



FINANCE COMMITTEE AGENDA

Wednesday, July 1, 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. Golf May Report (Pg. 4)
2. Roswell Visitor Center (Pg. 8)
3. Public Affairs (Pg. 12)
4. Museum Monthly Report (Pg. 15)
5. Roswell Public Library (Pg. 18)
6. Lodgers Tax (Pg. 21)
7. Cannabis Excise Tax Gross Receipts Tax (Pg. 29)

FLOOD DISASTER UPDATES

8. Flood disaster update (Pg. 35)

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. (Brooks)(Pg. 39)
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. (MacCornack) (Pg. 71)
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. (Hicks) (Pg. 79)

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. (Herring) (Pg. 82)
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). (Herring) (Pg. 87)
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. (Herring) (Pg. 101)
15. Consider a proposed budget adjustment of \$10,000.00 to the police professional services line for CASA use. (Halvorson) (Pg. 137)
16. Consider budget approval of \$500,000.00 for plan and design of Roswell First Response Center. (Halvorson) (Pg. 138)
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. (Gonzalez) (Pg. 139)
18. 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) (Pg. 140)

APPROVAL OF MINUTES

19. Consider approval of the May 07, 2026, Regular Finance Committee Minutes. (Pg. 144)
20. Consider approval of the June 04, 2026, Regular Finance Committee Minutes. (Pg. 157)

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. (Nairn-Mahan) (Pg. 165)

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, June 26, 2026.**

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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 1.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Golf May Report

Attachments

Golf May Report

GOLF – May, 2026

Highlights:

- May marks the beginning of Summer and Tournament Season here at Spring River Golf Course. We Hosted four Tournaments and began our Taco Tuesday event again on May 19th. We welcomed 84 players our first event, but word spread quickly and we have had 100 plus players every week since.
- The Golf Course generated just north of \$120,000.00 in Revenue for the month of May. We did over \$70,000 in Carts and Green Fee's, which is about 3,000 rounds for the Month. Our parking lot is always full and our Tee Sheet is stacked almost daily, it's a great problem to have.
- We hosted a group of about 55 Seniors from South West New Mexico, they had nothing but praise for David and his Crew, the Golf Course, and our Staff. Always nice to hear you are appreciated and running things Professionally.
- We had 40 Local Members host the First Annual "No Friends Left" Tournament here in May. Turned out to be a hit and all of the Guys had a blast.
- We are Spot checking and getting Inventory in order for the years end. Unfortunately, Losses and Damaged Product are going to happen, but our Staff has done a great job of limiting those things from happening and we are able to maximize our profits.

Specific & Routine Maintenance:

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

Category	Qty	Subtotal	Cost	Profit
Alcohol / Beer	2604	\$10,903.99	\$3,545.66	\$7,357.76
Alcohol / Liquor	1051	\$4,936.03	\$1,387.85	\$3,548.21
Food and Beverage / Drinks	2251	\$4,497.85	\$1,689.67	\$2,808.39
Food and Beverage / Snacks	1453	\$3,067.87	\$1,223.70	\$1,843.94
Golf / Green Fees	2926	\$27,470.74	\$0.00	\$27,470.74
Golf / Memberships	14	\$3,771.44	\$0.00	\$3,771.44
Golf / Services (GHIN & Club Storage)	3	0.00	\$0.00	\$120.00
Golf Carts	2645	\$42,033.30	\$0.00	\$42,180.30
Merchandise / Accessories	164	\$7,176.19	\$5,353.22	\$1,823.12
Merchandise / Apparel	16	\$1,999.99	\$1,502.50	\$497.49
Merchandise / Clubs	26	\$7,460.02	\$5,853.66	\$1,956.36
Merchandise / Footwear	0	\$0.00	\$0.00	\$0.00
Merchandise / Gloves	54	\$1,404.87	\$885.04	\$519.82
Merchandise / Golf Bags	4	\$1,038.10	\$737.73	\$300.37
Merchandise / Golf Balls	812	\$12,771.44	\$10,238.87	\$2,532.49
Merchandise / Headwear	98	\$2,523.75	\$1,731.28	\$792.40
Range Balls	756	\$4,063.74	\$0.00	\$4,063.74
Rental Club Fees	26	\$457.19	\$0.00	\$457.19
Tournament Credit Book	23	\$0.00	\$0.00	\$14,476.00
Tournament Fees	102	\$0.00	\$0.00	\$4,080.00
Total May Profit	15028	\$135,576.51	\$34,149.18	\$120,599.76
TOTAL GROSS REVENUE	\$161,528.84			

PRO SHOP REVENUES FISCAL YEAR 2025-2026

July 1, 2025 - June 30, 2026							
Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue	
Jul-25	16,480	\$119,486.77	\$113,512.06	\$19,981.65	\$129,166.43	\$155,122.48	
Aug-25	16,038	\$123,939.14	\$117,742.28	\$22,718.38	\$132,920.51	\$161,836.00	
Sep-24	10,145	\$89,950.85	\$85,453.20	\$13,754.29	\$86,026.81	\$104,278.31	
Oct-25	11,018	\$93,844.33	\$89,625.86	\$12,832.83	\$76,792.83	\$93,844.33	
Nov-25	8,943	\$71,703.95	\$68,120.51	\$9,801.04	\$64,769.29	\$78,153.39	
Dec-25	7,893	\$70,694.51	\$67,160.91	\$12,115.22	\$63,106.42	\$78,755.11	
Jan-26	5,369	\$72,655.78	\$69,024.06	\$6,449.59	\$67,209.33	\$77,290.50	
Feb-26	7,318	\$66,231.34	\$62,920.88	\$7,692.16	\$62,538.95	\$73,541.88	
Mar-26	11,798	\$96,411.49	\$91,590.24	\$17,111.78	\$89,761.70	\$111,694.18	
Apr-26	10314	\$89,927.39	\$85,430.49	\$21,280.92	\$86,721.85	\$112,499.52	
May-26	15028	\$135,576.51	\$128,797.18	\$34,149.18	\$120,599.76	\$161,528.84	
Jun-26							
Fiscal Year	53517	\$1,030,422.06	\$979,377.67	\$177,887.04	\$979,613.88	\$1,208,544.54	

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

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 2.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Roswell Visitor Center

Attachments

May 2026 Visitor Center Monthly Report

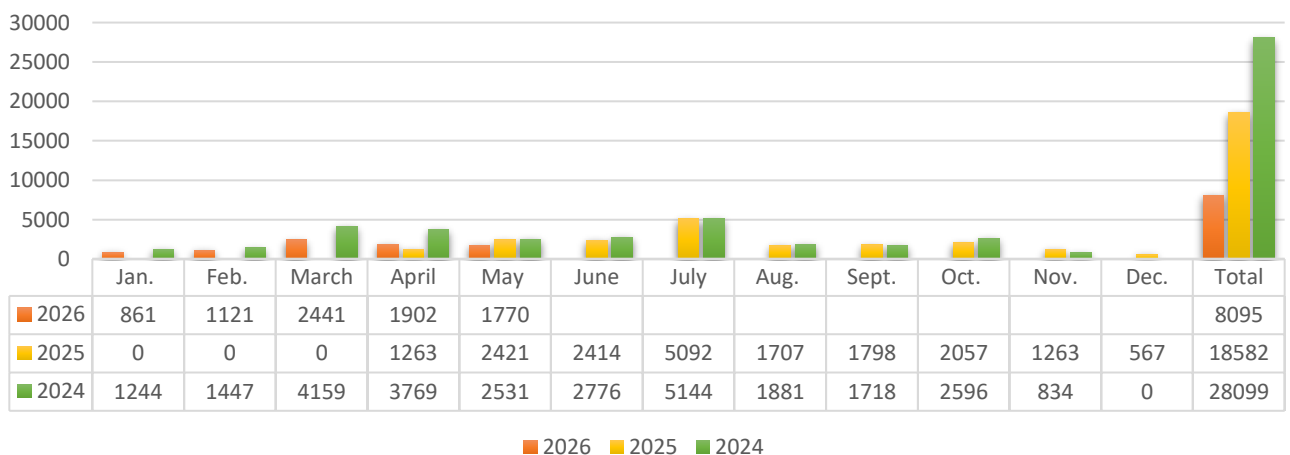
Monthly Visitor Center Report May 2026

Visitor Center:

- Welcomed **1770** guest, **959** overnight stays in Roswell or **54%** and **42** Roswell locals.
- **May** sales total **\$7401**.
- **Top 5 items sold:** Alien Glasses, Coin Tee, Faded "R" Tee, Believe Tee, Pastel Tie Dye Tee.

May 2026 Visitation Report						
	May Comparison			YTD Comparison		
	2024	2025	2026	2024	2025	2026
Roswell Residents	108	106	42	457	195	253
New Mexico Visitors (Not including Roswell Area)	126	125	69	605	203	385
US Visitors (Not including New Mexico)	2093	2062	1569	10936	3001	7069
International Visitors	204	128	90	1155	285	388
Unknown Visitors	0	0	0	0	0	0
Total Visitors	3455	2421	1770	13150	3684	8095
Numbers reflected above are by calendar year Visitor Center Hours Tuesday - Saturday 9am - 5pm Closed Sunday & Monday						

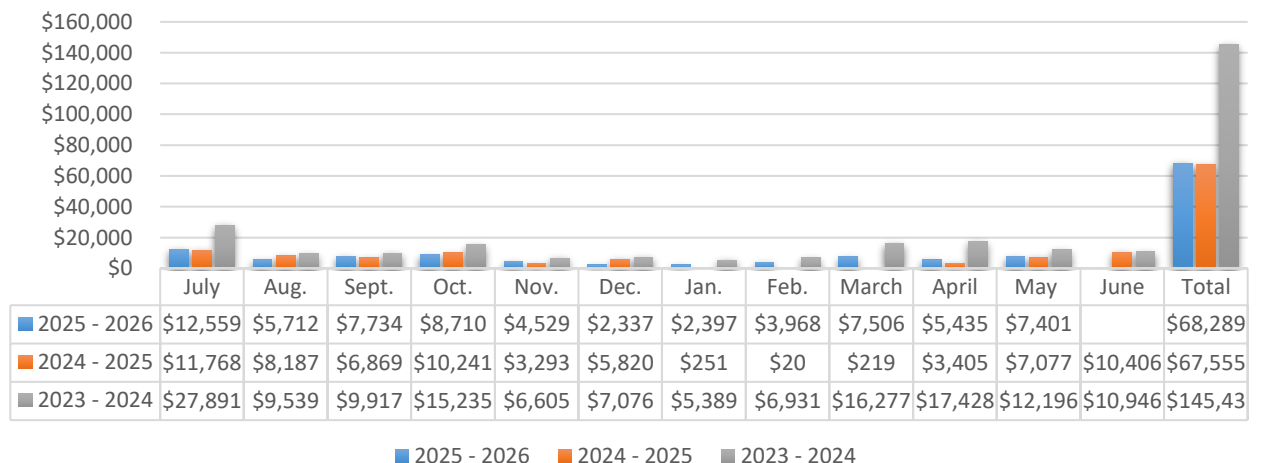
Visitor Comparison By Calendar Year 2026



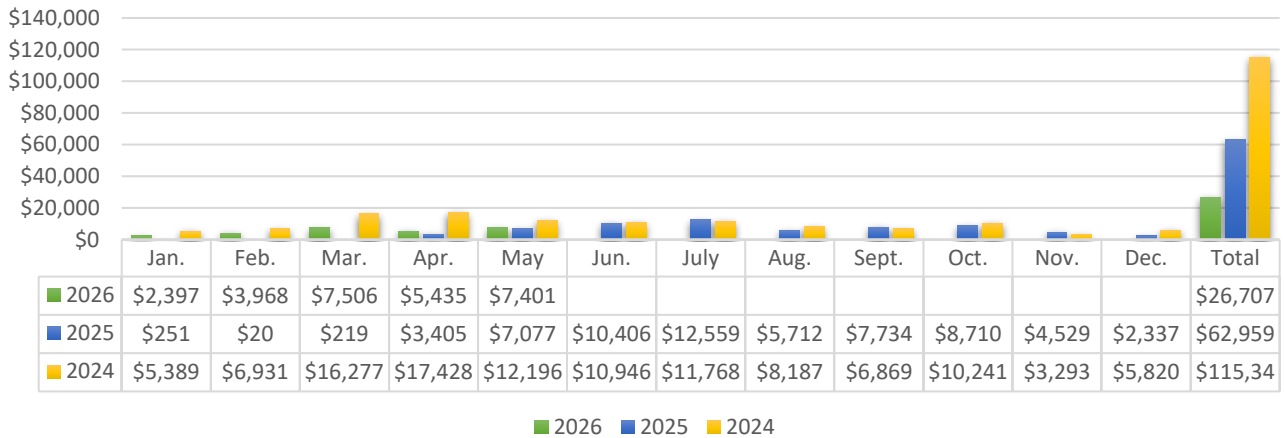
Facility Operations:

- 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.
- 5/6/26 UFO Meeting - **Amanda**
- 5/8/26 UFO Lunch and mural painting project. – **VC Staff**
- 5/12/26 Enrichment Services - **Amanda**
- 5/13/26 Safety Committee – **Amanda & Dorothy**
- 5/20/26 UFO Meeting - **Amanda**
- 5/23/26 Flags @ Pioneer Plaza - **Amanda**
- UFO Festival prep for Crazy Alien Hair Salon – **Amanda & Beautique Salon staff**
- Delivered 1000 brochures to RV Parks – **Amanda**
- Air Center brochure restock – **Amanda**
- 77 events for May entered into community calendar and seeroswell event calendar. – **VC Staff**
- 7 requests for information mailed to Texas (3), Missouri, Ohio, New Zealand, Colorado. – **VC Staff**
- 12 COR newspaper articles clipped, scanned and archived. – **VC Staff**
- 1700 brochures mailed out to Farmington, Visit Santa Fe, Billy the Kid Visitor Center. – **VC Staff**
- Call out for brochures to Santa Fe, Bricktown, UFO Tour, Anderson Museum, Carlsbad Chamber. – **VC Staff**
- 600 brochures received and counted into inventory from Spacewalk, RAiR Artist, Anderson Museum, Ruidoso. – **VC Staff**

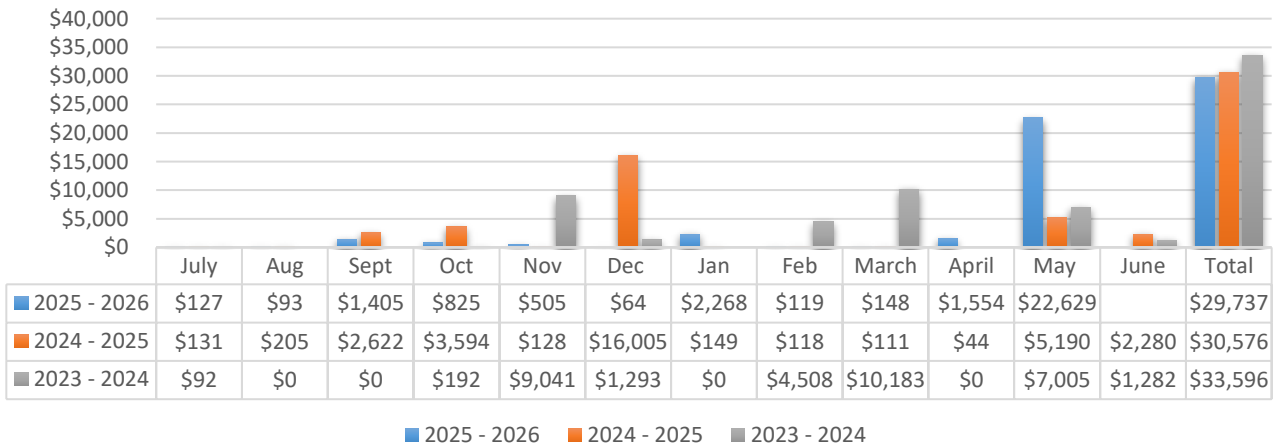
2026 Fiscal Year Revenue Comparison



Calendar Year 2026 Revenue Comparison



2026 Fiscal Year Merchandise Expenses



**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 3.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Public Affairs

Attachments

PA May 2026



Public Affairs Department Report

May 2026

Public Affairs

General Public Affairs

- Website redesign completion and implementation
- Created Water Billing Newsletter
- Attended meetings for America 250 Roswell
- Attended Meetings for UFO Festival with community partners
- Submitted final grant reporting to NMTD for NMCB and Marketing Co-Op
- Placed American Flags for Memorial Day at Pioneer Plaza and South Park Cemetery
- Attended NMML Meeting to present our bid for the NMML Annual Conference
- 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
- 1 SET meetings- 4 applications reviewed
- 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, Council Connection, Top Flight Tavern, City Now Hiring, Greatest American Cleanup, Summer Guide, America 250 Block Party, UFO Festival 2026
- News flashes on website: 0
- Government website updates: Estimated 22
- Form Updates: 0
- New Forms: 0
- Facebook: 87 (excluding tourism page)
- Instagram: 8
- TikToks: 0
- FB Lives: 0
- Rise Vision Updates: 7
- New Digital Billboards & Marquee: 8
- Videos: 0



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roswell-nm.gov
seeroswell.com



Graphic Design-

Created an estimated **110 graphics**. May started the official UFO Festival promotion through our billboards and rise vision. The rest of the month consisted of creating more graphics for UFO, America 250 and continuing to support City of Roswell Departments, such as Animal Services with their new Weekly Highlight (Pet of the Week) interchangeable graphic, and the Roswell Visitor Center in creating new outdoor feather flags to attract tourists inside.

We also compiled all things that we'd need to create over the next month for UFO Festival which included 78 different images for events that we'd need for the festival in July. A few of those, include an 8-page festival magazine guide and survey cards/graphics for our SurveyMonkey questionnaire.

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

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

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 4.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Museum Monthly Report

Attachments

Museum Monthly Report



MAY ATTENDANCE

	FY2026	FY2025	FY2024	FY2023
EVENTS/PROGRAMS	175	125		
OUTREACH	-	195		
VOLUNTEER VISITS	14	10		
MUSEUM BUSINESS	-	-		
MAY TOTALS	186	320	3,553	3,051
FISCAL YEAR-TO-DATE TOTALS	11,052	12,000	38,472	33,197

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.

MAY REVENUES

	FY2026	FY2025	FY2024	FY2023
MEMBERSHIP	100	580		
STORE	-	-		
MAY TOTALS	100	580	16,945	18,504
FISCAL YEAR-TO-DATE TOTALS	2,745	61,712	172,191	200,817

MAY PROGRAMMING

EVENTS/PROGRAMS/OUTREACH	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIPS/SUPPORT
Second Saturday	1	85	RMAC Foundation, Pecos Valley Iris Society, Roswell Master Gardeners, Roswell Public Library
RAiR Exhibition Reception and Talk	1	90	RAiR Foundation
TOTALS	2	175	

MEMBERS



120

current memberships

167

current members

FOR MONTH

-

new memberships

1

renewals

FISCAL YEAR to DATE

-

new memberships

27

renewals

VOLUNTEERS



FOR MONTH

42

volunteer hours

14

volunteer visits

FISCAL YEAR to DATE

1512

volunteer hours

394

volunteer visits



6,340

FACEBOOK FOLLOWERS



2,015

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.

Work is ongoing to:

- Process a second grouping of painting and works on paper treatment proposals provided by The Conservation Center.
- Coordinate and seek insurance approval for conservation of items that remained in Roswell.
- Appraise 250 sculptures with Freeman's Appraisals and 968 historical items with Art of Estates.

GODDARD CONSERVATION RFP

A Scope of Work for Stabilization, Assessment, and Conservation of Goddard artifacts was approved at the May 14 Council meeting. The project includes approximately 1,300 artifacts associated with pioneering rocketry scientist Robert H. Goddard, including an outdoor historic rocket tower. The collection was impacted by the October 2024 flooding event in Roswell, New Mexico, and the museum is seeking qualified conservation professionals or teams to support this significant recovery effort. The solicitation will remain open for 30 days following its release on June 11th.

WORCESTER PRESENTATION

Museum Director Caroline Brooks has been invited to give a presentation at the end of July on the Roswell Museum's stewardship of the Robert H. Goddard Collection as part of a Goddard exhibition in Worcester, Massachusetts in which the Roswell Museum has damaged artifacts on display. During her visit she will also meet with Goddard-affiliated organizations and conduct museum rebuilding research at the MIT Museum to inform the Roswell Museum's recovery and future facility planning.

SECOND SATURDAYS

Held at the Roswell Public Library, July's activity is Rockets vs UFOs. Participants will build spacecraft with air dry clay in honor of the Robert Goddard centennial and the UFO Festival.

AAM ANNUAL MEETING

Museum Director Caroline Brooks attended the American Alliance of Museums Annual Meeting in Philadelphia May 20-23. Information gathered and connections made will significantly aid with the museum as it continues recovery and rebuilding efforts. Highlights included behind-the-scenes visits to local institutions, discussions about planning for exhibitions and new facilities, and use of technology in museums.

REGISTRAR VACANCY

The registrar position, which provides oversight for the care and tracking of the collection, is currently vacant and a hiring process is underway.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 5.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Roswell Public Library

Attachments

Roswell Public Library Monthly Report for June 2026

Roswell Public Library

May 11 – June 18, 2026

Accomplishments

Building Improvements Plans

Children's Garden: We had a groundbreaking ceremony on Saturday, May 16 and Mevacon LLC begin work on June 2. Over 16% of the work has been completed. This includes: relocation of 5 rocks around the north parking area, removing concrete, preparing the site for paving bricks, installing new drain pipes and installing new irrigation pipes.

Library Dragon: Recently a 30 something visitor to the library took a picture of the library dragon to send to his sister. He, like many others, has good memories of the Library Dragon. In recognition of these good memories the Facilities Staff built a platform for the dragon and Quiannalei Olivas turned the platform into a stack of books. The Library Dragon now welcomes visitors from his perch of books in the lobby.

Buffalo Soldier: The library is displaying the statues for the Lest We Forget Collection, until they are permanently installed. We currently have three statues: the Buffalo Soldier, First Jump and the Vaquero. As a thank you, for temporarily displaying the statue, the Roswell Public Library was given a maquette of the Vaquero Statue.

Service Improvements

Banners: We have purchased several stand-alone banners to inform the public when we have an event in the library. These banners are on display on the day of the library program they include Book Club, Chess Club, Cooking Club, Craft Programs, Garden Club, STEAM programs, and Technology Training.

Programs

Summer Reading Program: With the assistance of CASA Kids we added another reading program for ages 2-18. The program is called "Reading for Kindness" and it is designed to encourage children and teens to read 5 books before July 31. The books read are on the topic of kindness (i.e. being a good friend, dealing with bullying, being kind to yourself and others). Library staff created the online program, and a display of books to read. CASA Kids is providing the prizes.

We have the following business supporting the summer reading program. Applebee's, Area 52, Degenerate Coffee, Dion's, and Texas Roadhouse. The special Thursday programs are sponsored by Friends of the Library, the Roswell Library Foundation and Taqueria Jalisco.

Spice Club: The spice of the month for June is Thyme.

America 250

Quilt Display: The Pecos Valley Quilters have put together a summer red white and blue quilt exhibit to celebrate Roswell and the United States. The quilt display includes two community quilts, a Quilt for Valor, a Bicentennial Quilt, two flag quilts, a quilt to honor veterans and other quilts.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 6.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Lodgers Tax

Attachments

Lodgers Tax

YTD Budget Report

Lodgers' Tax

July 1, 2026
(Gass/Jones)

Lodgers' Tax Update April 2026 Activity Collected in May2026

- One hotel, The Crane, did not report.
- STR data shows we were at 58.9% occupancy. Down 2.2%
- ADR percent change this month is up .5% from last year.
- 32 Short Term Rentals reported for the period.

5% LODGERS' TAX COLLECTION REPORT

COLLECTED IN MAY 2026 FOR THE MONTH OF APRIL 2026 ACTIVITY

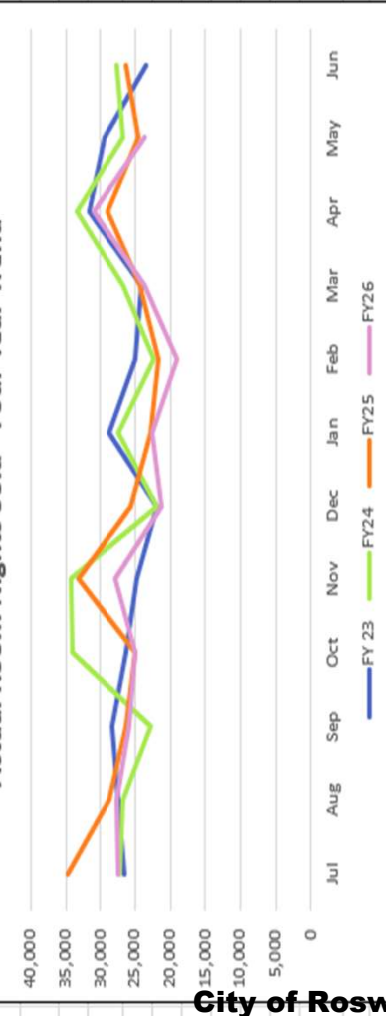
ROOM NIGHTS REPORTED BY MONTH:

	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		274,700
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%	0.0%	

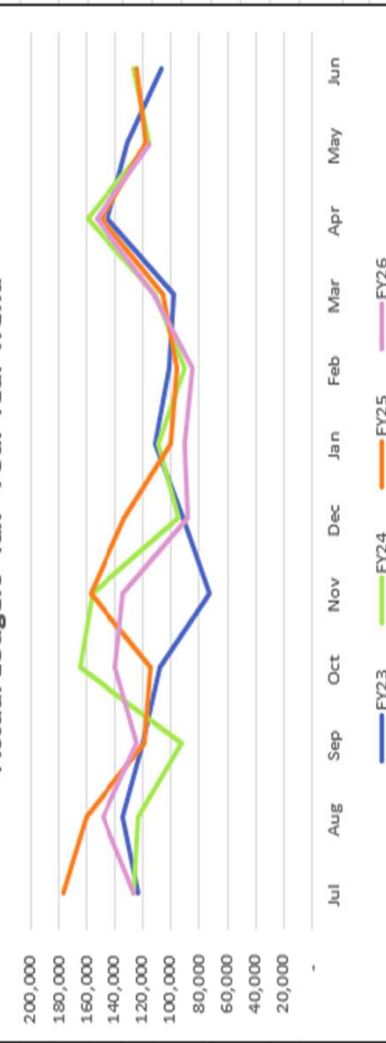
LODGERS' TAX COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY23	123,675	133,648	120,051	107,406	73,116	91,015	111,293	100,743	98,450	145,415	130,573	107,096	\$ 1,342,481
FY24	126,306	123,243	92,711	164,942	156,080	94,157	108,666	89,983	110,577	159,226	115,351	126,741	\$ 1,467,982
FY25	177,303	159,992	118,806	114,100	157,353	132,870	99,619	95,871	105,116	149,261	117,774	124,547	\$ 1,552,612
FY26	126,367	148,321	123,922	139,591	134,417	88,178	89,939	85,050	112,538	153,081	115,224		\$ 1,316,628

Actual Room Nights Sold - Four Year Trend



Actual Lodgers' Tax - Four Year Trend





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

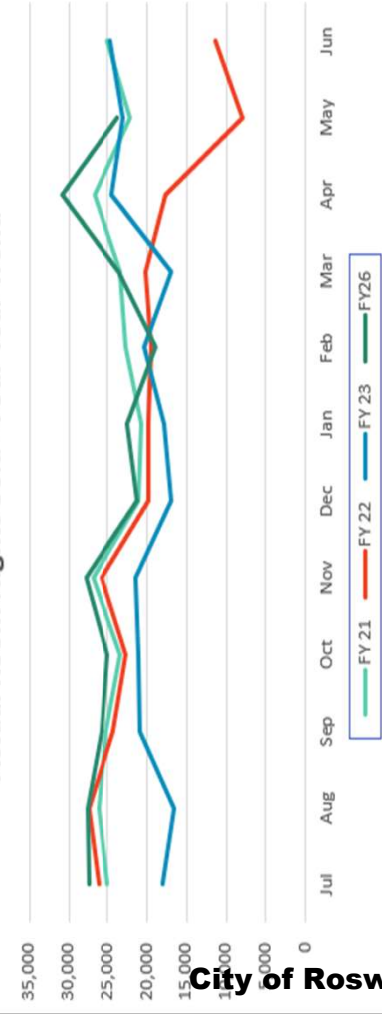
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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
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		274,700
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%	0.0%	

CONVENTION CENTER FEES COLLECTED BY MONTH:

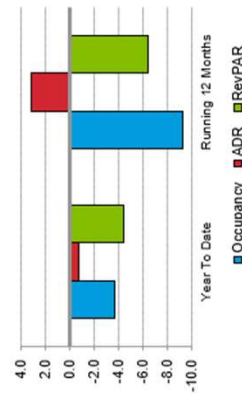
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY23	62,518	65,830	67,088	61,810	44,848	51,480	68,305	57,842	53,238	75,480	63,965	54,313	\$ 726,714
FY24	63,160	59,332	49,567	79,130	80,079	50,482	61,255	50,565	58,575	74,128	61,840	63,755	\$ 751,868
FY25	80,315	70,870	60,612	56,428	76,247	64,132	53,257	49,550	50,762	63,197	56,455	58,595	\$ 740,420
FY26	59,642	63,445	55,335	56,445	62,249	47,570	49,045	42,385	47,275	61,152	51,440		\$ 595,983

Actual Room Nights Sold - Four Year Trend



Actual Convention Center Bed Fee at \$2.50
Four Year Trend





Year To Date	Running 12 Months		
	2024	2025	2026
64.5	62.6	60.3	
64.3	64.5	62.6	64.3
0.3	-2.0	-3.7	2.6
			65.0
			65.0
			1.0
			-9.3

Year To Date			Running 12 Months		
2024	2025	2026	2024	2025	2026
98.07	105.76	104.93	97.24	104.38	107.67
92.75	98.07	105.76	91.56	97.24	104.38
5.7	7.8	-0.8	6.2	7.3	3.1

Year To Date	Running 12 Months		
	2024	2025	2026
63.25	66.17	63.23	
59.67	63.25	66.17	
6.0	4.6	-4.4	
	9.0	8.4	-6.5
	57.36	62.53	67.80
	62.53	67.80	63.41

	Year To Date			Running 12 Months		
	2024	2025	2026	2024	2025	2026
2024	151,320	151,320	151,800	460,265	460,265	461,481
2025	151,320	151,320	151,320	460,265	460,265	460,265
2026	0.0	0.0	0.3	0.0	0.0	0.3

	Year To Date			Running 12 Months		
	2024	2025	2026	2024	2025	2026
2024	97,592	94,678	91,464	295,349	298,973	271,761
2025	97,346	97,592	94,678	298,342	295,949	298,973
2026	0.3	-3.0	-3.4	2.6	1.0	-9.1

Year To Date	Running 12 Months		
	2024	2025	2026
9,570,348	10,012,749	9,597,763	29,260,520
9,029,284	9,570,348	10,012,749	31,208,098
6.0	4.6	9.0	-6.2

City of Roswell - Lodger's Tax Fund
Year-To Date Budget Report
As of 06/25/2026

ORG	OBI	ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJISMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
2622	414100	2622-00-0000-0000-414100	Lodger's Tax 5%	-1,501,798.00	0.00	-1,501,798.00	-1,297,172.45	0.00	-204,625.55	86.37%
2622	414105	2622-00-0000-0000-414105-	Lodger's Tax 5% >31 Days	-69,197.00	0.00	-69,197.00	-106,934.38	0.00	37,737.38	154.54%
2622	414110	2622-00-0000-0000-414110	Lodger's Tax Penalties	-38,526.00	0.00	-38,526.00	-4,880.10	0.00	-33,645.90	12.67%
2622	443200	2622-00-0000-0000-443200-	State Grants-NM Tourism Dept	-98,598.00	-36,085.92	-134,683.92	-9,033.83	0.00	-125,650.09	6.71%
2622	456020	2622-00-0000-0000-456020	Chgs4Svc-Conv Cntr Service	0.00	0.00	0.00	-13,396.82	0.00	13,396.82	0.00%
2622	483200	2622-00-0000-0000-483200	Interest Inc-Investments	-51,902.00	0.00	-51,902.00	-31,581.48	0.00	-20,320.52	60.85%
2622	489120	2622-00-0000-0000-489120-	Misc-Visitor Center	0.00	0.00	0.00	-860.00	0.00	860.00	0.00%
2622	922612	2622-00-0000-0000-922612-	Transfers out to Zoo	1,106,864.00	0.00	1,106,864.00	0.00	0.00	1,106,864.00	0.00%
2622	922621	2622-00-0000-0000-922621-	Transfers out to Conv Center	261,052.00	0.00	261,052.00	0.00	0.00	261,052.00	0.00%
2622			Revenue	-392,105.00	-36,085.92	-428,190.92	-1,463,859.06	0.00	1,035,668.14	
26224081	663301	2622-40-4081-0000-663301-	Computer-Subscription/License	0.00	21,050.00	21,050.00	20,860.56	0.00	189.44	99.10%
26224081	663304	2622-40-4081-0000-663304	Computer-Software Train/Cnsult	5,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00%
26224081	672801	2622-40-4081-0000-672801	PubRelat-Education & Promotion	40,000.00	-11,050.00	28,950.00	21,920.22	0.00	7,029.78	75.72%
26224081	672802	2622-40-4081-0000-672802	PubRelat-Goodwill	365,000.00	-365,000.00	0.00	0.00	0.00	0.00	0.00%
26224081	672805	2622-40-4081-0000-672805	PubRelat-Advertising/Notices	0.00	365,000.00	365,000.00	353,053.32	0.00	11,946.68	96.73%
26224081	672828	2622-40-4081-0000-672828	PubRelat-Special Events	610,000.00	0.00	610,000.00	449,623.51	19,999.00	140,377.49	73.71%
26224081	712102	2622-40-4081-0000-712102	G&A-Credit Card Fees	5,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00%
26224081			Lodger's Tax Expense	1,025,000.00	0.00	1,025,000.00	845,457.61	19,999.00	159,543.39	
26224253	511110	2622-42-4253-0000-511110-	Full-Time Salaries	132,956.00	-12,077.55	120,878.45	118,403.56	0.00	2,474.89	97.95%
26224253	511120	2622-42-4253-0000-511120-	Part-Time Salaries	8,355.00	9,383.88	17,738.88	17,738.88	0.00	0.00	100.00%
26224253	512110	2622-42-4253-0000-512110-	Full-Time Overtime	6,465.00	0.00	6,465.00	3,800.86	0.00	2,664.14	58.79%
26224253	551510	2622-42-4253-0000-551510	FICA Tax	8,761.00	0.00	8,761.00	8,223.70	0.00	537.30	93.87%
26224253	551520	2622-42-4253-0000-551520	Medicare Tax	2,049.00	0.00	2,049.00	1,923.24	0.00	125.76	93.86%
26224253	561530	2622-42-4253-0000-561530-	PERA Retirement	15,688.00	0.00	15,688.00	13,864.31	0.00	1,823.69	88.38%
26224253	561535	2622-42-4253-0000-561535-	NMRHCA	2,660.00	0.00	2,660.00	2,358.32	0.00	301.68	88.66%
26224253	571536	2622-42-4253-0000-571536-	Administration Fee	0.00	100.00	100.00	52.29	0.00	47.71	52.29%
26224253	571540	2622-42-4253-0000-571540-	Group Insurance	32,538.00	2,691.67	35,229.67	35,229.67	0.00	0.00	100.00%
26224253	571550	2622-42-4253-0000-571550-	Worker's Compensation Fee	36.00	2.00	38.00	38.00	0.00	0.00	100.00%
26224253	585901	2622-42-4253-0000-585901	Employee Training	900.00	0.00	900.00	103.60	0.00	796.40	11.51%
26224253	585902	2622-42-4253-0000-585902	Employee Travel	16,000.00	4,000.00	20,000.00	18,511.14	0.00	1,488.86	92.56%
26224253	586101	2622-42-4253-0000-586101	General Uniforms	2,000.00	0.00	2,000.00	1,757.89	0.00	242.11	87.89%
26224253	614002	2622-42-4253-0000-614002	M&R-Building	40,000.00	-8,600.00	31,400.00	22,824.74	1,334.46	7,240.80	72.69%
26224253	614004	2622-42-4253-0000-614004-	M&R-Equipment	0.00	100.00	100.00	90.40	0.00	9.60	90.40%
26224253	623402	2622-42-4253-0000-623402	Insurance-Building	4,209.00	1.00	4,210.00	4,210.00	0.00	0.00	100.00%
26224253	623404	2622-42-4253-0000-623404	Insurance-General Liability	7,066.00	0.00	7,066.00	7,065.00	0.00	1.00	99.99%
26224253	623407	2622-42-4253-0000-623407-	Insurance-Worker's Comp	2,804.00	0.00	2,804.00	2,804.00	0.00	0.00	100.00%
26224253	635801	2622-42-4253-0000-635801	Utilities-General Telephones	50.00	0.00	50.00	10.65	0.00	39.35	21.30%
26224253	636302	2622-42-4253-0000-636302	Utilities-Electric	2,000.00	0.00	2,000.00	1,820.19	0.00	179.81	91.01%
26224253	636304	2622-42-4253-0000-636304	Utilities-Water	700.00	300.00	1,000.00	994.21	0.00	5.79	99.42%
26224253	642901	2622-42-4253-0000-642901	Non-Capital-Computers	2,200.00	0.00	2,200.00	1,937.34	0.00	262.66	88.06%
26224253	642902	2622-42-4253-0000-642902	Non-Capital-Tools	500.00	-199.99	300.01	239.87	0.00	60.14	79.95%
26224253	642903	2622-42-4253-0000-642903	Non-Capital-Furniture/Fixtures	2,900.00	0.00	2,900.00	2,854.16	0.00	45.84	98.42%
26224253	642904	2622-42-4253-0000-642904	Non-Capital-Equipment	0.00	199.99	199.99	0.00	0.00	199.99	0.00%
26224253	652409	2622-42-4253-0000-652409	Contract-Janitorial Services	3,000.00	3,000.00	6,000.00	4,695.00	0.00	1,305.00	78.25%
26224253	652423	2622-42-4253-0000-652423	Contract-Pest Control Services	600.00	0.00	600.00	465.55	0.00	134.45	77.59%
26224253	654801	2622-42-4253-0000-654801-	Contract-Professional Services	3,000.00	0.00	3,000.00	3,000.00	0.00	0.00	100.00%
26224253	655003	2622-42-4253-0000-655003	Contract-Equip Rent & Lease	0.00	49.00	49.00	20.61	0.00	28.39	42.06%
26224253	663303	2622-42-4253-0000-663303	Computer-Software Maintenance	2,000.00	-450.00	1,550.00	0.00	0.00	1,550.00	0.00%
26224253	663306	2622-42-4253-0000-663306-	Computer-Internet Hosting/Web	8,000.00	0.00	8,000.00	7,188.00	0.00	812.00	89.85%

City of Roswell - Lodger's Tax Fund
Year-To Date Budget Report
As of 06/25/2026

ORG	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
26224253	672801	2622-42-4253-0000-672801	PubRelat-Education & Promotion	37,000.00	0.00	37,000.00	36,304.52	204.84	490.64	98.12%
26224253	674700	2622-42-4253-0000-674700	PubRelat-Printing & Publicatns	15,500.00	-2,500.00	13,000.00	11,354.20	74.87	1,570.93	87.34%
26224253	712102	2622-42-4253-0000-712102	G&A-Credit Card Fees	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00%
26224253	712701	2622-42-4253-0000-712701-	G&A-Dues/Memberships	850.00	0.00	850.00	835.76	5.41	8.83	98.32%
26224253	712702	2622-42-4253-0000-712702	G&A-Subscriptions	2,000.00	0.00	2,000.00	621.97	0.00	1,378.03	31.10%
26224253	723200	2622-42-4253-0000-723200	Supplies-Fuels and Fluids	500.00	0.00	500.00	0.00	0.00	500.00	0.00%
26224253	724600	2622-42-4253-0000-724600	Supplies-Postage/Shipping	10,000.00	4,000.00	14,000.00	13,438.09	52.51	509.40	95.99%
26224253	725601	2622-42-4253-0000-725601	Supplies-General	900.00	0.00	900.00	889.43	0.00	10.57	98.83%
26224253	725602	2622-42-4253-0000-725602	Supplies-Office	1,350.00	0.00	1,350.00	1,345.19	0.00	4.81	99.64%
26224253	725608	2622-42-4253-0000-725608	Supplies-Janitorial	2,000.00	0.00	2,000.00	1,703.14	296.86	0.00	85.16%
26224253			Lodger's Tax Visitor Center	379,037.00	0.00	379,037.00	348,717.48	1,968.95	28,350.57	

Fund 2622 (Surplus)/Deficit

1,011,932.00	-36,085.92	975,846.08	-269,683.97	21,967.95	1,223,562.10
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	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET
Beginning Cash	\$1,059,014.76		\$1,059,014.76
Revenue	-\$1,760,021.00		-\$1,760,021.00
Transfers	\$1,367,916.00	-\$36,085.92	\$1,331,830.08
Payroll	\$209,508.00	\$100.00	\$209,608.00
Operating Expense	\$1,194,529.00	-100.00	\$1,194,429.00
Ending Cash	\$47,082.76	\$0.00	\$47,082.76

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 7.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Cannabis Excise Tax

Gross Receipts Tax

Attachments

Cannabis Excise Tax

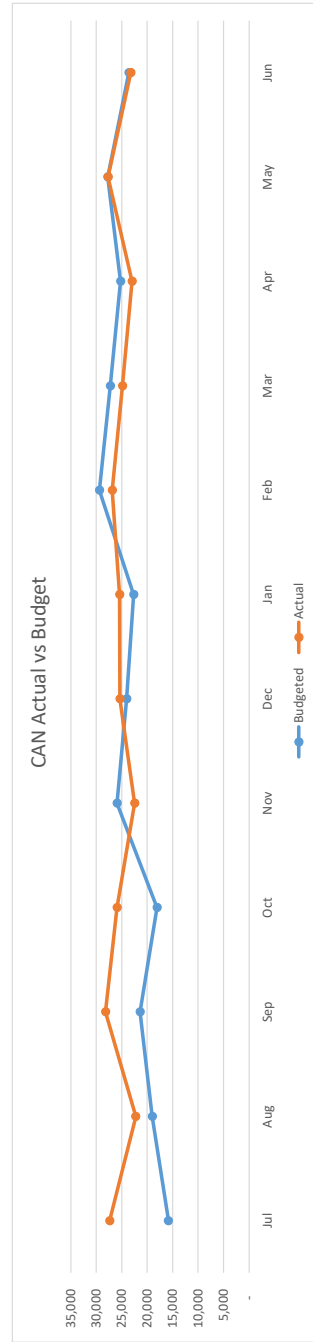
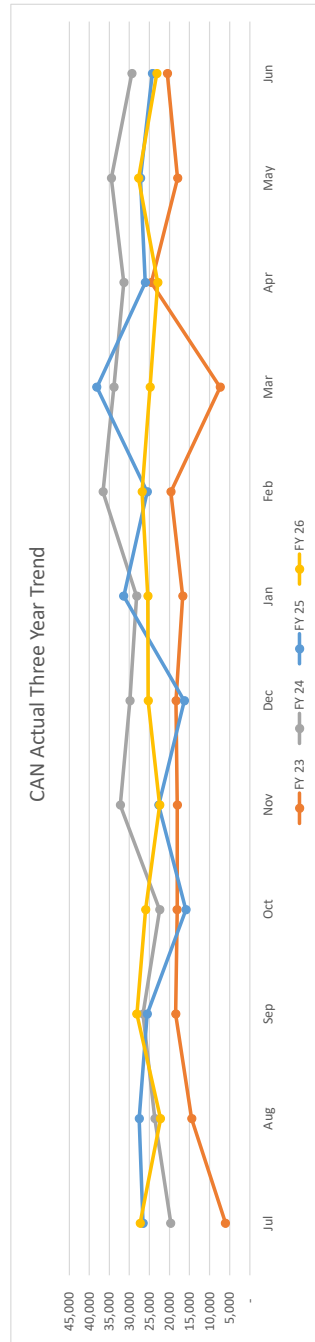
Gross Receipts Tax

GRT Allocation

YTD Budget Report

City of Roswell
Cannabis Excise Tax
June 2026

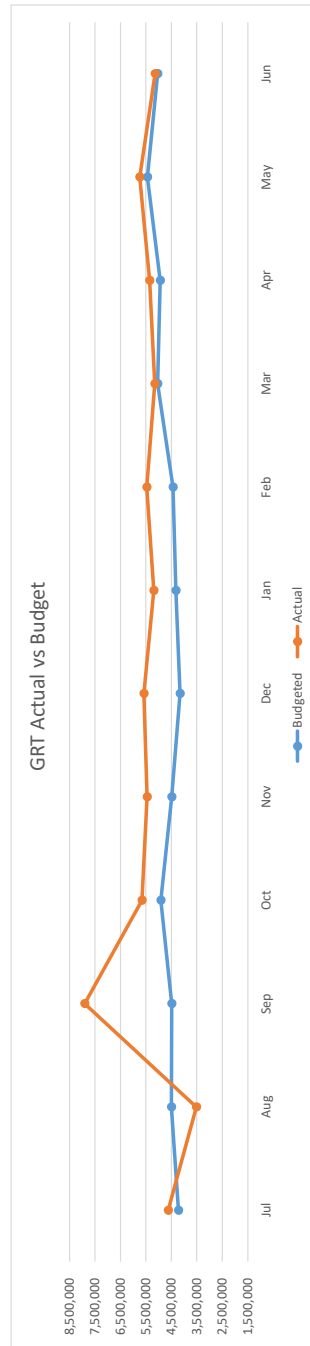
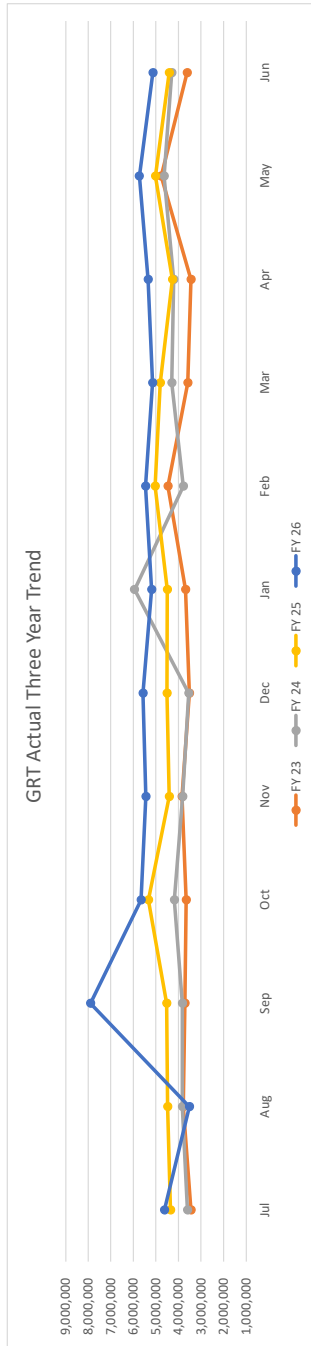
FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 23	6,091	14,494	18,482	18,108	18,096	18,422	16,719	19,631	7,352	24,557	17,949	20,569	200,469		200,469
FY 24	19,733	23,688	26,592	22,491	32,293	29,911	28,210	36,580	33,857	31,409	34,507	29,406	348,677	73.9%	348,677
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
26 over 25	2.8%	-19.2%	10.3%	62.6%	-1.2%	55.4%	-19.1%	5.0%	-34.8%	-11.9%	1.8%	-4.4%	-1.6%		



	Budgeted	Actual	Variance
Jul	15,848	27,337	11,489
Aug	19,023	22,256	3,233
Sep	21,362	28,178	6,816
Oct	18,058	25,929	7,871
Nov	25,926	22,451	(3,475)
Dec	24,006	25,341	1,335
Jan	22,658	25,423	2,765
Feb	29,370	26,838	(2,532)
Mar	27,207	24,872	(2,335)
Apr	25,218	22,963	(2,255)
May	27,707	27,689	(18)
Jun	23,617	23,191	(426)
Total	280,000	302,468	22,468
% FYTD			8.0%

City of Roswell
Gross Receipts Tax
June 2026

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 19	3,131,599	2,939,761	2,717,100	2,851,428	2,747,878	2,708,431	2,781,667	3,114,447	2,690,121	2,700,303	2,973,891	2,763,391	34,120,016		34,120,016
FY 20	2,860,221	3,248,842	5,450,435	2,804,337	3,799,352	3,162,914	2,788,688	3,186,544	2,790,481	2,464,194	2,876,027	2,809,756	38,241,792	10.8%	38,241,792
FY 21	3,022,870	3,102,729	3,004,044	2,972,865	2,954,877	2,791,196	2,669,024	3,323,947	2,848,487	2,712,994	3,440,838	3,310,495	36,154,366	-5.8%	36,154,366
FY 22	2,905,150	3,365,250	3,274,874	5,322,186	3,503,137	3,415,875	3,433,365	3,746,860	3,298,203	3,207,034	3,796,595	3,493,551	42,762,081	15.5%	42,762,081
FY 23	3,451,125	3,781,199	3,720,713	3,659,178	3,836,550	3,520,939	3,690,743	4,468,601	3,592,680	3,450,237	4,773,189	3,610,211	45,555,365	6.5%	45,555,365
FY 24	3,601,500	3,833,199	3,825,702	4,187,623	3,821,397	3,550,450	5,949,131	3,784,152	4,297,716	4,213,352	4,643,710	4,296,782	50,004,713	9.8%	50,004,713
FY 25	4,360,577	4,481,811	4,529,227	5,334,898	4,410,155	4,515,089	4,501,105	5,035,167	4,810,285	4,274,929	5,021,295	4,404,839	55,679,377	11.3%	55,679,377
FY 26	4,625,684	3,517,302	7,903,051	5,654,926	5,450,801	5,577,332	5,193,540	5,464,974	5,151,075	5,350,340	5,736,387	5,134,246	64,759,658	16.3%	64,759,658
26 over 25	6.1%	-21.5%	74.5%	6.0%	23.6%	23.5%	15.4%	8.5%	7.1%	25.2%	14.2%	16.6%	16.3%		



	Budgeted	Actual	Variance
Jul	4,220,150	4,625,684	405,534
Aug	4,493,287	3,517,302	(975,985)
Sep	4,484,504	7,903,051	3,418,547
Oct	4,909,769	5,654,926	745,157
Nov	4,478,402	5,450,801	972,399
Dec	4,162,932	5,577,332	1,414,400
Jan	4,325,999	5,193,540	867,541
Feb	4,436,170	5,464,974	1,028,804
Mar	5,038,498	5,151,075	112,577
Apr	4,939,601	5,350,340	410,739
May	5,444,599	5,736,387	291,788
Jun	5,037,177	5,134,246	97,069
Total	55,971,088	64,759,658	8,788,570
% FYTD			15.70%



CITY OF ROSWELL
GRT ALLOCATION
FY26

Income

Fund	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	February Actuals	March Actuals	April Actual	May Actuals	June Actuals	Total Actuals
General Fund	3,469,335.19	2,638,030.89	5,327,317.59	3,800,971.34	3,663,384.86	3,749,563.85	3,490,242.44	3,672,343.90	3,461,665.45	3,595,438.49	3,862,528.61	3,450,227.98	44,181,050.59
Flood	-	-	800,115.38	587,069.91	566,389.53	578,017.90	539,979.56	568,617.02	535,616.65	556,521.19	597,988.04	534,037.05	5,864,352.23
Recreation	433,594.88	329,699.48	665,798.96	475,042.36	457,847.04	468,617.25	436,207.91	458,966.92	432,636.39	449,355.29	482,736.05	431,206.99	5,521,709.52
Public Safety	722,754.16	549,571.64	1,109,819.25	791,842.68	763,179.82	781,133.06	727,109.71	765,046.29	721,156.37	749,024.84	804,666.79	718,773.66	9,204,078.27
	4,625,684.23	3,517,302.01	7,903,051.18	5,654,926.29	5,450,801.25	5,577,332.06	5,193,539.62	5,464,974.13	5,151,074.86	5,350,339.81	5,747,919.49	5,134,245.68	64,771,190.61

Expense Actuals

Fund	July	August	September	October	November	December	January	February	March	April	May	June	Total Actuals
Flood	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Safety	115,408.23	117,612.20	118,192.69	119,253.76	118,781.26	317,694.41	464,176.82	139,655.91	257,442.45	1,348,784.36	424,840.86	-	3,541,842.95
	115,408.23	117,612.20	118,192.69	119,253.76	118,781.26	317,694.41	464,176.82	139,655.91	257,442.45	1,348,784.36	424,840.86	-	3,541,842.95

City of Roswell - Public Safety Fund
Year-To-Date Budget Report
As of 06/25/2026

ORG	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ/SMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
5500	411100	5500-00-0000-0000-411100-	GRT Tax-Municipal	-5,417,634.00	0.00	-5,417,634.00	-5,675,420.11	0.00	257,786.11	95.46%
5500	411500	5500-00-0000-0000-411500-	GRT Tax-State Share	-3,327,741.00	0.00	-3,327,741.00	-3,528,658.18	0.00	200,917.18	94.31%
5500			Revenue	-8,745,375.00	0.00	-8,745,375.00	-9,204,078.29	0.00	458,703.29	
55004125	511110	5500-41-4125-0000-511110-	Full-Time Salaries	0.00	553,277.77	553,277.77	74,045.55	0.00	479,232.22	13.38%
55004125	521210	5500-41-4125-0000-521210-	Full-Time Overtime	0.00	264,467.70	264,467.70	0.00	0.00	264,467.70	0.00%
55004125	541561	5500-41-4125-0000-541561-	Phone Allowance	0.00	630.00	630.00	0.00	0.00	630.00	0.00%
55004125	551510	5500-41-4125-0000-551510-	FICA Tax	0.00	32,872.87	32,872.87	4,420.97	0.00	28,451.90	13.45%
55004125	551520	5500-41-4125-0000-551520-	Medicare Tax	0.00	7,687.70	7,687.70	1,033.92	0.00	6,653.78	13.45%
55004125	561530	5500-41-4125-0000-561530-	PERA Retirement	0.00	62,562.46	62,562.46	7,954.93	0.00	54,607.53	12.72%
55004125	561535	5500-41-4125-0000-561535-	NMRHCA	0.00	10,603.75	10,603.75	1,348.39	0.00	9,255.36	12.72%
55004125	571536	5500-41-4125-0000-571536-	Administration Fee	0.00	266.85	266.85	14.94	0.00	251.91	5.60%
55004125	571540	5500-41-4125-0000-571540-	Group Insurance	0.00	298,409.44	298,409.44	13,855.50	0.00	284,553.94	4.64%
55004125	571550	5500-41-4125-0000-571550-	Worker's Compensation Fee	0.00	125.80	125.80	103.95	0.00	21.85	82.63%
55004125	585901	5500-41-4125-0000-585901-	Employee Training	0.00	48,513.89	48,513.89	9,560.08	0.00	38,953.81	19.71%
55004125	585902	5500-41-4125-0000-585902-	Employee Travel	0.00	6,486.11	6,486.11	5,659.03	0.00	827.08	87.25%
55004125	586101	5500-41-4125-0000-586101-	General Uniforms	0.00	67,451.14	67,451.14	31,436.63	0.00	11,776.51	46.61%
55004125	614002	5500-41-4125-0000-614002-	M&R-Building	0.00	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00%
55004125	614004	5500-41-4125-0000-614004-	M&R-Equipment	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
55004125	614012	5500-41-4125-0000-614012-	M&R-Vehicle	0.00	42,621.55	42,621.55	3,166.92	0.00	30,702.93	7.43%
55004125	623401	5500-41-4125-0000-623401-	Insurance-Auto	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00%
55004125	635802	5500-41-4125-0000-635802-	Utilities-Mobile Telephones	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00%
55004125	636302	5500-41-4125-0000-636302-	Utilities-Electric	0.00	14,250.00	14,250.00	15,161.27	0.00	-911.27	106.39%
55004125	636303	5500-41-4125-0000-636303-	Utilities-Gas	0.00	2,499.99	2,499.99	952.36	0.00	1,547.63	38.09%
55004125	636304	5500-41-4125-0000-636304-	Utilities-Water	0.00	12,499.98	12,499.98	7,913.64	0.00	4,586.34	63.31%
55004125	642901	5500-41-4125-0000-642901-	Non-Capital-Computers	0.00	48,100.00	48,100.00	47,995.07	0.00	104.93	99.78%
55004125	642902	5500-41-4125-0000-642902-	Non-Capital-Tools	0.00	36,000.00	36,000.00	1,250.00	0.00	34,750.00	3.47%
55004125	642903	5500-41-4125-0000-642903-	Non-Capital-Furniture/Fixtures	0.00	24,731.94	24,731.94	22,819.66	0.00	1,912.28	92.27%
55004125	642904	5500-41-4125-0000-642904-	Non-Capital-Equipment	0.00	122,242.24	122,242.24	113,361.24	0.00	8,881.00	92.73%
55004125	652404	5500-41-4125-0000-652404-	Contract-Ambulance Services	1,248,000.00	0.00	1,248,000.00	1,144,000.00	0.00	104,000.00	91.67%
55004125	654801	5500-41-4125-0000-654801-	Contract-Professional Services	0.00	208,000.00	208,000.00	32,481.24	0.00	175,518.76	15.62%
55004125	663301	5500-41-4125-0000-663301-	Computer-Subscription/License	0.00	77,135.00	77,135.00	67,345.25	0.00	9,789.75	87.31%
55004125	672805	5500-41-4125-0000-672805-	PubRelat-Advertising/Notices	0.00	1,000.00	1,000.00	155.99	0.00	844.01	15.60%
55004125	674700	5500-41-4125-0000-674700-	PubRelat-Printing & Publicatns	0.00	1,000.00	1,000.00	109.25	0.00	890.75	10.93%
55004125	698001	5500-41-4125-0000-698001-	DebtExp-Principal	0.00	1,695,762.20	1,695,762.20	0.00	0.00	1,695,762.20	0.00%
55004125	712210	5500-41-4125-0000-712210-	G&A-GRT Admin Fees	142,500.00	14,935.34	157,435.34	171,144.74	0.00	-13,709.40	108.71%
55004125	715303	5500-41-4125-0000-715303-	G&A-License Fees	0.00	3,585.00	3,585.00	2,585.00	0.00	1,000.00	72.11%
55004125	723200	5500-41-4125-0000-723200-	Supplies-Fuels and Fluids	0.00	52,001.00	52,001.00	0.00	0.00	52,001.00	0.00%
55004125	724600	5500-41-4125-0000-724600-	Supplies-Postage/Shipping	0.00	82.88	82.88	82.88	0.00	0.00	100.00%
55004125	725601	5500-41-4125-0000-725601-	Supplies-General	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00%
55004125	725602	5500-41-4125-0000-725602-	Supplies-Office	0.00	2,917.12	2,917.12	594.38	0.00	2,322.74	20.38%
55004125	725605	5500-41-4125-0000-725605-	Supplies-EMS	0.00	208,331.89	208,331.89	117,130.50	0.00	50,637.99	56.22%
55004125	725608	5500-41-4125-0000-725608-	Supplies-Janitorial	0.00	5,558.64	5,558.64	0.00	0.00	5,558.64	0.00%
55004125	817503	5500-41-4125-0000-817503-	Capital Outlay-Building/Improv	0.00	792,154.43	792,154.43	0.00	0.00	784,390.25	0.00%
55004125	817505	5500-41-4125-0000-817505-	Capital Outlay-Equipment	0.00	902,092.21	902,092.21	872,556.69	0.00	29,051.86	96.73%
55004125	817506	5500-41-4125-0000-817506-	Capital Outlay-Vehicles	0.00	2,024,375.94	2,024,375.94	1,785,103.94	0.00	226,893.20	88.18%
55004125			Expense	1,390,500.00	7,667,982.83	9,058,482.83	4,555,343.91	1,229,875.28	3,273,263.64	
			Fund 5500 (Surplus) Deficit	-7,354,875.00	7,667,982.83	313,107.83	-4,648,734.38	1,229,875.28	3,731,966.93	

City of Roswell - Public Safety Fund
 Year-To-Date Budget Report
 As of 06/25/2026

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET
Beginning Cash	\$8,267,575.16		\$8,267,575.16
Revenue	-\$8,745,375.00		-\$8,745,375.00
Transfers			
Payroll	\$1,390,500.00	\$1,230,904.34	\$1,230,904.34
Operating Expense		\$6,437,078.49	\$7,827,578.49
Ending Cash	\$15,622,450.16	-\$7,667,982.83	\$7,954,467.33

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 8.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Flood disaster update

Attachments

FEMA Dashboard

Project #	Ca	Title	Status	Date	Estimate or 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 & Asstd Sidewalk repairs	Obligated	1/6/2026	\$ 579,877.68	\$ 434,908.26	\$ 144,969.42
950968	F	Roswell Pub Wks 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 Pub Wks-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	\$	208,805.62	\$	156,604.22	\$	52,201.41
950958	G Roswell Pub Wks-Railing&Fence Damages	Obligated	2/25/2026	\$	1,124,502.00	\$	843,376.50	\$	281,125.50
951175	G Roswell-Spring River Golf Course Damages	Obligated	2/27/2026	\$	550,133.00	\$	412,599.75	\$	137,533.25
950967	F Roswell Pub Wks(WWTP)-Asstd Sewer Damages	Obligated	2/27/2026	\$	353,940.31	\$	265,455.23	\$	88,485.08
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-DeBremont 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
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 Components	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	\$	896,780.77	\$	672,585.58	\$	224,195.19
950963	E- Roswell Pks&Rec-IT Bldg IT Contents Damages-Completed Work	Obligated	5/15/2026	\$	43,880.19	\$	32,910.14	\$	10,970.05
950971	D Roswell WWTP Equipment Damages	Obligated	5/15/2026	\$	278,317.84	\$	96,238.38	\$	32,079.46
951099	E- Roswell Museum - Planetarium Fine Arts - Portable Vaults (Stand Alone)/Con	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&Eqpt Damages	Obligated	5/16/2026	\$	666,716.02	\$	500,037.02	\$	166,679.01
950959	G Roswell Pks&Rec-Parks Damages	Obligated	6/8/2026	\$	278,683.69	\$	105,256.38	\$	35,085.46
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	\$	1,573,001.47	\$	1,179,751.10	\$	393,250.37
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

Flood Damage Claims Approved by FEMA

\$ 55,307,491.55 \$ 38,661,883.82 \$ 12,453,536.70

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

Project #	Title	NM Project Status	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" EPN	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 Road Damages-KY-LA-MI-MO-Aves.	Reimbursement Received	12/12/2025	\$ 47,842.44
950887	C Road Damages-4th-6th-8th-9th-Sts.	Reimbursement Received	12/17/2025	\$ 80,619.90
950893	C Road Damages-10th-11th-12th-Orange-PA-Park-Pecan	Reimbursement Received	12/12/2025	\$ 57,657.66
950901	C Road Damages-Riverside Dr.	Reimbursement Received	12/16/2025	\$ 32,590.28
950904	C Road Damages-Alameda-Bland-Edgewood-Hendricks-Summit	Reimbursement Received	12/16/2025	\$ 69,588.31
950909	C Road Damages-Wyoming Ave.	Reimbursement Received	12/16/2025	\$ 48,197.08
950911	C Road Damages-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 Road Damages-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
				<u>\$ 5,837,618.95</u>

Project #	Title	NM Project Status	Total Award
806258	E Adult Center Building Repair v.0 (A&E only)	Loan Fund Application Amended	\$ 6,931,629.77
806257	E Museum & Art Center V.0 (A&E only)	Loan Fund Application Accepted	\$ 672,030.00
806261	E Convention and Civic Center Building Repair	Loan Fund Application Submitted	\$ 6,554,823.22
951069	E Police Department Building Repair	Loan Fund Application Submitted	\$ 1,600,743.77
			<u>\$ 7,603,659.77</u>

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Finance Committee

9.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (Brooks)

BACKGROUND:

Initiated 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 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.

FINANCIAL CONSIDERATION:

The City of Roswell received approx \$1.8 million in funds for museum sp insurance in FY26. The museum seeks to use this cash as the up front money for prev as described above.

An additional Fine Art Insurance claim will pay the City for the value of each item, approximated at \$68,035, a FEMA reimbursement will be sought for \$340,597.50 and the remaining share is \$188,042.50.

LEGAL REVIEW:

There is no legal review at this time.

BOARD AND COMMITTEE ACTION:

The Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

TCC Stone Proposal
TCC Basketry Proposal
TCC Ceramic Proposal

TCC Flats Proposal 1
TCC Flats Proposal 2
TCC Metal Proposal
TCC Taxidermy Proposal
TCC Textiles Proposal
TCC Weaponry Proposal
TCC Wood Proposal



June 11, 2025

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM #: AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51285 Stone Objects (Collection 5)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51285 Stone Objects (Collection 5) is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:

Estimated Treatment Time: *Approximately 12-15 months from the date of signed approval and 50% in-progress payment.*

3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$1,650.00
Laboratory Materials Fee:	\$165.00
Post-Treatment Report Fee:	\$25.00
Total:	\$1,840.00

Approved Item #30 from 51229_51285 Stone Objects (Collection 5)

**Invoicing for the above fees will be submitted directly to the city of Roswell*

Approved Item(s) _____ Unapproved Item(s): _____

Any Specifications: _____

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a In-Progress Payment must be remitted in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51285 Stone Objects (Collection 5) Authorization Form 5 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



THE
CONSERVATION
CENTER

June 19, 2025

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM #: AXIS23031 / 24-10-06834

TCC SERVICE PROPOSAL NO. 51229_51287 (Collection 7 – Basketry and Woven Objects)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51287 (Collection 7 – Basketry and Woven Items) is an agreement (this “**Service Proposal**”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“**TCC**”), and the client signing this Service Proposal (the “**Client**”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “**Services**” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “**Property**,” at the Fees described below:



3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$21,780.00
Laboratory Materials Fee:	\$2,180.00
Post Treatment Report Fee:	\$300.00
*Total:	\$24,260.00

Return Delivery to be Determined Upon Conclusion of Treatment

51229 51287 (Collection 7 – Basketry and Woven Items) Approved

Items: # 6, 10, 12, 16, 19, 20, 21, 26, 27, 30, 32, & 33

**Invoicing for the above fees will be submitted directly to the city of Roswell*

IMPORTANT NOTE: Storage fees of \$4.00/cubic foot/month/piece of Property **[\$215.00/month total for the items within this proposal]** will take effect forty-five (45) days after receipt of this proposal and will continue to accrue until this Service Proposal is returned to The Conservation Center.

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51287 (Collection 7 – Basketry and Woven Items) Authorization 3 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



September 22, 2025

Caroline Brooks
Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM #: AXIS23031 / 24-10-06834

TCC SERVICE PROPOSAL NO. 51229_51284 (Collection 4 – Pottery and Ceramic Objects)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51284 (Collection 4 – Pottery and Ceramic Objects) is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:



3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$59,930.00
Laboratory Materials Fee:	\$5,695.00
Post Treatment Report Fee:	\$725.00
*Total:	\$63,350.00

Return Delivery to be Determined Upon Conclusion of Treatment

51229 51284 (Collection 4 – Pottery and Ceramic Objects) Approved

Items: #12, 18, 20, 22, 23, 24, 34, 36, 37, 39, 40, 47, 48, 49, 51, 52, 55, 57,
60, 65, 66, 67, 70, 80, 81, 82, 85, 87, & 90

**Invoicing for the above fees will be submitted directly to the city of Roswell*

IMPORTANT NOTE: Storage fees of \$4.00/cubic foot/month/piece of Property **[\$525.00/month total for the items within this proposal]** will take effect forty-five (45) days after receipt of this proposal and will continue to accrue until this Service Proposal is returned to The Conservation Center.

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51284 (Collection 4 – Pottery and Ceramic Objects) Authorization 3 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



THE
CONSERVATION
CENTER

February 27, 2026

Caroline Brooks
Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM NO. AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51270 Flats (Collection 3)
FEBRUARY 2026 BATCH

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51270 Flats (Collection 3) [FEBRUARY 2026 BATCH] is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:



3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee (<i>select approved items below</i>):	\$44,420.00
Laboratory Materials Fee:	\$6,660.00
Post Treatment Report Fee:	\$1,600.00
TOTAL:	\$52,680.00

Approved Items #180, 215, 478, 479, 485, 487, 488, 503, 508

**Invoicing for the above fees will be submitted directly to the city of Roswell*

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$6.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$6.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the fees above, the Carrier must remit a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51270 Flats (Collection 3) [FEBRUARY 2026 BATCH- AUTH FORM 4] has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



May 29, 2026

Caroline Brooks
Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM NO. AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51270 Flats (Collection 3)
[MAY 2026 BATCH]

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51270 Flats (Collection 3) [MAY 2026 BATCH] is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated Wednesday, October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:

3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$107,675.00
Laboratory Materials:	\$10,770.00
Post Treatment Report Fee:	\$800.00
Total:	\$119,245.00

Approved Item #s:

14, 32, 33, 42, 111, 112, 121, 127, 135, 138, 152, 157, 163, 164, 169, 173, 176, 177, 185,
186, 190, 195, 197, 207, 209, 230, 232, 241, 242, 245, 288, 371

**Invoicing for the above fees will be submitted directly to the city of Roswell*

Approved Item(s) _____ Unapproved Item(s): _____

Any Specifications: _____

IMPORTANT NOTE: Storage fees of \$6.00/cubic foot/month/piece of Property [\$880.00/month total for the items within this proposal] will take effect forty-five (45) days after receipt of this proposal and will continue to accrue until this Service Proposal is returned to The Conservation Center.

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$6.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$6.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the fees above, the Client must remit a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51270 Flats (Collection 3) [MAY 2026 BATCH] – AUTH FORM 2 has been entered into as of the Effective Date below.

THE CLIENT :

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



THE
CONSERVATION
CENTER

May 21, 2025

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM NO. AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51291 (Collection 11 – Metal Objects)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51291 (Collection 11 – Metal Objects) is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:

Estimated Treatment Time: Approximately 12-15 months from date of signed approval and 50% deposit.

3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$112,080.00
Laboratory Materials Fee:	\$11,210.00
Post Treatment Report Fee:	\$2,125.00
Total:	\$125,415.00

51229_51291 (Collection 11 – Metal Objects) Approved

Items: #: 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 22, 23, 24, 34, 36, 37, 38, 40, 41, 42, 45, 46, 47, 48, 49, 50, 51, 52, 53, 58, 62, 63, 64, 65, 66, 84, 86, 88, 96, 100, 103, 104, 108, 110, 111, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 145, 146, 147, 148, 149, 150, 154, 156, 157, 160, 162, 164, 172, 173, 180, & 182.

**Invoicing for the above fees will be submitted directly to the city of Roswell for payment.*

Approved Item(s) _____ Unapproved Item(s): _____

Any Specifications: _____

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

a. Deposit. Given the Fees above, a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51291 (Collection 11 – Metal Objects) AUTH FORM 6 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



March 19, 2026

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM NO. AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51288
(Collection 8 – Leather Objects and Taxidermy)
ITEMS 174, 182, 193

TREATMENT

Treatment estimates have been provided within this proposal for the following TCC Item #s:
174, 182, 193

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

This Service Proposal No. 51229_51288 (Collection 8 – Leather Objects and Taxidermy)_ITEMS 174, 182, 193 is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:

Estimated Timelines:

TREATMENT [ITEMS 174, 182, 193 ONLY]: Approximately 6-8 months from date of signed approval and receipt of 50% deposit

3. Fees/Deposit.

- a. Fees. The Fees for the Services are as follows:

TREATMENT [ITEMS 174, 182, 183 ONLY]

Conservation Fee: \$12,520.00

Laboratory Materials Fee: \$1,255.00

TOTAL TREATMENT FEES [ITEMS 174, 182, 183 ONLY] \$13,775.00

Approved Item(s) _____ Unapproved Item(s): _____

Any Specifications: _____

- b. Deposit. Given the fees above, the Client must remit a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. Service Proposal No. 51229_51288 (Collection 8 – Leather Objects and Taxidermy)_ITEMS 174, 182, 193 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



July 31, 2025

Caroline Brooks
Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM #: AXIS23031 / 24-10-06834

TCC SERVICE PROPOSAL NO. 51229_51286_1 (Collection 6– Textiles)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. **51229_51286_1 (Collection 6– Textiles)** is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:



3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$16,935.00
Laboratory Materials Fee:	\$1,695.00
Post Treatment Report Fee:	\$300.00
*Total:	\$18,930.00

Return Delivery to be Determined Upon Conclusion of Treatment

51229 51286 1 (Collection 6– Textiles) Approved Items: # 2, 4, 7, 9, 11, 12, 20, 27, 32, 33, 35, & 39

**Invoicing for the above fees will be submitted directly to the city of Roswell*

IMPORTANT NOTE: Storage fees of \$4.00/cubic foot/month/piece of Property **[\$555/month total for the items within this proposal]** will take effect forty-five (45) days after receipt of this proposal and will continue to accrue until this Service Proposal is returned to The Conservation Center.

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51286_1 (Collection 6– Textiles) Authorization 3 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



THE
CONSERVATION
CENTER

June 19, 2025

Caroline Brooks
Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM #: AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51289 Weaponry (Collection 9)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51289 Weaponry (Collection 9) is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.

1. Services. TCC will provide the following “***Services***” pursuant to this Service Proposal: Conservation with respect to the Property (defined below).
2. Property. TCC will perform the Services with respect to the following “***Property***,” at the Fees described below:



3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$23,615.00
Laboratory Materials Fee:	\$2,360.00
Post Treatment Report Fee:	\$400.00
*Total:	\$26,375.00

Return Delivery to be Determined Upon Conclusion of Treatment

51229 51289 Weaponry (Collection 9) Approved Items #: 20, 30, 31,
37, 47, 65, 97, 102, 141, 143, 179, 206, 209, 211, 217, & 224

**Invoicing for the above fees will be submitted directly to the city of Roswell.*

IMPORTANT NOTE: Storage fees of \$4.00/cubic foot/month/piece of Property **[\$555/month total for the items within this proposal]** will take effect forty-five (45) days after receipt of this proposal and will continue to accrue until this Service Proposal is returned to The Conservation Center.

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51289 Weaponry (Collection 9) Authorization 3 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____



THE
CONSERVATION
CENTER

October 2, 2025

Roswell Museum
1011 N Richardson Ave
Roswell, NM 88201

CLAIM NO. AXIS23031 / 24-10-06834
TCC SERVICE PROPOSAL NO. 51229_51290
(Collection 10 – Wooden Objects and Furniture)

The Conservation Center strives to uphold the greatest standard of care when preserving and handling your collection. When conserving a piece, our goal is to preserve the artist's original intent by using non-invasive and reversible techniques while utilizing archival-grade materials; thus, forming our treatment philosophy: less is more.

Our Conservators have had an opportunity to examine your artwork. The recommendations and service proposal are as follows:

This proposal addresses the conditions and recommended treatments determined to be directly related to the claim. Please note that any pre-loss related conditions will not be addressed with treatment unless they must be stabilized prior to proceeding with treatment related to the claim. All other pre-loss conditions will remain after treatment is complete. Variations in treatment costs are due to the degrees of complexity presented by each individual piece.

Please Note: It is the responsibility of the museum to verify/conduct due diligence on items that are subject to the Visual Artists Rights Act of 1990 (VARA) and/or the Native American Graves Protection and Repatriation Act (NAGPRA).

This Service Proposal No. 51229_51290 (Collection 10 – Wooden Objects and Furniture) is an agreement (this “***Service Proposal***”) between International Art Services, Inc. d/b/a The Conservation Center, an Illinois corporation (“***TCC***”), and the client signing this Service Proposal (the “***Client***”). This Service Proposal is governed by and subject to the terms and conditions set forth in that certain client engagement letter agreement, entered into by and between TCC and the Client, dated October 23, 2024. This Service Proposal shall not be a binding offer or agreement to provide any Services hereunder until TCC countersigns this Service Proposal.



3. Fees/Deposit.

a. Fees. The Fees for the Services are as follows:

Total Conservation Fee:	\$136,225.00
Laboratory Materials Fee:	\$13,625.00
Post Treatment Report Fee:	\$950.00
*Total:	\$150,800.00

Return Delivery to be Determined Upon Conclusion of Treatment

51229 51290 (Collection 10 – Wooden Objects and Furniture)

Approved Items #: 2, 4, 6, 7, 9, 12, 20, 27, 29, 33, 34, 35, 40, 42, 45, 46,
48, 49, 58, 65, 68, 76, 77, 79, 83, 84, 85, 87, 89, 91, 93, 94, 95, 96, 101, 102,
105, & 106

**Invoicing for the above fees will be submitted directly to the city of Roswell.*

IMPORTANT NOTE: Storage fees of \$4.00/cubic foot/month/piece of Property **\$2,045.00/month total for the items within this proposal** will take effect forty-five (45) days after receipt of this proposal and will continue to accrue until this Service Proposal is returned to The Conservation Center.

No storage fees will be charged during the treatment of the Property and for forty-five (45) days after The Conservation Center notifies the Client that treatment has been completed, but will commence at a rate of \$4.00/month/cubic foot of Property beginning on the 46th day after such notification if the Property remain in The Conservation Center's possession.

Storage fees of \$4.00/month/cubic foot of Property will apply for items unapproved for treatment.

b. Deposit. Given the estimated Fees above, a Deposit in the amount of 50% of the total costs of Services within fifteen (15) days of the Effective Date (as defined in the signature block below) of this Service Proposal. Upon receipt of signed proposal, The Conservation Center will provide an invoice and details for methods of payment.

IN WITNESS WHEREOF, this Service Proposal No. 51229_51290 (Collection 10 – Wooden Objects and Furniture) Authorization 3 has been entered into as of the Effective Date below.

THE CLIENT:

Client Signature: _____

“Effective Date”: _____

Print Name: _____

Accepted by TCC as of the Effective Date:

TCC Signature: _____

Print Name: _____

Title: _____

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Finance Committee

10.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (MacCornack)

BACKGROUND:

Initiated 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.

FINANCIAL CONSIDERATION:

This is for project application support. If awarded, a budget adjustment would be required. Proposed project budget would require a 10% match of up to \$200,000

LEGAL REVIEW:

Resolution has been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on June 15th, 2026 voted (3-0) to recommend this item to July 2026 Finance Committee.

Attachments

Draft Resolution 26-XX CDBG Project Application
Draft CDBG Project Budget Estimate
CDBG Application Checklist

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RESOLUTION 26-XX

**A RESOLUTION OF THE CITY COUNCIL OF ROSWELL, NEW MEXICO,
AUTHORIZING THE SUBMISSION OF A NEW MEXICO COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE
DEPARTMENT OF FINANCE AND ADMINISTRATION/LOCAL GOVERNMENT
DIVISION; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY OF
ROSWELL'S CHIEF EXECUTIVE OFFICER AND AUTHORIZED
REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY OF
ROSWELL'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

WHEREAS, the need exists within the City of Roswell for neighborhood improvement projects in several low and moderate income neighborhoods, and the City of Roswell desires to apply to the Housing and Urban Development's Community Development Block Grant Program to obtain funding for neighborhood improvement projects; and

WHEREAS, the City Council will hold 2 public hearings for public input and comment (6/25/2026 and 6/26/2026) during the 2026 application process; and

WHEREAS, the City Council finds that there is a significant need to undertake the (Project) to provide adequate services to the community; and

WHEREAS, the City Council determines that the (Project) meets the requirements of the Community Development Block Grant Program; and

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

11 The City of Roswell is hereby authorized to prepare and submit a Community Development Block Grant application to the New Mexico Department of Finance and Administration/Local Government Division for the (Project);

2. That the City Council directs and designates the Mayor as the City of Roswell's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City of Roswell's participation in the New Mexico Community Development Block Grant Program);

3. The City of Roswell officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution;

4. That the full application amount be up to \$1,800,000 of grant funds to carry out small diameter water line replacements in Roswell, New Mexico;

5. That it further be stated that the City of Roswell is committing up to \$200,000 from its Water Enterprise Fund as a cash contribution toward small diameter water line replacements

1
2 PASSED, ADOPTED, SIGNED and APPROVED _____, _____.
3

4 CITY SEAL
5
6

7 _____
8 Timothy Z. Jennings, Mayor
9

10 ATTEST
11
12

Amalia Martinez, City Clerk

DRAFT

**CITY OF ROSWELL
NEW MEXICO**

Project Estimate

CDBG Water Line Project
Replacement of Small Diameter Water Lines
James MacCormack, PE

6/1/2026

Page 1 of 1

Engineer's Estimate

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
601000	Removal of Structures and Obstructions	L.S.	1.00	\$35,000.00	\$35,000.00
603000	NPDES Permitting & SWPPP	L.S.	1.00	\$20,000.00	\$20,000.00
621000	Mobilization	L.S.	1.00	\$100,000.00	\$100,000.00
663100	Install Fire Hydrant	EACH	16.00	\$5,500.00	\$88,000.00
663726	6" Waterline Installed	LIN.FT.	2,100.00	\$70.00	\$147,000.00
663728	8" Waterline Installed	LIN.FT.	7000.00	\$85.00	\$595,000.00
663898	8" Gate Valve and Valve Box Installed	EACH	10.00	\$5,000.00	\$50,000.00
702800	Traffic Control Plan	L.S.	1.00	\$15,000.00	\$15,000.00
999003	Water/Meter Service and Service Connection	EACH	189.00	\$800.00	\$151,200.00
807000	Construction Staking by the Contractor	L.S.	1.00	\$10,000.00	\$10,000.00
999002	Connection to Existing Waterline, All Sizes, All Piping, Fittings, Joint Restraint & Blocking	EACH	7.00	\$20,000.00	\$140,000.00
999001	Removal and Repair of Roadway, Curb, Sidewalk and Other. (Permanent Repair)	LIN.FT.	9100.00	\$50.00	\$455,000.00
			Sub-Total Construction		\$1,806,200.00
			GRT Tax 8.2708%		\$149,387.19
			Total Construction		\$1,955,587.19
999000	Project Contract Administration	L.S.	1.00	\$40,000.00	\$40,000.00
			Sub-Total Administration		\$40,000.00
			GRT Tax 8.2708%		\$3,308.32
			Total Administration Cost		\$43,308.32
			Total Project Cost		\$1,998,895.51



CDBG Application Checklist (2026)

Organize your application materials into 11 folders, shown in bold blue caps. Each folder should contain the applicable documents listed under each heading. For additional items not named on the checklist, you can include in the folder that seems appropriate or in the "other" folder. Please follow the numbering and naming protocols shown below. Be sure to use the exact file names shown – based on name of your entity.

1. TRANSMITTAL LETTER *(Application Instructions, page 38)*

a. **Transmittal Letter**

Yes ☐ No ☐ File Name: Transmittal Letter_Municipality/County_2026

b. **Certifications of Passed Application Tests**

Yes ☐ No ☐ File Name: Test-Applying Entity Municipality/County_2026

Yes ☐ No ☐ File Name: Test-Project Administrator_Municipality/County_2026

2. CERTIFICATION AND ASSURANCES *(Application Instructions, page 43)*

a. **HUD Applicant Disclosure Report (Exhibit 1-F)**

Yes ☐ No ☐ File Name: 1-F_Municipality/County_2026

b. **Certifications & Federal Assurances**

Yes ☐ No ☐ File Name: Certifications and Assurances_Municipality/County_2026

3. PUBLIC PARTICIPATION *(Application Instructions, pages 13-14)*

a. **Public Hearing Notice - English & Spanish (Exhibit 1-Q)**

Yes ☐ No ☐ File Name: 1-Q_Municipality/County_2026

b. **Evidence of Publication / Posted Notice (Exhibit A)** (if applicable)

Yes ☐ No ☐ N/A ☐ File Name: A_Municipality/County_2026

c. **Affidavit of Publication** (if applicable)

Yes ☐ No ☐ N/A ☐ File Name: Affidavit_Municipality/County_2026

d. **Pre-selection Public Meeting Agenda/Minutes (Exhibit 1-Q-1)**

Yes ☐ No ☐ File Name: 1-Q-1_Municipality/County_2026

e. **Pre-selection Sign-in Sheet(s)**

Yes ☐ No ☐ File Name: Pre-selection Sign-in_Municipality/County_2026

f. **Post-selection Public Meeting Agenda/Minutes (Exhibit 1-Q-2)**

Yes ☐ No ☐ File Name: 1-Q-2_Municipality/County_2026

g. **Post-selection Sign-in Sheet(s)**

Yes ☐ No ☐ File Name: Post-selection Sign-in_Municipality/County_2026

4. **LOW-TO-MODERATE INCOME (LMI)** (*Application Instructions, pages 15-22*)
LMI Type: American Community Survey (ACS), Limited Clientele (LMC), Survey

ACS

- a. **Request for ACS Methodology Approval**
Yes ☐ No ☐ N/A ☐ File Name: ACS Request_Municipality/County_2026
- b. **DFA-CDBG Approval of ACS Methodology**
Yes ☐ No ☐ N/A ☐ File Name: ACS Approval_Municipality/County_2026
- c. **Census Data used to meet low/moderate income requirements**
Yes ☐ No ☐ N/A ☐ File Name: Census_Municipality/County_2026
- d. **Correspondence/Back up Data relevant to the application** (if applicable)
Yes ☐ No ☐ N/A ☐ File Name: LMI Back up_Municipality/County_2026

LIMITED CLIENTELE (LMC)

- e. **Request for Limited Clientele Methodology Approval**
Yes ☐ No ☐ N/A ☐ File Name: LMC Request_Municipality/County_2026
- f. **DFA-CDBG Approval of Limited Clientele Methodology**
Yes ☐ No ☐ N/A ☐ File Name: LMC Approval_Municipality/County_2026
- g. **Correspondence/Back up Data relevant to the application**
Yes ☐ No ☐ N/A ☐ File Name: LMC Back up_Municipality/County_2026

SURVEY

- h. **Request for Survey Methodology Approval**
Yes ☐ No ☐ N/A ☐ File Name: Methodology Request_Municipality/County_2026
- i. **DFA-CDBG Approval of Survey Methodology**
Yes ☐ No ☐ N/A ☐ File Name: Survey Methodology Approval_Municipality/County_2026
- j. **Methodology Materials**
Yes ☐ No ☐ N/A ☐ File Name: Methodology Materials_Municipality/County_2026
- k. **Completed Surveys (Exhibit C)**
Yes ☐ No ☐ N/A ☐ File Name: Completed Survey_Municipality/County_2026
- l. **Income Survey Certification (Exhibit D)**
Yes ☐ No ☐ N/A ☐ File Name: D_Municipality/County_2026
- m. **LMI Worksheet (Exhibit E)**
Yes ☐ No ☐ N/A ☐ File Name: E_Municipality/County_2026
- n. **Spreadsheet Summarizing Survey Results**
Yes ☐ No ☐ N/A ☐ File Name: Spreadsheet Summary Municipality/County_2026
- o. **DFA-CDBG Completed Survey Approval**
Yes ☐ No ☐ N/A ☐ File Name: ACS Request_Municipality/County_2026

5. SITE CONTROL *(Application Instructions, page 37)*

a. CDBG Site Certificate (Exhibit F)

Yes ☐ No ☐ File Name: F_Municipality/County_2026

b. Deed of Trust or other legal document proving ownership, access, right of way

Yes ☐ No ☐ N/A ☐ File Name: Deed of Trust_Municipality/County_2026

c. Map/s

Yes ☐ No ☐ N/A ☐ File Name: Map_Municipality/County_2026

6. APPLICATION FORM *(Application Instructions, pages 44-47)*

a. Application Form (Exhibit G)

Yes ☐ No ☐ File Name: Application-Exhibit G_Municipality/County_2026

b. SAMs Government Clearance (Exhibit 1-X)

Yes ☐ No ☐ File Name: 1-X_Municipality/County_2026

7. CASH MATCH/LEVERAGING *(Application Instructions, pages 23-25)*

a. Resolution for Matching Funds (Exhibit H)

Yes ☐ No ☐ File Name: Matching Funds Resolution_Municipality/County_2026

b. Cash Match - supporting documentation proof

Yes ☐ No ☐ File Name: Cash Match_Municipality/County_2026

c. Leveraging - supporting documentation proof

Yes ☐ No ☐ File Name: Leverage_Municipality/County_2026

8. PROJECT NARRATIVE & SCOPE OF WORK *(Application Instructions, pages 39-42)*

Project Type: Water, Wastewater, Public Facility, Street/Drainage

a. Questions & Answers - for project type(s)

Yes ☐ No ☐ N/A ☐ File Name: QA for Municipality/County_2026

b. Full Scope of work (Exhibit 1-A)

Yes ☐ No ☐ N/A ☐ File Name: Full 1-A_Municipality/County_2026

9. COST ESTIMATES *(Application Instructions, pages 26-28)*

a. Certified Cost Estimates (for applications exceeding \$500,000)

Yes ☐ No ☐ N/A ☐ File Name: Certified Costs_Municipality/County_2026

b. Cost Estimates (for applications at or below \$500,000)

Yes ☐ No ☐ N/A ☐ File Name: Uncertified Costs_Municipality/County_2026

c. Project Cost Financing Summary, full project (Exhibit 1-C)

Yes ☐ No ☐ File Name: Full 1-C_Municipality/County_2026

10. PLANNING AND READINESS *(Application Instructions, pages 29-37)*

a. Infrastructure Capital Improvement Plan (ICIP)

Yes ☐ No ☐ N/A ☐ File Name: ICIP_Municipality/County_2026

b. Asset Management Plan

Yes ☐ No ☐ File Name: Asset Management Plan_Municipality/County_2026

c. **Project Schedule (Exhibit 1-B)**

Yes ☐ No ☐ File Name: 1-B_Municipality/County_2026

d. **Plans and Specifications**

Yes ☐ No ☐ N/A ☐ File Name: Plans - Specs_Municipality/County_2026

e. **Preliminary Engineering Report (PER)**

Yes ☐ No ☐ N/A ☐ File Name: PER_Municipality/County_2026

f. **Professional services** (as per checklist #6 Professional Services)

Yes ☐ No ☐ N/A ☐

g. **Environmental** (as per checklist #7a or 7b)

Yes ☐ No ☐ N/A ☐

11. OTHER

** For a comprehensive list of CDBG exhibits & documents, see the updated [Implementation Manual](#) (2025)*

CDBG Website Links

Application Information, Exhibits & Videos [ACCESS HERE](#)

Implementation Manual, Exhibits & Videos [ACCESS HERE](#)

CDBG Project Managers

Stephanie Kramer, c. (505) 690-4621, Stephanie.Kramer@dfa.nm.gov

Cristina Caltagirone (kal-tah-gee-row-neh), c. (505) 470-0977, Cristina.Caltagirone@dfa.nm.gov

Jaelynn Narvaiz (nar-vice) c. (505) 690-5313, jaelynn.narvaiz@dfa.nm.gov

Domenica Cimino (chee-mee-know), c. (505) 618-0266, domenica.cimino@dfa.nm.gov

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Finance Committee

11.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (Hicks)

BACKGROUND:

Initiated 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.

FINANCIAL CONSIDERATION:

N/A

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Resolution 26-XX Disposal of Certain Surplus Personal Property
Surplus Property List July 1, 2026

RESOLUTION 26-XX

A RESOLUTION AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PERSONAL PROPERTY

WHEREAS, the City is the owner of certain personal property, listed in Exhibits A and B to this Resolution; and

WHEREAS, NMSA 1978 § 3-54-2, authorizes the City to dispose of personal property at public or private sale; and

WHEREAS, the City has no use for the said personal property and wishes to dispose of the property, pursuant to § 3-54-2.

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

1. The City has no use for the personal property listed in Exhibit A and B.
2. Each item of personal property listed in Exhibit A, has a value of \$2,500.00 or less, as shown in the Exhibit, and may be sold at a public or private sale for cash without further notice, as provided in Section 3-54-2(A).
3. The personal property listed in Exhibit B may be sold at a public or private sale, upon notice published twice in the Roswell Daily Record, not less than seven days apart, with the last publication not less than fourteen days prior to the sale, as provided for in Sections 3-54-2(B) and (C).
4. Disposal of the personal property listed in Exhibit A and B is hereby authorized, pursuant to NMSA 1978 § 3-54-2.

PASSED, ADOPTED, SIGNED, and APPROVED the 9th day of July 2026.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

CITY OF ROSWELL
ASSET DISPOSAL LIST
FY2026 RESOLUTION 26-XX
JULY 2, 2026

EXHIBIT B - VALUES MORE THAN \$2,500

DEPT	REMOVAL TYPE	DESCRIPTION	COMPUTER SANITIZED Y OR N	PURCHASE COST	SERIAL OR VIN #	TAG #	ASSET #	DEPRECIATED VALUE	ESTIMATED VALUE	AUCTION RESERVE	MINIMUM PRICE
POLICE	AUCTION	2008 FORD F150		\$ 19,000.00	1FTPX14V08F859650	59650	8233	\$ -	\$ 6,525.00 *	\$ 1,000.00	\$ 1,000.00
COMMUNITY DEV	AUCTION	2005 FORD F150		\$ 15,391.60	1FTRF12285NC04811	569	7514	\$ -	\$ 5,200.00 *	\$ 1,000.00	\$ 1,000.00
WWTP	AUCTION	2010 JOHN DEERE LOADER 444H		\$ 70,590.05	DW444HX561971	389	161	\$ -	\$ 34,000.00	\$ 1,000.00	\$ 1,000.00
SOLID WASTE	AUCTION	2014 AUTOCAR ACX REARLOADER		\$ 216,404.00	5VCACLVFXH216878	302	14366	\$ -	\$ 45,000.00	\$ 5,000.00	\$ 5,000.00
ANIMAL CONTROL	AUCTION	2014 FORD F-150 (WRECKED)		\$ 22,100.00	1FTEX1CM8KF07794	578	14630	\$ -	\$ 13,200.00 *	\$ 1,000.00	\$ 1,000.00

* ESTIMATED FROM BEENVERIFIED

EXHIBIT A - VALUES LESS THAN \$2,500

DEPT	REMOVAL TYPE	DESCRIPTION	COMPUTER SANITIZED Y OR N	PURCHASE COST	SERIAL OR VIN #	TAG #	ASSET #	DEPRECIATED VALUE	ESTIMATED VALUE	AUCTION RESERVE	MINIMUM PRICE
PARKS	SCRAP	HUSQVARNA BRUSH TRIMMER			032315M011739		CHATEL	N/A	\$ 10.00	\$ -	\$ -
PARKS	SCRAP	SNAPPER PUSH MOWER			2000750482		CHATEL	N/A	\$ 10.00	\$ -	\$ -
PARKS	SCRAP	MULCHER VACUUM BAGGER		\$ 769.99			7909	\$ -	\$ 10.00	\$ -	\$ -
PARKS	SCRAP	LAZER 2 ZERO TURN MOWER		\$ 13,197.00	404673365		25193	\$ 1,413.94	\$ 100.00	\$ -	\$ -
PARKS	SCRAP	LAZER 2 ZERO TURN MOWER		\$ 12,392.00	403127193		24717	\$ -	\$ 100.00	\$ -	\$ -
PARKS	SCRAP	SNAPPER ZERO TURN MOWER		\$ 5,160.70	2012661170		8234	\$ -	\$ 100.00	\$ -	\$ -
PARKS	SCRAP	GROUNDMASTER 7210 ZERO TURN MOWER		\$ 26,034.83	280000115		8476	\$ -	\$ 100.00	\$ -	\$ -
VISITORS CENTER	SCRAP	COMPUTER EQUIPMENT		\$			24751	\$ -	\$ -	\$ -	\$ -
VISITORS CENTER	SCRAP	HP COMPUTER PROBOOK	Y	\$ 595.00	USH739L195	6153	24969	\$ -	\$ -	\$ -	\$ -
WWTP-SEWER	AUCTION	PUMA AIR COMPRESSOR		\$ 2,495.00		6147	24662	\$ -	\$ 100.00	\$ 100.00	\$ 100.00
FIRE DEPARTMENT	AUCTION	KITCHEN STOVE (GAS)		\$ 1,099.99		3031	8073	\$ -	\$ 50.00	\$ 50.00	\$ 50.00

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Finance Committee

12.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (Herring)

BACKGROUND:

Initiated 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.

FINANCIAL CONSIDERATION

This will be added to the FY27 Final Budget of \$269,115.00.

11014656-654801 (Contract-Professional Services) - \$269,115.00

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

The Finance Committee will be the first to review this item.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

GETRESQ911 Scope of Work

Agency Name: Pecos Valley Regional Communications

Date: June 16, 2026

Agency Address: 1 Saint Mary's Place, Roswell, NM 88203

Agency Contact/Phone #: [Alison Herring](mailto:A.Herring@roswell-nm.gov) / A.Herring@roswell-nm.gov / 575-624-7590

Agency CAD System: Central Square/OneSolution

Agency 911 Platform: Intrado Viper

Agency Radio System: Zetron

Introduction:

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

Agreements

Client Responsibilities – include but not limited to the following:

- Day to day management of the Contractor will be the responsibility of the Client.
- Client agrees to provide on-boarding information at least two weeks prior to Contractor start date including the following:
 - o Call taking, CAD Screen Images of Data Entry location.
 - o Local call types
 - o CAD codes/commands.
 - o Radio codes
 - o Agencies dispatched listing.
 - o Appropriate SOP / Policy Documentation
 - o Any additional on-boarding materials deemed necessary or encouraged to learn and understand.
- Adjustments to weekly hours and pay will be communicated in writing to the Company once agreed to by Client and Contractor.
- Adjustments to the weekly hours for each 911 Contractor will be coordinated monthly between Client and Company via a monthly schedule update.
- Union approvals, if required.
- Contractor pay including monthly housing will be paid electronically/ACH to the Company on a monthly basis on the first Wednesday of each month.

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

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

Scope of Work-3 x 6 months

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

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

Company Responsibilities – include but not limited to the following:

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

PAYMENT SCHEDULE

911 Contractor(s): 3

Name: Phone #: _____

Name: Phone #: _____

Name: Phone #: _____

Start Date at Clients location: _____

Client Address: _____

Point of Contact at Client location: _____

Point of Contact Phone/Email: _____

Itemized Invoice: 1 Month Option

Item	Description	Hourly rate	Duration	# of contractors	Total
1	911 Contractor-Reg	\$55	1040 hrs (40 hrs/wk x 26 wks)	3	\$171,600
2	911 Contractor-OT	\$82.50	234 hrs (avg 9hrs/wk x26 wks)	3	\$57,915
3	Contractor Monthly Stipend	\$2,200	6 month	3	\$39,600
	Total Contract				\$269,115
	Due at Signing				\$41,910

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

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

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

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

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

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

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

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

Holiday's are based on the standard Federal Holidays.

Holiday Schedule:

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

AUTHORIZING SIGNATURES

Client Signature _____
Client Name _____
Client Title _____
Date _____

getResQ911 Signature _____
getResQ911 Name _____
Date _____

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Finance Committee

13.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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). (Herring)

BACKGROUND:

Initiated 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.

FINANCIAL CONSIDERATION

Consider recommending approval of a budget adjustment in the amount of \$185,141.23 to fund the Converge One maintenance and managed services support agreement. The Department of Finance and Administration (DFA) has indicated that eligible expenses associated with this agreement will be reimbursable through its established reimbursement process.

This will be added to both income and expenses in the final FY27 budget.

LEGAL REVIEW:

No legal review at this time.

BOARD AND COMMITTEE ACTION:

Finance will be the first committee to review this item.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Converge 1 Quote



C1 Statement of Work



Maintenance/Managed Services Support Agreement

PREPARED FOR: Pecos Valley Regional Communications Center

PREPARED BY: Melanie Hager
Client Executive
mhager@onec1.com

DATE: June 10th, 2026



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1. ACCOUNT CONTACTS/LOCATION DETAILS

1.1 Customer Contact Information

Customer: Pecos Valley Regional Communications Center
Primary Contact: Alison Herring
Ship to Address: 1 St. Mary's Pl, Roswell, NM 88203
Email: a.herring@roswell-nm.gov
Phone: 575.624.7590 Ext.1

Purchaser: Pecos Valley Regional Communications Center
Bill to Address: 1 St. Mary's Pl, Roswell, NM 88203
Attention: Alison Herring

Customer ID: VTWPECVAL0001

Contract Start Date: 7/1/2026

1.2 C1 Contact Information

Client Executive: Melanie Hager
Email: mhager@onec1.com
Phone: 651-796-7009 (office)
505-459-8448 (mobile)



2. SCOPE OF WORK – TERMS AND CONDITIONS

2.1 Introduction

This Statement of Work ("SOW") is entered into on the first day of the month immediately following signature of this SOW ("Effective Date") by Pecos Valley Regional Communications Center ("Customer"), and ConvergeOne, Inc., ("C1"). This Statement of Work or Scope of Work ("SOW") and the applicable Solution Summary (and any documents attached thereto and incorporated therein by reference) (collectively, this "Order") is subject to the following terms and conditions and the State of New Mexico Department of Information Technology Price Agreement # 40-36100-24-05893.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

The Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent the Customer's agreement with each document in this Order.

Unless signed, this Order will be valid for a period of sixty (60) days following the date hereof. Due to rapidly changing prices in the market for third-party Products and/or Services, after the expiration of the foregoing 60-day period, the Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s). Thereafter, this Order will no longer be of any force and effect.

3. COVERED TECHNOLOGIES

The table below summarizes the products that are eligible for support under this SOW ("Supported Product Types") by their product type ("Product Category"). C1 will provide the services as described in this SOW, only to the devices listed in Appendix A ("Supported Products") at sites as indicated in Appendix A ("Supported Sites") of this SOW.



This table may be updated over the Term as needs and scope are defined by Customer. Any changes to the Supported Products or the scope of the managed services to be delivered by C1 to Customer pursuant to this SOW will be by mutual agreement of the Parties and documented via the Contract Change Control process outlined in this SOW.

Table 3-1

<i>Support Type</i>	<i>Supported Product Types</i>	<i>Manufacturer</i>
C1 Managed Services	Intrado Viper Call Handling Equipment (13 positions)	Intrado
Manufacturer Support	Intrado ECATS Recurring Services, Intrado Total Protection Services (13 positions)	Intrado

4. MANAGED SERVICE ELEMENTS

This section describes each of the service elements included with the scope of this SOW.

4.1 Service Desk

- Service Desk is a centralized function serving as a single point-of-entry for all Customer requests related to the services provided under this SOW.
- Service Desk is accessible during Service Hours by Customer's Help Desk or authorized personnel with a working knowledge of the Customer's technical environment as it relates to the Supported Products at Supported Sites covered under this SOW.
- Service Desk supports the following tasks and workflows:
 - Receipt of Customer's service requests and trouble reports
 - Event assessment and assignment of incident classification according to agreed incident prioritization criteria,
 - Update status of service requests and/or trouble tickets based on agreed intervals or with change in status.
 - Review, validation, and closure of tickets.
- Tickets may be submitted to the Service Desk via the following methods:
 - Phone call to the Service Desk
 - Request submitted via Seller's web portal.
 - Requests submitted via the ITSM ticketing system integration.
 - Events received from Seller's element monitoring system.

4.2 Proactive Monitoring



Seller will monitor pre-defined events and system generated alerts for the Supported Products (as applicable for those systems that are appropriately equipped and capable of being monitored) at Supported Sites covered under this SOW.

- Seller will support the following event management tasks and workflows:
 - Event filtering and categorization according to criticality
 - Event authentication and notification via pre-defined time-based correlation rules
 - Event correlation, automated Ticket creation
- Alarms will be addressed according to the Incident Management process defined below

4.3 Incident Management

- Incident Management provides lifecycle management of incidents 24x7x365, including escalation management through the various levels of remote and on-site resolution to ensure service objectives are achieved. Seller will remotely isolate and troubleshoot incidents that occur on Supported Products at Supported Sites as identified through proactive monitoring, or notification from Customer.
- Within the Incident Management process, Seller will support the following tasks and workflows:
 - Create incident tickets for incidents discovered through proactive monitoring, or as reported by Customer Coordinators.
 - Assess and assign incident classification according to agreed incident prioritization criteria.
 - Investigate, diagnose, and isolate incident.
 - Assign a Technician and/or Engineer to perform troubleshooting of identified troubles and remotely resolve if possible,
 - Provide case management of trouble tickets until incident resolution including:
 - Provides regular status of trouble tickets based on agreed intervals or with change in status,
 - Performs escalation management within Seller and Customers organizations as appropriate.
 - Confirm resolution of incident and close trouble ticket with supporting vendor.
 - Quality control of the resolution.

As the Customer Success Center (“CSC”) receives a notification, a trouble ticket is created, and the severity level is determined. Severity Levels are classified from Severity Level One (P1) to (P4).

The following table provides the guidelines for the Priority levels assigned to Incident tickets associated with the services delivered under this SOW.



Table 4-1: Incident Classifications

Priority Level	Definition
Priority 1 (P1)	The site is Fully Down and cannot process any 911 calls
Priority 2 (P2)	The supported system is operating with reduced functionality, causing significant impact to business operations. Significant impact that has a reasonable likelihood of leading to a system outage if not addressed. • P2 - Admin lines are down • P2 - Several Positions are down (Must be >= 50% down, such as 2 of 4) • P2 - ANI/ALI is down • P2 - Text2911 is down • P2 - Abandoned calls not available (treated with a level of urgency)
Priority 3 (P3)	The supported system is operating with reduced functionality, causing little to no impact to business operations. • P3 - Single Position is down (Site operations must be <= 50% down, such as 2 out of 8) • P3 - CAD spill not working • P3 - ITRR not recording radio audio, one-off call behavior (low impact issue) • P3 - ePrinter not collecting call data • P3 - Critical alarm reported from Manufacturer (alarm = service impact)
Priority 4 (P4)	Little or no impact to the supported system. • P4 - MIS/eCats is down – equipment can process calls, eCats is just not collecting data • P4 - Changes in Configurator, such as an agent change or button labeling • P4 - Minor alarm as reported from C1 monitoring • P4 - Requests for System info or 'how-to-do' XYZ • P4 - Can't Transfer from 911 to admin lines

3rd Party Vendor Management – Maintenance support:

- When replacement parts are required, the assigned Technician or Engineer will coordinate with the appropriate Customer maintenance vendor to ensure the part is ordered and installed. As required, Seller will engage the appropriate Customer maintenance vendors on the Customer's behalf to expedite replacement, coordinate shipment, and restore configurations. Replacement parts are included within the scope of this agreement for the technologies listed in the Supported Products.
- When on-site support is required, the assigned Technician or Engineer will coordinate with the appropriate Customer maintenance vendor to ensure the dispatch is ordered according to the commitments under the Customer's separate maintenance agreement. On-site support is subject to the terms of Customer's separate maintenance agreements.
- Seller will keep a record of Customer's separately contracted equipment maintenance agreements (to include information on coverage hours, service entitlements, vendor service levels). Customer must notify Seller of any changes to such agreements.



4.5 Change Management

Change Management is the process of managing the review, approval, and scheduling of changes related to the Supported Products. Any activity with the potential to temporarily or permanently impact the availability, reliability, security or performance of Supported Products is defined as a change. Seller will provide a designated point of contact to receive requests for change (RFC) initiated by Customer and to initiate requests for change (RFC) with Customer on behalf of Seller as needed.

Seller will follow the change type classifications as described below:

- Normal low-risk change: A change that requires no service outage but must be approved by a designated Customer approver before implementation with a scheduled start time of no sooner than two (2) business days after requested approval date.
- Normal Moderate Risk change: A change that contains risk of unplanned business disruption or requires a service outage. Must be approved by a designated Customer approver before implementation with a scheduled start time of no sooner than five (5) business days after requested approval date.
- Normal high-risk change: A change that contains risk of unplanned business disruption or requires a service outage. Must be approved by a designated Customer approver before implementation with a scheduled start time of no sooner than ten (10) business days after requested approval date.
- Emergency: A change done to restore service during an Incident. Must be approved by a designated Customer approver before implementation.

Seller will be responsible for the following change management activities:

- Create and review Request for Change (RFC) documents.
- Support Customer in obtaining approvals for change requests. This includes supporting Customer in representing requested change to Customer's change approvers and Change Advisory Board.
- Provide approvals on behalf of Seller.
- Coordinate change schedule and implementation.
- Track change status and report results.

5. SERVICES TERM AND PRICING

5.1 Summary of Fees

Recurring Managed Services and Manufacturer Maintenance Fees

Table 4-2: Minimum Annual Fees



Service Type	Service Description	Qty	Annual Fee	Total Annual Fees
C1 Managed Services	Maintenance and Support Intrado Viper Call Handling Equipment (13 positions)	1	\$124,375.00	\$124,375.00
Manufacturer Maintenance	Intrado ECATS Recurring Services, Intrado Total Protection Services (13 positions)	1	\$46,623.30	\$46,623.30
	Taxes	1	\$14,142.93	\$14,142.93
	Total Minimum Annual Fees			\$185,141.23

Annual Coverage Period: 7/1/2026 – 6/30/2027

5.2 Pricing Terms

- Pricing represents the total minimum recurring fees due throughout the term of this SOW.
- Price does not include hardware, software, or manufacturer support for Supported Products.
- Pricing includes all services as described in this SOW and Attachments. Any changes to the license quantities, service descriptions, Supported Sites, or Supported Products may impact pricing. Changes will be subject to the Contract Change Control Process.
- The initial user, agent, employee and server volumes for invoicing purposes will be validated during the onboarding process. Changes will be subject to the Contract Change Control Process.
- Prices exclude taxes, fees, surcharges, or applicable freight. Customer will be invoiced for applicable taxes and applicable freight when due unless proper tax-exempt documentation is provided by Customer in advance.

5.3 Invoicing & Payment

- An initial invoice will be issued within thirty (30) days following the Term Start Date and shall include the annual service fee specified herein.
- The Customer may receive separate invoices for one-time fees, non-recurring services fees, minimum recurring fees, and Overage Fees as applicable.
- If Customer's internal processes require issuance of purchase orders in order to allow timely payment of invoices due, Customer will issue such purchase orders in a timely manner to ensure invoicing and payment is carried out in accordance with this SOW and the



Agreement. If Seller does not receive a purchase order from Customer, it will not release Customer from its obligations to pay Seller for Services as described in this SOW.

- Seller will be entitled to invoice Customer and Customer agrees to pay Seller for the Services and late payment charges in accordance with this SOW and the Agreement.

5.4 Term

Coverage Period 7/1/2026 – 6/30/2029*

Year 1 - 7/1/2026 – 6/30/2027

Year 2 – 7/1/2027 – 6/30/2028

Year 3 – 7/1/2028 – 6/30/2029

***Please see non-appropriation termination language in section 6.**

6. NONAPPROPRIATION / TERMINATION / CONTRACT TERM

A purchase order ("Purchase Order") or signed Solution Summary will be issued by Purchaser to fund the services as described in this SOW for the first year of the Term. Purchaser reasonably believes that funds will be available and appropriated to make all Payments under this agreement. If sufficient funds are not appropriated, or otherwise made available, for the acquisition of the Product in a subsequent fiscal year, then the Purchaser may terminate, without penalty, this agreement, in whole but not in part, as of the last day for which funds were appropriated or otherwise made available but shall be obligated to pay all charges incurred through the end of that fiscal year. Purchaser shall give forty-five (45) days written notice to Contractor prior to any such termination. Purchaser agrees not to acquire, lease or use similar products for the same purpose as the Product purchased hereunder for a period of one (1) year after termination of the Purchase Order. If Purchaser should terminate for convenience, the termination must be in whole and not in part, and the parties agree that the vendor's reasonable costs associated with the purchase order and its termination shall be equal to the amount of the present value of the remaining unpaid payments to include all remaining years in the Term, discounted at equivalent U.S. Treasury (H.15) T-bill rates as of the date of the initial purchase order, plus any other amounts then due and owing as of the termination date, which Purchaser agrees to pay. Purchaser agrees not to terminate for convenience unless the need for the functions the Product were procured to perform no longer exists.



7. GENERAL PROVISIONS

All Services under this Statement of Work shall be performed exclusively by personnel located within the United States (“Onshore Resources”). The use of any personnel located outside of the United States (“Offshore Resources”) is prohibited unless the Client provides prior written approval. Any such approval must be explicit and documented in writing before Offshore Resources are engaged in the performance of Services.

Notwithstanding any other provision of the Contract or any documents incorporated therein or referenced thereby, all Client data shall at all times remain within, and be stored, processed, accessed, viewed, transmitted, and received exclusively within, the contiguous United States. Any exception to this requirement must be expressly requested by the Client and approved in advance in writing.

8. CUSTOMER AUTHORIZATION TO PROCEED

The use of signatures on this SOW is to ensure agreement and understanding on project objectives and assumptions, and the work and deliverables to be performed by C1. By signing below, the duly authorized Customer representative signifies their commitment to proceed with the project as described in this SOW.

Customer's Authorized Representative:

Signature

Printed Name

Title

Date



APPENDIX A – SUPPORTED PRODUCTS AND SUPPORTED SITES

Supported Sites	Supported Products	Service Type
Primary Site Address: Pecos Valley Regional Communications Center 1 St. Mary's Pl Roswell, NM 88203	Intrado Viper Call Handling Equipment	Service Desk, Incident Management, Proactive Monitoring and Onsite Dispatch



APPENDIX B – LIMITATIONS OF LIABILITY

Notwithstanding any contrary provisions contained in the State of New Mexico Department of Information Technology Price Agreement # 40-36100-24-05893, C1 and Customer acknowledge and agree to the following:

(a) Customer acknowledges that the Services may not function properly: (i) during any disruption of power at the Customer's location; (ii) during any disruption of internet connectivity to the Customer's location; (iii) during any period in which the Customer's VoIP telephony service provider or Local Exchange carrier has cancelled or suspended delivery of services to Customer for any reason (including suspension or cancellation for failure to pay or other default); (iv) during any period of Service outage or failure beyond C1's reasonable control (including natural disasters, wide-spread telephony or Internet network failures or a service failure of C1 or its third party suppliers); (v) if Customer's equipment fails to function, is not properly configured or is defective.

(b) SHOULD CUSTOMER, OR ANY PARTY CLAIMING TO HAVE IN ANY WAY RELIED UPON THE SERVICES, SUFFER ANY LOSS, DAMAGE, COST OR EXPENSE FROM ITS USE, OR OPERATION OF THE SERVICES, THEN THE MAXIMUM AGGREGATE AMOUNT OF LIABILITY OF C1, ITS OFFICERS, EMPLOYEES AND AGENTS WILL BE LIMITED TO THE AMOUNT OF FEES PAID OR PAYABLE TO C1 BY CUSTOMER DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE FIRST ACT GIVING RISE TO LIABILITY FOR THE SERVICES THAT CAUSED OR ALLEGEDLY CAUSED SUCH LOSS, DAMAGE, COST OR EXPENSE. IN NO EVENT SHALL C1 BE LIABLE OR OBLIGATED IN ANY MANNER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, COLLATERAL, CONSEQUENTIAL, STATUTORY, OR PUNITIVE DAMAGES. THE LIABILITIES LIMITED HEREIN APPLY: (i) TO LIABILITY FOR NEGLIGENCE; (ii) REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, EQUITY, TORT, OR OTHERWISE (INCLUDING BREACH OF WARRANTY AND STRICT LIABILITY IN TORT); (iii) EVEN IF C1 IS INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES OCCURRING AND EVEN IF SUCH DAMAGES WERE FORESEEABLE; AND (iv) EVEN IF CUSTOMER'S REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE. THIS LIMITATION IS SEPARATE AND INDEPENDENT OF ANY OTHER REMEDY LIMITATIONS AND SHALL NOT FAIL IF SUCH OTHER LIMITATION OR REMEDY FAILS. IF APPLICABLE LAW LIMITS THE APPLICATION OF THE PROVISIONS HEREIN, C1'S LIABILITY WILL BE LIMITED TO THE MAXIMUM EXTENT PERMISSIBLE. THESE PROVISIONS WILL NOT CREATE ANY THIRD-PARTY BENEFICIARY RIGHTS OR BENEFITS TO PARTIES OTHER THAN CUSTOMER.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Finance Committee

14.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (Herring)

BACKGROUND:

Initiated 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.

FINANCIAL CONSIDERATION

Consider approval to incorporate FY27 funding into the final budget for both income and expense for vendor-provided services and/or equipment quotes associated with the Consolidated Dispatch relocation in the amount of \$243,052.51.

LEGAL REVIEW:

No legal review at this time.

BOARD AND COMMITTEE ACTION:

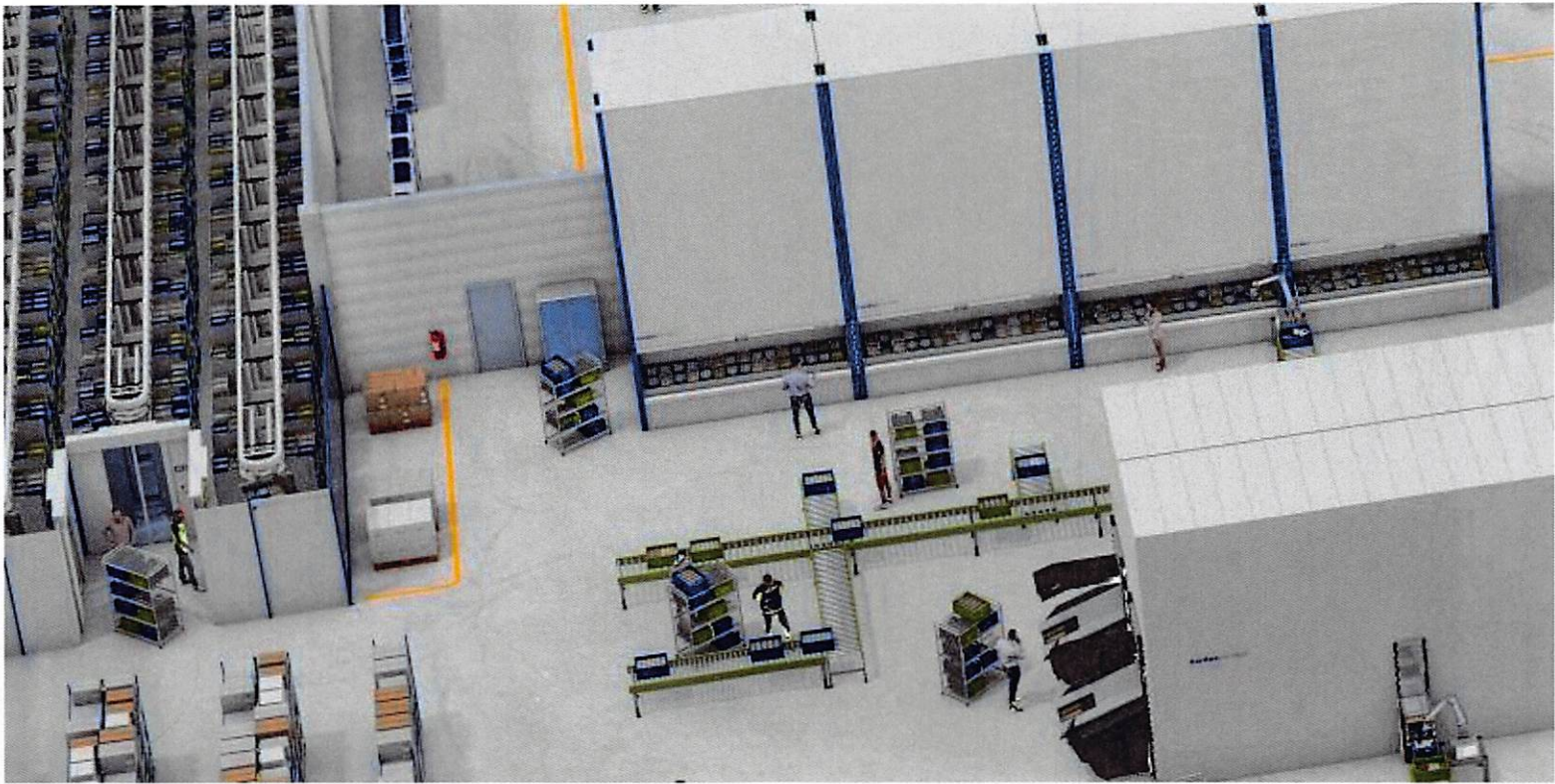
The Finance Committee will be the first committee to review this item.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Kardex Remstar Quote
Xybix Quote 1/3
Xybix Quote 2/3
Xybix Quote 3/3
Goserco Quote
Converge 1 quote



Lektriever Vertical Carousel Proposal for: Pecos Valley Emergency Management

Lektriever Project- Sourcewell

Date Prepared: 1/21/26

Created by:

Carlyle Ordner
Southwest Solutions Group Inc.
cordner@southwestsolutions.com
281-768-9026

Prepared for:

Alison Herring
Pecos Valley Emergency Management

Pecos Valley Emergency Management
Attn: AlisonHerring
Roswell, NM

Subject: Lektriever Project- Sourcewell

Thank you for your interest in our products and services. We are pleased to present you with the following proposal for your storage needs.

As discussed we have prepared the following quotation for you:

Lektriever Vertical Carousel, Model 125-1611X

Qty. 1 EA

Overall Unit Size: 128.7" W x 47.32" D x 107.29" H

16 carriers total, Carrier dimension: 114.5" W x 15.19" D x 10.23" H Clear, 308 lbs. per carrier. 9 file trays per carrier.

Total of 2,074 LFI Provided

This quotation is valid for three months from the date above.

We hope that our quotation meets your expectations. Furthermore, we would like to take this opportunity to assure you that all work will be carried out to a high, professional standard.

If you have any questions, please do not hesitate to contact our team at any time.

Regards,

CarlyleOrdner
Southwest Solutions Group Inc.

Table Of Contents

Product Overview

Lektriever Vertical Carousel

Software

Scope & Supply

Pricing

Warranty Program

Terms & Conditions

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Product Overview

Lektriever Vertical Carousel

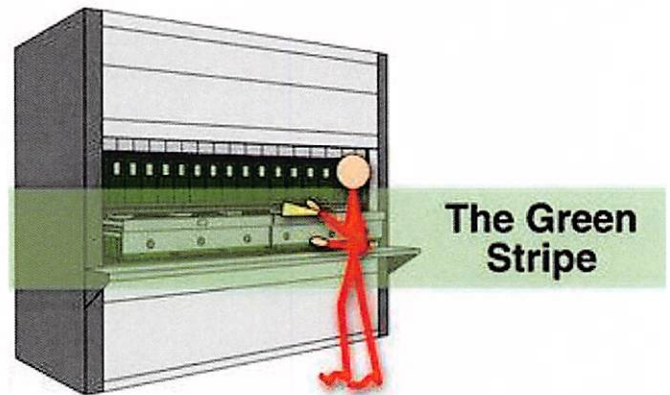
The Principle

Paper records, files, stationery, CD/DVD, credit cards, library, and X-ray; light industrial applications, sample vials, artifacts, valuables collectors' items, guns, sports equipment, check books, certificates and licenses... we understand that companies have to contend with an ever-widening range of media. That's why we've developed solutions to suit any of these applications, which will save space, improve security and productivity, comply with the latest legislation, deliver a greener office environment and save you money.

The Lektriever Vertical Carousel is designed with shelves or drawers that rotate up or down via the shortest path, automatically delivering stored items to an operator at an ergonomically positioned pick window. Each unit is compatible with an entire suite of software and controls or can be used as a standalone solution.

The Lektriever Vertical Carousel Unit provides:

- Reduced Labor Costs
- Increased Retrieval Speeds
- Increased Space Utilization
- Increased Control
- Increased Ergonomics



Electric Lateral File System



Lektriever Standard Features:

Optional Automatic Security Door

Accessibility & Security

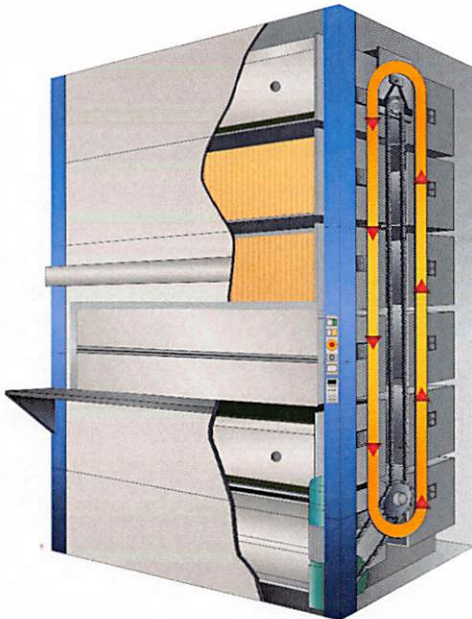
- Advanced Security Doors – a range of security options
- Disabled Persons Access – adjustable work counter
- Fire Protection – integration with locally approved solutions
- Software & Control – enhanced track and trace of records and valuable items

Advanced Security

With the Automatic Security Doors, department managers can give restricted access rights to certain employees. This helps ensure that specific users can retrieve the files, documents and items to which they have been given prior approval by their managers and supervisors. Sensitive files and valuable items are therefore stored within a secure and enclosed environment.

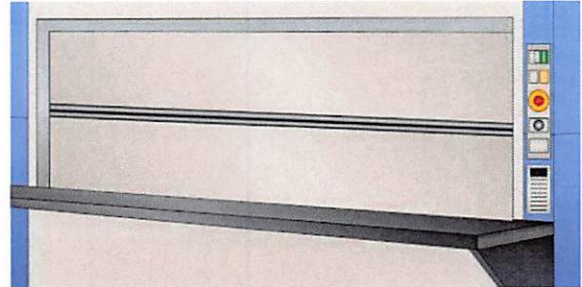
Key Features

- Each user (up to 25) has a unique 4 digit PIN code
- The PIN identifies the approved shelves assigned to the user
- Administrator rights exist to change shelf usage and PIN codes
- Lektriever ELF only rotates when doors are closed and secure, preventing random access from other users
- Only the shelf requested appears in the access opening

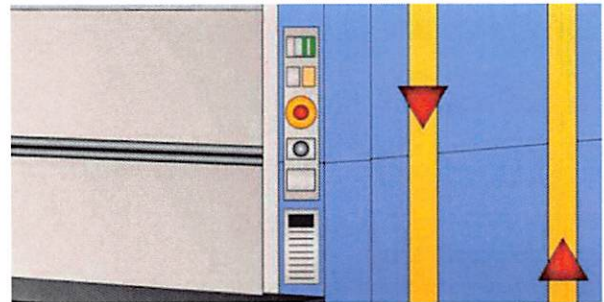


Easy to Use Automatic Security Door:

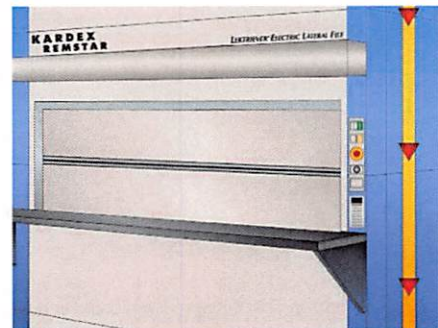
1. The units doors are closed.



2. An operator selects the shelf level they wish to access.



3. The Lektriever ELF rotates with the doors closed.



4. When the required shelf level is ready to be accessed, the door opens.
5. The operator picks the needed item.
6. The doors automatically close, ready for the next pick.

Lektriever Standard Features:

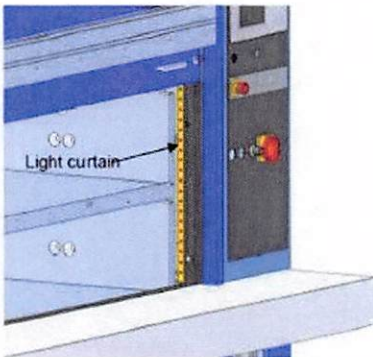
Emergency Hand Crank

A method of manually rotating the carriers (without power if necessary) is available by use of a hand crank. If during hand crank operation power is returned to the unit, it shall remain non-operational by means of a micro switch interrupt caused by the hand crank attachment.

Standard Safety Features

All units include a safety systems witch continually monitors the proper operation of the unit. Maximum safety stopping distance is +/-0.59". The Lektriever ELF Includes:

- Two Emergency Stop Button's
- Mechanical Safety Bars (an integral part of the door assembly)
- Infra-red Photocells (2 sets)
- Safety Switches for Lower Front Access Panel, Hand Crank, Opening & Overheating Motor
- Micro Switch Interrupts To:
 1. Prevent unit operation if the door is not completely open
 2. Prevent unit operation if maintenance access panel is not secure
 3. Prevent unit operation if hand crank is in place
- Emergency Service Switch: The emergency service switch is used to operate the unit if there is a failure on the electronic control/keyboard, until the failure is corrected.



Safety Light Curtain

Both left hand and right hand sides of the access opening area feature a safety light curtain that brings the drive to a standstill immediately if anything or anyone should break the light curtain. The light curtain also prevents the stored goods from being damaged if they happen to protrude out of the storage space.

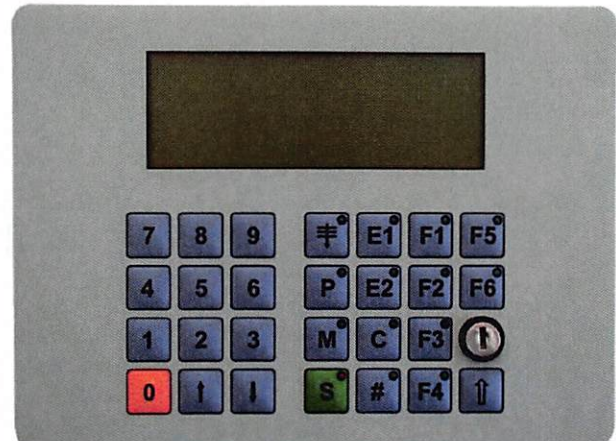
Software

Unit Control Software

T3 Keyboard in Work Counter

The T3 Control offers:

- Carrier selection, maximum input: 3 digits
- Position selection, maximum input: 2 digits
- Depth position selection, max. input: 1 digit
- Quantity display, maximum input: 6 digits
- Manual buffer, maximum input: 40 data lines
- Review and correction of the manually stored information
- Optimization (or sort) of the manually stored information
- Direct definition of carrier number
- Programmable carrier offset
- Programmable unit number 01-99
- Two separated data transfer buffers
 - o Buffer capacity 120+40 data lines per buffer
- Recall of quantity corrections via host
- EDP host call-up (remote in/output)
- System error indication
- Firmware revision indication
- Messages in plain text (obtainable in different languages)
- LCD- display, 4x20 digits
- 8mm character height
- Integrated Alpha-display with 20/40 digits
- Key switch function
- Standard operation
- Keyboard locked (except EDP-functions)
- Additional function keys for future applications
- Controls can be located in an optional swing arm if required



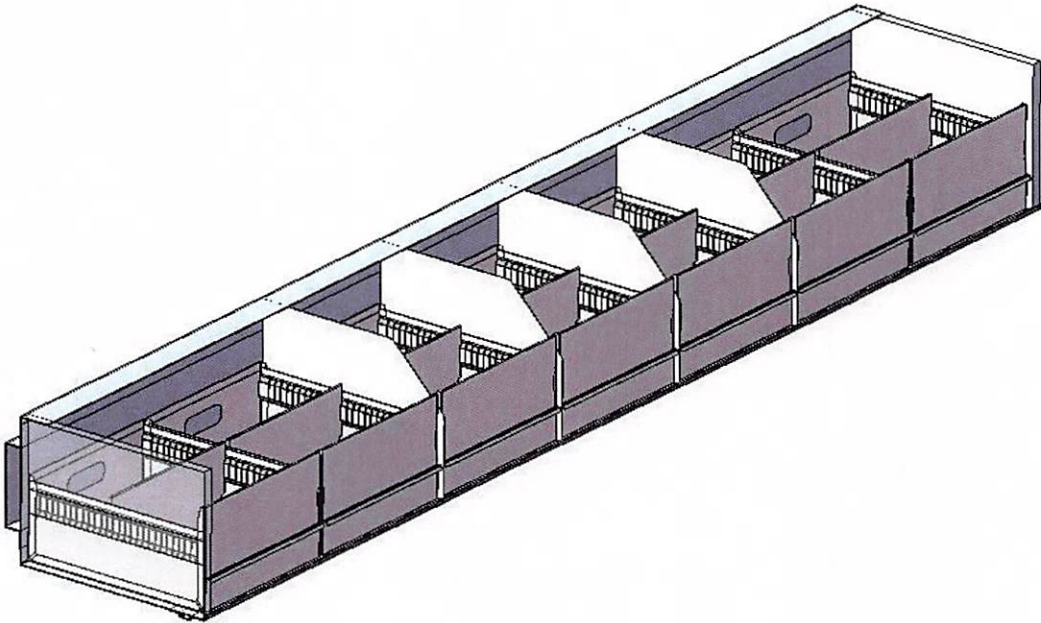
Fixed Seated Work Counter

Work Counter supplied at a fixed location of 29.5" from floor with a light gray laminate top. Optional stainless steel top available.



Carriers For Trays (Letter or Legal)

Designed specifically for storage of letter or legal trays for the model 125. Carriers are made with a 60 degree front lip to aid in tray removal. Trays are priced separately.



Letter Sized Tray Carrier		
X-Wide Width	Holds 9 Letter Trays Per Carrier	130 LFI

Scope & Supply Pricing

Quote/Proposal ID #: EL-011626-02

Name	Price	Sourcewell Discount	QTY	Subtotal
Lektriever Vertical Carousel Model: 125-1611X Unit Model - Overall unit size 128.7" W x 47.32" D (+11.82"D for work counter) x 107.29" H - Includes (16) Carriers 114.53" W x 15.19" D x 10.23" H, 308 lb. capacity per carrier/ 9 Trays per Carrier - T3 LCD Controller Located in Work Counter - Automatic Security Door with PIN Code Access - Access Opening Light - Manual Hand-Crank for emergency access during power outage - Fixed Seated Work Counter with Light Gray Top set at 29.5" 110V Single Phase Power 2,074 LFI Provided Per Unit - Includes 2 year parts and labor warranty	\$92,224.00	-\$36,197.92	1	\$56,026.08
Mechanical Equipment Installation-OPEN MARKET - Includes Two (2) Year Semi-Annual PM Contract, Visits at 6 month intervals - Does not include any electrical connections unless noted	\$16,099.00	\$0.00	1	\$16,099.00
				\$72,125.08

Subtotal	\$72,125.08
Open Market- Freight	\$7,000.00
Tariff Surcharge	\$4,633.00
Total	\$83,758.08

Exceptions/Limitations/Disclaimers/Clarifications

- Mechanical and electrical installation to be non-union unless otherwise specified.
- Delay of work due to site obstructions, lack of electrical power, etc. could result in additional charges.
- Modification requests after order placement will result in additional charges

Delivery Schedule

All equipment will be scheduled to deliver 15-18 weeks after receipt of purchase order.

Freight Payment Terms - Order Terms Shown Selected Below:

If no freight terms are selected FCA Origin Pre-Pay & Add Actual Costs will be applicable.

☐ FCA Origin Pre-Pay & Add Actual Costs

Kardex will arrange the trucks, load/pack the trucks, & complete all necessary documentation. Pecos Valley Emergency Management assumes all risks associated with the shipment and Kardex will invoice actual freight costs in addition to PO value received.

☐ FCA Origin Pre-Pay & Add Actual Costs (Estimated Freight Quoted)

Kardex will arrange the trucks, load/pack the trucks, & complete all necessary documentation. Pecos Valley Emergency Management assumes all risks associated with the shipment and Kardex will invoice actual freight costs in addition to PO value received. Please note if freight is shown as estimated in the quote Kardex reserves the right to charge the difference on the final invoice in the event that freight was grossly miscalculated or special freight requests were made by the customer which resulted in higher shipping costs than expected.

☒ FCA Destination (Freight Included)

Kardex will arrange the trucks, load/pack the trucks, & complete all necessary documentation. Kardex is responsible for any damages until delivery is complete. Please note if freight is shown as estimated in the quote Kardex reserves the right to charge the difference on the final invoice in the event that freight was grossly miscalculated or special freight requests were made by the customer which resulted in higher shipping costs than expected.

*This is not the typical freight term, typically used for Government/Military or special use cases as approved by management.

☐ FCA Origin - Customer Arranged Freight

Customer will arrange the trucks and coordinate directly with the Kardex Logistics team & complete all necessary documentation. Kardex will load/pack the trucks at our site. The customer assumes all risks associated with the shipment. Kardex Remstar will add a \$500 Logistics Handling Fee per truckload.

Invoicing & Payment Terms

Standard terms: Net 30 day payment terms

- **30% at placement of order**
- 60% upon delivery (or no later than 30 days after notification of delivery)¹
- 10% upon substantial completion²

All above pricing is good for 60 days.

Prices and terms are not subject to verbal changes unless approved in writing by the seller.

Should the buyer cancel before completion, he will assume responsibility for all work performed prior to receipt of written cancellation.

Terms inconsistent with those stated therein which may appear on the purchaser's formal order will not be binding to the seller.

Please see our full terms and conditions in the Appendix section for more details.

TAXES

The prices given do not include any Federal, State, or local taxes based upon or measured by sales or use. Taxes in effect at the time of shipment will be billed separately and will be due and payable within thirty (30) days of shipment.

GOVERNMENT IMPOSED TARIFFS

On April 3, 2025, the US Government implemented tariffs that will increase the landed cost of Kardex Remstar products. The newly imposed tariffs will impact all products manufactured in Germany. These tariffs are collected upon entry into the United States.

However difficult, these unprecedented government-imposed tariffs constitute circumstances beyond our control and necessitate an additional fee for the tariff cost in order to maintain our quality standards and service levels. Due to these circumstances beyond our control, Kardex Remstar will be adding a tariff adjustment to any final invoices for new equipment and spare parts.

Each order will be subject to the prevailing government tariff at time of entry into the United States. We will continue to monitor developments regarding these tariffs, and should the situation change, Kardex Remstar will make the appropriate adjustments as needed. If a tariff is not charged on your goods by the US Government a tariff adjustment **WILL NOT** be made on any invoicing.

We value your continued partnership and appreciate your understanding as we navigate the evolving economic landscape.

¹Delivery Delays:

1. If Kardex has not undertaken to install the product, the full purchase price is payable 30 days after supply and invoicing.
2. If a customer cannot take delivery of equipment within two weeks of their confirmed scheduled delivery date Kardex will store the equipment at an added charge of \$900 per month/per machine (unit) and will not be prorated per month for a maximum of 3 months.
3. After 3 months maximum of storage, the full order will be required to ship to a local customer owned storage facility and be stored at the customers expense and the customer will be invoiced accordingly.

²Substantial completion is considered as the following:

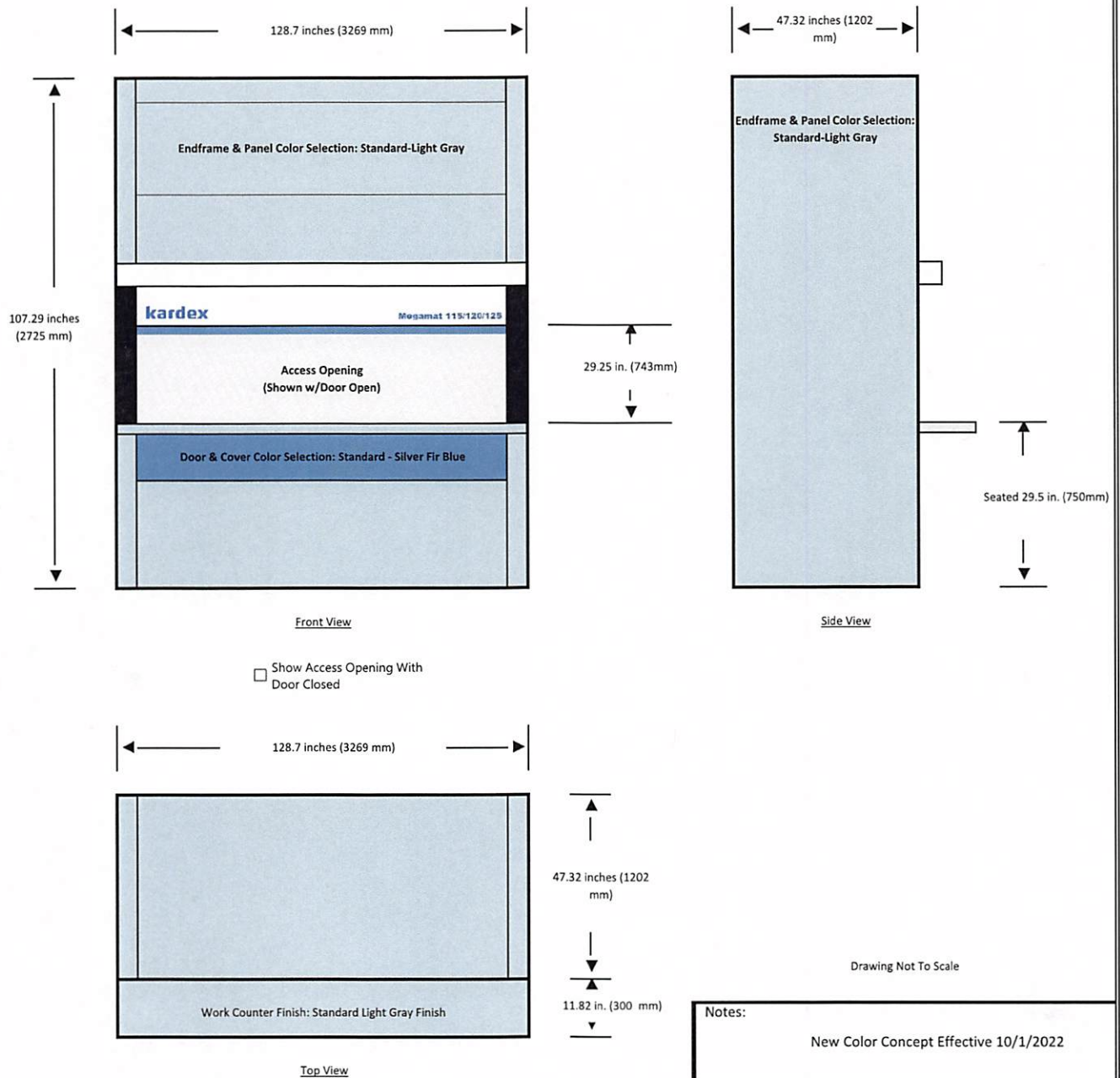
1. For a single unit equipment installation, substantial completion is equipment delivered and installed and/or awaiting final power hookups by a customer or other delays by customer that are out of Kardex's control and preventing final completion.
2. For a multi unit equipment installation, substantial completion is at least 75% of the equipment installed and/or awaiting final power hookups by a customer or other delays by customer that are out of Kardex's control and preventing final completion.
3. For projects involving software installations, substantial completion is at least 75% of the software installation complete including any remote work or onsite time but still awaiting final customer training or interfacing by a customer including other delays by customer that are out of Kardex's control and preventing final completion.
4. In the event of substantial completion Kardex will give 30 days notice to the customer to remedy the delays before invoicing for the final 10% payment.

Specifications

kardexremstar								
Kardex Megamat 125 VCM								
Equipment Specifications								
Overall Unit Specifications:								
Base Unit includes lockable bi-parting door (unless automatic door has been chosen), dust cover/top, all safety circuits, safety light curtain, emergency stop left & right side, touch bars (upper and lower), motor, manual handcrank, electronics and TUV label.								
Quantity of Carousels	: 1							
Model Number	: 125-1611X							
Overall Unit Width	: 128.7 inches (3269 mm)							
Overall Unit Depth (without posting board)	: 47.32 inches (1202 mm)							
Work Counter (posting board) Depth	: 11.82 in. (300 mm)							
Overall Unit Height	: 107.29 inches (2725 mm)							
Unit Weight Empty (includes carrier weight)	: 3089 lbs.							
Unit Weight - Fully Loaded	: 8033 lbs.							
Max. Total Load (including carrier dead weight)	: 4070 kg (8,973 lb)							
Top Tolerance at Balanced Load	: +/- 15mm (.059")							
Minimum Ceiling Height: 108.08 inches (2745 mm)								
*Important Note: Unit may fit in an 9'H room with a dropped ceiling and/or dust cover not installed. With shimming and/or a hard ceiling, unit will be too tall.								
*Units can be placed side by side, or back to back. When a unit is to be installed through a ceiling or in a niche, free space of approximately 1.2" (30 mm) is required all around the unit.								
Average Floor Load (based on Unit weight-fully loaded)	: 1.32 lbs./in² (189.94 lbs./ft²)							
Supporting contact surface	: 130.5 in² /842 cm²							
Dynamic Unit Weight (Newtons)	: 48,256							
Dynamic Floor Load Bearing Capacity	: 1.78 lbs./in² (256.32 lbs./ft²)							
Maximum Imbalance Load	: 300 kg (660 lbs)							
Cycle Speed	: 7.0 inches / second							
Average Access Time (1/4 carousel revolution)	: 6.3 seconds							
Color Selection (Endframes)	: Standard-Light Gray							
Color Selection (Panels)	: Standard - Silver Fir Blue							
Noise Level	: < 60 db(A)							
Access Opening Information:								
Work Counter Type & Height	: Seated 29.5 in. (750mm)							
Work Counter Finish	: Standard Light Gray Finish							
Door Type	: Automatic Security Door With Passcode Access							
Opening Clear Height	: 29.25 in. (743mm)							
Access Lighting	: Full Width Light Above Access Opening							
Power & Controls:								
Power Supply	: 110 Volt /1-60 Hz							
Drive, Gear Motor	: AC - Gear Motor - 1.5 kva							
AMP Draw	: 16 AMP							
Average Power Consumption	: 2.0 KVA							
Control	: T3 LCD Control							
Controller Location	: Work Counter/Table							
E-Stop	: Included Left & Right Side of Access Opening							
Emergency Service Switch	: Included							
Computer Interface	: Computer Interface Module Included							
Breaker Size: 20*								
*Cannot be wired to a breaker or outlet that uses a GFI circuit.								
Standard Safety Features								
Expanded Error Indicator	Upper and Lower Mechanical Safety Bars (Doors)							
Safety Light Curtain	Safety Switches for Lower Front Access Panel and Hand Crank Opening							
E-Stop Left & Right Side	Emergency Service Switch							
Standard Features included in Base unit								
Electronics Located in the Bottom Access Panel	Top Dust Cover							
Hand Crank for Installation of Carriers and Service	Access for Service from Front							
Additional Features and Options								
Dirak Access Panel Lock Kit Included								
Carrier Specifications:								
Specifications Per Carrier								
Carousel's Carrier Configuration	Qty	Clear Height	Clear Width	Clear Depth	Max. Capacity	*Avg. Capacity	LFI Per Carrier	Total LFI Per Carrier Style
Letter Lateral Carrier w/5 fixed dividers & BRF	:							
Legal Lateral Carrier w/5 fixed dividers	:							
Letter Tray Carrier w/5 fixed dividers- Top Tab Trays	16	10.23	114.50	15.19	308 lbs.	308 lbs.	130	2074
Special Letter Hanging Tray Carrier w/5 fixed dividers	:							
Legal Tray Carrier w/5 fixed dividers- Top Tab Trays	:							
	:							
Carrier with 60 deg.Lip	:							
	:							
	:	2.87	114.05	15.15				
	:							
Letter File Drawer Carrier (4+5 Configuration)	:							
Legal File Drawer Carrier (4+3 Configuration)	:							
Letter Hanging Frame Carrier (4+4 Configuration)	:							
N/A	:							
Total Linear Filing Inches (LFI) for 1 unit(s)	2074	Multimedia Carriers/Drawers are not included in Total LFI calculation						
*Avg. capacity is based on a unit configured with one carrier type.								

Unit Drawing

kardexremstar



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Notes:

New Color Concept Effective 10/1/2022

Date 1/16/2026

Customer

Model 125-1611X

*Kardex Megamat 115/120/125 VCM
Vertical Carousel*

Drawing

Updated POF

1/16/2026

Warranty Program

Lektriever Electric Lateral File Vertical Carousel

Warranty Statement

Kardex Remstar warrants all new Lektriever Electric Lateral Files to be free from defects caused by substandard material or inferior workmanship. This liability is limited to the obligation to repair, or at Kardex Remstar's discretion, replace without charge any part found to be defective under normal wear and tear within two (2) years from the commencement of this warranty. The warranty period begins upon completion of installation, or within four (4) weeks of the originally scheduled delivery date of equipment, whichever date is first.

For an additional cost, Kardex Remstar offers an optional Extended Warranty on its vertical carousels. Lektriever Electric Lateral Files are eligible for up to five (5) total years of warranty (the standard two years plus three additional years of coverage). The extended warranty period is subject to the same terms covering inclusions, exclusions, invalidations, payment policies, and geographical scope that exist for the standard warranty period.

Kardex Remstar warranty coverage, both standard and extended, is contingent upon the complete performance of scheduled maintenance on the equipment. Scheduled maintenance must be performed at minimum biannually, including during the first two years, by Kardex Remstar Certified Technicians, and performance of that scheduled maintenance must be reported to Kardex Remstar promptly via your local Kardex Remstar dealer. For more information on extended warranty coverage, including the associated costs, please contact your Kardex Remstar dealer.

Lifetime Motor Warranty

Under the terms of the warranty, Kardex Remstar will replace free of charge any vertical carousel drive motor that fails while using standard maintenance and operating conditions for the life of the carousel providing scheduled maintenance is completed biannually. To confirm that your machine meets these requirements, contact Kardex Remstar's Warranty Administrator.

Extent of Coverage

This warranty pertains to all Kardex Remstar Lektriever Electric Lateral Files. This warranty is limited to the original purchaser of equipment and is not transferable.

Invalidation

This warranty will be invalidated if any of the following occur:

1. The Kardex Remstar unit is operated outside the recommended parameters as specified in the operations manual and on the machine data plate.
2. The unit is modified in any way which is not authorized in writing by Kardex Remstar prior to the modification.
3. Scheduled maintenance is not carried out at least biannually (or as recommended by Kardex Remstar for individual application) by Kardex Remstar Certified Technicians.
4. Any installation, service, relocation or other work is performed by anyone other than Kardex Remstar Certified Technicians.*
5. Scheduled Maintenance Checklist is not reported to Kardex Remstar within thirty (30) days of performance of scheduled maintenance.
6. The conveyor chains of the vertical carousel are not re-tightened within five (5) days of machine loading.

Exclusions

The following are not covered under the scope of the warranty:

1. The replacement of fuses.
2. The replacement of fluorescent or LED bulbs.
3. Ancillary equipment supplied by others, or damage caused by such equipment.
4. The replacement of lost, damaged, or broken keys.
5. Routine adjustments (e.g., photocells, microswitches, reinitialization of controls, belt/chain tensioning).
6. Damage or intermittent failure caused by connection to incorrect power supplies.
7. Damage caused by improper storage of materials within equipment.
8. Removal of obstructions internal or external to the unit (e.g., conveyors, dropped ceilings, computer floors).
9. Repairs necessitated by abuse, negligent care, deliberate damage, accident, fire, flood, power supply surges, riots, war, or acts of God.
10. Consequential damages.**

Geographical Scope

This warranty covers all 48 contiguous states, and Washington, D.C., and Canada. In Alaska, Hawaii, Puerto Rico and other worldwide locations, the warranty is the same, except that the warrantee is responsible for payment of the service technician's time and travel expenses to and from the nearest Kardex Remstar authorized service center, the cost of parts shipment and handling, and associated duties and customs fees.

The warranty is expressly in lieu of all other warranties, expressed or implied (including but not limited to the implied warranties of merchantability or fitness) and constitutes all of Kardex Remstar's liability in respect to its equipment.

* While Kardex Remstar maintenance training classes are available to its customers for a fee, scheduled maintenance, if performed by Customer technicians for the purpose of maintaining the standard or extended warranty, must be done under the direct supervision of a Kardex Remstar Certified Dealer Technician. Timely filing of the scheduled maintenance online form to Kardex Remstar is in this case the responsibility of the supervising Dealer, not the Customer. The supervising Dealer is responsible for costs associated with any repairs that result from improper, incomplete, or untimely scheduled maintenance, for the balance of the warranty period.

** Some states do not allow the exclusion or limitation of incidental or consequential damage, so the above limitation or exclusion may not apply to the warranty. This warranty gives you specific legal rights and you may also have other rights which may vary from state to state. To know what your legal

rights are in your state, consult your statutes.

Terms & Conditions

Contract#: 110923-KRS
Category: Storage
Description: Storage and Retrieval Products
Contract Date: 12/29/2023 - 12/29/2027

Please make orders out to:

Kardex Remstar, LLC
Attn: Sourcewell Order Entry
41 Eisenhower Drive
Westbrook, ME 04092
Phone: 662-582-7295
Fax: 740-236-1525

*Please reference contract #110923-KRS on all PO's.



CUSTOMER INFORMATION FOR ORDERING ACTIVITIES:

1. Minimum Order: \$50.00 Net
2. Discounts from List Price (Discounts are applied to the product list price (before freight or any applicable taxes are added):

Product Type – Automated Equipment: Lektriever, Megamat Vertical Carousel, Shuttle XP Vertical Lift	Applicable Discount - 39.25% Discount
Product Type – Inventory Software: Power Pick System Inventory Tracking Software	Applicable Discount - 10% Discount
Product Type – TC Storage Products (Non-Automated): Office Products, L & T Shelving and Drawers, Warehouse Shelving, Logic Shelving, Workbench and Shop Equipment, Technical Workstations, & Metal Lockers	Applicable Discount: Order Value \$0 - \$50,000- 36% Discount Order Value \$50,001 and up - 40% Discount
Product Type – FM Locker Products (Non-Automated): Phenolic Lockers	
Product Type – ASP Storage Products (Non-Automated): Mobile, QUIK-LOK®, Side to Side, Wood-Tek™, Times 2, & Wire Shelving	Applicable Discount: Order Value \$0 - \$50,000- 28% Discount Order Value \$50,001 - \$100,00 - 32% Discount Order Value \$100,001 and up - 34% Discount

3. Payment Terms: Net 30 days,
 - a. Prompt Payment Discount Of 1% -10 days (Discount Not Applicable On CC Orders)
4. Credit Card accepted: 2.75% handling fee per transaction will be assessed.
5. Time of Delivery:
 - a. Storage Products: 30-45 days after receipt of order unless otherwise noted
 - b. Automated Equipment: 90-120 days after receipt of order unless otherwise noted
6. Freight Not Included. Please contact for a freight quote.
 - a. Storage Products FOB: Dickson, TN, Chicago, IL, or Murrieta, CA depending on product
 - b. Automated Equipment FOB: Westbrook, ME or Columbia, SC depending on product
7. Payment Address: Kardex Remstar, LLC, TD Banknorth, N.A., P.O. Box 9540, Portland, ME 04112
8. Maintenance and Repair: Contact For Pricing.
9. Installation:
 - a. Automated equipment will require installation by a factory certified technician, please contact us for an installation quote for your area.
 - b. Most non-automated storage products within this catalog can be assembled by the end user. If professional assembly is required as denoted by product (High Density Mobile Product) please contact us for an installation quote by an authorized installer in your area.
10. Repair Parts: Contact For Pricing.
11. Service and Distribution Points: Contact Kardex Remstar LLC, at 800-639-5805 for authorized sales and service agent closest to you.
12. Participating Agents (Dealers): Contact Kardex Remstar LLC, at 800-639-5805 for authorized sales and service agent closest to you.
13. Reconfiguration and Relocations: Contact For Pricing.

Ordering instructions

**FSC Group 36
CAGE #69785
DUNS 00-255-5654
Federal ID #27-384-6558
NAICS #s 33721 & 333922**

**Automated Storage & Retrieval Systems
Lektriever ELFs; Vertical Carousels & VLMs**

All orders against Kardex Remstar, LLC Sourcewell Contract are to be made out to Kardex Remstar, LLC as shown below:

Kardex Remstar, LLC
Attn: Sourcewell Order Entry
41 Eisenhower Drive
Westbrook, ME 04092

*Please reference contract #110923-KRS on all PO's.

Xybix Systems
8207 SouthPark Circle
Littleton CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
jenniferp



Quote Number: 37817

Quote Date: 3/27/2026
Revision: E
Orig Create Date: 3/10/2026
Expires: 6/8/2026
Opp #: 0032939

Quote

Terms: NET 30

Page: 1 of 3

QUOTE TO: Acct: PECVALRONM Pecos Valley Regional Communications Center State of New Mexico Dept. of Finance & Admin ATTN: Nicholas Losito, 407 Galisteo Street Bataan Memorial Bldg., Room 202 Santa Fe NM 87504 Phone: Email:	SHIP TO: Pecos Valley Regional Communications Center 1 Saint Mary's Place Roswell, NM 88203 USA Salesperson: EFFIE BAKER Phone: (720) 919-1266 Email: EffieB@xybix.com
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New Mexico State Contract
Contract #: 30-00000-23-00062
Product Line: Eagle Line w/ axys
Install Type: Standard
Empty Room
Tax on Freight & Install Only
*DUAL ONLY
*50% discount approved by DH & HB

03.27.26: Updated pricing - JLP
03.10.26: R6 - Finishes and cables selected. - JLP
01.23.26: R4 - Turned fixed desks in 105-107 and added CPU cabinets and peds, updated SUP1-5 monitor layout. - JLP
01.12.26: R3 - Updated fixed desks in 105-107. - JLP
12.26.2025: R2 - ROOM 105, 106, 107 to be fixed desks *monitors NOT to be visible - do not need to be stacked; (4) Separate QUOTES:
Training Room, ROOM 111 & 112, ROOM 105, 106, 107, 2 DUAL - MND

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.00	12343.	Panel System Priced by the Linear Foot: Grade 3 Fabric 12343-1-DS - 29-48in - 17.0 LF @ \$388.000/LF Upper Tiles Fabric Color: TBD Grade 3 G2 Lower Tiles Fabric Color: TBD Grade 3 G2 Panel Trim Color: Black	1	1.00 EA	\$6,596.00	50.00 %	\$3,298.00	\$3,298.00
2.00	14487-3D.	Adj. Table Worksurface - Corner Dual Surface - 78L x 78R - Cable Management Included	3	2.00 EA	\$3,065.00	50.00 %	\$1,532.50	\$3,065.00
3.00	15702	L5 Table Base	5	2.00 EA	\$9,278.00	50.00 %	\$4,639.00	\$9,278.00
4.00	16744.	Monitor Mount 3 - Rollervision - Corner Dual Surface - 78L x 78R 16676 - Std VESA Mount 2 HI 2 Knuckle Qty = 4 Total: \$4,060.00	7	2.00 EA	\$6,847.00	50.00 %	\$3,423.50	\$6,847.00
5.00	16874	Display Port Cable 20 ft M/M	9	16.00 EA	\$124.00	50.00 %	\$62.00	\$992.00
5.01	16130-8	Datadock 2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	11	2.00 EA	\$841.00	50.00 %	\$420.50	\$841.00

Xybix Systems
 8207 SouthPark Circle
 Littleton CO 80120
 Phone: 303-683-5656
 Fax: 303-683-5454
 jenniferp



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 Revision: E
 Orig Create Date: 3/10/2026
 Expires: 6/8/2026
 Opp #: 0032939

Quote

Terms: NET 30

Page: 2 of 3

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
6.00	14976	Power Bar, 6 Outlet, 25 ft, Black, Straight Plug, Includes Mounting Clips	12	2.00 EA	\$196.00	50.00 %	\$98.00	\$196.00
6.01	11792-BLK	Power Bar, 10 Outlet, 15 ft, Black Sticker, Includes Mounting Clips	13	2.00 EA	\$185.00	50.00 %	\$92.50	\$185.00
6.02	11792-OR	Power Bar, 10 Outlet, 15 ft, Orange Sticker, Includes Mounting Clips	14	2.00 EA	\$185.00	50.00 %	\$92.50	\$185.00
7.00	16708.	Axys Control System with Fan Base Price: \$2,121.00 16707AXS - Heat - \$675.00 16709AXS - Task Lights - \$270.00 16712AXS - Down Bias Lighting - \$159.00	16	2.00 EA	\$3,225.00	50.00 %	\$1,612.50	\$3,225.00
8.00	16909	Shelf, Under Surface, With Power, 1 AC Outlet, 1 USB Charge, 1 USB-C Charge, Metal, Black	17	2.00 EA	\$364.00	50.00 %	\$182.00	\$364.00
10.00	12033-3D.	Return Worksurface - 18Wx36D	26	2.00 EA	\$782.00	50.00 %	\$391.00	\$782.00
11.00	17031	Cable Bridge, Corner, Right	27	2.00 EA	\$311.00	50.00 %	\$155.50	\$311.00
OPEN MARKET								
12.00	11352-3D.	Drawer Pedestal - Fixed - Single - 18W - 6-6-12 Drawers 18W 22D	29	2.00 EA	\$1,548.00	50.00 %	\$774.00	\$1,548.00
90.00	16139	Installers Kit Eagle Line	40	2.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	41	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00

Line (41) - Miscellaneous Charge -

Description	Ext. Price
1.) Freight - Box Truck	1,490.63
2.) Installation	7,986.75

List Price Total:	\$62,234.00	Lines Total:	\$31,117.00
		Line Miscellaneous Charges Total:	\$9,477.38
		Taxes Total:	\$660.56
		Quote Total:	\$41,254.94

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Quote

Terms: NET 30

Page: 3 of 3

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
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Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.

Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

Xybix Systems
8207 SouthPark Circle
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jenniferp



Quote Number: 37685

Quote Date: 3/27/2026
Revision: D
Orig Create Date: 3/27/2026
Expires: 6/25/2026
Opp #: 0032938

Quote

Terms: NET 30

Page: 1 of 3

QUOTE TO: Acct: PECVALRONM Pecos Valley Regional Communications Center State of New Mexico Dept. of Finance & Admin ATTN: Nicholas Losito, 407 Galisteo Street Bataan Memorial Bldg., Room 202 Santa Fe NM 87504 Phone: Email:	SHIP TO: Pecos Valley Regional Communications Center 1 Saint Mary's Place Roswell, NM 88203 USA Salesperson: EFFIE BAKER Phone: (720) 919-1266 Email: EffieB@xybix.com
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New Mexico State
Contract #: 30-00000-23-00062
Product Line: Eagle Line
Install Type: Standard
Live Cut: 4
Removal & Relocate: (7) qty.
Tax on Product Only
*50% discount approved per DH and HB

03.27.26 - Updated pricing. - JLP
03.16.2026 -Updated panel system price, customer is reusing panel frames. -kmr
03.16.26: R3 - Updated confirmed finishes. - JLP
12.10.25: R2 - Revised to relocating 7 existing and showing 2 future positions. - JLP
12.05.25: R1 - Option 1 selected, made positions 2 and 4 future positions. - JLP

REMOVAL OF EXISTING:

All equipment and electrical must be removed from the existing workstations prior to removal. Removal is priced to take place during the installation of the new Xybix workstations.
Removal does not include any patch or paint needed for any part of the workstation that is permanently mounted to the wall currently.

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.00	C-12343.	Panel System Priced by the Linear Foot: Grade 3 Fabric 12343-1-SS - 29-48in - 5.5 LF @ \$287.000/LF 12343-1-DS - 29-48in - 17.5 LF @ \$388.000/LF Upper Tiles Fabric Color: TBD Grade 3 G2 Lower Tiles Fabric Color: TBD Grade 3 G2 Panel Trim Color: Black Panel System Reconfigure Panel Frame Reuse Price reduced by \$5,509.00 off List Price Panel Frames being reused below: Panel Frame 48h x 18w Qty - 3 Panel Frame 48h x 36w Qty - 9 Panel Frame 48h x 42w Qty - 9 Panel Frame 48h x 48w Qty - 3	1	1.00 EA	\$2,859.50	50.00 %	\$1,429.75	\$1,429.75
1.01	13771.	Panel Tile 11437-18HX36W W-Fabric	2	1.00 EA	\$187.00	50.00 %	\$93.50	\$93.50

Xybix Systems
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Littleton CO 80120
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Fax: 303-683-5454
jenniferp



Quote Number: 37685

Quote Date: 3/27/2026
Revision: D
Orig Create Date: 3/27/2026
Expires: 6/25/2026
Opp #: 0032938

Quote

Terms: NET 30

Page: 2 of 3

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.02	13771.	Panel Tile 11438-18HX42W W-Fabric	3	1.00 EA	\$187.00	50.00 %	\$93.50	\$93.50
1.03	13771.	Panel Tile 11439-18HX48W W-Fabric	4	2.00 EA	\$187.00	50.00 %	\$93.50	\$187.00
1.04	13771.	Panel Tile 11444-24HX36W W-Fabric	5	1.00 EA	\$187.00	50.00 %	\$93.50	\$93.50
1.05	13771.	Panel Tile 11445-24HX42W W-Fabric	6	1.00 EA	\$187.00	50.00 %	\$93.50	\$93.50
1.06	13771.	Panel Tile 11446-24HX48W W-Fabric	7	2.00 EA	\$187.00	50.00 %	\$93.50	\$187.00
1.07	13117-BLK	Top Cap, 36 in, Black	37	1.00 EA	\$74.00	50.00 %	\$37.00	\$37.00
1.08	13118-BLK	Top Cap, 42 in, Black	38	3.00 EA	\$84.00	50.00 %	\$42.00	\$126.00
6.00	14976	Power Bar, 6 Outlet, 25 ft, Black, Straight Plug, Includes Mounting Clips	19	1.00 EA	\$196.00	50.00 %	\$98.00	\$98.00
10.00	12033.	Return Worksurface - 18Wx36D	26	1.00 EA	\$709.00	50.00 %	\$354.50	\$354.50
11.01	C-15221-3D.	CPU Cabinet - ERGO ACCESS Tech Tower 20.6Wx48H Right Access 2 Additional Fans	28	2.00 EA	\$3,775.00	50.00 %	\$1,887.50	\$3,775.00
12.00	11352-3D.	Drawer Pedestal - Fixed - Single - 18W - 6-6-12 Drawers 18W 22D	29	1.00 EA	\$1,548.00	50.00 %	\$774.00	\$774.00
18.00	14655	Wall Screw Anchor Kit	36	4.00 EA	\$17.00	50.00 %	\$8.50	\$34.00
18.01	12235	Bracket, Support, L, 18 in, Black	31	4.00 EA	\$57.00	50.00 %	\$28.50	\$114.00
90.00	16139	Installers Kit Eagle Line	34	7.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	35	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00

Line (35) - Miscellaneous Charge -

Description	Ext. Price
1.) Freight - Box Truck	1,518.75
2.) Truck Fee	375.00
3.) Installation	12,456.50
4.) Removal & Relocation (7)	1,500.00

List Price Total:	\$14,980.50	Lines Total:	\$7,490.25
		Line Miscellaneous Charges Total:	\$15,850.25
		Taxes Total:	\$1,154.32
		Quote Total:	\$24,494.82

Xybix Systems
 8207 SouthPark Circle
 Littleton CO 80120
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 Fax: 303-683-5454
 jenniferp



Quote Number: 37685

Quote Date: 3/27/2026
 Revision: D
 Orig Create Date: 3/27/2026
 Expires: 6/25/2026
 Opp #: 0032938

Quote

Terms: NET 30

Page: 3 of 3

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
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Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.

Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

Xybix Systems
8207 SouthPark Circle
Littleton CO 80120
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Fax: 303-683-5454
jenniferp



Quote Number: 37818

Quote Date: 3/27/2026
Revision: F
Orig Create Date: 3/27/2026
Expires: 6/25/2026
Opp #: 0032939

Quote

Terms: NET 30

Page: 1 of 2

QUOTE TO: Acct: PECVALRONM Pecos Valley Regional Communications Center State of New Mexico Dept. of Finance & Admin ATTN: Nicholas Losito, 407 Galisteo Street Bataan Memorial Bldg., Room 202 Santa Fe NM 87504 Phone: Email:	SHIP TO: Pecos Valley Regional Communications Center 1 Saint Mary's Place Roswell, NM 88203 USA Salesperson: EFFIE BAKER Phone: (720) 919-1266 Email: EffieB@xybix.com
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New Mexico State Contract
Contract #: 30-00000-23-00062
Product Line: Eagle Line
Install Type: Standard
Empty Room
Tax on Freight & Install Only
*TRAINING ONLY
*50% discount approved by DH and HB

03.27.26 - Updated pricing. - JLP
03.26.26: Add Line 30.01 in to Quote -kmr
03.10.26: R6 - Finishes and cables selected. - JLP
01.23.26: R4 - Turned fixed desks in 105-107 and added CPU cabinets and peds, updated SUP1-5 monitor layout. - JLP
01.12.26: R3 - Updated fixed desks in 105-107. - JLP
12.26.2025: R2 - ROOM 105, 106, 107 to be fixed desks *monitors NOT to be visible - do not need to be stacked; (4) Separate QUOTES:
Training Room, ROOM 111 & 112, ROOM 105, 106, 107, 2 DUAL - MND

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
6.00	14976	Power Bar, 6 Outlet, 25 ft, Black, Straight Plug, Includes Mounting Clips	2	6.00 EA	\$196.00	50.00 %	\$98.00	\$588.00
6.01	16891	Grommet, Round, 80 mm, Power Data, 2 AC Outlet, 1 USB Charge, 1 USB-C Charge, 1 CAT6, 1 HDMI, Black, 6 ft	3	6.00 EA	\$150.00	50.00 %	\$75.00	\$450.00
18.00	14663.	Nesting Table W/Castors 72WX24D - 30H	1	6.00 EA	\$1,951.00	50.00 %	\$975.50	\$5,853.00
30.00	Chair	2600-07-VSS-Grade-01-Origin-Jet- HR-LT-B1-Y1-C1M rm Pad Front-to-Back Adjustment: Arm Pad Front-to-Back Adjustment: N/A Arm Pad Horizontal Adjustment (range): 1.60" range of travel Arm Pad Length: 10.20" Arm Pad Pivot (inwards): N/A Arm Pad Pivot (outwards): N/A Arm Pad Width: 3.95" Armrest Height (range): 4.5"-7.50" Armrest Height Adjustment: 3.00" Armrest Rotation: N/A Width Between Armrests: 14.50"- 22.00" Components Cylinder: Black Cylinder - Standard Cylinder (Y1) Lumbar: Sliding Lumbar Base: Marquis Base - Black - 26" Diameter (B1)	5	24.00 EA	\$572.54	0.00 %	\$572.54	\$13,740.96

Xybix Systems
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 Revision: F
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Quote

Terms: NET 30

Page: 2 of 2

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
30.01	Delivery and Assembly	Delivery and assembly of chair. Removal of garbage.	6	1.00 EA	\$1,926.00	0.00 %	\$1,926.00	\$1,926.00
90.00	16139	Installers Kit Eagle Line	7	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	4	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
Line (4) - Miscellaneous Charge -								
Description								Ext. Price
1.) Freight - Box Truck								1,490.63
2.) Installation								6,079.50
List Price Total:			\$29,448.96		Lines Total:		\$22,557.96	
					Line Miscellaneous Charges Total:		\$7,570.13	
					Taxes Total:		\$502.83	
					Quote Total:		\$30,630.92	

Note 1:
 All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:
 Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.
 Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

Xybix Systems
8207 SouthPark Circle
Littleton CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
kristiner



Quote Number: 37818

Quote Date: 3/26/2026
Revision: E
Orig Create Date: 3/26/2026
Expires: 6/24/2026
Opp #: 0032939

Quote

Terms: NET 30

Page: 1 of 2

QUOTE TO: Acct: PECVALRONM Pecos Valley Regional Communications Center State of New Mexico Dept. of Finance & Admin ATTN: Nicholas Losito, 407 Galisteo Street Bataan Memorial Bldg., Room 202 Santa Fe NM 87504 Phone: Email:	SHIP TO: Pecos Valley Regional Communications Center 1 Saint Mary's Place Roswell, NM 88203 USA Salesperson: EFFIE BAKER Phone: (720) 919-1266 Email: EffieB@xybix.com
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New Mexico State Contract
Contract #: 30-00000-23-00062
Product Line: Eagle Line
Install Type: Standard
Empty Room
Tax on Freight & Install Only
*TRAINING ONLY

03.26.26: Add Line 30.01 in to Quote -kmr
03.10.26: R6 - Finishes and cables selected. - JLP
01.23.26: R4 - Turned fixed desks in 105-107 and added CPU cabinets and peds, updated SUP1-5 monitor layout. - JLP
01.12.26: R3 - Updated fixed desks in 105-107. - JLP
12.26.2025: R2 - ROOM 105, 106, 107 to be fixed desks *monitors NOT to be visible - do not need to be stacked; (4) Separate QUOTES:
Training Room, ROOM 111 & 112, ROOM 105, 106, 107, 2 DUAL - MND

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
6.00	14976	Power Bar, 6 Outlet, 25 ft, Black, Straight Plug, Includes Mounting Clips	2	6.00 EA	\$196.00	45.00 %	\$107.80	\$646.80
6.01	16891	Grommet, Round, 80 mm, Power Data, 2 AC Outlet, 1 USB Charge, 1 USB-C Charge, 1 CAT6, 1 HDMI, Black, 6 ft	3	6.00 EA	\$150.00	45.00 %	\$82.50	\$495.00
18.00	14663.	Nesting Table W/Castors 72WX24D - 30H	1	6.00 EA	\$1,951.00	45.00 %	\$1,073.05	\$6,438.30
30.00	Chair	2600-07-VSS-Grade-01-Origin-Jet- HR-LT-B1-Y1-C1M rm Pad Front-to-Back Adjustment: Arm Pad Front-to-Back Adjustment: N/A Arm Pad Horizontal Adjustment (range): 1.60" range of travel Arm Pad Length: 10.20" Arm Pad Pivot (inwards): N/A Arm Pad Pivot (outwards): N/A Arm Pad Width: 3.95" Armrest Height (range): 4.5"-7.50" Armrest Height Adjustment: 3.00" Armrest Rotation: N/A Width Between Armrests: 14.50"- 22.00" Components Cylinder: Black Cylinder - Standard Cylinder (Y1) Lumbar: Sliding Lumbar Base: Marquis Base - Black - 26" Diameter (B1)	5	24.00 EA	\$572.54	0.00 %	\$572.54	\$13,740.96
30.01	Delivery and Assembly	Delivery and assembly of chair. Removal of garbage.	1	1.00 EA	\$1,926.00	0.00 %	\$1,926.00	\$1,926.00

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Terms: NET 30

Page: 2 of 2

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
90.00	16139	Installers Kit Eagle Line	7	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	4	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
Line (4) - Miscellaneous Charge -								
Description								Ext. Price
1.) Freight - Box Truck								1,490.63
2.) Installation								6,079.50
List Price Total:			\$29,448.96		Lines Total:		\$23,247.06	
					Line Miscellaneous Charges		\$7,570.13	
					Total:			
					Taxes Total:		\$502.83	
					Quote Total:		\$31,320.02	

Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.
 Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

We have prepared a quote for you

Pecos Valley Regional Comm - Single On-Site Visit to Relocate Logger

Quote #CN013440 v1

Prepared for
PECOS VALLEY REGIONAL COMMUNICATION CENTER

Prepared by
Chris Nadeau

Thursday, December 11, 2025

PECOS VALLEY REGIONAL COMMUNICATION CENTER

Alison Herring

#1 Saint Mary's Place

Roswell, NM 88201

A.Herring@roswell-nm.gov

Dear Alison ,

This is a "Not to Exceed" quote for a one-time project to provide on-site services to assist the Pecos Valley Comm Center team in regards to the relocating the existing logging recorder with the following specifications:

- Customer does have an Extended Warranty Plan (EWP) with Goserco. However this service falls outside the coverage provided under that EWP, but having the EWP provides a discounted rate for the services and travel time.
- Customer will only be billed for actual technician time spent on-site.
- All work to be performed during Goserco business hours (M-F 8am-5pm MST, no holidays).
- Travel time and expenses are a fixed cost based on travel from the Goserco office in Mesa, AZ to the customer location.
- No parts are anticipated to be necessary. Following inspection or during resolution of the situation, if parts are determined to be necessary to resolve the issue an additional quote will be provided.
- Only a single visit is anticipated to be necessary. Following inspection or during resolution of the situation, if additional technician time beyond what is included or multiple site visits are determined to be necessary to resolve the issue an additional quote will be provided.

If you have any questions or I can be of any assistance, please don't hesitate to let me know.

Thank you,



Chris Nadeau
Maintenance Contracts Administrator
Goserco HQ

ON-SITE PROJECT - SINGLE VISIT

Assist the Pecos Valley Regional Comm Center with Logging Recorder Relocation

Related Equipment:

- Eventide 740 DX s/n:745100323
- Synology RS819 NAS s/n: 2050R3R77YNPK

Products		Price	Qty	Ext. Price
CG-SVC-BH On-site	Business hours on-site support (Current EWP Customer)	\$180.00	8	\$1,440.00
CG-SVC-Travel Time	Travel time (single round trip from Goserco office) (Current EWP Customer)	\$60.00	14	\$840.00
CG-SVC-Travel Expenses	Estimated travel expenses (Round trip flight, hotel, rental car, per diem)	\$1,444.00	1	\$1,444.00
		Subtotal:		\$3,724.00

Phone:

Email: cnadeau@goserco.comWeb: www.goserco.com

Pecos Valley Regional Comm - Single On-Site Visit to Relocate Logger

Quote Information:

Quote #: CN013440

Version: 1

Delivery Date: 12/11/2025

Expiration Date: 03/31/2026

Prepared for:PECOS VALLEY REGIONAL COMMUNICATION
CENTER

#1 Saint Mary's Place

Roswell, NM 88201

Alison Herring

A.Herring@roswell-nm.gov

575-624-7590

Prepared by:

Goserco HQ

Chris Nadeau

480-964-8911 x5106

Fax 480-964-8912

cnadeau@goserco.com

Quote Summary		Amount
	Products	\$3,724.00
	Total	\$3,724.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature_____
Date



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 3/27/2026
Page #: 1 of 3
Documents #: OP-000901124
SO-001020905
Solution Name: PVRCC - Intrado Existing
System Move
Customer: Pecos Valley Regional
Communications Center

Solution Summary

PVRCC - Intrado Existing System Move

Customer: Pecos Valley Regional Communications Center		Primary Contact: Alison R. Herring
Ship To Address:	1 SAINT MARYS PL	Email: a.herring@roswell-nm.gov
	Attn: Nick Losito ROSWELL, NM 88203-5400	Phone: 575-624-7590
Bill To Address:	407 GALISTEO ST	Account Executive: Melanie Hager
	STE 202 BATAAN MEMORIAL BLDG Attn: Nicholas Losito SANTA FE, NM 87501-2646	Email: MHager@onec1.com Phone: +16517967009
Customer ID: VTWPECVAL0001		
Customer PO:		

Solution Summary	Billing Frequency	Due	Total Project
Hardware	Per the Agreement	\$4,500.00	\$4,500.00
Professional Services	One-Time	\$50,512.00	\$50,512.00
Project Subtotal			\$55,012.00
Estimated Tax			\$4,177.75
Estimated Freight			NOT INCLUDED
Estimated Recycle Fee			NOT INCLUDED
Project Total			\$59,189.75



10900 Nesbitt Avenue South
Bloomington, MN 55437

Date: 3/27/2026

Page #: 2 of 3

Documents #: OP-000901124
SO-001020905

Solution Name: PVRC - Intrado Existing
System Move

Customer: Pecos Valley Regional
Communications Center

This Solution Summary summarizes the documents(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller") and Customer; or (ii) if no such applicable agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the Internet at: <https://www.onec1.com/agreements>. If Customer's Agreement is a master agreement entered into with one of C1's predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Notwithstanding anything to the contrary stated above, this Order is subject to the terms and conditions of the Public Sector Contract referenced herein, and such Public Sector Contract supersedes all references to a Master Sales Agreement, the Online General Terms and Conditions, and/or a Legacy Master Agreement referred above

Products and/or Services not specifically itemized are not provided hereunder.

Unless otherwise expressly specified herein, all Services shall be provided by Seller to Customer remotely. In the event Customer requests that Seller provide Services on-site at Customer's location(s), Customer agrees to reimburse Seller for all reasonable, out-of-pocket travel and/or other expenses incurred by Seller in connection with the provision of such Services (including without limitation, travel time at Seller's applicable then-current hourly rate for the applicable resources and subject to any applicable minimum charges).

This Order is valid for thirty (30) days from the date issued. Due to market volatility and supplier pricing changes, Seller reserves the right to adjust pricing or rescind and reissue this Order at any time prior to shipment if the original equipment manufacturer (OEM) or other supplier increases its pricing, imposes surcharges, modifies discount structures, or otherwise increases Seller's cost for the Products. Additionally, if the OEM or other supplier cancels an order, in whole or in part, placed by Seller on behalf of Customer, Seller may cancel this Order, in whole or in part, at any time up to forty-five (45) days prior to the scheduled ship date to align with the OEM's or other supplier's cancellation rights. Seller will provide written notice of any such adjustment. After the expiration of the 30-day period, this Order shall be of no force or effect, and any new Order shall be subject to then-current pricing and availability.

This Order is a configured order and/or contains software.

Special Comment to Solution Summary:

NOTE: Existing system move will result in downtime. Move timeline is estimated for approximately 15 working days with 2 technicians.



Date: 3/27/2026

Page #: 3 of 3

Documents #: OP-000901124

SO-001020905

Solution Name: PVRC - Intrado Existing
System Move

Customer: Pecos Valley Regional
Communications Center

10900 Nesbitt Avenue South
Bloomington, MN 55437

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____

Solution Quote

#	Item Number	Description	Public Sector Contract	Term in months	Qty	Unit List Price	Extended List	% Disc	Unit Price	Extended Price
Professional Services										
1	Installation/Implementation	C1 Technician	40-36100-24-05893		1				\$41,128.00	\$41,128.00
		Comment: 240 hours (2 Technicians)								
2	Project Management	Project Management	40-36100-24-05893		1				\$9,384.00	\$9,384.00
		Comment: 48 hours								
Hardware/Material						Professional Services Subtotal:				
3	Installation/Implementation	Miscellaneous Hardware/Materials. Items will be supplied and invoiced solely upon written approval from the Customer.	40-36100-24-05893		1				\$4,500.00	\$4,500.00
						Hardware/Material Subtotal:				
						Total:				
						\$0.00				
						\$55,012.00				

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Finance Committee

15.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

Consider a proposed budget adjustment of \$10,000.00 to the police professional services line for CASA use. (Halvorson)

BACKGROUND:

Initiated by: Councilor Halvorson

FINANCIAL CONSIDERATION:

Funding out of the public safety tax.

LEGAL REVIEW:

Legal will review upon request.

BOARD AND COMMITTEE ACTION:

This item was presented to the Public Safety Committee on June 16, 2026. The Committee voted (4-0) to recommend that the Finance Committee forward the item to the City Council for consideration on the consent agenda.

STAFF RECOMMENDATION:

Proceed as presented.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Finance Committee

16.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

Consider budget approval of \$500,000.00 for plan and design of Roswell First Response Center. (Halvorson)

BACKGROUND:

Initiated 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.

FINANCIAL CONSIDERATION:

Budget adjustment of \$500,000.00 from the Public Safety Tax.

LEGAL REVIEW:

Legal will review upon request.

BOARD AND COMMITTEE ACTION:

This item was presented to the Public Safety Committee on June 16, 2026. The Committee voted 3-1 to refer the item to the Finance Committee for its review and recommendation.

STAFF RECOMMENDATION:

Proceed as presented.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Finance Committee

17.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (Gonzalez)

BACKGROUND:

Initiated 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 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.

FINANCIAL CONSIDERATION

Staff requests approval to allocate \$1,850,000 to the Fiscal Year 2027 final budget to complete the proposed site grading and drainage improvement project.

LEGAL REVIEW:

Legal review has been requested to ensure compliance with all applicable regulations and procurement requirements.

BOARD AND COMMITTEE ACTION:

Finance Committee will be the first to review this item.

STAFF RECOMMENDATION:

Proceed as presented.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Finance Committee

18.

Meeting Date: 07/01/2026

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

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

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Approval of Minutes 19.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Consider approval of the May 07, 2026, Regular Finance Committee Minutes.

Attachments

Draft of Minutes

**Regular Meeting of the Finance Committee
City Hall – Mike Mathews Conference Room
425 N. Richardson Ave.
Thursday, May 7, 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 2:00 PM with Councilor Gass presiding. Councilor Heldenbrand, Councilor Johnson, and Councilor Cavin present, Councilor Halvorson present.

An invocation was given by Councilor Gass.

STAFF PRESENT

Angela Garcia, Amalia Martinez, Mac Rogers, Enid Costley, Hess Yntema, Toni Gomez, Tammi Smith, Mayor Timothy Z. Jennings, Caroline Brooks, Frank Rincon, Debbie Reyer, Amanda Dickerson, Jim Burrell, Michael Fry, Alberto Aldana, Christopher Moore, Bobbi Thompson, Lee Rogers, Paul Vigil, Raymond Mendoza, Abraham Chaparro, Ron Garcia, Alison Herring, James MacCornack, Sarah Mark, Zach Scott, Omar Gonzalez, Josh Nairn-Mahan, Derek Washichek, Steve Chavez, and Ryan Craine.

GUESTS PRESENT

Rita Kane-Doerhoefer, Del Journey, John Erard, Peggy Seskey, Mike Espiritu, Councilor Corn, and Terri Harber

GUESTS ONLINE

Melinda Mesibov, Raimund McClain, Brittany Shannon C. Josh Nairn-Mahan, Cayla Saucerman, CG, chellmers, Christy Dominguez, Joseph Dominguez, Roswell Infrastructure, Terri Harber, TV, Vanessa B., Vicki, VRV, VS, Z S, and (20) guests

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 reviewed the Golf March Report. No questions or discussion were raised by committee members, and the report was accepted as presented.
2. Visitor Center - The Visitor Center report was presented for review. Committee members had no questions regarding visitor statistics, marketing efforts, or visitor center operations.

3. Public Affairs - Staff presented the Public Affairs report and highlighted ongoing communications, marketing, and community engagement efforts. The report was accepted as presented without additional discussion.
4. Public Affairs – 3 Advertising – Tourism Marketing Report - Representatives from 3 Advertising provided an overview of the City's tourism marketing strategy, campaign performance, target audiences, and advertising placements. Discussion focused on promoting Roswell as more than a UFO destination, increasing overnight stays, supporting airline service, and leveraging Roswell's national recognition. Committee members complimented the marketing team on the success and visibility of the campaign.
5. Museum - The Museum report was presented for review. Committee members had no questions regarding museum operations, attendance, programming, or ongoing recovery activities.
6. Roswell Public Library – Staff presented the library report and briefly discussed the upcoming Children's Garden groundbreaking ceremony. No additional questions were raised by the committee.
7. Lodgers Tax - The Lodgers Tax report was presented. Committee discussion was limited, and no significant questions or concerns were raised.
8. Cannabis Excise Tax / Gross Receipts Tax – Staff reported cannabis excise tax revenues were below budget projections while gross receipts tax revenues continued to exceed budget estimates. Committee members reviewed the variances and discussed the continued strength of gross receipts tax collections.
9. Proposed Police Station Discussions – Staff and consultants presented an analysis comparing renovation of the existing police station, conversion of the former Senior Living Center, and construction of a new facility. Discussion focused on facility deficiencies, security concerns, flooding issues, parking limitations, long-term space needs, and project costs. Committee members expressed support for pursuing a long-term solution that provides a purpose-built police facility while directing staff to continue evaluating options and funding strategies.
10. Roswell – Chaves County Economic Development Corporation – The committee reviewed the RCCEDC report. Discussion focused on economic development activities and ongoing efforts to support business growth and investment in the community.
11. MainStreet Roswell – The MainStreet Roswell report was presented for review. Committee members discussed ongoing downtown initiatives and community development efforts.

12. Roswell Hispano Chamber of Commerce – The committee reviewed the Roswell Hispano Chamber report. Discussion centered on chamber activities, business support services, and community outreach efforts.

FLOOD DISASTER UPDATES

13. Staff provided an update on FEMA recovery efforts, flood-related projects, and reimbursement activities. Discussion included project obligations, funding approvals, recovery timelines, and ongoing efforts to restore damaged facilities and infrastructure.

ACTION ITEMS

14. 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. Presented by Hessel Yntema.

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.

Committee members discussed proposed amendments to the City's purchasing procedures ordinance. Several formatting and language issues were identified within the draft ordinance, and staff was directed to return with a redlined version showing all proposed changes and corrections for further review.

Councilor Cavin made a motion to table 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. Councilor Heldenbrand seconded the motion, and the item was tabled with a vote 5-0.

15. Consider recommending approval of a budget adjustment in the amount of \$83,758.08 to authorize the purchase of a vertical carousel file storage system. Presented by Alison Herring.

The Consolidated Dispatch Center is relocating to a new facility and requires adequate, secure storage for warrant files. Current storage is insufficient to meet operational needs. Dispatch currently utilizes three outdated cabinets, all of which are overfilled,

while the volume of warrants and records continues to grow.

These cabinets pose a significant safety risk due to their size and weight, including a recent near-miss incident involving personnel. In addition to safety concerns, the existing storage does not provide the capacity or organization necessary to support efficient and secure records management.

Reliable warrant storage is critical to daily public safety operations and proper records management.

Staff explained the need for a vertical carousel storage system to replace aging and damaged filing cabinets used to store court records and warrants. Discussion focused on safety concerns associated with the existing filing system, storage efficiency, and reducing the need to move records during the upcoming facility relocation.

Councilor Cavin made a motion recommending approval of a budget adjustment in the amount of \$83,758.08 to authorize the purchase of a vertical carousel file storage system to the consent agenda. Councilor Halvorson seconded the motion, and the motion passed 5-0.

16. Consider recommending approval of a budget adjustment in the amount of \$3,724.00 to relocate all recording equipment, including installation and uninstallation, to the new location. Presented by Alison Herring.

The relocation of recording equipment is necessary due to the department's move to the new location. The existing equipment must be safely removed, transported, and reinstalled to ensure continuity of operations and minimize disruption to services.

Staff requested approval to relocate radio and telephone recording equipment to the new communications center location. Committee discussion focused on reimbursement through DFA grant funding and the need to relocate the equipment before facility operations transition to the new site.

Councilor Johnson made a motion recommending approval of a budget adjustment in the amount of \$3,724.00 to relocate all recording equipment, including installation and uninstallation, to the new location to be placed on the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

17. Approval to implement an across-the-board hourly wage increase for all personnel at the Pecos Valley Regional Communications Center to improve recruitment, retention, and operational stability. Presented by Alison Herring.

The Pecos Valley Regional Communications Center is a consolidated 911 dispatch center providing emergency communication services for multiple agencies, including law enforcement and fire services across Chaves County. Dispatchers are responsible for high-stress, critical operations that directly impact public safety outcomes for

residents and the many visitors to our community.

The center is currently experiencing significant staffing shortages and ongoing challenges in retaining qualified personnel. Contributing factors include below-market wages compared to surrounding agencies, excessive overtime demands, and job-related stress.

At present, the center relies on three contracted dispatchers who are compensated at significantly higher hourly rates than full-time staff. These contracts are set to expire in July, which presents an imminent risk of further staffing shortages. Additionally, the upcoming relocation will require adequate staffing levels to maintain operations across multiple sites during the transition.

Without intervention, the center risks continued turnover, increased burnout among remaining staff, and potential impacts to service quality and response times. Staff presented a proposed wage adjustment intended to improve recruitment and retention of dispatch personnel. Discussion focused on staffing shortages, the cost of temporary contract dispatchers, market competitiveness, and the benefits of hiring and retaining local employees. Committee members noted the importance of stabilizing communications center staffing levels.

Councilor Halvorson made a motion for the approval to implement an across-the-board hourly wage increase for all personnel at the Pecos Valley Regional Communications Center to improve recruitment, retention, and operational stability to the consent agenda. Councilor Heldenbrand seconded the motion, and the motion passed 5-0.

18. Consider recommendation for Budget Adjustment and authorization to purchase of a new 2026 "Bucket Truck" from Global Rental Co., Inc. the amount of \$175,662.00.
Presented by James MacCornack.

New bucket truck will replace Unit 396 (2003 Ford F-450SD) over the past 48 months the city has spent \$11,165.38 plus in maintenance of this unit. This request was presented to infrastructure committee on March 16, 2026 and Special Finance Committee April 28, 2026. Original intent for this request was for the 2027 fiscal budget however the equipment is available now within the current fiscal year for immediate delivery.

Procurement is through an approved cooperative purchasing agreement which the City of Roswell is a member of. A "Bucket Truck" is custom built/assembled specialty piece of equipment. This equipment will be used for maintenance and repair of traffic signals and street lights.

Staff presented a request to purchase a new bucket truck to support maintenance and repair of traffic signals and streetlights. Discussion focused on equipment availability, replacement needs, and procurement through a cooperative purchasing agreement.

Councilor Johnson made a motion recommending for Budget Adjustment and authorization to purchase of a new 2026 "Bucket Truck" from Global Rental Co., Inc. the amount of \$175,662.00 to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

19. Consider the recommendation for a budget adjustment and approval to purchase a Vanguard Truck Centers under TIPS contract #240901 for the purchase of a Front Load Truck in the amount of \$388,574. Presented by Abraham Chaparro.

The Solid Waste Department would like to buy a new Mack Front Load Truck from Vanguard Truck Centers utilizing TIPS contract #240901.

- One (1) 2026 Mack TE64 with Heil 28yd HP FEL for \$388,574

This truck is on the ground in El Paso, TX.

All Specifications meet the requirements of the Route Supervisor.

Staff requested approval to purchase a front-load refuse truck to improve sanitation operations and reduce safety concerns associated with existing collection methods. Discussion focused on equipment specifications, operational efficiencies, and budget considerations.

Councilor Heldenbrand made a motion for the recommendation for a budget adjustment and approval to purchase a Vanguard Truck Centers under TIPS contract #240901 for the purchase of a Front Load Truck in the amount of \$388,574 to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

20. Consider approval of the Scope of Work for RFP-26-XXX Goddard Collection Flood Recovery Assessment, Stabilization, and Conservation Services. Presented by Caroline Brooks.

The City of Roswell, New Mexico, is seeking qualified conservation professionals or firms to undertake the assessment, stabilization, and conservation of approximately 1,200 three-dimensional artifacts associated with the work and legacy of rocket pioneer Dr. Robert H. Goddard. These artifacts have been impacted by a recent flood event, resulting in varying levels of water exposure, contamination, and material degradation. The collection primarily includes early rocket components and assemblies, workshop equipment and tools, recording devices, furnishings, fabricated parts, and personal effects. In addition to these objects, the project includes evaluation and conservation for a large-scale outdoor rocket tower structure approximately 80 feet in height.

Museum staff discussed the need to assess, stabilize, and conserve approximately 12,000 Goddard-related artifacts impacted by the 2024 flood. Discussion included flood damage, insurance proceeds, grant funding sources, and the importance of preserving the collection through professional conservation services.

Councilor Halvorson made a motion for the approval of the Scope of Work for RFP-26-XX Goddard Collection Flood Recovery Assessment, Stabilization, and Conservation Services to the consent agenda. Councilor Johnson seconded the motion, and the motion passed 5-0.

21. Requesting the purchase of engineering services in the amount of \$88,987.77 to Molzen Corbin for National Championship Air Races (NCAR) Drainage Improvements. Presented by Mac Rogers.

This request is for the purchase of engineering services in the amount of \$88,987.77 to Molzen Corbin for National Championship Air Races (NCAR) Drainage Improvements. The services will be procured through City of Roswell Air Center On-Call Engineering RFP 24-012. The drainage improvements are needed to mitigate or flatten existing swales that are in the pit area. These improvements will allow for more aircraft at the upcoming races. The project is planned to be funded with the remainder of Grant ROW 25-03.

Staff presented a request for engineering services related to drainage improvements at the Air Center in preparation for the National Championship Air Races. Discussion focused on improving drainage conditions within the pit area, addressing historic drainage issues, and enhancing the facility for future events and airport operations.

Councilor Cavin made a motion for the purchase of engineering services in the amount of \$88,987.77 to Molzen Corbin for National Championship Air Races (NCAR) Drainage Improvements to the consent agenda. Councilor Halvorson seconded the motion, and the motion passed 5-0.

22. Requesting approval of Resolution 26-xx accepting funds as part of NMDOT's Capital Outlay Program. Presented by Mac Rogers.

This request is for approval of Resolution 26-xx accepting funds as part of NMDOT'S Capital Outlay program. These funds were appropriated to the City of Roswell as part of the 2025 legislative session and NMDOT is administering the grant. The funds go towards the purchase of a generator for the Terminal Building at the Air Center. Construction Documents for the generator have completed.

Staff requested acceptance of state capital outlay funding designated for the purchase of a generator for the airport terminal building. Discussion focused on the grant funding process and upcoming procurement activities associated with the project.

Councilor Johnson made a motion for the approval of Resolution 26-xx accepting funds as part of NMDOT's Capital Outlay Program to the consent agenda. Councilor Cavin seconded the motion, and motion passed 5-0.

23. Approval to proceed with the burial of overhead power lines at the Air Center to enhance safety. It will also provide safety for Air Race event operations. Presented by Paul Vigil.

The airport has identified the existing overhead power lines at the Air Center as a safety concern. This is a concern for airport operations and to mitigate risk and ensure a safer environment for all airport users.

Airport staff presented plans to bury overhead power lines to improve airfield safety and support National Championship Air Race operations. Discussion focused on project funding sources, trenching responsibilities, utility coordination, and the use of grant funds, state appropriations, and airport revenues to complete the project.

Councilor Heldenbrand made a motion to proceed with the burial of overhead power lines at the Air Center with a total amount of \$563,008.16 with a budget adjustment of \$235,286.71 to be placed on the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

24. 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 Christopher Moore.

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 together on the same attachment for convenience. These items are in a state of disrepair and/or repair estimates exceed the value of the item and/or they have exceeded their life expectancy.

Staff presented a list of surplus property proposed for disposal. Discussion focused on the process for marketing and selling surplus items through the City's approved disposal procedures.

Councilor Halvorson made a motion for the adoption of Resolution 26-XX Disposal of Certain Surplus Personal Property on the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

25. Consider approval of the award for ITB-26-011 Transit Facility Restroom Remodel Project to White Rock Construction & Services, Inc., in the amount of \$139,030.83, including applicable New Mexico Gross Receipts Tax (GRT). Presented by Christopher Moore.

The City of Roswell issued ITB-26-011 seeking sealed bids from licensed and qualified contractors for the Transit Facility Restroom Remodel Project.

The project includes remodeling existing restroom facilities to improve functionality, accessibility, and code compliance, along with associated water and sanitary sewer

improvements.

Bids were opened on March 31, 2026, and two bids were received:

1. White Rock Construction & Services, Inc. - \$128,410.27 (excluding GRT)
2. Pluma, LLC - \$288,808.53 (excluding GRT)

After review, White Rock Construction & Services, Inc. submitted the lowest responsive and responsible bid and is recommended for award.

Staff recommended award of the restroom remodel project and explained the need to address sewer line issues affecting the transit facility. Discussion focused on contractor selection, project scope, potential unforeseen conditions, and the importance of construction oversight during project implementation.

Councilor Cavin made a motion for the approval of the award for ITB-26-011 Transit Facility Restroom Remodel Project to White Rock Construction & Services, Inc. to the consent agenda. Councilor Heldenbrand seconded the motion and the motion passed 5-0.

26. Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026. Presented by Toni Gomez.

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

Staff presented a citywide budget adjustment resolution affecting multiple funds and departments. Discussion included grant funding additions, expenditure adjustments, airport-related revenues, and the incorporation of recently approved budget adjustments into the resolution.

Councilor Halvorson made a motion for the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026 as amended revenue \$896,357.38 and expenditures \$1,783,362.17 to the full council agenda. Councilor Johnson seconded the motion, and the motion passed 5-0.

APPROVAL OF MINUTES

27. Consider recommendation approval of the April 02, 2026, Regular Finance Committee Minutes.

Councilor Heldenbrand made a motion for the recommendation approval of the April 02, 2026, Regular Finance Committee Minutes. Councilor Cavin seconded the motion. The motion passed 5-0.

TABLED ITEMS

28. Consider recommendation of approval of the Roswell Hispano Chamber of Commerce funding request of \$26,860 for Fiscal Year 2027. Presented by John Erard.

The requested funding will support programs and initiatives aimed at promoting local business development, cultural engagement, and economic vitality within the Roswell community.

The Roswell Hispano Chamber of Commerce provides resources and support for small businesses and entrepreneurs, including networking opportunities, business education, and community outreach. Their initiatives also include hosting cultural events, promoting tourism, and fostering partnerships that highlight the diversity and heritage of the region while contributing to local economic growth.

Approval of this funding request will enable the Roswell Hispano Chamber of Commerce to continue its efforts in supporting minority-owned and small businesses, enhancing community engagement, and contributing to the overall economic development and cultural enrichment of Roswell.

Committee members discussed the Roswell Hispano Chamber of Commerce funding request for FY27. Discussion included the organization's continued support of local businesses, community events, and economic development efforts. Members noted the Chamber's ongoing contributions to the community and recommended forwarding the funding request to City Council for consideration.

Councilor Heldenbrand made a motion to remove this item from the tabled items and bring the item to an action item before the committee. Councilor Cavin seconded the motion.

Committee members discussed the Roswell Hispano Chamber of Commerce funding request for FY27. Discussion included the organization's continued support of local businesses, community events, and economic development efforts. Members noted the Chamber's ongoing contributions to the community and recommended forwarding the funding request to City Council for consideration.

Councilor Halvorson made a motion for the approval of the Roswell Hispano Chamber of Commerce funding request of \$26,860 for Fiscal Year 2027 to the consent agenda. Councilor Heldenbrand seconded the motion, and the motion passed 5-0.

29. Consider recommendation of approval of the MainStreet Roswell funding request of \$75,000 for Fiscal Year 2027. Presented by Del Journey

The requested funding will support downtown revitalization efforts and initiatives aimed at enhancing economic development, historic preservation, and community engagement within the MainStreet district.

MainStreet Roswell focuses on strengthening the downtown corridor through business recruitment and retention, support for local entrepreneurs, and the promotion of existing businesses. Key initiatives include beautification and placemaking projects, organization of community events and festivals, marketing and promotion of downtown Roswell, and preservation of historic assets that contribute to the area's unique character.

Approval of this funding request will allow MainStreet Roswell to continue implementing strategic programs that drive foot traffic, support small business growth, and enhance the overall vitality and attractiveness of downtown Roswell as a destination for residents and visitors alike.

Councilor Heldenbrand made a motion to remove this item from the tabled items and bring the item to an action item before the committee. Councilor Cavin seconded the motion.

The committee revisited MainStreet Roswell's funding request after removing the item from the table. Extensive discussion focused on organizational governance, compliance with bylaws, board membership, financial accountability, and the use of prior City funding. Committee members expressed concerns regarding the organization's current structure, available cash balances, lack of a detailed spending plan, and the previous commitment to hire additional staff that was not fulfilled. MainStreet representatives acknowledged organizational challenges, recent leadership changes, and efforts to rebuild the organization while preparing for the UFO Festival. The committee ultimately determined additional information was needed regarding governance, financial planning, and future operations before considering the funding request further.

Councilor Heldenbrand made a motion to re-table the item until there is a line-by-line account on how the money will be spent. No one opposed and the item was tabled.

30. Consider recommending approval of the FY27 Proposed Budget. Presented by Hess Yntema.

Per Resolution 25-50, the City Manager has presented the FY27 Proposed Budget to the Infrastructure, Legal, and Public Safety Committee for review. These committees were responsible for reviewing departmental budgets and referring their recommendation to the Finance Committee.

The Finance Committee serves as the next step in the budget process and is tasked with reviewing committee recommendations and providing direction toward the development of the preliminary budget to be presented in May, in accordance with the established timeline.

The committee discussed the FY27 Proposed Budget and the timeline necessary to meet DFA submission requirements. Discussion focused on the need for additional review by the Finance Committee before forwarding a final recommendation to City

Council. Members discussed scheduling a special Finance Committee meeting to review the budget in greater detail, followed by a special City Council meeting to ensure timely adoption and submission of the budget before the required deadline.

Councilor Heldenbrand made a motion for the approval of the FY27 Proposed Budget to City Council. Councilor Halvorson seconded the motion, and the motion passed 5-0. The committee requested that City Council will refer item back to a Special Finance Committee meeting on May 21, 2026 at 9:00 AM, with a Special City Council Meeting to follow.

PUBLIC PARTICIPATION

A member of the public announced the grand opening of the Chaves County Cultural Center and encouraged attendance at the event. Brief comments were made regarding the history of the project and the efforts involved in bringing the facility to completion. No committee action was taken.

ADJOURN

The meeting adjourned at 4:44 PM.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Approval of Minutes 20.

Finance Committee

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

DEPARTMENT NAME:

Consider approval of the June 04, 2026, Regular Finance Committee Minutes.

Attachments

Draft of Minutes

**Regular Meeting of the Finance Committee
City Hall – Mike Mathews Conference Room
425 N. Richardson Ave.
Thursday, June 4, 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, and Councilor Cavin present, Councilor Halvorson present.

An invocation was given by Councilor Gass.

STAFF PRESENT

Mac Rogers, Toni Gomez, Tammi Smith, Caroline Brooks, Jim Burrell, Bobbi Thompson, Justin Jones, Ron Garcia, Sarah Mark, Jessica Vickers, Omarr Mendoza, Josh Nairn-Mahan, and Steve Chavez,

GUESTS PRESENT

Del Journey and Julius Smith

GUESTS ONLINE

Eric Harrigan, Ian Bearden, Rita Kane-Doerhoefer, Debbie, ZS, TV, Roswell Infrastructure, A. Chaparro, HY, VS, (6) Guests, Unknown, Lucia, and Vicki

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 reviewed the April Report. No questions or discussion were raised by committee members, and the report was accepted as presented.
2. Visitor Center - The Visitor Center report was presented for review. Committee members had no questions regarding visitor statistics, marketing efforts, or visitor center operations.
3. Public Affairs - Staff presented the Public Affairs report and highlighted ongoing communications, marketing, and community engagement efforts. The report was accepted as presented without additional discussion

4. Museum - The Museum report was presented for review. Committee members had no questions regarding museum operations, attendance, programming, or ongoing recovery activities.
5. Roswell Public Library – Staff presented the library report and briefly discussed the upcoming Children's Garden groundbreaking ceremony. No additional questions were raised by the committee.
6. Lodgers Tax - Staff provided an update on hotel occupancy, average daily rates, and short-term rental reporting. Discussion focused on the difference between occupancy figures reported through the STAR report and occupancy data from participating branded hotels, with committee members requesting that future reports emphasize the occupancy rates of reporting hotels to provide a more accurate picture of local lodging activity. Concerns were also discussed regarding hotel pricing and reservation practices during major events such as the UFO Festival.
7. Cannabis Excise Tax / Gross Receipts Tax – Staff reported cannabis excise tax revenues of approximately \$27,007 compared to a budgeted amount of \$27,689, resulting in a minimal variance. Discussion included the impact of medical marijuana cardholders on tax collections and the allocation of cannabis tax revenues among governmental entities. Gross Receipts Tax revenues exceeded budget expectations, with staff reporting a positive variance of approximately \$291,788.
8. Discussion of Town Plaza Apartments – Staff provided an update regarding the Town Plaza Apartments property and ongoing condemnation proceedings. Committee members discussed recent activity observed at the site, including contractor evaluations and potential rehabilitation efforts by the property owner. Concerns were expressed regarding public safety, security, fencing, and unauthorized access to the property, while staff confirmed that condemnation proceedings would continue until meaningful progress is demonstrated.

FLOOD DISASTER UPDATES

9. Staff reported that 61 of 76 FEMA projects have now been approved, representing more than \$26 million in documented damages. Several additional projects, including landfill, wastewater, airport, and infrastructure-related projects, received approval during the reporting period. Discussion focused on FEMA reimbursements, project accounting, flood recovery funding, relocation of facilities from flood-prone areas, and the status of major projects such as the Convention Center, river channel repairs, and museum-related facilities. Staff also discussed future project tracking capabilities through the City's upcoming NetSuite implementation.

ACTION ITEMS

10. Consider recommending approval of Resolution 26-XX; To authorize and approve submission of a completed application to NMFA for financial assistance. Presented by Mac Rogers.

Requesting approval of Resolution 26-XX authorizing and approving submission of a completed application to NMFA for financial assistance. Where the City has more than \$37 million in approved or obligated FEMA projects this funding would help address much needed repairs. The flood projects submitted with the application have been considered by Council as part of the FY 27 Budget process.

Committee members discussed proposed amendments to the City's purchasing procedures ordinance. Several formatting and language issues were identified within the draft ordinance, and staff was directed to return with a redlined version showing all proposed changes and corrections for further review.

Staff presented a resolution authorizing submission of an application to the New Mexico Finance Authority for flood recovery financing. Discussion included the proposed issuance of approximately \$25 million in bonds supported by the Flood Gross Receipts Tax, projected debt service requirements, repayment schedules, and future borrowing capacity. Representatives from RBC Capital Markets answered questions regarding bond structure, reserve requirements, prepayment options, and anticipated interest rates.

Councilor Cavin made a motion recommending approval of Resolution 26-XX; To authorize and approve submission of a completed application to NMFA for financial assistance to the consent agenda. Councilor Halvorson seconded the motion, and the motion passed 5-0.

11. Consider recommending approval to advertise for a public hearing for Ordinance 26-XX authorizing the execution and delivery of a loan agreement with NMFA for improvement projects related to flood damage. Presented by Mac Rogers.

Requesting approval to advertise for a public hearing Ordinance 26-XX authorizing the execution and delivery of a loan agreement with NMFA for improvement projects related to flood damage. As part of the 2025 legislative session SB 383 allowed for the issuance of an increase in GRT to fund flood recovery Bonds. On March 28, 2025 Council passed Ordinance 25-02 increasing GRT. This agreement would allow the City to Sell bonds in September.

Staff presented an ordinance authorizing a loan agreement with the New Mexico Finance Authority related to flood recovery projects. Discussion focused on the financing structure, project funding priorities, and the City's ability to utilize flood-related gross receipts tax revenues to support debt service obligations associated with flood recovery efforts.

Councilor Halvorson made a motion recommending approval to advertise for a public hearing for Ordinance 26-XX authorizing the execution and delivery of a loan agreement with NMFA for improvement projects related to flood damage to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

12. Consider recommending approval of Resolution 26-XX: The redemption of Outstanding Joint Water and Sewer Improvement Revenue Bonds. Presented by Mac Rogers.

Requesting the approval and authorization of the redemption of Outstanding Joint Water and Sewer Improvement Revenue Bonds. This action would allow the City to proceed with the redemption of Bonds issued on February 21, 2017 pursuant to Ordinance No. 16-22 adopted on January 12, 2017 in an amount not to exceed \$11,7500,000.

Representatives from RBC Capital Markets presented an opportunity to refinance the City's 2017 Joint Water and Sewer Improvement Revenue Bonds. Staff reported that refinancing could generate approximately \$800,000 in net present value savings and reduce annual debt service costs without extending the final maturity date of the bonds. Committee members discussed projected savings, refinancing costs, and repayment schedules.

Councilor Heldenbrand made a motion recommending approval of Resolution 26-XX: The redemption of Outstanding Joint Water and Sewer Improvement Revenue Bonds to the consent agenda. Councilor Johnson seconded the motion, and the motion passed 5-0.

13. Consider recommending approval to advertise for a public hearing for Ordinance 26-XX; An Ordinance to refund the Series 2017 Joint Water & Sewer Improvement Bonds. Presented by Mac Rogers.

This proposed ordinance would authorize the City of Roswell to refinance, pay, and discharge the outstanding Joint Water and Sewer Improvement Bond issued in 2017. It would also provide a mechanism to fund a loan agreement reserve account and provide for the payment of the principal and interest solely from the net revenues of the Joint Water and Sewer Utility System.

Staff presented an ordinance authorizing the refinancing of the City's 2017 Joint Water and Sewer Improvement Bonds. Discussion centered on achieving debt service savings through favorable market conditions while maintaining compliance with NMFA requirements and ensuring financial benefit to the City.

Councilor Heldenbrand made a motion recommending approval to advertise for a public hearing for Ordinance 26-XX: An Ordinance to refund the Series 2017 Joint Water & Sewer Improvement Bonds to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

14. Consider a budget adjustment and recommending approval to enter into a purchase and sale agreement for 77.8 acres of irrigated farmland for the expansion of the wastewater department. Presented by Omarr Mendoza

The property is located adjacent to the existing wastewater department, 2603 E. College Blvd.

Staff presented a proposed purchase and sale agreement for approximately 77.8 acres of irrigated farmland adjacent to the wastewater treatment facilities. The property is intended to support future expansion needs of the wastewater department. Discussion included the appraised value of the property, negotiated purchase price, and the need for a budget adjustment to complete the acquisition.

Councilor Cavin made a motion for the approval of a budget adjustment and recommending approval to enter into a purchase and sale agreement for 77.8 acres of irrigated farmland for the expansion of the wastewater department to the consent agenda. Councilor Heldenbrand seconded the motion, and the motion passed 5-0.

15. Consider recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026. Presented by Toni Gomez.

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

Staff presented a budget adjustment totaling \$62,607.62 in revenues and \$1,177,815.31 in expenses, including the wastewater land acquisition, professional services associated with flood recovery projects, and various donated revenues received by City departments. Discussion included donations received by the library and zoo, as well as the anticipated year-end budget adjustment process.

Councilor Johnson made a motion recommending the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026 to the consent agenda. Councilor Halvorson seconded the motion, and the motion passed 5-0.

TABLED ITEMS

16. 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. Presented by Josh C. 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.

Committee members discussed the status of the proposed purchasing ordinance and related procurement policies. Discussion focused on recommendations from the internal auditor, the need for additional review by both the Legal Committee and Finance Committee, and ensuring that council members have an opportunity to fully review procurement policies and procedures before final action is considered. The item remained tabled pending further discussion.

17. Consider recommendation of approval of the MainStreet Roswell funding request of \$75,000 for Fiscal Year 2027. Presented by Del Journey

The requested funding will support downtown revitalization efforts and initiatives aimed at enhancing economic development, historic preservation, and community engagement within the MainStreet district.

MainStreet Roswell focuses on strengthening the downtown corridor through business recruitment and retention, support for local entrepreneurs, and the promotion of existing businesses. Key initiatives include beautification and placemaking projects, organization of community events and festivals, marketing and promotion of downtown Roswell, and preservation of historic assets that contribute to the area's unique character.

Approval of this funding request will allow MainStreet Roswell to continue implementing strategic programs that drive foot traffic, support small business growth, and enhance the overall vitality and attractiveness of downtown Roswell as a destination for residents and visitors alike.

Councilor Halvorson made a motion to remove this item from the tabled items and bring the item to an action item before the committee. Councilor Johnson seconded the motion.

Representatives from MainStreet Roswell provided an update on organizational restructuring, board membership, financial reporting improvements, and efforts to hire key personnel. Discussion focused on the organization's financial statements, accounting practices, future fundraising efforts, long-term sustainability goals, and the request for \$75,000 in City funding for Fiscal Year 2027. Committee members discussed

accountability, return on investment, organizational stability, and expectations for future financial reporting.

The Committee revisited MainStreet Roswell's funding request after removing the item from the table. Extensive discussion focused on organizational governance, compliance with bylaws, board membership, financial accountability, and the use of prior City funding. Committee members expressed concerns regarding the organization's current structure, available cash balances, the lack of a detailed spending plan, and a previous commitment to hire additional staff that was not fulfilled. MainStreet representatives acknowledged organizational challenges, recent leadership changes, and ongoing efforts to rebuild the organization while preparing for the UFO Festival. Following discussion, the Committee determined that additional information was needed regarding governance, financial planning, and future operations before further consideration of the funding request. MainStreet Roswell was asked to return to the Committee once its financial statements have been corrected and updated. No motion was made, and no action was taken on the request.

PUBLIC PARTICIPATION

None

ADJOURN

The meeting adjourned at 4:19 PM.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Finance Committee

21.

Meeting Date: 07/01/2026

COMMITTEE: Finance

CONTACT: Tammi Smith

CHAIR: Kurt Gass

ACTION REQUESTED:

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. (Nairn-Mahan)

BACKGROUND:

Initiated by: Councilor Edward Heldenbrand / Internal Auditor Judy Scharmer / City Manager

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:

Both proposals are legally sufficient.

BOARD AND COMMITTEE ACTION:

This item was referred to the Legal Committee by the Governing Body. This is the first 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 to break the tie. At the April 9, 2026, City Council meeting, this item was referred back to the Finance Committee while the City's Internal Auditor works with Management to develop and review relevant policies and procedures.

STAFF RECOMMENDATION:

Given the Internal Auditor's recommendations and justification, the staff recommends adoption of the auditor's proposal.

Attachments

Ordinance
Procurement Current
Procurement EH
Procurement Auditor

Finance and Audit Committee Memorandum

TO: Finance and Audit Committee

FROM: Judy Scharmer, Internal Auditor

DATE: 03 February, 2026

SUBJECT: Purchasing Thresholds, Management Delegation, and Preservation of Council Oversight

Purpose

This memorandum explains the rationale for proposed revisions to Ordinance 26-01 that establish defined purchasing thresholds, delegate routine purchasing authority to City management, and enhance transparency and fiscal oversight for the City Council, particularly through the Finance and Audit Committee.

Council Authority and Governance Are Preserved

The proposed revisions do not diminish the City Council's ability to govern. The Council retains full authority to adopt the annual budget and appropriate public funds, approve all unbudgeted expenditures regardless of amount, approve high-value and policy-significant contracts, oversee City finances through committee review, reporting, and audits, and require ratification of emergency procurements. These revisions clarify the distinction between Council's governance and policy responsibilities and management's administrative execution within Council-approved limits.

Why Purchasing Thresholds Are Appropriate

Clear purchasing thresholds are a recognized best practice in municipal government. They focus Council review on transactions that present material fiscal or policy risk, reduce delays and administrative burden for routine, budgeted operations, and improve accountability by establishing predictable and transparent approval standards. The proposed thresholds—\$250,000 annual contract value or \$500,000 aggregate multi-year commitment—are intended to capture transactions that meaningfully affect the City’s financial position while allowing efficient daily operations.

Unbudgeted Expenditures Remain a Council Decision

Under the proposed ordinance, any purchase or contract that is not budgeted or appropriated must receive Council approval, regardless of dollar amount. This preserves the Council’s authority over public funds and ensures management cannot commit the City to expenditures outside the adopted budget.

Transparency and Oversight Are Strengthened

Rather than requiring pre-approval of routine transactions, the ordinance emphasizes ongoing transparency, including monthly purchasing and contract reports to the Finance Committee, disclosure of large purchases, sole-source and emergency procurements, and reporting of significant contract amendments and cumulative spending. This approach allows Council to monitor trends, ask informed questions, and intervene when necessary.

Conclusion

The proposed purchasing framework balances efficient administration with strong fiscal oversight, preserves the City Council’s governing authority, reinforces transparency and accountability, and enables professional management to operate effectively within Council-approved budgets and policies.

ORDINANCE 26-04

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) 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 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.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk

Councilor Heldenbrand Proposal
ORDINANCE 26-04

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.....

Sec.

(a) Before execution, any subject to the procurement code valued over \$60,00.00 per annum shall be approved by the governing body, excluding emergency procurements, which shall be ratified as circumstances require.

1. Procurements under existing coappropriated for the applic

2. Monthly, all purchases made subject to existing contracts shall be presented to the Finance Committee.

(b) Whenever a competitive sealed proposal is required under the procurement code, the award of such a proposal shall be approved by the Governing Body.

(c) The City Manager shall cause to be presented to the appropriate Governing Body committee, for prior approval, any competitive sealed proposal whose cost is not appropriated for the applicable fiscal year. Such presentation shall include the best estimate of anticipated costs for the proposal.

1. Any competitive sealed proposal whose cost is not budgeted for the fiscal year by the

Secs. 2-142-180. Reserved.

Internal Auditor Recommendation
ORDINANCE 26-04

**AN ORDINANCE AMENDING THE CITY OF ROSWELL'S PURCHASING
PROCEDURES**

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.....

Sec. 2-14

- 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)

Governing Body approval is required prior to execution for: (1) any unbudgeted or unappropriated expenditure, regardless of amount; (2) any contract with an Annual Contract Value exceeding \$250,000; (3) any contract with an aggregate multi-year commitment exceeding \$500,000

- c) Competitive sealed proposal awards shall require Governing Body approval only when unbudgeted or when the Annual Contract Value exceeds \$250,000 or the aggregate multi-year commitment exceeds \$500,000. All other budgeted awards may be approved by the City Manager.
- d) The City Manager shall provide the Finance Committee with a
- 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
- f) Competitive sealed proposal awards shall require Governing Body approval only when unbudgeted or when the Annual Contract Value exceeds \$250,000 or the aggregate multi-year commitment exceeds \$500,000. All other budgeted awards may be approved by the City Manager.

Sec. 2-14

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk