FINANCE COMMITTEE AGENDA
Thursday, August 6, 2026 at 2:00 P.M.
City Hall - Mike Mathews 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. Roswell Visitor Center
2. Public Affairs
3. Museum Monthly Report
4. Department Reports - Roswell Public Library
5. Lodgers Tax
6. Cannabis Excise Tax
   Gross Receipts Tax
7. Roswell-Chaves County Economic Development Corporation
8. Roswell Hispano Chamber of Commerce
9. MainStreet Roswell

FLOOD DISASTER UPDATES

10. Flood Disaster Update

BUDGET PLANNING

ACTION ITEMS

11. Consider approving the determination of uncollected accounts and the removal from accounts receivable in the amount of $51,749.37. (Costley)

12. Consider recommending approval of a budget adjustment in the amount of $192,930.00 and authorization of a purchase order to Otis Elevator Company for the modernization of the City Hall elevator, including Alternate #1 for a new cab interior. (Martinez)

13. Consider recommending Resolution 26-XX for participation in FY 2027 LGRF NMDOT funding program. (MacCornack)

14. Resolution 26-XX - Consider approval of Resolution 26-XX certification of correctness of the physical inventory of assets for FY2026. (Garcia)

15. Consider recommending approval of a $78,000.00 budget adjustment to establish funding for the Top Flight Tavern. The requested adjustment is necessary because these expenditures were not included in the FY27 budget. (Sanchez)

16. Consider approval of a budget adjustment in the amount of $241,869.40 to both revenue and expense for Fine Arts Insurance Claim proceeds and the conservation of flood-damaged museum collection items. (Brooks)

17. Consider the recommendation for a budget adjustment and approval to purchase a TANA Shark DT Waste Shredder utilizing CES Contract #2022-10-C102-ALL from Four Rivers Equipment in the amount of $1,256,509.40. (Cavin)

18. Consider the recommendation for Lodgers' Tax Funding Request for the Crash and Clash Youth Wrestling Tournament for Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

19. Consider the recommendation for Lodgers' Tax Funding Request for National Championship Air Races of $300,000 for sponsorship as stated in MOU for their 2027 event. (Conyers)

20. Consider the recommendation for Lodgers' Tax Funding Request for The Nancy Lopez Legacy Celebration for sponsorship. (Conyers)

21. Consider the recommendation for Lodgers' Tax Funding Request for Pinata Fest Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

22. Consider the recommendation for Lodgers' Tax Funding Request for Eastern New Mexico State Fair Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

23. Consider the recommendation for Lodgers' Tax Funding Request for Roswell Symphony Orchestra for Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

24. Consider the recommendation for Lodgers' Tax Funding Request for Rio Pecos Kennel Club Marketing, Sanitation and Security. (Conyers)

25. Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2027. (Gomez)

APPROVAL OF MINUTES

26. Consider approval of the July 01, 2026, Regular Finance Committee Minutes.

TABLED ITEMS

27. Consider recommending approval to advertise for a public hearing for Ordinance 26-04: An Ordinance Amending the City of Roswell's Purchasing Procedures. (Nairn-Mahan)

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 26-12.

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 Friday, July 31, 2026.**

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 1.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Roswell Visitor Center

Attachments

Visitor Center June 2026 Monthly Report

ROSWELL
New Mexico

Visitor Center

Monthly Visitor Center Report
June 2026

Visitor Center:

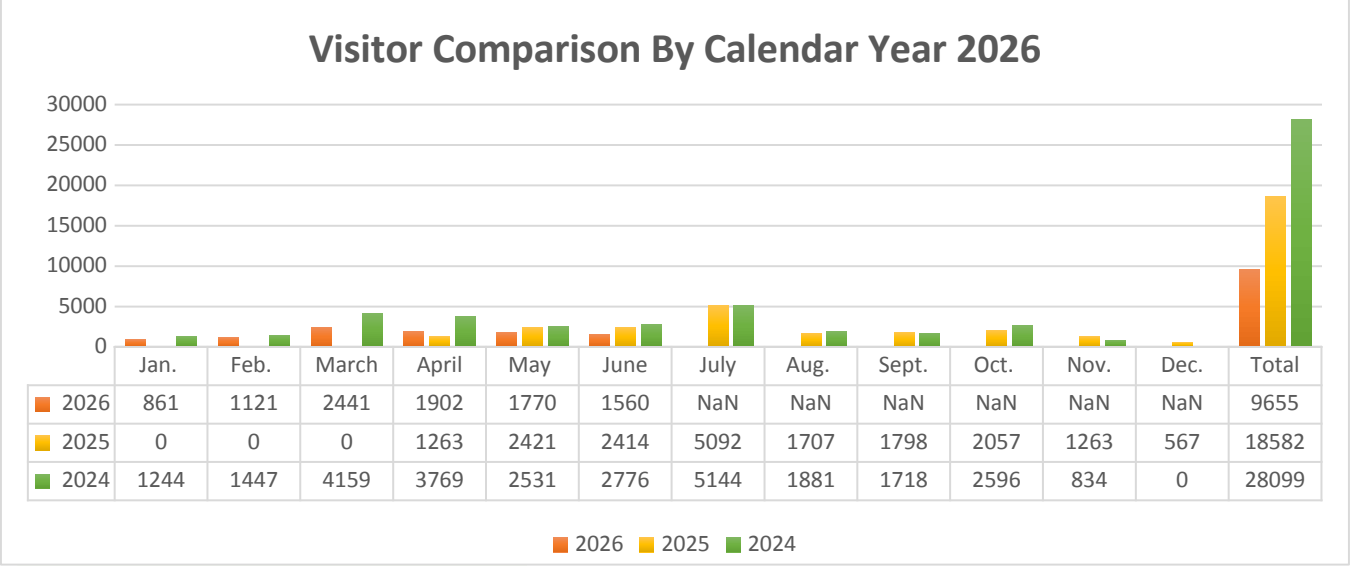
- Welcomed **1560** guest, **533** overnight stays in Roswell or **34%** and **37** Roswell locals.
- **June** sales total **$7,335.**
- **Top 5 items sold:** Alien Glasses, Official Crash Site Worker Tee, Coin Tee, 2025 Limited Edition Official UFO Festival Tee, Trucker Hat.

NOTE: VC was closed from June 17th – 20th for construction work.

June 2026 Visitation Report

	April Comparison			YTD Comparison		
	2024	2025	2026	2024	2025	2026
Roswell Residents	78	99	37	535	294	290
New Mexico Visitors (Not including Roswell Area)	104	150	93	709	353	478
US Visitors (Not including New Mexico)	2451	2080	1364	13384	5081	8433
International Visitors	143	85	66	1298	370	454
Unknown Visitors	0	0	0	0	0	0
Total Visitors	2776	2414	1560	15926	6098	9655

Numbers reflected above are by calendar year
Visitor Center Hours
Tuesday - Saturday 9am - 5pm
Closed Sunday & Monday



	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2026	861	1121	2441	1902	1770	1560	NaN	NaN	NaN	NaN	NaN	NaN	9655
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

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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.
- June 3rd UFO Festival Meeting – **Amanda**
- June 4th UFO Festival Red Bull Meeting – **Amanda**
- June 8th GMA Meeting – **Amanda**
- June 8th ABA Marketplace Webinar – **Amanda**
- June 9th Enrichment Services Meeting – **Amanda**
- June 9th – 12th GMA Visit – **Amanda**
- June 10th Safety Meeting @ Water Maintenance – **Amanda & Dorothy**
- June 10th UFO Festival Meeting – **Amanda**
- June 12th – July 6th Online Store closed for inventory for EOY reporting & UFO Festival – **Amanda**
- June 17th UFO Festival Meeting – **Amanda**
- June 17th America 250 Meeting – **Amanda**
- June 20th Craft with Dad – **Amanda**
- June 24th UFO Festival Meeting – **Amanda**
- June 30th VC Inventory final counts for EOY – **Amanda**
- 97 community events entered into community calendar and seeroswell – **VC Staff**
- 18 COR newspaper clippings scanned and archived – **VC Staff**
- 1800 COR maps mailed out/delivered for June. Visit Santa Fe, Bill the Kid VC, Candlewood Suites, Comfort Suites, Days Inn. – **Amanda & VC Staff**
- Call out of brochures to Las Cruces & Historical Society Museum – **VC Staff**
- 1700 brochures received and counted into inventory for June – **VC Staff**

June 17th – 22nd Garage doors on the westside building were replaced.

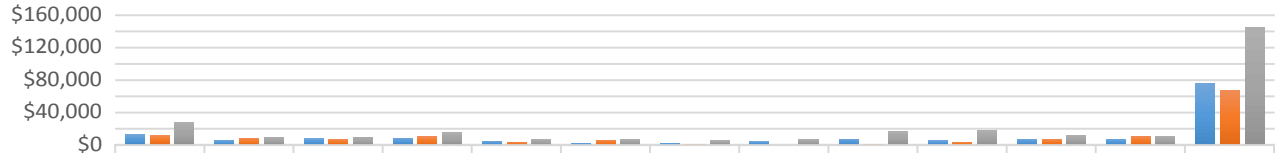


of

ROSWELL
New Me

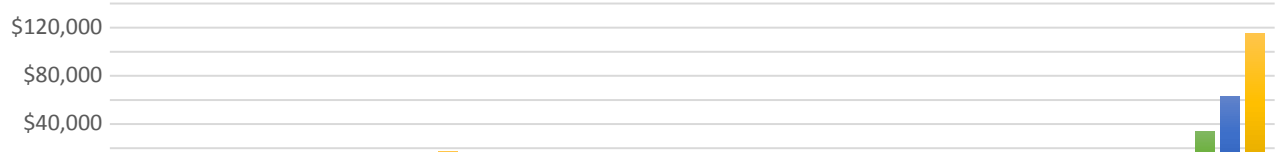
Visitor Center

2026 Fiscal Year Revenue Comparison



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
2025 - 2026	12558.83	5712.37	7733.82	8709.83	4529.15	2337.35	2396.83	3967.85	7506.17	5435.07	7401.24	7335.49	75624
2024 - 2025	11767.75	8186.77	6869.08	10240.68	3292.75	5819.77	250.8	20	218.5	3405.45	7077.09	10406.22	67554.86
2023 - 2024	27891.34	9539.32	9916.7	15234.88	6605	7076	5389	6931	16277	17428	12195.87	10945.68	145429.79

Calendar Year 2026 Revenue Comparison



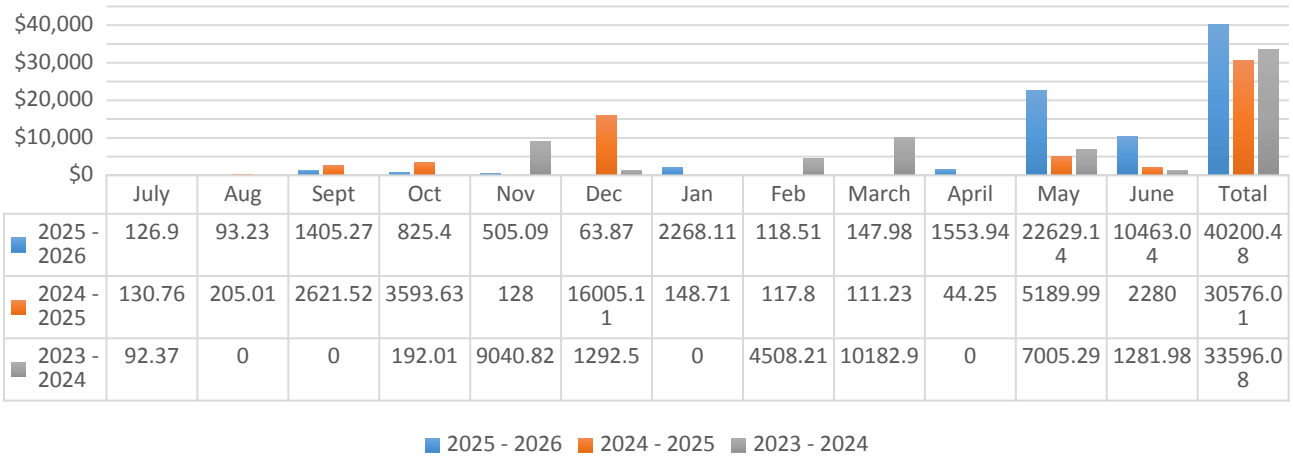
	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2026	2396.83	3967.85	7506.17	5435.07	7401.24	7335.49	NaN	NaN	NaN	NaN	NaN	NaN	34042.65
2025	250.8	20	218.5	3405.45	7077.09	10406.22	12558.83	5712.37	7733.82	8709.83	4529.15	2337.35	62959.41
2024	5389.42	6931.48	16277.1	17428.31	12195.87	10945.68	11767.75	8186.77	6869.08	10240.68	3292.75	5819.77	115344.66

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2026 Fiscal Year Merchandise Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
2025 - 2026	126.9	93.23	1405.27	825.4	505.09	63.87	2268.11	118.51	147.98	1553.94	22629.14	10463.04	40200.48
2024 - 2025	130.76	205.01	2621.52	3593.63	128	16005.11	148.71	117.8	111.23	44.25	5189.99	2280	30576.01
2023 - 2024	92.37	0	0	192.01	9040.82	1292.5	0	4508.21	10182.9	0	7005.29	1281.98	33596.08

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 2.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Public Affairs

Attachments

PA June 2026 Department Report

Public Affairs Department Report

June 2026

Public Affairs

General Public Affairs

- Coordinated and executed Good Morning America visit
- Coordinated flower pot plants with Parks for Pioneer Plaza
- Designed and coordinated the UFO Festival Drone Show
- Created Water Billing Newsletter
- Attended meetings for America 250 Roswell
- Worked on UFO Festival website to update events and schedules
- Attended Meetings for UFO Festival with community partners
- Submitted final grant reporting to NMTD for NMCB and Marketing Co-Op
- Attended NMML Meeting to present our bid for the NMML Annual Conference
- America 250- Crafts with Dad Event- June 20 in partnership with Home Depot 3510
- Received on invoices for the department
- Abstract, information gathering, and PPT for Finance Committee and City Council items/department reports
- Held virtual meetings with 3 Advertising for marketing initiatives for the City of Roswell tourism and UFO Festival
- Sent FixIt forms to the respective departments
- Occupancy Tax Board Meeting- Meetings are now quarterly
- Keep Roswell Beautiful Board Meeting- Cancelled
- 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, United Airlines Service, America 250 Roswell, Top Flight Tavern, City Now Hiring, Summer Guide, America 250 Block Party, UFO Festival 2026
- News flashes on website: 1
- Government website updates: Estimated 11
- Form Updates: 0
- New Forms: 0
- Facebook: 114 (excluding tourism page)
- Instagram: 14
- TikToks: 0
- FB Lives: 2
- Rise Vision Updates: 13

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Public Affairs Department Report

June 2026

Public Affairs

- New Digital Billboards & Marquee: 0
- Videos: 0



Graphic Design-

Created an estimated ***150 graphics.*** June began at an incredible pace—Good Morning America, UFO Festival, and the America 250 Block Party to name some of the most important, biggest events or opportunities of the year. Early in the month we coordinated with ABC's GMA team for their itinerary, arrival dates, b-roll requirements, live segment time and place, and helped them connect with local businesses and individuals involved with the UFO world. Roswell became the center stage and representative of New Mexico for GMA's 50 States in 50 Weeks show to celebrate America's 250 birthday.

Shortly after that, we focused heavily on UFO Festival, finalizing graphics, pushing out social media and completing the UFO Guidebook; a new type of map and event itinerary for locals and tourists to see all that is available during our annual festival. Last but not least, we also helped plan and execute some of the America 250 Block Party fun by participating in regular meetings, providing supplemental items such as glow-in-the-dark sticks and foam sticks, and helped plan the logistics on the field, and set up the event in-person to ensure the community enjoyed the fun, music and fireworks.

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

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Public Affairs Department Report

June 2026

Public Affairs

3 Videos year- to-date
(Jan 1 – December 31)

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 3.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Museum Monthly Report

Attachments

Museum Monthly Report

Roswell Museum

JULY 2026
MONTHLY REPORT

JUNE ATTENDANCE

	FY2026	FY2025	FY2024	FY2023
EVENTS/PROGRAMS	75	90		
OUTREACH	-	37		
VOLUNTEER VISITS	9	10		
MUSEUM BUSINESS	-	-		
JUNE TOTALS	84	127	2,938	3,172
FISCAL YEAR-TO-DATE TOTALS	11,136	11,157	41,410	36,369

JUNE REVENUES

	FY2026	FY2025	FY2024	FY2023
MEMBERSHIP	-	685		
STORE	-	-		
JUNE TOTALS	-	685	9,882	23,488
FISCAL YEAR-TO-DATE TOTALS	2,745	62,397	182,073	224,305

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.

JUNE PROGRAMMING

EVENTS/PROGRAMS/OUTREACH	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIPS/SUPPORT
Second Saturday	1	75	RMAC Foundation, Roswell Public Library
TOTALS	1	75	

MEMBERS

	120 current memberships	**167** current members
FOR MONTH	**-** new memberships	**-** renewals
FISCAL YEAR to DATE	**-** new memberships	**27** renewals

VOLUNTEERS

FOR MONTH	**12** volunteer hours	**9** volunteer visits
FISCAL YEAR to DATE	**1524** volunteer hours	**403** volunteer visits

6,413 FACEBOOK FOLLOWERS

2,035 INSTAGRAM FOLLOWERS

646 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 5 years. Recovery efforts and staff are centralized at a temporary location.

Current project status:

- The outdoor sculptures and Goddard tower plaque will be conserved on-site the first week of August by Pacific Coast Conservation with coverage provided by insurance.
- The paintings on loan that were undergoing conservation in Chicago have been completed and arrangements are being made to return those to their respective owners.
- The collection records remediation has been completed and the records are being scheduled for return. Digitization will likely still be required.
- Appraisals for 250 sculptures with Freeman's Appraisals and 968 historical items with Art of Estates has been completed and will aid with the insurance process.
- Work is ongoing to coordinate and seek insurance approval for conservation of items that remained in Roswell.

GODDARD CONSERVATION RFP

The RFP for Stabilization, Assessment, and Conservation of Goddard artifacts was posted in June and the July 11 deadline was extended to July 17. A virtual pre-proposal meeting was offered to potential applicants on July 8 with attendees from several conservation firms. The project includes approximately 1,300 artifacts associated with pioneering rocketry scientist Robert H. Goddard, including an outdoor historic rocket tower. A review of applications will be conducted in July with recommendations anticipated to proceed to the City Council for further review and approval.

FLOOD ADAPTATION WORKSHOP

Director Brooks attended a Flood Adaptation Workshop sponsored by the New Mexico Division for Historic Preservation and presented by the National Park Service and FEMA on July 16. The aim of the workshop was to educate public employees and those who own and work on historic buildings options for providing flood protection measures on historic buildings.

MUSEUM MEMBERSHIP TRANSITION

The museum will be transitioning to a free membership program during the closure and rebuild. Letters and details will be sent to current members and released to the public in the coming weeks.

GODDARD PRESENTATION

Museum Director Caroline Brooks will be giving a presentation in Worcester Massachusetts, Goddard's hometown, on August 6 as part of an exhibition at the Museum of Worcester in honor of Goddard's first launch centennial. Brooks will also tour Goddard sites and meet with local contacts who are promoting and preserving Goddard's legacy to inform the Roswell Museum's recovery and exhibition planning efforts.

SECOND SATURDAYS

August's Second Saturday project will be creating tunnel books, a layered design of cut paper to create a three-dimensional narrative.

Second Saturdays are held at the Roswell Public Library, during the museum's flood recovery, from 10 am to 1 pm on the Second Saturday of each month. Projects are led by staff and teaching artists, and the program is supported by the RMAC Foundation.

THOMA FOUNDATION AWARD

The Carl & Marilynn Thoma Art Foundation awarded $25,000 to the RMAC Foundation in July in support of collection conservation. The funds will contribute to the cost of conservation of the large indoor sculptures and the WPA tin chandeliers that remained in Roswell after the flood.

250th CELEBRATION

Museum staff and volunteers contributed a giant bubble activity to the Roswell 250 Celebration during the Fourth of July event at Cielo Grande, a successful event that brought several thousand attendees in honor of the semiquinncentennial. Thanks goes to Councilor Halvorson and all of the event volunteers and City staff who coordinated the efforts.

REGISTRAR SELECTION

Jada Whiterock-Schwab has accepted the position of Museum Registrar, which was vacated this past spring by Cloe Medrano, who moved to Florida. She will be starting August 3.

Jada Schwab-Whiterock graduated from Wichita State University in 2023 with a Bachelor's of Art History and a minor in Business Management. She has previously worked at the Field Museum in Chicago, where she worked as a Registrar Assistant and Cultural Engagement Specialist. Her interests are Southwestern and Native American art and anthropology.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 4.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Department Reports - Roswell Public Library

Attachments
Roswell Public Library Monthly Report for July 2026

Roswell Public Library
June 18 - July 17, 2026

Accomplishments

Building Improvements Plans

Children's Garden: The forms are being made for the concrete pour. The musical instruments have been picked up from A.K. Sales. The fence and other components of the Children's Garden have been ordered.

Service Improvements

Piñata Exhibit: Cartonería Exhibit: Piñatas! A Mexican Art of Paper and Paste
In partnership with the New Mexico Museum of International Folk Art is the newest New Mexico traveling exhibit on loan to the Roswell Public Library until October 6. We are making arrangements with the New Mexico Museum of International Folk Art to present a program at the Roswell Public Library during National Hispanic American Heritage Month.

Signage: We have completed shifting books in the fiction and nonfiction collections and have created new range signage to help people find books.

Patron Database: We are requesting the Roswell City Council to forgive overdue fines that are over 5 years old. This should clear up all remaining overdue fines still in our database. In 2022 the Roswell City allowed us to remove fines and fees that were January 1, 2018 and older. This request is to remove fines and fees January 1, 2022 and older.

Library Catalog: We have completed removing the electronic books and electronic audio books from the Library Catalog. Of course, this does not mean we no longer have electronic books or electronic audio books, because we do. This means that the library catalog only shows the physical items and the Libby App will need to be used to search the ever changing, electronic books and electronic audio books.

We have cataloging the "I can read books" as "Readers" as their type and location. The books have a "R" on the spine and are located on the first row of tall shelves closest to the picture books. The books are arranged on the shelves in alphabetical order by author rather than the reading level and then in alphabetical order. Following the fiction reader will be the Nonfiction readers. The Spanish language Readers will be shelved between the Picture book in Spanish and the Juvenile Fiction books in Spanish. call numbers are R [author], ESP R [author], R [Dewey number][author] and ESP R [Dewey number][author]

Computers: A power outage while the library computers were updating was the cause of all but three computers needing to be reprogrammed before they became operational again.

Programs

Summer Reading Program: The eight-week summer reading program will end July 31. We have 702 people registered for the program and as of July 16 9,674 books have been read. Our last special program was the Georgia O'Keeffe Art Van. They were very pleased with the number of people at the program stating our event had the most people attending from all the events held this summer.

General Obligation Bond

2022 General Obligation Bonds: The Roswell Public Library received $170,823.41 in 2022 General Obligation Bond funds. With a deadline to spend, issue check and request reimbursement by June 30, 2026 (that was later changed to April 1, 2026). We spent and received reimbursement for $65,035.95 in fiscal year 2025 The $150,796.46 in reimbursements was deposited into the City of Roswell account on July 15, 2026.

2024 General Obligation Bonds: The State Library has been notified that the 2024 GO Bonds have been sold (email 2/2026). The Public Libraries will share an allocation of $6,000,000 and the Tribal Public Libraries will share an allocation of $1,000,000. Because of the delay in the Bonds being sold, you will have until April 1, 2029, to spend down the funds. The Roswell Public Library 2024 GO Bonds amount is $169,038.61 We plan to use the funds for the collection and especially for filling in gaps in the nonfiction collection this fiscal year. The agreement for the 2024 GO Bond is expected to be sent out early in fiscal year 2027.

Spice Club: The spice of the month for July is Ground Mustard.

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:**

DEPARTMENT NAME:
Lodgers Tax

Attachments

Lodgers Tax

Lodgers' Tax

August 6, 2026
(Gass/Jones)

Lodgers' Tax Update May 2026 Activity Collected in June 2026

- One hotel, The Crane, did not report.
- STR data shows we were at 68.1% occupancy. Up 9%
- ADR percent change this month is up 1.9% from last year.
- 34 Short Term Rentals reported for the period.

ROSWELL
Public Affairs

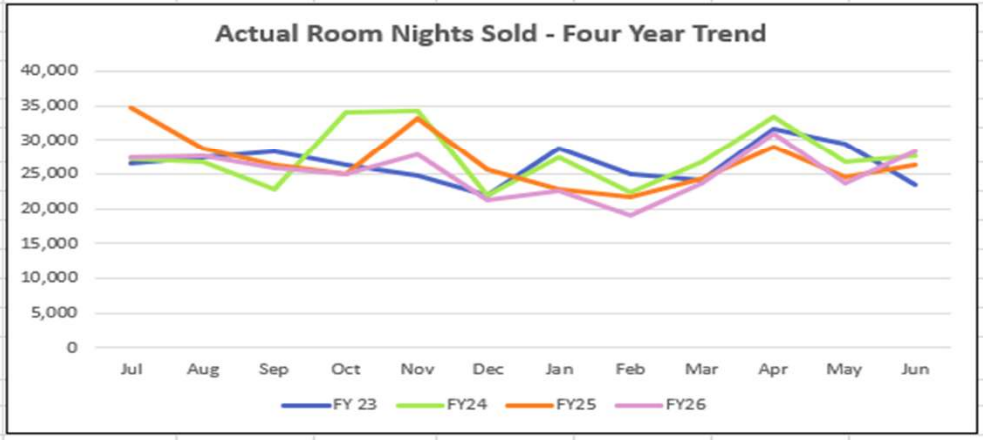
CITY OF ROSWELL
5% LODGERS' TAX COLLECTION REPORT
COLLECTED IN JUNE 2026 FOR THE MONTH OF May 2026 ACTIVITY

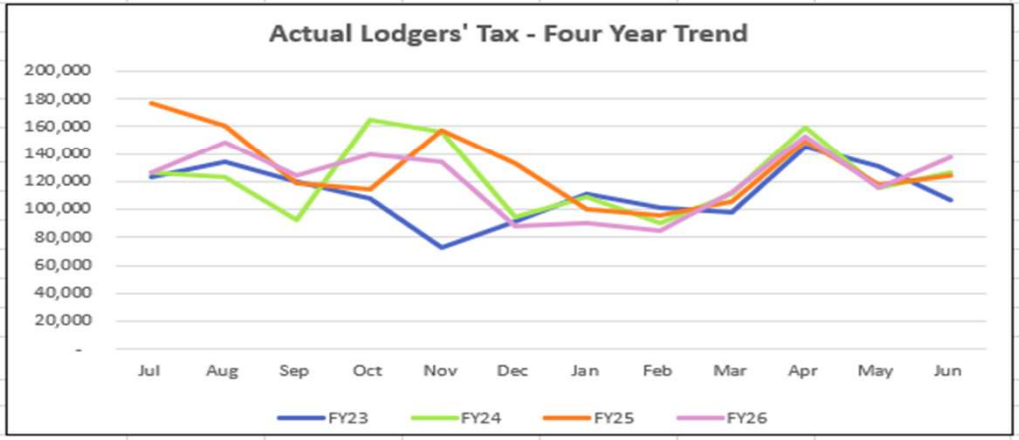
ROOM NIGHTS REPORTED BY MONTH:

	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	22,495	18,961	23,646	30,907	23,751	28,271	302,971
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%	45.9%	38.7%	53.4%	63.0%	50.0%	57.6%	

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	89,939	85,050	112,538	153,081	115,224	137,196	$ 1,453,824





CITY OF ROSWELL
$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT
Collected in June 2026 for May 2026 Activity

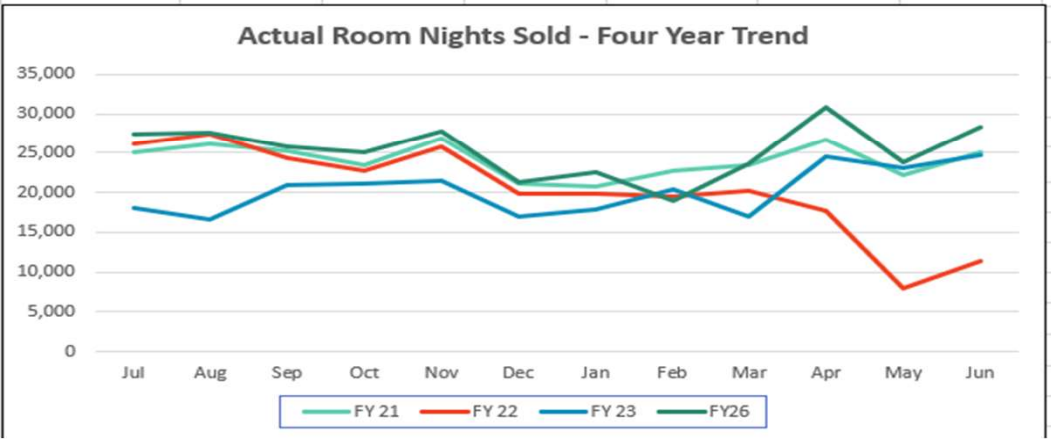
ROSWELL Public Affairs

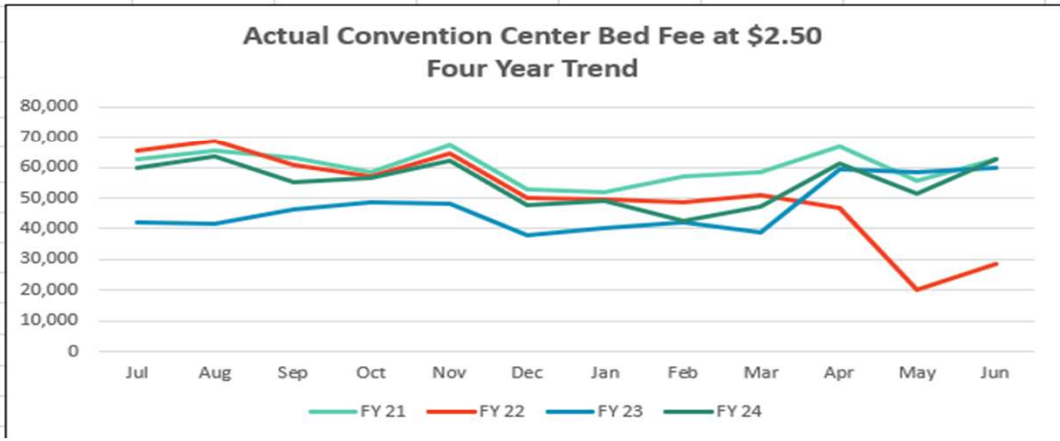
ROOM NIGHTS REPORTED BY MONTH:

	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
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	22,495	18,961	23,646	30,907	23,751	28,271	302,971
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%	45.9%	38.7%	53.4%	63.0%	50.0%	57.6%	

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	49,045	42,385	47,275	61,152	51,440	62,742	$ 658,725





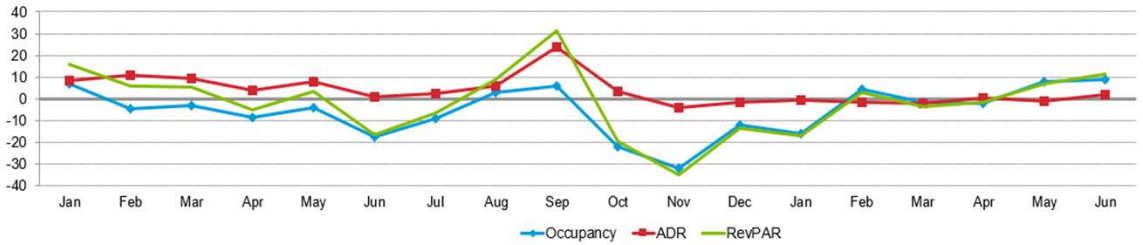
Tab 2 - Trend City of Roswell, NM+: City of Roswell NM

Currency: USD - US Doll

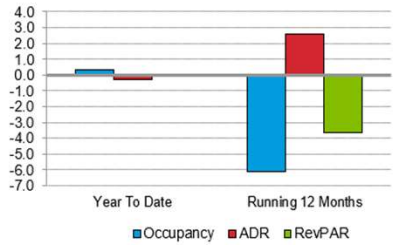
City of Roswell NM

For the Month of June 2026

Monthly Percent Change



Overall Percent Change



Occupancy (%)	2025												2026						Year To Date			Running 12 Months		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024	2025	2026	2024	2025	2026
This Year	54.6	62.7	72.8	60.2	59.8	62.5	64.7	60.1	62.4	58.9	47.8	49.5	45.6	65.5	71.5	58.9	64.6	68.1	66.0	62.1	62.3	64.4	63.6	59.8
Last Year	51.0	65.8	75.3	66.0	62.4	75.8	71.2	58.6	58.9	75.6	70.5	56.2	54.6	62.7	72.8	60.2	59.8	62.5	65.6	66.0	62.1	63.1	64.4	63.6
Percent Change	7.0	-4.8	-3.4	-8.8	-4.1	-17.6	-9.0	2.6	6.0	-22.1	-32.3	-12.0	-16.4	4.5	-1.8	-2.2	7.9	9.0	0.6	-5.9	0.3	2.1	-1.2	-6.1

ADR	2025												2026						Year To Date			Running 12 Months		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024	2025	2026	2024	2025	2026
This Year	97.07	104.81	113.91	104.62	109.65	109.13	116.78	106.71	124.98	108.30	95.52	95.12	96.34	103.30	111.63	105.12	108.36	111.21	100.59	106.96	106.68	98.42	105.04	107.77
Last Year	89.54	94.42	104.40	100.83	101.82	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	94.82	100.59	106.96	92.02	98.42	105.04
Percent Change	8.4	11.0	9.1	3.8	7.7	0.9	2.5	5.9	23.8	3.3	-4.1	-1.8	-0.7	-1.4	-2.0	0.5	-1.2	1.9	6.1	6.3	-0.3	7.0	6.7	2.6

RevPAR	2025												2026						Year To Date			Running 12 Months		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024	2025	2026	2024	2025	2026
This Year	52.96	65.70	82.91	62.96	65.61	68.21	75.61	64.17	77.94	63.80	45.61	47.06	43.97	67.68	79.77	61.87	69.98	75.76	66.40	66.41	66.46	63.42	66.85	64.40
Last Year	45.66	62.17	78.64	66.53	63.52	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	62.22	66.40	66.41	58.06	63.42	66.85
Percent Change	16.0	5.7	5.4	-5.4	3.3	-16.8	-6.7	8.7	31.2	-19.6	-35.1	-13.6	-17.0	3.0	-3.8	-1.7	6.7	11.1	6.7	0.0	0.1	9.2	5.4	-3.7

Supply	2025												2026						Year To Date			Running 12 Months		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024	2025	2026	2024	2025	2026
This Year	39,091	35,308	39,091	37,830	39,091	37,830	39,215	39,215	37,950	39,215	37,950	39,215	39,215	35,420	39,215	37,950	39,215	37,950	228,241	228,241	228,965	460,265	460,265	461,725
Last Year	39,091	35,308	39,091	37,830	39,091	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	228,241	228,241	228,241	460,265	460,265	460,265
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.0	0.0	0.3	0.0	0.0	0.3

Demand	2025												2026						Year To Date			Running 12 Months		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024	2025	2026	2024	2025	2026
This Year	21,327	22,132	28,454	22,765	23,390	23,646	25,390	23,583	23,665	23,100	18,123	19,400	17,896	23,206	28,025	22,337	25,325	25,855	150,662	141,714	142,644	296,587	292,939	275,905
Last Year	19,934	23,250	29,447	24,961	24,386	28,684	27,819	22,904	22,265	29,567	26,686	21,984	21,327	22,132	28,454	22,765	23,390	23,646	149,778	150,662	141,714	290,400	296,587	292,939
Percent Change	7.0	-4.8	-3.4	-8.8	-4.1	-17.6	-8.7	3.0	6.3	-21.9	-32.1	-11.8	-16.1	4.9	-1.5	-1.9	8.3	9.3	0.6	-5.9	0.7	2.1	-1.2	-5.8

Revenue	2025												2026						Year To Date			Running 12 Months		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024	2025	2026	2024	2025	2026
This Year	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	1,845,302	1,724,150	2,397,188	3,128,350	2,348,075	2,744,236	2,875,237	15,155,208	15,157,935	15,217,236	29,190,176	30,769,024	29,734,807
Last Year	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	2,129,350	2,070,209	2,319,675	3,241,097	2,381,769	2,564,770	2,580,416	14,202,088	15,155,208	15,157,935	26,723,705	29,190,176	30,769,024
Percent Change	16.0	5.7	5.4	-5.4	3.3	-16.8	-6.4	9.0	31.6	-19.3	-34.9	-13.3	-16.7	3.3	-3.5	-1.4	7.0	11.4	6.7	0.0	0.4	9.2	5.4	-3.4

Census %	2025												2026					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
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	1265	1265	1265	1265	1265	1265	1265	1265	1265	1265	1265	1265
% Rooms Participants	100.0	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7	93.7

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 6.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

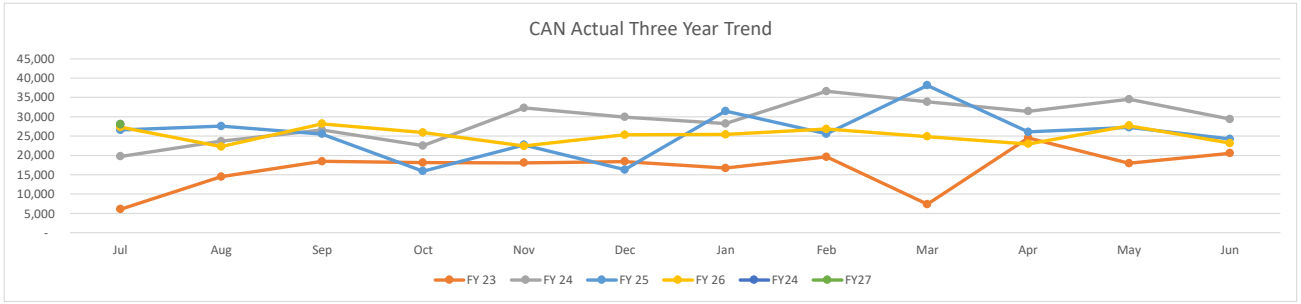
DEPARTMENT NAME:
Cannabis Excise Tax
Gross Receipts Tax

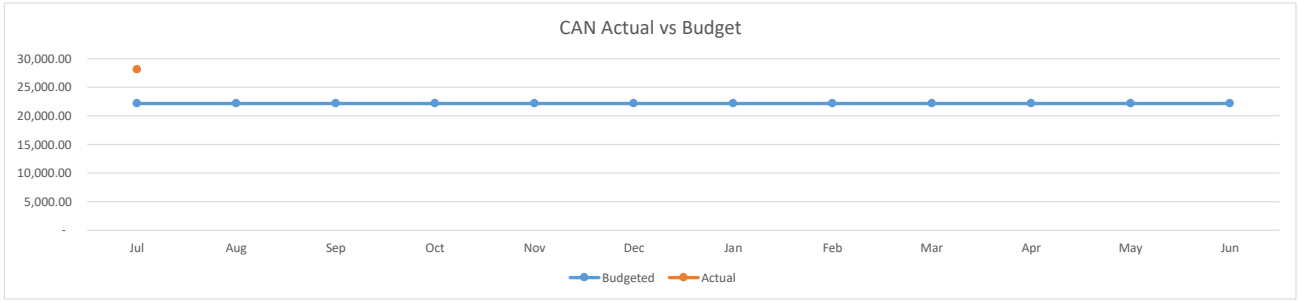
Attachments

Cannabis Excise Tax
Gross Receipts Tax

City of Roswell
Cannabis Excise Tax
July 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	26,838	24,872	22,963	27,689	23,191	302,468	-1.6%	**302,468**
FY 27	28,084												28,084	-90.7%	**28,084**
27 over 26	**2.7%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-90.7%**		

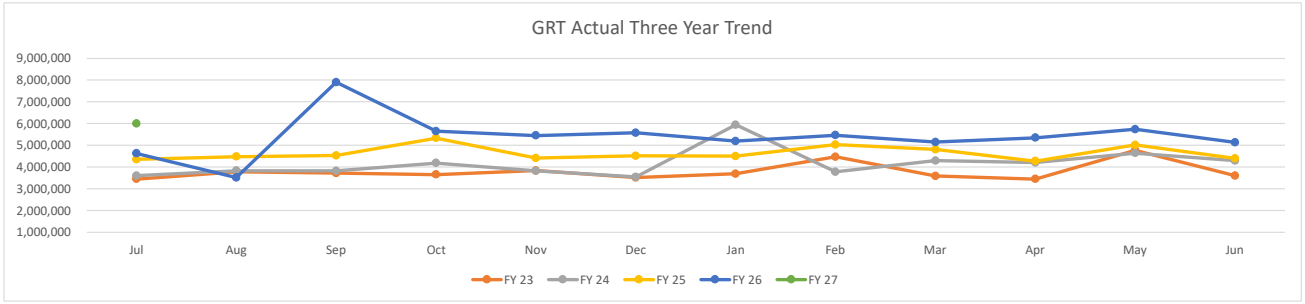


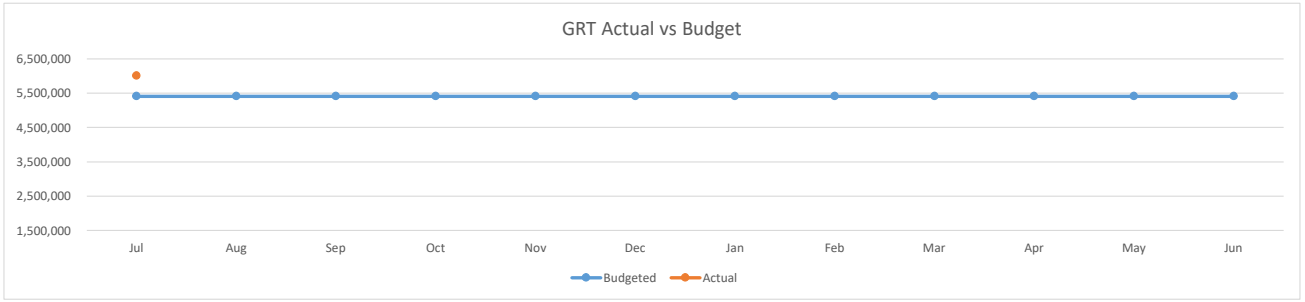


	Budgeted	Actual	Variance	% Variance
Jul	22,173.79	28,084.22	5,910.43	26.66%
Aug	22,173.79		(22,173.79)	
Sep	22,173.79		(22,173.79)	
Oct	22,173.80		(22,173.80)	
Nov	22,173.80		(22,173.80)	
Dec	22,173.80		(22,173.80)	
Jan	22,173.80		(22,173.80)	
Feb	22,173.80		(22,173.80)	
Mar	22,173.80		(22,173.80)	
Apr	22,173.80		(22,173.80)	
May	22,173.80		(22,173.80)	
Jun	22,173.80		(22,173.80)	
Total	**266,085.57**	**28,084**	**(238,001.35)**	
% FYTD			**26.66%**	

City of Roswell
Gross Receipts Tax
July 2027

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	5,464,974	5,151,075	5,350,340	5,736,387	5,134,246	64,759,658	16.3%	**64,759,658**
FY 27	6,006,880													-100.0%	**6,006,880**
27 over 26	**29.9%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**		





	Budgeted	Actual	Variance	% Varance
Jul	5,408,333	6,006,880	598,547	11.07%
Aug	5,408,333		(5,408,333)	
Sep	5,408,333		(5,408,333)	
Oct	5,408,333		(5,408,333)	
Nov	5,408,333		(5,408,333)	
Dec	5,408,333		(5,408,333)	
Jan	5,408,333		(5,408,333)	
Feb	5,408,333		(5,408,333)	
Mar	5,408,333		(5,408,333)	
Apr	5,408,333		(5,408,333)	
May	5,408,333		(5,408,333)	
Jun	5,408,333		(5,408,333)	
Total	**64,900,000**	**6,006,880**	**(58,893,120)**	
% FYTD			**11.07%**	

City of Roswell
GRT Allocation
FY27

General Fund				
	Budgeted	Actual	Variance	% Variance
July	4,400,000.00	4,863,352.04	463,352.04	10.53%
August	4,400,000.00			
September	4,400,000.00			
October	4,400,000.00			
November	4,400,000.00			
December	4,400,000.00			
January	4,400,000.00			
February	4,400,000.00			
March	4,400,000.00			
April	4,400,000.00			
May	4,400,000.00			
June	4,400,000.00			
Total	52,800,000.00	4,863,352.04	463,352.04	10.53%

FEMA				
	Budgeted	Actual	Variance	% Variance
July	550,000.00	623,742.74	73,742.74	13.41%
August	550,000.00			
September	550,000.00			
October	550,000.00			
November	550,000.00			
December	550,000.00			
January	550,000.00			
February	550,000.00			
March	550,000.00			
April	550,000.00			
May	550,000.00			
June	550,000.00			
Total	6,600,000.00	623,742.74	73,742.74	13.41%

Public Safety				
	Budgeted	Actual	Variance	% Variance
July	458,333.33	519,785.62	61,452.29	13.41%
August	458,333.33			
September	458,333.33			
October	458,333.33			
November	458,333.33			
December	458,333.33			
January	458,333.33			
February	458,333.33			
March	458,333.34			
April	458,333.34			
May	458,333.34			
June	458,333.34			
Total	5,500,000.00	519,785.62	61,452.29	13.41%

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 7.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE:
CONTACT: **CHAIR:**

DEPARTMENT NAME:
Roswell-Chaves County Economic Development Corporation

Attachments

RCCEDC FY26 Q4 Report
RCCEDC FY26 Financial Statements

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

July 3, 2026

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

Dear Ms. Conyers,

Attached is our 4th quarter, FY26 report as per contract of economic development services. Included also is the report, a copy of the most current Profit and Loss Statement .

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

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

City of Roswell
Economic Development Report
Roswell-Chaves County Economic Development Corporation
April-June 2026

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

   A. Project Hail, an MRO company, is moving forward to beginning a large, advanced aircraft repair and drone manufacturing center which could result in many new jobs. We are working with a Design-Build company currently to create their new facility. A new hangar facility may be built at the Roswell Air Center. There is the potential for a battery manufacturer to also locate an expansion center here. A projected new job count is expected in the several thousands.
   B. Project Arrow is an electric bus manufacturer. Land has been identified (rail-served) and is under negotiations. The NM Economic Department and the Governor's office have awarded the company a tentative LEDA award of $5MM. An economic analysis was performed and an estimated $141,376,830 has been identified (without the LEDA award).
   C. Project Show, a tourism and community development project, has been in progress to consider creating a local outdoor event center. 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 $210,000 in donations and other funds. We will be having the bids refreshed and work started mid-year.
   D. Roswell Information Park is a data center type 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. A LEDA GRT Share award amount is to be determined, however an incentive analysis identified $10,099,322,394 in incentives without the GRT Share program amount.
   E. Project Sound is a new tourism centric project (Contact Roswell) which could generate significant GRT. In the very preliminary stages, this annual event has the potential to grow significantly year after year. This project consists of 3 pillars, a Tier I level music venue, a high-tech STEM Expo, and a speaker series. All are centered around the alien mystique, the history of rocketry with Godard and Guggenheim family. Plans are underway for their first annual event in April 2027. Anticipated audience attendance is projected initially at 10,000 with upwards of 100,00 over the next 3 years.
   F. Project Seeker is a critical minerals recovery facility company that has been awarded $2mm in LEDA funds from the state. 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. They are in receipt of a LEDEA award from the state of $2mm. We have land options, and the company is seeking a long-term lease with the city. Using a state grant we obtained for site readiness, both Phase I Environmental and Geo Technical Boring studies will be performed.
   G. Project Okie is a manufacturing company that will create 70-150 jobs. They are working on their LEDA application. A site has been located and is currently under company review for a long-term lease on city property. A LEDA application has been submitted, and an incentive analysis is underway. Using a state grant we obtained for site readiness, both Phase I Environmental and Geo Technical Boring studies will be performed.
   H. Several other projects were researched, explored, and submitted to those companies from our own internal lead generation activities. Some of these actively engaged projects in the pipeline are:
      a. Project Tumbleweed – Solar energy battery storage facility
      b. Project Zenith Volts– Data Center and manufacturing
      c. Project Orchard - Aviation
      d. Project AQM - Aviation
      e. Project Bugle - Aviation
      f. Project Bargas – Manufacturing

g. Project Gas-Aviation
h. Project Paver-Logistics
i. Project Pickin-Agriculture
j. Project Luminate-Manufacturing
k. Project Luminate – Manufacturing
l. Project Atom – Tourism
m. Project Toobin-Tourism
n. Project Mountain-Manufacturing
o. Project Paver-Logistics

2. Educational opportunities provided:

   A. We are partnering with the Hispano Chamber of Commerce to provide small business seminars for local companies.
   B. We will be hosting an employer workshop with the local America's Job Center office at the EDDC offices in July.

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

4. Other activities:

   a. Attended the NM Regional Housing Forum to better understand local housing challenges and potential solutions.
   b. Attended the MRO America's Exposition and conference for aviation lead generation and sales. Several leads were obtained for potential new projects.
   c. We attended the NM Workforce Summit in Santa Fe, NM.
   d. We attended the Site Selector's Guild Partner event for new lead generation.

5. Business Retention Report
   a. We met goal and visited with 60 local businesses who were contacted and assisted through our Business Retention and Expansion (BRE) program during this period. See the attached list.

6. Real Estate Property:
   b. Prepared and presented to a state bard for a site readiness grant (LEADS), and was successfully awarded in June, $25,000 for new site readiness locations.
   c. Key listings of commercial/industrial property and buildings are updated at https://www.chavescounty.net/real-estate
   d. We have been actively seeking real estate locations for potential new projects, both retail and commercial/industrial.
   e. We are also reworking our listings of available land and buildings with new property sheets and information to support new development on our website.

7. New and changed programming.
   a. Our Board of Directors continues the partnership with Retail Strategies to support new retail companies in Roswell. We continue to review potential retail and service sector opportunities. The company conducted another site visit of Roswell in June.

8. Promotional campaigns

   A. We are redesigning our website with Golden Shovel for a fresh and current appearance.
   B. The Roswell Air Center remains our top focus for opportunity where our advertising and lead generation activities support new growth opportunities.
   C. The 2026 Livability magazine project has been completed and delivered.
   D. Social media and website analytics as attached.

9. Cooperative efforts with area organizations, meetings and other top activities:

A. Attended several events and gave presentations about economic development and the National Championship Air Races to local civic organizations.
B. Hosted and conducted a meeting for local businesses, and in particular…hotel operators to better support the Air Races.
C. RCCEDC President & CEO Mike Espiritu now serves as Roswell Flood Recovery Task Force by appointment of the Roswell City Council.
C. Met with Main Street Roswell Board President to discuss future support opportunities together
F. Attended the NMIDEA monthly Board of Director's meeting, representing this region.
G. Attended the monthly Chaves County Commission meetings and Roswell City Council meetings.
H. 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.
I. Eastern New Mexico Medical Center Board of Trustees meetings.
J. 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.
H. The monthly Aerospace States Association of NM Chapter meeting virtually.
I. Hosted Amazon for the hiring under their new Flex program and full-time staffing needs on April 8, 2026, at the RCCEDC.

(Kristen Chappell's April BRE's)	Business Name:	POC:
04/01/2026	New Energy Equity (NEE) (Member)	Jacob Hay
04/01/2026	Rio Potomac Investment (Member)	Kyle Armstrong
04/02/2026	Sprint Rehabilitation	Ashley Villa
04/06/2026	Texas Roadhouse	Amber (Evening Shift Manager)
04/07/2026	SCOR Orthopedics	April (Front Administrator)
04/08/2026	Barringer's Blossom Shop	Anjel Zarybnicky
04/08/2026	Sweet Baby J's	Jeri Fuller
04/09/2026	Central Valley Electric (CVE) (Member)	Raelynn Bean
04/10/2026	ASA Architects (Member)	Hal Barnette
04/18/2026	Historical Society for Southeast New Mexico (Member)	Amy McVay Tellez

(Jessica Martinez's April BRE's)	Business Name:	POC:
04/07/2026	State of New Mexico	April Baca
04/10/2026	Tate Branch Auto Center	Mario Lucero
04/20/2026	ENMU-R Trio	Christina Miranda
04/20/2026	Wags & Whiskers Pet Hotel (New Member)	Shawn Higgins
04/22/2026	American Legion Post 28	Rebecca Cobos
04/22/2026	Roswell Correctional Center	Josh Carrol
04/22/2026	Beauty College of Eddy County	Amanda Willis/Mindy Brown
04/22/2026	NM DOT	Candace Barela
04/24/2026	My Metal Wholesale Supply	Wayne Hansen
04/24/2026	Austin Industrial	Shane Dowdy

(Kristen Chappell's May BRE's)	Business Name:	POC:
05/06/2026	Payne Electric	Ryan Payne
05/07/2026	Edward Jones	Wes Belding
05/11/2026	Smith Engineering (Member)	Scott Hicks
05/12/2026	The Gala Event Center	Alicia Rodriguez
05/12/2026	Culligan	Olivia Velos
05/18/2026	Jason Allision Construction (JAC)	Jason Allison
05/18/2026	Richland Auto Group (Member)	Clarissa Gonzalez-Adams/Travis Hicks
05/19/2026	Stellar Coffee Co. (Member)	Anne Baker
05/20/2025	Pecos Valley Machinery (New Member)	Katie Angelos
05/20/2026	NextEra Energy Resources (New Member)	Kayla DiDonato

(Jessica Martinez's May BRE's)	Business Name:	POC:
05/06/2026	CASA Kids	LeAnne Rice
05/07/2026	J&M Ventures	Marylou Dishman
05/07/2026	Manatt Company & Realtors (Member)	Jim Manatt
05/07/2026	Redden Plumbing & Mechanical (Member)	Hannah McPherson
05/12/2026	Contact Roswell	Kevin Kwilosz, CJ Abrahan, Erik Eye, Bill Corbett, Lee Miles
05/14/2026	Farley's Food, Fun & Pub (Member under Cattle Baron Restaurants)	Amelia Moore
05/20/2026	Alien Trash Services, LLC (Member)	Ronaldo Chavira
05/27/2026	Waterfleet	Randi Rodriguez/Casey McDermond
05/29/2026	Bitter Lakes State Park	Jana
05/29/2026	JP Stone Bank (Member)	Staci Carrasco

(Kristen Chappell's June BRE's)	Business Name:	POC:
06/01/2026	601 W LLC (Member)	Brian Taylor
06/01/2026	Bell Gas/Cortez Gas (Member)	Menolly Cates/Robert Shull
06/03/2026	Marlin Wells (Member)	Marlin & Kathleen Wells
05/04/2026	Information Protection Services (IPS)/Shred Boss (Member)	Josh Hartwell
06/09/2026	Alien Trash Services LLC (Member)	Rony Chavira
06/09/2026	Payroll Vault (Member)	Betty Tuttle
06/10/2026	Sparklight (Member)	Jay MacLeod, Isabel Foster, David Williams, Clint Raby, and Drew Lovelace
06/11/2026/	Home Innovation Remodeling (Member)	Gabriel Moreno-Sosa
06/17/2026	Interstate Batteries (Member)	Phil Davis
06/18/2026	NuMex Plastics, Inc. (Member)	Guy Tipton

(Jessica Martinez's June BRE's)	Business Name:	POC:
06/01/2026	McCarty Equipment	Michael Abbate
06/01/2026	The Wrap Studio	Julie Corbell
06/01/2026	Dara Dana (Member)	Dara Dana
06/03/2026	Berkshire Hathaway Enchanted Lands Realtors (Member)	Brad Davis
06/08/2026	El Toro Bravo (Member)	Marcela Velarde
06/08/2026	ENMU-R (Member)	Shawn Powell
06/09/2026	Roswell Realtors Association	Twyla White
06/12/2026	NM State Parks	Jana Birch
06/15/2026	Kesl Custom Keepsakes	Kevin Kessl
06/15/2026	JP Stone Community Bank of Roswell (Member)	Staci Carrasco

Roswell-Chaves County EDC
FY 2026 4th Quarter Report to City of Roswell

Golden Shovel Agency (GSA) (Based on January 1, 2026-March 31, 2026. This is the latest data given to us by GSA. We will not receive the April 1, 2026-June 30, 2026, report until the second week of July).

- Total users 4,658
- New users 4,560
- Sessions 5,468
- Sessions per user 1.18
- Engagement rate 36.65%
- Website views 8,234
- Engaged sessions 2,004
- Highest traffic days for website views for this quarter were Friday, with Tuesday being a close second. Monday, Thursday, and Friday are quite equal, with Saturday 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	3,623 (77.7%)
Mobile	1,020 (21.9%)
Tablet	16
Smart TV	1

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

Country	Total users
United States	2,804
India	122
United Kingdom	62
Germany	53
Canada	18
Mexico	17
Taiwan	17
Vietnam	16
France	11
Brazil	8

- Higher Traffic-Pages

Page title	Total users	Views
RCCEDC Home/Landing Page	1,532	1,931
imap by Economic Gateway	324	557
Roswell-Chaves County News	195	256
Contact RCCEDC	192	217
Roswell-Chaves County Real Estate for Review	173	248
Annual Events in Roswell-Chaves County	139	161
RCCEDC Staff	132	184
County approves permit for data center, solar facility	131	173
RCCEDC Board	101	132
Reno Air Races in Roswell-Chaves County	97	109

- Traffic Type

User source	Total users
(direct)	2,949
Organic Search	1,390
Referral	279
Organic Social	44
Paid Search	9

- Higher Traffic States (globally)

Region	Total users
New Mexico	620
Arizona	335
Texas	280
California	235
Colorado	201
Florida	116
Maharashtra	101

New York	98
Ohio	88
Oregon	83

- Higher Traffic Cities (globally)

City	Total users
Singapore	1,050
Roswell	295
Phoenix	237
Albuquerque	152
Mumbai	96
Denver	80
Dallas	70
New York	62
Columbus	60
Englewood	58

- Acquisition Sources

Sessions default	Total users
Direct	2,965
Google	1,221
Roswell-nm.gov	178
Bing	101
Chatgpt.com	34
m.facebook.com	26
Duckduckgo	19
Livability.com	11
Irl2.mailanyone.net	8

Facebook analytics (April 1, 2026-June 30, 2026)

- 150,000 Views, -55% from previous 90 days
- 20,987 Engagement, +7% from previous 90 days
- 1,600 Interactions, -44% from previous 90 days
- 3,760 Total followers, +6% from previous 90 days
- 70% of users are women, 30% are men
- Follower Demographics- 82.3% Roswell, NM, 4.1% Dexter, 3.1% Artesia, NM, 10.5% "other." 98.9% United States, 0.5% Mexico, 0.1% Nigeria, 0.4% "other."

LinkedIn analytics (Last 90 days)

- 1,175 followers
- 13 Impressions
- 0 Reactions

Instagram analytics (April 1, 2026-June 30, 2026)

- 660 total followers
- Profile activity (85), Profile visits 82
- 909 views. Of the views, 70.8% are followers of the RCCEDC Instagram page and 29.2% are non-followers.
- Accounts reached 2,190
- 50 new interactions, of which 34% are followers and 66% are non-followers
- Accounts engaged were 36
- Most active times are on Mondays and most views occur around 12:00 pm and 6:00 pm.

X analytics (April 1, 2026-June 30, 2026)

- 320 followers, 24 are verified
- 264 impressions
- 1.8% engagement rate, which is up 60%
- 5 engagements
- 2 new likes

ROSWELL- CHAVES COUNTY EDC

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION AND
ACCOUNTANT'S COMPILATION REPORT

MAY 31, 2026

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 May 31, 2026, and the related statements of activities - income tax basis for the month ending May 31, 2026 and the eleven 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.

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of May 31, 2026 and April 30, 2026

Assets

	May 31, 2026	April 30, 2026
Current Assets		
CASH IN BANK - PIONEER #2795	$ 99,303.72	$ 122,271.80
FIRST AMERICAN - SAVINGS #4520	21,599.79	21,596.12
PIONEER MONEY MARKET ACCOUNT #2643	488,648.88	487,680.20
JP STONE BANK #4051- PROJECT SHOW	60,000.00	60,000.00
A/R - CITY OF ROSWELL	33,333.33	16,666.66
A/R - CHAVES COUNTY	33,340.33	16,673.66
Total Current Assets	736,226.05	724,888.44
Property and Equipment		
EQUIPMENT	(0.42)	(0.42)
Net Property and Equipment	(0.42)	(0.42)
Non Current Assets		
FIRST AMERICAN BANK - INVESTMENT FUND #R002500	461,549.24	461,549.24
UNREALIZED GAIN LOSS ON INVESTMENT	12,981.76	12,981.76
Total Non Current Assets	474,531.00	474,531.00
Total Assets	$ 1,210,756.63	$ 1,199,419.02

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of May 31, 2026 and April 30, 2026

Liabilities and Net Assets

	May 31, 2026	April 30, 2026
Current Liabilities		
A/P - EMPLOYEES	$ (0.32)	$ (0.32)
A/P - VENDORS	9,125.00	9,125.00
FICA PAYABLE	1,374.66	1,374.66
MEDICARE PAYABLE	321.48	321.48
FEDERAL WITHHOLDING PAYABLE	738.01	738.01
STATE WITHHOLDING PAYABLE	622.92	622.92
SIMPLE IRA PAYABLE	3,272.37	3,272.37
SUTA PAYABLE	66.72	33.36
Total Current Liabilities	15,520.84	15,487.48
Long-Term Liabilities		
Total Long-Term Liabilities	0.00	0.00
Total Liabilities	15,520.84	15,487.48
Net Assets		
Net Assets Without Donor Restrictions	653,461.66	653,461.66
Net Assets with Temporary Donor Restrictions	407,626.39	407,626.39
Current Earnings	134,147.74	122,843.49
Total Net Assets	1,195,235.79	1,183,931.54
Total Liabilities and Net Assets	$ 1,210,756.63	$ 1,199,419.02

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 11 Months Ended May 31, 2026

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	41.47 %	$ 183,333.33	31.58 %
CHAVES COUNTY	16,666.67	41.47	183,333.33	31.58
MEMBERSHIP DUES	1,857.50	4.62	149,715.00	25.79
SPECIAL EVENT	0.00	0.00	12,531.50	2.16
CERTIFIED EDO GRANT (NMEDD)	0.00	0.00	40,000.00	6.89
LEADS SITE PREPARDNESS GRANT (NMEDD)	5,000.00	12.44	5,000.00	0.86
LEGISLATIVE DINNER	0.00	0.00	3,000.00	0.52
RENTAL INCOME	0.00	0.00	3,600.00	0.62
Total Sales	40,190.84	100.00	580,513.16	100.00
Gross Profit	40,190.84	100.00	580,513.16	100.00
Operating Expenses				
WAGES - BONUS	0.00	0.00	1,082.84	0.19
MISCELLANEOUS EXPENSE	0.00	0.00	44.10	0.01
ADVERTISING	0.00	0.00	23,339.00	4.02
BOARD/MEMBERSHIP & ANNUAL MEETINGS	0.00	0.00	15,270.80	2.63
BANK CHARGES	80.93	0.20	698.71	0.12
CONTRACT SERVICES	2,550.74	6.35	24,107.40	4.15
CONTRIBUTIONS	500.00	1.24	500.00	0.09
BUSINESS EXPANSON	150.00	0.37	551.78	0.10
BUSINESS RECRUITMENT	94.46	0.24	30,987.50	5.34
ENTERTAINMENT/MEALS	36.38	0.09	118.40	0.02
DUES & SUBSCRIPTIONS	21.95	0.05	3,976.28	0.68
EDUCATIONAL EXPENSE	0.00	0.00	480.00	0.08
MILEAGE	345.90	0.86	6,129.00	1.06
OFFICE EXPENSE	393.26	0.98	2,112.65	0.36
POSTAGE	156.00	0.39	520.99	0.09
PAYROLL TAXES	1,729.49	4.30	19,527.74	3.36
RETIREMENT(SIMPLE IRA)	535.14	1.33	5,886.54	1.01
RENT	0.00	0.00	7,200.00	1.24
TRAVEL & CONVENTIONS	1,093.09	2.72	4,072.53	0.70
WAGES	22,171.60	55.17	248,304.28	42.77
WEB SITE	0.00	0.00	16,766.00	2.89
SPECIAL EVENT EXPENSE	0.00	0.00	1,641.61	0.28
MAINSTREET FACADE	0.00	0.00	5,000.00	0.86
LEGISLATIVE DINNER	0.00	0.00	21,292.22	3.67
RETAIL MARKET STUDY EXPENSE	0.00	0.00	45,000.00	7.75
Total Operating Expenses	29,858.94	74.29	484,610.37	83.48

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 11 Months Ended May 31, 2026

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Net Income (Loss)	$ 11,304.25	28.13 %	$ 134,147.74	23.11 %

SUPPLEMENTARY INFORMATION

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 11 Months Ended May 31, 2026

	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	$ 183,333.33	$ 183,333.33	$ 0.00	$ 200,000.00	$ 16,666.67
CHAVES COUNTY	16,666.67	16,666.67	0.00	183,333.33	183,333.33	0.00	200,000.00	16,666.67
MEMBERSHIP DUES	1,857.50	12,500.00	(10,642.50)	149,715.00	137,500.00	12,215.00	150,000.00	285.00
SPECIAL EVENT	0.00	41.67	(41.67)	12,531.50	458.33	12,073.17	500.00	(12,031.50)
CERTIFIED EDO GRANT (NMEDD)	0.00	3,333.33	(3,333.33)	40,000.00	36,666.67	3,333.33	40,000.00	0.00
LEADS SITE PREPARDNESS GRANT (NMEDD)	5,000.00	2,083.33	2,916.67	5,000.00	22,916.67	(17,916.67)	25,000.00	20,000.00
LEGISLATIVE DINNER	0.00	166.67	(166.67)	3,000.00	1,833.33	1,166.67	2,000.00	(1,000.00)
RENTAL INCOME	0.00	150.00	(150.00)	3,600.00	1,650.00	1,950.00	1,800.00	(1,800.00)
Total Sales	40,190.84	51,608.34	(11,417.50)	580,513.16	567,691.66	12,821.50	619,300.00	38,786.84
Gross Profit	40,190.84	51,608.34	(11,417.50)	580,513.16	567,691.66	12,821.50	619,300.00	38,786.84
Operating Expenses								
WAGES - BONUS	0.00	666.67	(666.67)	1,082.84	7,333.33	(6,250.49)	8,000.00	(6,917.16)
MISCELLANEOUS EXPENSE	0.00	51.25	(51.25)	44.10	563.75	(519.65)	615.00	(570.90)
ADVERTISING	0.00	3,000.00	(3,000.00)	23,339.00	33,000.00	(9,661.00)	36,000.00	(12,661.00)
BOARD/MEMBERSHIP & ANNUAL MEETINGS	0.00	1,791.67	(1,791.67)	15,270.80	19,708.33	(4,437.53)	21,500.00	(6,229.20)
AUDIT	0.00	766.67	(766.67)	0.00	8,433.33	(8,433.33)	9,200.00	(9,200.00)
BANK CHARGES	80.93	125.00	(44.07)	698.71	1,375.00	(676.29)	1,500.00	(801.29)
CONTRACT SERVICES	2,550.74	2,130.42	420.32	24,107.40	23,434.58	672.82	25,565.00	(1,457.60)
CONTRIBUTIONS	500.00	83.33	416.67	500.00	916.67	(416.67)	1,000.00	(500.00)
BUSINESS EXPANSON	150.00	83.33	66.67	551.78	916.67	(364.89)	1,000.00	(448.22)
BUSINESS RECRUITMENT	94.46	1,833.33	(1,738.87)	30,987.50	20,166.67	10,820.83	22,000.00	8,987.50
ENTERTAINMENT/MEALS	36.38	41.67	(5.29)	118.40	458.33	(339.93)	500.00	(381.60)
DUES & SUBSCRIPTIONS	21.95	853.33	(831.38)	3,976.28	9,386.67	(5,410.39)	10,240.00	(6,263.72)
EDUCATIONAL EXPENSE	0.00	833.33	(833.33)	480.00	9,166.67	(8,686.67)	10,000.00	(9,520.00)
MILEAGE	345.90	333.33	12.57	6,129.00	3,666.67	2,462.33	4,000.00	2,129.00
OFFICE EXPENSE	393.26	416.67	(23.41)	2,112.65	4,583.33	(2,470.68)	5,000.00	(2,887.35)
POSTAGE	156.00	41.67	114.33	520.99	458.33	62.66	500.00	20.99
PAYROLL TAXES	1,729.49	2,173.33	(443.84)	19,527.74	23,906.67	(4,378.93)	26,080.00	(6,552.26)
RETIREMENT(SIMPLE IRA)	535.14	666.67	(131.53)	5,886.54	7,333.33	(1,446.79)	8,000.00	(2,113.46)
RENT	0.00	800.00	(800.00)	7,200.00	8,800.00	(1,600.00)	9,600.00	(2,400.00)
TRAVEL & CONVENTIONS	1,093.09	1,333.33	(240.24)	4,072.53	14,666.67	(10,594.14)	16,000.00	(11,927.47)
WAGES	22,171.60	27,166.67	(4,995.07)	248,304.28	298,833.33	(50,529.05)	326,000.00	(77,695.72)
WEB SITE	0.00	1,250.00	(1,250.00)	16,766.00	13,750.00	3,016.00	15,000.00	1,766.00
SPECIAL EVENT EXPENSE	0.00	250.00	(250.00)	1,641.61	2,750.00	(1,108.39)	3,000.00	(1,358.39)
MAINSTREET FACADE	0.00	833.33	(833.33)	5,000.00	9,166.67	(4,166.67)	10,000.00	(5,000.00)

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 11 Months Ended May 31, 2026

	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	22,916.67	(22,916.67)	25,000.00	(25,000.00)
LEGISLATIVE DINNER	0.00	1,666.67	(1,666.67)	21,292.22	18,333.33	2,958.89	20,000.00	1,292.22
RETAIL MARKET STUDY EXPENSE	0.00	3,750.00	(3,750.00)	45,000.00	41,250.00	3,750.00	45,000.00	0.00
Total Operating Expenses	29,858.94	55,025.00	(25,166.06)	484,610.37	605,275.00	(120,664.63)	660,300.00	(175,689.63)
Operating Income (Loss)	10,331.90	(3,416.66)	13,748.56	95,902.79	(37,583.34)	133,486.13	(41,000.00)	136,902.79
Other Income (Expenses)								
DIVIDEND INCOME	0.00	416.67	(416.67)	15,090.65	4,583.33	10,507.32	5,000.00	10,090.65
OTHER INCOME	0.00	2,500.00	(2,500.00)	16,408.21	27,500.00	(11,091.79)	30,000.00	(13,591.79)
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	333.33	(333.33)	(6,579.78)	3,666.67	(10,246.45)	4,000.00	(10,579.78)
INTEREST	972.35	333.33	639.02	14,884.95	3,666.67	11,218.28	4,000.00	10,884.95
OTHER TAXES	0.00	(125.00)	125.00	0.00	(1,375.00)	1,375.00	(1,500.00)	1,500.00
INVESTMENT FEES	0.00	(41.67)	41.67	(1,559.08)	(458.33)	(1,100.75)	(500.00)	(1,059.08)
Total Other Income (Expenses)	972.35	3,416.66	(2,444.31)	38,244.95	37,583.34	661.61	41,000.00	(2,755.05)
Net Income (Loss) Before Taxes	11,304.25	0.00	11,304.25	134,147.74	0.00	134,147.74	0.00	134,147.74
Net Income (Loss)	$ 11,304.25	$ 0.00	$ 11,304.25	$ 134,147.74	$ 0.00	$ 134,147.74	$ 0.00	$ 134,147.74

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of May 31, 2026 and April 30, 2026

Assets

	May 31, 2026	April 30, 2026	March 31, 2026
Current Assets			
CASH IN BANK - PIONEER #2795	$ 99,303.72	$ 122,271.80	$ 75,517.40
FIRST AMERICAN - SAVINGS #4520	21,599.79	21,596.12	21,592.57
PIONEER MONEY MARKET ACCOUNT #2643	488,648.88	487,680.20	458,771.52
JP STONE BANK #4051- PROJECT SHOW	60,000.00	60,000.00	0.00
A/R - CITY OF ROSWELL	33,333.33	16,666.66	49,999.99
A/R - CHAVES COUNTY	33,340.33	16,673.66	50,006.99
Total Current Assets	736,226.05	724,888.44	655,888.47
Property and Equipment			
EQUIPMENT	(0.42)	(0.42)	(0.42)
Net Property and Equipment	(0.42)	(0.42)	(0.42)
Non Current Assets			
FIRST AMERICAN BANK - INVESTMENT FUND #R002500	461,549.24	461,549.24	461,549.24
UNREALIZED GAIN LOSS ON INVESTMENT	12,981.76	12,981.76	12,981.76
Total Non Current Assets	474,531.00	474,531.00	474,531.00
Total Assets	$ 1,210,756.63	$ 1,199,419.02	$ 1,130,419.05

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of May 31, 2026 and April 30, 2026

Liabilities and Net Assets

	May 31, 2026	April 30, 2026	March 31, 2026
Current Liabilities			
A/P - EMPLOYEES	$ (0.32)	$ (0.32)	$ (0.32)
A/P - VENDORS	9,125.00	9,125.00	9,125.00
CARDMEMBER SERVICE- CHASE INK CARD	0.00	0.00	200.00
FICA PAYABLE	1,374.66	1,374.66	1,374.64
MEDICARE PAYABLE	321.48	321.48	321.48
FEDERAL WITHHOLDING PAYABLE	738.01	738.01	738.01
STATE WITHHOLDING PAYABLE	622.92	622.92	622.92
SIMPLE IRA PAYABLE	3,272.37	3,272.37	2,709.87
SUTA PAYABLE	66.72	33.36	228.81
Total Current Liabilities	15,520.84	15,487.48	15,320.41
Long-Term Liabilities			
Total Long-Term Liabilities	0.00	0.00	0.00
Total Liabilities	15,520.84	15,487.48	15,320.41
Net Assets			
Net Assets Without Donor Restrictions	653,461.66	653,461.66	653,461.66
Net Assets With Temporarily Restricted Assets	407,626.39	407,626.39	347,626.39
Current Earnings	134,147.74	122,843.49	114,010.59
Total Net Assets	1,195,235.79	1,183,931.54	1,115,098.64
Total Liabilities and Net Assets	$ 1,210,756.63	$ 1,199,419.02	$ 1,130,419.05

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For Most Recent Three Months and Eleven Months Ended May 31, 2026

	MOST RECENT THREE MONTHS			YEAR TO DATE
	May 31	April 30	March 31	This Year
Revenues				
CITY OF ROSWELL	$ 16,666.67	$ 16,666.67	$ 16,666.67	$ 183,333.33
CHAVES COUNTY	16,666.67	16,666.67	16,666.67	183,333.33
MEMBERSHIP DUES	1,857.50	8,832.50	5,500.00	149,715.00
SPECIAL EVENT	0.00	0.00	0.00	12,531.50
CERTIFIED EDO GRANT (NMEDD)	0.00	0.00	0.00	40,000.00
LEADS SITE PREPARDNESS GRANT (NMEDD)	5,000.00	0.00	0.00	5,000.00
LEGISLATIVE DINNER	0.00	0.00	0.00	3,000.00
RENTAL INCOME	0.00	0.00	1,800.00	3,600.00
Total Sales	40,190.84	42,165.84	40,633.34	580,513.16
Gross Profit	40,190.84	42,165.84	40,633.34	580,513.16
Operating Expenses				
WAGES - BONUS	0.00	0.00	0.00	1,082.84
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	44.10
ADVERTISING	0.00	84.00	0.00	23,339.00
BOARD/MEMBERSHIP & ANNUAL MEETINGS	0.00	0.00	0.00	15,270.80
BANK CHARGES	80.93	(285.91)	396.59	698.71
CONTRACT SERVICES	2,550.74	1,568.71	2,445.37	24,107.40
CONTRIBUTIONS	500.00	0.00	0.00	500.00
BUSINESS EXPANSON	150.00	60.00	138.64	551.78
BUSINESS RECRUITMENT	94.46	3,518.42	2,865.72	30,987.50
ENTERTAINMENT/MEALS	36.38	0.00	0.00	118.40
DUES & SUBSCRIPTIONS	21.95	0.00	0.00	3,976.28
EDUCATIONAL EXPENSE	0.00	0.00	0.00	480.00
MILEAGE	345.90	284.49	499.67	6,129.00
OFFICE EXPENSE	393.26	0.00	118.25	2,112.65
POSTAGE	156.00	0.00	0.00	520.99
PAYROLL TAXES	1,729.49	1,743.89	1,754.11	19,527.74
RETIREMENT(SIMPLE IRA)	535.14	535.14	535.14	5,886.54
RENT	0.00	2,400.00	0.00	7,200.00
TRAVEL & CONVENTIONS	1,093.09	321.38	0.00	4,072.53
WAGES	22,171.60	22,171.60	22,171.60	248,304.28
WEB SITE	0.00	0.00	0.00	16,766.00
SPECIAL EVENT EXPENSE	0.00	1,641.61	0.00	1,641.61
MAINSTREET FACADE	0.00	0.00	0.00	5,000.00
LEGISLATIVE DINNER	0.00	237.76	18,303.95	21,292.22
RETAIL MARKET STUDY EXPENSE	0.00	0.00	0.00	45,000.00

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For Most Recent Three Months and Eleven Months Ended May 31, 2026

	May 31	April 30	March 31	This Year
Total Other Income (Expenses)	972.35	948.15	(10,831.76)	38,244.95
Net Income (Loss) Before Taxes	11,304.25	8,832.90	(19,427.46)	134,147.74
Net Income (Loss)	$ 11,304.25	$ 8,832.90	$ (19,427.46)	$ 134,147.74

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 11 Months Ended May 31, 2026
Multiple Selections

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	47.36 %	$ 183,333.33	35.50 %
CHAVES COUNTY	16,666.67	47.36	183,333.33	35.50
MEMBERSHIP DUES	1,857.50	5.28	149,715.00	28.99
Total Sales	35,190.84	100.00	516,381.66	100.00
Gross Profit	35,190.84	100.00	516,381.66	100.00
Operating Expenses				
ADVERTISING	0.00	0.00	14,679.00	2.84
BOARD/MEMBERSHIP & ANNUAL MEETINGS	0.00	0.00	15,270.80	2.96
BANK CHARGES	80.93	0.23	738.71	0.14
CONTRACT SERVICES	2,550.74	7.25	24,107.40	4.67
CONTRIBUTIONS	500.00	1.42	500.00	0.10
BUSINESS EXPANSON	150.00	0.43	551.78	0.11
BUSINESS RECRUITMENT	94.46	0.27	30,987.50	6.00
ENTERTAINMENT/MEALS	36.38	0.10	118.40	0.02
DUES & SUBSCRIPTIONS	21.95	0.06	3,976.28	0.77
EDUCATIONAL EXPENSE	0.00	0.00	480.00	0.09
MILEAGE	345.90	0.98	6,129.00	1.19
OFFICE EXPENSE	393.26	1.12	2,112.65	0.41
POSTAGE	156.00	0.44	520.99	0.10
PAYROLL TAXES	1,729.49	4.91	19,527.74	3.78
RETIREMENT(SIMPLE IRA)	535.14	1.52	5,886.54	1.14
RENT	0.00	0.00	7,200.00	1.39
TRAVEL & CONVENTIONS	1,093.09	3.11	4,072.53	0.79
WAGES	22,171.60	63.00	248,304.28	48.09
WEB SITE	0.00	0.00	16,766.00	3.25
Total Operating Expenses	29,858.94	84.85	401,929.60	77.84
Operating Income (Loss)	5,331.90	15.15	114,452.06	22.16
Other Income (Expenses)				
INTEREST	972.35	2.76	14,884.95	2.88
INVESTMENT FEES	0.00	0.00	(1,559.08)	(0.30)
Total Other Income (Expenses)	972.35	2.76	13,325.87	2.58
Net Income (Loss) Before Taxes	6,304.25	17.91	127,777.93	24.74

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 8.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Roswell Hispano Chamber of Commerce

Attachments

RHCC- FY2026 Annual Report
RHCC- Financials
RHCC- Business Development

FY 2026 – Annual Report

Education Events:

Education & Workforce Development

During the reporting period, RHCC hosted and participated in a variety of educational and workforce development initiatives in partnership with ENMU-R, the Small Business Development Center (SBDC) and other community organizations. These efforts included business education seminars, member meetings, leadership development, and discussions supporting local education and workforce initiatives.

Tourism & Visitor Economy

RHCC hosted meetings with local hospitality leaders to advance the VISTA initiative and continued development of the year-round PiñataFest tourism website. These collaborative efforts are designed to strengthen tourism partnerships, increase visitor engagement, and improve the visibility of Roswell businesses and attractions.

Highlights

- Co-hosted mill-levy meeting with ENMU-R.
- Hosted a business education seminar at the Daniels Leadership Center.
- Participated in the ENMU-R Job Fair.
- Conducted two business assistance meetings with the SBDC.
- Hosted RHCC Member Meetings.
- Convened two VISTA hospitality planning meetings with members and local hotel managers.

Professional Leadership Opportunities

RHCC is expanding opportunities for business and community leaders to serve in meaningful leadership roles through Board service, committee participation, and strategic initiatives that strengthen both the Chamber and the Roswell business community. During the reporting period, RHCC strengthened its leadership capacity by recruiting experienced business and community leaders into key volunteer and staff positions, expanding expertise in membership development, strategic partnerships, tourism, visitor economy initiatives, and Chamber operations. These additions enhance RHCC's ability to serve its members, foster community collaboration, and advance its mission of helping businesses become more prepared, more visible, and better positioned for opportunity.

FY 2026 – Annual Report

Board Changes

During the reporting period, RHCC strengthened its leadership by appointing experienced business and community leaders to key Board, advisory, and operational roles.

- **Rolando Mendoza**, co-owner of Agape Home Care, joined the Board of Directors, was elected Vice President, and assumed responsibility for Membership Development and member engagement initiatives.
- **Barbara Gomez** joined RHCC as Strategic Partnerships & Visitor Economy Advisor, leading the VISTA initiative.
- **Sergio Jimenez**, owner of Encanto Events, joined the Board of Directors and assumed responsibility for vendor relations and event operations.
- **Aaliyah Aguilar** joined RHCC as Membership Coordinator, strengthening membership administration and operational support.
- **Luke Sanchez** concluded his service on the RHCC Board of Directors.
- **Melissa Cobos** concluded her service as RHCC's Executive Director.
- **Hope Morales** resigned from the Board of Directors during the reporting period.

Membership Recovery & Growth Initiative

During the last 9 months, RHCC's primary focus has been rebuilding the Chamber's membership foundation rather than pursuing traditional membership growth. Following a comprehensive review of membership records, member benefits, and member services, RHCC updated membership data, evaluated the value and delivery of its membership benefits, strengthened renewal processes, and improved member communications to establish a more consistent and accountable membership program.

A key component of this effort was the development and implementation of the **PROMIS (Promotion, Outreach, Marketing, Information & Sponsorship)** member fulfillment process. PROMIS establishes standardized operational procedures to ensure that membership benefits, promotional commitments, and member communications are delivered consistently, documented, and completed on time. These improvements are designed to strengthen member confidence, improve the overall membership experience, and reinforce the value of Chamber membership.

RHCC also developed two complementary membership initiatives:

- **Membership Recovery Initiative** – A structured program to reconnect with former members, renew existing memberships, and strengthen long-term member retention through proactive outreach and follow-up.
- **Vendor-to-Member Initiative** – A program designed to encourage existing event vendors and participating businesses to become Chamber members by demonstrating the value of year-round business visibility, networking, education, and strategic partnerships.

The restructuring and planning phase of these initiatives concluded on **June 30**. RHCC has now entered the execution phase, with Membership Coordinator **Aaliyah Aguilar** beginning direct outreach to members to verify decision-makers, update contact information, and ensure membership records are accurate before launching the full renewal, recovery, and membership expansion campaign.

Because these initiatives were launched at the conclusion of the reporting period, the membership activity reflected in this report represents the beginning of a long-term rebuilding effort rather than the full impact of these programs. Future quarterly reports are expected to demonstrate measurable progress in member renewals, recovered memberships, vendor-to-member conversions, fulfillment of member benefits through the PROMIS process, and overall membership growth.

Overview of Operations

Preceding Year

The preceding year was a period of organizational transition and rebuilding for the Roswell Hispano Chamber of Commerce. RHCC focused on restoring organizational stability, strengthening governance, rebuilding community relationships, and evaluating its membership program to establish a stronger foundation for future growth.

During this period, RHCC restructured its Board of Directors and leadership team, reviewed and refined its strategic priorities, developed new operational systems and procedures, strengthened financial oversight, and expanded collaboration with businesses, government agencies, educational institutions, and community partners.

RHCC also launched several long-term strategic initiatives, including the **Business Accelerator Series (BASE)**, **Visitor Industry Success & Tourism Advancement (VISTA)**, **Events Promoting Identity & Culture (EPIC)**, and the **PROMIS** member fulfillment process. Together, these

initiatives support RHCC's mission of helping businesses become **more prepared, more visible, and better positioned for opportunity.**

Planned Future Operations

With its organizational restructuring completed on **June 30**, RHCC has transitioned from planning and development to execution.

Over the coming year, RHCC will focus on implementing its **Membership Recovery Initiative**, **Vendor-to-Member Initiative**, and **PROMIS** member fulfillment process while expanding educational programming, strengthening strategic partnerships, supporting workforce development initiatives, enhancing tourism through the VISTA program, and continuing development of the year-round PiñataFest tourism platform.

RHCC will also continue working with business, education, tourism, and community partners to create opportunities that strengthen local businesses, increase visitor spending, support workforce readiness, and advance economic opportunity throughout Roswell and Chaves County.

Through these initiatives, RHCC will continue fulfilling its mission of helping businesses become **more prepared, more visible, and better positioned for opportunity.**

Membership Survey Results

RHCC spent much of the reporting period listening to members and former members. Many told us that while they believed in the Chamber's mission, they did not always receive the visibility, promotion, and other benefits they expected from their membership.

We took that feedback seriously. As a result, RHCC reviewed and redesigned its membership program, implemented the PROMIS member fulfillment process to ensure commitments are tracked and completed, launched the Membership Recovery Initiative, and developed the VISTA program to help visitor-facing businesses attract more customers. Together, these initiatives are intended to ensure that RHCC consistently delivers on its commitments while helping businesses become more prepared, more visible, and better positioned for opportunity.

These conversations have also shaped RHCC's strategic direction, with a renewed focus on delivering measurable value to our members through education, promotion, strategic partnerships, and consistent follow-through on every membership commitment.

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
January through December 2026

	Jan - Dec 26	Jan - Dec 25	$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	3,048.00	13,680.00	-10,632.00
Total Program Income	3,048.00	13,680.00	-10,632.00
Indirect Public Support			
New Mexico Tourism Grant	5,000.00	0.00	5,000.00
City of Roswell	12,500.00	50,000.00	-37,500.00
Total Indirect Public Support	17,500.00	50,000.00	-32,500.00
Direct Public Support			
Gifts in Kind - Services	1,200.00	2,100.00	-900.00
Total Direct Public Support	1,200.00	2,100.00	-900.00
Matanza Event Income	0.00	6,100.00	-6,100.00
Pinata Fest Revenue	1,400.00	11,250.00	-9,850.00
Total Income	23,148.00	83,130.00	-59,982.00
Expense			
Licenses & Permits	0.00	35.00	-35.00
Contract Services			
Commissions	0.00	4,182.50	-4,182.50
Accounting Fees	1,000.00	2,600.00	-1,600.00
Outside Contract Services	1,397.25	18,332.40	-16,935.15
Professional Fees	200.00	0.00	200.00
Total Contract Services	2,597.25	25,114.90	-22,517.65
Facilities and Equipment			
Equip Rental and Maintenance	0.00	717.75	-717.75
Rent Bldg	3,000.00	6,000.00	-3,000.00
Total Facilities and Equipment	3,000.00	6,717.75	-3,717.75
Operations			
Advertising	0.00	4,375.09	-4,375.09
Bank Service Charges	26.52	287.22	-260.70
Computer Internet and Website	391.64	475.56	-83.92
Conference, Convention, Meeting	768.67	2,050.69	-1,282.02
Director Fees	0.00	1,650.00	-1,650.00
Dues & Subscriptions	314.00	0.00	314.00
Internet & Website Exp	12,146.69	0.00	12,146.69
Insurance - General Liability	408.00	408.00	0.00
Office Expense	117.78	3,219.24	-3,101.46
Payroll Expenses	3,000.00	36,001.00	-33,001.00
Payroll Taxes	257.40	2,897.33	-2,639.93
Postage, Mailing Service	423.07	22.40	400.67
Printing and Copying	0.00	561.18	-561.18
Supplies	0.00	74.73	-74.73
Taxes	9.78	0.00	9.78
Telephone, Telecommunications	200.00	300.00	-100.00
Travel and Meetings	62.82	481.58	-418.76
Total Operations	18,126.37	52,804.02	-34,677.65
Other Types of Expenses			
Matanza Fest Expenses	0.00	7,125.79	-7,125.79
Cinco de Mayo related expenses	0.00	450.00	-450.00
Pinatafest Expense	4,330.83	19,043.66	-14,712.83
Total Other Types of Expenses	4,330.83	26,619.45	-22,288.62
Total Expense	28,054.45	111,291.12	-83,236.67

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
January through December 2026

	Jan - Dec 26	Jan - Dec 25	$ Change
Net Ordinary Income	-4,906.45	-28,161.12	23,254.67
Net Income	**-4,906.45**	**-28,161.12**	**23,254.67**

ROSWELL HISPANO CHAMBER OF COMMERCE
Balance Sheet
As of December 31, 2025

	Dec 31, 25	Dec 31, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Pioneer Bank #76232	-468.72	36,857.88	-37,326.60
Pioneer bank #48330	45,139.36	34,385.14	10,754.22
Checking at Wells Fargo Bank	-54.99	464.90	-519.89
First American Bank	601.38	601.38	0.00
Total Checking/Savings	45,217.03	72,309.30	-27,092.27
Total Current Assets	45,217.03	72,309.30	-27,092.27
Fixed Assets			
Computer Equipment	1,596.96	1,596.96	0.00
Total Fixed Assets	1,596.96	1,596.96	0.00
TOTAL ASSETS	**46,813.99**	**73,906.26**	**-27,092.27**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	2,007.72	938.87	1,068.85
Total Other Current Liabilities	2,007.72	938.87	1,068.85
Total Current Liabilities	2,007.72	938.87	1,068.85
Total Liabilities	2,007.72	938.87	1,068.85
Equity			
Unrestricted Net Assets	72,967.39	54,763.89	18,203.50
Net Income	-28,161.12	18,203.50	-46,364.62
Total Equity	44,806.27	72,967.39	-28,161.12
TOTAL LIABILITIES & EQUITY	**46,813.99**	**73,906.26**	**-27,092.27**

ROSWELL HISPANO CHAMBER OF COMMERCE
Balance Sheet
As of June 30, 2026

	Jun 30, 26	Jun 30, 25	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Pioneer Bank #76232	2,539.41	13,851.80	-11,312.39
Pioneer bank #48330	30,287.36	52,099.36	-21,812.00
Checking at Wells Fargo Bank	0.00	372.68	-372.68
First American Bank	67.83	601.38	-533.55
Total Checking/Savings	32,894.60	66,925.22	-34,030.62
Other Current Assets			
Undeposited Funds	12,500.00	0.00	12,500.00
Total Other Current Assets	12,500.00	0.00	12,500.00
Total Current Assets	45,394.60	66,925.22	-21,530.62
Fixed Assets			
Computer Equipment	1,596.96	1,596.96	0.00
Total Fixed Assets	1,596.96	1,596.96	0.00
TOTAL ASSETS	**46,991.56**	**68,522.18**	**-21,530.62**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	0.00	1,286.26	-1,286.26
Total Other Current Liabilities	0.00	1,286.26	-1,286.26
Total Current Liabilities	0.00	1,286.26	-1,286.26
Total Liabilities	0.00	1,286.26	-1,286.26
Equity			
Unrestricted Net Assets	44,806.27	72,967.39	-28,161.12
Net Income	2,185.29	-5,731.47	7,916.76
Total Equity	46,991.56	67,235.92	-20,244.36
TOTAL LIABILITIES & EQUITY	**46,991.56**	**68,522.18**	**-21,530.62**

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
January through June 2026

	Jan - Jun 26	Jan - Jun 25	$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	3,048.00	10,330.00	-7,282.00
Total Program Income	3,048.00	10,330.00	-7,282.00
Indirect Public Support			
New Mexico Tourism Grant	5,000.00	0.00	5,000.00
City of Roswell	12,500.00	37,500.00	-25,000.00
Total Indirect Public Support	17,500.00	37,500.00	-20,000.00
Direct Public Support			
Gifts in Kind - Services	1,200.00	900.00	300.00
Total Direct Public Support	1,200.00	900.00	300.00
Matanza Event Income	0.00	6,100.00	-6,100.00
Pinata Fest Revenue	1,400.00	700.00	700.00
Total Income	23,148.00	55,530.00	-32,382.00
Expense			
Licenses & Permits	0.00	35.00	-35.00
Contract Services			
Commissions	0.00	2,975.00	-2,975.00
Accounting Fees	1,000.00	1,400.00	-400.00
Outside Contract Services	1,397.25	18,332.40	-16,935.15
Professional Fees	200.00	0.00	200.00
Total Contract Services	2,597.25	22,707.40	-20,110.15
Facilities and Equipment			
Equip Rental and Maintenance	0.00	360.08	-360.08
Rent Bldg	3,000.00	3,000.00	0.00
Total Facilities and Equipment	3,000.00	3,360.08	-360.08
Operations			
Advertising	0.00	4,375.09	-4,375.09
Bank Service Charges	26.52	127.22	-100.70
Computer Internet and Website	391.64	139.19	252.45
Conference, Convention, Meeting	768.67	1,055.00	-286.33
Director Fees	0.00	900.00	-900.00
Dues & Subscriptions	314.00	0.00	314.00
Internet & Website Exp	9,385.78	0.00	9,385.78
Insurance - General Liability	408.00	408.00	0.00
Office Expense	117.78	1,319.02	-1,201.24
Payroll Expenses	3,000.00	18,001.00	-15,001.00
Payroll Taxes	257.40	1,474.47	-1,217.07
Postage, Mailing Service	423.07	0.00	423.07
Printing and Copying	0.00	0.00	0.00
Taxes	9.78	0.00	9.78
Telephone, Telecommunications	200.00	0.00	200.00
Travel and Meetings	62.82	0.00	62.82
Total Operations	15,365.46	27,798.99	-12,433.53
Other Types of Expenses			
Matanza Fest Expenses	0.00	6,910.00	-6,910.00
Cinco de Mayo related expenses	0.00	450.00	-450.00
Total Other Types of Expenses	0.00	7,360.00	-7,360.00
Total Expense	20,962.71	61,261.47	-40,298.76
Net Ordinary Income	2,185.29	-5,731.47	7,916.76
Net Income	**2,185.29**	**-5,731.47**	**7,916.76**

Roswell Hispano Chamber of Commerce

More Prepared. More Visible. Better Positioned for Opportunity.

City of Roswell Operating Support Request

Executive Summary

The Roswell Hispano Chamber of Commerce requests $28,000 in FY2027 operating support to strengthen business services, marketing, education, tourism collaboration, and community engagement. City support provides the operational capacity needed to deliver services while membership dues, sponsorships, and other revenue expand programs and improve long-term sustainability.

Mission

Help businesses become more prepared, more visible, and better positioned for opportunity through business education (BASE), community events (EPIC), and visitor economy partnerships (VISTA).

How the City's Investment Will Be Used

Investment Area	Amount
Membership Services	$15,000
Marketing & Communications	$4,000
Technology Infrastructure	$2,000
Office Operations	$2,500
Facilities & Equipment	$2,500
Administration & Insurance	$2,000
Total Requested	$28,000

What Roswell Receives

- Membership recovery and growth
- Business education through BASE
- Community engagement through EPIC
- Visitor economy partnerships through VISTA
- Marketing and promotion for local businesses

Performance Measures

- Businesses served
- Members recovered
- New members
- Educational programs
- Networking events
- Tourism partnerships

- Sponsorship revenue

Leveraging the City's Investment

Every City dollar supports a broader organizational investment funded through membership dues, sponsorships, volunteer leadership, and community partnerships.

Conclusion

The requested operating support represents a partnership between the City of Roswell and RHCC to strengthen the local business community and expand opportunities for economic growth.

What Roswell Receives Through Its Investment in RHCC

Introduction

The City of Roswell's investment in the Roswell Hispano Chamber of Commerce is an investment in a stronger local economy, a more prepared workforce, and a more vibrant business community. City operating support enables RHCC to convene partners, develop programs, connect businesses with resources, and pursue initiatives that no single business or organization could accomplish alone.

The following initiatives illustrate how City support translates into measurable community benefits.

1. Economic Development Corporation / Hispano Chamber Collaboration

RHCC is in discussions with Mike Espiritu, President of the Roswell-Chaves County Economic Development Corporation (RCCEDC), to explore opportunities for collaboration in business and workforce education. By combining RCCEDC's leadership in economic development with RHCC's mission of helping businesses become more prepared, more visible, and better positioned for opportunity, we believe our organizations can strengthen Roswell's workforce and long-term economic competitiveness.

Desired Community Outcome:
Develop a collaborative partnership between RHCC and RCCEDC that helps businesses and the workforce become more prepared, more visible, and better positioned for opportunity through education, workforce development, and business engagement.

2. Youth Education Initiative

RHCC is working with ENMU-R and other community partners to explore practical ways to strengthen educational opportunity and workforce readiness for Roswell's young people. As an initial step, ENMU-R will support PiñataFest in order to connect with local families and students while increasing awareness of the educational and career opportunities available in our community.

Desired Community Outcome:
Help prepare more young people for educational and career success while strengthening Roswell's future workforce and expanding opportunities for local businesses.

3. Visitor Economy Development (VISTA)

Barbara Gomez is leading RHCC's Visitor Industry Success & Tourism Advancement (VISTA) initiative. Developed in response to RHCC's member listening tours, VISTA helps hotels, restaurants, retailers, attractions, and other visitor-facing businesses become more prepared, more visible, and better positioned for opportunity by strengthening tourism partnerships and increasing visitor spending. As part of this initiative, RHCC has developed a dedicated PiñataFest website that serves as a year-round tourism platform promoting Roswell's businesses, attractions, lodging, dining, shopping, and events—not just during PiñataFest, but throughout the year.

Desired Community Outcome:
More overnight visitors, increased visitor spending, stronger tourism partnerships, and greater economic impact for Roswell businesses.

4. Business Education (BASE)

The Business Accelerator Series (BASE) will provide practical education for member business owners and managers through workshops and partnerships focused on artificial intelligence, marketing, financial management, technology, customer service, workforce development, and entrepreneurship.

Desired Community Outcome:
Better prepared businesses that are more competitive, more resilient, and better positioned for growth.

5. Community Engagement (EPIC)

Through Events Promoting Identity & Culture (EPIC), RHCC will continue developing community events that support local businesses, encourage visitor spending, strengthen civic pride, and showcase Roswell's unique culture. Events such as Cinco de Mayo and PiñataFest help attract visitors while creating opportunities for local businesses.

Desired Community Outcome:
A more vibrant community with increased business activity and stronger regional visibility.

6. Membership Growth and Business Services

RHCC continues rebuilding its membership while expanding services available to businesses throughout Roswell and Chaves County. The membership recovery initiative seeks to reconnect former members, strengthen relationships with current members, and introduce Chamber services to new businesses. Services include business promotion, networking, education, referrals, strategic partnerships, and marketing support.

Desired Community Outcome:
A stronger business network capable of collaborating on opportunities and challenges affecting the local economy.

Conclusion

City operating support is not simply an investment in an organization; it is an investment in the success of Roswell's business community. By strengthening workforce partnerships, supporting existing businesses, expanding educational opportunities, fostering tourism, and building strategic collaborations, RHCC seeks to help businesses become more prepared, more visible, and better positioned for opportunity while contributing to the long-term economic vitality of Roswell and Chaves County.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 9.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
MainStreet Roswell

Attachments

FY2026 Q4 report- MSR
FY2026 Q4 P and L MSR
MSR- 5.13.26 Minutes
MSR- 6.10.26 Minutes

MAINSTREET ROSWELL
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City of Roswell – Q4 Report / MSR – Q2 Report
April, May, June 2026
Executive Director's Report

Submitted on: July 24, 2026
MainStreet Roswell (MSR)
Del Jurney, President
Brooke Anne Marker, Executive Director

Moving Forward - MainStreet Roswell has experienced transformational change over the last quarter with the resignation of the Executive Director and two Board members. While these transitions have presented challenges, they have also created an opportunity for renewal and strategic realignment.

MainStreet Roswell is moving forward in a new direction grounded in exceptional service, strengthened organizational capacity, and a renewed commitment to the businesses and stakeholders within the Roswell MainStreet District. The past quarter brought transformational change with the resignation of the Executive Director and two Board members. While these transitions created challenges, they also opened the door for renewed focus, improved alignment, and stronger organizational foundations.

During this period, the Board has concentrated on rebuilding stability, expanding partnerships, and evaluating the quality of programs and support provided to Main Street businesses and the broader community. As we enter this next phase, MainStreet Roswell is dedicated to rebuilding relationships and delivering professional, responsive, and innovative services that align with New Mexico MainStreet strategies and the City's goals for downtown revitalization and long-term economic vitality.

Question with program funding in the Memorandum of Understanding… end of this quarter

MainStreet Board Minutes (Unable to locate April due to resignation of Executive Director):

- April 2026
- May 2026

- June 2026

Profit & Loss Actuals YTD Financial Reports (Unable to locate due to resignation of Executive Director)

- April, May and June 2026

Executive Director's Monthly Report

- April, May and June 2026 – no report is available

Key Quarterly Highlights:

- **Executive Director Hiring**

  Following the resignation of Executive Director Barbara Gomez, the Board initiated an intensive recruitment process to ensure strong, capable leadership for the Roswell MainStreet program. The position was widely advertised, generating twelve applications from qualified professionals. Through a structured screening process, interviews, and a review of credentials, the Board identified candidates who demonstrated the skills, vision, and commitment necessary to serve Roswell effectively.

  Key competencies for this role include administrative program management, servant leadership, event planning, project management, grant compliance, community engagement, fundraising, event execution, and strong communication skills.

  Based on the evaluation of qualifications and interview process, **Brooke Anne Marker** was selected and accepted the position, bringing renewed energy and leadership to the Roswell MainStreet program. She will be attending training with NM Mainstreet designed to prepare Executive Directors for leadership roles in MainStreet districts, covering both foundational knowledge and advanced skills.

  In this new direction, the MainStreet Roswell Board and the Executive Director will be responsible for leading the Roswell MainStreet program in alignment with the New Mexico MainStreet Four-Point Approach, which includes: Economic Vitality, Design & Placemaking, Promotion & Events, and Organization & Fundraising.

  ✓ **Economic Vitality -** Strengthening the district's economic base by supporting businesses, entrepreneurs, and property redevelopment.

- **Business Retention & Expansion (BRE):** Assess existing businesses, identify needs, and connect them with resources, incentives, and technical assistance.
- **Entrepreneur Support:** Help new businesses launch through market analysis, business planning, and connections to SBDC, WESST, and local partners.
- **Market Positioning:** Use data, trade area analysis, leakage studies, consumer profiles to guide recruitment and investment.
- **Property Development:** Identify underutilized buildings, support adaptive reuse, and align owners with financing tools (capital outlay, LEDA, CDBG, private investment).
- **Economic Transformation Strategies:** Focus district-wide efforts on a few targeted priorities such as creative economy, heritage tourism, downtown housing, or small-business growth.

  Outcome: A stronger, more diverse downtown economy with increased private reinvestment and business activity.

✓ **Design & Placemaking -** Improving the physical environment to make downtown more attractive, walkable, and functional.

- **Façade & Building Improvements:** Historic preservation, architectural guidance, and design renderings to support reinvestment.
- **Streetscape Enhancements:** Lighting, landscaping, sidewalks, crosswalks, benches, shade structures, and ADA improvements.
- **Creative Placemaking:** Public art, murals, pocket parks, alley activations, and cultural installations that reflect local identity.
- **Wayfinding & Branding:** Cohesive signage systems that help visitors navigate and reinforce district identity.
- **Public Infrastructure Projects:** Capital outlay-funded improvements that support economic activity and pedestrian comfort.

  Outcome: A visually appealing, safe, and inviting district that encourages people to spend time—and money—downtown.

✓ **Promotion & Events -** Telling the district's story and driving foot traffic through marketing, branding, and experiences.

- **District Branding:** Develop a unified identity—logo, tagline, messaging—that communicates what makes the district unique.

- **Retail Promotions:** Shop local campaigns, business spotlights, holiday promotions, and coordinated merchant activities.
- **Events & Festivals:** Signature events that attract visitors, strengthen community identity, and support local businesses.
- **Digital Marketing:** Social media, websites, newsletters, and storytelling that highlight businesses, history, and culture.
- **Tourism Alignment:** Partner with chambers, CVBs, and regional tourism programs to draw visitors into the district.

Outcome: Increased visibility, stronger community pride, and more customers walking into downtown businesses

✓ **Organization & Fundraising -** Building a strong, sustainable local MainStreet organization with effective leadership and resources.

- **Board Development:** Governance training, strategic planning, committee structure, and leadership cultivation.
- **Volunteer Engagement:** Recruit, train, and retain volunteers to support projects and events.
- **Partnership Building:** Align with the municipality, chamber, EDC, arts groups, and civic organizations.
- **Fundraising & Resource Development:** Sponsorships, grants, donor campaigns, earned income, and municipal support.
- **Program Management:** Work plans, budgets, reporting, and alignment with NMMS requirements and Transformation Strategies.

Outcome: A stable, well-run organization capable of sustaining long-term revitalization work.

- **Board Transitions & Leadership Update**- MainStreet Roswell experienced significant board and staff turnover this quarter, with two Board members and the Executive Director resigning. These transitions created challenges but also opened the door for renewed focus and organizational strengthening. Despite the disruption, the Board successfully appointed a new Board member with prior MainStreet experience and completed a recruitment process that resulted in the selection of a new Executive Director eager to serve as the face of MainStreet Roswell. Two additional Board appointments are currently pending, which will further strengthen leadership capacity as the organization moves forward.

- **Cultural Plaza -** The Cultural Plaza began as a Roswell MainStreet project funded through the New Mexico MainStreet Great Blocks program and was ultimately managed by Chaves County. MainStreet Roswell remained actively involved throughout construction and participated in the May 7 ribbon-cutting ceremony, which was attended by New Mexico MainStreet Director Daniel Gutierrez. The plaza's exceptional design and amenities create a versatile public space for future community events. MainStreet Roswell and New Mexico MainStreet are proud to sponsor the plaza and sincerely thank the City of Roswell and Chaves County for supporting the revised site selection.

- **MainStreet Roswell UFO Festival** – The MainStreet Roswell Board, event organizers, and dedicated volunteers worked diligently to plan the annual Roswell UFO Festival in partnership with the City of Roswell and the community's celebration of America's 250th birthday on July 4th. This year's festival will feature an exciting mix of unique vendors, specialty shops, live entertainment, and contests designed to delight paranormal enthusiasts and families alike.

  The festival will also coincide with Roswell's 250th birthday celebration, highlighted by an outstanding fireworks show that will perfectly complement the UFO Festival's activities. With events scheduled from July 2–4, organizers anticipate welcoming visitors from across the region and beyond.

- **Railroad District Redevelopment Initiative** - A key opportunity area for economic development and historic preservation. MainStreet Roswell remains committed to advancing the redevelopment of the Railroad District. A recent visit to Albuquerque to meet with the NM MainStreet Director and staff provided valuable insight into funding avenues available for private-sector investment. MSR will continue working with CCEDC and other partners to build momentum toward creating a unique attraction for visitors seeking to explore Roswell's history including the legacy of the 1947 crash.

  Current Focus Areas:

  - ✓ Assessment of Existing Conditions: Reviewing building inventory, infrastructure needs, pedestrian access, and opportunities for adaptive reuse.
  - ✓ Stakeholder Engagement: Initiating conversations with property owners, business operators, and potential investors.

- ✓ Alignment with City Priorities**:** Ensuring the district's revitalization strategy supports the City's long-term economic development and tourism goals.

Develop a **Railroad District Master Concept**, including:

- ✓ Streetscape improvements
- ✓ Historic preservation priorities
- ✓ Business recruitment strategies
- ✓ Public art and placemaking opportunities
- ✓ Connectivity to Main Street and the downtown core

MainStreet Roswell is committed to the revitalization of Roswell's Railroad District which represents one of the city's most promising opportunities for long-term economic growth, historic preservation, and community identity. By transforming this underutilized corridor into a vibrant mixed-use destination, Roswell can activate historic buildings, attract new businesses, improve walkability, and create a seamless connection between the Railroad District and the downtown core. Revitalization will support local entrepreneurs, expand tourism offerings, enhance public spaces, and strengthen the cultural fabric of the community. As investment and activity grow, the Railroad District will become a dynamic gateway into Roswell, honoring its past while driving a more resilient and prosperous future.

- **Strengthening Regional Partnerships** – MainStreet Roswell expanded its outreach this quarter by meeting with the RCCEDC, the Chamber of Commerce, and the Hispano Chamber of Commerce. These efforts are building stronger collaborative relationships that will support joint events, shared initiatives, and new opportunities for the MainStreet District and the community. MainStreet Roswell has begun coordinating with these partners on upcoming activities and will continue strengthening these regional connections to advance community and economic development goals.

Upcoming Priorities

- **Grant Applications & Regranting Program Expansion** - MSR anticipates pursuing resiliency grants and other funding opportunities to strengthen its regranting capacity. A streamlined contract process will allow quicker turnaround for matching funds of $5,000 or less to support stakeholder repairs and remodeling. MSR

will also request placement on both the City and County ICIP lists to begin addressing eligible Railroad District improvements under public ownership.

- **Kiosk Project – Design & Maintenance Coordination**

  MSR will work with the City of Roswell to define the design phase and negotiate maintenance and electrical requirements for kiosks funded through a $400,000 capital outlay allocation.

- **Office Relocation**

  MainStreet Roswell will begin searching for a new office location, preferably on Main Street to ensure accessibility for stakeholders, residents, and visitors.

- We are proud to announce that the **Roswell UFO Festival has been named a Top 5 Nominee for the New Mexico Entertainment Awards**. This recognition honors the incredible community effort behind the event; our volunteers, sponsors, vendors, entertainers, and the thousands of visitors who make the festival one of New Mexico's most unique and memorable annual traditions. A heartfelt thank you go out to everyone who contributed to making the 2026 Roswell UFO Festival an out-of-this-world success. We are honored by this nomination and look forward to continuing to bring extraordinary experiences to Roswell.

MainStreet Roswell Board Members

As of July 17 (date of this report), the Board consists of four members. One board member resigned in March, another in April, and the Executive Director resigned on April 8.

- **Del Jurney**, President
- **Allen Shanley**, Vice President
- Vacant - Secretary
- **Peggy Seskey**, Director
- **Debi Lee,** Director
- **Treasurer – Vacant**

Project Deliverables / Scope of Service

Business Retention and Economic Development

- **Stakeholder Engagement**

  The MainStreet Roswell Board members conducted two Stakeholder engagements through in-person visits, phone calls, email, and Facebook Messenger. Upcoming events were promoted, and roughly 20 businesses in the district received drop-in visits.

  MainStreet Roswell is developing a refreshed format for monthly Stakeholder Meetings to keep downtown businesses, property owners, community partners, and residents informed, engaged, and connected. The meetings will provide a regular forum for district updates, discussion of community needs, and collaboration across the MainStreet District. Merchants will also be able to share announcements, promotions, events, challenges, and ideas for increasing downtown activity. MainStreet Roswell will use this feedback to guide programming, set priorities, and coordinate support for district businesses. Meetings will be held in person and streamed on Facebook Live to promote broad access. By strengthening communication, transparency, and collaboration, these gatherings will help build a more informed and connected downtown community.

- **“Mornings with Mike” Monthly Outreach**

  On the first Friday of each month, the MSR Executive Director participates in PVBC’s “Mornings with Mike” radio segment. Information is gathered from stakeholders regarding specials and events, reviewed on their Facebook pages, and shared across radio, MainStreet Stakeholders Facebook, and monthly meetings. Did it in May and in June

- **Webpage Maintenance**

  MainStreet Roswell maintains an updated website at **mainstreetroswell.org**, including:

  - Downtown district map
  - Business directory of 70 downtown businesses
  - Listings of vacant and for-sale properties
  - Project and event information

FROM the PREVIOUS DIRECTOR: The Executive Director spoke with various business owners to discuss potential plans for improvements to the interior and/or exterior of their location. The effort was to locate and identify empty buildings and to speak with a number of people looking to find a location in the Main Street district.

New businesses within the district during Q1	**Address**
Bottle Rocket	105 S. Main St
Zippie's Pizza	115 E Third St.
Business closures within the district:	
None known at this time	

Interior and Exterior Improvement and Rehabilitation	**Address**	**Private Investment**	**Description of work**
Bullock's partnered with Hangar 209	Vacant lot	$27,000	Pocket Park
Upcoming restaurant – J. Tenorio	205 S. Main St	$15,000	Planning and Design
Upcoming restaurant – L. Sanchez	600 N. Richardson	$50,000	Interior renovations
TOTAL		**$92,000**	

Active 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	**Listing information**	**Property information**	**Listing Broker**
*301 E. Fourth	Active listing / $299,900	10,273sqft / industrial	Berkshire

			Hathaway
*227 N. Main Street	Active listing / $399,000	59,340 sq ft / commercial	Berkshire Hathaway
*201 N. Richardson Ave	Active listing / 209,000	1330 Sq ft / retail	Nunez & Company
*201 W. Third Street	Active listing / $209.000	1330sq ft / Retail	Nunez & Company
*125 E. Third Street	Active listing / $292,500	3,347 sq ft / commercial	Ranchline Taylor
*208 N. Main Street	Active listing / $1,500,000	26,696 sq ft / retail	ExPo Realty
*314 N. Richardson	Active listing / $250,000	4397 sq ft / retail	KellerWilliams Roswell

Public Sector Improvement

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

Extraordinary activities:

- Stellar Coffee hosted an event to introduce the MainStreet Roswell Board of Directors. A Power Point presentation was shown to those in attendance, and each Board member had the opportunity to speak about their thoughts and ideas for the corridor. In return attendees had the chance to ask questions and learn more from the Board. It was a very worthwhile event, and we thank Stellar for their hospitality.

Promotional campaigns / Events:

- MainStreet Roswell approved, during the annual meeting, to utilize a new and different design to rebrand our logo, with the hope that it would better represent the look of our downtown corridor.

Cooperative efforts with area organizations:

- Conversations were held with MainStreet programs in Artesia and Carlsbad to pick their brains on the pluses and minuses of projects that we are considering for Roswell. The calls were productive in that we received good insight that could help us during our planning and design process.

Volunteer Hours:
Approximately 700+ 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.

Biennial Memorandum of Understanding (MOU) July 1, 2026 – June 30, 2028

A signed MOU, dated March 10, 2026, established a public-private partnership between:

- New Mexico MainStreet (state coordinating program)
- The local MainStreet nonprofit or revitalization organization
- The municipality (city government) City of Roswell

Its purpose is to define roles, responsibilities, communication expectations, and compliance requirements necessary for maintaining Good Standing, accessing NMMS technical assistance, and qualifying for Main Street America accreditation and Capital Outlay funding.

MOU Requirements Summary

The Memorandum of Understanding (MOU) between **New Mexico MainStreet (NMMS)**, **MainStreet Roswell**, and the **City of Roswell** establishes the formal partnership required to operate an accredited Main Street program. It defines roles, responsibilities, and shared commitments that support downtown revitalization and ensure compliance with NMMS program standards.

New Mexico MainStreet Responsibilities

NMMS serves as a statewide coordinating program and provides:

- **Technical Assistance & Professional Services** Support in Economic Vitality, Design & Placemaking, Promotion, and Organization.
- **Project Development Support** Planning, design renderings, market analysis, and revitalization strategies.
- **Accreditation & Compliance Oversight** Annual program reviews, reinvestment reporting, and performance evaluations.

- **Training & Capacity Building** Workshops, leadership development, and board/staff support.
- **State Resource Coordination** Guidance on Capital Outlay, Great Blocks, and partnerships with state agencies.

MainStreet Roswell Responsibilities

MainStreet Roswell is responsible for implementing the Main Street Approach within the district.

Program Management

- Maintain a functioning board, bylaws, and committee structure.
- Employ and supervise a MainStreet Executive Director.
- Develop an annual work plan aligned with NMMS Transformation Strategies.

Reporting & Compliance

- Submit quarterly reinvestment statistics and annual performance reports.
- Participate in NMMS site visits, training, and accreditation activities.
- Maintain transparent financial and organizational records.

District Engagement

- Conduct stakeholder outreach and merchant meetings.
- Lead projects in Economic Vitality, Design & Placemaking, Promotion & Events, and Organization & Fundraising.
- Coordinate volunteers and community partners.

Financial Stewardship

- Manage grants, sponsorships, and donations responsibly.
- Maintain a sustainable operating budget.

City of Roswell Responsibilities

The City is a formal partner supporting the MainStreet district's revitalization.

Municipal Support

- Designate a City liaison to coordinate with MainStreet Roswell and NMMS.
- Provide staff support for permitting, public works, and project coordination.
- Participate in NMMS site visits and planning sessions.

Financial & In-Kind Support

- Provide annual funding or in-kind support for program operations.
- Serve as fiscal agent for NMMS Capital Outlay projects.
- Support infrastructure improvements aligned with MainStreet priorities.

Planning & Coordination

- Include MainStreet Roswell in planning processes affecting the district.
- Coordinate on streetscape, signage, lighting, branding, and public space improvements.

Shared Commitments

All parties agree :

- Maintain open, consistent communication.
- Collaborate on district priorities and long-term revitalization goals.
- Support accreditation and compliance requirements.
- Uphold the Main Street Approach® and NMMS program standards.
- Promote the MainStreet District and celebrate successes.

Too remain in compliance with the Memorandum of Understanding between New Mexico MainStreet, the City of Roswell, and MainStreet Roswell, a formal service agreement between the City and MainStreet Roswell is required. This agreement has been presented to the City's Finance Committee but was tabled. We respectfully request that it be reconsidered and forwarded to the Roswell City Council for review and approval.

Without an approved service agreement, both MainStreet Roswell and the City of Roswell will fall out of compliance with NM MainStreet program requirements. This would jeopardize the program's standing, limit access to technical assistance and funding, and ultimately force the abandonment of planned revitalization efforts within the MainStreet District.

MainStreet Roswell, Inc.
Profit & Loss
April through June 2026

	Apr - Jun 26
Ordinary Income/Expense	
Income	
40100 · Event Revenues	
40100-1 · Roswell Corporation	1,200.00
40100-2 · Eventeny / vendor fees	33,216.77
40100-3 · Square, Inc.	1,082.73
Total 40100 · Event Revenues	35,499.50
43400 · Direct Public Support	
43400-1 · MOU quarterly payment	18,750.00
Total 43400 · Direct Public Support	18,750.00
Total Income	54,249.50
Expense	
50100 · FundsTransfer	
50100-1 · Square transfer to 1404098731	908.42
Total 50100 · FundsTransfer	908.42
50900 · Computer services & upgrades	
60901 · software & programing	563.01
60930 · Artificial Intelligence	17.32
Total 50900 · Computer services & upgrades	580.33
51000 · Events & Festivals	10,209.48
62100 · Contractual services	
62110 · Accounting Fees	81.20
62150 · Outside Contract Services	12,101.97
Total 62100 · Contractual services	12,183.17
62800 · Rent	
62801 · Storage Unit	210.00
62810 · Cultural Plaza	550.00
Total 62800 · Rent	760.00
65000 · Office Expense	
65001 · POS / on-site transactions	159.15
65002 · computer expense	46.52
65004 · Advertising	1,032.22
65050 · Telephone, Telecommunications	180.60
65060 · Internet services	140.00
Total 65000 · Office Expense	1,558.49
66000 · Payroll Expenses	
66000-1 · payroll liabilities	2,551.32
Total 66000 · Payroll Expenses	2,551.32
70000 · Miscellaneous	16.00
Total Expense	28,767.21
Net Ordinary Income	25,482.29
Net Income	**25,482.29**

MainStreet Roswell, Inc. – Board Meeting
May 13, 2026
JP White Building, 105 W 3rd St Ste. 420, Roswell, NM 88201

1. Call to Order – 5:34pm
    a. Quorum established
    b. Present: D. Jurney, P. Seskey, C. Brink

2. Approval of agenda
    a. A. Shanley - motion
    b. C. Brink – 2nd
    c. Motion passes

3. Approval of Minutes
    a. A. Shanley – motion to approve minutes of March 2026 and April 2026 meetings
    b. C. Brink – 2nd
    c. Motion passes

    *P. Seskey arrives 5:36pm

4. 2026 UFO Festival
    a. CoR requires list of entertainment NLT May 31st [new suspense].
    b. Saul Aguilar out of town.
    c. Went through To Do list matrix
    d. Discussion on Circus; decided to request $5000 fee.
    e. Discussion on merchandise to include T-Shirts
    Gave P. Seskey - $10k budget; order ASAP
    f. C. Brink will have sponsorship book complete NLT 15 May.
    g. C. Brink will have links to ALL forms—Parade entry, Pet Contest, Costume contest
    h. C. Brink will ask Elwood for quote for 2 x temps for Merch tent. Perhaps a 3rd person to serve as a “runner.”

5. Structuring a new Board
    a. MSR is currently only at 4 of 5 required board members. Need to recruit 1-2 additional.
    b. Nominations (in order of priority): 1. Debi Lee (recruit ASAP), 2. Bob Donnell (C. Brink and D. Jurney), 3. Adam Roe (C. Brink), 4. Daniel Cederberg, 5. Megan Cederberg

6. Executive Director search / other staff
    a. Discussed 3 candidates: Rebeca Daolio, BrookAnne Marker, Pricilla Williamson
    b. Decided to interview first two next week.
    c. C. Brink will post description on Indeed, ZipRecruiter, Google, FaceBook

7. MSR Sponsorship info – tabled

8. Discussion on Façade Grant program
    a. A. Shanley – motion to initiate a Façade grant program in the amount of $6000
    b. C. Brink – 2nd
    c. Motion passes.
    d. D. Jurney has engaged K. Bullock and D. Batista on using a MSR grant to develop “pocket park” on south side of Bullocks Jewelry.

        *A. Shanley departed 7:40pm

9. Discussion on Façade Grant program
    a. C. Brink moves to adjourn
    b. P. Seskey 2nd
    c. Adjourned 7:51pm

MainStreet Roswell, Inc. – Board Meeting minutes
June 10, 2026
JP White Building, 105 W 3rd St Ste. 420, Roswell, NM 88201

1. Call to Order – 5:35pm
    a. Quorum established
    b. Present: D. Jurney, P. Seskey, C. Brink, A. Shanley
    c. Not Present: D. Lee

2. Approval of Minutes and Agenda
    a. A. Shanley – motion to approve minutes of May 2026 and agenda
    b. C. Brink – 2nd
    c. Motion passes

3. 2026-2027 Funding Request
    a. D. Jurney attended May finance committee meeting. Discussion with Chairman Gass regarding Chaves County funding request and how D. Jurney offered to withdraw it; however, MSR is planning to resubmit it. K. Gass and E. Hildebrandt asserted that they are not adjusting the FY 2027 budget, because they have worked too hard on balancing it. K. Gass claims there is a $75,000 appropriated to MSR in the FY 2027 budget, but that is subject to adjustment. They contended that they are not pleased with the presentation of MSR financials. D. Jurney asserted that every meeting this calendar year they have submitted them and have addressed their concerns.
    b. Solution: Migrate MSR financials to the desktop version of QuickBooks for more user friendly presentation of reports to all audiences (especially the City of Roswell).
    c. Reviewed recent financials. Bottom line, by the end of June 2026, MSR estimates we will have $108,935 cash on-hand.
    *D. Lee arrived 5:53pm
    d. D. Lee notes that NMMS requires a minimum of $30,000 from the municipality to be an accredited NM MainStreet organization.

4. Executive Director selection
    a. Conditional offer to BrookeAnne Marker on June 5th. She gave notice to employer. She did not endorse the hiring letter yet. D. Jurney meeting with her June 11th (tomorrow). Based on feedback from her employer, she will likely begin sooner than July 1st.
    b. D. Lee produced a report of her discussion with B. Marker. B. Marker accepted the lower figure of $55,000 based on potential future funding challenges with the City of Roswell.
    c. D. Lee would like to do a press release announcing her hire. She will draft and send to the MSR board.

d. C. Brink will draft an onboarding plan for the Board. We will assign Board responsibilities against it.

5. IT Update
    a. N8 Tech will provide IT support for MSR to include desktop QuickBooks.
    b. Intend for Nate Cornil to simplify our systems.
    c. C. Brink wants N8 Tech agreement to include webmaster services.
    d. C. Brink motioned to remove Julianna Halvorson's access to website and FaceBook. No second.

6. UFO Festival
    a. C. Brink asked that we add 2 x Google Forms (Parade Entry and Costume Contest to FaceBook). A. Shanley agreed to do so.
    b. P. Seskey says she needs to do 'clean-up' on the Eventeny requests. Says no one has been bumped.
    c. C. Brink needs authorization to order awards for Parade and Costume contest. D. Jurney said to go order it.

7. Old Business
    a. Update on façade grant.
        i. No updates.
        ii. C. Brink owes a draft plan.
    b. Additional Board Members
        i. Nominations (in order of priority): 1. Debi Lee (complete), 2. Bob Donnell (C. Brink and D. Jurney), 3. Adam Roe (C. Brink), 4. Daniel Cederberg, 5. Megan Cederberg
        ii. D. Jurney recommended adding Michael Vickers, former City of Roswell employee/planner. Working with the City again as part of the Water Department.
        iii. Board discussed NOT reaching-out to Bob Donnell for the time being.

8. Other business
    a. Brief discussion on determining MSR 501c3 status as a Charitable Organization or a Foundation. D. Jurney will research and rectify after UFO Festival.
    b. Need to inventory storage in attic of JP White building for UFO festival. P. Seskey offered use of a trailer during the execution of the event. Also need to order "H frames" and inventory signs and other material in office.
    c. C. Brink will do a sponsor form. ASAP.

9. Adjourn
    a. C. Brink move to adjourn
    b. P. Seskey second
    c. Motion passes. Adjourn 8:01pm.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 10.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Flood Disaster Update

Attachments

Flood Disaster Update

Project #	Cat	Title	Status	Date	Claimed Amount	FEMA Share	City of Roswell
806126	B -	Parks and Recreation Office/IT Building "The Rock" Building,EPM	Obligated	4/28/2025	$ 219,539.72	$ 164,654.79	$ 54,884.93
806112	B -	City of Roswell, Convention & Civic Center, EPM	Obligated	5/5/2025	$ 1,816,033.58	$ 1,362,025.19	$ 454,008.40
806146	B -	Museum and Robert H. Goddard Planetarium, EPM	Obligated	5/5/2025	$ 2,954,901.77	$ 2,216,176.33	$ 738,725.44
806150	B -	City of Roswell, Police Station, Emergency Protective Measures	Obligated	5/20/2025	$ 258,476.31	$ 193,857.23	$ 64,619.08
806095	B -	City of Roswell, City Hall Storage, Emergency Protective Measures	Obligated	6/9/2025	$ 10,320.57	$ 7,740.43	$ 2,580.14
806133	B -	City of Roswell, Adult Center, Emergency Protective Measures	Obligated	6/12/2025	$ 294,742.06	$ 221,056.55	$ 73,685.52
949433	B -	Roswell International Air Center (RAIC) - EPM	Obligated	6/12/2025	$ 548,447.95	$ 411,335.96	$ 137,111.99
806256	G -	City of Roswell, Section 1206, Flood Plain Management	Obligated	6/24/2025	$ 132,948.78	$ 99,711.59	$ 33,237.20
949435	B -	Roswell Fire Department - Central Fire Station EPM	Obligated	6/24/2025	$ 86,128.48	$ 64,596.36	$ 21,532.12
950909	C -	Roswell RoadDamages-Wyoming Ave.	Obligated	8/4/2025	$ 64,262.77	$ 48,197.08	$ 16,065.69
950901	C -	Roswell RoadDamages-Riverside Dr.	Obligated	8/4/2025	$ 43,453.70	$ 32,590.28	$ 10,863.43
950893	C -	Roswell RoadDamages-10th-11th-12th-Orange-PA-Park-Pecan	Obligated	8/4/2025	$ 76,876.88	$ 57,657.66	$ 19,219.22
806263	E -	Parks & Recreation Tennis Pro Shop "The Rock" Building Damag	Obligated	8/5/2025	$ 67,281.00	$ 50,460.75	$ 16,820.25
950884	C -	Roswell RoadDamages-KY-LA-MI-MO-Aves.	Obligated	8/5/2025	$ 63,789.91	$ 47,842.43	$ 15,947.48
950887	C -	Roswell RoadDamages-4th-6th-8th-9th-Sts.	Obligated	8/5/2025	$ 107,493.20	$ 80,619.90	$ 26,873.30
950904	C -	Roswell RoadDamages-Alameda-Bland-Edgewood-Hendricks-Summit	Obligated	8/6/2025	$ 92,784.41	$ 69,588.31	$ 23,196.10
950911	C -	Roswell RoadDamages-7th-KY-MO-Bland	Obligated	8/26/2025	$ 564,043.85	$ 423,032.89	$ 141,010.96
806257	E -	Roswell Museum & Art Center Building Damages V.0 (A&E only)	Obligated	8/26/2025	$ 672,030.00	$ 504,022.50	$ 168,007.50
806262	E -	Parks & Recreation Office / IT Building Damages V.1 (Replace)	Obligated	8/26/2025	$ 1,472,673.13	$ 729,504.85	$ 243,168.28
950996	E -	Roswell Zoo - Animals Damages	Obligated	12/22/2025	$ 9,500.00	$ 7,125.00	$ 2,375.00
950944	C -	W. Bland St. Pavement repairs & Asst'd Sidewalk repairs	Obligated	1/6/2026	$ 579,877.68	$ 434,908.26	$ 144,969.42
950968	F -	Roswell PubWks Asstd Water Aerial Crossing Damages	Obligated	1/28/2026	$ 43,703.69	$ 32,777.77	$ 10,925.92
806259	E -	Boy Scout Building Damages V.1 50% Rule (Replacement)	Obligated	1/28/2026	$ 939,017.53	$ 554,263.15	$ 184,754.38
963328	Z -	Management Costs	Obligated	1/28/2026	$ 1,301,273.71	$ 1,301,273.71	$ -
949469	B -	Roswell Visitor Center Building - EPM	Obligated	1/30/2026	$ 5,486.33	$ 4,114.75	$ 1,371.58
950917	C -	Roswell Asstd BridgeRepairs-KY-DeBremond	Obligated	1/30/2026	$ 68,298.04	$ 51,223.53	$ 17,074.51
950936	C -	Roswell PubWks-SpecialElectronicsDeptRepairs	Obligated	2/4/2026	$ 713,497.00	$ 535,122.75	$ 178,374.25
949463	B -	City of Roswell - Roswell Police Department Citywide EPM	Obligated	2/4/2026	$ 30,225.22	$ 22,668.92	$ 7,556.31
949466	B -	Roswell Wastewater Treatment Plant - EPM	Obligated	2/9/2026	$ 19,265.49	$ 14,449.12	$ 4,816.37
949444	B -	Roswell Parks & Recreation - IT Department Temp Location	Obligated	2/20/2026	$ 25,155.92	$ 18,866.94	$ 6,288.98
951251	F -	Roswell North Atkinson Outfall Structure Damages	Obligated	2/20/2026	$ 53,399.16	$ 40,049.37	$ 13,349.79
949428	A -	Debris Removal from Streets/Roadways	Obligated	2/25/2026	$ 530,478.50	$ 397,858.88	$ 132,619.63
949457	B -	Roswell Museum Building and Goddard Planetarium - Temp	Obligated	2/25/2026	$ 91,973.60	$ 68,980.20	$ 22,993.40
950941	C -	Roswell Zoo Bridges Damaged	Obligated	2/25/2026	$ 21,523.27	$ 16,142.45	$ 5,380.82
951069	E -	Roswell Police Station Damages	Obligated	2/25/2026	$ 1,582,231.16	$ 811,673.37	$ 270,557.79

951094	E - Museum- (Fine Arts-Research Library Books)Stabilization & Restoration	Obligated	2/25/2026	$ 232,681.16	$ 174,510.87	$ 58,170.29
950906	E - Roswell Police Dept Vehicle Damages	Obligated	2/25/2026	$ 298,172.00	$ 223,629.00	$ 74,543.00
950953	G - Roswell Pks&Rec-RiverFencingDamages	Obligated	2/25/2026	$ 896,780.77	$ 672,585.58	$ 224,195.19
950958	G - Roswell PubWks-Railing&Fence Damages	Obligated	2/25/2026	$ 208,805.62	$ 156,604.22	$ 52,201.41
951175	G - Roswell-Spring River Golf Course Damages	Obligated	2/27/2026	$ 550,133.00	$ 412,599.75	$ 137,533.25
950967	F - Roswell PubWks(WWTP)-Asstd Sewer Damages	Obligated	2/27/2026	$ 1,573,001.47	$ 1,179,751.10	$ 393,250.37
806261	E - Convention & Civic Center Damages V.1 (Repair)	Obligated	2/27/2026	$ 6,554,823.22	$ 3,416,117.42	$ 1,138,705.81
951173	G - Roswell Pub Wks-Pks&Rec-Asstd Walking&Bike Trails	Obligated	2/27/2026	$ 2,029,711.00	$ 1,522,283.25	$ 507,427.75
951184	G - Roswell Pks&Rec-DeBremond Stadium Damages v.0	Obligated	2/27/2026	$ 2,677,248.00	$ 1,816,489.85	$ 605,496.62
950933	E- Roswell Fire Equipment Damages	Obligated	4/22/2026	$ 79,962.06	$ 59,971.55	$ 19,990.52
950993	E- Roswell Fire Content & Eqpt Damages	Obligated	4/22/2026	$ 666,716.02	$ 500,037.02	$ 166,679.01
806258	E - Roswell Adult Center Building	Obligated	4/23/2026	$ 9,742,173.02	$ 6,931,629.77	$ 2,310,543.26
950922	G- Roswell Asstd Parking Lot Repairs	Obligated	4/23/2026	$ 1,888,684.00	$ 1,416,513.00	$ 472,171.00
950896	E- Roswell Fire Dept Vehicle Damages	Obligated	5/13/2026	$ 3,491,483.55	$ 2,618,612.66	$ 872,870.89
949436	B- Roswell Fire Department - Temporary / Rented Critical Equipment	Obligated	5/14/2026	$ 34,721.01	$ 26,040.76	$ 8,680.25
949453	B- Roswell Public Library - Emergency Protective Measures	Obligated	5/14/2026	$ 52,316.37	$ 39,237.28	$ 13,079.09
949467	B- Roswell Wastewater Treatment Plant Sludge Pond EPM	Obligated	5/14/2026	$ 22,426.93	$ 16,820.20	$ 5,606.73
951168	G- Roswell Intl Air Ctr (RIAC)-ROW&Infrastructure-Fencing-RR Componen	Obligated	5/14/2026	$ 154,848.49	$ 116,136.37	$ 38,712.12
951248	D- Roswell WWTP Asstd Facility Damages	Obligated	5/14/2026	$ 100,850.18	$ 75,637.64	$ 25,212.55
806254	G- City of Roswell, Solid Waste Landfill Cell 3 Repairs	Obligated	5/15/2026	$ 766,428.64	$ 858,447.30	$ 286,149.10
810525	A- Roswell Municipal Landfill TDSR and Debris Operations	Obligated	5/15/2026	$ 909,591.46	$ 682,193.60	$ 227,397.87
950950	E- Roswell AsstdCityVehicle&EqptDamages	Obligated	5/15/2026	$ 579,877.68	$ 434,908.26	$ 144,969.42
950963	E- Roswell Pks&Rec-IT Bldg IT Contents Damages-Completed Work	Obligated	5/15/2026	$ 278,683.69	$ 105,256.38	$ 35,085.46
950971	D- Roswell WWTP Equipment Damages	Obligated	5/15/2026	$ 43,703.69	$ 32,777.77	$ 10,925.92
951099	E- Roswell Museum - Planetarium Fine Arts - Portable Vaults (Stand Alone)/(	Obligated	5/15/2026	$ 945,652.25	$ 709,239.19	$ 236,413.06
951181	G- Roswell Zoo Asstd Damages	Obligated	5/15/2026	$ 961,874.00	$ 705,178.95	$ 235,059.65
950979	B- Roswell Pks&Rec Dept Office-Contents&Epqt Damages	Obligated	5/16/2026	$ 278,317.84	$ 96,238.38	$ 32,079.46
950959	G - Roswell Pks&Rec-Parks Damages	Obligated	6/8/2026	$ 1,124,502.00	$ 843,376.50	$ 281,125.50
951103	E - Roswell Intl Air Center (RIAC)-Asstd Bldgs Damages	Obligated	6/8/2026	$ 444,760.66	$ 254,820.50	$ 84,940.17
1064219	C - Roswell AsstdBridgeRepairs - Loveless Park Pedestrian Bridge	Obligated	6/8/2026	$ 333,581.00	$ 250,185.75	$ 83,395.25
950964	G - Roswell South Park Cemetery Damages	Obligated	6/10/2026	$ 43,880.19	$ 32,910.14	$ 10,970.05
949852	E - Roswell Pks & Rec Dept Office/Storage Building Damages	Obligated	6/12/2026	$ 2,049,607.27	$ 1,387,205.45	$ 462,401.82
950946	D- Roswell PubWks-Spring&HondoRivers-RiverBankSlopeRepairs	Obligated	6/29/2026	$ 11,219,940.00	$ 8,414,980.50	$ 2,804,993.50
951187	E- Roswell Asstd Bldg Damages	Obligated	6/30/2026	$ 75,584.79	$ 56,688.59	$ 18,896.20
1067945	B- Roswell Fire Department and Museum - Emergency Donated Resources	Obligated	7/17/2026	$ 396,310.94	$ 297,233.21	$ 99,077.74
Flood Damage Claims Approved by FEMA				$ 67,579,204.96	$ 47,865,694.38	$ 15,521,473.56

Project #	Title	NM Project Status	Paid Date	Amount Received
806095	B City Hall - EPM	Reimbursement Received	9/5/2025	$ 7,740.43
806112	B Convention & Civic Center - EPM	Reimbursement Received	1/15/2026	$ 1,362,025.19
806126	B Parks and Recreation Office/IT Building and "The Rock" EPM	Reimbursement Received	9/2/2025	$ 164,654.79
806133	B Adult Center EPM	Reimbursement Received	10/2/2025	$ 221,056.55
806146	B Museum and Robert H. Goddard Planetarium, EPM	Reimbursement Received	2/4/2026	$ 2,216,176.33
806150	B Police Department - EPM	Reimbursement Received	9/5/2025	$ 193,857.23
806256	G Flood Plain Management Compliance	Reimbursement Received	9/5/2025	$ 99,711.59
949433	B Air Center - EPM	Reimbursement Received	12/15/2025	$ 411,335.96
949435	B Fire Department - EPM	Reimbursement Received	1/28/2026	$ 64,596.36
949469	B Roswell Visitor Center Building - Emergency Protective Measures	Reimbursement Received	4/29/2026	$ 4,114.75
950884	C RoadDamages-KY-LA-MI-MO-Aves.	Reimbursement Received	12/12/2025	$ 47,842.44
950887	C RoadDamages-4th-6th-8th-9th-Sts.	Reimbursement Received	12/17/2025	$ 80,619.90
950893	C RoadDamages-10th-11th-12th-Orange-PA-Park-Pecan	Reimbursement Received	12/12/2025	$ 57,657.66
950901	C RoadDamages-Riverside Dr.	Reimbursement Received	12/16/2025	$ 32,590.28
950904	C RoadDamages-Alameda-Bland-Edgewood-Hendricks-Summit	Reimbursement Received	12/16/2025	$ 69,588.31
950909	C RoadDamages-Wyoming Ave.	Reimbursement Received	12/16/2025	$ 48,197.08
950911	C RoadDamages-7th-KY-MO-Bland	Reimbursement Received	1/28/2026	$ 423,032.89
950917	C Roswell Asstd Bridge Repairs-KY-DeBremond	Reimbursement Received	4/29/2026	$ 51,223.53
950944	C Roswell RoadDamages-W. Bland St. Pavement repairs & Sidewalk	Reimbursement Received	4/29/2026	$ 16,142.46
950968	F Roswell PubWks Asstd Water Aerial Crossing Damages	Reimbursement Received	4/27/2026	$ 265,455.23
949463	B City of Roswell - Roswell Police Department Citywide Emergency Protective Measures	Reimbursement Received	5/19/2026	$ 22,668.92
949466	Roswell Wastewater Treatment Plant - Emergency Protective Measures	Reimbursement Received	5/11/2026	$ 14,449.12
949428	City of Roswell | Public Works Department and Air Center - Debris Removal from Streets/Roadways	Reimbursement Received	6/22/2026	$ 318,287.10
				$ 6,193,024.09

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 **11.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider approving the determination of uncollected accounts and the removal from accounts receivable in the amount of $51,749.37. (Costley)

BACKGROUND:
Initiated by: Enid Costley

New Mexico Statues Chapter 3. Municipalities § 3-37-7. Determination of uncollectible account: removal from accounts receivable. If the finance officer of a municipality states;

1. The manner in which a utility account or any unsecured account has been incurred;
2. The efforts made to collect the utility account or unsecured account and to locate the debtor;
3. That the utility account or unsecured account has been uncollectible for a period of more than four years; and
4. That in his opinion, the utility account or unsecured account is uncollectible, the governing body of a municipality may, by resolution, remove the uncollectible account or unsecured account from the list of accounts receivable of the municipality.

The City of Roswell currently has bills totaling $51,749.37 in unpaid library fines and fees charges which are January 1, 2022 and older. All collection attempts have failed, and many bill attempts have been returned as undeliverable with no forwarding address. All of these bills have been uncollectible for over four years. The City of Roswell Finance Director considers all of these bills as uncollectible.

FINANCIAL CONSIDERATION
Reduction in accounts receivable of $51,749.37.

LEGAL REVIEW:
The Legal Department has reviewed the abstract and resolutions. The documents have been approved as to form.
The Resolution must be adopted by a majority vote of the entire City Council.

BOARD AND COMMITTEE ACTION:
The Finance Committee will be the first city committee to consider action on this request.

STAFF RECOMMENDATION:
Consider approving the derermination of uncollected accounts and the removal from accounts receivable in the amount of $51,749.37

Attachments

Uncollected Library Fines and Fees Resolution

RESOLUTION

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO APPROVING THE DETERMINATION OF UNCOLLECTIBLE ACCOUNTS AND THE REMOVAL FROM ACCOUNTS RECEIVABLE

WHEREAS, the governing body of the City of Roswell, State of New Mexico, approved the determination of uncollectible accounts and the removal from accounts receivable; and

WHEREAS, the City desires to adjust accounts receivable by $51,749.37 as allowed under State Statutes Chapter 3 Article 37 Section 7 Determination of uncollectible account; removal from accounts receivable. If the financial officer or a municipality states:

A. The manner in which a utility account or any unsecured account has been incurred;
B. The efforts made to collect the utility account or unsecured account and to locate the debtor;
C. That the utility account or unsecured account has been uncollectible for a period of more than four years; and
D. That in his opinion the utility account or unsecured account is uncollectible,

the governing body of a municipality may, by resolution, remove the uncollectible account or unsecured account from the list of accounts receivable of the municipality.

WHEREAS, it is the majority opinion of the Governing Body that the proposed removal of uncollectible accounts for a period of more than four years continue to meet State Statutes and the financial requirements as currently determined for the fiscal year 2026-2027.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, hereby adopts the removal of uncollectible accounts from accounts receivable for Library fines and fees dated January 1, 2022 and older hereinabove described and respectfully request approval for same from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

PASSED, ADOPTED, SIGNED, and **APPROVED** this __day of _____

CITY SEAL

_____
, Mayor

ATTEST:

_____
, City Clerk

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **12.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a budget adjustment in the amount of $192,930.00 and authorization of a purchase order to Otis Elevator Company for the modernization of the City Hall elevator, including Alternate #1 for a new cab interior. (Martinez)

BACKGROUND:
Initiated by: Amalia Martinez

The City Hall elevator is in need of modernization to improve reliability, safety, code compliance, and overall functionality. Otis Elevator Company submitted a proposal through the OMNIA Partners Purchasing Cooperative Agreement for the modernization of the existing hydraulic elevator located at City Hall. The modernization includes replacement and upgrade of major elevator components, including the control system, pump motor, power unit, door operator, emergency return unit, hall fixtures, car operating panel, emergency communication systems, and other related equipment. The base contract amount is $167,930.00. Staff recommends inclusion of Alternate #1 – New Cab Interior in the amount of $25,000.00, bringing the total project cost to $192,930.00. The new cab interior will provide a fully modernized appearance while complementing the mechanical and safety upgrades included in the project. The alternative is identified in the proposal as an additional cost of $25,000.00. Staff contacted Austin Neff of Otis Elevator Company regarding applicable taxes. Austin Neff confirmed that no tax will be charged on this project and further verified with the Otis team that the tax amount is $0.00. Based on this confirmation, the total project cost remains $192,930.00. (Tax confirmation provided by vendor; not reflected in proposal document.)

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

Expense: 11014013-817503 (Capital Outlay - Building) — $192,930.00

Base Contract Amount: $167,930.00
Alternate #1 – New Cab Interior: $25,000.00
Total Project Cost: $192,930.00
Tax: $0.00 (Vendor confirmed)

LEGAL REVIEW:
None at this time.

BOARD AND COMMITTEE ACTION:
The Infrastructure Committee recommended approval 5-0 at its meeting on July 20, 2026.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

City of Roswell City Hall Modernization Proposal

OTIS

HydroFit™ MOD





Otis HydroFit™ MOD Hydraulic Control System

7/2/2026

CUSTOMER NAME
City of Roswell- City Hall

Otis Elevator Company
6701 Edith Blvd Ste C
Albuquerque, NM 87113

PROJECT LOCATION
425 N Richardson Ave
Roswell, New Mexico, 88201

PROPOSAL NUMBER
F7SE3506/02

We propose to furnish labor and material to provide a microprocessor based HydroFit MOD control system. It is a digital closed-loop microprocessor-based control system specifically designed to meet the particular needs of modernizing hydraulic elevators.

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Section 1



UNITS

DUTY

The present capacity and speed of the elevators will be retained as follows:

City of Roswell- City Hall

MACHINE #	CAPACITY (Pounds)	SPEED (Feet per Minute)
G15544	1500	75

TRAVEL, STOPS & OPENINGS

The present travel, stops and openings of the elevators will be retained as follows:

City of Roswell- City Hall

G15544

LANDINGS	OPENINGS		Distance Between Floors
	Front	Rear	
4	Yes	No	0 ft 0 in 0
3	Yes	No	10 ft 0 in 0
2	No	Yes	5 ft 0 in 0
1	Yes	No	15 ft 0 in 0

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Section 2

OPERATION

NEW AUTOMATIC SELF-LEVELING

The elevator shall be provided with automatic self-leveling that shall typically bring the elevator car level with the floor landings + ¼" regardless of direction of travel. The automatic self-leveling shall correct for over travel or under travel and rope stretch.

NEW SPECIAL EMERGENCY SERVICE

Special Emergency Service operation shall be provided in compliance with the latest applicable revision of the ASME/ANSI A17.1 Code.

Special Emergency Service Phase I to return the elevator(s) non-stop to a designated floor shall be initiated by an elevator smoke detector system or a keyswitch provided in a lobby fixture.

The smoke detector system, if required, is to be furnished by others. The elevator contractor shall provide contacts on the elevator controller to receive signals from the smoke detector system.

A keyswitch in the car shall be provided for in-car control of each elevator when on Phase II of Special Emergency Service.

If an elevator is on independent service when the elevators are recalled on Phase I operation, a buzzer shall sound in the car and a jewel shall be illuminated, subject to applicable codes.

NEW INDEPENDENT SERVICE

When the Independent Service switch in the car operating panel is actuated; it shall cancel previously registered car calls, disconnect the elevator from the hall buttons, and allow operation from the car buttons only. Door operation shall occur only after actuation of the "DOOR CLOSE" button.

NEW INSPECTION OPERATION

For inspection purposes, an enabling keyswitch shall be provided in the car operating panel to permit operation of the elevator from on top of the car and to make car and hall buttons inoperative.

HOISTWAY ACCESS SWITCHES

An enabling keyswitch shall be provided in the car operating panel to render all car and hall buttons inoperative and to permit operation of the elevator by means of an access keyswitch adjacent to the hoistway entrance at the access landing.

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Section 3



MACHINE ROOM EQUIPMENT

POWER SUPPLY
The power supply of 220V_60HZ, alternating current will be retained with the new equipment arranged for this power supply.

NEW CONTROLLER
A microprocessor based HydroFit MOD control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.

NEW SOFT STARTER
A new solid-state starter will be provided.

NEW PUMP MOTOR
The existing motor will be replaced.

POWER UNIT

NEW SUBMERSIBLE
The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler. The pump and motor are submerged and are mounted to the tank with rubber isolators to reduce vibration and noise.

NEW VALVE
A new integral 4-coil control valve will be installed to replace the existing valve. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

NEW AUT-O-SAFE®
We propose to furnish and install an Emergency Return Unit (ERU) providing auxiliary power to your hydraulic elevator. In the event of a primary power failure or a single-phase condition, the ERU is designed to automatically return the elevator to its lowest landing at normal speed and allow all passengers to exit safely.

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Section 4



DOOR EQUIPMENT

NEW CLOSED LOOP DOOR OPERATOR
Install a new closed loop door operator. Car and hoist way doors shall be power operated by means of a closed loop door operator mounted on top of the car designed to give consistent door performance with changes in temperature, wind or minor obstruction in the door track. The system continually monitors door speed and position and adjusts it accordingly to match the pre-determined profile.

NEW DOOR-PROTECTION DEVICE
Install a new solid state, infrared passenger protection device on the car door. Elevator doors shall be provided with a reopening device that will stop and reopen the car door(s) and hoistway door(s) automatically should the door(s) become obstructed by an object or person.

NEW INTERLOCKS
New interlocks will be installed. The interlocks shall prevent operation of the elevator unless all doors for that elevator are closed and shall maintain the doors in their closed position while the elevator is away from the landing.

RETAIN CAR DOOR TRACKS AND HANGERS
The present car door tracks and hangers shall be retained and inspected for proper alignment. Any adjustment required will be accomplished.

RETAIN HOISTWAY ENTRANCES
The present hoistway entrances will be retained.

RETAIN HOISTWAY DOOR TRACKS AND HANGERS
The present hoistway door tracks and hangers shall be retained.

NEW HOISTWAY DOOR RESTRICTORS
Folding hoistway door restrictors shall be installed.

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Section 5

HOISTWAY EQUIPMENT

RETAIN HOISTWAY OPERATING DEVICES
The existing hoistway operating devices shall be retained.

RETAIN CAR GUIDES
The existing car guides shall be retained.

RETAIN CAR INTERIOR (Alternate listed below)
The present car interior shall be retained.

RETAIN FLOORING
The present flooring will be retained.

NEW PIT SWITCH
An emergency stop switch shall be located in the pit accessible from the pit access door.

RETAIN SPRING BUFFERS
The existing spring buffers shall be retained.

NEW ACCESS ALERT HOISTWAY SAFETY DEVICE
We will furnish and install all the necessary components, circuitry and wiring for a new Access Alert system, which will operate on the elevator car top and pit.

Access Alert will be installed so the elevator can be controlled in a safe manner when an authorized person accesses the elevator hoistway. The Access Alert system meets all applicable safety codes.

This groundbreaking new product, Access Alert, is specifically designed to:

- Prevent work on top of the elevator without the top of car inspection station engaged properly.
- Prevents moving the elevator on inspection while personnel are in a potentially unsafe position.
- Prevent working in the elevator pit, while the pit stop switch is not engaged properly.
- Meet applicable building and elevator codes.

Similar to the seatbelt alarm in your car, Access Alert provides a constant, noticeable reminder to anyone accessing the hoistway that they need to engage the stop switch before starting work. We believe the simplicity, ease of installation, and cost-effectiveness of this product will be an important way for you to invest in improving safety inside your facility.

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Section 6

CAR FIXTURES

NEW APPLIED CAR OPERATING PANEL

An applied car operating panel shall be furnished. The panel shall contain a bank of mechanical illuminated buttons marked to correspond with the landings served, an emergency call button, emergency stop button, door open and door close buttons and a light switch. All buttons, when applicable, to be long life LED illumination. This panel shall be equipped with a button that shall initiate two-way communication between the car and a location inside the building, switching over to another location if call is unanswered. Otis will provide our standard, code compliant, applied fixtures in a brushed stainless-steel finish. If a specific fixture design or configuration is requested, you agree to notify Otis upon execution of this agreement. Design modifications may lead to additional costs based on final selection.

NEW EMERGENCY CAR LIGHTING

An emergency power unit employing a 6-volt sealed rechargeable battery and totally static circuit shall be provided. The power unit shall illuminate the elevator car and provide current to the alarm bell in the event of normal power failure. The equipment shall comply with the requirements of the latest applicable revision of the ASME/ANSI A17.1 Code.

NEW CAR POSITION INDICATOR

A car position indicator shall be installed. The position of the car in the hoistway shall be shown by illumination of the indication corresponding to the landing at which the car is stopped or passing.

NEW AUDIBLE SIGNAL (INDICATES PASSING OR STOPPING AT A LANDING)

An audible signal shall sound in the car to tell passengers that the car is either stopping or passing a landing served by the elevator.

NEW AUDIBLE SIGNAL

Equipment shall be furnished to allow an audible announcement in each car of the name of the next selected landing at which the elevator will stop and the committed direction of travel. Several advisory messages shall also be available to indicate the need for elevator on special service or passenger delay of elevator.

NEW "IN-CAR" DIRECTION LANTERNS

Direction lantern(s) shall be mounted in car entrance jamb(s), visible from the corridor, which when the car stops and the doors are opening shall indicate the direction the car is traveling. A chime shall also be furnished on the car that will sound once for the “UP” direction and twice for the “DOWN” direction as the doors are opening.

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Section 7



HALL FIXTURES

NEW HALL BUTTONS

New hall buttons shall be installed at each landing. An up button and a down button at each intermediate landing and a single button at each terminal landing shall be installed. All buttons, when applicable, shall be long-life LED illumination. Otis will provide our standard, code compliant, applied fixtures in a brushed stainless-steel finish. If a specific fixture design or configuration is requested, you agree to notify Otis upon execution of this agreement. Design modifications may lead to additional costs based on final selection.

Section 8



WORK BY OTHERS – NOT IN CONTRACT

The following items must be performed by others and you agree to provide this work in accordance with the applicable codes and enforcing authorities:

WORK BY OTHERS SCHEDULING

All "Work by Others" must either be completed prior to our manning the job or be properly scheduled as to not obstruct the progress of the project.

AIR CONDITIONING

Provide suitable ventilation and cooling equipment, if required, to maintain the machine-room temperature between 60°F and 100°F. The relative humidity should not exceed 95 percent non-condensing.

BUILDING POWER

Provide electrical power for light, tools, hoists, etc. during installation as well as electric current for starting, testing, and adjusting the elevator. Power of permanent characteristics to be provided to properly operate all the elevators concurrently scheduled to be modernized. Power must be a 3-phase 4 wire system with ground and bonded disconnects. Grounded leg delta systems are not acceptable.

SMOKE AND HEAT SYSTEM

Provide elevator lobby, machine room and hoistway smoke detecting devices located as required and wired from the fire control center to a controller in the machine room. Hoistway devices are required to be made accessible from outside the elevator hoistway. Coordinate signal connections and necessary

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testing with the Elevator Contractor. Provide the following zones and locate signal circuits in a properly labeled junction box in the machine room:

Main Floor Recall: Provide one set of normally closed contacts that will open when any smoke sensor related to the elevators at the designated main landing senses smoke. This excludes other devices located in the machine room, hoistway or main egress floor.

Alternate Floor Recall: Provide one set of normally closed contacts that will open when the smoke sensor at the main egress floor senses smoke.

Machine Room/Hoistway Recall: Provide one set of normally closed contacts that will open when any smoke sensor located in the machine room or hoistway/pit senses smoke.

SPRINKLERS

Provide code compliant sprinkler system, as required, in the hoistway, pit and machine room. If sprinklers are being installed or altered in the hoistway(s), pit or the machine rooms, a means must be provided to disconnect three-phase power before water is applied. This is usually accomplished with a shunt trip breaker that must be located outside the elevator machine room. The shunt trip breaker may be activated by heat detectors located within 24" of the sprinkler heads and arranged to trip at a lower temperature than the sprinkler heads. A heat detector is not required in the pit if the sprinkler head is within 24" of the pit floor. Heat and smoke devices in elevator hoistways must be installed with UL rated and lockable panels that are accessible for servicing from outside the hoistway. The panel interiors are to be guarded using a minimum 13 gauge metal with a pattern of maximum ¾ inch holes.

CUTTING AND PATCHING

Do any cutting, (including cutouts to accommodate hall signal fixtures, entrances and/or machine room access) patching and painting of walls, floors or partitions.

MAIN DISCONNECT

Provide a fused lockable disconnect switch or circuit breaker for each elevator per the National Electrical Code with feeder or branch wiring to the transformer. Size to suit elevator contractor. Provide a SHUNT TRIP disconnect, as required, if sprinklers are being provided. Provide suitable connections from the main disconnect to the elevator control equipment.

Electrical Feeder system to limit available short circuit to not more than 10k amps at the load side of the elevator main line disconnect.

GROUND WIRE

Provide a properly sized ground wire from the elevator controller(s) to the primary building ground.

EMERGENCY COMMUNICATIONS – Voice / Video / Text

Provide a dedicated 125 volt, 15 ampere single-phase power supply with a fused SPST disconnect switch or circuit breaker, per group of elevators in the same location as the 3-phase elevator disconnect. This disconnect or breaker shall be capable of being locked in the open position per National Electrical Code or Canadian Electrical Code, as applicable. If Emergency (standby) power system is supplied this disconnect must be arranged to be feed from the same emergency (standby) power transfer switch as

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the elevator group. Provide a dedicated RJ45 internet network connection in each control room, minimum download speed 5Mbps per elevator, minimum upload speed 1Mbps per elevator.

Number of Elevators	Min. Download Bandwidth (Mbps)	Min. Upload Bandwidth (Mbps)
1 - 3	5	1
4	10	2

EMERGENCY COMMUNICATIONS – Intercom

Provide a 120VAC 15A single phase power supply with fused disconnect switch (or circuit breaker) with GFCI outlet in machine room located as required for communications system.

GFCI OUTLETS

Provide 120volt GFCI type convenience outlets in the machine room and in each pit. . Provide additional non-GFCI outlet in each pit for use by sump pump. Pits subject to sprinklers shall have NEMA 4 rated fixtures if located below 48" above pit floor.

CAR LIGHT POWER SUPPLY AND DISCONNECT

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position with feeder wiring to each controller located in the machine room.

VIDEO DISPLAY POWER SUPPLY AND DISCONNECT

For each car provide a 120 volt AC, 15 amp, single-phase power supply with fused disconnect switch (or circuit breaker) capable of being locked in the open (off) position and with GFCI outlet located in the machine room.

REMOTE PANELS

Provide required conduit, with adequate pull boxes and ells from the elevator hoistway(s) to the location or locations required to facilitate the installation of Lobby Panels, Fire Control Room Panels or Elevator Monitoring Systems. Size and number as specified by Otis. Leave a measured pull tape in the conduit. Otis to furnish and pull required conductors.

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EMERGENCY (STANDBY) POWER

If emergency power is available, verify and provide the following:

a. Power that meets the load characteristic requirements of the new control system. Power that is capable of operating and providing sufficient power to non-linear elevator loads and that is capable of absorbing regenerated power resulting from running elevators with overhauling loads.

b. Two conductors to the machine room from a normally closed auxiliary contact on the Owner's EP transfer switch. Contacts to open when power transfers to the emergency source.

c. Two additional conductors to the machine room from an adjustable timed relay on the Owner's EP transfer switch to indicate "request to transfer" from standby to normal power.

d. Power for 115VAC circuits that supply elevator cab lights, cab fan, communication means, EMS, Lobby Panels, and Compass dispatching systems (if applicable).

e. Power for machine room lighting, ventilation and cooling means.

ROOF LIGHTING

Lighting is required to illuminate machine room access paths on the roof.

LIGHTING

Provide sufficient lighting in the buildings common areas to facilitate a safe working environment. Provide new or modify machine room lighting to provide a minimum of 19 ft. candles of illumination and new pit lighting to provide a minimum of 10ft. candles of illumination. The machine room light switch shall be located within 18" of the lock-set side of the entry door. Pit light switches shall be adjacent to the pit ladder and a minimum of 24" above the threshold level. Lighting must have code compliant guards of either grounded metal, plastic or comparable. Pits subject to sprinklers shall have NEMA 4 rated fixtures.

PROJECT BEING "DRIED-IN"

Work, as required, to keep the elevator lobbies, hoistway, machine room and storage area "dried-in" for the entire length of the project.

MACHINE ROOM ACCESS

Provide a self-locking and self-closing door for the elevator machine room. Access door to be adequately sized to accept our equipment. Modify machine room access, as required, to comply with code and facilitate safe egress of all equipment.

FIRE EXTINGUISHER

Provide fire extinguisher in elevator machine room.

NON-ELEVATOR MATERIAL IN HOISTWAY

Remove or encapsulate, as required, any non-elevator related pipes or wiring located in the elevator machine room or hoistway.

HOISTWAY VENTILATION

Provide code compliant hoistway ventilation. Code requires a means to prevent the accumulation of hot air and gasses at the top of the hoistway. Pressurizing the hoistways, or providing vents from the top of the hoistway to the outside of the building usually accomplishes this. Vents shall not be less than 3 1/2% of the area of the hoistway nor less than 3 sq. ft. for each elevator car, whichever is greater. You may not vent

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the hoistway to the machine room. If the hoistway vents must run through the machine room, they must be enclosed in a fire rated structure and not violate clearances around our equipment.

HOISTWAY LEDGES

Provide a 75o angle constructed of a non-combustible material on all ledges that are 2" greater in the hoistway, excluding multi-hatch divider beams.

SUMP HOLE GRATING

Provide a flush grating over the sump hole located in the elevator pit.

STORAGE

Provide dry, protected and secure storage space adjacent to the hoistway(s). Otis shall be compensated for material delivered that is stolen or removed from the jobsite.

DISPOSAL

The disposal of removed elevator components; machines, controllers, ropes, hydraulic fluid, oils, buffers and packing materials from the new equipment and any and all related materials shall be the sole responsibility of the Customer or owner. If a dumpster is provided on site, we will deposit waste materials in the dumpster or at an agreed upon on-site location for removal by the Customer or owner.

PIT LADDERS

Provide a pit ladder, as required, in each pit that does not have walk-in access doors. Ladder shall extend 48" above first landing access door.

OPERATING ELEVATORS FOR OTHER TRADES

If we are required to operate an elevator to facilitate the work of other trades (e.g., sprinklers, smoke sensors, ledges, etc.) then we shall be compensated for this lost time and the project schedule shall also be modified.

EMERGENCY RETURN UNIT (ERU)

If an ERU battery-operated lowering device is being provided with your hydraulic elevator modernization than others are to provide an auxiliary contact in either the existing lockable disconnect (if currently code compliant) or in a new code compliant lockable disconnect.

ASBESTOS

Should any asbestos be found to be present in the building which is related to any of our work, it shall be the responsibility of others to monitor, abate, contain or prepare the workplace as safe for our employees to work within or about. Otis will not be responsible for working with asbestos which may be disturbed or uncontained. Otis will not be responsible for any costs associated with delay of the job should asbestos be detected or require addressing by others for us to proceed. This includes but is not limited to re-mobilization charges which may be applied.

HAZARDOUS MATERIALS

You agree to notify Otis if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis' personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous material from the building, you agree to be responsible for such abatement, encapsulation or removal, and any

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governmental reporting, and in such event Otis shall be entitled to (i) delay its work until it is determined to Otis' satisfaction that no hazard exists and (ii) compensation for delays encountered.

MATERIAL RESPONSIBILITY

Otis maintains no responsibility for material delivered to the jobsite. The Customer is financially responsible for all cost to replace any damaged, stolen or missing material or equipment. Otis will not be responsible for deductibles on "Builder's Risk" insurance policies. Otis will provide a change order, police report and affidavits as needed to substantiate the claim. Otis will not procure replacement equipment until a signed change order is received.

LOCKOUT TAG OUT

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0,", or the then most current version, both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

CONFINED SPACES

The machine room, hoistway, pit and mezzanine ("Elevator Spaces") may be considered Permit- Required Confined Spaces as defined by the Occupational Safety and Health Organization ("OSHA"), 29 C.F.R. § 1910.146(b) and § 1926 Subpart AA. Otis has a documented process to control or eliminate hazards and classify such Elevator Spaces as non-permit required confined spaces. In the event that the Customer, others, or unique site conditions or hazards (such as chemical manufacturing sites) require Otis to handle such Elevator Spaces as Permit-Required Confined Spaces, the Customer or owner will be responsible for supplying, at its expense, all resources, including monitoring, permitting, attendants and rescue planning associated with handling such Elevator Spaces as Permit-Required Confined Spaces. The Customer or owner is required to inform Otis of all known or potential hazards related to Elevator Spaces that Otis may be required to access prior to Otis performing any work in such spaces. Further, the Customer or owner is required to communicate any changes in the conditions associated with such Elevator Spaces or activities in or around such spaces that could introduce a hazard into such spaces.

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Section 10



GENERAL REQUIREMENTS

EXAMINATION OF EQUIPMENT

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.

RE-MOBILIZATION

You agree to pursue and schedule the work by other trades in a timely manner so as to not interrupt our work. Should our crew(s) have to suspend work on the job to await the conclusion of work by others not party to this contract, we shall be entitled to a re-mobilization charge of **five thousand ($5,000) dollars**. We shall also extend the stated durations to the extent that we are delayed.

INSURANCE

OTIS

Otis agrees to maintain General Liability coverage in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate, Automobile Liability in the amount of $1,000,000 Combined Single Limit for Bodily Injury and Property Damage, Worker's Compensation in statutory limits. Employer's Liability in the amount of $1,000,000 for Each Accident, Each Employee – Disease. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained by our employees, and comprehensive general liability insurance.

CUSTOMER

You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us.

CERTIFICATES

If either party so requires, in writing, the other party shall furnish a copy of the certificates of insurance evidencing the above insurance coverages.

PRE-EXISTING CONDITIONS HYDRAULIC

We have not included for any additional costs associated with identifying or correcting car weights previously increased or decreased more than the ASME code allowance of 5% of original design.

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PAYMENT AND SCHEDULE OF VALUES

You agree to be bound and pay in accordance with the supplied schedule of values. We shall be paid for our material delivery invoice prior to starting installation work. We shall be paid in full for all change orders and the base Contract amount **(no less than 95%)** prior to scheduling an inspection and/or turnover of the elevators to you for use. Otis reserves the right at its absolute discretion to discontinue work or not turn over elevators unless payments are current.

- Our quoted price is based on the "Initial Payment" equaling **fifty percent (50%)** of Contract award. This amount PLUS a fully executed subcontract must be received prior to releasing equipment for manufacturing or scheduling any other work. Refer to the "Schedule of Values" below.
- Otis will mobilize after the "Material Delivery Payment" is received. See "Schedule of Values" below.
- If Otis is directed by you to furnish any labor, service, or material that is outside of the mutually agreed upon scope of work of this Contract("Out of Scope Work"), Otis may agree to perform such Out of Scope Work (1) subject to receipt of a written notice to proceed prior to commencement of any such Out of Scope Work; and (2) contingent upon receipt of a mutually agreed upon and executed change order within thirty (30) calendar days of such written notice to proceed. If the parties are unable to agree to terms that lead to the issuance of a mutually agreed upon and executed change order within such thirty (30) day period, Otis may suspend the Out of Scope Work. Notwithstanding any other provision, language, term or condition to the contrary, Otis shall not be liable for any project delays and/or damages, including but not limited to liquidated damages, associated with a delay in the issuance of a mutually agreed upon and executed change order.

SUBSTANTIAL COMPLETION/"LABOR PROGRESS PAYMENTS"

- This payment is due upon substantial completion of each modernized elevator. The "Labor Progress Payment" amount shown on the SOV is divided by the total number of elevators being modernized as a part of this Contract. Substantial completion is defined as a functional elevator that is acceptable by the authority having jurisdiction as useable for temporary or general use. Any agreed upon punch-list items will be corrected within a mutually agreeable timeframe. This payment, however, is still due upon substantial completion of each elevator.
- Final retention payment shall be due within thirty (30) days after acceptance of each elevator installation. Otherwise, warranties shall be suspended or terminated at Otis' absolute discretion.
- All change orders must be executed and paid prior to scheduling a final inspection and turnover of each elevator to customer.
- Otis will not agree to any language referencing or implying "pay when paid." This Contract is between Otis Elevator and referenced entity. The attached payment schedule ("Schedule of Values") is not contingent upon said entity's ability to be paid by others or any other factor or event not described above.
- A processing fee will be applied to credit card payments.

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SCHEDULE OF VALUES:

SCHEDULE OF VALUES			
Base Contract Amount: **$167,930**			
DUE DATE	**DESCRIPTION**	**%**	**VALUE**
Due within 30 days from date of invoice or prior to release of factory orders, whichever occurs first.	Engineering/Drawings/Mobilization "Initial Payment"	**50%**	**$83,965**
Due within 30 days from date of invoice or prior to installation, whichever occurs first. Installation will not commence until this material payment is made.	Materials for project "Material Delivery Payment"	**25%**	**$41,983**
Due within 30 Days from substantial completion of each elevator.	Installation labor "Labor Progress Payments"	**25%**	**$41,982**

LEAD TIME AND DURATION

We anticipate approximately 14-16 weeks manufacturing time from receipt of approvals and down payment.

Thereafter, we expect the modernization to take approximately 6 weeks per car. All work will be performed during our regular working hours of our regular working days.

SCHEDULE

Our proposal is based on a delivery date of August 1, 2026. If the delivery date is delayed 90 calendar days or greater, customer agrees to pay applicable factory material price increases. A fully executed change order and full payment of the price increase, in addition to full payment of the required down payment by Customer is required prior to the factory material being ordered and released. Additionally, if your project schedule changes and extends installation or completion of labor into a future year or year(s), Customer agrees to pay applicable labor escalation price increases. A fully executed change order regarding the labor escalation price increase must be executed prior to mobilization and the start of any work.

Due to current market conditions the availability of elevator installation labor is limited. If this proposal is not accepted within 30 days, prior to acceptance of any award Otis reserves the unilateral right to decline the award based on a review of the project schedule and our labor availability/commitments.

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CODE CLARIFICATIONS
ASME A17.1/CSA B44 (2019) –

ASME A17.1 / CSA B44 (2019): Otis' proposal meets the requirements included in the ASME A17.1 / CSA B44 2019 code, including an emergency communication system that conforms to, Requirement 2.27.1.1 for two-way voice, video & text emergency communication.

Work By Others
Customer or owner will provide a dedicated RJ45 internet network connection to each elevator controller. Additional internet network details and requirements will be provided by Otis later.

Section 10



ALTERNATES

ALTERNATE # 1 – NEW CAB INTERIOR

ADD: Twenty-five thousand and 00/100 Dollars ($25,000.00)

Please indicate your intention to choose this option by initialing here: _____

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The extent of the work to be performed is either described above or in the attached specification which is incorporated into and made a part of this document.

PRICE	$167,930
	One hundred sixty-seven thousand nine hundred thirty dollars

This price is based on a **fifty percent (50%)** downpayment in the amount of $83,965

This proposal will reference the state OMNIA Partners Purchasing Agreement #2019.0001563.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract, and us when accepted by you and our authorized representative through execution of this proposal; or by your authorizing us to perform work for the project and our commencing such work. The purchase price in the Contract is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases. This quotation is valid for thirty (30) days from the date of submission unless changed by us prior to a fully executed contract.

Accepted in Duplicated

Submitted by: _____
Austin Neff

CUSTOMER

Approved by Authorized Representative

Date: _____

Signed: X _____

Print Name: _____

Title: _____

OTIS ELEVATOR COMPANY

Approved by Authorized Representative

Date: _____

Signed: X _____

Print Name: _____

Title: _____

Name of Company: _____

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TERMS AND CONDITIONS

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

This quotation is subject to change or withdrawal by us prior to written acceptance.

We warrant to you that the work performed by us hereunder shall be free from defects, not inherent in the quality required or permitted, in material and workmanship for one (1) year from the date of substantial completion. Our duty and your remedy under this warranty are limited to our correcting any such defect you report to us within the warranty period by, at our opinion, repair or replacement, provided all payments due under the terms of this Contract have been made in full. All parts used for repair or replacement under this warranty shall be good quality and furnished on an exchange basis. Printed circuit boards used for replacement parts under this warranty may be refurbished boards. Exchanged parts become our property. This warranty excludes any damage due to ordinary wear and tear and any damage due to any reason beyond our reasonable control including but not limited to vandalism, abuse, misuse, neglect, modifications not performed by us, or improper or insufficient maintenance by others. THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE THE EXCLUSIVE WARRANTIES GIVEN: WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS CONTRACT ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

We shall perform the work during our regular working hours of our regular working days unless otherwise agreed in writing. You shall be responsible for providing suitable storage space at the site for our material.

You shall obtain title to the equipment furnished hereunder when final payment for such equipment is received by us. In addition, you shall be granted a license to use software incorporated into such equipment solely for operating such equipment and in accordance with the terms regarding licensing further below. Further, Customer shall not have the right to take title or possession of any of Otis' tools or machinery used by Otis in providing its services or work.

Any drawings, illustrations or descriptive matter furnished with the proposal are submitted only to show the general style, arrangement and dimensions of the equipment.

Payments shall be made pursuant to the payment schedule above and on the following terms: If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less the agreed upon retainage and the aggregate of previous payments. We shall be paid in full for all change orders and no less than the percentage base contract amount stated above prior to scheduling an inspection and/or turnover of the elevators to you for use. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.

Any material removed by us in the performance of the work shall become our property.

Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with adequate electrical power at no cost to us with a safe place in which to work, and we reserve the right to discontinue our work in the building whenever in our opinion working conditions are unsafe. If overtime work is mutually agreed upon and performed, an additional charge thereof, at our usual rates for such work, shall be added to the Contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our current labor rates. We disclaim any responsibility for claims or damages associated with elevator service interruptions caused by or resulting from work performed by you or others retained by you to perform work.

We shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Contract may be used by us as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this Contract and assume no responsibility for any part of your equipment except that upon which work has been done under this Contract.

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We do not agree under our warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any cause beyond our control.

We shall conduct, at our own expense, the defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall at our option, (i) procure for you the right use of the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage or obsolescence.

Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages or losses of any kind including, but not limited to, loss of revenues, loss of profits, loss of rents, loss of good will, loss to business opportunity, or harm to business reputation, in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. We will use commercially reasonable efforts to complete the work set forth herein with minimal disruption to elevator service for you and your tenants (as applicable). Notwithstanding the foregoing, the parties acknowledge that delays and disruptions in service are a normal result of the type of work described herein, and notwithstanding any other representations, warranties or indemnity obligations hereunder, we will have no liability for any direct or indirect damages resulting from interruptions in elevator service during the performance of our obligations. Neither party's liability to the other for any reason arising from this Contract shall exceed the value of the Contract

Otis shall not be liable for any loss, damage, or delay nor be found to be in default or breach due to any cause beyond it's reasonable control including, but not limited to acts of God or nature: fire: explosion; theft; floods; water; weather; traffic conditions; epidemic, pandemic, quarantine or other local, state, or federal government action in response thereto; sabotage; national emergency; act of terrorism; earthquake; riot; civil commotion; war; vandalism; national or local labor strikes, lockouts, other labor disputes; misuse, abuse, neglect, mischief, or work by others (collectively "Causes Beyond Otis' Reasonable Control"). Otis shall be allowed a reasonable amount of additional time for the performance of the Work due to Causes Beyond Otis' Reasonable Control. Otis' ability to maintain scheduled job progress is further conditioned upon the timely furnishing to Otis by Customer of completed and code compliant hoistway(s) (wellway) and machine rooms, necessary approvals and power of proper characteristics for Otis' uninterrupted use.

The products and/or services being provided may result in the collection of Personal Information. The Parties will comply with applicable Data Privacy Laws as they pertain to personal information processed in connection with activity under this Contract. "Personal Information" shall mean information and data exchanged under this Contract related to an identifiable natural person. "Processing" of Personal Information shall mean the operation or set of operations whether automated or not, performed on Personal Information such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, sharing or erasing. "Controller" shall mean the party that determines the purposes and means of processing Personal Information. With respect to any Personal Information provided by you to Otis, you shall be the Controller and you warrant that you have the legal right to share such Personal Information with Otis and you shall be responsible for all obligations relating to that data, including without limitation providing notice or obtaining consent as may be required by law. Once you have lawfully provided Personal Information to Otis, you and Otis shall become co-Controllers. Otis may share such Personal Information internally, across borders and with service providers in accordance with applicable Data Privacy Laws. Otis transfers information subject to the corporate rules of its parent company. Otis may store Personal Information provided by you on servers located and accessible globally by Otis and its parent and their services providers. The parties agree to cooperate and to take reasonable commercial and legal steps to protect Personal Information against undue disclosure. In this regard each party shall notify the other in the event of a data breach, which shall include the actual or unauthorized access to or possession of, or the loss or destruction of, Personal Information, whether intentional or accidental. The party whose system was compromised in the data breach incident shall be responsible for any notifications and associated costs. Should either party receive in any form, (i) a complaint or allegation indicating a violation of applicable data privacy law, (ii) a request seeking access to correct or delete Personal Information or (iii) an inquiry or complaint related to the processing of personal information, said party shall take reasonable commercial steps to immediately notify the other party.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort, in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment furnished hereunder is periodically inspected.

By accepting delivery of parts incorporating software you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others

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except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Our work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, polychlorinated biphenyl (PCB), or products or materials containing asbestos, PCB's or other hazardous substances. In the event we encounter any such product or materials in the course of performing work, we shall have the right to discontinue our work and remove our employees from the project until you have taken the appropriate action to abate, encapsulate or remove such products or materials, and any hazards connected therewith, or until it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation.

This Contract constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Contract shall not be binding upon either party unless agreed to in writing by an authorized representative of each party. Both parties agree that any form issued by you that contains any terms that are inconsistent with those contained herein shall not modify this Contract, nor shall it constitute an acceptance of any additional terms.

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **13.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending Resolution 26-XX for participation in FY 2027 LGRF NMDOT funding program. (MacCornack)

BACKGROUND:
Initiated by: James MacCornack

The City was notified that we have been awarded FY 2027 funding under the NMDOT LGRF program. City was awarded a project for pavement maintenance on W. Country Club in the amount of $300,445 ($225,334 NMDOT funds, $75,111 City Match).

FINANCIAL CONSIDERATION:
Awarded funds can be requested upon City completing procurement process and issuing a notice to proceed to the contractor. Unused funds have to be returned to NMDOT.

LEGAL REVIEW:
Resolution has been submitted to the City Attorney for review.

BOARD AND COMMITTEE ACTION:
Infrastructure Committee on 7/20/2026 voted (5-0) to reccomend this item to Finance Committee

Attachments

Draft Resolution
LGRF Funding Agreement

RESOLUTION 26-XX

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the **City of Roswell** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.; and

WHEREAS, the total cost of the project will be **$300,445** to be funded in proportional share by the parties hereto as follows:

CN L200705 Project Funding	**Department Share**	**Public Entity Share**	**Total Project Cost**
Funding Source 1	**75%**	**25%**	**100%**
FY 2027 Local Government Road Fund Pavement Rehabilitation and replacing striping and pavement markings	**$225,334**	**$75,111**	**$300,445**

WHEREAS, the City of Roswell shall pay all costs, which exceed the total project cost of $300,445; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

a. The project for this Cooperative Agreement is adopted and has a priority standing.

b. The Cooperative Agreement terminates on **12/31/2027** and the **City of Roswell** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

c. The agent of the **City of Roswell**, Mayor Timothy Z. Jennings, shall have signature authority to bind the **City of Roswell** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Roswell** in the manner set forth by the Cooperative Agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, to:

Enter into Cooperative Agreement for Project Control Number **L200705** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2027** for **Main Street west to Washington - Pavement Rehabilitation and replacing striping and pavement markings** within the control of **City of Roswell** in the State of New Mexico.

DRAFT

PASSED, ADOPTED, SIGNED and APPROVED ___ _____, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

Contract No. _____
Vendor No. 0000054357
Control No. HW2L200705

LOCAL GOVERNMENT ROAD FUND
COOPERATIVE AGREEMENT

This Agreement is between the **New Mexico Department of Transportation** (Department) and **City of Roswell** (Public Entity), collectively referred as the "parties." This Agreement is effective as of the date of the last party to sign it on the signature page below.

Pursuant to NMSA 1978, Sections 67-3-28 and 67-3-28.2, and State Transportation Commission Policy No. 44, and

Pursuant to the Public Entity's resolution that assumes ownership, liability, and maintenance responsibility for the project scope, or related amenities, and required funding to support the Project identified herein, the parties agree as follows:

1. Purpose.

The purpose of this Agreement is to provide Local Government Road Funds to the Public Entity for the Project, as described in Control No. L200705, and the Public Entity's resolution attached as **Exhibit C**. See:

Pavement Rehabilitation and replacing striping and pavement markings

The Project is a joint and coordinated effort for which the parties each have authority or jurisdiction. This Agreement specifies and delineates the rights and duties of the parties.

2. Project Funding.

a. The estimated total cost for the Project is **Three Hundred Thousand Four Hundred Forty Five Dollars and Thirty Three Cents ($300,445)** to be funded in proportional share by the parties as follows:

Project Funding	Department Share	Public Entity Share	Total Project Cost
Funding Source 1	**75%**	**25%**	
FY 2027 Local Government Road Fund **For the purpose stated above in Section 1.**	**$225,334**	**$75,111**	**$300,445**
		Total Project Cost	**$300,445**

b. The Public Entity shall pay all Project costs, which exceed the Total Project Cost.
c. Any costs incurred by the Public Entity prior to this Agreement are not eligible for reimbursement and are not included in the amount listed in this Section 2.

3. The Department Shall:

Pay the Department's Share of Project Funding identified in Section 2, Paragraph a, to the Public Entity in a single lump sum payment after:

a. Receipt of a cover letter requesting funds;
b. Receipt of a Notice of Award and Notice to Proceed;
c. Receipt of Estimated Summary of Costs and Quantities;
d. Verification of available Local Government Road Funds and Public Entity's local matching funds identified in Section 2, Paragraph a; and
e. All required documents must include Department Project and Control Number.

4. The Public Entity Shall:

a. Act in the capacity of lead agency for the Project described in Section 1.
b. Submit an estimate of the Project, including work to be performed and cost to the District Engineer within thirty (30) calendar days of execution of this Agreement, or as otherwise agreed to in writing by the parties.
c. Be solely responsible for all proportional matching funds identified in Section 2. Certify that these matching funds have been appropriated, budgeted, and approved for expenditure prior to execution of this Agreement.
d. Pay all costs, and perform and supply or contract for all labor and material, for the purpose as described in Section 1 and the Project estimate approved by the District Engineer.
e. Procure and award any contract in accordance with applicable procurement law, rules, regulations and ordinances.
f. In accordance with project parameters, assume the lead planning and implementation role and sole responsibility for environmental, archaeological, utility clearances; railroad and Intelligent Transportation System (ITS) clearances; right-of-way acquisition; project development and design; and project construction and management.
g. Cause all designs and plans to be performed under the direct supervision of a Registered New Mexico Professional Engineer, when applicable, as approved by the Department.
h. Obtain all required written agreements or permits, as applicable, from all public and private entities.
i. Allow the Department to inspect the Project to confirm that the Project is constructed in accordance with the provisions of this Agreement. Disclosures of any failure to meet such requirements and standards as identified by the Department, will result in termination for default, including without limitation the Public Entity's costs for funding, labor, equipment and materials.
j. Complete the project within eighteen (18) months of approval of funding by the State Transportation Commission.
k. Within thirty (30) calendar days of completion, provide written certification that all work under this Agreement was performed in accordance with either the New Mexico Department of Transportation's Standard Specification, Current Edition; American Public Works Association (APWA) Specifications; Department approved Public Entity established Specifications; or Department Specifications established for Local Government Road Fund projects, by submitting the **Project Certification of Design, Construction,**

and Cost form, attached as **Exhibit B**.

l. Within thirty (30) calendar days of completion, furnish the Department an **AS BUILT Summary of Costs and Quantities** form, attached as **Exhibit C**. The report should reflect the total cost of the Project as stated in the **Project Certification of Design, Construction, and Cost** form.

m. Failure to provide the **Project Certification of Design, Construction, and Cost** form and an **AS BUILT Summary of Costs and Quantities** report within thirty (30) calendar days of Project completion is a material breach of this Agreement and Public Entity shall reimburse to the Department all funds disbursed in accordance with this Agreement.

n. Upon completion, maintain all Public Entity facilities that were constructed or reconstructed under this Agreement.

5. Both Parties Agree:

a. Upon termination of this Agreement any remaining property, materials, or equipment belonging to the Department will be accounted for and disposed of by the Public Entity as directed by the Department.

b. Any unexpended or unencumbered balance from the Local Government Road Fund appropriated for this Project reverts to the Department. These balances, if any, must be reimbursed to the Department within thirty (30) calendar days of project completion or expiration of this Agreement, whichever occurs first.

c. This Project is not being incorporated into the State Highway System and the Department is not assuming maintenance responsibility or liability.

d. Pursuant to NMSA 1978, Section 67-3-28.2, Local Government Road Funds granted under this provision cannot be used by the Public Entity to meet a required match under any other program.

e. As applicable for state-funded projects, the provisions of the Tribal/Local Public Agency (T/LPA) State Funding Handbook (Current Edition), and for projects with federal funds, the provisions of the Tribal/Local Public Agency (T/LPA) Federal Funding Handbook (Current Edition), are incorporated by reference and control the contractual rights and obligations of the parties unless in conflict with the specific terms expressed in this Agreement or any amendments.

6. Term.

This Agreement becomes effective upon signature of all Parties. The effective date is the date when the last party signed the Agreement on the signature page below. This Agreement terminates on **12/31/2027**. In the event an extension to the term is needed, the Public Entity shall provide through a duly authorized agent written notice along with detailed justification to the Department sixty (60) calendar days prior to the expiration date to ensure timely processing of an Amendment.

7. Termination.

a. If the Public Entity fails to comply with any provision of this Agreement, the Department may terminate this Agreement by providing thirty (30) calendar days written notice.

b. The Department may terminate this Agreement if the funds identified in Section 2 have not been contractually committed within one year from the effective date of this Agreement.

c. If sufficient appropriations and authorizations are not made, this Agreement will terminate immediately upon written notice of the Department to the Public Entity.

d. Neither party has any obligation after termination, except as stated in Sections 4, 5, and 16.

8. Third Party Beneficiary.

It is not intended by any of the provisions of this Agreement to create in the public or any member of the public a third party beneficiary or to authorize anyone not a party to the Agreement to maintain suit for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

9. Liability.

As between the Department and Public Entity, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1, *et seq*., and other applicable law.

10. Contractors Insurance Requirements.

The Public Entity shall require contractors and subcontractors hired for the Project to have a general liability insurance policy, with limits of liability of at least $1,000,000 per occurrence. The Department is to be named as an additional insured on the contractors and subcontractor's policy and a certificate of insurance and endorsements listing the Department as an additional insured must be provided to the Department and must state that coverage provided under the policy is primary over any other valid insurance.

To the fullest extent permitted by law, the Public Entity shall require the contractor and subcontractors to defend, indemnify and hold harmless the Department from and against any liability, claims, damages, losses or expenses (including but not limited to attorney's fees, court costs, and the cost of appellate proceedings) arising out of or resulting from the negligence, act, error, or omission of the contractor and subcontractor in the performance of the Project, or anyone directly or indirectly employed by the contractor or anyone for whose acts they are liable in the performance of the Project.

11. Scope of Agreement.

This Agreement incorporates agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents are valid or enforceable unless included in this Agreement.

12. Terms of this Agreement.

The terms of this Agreement are lawful. Performance of all duties and obligations must conform with and not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

13. Legal Compliance.

The Public Entity shall comply with all applicable federal, state, and local laws, and Department regulations and policies in the performance of this Agreement, including, but not

limited to laws governing civil rights, equal opportunity compliance, environmental issues, workplace safety, employer-employee relations and all other laws governing operations of the workplace. The Public Entity shall include the requirements of this Section 13 in each contract and subcontract at all tiers.

14. Equal Opportunity Compliance.

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States will, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age, disability, or other protected class, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the Public Entity is found to not comply with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies, subject to Section 7 above.

15. Appropriations and Authorizations.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Public Entity, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Public Entity, Legislature of New Mexico, or the Congress of the United States if federal funds are involved, this Agreement will terminate upon written notice being given by one party to the other. The Department and Public Entity are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

16. Accountability of Receipts and Disbursements.

There shall be strict accountability for all receipts and disbursements relating to this Agreement. The Public Entity shall maintain all records and documents relative to the Project for a minimum of five years after completion of the Project. The Public Entity shall furnish the Department and State Auditor, upon demand, any and all such records relevant to this Agreement. If documentation is insufficient to support an audit by customarily accepted accounting practices, the expense supported by such insufficient documentation must be reimbursed to the Department within thirty (30) calendar days. If an audit finding determines that specific funding was inappropriate or not related to the Project, the Public Entity shall reimburse that portion to the Department within thirty (30) calendar days of written notification.

17. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement will remain in full force and effect.

18. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

19. Amendment.

This Agreement may be altered, modified, or amended only by an instrument in writing executed by the parties.

The remainder of this page is intentionally left blank.

In witness whereof, each party is signing this Agreement on the date stated opposite that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By:_____ Date: _____
Cabinet Secretary or Designee

Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By:_____ Date: _____
Assistant General Counsel

City of Roswell

By:_____ Date: _____

Title: _____

Attest: _____
City of Roswell Clerk or Designee

EXHIBIT A
PROJECT CERTIFICATION OF
DESIGN, CONSTRUCTION, AND COST

TO: New Mexico Department of Transportation
District _____ LGRF Coordinator

Cooperative Agreement No. _____ Control No. _____
Joint Powers Agreement No. _____ Control No. _____

Entity: _____

Scope of Work (Including Routes and Termini):
_____
_____
_____
_____
_____

I, the undersigned, in my capacity as _____ of _____ state that:

1. The design is in compliance with all state laws, rules, regulations, and local ordinances and was performed in accordance with the provisions set forth in this Agreement and in the Tribal/Local Public Agency State Funding Handbook (Current Edition);

2. Construction of the project was performed in accordance with standards and specifications set forth in:

_____
and completed on _____, 20_____; and

3. That the total project cost of _____, with New Mexico Department of Transportation 75% share of _____ and the Public Entity share of _____ (as submitted in attached "As Built Summary of Costs and Quantities") is accurate, legitimate, and appropriate for the project.

_____ _____
Name Date

_____
Print Name

_____
Title

EXHIBIT B

AS BUILT SUMMARY
OF COSTS AND QUANTITIES
CONTRACT

ENTITY: _____ No.: _____ CN: _____

PROJECT No.: _____

TERMINI: _____

_____

SCOPE OF WORK: _____

_____

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	FINAL QUANTITY	UNIT COST	FINAL COST

EXHIBIT C
City of Roswell
RESOLUTION

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the **City of Roswell** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.

WHEREAS, the total cost of the project will be **$300,445** to be funded in proportional share by the parties hereto as follows:

CN L200705 Project Funding	**Department Share**	**Public Entity Share**	**Total Project Cost**
Funding Source 1	**75%**	**25%**	**100%**
FY 2027 Local Government Road Fund Pavement Rehabilitation and replacing striping and pavement markings	**$225,334**	**$75,111**	**$300,445**

WHEREAS, the **City of Roswell** shall pay all costs, which exceed the total project cost of **$300,445**.

NOW THEREFORE, be it resolved in official session that **City of Roswell** determines, resolves, and orders as follows:

a. The project for this Cooperative Agreement is adopted and has a priority standing.
b. The Cooperative Agreement terminates on **12/31/2027** and the **City of Roswell** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.
c. The agent of the **City of Roswell**, _____(name or title), shall have signature authority to bind the **City of Roswell** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Roswell** in the manner set forth by the Cooperative Agreement.

NOW THEREFORE, be it resolved by the **City of Roswell** to enter into Cooperative Agreement for Project Control Number **L200705** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2027** for **Main Street west to Washington - Pavement Rehabilitation and replacing striping and pavement markings** within the control of **City of Roswell** in the State of New Mexico.

(Appropriate Signatures below (Council, Commission, School Board, Tribe, Pueblo, Nation, etc.)

_____ DATE _____
(PRINTED NAME, POSITION)

_____ DATE _____
(PRINTED NAME, POSITION)

_____ DATE _____
(PRINTED NAME, POSITION)

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **14.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Resolution 26-XX - Consider approval of Resolution 26-XX certification of correctness of the physical inventory of assets for FY2026. (Garcia)

BACKGROUND:
Initiated by Deanna Garcia

Pursuant to Subsection A of Section 12-6-10 NMSA, it is required that, at the conclusion of each fiscal year, local government entities conduct a physical inventory of their assets. The physical inventory of assets listed as Exhibit A must be reviewed and formally approved for accuracy by the City Council.

FINANCIAL CONSIDERATION:
No financial consideration for this item.

LEGAL REVIEW:
The resolution was submitted to Legal for review. Resolutions must be adopted by a majority vote of the entire City Council.

BOARD AND COMMITTEE ACTION:
The Finance Committee is scheduled to meet on Thursday, August 6, 2026.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments
Resolution - Certification of Correctness of Physical Inventory FY26
Exhibit A Summary of Assets by Fund by Type

RESOLUTION 26-XX

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO CERTIFYING THE CORRECTNESS OF THE PHYSICAL INVENTORY OF ASSETS FOR FY 2026.

WHEREAS, at the end of the fiscal year the city conducted a physical inventory of its assets, see Exhibit A for the list of Assets by fund by type, and;

WHEREAS, the results of the physical inventory have been recorded in a written inventory report, and;

WHEREAS, the certification of correctness of the physical inventory of assets is a requirement of the New Mexico State Auditor.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL, AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO hereby certifies the correctness of the physical inventory of assets for fiscal year 2026 listed in Exhibit A.

PASSED, ADOPTED, SIGNED AND APPROVED on this 13th day of August 2026

_____

Timothy Z. Jennings, Mayor

CITY SEAL

ATTEST

_____

Amalia Martinez, City Clerk

DRAFT

CITY OF ROSWELL
ASSETS BY FUND BY TYPE
ACQUISITIONS THROUGH 6/30/2026

FUND	ASSET TYPE	ASSET TYPE	DESCRIPTION	ACQ COST	CURRENT YEAR DEPREC	LTD ACCUM DEPREC	CURRENT BOOK VALUE
1101 GENERAL FUND							
	10	LD	LAND	2,870,289.48	-	-	2,870,289.48
	15	LI	LAND IMPROVEMENTS	20,706,521.17	687,925.84	12,913,068.78	7,793,452.39
	20	BL	BUILDINGS	38,265,617.24	998,368.29	28,133,920.87	10,131,696.37
	30	EQ	EQUIPMENT	12,386,687.02	685,721.67	8,597,407.09	3,789,279.93
	35	CP	COMPUTERS	1,020,611.70	104,643.06	806,066.87	214,544.83
	50	VEH	VEHICLES	22,975,913.12	2,152,109.91	12,435,610.71	10,540,302.41
	55	CIP	CONSTRUCTION IN PROGRESS	660,602.88	-	-	660,602.88
	60	IS	INFRASTRUCTURE	2,507,213.42	28,156.82	2,222,582.24	284,631.18
	75	LB	LIBRARY COLLECTION	2,940,511.90	-	-	2,940,511.90
	85	HT	HISTORICAL TREASURES	437,204.16	-	-	437,204.16
	90	UD5	UNDER $5000	216,268.37	1,503.85	203,438.00	12,830.37
				104,987,440.46	4,658,429.44	65,312,094.56	39,675,345.90
2601 CAPITAL IMPROVEMENTS FUND							
	10	LD	LAND	110,709.08	-	-	110,709.08
	20	BL	BUILDINGS	12,873.96	444.12	11,754.82	1,119.14
	30	EQ	EQUIPMENT	696,849.66	2,405.22	694,090.17	2,759.49
	35	CP	COMPUTERS	550.00	-	550.00	-
	50	VEH	VEHICLES	284,106.00	-	284,106.00	-
	60	IS	INFRASTRUCTURE	9,057,258.22	211,000.28	6,625,257.32	2,432,000.90
	80	IT	INTANGIBLES	195,679.97	-	-	195,679.97
	90	UD5	UNDER $5000	13,556.22	-	13,556.22	-
				10,371,583.11	213,849.62	7,629,314.53	2,742,268.58
2602 CEMETERY FUND							
	10	LD	LAND	352,000.00	-	-	352,000.00
	15	LI	LAND IMPROVEMENTS	1,323,978.87	42,016.33	556,600.78	767,378.09
	20	BL	BUILDINGS	238,128.22	3,584.80	219,540.86	18,587.36
	30	EQ	EQUIPMENT	591,530.02	33,377.34	359,155.21	232,374.81
	35	CP	COMPUTERS	1,505.00	-	1,505.00	-
	50	VEH	VEHICLES	167,888.00	-	167,888.00	-

CITY OF ROSWELL
ASSETS BY FUND BY TYPE
ACQUISITIONS THROUGH 6/30/2026

FUND	ASSET TYPE	ASSET TYPE	DESCRIPTION	ACQ COST	CURRENT YEAR DEPREC	LTD ACCUM DEPREC	CURRENT BOOK VALUE
	55	CIP	CONSTRUCTION IN PROGRESS	695,519.49	-	-	695,519.49
	90	UD5	UNDER $5000	9,535.57	403.92	6,049.03	3,486.54
				3,380,085.17	79,382.39	1,310,738.88	2,069,346.29
2610 TRANSIT FUND							
	10	LD	LAND	10,000.00	-	-	10,000.00
	20	BL	BUILDINGS	546,663.38	8,940.29	462,669.11	83,994.27
	30	EQ	EQUIPMENT	25,810.00	3,687.18	20,586.51	5,223.49
	50	VEH	VEHICLES	1,678,827.62	211,116.02	1,095,558.44	583,269.18
	55	CIP	CONSTRUCTION IN PROGRESS	1,345.31	-	-	1,345.31
				2,262,646.31	223,743.49	1,578,814.06	683,832.25
2615 RECREATION FUND							
	10	LD	LAND	6,000.00	-	-	6,000.00
	15	LI	LAND IMPROVEMENTS	2,586,097.07	119,220.92	912,874.73	1,673,222.34
	20	BL	BUILDINGS	23,550,976.91	1,113,507.69	8,556,252.80	14,994,724.11
	30	EQ	EQUIPMENT	277,428.88	36,194.70	139,418.63	138,010.25
	50	VEH	VEHICLES	107,750.50	5,729.75	79,101.75	28,648.75
	55	CIP	CONSTRUCTION IN PROGRESS	178,479.46	-	-	178,479.46
	60	IS	INFRASTRUCTURE	649,752.92	32,487.60	35,194.90	614,558.02
	80	IT	INTANGIBLES	80,300.93	-	-	80,300.93
	90	UD5	UNDER $5000	2,973.72	-	2,973.72	-
				27,439,760.39	1,307,140.66	9,725,816.53	17,713,943.86
2623 STREET / ROAD FUND							
	10	LD	LAND	244,459.99	-	-	244,459.99
	12	LR	LAND RIGHT OF WAYS	5,175,036.87	-	-	5,175,036.87
	15	LI	LAND IMPROVEMENTS	388,777.89	19,066.17	122,417.23	266,360.66
	20	BL	BUILDINGS	245,327.93	1,159.80	224,839.17	20,488.76
	30	EQ	EQUIPMENT	2,284,122.93	32,642.00	2,129,741.55	154,381.38
	35	CP	COMPUTERS	1,344.00	-	1,344.00	-
	50	VEH	VEHICLES	3,238,522.85	229,999.88	2,248,507.29	990,015.56

CITY OF ROSWELL
ASSETS BY FUND BY TYPE
ACQUISITIONS THROUGH 6/30/2026

FUND	ASSET TYPE	ASSET TYPE	DESCRIPTION	ACQ COST	CURRENT YEAR DEPREC	LTD ACCUM DEPREC	CURRENT BOOK VALUE
	55	CIP	CONSTRUCTION IN PROGRESS	5,423,472.27	-	-	5,423,472.27
	60	IS	INFRASTRUCTURE	5,458,835.33	191,293.65	568,347.89	4,890,487.44
	65	IR	INFRASTRUCTURE - ROADS	183,563,586.09	2,955,607.46	161,202,289.71	22,361,296.38
	90	UD5	UNDER $5000	2,002.00	-	2,002.00	-
				206,025,488.15	3,429,768.96	166,499,488.84	39,525,999.31
5100 AIR CENTER FUND							
	10	LD	LAND	68,028.68	-	-	68,028.68
	12	LR	LAND RIGHT OF WAYS	170.00	-	-	170.00
	15	LI	LAND IMPROVEMENTS	13,071,896.79	450,834.22	1,801,327.46	11,270,569.33
	20	BL	BUILDINGS	52,813,862.56	1,372,033.58	36,990,092.46	15,823,770.10
	30	EQ	EQUIPMENT	3,482,505.80	94,557.22	2,266,423.76	1,216,082.04
	50	VEH	VEHICLES	4,202,688.69	356,679.75	2,473,783.38	1,728,905.31
	55	CIP	CONSTRUCTION IN PROGRESS	12,821,263.23	-	-	12,821,263.23
	60	IS	INFRASTRUCTURE	45,747,696.67	1,524,633.78	24,938,414.33	20,809,282.34
	65	IR	INFRASTRUCTURE - ROADS	102,417.01	-	102,417.01	-
	70	IW	INFRASTRUCTURE - WATER	2,072,468.35	47,414.24	68,598.48	2,003,869.87
	80	IT	INTANGIBLES	358,827.83	-	-	358,827.83
				134,741,825.61	3,846,152.79	68,641,056.88	66,100,768.73
5200 SANITATION FUND							
	10	LD	LAND	194,229.23	-	-	194,229.23
	15	LI	LAND IMPROVEMENTS	13,038,446.85	688,900.85	8,220,845.96	4,817,600.89
	20	BL	BUILDINGS	2,093,425.64	44,973.43	1,731,198.58	362,227.06
	30	EQ	EQUIPMENT	7,450,164.36	690,295.25	5,284,995.98	2,165,168.38
	35	CP	COMPUTERS	12,042.33	-	12,042.33	-
	50	VEH	VEHICLES	8,439,960.31	829,581.06	6,184,746.27	2,255,214.04
	55	CIP	CONSTRUCTION IN PROGRESS	55,215.66	-	-	55,215.66
	90	UD5	UNDER $5000	2,853.05	142.68	1,295.64	1,557.41
				31,286,337.43	2,253,893.27	21,435,124.76	9,851,212.67

CITY OF ROSWELL
ASSETS BY FUND BY TYPE
ACQUISITIONS THROUGH 6/30/2026

FUND	ASSET TYPE	ASSET TYPE	DESCRIPTION	ACQ COST	CURRENT YEAR DEPREC	LTD ACCUM DEPREC	CURRENT BOOK VALUE
5300 WATER FUND							
	10	LD	LAND	4,667,555.00	-	-	4,667,555.00
	15	LI	LAND IMPROVEMENTS	2,041,821.75	90,798.06	1,391,170.25	650,651.50
	20	BL	BUILDINGS	55,920,848.51	814,731.05	43,190,806.77	12,730,041.74
	30	EQ	EQUIPMENT	15,931,157.59	659,931.32	14,196,851.67	1,734,305.92
	35	CP	COMPUTERS	22,868.75	-	22,868.75	-
	50	VEH	VEHICLES	3,784,621.55	197,679.49	3,244,514.51	540,107.04
	55	CIP	CONSTRUCTION IN PROGRESS	774,256.67	-	-	774,256.67
	60	IS	INFRASTRUCTURE	34,102,352.62	1,435,169.71	16,769,872.74	17,332,479.88
	70	IW	INFRASTRUCTURE - WATER	57,285,438.44	1,535,446.34	33,645,963.88	23,639,474.56
	80	IT	INTANGIBLES	11,786,409.82	-	-	11,786,409.82
	90	UD5	UNDER $5000	828,930.76	43,760.94	708,295.05	120,635.71
				187,146,261.46	4,777,516.91	113,170,343.62	73,975,917.84
GRAND TOTAL				707,641,428.09	20,789,877.53	455,302,792.66	252,338,635.43

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **15.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval of a $78,000.00 budget adjustment to establish funding for the Top Flight Tavern. The requested adjustment is necessary because these expenditures were not included in the FY27 budget. (Sanchez)

BACKGROUND:
Initiated by Michelle Sanchez

The Air Center is requesting a budget adjustment to establish funding for the Top Flight Tavern. During the preparation of the FY27 budget, funding for the Tavern's startup and operational expenses was inadvertently omitted. Approval of this budget adjustment will provide the necessary appropriations for equipment, supplies, inventory, and other operating expenses. Although projected revenue of $78,000.00 was included in the FY27 budget, the corresponding expenditure appropriation was not.

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

Expense: 51004332–781020 COS-Food & Beverage Expense — $78,000.00

This budget adjustment of $78,000.00 will establish the necessary appropriation to fund the startup and operating expenses required to open and operate the Top Flight Tavern. The Tavern is anticipated to generate revenue through food and beverage sales once operations begin. Although projected revenue of $78,000.00 was included in the FY27 budget, the corresponding expenditure budget was inadvertently omitted. Approval of this adjustment will align the expenditure budget with the anticipated revenue.

LEGAL REVIEW:
No legal review at this time.

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

STAFF RECOMMENDATION:
Proceed as presented.

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **16.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider approval of a budget adjustment in the amount of $241,869.40 to both revenue and expense for Fine Arts Insurance Claim proceeds and the conservation of flood-damaged museum collection items. (Brooks)

BACKGROUND:
Initiated by: Caroline Brooks

Conservation of the museum's permanent collection is ongoing following damage sustained during the October 2024 flood. While most conservation costs have been covered through the museum's fine art insurance policy, certain objects have appraised values that are lower than the cost of conservation. In these cases, conservation expenses are paid through the museum budget and are eligible for partial reimbursement through insurance claim payments and FEMA. The requested budget adjustment appropriates insurance proceeds received for collection recovery and supports conservation work. The museum also continues to pursue grant funding and donations to further offset recovery costs.

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

Revenue: 2611-489100 (Museum - Misc Revenue) - $241,869.40
Expense: 26114221-654801 (Museum - Contract - Professional Services) - $241,869.40

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

BOARD AND COMMITTEE ACTION:
This is the first time this item is being presented. The Finance Committee recommended approval of budget adjustments and purchase orders for conservation on September 4, 2025 (5-0); October 2, 2025 (5-0); December 4, 2025 (4-0); April 2, 2026 (5-0); July 1, 2026 (5-0); City Council approved on September 11, 2025 (10-0); October 9, 2025 (9-0); December 11, 2025 (9-0); April 9, 2026 (9-0); and July 16, 2026 (8-0).

STAFF RECOMMENDATION:
Proceed as presented.

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **17.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for a budget adjustment and approval to purchase a TANA Shark DT Waste Shredder utilizing CES Contract #2022-10-C102-ALL from Four Rivers Equipment in the amount of $1,256,509.40. (Cavin)

BACKGROUND:
Initiated by: Will Calvin

The Solid Waste Department would like to buy a new TANA Shark DT Waste Shredder from Four Rivers utilizing CES Contract #2022-10-C102-ALL,

This will be utilized to shred tires at the landfill, which can then be used as Alternative Daily Cover (ADC), placed in the cell to be buried, or be sold to vendors for a variety of uses. We had a Demo between TANA and Vermeer on July 28th, 2026 to be able to compare the two pieces of equipment and the TANA vastly outstripped the Vermeer, especially in regards to shredding Tires. This piece of equipment can shred up to 25 tons of tires an hour.

Currently the landfill has an excess of 30,000 tires, and the Airport has an excess of 5,000 tires. With us advertising about the shredder, not only will Chaves County bring their tires but Lincoln County has expressed their interest of shipping their tires this way.

To buy replacement parts the City of Roswell can apply for the RAID Grant for a reimbursement.

FINANCIAL CONSIDERATION
Financial Impact (Expenses): **Budget Adjustment Needed**

Expenses: 52014342-817505 (Capital Outlay - Equipment) - $1,256,509.40

LEGAL REVIEW:
N/A

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

STAFF RECOMMENDATION:
Consider recommending approval of a budget adjustment in the amount of $1,256,509.40 for the purchase of a TANA Shark DT Waste Shredder.

Attachments

Shredder Quote

Prepared For

CITY OF ROSWELL LANDFILL

3006 W BRASHER RD

ROSWELL, NM 882039321

(575) 910-4376

Prepared By

Seth Eifert

4 Rivers Equipment, LLC

2400 W Bender Blvd

Hobbs, NM 88240

seifert@4riversequipment.com

Quote Id 2450896

Creation Date 29-Jul-2026

Expiration Date 29-Aug-2026

Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
New 2025 TANA INDUSTRIAL WASTE SHREDDER NA440DT-BD0528	**$1,619,308.00**	**$1,256,509.40**	**1**	**$1,256,509.40**
Equipment Total				**$1,256,509.40**

Customer Specific Service Agreements	QTY	Extended
Additional Knives /Teeth Kit	**1**	**$0.00**
Customer Specific Service Agreements Total		**$0.00**

Quote Summary	
Total Selling Price	$1,256,509.40
Sub-total	**$1,256,509.40**
Balance Due	**$1,256,509.40**

Salesperson : X _____ **Accepted By : X** _____

Selling Equipment

Quote # 2450896

Customer CITY OF ROSWELL LANDFILL

New 2025 TANA INDUSTRIAL WASTE SHREDDER NA440DT

QTY In Group : 1

Equipment Notes

CES 2022-10-C102-ALL
4rivers Additional Discount 22% From List
Demo Unit 100Hrs Discount ($10,000)
Warranty 3yrs 3000Hrs (Warranty does not cover travel time)

Suggested List
$1,619,308.00
Selling Price
$1,256,509.40

Hours 100

Serial Number BD0528

Stock Number 202280

PUK Parent Serial # - - -

Equipment Summary

Code	Description	Qty	List Price	Adjusted Selling Price
NA440DT	440DT	1	$1,599,380.00	$1,599,380.00

Base / Options

Code	Description	Qty	List Price	Adjusted Selling Price
FRGHT	QTY:1 Freight	1	$4,250.00	$4,250.00
Total Base / Options			**$1,603,630.00**	**$1,603,630.00**

Other Charges

Description	List Price
Screen 50mm	$8,014.50
Screen 301mm	$7,663.50
Total Adjustments	**$15,678.00**

Customer Discounts

Description	Discount Amount
Customer Discount	($362,798.60)
Total Discounts	**($362,798.60)**
Selling Price Subtotal	**$1,256,509.40**
Total Selling Price	**$1,256,509.40**

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **18.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for the Crash and Clash Youth Wrestling Tournament for Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

From their application:
This tournament was not held in Roswell in 2025 but has been held in Roswell since 2019.
Crash and Clash will be held in Roswell on December 19 & 20, 2026. The tournament is held at Roswell High School at the end of the High School Rio Hondo Tournament. All planning and preparation is taken care of by Roswell Invasion Wrestling Club. Wrestlers come in on Saturday for official weigh-ins prior to the start of the Novice tournament on Saturday evening and the qualifier tournament on Sunday.

3 years of Historical Lodgers' Tax Funding Data:
Marketing, sanitation, and security
FY2023 — No Record of request
FY2024 — No Record of request
FY2025 — Awarded $2,500 — Expended $762.17
FY2026 — Requested Sponsorship only.

Sponsorship
FY2026 — Awarded $2,500 — No Expenditures — Tournament was not held in Roswell.

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $2,500 for marketing, sanitation and security and $5,000 to be considered for sponsorship.

Total recommendation of $7,500.
26224081-672805- $2,500
26224081-672828- $5,000

LEGAL REVIEW:
The City Attorney's office will review and approve the sponsorship agreements before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 3-0 to recommend funding the Crash and Clash Youth Wrestling Tournament at their July 21, 2026 meeting.

STAFF RECOMMENDATION:
Staff recommends approval of **$4,000** in funding for this event, allocated as follows:

- **$2,000** for **Marketing**
- **$2,000** for **Sponsorship**

This recommendation is based on the event's ability to promote tourism and generate overnight stays while providing a community benefit. The recommended funding level supports the applicant's marketing efforts and

overall event success while ensuring responsible stewardship of Lodgers' Tax funds and maintaining funding availability for other eligible events.

Attachments

FY27- LT Funding Application- Crash and Clash Wrestling Tournament
FY25- Crash and Clash Funding tracking sheet
FY27- OTB Recommendation Form- Crash and Clash

ROSWELL
New Mexico

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

LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Contact information for questions:

tourism@roswell-nm.gov

Revised 06/10/26

LODGERS' TAX GENERAL INFORMATION

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

APPLICATION PROCESS

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

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

DEADLINES FOR EVENTS HELD JULY 1, 2026 TO DECEMBER 31, 2026

1. Applications are to be submitted by or before 5 p.m. on June 30, 2026

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

FUNDING LIMITS

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

LODGERS' TAX FUNDING APPLICATION

Received Date: June 30, 2026

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

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: 6-30-26

Event Name: Crash & Clash Youth Wrestling Tournament Event Date: Dec 19 & 20, 2026

Organization: Roswell Invasion Wrestling Club Event Time: 19th 5 pm 20th 8 am

Event Address: 500 W Hobbs Street City/State/ZIP: Roswell, NM 88203

Website: n/a Phone: 5756262324 Email: roswell.invasion.wc@gmail.com

Organizer: Christopher Spear, President Mobile: 5756356338

Second Organizer: Judaun Spear, Secretary/Treasurer Mobile: 5756262324

EVENT DETAILS

☐ Check for first time event

Estimated # Attending: 1500 Anticipated # of hotel rooms booked: 450+

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

of Attendees: 0 # of hotel rooms booked: 0

Description of Event Logistics:

This tournament was not held in Roswell in 2025 but has been held in Roswell since 2019.
Crash and Clash will be held in Roswell December 19 & 20, 2026. The tournament is held at Roswell High School at the finish of the High School Rio Hondo Tournament. All planning and preparation is taken care of by Roswell Invasion Wrestling Club. Wrestlers come in on Saturday for official weigh ins prior to the start of the Novice tournament on Saturday evening and the qualifier tournament on Sunday.

Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

Advertising Type	Placement/Vendor (specific):	Frequency/Run Dates:	Your Estimated Cost
Example: *Newspaper*	Example: *Dallas Morning News*	Example: *May 1-10, 2x 1/2 pg*	Example: *$700*
Medals	Sat Dec 19, 2026 Novice Tournament Medals		$2500.00
Medals	Sun Dec 20, 2026 Qualifier Tournament Medals		$2500.00
	We order 750 medals for each tournament boys		
	and girls brackets.		
	Our medals are unique and are talked about all		
	season long and for seasons to come.		

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

Other Eligible Expenses	Details (Source of Services / Service Employees Required / # of T-Shirts)	Your Estimated Cost
Police/Security	N/A	0
Fire	N/A	0
Clean-up/Sanitation	N/A	0

TOTAL estimated cost:	$5000.00

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
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8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
Referees	NM Junior Wrestling Certified referees	$6000.00
Water/Hospitality Room for Coaches and Officials	Roswell Invasion Wrestling Purchases	$750.00
Track Master to run Flo Wrestling program	Andrew Fowner	$1250.00
Hotel Rooms for Referees	Go with whomever gives us the best price	$1100.00
Misc Supplies	Paper. sharpies, tape, ect	$150.00
*Note: All expenditures **MUST** be accounted for.*		

TOTAL estimated expense:	$9250.00

EVENT DETAILS/SCORING

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

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

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

Fuel
Dining
Shopping
Hotel

Source for detail provided: What one wrestling family of 4 spends when they travel out of won to a wrestling tournament

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

Year	Wrestlers	Hotel
2019	464	200+
2020	0	0 COVID YEAR
2021	542	270+
2022	1075	600+
2023	651	300+
2024	1362	450+ This is for both Novice and Qualifier Tournament
2025	0	0 Was not awarded qualifier tournament this year

Award dollars previously used: $762.17

Prior year attendance: 2150+

of overnight room nights booked: 450+

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

None

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

Dining
Shopping
Fuel
Hotel

Attendance typee & transportation to Roswell: Private vehicles

Average daily spending on food/beverage: Family of 4 - $200.00-$250.00

Source for data provide listed above: What one wrestling farmly spends when traveling out of town to a wrestling tournar

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

Year	Total # of Wrestlers	RIWC Wrestlers	Out of Town Wrestlers	Spectators
2019	464	36-7.75%	428-92.25%	1392+
2020	0 COVID YEAR			
2021	542	47-8.67%	495-91.33%	1626+
2022	1075	60-5.58%	1015-94.42%	3225+
2023	651	59-9.06%	592-90.94%	1953+
2024	1362	88-6.46%	1274-93.54%	4000+
2025	0 Was Not Awarded a qualifier tournament			

10% Local

90% Outside

90% % of attendance from outside of Roswell

Source for data provided: Registration

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

New Mexico Junior Wrestling holds 14 youth wrestling tournaments for the season. Five of these tournaments are qualifiers, which wrestlers must attend 3 of the 5 to qualify for State Youth Wrestling. Roswell Invasion Wrestling Club has been awarded a qualifier each year since the club was formed in 2019, except in 2025. This years qualifiers are in Farmington, Las Cruces, Las Vegas, Roswell and Albuquerque. The other 9 tournaments are in the greater metro area.
Roswell Invasion Wrestling Club and Carlsbad Combat are the only youth wrestling program in SE NM to date.
On Saturday December 19th, we will host our second Novice tournament. The qualification for this tournament is the wrestlers have to have wrestled for less than 2 years. This is a great opportunity for these young people to get on the ma with their opponent having the same or close to the same skill set.
On Sunday December 20th, we will host our 6th State qualifier tournament.
Wrestlers consist of boys and girls from ages 4 through high school.
This tournament is very well organized. Coaches and parents can't wait to come back every year.
Our medals are unique. You wont find another wrestling tournament with the uniqueness of our medals.

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

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

FY25- Marketing/Sanitation/Security

EVENT NAME: Crash and Clash

DATE(S): 12/21/2024 - 12/22/2024 **Awarded Amount** **2,500.00**

Reimb Due date:

Rec'd Reimb date: **completed date:**

ELIGIBLE EXP	VENDOR	DESCRIPTION	INVOICE AMT	DOCUMENTATION ELIGIBLE INVOICE AMT	DOCUMENTATION PROOF OF PAYMENT	DOCUMENTATION PROOF OF WORDING	ELIG AMT	COMMENTS
Y	Hasty Awards	Medals for event	1524.34	762.17	Check	Y	762.17	

Eligible Expendes	**762.17**
Awarded Amount	**2,500.00**

eligible for **$2,500** of award amount

Balance	**1,737.83**

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

CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: Crash and Clash Wrestling Tournament Event Dates: December 19 & 20, 2026

Organization: Roswell Invasion Wrestling Club Contact: roswell.invasion.wc@gmail.com

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	15
Historical Performance	10	1
Other Economical Impact	25	10
General Attendance	10	5
Uniqueness of Event	30	

Total Final Score
Total Points Awarded: 61 /100

Board Recommendation

- ☐ Recommend Full Funding
- ☐ Recommend Partial Funding

Oldrup | Kabir 3-0 - Gottlieb
~~Does not pass~~.

Marketing Recommended Amount: $ 2,500

Sponsorship Recommended Amount: $ 5,000

- ☐ Do Not Recommend Funding

Board Discussion Notes

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: Mark Gottlieb Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **19.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for National Championship Air Races of $300,000 for sponsorship as stated in MOU for their 2027 event. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

From their application:
The National Championship Air Races will return to Roswell, New Mexico, September 15–19, 2027, continuing the successful establishment of one of aviation's most prestigious and distinctive events at the Roswell Air Center. Known worldwide as "The World's Fastest Motorsport," the National Championship Air Races combine closed-course pylon racing, military and civilian air show performances, static aircraft displays, aviation education, STEM programming, vendor areas, food concessions, premium hospitality, and family-friendly entertainment into a multi-day tourism event with significant regional impact.

The 2027 event will build on the proven success of the 2025 inaugural Roswell event and the anticipated continued growth of the 2026 event. In 2025, the National Championship Air Races welcomed an estimated 56,000 attendees over five days, generated an estimated $29.6 million in economic impact for New Mexico, and delivered more than 1.4 billion media impressions. The event also produced strong destination-marketing value, with New Mexico True integrated across marketing, advertising, on-site signage, digital content, earned media, and guest-facing event touchpoints.

The 2026 National Championship Air Races have not yet occurred, but RARA anticipates a strong turnout and exciting economic performance as the event continues to mature in Roswell. The 2027 event will represent the third year of the National Championship Air Races in Roswell, moving the event from successful relocation into long-term establishment as a signature tourism driver for the city and region.

The 2027 event is expected to feature the full complement of race classes, including Biplane, Formula 1, Sport, T-6, Jet, Unlimited, and STOL Drag, along with aviation performers, military participation, aircraft displays, vendor and exhibitor activations, youth education programming, and hospitality experiences. The event footprint at Roswell Air Center will again include spectator viewing areas, pit access, aircraft parking, race operations, vendor and exhibitor zones, STEM and education areas, sponsor activation spaces, hospitality areas, and guest-service infrastructure.

Key logistical components for 2027 are expected to include:

Refined event operations based on the 2025 inaugural Roswell event and the anticipated lessons learned from the 2026 event.

Continued use of Roswell Air Center as the host venue, with extensive space for spectators, aircraft, race teams, exhibitors, vendors, hospitality, operations, and public safety support.

A continued STEM and aviation education presence designed to introduce students and families to aviation, aerospace, engineering, drones, robotics, aircraft maintenance, and related career paths.

A strong volunteer program emphasizing local recruitment, training, and community engagement.

A national vendor and exhibitor program featuring aviation, technology, defense, lifestyle, local business, merchandise, and food-and-beverage participation.

Continued coordination with the City of Roswell, Roswell Air Center, tourism partners, lodging partners, law enforcement, fire, EMS, sanitation, transportation providers, volunteers, sponsors, and regional stakeholders.

An expanded tourism-marketing approach designed to drive overnight visitation from New Mexico, Texas, Arizona, Colorado, California, Nevada, and other key markets.

The 2027 National Championship Air Races represent more than a five-day event. They are part of a long-term tourism and economic development partnership between RARA and the City of Roswell. Each year strengthens Roswell's national identity as the new home of championship air racing, increases visitor spending, supports lodging demand, creates opportunities for local businesses, and expands Roswell's visibility in aviation, tourism, STEM education, and national media.

1 year of Historical Lodgers' Tax Funding Data:
FY2026- Awarded $300,000 in sponsorship — Expended $300,000

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $300,000 for sponsorship per the MOU.

26224081-672828- $300,000

LEGAL REVIEW:
None at this time. The Legal Department will review the sponsorship agreement before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 3-0 to recommend funding the National Championship Air Races at their July 21, 2026, meeting.

STAFF RECOMMENDATION:
Review and recommend funding to City Council for approval.

Attachments

FY27 NCAR Cover Letter
FY27- LT Funding Application- NCAR
2026 Event Report
FY27- OTB Recommendation Form- NCAR

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

June 29, 2026

Dear Members of the Lodgers' Tax Grant Committee,

On behalf of the Reno Air Racing Association, I am pleased to submit our **2027 Lodgers' Tax sponsorship application requesting $300,000** in continued support **for the National Championship Air Races, scheduled for September 15–19, 2027, at the Roswell Air Center.**

The 2027 National Championship Air Races will mark the third year of this legendary event in Roswell and the continued establishment of NCAR as a signature tourism driver for the city and southeastern New Mexico. Known globally as "The World's Fastest Motorsport," NCAR remains the world's only multi-class, closed-course pylon air racing event, combining competitive aviation, military and civilian air show performances, static aircraft displays, STEM education, exhibitors, vendors, hospitality, and family entertainment into a major multi-day destination event.

The City of Roswell's support has been instrumental in helping establish this event in its new home. The 2025 inaugural Roswell event welcomed an estimated 56,000 attendees, generated an estimated $29.6 million in economic impact, produced more than 1.4 billion media impressions, and demonstrated the strong tourism and destination-marketing value of this partnership. The 2026 event has not yet occurred at the time of this application, but RARA anticipates strong turnout and continued economic momentum as the event matures in Roswell.

For 2027, RARA is projecting approximately 80,000 attendees and significant room-night demand across Roswell and the surrounding region. The requested Lodgers' Tax support will help offset eligible sponsorship expenses tied to the scale and quality of the event, including event-wide marketing and promotion, guest and sponsor hospitality infrastructure, race-week lodging needs, airshow support requirements, and equipment rental. **City of Roswell branding will continue to be incorporated throughout the event in recognition of this and other support**.

Continued Lodgers' Tax support will allow RARA to promote Roswell to high-value tourism audiences while strengthening the guest experience, expanding the event's reach, supporting operational coordination, and encouraging overnight visitation. The event also creates meaningful secondary value through restaurant activity, retail purchases, fuel sales, transportation, local vendor participation, STEM engagement, aviation workforce exposure, and national media visibility. **With continued support from the Lodgers' Tax Fund, the 2027 National Championship Air Races will help further establish Roswell as one of the most distinctive event destinations in the country.**

We are grateful for the City of Roswell's partnership and continued belief in the future of the National Championship Air Races. RARA looks forward to working with the City, the Lodgers' Tax Funding Committee, Roswell Air Center, local businesses, tourism partners, volunteers, and the broader community to deliver another successful event in 2027.

Sincerely,



Greg Gibson
Marketing and Business Development Manager
Reno Air Racing Association

CC:
Mike Espiritu
Fred Telling
Bobbi Thompson
Tony Logoteta

ROSWELL
New Mexico

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New Mexico ®
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LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Contact information for questions:

tourism@roswell-nm.gov

Revised 06/10/26

LODGERS' TAX GENERAL INFORMATION

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

APPLICATION PROCESS

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

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

DEADLINES FOR EVENTS HELD JULY 1, 2026 TO DECEMBER 31, 2026

1. Applications are to be submitted by or before 5 p.m. on June 30, 2026

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
2. *Administrative, operational, or event manager costs (includes marketing firm services)*
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7. *Gifts or in-kind expenses*
8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

FUNDING LIMITS

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

LODGERS' TAX FUNDING APPLICATION

Received Date: _____

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

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: June 29, 2026

Event Name: National Championship Air Races Event Date: 9/15-9/19, 2027

Organization: Reno Air Racing Association Event Time: _____

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

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

Organizer: Reno Air Racing Association Mobile: 813-507-1799

Second Organizer: _____ Mobile: _____

EVENT DETAILS

☐ Check for first time event

Estimated # Attending: 80,000 Anticipated # of hotel rooms booked: 45,000 (rm-nights)

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

of Attendees: Pending # of hotel rooms booked: Pending

Description of Event Logistics:

The National Championship Air Races will return to Roswell, New Mexico, September 15–19, 2027, continuing the successful establishment of one of aviation's most prestigious and distinctive events at the Roswell Air Center. Known worldwide as "The World's Fastest Motorsport," the National Championship Air Races combine closed-course pylon racing, military and civilian air show performances, static aircraft displays, aviation education, STEM programming, vendor areas, food concessions, premium hospitality, and family-friendly entertainment into a multi-day tourism event with significant regional impact.

The 2027 event will build on the proven success of the 2025 inaugural Roswell event and the anticipated continued growth of the 2026 event. In 2025, the National Championship Air Races welcomed an estimated 56,000 attendees over five days, generated an estimated $29.6 million in economic impact for New Mexico, and delivered more than 1.4 billion media impressions. The event also produced strong destination-marketing value, with New Mexico True integrated across marketing, advertising, on-site signage, digital content, earned media, and guest-facing event touchpoints.

The 2026 National Championship Air Races have not yet occurred, but RARA anticipates a strong turnout and exciting economic performance as the event continues to mature in Roswell. The 2027 event will represent the third year of the National Championship Air Races in Roswell, moving the event from successful relocation into long-term establishment as a signature tourism driver for the city and region.

Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

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

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

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

TOTAL estimated cost:	

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

1. *Establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping furnishing or acquiring real property*
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8. *Lodging or travel*
9. *Monetary awards*
10. *Programs given out during the event*
11. *Rent of facility*
12. *Thank-you advertisements after the event*

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
Marketing Firm Services	Argentum Partners	$120,000
Airshow Smoke Oil	Pure White Smoke Oil (subject to change)	$28,800
Sponsor Chalet	NCAR / RARA	$35,000
Equipment Rental	Sunbelt Rentals	$350,000
Race Week Hotels	Various	$165,000
* NOTE: NCAR is requesting a $300,000 in total from	Lodger's Tax Funding, as in the previous 2 years.	
City of Roswell branding is applied event-wide in	recognition of this and other support.	
*Note: All expenditures **MUST** be accounted for.*		

TOTAL estimated expense:	$698,800

EVENT DETAILS/SCORING

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

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

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

The National Championship Air Races have a documented record of generating substantial tourism value, lodging demand, visitor spending, media exposure, and regional economic impact. The 2025 inaugural Roswell event confirmed that this long-established national aviation event can successfully deliver measurable tourism benefits in New Mexico.

In 2025, the National Championship Air Races drew an estimated 56,000 attendees over five days and generated an estimated $29.6 million in statewide economic output, mostly centered on Roswell and the surrounding SE New Mexico Region. This included approximately $17 million in direct visitor spending on lodging, dining, retail, fuel, entertainment, and other trip-related purchases, along with additional indirect and induced economic activity. The 2025 New Mexico Tourism sponsorship report (see attached) calculated a 42:1 return on investment, demonstrating the value of the event as a tourism-development asset.

The event also generated powerful destination-marketing benefits. The 2025 campaign produced more than 1.4 billion cumulative media impressions, 845 total traditional media hits, an estimated $13.4 million in advertising value, more than 6 million paid digital impressions, 346,000 website users, 546,000 website sessions, and 623,000 YouTube views. These results show that the National Championship Air Races not only bring visitors to Roswell during event week, but also extend Roswell and New Mexico brand visibility to a much larger national and international audience.

Ticket-origin data from 2025 also demonstrates the event's value as a tourist-related event. New Mexico residents

Source for detail provided: National Championship Air Races 2025 New Mexico Tourism Sponsorship Report, RARA 20

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

The National Championship Air Races are a proven tourism event with nearly six decades of history and a strong record of attracting national and international visitors. During its long history in Reno, the event drew more than one million spectators and generated hundreds of millions of dollars in regional economic impact.

In 2019, the event reported approximately 82,000 unique attendees, with 65% identified as non-local visitors. Of those non-local attendees, 73.7% stayed in a hotel. The estimated total economic impact was approximately $91.7 million.

In 2023, the final Reno event reported approximately 113,236 unique attendees, with 71% identified as non-local visitors. Of those non-local attendees, 72.3% stayed in a hotel. The estimated total economic impact was approximately $158.6 million.

The 2025 National Championship Air Races marked the event's first year in Roswell and established a strong new benchmark for the event in New Mexico. The inaugural Roswell event drew an estimated 56,000 attendees over five days. Attendance reached its highest point on Sunday, with approximately 17,000 spectators on site for championship racing. Saturday attendance was reduced by prolonged adverse weather, which suppressed what would traditionally be one of the strongest attendance days. Even with that weather disruption, the event delivered a successful first-year performance and demonstrated Roswell's ability to host a major national aviation event.

Award dollars previously used: $300,000, 2025 and $300,000, 2026

Prior year attendance: 2025 - 56,000 | 2026 - TBD, anticipating 80,000

of overnight room nights booked: Expected to completely sell out all local available room nights Roswell and the surro

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

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

The National Championship Air Races generate additional gross receipts activity through visitor spending at restaurants, event concessions, retail stores, fuel providers, transportation services, local attractions, and other businesses serving race-week visitors.

For the 2027 National Championship Air Races, RARA estimates attendance of approximately 80,000. Using historical spending patterns from the 2019 National Championship Air Races economic impact report, food and drink spending and shopping expenditures provide a conservative basis for estimating additional gross receipts tax activity related to restaurants and purchases in local stores.

The 2019 report identified $19,089,484 in Food & Drink spending and $4,697,393 in Shopping spending among 48,435 primary non-local visitors, for a combined restaurant and retail spending estimate of $23,786,877. This equals approximately $491.10 per visitor. Applying that historical spending pattern to an estimated 80,000 attendees in 2027 produces an estimated $39,288,000 in restaurant and local retail spending.

Using Roswell's listed Gross Receipts Tax rate of 8.2708%, this level of restaurant and local retail spending would generate an estimated $3,249,469 in gross receipts tax activity. This estimate is conservative because it does not include all possible taxable visitor spending categories, such as fuel, transportation, entertainment, lodging-related gross receipts, or other event-related purchases that may occur before, during, and after the five-day event.

Attendance typee & transportation to Roswell: Various

Average daily spending on food/beverage: $491.10

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

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

The 2027 National Championship Air Races are expected to attract a strong combination of local, statewide, regional, national, and international attendees. The 2025 Roswell event drew an estimated 56,000 attendees in its inaugural year, proving the event's ability to bring a major tourism audience to Roswell. The 2026 event is expected to build on that success, and the 2027 event should continue that positive trajectory as awareness grows and Roswell becomes more firmly established as the new home of the National Championship Air Races.

For planning purposes, RARA expects a substantial share of 2027 attendance to come from outside Roswell. The 2025 ticket-origin data showed that 45.75% of attendees came from outside New Mexico, including visitors from 48 states and 16 countries. In addition, a significant portion of the New Mexico audience likely represents statewide travel from outside Roswell and southeastern New Mexico.

Estimated attendance categories for 2027 should be updated after final 2026 data is available. Based on current performance and projections, RARA expects continued strong attendance and a significant percentage of visitors from outside Roswell.

These figures may be adjusted once 2026 actuals are available.

24,000 Local

56,000 Outside

70 % of attendance from outside of Roswell

Source for data provided: National Championship Air Ra

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

The National Championship Air Races are one of the most unique tourism events in the United States and the only event of their kind in the world. With nearly six decades of history, NCAR is the world's only multi-class, closed-course pylon racing event, bringing together elite pilots, race teams, aircraft owners, aviation fans, military performers, civilian air show acts, vendors, exhibitors, students, families, and media for a high-energy aviation and motorsport experience.

Unlike a traditional air show, the National Championship Air Races feature direct competition. Aircraft race head-to-head around a closed aerial course at low altitude, creating a spectator experience that combines speed, precision, engineering, strategy, courage, and aviation skill. The event includes multiple race classes, from smaller purpose-built racing aircraft to historic warbirds, high-performance sport aircraft, jets, and STOL Drag competitors. This variety gives NCAR a breadth and energy that cannot be replicated by a standard festival, sporting event, or air show.

Roswell's selection as the new home of the National Championship Air Races was the result of a national search and a highly competitive process. The City of Roswell prevailed against more than 30 other interested communities, many of which had larger markets or greater built-in tourism infrastructure. Roswell's success reflected the strength of its aviation history, the capabilities of Roswell Air Center, the commitment of local and state partners, and the community's vision for building a long-term tourism and economic development asset.

The 2025 event marked a historic new beginning for both RARA and Roswell. It delivered approximately 56,000 attendees, $29.6 million in estimated economic impact, more than 1.4 billion media impressions, and substantial national visibility for Roswell and New Mexico. The 2026 event is expected to continue that momentum with strong turnout and

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

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

NATIONAL CHAMPIONSHIP AIR RACES 2025: NEW MEXICO TOURISM SPONSORSHIP REPORT

This comprehensive report details the outcomes and deliverables from New Mexico Tourism's $700,000 sponsorship of the National Championship Air Races in 2025. We'll examine attendance metrics, economic impact analysis, brand integration strategies, and supporting documentation that demonstrate the significant value generated through this partnership.



EXECUTIVE SUMMARY: KEY PERFORMANCE INDICATORS

56,000

TOTAL ATTENDEES

Combined audience attendance across all race days

$29.6M

ECONOMIC IMPACT

Direct, indirect and induced spending generated in SE New Mexico community

1.4B+

MEDIA IMPRESSIONS

Reached through integrated, branded multi-media campaigns

92%

BRAND VISIBILITY

New Mexico True integration across event touchpoints

The 2025 National Championship Air Races delivered well across all key metrics, delivering exceptional return on investment for New Mexico Tourism. This sponsorship established a benchmark for successful tourism-driven event partnerships, combining world-class aviation entertainment with strategic destination marketing to drive measurable economic benefits for the state.

© Juliana Halvorson

A. ATTENDANCE METRICS: IMPRESSIVE PARTICIPATION

TOTAL EVENT ATTENDANCE

The 2025 National Championship Air Races welcomed an estimated **56,000 attendees** over the five-day event. Attendance reached its highest point on **Sunday**, with approximately **17,000 spectators** on site for the championship races. **Saturday's** turnout—estimated at **10,000 attendees**—was significantly reduced due to prolonged periods of adverse weather, dampening what would normally be the week's strongest attendance day. As expected for major aviation events, **weekend crowds substantially outperformed weekday attendance**, averaging roughly **40% higher** than Wednesday–Friday daily totals.

ATTENDANCE CALCULATION METHODOLOGY

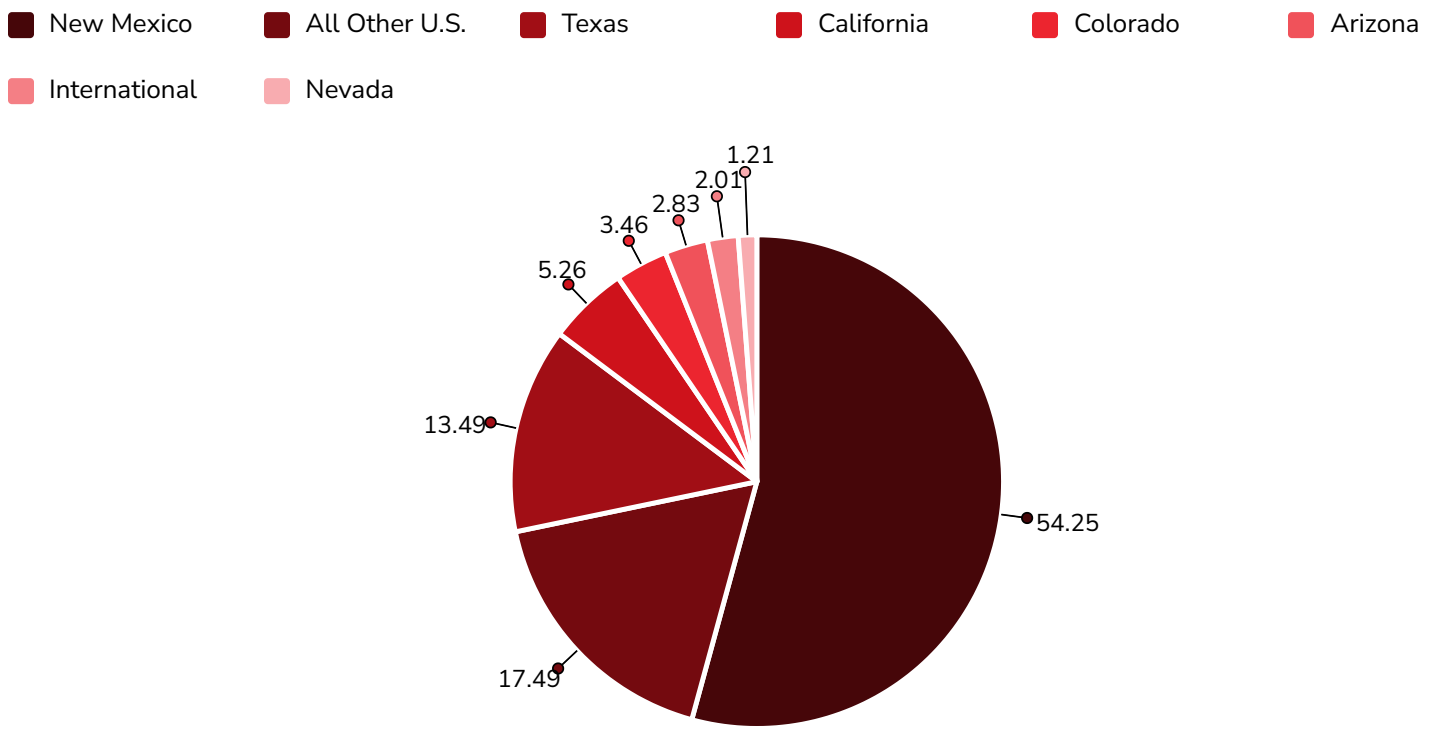
Attendance was calculated using verified ticketing data from the event's full sales export, combined with counts of season pass holders, box-seat allocations, VIP hospitality credentials, race teams, volunteers, staff, media, and sponsor guests. Multi-day credentials were allocated across the five-day schedule using established air-race attendance patterns and operational experience, ensuring that unique visitor counts were not overstated by repeat daily entries. These figures were further adjusted to reflect real-world conditions—most notably the significant weather disruption on Saturday, which suppressed what is traditionally the highest-attended day of the event. This blended, data-driven approach produced a reliable total attendance estimate of approximately **56,000** for the week.



INAUGURAL EVENT SUCCESS

- Strong multi-day pass adoption by attendees
- High uptake of premium VIP package sales
- Significant regional draw, exceeding initial percentage projections
- Positive feedback on event organization, content and experience

GEOGRAPHIC BREAKDOWN AND VISITOR PROFILES



The geographic analysis reveals a diverse visitor profile for the event. New Mexico residents accounted for 54.25% of visitors, while international visitors from 16 countries comprised 2.01%. A major combined percentage of attendees (45.75%) traveled from outside New Mexico. Among U.S. states, Texas contributed 13.49%, and California 5.26%. Other notable contributions came from Colorado (3.46%), Arizona (2.83%), and Nevada (1.21%), with all other U.S. states (48 represented in total) combining for 17.49% of the total.

B. ECONOMIC IMPACT ANALYSIS: $29.6 MILLION GENERATED (EST.)

DIRECT SPENDING

$17 million in direct visitor expenditures on lodging, dining, retail, fuel, and entertainment during their stay

INDIRECT IMPACT

$6.6 million in secondary economic activity generated through supply chain purchases and business-to-business transactions

INDUCED EFFECTS

$6.0 million in tertiary impact from employee wages spent in the local economy, creating a full multiplier effect

Based on ticketing data, visitor distribution, updated trip budgeting, and IMPLAN multipliers validated in the **2023 UNR NCAR study**, the **2025 National Championship Air Races in Roswell generated an estimated $29.6 million in statewide economic output.** This impact reflects both the immediate visitor spending associated with the event and the broader business-to-business and household spending cycles it stimulates throughout New Mexico.

A complete backup of assumptions, calculations, and methodological references is included in the **Supporting Documentation Folder LINKED BELOW (CLICK):**

Google Drive

NCAR 2025 Supporting Documentation – Google Drive



C. BRAND INTEGRATION: NEW MEXICO TRUE THROUGHOUT THE EXPERIENCE

MARKETING AND PROMOTIONAL MATERIALS INTEGRATION

The New Mexico True brand achieved comprehensive visibility across all marketing channels, with the distinctive Zia Tribe Sun Symbol logo and "New Mexico True" tagline featured prominently in almost every customer touchpoint. Our integrated approach ensured brand consistency while amplifying New Mexico's unique cultural identity and adventurous spirit.

OUT-OF-HOME ADVERTISING





Digital billboards across five states, airport displays, transit advertising in 12 major cities

DIGITAL CAMPAIGNS



Comprehensive social media integration, targeted display ads, email marketing to 33K subscribers

PRINT MATERIALS



Event programs, souvenir posters, tickets, maps, VIP credentials, and merchandise featuring co-branded design elements

WEBSITE PERFORMANCE AND TRAFFIC ANALYSIS

WEBSITE PERFORMANCE

346K

USERS

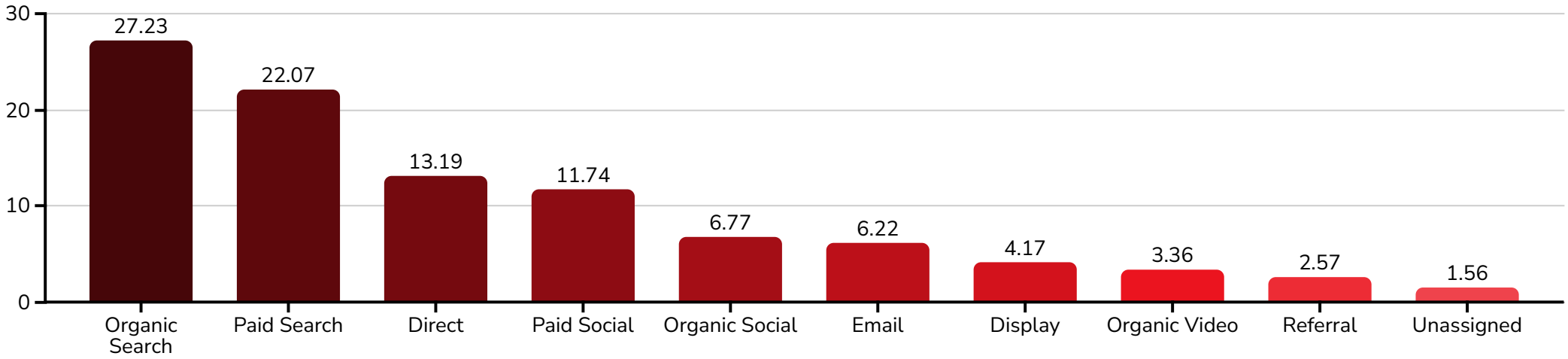
January 1 - September 14, 2025

546K

SESSIONS

January 1 - September 14, 2025

Website traffic breakdown:



WEBSITE PERFORMANCE AND TRAFFIC ANALYSIS

WEBSITE PERFORMANCE

346K

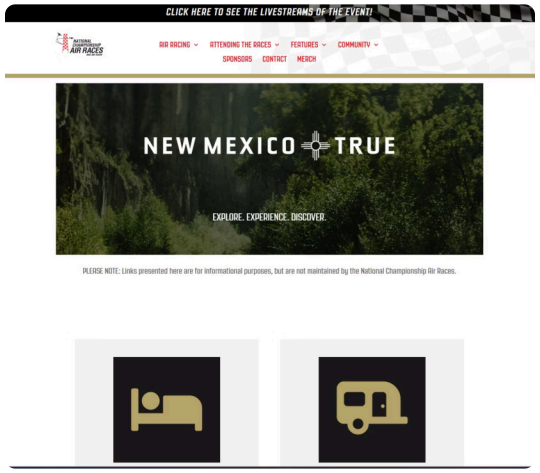
USERS

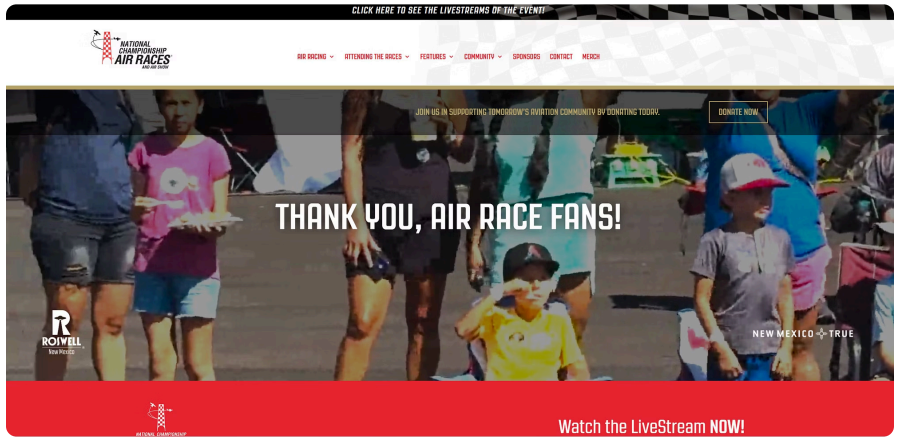
January 1 - September 14, 2025

546K

SESSIONS

January 1 - September 14, 2025





EMAIL MARKETING PERFORMANCE

EMAIL MARKETING

33,606

SUBSCRIBERS REACHED

Across 47 email campaigns (January - September 2025)

45%

AVERAGE OPEN RATE

Exceeding industry benchmarks (January - September 2025)

Our email marketing strategy achieved significant reach and engagement, with 47 targeted email campaigns distributed to an opted-in subscriber base of 33,606 individuals between January and September 2025. The campaigns consistently generated a strong average open rate of 45%, demonstrating effective content and audience targeting. This performance highlights a valuable channel for direct communication and promotion for the New Mexico True brand, fostering a highly engaged community around the National Championship Air Races.





DIGITAL ADVERTISING AND PUBLIC RELATIONS IMPACT

DIGITAL / PAID SEARCH ADVERTISING

More than 6 million impressions worldwide through paid search, display digital, and paid social

6M+

IMPRESSIONS



Worldwide through paid search, display digital, and paid social

Top locations: United States, Canada, Thailand





PUBLIC RELATIONS IMPACT

845

TOTAL MEDIA HITS

1.45B

TOTAL READERSHIP

$13.4M

ESTIMATED AD VALUE

Coverage from all major New Mexico TV outlets (KRQE 13, KOB 4, KOAT 7) and multiple print/radio partners across NM and TX

- National coverage highlights: Yahoo! News, CNN, AP, AOPA, Flying Magazine, AvWeb, Vintage Aviation News



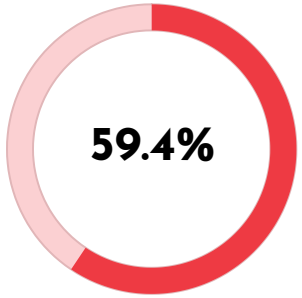


SOCIAL MEDIA GROWTH AND PLATFORM DISTRIBUTION

22%

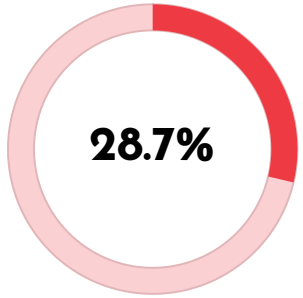
FOLLOWER GROWTH AVERAGE ACROSS ALL PLATFORMS

Platform distribution **(CLICK links in RED below each to view actual channels)**:



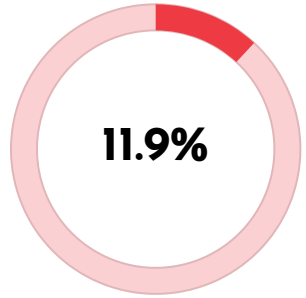
Facebook

Reno Air Racing Association | Reno NV



Instagram

National Championship Air Races (@ncarofficial) • Instagram profile



X/Twitter

National Championship Air Races

SOCIAL MEDIA GROWTH AND PLATFORM DISTRIBUTION - POST SAMPLES







YOUTUBE PERFORMANCE AND GROWTH

YOUTUBE PERFORMANCE

623K

VIEWS

+597% YoY

45.5K

HOURS WATCHED

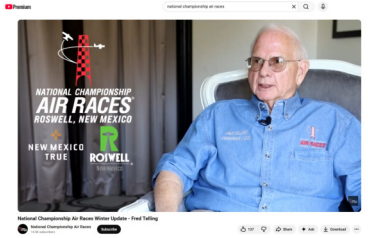
+314% YoY

14,507

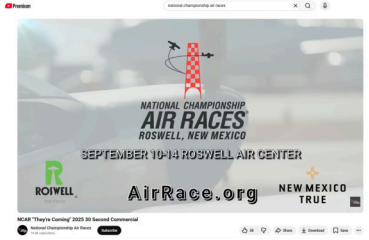
TOTAL SUBSCRIBERS

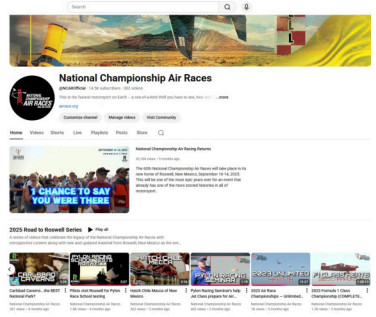
+604% YoY

Our YouTube channel experienced exceptional growth, with 623K views marking a 597% year-over-year increase. Watch time similarly surged to 45.5K hours, representing a 314% rise. This engagement translated directly into a substantial 604% increase in total subscribers, reaching 14,507. These metrics highlight the successful content strategy and expanding audience reach for the National Championship Air Races on the platform.









YOUTUBE PERFORMANCE AND GROWTH

YOUTUBE PERFORMANCE

623K

VIEWS

+597% YoY

45.5K

HOURS WATCHED

+314% YoY

14,507

TOTAL SUBSCRIBERS

+604% YoY

The block below is linked to our Road to Roswell playlist on YouTube:



YouTube

2025 Road to Roswell Series

A series of videos that celebrate the legacy of the National Championship Air Races with retrospective content along with new and updated material from...

The block below is lionked to our Livestream broadcasts on YouTube:



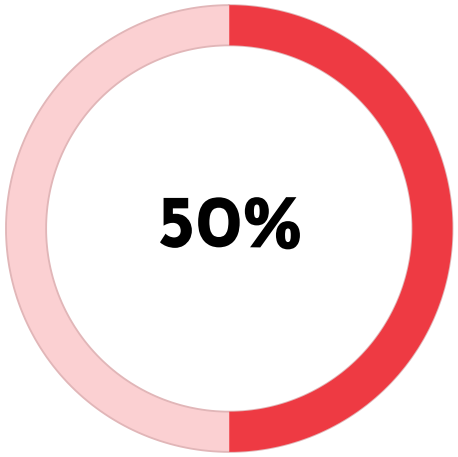
YouTube

National Championship Air Races

This is the fastest motorsport on Earth – a one-of-a-kind thrill you have to see, hear and feel to believe. This is classic, cool and contemporary all rolled into one....

TRADITIONAL PAID MEDIA ROI PERFORMANCE

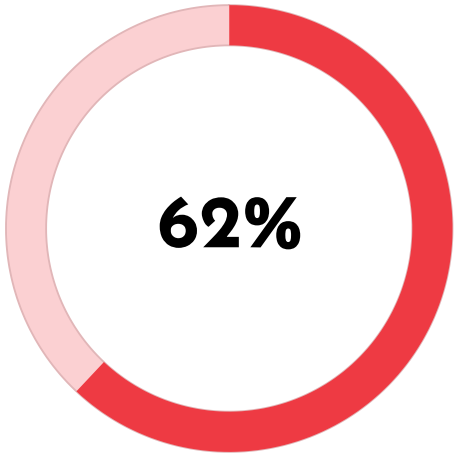
TRADITIONAL PAID MEDIA ROI:



Financial ROI

2,252

Paid Placements



Bonus ROI

3,629

Bonus Placements

The traditional media strategy notably exceeded expectations, with bonus placements significantly outperforming paid placements. Our analysis shows a 50% financial ROI and an impressive 62% bonus ROI, indicating strong added value from earned media. With 3,629 bonus placements achieved compared to 2,252 paid placements, the campaign demonstrated exceptional organic reach and media leverage beyond initial investment.



ON-SITE BRAND ACTIVATION AND EVENT INTEGRATION

VISUAL PRESENCE

New Mexico True branding appeared on stage backdrops, entry archways, directional signage, and event banners throughout the venue. The main entrance featured a 60-foot walkthrough with the New Mexico True logo visible in broadcast footage and attendee photography.



ANNOUNCER INTEGRATION

Professional announcers delivered scripted New Mexico True messaging during race introductions, between heats, and at ceremony moments. Over 150 verbal brand mentions occurred throughout the five-day event, reinforcing destination awareness.



BOX SEATING - AN NCAR VIP MAINSTAY

The Box seating area VIP choices provide a premium oasis right on the flightline serving as a vibrant, family-style gathering area for guests throughout the National Championship Air Races. Each box received a persinalized souvenir plaque to commemorate the event.



ON-SITE BRAND ACTIVATION AND EVENT INTEGRATION

TICKETS

New Mexico True branding appeared on each printed ticket as well as digital versions.



BOX SEATING - AN NCAR VIP MAINSTAY

The Box seating area VIP choices provide a premium oasis right on the flightline serving as a vibrant, family-style gathering area for guests throughout the National Championship Air Races. Each box received a persinalized souvenir plaque to commemorate the event.



MERCHANDISE TENTS

Merchandise advertising and purchase areas were branded with banners and signage inviting clients to purchase gear to remember this amazing event!



ON-SITE BRAND ACTIVATION AND EVENT INTEGRATION

The iconic National Championship Air Races Home Pylon is adorned with the State of New Mexico's flag with the name Roswell spelled out vertically on the 50-foot structure. A nod to Roswell's alien / UFO legacy and the city itself is givin in the "R", which depicts a small flying saucer in a clever branding mechanism used by the City of Roswell. Photos and video captured during the races will have no doubt as to where they were taken!



D. SUPPORTING DOCUMENTATION: COMPREHENSIVE EVIDENCE PACKAGE ATTACHED

1

ADVERTISEMENT ARCHIVE

Complete collection of unique advertisements across print, digital, outdoor, and broadcast media. Includes print ads, digital banner creative files, outdoor photography, radio scripts, and broadcast spots with time-stamped air logs.

2

PROMOTIONAL MATERIALS LIBRARY

Comprehensive documentation of all promotional collateral including event programs, direct mail pieces, email campaign designs, social media content, website landing pages, press releases, and media kit materials.

3

EVENT PHOTOGRAPHY COLLECTION



Professional photography archive containing high-resolution images documenting New Mexico True brand integration throughout the venue. Organized by category: signage, pavilion, ceremonies, crowd engagement, VIP areas, and aerial venue shots.

4

VIDEO DOCUMENTATION

Broadcast footage, promotional videos, social media content, and other footage showing brand integration leading up to and across all event days. Includes sizzle reel highlighting sponsorship activation and attendee testimonials about New Mexico as a destination. This content can be found at the link below (Click the YouTube Box):



YouTube

2025 Road to Roswell Series

A series of videos that celebrate the legacy of the National...

All supporting materials have been compiled in digital formats, organized by deliverable category, and are available for review. **Please click the box below to open the shared folder:**

Google Drive

NCAR 2025 Supporting Documentation – Google Drive

CONCLUSION: EXCEPTIONAL RETURN ON INVESTMENT

PARTNERSHIP SUCCESS SUMMARY

The 2025 National Championship Air Races sponsorship delivered extraordinary value for New Mexico Tourism, exceeding projections across all key performance indicators. With 56,000 attendees generating $29.6 million in economic impact, the partnership achieved a remarkable **42:1 return on investment**.

The comprehensive brand integration strategy positioned New Mexico True at the center of this world-class event, creating lasting impressions on tens of thousands of potential visitors. Post-event research indicates significant lift in destination awareness and travel intent, with benefits extending well beyond the immediate economic impact.

LOOKING FORWARD

The success of this partnership establishes a strong foundation for continued collaboration. We recommend continuing and perhaps expanding the sponsorship for 2026, leveraging the proven strategies while exploring additional activation opportunities to further amplify New Mexico's position as a premier tourism destination.





"This partnership exemplifies the transformative power of strategic tourism investment, delivering measurable economic impact while showcasing New Mexico's unique spirit to a national audience."

Fred Telling, NCAR Chairman and CEO

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

CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: National Championship Air Racing Event Dates: September 15-19, 2027

Organization: Reno Air Racing Association Contact: ggibson@airrace.org

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	25
Historical Performance	10	10
Other Economical Impact	25	25
General Attendance	10	10
Uniqueness of Event	30	30

Total Final Score
Total Points Awarded: 100 /100

Board Recommendation

☒ Recommend Full Funding
☐ Recommend Partial Funding

Oldrup/Bhakta 3-0

Marketing Recommended Amount: $ _____

Sponsorship Recommended Amount: $ 300,000

☐ Do Not Recommend Funding

Board Discussion Notes

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: _____ Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **20.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for The Nancy Lopez Legacy Celebration for sponsorship. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

From their application:

The Nancy Lopez Legacy Celebration is a four-day community event honoring Roswell native Nancy Lopez, one of the most accomplished golfers in LPGA history and a trailblazer for women and Hispanic athletes. The celebration commemorates her remarkable career and lifelong contributions to the sport of golf while recognizing her lasting connection to the Roswell community. The event will feature the following:
Sept 2: Welcoming Reception for honored guests
Sept 3: Dedication of the Nancy Lopez Bypass, a free youth golf clinic
Sept 4: The official dedication of Nancy Lopez Elementary School, the recognition of Roswell's professional women golfers,
Sept 5: the dedication of the City Golf Course in her honor, a golf tournament and a community reception. These activities are designed to celebrate Roswell's heritage, inspire future generations, and attract visitors from across New Mexico and the Southwest. By honoring one of Roswell's most distinguished citizens, the event will generate regional interest, encourage overnight visitation, and showcase Roswell as a destination that celebrates excellence.

History: 1st time event

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $10,000 to be considered for sponsorship.
Total recommendation of $10,000

26224081-672828- $10,000

LEGAL REVIEW:
The City Attorney's office will review and approve the sponsorship agreements before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 2-1, with member Oldrup recusing herself from voting due to conflict of interest, to recommend funding The Nancy Lopez Legacy Celebration at their July 21, 2026, meeting.

STAFF RECOMMENDATION:
Staff recommends approval of **$5,000** in funding for this event, allocated as follows:

- **$5,000** for **Sponsorship**

This recommendation is based on the event's ability to promote tourism and generate overnight stays while providing a community benefit. The recommended funding level supports the applicant's marketing efforts and overall event success while ensuring responsible stewardship of Lodgers' Tax funds and maintaining funding availability for other eligible events.

Attachments

FY27- LT Funding Application- The Nancy Lopez Legacy Celebration
FY27- OTB Recommendation Form- The Nancy Lopez Celebration

LODGERS' TAX FUNDING APPLICATION

Received Date: _____

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

- ☐ Marketing, and Police/Security, Fire and Sanitation services
- ☐ Sponsorship

Today's Date: _____

Event Name: The Nancy Lopez Legacy Celebration Event Date: Sept 2-5

Organization: First Tee Event Time: Various

Event Address: Various City/State/ZIP: Roswell NM 88201, 88203

Website: _____ Phone: 575-420-9890 Email: _____

Organizer: Diane Taylor Mobile: 5754209890

Second Organizer: _____ Mobile: _____

EVENT DETAILS

☑ Check for first time event

Estimated # Attending: 1600+ Anticipated # of hotel rooms booked: 60

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

of Attendees: _____ # of hotel rooms booked: _____

Description of Event Logistics:

The Nancy Lopez Legacy Celebration is a four-day community event honoring Roswell native Nancy Lopez, one of the most accomplished golfers in LPGA history and a trailblazer for women and Hispanic athletes. The celebration commemorates her remarkable career and lifelong contributions to the sport of golf while recognizing her lasting connection to the Roswell community. The event will feature the following:
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Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

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

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

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

TOTAL estimated cost:	

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
Facility Rental	Elks Lodge	2,000
Food & Beverage & Water		7,000
Lodging	Hotels for Honored Guests & Families	10,000
T-Shirts	2000 T-shirts	20,000
Travel	Flights & Fuel	3,000
Advertising	Regional Advertising	5,000
*Note: All expenditures **MUST** be accounted for.*		

TOTAL estimated expense:	47,000

EVENT DETAILS/SCORING

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

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

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

The Nancy Lopez Legacy Celebration is expected to be a sports tourism events by attracting visitors from throughout New Mexico, West Texas, Arizona, Colorado, and surrounding states. As a nationally recognized LPGA legend and Roswell native, Nancy Lopez's return to her hometown for this historic celebration creates a unique opportunity to generate overnight tourism and showcase Roswell to new audiences.
In addition to lodging, visitors are expected to spend money at local restaurants, retail stores, fuel stations, museums, golf facilities, and other attractions, creating a broad economic impact throughout the community. The event schedule has been designed to encourage visitors to extend their stay and participate in multiple activities over several days. Lodgers Tax funding will be invested primarily in regional advertising and tourism promotion to attract overnight visitors rather than local attendees. The anticipated increase in hotel occupancy will generate additional Lodgers Tax revenue while also producing secondary economic benefits for Roswell businesses.

Source for detail provided: _____

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

N/A

Award dollars previously used: _____

Prior year attendance: _____

of overnight room nights booked: _____

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

Request of Funding for $25,000

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

Economic Impact

The anticipated influx of visitors will generate increased spending at local hotels, restaurants, retail businesses, fuel stations, entertainment venues, and tourism attractions. By celebrating a nationally recognized sports icon with deep roots in Roswell, the event creates a unique opportunity to increase overnight visitation while providing significant positive exposure for the community.

Attendance typee & transportation to Roswell: Plane, Car

Average daily spending on food/beverage: ?

Source for data provide listed above:

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

Local High Schools to include GHS, RHS, NMMI, Gateway, University High : 2300 students
Nancy Lopez Elementary : 400
Guest Community and Golfers : 1000

3000 Local

700 Outside

19 % of attendance from outside of Roswell

Source for data provided: Expected Attendance

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

The Nancy Lopez Legacy Celebration is unique because it honors a globally recognized sports legend whose story began in Roswell. Nancy Lopez is one of the most accomplished golfers in LPGA history and a trailblazer who helped transform women's professional golf by opening doors and creating opportunities for generations of female athletes. Unlike events that simply feature a notable person, this celebration highlights the hometown connection of a world-class athlete who was raised in Roswell, attended Roswell schools, and developed her passion for golf in this community. Visitors will have the rare opportunity to experience the place that shaped the journey of one of the most influential figures in women's golf. This one-of-a-kind event showcases Roswell's ability to produce excellence on a global stage while celebrating a legacy of achievement, perseverance, and inspiration.

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

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

ROSWELL
New Mexico
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CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: The Nancy Lopez Legacy Celebration Event Dates: September 2-5, 2026

Organization: First Tee Contact: Diane Taylor- 575-420-9890

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	20
Historical Performance	10	0
Other Economical Impact	25	0
General Attendance	10	10
Uniqueness of Event	30	30

Total Final Score
Total Points Awarded: 60 /100

Board Recommendation

☐ Recommend Full Funding
☐ Recommend Partial Funding

Kabir / Gottlieb 2-0

Marketing Recommended Amount: $

Sponsorship Recommended Amount: $ 10,000

☐ Do Not Recommend Funding

Board Discussion Notes
Jane Ann Oldrup - Recused herself from vote due to Conflict of interest.

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: Mark Gottlieb Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **21.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for Pinata Fest Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

From their application:
PiñataFest-Roswell will be held September 11–12, 2026, at the Chaves County Cultural Plaza in Roswell, New Mexico. The larger venue provides improved traffic flow, expanded vendor capacity, enhanced entertainment space, dedicated children's activities, and improved visitor amenities while accommodating future growth. The new date eliminates scheduling conflicts with the Roswell Air Races, allowing PiñataFest-Roswell to establish its own identity and generate a clearer measure of its direct tourism and economic impact.

Event production and operations will be managed by Encanto Events, with professional entertainment provided by Paizon Entertainment. Barbara Gomez, RHCC's Strategic Partnerships & Visitor Economy Advisor and former Executive Director of Roswell MainStreet, will provide strategic guidance on visitor economy strategy, visitor engagement, and hospitality participation to help maximize the festival's economic impact throughout Roswell and Chaves County. The festival will feature live cultural entertainment, food vendors, artisan and commercial vendors, children's activities, community exhibits, and family programming throughout the weekend.

4 years of Historical Lodgers' Tax Funding Data:
Marketing, sanitation, and security
FY2023- Applied for funding but was denied by OTB and City Council for lack of relation to tourism
FY2024- No record of request
FY2025- No record of request
FY2026- Awarded $5,000- Expended $5,000

Sponsorship:
FY2026- Awarded $5,000- Expended $5,000

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $17,200 for marketing, sanitation and security and $20,000 to be considered for sponsorship. Total recommendation of $37,200.
26224081-672805- $17,200
26224081-672828- $20,000

LEGAL REVIEW:
The City Attorney's Office will review and approve the sponsorship agreements before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 3-0 to recommend funding the Pinata Fest at their July 21, 2026, meeting.

STAFF RECOMMENDATION:
Staff recommends approval of **$10,000** in funding for this event, allocated as follows:

- **$5,000** for **Marketing**
- **$5,000** for **Sponsorship**

This recommendation is based on the event's ability to promote tourism and generate overnight stays while providing a community benefit. The recommended funding level supports the applicant's marketing efforts and overall event success and history while ensuring responsible stewardship of Lodgers' Tax funds and maintaining funding availability for other eligible events.

Attachments

FY27- LT Funding Application- Pinata Fest
FY26- LT Tracking- Pinata Fest- Marketing
FY26- LT Tracking- Pinata Fest- Sponsorship
FY27- OTB Recommendation Form- Pinata Fest

ROSWELL
New Mexico

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LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Contact information for questions:

tourism@roswell-nm.gov

Revised 06/10/26

LODGERS' TAX GENERAL INFORMATION

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

APPLICATION PROCESS

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

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

DEADLINES FOR EVENTS HELD JULY 1, 2026 TO DECEMBER 31, 2026

1. Applications are to be submitted by or before 5 p.m. on June 30, 2026

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

FUNDING LIMITS

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

LODGERS' TAX FUNDING APPLICATION

Received Date: _____

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

- ☑ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: 06/29/2026

Event Name: PiñataFest-Roswell 2026 Event Date: 09-12 & 09-13-2026

Organization: Roswell Hispano Chamber of Commerce Event Time: 12:00am to 10:00pm

Event Address: Roswell-Chaves County Cultural Plaza City/State/ZIP: Roswell, NM 88201

Website: roswellhcc.org Phone: (575) 624-0889 Email: john.erard@gmail.com

Organizer: John Erard Mobile: (847) 636-0931

Second Organizer: Barbara Gomez Mobile: (575) 363-9595

EVENT DETAILS

☐ Check for first time event

Estimated # Attending: 5,000+ Anticipated # of hotel rooms booked: 350-450

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

of Attendees: 2,500-3,000 Est. (~37% non-locals) # of hotel rooms booked: ~ 200 - 250

Description of Event Logistics:

PiñataFest-Roswell will be held September 11–12, 2026, at the Chaves County Cultural Plaza in Roswell, New Mexico. The larger venue provides improved traffic flow, expanded vendor capacity, enhanced entertainment space, dedicated children's activities, and improved visitor amenities while accommodating future growth. The new date eliminates scheduling conflicts with the Roswell Air Races, allowing PiñataFest-Roswell to establish its own identity and generate a clearer measure of its direct tourism and economic impact.

Event production and operations will be managed by Encanto Events, with professional entertainment provided by Paizon Entertainment. Barbara Gomez, RHCC's Strategic Partnerships & Visitor Economy Advisor and former Executive Director of Roswell MainStreet, will provide strategic guidance on visitor economy strategy, visitor engagement, and hospitality participation to help maximize the festival's economic impact throughout Roswell and Chaves County. The festival will feature live cultural entertainment, food vendors, artisan and commercial vendors, children's activities, community exhibits, and family programming throughout the weekend.

The Roswell Hispano Chamber of Commerce will coordinate event administration, volunteer management, vendor registration, sponsorship fulfillment, marketing, and visitor information. Public safety planning will be coordinated with the appropriate City of Roswell and Chaves County agencies, including traffic management, law enforcement, emergency medical services, and other public safety requirements.

Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

Advertising Type	Placement/Vendor (specific):	Frequency/Run Dates:	Your Estimated Cost
Example: *Newspaper*	Example: *Dallas Morning News*	Example: *May 1-10, 2x 1/2 pg*	Example: *$700*
Search/Display	Google	Jul-Sept	$3,000
Social Media	Meta	Jul-Sept	$3,000
You Tube	Google	Aug-Sept	$1,200
Billboards	Lamar - Lubbock, Odessa/Midland, El Paso	4 Weeks	$4,500
Video/Photog	Local Professional Photographer / Videographer	Aug-Sept	$2,500
Flyers/Posters	Local Printing & Distribution	Jul/Sept	$2,500

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

Other Eligible Expenses	Details (Source of Services / Service Employees Required / # of T-Shirts)	Your Estimated Cost
Police/Security	Event	$2,500
Fire		N/A
Clean-up/Sanitation	Professional Services	$500

TOTAL estimated cost:	$19,700

Revised 06/10/26

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

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

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
Entertainment & Event Production	Encanto Events (Including Paizon Entertainment)	$15,000
Tables, Chairs, Tents Rental	Local Rental Vendor	$3,500
Programs/Sinage	Local Printing & Sign Vendors	$2,000
Event Site Infrastructure	Local Service Providers	$2,000
Volunteer Meals & Refreshments	Various	$1,500

*Note: All expenditures **MUST** be accounted for.*

TOTAL estimated expense:	$24,000

EVENT DETAILS/SCORING

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

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

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

PiñataFest-Roswell is being strategically expanded from a successful local cultural festival into a regional tourism event designed to attract more regional visitors and increase overnight stays in Roswell and Chaves County. Through coordinated digital advertising, regional billboard campaigns, tourism partnerships, and expanded programming at the Chaves County Cultural Plaza, the Roswell Hispano Chamber of Commerce expects to attract approximately 5,000 attendees, with an estimated 40–50 percent traveling from outside the Roswell area.

Based on prior attendance patterns, visitor surveys, and projections developed using the New Mexico Tourism Department Event Economic Impact Calculator, PiñataFest-Roswell is expected to generate approximately 333–415 hotel room nights during the festival weekend.

Visitors attending PiñataFest-Roswell contribute significantly to the local economy through expenditures at hotels, restaurants, retail stores, fuel stations, attractions, and other local businesses. Based on projected attendance and visitor spending patterns, the festival is expected to generate approximately $450,000–$600,000 in direct visitor spending, producing additional Gross Receipts Tax revenue while supporting local employment and small businesses.

Lodgers' Tax funding will enable RHCC to expand regional tourism marketing beyond Roswell through targeted digital advertising, regional billboard campaigns, and the dedicated PiñataFest-Roswell tourism website. Funded by the New Mexico Tourism Department, the website serves as a year-round visitor resource promoting Roswell's lodging.

Source for detail provided: See above narrative.

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

For 38 years, PiñataFest-Roswell has celebrated Hispanic culture while attracting visitors from southeastern New Mexico and West Texas. The 2025 festival attracted an estimated 2,500 to 3,000 attendees, with approximately 37 percent traveling from outside the immediate Roswell area. Based on vendor participation, informal visitor surveys, historical attendance records, and estimates developed using the New Mexico Tourism Department Event Economic Impact Calculator, the festival generated an estimated $210,000–$250,000 in direct visitor spending.

The 2025 festival benefited from increased regional visitation associated with the Roswell Air Races. However, because PiñataFest-Roswell shared the Courthouse Lawn with other events, the festival operated within a significantly reduced event footprint, limiting vendor participation, programming space, and overall attendance capacity.

To eliminate those constraints and avoid future scheduling conflicts with the Air Races, PiñataFest-Roswell has been rescheduled and relocated for 2026 to the larger Chaves County Cultural Plaza. The new date and venue provide substantially more room for entertainment, vendors, children's activities, visitor amenities, and expanded programming. Combined with a significantly expanded regional marketing campaign and the launch of the new PiñataFest-Roswell tourism website, these improvements position the festival to significantly increase attendance, overnight visitation, hotel room nights, and overall economic impact.

Award dollars previously used: Amount to be confirmed from City of Roswell Lodgers' Tax records.

Prior year attendance: ~2,500-3,000

of overnight room nights booked: 167–208

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

None

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

PiñataFest-Roswell generates economic activity well beyond the festival grounds by encouraging visitors to spend throughout the Roswell community. Overnight guests, day visitors and out of town vendors purchase lodging, meals, fuel, groceries, retail merchandise, and entertainment while also visiting local museums, attractions, and small businesses during their stay. These expenditures generate additional Gross Receipts Tax revenue that directly benefits the City of Roswell while supporting local employment and strengthening the community's visitor economy.

Based on the New Mexico Tourism Department Event Economic Impact Calculator, historical attendance records, vendor participation, visitor surveys, and projected attendance, PiñataFest-Roswell is expected to generate approximately $400,000–$550,000 in direct visitor spending during the 2026 festival. These expenditures will be distributed across Roswell hotels, restaurants, retail businesses, convenience stores, fuel stations, museums, attractions, and other visitor-serving businesses, creating measurable economic benefits that extend well beyond the festival itself.

The Roswell Hispano Chamber of Commerce has intentionally expanded PiñataFest-Roswell into a regional tourism event through enhanced programming, targeted regional advertising, and the newly developed PiñataFest-Roswell tourism website. In addition to promoting the festival, the website is designed to connect visitors with Roswell's lodging, restaurants, shopping, museums, attractions, and other local businesses, helping increase overnight stays, extend visitor visits, and maximize community-wide visitor spending.

Beginning with the 2026 festival, PiñataFest-Roswell will be held independently rather than concurrently with the Roswell Air Races, providing a much clearer measurement of the festival's direct economic impact. Expanded visitor surveys, together with the new PiñataFest-Roswell tourism website and QR-code visitor surveys, will provide more detailed information on visitor origin, length of stay, lodging utilization, and spending patterns. These improvements will produce more accurate measurements of hotel occupancy, visitor spending, Gross Receipts Tax generation, and the festival's overall economic impact.

Source for data provided: Roswell Hispano Chamber of Commerce historical attendance records; 2025 visitor survey;

Attendance typee & transportation to Roswell: Primarily visitors traveling by personal vehicle from SENM, West Texas

Average daily spending on food/beverage: Estimated $50–$75 per visitor per day.

Source for data provide listed above: See above narrative.

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

PiñataFest-Roswell 2026 has been designed to attract both local residents and out-of-town visitors, with an increased emphasis on regional tourism and overnight visitation. Results from the 2025 attendee survey found that 37% of surveyed attendees traveled from outside Roswell, including visitors from southeastern New Mexico, El Paso/Las Cruces, other areas of New Mexico, and out-of-state visitors.

For 2026, the Roswell Hispano Chamber of Commerce projects approximately 5,000 attendees as a result of the festival's relocation to the larger Chaves County Cultural Plaza, expanded entertainment and vendor participation, targeted regional advertising, digital billboard campaigns throughout West Texas, and the launch of the dedicated PiñataFest-Roswell tourism website. These initiatives are expected to increase both total attendance and the percentage of out-of-town visitors, resulting in additional hotel room nights, increased visitor spending, and greater economic benefits for Roswell and Chaves County.

Source for data provided: Roswell Hispano Chamber of Commerce historical attendance records; 2025 visitor survey; vendor participation records; New Mexico Tourism Department Event Economic Impact Calculator; 2026 PiñataFest-Roswell Marketing Plan.

~2,750 (55%) Local

~2,250 (45%) Outside

~45% % of attendance from outside of Roswell

Source for data provided: See Above Narrative

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

PiñataFest-Roswell is being transformed from a successful community celebration into one of southeastern New Mexico's premier regional cultural tourism events.

We've assembled the team to make that transformation a reality. Encanto Events leads professional event production, Paizon Entertainment leads professional entertainment, while Barbara Gomez, former Executive Director of Roswell MainStreet, serves as RHCC's Strategic Partnerships & Visitor Economy Advisor.

Supported by the New Mexico Tourism Department's NM True program, this team is expanding the festival's regional reach, enhancing the visitor experience, and strengthening participation by hotels, restaurants, attractions, and local businesses.

Funded by the New Mexico Tourism Department, the dedicated PiñataFest-Roswell tourism website further distinguishes the event by connecting visitors with Roswell's lodging, dining, shopping, attractions, and local businesses while extending the festival's economic benefits throughout the community and encouraging overnight visitation beyond the festival weekend.

Together, these initiatives position PiñataFest-Roswell not simply as a community festival, but as a long-term tourism asset that generates measurable economic benefits for Roswell and Chaves County.

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

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

EVENT NAME: Pinata Fest

FY26- Marketing, Sanitation, and Security

DATE(S): 9/12-9/13/2025

Awarded Amount **5,000.00**

Reimb Due date: 12/13/2025

Rec'd Reimb date: 12/13/2025

completed date:

ELIGIBLE EXP	VENDOR	DESCRIPTION	INVOICE AMT	DOCUMENTATION PROOF OF PAYMENT	PROOF OF WORDING	ELIG AMT	COMMENTS
Partial	Agency 66	Advertising	8,303.68	Yes	Yes	3,303.68	Administrative services not eligible for this lot of $.
Y	Roswell Security	Security Services	1,244.90	Yes	Not required	1,244.90	
Y	Shiny Boys Services	Potties	500.00	Yes	Not required	500.00	

Eligible Expendes	**5,048.58**	eligible for of award amount
Awarded Amount	**5,000.00**	
Balance	**0.00**	

NOTES:

EVENT NAME: Pinata Fest **FY26- Sponsorship**

DATE(S): 9/12-9/13/2025 **Awarded Amount** **5,000.00**

Reimb Due date: 12/13/2025

Rec'd Reimb date: 12/13/2025 **completed date:**

ELIGIBLE EXP	VENDOR	DESCRIPTION	INVOICE AMT	DOCUMENTATION PROOF OF PAYMENT	PROOF OF WORDING	ELIG AMT	COMMENTS
N	Band Dulzura	Entertainment	600.00	N	Not Required	0.00	Paid Cash- No proof of payment
Y	Asi Se Baila	Entertainment	400.00	Y	Not Required	400.00	Ck#: 1020
Y	Asi Se Baila	Pinatas	600.00	Y	Not Required	600.00	1011 and Ck#: 1014
y	CRM	Awards	145.57	N	Not Required	145.57	Credit Card- bank statement
Y	Garabaldi	Tacos for contest	484.69	Y	Not Required	484.69	Ck#: 1050
N	Banda La Nuevo Repuesta	Entertainment	1,000.00	N	Not Required	0.00	Paid Cash- No proof of payment
N	Gabe Mendez	MC	300.00	N	Not Required	0.00	Paid Cash- No proof of payment
N	Groupo Mariachi Nuevo Sencillo	Entertainment	600.00	N	Not Required	0.00	Paid Cash- No proof of payment
N	Henry Candelaria	DJ	400.00	N	Not Required	400.00	Ck#: 1018- cleared check proof
N	James Aguirree	Entertainment	800.00	N	Not Required	0.00	Paid Cash- No proof of payment
Y	Keep Chaves County Beautiful	Sanitation supplies	19.40	Y	Not Required	19.40	Ck#: 1045
Y	Let's Play Pazion	TV on site	1,400.00	Y	Not Required	1,400.00	Ck#: 1017
Y	Moon Man Printing	Volunteer T-Shirts	308.60	Y		308.60	Ck#: 1044
Y	Southwest Printers	Banners	231.16	Y		231.16	Ck#: 1048
Y	Tanya H	Sound System	1,200.00	Y	Not Required	1,200.00	Ck#: 1019
Y	Uhaul	Gas for uhaul truck	25.26	N	Not Required	0.00	Need bank statement for debit card transaction
Y	Uhaul	Uhaul truck	120.89	N	Not Required	0.00	Need bank statement for debit card transaction

Eligible Expendes	**5,189.42**	eligible for of award amount
Awarded Amount	**5,000.00**	

NOTES:

12/15/2025- amount approved Pending receival of all missing documents

1/9/2026 Meet with Mr. Erard to discuss missing documents

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CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: Pinata Fest Event Dates: October 2-4, 2026

Organization: Roswell Hispano Chamber of Commerce Contact: john.erard@gmail.com

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	10
Historical Performance	10	10
Other Economical Impact	25	20
General Attendance	10	5
Uniqueness of Event	30	20

Total Final Score
Total Points Awarded: 65 /100

Board Recommendation

☐ Recommend Full Funding
☐ Recommend Partial Funding

Oldrup | Kabir 3-0

Marketing Recommended Amount: $ 17,200

Sponsorship Recommended Amount: $ 20,000

☐ Do Not Recommend Funding

Board Discussion Notes

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: Mark Gottlob Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **22.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for Eastern New Mexico State Fair Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

BACKGROUND:
Initiated by: TJ Conyers

The Eastern New Mexico State Fair has been an annual event in Chaves County for over 100 years. This event begins with the parade on Monday, followed by five days of agricultural events, arts and crafts displays, a ranch rodeo competition, food and goods vendors, and a carnival. The Fair operates Monday through Saturday. The mission of ENMSF is to educate as well as entertain patrons from all over the region. In addition to live music from a variety of genres, performances from local groups, and contracted variety of entertainers, ENMSF also showcases non-profit organizations and community resources. ENMSF hosts school groups for field trips, unique activities for our senior citizens, and exclusive access for individuals with special needs.

4 years of Historical Lodgers' Tax Funding Data:
Marketing, sanitation, and security (with the old policy of 50% reimbursement)
FY2023 — Awarded $75,228.63 — Expended $24,249.93
FY2024 — Awarded $44,500 — Expended $38,908.11
FY2025 — Awarded $47,020 — Expended $35,213.10
FY2026 — Awarded $20,000 in marketing, sanitation and security and $20,000 in sponsorship — Expended $40,000

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $20,000 for marketing, sanitation and security and $20,000 to be considered for sponsorship. Total recommendation of $40,000.

26224081-672805- $20,000
26224081-672828- $20,000

LEGAL REVIEW:
The City Attorney's office will review and approve the sponsorship agreements before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 3-0 to recommend funding the Eastern New Mexico State Fair at their July 21, 2026 meeting.

STAFF RECOMMENDATION:
Review and recommend funding to City Council for approval.

Attachments

FY27 LT Funding Application- ENMSF
FY26 LT Tracking- ENMSF SPONSORSHIP
FY26 LT Tracking- ENMSF MARKETING/SANITATION/SECURITY

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LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Contact information for questions:

tourism@roswell-nm.gov

Revised 06/10/26

LODGERS' TAX GENERAL INFORMATION

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

APPLICATION PROCESS

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

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

DEADLINES FOR EVENTS HELD JULY 1, 2026 TO DECEMBER 31, 2026

1. Applications are to be submitted by or before 5 p.m. on June 30, 2026

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

FUNDING LIMITS

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

LODGERS' TAX FUNDING APPLICATION

Received Date: 6/24/26 via email

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

- ☑ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: 6/23/2026

Event Name: Eastern New Mexico State Fair Event Date: Oct 5-10 2026

Organization: Eastern New Mexico State Fair Event Time:

Event Address: 2055 SE Main St City/State/ZIP: Roswell NM 88203

Website: enmsf.com Phone: 5756239411 Email: leslie.enmsf@yahoo.com

Organizer: Leslie Robertson Mobile: 5759108012

Second Organizer: Adriann Ragsdale Mobile: 5756268044

EVENT DETAILS

☐ Check for first time event

Estimated # Attending: 41,000 Anticipated # of hotel rooms booked: 900

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

of Attendees: 41,150 # of hotel rooms booked: 894

Description of Event Logistics:

The Eastern New Mexico State Fair is an event over 100 years strong. The event begins with the traditional parade on Monday morning, followed by five additional days of agricultural events, arts and crafts displays, a ranch rodeo competition, concerts, food and wares vendors, and a carnival. The fair opens with the parade on Monday and closes on Saturday with the junior livestock sale in the morning and the closing of the carnival that evening. The Eastern New Mexico State Fair prides itself on hiring live music options from a variety of genres. We also spotlight local entertainment, youth groups, non-profit organizations, and community resources. The Eastern New Mexico State Fair also hosts school fieldtrip groups, honors the military and first responders, and provides unique activities for our senior and special needs community.

Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

Advertising Type	Placement/Vendor (specific):	Frequency/Run Dates:	Your Estimated Cost
Example: *Newspaper*	Example: *Dallas Morning News*	Example: *May 1-10, 2x 1/2 pg*	Example: *$700*
Newspaper	Roswell Daily Record	August-September	2,500
Social Media	Facebook, instagram	August-September	500
Radio	Pecos Valley Broadcasting	August-October	5,200
Magazine	New Mexico Stockman	August-September	220
Postage	USPS	August	350
Radio	Radio Amigo	August-October	1,000
Radio	Walton Stations	August-October	2,000
Billboard	Tyler Carter/Newman	August-October	3,000

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

Other Eligible Expenses	Details (Source of Services / Service Employees Required / # of T-Shirts)	Your Estimated Cost
Police/Security	SCP Security, parade barricades, cones, 110 officer hours	45,000
Fire		
Clean-up/Sanitation	Trash, Starr Janitorial, Lore's Cleaning, Quality Janitorial, TNT Portables	40,000

TOTAL estimated cost:	99,700

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
Musical Sound Lighting and Entertainers	J&S Pro Sound	45,000
Entertainer	Triangle Talent	9,000
Judges	Exact names unkown yet	7,000
Food and Beverages	Various vendors depending on talent requests	1,200
Equipment Rental (lift, generators, pipe and drape)	Davis, KC Light towers, Grady Henly	25,000
Hotel lodging	Candlewood suites	6,000
*Note: All expenditures **MUST** be accounted for.*		

TOTAL estimated expense:	93,200

EVENT DETAILS/SCORING

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

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

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

The Eastern New Mexico State Fair has participants from all 33 counties in New Mexico. Families travel to enter their art and agricultural projects. Most will stay in local hotels and RV parks for the six days of fair livestock shows. The parade averages 100 entries of floats, bands, businesses, and performers. The crowds line up for hours and most will purchase from the local businesses as they wait.
Vendors come from all over the country to participate in the fair. We host over 100 different vendors and most will lodge in town, purchase supplies, and fuel up while they stay with us.
Historically, the fair will book anywhere from 500-2,500 hotel rooms for exhibitors, visitors, entertainers, and judges.

Source for detail provided: survey cards, vendor contracts, online entry forms

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

	Awarded	Attended	Rooms
2025	$40,000	41,150	894
2024	$35,213.10	42,242	895
2023	$38,908.11	42,523	2542
2022	$24,249.93	42,206	2676
2021	No Awards Given This Year		
2020	COVID, no event		
2019	$40,000	48,302	800

Award dollars previously used: 40,000

Prior year attendance: 41,150

of overnight room nights booked: 894

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

Sanitatio1
Barricades
Sand Bags
Signage
Officers
$14, 977

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

96% of those polled dined locally
97% Purchased fuel
83% shopped locally

Local vendors report they benefit from showcasing their business at the fair and it effectively drives customers to their local store fronts. Many purchase supplies for their booths locally.
Livestock families purchase feed and equipment from Roswell Livestock, Big R, Paul's Vet, and other local businesses.
Trophies are purchased locally through RPM
The bulk of our security is provided by the local company of SCP.
We utilize the Roswell Daily Record, and many local radio companies for our marketing needs.

Attendance typee & transportation to Roswell: personal vehicles, airlines

Average daily spending on food/beverage: $200

Source for data provide listed above: survey cards

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

The Eastern New Mexico State Fair averages between 6,000 and 7,000 visitors each day of the six day event. People come from all 33 counties along with many others from Texas, Colorado, California, and even Mexico.
We provide entertainment and educational opportunities for all ages and demographics. Special free activities are planned for school groups, seniors, military/first responders, and those with special needs.

39,527 Local

1,623 Outside

3.9 % of attendance from outside of Roswell

Source for data provided: survey cards

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

The Eastern New Mexico State Fair is a one of a kind event that has been going strong in the Roswell area for more than 100 years. This six day event welcomes participants and guests from and over New Mexico and the surrounding areas.
ENMSF takes price in its events and strives to provide a safe and fun experience for patrons of all ages. There are special events that encourage participation from all ages and interests: concerts, carnival rides, magic shows, animal exhibitions, arts and crafts displays and competitions, health fairs, a rodeo, and baking competitions. ENMSF is careful in selecting entertainment options to ensure there is a diversity in the musical genres represented along with the entertainment acts for the whole family. Many people visit the fair for the food trucks alone. There are of course the standard fair options: funnel cakes, turkey legs, and fired food of any type on a stick. There's also new culinary delights to be discovered as well: smothered sweet potato fries, stuffed grape leaves, Dubai chocolate with pistachios, and many other delicacies of your choosing. The commercial building houses 100 booths of vendors, first responders, non-profits, and political organizations. The education building is where you can find the farm and garden entries, the school art displays, and of course the model railroad trains. The junior livestock events and exhibits allow youth from across New Mexico a place to show their animal projects and potentially earn significant funds at the junior livestock sale. These funds may go towards college or to the following year's project.

OFFICIAL USE ONLY

OTB Date: 7/21/26 Finance Committee Date: 8/1/2026 Council Date: 8/13/2026

Last Day of Event: 10/10/2026 Reimbursement Request Due Date (90 days from last day of event): 1/10/2027

SPONSORSHIP FY2026

EVENT NAME: ENMSF
DATE(S): 9/29-10/4/2025 **Awarded Amount** **20,000.00**
Reimb Due date: 12/4/2025
Rec'd Reimb date: 12/10/2025 **completed date:**

ELIGIBLE EXP	VENDOR	DESCRIPTION	ELIGIBLE INVOICE AMT	DOCUMENTATION PROOF OF PAYMENT	DOCUMENTATION PROOF OF WORDING	ELIG AMT	COMMENTS
Y	SCP Security	Security	33,584.72	Y	NA	20,000.00	

Eligible Expendes	**20,000.00** eligible for of award amount
Awarded Amount	**20,000.00**

Balance	**0.00**

NOTES:

MARKETING/SANITATION/SECURITY

EVENT NAME: ENMSF
DATE(S): 9/29-10/4/2025 **Awarded Amount** **20,000.00**
Reimb Due date: 12/4/2025
Rec'd Reimb date: 12/10/2025 **completed date:**

ELIGIBLE EXP	VENDOR	DESCRIPTION	ELIGIBLE INVOICE AMT	DOCUMENTATION PROOF OF PAYMENT	DOCUMENTATION PROOF OF WORDING	ELIG AMT	COMMENTS
Y	PVB	Radio Ads	5,220.84	Y	Y	2,550.84	
Y	NM Stockman	Magazine Ad	220.00	Y	Y	220.00	
Y	RDR	Newspaper	812.04	Y	y	812.04	
Y	Starr Janitorial	Sanitation	9,182.98	y	n/a	9,182.98	
Y	Exteme Illusions	Entertainment	12,000.00	Y	N/A	12,000.00	

Eligible Expendes	**24,765.86** eligible for of award amount
Awarded Amount	**20,000.00**

Balance	**0.00**

NOTES:

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CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: Eastern New Mexico State Fair Event Dates: October 5-10, 2026

Organization: Eastern New Mexico State Fair Contact: leslie.enmsf@yahoo.com

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	25
Historical Performance	10	10
Other Economical Impact	25	25
General Attendance	10	10
Uniqueness of Event	30	30

Total Final Score
Total Points Awarded: 100 /100

Board Recommendation

☐ Recommend Full Funding
☐ Recommend Partial Funding

Marketing Recommended Amount: $ 20,000

Sponsorship Recommended Amount: $ 20,000

Oldrup/Icabir 3-0

☐ Do Not Recommend Funding

Board Discussion Notes

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: Mark Scott Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **23.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for Roswell Symphony Orchestra for Marketing, Sanitation and Security and open negotiations with the City of Roswell for sponsorship. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

From their application:

The Roswell Symphony Orchestra concert season for 2026-2027 will take place on September 26, 2026, December 13, 2026, March 6, 2027, and April 24, 2027. The location of all four concerts will be held at New Mexico Military Institute's Pearson Auditorium and require no city facilities. All seating, restrooms, security etc. will be provided on site by NMMI.

The RSO includes local professional musicians although approximately 90% of our orchestra travel from surrounding areas such as Lubbock, Amarillo, Santa Fe, Albuquerque, Las Cruces and El Paso. Each concert season brings a significant number of patrons who attend our events as well as musicians that come to support our local hotels, restaurants, and shops. For our 2025-2026 concert season, we incurred hotel costs of more than $18000.00 for our musicians alone.

3 years of Historical Lodgers' Tax Funding Data:
Marketing, sanitation, and security.
FY2023- Awarded $8,725- Expended- $3,074.33
FY2024- Awarded $8,860- Expended- $4,16.49
FY2025- Awarded $20,000- Expended $16,812.05
FY2026- Awarded $20,000- Expended $20,000 (Waiting on documentation)

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $10,000 for marketing, sanitation and security and $10,000 to be considered for sponsorship. Total recommendation of $20,000

26224081-672805- $10,000
26224081-672828- $10,000

LEGAL REVIEW:
The City Attorney's office will review and approve the sponsorship agreements before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 3-0 to recommend funding the Roswell Symphony Orcehstra at their July 21, 2026, meeting.

STAFF RECOMMENDATION:
Review and recommend funding to City Council for approval.

Attachments

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LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Contact information for questions:

tourism@roswell-nm.gov

Revised 06/10/26

LODGERS' TAX GENERAL INFORMATION

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

APPLICATION PROCESS

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

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

DEADLINES FOR EVENTS HELD JULY 1, 2026 TO DECEMBER 31, 2026

1. Applications are to be submitted by or before 5 p.m. on June 30, 2026

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:

    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*

2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

FUNDING LIMITS

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

LODGERS' TAX FUNDING APPLICATION

Received Date: _____

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

- ☑ Marketing, and Police/Security, Fire and Sanitation services
- ☑ Sponsorship

Today's Date: 6/30/2026

Event Name: Roswell Symphony Orchestra Concert Season 2026-2027 Event Date: 9-26-26 &12-13-26

Organization: Roswell Symphony Orchestra Event Time: _____

Event Address: 1717 W. 2nd Street Ste 205 City/State/ZIP: _____

Website: ROSWELLSYMPHONY.ORG Phone: 575-623-5882 Email: rso.findir@gmail.com

Organizer: Betty Sanchez, Executive Director Mobile: 575-317-3279

Second Organizer: Kate Graham, Concert Operations Manager Mobile: 224-558-9185

EVENT DETAILS

☐ Check for first time event

Estimated # Attending: 2500 Anticipated # of hotel rooms booked: 100

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

of Attendees: 2060 # of hotel rooms booked: 140

Description of Event Logistics:

The Roswell Symphony Orchestra concert season for 2026-2027 will take place on September 26, 2026, December 13, 2026, March 6, 2027 and April 24, 2027. The location of all four concerts will be held at New Mexico Military Institute's Pearson Auditorium and require no city facilities. All seating, restrooms, security etc. will be provided on site by NMMI.

Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

Advertising Type	Placement/Vendor (specific):	Frequency/Run Dates:	Your Estimated Cost
Example: *Newspaper*	Example: *Dallas Morning News*	Example: *May 1-10, 2x 1/2 pg*	Example: *$700*
News Paper	Roswell Daily Record, Artesia Daily Press	Send-A-Senior advertisement	$1000.00
Radio	KBIM, KHFM,Pecos Valley Broadcasting	2wks prior to each concert	$2000.00
Television	KBIM, KHFM, Pecos Valley Broadcasting	2 weeks prior to each concert	$1000.00
Internet	Facebook/Instagram/Google	June 2026 through April 2027	$1000.00
Printing	Southwest Printers	Postcards/Programs/Flyers/Posters	$8000.00

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

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

TOTAL estimated cost:	$13000.00

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
Facility Rental September 2026	NMMI Pearson Auditorium	$1920.00
Facility Rental December 2026	NMMI Pearson Auditorium	$1920.00
Facility Rental March 2027	NMMI Pearson Auditorium	$1920.00
Facility Rental April 2027	NMMI Pearson Auditorium	$1920.00
Musician Meals September	NMMI/Sodexo	$950.00
Musician Meals December	NMMI/Sodexo	$650.00
Event Manager/Admin 2026-2027 Season		$16000.00
*Note: All expenditures **MUST** be accounted for.*		

TOTAL estimated expense:	25280.00

EVENT DETAILS/SCORING

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

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

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

The RSO includes local professional musicians although approximately 90% of our orchestra travel from surrounding areas such as Lubbock, Amarillo, Santa Fe, Albuquerque, Las Cruces and El Paso. Each concert season brings a significant number of patrons who attend our events as well as musicians that come to support our local hotels, restaurants, and shops. For our 2025-2026 concert season, we incurred hotel costs of more than $18000.00 for our musicians alone. We have a core audience of roughly 3000 people who attend our concerts throughout the year. We are actively working to improve those numbers by becoming more visible in Roswell and surrounding communities. As a local Non-Profit with an annual budget of 200-250K, we strive to invest in the Roswell community both monetarily and by providing musical and cultural enrichment. All RSO concert programs advertise and support local businesses. All advertisement and marketing campaigns are locally sourced in addition to electronic billboards in the city of Roswell, Artesia, Hobbs, Ruidoso and Carlsbad. We also placed ads in local newspapers, radio stations across the state and utilized social media to promote our events. These advertisements helped draw 1000 patrons from Roswell and surrounding communities who in turn help stimulate our economy

Source for detail provided: Agile Ticket Solutions

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

For the 2025-2026 RSO concert season there were 2060 patrons who attended our four concerts. RSO was awarded $20000.00 in sponsorship funding from the City of Roswell. These funds were used in part to pay for advertisement including electronic billboards, television ads, social media and printed advertisements.

The RSO generated approximately 200 hotel rooms to accommodate the symphony musicians.

Award dollars previously used: $20000.00

Prior year attendance: 2021

of overnight room nights booked: 140

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

There will be no request from the City of Roswell Departments

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

Most of our musicians eat as many as eight meals while they are in town from Thursday through Sunday. With approximately 120 musicians, this amounts to around 960 meals at local restaurants over three concert weekends in the fall.

Like with any event, our patrons also frequent local dining establishments before and after our concerts. In the Fall 2026, we anticipate approximately 1000 - 1500 total patrons at our two subscription concerts, the first in September, a patriotic themed presentation in celebration of the USA 250th birthday and second, our largest concert being in December for Christmas.

Attendance typee & transportation to Roswell: _____

Average daily spending on food/beverage: _____

Source for data provide listed above: _____

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

At the RSO 2024-2025 Season there were a total of 2021 patrons in attendance. 395 attendees at October 2024 concert, 838 attendees at December 2024 concert, 362 attendees at March 2026 concert, and 426 in attendance at the May 2025 concert.

_____ Local

_____ Outside

_____ % of attendance from outside of Roswell

Source for data provided: _____

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

The Roswell Symphony Orchestra has served Southeastern New Mexico with an enriching 66 seasons of orchestral music and has helped to support music education programs in the schools and communities across the state. The RSO is the only organization capable of presenting these services for Roswell and its surrounding areas.

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

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

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

CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: Roswell Symphony Orchestra Event Dates: Multiple 2026-2027

Organization: Roswell Symphony Orchestra Contact: rso.findir@gmail.com

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	
Historical Performance	10	
Other Economical Impact	25	
General Attendance	10	
Uniqueness of Event	30	

Total Final Score
Total Points Awarded: 80 /100

Board Recommendation

☐ Recommend Full Funding
☐ Recommend Partial Funding

Oldrup | Kabir 3-0

Marketing Recommended Amount: $ 10,000

Sponsorship Recommended Amount: $ 10,000

☐ Do Not Recommend Funding

Board Discussion Notes

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: Mark Gallegos Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT

Finance Committee **24.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider the recommendation for Lodgers' Tax Funding Request for Rio Pecos Kennel Club Marketing, Sanitation and Security. (Conyers)

BACKGROUND:
Initiated by: Tommi Jo Conyers

From their application:

This will be the 73rd annual AKC All-Breed dog show held in Roswell with over 300 entries from all over New Mexico and the USA. Generally, about 35 entries are from the Roswell Area. We have held the dog show at the RIAC Park near the airport for about 27 years. Most equipment, generators, tents, tables, and chairs are owned by the club members and participants. Around 30 RVs are brought to the show and park for 2–3 nights on the grounds but are self-contained since there are no amenities there. The club hires 24-hour security and custodial services, including 2–3 porta-potties which we included in the request for funding.

4 years of Historical Lodgers' Tax Funding Data:
Marketing, sanitation, and security.
FY2023- No request for funding
FY2024- No request for funding
FY2025- Awarded $4,578- Expended $2,021.32
FY2026- Awarded $3,997- Expended $3,944.52

FINANCIAL CONSIDERATION
The Occupancy Tax Board has recommended funding in the amount of $20,000 for marketing, sanitation and security.
26224081-672805- $3,942

LEGAL REVIEW:
The City Attorney's Office will review and approve the sponsorship agreements before signatures are collected.

BOARD AND COMMITTEE ACTION:
The Occupancy Tax Board voted 3-0 to recommend funding the Rio Pecos Kennel Club at their July 21, 2026, meeting.

STAFF RECOMMENDATION:
Review and recommend funding to City Council for approval.

Attachments
Lodgers' Tax Request- Rio Pecos Kennel Club
FY26 LT Tracking- Rio Pecos Kennel Club- Marketing, Sanitation, Security
FY27 OTB Recommendation Form- Rio Pecos Kennel Club

ROSWELL
New Mexico

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

LODGERS' TAX

APPLICATION AND INSTRUCTIONS

Contact information for questions:

tourism@roswell-nm.gov

Revised 06/10/26

LODGERS' TAX GENERAL INFORMATION

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

APPLICATION PROCESS

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

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

DEADLINES FOR EVENTS HELD JULY 1, 2026 TO DECEMBER 31, 2026

1. Applications are to be submitted by or before 5 p.m. on June 30, 2026

TYPES OF AWARDS AVAILABLE

Applicants may request awards for each of the following categories:

1. **Marketing.** The items listed below are generally acceptable expenses related to advertising:
    1. *Radio, television, newspaper, billboard or magazine advertisements*
    2. *Posters, brochures, flyers, postcards, or other marketing materials*
    3. *Postage for mailing of marketing materials*
    4. *Website, Facebook, or other internet paid advertising placement*
    5. *Free T-shirts for registration participants or attendees*
    6. *Police/Security, Fire and Sanitation services are recognized as eligible expenses within the Marketing category.*
2. **Sponsorship.** Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

FUNDING LIMITS

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

LODGERS' TAX FUNDING APPLICATION

Received Date: _____

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

- [x] Marketing, and Police/Security, Fire and Sanitation services
- [ ] Sponsorship

Today's Date: 06/2702026

Event Name: Rio Pecoas Kennel Club Show Event Date: 10/2-4/2026

Organization: Rio Pecos Kennel Club (RPKC) Event Time: 8am-4pm daily

Event Address: RIAC Park, Earl Cummings Blvd. City/State/ZIP: Roswell NM 88203

Website: Facebook - Rio Pecos Kennel Club page Phone: 575-626-2640 Email: condor@dfn.com

Organizer: Elaine Mayfield Mobile: 575-626-2640

Second Organizer: Mary Wright Mobile: 575-208-8916200

EVENT DETAILS

- [ ] Check for first time event

Estimated # Attending: 200 people with 350 dogs each day Anticipated # of hotel rooms booked: 20

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

of Attendees: 313 dogs entered with 250 people # of hotel rooms booked: 15 in block + others

Description of Event Logistics:

This will be the 73rd annual AKC All-Breed dog show held in Roswell with over 300 entries from all over New Mexico and the United States. Generally, about 35 entries are from the Roswell area. We have held the dog show at the RIAC Park near the airport for about 27 years. Most equipment, generators, tents, tables and chairs are owned by club members and participants. Around 30 RVs are brought to the show and park for 2-3 nights on the grounds but are self-contained since there are no amenities there. The club hires 24-hour security and custodial services including 2-3 porta-potties which we include in the request for Lodger's Tax Funding. We have applied for and received Lodger's Tax Funding for many years.

We also request reimbursement for the amount spent on marketing this event throughout the southwest region and beyond.

Permit #: _____

MARKETING LODGERS' TAX REQUEST

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

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

MARKETING BUDGET PLAN

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

Advertising Type	Placement/Vendor (specific):	Frequency/Run Dates:	Your Estimated Cost
Example: *Newspaper*	Example: *Dallas Morning News*	Example: *May 1-10, 2x 1/2 pg*	Example: *$700*
Mailings	Physical mailings by Jack Onofrio Dog Show Supt.	6 weeks prior to the show	$ 35
Emailings	8500 email postacrd by Onofrio	6 weeks prior to the show	$ 1995
			$ 2030

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

Other Eligible Expenses	Details (Source of Services / Service Employees Required / # of T-Shirts)	Your Estimated Cost
Police/Security	Security during show - $250 + $0.75/entry x 3 days	$ 929
Fire	Demarees Porta-potties for 3 days	$ 380
Clean-up/Sanitation	Sanitation during show - $150 + $0.50/entry x 3 days Subtotal -$ 1912	$ 603

TOTAL estimated cost:	$ 3942

Permit #: _____

SPONSORSHIP LODGERS' TAX REQUEST

1. Sponsorships are available where the City and applicant wish to form a formal cooperative arrangement where the City holds an interest in the event and helps create the event. Sponsorships will be conditioned up MOUs or contracts subject to governing body approval.

The items listed below are generally *acceptable expenses* as part of a City sponsorship:

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

SPONSORSHIP BUDGET PLAN

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

Expense Type	Vendor (specific):	Your Estimated Expense
Example: *Facility Rental*	Example: *Convention Center*	Example: *$700*
NA		

*Note: All expenditures **MUST** be accounted for.*

TOTAL estimated expense:	

EVENT DETAILS/SCORING

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

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

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

The 200 dog show exhibitors will stay in Roswell for the entire show weekend contributing to the economy through shopping, lodging, dining, supplies and gas. Almost all dog show entrants compete all three says of the weekend and to not attend only one day.

We have been getting a block of 15 rooms at a local hotel and provide a list of hotels in the marketing materials for participants to make reservations. In our surveys, we have shown about 75 motel nights are attributed to the dog show generating Lodger's Tax funds and the 'bed tax'. The number of meals eaten in Roswell by the attendees was over 300 (200 people over 3 days). This includes a local food truck which served about 100 meals at the show site.

Source for detail provided: Annual survey taken at the dog show and checking with the providers.

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

We have had a range of entries from a low of 290 to 350 in the last few years. The pandemic caused a big drop in numbers, but it is slowly showing signs of recovery. We have always been sanctioned by the American Kennel Club and hold our shows to their high standards drawing committed professionals and individual enthusiasts. We have used the same security, custodial and sanitation services for many years with very positive working relationships.

We have maintained a very good relationship with the city and the airport administration in using the facility and making sure it is left in proper condition.

Award dollars previously used: We received $ #944.52 for the 2025 show for very similar items requested.

Prior year attendance: 313 dogs and about 150 participants plus 50 local visitors.

of overnight room nights booked: Our survey of 37 participants laogged 48 motel nights plu or 15 block rooms

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

The only City Services that we request is the mowing of the park and the user fee for the facility. The park is generally mowed by the Parks Dept. or Airport employees as part of their regular duties. The airport administration has leased to us the park facility for $100 for the event for the past four years. We have not required any special equipment or services from the city or airport.

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

The 150 or so dog show exhibitors will stay for the entire show weekend contributing to the economy of Roswell through shopping, lodging, dining, supplies and fuel. Also, every year the 6-7 judges are eager to visit the UFO Museum and buy souvenirs for the grandkids! we are happy to take them there each time.

Attendance typee & transportation to Roswell: All exbitiors travel to Roswell by auto or RV; the judges fly in and out.

Average daily spending on food/beverage: we estimate about $50 per person each day for food and beverages

Source for data provide listed above: we do a survey during the show each year

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

We get the entry numbers and residence information from the Dog Show Superintendent each year. The numbers for 2025 are below. We identify that only about 25 participants are from Roswell and the surrounding communities.

Friday, October 3, 2025 - 292 entries
Saturday, October 4, 2025 - 313 entries
Sunday, October 5, 2025 - 305 entries

Of the 313 entries on Saturday the breakdown shows the follow states represented:

New Mexico	93 or 29.9%	(about 1/4 are local)
Texas	77	
Arizona	37	
California	16	
Kansas	10	

18 Other states represented by single digits including Alaska, Massachusetts, North Carolina and Florida.

25 Local

150 Outside

83% % of attendance from outside of Roswell

Source for data provided: Dog Show Supt. records

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

We are the only AKC Kennel Club in the area. In fact, our members are from Roswell, Artesia and Carlsbad. We have held All-Breed dog shows in Roswell since the 1950's and there is no other similar event. All shows are free to the public and we encourage visitor attendance through the media. We also invite local school students to sing or play the National Anthem.

OFFICIAL USE ONLY

OTB Date: _____ Finance Committee Date: _____ Council Date: _____

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

FY26- Marketing/Sanitation/Security

EVENT NAME: Rio Pecos Kennel Club Dog Show

DATE(S): 10/3-10/5/2025

Awarded Amount **3,997.00**

ELIGIBLE EXP	VENDOR	DESCRIPTION	ELIGIBLE INVOICE AMT	PROOF OF PAYMENT	PROOF OF WORDING	ELIG AMT	COMMENTS
Y	Jack OnFrio Dog Shows, LLC	Mailing Postage	34.60	Y		34.60	
Y	Jack OnFrio Dog Shows, LLC	8,500 Electronic Postcards	1,995.00	Y		1,995.00	Need Proof of Performance
N	Jack OnFrio Dog Shows, LLC	250 total pieces production	81.38			0.00	Production costs not Eligible
Y	Ivan Schmid	Security	932.50	Y	N/A	932.50	
Y	Ernie Medina	Sanitation/Custodial	605.00	Y	N/A	605.00	
Y	Demarees	Port-a-potties	377.42	Y	N/A	377.42	

Eligible Expendes	**3,944.52**	eligible for of award amount
Awarded Amount	**3,997.00**	

Balance	**52.48**

NOTES:

1.29.26 Contacted Elaine to ask for Proof of Performance on Post cards and proof of payment for OnFrio

CITY OF ROSWELL OCCUPANCY TAX BOARD

BOARD RECOMMENDATION FORM

Event Name: Rio Pecos Kennel Club Event Dates: October 2-4, 2026

Organization: Rio Pecos Kennel Club Contact: condor@dfn.com

Final Board Scores

Evaluation Category	*Max Points*	*Final Score*
Return on Investment	25	10
Historical Performance	10	10
Other Economical Impact	25	15
General Attendance	10	5
Uniqueness of Event	30	10

Total Final Score
Total Points Awarded: 50 /100

Board Recommendation

- [x] Recommend Full Funding
- [ ] Recommend Partial Funding

Oldrup/Bhakta 3-0

Marketing Recommended Amount: $ 3,942

Sponsorship Recommended Amount: $ _____

- [ ] Do Not Recommend Funding

Board Discussion Notes

Conditions or Recommendations (if applicable)

Scoring Guidance

90–100	Exceptional tourism impact; highlight recommended
80–89	Strong application; recommended
70–79	Good application; funding at board discretion
60–69	Limited tourism impact; consider partial funding
Below 60	Does not sufficiently meet Lodgers' Tax objectives

Chair Signature: Mark Gatlin Occupancy Tax Board Date: 7-21-26

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **25.**
Meeting Date: 08/06/2026
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, 2027. (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 FY2026-2027 budget with current funding allocations. These adjustments include updates to various grants, transfers, and departmental budgets.

FINANCIAL CONSIDERATION:
Financial Impact (Revenue & Expense): Budget adjustments are reflected across multiple funds and departments as detailed in Exhibit "A'. The total impact of these adjustments is summarized below:

Revenue: $262,604.40

Expenses: $1,835,043.80

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

BOARD AND COMMITTEE ACTION:
Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2027.

STAFF RECOMMENDATION:
Staff recommends considering the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2027.

Attachments

Exhibit A
Resolution 26-XX

City of Roswell
Budget Adjustment
July 2026

Fund	Department		Category (Revenue/Expense)	Description	Proposed Adjustment (+/-)
Museum	Musuem	2611-489100	Revenue	Fine Arts Insurance Claim Proceeds	241,869.40
General	Animal Control	1101-489105	Revenue	Carroll Petrie Foundation	20,735.00
					262,604.40
General	Administration	11014013-817503	Expense	City Hall Elevator Modernization	192,930.00
Air Center	Operations	51004332-781020	Expense	Top Flight Tavern Operational Expense	78,000.00
Museum	Musuem	26114221-654801	Expense	Conservation of Flood Damaged Museum Collection Items	241,869.40
General	Animal Control	11014161-654814	Expense	Carroll Petrie Foundation	20,735.00
Landfill	Landfill	52014342-817505	Expense	TANA Shark DT Waste Shredder	1,256,509.40
Recreation	Pool	26154242-725601	Expense	Chlorine	45,000.00
					1,835,043.80

RESOLUTION 26-XX

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO, AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2027, 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 2026-2027, ending June 30, 2027; and

WHEREAS, the City of Roswell desires to amend said budget for $262,604.40 in revenues and $1,835,043.80 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues $262,604.40 and Expenses $1,835,043.80

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 2026-2027.

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 13th day of August 2026.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Approval of Minutes 26.

Finance Committee
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

DEPARTMENT NAME:
Consider approval of the July 01, 2026, Regular Finance Committee Minutes.

Attachments

Minutes

Regular Meeting of the Finance Committee
City Hall – Mike Mathews Conference Room
425 N. Richardson Ave.
Thursday, July 1, 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 26-12.

ROLL CALL
This meeting convened at 2:01 PM with Councilor Gass presiding. Councilor Heldenbrand, Councilor Johnson, Councilor Cavin present, and Councilor Halvorson present.

An invocation was given by Councilor Gass.

STAFF PRESENT
Mac Rogers, Toni Gomez, Tammi Smith, Caroline Brooks, Bobbi Thompson, Justin Jones, Omarr Mendoza, Josh Nairn-Mahan, Becky Hicks, Hessel Yntema, Paul Vigil, Clint Caldwell, Alison Herring, Brittany Shannon, Angela Garcia, Amalia Martinez, Ryan Craine, Alberto Aldana, Mike Taylor, Mayor Timothy Z. Jennings, and James MacCornack

GUESTS PRESENT
Councilor Arnold, Rita Kane-Doerhoefer, Councilor Oropesa, Terri Harber, and Julius Smith

GUESTS ONLINE
Debbie Reyer, VRV, Roswell Infrastructure, HR, VS, (9) Guests, A. Chaparro, ADV, Z S, VB, Unknown, Ray Renteria

APPROVAL OF AGENDA
Councilor Heldenbrand made a motion to approve the agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

NON-ACTION ITEMS

1. Golf – The Committee received the May Golf Report. No discussion or questions were raised by the Committee, and the report was accepted as presented.

2. Visitor Center - The Committee reviewed the Visitor Center monthly report. No questions or discussion were offered, and the report was received without further comment.

3. Public Affairs - The Public Affairs monthly report was presented for review. Committee members had no questions, and the report was accepted as submitted.

DRAFT

4. Museum - The Committee reviewed the Museum monthly report and was provided an update on ongoing museum recovery efforts. No additional discussion or questions were raised.

5. Roswell Public Library – The Committee acknowledged the library monthly report, including ongoing improvements to the Children's Garden project. No additional discussion was held.

6. Lodgers Tax - Staff provided the monthly Lodgers' Tax report, noting one hotel had not submitted its report, occupancy remained slightly below the previous year, average daily room rates increased modestly, and short-term rental reporting continued. A Committee member expressed concern regarding the continued lack of reporting by a local hotel, and staff advised the matter had been referred for legal review.

7. Cannabis Excise Tax / Gross Receipts Tax – Staff reviewed the Cannabis Excise Tax and Gross Receipts Tax reports. Committee discussion focused on the State's reduction of its administrative "skim" from gross receipts tax distributions and the anticipated, though modest, increase in revenues to local governments as a result.

FLOOD DISASTER UPDATES

8. Staff reported that FEMA had approved 66 projects totaling approximately $55 million in eligible damages, including five new projects. Updates were provided on reimbursement activity, Senate Bill 31 revolving loan funding, CDBG-Disaster Recovery opportunities, engineering progress, and Convention Center planning. The Committee discussed project prioritization, financing options, engineering timelines, state reimbursement delays, and efforts to pursue additional federal and state funding to support recovery efforts.

ACTION ITEMS

9. Consider approval of a purchase order in the amount of $595,675 for conservation of 291 collection items in various media by The Conservation Center. Presented by Caroline Brooks.

   The Conservation Center (TCC) specializes in large-scale disaster recovery for collections. TCC aided the museum with the evacuation of the collection following the flood, and approximately 5,300 items were transported to their facility in Chicago for potential conservation treatment. The multiphase conservation process will take approximately 3 to 4 years to complete. Over the coming months, TCC will provide treatment proposals and costs for review by museum staff. The grouping in this proposal is for two- and three-dimensional objects, comprising baskets, textiles, metal, stone, taxidermy, weaponry, wood as well as paintings, prints, drawings and photographs, referred to as “flats” for which there is a gap between appraised value (amount covered by insurance) and treatment cost, and that staff are recommending TCC move forward. Items not included in this proposal are a) those that have values

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above the treatment costs and the insurance is directly paying for the conservation, b) those that are still under review due to pending appraisals and/or clarification needed on coverage or treatment and which will be presented as needed at a later date, and c) items that have yet to be examined. A sole source application was filed and approved with the State of New Mexico in accordance with procurement requirements for use of a sole source vendor. The Conservation Center is the only vendor identified with the capacity to handle the volume of items in need of conservation.

Museum staff presented a request for conservation services for 291 collection items damaged during the flood. Discussion focused on insurance reimbursements, anticipated FEMA reimbursement, the City's remaining cost share, and the multi-year process required to conserve the museum collection. Committee members also discussed the use of insurance proceeds, future claims, and efforts to secure grant funding to offset the City's share of conservation costs.

Councilor Johnson made a motion recommending approval of a purchase order in the amount of $595,675 for conservation of 291 collection items in various media by The Conservation Center to the consent agenda. Councilor Halvorson seconded the motion, and the motion passed 5-0.

10. Consider recommendation of Resolution 26-XX for support of application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application. Presented by James MacCornack.

    City of Roswell has begun the initial steps of an application to the New Mexico Department of Finance for a possible Community Development Block Grant project. Two public meetings will be held. The intent is to seek funding for small diameter water line replacements. Proposed project budget is up to $2,000,000 total project cost, with a 10% match requirement.

    Staff presented a resolution supporting submission of a Community Development Block Grant application for the replacement of small diameter water lines. The Committee discussed the relationship between the project and the City's ICIP, noting that additional grant funding would allow the City to complete more water line replacements while maintaining the project on the ICIP list.

    Councilor Heldenbrand made a motion for the recommendation of adoption of Resolution 26-XX in support of application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

11. Resolution 26-XX Disposal of Certain Surplus Personal Property. Consider recommending to full Council adoption of Resolution 26-XX to dispose of certain surplus property listed on the attachment. Presented by Becky Hicks.

This request covers old/obsolete equipment and vehicles currently owned by the City of Roswell. 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 for convenience.

These items are in a state of disrepair and/or repair costs would exceed the value of the item and/or they have exceeded their life expectancy.

Staff presented a resolution declaring various City assets as surplus property. Committee discussion centered on the estimated value of a loader and the low minimum bid amount, with staff explaining that repair costs exceeded the equipment's value, making it appropriate for disposal.

Councilor Heldenbrand made a motion recommending adoption of Resolution 26-XX: Disposal of Certain Surplus Personal Property to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

12. Approval of a budget adjustment for FY27 in the amount of $269,115.00 to authorize a new contract to fund three contracted dispatcher positions for a six month period. Presented by Alison Herring.

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

Dispatch Operations is anticipated to relocate to a new facility during Fiscal Year 2027. While the exact timeline remains dependent on the completion of information technology and infrastructure requirements, current expectations are that the transition will occur following the Reno Air Races.

During this transition, additional personnel will be required to support operations at the current location, the new facility, and potentially the Eddy County Dispatch Center to assist with phone operations while rollover calls are being received. Continued contracted support is vital to maintaining safe, effective, and uninterrupted daily operations throughout the transition period.

Additionally, the Reno Air Races are scheduled to take place in September and are expected to significantly increase the number of visitors to our community. The event will require additional public safety resources and operational support. Maintaining contracted dispatch personnel during this period will help ensure adequate staffing levels, operational continuity, and effective service delivery during both the event and the subsequent facility transition.

Staff requested additional funding to continue utilizing temporary dispatch personnel due to ongoing staffing shortages, employee turnover, upcoming training, the Air Races, and the planned dispatch center relocation. Committee members discussed recruitment challenges, vacancy savings, salary competitiveness, employee retention, burnout, and

the need to evaluate long-term compensation strategies rather than relying solely on temporary staffing.

The Committee also discussed incorporating the funding into the FY2027 final budget rather than processing a separate budget adjustment.

No motion was made; therefore, the item died for lack of a motion.

13. Consider recommending approval of a budget adjustment in the amount of $185,141.23 to fund an agreement with ConvergeOne for the maintenance and support of Intrado Viper Call Handling Equipment, Intrado ECaTS recurring services, and Intrado Total Protection Services, with eligible expenses anticipated to be reimbursed by the Department of Finance and Administration (DFA). Presented by Alison Herring

    This budget adjustment is required to fund a maintenance and managed services support agreement with ConvergeOne that was not included in the Fiscal Year 2026–2027 budget. In prior years, this agreement was administered and paid directly by the Department of Finance and Administration (DFA) and therefore was not budgeted as a City expenditure.

    DFA has transitioned to a reimbursement-based funding model for this agreement. As a result, the City is required to pay the vendor directly and submit eligible expenses for reimbursement through DFA's established processes. Reimbursement of eligible costs is anticipated, subject to confirmation and standard reimbursement procedures.

    The proposed budget adjustment will provide the necessary spending authority to ensure uninterrupted maintenance and managed services support for Intrado Viper Call Handling Equipment, Intrado ECaTS recurring services, and Intrado Total Protection Services, while allowing the City to comply with the revised funding process.

    Staff explained that DFA had changed its reimbursement process, requiring the City to pay the annual ConvergeOne maintenance agreement up front and request reimbursement afterward rather than having DFA pay the vendor directly.

    The Committee discussed incorporating the expense and corresponding revenue into the FY2027 final budget and agreed that no separate budget adjustment was necessary.

    No motion was made; therefore, the item died for lack of a motion.

14. Consider approval to incorporate FY27 funding into the final budget for vendor-provided services and/or equipment quotes associated with the Consolidated Dispatch relocation. These expenditures were originally planned for FY26; however, due to project delays, they were not included in the adopted FY 2027 budget. The requested total is $243,052.51. Presented by Alison Herring.

The Consolidated Dispatch Relocation Project requires the procurement of equipment and relocation services from several vendors to support the transition of dispatch operations to the new facility. The following expenditures are necessary to complete the project:

Vendor	Description	Amount
Kardex Remstar	Vertical carousel system	$83,758.08
Xybix	Two new dispatch consoles	$41,254.94
Xybix	Relocation of existing furniture	$24,494.82
Xybix	Furniture for training room	$30,630.92
ConvergeOne	Relocation of existing Viper system	$59,189.75
Goserco	Relocation of existing recording system	$3,724.00
Total		$243,052.51

These expenditures were anticipated during FY 2026 planning; however, project schedule delays postponed implementation and the associated costs were not incorporated into the adopted FY 2027 budget. Approval of this request will ensure the necessary funding is available to complete the relocation and operational readiness of the Consolidated Dispatch Center.

The total funding request is $243,052.51.

Reimbursement funding has been identified for a significant portion of these expenditures:
Kardex Remstar vertical carousel (83,758.08): Chaves County has agreed to reimburse 50% of the cost.
Xybix - Two new dispatch consoles ($41,254.94)
Xybix - Relocation of existing furniture (24,494.82)
Xybix - Training room furniture ($30,630.92)
ConvergeOne - Relocation of existing Viper system ($59,189.75)
Goserco - Relocation of existing recording system ($3,724.00)

The Department of Finance and Administration (DFA) has indicated that eligible expenses associated with this agreement will be reimbursable through its established reimbursement process. Accordingly, the costs associated with Xybix, ConvergeOne, and Goserco services identified above are expected to qualify for reimbursement, subject to DFA reimbursement requirements and approval. In addition, Chaves County Administration has agreed to reimburse 50% of the cost for Kardex Remstar.

Staff provided an update on the dispatch center relocation project, explaining that construction delays prevented completion during FY2026 and that funding would be carried into FY2027.

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The Committee discussed project scheduling, purchase order rollover procedures, anticipated reimbursements, and incorporating the remaining project costs into the FY2027 final budget.

No motion was made; therefore, the item died for lack of a motion.

15. Consider a proposed budget adjustment of $10,000 to the police professional services line for CASA use. Presented by Councilor Halvorson.

    Staff presented a request to increase the City's annual contribution to CASA due to increased operating costs associated with the organization's temporary relocation. Discussion emphasized CASA's role in providing forensic interviews for child abuse and trauma cases, the organization's reliance on grant funding, and its importance as a partner to the Roswell Police Department and other public safety agencies.

    The Committee agreed to postpone this item and add it to February 2027 Finance Committee agenda.

16. Consider budget approval of $500,000.00 for plan and design of Roswell First Response Center. Presented by Councilor Halvorson.

    The Roswell Police Department requests the consideration of a budget adjustment of $500,000.00 for a new headquarters for the Roswell Police Department. This will be called the Roswell First Responder Center. Once approved, we will seek an RFP and open it for RFB. The Roswell Police Department will chair and establish a committee to assist with the design, planning and construction of this new facility and oversight of the project.

    The Committee discussed moving forward with planning for a new Police Department facility rather than making significant additional investments in the existing building. Discussion focused on FEMA-eligible damages, the condition of the current facility, funding options, long-term planning, and the need to begin the architectural and programming process while ensuring the City receives the best value through the procurement process.

    Councilor Heldenbrand made a motion for a budget approval of $50,000 (not the $500,000) for plan and design of Roswell First Response Center. This is to be budgeted from the General Fund rather than the Public Safety Fund. Councilor Halvorson seconded the motion as amended. The motion passed 5-0.

17. Request approval to allocate $1,850,000 to the Fiscal Year 2027 final budget for site grading, surface leveling, and drainage improvements to redirect stormwater flow within the Air Center. Presented by Omar Gonzalez.

    Surface leveling and grading improvements are necessary to address uneven terrain and redirect stormwater runoff during periods of heavy rainfall. These improvements will

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help mitigate operational risks associated with standing water, enhance drainage efficiency, and improve the overall safety and functionality of aircraft operations throughout the Air Center.

Staff requested funding for site grading, surface leveling, and drainage improvements at the Air Center to better manage stormwater runoff during heavy rainfall events. The Committee discussed the importance of completing the work as part of the City's ongoing flood recovery efforts and incorporating the funding into the FY2027 final budget.

Councilor Halvorson made a motion for approval to allocate $1,850,000 to the Fiscal Year 2027 final budget for site grading, surface leveling, and drainage improvements to redirect stormwater flow within the Air Center to City Council. Councilor Cavin seconded the motion, and the motion passed 5-0.

18. Consider recommending approval to advertise for a public hearing for Ordinance 26-04: An Ordinance Amending the City of Roswell's Purchasing Procedures. Presented by C. Josh Nairn-Mahan.

    The original proposed ordinance by Councilor Heldenbrand sought to clarify what procurements and contracts need to be presented to the council, when, and how the City manager may promulgate policies and procedures. Since the initial drafting of the proposed ordinance, the City hired an Internal Auditor. As part of her services, the auditor shall "[c]ommunicate with City Leadership, including the City Manager, the Mayor, the Finance and Audit Committee, any identified deficiencies and weaknesses, and make recommendations for improvements on a regular basis." At the February Governing Body meeting, at the request of the City Manager, this proposed ordinance was referred by the Governing Body to the Legal Committee for consideration in light of the Internal Auditor's suggestions. The Internal Auditor's initial report to the Audit Committee is in draft, but due to the timing and subject matter of the proposed ordinance, the City Manager placed the suggestions before the Legal Committee.

    The Committee discussed the proposed Purchasing Ordinance and the relationship between the ordinance, the City's procurement policy, and Finance Committee oversight. Committee members expressed differing opinions regarding whether the item should remain before the Finance Committee or proceed through the Legal Committee process, resulting in discussion about committee jurisdiction and procedure. The item was ultimately tabled for future consideration by the Finance Committee.

    Councilor Cavin made a motion to table this item. A roll call vote was taken with Councilor Gass, Councilor Cavin, and Councilor Halvorson voting yes. Councilor Heldenbrand and Councilor Johnson voting no. The item was tabled with a vote of 3-2.

19. Consider approval of the May 07, 2026, Regular Finance Committee Minutes.

The Committee reviewed the May 07, 2026, Regular Finance Committee meeting minutes. No corrections or discussion were offered prior to consideration of the minutes.

Councilor Heldenbrand made a motion for the approval of the May 07, 2026, Regular Finance Committee Minutes. Councilor Halvorson seconded the motion. The motion passed 5-0.

20. Consider approval of the June 04, 2026, Regular Finance Committee Minutes.

The Committee reviewed the June 04, 2026, Regular Finance Committee meeting minutes. No corrections or discussion were offered prior to consideration of the minutes.

Councilor Heldenbrand made a motion for the approval of the June 04, 2026, Regular Finance Committee Minutes. Councilor Cavin seconded the motion. The motion passed 5-0.

TABLED ITEMS

21. Ordinance 26-04: Authorize to advertise for a public hearing on proposed Ordinance 26-04, An Ordinance Amending the City of Roswell's Purchasing Procedures.

No discussion was made on this item, and it will remain tabled.

PUBLIC PARTICIPATION
Julius Smith asked questions regarding the State Procurement Code, The City's Purchasing Ordinance, and procurement procedures. Staff provided an overview of the competitive bidding requirements and explained the various procurement methods available under the State Procurement Code.

ADJOURN
The meeting adjourned at 4:28 PM.

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ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee **27.**
Meeting Date: 08/06/2026
COMMITTEE: Finance
CONTACT: Tammi Smith **CHAIR:** Kurt Gass

ACTION REQUESTED:
Consider recommending approval to advertise for a public hearing for Ordinance 26-04: An Ordinance Amending the City of Roswell's Purchasing Procedures. (Nairn-Mahan)

BACKGROUND:
Initiated by:
C. Josh Nairn-Mahan

The original proposed ordinance by Councilor Heldenbrand sought to clarify what procurements and contracts need to be presented to the council, when, and how the City manager may promulgate policies and procedures. Since the initial drafting of the proposed ordinance, the City hired an Internal Auditor. As part of her services, the auditor shall "[c]ommunicate with City Leadership, including the City Manager, the Mayor, the Finance and Audit Committee, any identified deficiencies and weaknesses, and make recommendations for improvements on a regular basis." At the February Governing Body meeting, at the request of the City Manager, this proposed ordinance was referred by the Governing Body to the Legal Committee for consideration in light of the Internal Auditor's suggestions. The Internal Auditor's initial report to the Audit Committee is in draft, but due to the timing and subject matter of the proposed ordinance, the City Manager placed the suggestions before the legal committee.

FINANCIAL CONSIDERATION:
No financial impact at this time.

LEGAL REVIEW:
The proposed ordinance is legally sufficient.

BOARD AND COMMITTEE ACTION:
This item was referred to the Legal Committee by the Governing Body. This will be the third time the Auditor's suggestions will be presented to the Legal Committee. The Legal Committee approved 4-1 at its meeting on February 26, 2026. The City Council voted 6-5, with Mayor Jennings voting in favor, breaking the tie. This item was referred back to the Finance Committee at the May, 14, 2026 City Council meeting. Since it is an proposed ordinance, it is concurrently being proposed to the May, 28, 2026 Legal Committee. This was tabled at the May 28, 2026 Legal Committee to be readdressed at the June 25, 2026 Legal Committee. It was recommended at the June 25, 2026 Legal Committee meeting to be forwarded to Finance with amendments.

STAFF RECOMMENDATION:
Given the Internal Auditor's recommendations and justification, the staff recommends adoption of the auditor's proposal.

Attachments
Amended Internal Auditor Recommendations for procurement code

Internal Auditor Recommendation
ORDINANCE 26-XX

AN ORDINANCE AMENDING THE CITY OF ROSWELL'S PURCHASING PROCEDURES

WHEREAS, The City of Roswell is a local public body subject to the Procurement Code NMSA 1978, § 13-1-67, *and*

WHEREAS, The City has the authority enter into contracts and to procure personal property and services per NMSA 1978, § 3-18-1 *and*

WHEREAS, The Governing Body shall control the finances and property of the municipality, appropriate money for municipal purposes only, and provide for payment of debts and expenses of the municipality, NMSA 1978, § 3-37-2.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

Section Chapter 2 of the Roswell Code is amended as follows:

ARTICLE V. PURCHASING PROCEDURES

Sec. 2-141. Application of procurement code.

(a) "Procurement code" shall mean the provisions of the New Mexico Procurement Code as set forth in NMSA 1978, § 13-1-28 through 13-1-199, and all amendments thereto following the effective date of this article.

(b) The City of Roswell, as a non-charter municipality in the State of New Mexico, is subject to the provisions of the procurement code.

(c) The purchasing division of the finance department shall be the central purchasing office for the city, as that term is defined in the procurement code.

(d) Following a 30-day notice and comment period to the Governing Body, the city manager is authorized to adopt and amend policies and procedures for purchases of tangible personal property, services and construction on behalf of the city that are consistent with the provisions of the procurement code. The policies and procedures shall be updated to conform to changes made to the procurement code by the state legislature. The city manager may

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adopt additional requirements and controls for procurements which are more restrictive than the procurement code.

(e) The threshold amounts set forth under the definition of "small purchases" under the procurement code (NMSA 1978, § 13-1-125), as may be amended, shall apply as part of the city's policies and procedures for the purchases of tangible personal property, services, and construction on behalf of the city.

(f) All purchases of tangible personal property, services, and construction on behalf of the city shall be subject to the city's policies and procedures for purchasing unless otherwise exempted by the provisions of the procurement code.

……

Sec. 2-146. Council approval thresholds; management authority; reporting and transparency.

a) Delegation of authority (budgeted purchases).
Within appropriations approved by the Governing Body in the annual budget, the City Manager or designee is authorized to approve and execute purchases, contracts, and amendments in accordance with the thresholds set forth in this section.

b) When Governing Body approval is required.
Governing Body approval is required prior to execution for: (1) any unbudgeted or unappropriated expenditure, regardless of amount; (2) any contract, when within budget, with an Annual Contract Value exceeding $125,000 or any contract with an aggregate multi-year commitment exceeding $250,000

c) Competitive sealed proposal awards shall require Governing Body approval only when unbudgeted or when the Annual Contract Value exceeds $125,000 or the aggregate multi-year commitment exceeds $250,000. All other budgeted awards may be approved by the City Manager.

d) The City Manager shall provide the Finance Committee with a **monthly** report that includes, at a minimum: (1) all purchases and contract awards **≥ $60,000**; (2) all sole-source and emergency procurements; (3) all contract amendments increasing contract value by **more than 10%** or **$50,000**, whichever is less; and (4) status of multi-year commitments and cumulative spend against appropriations. The report shall identify department, vendor, procurement method, funding source, and Annual Contract Value

e) In an emergency as defined by the Procurement Code, the City Manager may approve necessary procurements without prior Governing Body approval to

protect life, safety, or property. Such actions shall be reported to the Finance Committee at the next regular meeting and presented to the Governing Body for **ratification** as soon as practicable, with documentation of the emergency determination and vendor selection rationale.

f) Competitive sealed proposal awards shall require Governing Body approval only when unbudgeted or when the Annual Contract Value exceeds $125,000 or the aggregate multi-year commitment exceeds $250,000. All other budgeted awards may be approved by the City Manager.

Sec. 2-147-180. Reserved

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk