medical
12 procedures and protocols of the department. An RFQ was issued and Dr. Fraker was the
13 only one to respond. Mayor Pro-tem Howe made the motion to approve a contract with
14 Dr. Lesa Fraker to provide medical direction for the Village of Angel Fire's Fire and
15 EMS. Councilor Lanon seconded. With no further discussion the motion carried 3-0

16 **B. Discussion/Approval to Enter into a Contract With Taos County /Taos Emergency**
17 **Communications center to Provide Dispatch Services**

18 Andy Bertges, Fire Chief explained that the Village of Angel Fire requires a service to
19 provide emergency E911, non-emergency and after hours public works dispatch, 24hrs a
20 day and 7days a week. TECC was selected to provide this service after an RFQ was sent
21 out. Mayor Pro-tem Howe made the motion to approve a contract with Taos Emergency
22 Community Center to provide dispatch services to the Village of Angel Fire's police
23 ,public works ,fire and medical services . Councilor Larson seconded. With no further
24 discussion the motion carried 3-0.

25 **C. Discussion / Approval of a Contract with Moreno Valley Pest Control for the**
26 **Community Center**

27 Tracy Orr, Grants and Projects explained that Angel Fire Community Center is
28 requesting council approval of a pest control services contract with Moreno Valley Pest
29 Control for services from August 2016 until June 2017. Mayor Pro-tem Howe made the
30 motion to approve a contract with the Moreno Valley Pest Control for the Angel Fire
31 Community Center from August 2016 to June 2017. Councilor Larson seconded. With
32 no further discussion the motion carried 3-0

33 **D. Discussion / Approval of a Contract with Northern New Mexico Security for Alarm**
34 **Monitoring and Notification for the Community Center**

35 Tracy Orr, Grants and Projects explained that the Angel Fire Community Center is
36 requesting council approval of the alarm monitoring and notification contract with
37 Northern New Mexico Security for services from August 2, 2016 until August 1, 2019.
38 Mayor Pro-tem Howe made the motion to approve a contract with Northern New
39 Mexico Security for alarm monitoring and notification at the Angel Fire Community
40 Center for the period August 2, 2016 to August 1, 2019. Councilor Lanon seconded.
41 With no further discussion the motion carried 3-0.

42 **E. Discussion/ Approval of a NMDOT Contract for the Severance Tax Bond for**
43 **\$70,000**

44 Tracy Orr, Grants and Projects explained that the Village of Angel fire received a
45 \$70,000 allocation from Representative Nick Salazar through a Severance Tax Bond.
46 Initially DFA required us to have a fiscal agent for this project, however it has been
47 determined by DFA that the village does not need a fiscal agent for the project. The new
48 contract was mailed to us for signatures. Mayor Pro-tem Howe made the motion to
49 approve a NMDOT contract for a severance tax bond of \$70,000. Councilor Larson
50 seconded. With no further discussion the motion carried 3-0
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1 Before adjourning the meeting Mayor Cottam encouraged everyone to attend the GO Bond Forum on
2 August 10th at the Community Center .
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4 **Adjournment**
5 Mayor Cottam adjourned the meeting at 6:00 PM
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7 **Passed, Approved and Adopted on this 23rd day in August, 2016**
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Barbara Cottam, Mayor

ATTEST:

Terry Cordova, Village Clerk

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 08/02/2016
Page : 1
Agency : AFD

Calls For Service Totals By Call Type

07/01/2016 to 07/31/2016

Call Type	Totals
10-44 Property Accident	1
10-89 Welfare Check	3
AOA Assist Other Agency	6
COWS OUT Cattle Out	4
FINGERPR Fingerprints	3
INFORMAT Informational	2
PRACC Private Property Accident	3
S13 Suspicious Vehicle	2
S22 Disturbance	5
S22D Domestic	2
S34 Criminal Damage	2
S35 Narcotics	1
S37 Suspicious Incident	1
S40 Alarm	4
S45 Shots Fired	2
S48 Animal Complaint	6
S52 Assault	1
S55 Open Door	1
S66 Lost / Found Property	3
S8 Lost / Missing Person	1
Grand Total for all calls	53

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 08/02/2016
Page : 1
Agency : AFPD

Citation Totals By Violation

07/01/2016 to 07/31/2016

Violation		Total
12-10-6(B)	UNINSURED MOTOR VEHICLE	3
12-6-1.1	SPEEDING	6
12-6-12.3	Reckless Driving	1
12-6-12.4	CARELESS DRIVING	4
12-6-12.5	DRIVERS TO BE LICENSED	1
12-6-13.12	Child Restraint	1
12-6-6.1	Parking Prohibited in Specified Pla	1
5-2B-1(B)	BATTERY	1
5-2B-4(K)	DISORDERLY CONDUCT(harassment)	1
5-2C-4(C)(2)	SHOPLIFTING (Concealing, convert w/	2
	Grand Total	21

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 08/02/2016
Page : 1
Agency : AFPD

Arrest Totals By Violation

07/01/2016 TO 07/31/2016

Violation		Total
30-3-15	BATTERY AGAINST HOUSEHOLD MEMBER	1
30-31-23	POSSESSION OF CONTROLLED SUBSTANCE	1
30-31-25.1	POSSESSION OF DRUG PARAPHERNALIA	1
5-2B-1(B)	BATTERY	1
5-2B-4(K)	DISORDERLY CONDUCT(harassment)	1
5-2C-4(C)(1)	SHOPLIFTING (Poss, converting w/o...	1
5-2C-4(C)(2)	SHOPLIFTING (Concealing, convert w/o...	1
WANTED PERSON	WANTED PERSON	2
Grand Total		9

**Village
Of
Angel Fire
Public Works
August 2, 2016**

Public Works Building

- The Building has been emptied as much as needed for the repairs. Items have been stored in storage bins.
- Roof Insulation is approx.. 90% removed and expected to be completely removed by tomorrow. Wall insulation removal has also started and is about 50% completed.
- Fuel Tanks- an issue with the temporary power supply has stalled this process and will need to get an Electrical Engineer on site.
- Waiting on appraiser to evaluate vehicles in order to get the packer truck to an approved DOT inspector in Las Vegas. Need to get inspected and fixed prior to placing back in service.
- Expected Completion of building is 6-8 weeks.

Public Utilities

- The department has been experiencing several water leaks during the last month and has been working to fix this as soon as possible.
- We met with NMED in regards to the Clean Water State Revolving Fund. This is the Grant/Loan for the upgrade of the Wastewater System (Bar screen and Ultra Violet disinfection).

Solid Waste

- The Department has received the new Grapple Truck and has put it to use. This truck will be used as the primary truck and the existing truck will be utilized as a backup truck while this one is being serviced. Older truck will also be used to assist in the hauling when the list is getting long.
- The department has been picking up slash within the Village as calls come in. Grinding of the slash has also been accomplished as needed.

- The Department has been assisting with the removal of garbage from Public Works Building by providing and moving roll-off containers and other equipment needs.

Streets

- The street department has been working on several drainage bar-ditches as well as correcting several road slopes to prevent damage to properties.
- The department has been taking advantage moisture and blading gravel roads.
- We have ordered the Asphalt Zipper and expect delivery on August 3rd. We plan on using the Asphalt Zipper on chip seal roadways that have failed.

Village Council Meeting August 02, 2016

Finance Department Report

The Finance Department issued an unaudited year end Income Statement to the Council. Several items on the Income Statement were discussed including the fact that Village was over budget on revenue and under budget on expense for the year. The General Fund, Lodger's Tax Fund, Wastewater Fund, Solid Waste Fund and the Water Fund were discussed in greater detail. The Directors of the Village and the Village Manager were congratulated on their successful budget year.

COUNCIL AGENDA ITEM

ACTUAL EXPENSES

MEETING DATE: August 10 2016
TO: Village Council
FROM: Linda Arthur, Deputy Village Clerk
SUBJECT: REQUEST APPROVAL ACTUAL EXPENSES

Background/Facts:

The NMML Annual Conference provides workshops for the Deputy Village Clerk to use as credited hours toward my CMC. The conference is scheduled for August 30 through September 2, 2016. NMML has negotiated a group rate \$89.00 (plus tax) per night at the various hotels in Hobbs, New Mexico, where the conference is being held. I am requesting actual expense in lieu of per diem rate for lodging and actual expense for meals not to exceed \$30.00, per day.

Alternatives:

- A. Not approve request for actual expenses.

Financial Impact and Review:

Financial Impact: Yes No X
Budgeted Item: yes: X no: Funding Source: _____
Finance Department Comments and Review:

Attached Documents:

Registration form for workshop

Village Manager Recommendation:

Approval: _____ Disapproval: _____ other: _____



Rick Tafoya, Village Manager Signature

REGISTRATION FORM

You must complete this form and the form on page 8. Incomplete registrations will not be accepted.

Registration Options:

- 1) Register on-line at www.nmml.org with Credit Card, P.O. or Bill Me Option.
- Or: 2) Fill out forms and fax or mail.

	Advance Registration by August 16th	Late Registration after August 16th	On-Site Registration after August 23rd
FULL CONFERENCE Includes all meetings & functions			
NMML Members	<input checked="" type="checkbox"/> \$280	<input type="checkbox"/> \$350	<input type="checkbox"/> \$420
Non Members Federal, State, County, Private	<input type="checkbox"/> \$330	<input type="checkbox"/> \$415	<input type="checkbox"/> \$495
Guest/Spouse	<input type="checkbox"/> \$125	<input type="checkbox"/> \$160	<input type="checkbox"/> \$190
WEDNESDAY ONLY Includes Subsection meeting, breaks, lunch & conference materials			
NMML Members	<input type="checkbox"/> \$90	<input type="checkbox"/> \$100	<input type="checkbox"/> \$110
Non Members Federal, State, County, Private	<input type="checkbox"/> \$125	<input type="checkbox"/> \$135	<input type="checkbox"/> \$140

ATTENDEE: Linda Arthur TITLE: Deputy Village Clerk
 MUNICIPALITY/ORGANIZATION: Village of Angel Fire
 MAILING ADDRESS: P.O. Box 610 CITY: Angel Fire STATE: NM ZIP: 87710
 BILLING ADDRESS: P.O. Box 610 CITY: Angel Fire STATE: NM ZIP: 87710
 DAYTIME PHONE: 575-377-3800 FAX: 575-377-0505 EMAIL: larthur@angelfirenm.gov
For Registration Confirmation

Vegetarian: Registrant Spouse/Guest Gluten Free: Registrant Spouse/Guest

Other Dietary restrictions or ADA needs, contact Colette at 800-432-2036

ATTENDEE PAYMENT INFORMATION:

- Check enclosed (Payable to NMML, include name on check)
- Will bring check to meeting
- Purchase Order - Attach copy or provide PO# 05582
- Charge registration fee to: Visa MasterCard

NMML is authorized to use the card below to pay registration fee in the amount of \$ _____

CARD NO.: _____ EXP. DATE: _____

NAME OF CARD HOLDER: _____

CARD HOLDER SIGNATURE: _____

SPOUSE/GUEST PAYMENT INFORMATION:

Spouse/Guest Registration will not be processed unless payment is enclosed.

NAME: _____

EMAIL: _____

For Registration Confirmation

- Check enclosed (Payable to NMML, include name on check)
- Included on Registrant's PO
- Charge Spouse/Guest fee on Registrant's credit card
- Charge registration fee to: Visa MasterCard

NMML is authorized to use the card below to pay registration fee in the amount of \$ _____

CARD NO.: _____ EXP. DATE: _____

NAME OF CARD HOLDER: _____

CARD HOLDER SIGNATURE: _____

Don't forget to complete the Sessions List on page 8! →

RETURN BY AUGUST 23RD TO:
 Registrar - NM Municipal League
 P.O. Box 846
 Santa Fe, NM 87504
 Phone: 800-432-2036 or 505-982-5573
 Fax: 505-984-1392

By submission of this form, I agree to all registration/cancellation policies.

See page 10 for NMML Registration/Cancellation Policy

Hilton Garden Inn Hobbs
4620 Lovington Highway, Hobbs, NM 88240
T: 1 575-393-5645

Aug. 30, 2016 – Sep. 02, 2016
Confirmation Number: 3268801647



David Arthur,
see you on Aug 30, 2016

Your Room Information:

2 QUEEN BEDS,
Non-Smoking Confirmed

Rooms:	1
Guests:	1 Adult
Check In:	Aug 30 3:00 PM
Check Out:	Sep 02 12:00 PM

Your Rate Information:

GOVERNMENT

Rate per night :	89.00	USD
Total for Stay per Room		
Rate:	267.00	USD
Taxes:	31.53	USD
Total:	298.53	USD
Total for Stay :	298.53	USD

COUNCIL AGENDA ITEM
STAFF RECOMMENDATION

MEETING DATE 08/23/2016

TO: Mayor / Council and Village Manager

FROM: Fabian Mascarenas

SUBJECT: Approval of Negotiation and Award of Integrated Municipal Finance Software System

Background/Facts : The Village issued a Request For Proposal (RFP) for an Accounting Software System on 7/12/2016. Three software firms responded to our solicitation: Accufund, Tyler Technologies and Caselle. The proposals were scored by an evaluation committee, and the firm that was deemed most advantageous to the Village was Caselle. We would like to move forward in awarding this RFP to Caselle.

Alternatives:- None

1) **Financial Impact and Review:**

Financial Impact:

Budgeted Item: : YES

Funding Source: General Fund

Finance Department Comments and Review:



Finance Directors Signature

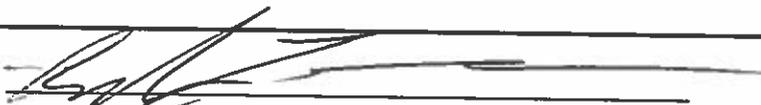
2) **Attached Documents:** RFP

3) **Staff's Recommended Motion:** MOTION TO APPROVE Negotiation and Award of Accounting Software System.

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

Approval: Disapproval: other:

Manager's Comments:

Signature: 

REQUEST FOR PROPOSALS
FOR
INTEGRATED MUNICIPAL FINANCE SOFTWARE SYSTEM

RFP No. 2016-03



Project Name: Integrated Municipal Finance Software System

Contracting Agency: Village of Angel Fire

Address: PO Box 610, 3388 Mountain View Blvd.

Angel Fire, NM 87710

Telephone: 575-377-3232

Open Date: July, 13th, 2016

Closing Date: July 27th, 2016

REQUEST FOR PROPOSAL

Integrated Municipal Finance Software System

Overview

(Village of Angel Fire) is requesting proposals for an integrated municipal finance software system. The system should include all of the following comprehensive, fully integrated applications:

*General Ledger, Check Reconciliation, Budget Preparation,
Utility Billing, Electronic Meter Reading Interface, Service Orders, Utility Direct Pay,
Cash Receipting, Miscellaneous Accounts Receivable, Accounts Payable,
Purchase Orders/Requisitions, Payroll-HR/Benefits, Timekeeping, Courts, Business License,
Building Permits, Improvement Districts (Assessments) and Paperless Workflow (including the
ability to utilize mobile devices).*

This will be a competitive negotiation process. (Village of Angel Fire) reserves the right to reject any or all bids and/or issue another Request for Proposal (RFP). (Village of Angel Fire) will not reimburse vendors for proposal submission costs. Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, identification and understanding of (Village of Angel Fire) requirements as embodied in the following list of questions, and experience and qualifications of key personnel.

(Village of Angel Fire) is a general-purpose municipal government that provides improvement and general administrative services. In addition, (Village of Angel Fire) owns and operates water and sewer utility systems.

Deadline: The deadline for submitting a proposal in response to this Request for Proposal is (July, 27th, 2016 & 3:00PM) All proposals must be postmarked by this deadline.

Proposal Instructions: All of the stated questions must be answered as instructed. If additional pages are necessary, please feel free to attach them to your proposal. Please feel free to include pre-printed product literature regarding your system(s) should you desire. **Please provide one price quote for the entire system with a breakdown of software, training, setup and conversion, and one (1) year's Software Assurance.** Please indicate the length of time over which your price quote applies.

Proposals should be mailed to:

Chief Procurement Officer Fabian Mascarenas
Village of Angel Fire
3388 Mountain View Blvd. P.O. Box 610 Angel Fire, New Mexico, 87710
Phone Number 575-377-3232 ex, 131
Fax Number 575-377-3280
E-Mail fmascarenas@angelfiren.m.gov

Response Format

Offeror shall present their responses to the Request for Proposal in the manner and format listed below, identifying each response by its respective tab numeral. The number of submittals required is one (1) original with five (5) copies.

Item

Management Summary: Provide a cover letter indicating the underlying philosophy of the firm (General Offeror) in providing the updates and service.

Corporate Experience: The Offeror shall state the size of the firm, the size of the firm's technical staff and their qualifications, the location of the office from which this service is to be performed and experience with similar entities.

References: Provide at least three references including sites of similar size and scope. Include the name of the organization and the name, email and telephone number of a contact person.

Acceptance of Conditions: Indicate exceptions, if any, to the system requirement section.

Additional Data: Offeror shall provide detailed information for the software proposed. Information shall include, but is not limited to, sales literature and technical specifications and warranty details. Provide any additional data that will aid in evaluation of your firm's response.

Price: The Offeror shall provide detailed pricing information relative to providing the software and services as described in this Request for Proposal. The total lump-sum price shall include all costs for one year.

Pricing shall include the following information:

- a. Name of firm.
- b. Certification that the person signing the proposal is entitled to represent the firm, authorized to submit the proposal and cost data, and authorized to sign a contract.
- c. A total lump-sum amount for the software and services specified in this RFP.
- d. Payment terms including any payment plans that may be available.
- e. A detailed cost breakdown for each module included in the total lump-sum.
- f. Hourly rate for tasks not outlined in the Request for Proposal.
- g. Monthly or annual maintenance or Software Assurance costs. Include, if any, how many months of "free" maintenance is provided after installation.

General Provisions

These general provisions apply in like force to this inquiry and to any subsequent contract resulting there from.

(Village of Angel Fire) reserves the right to reject any or all proposals received, and to accept the proposal deemed most advantageous to the best interest of (Village of Angel Fire).

Assignment

The Offeror shall not assign, transfer, convey, sublet or otherwise dispose of any award or any or all of its rights, title or interest therein, without the prior consent of (Village of Angel Fire).

Applicable Law

The contract shall be governed in all respects by the laws of the State of New Mexico and any litigation with respect thereto shall be brought in the courts of the State of New Mexico.

Offer Certification

The Offeror agrees that submission of the signed proposal is certification that the Offeror will accept an award made to his/her respective firm as a result of the submission.

Proposal Clarifications and Additional Information

Offerors are cautioned that any statements made by the contact person that materially change any portion of the proposal document shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. No contract or technical questions will be accepted after five (5) calendar days prior to the date set for proposal opening. (Village of Angel Fire) shall not be responsible for explanations or interpretations of Request for Proposal documents except as issued in accordance herewith.

Offeror Investigations

Before submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by (Village of Angel Fire) upon which the Offeror will rely. If the Offeror receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the Offeror from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the Offeror for additional compensation.

Proposal Envelopes

Envelopes containing proposals should be sealed and marked in the lower left hand corner with Request for Proposal, Integrated Municipal Finance Software System and the date of closing of proposals. Failure to do so will cause the proposal not to be considered. Express mail envelopes containing a sealed proposal shall also be sealed and marked in the lower left hand corner with the information above.

Proposal Receipt and Opening

(Village of Angel Fire) will receive sealed proposals until date and time indicated on the RFP cover. Proposals must be delivered, by hand or mail where they will be opened with only the name of the Offeror being read at that time. Proposals must be date stamped in the Finance Department before or on the date indicated on the RFP cover for the proposal closing. Proposals received after the date and time of the proposal closing will be received, date stamped and returned to the Offeror unopened. It is the responsibility of the Offeror to ensure that proposals arrive at the designated opening place on time. Late or non-delivery due to mail or express delivery will not be considered adequate reason for consideration of late proposals.

Proposal Acceptance Period

Any proposal submitted as a result of the solicitation shall be binding on the Offeror for ninety (90) calendar days following the proposal opening date. Any proposal for which the Offeror specifies a shorter acceptance period may be rejected.

Brand Names

Any catalog, brand name or manufacturer's reference used in the specifications or statement of work is intended to be descriptive and not restrictive and is used only to indicate type and quality desired.

Changes in Scope of Work

(Village of Angel Fire) may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the Offeror that the scope of the project or services has been changed thus requiring changes to the amount of compensation to the Offeror or the adjustments to the contract unless such changes or adjustments have been made by written amendment to the contract signed by (Village of Angel Fire) and the contractor.

If the Offeror believes that any particular work is not within the scope of the project, is a material change or will otherwise require more compensation to the Offeror, the Offeror must immediately notify (Village of Angel Fire) in writing of this belief. If (Village of Angel Fire) believes that the particular work is within the scope of the contract as written, the Offeror will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

Certification of Independent Price Determination

The Offeror certifies that the prices submitted in response to the solicitation have been arrived at independently and, without for the purpose of restricting competition, any consultation, communication or agreement with any other Offeror or competitor relating to those prices, the intention to submit a proposal or the methods or factors used to calculate the prices proposed.

Collusion among Offerors

Each Offeror, by submitting a proposal, certifies that it is not a party to any collusive action or any action that may be in violation of applicable Antitrust Statutes. Any or all proposals shall be rejected if there is any reason for believing that collusion exists among the Offerors. (Village of Angel Fire) may or may not, at its discretion, accept future proposals for the same work from participants in such collusion.

More than one proposal from an individual, firm, partnership, cooperation or association under the same or different names will be rejected. Reasonable grounds for believing that an Offeror has interest in more than one proposal for the work being proposed may result in rejection of all proposals in which the Offeror is believed to have interest.

Debarment

By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any subdivision or agency.

Ethics in Public Procurement

The Offeror certifies that its proposal was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or sub-Offeror in connection with the proposal; and that it has not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services or anything of value.

Expenses Incurred in Preparing Proposals

(Village of Angel Fire) accepts no responsibility for any expense incurred by the Offeror in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the Offeror.

Errors in Extensions

If the unit price and the extension price are at variance, the unit price shall prevail.

Force Majeure

The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.

Failure to Deliver

In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, (Village of Angel Fire), after due oral or written notice, may procure the services from other sources and hold the Proposer responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that (Village of Angel Fire) may have.

Failure to Enforce

Failure by (Village of Angel Fire) at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of (Village of Angel Fire) to enforce any provision at any time in accordance with its terms.

Fair Labor Standards

By submission of proposal, the Offeror certifies that the Offeror'(s) providing product(s) or service(s) shall, in the execution or performance of such a contract, maintain fair labor standards as defined in the Statutes of the State of New Mexico.

Independent Offeror

The Offeror shall be legally considered an independent Offeror and neither the Offeror nor its employees shall, under any circumstances, be considered servants or agents of (Village of Angel Fire); and (Village of Angel Fire) shall be at no time legally responsible for any negligence or other wrongdoing by the Proposer, its servants or agents. (Village of Angel Fire) shall not withhold from the Offeror any federal or state unemployment taxes, federal or state income taxes, Social Security tax or any other amounts for benefits to the Offeror. Further, (Village of Angel Fire) shall not provide to the Offeror any insurance coverage or other benefits, including Workers' Compensation, normally provided by (Village of Angel Fire) for its employees.

Insurance Requirements

Successful firm must agree to carry professional liability insurance in an amount not less than \$1,000,000 and shall upon request, deliver Certificates of Insurance to (Village of Angel Fire) specifying such limits and such certificate shall become part of the contract. In addition, the insurer shall agree to give a minimum of thirty (30) days notice, prior to decision to cancel coverage. The name of the Offeror shall be on the certificate(s) of insurance submitted. Certificates must show the expiration date of each applicable policy. The title and closing date of this RFP must appear on the certificate(s) of insurance, thus identifying the nature of the work the insurance is expected to cover.

Informalities and Irregularities

(Village of Angel Fire) has the right to waive minor defects or variations of the proposal from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by an Offeror with the proposal for (Village of Angel Fire) to properly evaluate the proposal, (Village of Angel Fire) has the right to require such additional information as it may deem necessary after the time set for receipt of proposals, provided that the information requested does not change the price, quality, quantity, delivery or performance time for the services being procured.

Indemnification

The Offeror covenants to save, defend, keep harmless and indemnify (Village of Angel Fire) and all of its officers, departments, agencies, agents and employees from and against all claims, loss, damage, injury, fines, penalties and cost—including court costs and attorney's fees, charges, liability and exposure, however, caused—resulting from, arising out of, or in any way connected with the Offeror's negligent performance or nonperformance of the terms of the contract.

Nonconforming Terms and Conditions

A proposal response that includes terms and conditions that do not conform to the terms and conditions in the proposal document is subject to rejection as non-responsive. (Village of Angel Fire) reserves the right to permit the Offeror to withdraw non-conforming terms and conditions from its proposal response prior to a determination by (Village of Angel Fire) of non-responsiveness based on the submission of non-conforming terms and conditions.

Nondiscrimination

By submission of proposal, Offeror certifies that the Offeror(s) providing product(s) or service(s) shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his/her hire, tenure, conditions or privileges of employment, because of his/her race, color, religion, sex, disability or national origin, as applicable to State and Federal Regulations.

Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, scope of work or specifications stated in this contract. (Village of Angel Fire) must make all modifications to the contract in writing.

Patents and Royalties

The Offeror covenants to save, defend, keep harmless and indemnify (Village of Angel Fire) and all of its officers, departments, agencies, agents and employees from and against all claims, loss, damage, injury, fines, penalties and cost—including court costs and attorney's fees, charges, liability and exposure, however caused—for or on account of any copyright or patented or unpatented invention, process or article manufactured or used in the performance of the contract, including its use by (Village of Angel Fire). If the Offeror uses any design, device or

materials covered by patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device or materials in any way in the work.

Termination for Default

The contract shall remain in force for the full period specified and until (Village of Angel Fire) determines that all requirements and conditions have been satisfactorily met and (Village of Angel Fire) has accepted the work. Thereafter, applicable provisions of the contract shall remain in force until (Village of Angel Fire) has determined that the Offeror has met all requirements and conditions such as guarantees and warranties that relate to the work following the contract term. (Village of Angel Fire) shall have the right to terminate the contract sooner if (Village of Angel Fire) determines that the Offeror has failed to perform satisfactorily the work required, as determined by (Village of Angel Fire). In the event (Village of Angel Fire) decides to terminate the contract for failure to perform satisfactorily, (Village of Angel Fire) shall give to the Offeror at least fifteen (15) days' written notice before the termination takes effect. The fifteen-day period will begin upon the mailing of the notice by (Village of Angel Fire).

If the Offeror fails to cure the default within the fifteen (15) days specified in the notice and the contract is terminated for failure to provide satisfactory performance, the Offeror shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the Offeror up to the date of termination that were accepted by (Village of Angel Fire) prior to termination. In the event (Village of Angel Fire) terminates the contract because of the default of the Offeror, the Proposer shall be liable for all excess costs that (Village of Angel Fire) is required to expend to complete the work covered by the contract.

After receipt of the notice of termination, except as otherwise directed, the Offeror shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; and settle all outstanding liabilities and claims.

Unsatisfactory Work

If, at any time during the contract term, the service performed or work done by the Offeror is considered by (Village of Angel Fire) to create a condition that threatens the health, safety or welfare of the community, the Offeror shall, on being notified by (Village of Angel Fire), immediately correct such deficient service or work.

In the event the Offeror fails, after notice, to correct the deficient service or work immediately, (Village of Angel Fire) shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the Proposer.

Warranty

Vendor shall provide on an attached sheet detailing software warranty, service facilities, and support included with purchase and a price schedule detailing all support levels and options. Minimum requirements shall include, but not limited to:

- a. Software upgrades including all revisions, system enhancements and training for new or changed features and functions of the software application.
- b. Telephone support during normal work hours, Monday through Friday, excluding holidays with 1-800 service.
- c. Maximum of one (1) hour or less telephone support response time.

The obligations contained herein apply to products provided by the Offeror/Supplier in the creation of the products to be delivered to (Village of Angel Fire) availing itself of all its rights under the law and under this Contract including, but not limited to, its right pertaining to termination or default.

The warranties contained herein are separate and discrete from any other warranties specified in this Contract, and are not subject to any disclaimer of warranty or limitation of the Offeror's/Supplier's liability which may be specified in this Contract, its appendices, its schedules, its annexes or any document incorporated in this Contract by reference.

Statement of Work

Introduction and Project Overview

(Village of Angel Fire) invites proposals for the provision of software and implementation to provide a complete and integrated financial system. (Village of Angel Fire) is seeking to retain the service of a firm experienced with implementation of integrated systems which can function on a local area network (LAN) and Internet capabilities, as needed.

(Village of Angel Fire) will receive proposals from firms having specific experience and qualifications in the area identified in the Request for Proposal. For consideration, proposals for the project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by (Village of Angel Fire) may be included elsewhere in the Request for Proposal. All proposers shall provide:

Company information:

- a. How long has the company been in business?
- b. What is the organizational structure?
- c. How many installations does the company currently support?
- d. How many new clients were installed in the past 12 months?
- e. How many government clients are using your software?
- f. Profiles and resumes of the staff to be assigned to the project

Background

(Village of Angel Fire) is currently running on a LAN with two network servers, (Twenty) workstations and (fifteen) printers within the Finance Department. The Finance Department is using General Ledger, Budgeting, Bank Reconciliation, Payroll, Accounts Payable, Accounts Receivable, Utility Billing, Electronic Meter Reading, Cash Receipting and Improvement District Billing, purchase orders.

The Finance Department expects the new financial software to be Windows based allowing at least one user in a read-only access to some financial information on the proposed system.

Objective

The intent of the request is to select software, installation services, data conversion services and necessary training for the replacement and integration of (Village of Angel Fire)'s Financial System. The system must be cost-effective and appropriate for the Finance Department to improve user productivity and customer support. Expectations are:

- a. Using windows-based processes to improve automated work flow, which shall reduce processing time, paper and redundancy.
- b. Allow standard desktop software applications to access and disseminate data.
- c. Provide appropriate data reports and services to internal and external customers via hard copy, web or system access.

- d. Ability to maintain unlimited history information on accounts with active and inactive customers, employees

Scope of Work

1. Deliver a fully integrated Windows-based Fund Accounting Financial software package.
2. Vendor shall configure all related files to make the system one hundred (100%) percent operational.
3. Vendor shall provide comprehensive education for system operations and configuration. Education for users shall be provided in a hands-on environment with complete and necessary documentation.
4. Vendor shall provide the conversion labor to convert existing data into the vendor's application. Vendor shall work with (Village of Angel Fire) staff to provide a one hundred (100%) percent successful data conversion.
5. Financial and Payroll modules shall be completed, tested and ready for one hundred (100%) percent operation when training is complete.
6. Vendor shall have the ability to provide follow up training, if required, and dedicated support after the initial training and implementation of the system.

System Requirements:

The intent of this specification is to describe a software package for (Village of Angel Fire's) primary accounting software. Package must include:

- Fund General Ledger
- Budgeting
- Bank Reconciliation
- Payroll/HR Benefits
- Time Keeping
- Accounts Payable
- Purchase Orders / Requisitions
- Accounts Receivable
- Utility Billing
- Electronic Meter Reading Interface
- Utility Direct Pay
- Service Orders
- Cash Receipting
- Business License
- Improvement Districts
- Building Permitting
- GIS integration
- Paperless Workflow
- Mobile Device integration
- Web-based and automatic credit card transactions
- Cloud-based capabilities

EVALUATION CRITERION

	General System Features:	Yes	No	Suggested Alternative	Score 0-5
1	Software shall be operated and managed on a 100% IBM compatible personal computer with ad hoc reporting for all modules?				
2	Proposed software package shall be Windows Server compatible and must support Windows 7 workstations?				
3	Software and upgrades shall be standard Windows install and uninstall?				
4	Software shall be capable of importing and exporting data in ASCII format?				
5	Do you currently sponsor regular user group conferences?				
6	True Window interface for data entry, editing, inquiry and reporting?				
7	The systems must be real time, with batch posting among applications?				
8	Display multiple forms at one time without minimizing?				
9	Financial applications integrate with General Ledger module?				
10	View balances and details on-screen?				
11	Specify user access with security for all modules?				
12	View user defined history levels by software application?				
13	Export to or import data using a wide variety of applications from ODBC drivers?				
14	Do you provide user documentation manuals for each subsystem?				
15	Check that entries balance when data is imported?				
16	Users can import, export data?				
17	Guarantee a support-call response time of 1 working hour or less during normal business hours?				
18	Data configuration can be setup to the Municipality's guidelines without customization of application source code (all modules)?				
19	The system must be easy to use and learn. A windows environment is required.				
20	Please identify if any of the outlined packages are provided by a third party?				
21	Are GASB 34 reporting requirements in place as of today?				
22	Please provide staff hourly rates for additional work outside the scope of the contract.				
23	Internal report writer within each application? Identify if it is provided by another entity?				

24	Product testing: Beta test group to ensure each package is ready?				
25	User defined security should cover various levels, by applications and by Menu Items?				
26	Does the system use a 64-bit GUI interface?				
27	Does system have an internal repair and compression utility?				
28	Does each application have step by step processing lists, which include a daily, weekly and month-end checklist?				
29	Does each application provide a user defined steps checklist for a cross training tool in each application?				
30	Does each database support real-time processes?				
31	Is the system available via web services for remote users?				
	Max score for this category: 155				
	Fund General Ledger Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Are GASB 34 reporting requirements met by your system?				
2	Does the system provide forecast reports which present year-end balances based on year-to-date actual plus budget data for the remainder of the year?				
3	G/L Software shall have unlimited multi-fund capabilities which interface for budget capabilities?				
4	Will the system allow an account number to be changed?				
5	Does the system provide a minimum of 19 digits in account number structure?				
6	Does the system allow control accounts that reflect revenue, expenditure, and encumbrance activity totals from subsidiary ledgers?				
7	G/L software shall have budgetary account structure to allow for fund, department, activity, object and sub-object, of expenditure with options to retrieve information on any of the above-referenced levels?				
8	G/L software shall have range and sort options for all periods on screens for all reports and inquiries?				
9	G/L software shall have optional accrual or cash basis, and /or modified accrual accounting by fund?				
10	G/L software shall have the ability to post to future months while current month is open and retrieve reports on all posted information?				
11	Are departments restricted from access of line items not within their authority?				
12	G/L software shall have the ability to post to next fiscal year while current year is open and retrieve reports on all posted information?				

13	G/L software shall have a detail listing of posting journal entries?				
14	Enter transactions to any year and date with message window indicating prior or future years?				
15	G/L software shall have a detail listing of posting journal entries?				
16	G/L software shall have budgetary expenditure and revenue reports to include month-to-date and year-to-date actuals as well as, budget comparisons. Software must also specify funds expended to date, as well as funds remaining in the account?				
17	G/L software shall have the ability to transfer between revenue and expenditure accounts?				
18	G/L software shall have a last account number retrieval for posting assistance. Memorize transactions for later recall?				
19	G/L software shall be capable of tracking previous and current year's expenditures by listed categories. Software shall have capabilities to add, delete or revise categories with user defined accounting periods?				
20	Does the system allow at least 13 periods per year?				
21	G/L software shall provide for project accounting over multiple fiscal years?				
22	Allow user defined number of years of detail information?				
23	G/L software shall provide for cash management and debt management?				
24	Does the system provide real time maintenance of account status and balance?				
25	Does the system provide the following reports:				
	Trial balance?				
	Detail of transactions by account/object code for any date range?				
	Revenue and expense detail by account for any date range?				
	Revenue and expense summary by account for any date range?				
26	Does the system provide a field for entering journal entry explanation/descriptions to satisfy auditors?				
27	Is selectivity for accounting information available:				
	By Account?				
	By Period?				
	By Date Range?				
	By Transaction Reference Number?				
	By Amount?				
	By User?				
	By Entity?				

28	Can reports be rerun for all periods, not just current periods?				
29	Does the system assign a unique reference number to each journal entry?				
30	On-line screen inquiry including history?				
31	Can the previous year be "locked" after year-end closure?				
32	Can the year be reopened and beginning balances recomputed?				
33	Will the application allow on-line notes to accounts?				
34	Will the system allow accounting periods other than the Municipality's fiscal year for tracking projects and grants?				
35	Is the system written specifically for fund accounting?				
36	Is there an exception report to identify out-of-balance funds?				
37	Does the system actively warn the user if an entry or posting will cause a fund to be out of balance?				
38	Can Microsoft Excel be used for interactive, real time data entry and reporting?				
Maximum score for this category: 190					
	Budget Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Budgetary modeling, presentation and maintenance of information for a min. period of five (5) years consisting of current fiscal year and the three (3) previous completed fiscal years and one (1) future year?				
2	Create custom worksheets with user defined specifications?				
3	Create revision worksheets with existing budget data, adjustments & revised budget columns?				
4	Budget for any account segment level for any timeframe and accommodate multiple year projects?				
5	Easy additions and modifications of budgets by line item or globally with custom criteria or manually?				
6	Ability to review only selected portions of budget on screen?				
7	Ability to develop custom comparative budget reports and view on screen or print?				
8	Forecast (using different methods) current year ending balances based on current YTD data?				
9	Allow for budget amendments and maintain the original budget and the amended budget?				
10	Modify a single line item, ranges of items, or entire file based on user-defined parameters?				
11	Multi-level budget amendment changes within a fiscal year?				

12	Can multi-year project budgets be integrated into the annual budget?				
	Maximum score for this category: 60				
	Bank Reconciliation Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Unlimited separate accounts with easy transfer between accounts?				
2	Complete accounting for audit trail?				
3	Easy to use process for balancing to bank statement?				
4	Capability to create ad-hoc reports?				
5	Does the system allow reconciliation of multiple accounts at multiple banks?				
6	Does the system import outstanding check data from Accounts Payable and Payroll? Does the system generate a bank reconciliation report?				
7	Warning or exception report at month end if Bank Reconciliation out of balance?				
8	Choice or clearing ranges of deposits or range of checks at the same time?				
	Maximum score for this category: 40				
	Utility Billing Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Database is real time system – not batch processing?				
2	Menus have drill-down capabilities for detail?				
3	ALL screens in a GUI format?				
4	Handle an unlimited number of accounts?				
5	Does the system support multiple billing cycles?				
	Monthly billing?				
	Bi-monthly billing?				
	Mixture of monthly and bi-monthly?				
	Quarterly billing/mixture of quarterly and monthly?				
	Semi-Annual?				
6	Does the system interface with:				
	General Ledger?				
	Cash Receipting?				
	GIS System?				
	Service Orders?				
7	Unlimited number of rates per service?				
8	Does the system have a meter change-out program?				
9	Can the system generate service orders?				
	Connection?				
	Disconnect?				

	Meter rereads?				
	Service?				
10	Does the system support hand-held meter reading devices and other automated meter reading systems?				
	What kind(s)?				
	Support multiple routes?				
11	Does the system support user-defined bill calculations?				
12	Does the system provide user-defined penalty options?				
13	Does the system have a meter inventory?				
	Locations?				
	Type?				
	Class?				
14	Can the system prorate billings?				
15	Are grace/tolerance days user-definable?				
16	Unlimited number of years of billing information?				
17	Can the system automatically generate credit refunds?				
18	Does the system produce:				
	Dunning letters?				
	Door hangers?				
	Rate changes?				
	Reminders?				
19	Does the system have ad-hoc report writing capabilities?				
20	Does the system include a built-in utility for consumption and revenue summary by rate class?				
21	Allow special charges and lien charges?				
22	Unlimited notes per account?				
23	Is there a separate lot screen listing at least:				
	Service location?				
	Lot number?				
	Parcel number?				
	Inside/outside Water District code?				
	Lot size?				
	Buildable/impervious/developed lot size?				
24	Does the system allow for "unbundling" of charges and show them separately on the customer's utility bill?				
	How many?				
25	Does the system provide billing for water conservation?				
26	Does the system accommodate average payment plans?				
	Low income or other discounts?				
27	Does the system accommodate Internet bill delivery and payment?				
28	Does the system print user defined shut-off notices?				

29	Will the system print bills on either a dot matrix printer or a laser printer?				
30	Does "Meter Screen" list:				
	Route number?				
	Sequence number?				
	Meter serial number?				
	Installation date?				
	Manufacturer code?				
	Meter size?				
	Number of digits?				
	EDU's, status code, type of meter?				
	Radio read capability (MXU-ID, Reg-ID, longitude, and latitude)?				
	How many user defined meter fields?				
31	How many services per customer?				
32	How many user-defined fields?				
33	How many name/address sections (i.e. master, owner, "bill-to")?				
34	Does the system support water utility billing?				
35	Does the system support sewer utility billing?				
36	Does the system support refuse utility billing?				
37	Does the system support electric utility billing?				
38	How many demand meters and multipliers are available?				
39	Will the application print billing exception reports?				
40	How many charges can be shown on the bill?				
41	How many additional electric utilities systems do you currently provide and support this application?				
42	How many systems do you currently provide and support for water, sewer & refuse utilities?				
43	Is there a bill stub for customer receipt?				
44	If the printer jams, can the bills be stopped and continued where you left off (Same with audit trail)?				
45	Can duplicate bills be sent to some customers? (Some Federal government offices would like copies of the bills sent to them locally.)				
46	Does the system keep track of security deposit information?				
47	Does the system provide a collection process for past due accounts?				
48	Does it have the ability to generate specific reports using data from both location & customer maintenance files?				
49	Do reports show the number of customers, the amount of revenue, the usage, and amount billed for each class?				
50	Is there a report that assures all customers are being billed?				

51	Does the application support multiple meters per account?				
52	Will the application report multiple meters on one bill?				
53	Will application print usage graphic on bills?				
	Maximum score for this category: 265				
	Utility Electronic Read Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Provide interface from meter reading equipment to Utility Billing program?				
2	Software will automate meter entry?				
3	Provide high / low usage customer checks?				
4	Enable meter reading resequencing by sequence number and increment?				
5	Create export file routine with defaults?				
6	Import file routine with defaults?				
7	Provide custom programming if needed?				
8	System support file layout for easy editing of exported and imported files?				
9	Software provide imported file reports?				
10	Allow auto resequencing of meters by time read?				
11	Have default high / low limits with manual override?				
12	Current interfacing with _____ meter reading system?				
13	Order of meter reading by either customer number or meter read route sequence?				
14	System can be filtered by the following:				
	Customer Number?				
	Read route Sequence?				
	Billing Cycle?				
	Group?				
	Customer Type?				
15	Option of including disconnected and or terminated customers in meter reading?				
	Maximum score for this category: 75				
	Utility Direct Pay Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Automatically withdraw enrolled customer's utility bill amounts from his/her bank account. By enrollment – optional service to customers?				
2	Create an automatic clearing house file for your bank?				
3	System provides route to import payments and post to customer accounts?				
4	Software will allow multiple accounts for individual customers?				

5	Accounts can be checking or savings, system flags account types chosen?				
6	Screen for layout of bank header file layout in format requested by bank?				
7	Report confirming detail of automatic clearing house file?				
8	Pre-notification for initial testing as new customer request service?				
9	Unique message printed on utility bills for direct pay participants?				
10	Utility bills can be printed together with participants and non-participants?				
11	Utility bills of participants can be run separately from non-participants?				
12	Payment withdrawals can be from savings and checking based on the following:				
	Percentage?				
	Fixed Amount?				
	Combination?				
	Maximum score for this category: 60				
	Service Orders Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Software provides departmental tracking of either utility billing interfaced orders or internal orders?				
2	Customer service order forms (formatted as user defined)?				
3	Supports user defined action codes and entry screens?				
4	Allows user authorization, assignment, review and completion process separately or in any combination?				
5	Reports service order status?				
6	Is real time interfaced with utility billing program?				
7	Software allows search by any of the following fields:				
	Service Order Number?				
	Location Address?				
	Customer Number?				
	Customer Name?				
	Action Code?				
	Department Code?				
	Project Code?				
	Status?				
	Due Date?				
	Assigned To?				
	Creation Date?				
8	Application will create batch service order creation for account shutoffs?				

Maximum score for this category: 40					
	Accounts Payable Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Can you cancel invoices in the system?				
2	Can you adjust balances with audit trail?				
3	Can you void checks in the system?				
4	Monitor budget amounts when posting transactions to warn if budget is exceeded?				
5	Will the same screen allow you to close invoice balance when voiding a check?				
6	Can the system generate single checks on demand?				
7	Will voiding and adjusting entries update to general ledger and bank reconciliation?				
8	Can purchases be allocated to multiple expense accounts on either a flat amount or a percentage basis?				
9	Does the system allow an unlimited number of vendors?				
10	Does the system allow unlimited years of history?				
11	Will the system allow you to work in both current and future periods?				
12	Vendor account records should include:				
	Vendor Number?				
	Name?				
	Contact Person?				
	Address?				
	2nd Address?				
	Remit to Address (unlimited number)?				
	Phone Number?				
	2nd Phone Number?				
	Fax Number?				
	E-mail Address?				
	Tax ID Number or SSN?				
	Payment and Discount Terms?				
	Account Status?				
	Miscellaneous Notes?				
13	Does the system allow funds to be encumbered for purchases?				
14	Are encumbrances shown on expenditure report?				
15	Does the system support both check and voucher printing?				
16	Do transactions directly affect the general ledger accounts in:				
	Income?				
	Expenses?				

	Budget?				
17	Does the system support recurring entries (bi-weekly, monthly)?				
18	Are duplicate payments prevented?				
19	Can the system generate a payment approval list, with signature lines for the Water District council?				
20	Does the system provide user-defined payment terms?				
21	Access vendor history by vendor name, number, invoice date, invoice number, check date, check number?				
22	Does the system provide the use of clearing funds for accounts payable and payroll to disburse cash?				
23	Does the system verify budget status prior to accepting a transaction?				
24	How many digits are available for assigning vendor ID numbers?				
25	Maintain vendor file with name, addresses including email, street & mailing, web site url, invoice detail and history of all info. For current and past years?				
26	Does the system support temporary vendors?				
27	Easy ad hoc reporting including vendor invoice inquiry and open invoice listing by fund?				
28	Add vendors on the fly with easy vendor file set-up and maintenance?				
29	Will the system track vendor products/service codes?				
30	Support vendor note fields?				
31	Unlimited number of payable accounts?				
32	Tie each payable account to a separate cash account?				
33	Generate checks for multiple funds from the same cash account, in the same check run?				
34	Post one invoice to several account numbers?				
35	Ability to post-manual checks and post manual checks to multiple invoices and multiple accounts?				
36	Default G/L account number assignable for vendors?				
37	Support payment by vendor priority (date)?				
38	Separate transactions between 1099 & non-1099 amounts, print 1099's and reports (before or after year-end closing)?				
39	A/P software integrates to check reconciliation and outstanding check register report?				
40	Software shall have a customized invoice audit report for each pre-check run.				
41	Automatically calculates discounts owing to Water District per vendor?				
42	Ability to make modifications to open invoices with audit trail of modifications?				

43	Ability to void checks and reset system to print again?				
44	Software shall have multi-fund capability with interface to the G/L?				
45	Ability to charge current and/or prior period?				
46	Does system automatically enter next check number when printing checks?				
47	Multiple overlays for checking accounts using blank check stock?				
Maximum score for this category: 235					
	Purchase Orders and Requisitions Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	System can provide full-automated encumbrance accounting?				
2	Requisitions and purchase orders can be by line item with multiple general ledger distributions?				
3	Acceptance is controllable on requisitions and purchase orders by both percentage and fixed dollar amount?				
4	System auto-interfaces to material management to create PO's and receiving of inventory items?				
5	Users can track open and closed PO's?				
6	Software provides simple routine to close open PO's and encumbrance G/L entries?				
7	Will allow multiple shipping addressees?				
8	System provides for multiple general ledger distributions of single item?				
9	Purchase orders have receiving entry procedure?				
10	Software will create and support blanket PO's?				
11	Application can be searched by the following fields:				
	Requisition Number?				
	Purchase Order Number?				
	Vendor Number?				
	Vendor Name?				
12	System will provide the follow standard reports:				
	Requisitions (in custom format as user defines)?				
	Requisition Register?				
	Requisitions Vs. Budget?				
	Requisition Status?				
	Purchase Orders (in custom format as user defines)?				
	Purchase Orders Register?				
	Purchase Order Audit Trail?				
	Purchase Order Exception?				
	Purchase Order Receiving?				

13	System interfaces with Accounts Payable, General Ledger, Materials Management, and Project Management?				
14	Routine for easy error correction?				
15	Requisitions process will provide a user defined, on screen, approval process by the following levels:				
	Amount?				
	Department Head?				
	Administration?				
	Maximum score for this category: 75				
	Accounts Receivable Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Maintain customer file with name, addresses including email, street & mailing, invoice detail and history of all information for current and past years?				
2	Easy ad hoc reporting including customer invoice inquiry and open invoice listing by fund?				
3	Add vendors on the fly with easy customer file set-up and maintenance?				
4	Support customer note fields?				
5	Unlimited number of active accounts receivable?				
6	Create charge codes containing rate structure and descriptions?				
7	Provide cash distribution and billing/invoicing?				
8	Process and print billings at one time or in multiple sessions?				
9	Process one-time charges for any customer?				
10	Apply payments or credits to specific invoices allowing credit balances in customer accounts?				
11	Print customer statements sorted by any alphanumeric choice, name, address, zip, email, etc.?				
12	Post single billings to multiple account segments?				
13	Create billing/invoice groups to process automated and recurring customer billings on pre-determined billing periods (multiple cycles)?				
14	Print customized sub ledger reports including aging?				
15	Post payments to customer account and G/L with one entry?				
16	A/R software shall have interface to G/L with multi-fund capabilities?				
17	System is real time system not batch processing?				
18	Menus have drop-down or pop-up capabilities for detail?				
19	ALL screens in a GUI format?				
20	System has complete on-line help function?				

21	Report writer for ad-hoc reporting?				
22	Does the system allow user-defined delinquent account penalties (flat fee or percentage)?				
23	Does the system allow partial payment of invoices with detailed tracking?				
24	Does the system allow for entry and generation of:				
	Invoices?				
	Statements?				
	Delinquent Notices?				
25	Customer account records should include:				
	Customer Number?				
	Name?				
	Contact Person?				
	"Bill To" Address?				
	"Ship To" (or alternative) Address?				
	Phone Number?				
	Fax Number?				
	Account Status (active, inactive, delinquent)?				
	Miscellaneous Notes?				
26	Does the system interface with:				
	General Ledger?				
	Cash Receipting?				
27	Access customer history by customer name, customer number, invoice date, and invoice number?				
28	Does the system provide the following reports:				
	Customer Listing?				
	Accounts Receivable Aging?				
	Delinquent Accounts Listing by Customer?				
	Customer Statement Summaries?				
	Maximum score for this category: 140				
	Payroll/Benefits Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Payroll software shall accommodate a minimum of thirty (30) user definable pay codes?				
2	Payroll software shall accommodate a minimum of fifty (50) user-definable deduction codes?				
3	Handle unlimited number of employees?				
4	Ability to define leave accrual rates? Software shall report accrued compensated absences for all employees of each fund tracking by user specific date: 1. Vacation time due, showing hours and cash value; 2. Sick leave hours, showing hours and cash value and 3. Compensatory Time, showing hours and cash value?				

5	Software shall have the ability to accrual Federal Withholding, PERA, Medicare and/or FICA on any given record separately; i.e., apply one or all?				
6	Software shall have the ability to define employer paid and employee paid PERA and incorporate into one deduction distribution? User-definable payee source of PERA if employer is paying both contributions?				
7	Ability to track "floating holidays" which are holidays accrued leave time, but taken at different user-defined time, as well as track standard holidays?				
8	Payroll software shall allow and set parameters for deduction codes to be based on gross base, with overtime, or may be based on gross, without overtime, or a combination of multiple earning codes?				
9	Software shall have unlimited years of history online?				
10	Payroll shall allow employee master files to be placed in an inactive status without deleting labor distribution history?				
11	Software supports FLSA pay rules and accommodates rule changes in law?				
12	Payroll software shall have the ability to track and report worker's compensation wages with all overtime reported separately. Software shall have the ability to calculate multiple class codes to split hours for one employee?				
13	Software shall have the ability to identify employees by status, i.e. full time, seasonal, temporary, part time, permanent-part time, salary, and hourly?				
14	Software shall have the ability to accommodate a minimum of bi-weekly, monthly and quarterly payroll?				
15	Software shall have multi-fund capabilities in order to report all payroll costs by fund and allocate payroll taxes and employer cost on a G/L account(s) basis?				
16	Payroll software shall have the ability to monitor the limits of accruals for vacation, sick, compensation hours, donated sick hours, holiday hours not used, and others as needed?				
17	Software shall have the ability to setup automatic accrual changes for employee benefit increases?				
18	Software shall have tax rate tables easily changed by user. Ability to change the W-2 formats and produce W-2 reports?				
19	Software shall have the ability to produce federal and State quarterly formats and reports?				
20	Software shall be table driven with the ability to allow user to generate reports and/or customer reports with ease including a preliminary payroll register?				

21	Payroll software shall have a check clearing process and be compatible with system bank reconciliation module?				
22	Payroll software shall have the ability for Labor Distribution of payroll costs, including but not limited to: by employee; by fund; 350 project codes, and 250 costs centers?				
23	Software shall have the ability to distribute payroll costs to a minimum of 20 cost centers per individual time card?				
24	Payroll software shall provide concise individual employee year-to-date reports?				
25	Payroll software shall be integrated with the General Ledger module of the proposed system?				
26	Software shall allow unused benefits to be carried forward into the next year with various limits applied to sick leave and vacation accruals?				
27	Software shall have the ability to generate information for direct deposit, federal, state, & SSA reporting through electronic file transfer and/or internet access?				
28	Software shall allow for direct deposit to multiple bank accounts?				
29	Payroll check output shall be capable of sorting in user-defined order; i.e., department, special attachment, etc?				
30	Payroll software shall provide for manual check entry and automated check issuance in the same pay period?				
31	Software shall allow for manual adjustments of all employee benefits and deductions?				
32	Software shall produce reports that comply with EEOC reporting?				
33	Payroll software shall have the ability to generate payroll for multiple companies?				
34	System is real time system not batch processing?				
35	Menus have drop-down or pop-up capabilities for detail?				
36	ALL screens in a GUI format?				
37	System has complete on-line help function?				
38	Report writer for ad-hoc reporting?				
39	Handle an unlimited number of accounts?				
40	Does the system support standard user-defined salary tables?				
41	Allow unlimited salary tables?				
42	Does the system support part-time and hourly employees, with pro-rated benefits?				
43	Does the system accommodate employees with unusual shifts (i.e., police)?				
44	Can the system support multiple positions for a single employee?				

45	Does the system automatically account for and distribute overtime pay in accordance with the Fair Labor Standards Act (FLSA)?				
46	Does the system track accrued time earned?				
	Vacation?				
	Sick Time?				
	Comp Time?				
	How many user defined accruals?				
47	Does the system support multiple pay periods?				
48	Does the system support payroll draws?				
49	Allow an unlimited number of pay types?				
50	Will the system generate all Federal and State reporting requirements?				
51	Can the system generate:				
	W2 statements?				
	1099R statements?				
	941 and other quarterly reports?				
52	Can the system file State reports electronically?				
53	Can the system track job or project costing information?				
54	Unlimited number of employees allowed?				
55	Can the system support labor union or other:				
	Deduction calculations?				
	Reporting?				
	Deferred compensation plus employer match?				
	Payroll contributions such as state employment security payments?				
	Flexible spending (Section 125) plan?				
56	Can tax tables be maintained and updated by the user?				
57	Can the system provide daily time entry?				
58	Support other methods of time entry such as electronic time clocks?				
59	Is an automatic payroll deposit provided?				
60	Does the payroll system allow for remote data entry of timesheets?				
61	Is all pertinent payroll information on one or two screens?				
62	Does the application provide standard pay and or pay by exception routines?				
	Maximum score for this category: 310				
	Payroll Timekeeping Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Tracks hours worked by each department or on each project?				

2	Interfaces with general ledger, payroll, and project management applications?				
3	Creates reports for department heads?				
4	Will import hours from electronic time clocks, ID scanners, finger print, palm, etc. (fixed length or comma delimited files)?				
5	Provides complete time reporting?				
6	Allows manual hours entry?				
7	Track and bill multiple rates?				
8	Supports employee defaults for time allocations?				
9	System tracks equipment time entry?				
10	Allows quick default overrides?				
11	Software can apply labor overheads by account or by job?				
12	System links payroll pay codes to specific actives?				
13	Provides split time expense over multiple months?				
14	Inquiry information by week or day using following fields:				
	Detail?				
	Summary?				
	Activity?				
	Task?				
	General Ledger Account?				
15	System standard reports:				
	Time?				
	Hours?				
	Balancing reports?				
	Timesheet register?				
	Task /activity reports?				
	Equipment charges / hours report?				
	Overheads applied report?				
	Maximum score for this category: 75				
	Cash Receipting Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Receipting software shall have the ability to interface with General Ledger, Utility Billing, Accounts Receivable, Business License, Court and Improvement District modules and access these packages for inquiries (onscreen and printable)?				
2	Software shall have menu-driven capabilities with on-line inquires into accounts?				
3	Software shall have easy error correction and recovery?				

4	Software shall manage daily accounting during billing period closing and have specifiable cut-offs for control of payment dates and time?				
5	Ability to have pre-assigned GL numbers and user-definable revenue types?				
6	Software shall have the ability to separate payment types; i.e. cash, check, credit card, etc. and display on reports?				
7	Software shall provide multiple cash drawers with capabilities of entries being tracked by individual operators?				
8	Ability to provide change calculations and automatically displaying account balances (if configured)?				
9	Ability to categorize revenue and provide internal control tracking capabilities?				
10	Software shall have audit trail and control with security protection?				
11	Software shall have the ability to create quick data entry for mail-in and drop box payments?				
12	Software supports import of payments from internet/telephone?				
13	Will print detailed receipts at point of payment?				
14	Reports system should generate as follows:				
	Receipt registers by date, receipt number, or revenue type?				
	Payment registers by date, receipt number or revenue type?				
	Payment register with listing of check numbers, customer names, and amounts for bank deposit?				
	Un-updated payments?				
	General ledger and updated payments report to other systems?				
	General ledger detail?				
15	Does application provide ability to void bad receipts with an audit trail?				
	Maximum score for this category: 75				
	Asset Management Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Interfaces with general ledger and project management applications?				
2	Create asset codes grouped by type, category, department, depreciation, etc. for inventory control?				
3	Assign and track asset tag numbers to each asset?				
4	Generate and print bar codes tag for asset labeling?				
5	Software shall have the ability to provide calculations by department, category or transaction?				

6	Software shall have the ability to control tag numbers, serial numbers, model numbers and location?				
7	Ability to provide single line report capabilities (on-screen or printed) by fund, department, valuation, classifications, date acquired, date disposed, etc.?				
8	Categorize assets by user-definable groups- equipment, vehicles, furniture, etc.?				
9	Create custom depreciation schedules and assets based on depreciation method?				
10	Maintain a minimum of five (5) years of history for assets status, depreciation and disposal?				
11	Software provides gain on sale schedule?				
12	Interfaces with general ledger accounts for:				
	Acquisition of asset?				
	To capitalize asset?				
	Annual depreciation?				
	Sale of asset?				
13	Will support straight line, declining balance or custom methods of depreciation?				
14	Reporting in standard format:				
	Depreciation Schedule?				
	Asset lists / labels?				
	Inventory / verification?				
	Acquisition?				
	Disposition?				
	Transfer?				
	General Ledger Detail?				
15	Software shall have the ability to print customized asset register?				
	Maximum score for this category: 75				
	Improvement Districts Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	System fully interfaces with cash receipting and general ledger applications?				
2	Program allows inquiry (view only) of information displaying the following:				
	Account activity?				
	Property assessment payment schedules?				
	Payoff amounts?				
	Specific details about accounts, districts, properties, and owners?				
3	Software provides amortization schedules with the ability to do manual override if wanted?				

4	System will create payment schedules with manual override if wanted?				
5	Software has capability to allow interest rate changes by period?				
6	System security provides password access limited at the following levels:				
	Application?				
	Menus?				
	Authorizations?				
7	Payment allocation method is user defined?				
8	Provides for accounts to be set-up using the following options:				
	As a batch?				
	Single accounts?				
	Splitting of existing accounts?				
9	Will allow extra payments and payment allocation by user?				
10	System can provide user defined prepayment grace period?				
11	Interest calculation methods or options include:				
	Simple, Full period?				
	Simple, Daily?				
	Fixed Payment?				
12	Prepayment tracking feature recording history, and ability in software to recalculate assessment receivables?				
13	Software has the ability to create a user defined reserve fund and track balance and allocation of fund?				
14	Software can provide on-the-fly account payoff calculations for owner?				
15	System has built-in routine to export information to Tax roll?				
16	System will allow for multiple districts to stand alone pertaining to:				
	Due dates?				
	Grace periods?				
	Notification procedures?				
	Length of period billing?				
17	Provide routine for multiple property divisions and calculates new amortization schedules?				
18	Property divisions may be allocated by manual or percentage amounts?				
19	Software will search accounts by the following fields:				
	Account number?				
	District?				
	Location Address?				

	Owner Name?				
	Owner Number?				
	Property Number?				
20	Software has the capability to track for multiple:				
	Accounts?				
	Bond Agencies?				
	Districts?				
	Owners?				
21	System can measure financial benefits of proposed districts?				
22	Software shall have the ability to view without printing standard and user defined reports?				
23	System will provide the follow standard reports:				
	Account History?				
	Account Payoff?				
	Assessment Receivable?				
	Delinquent Account List & Notices?				
	Delinquent Aging?				
	Disputed items?				
	District List?				
	Payment Register?				
	Statement?				
	Transaction Allocation?				
	Transaction Register & Summary?				
24	Does application provide bond payment tracking?				
	Maximum score for this category: 120				
	Material Management Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Currently complies with GASB 34 requirements?				
2	Interfaces with accounts payable/PO's, accounts receivable, general ledger, and project management applications?				
3	Reorder points limits can create requisitions?				
4	Invoices can create new materials?				
5	Allow selling of inventory and create invoices in accounts receivable application?				
6	Software will provide for bar coding of inventory?				
7	Filter inventory items by:				
	Department?				
	Description?				
	Location?				
	Category?				
8	Track vendors by last purchase date and price?				

9	System supports digital image of inventory item?				
10	Inventory can be reserved for future projects?				
11	Cost of inventory items can be based on average cost, FIFO, or LIFO?				
12	Overhead and stores clearing cost program calculated?				
13	System generated pick lists to issue inventory automatically?				
14	Inventory reporting by multiple locations?				
15	Detail inventory change, tracking and history by system?				
16	Software supports vendor part numbers?				
	Maximum score for this category: 80				
	Project Management Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Interfaces with material management, payroll, accounts payable, general ledger, asset management, timekeeping and accounts receivable?				
2	Software provides project estimation?				
3	Project control and authorization?				
4	System accumulates costs of labor, equipment and materials for specific projects?				
5	At close of job system will create a fixed asset?				
6	Software calculates fixed cost of mass units based on actual cost?				
7	System will enable direct cost for labor, equipment and material cost?				
8	Software allows job order types?				
9	Creation of standard assembly units?				
10	Will reserve and release materials?				
11	System creates material pull list for warehouse?				
12	Routine for Project closing?				
13	Reporting on project variance?				
14	Software supports drill down for details?				
15	Long range capital planning and fixed asset management?				
16	Supports GASB 34 implementation requirements?				
17	Will forecast cost for customer contributions in aid to construction?				
18	Provides financial reporting in detailed information and accuracy?				
	Maximum score for this category: 90				
	Business License Requirements:	Yes	No	Suggested Alternative	Score 0-5
1	Software fully interfaces with cash receipting application?				
2	Can tie a business to multiple licenses?				

3	Can tie an owner to multiple businesses?				
4	Will system track renewal information?				
5	Software information will cross reference to sales tax?				
6	Software provides fields for following information types:				
	Owner information?				
	Manager information?				
	Location information?				
	Business nature?				
	Business code?				
	License approval?				
7	Reporting and forms provided:				
	Business License (custom formatted)?				
	Expired Licenses Report?				
	Renewal Licenses Reminder?				
	Renewal Notices?				
8	Information searchable by the following:				
	Owner's Name?				
	Business Name?				
	Location?				
	License Number?				
	Business Code?				
	Maximum score for this category: 40				

COUNCIL AGENDA ITEM

STAFF RECOMMENDATION

MEETING DATE: August 23, 2016

TO: Mayor / Council and Manager

FROM: Amos Torres

SUBJECT: Resolution to Correct of increase Water/ Sewer Availability Rates and rescinding all others

Background/Facts: Village of Angel Fire ordinance (7-3-5-E & 7-4-2-B.4.) requires an annual rate increase to be effective each year on July 1 at a rate equal to CPI report for the previous year.

CPI report published for December 2015 reports an increase of 4.3%

1) Alternatives: N/A

2) Financial Impact and Review:

Financial impact Increase in revenue by 4.3%

Budgeted Item: yes: no: Funding Source: N/A

Finance Department Comments and Review: _____

Finance Managers Signature

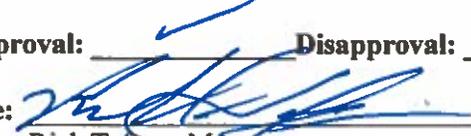
3) Attached Documents:

Resolution #2016-

4) Staff's Recommended Motion: Motion and Second to approve this resolution accepting the correction of increase to Water/Sewer Availability rates for 2016-2017 fiscal year reflecting semiannual rate instead of quarterly rate.

5) Village Administrator Recommendation:

Approval: Disapproval: other:

Signature: 
Rick Tafoya, Manager

VILLAGE OF ANGEL FIRE

Resolution 2016-35

A Resolution Correcting the Increasing Water/Sewer Availability Rates and Rescinding All Others

WHEREAS, the Village of Angel Fire ordinance (7-3-5-E.3. & 7-4-2-B.4) requires an annual rate adjustment to be effective each year on July 1 at a rate equal to the Consumer Price Index (CPI) report for the end of the previous calendar year, and;

WHEREAS, the CPI report published for December 2015 reports a 4.3% change for the 2015 calendar year for Water and Sewerage Maintenance, and;

WHEREAS, the purpose of this increase is to, as a minimum, maintain the current level of services available; provide better service, fulfill debt obligations and meet system growth requirements, and;

WHEREAS, the rates for Fiscal Year 2016-2017 as now hereby established as a Water Availability Fee of \$9.88 per month to be billed at a semiannual rate of \$59.28 and a Sewer Availability Fee of \$21.94 per month to be billed at a semiannual rate of \$131.64.

NOW, THEREFORE, BE IT RESOLVED by the Village of Angel Fire Council, on behalf of the Village of Angel Fire, New Mexico, hereby establishes the Water and Sewer Rates for Fiscal Year 2016-2017.

PASSED, ADOPTED AND APPROVED THIS 23rd day of August 2016

Barbara Cottam, Mayor

ATTEST:

Terry Cordova, Village Clerk

COUNCIL AGENDA ITEM

STAFF RECOMMENDATION

MEETING DATE: August 15, 2016

TO: Mayor / Council and Village Manager

FROM: Burl Smith

SUBJECT: Horseshoe Subdivision, replat of lots

Background/Facts :

This subdivision is a Replat of tracts 1, 3 and 4 of the original Lots 199 and 200 in the Moreno Valley Land 3rd Subdivision. The subject subdivision will contain six lots on approximately 24 acres. These lots are arranged along Halo Pines Terrace, an existing road, and with this Subdivision replat will establish the proper sixty (60) foot minimum road easement.

Alternatives: - Leave the lots as is.

1) Financial Impact and Review:

Financial Impact: Yes

Budgeted Item: No

Funding Source: N/A

Finance Department Comments and Review:

There have been expenses related to preparing these properties for sale that will be covered by the sale. Should be a net gain.

[Handwritten Signature] 8/16/16

Finance Directors Signature

2) Attached Documents:

Application

Plat

Resolution

3) Staff's Recommended Motion: Motion to approve the Horseshoe Subdivision

4) Village Manager's Recommendation:

Approval: Disapproval: other:

Manager's Comments:

Signature: *[Handwritten Signature]*

**VILLAGE OF ANGEL FIRE
SUBDIVISION REGULATIONS
APPLICATION FOR FINAL SUBDIVISION APPROVAL**

INSTRUCTIONS:

Print or type clearly. Use additional sheets if necessary. All required attachments and support documentation should be submitted with this application form. Incomplete or inaccurate applications may delay public hearing or decision dates. The completed application package must be submitted to the Village of Angel Fire Planning Division by the owner or a designated agent and shall be in compliance with the requirements of the Village Subdivision Regulations. Each application must be accompanied by the required administrative fee.

GENERAL INFORMATION:

1. Name of Subdivision Horseshoe Subdivision
2. Subdivision Case Number 501-16
3. Zoning District C-2
4. Date of Preliminary Plat Approval N/A

SUPPLEMENTAL INFORMATION:

6. Have any changes to the proposed subdivision been made since the preliminary plat was approved? N/A If so, attach a detailed explanation of such changes.
7. Have the required improvements been completed? N/A If not, attach improvement agreement to ensure completion of required improvements.
8. All affidavits, certificates, permits, and statements required for final plat review as defined by the Village Subdivision Regulations shall be attached to this application.
9. The original drawing and required number of the final plat map shall be attached to this application.

PROCEDURAL INFORMATION: (To be completed by Village Staff)

10. Date of Preliminary Plat Approval N/A Expiration Date _____
11. Extension dates (if any, with explanation) _____

12. Date Application received by Village 7/8/16 Signed C. Breault
13. Date Final Plat deemed complete 8/1/16 Signed C. Breault
14. Date of Final Plat approval by Village _____
15. Date Final Plat is filed with Village Clerk _____

**Village of Angel Fire
Planning and Zoning Committee
PO Box 610
Angel Fire, NM 87710**

Re: Horse Subdivision

Dear Committee Members:

The former Omar May property (24.31 acres) was deeded to the Village of Angel Fire through a foreclosure action for non-payment of SAD assessments.

With the current declining sales market for vacant land in the Angel Fire area, a larger parcel of land is much harder to market than a smaller parcel.

Also, this property has several distinguishing features that lends it to be further subdivided. Those features are a Village maintained road that runs through it, a year round creek (Cieneguilla Creek), a village sewer line and easement, and an established flood zone.

After checking with Village employees, Village councilors, and area Realtors, it was determined that a subdivision of the property would be the most logical option.

This subdivision establishes 60 foot minimum road easement throughout the property. It also creates a new road to easier maintain and service the existing Horseshoe Bend Road.

The subdivision also breaks the original parcel into more marketable smaller parcels.

Two of the parcels (Tract 1 -D and Track 3 - D) because of the flood zone and riparian area of the creek truly lend themselves for designation as as a Village greenbelt or park area.

I hope this addresses any questions you might have. If you have any further questions or concerns, please contact me.

**Stan Harrell
MONTE VERDE REALTY
575-377-2344**

RESOLUTION NO. 2016-36

**A RESOLUTION GRANTING PRELIMINARY AND FINAL PLAT APPROVAL
TO THE HORSESHOE SUBDIVISION**

WHEREAS Stan Harrell is trying to market this property for the Village and a replat of the tracts into six (6) lots will make them more attractive to possible buyers; and

WHEREAS rights-of-way will be dedicated to improve the roadways by this subdivision plat; and

WHEREAS the Planning & Zoning Commission has reviewed this subdivision and sends a positive recommendation to Council;

NOW THEREFORE BE IT RESOLVED the Angel Fire Village Council hereby grants preliminary and final plat approval to the Horseshoe Subdivision.

PASSED, APPROVED AND ADOPTED by the Angel Fire Village Council on the 23rd day of August, 2016.

Mayor Barbara Cottam

Attest:

Terry Cordova, Village Clerk

COUNCIL AGENDA ITEM
STAFF RECOMMENDATION

MEETING DATE: August 23, 2016

TO: Mayor / Council and Village Manager

FROM: Tracy Orr

SUBJECT: Approve Resolution 2016-37 - Infrastructure Capital Improvement Plan (ICIP) for FY2018-2022

Background/Facts : The ICIP is a Village of Angel Fire plan of priorities that covers a five year period. It is developed, updated and submitted to the Department of Finance Administration annually. An ICIP project should be projects that create or enhance a fixed asset, have a life expectancy of at least 7-10 years, and cost over \$10,000. It is used by our legislative body to allocate funding to municipalities.

1) **Financial Impact and Review:**

Financial Impact: Yes

Budgeted Item: No

Funding Source: Multiple

Finance Department Comments and Review:


Finance Directors Signature

2) **Attached Documents:** Resolution 2016-37

3) **Staff's Recommended Motion:** Motion and Second to Approve the FY2018-2022 ICIP

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

Approval: Disapproval: other:

Manager's Comments:

Signature: 

County, Municipality/Tribal Government/Special District of

Village of Angel Fire

COUNTY OF Colfax

Resolution No. 2016-37

A RESOLUTION
ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

- WHEREAS, the Village of Angel Fire recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and
- WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and
- WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and
- WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF ANGEL FIRE that:

1. The Village of Angel Fire has adopted the attached FY 2018-2022 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. 2015-32.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of August 23, 2016.

Mayor

ATTEST:

Village Clerk

COUNCIL AGENDA ITEM
STAFF RECOMMENDATION

MEETING DATE: August 23, 2016

TO: Mayor / Council and Village Manager

FROM: Tracy Orr

SUBJECT: Accept Resolution 2016-40 for the Drinking Water State Revolving Fund Loan for the repairs of Coffey Two Well.

Background/Facts : The Village of Angel Fire ranked #1 on the Drinking Water State Revolving Fund's (DWSRF) list of priorities for Fiscal Year 2017. The project is for repairs to Coffey Two Well. The project is for \$427,000 and qualifies for 25% or \$106,750 in principal forgiveness and a 2% interest rate on the remaining \$320,250 of loan. The Village also received \$190,000 in a Severance Tax Bond for this project.

Alternatives: N/A

1) **Financial Impact and Review:**

Financial Impact: Yes

Budgeted Item: __yes __no

Funding Source: Water

Finance Department Comments and Review:

We may choose to pay this off if the funds are available.

[Signature]
Finance Directors Signature

2) **Attached Documents:** Resolution 2016-40

3) **Staff's Recommended Motion:** Motion and second to approve Resolution 2016-40 for the Drinking Water State Revolving Fund Loan for Coffey Two Well.

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

Approval: P **Disapproval:** _____ **other:** _____

Manager's Comments:

Signature:

Jerry Perlow for Marissa Infante

RESOLUTION NO. 2016-40

AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY

WHEREAS, the Village of Angel Fire (“Borrower”) is a qualified entity under the Drinking Water State Revolving Loan Act, Sections 6-21A-1 et seq., NMSA 1978 (“Act”), and the Village of Angel Fire (“Governing Body”) is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Borrower and the public; and

WHEREAS, the New Mexico Finance Authority (“Authority”) has instituted a program for financing of projects from the Drinking Water State Revolving Loan Fund created under the Act, and has developed an application procedure whereby the Governing Body may submit an application (“Application”) for financial assistance from the Authority for drinking water projects; and

WHEREAS, the Governing Body intends to undertake acquisition, construction and improvement of Coffey Two Well the (“Project”) for the benefit of the Borrower and its citizens (or members as applicable); and

WHEREAS, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE Village of Angel Fire:

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing Body and the officers and employees thereof directed toward the Application and the Project, be hereby ratified, approved, and confirmed.

Section 2. That the completed Application submitted to the Governing Body be hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled, and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 23 day of August, 2016.

GOVERNING BODY

By _____

Authorized Officer

(Seal)

ATTEST:

Authorized Officer

COUNCIL AGENDA ITEM

STAFF RECOMMENDATION

MEETING DATE: August 23, 2016

TO: Mayor / Council and Village Manager

FROM: Tracy Orr

SUBJECT: Approve Notice of Intent to Apply to the Water Trust Board for the Village of Angel Fire Water Tank Repairs in the amount of \$1,688,750

Background/Facts : The Village of Angel Fire would like to apply for funding from the Water Trust Board for repairs to our water tanks in the amount of \$1,688,750 for the 2017 funding cycle. The Notice of Intent to Apply is due August 26, 2016. Water Tank Repairs are number 2 on our ICIP. It is listed on our ICIP as a phased project with Phase 1 including repairs, rehabilitation, or replacement for tanks 1, 2, 3, 4, 6, and 8. Phase 2 include tanks 5, 7, 9 and 10. The cost for Phase 1 of the project is approximately \$1,688,750. A Preliminary Engineering Report would have to be done for Phase 1.

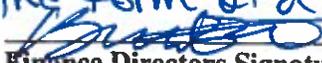
Alternatives: N/A

1) Financial Impact and Review:

Financial Impact: Yes
Budgeted Item: yes X no
Funding Source: Water

Finance Department Comments and Review:

The Village will need to pay 20% or \$337,750 in Grant Match. This can be in the form of a loan. It will not affect FY17 budget.


Finance Directors Signature

2) Attached Documents: Notice of Intent to Apply for Water Project Funds and the Water Trust Board Timeline

3) Staff's Recommended Motion: Motion and Second to approve the Notice of Intent to Apply to the Water Trust Board for repairs to our water tanks in the amount of \$1,688,750.

4) Village Manager's Recommendation:

Approval: ✓ Disapproval: _____ other: _____

Manager's Comments:

Signature: 

NOTICE OF INTENT TO APPLY FOR 2017 WATER TRUST BOARD FUNDING

This Notice of Intent (“NOI”) serves as i) notification of the Applicant’s desire to apply for Water Trust Board (“WTB”) funding for the 2017 cycle, and ii) the initial step of the registration process to access the New Mexico Finance Authority’s (“NMFA”) online application and account system, EnABLE (“EnABLE”) for WTB funding. WTB funding applications may only be submitted via EnABLE.

Registration involves completing this NOI and identifying the individual who will be the Primary Contact for submitting the application. The Primary Contact, upon completion of the registration process, will be empowered to create additional users for the EnABLE application system who will have access to the Applicant’s EnABLE account. Through this NOI, the applicant may also request access for up to two designated consultants who may assist in the application and upload documentation. Access for additional consultants may be requested through WTBAdmin@nmfa.net. Upon receipt of a properly completed NOI, the NMFA will send, by email, confirmation of our acceptance of your registration, and, if applicable, our acceptance of the registration of any consultant to use EnABLE, along with an assigned User name and temporary Password. The Primary Contact will also be provided instructions on how to create additional users for the EnABLE system. To access EnABLE, a user will be asked to submit a correct User Name and Password, as well as acknowledge certain terms of use.

I. Applicant Information:

Applicant Name:		Village of Angel Fire	
Applicant Mailing Address		PO Box 610	
City	Angel Fire	County	Colfax
State	New Mexico	Zip	87710
Phone	575-377-3232	E-mail	atorres@angelfirenm.gov

Applicant Primary Contact (Authorized to submit application and create and manage EnABLE users)			
Primary Contact Name		Amos Torres	
Primary Contact Title		Public Works Director	
Phone	575-377-3232	E-mail	atorres@angelfirenm.gov

Consultant Authorized to access EnABLE application system		Carl Abrams	
Consultant's Title		Project Manager	
Consultant's Firm		HDR, Inc.	
Mailing Address		2155 Louisiana Blvd NE Suite 9500	
City	Albuquerque	County	Bernalillo
State	New Mexico	Zip	87110
Phone	505-830-5455	E-mail	carl.abrams@hdrinc.com

Consultant Authorized to access EnABLE application system		Tracy Orr	
Consultant's Title		Projects and Grants	
Consultant's Firm		Village of Angel Fire	
Mailing Address		PO Box 610	
City	Angel Fire	County	Colfax
State	New Mexico	Zip	87710
Phone	575-377-3232	E-mail	torr@angelfirenm.gov

Date of Governing Board's Adoption or Expected Adoption of Resolution Authorizing the Submission of an application to the Water Trust Board. Please note that the resolution is due with the application on October 3, 2016. Applicants needing additional time to work through their governing body approval process may submit the draft resolution with the application and receive an extension to November 1, 2016.

II. Project Information

Project Name:	Water Tank Rehabilitation	
Amount Requested	\$1,688,750	
Project Type:	Check <u>one</u> that applies	
Water Storage, Conveyance and Delivery		X
Watershed Restoration and Management		
Endangered Species Act Collaborative		
Flood Prevention		
Water Conservation or Treatment, Recycling or Reuse		

III. Project Description

Brief Project Description:

Phase 1 of this project consists of rehabilitation and/or replacement of six welded steel water storage tanks (tank #1, 2, 3, 4, 6 and 8) totaling 1,025,000 gallons. The tanks needing replacement have exceeded their life expectancy of 30 to 60 years (EPA publication EPA 816-R-03-16). Oxidation/rusting, blistering, rust noduling and delamination on the sheet metal roof, walls and floors are evident in the October 2011 tank inspection reports performed by Diving Services of Littleton, Co. There are visible water leaks and corrosion of sheet metal. Rehabilitation will address safety issues with new exterior ladder cages, roof hatch locking mechanisms, man-way hinges, interior ladders and vent screens; sanitary issues to add inlet piping standpipes to prevent short circuiting, overflow piping and interior coating systems. Replacement will provide new facilities to address safety and sanitary issues in addition to conserving potable water by eliminating leaking tanks and conserves energy by reducing energy consumed from the grid to deliver water. Provisions for water level indicators, transducers and gauges as applicable, and SCADA controls will be incorporated into the construction to improve operation of the system. Upon completion, the project will:

- 1) Improve water quality by minimizing water contamination from corroding materials
- 2) conserve potable water by eliminating leaks
- 3) provide reliable storage for 2-days or more time of no production
- 4) provide protection to the public health and safety by having safe stored potable water
- 5) prevent more eminent repairs, thereby allowing the Village to utilize their limited resources on other aspects of their system.

IV. Declaration of Project Urgency

Section 1.3 of the Water Trust Board Project Management Policies provides additional consideration to projects that are considered Urgent. Does your project meet any of the following definitions of Urgent (check all that are applicable) and attach evidence of the determination from a Cabinet Secretary or designee.

Public health threats: projects that address existing and imminent public health threats resulting from waterborne disease outbreak and inadequate water supply Yes No

Safe Drinking Water Act Compliance: projects that address existing and imminent threats resulting from acute and chronic risk contaminants. System must demonstrate that it has received three violations in the past year. Yes No

Wildfire public safety: watershed projects that modify or break up fuels in such a way as to lessen catastrophic fire and its threat to public safety and damage to property? Yes No

Dam safety: projects that correct safety deficiencies identified by the Office of the State Engineer and restore dams to a satisfactory condition Yes No

Does your project address other conditions declared an emergency by the Governor of New Mexico or by a Cabinet Secretary of a state agency? Yes No

V. Acknowledgement:

I have reviewed a copy of the Water Trust Board Project Management Policies Revised and Restated as of July 6, 2016. I understand that I will be invited to make a brief presentation regarding the application to the Water Trust Board at its meeting held on November 2nd and/or November 3rd, 2016.

I certify that:

I have the authority to designate a Primary Contact who will be authorized to submit an application via EnABLE;

the identified Primary Contact will have authority and ability to enroll local users to use EnABLE;

I have the authority to allow identified consultants to access to EnABLE; and

To the best of my knowledge, all information contained in this NOI is valid and accurate.

By: _____ Title: **Mayor**
(highest elected official or Authorized Officer)

Print Name **Barbara Cottam** Date: _____

Date*	Activity	Task
2016		
July 6	WTB Meeting	Approval of amended policies and 2017 application cycle timeline
August	Application Workshops	NMFA staff workshops/trainings for the 2017 application cycle
August 8 – August 26	Notice of Intent	Applicant Notice of Intent to Apply for Water Project Funds due to WTBAdmin@NMFA.net
September 6	Project Application	On-line Project Application <u>opens</u> September 6, 2016
September 14	Agenda Requests for September 28 WTB meeting	<u>Deadline</u> to submit any request for consideration of inclusion on September 28 WTB meeting agenda.
September 28	WTB Meeting	WTB Business
October 3	Project Application	<ul style="list-style-type: none"> On-line Project Application <u>closes</u> October 3, 2016; <u>Deadline</u> for preliminary spend down or waiver request for preliminary spend down
October 12 – November 9	Application Evaluations	Technical Evaluation of Applications
October 14	Agenda Requests for November 2 WTB meeting	<u>Deadline</u> to submit project presentation materials
November 2 & 3	WTB Meeting	<ul style="list-style-type: none"> Project Presentations Waiver Considerations
November 14	Agenda Requests for November 30 WTB meeting	<u>Deadline</u> to submit any request for consideration of inclusion on agenda.
November 30	WTB Meeting	<ul style="list-style-type: none"> Approval of projects recommended for Legislative Authorization; Notice of applicants moving forward to Readiness Application
December 15	Readiness Application	On-line Readiness Application <u>opens</u> December 15, 2016
2017		
January 26	Readiness Application	On-line Readiness Application <u>closes</u> January 26, 2017
February 27	Non-Compliance Notifications	Applicants notified of non-compliance items (pass/fail)
March 16	Policy/Regulatory Compliance Deadlines; Agenda Requests for April 26 WTB meeting	<ul style="list-style-type: none"> <u>Deadline</u> to meet regulatory and/or policy compliance requirements or <u>deadline</u> to submit waiver requests from regulatory or policy compliance; <u>Deadline</u> to submit any requests for consideration of inclusion on agenda.
April 26	WTB Meeting	Policy Waiver Recommendations
April 28	Agenda Requests for May 10 WTB Meeting	<u>Deadline</u> to submit any requests for consideration of inclusion on agenda.
May 10	WTB Meeting	Final funding recommendations to NMFA Board of Directors
May 25	NMFA Meeting	Final Approval of WTB Awards
May 26	Award/Readiness to Proceed (RTP)	Award letters sent out outlining required RTP items needed to secure funding