



Dora Batista
Executive Director

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT**

COUNCIL OF GOVERNMENTS

1600 SE Main, Suite D
Roswell, NM 88203
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July 2, 2025

Tim Jennings, Mayor
City of Roswell
P.O. Box 1838
Roswell, NM 88202-1838



Dear Mayor Jennings:

With regard to your annual membership in the District for the 2025-2026 fiscal year, we have enclosed the following:

- I. **AGREEMENT** – required by the Department of Finance and Administration for disbursement of local funds and which conforms to state regulations. Two copies are enclosed. After the Agreement has been executed, please keep one copy and return one to our office.
- II. **RESOLUTION** – upon approval by your council or commission, it is to be signed, attached to and distributed with the attached Agreement.
- III. **2025-2026 ASSESSMENT SCHEDULE AND BUDGET FOR 2025-2026** enclosed for your information.
- IV. **WORK PROGRAM FOR STATE APPROPRIATED FUNDS** – enclosed for your information.
- V. **INVOICE** – enclosed for billing and bookkeeping purposes. Please return one copy with your check.

The most recent audit and financial statements are available upon request.

As you know, we are in the process of finalizing the SNMEDD/COG budget for the coming year and your prompt attention is greatly appreciated.

If you have any questions or require further information, please feel free to contact me. Thank you for your support and letting us serve you.

Sincerely,

Dora Batista
Executive Director

DB/pm
Enclosures

AGREEMENT

This Agreement, entered into by and between the Southeastern New Mexico Economic Development District/COG (hereinafter known as the "District") and the City of Roswell a member of said District (hereinafter known as the "Member") is as follows:

I. The District agrees to provide the following services to the Member upon request and final approval of the District budget:

- A. Undertake studies, collect data and develop regional plans and programs pertaining to such subjects as human and natural resource development, community facilities and the general improvement of living and working environments.
- B. Furnish technical and management assistance in the development of planning activities.
- C. Coordinate local planning with that of other Members of the District and the State.
- D. Assist in community and economic development, transportation and public works projects.
- E. Assist member governments with their legislative activities.
- F. Assist in the preparation of applications for funding under various state, federal and private grant programs. Contracts for administration may be entered into between Member and District if Member requires or desires District to administrate project.
- G. Provide a Comprehensive Economic Development Strategy at the direction of the Board.
- H. Engage in such other activities as are necessary to improve area development and address regional problems.

II. The Member agrees to the following:

- A. To remain an active member of the District.
- B. To make an annual contribution of \$ 13,588.00 to the District as recognition of active membership.

Entered into this _____ day of _____, 2025, at

New Mexico

ATTEST:

Clerk

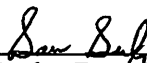
Mayor/Commission Chairman

ATTEST:

SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT/COG



Dora Batista, Board Secretary



Sam Seely, Board President

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COG

DUES STRUCTURE

MEMBER	<u>2024-2025</u> <u>CURRENT</u>	<u>2025-2026</u> <u>PROPOSED</u>
Chaves County	\$8,000	\$8,000
Eddy County	\$8,000	\$8,000
Lea County	\$8,000	\$8,000
Lincoln County	\$7,000	\$7,000
Otero County	\$8,000	\$8,000
Town of Dexter	\$1,000	\$1,000
Town of Hagerman	\$1,000	\$1,000
Town of Lake Arthur	\$1,000	\$1,000
City of Roswell	\$13,588	\$13,588
City of Artesia	\$3,450	\$3,450
City of Carlsbad	\$7,641	\$7,641
Village of Hope	\$1,000	\$1,000
Village of Loving	\$1,000	\$1,000
City of Eunice	\$1,000	\$1,000
City of Hobbs	\$10,237	\$10,237
City of Jal	\$1,000	\$1,000
City of Lovington	\$3,303	\$3,303
Town of Tatum	\$1,000	\$1,000
Village of Capitan	\$1,000	\$1,000
Town of Carrizozo	\$1,000	\$1,000
Village of Corona	\$1,000	\$1,000
Village of Ruidoso	\$2,450	\$2,450
City of Ruidoso Downs	\$1,000	\$1,000
City of Alamogordo	\$9,121	\$9,121
Village of Cloudcroft	\$1,000	\$1,000
Village of Tularosa	\$1,000	\$1,000
Mescalero Apache Tribe	\$1,000	\$1,000
TOTALS:	\$103,790	\$103,790

Southeastern New Mexico Economic Development District/ Council of Governments

FY 2026-2027 DFA ANNUAL WORK PLAN

State of New Mexico Grant-In-Aid Program

The following are measurable functions and tasks the Southeastern New Mexico Economic Development District/Council of Governments (SNMEDD/COG) will complete in fulfillment of its obligation to its member governments and the State of New Mexico Department of Finance and Administration-Local Government Division to provide planning, technical assistance and capacity building services to local governments in southeastern New Mexico.

Function 1. Submit reports, budgets, and planning outcomes to the Local Government Division.

- Task 1.1** Prior to July 1, 2025 submit a Board approved Annual Work and Operations Budget to the Local Government Division
- Task 1.2** Submit payment reimbursement invoices to the Local Government Division no later than the 15th day of the month (January, April, July, October) following the close of each quarter
- Task 1.3** Provide professional development training opportunities to staff
- Task 1.4** Schedule and include as an agenda item for each quarterly meeting of the Board of Directors training or information to benefit local elected officials such as speakers from agencies of interest, legislators, or upcoming training or meetings
- Task 1.5** Attend and participate, when possible, regularly scheduled meetings of member governments; special purpose meetings; and other relevant events
- Task 1.6** Participate in NewMarc (NM Association of Regional Councils); SWREDA (Southwest Regional Executive Directors Association); and the National Association of Development Organizations (NADO)

Function 2. Provide local governments with capacity building, technical assistance and information on federal and state available funding

- Task 2.1** Inform members regularly of local, state and federal funding opportunities such as CDBG, EDA, USDA, CIF and other funding programs, rule changes and Notifications of Funding Assistance (NOFA) including Disaster Recovery and Stimulus funds when available
- Task 2.2** Inform members of State available funds such as Matching Funds, Cost Overruns, Outdoor Recreation; NMDOT programs, etc
- Task 2.3** Assist with funding assistance applications for members upon their request including the conducting of public hearings if necessary. Coordinate presentations to the Community Development Council and Colonias Infrastructure Fund Board by our member governments seeking CDBG or CIF funding
- Task 2.4** Provide Grant Administration and Technical Assistance to member governments upon approval of a contractual agreement between the local government and the funding agency. A contract between SNMEDD and the local municipality/county can be negotiated for grant administration
- Task 2.5** Act as Fiscal Agent to those municipalities/counties that have deficiencies in their audit and would not be able to receive funding from capital outlay or grants otherwise
- Task 2.6** Assist local governments with the seeking of funds for updating comprehensive plans, creating asset management plans and participate in public input meetings

Function 3. Infrastructure Planning—Coordinate the ICIP process regionally.

- Task 3.1** Assist with ICIP training to the extent needed that will be presented to local governments and others by DFA/LGD staff
- Task 3.2** Assist and provide local governments technical assistance with the development and submittal of the ICIP as needed. Encourage the submission and participation of the ICIP to our municipalities/counties and its relevance to the Capital Outlay process
- Task 3.3** Encourage local municipal, county governments and other entities to include operation and maintenance costs in the ICIP
- Task 3.4** Encourage members to develop financing plans for each of their top five ICIP priorities, including a project description, secured sources of funding and, where applicable, utility rate structure and asset management plans

Task 3.5 Have staff attend and encourage local government members to attend, the annual New Mexico Infrastructure Finance Conference and other relevant conferences

Task 3.6 Conduct regional clearinghouse review, as may be necessary for all applications per the Intergovernmental Cooperation Act of 1968 and Section 204 of the Demonstration Cities and Metropolitan Act of 1966, as amended, a grant applicant requesting federal funding should send its proposed project to the States' planning agencies

Function 4. Capital Outlay—Increase quality of project planning, legislative representation and administration.

Task 4.1 Assist local entities seeking assistance in the preparation and submission of capital outlay request forms through informational workshops and direct application technical assistance

Task 4.2 Work with Legislators throughout the region on locally established capital improvement priorities by holding public hearings in each county and allowing municipalities and counties the opportunity to present potential projects to their legislators. Assist with reauthorizations.

Task 4.3 Prepare a preliminary spreadsheet of projects submitted by local municipalities/counties and other entities who applied through the capital outlay portal, and submit to local legislators

Task 4.4 Track capital outlay legislation relevant to community development, infrastructure improvement projects and project planning and programming. Assist legislators during the legislative session with capital outlay and other assistance they may need

Task 4.5 Participate in State funding programs such as NM Gro to the extent mandated by the State

Function 5. Rural Support—Build capacity of local governments, rural water associations and other rural organizations.

Task 5.1 Provide assistance to rural water associations, community ditches, acequias and other non-members on capital project planning. Assistance may be based on a Board approved fee for service schedule

Task 5.2 Engage rural members and non-members requesting assistance in “project prospectus development”, develop, review and vet projects seeking funding sources to meet specific project needs

- Task 5.3** Invite rural water associations and other non-member organizations in each county to capital improvement hearings or meetings that would be beneficial
- Task 5.4** Provide opportunities and information for local municipal/county staff and/or elected officials to attend capacity building training, workshops and conferences sponsored by state, regional and national planning and development organizations and funding sources
- Task 5.5** Provide public relations for the SNMEDD and local governments through actions and media dissemination
- Task 5.6** Apply for technical assistance and capacity building funds to provide services to our region

Function 6. Transportation—Provide local governments with assistance to improve the region's transportation system for the efficient movement of goods, services, and people.

- Task 6.1** Compile and maintain a database of transportation-related projects that may be contemplated or that are ready to be implemented for local governments within the region
- Task 6.2** Maintain transportation-related technical information on the website, as available, to assist local governments and others in packaging applications that improve the infrastructure of the region
- Task 6.3** Provide orientations or similar training to newly appointed RPO members representing local governments, preparing them in their roles on the Regional Transportation Policy and Technical Committees
- Task 6.4** Meet with local elected officials, informing them of the transportation-related programs and activities available to them through the Southeastern Regional Planning Organization (SERTPO) encouraging their input in regional transportation planning
- Task 6.5** Maintain and provide the SERTPO regional transportation planning function in concert with the New Mexico Department of Transportation
- Task 6.6** Organize, schedule and host SERTPO Policy Committee and Technical Committee meetings

Function 7. Provide economic resource data to the region and support Industry Clusters and workforce development

- Task 7.1** Prepare a Comprehensive Economic Development Strategy update for submittal to our local government members and the Economic Development Administration (EDA) under the guidance and rules established by EDA.
- Task 7.2** Provide US Census/CEDS/Regional data information and support for the region as a US Census Bureau Affiliate and Regional Planning organization. Post results of studies or analysis on SNMEDD website and make data available to our region for applications and reports
- Task 7.3** Meet regularly with the region's five economic development corporation/entities to gather and share information.
- Task 7.4** Support the top five industry clusters in our region: Energy; Agriculture; Tourism; Defense & Security; and Transportation
- Task 7.5** Support and promote local agriculture and related value added industries
- Task 7.6** Work with the Small Business Development Centers in our region
- Task 7.7** Attend Eastern Area Workforce Board Meetings and provide information to the chief elected officials