



FINANCE COMMITTEE AGENDA
Thursday, January 2, 2025 at 2:00 P.M.
City Hall - Large Conference Room
425 N. Richardson Ave.
Roswell, New Mexico 88201

Committee Chair: Robert Corn
Vice Chair: Will Cavin
Member: Edward Heldenbrand
Member: Darrell Johnson
Member: Juliana Halvorson
Staff Liaison: Elizabeth Nulf

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **APPROVAL OF AGENDA**
- D. **APPROVAL OF MINUTES**
 - 1. Consider approval of the December 5, 2024, Regular Finance Committee Meeting Minutes. (Nulf)
- E. **BUDGET PLANNING**
 - 2. Total Expenses. (Corn)
 - 3. Payroll Summary. (Nulf)
 - 4. Future Budget Planning. (Corn)
 - 5. Review Lodger's Tax Income and Expenses. (Gomez)
- F. **FLOOD DISASTER UPDATE**
 - 6. Flood Disaster Purchase Order List. (Gomez)
 - 7. Road and Bridge Infrastructure - Flood Disaster Update. (Najar/MacCornack)
 - 8. Building Infrastructure and Property - Flood Disaster Update (Rogers)
 - 9. Debris Removal Update due to Flood Disaster. (Chaparro)
 - 10. Review Water and Waste Water FY25 budget, future budget planning, and flood disaster update. (Valadez)
- G. **ACTION ITEMS**
 - 11. Consider recommending authorization for ratification of award of Roswell Substantial Damage Assessments Project to Stantec in the amount of \$133,154.18 which includes GRT. (MacCornack)

- Funding Source - Project is planned to be funded with American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund. Current available is \$145,712.28.
12. Consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025. **(Gomez)**
- Various Funds: Revenues \$518,100.93, Expenses \$518,100.93

H. NON-ACTION ITEMS

13. Finance Department Reports
- Gross Receipts Tax
 - Cannabis Excise Tax
14. Lodgers Tax Report
Convention Center Bed Fee
15. Roswell Public Library Monthly Report
16. Golf Monthly Report
17. Museum Monthly Report
18. Public Affairs
19. Visitor Center

I. PUBLIC PARTICIPATION

J. ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council.

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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Approval of Minutes 1.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider approval of the December 5, 2024, Regular Finance Committee Meeting Minutes. **(Nulf)**

BACKGROUND:

Initiated by: Elizabeth Nulf

Consider approval of the December 5, 2024, Regular Finance Committee Meeting Minutes.

FINANCIAL CONSIDERATION:

No Financial review required at this time.

LEGAL REVIEW:

The Finance Committee draft minutes are reviewed by the governing body in compliance with the Open Meetings Act.

BOARD AND COMMITTEE ACTION:

Consider approval of the December 5, 2024, Regular Finance Committee Meeting Minutes.

STAFF RECOMMENDATION:

Consider approval of the December 5, 2024, Regular Finance Committee Meeting Minutes.

Attachments

December 5, 2024 Draft Minutes

**Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, December 5, 2024, at 2:00 PM**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

ROLL CALL

The meeting convened at 2:00 p.m. with Chairman Corn presiding, Councilor Halvorson, Councilor Johnson, and Councilor Cavin were present. Councilor Heldenbrand was absent.

STAFF PRESENT

Della Andazola, Hess Yntema, Mike Mathews, Chad Cole, Lee Rogers, Christopher J. Narin-Mahan, Abraham Chaparro, Debbie Reyer, Lorenzo Sanchez, Justin Jones, Ron Garcia, Caroline Brooks, Elizabeth Prichard, Louis Najjar, Toni Gomez, Bruce Andler, Amalia Martinez, Becky Hicks, James MacCornack, Enid Costley, Jim Burrese, Elizabeth Nulf, Melissa Garcia, Jessica Vickers, and TJ Conyers

GUESTS PRESENT

Rita Kane-Doerhoefer, Terri Harbor, Alfredo Garcia, Barbara Gomez, Peggy Sesky, and Kyle Bullock.

APPROVAL OF AGENDA

Councilor Johnson made a motion to amend the agenda to move item No. 11 to No. 12 and No. 12 to No. 11 and to leave the numbering as is for the items to follow. Councilor Cavin seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

Councilor Johnson made a motion to approve the agenda as amended as presented. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

APPROVAL OF MINUTES

1. Consider approval of the November 7, 2024, Regular Finance Committee Meeting Minutes.

Councilor Halvorson made a motion to approve the regular meeting minutes from November 7, 2024. Councilor Calvin seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

BUDGET PLANNING

2. Payroll Summary.

Presented by Elizabeth Nulf. Elizabeth Nulf handed out a FY25 Payroll Summary report for July 2024, August 2024, and September 2024. Ms. Nulf presented on the totals from the handout as \$9,800,000 gross payroll for the FY25 1st Quarter and \$3,719,822.51 for FY25 1st Quarter employer paid benefits provided to the employees.

Councilor Cavin requested information regarding temporary employees from a temp agency as he had addressed the cost of such services in the past. Ms. Nulf only had knowledge of temp employees on the City of Roswell payroll.

3. Future Budget Planning.

Chairman Corn started by asking Mr. Cole for any thoughts on the future budget and Mr. Cole stated the FY25 1st Quarter was finished up and soon Finance Department will be wrapping up the FY25 2nd Quarter, starting with payroll. Mr. Cole stated he would be starting in January 2025, for next year budget process, with the detail review of payroll which is a vital part of the City, fixed costs, allocations to the various departments, and focus on what is an essential expense or cost. Chairman Corn stated the departments will need to be very careful with expenses. Chairman Corn asked Mr. Cole on any thoughts on possible budget cuts as the City is in terrible shape. Mr. Cole is aware of the impact of the flood disaster, reason the City has hired DRS, a professional consulting firm with expertise in the FEMA funding process. The fee for the first phase will be covered with a grant, thanks to Dora Batista with SENMED, so we were able to get started with the consultants. The remaining fee for the consulting firm will be reimbursed by FEMA.

Chairman Corn stated he has concerns with the future budget as well as concerns for the re-building after the flood which could be up to 200 million. Chairman Corn indicated his concern in regards to the re-build reimbursement percentages. Chairman Corn stated once the re-build begins there could be additional cost and additional requirements with possible gaps in funding. Mr. Cole provided information in regards to status meetings held regularly and emphasized on DRS, the professional consulting firm will navigate and assist with the FEMA funding process.

Chairman Corn and City Manager, Chad Cole, praised all the City employees for the exceptional job during and after flood disaster.

4. Review Lodger's Tax Income and Expenses.

Presented by Toni Gomez. Ms. Gomez provided an attached report detailing a review of the lodger's tax income and expenses. Ms. Gomez presented on the attachment, reported beginning cash of \$1,512,522.00 and ending cash of \$297,732.63, at 11/26/2024.

Councilor Johnson asked on the transfer for \$530,500.00, listed on the handout under acronym PbRel-SpEV, Ms. Gomez replied it was for approved sponsorships and Reno Air Show. Mr. Cole stated also for advertising. Councilor Halvorson asked if the total on the handout under acronym TsfToZoo for \$1,016,332, the Zoo, was this separate from the flood damage? Ms. Gomez replied correct, the total did not have to do with the flood disaster.

FLOOD DISASTER UPDATE

5. Flood Disaster Purchase Order List

Presented by Toni Gomez. Councilor Halvorson asked if the attachment total in the amount of \$2,151,130.47, included all the purchase orders and Chairman Corn responded the attachment total amount of \$2,151,130.47 included the purchase orders for the flood disaster to date that have gone through Purchasing Department.

6. Road and Bridge Infrastructure

Presented by Louis Najar. Mr. Najar started with an overview on the attachment total in the amount of \$53,301,300.00. Mr. Najar provided an overview on the damage to roads, bridges, and sewer lines as extensive damage, with emphasis on the \$53,301,300.00, total listed on the attachment provided was just an estimate at this point. Mr. Najar made note the \$39,100,000.00 line item for Other Street Pavement repairs was for a fill not a re-build or even refill. Mr. Najar stated his department met with FEMA for a week for training and discuss mitigation to prepare and discuss prevention measures set by FEMA. Mr. Najar is the official designated Flood Plain Manager by signed ordinance dated in 2009. The City of Roswell Mayor at that time was Sam LaGrone. Mr. Najar stated he is working with FEMA out of Louisiana, Section 6. Mr. Najar stated citizens can go to the Roswell City website to view the flood zone. Mr. Najar stated FEMA informed him they identified 145 homes damaged by the flood in October.

7. Building Infrastructure and Property

Presented by Lee Rogers. Mr. Rogers gave an overview of the damage to 39 properties, with 13 properties with significant flood damage. Mr. Rogers stated the insurance adjusters, Crawford, provided high level estimates indicating flood

damage to insured properties at \$50,000,00.00. Mr. Rogers also indicated the report provided found the insurance policy limit for a flood event is \$10,000,000.00. Mr. Rogers also gave an overview on the facilities located in the flood plain with repair estimates to those properties as Adult Center \$5,273,370.05, Parks/IT Office \$930,957.78, Convention Center \$11,521,828.23, and the City Museum \$26,039,922.98, a total of four at \$43,766,076.04. Mr. Rogers made note that only the building costs beyond insurance policy limits are eligible for cost recovery from FEMA. Mr. Rogers also noted several additional items were damaged such as fine arts, IT equipment, and personal property. Mr. Rogers emphasized the importance of mitigation for future prevention required by FEMA when repairing or re-build which DRS, the consulting firm, hired by the City, will also assist and navigate through this process.

8. Debris Removal Update due to Flood Disaster

Presented by Abraham Chaparro. Mr. Chaparro gave an overview on the attachments which included copies of actual invoices for debris cleanup.

Mr. Chaparro also briefed on deadlines on the curb side pickup as requested by Mr. Cole, the City Manager. Mr. Chaparro stated for residential citizens clearing up debris moving forward please move this debris to their alley for pickup.

Chairman Corn asked Mr. Chaparro to provide an off the head estimate in regard to the future costs still needed after what has been spent, Mr Chaparro answered with an estimate of \$800,000.

9. Review Water and Waste Water FY25 budget and future budget planning.

Presented by Lorenzo Sanchez. Mr. Sanchez provided a handout. Mr. Sanchez gave an overview on the handout items with a summarized progress report in regards to the progress invoice from J&G Electric and on the handout in regards to White Cloud Pipeline Corp. for replacement of flood damaged aerial pipe crossing repairs at Pennsylvania Bridge over Spring River, and Kentucky Ave Bridge over Spring River. Mr. Sanchez also gave an overview of the repair of the flood damaged aerial pipe at Lea Ave Bridge over Spring River.

Action Items

10. Resolution 24-55 Consider recommending adoption of Resolution 24-55 for Travel Expenditures.

Presented by Hess Yntema. Mr. Yntema stated the attached Resolution 24-55 for travel expenditure is an update which aligns with the current State law for the City's travel expenditures.

Councilor Cavin made a motion to consider adoption of Resolution 24-55 on the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

11. Consider recommending authorization of requisition No. 12502011 to Quality Tool & Equipment DBA Best Buy Automotive Equipment for the West Lot TSU Evidence Building in the amount of \$44,990.00 for ten (10) Atlas Garage Pro Parking 4 Post Lifts for vehicle evidence storage. Transferring funds from Capital Expenses – Building GL No. 1101411-817503 to Maintenance and Repairs Building 1101411-614002.

Presented by Elizabeth Prichard. Funding Source is per Capital Appropriation No. 21-F2693 for \$350,000, \$60,168.82 available. Ms. Prichard stated transferring funds from Capital Expenses – Building GL No. 1101411-817503 to Maintenance and Repairs Building 1101411-614002, and funding source is per Capital Appropriation No. 21-F2693 for \$350,000, with \$60,168.82 available.

Councilor Johnson made a motion to consider recommendation of authorization of requisition No. 12502011 to Quality Tool & Equipment DBA Best Buy Automotive Equipment for the West Lot TSU Evidence Building in the amount of \$44,990.00 for ten (10) Atlas Garage Pro Parking 4 Post Lifts for vehicle evidence storage to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

12. Resolution 24-56 - consider recommending adoption of Resolution 24-56 approving budget adjustment for the fiscal year ending June 30, 2025.

Presented by Toni Gomez. Consider recommending authorization to add a budget adjustment from Line Item 11 to Resolution 24-56 in the amount of \$44,990.00.

Councilor Halvorson made a motion to consider recommending authorization to add a budget adjustment from Line Item 11 to Resolution 24-56 in the amount of \$44,990.00 to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

Presented by Toni Gomez. Consider recommending adoption of Resolution 24-56, approving budget adjustment for the fiscal year ending June 30, 2025. The updated total is \$378,219.10.

Councilor Cavin made a motion to consider recommendation of adoption of Resolution 24-56 approving budget adjustment in the amount of \$378, 219.10 for the fiscal year ending June 30, 2025 to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

13. Consider recommending authorization of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT.

Presented by James MacCornack. Consider recommending authorization of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT. Mr. MacCornack provided an attachment for the J&G Electric estimate reflecting the total including GRT as requested by Chairman Corn in the November 7, 2024 meeting. The total from J&G Electric estimate including GRT as attached is \$649,752.98, and funding source is per State Appropriation 24-12881 for \$640,000 available. Budget transfer for 9,752.98 will be required to cover shortfall.

Councilor Johnson made a motion to consider recommending authorization of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT to the consent agenda. Councilor Cavin seconded the motion.

The motion passed 4-0 voice vote, with Councilor Heldenbrand being absent.

14. Consider recommending authorization for ratification of disaster relief PO 22501472 in the amount of \$86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River.

Presented by James MacCornack. Consider recommending authorization for ratification of disaster relief PO 22501472 in the amount of \$86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River. Due to flood contract work for emergency repair of bridge rail on the Kentucky St. Bridge over the Spring River needs to be contracted out.

Councilor Halvorson made a motion to consider recommending authorization for ratification of disaster relief PO 22501472 in the amount of \$86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

15. Consider recommending authorization for an expenditure of \$2,406,178.84, including GRT, for ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction.

Presented by Louis Najar. Bids received on November 12, 2024, for the subject project have been reviewed. A Bid Tabulation is attached and one bid was received from Abraham's Construction for \$2,406,178.84 including GRT. The current available amount in Tyler/Munis FY25 capital budget is \$3,229,204.30. Project funded 100% by NMDOT project number CN 2104850.

Councilor Cavin made a motion to consider authorization for an expenditure of \$2,406,178.84 including GRT, for ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

16. Resolution 24-XX:Support for NM Matching Fund Application for SS4A-consider recommending adoption of Resolution 24-XX to support application to the New Mexico Matching Fund to provide matching funds for "Safe Streets and Roads 4 All" funding application.

Presented by James MacCornack. City of Roswell has a FHWA accepted Safe Streets and Roads For All Comprehensive Safety Action Plan. Plan has identified systematic safety treatments that are recommended to be applied at various locations throughout the City. These treatments are individually low-cost and include improved roadway striping, pavement markings, and visibility enhancements at signalized intersections. Application to FHWA for project funding would depend upon NM Matching Fund Award. Intent is to achieve 100% funding through New Mexico Matching Fund and FHWA funding.

Councilor Halvorson made a motion to consider recommending adoption of Resolution 24-XX to support application to the New Mexico Matching Fund to provide matching funds for "Safe Streets and Roads 4 All" funding application to the consent agenda. Councilor Cavin seconded the motion.

The motion passed 4-0 voice vote, with Councilor Heldenbrand being absent.

17. Ordinance 24-XX - consider recommendation to authorize to hold a public hearing on proposed Ordinance 24-XX for emergency loan funding the New Mexico Environment Department for sewer repairs required after the historical flooding disaster in October 2024.

Presented by James MacCornack. Consider recommendation to authorize to advertise to hold a public hearing on Proposed Ordinance 24-XX for emergency loan funding from NM Environment Department for sewer repairs required after the flooding disaster in October 2024. The NM Environment Department would provide \$1,040,000 to assist with the sewer repairs caused by flood disaster and City would repay once FEMA reimbursement is received.

Councilor Halvorson made a motion to consider recommendation to authorize to advertise to hold a public hearing on Proposed Ordinance 24-XX for emergency loan funding from NM Environment Department for sewer repairs required after the flooding disaster in October 2024 to the full council agenda. Councilor Cavin seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

18. Consider recommending authorization for an expenditure in the amount of \$476,980.17 which includes GRT for; Roswell Water Master Plan Project to Freese & Nichols Inc.

Presented by James MacCornack. Consider recommending authorization for an expenditure in the amount of \$476,980.17 which includes GRT to Freese & Nichols Inc for Roswell Water Master Plan Project. Project is planned to be funded with the American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund in which current available balance is \$622,692.45.

Councilor Halvorson made a motion to consider recommending authorization for an expenditure in the amount of \$476,980.17 which includes GRT to Freese & Nichols Inc for Roswell Water Master Plan Project on the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

19. Consider recommending authorization to utilize Roswell Independent School District (SRO) monies up to \$90,000.00 to purchase Real Time Crime Center cameras and equipment. It will be reimbursed from the State Homeland Security Grant Program (SHSGP) grant.

Presented by Alberto Aldana. The amount of \$90,000.00 will be used to purchase cameras and equipment for the Real Time Crime Center. The money will be reimbursed by the State Homeland Security Grant Program (SHSGP) grant.

Councilor Cavin made a motion to Consider recommending authorization to utilize Roswell Independent School District (SRO) monies up to \$90,000.00 to

purchase Real Time Crime Center cameras and equipment to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

20. Resolution 24-XX: Disposal of Certain Surplus Personal Property- consider recommending adoption of Resolution 24-XX authorizing the Disposal of Certain Surplus Personal Property.

Presented by Becky Hicks. This request covers old/obsolete equipment and vehicles currently owned by the City of Roswell. Ms. Hicks gave an overview on Items valued at less than \$2,500 as a list of equipment that is no longer operational therefore ready to be scrapped and items valued at over \$2,500 as a list of vehicles and equipment that have exceeded their useful life or have been totaled by insurance. If there are no bids on these items at the set minimum, the minimum may be re-evaluated and the items will be relisted until sold. If the item still does not receive bids, it will be recycled or disposed of in another acceptable manner.

Councilor Johnson made a motion to consider recommending adoption of Resolution 24-XX authorizing the Disposal of Certain Surplus Personal Property to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

21. Consider recommending authorization for an expenditure of \$42,016.01 to RoofCare Services for library roof repairs from Capital Improvement Funds.

Presented by Enid Costley. Consider recommending authorization for an expenditure of \$42,016.01 to RoofCare Services for library roof repairs from Capital Improvement Funds as the Roswell Public Library has been plagued with water leaks over the years from the roof and ground level. This is not a budget expense for the Roswell Public Library. Ms. Costley attached an evaluation and Proposal from RoofCare Services.

Chairman Corn and Councilor Halvorson stated the roof needs to be repaired.

Councilor Johnson made a motion to consider recommending authorization for an expenditure of \$42,016.01 to RoofCare Services for library roof repairs from Capital Improvement Funds to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

22. Resolution 24-XX -consider recommending adoption of Resolution 24-XX for receiving fire recruitment funds from the DFA.

Presented by Daniel Fuller. The fire department applied for funding through the State of New Mexico for the hiring of new firefighters. This grant was approved and in order to receive the funds a resolution stating acceptance of the money has to be drafted and turned into the DFA.

Councilor Halvorson made a motion to consider recommending adoption of Resolution 24-XX for receiving fire recruitment funds from the DFA to the consent agenda. Councilor Cavin seconded the motion.

The motion passed 4-0 voice vote, with Councilor Heldenbrand being absent.

23. Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX

Presented by Jessica Vickers. Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX. Councilor Cavin and Councilor Johnson requested the amount of the award but Ms. Vickers could not disclose the total amount. Councilor Cavin stated he was concerned due to cost and Chairman Corn stated we have to keep in mind cost as we just went over 118 million of expenses for flood disaster therefore it would be well to know the total amount of RFP 25-004.

Councilor Halvorson suggested we go into closed session to discuss financials of this RFP.

Councilor Cavin made a motion to go into closed session. Councilor Johnson was second. A voice vote was unanimous, motion passed 4-0 with Councilor Heldenbrand being absent.

FOR THE RECORD: Committee went into closed session at 4:13p.m.

Councilor Cavin made a motion to come back into open session. Councilor Halvorson was the second. A voice vote was unanimous, motion passed 4-0 with Councilor Heldenbrand being absent.

FOR THE RECORD: Committee went back into open session at 4:16p.m.

Councilor Halvorson made a motion to Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

24. Consider recommending authorization of the 2025 Finance Committee Meeting schedule.

Presented by Elizabeth Nulf. A calendar listing the 2025 Finance Committee Meeting schedule was attached.

Councilor Johnson made a motion to consider recommending authorization of the 2025 Finance Committee Meeting schedule. Councilor Cavin seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Heldenbrand being absent.

NON-ACTION ITEMS

25. Finance Departmental Reports.

Presented by Elizabeth Nulf

- Gross Receipts Tax
- Cannabis Excise Tax
- Lodgers Tax Report
- Convention Center Bed Fee

26. Departmental Report - Roswell Public Library

Report submitted, no questions

27. Golf - Department Report.

No report was submitted.

28. Museum Monthly Report

Report submitted, Caroline gave an update of the flood damage and briefed the committee on the historic parts of the museum regarding historic preservation.

29. Public Affairs Report.

Reports submitted as stands, no questions.

30. Visitor Center Report.

Report submitted as stands, no questions.

31. Roswell Chaves-County Economic Development Corporation FY2025 Q1 Report.

Presented by Kyle Bullock.

32. Roswell Hispano Chamber of Commerce FY2025 Q1 Report.

Presented by Alfredo Garcia

33. MainStreet Roswell FY2025 Q1 Report.

Presented by Barbara Gomez.

PUBLIC PARTICIPATION

No public participation

ADJOURN

The meeting adjourned at 5:14 p.m.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 2.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Total Expenses. (Corn)

BACKGROUND:

Initiated by: Councilor Robert Corn

Total Expenses

FINANCIAL CONSIDERATION:

Review total expenses.

LEGAL REVIEW:

No Legal Review Required at this time.

BOARD AND COMMITTEE ACTION:

Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:

Review of total expenses.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 3.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Payroll Summary. (Nulf)

BACKGROUND:

Initiated by: Councilor Robert Corn

Review Payroll actual versus budget for December 1, 2024 to December 31, 2024.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 4.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Future Budget Planning. (Corn)

BACKGROUND:

Initiated by: Councilor Robert Corn

Future Budget Planning.

FINANCIAL CONSIDERATION:

Recommendations for future Budget Planning.

LEGAL REVIEW:

No Legal Review Required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations for future Budget Planning.

STAFF RECOMMENDATION:

Recommendations for future Budget Planning.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 5.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Review Lodger's Tax Income and Expenses. (Gomez)

BACKGROUND:

Initiated by: Councilor Robert Corn

Review Lodger's Tax Income and Expenses for 1st quarter and future expenses.

FINANCIAL CONSIDERATION:

Recommendations for Lodger's Tax Income and Expenses from October 2024 to June 2025.

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations for Lodger's Tax Income and Expenses for October 2024 to June 2025.

STAFF RECOMMENDATION:

Consider recommendations for Lodger's Tax Income and eXpenses for October 2024 to June 2025.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 6.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Flood Disaster Purchase Order List. (Gomez)

BACKGROUND:

Initiated by: Chairman Corn

Flood Disaster Update on all purchase orders for the City.

FINANCIAL CONSIDERATION:

N/A

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 7.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Road and Bridge Infrastructure - Flood Disaster Update. (Najar/MacCornack)

BACKGROUND:

Initiated by: Chairman Corn

Road and Bridge Infrastructure Update related to flood disaster.

FINANCIAL CONSIDERATION:

N/A

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 8.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Building Infrastructure and Property - Flood Disaster Update (**Rogers**)

BACKGROUND:

Initiated by: Chairman Corn

Building Infrastructure and Property - Flood Disaster Update

FINANCIAL CONSIDERATION:

N/A

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 9.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Debris Removal Update due to Flood Disaster. (Chaparro)

BACKGROUND:

Initiated by: Chairman Corn

Flood Disaster debris removal update status.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 10.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Review Water and Waste Water FY25 budget, future budget planning, and flood disaster update.
(Valadez)

BACKGROUND:

Initiated by: Andrew Valadez

Review Water and Waste Water FY25 budget and future budget planning.

FINANCIAL CONSIDERATION:

Recommendations on Water and Waste Water FY25 budget and future budget.

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations on Water and Waste Water FY25 budget and future budget.

STAFF RECOMMENDATION:

Consider recommendations on Water and Waste Water for FY25.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 11.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization for ratification of award of Roswell Substantial Damage Assessments Project to Stantec in the amount of \$133,154.18 which includes GRT. **(MacCornack)**

- Funding Source - Project is planned to be funded with American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund. Current available is \$145,712.28.

BACKGROUND:

Initiated by: Louis Najar

Due to federal FEMA regulations, buildings that were damaged during the flood event in October 2024 and are within the current 1% flood plain are required to be inspected to determine whether they have been substantially damaged. RFQ was issued to interested vendors. Quotes received on December 9, 2024 for the subject project have been reviewed. Four quotes were received as follows: (Amounts include GRT).

1. ESP Associates, Inc.	\$ 55,430.00
2. Huitt Zollars	\$ 123,929.12
3. Stantec	\$ 133,154.18
4. Sulzer Group	\$ 518,628.14

Please see attached procurement documentation.

FINANCIAL CONSIDERATION:

Project is funded with American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund. Current available is \$145,712.28.

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:

Consider recommending authorization for ratification of award of Roswell Substantial Damage Assessments Project to Stantec in the amount of \$133,154.18 which includes GRT.

Attachments

ATT 1 - RFQ Substantial Damage Assessments

ATT 2 - Award Recommendation Letter



City of Roswell

To: Interested Vendors

December 3, 2024

From: Louis Najar, P.E., City Engineer

RFQ – FEMA Substantial Damages Inspection Professional Services

Chaves County & Roswell, NM

DR-4843-NM/Severe Storms & Flooding

Declared: November 1, 2024

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell is seeking professional services for the inspection, data gathering to comply with FEMA post flooding event requirements; FEMA Hazard Mitigation: Floodplain Management. Seeking vendors with FEMA experience, and protocols. The City's goal/need is to complete SD's, have data available in FEMA shareable format, and be able to perform SD Determinations for properties.

The RFQ is to document the requested services and details for interested vendors.

B. REQUESTED WORK

1. On site Substantial Damage inspections and data gathering for: 203 Residences, 2 Apartment Units (Missouri/8th & 9th/Pennsylvania), 19 Commercial structures (Includes 2 medical offices off 8th/Washington) and 6 City of Roswell structures (Parks Dept. Yard east of N. Virginia/12th; Roswell Museum; Roswell Convention Center, Roswell Adult Center (8th/Missouri), Roswell Boy Scouts Structure (9th/Missouri), Roswell Parks Office (4th/Cahoon Park), Roswell Parks Storage Building (rock structure Cahoon Park).
2. SD inspections/data and preliminary SD Determinations
3. All data to be in FEMA recommended format.
4. Vendor would also train James MacCornack, City Asst. City Engineer and Louis Romero, Construction Inspector on SD inspections and documentation. With the goal to be: City could then inspect those impacted on the Hondo River Corridor and have trained SD staff for the future.
5. Other tasks as vendor would recommend for the betterment of the City's Hazard Mitigation/Floodplain Management.
6. See Attached PDF of Spring River 1% Floodplain notes used by Louis Najar, City Engineer to come up with the number of residents, apartments, commercial structures and City of Roswell structures.

Anticipated Time Line:

City time line: Issue RFQ, review RFQ, recommend award. If vendor accepts, enter in agreement with vendor as soon as possible. Start work as soon as agreement in place & purchase order procured.

C. SUBMITTAL & PRICING

Proposals and Quotes are to be submitted in a PDF format and will be an email submittal. **All proposals and quotes must be received by Noon Mountain Time, Monday December 9, 2024. Submit to Louis Najar at l.najar@roswell-nm.gov**

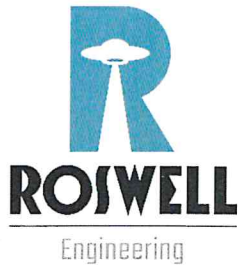
Proposals will be graded on proposal detail, time line and costs. **Itemized task cost is requested do better evaluate a proposal.** Again, proposers may add tasks they deem necessary for the betterment of project development.

A professional courtesy email is requested to be sent to Louis Najar if solicited vendor chooses not to submit a proposal

D. Questions/Other

All questions or other to be addressed to Louis Najar, City Engineer, Office 575-627-6281, Cell 575-910-6477.

Xc: James MacCornack
Finance
Purchasing



December 11, 2024

To: Stantec Consulting Services
3831 E. Lohman Ave. Suite 200
Las Cruces, NM 88011-8447

Re: Notice of Award & Notice to Proceed
Substantial Damage Inspection Professional Services due to October 18, Flood Event
RFP-25-002 – Engineering Architectural Services

This letter will serve as Notice of Award & Notice To Proceed to Stantec Consulting Services. In order to comply with FEMA and NFIP post flood event requirements, substantial damage inspections and determinations are required. The City solicited proposals which included cost and time to complete project. Engineering recommended Stantec Consulting Services to perform these services based on proposal tasks identified, qualification of team members, costs and time frame ability to mobilize.

Please submit agreement/contract for review and signature by the City. Your point of contact for this work will Louis Najar, City Engineer office 575-637-6281, cell 575-910-6477. Upon execution of agreement, a purchase order will be procured.

Additionally, please provide copy of current certificate of insurance.

If you have any comments or questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Louis Najar', is written over a horizontal line.

Louis Najar, P.E.
City Engineer

Xc: James MaCornack, Asst. City Engineer

Purchasing

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 12.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025. **(Gomez)**

- Various Funds: Revenues \$518,100.93, Expenses \$518,100.93

BACKGROUND:

Initiated by Toni Gomez:

The New Mexico Department of Finance Administration (DFA), requires approval of a budget adjustment when increasing a revenue and/or expense in the approved budget. The finance department is requesting a budget adjustment for line items in Exhibit "A". These adjustments are for various donations and other departments.

FINANCIAL CONSIDERATION:

- Various Funds: Revenues \$518,100.93, Expenses \$518,100.93

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:

Consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025.

Attachments

Resolution 24-XX
Exhibit A

RESOLUTION 24-XX

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025, FOR GRANTS AND OTHER DEPARTMENTS.

WHEREAS, the governing body of the City of Roswell, State of New Mexico, has previously approved a budget for the fiscal year 2024-2025, ending June 30, 2025; and

WHEREAS, the City of Roswell desires to amend said budget in the amount of \$518,100.93 in revenues, and \$518,100.93 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues \$518,100.93, Expenses \$518,100.93

WHEREAS, it is the majority opinion of the Governing Body that the proposed amended budget continues to meet fiscal requirements as currently determined for the fiscal year 2024-2025.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, hereby adopts the budget adjustment hereinabove described and respectfully request approval for same from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

PASSED, ADOPTED, SIGNED, and APPROVED the 9th day of January 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Budget Adjustment for January 2025					
Exhibit A					
Revenues:				Funds	Totals
General 1101 489115		\$ 37,100.00	2019 Ford 150 Donated by APD	General 1101	\$ 37,100.00
Air Center 5100 443250		\$ 186,050.93	Grant 23-H2930	Air Center 5100	\$ 481,000.93
Air Center 5100 443250		\$ 294,950.00	Sweeper (Reimbursed by State Aviation)		\$ 518,100.93
	Total	\$ 518,100.93			
Expenditures:				Funds	Totals
Police 11014111 817506		\$ 37,100.00	2019 Ford 150 Donated by APD	General 1101	\$ 37,100.00
Air Center 51004332 654801		\$ 186,050.93	Grant 23-H2930	Air Center 5100	\$ 481,000.93
Air Center 51004332 817506		\$ 294,950.00	Sweeper (Reimbursed by State Aviation)		\$ 518,100.93
	Total	\$ 518,100.93			
Transfers:					
	Total	-			

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 13.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Finance Department Reports

- Gross Receipts Tax
- Cannabis Excise Tax

Attachments

CAN GRT December 2024

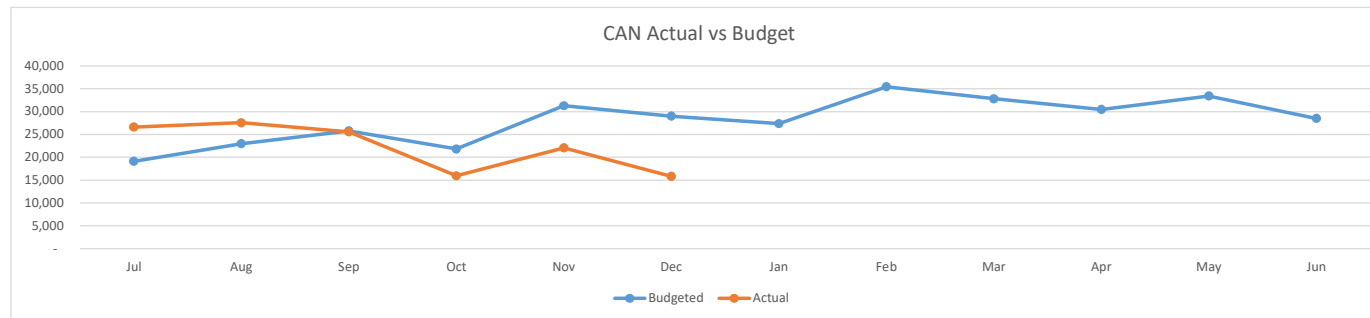
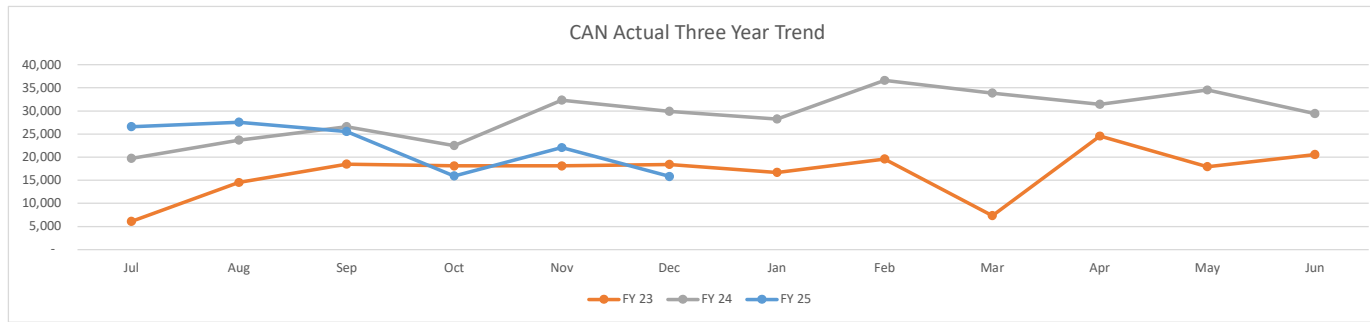
GRT December 2024

GRT Allocation FY25



City of Roswell
Cannabis Excise Tax
October 2024

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 23	6,091	14,494	18,482	18,108	18,096	18,422	16,719	19,631	7,352	24,557	17,949	20,569	200,469		200,469
FY 24	19,733	23,688	26,592	22,491	32,293	29,911	28,210	36,580	33,857	31,409	34,507	29,406	348,677	73.9%	348,677
FY 25	26,593	27,541	25,544	15,944	22,042	15,821							133,485	-61.7%	133,485
25 over 24	34.8%	16.3%	-3.9%	-29.1%	-31.7%	-47.1%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-61.7%		

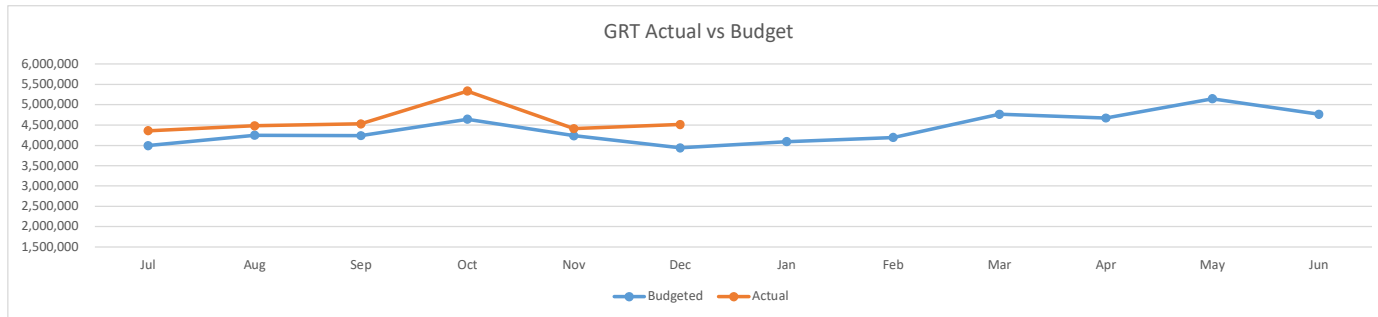
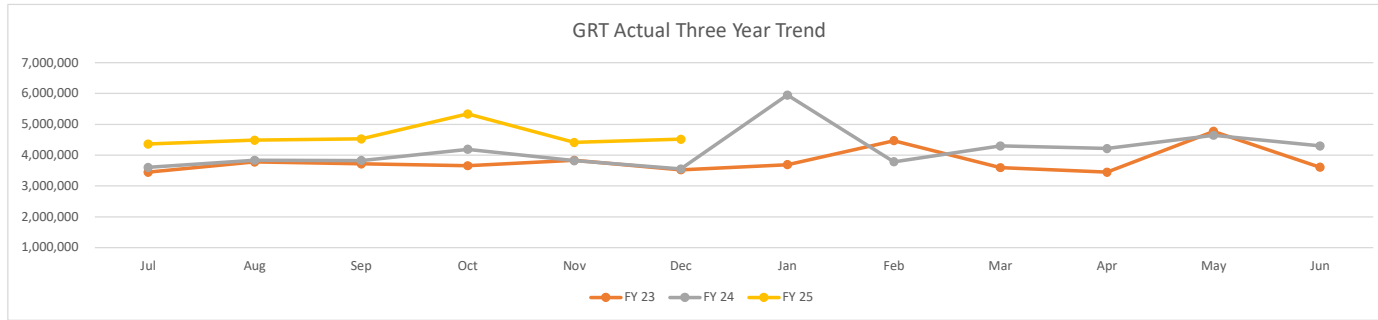


	Budgeted	Actual	Variance
Jul	19,118	26,593	7,476
Aug	22,949	27,541	4,591
Sep	25,763	25,544	(219)
Oct	21,790	15,944	(5,846)
Nov	31,287	22,042	(9,245)
Dec	28,979	15,821	(13,158)
Jan	27,331		
Feb	35,439		
Mar	32,801		
Apr	30,430		
May	33,432		
Jun	28,489		
Total	337,806	133,485	(16,400)
% FYTD			-10.9%



City of Roswell
Gross Receipts Tax
October 2024

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period %	Total
														Change	
FY 19	3,131,599	2,939,761	2,717,100	2,851,428	2,747,878	2,708,431	2,781,667	3,114,447	2,690,121	2,700,303	2,973,891	2,763,391	6,071,360		34,120,016
FY 20	2,860,221	3,248,842	5,450,435	2,804,337	3,799,352	3,162,914	2,788,688	3,186,544	2,790,481	2,464,194	2,876,027	2,809,756	6,109,062	0.6%	38,241,792
FY 21	3,022,870	3,102,729	3,004,044	2,972,865	2,954,877	2,791,196	2,669,024	3,323,947	2,848,487	2,712,994	3,440,838	3,310,495	6,125,599	0.3%	36,154,366
FY 22	2,905,150	3,365,250	3,274,874	5,322,186	3,503,137	3,415,875	3,433,365	3,746,860	3,298,203	3,207,034	3,796,595	3,493,551	6,270,400	2.3%	42,762,081
FY 23	3,451,125	3,781,199	3,720,713	3,659,178	3,836,550	3,520,939	3,690,743	4,468,601	3,592,680	3,450,237	4,773,189	3,610,211	7,232,324	15.3%	45,555,365
FY 24	3,601,500	3,833,199	3,825,702	4,187,623	3,821,397	3,550,450	5,949,131	3,784,152	4,297,716	4,213,352	4,643,710	4,296,782	7,434,700	2.8%	57,439,412
FY 25	4,360,577	4,481,811	4,529,227	5,334,898	4,410,155	4,515,089							27,631,756	271.7%	55,263,512
25 over 24	21.1%	16.9%	18.4%	27.4%	15.4%	27.2%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	271.7%		



	Budgeted	Actual	Variance
Jul	3,992,147	4,360,577	368,430
Aug	4,248,978	4,481,811	232,833
Sep	4,240,667	4,529,227	288,559
Oct	4,641,845	5,334,898	693,052
Nov	4,235,895	4,410,155	174,260
Dec	3,935,559	4,515,089	579,530
Jan	4,091,070		
Feb	4,194,610		
Mar	4,763,880		
Apr	4,670,365		
May	5,147,403		
Jun	4,762,844		
Total	52,925,263	27,631,757	2,336,665
% FYTD			9.24%



CITY OF ROSWELL
GRT ALLOCATION
FY25

Fund	% of GRT	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	Total Actuals	FY25 YTD Budget	+/- Variance
General Fund	56.2512%	2,452,875.48	2,521,070.76	2,547,742.72	3,000,942.08	2,480,763.77	2,539,790.04	13,003,394.81	9,632,251.48	3,371,143.33
Roads	18.7504%	817,625.16	840,356.92	849,247.57	1,000,314.03	826,921.26	846,596.68	4,334,464.94	3,210,750.49	1,123,714.45
Recreation	9.3736%	408,744.97	420,108.98	424,553.41	500,074.13	413,392.07	423,228.06	2,166,873.56	1,605,101.27	561,772.29
Public Safety	15.6248%	681,331.76	700,274.27	707,682.85	833,567.40	689,078.19	705,473.81	3,611,934.47	2,675,534.08	936,400.39
	100.0000%	4,360,577.37	4,481,810.93	4,529,226.55	5,334,897.64	4,410,155.29	4,515,088.59	23,116,667.78	17,123,637.32	5,993,030.46

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 14.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Lodgers Tax Report

Convention Center Bed Fee

Attachments

Lodgers Tax

Lodgers' Tax

January 2, 2025
(Corn/Jones)

Lodgers' Tax Update October 2024 Activity Collected in November 2024

- All hotels did report on time.
- STR data shows we were at 75.6% occupancy.
- ADR percent change this month is up 2.9% from last year.

Lodgers' Tax Report 5%



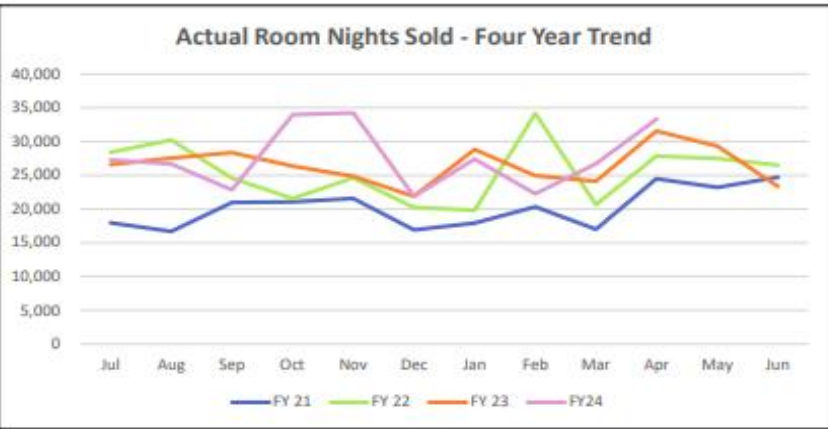
CITY OF ROSWELL
5% LODGERS' TAX COLLECTION REPORT
COLLECTED IN NOVEMBER 2024 FOR THE MONTH OF OCTOBER 2024 ACTIVITY

ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 22	28,402	30,239	24,575	21,575	24,634	20,216	19,849	34,166	20,640	27,847	27,495	26,487	306,125
FY 23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
FY25	34,628	28,716	26,372	25,091	33,101								147,908
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	73.0%	58.6%	53.8%	52.9%	67.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

LODGERS' TAX COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	118,258	151,086	104,159	93,657	113,865	77,700	84,351	123,959	103,688	130,711	129,419	126,099	\$ 1,356,953
FY23	123,675	133,648	120,051	107,406	73,116	91,015	111,293	100,743	98,450	145,415	130,573	107,096	\$ 1,342,481
FY24	126,306	123,243	92,711	164,942	156,080	94,157	108,666	89,983	110,577	159,226	115,351	126,741	\$ 1,467,982
FY25	177,303	159,992	118,806	114,100	157,353								\$ 727,554



*February 2022 increase reflects late payment received by the city not the actual allocation of tax liability to the appropriate month.

Lodgers' Tax Reports – Convention Center Bed Fee

\$2.50 days 1-15



CITY OF ROSWELL \$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT Collected in November 2024 for October 2024 Activity

ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	28,402	30,239	24,575	21,575	24,634	20,216	19,849	34,166	20,640	27,847	27,495	26,487	306,125
FY23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
FY25	34,628	28,716	26,372	25,091	33,101								147,908
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	73.0%	58.6%	53.8%	52.9%	67.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

- October 2024 Activity
- based on November 2024 Remittance.
- Occupancy at 75.6%.
- \$76,247 collected.
- All hotels reported on time.

CONVENTION CENTER FEES COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	65,080	78,085	57,453	53,670	64,243	45,085	52,568	62,906	60,999	70,850	72,816	62,375	\$ 746,129
FY23	62,518	65,830	67,088	61,810	44,848	51,480	68,305	57,842	53,238	75,480	63,965	54,313	\$ 726,714
FY24	63,160	59,332	49,567	79,130	80,079	50,482	61,255	50,565	58,575	74,128	61,840	63,755	\$ 751,868
FY25	80,315	70,870	60,612	56,428	76,247								\$ 344,472

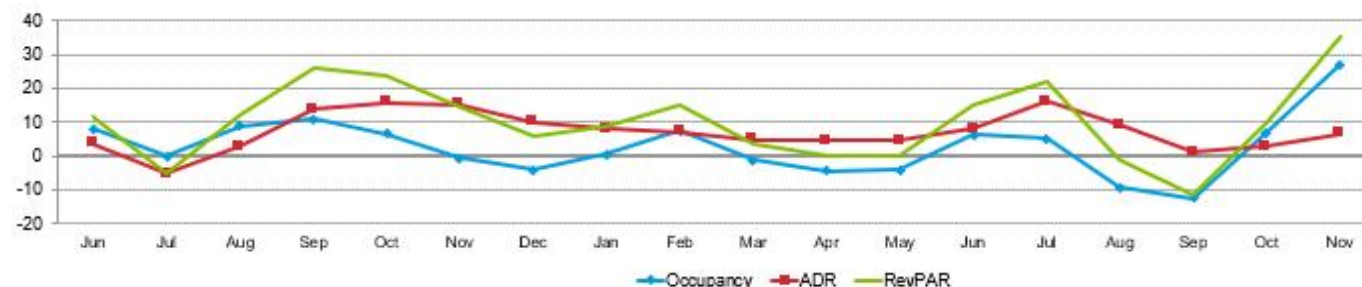


*February increase reflects late payment received by the city not the actual allocation of tax liability to the appropriate month.

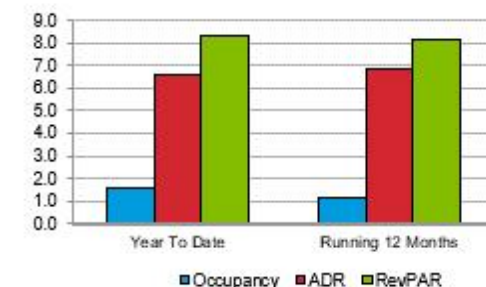
**Updated 9/22 to reflect monies received by the city during monthly reporting period for FY20, FY21, FY22 and FY23 for cash basis only.

All hotels reported for the Month of October.

Monthly Percent Change



Overall Percent Change



Occupancy (%)	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
This Year	71.3	67.6	64.5	67.2	70.7	55.5	51.7	51.0	65.8	75.3	66.0	62.4	75.8	71.2
Last Year	66.1	67.6	59.2	60.7	66.3	55.9	53.8	50.7	61.3	76.2	69.0	65.1	71.3	67.6
Percent Change	7.9	0.0	9.0	10.8	6.6	-0.6	-4.0	0.5	7.4	-1.1	-4.4	-4.2	6.3	5.2

Year To Date			Running 12 Months		
2022	2023	2024	2022	2023	2024
61.8	65.4	66.5	61.8	64.4	65.2
61.5	61.8	65.4	60.0	61.8	64.4
0.5	5.8	1.6	3.1	4.2	1.2

ADR	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
This Year	99.98	98.08	92.31	99.80	101.95	93.54	88.81	89.55	94.42	104.41	100.83	101.82	108.12	113.88
Last Year	96.53	103.61	89.85	87.66	87.96	81.14	80.65	82.93	88.04	99.60	96.32	97.26	99.98	98.08
Percent Change	3.6	-5.3	2.7	13.8	15.9	15.3	10.1	8.0	7.2	4.8	4.7	4.7	8.1	16.1

Year To Date			Running 12 Months		
2022	2023	2024	2022	2023	2024
89.74	95.98	102.31	89.02	94.89	101.40
84.04	89.74	95.98	83.25	89.02	94.89
6.8	7.0	6.6	6.9	6.6	6.9

RevPAR	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
This Year	71.33	66.33	59.55	67.07	72.09	51.95	45.88	45.66	62.18	78.65	66.53	63.52	81.98	81.04
Last Year	63.82	70.06	53.17	53.19	58.32	45.34	43.42	42.08	53.96	75.86	66.44	63.30	71.33	66.33
Percent Change	11.8	-5.3	12.0	26.1	23.6	14.6	5.7	8.5	15.2	3.7	0.1	0.3	14.9	22.2

Year To Date			Running 12 Months		
2022	2023	2024	2022	2023	2024
55.49	62.79	68.00	55.03	61.14	66.12
51.72	55.49	62.79	49.91	55.03	61.14
7.3	13.1	8.3	10.3	11.1	8.1

Supply	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
This Year	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091
Last Year	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Year To Date			Running 12 Months		
2022	2023	2024	2022	2023	2024
421,174	421,174	421,174	460,265	460,265	460,265
421,174	421,174	421,174	460,265	460,265	460,265
0.0	0.0	0.0	0.0	0.0	0.0

Demand	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
This Year	26,990	26,437	25,217	25,424	27,641	21,010	20,196	19,934	23,250	29,447	24,961	24,386	28,684	27,819
Last Year	25,013	26,432	23,132	22,956	25,918	21,140	21,044	19,836	21,640	29,773	26,097	25,442	26,990	26,437
Percent Change	7.9	0.0	9.0	10.8	6.6	-0.6	-4.0	0.5	7.4	-1.1	-4.4	-4.2	6.3	5.2

Year To Date			Running 12 Months		
2022	2023	2024	2022	2023	2024
260,438	275,507	279,904	284,527	296,551	300,100
259,217	260,438	275,507	275,929	284,527	296,551
0.5	5.8	1.6	3.1	4.2	1.2

Revenue	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
This Year	2,698,400	2,592,856	2,327,861	2,537,303	2,818,121	1,965,300	1,793,562	1,785,070	2,195,342	3,074,519	2,516,820	2,482,944	3,101,316	3,168,035
Last Year	2,414,429	2,738,711	2,078,356	2,012,305	2,279,776	1,715,296	1,697,172	1,645,002	1,905,196	2,965,525	2,513,531	2,474,405	2,698,400	2,592,856
Percent Change	11.8	-5.3	12.0	26.1	23.6	14.6	5.7	8.5	15.2	3.7	0.1	0.3	14.9	22.2

Year To Date			Running 12 Months		
2022	2023	2024	2022	2023	2024
23,372,732	26,443,528	28,637,749	25,329,070	28,140,700	30,431,311
21,784,628	23,372,732	26,443,528	22,970,177	25,329,070	28,140,700
7.3	13.1	8.3	10.3	11.1	8.1

Census %	2023							2024						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Census Prep	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Census Room	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261
% Room Participants	90.2	90.2	90.2	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 15.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Roswell Public Library Monthly Report

Attachments

Roswell Public Library

Roswell Public Library
November 15, 2024 – December 18, 2024

Flood Recovery

The library has minor damage due to the October flood. Now that the mold abatement has been completed, we are looking to repair walls and replace carpet. Our first priority is to repair the large meeting room or Bondurant Room. We have reallocated funds from new flooring at the circulation desk to replace the carpet in the meeting room. We are seeking quotes for wall repairs.

We lost some materials in the flood and are quite grateful to Altrusa International District Ten for the \$100 donation of books that replaced some books that were at homes that were damaged. We had 13 iPads and cases and two Apple TV's that we were using Library General Obligations Bond funds purchase the items. The items were housed at the IT Department and destroyed in the flood. We have requested reimbursement from New Mexico State Library.

Accomplishments

Building Improvements

Fire Extinguishers: The fire extinguishers passed inspection and we are set up for our next inspection in December 2025. It was noted that next year we should expect to have 10 fire extinguishers replaced.

Hot Water: The issue with the damaged hot water mixer has been resolved and we have hot water to the south side of the building.

Dryer: A new dryer has been purchased. This will allow the Police Department to use the washer and dryer for cleaning clothes.

Service Improvements

Be A Super Reader: The Roswell Public Library has two year-round reading programs. Raise a Super Reader to encourage children to read 1,000 books before kindergarten and Be a Super Reader to encourage elementary students to create a reading habit. Recently, Altrusa International District Ten made a \$300 donation to the library to support the Be a Super Reader program.

Yearbook Project: The Roswell Public Library is partnering with the Historical Society of Southwest New Mexico to create a word searchable digitized record of the high school yearbooks. We have 1911-1937 of the Roswell High School yearbook online at roswell-nm.historyarchives.online/home. This project is being paid with Library General Obligation Bond funds.

Technology: We have been given five laptops to use for training the public as part of the Eastern New Mexico University-Roswell Project C-3PO: Increasing Internet Services to Chaves County. In January 2025 we will host a laptop distribution event at the library with Eastern New Mexico University- Roswell.

Plans for December and January

- Host a Grinchy Yuletide Festival on December 21
- Host a Noon Year's Eve Celebration on December 31
- Submit a Request for Quote for the architectural plans for the Play and Learn Area.

- Submit another set of yearbooks to be scanned.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 16.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR:

DEPARTMENT NAME:

Golf Monthly Report

Attachments

Golf November Report

GOLF – October, 2024

Highlights:

- What a crazy October for the City of Roswell, but especially here at the Golf Course. Through everything this City has been through, we still managed to host a golf tournament every weekend in October as well as a junior event!
- The Goddard Rocket Boosters started off the month, Saturday October 5th and the Sun Country Juniors tee'd off Sunday, October 6th.
- Pecos Valley Production was next on the calendar raising money for several cancer foundations here in Roswell. The Gateway Christian Golf Team was next, hosting their annual fundraiser. We had amazing support for every tournament and each one was a success.
- To end the month Emily Granados and the ARM Foundation sponsored a ladies ONLY tournament just 5 days after the flood. What an event this turned out to be. We had no idea so many women played golf in town, what a great thing to see. We expect the tournament to be double the size next year.
- The golf course held up pretty well through the flood. To the naked eye you can only see minimal damages. However, if you dive a little deeper, we are running into issues regularly, but we have been able to maintain rounds and keep the Golf Course operating smoothly. Huge testaments to David and his staff, as well as our Pro Shop staff. They have been amazing!

Specific & Routine Maintenance:

- Cut cups 3 times a week.
- Moved tee markers as needed.
- Dumped trash as needed.
- Mowed greens 7 times a week; except after the flood.
- Finished seeding and covering bare areas on the greens.
- Stopped mowing fairways and roughs due to Bermuda grass going dormant.
- Stopped mowing Cielo Grande comp fields for the same reason.
- Cleaned up debris from flood – 15 fairway was covered with rocks, sand, tree branches and construction timber throughout flooded area.
- A temporary fence was put up next to 17 tee box.
- Water leaks were repaired: left of 2 green, left of 16 fairways, between 14 and 15 fairways, excavated water leak left of 9 fairway for later repair.
- Sediment was washed off of the following greens: 12, 13, 14,15

Revenues:

Category	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit
Alcohol / Beer	1628	\$6,829.11	\$6,488.72	\$2,157.49	\$4,671.71
Alcohol / Liquor	1225	\$5,411.78	\$5,141.56	\$1,466.55	\$3,945.37
Food and Beverage / Drinks	966	\$1,921.08	\$1,823.66	\$574.90	\$1,346.20
Food and Beverage / Snacks	571	\$1,211.72	\$1,149.44	\$425.56	\$786.14
Golf / Green Fees	1,844	\$16,283.08	\$15,470.27	\$0.00	\$16,283.08
Golf / Memberships	21	\$3,945.05	\$3,945.05	\$0.00	\$3,945.05
Golf / Services (GHIN & Club Storage)	0	\$0.00	\$0.00	\$0.00	\$0.00
Golf Carts	1,567	\$21,402.93	\$20,396.91	\$0.00	\$21,402.93
Merchandise / Accessories	83	\$839.99	\$797.98	\$403.43	\$436.52
Merchandise / Apparel	25	\$1,445.71	\$1,373.42	\$1,074.50	\$371.21
Merchandise / Clubs	4	\$2,033.33	\$1,931.66	\$1,562.14	\$471.18
Merchandise / Footwear	0	\$0.00	\$0.00	\$0.00	\$0.00
Merchandise / Gloves	43	\$861.99	\$818.98	\$508.97	\$353.04
Merchandise / Golf Bags	1	\$238.10	\$226.20	\$245.00	-\$6.90
Merchandise / Golf Balls	318	\$2,565.16	\$2,436.62	\$1,542.56	\$1,022.51
Merchandise / Headwear	12	\$416.18	\$395.36	\$259.08	\$157.08
Range Balls	391	\$2,009.25	\$1,909.50	\$0.00	\$2,009.25
Rental Club Fees	17	\$158.00	\$150.08	\$0.00	\$158.00
Tournament Credit Book	21	\$3,556.41	\$3,556.41	\$0.00	\$3,556.41
Tournament Fees	0	0	0	\$0.00	0
Total October Profit		\$63,627.41	\$60,442.36	\$10,220.18	\$60,908.78
TOTAL GROSS REVENUE					\$74,313.92



Vehicle Information:

2011 Ford Ranger

VIN: 1FTKR4EEXDPA67919

PLATE: G83632

MILEAGE: 110,816

Submitted by: Tim VandenBout, Golf Course Manager

Approved by: Jim Burress, Special Services Director

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 17.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Museum Monthly Report

Attachments

Museum_December2024



NOVEMBER ATTENDANCE

	2024	2023	2022	2021
MUSEUM	-	1084	844	718
EVENTS/PROGRAMS	-	246	202	179
CLASSES	-	178	204	241
PLANETARIUM	-	184	247	284
GROUP TOURS/VISITS	-	158	234	88
FACILITY USE	-	216	494	152
OUTREACH	-	0	0	0
VOLUNTEER VISITS	15	10	95	12
MUSEUM BUSINESS	-	53	74	140
NOVEMBER TOTALS	15	2,129	2,394	1,814
YEAR TO DATE TOTALS	26,526	35,003	33,275	17,068

NOVEMBER REVENUES

	2024	2023	2022	2021
ADMISSIONS	-	1884	2,906	3731
CLASSES	-	4584	1,493	1,159
PLANETARIUM	-	184	980	957
MEMBERSHIP	-	900	1,170	1320
FACILITY USE	-	0	1,000	0
STORE	-	2057	2,237	3,686
NOVEMBER TOTALS	-	10,214	9,786	10,853
YEAR TO DATE TOTALS	149,871	199,578	196,620	149,483

NOVEMBER ADMISSIONS AND PROGRAMMING

MUSEUM ADMISSIONS VISITS for MONTH REVENUE for MONTH YEAR to DATE VISITS YEAR to DATE REVENUE

Members	324	
Children 15 and under	1899	
Adult Residents	304	1210
Adult Non-Residents	5097	23690
Adult Combo Ticket	249	2118
Seniors	1924	9277
Military	370	2196
Student (16+)	231	1440
Museums for All	29	15
Senior Free Days	491	
Resident Free Day	370	
NARM (free)	106	
Member Guest Pass	20	
Store Only	223	
TOTALS	12231	\$36,423

CLASSES SESSIONS for MONTH STUDENTS ATTENDANCE

EVENTS/PROGRAMS OCCURRENCES for MONTH ATTENDEES PARTNERSHIP

PLANETARIUM SHOWS for MONTH ATTENDEES

TOURS/GROUP VISITS GRADE STUDENTS ADULTS GALLERIES PLANETARIUM

MEMBERS

363
current active
memberships521
current active
membersFOR
MONTH-
new memberships-
renewalsYEAR
to DATE40
new memberships193
renewals

VOLUNTEERS

FOR
MONTH41
volunteer hours15
volunteer visitsYEAR
to DATE2037
volunteer hours457
volunteer visits5,867 FACEBOOK
FOLLOWERS1,694 INSTAGRAM
FOLLOWERS

613

E-NEWSLETTER SUBSCRIBERS

ACTIVITIES & HIGHLIGHTS

CURRENT STATUS

The Museum will remain closed for the immediate future due to flood damage. The initial phase of remediation has been completed, and presently City staff, contractors and consultants are assessing the building to make a determination on next steps and potential for repairs.

Approximately half of the collection was impacted by the flood with a majority of these items having been shipped to The Conservation Center in Chicago. Currently an inventory is underway to compile a comprehensive list of the damaged items to help facilitate the insurance and conservation process. Appraisals will also be required to confirm the value of damaged items versus the cost of conservation and whether additional funding will be needed to cover conservation needs. In addition, museum staff are consulting with artists, artist estates, and other conservators for collection items that have more-unique materials such as Luis Jimenez's fiberglass sculpture.

Items that were considered undamaged during the collection evacuation are also being inventoried and condition reported over the coming months. These assessments are important to verify there hasn't been latent damage from exposure to humidity or other conditions from the flood. Once cleared, the undamaged items will be potentially relocated to other museums for temporary housing.

MEMBERSHIP WORKING GROUP

A working group, made up of staff and members of the board of trustees, has been meeting to discuss programming and outreach offerings for members and the community at large, while the museum facility is closed. Ideas include lectures, Second Saturday family art days, art workshops, a community art project, mobile planetarium, and museum merchandise. Details to be announced as plans are confirmed in the coming months.

ORIGINAL ADOBE BUILDINGS

The Museum opened in 1937 as one of nearly 100 Federal Art Centers established by the WPA under the New Deal (and is one of four still in existence). The original portion of the Museum, designed in a Spanish Colonial Revival style, is made of adobe. In the 1950s additions were made, including a corridor that connected to a neighboring former public works building and which was also

made of adobe. With further additions, elements of the original building remained on display, while others were covered over. During remediation, the original building walls, doorways and stage have been re-exposed. Architectural Historian Jean Fulton was on site on November 22 to assess and document the two adobe buildings. Her report will inform planning decisions on how the buildings may be preserved and integrated.

GRANTS & DONATIONS

A Save America's Treasures grant application was submitted through the National Park Service on December 12 for conservation funding for the Robert H. Goddard Rocketry Collection. While the items are insured, there may be a gap in perceived value versus conservation costs for this particular collection.

Staff met with the National Endowment for the Humanities (NEH) to discuss potential grants available for recovery, conservation, and rebuilding efforts.

The RMAC Foundation continues to receive donations to aid with the recovery effort. A donation link is available on the Museum's home page.

A federal appropriation award through the National Archives, which was to begin this past October, is presently paused to allow for evaluation of the archives and time for recovery. The 2-year project was to focus on the organization and digitization of the Museum's archives with a particular focus on WPA and Goddard materials.

ROTARY PRESENTATION

Museum Director Caroline Brooks gave a presentation to the Pecos Valley Rotary Club on December 4 about the flood's impact on the Museum.

RAIR EXHIBITIONS AT AMOCA

Roswell Artist-in-Residence (RAiR) exhibitions will be held during the Museum's closure at the Anderson Museum of Contemporary Art. RAiR began under the Roswell Museum with support and vision from local benefactor Donald B. Anderson in 1967. Although the RAiR program separated from the Museum officially in 2002, a partnership remains to host the artist exhibitions at the Roswell Museum—a mutually beneficial opportunity to showcase talented contemporary artists.

Tristram Lansdowne and Ryan Crowley partnered to present *Wicked Wells + Window Wipeouts*, a two-person exhibition of paintings and sculpture at AMOCA. The exhibition opened on December 6 and will run through January 19, 2025. The Roswell Museum will continue to collaborate on the exhibitions with technical assistance and other support as feasible.

RECENT NEWS COVERAGE

Recent news coverage on the Museum:

- *Southwest Contemporary*, December 19, "Inside the Roswell Museum After Disastrous 500-Year Flood,"
- KRQE News, December 18, "Roswell Museum discusses cleanup after devastating flood,"
- *Santa Fe New Mexican*, December 17 in "Loss, Resilience as Roswell Digs out of Historic Flood," and
- *Roswell Daily Record*, November 24, "The past might be Roswell Museum's answer to securing its future."

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 18.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Public Affairs

Attachments

Public Affairs November 2024 Report

Public Affairs Department Report November 2024

General Public Affairs

- Received on invoices for department
- Abstract, information gathering and PPT for Finance Committee item/department reports
- Held virtual meetings with 3 Advertising for Marketing initiatives for 2025
- Held virtual meetings with NMTD for Clean and Beautiful Grant
- 1 SET meeting- 3 applications reviewed and approved
- Ordered marketing material for NCAR and UFO Festival for upcoming travel shows and conferences
- Created and ordered business cards for multiple departments
- City of Roswell employee trainings
- Updated OOH billboards / Marquee / Rise vision
- Updating website links on roswell-nm.gov, ufofestival.com, seeroswell.com and flyroswell.com
- Updated social media pages, websites and google maps for flood related closures (Roswell Museum, Adult Center, Visitor Center, Convention Center)
- Prepared for destruction of records with the help of Visitor Center staff

Current Media Outputs

- Current Campaigns include: Recycling, City of Roswell Now Hiring, SW new hours, Help Stop Illegal Dumping, FEMA Assistance
- News flashes on website: 2
- Jobs of the week update on website: 4
- Government website updates: Estimated 98
- Form Updates: 31
- New Forms: 6
- Facebook: 49 (not including all flood-related posts or individual dept postings)
- Instagram: 14
- TikToks: 0
- FB Lives: 1
- Rise Vision Updates: 3
- New Digital Billboards & Marquee: 3
- Videos: 0

**24 Videos year- to-date
(Jan 1 – September 30)**





New arrangements for departments affected by the flooding were planned and put into action, and then communicated with graphics such as the Adult Center Classes being relocated to the Recreation & Aquatic Center, and buildings being closed until further notice. And even though our Winter/Spring Recreation Guide is a lot smaller (due to participating facilities having less or no programming since the flooding) we created a 3-page insert for Roswell Daily Record's Fun & Games Tab that was released on Sun, Dec 8th.

732 Graphics Year-to-Date (Jan 1 – Nov 30)

Keep Roswell Beautiful news:

- Q1 and Q2 Cleanups were a huge success with over 100 volunteers between all 3 events.
- Continuing to schedule community cleanups.
- Looking for youth groups to participate in the Empowering Youth Cleanup program.
- Preparing Q3 initiatives



KEEP ROSWELL BEAUTIFUL

EMPOWERING YOUTH FUNDRAISER PROGRAM

Get Free Cleanup Supplies → Hold Your Group Cleanup → Raise Money!

Ages 11-17
Youth groups in Chaves County

**FOR MORE INFORMATION, VISIT
TINYURL.COM/KEEPROSWELLBEAUTIFUL**

Contact TJ Conyers for more information on upcoming cleanups and how to volunteer for Keep Roswell Beautiful.

575-315-5183 or t.conyers@roswell-nm.gov



**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 19.

Finance Committee

Meeting Date: 01/02/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Visitor Center

Attachments

Visitor Center November 2024 Monthly Report

Monthly Visitor Center Store Report November 2024

Visitor Center Retail Store:

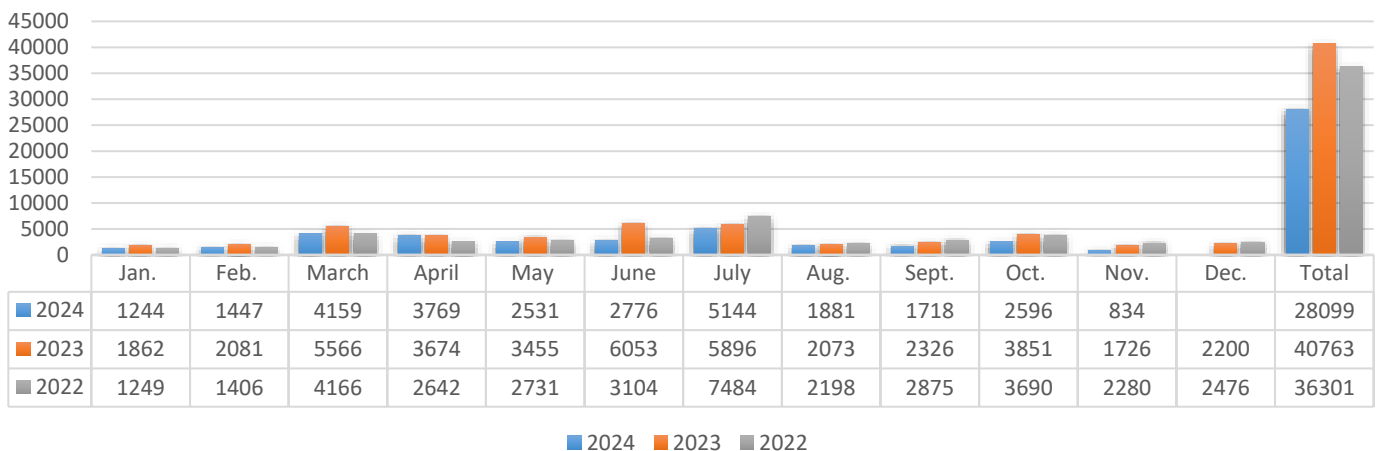
- Welcomed **834** guest, **356** overnight stays in Roswell or **43%** and **44** Roswell locals.
- **November** sales total **\$3293**.
- Top 5 items sold: Coin Long Sleeve, Alien Glasses, City of Roswell Tee, Faded "R" Tee, Pastel Tie Dye Tee.
- Online sales total for November: **\$195.35** we captured **397** visitors to our online site.

November Visitation Report

	November Comparison			YTD Comparison		
	2022	2023	2024	2022	2023	2024
Roswell Only	33	77	44	1401	1508	1491
New Mexico Visitors (Not including Roswell Area)	155	113	70	2755	2786	1979
US Visitors (Not including New Mexico)	1946	1362	620	28091	31866	22460
International Visitors	146	174	100	1575	2403	2169
Unknown	0	0	0	0	0	0
Totals Visitors	2280	1726	834	33825	38563	28099
Numbers reflected above are by calendar year *Now closed on Sundays & Mondays*						

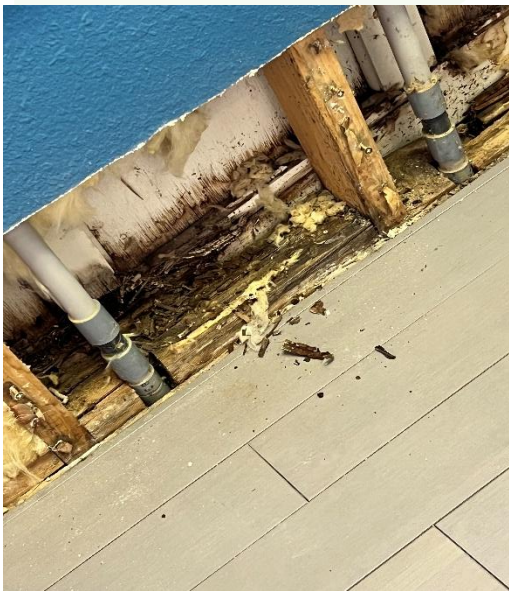
Note: Visitor Center has been closed since November 22, 2024 due to water damage and mold to the garage doors.

Visitor Comparison By Calendar Year



Facility Operations:

- Posted events on Community Calendar, SeeRoswell.com and Visit Widget that were submitted to the websites or events that we have looked for through using other resources.
- Promoted blood drives, small businesses, Spring River Zoo, Virtual Events, Roswell Museum and CSPs on KENW-Portales radio station every Thursday which is written by Visitor Center Staff.
- Updated inventory numbers at Visitors Center once a week and stock room once a month.
- Worked on staff training to help with advancements. Staff has started on new CBT that is required yearly.
- Changed photobooth background from Halloween to Thanksgiving.
- Reached out to outside cities for brochures and to send Roswell Guide.
- Visitor Center Staff Meeting
- Attended Set Meeting
- Restock Air Center brochure racks
- Safety Committee Meeting 11/6/24
- 1 Brochure package request
- 2 Information packet request
- 50 Welcome bag requests
- Edited and updated travel guide for mid-year production.
- Delivered tear sheet maps to hotels
- November 22, 2024 remediation of mold has been completed; Visitor Center has been closed awaiting repairs.
- 11/8/24 assisted with PA event; helped with set up and clean up.
- 1:1 staff meeting
- Handicap parking was restriped and added to more parking spots to the north end of the parking lot.



Not enough data for a graph to input for Top 5 Zip Codes and Surrounding Areas

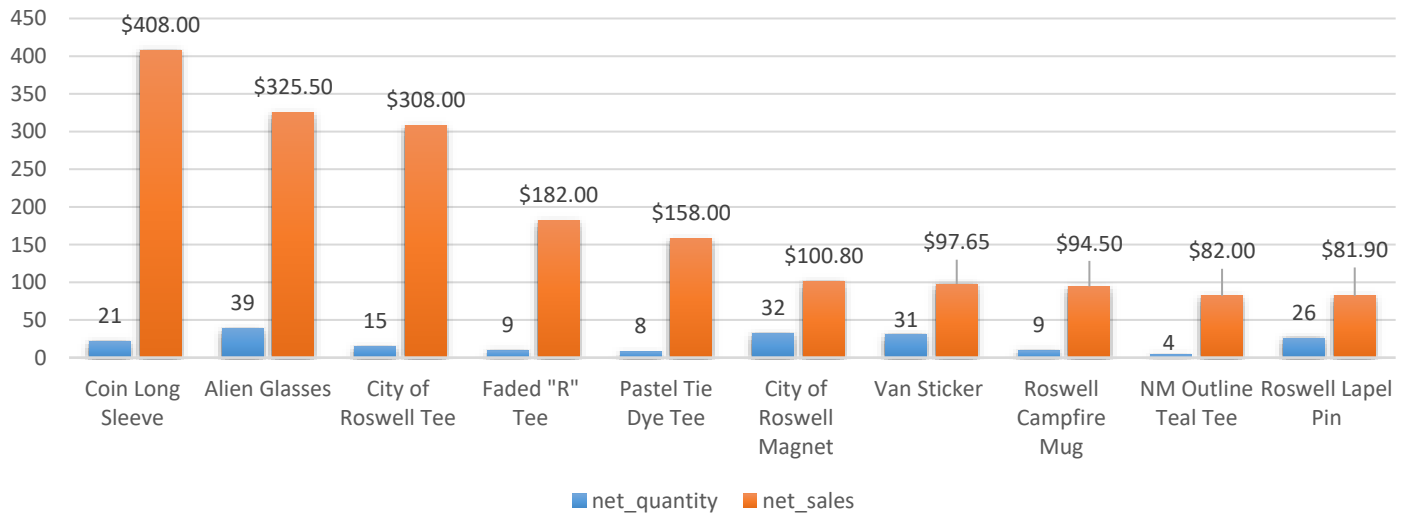
Not enough data for a graph to input for Top 5 States Visited

PO Box 1838
Roswell, NM 88202-1838

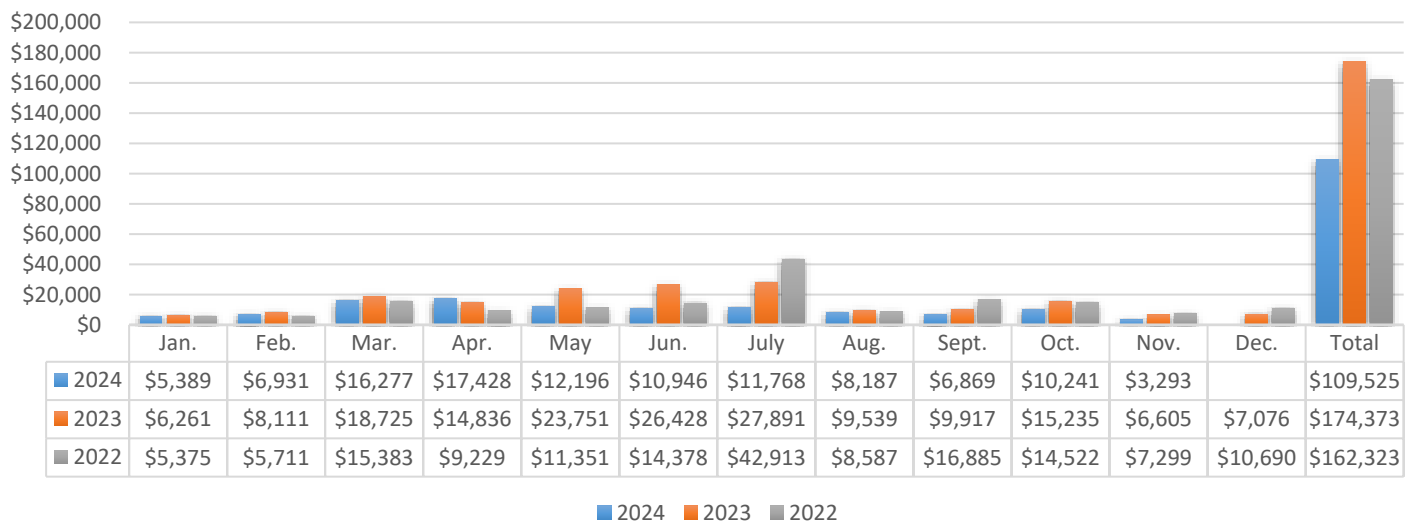
TEL: 575.637.6203
FAX: 575.624.6700

roswell-nm.gov
seeroswell.com

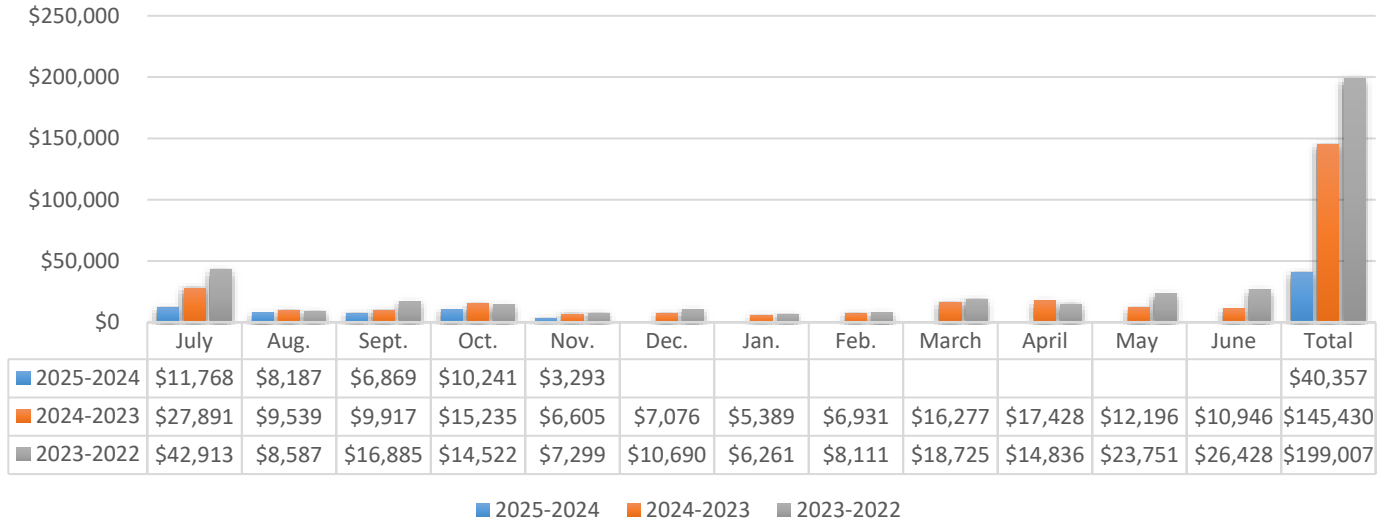
Top 10 Items Sold November 2024



Calendar Year 2024 Revenue Comparison



Fiscal Year Revenue Comparison



Fiscal Year 2025 Merchandise Expenses

