



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, SEPTEMBER 28, 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 AUGUST 29, 2020 LIMITING GATHERINGS TO LESS THAN 10 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 ZOOM AT THE FOLLOWING LINK:

<https://us02web.zoom.us/j/4861155997>

Meeting ID: 486 115 5997

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - a. REGULAR MEETING – SEPTEMBER 14, 2020
6. APPROVAL OF CASH BALANCE REPORT
7. APPROVAL OF BILLS
8. MAYOR'S REPORT
9. CLERK'S REPORT
10. DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF BUDGET ADJUSTMENT RESOLUTION NO. 2020-20, FISCAL YEAR 2020-2021
11. DISCUSSION & POSSIBLE DECISION CONCERNING REQUEST TO APPROVE STANDARD JOURNAL ENTRIES
12. FINAL CONSIDERATION – DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF ORDINANCE NO. 2020-02, IMPOSING CIVIL PENALTIES FOR FALSE SECURITY ALARMS
13. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR WEST CENTRAL CONSORTIUM, INCLUDING CONTINUED PARTICIPATION OF MAGDALENA PUBLIC LIBRARY IN THE WEST CENTRAL CONSORTIUM FY2020-2021
14. DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF REQUEST FROM MAGDALENA CHAMBER OF COMMERCE FOR LODGER'S TAX FUNDING
15. DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF REQUEST FROM MAGDALENA KIDS SCIENCE CAFÉ FOR LODGER'S TAX FUNDING
16. EXECUTIVE SESSION - THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:

- a. CLERK/TREASURER
 - b. 10-15-1(H)(7) PENDING OR THREATENED LITIGATION AND 10-15-1(H)(8) REAL ESTATE, ACQUISITION OF REAL PROPERTY: PAT TRUJILLO AND S.E. & LUCILLE GUTIERREZ – TRACTS 20200346_B AND 20200346_A
- MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION
 - MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1

17. DISCUSSION & POSSIBLE DECISION CONCERNING HIRING OF VILLAGE CLERK/TREASURER

18. 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, SEPTEMBER 28, 2020 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS.

19. 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.

DRAFT MINUTES

**Will be available Monday, September 28th
for the September 14th meeting
and will be distributed to the Mayor
and Council via email.**

**If you would like a copy please notify
Village Hall.**

**STATE OF NEW MEXICO
VILLAGE OF MAGDALENA
BOARD OF TRUSTEES
BUDGET ADJUSTMENT RESOLUTION NO. 2020-20
FY 2020-2021**

WHEREAS, the Board of Trustees of the Village of Magdalena met in regular session on **September 28, 2020** and proposes to make certain budget transfer(s), increase(s), or decrease(s) and

WHEREAS, said budget was adjusted based on need and through cooperation with all user departments, elected officials and other department supervisors, **as summarized on the attached sheet**; and

WHEREAS, the official meeting for review of said documents was duly advertised in compliance with the State Open Meetings Act; and

WHEREAS, it is the majority opinion of this Board that the adjusted budget meets the requirements as currently determined.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Governing Body of the Village of Magdalena, State of New Mexico, hereby adopts the budget adjustment hereinabove described and attached and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

PASSED, ADOPTED and APPROVED, this _____ day of _____, 2020.

Attest:

Carleen Gomez, CMC, Deputy Clerk

Richard Rumpf, Mayor

(seal)

Department of Finance and Administration
Local Government Division
Financial Management Bureau
SCHEDULE OF BUDGET ADJUSTMENTS

REVISED 12/08/06

ENTITY NAME: Village of Magdalena
FISCAL YEAR: FY2020-2021, BAR #2
DFA Resolution Number:

For Local Government Division use only:

(A) ENTITY RESOLUTION NUMBER	(B) LPB ACCOUNT	(B) DFA ACCOUNT	(C) REVENUE EXPENDITURE TRANSFER (TO or FROM)	(D) APPROVED BUDGET	(E) ADJUSTMENT	(F) ADJUSTED BUDGET	(G) PURPOSE
2020-20	101-02-50020	11000-1009-51020	Full Time Emp Wages	\$3,668	\$5,503	\$9,171	Correct Percentage Allocation Based on Court Clerk Position Description
	101-02-51010	11000-1009-52011	FICA Medicare	\$88	\$80	\$168	Correct Percentage Allocation Based on Court Clerk Position Description
	101-02-51020	11000-1009-52010	FICA Regular	\$376	\$342	\$718	Correct Percentage Allocation Based on Court Clerk Position Description
	101-02-51050	11000-1009-52020	PERA Retirement Cont.	\$464	\$422	\$886	Correct Percentage Allocation Based on Court Clerk Position Description
	101-04-50020	11000-2002-51020	Full Time Emp Wages	\$48,972	(\$5,502)	\$43,470	Correct Percentage Allocation Based on Court Clerk Position Description
	101-04-51010	11000-2002-52011	FICA Medicare	\$710	(\$79)	\$631	Correct Percentage Allocation Based on Court Clerk Position Description
	101-04-51020	11000-2002-52010	FICA Regular	\$3,036	(\$340)	\$2,696	Correct Percentage Allocation Based on Court Clerk Position Description
	101-04-51050	11000-2002-52020	PERA Retirement Cont.	\$3,746	(\$420)	\$3,326	Correct Percentage Allocation Based on Court Clerk Position Description
	101-02-51030	11000-1009-52030	Group Healthcare Ins.	\$938	\$807	\$1,745	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	101-04-51030	11000-2002-52030	Group Healthcare Ins.	\$11,720	(\$4,045)	\$7,675	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	101-05-51030	11000-3001-52030	Group Healthcare Ins.	\$37,400	(\$4,986)	\$32,414	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	101-07-51030	11000-5104-52030	Group Healthcare Ins.	\$4,688	(\$1,199)	\$3,489	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	501-00-51030	50100-6003-52030	Group Healthcare Ins.	\$11,720	(\$2,998)	\$8,722	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	502-00-51030	50200-6004-52030	Group Healthcare Ins.	\$9,376	(\$2,399)	\$6,977	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	503-00-51030	50300-6005-52030	Group Healthcare Ins.	\$8,438	(\$2,158)	\$6,280	Switch Health Insurance from Meritain to Erisa (NM State Plan)
	501-00-57320	50100-6003-57130	Rent/Lease-Vehicles	\$0	\$1,537	\$1,537	Add Lease Payments on 2017 Ford F-250 XL 4x4
	502-00-57320	50200-6004-57130	Rent/Lease-Vehicles	\$0	\$1,536	\$1,536	Add Lease Payments on 2017 Ford F-250 XL 4x4
	503-00-57320	50300-6005-57130	Rent/Lease-Vehicles	\$0	\$1,537	\$1,537	Add Lease Payments on 2017 Ford F-250 XL 4x4
						\$0	
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						\$0	

ATTEST:

Municipal Clerk

(Date)

Mayor

(Date)

FY 2021 - COST OF LIVING INCREASE PROPOSAL												2.00%
Employee Name	Job Title	Full Time/ Part Time/Elected Official	Weekly Hours Worked	Current Hourly Pay Rate	Projected Hourly Pay Rate	Yearly Salary	Social Security 6.2%	Medicare 1.45%	PERA Reg 7.65% Law 10.65%	Health Insurance	Grand Total Salary & Fringe	Funding Source
Richard Rumpf	Mayor	Elected Official	5.76923	\$20.00	\$20.00	\$6,000.00	\$372.00	\$87.00	\$0.00	\$0.00	\$6,459.00	100% General Fund
Deborah Abingdon	Clerk/Treasurer	Full Time	40	\$18.76	\$19.14	\$39,801.22	\$2,467.68	\$577.12	\$3,044.79	\$6,976.92	\$52,867.72	100% General Fund
Carleen Gomez	Deputy Clerk/Court Clerk	Full Time	40	\$17.29	\$17.64	\$36,682.46	\$2,274.31	\$531.90	\$2,806.21	\$6,976.92	\$49,271.80	25% Court 10% Admin 25% Water Fund 25% Solid Waste 15% Sewer
Simon Armijo	Municipal Judge	Elected Official	2.30769	\$20.00	\$20.00	\$2,400.00	\$148.80	\$34.80	\$183.60	\$0.00	\$2,767.20	100% General Fund
Sabrina Aragon	Assistant Clerk	Full Time	40	\$11.30	\$11.53	\$23,974.08	\$1,486.39	\$347.62	\$1,834.02	\$0.00	\$27,642.11	45% Water Fund 40% Solid Waste 15% Sewer
Michael Zamora	Marshal	Full Time	40	\$20.92	\$21.34	\$44,383.87	\$2,751.80	\$643.57	\$4,726.88	\$10,374.36	\$62,880.48	100% General Fund
Carlos Valenzuela	Deputy Marshal	Full Time	43	\$16.71	\$17.04	\$38,110.83	\$2,362.87	\$552.61	\$4,058.80	\$6,976.92	\$52,062.03	100% General Fund
Mariano Fraere	Deputy Marshal	Full Time	43	\$16.55	\$16.88	\$37,745.92	\$2,340.25	\$547.32	\$4,019.94	\$15,062.40	\$59,715.82	100% General Fund
Ivy Stover	Library/Museum Director	Part Time	29	\$10.17	\$10.37	\$15,643.09	\$969.87	\$226.82	\$1,196.70	\$0.00	\$18,036.48	100% Library Fund
Vacant	Joint Utility Supervisor (Inter)	Full Time	40	\$23.38	\$23.85	\$49,603.01	\$3,075.39	\$719.24	\$3,794.63	\$0.00	\$57,192.27	40% Water Fund 50% Solid Waste 10% Sewer
Ezekiel Gomez	Joint Utility Worker	Full Time	40	\$12.86	\$13.12	\$27,283.78	\$1,691.59	\$395.61	\$2,087.21	\$6,976.92	\$38,435.11	35% Water Fund 40% Solid Waste 25% Sewer
Nehemiah Peralta	Joint Utility Worker	Full Time	40	\$14.46	\$14.75	\$30,678.34	\$1,902.06	\$444.84	\$2,346.89	\$6,976.92	\$42,349.04	45% Water Fund 25% Solid Waste 30% Sewer Fund
Lenny Baldonado	Joint Utility Worker	Full Time	40	\$14.46	\$14.75	\$30,678.34	\$1,902.06	\$444.84	\$2,346.89	\$6,976.92	\$42,349.04	20% Water Fund 10% Solid Waste 20% Sewer 50% Streets
Grand Totals			443.077	\$216.86	\$220.40	\$382,984.92	\$23,745.07	\$5,553.28	\$12,446.57	\$67,298.28	\$512,028.11	

General Fund	Governing Body	\$6,000.00	\$372.00	\$87.00	\$0.00	\$6,459.00
	Municipal Court	\$11,570.62	\$717.38	\$167.77	\$885.15	\$15,085.15
	General Administration	\$43,469.46	\$2,695.11	\$630.31	\$3,325.41	\$57,794.90
	Law Enforcement	\$120,240.62	\$7,454.92	\$1,743.49	\$12,805.63	\$174,658.33
	Streets	\$15,339.17	\$951.03	\$222.42	\$1,173.45	\$21,174.52
Library Fund		\$15,643.09	\$969.87	\$226.82	\$1,196.70	\$18,036.48
Water Fund		\$89,290.40	\$4,296.00	\$1,004.71	\$5,300.72	\$88,612.98
Solid Waste Fund		\$65,212.68	\$4,043.19	\$945.58	\$4,988.77	\$82,167.14
Wastewater Fund		\$36,218.89	\$2,245.57	\$525.17	\$2,770.75	\$48,039.61
Grand Total		\$382,984.92	\$23,745.07	\$5,553.28	\$12,446.57	\$512,028.11

REVENUE/EXPENDITURE REPORT

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9/14/2020

4:04 pm

Village of Magdalena

For the Period: 7/1/2020 to 9/30/2020

Original Bud. Amended Bud. Annual Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Revenues

Dept: 00

41000 PROPERTY TAX (CURRENT & PRIOR)	8,369.00	8,060.00	534.88	0.00	0.00	7,525.12	6.6
41100 FRANCHISE FEES	15,947.00	15,947.00	2,855.60	0.00	0.00	13,091.40	17.9
41150 GROSS RECEIPTS-LOCAL OPTION	96,242.00	96,242.00	13,355.01	0.00	0.00	82,886.99	13.9
41180 GROSS RECEIPTS-HOUSE BILL 6	0.00	0.00	1,721.96	0.00	0.00	-1,721.96	0.0
41910 CONTRIBUTIONS & DONATIONS	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
41925 SALES-OTHER	0.00	0.00	10.00	0.00	0.00	-10.00	0.0
41930 MISCELLANEOUS INCOME	0.00	0.00	2.50	0.00	0.00	-2.50	0.0
41935 REIMBURSEMENTS & REFUNDS	0.00	0.00	43.95	0.00	0.00	-43.95	0.0
42100 GROSS RECEIPTS-STATE SHARE	86,797.00	86,797.00	13,150.47	0.00	0.00	73,646.53	15.2
42200 GAS (COMBINED FUEL) TAXES	11,637.00	11,637.00	2,098.42	0.00	0.00	9,538.58	18.0
42300 MOTOR VEHICLE	2,146.00	2,146.00	418.94	0.00	0.00	1,727.06	19.5
42500 GRANTS - STATE	0.00	0.00	575.94	0.00	0.00	-575.94	0.0
44000 SMALL CITIES ASSISTANCE	180,000.00	180,000.00	0.00	0.00	0.00	180,000.00	0.0
45100 ANIMAL LICENSES	54.00	54.00	0.00	0.00	0.00	54.00	0.0
45200 BUSINESS LICENSES	2,508.00	2,508.00	140.00	35.00	0.00	2,368.00	5.6
46110 AIRPORT HANGER RENTALS	1,900.00	1,900.00	0.00	0.00	0.00	1,900.00	0.0
46125 NOTARY FEE SERVICE	1,002.00	1,002.00	255.00	20.00	0.00	747.00	25.4
46126 CONVENIENCE FEE	246.00	246.00	0.00	0.00	0.00	246.00	0.0
46130 POLICE SERVICES-SPECIAL	312.00	312.00	0.00	0.00	0.00	312.00	0.0
46140 PRINTING, COPYING AND FAX	341.00	341.00	115.50	28.00	0.00	225.50	33.9
46150 RENTAL OF PUBLIC FACILITIES	2,400.00	2,400.00	250.00	0.00	0.00	2,150.00	10.4
47001 COURT FINES	13,390.00	13,390.00	1,298.00	140.00	0.00	12,092.00	9.7
48000 INTEREST INCOME	268.00	268.00	29.35	0.00	0.00	238.65	11.0

Dept: 00	423,559.00	423,250.00	37,355.52	223.00	0.00	385,894.48	8.8
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Revenues	423,559.00	423,250.00	37,355.52	223.00	0.00	385,894.48	8.8
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Expenditures

Dept: 01 EXECUTIVE /LEGISLATIVE

50010 ELECTED OFFICIAL SALARIES	6,000.00	6,000.00 ✓	1,500.00	500.00	0.00	4,500.00	25.0
51010 FICA MEDICARE	87.00	87.00 ✓	21.75	7.25	0.00	65.25	25.0
51020 FICA REGULAR	372.00	372.00 ✓	93.00	31.00	0.00	279.00	25.0
52030 BOOKS, PERIODICALS & SOFTWARE	719.00	719.00	0.00	0.00	0.00	719.00	0.0
52060 EMPLOYEE TRAINING	1,482.00	1,482.00	0.00	0.00	350.00	1,132.00	23.6
52080 LIABILITY & PROPERTY INSURANCE	409.00	409.00	0.00	0.00	0.00	409.00	0.0
52090 EMPLOYEE TRAVEL	920.00	920.00	0.00	0.00	0.00	920.00	0.0
52110 PRINTING AND PUBLISHING	128.00	128.00	0.00	0.00	0.00	128.00	0.0
53050 FUEL-GASOLINE AND DIESEL	991.00	991.00	274.16	0.00	771.02	-54.18	105.5
53110 SUPPLIES-OFFICE SUPPLIES	224.00	224.00	0.00	0.00	0.00	224.00	0.0
53120 SUPPLIES-OTHER	1,115.00	1,115.00	0.00	0.00	0.00	1,115.00	0.0
53150 SUPPLIES-VEHICLES	496.00	496.00	0.00	0.00	0.00	496.00	0.0
53160 TELEPHONE, CELL AND INTERNET	1,253.00	1,253.00	192.97	0.00	1,060.03	0.00	100.0
55050 REPAIR & MAINT-VEHICLES	58.00	58.00	0.00	0.00	0.00	58.00	0.0
58200 OTHER PROFESSIONAL SERVICES	2,298.00	2,298.00	384.00	0.00	1,920.00	-6.00	100.3

EXECUTIVE /LEGISLATIVE	16,552.00	16,552.00	2,465.88	538.25	4,101.05	9,985.07	39.7
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Dept: 02 JUDICIAL

50010 ELECTED OFFICIAL SALARIES	2,400.00	2,400.00 ✓	600.00	200.00	0.00	1,800.00	25.0
50020 FULL TIME EMPLOYEE WAGES	11,571.00	3,668.00 9,171 ✓	1,743.02	352.81	0.00	1,924.98	47.5
51010 FICA MEDICARE	168.00	88.00 168 ✓	33.99	8.02	0.00	54.01	38.6
51020 FICA REGULAR	717.00	376.00 718 ✓	145.26	34.27	0.00	230.74	38.6
51030 GROUP HEALTHCARE INSURANCE	2,344.00	938.00 1,745 ✓	436.07	145.36	0.00	501.93	46.5
51050 PERA RETIREMENT CONTRIBUTIONS	885.00	464.00 886 ✓	179.25	42.29	0.00	284.75	38.6
51070 UNEMPLOYMENT COMP INSURANCE	37.00	37.00	6.09	1.23	0.00	30.91	16.5
51080 WORKERS COMP FEE ASSESSMENT	10.00	10.00	0.00	0.00	0.00	10.00	0.0
52030 BOOKS, PERIODICALS & SOFTWARE	288.00	288.00	0.00	0.00	0.00	288.00	0.0
52050 DUES, SUBSCRIPT & MEMBERSHIPS	252.00	252.00	210.00	0.00	0.00	42.00	83.3
53120 SUPPLIES-OTHER	75.00	75.00	106.49	0.00	52.66	-84.15	212.2
53160 TELEPHONE, CELL AND INTERNET	3,026.00	3,026.00	464.66	0.00	2,561.34	0.00	100.0
55020 REPAIR & MAINT-EQUIP & MACH	3,329.00	3,329.00	2,887.65	0.00	0.00	441.35	86.7

REVENUE/EXPENDITURE REPORT

Page: 2

9/14/2020

4:04 pm

Village of Magdalena

For the Period: 7/1/2020 to 9/30/2020

Original Bud.

Amended Bud.

Annual Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

Fund: 101 - GENERAL FUND

Expenditures

JUDICIAL	25,102.00	14,951.00	6,812.48	783.98	2,614.00	5,524.52	63.0
Dept: 04 FINANCE & ADMINISTRATION							
50020 FULL TIME EMPLOYEE WAGES	43,469.00	48,972.00	43,470.60	6,025.05	657.03	0.00	42,946.95 12.3
50050 OVERTIME WAGES	2,619.00	2,619.00	499.49	0.00	0.00	0.00	2,119.51 19.1
51010 FICA MEDICARE	630.00	710.00	631.94	94.61	9.53	0.00	615.39 13.3
51020 FICA REGULAR	2,695.00	3,036.00	2,696.40	404.52	40.74	0.00	2,631.48 13.3
51030 GROUP HEALTHCARE INSURANCE	10,313.00	11,720.00	7,675.19	1,918.65	639.55	0.00	9,801.35 16.4
51050 PERA RETIREMENT CONTRIBUTIONS	3,325.00	3,746.00	3,326.42	427.67	21.55	0.00	3,318.33 11.4
51070 UNEMPLOYMENT COMP INSURANCE	170.00	170.00	22.84	2.30	0.00	0.00	147.16 13.4
51080 WORKERS COMP FEE ASSESSMENT	31.00	31.00	0.00	0.00	0.00	0.00	31.00 0.0
51090 WORKERS COMP INSURANCE PREM	500.00	500.00	0.00	0.00	0.00	0.00	500.00 0.0
52010 ADVERTISING & PROMOTION	179.00	179.00	0.00	0.00	0.00	138.46	40.54 77.4
52020 BANK & CREDIT CARD FEES	2,469.00	2,469.00	432.39	0.00	0.00	0.00	2,036.61 17.5
52021 TRD GRT ADMIN FEE	1,675.00	1,675.00	226.13	0.00	0.00	0.00	1,448.87 13.5
52030 BOOKS, PERIODICALS & SOFTWARE	1,334.00	1,334.00	72.33	0.00	0.00	329.80	931.87 30.1
52050 DUES, SUBSCRIPT & MEMBERSHIPS	4,218.00	4,218.00	1,503.91	0.00	0.00	0.00	2,714.09 35.7
52060 EMPLOYEE TRAINING	3,773.00	3,773.00	0.00	0.00	0.00	875.00	2,898.00 23.2
52080 LIABILITY & PROPERTY INSURANCE	4,453.00	4,453.00	50.00	0.00	0.00	0.00	4,403.00 1.1
52090 EMPLOYEE TRAVEL	1,852.00	1,852.00	0.00	0.00	0.00	0.00	1,852.00 0.0
52100 POSTAGE AND MAIL SERVICES	216.00	216.00	0.00	0.00	0.00	0.00	216.00 0.0
52110 PRINTING AND PUBLISHING	203.00	203.00	0.00	0.00	0.00	174.66	28.34 86.0
53050 FUEL-GASOLINE AND DIESEL	250.00	250.00	0.00	0.00	0.00	250.00	0.00 100.0
53090 SUPPLIES-EQUIPMENT & MACHINERY	0.00	0.00	407.56	0.00	0.00	0.00	-407.56 0.0
53110 SUPPLIES-OFFICE SUPPLIES	2,334.00	2,334.00	300.58	0.00	0.00	0.00	2,033.42 12.9
53120 SUPPLIES-OTHER	7,052.00	7,052.00	384.51	0.00	0.00	712.98	5,954.51 15.6
53150 SUPPLIES-VEHICLES	550.00	550.00	500.00	0.00	0.00	0.00	50.00 90.9
53160 TELEPHONE, CELL AND INTERNET	4,680.00	4,680.00	784.25	0.00	0.00	3,927.24	-31.49 100.7
53170 UTILITIES-ELECTRIC AND PROPANE	3,947.00	3,947.00	594.32	0.00	0.00	3,005.68	347.00 91.2
55020 REPAIR & MAINT-EQUIP & MACH	100.00	100.00	0.00	0.00	0.00	0.00	100.00 0.0
55050 REPAIR & MAINT-VEHICLES	150.00	150.00	0.00	0.00	0.00	200.00	-50.00 133.3
57310 RENT/LEASE-EQUIP AND MACHINE	4,531.00	4,531.00	497.76	0.00	0.00	4,299.80	-266.56 105.9
58160 AUDIT SERVICES (REG & SPEC)	15,000.00	15,000.00	0.00	0.00	0.00	15,922.00	-922.00 106.1
58170 LEGAL SERVICES	7,659.00	7,659.00	1,277.25	0.00	0.00	6,381.75	0.00 100.0
58200 OTHER PROFESSIONAL SERVICES	8,502.00	8,502.00	2,675.41	0.00	0.00	4,633.17	1,193.42 86.0
FINANCE & ADMINISTRATION	138,879.00	146,631.00	19,099.23	1,370.70	40,850.54	86,681.23	40.9
Dept: 05 PS - POLICE DEPARTMENT							
50020 FULL TIME EMPLOYEE WAGES	120,241.00	120,241.00	22,486.42	4,608.99	0.00	0.00	97,754.58 18.7
50050 OVERTIME WAGES	4,410.00	4,410.00	101.34	101.34	0.00	0.00	4,308.66 2.3
51010 FICA MEDICARE	1,743.00	1,743.00	327.52	68.29	0.00	0.00	1,415.48 18.8
51020 FICA REGULAR	7,455.00	7,455.00	1,400.44	292.04	0.00	0.00	6,054.56 18.8
51030 GROUP HEALTHCARE INSURANCE	37,400.00	37,400.00	32,417.82	2,452.88	0.00	0.00	30,042.18 19.7
51050 PERA RETIREMENT CONTRIBUTIONS	12,806.00	12,806.00	2,394.84	490.87	0.00	0.00	10,411.16 18.7
51070 UNEMPLOYMENT COMP INSURANCE	543.00	543.00	63.68	10.51	0.00	0.00	479.32 11.7
51080 WORKERS COMP FEE ASSESSMENT	30.00	30.00	0.00	0.00	0.00	0.00	30.00 0.0
51090 WORKERS COMP INSURANCE PREM	4,512.00	4,512.00	0.00	0.00	0.00	0.00	4,512.00 0.0
52030 BOOKS, PERIODICALS & SOFTWARE	1,019.00	1,019.00	0.00	0.00	0.00	0.00	1,019.00 0.0
52050 DUES, SUBSCRIPT & MEMBERSHIPS	90.00	90.00	75.00	0.00	0.00	0.00	15.00 83.3
52060 EMPLOYEE TRAINING	360.00	360.00	0.00	0.00	0.00	0.00	360.00 0.0
52080 LIABILITY & PROPERTY INSURANCE	22,715.00	22,715.00	0.00	0.00	0.00	0.00	22,715.00 0.0
52090 EMPLOYEE TRAVEL	858.00	858.00	0.00	0.00	0.00	0.00	858.00 0.0
52100 POSTAGE AND MAIL SERVICES	121.00	121.00	0.00	0.00	0.00	0.00	121.00 0.0
52110 PRINTING AND PUBLISHING	92.00	92.00	0.00	0.00	0.00	0.00	92.00 0.0
53050 FUEL-GASOLINE AND DIESEL	10,040.00	10,040.00	1,160.02	0.00	0.00	8,879.98	0.00 100.0
53080 SUPPLIES-BUILDING & STRUCTURES	123.00	123.00	75.98	0.00	0.00	120.00	-72.98 159.3
53090 SUPPLIES-EQUIPMENT & MACHINERY	2,082.00	2,082.00	0.00	0.00	0.00	63.76	2,018.24 3.1
53110 SUPPLIES-OFFICE SUPPLIES	2,081.00	2,081.00	659.98	0.00	0.00	0.00	1,421.02 31.7
53120 SUPPLIES-OTHER	786.00	786.00	29.99	0.00	0.00	0.00	756.01 3.8
53130 SUPPLIES-SAFETY EQUIPMENT	1,200.00	1,200.00	273.75	0.00	0.00	0.00	926.25 22.8
53140 SUPPLIES-UNIFORM & LINEN	1,747.00	1,747.00	0.00	0.00	0.00	0.00	1,747.00 0.0

REVENUE/EXPENDITURE REPORT

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Village of Magdalena

For the Period: 7/1/2020 to 9/30/2020

Original Bud. Amended Bud. Annual Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Expenditures

Dept: 05 PS - POLICE DEPARTMENT							
53150 SUPPLIES-VEHICLES	109.00	109.00	0.00	0.00	0.00	109.00	0.0
53160 TELEPHONE, CELL AND INTERNET	6,154.00	6,154.00	994.42	0.00	5,159.58	0.00	100.0
53170 UTILITIES-ELECTRIC AND PROPANE	3,748.00	3,748.00	244.07	0.00	1,555.93	1,948.00	48.0
55020 REPAIR & MAINT-EQUIP & MACH	292.00	292.00	0.00	0.00	0.00	292.00	0.0
55050 REPAIR & MAINT-VEHICLES	3,327.00	3,327.00	1,246.44	0.00	1,218.56	862.00	74.1
58180 MEDICAL, PSYCH, DRUG TESTING	170.00	170.00	0.00	0.00	377.56	-207.56	222.1
58200 OTHER PROFESSIONAL SERVICES	1,218.00	1,218.00	0.00	0.00	71.02	1,146.98	5.8
PS - POLICE DEPARTMENT	247,472.00	247,472.00	38,891.71	8,024.92	17,446.39	191,133.90	22.8
Dept: 07 STREET							
50020 FULL TIME EMPLOYEE WAGES	15,339.00	15,339.00	2,915.20	590.00	0.00	12,423.80	19.0
50050 OVERTIME WAGES	436.00	436.00	0.00	0.00	0.00	436.00	0.0
51010 FICA MEDICARE	222.00	222.00	42.28	8.56	0.00	179.72	19.0
51020 FICA REGULAR	951.00	951.00	180.75	36.58	0.00	770.25	19.0
51030 GROUP HEALTHCARE INSURANCE	4,688.00	4,688.00	872.12	290.71	0.00	3,815.88	18.6
51050 PERA RETIREMENT CONTRIBUTIONS	1,173.00	1,173.00	223.04	45.14	0.00	949.96	19.0
51070 UNEMPLOYMENT COMP INSURANCE	74.00	74.00	10.20	2.07	0.00	63.80	13.8
51080 WORKERS COMP FEE ASSESSMENT	10.00	10.00	0.00	0.00	0.00	10.00	0.0
53050 FUEL-GASOLINE AND DIESEL	722.00	722.00	91.52	0.00	630.48	0.00	100.0
53080 SUPPLIES-BUILDING & STRUCTURES	580.00	580.00	193.01	0.00	306.99	80.00	86.2
53090 SUPPLIES-EQUIPMENT & MACHINERY	188.00	188.00	559.37	0.00	0.00	-371.37	297.5
53120 SUPPLIES-OTHER	891.00	891.00	207.90	0.00	0.00	683.10	23.3
53150 SUPPLIES-VEHICLES	823.00	823.00	0.00	0.00	82.85	740.15	10.1
53170 UTILITIES-ELECTRIC AND PROPANE	17,000.00	17,000.00	2,761.60	0.00	14,238.40	0.00	100.0
55020 REPAIR & MAINT-EQUIP & MACH	751.00	751.00	79.78	0.00	17.34	653.88	12.9
55030 REPAIR & MAINT-GROUNDS & ROADS	10,662.00	10,662.00	0.00	0.00	0.00	10,662.00	0.0
55050 REPAIR & MAINT-VEHICLES	593.00	593.00	0.00	0.00	300.00	293.00	50.6
57310 RENT/LEASE-EQUIP AND MACHINE	60.00	60.00	0.00	0.00	1,339.80	-1,279.80	2233.0
STREET	55,163.00	55,163.00	8,136.77	973.06	16,915.86	30,110.37	45.4
Dept: 11 C&R - PARKS & RECREATION							
52080 LIABILITY & PROPERTY INSURANCE	2,108.00	2,108.00	0.00	0.00	0.00	2,108.00	0.0
53080 SUPPLIES-BUILDING & STRUCTURES	24.00	24.00	26.32	0.00	173.68	-176.00	833.3
53120 SUPPLIES-OTHER	102.00	102.00	0.00	0.00	0.00	102.00	0.0
53170 UTILITIES-ELECTRIC AND PROPANE	2,447.00	2,447.00	239.58	0.00	1,260.42	947.00	61.3
55010 REPAIR & MAINT-BUILD & STRUCT	1,382.00	1,382.00	0.00	0.00	0.00	1,382.00	0.0
55020 REPAIR & MAINT-EQUIP & MACH	40.00	40.00	0.00	0.00	0.00	40.00	0.0
C&R - PARKS & RECREATION	6,103.00	6,103.00	265.90	0.00	1,434.10	4,403.00	27.9
Dept: 14 AIRPORT							
52080 LIABILITY & PROPERTY INSURANCE	2,301.00	2,301.00	2,437.00	0.00	0.00	-136.00	105.9
52110 PRINTING AND PUBLISHING	2,127.00	2,127.00	0.00	0.00	0.00	2,127.00	0.0
53080 SUPPLIES-BUILDING & STRUCTURES	12.00	12.00	0.00	0.00	0.00	12.00	0.0
53120 SUPPLIES-OTHER	479.00	479.00	0.00	0.00	0.00	479.00	0.0
53170 UTILITIES-ELECTRIC AND PROPANE	1,014.00	1,014.00	146.85	0.00	853.15	14.00	98.6
55010 REPAIR & MAINT-BUILD & STRUCT	9,449.00	9,449.00	4,659.20	0.00	80.15	4,709.65	50.2
55020 REPAIR & MAINT-EQUIP & MACH	1,060.00	1,060.00	0.00	0.00	0.00	1,060.00	0.0
55030 REPAIR & MAINT-GROUNDS & ROADS	4,158.00	4,158.00	0.00	0.00	1,989.39	2,168.61	47.8
55040 REPAIR & MAINT-OTHER	0.00	0.00	150.00	0.00	0.00	-150.00	0.0
58150 ARCHITECT & ENGINEER SERVICES	0.00	0.00	28,461.70	0.00	0.00	-28,461.70	0.0
58200 OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	4.58	-4.58	0.0
AIRPORT	20,600.00	20,600.00	35,854.75	0.00	2,927.27	-18,182.02	188.3
Dept: 15 OTHER - MISCELLANEOUS							
90002 OPERATING TRANSFER-OUT	38,942.00	38,942.00	0.00	0.00	0.00	38,942.00	0.0
OTHER - MISCELLANEOUS	38,942.00	38,942.00	0.00	0.00	0.00	38,942.00	0.0
Expenditures	548,813.00	546,414.00	111,526.72	11,690.91	86,289.21	348,598.07	36.2

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Village of Magdalena

For the Period: 7/1/2020 to 9/30/2020

Original Bud. Amended Bud. Annual Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 501 - WATER FUND

Revenues

Dept: 00

46000 UTILITY SERVICE-WATER	226,392.00	226,392.00	67,462.63	18,818.03	0.00	158,929.37	29.8
46001 UTILITY SERVICE-WATER TAP FEE	1,440.00	1,440.00	0.00	0.00	0.00	1,440.00	0.0
46006 UTILITY SERVICE-PENALTIES	8,951.00	8,951.00	2,270.00	0.00	0.00	6,681.00	25.4

Dept: 00

236,783.00 236,783.00 69,732.63 18,818.03 0.00 167,050.37 29.5

Revenues

236,783.00 236,783.00 69,732.63 18,818.03 0.00 167,050.37 29.5

Expenditures

Dept: 00

50020 FULL TIME EMPLOYEE WAGES	69,290.00	69,290.00 ✓	10,472.32	1,902.25	0.00	58,817.68	15.1
50050 OVERTIME WAGES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
51010 FICA MEDICARE	1,005.00	1,005.00 ✓	151.86	27.59	0.00	853.14	15.1
51020 FICA REGULAR	4,296.00	4,296.00 ✓	649.28	117.94	0.00	3,646.74	15.1
51030 GROUP HEALTHCARE INSURANCE	11,720.00	11,720.00 ✓	2,476.96	728.75	0.00	9,243.04	21.1
51050 PERA RETIREMENT CONTRIBUTIONS	5,301.00	5,301.00 ✓	776.41	145.51	0.00	4,524.59	14.6
51070 UNEMPLOYMENT COMP INSURANCE	271.00	271.00	36.63	6.65	0.00	234.37	13.5
51080 WORKERS COMP FEE ASSESSMENT	40.00	40.00	0.00	0.00	0.00	40.00	0.0
51090 WORKERS COMP INSURANCE PREM	3,649.00	3,649.00	0.00	0.00	0.00	3,649.00	0.0
52010 ADVERTISING & PROMOTION	499.00	499.00	0.00	0.00	0.00	499.00	0.0
52020 BANK & CREDIT CARD FEES	5,708.00	5,708.00	1,049.19	0.00	0.00	4,658.81	18.4
52030 BOOKS, PERIODICALS & SOFTWARE	873.00	873.00	0.00	0.00	0.00	873.00	0.0
52050 DUES, SUBSCRIPT & MEMBERSHIPS	588.00	588.00	0.00	0.00	0.00	588.00	0.0
52060 EMPLOYEE TRAINING	818.00	818.00	0.00	0.00	175.00	643.00	21.4
52080 LIABILITY & PROPERTY INSURANCE	8,585.00	8,585.00	0.00	0.00	0.00	8,585.00	0.0
52090 EMPLOYEE TRAVEL	911.00	911.00	0.00	0.00	0.00	911.00	0.0
52100 POSTAGE AND MAIL SERVICES	1,139.00	1,139.00	0.00	0.00	0.00	1,139.00	0.0
53045 FEES & PERMITS	1,273.00	1,273.00	317.05	108.17	0.00	955.95	24.9
53050 FUEL-GASOLINE AND DIESEL	5,408.00	5,408.00	997.18	0.00	4,410.82	0.00	100.0
53080 SUPPLIES-BUILDING & STRUCTURES	665.00	665.00	0.00	0.00	0.00	665.00	0.0
53090 SUPPLIES-EQUIPMENT & MACHINERY	12,644.00	12,644.00	262.00	0.00	0.00	12,382.00	2.1
53110 SUPPLIES-OFFICE SUPPLIES	366.00	366.00	511.95	0.00	0.00	-145.95	139.9
53120 SUPPLIES-OTHER	10,203.00	10,203.00	103.23	0.00	1,332.66	8,767.11	14.1
53130 SUPPLIES-SAFETY EQUIPMENT	669.00	669.00	0.00	0.00	0.00	669.00	0.0
53140 SUPPLIES-UNIFORM & LINEN	648.00	648.00	136.78	0.00	0.00	511.22	21.1
53150 SUPPLIES-VEHICLES	1,062.00	1,062.00	251.99	0.00	0.00	810.01	23.7
53160 TELEPHONE, CELL AND INTERNET	2,407.00	2,407.00	292.80	0.00	2,114.20	0.00	100.0
53170 UTILITIES-ELECTRIC AND PROPANE	19,500.00	19,500.00	3,163.28	0.00	16,336.72	0.00	100.0
55020 REPAIR & MAINT-EQUIP & MACH	2,587.00	2,587.00	231.00	0.00	0.00	2,356.00	8.9
55040 REPAIR & MAINT-OTHER	791.00	791.00	30.00	0.00	0.00	761.00	3.8
55050 REPAIR & MAINT-VEHICLES	1,467.00	1,467.00	0.00	0.00	2,008.99	-541.99	136.9
57310 RENT/LEASE-EQUIP AND MACHINE	259.00	259.00	0.00	0.00	0.00	259.00	0.0
57320 RENT/LEASE-VEHICLES	0.00	0.00 ✓	128.03	0.00	128.03	-256.06	0.0
58160 AUDIT SERVICES (REG & SPEC)	5,058.00	5,058.00	4,355.13	0.00	0.00	702.87	86.1
58200 OTHER PROFESSIONAL SERVICES	5,617.00	5,617.00	1,866.63	0.00	10,062.70	-6,312.33	212.4
90002 OPERATING TRANSFER-OUT	8,900.00	13,720.00	2,312.44	0.00	0.00	11,407.56	16.9

Dept: 00

196,217.00 201,037.00 30,572.12 3,036.86 36,569.12 133,895.76 33.4

Expenditures

196,217.00 201,037.00 30,572.12 3,036.86 36,569.12 133,895.76 33.4

Net Effect for WATER FUND

40,566.00 35,746.00 39,160.51 15,781.17 36,569.12 33,154.61 7.2

Change in Fund Balance:

39,160.51

REVENUE/EXPENDITURE REPORT

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Village of Magdalena

For the Period: 7/1/2020 to 9/30/2020

	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 502 - SOLID WASTE FUND							
Revenues							
Dept: 00							
41925 SALES-OTHER	0.00	0.00	20.00	0.00	0.00	-20.00	0.0
46002 UTILITY SERVICE-SOLID WASTE	139,677.00	139,677.00	32,340.90	10,851.30	0.00	107,336.10	23.2
Dept: 00	139,677.00	139,677.00	32,360.90	10,851.30	0.00	107,316.10	23.2
Revenues	139,677.00	139,677.00	32,360.90	10,851.30	0.00	107,316.10	23.2
Expenditures							
Dept: 00							
50020 FULL TIME EMPLOYEE WAGES	65,213.00	65,213.00 ✓	6,881.18	1,554.61	0.00	58,331.82	10.6
50050 OVERTIME WAGES	692.00	692.00	0.00	0.00	0.00	692.00	0.0
51010 FICA MEDICARE	946.00	946.00 ✓	99.81	22.55	0.00	846.19	10.6
51020 FICA REGULAR	4,043.00	4,043.00 ✓	426.66	96.39	0.00	3,616.34	10.6
51030 GROUP HEALTHCARE INSURANCE	9,376.00	9,376.00 6,977	1,458.85	583.18	0.00	7,917.15	15.6
51050 PERA RETIREMENT CONTRIBUTIONS	4,989.00	4,989.00 ✓	518.07	118.93	0.00	4,470.93	10.4
51070 UNEMPLOYMENT COMP INSURANCE	151.00	151.00	24.05	5.43	0.00	126.95	15.9
51080 WORKERS COMP FEE ASSESSMENT	8.00	8.00	0.00	0.00	0.00	8.00	0.0
51090 WORKERS COMP INSURANCE PREM	3,503.00	3,503.00	0.00	0.00	0.00	3,503.00	0.0
52010 ADVERTISING & PROMOTION	35.00	35.00	0.00	0.00	0.00	35.00	0.0
52030 BOOKS, PERIODICALS & SOFTWARE	873.00	873.00	0.00	0.00	0.00	873.00	0.0
52080 LIABILITY & PROPERTY INSURANCE	5,442.00	5,442.00	0.00	0.00	0.00	5,442.00	0.0
52100 POSTAGE AND MAIL SERVICES	1,027.00	1,027.00	0.00	0.00	0.00	1,027.00	0.0
53050 FUEL-GASOLINE AND DIESEL	6,618.00	6,618.00	777.49	0.00	5,840.51	0.00	100.0
53080 SUPPLIES-BUILDING & STRUCTURES	176.00	176.00	0.00	0.00	100.00	76.00	56.8
53110 SUPPLIES-OFFICE SUPPLIES	0.00	0.00	168.20	0.00	0.00	-168.20	0.0
53120 SUPPLIES-OTHER	117.00	117.00	0.00	0.00	73.49	43.51	62.8
53130 SUPPLIES-SAFETY EQUIPMENT	62.00	62.00	0.00	0.00	0.00	62.00	0.0
53140 SUPPLIES-UNIFORM & LINEN	384.00	384.00	83.20	0.00	0.00	300.80	21.7
53150 SUPPLIES-VEHICLES	2,238.00	2,238.00	0.00	0.00	0.00	2,238.00	0.0
53160 TELEPHONE, CELL AND INTERNET	714.00	714.00	88.53	0.00	625.47	0.00	100.0
53170 UTILITIES-ELECTRIC AND PROPANE	627.00	627.00	66.09	0.00	383.91	177.00	71.8
55020 REPAIR & MAINT-EQUIP & MACH	4,688.00	4,688.00	0.00	0.00	0.00	4,688.00	0.0
55050 REPAIR & MAINT-VEHICLES	11,184.00	11,184.00	130.50	0.00	3,000.00	8,053.50	28.0
57310 RENT/LEASE-EQUIP AND MACHINE	1,572.00	1,572.00	0.00	0.00	0.00	1,572.00	0.0
57320 RENT/LEASE-VEHICLES	0.00	0.00 1,536	128.03	0.00	128.03	-256.06	0.0
58200 OTHER PROFESSIONAL SERVICES	35,478.00	35,478.00	15,845.16	0.00	35,690.84	-16,058.00	145.3
90002 OPERATING TRANSFER-OUT	8,471.00	8,471.00	1,411.88	0.00	0.00	7,059.12	16.7
Dept: 00	168,627.00	168,627.00	28,107.70	2,381.09	45,842.25	94,677.05	43.9
Expenditures	168,627.00	168,627.00	28,107.70	2,381.09	45,842.25	94,677.05	43.9
Net Effect for SOLID WASTE FUND	-28,950.00	-28,950.00	4,253.20	8,470.21	45,842.25	12,639.05	143.7
Change in Fund Balance:			4,253.20				

REVENUE/EXPENDITURE REPORT

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Village of Magdalena

For the Period: 7/1/2020 to 9/30/2020

	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 503 - WASTE WATER (SEWER) FUND							
Revenues							
Dept: 00							
46004 UTILITY SERVICE - WASTEWATER	69,412.00	69,412.00	17,973.63	5,898.23	0.00	51,438.37	25.9
46005 UTILITY SERVICE-SEWER TAP FEE	2,160.00	2,160.00	0.00	0.00	0.00	2,160.00	0.0
Dept: 00	71,572.00	71,572.00	17,973.63	5,898.23	0.00	53,598.37	25.1
Revenues	71,572.00	71,572.00	17,973.63	5,898.23	0.00	53,598.37	25.1
Expenditures							
Dept: 00							
50020 FULL TIME EMPLOYEE WAGES	36,219.00	36,219.00 ✓	6,046.42	1,202.44	0.00	30,172.58	16.7
50050 OVERTIME WAGES	589.00	589.00	0.00	0.00	0.00	589.00	0.0
51010 FICA MEDICARE	525.00	525.00 ✓	87.59	17.40	0.00	437.41	16.7
51020 FICA REGULAR	2,246.00	2,246.00 ✓	374.89	74.56	0.00	1,871.11	16.7
51030 GROUP HEALTHCARE INSURANCE	8,438.00	8,438.00 ✓	1,571.76	523.92	0.00	6,866.24	18.6
51050 PERA RETIREMENT CONTRIBUTIONS	2,771.00	2,771.00 ✓	449.80	91.99	0.00	2,321.20	16.2
51070 UNEMPLOYMENT COMP INSURANCE	147.00	147.00	21.22	4.23	0.00	125.78	14.4
51080 WORKERS COMP FEE ASSESSMENT	10.00	10.00	0.00	0.00	0.00	10.00	0.0
51090 WORKERS COMP INSURANCE PREM	1,417.00	1,417.00	0.00	0.00	0.00	1,417.00	0.0
52010 ADVERTISING & PROMOTION	35.00	35.00	0.00	0.00	0.00	35.00	0.0
52030 BOOKS, PERIODICALS & SOFTWARE	873.00	873.00	0.00	0.00	0.00	873.00	0.0
52060 EMPLOYEE TRAINING	909.00	909.00	0.00	0.00	0.00	909.00	0.0
52080 LIABILITY & PROPERTY INSURANCE	3,674.00	3,674.00	0.00	0.00	0.00	3,674.00	0.0
52090 EMPLOYEE TRAVEL	64.00	64.00	0.00	0.00	0.00	64.00	0.0
52100 POSTAGE AND MAIL SERVICES	1,027.00	1,027.00	0.00	0.00	0.00	1,027.00	0.0
53045 FEES & PERMITS	245.00	245.00	0.00	0.00	0.00	245.00	0.0
53050 FUEL-GASOLINE AND DIESEL	635.00	635.00	0.00	0.00	635.00	0.00	100.0
53080 SUPPLIES-BUILDING & STRUCTURES	440.00	440.00	0.00	0.00	400.00	40.00	90.9
53090 SUPPLIES-EQUIPMENT & MACHINERY	120.00	120.00	0.00	0.00	0.00	120.00	0.0
53110 SUPPLIES-OFFICE SUPPLIES	50.00	50.00	168.20	0.00	0.00	-118.20	336.4
53120 SUPPLIES-OTHER	865.00	865.00	0.00	0.00	9.77	855.23	1.1
53130 SUPPLIES-SAFETY EQUIPMENT	111.00	111.00	0.00	0.00	0.00	111.00	0.0
53140 SUPPLIES-UNIFORM & LINEN	384.00	384.00	83.20	0.00	0.00	300.80	21.7
53160 TELEPHONE, CELL AND INTERNET	714.00	714.00	87.14	0.00	626.86	0.00	100.0
53170 UTILITIES-ELECTRIC AND PROPANE	305.00	305.00	50.76	0.00	254.24	0.00	100.0
55050 REPAIR & MAINT-VEHICLES	875.00	875.00	0.00	0.00	1,000.00	-125.00	114.3
57310 RENT/LEASE-EQUIP AND MACHINE	1,023.00	1,023.00	0.00	0.00	0.00	1,023.00	0.0
57320 RENT/LEASE-VEHICLES	0.00	0.00 ✓	128.03	0.00	128.03	-256.06	0.0
58180 MEDICAL, PSYCH, DRUG TESTING	222.00	222.00	0.00	0.00	0.00	222.00	0.0
58200 OTHER PROFESSIONAL SERVICES	2,771.00	2,771.00	1,031.82	0.00	4,368.36	-2,629.18	194.9
90002 OPERATING TRANSFER-OUT	8,471.00	8,471.00	1,411.90	0.00	0.00	7,059.10	16.7
Dept: 00	76,175.00	76,175.00	11,512.73	1,914.54	7,422.26	57,240.01	24.9
Expenditures	76,175.00	76,175.00	11,512.73	1,914.54	7,422.26	57,240.01	24.9
Net Effect for WASTE WATER (SEWER) FUND	-4,603.00	-4,603.00	6,460.90	3,983.69	7,422.26	-3,641.64	20.9
Change in Fund Balance:			6,460.90				

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

TITLE: Deputy Clerk

EMPLOYMENT TERM: 12 months – full time

DEPARTMENT: Administration

EXEMPT/NON-EXEMPT: Non-Exempt

FUNDING SOURCE: General Fund/Water/Solid Waste/Sewer

QUALIFICATIONS:

1. High school diploma or GED
2. Two years' experience related to the duties of this position.
3. Working knowledge of standard office practice and procedures.
4. Working knowledge of word processing, spreadsheets, and database software.
5. Must be willing to complete training and obtain Certified Municipal Clerk license within 3 years.
6. Must be able to communicate in an acceptable manner with the staff and the public.

ADDITIONAL PREFERENCES:

Possession of Master Municipal Clerk License

Possession of Certified Municipal Clerk License

SUPERVISED BY: Clerk-Treasurer/Municipal Judge (for Court Clerk duties)

SUPERVISES: None

PAY RANGE: Grade D, Grade E with Certified Municipal Clerk License, Grade F with successful completion of Court Clerk training acceptable by the Judge, Grade G with Master Municipal Clerk License contingent upon appropriations by the Board.

WORKING HOURS: 40 hours per week

LUNCH HOUR: 12:00 – 1:00 p.m.

POSITION GOAL: Performs a variety of working level, general and routine clerical dues as needed to expedite the delivery of services of the offices of the Village of Magdalena and performs the functions of the Clerk/Treasurer when the Clerk/Treasurer is not available.

DUTIES & RESPONSIBILITIES:

- 1) Maintains all utility billing and meter accounts
- 2) Prepares all utility billing and end of the month reports
- 3) Receives payment for fines, fees, services, taxes, etc. and issues receipts, verifies accuracy of various public records, accounts, etc.
- 4) Maintains daily receivables and makes deposits of all funds on a daily basis.
- 5) Attends Council meetings and records minutes and maintains approved minutes in official notebook(s).
- 6) Maintains all records for transfer station use and completes annual report and submits to NM Environment Department Solid Waste Bureau.
- 7) Under the supervision of the Clerk/Treasurer prepares payroll, purchase orders and vouchers/checks as necessary.
- 8) Maintains Village files and provides public records as requested.
- 9) Coordinates EMS billing
- 10) Coordinates all Floodplain Management Activities.
- 11) Coordinates Safety training for Village employees and maintains records of training for submission of the annual report e for the safety audit.
- 12) Assists Clerk/Treasurer with municipal elections.
- 13) Maintains 911 addressing/mapping system
- 14) Performs the functions of the Clerk/Treasurer when Clerk is not available.
- 15) **Court Clerk Duties**
 - i) Performs clerical duties for the court (10 hours per week): 259.
 - ii) Prepares docket of cases

Sales Executive: Maria Nave

MERCHANTS

FLEET MANAGEMENT

Vehicle Rate Information		
Model Year	2017	
Make	Ford	
Model Description	F-250 XL 4x4	See Attached Specs
Quantity	0	
VIN or Merchants Unit # if known		
Monthly Mileage Allowance	1,667	
Lease Term (Months)	36	
Purchase Type	Factory	
Used Mileage		
Headquarters Locate		
Lease Type	Closed End	
If Option at term, Amount	\$0.00	
One Time Billing Charges	\$0.00	
Payment Due at Order	\$0.00	
Monthly Lease Payment (Step 1)	\$384.09	
Excess Mileage Rate		
SERVICES		
Service Desc	Service	
Maintenance Program	None	
Total Monthly Rate Per Vehicle	\$384.09	Applicable sales tax not included

Additional Vehicle Specifications	
Exterior	
Interior	
Other Lease Information	
Registration Paid By	
Excise Paid By	
Registration Done By	
Insurance Provided By	

Upfitting/Cap Cost Adjustments:

Accepted By Signature:
Printed Name and Title:
Date Accepted:

Unit Number Assigned	605537
Service Request #	CS1612-00555820
Lease Tracking #	
Billing Information	
Other Customer Field	
Other Customer Field	
Company	State of NM - Village of Magdalena
Lease Account #	
Customer PO #	

Billing Hierarchy	
Level1	
Level2	
Level3	
Level4	
Level5	
Level6	

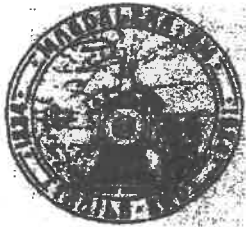
Garaging Address	
Address 1	
Address 2	
City	
State	
Zip + 4	
County	
Driver Name	
Driver Work Phone	
Driver Cell Phone	
Driver Email	
Drivers License No	
Drivers License State	
Drivers Date of Birth	

Additional Vehicle Information	
New or Replacement Unit	New
Replacing Unit #	
Replacing Unit Mileage	
Replacing Unit Vin6	
Plate Type	

Out of Stock Purchase Only	
Dealer Name	
Address	
City, State, Zip	
Dealer Contact	
Phone	
Email Address	

Comments	

Delivery Instructions if Different than Garaging



Village of Magdalena
P.O. Box 145
Magdalena, NM 87825
Phone: 575-854-2261
Fax: 575-854-2273

PURCHASE ORDER

DATE	DATE REQUIRED	P.O. NUMBER	PAGE

The Village of Magdalena is a tax exempt entity.
CRS #: 01-405787-00-0 Federal ID #: 85-6000154

VENDOR NO.:
MERCHANTS

VENDOR

SHIP TO

SHIP VIA:

F.O.B.:

TERMS:

EXP. DATE: 06/30/2017

DESCRIPTION:

ORDERED BY: STEPHANIE FINCH

P.O. TYPE: Regular

REQ. NO.:

ACCT. NO.:

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	TOTAL COST
5.000		TRUCK LEASE FEB-JUNE 2017	399.1800	1,995.90
TOTAL:				\$ 1,995.90

501-00-57320
502-00-57320
503-00-57320

RENT/LEASE-VEHICLES 665.30
RENT/LEASE-VEHICLES 665.30
RENT/LEASE-VEHICLES 665.30

45516-1
to 45516-5

The PO Number must be on all invoices. Invoices will not be paid until order is complete. Please ship merchandise within 30 days. Please itemize invoice to correspond to listing on the purchase order.

Stephanie Finch

Authorized Signature

Schedule A

Please fax to (603) 215-6688

Date: 4/17/2017
CK / GS

LeaseTypeAndStruct:

State of New Mexico 1100 St Francis Dr Santa Fe, NM 87502		<u>Account Number:</u> LS008800 <u>Unit Number:</u> 605537 <u>Purchase Order Number:</u> 20170235 <u>Lease Commencement Date:</u> 04/01/2017	
<u>VIN:</u> 1FTBF2B63HEC99549 <u>Year:</u> 2017 <u>Make:</u> Ford <u>Model:</u> F250 <u>Body Style:</u> Regular Cab Pickup <u>Delivery Mileage:</u> 10 <u>Upfit Description:</u>		Level 1 PO Number 20170235	

Financial Information

<u>Lease Type and Structure:</u> Closed End <u>Monthly Payment:</u> 384.09 <u>Lease Term:</u> 36 <u>Total Mileage Allowance:</u> 60000 <u>Excess Mileage Charge:</u> 0.12 <u>Under Mileage Credit:</u> 0.06		<table border="1"> <tr> <td>1</td> <td>1</td> <td>36</td> <td>\$ 384.09</td> </tr> </table> <p>ALL APPLICABLE SALES AND USE TAXES WILL BE ASSESSED AT TIME OF INVOICE</p>		1	1	36	\$ 384.09
1	1	36	\$ 384.09				

Product Information

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 Lessor Authorized Signature

4/17/2017

Date

Service Agreement On File
 Lessee Authorized Signature

Date

This Schedule A is entered into pursuant to the provisions of the Master Lease Agreement (the "Agreement") and constitutes part of and is expressly subject to all the terms, conditions and obligations of the Agreement all of which are incorporated herein by reference and made a part hereof. The Capitalized Cost may include sales tax. The Lessee is responsible for all taxes and charges imposed upon the leased vehicle. Charges included herein, if any, are based upon statutory rates but prior to any tax credits or discounts available to the Lessor which shall inure solely to the benefit of the Lessor.

Customer Name:	State of New Mexico	Remit Payment To:	Merchants Automotive Group Inc	Invoice Date:	06/30/2020
Customer Number:	LS010150		PO Box 414438	Invoice Number:	LW0126930
Customer PO:			Boston, MA 02241-4438	Billing Month:	June
Contract Reference:			(877) 870-4999		
Total Charges:	\$384.09				

This Invoice is Due and Payable By 07/30/2020

INVOICE



Village of Magdalena
PO Box 145
Magdalena, NM 87825

Fleet Number:	11616	Invoice Date:	06/30/2020
Fleet Name:	Village of Magdalena	Invoice Number:	LW0126930
Monthly Invoice Summary		Number of Fleet Active Leases:	946

Rental Summary

Base Charges
Total Rental

384.09
384.09

Total Charges

\$384.09

Past Due balances are subject to a monthly SERVICE CHARGE on the unpaid balance.



Fleet Number : 11616

Fleet Name : Village of Magdalena

Account Number :

Account Name :

Sub Account Number :

Sub Account Name :

Unit	Vehicle Description	VIN	Tax State	Driver	Date	Charge Description	Other Charges	Base Charge	Sales Tax	Line Total
805537	2017/Ford/F-250	1FTBF2B83HEC09	NM	- Village of Magdalena	8/30/2020	Rental & Services Charges	0.00	384.09	0.00	384.09

Account Name	Sub Account Name	PO Number	CVM
		20170235	

Vehicle Total Payment:	0.00	384.09	0.00	384.09
Fleet Total Payment:	0.00	384.09	0.00	384.09

Other Charges	Base Charge	Sales Tax	Line Total
\$0.00	\$384.09	\$0.00	\$384.09



VILLAGE OF MAGDALENA

REQUEST TO BE PLACED ON AGENDA

Today's Date: Sep 14, 2020

Date of Meeting: Sep 28, 2020

Name: MICHAEL A STEINWAGNER

Address: 74 ESCUDO DRIVE BZEN Zip: 87002

Phone Number: 505-239-9806

Email Address: MSTEINWAGNER@REBMAMTLLC.COM

Item request will be for: (Please check one)

☐ Information Only

☐ Action Item

☒ Discussion/Action

☐ Public Hearing

☐ Report

☐ 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.

Prepared a list of monthly and annual journal entries to be approved by the governing body. This process means these entries do not have to be approved every time they are entered. This suggestion was presented by the current audit firm, Braskey, Mitchell & Co., LLP.

Signature: Michael P. Steinwagner

Please return to:

[Redacted], Clerk/Treasurer

Village of Magdalena

Magdalena, NM 87825

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

Mayor's Approval: [Signature]

Date: 9-14-2020

RECURRING JOURNAL ENTRIES

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9/14/2020

12:10 pm

Village of Magdalena

JE #	Next Posting	Freq	Description	GL #	Debit Amount	Credit Amount
3	09/01/2020	MT	NMFA USDA Refunding Loan Payment			
	501-00-90002		OPERATING TRANSFER-OUT		129.86	0.00
	501-00-10000		CASH IN BANK		0.00	129.86
	502-00-90002		OPERATING TRANSFER-OUT		129.86	0.00
	502-00-10000		CASH IN BANK		0.00	129.86
	503-00-90002		OPERATING TRANSFER-OUT		129.86	0.00
	503-00-10000		CASH IN BANK		0.00	129.86
	404-00-10000		CASH IN BANK		389.58	0.00
	404-23-90001		OPERATING TRANSFER-IN		0.00	389.58
	404-00-11064		NMFA - USDA REFUNDING - DS		389.58	0.00
	404-00-10000		CASH IN BANK		0.00	389.58
					1,168.74	1,168.74
4	09/01/2020	MT	NMFA Jetter & Tractor Loan Payment			
	501-00-90002		OPERATING TRANSFER-OUT		576.08	0.00
	501-00-10000		CASH IN BANK		0.00	576.08
	502-00-90002		OPERATING TRANSFER-OUT		576.08	0.00
	502-00-10000		CASH IN BANK		0.00	576.08
	503-00-90002		OPERATING TRANSFER-OUT		576.09	0.00
	503-00-10000		CASH IN BANK		0.00	576.09
	404-00-10000		CASH IN BANK		1,728.25	0.00
	404-22-90001		OPERATING TRANSFER-IN		0.00	1,728.25
	404-00-11062		NMFA - JETTER & TRACTOR - DS		1,728.25	0.00
	404-00-10000		CASH IN BANK		0.00	1,728.25
					5,184.75	5,184.75
5	09/01/2020	MT	NMFA Meter Replacement Loan Payment			
	501-00-90002		OPERATING TRANSFER-OUT		450.28	0.00
	501-00-10000		CASH IN BANK		0.00	450.28
	404-00-10000		CASH IN BANK		450.28	0.00
	404-25-90001		OPERATING TRANSFER-IN		0.00	450.28
	404-00-11068		NMFA - METER REPLACEMENT - DS		450.28	0.00
	404-00-10000		CASH IN BANK		0.00	450.28
					1,350.84	1,350.84
6	09/01/2020	MT	Wells Fargo Interest Income			
	101-00-10000		CASH IN BANK		10.03	0.00
	101-00-48000		INTEREST INCOME		0.00	10.03
	101-00-10000		CASH IN BANK		0.58	0.00
	101-00-48000		INTEREST INCOME		0.00	0.58
	101-00-10000		CASH IN BANK		0.25	0.00
	101-00-48000		INTEREST INCOME		0.00	0.25
					10.86	10.86
7	09/01/2020	MT	NMFA ACH Bank Fee			
	501-00-52020		BANK & CREDIT CARD FEES		16.12	0.00
	501-00-10000		CASH IN BANK		0.00	16.12
					16.12	16.12
8	09/01/2020	MT	Merchant Service Fees			
	501-00-52020		BANK & CREDIT CARD FEES		104.55	0.00
	501-00-10000		CASH IN BANK		0.00	104.55
	501-00-52020		BANK & CREDIT CARD FEES		24.10	0.00
	501-00-10000		CASH IN BANK		0.00	24.10
	101-04-52020		BANK & CREDIT CARD FEES		24.10	0.00
	101-00-10000		CASH IN BANK		0.00	24.10
					152.75	152.75
9	09/01/2020	MT	Worldpay Service Fees			
	501-00-52020		BANK & CREDIT CARD FEES		404.26	0.00

RECURRING JOURNAL ENTRIES

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Village of Magdalena

JE #	Next Posting	Freq	Description	GL #	Debit Amount	Credit Amount
9	09/01/2020	MT	Worldpay Service Fees			
	501-00-10000		CASH IN BANK		0.00	404.26
	101-04-52020		BANK & CREDIT CARD FEES		180.30	0.00
	101-00-10000		CASH IN BANK		0.00	180.30
					<u>584.56</u>	<u>584.56</u>
11	11/08/2020	AN	NMFA Semi Annual Debt Service Payment			
	403-20-80003		DEBT SERVICE-ADMIN FEE		19.61	0.00
	403-00-11060		NMFA - POLICE VEHICLES - DS		0.00	19.61
	403-24-80002		DEBT SERVICE-INTEREST		100.38	0.00
	403-24-80003		DEBT SERVICE-ADMIN FEE		85.90	0.00
	403-00-11066		NMFA - FIRE TRUCK - DS		0.00	186.28
	404-22-80002		DEBT SERVICE-INTEREST		251.89	0.00
	404-22-80003		DEBT SERVICE-ADMIN FEE		36.31	0.00
	404-00-11062		NMFA - JETTER & TRACTOR - DS		0.00	288.20
	404-23-80002		DEBT SERVICE-INTEREST		2,269.99	0.00
	404-23-80003		DEBT SERVICE-ADMIN FEE		67.49	0.00
	404-00-11064		NMFA - USDA REFUNDING - DS		0.00	2,337.48
					<u>2,831.57</u>	<u>2,831.57</u>
12	05/08/2021	AN	NMFA Semi Annual Debt Service Payment			
	403-00-28003		NMFA - POLICE VEHICLE LOAN		13,074.00	0.00
	403-20-80003		DEBT SERVICE-ADMIN FEE		13.08	0.00
	403-00-11060		NMFA - POLICE VEHICLES - DS		0.00	13,087.08
	403-00-28006		NMFA - FIRE TRUCK		17,118.00	0.00
	403-24-80002		DEBT SERVICE-INTEREST		25.31	0.00
	403-24-80003		DEBT SERVICE-ADMIN FEE		77.56	0.00
	403-00-11066		NMFA - FIRE TRUCK - DS		0.00	17,220.87
	404-22-80001		DEBT SERVICE-PRINCIPAL		20,327.00	0.00
	404-22-80002		DEBT SERVICE-INTEREST		179.27	0.00
	404-22-80003		DEBT SERVICE-ADMIN FEE		26.23	0.00
	404-00-11062		NMFA - JETTER & TRACTOR - DS		0.00	20,532.50
	404-23-80001		DEBT SERVICE-PRINCIPAL		0.00	0.00
	404-23-80002		DEBT SERVICE-INTEREST		2,269.99	0.00
	404-23-80003		DEBT SERVICE-ADMIN FEE		67.49	0.00
	404-00-11064		NMFA - USDA REFUNDING - DS		0.00	2,337.48
	404-25-80001		DEBT SERVICE-PRINCIPAL		1,301.39	0.00
	404-25-80002		DEBT SERVICE-INTEREST		64.10	0.00
	404-25-80003		DEBT SERVICE-ADMIN FEE		0.00	0.00
	404-00-11068		NMFA - METER REPLACEMENT - DS		0.00	1,365.49
					<u>54,543.42</u>	<u>54,543.42</u>
13	07/15/2021	AN	Record NMFA Fire Truck Loan Intercept			
	209-00-10000		CASH IN BANK		17,108.00	0.00
	209-00-42504		FIRE PROTECTION		0.00	17,108.00
	209-00-90002		OPERATING TRANSFER-OUT		17,108.00	0.00
	209-00-10000		CASH IN BANK		0.00	17,108.00
	403-00-11066		NMFA - FIRE TRUCK - DS		17,108.00	0.00
	403-24-90001		OPERATING TRANSFER-IN		0.00	17,108.00
					<u>51,324.00</u>	<u>51,324.00</u>
14	08/15/2021	AN	Record NMFA Police Vehicle Loan Intercep			
	211-00-10000		CASH IN BANK		12,953.00	0.00
	211-00-42505		LEPF-LAW ENFORCE PROTECT FUNI		0.00	12,953.00
	211-00-90002		OPERATING TRANSFER-OUT		12,953.00	0.00
	211-00-10000		CASH IN BANK		0.00	12,953.00
	403-00-11060		NMFA - POLICE VEHICLES - DS		12,953.00	0.00
	403-20-90001		OPERATING TRANSFER-IN		0.00	12,953.00

RECURRING JOURNAL ENTRIES

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Village of Magdalena

JE #	Next Posting	Freq	Description	GL #	Debit Amount	Credit Amount
					38,859.00	38,859.00
15	08/25/2020	MT	NMFA Monthly Interest Income			
			404-00-11064	NMFA - USDA REFUNDING - DS	0.07	0.00
			404-23-48000	INTEREST INCOME	0.00	0.07
			403-00-11060	NMFA - POLICE VEHICLES - DS	0.01	0.00
			403-20-48000	INTEREST INCOME	0.00	0.01
			403-00-11066	NMFA - FIRE TRUCK - DS	0.01	0.00
			403-24-48000	INTEREST INCOME	0.00	0.01
			404-00-11062	NMFA - JETTER & TRACTOR - DS	0.23	0.00
			404-22-48000	INTEREST INCOME	0.00	0.23
			404-00-11068	NMFA - METER REPLACEMENT - DS	3.31	0.00
			404-25-48000	INTEREST INCOME	0.00	3.31
					3.63	3.63
				Grand Total:	156,030.24	156,030.24

APPENDED JOURNAL ENTRIES

12/26/2014 - 09/14/2020

Page: 1
9/14/2020
12:26 pm

Village of Magdalena

JE #	App JE #	Entry Date	Post Date	Type	Description 1	Description 3	Source Desc	Debit Amount	Credit Amount
		User Name	JE Code		Description 2	Source			
		Posted	Flag		GL #	Line Distribution Description			
50076	1	08/10/2020	08/10/2020	GJ	JULY 2020 GRT				
		CGOMEZ	Manual						
		Posted			501-00-21120	GOV GROSS RECEIPTS TAX PAYAB		2,025.47	0.00
		Posted			501-00-10000	CASH IN BANK		0.00	2,025.47
								2,025.47	2,025.47
50077	2	08/11/2020	08/11/2020	GJ	WATER CONSERVATION FEES				
		CGOMEZ	Manual		JULY 2020				
		Posted			501-00-53045	FEES & PERMITS		97.46	0.00
		Posted			501-00-10000	CASH IN BANK		0.00	97.46
								97.46	97.46
						Grand Total:		2,122.93	2,122.93

APPENDED JOURNAL ENTRIES

12/26/2014 - 09/14/2020

Page: 1
9/14/2020
12:27 pm

Village of Magdalena

JE #	App JE #	Entry Date	Post Date	Type	Description 1	Description 3	Source	Source Desc	Debit Amount	Credit Amount
		User Name	JE Code		Description 2					
		Posted	Flag		GL #	Line	Distribution	Description		
50572	1	09/11/2020	08/18/2020	GJ	Wells Fargo Business Card					
		MSTEIN	Manual		Richard Rumpf					
		Posted			101-01-53050			FUEL-GASOLINE AND DIESEL	27.09	0.00
		Posted			101-00-10000			CASH IN BANK	0.00	27.09
									27.09	27.09
50573	2	09/11/2020	08/18/2020	GJ	Wells Fargo Business Card					
		MSTEIN	Manual		Carleen Gomez					
		Posted			101-04-52030			BOOKS, PERIODICALS & SOFTWARE	22.06	0.00
		Posted			101-00-10000			CASH IN BANK	0.00	22.06
									22.06	22.06
								Grand Total:	49.15	49.15



**VILLAGE OF MAGDALENA
ORDINANCE №. 2020-02**

IMPOSING CIVIL PENALTIES FOR FALSE SECURITY ALARMS

WHEREAS, NMSA 1978, Section 3-18-1 (1972) provides that municipalities have the power to “protect generally the property of its municipality and its inhabitants” and to “preserve peace and order”; and,

WHEREAS, NMSA 1978, Section 3-18-17 provides that municipalities have the authority to define, abate, and impose penalties upon those who create or allow a nuisance to exist; and,

WHEREAS, the Village Marshal’s Office spends excessive time and resources that could otherwise be allocated to actual emergencies by responding to false security alarms.

NOW THEREFORE, BE IT ORDAINED that the Board of Trustees of the Village of Magdalena adopts the following Ordinance establishing civil penalties upon users of security alarms that produce excessive false alarms requiring emergency response.

Section 1. USER RESPONSIBILITIES

Each user of security alarms within the Village has the responsibility to keep alarms in good working order and to coordinate with the alarm provider to ensure that the alarms are working properly.

- A. When testing an alarm, the user shall contact the Marshal’s Office and inform them of the anticipated testing and to confirm that no response is required.
- B. When an alarm sounds accidentally or for no discernable reason, and the alarm user is aware of this fact, the user shall contact the Fire Department and inform them that no response is required.

Section 2. SCHEDULE OF FEES TO BE IMPOSED

- A. Upon a second false alarm that causes initiation of a response during a twelve (12) month period, the user will be assessed a fifty dollar (\$50.00) service fee by the Magdalena Marshal or his or her deputy, in writing.
- B. Upon a third false alarm that causes initiation of an emergency response during a twelve (12) month period, the user will be assessed a seventy-five dollar (\$75.00) service fee by the Magdalena Marshal or his or her deputy, in writing.
- C. Upon a fourth and subsequent false alarm that causes initiation of an emergency response during a twelve (12) month period, the user will be assessed a one hundred twenty-five dollar (\$125.00) service fee by the Magdalena Marshal or his or her deputy, in writing.

Section 3. PAYMENT and DISPOSITION OF ASSESSMENTS

- A. Fees will be payable at Village Hall within thirty (30) days of assessment.
- B. Fees will be deposited into the general fund.

Section 4. APPEAL

- A. An appeal of assessed fees must be filed in writing with the Village Clerk prior to the payment due date, or the assessment is considered final.
- B. The Mayor or his or her designee will review documentation and/or hear argument in an informal setting, and, if by a preponderance of the evidence finds that the alarm was not false, or determines that equity requires a different result, will dismiss the imposition of the fee.
- C. The Mayor will issue the decision to either uphold or dismiss the imposition of the fee, in writing, within thirty (30) days of hearing the appeal.

Section 5. SEVERABILITY

If any section, subsection, sentence, clause, word or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, word or phrase thereof irrespective of the fact that any one or more section, subsection, sentence, clause, word or phrase thereof be held unconstitutional or otherwise invalid.

PASSED, APPROVED, and ADOPTED this day of , 2020.

Approved:

Richard Rumpf, Mayor

Katherine Stout, General Counsel as to
legal sufficiency

Attested:

Carleen Gomez, Deputy Clerk

MEMORANDUM OF UNDERSTANDING

West Central Consortium

PURPOSE

This Memorandum of Understanding (MOU) is entered into by and between the following entities: **Magdalena Public Library and Central Region Educational Cooperative REC5.**

These entities are applying to the Federal Communication Commission (FCC) Schools and Libraries Division E-Rate program as applicant members (herein also called members) of this consortium (Consortium) for funding year **FY2020-2021**. The purpose of this MOU is to establish the framework through which, if the E-Rate program approves their application, the applicant group (Consortium) will collaborate, articulate and distribute the specific roles and responsibilities of each applicant member in implementing the services requested under E-Rate 470# 190000681.

RESPONSIBILITIES OF THE PARTIES

Parties understand that each should be able to fulfill its responsibilities under this MOU in accordance with the provisions of law and regulation that govern their individual activities. Nothing in this MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time any partner is unable to perform its functions under this MOU consistent with such partner's statutory and regulatory mandates, the affected partner shall immediately provide written notice to the others to establish a date for mutual resolution of the conflict.

Lead Applicant and Fiscal Manager will:

The Lead Applicant will assume administrative duties in order to comply with E-rate rules on behalf of the Consortium and will serve as the fiscal agent and procurement officer for the Consortium in the event a grant is awarded. As fiscal agent, Lead Applicant understands that it is responsible for but not limited to the following: procurement process, contract management, coordinating discounted and non-discounted payments, and being aware of and submitting E-Rate forms as required. The Lead Applicant will ensure that the project is carried out by the Consortium in accordance with E-Rate requirements. Lead Applicant and Fiscal Agent responsibilities-

- E-Rate filing for program participation and compliance
- E-Rate archiving of bid documents, invoices, correspondence, CIPA compliance
- Coordinate Consortium payments to vendors
- Management of Consortium Letters of Agency to maintain E-Rate eligibility

Lead Applicant and fiscal agent is Central Region Educational Cooperative — REC#5 for purposes of signing this MOU.

Participating Member Responsibilities will:

Each participating MEMBER agrees to—

- 1) Pay its portion of the discounted and non-discounted fees on time, including the incurred procurement CREC admin fee of 8%. See Exhibit A for a breakdown by MEMBER.
- 2) Be aware of and submit any required documentation for E-Rate compliance.

- 3) Assure site access and other logistical coordination during the duration of the construction process.

JOINT RESPONSIBILITIES FOR COMMUNICATIONS AND DEVELOPMENT OF TIMELINES

Each member of the Consortium agrees to the following joint responsibilities--

- 1) Within 30 days of Funding Commitment Decision Letter (FCDL) members will convene
 - a. review network design to
 - I. Finalize contract terms.
 - II. Develop a timeline and assign areas of responsibility.
- 2) Within 30 days of FCDL all members must convene and adopt an agreement for the operation and long-term maintenance of the fiber optic network, including but not limited to the following elements:
Governance structure, identifying and articulating E-Rate administrative responsibilities, long-term management of the network, assurance of fiscal accountability, and providing for a network operations center (NOC) services.

ASSURANCES

Each member of the Consortium hereby assures and represents that it:

- 1) Agrees to be bound to every statement and assurance made by the Lead Applicant in the application;
- 2) Has all requisite power and authority to execute this MOU;
- 3) Is familiar with the consortium application and is committed to working collaboratively
 - a. to meet the responsibilities specified in this MOU
 - b. to ensure that the proper elements and commitments are in place to provide dependable telecommunications service, support, and delivery to the members of the West Central Consortium, and
 - c. to maintain the integrity of the network;

Will comply with all E-Rate rules and member responsibilities in the execution of services awarded for successful project completion

INDEMNIFICATION

Parties to this agreement indemnify, defend and save harmless the Parties, State or local governments, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged in the performance of this MOU.

TERMINATION PROVISIONS

Notification of termination shall be given to all Parties at least 30 days prior to the intended date of termination. Notification of termination shall not relieve the terminated partner of the obligation to complete duties imposed prior to the date of termination.

EXTENSION

Partner to this Memorandum may extend the agreement for a specified time. Any notification of extension must be by mutual agreement and must be in writing. Notification of intention to extend the agreement must be given at least 30 days prior to the expiration of the agreement. Any extension of or amendment to this Memorandum will be pursuant to the terms stated herein.

Parties agree to review this agreement at least annually and provide written suggestions as to recommended changes, clarifications, deletions or additions. An addendum signed by the authorized representatives of each partner shall be sufficient to modify the agreement.

AMENDMENT

This Memorandum shall not be altered, changed or amended except by instrument in writing executed by the Parties hereto.

NOTICE OF FAILURE TO PERFORM

If any partner to this agreement is dissatisfied with the performance of any of the obligations imposed on the other partner, under the terms of this Memorandum, the dissatisfied partner shall give written notice to the non-performing partner of the duties which the dissatisfied partner believes have not been performed. The non-performing partner shall have 10 days in which to correct any failure to perform the duties so specified or to communicate with the dissatisfied partner to resolve any disagreement between the Parties.

SCOPE OF AGREEMENT

This Memorandum incorporates all the agreements, covenants, and understandings between the Parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this Memorandum. No prior agreement or understandings verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Memorandum.

FUNDS ACCOUNTABILITY AND ACCOUNTING

The Parties hereto agree that each shall maintain appropriate records for strict accountability for all receipts and disbursements of funds transferred or expended pursuant to this Memorandum, pursuant to established federal and New Mexico cost accounting requirements.

LIABILITY

Parties shall each be responsible for their respective liability. No partner shall be responsible for the liability of the other partner as a result of acts or omissions in connection with the performance of this Memorandum.

SCOPE OF CONTRACT

This Memorandum incorporates all the contracts, covenants and understandings between the Parties hereto concerning the subject matter hereof, and all such covenants, contracts and understandings have been merged into this written Memorandum. No prior contract or understandings, verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Memorandum.

SUBCONTRACTING

Parties may not subcontract any portion of this Memorandum without obtaining the prior written approval of the remaining Parties.

DURATION OF AGREEMENT

This Agreement shall be in force throughout the **2020-2021** fiscal year. This MOU shall be effective beginning **July 1, 2020**. If an FCDL is obtained, this MOU shall terminate upon completion of the project as defined by the E-Rate rules. In the event an FCDL is not obtained, this MOU shall terminate and be of no further force or effect.

SIGNATURES

In Witness Whereof, the Parties to this MOU execute this agreement.

Magdalena Public Library

Name

Title

Date

*Central Region Educational Cooperative
REC5*

Name

Executive Director

Title

9/9/20

Date

West Central Consortium

Exhibit A - Breakdown by Member

MRC: IA Cost Breakout per Entity:	Bandwidth Apportioned	MB/GB	%	\$ IA	\$ WAN	\$ Total	E-rate %	Net After E-rate	8% CREC Admin Fee (Monthly)
Magdalena Public Library	50	MB	0.05	\$ 196.94	\$ 1,069.09	\$ 1,266.03	86%	\$ 177.24	\$ 14.18

*plus taxes, surcharges and fees

**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 Chamber of Commerce (Applicant)
Address: (Nina) McCabe

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:~~ Sign on Highway 60
Location of Event: Hwy 60 east of Town
Description of Event: Sign will say
"HOME TO THE ARTS + SCIENCES"
(see attached mock-up of sign)
Is this a fund raising event? Please describe:
NO
Proposed Date of ~~Event~~: Will erect sign this Fall

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: Magdalena Chamber of Commerce

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

Lodgers Tax

ESTIMATE / ACTUAL

\$ 415 _____

TOTAL INCOME

EXPENSES

Sign

ESTIMATE / ACTUAL

\$ 415 _____

TOTAL EXPENSES

MARKETING

Who is your target market? all travelers on Hwy 60 East to West

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

* Please include copies of all advertisements following event.

~~Number of Visitors at Event~~

~~Number of Motel Rooms Filled~~

ESTIMATE / ACTUAL

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

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 \$ 415 in Lodger's Tax funds to be used as follows:

To be paid to "Lucky Signs"
of Magdalena

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

This request is submitted the 7 day of September, 2020.

[Signature]
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.).

[Signature]
Richard Rumpf Mayor

*Home
to the*

*Arts
&*

SCIENCES

**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 Kids Science Cafe (Applicant)
Address:

202 Spruce St Po Box 1083
Magdalena NM 87825

Phone: 575-854-3438 Email: jsauer000@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 Car Show 2020

Location of Event:
Main St Magdalena

Description of Event:
Car Show to raise money
for the Magdalena Kids Science Cafe

Is this a fund raising event? Please describe:
Yes, above

Proposed Date of Event: 10/17/2020

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 \$ 360 in Lodger's Tax funds to be used as follows:

to pay J & N Plumbing for 3 port-a-potty
for visitors & participants at the car show

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

This request is submitted the 22 day of September, 2020.

[Signature]
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.).

[Signature]
Richard Rumpf - Mayor

EVENT/ORGANIZATION: _____

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

_____	_____
_____	_____
_____	_____

TOTAL INCOME

_____	_____
-------	-------

EXPENSES

ESTIMATE / ACTUAL

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES

_____	_____
-------	-------

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

_____	_____
-------	-------

Number of Motel Rooms Filled

_____	_____
-------	-------

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