FINANCE COMMITTEE AGENDA

Thursday, May 1, 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. **BUDGET PLANNING**

E. **ACTION ITEMS**

1. Consider the recommendation of the National Championship Air Races Lodgers' Tax Funding Request to the City Council in the amount of $300,000 for marketing as outlined in their Memorandum of Understanding. (Conyers) Pg. 3

   - Funding Source Account 26224081-672828

2. Consider recommending approval for ratification of PO 22502347 in the amount of $460,040.72 to CES for fencing for secure site for ARFF prop location at the Air Center. (Gonzalez) Pg 26

   - Funding Source Account 51004334-817504 Grant 22-G-2774

3. Consider recommending approval for electrical service work for Cielo Grande Soccer Field Lighting to J&G Electric, Inc. in the amount of $ 145,135.60 which includes GRT. (Burress Pg 33)

   - Funding Source Account - 26154246-817504

4. Consider recommendation of approval of Award Recommendation for RFP 24-011 (2ND Posting) South Park Cemetery Columbarium Plaza to Waide Construction, Inc. in the amount of $970,104.09, which includes GRT. This project will utilize two funding sources: ARPA funds and the Well House Project Grant. (Burress) Pg. 38

   - Funding Source Account 26024411-817504

5. Recommend award of Inclusive Park Phase 3 Project to Abraham's Construction Inc. in the amount of $342,172.76, which includes GRT. (Najar) Pg. 40

   - Funding Source Account 2615241-817504

6. Requesting ratification of Purchase Order number 22502190 to Cotton Commercial Inc in the amount of $294,742.06 as floodwaters caused significant damage to the Adult

Center, requiring emergency protective measures to muck out, demo, and dry out damaged building components. (Rogers) Pg 43

- Funding Source -- Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

7. Requesting ratification of Purchase Order Number 22502168 to Cotton Commercial Inc in the amount of $258,476.31 as floodwaters caused significant damage to the Police Department, requiring emergency protective measures to muck out, demo, and dry out damaged building components. (Rogers)Pg. 47

   - Funding Source -- Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

8. Requesting ratification of Purchase Order Number 22502183 to Mooring Recovery Services in the amount of $216,020.60 as floodwaters caused damage to the Terminal, requiring emergency protective measures to muck out, demo, and dry out damaged building components. (Rogers) Pg 51

   - Funding Source - Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

9. Requesting ratification of Purchase Order Number 22502189 to Mooring Recovery Services in the amount of $391,744.88 as flood waters caused significant damage to the Air Center requiring emergency protective measures to muck out, demo, dry out damaged building components. (Rogers) Pg 55

   - Funding Source - Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

10. Requesting approval of the Letter of Engagement and promissory note for DRS, Disaster Recovery Services, for phase II insurance and FEMA claims recovery consulting. (Rogers Pg 59

11. Request approval to award the construction of the Air Center Terminal Restrooms to White Rock Construction in the amount of $484,818.99 (including GRT) through RFP 23-013. (Rogers) Pg 67

    - Funding Source - state appropriation 23-H2930

12. Consider recommendation for approval of a new Lease Agreement for equipment with PTS Office Systems, Inc. of Roswell, NM. (Bechtel) Pg 70

13. Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2025. (Gomez) Pg 86

14. FY26 Preliminary Budget Pg 89

F. **FLOOD DISASTER UPDATES**

G. **APPROVAL OF MINUTES**

15. Consider approval of the April 3, 2025, Finance Committee Meeting Minutes. (Gomez) Pg 90

H. **NON-ACTION ITEMS**

16. Golf March Report Pg 101

17. Roswell Public Library April 2025 Report Pg 105

18. MainStreet Roswell Quarter 3 Report FY2025 Pg 109

19. Roswell - Chaves County Economic Development Corporation Quarter 3 Report FY2025 Pg 131

20. Roswell Hispano Chamber of Commerce Q3 Report- FY2025 Pg 133

21. Roswell Convention & Civic Center Pg 149

22. Public Affairs Pg 151

23. Visitor Center Pg 155

24. Museum Monthly Report Pg 160

25. Lodgers Tax Report Pg 163

26. Roswell Police Department - Overtime Pg 170

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.

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 hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or Clerk at 575-624-6700 if a summary of other type of accessible format is needed. Printed and posted on Monday, April 28, 2025.

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Finance Committee 1.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider the recommendation of the National Championship Air Races Lodgers' Tax Funding Request to the City Council in the amount of $300,000 for marketing as outlined in their Memorandum of Understanding. (Conyers)

- Funding Source Account 26224081-672828

BACKGROUND:

Initiated by: TJ Conyers

Per their application: The National Championship Air Races (NCAR) regularly attracted a substantial tourist trade in Reno, which we expect to continue in Roswell. We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance below). Based on those statistics, Roswell can expect an estimated $1.1 million in Lodgers Tax receipts to the region (based on 56,000 out-of-town visitors staying an average of 2.64 room nights per). In 2019, the event had a unique attendance of approximately 82,000, with 65% being non-local visitors. 73.7% of non-local attendees stayed in a hotel. The average total spending per attendee was $2,224.43. The overall estimated economic impact was $91.7 million. (Source: Special Event Report: 2019 National Championship Air Races Economic Impacts on Washoe County, NV and Attendee Statistics, prepared by the University of Nevada, Reno, Economic Development Center and Center for Regional Studies) In 2023, the event had a unique attendance of approximately 113,236 with 71% being non-local visitors. 72.3% of non-local attendees stayed in a hotel. The average total spending per attendee per day was $951.65. The overall estimated economic impact was $158.6 million. (Source: Special Event Report: 2023 National Championship Air Races Economic Impacts on Washoe County, NV and Attendee Statistics prepared by Center for Regional Studies Nevada Small Business Development Center, College of Business, University of Nevada, Reno) We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance above). Based on those statistics, Roswell can expect an estimated $13 million in GRT receipts (based on a $2,200 average spending per visitor using the Roswell GRT rate of 7.8958%). The National Championship Air Races is a one-of-a-kind event with almost six decades of continuous history to its credit. It is the world's only multi-class, closed-course pylon racing event, and it boasts over 150 racers in seven race classes. The racers compete head to head around a closed course, 50 feet off the ground, wingtip to wingtip at speeds approaching 500 mph in the fastest classes. The event evokes an atmosphere of supercharged energy from its incredible speeds, intense competition, international flair, and storied pageantry. For one week, the Roswell area will become home to hundreds of aircraft, their pilots and crews, and tens of thousands of dedicated fans who come each year to cheer them to victory.

FINANCIAL CONSIDERATION:

$300,000 from Lodgers' Tax Funding to support the marketing campaign for this event.

LEGAL REVIEW:

No Legal review needed at this time.

BOARD AND COMMITTEE ACTION:

The Occupancy Tax Board recommended (5-0) to fund this event, in the amount of $300,000, for

marketing at their August 20, 2024, meeting.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

Lodgers' Tax Application
RARA Cover Letter
2023 NCAR Economic Impact Report
MOU- Reno Air Racing

ROSWELL
New Mexico

ROSWELL
New Mexico
Paid in part by the City of Roswell Lodgers' Tax

LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Events July 1, 2024 – June 30, 2025

Contact information for questions:

tourism@roswell-nm.gov

LODGERS' TAX GENERAL INFORMATION

The City of Roswell requires any organization or citizen seeking Lodgers' Tax (occupancy) funds from the city to make such a request through the city's application process and compliance with the City of Roswell's policies and procedures.

APPLICATION PROCESS

1. Lodgers' Tax Funding Request is submitted to tourism@roswell-nm.gov by deadline.
2. The city's Occupancy Tax Board reviews and provides recommendation to Finance Committee.
3. The Finance Committee reviews, approves or changes recommendation for City Council.
4. City Council awards, changes or denies funding request.

The role of the Occupancy Tax Board is to review applications for events that will bring out-of-town visitors to the City of Roswell and promote hotels stays. The board provides recommendation to the Finance Committee.

DEADLINES FOR FY25

1. Applications are to be submitted July 1, 2024 to August 14, 2024.
2. Deadline:
    a. *August 14, 2024 - For all applications to be considered at the August 20, 2024 Occupancy Tax Board meeting.*

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. Advertising, publicizing and promoting. The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*

2. Police, Fire and Sanitation services are recognized as eligible expenses.
3. Sponsorship. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *not acceptable expenses* unless part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
2. *Administrative, operational, or event manager costs (includes marketing firm services)*
3. *Costumes*
4. *Payments, other than placed advertisements, for entertainment*
5. *Equipment rental*
6. *Food or beverages (including water) provided for entertainment, judges, contestants, workers, or as hospitality*
7. *Gifts or in-kind expenses*
8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

FUNDING LIMITS

Unless exempt from the Procurement Code or as part of a Sponsorship, awards will be capped at $20,000.00

LODGERS' TAX FUNDING APPLICATION

Received Date: 8/13/2024 via email

Please check the box for which type of funding you seek.

- ☐ Advertising, publicizing and promoting
- ☐ Police, Fire and Sanitation
- ☑ Sponsorship

Today's Date: 8/2/2024

Event Name: 2025 National Championship Air Races Event Date: September 2025

Organization: Reno Air Racing Association Event Time: N/A

Event Address: 1 Jerry Smith Cir City/State/ZIP: Roswell, NM 88203

Website: https://airrace.org/ Phone: 775-972-6663 Email: ggibson@airrace.org

Organizer: Reno Air Racing Association Mobile: 813.507.1799

Second Organizer: N/A Mobile:

EVENT DETAILS

Estimated # Attending: 80,000 Anticipated # of hotel rooms booked: 45,000 Room Nights

Last year's event (if this is not a first-time event, must attach proof)

of Attendees: 113,236 # of hotel rooms booked: 75,000 Room Nights

Description of Event Logistics:

The Reno Air Racing Association (RARA) has embarked on an exciting new chapter, announcing in May 2024 that Roswell, New Mexico, will be the new home of the National Championship Air Races (NCAR). This decision follows the end of a storied tradition at Reno-Stead Airport, where the event has captivated aviation enthusiasts since 1964. The inaugural Roswell-based NCAR is set to take off in September 2025, ushering in a thrilling era for both the community and the world of air racing.

Recognized as "The World's Fastest Motorsport," the NCAR is not just an event—it's a global phenomenon. The 2023 race in Reno drew over 120,000 attendees, including 80,000 visitors from outside the region, infusing more than $150 million into the local economy. With seven adrenaline-pumping Race Classes—Biplane, F1, Sport, T6, Jet, Unlimited,

OTB Date: 8/20/2024 Finance Committee Date: 10/3/2024 Council Date: 10/10/2024

Last Day of Event: Reimbursement Request Due Date (90 days from last day of event):

Permit #: _____

LODGERS' TAX FUNDING REQUEST

Any funding from Lodgers' Tax must follow the Lodgers' Tax Policy (PA0002). Please be sure you have read and understand the policy. **You must type out marketing budget plan in the fillable form below or attach as indicated below.** Please feel free to add additional pages, ad samples, artwork, etc. This is what is considered for approval. Any request not listed with this form is not considered for approval. Lodgers' Tax funds must be expended in accordance with the Lodgers' Tax Act for purposes of advertising, publicizing and promoting tourist-related attractions, facilities and events. Lodgers' Tax is funded by overnight stays in Roswell.

☐ Check here for First-time Event

List of eligible expenses for marketing: *Newspaper, Magazine, Radio, Television, Google Ads/ Paid Social Media, Digital Billboard, Vinyl Billboard, Posters, Flyers, Postcards, or other paid media.*

MARKETING BUDGET PLAN

Eligible Marketing Expenses *Please use and attach an additional sheet if more space is needed.*

Advertising Type	Placement/Vendor (specific):	Frequency/Run Dates:	Your Eligible Expense
Example: *Newspaper*	*Example:* *Dallas Morning News*	*Example:* *May 1-10, 2x 1/2 pg*	*Example:* *$700*

Note: All marketing must include "paid in part by City of Roswell Lodgers' Tax" logo and/or text to be eligible.

Other Eligible Expenses	Details (Source of Services / Service Employees Required / # of T-Shirts)	Your Eligible Expense
Police/Security		
Fire		
Clean-up/Sanitation		
T-Shirts (registered participant)		

TOTAL eligible expenses:	

EVENT DETAILS/SCORING

The definition of a Tourist means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax. Tourist-related events mean events that are planned for, promoted to and attended by tourists. *Lodgers' Tax Act Definitions {3-38-13 NMSA 1978}*

Please provide details of your event, along with any attachments that may help answer the specific questions below. The Occupancy Tax Board will score the event on a 100-point scale based on return on investment, historical performance, other economic impact, general attendance and event uniqueness.

Return on Investment (25 points): Detail the return on investment to the community based on tourism. Consider any additional Lodgers' Tax generated as a direct result of your organization or event, along with any estimated attendance from out-of-town visitors and estimated room nights in local lodging facilities.

The National Championship Air Races (NCAR) regularly attracted a substantial tourist trade in Reno which we expect to continue in Roswell. We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance below). Based on those statistics, Roswell can expect an estimated $1.1 million in Lodgers Tax receipts to the region (based on 56,000 out-of-town visitors staying average of 2.64 room nights per).

Source for detail provided: Special Event Report: 2019 National Championship Air Races Economic Impacts on Washo

Historical Performance (10 points): Include award dollars used, prior attendance and room nights.

Over the past ten years, the event has attracted more than 1 million spectators to the area and generated more than $800 million for the region's economy.

In 2019, the event had a unique attendance of approximately 82,000 with 65% being non-local visitors. 73.7% of non-local attendees stayed in a hotel. The average total spending per attendee was $2,224.43. The overall estimated economic impact was $91.7 million. (Source: Special Event Report: 2019 National Championship Air Races Economic Impacts on Washoe County, NV and Attendee Statistics, prepared by the University of Nevada, Reno, Economic Development Center and Center for Regional Studies)

In 2023, the event had a unique attendance of approximately 113,236 with 71% being non-local visitors. 72.3% of non-local attendees stayed in a hotel. The average total spending per attendee per day was $951.65. The overall estimated economic impact was $158.6 million. (Source: Special Event Report: 2023 National Championship Air Races

Award dollars previously used: N/A

Prior year attendance: 113,236

of overnight room nights booked: 75,000

Estimated cost of service request from City Departments (not scored):

Other Economic Impact (25 points): Additional Gross Receipts Tax generated as a direct result of your organization or event (restaurants, purchases in local stores).

We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance above). Based on those statistics, Roswell can expect an estimated $13 million in GRT receipts (based on $2,200 average spending per visitor using Roswell GRT rate of 7.8958%).

Attendance typee & transportation to Roswell:

Average daily spending on food/beverage: $2,200

Source for data provide listed above: Special Event Report: 2019 National Championship Air Races Economic Impacts c

General Attendance of Event (10 points): Please consider both local and out-of-town attendees.

We expect the September 2025 event in Roswell to correspond to the economic impact statistics of 2019 (see Historical Performance above). The total unique attendees should be approximately 80,000 of which approximately 56,000 (70%) will be out-of-town attendees.

24,000 Local

56,000 Outside

70 % of attendance from outside of Roswell

Source for data provided: Special Event Report: 2019 N

Uniqueness of Event (30 points): What makes this event different from others?

The National Championship Air Races is a one-of-a-kind event with almost six decades of continuous history to its credit. It is the world's only multi-class, closed course pylon racing event, and boasts over 150 racers in seven race classes. The racers compete head to head around a closed course, 50 feet off the ground, wingtip to wingtip at speeds approaching 500 mph in the fastest classes. The event evokes an atmosphere of supercharged charged energy from its incredible speeds, intense competition, international flair and storied pageantry. For one week, the Roswell area will become home to hundreds of aircraft, their pilots and crews, and tens of thousands dedicated fans that come each year to cheer them to victory.

The event itself is unique in its own right, but, this new chapter in such a storied history will undoubtedly bring attendees from all over the world who desire to be among those who witness this "first time" event in a new location, making 2025 a true "bucket list" adventure for die-hard air race fans.

NCAR moving to Roswell shows the value of commitment, persistence, and relationships in landing a community changing project. Roswell competed against over 30 other cities, some of which had much greater resources to offer, and through our professionalism and ability to build strong relationships—horizontally and vertically—we were eventually awarded the project that we envision will change Roswell forever.

Occupancy Tax Board Use Only

Return on Investment (25 points):		General Attendance (10 points):	
Historical Performance (10 points):		Uniqueness of Event (30 points):	
Other Economic Impact (25 points):		Total (100 points):	

Roswell Lodgers' Tax Funding Committee
City of Roswell
425 N Richardson Ave
Roswell, NM 88201

13 August 2024

Dear Members of the Lodgers' Tax Grant Committee,

This application is presented on behalf of the Reno Air Racing Association (RARA) to formally request sponsorship from the City of Roswell through the Lodgers' Tax Funding Program. This request seeks to secure $300,000 in funding to assist in promoting the upcoming 2025 National Championship Air Races, which will be held for the first time in your amazing city. We believe that combining the already wonderful support from your community with funds from this program, this historic event will not only be a significant milestone in its 60-year history but also a major cultural and economic boon for the City of Roswell.

The National Championship Air Races have long been celebrated as "The World's Fastest Motorsport" and its scope, pageantry and spectacle are renowned as some of the most thrilling and highly anticipated in the world. This legendary annual competition draws an incredible gathering of pilots and eager spectators from across the globe. Traditionally hosted in Reno, Nevada, the event has become an iconic part of the aviation community and a source of pride for its host city. As the races moves to their new home in Roswell, we see a unique opportunity to highlight the city's rich history, vibrant culture, and welcoming community on an international stage.

We intend to use the funds from the Lodgers' Tax Funding Program to craft a comprehensive marketing and promotional campaign that will not only drive attendance but also showcase the very best that Roswell has to offer. Our promotional efforts will include:

- **Digital and Print Advertising:** A targeted campaign that will highlight Roswell's attractions, accommodations, and unique cultural heritage to potential visitors across multiple platforms.
- **Social Media Engagement:** Leveraging our extensive social media presence to create engaging content focused on the people, history, and stories of Roswell, enticing visitors to explore the city during the event.
- **Promotional Partnerships:** Collaborating with local businesses and organizations to create co-branded promotional materials that emphasize the mutual benefits of this historic event coming to Roswell.
- **Event Programming:** Incorporating local history and culture into the event's programming, ensuring that the thousands of anticipated attendees leave with a deep appreciation for Roswell's unique identity.

We are confident that this event will not only draw significant numbers of visitors but also leave a lasting positive impact on the local economy by boosting tourism and elevating Roswell's profile as a destination of choice for future events.

The Reno Air Racing Association is committed to ensuring that the 2025 National Championship Air Races in Roswell is a resounding success, one that will set the standard for years to come. We believe that with the City of Roswell's support, we can create an unforgettable experience that celebrates both the spirit of air racing and the vibrant community of Roswell.

Thank you for considering our application. We look forward to the possibility of using this sponsorship to expand our budding partnership with the City of Roswell to make this event an extraordinary success. Should you require any further information, please do not hesitate to contact us.

Sincerely,



Greg Gibson
Marketing and Business Development Manager
Reno Air Racing Association

CC Mike Espiritu
Cisco Brink
Fred Telling
Bobbi Thompson
Tony Logoteta



ECONOMIC IMPACT - 2023

Located at the Reno Stead Airport, the National Championship Air Races (NCAR) have historically been one of the largest events in Northern Nevada. Based on our latest impact study* targeting NCAR attendees, we've compiled key data to demonstrate how the local economy was impacted by the National Championship Air Races.

ATTENDANCE

» Unique attendance: **113,236**

» Unique non-local attendance: **82,968** (This number accounted for **73.3%** of unique attendance)

» Of the unique non-local attendance, **80,434** listed the Reno Air Races was the PRIMARY reason for their visit (71% of unique attendance)

» Attendees stay in Reno-Sparks for an average of **4.5 days**

» **76.7%** of attendees would not visit the Reno Tahoe area for a reason outside of the Air Races within the following 12 months

» **20.5%** of attendees attended another event within the Reno Tahoe area in the same week

» Leading events/activities that attracted attendees:
- ***AIR RACING***
- ***AIR SHOW PERFORMANCES***
- ***RACING AND PITS***
- ***STATIC AIR CRAFT DISPLAYS***
- ***STEM EDUCATION ZONE***

» **86.2%** of non-local attendees make plans to attend the event four weeks or more in advance of the event

FUTURE ATTENDANCE

» **63.2%** plan to attend the Air Races in the future

» **91.5%** would recommend the races to family and friends

DRAW TO AVIATION:

» **47.7%** of attendees are pilots

» **48.1%** of attendees own a plane

» **32.2%** of attendees plan to purchase a plane in the future

LOCAL COMMERCE

» **72.3%** of attendees stayed in a hotel
» Average number of room nights per visitor was **2.64**

» Average total spending per day reported for respondents is **$951.65**

» Overall estimated economic impact is **$158,641,993**
- Direct impact is estimated to be **$90,887,125**
- Indirect impact is estimated to be **$35,367,626**
- Induced impact is estimated to be **$32,387,241**

**Study conducted by the University of Nevada, Reno Center for Economic Development and College of Business Center For Regional Studies, 2024.*

NATIONAL CHAMPIONSHIP AIR RACES AND AIR SHOW

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ROSWELL AND RENO AIR RACING ASSOCIATION

This Memorandum of Understanding (this "**MOU**"), dated as of Aug. 9, 2024, sets forth certain nonbinding understandings and binding agreements between the City of Roswell, a New Mexico municipal corporation ("**City**") and Reno Air Racing Association, a Nevada non-profit corporation ("**RARA**").

RECITALS

A. In 2023 RARA issued a request for proposals for the next host of the National Championship Air Races ("**NCAR**"). Recognizing the tremendous economic, tourism, and charitable benefits to the community, City submitted a proposal and was subsequently named the future host of the Pylon Racing Seminar ("**PRS**") and the NCAR beginning in 2025. RARA intends to operate PRS and NCAR (collectively, the "**Event**") at and around the Roswell International Air Center ("**ROW**"), which is owned by and located within the City.

B. The successful operation of the Event will require assistance and support from City, including law enforcement, emergency services, security, sanitation, infrastructure and facility improvement, compliance with FAA and TSA requirements, and an Initial Capital Investment (defined in Section 3.1) to prepare the ROW for the Event. Both parties recognize the challenge of attracting and maintaining the current fan base and so recognize that the Initial Capital Investment will be absorbed by the community or State of New Mexico with no expectation of reimbursement beyond the economic benefits gained from future attendance.

C. The parties acknowledge that RARA will continue to manage and operate the Event with the expectation that its Board will initially add at least two board members from the Roswell community shortly after the execution of this MOU and over time it is anticipated that the Board's composition will increasingly reflect its new New Mexico home.

In consideration of the foregoing, the parties desire to enter this MOU to enable the parties to work collaboratively to bring the Event to Roswell, New Mexico based upon the following nonbinding understandings and binding agreements:

1. MOU Subject To Definitive Agreement. This MOU is for discussion purposes only and is not intended to constitute a legally binding or enforceable agreement or commitment on either Party, except for Section 3 which shall be binding on the Parties in accordance with its terms.

2. Non-Binding Understandings. This Section 2 sets forth the nonbinding understandings of the parties with respect to the proposed transaction. It is the present intention of the parties that RARA operate the Event at the ROW on terms and conditions substantially similar to those set forth in this Section 2. These terms are based upon information currently available. They do not reflect all of the material terms of the proposed transaction but provide a basis for negotiating the Definitive Agreement (as defined in Section 2.1).

2.1 Definitive Agreement. The parties intend to negotiate a formal written agreement to govern the operation and management of the Event ("**Definitive**

Agreement"). Binding obligations with respect to the transactions proposed in this Section 2 shall only arise upon the execution of the Definitive Agreement by both parties.

(a) License and Use Period. City shall grant RARA a license (the "**License**") to access and use the Premises (defined below) for the operation and management of the Event for a reasonable period of time each year, but no more than thirty (30) days immediately prior to and fourteen (14) days following the FAA Waiver Period for the Event, for the purposes of Event preparation and repair (the "**Use Period**"). The FAA Waiver Period is the period of time set out in the Waiver Certificate obtained from the FAA. The times and dates for the start and end of the FAA Waiver Period for the Event will be submitted by RARA and agreed upon in writing by City and RARA.

(b) License Fees and Additional Fees. As consideration for City's consent to the staging, conduct, and operation of the Event at the ROW for the Term under the License, RARA agrees to pay a flat rate equal to $50,000 per year ("**License Fee**"). In addition to the License Fee, RARA agrees to pay such additional fees as City and RARA may agree upon for the use of certain buildings during the Use Period.

(c) Building and Land Availability. At least sixty (60) days before each Event, City and RARA will determine the areas in, on, at and about the ROW to be designated for the staging, operating and conducting of the Event, including landside and airside areas (the "**Premises**"). A preliminary map of the Premises is attached as **Exhibit A** for discussion purposes only. In determining the areas for inclusion in the Premises, the parties generally agree as follows:

(i) During the Event, RARA shall have a reasonable, nonexclusive right of ingress to and egress from the Premises over and across common areas of the airport (excluding areas designated as restricted by City), for itself and its invitees and licensees.

(ii) All aircraft stored on the Premises must be removed and relocated by no later than March 1, 2025.

(iii) City understands that covered parking is necessary for some race aircraft and agrees to split cost with RARA for temporary tents needed to allow for 40,000 square feet of enclosed parking space for race planes, if that amount of hangar space is not secured specifically for race aircraft parking for both PRS and NCAR.

(iv) For 2025, City will provide Building 1000 at $194 per day for use of the entire building, inclusive of utilities at RARA's election. If RARA only needs a portion of the building, rent shall be reduced proportionally.

(v) In addition to the Premises, RARA may arrange directly with other airport tenants for the use of any space leased by those tenants and

required for the Event. City agrees to grant consent to any such arrangements, which consent shall not be unreasonably withheld, conditioned, or delayed.

(vi) City will make available sufficient land outside the airfield for Event parking and other purposes. RARA will pay City $1 per day for each parking space sold during NCAR. City acknowledges that PRS is a training activity and therefore City agrees that participants, volunteers, and other persons involved in PRS shall be permitted to use parking facilities free of charge.

(vii) City will make all reasonable efforts to facilitate Chalet and several other hangar spaces, presently under lease with the local FBO or other tenants to include hangars 1531 and 1532.

(viii) City will make all reasonable efforts to facilitate the use of PBS affiliate KENM free of charge at Eastern New Mexico University-Roswell ("**University**") and use of the University facilities for conference areas, classrooms for safety briefings, and coordination for use of cafeteria services. NCAR will work with the University to develop a MOU covering their support and assistance including shuttle services between University and event grounds.

(ix) City shall grant RARA a right of first offer and a right of first negotiation to lease or occupy Building 1083 or a portion thereof upon the expiration or earlier termination of the existing tenant's lease. The rights of first offer and first negotiation shall be triggered when City notifies RARA that the existing tenant is or has vacated Building 1083. City shall not engage in negotiations with prospective tenants without first engaging in good faith negotiations with RARA for a period of sixty (60) days. City will complete necessary maintenance and clean-up of facility prior to leasing/licensing to NCAR.

(d) Event Management.

(i) Except for security/police, auxiliary fire, and certain sanitation services, RARA will manage and coordinate all aspects of the Event on and off the air field. This includes management of all car and RV parking on city property, and all vendor, pit, spectator and sponsor, and seating areas. Any University property will be managed by the University. NCAR will coordinate with Chaves County for utilization of County owned properties.

(ii) RARA will procure, at its sole expense, commercial liability insurance for the Event with limits of $100 million in liability coverage and naming City as an additional insured. RARA agrees to hold City harmless

for any liability arising out of the Event that is not the result of City's negligence.

(iii) RARA agrees to provide Fast Response Operational Safety Team (FROST) or equivalent fire services at RARA's expense. This is in addition to the City/County provided fire and emergency services.

(iv) City agrees to provide police services, sanitation services (does not include portable restrooms), and auxiliary fire / EMS services, during the Event, subject to annual Governing Body and Lodgers' Tax appropriations. If in any year, the appropriations are inadequate to cover these expenses the City will advise RARA and the parties will agree upon a mutually acceptable solution.

(v) City will make available roll-off dumpsters as reasonably necessary with RARA covering the tipping fees associated with each roll-off. Deposits of refuse at each roll-off shall be the responsibility of RARA. The parties will investigate options for third-party service providers to provide onsite trash collection services during the Event at RARA's expense.

(vi) City will provide, at its sole cost and expense, police, fire / EMS, and sanitation coverage from state and local public bodies (excluding sanitation collection services).

2.2 Marketing and Tourism

(a) Subject to Occupancy Tax Board and Governing Body approval, City commits to funding a marketing campaign of up to $300,000.00 per year beginning this fiscal year ending June 30, 2025. Future payments will be executed annually.

(b) City commits to support all mutually agreed upon marketing grant requests made to the New Mexico Tourism Board.

(c) RARA agrees to give equitable treatment and benefits to City as it does RARA's largest event sponsor. City acknowledges that (i) NCAR cannot have more than one title sponsor or presenting sponsor and (ii) certain benefits that are exclusive to those sponsorship opportunities cannot be shared.

3. Binding Agreements. This Section 3 shall constitute a legally binding and enforceable agreement between the parties. In consideration of the significant expenses that the parties will incur in pursuing the proposed transaction and drafting and negotiating the Definitive Agreement, the Parties agree as follows:

3.1 Initial Capital Investment. Subject to State allocations and governing body approval, City agrees to contribute, directly or indirectly, no less than Nine Million Dollars ($9,000,000) ("**Initial Capital Investment**") to fund capital improvements and assets to

prepare the ROW for the Event. City agrees to consult with RARA to prepare a detailed budget for the design, permitting, construction, and other site work necessary for the Event.

3.2 Race Course and Facility Improvements. RARA shall as expeditiously as possible, but no later than 240 days before the first NCAR event (PRS planned for May 2025, therefore October 1, 2024), provide the proposed race course design, pylon locations, and airside spectator and participant areas for regulatory approval and for inclusion in a master event agreement. The parties acknowledge that the FAA will likely require 4 to 6 weeks to review the race course designs and all other plans must be submitted with the accreditation proposal that will not be reviewed or validated by the FAA until PRS in May.

(a) RARA will obtain FAA approval for race course designs. City will obtain TSA approval.

(b) City commits to making necessary facility improvements, up to a value of $2 million dollars, in consultation with RARA, for FAA and TSA approval of site plans, subject to Governing Body, state, and federal appropriations.

(c) RARA agrees to acquire any land or easements to create the course area on non-municipal property. RARA will then transfer said rights in land to the City for maintenance and preservation. If RARA party is unable to secure said agreements by November 1, 2024, RARA may terminate this MOU or postpone the first Event in Roswell.

(d) If City money is used, RARA shall be responsible for paying or reimbursing City for any reasonable consideration paid by City in exchange for whatever rights, licenses, or easements are needed to create the course on non-municipal property.

(e) City agrees to provide all materials, construction, installation, and maintenance of pylons to RARA's standard specifications.

(f) City agrees to engineer and cut in additional emergency landing strip(s) at or around the ROW which meet RARA and FAA standards within the race course area, location(s) to be determined.

(g) In addition to the emergency landing strips at or around the ROW, City shall secure approval to use the landing strips at or around the Roswell Correctional Center and shall prepare the same for use as additional emergency landing strips.

(h) The parties agree that use of the existing control tower is necessary to conduct the event. The approval of a separate MOU between RARA and the FAA shall be a condition precedent to RARA's obligations hereunder.

(i) City shall construct a ramp staging area for RARA activities between Taxiway C and closed runway 12/30, approximately 3,200 feet long and 100 feet wide, commencing from the north end of the north/south segment of

Taxiway C and running parallel with Runway 17/35 until it intersects with closed runway 12/30, as depicted on **Exhibit B** (the "**Ramp Staging Area**").

(j) City shall install approximately seventy (70) tie downs to be used with steel cabling for race aircraft parking during the Event. The final number and locations shall be confirmed by RARA. The tie downs may be installed during ramp renovation or after paving projects are complete, but in either case no later than 30 days before PRS commences. City also grants RARA permission to make whatever modifications to the grounds as may be necessary to conduct the event, including but not limited to use of anchors or stakes driven into the ramp to secure large tents.

(k) City shall not allow any construction at or around the ROW that would interfere with RARA's ability to conduct and operate the Event. Without limiting the foregoing, City agrees that no buildings will be constructed within the race course footprint (including safety radius).

3.3 Parking and Spectator Areas. RARA will propose NCAR landside locations for City's concurrence for car and RV parking, spectator and sponsor areas and entrances in addition to any improvements necessary to provide general aviation parking for no less than 400 aircraft no later than 270 days before the first NCAR event, therefore December 15, 2024). A MOU covering transient aircraft parking, aircraft fueling pricing and other FBO required support services will be developed directly with AvFlight, the onsite FBO.

(a) Up to a value of $3.5 million dollars, in coordination with RARA, City will procure, construct, and maintain bleachers for use at NCAR events. These bleachers are anticipated to seat approximately 10,000 individuals. It is recognized that bleachers will be capitalized over time through the Definitive Agreement. City will make bleachers ready for use no later than September 1, 2025.

(b) Up to a value of $5.5 million dollars, City will fully clear designated areas of dirt and vegetation on the ramp and prepare additional surface treatment as required for the public areas of the event, including but not limited to areas designated for vendors, exhibitors, temporary seating, aircraft displays and pit parking. City may treat portions of the public areas with chip seal to limit costs, provided that a slurry seal is added the following year. The Ramp Staging Area will be treated using asphalt rated to withstand a minimum of 50,000 pounds. The pedestrian entrance walkway will be treated using asphalt, though the rating does not need to be as high.

(c) City shall flatten the shooting range berm halfway off Rwy 35.

(d) Over the next five years, subject to federal and state funding, City commits to seek all necessary funding for the expansion of its passenger terminal in anticipation of increased demand of commercial service for the Event.

(e) RARA and City are committed to establishing appropriate shuttle services and Trams from parking and RV locations to the flight line as necessary for both PRS and NCAR.

(f) The City will facilitate the coordination with Chaves County to provide equipment and labor for facility improvements necessary to be completed prior to PRS and NCAR scheduled events in May and September.

3.4 Term. The event will have an initial term of three (3) years ("Initial Term") during which the parties will aggressively support the successful relaunch of the National Championship Air Races. This term shall also be reflected in the Definitive Agreement. If, during the Initial Term, the Event is unprofitable for three consecutive years, RARA shall have the right to relocate the event and to cancel the Definitive Agreement, which will become null and void with no penalty payments by or to either party. Upon the expiration of the Initial Term, the term of the Definitive Agreement shall automatically extend for a period of five years ("Term"). Thereafter, the Term of the Agreement shall automatically renew for successive five-year periods unless terminated by RARA or the City, or extended, in each case, pursuant to the terms and conditions of the Definitive Agreement.

3.5 Confidentiality. During the term of this MOU, either party (as the "**Disclosing Party**") may disclose or make available to the other party (as the "**Receiving Party**") information about its business affairs, products/services, confidential intellectual property, trade secrets, third-party confidential information and other sensitive or proprietary information, whether orally or in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential" (collectively, "**Confidential Information**").

(a) The Receiving Party shall: (i) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this MOU; and (iii) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's representatives who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this MOU. The Receiving Party shall be responsible for any breach of this Section 3.4 caused by any of its representatives.

(b) Within seven (7) days following the mutual execution of this MOU by both parties, RARA shall make available for inspection by City the following Confidential Information:

(i) Five (5) years' of financials (i.e. balance sheet and income statements); and

(ii) A proposed budget for 2025.

3.6 Term and Termination. The rights and obligations of the parties contained in this MOU shall expire upon the execution of the Definitive Agreement. If the parties have not executed a Definitive Agreement within one hundred eighty (180) days from the date of this MOU, then either party shall be entitled to terminate this agreement without any obligation or liability to the other party, provided however that Sections 3.3, 3.4, 3.5 and 3.6 shall survive such termination.

3.7 Miscellaneous.

(a) RARA will comply with all applicable New Mexico federal, state, and local laws.

(b) All final annual funding is subject to governing body approval and the Bateman Act, NMSA 1978, §§ 6-6-11 and 6-6-13 to 6-6-18.

(c) This MOU may be executed in multiple parts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

[*remainder of page intentionally left blank; signature page follows*]

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the date set forth above.

Reno Air Racing Association

See signatures pg 11

By: Frederick W. Telling
Title: Chairman and CEO

City of Roswell

See signatures pg 11

By: The Honorable Tim Jennings
Title: Mayor, City of Roswell

EXHIBIT A
EVENT PREMISES

[NTD: MAP CURRENTLY UNDER DEVELOPMENT, EXHIBIT TO BE ATTACHED AT A LATER DATE]

EXHIBIT B
RAMP STAGING AREA



Signature: Fred Telling
Fred Telling (Aug 9, 2024 11:12 EDT)

Email: fred.telling@gmail.com

Signature: Timoth Z. Jennings
Timoth Z. Jennings (Aug 9, 2024 15:39 MDT)

Email: mayortimjennings@roswell-nm.gov

Finance Committee 2.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending approval for ratification of PO 22502347 in the amount of $460,040.72 to CES for fencing for secure site for ARFF prop location at the Air Center. (Gonzalez)

- Funding Source Account 51004334-817504 Grant 22-G-2774

BACKGROUND:
Initiated by: Omar Gonzalez

The Roswell Fire Department is utilizing grant funds allocated for Aircraft Rescue and Firefighting (ARFF) training purposes. As part of this initiative, we are securing a site for a permanent ARFF prop location. To ensure the safety, security, and proper management of this training environment, we are purchasing temporary fencing and K-rail to establish a controlled perimeter around the training area. The fencing and K-rail will serve to: Clearly define the training zone; Restrict unauthorized access which is a requirement of the TSA and ensures only approved personnel are present; Maintain compliance with safety standards by creating a designated and restricted operational area; Protect both the equipment and participants during training evolutions. While this fencing and K-rail will be used initially for a mobile training prop, it will also serve a long-term purpose. The fencing can be used for multiple future projects, including the development of an ARFF training prop or other specialized training environments. This flexibility ensures continued value and maximizes the impact of the grant funding for several years.

FINANCIAL CONSIDERATION:
Funding Source account 51004334-817504 Grant 22-G-2774

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
Finance will be the first consideration of this item.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

PO22502347
CES PO

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502347

Delivery must be made within doors of specified destination.

BILL TO

CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

VENDOR

COOPERATIVE EDUCATIONAL SERVIC
10601 RESEARCH RD SE
ALBUQUERQUE, NM 87123

SHIP TO

AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-344-5470		12503202	Della Sanchez	d.andazola@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
04/21/2025	9521			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Fencing for secure site for ARFF The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Fencing for secure site for ARFF prop location at the Air Center GL Account: 51004334 - 817504 $460,040.72 ********** GL SUMMARY ********** 51004334 - 817504 $460,040.72	1.0	EACH	$460,040.72	$460,040.72

By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$460,040.72
PO Total	**$460,040.72**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar ($) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

PURCHASE ORDER

Your New Mexico Purchasing Cooperative
CES Since 1979

PURCHASE ORDER NO	2025-2924
DATE ISSUED	4/22/25
PAGE NO	Page 1 of 1

ISSUED BY:
Cooperative Educational Services
PO Box 81045
Albuquerque, NM 87198
Voice: (505) 344-5470
Fax: (505) 344-9343

VENDOR:
J & H Services, Inc.
6616 Gulton Ct NE, Ste 90
Albuquerque, NM 87109
Fax: 505-896-9429

SHIP TO:
City of Roswell
425 N Richardson
Roswell, NM 88201
Attn: Finance

BUYER ID Bertha	MEMBER PO 22502347	VENDOR CONTRACT NO. 2023-08-C3115-ALL

Item ID	Description			Extension
PROC	Fencing for secure site for ARFF - Air Center	1.00	460,041	$460,040.72
24ADMFEE	CES Administration Fee - Procurement	-1.00	5,680	-$5,679.52
			Total	$454,361.20

ATTENTION:
CES, as Buyer, is acting as a conduit through which title to construction, tangible personal property and services may be vested in Owner.
This purchase order is for a construction project that costs $60,000 or more. Because of this, a Wage Decision is required from the New Mexico Department of Workforce Solutions (NMDWS). If CES applied for the Wage Decision on your behalf, we will submit the Notification of Award to NMDWS, and will copy you. As the prime contractor, **you are required to submit the Subcontractor List and the Statement of Intent to Pay Prevailing Wages to NMDWS and copies to CES within 10 days** of receiving the copy of the Notification of Award from CES. This paperwork should be submitted to NMDWS prior to beginning work, or if you fail to comply, a penalty may be assessed. **NO PAYMENT WILL BE MADE without CES receiving the Subcontractor List and the Statement of Intent.** The Affidavit of Wages Paid (AWP) must be submitted to the NMDWS and a copy to CES at the completion of this project. **CES cannot release final payment for the work until we receive an approved copy of the AWP with the NMDWS signature.**
Work is not to begin until a Performance and Payment Bond is received by CES. The bond should be issued within five business days of this PO's date. The bond's owner must read the Owner's name, not CES' name. **NO PAYMENT WILL BE MADE without CES receiving the bonds.**
Additionally, if you have any subcontractor who does work that is $125,000 or more, they must provide a Performance and Payment bond to you with a copy provided to CES.
PAYMENT IS CONTINGENT UPON CES RECEIVING ALL REQUIRED PAPERWORK, INCLUDING BUT NOT LIMITED TO:

(1) Approved Application for Payment; (2) NMDWS forms - Subcontractor List, Intent to Pay Prevailing Wages and Affidavit of Wages Paid (at completion of work); (3) Bonds; (4) Signed 3 Party Agreement, if required by Owner; (5**) For roofing projects, CES must have a copy of the architectural drawings that shows the project name and the architect's stamp.**

Workforce Solutions require that NOA be in place PRIOR to start the project.

BEFORE WE CAN MAKE YOUR *FIRST* PAYMENT, WE MUST HAVE THE BELOW DOCUMENTS:

Payment and Performance Bonds – Bonds must be for the full Member PO amount.
Notification of Award – We need the start and end dates to submit the NOA.
Sub-Contractor List – This must be entered on WFS website after the NOA is accepted.
Statement of Intent – We need this to create the NOA.
Affidavit of Wages Paid - Needed for last payment.

.

Wage Decision
The Wage Decision Number For This Project Is: GU-25-1386-B

You can upload the documents to:

https://login.imagesilo.com/Home/Login

Entity ID: 10571
Username: CVENDOR
Password: CesCVendor

Authorized Signature: Bertha Ochoa

GL Account Number:
2300-56122-9024-0000

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502347

Delivery must be made within doors of specified destination.

BILL TO

CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

VENDOR

COOPERATIVE EDUCATIONAL SERVIC
10601 RESEARCH RD SE
ALBUQUERQUE, NM 87123

SHIP TO

AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-344-5470		12503202	Della Sanchez	d.andazola@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
04/21/2025	9521			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
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By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$460,040.72
PO Total	**$460,040.72**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

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REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

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Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

J & H Services, Inc.
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Estimate

Date	Estimate #
4/7/2025	2750

Name / Address
City of Roswell 425 N. Richardson Roswell, NM 88201

Expires	Project
4/30/2025	Roswell Airfield Fencing

Item	Description	Qty	Price	Total
	CES Contract Number: 2023-08-C3115-ALL			
1000 Construction...	Used Temp Fencing with stands and weights; 10,000 lf	10,000	18.00	180,000.00T
1000 Construction...	Set up and Take Down of Temp Fencing; 10,000 lf	10,000	17.00	170,000.00T
1000 Construction...	20-ft temporary concrete wall barrier; 25 ea	25	1,600.00	40,000.00T
1000 Construction...	Set up and Take Down of temporary concrete wall barrier; 25 ea	25	1,175.00	29,375.00T
1000 Construction...	Bond Fee; 1 ea	1	7,000.00	7,000.00T
Exclusions	Hazardous material removal, surveying, RSA requirements, layout, testing, dewatering, earthwork, rock excavation, site security, traffic control, silt fences & straw bails, rock entry/exit mats, work resulting from changed or unknown site conditions, and anything not included in this estimate. Also excluded are all permits and fees and as-built drawings. NOTE: Above is an estimate only; final payment to be based off field measurements. Temporary wall barrier will be delivered in 10-ft sections.		0.00%	0.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Subtotal	$426,375.00
Sales Tax (7.8958%)	$33,665.72
Total	$460,040.72

Phone #	Fax #	E-mail
5058969428	505-896-9429	holly@jhservicesinc.com

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 3.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending approval for electrical service work for Cielo Grande Soccer Field Lighting to J&G Electric, Inc. in the amount of $ 145,135.60 which includes GRT. (Burress)

- Funding Source Account - 26154246-817504

BACKGROUND:

Initiated by: James Burress

City of Roswell was awarded a grant in the amount of $240,000 to utilize for sports field lighting projects. In order to prepare electrical service for future lighting installation at Cielo Grande Soccer Fields, J&G Electric was contacted to provide a quote for installation of required electrical services. It is proposed to utilize existing J&G Electric CES contract CES 2023-20-C1117-ALL. Please see the attached quote.

FINANCIAL CONSIDERATION:

Funding is per Capital Appropriation Grant agreement number 24-I2878. The total award amount is $240,000.

LEGAL REVIEW:

Not Applicable for this agenda item.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 4/21/2025 voted (4-0) to recommend award of electrical service work for Cielo Grande Soccer Field Lighting to J&G Electric, Inc. in the amount of $ 145,135.60 which includes GRT to May 2025 Finance Committee with a recommendation to place on City Council consent agenda.

Attachments

ATT 1 - J&G Quote
ATT 2 - Grant Excerpt
ATT 3 - Proposed Lighting Layout

J & G Electric Co., Inc.
512 South Main St
Roswell, NM 88203
575-622-0146
sales@jandgelectricco.com
www.jandgelectricco.com

Estimate

Date	Estimate #
4/4/2025	37140

Bill To Address	Job Location
COR - Parks Department Jim Burress P O BOX 1838 ROSWELL, NM 88202-1838	COR - Parks Department Cielo Grande Sports complex service Roswell, NM 88201

License: 7408

Description	Total
Estimate Subtotal (Already includes any payments that may be listed below)	$134,514.60

Scope of work:
Install 400amp 480v service for future Musco lights on the soccer fields. Dig primary ditch for XCEL from closest primary junction enclosure to West of storage building on S. side of main soccer field. Pour concrete pad for XCEL transformer. Install 400amp CT enclosure, 400amp 480v 96 space panel, 45KVA transformer 480v to 120/208, and 100amp 120/208v panel.

Exclusions:
Repairs to existing code violations
XCEL fees
Fencing around service
CID plan review, Engineering fees
Buying or installing any Musco equipment
Repairs to unground utilities not located by 811 or owner
Repairs to landscaping
Easements

Qualifications:
Work to be done during normal business hours M-F 7-5
Quote is for service only
Waide Construction will pour concrete
Ag services will dig the primary ditch
CES 2023-20-C1117-ALL

**QUOTED PRICE DOES NOT MAKE ANY PROVISIONS FOR GOVERNMENT IMPOSED TARIFFS.*

**COR need to carry $40,000 for budgetary XCEL fees

IMPORTANT TERMS AND CONDITIONS

All material is guaranteed to be as specified. All work to be completed in a professional manner to standard practices and building code in effect at the time of the work. Any alternative or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays that are beyond our control. The Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. We may withdraw this proposal if not accepted within 30 days. This proposal does not include any building permits or processing fees. Terms: .

Management Approval:		Date: 4/4/2025

ACCEPTANCE OF PROPOSAL:
By signing this proposal the undersigned hereby accepts this proposal and the same is deemed a valid contract. The undersigned further agrees that the above prices, specifications, and conditions are satisfactory and are hereby accepted. The undersigned further authorizes J & G Electric Co., Inc. to do work as specified above. Payment is to be made as outlined above. If payment is not made by the undersigned as stated above, then the undersigned will be in default. The undersigned further agrees that in the event that the undersigned is deemed in default and this matter is placed with an attorney or collection agency for collection, the undersigned agrees to pay all collection costs, including reasonable attorney and other agency fees. In addition, the undersigned agrees to pay a 1 1/2 % service charge per month (or the maximum allowed by law) on any unpaid balances to be in default and/or turned over for collection.

Client Authorization:		Date:

J & G Electric Co., Inc.
512 South Main St
Roswell, NM 88203
575-622-0146
sales@jandgelectricco.com
www.jandgelectricco.com

Estimate

Date	Estimate #
4/4/2025	37140

Bill To Address	Job Location
COR - Parks Department Jim Burress P O BOX 1838 ROSWELL, NM 88202-1838	COR - Parks Department Cielo Grande Sports complex service Roswell, NM 88201

License: 7408

Description	Total

For payments made by credit card, we will charge a processing fee of 3% of the payment amount		Sales Tax: $10,621.00	Total: $145,135.60

IMPORTANT TERMS AND CONDITIONS

All material is guaranteed to be as specified. All work to be completed in a professional manner to standard practices and building code in effect at the time of the work. Any alternative or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays that are beyond our control. The Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. We may withdraw this proposal if not accepted within 30 days. This proposal does not include any building permits or processing fees. Terms: .

Management Approval: Joshua Amador		Date: 4/4/2025

ACCEPTANCE OF PROPOSAL:
By signing this proposal the undersigned hereby accepts this proposal and the same is deemed a valid contract. The undersigned further agrees that the above prices, specifications, and conditions are satisfactory and are hereby accepted. The undersigned further authorizes J & G Electric Co., Inc. to do work as specified above. Payment is to be made as outlined above. If payment is not made by the undersigned as stated above, then the undersigned will be in default. The undersigned further agrees that in the event that the undersigned is deemed in default and this matter is placed with an attorney or collection agency for collection, the undersigned agrees to pay all collection costs, including reasonable attorney and other agency fees. In addition, the undersigned agrees to pay a 1 1/2 % service charge per month (or the maximum allowed by law) on any unpaid balances to be in default and/or turned over for collection.

Client Authorization:		Date:

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
GENERAL FUND 93100 CAPITAL APPROPRIATION PROJECT

THIS AGREEMENT is made and entered into as of the date it is executed, by and between the Department of Finance and Administration, hereinafter called the "Department" or abbreviation such as "DFA/LGD", and **CITY OF ROSWELL**, hereinafter called the "Grantee". This Agreement shall be effective as of the date it is executed by the Department.

RECITALS

WHEREAS, in the **Laws of 2024, Chapter 66, Section 28, Paragraph 236**, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

WHEREAS, pursuant to Sections 9-6-5 and 9-6-5.1 NMSA 1978, the Secretary of the Department of Finance and Administration has the power and the authority to (i) maintain long-range estimates and plans for capital projects and develop standards for measuring the need for, and utility of, proposed projects; (ii) contract for, receive and utilize any grants or other financial assistance made available by the United States government or by any other source, public or private; (iii) provide planning and funding assistance to units of local government, council of government organizations, Indian tribal governments situated within New Mexico, and to nonprofit entities having for their purpose local, regional or community betterment; (iv) incident to any such programs, may enter into contracts and agreements with such units of local government, council of government organizations, Indian tribal governments, nonprofit entities and the federal government; and (v) delegate such authority to the Local Government Division as being necessary and appropriate to such delegation;

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

24-I2878 $240,000.00 APPROPRIATION REVERSION DATE: June 30, 2028

Laws of 2024, Chapter 66, Section 28, Paragraph 236, Two Hundred Forty Thousand ($240,000.00), from the General Fund 93100 to plan, replace, purchase and install lighting improvements for athletic fields and parking lots in Roswell in Chaves county;

The Grantee's total reimbursements shall not exceed Two Hundred Forty Thousand $240,000.00 (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")[1], if applicable, Zero $0.00, which equals Two Hundred Forty Thousand $240,000.00 (the "Adjusted Appropriation Amount").

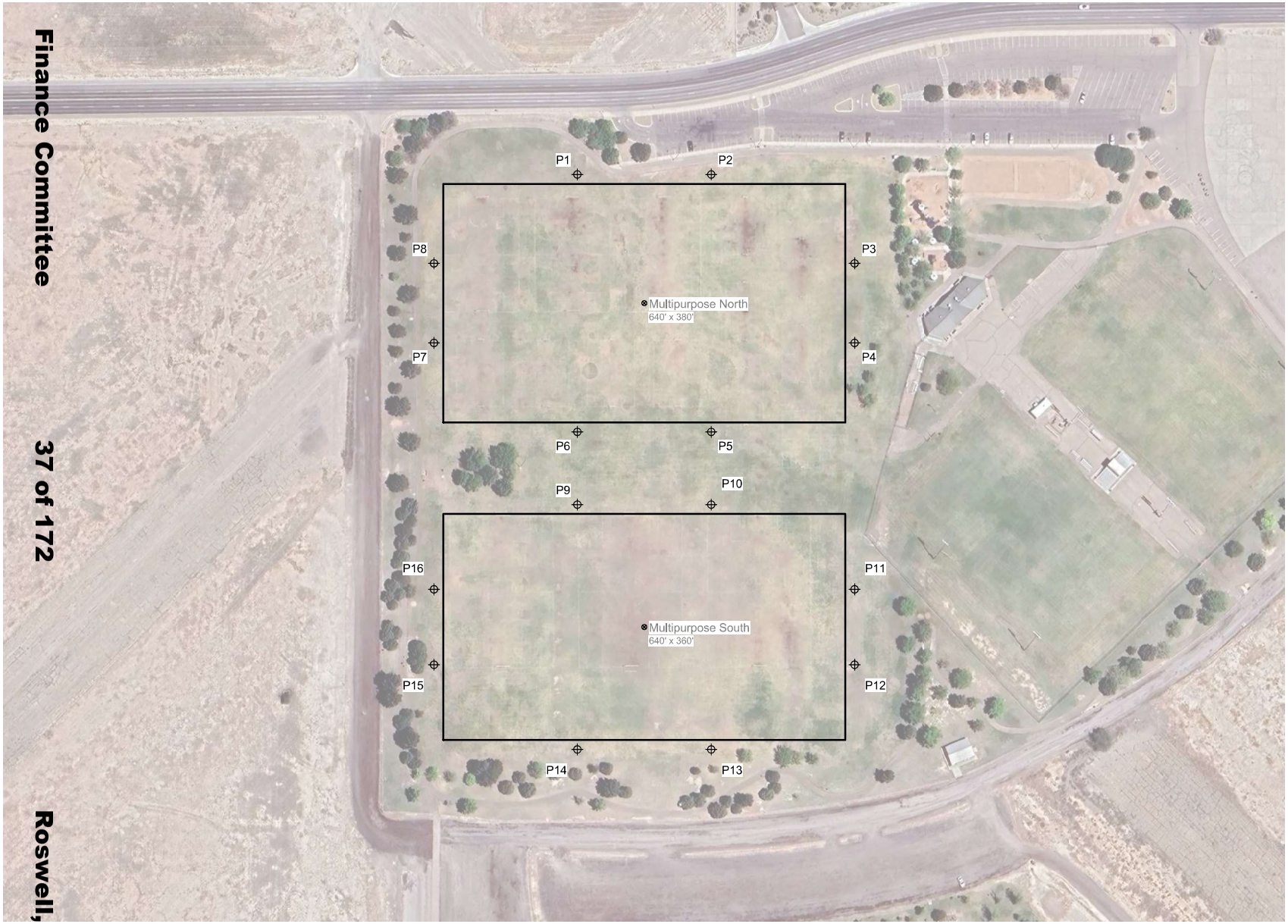
In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I(A), the language of the laws cited herein shall control.

This project is referred to throughout the remainder of this Agreement as the "Project"; the information contained in Article I(A) is referred to collectively throughout the remainder of this Agreement as the "Project Description." [Optional Language if special conditions apply. Attachment A sets forth additional or more stringent requirements and conditions, which are incorporated by this reference as if set forth fully herein. If Optional Attachment A imposes more stringent requirements than any requirement set forth in this Agreement, the more stringent requirements of Attachment A shall prevail, in the event of irreconcilable conflict.] The Grantee shall reference the Project's number in all correspondence with and submissions to the Department concerning the Project, including, but not limited to, Requests for Payment and reports.

Finance Committee

37 of 172

Roswell, NM



Cielo Grande Soccer Complex

Roswell, NM

Equipment Layout

INCLUDES:
· Multipurpose North
· Multipurpose South

Electrical System Requirements: Refer to Amperage Draw Chart and/or the **"Musco Control System Summary"** for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

Equipment List For Areas Shown

	Pole			Luminaires		
QTY	LOCATION	SIZE	GRADE ELEVATION	ABOVE GRADE LEVEL	LUMINAIRE TYPE	QTY/POLE
12	P1-P10 P13-P14	80'	-	80'	TLC-LED-1500	6
4	P11-P12 P15-P16	80'	-	80'	TLC-LED-1500	5
16	Totals					92

Single Luminaire Amperage Draw Chart

Driver Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-1500	8.4	7.9	7.3	6.3	5.0	4.6	3.6

SCALE IN FEET 1 : 150

0 150' 300'

ENGINEERED DESIGN By: Nicholas Worthington • File #137244A • 06-Mar-24

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊠

We Make It Happen.

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EQUIPMENT LAYOUT

Finance Committee 4.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommendation of approval of Award Recommendation for RFP 24-011 (2ND Posting) South Park Cemetery Columbarium Plaza to Waide Construction, Inc. in the amount of $970,104.09, which includes GRT. This project will utilize two funding sources: ARPA funds and the Well House Project Grant. (Burress)

- Funding Source Account 26024411-817504

BACKGROUND:
Initiated by: James Burress

This project was solicited through a Request for Proposals (RFP). The first solicitation resulted in no proposals received. The second time, only one proposal was submitted and it exceeded the available budget. Under the New Mexico Procurement Code, the RFP process allows for negotiation with offerors. In accordance with NMSA 1978, §13-1-115, negotiation was conducted with Waide Construction, Inc., the sole proposer. As a result, the proposed cost was reduced from $1,084,703 to $970,104.09.

FINANCIAL CONSIDERATION:
$840,629.13 will be funded through ARPA funds.
$129,474.96 will be funded through the Well House Project Grant.

Total contract amount: $970,104.09

LEGAL REVIEW:
Contract to be reviewed by Legal Department upon award

BOARD AND COMMITTEE ACTION:
Infrastructure Committee on April 21, 2025 voted (4-0) to recommend this item to the May 2025 Finance Committee.

STAFF RECOMMENDATION:
Consider approval of Award Recommendation for RFP 24-011 (2ND Posting) South Park Cemetery Columbarium Plaza to Waide Construction, Inc. in the amount of $ 970,104.09 which includes GRT. This project will utilize two funding sources: ARPA funds and the Well House Project Grant.

Attachments

ATT 1 - Recommendation of award

ROSWELL
New Mexico

City of Roswell

Award Recommendation Report

To: Mayor and Council

From: Jim Burress, Director of Special Services, Project Manager

Date: April 16, 2025

Subject: Award Recommendation for RFP-24-011 (2nd Posting)
South Park Cemetery Columbarium Plaza

The City of Roswell posted RFP-24-011 (2nd Posting), South Park Cemetery Columbarium Plaza, following a first solicitation that resulted in no proposals received. In response to the second posting, one proposal was received from Waide Construction Co., Inc., located in Roswell, New Mexico.

In accordance with NMSA 1978, §13-1-115, negotiations were conducted with the sole responsive proposer. The Evaluation Committee completed its review and recommends qualifying and awarding the contract to Waide Construction Co., Inc. The Purchasing Office concurs with the recommendation from the Project Manager.

The Offerors are listed below:

- Waide Construction Co., Inc – Roswell, New Mexico

Offerors were evaluated based on the following criteria:

- Company Experience
- Company Past Performance/References
- Proposed Key Personnel Experience
- Project Plan
- Cost

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

Sincerely,

Jim Burress,
Director of Special Services,
Project Manager

seeroswell.com

Finance Committee 5.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Recommend award of Inclusive Park Phase 3 Project to Abraham's Construction Inc. in the amount of $342,172.76, which includes GRT. (Najar)

- Funding Source Account 2615241-817504

BACKGROUND:

Initiated by: Louis Najar

Bids received on April 8, 2025 for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows: (Amounts include Tax of 7.8958%).

1. Abraham's Construction Inc. $369,170.87

Please note that current funding is only $342,172.76.

The City of Roswell has funding from two Legislative appropriations dedicated to the Inclusive Park. Appropriation 22-G2779 has a remaining balance of $142,172.76. Appropriation 23-H2391 has full funding in the amount of $200,000.00. The total amount available is $342,172.76. Upon completion of the review, Abraham's Construction Inc. is the qualified low bidder. I hereby recommend the award of this project to Abraham's Construction in the amount of $342,172.76. Abraham's Construction is willing to accept the award of the project at this amount.

FINANCIAL CONSIDERATION:

Funding is per Capital Appropriation Grant agreement number 22-G2779 and 23-H2391. The total remaining available balance of these grants is $342,172.76.

LEGAL REVIEW:

Not Applicable for this agenda item.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 4/21/2025 voted (4-0) to recommend award of Inclusive Park Phase 3 Project to Abraham's Construction Inc. in the amount of $342,172.76 which includes GRT to May 2025 Finance Committee.

Attachments

ATT 1 - Recommendation of award and bid tabulation

ROSWELL
Engineering

To: Arely Peek
Purchasing

April 11, 2025

Re: Recommendation of Award
Inclusive Park Phase 3
Bid No. ITB-25-008

Bids received on April 8, 2025 for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows: (Amounts include Tax of 7.8958%).

1. Abraham's Construction Inc. $369,170.87

Please note that current funding is only $342,172.76. The City of Roswell has funding from two Legislative appropriations dedicated to the Inclusive Park available. Appropriation 22-G2779 has a remaining balance of $142,172.76. Appropriation 23-H2391 has full funding in the amount of $200,000.00. Total amount available is $342,172.76.

Upon completion of review, Abraham's Construction Inc. is the qualified low bid. I hereby recommend award of this project to Abraham's Construction in the amount of $342,172.76. Abraham's Construction is willing to accept award of project at this amount.

If you have any questions, please contact me.

Sincerely,

Louis Najar, P.E.
City Engineer

xc: Chad Cole
Toni Gomez
James MacCornack

Inclusive Park - Phase 3 BID TABULATIONS

April 8, 2025

Bid Opening: Tuesday, April 8, 2025

2:00 PM

Item No.	Item Description	Unit	Estimated Quantity	City of Roswell ENGINEERS ESTIMATE		ABRAHAM's CONSTRUCTION Inc.	
				Estimated Unit Cost	Estimated Total Cost	Unit Cost	Total Cost
203000	Unclassified Excavation	Cu. Yd.	116	$ 50.00	$ 5,800.00	$ 50.00	$ 5,800.00
207000	Grading & Subgrade Preparation	Sq. Yd.	1375	$ 10.00	$ 13,750.00	$ 10.00	$ 13,750.00
303000	Borrow Material (1-1/2" Clean Top Soil)	Cu. Yd.	75	$ 5.00	$ 375.00	$ 100.00	$ 7,500.00
608004	4" Concrete Sidewalk	Sq. Yd.	469	$ 80.00	$ 37,520.00	$ 95.00	$ 44,555.00
621000	Mobilization	Lump Sum	1	$ 30,000.00	$ 30,000.00	$ 35,000.00	$ 35,000.00
663871	Irrigation System (Complete)	Lump Sum	1	$ 50,000.00	$ 50,000.00	$ 35,000.00	$ 35,000.00
663880	Fescue Grass Sodding (12,361 sf)	Lump Sum	1	$ 2,000.00	$ 2,000.00	$ 35,000.00	$ 35,000.00
667231	Lancebark Elm Tree	Each	4	$ 700.00	$ 2,800.00	$ 2,500.00	$ 10,000.00
667232	Live Oak Tree	Each	4	$ 700.00	$ 2,800.00	$ 2,500.00	$ 10,000.00
667233	Chinese Pistache Tree	Each	2	$ 700.00	$ 1,400.00	$ 2,500.00	$ 5,000.00
667235	Desert Willow Tree	Each	1	$ 700.00	$ 700.00	$ 2,500.00	$ 2,500.00
668100	Park Bench	Each	4	$ 2,000.00	$ 8,000.00	$ 2,000.00	$ 8,000.00
668200	Picnic Table	Each	1	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
668300	Trash Receptacle	Each	5	$ 1,500.00	$ 7,500.00	$ 1,500.00	$ 7,500.00
668301	10' x 10' Metal/Steel Covered Shelter	Each	4	$ 20,000.00	$ 80,000.00	$ 22,000.00	$ 88,000.00
668302	12' x 18' Metal/ Steel Covered Shelter	Each	1	$ 20,000.00	$ 20,000.00	$ 25,000.00	$ 25,000.00
716605	1" Rigid Electrical Conduit	Lin. Ft.	255	$ 10.00	$ 2,550.00	$ 10.00	$ 2,550.00
801000	Construction Staking By The Contractor	Lump Sum	1	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
				Sub Total =	**$ 272,195.00**		**$ 342,155.00**
				GRT 7.8958 % =	**$ 21,491.97**		**$ 27,015.87**
				Estimated Total =	**$ 293,686.97**		**$ 369,170.87**

I Certify that all Tabulations & Calculations are correct

Louis Najar, I

4-8-2025

Date:

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 6.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order number 22502190 to Cotton Commercial Inc in the amount of $294,742.06 as floodwaters caused significant damage to the Adult Center, requiring emergency protective measures to muck out, demo, and dry out damaged building components. (Rogers)

- Funding Source -- Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of PO # 22502190 to Cotton Commercial Inc. for emergency protective measures to muck out, demo, and dry out damaged building components at the Adult Center. Emergency services for Cotton were procured through Omnia contract R191605. The purchase order was funded with insurance proceeds and is reimbursable as a FEMA Category B project. These emergency services were necessary to stabilize the Adult Center from damaging floodwaters.

FINANCIAL CONSIDERATION:
PO is to be funded with insurance proceeds and is reimbursable through FEMA.

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

Purchase Order
Invoice

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

BILL TO
CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502190

Delivery must be made within doors of specified destination.

VENDOR
COTTON COMMERCIAL USA, INC
5443 KATY HOCKLEY CUTOFF ROAD
KATY, TX 77493

SHIP TO
FINANC
425 N RICHARDSON AVE
ROSWELL, NM 88201
Email: ap@roswell-nm.gov
Phone: 5756246700
Fax: 5756246915

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
		12502884	Lee Rogers	l.rogers@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
03/31/2025	15114			Recreation

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Emergency Flood Mitigation for Adult Center The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Remove all collected debris, silt, mud, rocks limbs from interior of facility deposited from flood event. Muck out will only include interior of facility. GL Account: 26154243 - 614002 $294,742.06 ********** GL SUMMARY ********** 26154243 - 614002 $294,742.06	1.0	EACH	$294,742.06	$294,742.06

By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$294,742.06
PO Total	**$294,742.06**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar ($) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

Cotton Commercial USA, INC.

GLOBAL DISASTER SOLUTIONS

Bill To:
City of Roswell, NM
425 N Richardson Ave
Roswell, NM 88201
US - UNITED STATES

Job Location:
Roswell Adult Center
807 N Missouri Ave
Roswell, NM 88201
US - UNITED STATES

Date: 04/03/2025
Invoice #: CD1019881
Terms: Net 15 Days

Customer #: 80968
Order #: C36041
Project ID #: 66014

OK to Pay

Re: **Water Mitigation - NM Flooding - Roswell Adult Center**

LABOR	$	172,170.09
REIMBURSABLES	$	13,867.21
EQUIPMENT	$	76,359.00
CONSUMABLES	$	12,238.80
VENDORS	$	20,106.96
SUB TOTAL	**$**	**294,742.06**
TAX	**$**	**0.00**
INVOICED AMOUNT	**$**	**294,742.06**

THE ABOVE CHARGES ARE CONSISTENT WITH THE SERVICES PERFORMED BY COTTON COMMERCIAL USA, INC. IN ACCORDANCE WITH THE SCOPE OF THE PROJECT

Any queries regarding this invoice should be sent to us within fifteen days of receipt of this invoice otherwise we will expect prompt payment under our Invoicing and Payment Terms. All expenses received after final billing will be invoiced at a later date.

Cotton offers the convenience of payment of your invoice with a credit card. Should you choose to use that method, a surcharge not greater than the cost of our third-party processing fee, will be displayed and added to your invoice at the time of payment. Please note that Cotton does not keep any portion of that processing fee.

As part of our ongoing commitment to ensure the security of your information, please note the following:

- If we receive a request from you to change your payment information, we will contact you via phone and speak to you in person before authorizing the change.
- If you wish to change your payment information or receive correspondence regarding changes that you did not initiate, please call (877) 511-2962 immediately and request to speak with a member of our finance team.

For questions concerning your account, Please contact:

Accounts Receivable at 877-511-2962

Please remit payment by check to:
Cotton Commercial USA Deposit Collections
PO BOX 676549
Dallas TX 75267-6549
For overnight check delivery mail to:
5443 Katy Hockley Cut Off Rd
Katy TX 77493

Please remit payment by Wire/ACH to:
PNC Bank
Account Name: Cotton Commercial USA Inc.
Account Number: 4949697893
ABA for ACH: 071921891
ABA for Wires: 043000096
Swift Code: PNCCUS33
TAX ID: 20-2702810

Please include the invoice number on your remittance

Finance Committee 7.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Requesting ratification of Purchase Order Number 22502168 to Cotton Commercial Inc in the amount of $258,476.31 as floodwaters caused significant damage to the Police Department, requiring emergency protective measures to muck out, demo, and dry out damaged building components. (Rogers)

- Funding Source -- Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

BACKGROUND:

Initiated by: Mac Rogers

This request is for ratification of the PO # 22502168 to Cotton Commercial for emergency protective measures to muck out, demo, and dry out damaged building components at the Police Department. Emergency services for Cotton were procured through Omnia contract R191605. The purchase order was funded with insurance proceeds and is reimbursable through a FEMA Category B project. These emergency services were necessary to stabilize the Police Department.

FINANCIAL CONSIDERATION:

PO is to be funded with insurance proceeds and is reimbursable through FEMA.

LEGAL REVIEW:

Not applicable to this agenda item.

BOARD AND COMMITTEE ACTION:

This is the first council consideration of this item.

STAFF RECOMMENDATION:

Staff recommends approval.

Attachments

Purchase Order
Invoice

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502168

Delivery must be made within doors of specified destination.

BILL TO

CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

VENDOR

COTTON COMMERCIAL USA, INC
5443 KATY HOCKLEY CUTOFF ROAD
KATY, TX 77493

SHIP TO

FINANC
425 N RICHARDSON AVE
ROSWELL, NM 88201
Email: ap@roswell-nm.gov
Phone: 5756246700
Fax: 5756246915

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
		12502896	Lee Rogers	l.rogers@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
03/27/2025	15114			City Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Emergency Flood Mitigation for Police Department The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Remove all collected debris, silt, mud, rocks, limbs, debris, etc. from interior of facility deposited from event. Muck out will only include the interior areas of facility. GL Account: 11014111 - 614002 $258,476.31 ********** GL SUMMARY ********** 11014111 - 614002 $258,476.31	1.0	EACH	$258,476.31	$258,476.31

By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$258,476.31
PO Total	**$258,476.31**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar ($) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

Cotton Commercial USA, INC.

GLOBAL DISASTER SOLUTIONS

Bill To:
City of Roswell, NM
425 N Richardson Ave
Roswell, NM 88201
US - UNITED STATES

Date: 04/03/2025
Invoice #: CD1020029
Terms: Net 15 Days

Job Location:
Roswell Police Dept
128 W 2nd St
Roswell, NM 88201
US - UNITED STATES

Customer #: 80968
Order #: C36057
Project ID #: 66017 :

OK to Pay

Re: **Water Mitigation - New Mexico Flood - Police Dept**

LABOR	$	177,032.67
REIMBURSABLES	$	10,000.28
EQUIPMENT	$	40,000.50
CONSUMABLES	$	19,562.86
VENDORS	$	11,880.00
SUB TOTAL	**$**	**258,476.31**
TAX	**$**	**0.00**
INVOICED AMOUNT	**$**	**258,476.31**

THE ABOVE CHARGES ARE CONSISTENT WITH THE SERVICES PERFORMED BY COTTON COMMERCIAL USA, INC. IN ACCORDANCE WITH THE SCOPE OF THE PROJECT

Any queries regarding this invoice should be sent to us within fifteen days of receipt of this invoice otherwise we will expect prompt payment under our Invoicing and Payment Terms. All expenses received after final billing will be invoiced at a later date.

Cotton offers the convenience of payment of your invoice with a credit card. Should you choose to use that method, a surcharge not greater than the cost of our third-party processing fee, will be displayed and added to your invoice at the time of payment. Please note that Cotton does not keep any portion of that processing fee.

As part of our ongoing commitment to ensure the security of your information, please note the following:

- If we receive a request from you to change your payment information, we will contact you via phone and speak to you in person before authorizing the change.
- If you wish to change your payment information or receive correspondence regarding changes that you did not initiate, please call (877) 511-2962 immediately and request to speak with a member of our finance team.

For questions concerning your account, Please contact:

Accounts Receivable at 877-511-2962

Please remit payment by check to:
Cotton Commercial USA Deposit Collections
PO BOX 676549
Dallas TX 75267-6549
For overnight check delivery mail to:
5443 Katy Hockley Cut Off Rd
Katy TX 77493

Please remit payment by Wire/ACH to:
PNC Bank
Account Name: Cotton Commercial USA Inc.
Account Number: 4949697893
ABA for ACH: 071921891
ABA for Wires: 043000096
Swift Code: PNCCUS33
TAX ID: 20-2702810

Please include the invoice number on your remittance

Finance Committee 8.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order Number 22502183 to Mooring Recovery Services in the amount of $216,020.60 as floodwaters caused damage to the Terminal, requiring emergency protective measures to muck out, demo, and dry out damaged building components. (Rogers)

- Funding Source - Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

BACKGROUND:
Initiated by: Mac Rogers
This request is for ratification of PO #22502183 to Mooring Recovery Services for emergency protective measures to muck out, demo, and dry out damaged building components at the Terminal Building. Emergency services for Mooring were procured through TIPS contract #22050101. The purchase order was funded with insurance proceeds and is reimbursable through a FEMA Category B project. These emergency services were necessary to stabilize the Terminal.

FINANCIAL CONSIDERATION:
PO is to be funded with insurance proceeds and is reimbursable through FEMA.

LEGAL REVIEW:
Not applicable to this agenda item.

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item.

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Purchase Order
Invoice

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502183

Delivery must be made within doors of specified destination.

BILL TO

CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

VENDOR

MOORING RECOVERY SERVICES, INC
MOORING USA
2110 113TH STREET
GRAND PRAIRIE, TX 75050

SHIP TO

AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: j.brady@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
888-293-9953		12503000	Lee Rogers	l.rogers@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
03/31/2025	15093			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Emergency Flood Mitigation for Terminal The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Emergency Water mitigation, asbestos testing, mold remediation, Dry Wall and Carpet Removal and other mitigation as needed. GL Account: 51004331 - 614002 $216,020.66 ********** GL SUMMARY ********** 51004331 - 614002 $216,020.66	1.0	EACH	$216,020.66	$216,020.66

By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$216,020.66
PO Total	**$216,020.66**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar ($) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

MOORING
CONSTRUCTION + RESTORATION

INVOICE

2110 113th Street
Grand Prairie, TX 75050
(888) 293-9953

Bill To:
City of Roswell
PO Box 1838
Roswell, NM 88202

Invoice Number:	81347
Invoice Date:	04/15/2025
Job Number:	241138
PO/Claim Number:	N/A
Terms:	**Net 30**
Sales Rep:	Rodney Cavness / Timothy Scott

TIPS Contract #22050101
Disaster Restorations & Emergency Recovery Services

Description: Mitigation Services		**Amount**
Labor	$	110,730.50
Equipment	$	35,903.00
Materials	$	11,818.00
Reimbursable: Travel / Lodging & Per Diem	$	17,088.49
Reimbursable: EQ Rental / Sub K / Fuel / Other	$	24,672.31
Off-Site Mobilization	$	-

Job Reference:

City of Roswell Air Center NM MIT
1 Jerry Smith Circle
Roswell, NM 88203

DIRECT ALL INQUIRIES TO:
Accounts Receivable
(888) 293-9953
Email: ar@mooringusa.com

MAKE ALL CHECKS PAYABLE TO:
Mooring USA
2110 113th Street
Grand Prairie, TX 75050

EIN: 26-1642770 **TACLA28551E**

Subtotal	$	200,212.30
Tax	$	14,875.23
Less TIPS Discount	$	(20,021.23)
Amount Due	**$**	**195,066.30**

*** To the best of our ability , this invoice includes all charges for work performed during this natural disaster. There is a possibility that some vendor invoices may not have been received by Mooring, so were not included in your invoice(s). If any are discovered, Mooring reserves the right to notify you in a timely manner and bill for the additional cost, including our normal markup, overhead and profit.**

OK To Pay

Finance Committee 9.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order Number 22502189 to Mooring Recovery Services in the amount of $391,744.88 as flood waters caused significant damage to the Air Center requiring emergency protective measures to muck out, demo, dry out damaged building components. (Rogers)

- Funding Source - Purchase Order was funded with insurance proceeds and is FEMA Reimbursable.

BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of po # 22502189 to Mooring Recovery Services for emergency protective measures to muck out, demo, and dry out damaged building components at the Air Center. Emergency services for Mooring were procured through Tips contract# 22050101. The purchase order was funded with insurance proceeds and is reimbursable through a FEMA Category B project. These emergency services were necessary to stabilize Air Center buildings.

FINANCIAL CONSIDERATION:
PO is to be funded with insurance proceeds and is reimbursable through FEMA.

LEGAL REVIEW:
Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item.

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Purchase Order
Invoice

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502189

Delivery must be made within doors of specified destination.

BILL TO

CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

VENDOR

MOORING RECOVERY SERVICES, INC
MOORING USA
2110 113TH STREET
GRAND PRAIRIE, TX 75050

SHIP TO

FINANC
425 N RICHARDSON AVE
ROSWELL, NM 88201
Email: ap@roswell-nm.gov
Phone: 5756246700
Fax: 5756246915

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
888-293-9953		12502969	Lee Rogers	l.rogers@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
03/31/2025	15093			Air Center Operations

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Emergency Flood Mitigation for Air Center The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Emergency Water Mitigation, asbestos testing, mold remediation, dry wall removal, carpet removal and other mitigation as needed. Non Terminal buildings. GL Account: 51004332 - 614002 $391,744.88 ********** GL SUMMARY ********** 51004332 - 614002 $391,744.88	1.0	EACH	$391,744.88	$391,744.88

By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$391,744.88
PO Total	**$391,744.88**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar ($) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing ***(IF APPLICABLE)*** and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

MOORING

INVOICE

2110 113th St.
Grand Prairie, TX 75050
888-293-9953

BILL TO:
City of Roswell
PO Box 1838
Roswell, NM 88202

Invoice Number	821397-AC
Invoice Date	April 15, 2025
Job Number	Multi
TERMS	**NET 30**
SALES REP	Rodney Cavness
	Tim Scott

TIPS Contract #: 22050101
Disaster Restorations & Emergency Recovery Services

DESCRIPTION	AMOUNT
Labor	$ 218,368.25
Equipment	$ 54,747.50
Materials	$ 26,033.00
Reimbursable: Travel / Lodging & Per Diem	$ 30,249.95
Reimbursable: EQ Rental / Sub K / Fuel / Other	$ 33,678.33
Reference:	
City of Roswell Airport Bldg 91 NM DEMO	
City of Roswell Airport Bldg 733 NM DEMO	
City of Roswell Airport Bldg 732 NM DEMO	
City of Roswell Airport Bldg 734 NM CLN	
City of Roswell Airport Bldg 1000 NM DEMO	
City of Roswell Airport Bldg 42 NM DEMO	
City of Roswell Airport Bldg 1534 NM DEMO	
City of Roswell Airport Bldg 1533 NM DEMO	
City of Roswell Airport Bldg Genair NM DEMO	
City of Roswell Airport Bldg 1532 NM DEMO	
City of Roswell Airport Hangar Bldg 84 NM TESTING	

Due Upon Receipt!	Subtotal	$ 363,077.03
	Non Material Tax	$ 26,612.33
	Less TIPS Discount	$ (36,307.71)
		$ 353,381.65
		PAY THIS AMOUNT

DIRECT ALL INQUIRIES TO:
Accounts Receivable
888-293-9953
email: AR@mooringusa.com

MAKE ALL CHECKS PAYABLE TO:
Mooring USA
2110 113th St.
Grand Prairie, TX 75050

EIN: 26-1642770 **TACLA: 28551E**

Ok To Pay

THANK YOU FOR YOUR BUSINESS!

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 10.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting approval of the Letter of Engagement and promissory note for DRS, Disaster Recovery Services, for phase II insurance and FEMA claims recovery consulting. (Rogers)

BACKGROUND:
Initiated by: Mac Rogers

This item is requesting approval of the Letter of Engagement and promissory note for DRS, Disaster Recovery Services, for phase II insurance and FEMA claims recovery consulting. These Services will be procured through HGAC Contract #HP08-21. The first phase of the DRS services was provided through a grant from SENMEDD. Per the attached promissory note, Synergy Disaster Solutions will provide the funding for DRS's services, and the City will reimburse Synergy upon receipt of FEMA Category Z administrative funding proceeds available from FEMA. DRS has an in depth understanding of the City's damages sustained from our recent flooding and has played a critical role in helping the City understand our insurance coverage options and FEMA's public assistance program.

FINANCIAL CONSIDERATION:
Funding provided through FEMA Category Z reimbursement.

LEGAL REVIEW:
Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item.

STAFF RECOMMENDATION:
Staff recommends approval of agreement.

Attachments

LOE Proposal
Promissory Note

March 6, 2025

LETTER OF ENGAGEMENT FOR PROFESSIONAL SERVICES

RE: City of Roswell, NM
Insurance and FEMA Claims Recovery Consulting Services
Loss event of New Mexico Severe Storm and Flooding: DR-4843
Declaration Date: November 1, 2024
Incident Period: October 19-20, 2024

Disaster Recovery Services, a division of Specialty Program Group LLC (DRS) is pleased to present this Letter of Engagement (LOE) to the City of Roswell, New Mexico (CIENT) for insurance and FEMA claims recovery consulting services resulting from the October 2024 severe storm and flooding event that resulted in a major declaration under FEMA, DR-4843). This LOE will address the Phase II services to be performed by DRS on behalf of CLIENT and acknowledges that the Phase I services were concluded under a separate letter of engagement through the Southeastern New Mexico Economic Development District (SNMEDD).

Scope of Work

DRS proposes the following general claims management approach and scope of work, with the understanding that the lifecycle of FEMA and commercial insurance claims typically evolves in multiple phases:

Phase II (6 months) – Insurance and FEMA Claims Consulting

- Continue to coordinate, develop and finalize the FEMA Damage Inventory Listing that is under a time extension and is currently due on or about April 10, 2025.
- Conduct individual department meetings with key stakeholders and recovery team members to:
  - Finalize each department's damage inventory listing
  - Identify projects that are over 75% complete
  - Identify projects that are between 0% and 75% complete

- Prepare long-term recovery plan for remaining FEMA projects including logical grouping plan for small project certifications.
- Prepare Damage, Description and Dimensions for all locations where work has not been completed (as directed by CLIENT) including, but not limited to, locations that may or may not be substantially damaged and/or exceed FEMA's 50% rule to support project worksheet version zero (0) and subsequent versions.
- Prepare RS Means pricing for all locations where work has not been completed (as directed by CLIENT) including, but not limited to, locations that may or may not be substantially damaged and/or exceed FEMA's 50% rule to support project worksheet version zero (0) and subsequent versions.
- Conduct site inspections with FEMA and DHSEM/NM for locations where work is not yet completed.
- Draft and submit debris removal projects (Category A) – simplified procedure applications (SPAs) for activities performed by CLIENT and its respective departments, as required.
    - Assist in documenting the immediate threat
    - Confirm proper debris monitoring activities are in place
    - Quantify debris measurement units in cubic yards or tons
    - Confirm proper permitting for temporary reduction sites
    - Develop a system for tracking and reporting load tickets
    - Discuss strategy for right-of-way private debris options
    - Discuss strategy for broken limb, tree removal and stump removal plans
    - Tell the "cradle to grave" story, including final disposition associated with all debris activities
    - If waterway debris is involved, establish specific plans to address debris removal actions in accordance with state laws and federal rules and regulations
- Draft and submit emergency work projects (Category B) – simplified procedure applications (SPAs) for activities performed by CLIENT and its respective departments, as required.
    - Assist in documenting the immediate threat
    - Capture eligible Category B costs and build justification support linking back to FEMA policy
    - Explore fine art restoration eligibility with FEMA
- Draft and submit permanent work projects (Categories C, D, E, F, and G) for damage sustained by CLIENT and its respective departments, as required. Prepare projects in FEMA's Grants Portal for completed projects in order to secure obligation and funding. This will include prioritizing small, completed (100%) projects.

- Maintain a Master Tracker of documents submitted by CLIENT and its departments.
- Review CLEINT record keeping procedures and provide suggestions on how to capture loss-related expenditures separately and apart from normal operating expenses.
- Review and recommend cost tracking protocols and procedures to improve claim data documentation for third party vendors, force account labor, materials, and equipment.
- Review CLIENT insurance policies (both Property and Fine Arts) to determine insured versus uninsured exposures and develop an initial roadmap on where to focus insurance adjustment team and/or FEMA.
- Review CLIENT procurement policy and provide suggestions on how to prepare for immediate / emergency procurement in order to comply with long term Federal Code 2CFR procurement requirements. This will include an immediate assessment of all emergency contracts that have been executed since October 19, 2024.
    - Conduct a comparison of Federal, State, and Local procurement policies to determine application of the most restrictive rules.
    - Review of CLIENT's current procurement processes including the use of cooperative purchasing, interlocal government agreements (ILA), and memoranda of understanding (MOU).
    - Create FEMA procurement packages for emergency post event contracts.
    - Review current process for conducting independent cost estimates and cost/price analyses required for all federal purchases over the Simplified Acquisition Threshold.
    - Recommendations for the inclusion of MBE/WBE firms in compliance with the award of federal contracts over the micro-purchase threshold.
- Review CLIENT personnel pay policy and fringe benefit calculations to establish eligibility criteria to claim labor incurred in response to the flood event.
- Monitor progress with property and fine arts insurance carriers and ensure proper tracking of all funding sources to avoid duplication of benefits.
- Participate in meetings with FEMA (including task force meetings) and insurance representatives.
- Manage and coordinate projects in FEMA's Grants Portal.
- Review and respond to FEMA Request for Information (RFIs) and/or any determination memos that may require appeal responses (first or second appeals).
- Support recovery needs of CLIENT, as directed.

Please note that this LOE does not provide legal advice or interpretation of commercial insurance coverages.

It is understood and agreed that DRS's services may include advice and recommendations; however, all decisions in connection with the implementation of such advice and recommendations are the sole responsibility of and made by CLIENT. Any analysis, correspondence, or documents prepared by DRS are to be used only for the purposes of this Agreement and may not be published or used for any other purpose without DRS's written consent.

Project Timing

DRS will provide timely presentation of claims submissions utilizing all claim and financial information as soon as it becomes available. Project timing is contingent upon a number of factors, including:

- The time it takes to stabilize after the flood event;
- The time required to repair, restore, and replace damaged property;
- The period over which CLIENT must incur temporary, emergency, or extra expenses;
- The period of interruption sustained due to the loss event;
- Insurance carrier's claim (property and fine art) review and response time;
- FEMA project formulation, review, and response time;
- CLIENT's accounting closing cycle and production of documents required to document the loss.

Confidentiality

DRS anticipates that CLIENT will disclose certain technical, financial, strategic, and other proprietary and confidential information relating to its business operations and properties ("Confidential Information") to DRS for the purposes of this Agreement. DRS agrees to keep this information confidential and neither DRS nor any of its employees or agents directly or indirectly shall use any Confidential Information furnished by or on behalf of CLIENT for any purpose except in furtherance of services to be rendered by DRS pursuant to this Agreement.

Pricing and Payment

DRS suggests completion of this project in the phases below with not-to-exceed amounts listed for each phase.

Phase II (6 Months) –	Not to Exceed Budget $750,000
Phase II (post 6 Months) –	Budget beyond 6 months from the date of this LOE is TBD.

DISASTER
RECOVERY
SERVICES

The actual fees charged to CLIENT will be based solely upon the hours of service provided, at the rates described below. This LOE and any subsequent contract amendments are not reliant or contingent upon any third-party funding source.

DRS will be entitled to receive payment from CLIENT for services performed by DRS in accordance with HGAC-Contract #HP08-21 per the rates shown below.

Senior Managing Consultant	$250	to	$295
Managing Consultant	$195	to	$245
FEMA Consultant	$175	to	$225
Senior Consultant	$165	to	$190
Consultant	$140	to	$160
Associate Consultant	$95	to	$135
Senior Construction Project Manager	$230	to	$265
Senior Building and Equipment Professionals	$190	to	$225
Area Construction Manager	$125	to	$185
Design Specialist	$125	to	$185
Support			$75

- In addition to the professional fees set forth above, DRS may also bill monthly for any travel expenses required. Reasonable and customary travel expenses will be tracked to the specific engagement, if necessary. If other costs originate from outside vendors, they will be passed on at their cost to us.
- DRS will provide consultants who have specialized knowledge to address the required scope of work. In some instances, these professionals will not be local to New Mexico and their project involvement will require travel to the project site(s).
- Invoices will be sent monthly and are due upon receipt.
- DRS reserves the right to halt or terminate its service entirely until payment is received on past due invoices.
- CLIENT or DRS may terminate this Agreement, with or without cause, effective immediately upon written notice at which time DRS's obligation to render services terminates immediately and DRS is entitled to receive payment for services rendered through the date of termination.

DISASTER
RECOVERY
SERVICES

This Agreement represents the full and complete understanding and agreement of CLIENT and DRS. Upon signed acceptance, this Letter of Engagement will govern DRS's provision of services for the City of Roswell, New Mexico (CLIENT).

CITY OF ROSWELL, NEW MEXICO	**DISASTER RECOVERY SERVICES, A DIVISION OF SPECIALTY PROGRAM GROUP LLC**
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

Promissory Note

March 7, 2025

For value received, the City of Roswell (“Borrower”) promises to pay Synergy Disasters Solutions, LLC (“Lender”) the principal amount borrowed over the next six months (“Revolving Loan Amount”) and promises to abide by the terms and conditions provided in this Loan Agreement (“Agreement”).

Terms of Repayment

The Borrower shall pay the Revolving Loan Amount total within thirty (30) days of receiving the Category Z Management Cost reimbursements from FEMA (“Due Date”).

Any unpaid principal remaining after the Due Date shall accrue interest at a rate of zero percent (0%) until additional Category Z Management Cost reimbursements are received from FEMA and paid to the Lender.

The Borrower reserves the right to prepay this loan (in whole or in part) prior to the Due Date with no prepayment penalty.

All payments of principal on this loan shall be paid in the legal currency of the United States.

The Borrower:

Signed_____ Date:

The Lender:

Signed_____ Date:

Finance Committee 11.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Request approval to award the construction of the Air Center Terminal Restrooms to White Rock Construction in the amount of $484,818.99 (including GRT) through RFP 23-013. (Rogers)

- Funding Source - state appropriation 23-H2930

BACKGROUND:
Initiated by: Mac Rogers

This item is requesting approval to award the construction of the Air Center Terminal Restrooms to White Rock Construction in the amount of $484,818.99 (including GRT). The project includes the renovation and updating of two sets of restrooms at the Air Center terminal building per the construction drawings provided by Molzen Corbin. A Request for Quotes was issued to all vendors through RFP 23-013, and this was the only quote received. The proposed cost is less than the engineer's estimate. Project completion is anticipated prior to September 1st.

FINANCIAL CONSIDERATION:
Funding is provided through state appropriation 23 - H2930

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item

STAFF RECOMMENDATION:
Staff recommends approval of the award recommendation

Attachments

Proposal

White Rock Construction & Services Inc.
9 El Dorado
Roswell, NM 88203 US
5759104338
whiterockconstruction.bt.nm@outlook.com

ADDRESS
City of Roswell

SHIP TO
RIAC Tenant Terminal Improvements
AREA B
1 Jerry Smith Circle
Roswell NM 88203

Estimate 2025-035

DATE 04/21/2025

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Construction Services	AREA B BID: Work performed according to the plans dated 3/24/25. Pages G-001,G-002,A-001,AD-101,AD-102,A-101,A-102,A-210,A-601,M-001,MD-101,M-100,M-101,P-001,PD-101,P-101,P-102,P-501,E-100,ED-101,ED-102,E-101 & E-102. QUALIFICATIONS: PVC is approved underground for drain lines and cast iron to remain for the vents. Type B prevailing wages Work to be done during normal business hours M-F 7AM-5PM EXCLUDES: Asbestos abatement, any unforeseen circumstances not shown on plans, structural concrete and expedited shipping cost for materials.	1	242,223.00	242,223.00T

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Construction Services	AREA C BID: Work performed according to the plans dated 3/24/25. Pages G-001,G-002,A-001,AD-101,AD-102,A-101,A-102,A-210,A-601,M-001,MD-101,M-100,M-101,P-001,PD-101,P-101,P-102,P-501,E-100,ED-101,ED-102,E-101 & E-102. QUALIFICATIONS: PVC is approved underground for drain lines and cast iron to remain for the vents. Type B prevailing wages Work to be done during normal business hours M-F 7AM-5PM EXCLUDES: Asbestos abatement, any unforeseen circumstances not shown on plans, structural concrete and expedited shipping cost for materials.	1	207,117.00	207,117.00T

SUBTOTAL	449,340.00
TAX	35,478.99
TOTAL	$484,818.99

Accepted By

Accepted Date

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 12.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommendation for approval of a new Lease Agreement for equipment with PTS Office Systems, Inc. of Roswell, NM. (Bechtel)

BACKGROUND:
Initiated by: Jeff Bechtel

The current Lease Agreement for equipment has been in place with PTS Office Systems, Inc. since February 2020. The lease is currently expired. PTS Office Systems Inc.'s new 5-year lease will replace all current units with new equipment and include added features to some department units.

FINANCIAL CONSIDERATION:
Budgeted in Fiscal Year 2025 and in the current budget for FY26.

LEGAL REVIEW:
Legal advised Finance was sufficient

BOARD AND COMMITTEE ACTION:
The Finance Committee is asked to consider approval of the new Lease Agreement for equipment with PTS Office Systems, Inc. and authorization for city manager to execute the lease agreement.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

COR - UPDATED Equipment Breakdown - GSA Contract
GSA Contract Catalog - COR

ROSWELL
New Mexico

City of Roswell
Kyocera Equipment Upgrade
GSA Contract # GS-03F-045DA

COPIERS, PRINTERS, FAX
PTS OFFICE SYSTEMS INC.
The Future of Office Technology

				PROPOSED EQUIPMENT																
C	#	Location	Area	Tag #	Make	Model	Speed	BW/Color	Serial #	Lease & Maint. Cost	Included BW	Average Volume BW	BW CPC	BW Overage Cost	Included Color	Average Volume Color	Color CPC	Color Overage Cost	TOTALS	Configuration
	1	Administration	Admin 1st floor		Kyrocera	TASKalfa 5054ci	50ppm	Color				3,985	$0.0070			9,785	$0.0455			Copy/Print/Scan, DP7150, PF7150, DF7120, AK7110, PH7A
	2	Administration	**CANT FIND**		Kyrocera	Ecosys 6635cidn	35ppm	Color				13	$0.0070			2	$0.0455			MFP - Copy/Print/Scan/Fax
	3	Administration	Admin. Basement Copy		Kyrocera	TASKalfa 4054ci	40ppm	Color				405	$0.0070			1,416	$0.0455			Copy/Print/Scan, DP7150, PF7150
	4	Administration	HR (Loaner)		Kyrocera	TASKalfa 4054ci	40ppm	Color				1,411	$0.0070			8,819	$0.0455			Copy/Print/Scan, DP7150, PF7150, AK7110, DF7120
	5	Administration	HR		Kyrocera	Ecosys 6635cidn	35ppm	Color				3,431	$0.0070			5,098	$0.0455			MFP - Copy/Print/Scan/Fax
	6	Administration	Payroll		Kyrocera	TASKalfa 4054ci	40ppm	Color				1,332	$0.0070			5,335	$0.0455			Copy/Print/Scan, DP7150, Stand
	7	Administration	2nd Floor Finance		Kyrocera	TASKalfa 4054ci	40ppm	Color				5,419	$0.0070			7,874	$0.0455			Copy/Print/Scan, DP7150, DF7120, PH7A, AK7110, Stand
	8	Police Dept.	RM 14 Front Desk		Kyrocera	Ecosys 3655idn	55ppm	B\W				312	$0.0070							MFP - Copy/Print/Scan/Fax
	9	Police Dept.	1st Fl Office		Kyrocera	TASKalfa 4054ci	40ppm	Color				553	$0.0070			818	$0.0455			Copy/Print/Scan, DP7150, PF7150
	10	Police Dept.	Booking 1st fl		Kyrocera	Ecosys 3655idn	55ppm	B\W				1,042	$0.0070							MFP - Copy/Print/Scan/Fax
	11	Police Dept.	Prop Rm 1st fl		Kyrocera	Ecosys 3655idn	55ppm	B\W				670	$0.0070							MFP - Copy/Print/Scan/Fax
	12	Police Dept.	Briefing 1st fl		Kyrocera	TASKalfa 4054ci	40ppm	Color				4,413	$0.0070			1,303	$0.0455			Copy/Print/Scan, DP7150, PF7150
	13	Police Dept.	1st Fl TSU		Kyrocera	TASKalfa 4054ci	40ppm	Color				204	$0.0070			346	$0.0455			Copy/Print/Scan, DP7150, Stand
	14	Police Dept.	1st Fl Records		Kyrocera	TASKalfa 6004i	60ppm	B\W				8,489	$0.0070							Copy/Print/Scan, DP7160, PF7150, AK7110, DF7120
	15	Police Dept.	Safe Coalition PD		Kyrocera	Ecosys 6635cidn	35ppm	Color				28	$0.0070			4	$0.0455			MFP - Copy/Print/Scan/Fax
	16	Police Dept.	2 RPD Training		Kyrocera	Ecosys 3655idn	55ppm	B\W				103	$0.0070							MFP - Copy/Print/Scan/Fax
	17	Police Dept.	2nd Fl Commons		Kyrocera	TASKalfa 4054ci	40ppm	Color				1,365	$0.0070			1,540	$0.0455			Copy/Print/Scan, DP7150, PF7150
	18	Fire Station 1			Kyrocera	TASKalfa 5054ci	50ppm	Color				2,510	$0.0070			1,943	$0.0455			Copy/Print/Scan, DP7150, PF7150, DF7120, AK7110
	19	Fire Station #2	Fire St #2		Kyrocera	Ecosys 3655idn	55ppm	B\W				67	$0.0070							MFP - Copy/Print/Scan/Fax
	20	Fire Station #3			Kyrocera	Ecosys 6635cidn	35ppm	Color				182	$0.0070			369	$0.0455			MFP - Copy/Print/Scan/Fax
	21	Fire Station #3	Fire St. #3		Kyrocera	Ecosys 3655idn	55ppm	B\W				495	$0.0070							MFP - Copy/Print/Scan/Fax
	22	Fire Station #4	Fire St #4		Kyrocera	Ecosys 3655idn	55ppm	B\W				146	$0.0070							MFP - Copy/Print/Scan/Fax
	23	Fire Station #5	Fire St #5		Kyrocera	Ecosys 3655idn	55ppm	B\W				19	$0.0070							MFP - Copy/Print/Scan/Fax
	24	Fire Station #6	Fire St #6		Kyrocera	Ecosys 3655idn	55ppm	B\W				48	$0.0070							MFP - Copy/Print/Scan/Fax
	25	Fire Station #7			Kyrocera	Ecosys 3655idn	55ppm	B/W					$0.0070							MFP - Copy/Print/Scan/Fax
	26	Fire Prevention	Fire Prev. Bureau		Kyrocera	TASKalfa 4054ci	40ppm	Color				203	$0.0070			309	$0.0455			Copy/Print/Scan, DP7150, Stand
	27	Landfill (Solid Waste)	Landfill		Kyrocera	TASKalfa 4054ci	40ppm	Color				2,817	$0.0070			905	$0.0455			Copy/Print/Scan, DP7150, PF7150
	28	Municipal Court	Admin Front Desk		Kyrocera	Ecosys 3655idn	55ppm	B\W				266	$0.0070							MFP - Copy/Print/Scan/Fax
	29	Municipal Court	Admin Front Desk		Kyrocera	Ecosys 3655idn	55ppm	B\W				282	$0.0070							MFP - Copy/Print/Scan/Fax
	30	Municipal Court	Court Rm Judge		Kyrocera	Ecosys 3655idn	55ppm	B\W				1,254	$0.0070							MFP - Copy/Print/Scan/Fax
	31	Municipal Court	Court Compliance #2		Kyrocera	Ecosys 3655idn	55ppm	B\W				13	$0.0070							MFP - Copy/Print/Scan/Fax
	32	Municipal Court	Crt Compliance		Kyrocera	Ecosys 3655idn	55ppm	B\W				145	$0.0070							MFP - Copy/Print/Scan/Fax
	33	Municipal Court			Kyrocera	TASKalfa 5054ci	50ppm	Color				3,433	$0.0070			935	$0.0455			Copy/Print/Scan, DP7150, PF7150, AK7110, DF7120, PH7A
	34	Public Library	Frt Desk		Kyrocera	Ecosys 3655idn	50ppm	B\W				2,493	$0.0070							MFP - Copy/Print/Scan/Fax
	35	Public Library	Child. Library		Kyrocera	Ecosys 3655idn	50ppm	B\W				1,436	$0.0070							MFP - Copy/Print/Scan/Fax
	36	Public Library	Reference Desk		Kyrocera	Ecosys 3655idn	50ppm	B\W				121	$0.0070							MFP - Copy/Print/Scan/Fax
	37	Public Library			Kyrocera	Ecosys 6635cidn	35ppm	Color				211	$0.0070			895	$0.0455			MFP - Copy/Print/Scan/Fax
	38	Public Library	Prod. Rm		Kyrocera	TASKalfa 4054ci	40ppm	Color				1,260	$0.0070			2,905	$0.0455			Copy/Print/Scan, DP7150, AK7110, DF7120, Stand
	39	City Public Works	Special Elec.		Kyrocera	Ecosys 3655idn	50ppm	B\W				55	$0.0070							MFP - Copy/Print/Scan/Fax
	40	City Public Works	Warehouse Frt Desk		Kyrocera	TASKalfa 4054ci	40ppm	Color				202	$0.0070				$0.0455			Copy/Print/Scan, DP7150, Stand
	41	City Public Works	Admin WM&T		Kyrocera	TASKalfa 4054ci	40ppm	Color				918	$0.0070			3,744	$0.0455			Copy/Print/Scan, DP7150, Stand
	42	Communications Center	Dispatch 9		Kyrocera	Ecosys 6635cidn	35ppm	Color					$0.0070				$0.0455			MFP - Copy/Print/Scan/Fax
	43	Communications Center	Dispatch 8		Kyrocera	Ecosys 3655idn	50ppm	B\W					$0.0070							MFP - Copy/Print/Scan/Fax
	44	Communications Center	Dispatch 7		Kyrocera	Ecosys 3655idn	50ppm	B\W					$0.0070							MFP - Copy/Print/Scan/Fax
	45	Communications Center	Dispatch 6		Kyrocera	Ecosys 3655idn	50ppm	B\W				2,016	$0.0070							MFP - Copy/Print/Scan/Fax
	46	Communications Center	Dispatch 3		Kyrocera	Ecosys 3655idn	50ppm	B\W				669	$0.0070							MFP - Copy/Print/Scan/Fax
	47	Communications Center	Dispatch 2		Kyrocera	Ecosys 3655idn	50ppm	B\W				2,285	$0.0070							MFP - Copy/Print/Scan/Fax
	48	Communications Center	Dispatch 4		Kyrocera	Ecosys 3655idn	50ppm	B\W				484	$0.0070							MFP - Copy/Print/Scan/Fax
	49	Communications Center	Dispatch 5		Kyrocera	Ecosys 3655idn	50ppm	B\W				390	$0.0070							MFP - Copy/Print/Scan/Fax
	50	Communications Center	Dispatch 1		Kyrocera	Ecosys 3655idn	50ppm	B\W				573	$0.0070							MFP - Copy/Print/Scan/Fax
	51	Communications Center	Dispatch		Kyrocera	TASKalfa 4054ci	40ppm	Color				410	$0.0070			618	$0.0455			Copy/Print/Scan, DP7150, PF7150, AK7110, DF7120, PH7A
	52	IT	Admin Front office		Kyrocera	TASKalfa 4054ci	40ppm	Color				230	$0.0070			879	$0.0455			Copy/Print/Scan, DP7150, PF7150, AK7110, DF7120, PH7A
	53	Parks & Rec	Maintenance Yard		Kyrocera	Ecosys 6635cidn	35ppm	Color				148	$0.0070				$0.0455			MFP - Copy/Print/Scan/Fax
	54	Parks & Rec	Aquatics		Kyrocera	TASKalfa 4054ci	40ppm	Color				895	$0.0070			1,268	$0.0455			Copy/Print/Scan, DP7150, AK7110, DF7120, PF7150
	55	Water Dept.	Back		Kyrocera	TASKalfa 4054ci	40ppm	Color				5,628	$0.0070				$0.0455			Copy/Print/Scan, DP7150, Stand
	56	Water Dept.	Front Desk		Kyrocera	Ecosys 3655idn	55ppm	B\W				3,157	$0.0070							MFP - Copy/Print/Scan/Fax
	57	Animal Control	Dispatch		Kyrocera	Ecosys 3655idn	55ppm	B\W				2,552	$0.0070							MFP - Copy/Print/Scan/Fax
	58	Animal Control	Front		Kyrocera	TASKalfa 4054ci	40ppm	Color				1,217	$0.0070				$0.0455			Copy/Print/Scan, DP7150, Stand
	59	Spring River Golf Course			Kyrocera	Ecosys 6635cidn	35ppm	Color				671	$0.0070			647	$0.0455			MFP - Copy/Print/Scan/Fax
	60	Spring River Zoo	Conf. Room		Kyrocera	TASKalfa 4054ci	40ppm	Color				239	$0.0070			275	$0.0455			Copy/Print/Scan, DP7150, Stand
	61	Planning	1st Fl Front office		Kyrocera	TASKalfa 4054ci	40ppm	Color				984	$0.0070			2,997	$0.0455			Copy/Print/Scan, DP7150, PF7150
	62	CDC Code Enforcement	Code Enf.		Kyrocera	Ecosys 6635cidn	35ppm	Color				20	$0.0070			112	$0.0455			MFP - Copy/Print/Scan/Fax, PF5100

63	Engineering	2nd Fl Work Room	Kyrocera	TASKalfa 4054ci	40ppm	Color			2,018	$0.0070			5,533	$0.0455		Copy/Print/Scan, DP7150, PF7150
64	Code Enforcement		Kyrocera	TASKalfa 5054ci	50ppm	Color			856	$0.0070			2,295	$0.0455		Copy/Print/Scan, DP7150, PF7150, AK7110, DF7120, PH7A
65	Transit Bus Station	Bus Station	Kyrocera	TASKalfa 4054ci	40ppm	Color			1,890	$0.0070			777	$0.0455		Copy/Print/Scan, DP7150, Stand
66	Visitors Bureau		Kyrocera	Ecosys 6635cidn	35ppm	Color			189	$0.0070			541	$0.0455		MFP - Copy/Print/Scan/Fax
67	Museum		Kyrocera	TASKalfa 4054ci	40ppm	Color			493	$0.0070			2,474	$0.0455		Copy/Print/Scan, DP7150, PF7150, AK7110, DF7120
68	Central Control Workshop	Conference RM	Kyrocera	TASKalfa 4054ci	40ppm	Color			121	$0.0070			514	$0.0455		Copy/Print/Scan, DP7150, PF7150
69	Lab	Copy Room (**CAN'T FIND**)	Kyrocera	TASKalfa 4054ci	40ppm	Color			1,070	$0.0070			1,107	$0.0455		Copy/Print/Scan, DP7150, PF7150
70	Facility Maintenance		Kyrocera	TASKalfa 4054ci	40ppm	Color			213	$0.0070			271	$0.0455		Copy/Print/Scan, DP7150, Stand
71	Waste WWTP	Water Lab	Kyrocera	Ecosys 3655idn	55ppm	B\W			913	$0.0070						MFP - Copy/Print/Scan/Fax
72	Airport	2nd Fl Copy Rm	Kyrocera	TASKalfa 4054ci	40ppm	Color			1,749	$0.0070			2,648	$0.0455		Copy/Print/Scan, DP7150, AK7110, DF7120, PF7150
73	Airport	Security Office	Kyrocera	TASKalfa 4054ci	40ppm	Color				$0.0070				$0.0455		Copy/Print/Scan, DP7150, AK7110, DF7120, PF7150
74	Cemetary	Front Office	Kyrocera	Ecosys 6635cidn	35ppm	Color			232	$0.0070			152	$0.0455		MFP - Copy/Print/Scan/Fax
75	Engineering Lab	L. Romero	Kyrocera	TASKalfa 5004i	50ppm	B\W			429	$0.0070						Copy/Print/Scan, DP7150, PF7150
	TOTALS						$9,962.00	100,000	84,492		$0.00	35,000	77,453		$0.00	$10,628.00

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General Services Administration
Federal Supply Service
MAS
Office Imaging and Document Solutions Products and Services

Special Item Numbers:
333316C/339940
53240C
811212SA
532420LTOP/532420LC
333316CPC
333316F
541611MPS
541611O

Contents

- Contract Information
- Ordering Information
- Multifunction Printers
- Software
- Flat Rate Program
- Cost Per Copy Program
- Discontinued Supplies
- Discontinued Maintenance
- Service and Supplies
- Sample Purchase Orders



Contract Number: GS-03F-045DA

Contract Period: January 22, 2021 - January 21, 2026
Up to and including Modification PS-0086
Large Office Management Category,
Sub Category - Printing and Photographic Equipment
Solicitation Number - 47QSMD20R0001

› PRINT › COPY › SCAN › FAX

ECOSYS M3655idn

BLACK & WHITE MULTIFUNCTIONAL PRINTER

ECONOMICAL. ECOLOGICAL. ECOSYS TECHNOLOGY.



The **ECOSYS M3655idn** was created to meet the need for a black & white MFP that is small in size but big on features. At speeds up to 57 ppm, it offers impressive performance, with full print, copy, color scan and fax capabilities, exceptional print quality, standard Dual Scan Document Processor, high paper capacity, and features and functionality accessible from a tablet-like 7" color touch screen interface. Business applications drive productivity with secure mobile printing and scanning, and solutions designed to fit your unique workflows. High yield consumables complete the picture, for a powerful desktop device with the low total cost of ownership your business deserves.

› Crisp B&W Business Output up to 57 Pages per Minute

› Customizable 7" Color Touch Screen Interface (TSI)

› HyPAS Capable to Run KYOCERA Business Applications

› Standard 100 Sheet Dual Scan Document Processor

› Standard 600 Sheet Capacity; Upgradable to 2,600 Sheets

› KYOCERA Mobile Print™, Apple AirPrint® (Requires IB-36), Google Cloud Print™ and Mopria® Print Services Compatible

› KFS Ready - KYOCERA Fleet Services, a Secure Cloud-Based Monitoring System, Optimizes Device Uptime and Reduces Cost

› KNM Ready - KYOCERA Net Manager, an Administrative Interface to Manage User Print Policies (How and Where Users Print) and Print Devices

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ECOSYS M3655idn

Monochrome MFP

PURCHASE PRICE SIN 333316C - Includes: Delivery, installation and 90 day On-site warranty.

Model	Description	Price
ECOSYS M3655idn	57 PPM A4 Monochrome 4 in 1 MFP Copy, Print, Fax, Color Scan	$ 2,111.00
Accessories* See footnote below.		
PF-3110	500 sheets optional paper feed cassette	182.00
SD-144-1GB(DDR3)	Printer Memory (1GB)	92.00
IB-50	Gigabit Ether Net Board	258.00
IB-51	Wireless LAN NIC	344.00
HD-6	SSD Memory Storage Device (32GB)	245.00
HD-7	SSD Memory Device (128GB)	350.00
PCL Barcode Flash 3.0 (TYPE D)	Barcode Flash	219.00
Data Security (F)	Data Security	335.00
Card Reader Holder 10	Card Reader Attachment	36.00
SDHC Card -32G	SD Card Memory for storage 32GB	50.00
SDHC Card -16G	SD Card Memory for storage 16GB	20.00
UG-33	Upgrade Kit for Thin Print Support	81.00
MS-5100	Manual Stapler	192.00
Stand	Stand	242.00
NetGard with Key Pad on Card Reader	Key pad on reader for non-HyPAS or HyPAS where the customer wants to enter pin code from card reader.	928.00
Surge Protector	15 Amp Surge Protector	135.00

MONTHLY RENTAL PRICING SIN 53240C - Includes: Delivery, installation and 90 day On-site warranty.

MODEL	1 Yr.	2 Yrs.	3 Yrs.	4 Yrs.
ECOSYS M3655idn	150.53	86.97	64.71	57.58
Accessories* See footnote below..				
PF-3110	12.24	6.59	4.61	3.97
SD-144-1GB(DDR3)	8.03	4.32	3.03	2.61
IB-50	17.62	9.48	6.63	5.72
IB-51	23.77	12.80	8.95	7.72
HD-6	16.96	9.13	6.39	5.51
HD-7	24.23	13.05	9.13	7.86
PCL Barcode Flash 3.0 (TYPE D)	15.06	8.11	5.67	4.90
Data Security (F)	24.25	13.05	9.13	7.87
Card Reader Holder 10	2.54	1.37	0.96	0.83
SDHC Card -32G	3.49	1.88	1.31	1.13
SDHC Card -16G	1.39	0.75	0.52	0.45
UG-33	5.67	3.05	2.13	1.85
MS-5100	13.15	7.08	4.95	4.27
Stand	16.79	9.04	6.32	5.45
NetGard with Key Pad on Card Reader	64.00	34.45	24.10	20.78
Surge Protector	9.00	4.86	3.40	2.93

Monthly rental payment includes service and supplies. Includes 2,000 copies per month, with an excess copy charge of $0.0069.

SUPPLIES SIN 339940

ITEM	DESCRIPTION	PURCHASE PRICE/ CARTRIDGE	YIELD/ CARTRIDGE	CASE QUANTITY	PURCHASE PRICE/CASE	YIELD/ CASE
TK-3182	Black Toner	$ 78.00	21,000	15	1,173.00	315,000
MK-3302	Maintenance Kit	-	500,000	1 Kit	341.00	500,000
MK-3140	Maintenance Kit	-	200,000	1 Kit	86.00	200,000

MAINTENANCE SIN 811212SA - Service & Supplies*

Base Monthly - $13.75 includes 2,000 copies
Excess Copy Charge - 0.0069

*Includes all parts, drum, labor and all consumable items except staples and paper.

MAINTENANCE Service Only**

Base Monthly - $7.45 includes 2,000 copies
Excess Copy Charge - 0.0037

**Includes all parts, drum, labor and all consumable items except toner, staples and paper.

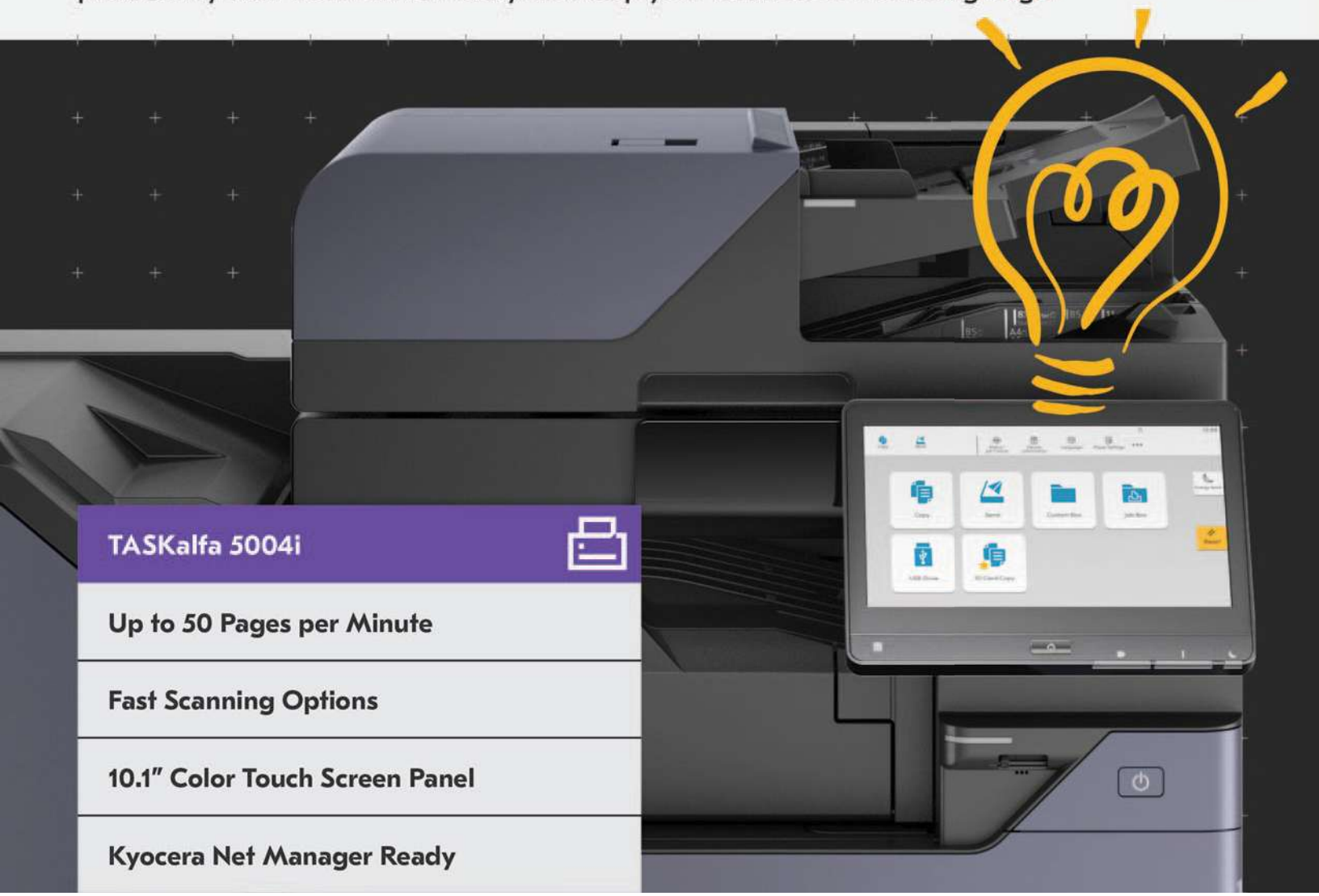
***Accessories cannot be purchased separately on Schedule. Accessories are available only on an open market basis. If a customer needs to order accessories only, a separate open market purchase order must be issued.**

Promotional pricing is available. Please contact your Kyocera National Account Manager for details.
Lease Plans are available. LTOP (SIN 532420LTOP) and Operating Lease (SIN 532420LC).

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Your Workplace Evolution

These monochrome additions to the Kyocera Evolution Series are designed to keep your costs low and your efficiency at its highest. With the latest security compliance, rapid print and scan speeds, and a more engaging user experience, they will optimize your workflows and maximize productivity. Join the Evolution today and keep your business at the cutting edge!



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TASKalfa 5004i — Monochrome MFP

PURCHASE PRICE SIN 333316C - Includes: Delivery, installation and 90 day On-site warranty.

Model	Description	Price
TASKalfa 5004i	50 PPM A3 B&W MFP	4,962.00
Accessories* See footnote below.		
DP-7150	140 Sheet Reversing Automatic Document Processor	890.00
DP-7160	320 Sheet DSDP with Multi-Feed Sensor	1,241.00
DP-7170	320 Sheet DSDP with Multi-Feed + staple detection	1,541.00
DF-7100	500 Sheet Internal Finisher	807.00
DF-7120	1,000 Sheet Finisher (Requires AK-7110 for installation)	889.00
DF-7140	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	1,565.00
DF-7150	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	2,777.00
AK-7110	Attachment Kit for DF-7120/DF-7140/DF-7150	92.00
PF-7140	Dual 500 Sheet Paper Trays	807.00
PF-7150	Dual 1,500 Sheet Paper Trays	865.00
PF-7120	3,000 Sheet Side Large Capacity Tray - Letter	819.00
PH-7A	Punch Unit for DF-7120/7110	387.00
PH-7100	Punch Unit for DF-7100	387.00
BF-730	Booklet and Tri Folding Unit for DF-7140 - 4,000 Sheet Finisher	866.00
BF-9100	Booklet and Tri Folding Unit for DF-7150 - 4,000 Sheet Finisher	891.00
MT-730(B)	7 Bin Mailbox for 4,000 Sheet Finisher	578.00
JS-7100	Job Separator	118.00
JS-7110	Inner Shift Tray	238.00
Fax System 12	Fax Board	667.00
Keyboard Holder 10	Keyboard Tray Kit	65.00
Internet FAX Kit (A)	Internet Fax Kit (requires Fax System 12)	173.00
Banner Guide 10	MPT Guide attachment to assist the feeding of banner paper	179.00
Scan Extension Kit(A)	Searchable PDF Kit	347.00
UG-33	Upgrade Kit for Thin Print Support	81.00
UG-34	Optional Printer Emulation	323.00
IB-50	Gigabit EtherNet Board for Dual NIC	258.00
IS-7100	Inserter Unit (for the 60/70 ppm systems only)	2,429.00
ZF-7100	Z-Fold Unit (for the 60/70 ppm systems only) <3>	6,442.00
AK-7120	Attachment Kit for the ZF-7100	115.00
IB-37	Wireless LAN/Interface (2.4GHz/5GHz multi-band)	97.00
Data Security Kit 10	Data Security Kit 10 Required for customers that require FIPS 140-2 for Communication and HCD-PP Certification	216.00
HD-16	Large Capacity HDD (1TB)	881.00
IB-51	Wireless LAN NIC	344.00
DT-730(B)	Original Hard Copy Holder	26.00
NetGard with Key Pad on Card Reader	Key pad on reader for non-HyPAS or HyPAS where the customer wants to enter pin code from card reader.	928.00
Platen Cover Type E	Platen Cover	68.00
NK-7130	Numeric Keypad	73.00
Surge Protector-MX (15A)	15 Amp Surge Protector	135.00
Copier Stand	Copier Cabinet Stand	260.00

SUPPLIES SIN 339940

ITEM	DESCRIPTION	PURCHASE PRICE/ CARTRIDGE	YIELD/ CARTRIDGE	CASE QUANTITY	PURCHASE PRICE/CASE	YIELD/ CASE
TK-6347	Black Toner	120.64	40,000	12 btls/case	1,448.00	480,000
MK-6345	Maint. Kit	516.00	-	1/case	516.00	600,000
WT-8500	Waste Toner Box	-	-	9/case	143.00	360,000
SH-10 staples		-	-	3 ctgs/case	43.00	15,000
SH-12 staples		-	-	3 ctgs/case	74.00	15,000
SH-14 staples		-	-	5 ctgs/case	155.00	25,000

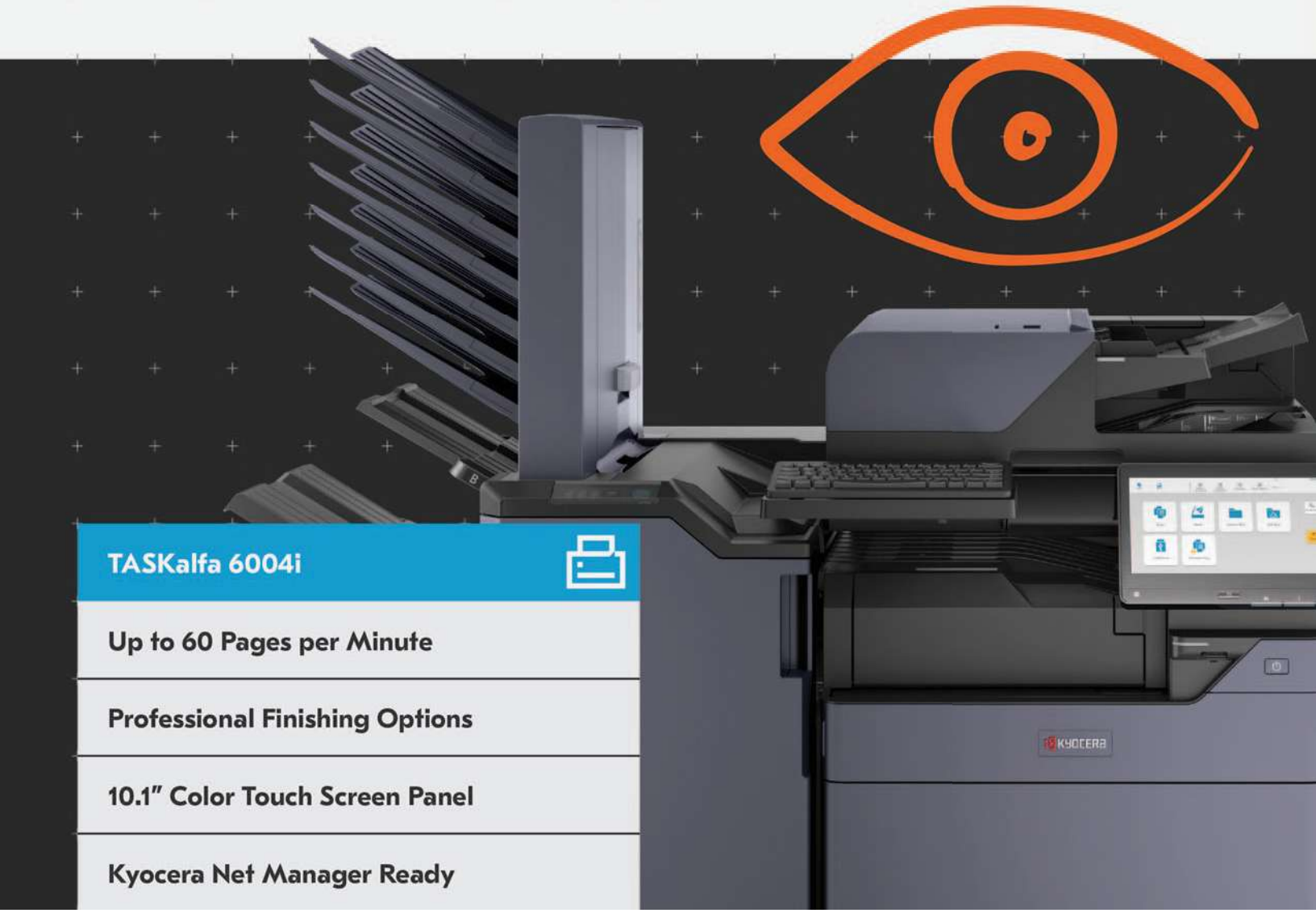
*Accessories cannot be purchased separately on Schedule. Accessories are available only on an open market basis.
If a customer needs to order accessories only, a separate open market purchase order must be issued.

Promotional pricing is available. Please contact your Kyocera National Account Manager for details.
Lease Plans are available. LTOP (SIN 532420LTOP) and Operating Lease (SIN 532420LC).

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TASKalfa 6004i — Monochrome MFP

PURCHASE PRICE SIN 333316C - Includes: Delivery, installation and 90 day On-site warranty.

Model	Description	Price
TASKalfa 6004i	60 PPM A3 B&W MFP	$ 5,797.00
Accessories* See footnote below.		
DP-7150	140 Sheet Reversing Automatic Document Processor	890.00
DP-7160	320 Sheet DSDP with Multi-Feed Sensor	1,241.00
DP-7170	320 Sheet DSDP with Multi-Feed + staple detection	1,541.00
DF-7100	500 Sheet Internal Finisher	807.00
DF-7120	1,000 Sheet Finisher (Requires AK-7110 for installation)	889.00
DF-7140	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	1,565.00
DF-7150	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	2,777.00
AK-7110	Attachment Kit for DF-7120/DF-7140/DF-7150	92.00
PF-7140	Dual 500 Sheet Paper Trays	807.00
PF-7150	Dual 1,500 Sheet Paper Trays	865.00
PF-7120	3,000 Sheet Side Large Capacity Tray - Letter	819.00
PH-7A	Punch Unit for DF-7120/7110	387.00
PH-7100	Punch Unit for DF-7100	387.00
BF-730	Booklet and Tri Folding Unit for DF-7140 - 4,000 Sheet Finisher	866.00
BF-9100	Booklet and Tri Folding Unit for DF-7150 - 4,000 Sheet Finisher	891.00
MT-730(B)	7 Bin Mailbox for 4,000 Sheet Finisher	578.00
JS-7100	Job Separator	118.00
JS-7110	Inner Shift Tray	238.00
Fax System 12	Fax Board	667.00
Keyboard Holder 10	Keyboard Tray Kit	65.00
Internet FAX Kit (A)	Internet Fax Kit (requires Fax System 12)	173.00
Banner Guide 10	MPT Guide attachment to assist the feeding of banner paper	179.00
Scan Extension Kit(A)	Searchable PDF Kit	347.00
UG-33	Upgrade Kit for Thin Print Support	81.00
UG-34	Optional Printer Emulation	323.00
IB-50	Gigabit EtherNet Board for Dual NIC	258.00
IS-7100	Inserter Unit (for the 60/70 ppm systems only)	2,429.00
ZF-7100	Z-Fold Unit (for the 60/70 ppm systems only) <3>	6,442.00
AK-7120	Attachment Kit for the ZF-7100	115.00
IB-37	Wireless LAN/Interface (2.4GHz/5GHz multi-band)	97.00
Data Security Kit 10	Data Security Kit 10 Required for customers that require FIPS 140-2 for Communication and HCD-PP Certification	216.00
HD-16	Large Capacity HDD (1TB)	881.00
IB-51	Wireless LAN NIC	344.00
DT-730(B)	Original Hard Copy Holder	26.00
NetGard with Key Pad on Card Reader	Key pad on reader for non-HyPAS or HyPAS where the customer wants to enter pin code from card reader.	928.00
Platen Cover Type E	Platen Cover	68.00
NK-7130	Numeric Keypad	73.00
Surge Protector-MX (15A)	15 Amp Surge Protector	135.00
Copier Stand	Copier Cabinet Stand	260.00

*Accessories cannot be purchased separately on Schedule. Accessories are available only on an open market basis.
If a customer needs to order accessories only, a separate open market purchase order must be issued.

Promotional pricing is available. Please contact your Kyocera National Account Manager for details.
Lease Plans are available. LTOP (SIN 532420LTOP) and Operating Lease (SIN 532420LC).

SUPPLIES SIN 339940

ITEM	DESCRIPTION	PURCHASE PRICE/ CARTRIDGE	YIELD/ CARTRIDGE	CASE QUANTITY	PURCHASE PRICE/CASE	YIELD/ CASE
TK-6347	Black Toner	120.64	40,000	12 btls/case	1,448.00	480,000
MK-6345	Maint. Kit	516.00	-	1/case	516.00	600,000
WT-8500	Waste Toner Box	-	-	9/case	143.00	360,000
SH-10 staples		-	-	3 ctgs/case	43.00	15,000
SH-12 staples		-	-	3 ctgs/case	74.00	15,000
SH-14 staples		-	-	5 ctgs/case	155.00	25,000

› PRINT › COPY › SCAN › FAX

ECOSYS M6635cidn

COLOR MULTIFUNCTIONAL PRINTER

ECONOMICAL. ECOLOGICAL. ECOSYS TECHNOLOGY.



The **ECOSYS M6635cidn**, Color A4 (up to 8.5" x 14") MFP, combines robust performance, at speeds up to 37 ppm, with advanced features, all in a compact footprint. Its 7" color touch screen interface (TSI) is designed for ease of use, while business driving features, including a 100 Sheet Dual Scan Document Processor, HyPAS Business Application capabilities, exceptional business color, and On-The-Go secure mobile print/scan, will enable you to take document workflow to the next level. With a low total cost of ownership, it is a smart, affordable choice for any business or workgroup.

› Crisp Color Business Output up to 37 Pages per Minute

› True 1200 x 1200 dpi Print Output*

› Customizable 7" Color Touch Screen Interface (TSI)

› Standard 350 Sheets Capacity; Upgradable to 1,850 Sheets

› KYOCERA Mobile Print™, Apple AirPrint®**, Google Cloud Print™ and Mopria® Print Services Compatible

› KFS Ready - KYOCERA Fleet Services, a Secure Cloud-Based Monitoring System, Optimizes Device Uptime and Reduces Cost

› KNM Ready - KYOCERA Net Manager, an Administrative Interface to Manage User Print Policies (How and Where Users Print) and Print Devices

*At Reduced Speed **Optional IB-36 Required

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ECOSYS M6635cidn — Color MFP

PURCHASE PRICE SIN 333316C - Includes: Delivery, installation and 90 day 0n-site warranty.

Model	Description	Price
ECOSYS M6635cidn	37 PPM A4 Color MFP 4 in 1 Model (Copy, Print, Fax, Color Scan)	$ 2,179.00
Accessories* See footnote below.		
PF-5100	500 Sheet Paper Feeder	230.00
MS-5100	Manual Stapler	192.00
UG-33	Upgrade Kit for Thin Print Support	81.00
HD-6	SSD Memory Storage Device (32GB)	245.00
HD-7	SSD Memory Device (128GB)	350.00
Data Security (F)	Data Security	335.00
SD-144-1GB(DDR3)	Printer Memory (1GB)	92.00
SDHC Card -32G	SD Card Memory for storage 32GB	50.00
SDHC Card -16G	SD Card Memory for storage 16GB	20.00
Card Reader Holder 10	Card Reader Attachment	36.00
IB-50	Gigabit Ether Net Board	258.00
IB-51	Wireless LAN NIC	344.00
Stand	Stand	188.00
NetGard with Key Pad on Card Reader	Key pad on reader for non-HyPAS or HyPAS where the customer wants to enter pin code from card reader.	928.00
Surge Protector	15 Amp Surge Protector	135.00

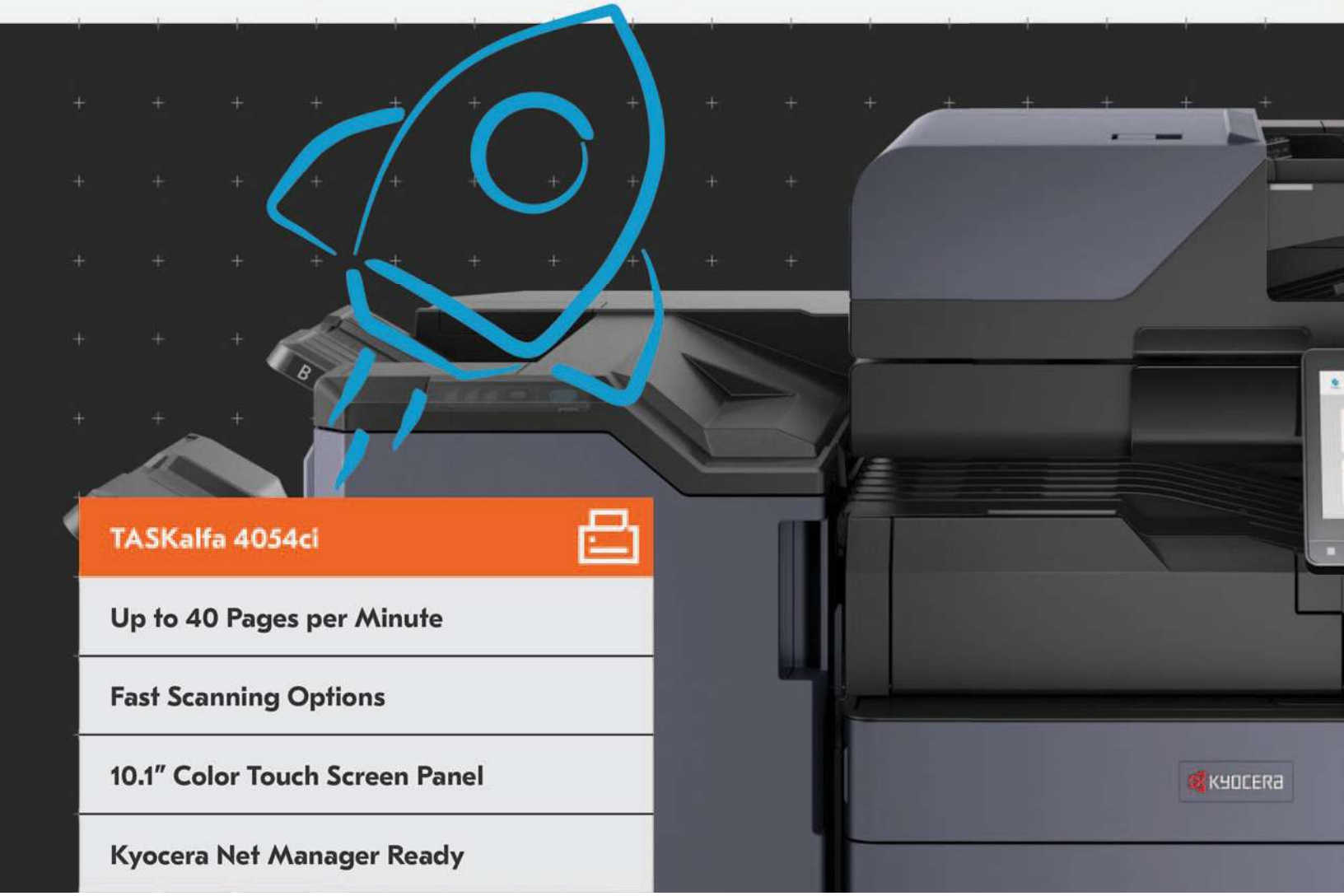
*Accessories cannot be purchased separately on Schedule. Accessories are available only on an open market basis.
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Your Workplace Evolution, in Color

The Kyocera Evolution Series continues to grow with the addition of a new range of high-impact color A3 MFPs. These robust devices boast industry-leading technology and security, along with outstanding print and scan speeds, to ensure impeccable quality output every single time. Join the Evolution today and add a new dimension to your business.



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TASKalfa 4054ci — Color MFP

PURCHASE PRICE SIN 333316C - Includes: Delivery, installation and 90 day On-site warranty.

Model	Description	Price
TASKalfa 4054ci	40/40 PPM A3 Color MFP	$ 6,967.00
Accessories* See footnote next page.		
DP-7140	50 Sheet Reversing Automatic Document Processor	711.00
DP-7150	140 Sheet Reversing Automatic Document Processor	890.00
DP-7160	320 Sheet DSDP with Multi-Feed Sensor	1,241.00
DP-7170	320 Sheet DSDP with Multi-feed sensor and Staple Detection	1,541.00
DF-7100	500 Sheet Internal Finisher	807.00
DF-7120	1,000 Sheet Finisher (Requires AK-7110 for installation)	889.00
DF-7140	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	1,565.00
DF-7150	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	2,777.00
AK-7110	Attachment Kit for DF-7120/DF-7140/DF-7150	92.00
PF-7140	Dual 500 Sheet Paper Trays	807.00
PF-7150	Dual 1,500 Sheet Paper Trays	865.00
PF-7120	3,000 Sheet Side Large Capacity Tray - Letter	819.00
PH-7A	Punch Unit for DF-7120/7110	387.00
PH-7100	Punch Unit for DF-7100	387.00
BF-730	Booklet and Tri Folding Unit for DF-7140 - 4,000 Sheet Finisher	866.00
BF-9100	Booklet and Tri Folding Unit for DF-7150 - 4,000 Sheet Finisher	891.00
MT-730(B)	7 Bin Mail Box for DF-7110	578.00
JS-7100	Job Separator	118.00
JS-7110	Inner Shift Tray	238.00
Fax System 12	Fax Board	667.00
Keyboard Holder 10	Keyboard Tray Kit	65.00
Internet FAX Kit (A)	Internet Fax Kit	173.00
Banner Guide 10	MPT Guide attachment to assist the feeding of banner paper	179.00
Scan Extension kit(A)	Searchable PDF Kit	347.00
UG-33	Upgrade Kit for Thin Print Support	81.00
UG-34	Optional Printer Emulation	323.00
IB-50	Gigabit Ether Net Board	258.00
IS-7100	Inserter Unit (for the 60/70 ppm systems only)	2,429.00
ZF-7100	Z-Fold Unit (for the 60/70 ppm systems only) <3>	6,442.00
AK-7120	Attachment Kit for the ZF-7100	115.00
IB-37	Wireless LAN/Interface (2.4GHz/5GHz multi-band)	97.00
Data Security Kit 10	Data Security Kit 10 Required for customers that require FIPS 140-2 for Communication and HCD-PP Certification	216.00
HD-16	Large Capacity HDD (1TB)	881.00
IB-51	Wireless LAN NIC	344.00
DT-730(B)	Original Hard Copy Holder	26.00
NetGard with Key Pad on Card Reader	Key pad on reader for non-HyPAS or HyPAS where the customer wants to enter pin code from card reader.	928.00
Platen Cover Type E	Platen Cover	68.00
NK-7130	Numeric Keypad	73.00
Surge Protector-MX (15A)	15 Amp Surge Protector	135.00
Printing System 17	EFI Fiery Controller	2,589.00
Interface Kit 15	Interface kit for Print System (15) includes mounting kit and circuit board	433.00
Copier Stand	Copier Cabinet Stand	260.00

SUPPLIES SIN 339940

ITEM	DESCRIPTION	PURCHASE PRICE/ CARTRIDGE	YIELD/ CARTRIDGE	CASE QUANTITY	PURCHASE PRICE/CASE	YIELD/ CASE
TK-8547K	Black Toner	81.43	30,000	12 ctgs/case	978.00	360,000
TK-8547Y	Yellow Toner	112.46	20,000	20 ctgs/case	2,250.00	400,000
TK-8547M	Magenta Toner	112.46	20,000	20 ctgs/case	2,250.00	400,000
TK-8547C	Cyan Toner	112.46	20,000	20 ctgs/case	2,250.00	400,000
MK-8335A	Maint. Kit (Bk Drum)	-	-	1/carton	1,398.00	600,000
MK-8335B	Maint. Kit (Color Drum)	-	-	1/carton	1,345.00	600,000
WT-8500	Waste Toner Box	-	-	9 btls/case	143.00	360,000
SH-10 staples for DF-7120/BF730		-	-	3 ctgs/case	43.00	15,000
SH-12 staples for DF-7110		-	-	3 ctgs/case	74.00	15,000
SH-14 staples		-	-	5 ctgs/case	155.00	25,000

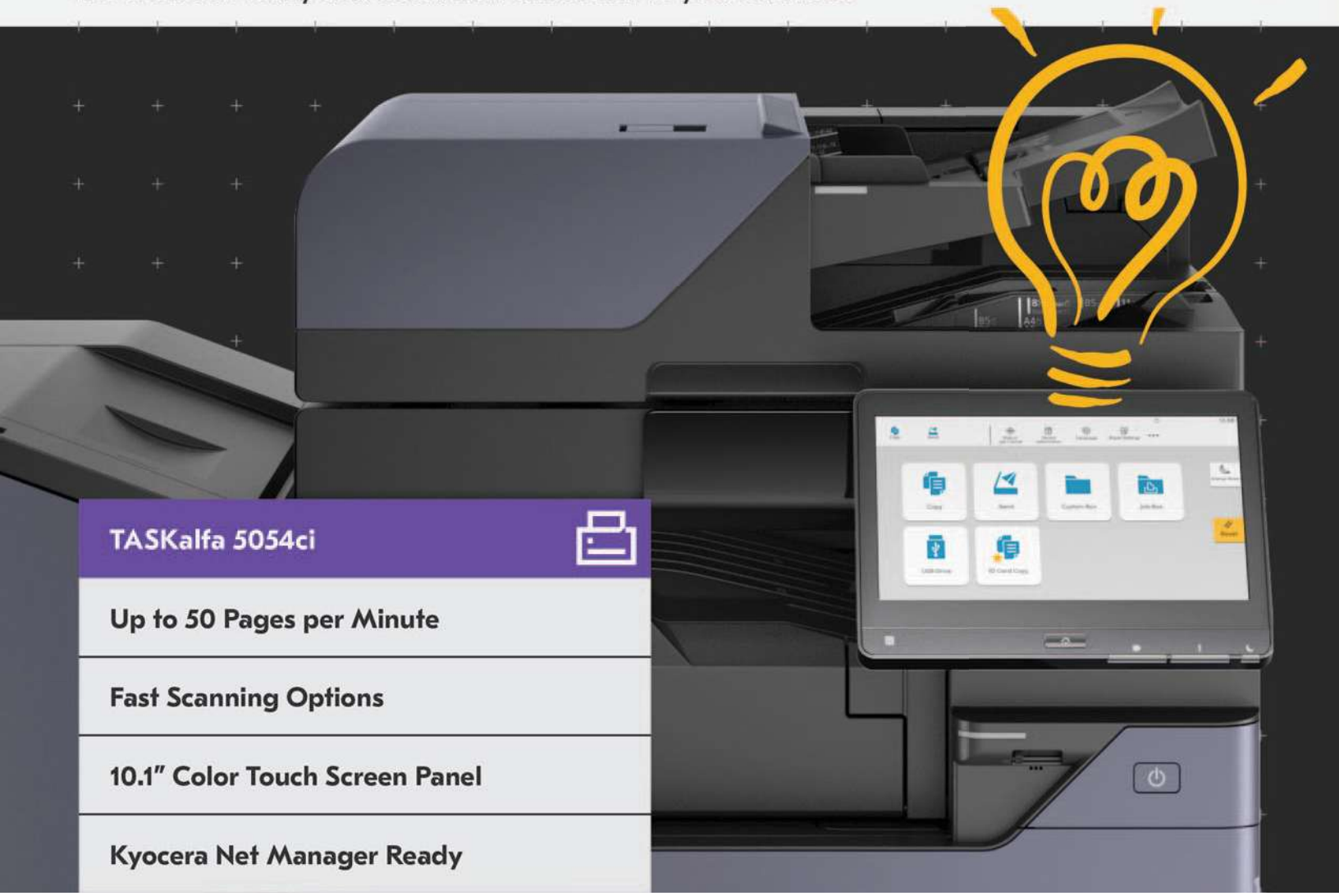
*Accessories cannot be purchased separately on Schedule. Accessories are available only on an open market basis.
If a customer needs to order accessories only, a separate open market purchase order must be issued.

Promotional pricing is available. Please contact your Kyocera National Account Manager for details.
Lease Plans are available. LTOP (SIN 532420LTOP) and Operating Lease (SIN 532420LC).

KYOCERA Document Solutions America, Inc.
National Account Sales
https://usa.kyoceradocumentsolutions.com/

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The Kyocera Evolution Series continues to grow with the addition of a new range of high-impact color A3 MFPs. These robust devices boast industry-leading technology and security, along with outstanding print and scan speeds, to ensure impeccable quality output every single time. Join the Evolution today and add a new dimension to your business.



TASKalfa 5054ci

- Up to 50 Pages per Minute
- Fast Scanning Options
- 10.1" Color Touch Screen Panel
- Kyocera Net Manager Ready

KYOCERA Document Solutions America, Inc.
National Account Sales
https://www.kyoceradocumentsolutions.us/

TASKalfa 5054ci

Color MFP

PURCHASE PRICE SIN 333316C - Includes: Delivery, installation and 90 day 0n-site warranty.

Model	Description	Price
TASKalfa 5054ci	50/50 PPM A3 Color MFP	$ 7,910.00
Accessories* See footnote next page.		
DP-7140	50 Sheet Reversing Automatic Document Processor	711.00
DP-7150	140 Sheet Reversing Automatic Document Processor	890.00
DP-7160	320 Sheet DSDP with Multi-Feed Sensor	1,241.00
DP-7170	320 Sheet DSDP with Multi-feed sensor and Staple Detection	1,541.00
DF-7100	500 Sheet Internal Finisher	807.00
DF-7120	1,000 Sheet Finisher (Requires AK-7110 for installation)	889.00
DF-7140	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	1,565.00
DF-7150	4,000 Sheet Finisher (100 Sheet Staple)(Requires AK-7110 for installation)	2,777.00
AK-7110	Attachment Kit for DF-7120/DF-7140/DF-7150	92.00
PF-7140	Dual 500 Sheet Paper Trays	807.00
PF-7150	Dual 1,500 Sheet Paper Trays	865.00
PF-7120	3,000 Sheet Side Large Capacity Tray - Letter	819.00
PH-7A	Punch Unit for DF-7120/7110	387.00
PH-7100	Punch Unit for DF-7100	387.00
BF-730	Booklet and Tri Folding Unit for DF-7140 - 4,000 Sheet Finisher	866.00
BF-9100	Booklet and Tri Folding Unit for DF-7150 - 4,000 Sheet Finisher	891.00
MT-730(B)	7 Bin Mail Box for DF-7110	578.00
JS-7100	Job Separator	118.00
JS-7110	Inner Shift Tray	238.00
Fax System 12	Fax Board	667.00
Keyboard Holder 10	Keyboard Tray Kit	65.00
Internet FAX Kit (A)	Internet Fax Kit	173.00
Banner Guide 10	MPT Guide attachment to assist the feeding of banner paper	179.00
Scan Extension kit(A)	Searchable PDF Kit	347.00
UG-33	Upgrade Kit for Thin Print Support	81.00
UG-34	Optional Printer Emulation	323.00
IB-50	Gigabit Ether Net Board	258.00
IS-7100	Inserter Unit (for the 60/70 ppm systems only)	2,429.00
ZF-7100	Z-Fold Unit (for the 60/70 ppm systems only) <3>	6,442.00
AK-7120	Attachment Kit for the ZF-7100	115.00
IB-37	Wireless LAN/Interface (2.4GHz/5GHz multi-band)	97.00
Data Security Kit 10	Data Security Kit 10 Required for customers that require FIPS 140-2 for Communication and HCD-PP Certification	216.00
HD-16	Large Capacity HDD (1TB)	881.00
IB-51	Wireless LAN NIC	344.00
DT-730(B)	Original Hard Copy Holder	26.00
NetGard with Key Pad on Card Reader	Key pad on reader for non-HyPAS or HyPAS where the customer wants to enter pin code from card reader.	928.00
Platen Cover Type E	Platen Cover	68.00
NK-7130	Numeric Keypad	73.00
Surge Protector-MX (15A)	15 Amp Surge Protector	135.00
Printing System 17	EFI Fiery Controller	2,589.00
Interface Kit 15	Interface kit for Print System (15) includes mounting kit and circuit board	433.00
Copier Stand	Copier Cabinet Stand	260.00

SUPPLIES SIN 339940

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Lease Plans are available. LTOP (SIN 532420LTOP) and Operating Lease (SIN 532420LC).

Finance Committee 13.
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2025. (Gomez)

BACKGROUND:
The New Mexico Department of Finance Administration (DFA), requires approval of a budget adjustment when increasing 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 grants, transfers, and other departments.

FINANCIAL CONSIDERATION:

- Various Funds: Revenues $8,183,515.61 and Expenses $1,403,109.87

LEGAL REVIEW:
No legal review is required at this time.

BOARD AND COMMITTEE ACTION:
Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2025.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

Resolution 25-XX
Exhibit A

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025, FOR VARIOUS 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 $8,183,515.61 revenues and $1,403,109.87 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues $8,183,515,.61 and Expenses $1,403,109.87

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 1st day of May 2025.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

Budget Adjustment for April 2025
Exhibit A

Revenues:				**Funds**	**Totals**
Donation Police K9 2690 486207	$	14,600.00	Donation from Strata Produciton	Donations 2690	$ 14,600.00
Air Center 5100 443250	$	484,819.99	St of NM DFA Grant 23-H2930	Air Center	$ 8,168,915.61
Air Center 5100 489100	$	7,684,095.62	NMSIF		**$ 8,183,515.61**
Total	**$**	**8,183,515.61**			

Expenditures:				**Funds**	**Totals**
Police 11014111 817505	$	496,350.00	Paladin Drones	General 1101	$ 853,690.88
Fire 11014121 817505	$	357,340.88	8 New Lifepak 35 Cardiac Monitors	Donations 2690	$ 14,600.00
Golf 26134233 725603	$	50,000.00	Golf Store for Tournament	Golf 2613	$ 50,000.00
Donation Police K9 26906107 792200	$	14,600.00	Donation from Strata Production	Air Center 5100	$ 484,818.99
Air Center 51004332 817503	$	484,818.99	St of NM DFA Grant 23-H2930		**$ 1,403,109.87**
Total	**$**	**1,403,109.87**			

Transfers:			
General 1101 924208	$	(3.61)	Transfer Out-Debt Service
15 GRT Bond Debt Service 4208 911101	$	3.61	Transfer In-Debt Service
Total		**-**	

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Regular Items 14.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
FY26 Preliminary Budget

Approval of Minutes **15.**

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Consider approval of the April 3, 2025, Finance Committee Meeting Minutes. (Gomez)

Attachments
April 3, 2025 Finance Committee Draft Meeting Minutes

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, April 3, 2025, 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 Vice Chair Cavin presiding. Councilor Halvorson, Councilor Heldenbrand, and Councilor Johnson were present. Chairman Corn was absent.

STAFF PRESENT

Chad Cole, Luis Najar, Mike Mathews, Lee Rogers, Casey Conlee, James MacCornack, Abraham Chaparro, Debbie Reyer, Andrew Valadez, Caroline Brooks, Jessica Parham, Elizabeth Prichard, Toni Gomez, Amalia Martinez, Melissa Garcia via GoToMeeting, Merissa Guilez via GoToMeeting, Enid Costley, Jim Burress, Bobbi Thompson via GoToMeeting, Derick Washichek, Steve Chavez, Naomi Steward, Ron Garcia, Julius Sanchez, and Elizabeth Nulf.

GUESTS PRESENT

Rita Kane-Doerhoefer and Terry Harber

APPROVAL OF AGENDA

Councilor Heldenbrand made a motion to approve the agenda as presented. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote with Chairman Corn being absent

APPROVAL OF MINUTES

1. Consider approval of the April 3, 2025, Regular Finance Committee Meeting Minutes.

   Councilor Johnson made a motion to approve the regular meeting minutes from the April 3, 2025 meeting. Councilor Halvorson seconded the motion.

   The motion passed with a 4-0 voice vote with Chairman Corn being absent.

BUDGET PLANNING

2. Payroll Summary.

Presented by Elizabeth Nulf. Ms. Nulf gave an overview of the report reflecting the payroll totals including the detail of the actual payroll cost versus the budgeted totals for the 9 months ended March 31, 2025. The report reflected a favorable variance overall for the nine months ended March 31, 2025, with 71% of the budget used and 29% of the budget remaining to be used. Ms. Nulf noted an unfavorable variance for the Recreation Department for the 9 months ended March 31, 2025, due to a decrease in the projected payroll amount budgeted for the Recreation Department for FY24 versus FY25. Councilor Halvorson did ask for the details surrounding the unfavorable variance for the Recreation Department and Mr. Cole, City Manager stated it was due to the FY25 budget projection for the Recreation Department payroll as there were not any addition of employees or changes in the Recreation payroll. Councilor Heldenbrand concurred it was due to the projected total for the Recreation Department for FY25 payroll budget. Councilor Johnson and Vice-Chair Cavin made note to Finance Department the projections for the Recreation payroll budget should be closer to actual for FY26.

3. Total Expenses.

Presented by Toni Gomez. Ms. Gomez gave an overview of the reports included in the agenda, stating the total expenses paid for March 2025 were in the amount of $8,211,659.11. Ms. Gomez was open to questions. There were no questions. Councilor Heldenbrand noted as a member of the Finance Committee his preference is for the Finance Department to provide the total for all expenses each month; but in his view, there was no need to attach all the multiple pages leading to the monthly total expenses. Councilor Heldenbrand stated it was very time-consuming for Ms. Gomez and the Finance Department when the bottom-line total for the expenses is the only information needed to measure against revenue for financial reports. Ms. Gomez stated the report was a request from Chairman Corn.

4. Review Lodger's Tax Income and Expenses.

Presented by Toni Gomez. Ms. Gomez presented on the report included in the agenda detailing a review of the Lodger's Tax revenue and expenses. Ms. Gomez gave an overview of the revenue and expenditures including payroll total of $155,443.87, operating expenses total of $360,651.01, and revenue total of $1,247,169.03. Toni Gomez was open to questions. Councilor Heldenbrand verified the ending cash balance on the report for the Roswell Zoo and Convention Center with Ms. Gomez as $1.5 million on March 31, 2025. Councilor Cavin had questions in reference to the Lodger's tax for Airbnb rentals. Ms. Gomez stated Justin Jones had knowledge of the information. Mr. Jones gave an overview, stating fifty-five letters were mailed to landlords who have rentals registered with Airbnb. The letters provided the information outlining the Lodger's tax requirements for rentals registered with Airbnb in the City of Roswell. Mr. Jones also noted new software to identify rental properties.

DRAFT

5. Future Budget Planning.

Presented by Chad Cole. Chad Cole, City Manager gave an overview of the status for the budget process for FY2026, including an overview of the new software platform which will contribute to efficiency moving forward. Mr. Cole, City Manager stated the budget process was moving forward and the team was currently working on revenue projections for FY26. Mr. Cole, City Manager also noted a possible change in the software used by the City of Roswell. Mr. Cole, City Manager stated he and Toni Gomez, Finance Director had met with NetSuite team so requested for NetSuite team to provide a presentation to Finance Committee and City Council. NetSuite software is a cloud-based accounting software. The NetSuite Software team gave a full presentation noting all the advantages and benefits provided in the NetSuite software for local governments. NetSuite team emphasized the utility software included in NetSuite is used by several trusted big names in utilities. Mr. Cole, City Manager also noted the annual cost of the NetSuite software will be less annually in cost than for the current software used by the City of Roswell.

6. Fleet Maintenance – Enterprise Fleet Maintenance Presentation

Presented by Christina Spears. Ms. Gomez stated Christina from Enterprise Fleet Maintenance gave a presentation to the Infrastructure Committee; therefore, was asked to also present to the Finance Committee. Christina Spears gave an overview on the reports included in the agenda and gave a presentation including the advantages Enterprise Fleet Maintenance provides including replacement of vehicles over the years, vehicle maintenance, and advantage in addressing supply chain issues.

7. Air System Repair

Presented by Jim Burress. Jim Burress gave an overview in regard to the repairs to the generator and to the air handlers.

FLOOD DISASTER UPDATE

8. Flood Disaster Purchase Order List.

Presented by Toni Gomez. Ms. Gomez provided a report with a total of $10,460,842.35 for March 2025 expenses, and purchase orders for required expenses due to the flood disaster in October 2024. Ms. Gomez stated the purchase orders for the Water and Wastewater were adjusted as a minimal amount was added when PO was created and at a later adjusted to reflect the actual invoice cost. Councilor Heldenbrand asked for the amount of the total expenditures reflected in the general fund and the information on reimbursements. Ms. Gomez stated she would get back to Councilor Heldenbrand.

DRAFT

9. Building Infrastructure and Property – Flood Disaster Update.

   Presented by Lee Rogers. Mr. Rogers gave a handout providing an overview on the report. Mr. Rogers noted final insurance proceeds from the City's flood insurance coverage have been received which totaled 3.7 million; and, are reflected in the budget adjustment report. Mr. Rogers gave an overview of the FEMA loss categories such as Category B. Mr. Rogers stated the insurance proceeds will be used for future City projects, due to the guidelines for the FEMA reimbursement process. Mr. Rogers and DRS Consultants have implemented strategic methods to secure accuracy in the allocation and use of the insurance proceeds aligning with all the FEMA requirements for the reimbursement process. Mr. Rogers replied all the departments are working together to ensure an accurate and precise damage inventory report to FEMA.

10. Road and Bridge Infrastructure – Flood Disaster Update.

    Presented by Luis Najar. Mr. Najar stated the road micro surfacing had been completed last week. Mr. Najar also noted he spoke with Abraham in regards to the debris removal at the Sanctuary Pedestrian Bridge. Mr. Najar gave an update on the DeBremond Stadium, including the repairs needed to the channel to avoid future flooding and destruction.

11. Debris Removal Update due to Flood Disaster.

    Presented by Abraham Chaparro. Mr. Chaparro gave an update on the debris removal and discussed utilizing the secondary site at landfill. Mr. Chaparro also stated regular internal meetings with department heads and DRS consultants continue on a weekly basis. Mr. Chaparro stated all the departments continue to work together creating successful progress in the process.

12. Review Water and Waste Water FY25 budget, future budget planning, and flood disaster update.

    Presented by Andrew Valadez. Mr. Valadez gave an update stating the Lea Street Bridge repairs will be complete next week. Mr. Valadez gave an overview of the progress for repairs involving the 8th Street Bridge. Mr. Valadez stated he was available for anyone with questions. Not any questions presented at this time. Mr. Valadez gave an update on the water tanks.

ACTION ITEMS

13. Consider recommending authorization for repair of Waste Water Treatment Plant MRAS Basin Pedestrian Bridge to Smith Co Construction for $66,146.05 which includes GRT.

Presented by Naomi Stewart.

The City of Roswell is seeking services for the repair of the walkway bridge that crosses the MRAS Basin at the Waste Water Treatment Plant. Quotes solicited utilizing RFP 25-001 Utility On-Call Utility Repair Services. Only one vendor responded with a quote to the RFQ:

1. Smith Co Construction	$ 66,146.05 with GRT
2. AUI	Notification of no quote received
3. J&H Services	No quote received

Councilor Heldenbrand made a motion to consider recommending the adoption of Resolution 25-XX approving budget adjustments in the amount of $3,439,990.47 for the fiscal year ending June 30, 2025, to the consent agenda. Councilor Halvorson seconded the motion.

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

14. Consider recommending approval of a 5-year contract in the total amount of $496,350.00 with Paladin Drones.

Presented by Lieutenant Fry. Lieutenant Fry stated the Roswell Police currently has two drones and one dock. The dock is located on the roof of the police department with a drone housed inside. Over the first 45 days of use with the Paladin system, the drones have already assisted in 2 vehicle pursuits, multiple search warrants, multiple arrest warrant services, was airborne for 1 hour 47 minutes during a SWAT standoff, responded to multiple structure fires, and a grass fire. We have seen success with the streaming capabilities and have recorded vital evidence that will assist in criminal prosecution. Through Paladin, both drones are now capable of being controlled by any computer or MCT via cellular service. The video from both drones is able to be streamed and saved to the cloud. A temporary link is able to be texted to any cell phone for the user to view anywhere. Paladin drafts and submits all necessary certificate of waiver or authorization paperwork to the FAA.

This 5-year contract would give the police and fire departments 2 additional drones and docks for a total of 3 docks and 4 drones. The docks would be located at Fire Station 3 (2800 North Wilshire), Roswell PD (128 W 2nd), and Fire Station 5 (117 W Gayle) with the fourth drone capable of being deployed from the field. Attached is a coverage map. The 5-year contract also covers any maintenance and repairs on any drone, streaming capabilities, and coverage for technological and legal changes.

Future uses include responding to calls for service, narcotic surveillance, warrant services, SWAT standoffs, building clearances, grass fires, structure fires, large public gatherings to include UFO Fest, Eastern New Mexico State Fair, National Championship Air Races, and Sling it Fling it. This will also allow aerial

documentation of major crash and crime scenes. The drones would be operated and monitored by the Real Time Crime Center at the Roswell Police Department.

Councilor Halvorson expressed concern over details outlined in the contract on Page 60, 6A, drone equipment repair, maintenance, drone replacement plus insurance coverage for lost or damaged drone. Counselor Heldenbrand and Counselor Johnson requested if Legal Department had reviewed the contract. Counselor Johnson had questions in regard to the quote confirming the supporting documentation regarding the availability of State price plan and supporting documentation attached to show cause for not going out for bid. All the Councilors requested clarification in regard to the contract replacement policy and insurance requirements.

Councilor Johnson made a motion to consider recommending approval of a 5-year contract in the total amount of $496,350.00 with Paladin Drones on the regular agenda with the caveat that clarification is provided and confirmed for the questions concerning the contract specifications for drone replacement and the insurance requirement plus if the vendor was on a cooperative agreement. Councilor Heldenbrand seconded the motion.

The motion passed with a 4-0 voice vote, with Chairman Corn absent.

15. Resolution 25-XX: Disposal of Certain Surplus Personal Property - consider recommending the adoption of Resolution 25-XX to dispose of certain surplus personal property listed on the attachment.

Presented by Toni Gomez. Ms. Gomez stated Becky Hicks was out of the office and Ms. Gomez gave an overview to consider recommending the adoption of Resolution 25-XX: Disposal of Certain Surplus Personal Property. Ms. Gomez stated this request covers old/obsolete equipment and vehicles currently owned by the City of Roswell.

Ms. Gomez noted, Exhibit A: items valued at less than $2,500. This list is vehicles and equipment that have been either totaled by insurance, stolen or ready for auction because the repairs needed exceed the asset value and Exhibit B: items valued at more than $2,500. This list is vehicles and equipment that have been either totaled by insurance or deemed to have exceeded life expectancy with the City of Roswell.

Councilor Johnson made a motion to consider recommendation of adoption Resolution 25-XX to dispose of certain surplus personal property listed on the attached list to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote with Chairman Corn absent.

16. Consider recommending authorization for approval to issue a purchase order in the amount of $262,661.55 for the purchase of three SCBA compressors from Municipal Emergency Services.

Presented by Steve Chavez. Mr. Chavez gave an overview and stated the fire department was awarded funds from the State Fire Marshal Office grant in 2024 for the purchase of multiple SCBA Compressors. These compressors will be located at strategic fire stations throughout the City of Roswell including the fire training facility

Councilor Halvorson made a motion to consider recommending authorization to issue a purchase order in the amount of $262,661.55 for the purchase of three SCBA compressors from Municipal Emergency Services to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote with Chairman Corn absent.

17. Consider recommending authorization for the approval to issue a purchase order in the amount of $740,030.00 for the purchase of one Class-A HME pumper from Municipal Emergency Services.

Presented by Steve Chavez. Mr. Chavez gave an overview and stated during the October 2024 flooding, the fire department lost four (4) Class A pumpers. Utilizing funding from the insurance, we are looking to replace one of the units. We are currently operating out of reserve units that are dated and are out of NFPA compliance for frontline engines. The purchase of this apparatus will allow our frontline fleet to be NFPA compliant for pumper coverage.

Councilor Heldenbrand made a motion to consider recommending authorization for the approval to issue a purchase order in the amount of $740,030.00 for the purchase of one Class-A HME pumper from Municipal Emergency Services to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote with Chairman Corn absent.

18. Consider recommending approval to issue a purchase order in the amount of $357,340.88 to Howe Medical for the purchase of eight (8) New Lifepak 35 cardiac monitors.

Presented by Steve Chavez. Mr. Chavez stated in order for the fire department to maintain its Advanced Life Support program through the state of NM, front-line engines are required to carry cardiac monitors. Most monitors have a life expectancy of approximately 8 years. The last cardiac monitors purchased by the fire department were purchased in 2015. The Zoll cardiac monitors purchased at that time were refurbished models. This puts the age of refurbished models at 10 years old.

Councilor Halvorson made a motion to consider recommending approval to issue a purchase order in the amount of $357,340.88 to Howe Medical for the purchase of eight (8) New Lifepak 35 cardiac monitors to the consent agenda. Councilor Heldenbrand seconded the motion.

The motion passed with a 4-0 voice vote, with Chairman Corn absent.

19. Consider recommending authorization for ratification of change order in the amount of $1,578,283.30 to increase PO 22501369 for Museum disaster recovery remediation inclusive of building, contents, and art and historical objects from current amount of $850,000.00 to a new amount of $2,428,283.30.

Presented by Caroline Brooks. Ms. Brooks Consider recommending authorization for ratification of change order in the amount of $1,578,283.30 to increase PO 22501369 for Museum disaster recovery remediation inclusive of building, contents and art and historical objects from current amount of $850,000 to a new amount of $2,428,283.30.

Ms. Brooks stated the Roswell Museum was devastated by more than 5 feet of water during the October 19-20 flood event, impacting the building, contents, and art and historical collection and in-loan items and requiring immediate and thorough action. The remediation company, M&M 4 HIM, LLC Servpro of Southwest Lubbock (Servpro), provided the building and contents remediation services as well as support for the subcontractor The Conservation Center for the evacuation, triage and preparation of transport of the art and historical objects to conservation and storage facilities. Change order is to cover costs associated with the disaster recovery that were excluded in the estimate provided by Servpro at the initial stage of the response efforts due to lack of comprehensive knowledge of contents and unprecedented work in a museum environment.

Councilor Johnson made a motion to consider recommending authorization for ratification of change order in the amount of $1,578,283.30 to increase PO 22501369 for Museum disaster recovery remediation inclusive of building, contents, and art and historical objects from current amount of $850,000.00 to a new amount of $2,428,283.30 to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 3-1 voice vote, with Councilor Heldenbrand voting no and Chairman Corn absent.

20. Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2025.

Presented by Toni Gomez. Ms. Gomez requested to consider recommending approval of Award of Professional Services for the Roswell Public Library Outdoor Play and Learn Area to Studio 27 in the amount of $38,843.93 which included GRT.

Councilor Heldenbrand made a motion to consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2025 to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed 4-0 voice vote with Chairman Corn absent.

21. Ordinance 25-XX: Consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX amending the Solid Waste Code.

Presented by Abraham Chaparro. Mr. Chaparro gave an overview and stated per Ordinance 24-07 Chapter 21 Solid Waste: Effective with the beginning of each Fiscal Year, the City Council shall review and adjust all rates for changes occurring since the beginning of the previous Fiscal Year or the last rate adjustment, whichever shall have last occurred. The Solid Waste Director shall, each January, review all costs and rates and shall report to the Finance Committee, at their April meeting, proposed rate adjustments to ensure that each class of customer is carrying its share of costs, debt service, and reserves. In the March Finance Committee, the committee requested that the department go to legal with an amendment to Chapter 21 of the city code increase the rates by 3% and amend the code to read that increases shall be done by CPI-W every July 1st while striking out the yearly revisit.

Councilor Heldenbrand made a motion to discuss at a later date and table Ordinance 25-XX to consider recommendation to authorize to advertise for a public hearing to consider adopting proposed Ordinance 25-XX amending the Solid Waste Code. Councilor Halvorson seconded the motion.

The motion passed 4-0 voice vote with Chairman Corn absent.

NON-ACTION ITEMS

22. Finance Departmental Reports.

- Gross Receipts Tax
- Cannabis Excise Tax

23. Lodger's Tax Report

- Convention Center Bed Fee

Report submitted as stands, no questions.

24. Roswell Public Library

Report submitted as stands, no questions.

25. Golf - Department Report.
Report submitted, no questions

26. Museum Monthly Report

Report submitted as stands, no questions.

27. Public Affairs Report.

Reports submitted as stands, no questions.

28. Visitor Center Report.

Report submitted as stands, no questions.

PUBLIC PARTICIPATION

ADJOURN

The meeting adjourned at 5:13 p.m.

DRAFT

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 16.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Golf March Report

Attachments

Golf March Report

ROSWELL

GOLF – March, 2025

Highlights:

- March has arrived and Spring River Golf Course is in full swing!! Our course is full of Spring River members, High School athletes, and our newest addition, First Tee Participants.
- We have implemented First Tee here at Spring River in hopes of growing the game of golf and reaching a whole new demographic. We have had a great turn out for the first few classes and look forward to ever bigger classes next semester!!!
- Along with First Tee, we began the City Slickers Golf Association and have over 80 members in our first year!! We hosted our first event to the tune of about 50 members, nothing but compliments and smiles. There is no doubt our Association will be growing rapidly headed into 2026!!
- We hosted two High School Tournaments in March as well. The Coyote classic was the biggest High School Tournament in Southeast NM with just over 120 student athletes!! As you can imagine there was a ton of people on the Golf Course, from coaches, to participants, to parents and grandparents. Great to see so many people supporting the game.
- Next up, The First Annual HUH26 Foundation Golf Tournament. In memory of the beloved Tony Regalado. Although the weather was not the best, we still managed to have a great time and raise a little money for Scholarship's!! The Foundation's goal is to award one worthy applicant with paid tuition for 4 years.
- Lastly, we hosted Birdie for the Boys to help raise funds for the Goddard Golf Team. Another great turn out!! The Boys and Girls golf teams were overwhelmed with all of the support and such a great turnout. The teams were able to purchase some.
- The dust has finally subsided and grass is beginning to grow rapidly. The course is getting greener with every day that passes!! We were able to begin work on hole #15, our most significantly damaged hole on the golf course. With any luck we will be able to put it back in play come May.

Specific & Routine Maintenance:

- Cut cups 2x a week.
- Dumped trash as needed.
- Mowed greens twice a week.

Category	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit
Alcohol / Beer	1973	$8,254.08	$7,842.91	$2,634.20	$5,619.93
Alcohol / Liquor	1170	$5,646.16	$5,363.82	$1,521.23	$4,125.10
Food and Beverage / Drinks	1212	$2,495.06	$2,368.37	$806.84	$1,688.43
Food and Beverage / Snacks	1003	$2,124.32	$2,015.64	$739.39	$1,384.88
Golf / Green Fees	2234	$22,066.24	$20,964.18	$0.00	$22,066.24
Golf / Memberships	22	$0.00	$0.00	$0.00	$9,460.95
Golf / Services (GHIN & Club Storage)	1	$0.00	$0.00	$0.00	$35.00
Golf Carts	1983	$26,534.40	$25,203.68	$0.00	$26,879.40
Merchandise / Accessories	81	$775.68	$736.86	$0.00	$433.08
Merchandise / Apparel	0	$0.00	$0.00	$432.58	$0.00
Merchandise / Clubs	13	$3,519.06	$3,343.12	$0.00	$1,008.92
Merchandise / Footwear	0	$0.00	$0.00	$3,109.13	$0.00
Merchandise / Gloves	56	$1,106.76	$1,051.52	$0.00	$455.98
Merchandise / Golf Bags	3	$666.68	$633.36	$650.84	$159.68
Merchandise / Golf Balls	354	$3,810.68	$3,619.96	$507.00	$1,393.51
Merchandise / Headwear	9	$285.70	$271.40	$2,417.12	$115.14
Range Balls	554	$2,937.93	$2,791.86	$170.55	$2,937.93
Rental Club Fees	4	$37.00	$35.14	$0.00	$37.00
Tournament Credit Book	19	$0.00	$0.00	$0.00	$9,248.04
Tournament Fees	0	0	0	$0.00	0
Total March Profit		$80,579.76	$76,545.84	$13,271.62	$87,086.49
TOTAL GROSS REVENUE					$104,391.67





PRO SHOP REVENUES FICSCAL YEAR 2024-2025

July 1, 2024 - June 30, 2025						
Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue
Jul-24		$115,582.89	$111,368.85	$18,220.47	$138,455.13	$162,461.57
Aug-24		$110,996.34	$106,553.56	$15,754.33	$118,083.03	$139,395.01
Sep-24		$105,940.10	$101,046.15	$18,169.20	$88,408.57	$111,472.17
Oct-24		$63,627.41	$60,071.00	$10,220.18	$60,908.77	$74,313.92
Nov-24		$63,618.69	$60,433.31	$10,549.79	$59,660.86	$73,395.57
Dec-24		$96,793.99	$92,948.73	$12,731.43	$82,750.12	$99,298.80
Jan-25		$66,202.22	$64,518.56	$4,487.20	$61,924.98	$68,095.88
Feb-25		$53,497.33	$50,818.13	$7,680.04	$57,962.81	$68,322.07
Mar-25		$80,579.76	$76,545.84	$13,271.62	$87,086.49	$104,391.67
Apr-25						
May-25						
Jun-25						
Fiscal Year		$757,090.73	$724,544.13	$111,204.26	$755,360.76	$901,386.66



Submitted by: Tim VanderBout, 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: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Public Library April 2025 Report

Attachments

Roswell Public Library April 2025 Report

Roswell Public Library
March 16, 2025 – April 15, 2024

Flood Recovery
Almond Painting will be painting the Bondurant Room and the interior west side of the library the last week of April and first week of May.

Accomplishments
Building Improvements
Play and Learn Area: Contracts have been signed and work has begun on creating the plans for the Outdoor Early Childhood Play and Learn Area.

- The plans are expected to be completed by the end of this calendar year. A purchase order has been created. We are using donated funds for this project.
- We are using 2022 General Obligation Bond funds to purchase some of the items. At the March meeting of the Library Board of Trustees we looked at items created by Percussion Play. I then had parents who attended our preschool programs look over the items from Percussion Play. We need to do some more research on placement and if we should only pick a major or minor keys for the instruments. There was also concern about shade.
    - Dragonfly – everyone liked the dragon to celebrate the Dragonfly Festival.
    - Flower Petal Drums – we are researching if a sponsor's name might be engraved on the stem of the flower. The flowers are poppy, sunflower, daisy, and Forget Me Not (we requested the Forget Me Not be painted as a Purple Pansy in honor of Shakespeare).
    - Harmony Flowers – there are six different colored flowers, three in the major key and three in the minor key ranges.
    - Harmony Bells – there are six different colored bells, three in the major key and three in the minor key.
    - Tropical Cyclone – that makes the sound of rain.
    - Cattail Chimes – the chimes are a celebration of the Bitter Lakes.
    - Talking Tubes – but we are researching the installment requirement and seeking assurance that bugs cannot use it for a resting area.
    - Cavatina and book of music – the cavatina is colorful and the music book is coded to match the color of the key to be played.
- We are going to keep the trees on the south side of the library. This should help provide shade to the area. Ruben Esquivel, Cemetery Department and arborist, provided information on the trees. We will be having Esquivel look over the plans to ensure we keep the trees healthy.
- We are planning to restore and move the sundial to the front of the building.
- We are planning to place potted plants behind the girl and boy on the bench.
- We want to include signage and rules of the area. These will be in English and Spanish
- We will have storage for the raised garden area to put equipment.

- We discussed where the swinging door to the play and learn area will be. Then we discussed it again and yet again.
- We discussed how to bridge from the inside and outside levels and the answer seems to be a bridge.

Roof Repair: Repairs to the library roof are complete. There was some additional work done after new leaks appeared during the last rain/snow storm.
Banners: Two new banners have been installed on the library outer walls. These banners replaced the most faded banners. We will be purchasing two more banners.

Service Improvements

Yearbooks: We have Roswell High School Yearbooks (1911 to 1958) on the website https://roswell-nm.historyarchives.online/home. We will continue to work on this project the next fiscal year using General Obligation Bond Funds.
Oversize Books: The books over 12 inches tall are placed on sturdy shelves and face the nonfiction collection. Previously they were located on the west wall.
State Documents Collection: 20 libraries in New Mexico serve as State Depositories. Roswell Public Library is one of those libraries. We are re-evaluating the collection and adding some of the documents into our circulating collection and discarding items that are dated. We will also be rehousing the remaining collections in more suitable containers.
Genealogy Collection: The genealogy collection started with a gift from the Daughters' of the Revolution. We have an agreement that if we ever wish to discard any of the books they donated, we need to contact them first. Currently the collection is located on the south wall and it will be moved to be shelved by the reference collection. We will be evaluating the collection and determining what we should keep, what needs to be rehoused, and what may be scanned.

Programs

Rube Goldberg Event: I68 people help created the Roswell Public Library Rube Goldberg Machine Challenge that started off with coding with an ozobot, that triggers a marble run and a trap that started a car down a ramp to pop a balloon that started a swing that launch a ball that knock over dominoes that knock off a cup that launch a paper airplane. Katelyn Turner coordinated this event with MIT and the Miniature Museum.
Touch a Truck: The Fire Department, Police Department, Transportation Department, and Water Department parked on Pennsylvania Avenue on Saturday, March 22 and allowed 268 members of the community to look over their vehicles, toot a horn and pretend that they were a city employee doing good for the community. Each child took home a free book and enjoyed a snow cone. The event was coordinated by Rocio Ortiz

and sponsored by Sparklight and the Roswell Library Foundation.
Bob Boze Bell: 48 people attended an author and artist talk at the Library featuring American west historian Bob Boze Bell on Friday, April 11. The evening program featured artwork by Bell displayed in the Bondurant Room, an amusing presentation and refreshments. Jan Dunnahoo coordinated the event and the Friends of the Library provided cookies and library lemonade.
Kindergarten Bags: We are again putting together school supplies bags for students entering kindergarten in the fall. Rather than a book we are putting a coloring book provided by the New Mexico State Library.
Summer Reading Program: Registration for the summer reading program will begin on May 27 the same day the Wonder on Wheels mobile museum van will be at the library. The reading program has two parts. Part one is encouraging reading over the summer and Part two is providing enrichment activities to keep students learning over the summer months. Rocio Ortiz, Diana Bernal and Katelyn Turner have put together a series of programs this summer. We will have special programs each Thursday, Friday movies, programs for young children on Tuesdays and Wednesday. Programs on the weekend too. Ortiz is requesting assistance from local businesses for prizes and sponsorship.

Plans for March - April

- Move the genealogy collection.
- Painting of the interior parts of the library is expected to begin late April.
- Host a Día del Niño/Día del Libro program.
- Clean the Tree of Knowledge.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 18.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
MainStreet Roswell Quarter 3 Report FY2025

Attachments

MSR FY2025 Q3 Report

MAINSTREET ROSWELL
P.O. Box 1328
Roswell, NM 88202
director@mainstreetroswell.org
C: 575-914-8017

City of Roswell – Q3 Report / MSR – Q1 Report
January, February, March 2025

Submitted on: April 15, 2025
Barbara Gomez, Executive Director

MainStreet Board Minutes (Inserted):

- January 2025
- February 2025
- March 2025

Profit & Loss Actuals YTD Financial Reports (inserted)

- January, February, March 2025

Executive Director's Monthly Report (inserted)

- January, February, March

During this quarter MSR ED/Board held the Annual MainStreet Roswell board meeting, worked on the upcoming 2025 UFO Festival and collaborated on a $500,000 grant through NM Tourism, Destination Forward, for the Chaves County Cultural Plaza

Board members: During the CoR Q3 MSR added 1 new board member. Currently the board has 10 Board members and 2 Ex-officio members.

Jason Garcia	President
Peggy Seskey	Vice-President
Kim Wood	Treasurer
Rosy Rubio	Secretary
Allen Shanley	Director
Eric Neria	Director
Rodney Austin	Director
Kerri Hendrix	Director
Lela Hunt	Director
Cisco Brink	Director
Juliana Halvorson	Ex-Officio
Kim Perry	Ex-Officio

Project Deliverables / Scope of Service
Brief description of: Business Retention and Economic Development

- ED and/or Board members provided no less than 15-25 per month personal contacts in person, via phone, email or via messenger on the MainStreet Roswell Facebook page and via 3 monthly Stakeholder meetings.

- 1st Friday of each month, ED contacts a majority of stakeholders to obtain information on merchant specials or events happening at their location during that month. ED reviews stakeholder's FB pages and reshares events or specials as posted by the merchant. The information is then broadcast live via PVBC radio, "Mornings with Mike" show, shared on the MainStreet Stakeholders Facebook and during the monthly Stakeholders meeting.

- During this quarter MSR held 3 Stakeholder meetings; January, at Miniatures & Curious Collectables, February, at Ancients of Days and March, at Ancients of Days. During the March meeting we hosted Fred Telling with National Championship Air Races to give an update on the event. Stakeholder meetings are held via "live-stream" and in-person, providing training info, discuss plans, promotion opportunities for businesses, and ask about any assistance they may be needing.

- MainStreet Roswell maintains its webpage at mainstreetroswell.org:
  (The MSR webpage is updated as buildings become vacant or available)
  - Map of the downtown MainStreet District
  - Business directory listing 70 downtown businesses
  - Property Listings of vacant and for sale
  - Projects/ Event

  ED met/talked with various business owners to discuss plans for improvement of location interior or exterior. Attempted to locate and identify empty buildings and spoke with a number of people looking to find a location on Main Street.

New businesses within the district during Q3	**Address**
Space Toy Museum	311 N Main Street
Business closures within the district:	None

Interior and Exterior Improvement and Rehabilitation	**Address**	**Private Investment to the building**	**Description of work**
Space Toy Museum	311 N. Main Street	$10,000	Interior repair/updates, signage
Stellar Coffee Shop	315 N. Main Street	$19,000	Interior repair, flooring, appliances, furniture
Bricktown Alien Attack	201 N. Main Street	$10,000	Building updates
Tiny Trends	116 S. Main Street	$300	Front / back door flooring
TOTAL		**$39,300**	

Available Property Listings: A listing of properties within the corridor is maintained through a google spreadsheet and the webpage at mainstreetroswell.org as an ongoing effort.

Location	Previous business	Owner info	new tenant / relator
227 NE Main Street	Complete Rehab	Mike Hurst	
205 SE Main Street	USA Title	Jennifer Homes	
120 SE Main Street	Unknown		Burkshire-Hathaway
108 W. 4th Street	Cigar shop & Frame	Marty & Cynthia Torres	
125 W. 4th Street	Pegasus	Abel Villapando	Car storage
107 E. 4th Street	Fisk Building	Possible lease offices	
107 E. 3rd Street	Unknown	Berkshire Hathaway	
412 N. Richardson Ave	Villegas Insurance	For Sale	
201 N. Richardson Ave	Silver Spoon	Morris Shertz	
100 S. Richardson Ave	Petroleum Building	Ram Kumwar	

Public Sector Improvement

Name of Public Project	Location	$ Value of project
None to report this Quarter		
Total		**$0.00**

Extraordinary activities

- **2025 UFOFestival meeting in Jan, Feb, March:** meetings were started with the City of Roswell and UFO community committee. Meetings are being conducted on a once a monthly basis with other special meetings being held.

- **Chaves County:** MSR continues its collaborative work with Chaves County on the Chaves County Cultural Plaza. The team consisting of administration of Chaves County and Pland, designing team and MSR helds meetings to review bids. No bids were received during the first or second request therefore the team decided to put out another request for bids in other locations; Texas locations to include El Paso & throughout NM. Bid was accepted and work is moving forward.
  NM Tourism, Destination Forward Grant – was completed as collaborative effort between Chaves County, SNM EDD and MSR. Grant funding approval TBD.

- 2016 Wayfinding plan. During this quarter ED & MSR Board members met with CoR Engineering department to discuss costs and possible new design for the Gateway. Plan was made to put out a bid to ascertain costs and rediscuss the possible route. A new design for the gateway was discussed with having graphic artist Juliana H. to create possible designs. CoR provided MSR a "draft" land use agreement that will be reviewed for further discussion. Possible need to send on CoR Legal and Finance Committees.

- CCEDC – Maximize your impact for NCAR. ED attended this educational training.

- Roswell Chamber of Commerce, Rise with Roswell breakfast, March 27th, event was attended by ED.

- During this quarter, ED spoke at the following civic organizations: Roswell Rotary Club and the Sunrise Optimist Club. Updates were given on upcoming events on MS and upcoming MSR gateway, the Chaves County Cultural Plaza and the NCAR.

Promotional campaigns / Events:

-
- No community events were held during this month.

- MSR Rebranding – meetings were started during this quarter with NMMS to begin the process. Community/stakeholder survey and QR code was created and will be blasted out via FB and emails in order to get feedback necessary to form focus groups. Work continues for the 3-6 months.

Cooperative efforts with area organizations

- National Championship Air Races (NCAR): MSR in cooperation with the Roswell Chamber of Commerce conducted a community meeting for the NCRA, Fred Telling, Chairman/CEO and Tony Logoteta, President/COO conducted the presentation. The event was held on February 27th, with 60 people in attendance including Stakeholders of the district, local businesses and community. During the March Stakeholder meeting Fred Telling, NCAR, attended and provided a presentation both a FB and live presentation.

- MSR ED, continued to work with the Matanza on the Marketing/Promotion committee until January 2025. At time ED resigned from the committee due to upcoming UFO Festival commitments.

Volunteer Hours:
Approximately 300 volunteer hours were reported during this quarter. Volunteers consisted of MSR board members, community volunteers and civic organizations. Board members attended and assisted with the MSR UFO meeting and UFO Community meeting. IT volunteer assisted with setting up and updating the online Eventeny program.

Executive Director Training / Meeting with NMMS
New Mexico MainStreet Winter Conference. ED and VP of MSR attended the NMMS Winter conference held February 5-7, 2025 in Santa Fe.
February 19th – 1st Re-Branding meeting held with Robyne, NMMS with ED and ReBranding team.

MAINSTREET ROSWELL
ANNUAL BOARD MEETING
January 11, 2025, 9:00am to 3:00PM
208 N. Richardson – Parking at 217 W. 2nd Street (Valley Bank parking lot)

Present: Barbara Gomez, Executive Director
Board present: Jason Garcia, Lela Hunt, Allen Shanley, Rosario Rubio, Kim Wood, Peggy Seskey, Rodney Austin, Eric Neria

9:00am – 9:25am Brunch / Prepare for meeting – sign in / handouts

9:30am – 10:15am Introduction to MainStreet and Board responsibility – via Zoom
- Amy Barnhart, NMMS

Gave a presentation of the history of Main Street and the future of Main Street.

Provided a list of NMMS resources and supports; transformation strategies;

Main Street Operations: Organization Point: Two Key Components: Capacity and Resources; The Role of the MainStreet Organization; Task Force Structures by project; i.e., Organization, Promotion, design, economic vitality.

Roles of the Board Members: Implement Roles/responsibilities; engage in the work of the org; ready to commit resources; be an ambassador for the org; attend to the present with an eye to the future; serve with integrity; evaluate and plan

Also outlined roles of each Board officer including the Executive Director

Roles of the Board overall: "The Board of Directors is the "owner" of the corporation. Understand the role vs legal and fiduciary responsibilities for the Board.
- Mission and Purpose;
- Select the ED;
- Support the ED and review performance;
- Org Planning;
- Adequate resources; monitor org's programs/services;
- Ambassadorship;
- Serve as a Court of Appeal for staff;
- Plan, develop and Implement MS projects;
- Assess own and Org performance.

The Standard of Care:
- Duty of Care;
- Duty of Loyalty;
- Duty to Manager accounts;
- Duty of Compliance.

Executive Partnership: Clearly delineates roles/responsibilities for each

Reporting and compliance:

- SoS reports; IRS; NM Attorney General; Annual NMMS compliance; other such as NM Tx and Rev

Potential Pitfalls:
- Tax Exempt pitfalls;
- public participation requirement;
- private inurement; excess benefits;
- Unrelated business income;
- unusual grants;
- form 990;
- fundraising/gaming;
- audits;
- donation letters

Publications 1771(Charitable Orgs) and 3079 (Tx Exempt Orgs and Gaming)

Fundraising: is a mission critical responsibility of the Board. Why require Board members to give? Creates "skin in the game"; commitment to org and mission;

Other responsibilities:
- Board recruitment:
- Board composition;
- Onboarding process;
- orientation;
- Board training;
- Board self-evaluation;

10:15am – 11:00am Overview of NMMS Accreditation recommendations – via Zoom
- Connie Loveland, ED of Tucumcari MS, Local Program Evaluator

Accreditation Process: Self-Assessment; Local Program Annual Performance Report; Partner Survey; NMMS Dashboard-Compliance Docs

Benefits of Accreditation: Capital Outlay funds access; technical assistance;

Recommendations: Strategic Planning-develop work plan and budget; Work w/county and NMMs to ensure timely implementation of Great Blocks on MainStreet project and disbursement of funds; complete the Wayfinding Project; Enhance reporting onto the Local Program Annual performance project by providing more specific details about org projects; Complete MSR rebranding including web design; MSR should work to foster strong community partnerships; Take advantage of the NMMS impact report to develop an informational product that communicates successes, accomplishments; and future plans; Capitalize on Roswell distinct character by creating engaging promotional materials and programs centered around its murals; alien themed art; and historic buildings.

11:00 – 11:30pm LUNCH Break

11:30pm – 12:30pm *Bylaws Article 5, Section 10:*

- Election of Officers – Nominations / Ballot
  - Treasurer: Kerri Hendricks and Rosy Rubio were nominated. Kim Wood requested to be removed from the ballot
  - Board officers selected: President: Jason VP: Allen/Peggy-tied; Secretary: Lela Treasurer: Rosy
  - Lela made a motion; Second by Eric to have co-VPs. Motion passed.
- Evaluation of the performance of the board: Self evaluation of Board; Outcome of evaluations & steps moving forward
  - Board orientation process
- Evaluation of the performance of the Executive Director: ED performance evaluation needs to be done. Deadline: end of January 2025.
-

12:30pm – 1:15pm Review of the financial condition of the organization

- Review of the 2024 Budget / Approval of 2025 Budget

Budget approval: A meeting was scheduled to create/review the budget and approve it. A budget and salary survey was done between Barbara and Kim. Included in a survey to be sent to NMMS and the State. Funds received: Sertoma: $7500; Texas Roadhouse: $32.

Discussion was held on different components of the income including UFO vs Alienfest.

Finance Meeting to discuss the budget is scheduled for January: Kim, Peggy, Rosy, and Barbara will attend. January 16 @ 3:30p.m. Forms are available to create a budget.

1:15pm – 3:00pm

- 2024 Provider Service Agreement with the City of Roswell: All documents will be in Google Suite. All members should read and know what the agreement outlines. Which is included in the $75,000 provided. To be billed to the CoR of a quarterly basis for payment.
- Items for review:
  - Bylaws were updated & adopted 10/2023
  - Policies
- ReBranding Process – NMMS Cam, Julia, Robyne, team
  - Logo, Review of the Mission Statement / Vision Statement: Committee will be getting an invite from Robyn, revitalization specialist. MSR needs to meet (Barbara, Juliana, Rodney, Lela) before deciding which direction to go. Mission/Vision should be revisited. Barbara will send out the process of the rebranding.
- Set yearly EVENT Calendar
  - AlienFest / UFO: Confusion between both of these events. Barbara suggested that we do away with AlienFest and only sell UFO merch. A contract with the city of Roswell would need to be created. AlienFest is not what people are coming for. Guidance from City on how to use the logo. The city has a trademark on the name. Last year MSR received $60,000 sponsorship for AlienFest. Julianna recommended that MSR submit a proposal to manage the UFO Festival in 2025. Meeting w/Chad and Hess and TJ was suggested to further discuss as soon as possible with Barbara, Peggy and Julianna. There is a meeting

scheduled with TJ already for next week on Monday, January 13 @ 2 p.m.
    - Chile Cheese Festival: Do we need to rename it to just Chile Festival due to cheese industry not participating. Recommended to reach out to Leprino once again to gauge their interest. Allen will reach out to them. The event needs revamping to make it more creative, take "cheese" off; discussion was also held regarding giving the event out to some other entity or partnering. It's about supporting the local farmers, etc. and creating events to bring people into Roswell. It was suggested that making money is not the priority/focus. A suggestion was also made to schedule the event in conjunction with other events for example, the Air races (Sept 10-14). The Board will revisit.
    - Christmas Events
    - Holiday Lighting Project moving forward: Wendy Marley relayed to Barbara that she wants to hand over the project to MSR. She raises funds for the project. $25,000 project. Jesse McDaniels puts lights up and stores.
    - Christmas tree moving forward: Devon out of the picture already. Do have a place to stored; Damage: none but Tanner fixed some repairs. We are three boxes short. JP White building. All the limbs are complete. Boxes were only the thing missing.
- Bottlecaps to benches - Clarify ownership relationship moving forward: Allen took lead. Benches to be picked up. Bottle caps are taken to be delivered to a company in Evanston, Indiana. They make the benches out of the bottle caps. It's a community project. 200 lbs of bottle caps per bench. Bianca….. $1100 approximate travel expenses to take the caps. Bottle caps need to be sorted. Recommended to have a meeting with Bianca…. AARP grant? Joe West… was referred to Barbara… He has the trucks and the drivers. We need 4 or 5 more benches that are needed by MSR . MSR should only pay a percentage of the benches that will be transporting back. Allen will schedule a meeting with Bianca Cheney to further discuss.
- Revitalization of downtown: buildings not owned by merchants. Vacant building ordinance presented to the city. Documents were set up like Raton and adopted by their city. MSR needs to find out the owners of the downtown buildings for information purposes. Some owners leave town, do not take an interest in the building, etc. More of a tax write off
- Stakeholder vs Downtown Merchant Coalition: Have our rebranding team look into this.
- Fundraising:
    - Friends of Main Street: project was started but not completed. Going away from it now. Barbara wants to move forward with the concept. Have a level of funding with certain benefits, I.e. Xcel, etc.
    - Spring Candy party / Sertoma Cash raffle: Peggy has more knowledge of the Spring Candy. A lot of work but quick money. Eric will reach out to Sertoma to ask if they will partner with MSR again on a cash raffle. MSR needs to begin looking at having contracts with any partnerships established.

    - Discount card: Never have gotten off the ground. 10% discount from local vendors. MSR will move forward with this project.
    - 5K Run: Veterans group having it in November. Barbara has done one at NMMI. She has experience. Easy way to make money. "The Brave" 5K….. would have it on November 8. Youth Challenge would be available possibly for help. Tshirts, numbers, payment, registration.
- Farmer's Market with MSR– discuss relationship moving forward: Peggy takes the lead. Is it a MSR event or a standalone event? Nothing to do….. once set up, there's nothing much to do. 6 a.m. to set up and then wait until 11 a.m. to take down. Dusty Huckabee started the event but not under MSR. MSR sponsored for insurance purposes. Peggy will organize a group to undertake it if MSR doesn't take it on. Pay 25% of the invoice. If it is designated as a MSR event, the Board needs to step in to help set up. 50 booths. Peggy has a running total of the # of people that visit the farmers market. MSR will keep Farmers Market event. No payment for insurance from farmers markets vendors. July-October: 7-11 a.m. Saturday. Market manager hire?
- Operations: part of the rebrand…
    - Facebook - ownership: MSR, stakeholders, farmers market. Jason would like to turn off comments. But it was determined that was not a good idea. Issue: Only for stakeholders; Molly is the owner and she should not be able to comment. No one is allowed to join the FB page without approval. Julianna changed the setting to restrict posting without approval.
    - Website: Buy the website from Bill. MSR.org linked to AlienFest/UFO. Barbara will meet up with Julianna to fix
    - Storage Unit: Berkshire unit $70 paid for unit; 5th floor office is used as a storage. Best option
    - Office location: Barbara would like to relocate. NM Energy Library could be an option. Donate space in lieu of money.
    - RDR – online news: very small cost. Do we need it? 3 days published only. Barbara recommends getting rid of subscriptions. Barbara gets paper at home and will utilize it at MSR as necessary.

2025 LOOKING AHEAD:

- Wayfinding Plan: Contract will be worked on for MSR. Todd is holding back the project. Louis was pinging MSR to speed up the project. Board members need to be representative on components. Barbara provided the samples of the displays and will be double sided. Locations would be one on 9th Street. Night one was selected by the Board. Will the signs withstand the elements? Josh Berry, metalist. We have four options. MSR talked to City (Louis) about maintenance. Julianna recommended Chad be approached about the City involvement. It was recommended to wait until the new logo with the rebranding before making a final decision.
- Great Blocks – Chaves County Cultural Plaza: No decision. Rebid-second round

- Mural project: Something that Christina proposed. Murals on Main… 4 murals. Grants are available for murals. Not aliens but more recreational. Michael Beets, artist.
- RARA: Races. Poster shared. September 10-14, 2025 are the dates for the event. Meeting to meet with merchants at the end of February.
- Grants:
    - EDD/COG:
    - Outdoor Grants
    - Resiliency Grant: could be used to help people with flooding. MSR only received responses from 4 people. 2 are owners; 2 are outside owners. Minor repairs. Barbara decided not to use this grant. $5000 is the total of grant. MSR would like to use the funds to fund the merchants and their buildings.
    - AARP Grant: benches last time; not sure what it can be used for but will look at it again.
    - Team Mobile: not sure what it is. Barbara has not yet looked at it again.
    - Barbara would like to have piped in music downtown. She would like to research grants for this project. Announcements. Not full cost or regulations. In looking through old board meeting minutes, it was discussed then about WiFi at Pioneer Plaza.
    - Allan brought up a project that McDonald's has where they obtain info from visitors. He suggested doing the same during MSR events. It was adopted to do so.
- Closed session was called.

Closed session was called to discuss salary for Executive Director. After much discussion, it was voted upon to give the Executive Director, Barbara Gomez a 3% increase and $1500 bonus. Her current salary is $55,000 with the 3% increase would bring total to $56,650. Jason will unofficially inform Barbara after this meeting. However, the official announcement should be completed at the ED evaluation to be completed by January 31, 2025.

Board also discussed the signatures to be changed on the Pioneer Bank account. Kim Wood will be removed and replaced with Rosario (Rosy) Rubio. Rosy will make the arrangements at the bank. She will need to take the meeting minutes approving this action. Eric made a motion to approve the changes in the signature card; second by Rodney. Motion was passed and approved.

Meeting was adjourned by Jason at 2:54 p.m.

MAINSTREET ROSWELL
BOARD MEETING - MINUTES
February 12, 2025, 5:30PM

I. Call to order: Jason called meeting to order at 5:30
II. Establish quorum: yes
III. Public Forum / Guest
   a. Tony D'Arrezo, CPA – Update on 501.c.3: Jason email from Tony read in his absence. Recommended that Barbara make an appointment to meet with IRS rep regarding guidelines to get it changed.

IV. Approval of minutes – December 11, 2024 (sent out via email): Reviewed.
Annual Board meeting – January 11, 2025 (sent out via email): Reviewed.

V. Treasurer's Report/ December 2024 Year to Date Financials (sent via email): Kim presented the Treasurer's report for December 2024.
VOTE: Proposed Budget 2025 – Rosy Rubio presented the 2025 Proposed budget. QBs online was purchased. Motion to approve: Kerry; Eric; passed.

VI. **VOTE**: Confidentiality Policy: Presented. Barbara provided some context on the updated one from October 2024. Discussed additional information that was not included in the signed one from October, 2024. All Board members should sign the policy and return to Barbara by March 1, 2025. Motion to approve: Allen; Eric; motion passed.

Discussion on how meeting minutes are recorded.

VII. Community Projects updates:
   a. Wayfinding – Gateway project, meeting: setting up meeting with Louis Najor, city engineer. Amy Bell, NMMS will be involved with Wayfinding, County, etc. and she will attend the meeting to clarify. She clarified that MSR should not be responsible for the upkeep, etc. of the gateway project. Board members are invited to attend the city engineer.
   b. Chaves County Cultural Plaza: Amy Bell will also be attending these meetings. Another bid has opened up: second round. Will get an update from Chaves County.

VIII. MSR Quarterly Report: Barbara will not send reports to the Board on a monthly basis but will report quarterly.

IX. Exec Director's Report
   a. NMMS – Winter Conference, Santa Fe: Barbara and Peggy attended.
   b. UFO Festival report– Agreements / next meeting: Barbara and Peggy met with TJ. Agreements with the City of Roswell will reference AlienFest because Hess stated MSR could not be on the agreement. Julianna will meet to clarify.

      Merchandise sales will be sold based on their guidelines. Discussion was held. UFO Festival vs AlienFest merchandise was discussed. Contract/agreements will be shared with the Board when available.

MainStreet Roswell Board Meeting
Minutes
March 12, 2025
Meeting called to order: 5:30 pm | Meeting adjourned: 6:56 pm

Key Takeaways

- UFO Festival planning underway; need to schedule budget/planning meeting
- New event management platform purchased to streamline operations
- Printer issues causing operational challenges; exploring replacement options

TOPICS

Gateway Project Land Use Agreement

- Draft agreement from city proposes $1,696.20 annual fee for land use
- Board opposes paying fee as project funded by state grants
- Next step: Meeting with city officials on March 24th at 1:30pm to discuss

Cultural Plaza Project

- Bids reviewed; project $500k short on base budget of $627k
- Exploring Destination Ford grant in April to cover shortfall
- May phase project or cut elements if full funding not secured

Board Membership Application

- Francisco Brink voted onto the Board

Bottle Cap Bench Program

- 12 benches produced so far, not 13 as previously thought
- $350 refunded for unclaimed bench
- Need volunteer with truck to regularly collect bottle caps from drop-off points
- Exploring ordering benches/tables for Cultural Plaza project

Stakeholder Meetings

- Low attendance at in-person and online meetings
- Considering alternatives like email newsletter to engage merchants

Printer Issues

- Current printer drum failing; exploring replacement options
- HP LaserJet, Brother, or leased business printer under consideration

Flower Planting Event

- Rescheduled from April 26th to May 3rd or 10th due to flower availability

Accounting

- MSR will use online Quickbooks.

ByLaws

- Bylaws highlighting duty of care and good faith were emphasized and stressed to all of the board members.

Next Steps

- Schedule UFO Festival budget/planning meeting
- Meet with city officials on March 24th re: Gateway land use agreement
- Apply for Destination Ford grant in April for Cultural Plaza funding
- Research and decide on new office printer solution

- Develop alternative stakeholder communication strategy
- Assign volunteer to manage regular bottle cap collection

Submitted by: Lela Hunt, Secretary

i. Online vendor management program: Barbara working with Julianna and meeting with two vendors that help with the organizations of vendors on the location during the UFO. Vendor prices will be based on the location. Other MainStreet may be interested in coming on board with MSR to cover the cost.

c. MSR Re-branding project: Meeting scheduled for February 19, 2025 at 3 p.m.
   i. Juliana, Lela, Andrea M, Rodney, Barbara, Cisco

d. **VOTE**: Holiday Light Project – Request for $3,500: Wendy fundraised for the project but is short $3,500 and would like MSR to fundraise for the project. She wants to hand the project over to the MSR. Discussion was held regarding the direction of this project. Jessie McDaniels sends a bill to MSR and it is paid. Board vote: Allen made a motion to cover the $3,500; Kerry; motion passed. Barbara will invite Wendy to next Board meeting.

e. Webpage migration – SPR Host / CamzTech/ Invoices: Moving forward. Cams Tech is already on board.
d. BOOMS (Building Opportunities on Main Street) Tracker, Feb 20th at 10am Zoom: Program to help MSR to keep track of buildings on MainStreet.
e. Chaves County meeting – building in the district / funding request: Jason/Barbara meeting with Bill Williams to discuss building next to Reichman Park to possibly lease for MSR offices. Funding requests will also be discussed at the meeting.
f. Bottle cap delivery to Evansville, ID update – Eric has been in touch with the lady and will schedule a date to deliver the bottle caps. Eric will deliver 8/9 bags. Total cost of trip to Indiana will be approximately $9,000 bringing back 23 benches; bench cost is $6,900. Travel expenses would be paid by MSR. Costs would need to be split by other entities that are receiving benches. Bench costs are approximately $300 but may have gone up. Eric will follow up with Bianca the cost of each bench and how many belong to MSR. MSR will pay for them up front and will sell them to the entities. AARP grant will be applied for to cover this project. Discussion to increase the price of benches. Benches that are currently secured will be placed on the MainStreet corridor; Cultural Center and Pickle Ball court have been selected as locations. 13 benches at Molly's place; 9 belong to MSR-4 to pickle ball court and 5 to Cultural Plaza. Arrangements to pick up 9 benches from Molly will be picked up by the Board. Joe West suggested that he can pick them up and store them in the County.
g. National Championship Air Races presentation: Flyers to be sent to Board. 26 people have RSVP'd. February 27 @ 6 p.m.

X. <u>Old Business:</u>
   a. Fundraiser subcommittee Update:
      i. Lela, Rosy, Allen, Chair, Peggy: Allen will reach out to members to schedule a meeting.

XI. Other business / Comments

XII. <u>Closed Non-Public Executive Session</u>
   a. Board application

XIII. Adjourn: Jason adjourned at 6:55 p.m.

UPCOMING CONFERENCES/ TRAININGS:

UPCOMING EVENTS:
July 1-6, 2025 – UFO Festival

Stakeholder Meeting: 3rd Tuesday of EACH MONTH, 5:30 PM.
February 18th, Stakeholder meeting, location – TBD

First Friday's: First Friday of each month at 9am – Mornings with Mike

DATES TO REMEMBER:

MRS Board meetings: 2rd Wednesday of EACH MONTH, 5:30 PM
Next Meeting: March 12, 2025
J.P. White Building, 4th Floor Conference room

NM MainStreet Quarterly Reports:
1st Quarter – April 1st, covering January 1 through March 31st
2nd Quarter – July 1st, covering April 1st through June 30th
3rd Quarter – October 1st covering July 1st through September 30th
4th Quarter – January 1st covering, October 1st through December 31st

City of Roswell Quarterly Reports:
Quarterly reports due no later than the 15th day of the month following the end of each quarter.
City of Roswell Annual Report:
No later than 14 days before MSR's annual presentation to the City Council

IMPORTANT CITY MEETINGS:

*We need to be present at any City meeting when MSR is on the agenda.

Finance Committee Meeting: 1st Thursday of every month at 2:00pm Conference Room, City Hall.

City Council meetings: - 2nd Thursday of EACH MONTH, 6:00pm, Roswell Convention Center.
*Important to have a number of Board members present.

Legal Committee Meeting: - 4th Thursday of every month at 4:00pm Conference Room, City Hall.

Chaves County Commissioners Meeting: 3rd Thursday of each month at 9am.

Statement of Activity

Mainstreet Roswell

January-March, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
42000 Spring Fund Raiser	0
42105 Spring Fund Raiser Donation	125.00
Total for 42000 Spring Fund Raiser	**$125.00**
43400 Direct Public Support	0
43410 PSA with City	18,750.00
Total for 43400 Direct Public Support	**$18,750.00**
45000 Investments	0
45030 Interest-Savings, Short-term CD	20.74
Total for 45000 Investments	**$20.74**
46600 Holiday Events & Other Events	0
46601 Holiday Lights Donations	1,000.00
46605 Holiday Events Sponsor	1,000.00
Total for 46600 Holiday Events & Other Events	**$2,000.00**
Total for Income	**$20,895.74**
Cost of Goods Sold	
Gross Profit	**$20,895.74**
Expenses	
65000 Operations	0
65017 Internet Expense	269.23
65020 Postage, Mailing Service	146.00
65035 Office Expenses	212.41
65048 Storage	210.00
65049 Computers, software, systems	7,412.11
65050 Telephone, Telecommunications	246.06
65055 Web Hosting	378.98
Total for 65000 Operations	**$8,874.79**
65012 Fees for Square Reader	32.37
65090 Other Events	0
65091 Other Events Advertising	-100.00
Total for 65090 Other Events	**-$100.00**
65100 Other Types of Expenses	0
65120 Insurance - Liability, D and O	1,535.00
65180 Gross Receipts Tax	748.12
Total for 65100 Other Types of Expenses	**$2,283.12**
65500 City Spon. Expense UFO/Alienfes	0
65504 Meals and Lodging	478.44
Total for 65500 City Spon. Expense UFO/Alienfes	**$478.44**

Statement of Activity

Mainstreet Roswell

January-March, 2025

DISTRIBUTION ACCOUNT	TOTAL
66000 Salary Expenses	0
66010 Payroll Taxes	2,035.72
66050 Director's Salary	5,101.07
Total for 66000 Salary Expenses	**$7,136.79**
66100 Holiday Events	0
66104 Holiday Lights Advertising	215.79
Holiday Street Closures	1,006.00
Total for 66100 Holiday Events	**$1,221.79**
66125 Contests	0
66126 Parade Contest Winners	216.71
Total for 66125 Contests	**$216.71**
66200 Caps to Benches Expenses	0
66201 Bench Purchase	-350.00
Total for 66200 Caps to Benches Expenses	**-$350.00**
68300 Travel and Meetings	0
68310 Conference, Convention, Meeting	77.58
68320 Travel and Meals	92.79
Total for 68300 Travel and Meetings	**$170.37**
Payroll Expenses	0
Taxes	755.74
Wages	9,441.68
Total for Payroll Expenses	**$10,197.42**
Total for Expenses	**$30,161.80**
Net Operating Income	**-$9,266.06**
Other Income	
Other Expenses	
Net Other Income	**0**
Net Income	**-$9,266.06**

Executive Directors Monthly Report
City of Roswell – Q3 / MSR – Q1: January, February, March 2025
Barbara Gomez, Executive Director /MainStreet Roswell
Submitted: CoR, April 15, 2025

Acronyms and Abbreviations:

MSR = MainStreet Roswell
CoR = City of Roswell
NMMS = New Mexico MainStreet
ED = Executive Director
MSA = MainStreet America
CCEDC = Chaves County Economic Development Corporation

During Q3 MSR Board/ ED working on the Annual MSR Board meeting that was held in January. New Mexico MainStreet representatives attended the meeting via Zoom and provided overview of the NMMS program and our goals moving forward.
MSR started the work of organizing the 2025 UFO Festival and subsequent meeting with the UFO community committee.

January 2025
January 3, February 7, March 7, 2025, "Mornings with Mike" radio show. MSR has standing time on the Mornings with Mike show on the first Friday of each month.

January 3, 2025 – MSR ED/Board, Devin Bullock and volunteers worked to take down the Community Christmas Tree off the courthouse lawn and move to the storage unit.

January 7, 2025 – Zoom meeting with Lucas Perdoza, NMMS. ED met with NMMS to go over the upcoming quarterly report.

January 10, 2025 – City Councilor, Juliana Halvorson, ED and MSR board VP, met with Fred Telling and Bobbi Thompson regarding the upcoming NCAR regarding the race and what to expect. Subsequent meeting will be set up to meet with Stakeholders of MSR.

January 11, 2025 – MSR held the Annual MSR meeting. The meeting was held from 9am – 3pm with NMMS, who joined via Zoom.

January 13, 2025 – Held the first meeting with the CoR/ TJ Conyers regarding the upcoming UFOFestival. UFO community meeting will be set and will include the CoR /TJ and Sarah. Elaine Mayfield with Galacticon will also be invited along with IUFO museum, Miniatures & curious collectables museum.

January 17, 2025 – ED attended the Matanza meeting. ED resigned from her position as chair of the Marketing/ promotion committee due to UFOFestival commitments.

January 21, February 18 and March 18, 2025 Stakeholder's meeting were held in the following locations: Miniatures & Curious Collectables, Ancients of Days & Ancients of Days. During the

March meeting Fred Telling with NCAR attended and gave updates on the race and answered questions.

February 2025
February 5,6 7 2025– NMMS Winter Conference, Santa Fe. ED and VP attended the annual Winter Conference, held in Santa Fe.

February 6, 2025 – CoR Finance Committee. MSR was on the agenda to report on the Q2 MSR report. Treasurer Rosy Rubio attended as ED was out of town at the NMMS conference.

January MSR board was cancelled due to Annual meeting. February 12, March 12– MSR Board meeting were held.

February 19, 2025 – CoR SET team meeting. ED and VP attended the SET team meeting to go over the plans and maps for the UFO Festival.

February 24, 2025 – ED and MSR President met with Bill Williams, County Manager to discuss buildings on MS and the possibility of an open location to re-locate the MSR office.

February 26, 2025 – Zoom meeting with Tito's regarding a possible sponsorship for the UFO and their product being sold at one of the UFO beer gardens. Once picnic license is secured we will be allowed to apply for a grant.

February 27, 2025 – NCAR meeting. MSR in collaboration with Roswell Chamber of Commerce held a presentation with Fred Telling speaking to MS stakeholders/businesses and community members to give an update and to help prepare them for the upcoming races.

March 2025
March 1, 2025 – Bottle cap sorting day. MSR/board director helped to sort bottle caps at Hawks. Bottle caps will be delivered to Indiana to be turned into benches, picnic tables and trash receptacles within the MSR district and CoR.

March 4, 2025 – Zoom meeting with DOT regarding request to start the UFO event on Thursday, July 3rd and to go over new online process.

March 11, 2025 – ED was the speaker at the Board of Relators meeting. ED spoke of upcoming events and plans for the Chaves County Cultural Plaza and gateway.

March 12, 2025 – CoR/MSR meeting regarding UFO Festival and plans moving forward with the CoR website, graphics, etc.

March 14, 2025 – NMMS/MSR Zoom meeting to review the BOOMS (Building Opportunities on Main Street program. This program is a free online program to track buildings in the district, size, owner, etc. MSR will get set up and start utilizing the program.

March 18, 2025 – Majestic Radio. ED conducted a taped interview with Don Niccum with Majestic radio specifically on the UFO Festival event and plans for the weekend.

March 19, 2025 – Sunrise Optimist Club. ED was the speaker at the meeting and gave updates on the UFO Festival, Chaves County Cultural Plaza and Wayfinding Gateway.

March 25, 2025 – 2nd Rebranding meeting was held with Robyne, NMMS. The committee created a survey with QR code that will be distributed via FB and emails to stakeholders, city government, partners and community.

March 26, 2025 – CoR SET team meeting was held review plans for the upcoming UFO Festival.

March 27, 2025 – ED attended the Roswell Chamber of Commerce, Rise with Roswell event.

March 31, 2025 – MSR / UFO meeting was held to provide updates to the board and steps moving forward with entertainment and vendors.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 19.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell - Chaves County Economic Development Corporation Quarter 3 Report FY2025

Attachments

RCCEDC FY2025 Q3 Report

INVOICE

DATE
April 2, 2025

INVOICE NO
2025-01-03

FROM:
Roswell-Chaves County
Economic Development
Corporation (RCCEDC)
PO Box 849
Roswell, NM 88202
575.622.1975

INVOICE TO
City of Roswell
Public Affairs Department
PO Box 1838
Roswell, NM 88202

REMIT TO:
RCCEDC
PO Box 849
Roswell, NM 88202

PAYMENT TERMS	DUE DATE
Due Quarterly	Due on Receipt

PERIOD	DESCRIPTION	AMOUNT
January-March 2025	Economic Development Services, FY2025	$50,000.00

Subtotal	$50,000.00
Sales Tax	0
Total	$50,000.00

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 20.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Hispano Chamber of Commerce Q3 Report- FY2025

Attachments

RHCC FY2025 Q3 Report

Roswell Hispano Chamber of Commerce
3rd Quarter Report
January, February and March
2025

Business Retention and Development	Objective	Activity
Promotion of economic vitality and business retention to include small and minority owned business within the City of Roswell.	1- One-on-one meetings to recruit and educate Roswell businesses. 2- Assist businesses hire in Roswell and Chaves County area. 3- Survey membership annually. 4- ID educational and provision of educational in areas of marketing; promoting business growth: 5- Internet marketing 6- Social media Advertising 7- Professional leadership courses to develop future community leaders.	1 .Promoted various community events on our Facebook page, and website. 2 . Promoted via facebook, and website job openings for our members, and education initiatives. 3. Gained 3 New Members on January 4. Gained 7 New Members on February and 6 more renewed membership 5. Gained 13 New Members on March and 6. We had a very successful meet and greet event held and the Hot Bev, where participation was upwards of 60 attendees.
Community and <u>Professional Enhancement</u> Provide and educate benefits of, and avenues creating an environment that is safe and attractive for citizens of Roswell. Page 2	Counsel on and/or provide opportunities that would help individuals identify paths to enrich personal and professional skills that lead to job opportunities. 1. Create focus type groups to enable citizens to participate in decision-making that helps create future directives of Hispano Chamber.	1. We held the accelerate business growth by leveraging key partners event on March 8th, we we had over 40 business and business members attend the event. 2. We held the unlocking procurement event on March 29th.

(continue) Community and <u>Professional Enhancement</u>	- Support the City of Roswell's Visitors Center Through: **a.** Distribution of maps, community guides and other materials as deemed appropriate. **b.** Publicizing attractions, tourism facilities and activities as appropriate on social media, newsletters, web and other communication and marketing efforts. **c.** Promotion of events, including collaboration and coordination with Main Street Roswell, the UFO Museum, Roswell Chamber of Commerce, Eastern New Mexico State Fair Board, Hike It and Spike It committee, and the Tourism Council, to publicize, support and provide volunteers for events	1. Collaborating with HSNB on MatanzaFest event, that will be held on May 10th, 2025. 2 We have been publishing events a multitude of events being held by our members and none member alike, that can help the Roswell community, such events being advertised or promoted by us are as follows: Roswell Folklorico Classes. Multiple Flood assistance and important news related to FEMA and the City of Roswell. Updates and clips of the plaines being tested for the Air Races. Finance and Accounting Workshop Series by RCCEDC 3 Year Aniversary for the Hot Bev. Updates the the Main Street Bus Route. NMMI IPA 6th Grade application signup. RISE with Roswell Agriculture Breakfast event. Promotion of multiple business members products and services. Started promoting the UFO Festival Multiple promotions of hiring opportunities by members and nonprofit partners. ENMMC important health news. Event promotion held by WESST corp on gross receipt tax. CASA Kids Adult Nutrition Class. Business formation and Operating Documents by RCCEDC.

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
January through March 2025

	Jan - Mar 25	Jan - Mar 24	$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	4,430.00	3,050.00	1,380.00
Total Program Income	4,430.00	3,050.00	1,380.00
Indirect Public Support			
City of Roswell	12,500.00	9,375.00	3,125.00
Total Indirect Public Support	12,500.00	9,375.00	3,125.00
Direct Public Support			
Gifts in Kind - Services	0.00	600.00	-600.00
Individ, Business Contributions	0.00	1,000.00	-1,000.00
Total Direct Public Support	0.00	1,600.00	-1,600.00
Cinco de Mayo Revenue	-50.00	2,550.00	-2,600.00
Pinata Fest Revenue	0.00	50.00	-50.00
Total Income	16,880.00	16,625.00	255.00
Expense			
Contract Services			
Commissions	830.00	0.00	830.00
Accounting Fees	300.00	600.00	-300.00
Outside Contract Services	18,332.40	0.00	18,332.40
Total Contract Services	19,462.40	600.00	18,862.40
Facilities and Equipment			
Equip Rental and Maintenance	164.94	509.99	-345.05
Rent Bldg	1,500.00	1,500.00	0.00
Total Facilities and Equipment	1,664.94	2,009.99	-345.05
Operations			
Advertising	4,159.29	0.00	4,159.29
Bank Service Charges	80.00	0.00	80.00
Bank Fees	2.22	40.16	-37.94
Conference, Convention, Meeting	1,055.00	647.64	407.36
Director Fees	450.00	6,000.00	-5,550.00
Dues & Subscriptions	0.00	299.95	-299.95
Internet & Website Exp	0.00	258.96	-258.96
Office Expense	1,143.14	283.89	859.25
Payroll Expenses	9,000.00	1,374.00	7,626.00
Payroll Taxes	758.20	117.90	640.30
Postage, Mailing Service	0.00	226.00	-226.00

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
January through March 2025

	Jan - Mar 25	Jan - Mar 24	$ Change
Total Operations	16,647.85	9,248.50	7,399.35
Other Types of Expenses			
Cinco de Mayo related expenses	0.00	265.80	-265.80
Donation	0.00	650.00	-650.00
Total Other Types of Expenses	0.00	915.80	-915.80
Total Expense	37,775.19	12,774.29	25,000.90
Net Ordinary Income	-20,895.19	3,850.71	-24,745.90
Net Income	**-20,895.19**	**3,850.71**	**-24,745.90**

Finance Committee
137 of 172
Roswell, NM

ROSWELL HISPANO CHAMBER OF COMMERCE
Balance Sheet
As of March 31, 2025

	Mar 31, 25	Mar 31, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Pioneer Bank #76232	24,479.51	0.00	24,479.51
Pioneer bank #48330	27,345.16	0.00	27,345.16
Checking at Wells Fargo Bank	567.82	47,153.11	-46,585.29
First American Bank	601.38	8,718.09	-8,116.71
Pioneer Bank	0.00	1,450.12	-1,450.12
Total Checking/Savings	52,993.87	57,321.32	-4,327.45
Total Current Assets	52,993.87	57,321.32	-4,327.45
Fixed Assets			
Computer Equipment	1,596.96	1,596.96	0.00
Total Fixed Assets	1,596.96	1,596.96	0.00
TOTAL ASSETS	**54,590.83**	**58,918.28**	**-4,327.45**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	2,518.63	303.68	2,214.95
Total Other Current Liabilities	2,518.63	303.68	2,214.95
Total Current Liabilities	2,518.63	303.68	2,214.95
Total Liabilities	2,518.63	303.68	2,214.95
Equity			
Unrestricted Net Assets	72,967.39	54,763.89	18,203.50
Net Income	-20,895.19	3,850.71	-24,745.90
Total Equity	52,072.20	58,614.60	-6,542.40
TOTAL LIABILITIES & EQUITY	**54,590.83**	**58,918.28**	**-4,327.45**

Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, January 14, 2025 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call

II. Approval of the agenda

III. Approval of meeting minutes as follow
   a. 12/10/24 meeting minutes

IV. Financials review and approval

V. Direct Deposit Discussion.....Melissa/Alfredo

VI. Insanity is doing the same thing over and over again.....John Erard

VII. Go big or Go home.....John Erard

VIII. Executive Director Update.....Melissa Urban-Cobos

IX. Committee Updates
   a. Education Committee-John Erard
   b. Events Committee – Gina Arambula
   c. Membership Committee-Nancy Chavarria
   d. Finance Committee-Sylvia Garcia

X. Meet the RHCC Board of Directors Event

XI. Adjourn

Next Board Meeting –
Tuesday, February 11, 2025 at 4:00 pm
Location: RHCC office

Roswell Hispano Chamber of Commerce
Board of Directors Special Meeting Agenda
Tuesday, January 21, 2025 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call

II. Approval of the agenda

III. Guest Introduction – Luke Sanchez with Agency 66

IV. Meet and Greet for RHCC Members.....John Erard
   Celebrate the Spirit of Growth and Revitalization

V. Follow up Event.....John Erard
   Harness Business Growth by Leveraging Key Partners

VI. Major Event.....John Erard
   Unlocking Procurement Opportunities for Small Businesses in Roswell

VII. Membership.....John Erard
   FY 2025 Membership Growth Plan

VIII. Adjourn

Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, March 11, 2025 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call

II. Approval of agenda

III. Approval of meeting minutes
   a. 1/14/25 regular meeting
   b. 1/21/25 special meeting
   c. 1/28/25 special meeting

IV. Financials review and approval

V. Board member resignation.....Alfredo

VI. Appoint Saul Aguilar to the RHCC Board of Directors.....Alfredo

VII. Cinco de Mayo Festival.....Alfredo

   a. Approval of $7000 for Pinata Festival
   b. Participant Agreement between RHCC and HSNB

VIII. Executive Director Update.....Melissa Urban-Cobos

IX. Committee Updates
   a. Education Committee-John Erard
   b. Events Committee – Gina Arambula
   c. Membership Committee-Nancy Chavarria
   d. Finance Committee-Sylvia Garcia

X. Adjourn

Next Board Meeting –
Tuesday, April 8, 2025 at 4:00 pm
Location: RHCC 8office

Roswell Hispano Chamber of Commerce
Board of Directors Special Meeting Agenda
Tuesday, January 21, 2025 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call

Meeting called to order by Alfredo Garcia at 4:07pm.

Board of Director present were Alfredo Garcia, Sylvia Garcia, Ed Heldenbrand, David West, Danelia Garcia, John Erard, Mayela Sosa.

Special guest attendee, Luke Sanchez

II. Approval of the agenda

Motion to approve the Agenda made by David West. Seconded by John Erard.

III. Guest Introduction – Luke Sanchez with Agency 66

Introduce himself. Provided details of events he has been part of. He started the Hot Bev Café and Roswell Magazine. Strong entrepreneurial skills.

IV. Meet and Greet for RHCC Members.....John Erard
Celebrate the Spirit of Growth and Revitalization

A proposal was shared for this Roswell Hispano Chamber of Commerce meet and greet event. The proposal includes the branding of the event, marketing, food, drink, and music. The goal is to invite all 90 board members and encourage the board members to invite people as well. The budget for this meet and greet event is $2000. Agency 66 will be handling the invites through social medias.

Comment made of awareness of City of Roswell contract with the RHCC. Pointed out the importance that these mentioned proposals do meet the deliverables that are in the City of Roswell contract.

Motion to accept the meet and greet proposal to be conducted on February 6th as presented, with any changes to come back to the Board made by David West. Seconded by Danelia Garcia. All in favor. None opposed.

Mayela Sosa has left the meeting.

V. Follow up Event.....John Erard

Harness Business Growth by Leveraging Key Partners

Motion to accept the second event that is stated to be determined as presented with an understanding that Agency 66 will work with Director and any other board members to determine a date and place to host his event by David West. Seconded by Nancy Chavarria. All in favor. None opposed.

VI. Major Event.....John Erard
Unlocking Procurement Opportunities for Small Businesses in Roswell

Postponing agenda item number VI and moving on to agenda number VII made by the President.

VII. Membership.....John Erard
FY 2025 Membership Growth Plan

John created a membership growth plan. Propose sending the Membership Growth Plan to the Board and Executive Director. The importance is to review the Plan to see if the Plan is

Comments made of concerns were brought to the Board of simple tasks that are not being done such as a membership list to Board of Directors and sending out newsletters.

For the record: This plan will be sent to all Board of Directors and asking for review and feedback by Monday January 27th.

John has left the meeting.

Moving to the next agenda item, VI. Major Event, Unlocking Procurement opportunities for Small Businesses in Roswell.

Motion to accept this proposal and agreement as presented with the clarification that the proposal and agreement to be worked with the Executive Director and/or any Board members assigns to handle the minor issues and will be presented back to the Board by David West. Seconded by Sylvia Garcia. All in favor. None opposed.

Next meeting will be held, Monday, 27 at 4pm

VIII. Adjourn

Motion to adjourn meeting by David West. Seconded by Nancy Chavarria. All in favor. None opposed.

Roswell Hispano Chamber of Commerce
Board of Directors Special Meeting Agenda
Tuesday, January 28, 2025 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
Meeting was called to order by Alfredo Garcia at 4:19pm
a. Roll Call

Board of Directors in attendance were Alfredo Garcia, Mike Espiritu, Ed Heldenbrand, Gina Arambula, John Erard (on the phone), Danelia Garcia, Mayela Sosa (on the phone).

Special guests in attendance are Scott Bucher and Luke Sanchez

II. Approval of the agenda

III. Approval of accepting Luke Sanchez as a Board Member

Discussion of clarification whether Luke has been contracted for any work for any chamber needs and highlighted the importance of guidelines when it is considered for any Board of Directors to be contracted for any work for the chamber.

Motion to appoint Luke Sanchez to the Roswell Hispano Chamber of Commerce Board of Directors made by Mike Espiritu. Second, by Gina Arambula. All in favor. None opposed.

IV. Guest Introduction – Scott Bucher, ENMU-R, SBDC

Scott Bucher gave a presentation of services offered through the Small Business Development Centers.

V. Approval on the proposals
a. Harness Business Growth by Leveraging Key Partners
b. Unlocking Procurement Opportunities for Small Businesses in Roswell

Motion to approve the proposals by Agency 66 which are the Meet and Greet Members event, Harness Business Growth Leveraging Key Partners and Unlocking Procurement Opportunities made by John Erard.

Scott Bucher left the meeting.

Discussion: Asked for clarification on the events on the agenda. Highlighting the importance of following the Contract with the City of Roswell. Focus on the key areas that are education and membership. It is important and helpful to include committee updates to the Board Meetings.

Motion to approve the events that were proposed by Agency 66 which include the Meet and Greet, Harness Business Growth Leveraging Key Partners, and Unlocking Procurement Opportunities made by John Erard. Second by Danelia Garcia. All in favor. Luke Sanchez abstained from the vote.

Open Discussion was added by the President for the Membership Growth Plan. There was a lot of feedback from the Board of Directors on amounts were too high. Proposed to discuss the revised membership growth plan to move forward to approve the Membership growth Plan.

Discussion was to add an amount between $100 to $500 as there is a big gap. Some members agreed that an additional amount is needed to fill that gap, but the benefits description needs to be worked on. It was also mentioned that current memberships are paying their membership fee according to their employee count. A plan is needed for when current members renew their memberships.

Motion made by Mike Espiritu to accept this 4 tier pricing of $100, $300, $600, $1000. Second by John Erard. All in favor. None opposed.

VI. Adjourn
Motion made by Mike Espiritu adjourn the meeting. Second by Ed Heldenbrand

Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, March 11, 2025 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

The meeting was called to order by Alfredo Garcia at 4:10 PM.

a. Roll Call

Board Members Present: Alfredo Garcia, Mike Espiritu, Ed Heldenbrand, John Erard, Daniela Garcia, and Sylvia Garcia. Gina Arambula attended via phone.

Board Members Absent: Mayela Sosa, Nancy Chavarria, Luke Sanchez, David West.

Special Guest: Saul Aguilar.

II. Approval of the Agenda

Motion to approve the agenda was made by John Erard and seconded by Mike Espiritu.

Vote: All in favor. None opposed. Motion passed.

III. Approval of Meeting Minutes

a. 01/14/2025 – Regular Meeting

b. 01/21/2025 – Special Meeting

c. 01/28/2025 – Special Meeting

Motion to approve the minutes for the Special Meetings on 01/21/2025 and 01/28/2025, and to request the minutes from the 01/14/2025 Regular Meeting, was made by John Erard and seconded by Daniela Garcia.

Vote: All in favor. None opposed. Motion passed.

IV. Financial Review and Approval

It was noted that bank statements are typically received around the 10th or 11th of each month. The Executive Director forwards them to the accountant, but there is insufficient time for financial reports to be prepared for the board meetings. This issue was discussed in previous meetings, with a suggestion to move recurring meetings later in the month. It was also suggested that the accountant receive bank statements electronically.

It was confirmed that no February Board of Directors meeting was held.

Discussion followed on Board members assisting the Executive Director with memberships. The Executive Director's role was reviewed. Committee chairs were reminded to provide updates during Board meetings.

Luke Sanchez entered the meeting.

Motion to postpone the review and approval of January and February financials until the next scheduled meeting was made by Mike Espiritu and seconded by Luke Sanchez.
Vote: All in favor. None opposed. Motion passed.

V. Board Member Resignation

Reported by Alfredo Garcia.
Ed Heldenbrand was reassigned to an ex-officio role on the Board.

VI. Appointment of Saul Aguilar to the Board

Motion to appoint Saul Aguilar to the Board of Directors was made by John Erard and seconded by Mike Espiritu.
Vote: All in favor. None opposed. Motion passed.

VII. Cinco de Mayo Festival

a. Approval of $7,000 for Piñata Festival

Motion to postpone the approval of $7,000 for the Festival was made by Saul Aguilar and seconded by Gina Arambula.
Vote: All in favor. None opposed. Motion passed.

b. Participant Agreement between RHCC and HSNB

Discussion clarified that revenue from the event is intended to support RHCC's ongoing operations. HSNB is a nonprofit, and this is a partnership to raise funds in support of both organizations' missions.

Motion to accept the participant agreement between RHCC and HSNB was made by Mike Espiritu and seconded by Gina Arambula.
Vote: All in favor. Saul Aguilar abstained. None opposed. Motion passed.

It was noted that the amounts in the agreement are estimates.

Daniela Garcia left the meeting.

VIII. Executive Director Update

The Executive Director provided a detailed list of events attended, businesses visited, and memberships secured. There was discussion on the Meet and Greet event and ideas to attract new members. The Board requested an update on the monthly newsletter.

The Executive Director collaborated with Luke Sanchez to send out emails, though many bounced back. It was recommended that communication with members be improved, and goals be set. A bi-weekly report to the Board was suggested.

Additionally, it was suggested that the two-page membership information sheet be sent to Luke Sanchez to enhance it with appealing details, then printed for the Executive Director.

Mike Espiritu left the meeting.

IX. Committee Updates

a. Education Committee – John Erard
February 13th Meet and Greet: ~50 attendees
March 8th "Direct Business Growth by Leveraging Key Partners": ~25 attendees
Upcoming: March 29th, "Procurement for Small Businesses"
A survey was created and used at events.

b. Events Committee – Gina Arambula
No discussion. Committee Chair had to leave the meeting.

c. Membership Committee – Nancy Chavarria
No discussion. Committee Chair not present. The President will follow up with the Chair to request updates or ask for resignation.

d. Finance Committee – Sylvia Garcia
No discussion. Committee Chair had to leave the meeting.

X. Adjournment
Motion to adjourn was made by Saul Aguilar and seconded by Luke Sanchez.
Vote: All in favor. None opposed. Motion passed.
opposed. Motion passed.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Regular Items 21.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Convention & Civic Center

Attachments

RCCC Report

Roswell Convention and Civic Center (RCCC)
April 2025

Events:

April Events	Attendees
CLOSED	

This is the revenue brought in for the full month of April 2025.		
Sales Totals		
Rental		$0.00
Bar		$0.00
Other (tax charges, filing fees, ect)		$0.00
Total		$0.00

Flex Period Expense Report for April 2025 $0.00.

Building/Grounds:

- Parks Crew: maintaining the grounds

Initiatives / Projects:

Convention Center Staff

- GM – Zach: Waste Water / Public Affairs
- AM – Justin: Zoo / Lodger's Tax
- PT – Trinity: City Clerk / HR-Safety
- PT – Jaeden: City Clerk / Front Desk (City Hall)
- PT – Henri: Transit

Upcoming events

-

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 22.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Public Affairs

Attachments

PA March 2025 Report

Public Affairs Department Report

March2025

Public Affairs

General Public Affairs

- Received on invoices for the 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 the Clean and Beautiful Grant
- Wrote and submitted 3 grants with NMTD: Marketing Co-Op, TEGS, and NM Clean and Beautiful
- Submitted FY2026 budget
- 2 SET meeting- 5 applications reviewed and approved
- Met with MainStreet Roswell for UFO Festival initiatives
- Created and ordered marketing collateral for various departments
- Updated OOH billboards / Marquee / Rise vision
- Updating website links on roswell-nm.gov, ufofestival.com, seeroswell.com and flyroswell.com

Current Media Outputs

- Current Campaigns include: Recycling, City of Roswell Now Hiring, Help Stop Illegal Dumping, Water Conservation, Animal Ordinance Update, NCAR Teasers
- News flashes on website: 1
- Jobs of the week update on website: 1
- Government website updates: Estimated 37
- Form Updates: 1
- New Forms: 3
- Facebook: 42
- Instagram: 8
- TikToks: 0
- FB Lives: 0
- Rise Vision Updates: 7
- New Digital Billboards & Marquee: 6
- Videos: 0

1 Videos year- to-date
(Jan 1 – December 31)

PO Box 1838
Roswell, NM 88202-1838
TEL: 575.637.6203
FAX: 575.624.6709
roswell-nm.gov
seeroswell.com



Graphic Design-

Created an estimated ***71 graphics.*** During March, we focused heavily on multiple small events taking place in April/May such as **Art NM! Culture Day, Taking Out the Trash, Flamenco Fiesta & Recreation's Easter Egg Hunt, alongside our annual Arbor Day tree-giveaway event.** We changed out all Water Conservation graphics to "Turn off the Tap" while preparing "Take Shorter Showers" for April's part of the campaign. Public Affairs also took the time to translate all of the Animal Ordinance Update graphics to Spanish to reach an additional portion of Roswell's population to enforce and educate on animal care within the city.

We continuously updated and posted on the Visitor Center's Facebook page to direct visitors to SeeRoswell.com to find their guides, information on local businesses and official Roswell merch all while keeping the page active and catering to our guests' questions with the temporary closure of the facility. Frequently posting events, updates and other information to almost all of City of Roswell Facebook pages took place as usual.

188 Graphics Year-to-Date (Jan 1 – March 31)

Keep Roswell Beautiful news:

- Looking for youth groups to participate in the Empowering Youth Cleanup program.
- Preparing Q4 initiatives
- Atended the Keep America Beautiful National Conference (February 10-13-2025)
- 4 youth cleanups completed. 1 scheduled. We still have funding for 15 more groups
- 2 presentations at RISD Elementary schools



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 23.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Visitor Center

Attachments

VC March 2025 Report

Monthly Visitor Center Store Report
March 2025

Visitor Center Retail Store:

- Welcomed **0** guest, **0** overnight stays in Roswell or **0%** and **0** Roswell locals.

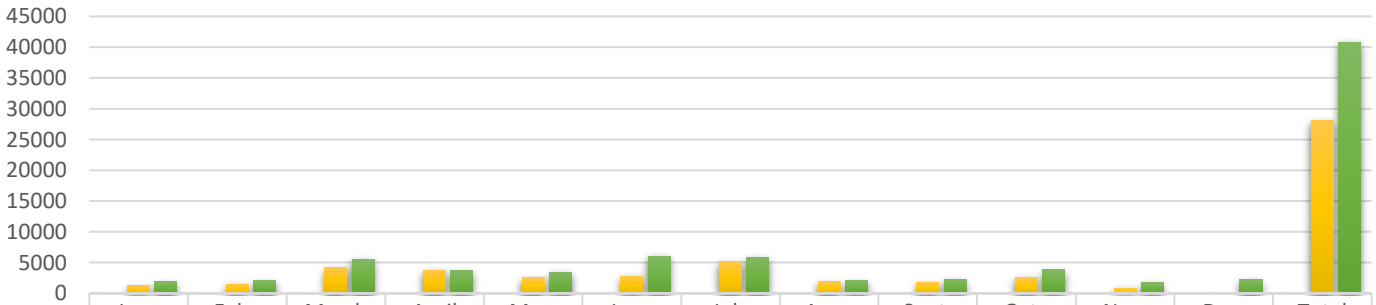
Note: Visitor Center has been closed since November 22, 2024 due to water damage and mold to the garage doors.

March Visitation Report

	March Comparison			YTD Comparison		
	2023	2024	2025	2023	2024	2025
Roswell Only	114	102	0	263	270	0
New Mexico Visitors	420	211	0	669	340	0
(Not including Roswell Area)						
US Visitors	4745	3566	0	7992	5701	0
(Not including New Mexico)						
International Visitors	131	280	0	585	539	0
Unknown	0	0	0	0	0	0
Totals Visitors	4166	5566	0	9509	6850	0

Numbers reflected above are by calendar year
Now closed on Sundays & Mondays

Visitor Comparison By Calendar Year



	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2025	0	0	0										0
2024	1244	1447	4159	3769	2531	2776	5144	1881	1718	2596	834	0	28099
2023	1862	2081	5566	3674	3455	6053	5896	2073	2326	3851	1726	2200	40763

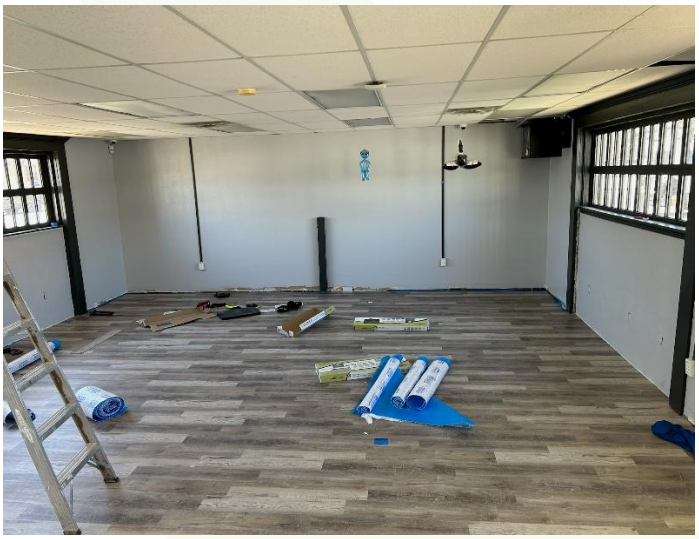
PO Box 1838
Roswell, NM 88202-1838
TEL: 575.637.6203
FAX: 575.624.6700
roswell-nm.gov
seeroswell.com

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.
- Visitor Center Staff Meeting & 1:1 Meetings
- Travel Adventure Show – Denver 3/6 – 3/10 promoted Air Races, UFO Festival, Downtown and attractions, etc. (grant partnership with Santa Fe, Albuquerque, Las Cruces, Farmington, and Red River.)
- Safety Committee Meeting at Transit 3/12/25
- UFO Festival Meeting 3/12/25
- Travel Adventure Show – Bay Area 3/13 – 3/17 promoted Air Races, UFO Festival, Downtown and attractions, etc. (grant partnership with Santa Fe, Albuquerque, Las Cruces, Farmington, and Red River.)
- Travel Adventure Show – Dallas 3/20 – 3/24 promoted Air Races, UFO Festival, Downtown and attractions, etc. (grant partnership with Santa Fe, Albuquerque, Las Cruces, Farmington, and Red River.)
- UFO Festival Meeting 3/26/25
- FY26 ClearGov Budget Meeting 9/31/25
- Visitor Center staff helped other departments for the month of March while Visitor Center was undergoing repairs.

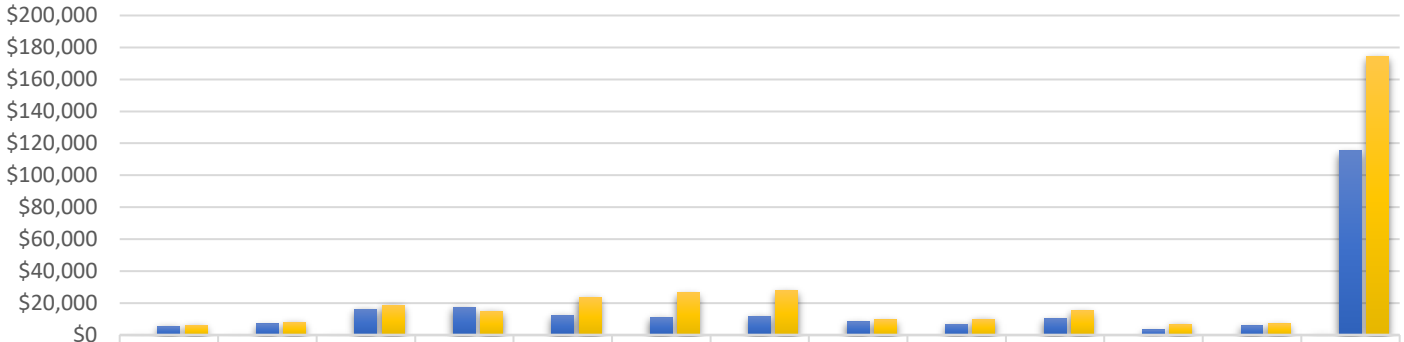
No data to report on Top 5 Zip Codes & Surrounding Areas.

No data to report on Top 5 States to Visit.



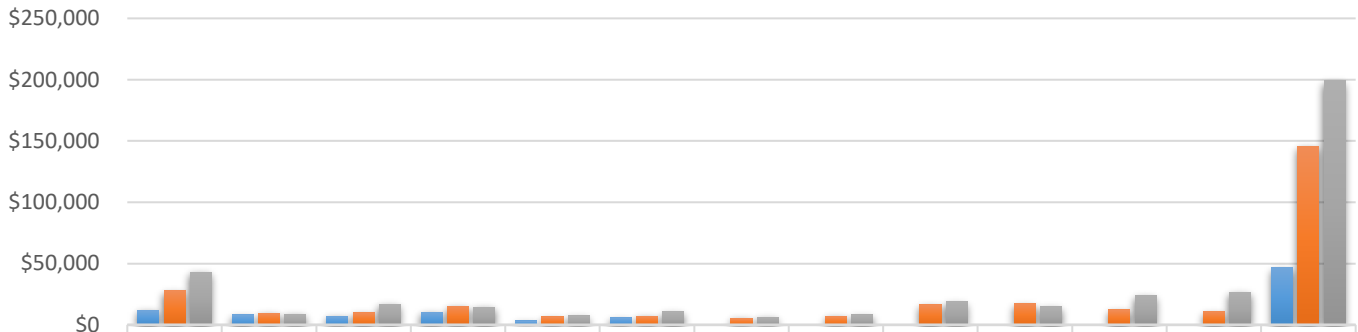


Calendar Year 2025 Revenue Comparison



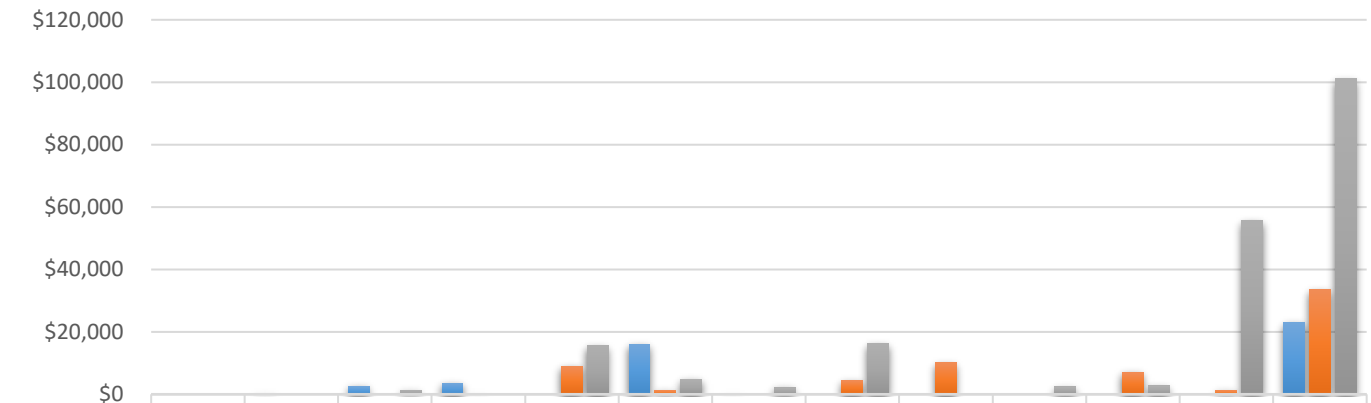
	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2025	$251	$20	$219										$489.30
2024	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$11,768	$8,187	$6,869	$10,241	$3,293	$5,820	$115,345
2023	$6,261	$8,111	$18,725	$14,836	$23,751	$26,428	$27,891	$9,539	$9,917	$15,235	$6,605	$7,076	$174,373

Fiscal Year Revenue Comparison



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
2025-2024	$11,768	$8,187	$6,869	$10,241	$3,293	$5,820	$251	$20	$219				$46,666
2024-2023	$27,891	$9,539	$9,917	$15,235	$6,605	$7,076	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$145,430
2023-2022	$42,913	$8,587	$16,885	$14,522	$7,299	$10,690	$6,261	$8,111	$18,725	$14,836	$23,751	$26,428	$199,007

Fiscal Year 2025 Merchandise Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
2024 - 2025	$131	$205	$2,622	$3,594	$128	$16,005	$149	$118	$111				$23,062
2023 - 2024	$92	$0	$0	$192	$9,041	$1,293	$0	$4,508	$10,183	$0	$7,005	$1,282	$33,596
2022 - 2023	$79	$0	$1,293	$92	$15,675	$4,856	$2,161	$16,160	$92	$2,397	$2,689	$55,618	$101,113

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 24.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Museum Monthly Report

Attachments

Museum_April2025

Roswell Museum

APRIL 2025
MONTHLY REPORT

MARCH ATTENDANCE

	FY2025	FY2024	FY2023	FY2022
EVENTS/PROGRAMS	50			
OUTREACH	50			
VOLUNTEER VISITS	15			
MUSEUM BUSINESS	-			
MARCH TOTALS	115	4,117	2,893	4,119
FISCAL YEAR-TO-DATE TOTALS	10,500	31,058	26,151	23,388

MARCH REVENUES

	FY2025	FY2024	FY2023	FY2022
MEMBERSHIP	1060			
STORE	-			
MARCH TOTALS	1060	18,841	28,422	24,503
FISCAL YEAR-TO-DATE TOTALS	58,472	133,865	166,450	121,180

Please note: Tables were updated in February 2025 to reflect the museum's current closure and categories are those that will be in use during the museum rebuild.

MARCH PROGRAMMING

EVENTS/PROGRAMS/OUTREACH	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIPS/SUPPORT
Flood Presentation at NMMI	1	50	
Second Saturday	1	40	RMAC Foundation and Roswell Public Library
TOTALS	1	90	

MEMBERS

	364 current active memberships	**522** current active members
FOR MONTH	**-** new memberships	**12** renewals
YEAR to DATE	**14** new memberships	**58** renewals

VOLUNTEERS

FOR MONTH	**24.5** volunteer hours	**15** volunteer visits
YEAR to DATE	**2018.5** volunteer hours	**429** volunteer visits

5,917 FACEBOOK FOLLOWERS

1,751 INSTAGRAM FOLLOWERS

637 E-NEWSLETTER SUBSCRIBERS

ACTIVITIES & HIGHLIGHTS

CURRENT STATUS & CONSERVATION

The museum is currently closed due to the flood with collection recovery and rebuilding estimated at 3 years.

- Ongoing Collections Work Review: The Conservation Center in Chicago (TCC) is conducting condition assessments of the 5,300 damaged objects at their Chicago facility which will take approximately 6 months to complete. The resulting proposals will outline recommended conservation treatments, costs and timelines to treat individual items.
- Concurrently, staff continue to gather estimates for appraisal services to ascertain current values on objects for insurance. The values will determine the amount of insurance available for the conservation of each item.
- The Goddard Collection appraisal has been completed and is under review for conservation preparations.
- TCC is visiting in late April to evaluate the collection items that remain in Roswell that were above the floodline, but which experienced silt and humidity exposure, or that were damaged and missed in the initial post-disaster sorting.

RECENT ACQUISITIONS

The museum received recent donations of five artworks, including a painting by Peter Rogers from his visionary series, two lithographs by William Goodman, and a watercolor landscape by Peter Hurd, donated by Loren Kieve, and an embossed work on paper by RC Gorman, donated by Marilyn Winch.

NEW BOARD MEMBERS

The Museum Board of Trustees welcomed Morgan Breedyk, Nancy Fleming, and Jose Rivera to the board this month. They are replacing Anne Baker, Elisa Begueria, and Lorrina Segovia whose terms expired at the end of March. We thank them all for their support and willingness to serve.

PUBLIC PRESENTATION

On May 31 from 6-8:30 pm, a free public presentation and "mix and mingle" will be held at The Liberty. Modeled after the annual Members Open House, staff will be on hand after the presentation to answer questions, provide educational demonstrations of conservation techniques, and talk about opportunities to aid with the recovery. The event is sponsored in part by The Liberty with additional support by the RMAC Foundation.

MEMBERSHIP PROGRAM RELAUNCH

The Museum's membership program has restarted after a pause following the flood. Renewal requests have been mailed and will continue to be sent as memberships expire. Although current programming is limited, members represent the museum's cultural ambassadors and supporters and help provide fiscal support during the recovery. Alongside Second Saturdays, member-focused programs will be developed over the coming year.

MUSEUM MERCHANDISE

Nicky Ovitt, an Albuquerque-based illustrator is designing "recovery" merchandise to celebrate the Museum's history and spread awareness about its recovery progress. The project is sponsored by the RMAC Foundation, and items will begin launching soon.

SECOND SATURDAYS & ART NM!

The 4th annual Art NM! Culture Day took place on April 12 as part of Second Saturdays on April 12 from 10 am to 1 pm at the Roswell Public Library. The event included family-friendly art activities and promotion of Roswell's cultural offerings. We wish to thank the following participating groups: Anderson Museum of Contemporary Art and Roswell Artist-in-Residence Program, Bone Springs Art Space, Creative New Mexico, Historical Society for Southeast New Mexico, Miniatures and Curious Collections Museum, Pecos Valley Iris Society, Pecos Valley Quilters, Phillips Second Street Studio, Roswell Fine Arts League and Peggy Krantz Art, Roswell Jazz Festival, Roswell Museum, Roswell Public Library, and the Roswell Symphony Orchestra. Sponsorship was provided by Creative New Mexico who coordinates the annual Art NM! events statewide and the Roswell Women's Club with additional support for Second Saturdays provided by the RMAC Foundation.

RAIR EXHIBITION AT AMOCA

Roswell Artist-in-Residence Guillermo Galindo will present a free artist talk and performance followed by an exhibition reception on April 18 from 5:30 to 7 pm at the Anderson Museum of Contemporary Art. Galindo is a pioneering post-Mexican composer and artist known for his groundbreaking fusion of experimental music, visual arts, and socio-political consciousness. His multifaceted body of work encompasses orchestral compositions commissioned by prominent ensembles, operas, instrument crafting, and immersive installations. A dinner follows the opening; tickets are $10.

SPRING FUNDRAISER - FLAMENCO FIESTA

The RMAC Foundation will be holding their annual spring fundraiser May 17 from 6-10 p.m. at The Liberty in support of the Museum's recovery efforts. The theme is Flamenco Fiesta with Cuban-inspired food and entertainment and a live auction. Tickets are $150 and are available online and through the RMAC Foundation office at 575-627-0918.

The RMAC Foundation continues to receive donations to aid with the recovery effort. A donation link is available on the Museum's home page or donors may call the Foundation for more information.

MUSEUM POP-UPS

The Museum will present an outreach booth at the Mainstreet Roswell Farmers Markets this summer with future plans to be at the Roswell Championship Air Races and other local events.

NMAM CONFERENCE

The annual conference dates for the New Mexico Association of Museums have been confirmed for November 3-5. The New Mexico Association of Museums provides statewide support to New Mexico's museums, museum professionals, and associated groups through professional development, advocacy, communication, and collaboration.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 25.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Lodgers Tax Report

Attachments

Lodgers Tax

Lodgers' Tax

May 1, 2025
(Corn/Jones)

Lodgers' Tax Update February 2025 Activity Collected in March 2025

- Two hotels did not report on time.
- STR data shows we were at 62.7% occupancy.
- ADR percent change this month is up 11% from last year.

Lodgers' Tax Report 5%

- February 2025 Activity based on March 2025 Remittance.
- Occupancy at 62.7%.
- $105116 collected.
- Two hotels did not report.

ROSWELL
Finance

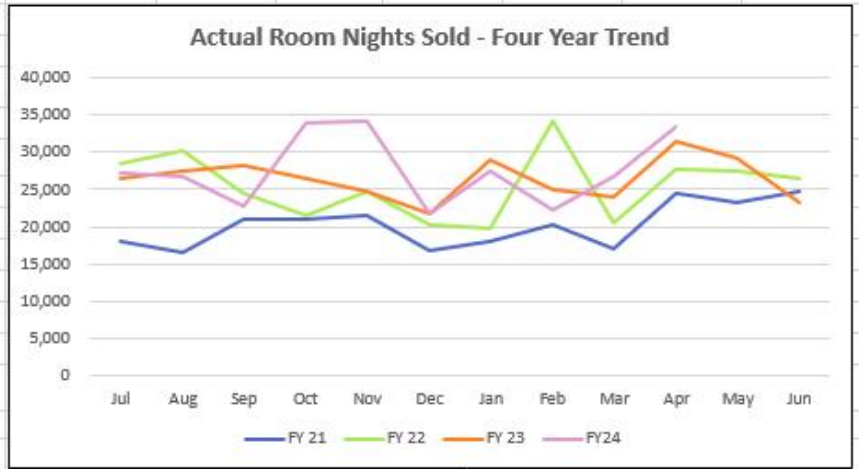
CITY OF ROSWELL
5% LODGERS' TAX COLLECTION REPORT
COLLECTED IN MARCH 2025 FOR THE MONTH OF FEBRUARY 2025 ACTIVITY

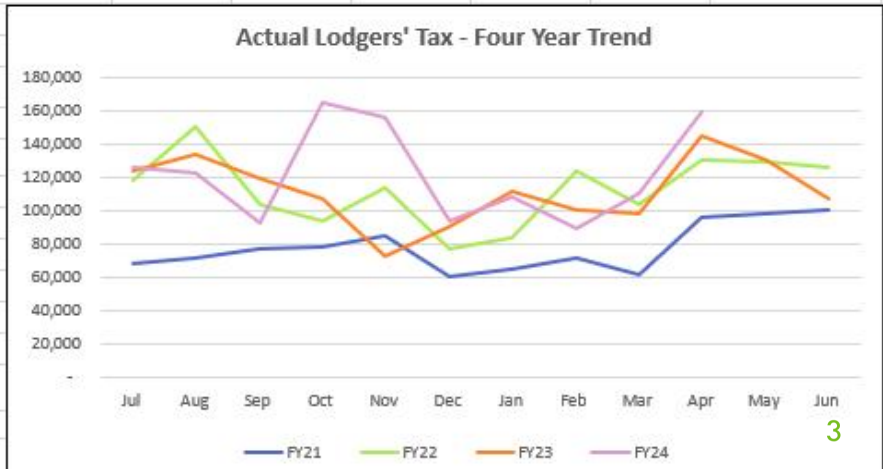
ROOM NIGHTS REPORTED BY MONTH:

	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	25,752	22,812	21,634	24,353				242,459
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%	54.3%	46.5%	44.1%	55.0%	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	132,870	99,619	95,871	105,116				$ 1,161,030





Lodgers' Tax Reports – Convention Center Bed Fee $2.50 days 1-15

- February 2025 Activity based on March 2025 Remittance.
- Occupancy at 62.7%.
- $49,550 collected.
- Two hotels did not report.

CITY OF ROSWELL

$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT

Collected in March 2025 for February 2025 Activity

ROSWELL Finance

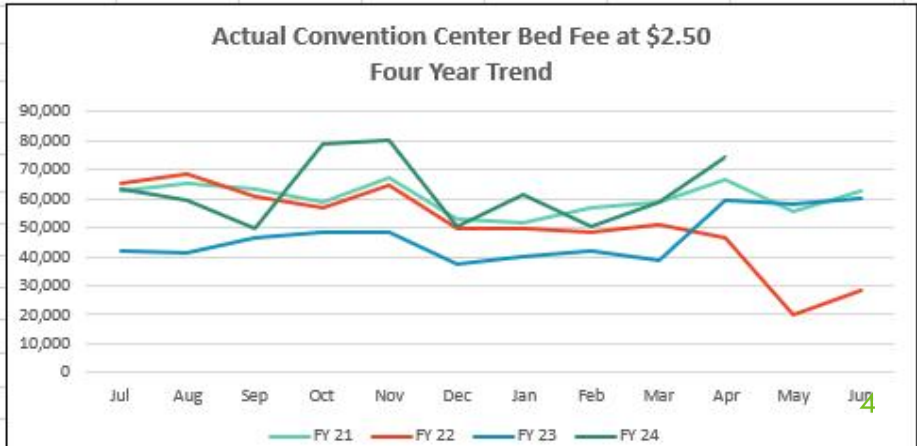
ROOM NIGHTS REPORTED BY MONTH:

	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	25,752	22,812	21,634	24,353				242,459
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%	54.3%	46.5%	44.1%	55.0%	0.0%	0.0%	0.0%	

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	64,132	53,257	49,550	50,762				$ 562,173





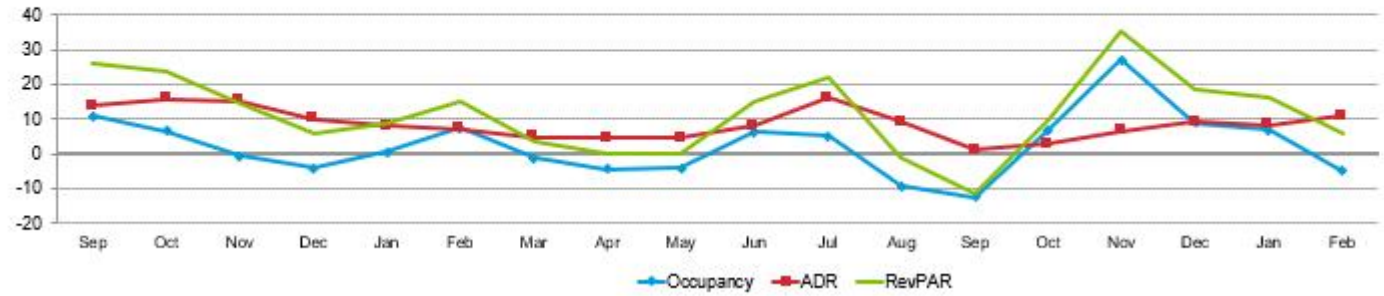
Tab 2 - Trend City of Roswell, NM+: City of Roswell NM

City of Roswell NM

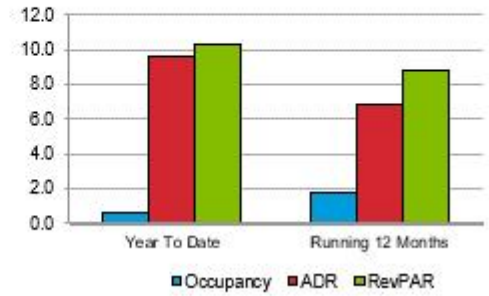
For the Month of February 2025

Currency: USD - US Dollar

Monthly Percent Change



Overall Percent Change



Occupancy (%)

	2023				2024												2025		Year To Date			Running 12 Months		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	2023	2024	2025	2023	2024	2025
This Year	67.2	70.7	55.5	51.7	51.0	65.8	75.3	66.0	62.4	75.8	71.2	58.6	58.9	75.6	70.5	56.2	54.6	62.7	55.7	58.0	58.4	61.3	64.6	65.6
Last Year	60.7	66.3	55.9	53.8	50.7	61.3	76.2	69.0	65.1	71.3	67.6	64.5	67.2	70.7	55.5	51.7	51.0	65.8	55.1	55.7	58.0	63.1	61.3	64.5
Percent Change	10.8	6.6	-0.6	-4.0	0.5	7.4	-1.1	-4.4	-4.2	6.3	5.2	-9.2	-12.4	7.0	27.0	8.9	7.0	-4.8	1.2	4.1	0.6	-3.0	5.5	1.8

ADR

	2023				2024												2025		Year To Date			Running 12 Months		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	2023	2024	2025	2023	2024	2025
This Year	99.80	101.95	93.54	88.81	89.54	94.42	104.41	100.83	101.82	108.12	113.88	100.78	100.93	104.88	99.58	96.86	97.07	104.81	85.60	92.16	101.01	89.83	96.39	103.18
Last Year	87.66	87.96	81.14	80.65	82.93	88.04	99.60	96.32	97.26	99.98	98.08	92.31	99.80	101.95	93.54	88.81	89.54	94.42	80.31	85.60	92.16	84.61	89.83	96.56
Percent Change	13.8	15.9	15.3	10.1	8.0	7.2	4.8	4.7	4.7	8.1	16.1	9.2	1.1	2.9	6.5	9.1	8.4	11.0	6.6	7.7	9.6	6.2	7.3	6.9

RevPAR

	2023				2024												2025		Year To Date			Running 12 Months		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	2023	2024	2025	2023	2024	2025
This Year	67.07	72.09	51.95	45.88	45.66	62.17	78.65	66.53	63.52	81.98	81.04	59.05	59.40	79.33	70.24	54.47	52.96	65.70	47.72	53.49	59.00	55.03	62.28	67.74
Last Year	53.19	58.32	45.34	43.42	42.08	53.96	75.86	66.44	63.30	71.33	66.33	59.55	67.07	72.09	51.95	45.88	45.66	62.17	44.24	47.72	53.49	53.42	55.03	62.29
Percent Change	26.1	23.6	14.6	5.7	8.5	15.2	3.7	0.1	0.3	14.9	22.2	-0.8	-11.4	10.0	35.2	18.7	16.0	5.7	7.9	12.1	10.3	3.0	13.2	8.7

Supply

	2023				2024												2025		Year To Date			Running 12 Months		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	2023	2024	2025	2023	2024	2025
This Year	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	74,399	74,399	74,399	460,265	460,265	460,265
Last Year	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	74,399	74,399	74,399	460,265	460,265	424,957
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	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.3

Demand

	2023				2024												2025		Year To Date			Running 12 Months		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	2023	2024	2025	2023	2024	2025
This Year	25,424	27,641	21,010	20,196	19,934	23,250	29,447	24,961	24,386	28,684	27,819	22,904	22,265	29,567	26,686	21,984	21,327	22,132	41,476	43,184	43,459	281,975	297,411	302,162
Last Year	22,956	25,918	21,140	21,044	19,836	21,640	29,773	26,097	25,442	26,990	26,437	25,217	25,424	27,641	21,010	20,196	19,934	23,250	40,983	41,476	43,184	290,595	281,975	274,161
Percent Change	10.8	6.6	-0.6	-4.0	0.5	7.4	-1.1	-4.4	-4.2	6.3	5.2	-9.2	-12.4	7.0	27.0	8.9	7.0	-4.8	1.2	4.1	0.6	-3.0	5.5	10.2

Revenue

	2023				2024												2025		Year To Date			Running 12 Months		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	2023	2024	2025	2023	2024	2025
This Year	2,537,303	2,818,121	1,965,300	1,793,528	1,784,804	2,195,159	3,074,519	2,516,820	2,482,944	3,101,316	3,168,035	2,308,282	2,247,172	3,100,940	2,657,308	2,129,350	2,070,209	2,319,675	3,550,198	3,979,963	4,389,884	25,328,628	28,666,822	31,176,571
Last Year	2,012,305	2,279,776	1,715,296	1,697,172	1,645,002	1,905,196	2,965,525	2,513,561	2,474,405	2,698,400	2,592,856	2,327,861	2,537,303	2,818,121	1,965,300	1,793,528	1,784,804	2,195,159	3,291,474	3,550,198	3,979,963	24,586,708	25,328,628	26,471,663
Percent Change	26.1	23.6	14.6	5.7	8.5	15.2	3.7	0.1	0.3	14.9	22.2	-0.8	-11.4	10.0	35.2	18.7	16.0	5.7	7.9	12.1	10.3	3.0	13.2	17.8

Census %

	2023				2024												2025	
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Constr Props	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Constr Rooms	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261
% Rooms Participate	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	93.7

Short Term Rental Update

- 14 STR's reported revenue for February 2025.
- 2 new properties this period.
- Live with new STR identification company Deckard as of 4/22/2025.
- Data capture from Deckard will support in outreach.
- Letters to be sent out to all identified properties. Legal is assisting on these.
- Some STR landlords have recently reached out as well to find out how to be compliant.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 26.

Finance Committee
Meeting Date: 05/01/2025
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Police Department - Overtime

Attachments

PD OT FY 2025

POLICE DEPARTMENT OT FOR FY 2025	TOTAL OT HOURS:	TOTAL PAID OUT :
OT - PREMIUM	2374	$ 22,861.88
OT - PREMIUM PD	9039	$ 128,810.56
OT - REGULAR	2374	$ 45,428.47
OT - REGULAR PD	9039	$ 255,988.04
OT - RETRO PAY	0	$ 2,861.40
OT - STRAIGHT	375.75	$ 7,286.11
OT - STRAIGHT PD	1589	$ 46,643.61
OT-CHIEFS OT PATROL RIAC	2178.75	$ 119,831.25
OT-CHIEFS OT PSA RIAC	4.25	$ 127.50
OT-CHIEFS OT SERGEANT RIAC	253.5	$ 15,210.00
OT-LIEUTENANT CHIEFS OT	12	$ 780.00
OT-PATROL CHIEFS OT	387.5	$ 21,312.50
OT-SERGEANT CHIEFS OT	92	$ 5,520.00
Grand Total FROM PAYROLL	**27718.75**	**$ 672,661.32**
BUDGET:		$ 637,213.17
DIFFERENCE:		$ 35,448.15

BUDGET:	$	637,213.17
DIFFERENCE:	$	35,448.15