



VILLAGE OF MAGDALENA
PO BOX 145, MAGDALENA, NM 87825
P. 575.854.2261 F. 575.854.2273
WWW.VILLAGEOFMAGDALENA.COM

AGENDA

**NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, MAY 11, 2020
VILLAGE HALL 108 N. MAIN STREET 6:00 PM**

**DUE TO THE NATIONAL, STATE AND COUNTY COVID-19 DECLARED EMERGENCY AND PUBLIC HEALTH ORDER DATED MARCH 23, 2020 LIMITING GATHERINGS TO LESS THAN 5 PERSONS THE MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AND LISTEN TO THE MEETING VIA FACEBOOK LIVE AT THE FOLLOWING LINK:
facebook.com/villageofmagdalenaofficial**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - a. REGULAR MEETING – APRIL 27, 2020
6. APPROVAL OF CASH BALANCE REPORT
7. APPROVAL OF BILLS
8. MAYOR'S REPORT
9. CLERK'S REPORT
10. DEPARTMENT REPORTS
 - a. EMS
 - b. FIRE
 - c. MARSHAL
 - d. JUDGE
 - e. PUBLIC WORKS
 - f. LIBRARY
11. DISCUSSION & POSSIBLE DECISION CONCERNING RESCHEDULING OF NEXT REGULAR COUNCIL MEETING
12. DISCUSSION & POSSIBLE DECISION CONCERNING SCHEDULING OF BUDGET WORKSHOP
13. DISCUSSION & POSSIBLE DECISION CONCERNING REQUEST FOR LODGER'S TAX FUNDING FOR MAGDALENA OLD TIMER'S REUNION SIGNS
14. DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF ISSUING AN INVITATION TO BID FOR MUNICIPAL AIRPORT RUNWAY SAFETY AREA GRADING PROJECT

15. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE VIA EMAIL AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES (IF LESS THAN 3 MINUTES) BY EMAILING COMMENTS TO:

mayor@villageofmagdalena.com THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, MAY 11, 2020 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS

16. ADJOURNMENT

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA
BOARD OF TRUSTEES
HELD MONDAY, APRIL 27, 2020 AT 6:00 PM**

DRAFT

**DUE TO THE NATIONAL, STATE AND COUNTY COVID-19 DECLARED EMERGENCY AND PUBLIC HEALTH ORDER DATED MARCH 23, 2020 LIMITING GATHERINGS TO LESS THAN 5 PERSONS THE MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AND LISTEN TO THE MEETING VIA FACEBOOK LIVE AT THE FOLLOWING LINK:
facebook.com/villageofmagdalenaofficial**

Mayor Richard Rumpf called the meeting to order at 6:02 p.m.

PRESENT: Mayor Richard Rumpf, Clark Brown, Deborah Abingdon – Clerk/Treasurer, Kathy Stout – Attorney.

Participating via Video Conference: Trustees James Nelson, Harvan Conrad, Donna Dawson

GUESTS: No guests were present.

Mayor Richard Rumpf requested that all participating, recite the Pledge of Allegiance.

APPROVAL OF AGENDA: Ms. Dawson made a motion to approve the agenda as presented, seconded by Mr. Nelson. The motion carried unanimously.

APPROVAL OF MINUTES: Ms. Dawson made a motion to approve the minutes of the Regular Meeting held on March 17, 2020, as presented, seconded by Ms. Conrad. The motion carried unanimously.

APPROVAL OF CASH BALANCE REPORT: Ms. Dawson made a motion to approve the cash balance report, as presented, seconded by Mrs. Conrad. The motion carried unanimously.

APPROVAL OF BILLS: Ms. Dawson had a question about services provided by Jake Finch, following the question, Ms. Dawson made a motion to approve the bill list, as presented. The motion was seconded by Mr. Brown. The motion carried unanimously.

Baker Utility Supply	\$992.92	Henry Schein, Inc.	\$34.20
Jacob Finch	1,073.13	Konica Minolta	229.66
Med-Tech Resources	216.44	Napa Auto Parts	61.20
New Mexico Meters, LLC	1,000.00	ProVelocity, LLC	640.00
Quill	523.06	RC Plumbing	144.87
REB Management, LLC	3,503.46	Romero's Tires	44.72
Socorro Electric Coop	3,583.55	Uline, Inc.	109.76

MAYOR'S REPORT

Mayor Rumpf reported that the Village was supplying potable water to the Alamo Navajo Reservation.

CLERK'S REPORT

Budget Adjustment Resolution 2020-07 was submitted to the New Mexico Department of Finance & Administration. We received approval on April 20, 2020.

The Village's Third Quarter Report will be completed and submitted to the state this week. I will be presenting it at the next meeting.

Budget Adjustment Resolution 2020-08 This adjustment is to address some of the remaining issues in the financial statements.

These are necessary to address budget deficiencies.

At present, the need for additional budget adjustments is uncertain due to the number of outstanding encumbrances remaining on the books. Because of this, we are unable to determine whether we are overspending or not.

It will not be until year end, after all encumbrances are zeroed out, that we will be able to determine the need for further budget adjustments. Then we can look at budget vs actuals.

The issuing of purchase orders will cease May 15th. This allows time for all outstanding purchases to be received and paid for by the end of the Fiscal Year.

Early July, Carleen and I will purge any outstanding encumbrances. After this we will be able to determine if we need any additional Budget Adjustment Resolutions.

Budget

No later than our May 11th meeting we need to discuss the budget so that I can start formulating the new one. The budget belongs to the Governing Body. We need your input as to what direction to go and how you want to proceed. What are your priorities? Additional staffing, infrastructure projects, new equipment?

May 11th - Deadline for input.

May 26th - Budget presented to Council for approval.

June 1st - Initial budget due to the State.

DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF BUDGET ADJUSTMENT RESOLUTION NO. 2020-08, FISCAL YEAR 2019-2020

Trustee Nelson asked about some of the supporting documentation presented with the BAR and Clerk Abingdon promised to get clarification from Mr. Steininger. Trustee Dawson asked about some illegible numbers on page 15 of the Revenue/Expenditure Report that was used as

supporting documentation. Clerk Abingdon promised to find a clear copy and share those numbers.

Clerk Abingdon then referred Trustees to her report and explained that this Budget Adjustment was to address some of the remaining budget deficiencies in the financial statements.

Ms. Dawson moved to approve Budget Adjustment Resolution No. 2020-08, the motion was seconded by Mr. Brown.

Mayor Rumpf suggested that Clerk Abingdon request a roll call vote:

Clark Brown – AYE

Donna Dawson - AYE

Harvan Conrad - AYE

James Nelson - AYE

The motion carried unanimously.

PUBLIC INPUT –1 TOPIC PER PERSON – 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE VIA EMAIL AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES (IF LESS THAN 3 MINUTES) BY EMAILING COMMENTS TO: mayor@villageofmagdalena.com THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, APRIL 27, 2020 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS.

Mayor Rumpf reported that he had not received any inquiries from the public.

Ms. Dawson moved to adjourn the meeting at 6:17 p.m., the motion was seconded by Mr. Brown. The motion carried unanimously.

Respectfully Submitted,

Deborah Abingdon
Clerk/Treasurer

Richard Rumpf
Mayor

May 11th Meeting

Clerk's Report

The Village's Third Quarter Report was completed and submitted to the state and accepted. We will be discussing this report at our budget workshop.

On Wednesday, May 6th, the Deputy Clerk discovered that an unapproved charge had been made on her Village of Magdalena issued credit card. Upon further investigation, the Wells Fargo Fraud Department determined that the unauthorized user had used the card online to purchase food at an Albuquerque fast food restaurant. The card was immediately cancelled, and a replacement will be issued.

2019 Audit

Our 2019 audit is still in progress.

Mayor Rumpf has selected a new firm to conduct our 2020 audit. This firm is not yet under contract but expected to be by the May 15th state-imposed deadline.

Budget

- We need to select a time for a budget workshop.
- May 26th - Budget presented to Council for approval.
- June 1st - Initial budget due to the state.

Carleen Gomez

From: Jim Nelson <jcnelson@villageofmagdalena.com>
Sent: Wednesday, May 6, 2020 2:43 PM
To: Carleen Gomez
Subject: Re: Dept. Reports Due

5 calls in April

Jim Nelson

Trustee
EMS coordinator
Village of Magdalena

Magdalena Marshal's Office

<i>Monthly Report</i>	<i>Month: April</i>	<i>Year: 2020</i>
Marshal Zamora	ID#:Mag-1	
Total Miles Driven:	577	
GENERAL CALLS:	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	5	221
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS		
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	4	
JUVENILE CASES		
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY		
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE		
PUBLIC SERVICE	15	
NM STATE POLICE		
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
<u>OTHER:</u>		
ALARM CALLS		
FINGERPRINTING		
Driving Tests		
Misc. Cases	10	
<u>TOTALS:</u>	34	221

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
 For the month of : **APRIL** Year: **2020**

License Number: G93062
 Make and Model: FORD EXPID.2015

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1	59237	59450	213	19.4	37			01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10	59450	59630	180	19.9	34.6			11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13								10
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19	59630	59814	184	20.3	36.65			Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31								
Totals			577	59.6	85.09			

I certify that the above is correct to the best of my knowledge.

Signature: 

Title: MARSHAL

Magdalena Marshal's Office

Monthly Report	<u>Month: April</u>	<u>Year: 2020</u>
Deputy Valenzuela	ID#:Mag-1	
Total Miles Driven:		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	0	0
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS	1	
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS	1	
D.W.I. ARRESTS	1	
FELONY ARRESTS		
MISDEMEANOR ARRESTS	0	
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	4	
JUVENILE CASES	0	
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY		
ASSISTANCE CALLS:		
AMBULANCE/FIRE	0	
PUBLIC SERVICE	3	
NM STATE POLICE	1	
SHERIFF'S OFFICE	1	
NM FISH & GAME	0	
US BORDER PATROL		
US FOREST SERVICE		
OTHER:		
ALARM CALLS		
FINGERPRINTING		
Driving Tests		
Misc. Cases	5	
TOTALS:	17	

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
 For the month of : APRIL Year: 2020

License Number: G
 Make and Model: Chevy Sil

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Mainte
1								01 Chass
2								02 Electri
3								03 Engine
4	73989	74256		20.7	\$38			04 Gener
5								05 Interio
6								06 Lubric
7	74256	74491		21.8	40			07 Miscel
8								09 Tire P
9								10 Tire R
10								11 Wash
11								(Attach C
12	74491	74684		15.5	28.5			Invoice N
13								3 7
14								Invoice No.
15								
16								Invoice No.
17								Code: _____
18	74684	74982		22.6	41.5			Invoice No.
19								Code: _____
20	74982	75236		18.5	34			Invoice No.
21								Code: _____
22								Invoice No.
23								Code: _____
24								Invoice No.
25								Code: _____
26	75236	75503		20.6	\$35.00			Invoice No.
27								Code: _____
28	75503	75802		22.9	39			Invoice No.
29								Code: _____
30								Invoice No.
31								
Totals		1813		142.6	256			

I certify that the above is correct to the best of my knowledge.

Signature: _____ **Title:** Deputy Valenzuela

Magdalena Marshal's Office

Monthly Report	<u>Month: April</u>	<u>Year: 2020</u>
FRAERE, Mariano <i>403</i>	ID# Mag 03	
Total Miles Driven:		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	2	\$108.00
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS	1	Fradulent use of C/C
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS		
JUVENILE CASES		
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY		
WELFARE		
ASSISTANCE CALLS:		
AMBULANCE/FIRE		
PUBLIC SERVICE		
NM STATE POLICE	1	
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
OTHER:		
ALARM CALLS	1	
FINGERPRINTING		
Driving Tests		
Misc. Cases	3	
TOTALS:	8	\$108.00

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
 For the month of : April Year: 2020

License Number: _ G97490
 Make and Model: _ 2016, Chev, Silverado

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								
2								
3								
4								04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10	68728	68835	107	14.12	\$42.51			11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice# _____ Amt\$ _____
13								
14								Invoice No# _____ Amt\$ _____
15								Date _____
16								Invoice No# _____ Amt\$ _____
17								Code: _____ Date: _____
18								Invoice# _____ Amt\$ _____
19								Code: _____ Date: _____
20								Invoice# _____ Amt\$ _____
21								Code: _____ Date: _____
22								Invoice# _____ Amt\$ _____
23								Code: _____ Date: _____
24	68835			13.79	\$41.51			Invoice# _____ Amt\$ _____
25								Code: _____ Date: _____
26								Invoice# _____ Amt\$ _____
27								Code: _____ Date: _____
28								Invoice# _____ Amt\$ _____
29								Code: _____ Date: _____
30								Invoice# _____ Amt\$ _____
31								
Totals	68835		107	27.91	\$111.93			

I certify that the above is correct to the best of my knowledge.
 Signature:  Title: Deputy FRAERE 03



JUDGE'S REPORT APRIL 2020

As per the New Mexico Supreme Courts request regarding Municipal Court Scaled Back measures due to COVID-19 the Magdalena Municipal Court is implementing the following:

- Issue no Warrants during the COVID-19 pandemic
- Release any jail inmates if they are apprehended on a Magdalena Municipal Warrant
- We will not be seeing anyone in the courtroom or office but keep in mind the five person rule as per the Governor and postpone all trials until further notice
- We are recommending that any payments to the Court be made over the phone, via the drop box or by mail
- Clean/disinfect the courtroom and office that is handling defendants and citation payments. Use gloves and or hand sanitizer for employees and the public.

The Magdalena Municipal Court is a small Court, normally only conducting hearings/trials twice per month, usually seeing one to approximately five cases per Court date. At this time there are no cases. We are also extending payments for 30 days.

Respectfully Submitted,

Simon Armijo
Magdalena Municipal Judge



April 2020 Utilities Report

- 1) Daily well rounds and screen cleaning
- 2) Started to jet sewer lines from north to the south of town. Jeter broke down but fixed and ready to go once again.
- 3) Getting ready to start cleaning alley ways.
- 4) Did 1 new water tap
- 5) Had a couple sewer backups and cleared them.
- 6) Did a couple of water pressure test came out good.
- 7) Filled in potholes on oak, duggins and north main
- 8) Got north main median all done.
- 9) Landscaped on the northside of library.
- 10) Water samples done and all is good.
- 11) Got 5 additional water turn on this month.

Librarian's Report APRIL 2019

	April 2019	April 2018
Days Open	22 (128 hours)	20 (117 hours)
Days Closed (other than norm)	0	1
Visitors	668	792 (596 + 196 @ events)
Museum Visits	31	20
New Patrons/Library Cards	9	0
# of Volunteers	8	10
Volunteer Hours	~25	30

Events:

	April 2019	April 2018
Number of Events	5	3
Total # of People (for events)	25	196

Date:		# of People:
4/2	PreK Visit to Print Shop	14
4/4	FOL Mtg	5
4/6	Code Club	6
4/6	Historical Society	6
4/11	Library Board Mtg	5
4/12	Code Club	16
4/20	Egg Decorating	13
4/22	Earth Day – Cricket Courtney	12
4/26	Code Club	12

Circulation

	April 2019	April 2018
# of Books	195 (YA:3 Y:5 J:21)	186
# of DVDs	305	188
# of Books on CD	19	14
Total Books/DVDs/Audio	519	374
# of eBooks	101 (15/35)	72
# of Online Audio	36 (18/35)	32
Total eBooks/Online Audio	137 (15/35)	104 (16/33)
Total Circulation	656	478
ILL Processed	5 books	6 books

Computers

	April 2019	April 2018
--	------------	------------

# People Signed In	149	108
# Computer Hours	125+	117

Many Wifi Users in and outside of building.

Other:

**Respectfully Submitted,
Ivy Stover,
Library Director**

Village Clerk/Treasurer

From: donotreply@godaddy.com
Sent: Monday, May 4, 2020 11:34 AM
To: Village Clerk/Treasurer
Subject: villageofmagdalena.com Request to be Placed on Agenda: Form Submission
Attachments: Old Timers Lodgers Tax Request May 2020.pdf

Date of Meeting Requested

05/11/2020

Name

Nina McCabe

Address

38 Mesita, Magdalena, NM

Phone Number

5755170135 or 854-3668

Email

sigrid_mccabe@yahoo.com

Item Request will be for: (Please check one)

Discussion/Action

Brief Description of topic to be discussed

Requesting Lodgers Tax monies to help pay for 4' x 8' Permanent sign for Magdalena Old Timer's Reunion on Highway 60

Submitted File 1:

<http://nebula.phx3.secureserver.net/7d044f6cc7054725a7b3dfb49dc7b2ac?AccessKeyId=90FF3CF311466652CC3A>

This message was submitted from your website contact form:

<https://www.villageofmagdalena.com/request-to-be-placed-on-agenda.html>

Use your free GoDaddy Email Marketing Starter account to follow up with contacts who agreed to receive email campaigns! Click [here](#) to get started.

3617321277

**Request to Village of Magdalena for Use of Lodger's Tax
(Pursuant to Lodger's Tax Act Section 3-38-14 NMSA 1978)**

Our mission is to stimulate economic growth by marketing Magdalena as a visitor destination through tourism.

Eligible uses of Lodger's Tax Proceeds are to defray the costs of:

- **advertising, publicizing and promoting tourist-related attractions, facilities and events as stated in SECTION 4 of the Village Ordinance.** (A complete copy is available upon request.)

1. This request is made by Nina McCabe (Applicant)

Address: 38 Mesita Drive, Magdalena

Phone: 575 517-0135 Email: sigrid-mccabe@yahoo

- 501-3C Non-Profit Entity; (provide proof)
 For Profit Entity; (Private Individual/Entity)
 Group/Organization without Non-Profit Status;
 Other: _____

The purpose of this request is to provide tourist related activities and contract with the Village and other individuals/entities in the provision of tourist-related promotional activities.

Name of Event: Magdalena Old Timer's Reunion

Location of Event: Magdalena Rodeo Grounds

Description of Event: 3 days of Rodeo
Dance, Vendors, etc.
Parade

Is this a fund raising event? Please describe:

Yes - Vendor Fees, Parade Fees,
Sell Souvenir Brochures, Sell T-shirts

Proposed Date of Event: July 2021

1. **All printed material must include the Village logo (available at Village Hall once approval has been given), and indicate that Village of Magdalena Lodger's Tax funds were used in the purchase of said items.**

• **BEFORE EVENT**

- Applicant is required to provide an estimated budget to include: Revenue (income from sponsors, sales, booth space fees, etc.) and

EVENT/ORGANIZATION: 2021 Magdalena Old Timers Reunion

BUDGET WORKSHEET (complete this form as an estimate BEFORE your event and again AFTER your event showing actual amounts; along with an event summary)

INCOME SOURCES	ESTIMATE	/	ACTUAL
<u>Donations, Souvenir Brochures</u>	_____	_____	_____
<u>Vendor Fees, Parade Fees,</u>	_____	_____	_____
<u>Lodgers Tax, BBQ</u>	_____	_____	_____
TOTAL INCOME	<u>\$ 9,000</u>	_____	_____

EXPENSES	ESTIMATE	/	ACTUAL
<u>Porta Potties</u>	_____	_____	_____
<u>Preparing Rodeo Grounds</u>	_____	_____	_____
<u>Dance</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL EXPENSES	<u>\$ 8,000</u>	_____	_____

MARKETING
Who is your target market?

How/where are you advertising your event? Does this reach your target market?

* Please include copies of all advertisements following event.

	ESTIMATE	/	ACTUAL
Number of Visitors at Event	<u>1000+</u>	_____	_____
Number of Motel Rooms Filled	<u>ALL</u>	_____	_____

EVENT SUMMARY (Please let us know how your event went, things that went well, areas that need work or attention for next year)

Magdalena Municipal Airport - Runway Safety Area Grading.

The project will grade the shoulders of the airport, remove trees and brush in the approach surface to Runway 20, and grade the Runway 2 approach surface to be below the FAA designated approach surface.

The project is to be funded by a FAA Airport Improvement Program (AIP) grant up to \$166,666 with no State or Village match required.

The funding required above the FAA amount is anticipated to be funded by an amendment to an existing NMDOT-Aviation Division grant (Grant N29-20-01) without any additional Village match requirement.

Let us know if we need to participate in the meeting (I'm assuming it will be on-line).

Mark

Mark D. Huntzinger, PE NM, DE, and GU

Project Manager, Aviation

Bohannon Huston

p. 505.823.1000 | d. 505.798.7853 | c. 505.453.7075

Connect: bhinc.com | [Facebook](#) | [LinkedIn](#) | [Twitter](#)

Looking forward to a New Year of GIVING BACK!

DISCLAIMER: This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. Any unauthorized review, use, disclosure or dissemination is strictly prohibited. If you received this e-mail in error, please notify the sender by reply e-mail and delete this e-mail immediately.