FINANCE COMMITTEE AGENDA
Tuesday, February 3, 2026 at 2:00 P.M.
City Hall - Large Conference Room
425 N. Richardson Ave.
Roswell, New Mexico 88201

Committee Chair: Kurt Gass
Vice Chair: Ed Heldenbrand
Member: Will Cavin
Member: Juliana Halvorson
Member: Darrell Johnson
Staff Liaison: Tammi Smith

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

NON-ACTION ITEMS

1. Golf December Report
2. Visitor Center
3. Lodgers Tax
4. Public Affairs
5. Museum Monthly Report
6. Roswell Public Library - Monthly Report
7. Cannabis Excise Tax
   Gross Receipts Tax
8. Roswell Hispano Chamber of Commerce
9. Roswell-Chaves County Economic Development Corporation
10. MainStreet Roswell

FLOOD DISASTER UPDATES

11. Flood Disaster Update

BUDGET PLANNING

12. Parks & Recreation 5 - Year Plan

ACTION ITEMS

13. Consider recommending approval of a budget adjustment (revenue & expense) of $150,000.00 to purchase merchandise for ProShop. (Burress)

14. Consider recommending approval of a budget adjustment in the amount of $167,640 to authorize a new contract to fund three contracted dispatcher positions for a four-month period. (Herring)

15. Consider recommending approval of a budget adjustment in the amount of $5,693.10 to contract J & G Electric to perform the necessary work to support the dispatch relocation. (Herring)

16. Consider recommending approval of a budget adjustment in the amount of $26,410.00 to procure essential IT equipment, including keyboards and mice, to support dispatch center operations and the upcoming relocation. The purchase will be made through TIPS Contract No. 210101. (Herring)

17. Consider recommending approval of a budget adjustment in the amount of $115,891.56 to procure and install radio equipment, base station consoles, antennas, cabling, gateways, and related technician services to support PVRCC Consolidated Dispatch radio communications and the upcoming dispatch relocation, utilizing New Mexico Statewide Price Agreement No. 10-00000-20-00048. (Herring)

18. Consider recommendation of approval of MainStreet Roswell Sponsorship Agreement for UFO Festival and America 250 Roswell Celebration in the amount of $280,000. (Halvorson/Heldenbrand)

19. Consider recommendation of approval of the Galacticon Lodgers' Tax Sponsorship Agreement in the amount of $6,200. (Conyers)

20. Consider recommending approval of a budget adjustment in the amount of $32,375 for collection appraisals in support of flood recovery efforts. (Brooks)

21. Consider approval of the Scope of Work for RFP: Ground Emergency Medical Services (EMS) Billing Services. (Fuller)

22. Requesting approval to award RFP 26-004 for Architectural & Engineering Design Services for Flood-related Projects (DR- 4843) to Huitt-Zollars, Inc. and Molzen-Corbin & Associates, P.A. (Rogers)

23. Consider recommending approval for the Roswell Police Department to purchase and outfit two patrol vehicles in the amount of $125,305.58. (Aldana)

24. Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026. (Gomez)

APPROVAL OF MINUTES

25. Consider approval of the January 8, 2026, Regular Finance Committee Minutes

TABLED ITEMS

26. Consider recommending approval of a budget adjustment of $170,000.00 to install data lines

and CJIS required access control for the new Roswell Police Department headquarters. (Aldana)

PUBLIC PARTICIPATION

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 25-28.

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 Saturday, January 31, 2026.**

Please join my meeting from your computer, tablet or smartphone.
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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 1.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Golf December Report

Attachments

Golf December Report

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ROSWELL

GOLF – December, 2025

Highlights:

- **Crazy New Mexico weather allowed for another solid winter Month; we were still able to do over 1,700 rounds for the month. We had 19 members renew their memberships and are excited about 2026 here at Spring River Golf Course**
- **We Hosted the Annual Casa4Kids Golf Tournament. We were able to donate a ton of toys and bikes for the children, and make their Christmas a little special.**
- **Congratulations to Ron Wood on winning the 1st Annual City Slickers Golf Association Cup. Our members competed all year, they supported our Golf Course, met plenty of new friends, and enjoyed a complimentary meal at Antigua's compliments of the Golf Course.**

Specific & Routine Maintenance:

- Cut cups 3 times a week.
- Moved tee markers as needed.
- Dumped trash as needed.
- Mowed greens this week
- Finished seeding and covering bare areas on the greens.



Revenues:

Category	Qty	Subtotal	Cost	Profit
Alcohol / Beer	1245	$5,212.90	$1,682.11	$3,530.88
Alcohol / Liquor	1000	$4,801.66	$1,331.55	$3,470.02
Food and Beverage / Drinks	915	$1,858.58	$629.22	$1,229.39
Food and Beverage / Snacks	771	$1,621.00	$640.15	$980.97
Golf / Green Fees	1,741	$13,715.15	$0.00	$13,715.15
Golf / Memberships	19	$6,409.53	$0.00	$6,409.53
Golf / Services (GHIN & Club Storage)	0	$0.00	$0.00	$0.00
Golf Carts	1,430	$23,854.08	$0.00	$23,931.08
Merchandise / Accessories	55	$1,340.94	$785.18	$555.71
Merchandise / Apparel	4	$285.72	$230.00	$55.72
Merchandise / Clubs	6	$4,777.39	$3,887.83	$889.56
Merchandise / Footwear	0	$0.00	$0.00	$0.00
Merchandise / Gloves	39	$790.55	$479.42	$311.11
Merchandise / Golf Bags	4	$1,014.30	$765.26	$249.04
Merchandise / Golf Balls	237	$2,678.12	$1,666.86	$1,0011.32
Merchandise / Headwear	2	$71.43	$47.21	$24.22
Range Balls	382	$2,139.53	$0.00	$2,139.53
Rental Club Fees	19	$255.27	$0.00	$255.27
Tournament Credit Book	57	$0.00	$0.00	$4,450.00
Tournament Fees	0	0	$0.00	$0.00
Total December Profit	7926	$70,826.15	$12,144.79	$63,208.50
TOTAL GROSS REVENUE	$78,893.36			







Pro Shop Revenues

July 1, 2025 - June 30, 2026						
Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue
Jul-25	16480	$119,486.77	$113,512.06	$19,981.65	$129,166.43	$155,122.48
Aug-25	16038	$123,939.14	$117,742.28	$22,718.38	$132,920.51	$161,836.00
Sep-24	10145	$89,950.85	$85,453.20	$13,754.29	$86,026.81	$104,278.31
Oct-25	11018	$93,844.33	$89,625.86	$12,832.83	$76,792.83	$93,844.33
Nov-25	8,943	$71,703.95	$68,120.51	$9,801.04	$64,769.29	$78,153.39
Dec-25	7893	$70,694.51	$67,160.91	$12,115.22	$63,106.42	$78,755.11
Jan-26						
Feb-26						
Mar-26						
Apr-26						
May-26						
Jun-26						
Fiscal Year	53517	$569,619.55	$541,614.82	$91,203.41	$552,782.29	$671,989.62

Submitted by: Tim VandenBout, Golf Course Manager
Approved by: Jim Burress, Special Services Director

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 2.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Visitor Center

Attachments

December 2025 Visitor Center Report

ROSWELL
New Mexico

Visitor Center

Monthly Visitor Center Report
December 2025

Visitor Center Retail Store:

- Welcomed **567** guest, 305 overnight stays in Roswell or **54%** and **41** Roswell locals.
- **December** sales total **$2337.**
- **Top 5 items sold:** Coin Long Sleeve Tee, Trucker Hat, Alien Glasses, Believe Tee, Faded R Tee.

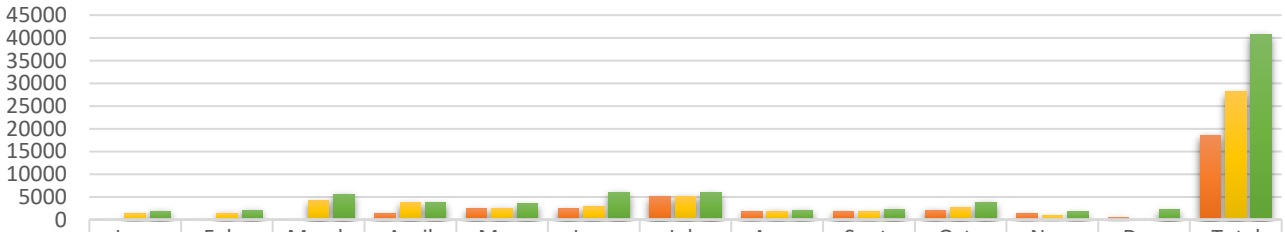
****Visitor was closed from December 19th to January 2nd. Due to holidays and renovations to the floors as well as some electrical work. ****

December Visitation Report

	December Comparison			YTD Comparison		
	2023	2024	2025	2023	2024	2025
Roswell Only	147	0	41	1525	0	1264
New Mexico Visitors	153	0	33	2910	0	1496
(Not including Roswell Area)						
US Visitors	1718	0	463	30149	0	14659
(Not including New Mexico)						
International Visitors	182	0	30	1714	0	1156
Unknown	0	0	0	3	0	7
Totals Visitors	2200	0	567	36301	28099	18582

Numbers reflected above are by calendar year
Now closed on Sundays & Mondays

Visitor Comparison By Calendar Year 2025



	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2025	0	0	0	1263	2421	2414	5092	1707	1798	2057	1263	567	18582
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

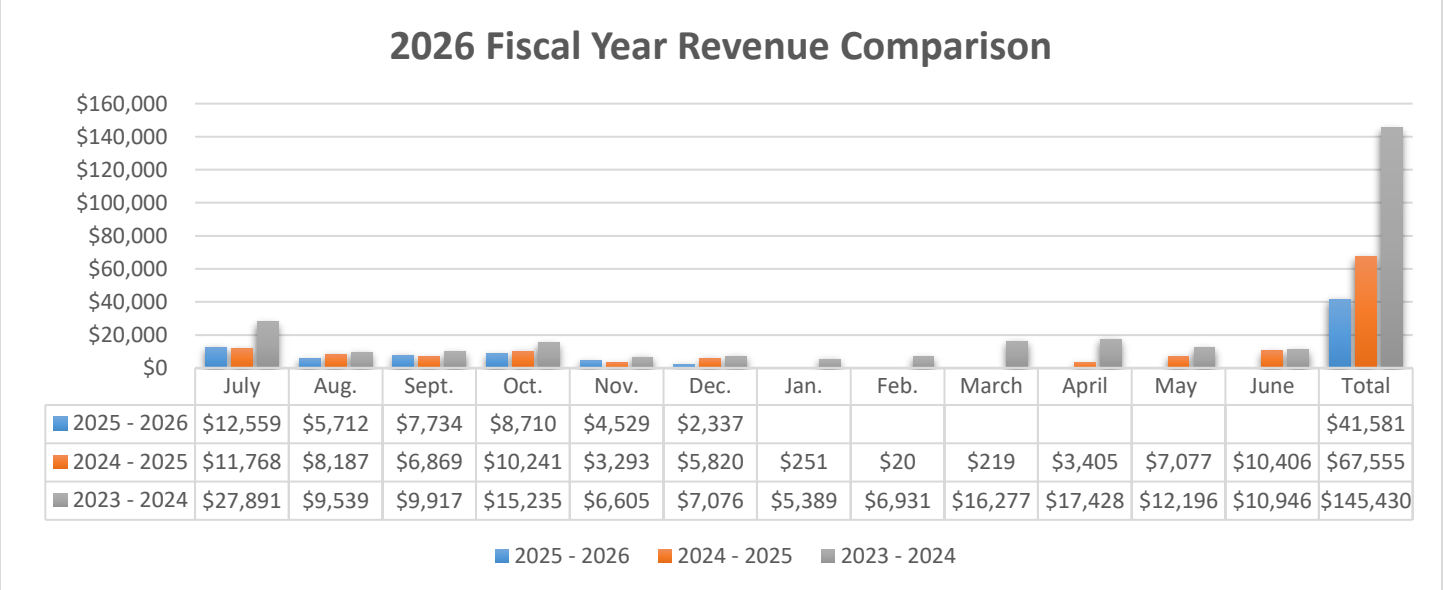
PO Box 1838
Roswell, NM 88202-1838

TEL: 575.623.3442
FAX: 575.624.6709

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.
- Staff training to help with advancements and trying that is required yearly.
- 30 requests for promotional bags for RISD Welding Competition for out-of-town contestants. – Amanda & VC Staff
- 12/2 Christmas on the Plaza Event - Amanda
- 12/4 Finance Meeting – Amanda
- 12/10 Internal Safety Committee Meeting – Amanda
- 12/22 Pest Control Monthly Treatment – Amanda
- Working on the City of Roswell Tear Sheet Map & Brochure Map edits – Amanda & VC Staff
- 1 request for information – VC Staff
- Staff counted in 120 brochures that were delivered to the Visitor Center (New Mexico Wild & Roswell City Maps)
- 14 newspaper articles about the city clipped and scanned to file. – VC Staff

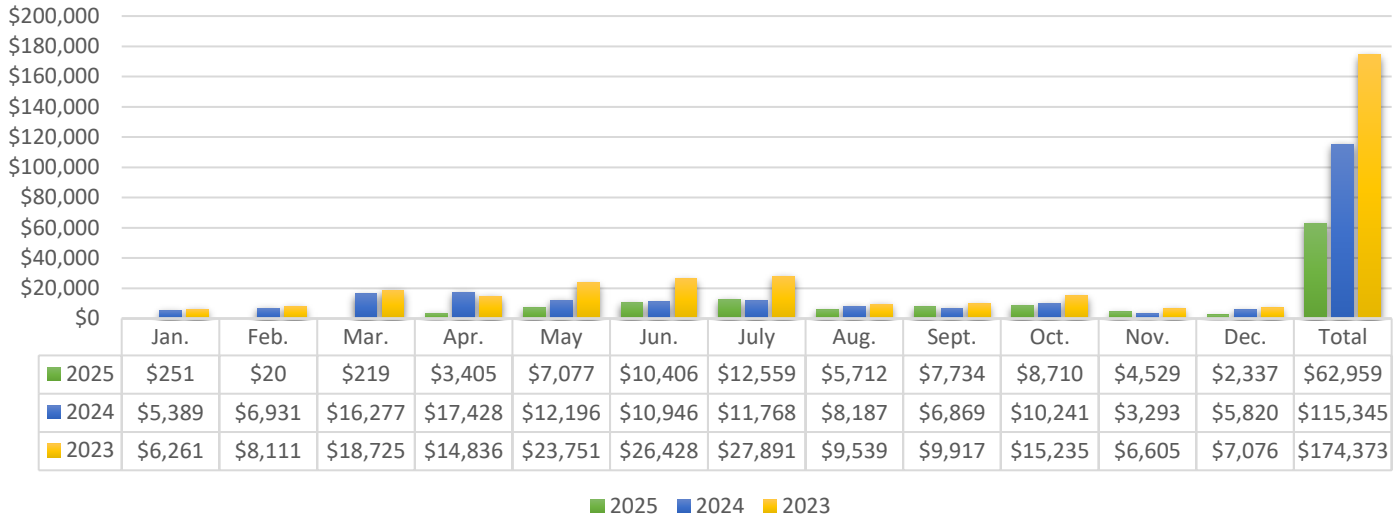


	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
2025 - 2026	$12,559	$5,712	$7,734	$8,710	$4,529	$2,337							$41,581
2024 - 2025	$11,768	$8,187	$6,869	$10,241	$3,293	$5,820	$251	$20	$219	$3,405	$7,077	$10,406	$67,555
2023 - 2024	$27,891	$9,539	$9,917	$15,235	$6,605	$7,076	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$145,430

ROSWELL
New Mexico

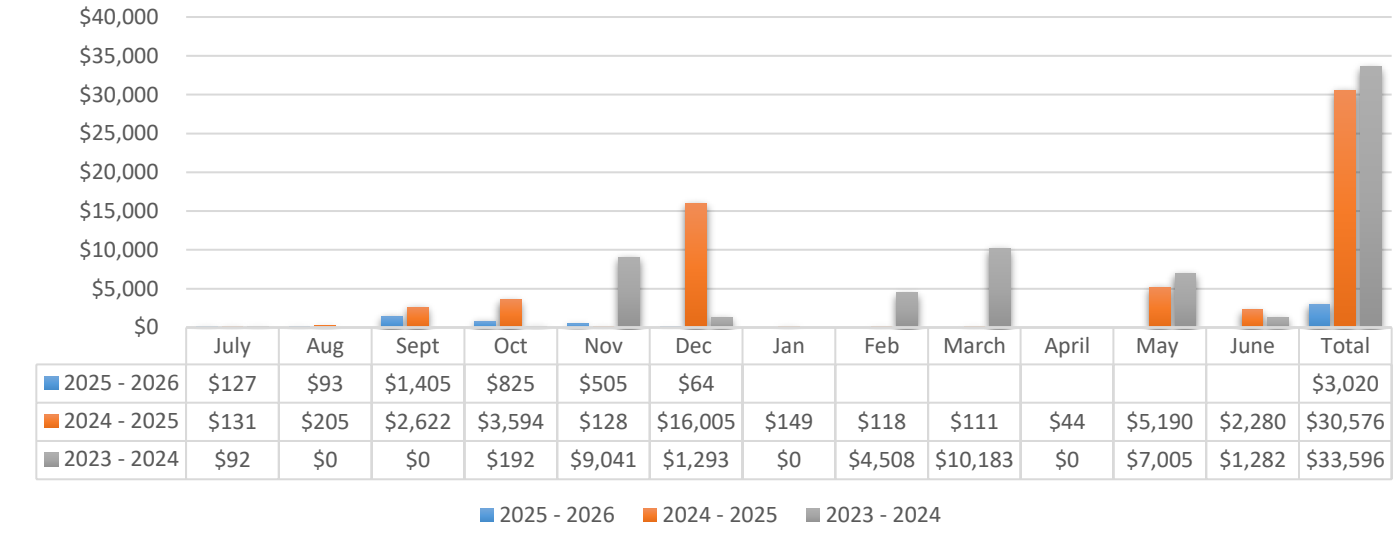
Visitor Center

Calendar Year 2025 Revenue Comparison



	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2025	$251	$20	$219	$3,405	$7,077	$10,406	$12,559	$5,712	$7,734	$8,710	$4,529	$2,337	$62,959
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

2026 Fiscal Year Merchandise Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
2025 - 2026	$127	$93	$1,405	$825	$505	$64							$3,020
2024 - 2025	$131	$205	$2,622	$3,594	$128	$16,005	$149	$118	$111	$44	$5,190	$2,280	$30,576
2023 - 2024	$92	$0	$0	$192	$9,041	$1,293	$0	$4,508	$10,183	$0	$7,005	$1,282	$33,596

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 3.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:**

DEPARTMENT NAME:
Lodgers Tax

Attachments

Lodgers Tax
YTD Budget Report

Lodgers' Tax

February, 3, 2026
(Corn/Jones)

Lodgers' Tax Update November 2025 Activity Collected in December 2025

- One hotel, The Crane, did not report on time.
- STR data shows we were at 47.8% occupancy. Down 32.3%
- ADR percent change this month is down 4.1% from last year.

CITY OF ROSWELL

5% LODGERS' TAX COLLECTION REPORT

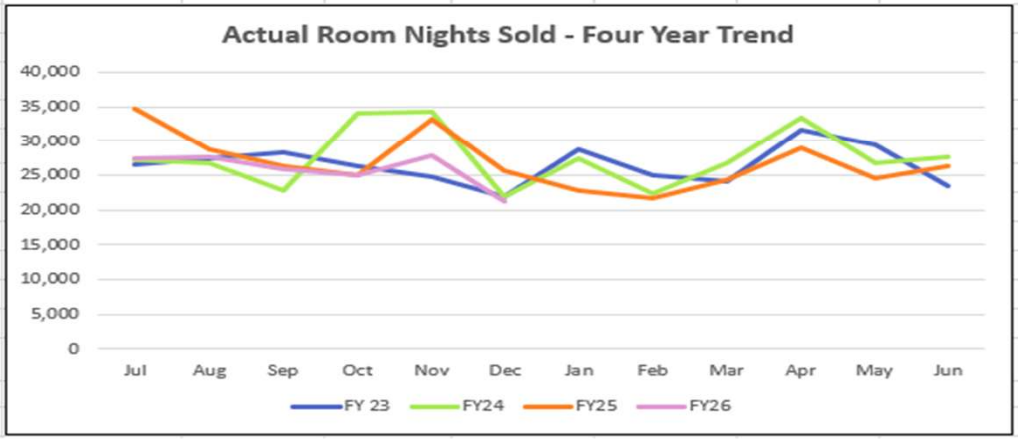
COLLECTED IN DECEMBER 2025 FOR THE MONTH OF NOVEMBER 2025 ACTIVITY

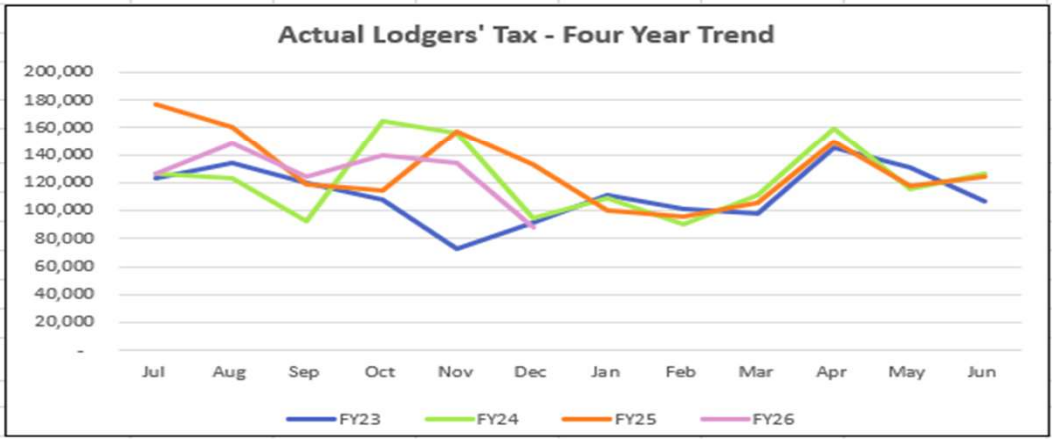
ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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	29,043	24,629	26,392	322,523
FY26	27,421	27,574	25,836	24,990	27,802	21,317							154,940
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 %	57.8%	56.2%	52.7%	52.7%	56.7%	44.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

LODGERS' TAX COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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	149,261	117,774	124,547	$ 1,552,612
FY26	126,367	148,321	123,922	139,591	134,417	88,178							$ 760,796





CITY OF ROSWELL
$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT
Collected in December 2025 for November 2025 Activity

ROSWELL Public Affairs

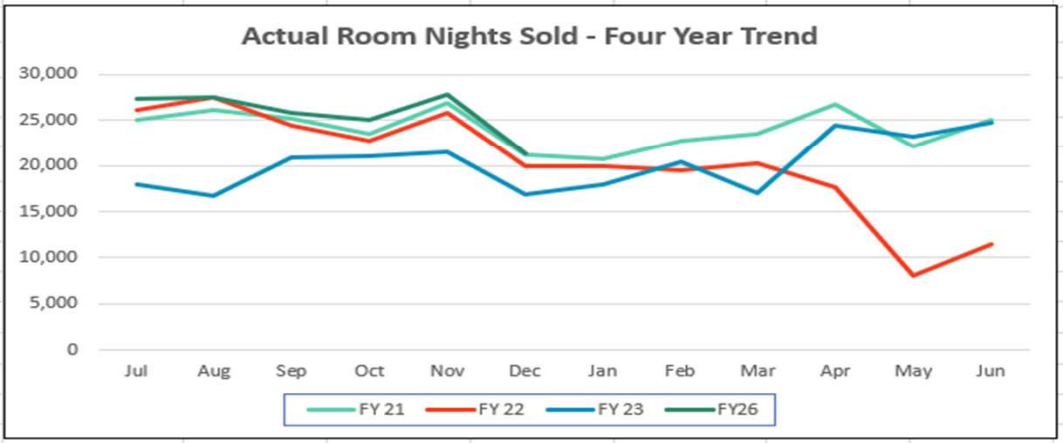
ROOM NIGHTS REPORTED BY MONTH:

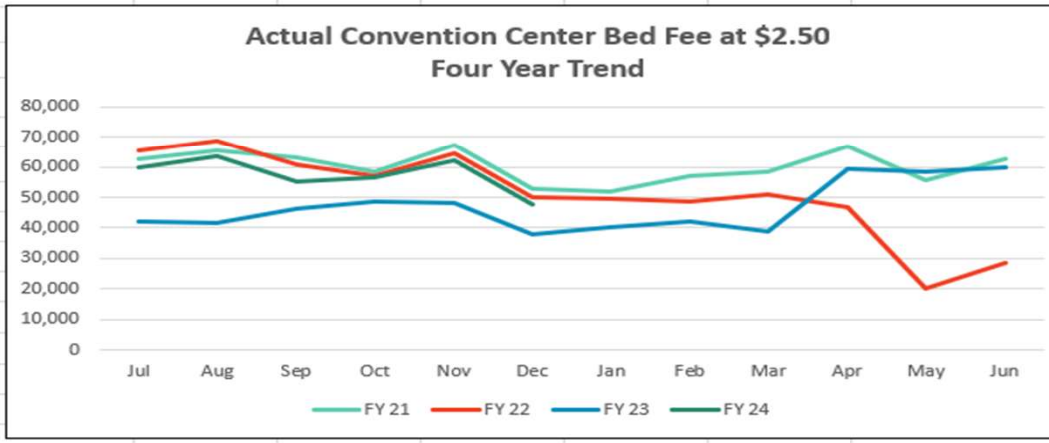
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
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FY26	27,421	27,574	25,836	24,990	27,802	21,317							154,940
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	57.8%	56.2%	52.7%	52.7%	56.7%	44.9%	0.0%	0.0%	0.0%	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
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	63,197	56,455	58,595	$ 740,420
FY26	59,642	63,445	55,335	56,445	62,249	47,570							$ 344,686

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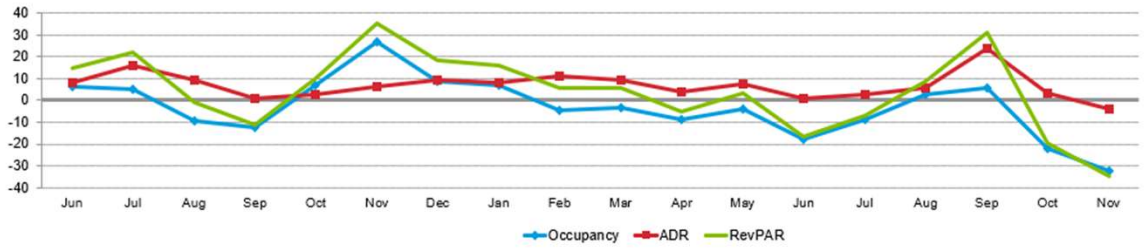
Tab 2 - Trend City of Roswell, NM+: City of Roswell NM

Currency: USD - US Doll

City of Roswell NM

For the Month of November 2025

Monthly Percent Change



Overall Percent Change



Occupancy (%)	2024							2025											Year To Date			Running 12 Months		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	2023	2024	2025	2023	2024	2025
This Year	75.8	71.2	58.6	58.9	75.6	70.5	56.2	54.6	62.7	72.8	60.2	59.8	62.5	64.7	60.1	62.4	58.9	47.8	65.4	66.5	60.6	64.4	65.2	60.2
Last Year	71.3	67.6	64.5	67.2	70.7	55.5	51.7	51.0	65.8	75.3	66.0	62.4	75.8	71.2	58.6	58.9	75.6	70.5	61.8	65.4	66.5	61.8	64.4	65.2
Percent Change	6.3	5.2	-9.2	-12.4	7.0	27.0	8.9	7.0	-4.8	-3.4	-8.8	-4.1	-17.6	-9.0	2.6	6.0	-22.1	-32.3	5.8	1.6	-8.8	4.2	1.2	-7.6

ADR	2024							2025											Year To Date			Running 12 Months		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	2023	2024	2025	2023	2024	2025
This Year	108.12	113.88	100.78	100.93	104.88	99.58	96.86	97.07	104.81	113.91	104.62	109.65	109.13	116.78	106.71	124.98	108.30	95.52	95.98	102.31	108.89	94.89	101.40	107.94
Last Year	99.98	98.08	92.31	99.80	101.95	93.54	88.81	89.54	94.42	104.40	100.83	101.82	108.12	113.88	100.78	100.93	104.88	99.58	89.74	95.98	102.31	89.02	94.89	101.40
Percent Change	8.1	16.1	9.2	1.1	2.9	6.5	9.1	8.4	11.0	9.1	3.8	7.7	0.9	2.5	5.9	23.8	3.3	-4.1	7.0	6.6	6.4	6.6	6.9	6.4

RevPAR	2024							2025											Year To Date			Running 12 Months		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	2023	2024	2025	2023	2024	2025
This Year	81.98	81.04	59.05	59.40	79.33	70.24	54.47	52.96	65.70	82.91	62.96	65.61	68.21	75.61	64.17	77.94	63.80	45.61	62.79	67.99	65.98	61.14	66.12	65.01
Last Year	71.33	66.33	59.55	67.07	72.09	51.95	45.88	45.66	62.17	78.64	66.53	63.52	81.98	81.04	59.05	59.40	79.33	70.24	55.49	62.79	67.99	55.03	61.14	66.12
Percent Change	14.9	22.2	-0.8	-11.4	10.0	35.2	18.7	16.0	5.7	5.4	-5.4	3.3	-16.8	-6.7	8.7	31.2	-19.6	-35.1	13.1	8.3	-3.0	11.1	8.1	-1.7

Supply	2024							2025											Year To Date			Running 12 Months		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	2023	2024	2025	2023	2024	2025
This Year	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,215	39,215	37,950	39,215	37,950	421,174	421,174	421,786	460,265	460,265	460,877
Last Year	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091	39,091	37,830	39,091	37,830	421,174	421,174	421,174	460,265	460,265	460,265
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	0.3	0.3	0.3	0.3	0.3	0.0	0.0	0.1	0.0	0.0	0.1

Demand	2024							2025											Year To Date			Running 12 Months		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	2023	2024	2025	2023	2024	2025
This Year	28,684	27,819	22,904	22,265	29,567	26,686	21,984	21,327	22,132	28,454	22,765	23,390	23,646	25,390	23,583	23,665	23,100	18,123	275,507	279,903	255,575	296,551	300,099	277,559
Last Year	26,990	26,437	25,217	25,424	27,641	21,010	20,196	19,934	23,250	29,447	24,961	24,386	28,684	27,819	22,904	22,265	29,567	26,686	260,438	275,507	279,903	284,527	296,551	300,099
Percent Change	6.3	5.2	-9.2	-12.4	7.0	27.0	8.9	7.0	-4.8	-3.4	-8.8	-4.1	-17.6	-8.7	3.0	6.3	-21.9	-32.1	5.8	1.6	-8.7	4.2	1.2	-7.5

Revenue	2024							2025											Year To Date			Running 12 Months		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	2023	2024	2025	2023	2024	2025
This Year	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	3,241,097	2,381,769	2,564,770	2,580,416	2,965,144	2,516,575	2,957,739	2,501,738	1,731,074	26,443,528	28,636,946	27,830,204	28,140,700	30,430,475	29,959,555
Last Year	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	3,074,165	2,516,820	2,482,944	3,101,316	3,168,035	2,308,282	2,247,172	3,100,940	2,657,308	23,372,732	26,443,528	28,636,946	25,329,070	28,140,700	30,430,475
Percent Change	14.9	22.2	-0.8	-11.4	10.0	35.2	18.7	16.0	5.7	5.4	-5.4	3.3	-16.8	-6.4	9.0	31.6	-19.3	-34.9	13.1	8.3	-2.8	11.1	8.1	-1.5

Census %	2024							2025																
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov						
Census Props	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17						
Census Rooms	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1265	1265	1265	1265	1265						
% Rooms Participants	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7						

City of Roswell - Lodgers' Tax Fund
Year-To-Date Budget Report
As of 01/28/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2622	414100	Lodger's Tax 5%	-1,501,798.00	0.00	-1,501,798.00	-774,632.85	0.00	-727,165.15	51.6%
2622	414105	Lodger's Tax 5% >31 Days	-69,197.00	0.00	-69,197.00	-46,674.32	0.00	-22,522.68	67.5%
2622	414110	Lodger's Tax Penalties	-38,526.00	0.00	-38,526.00	-3,052.68	0.00	-35,473.32	7.9%
2622	443200	State Grants-NM Tourism Dept	-98,598.00	-36,085.92	-134,683.92	0.00	0.00	-134,683.92	0.0%
2622	456010	Chgs4Svc-Conv Cntr Rentals	0.00	0.00	0.00	-1,050.14	0.00	1,050.14	0.0%
2622	456020	Chgs4Svc-Conv Cntr Service	0.00	0.00	0.00	-13,396.82	0.00	13,396.82	0.0%
2622	483200	Interest Inc-Investments	-51,902.00	0.00	-51,902.00	-19,646.91	0.00	-32,255.09	37.9%
2622	489120	Misc-Visitor Center	0.00	0.00	0.00	-540.00	0.00	540.00	0.0%
2622	922612	Transfers out to Zoo	1,106,864.00	0.00	1,106,864.00	0.00	0.00	1,106,864.00	0.0%
2622	922621	Transfers out to Conv Center	261,052.00	0.00	261,052.00	0.00	0.00	261,052.00	0.0%
2622		**Revenue Total**	**-392,105.00**	**-36,085.92**	**-428,190.92**	**-858,993.72**	**0.00**	**430,802.80**	
26224081	663301	Computer-Subscription/License	0.00	9,750.00	9,750.00	0.00	9,750.00	0.00	0.0%
26224081	663304	Computer-Software Train/Cnsult	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.0%
26224081	672801	PubRelat-Education & Promotion	40,000.00	-9,750.00	30,250.00	0.00	11,525.76	18,724.24	0.0%
26224081	672802	PubRelat-Goodwill	365,000.00	-365,000.00	0.00	0.00	0.00	0.00	0.0%
26224081	672805	PubRelat-Advertising/Notices	0.00	365,000.00	365,000.00	52,519.42	298,574.46	13,906.12	14.4%
26224081	672828	PubRelat-Special Events	610,000.00	0.00	610,000.00	25,000.00	0.00	585,000.00	4.1%
26224081	712102	G&A-Credit Card Fees	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.0%
26224081		**Lodgers' Tax Expense**	**1,025,000.00**	**0.00**	**1,025,000.00**	**77,519.42**	**319,850.22**	**627,630.36**	
26224253	511110	Full-Time Salaries	132,956.00	0.00	132,956.00	68,860.62	0.00	64,095.38	51.8%
26224253	511120	Part-Time Salaries	8,355.00	0.00	8,355.00	11,428.10	0.00	-3,073.10	136.8%
26224253	521210	Full-Time Overtime	6,465.00	0.00	6,465.00	2,479.32	0.00	3,985.68	38.3%
26224253	551510	FICA Tax	8,761.00	0.00	8,761.00	4,887.42	0.00	3,873.58	55.8%
26224253	551520	Medicare Tax	2,049.00	0.00	2,049.00	1,142.95	0.00	906.05	55.8%
26224253	561530	PERA Retirement	15,688.00	0.00	15,688.00	8,075.60	0.00	7,612.40	51.5%
26224253	561535	NMRHCA	2,660.00	0.00	2,660.00	1,377.18	0.00	1,282.82	51.8%
26224253	571536	Administration Fee	0.00	0.00	0.00	29.05	0.00	-29.05	0.0%
26224253	571540	Group Insurance	32,538.00	0.00	32,538.00	18,955.37	0.00	13,582.63	58.3%
26224253	571550	Worker's Compensation Fee	36.00	0.00	36.00	17.60	0.00	18.40	48.9%
26224253	585901	Employee Training	900.00	0.00	900.00	20.85	0.00	879.15	2.3%
26224253	585902	Employee Travel	16,000.00	0.00	16,000.00	4,888.75	0.00	11,111.25	30.6%
26224253	586101	General Uniforms	2,000.00	0.00	2,000.00	1,087.89	0.00	912.11	54.4%
26224253	614002	M&R-Building	40,000.00	-8,600.00	31,400.00	3,131.22	4,598.78	23,670.00	10.0%
26224253	614004	M&R-Equipment	0.00	100.00	100.00	0.00	0.00	100.00	0.0%
26224253	623402	Insurance-Building	4,209.00	0.00	4,209.00	4,210.00	0.00	-1.00	100.0%
26224253	623404	Insurance-General Liability	7,066.00	0.00	7,066.00	7,065.00	0.00	1.00	100.0%
26224253	623407	Insurance-Worker's Comp	2,804.00	0.00	2,804.00	2,804.00	0.00	0.00	100.0%
26224253	635801	Utilities-General Telephones	50.00	0.00	50.00	10.65	0.00	39.35	21.3%
26224253	636302	Utilities-Electric	2,000.00	0.00	2,000.00	904.41	0.00	1,095.59	45.2%
26224253	636304	Utilities-Water	700.00	0.00	700.00	615.37	0.00	84.63	87.9%
26224253	642901	Non-Capital-Computers	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00	0.0%
26224253	642902	Non-Capital-Tools	500.00	-199.99	300.01	239.87	0.00	60.14	80.0%

City of Roswell - Lodgers' Tax Fund
Year-To-Date Budget Report
As of 01/28/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
26224253	642903	Non-Capital-Furniture/Fixtures	2,900.00	0.00	2,900.00	1,004.84	0.00	1,895.16	34.6%
26224253	642904	Non-Capital-Equipment	0.00	199.99	199.99	0.00	0.00	199.99	0.0%
26224253	652409	Contract-Janitorial Services	3,000.00	3,000.00	6,000.00	990.00	5,010.00	0.00	16.5%
26224253	652423	Contract-Pest Control Services	600.00	0.00	600.00	221.95	405.12	-27.07	37.0%
26224253	654801	Contract-Professional Services	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.0%
26224253	663303	Computer-Software Maintenance	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.0%
26224253	663306	Computer-Internet Hosting/Web	8,000.00	0.00	8,000.00	7,188.00	0.00	812.00	89.9%
26224253	672801	PubRelat-Education & Promotion	37,000.00	0.00	37,000.00	20,995.99	5,338.26	10,665.75	56.7%
26224253	674700	PubRelat-Printing & Publicatns	15,500.00	0.00	15,500.00	1,562.31	7,500.00	6,437.69	10.1%
26224253	712102	G&A-Credit Card Fees	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.0%
26224253	712701	G&A-Dues/Memberships	850.00	0.00	850.00	835.76	5.41	8.83	98.3%
26224253	712702	G&A-Subscriptions	2,000.00	0.00	2,000.00	368.55	74.00	1,557.45	18.4%
26224253	723200	Supplies-Fuels and Fluids	500.00	0.00	500.00	0.00	0.00	500.00	0.0%
26224253	724600	Supplies-Postage/Shipping	10,000.00	0.00	10,000.00	302.39	0.00	9,697.61	3.0%
26224253	725601	Supplies-General	900.00	0.00	900.00	149.55	0.00	750.45	16.6%
26224253	725602	Supplies-Office	1,350.00	0.00	1,350.00	570.04	0.00	779.96	42.2%
26224253	725608	Supplies-Janitorial	2,000.00	0.00	2,000.00	197.81	302.19	1,500.00	9.9%
26224253	817505	Capital Outlay-Equipment	0.00	5,500.00	5,500.00	0.00	5,500.00	0.00	0.0%
26224253		**Lodger's Tax Vistor Center**	**379,037.00**	**0.00**	**379,037.00**	**176,618.41**	**28,733.76**	**173,684.83**	
		Fund 2622 (Surplus)/Deficit:	**1,011,932.00**	**-36,085.92**	**975,846.08**	**-604,855.89**	**348,583.98**	**1,232,117.99**	

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET
Beginning Cash	**$ 1,059,014.76**		**$ 1,059,014.76**
Revenue	**$ (1,760,021.00)**	**$ (36,085.92)**	**$ (1,796,106.92)**
Transfers (Zoo & Convention Center)	**$ 1,367,916.00**		**$ 1,367,916.00**
Payroll	**$ 209,508.00**		**$ 209,508.00**
Operating Expense	**$ 1,194,529.00**		**$ 1,194,529.00**
Ending Cash	**$ 47,082.76**	**$ 36,085.92**	**$ 83,168.68**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 4.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Public Affairs

Attachments

PA December 2025

ROSWELL
New Mexico

Public Affairs

Public Affairs Department Report
December 2025

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 the City of Roswell tourism and UFO Festival
- Christmas on the Plaza- 12/2/2025- approximately 500 in attendance
- Winter Spring Guide- Information collected, magazine designed and sent to print
- Sent FixIt forms to the respective departments
- 1 SET meetings- 1 applications reviewed and approved
- Occupancy Tax Board Meeting- cancelled
- Keep Roswell Beautiful Board Meeting
- 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, Help Stop Illegal Dumping, SW Truck Awareness, Water Conservation, Animal Ordinance Update, SW Holiday Trash Schedule, City Now Hiring, Christmas on the Plaza
- News flashes on website: 1
- Government website updates: Estimated 20
- Form Updates: 1
- New Forms: 0
- Facebook: 83 (excluding tourism page)
- Instagram: 18
- TikToks: 0
- FB Lives: 1
- Rise Vision Updates: 10
- New Digital Billboards & Marquee: 1
- Videos: 2



9 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 ***96 graphics.*** During the month of December, Public Affairs started off with hosting the new Christmas on the Plaza event for the community which included some extra signage day of the event. Graphics were primarily focused on creating Senior Tips for January, keeping socials and Rise Vision TV screens up to date on holiday schedule changes, and putting together the 16-page Winter & Spring Recreation Guide that focused on promoting Roswell Recreation, Adult Center, Roswell Museum and Roswell Public Library. We also highlighted other departments and campaigns such as Illegal Dumping, encouraging residents to partake in upcoming Keep Roswell Beautiful events such as Arbor Day, and visiting the Nancy Lopez Golf Course at Spring River.

General end-of-year graphics were created for Christmas and News Years along with a few videos to showcase the holiday celebrations.

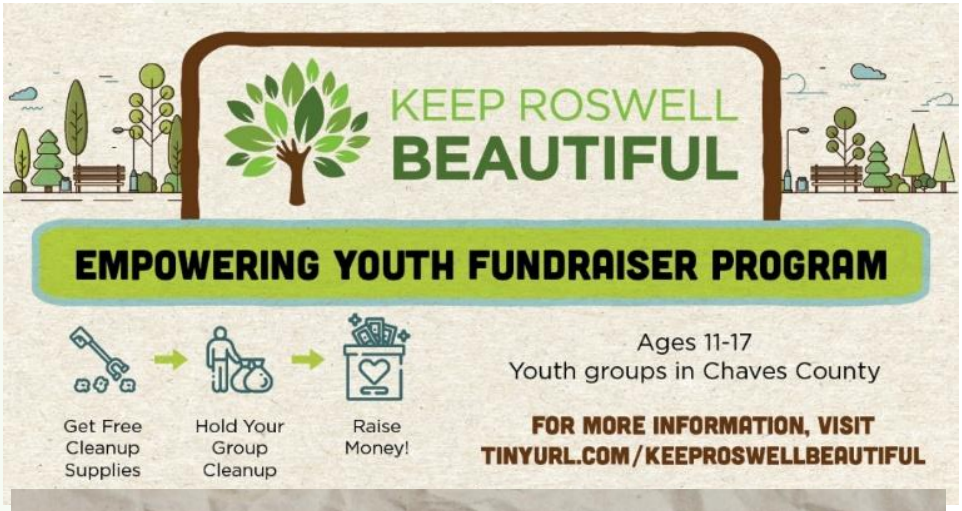
A large importance was placed on creating graphics for billboard, rise vision, and social media to promote the City of Roswell's Hiring event and Roswell Fire Departments Tryouts which both take place near the end of January.

We also put together the finalized America 250 Roswell logo and the 100 Years Goddard Centennial logo to promote events in the new year.

984 Graphics Year-to-Date (Jan 1 – Dec 31)

Keep Roswell Beautiful:

Contact TJ Conyers for more information
575-315-5183 or t.conyers@roswell-nm.gov





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seeroswell.com

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Museum Monthly Report

Attachments

Museum Monthly Report

Roswell Museum

JANUARY 2026
MONTHLY REPORT

DECEMBER ATTENDANCE

	FY2026	FY2025	FY2024	FY2023
EVENTS/PROGRAMS	125			
OUTREACH	250			
VOLUNTEER VISITS	11			
MUSEUM BUSINESS	-			
DECEMBER TOTALS	386	22	1,669	2,211
FISCAL YEAR-TO-DATE TOTALS	11,175	10,391	15,100	14,606

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.

DECEMBER REVENUES

	FY2026	FY2025	FY2024	FY2023
MEMBERSHIP	25			
STORE	1063			
DECEMBER TOTALS	1,088	-	8,192	15,135
FISCAL YEAR-TO-DATE TOTALS	2,103	57,212	89,288	106,433

DECEMBER PROGRAMMING

EVENTS/PROGRAMS/OUTREACH	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIPS/SUPPORT
Second Saturday	1	125	RMAC Foundation and Roswell Public Library
Yuletide Festival (Library)	1	250	Presented by the Roswell Public Library
TOTALS	1	375	RMAC Foundation

MEMBERS

	117 current active memberships	**164** current active members
FOR MONTH	**-** new memberships	**1** renewals
FISCAL YEAR to DATE	**-** new memberships	**19** renewals

VOLUNTEERS

FOR MONTH	**13.75** volunteer hours	**11** volunteer visits
FISCAL YEAR to DATE	**588.75** volunteer hours	**173** volunteer visits

6,230 FACEBOOK FOLLOWERS

1,953 INSTAGRAM FOLLOWERS

653 E-NEWSLETTER SUBSCRIBERS

ACTIVITIES & HIGHLIGHTS

CURRENT STATUS & CONSERVATION

The Museum is currently closed due to the October 2024 flood with collection recovery and rebuilding estimated at 4 years. Recovery efforts and staff are currently centralized at a temporary location.

- Conservation proposals from Midwest Art Conservation Center and Pacific Coast Conservation are under review for conservation of items that remained in Roswell.
- Examinations are currently being conducted for paintings and works on paper by The Conservation Center for items in Chicago. Batches of treatment reports are expected over the next 6-8 months.
- Appraisals continue through Freeman Appraisals to determine individual fair market values for approximately 1900 items from the fine art collection with 400 items already provided. The final report is anticipated to be completed around March. Staff are working with Freeman and Art of the Estate for additional appraisals.
- Revive Art Restoration in Santa Fe has completed cleaning of 5 works that were on loan at the time of the flood. The works will be picked up and returned to the lenders in February.

GODDARD CENTENNIAL PLANNING

Goddard Centennial planning is underway in honor of the 100th anniversary of when physicist and inventor Dr. Robert H. Goddard launched the first successful liquid-fueled rocket, paving the way for further pioneering efforts in rocket development. Plans include a Goddard Centennial Celebration on Saturday, March 14 at Goddard High School; a mayoral proclamation on anniversary day Monday, March 16; a portable exhibit made from retractable banners; a video about the flood impact and Goddard artifact recovery; participation in an exhibit at the Worcester Museum in Massachusetts; outdoor banners on Main Street; and Goddard activity books and stickers.

The Goddard Centennial Celebration will take place on Saturday, March 14 from 10 am to 3 pm at Goddard High School. The event will include Goddard-themed displays and family-friendly activities and rocket launches presented by the Roswell Museum and organizations, museums, and educational institutions from around the region. The event is supported through Xcel Energy, Leprino, Pioneer Bank and the RMAC Foundation.

A grant was submitted to the NM Spirit Elevate 1776 sponsorship program through the State of New Mexico in support of the portable exhibit, brochures and children's activity books. If awarded, the portable exhibit will be on retractable banners with a mounted TV and will be available for display in Roswell in 2026 and in other communities around the state in 2027. The exhibit would focus on Goddard's story as well as the impact of the flood on the Goddard Collection and recovery efforts.

STRATEGIC PLANNING WORKSHOP

Staff and the Museum Board of Trustees continue plans for an interim strategic plan and workshop to replace the 2023-2028 plan that was outdated due to the flood. The workshop will be scheduled in the early spring and facilitated by Santa Fe-based consultant Sabrina Pratt. The project will focus on goals and objectives during the closure while working toward a rebuild. The workshop will be open to the public. This project is supported by the RMAC Foundation.

SECOND SATURDAYS

January's Second Saturday kick started the "Year of the Rocket" theme for Goddard's Centennial with make-your-own "Nell" rockets from recycled materials. On February 14, the Museum will join the Miniatures and Curious Collections Museum and Bone Springs Art Space for the third annual "Triple the Love" event with the theme of "Love You to the Moon and Back." The hands-on art event will take place at the Library and the other two venues with Valentine's Day card making and crafts. March's Second Saturday will be combined with the Goddard Centennial Celebration at Goddard High School.

"IT'S YOUR ART" RECOVERY MERCHANDISE

"It's Your Art" tea towels were available starting in December and have sold well. The next item is a bandanna honoring Robert H. Goddard and the 2026 rocket centennial which are in production and will be available by mid-March for the anniversary. Both projects were Illustrated by Albuquerque-based artist Nicky Ovitt. The recovery merchandise project is sponsored by the RMAC Foundation to raise awareness of recovery needs and celebrate the museum's history and continued legacy. Towels are currently available online through the museum's website, as well as at the Miniatures and Curious Collections Museum and Bone Springs Art Space.



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 6.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Roswell Public Library - Monthly Report

FINANCIAL CONSIDERATION:
Financial Impact (Revenue & Expense):

Revenue:

Expenses:
Current/Original Budget:
Remaining Budget:
Requested Amount:

Attachments
Roswell Public Library Monthly Report December 2025 - January 2026

Roswell Public Library
December 2025 – January 2026

Accomplishments

Building Improvements Plans

Children's Garden: Funds have been moved that allows us to issue an Invitation to Bid on the Children's Garden was issued January 15, 2026. A pre-bid meeting is planned for January 20 and the bids will be opened on February 20. We are required to accept the lowest bid that meets all the qualifications of the project.

Building Stucco: The stucco on the east side of the building under the delivery window has been repaired and the stucco is no longer pulling away from the building. The stucco still needs to be painted.

Shelving: New shelving has been installed by the Parks Department Staff. We also had shelving removed from the south wall placed in other locations in the library.

Lights: Facilities have started to replace the burnt-out lights in the library switching them over to LED lights.

Service Improvements

City Directories: We are using 2022 General Obligation Funds to have Advantage Archive scan, index and place on a third-party website 20,296 more pages of the Roswell City Directories. This represents year books from 1947, and 1971-1996.

Yearbooks: We are using 2022 General Obligation Funds to scan, index and place on a third-party website more than 3,900 pages of the Roswell High School yearbooks (1980-2000)

Programs

Grinchy Yuletide Festival: Diana Bernal coordinated a Grinchy holiday event on Saturday, December 20 was attended by 246 people. The event included crafts by the Roswell Museum, and another craft by the NM Extension Services, cookie decorating, green grinch punch, facepainting, photos with the Grinch who handed out chocolate coal, reading of the "Night Before Christmas" in English and Spanish, library scavenger hunt and each children selected a free book to take home. This fun family event was sponsored by the Roswell Library Foundation and the Friends of the Library.

Noon Year's Eve Event: Megan Rock coordinated the 11 am to noon event on December 31 to celebrate 2026. The event was attended by 222 and included a photo booth, music, craft, pizza, punch, popcorn, scavenger hunt, and balloon drop and confetti at noon.

Spice Club: The spice of the month for January - turmeric.

Quilt Display: The Pecos Valley Quilters took down the fall quilt display and have the winter display in the Bondurant room.

Grants and Donations

State Grants in Aid: The Roswell Public Library has received $10,000 in New Mexico Grant in Aid to Public Libraries. Funds must be spent by June 1, 2026 or remaining funds have to be returned. These are restricted funds for library service improvements. Purchases include: cart for STEAM, iPads and cases for children's, reference and circulation, processing materials, storywalk© books, program materials, and shipping supplies for ILL

2022 General Obligation Bond: We have completed a portion of our projects and we are in the process of requesting reimbursements.

Carnegie Corporation of New York: Andrew Carnegie Foundation funded the building of 1,681 public libraries in the United States of which three were built in New Mexico. To honor Andrew Carnegie's gift to the community and to celebrate the 250th anniversary of the signing of the Declaration of Independence, the Carnegie Corporation of New York is providing a gift of $10,000 to Carnegie Public Libraries. Roswell Public Library is one of three New Mexico Libraries that were started with funds from Carnegie Foundation.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 7.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

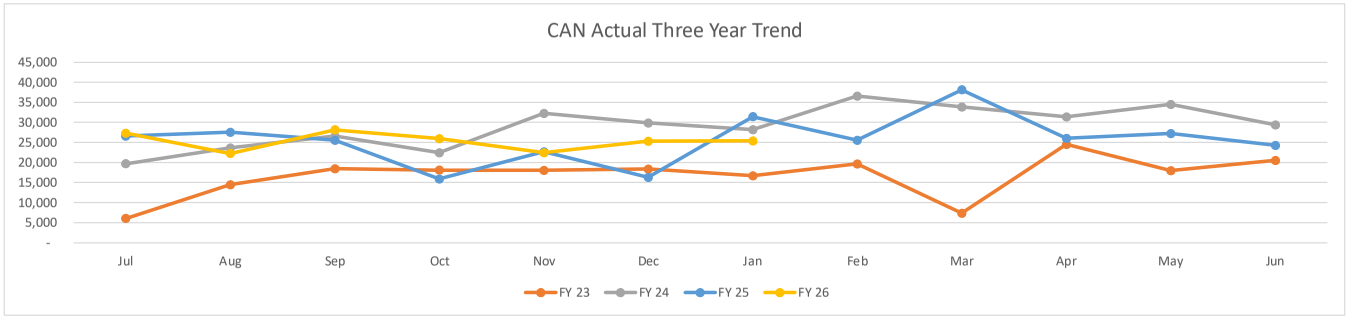
DEPARTMENT NAME:
Cannabis Excise Tax
Gross Receipts Tax

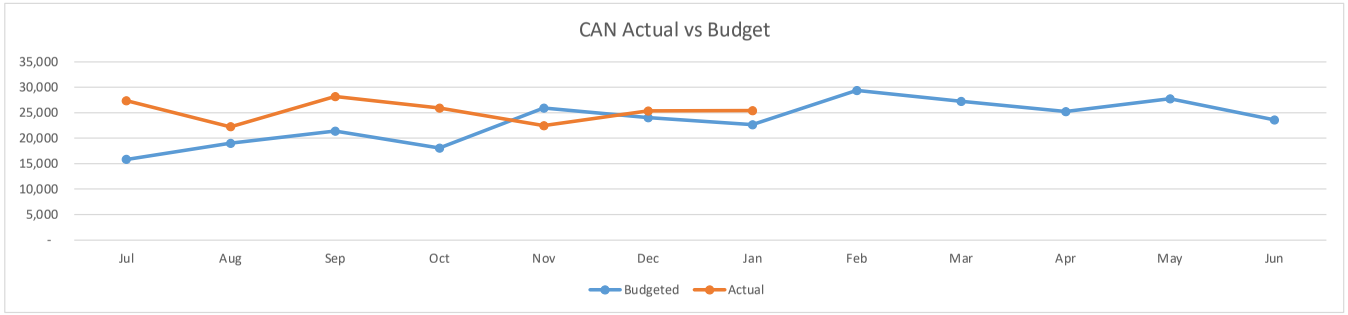
Attachments

Cannabis Excise Tax
Gross Receipts Tax
GRT Allocation
YTD Budget Report

City of Roswell
Cannabis Excise Tax
January 2026

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 23	6,091	14,494	18,482	18,108	18,096	18,422	16,719	19,631	7,352	24,557	17,949	20,569	200,469		**200,469**
FY 24	19,733	23,688	26,592	22,491	32,293	29,911	28,210	36,580	33,857	31,409	34,507	29,406	348,677	73.9%	**348,677**
FY 25	26,593	27,541	25,544	15,944	22,724	16,310	31,430	25,563	38,136	26,059	27,204	24,268	307,316	-11.9%	**307,316**
FY 26	27,337	22,256	28,178	25,929	22,451	25,341	25,423						176,915	-42.4%	**176,915**
26 over 25	**2.8%**	**-19.2%**	**10.3%**	**62.6%**	**-1.2%**	**55.4%**	**-19.1%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-42.4%**		

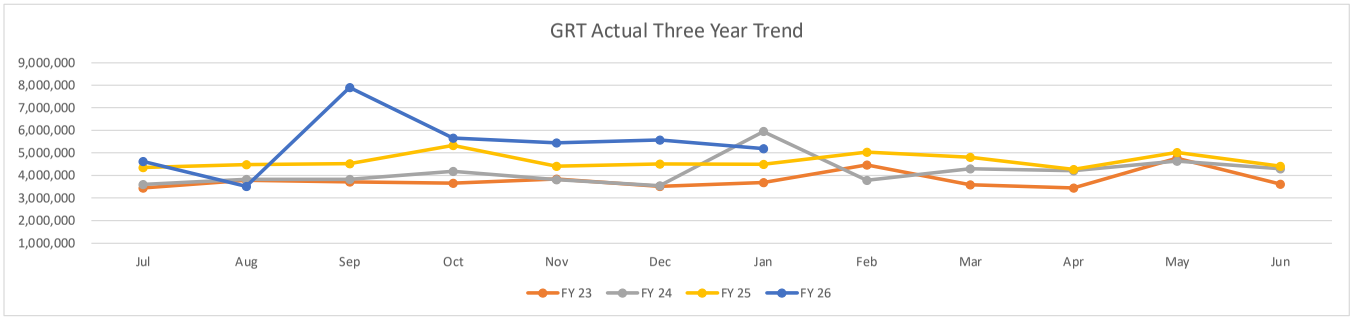


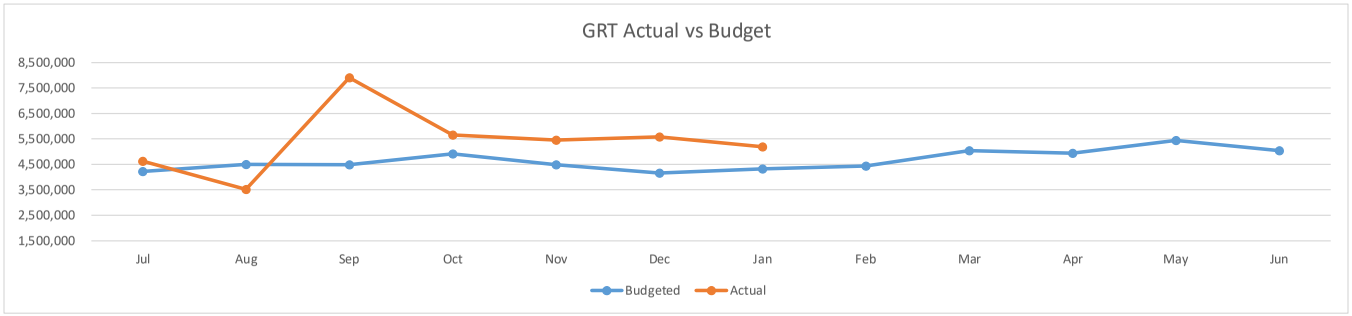


	Budgeted	Actual	Variance
Jul	15,848	27,337	11,489
Aug	19,023	22,256	3,233
Sep	21,362	28,178	6,816
Oct	18,058	25,929	7,871
Nov	25,926	22,451	(3,475)
Dec	24,006	25,341	1,335
Jan	22,658	25,423	2,765
Feb	29,370		(29,370)
Mar	27,207		(27,207)
Apr	25,218		(25,218)
May	27,707		(27,707)
Jun	23,617		(23,617)
Total	**280,000**	**176,915**	**(103,085)**
% FYTD			**-36.8%**

City of Roswell
Gross Receipts Tax
January 2026

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 19	3,131,599	2,939,761	2,717,100	2,851,428	2,747,878	2,708,431	2,781,667	3,114,447	2,690,121	2,700,303	2,973,891	2,763,391	34,120,016		**34,120,016**
FY 20	2,860,221	3,248,842	5,450,435	2,804,337	3,799,352	3,162,914	2,788,688	3,186,544	2,790,481	2,464,194	2,876,027	2,809,756	38,241,792	10.8%	**38,241,792**
FY 21	3,022,870	3,102,729	3,004,044	2,972,865	2,954,877	2,791,196	2,669,024	3,323,947	2,848,487	2,712,994	3,440,838	3,310,495	36,154,366	-5.8%	**36,154,366**
FY 22	2,905,150	3,365,250	3,274,874	5,322,186	3,503,137	3,415,875	3,433,365	3,746,860	3,298,203	3,207,034	3,796,595	3,493,551	42,762,081	15.5%	**42,762,081**
FY 23	3,451,125	3,781,199	3,720,713	3,659,178	3,836,550	3,520,939	3,690,743	4,468,601	3,592,680	3,450,237	4,773,189	3,610,211	45,555,365	6.5%	**45,555,365**
FY 24	3,601,500	3,833,199	3,825,702	4,187,623	3,821,397	3,550,450	5,949,131	3,784,152	4,297,716	4,213,352	4,643,710	4,296,782	50,004,713	9.8%	**50,004,713**
FY 25	4,360,577	4,481,811	4,529,227	5,334,898	4,410,155	4,515,089	4,501,105	5,035,167	4,810,285	4,274,929	5,021,295	4,404,839	55,679,377	11.3%	**55,679,377**
FY 26	4,625,684	3,517,302	7,903,051	5,654,926	5,450,801	5,577,332	5,193,540						37,922,637	-31.9%	**37,922,637**
26 over 25	**6.1%**	**-21.5%**	**74.5%**	**6.0%**	**23.6%**	**23.5%**	**15.4%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-31.9%**		





	Budgeted	Actual	Variance
Jul	4,220,150	4,625,684	405,534
Aug	4,493,287	3,517,302	(975,985)
Sep	4,484,504	7,903,051	3,418,547
Oct	4,909,769	5,654,926	745,157
Nov	4,478,402	5,450,801	972,399
Dec	4,162,932	5,577,332	1,414,400
Jan	4,325,999	5,193,540	867,541
Feb	4,436,170		(4,436,170)
Mar	5,038,498		(5,038,498)
Apr	4,939,601		(4,939,601)
May	5,444,599		(5,444,599)
Jun	5,037,177		(5,037,177)
Total	**55,971,088**	**37,922,637**	**(18,048,451)**
% FYTD			**-32.25%**

CITY OF ROSWELL

GRT ALLOCATION

FY26

Income

Fund	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Actuals	March Actuals	April Actual	May Actuals	June Actuals	Total Actuals
General Fund	3,130,516.79	2,379,279.67	5,327,317.59	3,800,971.34	3,663,384.86	3,749,563.85	3,490,242.44	-	-	-	-	-	25,541,276.54
Flood	451,757.87	345,001.63	800,115.38	587,069.91	566,389.53	578,017.90	539,979.56	-	-	-	-	-	3,868,331.78
Recreation	391,242.58	297,355.58	665,798.96	475,042.36	457,847.04	468,617.25	436,207.91	-	-	-	-	-	3,192,111.68
Public Safety	652,166.99	495,665.14	1,109,819.25	791,842.68	763,179.82	781,133.06	727,109.71	-	-	-	-	-	5,320,916.65
	4,625,684.23	**3,517,302.02**	**7,903,051.18**	**5,654,926.29**	**5,450,801.25**	**5,577,332.06**	**5,193,539.62**	**-**	**-**	**-**	**-**	**-**	**37,922,636.65**

City of Roswell - Public Safety Fund
Year-To-Date Budget Report
As of 01/28/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
5500	411100	GRT Tax-Municipal	-5,417,634.00	0.00	-5,417,634.00	-3,223,609.82	0.00	-2,194,024.18	59.5%
5500	411500	GRT Tax-State Share	-3,327,741.00	0.00	-3,327,741.00	-2,097,306.83	0.00	-1,230,434.17	63.0%
		Revenue	**-8,745,375.00**	**0.00**	**-8,745,375.00**	**-5,320,916.65**	**0.00**	**-3,424,458.35**	
55004125	511110	Full-Time Salaries	0.00	553,277.77	553,277.77	16,374.77	0.00	536,903.00	3.0%
55004125	521210	Full-Time Overtime	0.00	264,467.70	264,467.70	0.00	0.00	264,467.70	0.0%
55004125	541561	Phone Allowance	0.00	630.00	630.00	0.00	0.00	630.00	0.0%
55004125	551510	FICA Tax	0.00	32,872.87	32,872.87	977.15	0.00	31,895.72	3.0%
55004125	551520	Medicare Tax	0.00	7,687.70	7,687.70	228.53	0.00	7,459.17	3.0%
55004125	561530	PERA Retirement	0.00	62,562.46	62,562.46	1,932.22	0.00	60,630.24	3.1%
55004125	561535	NMRHCA	0.00	10,603.75	10,603.75	327.51	0.00	10,276.24	3.1%
55004125	571536	Administration Fee	0.00	266.85	266.85	3.32	0.00	263.53	1.2%
55004125	571540	Group Insurance	0.00	298,409.44	298,409.44	3,079.00	0.00	295,330.44	1.0%
55004125	571550	Worker's Compensation Fee	0.00	125.80	125.80	2.55	0.00	123.25	2.0%
55004125	585901	Employee Training	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.0%
55004125	585902	Employee Travel	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0%
55004125	586101	General Uniforms	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.0%
55004125	614002	M&R-Building	0.00	3,750.00	3,750.00	0.00	0.00	3,750.00	0.0%
55004125	614004	M&R-Equipment	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.0%
55004125	614012	M&R-Vehicle	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.0%
55004125	623401	Insurance-Auto	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.0%
55004125	635802	Utilities-Mobile Telephones	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0%
55004125	636302	Utilities-Electric	0.00	6,249.99	6,249.99	0.00	0.00	6,249.99	0.0%
55004125	636303	Utilities-Gas	0.00	2,499.99	2,499.99	0.00	0.00	2,499.99	0.0%
55004125	636304	Utilities-Water	0.00	12,499.98	12,499.98	0.00	0.00	12,499.98	0.0%
55004125	642901	Non-Capital-Computers	0.00	48,100.00	48,100.00	23,472.00	24,523.07	104.93	48.8%
55004125	642902	Non-Capital-Tools	0.00	36,000.00	36,000.00	0.00	0.00	36,000.00	0.0%
55004125	642903	Non-Capital-Furniture/Fixtures	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.0%
55004125	642904	Non-Capital-Equipment	0.00	87,400.00	87,400.00	0.00	57,863.00	29,537.00	0.0%
55004125	652404	Contract-Ambulance Services	1,248,000.00	0.00	1,248,000.00	728,000.00	520,000.00	0.00	58.3%
55004125	654801	Contract-Professional Services	0.00	58,000.00	58,000.00	32,481.24	0.00	25,518.76	56.0%
55004125	663301	Computer-Subscription/License	0.00	77,135.00	77,135.00	0.00	7,733.25	69,401.75	0.0%
55004125	672805	PubRelat-Advertising/Notices	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0%
55004125	674700	PubRelat-Printing & Publicatns	0.00	1,000.00	1,000.00	109.25	0.00	890.75	10.9%
55004125	712210	G&A-GRT Admin Fees	142,500.00	0.00	142,500.00	99,089.70	0.00	43,410.30	69.5%
55004125	715303	G&A-License Fees	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.0%
55004125	723200	Supplies-Fuels and Fluids	0.00	52,001.00	52,001.00	0.00	0.00	52,001.00	0.0%
55004125	725601	Supplies-General	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.0%
55004125	725602	Supplies-Office	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.0%
55004125	725605	Supplies-EMS	0.00	300,000.00	300,000.00	0.00	59,995.17	240,004.83	0.0%
55004125	725608	Supplies-Janitorial	0.00	6,666.64	6,666.64	0.00	0.00	6,666.64	0.0%
55004125	817503	Capital Outlay-Building/Improv	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.0%
55004125	817505	Capital Outlay-Equipment	0.00	899,625.95	899,625.95	311,827.13	585,806.06	1,992.76	34.7%

City of Roswell - Public Safety Fund
Year-To-Date Budget Report
As of 01/28/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
55004125	817506	Capital Outlay-Vehicles	0.00	2,011,997.49	2,011,997.49	153,215.00	1,819,406.14	39,376.35	7.6%
		Expense	**1,390,500.00**	**5,137,830.38**	**6,528,330.38**	**1,371,119.37**	**3,075,326.69**	**2,081,884.32**	
		Fund 5500 (Surplus)/Deficit:	**-7,354,875.00**	**5,137,830.38**	**-2,217,044.62**	**-3,949,797.28**	**3,075,326.69**	**-1,342,574.03**	

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET
Beginning Cash	**$ 8,267,575.16**		**$ 8,267,575.16**
Revenue	**$ (8,745,375.00)**		**$ (8,745,375.00)**
Transfers	**$ -**		**$ -**
Payroll	**$ -**	**$ 1,230,904.34**	**$ 1,230,904.34**
Operating Expense	**$ 1,390,500.00**	**$ 3,906,926.04**	**$ 5,297,426.04**
Ending Cash	**$ 15,622,450.16**	**$ (5,137,830.38)**	**$ 10,484,619.78**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 8.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Roswell Hispano Chamber of Commerce

Attachments

RHCC- FY2026 Q2 Report
RHCC- FY2026 Q2 P&L

Roswell Hispano Chamber of Commerce

practical support for local businesses

FY 2026 Q2 – Finance Committee Report

EXECUTIVE SUMMARY

Since the leadership transition on **October 14, 2025**, the Roswell Hispano Chamber of Commerce (RHCC) has focused on reviewing the organization's policies and procedures and reassessing its mission and operating model. During this period, RHCC evaluated outcomes and reviewed how chambers and economic-development organizations are operating successfully in comparable communities.

That **assessment made clear** that a traditional, event-driven and networking-focused approach does not produce sustained membership growth, revenue stability, or, most importantly, measurable business impact. As a result, the RHCC Board of Directors initiated a strategic pivot and began implementing key structural changes that align with national best practices.

This reset redefines RHCC's mission—shifting from activity and event-driven engagement to a **hands-on small-business-support model delivered through the Business Growth & Operations System (BGOS)**. BGOS is RHCC's structured framework for helping businesses identify, install, and apply the core operating systems required to grow and operate effectively, delivered in coordination with the **Small Business Development Center (SBDC) at ENMU-R**.

Through BGOS, RHCC works with members to identify gaps in sales, operations, finance, compliance, and customer acquisition, and to implement practical business systems and applied concepts—including tools such as the incorporation of AI—designed to support revenue growth, strengthen client acquisition, and improve operational efficiency.

BGOS delivery will happen through **small, focused, and frequent Lunch & Learn workshops**, emphasizing system installation and application over theory, and ensuring that participating businesses leave with systems, tools and frameworks they can put into use immediately.

CURRENT OPERATING POSTURE

At this stage, RHCC is focused on strengthening its **organizational infrastructure**. This includes establishing and memorializing clear operating definitions, decision-making authority, financial controls, reporting standards, and program boundaries. Reinforcing these foundational systems ensures consistency, accountability, and clarity across all activities.

RHCC is currently **operating within existing resources, is not expanding operational commitments, and is not seeking additional public funding**. The emphasis during this phase is on system stabilization, reporting clarity, and demonstrating value through disciplined execution rather than increased activity or event volume. This posture positions RHCC for responsible, sustainable growth as future opportunities arise.

FY 2026 Q2 – Finance Committee Report

GOVERNANCE, CONTROLS, AND RISK MANAGEMENT

As part of this reset, RHCC has addressed legacy membership and vendor classification issues, implemented clearer internal reporting standards, and **initiated the implementation of a customer relationship management (CRM) system** to support accurate financial tracking and consistent reporting going forward.

Given the scope of changes underway, RHCC is intentionally limiting operational scope during the reset phase to ensure that activities remain aligned with current organizational capacity, internal controls, and reporting requirements.

These actions are intended to strengthen governance and internal controls, reduce operational and financial risk, and ensure the appropriate and responsible use of public resources as RHCC transitions to a more sustainable and accountable operating model.

BUSINESS-SUPPORT MODEL

RHCC is transitioning from a traditional chamber model to a **business-support organization** focused on practical, systems-based engagement with local businesses. This model emphasizes:

- hands-on application rather than event volume,
- accountability and follow-through,
- coordination with established expert partners, and
- clear boundaries around scope, capacity, and risk.

The primary mechanism supporting this transition is the **Business Growth & Operations System (BGOS)**. BGOS is RHCC's structured framework for helping small businesses identify, install, and apply core operating systems related to sales, operations, finance, compliance, and customer acquisition.

BGOS is delivered **in coordination with the Small Business Development Center (SBDC)**, which provides subject-matter instruction and technical expertise. RHCC's role is to convene, structure, and sequence engagement so participating businesses gain clarity on what systems are needed and how to apply them effectively.

BGOS is intentionally designed as a **small-scale, applied engagement model**, delivered through focused Lunch & Learn sessions that emphasize system installation and practical use rather than lecture-based programming.

Separately, RHCC is **evaluating** the potential development of a future procurement-readiness referral pilot. If pursued, this effort would be distinct from BGOS, rely on procurement professionals from appropriate institutions for instruction and guidance, and be structured to align with RHCC's capacity, governance, and risk-management framework. No commitment has been made, and any such initiative would be reviewed independently.

FY 2026 Q2 – Finance Committee Report

TOURISM AND EVENTS

• RHCC is evaluating options for future involvement in Cinco de Mayo, including partnership models or a limited, business-focused observance. No final decision has been made. Any involvement will align with RHCC's reset toward business support rather than ownership of large-scale public events.

• RHCC also participated in a 1½-hour meeting with the New Mexico Department of Tourism regarding PiñataFest branding, website development, and tourism marketing best practices. These discussions were exploratory and are understood to represent longer-term initiatives to be pursued after completion of the organizational reset.

• During the quarter, RHCC conducted exploratory outreach to leadership of the **Roswell Air Races** to strengthen community coordination related to **PiñataFest–Roswell**. This outreach was conducted in the context of PiñataFest operating under the **New Mexico True brand** and the New Mexico Department of Tourism's funding of a dedicated PiñataFest–Roswell website. No financial commitments or contractual obligations resulted from this outreach. The activity was exploratory in nature and consistent with RHCC's mission, governance framework, and current operating posture.

MEMBER AND COMMUNITY ENGAGEMENT

• October 9, 2025: RHCC co-hosted a mill levy information session with ENMU–Roswell, attended by **approximately 75 members and prospective members**, supporting community awareness and information-sharing.
• December 4, 2025: RHCC conducted a **member listening session** that identified strong interest in tourism-related initiatives and strategies focused on visitor retention.
• December 15, 2025: A session within the **Business Mastery lecture series** did not meet participation expectations, reinforcing the organization's decision to move away from lecture-based programming in favor of more applied, systems-focused engagement.
• January 2026: RHCC is **scheduling a follow-up meeting with participants from the December 4 listening session** to further assess tourism-related and other priorities. This discussion will be conducted in the context of the restructuring of the RHCC website and the development of a separate PiñataFest–Roswell website, which will be funded by the New Mexico Department of Tourism under the New Mexico True brand.

MEASURING SUCCESS AND NEAR-TERM PRIORITIES

Over the next two quarters, success will be evaluated based on:

- completion of core operating infrastructure completion
- improved reporting clarity and transparency
- member engagement in BGOS
- demonstrated progress by participating businesses
- adherence to defined scope, capacity, and governance controls

Over the next six months, RHCC's priorities are limited to:

- completing the organizational reset
- piloting BGOS at small scale
- finalizing the RHCC website restructure
- installation and implementation of CRM
- evaluating appropriate Cinco de Mayo partnerships and collaboration
- maintaining fiscal discipline by avoiding expansion beyond demonstrated capacity

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CLOSING — FISCAL RESPONSIBILITY & STEWARDSHIP

RHCC recognizes its responsibility to manage public resources with care, transparency, and accountability. The actions taken during this reset reflect a deliberate focus on strengthening internal controls, aligning activity with demonstrated capacity, and ensuring that any future growth is supported by clear systems and measurable outcomes. By prioritizing organizational infrastructure and disciplined execution within existing resources, RHCC is positioning itself to responsibly steward public funds and to deliver sustainable value to the business community and the City of Roswell over the long term.

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
December 2025

	Dec 25	Dec 24	$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	700.00	650.00	50.00
Total Program Income	700.00	650.00	50.00
Indirect Public Support			
City of Roswell	0.00	12,500.00	-12,500.00
Total Indirect Public Support	0.00	12,500.00	-12,500.00
Direct Public Support			
Gifts in Kind - Services	200.00	0.00	200.00
Total Direct Public Support	200.00	0.00	200.00
Total Income	900.00	13,150.00	-12,250.00
Expense			
Contract Services			
Commissions	245.00	0.00	245.00
Accounting Fees	200.00	60.00	140.00
Total Contract Services	445.00	60.00	385.00
Facilities and Equipment			
Equip Rental and Maintenance	55.16	-30.04	85.20
Rent Bldg	500.00	500.00	0.00
Total Facilities and Equipment	555.16	469.96	85.20
Operations			
Advertising	0.00	199.04	-199.04
Bank Service Charges	50.00	15.00	35.00
Computer Internet and Website	216.37	0.00	216.37
Conference, Convention, Meeting	920.30	0.00	920.30
Office Expense	1,275.78	150.00	1,125.78
Payroll Expenses	3,000.00	2,769.24	230.76
Payroll Taxes	225.86	239.90	-14.04
Printing and Copying	468.49	0.00	468.49
Supplies	74.73	0.00	74.73
Telephone, Telecommunications	100.00	0.00	100.00
Travel and Meetings	481.58	0.00	481.58
Total Operations	6,813.11	3,373.18	3,439.93
Total Expense	7,813.27	3,903.14	3,910.13
Net Ordinary Income	-6,913.27	9,246.86	-16,160.13
Net Income	**-6,913.27**	**9,246.86**	**-16,160.13**

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
October through December 2025

	Oct - Dec 25	Oct - Dec 24	$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	1,250.00	650.00	600.00
Total Program Income	1,250.00	650.00	600.00
Indirect Public Support			
City of Roswell	12,500.00	12,500.00	0.00
Total Indirect Public Support	12,500.00	12,500.00	0.00
Direct Public Support			
Gifts in Kind - Services	600.00	600.00	0.00
Total Direct Public Support	600.00	600.00	0.00
Other Types of Income			
Miscellaneous Revenue	0.00	290.32	-290.32
Total Other Types of Income	0.00	290.32	-290.32
Total Income	14,350.00	14,040.32	309.68
Expense			
Contract Services			
Commissions	437.50	0.00	437.50
Accounting Fees	600.00	720.00	-120.00
Total Contract Services	1,037.50	720.00	317.50
Facilities and Equipment			
Equip Rental and Maintenance	165.50	79.92	85.58
Rent Bldg	1,500.00	1,500.00	0.00
Total Facilities and Equipment	1,665.50	1,579.92	85.58
Operations			
Advertising	0.00	199.04	-199.04
Bank Service Charges	80.00	45.00	35.00
Computer Internet and Website	276.37	0.00	276.37
Conference, Convention, Meeting	995.69	0.00	995.69
Director Fees	300.00	0.00	300.00
Office Expense	1,684.44	150.00	1,534.44
Payroll Expenses	9,000.00	3,714.24	5,285.76
Payroll Taxes	704.66	320.98	383.68
Postage, Mailing Service	7.80	0.00	7.80
Printing and Copying	468.49	0.00	468.49
Supplies	74.73	0.00	74.73
Taxes	0.00	60.46	-60.46
Telephone, Telecommunications	300.00	0.00	300.00
Travel and Meetings	481.58	0.00	481.58
Total Operations	14,373.76	4,489.72	9,884.04
Other Types of Expenses			
Pinatafest Expense	484.69	0.00	484.69
Total Other Types of Expenses	484.69	0.00	484.69
Total Expense	17,561.45	6,789.64	10,771.81
Net Ordinary Income	-3,211.45	7,250.68	-10,462.13
Net Income	**-3,211.45**	**7,250.68**	**-10,462.13**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 9.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Roswell-Chaves County Economic Development Corporation

Attachments

Q2 2026 RCCEDC

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

December 31, 2025

Ms. Tommi Conyers
Special Event Coordinator
City of Roswell
425 N. Richardson Ave
Roswell, NM 88201

Dear Ms. Conyers,

Attached is our 2nd quarter, FY26 report and invoice as per contract of economic development services. Included also is the report, a copy of the most current Profit and Loss Statement and the quarterly invoice.

Please advise if you have any questions. Thank you!

Sincerely,

Michael Espiritu, MEDP, IOM, STS
President and CEO

3 Attachments:

1. Quarterly Report
2. Profit and Loss Statement
3. Invoice for payment.

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

City of Roswell
Economic Development Report
Roswell-Chaves County Economic Development Corporation
October-December 2025

1. Brief description of recruitment efforts and Industry Business Solicitation Report:

   A. The inaugural National Championship Air Races (NCAR) was held here in Roswell, New Mexico September 10-14, 2025. An extremely successful event with tremendous positive feedback and appreciation from racers, RARA, and fans. This could not have been possible without the support from the City's Airport staff, the entire City Staff to include our elected officials and Mayor. During the event, we had the state's Lieutenant Governor Howie Morales, Cabinet Secretary Rob Black, Economic Development, Secretary Lancing Adams, Tourism, Secretary Jason Bowie, Public Safety. We had many elected officials from across the region and state and numerous other governmental agencies in attendance. It was an absolute success, but with some very solvable items for next year's event. We have received some potential inquiries about new projects as a result of the exposure during the event.
   B. Project Hail, a manufacturing company, is moving forward to beginning a large, advanced manufacturing center which could result in many new jobs. Land has been identified (rail-served) and is under negotiation. The NM Economic Department has been assisting with LEDA and JTIP applications. The company is also seeking to partner with Project Stream principles for new hangar development at the Roswell Air Center for two other aviation projects, which will create many more additional jobs. The Mayor and the EDC traveled to Taiwan to meet the company executives and other supporting manufacturing companies in August. A successful trip with a Taiwan battery manufacturing company visiting here in October. This project is moving forward and will create over 1,000 new jobs and considerable capital investment. The company has engaged with a design-build company to facilitate their new hangar development.
   C. Project Show, a tourism and community development project has been in progress to consider the renovation of the former amphitheater owned by the New Mexico Military Institute. A committee has been formed, due diligence is in work, funding is being secured with cost estimates. We are still pursuing potential grant opportunities to fund this project. We have secured $20,000 in donations and are still seeking grant opportunities.
   D. Roswell Information Park is a data center campus project with numerous high wage jobs and significant capital investment. The state's Economic Development Cabinet Secretary is directly involved in supporting this project for the Governor's office.
   E. Project HD Heroes (Equipment Share) is a large-scale heavy construction equipment company. A site visit was held in July for potential properties. Two site visits were hosted, and the company selected a site near the Amazon project on Monksdale Road, south of Brasher and east of Sunset. They performed their due diligence for a 10-acre parcel of Roswell city owned land and is purchasing the city owned property. The company is a Missouri-based company with nearly 300 locations across the country and are expanding into New Mexico. Their average wage for their first 25 employees is about $72,000 annually. We saw a successful ground-braking and announcement ceremony in early December.
   F. Project Bean is a new manufacturing project with an existing company's presence in Roswell. They intend to acquire products for their business with wholesale sales and are eligible for LEDA and JTIP incentives. A call was held with the JTIP Program Director which confirmed this potential incentive for the new jobs to be created. The company is preparing a LEDA application.
   G. Project Seeker is a critical minerals recovery facility company that is currently working on a LEDA application. They will create 120 jobs on day one, and about 500 jobs over 3 years. They will have about $8 to $17.7 M in capital investment. Total operating expenses are estimated between $260-$550 K monthly.

H. Several other leads for new projects were researched, explored, and submitted to those companies or the New Mexico Partnership PRO program. Some of these are actively engaged projects.
    a. Project Bloom
    b. Project Snap Dragon
    c. Project Dragon
    d. Project Humpty
    e. Project Fabric
    f. Project Cooper
    g. Project Volt
    h. Project Tumbleweed
    i. Project Med
    j. Project BPM
    k. Project Luminate
    l. USA Beef expansion project

2. Educational opportunities provided:
    A. In coordination with the New Mexico state Chamber of Commerce we assisted in a program called Be Pro, Be Proud (BPBP), encompassing all seven Chaves County-wide high school seniors and select juniors. The program was held on November 13, 2025, and was not a typical vocational job fair with local employers. We contacted over 90 local employers, saw 26 participate, and had over 149 students engaged with them. Students came with resumes in hand and dressed to impress and meet prospective employers. There were 22 businesses who provided 124 interviews with local students with some students offered employment on the spot.
    B. We coordinated and hosted an employer workshop in preparation to coach employers of the various programs and tools they can use at the BPBP event. Specialists from America's Job Center (former Workforce Solutions offices) provided the training at the EDC.
    C. We sponsored and participated in the ZAG Youth Entrepreneurship Fair, on October 25, 2025, from 10 am to 2 pm, at Eastern New Mexico Medical Center. This event helped guide about 20 local, talented youth entrepreneurs with tools, tips, and ideas to help bring their visions to success. Participants provided presentations and showcased/sold their own products and services from handcrafted goods and games to creative garden décor and more.

3. Profit and Loss Actuals vs Budget Financial Report as attached.

4. Job Creation:
    A. We attended the Site Selector's Guild, Industrial Asset Management Council, and the International Council of Air Shows during this period to develop potential leads and opportunities with site selection brokers and commercial real estate professionals.
    B. With the groundbreaking event for Equipment Share in December, we will see the creation of 25-50 new high wage jobs in Roswell.
    C. Amazon, Inc., is still on track to open at their new facility in Spring 2026. They will create between 75-100 new jobs here.

5. Business Retention Report
    A. Sixty local businesses were contacted and assisted through our Business Retention and Expansion (BRE) program during this period. See attached.

6. Real Estate Property:
    A. As a result of our engagement with a national design-build company (ARCO), a site visit was held in December with four local companies for possible redesign/new build at the air center. ARCO will design, build to suit new facilities, assist in the renovation of existing buildings, and has the ability to acquire financing options for the companies.
    B. All key listings of commercial/industrial property and buildings are updated at https://www.chavescounty.net/real-estate
    C. We have been actively seeking real estate locations for potential new projects, both retail and commercial/industrial.

D. We are also reworking our listings of available land and buildings with new property sheets and information to support new development.

7. New and changed programming.
   A. Our Board of Directors has approved Retail Strategies to support new retail companies in Roswell They have identified several opportunities and are following up with additional information for predominantly restaurants and shopping businesses. The former Big Lots store may soon have a new company in this location because of this agreement.

9. Promotional campaigns
   A. I provided a presentation the New Mexico State Tourism Commission about the National Championship Air Race's inaugural event held in September.
   B. The Roswell Air Center remains our top focus for opportunity where our advertising and lead generation activities support new growth opportunities.
   A. Contracted advertising for Roswell during this period: the Livability magazine project for 2026 has been completed, with the project in planning stages.
   B. See attached social media and website analytics.

10. Cooperative efforts with area organizations:

    A. Attended several events and gave presentations about economic development and the National Championship Air Races to both Roswell Rotary Clubs.
    B. I was the keynote speaker at the Veteran's Day meeting for the Chaves County Federal Republican Women's club, speaking to a large audience of over 140.
    C. RCCEDC President & CEO Mike Espiritu serves as the Vice Chairman of the Roswell Airport Advisory Commission.
    D. The entire staff attended the state's Governor's Economic Development Conference.
    E. Attended the NMIDEA monthly Board of Director's meeting, representing this region.
    F. Attended the monthly Chaves County Commission meetings and Roswell City Council meetings.
    G. We regularly attend city council, county commission, and other committee and ad hoc meetings in support of the numerous programs impacting our economic and community development.
    H. Eastern New Mexico Medical Center Board of Trustees meetings.
    I. Eastern Area Workforce Development Board of Directors and Youth Committee meetings. The Board of Directors meeting was held at the EDC and will continue to do so in the future.

(Kristen Chappell's October BRE's)	Business Name:	POC:
10/01/2025	Summit Food Service	Kim Almaguer
10/02/2025	Rader Awning	Jill Mowry-Litt
10/08/2025	Welcome to Another Planet Music Festival, LLC	Clint Babcock
1/09/2025	Hinkle Oil & Gas Properties	Ami David Moody
10/09/2025	Candlewood Suites	Elijah Hutts
10/14/2025	JAC	Jason Allison
10/16/2025	Sheep Street Silver LLC	Ravae Leonard
10/23/2025	HTea O (West Second Street Location)	Neal Leven
10/26/2025	NuMex Plastics	Guy Tipton
10/26/2026	Quality Inn & Suites	Kabi Bhakta

(Jessica Martinez's October BRE's)	Business Name:	POC:
10/06/2025	Custom Construction	Brandon Arnold
10/20/2025	Edward Jones	James "Jim" McClelland
10/21/2025	Degenerate Coffee Co.	Tanner Marker
10/21/2025	Roswell Tire & Appliance	Wiley Maloney
10/22/2025	Bush Woodworks & Appliance Center	James King
1/22/2025	Xcel Energy	Letty Kuykendall
10/23/2025	Southwest Printers	Bianca Cheney
10/28/2025	Lopez Insurance	Daniel Lopez
10/28/2025	Bell Gas Inc.	Menolly Cates
10/30/2025	Hippie Chicks	Cynthia Skipworth

(Kristen Chappell's November BRE's)	Business Name:	POC:
11/03/2025	Avflight Corporation	Claudia Rangel
11/04/2025	McDaniel Home Solutions	Jesse McDaniel
11/05/2025	ROC Chiropractic	MJ Lewis
11/05/2025	EXP Realty	Lana Reese
11/12/2025	Culligan-Water Quality Services	Brian Cole

11/13/2025	First American Bank	Ryon Groesbeck
11/17/2025	McMillan Investments	Bonnie Brainders
11/20/2025	Hinkle Law Firm	Parker Folse
11/24/2025	Quantumly Rootes, LLC	Kezia Pieratt
11/25/2025	House of Flowers	Dee Dyees

(Jessica Martinez's November BRE's)	**Business Name:**	**POC:**
11/03/2025	Zenith Security	Kezia Pieratt
11/05/2025	Jiffy Lube	Travis
11/05/2025	BiltWise (Fortified) Structures	Sabrina Prairie
11/13/2025	Lykins Tire	Greg Maloney
11/13/2025	Amigo Machinery	Brooke Marker
11/17/2025	Kraft Law Firm	Robin Purcella
11/17/2025	C&C Escrow	Charolette Gipson
11/19/2025	Gentiva Hospice Care	Chelsea Samario
11/19/2025	Merril Lynch	Mark Beeman
11/20/2025	Paul's Vet Supply	Nathan

(Kristen Chappell's December BRE's)	**Business Name:**	**POC:**
12/02/2025	Sara's Mediterranean Grill	Wally Abdel-Aziz
12/02/2025	United Way	Rita Camacho
12/03/2025	General Airframe Support, Inc.	Isaac Sheets
12/04/2025	Sun Country Physical Therapy	Darrel Elwell (Darrel retired and will be selling the office in early 2026)
12/05/2025	Souder Miller & Associates	Jesus Avitia
12/09/2025	Armstrong Energy Corp.	Bob Armstrong
12/11/2025	Fulkerson Plumbing & Heating	Ada Sandoval
12/15/2025	Jersey Mike's	Adrian
12/15/2025	CS Designs	Cheyenne Sons (Business is closing at the end of January 2026)

12/15/2025	HTea O (North Main Location)	Coly Hockett

(Jessica Martinez's December BRE's)	**Business Name:**	**POC:**
12/10/2025	Spring River Apartments-Shelton Cook LLC	Melissa Urias
12/10/2025	Richland Auto Group	Clarissa Gonzalez-Adams
12/10/2025	Sycamore Storage Solution	Larry Fresquez
12/10/2025	Conquistador Council (Formerly BSA)	Patrick Smith
12/11/2025	Information Protection Services (IPS)/Shred Boss	Josh Hartwell
12/12/2025	Home Innovation Remodeling	Xavier Nareto
12/15/2025	ITS Quest Services	Carol Everly
12/17/2025	Farm Bureau-Grant, Weathers, & Holloway	Caleb Grant
12/18/2025	Zenith Security Solutions	Kezia Pieratt

Roswell-Chaves County EDC
FY 2026 Second Quarter Report to City of Roswell

Golden Shovel Agency (GSA) (Based on July 1, 2025-September 30, 2025. This is the latest data given to us by GSA. We will not receive the October 1, 2025-December 30, 2025, report until the second week in January).

- Total users 4,395
- New users 4,309
- Sessions 5,283
- Sessions per user 1.21
- Engagement rate 53.74%
- Website views 10,246
- Engaged sessions 2,839
- Highest traffic days for website views are on Thursdays, with Mondays being a close second. Tuesdays and Thursdays are quite equal, with Wednesdays being the lowest traffic days for weekdays. Weekends are even lower than the weekday views.
- Device category (devices users are viewing our website from)

Device	Total users
Desktop	2,118 (49.9%)
Mobile	2,196 (48.2%)
Smart tv	0
Tablet	83

- Countries and number of users from the country that have engaged in our website

Country	Total users
United States	3,653
China	52
Ireland	50
Sweden	30
Canada	29
United Kingdom	22
Germany	22
India	21
Japan	16
France	14

- Audience overview

Page title	Total users	Views

RARA in Roswell-Chaves County	1,174	1,489
RCCEDC Home Page	994	1,430
The National Championship Air Races Are Ready for Their Inaugural Event in Roswell	346	393
Annual Events in Roswell-Chaves County	213	275
Dodson Wholesale Lumber Co. Celebrates 70 Years in Roswell	171	177
Imap by Economic Gateway	160	335
RCCEDC Staff	158	215
2025 Celebrate Chaves County Luncheon	117	158
Contact RCCEDC	100	158
Roswell-Chaves County Real Estate Preview	94	142

- Acquisition Sources

User source	Total users
Google	1,817
(direct)	1,450
m.facebook.com	376
Bing	155
Roswell-nm.gov	153
Lm.facebook.com	97
Facebook.com	84
l.facebook.com	56
Yahoo	40
Duckduckgo	37

- Higher Traffic States (globally)

Region	Total users
New Mexico	1,090
Arizona	680
Texas	389

California	296
Colorado	193
Ohio	128
Oregon	80
Washington	69
Florida	51
Nevada	49

- Higher Traffic Cities (globally)

City	Total users
Roswell	626
Phoenix	523
Albuquerque	219
Columbus	122
Dallas	110
Englewood	76
Los Angeles	72
San Jose	58
Houston	42
Tempe	40

- Traffic Type

Sessions default	Total users
Organic search	2,084
Direct	1,362
Organic Social	260
Referral	260
Paid Social	2

Facebook analytics (October 1, 2025-December 30, 2025)

- 293,446 Views, -10%2% from previous 90 days
- 16,640 Engagement
- 5,423 Interactions, +648% from previous 90 days
- 3,365 Total followers, +11% from previous 90 days
- 69% of users are women, 31% are men
- United States is the leader in top location of users (98.6%)

LinkedIn analytics (Last 90 days)

- 559 followers
- 2,996 Impressions
- 101 Reaction (^48.5%)
- 3 search appearances, 16 post impressions

Instagram analytics (October 1, 2025-December 30, 2025)

- 645 total followers
- 2,482 views. Of the views, 41.3% are followers of the RCCEDC Instagram page and 58.7% are non-followers.
- Accounts reached 199
- 43 new interactions, of which 83.7% are followers and 16.3% are non-followers
- Accounts engaged were 18
- Most active times are on Mondays, and most views occur around 3:00 pm.

X analytics (October 1, 2025-December 30, 2025)

- 316 followers, 18 are verified
- 382 impressions
- 10.9% engagement rate, which is up 18%
- 42 engagements
- 5 new likes

ROSWELL- CHAVES COUNTY EDC

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION AND
ACCOUNTANT'S COMPILATION REPORT

NOVEMBER 30, 2025

CERTIFIED PUBLIC ACCOUNTANTS
May, Taylor & Company (P.C.)
PROFESSIONAL CORPORATION

May, Taylor & Company (P.C.)
CERTIFIED PUBLIC ACCOUNTANTS
302 W Tilden St
Roswell, NM 88203-4544

ACCOUNTANT'S COMPILATION REPORT

ROSWELL- CHAVES COUNTY EDC
PO Box 849
Roswell, NM 88202

Management is responsible for the accompanying financial statements of **ROSWELL- CHAVES COUNTY EDC** (a nonprofit organization)which comprise the statement of financial position- income tax basis as of November 30, 2025, and the related statements of activities - income tax basis for the month ending November 30, 2025 and the five months then ended, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit the statement of cash flows as well as substantially all of the disclosures ordinarily included in financial statements prepared on the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Orgainzation's financial position, changes in net assets and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in Supplementary Schedules is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

We are not independent with respect to **ROSWELL- CHAVES COUNTY EDC.**

May, Taylor & Company (P.C.)
December 11, 2025
Roswell, NM 88203-4544

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of November 30, 2025 and October 31, 2025

Assets

	November 30, 2025	October 31, 2025
Current Assets		
CASH IN BANK - PIONEER #2795	$ 75,240.65	$ 71,723.43
FIRST AMERICAN - SAVINGS #4520	21,578.25	21,574.70
PIONEER MONEY MARKET ACCOUNT #2643	450,793.62	449,844.63
A/R - CITY OF ROSWELL	33,333.31	66,666.64
A/R - CHAVES COUNTY	33,340.31	16,673.64
Total Current Assets	614,286.14	626,483.04
Property and Equipment		
EQUIPMENT	2,407.42	2,407.42
Net Property and Equipment	2,407.42	2,407.42
Non Current Assets		
FIRST AMERICAN BANK - INVESTMENT FUND #R002500	446,192.61	446,192.61
UNREALIZED GAIN LOSS ON INVESTMENT	31,958.10	31,958.10
Total Non Current Assets	478,150.71	478,150.71
Total Assets	$ 1,094,844.27	$ 1,107,041.17

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of November 30, 2025 and October 31, 2025

Liabilities and Net Assets

	November 30, 2025	October 31, 2025
Current Liabilities		
A/P - EMPLOYEES	$ 12,359.32	$ 12,359.32
A/P - VENDORS	17,230.00	17,230.00
CARDMEMBER SERVICE- CHASE INK CARD	315.88	0.00
FICA PAYABLE	1,374.62	1,374.62
MEDICARE PAYABLE	321.48	321.50
FEDERAL WITHHOLDING PAYABLE	793.53	793.53
STATE WITHHOLDING PAYABLE	634.32	634.32
SIMPLE IRA PAYABLE	2,709.87	2,709.87
SUTA PAYABLE	28.60	14.30
Total Current Liabilities	35,767.62	35,437.46
Long-Term Liabilities		
DEFERRED REVENUE NM GRANT	40,000.00	40,000.00
Total Long-Term Liabilities	40,000.00	40,000.00
Total Liabilities	75,767.62	75,437.46
Net Assets		
Net Assets Without Donor Restrictions	562,109.44	562,109.44
Net Assets with Temporary Donor Restrictions	375,171.39	375,171.39
Other Equity	5,750.00	5,750.00
Current Earnings	76,045.82	88,572.88
Total Net Assets	1,019,076.65	1,031,603.71
Total Liabilities and Net Assets	$ 1,094,844.27	$ 1,107,041.17

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 5 Months Ended November 30, 2025

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	48.88 %	$ 83,333.31	32.73 %
CHAVES COUNTY	16,666.67	48.88	83,333.31	32.73
MEMBERSHIP DUES	765.00	2.24	75,387.50	29.61
SPECIAL EVENT	0.00	0.00	12,531.50	4.92
Total Sales	34,098.34	100.00	254,585.62	100.00
Gross Profit	34,098.34	100.00	254,585.62	100.00
Operating Expenses				
MISCELLANEOUS EXPENSE	0.00	0.00	44.10	0.02
ADVERTISING	595.00	1.74	18,755.00	7.37
BOARD/MEMBERSHIP & ANNUAL MEETINGS	72.11	0.21	10,184.83	4.00
BANK CHARGES	14.78	0.04	321.93	0.13
CONTRACT SERVICES	3,969.09	11.64	12,708.44	4.99
BUSINESS RECRUITMENT	148.01	0.43	14,337.31	5.63
ENTERTAINMENT/MEALS	0.00	0.00	82.02	0.03
DUES & SUBSCRIPTIONS	1,912.00	5.61	2,621.33	1.03
EDUCATIONAL EXPENSE	0.00	0.00	480.00	0.19
MILEAGE	133.42	0.39	2,207.82	0.87
OFFICE EXPENSE	0.00	0.00	411.80	0.16
POSTAGE	156.00	0.46	187.04	0.07
PAYROLL TAXES	1,710.43	5.02	8,946.37	3.51
RETIREMENT(SIMPLE IRA)	535.14	1.57	2,675.70	1.05
RENT	0.00	0.00	2,400.00	0.94
TRAVEL & CONVENTIONS	683.15	2.00	1,314.91	0.52
WAGES	22,171.60	65.02	115,274.68	45.28
WEB SITE	16,766.00	49.17	16,766.00	6.59
SPECIAL EVENT EXPENSE	0.00	0.00	3,642.92	1.43
LEGISLATIVE DINNER	0.00	0.00	1,250.00	0.49
Total Operating Expenses	48,866.73	143.31	214,612.20	84.30
Operating Income (Loss)	(14,768.39)	(43.31)	39,973.42	15.70
Other Income (Expenses)				
DIVIDEND INCOME	0.00	0.00	3,660.41	1.44
OTHER INCOME	1,288.79	3.78	16,408.21	6.45
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	0.00	10,830.54	4.25
INTEREST	952.54	2.79	5,679.07	2.23
INVESTMENT FEES	0.00	0.00	(505.83)	(0.20)
Total Other Income (Expenses)	2,241.33	6.57	36,072.40	14.17
Net Income (Loss) Before Taxes	(12,527.06)	(36.74)	76,045.82	29.87
Net Income (Loss)	$ (12,527.06)	(36.74)%	$ 76,045.82	29.87 %

See Accountants' Compilation Report

SUPPLEMENTARY INFORMATION

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 5 Months Ended November 30, 2025

	CURRENT MONTH			YEAR TO DATE			ANNUAL	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
Revenue								
CITY OF ROSWELL	$ 16,666.67	$ 16,666.67	$ 0.00	$ 83,333.31	$ 83,333.31	$ 0.00	$ 200,000.00	$ 116,666.69
CHAVES COUNTY	16,666.67	16,666.67	0.00	83,333.31	83,333.31	0.00	200,000.00	116,666.69
MEMBERSHIP DUES	765.00	12,500.00	(11,735.00)	75,387.50	62,500.00	12,887.50	150,000.00	74,612.50
SPECIAL EVENT	0.00	41.67	(41.67)	12,531.50	208.31	12,323.19	500.00	(12,031.50)
CERTIFIED EDO GRANT (NMEDD)	0.00	3,333.33	(3,333.33)	0.00	16,666.69	(16,666.69)	40,000.00	40,000.00
LEADS SITE PREPARDNESS GRANT (NMEDD)	0.00	2,083.33	(2,083.33)	0.00	10,416.69	(10,416.69)	25,000.00	25,000.00
LEGISLATIVE DINNER	0.00	166.67	(166.67)	0.00	833.31	(833.31)	2,000.00	2,000.00
RENTAL INCOME	0.00	150.00	(150.00)	0.00	750.00	(750.00)	1,800.00	1,800.00
Total Sales	34,098.34	51,608.34	(17,510.00)	254,585.62	258,041.62	(3,456.00)	619,300.00	364,714.38
Gross Profit	34,098.34	51,608.34	(17,510.00)	254,585.62	258,041.62	(3,456.00)	619,300.00	364,714.38
Operating Expenses								
WAGES - BONUS	0.00	666.67	(666.67)	0.00	3,333.31	(3,333.31)	8,000.00	(8,000.00)
MISCELLANEOUS EXPENSE	0.00	51.25	(51.25)	44.10	256.25	(212.15)	615.00	(570.90)
ADVERTISING	595.00	3,000.00	(2,405.00)	18,755.00	15,000.00	3,755.00	36,000.00	(17,245.00)
BOARD/MEMBERSHIP & ANNUAL MEETINGS	72.11	1,791.67	(1,719.56)	10,184.83	8,958.31	1,226.52	21,500.00	(11,315.17)
AUDIT	0.00	766.67	(766.67)	0.00	3,833.31	(3,833.31)	9,200.00	(9,200.00)
BANK CHARGES	14.78	125.00	(110.22)	321.93	625.00	(303.07)	1,500.00	(1,178.07)
CONTRACT SERVICES	3,969.09	2,130.42	1,838.67	12,708.44	10,652.06	2,056.38	25,565.00	(12,856.56)
CONTRIBUTIONS	0.00	83.33	(83.33)	0.00	416.69	(416.69)	1,000.00	(1,000.00)
BUSINESS EXPANSON	0.00	83.33	(83.33)	0.00	416.69	(416.69)	1,000.00	(1,000.00)
BUSINESS RECRUITMENT	148.01	1,833.33	(1,685.32)	14,337.31	9,166.69	5,170.62	22,000.00	(7,662.69)
ENTERTAINMENT/MEALS	0.00	41.67	(41.67)	82.02	208.31	(126.29)	500.00	(417.98)
DUES & SUBSCRIPTIONS	1,912.00	853.33	1,058.67	2,621.33	4,266.69	(1,645.36)	10,240.00	(7,618.67)
EDUCATIONAL EXPENSE	0.00	833.33	(833.33)	480.00	4,166.69	(3,686.69)	10,000.00	(9,520.00)
MILEAGE	133.42	333.33	(199.91)	2,207.82	1,666.69	541.13	4,000.00	(1,792.18)
OFFICE EXPENSE	0.00	416.67	(416.67)	411.80	2,083.31	(1,671.51)	5,000.00	(4,588.20)
POSTAGE	156.00	41.67	114.33	187.04	208.31	(21.27)	500.00	(312.96)
PAYROLL TAXES	1,710.43	2,173.33	(462.90)	8,946.37	10,866.69	(1,920.32)	26,080.00	(17,133.63)
RETIREMENT(SIMPLE IRA)	535.14	666.67	(131.53)	2,675.70	3,333.31	(657.61)	8,000.00	(5,324.30)
RENT	0.00	800.00	(800.00)	2,400.00	4,000.00	(1,600.00)	9,600.00	(7,200.00)
TRAVEL & CONVENTIONS	683.15	1,333.33	(650.18)	1,314.91	6,666.69	(5,351.78)	16,000.00	(14,685.09)
WAGES	22,171.60	27,166.67	(4,995.07)	115,274.68	135,833.31	(20,558.63)	326,000.00	(210,725.32)
WEB SITE	16,766.00	1,250.00	15,516.00	16,766.00	6,250.00	10,516.00	15,000.00	1,766.00
SPECIAL EVENT EXPENSE	0.00	250.00	(250.00)	3,642.92	1,250.00	2,392.92	3,000.00	642.92
MAINSTREET FACADE	0.00	833.33	(833.33)	0.00	4,166.69	(4,166.69)	10,000.00	(10,000.00)

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 5 Months Ended November 30, 2025

	CURRENT MONTH			YEAR TO DATE			ANNUAL	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
LEADS SITE PREPARDNESS GRANT EXPENSE (NMEDD)	0.00	2,083.33	(2,083.33)	0.00	10,416.69	(10,416.69)	25,000.00	(25,000.00)
LEGISLATIVE DINNER	0.00	1,666.67	(1,666.67)	1,250.00	8,333.31	(7,083.31)	20,000.00	(18,750.00)
RETAIL MARKET STUDY EXPENSE	0.00	3,750.00	(3,750.00)	0.00	18,750.00	(18,750.00)	45,000.00	(45,000.00)
Total Operating Expenses	48,866.73	55,025.00	(6,158.27)	214,612.20	275,125.00	(60,512.80)	660,300.00	(445,687.80)
Operating Income (Loss)	(14,768.39)	(3,416.66)	(11,351.73)	39,973.42	(17,083.38)	57,056.80	(41,000.00)	80,973.42
Other Income (Expenses)								
DIVIDEND INCOME	0.00	416.67	(416.67)	3,660.41	2,083.31	1,577.10	5,000.00	(1,339.59)
OTHER INCOME	1,288.79	2,500.00	(1,211.21)	16,408.21	12,500.00	3,908.21	30,000.00	(13,591.79)
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	333.33	(333.33)	10,830.54	1,666.69	9,163.85	4,000.00	6,830.54
INTEREST	952.54	333.33	619.21	5,679.07	1,666.69	4,012.38	4,000.00	1,679.07
OTHER TAXES	0.00	(125.00)	125.00	0.00	(625.00)	625.00	(1,500.00)	1,500.00
INVESTMENT FEES	0.00	(41.67)	41.67	(505.83)	(208.31)	(297.52)	(500.00)	(5.83)
Total Other Income (Expenses)	2,241.33	3,416.66	(1,175.33)	36,072.40	17,083.38	18,989.02	41,000.00	(4,927.60)
Net Income (Loss) Before Taxes	(12,527.06)	0.00	(12,527.06)	76,045.82	0.00	76,045.82	0.00	76,045.82
Net Income (Loss)	$ (12,527.06)	$ 0.00	$ (12,527.06)	$ 76,045.82	$ 0.00	$ 76,045.82	$ 0.00	$ 76,045.82

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of November 30, 2025 and October 31, 2025

Assets

	November 30, 2025	October 31, 2025	September 30, 2025
Current Assets			
CASH IN BANK - PIONEER #2795	$ 75,240.65	$ 71,723.43	$ 42,607.88
FIRST AMERICAN - SAVINGS #4520	21,578.25	21,574.70	21,571.04
PIONEER MONEY MARKET ACCOUNT #2643	450,793.62	449,844.63	448,701.36
A/R - CITY OF ROSWELL	33,333.31	66,666.64	49,999.97
A/R - CHAVES COUNTY	33,340.31	16,673.64	50,006.97
Total Current Assets	614,286.14	626,483.04	612,887.22
Property and Equipment			
EQUIPMENT	2,407.42	2,407.42	2,407.42
Net Property and Equipment	2,407.42	2,407.42	2,407.42
Non Current Assets			
FIRST AMERICAN BANK - INVESTMENT FUND #R002500	446,192.61	446,192.61	446,192.61
UNREALIZED GAIN LOSS ON INVESTMENT	31,958.10	31,958.10	31,958.10
Total Non Current Assets	478,150.71	478,150.71	478,150.71
Total Assets	$ 1,094,844.27	$ 1,107,041.17	$ 1,093,445.35

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of November 30, 2025 and October 31, 2025

Liabilities and Net Assets

	November 30, 2025	October 31, 2025	September 30, 2025
Current Liabilities			
A/P - EMPLOYEES	$ 12,359.32	$ 12,359.32	$ 12,359.32
A/P - VENDORS	17,230.00	17,230.00	17,230.00
CARDMEMBER SERVICE- CHASE INK CARD	315.88	0.00	0.00
FICA PAYABLE	1,374.62	1,374.62	1,374.66
MEDICARE PAYABLE	321.48	321.50	321.50
FEDERAL WITHHOLDING PAYABLE	793.53	793.53	793.53
STATE WITHHOLDING PAYABLE	634.32	634.32	634.32
SIMPLE IRA PAYABLE	2,709.87	2,709.87	2,709.87
SUTA PAYABLE	28.60	14.30	73.66
Total Current Liabilities	35,767.62	35,437.46	35,496.86
Long-Term Liabilities			
DEFERRED REVENUE NM GRANT	40,000.00	40,000.00	40,000.00
Total Long-Term Liabilities	40,000.00	40,000.00	40,000.00
Total Liabilities	75,767.62	75,437.46	75,496.86
Net Assets			
Net Assets Without Donor Restrictions	562,109.44	562,109.44	562,109.44
Net Assets With Temporarily Restricted Assets	375,171.39	375,171.39	375,171.39
Other Equity	5,750.00	5,750.00	5,750.00
Current Earnings	76,045.82	88,572.88	74,917.66
Total Net Assets	1,019,076.65	1,031,603.71	1,017,948.49
Total Liabilities and Net Assets	$ 1,094,844.27	$ 1,107,041.17	$ 1,093,445.35

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For Most Recent Three Months and Five Months Ended November 30, 2025

	MOST RECENT THREE MONTHS			YEAR TO DATE
	November 30	October 31	September 30	This Year
Revenues				
CITY OF ROSWELL	$ 16,666.67	$ 16,666.67	$ 16,666.67	$ 83,333.31
CHAVES COUNTY	16,666.67	16,666.67	16,666.67	83,333.31
MEMBERSHIP DUES	765.00	7,015.00	5,250.00	75,387.50
SPECIAL EVENT	0.00	0.00	0.00	12,531.50
Total Sales	34,098.34	40,348.34	38,583.34	254,585.62
Gross Profit	34,098.34	40,348.34	38,583.34	254,585.62
Operating Expenses				
MISCELLANEOUS EXPENSE	0.00	0.00	44.10	44.10
ADVERTISING	595.00	9,160.00	0.00	18,755.00
BOARD/MEMBERSHIP & ANNUAL MEETINGS	72.11	19.88	0.00	10,184.83
BANK CHARGES	14.78	0.00	32.22	321.93
CONTRACT SERVICES	3,969.09	3,282.69	2,352.05	12,708.44
BUSINESS RECRUITMENT	148.01	2,620.16	1,856.26	14,337.31
ENTERTAINMENT/MEALS	0.00	0.00	0.00	82.02
DUES & SUBSCRIPTIONS	1,912.00	0.00	584.33	2,621.33
EDUCATIONAL EXPENSE	0.00	0.00	0.00	480.00
MILEAGE	133.42	701.70	348.32	2,207.82
OFFICE EXPENSE	0.00	118.69	130.41	411.80
POSTAGE	156.00	0.00	0.00	187.04
PAYROLL TAXES	1,710.43	1,724.81	1,704.44	8,946.37
RETIREMENT(SIMPLE IRA)	535.14	535.14	535.14	2,675.70
RENT	0.00	0.00	2,400.00	2,400.00
TRAVEL & CONVENTIONS	683.15	631.76	0.00	1,314.91
WAGES	22,171.60	22,171.60	22,171.60	115,274.68
WEB SITE	16,766.00	0.00	0.00	16,766.00
SPECIAL EVENT EXPENSE	0.00	0.00	1,700.00	3,642.92
LEGISLATIVE DINNER	0.00	1,250.00	0.00	1,250.00
Total Operating Expenses	48,866.73	42,216.43	33,858.87	214,612.20
Operating Income (Loss)	(14,768.39)	(1,868.09)	4,724.47	39,973.42
Other Income (Expenses)				
DIVIDEND INCOME	0.00	0.00	3,660.41	3,660.41
OTHER INCOME	1,288.79	14,376.38	0.00	16,408.21
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	0.00	10,830.54	10,830.54
INTEREST	952.54	1,146.93	1,252.03	5,679.07
INVESTMENT FEES	0.00	0.00	(505.83)	(505.83)
Total Other Income (Expenses)	2,241.33	15,523.31	15,237.15	36,072.40
Net Income (Loss) Before Taxes	(12,527.06)	13,655.22	19,961.62	76,045.82
Net Income (Loss)	$ (12,527.06)	$ 13,655.22	$ 19,961.62	$ 76,045.82

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 5 Months Ended November 30, 2025
Multiple Selections

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	48.88 %	$ 83,333.31	34.43 %
CHAVES COUNTY	16,666.67	48.88	83,333.31	34.43
MEMBERSHIP DUES	765.00	2.24	75,387.50	31.14
Total Sales	34,098.34	100.00	242,054.12	100.00
Gross Profit	34,098.34	100.00	242,054.12	100.00
Operating Expenses				
ADVERTISING	595.00	1.74	10,095.00	4.17
BOARD/MEMBERSHIP & ANNUAL MEETINGS	72.11	0.21	10,184.83	4.21
BANK CHARGES	14.78	0.04	321.93	0.13
CONTRACT SERVICES	3,969.09	11.64	12,708.44	5.25
BUSINESS RECRUITMENT	148.01	0.43	14,337.31	5.92
ENTERTAINMENT/MEALS	0.00	0.00	82.02	0.03
DUES & SUBSCRIPTIONS	1,912.00	5.61	2,621.33	1.08
EDUCATIONAL EXPENSE	0.00	0.00	480.00	0.20
MILEAGE	133.42	0.39	2,207.82	0.91
OFFICE EXPENSE	0.00	0.00	411.80	0.17
POSTAGE	156.00	0.46	187.04	0.08
PAYROLL TAXES	1,710.43	5.02	8,946.37	3.70
RETIREMENT(SIMPLE IRA)	535.14	1.57	2,675.70	1.11
RENT	0.00	0.00	2,400.00	0.99
TRAVEL & CONVENTIONS	683.15	2.00	1,314.91	0.54
WAGES	22,171.60	65.02	115,274.68	47.62
WEB SITE	16,766.00	49.17	16,766.00	6.93
Total Operating Expenses	48,866.73	143.31	201,015.18	83.05
Operating Income (Loss)	(14,768.39)	(43.31)	41,038.94	16.95
Other Income (Expenses)				
INTEREST	952.54	2.79	5,679.07	2.35
INVESTMENT FEES	0.00	0.00	(505.83)	(0.21)
Total Other Income (Expenses)	952.54	2.79	5,173.24	2.14
Net Income (Loss) Before Taxes	(13,815.85)	(40.52)	46,212.18	19.09
Net Income (Loss)	$ (13,815.85)	(40.52)%	$ 46,212.18	19.09 %

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 10.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
MainStreet Roswell

Attachments

ED report Q2 MSR FY26
Q2 FY2026 MSR Financial Report
10/2025- FY2026 MSR Board Meeting Minutes
11/25- MSR Board Meeting Minutes
12/25- MSR Board Meeting Minutes

MAINSTREET ROSWELL

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

City of Roswell – Q2 Report / MSR – Q4 Report
October, November, December 2025
Executive Director's Report

Submitted on: January 14, 2026
MainStreet Roswell (MSR)
Barbara Gomez, Executive Director (ED)

MainStreet Board Minutes (Inserted):

- October 2025
- November 2025
- December 2025

Profit & Loss Actuals YTD Financial Reports (inserted)

- October, November, December 2025

Executive Director's Monthly Report (inserted)

- October, November, December 2025

Key Quarterly Highlights:

- MSR completed the Annual Accreditation & Review process through New Mexico MainStreet on December 3, 2025. MSR was awarded Accreditation for 2026 for work completed in 2025. An online Zoom meeting was held with NM MainStreet; Daniel Gutierrez, Sasha Pellerine, Amy Barnhart, Camille Vasquez.
- During this quarter MSR has worked on the 2026 UFO Festival funding request to the CoR – the Finance Committee approved $20,000 through Lodgers Tax. Negotiations with the CoR for the Sponsorship will be held at a later date TBD.
- Work is ongoing and close to completion with Chaves County on the Chaves County Cultural Plaza, which is expected to be completed by March/April 2026. A grand opening reception will be announced.

Upcoming Priorities:

- 2026 Annual MainStreet Roswell Board meeting – January 31, 2026. Agenda will be set up for the meeting to include plan for revitalization, property development, building rehabilitation and landscape.
- City of Roswell – City Council meeting – January 8, 2026, MSR on agenda as a consent item for the UFO Lodgers Tax funding.
- City of Roswell – Upcoming negotiations for 2026 UFO Sponsorship
- Q2 CoR Report for October, November, December

MSR Board members. Currently the board has 5 Board members and 1 Ex-officio member. With 1 member resigning in December and 1 in early January.

Peggy Seskey	Acting President
Allen Shanley	2nd Vice-President
Rosy Rubio	Treasurer
Open	Secretary
Cisco Brink	Director
Juliana Halvorson	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. Upcoming events were promoted along with drop-in visits to approximately 20 businesses in the district.

- During this quarter, board & volunteers distributed street closure flyers and holiday event posters to both merchants in the district and merchants on the Electric Light parade route.

- During this quarter MSR held 3 district merchant Stakeholder meetings in person and via FB live: October – CS Designs, November – Degenerate Coffee, December – Alien Enchantments. During the meetings updates were given on new businesses in the district and businesses that closed or relocated. Updates were given on the Chaves County Cultural Plaza and Wayfinding gateway, benches & kiosks. Information was provided on MSR internal updates on the Rebranding plan, surveys. MSR emphasized the need for Volunteers for the many projects in the district.

- 1st Friday of each month, "Mornings with Mike" - ED posts on FB about her radio time with PVBC and requests information. Contacts are made with a majority of stakeholders to obtain information on merchant specials or events happening at their business 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.

- 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 in the Main Street district.

New businesses within the district during Q2	**Address**
Anaya Prints	322 N. Main St.
Merlinda's Gifts	310 N. Richardson

Two Swallow's Tattoo	200 W. 2nd St.
Business closures within the district:	None
Pepper's Grill & Bar	500 N. Main St.
Frost Giant	126 S. Main St.
UFO H20	105 S. Main St.

Interior and Exterior Improvement and Rehabilitation	**Address**	**Private Investment to the building**	**Description of work**
Stellar Coffee	315 N. Main St	$2,000	Patio upgrades
Anaya Printing	322 N. Main St	$3,000	Painting/plaster removal
Upcoming restaurant – J. Tenorio	205 S. Main St	$15,000	Site work/building removal
Upcoming restaurant – L. Sanchez	600 N. Richardson	$50,000	Parking lot black top / roof work
Degenerate Coffee	304 N. Richardson	$15,000	Business expansion
Merlinda's Gifts	310 N. Richardson	$500	Interior work – painting, shelves, cameras
TOTAL		**$85,500**	

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	
105 S. Main Street	H20	For Sale	
120 SE Main Street	Unknown		Berkshire-Hathaway
108 W. 4th Street	Cigar shop & Frame shop	Marty & Cynthia Torres	
125 W. 4th Street	Pegasus	Abel Villapando	Car storage
107 E. 4th Street	Fisk Building	Offices for lease	
107 E. 3rd Street	Unknown	Berkshire Hathaway	
201 N. Richardson Ave	Silver Spoon	Morris Shertz	
306 N. Richarson Ave	Unknown		Empty building
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

- The Rebranding effort with New Mexico MainStreet remains on track for completion by January 2026. The effort has been ongoing for almost a year.
- During this quarter MSR hosted the Annual Holiday Market & Parade on December 5th & 6th. The event included vendors, food trucks, a milking demonstration, entertainment and the Electric Light parade that had over 40 entries.

- 2016 Wayfinding plan - The Wayfinding; gateway, benches & kiosks planning continues with the CoR engineering department with plans to start the initial work on the benches & kiosks with possible grant funding to complete the gateways.

Promotional campaigns / Events:

- MSR Rebranding – meetings continued this quarter with NMMS, Promotion & Image Development department & Graphic & Design team to review ongoing ideas for the new MSR logo.

Cooperative efforts with area organizations

- MSR ED, attended the Matanza event as a vendor. The event was held at the NM State Fairground on May 10th.

Volunteer Hours:

Approximately 556 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.

Executive Director Training / Meeting with NMMS

Re-Branding meetings x2 held with Robyne B., Cam & Julia, NMMS. MSR Rebranding team & ED attended and assisted with plan moving forward.

Management Report

Mainstreet Roswell

For the Quarter ending December 31, 2025

Prepared by

Rosy Rubio

Prepared on

January 12, 2026

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Quarterly Statement of Activity Summary

October - December, 2025

	Oct - Dec, 2025	Total
REVENUE		
10011 Bank Fee Refund	10.83	10.83
45000 Investments		0.00
45030 Interest-Savings, Short-term CD	21.06	21.06
Total 45000 Investments	**21.06**	**21.06**
46300 ChileCheese		0.00
46301 Chile Cheese Vendor Fee	1,200.00	1,200.00
46304 Chile Cheese Donation	2,000.00	2,000.00
Total 46300 ChileCheese	**3,200.00**	**3,200.00**
46500 UFO/Alien Fest	432.14	432.14
46600 Holiday Events & Other Events		0.00
46601 Holiday Lights Donations	22,270.00	22,270.00
46604 Holiday Events Vendors	585.00	585.00
46605 Holiday Events Sponsor	1,850.00	1,850.00
Total 46600 Holiday Events & Other Events	**24,705.00**	**24,705.00**
47500 Farmers Market Income	1,252.00	1,252.00
Total Revenue	**29,621.03**	**29,621.03**
GROSS PROFIT	**29,621.03**	**29,621.03**
EXPENDITURES		
65000 Operations		0.00
65017 Internet Expense	210.00	210.00
65035 Office Expenses	729.23	729.23
65040 Supplies	14.66	14.66
65048 Storage	220.00	220.00
65049 Computers, software, systems	207.44	207.44
65050 Telephone, Telecommunications	249.51	249.51
Total 65000 Operations	**1,630.84**	**1,630.84**
65008 Bank Fees	10.00	10.00
65012 Fees for Square Reader	135.16	135.16
65060 UFO Festival/Alien Fest		0.00
65061 UFO/Alien Advertising	1,836.09	1,836.09
65066 UFO/Alien Fest Supplies	645.83	645.83
Total 65060 UFO Festival/Alien Fest	**2,481.92**	**2,481.92**
65070 Chile Chesse Festival		0.00
65071 Chile Cheese Advertisement	399.81	399.81
65072 Chile Cheese Entertainment	832.80	832.80
65076 Chile Cheese Prize Payout	15.00	15.00
Total 65070 Chile Chesse Festival	**1,247.61**	**1,247.61**
65090 Other Events		0.00
65091 Other Events Advertising	246.31	246.31

	Oct - Dec, 2025	Total
Total 65090 Other Events	**246.31**	**246.31**
65100 Other Types of Expenses		0.00
65120 Insurance - Liability, D and O	176.00	176.00
65180 Gross Receipts Tax	51.47	51.47
Total 65100 Other Types of Expenses	**227.47**	**227.47**
65500 City Spon. Expense UFO/Alienfes		0.00
65504 Meals and Lodging	228.36	228.36
Total 65500 City Spon. Expense UFO/Alienfes	**228.36**	**228.36**
66000 Salary Expenses		0.00
66050 Director's Salary	15,162.52	15,162.52
Total 66000 Salary Expenses	**15,162.52**	**15,162.52**
66100 Holiday Events	602.45	602.45
66101 Holiday Lights Supplies	377.25	377.25
66102 Holiday Lights Inst. and Remova	9,285.73	9,285.73
66106 Movie Rental Holiday Events	541.36	541.36
66107 Holiday Entertainment Expensse	1,000.00	1,000.00
66111 Security	949.71	949.71
Total 66100 Holiday Events	**12,756.50**	**12,756.50**
66125 Contests		0.00
66126 Parade Contest Winners	280.81	280.81
66127 Parade of Windows	108.00	108.00
Total 66125 Contests	**388.81**	**388.81**
68300 Travel and Meetings		0.00
68320 Travel and Meals	197.39	197.39
Total 68300 Travel and Meetings	**197.39**	**197.39**
Payroll Expenses		0.00
Taxes	1,163.30	1,163.30
Total Payroll Expenses	**1,163.30**	**1,163.30**
Total Expenditures	**35,876.19**	**35,876.19**
NET OPERATING REVENUE	**-6,255.16**	**-6,255.16**
NET REVENUE	**$ -6,255.16**	**$ -6,255.16**

Budget vs. Actuals P&L_Report: October-December 2025

October-December, 2025

Distribution account	TOTAL		
	Actual	Budget	Money remaining
Income			
10011 Bank Fee Refund	10.83		-10.83
45000 Investments			
45030 Interest-Savings, Short-term CD	21.06	49.98	28.92
Total for 45000 Investments	**$21.06**	**$49.98**	**$28.92**
46300 ChileCheese			
46301 Chile Cheese Vendor Fee	1,200.00	450.00	-750.00
46304 Chile Cheese Donation	2,000.00		-2,000.00
46302 Chile Cheese Sponsorship		1,000.02	1,000.02
Total for 46300 ChileCheese	**$3,200.00**	**$1,450.02**	**-$1,749.98**
46500 UFO/Alien Fest	$432.14		-$432.14
46501 UFO Alien Fest Vendors		15,000.00	15,000.00
46502 UFO/Alien Fest Sponsorship		7,500.00	7,500.00
46505 UFO/Alien Fest Donations		250.02	250.02
46508 Lodgers Tax Reimbursement		10,000.02	10,000.02
46512 UFO/Alienfest In Kind donation		100.02	100.02
56504 City of Roswell Reimb. Gen. Fun		25,000.02	25,000.02
Total for 46500 UFO/Alien Fest	**$432.14**	**$57,850.08**	**$57,417.94**
46600 Holiday Events & Other Events			
46601 Holiday Lights Donations	22,270.00	7,500.00	-14,770.00
46604 Holiday Events Vendors	585.00	600.00	15.00
46605 Holiday Events Sponsor	1,850.00	750.00	-1,100.00
Total for 46600 Holiday Events & Other Events	**$24,705.00**	**$8,850.00**	**-$15,855.00**
47500 Farmers Market Income	$1,252.00		-$1,252.00
47501 Farmers Market Income		2,599.98	2,599.98

Distribution account	TOTAL		
	Actual	Budget	Money remaining
Total for 47500 Farmers Market Income	**$1,252.00**	**$2,599.98**	**$1,347.98**
42101 Fundrasing Events			
42103 Fund raising proceeds		2,500.02	2,500.02
Total for 42101 Fundrasing Events		**$2,500.02**	**$2,500.02**
43400 Direct Public Support			
43410 PSA with City		37,500.00	37,500.00
Total for 43400 Direct Public Support		**$37,500.00**	**$37,500.00**
48000 Misc. Income			
48001 Donations		250.02	250.02
48002 RDR Ads		37.50	37.50
Total for 48000 Misc. Income		**$287.52**	**$287.52**
Total for Income	**$29,621.03**	**$111,087.60**	**$81,466.57**
Cost of Goods Sold			
Gross Profit	**$29,621.03**	**$111,087.60**	**$81,466.57**
Expenses			
65000 Operations			
65017 Internet Expense	210.00	150.00	-60.00
65035 Office Expenses	729.23	1,000.02	270.79
65040 Supplies	14.66	300.00	285.34
65048 Storage	220.00	559.98	339.98
65049 Computers, software, systems	207.44	3,750.00	3,542.56
65050 Telephone, Telecommunications	249.51	1,000.02	750.51
65020 Postage, Mailing Service		199.98	199.98
65045 Training		25.02	25.02
65055 Web Hosting		349.98	349.98
Total for 65000 Operations	**$1,630.84**	**$7,335.00**	**$5,704.16**
65008 Bank Fees	10.00	600.00	590.00

Distribution account	TOTAL		
	Actual	Budget	Money remaining
65012 Fees for Square Reader	135.16	25.02	-110.14
65060 UFO Festival/Alien Fest			
65061 UFO/Alien Advertising	1,836.09	1,000.02	-836.07
65066 UFO/Alien Fest Supplies	645.83	2,500.02	1,854.19
65062 UFO/Alien Fest Entertainment		25,000.02	25,000.02
65064 UFO/Alien Fest Meals/Lodging		1,500.00	1,500.00
65067 UFO/Alien Fest Security		9,000.00	9,000.00
65068 UFO/Alien Fest Merchandise		4,500.00	4,500.00
65069 UFO/Alien Fest Contest Prizes		1,200.00	1,200.00
Total for 65060 UFO Festival/Alien Fest	**$2,481.92**	**$44,700.06**	**$42,218.14**
65070 Chile Chesse Festival			
65071 Chile Cheese Advertisement	399.81		-399.81
65072 Chile Cheese Entertainment	832.80	250.02	-582.78
65076 Chile Cheese Prize Payout	15.00		-15.00
65073 Chile Cheese Rentals		175.02	175.02
65074 Chile Cheese Supplies		400.02	400.02
Total for 65070 Chile Chesse Festival	**$1,247.61**	**$825.06**	**-$422.55**
65090 Other Events			
65091 Other Events Advertising	246.31		-246.31
Total for 65090 Other Events	**$246.31**		**-$246.31**
65100 Other Types of Expenses			
65120 Insurance - Liability, D and O	176.00	2,250.00	2,074.00
65180 Gross Receipts Tax	51.47	375.00	323.53
65160 Other Costs		49.98	49.98
Total for 65100 Other Types of Expenses	**$227.47**	**$2,674.98**	**$2,447.51**
65500 City Spon. Expense UFO/Alienfes			
65504 Meals and Lodging	228.36	250.02	21.66

Distribution account	TOTAL		
	Actual	Budget	Money remaining
Total for 65500 City Spon. Expense	**$228.36**	**$250.02**	**$21.66**
UFO/Alienfes			
66000 Salary Expenses			
66050 Director's Salary	15,162.52	29,074.98	13,912.46
66010 Payroll Taxes		2,250.00	2,250.00
66015 Workmans Comp		10.02	10.02
66020 Unemployment Insurance		52.50	52.50
Total for 66000 Salary Expenses	**$15,162.52**	**$31,387.50**	**$16,224.98**
66100 Holiday Events	$602.45		-$602.45
66101 Holiday Lights Supplies	377.25	550.02	172.77
66102 Holiday Lights Inst. and Remova	9,285.73	10,999.98	1,714.25
66106 Movie Rental Holiday Events	541.36		-541.36
66107 Holiday Entertainment Expensse	1,000.00	1,099.98	99.98
66111 Security	949.71	300.00	-649.71
66104 Holiday Lights Advertising		150.00	150.00
66108 Holiday Events Prizes		625.02	625.02
66109 PayPal Fees Holiday Events		37.50	37.50
Holiday Street Closures		750.00	750.00
Total for 66100 Holiday Events	**$12,756.50**	**$14,512.50**	**$1,756.00**
66125 Contests			
66126 Parade Contest Winners	280.81	124.98	-155.83
66127 Parade of Windows	108.00		-108.00
Total for 66125 Contests	**$388.81**	**$124.98**	**-$263.83**
68300 Travel and Meetings			
68320 Travel and Meals	197.39	349.98	152.59
68310 Conference, Convention, Meeting		49.98	49.98
Total for 68300 Travel and Meetings	**$197.39**	**$399.96**	**$202.57**

Distribution account	TOTAL		
	Actual	Budget	Money remaining
Payroll Expenses			
Taxes	1,163.30	499.98	-663.32
Wages		4,999.98	4,999.98
Total for Payroll Expenses	**$1,163.30**	**$5,499.96**	**$4,336.66**
62100 Contract Services			
62110 Accounting Fees		1,600.02	1,600.02
Total for 62100 Contract Services		**$1,600.02**	**$1,600.02**
65080 Farmers Market			
65082 Farmers Market Rentals		250.02	250.02
65083 Farmers Market Supplies		250.02	250.02
65084 Farmers Market other expenses		25.02	25.02
Total for 65080 Farmers Market		**$525.06**	**$525.06**
Uncategorized Expense		199.98	199.98
Total for Expenses	**$35,876.19**	**$110,660.10**	**$74,783.91**
Net Operating Income	**-$6,255.16**	**$427.50**	**$6,682.66**
Other Income			
Other Expenses			
Net Other Income			
Net Income	**-$6,255.16**	**$427.50**	**$6,682.66**

MAINSTREET ROSWELL
BOARD MEETING - MINUTES
Wednesday, October 8, 2025, 5:30PM
105 W. 3rd Street, 4th Floor board room

I. Call to order by Jason @ 5:17 p.m.
II. Establish quorum: Established

III. Approval of Minutes – September 17, 2025 (sent via email): Ok

IV. Treasurer's Reports (sent via email): Draft budget was created and needs to be circulated to vote prior to 2026. OK
V. Update on Finance Committee Meeting – 9-23-25
   a. Report on Budget & projected costs: Draft budget was created and will be shared to vote on at the next Board meeting. This budget includes the 2026 Budget and the UFO Festival budget.
VI. Request for 2026 UFO funding / agreement: Based on the draft 2026 UFO budget, MSR is projecting a $201,000 cost for the UFO Festival. Based on conversations with the CoR, we will be short of $97,000 in revenue.
   a. Agreement documents due on Oct 10th for Legal meeting on Oct 23 Cisco created a draft license agreement that was not shared with the full Board yet. The draft license agreement will be shared with the Board of Directors for input. Google Docs documents will be sent to the Board for their edits to the document. Barbara will get with Cisco to finalize with edits.

   b. Set meeting date: none

VII. MSR Annual Meeting
   a. 2026 Elections / Annual Board meeting
   Section 4. Term of office. Each Director shall be elected for a three-year term at each annual meeting of the Board of Directors.
   Section 5. Term of Office. The officers of the Corporation shall be installed at the annual meeting at which they are elected and shall hold office for one year until the next election or until their respective successors shall have been duly elected

Annual meeting is scheduled for January and nominations for officers shall be looked at in December. The meeting is tentatively scheduled for January 24, 2026 @ 9 a.m-3 p.m..

Strategic Planning retreat was recommended again. Eduardo with NMMS has been a guide but is no longer available with NMMS. Tentative planned on December 13, 2025 @ 9 a.m. Barbara will talk to NMMS to ask if they have someone that could lead the Strategic Plan.

VIII. Exec Director's Report

a. Community Projects: Wayfinding Kiosk/Gateway & Chaves County Cultural Plaza: Nothing new to report. Discussion on the new logo vs old logo on the water tank was discussed. Recommendation made to schedule a tour with the County to see where we are with the project.
b. July, August, September - Q1 City of Roswell report / Q3 NMMS report: Submitted.
c. Re-branding project team – next meeting, Oct 20th, 3pm via Zoom: The process to rebrand is a very significant process and will come up with the logo, colors, etc. Next meeting, the group will have some images to review.
d. Main Street Master Plan meeting – September 24th - await new date/time:
e. NMMS Annual Accreditation Dec 3rd, 11am: Barbara working on it; Board members should be in attendance for the December date.
f. Resignation – Kim W. resigned from the Board.
g. Updated board application sent to: MV & JS: Will vote in November 2025 meeting or an email vote. Barbara will invite her to attend the November meeting.
h. Report on September 27th, Chile Festival: went well. But too close to ENMSF and had some issues with attracting vendors, etc. Will need to look at the date, theme, etc.
Some problems have continued and increased with fire department inspections and the increase in fees, etc.
i. Sparklight Grant: Committee working on grant: Barbara, Peggy, and Allen. Up to $7500 awarded. Some ideas introduced: generators, tents, tables/chairs, enclosed utility trailers, start the re-granting program. Due October 31, 2025.

IX. New Business
a. MS Holiday Market & Electric Light Parade - December 5th & 6th : Notice to Board; DOT application to. close the streets.
b. CoR Fall Bash – Oct 30th : Event sponsored by City. Candy donation by MSR and some Board members. Stakeholders will be having a trick/treat event on the same day.

X. <u>Old Business:</u>
a. Holiday Light Project for December 2025: Wendy is continuing to fundraise. She's doing well with fundraising. She requested new posters that Barbara will work with her.
b. Snowflakes – repair? Storing the snowflakes by CoR. Artesia resident made the snowflakes. Can he refurbish them? Would he buy them back? Options for MSR are to give them up to CoR or they can hang up their own. Have been sitting outdoors in a building on a trailer. Labor intensive for MSR if repaired and hung up. CoRo will put them up for MSR but have not been up since Barbara came on board. Peggy and Allen will go review.
c. ART project by Allen: UFO painting contest; free; some of the art merchants have committed to the project. Allen will put a committee together and have them run it. Lack of Interactive activities at the UFO

festival was a complaint. This could solve the problem. The building across from the UFO museum would be available to hang the art projects. Peggy shared the Art Hop done in Tucumcari and could be used as an example. Benefits to MSR: more time on Main Street by participants, families, etc.

d. Allen made a motion to send a letter to Eric Neira to resign from the Board or step down. No vote was taken following by-laws. It was recommended that Barbara send an acknowledgement to Kim Wood for her years of service.

XI. Closed Non-Public Executive Session

XII. Adjourn: Meeting adjourned at 6:47 p.m.

XIII. Submitted by: Rosy Rubio, Treasurer

UPCOMING CONFERENCES/ TRAININGS:

UPCOMING EVENTS:
Main Street Holiday Market & Electric Light Parade – December 5-6, 2025
NMMS Institute – October 15-17, 2025 - Alamogordo Main Street
NM MainStreet Conference – February 18 – 20, 2026, ABQ

Stakeholder Meeting: 3rd Tuesday of EACH MONTH, 5:30 PM.
October 21st, CS Designs, November 18th, Degenerate Coffee, December 16th , Frost Giant, January 2026 - StPyant

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: November 12th, December 10th
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.

MAINSTREET ROSWELL
BOARD MEETING Minutes
Standing meeting: 2nd Wednesday of each month
Rescheduled to: Wednesday, November 19, 2025, 5:30PM
105 W. 3rd Street, 4th Floor board room

Attending: Kerri, Barbra, Jason, Allen, Peggy, Rosy

I. Called to order at 5:31

II. Quorum was established

III. Public Forum / Guest:
   a. Maria Vasquez, PVP - Possible MSR Board member application
   b. Rosy motioned to approve Maria as a board member. Kerri seconded the motion.

IV. Approval of Minutes – October 8, 2025 (sent via email)
   a. Approved as submitted.

V. Treasurer's Reports (sent via email)
   a. Profit of $30,869.46 as of October 31, 2025.
   b. Briefly discussed moving the funds to from our savings account to a higher interest yielding account.
   c. Approved as submitted.

VI. UFO Follow-up
   a. Request for 2026 UFO funding / agreement Meeting – Oct 23rd
      i. Jason asked Barbra to make a log of issues or concerns to discuss with the city.
   b. UFO presentation to City Council – Nov 13th
   c. 2025/ 2026 Finance Meeting – December 4th possibly

VII. 2026 USA 250th Birthday - Request Non-profit fiduciary - CoR/ Juliana H.
   a. Rosy suggested Julianna host a meeting to discuss what is expected of MRS.
   b. Jason would like Rosy and Cisco to attend.

VIII. Strategic Planning with NM MainStreet – December 13, 2025

IX. MSR Annual Meeting – January 24, 2026
   a. December meeting we will need to discuss 2026 Elections and Annual Board meeting.
      i. Barbra asked for us to get our nominations to her before December 5th.

X. Exec Director's Report
   a. Chaves County Cultural Plaza tour

i. Rescheduled December 12th at 10:00 AM

b. Re-branding project team meeting
   i. We will wait to put up our logo. This will be discussed more during our meeting on December 12th.
c. NMMS Annual Accreditation Dec 3rd, 11am
   i. Document review / Board recommendations & comments

XI. New Business
   a. MS Holiday Market & Electric Light Parade - December 5th & 6th
      i. Saturday, November 22nd – Light Pole decorating
      ii. Monday, November 24th – Set up Christmas tree
      iii. Parade lead

XII. Old Business:
   a. Holiday Light Project 2025
      i. Allen will speak with Wendy Marley
   b. Snowflakes – repair?
      i. Julianna and Allen will get quotes for the repairs. Then the board will vote for the repair.

XIII. Closed Non-Public Executive Session

XIV. Adjourned at 6:51

Submitted by Kerri Hendrix on November 19, 2025.

UPCOMING CONFERENCES/ TRAININGS:

UPCOMING EVENTS:
NMMS Annual Accreditation Dec 3rd, 11am
Main Street Holiday Market & Electric Light Parade – December 5-6, 2025
NM MainStreet Conference – February 18 – 20, 2026, ABQ

Stakeholder Meeting: 3rd Tuesday of EACH MONTH, 5:30 PM.
November 18th, Degenerate Coffee, December 16th, ??, January 2026 - StPyant

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: November 12th, December 10th
J.P. White Building, 4th Floor Conference room

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City of Roswell Quarterly Reports:
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City of Roswell Annual Report:
No later than 14 days before MSR's annual presentation to the City Council

IMPORTANT CITY MEETINGS:

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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.

MAINSTREET ROSWELL
BOARD MEETING - AGENDA

December 10, 2025 meeting rescheduled to December 17th,
105 W. 3rd Street, 4th Floor board room

I. Call to order – Peggy Seskey, 1st Vice-President @ 5:30 p.m.

II. Approval of Minutes – November 19, 2025 (sent via email) – K. Hendrix, Secretary Nothing noted. Cisco moved, Allen seconded.

III. Approval of Financials – to be reported next month – R. Rubio, Treasurer Discussion held on events. Wages/Salaries were also discussed. Motion to provide a Christmas bonus of $1000. Allen made a motion; second by Rosy. Motion passed.

IV. Executive Director Report – B. Gomez
   a. 2026 UFO Festival update: Report due Dec 23rd for Jan finance meeting: Barbara reported. The budget is being created to present to the Finance committee. MSR is asking for over $100,000 to create a great event. Logo will be created by CoR. Barbara asked to be present and she will attend. The 250th birthday of the US will be incorporated.
   b. Strategic Planning with NM MainStreet – December 13, 2025, Cancelled Date TBD. Noted
   c. MSR Annual Meeting – January 24, 2026; will address long range calendar, approve budget, and other regular items per the bylaws: This meeting will hold elections. Agenda will be created after reviewing the components that should be included for the annual meeting. The date of the annual meeting was changed to January 31, 2026.
   d. Report on 2025 Holiday Market / Parade: Event was good. The parade consisted of 30 floats. Overall, it went well. Holiday Market financials will be discussed at a later date.
   e. Accreditation approved – Await NMMS recommendations for 2026: Noted. Barbara will provide 2024-2025 reports to use as a guidance for future directions.

V. Old Business
   a. Rebranding: Cisco reported that the committee continues with the re-branding. The committee has now provided a report of the discussions held and the outcomes. Designs provided consisted of 4. Cisco suggested that the Board select/vote on the design at the annual meeting.
   a. Holiday Light Project 2025 – A. Shanley, 2nd Vice President: Wendy Marley was contacted; meeting went smoothly. She did order some more supplies with new sponsorship funds. Fundraising was successful with an overage of $4,000. Approximately $22,000 has been raised. Recommended that an MOU be signed that outlines the expectations of parties. Jesse McDaniels is paid approximately $20,000 to put up/take down lights. Signs are a cost of MSR. Will the overage be utilized for next year's light event or can it be used as a fundraiser for MSR?

b. Snowflakes repair – A. Shanley, 2nd Vice President: Discussion on the quality LED lights was held; tinsel, garland, etc. The city has been storing the decorations and will no longer do so. The city is responsible for putting them up. Allen made a motion to price out the LED lights or strands that Jim recommended; seconded by Cisco. It was suggested that Xcel may be able to furnish the lights. Barbara will reach out to them. This project will not be completed by Christmas, 2025.

VI. New Business

a. J. Garcia resigned as President on December 2nd – accepted resignation. Noted.
b. Del Jurney, former Board member and ex-Mayor, to present at the Board. He would like to assist in revitalization and economic development. Motion made by Rosy to invite Del Jurney to speak at a meeting; seconded by Cisco. January 14, 2026 Board meeting will be scheduled and invite Del Jurney.
c. 2026 Board Elections Ballot; B. Gomez: Ballot will be voted on at the annual meeting. Ballot was shared so that members could nominate.
d. Annual Stakeholders Meeting: Survey from stakeholders for input/feedback. An evening appreciation reception was scheduled for February 26, 2026 @ 6:00 p.m.. Venue will be determined at a later date. Cisco volunteered to head the planning committee.
e. Roswell America 250 Committee, request for MSR to serve as fiduciary – B. Gomez. Barbara sits on the committee. The board had voted to be the fiduciary. Another nonprofit is also being considered but Juliana did not have a decision yet. Barbara suggested having the Roswell America 250 event in collaboration with the UFO Festival so that sponsors are not being bombarded by both. It was suggested that a formal letter be sent to the City of Roswell to clearly provide deadlines to MSR so that a decision can be made of whether to move forward with the UFO event. Cisco will provide some sample letters for consideration. The UFO event is a big fundraising event for MSR which would be jeopardized if we have a conflict with the City.

VII. Closed Session [if called]

VIII. Other Business

IX. Adjourn @ 7:03 p.m.

UPCOMING CONFERENCES/ TRAININGS:

UPCOMING EVENTS:
Chaves County Cultural Plaza progress tour – December 12, 10am
Re-branding Essence team meeting – December 16th at 11am
NM MainStreet Conference – February 18 – 20, 2026, ABQ

Stakeholder Meeting: 3rd Tuesday of EACH MONTH, 5:30 PM.
December 16th, Alien Enchantments, January 2026 - StPyant

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

DATES TO REMEMBER:

MRS Board meetings: Standing meeting: 2rd Wednesday of EACH MONTH, 5:30 PM
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.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Action Items 11.

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Flood Disaster Update

Attachments

Flood Update

Project #	Title	FEMA Grants Portal Process Step	Estimate or Claimed Amount	FEMA Share at 75%	City of Roswell 25%
806095	B City Hall - EPM	Obligated	$ 10,320.57	$ 7,740.43	$ 2,580.14
806112	B Convention & Civic Center - EPM	Obligated	$ 1,816,034.00	$ 1,362,025.00	$ 454,008.00
806126	B Parks and Recreation Office/IT Building and "The Rock" EPM	Obligated	$ 219,540.00	$ 164,655.00	$ 54,885.00
806133	B Adult Center - EPM	Obligated	$ 294,742.06	$ 221,056.55	$ 73,685.52
806146	B Museum - EPM	Obligated	$ 2,954,902.00	$ 2,216,176.00	$ 738,725.00
806150	B Police Department - EPM	Obligated	$ 258,476.31	$ 193,857.23	$ 64,619.08
806256	G Flood Plain Management Compliance	Obligated	$ 132,948.78	$ 99,711.59	$ 33,237.20
806257	E Museum & Art Center V.0	Obligated	$ 672,030.00	$ 504,022.50	$ 168,007.50
806258	E Adult Center Building Repair v.0 (A&E only)	Obligated	$ 389,217.24	$ 291,912.93	$ 97,304.31
806259	E Boy Scout Building Damage (A&E only)	Obligated	$ 68,369.00	$ 51,276.75	$ 17,092.25
806261	E Convention and Civic Center Building Repair v.0 (A&E only)	Obligated	$ 895,625.00	$ 671,718.75	$ 223,906.25
806262	E Parks & Recreation Office / IT Building Repair v.1 (A&E only)	Obligated	$ 195,892.35	$ 146,919.26	$ 48,973.09
806263	E Cahoon Park Tennis Pro Shop Building Repair v.0 (A&E only)	Obligated	$ 250,000.00	$ 187,500.00	$ 62,500.00
949435	B Roswell Fire Department - EPM	Obligated	$ 86,128.48	$ 64,596.36	$ 21,532.12
950884	C Streets - Microsurfacing	Obligated	$ 110,965.12	$ 83,223.84	$ 27,741.28
950887	C Streets - Microsurfacing	Obligated	$ 122,989.60	$ 92,242.20	$ 30,747.40
950893	C Streets - Microsurfacing	Obligated	$ 76,955.92	$ 57,716.94	$ 19,238.98
950901	C Streets - Microsurfacing	Obligated	$ 43,495.68	$ 32,621.76	$ 10,873.92
950904	C Streets - Microsurfacing	Obligated	$ 100,120.75	$ 75,090.56	$ 25,030.19
950909	C Streets - Microsurfacing	Obligated	$ 64,329.84	$ 48,247.38	$ 16,082.46
950911	C Streets - Mill & Fill	Obligated	$ 564,043.85	$ 423,032.89	$ 141,010.96
950967	F PubWks(WWTP)-Asstd Sewer Damages	Pending Large Project Review	$ 1,573,001.47	$ 1,179,751.10	$ 393,250.37
950966	E Roswell Zoo Animal Damages	Obligated	$ 9,500.00	$ 7,125.00	$ 2,375.00
950944	C W Bland Pavement & Sidewalk Repairs	Obligated	$ 21,523.27	$ 16,142.45	$ 5,380.82
Flood Damage Claims Approved by FEMA			$ 10,931,151.29	$ 8,198,362.47	$ 2,732,786.82

Category A (Debris Removal) Category B (Emergency Protective Measures), Category C (Roads and Bridges), Category D (Water Control Facilities), Category E (Buildings and Equipment), Category F (Utilities), and Category G (Parks, Recreational, and Other Facilities)

Project #	Title	NM Project Status	Reimbursement Amount
806095	B City Hall - EPM	Reimbursement Received by COR	$ 7,740.43
806126	B Parks and Recreation Office/IT Building and "The Rock" EPM	Reimbursement Received by COR	$ 164,654.79
806150	B Police Department - EPM	Reimbursement Received by COR	$ 193,857.23
806256	G Flood Plain Management Compliance	Reimbursement Received by COR	$ 99,711.59
806133	B Adult Center EPM	Reimbursement Received by COR	$ 221,056.55
950884	C Streets - Microsurfacing	Reimbursement Received by COR	$ 47,842.43
950893	C Streets - Microsurfacing	Reimbursement Received by COR	$ 57,657.67
806112	B Convention & Civic Center - EPM	Reimbursement Received by COR	$ 1,362,025.19
949433	B Air Center - EPM	Reimbursement Received by COR	$ 411,335.96
			$ 2,565,881.83
950887	C Streets - Microsurfacing	Approved by DHSEM	$ 92,242.20
950901	C Streets - Microsurfacing	Approved by DHSEM	$ 32,621.76
950904	C Streets - Microsurfacing	Approved by DHSEM	$ 75,090.56
950909	C Streets - Microsurfacing	Approved by DHSEM	$ 48,247.38
949435	B Roswell Fire Department - EPM	Approved by DHSEM	$ 64,596.36
			$ 312,798.26

Project #	Title	NM Project Status	Total Award Amount
806258	E Adult Center Building Repair v.0 (A&E only)	Revolving Loan Fund Application Accepted	$ 389,217.24
806112	B Convention & Civic Center - EPM	Revolving Loan Fund Application Submitted	$ 1,816,034.00
806257	E Museum & Art Center V.0 (A&E only)	Revolving Loan Fund Application Accepted	$ 672,030.00
806146	B Museum - EPM	Revolving Loan Fund Application Submitted	$ 2,954,902.00
806261	E Convention and Civic Center Building Repair	Revolving Loan Fund Application Submitted	$ 6,554,823.22
951069	E Police Department Building Repair	Revolving Loan Fund Application Submitted	$ 1,600,743.77
			$ 13,987,750.23

Category A (Debris Removal) Category B (Emergency Protective Measures), Category C (Roads and Bridges), Category D (Water Control Facilities), Category E (Buildings and Equipment), Category F (Utilities), and Category G (Parks, Recreational, and Other Facilities)

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 12.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Parks & Recreation 5 - Year Plan

BACKGROUND:
Parks & Recreation 5 - Year Plan

FINANCIAL CONSIDERATION
None

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
N/A

STAFF RECOMMENDATION:
N/A

Attachments

5 Year Plans

Parks & Recreation Departments

Strategic Five-Year Plans

South Park Cemetery

210 acres maintained

11 Full – time employees

Over 33,000 headstones

The cemetery does an excellent job in maintaining the grounds, ensuring a respectful and peaceful environment. Providing thoughtful and reliable services for family and friends honoring their loved ones.

Nancy Lopez Golf Course

144 acres maintained

13 Full – time employees

1 Temp employee

18 Holes

The golf course is one of the community's great attractions. After the flood, the staff took fast and effective action to restore greens, and make repairs that were needed. Today, the course is well maintained and remains busy with customers.

Parks Department

685+ acres maintained

27 Full – time employees

The Parks department is instrumental in maintaining the quality of life in the City of Roswell. Thanks to our parks employees the community is able to enjoy a clean, well-kept, and welcoming spaces.

Recreation

17 Programs

10 Full – time employees

21 Part – time employees

10 Temp employees

Recreation provides an important service for the community to enjoy a number of things. From pickle ball, to yoga, swimming, etc. With basketball season just beginning attendance has been great.

Sports Fields

Parks employees

Sports fields are maintained by the Parks Department. Providing well-kept spaces where youth leagues can successfully run their seasons.

Spring River Zoo

5 Full – time employees

63 animals

Spring River Zoo is currently one of the few free zoos in the state of New Mexico. Home to a variety of rescued animals and a welcoming space where adults and children can learn the history of these animals, or enjoy time at the park.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 13.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment (revenue & expense) of $150,000.00 to purchase merchandise for ProShop. (Burress)

BACKGROUND:
Initiated By: Jim Burress

The Nancy Lopez Golf Course has several upcoming tournaments on the calendar. To ensure we are prepared, the golf course is requesting approval of the budget adjustment to have orders placed at least 6 months in advance.

FINANCIAL CONSIDERATION:
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Revenue: 2613-454260 (Chgs4Svc - Golf Merchandise) -- $150,000.00

Expenses: 26134233--725603 (Supplies - Store) -- $150,000.00

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
Finance Committee will be the first committee to consider this item.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

YTD Budget Report

City of Roswell - Nancy Lopez Golf Course
Year-To-Date Budget Report
As of 01/28/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2613	454210	Chgs4Svc-Golf Green Fees	-256,704.00	0.00	-256,704.00	-126,156.89	0.00	-130,547.11	49.1%
2613	454220	Chgs4Svc-Golf Cart Fees	-316,336.00	0.00	-316,336.00	-209,719.40	0.00	-106,616.60	66.3%
2613	454230	Chgs4Svc-Golf Alcohol Sales	-137,913.00	0.00	-137,913.00	-94,280.01	0.00	-43,632.99	68.4%
2613	454231	Chgs4Svc-Golf Food Sales	-49,554.00	0.00	-49,554.00	-31,028.83	0.00	-18,525.17	62.6%
2613	454240	Chgs4Svc-Golf Memberships	-105,215.00	0.00	-105,215.00	-43,721.41	0.00	-61,493.59	41.6%
2613	454241	Chgs4Svc-Golf Handicap Info	-327.00	0.00	-327.00	-35.00	0.00	-292.00	10.7%
2613	454250	Chgs4Svc-Golf Range Balls	-32,856.00	0.00	-32,856.00	-21,041.45	0.00	-11,814.55	64.0%
2613	454260	Chgs4Svc-Golf Merchandise	-99,713.00	0.00	-99,713.00	-55,150.13	0.00	-44,562.87	55.3%
2613	489100	Misc-General	0.00	0.00	0.00	-68,887.01	0.00	68,887.01	0.0%
2613	911101	Transfers in Frm General Fund	-779,965.00	0.00	-779,965.00	0.00	0.00	-779,965.00	0.0%
2613		**Golf Revenue**	**-1,778,583.00**	**0.00**	**-1,778,583.00**	**-650,020.13**	**0.00**	**-1,128,562.87**	
26134233	511110	Full-Time Salaries	625,282.00	0.00	625,282.00	353,335.66	0.00	271,946.34	56.5%
26134233	511120	Part-Time Salaries	41,080.00	0.00	41,080.00	75,538.04	0.00	-34,458.04	183.9%
26134233	521210	Full-Time Overtime	23,160.00	-2,648.13	20,511.87	16,786.33	0.00	3,725.54	81.8%
26134233	521220	Part-Time Overtime	0.00	2,648.13	2,648.13	3,684.51	0.00	-1,036.38	139.1%
26134233	541561	Phone Allowance	1,080.00	0.00	1,080.00	630.00	0.00	450.00	58.3%
26134233	551510	FICA Tax	41,046.00	0.00	41,046.00	26,887.13	0.00	14,158.87	65.5%
26134233	551520	Medicare Tax	9,600.00	0.00	9,600.00	6,288.01	0.00	3,311.99	65.5%
26134233	561530	PERA Retirement	73,271.00	0.00	73,271.00	35,036.61	0.00	38,234.39	47.8%
26134233	561535	NMRHCA	12,419.00	0.00	12,419.00	5,968.92	0.00	6,450.08	48.1%
26134233	571536	Administration Fee	22.00	0.00	22.00	121.18	0.00	-99.18	550.8%
26134233	571540	Group Insurance	143,636.00	0.00	143,636.00	68,842.46	0.00	74,793.54	47.9%
26134233	571550	Worker's Compensation Fee	153.00	0.00	153.00	83.90	0.00	69.10	54.8%
26134233	585901	Employee Training	2,000.00	0.00	2,000.00	414.00	0.00	1,586.00	20.7%
26134233	585902	Employee Travel	2,000.00	0.00	2,000.00	792.44	0.00	1,207.56	39.6%
26134233	586101	General Uniforms	8,800.00	2,000.00	10,800.00	5,215.80	3,809.18	1,775.02	48.3%
26134233	614002	M&R-Building	10,500.00	0.00	10,500.00	1,526.43	3,699.96	5,273.61	14.5%
26134233	614004	M&R-Equipment	24,000.00	30,000.00	54,000.00	25,589.04	25,622.95	2,788.01	47.4%
26134233	614006	M&R-Grounds	90,000.00	0.00	90,000.00	51,273.32	18,870.29	19,856.39	57.0%
26134233	614012	M&R-Vehicle	42,000.00	-30,000.00	12,000.00	920.69	2,066.52	9,012.79	7.7%
26134233	614020	M&R-Infrastructure (Not Bldg)	1,300.00	0.00	1,300.00	33.99	0.00	1,266.01	2.6%
26134233	623401	Insurance-Auto	1,686.00	0.00	1,686.00	1,686.00	0.00	0.00	100.0%
26134233	623402	Insurance-Building	17,101.00	0.00	17,101.00	12,946.00	0.00	4,155.00	75.7%
26134233	623404	Insurance-General Liability	27,002.00	0.00	27,002.00	26,496.00	0.00	506.00	98.1%
26134233	623407	Insurance-Worker's Comp	10,514.00	0.00	10,514.00	10,513.00	0.00	1.00	100.0%
26134233	635801	Utilities-General Telephones	500.00	0.00	500.00	424.68	0.00	75.32	84.9%
26134233	635802	Utilities-Mobile Telephones	3,000.00	0.00	3,000.00	1,225.91	0.00	1,774.09	40.9%
26134233	636302	Utilities-Electric	35,000.00	0.00	35,000.00	20,816.34	0.00	14,183.66	59.5%
26134233	636303	Utilities-Gas	830.00	0.00	830.00	214.25	0.00	615.75	25.8%
26134233	636304	Utilities-Water	81,000.00	0.00	81,000.00	34,009.34	0.00	46,990.66	42.0%
26134233	642901	Non-Capital-Computers	6,800.00	0.00	6,800.00	0.00	0.00	6,800.00	0.0%

City of Roswell - Nancy Lopez Golf Course
Year-To-Date Budget Report
As of 01/28/2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
26134233	642902	Non-Capital-Tools	6,975.00	0.00	6,975.00	2,225.88	1,460.04	3,289.08	31.9%
26134233	642903	Non-Capital-Furniture/Fixtures	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.0%
26134233	642904	Non-Capital-Equipment	22,000.00	-2,112.36	19,887.64	10,261.96	0.00	9,625.68	51.6%
26134233	652401	Contract-General Services	14,000.00	-14,000.00	0.00	0.00	0.00	0.00	0.0%
26134233	652409	Contract-Janitorial Services	0.00	14,000.00	14,000.00	7,459.87	6,540.13	0.00	53.3%
26134233	652423	Contract-Pest Control Services	1,200.00	0.00	1,200.00	454.74	278.95	466.31	37.9%
26134233	654830	Contract-Security Prof Svcs	4,400.00	0.00	4,400.00	519.56	0.00	3,880.44	11.8%
26134233	655001	Contract-Rentals & Leases Svcs	20,000.00	-11,750.00	8,250.00	0.00	0.00	8,250.00	0.0%
26134233	655003	Contract-Equip Rent & Lease	1,900.00	0.00	1,900.00	1,295.32	0.00	604.68	68.2%
26134233	663301	Computer-Subscription/License	45,000.00	9,750.00	54,750.00	17,966.07	26,625.00	10,158.93	32.8%
26134233	672805	PubRelat-Advertising/Notices	2,100.00	0.00	2,100.00	0.00	0.00	2,100.00	0.0%
26134233	712102	G&A-Credit Card Fees	0.00	0.00	0.00	14,555.75	0.00	-14,555.75	0.0%
26134233	712300	G&A-Cash Over/Short	0.00	0.00	0.00	-532.86	0.00	532.86	0.0%
26134233	712701	G&A-Dues/Memberships	3,000.00	613.45	3,613.45	2,105.75	1,505.42	2.28	58.3%
26134233	715303	G&A-License Fees	1,860.00	0.00	1,860.00	0.00	250.00	1,610.00	0.0%
26134233	723200	Supplies-Fuels and Fluids	30,854.00	0.00	30,854.00	14,512.91	392.89	15,948.20	47.0%
26134233	724101	Supplies-General Materials	12.00	0.00	12.00	0.00	0.00	12.00	0.0%
26134233	725601	Supplies-General	8,500.00	1,498.91	9,998.91	4,688.95	4,969.28	340.68	46.9%
26134233	725602	Supplies-Office	6,000.00	0.00	6,000.00	1,733.76	2,266.24	2,000.00	28.9%
26134233	725603	Supplies-Store	150,000.00	0.00	150,000.00	96,748.17	41,993.21	11,258.62	64.5%
26134233	725604	Supplies-Concession	120,000.00	0.00	120,000.00	39,786.45	29,588.47	50,625.08	33.2%
26134233	725608	Supplies-Janitorial	3,000.00	0.00	3,000.00	1,010.52	1,783.80	205.68	33.7%
26134233		**Golf Expense**	**1,778,583.00**	**0.00**	**1,778,583.00**	**1,002,092.78**	**171,722.33**	**604,767.89**	
		Fund 2613 (Surplus)/Deficit:	**0.00**	**0.00**	**0.00**	**352,072.65**	**171,722.33**	**-523,794.98**	

	ORIGINAL APPROP	TRANSFERS/ADJ	REVISED BUDGET
Beginning Cash	**$ 1,000.00**	**$ -**	**$ 1,000.00**
Revenue	**$ 998,618.00**	**$ -**	**$ 998,618.00**
Transfers from General Fund	**$ 779,965.00**	**$ -**	**$ 779,965.00**
Payroll	**$ 970,749.00**	**$ -**	**$ 970,749.00**
Operating Expense	**$ 807,834.00**	**$ -**	**$ 807,834.00**
Ending Cash	**$ 1,000.00**	**$ -**	**$ 1,000.00**

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 14.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment in the amount of $167,640 to authorize a new contract to fund three contracted dispatcher positions for a four-month period. (Herring)

BACKGROUND:
Initiated by: Alison Herring

Consolidated Dispatch is currently operating at critically low staffing levels, independent of any operational transitions. Contracted dispatchers have been essential in maintaining minimum staffing levels and ensuring continuity of service under these conditions.

In approximately one to two months, dispatch operations will begin relocating from one area to another. During this transition, two dispatch centers will need to be staffed simultaneously, significantly increasing personnel demands. While the proposed contract reduces the number of contracted dispatchers from five under the current contract to three, continued contracted support is vital to maintaining safe and effective daily operations and will be essential throughout the transition period.

FINANCIAL CONSIDERATION
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Expense: 11014656-654801 (Contract-Professional Services) -- $167,640.00

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

BOARD AND COMMITTEE ACTION:
This is the first committee to review. Request approval to present to the Public Safety Committee at their meeting on February 17, 2026.

STAFF RECOMMENDATION:
Consider recommending approval of a budget adjustment in the amount of $167,640.00 to authorize a new contract to fund three contracted dispatcher positions for a four-month period.

Attachments

GETRESQ911 Scope of Work

Scope of Work-4 months

Agency Name: Pecos Valley Regional Communications Date: Jan 13, 2026
Agency Address: 1 Saint Mary's Place, Roswell, NM 88203
Agency Contact/Phone #: Alison Herring/ A.Herring@roswell-nm.gov / 575-624-7590

Agency CAD System: Central Square/OneSolution
Agency 911 Platform: Intrado Viper
Agency Radio System:Zetron

Introduction:

getResQ911 LLC will provide the scope of work detailed below for work to be performed by 911 contractors. Details of the agreement, contract duration and associated costs are listed below.

Agreements

Client Responsibilities – include but not limited to the following:

- Day to day management of the Contractor will be the responsibility of the Client.
- Client agrees to provide on-boarding information at least two weeks prior to Contractor start date including the following:
    - Call taking, CAD Screen Images of Data Entry location.
    - Local call types
    - CAD codes/commands.
    - Radio codes
    - Agencies dispatched listing.
    - Appropriate SOP / Policy Documentation
    - Any additional on-boarding materials deemed necessary or encouraged to learn and understand.

- Adjustments to weekly hours and pay will be communicated in writing to the Company once agreed to by Client and Contractor.
- Adjustments to the weekly hours for each 911 Contractor will be coordinated monthly between Client and Company via a monthly schedule update.
- Union approvals, if required.
- Contractor pay including monthly housing will be paid electronically/ACH to the Company on a monthly basis on the first Wednesday of each month.

911 Contractor Responsibilities – includes but not limited to the following:

- Receive and process 911, non-emergency and administrative calls.
- Enter calls into the Client Computer Aided Dispatch (CAD) system as required by the Client.
- If authorized, leverage the National Law Enforcement Teletype System (NLETS) and the National Crime Information Center (NCIC) to perform required duties.
- Work to the best of their abilities to assimilate into the overall work environment and culture of the organization.

- Contractor agrees to provide two weeks' notice to Client for any work schedule change request.
- Contractor agrees to participate in additional background checks facilitated by the Client, if required.
- Contractor agrees to be or become compliant with the following certifications and training deemed required by the Client during the period of the contract. (check mark the appropriate certifications requested)

☐ NCIC Certification
■ EMD, EFD, EPD
  ☐ APCO
  ■ Priority Dispatch
  ☐ Other _____
☐ Other _____

Company Responsibilities – include but not limited to the following:

- getResQ911will provide Contractor resume's, verification of certifications and will provide a National and County Criminal and Credit background check if requested by the Client/Agency.
- getResQ911 and Client agrees to meet (virtually) every thirty days to review status of Contractor job performance and/or any challenges that need to be addressed.
- Logistics coordination with the 911 Contractor.
- Coordinate preboarding materials as outlined and agreed to in the Client Responsibilities section.

PAYMENT SCHEDULE

911 Contractor(s): 3
Name: Alfredo Delgado Phone #: _____
Name: Christina Delgado Phone #: _____
Name: Crystal Corral Phone #: _____

Start Date at Clients location: _____
Client Address: _____

Point of Contact at Client location: _____
Point of Contact Phone/Email: _____

Itemized Invoice: 4 Month Option

Item	Description	Hourly rate	Duration	# of contractors	Total
1	911 Contractor-Reg	$55	640hrs (40hrs x 16wks)	3	$105,600
2	911 Contractor-OT	$82.50	144 hrs (avg 9hrs/wk x 16 wks)	3	$35,640
3	Contractor Monthly Stipend	$2,200	4 months	3	$26,400
			Total Contract		$167,640
			Due at Signing		$41,910

*Hours and pricing are indicated based on a 40 hour work week. Alternate hours can be agreed too prior to contract signing.

getResQ911 will invoice bi-weekly actual regular hours and overtime hours, if applicable. Monthly housing allowance will be invoiced on the last invoice of the month for the following month housing.

Initial payment, including 1st month pay and housing per contractor, will be credited on the last month of the contract.

The first month's housing allowance will be charged in full, regardless of the start date.

Any work assignments over and above call taking and/or dispatching assigned to getResQ911 Subcontractors need to be agreed to by getResQ911 and may include an hourly pay increase.

Overtime and Holiday will be paid at $82.50/hr rate and overtime hours include any hours over 40 hours per week.

The 'Agency Start Up fee' will need to be paid before getResQ911 can identify and get Subcontractor commitments for the Agency contract.

Drug testing and/or backgrounds performed by getResQ911 will require additional fees, if required by the agency.

Holiday's are based on the standard Federal Holidays.
Holiday Schedule:

- Tuesday, November 11 - Veterans Day
- Thursday, November 27 - Thanksgiving Day
- Thursday, December 25 - Christmas Day
- Thursday, January 01 - New Year's Day
- Monday, January 19 - Birthday of Martin Luther King, Jr.
- Monday, February 16 * - Washington's Birthday
- Monday, May 25 - Memorial Day
- Friday, June 19 - Juneteenth National Independence Day
- Friday, July 03 ** - Independence Day
- Monday, September 07 - Labor Day
- Monday, October 12 - Columbus Day
- Wednesday, November 11 - Veterans Day
- Thursday, November 26 - Thanksgiving Day
- Friday, December 25 - Christmas Day

AUTHORIZING SIGNATURES

Client Signature _____
Client Name _____
Client Title _____
Date _____

getResQ911 Signature _____
getResQ911 Name_____
Date _____

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 15.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment in the amount of $5,693.10 to contract J & G Electric to perform the necessary work to support the dispatch relocation. (Herring)

BACKGROUND:
Initiated by: Alison Herring

As part of the dispatch relocation, electrical and telecommunications work is required to ensure operational continuity. J & G Electric will install a 25-pair telephone line from the new dispatch room to the server room and terminate the lines properly. This work is essential to maintain reliable communication systems during and after the move.

FINANCIAL CONSIDERATION
Financial Impact (Revenues & Expense): Budget Adjustment Needed

Expense: 11014656-614002 (M&R Building)

Consider approval of a budget adjustment in the amount of $5,693.10 to contract J & G Electric for the dispatch relocation work, including installation and termination of a 25-pair telephone line. Funding this request ensures that dispatch communication systems remain fully operational throughout the transition.

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

BOARD AND COMMITTEE ACTION:
This is the first committee to review. Request approval to present to the Public Safety Committee at their meeting on February 17, 2026.

STAFF RECOMMENDATION:
Consider recommending approval of a budget adjustment in the amount of $5,693.10 to contract J & G Electric to perform the necessary work to support the dispatch relocation.

Attachments

J&G Electric Quote

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

Estimate

Date	Estimate #
12/10/2025	40151

Bill To Address	Job Location
CITY OF ROSWELL P O BOX 1838 ROSWELL, NM 88202-1838	CITY OF ROSWELL ROSWELL, NM 88203

Customer Phone: 575 624-6700

License: 7408

Description	Total
Estimate Subtotal (Already includes any payments that may be listed below)	$5,258.20
Scope of Work Install 25 pair telephone line from new dispatch room to server room ,and terminate in Telephone terminals Exclusions Patch paint or repair to finished surfaces Repairs to any existing code violations Any Telephone related equipment not functioning or in need of repair Qualifications Cable will be ran 328 ft in existing conduit and add a pull sting Terminate both ends of the telephone cable CES 2023-20-C1117 Structured Cabling	

	Subtotal: $5,258.20	Sales Tax: $434.90	Total: $5,693.10

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: 12/12/2025

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:

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 16.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment in the amount of $26,410.00 to procure essential IT equipment, including keyboards and mice, to support dispatch center operations and the upcoming relocation. The purchase will be made through TIPS Contract No. 210101. (Herring)

BACKGROUND:
Initiated by: Alison Herring

Two separate quotes have been obtained from Eaton for IT equipment needed to maintain and support dispatch center operations:

Quote One -- $23,185.00 Includes critical IT infrastructure components such as:
HighSecLabs Commercial KM Switch 8-port + USB
Eaton Tripp Lite Series PDU Basic Dual Circuit 120V 20A Outlets
Eaton Tripp Lite Series PDU Basic 2.4kW 120V Single-Phase
Eaton Tripp Lite Series 16-Port IP Rack Console Cat5 KVM Switch with 19" LCD
Eaton Tripp Lite USB Server Interface Unit and USB KVM Switch

Quote Two -- $3,225.00 Includes 25 additional keyboards and 25 additional mice.The current keyboards are failing due to keys sticking and ceasing to function over time. The center currently has only one spare keyboard. Should more than one fail, there will not be sufficient replacements to maintain operational continuity.

We are actively working with the Department of Finance and Administration (DFA) regarding potential assistance with some of the costs related to the 911 dispatch center move. Although not guaranteed, DFA has expressed interest in possibly reimbursing a portion of these expenses.

FINANCIAL CONSIDERATION
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Expense: 11014656-817505 (Capital Outlay - Equipment) - $23,185.00 for essential IT equipment as outlined in Quote One.

11014656-642901 (Non-Capital - Computers) -- $3,225.00 for additional keyboards and mice as outlined in Quote Two.

Potential reimbursement from DFA may offset some of these costs related to the 911 dispatch center move.

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

BOARD AND COMMITTEE ACTION:
This is the first committee to review. Request approval to present to the Public Safety Committee at their meeting on February 17, 2026.

STAFF RECOMMENDATION:

Consider recommending approval of a budget adjustment in the amount of $26,410.00 to procure essential IT equipment, including keyboards and mice, to support dispatch center operations and the upcoming relocation. The purchase will be made through TIPS Contract No. 210101.

Attachments

iT1 - 1st Quote
iT1 - 2nd Quote

---

iT1
1860 W University Dr
Suite 100
Tempe, Arizona 85281
United States
http://www.iT1.com
(P) 877-777-5995
(F) 480-777-5994

Quotation (Open)

Date	Expiration Date
Dec 10, 2025 09:51 AM MST	01/24/2026

Modified Date
Dec 10, 2025 11:47 AM MST

Quote #
USQT1103093 - rev 1 of 1

Description

SalesRep
Ho, William
(P) 206-612-3782

Customer Contact
Mcclain, Mike
(P) 575.500-0579
m.McClain@roswell-nm.gov

Customer
City of Roswell (98393)
Mcclain, Mike
425 N Richardson
Roswell, NM 88201
United States
(P) 5756246700

Bill To
City of Roswell
425 N Richardson
Roswell, NM 88201
United States
(P) 5756246700

Ship To
City of Roswell
425 N Richardson
Roswell, NM 88201
United States
(P) 5756246700

Customer PO:	Terms:	Ship Via:
	Undefined	FedEx Ground
Special Instructions: TIPS Contract #: 210101		**Carrier Account #:**

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
1		HighSecLabs Commercial KM Switch 8-port +sUSB	SM80NU-N	Yes	15	$775.00	$11,625.00
2		Eaton Tripp Lite Series PDU Basic Dual Circuit 120V 20A 5-15/20R 40 Outlet L5-20P 0URM Horizontal rackmount - power distribution unit (rack-mountable) - 40 A - AC 120 V - 3.8 kW - input: NEMA L5-20 - output connectors: 40 (NEMA 5-15)	PDU40TDUAL	Yes	9	$315.00	$2,835.00
3		Eaton Tripp Lite Series PDU Basic 2.4kW 120V Single-Phase 13 NEMA 5-15/20R Outlets, 5-20P Input, 6 ft. Cord, 1U Rack-Mount - Power distribution unit (rack-mountable) - 20 A - AC 100/120/127 V - 1-phase - input: NEMA 5-20P - output connectors: 13 (NEMA 5-15/20R) - 1U - 6 ft cord	PDU1226	Yes	4	$156.00	$624.00
4		Eaton Tripp Lite Series 16-Port IP Rack Console Cat5 KVM Switch 19" LCD 1+1 User 1URM KVM console with KVM switch - 16 ports - PS/2 - 19" - rack-mountable - 1366 x 768 @ 60 Hz - black - 1U	B070-016-19-IP	Yes	3	$1,883.00	$5,649.00
5		Eaton Tripp Lite Series USB Server Interface Unit 8 Pack KVM Switch HD15 USB RJ45 TAA Keyboard / video / mouse / USB adapter - HD-15 (VGA) (M) to USB, RJ-45 (pack of 8)	B078-101-USB-8	Yes	4	$613.00	$2,452.00

The below is not in effect if there is a Master Purchasing Agreement in place between the Customer and iT1

Many manufacturers have implemented a policy that cancellations are not accepted. Considering this, all products ordered through iT1 are considered non-cancellable unless otherwise received in writing. Unless a specific customer agreement is in force, this policy supersedes any language that a customer may put on purchase order(s), form(s), email(s), or any other means of communication.

Additionally, As a result of ongoing tariff-related cost volatility, all quotes will be valid for Thirty **(30) business day** from the date of issuance and prices will need to be validated before order is completed. This change ensures we can continue to provide accurate and up-to-date pricing in response to rapid shifts from our suppliers.

These prices may NOT include applicable taxes, insurance, shipping, delivery, setup fees or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability. Any purchases Company makes with iT1 are subject to iT1's General Terms and Conditions. iT1 General Terms and Conditions are here: https://it1.com/40-ca-001-3-it1-general-terms-and-conditions_07-24-2023/ These General Terms and Conditions supersede any terms and conditions Company may include in any purchase order or form. Terms and conditions can be changed at iT1's sole discretion at any time.

Subtotal:	**$23,185.00**
Tax (.0000%):	$0.00
Shipping:	$0.00
EWR:	$0.00
Total:	**$23,185.00**

iT1
1860 W University Dr
Suite 100
Tempe, Arizona 85281
United States
http://www.iT1.com
(P) 877-777-5995
(F) 480-777-5994

Quotation (Open)

Date	Expiration Date
Jan 26, 2026 10:31 AM MST	03/12/2026

Modified Date
Jan 26, 2026 05:13 PM MST

Quote #
USQT1113038 - rev 1 of 1

Description

SalesRep
Ho, William
(P) 206-612-3782

Customer Contact
Bechtel, Jeff
(P) 5756376292
j.bechtel@roswell-nm.gov

Customer
City of Roswell (98393)
Bechtel, Jeff
425 N Richardson
Roswell, NM 88201
United States
(P) 5756246700

Bill To
City of Roswell
425 N Richardson
Roswell, NM 88201
United States
(P) 5756246700

Ship To
City of Roswell
425 N Richardson
Roswell, NM 88201
United States
(P) 5756246700

Customer PO:	Terms:	Ship Via:
	Undefined	GROUND
Special Instructions: TIPS CONTRACT #210101		**Carrier Account #:**

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
1		Adesso Tru-Form 150SB Keyboard - USB - QWERTY - US - TAA Compliant	AKB-150SB-TAA	Yes	25	$71.00	$1,775.00
2		Adesso iMouse F1 Mouse - with fingerprint reader - right-handed - optical - 5 buttons - wired - USB-A - hanging box - TAA Compliant	IMOUSE F1-TAA	Yes	25	$58.00	$1,450.00
3		To Pay Admin Fee	TIPS USA FEE	Yes	1	$0.00	$0.00

The below is not in effect if there is a Master Purchasing Agreement in place between the Customer and iT1

Many manufacturers have implemented a policy that cancellations are not accepted. Considering this, all products ordered through iT1 are considered non-cancellable unless otherwise received in writing. Unless a specific customer agreement is in force, this policy supersedes any language that a customer may put on purchase order(s), form(s), email(s), or any other means of communication.

Additionally, As a result of ongoing tariff-related cost volatility, all quotes will be valid for Thirty **(30) business day** from the date of issuance and prices will need to be validated before order is completed. This change ensures we can continue to provide accurate and up-to-date pricing in response to rapid shifts from our suppliers.

These prices may NOT include applicable taxes, insurance, shipping, delivery, setup fees or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability. Any purchases Company makes with iT1 are subject to iT1's General Terms and Conditions. iT1 General Terms and Conditions are here: https://it1.com/40-ca-001-3-it1-general-terms-and-conditions_07-24-2023/ These General Terms and Conditions supersede any terms and conditions Company may include in any purchase order or form. Terms and conditions can be changed at iT1's sole discretion at any time.

Subtotal:	**$3,225.00**
Tax (.0000%):	$0.00
Shipping:	$0.00
EWR:	$0.00
Total:	**$3,225.00**

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 17.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment in the amount of $115,891.56 to procure and install radio equipment, base station consoles, antennas, cabling, gateways, and related technician services to support PVRCC Consolidated Dispatch radio communications and the upcoming dispatch relocation, utilizing New Mexico Statewide Price Agreement No. 10-00000-20-00048. (Herring)

BACKGROUND:
Initiated by: Alison Herring

This request covers the procurement and installation of radio communications equipment and related services to support and enhance PVRCC Consolidated Dispatch operations. The equipment and services are necessary to maintain reliable and redundant radio communications critical to emergency response operations and the upcoming dispatch relocation.

FINANCIAL CONSIDERATION
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Expense: 11014656-817505 (Capital Outlay-Equipment) -- $115,891.56

Consider approval of a budget adjustment in the amount of $115,891.56 to cover the purchase and installation of the above radio communication equipment and services to support PVRCC operations and the upcoming dispatch relocation.

LEGAL REVIEW:
No legal review at this time.

BOARD AND COMMITTEE ACTION:
Review and consider approval of the requested budget adjustment to fund the purchase and installation of Code 3 radio communication equipment and related technician services to support PVRCC operations and the upcoming dispatch relocation.

STAFF RECOMMENDATION:
Consider recommending approval of a budget adjustment in the amount of $115,891.56 to procure and install radio equipment, base station consoles, antennas, cabling, gateways, and related technician services to support PVRCC Consolidated Dispatch radio communications and the upcoming dispatch relocation, utilizing New Mexico Statewide Price Agreement No. 10-00000-20-00048.

Attachments

Code 3 Quote

PROPOSAL

Roswell City
425 N Richardson
ROSWELL NM 88201

Date
26 Jan 2026

Expiry
26 Apr 2026

Quote Number
20255749

Reference
Dispatch Backup

CODE 3 SERVICE, LLC
2323 Aztec Rd NE - STE A
Albuquerque, NM 87107
ABQ (505) 407 2310
Taos (575) 737 8884
Roswell (575) 363 3135

Item	Description	Quantity	Unit Price	Discount	Tax	Amount USD
CG-954SAM	4-Ch LMR Control Gateway	2.00	2,800.00	5.00%	Tax Exempt	5,320.00
DB-25BBA-EFJ	Kenwood RADIO Gateway Cable Assembly	8.00	200.00	5.00%	Tax Exempt	1,520.00
SS-808T	ETS Small System Consoles for dispatcher positions. Will give them access to all 8 radio in back room to be used in the event of console outage	9.00	4,100.00	5.00%	Tax Exempt	35,055.00
VM-8000	Kenwood Viking 8000 Tri-Band Control Station Radio Comes with 12v Power Supply, Dash KCH-19, and 3 Year Warranty Enabled Options Tri-Band (VHF, UHF, 7/800) P25, P25 Trunking, TDMA, LLA, OTAP, AES Multi-Key, DES, Arc4 Encryption, DMR, & DMR Tier 3	4.00	9,687.50	25.00%	Tax Exempt	29,062.50
SC2340-HMBSNF-D00	Sinclair Tri-Band Fiberglass Base Station Antenna. VHF, UHF, & 7/800	4.00	1,262.56	5.00%	Tax Exempt	4,797.73
VM-5730	Kenwood Viking 5000 VHF Control Station with 12v Power Supply	4.00	7,971.06	25.00%	Tax Exempt	23,913.18
1487	VHF 134-184 MHz, 4.5 dBd Gain, Fiberglass, Base Station Antenna	4.00	478.97	5.00%	Tax Exempt	1,820.09
LMR-400	LMR-400 Braided Flexible Coax Cable	1000.00	1.62	15.00%	Tax Exempt	1,377.00

Item	Description	Quantity	Unit Price	Discount	Tax	Amount USD
1235	Roof Mounting Hardware for new antennas	8.00	375.00	15.00%	Tax Exempt	2,550.00
N000082L016A	PTP 820 CAT5E Outdoor 100m drum	1.00	261.00	15.00%	Tax Exempt	221.85
POLIS-50NX-C2	Talley POLIS-50NX-C2 Polyphaser / Lightning protector 125-1000 Mhz Flange Mount Coax Protector w/ n Females	8.00	106.82	15.00%	Tax Exempt	726.38
SYSTEM-TECH	System Technologist - Program and configure backup ETS console system and radios	40.00	125.00		8.2708%	5,000.00
SERVICE-TECH	Service Tech - Install radios and antenna system	40.00	95.00		8.2708%	3,800.00

Subtotal *(includes a discount of 21,072.19)*	115,163.73
TOTAL TAX	727.83
TOTAL USD	**115,891.56**

Terms

New Mexico State Contract
Communications, Radio Equipment, Parts, Accessories and Related Services
SPA Number 10-00000-20-00048

State of NM Vendor # 116813

Proposal Terms & Conditions

All proposals are valid for 30 days from the date issued. We reserve the right to withdraw a proposal at any time and for any reason. Shipping or freight charges may be added to the final invoice if they are not explicitly included in the proposal.

Please note that due to ongoing fluctuations in U.S. trade policy, including the implementation and partial suspension of tariffs on goods from countries such as Mexico, Canada, and China, pricing remains subject to change. While we have made efforts to avoid immediate adjustments, the situation remains fluid. We are actively working with our suppliers to mitigate potential cost impacts and maintain the best possible pricing for our customers.

As this situation evolves, customers should be aware that price increases may occur at any time without prior notice.

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 18.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommendation of approval of MainStreet Roswell Sponsorship Agreement for UFO Festival and America 250 Roswell Celebration in the amount of $280,000. (Halvorson/Heldenbrand)

BACKGROUND:
Initiated by: TJ Conyers (Sponsored by Councilor Halvorson and Councilor Heldenbrand)

MainStreet Roswell has served as the organizing entity for the annual UFO Festival for 2 years, a signature community event that attracts visitors, generates economic impact, and promotes tourism for the City of Roswell. In Fiscal Year 2026, MainStreet Roswell is also helping coordinate activities associated with the America 250 Roswell celebration, recognizing the upcoming 250th anniversary of the United States.

Historically, the City of Roswell has supported MainStreet Roswell through sponsorship agreements to assist with event-related costs. In FY2024, the City awarded $60,000, of which $52,201.75 was expended. In FY2025, the City awarded $50,000, with $50,000 fully expended. These funds were used to support operational, marketing, and programming needs associated with the events.

The proposed sponsorship agreement in the amount of $280,000 reflects the expanded scope, scale, and combined efforts of hosting both the UFO Festival and the America 250 Roswell celebration. The agreement is intended to support event production, infrastructure, marketing, and related costs to ensure successful execution of both events.

FINANCIAL CONSIDERATION
Financial Impact (Revenue & Expense): Budgeted - $56,000 / Budget Adjustment Needed - $224,000

Expense:
Budgeted 26224081-672828 (Public Relations-Special Events) - $56,000

Budget Adjustment Needed -- $224,000

$150,000 to support America 250 Roswell
$130,000 to support UFO Festival

LEGAL REVIEW:
The Legal Department has reviewed the agreement for sufficiency.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax board recommended (5-0) to award MainStreet Roswell for UFO Festival $20,000 for marketing and $20,000 in sponsorship at their July 22, 2025, meeting.

The Finance Committee recommended approval 4-0 to open negotiations with the City of Roswell for sponsorship at its meeting on January 8, 2026.

The City Council approved 10-0 to open negotiations with the City of Roswell for sponsorship at its

meeting on January 16, 2026.

STAFF RECOMMENDATION:
Sponsored by Councilor Halvorson and Councilor Heldenbrand

Attachments

UFO FESTIVAL-MSR-DRAFT AGREEMENT

MainStreet- Roswell UFO Festival and America 250 Roswell 2026
Lodgers' Tax Sponsorship Agreement

The Roswell MainStreet Roswell Lodger's Tax Sponsorship Agreement ("Agreement") is hereby entered into on this ___ day of _____, 202___ (the "Effective Date"), by and between the CITY OF ROSWELL, NEW MEXICO ("City"), a political subdivision of the State of New Mexico, located at 425 N. Richardson, Roswell, NM 88201, and the ROSWELL MAINSTREET ROSWELL a(n) non- profit corporation, whose principal address is 105 W. 3rd St., Roswell, NM 88201 ("MSR"), collectively referred to herein as the Parties.

Article 1.0 PURPOSE

1.1 UFO Festival is in an annual tourist event organized by MainStreet Roswell.

1.2 In order to generate funds to pay the expenses of operating UFO Festival and the 4th of July Celebration for America 250 Roswell, MainStreet Roswell contracts with businesses to promote their goods and services at the event.

1.3 The Sponsor desires to utilize the public relations opportunities offered by MainStreet Roswell to promote goods/services and the **City** as a whole.

Article 2.0 SPONSORSHIP PACKAGE

2.1 MainStreet Roswell shall:

a. display prominently the "Paid in Part by The City of Roswell" logo, "UFO Festival" logo or the wording "Sponsored by the City of Roswell" on any publication (including electronic), at tourist-related event, or attraction(s) from which sponsorship funds are expended. Logos shall be published consistent with Roswell's logo guidance, as shown in Exhibit 1; and

b. provide that any publication (including electronic and radio), tourist-related event, or attraction from which sponsorship funds are expended shall be free admission to students and children when accompanied by an adult ticket holder during UFO Festival and/or America 250 Roswell Celebrations; and

c. expend funds exclusively for publications, tourist-related events, or attractions that are reasonably considered family-friendly; and

d. expend or encumber all funds before the final day of UFO Festival; and

e. comply with all policies, rules, and regulations applicable to each event under City laws and policies; and

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f. Provide receipts and proof of performance of all expenditures made with sponsorship funds before 30 days of the last day of the event to the City of Roswell Special Event Supervisor.

2.2 Sponsor will be included on the Sponsor Page of MainStreet Roswell with a link to the sponsor's page (link: www.seeroswell.com).

2.3 Sponsor will be included on the Sponsor Page of any event programs, fliers, postcards, posters, or any other advertising, if produced.

Article 3.0 CONSIDERATION

3.1 The Sponsor shall provide to MainStreet Roswell cash consideration of **$280,000** in consideration for the advertising services provided under Article 3.0.

3.2 The amount set forth in paragraph 4.1 shall be due to MainStreet Roswell within fourteen (14) days of the signing of this Agreement.

3.3 The Sponsor shall waive the fees for the street closures for event and the UFO Light Parade; as shown in Exhibit 2.

Article 4.0 INSURANCE

4.1 **MainStreet Roswell** shall maintain the policies of insurance as required under the special events policy of the City and shall indemnify and hold harmless the City for any liability that may result from any events in which sponsorship funds are utilized.

Article 5.0 TERMINATION

5.1 Either Party may terminate this Agreement at any time during the Term or any Renewal Term hereof by giving 30 days written notice in advance. Termination under this Section shall not terminate, prejudice, or otherwise affect any right or obligation accruing hereunder before the termination. Upon termination, all unexpended funds shall be returned to the City.

Article 6.0 ASSIGNMENTS

6.1 The rights and duties under this Agreement cannot be assigned, delegated, or otherwise transferred or encumbered by MainStreet Roswell without prior written consent of the City, which the City may withhold in its total discretion.

Article 7.0 MISCELLANEOUS

7.1 City shall have the right, at all reasonable times, to inspect MainStreet Roswell goods, services, and promotional activities employing the City of Roswell logo to ensure that such use is of proper quality and otherwise consistent with this Agreement, and may terminate this Agreement should the City determine that the use is inconsistent with this Agreement.

7.2 The Parties agree that no failure to exercise and no delay in exercising any right, power or privilege under this Agreement on the part of either Party shall operate as a waiver of any right, power, or privilege under this Agreement.

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7.3 Any failure to submit receipts shall result in an obligation that MainStreet Roswell return any unaccounted-for consideration.

7. 4 Choice of law shall be New Mexico, and venue shall rest in Chaves County, NM, in the event of any dispute.

IN WITNESS WHEREOF, MainStreet Roswell and the City of Roswell have caused this Agreement to be executed by their duly authorized officers on the __ day of _____202__, the Effective Date hereof.

"City"

CITY OF ROSWELL

_____

By: Hessel Yntema
City Manager

"MainStreet Roswell"

MainStreet Roswell

_____

By: Barbara Gomez
Director

CITY SEAL

_____
Amalia Martinez, City Clerk

Approved as to form:

_____
Christopher J. Nairn-Mahan
City Attorney

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Exhibit 1

BRAND STANDARDS GUIDE

If you need help interpreting this guide or have any questions, please contact:

TJ Conyers, Special Event Supervisor
575.637.6274 or t.conyers@roswell-nm.gov.

UFO® FESTIVAL
ROSWELL, NEW MEXICO

ABOUT THE UFO FESTIVAL LOGO



The UFO Festival logo:

- Is a concept that depicts a UFO attempting to abduct one of the letters in “Festival”
- The feel is fun and playful without being cartoonish
- The logo has activity and energy to it, which makes it more involving
- The mark lends itself well to merchandising and has a timeless feel
- The UFO shape is the same UFO found in the City of Roswell mark, an intentional brand overlap for those who notice it

UFO FESTIVAL LOGO ELEMENTS

There are two key elements to this logo: The logotype and the location specifier.

These elements should always appear clearly and legibly. The relationship and spacing between these elements should never be altered.

Never attempt to re-create the logo. Always use the artwork provided.

The registered trademark symbol should be included in all uses of the logo.



Minimum Width & Clear Zone

The logo should never be used less than 1” wide. And to ensure optimum recognition and legibility, a clear zone must be maintained around the logo in all applications. This empty space prevents crowding by other visual elements by separating the logo from visual competition. The clear zone is determined by a measurement equal to the height of the letter “F” in the logotype. The clear zone extends equally around all sides of the signature (as shown below).



LOGO COLORS

There are three different color iterations of the logo. These may be used interchangeably throughout festival communications.

Primary



PMS: 298 C
CMYK: 68 9 0 0
RGB: 40 180 233
HEX: #28B4E9

PMS: Neutral Black C
CMYK: 70 67 64 74
RGB: 35 31 32
HEX: #231F20

Primary



PMS: 368
CMYK: 63 0 97 0
RGB: 118 188 33
HEX: #76BC21

PMS: Neutral Black C
CMYK: 70 67 64 74
RGB: 35 31 32
HEX: #231F20

Secondary



PMS: 1635 C
CMYK: 0 35 85 0
RGB: 251 176 64
HEX: #FBB040

PMS: Neutral Black C
CMYK: 70 67 64 74
RGB: 35 31 32
HEX: #231F20

BRAND COLOR PALETTE

Additional colors that may be used on festival communications include:

PMS: 368
CMYK: 63 0 97 0
RGB: 118 188 33
HEX: #76BC21

PMS: 7703 C
CMYK: 84 0 2 25
RGB: 0 146 188
HEX: #0092BC



LOGO TYPOGRAPHY



The logo typography features different weights of the font FreightSans Pro.

The logotype fonts are unique to the logo and should only be used in the logo, and not in any supporting communications.

Additional fonts used for festival communications will depend on the creative used for that year's event.

Nasalization may be used in headlines within creative. Any use of Nasalization in the logo must be preapproved.

**Although fonts are listed here, never use them to attempt to re-create the logo. Always use the artwork provided.*

FreightSans Pro Black

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890

FreightSans Pro Semibold

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890

NasalizationRg-Regular

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
1234567890

USAGE GUIDELINES

The UFO Festival brand is essential to the success of the festival and the way it is perceived by attendees and other stakeholders. In order to maintain the value of the UFO Festival logo, it must not be altered in any way. Changing the logo reduces its impact and detracts from a consistent brand image.

The following guidelines help maintain the logo's integrity:

- Avoid use of background colors, patterns or images that reduce the legibility of the logo.
- Do not alter the proportions, colors or true form of the UFO Festival logo. This includes stretching, distorting, cropping, changing fonts, and adding/removing elements from the logo.
- Do not use any other colors other than those identified in this style guide for the other color iterations of the logo. The three specified color iterations can be used interchangeably.
- Always use the trademark registered logo.
- Only use the UFO Festival logo with explicit permission from the City of Roswell.





Stretch



Modify elements



Place on difficult backgrounds

ROSWELL®

New Mexico

Paid in part by the City of Roswell Lodgers' Tax

EXHIBIT 2

CITY OF ROSWELL INVOICE

Special Event Services 2026

$2,540.00

City of Roswell Public Affairs

425 N Richardson St
PO Box 1838
Roswell, NM 88202

Event Name: UFO FESTIVAL 2026 (Includes Parade)

QUANTITY	DETAILS	PRICE	LINE TOTAL
	Street Closure:		
42	Barricades:	10.00	420.00
40	Barrels	2.00	80.00
108	Sand Bags	5.00	540.00
70	Cones	2.00	140.00
32	Warning Signs	10.00	320.00
2	Programmable Signs	300.00	600.00
	Water- Spicket	10.00	
1	Water- Hydrant Setup	75.00	75.00
	City Personnel	30.00	
4	Streets	30.00	120.00
	Emergency	55.00	
200	Trash Cans (1trash Bag per can @ $1)	1.00	200.00
3	Electrical (Per Day) Reischman Park	15.00	45.00
	RECREATION FEES:		
	Field Maintenance	469.00	
	Bathroom Maintenance/1st stock	184.00	

Net Total	$2,540.00
Tax N/A	-
TOTAL DUE	$2,540.00

Reminder: Balance must be paid at least 14 days before your event.

Payments can be made to:

The City of Roswell

RE: Special Events

425 N. Richardson Roswell, NM 88201

CONTACT INFORMATION

TJ Conyers

575-315-5183

t.conyers@roswell-nm.gov

An account needs to be set up for any santitation needs. Sanitation- 575-624-6746

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 19.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommendation of approval of the Galacticon Lodgers' Tax Sponsorship Agreement in the amount of $6,200. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

Galacticon has requested sponsorship funding to provide free public attractions located outside of the Galacticon facility during the UFO Festival. These attractions are intended to draw visitors throughout the full UFO Festival footprint, increasing foot traffic and engagement in multiple areas of the event.

The proposed attractions will be family-friendly, accessible to all ages, and open during Galacticon operating hours. All activities will be overseen by the Galacticon Director to ensure appropriate operation and alignment with festival programming.
This request represents the third consecutive year Galacticon has sought and received sponsorship support. In prior years, the City has provided Lodgers' Tax funding to support similar public-facing attractions, with expenditures coming in under awarded amounts.

Historical Lodgers' Tax Sponsorship Data:
FY2024: Awarded $10,000 | Expended $7,414.88
FY2025: Awarded $8,000 | Expended $3,700
For FY2026, Galacticon is requesting $6,200, pending approval, to continue offering these free attractions as part of the overall UFO Festival experience.

FINANCIAL CONSIDERATION
Financial Impact (Revenue & Expense): Budgeted

Expense: 26224081-672828 (Public Relations - Special Events) - $6,200.00

LEGAL REVIEW:
The Legal Department has reviewed the agreement for sufficiency.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax board recommended (5-0) to award Galacticon $20,000 for marketing and open negotiations with the City of Roswell for sponsorship at their July 22, 2025, meeting.

The Finance Committee recommended approval 5-0 to open negotiations with the City of Roswell for sponsorship at its meeting on January 8, 2026.

The City Council approved 10-0 to open negotiations with the City of Roswell for sponsorship at its meeting on January 16, 2026.

STAFF RECOMMENDATION:
Approve as presented.

Galacticon 2026
Lodgers' Tax Sponsorship Agreement

The Roswell Galacticon Lodger's Tax Sponsorship Agreement ("Agreement") is hereby entered into on this ___ day of _____, 202___ (the "Effective Date"), by and between the CITY OF ROSWELL, NEW MEXICO ("City"), a political subdivision of the State of New Mexico, located at 425 N. Richardson, Roswell, NM 88201, and the ROSWELL GALACTICON is incorporated in New Mexico, whose principal address is 1801 E. College, Roswell, NM 88201 ("Galacticon"), collectively referred to herein as the Parties.

Article 1.0 PURPOSE

1.1 Galacticon is in an annual tourist event during the City of Roswell UFO Festival.

1.2 In order to generate funds to pay the expenses of operating Galacticon, Galacticon contracts with businesses to promote their goods and services at the event.

1.3 The Sponsor desires to utilize the public relations opportunities offered by Galacticon to promote goods/services and the **City** as a whole.

Article 2.0 SPONSORSHIP PACKAGE

2.1 Galacticon shall:

a. display prominently the "Paid in Part by The City of Roswell" logo or the wording "Sponsored by the City of Roswell" on any publication (including electronic), at tourist-related event, or attraction(s) from which sponsorship funds are expended. Logos shall be published consistent with Roswell's logo guidance, as shown in Exhibit 1; and

b. provide that any publication (including electronic and radio), tourist-related event, or attraction from which sponsorship funds are expended shall be free admission to students and children when accompanied by an adult ticket holder during Galacticon; and

c. expend funds exclusively for publications, tourist-related events, or attractions that are reasonably considered family-friendly; and

d. expend or encumber all funds before the final day of Galacticon; and

e. comply with all policies, rules, and regulations applicable to each event under City laws and policies; and

f. Provide receipts and proof of performance of all expenditures made with sponsorship funds before 30 days of the last day of the event to the City of Roswell Special Event Supervisor.

DRAFT

2.2 Sponsor will be included on the Sponsor Page of Galacticon with a link to the sponsor's page (link: www.seeroswell.com).

2.3 Sponsor will be included on the Sponsor Page of any event programs, fliers, postcards, posters, or any other advertising, if produced.

Article 3.0 CONSIDERATION

3.1 The Sponsor shall provide to Galacticon cash consideration of **$6,200** in consideration for the advertising services provided under Article 3.0.

3.2 The amount set forth in paragraph 4.1 shall be due to Galacticon within fourteen (14) days of the signing of this Agreement.

Article 4.0 INSURANCE

4.1 **Galacticon** shall maintain the policies of insurance as required under the special events policy of the City and shall indemnify and hold harmless the City for any liability that may result from any events in which sponsorship funds are utilized.

Article 5.0 TERMINATION

5.1 Either Party may terminate this Agreement at any time during the Term or any Renewal Term hereof by giving 30 days written notice in advance. Termination under this Section shall not terminate, prejudice, or otherwise affect any right or obligation accruing hereunder before the termination. Upon termination, all unexpended funds shall be returned to the City.

Article 6.0 ASSIGNMENTS

6.1 The rights and duties under this Agreement cannot be assigned, delegated, or otherwise transferred or encumbered by Galacticon without prior written consent of the City, which the City may withhold in its total discretion.

Article 7.0 MISCELLANEOUS

7.1 City shall have the right, at all reasonable times, to inspect Galacticon goods, services, and promotional activities employing the City of Roswell logo to ensure that such use is of proper quality and otherwise consistent with this Agreement, and may terminate this Agreement should the City determine that the use is inconsistent with this Agreement.

7.2 The Parties agree that no failure to exercise and no delay in exercising any right, power or privilege under this Agreement on the part of either Party shall operate as a waiver of any right, power, or privilege under this Agreement.

7.3 Any failure to submit receipts shall result in an obligation that Galacticon return any unaccounted-for consideration.

7. 4 Choice of law shall be New Mexico, and venue shall rest in Chaves County, NM, in the event of any dispute.

DRAFT

IN WITNESS WHEREOF, Galacticon and the City of Roswell have caused this Agreement to be executed by their duly authorized officers on the __ day of _____202__, the Effective Date hereof.

"City"

CITY OF ROSWELL

_____

By: Hessel Yntema
City Manager

"Galacticon"

Galacticon

_____

By: Elaine Mayfield
Director

CITY SEAL

_____
Amalia Martinez, City Clerk

Approved as to form:

_____
Christopher J. Nairn-Mahan
City Attorney

DRAFT

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **20.**
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment in the amount of $32,375 for collection appraisals in support of flood recovery efforts. (Brooks)

BACKGROUND:
Initiated by: Caroline Brooks

This request includes appraisals for sculptures, American West items, and other historic objects that remained in Roswell during the collection evacuation following the October 2024 flood as well as 10 artworks in Chicago that were not previously appraised for a total of 1,219 art and historical objects. The appraisals allow for processing of the insurance claim by providing a value with which insurance will 1) cover the full cost of conservation for damaged items (cost of treatment is less than appraised value) or 2) pay the City the appraised value of an item (object is unable to be conserved or cost of treatment is more than appraised value and will require additional funding to conserve).

FINANCIAL CONSIDERATION:
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Revenue: 2611-489100 (Museum-Miscellaneous Revenue) -- $32,375.00

Expenses: 26114221-612500 (M&R - Damage Claims) -- $32,375.00

These expenses are to be reimbursed through the fine art insurance claim.

LEGAL REVIEW:
There is no legal review at this time.

BOARD AND COMMITTEE ACTION:
The Finance Committee will be the first to consider the budget adjustment in the amount of $32,375 for collection appraisals in support of flood recovery efforts.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

Freeman's Appraisal Estimate
The Art of Estates Estimate

FREEMAN'S

APPRAISALS

FAIR MARKET VALUE APPRAISAL – VIA EMAIL

January 26, 2026

Mr. Chad Cole, City Manager, City of Roswell
The Roswell Museum
PO Box 1838
Roswell, NM 88202
c.cole@roswell-nm.gov
575-624-6700

Re: Replacement Value Appraisal for the Collection of The Roswell Museum
Personal property located at The Conservation Center, Chicago
Effective Date: October 19, 2024

Dear Mr. Cole,

Hindman Appraisals would be delighted to work with The Roswell Museum to prepare a replacement value appraisal report (the Appraisal Report) for insurance purposes. We are sorry for what you are going through, and our appraisers have the knowledge and experience necessary to prepare a thorough appraisal. Our firm will ensure that it is an efficient and seamless process. We will dedicate all the resources required to promptly complete the appraisal for the listed property.

Fair Market Value Appraisal

Our team of appraisers conducts appraisals in accordance with the most recent Uniform Standards of Professional Appraisal Practice (USPAP) standards. Since The Roswell Museum maintains a professionally cataloged Past Perfect database for the collection's items, the Freeman's Appraisals Team will utilize the provided Excel file for the individual items in the collection. Our appraisers will utilize the list of the property and provided resources to determine the fair market value using the sales comparison approach. This approach considers recent sales and offering prices of similar assets to arrive at the fair market value of the appraised asset. As such, auction catalogs, dealers in similar items, and internet sources will be accessed to provide credible appraisal assignment results.

Timeframe

Our projected timeframe to process and deliver the appraisal report is May 15, 2026, with the exception of 10 items that are needed by end of April 2026. If an earlier deadline is required and determined **before** commencing the appraisal assignment, a rush fee may apply. Should the required deadline for the report change **after** the on-site inspection and during the research portion of the appraisal assignment, a flat $4,000 fee will be added to the overall project fee.

FREEMAN'S

APPRAISALS

Estimated Appraisal Quote

The typical fee for conducting and completing an appraisal assignment is $350 per hour per appraiser. This fee will encompass the time spent on-site and the time involved in researching the items to be appraised. There is also a flat $500 fee for report administration and digital storage of appraisal assignment photographs and research information for the required five years as per USPAP standards. Upon completion of the Appraisal Report, we will provide an itemized invoice for our services. Once the balance is paid, we will electronically deliver the draft Appraisal Report as a PDF document via email.

The total cost for this appraisal will be $10,500.

An invoice for 50% of the project fee will be shared along with the first 10 items. The final invoice balance will be sent with the remaining 241 items in the first group.

The quote for the time and costs associated with appraisal is an estimate based on our conversations and/or viewing photographs of the items. Once the initial site visit has been conducted, we will confirm, adjust, or expand the hours quoted. Freeman's Appraisals team members reserve the right to terminate an on-site inspection immediately if, during the inspection, they encounter sensitive or hazardous materials that were not previously disclosed. This right is based on our commitment to ensure employee wellbeing. Upon encountering such material, we will promptly notify the relevant parties. Failure to disclose sensitive or hazardous material in advance may impact the scope of work and may potentially compromise the overall process.

AGREED AND ACCEPTED:

Chad Cole **Date**

Yarden Elias **Date**

Freeman's Appraisals, LLC
Appraisals Manager | Appraisals & Valuations
Junior Appraiser
yardenelias@freemansappraisals.com
Tax ID# 82-2587891

ART of ESTATES

PERSONAL PROPERTY APPRAISAL FIRM

Service Bid

prepared by

Brady L. Dreasher, ISA CAPP, CES, GPPA, CAGA, WSET1

President of BBB Award-Winning Art of Estates

ISA Awarded & Certified Appraiser

Locations

Denver 720.495.3753	Chicago 317.373.8845	
Aspen 970.922.9068	Colorado Springs 720.495.3753	Boulder 720.643.0899
Indianapolis 317.373.8845	Omaha 402.607.5521	Kansas City 816.808.7562	Vail 970.922.9068
Wichita 316.613.9686	Cheyenne 720.643.0899	St Louis 314.296.7239	Cincinnati 317.373.8845	Des Moines 402.607.5521

Roswell Museum
Caroline Brooks | Museum Director
1011 N. Richardson Avenue
Roswell, New Mexico 88201
C.Brooks@Roswell-NM.gov
575.500.0357

ART of ESTATES
PERSONAL PROPERTY APPRAISAL FIRM

Hello,

Thank you for contacting my company Art of Estates regarding an insurance coverage appraisal, performed remotely (desktop appraisal) relating to an insurance claim of a portion of the Roswell Museum collection. I was provided with an inventory list of 968 items that include Historic Weaponry (firearms, blades, armor, etc.) and Cultural History (pottery, artifacts, etc.) in an inventory. Based on that information and necessary forthcoming information (dimensions, photos, pre-loss conditions, provenance, serial numbers, maker marker marks, etc.), I will provide an insurance replacement cost (pre-loss) appraisal. Correspondence suggests that if further details are not retrievable from old records, that an onsite inspection may be necessary to conclude final results.

Art of Estates may not always appear to be the least expensive up front, but we are often the most professional, most accredited, and expeditious without cutting necessary corners. In cases where auditing or litigation can arise, we handle the personal property valuation process professionally, in the same manner that an accountant will handle the finances and other asset conclusions, meeting or exceeding the minimum thresholds that need to be met to satisfy reviewing oversight entities.

Our primary goal is to provide a reliable appraisal report to ensure a smooth transition in the event there is a dispute made in the claim. All the appraisal reports produced by Art of Estates are comprehensive, signed, certified, and USPAP (governed by the United States Congress) compliant.

Please read this entire package of 22 pages, as focusing on the numbers only may leave any intended user of our services with an incomplete understanding of the professional appraisal process. This service document has been compiled for this appraisal assignment only. We appreciate the opportunity to work together and provide our signed, certified, and USPAP-compliant appraisal services.

Thanks,



December 16, 2025

Brady L. Dreasher, ISA CAPP, CAGA, CES, GPPA, WSET1
President & Lead Appraiser
7310 W. 52nd Avenue, suite A132
Denver, Colorado 80002
Brady@ArtofEstates.com
ArtofEstates.com
970.922.9068 (c)

Date

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The above table of contents is clickable and will quickly take you to the desired section you may want to review. Additionally, many links (reviews, references, logo images, etc.) have been hot linked throughout this report to expedite contacting references or reviewing additional support and verification of stated information.



A collection of 131 rifles ranging from 18th Century to WWII we worked on in 2023 related to deaccessioning for a private collector in Wyoming. The entire collection was sold privately by the family (not by us) at the beginning of this year to an arms dealer in Utah using the detailed inventory and data we collected from a formal inspection and the appraisals we provided based on research.

COVER DOCUMENT

1. General Appraisal Assignment Information



1.1. Property Owner

Roswell Museum

1.2. Client (assumed)

Roswell Museum

1.3. Inspection Location(s)

desktop/remote

1.4. Appraiser(s) Scheduled for this Appraisal

Brady L. Dreasher – certified appraiser

1.5. Relevant Dates & Timeline

Estimated Inspection Dates: TBD
Anticipated Report Date Delivery: 2-5 weeks after assignment approved (*However, if the number of items goes up 10% (96-97 more items), you can expect 10% more time (hours and timeline increase), delays may result in the event an onsite inspection is required.*
Effective Date: October 19, 2024

1.6. Report Objective, Intended Use, & Intended Users

The objective of the valuation conclusions is to conclude a replacement cost for a portion of the Roswell Museum collection. The intended use of the report is to provide an appraisal to be used in obtaining insurance coverage. The intended users of these results is the Roswell Museum, City of Roswell, Poms & Associates, Huntington Block, and Axis. Other users of this report are unintended.

1.7. Type of Report (excel format)

Appraisal reports have two acceptable formats according to the 2024-2025 Uniform Standards of Professional Appraisal Practice (USPAP): restricted appraisal reports and appraisal reports. Restricted appraisal reports may only be considered when the exact person(s) is named as the intended user(s) of the report and needs to be restrictive in nature. As there is more than one intended user of this report and not all person(s) are named, it will be written in the format of an appraisal report.

1.8. Scope of Work (detail)

Perform an appraisal of 968 items for insurance replacement purposes. I will research and analyze the appropriate market and conclude values using the proper methods and approaches with information collected through an onsite inspection and details provided by the client/owner.

This quote includes desktop inspection, digital excel inventory, valuation conclusions, report construction, and a digital pdf file delivery of a signed, certified, and USPAP (governed by US Congress) compliant appraisal report. In the event a printed report is requested, additional fees will apply.

We *recommend* providing a digital pdf of old receipts, intake appraisals (typically donation), provenance, exhibition history, conservation records, literature references, authentications, and other historically related documents that might impact value. If that information is not important to the client/owner, then it will be included as a limiting condition and could impact valuations unknowingly.

1.9. Scope of Agency

Art of Estates will provide a final determination of approaches and the conclusion of values within an appraisal report for reconciliation for the client.

2. Valuation Principles & Procedures

2.1. Scope of Work

The scope of work is the research and analysis utilized to value the property. Based on this report's objective and intended use, the scope of work included:



- Inspection of the property
- Property Identification
- Analyze Market
- Determine Definition
- Approach Selection
- Valuation Conclusion(s)

2.2. Definition of Replacement Cost

Most Insurance policies state that in the case of loss, indemnification of the insured can be accomplished through a variety of means including repair, replacement, or payment of a cash settlement. It is the intent of insurer to make the insured "*whole*" again by returning the policy holder to the condition or position they were in before the loss — not any better and not any worse.

Art of Estates are not insurance representatives and most often have not been educated on the insured's underwritten policy. Therefore property owners should have a formal conversation with their agent to make sure they are properly covered in the event of a loss.

2.3 Replacement Methodologies Utilizing the Cost Approach

- Purchase of an exact duplicate
- Purchase of a suitable substitute
- Manufacture of an exact duplicate or a suitable substitute

- Replacement Cost New: The cost necessary to replace an item of personal property with a new item of like kind, utility, and having similar qualities within a reasonable amount of time in the relevant marketplace.

  To estimate replacement cost new, the appraiser explores examples of the retail replacement market such as department and specialty stores, mail order catalogs, and even discount stores. Typically, property such as original works of art and antiques that have value characteristics such as age and provenance that are not inherently present in a new replacement.

- **Replacement Cost Comparable**: The cost necessary to replace an item of personal property with an equivalent item having similar appearance, quality, condition, age, authorship, and utility within a reasonable amount of time in the relevant marketplace.

  This is generally used with antiques or items where age or provenance is a significant value characteristic. Replacement cost comparable commonly applies to appreciable property such as fine art, antiques, and collectibles for which neither replacement with a new equivalent item nor reproduction is a suitable measure of settlement. To estimate replacement cost comparable, the appraiser explores examples of the retail replacement market for items of that age having similar physical and intangible relevant characteristics, such as antique stores, art galleries, and possibly consignment shops. Replacement cost comparable was once called replacement cost used. However, most clients objected to their very valuable antiques or important paintings being called "used."

- Reproduction Cost: The total cost of constructing an exact replica, using the same materials and construction techniques as the original by a qualified craftsman.

  It is not appropriate to reproduce some items of property such as antiques and collectibles. However, many items of property are capable of being purchased new or of being reproduced, such as most contemporary jewelry, some artwork, and handcrafted items. In such cases, the cost approach may dictate considering reproduction cost as the replacement cost new.

- Production Cost: This is the total cost of constructing an equally good substitute or an equivalent.

  It is not a duplicate, but a satisfactory and acceptable substitute providing the owner with equivalent satisfaction and utility.

2.4 Definitions for Replacing Personal Property

- **Replacement Value**: The amount it would cost to replace an item with one similar and like quality purchased in the most appropriate marketplace within a reasonable amount of time.

  Replacement value includes not only the costs of acquiring or replicating the property (i.e., the replacement cost comparable and/or replacement cost new), but also all the relevant costs associated with replacement.

- Replacement Cost New Less Depreciation (also called Actual Cash Value): The cost of replacing the property at the time of loss with a new item, less a proper deduction for depreciation.

  While this level of indemnification frequently forms the basis for the definition of the insurance contract term actual cash value, some jurisdictions define actual cash value as fair market value or even as replacement value. (check your insurance policy or state jurisdiction.)

  Actual cash value is an insurance industry term that is often synonymous with "*actual value*" or "*cash value*." This term is used to describe the amount of compensation that the insured would recover in the event of a loss. The cardinal doctrine of actual cash value is the principle of indemnity. This means that compensation to the insured must directly correspond to the loss. In other words, indemnification leaves the insured whole - nothing less, nothing more.

  This definition is usually applied to depreciating property such as contemporary furniture, electronics, or appliances. Depreciation refers to an incremental reduction in value based on age/life formulas commonly in use with the insurance industry.

2.5 Approaches to Value (also known as Valuation Approaches)

There are three accepted approaches to determining value as described by *International Society of Appraisers Core Course in Appraisal Studies Manual, revised August 2021*:

- Income Approach: This approach is used primarily for investment property and analyzes comparable data as are available and/or applies a present value formula to calculate the present worth of income anticipated to be generated in the future through sale or lease.

  Present worth is an accounting term which represents the current amount, in terms of dollars, that would be the equivalent of income generated by the sale of property at some point in the future or the stream of income generated by leasing property for a specified amount of time.

- **Cost Approach**: An approach that analyzes comparable cost data as are available to replace the property being appraised with a suitable substitute. The cost approach provides an estimate of or an exact quote of the cost to replace through production, reproduction, or purchase.

  The cost approach is frequently used for insurance and damage claim appraisals when it is necessary to establish the amount that would have to be paid to replace an item of property should that property require replacement in the future.

- Sales Comparison Approach: This approach analyzes comparable sales data as are available to indicate a value conclusion within the market considered most common for the property.

  It assumes that a reasonably prudent person will not pay more to acquire a property than it would cost to acquire a comparable substitute property, and that a prudent seller will not ordinarily sell a property for less than other sellers will be able to get for their similar properties. It is frequently used for tax functions such as donation and estate appraisals. It can also be used for insurance appraisals if the cost approach fails to yield results.

The Income Approach is not applicable because the property cannot be construed as an investment property, having no inherent anticipated or potential stream of revenue associated with it.

The **Cost Approach** is the preferred application of value since the report will be used in obtaining insurance coverage and it often provides the most reliable results for replacing the property.

The Sales Comparison Approach is not applicable because the intended use of the property is not associated with a tax function or division of property. However, if the cost approach fails to yield reliable results, the sales comparison approach can be used.

3. Statements Regarding IRS Appraisals & Art of Estates' Testament to Impartiality

3.1. Qualified Appraisal Statement

This appraisal report will meet the definition of a "*qualified appraisal*" under Internal Revenue Code § 170(f) (11) (E)(i)(ii)(iii) as clarified by Internal Revenue Service.

"I understand that a substantial or gross valuation misstatement resulting from this appraisal, used in connection with a return or claim for refund, may subject us to civil penalties under § 6695A of the Pension Protection Act of 2006 as revised by Internal Revenue Bulletin 2006-46, Notice 2006-96, Section 3.04(2), Transitional Guidance, Revision to Appraiser Declaration."

3.2. Qualified Appraiser Statement

Brady L. Dreasher meets and exceeds the definition of a "*qualified appraiser*" as a certified appraiser of personal property (CAPP) designation with the International Society of Appraisers. I regularly perform IRS estate and non-cash charitable donation appraisals that are used in conjunction with returns and claim for refund for which I receive compensation. IRS Publication 561 provides clarification on page 10 (of that document, not this one) as to what defines a "*qualified appraiser*" and applies in estate (and donations through court rulings) appraisals

My education, background, training, experience, references, reviews, and clientele verifies my experience on the type of property found in this collection can be found in the Addendum section of this appraisal report. Dreasher's background, experience, education, and memberships in professional associations make him qualified to make appraisals of the type of property that will be the subject of his appraisal report. Dreasher has not been prohibited from practicing before or ever been contested by the IRS.

"I understand that my appraisal will be used in connection with a return or claim for refund. I also understand that, if there is a substantial or gross valuation misstatement of the value of the property claimed on the return or claim for refund that is based on my appraisal, I may be subject to a penalty under § 6695A of the Internal Revenue Code, as well as other applicable penalties. I affirm that I have not been at any time in the three-year period ending on the date of the appraisal barred from presenting evidence or testimony before the Department of the Treasury or the Internal Revenue Service pursuant to 31 U.S.C. section 330(c)."

"To the best of my knowledge, this appraisal report satisfies the IRS requirements for a "qualified appraisal" under 26 CFR §1.170A-13(c)(3) and T.D. 9836, and follows the guidelines provided in IRS Publications 526 and 561."

3.3. Latest Tax Court Cases Related Directly to Appraisals

Recently, auction houses (Sotheby's in the case reference), dealers, and galleries have been called into question regarding biased appraisal services. The 9th Circuit Court ruling that agreed with a U.S. Tax Court opinion that found an appraisal from an esteemed auction house is not adequate assurance of appraisal expertise or competency. *"This also means wealth managers and estate attorneys now have a greater fiduciary duty to their clients to fully understand appraiser qualification criteria and appraisal standards when vetting personal property appraisal experts."* – Jon Brenan, VP of Appraisal Services at The Appraisal Foundation (TAF)

Ben Alli & Shaki Alli v. Commissioner of Internal Revenue, Tax Court docket# 24863-11 (decision **2014**)

> Tax Court disallowed the taxpayers' charitable contribution for failure to follow Code Section 170 regulations that **require a qualified appraisal by a qualified appraiser**, and other substantiation requirements to be filed.

Estate of Eva F. Kollsman v. Commissioner of Internal Revenue, Tax Court docket# 26077-09 (decision **2019**)

> The estate's expert witness, the vice president of **Sotheby's Auction** North America and South America and co-chairman of Sotheby's Old Master Paintings (George Wachter), prepared a consignment agreement for the executor of the decedent's estate in which he valued "Dance Around the Maypole" between $600,000 and $800,000 and Orpheus between $100,000 and $150,000. Then provided lower Fair Market Values for the IRS Tax estate.

Luke Joseph Chiarelli v. Commissioner of Internal Revenue, Tax Court docket# 2115-18 (decision **2021**)

> An attorney that practices in taxation, claimed over $75k in donations of miscellaneous household items over the course of 3 tax years. No **proper appraisal** was performed, no 8283 was signed, and a lack of support and evidence invoked **non-compliance in the requirements of Section 170** forcing a large underpayment penalty.

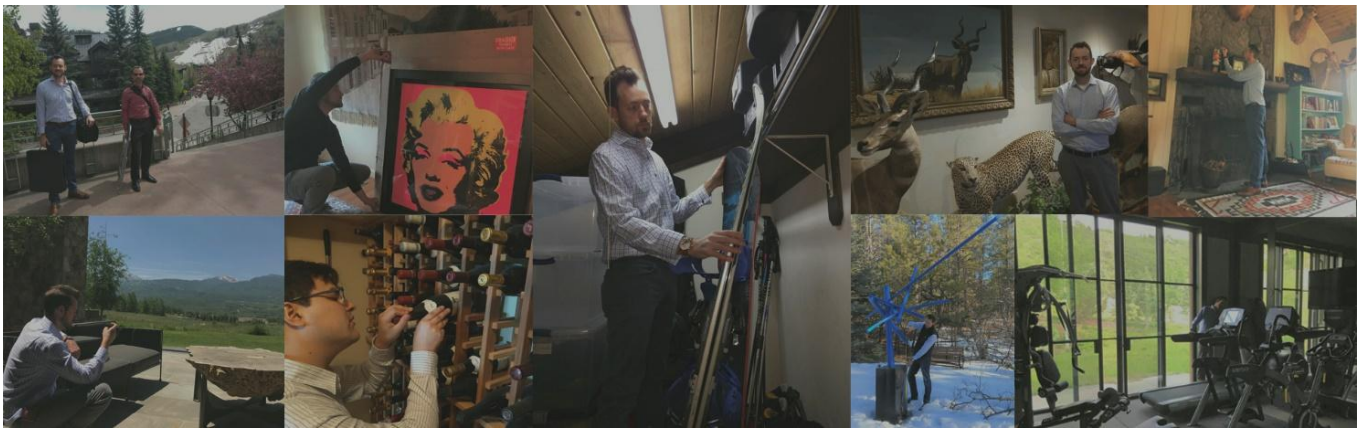
Heinrich C. Schweizer v. Commissioner of Internal Revenue, Tax Court docket# 3679-18 (decision **2022**)

For nine years, Heinrich was the Director of the African and Oceanic Art department at Sotheby's. As part of this role, Heinrich interfaced with and supported Sotheby's appraisal department from time to time to provide fair market value (FMV) estimates of certain works. During this time, Heinrich made several donations to museums of African art, including a Dogon sculpture (which he had allegedly purchased for $100,000 in 2003) and gifted to the Minneapolis Institute of Art in 2011.

The IRS asserted that the charitable contribution deduction should be denied in its entirety because Heinrich **failed to satisfy the substantiation requirements** of Section 170(f)(11) and the associated regulations, including a **failure to obtain a qualified appraisal**, failure to attach to the Form 8283 an appraisal of any kind and failure to submit a completed Form 8283. (The IRS' staff appraiser initially valued the contributed sculpture at $250,000, but the IRS took the position that the deduction should be fully disallowed.) The IRS assessed a deficiency of $95,081 and accuracy-related penalties of $19,016. The Tax Court agreed with the IRS and upheld the denial of Heinrich's charitable deduction due to his failure to substantiate the value of his deduction and the absence of reasonable cause for that failure.

- ✓ I have no present or prospective interest in the property that will be the subject of this appraisal and no personal interest with respect to the parties involved.
- ✓ I have not performed any services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment. *(USPAP required statement in any appraiser's certification statement)*
- ✓ I have no bias with respect to the property that will be the subject of this report or to the parties involved in the assignment.
- ✓ My engagement and compensation in this assignment is not contingent upon developing or reporting predetermined results.

While this appraisal report is not intended for the IRS, this does not mean that any lawsuit related to an insurance claim could not use personal property case law precedents to achieve an upper hand in a court of law. As a full-time accredited Appraisal Firm, we are focused on providing reliable, unbiased, and dependable appraisal services coupled with the latest in market analyses for collections. **Art of Estates never buys property from current or potential clients and does not take property into our possession.**



4. Privacy Policy of Art of Estates

Art of Estates is committed to safeguarding the confidential information collected from our clients in connection with the appraisal of personal property. All clients' personal information provided during our preliminary walk-through and during the appraisal process is held in the strictest confidence and guided by the Uniform Standards of Professional Appraisal Practices (USPAP) 2024-2025. We have not, at any time in the past, disclosed confidential information to third parties except as specifically authorized by the client or as required (or subpoenaed) by law.

We are prohibited under USPAP, ASA, CAGA, NAA, and the ISA's Appraisal Report Writing Standards and Code of Ethics from changing this policy without first advising the client and obtaining permission. The personal property information provided by our clients is used strictly to help meet their appraisal requests.

Some of our specific privacy policies and practices at Art of Estates include but are not limited to the following:

- ✓ Limiting employee access to confidential client information only to those who have a business or professional reason to know and only to non-affiliated parties as required by law.
- ✓ Maintaining a secure office and computer environment to ensure that the client's confidential information in electronic form is not placed at unreasonable risk.
- ✓ Collecting only categories of non-public personal information from clients as required by the scope of the client's appraisal engagement. These categories include such facts as personal property assets, tax identification numbers, transactions between clients and third parties and other non-public information.
- ✓ Permitting a review of confidential client records by unaffiliated third parties such as federal and state tax regulators only as required by law or mandated by court order.
- ✓ Maintaining all confidential records about our clients throughout our contracted engagement, for the period following the engagement as required by USPAP 2024-2025, and after that period those records may be professionally discarded.
- ✓ In the unique event that a non-disclosure agreement was entered as a pre-requisite to an appraisal assignment, the work file will be retained for at least five years after preparation or for at least two years after the final disposition of any judicial proceeding, whichever period expires last.



5. Payments, Costs, Fees, & Disclaimers

5.1 Fees

Art of Estates standard company hourly rate is $175. This project is quoted for 968 items. If the number of items goes up 10% (96-97 more items), you can expect a 10% increase in costs. If the number of items goes down 10% (96-97 less items), you can expect the estimated hours and cost to go down 10%. However, our bottom estimated time/cost will be our lowest cost for this job ($19,250), regardless of how many items are subtracted or unresearched after scheduling occurs. If items need to be limited or removed from the inventory process, please do so before moving forward. All other services outside this quote have the following rates.

- Appraisal Report Process (inspection to report writing): $175/hourly (3-hour minimum)
- Deposition Prep & Trial Preparation: $225/hourly (1-hr remote & 3-hr onsite | *minimums*)
- Appraisal Review & Consulting for Law Firms: $250/hourly (1-hr remote & 3-hr onsite | *minimums*)
- Expert Witness Deposition: $300/hourly + travel & gas (4-hr remote & 5-hr onsite | *minimums*)
- Expert Witness Testimony: $325/hourly + travel & gas (4-hr remote & 5-hr onsite | *minimums*)

Service Rates for this appraisal report

5.2 Payment

Final payment of the billing invoice will be required before the completed report is delivered. All checks are mailed directly to Art of Estates preferred banking institution for immediate deposit. Otherwise, wiring information can be provided. Payments are due upon receipt and will accrue a service charge of 10% per 45 days. Clients and contracts overdue by 60 days will be interpreted as contract abandonment.

5.3 Insurance

Party in ownership possession (onsite policy) of the property shall be responsible for insuring the property. No claims have ever been submitted to or against Art of Estates. Policy can be added, but not included.

5.4 Report Delivery

Reports will be delivered after final payment is received via pdf. The report is estimated to be 200-250 pdf pages in length and, if printing is requested, will be $1 per page. Reports are printed in color, bound, and present professionally. Reports are delivered the same day payment is received or priority mail 2-3 day with tracking if printing is chosen.

5.5 Contract

A formal contract can be signed and delivered upon approval of this service bid. In the event the terms of a contract are abandoned after engagement, the time expenses involved up to that point will be due upon receipt. Travel and travel expenses are not a component of this quote because the data is being delivered digitally. However, because it is unknown how much historical data and item details will be retrievable in the museum records, we reserve the right to charge for travel (gas, flight, lodging) and necessary time onsite to retrieve such data. Travel is definitely not the intent of this engagement, and we hope that does not transpire.

5.6 Disclaimer

Extra time may be necessary in case of some unforeseen hurdles in the inspection process (i.e., power outage, technology, weather, wildfires, illness, chaperone scheduling, etc.) or in the appraisal research process (i.e., authenticators and expert response times). This appraisal does not include authenticator fees, but when they are needed, those are provided by 3rd party authenticators.

5.7 Value Conclusions

Our conclusions are unbiased and market-based only in relationship to the effective date of the report. Typically, higher value items require more time. In the event of a claim, an insurer, and the insured, will have smoother transition during a claim process if the documented information and photos stand on their own merits even when 3rd parties are engaged. This level of documentation allows little question as to the condition of the artwork at the time of their valuation and prior to a loss. If a work is ever stolen, there will be adequate and identifiable information available for filing with the FBI Stolen Art File or Interpol.

5.8 Travel

Not considered part of this quote but may become a component in the valuation process. See 5.5 and page 2.

5.9 Quote for Art Collection Appraisal

968 items to be appraised for insurance coverage
110-125 hours of total time estimated to research, value, & produce a report on 968 items
$19,250-$21,875

ADDENDUM

1. References Available for Immediate Contact



IRS Estate Tax Appraisal – Fair Market Value 2020

John Massey x 1

Director of Affiliate Services / President JGE Company
Trust Services for Platte Valley Bank
Scottsbluff, Nebraska
(308) 633-9721 (direct) & (308) 631-3631 (cell)
JohnM@JGelliott.com
Connection: Mr. Massey and Hod Kosman (director/chairman) performed a thorough and rigorous multi-step interview process with me and my company, ultimately selecting Art of Estates over several other appraisers. I selected six of our appraisers that were brought onsite to their HNW client's multi-location property for an extensive 2-week long inspection in Steamboat Springs, Colorado. The inspection began on January 7, 2020 and ended on January 20, 2020. One of their stipulations was a short timeline for completing the appraisal report. The report was completed on March 4, 2020, which was on time. The reports were split into two sections, totaling 297 pages in length for 3,154 report entries, which in many cases had multiple items in groupings, and included 2D & 3D fine art, firearms, coins, African art, Native American sculptures, and fossils.

Appraisal & Inventory of Museum Property – Insurance Replacement Value

Robbie Breaux (primary point of contact) x 1

Former President, Board of Trustees, Secretary, WCCA Endowment Foundation, Chair, Permanent Collection Management Committee & Instructor, Ceramics
Grand Junction, Colorado
(970) 216-2215 (cell)
ChuckRobbieBreaux@gmail.com
Connection: The Western Colorado Center for the Arts, also known as The Art Center, had been collecting and receiving donations since 1986 with varying levels of diligence performed over those decades. We performed 509 report entry appraisals on their collection, updating them on appropriate mediums, condition issues, attributions, and of course values. Lee Borden is the executive director and was my secondary point of contact, but also available for reference. (970) 243-7337 ext. 5 & LBorden@GJartcenter.org

IRS Non-Cash Charitable Contribution – Fair Market Value 2018-2022

William 'Bill' Bennett x 7

Bennett & Kennedy PLC, Scottsdale, Arizona (partner, retired in May 2020)
Legal Representative for Stephen Sprouse LLC
Paradise Valley, Arizona
(602) 418-0628
Bill22Bennett@gmail.com
Connection: Mr. Bennett first hired us in 2018 for a single item appraisal for an artwork on the way to the MET Museum in New York at the direction of the Indianapolis Museum of Art (now Newfield's). After our professional expertise was on full display for that first report, we were subsequently hired to appraise a large collection of art and fashion designer clothing in 2019 (641 report entries) and then again in 2020 (123 report entries completed on December 21, 2020). In total, from 2018-2022, we appraised 1,410 fashion and art related properties over 7 total appraisal reports for rock and roll fashion and art icon Stephen Sprouse LLC.

Estate Probate with Equitable Distribution – Fair Market Value 2019-2020

Jennifer S. Tuttle x 1

Dorothy M. Healy Professor of Literature & Health at University of New England
Portland, Maine
(207) 632-5507
Jtuttle1967@gmail.com
Connection: Dreasher worked with Tuttle over a year and a half period starting in February 2019 on a complex Castle Rock area estate process that involved an inspection, inventory, valuation, liquidation, and an expert witness letter regarding my role as an appraiser and consultant with the estate. The estate involved a variety of property that included fine art (sculptures, prints, paintings), furniture, and decorative furnishings.

Maria E. Drake x 1

The Drake Law Firm, P.C.
Golden & Greenwood Village, Colorado
(303) 261-8111
Marie@TheDrakeLawFirm.com
Connection: Appraisal provided for family division & subsequent insurance coverage.

Divorce / Marital Dissolution with Equitable Distribution – Fair Market Value 2020

Nicholas D. Jonson x 1

Beck, Jonson & Nolan, PC
300 Union Blvd., Suite 300
Lakewood, Colorado
(303) 278-3078
NDjonson@bjnLaw.com
Connection: Dreasher was selected from area appraisers to provide a rebuttal appraisal to another local area appraisal firm with accredited appraisers that had already completed an appraisal. Dreasher provided a 4-day inspection on the fine art of then two large collections. The inspection ended on October 29, 2020. The collection included prints, mixed media, ceramics, paintings, and sculptures for a total of 4,715 artworks, which was paired down to 354 report entries. After the appraisal was completed on November 8, 2020, Dreasher provided Mr. Jonson with litigation support. That support resulted in the other appraiser's admission that their report was not reliable or credible while testifying and was subsequently dismissed by the judge. Dreasher testified on November 17, 2020, as an expert witness on behalf of the inspection and conclusions presented in his appraisal report.

Michael L. Schechter x 2

The Schechter Law Firm, P.C.
8000 Maryland Avenue, suite 950
Clayton, Missouri 63105
(314) 727-7289
Mike@SchechterLaw.com
Connection: Dreasher was hired to perform a marital dissolution equitable distribution, fair market value appraisal in 2018. Unaccepting of the service bid that requested 2 days of inspection, opposing counsel only allowed for a single day inspection. As a result, Dreasher brought two teams (4 total from Art of Estates) and a jewelry appraiser onsite to the property in order to be able to appraise all the property in one day. The inspection and valuation process was a success, Dreasher's deposition was provided on May 14, 2018. Dreasher was subsequently hired again in 2020 for another St. Louis area marital dissolution and is scheduled to testify on March 29th, 2023. Both cases involved high net worth (HNW) parties.

Appraisal & Inventory of Museum Property & Acquisitions – Fair Market Value 2016-2022

Jacelyn Chambers x 2

Director of Hutchinson Art Center
Hutchinson, Kansas
(620) 663-1081
HutchinsonArtCenter@gmail.com
Connection: Art of Estates was hired to inspect and inventory the collection to ascertain condition and proper collection management in 2019. The fine art collection contained 2D and 3D and 344 entries. Dreasher was subsequently hired in 2022 to perform insurance coverage on their most valuable artworks.

Jennifer Rigsby x 10

Associate Registrar for Collections at Newfield's (formerly Indianapolis Museum of Art)
Indianapolis, Indiana
(317) 923-1331 x483
JRigsby@DiscoverNewfields.org
Connection: Dreasher has worked with Mrs. Rigsby over the course of the past 5 years working on non-cash charitable contribution donations that involved inspections ranging from 1 hour to 4-day inventory projects. Fine art to designer fashion.



2. Appraiser's Curriculum Vitae: Qualifications & Experience (updated 12/4/2025)

Brady L. Dreasher ISA CAPP, GPPA, CES, CAGA, WSET1
Brady@ArtofEstates.com
970.922.9068 (c)



Overview

Brady L. Dreasher entered the art field in 1998 and has served the arts industry as an appraiser, artist's representative, broker, art fair VIP director during Art Basel, exhibition curator, consignment contract negotiator, estate consultant, auction conductor, collector, private-treaty acquisition consultant, expert witness (deposing & testifying), and collection manager. After starting Original Art Brokerage in 2000 while attending Wichita State University, the company's name was changed in 2010 as it grew and transitioned into the nationally known and regionally recognized Personal Property Appraisal Firm known as Art of Estates.

As a member of the Better Business Bureau (accredited locations from Aspen to Indianapolis) and Angie's List with an A+ rating, Art of Estates director Dreasher brings a spectrum of experience to the evaluation field. After spending 10 years selling fine art privately and 5 more years with Kansas' largest privately-owned retail art gallery, Dreasher performed auctions, and estate sales, eventually dedicating himself entirely to the appraisal industry. Since 2012, he has been featured at 37 appraisal fair events across 4 states at museums, historical societies, libraries, and multiple PBS locations. This foundation of experience, coupled with educational training from trusted associations by attending more than 17 conferences and 54 antique and art fairs (including satellite fairs at Art Basel) across the United States since 2009 and in Italy (59th Venice Biennale) has added even more experience to his appraisal company's professional profile. Art of Estates, at Dreasher's pursuit, was a professional member of the American Wine Society for 7 years and he has a Level 1 Certification with the Wine & Spirits Educational Trust from London. Accepted within court case proceedings as an expert, he has provided deposition and testimony four times since January 2018 for personal property in marital dissolution divorce proceedings within the states of Michigan, Missouri, and Colorado (3x).

Art of Estates appraisal firm won the Better Business Bureau's coveted BBB Torch Awards for Ethics in Summer 2023. Dreasher is the recipient of the International Society of Appraiser's 2014-2015 Leadership Award and is a member of four respected appraisal organizations and was previously a member of multiple International Society of Appraiser committees. He has been featured in the coveted publications of the Miami Art Guide, Kansas City Public Television (KCPT), Hollywood Sentinel, Dallas Paper City Magazine, Kansas Public Television (KPTS), Indianapolis Monthly, Antique Trader Magazine, Art-Collecting of Seattle, Miami Herald, Kansas News (KSN), and Ocean Drive Magazine of Miami. Dreasher's also been televised on Channel 12 KWCH News of Kansas, Channel 10 KAKE-TV News of Wichita, PBS KPTS (Kansas Public Telecommunications Service) Channel 8 (multiple times), and broadcast on radio stations KCLY of Kansas and WIBC of Indianapolis, Indiana.

Academic Degrees, Professional Certifications, & Association Memberships

- ✓ Colorado-Wyoming Association of Museum (CWAM) Corporate Member #17291 – 2023 to present
- ✓ Western Museums Association (WMA) Corporate Member #70423225 – 2023 to present
- ✓ Association of Midwest Museums (AMM) Corporate Member #71256298 – 2023 to present
- ✓ International Institute for Conservation of Historic & Artistic Works (IIC) Member – 2019 to present
- ✓ Wine & Spirits Educational Trust (WSET) Level 1 Certified – 2018 to present
- ✓ American Wine Society (AWS) Professional Member – 2018 to present
- ✓ International Society of Appraisers (ISA) Certified Appraiser Personal Property (CAPP) #120616889 - 2013 to now
- ✓ National Auctioneers Association (NAA) Graduate, Personal Property Appraiser (GPPA) #95785 – 2013to present
- ✓ NAA: Certified Estate Specialist (CES) Certification – 2013 to present
- ✓ NAA: Auction Marketing Management (AMM) Candidate – 2013 to present
- ✓ Better Business Bureau (BBB) Accredited Business (multi-state) – 2013 to present
- ✓ Candidate, American Society of Appraisers (ASA) #99327 – 2012 to present
- ✓ Certified Appraisers Guild of America (CAGA) Member #11-0718054 – 2011 to present
- ✓ Wichita State University (WSU) – Bachelor of Arts – 2007
- ✓ Wichita State University (WSU) – Minors in Business Marketing & Entrepreneurship – 2005 & 2007

Appraiser Profession Courses & Related Continuing Education

- Care of Tin-Mercury Amalgam Mirrors, July 2023 Webinar, American Institute for Conservation (AIC) - 2025
- Sound Advice: Music & Celebrity Appraisals, Course 1593, International Society of Appraisers (ISA) – 2024
- The Art of Appraising Fine & Rare Wine, Course 1514, International Society of Appraisers (ISA) - 2024
- USPAP 2024/2025 7-hour Course (Los Angeles, California), Chapter #25 American Society of Appraisers (ASA) – 2024
- Judaica: Identifying Jewish Art, KSP International Society of Appraisers (ISA) - 2023
- Luxury Goods, Real & Fake: New Challenge for Appraisers, Handbags, KSP International Society of Appraisers - 2023
- USPAP 2022/2023, 7-hour Course (Hope, New Jersey) National Appraisal Consultants (NAC) - 2022
- Appraising Personal Property for IRS Non-Cash Charitable Contributions & IRS Estates 18-hr, Course PP400, ASA - 2022
- Appraiser Requalification 23-hour, Course 380, International Society of Appraisers (ISA) - 2021
- The ABC's of NFT's (Digital Art), Course 403, International Society of Appraisers (ISA) - 2021
- Mastering the Art of Object Descriptions, Course 4498, International Society of Appraisers (ISA) - 2021
- Working with Attorneys: What Appraisal Professionals Need to Know, Course PP115, ASA - 2021
- Art and the Law: Legal Issues for Collectors & Appraisers, Course PP120, American Society of Appraisers (ASA) - 2021
- A Defensible Appraisal Report, Appraisers Association of America (AAA) - 2021
- Planning Strategies for Fine Art & Collectibles Forum, Wealth Management Trust & Estates - 2020
- Working with Regional Auction Houses, Course 4509, International Society of Appraisers (ISA) - 2020
- Do not Drink & Appraise: Introduction to Appraising Wine, Course 4488, International Society of Appraisers – 2020
- History of Jade Course, Appraisers Association of America (AAA) – 2020
- Delivering Expert Testimony via Online Technology, Course AR120, American Society of Appraisers (ASA) - 2020
- Wine Assessment & Appraisal Practice Course, Appraisers Association of America (AAA) – 2020
- Alaska Native Art: Artifacts to Contemporary Craft, Course PP121, American Society of Appraisers (ASA) – 2020
- Part II: Home Furnishing & Accessory Currently Being Produced & Retailed, Class 4501, ISA - 2020
- Home Furnishings & Accessories Currently Being Produced & Retailed, Course 4490, ISA - 2020
- What is it? Petroliana & Automobilia, Course 4502, International Society of Appraisers (ISA) - 2020
- USPAP 2020/2021 (extended to 2023) 15-hour Class, (Hope, New Jersey) National Appraisal Consultants (NAC) - 2020
- Art Market Metrics: An Overview Course, Appraisers Association of America (AAA) - 2020
- Chinese Art Market, Challenges, Course PP144, American Society of Appraisers (ASA) - 2020
- What's New in USPAP 2020/2021, Course PP143, American Society of Appraisers (ASA) - 2020
- Recent Issues Regarding Charitable Contributions, Course PP146, American Society of Appraisers (ASA) – 2019
- Wine & Spirit Education Trust 1 & 2 Courses (Denver, Colorado) WSET – 2018 & 2019
- Impact of the New Tax Legislation Course, Appraisers Association of America (AAA) - 2018
- Foundations of Wine Course, Wine & Spirit Education Trust (Denver, Colorado) WSET – 2018
- Appraising Chinese Jade Carvings, Course 5940, International Society of Appraisers (ISA) - 2018
- Expert Witness, Advanced Testifying, & Report Writing, (multi-city) SEAK – 2012, 2013, 2014, & 2018
- Personal Property Report Writing, Course PP445 (Houston, Texas) American Society of Appraisers (ASA) - 2017
- Legal Pitfalls in Appraising Native American Art & Crafts, Course 4497, International Society of Appraisers (ISA) – 2016
- Mid-Century Modern & Everything Between (Mid Mod), Course 4500, International Society of Appraisers (ISA) - 2016
- Introductory to Dolls/Hello Dolly, Course 4424, International Society of Appraisers (ISA) – 2016
- Appraising Southwestern American Indian Pottery, Course PP118, American Society of Appraisers (ASA) - 2016
- USPAP 2016/2017, 7-hour Course (Cincinnati, Ohio), National Auctioneers Association (NAA) – 2016
- Fundamentals of Watch Appraising, Course 4489, International Society of Appraisers (ISA) - 2015
- Antiques & Residential Contents Designation Course (Chicago, Illinois), International Society of Appraisers – 2014
- Fine Arts Designation Course (Chicago, Illinois), International Society of Appraisers (ISA) – 2014
- USPAP Uniform Standards Professional Appraisal Class 2014/2015, 15-hour (Las Vegas, NV) NAA – 2013
- Graduate Personal Property Appraiser (GPPA) Course (Las Vegas, Nevada), NAA – 2013
- Auction Technology Specialist Course (Indianapolis, Indiana), National Auctioneers Association (NAA) – 2013
- Certified Estate Specialist (CES) Course (Indianapolis, Indiana), National Auctioneers Association (NAA) – 2013
- Core Course in Appraisal Studies (Toronto, Canada), International Society of Appraisers (ISA) – 2013
- Missouri Auction School, Nationwide Extended Classes (St. Louis, Missouri) – 2013
- USPAP 2012/2013 15-hour (Reston, Virginia), American Society of Appraisers (ASA) – 2012
- Art Crime Investigation Seminar (Philadelphia, Pennsylvania), Robert Wittman INC. - 2012
- Advanced Methodologies & Appraisal Report Writing, Course MD215, (Reston, Virginia), ASA – 2012
- Certification for Appraising Classes (St. Louis, Missouri), Certified Appraisers Guild of America (CAGA) – 2011

Appraiser Industry Conferences

- Foundation of Appraisal Education Conference, Susanin's Auctioneers (Chicago, Illinois), FAE / ISA - 2015
- Annual Personal Property Conference & International (New York City, NY), ASA - 2015
- Annual Assets Conference (Philadelphia, Pennsylvania), International Society of Appraisers (ISA) – 2015
- Annual Assets Conference (Kansas City, Missouri), International Society of Appraisers (ISA) – 2014
- Personal Property Insights & Issues Conference (San Francisco, California), ASA – 2014
- International Appraisers Conference (Arlington, Texas), American Society of Appraisers (ASA) – 2013
- Auctioneers Annual Conference (Indianapolis, Indiana), National Auctioneers Association (NAA) – 2013
- International Personal Property Conference Annual (San Antonio, Texas), ASA - 2013
- Estate Sale Conference (St. Louis, Missouri), EstateSales.net – 2013
- Trusts & Estates for Personal Property Appraisers: Fair Market Value (Arlington, Virginia), ASA – 2013

Appraisal Fairs, Professional Presentations, Positions, Philanthropic & Volunteer Activities

- Birger Sandzén Memorial Gallery Fundraiser (Auction & Appraisal Event), Kansas City, Missouri - 2025
- Kansas Public Television Station / KPTS Channel 8 Appraisal Fair (x6), Wichita, Kansas – 2019, 2021 - 2025
- AnyThink Library, Insurance Appraisal Presentation & Appraisal Fairs (x7) – Adams County, Colorado - 2024
- Kansas State Fair, Art, Antiques, & Vintage Toys & Memorabilia Judge – Hutchinson, Kansas - 2023
- The Regent: Legend Senior Living, Antique Appraisal Public Event – Wichita, Kansas - 2023
- Kansas Public Television Station / KPTS Channel 8 Televised Pledge Drive (x4), Wichita, Kansas – 2021 to 2023
- Foundation for Appraisal Education, Contributor to Benefactor Level Sponsor – 2014 to present
- Golden Fine Arts Festival, Art Fair, Golden, Colorado - 2019
- New Castle / Henry County Public Library, Appraisal Fair, New Castle, Indiana – 2019
- Albrecht Kemper Museum of Art, Meet the Appraisers Event, St. Joseph, Missouri – 2019 & 2021
- Kansas City Public Television / KCPT Channel 19, Appraisal Fair (x3), Kansas City, Missouri – 2015, 2019 & 2024
- Jefferson County Belmar Public Library, What's it Worth, Appraisal Fair, Lakewood, Colorado - 2019
- Christian County Library Appraisal Fair Fundraiser in Ozark & Nixa, Missouri – 2017, 2018 & 2019
- Cherry Creek Arts Festival, Art Fair, Denver, Colorado - 2018
- Carmel Arts Council, Guild Member in Carmel, Indiana – 2016, 2017 & 2018
- Clay County Arts Council, Attic Appraisal Fair, Clay Center, Kansas – 2016, 2017 & 2018
- Watch Auction Preview & Scotch Tasting, Heritage Auction, Chicago, Illinois – 2018
- Beaver Creek Art Festival, Art Fair, Avon, Colorado - 2017
- Style Chicago: Art of Fashion & Fashion Chicago Runway & Exhibitors VIP (Chicago, Illinois) - 2016
- Style Bias: Street Style Fashion Presentation VIP, Chicago, Illinois - 2016
- Historic Brown County Art Gallery, Collector's Showcase Sponsor, Nashville, Indiana – 2016
- Elmcroft (formerly GreenTree) Assisted Living Appraisal Fair in Indianapolis, Indiana – 2016
- Meridian-Kessler of Indianapolis, Indiana Home Tour Appraisal Day Event – 2015 & 2016
- Kansas City Public Television Fundraiser Antique Appraisal Fair – 2015 & 2019
- Indiana Historical Society Appraisal Fair Fundraiser, Indianapolis, Indiana - 2015, 2016, 2017 & 2018
- International Society of Appraisers, Vice Chair, Marketing Committee, Chicago, Illinois – 2015
- Conference Planning Committee, Mural Arts Tour, ISA, Philadelphia, Pennsylvania – 2015
- International Society of Appraisers, Resource Development Committee – 2014, 2015 & 2016
- Expo Chicago Art Fair, Gala Opening & Art Fair, Chicago, Illinois – 2014
- Select Art Fair, VIP Coordinator, Artist Recruiter & Organizer, Miami, Florida – 2011 to 2014
- Mural Arts Philadelphia, Wall Ball Fundraiser, Philadelphia, Pennsylvania – 2013 & 2014
- Art & Autumn Bradley Fair, Speaker: Art as an Investment Portfolio, Wichita, Kansas – 2013
- Westside Christian Church Delano, Fundraiser Appraisal Fair, Wichita, Kansas – 2011 & 2012
- Acquisition Board Presenter, Nelson-Atkins Museum Print Society, Kansas City, Missouri – 2012
- Dallas International Art Fair, Vernissage, Dallas, Texas – 2011 & 2013
- amfAR, TWO x TWO First Look Art Gala Fundraiser, Dallas, Texas – 2011
- Art 4 Life, Fundraiser Event & Donor, Wichita, Kansas – 2011
- Art Basel Miami, Vernissage Invitational, Miami, Florida – 2009 to 2013
- Numana, Volunteer for Haiti Event, Meal Packing Event, Wichita, Kansas– 2009
- Mid-America Fine Arts Gallery, Art Broker, Dealer, & Curator, Wichita, Kansas – 2009 to 2014
- Art Aid, Art Donor & Fundraiser, Wichita, Kansas – 2004, 2005, 2007, 2009, 2010 & 2012
- Original Art Brokerage, (original owner of ArtBrokerage.com) Wichita, Kansas – 1998 to 2014

Personal Property Appraisal Experience

- Fine Art, Paintings, Prints & Sculpture (16th Century+ multi-Continent)
- African & Native American Pottery, Rugs, Basketry, & Artifacts
- Antiques, Vintage, & Mid-Century Designer Furniture
- Sterling Silver Flatware, Coins & Bullion
- Petroliana & Automobilia Collectibles
- Historical Memorabilia & Documents
- Sports, Hunting, & Fishing Equipment
- Utilitarian & Decorative Art
- Fine Wine & Spirits
- ATVs, UTVs, Automobiles & Trailers
- Appliances, Cabinets, & Housewares
- Designer Fashion Handbags & Accessories
- Musical Instruments & Audio Stereo Equipment
- Furnishings, Rugs, Clocks, & General Residential Contents
- Pre-Columbian Art & Artifacts (Central America, New World, Mexico)



Personal Property Appraisal & Consulting Services Provided

- Bankruptcy & Collateral Loan Appraisals using Market Value, Actual Cash Value, or Net Value
- Non-Cash Charitable Donations & Internal Revenue Service Estate Taxation
- IRS / Internal Revenue Service Appraisal Services (Taxes & Donation)
- Insurance Replacement Value, Coverage, & Cost for Scheduling
- Private Collection, Museum & Corporate Acquisition Consulting
- Divorce, Marital Dissolution with Equitable Distribution & Division
- Expert Witness Testimony, Deposition & Legal Appraisal Review
- Pre-loan Museum Inventory & Appraisal Valuation Services
- Client-centered Consignment Contract Negotiations
- Potential Sale Estimates (Estimated Range of Value)
- Authentication Analysis, Identification & Assistance
- Asset Marketing Plans & Long-term Exposure Goals
- Insurance Claim, Dispute, Resolution, & Settlement
- Inventory for Archival Storage & Moving Processes
- Mass Quantity Appraisals & Blockage Application
- Restoration & Conservation Consulting & Review
- Auction House Estimate of Value Consultations
- Art Loan Valuations for Collateral Procurement
- Collection Inventory Management & Curation
- Value-maximizing Auction Location Services
- Property Investigation & Research Services



Local & Regional Auction & Estate Sales (experience in valuing & selling wide ranges & levels of personal property)

- Fine Art, Books, Costumes, Furniture, Antiques, Decorative Arts, & Toys (Indianapolis, Indiana) - 2016
- Real Estate Multi-Parcel Auction of Investment Properties (Indianapolis, Indiana) - 2014
- Fashion, Memorabilia, Dec Arts, Paintings, Jewelry & Residential Contents (Andover, KS) - 2014
- Comics, Baseball Cards, Toys, Collectibles & Residential Contents (Haysville, Kansas) - 2013
- Antiques, Stereo Gear & Tools with Two Residential Contents (Wichita, Kansas) - 2013
- Workshop Tools, Stereo Electronics, China, & Residential Contents (Goddard, Kansas) - 2013
- Antiques, Coins, Jewelry, Tools, Residential Contents, & Office Furniture (Wichita, KS) - 2013
- Furniture, Antiques, Appliances, Electronics, & Residential Contents (Augusta, Kansas) – 2013
- Coins & Personal Property Auction (Saint Louis, Missouri) – 2013
- Crystal & Decorative Arts Auction (St. Louis, Missouri) – 2013

Notable Insurance Coverage Appraisal Projects (ending number represents report entries)

- Boulder Colorado – Contemporary Chicago (IL) & Los Angeles (CA) Based Collection - 37
- Gillette Wyoming – Public Collection of Western Paintings, Bronzes, Prints, & Outdoor Sculptures - 108
- Boulder Colorado - Fossils, Coins, Luxury Luggage, Music Instruments, Sports & Movie Memorabilia, Art - 46
- Grand Junction Colorado - Fine Art Paintings, Sculptures, Sports Memorabilia & Native American Rug - 38
- Indianapolis Indiana - 20th Century African Art, Photographs, Couture Clothing, & Designer Furniture - 71
- Manitou Springs Colorado - 20th Century Native American Weavings, Kachinas, Antiques, & Western Art - 33
- Wichita Kansas - 20th & 21st Century Fine Art Impressionist to Western Paintings, Prints & Sculptures - 63
- Denver Colorado - 20th & 21st Century Fine Art Paintings & Native American Weaving - 30
- Hutchinson Kansas - 20th Century Fine Art Impressionist & Western Paintings, Prints, Sculptures & Ceramics - 92
- Grand Junction Colorado - 20th & 21st Century Western & European Drawings, Sculptures, & Paintings - 60
- Indianapolis Indiana - 20th Century Cubist, Surrealist & Impressionist Prints, Paintings, & Sculptures - 42
- Snowmass Colorado - European Antiques, American Designer Furniture, Fine Art, & Persian Rugs - 84
- Richmond Indiana - 19th to 21st Century Antiques, Piano, Luxury Furnishings, Rugs, Silver, Prints, & Paintings - 72
- Edwards Colorado - 20th Century Canadian Inuit Sculptures, American Fine Art Paintings, & Sculpture - 33
- Zionsville Indiana - 20th & 21st Impressionist Fine Art Paintings & Decorative Arts - 41
- Lafayette Colorado - 20th & 21st Century European & American Fine Art Paintings, Prints & Sculptures - 39
- Aspen Colorado - 20th & 21st Century Fine Art Paintings, Prints, Sculptures, Drawings & Designer Furniture - 84
- Salina Kansas - 20th Century Western Fine Art Paintings & Drawings - 42
- Denver Colorado - 20th & 21st Century American, Cuban, & European Paintings, Prints, & Sculptures - 43
- Carmel Indiana - 20th Century African Shona Stone & Wood Carvings - 34
- Grand Junction Colorado - Public Art Collection - 19th Century to 21st Century Asian Art, Western Art, Decorative Art, & Historical to Vintage Native American Pottery & Weavings – 509

Divorce & Equitable Distribution Appraisal Reports (since 2016 – most never reach court status)

- Denver Colorado Divorce - Two Artist Living Estates: Ceramics, Etchings, Silkscreens, Paintings, Watercolors, & Drawings - **Testified** on November 17, 2020, then settled - 354 (4,715)
- Kansas City Kansas Estate Equitable Division - Asian Art, Vintage Furniture, Clocks, Rugs, & Antiques - 276
- Vail Colorado Divorce - Contemporary Art, Residential Contents, Luxury Furniture & Furnishings - 97
- Wichita Kansas Divorce - Mid-Century Modern Designer Furniture, Modern Art, Luxury Furnishings, Designer Handbags, Sterling Silver, Photography, Luxury Automobile, & Residential Contents - 270
- Franktown Colorado Estate Division - Asian Art, Fine Art, Persian Rugs, Antiques, & Decorative Arts - 139
- Omaha Nebraska Divorce - ATV, Golf Cart, Boat, Art, Furnishings, Furniture, Exercise Equipment, Wine Collection, Tools, Firearms, Luxury Designer Handbags, Sports Memorabilia - 334
- St Louis Missouri Divorce - Art, Furniture, Residential Contents, Electronics, Sports Memorabilia, Music Instruments & Related Vintage Gear – **Deposition** on May 14, 2018, settled - 281
- Breckenridge Colorado Divorce - Art, Electronics, Designer Furniture, Wine, & Residential Contents - 250
- Ladue Missouri Divorce - Competition Bicycles, Tools, Fine Art, Rugs, Sports Collectables & Designer Furniture - 66
- Indianapolis Indiana Divorce Case - Recording Studio Equipment, Pedals, Soundboards, Amplifiers, & Music Instruments - settled & case closed – 49
- Steamboat Springs Colorado Divorce Case - Wine Collection 119 Vintages, George Nakashima Furniture, Designer Furniture, SUV Vehicle, Fine Art, & Residential Contents - 294
- St Louis Missouri Family Equitable Distribution - Fine Art Ivory Sculpture Carvings & Ivory Tusk Collection – 53
- Wichita Kansas Divorce - Firearms, Purses, Coins, Household Contents, Contemporary Furniture & Furnishings - 242
- Tulsa Oklahoma Market Value - Fine Art, Antiques, Decorative Arts, Furniture, & Asian Art - 163
- Vail Colorado Market Value & Consulting - Fine Wine & Spirits Collection 1920-2010 Vintages - 308
- Grand Rapids Michigan Divorce - Colorado Art Collection - **Testified** on January 12, 2018, then settled - 16
- Noblesville Indiana Divorce - Art Collection of Artist Spouse - settled after report completion & presented - 159
- Council Bluffs Iowa Divorce - Antiques, Fine Art Photography, Coins, Comics, Sports Memorabilia, Office Equipment, Musical Instruments, & Furniture – settled after report completion - 150
- Denver Colorado Divorce – Sculptures, Prints, Paintings, Furniture & Handbags – **Testified** on August 20, 2025 – 147
- Wildwood Missouri Divorce – Handbags, Furniture, Collectibles, Professional Holiday Props, Clothing & Furnishings - 496

Donation Non-Cash Charitable Contribution w/8283 Form & Gift Tax IRS Appraisal Submissions

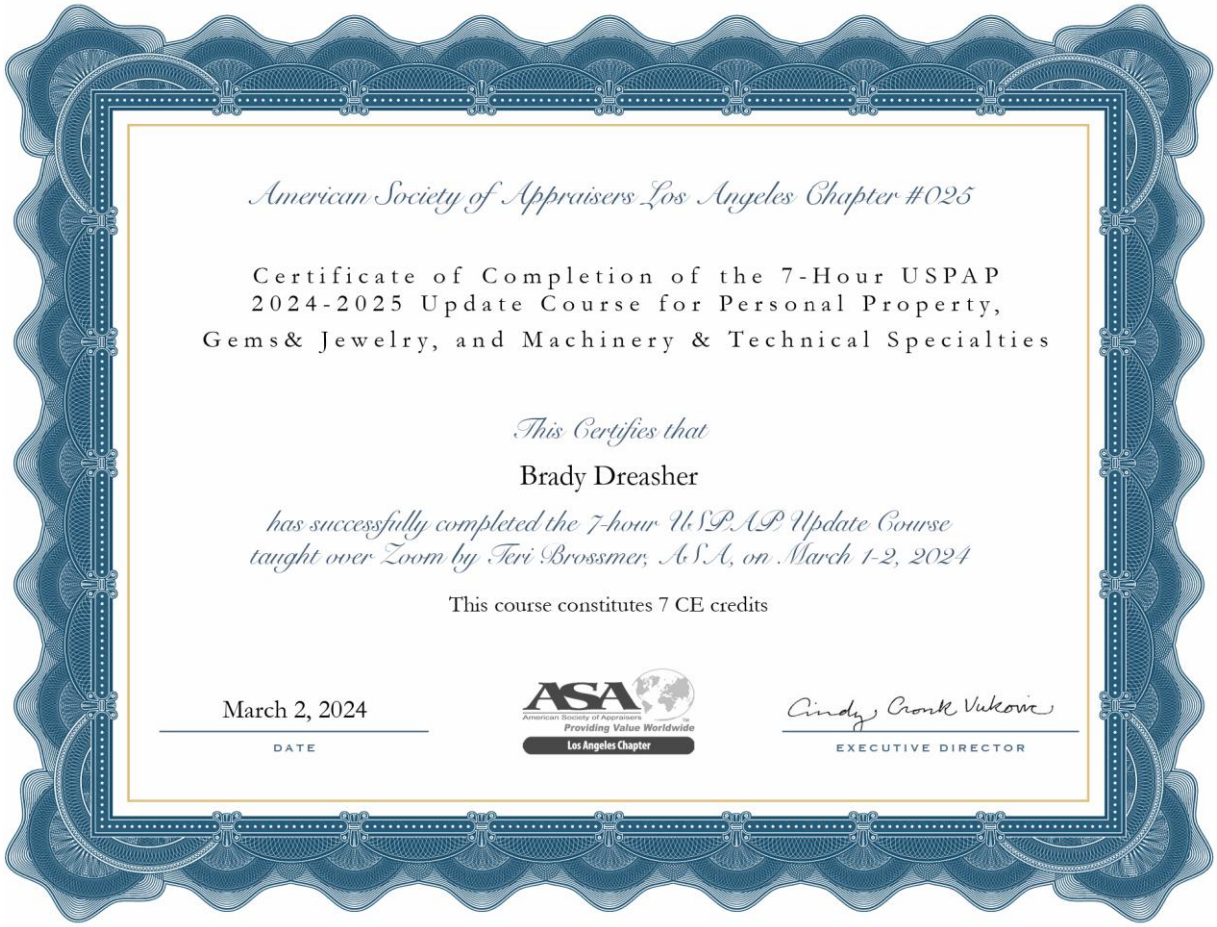
- Aspen Colorado Charitable Contribution IRS Donation – Designer Furniture, Furnishings, Fixtures, & Cabinets – 100
- Boston Massachusetts IRS Donation – Fine Art & Contemporary Art Collection of Paintings, Prints, & Sculpture – 24
- Grand Rapids Michigan IRS Museum Donation - Couture Fashion Runway Designer Clothing Collection – 123
- Bloomington Indiana IRS Museum Donation – 17th Century Italian Master Copper Plate Etchings – 33
- Aspen Colorado IRS Non-Cash Charitable Contribution - Professional Artist Studio with Letter Typeface - 125 (129,933)
- Indianapolis Indiana IRS Museum Donation - Fine Art, Luxury Runway Designer Fashion, Accessories, & Clothing – 645
- Topeka Kansas IRS Non-Cash Museum Donation – European Impressionist & American Fine Art Collection – 52
- Lexington Kentucky Non-Profit Net Asset Scheduling – Sterling Silver Trophies, Award Sculptures, Fine Art & Toys - 311
- Aspen Colorado IRS Donation - Cabinets, Appliances, Flooring, Granite, Wood Beams, Accent Lighting & Fixtures – 172
- Kansas City Missouri IRS Donation - Northwest & Southwest Native American Art, Artifacts, Pottery, & Weavings – 252
- Phoenix Arizona Museum Donation - Fashion Designer Clothing, Costume Jewelry, Textiles, Paintings & Drawings – 521
- Aspen Colorado IRS Gift Tax – Designer Furniture, Luxury Furnishings, Antiques, Rugs, African Art, & Fine Art – 180

Noteworthy IRS Estate & State Filed Estate Probate Appraisals (since 2016 / bold is report entries 275+)

Cheyenne Wyoming State Probate – Native American Pottery, Coins, MCM Furniture, Decorative Arts & Sterling Silver - **457**
Aspen Colorado IRS Estate Tax – Fine Art Prints, Designer Artisan Glass, Books, Vintage Furniture & Residential Contents - 187
Lexington Kentucky - 20th & 21st Silver Trophy Equestrian Awards, Fine Art, Autographs & Toy Collectibles - **289**
Colorado Springs IRS Estate Tax – Rugs, Vintage Furniture, Ivory, Sterling Silver, Clocks, & Far East Art & Antiquities - **278**
Kansas City Kansas IRS Estate Tax – Native American Indian Pottery, Asian Art, Decorative Arts & Fine Art - **575**
Omaha Nebraska IRS Estate Tax – Fine Art, Persian Rugs, Books, Manuscripts, Luxury Furnishings & Residential Contents - **990**
Evergreen Colorado Estate Probate – Sterling Flatware, Decorative Arts, Antiques, Rugs, Fur Coats & Books – 170
Aspen Colorado IRS Estate Tax - Art, Sterling Silver, Collectibles, Decorative Art, Wine, General Contents & Furniture - **317**
Woody Creek Colorado IRS Estate Tax – Native American Artifacts, Antiques, Sculptures, Furniture, Paintings, Fine Wine - **763**
Indianapolis Indiana Estate Probate – Antiques, Sterling Silver, Fine Art, Books & Residential Contents - 140
Greenwood Village Colorado IRS Estate – Designer Furniture, Silver, Electronics, Inuit, Native American, Fine & Folk Art - **300**
Wichita Kansas IRS Estate Tax – Shaker & Victorian Antiques, Civil War Flags, Firearms, Belt Plates, Currency & Books – **2,522**
Springfield Missouri State Probate – MCM Furniture, Art, Antiques, Vintage Stereo Equipment, Coins & General Contents - 199
St Louis Missouri IRS Estate Tax - Art, Vintage Posters, Decorative Art, Instruments, Furniture, Collectibles & Taxidermy - **409**
Aspen Colorado IRS Gift Tax – Designer Furniture, Antiques, Electronics, Furnishings & Residential Contents – 180
Aspen Colorado & Miami Florida IRS Estate Tax – Fine Art, Designer Furniture, Antiques, Sterling Silver Collectibles - **558**
Geuda Springs Kansas IRS Estate Tax – Farm Tools, ATV, Quilts, Vehicles, Generators, Coins & Residential Contents - 177
Boulder Colorado IRS Estate Tax - Antiques, Fine Art, Native American Rugs, Pottery & Clothing – **582**
Aspen Colorado IRS Estate Tax – Asian Arts, Fine Art, Vintage Collectibles, Furniture & Clothing - 253
Indianapolis Indiana Estate Probate - Artist Estate, Ivory, General Contents, MCM, & Vintage Designer Furnishings - **404**
Beaver Creek Colorado & Dallas Texas IRS Estate Tax - Art, Designer Furniture & Residential Contents - **299**
St Louis Missouri IRS Estate Tax – Piano, Fine Art, Residential Contents, Posters, Sterling Silver, Rugs & Furniture - 149
Parker Colorado Estate Probate – Peruvian Furniture, Vintage Collectibles, Woodshop Tools, Art & Residential Contents - **275**
Topeka Kansas IRS Estate Tax - Art, Antiques, Glass, Porcelain, Silver, Rugs, Designer Clothing & Handbags - **867**
Vail Colorado IRS Estate Tax - Fine Art, MCM Designer Furniture & Residential Contents - 134
Indianapolis Indiana State Probate – MCM Furniture, Vintage Furnishings, Household Contents, Coins & Firearms - **339**
Wichita Kansas IRS Estate Tax - Antiques, Decorative Arts, Fine Art, Sterling Silver, Artifacts & Prints – 124
Basalt Colorado IRS Estate Tax of US Dignitary – Presidential Collectibles, Art, Antiques, Native American Artifacts - **320**
Aspen Colorado Estate Probate – Art, Coins, Native American Artifacts, War Memorabilia, Firearms & Instruments - **328**
Boulder Colorado IRS Estate Tax – Designer Furniture, Decorative Arts, Luxury Handbags & Fine Art - 145
Aspen Colorado & Washington DC IRS Estate Tax - Art, Wine Antiques, Furniture & Native American - **619**
Palm Springs California & Wichita Kansas IRS Estate Tax - Antiques, Fine Art Paintings, Prints, Sculptures & Sterling Silver – 178
Joplin Missouri – Jade Antiquities, Sterling Silver Collectibles, Art, Antiques, Furniture, General Contents & Furnishings - **443**
McPherson Kansas & Richmond Virginia IRS Estate Tax for Fortune 900 Company CEO - Native American Artifacts, Hunting Gear, Firearms, Ammunition, Wine, Boats, Decoys, ATVs, Farm Equipment & Residential Contents - 195
Aspen Colorado & Chicago Illinois IRS Estate Tax for Fortune 500 Company - Fine Art, Decorative Art, Asian Art, Mid-Century Designer Furniture, Luxury Furnishings, Rugs, Books & Residential Contents – **325**
Aspen Colorado / Palm Beach Florida / Malibu California IRS Estate Tax for Fortune 500 Company CEO - Decorative Art & Furnishings, Wine, Prints, Fine Art Photography, Fabergé Egg, & Designer Furniture - **760**
Aspen Colorado IRS Estate Tax – Designer & MCM Furniture, Coins, Firearms, Motorcycle, WWI & WWII Collectibles, Fine Art, Glass Insulators Collection, Guitars, Decorative Arts, Native American Weaving & Artifacts - **329**
Steamboat Springs IRS Estate Tax - Fine Art, Antiques, Ivory, Native American, African, Sports Memorabilia, Collectibles, Cameras, Specialty Firearms, Silver, Coins, Vehicles, Tools & Residential Contents - **3,154**
Kansas City Missouri & Miami Oklahoma IRS Estate Tax for Fortune 500 Company CEO - Fine Art, Artifacts, Electronics, Sports Equipment, Textiles, Outdoor Furniture, Decorative Furnishings & Designer Furniture - **310**
Aspen Colorado & Los Angeles California IRS Estate Tax for Fortune 500 Company CEO – Folk Art, Antiques, Decorative Art, Native American, Rugs, Antique Advertising, Sports Equipment, Textiles & Outdoor Furniture – **351**

Insurance Claim Appraisal Assignments (many of our appraisals for divorces & claims never reach dispute status)

- Colorado Theft & Unjust Enrichment Lawsuit - Fine Art – counsel(s) stipulated to appraisal's valuation & admissibility
- New Mexico Insurance Flood Claim - Roswell Museum - Historical Native American Artifacts & Weaponry & Firearms
- Alabama Insurance Fire Claim - Large Fine Art Print Collection - case is currently stayed
- Texas Insurance Theft Claim – Fine Art Collection - case is currently stayed
- Nebraska Insurance Fire Claim – Antique Furnishings, Prints, Militaria, Records, Clocks, Trains, & Books – settled
- Missouri Insurance Fire Claim - Antique Glass & Historical Artifacts - settled after report completion
- Florida Insurance Fraud Claim - Fine Art Collection - case is currently stayed
- Kansas Insurance Flood Claim - Designer Clothing & West African Traditional Clothing - settled & case closed
- England Insurance Fraud Claim – Large Print Collection - case is currently stayed
- New Jersey Auction House vs Indiana Collector Case - Misrepresentation of Art (deemed forgery/fraudulent based on report evidence) - settled after report completion & presented
- California Moving Company Vs Kansas Private Party - Insurance Claim Damage Dispute – settled after report
- Missouri Insurance Tornado Claim – Petroliana & Automobilia Collectibles – settled after report completion
- Kansas Private Party vs PayPal / eBay - Misrepresentation of Designer Fashion Handbag (deemed forgery/fraudulent based on report evidence) - settled after report completion & presented



American Society of Appraisers Los Angeles Chapter #025

Certificate of Completion of the 7-Hour USPAP
2024-2025 Update Course for Personal Property,
Gems& Jewelry, and Machinery & Technical Specialties

This Certifies that

Brady Dreasher

has successfully completed the 7-hour USPAP Update Course taught over Zoom by Teri Brossmer, ASA, on March 1-2, 2024

This course constitutes 7 CE credits

March 2, 2024
DATE

ASA American Society of Appraisers Providing Value Worldwide Los Angeles Chapter

Cindy Cronk Vukovic
EXECUTIVE DIRECTOR



INTERNATIONAL SOCIETY OF APPRAISERS

issues this certificate of

Certified Membership

to

Brady L. Dreasher, ISA CAPP

A Member in good standing who has agreed to abide by the Professional Standards and Code of Ethics set forth.

MEMBER NUMBER: 120616889 EXPIRATION DATE: 12/31/2025

Liz Crawford
LIZ CRAWFORD
EXECUTIVE DIRECTOR

ISA INTERNATIONAL SOCIETY of APPRAISERS
Certified Member

3. Reviews & Clientele List

Art of Estates - Art Appraisal & Consulting
5.0 ★★★★★ (42) · Estate appraiser
(720) 495-3753
Open · Closes 6 PM
"Rapid, Thorough, Accurate Appraisals!"

Torch AWARDS BBB for Ethics 2023 WINNER

BBB ACCREDITED BUSINESS

BBB Rating: A+
As of 12/16/2025
Click for Profile

Google Reviews can be found in each of our markets (with exception to Cincinnati, Chicago, & Colorado Springs where no Google Profiles exist yet). Art of Estates' first office and Better Business Bureau location originated in Wichita, Kansas. The logo above is clickable and will take you to BBB verified reviews. The list below has not been updated in 3 years but does provide a brief look at the number of clients we have served over the years. A running internal list of our past clients includes more than 569 Museums, Art Associations, Law Firms, Art Galleries, CPAs, Frame Shops, Conservators, Banks, Institutions, Foundations, Public Trusts, Universities, Auctions, Schools, Foundations, Libraries, and Corporations. This list of 578 does not include private parties confidentially served. Since 2010, Art of Estates has delivered 853 signed, certified, and USPAP-compliant appraisal reports as of this quote.

McGuire Woods LLP, Richmond, Virginia
Liberty Mutual Insurance, Golden, Colorado
Heidman Law Firm, P.L.L.C., Sioux City, Iowa
Looking Sharp LLC, Loveland, Colorado
Intrust Bank, Wichita, Kansas
State Farm Insurance Agency, O'Fallon, Missouri
Neot Ephratah Academy, Council Grove, Kansas
Streng, ESQ, Georgetown, Colorado
Liberty Mutual Insurance, Seattle, Washington
Entegra Technology Solutions, Indianapolis, Indiana
Florida Homes Realty & Mortgage, Melbourne, Florida
WSU Foundation, Wichita Kansas
Drake Law Firm, PC, Golden & Greenwood Village, Colorado
Heida Law Firm, Omaha, Nebraska
Swope Museum of Art, Terre Haute, Indiana
Liberty Mutual, Boston, Massachusetts
Faegre Drinker Biddle & Reath LLP, Denver, Colorado
Moss Adams CPA & Consulting, Eugene, Oregon
Stephen Sprouse LLC, Traverse City, Michigan
Paul M. Cowan & Associates, P.A., Palmetto Bay, Florida
Beck, Jonson & Nolan, PC, Lakewood, Colorado
Don Mill Law Office, Cheyenne, Wyoming
Yampa Valley Bank, Steamboat Springs, Colorado
Society of St. Vincent de Paul, Wichita, Kansas
Weiss and Van Scoyk, LLP, Steamboat Springs, Colorado
Global Academic Consultants, Boulder, Colorado
Kansas Public Television, Wichita, Kansas
J. G. Elliot, Insurance Center, Scottsbluff, Nebraska
Platte Valley Bank, Scottsbluff, Nebraska
Washburn University, School of Law, Topeka, Kansas
AIG, Art Collection Management, West Palm Beach, Florida
Nadeau's Auction Gallery, Windsor, Connecticut
HMK Properties Estate Investment, St Louis, Missouri
Roanoke Insurance Group, Houston, Texas
Della & Zella Interiors, Aspen, Colorado
Bank of America, Estate Settlement Branch, Washington DC

Leslie Hindman Auctioneers, Denver, Colorado
Corbett's Auction House, Denver, Colorado
Slotin Folk Art Auction, Buford, Georgia
Customized Estate Sales, Wichita, Kansas
Denver Museum of Nature & Science, Colorado
Sarkovics Law, Carmel & Indianapolis, Indiana
Southwest National Bank, Wichita, Kansas
Bonham's Auctions, San Francisco, California
Lloyds of London, United Kingdom
Emprise Bank Collection, Wichita, Kansas
Chubb Insurance Group, Alabama
Great Northern Insurance Company, Indianapolis, IN
Wichita Art Museum, Kansas
Gavin Spanierman Gallery, Manhattan, New York
Trenna S. Parker Law Office, Noblesville, Indiana
Fort Hays State University, Kansas
Doan-Bezner Attorneys at Law, Rancho Palos Verdes, CA
Coutts Museum of Art, El Dorado, Kansas
Indiana Home Auctions, Danville, Indiana
Wichita State University, Wichita, Kansas
Firestone Fine Art, Miami, Florida
Van Witt Fine Art Conservation, Kansas City, Kansas
Farmers Insurance, Indianapolis, Indiana
Lester Raymer Society Museum & Red Barn Studio, Lindsborg, Kansas
Baltzell Design, Philadelphia, Pennsylvania
Farmer's Alliance Insurance Companies, Salina, Kansas
Thunderbird Foundation | Maynard Dixon Home, Mount Carmel, Utah
Southwestern College, Winfield, Kansas
Nationwide Insurance, Kansas City, Missouri
Wichita Historical Society, Kansas
Wayne County Historical Museum, Richmond, Indiana
Mid-America Fine Arts Gallery, Wichita, Kansas
New Orleans Auction Galleries, Louisiana
Carriage Factory Art Gallery, Newton, Kansas
Kansas City Auction Company, Missouri
Haysville Municipal Library, Haysville, Kansas

E.Central, Denver, Colorado
DECO Insurance Agency, Laurie, Missouri
Indianapolis Museum of Art, Indianapolis Indiana
Armed Forces Insurance Exchange, Leavenworth, Kansas
Sharpnack Bigley Stroh & Washburn LLP, Columbus, Indiana
Lupien Insurance Group Travelers Insurance, Aurora, Colorado
Old National Bank & Wealth Management, Columbus, Indiana
East West Resorts & Beaver Creek Mountain Lodging, Avon, CO
Cornhusker Bank, Lincoln, Nebraska
Wells Fargo Advisors, Fort Worth, Texas
Goshen Public Library, Goshen, Indiana
State Farm Insurance, Carbondale, Colorado
Hooverwood Jewish Home, Indianapolis, Indiana
Stucker Fisher Investment Group, Fort Worth, Texas
Edward Jones Financial Advisor, Boulder, Colorado
Dolan & Associates, P.C. Attorney at Law, Westminster, CO
Tabor Christian College, Hillsboro, Kansas
Silversmith Legal, Vail, Colorado
Heritage Auction, Beverly Hill, California
USAA Casualty Insurance Company, Kansas City, Missouri
The Little Nell, Aspen, Colorado
Roane Architecture, Santa Rosa, California
Gaughan & Connealy Estate Planning, Overland Park, Kansas
Elder Law Source, Greenwood Village, Colorado
Brown & James Law Firm, St Louis, Missouri
Freedom Hooves Therapeutic Riding Center, Wichita, Kansas
Wine Bid, Napa, California
The Frame Shop & Franklin Barry Gallery, Indianapolis, Indiana
Dolan & Associates, P.C. Attorney at Law, Brighton, Colorado
Simon Reed & Salazar, Miami, Florida
Farmers Insurance, Salina, Kansas
Engel & Völkers, Aspen & Snowmass, Colorado
City Chamber of Commerce, Council Grove, Kansas
Cincinnati Insurance, Fort Wayne, Indiana
Rhinestone Exchange, Westminster, Colorado
Mousel, Brooks, Schneider & Mustion, P.C., McCook, Nebraska
AIG (American International Group), Denver, Colorado
Heilman Law Office, Council Grove, Kansas
Luxury Estate Managers of Aspen, Colorado
The Benton House, Indianapolis, Indiana
UniGroup Moving, Fenton, Missouri
Farmers Insurance, Centennial, Colorado
RR Auction, Boston, Massachusetts
Insurance Store Inc., Chesterfield, Missouri
Newfields Museum of Art, Indianapolis, Indiana
Chubb Group of Insurance Agency, Kansas City, Missouri
Concordia University, Seward, Nebraska
Thomas Waterman Wood Gallery, Montpelier, Vermont
Southern Utah University, Cedar City, Utah
Fireman's Fund Insurance, Shawnee Mission, Kansas
Susanin's Auctioneers, Chicago, Illinois
Art & Frame, Wichita, Kansas
Carmel High School, Carmel, Indiana
Legend Fine Arts Gallery, Kansas
Masterson Properties Property Management, Indianapolis, IN
Beauchamp Gallery, Topeka, Kansas
Midwest Energy Partners, Indianapolis, Indiana
Philanthropist Timothy Johnson, Fort Hays, Kansas
Melody's Estate Sale, Logansport, Indiana
Pratt County Collection, Kansas
Frame Designs Custom Picture Framing, Carmel, Indiana
McCurdy Auction Real Estate Specialists, Wichita, Kansas
Allstate Insurance, Carmel, Indiana
Vernon Filley Art Museum, Pratt, Kansas
Dayton Art Institute, Ohio
Westside Delano Church, Wichita, Kansas
Moonshot Gallery, Noblesville, Indiana
Kansas City Public Television, Kansas City, Missouri
Nelson-Atkins Museum, Kansas City, Missouri
Foulston Siefkin Legal LLP, Wichita, Kansas
Sotheby's Auction, New York City, New York
Premier Insurance Services, Miami, Florida
Friends University, Wichita, Kansas
Indiana Historical Society, Indianapolis, Indiana
Adamson-Duvannes Gallery, Los Angeles, California
Meridian-Kessler Association – Indianapolis, Indiana
Art Link International, Palm Beach, Florida
Selective Insurance, Carmel, Indiana
Service Master Restore & Recovery, Kansas City, Missouri
Indianapolis Art Museum, Indiana
Ulrich Museum of Art, Wichita, Kansas
Ontario Systems, Muncie, Indiana
Mesirow Insurance Services INC, Chicago, Illinois
Farm Bureau Insurance, McPherson, Kansas
The China Cellar, Philadelphia, Pennsylvania
Indiana Association of Realtors, Indianapolis, Indiana
University of Kansas, Lawrence, Kansas
McDougall Fine Arts, Gloucester, Massachusetts
Pittsburg State University, Kansas
GreenTree Assisted Living, Fort Harrison, Indiana
Bonham's Auctions, Los Angeles, California
Community Bank of Raymore, Baxter Springs, Kansas
Seigfreid Bingham, Kansas City, Missouri
Frame Guild Restoration, Wichita, Kansas
Another One's Treasure, Indianapolis, Indiana
MK Consignments, Wichita, Kansas
SELECT Art Fair Miami, New York City, New York
Birger Sandzén Memorial Art Gallery, Lindsborg, Kansas
Everything But the House, Indianapolis, Indiana
Art Gallery XII, Wichita, Kansas

Whalen Law Office, Wichita, Kansas
Bentley Cellars, Walnut Creek, California
Akerman LLP, Miami, Florida
State Farm Insurance, Aurora, Colorado
Kahrs Law Offices P.A., Wichita, Kansas
Mata Photography, Hickory, North Carolina
Heritage Auctions, Dallas, Texas
Northwestern Mutual, Los Angeles, California
United States Marine Corps Reserve, Omaha, Nebraska
State Farm Insurance, Lakewood, Westminster, Colorado
Haven Art Group, Chicago, Illinois
Chubb Group of Insurance Companies, O'Fallon, Missouri
Bennett & Kennedy PLC, Scottsdale, Arizona
ACE Limited Insurance Company, Edmonds, Washington
Denver Art Museum, Denver, Colorado
Chubb Insurance Company, Texas
Magnatone USA, St. Louis, Missouri
Ebbinghouse Law Group, Indianapolis, Indiana
KC Auction & Appraisal, Kansas City, Missouri
Hawker Beechcraft General Aviation, Wichita, Kansas
Joslyn Art Museum, Omaha, Nebraska
Lane County Historical Museum, Dighton Kansas
Morris Funeral Homes, Andover, Kansas
Ciccone Law ESQ LLC, Denver, Colorado
State Farm Agency, Lincoln, Nebraska
Hospital Sisters of St. Francis, Springfield, Illinois
Schechter Law Firm, Saint Louis, Missouri
Textron Aviation, Wichita, Kansas
Major Hospital Foundation, Indianapolis, IN
Reno County Museum, Hutchinson, Kansas
Clay County Art Council, Clay Center, Kansas
Christian County Library, Springfield, Missouri
Wiebold Restoration Studio, Cincinnati, Ohio
Cohen Garelick& Glazier Attorneys at Law, Indianapolis, IN
Rago Arts & Auction Center, Lambertville, New Jersey
Stifel Financial Advisors, Saint Louis, Missouri
Earlham College, Richmond, Indiana
Beloit Auction & Realty, Beloit, Wisconsin
Sherri Roizen Estate Jewelry, Indianapolis, Indiana
Attic to Appraisals, Naperville, Illinois
Amanda McGhee Appraisals, St. Louis, Missouri
Bauer Kloeckener Rose Appraisers, St. Louis, Missouri
Cornejo & Sons Construction, Wichita, Kansas
Lane Powell Law Firm, Seattle, Washington
Professional Cargo Services, Wichita, Kansas
Arnie Nudell Estate, Beaver Creek, Colorado
Cessna Aviation, Wichita, Kansas
Richmond Art Museum, Richmond, Indiana
J.H. Berra Construction Company, Saint Louis, MO
Matthew Bullock Auctioneers, Ottawa, Illinois
Brownsburg High School, Brownsburg, Indiana
Chubb Insurance Group, Indiana
Armstrong Chamberlin, Haysville, Kansas
Albrecht-Kemper Museum of Art, Saint Joseph, Missouri
Wesley Medical Center, Kansas
Chubb Insurance Company, Arkansas
Heartland Coin Gallery, Andover, Kansas
Bethany College, Lindsborg, Kansas
Farmers Insurance, Joplin, Missouri
Clay County Arts Council, Kansas
Christian County Library Foundation, Ozark, Missouri
Bessemer Trust, New York City, New York
Merrill Lynch Di Lanni Financial, Aspen, Colorado
Milfam LLC / Lima Advisory, West Palm Beach, Florida
McGinn Law Firm, Council Bluffs, Iowa
Freeport-McMoRan, Phoenix, Arizona
Snowmass Select Properties, Snowmass, Colorado
Fortner & Short CPA, Wichita, Kansas
Leamon, Peterson & Bello Adjusters, Overland Park, Kansas
Redline Consulting, Denver, Colorado
Ameriprise Private Wealth Advisory, Council Bluffs, Iowa
Auto Owners Insurance, Independence, Missouri
SLAB Limited Liability Corporation, Wichita, Kansas
Bessemer Trust, Denver, Colorado
Woody Auction, Augusta, Kansas
Hoffman, Sabban & Watenmaker, Los Angeles, California
Independence Claim Branch, Independence, Missouri
Summit Medical Center Foundation, Frisco, Colorado
Camp High Hopes, Sioux City, Iowa
National Mining Hall of Fame & Museum, Leadville, Colorado
Frascona Joiner Goodman & Greenstein, Boulder, Colorado
Ritz-Carlton Hotel & Luxury Resort, Sarasota, Florida
Lewis Art Consulting, Englewood, Colorado
Case Antiques, Nashville, Tennessee
Marquette Manor Senior Living, Indianapolis, Indiana
Gresham Savage Nolan & Tilden, PC, San Diego, California
Biloxi Marsh Lands Corporation, New Orleans, Louisiana
Eichner Law Firm Trial Lawyer, Denver, Colorado
Hutchinson Art Center, Hutchinson, Kansas
Ameriprise Financial, Nebraska City, Nebraska
Alimco Financial Corporation, West Palm Beach, Florida
Centura Health Physician Group, Centennial, Colorado
CHUBB Group of Insurance, Denver, Colorado
Flying Moose Antique Mall, Wichita, Kansas
Indiana University, Bloomington, Indiana
Hays Insurance Broker, Minneapolis, Minnesota
Jefferson County Belmar Library, Lakewood, Colorado
Vail Valley Foundation, Vail, Colorado
Summit Hill Insurance, Lees Summit, Missouri
Freeport Foundation, Empire, Colorado

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **21.**
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider approval of the Scope of Work for RFP: Ground Emergency Medical Services (EMS) Billing Services. (Fuller)

BACKGROUND:
Initiated by: Daniel Fuller

The City of Roswell Fire Department is transitioning to assume full responsibility for Emergency Medical Services (EMS), including ambulance transport operations. This transition requires establishing comprehensive administrative and revenue support services to ensure accurate billing, regulatory compliance, and effective reimbursement for EMS transports provided by the City.

The proposed Scope of Work defines the requirements for comprehensive Ground EMS billing and revenue cycle management services, including claim preparation and submission, denial and appeal management, payment posting and reconciliation, customer service, compliance and performance reporting, collections support, and implementation and transition services. Approval of the Scope of Work will allow staff to proceed with issuing a Request for Proposals (RFP) to solicit qualified vendors to support the City's EMS operations

FINANCIAL CONSIDERATION:
Approval of the Scope of Work does not authorize expenditure of funds. Any costs associated with Ground Emergency Medical Services (EMS) billing services will be evaluated through the RFP process and presented to the Governing Body for consideration at the time of contract award.

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

BOARD AND COMMITTEE ACTION:
Consider approval of the Scope of Work for Ground Emergency Medical Services (EMS) Billing Services.

STAFF RECOMMENDATION:
Consider approval of the Scope of Work for Ground Emergency Medical Services (EMS) Billing Services.

Attachments

Scope of Work- Draft

DRAFT SCOPE OF WORK

CITY OF ROSWELL

REQUEST FOR PROPOSALS

RFP: Click or tap here to enter text.

Ground EMS Billing Services

RFP Issue Date:

PROPOSAL DUE:

PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88203

DRAFT SCOPE OF WORK

PURPOSE OF THIS REQUEST FOR PROPOSAL

The City of Roswell is seeking proposals from qualified vendors to provide comprehensive Ground Emergency Medical Services (EMS) billing and revenue cycle management services. The selected vendor will be responsible for delivering complete end-to-end EMS billing functions, including claim preparation, claim submission, payment posting, denial and appeal management, customer service support, compliance and performance reporting, and coordination of collection activities.

BACKGROUND

The Roswell Fire Department (RFD) is currently transitioning to assume full responsibility for Ground Emergency Medical Services (EMS) within the City of Roswell, including ambulance transport operations. This transition is designed to strengthen the City's emergency medical response system by improving response times, expanding service capacity, and ensuring seamless continuity of patient care from the incident scene to the receiving medical facility.

As part of this transition, the City is establishing the operational and administrative infrastructure required to support EMS service delivery. This includes procuring ambulances, medical equipment, and necessary supplies, as well as engaging third-party support services such as Ground EMS billing and revenue cycle management. These services are essential to ensure accurate reimbursement, regulatory compliance, and a high level of customer service for residents and patients served by the City's EMS program.

SCOPE OF WORK

The selected vendor shall provide comprehensive Ground Emergency Medical Services (EMS) billing and revenue cycle management services for all EMS transports performed by the City of Roswell Fire Department. All services must be delivered through a secure, fully paperless process and must cover the complete billing lifecycle from claim creation through final account resolution.

3.1 Claim Preparation and Coding

The Vendor shall perform all activities required to prepare accurate, complete, and compliant EMS claims.

• Intake and validation of all trip documentation, including ePCRs, PCS forms, run sheets, patient demographics, signatures, and insurance information
• Insurance eligibility verification and identification of primary, secondary, and tertiary

coverage as applicable
• Accurate charge capture and claim construction
• Coding support and compliance with all applicable billing, diagnosis, and procedure coding standards
• Claim scrubbing and edits before submission to minimize rejections and denials
• Identification and resolution of missing or incomplete documentation before billing

3.2 Claims Submission and Processing

The Vendor shall submit claims accurately and timely to all applicable payers and shall manage claims through final resolution.

• Submission of electronic and paper claims as required
• Compliance with all timely filing requirements
• Clearinghouse rejection monitoring and correction
• Claim status tracking and payer follow-up based on defined aging standards
• Management of payer requests for additional documentation
• Coordination with the City to resolve documentation gaps and claim issues

3.3 Denial and Appeal Management (Including NSA/IDR)

The Vendor shall manage denials, underpayments, and appeals to maximize appropriate reimbursement.

• Denial prevention and root-cause tracking with corrective action feedback
• Categorization, prioritization, and resolution workflows for all denial types
• Timely submission of appeals with required supporting documentation
• Identification and recovery of underpayments
• Payer dispute follow-up through final resolution

No Surprises Act (NSA) / Independent Dispute Resolution (IDR) Support

The Vendor shall support and participate in NSA and IDR processes as applicable, including:

• NSA applicability review when needed
• Document compilation and submission support for disputes
• IDR process support or participation as required
• Tracking of outcomes, timelines, and financial impacts
• Reporting on NSA/IDR volume and results

3.4 Payment Posting and Reconciliation

The Vendor shall accurately post and reconcile all payments received.

• Electronic remittance advice (ERA) and manual payment posting
• Posting and categorization of contractual adjustments and payer actions

• Deposit reconciliation against posting activity
• Identification of offsets, recoupments, take-backs, and posting errors
• Refund coordination and resolution of credit balances

3.5 Customer Service

The Vendor shall provide professional and responsive customer service to patients and payers.

• Toll-free customer service support line with defined hours
• Assistance with patient inquiries, statements, and payment plan administration (if offered)
• Payer phone follow-up support
• Processing of correspondence and documentation of all call notes
• Escalation path for complex or sensitive accounts

3.6 Compliance and Reporting

The Vendor shall comply with all applicable federal, state, and local regulations and shall provide ongoing performance reporting.

HIPAA compliance and PHI security safeguards
• Audit readiness support and documentation retrieval
• Standard monthly and ad hoc reports, including:
– Charges, payments, adjustments, and net collections
– Accounts receivable aging and Days in A/R
– Clean claim and rejection rates
– Denial, appeal, and overturn rates
– Patient balance and collection performance
– NSA/IDR activity and outcome reporting (if applicable)

3.7 Collections

The Vendor shall manage patient balance collections in a compliant, patient-focused manner.

• Issuance of patient billing statements and follow-up cycles
• Payment plan administration (if offered)
• Processing of financial hardship requests as allowed by City policy
• Identification of accounts for potential bad-debt placement and recommendations to the City
• Compliance with all applicable state and federal collection requirements

3.8 Implementation and Transition Support

The Vendor shall provide full implementation and transition support to ensure a smooth start of services.

- Implementation timeline and milestones
- System setup and payer connectivity support
- Data onboarding and secure data exchange processes
- Transition of open claims and existing accounts receivable
- Go-live stabilization plan

PRICING FORMAT

The Vendor shall submit pricing using a percentage-of-collected-revenue model. The proposed billing fee shall be stated as a single percentage applied to all EMS transport revenue collected by the City. The Vendor shall clearly define what is included in "collected revenue," such as payer payments, patient payments, and secondary or tertiary payments.

In addition to the percentage-based billing fee, the Vendor shall fully disclose all additional fees associated with providing EMS billing and revenue cycle management services. Such fees may include, but are not limited to, implementation or onboarding costs, clearinghouse fees, per-claim submission fees, patient statement and postage costs, customer service add-on charges, credit-card processing fees, eligibility verification charges, coding support fees, NSA/IDR support fees, reporting or analytics charges, bad-debt coordination fees, minimum monthly fees, early termination costs, and any other applicable charges.

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee 22.
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Requesting approval to award RFP 26-004 for Architectural & Engineering Design Services for Flood-related Projects (DR- 4843) to Huitt-Zollars, Inc. and Molzen-Corbin & Associates, P.A. (Rogers)

BACKGROUND:
Initiated by: Mac Rogers

Requesting approval to award RFP 26-004 for Architectural & Engineering Design Services for Flood-related Projects (DR- 4843) to Huitt-Zollars, Inc. And Molzen Corbin. The City issued RFP 26-004 seeking proposals from qualified and licensed Architectural and Engineering (A&E) firms to provide professional design services for flood-related City projects. These services are required to support recovery efforts and help to develop plans to repair citywide flood damage and incorporate hazard mitigation measures where necessary. Five (5) proposals were received and evaluated by the City's Evaluation Committee in accordance with the evaluation criteria established in the RFP. Based on qualifications, experience, understanding of the scope of work among other factors, the Evaluation Committee determined that Huitt-Zollars, Inc. and Molzen-Corbin & Associates, P.A. submitted the proposals most advantageous to the City.

FINANCIAL CONSIDERATION
There is no immediate fiscal impact associated with approval of this item. Contract scope and fees will be negotiated on a project-by-project basis, subject to available funding, FEMA eligibility, and required approvals.

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

BOARD AND COMMITTEE ACTION:
This is the first Council consideration of this item. The Scope of work for this RFP was approved by Council at the November 13, 2025 meeting.

STAFF RECOMMENDATION:
Staff recommends approval.

Attachments

Award Letter

Award Recommendation Report

Award Recommendation for RFP-26-004 Architectural & Engineering Design Services for Flood-Related Projects (DR-4843NM)

The City of Roswell issued RFP No. 26-004 seeking proposals from qualified and licensed Architectural and Engineering (A&E) firms to provide professional design services for flood-related City projects associated with FEMA Public Assistance Disaster Declaration DR-4843-NM. The selected firms will assist the City in assessing flood damage resulting from the October 19, 2024, flooding event and in developing repair designs to support flood recovery efforts.

Summary of Proposals Received:

Five (5) proposals were received from the following firms:

- Huitt-Zollars, Inc.
- Molzen-Corbin & Associates, P.A.
- Hartman + Majewski Design Group
- Parkhill, Smith & Cooper, Inc. dba Parkhill
- ASA Architects, PC

Evaluation Summary:

All proposals were reviewed and scored by the Evaluation Committee in accordance with the evaluation criteria established in the RFP. The final scores were as follows:

- Huitt-Zollars, Inc. – 95.50
- Molzen-Corbin & Associates, P.A. – 91.25
- Hartman + Majewski Design Group – 86.25
- Parkhill, Smith & Cooper, Inc. dba Parkhill – 83.75
- ASA Architects, PC – 77.75

After reviewing all proposals, the Evaluation Committee determined that **Huitt-Zollars, Inc.** and **Molzen-Corbin & Associates, P.A.** submitted the proposals **most advantageous to the City**, based on the evaluation criteria set forth in the RFP. These firms demonstrated strong technical qualifications, relevant experience, a clear understanding of the required scope of work, and the capacity to perform the required services within the City's anticipated timelines.

The Evaluation Committee recommends **award to both firms** to provide the City with sufficient professional capacity and flexibility to efficiently address multiple flood-related projects associated with **FEMA Disaster Declaration DR-4843-NM**.

Sincerely,

Arely Peek
Purchasing Agent

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **23.**
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval for the Roswell Police Department to purchase and outfit two patrol vehicles in the amount of $125,305.58. (Aldana)

BACKGROUND:
Initiated by: Albert Aldana

The Roswell Police Department (RPD) is requesting approval to purchase and outfit two (2) patrol vehicles to support ongoing law enforcement operations. Earlier in FY26, RPD lost a patrol vehicle as a result of a crash. The New Mexico Self-Insured Fund has issued $42,000 to the City toward replacement of that vehicle.

Additionally, on Friday, January 9, 2026, an RPD Sergeant was involved in a traffic collision while on patrol when an intoxicated driver failed to stop at a stop sign and struck the patrol vehicle. Preliminary assessment indicates damage to the vehicle frame, and the vehicle is anticipated to be totaled. Replacement of these vehicles is necessary to maintain adequate patrol coverage and operational readiness.

Approval is requested for the purchase of two patrol vehicles from Albuquerque Motor Company dba Melloy Dodge through New Mexico Statewide Price Agreement No. 40-00000-24-00068. Approval is also requested for the procurement and installation of required law enforcement equipment and vehicle upfitting services from New Mexico Emergency Products (AEP NM) through State of New Mexico Price Agreement No. 20-00000-21-00030.

FINANCIAL CONSIDERATION:
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Revenue: N/A

Expense: 11014111-817506 (Capital Outlay-Vehicles) - $89,968.02
11014111-817505 (Capital Outlay-Equipment) - $35,337.56

The cost for two patrol vehicles $89,968.02 with a cost of $35,337.56 to outfit both vehicles with emergency equipment. The total cost for both outfitted patrol vehicles is $125,305.58.

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
Finance Committee will be the first to consider this item.

Attachments

Melloy group vehicle quote
AED outfitting quote

1/9/2026

Albuquerque Motor
Company
DBA Melloy Dodge
9621 Coors Blvd NW
Albuquerque, NM 87114

BID/QUOTE

State Contract 40-00000-24-00068

Item# 6			$44,879.00
Vehicle Description:	Discount	11%	-$4,936.69
2026 DODGE DURANGO PURSUIT AWD *BLACK			
Factory Options:			$6,165.00
See attached POC	Discount	2%	-$123.30
Aftermarket options:			$0.00
	Discount	5%	$0.00
NA			
NA			
NA			
NA			
	Single Vehicle Total		$45,984.01
	DEALER DISCOUNT PER UNIT		-$1,000.00
2	Vehicle Total		$89,968.02

Alicia Gonzales
Fleet Sales
Cell (505) 660-2761
Direct (505) 922-2594
agonzales@melloydodge.com

Quotation

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New Mexico Emergency Products

3211 University Blvd. SE, Suite C
Albuquerque, NM 87106
Phone: (505) 242-9111
Fax: (505) 246-2267

Sold To:

City of Roswell (PD)
Attn: Deputy Chief Alberto Aldana
P. O. Box 1838
128 W 2nd street
Roswell, NM 88201

Ship To:

AEP NM
3211 University Blvd. SE, Suite C
Albuquerque, NM, 87106

Reference	PO Number	Customer No.	Salesperson	Order Date	Ship Via	Terms
2X Patrol Build 2026 Dodge Durang		ROS10501	FJ	Jan 11, 2026		NET30

Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
		Contact: Deputy Chief Alberto Aldana 575-420-6834*			
		Phone: (575) 370-2092			
		Email: fjimenez@leacounty.net			
		2026 Dodge Durango-Traffic (2X)) BluePrint w/SYNC			
		LIGHTBAR DUAL COLOR			
2.00	INST05526 / Parts	48" mPower Exterior Stealth RW-BW w/Directional	1,872.5000	N	3,745.00
		SoundOff Quote # QSF122788			
		GRILL FRONT LIGHTING			
2.00	LEDS03387 / EMPS2STS4E	mPower Fascia LED, Stud Mount, 12-LED, Blue/White	100.5300	N	201.06
2.00	LEDS03386 / EMPS2STS4D	mPower Fascia LED, Stud Mount, 12-LED, Red/White	100.5300	N	201.06
4.00	LEDS03364 / PMP2BKDGAJ	90 deg Adjustable Mounting Bracket for mPower LED	9.0200	N	36.08
		MIRROR LIGHTS			
2.00	LEDS02939 / ENT2B3D	Intersector LED Under Mirror Warning Light, Red/White	200.7300	N	401.46
2.00	LEDS02940 / ENT2B3E	Intersector LED Under Mirror Warning Light, Blue/White	200.7300	N	401.46

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New Mexico Emergency Products

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Albuquerque, NM, 87106

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2X Patrol Build 2026 Dodge Durang		ROS10501	FJ	Jan 11, 2026		NET30

Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
4.00	BKRT00086 / PNT3BKUMB4	UnderMirror Mount Bracket, mPower/Intersector, 19-23 Durango	26.8600	N	107.44
		HEADLIGHT & TAIL LIGHT FLASHER			
		Activate Factory Headlight/Tail Light Flash			
		SIREN CONTROL SYSTEM & SPEAKER			
2.00	SIRE00421 / ETSA482RSP	nergy 400 Remote Siren, 200 Watt, Push Button	628.5700	N	1,257.14
2.00	SPEA00253 / ETSS100J5	100 Watt Composite Siren Speaker with Universal Bail Bracket	165.0000	N	330.00
2.00	BKRT00147 / ETSSVBK05	No Drill Speaker Bkrt 2 Speakers Dodge Durango 2018-21	74.8400	N	149.68
		AFTERSHOCK			
2.00	SIRE00655 / ETSKLF101	Aftershock Low Frequency Siren, (1) Speaker w/ 100W Amp	356.4000	N	712.80
2.00	BKRT00088 / ETSSLFVBK02	Aftershock Low Freq Speaker Bracket, Durango	34.1900	N	68.38
		Console (Radio/Siren Controller/Computer Mount)			
2.00	CONS01753 / CC-21DUR-0810	18 in.Console 8" slope 10" Level Dur 21+	515.4900	N	1,030.98

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New Mexico Emergency Products

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Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
2.00	FACE00444 / FP-SO380R	4" Console Faceplate for Sound-Off 380R Siren Cont. Head,	0.0000	N	0.00
2.00	FACE00754 / FP-KENNX5M-D	3" , 1 PC faceplate Kenwood NX5700K	0.0000	N	0.00
2.00	FACE00386 / FP-BLNK1	1" One (1) Inch Blank Faceplate	0.0000	N	0.00
2.00	FACE00931 / FP-USBC-2DC	2 in. FP Combo USBC/USB port & (2) DC outlets	61.7800	N	123.56
2.00	FACE00443 / FP-SGTRAY	4" Sunglass Holder PL 2012-01-01	34.3200	N	68.64
2.00	CONS00720 / AC-INBHG	4" Internal Beverage Holder w/Rubber Pieces	43.9300	N	87.86
4.00	CONS01276 / MMBP-25	Magnetic Microphone Mount BP	31.6800	N	126.72
4.00	CONS00722 / AC-MCM1	Mic Clip and Mounting Plate Assembly PL 2012-01-01	13.0400	N	52.16
2.00	CONS01585 / AC-TB-ARMMNT-58	Troy arm rest ***COMPUTER STAND & DOCKING STATION***	146.2000	N	292.40
2.00	COMP01287 / CM-SDMT-SL-LED	Console Side Mount Slide Arm Docking Station Mount	404.2900	N	808.58
2.00	CONS01945 / DS-DELL-435	DEVMT,DOCKST,DELL,PRO,RUGGED14,STNDRD,	616.5700	N	1,233.14

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New Mexico Emergency Products

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2X Patrol Build 2026 Dodge Durang		ROS10501	FJ	Jan 11, 2026		NET30

Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
2.00	VACC03637 / 120N-A01-T01-1	120W DC Power Supply Dell Havis Dock W/Straight Threaded Con	201.0100	N	402.02
		SINGLE GUN LOCK			
2.00	GUNM00466 / WEI-003	Single gun mount with universal lock	399.9900	N	799.98
		***PRISONER AREA DOME LIGHT ***			
2.00	DOME00005 / ECVDMLTAL00	SOUND OFF WHITE/RED ALL LED DOMELIGHT-UNIVERSAL	75.7000	N	151.40
		PRISONER AREA & REAR PARTITION			
2.00	PRIS02492 / KIT-TP-SL6-21DR-SS	2021+Durango Partition Kit (TP-E-SL6-US-SS, PM-21DUR, KP-	902.6200	N	1,805.24
2.00	PRIS02218 / WG-DUR18-SET	Durango 18'+ drive/pass Vertcal Bar Window Guards	240.2400	N	480.48
2.00	PRIS02614 / PS-21DUR-OS-FX-RL	Prisoner Seat with OS Belts / Poly Rear Cage / Extinguisher	1,645.3000	N	3,290.60
		SIDE SL RUNNER LIGHTS			
2.00	LEDS04491 / ESLRL6115D	61" SL Running Light, 5-Module, Red/White	287.8900	N	575.78
2.00	LEDS04508 / ESLRL6115E	SL Running Light, 61" - 5 Module, Dual Color B/W	287.8900	N	575.78

Quotation continued on next page ...

Quotation

Date	Page
Jan 11, 2026	5
Order Number	
QTE0041765	

New Mexico Emergency Products

3211 University Blvd. SE, Suite C
Albuquerque, NM 87106
Phone: (505) 242-9111
Fax: (505) 246-2267

Sold To:

City of Roswell (PD)
Attn: Deputy Chief Alberto Aldana
P. O. Box 1838
128 W 2nd street
Roswell, NM 88201

Ship To:

AEP NM
3211 University Blvd. SE, Suite C
Albuquerque, NM, 87106

Reference	PO Number	Customer No.	Salesperson	Order Date	Ship Via	Terms
2X Patrol Build 2026 Dodge Durang		ROS10501	FJ	Jan 11, 2026		NET30

Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
4.00	BKRT00264 / PSLVBK04	Mnt. kit SL Running light, Bracket & Hardware Kit Durango	45.9100	N	183.64
		SIDE FENDER LIGHTS			
4.00	LEDS03387 / EMPS2STS4E	mPower Fascia LED, Stud Mount, 12-LED, Blue/White	100.5300	N	402.12
4.00	LEDS03386 / EMPS2STS4D	mPower Fascia LED, Stud Mount, 12-LED, Red/White	100.5300	N	402.12
		REAR SIDE CARGO WINDOW LIGHTS			
2.00	LEDS03387 / EMPS2STS4E	mPower Fascia LED, Stud Mount, 12-LED, Blue/White	100.5300	N	201.06
2.00	LEDS03386 / EMPS2STS4D	mPower Fascia LED, Stud Mount, 12-LED, Red/White	100.5300	N	201.06
4.00	LEDS03567 / PMP2WSSSB	4" mPower 25-90 degree Glass Mount/Shroud, Black	15.1400	N	60.56
		LICENSE PLATE LIGHTING			
2.00	LEDS03387 / EMPS2STS4E	mPower Fascia LED, Stud Mount, 12-LED, Blue/White	100.5300	N	201.06
2.00	LEDS03386 / EMPS2STS4D	mPower Fascia LED, Stud Mount, 12-LED, Red/White	100.5300	N	201.06
		RADIO ANTENNA			
		CELL/GPS ANTENNA - CSM			

Quotation continued on next page ...

Quotation

Date	Page
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Order Number	
QTE0041765	

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Reference	PO Number	Customer No.	Salesperson	Order Date	Ship Via	Terms
2X Patrol Build 2026 Dodge Durang		ROS10501	FJ	Jan 11, 2026		NET30

Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
2.00	INST05685 / CSM	LMW-UMB-3C2C-WHT-300 -Low Profile M2M Cell &GPS antenna-CSM	0.0000	N	0.00
2.00	ANTE00364 / LARNMOKHFUDFME25	Twenty-Five (25) Foot Radio Coax Cable Kit with FME	30.0000	N	60.00
2.00	INST05685 / CSM	5 in 1 antenna	0.0000	N	0.00
2.00	INST05685 / CSM	Kennwood Radio	0.0000	N	0.00
2.00	INST05685 / CSM	Radio Antennas	0.0000	N	0.00
		PATROL POWER			
2.00	PATC00224 / MI0001	Mini Patrol Power, Gen1, Universal	507.4700	N	1,014.94
		Rear Cargo Storage			
2.00	STOR01153 / CP-GB392612-LIP	Durango Cargo Box 39 W X 26 D X12 H with 1in. Lip	1,221.7900	N	2,443.58
		***Donation of Factory available Radars**			
		Value of over $3000.00 in radar equipment for the agency			
		Radars will require recert			
		LABOR			

Quotation continued on next page ...

Quotation

Date	Page
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Order Number	
QTE0041765	

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Reference	PO Number	Customer No.	Salesperson	Order Date	Ship Via	Terms
2X Patrol Build 2026 Dodge Durang		ROS10501	FJ	Jan 11, 2026		NET30

Year	Make	Model	Color	State Contract #
2026	Dodge	Durango	Black	20-00000-21-00030

Qty. Ord.	Item / Vendor Part Number	Description	Unit Price	Tax	Extended Price
84.00	LABO90060 / LABOR	Installation Labor E.V.T. Certified 42HRS PER UNIT 79 hrs per unit	105.0000	Y	8,820.00
1.00	INST05440 / AEP-Misc	Miscellaneous shop supply items	200.0000	N	200.00
		Shipping		N	700.00

Thank you for the opportunity to earn your business

Terms & Conditions:

- **ESTIMATES VALID FOR 30 DAYS**
- Orders will be invoiced upon notification of completion
- Returns subject to 25% restocking fee. No returns on special order items.
- Credit Card payments accepted for payments of orders/invoicing totaling $10,000 or less only.

SIGNATURE (not required if PO/contract is issued) _____

Parts	**25,088.08**
Labor / Services	**8,820.00**
Trans / Trip / Fee	**0.00**
Shipping	**700.00**
Order Discount	**0.00**
Subtotal	**34,608.08**
Total sales tax	**729.48**
Total order	**35,337.56**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **24.**
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026. (Gomez)

BACKGROUND:
Initiated by: Toni Gomez

The New Mexico Department of Finance Administration (DFA) requires governing body approval for any budget adjustment that increases or decreases revenue or expenditures in the approved budget. The finance department is requesting approval of budget adjustments, as summarized in Exhibit "A", to align the City's FY2025-2026 budget with current funding allocations. These adjustments include updates to various grants, transfers, and departmental budgets.

FINANCIAL CONSIDERATION:
Budget adjustments are reflected across multiple funds and departments as detailed in Exhibit "A".

The total impact of these adjustments is summarized below:

- Revenues - $214,816.55
- Expenses - $1,467,227.26

LEGAL REVIEW:
No legal review is required for this budget adjustment.

BOARD AND COMMITTEE ACTION:
Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026.

STAFF RECOMMENDATION:
Staff recommends approval of Resolution 26-XX, authorizing budget adjustments as presented in Exhibit "A".

Attachments

Exhibit A
Resolution 26-XX Budget Adjustment

City of Roswell
Budget Adjustment
February 2026

Fund	Department		Category (Revenue/Expense)	Description	Proposed Adjustment (+/-)
Golf	Golf	2613-454260	Revenue	Sale of Merchandise	150,000.00
Museum	Museum	2611-489100	Revenue	Fine Art Insurance Claim	32,375.00
Donations	Donations-Police	2690-486200	Revenue	Donations (July - Dec)	20,900.00
Donations	Donations-Police Nat'l Night Out	2690-486290	Revenue	Donations (July - Dec)	7,120.00
Donations	Donations-Zoo	2690-486410	Revenue	Donations (July - Dec)	2,895.20
Donations	Donations-Special Events	2690-486941	Revenue	Donations (July - Dec)	500.00
Donations	Donations-Visitor Center	2690-486950	Revenue	Donations (July - Dec)	1,026.35
					214,816.55
Golf	Golf	26134233-725603	Expense	Golf Merchandise	150,000.00
Dispatch	Consolidated Dispatch	11014656-654801	Expense	New Contracted Dispatcher Positions (4-month period)	167,640.00
Dispatch	Consolidated Dispatch	11014656-614002	Expense	Electrical and Telecommunications	5,693.10
Dispatch	Consolidated Dispatch	11014656-817505	Expense	Essential IT Equipment	23,185.00
Dispatch	Consolidated Dispatch	11014656-642901	Expense	Keyboards and Mice	3,225.00
Dispatch	Consolidated Dispatch	11014656-817505	Expense	Radio Equipment	115,891.56
Lodger's Tax	Lodger's Tax	26224081-672828	Expense	UFO Festival / America 250 Roswell	224,000.00
Museum	Museum	26114221-612500	Expense	Sculptures, American West, and other Historic Objects	32,375.00
Police	Police	11014111-817506	Expense	(2) Patrol Vehicles	89,968.02
Police	Police	11014111-817505	Expense	(2) Outfit Patrol Vehicles	35,337.56
Water	Water - Source of Supply	53004353-817504	Expense	Country Club Reservoirs	587,470.47
Donations	Donations-Police	26909100-79200	Expense	Donations (July - Dec)	20,900.00
Donations	Donations-Police Nat'l Night Out	26906109-792200	Expense	Donations (July - Dec)	7,120.00
Donations	Donations-Zoo	26906230-792200	Expense	Donations (July - Dec)	2,895.20
Donations	Donations-Special Events	26906241-792200	Expense	Donations (July - Dec)	500.00
Donations	Donations-Visitor Center	26906241-792200	Expense	Donations (July - Dec)	1,026.35
					1,467,227.26

RESOLUTION 26-XX

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO, AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026, 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 2025-2026, ending June 30, 2026; and

WHEREAS, the City of Roswell desires to amend said budget for $214,816.55 in revenues and $1,467,227.26 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues $214,816.55 and Expenses $1,467,227.26

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 2025-2026.

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 requests approval for the same from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

PASSED, ADOPTED, SIGNED, and APPROVED the 15th day of January 2026.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Approval of Minutes **25.**

Finance Committee
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Consider approval of the January 8, 2026, Regular Finance Committee Minutes

Attachments

Draft of Minutes

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, January 8, 2026, 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 25-28.

Councilor Kurt Gass introduced himself as a new councilor and the Finance Committee Chair, noting his background in finance, auditing, and business ownership in Roswell.

Councilor Gass explained that a procedural change to the agenda, with Non-Action Items now being presented at the beginning of the meeting. There was also a change in membership, as Councilor Johnson is taking Councilor Moore's position on the Finance Committee.

An invocation was given by Councilor Gass.

ROLL CALL
This meeting convened at 2:12 PM with Councilor Gass presiding. Councilor Heldenbrand, Councilor Cavin, Councilor Halvorson, and Councilor Johnson were present.

STAFF PRESENT
Becky Hicks, Bobbi Thompson, Omar Gonzalez, Amanda Dickerson, Naomi Seward, Justin Jones, Andrew Valadez, Brittany Shannon, Alison Herring, Angela Garcia, Amalia Martinez, TJ Conyers, Mac Rogers, Derek Washicheck, Steve Chavez, Jessica Parham, Enid Costley, Hess Yntema, Deanna Garcia, Toni Gomez, Tammi Smith, Chad Cole, Mayor Timothy Z. Jennings, Randy Bunch, Jim Burress, James MacCornack, Lance Bateman, Zach Lujan, and Nathaniel Mascarenas

GUESTS PRESENT
Rita Kane-Doerhoefer, Terri Harber, Councilor Cristina Arnold, Michael Espiritu, Barbara Gomez, Elaine Mayfield, and Peggy Seskey

GUESTS ONLINE
Amber, Debbie Reyer, Greg Gibson, Jd, Lucia, Vicki, Vincent Salas, ZS, and (15) guests

APPROVAL OF AGENDA
Councilor Gass proposed the following changes to the agenda:

- Item 13 removed due to withdrawal of the request.
- Items 15, 16, and 17 combined for discussion.
- Tabled items 23 through 28 to be discussed together.
- Item 28 removed pending engineering ITB results.
- Item 26 removed due to legal concerns.

DRAFT

Councilor Cavin made a motion to approve the agenda as amended for January 8, 2026. Councilor Halvorson seconded the motion The motion passed 5-0.

NON-ACTION ITEMS

1. Golf

Staff reported strong activity with the warm weather. Councilor Johnson commented on the course, saying it looked great.

2. Visitor Center

Staff reported on new flooring installation. Councilor Halvorson asked why the flooring had to be replaced already. Staff reported that the previous flooring had been stored for a period prior to installation. The flooring was brittle and was deteriorating.

3. Lodgers Tax Report

- Occupancy was down 32.3% year-over year. With occupancy sitting at 47.8%
- Lodgers' Tax revenue was $134,417.
- Convention Bed Fee revenue was $62,249.

Councilor Heldenbrand questioned why the bed fee was up, but the lodgers' tax was down. Staff explained the impacts of Airbnb reporting and the fixed bed fee structure. Councilor Gass requested corrections to the graphs for future reports.

5. Public Affairs

Staff recognized the Parks and Facilities Departments for assistance with the Christmas decorations at Pioneer Plaza. Councilor Halvorson commended staff on the success of Christmas on the Plaza.

6. Museum

Staff provided updates on new merchandise, Goddard Centennial planning, and the collection recovery.

Discussions addressed relocation delays, inventory collection processes, Chicago conservation efforts, database records, shipping manifests, and appraisal timelines. Staff confirmed the move could proceed once the building readiness issues are resolved.

7. Roswell Public Library

The report stands as presented.

Councilor Halvorson let staff know she attended the Grinch event, and it was great. Councilor Cavin let staff know his family attended the New Year's Eve Ball Drop Event and how much they enjoyed it.

DRAFT

8. Cannabis Excise Tax and Gross Receipts Tax

- Cannabis Excise Tax came in at $25,341
- Gross Receipts Tax came in at $5,577,332

Discussion focused on flood tax reporting discrepancies and Santa Fe's accuracy in reporting.

FLOOD DISASTER UPDATES

Staff reported that $9,500.00 has been obligated for zoo animal damage. Approximately 10 FEMA projects are under review. Total FEMA reimbursements to date are approximately $1.2 million. Reimbursement for Convention Center cleanup is expected soon. A letter was sent to the state with the support of the area legislature. Flood engineering RFP issued, proposals due January 20.

BUDGET PLANNING

9. Roswell Police Department- 5-Year Master Plan. Presented by Lance Bateman.
The Chief presented a comprehensive five-year plan addressing:

- Staffing levels, recruitment, and retention.
- Facility needs and ILEA building expansion.
- Fleet replacement strategy.
- Technology expansion, including real-time crime center, LPR's, drones, and cameras.
- Community policing, Neighborhood Watch, and School Resource Officers.
- Officer wellness programs.
- Juvenile crime concerns and legislative advocacy.
- Collaboration with CYFD, CASA, and the Attorney General.

The department emphasized retention challenges, infrastructure limitations, and the need for continued council support. Councilor Cavin asked if we did have funding how long it would take to get the convention center open. Staff responded that if the convention center is kept at the current location would take about 1 year for engineering plans and construction. Councilor Halvorson asked whether the Police Department has GPS capability to identify officer locations in real time. Chief advised that GPS tracking is not currently available due to the cost of the system and budget constraints.

ACTION ITEMS

10. Approval of authorization for the purchase of a Cyclone Rubber and Paint Removal Equipment System for the Roswell Air Center in the amount of $775,000.00. Procurement will be made through HGAC Buy Cooperative Contract No. PW10-25.
Presented by Omar Gonzalez

The Roswell Air Center requests approval to replace its existing 2012 Cyclone Rubber and Paint Removal System, which has reached the end of its useful life. The current

unit experiences frequent mechanical failures and escalating maintenance costs, resulting in operational inefficiencies and extended downtime.

Replacing this equipment is necessary to maintain compliance with FAA airfield maintenance requirements and ensure safe, efficient airport operations. The new system will improve reliability, reduce maintenance costs, and maintain service quality at the Air Center.

Councilor Heldenbrand asked if this was a new grant or an old grant. Staff stated it was an old grant that had been reauthorized for this purpose.

Councilor Halvorson made a motion for the approval of authorization for the purchase of a Cyclone Rubber and Paint Removal Equipment System for the Roswell Air Center in the amount of $775,000.00. Procurement will be made through HGACBuy Cooperative Contract No. PW10-25 to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

11. Consider recommending approval of a budget adjustment of $170,000.00 to install data lines and CJIS required access control for the new Roswell Police Department headquarters. Presented by Lance Bateman.

The Roswell Police Department recently entered into a lease agreement with the Roswell Airport to lease the old ILEA building as the new Roswell PD Headquarters. The ILEA building has very few data lines installed, as it was previously a training facility rather than a typical government office. Roswell IT has estimated the cost of installing data lines, and CJIS requires approximately $170,000 in access control.

Discussions note that the figures are estimates, subject to change due to building conditions and an evolving scope, and may increase; committee members requested a clearer scope, timeline, and more formal estimate/bid information before proceeding.

The committee discussed procurement options, including the use of a state contract, and the importance of following City purchasing rules. After discussion, Councilor Gass tabled the item, directing staff to provide improved estimates and information for potential placement on future agendas.

12. Consider recommending budget adjustment in amount of $42,042.67 from Misc general fund to Roswell PD Capital Vehicles. Presented by Lance Batemen.

The New Mexico Self-Insured fund issued a check for $42,042.67 to replace a totaled Roswell PD police vehicle. We request that funds be adjusted from the City of Roswell General Fund to the Roswell PD Capital Vehicles to replace a police vehicle.

Discussion addresses why these funds remain in the General Fund unless transferred, the timing of vehicle purchases, and whether the department should return with a full

vehicle quote and/or a broader fleet request to support upcoming academy graduates and staffing increases.

No action was taken due to the lack of motion; the item was effectively deferred with the expectation that the department may return with firm pricing and the requested structure for Council consideration.

13. This item was removed from the agenda and was not discussed.

14. Consider approval of the award for ITB-26-006: Fire Station #1 Addition Project to Waide Construction Company, Inc., in the amount of $1,822,314.49, including applicable New Mexico Gross Receipts Tax (GRT), and approval of a budget adjustment of $634,314.49 from the Public Safety Fund. Presented by Steve Chavez.

Staff clarified a misprint that incorrectly referenced the General Fund instead of the Public Safety Fund. The City of Roswell issued ITB-26-006 seeking sealed bids from licensed and qualified contractors for the construction of a 3,300 square foot addition to the existing Fire Station #1 located at 200 S. Richardson Avenue, Roswell, New Mexico. The addition will provide women's sleeping quarters, a training classroom, restrooms with showers, locker rooms, storage areas, circulation space, and associated support areas to meet current and future operational needs of the Fire Department.

Bids were opened on December 11, 2025, and three bids were received:

- Waide Construction Company, Inc. – $1,683,108.00 (excluding GRT)
- Classic Industries, Inc. – $1,796,322.26 (excluding GRT)
- Unified Contractor, Inc. – $3,300,000.00 (excluding GRT)

After review, Waide Construction Company, Inc., submitted the lowest responsive and responsible bid and is being recommended for award.

Staff explained the project was initially anticipated at a lower cost based on earlier estimates, but bids reflected significantly higher costs per square foot. The addition will expand training space and address operational needs, including additional female dorm rooms and improved female restroom/shower/locker facilities to support growth, including future EMS staffing.

There was discussion about how the funds and purchase order would roll over into the next fiscal year if the project is not completed by June 30, 2026. The contractor has stated it will be March before the project can begin.

Councilor Halvorson made a motion for the consideration and approval of the award for ITB-26-006: Fire Station #1 Addition Project to Waide Construction Company, Inc., in the amount of $1,822,314.49, including applicable New Mexico Gross Receipts Tax (GRT), and approval of a budget adjustment of $634,314.49 from the Public Safety Fund to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

15. Items 15, 16, and 17 were combined when the agenda was approved. Presented by Alison Herring

Approve a budget adjustment to allocate an additional $300,000 for the temporary dispatch contract. This adjustment is necessary to address unanticipated staffing shortages and associated costs.

FOR THE RECORD: The contract that was attached to the agenda was incorrect. The corrected contract has been included at the end of the minutes.

Contracted dispatchers have been assisting Consolidated Dispatch during a time of significant staffing shortages. This situation was impacted by the unexpected departure of Teri Best, which created additional staffing challenges. The initial budget required for FY26 was $690,000, but it has been reduced to $300,000 at the start of the FY26 budget year. This amount only covers approximately six months of costs.

Approve a budget adjustment and authorize procurement of replacement computers for all dispatch consoles at the new consolidated dispatch location. The total cost is $119,337.38, with $52,013.64 currently available. An additional $67,323.74 is required to complete the acquisition. Procurement will be conducted through the Dell NASPO Computer Equipment Statewide Price Agreement Contract #10-00000-20-00062AF.

The existing dispatch computers are outdated and experiencing performance issues. As the Dispatch Center transitions to a consolidated location, replacing these systems will ensure operational reliability and prevent service disruptions. Current systems are approximately six years old and no longer meet the requirements for critical public safety operations. Procuring new computers during the relocation will support uninterrupted emergency communications and improve system stability.

Recommend approval of a budget adjustment in the amount of $52,474.50, plus applicable Gross Receipts Tax (GRT) of $4,340.06, for a total budget adjustment of $56,814.56, for CentralSquare public safety project management and technical services required to re-host the existing system to the new Dispatch Center server. Procurement will be made through Sourcewell Contract #030425-CNSQ.

The Dispatch Center must transition its CentralSquare public safety system from the old server to the new dispatch facility. Funding for the re-hosting and technical implementation services was not previously secured by the prior administration. These services are necessary to ensure system functionality, data integrity, and full operational readiness at the new dispatch location.

Staff advised that procurement would occur through existing cooperative/state contracts and noted that DFA has been encouraging regarding reimbursement eligibility once quotes and documentation are finalized. The committee also discussed dispatch certification training locations and retention challenges, including competition from

neighboring communities, and noted the County's MOU share of costs (40%) for consolidated dispatch operations.

A motion was made by Councilor Cavin for the approval of a budget adjustment to allocate an additional $300,000 for the temporary dispatch contract. This adjustment is necessary to address unanticipated staffing shortages and associated costs; approval of a budget adjustment and authorize procurement of replacement computers for all dispatch consoles at the new consolidated dispatch location. The total cost is $119,337.38, with $52,013.64 currently available. An additional $67,323.74 is required to complete the acquisition. Procurement will be conducted through the Dell NASPO Computer Equipment Statewide Price Agreement Contract #10-00000-20-00062AF; recommend approval of a budget adjustment in the amount of $52,474.50, plus applicable Gross Receipts Tax (GRT) of $4,340.06, for a total budget adjustment of $56,814.56, for CentralSquare public safety project management and technical services required to re-host the existing system to the new Dispatch Center server. Procurement will be made through Sourcewell Contract #030425-CNSQ, all to the consent agenda. Councilor Halvorson seconded the motion. And the motion passed 5-0.

18. Consider recommending the adoption of Resolution 26-XX, to dispose of certain surplus property listed in the attachment. Presented by Becky Hicks.

This request covers the City of Roswell's old/obsolete equipment and vehicles. Exhibit A: Items valued at less than $2,500 and Exhibit B: Items valued at more than $2,500. Both exhibits are printed on the same sheet.

These items are in a state of disrepair, and repair costs would exceed the value of the item, and/or they have exceeded their life expectancy.

Staff presented a housekeeping resolution authorizing the disposal of surplus property through auction. There was discussion about which department the auction proceeds are returned to, especially when an asset is transferred to a different department during its useful life.

A motion was made by Councilor Cavin for the recommendation of adoption of Resolution 26-XX Disposal of Certain Surplus Personal Property to the consent agenda. Councilor Johnson seconded the motion, and the motion passed 5-0.

19. Consider recommending the adoption of Resolution 26-XX, authorizing the removal of certain items with an individual acquisition cost of five thousand ($5000) or less from the City's certified capital asset list. Presented by Deanna Garcia.

This Resolution is to update the certified asset list to conform with the statute. Section NMSA 1978, § 12-6-10 provides that no agency shall be required to list or itemize any tangible personal property with an individual acquisition cost of five thousand dollars ($5,000) or less. The City has identified certain tangible personal property currently included on the City's certified capital asset list that has an individual

acquisition cost of five thousand dollars ($5,000) or less. Such property remains in active use by City departments and is not being physically disposed of, but no longer meets the statutory threshold for inclusion on the certified capital asset list. See Exhibit A attached in the agenda.

Staff presented a housekeeping resolution to remove items with an individual acquisition cost of $5,000 or less from the City's certified capital asset list, noting the items are still in use and not being disposed of; the change aligns the list with the statutory threshold and ongoing audit requirements.

Councilor Halvorson made a motion for the recommendation of adoption of Resolution 26-XX, authorizing the removal of certain items with an individual acquisition cost of five thousand ($5,000) or less from the City's certified capital asset list to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

20. Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026. Presented by Toni Gomez

The New Mexico Department of Finance Administration (DFA) requires governing body approval for any budget adjustment that increases or decreases revenue or expenditures in the approved budget. The finance department is requesting approval of budget adjustments, as summarized in Exhibit "A", to align the City's FY2025-2026 budget with current funding allocations. These adjustments include updates to various grants, transfers, and departmental budgets.

Staff presented a resolution recommending adoption of a budget adjustment for the fiscal year ending June 30, 2026, covering items from the current agenda and including $10,000 in grant revenue (Library) and updated Air Center rent/utilities expenditures. Staff confirmed previously removed items (police vehicle capital outlay and ILEA data lines) were excluded from the adjustment. Staff stated the revised totals were $10,000 in revenue and $1,211,052.79 in expenditures.

Councilor Johnson made a motion to recommend the adoption of Resolution 26-XX, approving a budget adjustment for the fiscal year ending June 30, 2026, as revised, to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

APPROVAL OF MINUTES

21. Consider approval of the November 06, 2025, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Halvorson made a motion for the approval of the November 06, 2025, Regular Finance Committee Meeting Minutes. Councilor Johnson seconded the motion. The motion passed 5-0.

DRAFT

22. Consider approval of the December 04, 2025, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Halvorson made a motion for the approval of the December 04, 2025, Regular Finance Committee Meeting Minutes. Councilor Johnson seconded the motion. The motion passed 5-0.

UNTABLED ITEMS

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

Following the highly anticipated successful inaugural year in 2025, the National Championship Air Races (NCAR) will return to Roswell, New Mexico, for its 2nd annual event, solidifying Roswell's role as the new home for one of aviation's most prestigious spectacles. Held at the historic Roswell Air Center, the 2026 event is scheduled for September 9–13, continuing to elevate Roswell's profile on the national and international stage. Recognized globally as "The World's Fastest Motorsport," the NCAR combines competitive air racing with world-class aviation entertainment. The National Championship Air Races currently has a Memorandum of Understanding with the City of Roswell for funding of up to $300,000 per year, subject to Occupancy Tax Board and Governing Body approval. Historical Lodgers' Tax Funding Data: Sponsorship FY2025- $300,000

Staff presented a previously tabled request for the National Championship Air Races in the amount of $300,000 for marketing, consistent with the MOU language allowing funding up to that amount subject to governing body approval. Staff provided budget context, clarified an internal coding correction related to convention center accounts, and reviewed available lodgers tax event funding allocations and projected ending fund balance.
Discussion included:

- Clarification that lodgers tax event support is budgeted annually as a total allocation (not unlimited per request).
- Review of timing/lag for monthly lodgers tax receipts.
- Note that the Air Races economic impact report would be presented at a forthcoming Council meeting

Councilor Johnson made a motion for the recommendation of the National Championship Air Races Lodgers' Tax Funding Request to City Council in the amount of $300,000 for marketing as outlined in their Memorandum of Understanding to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

24. Consider the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship. Presented by TJ Conyers.

From their application: We are requesting sponsorship of a free-to-the-public attraction(s) to be held outside the Galacticon facility to draw people to all areas of the UFO Festival footprint. We will provide appropriate and family-friendly attractions for all ages. It will be open during the Galacticon hours and overseen by the Galacticon Director. This will be the third year we have requested sponsorship and received it in both previous years.

2 years of Historical Lodgers' Tax Funding Data: Sponsorship

FY2024- Awarded $10,000- Expended $7,414.88

FY2025- Awarded $8,000- Expended $3,700

FY2026- Requested $8,000

Staff presented a lodger's tax item to recommend authorizing the City to open negotiations for Galacticon sponsorship (requested sponsorship amount noted as $8,000), with the understanding that a finalized sponsorship agreement would return to Finance Committee and City Council for approval.

Councilor Halvorson made a motion for the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

25. Consider the recommendation of the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of $20,000 for marketing, sanitation, and security. Presented by TJ Conyers.

From their application: This is the fifth year that the Galacticon and the Roswell Daily Record have worked together to promote the Roswell UFO Festival, supporting the city's economy and tourism industry. After losing the Convention Center in October of 2024, we have held our activities downtown as part of the UFO Festival weekend. In 2025, the RDR supported the patriotic Aerial Drone Show for the public. The Galacticon was held in the Roswell UFO Museum Annex at 119 North Main in the former La-Z-Boy showroom, now owned by the Museum. We helped fund our part of the advertising and marketing of the event and plan to do so again.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security.

FY2023- No record of application

DRAFT

FY2024- Did not apply as a joint effort

FY2025- Awarded $20,000- Expended $11,413.13

Staff presented a request to recommend $20,000 for marketing, sanitation, and security support related to Galacticon activities, noting the Roswell Daily Record's partnership role and contributions (including a festival supplement and promotional support).

Councilor Cavin made a motion to recommend the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of $20,000 for marketing, sanitation, and security, to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

26. This item was removed from the agenda and was not discussed.

27. Consider the recommendation of MainStreet Roswell for UFO Festival Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship.

From their application: Roswell is known for the UFO / AlienFest event. This event and Roswell are known statewide, nationally, and internationally as the UFO Capital of the world. This was evident in the number of people who attended and the number of local and national news stations that covered the event, from the Alien car to the UFO Parade. It was great to the see the City of Roswell embrace the event and get in on the fun from merchants decorating their windows, wearing costumes, and inviting the overall public to have a nice cold drink of water. Pets were not left out with the annual Pet Costume contest held by the Galacticon to merchants putting out water on the sidewalk to hydrate our furry friends. Working collaboratively, the UFO Museum, MainStreet Roswell, Roswell Galacticon, Roswell Daily Record, Roswell Miniature Museum, Roswell Museum and the City of Roswell we were able to provide a unique experience that captured the essence of aliens and UFO's with a 7 block street festival, 2 stages, kid friendly fun such as the foam party, water slide & blow-ups in the Main Street district. This year, we added a car show and corn-hole competition. The Galacticon and Roswell Daily Record provided world-renowned speakers, vendors, hosted the Alien Car & sponsored the Drone Show, in coordination with the City of Roswell. Roswell Miniature Museum hosted the community-created Trekstar installation using recycled materials. This event is unique due to the collaborative nature of the event that makes it an out of this world event!

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security

FY2023- Awarded $32,476.00- Expended $16,238.00 (old policy of 50% reimbursement)

DRAFT

FY2024- Awarded $100,000- Expended $88,741.01 (Collaboration between MSR and city)

FY2025- Awarded $20,000- Expended $20,000 (documentation for event due 8/6/2025) Sponsorship

FY2024-Awarded $60,000- Expended $52,201.75

FY2025- Awarded $50,000- Expended- $50,000 (documentation for event due 8/6/2025)

Staff presented a request from MainStreet Roswell for the UFO Festival in the amount of $20,000 for marketing, sanitation, and security, and discussed a related request to open negotiations for additional sponsorship funding. MainStreet representatives emphasized the planning timeline needed for the event and requested sponsorship negotiations begin as soon as feasible to support vendor booking, entertainment planning, and coordination with other community events.
Discussion included:

- Support for approving the $20,000 request as listed and using sponsorship negotiations for any additional support.
- Councilor Halvorson formally recused herself and spoke as a member of the public, recommending increased support (suggested $50,000 total) due to event scale and importance.
- Committee consensus to approve the listed $20,000 today and proceed with negotiations for additional funding rather than increasing the amount immediately on the spot

Councilor Cavin made a motion for the recommendation of MainStreet Roswell for UFO Festival Lodgers' Tax Funding Request to City Council in the amount of $20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship to the consent agenda. Councilor Johnson seconded the motion. The motion passed 4-0, with Councilor Halvorson recusing herself.

28. This item was removed from the agenda and was not discussed.

PUBLIC PARTICIPATION
No public participation.

ADJOURN
The meeting adjourned at 4:17 PM.

DRAFT

getRESQ911

Scope of Work

Agency Name: Pecos Valley Regional Communications Date: Dec 18, 2025
Agency Address: 1 Saint Mary's Place, Roswell, NM 88203
Agency Contact/Phone #: Alison Herring/ A.Herring@roswell-nm.gov / 575-624-7590

Agency CAD System: Central Square/OneSolution
Agency 911 Platform: Intrado Viper
Agency Radio System:Zetron

Introduction:

getResQ911 LLC will provide the scope of work detailed below for work to be performed by 911 contractors. Details of the agreement, contract duration and associated costs are listed below.

Agreements

Client Responsibilities – include but not limited to the following:

- Day to day management of the Contractor will be the responsibility of the Client.
- Client agrees to provide on-boarding information at least two weeks prior to Contractor start date including the following:
    - Call taking, CAD Screen Images of Data Entry location.
    - Local call types
    - CAD codes/commands.
    - Radio codes
    - Agencies dispatched listing.
    - Appropriate SOP / Policy Documentation
    - Any additional on-boarding materials deemed necessary or encouraged to learn and understand.

- Adjustments to weekly hours and pay will be communicated in writing to the Company once agreed to by Client and Contractor.
- Adjustments to the weekly hours for each 911 Contractor will be coordinated monthly between Client and Company via a monthly schedule update.
- Union approvals, if required.
- Contractor pay including monthly housing will be paid electronically/ACH to the Company on a monthly basis on the first Wednesday of each month.

911 Contractor Responsibilities – includes but not limited to the following:

- Receive and process 911, non-emergency and administrative calls.
- Enter calls into the Client Computer Aided Dispatch (CAD) system as required by the Client.
- If authorized, leverage the National Law Enforcement Teletype System (NLETS) and the National Crime Information Center (NCIC) to perform required duties.
- Work to the best of their abilities to assimilate into the overall work environment and culture of the organization.

Scope of Work

- Contractor agrees to provide two weeks' notice to Client for any work schedule change request.
- Contractor agrees to participate in additional background checks facilitated by the Client, if required.
- Contractor agrees to be or become compliant with the following certifications and training deemed required by the Client during the period of the contract. (check mark the appropriate certifications requested)

☐ NCIC Certification
■ EMD, EFD, EPD
  ☐ APCO
  ■ Priority Dispatch
  ☐ Other _____
☐ Other _____

Company Responsibilities – include but not limited to the following:

- getResQ911will provide Contractor resume's, verification of certifications and will provide a National and County Criminal and Credit background check if requested by the Client/Agency.
- getResQ911 and Client agrees to meet (virtually) every thirty days to review status of Contractor job performance and/or any challenges that need to be addressed.
- Logistics coordination with the 911 Contractor.
- Coordinate preboarding materials as outlined and agreed to in the Client Responsibilities section.

PAYMENT SCHEDULE

911 Contractor(s): 3
Name:_TBD Phone #: _____
Name:_TBD Phone #:_____
Name:_TBD Phone #:_____

Start Date at Clients location: _____
Client Address: _____

Point of Contact at Client location: _____
Point of Contact Phone/Email: _____

Itemized Invoice: 5 Month Option

Item	Description	Hourly rate	Duration	# of contractors	Total
1	911 Contractor-Reg	$55	880hrs (40hrs x 22wks)	3	$145,200
2	911 Contractor-OT	$82.50	198 hrs (avg 9hrs/wk x 22 wks)	3	49,005
3	Contractor Monthly Stipend	$2,200	5 months	3	$33,000
			Total Contract		$227,205
			Due at Signing		$35,227.50
			1st month reg ($8,800) 1st month avg OT ($2,227.5) Housing ($2,200) x 3 contractors)		

*Hours and pricing are indicated based on a 40 hour work week. Alternate hours can be agreed too prior to contract signing.

getResQ911 will invoice bi-weekly actual regular hours and overtime hours, if applicable. Monthly housing allowance will be invoiced on the last invoice of the month for the following month housing.

Initial payment, including 1st month pay and housing per contractor, will be credited on the last month of the contract.

The first month's housing allowance will be charged in full, regardless of the start date.

Any work assignments over and above call taking and/or dispatching assigned to getResQ911 Subcontractors need to be agreed to by getResQ911 and may include an hourly pay increase.

Overtime and Holiday will be paid at $82.50/hr rate and overtime hours include any hours over 40 hours per week.

The 'Agency Start Up fee' will need to be paid before getResQ911 can identify and get Subcontractor commitments for the Agency contract.
Drug testing and/or backgrounds performed by getResQ911 will require additional fees, if required by the agency.

Holiday's are based on the standard Federal Holidays.
Holiday Schedule:

- Tuesday, November 11 - Veterans Day
- Thursday, November 27 - Thanksgiving Day
- Thursday, December 25 - Christmas Day
- Thursday, January 01 - New Year's Day
- Monday, January 19 - Birthday of Martin Luther King, Jr.
- Monday, February 16 * - Washington's Birthday
- Monday, May 25 - Memorial Day
- Friday, June 19 - Juneteenth National Independence Day
- Friday, July 03 ** - Independence Day
- Monday, September 07 - Labor Day
- Monday, October 12 - Columbus Day
- Wednesday, November 11 - Veterans Day
- Thursday, November 26 - Thanksgiving Day
- Friday, December 25 - Christmas Day

AUTHORIZING SIGNATURES

Client Signature _____
Client Name _____
Client Title _____
Date _____

getResQ911 Signature _____
getResQ911 Name_____
Date _____

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **26.**
Meeting Date: 02/03/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment of $170,000.00 to install data lines and CJIS required access control for the new Roswell Police Department headquarters. (Aldana)

BACKGROUND:
Initiated By: Alberto Aldana

The Roswell Police Department recently entered into a lease agreement with the Roswell Airport to lease the old ILEA building as the new Roswell PD Headquarters. The ILEA building has very little data lines installed as it was previously a training facility, not a typical government office. Roswell IT has estimated costs to install data lines and CJIS required access control at approximately $170,000.

FINANCIAL CONSIDERATION:
Financial Impact (Revenue & Expense): Budget Adjustment Needed

Revenue: N/A

Expense: 11014111-817503 (Capital Outlay -- Building/Improvements) - $170,000.00

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
Finance Committee will be the first committee to consider this item.

STAFF RECOMMENDATION:
Proceed as presented.