



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, APRIL 24, 2017
VILLAGE HALL 108 N. MAIN STREET 6:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
 - a. REGULAR MEETING – APRIL 10, 2017**
- 6. APPROVAL OF CASH BALANCE REPORT**
- 7. APPROVAL OF BILLS**
- 8. MAYOR'S REPORT**
- 9. CLERK'S REPORT**
- 10. FIRST READING – DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO PUBLISH ORDINANCE NO. 2017-02, ESTABLISHING THE VILLAGE CEMETERY BOARD; PROVIDING FOR ACQUISITION AND CONDEMNATION OF CEMETERIES; AND, IMPOSING PENALTIES FOR VIOLATION OF RULES AND REGULATIONS OF THE BOARD**
- 11. DISCUSSION & POSSIBLE DECISION REGARDING REQUEST OF FUNDS FOR THE MAGDALENA SUMMER YOUTH PROGRAM**
- 12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF USE OF LODGER'S TAX MONIES**
- 13. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF BUDGET ADJUSTMENT RESOLUTION NO. 2017-02**
- 14. PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT**
- 15. 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 8725. 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 10, 2017 at 6:00 p.m.**

DRAFT

Mayor Richard Rumpf called the meeting to order at 6:00 p.m.

Present: Mayor Richard Rumpf, Tyler Scartaccini, Lynda Middleton, Donna Dawson, Jose Castanon, Stephanie Finch - Clerk/Treasurer, Attorney Kathy Riley

Absent: Attorney Kathy Riley

Guests: Larry Cearley, Jake Finch, Mike Danielson, Kayla Scartaccini, Carleen Gomez - Deputy Clerk

Mayor Richard Rumpf requested that Mr. Jake Finch lead the gallery in reciting the Pledge of Allegiance.

Approval of Agenda: Ms. Dawson motioned to approve the agenda as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Approval of Minutes: Mrs. Middleton motioned to approve the minutes of the regular meeting of March 27, 2017, as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Approval of Cash Balance Report: Ms. Dawson motioned to approve the cash balance report as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Approval of Bills: Ms. Dawson motioned to approve the bills, as presented, seconded by Mr. Scartaccini. The motion carried unanimously.

Mayor's Report

Mayor Rumpf took the time to thank Deputy Clerk/Safety Coordinator Carleen Gomez for her efforts in keeping up with and keeping the Village's Safety Training in order. He stated that because of that the Village will get a credit for \$8,367.00 on next year's insurance. He added that we are 1 in 8 municipalities in the State who received this credit. Mayor Rumpf also thanked the employees for staying safe and not having any accidents.

Mayor Rumpf was happy to report that Mr. Von Apachito, who is a

current Joint Utility Worker, has passed all of his required tests to receive his Class B Commercial Driver's License (CDL).

Mayor Rumpf stated that Utility Supervisor Jake Finch attended the New Mexico Rural Water Association training and went above and beyond attending other vendor trainings and receiving 2nd place in a live water tap and also receiving \$25.00.

Mayor Rumpf stated that he attended a New Mexico Municipal League meeting in Belen and the Legislature is not allowing any fire funding.

Clerk's Report

Clerk Finch stated that there had been approximately 2,800 visitors to the Village website in March. Clerk Finch reported that she turned in all of her quarterly reports and so far everything looked good. She stated that she would be attending a Budget Training on April 26, 2017 in Albuquerque

Department Reports

EMS

A report was submitted and reviewed by Fire Captain Richard Rumpf. He stated that there were 9 EMS calls in the month of March.

FIRE

A report was submitted and reviewed by Fire Captain Richard Rumpf. He stated that the month of March was quiet with one porch fire. He added that the department continues to have training every Saturday.

MARSHAL

A report was submitted by Marshal Cearley and reviewed with the Board. Marshal Cearley stated that there were 245 incidents in March. He stated that the new Deputy, Mr. Marocco Apachito, was doing good and he is now working on his paperwork for the Law Enforcement Academy in July. Mrs. Middleton asked why the Deputies are traveling over 300 miles per day. Marshal Cearley stated that some of the mileage includes taking prisoners to jail.

JUDGE

A report was submitted by Judge Kayla Scartaccini and she reviewed it with the Board. Judge Scartaccini stated that there were 7 cases in March with a total of \$368.00 in fees.

PUBLIC WORKS

A report was submitted by Joint Utility Supervisor Jake Finch and reviewed with the Board. Mr. Finch stated that his department is still loading white goods and furniture at the transfer station. He stated that it is taking a while because we are waiting on the County to bring bins.

LIBRARY

No report was submitted.

Discussion & Possible Decision Regarding Approval To Revise NMFA Application For Purchase Of Tractor To Include Refunding Of 1999 USDA Loan & Refunding Of 2015 Sewer Jetter Lease/Purchase Loan
Clerk Finch explained that the Village is currently paying \$14,967.20 per year for the Sewer Jetter and \$10,000.00 per year on the RUS Bond at an interest rate of 4.5% with \$7,000.00 going to interest and \$3,000.00 to the principal balance. Clerk Finch stated that there will be a large balloon payment of \$20,000.00 at the end of this loan. Clerk Finch stated that the Village currently has \$27,920.00 saved in the sewer fund to put down. She stated that there are two options in consolidating and refinancing this loan either putting \$27,920.00 down and seeing a savings of \$67,883.10 or not putting any money down and seeing a savings of \$27,118.08. She stated that either way there is savings and it would be done through the Finance Authority. Clerk Finch added that the Village could also choose to add the loan for the tractor on to this.

Mr. Scartaccini motioned to keep the Village's \$27,920.00, approve the revised loan application and use option 2 only as a backup, seconded by Mrs. Middleton.

Mayor Rumpf requested that Clerk Finch take a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Mrs. Middleton thanked Clerk Finch for showing the initiative to research the issue and get this savings for the Village.

Discussion & Possible Decision Regarding Scheduling Of Burn Day
Mrs. Middleton motioned to authorize Fire Chief Michael Bisbee to determine burn days during the months of April and May based on the weather and to get dates and notices out to the public, seconded by Mr. Scartaccini. Ms. Dawson was opposed. The

motion carried by majority.

Discussion & Possible Decision Regarding Approval For Mayor To Submit Letter Of Acceptance Of Offer For 2017/2018 NMDOT Local Government Road Fund Program

Mrs. Middleton stated that the Village has requesting funding through the Local Government Road Fund Cooperative Program for Fiscal Year 2017-2018. Mrs. Middleton stated that \$43,615.00 was approved with \$10,904.00 being the Village share and 32,711.00 the States share. Mrs. Middleton explained that this funding would be used to provide materials for the roads to sweep and clean out potholes, fill them with hot mix and crack and fog seal and grade and reshape certain roads. Mayor Rumpf asked if this would also include some in-kind work. Mrs. Middleton stated that it could.

Mr. Scartaccini motioned to approve having the Mayor submit an acceptance letter to the NMDOT Local Government Road Fund Program, seconded by Ms. Dawson.

Mayor Rumpf requested that Clerk Finch take a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Discussion & Possible Decision Regarding Approval To Apply For USDA Community Facilities (CF) Grant

Mayor Rumpf stated that the USDA is encouraging municipalities to apply. He stated that the Village would be interested in trying to get funding for a garbage truck and a back hoe through this Grant.

Ms. Dawson motioned to have Mrs. Middleton get with Mrs. Diane Danellas and go ahead and apply, seconded by Mr. Scartaccini. The motion carried unanimously.

Discussion & Possible Decision Regarding Approval Of Contract Between Village Of Magdalena & EMS Billing Services, Inc.

Clerk Finch explained that she and Attorney Kathy Riley have been going back and forth with the contract but EMS Billing has finally changed certain things in the contract to reflect New Mexico laws and not Nebraska laws which is where EMS Billing serves from.

Ms. Dawson motioned to move ahead with EMS Billing Services,
seconded by Mr. Scartaccini.

Mayor Rumpf requested that Clerk Finch take a roll call vote:

Mr. Scartaccini AYE

Mrs. Middleton AYE

Ms. Dawson AYE

Mr. Castanon AYE

The motion carried unanimously.

Public Input - 1 Topic Per Person - 3 Minute Limit

Mr. Mike Danielsen stated that he wanted to let the Village know
that a mobile home in the Eagles Nest RV Park was moved and they
left an awful mess. Marshal Cearley stated that the owner of
the RV Park has paid someone to clean it up.

Ms. Dawson motioned to adjourn the meeting at 6:51 p.m.,
seconded by Mr. Scartaccini. The motion carried unanimously.

Respectfully Submitted,

Stephanie Finch
Clerk/Treasurer

Richard Rumpf
Mayor

Minutes Taken By:

Carleen Gomez, CMC
Deputy Clerk

**VILLAGE OF MAGDALENA
ORDINANCE 2017-02**

**ESTABLISHING THE VILLAGE CEMETERY BOARD; PROVIDING FOR
ACQUISITION AND CONDEMNATION OF CEMETERIES; AND, IMPOSING
PENALTIES FOR VIOLATION OF RULES AND REGULATIONS OF THE BOARD**

WHEREAS, NMSA 1978, Section 3-40-1 provides that municipalities may establish, maintain and regulate a municipal cemetery; and,

WHEREAS, NMSA 1978, Section 3-40-2 provides that municipalities may create by ordinance a cemetery board to care for, manage and control a municipal cemetery; and,

WHEREAS, NMSA 1978, Section 3-40-6 provides that the governing body may, by ordinance, provide for penalties for the violation of the rules and regulations of the cemetery board.

NOW THEREFORE, BE IT ORDAINED that the Board of Trustees of the Village of Magdalena adopts the following Ordinance establishing the Village Cemetery Board, Providing for Acquisition and Condemnation of Cemeteries, and Imposing Penalties for Violation of Rules and Regulations of the Board.

Section 1. ESTABLISHING A CEMETERY BOARD

- A. The Cemetery Board shall be known as "The Cemetery Board of Magdalena".
- B. The Village Clerk/Treasurer shall serve as Clerk/Treasurer of the Board without additional compensation.
- C. Within ten (10) days of appointment, the Members of the Board shall meet and organize by electing one of the members as President of the Board.
- D. The Board shall meet at least quarterly, and adopt regulations governing the time and place of its meetings.

Section 2. MEMBERSHIP

- A. The Board shall consist of five (5) members appointed by the Mayor with the consent of the Board of Trustees.
- B. The term of office shall be two (2) years.
- C. Members of the Board shall serve without compensation.
- D. Members of the Board shall be residents of the Village of Magdalena.
- E. Members shall qualify by taking an oath of office to faithfully and impartially discharge the duties of the office.
- F. The Board of Trustees may remove a member of the Cemetery Board for cause and shall fill any vacancy on the Board that may occur.

Section 3. POWERS AND DUTIES OF CEMETERY BOARD

- A. The Board shall take charge of the cemetery(s) belonging to the Village of Magdalena.
- B. The Board shall manage the cemetery(s).
- C. The Board shall recommend rules and regulations for the operation, management, care and custody of the cemetery(s) to the Board of Trustees.
- D. The Board shall maintain and beautify the cemetery(s).
- E. The Board may prescribe the manner and place of burials.

Section 4. ACQUISITION OR CONDEMNATION OF CEMETERIES or BURIAL LOTS THEREIN

- A. The Board may accept, subject to approval of the Board of Trustees, any cemetery within or adjacent to the Village used as a burial place by residents of the Village from any person, corporation or organization owning, controlling or maintaining the cemetery.
- B. If the Board accepts a cemetery whose records have been lost or destroyed or are otherwise nonexistent, neither the Cemetery Board nor the Village shall be liable for any liabilities of prior owners.

- C. Except as provided by Section 4 (B) above, the Village shall not acquire or condemn a cemetery or part of a cemetery unless a detailed audit listing all the assets and liabilities of the cemetery is prepared by a certified public accountant and submitted to the Board of Trustees. The Village shall not be held liable for any liabilities not shown in the audit.
- D. Any person, estate, trust, receiver or other group acting as a unit shall transfer to the Village all records, property, trusts, and other relevant material pertaining to the cemetery or part of the cemetery acquired or condemned by the Village. The acquisition or condemnation and transfer of a cemetery or part of a cemetery shall be in compliance with the Endowed Care Cemetery Act of 1961 and other provisions relating to cemeteries.
- E. The Village may acquire, within its planning and platting jurisdiction, or condemn within the Village in the manner provided by law, any property for cemetery purposes. The Village may abandon any street within its cemetery(s), provided that ownership is retained by the Village and the street is used for a municipal purpose.
- F. Any cemetery accepted by the Board as provided shall become part of the Village and shall be governed as any other municipal cemetery is governed.
- F. The Village in disposing of a burial lot may execute a deed conveying title to a purchaser. The deed is to be executed by the Mayor and attested to by the Clerk and bear the seal of the municipality.

Section 5. LIABILITY OF VILLAGE

- A. Visitors to the Cemetery(s) must understand that they may be old and irregular. Although it is anticipated that the creation of the Cemetery Board will aid in cleaning and maintaining the grounds, the Village is not liable for:
 - i. Theft
 - ii. Damage to graves or property placed on graves or to the property of visitors
 - iii. Injuries

Section 6. RULES AND REGULATIONS

The Village reserves the right to adopt additional rules and regulations that may be promulgated by the Board. Adoption will take place at duly held and publicized open meetings, and copies may be obtained from the Village records custodian.

Section 7. VIOLATION OF CEMETERY REGULATIONS; PENALTY.

Violation of the regulations promulgated by the Board and approved by the Board of Trustees, shall constitute a petty misdemeanor, punishable by a fine of not more than five hundred dollars (\$500) and imprisonment of not more than ninety (90) days, or both.

Passed, Approved, and Adopted this _____ day of _____, 2017.

Approved:

Richard Rumpf, Mayor

**Katherine Riley, General Counsel as to
legal sufficiency**

Attested:

**Stephanie Finch
Village Clerk/Treasurer**



VILLAGE OF MAGDALENA

REQUEST TO BE PLACED ON AGENDA

Todays Date: 4-19-17
Date of Meeting: 4-24-17
Name: RAY MARTINEZ
Address: P.O. Box 765 Zip: 87825
Phone Number: (575) 418-7261
Email Address: antonio.martinez101951@gmail.com

Item request will be for: (Please check one)		
<input type="checkbox"/> Information Only	<input type="checkbox"/> Action Item	<input checked="" type="checkbox"/> Discussion/Action
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Report	<input type="checkbox"/> Other: _____

Brief description of topic to be discussed:

Please attach one original of any documents pertaining to the topic. We do allow handouts at meeting.

Wash tasked by rejuvenation committee to approach Village
to see if they would be willing to assist with 1/3 cost
to have a summer recreation program. Will send
an email on what we will be putting together.

Signature: _____

Antonio R. Martinez

Please return to:
Stephanie Finch, Clerk/Treasurer
Village of Magdalena
Magdalena, NM 87825

Phone: 575-854-2261 * Fax: 575-854-2273 * Email: clerk@villageofmagdalena.com

Mayor's Approval: _____

Stephanie Finch

Date: _____

4-20-2017

BOARD OF EDUCATION

SHARON HARRIS, President
 CHAD PERKINS, Vice President
 LYNN MAJOR, Secretary
 KELBY STEPHENS, Member
 JEREMIAH APACHITO, Member

VANNETTA R. PERRY, Ed.D., Superintendent
 LESLIE CLARK, Principal, MS/HS
 SHANNON MOUNYO, Lead Teacher, ES
 KERI JAMES, Curriculum and
 Instruction/Fed-State Programs
 R. DOROTHY ZAMORA, Business Manager



Magdalena Municipal Schools

P.O. BOX 24
 MAGDALENA, NEW MEXICO 87825
 PHONE 854-2241, FAX 854-2531

"OUR STUDENTS ARE OUR NUMBER ONE PRIORITY"

The Magdalena Rejuvenating Committee, Socorro County (Ray Martinez, County Commissioner), and the Magdalena Schools are looking to partner funds and resources to provide a Magdalena Summer Youth Program for July and August.

The Magdalena Summer Youth Program would offer extracurricular activities for students twice per week and transportation, breakfast, and lunch would be provided so all students could attend.

To determine interest and activities in the Magdalena Summer Youth Program, please answer the following questions below. Please place an X by your answers for each question.

- If Magdalena Schools offered a Summer Youth Program in July and August twice a week, would you attend?
57 Yes 55 No Why or why not? Common responses included jobs, family vacations, need a break from school.
- If you attended the Magdalena Summer Youth Program, would you ride the bus?
30 Yes 27 No
- If you attended the Magdalena Summer Youth Program, would you eat breakfast and lunch?
53 Yes 4 No
- We would like to know which activities listed below would be of MOST interest to you. Please choose your TOP 5 picks by placing an X on the line beside the activities you would like to see offered.

<u>16</u> Baseball (Fundamentals, scrimmages, camps)	<u>35</u> Open Gym
<u>20</u> Football (Fundamentals, scrimmages, camps)	<u>21</u> Weightlifting
<u>36</u> Basketball (Fundamentals, scrimmages, camps)	<u>5</u> Gardening
<u>18</u> Track/Cross County	<u>1</u> Greenhouses
<u>11</u> Cheer/Dance	<u>21</u> Bike Riding
<u>8</u> Karate	<u>18</u> Art Projects
<u>19</u> Swimming (Socorro City Pool)	<u>11</u> Computer Lab
<u>19</u> Hiking/Walking Club	
<u>10</u> Astronomy/Telescopes/Photography	
<u>See Below</u> Other (Please list any other activities you would like to see offered)	
Music/Chorus-3	Cooking-1
Debate/Public Speaking-1	Photography-1
Soccer-1	Motocross-1
Horseback-1	Softball-3
	MMA/Boxing-5
	FFA-1
	Volleyball-8
	Body Art-1
	Singing/Guitar-1
	Hunting-2

BOARD OF EDUCATION

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CHAD PERKINS, Vice President
LYNN MAJOR, Secretary
KELBY STEPHENS, Member
JEREMIAH APACHITO, Member

LESLIE CLARK, Principal, MS/HS
SHANNON MOUNYO, Lead Teacher, ES
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"OUR STUDENTS ARE OUR NUMBER ONE PRIORITY"

Magdalena Summer Youth Program
Tentative Schedule

Dates: July 11, 13, 18, 20, 25, 27, August 1, 3

Staff: Jory Mirabal, Athletic Director and Rodney Leal, Football and Track Coach
(Volunteering all time)

Transportation Provided (1 Bus, 1 Driver) Along Alamo Rd 169 and Chapter House 7:00-8:00
Returning 12:00-1:00

Breakfast: 8:00-8:30

Lunch: 11:30-12:00

Schedule:

8:30-10:30 Each Day will begin with fundamentals, exercise, plyo, weightlifting. Students will be broken into two groups by ages (6th-8th Grade and 9th-12th). All of the sports marked as highest interest will be included (Football, basketball, volleyball, baseball, open gym, weightlifting, bike riding, track/cross county, hiking/walking)

10:30-11:30 Special Activity (Dodgeball, Croquet, Floor Hockey, Bowling, Ping Pong, Horse Shoes, Frisbee)

Schedule for Final Day: August 3

- **Socorro City Swimming Pool-Special arrangements will be made, if possible to take the kids early, to leave at 8:30 after breakfast and swim from 9-12:30.**
- **If the pool cannot accommodate, we will bring kids in at 12:00, feed them lunch, and then load them at 12:30 to arrive when the pool opens to the public at 1:00pm. The kids will swim until 4:30, then return to school at 5:00.**

**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 Magdalena Old Timers (Applicant)

Address: PO Box 772

Magdalena NM 87825

Phone: 505-506-7573 Email: missy_moo203@gmail.com

- ☒ 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 Timers ReUnion

Location of Event:

Magdalena NM, Rodeo Ground 1st St,

Description of Event:

A Event, that will give everyone in the surrounding area a chance to come see a parade, dance watch a Rodeo, & eat, to ck out Arts & Crafts & Food Vendors. To help Bring Magdalena Business

Is this a fund raising event? Please describe:

Proposed Date of Event:

July 7, 8, & 9th

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

Expenses (advertising, rental fees, etc.).

- **FOLLOWING EVENT**

- Applicant shall provide accurate financial records (invoices, receipts, etc.) for all items for which the City pays.

2. **Use of Funds**

The use of Village of Magdalena's Lodger's tax funds are outlined by Village Ordinance No. 2015-06. The requirements as outlined by the Village's Lodger's Tax Ordinance must be adhered to in the execution of all aspects of this request. Applicant acknowledges that a complete copy is available and understands the eligible uses of Lodger's Tax Proceeds. * Lodger's tax funds are not to be used to pay for motel rooms.

3. **Terms and Conditions of this Request**

A. Contractor is requesting \$ 14,000⁰⁰ in Lodger's Tax funds to be used as follows:

to help pay for porta potties to help with advertising. It is not the full amount we could apply for. But we know the Village does not have the funds it had in the past. But we would enjoy receiving what we did last yr.

B. Any other requests (ie. Use of Village property, police escort, etc. must be made at Village Hall).

This request is submitted the 27 day of February, 2017.

Naomi J. Dawson
Applicant Signature

Village of Magdalena

Approval

As Mayor of the Village of Magdalena I am authorizing the above described event with the understanding that all preliminary administrative functions have been met (i.e. budget, Board approval, etc.).

Diego Montoya – Mayor

EVENT/ORGANIZATION: Magdalena Old timers Reunion Ass.

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

BBO & Donations

ESTIMATE / ACTUAL

\$1500.00

Parade

\$600.00

Inside & outside vendors

\$1500.00

Raffles

\$1000.00

TOTAL INCOME

\$4,600

EXPENSES

Buckles & Ribbons

\$2,000.00

advertising

\$500.00

Porta Potties

1400.00

Supplies for BBO

\$400.00?

ice

\$400.00

Band & DJ

\$2000.00

insurance

\$4300.00

T-shirts old timers & Kelly Run

500.00

TOTAL EXPENSES

\$16,300.00

MARKETING

Who is your target market?

General population from surrounding area & the entire state families from out of state

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

Kob.com - Flyer's

Posters - Newspapers (Torch Herald, El de Senae chieftain)

* Please include copies of all advertisements following event.

ESTIMATE / ACTUAL

Number of Visitors at Event

? 3000

Number of Motel Rooms Filled

14

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

**VILLAGE OF MAGDALENA
BOARD OF TRUSTEES
BUDGET ADJUSTMENT RESOLUTION NO. 2017-02**

WHEREAS, the Board of Trustees of the Village of Magdalena met in regular session on _____ did propose to make certain transfer(s) or increase(s); and

WHEREAS, the Village of Magdalena asks that authorization for the following transfer(s) or increase(s) be granted:

(List funds and/or items involved) From 101 to 706

1. Increase revenues in the General Fund (101) by \$45,000 for an ending budget of \$406,990.00
2. Increase expenditures in the General Fund (101) by \$13,000.00 for an ending budget of \$371,935.00
3. Create Court Fees Fund (701)
4. Create Court Bonds Fund (702)
5. Change Agency Fund number from (702) to (703)
6. Change Meter Deposit Fund number from (701) to (706)
7. Increase revenues in Court Fees Fund (701) by \$3500.00 for an ending budget of \$3500.00
8. Increase expenditures in Court Fees Fund (701) by \$3500.00 for an ending budget of \$3500.00

And **WHEREAS**, the reason(s) for the above transfer(s) or increase(s) is (are):

1. Increase revenues in the General fund to account for extra monies received from Small Cities Assistance
2. Increase expenditures in the General fund to account for unanticipated costs
3. Create Court Fees Fund due to request of auditor (approved by the Board of Trustees)
4. Create Court Bonds Fund due to request of auditor (approved by the Board of Trustees)
5. Change Agency Fund to help with reconciling of bank account (approved by the Board of Trustees)
6. Change Meter Deposit Fund to help with reconciling of bank account (approved by the Board of Trustees)
7. Increase revenues in Court Fees Fund to put a budget in this new fund
8. Increase expenditures in the Court Fees Fund to put a budget in this new fund

NOW THEREFORE, it is respectfully requested that authorization to make the above transfer(s) or increase(s) be granted by the Local Government Division of the Department of Finance and Administration.

PASSED, SIGNED AND APPROVED BY the Governing Body of the Village Magdalena, this _____ day of _____, 20____.

Mayor

Attested:

Clerk/Treasurer

[illegible]

[illegible]

New Market Department of Finance and Administration
Local Government Matters
Budget Request Notation

DFA APPROVAL DATE	DFA REQ. NUMBER	Village of Madison REQ. NUMBER	DFA FUND TITLE	DFA FUND NUMBER	UNAMOUNTED REVENUE CASH BALANCE CARRY 1	ADJUST ADJUSTMENTS TO REVENUE CASH BALANCE	INVESTMENTS	SUGGESTED REVENUES	SUGGESTED TIDINGS	SUGGESTED EXPENDITURES	ESTIMATED REVENUE CASH BALANCE	LOCAL, RESERVE FUNDING CASH BALANCE	ADJUSTED REVENUE CASH BALANCE
			FUND TOTAL OTHER	399	\$0 \$1,453	\$0 \$0	\$0 \$0	\$13,330 \$17,330	\$0 \$10,000	\$0 \$13,330	\$0 \$1,453	\$0 \$0	\$0 \$1,453
			FUND TOTAL CAPITAL PROJECT FUNDS	300	\$1,453 \$0	\$0 \$0	\$0 \$0	\$13,330 \$10,000	\$20,000 \$0	\$13,330 \$10,000	\$1,453 \$0	\$0 \$0	\$1,453 \$0
			FUND TOTAL G.D. BONDS	401	\$0 \$0	\$0 \$0	\$0 \$0	\$10,000 \$0	\$0 \$0	\$10,000 \$0	\$0 \$0	\$0 \$0	\$0 \$0
			FUND TOTAL REVENUE BONDS	402	\$1,000 \$0	\$0 \$0	\$0 \$0	\$1,000 \$0	\$0 \$0	\$1,000 \$0	\$0 \$0	\$0 \$0	\$0 \$0
			FUND TOTAL DEBT SERVICE	403	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0
			FUND TOTAL ENTERPRISE FUNDS	600	\$0 \$14,277	\$0 \$0	\$0 \$0	\$0 \$14,277	\$0 \$20,000	\$0 \$14,277	\$0 \$14,277	\$0 \$0	\$0 \$14,277
			FUND TOTAL Solid Waste	602	\$14,277 \$13,873	\$0 \$0	\$0 \$0	\$14,277 \$13,873	\$0 \$0	\$14,277 \$13,873	\$0 \$0	\$0 \$0	\$14,277 \$13,873

New Mexico Department of Finance and Administration
Local Government Division
Budget Request Reconciliation

DFA APPROVAL NOTE	Village of Moguleros MEMO NUMBER	DFA FUND TITLE	DFA FUND NUMBER	UNAMOUNTED REVENUES CASH BALANCE (JULY 1)	ADJUST ADJUSTMENTS TO REVENUES CASH BALANCE (JULY 1)	INVESTMENTS	PROJECTED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED REVENUES CASH BALANCE	LOCAL REVENUE REVENUES CASH BALANCE FOR BUDGETING	ADJUSTED REVENUES CASH BALANCE
		FUND TOTAL Waste Water	863	\$23,872 \$17,948	\$0	\$0	\$116,000 \$40,622	\$0 (\$24,175)	\$116,000 \$40,622	\$23,872 \$17,948	\$0	\$23,872 \$17,948
		FUND TOTAL Airport		\$17,948.00 \$0	\$0	\$0.00 \$0	\$46,006.05 \$0	\$124,175 \$0	\$46,006.05 \$0	\$17,948 \$0	\$0	\$17,948.00 \$0
		FUND TOTAL Ambulance		\$0.00 \$40,942	\$0	\$0.00 \$0	\$0.00 \$1,000	\$0 \$0	\$0.00 \$10,000	\$0 \$48,442	\$0	\$0.00 \$48,442
12/13/18 12/13 00001175-NM - 017251	2018-08 00001175-NM - 017251	FUND TOTAL Cemetery		\$88,842.00 \$0	\$0	\$0.00 \$0	\$11,000.00 \$0	\$0 \$0	\$43,509.00 \$0	\$18,442 \$0	\$0	\$20,442.00 \$0
		FUND TOTAL Housing		\$0.00 \$0	\$0	\$0.00 \$0	\$0.00 \$0	\$0 \$0	\$0.00 \$0	\$0 \$0	\$0	\$0.00 \$0
		FUND TOTAL Parking		\$0.00 \$0	\$0	\$0.00 \$0	\$0.00 \$0	\$0 \$0	\$0.00 \$0	\$0 \$0	\$0	\$0.00 \$0
		FUND TOTAL GAS FUND (501)		\$0.00 \$0	\$0	\$0.00 \$0	\$0.00 \$0	\$0 \$0	\$0.00 \$0	\$0 \$0	\$0	\$0.00 \$0
		FUND TOTAL Other Enterprise (enter fund name)		\$0.00 \$0	\$0	\$0.00 \$0	\$0.00 \$0	\$0 \$0	\$0.00 \$0	\$0 \$0	\$0	\$0.00 \$0
		FUND TOTAL Other Enterprise (enter fund name)		\$0.00 \$0	\$0	\$0.00 \$0	\$0.00 \$0	\$0 \$0	\$0.00 \$0	\$0 \$0	\$0	\$0.00 \$0
		FUND TOTAL Other Enterprise (enter fund name)		\$0.00 \$0	\$0	\$0.00 \$0	\$0.00 \$0	\$0 \$0	\$0.00 \$0	\$0 \$0	\$0	\$0.00 \$0

DFA APPROVAL DATE	DFA FUND NUMBER	Village of Pecos FUND NUMBER	DFA FUND TITLE	DFA FUND NUMBER	UNADJUSTED REVENUES CASH BALANCE (AUG 1)	AUDIT ADJUSTMENTS TO REVENUES CASH BALANCE	INVESTMENTS	SUBMITTED REVENUES	SUBMITTED THOUSANDS	SUBMITTED EXPENDITURES	ESTIMATED REVENUE CASH BALANCE	LOCAL REVENUE RECOMMENDATION FOR EXPENDITURES	ADJUSTED REVENUE CASH BALANCE
			FUND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Other Enterprises (water and sewer)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			INTERNAL SERVICE FUNDS	000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			FUND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			TRUST AND AGENCY FUNDS	700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Grant Fees	701	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Grant Bonds	702	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Grant Fund	703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			Water District Fund	706	\$14,833	\$0	\$0	\$2,500	\$0	\$3,500	\$14,833	\$0	\$14,833
			FUND TOTAL		\$14,833	\$0	\$0	\$2,500	\$0	\$3,500	\$14,833	\$0	\$14,833
			GRAND TOTAL		\$14,833	\$0	\$0	\$1,444,771	\$0	\$1,298,345	\$13,457	\$31,635	\$402,801

PREPARED BY:

Name and Title

Entered by: A. J. J.
Verified by:
Official Resolution attached:

1. This form must accompany the official approved Resolution.
2. Only one (1) Resolution per line (do not skip lines)
3. Enter only roll up BAR adjustment totals in each fund.
4. Do not enter transaction descriptions on this sheet they should be
5. BAR's with negative cash balances will not be accepted. (If the
6. Enter negative numbers in () only.
7. Do not enter positive numbers in ().