CITY OF SANTA FE

"REQUEST FOR PROPOSALS"

Fiscal Agent Services

RFP #<u>'17/43/P</u>

PROPOSAL DUE:

May 1, 2017 2:00 P.M.

PURCHASING OFFICE - CITY OF SANTA FE 2651 SIRINGO ROAD BUILDING "H" SANTA FE, NEW MEXICO 87505

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REQUEST FOR PROPOSALS

PROPOSAL NUMBER '17/43/P

Proposals will be received by the City of Santa Fe and shall be delivered to the City of Santa Fe Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505 **until 2:00 P.M. local prevailing time, May 1, 2017.** Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

FISCAL AGENT AND PAYROLL AGENT SERVICES

The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for sixty (60) days subject to action by the City. The City reserves the right to reject any of all proposals in part or in whole. Proposal packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico, 87505 Phone: (505) 955-5711.

Received by the Santa Fe New Mexican Newspaper on: 03/24/2017

To be published on: 03/30/2017

Received by the Albuquerque Journal Newspaper on: 03/24/2017

To be published on: 03/30/2017

PROPOSAL SCHEDULE

RFP # '17/43/P

1. Advertisement: March 30, 2017

2. Issuance of RFP: March 30, 2017

3. Receipt of proposals:

May 1, 2017 at 2:00 p.m. MST

Purchasing Office

2651 Siringo Road, Bldg. "H" Santa Fe, New Mexico 87505

(505) 955-5711

4. Evaluation of proposals: May 8, 2017

5. Interviews: May 15 & 16, 2017

6. Recommendation of award

to Finance Committee: June 5, 2017

7. Recommendation of award

to City Council: June 14, 2017

DATES OF CONSIDERATION BY FINANCE COMMITTEE AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.

INFORMATION FOR PROPONENTS

1. RECEIPT OF PROPOSALS

The City of Santa Fe (herein called "City"), invites firms to submit **one original and eight (8) copies** of the proposal. Proposals will be received by the Purchasing Office, until 2:00 p.m. local prevailing time, May 1, 2017.

The packets shall be submitted and addressed to: Purchasing Office, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time. "Overnight delivery" will be determined to be non-responsive if delivered late, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m.

The outside of the envelope should clearly indicate the following information:

Proposal number: '17/43/P

Title of the proposal: Fiscal Agent Services

Name and address of the proponent:

Any proposal received after the time and date specified shall not be considered. No proposing firm may withdraw a proposal within 60 days after the actual date of the opening thereof.

2. PREPARATION OF PROPOSAL

Vendors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

This request for proposal may be cancelled or any and all proposals may be rejected in whole or in part, whenever the City of Santa Fe determines it is in the best interest of the City.

3. ADDENDA AND INTERPRETATIONS

No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretations should be in writing addressed to: Purchasing Officer, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico, 87505 and to be given consideration must be received at least (5) days prior to the date set for the receiving of proposals.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be delivered to all prospective firms not later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

4. LAWS AND REGULATIONS

The proposing firm's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the contract throughout. They will be deemed to be included in the contract the same as though herein written out in full.

5. METHOD OF AWARD

The proposal is to be awarded based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. The selection committee may interview the top three rated proponents; however, contracts may be awarded without such interviews. At its discretion the City reserves the right to alter the membership or size of the selection committee. The City reserves the right to change the number of firms interviewed.

6. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

7. LOCAL, RESIDENT AND VETERANS PREFERENCE

INTENT AND POLICY

The City recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, manufacturers and contractors from outside the State of New Mexico. The underlying policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att'y Gen. No. 69-42). The City also has adopted a policy to include a local preference to those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

APPLICATION FOR LOCAL PREFERENCE

For the purposes of this section, the terms "resident business" and "resident manufacturer" shall be defined as set out in Section 13-1-21 NMSA 1978; the term local as applied to a business or manufacturer shall mean:

Principal office and location must be stated: to qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County geographic boundaries. The business location inserted on the form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.

The PREFERENCE FACTOR for resident and local preferences applied to bids shall be .95 for resident and .90 for local. The preference for proposals shall be 1.10 for local.

New Mexico Resident Veteran Business Preference: New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a "resident veteran business". Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the offeror to provide evidence of annual revenue and other evidence of veteran status.

An offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix E.

If an offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded.

The local preference or resident business preference is not cumulative with the resident veteran business preference.

<u>Proposals for Goods and Services.</u> When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of that proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposals are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

<u>Qualifications for Local Preference.</u> The Purchasing Office shall have available a form to be completed by all bidders/proponents who desire to apply for the local preference as a local business. The completed form with the information certified by the offeror must be submitted by the bidders/proponents with their bid or proposal to qualify for this preference.

<u>Limitation.</u> No offeror shall receive more than a 10% for local preference pursuant to this section on any one offer submitted. A bidder may not claim cumulative preferences.

<u>Application</u>. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involved and the award requirements of the funding prohibit resident and/or local preference(s). This shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.

<u>Exception.</u> The City Council at their discretion can approve waiving the Local Preference requirements for specific projects or on a case by case basis if it is in the City's best interest to do so.

8. PROTESTS AND RESOLUTIONS PROCEDURES

Any proponent, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

SPECIAL CONDITIONS

1. GENERAL

When the City's Purchasing Officer issues a purchase order document in response to the vendor's bid, a binding contract is created.

2. ASSIGNMENT

Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the City Purchasing Office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

3. VARIATION IN SCOPE OF WORK

No increase in the scope of work of services or equipment after award will be accepted, unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the City or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified elsewhere in the contract documents.

4. DISCOUNTS

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods or services. The Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

5. TAXES

The price shall include all taxes applicable. The City is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

6. <u>INVOICING</u>

Refer to Minimum Required Services, Section 12.

7. METHOD OF PAYMENT

Refer to Minimum Required Services, Section 12.

8. DEFAULT

The City reserves the right to cancel all or any part of this order without cost to the City if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the City due to the vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and with the fault or negligence of the vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of the State or of the Federal Government, the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the City shall determine that the suppliers or services to be furnished by the subcontractor are obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the City are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

9. NON-DISCRIMINATION

By signing this City of Santa Fe bid or proposal, the vendor agrees to comply with the President's Executive Order No. 11246 as amended.

10. NON-COLLUSION

In signing this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

OVERVIEW OF CURRENT CITY FISCAL AGENT SERVICES '17/43/P

INTRODUCTION

The City of Santa Fe, New Mexico is requesting proposals to provide fiscal agent services. The City requires a depository that is fiscally strong, has a user-friendly online banking system and is able to provide the minimum required services on an uninterrupted basis. All qualified institutions, as defined below, are invited to submit a proposal.

The existing service agreement is for a four year term. The new service agreement will also be for a four year term. The City's existing fiscal agent contract expires December 31, 2017. This RFP is being undertaken with the goal of reaching a decision by June 30, 2017. Should the City decide to change fiscal agents, this will provide six months in which to plan and execute a seamless transition. With most of the City's banking activity occurring online, a smooth transition is critical.

All existing City accounts, their inter-relationships, and the bank services provided represent the minimum service level required of all banks responding to this RFP. If the responding bank proposes to provide identified services through a different method, this should be clearly identified in the response to the RFP. If the responding bank intends for any of the accounts and services to be provided by an external third party, this must be clearly stated in the response to the RFP along with the name of the third party. All requirements made of the fiscal agent via the final fiscal agent agreement will extend to any such third party.

Banks responding to this RFP must be able to demonstrate a capacity to meet the City's requirements as stated. Since the City makes daily deposits and has other direct interactions with the bank, responding banks are requested to have at least one (1) branch reasonably close to downtown to provide convenient physical access to the City, and preferably at least one (1) additional branch somewhere towards the southwest side of Santa Fe for other cash needs.

FEES AND CHARGES

The City reserves the right to utilize either a fee or compensating balance basis (or a combination of each) for payment of services under the agreement. Regardless of the payment basis, a report of fees and charges is required monthly.

All item and account charges will remain at the proposal price quoted during the four (4) year term, regardless of changes in service volumes during the period. As a frame of reference in negotiating fees, the City reserves the right to use the Western Region CPI as a general indicator of regional price movements. Any fee requests exceeding this will need to be justified by the bank.

OVERVIEW

The City Finance Department handles all banking, treasury and investment activities as well as accounts receivable, accounts payable, payroll, and financial reporting functions. The Finance Director is responsible for managing the department and reports to the City Manager. All accounts have three signatories – the Finance Director, the Assistant Finance Director, and the Treasury Officer. The Treasury Officer and the Assistant Finance Director will be primarily responsible for managing this agreement. A list of City personnel authorized to conduct business with the bank on behalf of the City, including those authorized to sign checks, will be provided following signing of the agreement. The bank is to provide the City with a similar list of authorized personnel. The attachment "Account Structure and Services" lays out the current account relationships and the online services for the related accounts. Several stand alone accounts exist for special purposes.

As of December 31, 2016, the City held \$225 million in cash and investments, of which 95% was held by the fiscal agent. Sample statements for December accounts are attached for reference.

1. Accounts

The City currently maintains a savings account, checking accounts, trust accounts, and credit cards as shown in the attachment "List of Accounts and Credit Cards". This attachment shows stand alone accounts and related accounts along with associated subaccounts and merchant accounts. The City also maintains additional but separate certificates of deposit at other banking institutions. The agreement resulting from this RFP will in no way bind the City to maintain all bank accounts with the sole fiscal agent. Additionally, proponents may respond to a portion of banking services outlined in the RFP.

Each morning the City reviews an online daily summary report showing the available balances in all accounts, with the investment account reviewed separately. This is used to determine the cash management needs for the day.

The Common, Payroll and Accounts Payable accounts serve as the primary operating accounts. Incoming deposits sweep to Common from Cashier, Utilities, Credit Card, and Wire Deposit accounts. Outgoing payments occur in Accounts Payable, Payroll, and the Electronic Outgoing accounts. Accounts Payable pulls from Common, but Payroll and Outgoing do not and require manual transfers. Approximately 88% of the dollar volume of activity in the Common account is tied to the overnight Sweep Account. The totals of January through December 2016 transactions for major revenue and expense accounts are as follows:

- Cashiers \$50.4 million
- Utilities \$30.8 million total: lockbox \$20.5 million, electronic and bank credits \$10.3 million
- Credit Card \$13.3 million
- Wire Deposit \$127.6 million
- Accounts Payable \$132 million
- Payroll \$80.2 million
- Outgoing Wires \$126 million

2. Sweep Account

Funds in the Common account are swept daily into an automated overnight sweep account. Currently the overnight sweep account is a government repurchase agreement account at the fiscal agent that is collateralized to 102% for which collateral reports are pulled and verified daily. (See "Collateralization".) Other options may be proposed in the RFP for the sweep account function as long as they meet the requirements of the State for municipalities and the City's Council Approved Investment Policy is attached.

3. Savings Account

The primary savings account holds funds that are not immediately needed in the common account and that are not invested in securities or other external bank accounts. It is also used to accumulate funds to make the semi-annual payments which are approximately \$7 million paid prior to December 1st and approximately \$24 million paid prior to June 1st.

Peak Period

The City's peak period for cash outflow extends from late May through June 30th each year, during which the City expends approximately \$40 million between debt service, payroll and accounts payable. Collateralization needs to be properly maintained at all times. (See Collateralization.)

5. Stand Alone Accounts

- a. General Liability on which claims are handled and checks are written by a third party;
- b. Worker's Compensation on which claims are handled and checks are written by a third party;
- c. Escrow used occasionally for water rights purchases (once a year or less);

- Restricted Cash comprised of the deposits and withdrawal functions of bond covenants and utilities, used at the end and the beginning of the City's fiscal year;
- e. Investment Account a primary account for most securities transactions.

On December 31, 2016 the City held the following in its primary investment account:

Federal agency securities (par) \$ 70,000,000
 GNMAs (par) \$ 3,000
 Municipal bonds (par) \$ 2,500,000
 Cash \$ 60,000,000

- The City holds a number of callable securities which may or may not be called, and may or may not be reinvested.
- The investment account is currently comprised of prime and government money market accounts capable of holding both cash and securities. The City requires the investment accounts be held at the fiscal agent and not a brokerage subsidiary of the bank.
- The City periodically transfers funds online from either savings or common to the investment accounts or from the investment accounts back to common or savings.
- All information provided on the attached monthly investment account statements is required at a minimum. The monthly statement and all information contained therein are to be available online. All trades both in and out of the account, interest, accrued interest, and other related transactions are in real time online for daily monitoring and entry into the City's general ledger. Additional information available online includes total par value, individual security ratings, daily asset distribution, daily pending transactions including purchases, maturities, GNMA pay downs, interest, reconciliation of assets by month end, and other information as appropriate.
- All investments are made by the City's Treasury Department. Trade tickets are forwarded to the bank directly from staff, which include

the relevant trade details including: trade date, settlement date, par amount, price, CUSIP, issuer.

 All fees pertaining to the investment accounts must be noted on the pricing form.

6. Computer Interface

The bank needs to be able to interface services with the following City computer hardware and software. Current direct interactions are listed below.

- a. The City uses an AS400 computer system with an OS400 operating system and the J.D. Edwards Enterprise One Financials. The server uses the Microsoft Windows Suite, versions 2010 to 2016. Desktops use the Microsoft Windows Suite, versions 7 through 10.
- b. The City sends the Payroll direct deposit and Accounts Payable ACH payments in an ACH flat file.
- c. Files the City receives for e-payments are ACH flat files based on predefined file specifications to coordinate with the City's system.
- d. The City owns eleven (11) merchant terminals, Ethernet based, bank provided.
- e. Interactions:
 - i. Payroll The City downloads the Payroll ACH direct deposit file and the positive check file to the fiscal agent bank through secure transmission. The bank sends a CD-rom of cancelled checks for each month. Images are available online up to 7 years. If there are positive pay exceptions and the City does not take online action, they pay by default.
 - ii. Accounts Payable The City downloads the Accounts Payable ACH direct deposit file and the positive check file to the bank through secure transmission. The bank sends a CD-rom of cancelled checks for each month. Images are available online up to 7 years. If there are positive pay exceptions and the City does not take online action, they pay by default.

iii. Accounts Receivable -

 The City has lockbox services to receive checks for utility and ambulance statements. The fiscal agent has a courier pick up the checks from the Pacheco Street post office in Santa Fe. Lockbox service is based on processing centers and subject to change based on third party vendors and lockbox processing. The City is sent electronic data files to upload to its customer accounts. Approximately 38,000 utility bills and 600 ambulance bills are printed and mailed out monthly by third parties.

 The City accepts various sources of e-payments. Information from some sources is pulled by the fiscal agent bank via EDI to credit the City's bank account. The City receives an electronic file for upload to its customer accounts.

7. Separate Agreements

- a. A separate agreement exists to handle general liability and worker's compensation claims and outgoing check payments. A list of authorized signatories for these two accounts will be provided to the bank at the time of the signing of the agreement, whenever the City's signatory list is updated, or as changes to either of these two accounts occur.
- b. A separate agreement currently exists for courier services. This agreement provides services as needed and involves daily pickups of cash, currency and checks from thirteen (13) City locations for transport to the fiscal agent bank. The City locations are as follows:
 - i. SFSWMA, 149 Wildlife Way, Monday through Saturday.
 - ii. Genoveva Chavez Center, 3221 Rodeo Road, Monday through Friday.
 - iii. MRC, 205 Caja del Rio Road, Monday through Saturday.
 - iv. Water Utility, 801 W. San Mateo Road, Monday through Friday.
 - v. City Hall, 200 Lincoln Avenue, Monday through Friday.
 - vi. Parking, 500 Market Street, Suite 200, Monday through Friday.
 - vii. Transit, 2931 Rufina Street, Monday through Friday.
 - viii. Transfer Station, 2600 Buckman Road, Monday through Saturday.
 - ix. Fort Marcy, 490 Washington Avenue, Monday through Friday.
 - x. Salvador Perez, 601 Alta Vista, Monday through Friday.
 - xi. Bicentennial Pool, 1121 Alto Street, Monday through Friday. Open early June through early September.
 - xii. Municipal Court, 2511 Camino Entrada, Monday through Friday.
 - xiii. Police Dept. HQ, 2515 Camino Entrada, Monday through Friday.

Occasional holidays and special weekend requests will alter the schedule. The service provider must then vault the bags collected and hold them for deposit on the next business banking day.

Under the current arrangement, the courier delivers the coin bags directly to Brinks, which handles the fiscal agent bank's coin-counting function. Checks and currency are delivered to the fiscal agent bank vault. The bank's internal units complete the processing and verifying of the deposit to the City's account.

- c. The City uses a third party collection agency for collections of delinquent accounts.
- d. For securities purchases, the bank receives the trade confirmations and makes sure the securities are correctly deposited as designated into the City's investment account. Actual settlement date accounting is used for securities settlements.
- e. The City has a separate paying agent agreement for handling of the City's bonds, payments, bond escrow accounts, and the like.

8. Collateralization

City funds are public funds and require collateralization in accordance with NMSA 6-10-16 and as further delineated by the City's Investment Policy, attached. Funds not swept into an overnight sweep account which exceed FDIC insurance coverage must be collateralized. All securities pledged to the City must be held in the City's name, by an independent third party institution outside the bank, its holding company, affiliates, or subsidiaries. Collateralization requirements are further discussed under Scope of Work.

SCOPE OF SERVICES '17/43/P

The responding bank must address all sections and all items included under Scope of Services or the proposal submitted will be considered non-responsive. At a minimum, all items listed as "Answer all of the following" under each section are required to be addressed in the order presented. If an item listed under "Answer all of the following" is not applicable or not offered, please answer accordingly. Do not skip any items. Additional information may be submitted in the appropriate section.

BANK QUALIFICATIONS

As noted previously, the City requires a depository that is fiscally strong, has a user-friendly online banking system and is able to provide the minimum required services on an uninterrupted basis. The City would prefer that the total of the City's assets held at the fiscal agent bank constitute less than 10% of the bank's total assets. As of December 31, 2016, cash and investments held at the City's fiscal agent bank totaled \$210 million.

Answer all of the following:

- 1. Does the bank possess the capability of serving the City with the minimum required banking services contained in this RFP? Yes or No.
- 2. Describe the bank's experience handling government accounts and public funds.
- 3. In order to fulfill the City's fiduciary responsibility to protect public funds, each bank submitting a proposal is to provide:
 - a. An audited annual financial statement for the most recent fiscal period.
 - b. The bank's most recent quarterly New Mexico Financial Institution State Deposits Quarterly Report, including the Risk Assessment information.
 - c. Provide the bank's Community Reinvestment Act (CRA) rating as stated by the Federal Financial Institutions Examination Council (FFIEC). The bank may provide a written response regarding the rating received.
 - d. Explanations of the bank's efforts to resolve items of concern that have been raised as part of recent ratings posted by bankrate.com and bauerfinancial.com, including Federal regulatory concerns or restrictions.
 - e. A statement regarding any recent or foreseen merger or acquisition.
 - f. Information about the stability of the bank's overall leadership, as well as that of the bank's divisions and representatives that it proposes to service the City.
- 4. Describe the bank's philosophy and approach to satisfying the City's banking and customer service requirements.
 - a. What is distinctive about the bank's approach to customer service?
 - b. List customer products or services not currently offered but that are planned or are in the process of being implemented that may be of interest

to the City now or in the future. (Further detailed information on any such items is to be included under Additional Services.)

- 5. List references from at least three of the bank's current, comparable governmental clients. Include the length of time under contract, contact person, address and telephone number, and the nature of the service provided. Be sure this information is current.
- 6. Provide a proposed timeline for implementation of the agreement including the timeline activities and the direct responsibilities of the City and the bank.
- 7. Provide a copy of <u>all</u> agreements (whether referenced in this RFP or not) which will be required by the bank to be executed and included with the City's professional services agreement. Any changes required on the bank agreements will be made and agreed upon before award of the City's agreement. (Each of the five copies and the master copy require complete attachments.) Please note that according to New Mexico state law, the City of Santa Fe, as a municipality and a local public body, cannot agree to indemnify others so please do not include any indemnity/hold harmless language in these agreements.
- 8. Confirm that the responding bank is prepared to provide the City with temporary access to all online customer services as a required and critical part of the City's selection process. The City will arrange dates with selected responding banks to review online services after the RFP responses are received, as part of the interviews.
- 9. Provide the following information on the account representative(s) to be assigned to handle the City's accounts and services.
 - a. Provide the name and title of the proposed account representative(s) and a short description of the individual's experience with the bank, other related experience and education. If the operational accounts and investment accounts are in different areas in the bank, a second bank account representative may be assigned.
 - b. Provide the name and title of the backup representative(s) and a description of their experience with the bank, other related experience and education.
- 10. Provide a signed statement that all City cash and investments will be held separate from the bank's assets and from the bank's other clients.
- 11. Provide proof of current standing as an eligible public depository.
- 12. Provide a copy of the annual financial report for the past two (2) years. The bank will be required to submit its annual financial report for each year of the contract.
- 13. Identify key measures of the bank's financial strength (ie: earnings, liquidity, capital ratios, credit ratings, asset quality, sensitivity to market risk, deposits and loans).

- 14. Provide the bank's disaster recovery plan (back-up sites and system back-up process).
- 15. Provide the bank's policy regarding computer and account hacking.
- 16. Have you ever had client/account holder information compromised? Please explain.
- 17. Describe the incentives offered by the bank for employee transition or retention.
- 18. Provide any other information the City should know about the bank not previously addressed.

PRICING

There are two pricing forms: a pricing detail form and an annual pricing form in an EXCEL file.

The pricing detail form is based on AFP (Association of Financial Professionals) codes and when completed it is to include all individual services to be provided in response to this RFP. All items listed on the pricing detail form represent current City services and are required to be addressed. If not applicable or not available, mark accordingly. Failure to respond to all required items will result in the proposal being deemed non-responsive. Bank pricing sheets will not be accepted in lieu of the pricing forms. Any pricing requested in this RFP that is inadvertently not shown on the pricing detail form should be added on the pricing detail form under "Other" with the Scope of Services item referenced and the AFP code if applicable.

Any and all fees for Other Services proposed, or for which information is requested that is not included in the pricing form, is to be identified on the pricing detail form in the space provided at the end of the form for "Other", with the appropriate AFP code inserted if applicable.

2. The annual pricing form is to provide a total four-year cost proposal on an annual not-to-exceed basis to be used in the professional services agreement.

This is a four (4) year service agreement. Fees and service charges included in the successful proposal shall remain in effect for the four-year period; however, any Federal Reserve service charge increase may be passed along to the City upon thirty (30) day written notice. Note the current Federal Reserve service charge on the pricing form if it is currently passed on. Should new services be required during the agreement period not contemplated by the RFP, those services will be provided at fees not more than the bank's then current published rate. Any changes in the fees will be negotiated and approved by the City in writing.

Answer all of the following:

1. Provide a signed written statement in which the bank attests that it understands and agrees with the following:

- a. Pricing will remain at the proposal price quoted during the four (4) year term, regardless of changes in service volumes during the period: Yes or No.
- b. Any changes in fees will be negotiated and must be approved by the City in writing: Yes or No.
- c. As a frame of reference in negotiating fees, the City reserves the right to use the Western Region CPI as a general indicator of regional price movements. Any fee requests exceeding this will be justified by the bank: Yes or No.
- 2. Confirm that the pricing forms have been filled out in their entirety, for every service requested and proposed, and attached to the proposal.

MINIMUM REQUIRED BANKING SERVICES

1. Consolidated Account Structure with Sweep Mechanism

The City currently has a number of zero balance accounts that roll to the Common account at the end of each day at Mountain Standard Time (MST), as shown in the attachment, "Account Structure and Services". The City requires an overnight automated sweep account.

Answer all of the following:

- a. Can the bank provide zero balance accounts that will sweep into a single primary account? Yes or No.
- b. Can the bank provide an overnight automated sweep account for the primary account? Yes or No.
- c. Discuss the account structure proposed for the City.
- d. Present viable alternatives for the overnight automated sweep account function in line with State statute and the City's Investment Policy.
- e. Fully describe each appropriate sweep alternative, with the most cost effective option presented first. Include current interest rates and method of interest payment.
- f. If the sweep account is external to the bank, provide the full name, identifying CUSIP and prospectus.
- g. Describe how the sweep activity will be reported on a daily online basis.
- h. If collateral is required, describe how this will be addressed.
- i. Provide any additional information the City should know.

2. <u>Interest and Other Earnings</u>

The City currently receives an earnings credit to offset monthly bank fees and earns interest on other operating and investment accounts held with the fiscal agent. It is understood that past interest rates are no guarantee of future rates.

Answer all of the following:

- a. Does the bank provide an earnings offset against the bank fees? Yes, No.
- b. Does the bank pay interest on other accounts? Yes or No. If yes, on which types of accounts? Provide current interest rates.
- c. If the City chooses to use compensating balances, how is the income calculated? Please explain the methodology employed.
- d. Provide a 12 month schedule of interest rates paid for the period January through December 2016 on the attached "Interest History" form (EXCEL format), including the earnings credit and all accounts comparable to the City's existing accounts held at December 31, 2016.
- e. If different account types are proposed, include the same 12 months of interest information on the form and label it accordingly.
- f. Provide any additional information the City should know.

3. <u>Automated Cash Management Information Access</u>

Current online services include but are not limited to:

- Prior day summary balance reporting on all accounts
- ACH Fraud Filter services
- Sweep Account activity
- Positive Pay exceptions/images
- Account transfers, incoming and outgoing wire transactions
- ACH activity
- Lockbox activity
- Intraday activity and return item detail
- EDI payment detail
- Electronic utility payments
- ARP services
- Credit card activity
- Monthly statements and service invoices
- Trust activity
- Check returns, NSFs, images, search and related functions
- Self-administration function for allowing and changing City staff access

Answer all of the following:

- a. Does the bank provide online cash management services? Yes or No.
- b. Fully describe the bank's online service capabilities, listing individual services.
- c. Describe back-up provisions and procedures to the automated system in case of system unavailability so that service to the City remains uninterrupted.
- d. State access times and update times for daily information.

- e. State cut off times for outgoing wires.
- f. Submit samples of major online screens and reports available.
- g. Describe the bank's ability to interface the online banking system with the City's hardware and software specified earlier in this RFP.
- h. How many hours has the online system been inaccessible in the last six months?
- i. Is the online system proprietary or provided by a third party? If third party, what is the source?
- j. What training is available for City personnel who will be using the system?
- k. What self-administration functions are available to allow the City to control which employees have access to the various functionalities?
- I. Provide any additional information the City should know.

4. <u>Deposit Services – Coin, Checks, Incoming ACH</u>

Deposit services include but are not limited to the following:

- Services identified in the attached "Account Structure and Services".
- Occasional branch deposits into dedicated accounts.
- Deposits will consist of coin, currency and endorsed checks. The City requires same bank day credit in all cash (coin and currency) deposits. Coin is deposited loose in bags and will not be rolled.
- The City has a recurring need for strapped cash and coins from local branches.
- All deposits received by the bank's established deadline must be processed for same day credit. The bank will guarantee immediate credit on all incoming wire transfers, U.S. Treasury checks, ACH transactions, on-us items, and U.S. government security maturities, calls and coupon amounts.
- The City expects all checks to clear based on the bank's current published availability schedule, but any other availability policies are to be noted in the proposal. Failure to credit City accounts in a timely fashion will require interest payment reimbursement to the City at the then current daily Fed Funds rate.
- Returned items are re-deposited for collection automatically.
- The City uses lockbox services for utility and ambulance payments.

Answer all of the following:

- a. Do all local branches provide full deposit services, including coin counting, making change, currency conversion, etc.? Yes, No, or Limited. Explain.
- a. State the policy on cash deposits and availability through the bank. Clearly identify costs associated on the pricing form.

- b. Does the availability offered to the City differ from the published availability schedule? Does the bank offer expedited availability? Are any deposits or credits delayed?
- c. What is the bank's cut-off time to assure same day ledger credit? Where?
- d. When are credit/debit advices available to the City online?
- e. What type deposit bags are used? Required?
- f. Are dual verification security measures used on receipt of deposits?
- g. If provisional credit is given on deposit before verification, when does verification occur?
- h. Does the bank guarantee immediate credit on all incoming wire transfers, U.S. Treasury checks, ACH transactions, on-us items, and U.S. government security maturities, calls and coupon amounts?
- i. Include a list of all of the bank's deposit locations and alternatives within the City of Santa Fe corporate limits.
- j. Incoming ACH services:
 - i. Is ACH service online?
 - ii. Is the City able to initiate individual ACH transactions online?
 - iii. Are ACH addenda shown in their entirety online and on reports?
 - iv. Describe available ACH filters and blocks.
 - v. State data transfer alternatives, requirements and limitations.
 - vi. State the availability policy for debit and credit ACH transactions.

k. Lockbox services:

- i. Does the bank provide lockbox services? Yes or No.
- ii. Does the lockbox service include reporting and database access for all transactions? Yes or No.
- iii. Detail the mail pickup schedule and processing schedule of the lockbox operation.
- iv. Provide the location of the lockbox processing center.
- v. Provide examples of endorsements on the checks.
- vi. Provide examples of batch reports.
- vii. Provide pricing for electronic transmission of data to the City directly on the pricing detail form.
- viii. Provide the schedule of next day data availability.
- ix. Provide information on physical check availability or imaging process.
- x. Detail any supplemental costs the bank anticipates for the service and include on the pricing detail form.
- xi. Identify any costs related to billing format or content changes that may be required by the bank on the attached Utility and Ambulance bills, as relates to lockbox check processing.

I. Provide any additional information the City should know.

5. <u>Standard Disbursing Services – Checks and Outgoing ACH</u>

Standard disbursing services for all accounts are required to include the payment of all City checks without charge upon presentation. Checks are written on Payroll, Accounts Payable, General Liability, and Worker's Compensation accounts. Outgoing ACH payments are sent from Payroll for paycheck direct deposit on a biweekly basis, and from Accounts Payable on a weekly basis and occasionally more often. Volumes are available in "Account Analysis 12-Month History". Currently, certain pre-selected ACH draws come through the ACH fraud filter each month for City approval and processing; anything else coming through the ACH fraud filter is blocked by the bank. The City requires a pre-notification on all new addresses.

Answer all of the following:

- a. Does the bank provide multiple methods of processing disbursements from cash accounts? Yes or No. Explain.
- b. Is imaging of all checks available? Yes or No.
- c. Are there additional fees for special signature requirements such as dual signatures?
- d. Does the bank offer extended storage for checks? Describe periods and conditions.
- e. Does the bank return checks? Is there a cost for the return of checks?
- f. Outgoing ACH services:
 - i. Is outgoing ACH available? Yes or No.
 - ii. Is outgoing ACH information online?
 - iii. Is the City able to initiate individual ACH transactions online?
 - iv. Are ACH addenda shown in their entirety online and on reports?
 - v. Describe available ACH filters and blocks.
 - vi. Describe the online exception reporting for ACH.
 - vii. State data transfer alternatives, requirements and limitations.
 - viii. State the availability policy for ACH transactions.
 - ix. Does the bank routinely pre-note? Is the pre-note charged as a standard ACH transaction?
 - x. What is the deadline for transmission for payroll to credit employee accounts Friday?
- g. Provide any additional information the City should know.

6. Positive Pay

To safeguard against fraudulent checks, positive pay is currently used in the Payroll and Accounts Payable accounts. The City requires positive pay services with complete indemnification for fraudulent checks.

Answer all of the following:

- a. Does the bank provide positive pay? Yes or No.
- Is positive pay input (for manual checks) and exception handling available online? Yes or No.
- c. Describe the data transfer requirements or alternatives for check registers and individual checks (transmission requirements). How is information on individual manual checks created by the City and transmitted to the bank?
- d. How can check records be deleted by the City, if necessary?
- e. Are all checks, including those received by the tellers, verified against the positive pay file before processing? How often is teller information updated? If not verified, what are the process, liability, and security on OTC transactions?
- f. How and when (what time of day) is exception information reported to the City? What is the response deadline on exception elections?
- g. What options are available on default disposition for exceptions?
- h. What review elements are available?
- i. Provide any additional information the City should know.

7. Account Reconciliation

The City would like to use online full reconciliation for all cash accounts. Full reconciliation includes checks cleared, outstanding, stopped payment on, and cancelled.

Answer all of the following:

- a. Does the bank provide full online reconciliation services? Yes or No.
- b. Describe the bank's online full reconciliation services.
- c. Provide a sample copy of an online full reconciliation report.
- d. How soon are online full reconciliation reports available after the end of each month?
- e. How long are physical checks retained?
- f. Is extended storage available?
- g. Is the cost for full reconciliation services included in the pricing form?
- h. Provide any additional information the City should know.

8. <u>Wires and Funds Transfer Services</u>

Wires, both incoming and outgoing, as wells as internal funds transfers are to be real time. The City will require compensation for delays caused by bank errors at the day's Fed Funds rate.

Answer all of the following:

- a. Does the bank provide wire and fund transfer services?
- b. List the methods of wire initiation and monitoring available.
- c. Are there additional fees for initiation of online wires?
- d. Is a paper follow-up transaction required in addition to the online transaction?
- e. How will the bank notify the City of incoming wires? When?
- f. Describe the procedures to be used for repetitive and non-repetitive wires. Include a description of security provisions, PIN requirements, and back-up systems.
- g. What secondary or tertiary authorization features are available online? Is dual authorization required?
- h. Is future dating of wires available? How far in advance? For both repetitive and non-repetitive wires?
- i. State wire access times, posting times, and cut-offs.
- j. State the bank's policy on the use of ledger balances for outgoing wires in anticipation of daily security activity or incoming wires.
- k. Provide any additional information the City should know.

9. <u>Information Security</u>

Please explain your practices regarding fraud detection services and management including:

- a. account setup process, including password or biometric policy enforcement capabilities
- b. management process, including audit and accountability configuration
- c. real time detection services and capabilities

Please explain your encryption practices including:

- a. discuss the feature set of electronic signature and non-repudiation
- b. discuss security features sets to ensure encryption is enforced for bidirectional communications
- c. discuss web certificate requirements on both the servicer and client side
- d. discuss secure authentication and online session management to help prevent the theft of online credentials

Please provide a copy of your acceptable user policy.

10. Database Access

The City currently uses online services for researching all manner of transactions.

Answer all of the following:

- a. Does the bank provide an online database for all transactions? Yes or No.
- b. Explain what items are captured (checks, statements, deposit slips, deposited items, ACH transactions, etc.).
- c. Describe retrieval capabilities:
 - i. Are images available online?
 - ii. How long are images retained online?
 - iii. Is there an additional charge for extended online availability?
- d. What computer applications is this database compatible with?
- e. Is this database compatible with the City's computer applications identified previously?
- f. Provide any additional information the City should know.
- g. Provide an overview of the bank's security environment. Cover the physical and digital security and software safeguards in place to control access to funds transfer systems and client account information.
- h. Describe the backup and recovery capabilities in the event that the system is down and unavailable. What is the back-up process for continued day-to-day capabilities in this event?
- Describe the process and procedures for providing notification of changes/updates to technology.
- j. Will the bank provide IT resources to assist with file set-up, transfer, testing and issue resolution?
- k. Provide the bank's plans for education and training of City staff for the use of the bank's systems.

11. <u>Investments and Safekeeping Services</u>

Activity in the City's primary investment account is driven by changes in the financial markets. Calls on Federal agency bonds are unpredictable and cash balances vary depending on these call dates and the resultant settlement dates for purchases of replacements. Transactions in the reserve investment account are limited to interest deposits, withdrawals of fees, and annual (or less frequent) rollover of two securities.

Answer all of the following:

a. Does the bank provide investment account and safekeeping services (not in the brokerage side of the bank)? Yes or No.

- b. Does the bank post investment account transactions in real time? Yes or No. This includes purchases, calls, sales, maturities, interest, accrued interest, transfers in and out, etc.
- c. Describe the types and number of accounts available and suitable for meeting the needs of these two investment accounts.
- d. Does the bank lend securities? Will the bank lend out the City's securities?
- e. What government or prime money market funds are available? List any fees associated with using the various money market funds.
- f. Verify that the bank creates, maintains and retains all records relating to securities held in custody in the City's accounts to meet the requirements and obligations under generally accepted accounting principles.
- g. Verify that all securities will be held in the name of the City, that no cash or securities belonging to the City will be held in the name of the bank.
- h. Provide a sample monthly bank statement showing all information available for each type of suitable account.
- i. Verify that cut off for statements is the last day of each month and that statements will be available within five days of the end of each month.
- j. Describe the process for receiving and posting securities purchases, calls, maturities, and sales. What form of documentation is used?
- k. Verify that the bank takes possession of securities on a delivery vs. payment basis.
- I. List and describe online investment management and reporting services.
- m. Provide samples of available online reports. This should include daily and defined period transaction reports, as well as cash and asset reports for asset allocation and summary, assets by cost and/or market value, month end market values, reconciliation of assets, accrued income, bonds called, callable bonds, yields, bond ratings at month end, unrealized gains/losses, actual gains/losses, etc.
- n. Discuss the ability for the City to create additional reports as may be needed to manage its securities and overall investments.
- o. Verify that all of the City's cash and securities will be held separate from the assets of the bank and the bank's other clients.
- p. Define all of the associated account fees, whether they are paid directly by the City or drawn from the account, and how often they are expected to be paid. Enter all such fees on the pricing form with the corresponding AFP (Association of Financial Professionals) code if applicable.
- q. Provide any additional information the City should know.

12. Collateral Requirements

Authorized collateral must be pledged against the total time and demand deposits net of FDIC insurance in accordance with the Investment Policy. Collateral must comply with the investment policy.

If securities are used as collateral, the pledging bank is responsible for providing the securities to be pledged and for forwarding them to the depository bank.

- The bank must make arrangements so that the depository bank provides an independent report directly to the City of the securities held on behalf of the bank and the City as independent verification of the bank's collateral pledge.
- The bank must also provide monthly statements reporting the name and CUSIP of the securities pledged, the par and monthly market value of said securities, and the amount of bank balances covered via the pledge.
- Both the bank and the depository bank reports are to be made available by email to the Cash Management and Investment Officer on the first of the following month.

If an FHLB Letter of Credit (LOC) is provided as collateral, an original must be delivered to the Cash Management and Investment Officer and replaced as often as necessary. LOCs are more appropriate for certificates of deposit where stated terms and account valuations are established.

The proposal must show agreement to each of the following terms and conditions in accordance with the Investment Policy:

- All collateral must be held in an independent, third party bank outside the bank's holding company.
- A tri-party safekeeping agreement shall be executed between the City, the
 depository and the safekeeping bank for custody of pledged securities in
 full compliance with FIRREA, or completion of Circular 7 if the Federal
 Reserve is acting in the capacity of custodian.
- The bank will be contractually liable for the continuous monitoring and maintaining of collateral at the City's required margin requirement.
- The bank will make arrangements for the City to receive evidence from the
 custodian of pledged collateral via monthly safekeeping reports to be
 received the first day of the following month, and notification of changes
 as they occur. These may be sent via email to the Cash Management and
 Investment Officer. Said report will include CUSIP, security name, market

- value of pledged amount, pledging bank name and account number for FRB reports, and any other relevant information.
- The City shall receive a report of pledged collateral from the pledging bank through the end of each month, to be received within 3 days of month-end, with notification of changes as they occur. Said report is to include CUSIP, agency name, par value, market value, amount of bank funds being collateralized, and amount of collateral over bank funds to show collateral requirement met.
- Must be held in the City's name.
- The City will grant substitution rights for pledged collateral if the bank obtains the City's prior approval and if substituting securities are delivered to the custodian prior to the pledged securities being removed from safekeeping.
- Authorized collateral includes: securities of the U.S. government, its agencies and instrumentalities; securities of the state of New Mexico, it agencies instrumentalities, counties, municipalities or other subdivisions; or, letters of credit issued by a federal home loan bank. Securities are to be investment grade.
- Maturities of ten years or less.

Answer all of the following:

- a. Does the bank agree with each and every required collateral condition stated above? List and answer Yes or No. If no, explain.
- b. Does the bank propose any collateral charges and, if so, how will the charge be applied? (Note any additional charges incurred as a result of the conditions, such as security type restrictions, on Attachment A, Other.)
- c. Provide the bank's three-party collateral agreement. As noted previously, according to New Mexico state law, the City of Santa Fe, as a municipality and a local public body, cannot agree to indemnify others so do not include any indemnity/hold harmless language in the collateral agreement.
- d. Provide any additional information the City should know.

13. Account Management, Reporting and Invoicing

Online monthly service and fee reports must be provided for each account and on a consolidated account basis by the tenth of the succeeding month.

Answer all of the following:

a. Does the bank provide an online monthly service and fee report useful to the City for reviewing and analyzing its services and activity? Yes or No.

- b. Does the City have any choice in the format or content of this report, i.e. are there online options the City can select for this report? Yes or No. Explain.
- c. Can the report be downloaded into EXCEL or another format for sorting and evaluation, and to simplify charging to the City's account system units?
- d. What services does the bank provide to help the City manage the account fees?
- e. Does the bank use fees or compensating balances?
- f. Provide a sample monthly service and fee report including calculation bases.
- g. Does the bank provide an earnings allowance?
- h. State how payment by the City is expected to be made.
- i. State when the analysis will be available online each month.
- j. Is the online report printable and capable of being downloaded into EXCEL for the City's use?
- k. Provide any additional information the City should know.

14. Monthly Statements

Monthly account statements are required on all accounts with complete supporting documentation. Timeliness of statements is critical. If for some reason the bank has online system problems, a fax or email of statements will be acceptable. Sample statements from the City's accounts are attached for information. All existing information contained on these statements is expected to be provided at a minimum.

Answer all of the following:

- a. Does the bank provide online month-end statements by the second business day of the following month? Yes or No. Explain.
- b. Provide statement samples.
- Describe the online statement function and its accessibility.
- d. Provide any additional information the City should know.

15. Overdrafts, NSF, Stop Payments, and Collection Demand

Answer all of the following:

- a. State the bank's policies regarding:
 - account and total account overdrafts,
 - ii. NSF checks.
 - iii. stop payments, and

- iv. collection demands.
- b. Detail fees, if any, to be charged on a per-event or per-account basis and be sure they are included on the pricing form.
- c. Do draws through the ACH Fraud Filter create an overdraft in the associated account? If so, are there any fees?
- d. Are NSF checks automatically re-deposited? How many times?
- e. Describe the online access to NSF information and what services apply to this.
- f. Do additional deposit fees apply?
- g. Is the bank able to process the second presentment as an ACH to be targeted on a particular date for improved collection?
- h. How long do stop pays remain in effect normally? What options are available to extend stop pay periods?
- i. Is stop pay information available online?
- j. What is the deadline for same day action on stop pays?
- k. Describe the online stop pay process and associated services, including access to current and expiring stop pays.
- Will the teller and clearing system verify check status before accepting checks?
- m. Provide the stop pay access times, authorization levels and notification requirements.
- n. Provide any additional information the City should know.

16. <u>Courier or Armored Car Service</u>

As noted above, the City has a separate agreement for armored car service. The City is interested in available options. Be sure pricing is included on the pricing form.

Answer all of the following:

- a. Does the bank have the ability to provide courier or armored car service under this agreement? Yes or No. If so, list and explain services available.
- b. Describe the process between pickup at the City locations and the bank's posting of the deposit to the City's accounts.
- c. Are there any restrictions, such as how coin is handled?
- d. What is the bank's policy on discrepancies?
- e. Describe pricing.
- f. Provide any additional information the City should know.

17. Company Banking

The City is interested in bank programs of benefit to its employees.

Answer all of the following:

- a. Does the bank offer any bank programs of benefit to the City's employees? Yes or No.
- b. Describe any available program.
- c. List services provided and applicable fees to the City or employee on the Pricing Detail Form under Other and clearly indicate if said fee is on the City or on the employee.
- d. Is availability of the program based on use of direct deposit or only on City employment?
- e. Provide any additional information the City should know.

18. Merchant Card Services

The City accepts credit/debit card payments from the public.

Answer all of the following:

- a. Does the bank offer merchant card processing services? Yes or No.
- b. How long has the bank offered merchant card processing services?
- c. Is a third party processor used? If so, provide information.
- d. Describe the bank's processes in collecting convenience fees? What is the percentage charged?
- e. Can the bank assist in, or have software available, for online payments to the City?
- f. How many customers (entities and cards) does the bank currently serve?
- g. Describe the authorization method process used. How are incorrect authorizations reversed?
- h. What is the funds availability schedule? Is it negotiable? Is settlement by ACH?
- i. Describe the bank's debit card processing capabilities. How are debit vs. credit cards identified? Can a debit card be programmed to the lowest cost network?
- j. Describe the transmission process. Describe the monitoring and notification process if transmissions fail.
- k. Is data imaging available? Describe.
- I. Describe the dispute resolution process.
- m. Describe the bank's security measures for internet transactions and unauthorized use.
- n. Are there limitations by day, file or batch?
- o. List any processor specific hardware needed.

- p. Are there limitations on the number of transactions by batch or day?
- q. Include a copy of the bank agreement expected to be used.
- r. Provide any additional information the City should know.

19. <u>Electronic Data Interchange (EDI)</u>

The City currently uses EDI through the bank for obtaining information on electronic payments due to the City for Utility bills.

Answer all of the following:

- a. Does the bank offer EDI? Yes or No.
- b. How long has the bank been providing this service? How many customers use this service?
- c. Which payment networks are used? What are the cut-off times?
- d. Which format translations do you use?
- e. Can you combine paper and electronic payments into a single report format or transmission?
- f. What type of detailed remittance information can be sent? Does the bank transmit on the same day or the next day for payments on FedWire and/or ACH?
- g. Describe the associated online services.
- h. Does the bank have the ability to re-associate payment and remittance information when sent separately?
- i. Provide the bank's average EDI/EFT transaction volume for receipt and the number of clients serviced.
- j. Describe the bank process for tracking payment and remittances.
- k. Is the bank able to warehouse payment orders?
- I. What is the average lead time for EDI implementation?
- m. Explain how the data is transmitted.
- n. Provide the EDI agreement.
- o. Provide any additional information the City should know.

20. E-Payments

The City accepts electronic payments.

Answer all of the following:

a. Does the bank provide this service to any other local entities (public or private)? Yes or No.

- b. How long has the bank provided this service? How many customers use the service?
- c. Does the bank post balances due to customers or simply receive payments?
- d. Is a third party processor used?
- e. How does the City transmit remittance information to the bank? What schedules are required for posting balances?
- f. What type of detailed payment information is sent to the City? When?
- g. What is funds availability on the funds?
- h. Is the transmitted data down-loadable?
- i. What security levels are provided? What backup is available?
- j. What online services and reports are available for this service?
- k. Provide any additional information the City should know.

21. City Credit Cards

Answer all of the following:

- a. Does the bank provide a business credit card program available to local governments?
- b. Describe the credit card program and services available to the City.
- c. Describe billing and online services, and provide a copy of the credit card statement.
- d. Describe all pricing, including but not limited to monthly interest charges and finance fees. Include on the pricing form.
- e. Provide any additional information the City should know.

CONFLICT OF INTEREST/REGULATORY ACTION

The City intends to contract with an independent fiscal agent. The responding bank must disclose any situation in which a conflict of interest (explicit or implicit) or regulatory action could impair this independence. The City Purchasing Director in consultation with the City Attorney will be the final determiner of whether the mentioned conflict of interest or regulatory action would impact this independence. Such issues may include but are not limited to, current finder's fee arrangements or fee splitting with other related parties involved with the City, political contributions or gifts related to the City, other related contracts with the City, and/or any prohibitions because of violations or findings from any related regulatory oversight entities in the last 3 years.

Answer all of the following:

a. Provide a signed statement disclosing any situation in which a conflict of interest (explicit or implicit) or regulatory action could impair the independence of fiscal agent from the City of Santa Fe.

CONTRIBUTION DISCLOSURE

The New Mexico State Treasurer's Office requires political contribution disclosure of the firm and individuals representing the firm to the state. Please complete the attached disclosure form in accordance with this requirement.

COMMUNITY BASED INITIATIVES

The City of Santa Fe recognizes that the products and services it purchases have inherent social, environmental and economic impacts. Contractors are an integral part of the community in which they operate. Please discuss the bank's existing community oriented activities in response to the following:

- a. Provide the number of individuals the bank employs in the City of Santa Fe.
- b. Describe the bank's community outreach program (s) for hiring and/or contracting.
- c. Describe the bank's public outreach and financial education programs.
- d. Describe current plans for expanding community based banking and financial services in the City of Santa Fe.
- e. Provide information on the bank's CRA activity within the City of Santa Fe. How is CRA money spent in the City of Santa Fe?
- f. Provide the banks policies pertaining to environmental impact, social responsibility, and hiring practices. Specifically include investment policies with regards to social responsibility, environmental impact, and community investment in the local Santa Fe economy.

INSURANCE REQUIREMENTS

The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the aggregate maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance or other evidence of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

Contractor shall also obtain and maintain Workers' Compensation insurance required by law to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement

Answer all of the following:

a. Provide a current Certificate of Insurance meeting, at a minimum, the above requirements.

IMPLEMENTATION PLAN

If the City chooses to change banks, the implementation plan will be important to maintaining uninterrupted service.

Answer all of the following:

- 1. How long does the bank need to convert the City's current services to the respondent bank's systems and services?
- 2. Provide a timeline and identify:
 - a. The bank's responsibilities, and
 - b. The City's responsibilities.
- 3. How will the bank guarantee that service to the City is not interrupted?
- 4. What types of testing will be used to proof service prior to the actual conversion?
- 5. Provide any additional information the City should know.

ADDITIONAL SERVICES

The City continues to investigate new services for inclusion under its fiscal agent agreement. These services are not currently required but will be evaluated in terms of availability, feasibility, service level, services provided and charges, for potential current or future use under this agreement. If the service is initiated later in the agreement period, the services and charges stipulated in this proposal will be applied. If the bank currently does not offer the service but is planning to make it available during the contract period, note this along with the anticipated date of activation. If the bank wishes to propose services not identified in this RFP, please do so as below.

1. Purchasing Cards

Answer all of the following:

If this service is not being offered, list the heading and mark "Not Offered." If it is offered, continue to answer the following.

- a. What card platforms are available (MC, Visa)? Is a third party processor used?
- b. How long has the bank provided this service? How many customers use the service?
- c. Describe parameters and restrictions available for the cards to control expenditures.
- d. Discuss settlement and liability terms. Include information on bank support for the program, the bank's experience, settlement terms on payment,

security procedures, and licensed requirements. How will billing be received?

- e. What information is available online?
- f. What are the City's liabilities?
- g. Discuss training programs to be provided. Describe how cards are issued, deleted, replaced. How do you handle lost/stolen cards?
- h. Describe any unique features that should be considered.
- i. Include a copy of the agreement for this program.
- j. Provide 3 comparable references for this service.
- k. Provide any additional information the City should know.

2. Pay Cards

The City may consider the use of pay cards for employees who are not set up for direct deposit.

Answer all of the following:

If this service is not being offered, list the heading and mark "Not Offered." If it is offered, continue to answer the following.

- a. How long has the bank provided this service? How many customers use this service?
- b. Provide three comparable references for the service.
- c. Describe the service.
- d. Describe the data transmission requirements and deadlines. Is this handled as a standard ACH transaction?
- e. Provide any additional information the City should know.

3. Electronic Check Acceptance

The City may consider establishing remote electronic check acceptance (ECA) for checks. The process will provide for conversion of paper checks into electronic checks at point of sale and deposit proceeds directly into City accounts. The provider shall guarantee check collectability or have an established warranty reimbursement claim process for returned checks.

Answer all of the following:

If this service is not being offered, list the heading and mark "Not Offered." If it is offered, continue to answer the following.

a. Describe the bank's capabilities in capturing and the process used for collection on remotely input checks (ECA) on both consumer and commercial checks. Describe any limitations.

- b. Does the bank handle such transactions currently? How long has the program been in place? Give three references for comparable entities.
- c. Describe the authorization/approval process for acceptance of checks. How much time does this process require?
- d. Describe the check guarantee plan. If a check is declined, how is notification made and to whom?
- e. What are the dollar limits on checks accepted?
- f. If a check is accepted and subsequently returned by the bank, what obligations does the City have? The bank? How will collection be made?
- g. What equipment is required to operate the system? Is this equipment rented or purchased by the City? Please list the equipment required and the approximate cost.
- h. What computer interface is necessary for the information to upload to the City's customer accounts?
- i. Describe the associated online services and reports provided. Describe the processing of ACH credits to the City. When are ACH credits processed?
- j. Provide all bank agreements for this program.
- k. Provide any additional information the City should know.

4. Additional Optional Services

Answer all of the following:

- a. Describe additional optional services available to the City not included elsewhere in this proposal.
 - Describe online capabilities under each additional service.
 - Include pricing for each additional service on the pricing detail form.

ALTERNATIVE SERVICES

Responding financial institutions are encouraged to indicate any reservations or exceptions to the RFP and submit alternative approaches. Such reservations or exceptions should be clearly noted in the proposal.

Answer all of the following:

a. Describe any reservations or exceptions to the RFP.

SUBMITTAL REQUIREMENTS

1. PROPOSAL FORMAT

a. All submittals must include responses to all eight (8) sections identified in the Scope of Work in the order presented and labeled accordingly. If no response is deemed necessary by the responding bank for the last two (2) sections, insert the heading and note that it is not applicable or not offered. In addition, all identified items under each "Answer all of the following" are to be clearly labeled and responded to, with the exception of the last two sections if they are not applicable or not offered. All statements and/or attachments required by any section of the Scope of Services should be submitted within that section of the proposal, with the exception of the pricing forms and the interest history form which should be attached at the end.

Required:

- Bank Qualifications
- Pricing
- Minimum Required Banking Services
- Conflict of Interest/Regulatory Action
- Insurance Requirements
- Implementation Plan

Optional:

- Additional Services
- Alternative Services

A submitted proposal not following this format will be considered non-responsive, which is completely based on the City's judgement of the proposal submitted.

- b. Responding banks are to submit five (5) copies and one (1) original of the proposal submission. Each submission must have all required attachments. Proposal submissions must be 8 1/2 X 11, portrait or landscape format.
- c. Responding banks are to submit a disk containing a complete copy of the response to the RFP and all associated attachments. The pricing forms and interest history form must be readable in EXCEL.
- d. Proposals are limited to 100 pages, with legible size print, not including the local preference form, two pricing forms, interest history, conflict of interest statement, certificate of insurance, and all other required attachments. Be as concise as possible with no bank handouts or extraneous material not specifically requested.

2. INTERVIEW FORMAT

The City will conduct interviews with the highest ranking firms after reviewing and ranking the submitted proposals. The following format is required.

- a. Overview:
 - i. Introduction of presenters.
 - ii. Description of the bank's qualifications to serve the City and ability to meet the minimum banking requirements of the City.
- b. Management of bank fees and charges.
 - i. What services are available to assist the City with evaluating and controlling bank fees and charges?
- c. Hands-on demonstration of online services.

The oral interview presentation should be limited to sixty (60) minutes for the first two items and an additional ninety (90) minutes for the hands-on demonstration of the online services. Please do not under estimate the importance of an adequate presentation. The City will set the agenda for the hands-on demonstration at the time interviews are scheduled.

3. OTHER PERTINENT INFORMATION

- a. The City will contract with only one firm. No joint proposals will be considered.
- b. The selected bank will be required to acquire a City business license in order to execute the professional service agreement.
- c. Proposals are prepared at the sole cost and expense of the proposer.
- d. All information submitted is technically subject to disclosure under the New Mexico Inspection of Public Records Act, although in general, the proposals are only distributed to those individuals involved in the review.

EVALUATION CRITERIA & WEIGHTED VALUES

EVALUATION CRITERIA FOR THE PROPOSAL REVIEW

The selection will be based on the proposal presented in response to this RFP, the oral presentation if the City elects to request such, and the evaluation of online services for those banks selected. Criteria are as follows and are defined further below.

- 1. Responsiveness and ability to provide the required services on a cost effective basis 25%
- 2. Quality, completeness and user-friendliness of online services 25%
- 3. Experience of bank, bank officials, assigned account representative(s) 20%
- 4. Credit worthiness and stability of bank 15%
- 5. Community initiatives 10%
- 6. Banking services cost 5%

EVALUATION CRITERIA FOR THE INTERVIEW AND ONLINE SERVICE REVIEW

- 1. Responsiveness and ability to provide the required services on a cost effective basis 25%
- 2. Community initiatives 15%
- 3. Conversion/transition plan 10%
- 4. Online services demo/hands-on review & evaluation 50%

RESPONSIVENESS AND ABILITY TO PROVIDE REQUIRED SERVICES: Factors to be considered include clarity of description and thoroughness in addressing the required Scope of Work, demonstrated level of experience with the services required, comprehensiveness and ease of use of online services, a review of interest rates paid, benefits proposed for the City, implementation plan, references, and other factors as described in this RFP.

QUALITY, COMPLETENESS AND USER FRIENDLINESS OF ONLINE SERVICES: Factors to be considered include information provided in the proposal and oral presentation regarding online services, and the City's hands-on evaluation of the actual online service platform.

CREDITWORTHINESS AND STABILITY OF BANK: Factors to be considered to address the question of risk exposure to the City include but are not limited to the responses to Financial Institution Qualifications, item #1, of the RFP and the percent City assets represent of total bank assets,.

EXPERIENCE/EXPERTISE OF BANK, BANK OFFICIALS, ASSIGNED ACCOUNT REPRESENTATIVE(S): Factors to be considered include demonstrated experience and reliability in performance on similar contracts, demonstrated knowledge of principles and methodologies related to the performance of tasks and length of time the bank has been

providing the various services, educational background, professional certifications and/or licenses, proven client relationships, and other related items from the RFP.

COMMUNITY INITIATIVES: Factors to be considered include information provided in the proposal and during interview regarding the bank's programs and activities within the community of the City of Santa Fe.

BANKING SERVICES COST: Reasonableness of fees provided on the pricing detail form and annual pricing summary form given the City's volume of transactions and cash and investment dollar values. Also included are the cost management tools offered and any online information tools to help the City analyze and manage the monthly and annual costs.

EVALUATION FORM FOR PROPOSAL REVIEW '17/43/P Fiscal Agent Services

Company Name:		_	
Date:	_		
Proposal Criteria	Weighted Value	Evaluation Points/Score	Max Score
Responsiveness/Ability To Provide Services	25%		125
Online Services	25%	/	125
Creditworthiness/Stability	15%	/	75
Experience of Bank/ Officials/Account Rep.	20%	/	100
Community Initiatives	10%	/	75
Bank Services Cost	5%		50
TOTAL	100%	/	550
Evaluation Points: 1 = Lo	owest 5 = Highest		
Please do not minimize the designated as carrying	•	adequate response in any y other areas.	area that may
Signature and Title of Eval	uation Committee Me	ember or Representative	_

EVALUATION FORM FOR INTERVIEW AND ONLINE SERVICE REVIEW '17/43/P Fiscal Agent Services

Company Name:		<u> </u>	
Date:	-		
Proposal Criteria	Weighted Value	Evaluation Points/Score	Max Score
Responsiveness/Ability To Provide Services	25%		125
Community Initiatives	15%	/	100
Conversion/Transition Plan	າ 10%	/	75
Online Services - Demo/Hands-On	50%		250
TOTAL	100%		550
Evaluation Points: 1 = Lo	west 5 = Highest		
Please do not minimize th be designated as carrying		n adequate response in any ny other areas.	area that may
Signature and Title of Evalu	uation Committee M	ember or Representative	_

EVALUATION COMMITTEE MEMBERS

Finance or Assistant Finance Department Director
Treasury Officer
Cash and Investment Officer
Purchasing Officer
Accounting Supervisor
City Manager or Deputy City Manager
ITT Security Officer
City Staff Attorney
Public Member with Bank experience

At its discretion, the City reserves the right to alter the membership and size of the committee.

The evaluation committee members' scores from the proposal review will be used to rank the proposals and select the top responding banks. Subsequent oral interviews and online service evaluations will be totaled to select the final top rated firm, unless other tangible extenuating circumstances are documented.

This RFP is a formal competitive procurement process. The evaluation committee will make the recommendation to the Finance Committee and the City Council. Based on the City Purchasing Manual, the top rated firm will be recommended to the Finance Committee and the City Council as referenced above. All procurement must follow the recommendation and award process based on the Purchasing Manual.

The Purchasing Office is to be the sole point of contact during the procurement process if there are questions or issues. Proponents are hereby notified that communication relating directly or indirectly to this RFP with any other employees or elected officials of the City is explicitly prohibited during this the procurement process. Failure to comply with this requirement will result in disqualification.

INSTRUCTIONS RELATING TO LOCAL PREFERENCE CERTIFICATION FORM

- 1. All information must be provided. A 10% local preference may be available for this procurement. To qualify for this preference, an offeror must complete and submit the local preference certification form with its offer. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.
- 2. Local Preference precedence over State Preference: The Local Preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.
- 3. Principal Office and location must be stated: To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County geographic boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.
- 4. Subcontractors do not qualify: Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.
- 5. **Definition:** The following definition applies to this preference.

A local business is an entity with its principal office and place of business located in Santa Fe County.

A principal office is defined as: The main or home office of the business as identified in tax returns, business licenses and other official business documents. A principal office is the primary location where the business conducts its daily operations, for the general public, if applicable. A temporary location or movable property, or one that is established to oversee a City of Santa Fe project does not qualify as a principal office.

Additional Documentation: If requested a business will be required to provide, within 3 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law must be able to show that it is a business entity in good standing if so requested.

LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO:					
Business Name:				_	
Principal Office:	Street Address	City	State	Zip Code	
	Business License #			·	rm)
Date Principal Of months before d	fice was established: _ ate of Publication of th	is RFP or R	(Esta	ablished date m	nust be six
	CERTIFICA		ŕ		
is one of the p venture). I hereb correct, that I am by the City of Sa	hat the business set or rincipal Offerors joint y certify that the information authorized to sign on inta Fe, will provide will bstantiate the information.	tly submitti mation which behalf of the thin 3 work	ng this offe th I have pro he business ing days of r	r (e.g. as a payded on this Fout above a second of notice and the contract of notice and the contract of the c	artnership, joint Form is true and and, if requested
Signature of Autl	norized Individual:				
Printed Name:					
Title:	Date: _				
Subscribed and	sworn before me by		this	, day of	
My commission o	expires	Notary	Public		
				SEAL	

YOU MUST RETURN THIS FORM WITH YOUR OFFER

RESIDENT VETERANS PREFERENCE CERTIFICATION

(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.
Please check one box only:
\Box I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
\square I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
\square I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:
In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.
I understand that knowingly giving false or misleading information on this report constitutes a crime.
I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.
(Signature of Business Representative)* (Date)
*Must be an authorized signatory of the Business.
The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.
SIGNED AND SEALED THISDAY OF, 2012.
NOTARY PUBLIC
NOTAKI I ODDIC
My Commission Expires:

REQUEST FOR PROPOSALS

CITY OF SANTA FE

PROFESSIONAL SERVICES AGREEMENT

FOR

FISCAL AGENT SERVICES

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

- A. The Contractor shall provide the services, as described in Exhibit A, Request for Proposal and Additional Information for the Request for Proposal, Exhibit B, Fee Schedule, and Exhibit C, the Response to the Proposal, in satisfactory and proper manner as determined by the City. Additionally, the following supplemental service agreements have been incorporated and by this reference made a part of this agreement.

 (To be inserted when received as part of the RFP process and approved as part of the final fiscal agent selection, and prior to signing this Agreement.)
- B. In the event of inconsistencies between the supplemental service agreements and this basic agreement, the terms of this basic Agreement shall prevail.
- C. The City reserves the right to add or delete accounts and services as may be required in the City's best interest. Additions of services not contained in the Scope of Services(as defined in the attached Request for Proposal and Response to the Proposal), including any increase in the amount of the Contractor compensation, which are mutually

agreed upon by and between the City and the Contractor, shall be incorporated by written amendments to this agreement.

D. The City delegates to the City Finance Director the authority to sign the Acceptance of Services, Master Repurchase Agreement, Merchant Pricing Terms, and Program Guide, within the scope of services of this agreement and the request for proposal.

STANDARD OF PERFORMANCE; LICENSES

- A. The Contractor represents that it possesses the personnel, experience and knowledge necessary to perform the services described under this Agreement.
- B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.
 - C. The Contractor agrees to provide:
- (1) Annually: An audited annual financial statement for the most recent fiscal period;
 - (2) Annually: The bank's CRA rating (noting the rating agency);

3. <u>COMPENSATION</u>

	A.	The City sha	III pay to the Con	tractor in full p	oayment f	or services	rendere	∍d a
total	sum no	t to exceed .		dollars (\$),	plus appl	icable gr	ross
recei	ots taxe:	s (\$), broken out a	s follows:				
	Year 1	1:						
	Year 2	2:						
	Year 3	3:						

Year 4:

- B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.
- E. Payment shall be made upon receipt, approval and acceptance by the City of monthly detailed account analysis statements containing a report of services completed based on rates not to exceed those contained in Exhibit B, Fee Schedule. Compensation shall be paid only for services actually performed and accepted by the City. The monthly period shall run from the first day through the last day of each month.

4. <u>APPROPRIATIONS</u>

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final and shall not result in any claim for payment or damages by Contractor.

5. TERM AND EFFECTIVE DATE

- A. This Agreement shall be effective when signed by the City and the Contractor, whichever occurs last, shall commence on July 1, 2017, and shall terminate on July 1, 2021, unless sooner pursuant to Article 6 below. No commitment of public funds will be made prior to this Agreement's approval.
- B. Fees and service charges as stated in Exhibit B shall remain in effect for the initial four-year period of this Agreement. Should new services be required during the

contract period not set forth in this Agreement, such services may be provided, if chosen by the City, at fees not more than the bank's then current published rate..

6. TERMINATION

- A. This Agreement may be terminated by either party upon written notice delivered to the other party at least sixty (60) days prior to the date of termination. The Contractor agrees to continue to provide services existing as of the date of termination on a month-to-month basis for the time it takes the City to rebid for fiscal agent services and to implement and convert to a new banking service provider.
- (1) The Contractor shall render a final account analysis report of the services performed up to the date of termination.
- (2) The City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date of such termination.
- (3) By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

- B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.
- C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this Agreement.

8. <u>CONFIDENTIALITY</u>

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

9. <u>CONFLICT OF INTEREST</u>

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

- A. The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City.
- B. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. Any work

or services subcontracted hereunder shall be specified by written amendment to this agreement and shall be subject to each provision of this agreement.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

- A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.
- B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout

the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

13. <u>INDEMNIFICATION</u>

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. <u>NEW MEXICO TORT CLAIMS ACT</u>

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or

interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of seven (7) years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings

between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

ve executed this Agreement on the date
CONTRACTOR:
NAME & TITLE
DATE:
CRS#_ CITY OF SANTA FE BUSINESS LICENSE #

Contractor:

City of Santa Fe:



PURSUANT TO THE CITY OF SANTA FE
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987
EFFECTIVE MARCH 1, 2017 ALL WORKERS WITHIN THE
CITY OF SANTA FE
SHALL BE PAID A LIVING WAGE OF

\$11.09 PER HOUR

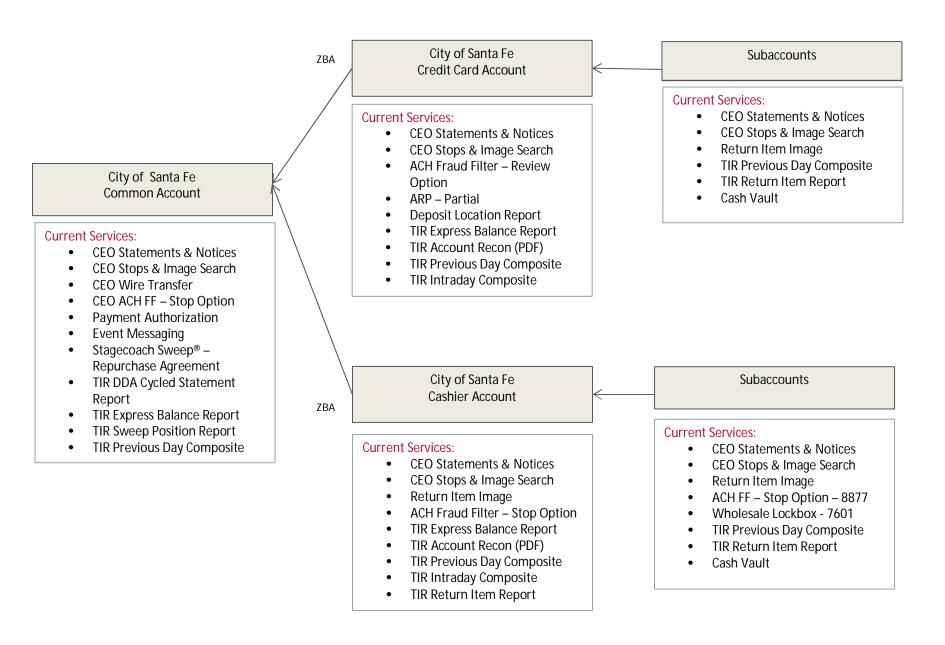
Santa Fe's Living Wage

- The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
- The March Living Wage increase corresponds to the increase in the Consumer Price Index (CPI).
- All employers required to have a business license or registration from the City of Santa Fe ("City") must pay at least the adjusted Living Wage to employees for all hours worked within the Santa Fe city limits.

Who is Required to Pay the Living Wage?

- The City to all full-time permanent workers employed by the City;
- Contractors for the City, that have a contract requiring the performance of a service but excluding purchases of goods;
- Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000) for the duration of the City grant or subsidy;
- ₩ Businesses required to have a business license or registration from the City; and
- Nonprofit organizations, except for those whose primary source of funds is from Medicaid waivers.
- For workers who customarily receive more than one hundred dollars (\$100) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the Living Wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.

<u>City of Santa Fe – Account Structure and Services</u>



Analyzed Business Checking - PF

Account number:

■ February 1, 2017 - February 28, 2017 ■ Page 1 of 4



CITY OF SANTA FE WORKERS COMPENSATION CLAIMS ACCOUNT ATTN ACCOUNT DEPARTMENT 200 LINCOLN AVE PO BOX 909 SANTA FE NM 87504-0909

Questions?

Available by phone 24 hours a day, 7 days a week: 1-800-CALL-WELLS (1-800-225-5935)

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (585)

P.O. Box 6995

Portland, OR 97228-6995



MINIOR ACCOUNT INFORMATION

For business banking customers who receive a paper statement for an analyzed checking account, the standard monthly fee per statement is \$5.00 per account.

For wholesale banking customers, the paper statement fee may vary. Please refer to the annual pricing terms applicable to your account.

Account summary

Analyzed Business Checking - PF

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$31,283.29	\$148,086.24	-\$109,546.78	\$69,822.75

redits Deposits			
Effective	Posted		
date	date	Amount	Transaction detail
02/15	02/16	86.24	Reversal of Check Posted 2-15-17 Reposted 2-16-17 as Serial 0000023538 Our
			Ref: 2-15-17 00000000
		\$86.24	Total deposits
Electronic	c deposits/bank	ccredits	
Effective	Posted		
date	date	Amount	Transaction detail
	02/06	35,000.00	WT Seq#60689 City of Santa Fe, Commo /Org=City of Santa Fe Srf#
			Gw0000001515781 Trn#170206060689 Rfb# 3985

Gw0000001616992 Trn#170213049872 Rfb# 3988

Sheet Seq = 0010807 Sheet 00001 of 00004



Electroni	ic deposits/ba	nk credits (continued)	
Effective	Posted		
date	date	Amount	Transaction detail
	02/21	48,000.00	WT Seq#16431 City of Santa Fe, Commo /Org=City of Santa Fe Srf#
			Gw0000001725557 Trn#170221016431 Rfb# 3992
	02/27	30,000.00	WT Seq#63190 City of Santa Fe, Commo /Org=City of Santa Fe Srf#
			Gw0000001883444 Trn#170227063190 Rfb# 3993
		\$148,000.00	Total electronic deposits/bank credits
		\$148,086.24	Total credits

Debits Checks paid

Number	Amount	Date	Number	Amount	Date	Number	Amount	Date
23064	14.40	02/07	23452	108.76	02/01	23491 *	145.54	02/07
23211 *	66.92	02/03	23453	21.61	02/01	23492	15.30	02/07
23249 *	62.80	02/15	23454	252.06	02/01	23493	770.56	02/13
23269 *	66.92	02/03	23455	87.28	02/06	23494	10.67	02/10
23325 *	29.32	02/07	23457 *	249.61	02/07	23495	750.00	02/09
23339 *	86.24	02/02	23458	58.58	02/15	23496	959.00	02/10
23347 *	351.42	02/02	23459	98.22	02/07	23497	483.22	02/13
23360 *	66.92	02/03	23460	15.50	02/06	23498	353.03	02/10
23373*	2,310.00	02/02	23461	20.94	02/06	23499	14.40	02/22
23377*	69.90	02/10	23462	84.92	02/08	23500	923.78	02/13
23385 *	850.00	02/03	23463	1,293.42	02/06	23501	19.54	02/24
23388 *	159.18	02/10	23464	332.48	02/06	23502	62.80	02/15
23398 *	14.40	02/07	23465	12.95	02/10	23503	8,091.10	02/17
23400 *	19.54	02/24	23466	180.30	02/07	23504	696.46	02/09
23406 *	2,636.56	02/09	23467	59.71	02/13	23505	106.77	02/09
23410*	29.32	02/07	23468	650.21	02/08	23506	108.26	02/09
23419*	26.76	02/28	23469	24.60	02/02	23507	151.59	02/09
23420	23.90	02/01	23470	227.68	02/07	23508	546.34	02/14
23422*	58.58	02/09	23471	56.02	02/07	23509	231.50	02/13
23423	31.22	02/02	23472	534.86	02/06	23511 *	84.92	02/17
23424	1,466.32	02/01	23473	69.90	02/24	23512	49.88	02/14
23425	86.24	02/15	23474	173.16	02/08	23513	389.09	02/13
23427 *	522.18	02/01	23475	583.26	02/07	23514	2,624.33	02/16
23429 *	12.20	02/03	23476	34.58	02/13	23515	1,213.07	02/16
23430	2,211.90	02/01	23477	101.17	02/06	23516	750.00	02/13
23431	716.87	02/02	23478	288.71	02/06	23517	956.41	02/14
23435 *	137.45	02/01	23479	37.45	02/06	23518	101.32	02/13
23437 *	267.19	02/14	23480	12.30	02/06	23519	321.96	02/13
23442 *	611.66	02/07	23481	344.02	02/07	23520	1,693.02	02/13
23443	911.86	02/03	23482	85.00	02/09	23521	383.03	02/15
23444	160.32	02/09	23483	159.18	02/10	23522	199.80	02/17
23445	1,038.74	02/02	23484	79.03	02/10	23523	29.32	02/17
23447*	251.06	02/06	23485	1,399.30	02/17	23524	1,466.32	02/14
23448	606.24	02/03	23486	540.71	02/08	23525	1,500.00	02/13
23449	161.08	02/03	23487	1,784.85	02/14	23527*	150.01	02/13
23450	1,220.19	02/07	23488	384.94	02/07	23528	199.38	02/13
23451	279.85	02/07	23489	567.82	02/08	23529	156.16	02/13



Checks paid (continued)								
Number	Amount	Date	Number	Amount	Date	Number	Amount	Date
23530	32.28	02/13	23571	172.08	02/22	23620 *	242.16	02/27
23531	919.88	02/14	23572	115.40	02/23	23621	123.77	02/27
23532	26.76	02/28	23573	781.78	02/22	23622	71.29	02/24
23533	23.90	02/15	23574	127.58	02/16	23623	159.38	02/24
23534	351.42	02/21	23575	227.68	02/21	23625 *	726.18	02/28
23535	58.58	02/14	23576	56.02	02/23	23626	359.07	02/23
23535	86.24	02/15	23577	52.99	02/21	23627	16.76	02/23
23537 *	156.34	02/21	23578	377.42	02/22	23629 *	203.40	02/27
23538	86.24	02/16	23579	206.93	02/21	23630	344.02	02/27
23540 *	522.18	02/14	23580	72.08	02/21	23631	140.40	02/27
23541	2,124.55	02/14	23582*	302.37	02/21	23632	2,087.39	02/28
23542	833.41	02/14	23583	397.87	02/21	23633	91.19	02/28
23543	509.87	02/13	23584	1,399.30	02/22	23634	362.53	02/27
23544	123.77	02/15	23585	174.54	02/17	23636 *	186.87	02/24
23545	397.98	02/13	23586	534.87	02/17	23637	63.64	02/24
23546	1,306.26	02/21	23588*	173.16	02/22	23638	180.00	02/28
23547	2,662.57	02/14	23589	34.58	02/27	23639	111.00	02/27
23548	215.69	02/21	23590	3,130.22	02/21	23641 *	1,466.32	02/28
23549	781.74	02/14	23591	292.73	02/21	23643*	1,500.00	02/27
23550	12.30	02/14	23592	490.78	02/28	23647 *	612.16	02/28
23551	911.86	02/17	23593	95.07	02/22	23648	343.44	02/28
23552	1,038.74	02/16	23594	750.00	02/24	23649	78.03	02/27
23554 *	1,947.10	02/15	23595	760.00	02/21	23650	108.00	02/27
23555	215.97	02/15	23596	911.74	02/28	23654 *	276.10	02/28
23557*	87.28	02/21	23597	207.76	02/21	23655	296.48	02/28
23560 *	48.74	02/17	23598	124.25	02/21	23656	129.90	02/27
23561	58.58	02/23	23600 *	134.14	02/22	23660 *	49.24	02/28
23562	1,151.40	02/23	23603*	1,252.89	02/21	23661	26.76	02/28
23563	15.50	02/21	23604	72.00	02/24	23667 *	1,038.74	02/28
23564	20.94	02/22	23605	661.61	02/21	23669 *	917.70	02/28
23565	192.96	02/21	23610*	1,287.75	02/27	23670	28.00	02/28
23566	206.93	02/17	23611	12.30	02/21	23671	28.00	02/28
23567	819.74	02/21	23612	770.56	02/27	23672	26.00	02/28
23568	101.32	02/17	23613	126.04	02/22	23673	28.00	02/28
23569	2,046.30	02/23	23614	313.91	02/22	23674	13.00	02/28
23570	4,994.72	02/21	23618*	62.80	02/24			

\$109,546.78 Total checks paid

\$109,546.78 Total debits

Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
01/31	31,283.29	02/07	46,778.68	02/14	51,514.76
02/01	26,539.11	02/08	44,761.86	02/15	48,464.33
02/02	21,980.02	02/09	40,008.32	02/16	43,460.61
02/03	19,237.88	02/10	38,205.38	02/17	31,677.91
02/06	51,262,71	02/13	64.500.96	02/21	63.836.32

^{*} Gap in check sequence.



Daily ledger balance summary (continued)

Date	Balance	Date	Balance	Date	Balance
02/22	60,228.08	02/24	54,949.59	02/28	69,822.75
02/23	56,424.55	02/27	79,513.49		

Average daily ledger balance \$44,035.24



The standard fee for voice wire security personal identification number (PIN) is \$1.50 per month, per user.

CITY OF SANTA FE BANK ACCOUNT & CREDIT CARD LIST

(Updated: 03/09/2017)

Savings Accounts: 4

Regular Savings Restricted Cash

NMFA Loan #20 DS Reserve

Escrow Savings (Used once every year for water rights purchases)

Checking Accounts: 7

Stand Alone Accounts

Payroll

General Liability Insurance Workers Compensation US Dept HUD Loan Repayment US Dept HUD Debt Service Outgoing Electronic Payments

Purchase Card

Related Checking Accounts: (6)

Common Account

Sweep Account – tied to Common Account

(Overnight Govt Securities Repurchase Account – Collateralized Nightly)

Accounts Payable Account (zba to Common)
Wire Deposit Account (zba to Common)
Utility Account (zba to Common)
Credit Card Master Account (zba to Common)

Subaccounts tied to Credit Card: (14)

Transit

Water Division (2)

City Hall

Parking Division (2) Transfer Station **

GCCC

Business (AR) Merchant Account

Land Use Municipal Court Community Gallery Police Merchant Waste Water

Master Merchant Accts tied to CC subaccounts: (18)

Cashiers Master Account:

Subaccounts tied to Cashiers Master Account: (14)

City Hall Water Division

GCCC

MRC

Transit Farebox
Parking Division
Parking Meters
Parking Lots
Transfer Station
SWAMA
Fort Marcy

Municipal Court Ambulance Lockbox

Police Department

Time Deposits: (0)

Trust Accounts: (2)

Custodial Trust Account – Main Investment Account (Govt Money Market Fund) 2009A Water Utility Reserve Fund Trust Account

TOTAL MAJOR BANK ACCOUNTS: 19

Credit Cards: (8)

us. (0)	
	Limits
Card 1	\$5,000
Card 2	\$4,000
Card 3	\$10,000
Card 4	\$4,000
Card 5	\$4,000
Card 6	\$12,000
Card 7	\$7,000
Card 8	\$5,000



CITY OF SANTA FE, NEW MEXICO

ACCOUNT NUMBER
MONTHLY STATEMENT
FEBRUARY 1, 2017 THROUGH FEBRUARY 28, 2017

ACCOUNT MANAGER: TELEPHONE NUMBER:

CEO# CITY OF SANTA FE

INVESTMENT CONTACT:

TELEPHONE NUMBER:

ADMINISTRATOR:

06017 SG



TABLE OF CONTENTS FOR THE PERIOD FEBRUARY 1, 2017 THROUGH FEBRUARY 28, 2017

CITY OF SANTA FE, NEW MEXICO

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WELLS FARGO

ASSET SUMMARY

INVESTMENT CATEGORY	COST VALUE	MARKET VALUE	% TOTAL MARKET	ESTIMATED ANNUAL INCOME	CURRENT YIELD	ACCRUED INCOME
CASH PRINCIPAL CASH INCOME CASH	31,597,757.46- 31,597,757.46	31,597,757.46- 31,597,757.46	21.66- 21.66			
TOTAL CASH	0.00	0.00	0.00			
CASH EQUIVALENTS MONEY MARKET FUNDS/CASH SWEEPS	95,850,700.22	95,855,400.21	65.71	825,744	0.86	47,303.13
TOTAL CASH EQUIVALENTS	95,850,700.22	95,855,400.21	65.71	825,744	0.86	47,303.13
FIXED INCOME SECURITIES US GOVT AND AGENCY OBLIGATIONS MUNICIPAL OBLIGATIONS	47,544,931.84 2,555,425.00	47,501,694.31 2,517,125.00	32.56 1.73	590,729 50,000	1.24 1.99	152,126.75 8,333.33
TOTAL FIXED INCOME SECURITIES	50,100,356.84	50,018,819.31	34.29	640,729	1.28	160,460.08
TOTAL INVESTMENTS	145,951,057.06	145,874,219.52	100.00	1,466,473	1.01	207,763.21
TOTAL ACCRUALS	207,763.21	207,763.21				
TOTAL INVESTMENTS AND ACCRUALS	146,158,820.27	146,081,982.73	100.00			





STATEMENT OF ASSETS AND LIABILITIES

PAR_VALUE/SHA	ARES DESCRIPTION	/ UNIT COST	COST VALUE / UNIT PRICE	MARKET \ / TOTA	/ALUE CATEGOI	OF ESTIMATED RY ANNUAL INCOME/ D ACCRUED INCOME
CASH						
	PRINCIPAL CASH	31,597,757.46-	31,597,757.46-	0.00 21.66-		
	INCOME CASH	31,597,757.46	31,597,757.46	0.00 21.66		
TOTAL CASH		0.00	0.00	100.00 0.00		
CASH EQUIVALENTS						
MONEY MARKET FUND	S/CASH SWEEPS					
25,794,749.931	BLACKROCK TEMP FUND INSTITUTIONAL SHARES #24	25,804,947.69 1.0004	25,807,647.31 1.0005	26.92 17.69	219,240 0.85	11,145.17
30,002,117.443	FIDELITY PRIME MONEY MARKET PORTFOLIO INSTITUTIONAL #2014	30,014,118.29 1.0004	30,014,118.29 1.0004	31.31 20.58	250,444 0.83	19,553.43
39,995,748.195	JP MORGAN PRIME MONEY MARKET FUND CAPITAL CLASS #3605	40,009,746.12 1.0003	40,011,746.49 1.0004	41.74 27.43	355,969 0.89	16,111.00
21,888.12	WELLS FARGO GOVERNMENT MONEY MARKET FUND INSTL CLASS - #1751	21,888.12 1.0000	21,888.12 1.0000	0.02 0.02	91 0.42	493.53
TOTAL MONEY MARKE	T FUNDS/CASH SWEEPS	95,850,700.22	95,855,400.21	100.00 65.71	825,744 0.86	47,303.13
TOTAL CASH EQUIVALE	NTS	95,850,700.22	95,855,400.21	100.00 65.71	825,744 0.86	47,303.13



STATEMENT OF ASSETS AND LIABILITIES

PAR VALUE/SHARES	DESCRIPTION	COST VALUE / UNIT COST	MARKET VALUE / UNIT PRICE	% OF CATEGORY / TOTAL	ESTIMATED ANNUAL INCOME/ CURRENT YIELD	ACCRUED INCOME
FIXED INCOME SECURIT	TIES					
US GOVT AND AGENCY	OBLIGATIONS					
3,000,000	FED FARM CREDIT BK DTD 03/26/13 1.040 03/26/2018 CUSIP 3133ECJX3	2,995,500.00 99.8500	2,987,820.00 99.5940	6.29 2.05	31,200 1.04	13,433.33
5,000,000	FED HOME LN BK DTD 11/29/16 1.125 11/29/2019 CUSIP 3130AA2H0	4,953,800.00 99.0760	4,953,200.00 99.0640	10.43 3.40	56,250 1.14	14,375.00
2,000,000	FED HOME LN BK DTD 11/17/16 1.375 11/15/2019 CUSIP 3130AA3R7	1,995,780.00 99.7890	1,993,560.00 99.6780	4.20 1.37	27,500 1.38	7,944.44
2,000,000	FED HOME LN BK SER 1 DTD 04/11/14 0.875 05/24/2017 CUSIP 3130A1NN4	1,994,500.00 99.7250	2,001,420.00 100.0710	4.21 1.37	17,500 0.87	4,715.28
5,000,000	FED HOME LN BK DTD 05/27/16 0.875 06/29/2018 CUSIP 3130A8BD4	4,985,050.00 99.7010	4,987,050.00 99.7410	10.50 3.42	43,750 0.88	7,534.72
5,000,000	FED HOME LN BK DTD 11/03/11 1.750 12/14/2018 CUSIP 313376BR5	5,054,730.00 101.0946	5,043,750.00 100.8750	10.62 3.46	87,500 1.73	18,715.28
10,000,000	FED HOME LN BK DTD 05/07/12 1.625 06/14/2019 CUSIP 313379EE5	10,067,350.00 100.6735	10,055,500.00 100.5550	21.17 6.89	162,500 1.62	34,756.94
5,000,000	FED HOME LN MTG CORP DTD 11/07/16 1.050 11/07/2018 CUSIP 3134GAVW1	4,997,600.00 99.9520	4,993,900.00 99.8780	10.51 3.42	52,500 1.05	16,625.00



STATEMENT OF ASSETS AND LIABILITIES

PAR_VALUE/SHARES_	DESCRIPTION	COST VALUE / UNIT COST	MARKET VALUE / UNIT PRICE	% OF CATEGORY / TOTAL	ESTIMATED ANNUAL INCOME/ CURRENT YIELD	ACCRUED INCOME
3,000,000	FED HOME LN MTG CORP MED TERM NOTE DTD 11/28/16 1.125 11/28/2018 CUSIP 3134GAYE8	3,000,000.00 100.0000	2,992,890.00 99.7630	6.30 2.05	33,750 1.13	8,718.75
1,500,000	FED HOME LN MTG CORP SER 0004 DTD 05/25/16 1.000 05/25/2018 CUSIP 3134G9KU0	1,497,900.00 99.8600	1,498,230.00 99.8820	3.15 1.03	15,000 1.00	4,000.00
3,500,000	FED NATL MTG ASSN SER 0002 DTD 04/30/13 1.000 04/30/2018 CUSIP 3135GOWM1	3,500,000.00 100.0000	3,499,510.00 99.9860	7.37 2.40	35,000 1.00	11,763.89
2,500,000	FED NATL MTG ASSN DTD 10/29/15 1.125 10/29/2018 CUSIP 3136G2PF8	2,500,000.00 100.0000	2,492,275.00 99.6910	5.25 1.71	28,125 1.13	9,531.25
2,573.84	GOVT NATL MTG ASSN POOL #607799 DTD 03/01/03 6.000 03/15/2018 CUSIP 36202SGG7	2,721.84 105.7502	2,589.31 100.6010	0.01	154 5.95	12.87
TOTAL US GOVT AND	AGENCY OBLIGATIONS	47,544,931.84	47,501,694.31	$\frac{100.00}{32.56}$	590,729 1.24	152,126.75
MUNICIPAL OBLIGAT	IONS			32.50	1.24	
2,500,000	NEW MEXICO ST SEVERANCE TAX TXBL-SEVERANCE TAX BONDS-SER C DTD 06/23/16 2.000 07/01/2019 CUSIP 647310X97	2,555,425.00 102.2170	2,517,125.00 100.6850	100.00 1.73	50,000 1.99	8,333.33
TOTAL MUNICIPAL O	BLIGATIONS	2,555,425.00	2,517,125.00	$\frac{\overline{100.00}}{1.73}$	50,000 1.99	8,333.33
TOTAL FIXED INCOME	SECURITIES	50,100,356.84	50,018,819.31	100.00 34.29	640,729 1.28	160,460.08

STATEMENT OF ASSETS AND LIABILITIES AS OF FEBRUARY 28, 2017

STATEMENT OF ASSETS AND LIABILITIES

PAR VALUE/SHARES DESCRIPTION	COST VALUE / UNIT COST		% OF CATEGORY A TOTAL CUI	ESTIMATED ANNUAL INCOME/ RRENT YIELD AC	CRUED INCOME
TOTAL INVESTMENTS	145,951,057.06	145,874,219.52	100.00	1,466,473	207,763.21
TOTAL ACCRUALS	207,763.21	207,763.21	100.00	1.01	
TOTAL INVESTMENTS AND ACCRUALS	146,158,820.27	146,081,982.73		1,466,473 1.01	207,763.21
CHANGE IN ASSETS - THIS PERIOD					
UNREALIZED APPRECIATION/DEPRECIATION - END OF PERIOD UNREALIZED APPRECIATION/DEPRECIATION - BEGINNING OF PERIOD	\$ 76,83 154,50	7.54- <u>5.45</u> -			
NET CHANGE THIS PERIOD	\$ 77,66	7.91			

Asset Pricing:

Values reflected for publicly-traded assets are provided by unaffiliated financial industry sources believed to be reliable. Values for non-publicly traded assets may be determined from other unaffiliated sources. Assets for which a current value is unavailable may be reflected at the last reported price, at par, or may be shown as having nominal or no value. Reported values may not be the price at which an asset may be sold. Asset values are updated as pricing becomes available from external sources, and may be updated less frequently than statements are generated.

Trade Confirms:

Pursuant to federal regulation, monthly or quarterly account statements that include investment transaction details may be provided in lieu of separate trade confirmations. Separate trade confirms may be obtained at no additional cost upon written request to the account manager.



CASH SUMMARY FOR THE PERIOD FEBRUARY 1, 2017 THROUGH FEBRUARY 28, 2017

CITY OF SANTA FE, NEW MEXICO

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CASH SUMMARY

DESCRIPTION	PRINCIPAL CASH	INCOME CASH	
BEGINNING BALANCE	31,481,611.70-	31,481,611.70	
RECEIPTS			
NET INTEREST COLLECTED OTHER CASH RECEIPTS SALES CASH MANAGEMENT SALES	0.00 5,700,000.00 28,738,773.73 35,800,536.28	116,682.04 0.00 0.00 0.00	
TOTAL CASH RECEIPTS	70,239,310.01	116,682.04	
DISBURSEMENTS			
OTHER CASH DISBURSEMENTS PURCHASES CASH MANAGEMENT PURCHASES	0.00 35,828,812.10- 34,526,643.67-	536.28- 0.00 0.00	
TOTAL CASH DISBURSEMENTS	70,355,455.77-	536.28-	
ENDING BALANCE	31,597,757.46-	31,597,757.46	



CITY OF SANTA FE, NEW MEXICO

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DATE	PAR VALUE/SHARES	S DESCRIPTION		PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
		BEGINNING BALANCE		31,481,611.70-	31,481,611.70	140,184,664.84	
		INTEREST					
		US TREASURY NOTES AND	BONDS				
		US TREASURY NOTE 0.5	00% 4/30/17				
02/23/1	7	ACCRUED INTEREST ON SALE CUSIP 912828K66			3,970.99		
		US TREASURY NOTE 0.6	25% 5/31/17				
02/23/1	7	ACCRUED INTEREST ON SALE CUSIP 912828SY7			4,378.43		
		US TREASURY NOTE 0.8	75% 5/15/17				
02/23/1	7	ACCRUED INTEREST ON SALE CUSIP 912828WH9			4,834.25		
		GOVERNMENT AGENCY					
		FED FARM CREDIT BK 0.7	20% 1/16/18				
02/23/1	7	ACCRUED INTEREST ON SALE CUSIP 3133EGUN3			2,220.00		
		FED FARM CREDIT BK 0.7	20% 7/21/17				
02/23/1	7	ACCRUED INTEREST ON SALE CUSIP 3133EE4K3			720.00		
		FED FARM CREDIT BK 1.0	00% 9/25/17				
02/23/1	7	ACCRUED INTEREST ON SALE CUSIP 3133EEQX1			20,555.56		



CITY OF SANTA FE, NEW MEXICO

DATE PAR VALUE/SHARES	DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
	FED HOME LN BK 0.625% 10/26	/17			
02/23/17	ACCRUED INTEREST ON SALE CUSIP 3130A6LZ8		4,062.50		
	FED HOME LN MTG CORP 1.250% 5/12	/17			
02/23/17	ACCRUED INTEREST ON SALE CUSIP 3137EADF3		10,520.83		
	FED NATL MTG ASSN 0.875% 8/28	/17			
02/23/17	ACCRUED INTEREST ON SALE CUSIP 3135GOMZ3		23,819.44		
	FED NATL MTG ASSN 1.125% 4/27	/17			
02/23/17	ACCRUED INTEREST ON SALE CUSIP 3135G0JA2		5,437.50		
	US GOVERNMENT MORTGAGE POOL				
	GNMA POOL #607799 6.000% 3/15	/18			
02/15/17	INTEREST RECEIVED CUSIP 36202SGG7 JANUARY GNMA DUE 2/15/17		14.72		
	GNMA POOL #781403 6.000% 2/15	/17			
02/15/17	INTEREST RECEIVED CUSIP 36225BRY6 JANUARY GNMA DUE 2/15/17		0.04		

CITY OF SANTA FE, NEW MEXICO

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DATE PAR	VALUE/SHARES	S DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
		MONEY MARKET MUTUAL FUNDS				
		BLACKROCK TEMP FUND INSTL #24				
02/01/17		DIVIDEND RECEIVED DIVIDEND FROM 1/1/17 TO 1/31/17		4,947.69		
		FIDELITY PRIME MM INSTL #2014				
02/01/17		DIVIDEND RECEIVED DIVIDEND FROM 1/1/17 TO 1/31/17		14,118.29		
		JP MORGAN PRIME MM #3605				
02/01/17		DIVIDEND RECEIVED DIVIDEND FROM 1/1/17 TO 1/31/17		9,746.12		
		PROPRIETARY FUNDS				
		WF GOVT MM FD-INSTL #1751				
02/01/17		INTEREST RECEIVED INTEREST FROM 1/1/17 TO 1/31/17		7,335.68		
		TOTAL INTEREST	0.00	116,682.04	0.00	0.00
		PURCHASES & RECEIPTS				
		MONEY MARKET MUTUAL FUNDS				
		BLACKROCK TEMP FUND INSTL #24				
02/01/17	4,945.712	PURCHASED AT \$1.0004 ON TRADE DATE 01/31/2017 TO SETTLE ON 02/01/2017	4,947.69-		4,947.69	



CITY OF SANTA FE, NEW MEXICO

DATE	PAR VALUE/SHARES	DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
02/08/17	6,997,201.12	PURCHASED AT \$1.0004 ON TRADE DATE 02/08/2017	7,000,000.00-		7,000,000.00	
02/24/17	8,795,602.199	PURCHASED AT \$1.0005 ON TRADE DATE 02/24/2017	8,800,000.00-		8,800,000.00	
		FIDELITY PRIME MM INSTL #2014				
02/01/17	14,112.645	PURCHASED AT \$1.0004 ON TRADE DATE 01/31/2017 TO SETTLE ON 02/01/2017	14,118.29-		14,118.29	
		JP MORGAN PRIME MM #3605				
02/01/17	9,743.197	PURCHASED AT \$1.0003 ON TRADE DATE 01/31/2017 TO SETTLE ON 02/01/2017	9,746.12-		9,746.12	
02/24/17	19,992,003.199	PURCHASED AT \$1.0004 ON TRADE DATE 02/24/2017	20,000,000.00-		20,000,000.00	
		TOTAL PURCHASES & RECEIPTS	35,828,812.10-	0.00	35,828,812.10	0.00
		SALES & DELIVERIES				
		US TREASURY NOTES AND BONDS				
		US TREASURY NOTE 0.500% 4/30/17				
02/23/17	2,500,000-	SOLD CUSIP 912828K66 AT \$99.9922 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	2,499,804.69		2,499,121.09-	683.60



CITY OF SANTA FE, NEW MEXICO

DATE	PAR VALUE/SHARES	DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
02/23/17	3,000,000-	US TREASURY NOTE 0.625% 5/31/17 SOLD CUSIP 912828SY7 AT \$100.0234 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	3,000,703.13		2,999,531.25-	1,171.88
02/23/17	2,000,000-	US TREASURY NOTE 0.875% 5/15/17 SOLD CUSIP 912828WH9 AT \$100.0781 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	2,001,562.50		2,002,968.75-	1,406.25-
02/23/17	3,000,000-	GOVERNMENT AGENCY FED FARM CREDIT BK 0.720% 1/16/18 SOLD CUSIP 3133EGUN3 AT \$99.8230 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	2,994,690.00		2,995,680.00-	990.00-
02/23/17	1,125,000-	FED FARM CREDIT BK 0.720% 7/21/17 SOLD CUSIP 3133EE4K3 AT \$100.0200 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	1,125,225.00		1,122,468.75-	2,756.25
02/23/17	5,000,000-	FED FARM CREDIT BK 1.000% 9/25/17 SOLD CUSIP 3133EEQX1 AT \$100.1480 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	5,007,400.00		5,012,050.00-	4,650.00-





DATEI	PAR VALUE/SHARES	DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
02/23/17	2,000,000-	FED HOME LN BK 0.625% 10/26/17 SOLD CUSIP 3130A6LZ8 AT \$99.8920 ON TRADE DATE 02/22/2017 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	1.007.8/10.00		1,996,740.00-	1,100.00
02/23/17	3,000,000-	FED HOME LN MTG CORP 1.250% 5/12/17 SOLD CUSIP 3137EADF3 AT \$100.1480 ON TRADE DATE 02/22/201 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	3 004 440 00		3,042,030.00-	37,590.00-
02/23/17	5,600,000-	FED NATL MTG ASSN 0.875% 8/28/17 SOLD CUSIP 3135G0MZ3 AT \$100.0930 ON TRADE DATE 02/22/201 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	5.605.208.00		5,611,928.00-	6,720.00-
02/23/17	1,500,000-	FED NATL MTG ASSN 1.125% 4/27/17 SOLD CUSIP 3135G0JA2 AT \$100.1015 ON TRADE DATE 02/22/201 TO SETTLE ON 02/23/2017 SOUTHWEST SECURITIES INC.	1,501,522 50		1,505,610.00-	4,087.50-
		US GOVERNMENT MORTGAGE POOL				
		GNMA POOL #607799 6.000% 3/15/18				
02/15/17	368.95-	PAID DOWN CUSIP 36202SGG7	368.95		390.16-	21.21-



WELLS FARGO

STATEMENT OF TRANSACTIONS FOR THE PERIOD FEBRUARY 1, 2017 THROUGH FEBRUARY 28, 2017 CITY OF SANTA FE, NEW MEXICO

DATE PAR VALUE	/SHARES	S DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
02/15/17	8.96-	GNMA POOL #781403 6.000% 2/15/17 PAID DOWN CUSIP 36225BRY6	8.96		9.27-	0.31-
		TOTAL SALES & DELIVERIES	28,738,773.73	0.00	28,788,527.27-	49,753.54-
		OTHER CASH RECEIPTS				
02/07/17		ADDITION TO ACCOUNT OTHER CASH RECEIPT TRSFER LGIP FUNDS - COMMON ACCT TO MONEY MKT ACCT.	5,700,000.00			
		TOTAL OTHER CASH RECEIPTS	5,700,000.00	0.00	0.00	0.00
		OTHER CASH DISBURSEMENTS				
		PROPRIETARY FUNDS WF GOVT MM FD-INSTL #1751				
02/13/17		COMP CHARGE FOR USE OF FUNDS PAID TO WELLS FARGO WF GOVT MM FD-INSTL #1751 EARNINGS ADJUSTMENT ON ON \$50,000,000 ON 1/12/17 CLAIM REF #CM2017021329		536.28-		
		TOTAL OTHER CASH DISBURSEMENTS	0.00	536.28-	0.00	0.00



CITY OF SANTA FE, NEW MEXICO

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DATE	PAR VALUE/SHARES	DESCRIPTION	PRINCIPAL CASH	INCOME CASH	COST VALUE	REALIZED GAIN/LOSS
02/28/17	V	CASH SWEEP PURCHASES FOR STMT PERIOD WF GOVT MM FD-INSTL #1751 4 TRANSACTIONS	34,526,643.67-	0.00	34,526,643.67	
02/28/17	V	CASH SWEEP SALES FOR STMT PERIOD WF GOVT MM FD-INSTL #1751 3 TRANSACTIONS	35,800,536.28	0.00	35,800,536.28-	
	<u>_</u>	ENDING BALANCE	31,597,757.46-	31,597,757.46	145,951,057.06	



WELLS

CITY OF SANTA FE, NEW MEXICO

CASH MANAGEMENT TRANSACTION JOURNAL

DATE P	AR VALUE/SHARES	DESCRIPTION	PRINCIPAL CASH	INCOME CASH
02/01/17	7,335.68	PURCHASED WF GOVT MM FD-INSTL #1751	7,335.68-	
02/07/17	5,700,000	PURCHASED WF GOVT MM FD-INSTL #1751	5,700,000.00-	
02/08/17	7,000,000	SOLD WF GOVT MM FD-INSTL #1751	7,000,000.00	
02/13/17	536.28	SOLD WF GOVT MM FD-INSTL #1751	536.28	
02/15/17	392.67	PURCHASED WF GOVT MM FD-INSTL #1751	392.67-	
02/23/17	28,818,915.32	PURCHASED WF GOVT MM FD-INSTL #1751	28,818,915.32-	
02/24/17	28,800,000	SOLD WF GOVT MM FD-INSTL #1751	28,800,000.00	
WF GOVT MM	FD-INSTL #1751	TOTAL PURCHASES/DEPOSITS	34,526,643.67-	0.00
		TOTAL SALES/WITHDRAWALS	35,800,536.28	0.00



TRADE TICKET Investment Management Services Department

Securities will be delivered by: HilltopSecurities / DTC#0279

FFCB 1 1/4 02	2/27/19 Corp 1) Send (VCON) 97) Settings	7	Ticket
03/02/2017			
Trade Inform	mation		
Trader		CUSIP	
At	FIRST SOUTHWEST ASSET MGMT LLC	ISIN	
9) BUY	5000 M of FFCB 1 4 02/27/19	Tantan	FED FARM CREDIT
M BUT	3000 M OF FFCB 1 % 02/2//19	Issuer Dated	02/27/17
Price	99.648000 Yield 1.430606	Dated	
			l
<u>Settlement</u>	03/03/17 (T+1 for calendar 'US')		<u>-</u>
	CITY OF SANTA FE FSAM		
	ACCT#		
			The state of the s
Trade Numbe	ers		
View Amoun	ts in USD		
Principal	USD 4,982,400.00		
Accrued	(6 days) 1,041.67		
Total ,	USD 4,983,441.67	GNT-6:00 G731-24	150-2 02-Mar-2017 13:39:11
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FFC	31.25 2/27/19 / FnmA 1.0 3	126/19	<u>Dovina</u> US TNote 1.375 2/28,
	1.43 7. / 1.40 7		<u> </u>
\ '	1.43 7.		<i>1.347</i>
			,

PLEASE READ THE FOLLOWING CONSENT, SIGN, DATE, AND FAX BACK TO 512,481,2020. THANKS!

The undersigned is an authorized investment representative of the investing entity and hereby consents to Hilltop Securities, Inc., an affiliate of First Southwest Asset Management LLC serving as principal on this transaction clause principal on this transaction confirmation. Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities, Inc., represents that the security partities price paid by Phillop Securities price paid by Phillop Sec

Cluber	13.02.17
Authorized Signature	Date
/-	TOTAL 000 STS 1700 STS 1700 Fee 512 401 2020

CITY OF SANTA FE FINANCE DEPARTMENT MANUAL

Originator: Cash Management & Investment Officer



SUBJECT

INVESTMENT POLICY

Policy Number	# Pages
01	10
Effective Date	Revision Date
11-30-2005	12/05/2016

1.0 PURPOSE:

1.1 The purpose of this investment policy is to indicate a conscious, formal effort by the City of Santa Fe (the "City") to develop, implement and monitor the investment of all City funds. It shall be considered an important means to communicate to staff and to the public the City's policies on management of financial assets.

2.0 APPLICABLE TO:

2.1 Finance Director, Assistant Finance Director, Treasury Officer, Cash Management and Investment Officer.

3.0 REFERENCES:

- 3.1 SFCC 11-8C.
- 3.2 Code of Ethics Ordinance 1-7.5H.
- 3.3 Securities & Exchange Commission Rule 15(c)3-1 (uniform net capital rule).
- 3.4 NMSA 1978 sections 6-10-10, 6-10-16, 6-10-17, 6-10-18, 6-10-36, 6-10-44, and 3-45-24.
- 3.5 NMAC 2.60.4
- 3.6 Local Government Investment Pool Investment Policy

4.0 **DEFINITIONS:**

4.1 Relevant terms are defined under Procedures.

5.0 POLICY:

5.1 It is the policy of the City to invest public funds in a manner which preserves principal, meets the daily cash flow requirements and earns the highest investment return while conforming to all state and local statutes governing the investment of public funds.

6.0 PROCEDURES:

6.1 This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

General Funds;
Special Revenue Funds;
Capital Project Funds;
Enterprise Funds;
Trust and Agency Funds; and
Any new fund created by the City Council, unless specifically exempted.

6.2 PRUDENCE

The standard of care to be used by the Investment Officer shall be the "prudent person" rule which states:

"Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived."

This standard shall be applied in the context of managing an overall portfolio. The Investment Officer acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Public confidence in the investment program is imperative. The City will avoid any transaction that might impair the public's confidence. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. A balance is struck between preservation of principal, liquidity and the income to be earned.

6.3 OBJECTIVES

The primary objectives, in priority order, of the City's investment activities shall be:

Preservation of Principal:

The preservation of principal and mitigation of investment risks (default/credit risk, interest rate risk, and reinvestment risk) are the foremost objectives of the investment program. The City will ensure the preservation of its investments by limiting default/credit risk, interest rate risk and reinvestment risk. Default/credit risk is the risk of loss due to the failure or downgrade of the security issuer or backer. Interest rate risk is the risk that the value of an investment will decline with changes in interest rates, e.g. an increase in interest rates will cause a decline in the value of a bond during its holding period prior to maturity. Reinvestment risk is the risk that funds from maturing investments will be reinvested at lower interest rates than that of the maturing investment due to decreases in the level of interest rates. The City will mitigate the effect of default/credit risk by:

- Investing in investment grade government debt securities rated A or better;
- Investing in securities, funds or pools that comply with New Mexico Statute 6-10-10;
- Complete and thorough due diligence and credit analysis on each investment issurer;
- Pre-qualifying all financial institutions and securities dealers with whom the City will do business; and
- Diversifying the investment portfolio to minimize the adverse effects of the failure of any one issuer or backer.

Liquidity:

The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all of the regular expenses of the City as well as payments on the City's debt obligations in a timely manner provided they may be reasonably anticipated.

Return on Investments:

The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

Fully **Invested:**

The City recognizes that cash is an earning asset. It is the City's policy to invest cash balances over amounts required to meet current financial obligations to achieve the highest return consistent with the above-defined objectives. The goal is to have all of the City's available investable assets fully invested at all times and to keep idle cash at a minimum.

Scheduling of

Maturities:

Investment maturities may be scheduled to coincide with projected cash flow needs taking into account large routine expenditures (e.g. payroll, debt service and Capital Improvement Program disbursements), as well as considering sizeable blocks of anticipated revenues and inflows, (e.g. gross receipts, franchise taxes and investment maturities).

Diversi-

fication:

The City shall diversify investments to avoid unreasonable risks from concentrating investments in specific security types and individual financial institutions.

6.4 DELEGATION OF AUTHORITY

Pursuant to SFCC 11-8C, the Governing Body has authorized the City Manager to appoint an Investment Officer to invest money not immediately needed for the operation of the City government. The Investment Officer shall establish written procedures for the investment program consistent with the investment policy. Procedures should include reference to: safekeeping, repurchase agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director and the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish

a system of controls to regulate the activities of other employees involved in investment transfers.

6.5 ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions or allow personal gain. Employees and investment officials shall disclose as per Code of Ethics Ordinance 1-7.6 any financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any personal financial/investment positions that could be related to the performance of the City, particularly with regard to the time of purchases and sales.

6.6 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Investment Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealer firms selected by credit worthiness who are authorized to provide investment services in the State of New Mexico. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15(c)3-1 (uniform net capital rule).

All financial institutions and broker/dealer firms who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements; proof of Financial Industry Regulatory Authority (FINRA) certification; and certification of having an understanding of and agreeing to comply with the City's investment policy.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Investment Officer. In addition, a current audited financial statement is required to be on file for each financial institution and broker/dealer firm through which the City invests.

All broker/dealer firms and financial institutions conducting business with the City shall receive a copy of the City's investment policy, a broker/dealer certification form and a letter signed by the Finance Director that describes the relationship that the City is establishing with the broker/dealer firm or financial institution. This letter will contain the following information:

- City employees who are authorized to buy and sell investments on behalf of the City;
- City employees who are authorized to wire or otherwise transfer funds out of City accounts;
- City employees who are authorized to make changes to the City's instructions regarding authority, delivery instructions, or other critical aspects of the relationships;
- City employees who should be notified if the dealer or financial institution detects any activity that it believes may be irregular given the City's investment policy and practices;
- Controls that the dealer or financial institution should use for wire transfers of funds and securities into and out of City accounts;

- Standard delivery instructions for investments and proceeds from maturities; and,
- Dealers and financial institutions will be notified immediately both verbally and in writing about the change in status of any employee authorized to conduct investment business with that institution.

If the City has contracted with an Investment Advisor, the advisor shall be responsible for performing financial due diligence on the brokers/dealers with which it trades on the City's behalf. On an annual basis, the advisor will provide the City with a list of its authorized brokers/dealers as well as the firm's written certification of compliance with the City's Investment Policy.

6.7 AUTHORIZED AND SUITABLE INVESTMENTS

City funds shall be invested in accordance with New Mexico Statute 6-10-36 and shall be equitably distributed among banks and credit unions having their main or manned branch offices within the municipal boundaries, and who are interested in doing business with the City as directed by Statute 6-10-36, Paragraph C. Funds that are declared excess due to the inability of local financial institutions to accept these deposits may be invested in the following investments pursuant to NMSA 1978 sections 6-10-10, 6-10-36, 6-10-44 and 3-45-24:

- Bonds or negotiable securities of the United States including U.S. treasury bills, treasury notes, TIPS and treasury bonds;
- Other securities issued by the United States government or its agencies or instrumentalities that are either direct obligations of the United States, the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the Federal Home Loan Bank, the Federal Farm Credit Bank, or are backed by the full faith and credit of the United States Government;
- Money market funds that are registered with the SEC, maintain total asset size of not less than \$100,000,000, and carry an investment rating of Aaa-mf, AAAm as rated by Moody's and Standard & Poor's;
- Contracts for the present purchase and future resale of securities ("repurchase agreements");
- Shares of a diversified investment company registered pursuant to the federal Investment Company Act of 1940 that invests in fixed-income securities or debt instruments that are listed in a nationally recognized, broad-market, fixed-income-securities market index; provided that the investment company or manager has total assets under management of at least one hundred million dollars (\$100,000,000) and provided that the board of finance of the county or municipality may allow reasonable administrative and investment expenses to be paid directly from the income or assets of these investments;
- Individual, common or collective trust funds of banks or trust companies that invest in fixed-income securities or debt instruments that are listed in a nationally recognized, broad-market, fixed-income-securities market index; provided that the investment company or manager has total assets under management of at least one hundred million dollars (\$100,000,000) and provided that the board of finance of the county or municipality may allow reasonable administrative and investment expenses to be paid directly from the income or assets of these investments; or
- Shares of pooled investment funds managed by the state investment officer, as provided in Subsection G of Section 6-8-7 NMSA 1978; provided that the board of finance of the county or municipality may allow reasonable administrative and

- investment expenses to be paid directly from the income or assets of these investments.
- Bonds or negotiable securities of the State of New Mexico or of any county, municipality or school district which has a taxable valuation of real property of at least one million dollars and has not defaulted in payment of interest or sinking fund obligations or failed to pay any bonds at maturity at any time within the past five years and is rated AA equivalent or better on purchase date; and,
- Any bonds or other obligations issued pursuant to the Municipal Housing Law or issued by any public housing authority or agency in the United States, when such bonds or other obligations are secured by a pledge of annual contributions to be paid by the United States government or any agency thereof.

Reasonable prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

6.8 PROHIBITED INVESTMENTS

Notwithstanding specific authority granted elsewhere in this document, the City or Santa Fe specifically prohibits the following investments and investment practices:

- Collateralized mortgage obligations (CMOs) and other hybrid mortgage-backed, pass through securities;
- Agency securities whose interest rate is tied to a long-term rate or lagging index, or
 whose interest rate is determined by an index that adjusts opposite to changes in a
 market index, including, but not limited to, inverse floaters, leveraged floaters,
 capped and range floaters and dual index floaters;
- Zero coupon securities, with the exception of Treasury bills and other direct obligations of the U. S. government as well as discount notes issued by the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the Federal Home Loan Bank, or the Federal Farm Credit Bank;
- Investment purchases on margin including short sales; and,
- Equity securities.

6.9 INVESTMENT POOLS

A review of the Local Government Investment Pool and its operating policies should be done on a periodic basis. A copy of the most recent audit of the pool must be kept on file or be accessible on-line.

6.10 COMPETITIVE BIDS/EQUITABLE DISTRIBUTION

It is the City's policy to invest all moneys on the basis of competitive bids or offers when practical. When U.S. government securities are being purchased in the secondary market, a minimum of three offers will be solicited. When U.S. government securities are being sold, a minimum of three bids will be received. Transactions shall be made with those firms tendering the best bids or offers to the City. When purchasing new issue securities at par, the purchases will be distributed equitably among the City's qualified brokers as is practicable and prudent. Written documentation of the quotes shall be maintained for a minimum of 3 years.

6.11 COLLATERALIZATION

Collateralization will be required on all repurchase agreements and bank/credit union deposits in excess of amounts insured by the Federal Deposit Insurance Corporation or the National Credit Union Association.

- Repurchase Agreements: The collateralization will be 102% including accrued interest and shall consist of US Treasury, or US Government agency debt. Collateral with maturities greater than 10 years shall be collateralized at 103%. Collateral shall be reviewed daily by the Investment Officer or Investment Advisor and maintained at a minimum of 102% or 103% if the maturity is longer than 10 years. Collateral substitution is permissible with the permission of the Investment Officer or Investment Advisor.
- Checking Deposits: Deposits with the primary fiscal agent, may be collateralized at fifty percent (50%) in accordance with New Mexico Statute 6-10-17 and that collateral shall be in compliance with NMAC 2.60.4.10 A(1) or (7).
- Certificate of Deposits: Shall be collateralized in compliance with NMAC 2.60.4.9, NMAC 2.60.4.10 A(1) or (7)

Collateral for checking and certificates of deposits will be reviewed monthly to ensure that the market value of the securities pledged exceeds the investment or related bank balances with a final fiscal year review in June. Additional collateral may be requested if the Investment Officer deems that the deposits and investments are not sufficiently protected by the pledged collateral.

Exceptions to the collateralization level requirement include deposits in the State Treasurer's Office Local Government Investment Pool.

6.12 SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held in the custody of the City's fiscal agent and evidenced by monthly statements, maintained and filed by the Investment Officer.

6.13 DIVERSIFICATION

The City will diversify its investments by security type and institution. With the exception of U.S. treasury securities, authorized pools and the City's fiscal agent, no more than 50% will be invested in a single security type or with a single financial institution.

6.14 TRADING SECURITIES

The City may take advantage of temporary conditions in the U.S. government securities market by trading securities of comparable quality to further improve the overall rate of the return on the portfolio.

Transactions will be competitively marketed to at least three broker/dealers whether proposed by the City or broker/dealers. Trading of securities is permissible if the City's

investment goals will be met and the Investment Officer deems the transaction appropriate and consistent with the City's Investment Policy.

6.15 MAXIMUM MATURITIES

Investment maturities shall be limited to five years, unless matched to a specific cash flow.

6.16 INTERNAL CONTROL

Investments shall be included as a specific area in the City's annual audit by the City's independent auditor. In addition, the City's internal auditor may periodically review the City's investments and investment transactions. These reviews will provide internal control by assuring compliance with policies and procedures.

6.17 PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the City's cash flow needs.

Staff is currently conducting an in-depth analysis of potential benchmarks to evaluate the performance of the City's investment portfolio. The benchmark is a critical component to any investment policy as it reflects the objectives of preservation of principal and balancing investment risks, liquidity and income to be earned of the City's investment portfolio. A forth coming addendum to the investment policy regarding the benchmark will be provided in the near future.

6.18 REPORTING

The Investment Officer shall provide to the Finance Committee quarterly investment reports which provide the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, potential changes in the portfolio and/or investment strategies to be implemented.

The quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by investment category;
- The call date or final maturity of all investments listed;
- Portfolio Duration, a measure of interest rate risk.
- Yield to maturity and yield to worst;
- Par value, amortized book value and market value; and
- Percentage of the portfolio represented by each investment category.

6.19 INVESTMENT POLICY ADOPTION

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be renewed annually by the Finance Committee with any modifications approved by the City Council.

6.20 COMPLIANCE WITH CITY INVESTMENT POLICY

In addition to receiving written certification of compliance with the City's Investment Policy from all brokers directly assisting the City and any external investment advisor whose services may be retained, any bank or credit union serving as a depository for City funds shall also be required to provide written certification of compliance with the City's Investment Policy and all related and relevant State Statutes (NM Statute 6-10-18), whether referenced in the Investment Policy or not. Such certification will also be required of any other such person or firm that undertakes to work with the City to assist in handling investments for which the terms of this policy apply.

The annually adopted Investment Policy shall be forwarded to all such parties in a timely manner with a request for the return of the certification form via mail, fax, or email. Any interim Investment Policy amendments will also be forwarded to relevant parties and will require resigning and return of the certification form.

7.0	REV	IEW AND APPRO	VALS:	
	7.1	PREPARED BY:	Bradley J. Fluetsch, CFA	12-16-16 Date
			Cash Management & Investment Officer	
	7.2	REVIEWED BY:	Adam K. Johnson	12.19.16 Date
			Finance Director	Date
			Tillattee Birector	
	7.3	REVIEWED BY:	(hrmin) / (lum)	12.19.16
			Christina L. Keyes	12.19.16 Date
			Treasury Officer	1 1
	7.4	REVIEWED BY:		12/16/16
			Kelley A. Brennan	/Date /
	7.5	APPROVED BY	Javier M. Gonzales	12/2/14
			Mayor	Date
	7.6	ATTEST:	Yolanda Y. Vigil	12-27-16 Date
			City Clerk CC mtg. 12/14/16	Date
0.0			CC mag. 12/14/16	
8.0		ENDIXES:		
	8.1	Certification Form	n	

Santa Fe, NM 87504-0909

bjfluetsch@ci.santa-fe.nm.us

CITY OF SANTA FE, NEW MEXICO CERTIFICATION FORM

As required by the City of Santa Fe Investment Policy

	LL IN BLANK:		1 1 1
[, a	s the registered principal for the firm, _		, do hereby certify
	t I, as well as any other employee cover		
W1t	h the Investment Policy of the City of S	santa Fe ("Investment Policy).
CF	IECK APPROPRIATE BOX:		
	As a Bank, I further acknowledge that Santa Fe requiring collateralization, such Investment Policy and relevant and related to the City on a monthly basis, as well bank will also provide the City with a citissued by the custodial bank(s) holding implemented reasonable internal control comply with the City's Investment Police.	ch collateralization will com ated State Statutes. A collate as when there is a change in copy of the monthly joint saf the collateral. I acknowledged of procedures to ensure appro	ply with the terms of the ral report will be provided securities pledged. This ekeeping receipts(s) te that this bank has
	As a Credit Union, I further acknowled limited to those covered by the National exceed the NCUA stated covered limit	al Credit Union Administrati	
	As a Custodial Institution, I further a duties as pertains to collateralization in agent, and will provide the City with a if there are changes in securities held of	n conjunction with Wells Far monthly joint safekeeping re	go Bank, the City's fiscal eccipt, as well as receipts
	As an Advisory Firm, I further acknown internal control procedures to ensure as this firm that comply with the City's Ir	ppropriate investment recom	
Sig	gning this form serves to meet the requir	rement of NM Statute 6-10-1	8.
Sig	gnature:		
Na	me:		
Tit	ile:		
Da	te:		
Re	turn via Mail, E-Mail, Fax To: Bradley J. Fluetsch, CFA, Cash Manager City of Santa Fe Finance Department P. O. Box 909	ment & Investment Officer 505-955-6885 phone	
	1.0.000	505-755-0005 prioric	

505-955-6745 fax

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

- "Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.
- "Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.
- "Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.
- "Pendency of the procurement process" means the time period commencing with the

public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor. Name(s) of Applicable Public Official(s) if any: (Completed by State Agency or Local Public Body) DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR: Contribution Made By: Relation to Prospective Contractor: ___ Date Contribution(s) Made: Amount(s) of Contribution(s) Nature of Contribution(s) Purpose of Contribution(s) (Attach extra pages if necessary) Signature Date Title (position) --OR--NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative. Signature Date

Title (Position)

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY			PRICING		
CODE		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES	
000321	ACCOUNT ANALYSIS-DEBIT ADJUSTMENT Debit (charge) adjustment to customer's analysis statement for prior month adjustment.					
010000	ACCOUNT MAINTENANCE Monthly maintenance charge for DDA with non return of checks - one account statement included.					
010020	ZERO BALANCE MASTER ACCOUNT MAINT Monthly account maintenance fee for ZBA Master accounts.					
010021	SUBACCOUNT MAINTENANCE Monthly charge per subaccount.					
010021	ZERO BALANCE MONTHLY BASE Per account charge for Zero and Target Balance accounts.					
010100	DEBITS POSTED Per item change for debit items, other than checks or drafts, posted to an account.					
010101	CREDITS POSTED Per item charge for non-electronic deposits and credits.					
010300						
010300	ON-LINE ELECTRONIC STATEMENT SUBSCRIPTION - ITEM Per detail item charge for Electronic Statement Subscription (DDA Cycled Statement report) detail records loaded.					
019999	PAYEE VALID NON-ACCOUNT HOLDER-CHECK CASH Auto Check Cashing - Payee Validation fee assessed for non-customers who cash checks drawn on a City account.					
020000	LOCKBOX ON-LINE SUBSCRIPTION MTHLY BASE Monthly Maintenance charge per account for the Lockbox Availability report and per Lockbox on the Lockbox Detail report.					
020000	RETAIL LOCKBOX INCOMING OVERNIGHT MAIL Per occurrence charge for processing a remittance which has been sent to the lockbox via federal express or certified mail. (Utility payments to City.)					
020000						

City of Santa Fe FISCAL AGENT AND PAYROLL AGENT AGREEMENT

DETAIL PRICING SHEET

Be sure to fill out both the Pricing Detail Sheet (green tab).

AFP CODE	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY	\$0.00 COST	UNIT BASIS	PRICING Assumed Vol./YR	S NOTES
050010	RETAIL LOCKBOX MONTHLY BASE Monthly charge associated with the maintenance of a lockbox account including mail pickup and database maintenance.				
050030					
050100	050100 WHOLESALE LOCKBOX STANDARD ITEM PROCESSED Per item charge for processing wholesale lockbox remittances.				
05011A	, WHOLESALE LOCKBOX CHECK IMAGE/PHOTOCOPY Number of checks deposited/copies of each check processed and deposited. (Ambulance payments.)				
05011F	05011F WHOLESALE LOCKBOX HEALTHCARE PAPER RETURN Per document fee for returning all paper attachments including the envelope except the checks that are received for a healthcare lockbox.				
05011L	05011L WHOLESALE LOCKBOX NON-TRUNCATE PACKAGE PREPARATION - MONTHLY BASE Monthly fee per box to prepare daily remittance packages for clients who require the return of their check photocopies and original remittance documents.				
05011R					
050117	050117 WHOLESALE LOCKBOX DOCUMENT REASSOCIATION Reassociation of original hard copy documents received in the envelope and returned to the customer.				
050129	050129 WHOLESALE LOCKBOX VALUE ADDED KEYING Fee per keystroke to key information from a check, invoice, or envelope.				
050200	RETAIL LOCKBOX ITEM PROCESSED Per item charge for processing retail payments that match the invoice amounts - includes standard batch processing, encoding, endorsing, and cash letter/deposit preparation.				
050201					
050202	RETAIL LOCKBOX MULTIPLE PAYMENT Per item charge for processing retail payments that include multiple invoices and/or payments.				
050220	RETAIL LOCKBOX DATA CAPTURE Per keystroke charge for data capture of invoice information.				

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY			PRICING	(2)	
CODE		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES	
050222	RETAIL LOCKBOX IMAGE STORAGE Retail Lockbox Image Storage Fee per image stored on the fiscal agent's image database, as a as a as part of the Retail Lockbox Image online service. Images are counted by check or coupon captured during processing. For example, a typical Retail Lockbox transaction has a check.					
050300	RETAIL LOCKBOX DEPOSIT CUTS Retail lockbox deposit cut.					
050301	WHOLESALE LOCKBOX DAILY DEPOSIT CUT Wholesale Lockbox fee assessed for each daily deposit cut.					
050311	WHOLESALE LOCKBOX SECURE EMAIL MONTHLY BASE Wholesale LBX Monthly charge for advising customers of the lockbox deposit totals processed for their accounts during current day via terminal.					
050331	WHOLESALELOCKBOX CUSTOM / DUPLICATE REPORT Wholesale lockbox fee for mailing additional hard copy reports or custom report. Fee is per box / per report / per day.					
050401	RETAIL LOCKBOX TRANSMISSION ITEM Per item charge associated with outgoing transmission of detailed remittance information.					
050401	RETAIL LOCKBOX TRANSMISSION BASE Fixed base charge associated with outgoing transmission of detailed remittance information					
050410	WHOLESALE LOCKBOX PACKAGE - US MAIL DELIVERY Charge for postage/preparation of outgoing remittance information.					
050530	WHOLESALE LOCKBOX CORRESPONDENCE / REJECTS Wholesale lockbox per item processed / envelope received with a check that is not deposited and/or envelopes received with correspondence but no check (unbankables).					
050530	RETAIL LOCKBOX UNPROCESSABLE ITEM Per item charge for handling items that do not meet customer's processing requirements - includes returning payments, empty envelopes, and correspondence to the customer.					
080000	080000 COMMERCIAL CARD MONTHLY BASE Per card monthly program maintenance.					
080000	080000 COMMERCIAL CARD EXPENSE REPORT MONTHLY BASE Commercial card expense report monthly maintenance fee.					
080100	080100 COMMERCIAL CARD TRANSACTION					

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY			PRICING	(2)
CODE		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES
	Per transaction fee.				
080301	080301 COMMERCIAL CARD ISSUANCE Per card issuance fee.				
100015					
100100	CASH VAULT MIXED DEPOSIT SURCHARGE Fee for customers depositing cash and checks on one deposit.				
100100					
100100	CASH VAULT BAG DEPOSIT PROCESSING Per deposit fee for cash only deposits processed				
100112	CASH VAULT COIN DEPOSIT - SUBJECT TO COUNT Per deposit charge for a loose coin deposit that has no declared value listed on its deposit ticket. The bank must count the coin and prepare a deposit ticket.				
100113	SCASH VAULT COIN DEPOSIT-STANDARD BAG Per bag charge for a loose coin deposit containing a specific number of coins of one denomination - the number of coins in a standard bag is set by the Federal Reserve. The deposit is usually verified by the weight of the bag.				
100142	CASH VAULT CASH ORDER-STANDING INSTRUCTIONS Per order charge for a pre-defined currency/coin order with a set delivery schedule.				
100146	CASH VAULT COIN FURNISHED-STANDARD BOX Per box charge for a full box of coin which contains 50 rolls of one denomination.				
100199	CASH VAULT CURRENCY/COIN DEPOSITED Processing and verification charge for currency and/or coin deposited in a cash vault. Billed on a per dollar deposited basis.				
100220					
100220	DEPOSITED CHECKS RETAIL LOCKBOX - ON US Deposited checks drawn on Wells Fargo Bank in the state or on the regional legal entity where the deposit is made.				

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY	TSO2.000\$	INIT RASIS	PRICING	NOTES	
100220	WHOLESALE LBX CHECKS DEPOSITED Deposited checks drawn on U.S. banks, including fiscal agent.					
100222	RETAIL LOCKBOX CHECKS DEPOSITED Deposited checks drawn on banks other than fiscal agent, & include U.S. Treasury items and Postal Money Orders.					
100223	DEPOSITED CHECKS Deposited paper checks drawn on banks other than fiscal agent, & include U.S. Treasury items and Postal Money Orders.					
100400	RETURN ITEM - CHARGEBACK Per item charge for each deposited item returned.					
100400	RETURN ITEM SPECIAL INSTRUCTIONS Per item charge for returned items special processing instructions. Special Instructions include: Individual Debits for Items, Alternate Charge Account, Alternate Mailing Address, MAC Mail, Courier Pickup, and/or Overnight Mail.					
100401	RETURN ITEM SPECIAL INST MTHLY BASE Monthly base charge for return item special instructions for one account. Special Instructions include: Individual Debits for Items, Alternate Charge Account, Alternate Mailing Address, MAC Mail, Courier Pickup, and/or Overnight Mail.					
100410	ON-LINE RETURN ITEM SUBSCRIPTION OPTIONAL DETAIL Per field loaded charge for Optional Detail fields loaded.					
100410	100410 ON-LINE RETURN ITEM SUBSCRIPTION PER ACCOUNT Monthly Maintenance Charge per account for Return Item reporting in the Return Item subscription.					
100414	ON-LINE RETURN ITEM RETRIEVAL-IMAGE On-line Returned Item Image Retrieval Fee. Is incurred each time a customer retrieves an image of a Returned Item Services.					
100414	ON-LINE RETURN ITEM SERVICE MONTHLY BASE On-line Returned Item Service Base monthly fee. Monthly fee charged to customers that use on-line Returned Item Services.					
100501	CASH VAULT DEPOSIT ADJUSTMENT Per adjustment charge for each adjustment made to depository account when verified cash total does not equal the declared cash total on deposit ticket.					
_	=	_	_	_		=

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY		
CODE		\$0.00 COST	
100520	100520 CASH VAULT ADJUSTMENT ADVICE - US MAIL Per adjustment advice charge for adjustment detail at a location level delivered via US mail.		
100610	100610 DEPOSIT LOCATION REPORTING - ITEM Per item charge for reconciliation of deposits and deposit related transactions from multiple locations to a single account.		
150030	150030 POSITIVE PAY MONTHLY BASE Monthly fee per account for Positive Pay service.		

	NOTES		
PRICING	UNIT BASIS Assumed Vol./YR		
	UNIT BASIS		
	\$0.00 COST		

DETAIL PRICING SHEET

PRICING	ol./YR NOTES												
	Assumed V												
	UNIT BASIS												
	\$0.00 COST												
DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY		ACCOUNT RECONCILIATION PROCESSING CHECKS PAID - FULL RECONCILEMENT Charge assessed for each paid check on Full Reconcilement accounts.	ACCOUNT RECONCILIATION PRICESSING CHECKS PAID - PARTIAL RECONCILEMENT Charge assessed for each paid check on Partial Reconcilement accounts.	DDA CHECKS PAID Per item change for checks or drafts presented for payment on an account, including checks that are presented electronically.	POSITIVE PAY EXCEPTION CHECKS RETURNED Per item charge for Positive Pay exception returned per customer request - includes stale-dated items that have been returned.	PAYMENT AUTHORIZATION MAXIMUM CHECK - MONTHLY BASE Monthly per account fee when accounts are setup for the Payment Authorization Max check \$ option.	PAYEE VALIDATION STANDARD-ITEM Per check charge for each check posted to account with payee validation services.	ON-LINE SEARCH Charge per search of 100 items performed for credits, debits, posted items, checks or stop payments via on-line banking.	POSITIVE PAY EXCEPTION - ON-LINE IMAGE Per item charge for Image Positive Pay images retrieved via on-line banking.	IMAGE PAID CHECK - MONTHLY BASE Fixed monthly maintenance charge per CD ROM setup on Paid Check Image Media.	ONLINE IMAGE VIEW < 90 DAYS - ITEM Charge for each image retrieved from the bank's image database and delivered online < 90 days old.	ONLINE IMAGE VIEW > 90 DAYS - ITEM Charge for each image viewed on -line from the bank's image archive older than 90 days.	IMAGE PAID CHECK PER CD ROM Charge for each CD ROM produced per CD - may contain more than one account depending on
AFP	CODE	150100	150100	150100 E	150129 F	150240 F	150299 F	150400 C	150723 F	151350 II	151352 (0	151352 C	151353

DETAIL PRICING SHEET

PRICING NOTES													
UNIT BASIS													
\$0.00 COST													
DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY	151399 IMAGE PAID CHECK PER ITEM The charge for creating an image of each physical item requested by the customer - includes indexing by the basic MICR fields as well as posting date. Paid Checks.	STOP PAYMENT - ONLINE Per item charge for PC initiated stop payment.	OUTGOING TRANSMISSION - PER ITEM Charge for each item included on an ARP outgoing transmission. This is in addition to per file transmission and optional report fees. NOTE: this does not include volume associated with the ARP File Confirmation summary or detail report.	ACCOUNT RECONCILIATION PROCESSING MONTHLY BASE - FULL Monthly charge per account for providing full reconciliation service .	ACCOUNT RECONCILIATION PROCESSING MONTHLY BASE - PARTIAL Monthly charge per account for providing partial reconciliation service.	ACCOUNT RECONCILIATION PROCESSING REGISTER INPUT ON-LINE - ITEM Per item charge for ARP registers manually entered or imported via the on-line banking.	200201 ACCOUNT RECONCILIATION PROCESSING PART POSITIVE PAY ISSUE - ITEM Per item charge for the receipt and posting of check issue data on Partial Positive Pay accounts.	ACCOUNT RECONCILIATION PROCESSING FULL RECON - VENDOR ITEM Per item charge for the receipt and posting of check issue data received via custom file.	ACCOUNT RECONCILIATION PROCESSING OUTPUT - TRANSMISSION Per direct transmission or NDM transmittal charge for delivery of check reconcilement information.	ACCOUNT RECONCILIATION PROCESSING STATEMENT MONTHLY BASE ON-LINE Monthly base fee per account for receiving the ARP statement delivered via online.	ACCOUNT RECONCILIATION PROCESSING PARTIAL RECONCILIATION - ITEM Per item charge for the reconcilement of each check posted to Partial ARP accounts.	ACCOUNT RECONCILIATION PROCESSING PAPER STMT/REPORT MONTHLY BASE Monthly maintenance fee for producing ARP statements and/or reports in paper format.	ACCOUNT RECONCILIATION PROCESSING OPTIONAL REPORTS Charge for each ARP report produced that is not contained in the standard service package.
AFP	151399	150410 8	200100	200010	200020	200200	200201	200202	200301 A	200305	200310 A	200310	200310

City of Santa Fe FISCAL AGENT AND PAYROLL AGENT AGREEMENT

DETAIL PRICING SHEET

Be sure to fill out both the Pricing Detail Sheet (green tab).

I	DESCRIPTION OF CIBBENT SERVICES BROWINED TO CITY			CNICIAG	g
		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES
	ACCOUNT DECONDED LATION DO CECCING DADED CTATEMENT DELIVEDO				
Delivery	Delivery and handling charges for each paper ARP statement mailed.				
OSITI	POSITIVE PAY EXCEPTIONS - ITEM Per item charge for Positive Pay Exceptions.				
ACCO Per ite	2099999 ACCOUNT RECONCILIATION PROCESSING AGED ISSUE RECORDS ON FILE-ITEM Per item fee for maintaining issue records that remain outstanding after 60 days.				
ACH N	ACH MONTHLY BASE Monthly base charge for ACH services.				
ACH (ACH ONE DAY ITEM Per item charge for originated ACH transit one day items.				
ACH 7	250102 ACH TWO DAY ITEM Per item charge for originated ACH transit two day items.				
ACH S	ACH SAME DAY Per ACH Same day originated items.				
ACH C	ACH ORIGINATED - ADDENDA RECORDS Per item charge for remittance data on originated ACH addenda records.				
ELEC	ELECTRONIC CREDITS POSTED Per item charge for electronic and non-paper credits posted.				
ACH I	ACH RECEIVED ITEM Per item charged for ACH received item (credit and debit).				
ACH P	ACH RETURN ITEM - INFORMATION REPORTING ADVICE Per item charge for ACH return items - information reporting advice.				
ACH No Per iter advice.	ACH NOTICE OF CHANGE - INFORMATION REPORTING ADVICE Per item charge for non Wells Fargo generated ACH Notice of Change - information reporting advice.				
ACH (Month	250400 ACH ON-LINE RETURN SUBSCRIPTION-ACCOUNT Monthly Maintenance Charge per ACH Company ID for ACH Return and Notification of Change reporting in the ACH Return subscription.				
ACH Jer fil	250501 ACH TRANSMISSION CHARGE Per file charge for ACH transmission input.				

City of Santa Fe FISCAL AGENT AND PAYROLL AGENT AGREEMENT

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY			PRICING	(2)	
CODE		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES	
250703	ACH ON-LINE SUBSCRIPTION - ITEM Per item access charge for ACH detail records (transactions) reported on any report in the ACH Subscription					
250703						
250710						
251050						
251050	ACH ON-LINE FRAUD FILTER STOP - MONTHLY BASE CHARGE Monthly base charge for on-line ACH Fraud Filter Stop Service.					
251053	ACH ON-LINE FRAUD FILTER REVIEW - ITEM Per item charge for on-line Fraud Filter Review Items (cr / dt).					
300099	E-BOX PAYMENT Per item charge for each Electronic Consumer Collection item received from MasterCard RPPS or VISA ePay network.					
300010						
300200	RECEIVABLES MANAGER OUTGOING TRANS Per transmission charge for outgoing transmissions. Excludes VAN's.					
300200	RECEIVABLES MANAGER RECEIVED ADDENDA Per addenda record received.					
300200	RECEIVABLES MANAGER PER ITEM-ACH Per item charge for each received item.					
300524	ONLINE TREAUSRY INFORMATION ROPORTING EDI SUBSCRIPTION - MONTHLY BASE Monthly Maintenance Charge per account for EDI detail reporting in the EDI Subscription.					
300299	EC BILLPAY ON US ITEMS Per item charge for bill pay received items generated by fiscal agent bill pay, also known as "on us" items.					

DETAIL PRICING SHEET

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY			PRICING		
CODE		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES	
350104	350104 WIRE-OUTGOING DOMESTIC - ON-LINE Outgoing domestic wire initiated via on-line wire transfer (templated and non-templated wiressettles to a dda or gl.) This also includes book transfers initiated from an account that is not in the same family as the credit account.					
350124	350124 WIRE - BOOK TRANSFER - ON-LINE Book transfer between bank accounts via online wires within a customer's linked accounts on the Money Transfer System.					
350300	WIRE-IN DOMESTIC Per wire charge for incoming domestic wires.					
350402	350402 WIRE DETAIL REPORT SUBSCRIPTION-ACCT Account Maintenance - Wire Transfer Detail - rolled up at the customer level.					
350402	WIRE DETAIL REPORT SUBSCRIPTION-ITEM Items Accessed Charges Wire Transfer Detail.					
359999	359999 WIRE MONTHLY BASE Monthly per account maintenance fee for voice wire customers. (This fee applies to any voice wire set up for customer business continuation purposes as well - ie: on-line wire transfer contingency implementations.)					
400000	400000 ON-LINE PREVIOUS DAY SUBSCRIPTION MONTHLY BASE CHARGE Monthly maintenance charge per account for previous day reporting of fiscal agent and domestic data exchange accounts - rolled up at the customer level.					
400001	400001 ON-LINE PREVIOUS DAY SUBSCRIPTION DETAIL ITEM Per item charge for previous day subscription detail records loaded.					
400002	ON-LINE BASIC BANKING - MONTHLY BASE On-line Basic Banking Monthly Fee - Monthly fee for on-line Basic Banking service. Includes access to service and first linked account. Additional accounts may be linked for an additional fee.					
400002	ON-LINE BASIC BANKING ADDL ACCT-MO BASE On-line Basic Banking Extra Account Fee - Monthly surcharge fee for each account after the first that is linked to Basic Banking.					
400003	400003 ON-LINE INTRADAY SUBSCRIPTION MTHLYBASE Monthly account maintenance charge for the Intraday Subscription - rolled up at the customer level.					

AFP	DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY			PRICING	
CODE		\$0.00 COST	UNIT BASIS	Assumed Vol./YR	NOTES
40005Z	: ON-LINE TREASURY INFORMATION REPORTING BILL PAY - MONTHLY BASE Treasury Information Reporting (TIR) Bill Pay will allow users to access their interent bill payments report. Monthly base charge per account authorized for the service.				
400224	400224 ON-LINE INTRADAY SUBSCRIPTION - ITEM Per detail item reported charge for Intraday Subscription.				
4002ZZ	: ON-LINE EVENT MESSAGING SERVICE - EMAIL Online automated messaging service is an outbound notification service of on-line banking. Items reported are delivered in a text message via e-mail.				
400272	: ON-LINE TREASURY INFORMATION REPORTING BILL PAY ITEM Treasury Information Reporting (TIR) Bill Pay will allow users to access their internet bill payment report and get their detail bill pay data. Per item/transaction charged under accounts that are authorized for the service.				
400800	ELECTRONIC WINDOW EXTENDED STOR 60 Capture charges daily per item for extended storage for a period of 60 days for Previous Day Balances and Transactions Detail and Intraday Transaction Details.				
400800	ELECTRONIC WINDOW EXTENDED STORAGE 90-DAYS Capture charges daily per item for extended storage for a period of 90 days for Previous Day Balances and Transactions Detail and Intraday Transaction Details.				
45002C	450020 OVERNIGHT AUTOMATED INVESTMENT SWEEP - MONTHLY BASE Monthly base charge per overnight automated investment sweep.				
450403	OVERNIGHT AUTOMATED INVESTMENT SWEEP - ELECTRONIC MONTHLY STATEMENT AND DAILY CONFIRMATION Electronic delivery of the Stagecoach Sweep monthly statement and/or daily confirmation.				
666609	DEPOSITED CHECK CANADIAN Canadian Deposit Item.				

DETAIL PRICING SHEET

	NOTES							
PRICING	Assumed Vol./YR							
	UNIT BASIS							
	\$0.00 COST							
AFP DESCRIPTION OF CURRENT SERVICES PROVIDED TO CITY	CODE	OTHER: ADD ANY ADDITIONAL AFP CODES AND SERVICE PRICING HERE						

Attachment_____ FISCAL AGENT RFP

INTEREST RATE HISTORY Calendar 2012

Account	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Earnings Credit Rate												
Savings - public funds												
Sweep [Please list options]												
Money Markets [Please list]												

Insert lines as may be necessary.



Customer Service 801 W San Mateo Rd. (505) 955-4333 Fax (505) 955-4363 Solid Waste (505) 955-2200 Waste Water (505) 955-4650 Water Violations (505) 955-4222

Automated Utility Payment and Account Information: (505) 955-6100

Account Number Customer Number **BIII Date** 12/20/2012 **Due Date** 01/14/2013 **Previous Balance** \$58.04CR **Payments Received Balance** \$58.04CR Adjustments **Current Bill Amount** \$45.15 **Total Amount Due** \$12.89CR

9 7832

SANTA FE NM 87504-0909

Pay online @ http://ecom.utilities.ci.santa-fe.nm.us/

Sign up for eStatements @ http://www.santafenm.gov/ Your eStatement Billing ID is

Please make checks payable to City of Santa Fe

Service Address Number	Service Address	ale lo	Account Number
Refuse	Resident SW Curbside Pickup	\$13.19	
11/21/12 - 12/20/12	Refuse Total Includiing Tax	\$13.19	
Sewer	Sewer Res Service Chage	\$6.14	
	Sewer Res Variable Rate	\$3.76	
11/21/12 - 12/20/12	Sewer Total Includi ngTax	<u>\$9.90</u>	
Water - Residential			
	Consumption Base Rate NI	\$1.18	
	Water Quality Fee	\$.01	
	5/8" Residential Service Chg	\$17.87	
	Stormwater Service Charge	\$3.00	
	Water Total Including Tax	\$22.06	200 100 200
	-		This Month Last Booth This Month Last Year
40		S	

Meter Number	Read Type	Read Date	Billed Days	Current Read Prior Read Gallons Used
59874	Actual	12/07/12	30	8 6: 1200

Total Current Charges Total Amount Due

\$45.15 \$12.89CB

CREDIT BALANCE DO NOT PAY

SHARPS & HYPODERMIC NEEDLES MUST be put in the trash and NOT the recycling bin. Use an empty laundry detergent bottle with a screw-on lid and label the bottle. Once full, secure the lid tightly and place in your trash container. For more info, visit SantaFeRecycling.org MANEJO DE AGUAJAS DEBEN ser puesta en la basura yNO el contenedor de reciclaje. Utilice una botella de detergente vacia con tapa de rosca. Cuando esta lieno, asequre la tapa firmemente y colocar en su contenedor de basura. Para obtener mas informacio, visite SantaFeRecycling.org

Please detach here and return with payment

Account Number Service Address Customer Name Customer Address

SANTA FE NM 87504-0909

SANTA FE RIVER FUND: Donations to the Santa Fe River Fund will be used to buy and/or lease water rights for flows the River. Donations will be matched dollar-for-dollar by e City of Santa Fe.

☐ Please send me an application to add a continuous monthly donation to my bill for the Santa Fe River Fund.

Please Pay This Amount	\$12.89CR ->			
Current Charges Due By	01/14/2013			
Amount Pald	CREDIT BALANCE DO NOT PAY			

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

City of Santa Fe Utility Billing Information

If you have questions regarding your bill or need to discontinue your service, please contact the City of Santa Fe Customer Service at 505-955-4333.

Billing Disputes: If you are disputing your utility bill or payment arrangement, please submit your dispute, in writing, to Customer Service within 30 days of the occurrence. The Utility Billing Division will respond to your dispute in writing. If you are not satisfied with the response, you may submit a written appeal to the Utility Billing Division Director.

Rates and other information: The ordinances and rates of the Santa Fe Utility Billing, Waste Water, Solid Waste and Water Divisions are on file and are available for public inspection at our offices located at 801 W. San Mateo Road and at City Hall, 200 Lincoln Avenue.

Water Consumption tier rate periods for residential customers with 5/8" or 3/4" meter only.

I – irrigation months: May 1" thru August 31" the first 10,000 gallons will be billed at the first tier rate; consumption above 10,000 gallons will be billed at the second tier rate.

NI – non-irrigation months: September 1st thru April 30st the first 7,000 gallons will be billed at the first tier rate; Consumption above 7,000 gallons will be billed at the second tier rate.

Rates and water consumption tier for larger meters are based on meter size. You may call (505) 955-4333 or visit our offices at 801 W. San Mateo Road or 200 Lincoln Avenue to obtain this information. Rates may also be obtained online at www.santafenm.gov/water.

SERVICE FEES

Security Deposit (Residential)*	\$ 100.00
Meter Connecton	\$ 25.00
Meter Reread	\$ 25.00
Meter Test/Replacement	\$ 125.00
Two-Day Notice Delivery	\$ 10.00
Reconnection for Non-Payment	
During Working Hours	\$ 25.00
After Working Hours	\$ 50.00
Return Check Fee	\$ 15.00
Theft of Service/Tampering	\$ 200.00
Lien Filing (per Utility)	\$ 30.00
Special Requests	\$ 100.00
•	

Additional charges may also apply to the services listed above, including Gross Receipts Tax. *Please contact Customer Service for information on Commercial Security Deposits.

Past Due Charges and Fees: Past Due accounts will be assessed a Finance Charge of 1.5% per month.

Termination of Service: Please contact Customer Service (505) 955-4333 at least five (5) working days in advance of your move. If you fail to notify us, service will continue to be billed under your name and you will be held responsible as the customer of record.

Right of Access: The City of Santa Fe is authorized to enter on private premises for the purposes of inspecting, maintaining, testing, reading, changing, installing, or removing its meters (City Code 25-1.6B).

City Programs: If you feel the following programs may apply to you, please contact Customer Service for information on our Low Income, Vacancy Credit and Water Conservation programs.

CONTACT INFORMATION

Utility Customer Service	(505) 955-4333
Solid Waste	(505) 955-2200
Waste Water (Sanitary Sewer)	(505) 955-4650
Water Violations	(505) 955-4222

To report water emergencies only – After hours, holidays and weekends (505) 955-4300

To report sewer emergencies only – After hours, holidays and weekends (505) 955-4666

ADDITIONAL INFORMATION:

Deposits are required for all tenants and businesses. Interest is not paid on deposits. Refunds will not be made until the utility account is closed. Any account that has been determined to be delinquent may be required to post an additional deposit at the time to continue service. Deposits may be used to satisfy any outstanding delinquent balances.

In order to have same day service after 2:30 P.M., customers may be charged a \$100.00 Special Request Fee for after hours service requests. These requests include, but may not be limited to: New service cut-in, water line locates, and new meter installations. Otherwise, requests after 2:30 P.M. will be processed the following business day.

It is the customer's responsibility to ensure clear access to the water meter. Meter cans must be clear of obstructions such as vegetation, vehicles, dirt, large objects and trash. Obstructed meters may be charged a Meter Re-read charge. Only authorized City of Santa Fe Personnel are permitted to open a meter can. Any unauthorized entry of the meter can, will be assessed a \$200.00 Tampering Fee.

City of Santa Fe Utility Billing Division • 801 W. San Mateo Rd • Santa Fe, NM 87505-3923

City of Santa Fe Fire Dept

PO BOX 5466 **SANTA FE, NM 87502-5466** (888) 261-2043

Patientname:

Run Number: 12-20760

Date of call: 10/13/2012

Time of call: 19:47

From: 2801 RODEO RD

To: CHRISTUS St. Vincent Regional Medical Cente

Primary payer: Bill Patient

Secondary payer:

Description	Payer	Check#	Quantity	Unit Price	Payment Date	Amount
BLS E Santa Fe		352,757 31(30) 11	1	\$417.00		\$417.00
Mileage Santa Fe BLS			1.3	\$10.40		\$13.52

PLEASE PAY THIS AMOUNT

\$430.52

DETACH ALONG LINE AND RETURN STUB WITH YOUR PAYMENT. THANK YOU.

Patient name:

Run Number: 12-20760 Current date: 1/15/2013

AMOUNT ENCLOSED:

Due on:

02/12/2013

REMIT TO: City of Santa Fe Fire Dept PO BOX 5466

SANTA FE, NM 87502-5466