

ALTA TOWN COUNCIL  
PACKET  
FOR THE  
SEPTEMBER 13, 2018  
MEETING

**TOWN OF ALTA**

**RESOLUTION NO. 2018-R-16**

**A RESOLUTION AUTHORIZING NEW AND FORFEITED TOWN OF ALTA DOG LICENSES TO BE ASSIGNED, AND AUTHORIZING A DRAWING FOR NEW AND FORFEITED TOWN OF ALTA CLASS A AND B DOG LICENSES TO BE CONDUCTED IF NECESSARY**

WHEREAS, the Alta Town Council has adopted an Animal Control Ordinance that allows for the licensing of dogs within Town boundaries to qualified applicants, and that allows a drawing to be held to determine the recipients of new and forfeited licenses;

WHEREAS, the Alta Town Council recently amended the Town of Alta Animal Control Ordinance to increase the total number of dog licenses available for eligible individuals to possess;

WHEREAS, Town of Alta Resolution No. 2018-R-15 established that there shall be 22 Class A dog licenses in effect, and 43 Class B dog licenses in effect;

WHEREAS, only 20 Class A licenses and 38 Class B licenses are currently held by eligible individuals; and

WHEREAS, the Alta Town Council acknowledges that numerous qualified individuals have contacted the town's administrative staff seeking to apply for a dog license;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL AS FOLLOWS:

**Section 1.** The Town Council finds it proper for licenses made available due to its recent amendments to the Town of Alta Animal Control Ordinance, and by Town of Alta Resolution No. 2018-R-15 to be assigned to eligible individuals.

**Section 2.** 2 Class A licenses and 5 Class B licenses shall be made available to eligible individuals.

**Section 3.** Eligible individuals must apply to the Town of Alta no later than 5 PM on September 28<sup>th</sup>, 2018, by notifying the town administrative staff of their intent to apply for a license, and by showing proof they qualify for a Class A or Class B license.

**Section 4.** If the number of applicants for Class A and Class B licenses does not exceed the number of available licenses in those classes, the applicants shall be awarded licenses. If the number of applicants for Class A or Class B applicants exceeds the

number of available licenses in those classes, a drawing shall be held on October 1<sup>st</sup>, 2018, which is not a legal holiday, to determine who shall receive said licenses. Whether or not such a drawing occurs, those individuals entitled to receive a license shall submit formal application materials including an application form, a rabies certificate, and a fee to the town administrative staff.

**Section 5.** This Resolution shall become effective immediately upon passage.

APPROVED by the Town Council on the 13th day of September 2018.

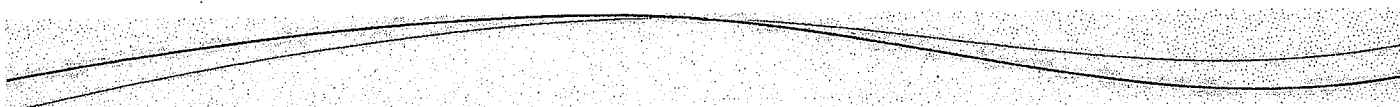
By:

MAYOR HARRIS SONDAK

ATTEST:

PIPER LEVER, TOWN CLERK

{SEAL}



*Caselle*® Software & Services Proposal

# Town of Alta, UT

**September 4, 2018**

(Valid for 90 days)

From:

Marcie Boren, Account Manager  
mbb@caselle.com

**TOWN OF ALTA**

**RESOLUTION NO: 2018-R-17**

**1. Certification of Authorized Individuals**

I, Mayor Harris Sondak hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Town of Alta.

Please list at least two individuals:

| Name          | Title      | Email                   | Signature(s) |
|---------------|------------|-------------------------|--------------|
| Harris Sondak | Mayor      | hsondak@townofalta.com  |              |
| John Guldner  | Treasurer  | jguldner@townofalta.com |              |
| Piper Lever   | Town Clerk | plever@townofalta.com   |              |

The authority of the named individuals to act on behalf of the Town of Alta shall remain in full force and effect until written revocation from Town of Alta is delivered to the Office of the State Treasurer.

**2. Signature of Authorization**

I, the undersigned, the Mayor of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 13th day of September, 2018, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

| Signature | Date | Printed Name | Title |
|-----------|------|--------------|-------|
|           |      |              |       |

STATE OF UTAH )

COUNTY OF \_\_\_\_\_ ) §

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
Mayor Harris Sondak (Name), as Mayor (Title) of Town of Alta (Name of Entity), proved to me on the  
basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)

Signature \_\_\_\_\_

TOWN OF ALTA

ORDINANCE NO. 2018-O- 4

AN ORDINANCE REGARDING AGENDAS AND ORDER OF TOWN COUNCIL MEETINGS

WHEREAS, the Town Council finds and determines that it is in the interests of the Town and its citizens that each member of the Town Council is entitled upon notice to place items on the agenda of the Town Council; and

WHEREAS, the Town of Alta is empowered to make this ordinance pursuant to Utah Code § 10-3-606.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

Section 1. Amended Provisions: the following provisions of the Town code are added, deleted or amended as follows: ~~indicate deletions and~~ underline indicates changes or amendments.

1-5-4 MEETINGS; PROCEDURE AND CONDUCT:

D. Upon written notice by any member of the Town Council to the Town Clerk, made at least one week in advance of a scheduled meeting of the Town Council, the Town Clerk shall include any item or items identified in such notice in the agenda of the meeting, including discussion items, documents, action items, ordinances and resolutions. The Mayor shall call for consideration, including action if applicable, of all such items at the meeting unless postponed by vote of the Town Council.

Section 2: If any part or provision of this ordinance is declared invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other portion of this ordinance.

Section 3: This ordinance shall take effect upon posting or publication as may be required by law.


Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2018.

BY:

\_\_\_\_\_  
Mayor Harris Sondak

ATTEST:

\_\_\_\_\_  
Piper Lever, Town Clerk



*Caselle*® Software & Services Proposal

# **Town of Alta, UT**

**September 4, 2018**

(Valid for 90 days)

From:

Marcie Boren, Account Manager  
mbb@caselle.com



**CASELLE**®

Proven Software Solutions for Local Government

www.caselle.com Toll Free (800) 228-9851 Fax (801) 850-5001 1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606



*Caselle*<sup>®</sup> Software & Services Proposal  
Town of Alta, UT  
September 4, 2018

**Proposal Summary**

|                                |                |
|--------------------------------|----------------|
| Total Software License         | \$5,500        |
| Special Consideration Discount | <2,500>        |
|                                | <hr/>          |
| Net Software License           | \$3,000        |
| Total Training                 | 750            |
| Total Setup                    | 500            |
| Total Conversion               | 300            |
|                                | <hr/>          |
| <b>Total Investment</b>        | <b>\$4,550</b> |
|                                | <hr/> <hr/>    |

Software Assurance will increase by \$75 per month.

I have read and agree to all terms & conditions proposed herein. I understand if the Town of Alta is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

**Caselle® Software & Services Proposal**  
 Town of Alta, UT  
 September 4, 2018

**Proposal Detail**

| <b>Caselle® Application Software</b> | <b>License Fees</b> | <b>Training</b> | <b>Setup</b> | <b>Conversion</b> | <b>Total</b>   |
|--------------------------------------|---------------------|-----------------|--------------|-------------------|----------------|
| Accounts Receivable                  | \$5,500             | \$750           | \$500        | \$300             | \$7,050        |
| Sub Total                            | \$5,500             | \$750           | \$500        | \$300             | \$7,050        |
| Special Consideration Discount       | (2,500)             |                 |              |                   | (2,500)        |
| <b>Grand Total</b>                   | <b>\$3,000</b>      | <b>\$750</b>    | <b>\$500</b> | <b>\$300</b>      | <b>\$4,550</b> |

**Note:** The training quoted above will take place at Caselle.

**Accounts Receivable Setup**

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each customer's account information will be converted. This information includes the customer's name, street address, mailing address, bill to information, city, state, and zip code.
- Customer balances will be converted:  
**150 accounts are included**

*Caselle® Software & Services Proposal*  
Town of Alta, UT  
September 4, 2018

### **Implementation Services**

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

#### ***Gathering Preliminary Data***

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

#### ***Submitting Conversion Data***

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.


#### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

#### ***Scheduling Training***

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.



*Caselle*® Software & Services Proposal

# **Town of Alta, UT**

**September 4, 2018**

(Valid for 90 days)

From:

Marcie Boren, Account Manager  
mbb@caselle.com



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*Caselle*® Software & Services Proposal  
Town of Alta, UT  
September 4, 2018

**Proposal Summary**

|                           |                |
|---------------------------|----------------|
| Total Software License    | \$10,000       |
| Two Workstation Discount  | <2,500>        |
| Customer Loyalty Discount | <4,500>        |
|                           | <hr/>          |
| Net Software License      | \$3,000        |
| Total Training            | 1,125          |
| Total Setup               | 1,000          |
| Total Conversion          | 300            |
|                           | <hr/>          |
| <b>Total Investment</b>   | <b>\$5,425</b> |
|                           | <hr/> <hr/>    |

Software Assurance will increase by \$100 per month.  
(Accounts Receivable is \$75 per month, Cash Receiving \$25 per month.)

I have read and agree to all terms & conditions proposed herein. I understand if the Town of Alta is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

**Caselle® Software & Services Proposal**  
 Town of Alta, UT  
 September 4, 2018

**Proposal Detail**

| <i>Caselle®</i> Application Software | License Fees   | Training       | Setup          | Conversion   | Total          |
|--------------------------------------|----------------|----------------|----------------|--------------|----------------|
| Accounts Receivable                  | \$5,500        | \$750          | \$500          | \$300        | \$7,050        |
| Cash Receipting                      | 4,500          | 375            | 500            | -            | 5,375          |
| Sub Total                            | \$10,000       | \$1,125        | \$1,000        | \$300        | \$12,425       |
| Two Workstation Discount             | (2,500)        |                |                |              | (2,500)        |
| Customer Loyalty Discount            | (4,500)        | -              | -              | -            | (4,500)        |
| <b>Grand Total</b>                   | <b>\$3,000</b> | <b>\$1,125</b> | <b>\$1,000</b> | <b>\$300</b> | <b>\$5,425</b> |

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**Data Conversion**

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  - Customer balances will be converted.
- 150 accounts are included

**Cash Receipting Setup**

- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
- Set up category and distribution codes.
- Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
- Create default reports to assist in daily operation.
- Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

*Caselle*® Software & Services Proposal  
Town of Alta, UT  
September 4, 2018

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# Accounts Receivable



## FINANCIAL

The Caselle Accounts Receivable application is the solution for all organizations that need to bill and track payments for miscellaneous service.

This software will allow you to track, maintain, and manage all of your accounts receivable billings. Use detailed invoices or combined statements to assist your collection and information tracking process. Easily record payments, calculate penalties/late fees, and print statements, invoices, and payment reminder notices to keep yourself and your customers on track. This flexible software gives you the option to enter invoices manually or set up recurring invoices, which simplifies the billing process.

### BENEFITS

- Generate user-defined invoices, statements, letters, and delinquent notices.
- Automate penalty and sales tax calculation.
- Easily access customer information through our inquiry and reporting tools.
- Optional customer deposit tracking.

### FLEXIBLE

- Flexible billing rate calculations by quantity or flat amounts.
- User-defined fields.

### EFFICIENT

- Interface to General Ledger to generate journal entries automatically.
- Set up recurring invoices to save time and eliminate repetitive entry.
- Utilize user-defined defaults for quick and accurate data entry.

### INTERFACES WITH

- Cash Receipting
- Check on Demand
- Document Management
- General Ledger
- Materials Management
- Project Accounting





## Cash Receipting



Caselle Cash Receipting is a time-saving must for any organization that needs to process customer payments.

Record all payments in one central location, print receipts and reports, and balance your deposit. Then push a button, sit back, and watch your payment information update to General Ledger and the other Caselle applications. Master Contacts make this process even more efficient by displaying customers' outstanding balances for all applications when you pull up their account to make payment for one application. A miscellaneous category also allows you to collect customer payments for convenience fees and other miscellaneous charges that do not apply to other Caselle applications, sending that information directly to General Ledger.

### EFFICIENT

- Labor-saving entry corrections and voiding procedures.
- Quick receipt entry setup and re-display options.
- Optional module to print endorsement information on checks.
- Customer information inquiry.
- Auto-generated deposit slips.

### BENEFITS

- Online payment interface complete with email notifications and credit card interface.
- Record all customer payments in one location.
- Master Contacts allow quick access to customer balances from all Caselle applications in one payment entry screen.

### FLEXIBILITY

- Handle electronic cash drawers and check validation automatically.
- Create deposit for multiple bank accounts.
- Automated Internet and credit card payments.
- Comprehensive balancing registers.
- User-defined payment categories.

### INTERFACES WITH

- Accounts Receivable
- Business Tax Collection
- Court Management
- Property Tax Collection
- Animal License
- Cemetery Management
- General Ledger
- Utility Management
- Business License
- Community Development
- Property Improvements

### ENHANCED WITH

- Online Payment/Credit Card Interface
- Integrated Remote Check Deposit