AGENDA

FINANCE COMMITTEE MEETING

Thursday, February 2, 2017 at 8:00 a.m.
City Hall Conference Room
425 N. Richardson – Roswell, NM 88201

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES Consider approval of the minutes of the January 5, 2016 meeting (pg. 2)

NON-ACTION ITEMS

1. Information Reports

ACTION ITEMS

2. Lodger's Tax Funding Request – Jesse Andrus & Mike Hillman Memorial Pro Rodeo (pg. 6)
3. Lodger's Tax Funding Request – 33rd Annual Milkman Triathlon (pg. 10)
4. Lodger's Tax Funding Request – 7th Annual Tour de Ocho Millas (pg. 14)
5. Lodger's Tax Funding Request – Roswell Invaders Baseball 2017 Season (pg. 19)
6. Lodger's Tax Funding Request – Roswell Film Festival (pg. 23)
7. Lodger's Tax Funding Request – 2017 Roswell Hike It! & Spike It! 4-on-4 Charity Flag Football (pg. 27)
8. Resolution No. 17-05 – Adoption of NMFA Resolution & Application for Convention Center Bond (pg. 35)
9. Resolution No. 17-08 – Del Norte Park Donation (pg. 44)
10. Resolution No. 17-09 – FY2016-2017 Mid-Year Budget (pg. 51)
11. Discuss and Consider Approval for Memory Lawn Cemetery (pg. 70)

PUBLIC PARTICIPATION

12. Adjourn

*Other members of the governing body may or may not be present.

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 16-69.

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 as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: January 27, 2016

Regular Meeting of the Finance Committee
Held in the Conference Room at City Hall
Thursday, January 5, 2017

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

ROLL CALL

The meeting convened at 8:03 a.m. with Chairman Grant presiding and Councilors Perry and Denny being present. Councilor Henderson absent.

Staff present: Monica Garcia, Janice Self, Juanita Jennings, Louis Najar, Kevin Dillon, Bill Morris, Steve Miko, Barry Goldstrom, Lupita Everett, Devin Graham, Scott Stark, Ruben Sanchez, Mike Mathews, Mike Stanton, Sharon Coll, Paula Hertwig-Hopkins, Elizabeth Stark-Rankins, Dennis Kintigh, and Becky Hicks.

Guests present: Lisa Dunlap, Larry Connolly, David Mantay, Kathy Lay, Molly Boyles, Peggy Seskey, and Mark Roper.

APPROVAL OF AGENDA

Councilor Denny moved to approve the January 5, 2017 Finance Committee Meeting agenda as presented. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

APPROVAL OF MINUTES

Councilor Denny moved to approve the minutes from the December 1, 2016 Finance Committee meeting as presented. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

NON-ACTION ITEMS

Informational Reports: Committee members had no questions.

Gross Receipts Tax Presentation: Ms. Stark-Rankins presented an overview of where we stand with regards to gross receipts. She provided brief information on the Statutes for use of the Gross Receipts.

Dean Baldwin Roof Funding: Ms. Garcia gave an overview of two options for funding for the Dean Baldwin Hangar roof repair.

ACTION ITEMS

Police Department Server Purchase: Mr. Goldstrom explained the need for the lease of a new server upgrade for the Police Department. The item was not budgeted in FY2016-2017. The lease purchase price is $140,597. The cost will be distributed as follows: 75% Police, 20 % Dispatch (40% County), and 5% Fire. Councilor Perry moved to send to full City Council the request to purchase a new server for the Police Department. Councilor Denny was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

Lodger's Tax Request – 2017 UFO Festival: Ms. Self presented the request for funding of the 2017 UFO Festival, celebrating their 70th Anniversary, in the amount of $61,750.00 as recommended by the Occupancy Tax Board. Ms. Lay, Ms. Boyles, and Ms. Seskey were available to answer questions from the committee members. Councilor Perry moved to send to full City Council proposed funding of $75,000.00 for the 2017 UFO Festival, with a signed contract. Councilor Denny was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

DRAFT

Proposed Ordinance No. 17-02 – Request Authorization to Advertise for Public Hearing Adopting a Municipal Gross Receipts Tax: Ms. Garcia discussed Proposed Ordinance No. 17-02, requesting authorization to advertise for public hearing adopting a municipal gross receipts tax. The proposed ordinance will impose a municipal gross receipts tax of one eighth of one percent (0.125%) which will be dedicated to general municipal purposes. Councilor Denny moved to send to full City Council Proposed Ordinance No. 17-02. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

Proposed Ordinance No. 17-03 – Request Authorization to Advertise for Public Hearing Adopting a Municipal Infrastructure Gross Receipts Tax: Ms. Garcia discussed Proposed Ordinance No. 17-03, requesting authorization to advertise for public hearing adopting a municipal infrastructure gross receipts tax. The proposed ordinance will impose a municipal infrastructure gross receipts tax of one sixteenth of one percent (0.0625%) which will be dedicated to general municipal purposes. Councilor Denny moved to send to full City Council Proposed Ordinance No. 17-03. Councilor Perry was the second. A voice vote was unanimous and the motion passed with Councilor Henderson being absent.

PUBLIC PARTICIPATION
None

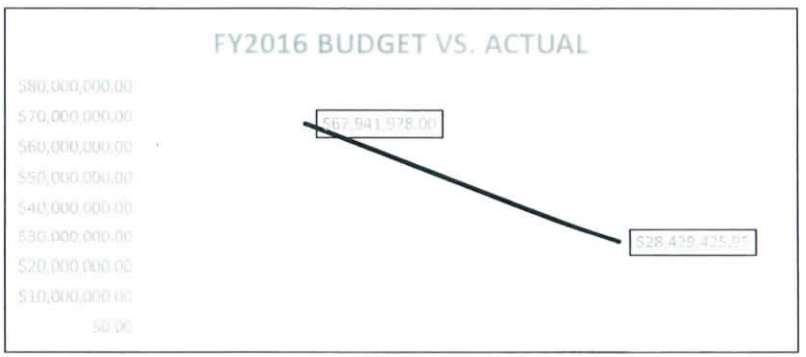
ADJOURN
The meeting adjourned at 9:16 a.m.

DRAFT

City of Roswell
Revenue Report
December 31, 2016

FY2016-2017
YTD - 50%

FUND	DESCRIPTION	ANNUAL ESTIMATED	YTD ACTUAL	%Revenue	%Revenue Unrealized	Unrealized Balance
General Fund	Ad Valorem Tax	$4,908,025.00	$1,469,841.75	29.95%	70.05%	$3,438,183.25
General Fund	Gross Receipt Tax	28,500,000.00	14,929,819.13	52.39%	47.61%	13,570,180.87
General Fund	Franchise Fee	1,853,500.00	898,376.30	48.47%	51.53%	955,123.70
General Fund	State Shared	186,000.00	83,191.99	44.73%	55.27%	102,808.01
General Fund	License Fee	105,250.00	44,588.00	42.36%	57.64%	60,662.00
General Fund	Permits	323,112.00	171,831.99	53.18%	46.82%	151,280.01
General Fund	Other	3,932,752.00	1,453,243.19	36.95%	63.05%	2,479,508.81
General Fund	Transfers TO	-6,843,628.00	-3,386,186.03	49.48%	50.52%	-3,457,441.97
General Fund	Transfers FROM	1,244,758.00	635,362.98	51.04%	48.96%	609,395.02
Airport Fund	Water & Sewer	530,000.00	265,736.32	50.14%	49.86%	264,263.68
Airport Fund	Parking Fees	400,000.00	316,831.00	79.21%	20.79%	83,169.00
Airport Fund	Building Rent	1,650,000.00	835,584.45	50.64%	49.36%	814,415.55
Airport Fund	PFC	150,000.00	100,082.26	66.72%	33.28%	49,917.74
Airport Fund	Other	11,361,401.00	1,914,093.40	16.85%	83.15%	9,447,307.60
Airport Fund	Tranfers TO	-472,000.00	-241,000.00	51.06%	48.94%	-231,000.00
Airport Fund	Transfers FROM	281,852.00	8,144.98	2.89%	97.11%	273,707.02
Sanitation Fund	Refuse Collection Fee	4,950,000.00	2,445,855.13	49.41%	50.59%	2,504,144.87
Sanitation Fund	Landfill Fee	900,000.00	356,203.80	39.58%	60.42%	543,796.20
Sanitation Fund	Roll Off Fee	115,000.00	86,461.28	75.18%	24.82%	28,538.72
Sanitation Fund	Other	307,133.00	193,611.87	63.04%	36.96%	113,521.13
Sanitation Fund	Transfer TO	-766,268.00	-407,073.00	53.12%	46.88%	-359,195.00
Water Fund	Water Sales	8,000,000.00	4,520,912.74	56.51%	43.49%	3,479,087.26
Water Fund	Sewer	3,900,000.00	1,999,127.93	51.26%	48.74%	1,900,872.07
Water Fund	Other	3,882,650.00	512,801.45	13.21%	86.79%	3,369,848.55
Water Fund	Transfers TO	-1,457,559.00	-778,016.96	53.38%	46.62%	-679,542.04
TOTAL		$67,941,978.00	$28,429,425.95	47.23%	52.77%	$39,512,552.05



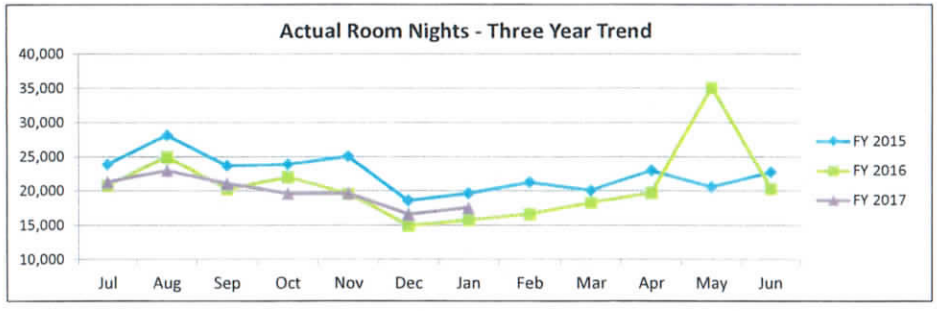
CITY OF ROSWELL
LODGERS' TAX REPORT
JANUARY 2017

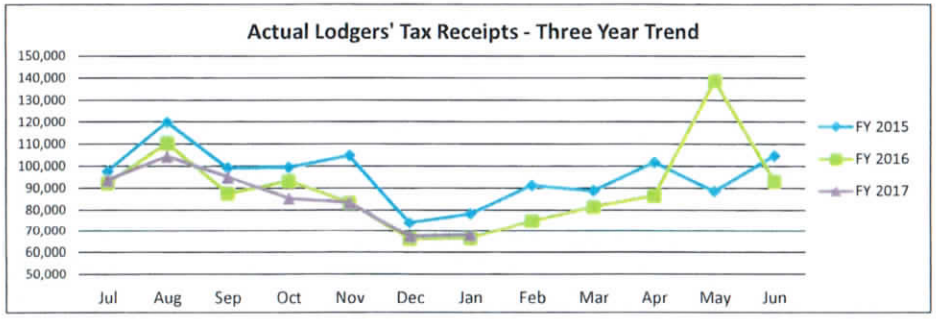
ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	YTD Total
FY 15	23,846	28,087	23,650	23,817	25,024	18,502	19,587	21,171	20,003	22,885	20,539	22,643	269,754	142,926
FY 16	20,826	24,973	20,285	22,020	19,578	14,957	15,765	16,609	18,290	19,700	35,123	20,350	248,476	122,639
FY 17	21,335	23,007	21,103	19,622	19,687	16,603	17,598						138,955	121,357
Available Room Nights	44,310	45,787	45,787	44,310	45,787	42,450	41,943						310,374	
Occupancy %	48.1%	50.2%	46.1%	44.3%	43.0%	39.1%	42.0%						44.8%	45.1%

LODGERS' TAX COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	YTD Total	Budget %
FY 15	97,411	119,691	98,916	99,236	104,506	73,815	77,958	90,900	88,541	101,407	88,273	104,359	1,145,013	593,576	
FY 16	92,243	110,451	87,548	93,266	83,361	66,076	66,390	74,869	81,501	86,567	138,810	93,103	1,074,185	532,945	
FY 17	93,694	104,339	94,960	85,296	83,433	67,404	67,981						597,106	529,125	58.7%
												FY 17 Budget:	1,017,094		
												Balance:	419,988		41.3%
Estimated Past Due	26,457	8,911	7,308	8,236	7,241	2,504							60,656		6.0%





LODGERS' TAX FY17 BUDGET STATUS

Beginning Balance for FY 2017	**1,183,782**
Revenue (Actual and Projected)	
Lodgers' Tax	1,023,611
Late Penalties	755
Other	2,301
Total Revenue	**1,026,666**
Expenses (Actual and Encumbered)	
Salaries and Contract Services	471,623
Capital Improvements	447,416
Marketing and Promotion	366,759
Events	316,706
Other	204,613
Maintenance and Fuel	90,733
Utilities	57,086
Professional Services	27,500
Supplies and Materials	18,093
Insurance	8,143
	2,008,672
Estimated Available Balance	**201,777**

ROSWELL NEW MEXICO
Finance Committee
Thursday, February 2, 2017 at 8:00 a.m.
City Hall – Council Conference Room
425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the Jesse Andrus & Mike Hillman Memorial Pro Rodeo in the amount of $5,000.00 (five thousand dollars)

BACKGROUND:

The Jesse Andrus & Mike Hillman Memorial Pro Rodeo is scheduled for April 21-22, 2017. This event has been funded since 2011. The event brings competitors from all over New Mexico and honors the memory of Jesse & Mike. The event estimates 3000 attendees, which include 500 from outside Chaves County. The location of the event will be the Eastern New Mexico State Fair Arena.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
  - Jesse Andrus & Mike Hillman Memorial Pro Rodeo – budgeted in the amount of $3,500.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the Jesse Andrus & Mike Hillman Memorial Pro Rodeo in the amount of up to $3,500.00 (three thousand five hundred dollars) on a reimbursement basis at 50% of eligible expenses.

STAFF RECOMMENDATION:

Not applicable.

CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT: Jesse Andrus & Mike Hillman Memorial Pro Rodeo

DATE(S) OF EVENT: April 21 & 22 (application required 90 days prior to event)

NAME OF ORGANIZATION APPLYING FOR FUNDING: Andrus Livestock

DESCRIBE EVENT: Professional Rodeo in honor of Jesse & Mike

LOCATION OF EVENT: ENMSU Arena

HOW WILL YOU ADVERTISE AND MARKET THE EVENT? Radio, Newspaper, Internet Social Media, Magazine

HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? Ticket Stubs & turnstile

ESTIMATED TOTAL # OF ATTENDEES: 3000 | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 500

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? YES

WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 36 %

WILL YOU HAVE A WEBSITE FOR YOUR EVENT? yes

EVENT WEBSITE (If applicable): www.JesseandMikeMemorial.com

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF $25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED $ 5,000 00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: MARK ANDRUS

SIGNATURE OF APPLICANT: [signature]

(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 2465 Roswell NM 88202

PHONE: 575 317-8430 | CELL: | E-MAIL: mark@saddlebackN.com

DATE SUBMITTED: 1-5-17 | 90 DAYS? (Y) N | TO BE PRESENTED AT MEETING ON: Jan 24

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT:	Jesse Andrus & Mike Hillman Memorial Rodeo
DATE(S) OF EVENT:	April 21 & 22
NAME OF ORGANIZATION:	Andrus Livestock

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT –OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER	$1,000.00	$1,700.00	$2,700 0.00	63
MAGAZINE	$650.00	$900.00	$1,550 0.00	58
RADIO	$1,600.00	500.00	$2,100 0.00	24
TELEVISION	—	—	0.00	
INTERNET	$100.00	$500.00	$600 0.00	83
PRINTING (brochures, posters, cards)	$500.00	—	— 0.00	
MAILING	—	—	— 0.00	
T-SHIRTS (or other marketing items)	—	—	— 0.00	
SECURITY	$2250.00	—	$2250 0.00	
CLEAN UP (Sanitation)	$800.00	—	$800 0.00	
OTHER:			0.00	
SUB TOTALS	$6,900. 0.00	$3,600 0.00	$10,000. 0.00	.36

TOTAL ELIGIBLE EXPENSES: $ 10,000 0.00 (50% = $ 5,000 0.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*

EVENT HISTORY **Jesse Andrus & Mike Hillman Memorial Rodeo**

FY	2011	2012	2013	2014	2015	2016	2017		Total Paid
OTB date	5/24/2011	5/29/2012	5/28/2013	2/25/2014	2/24/2015	1/26/2016	1/24/2017		
Event Date(s)	7/29-7/30/11	7/27-7/28/12	7/26-7/27/13	7/25-7/26/14	5/15-5/16/15	5/20-5/22/16	4/21-4/22/17		
Requested Amount	2,500.00	2,500.00	3,000.00	3,500.00	3,500.00	3,500.00	5,000.00		
Granted Last FY	0.00	1,500.00	2,500.00	2,500.00	3,000.00	3,500.00	3,500.00		
Budgeted FY	0.00	2,000.00	2,500.00	2,500.00	3,000.00	3,500.00	3,500.00		
OTB Rec	1,500.00	2,500.00	2,500.00	3,000.00	3,500.00	3,500.00			
FIN Rec	1,500.00	2,500.00	2,500.00	3,000.00	3,500.00	3,500.00			
Council Rec	1,500.00	2,500.00	2,500.00	3,000.00	3,500.00	3,500.00			
Paid Out	1,500.00	2,500.00	2,464.63	3,000.00	3,500.00	3,500.00			16,464.63

Comments: 2011: First year requesting funding

ROSWELL NEW MEXICO
Finance Committee
Thursday, February 2, 2017 at 8:00 a.m.
City Hall – Council Conference Room
425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the 33rd Annual Milkman Triathlon in the amount of $1,500.00 (one thousand five hundred dollars)

BACKGROUND:

The 33rd Annual Milkman Triathlon is scheduled for June 3, 2017. This event has been funded since at least 2010. The event will bring athletes from all over. The event estimates 300 attendees, which include 200 from outside Chaves County. The location of the event will be Lake Van in Dexter, NM and the surrounding area.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
  - 33rd Annual Milkman Triathlon – budgeted in the amount of $1,500.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the 33rd Annual Milkman Triathlon in the amount of up to $1,500.00 (one thousand five hundred dollars) on a reimbursement basis at 50% of eligible expenses.

STAFF RECOMMENDATION:

Not applicable.

CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT: 33rd Annual Milkman Triathlon	
DATE(S) OF EVENT: June 3, 2017	(application required 90 days prior to event)
NAME OF ORGANIZATION APPLYING FOR FUNDING: Milkman Triathlon, Inc.	

DESCRIBE EVENT: This is our 33rd Annual Milkman Triathlon. The race is to promote fun and lifetime fitness in a positive environment for the Pecos Valley and surrounding areas. Our racers range from 7 years old to 85 years young. It consists of 0.5k swim in Lake Van, 20k bike towards Bottomless Lakes, and a 5k run through the Dexter National Fish Hatchery, ending back at Lake Van. Racers can compete as a soloist or a relay team. Based on the last 5 years, 70% of our athletes are from out of town. 30% are from Roswell, Dexter, Artesia & surrounding areas.

LOCATION OF EVENT: Lake Van and surrounding areas in Dexter, New Mexico

HOW WILL YOU ADVERTISE AND MARKET THE EVENT? We will mail entry forms to all athletes who have participated in the past five years. We will also mail entry forms to other NM and West Texas races to be inserted in their race packets. Entry forms are distributed to local fitness centers. This will be our 2nd year to advertise with posters locally, we are hoping to get more out this year. We also have a website (milkmantriathlon.com) and have a page on Facebook. Our race is listed on usat.com, active.com, and the SW Challenge Series.

HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? Attendance is measured by the number of individuals who register and participate in the triathlon. We also have our athletes complete a survey when they pick up their race packet.

ESTIMATED TOTAL # OF ATTENDEES: 300	EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 200

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? We have started discussing it, but do not have anything set up as of today 1/9/17.

WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 50 %

WILL YOU HAVE A WEBSITE FOR YOUR EVENT? Yes

EVENT WEBSITE (if applicable): www.milkmantriathlon.com

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF $25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED $ 1,500.00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM *ANY* CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: Kecia Hopper for Larry G. Marshall		
SIGNATURE OF APPLICANT: Kecia Hopper		
(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 399 Dexter, NM 88230		
PHONE: 575-734-5415	CELL: 575-623-1020	E-MAIL: kecia.hopper@fbfs.com
DATE SUBMITTED: 1-9-17	90 DAYS? Y / N	TO BE PRESENTED AT MEETING ON: 1-24-17

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE **PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES** OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT:	33rd Annual Milkman Triathlon
DATE(S) OF EVENT:	June 3, 2017
NAME OF ORGANIZATION:	Milkman Triathlon, Inc.

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT –OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER			0.00	
MAGAZINE		360.00	360.00	
RADIO			0.00	
TELEVISION			0.00	
INTERNET	100.00	0.00	100.00	
PRINTING (brochures, posters, cards)	300.00	650.00	950.00	
MAILING	100.00	190.00	290.00	
T-SHIRTS (or other marketing items)	3,000.00	2,275.00	5,275.00	
SECURITY			0.00	
CLEAN UP (Sanitation)	1,000.00		1,000.00	
OTHER:			0.00	
SUB TOTALS	4,500.00	3,475.00	7,975.00	

TOTAL ELIGIBLE EXPENSES: $ 7,975.00 (50% = $ 3,987.50)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*

EVENT HISTORY **Milkman Triathlon**

FY	2010	2011	2012	2013	2014	2015	2016	2017		Total Paid
OTB Date	3/30/2010	2/23/2011	2/28/2012	2/26/2013	2/25/2014	1/27/2015	1/26/2016	1/24/2017		
Event Date(s)	6/5/10	6/4/11	6/2/12	6/1/13	6/7/14	6/6/15	6/4/16	6/3/17		
Requested Amount	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00		
Granted Last FY	600.00	750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00		
Budgeted FY	600.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00		
OTB Rec	750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00			
FIN Rec	750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00			
Council Rec	750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00			
Paid Out	750.00	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00			7,750.00

Comments:

ROSWELL NEW MEXICO
Finance Committee
Thursday, February 2, 2017 at 8:00 a.m.
City Hall – Council Conference Room
425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the 7th Annual Tour de Ocho Millas in the amount of $2,500.00 (two thousand five hundred dollars)

BACKGROUND:

The 7th Annual Tour de Ocho Millas is scheduled for September 9, 2017. This event has been funded since at least 2012. The race is an annual cycling benefit for Reflections & Recovery which allows riders to ride the 8 mile loop at Bottomless Lakes from 1-8 times (8-64 miles) within a 4 hour span. The event estimates 300 attendees, which include 100 from outside Chaves County. The location of the event will be Bottomless Lakes State Park.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
  - 7th Annual Tour de Ocho Millas – budgeted in the amount of $2,000.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the 7th Annual Tour de Ocho Millas in the amount of up to $2,000.00 (two thousand dollars) on a reimbursement basis at 50% of eligible expenses.

STAFF RECOMMENDATION:

Not applicable.

CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT: 7th Annual Tour de Ocho Millas	
DATE(S) OF EVENT: September 9,2017	(application required 90 days prior to event)
NAME OF ORGANIZATION APPLYING FOR FUNDING: Reflections & Recovery	

DESCRIBE EVENT: The Tour de Ocho Millas is an annual cycling benefit for Reflections & Recovery, which allows riders to circle the 8 mile loop at Bottomless Lakes State Park from 1-8 times (8-64 miles) within a 4 hour span. This race attracts young and old, seasoned and amateur, and male and female riders. Professional timers record race times for those interested in the competitive aspect. The event has a reputation of being a challenging outdoor circuit, and is often used by serious riders as training for other cycling events. Many riders choose to participate in this event every year. Many local businesses donate time and waive fees to sponsor this event annually. We hope to use the Lodgers' Tax Funds to expand advertising to area cities in 2017.

LOCATION OF EVENT: Bottomless Lakes State Park

HOW WILL YOU ADVERTISE AND MARKET THE EVENT? We will use a dedicated website, social media, and announcement on other cycling sites to divulge the race. We will network with civic organizations, utilizing advertising marquis and digital advertising. We will expand our use of local newspaper, radio stations, and television spots to some of the surrounding cities. We will place postcards in rider bags of area events advertising our race. We will place banners, posters, and yard signs in strategic places throughout Roswell and surrounding areas.

HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? Online registration gives an estimated indication of attendance. When riders pick up bibs and race instructions, they will complete a survey to determine origin, economical impact, lodging, and number of people in accompaniment.

ESTIMATED TOTAL # OF ATTENDEES: 300	EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 100

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? Yes

Comfort Suites offered a discounted rate and provided a block of rooms for availability in 2016. Our pre-race packet pick up was held at the hotel.

WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 60 %

WILL YOU HAVE A WEBSITE FOR YOUR EVENT? Yes

EVENT WEBSITE (if applicable): tourdeochomillas.com

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF $25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED $ 2500.00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM *ANY* CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: Patricia Grassie		
SIGNATURE OF APPLICANT: Patricia Grassie TdOM 2016 Chair		
(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: Reflections & Recovery-Tour de Ocho Millas P.O.Box 556 Roswell, NM 88202		
PHONE: 575 910-2555	CELL: 575 626-1262	E-MAIL: info@tourdeochomillas.com
DATE SUBMITTED: 1-13-17	90 DAYS? Y / N	TO BE PRESENTED AT MEETING ON: 1-24-17

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE **PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES** OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT:	7th Annual Tour de Ocho Millas
DATE(S) OF EVENT:	September 9, 2017
NAME OF ORGANIZATION:	Reflections & Recovery

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT –OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER	100.00	100.00	200.00	50
MAGAZINE			0.00	
RADIO		200.00	200.00	100
TELEVISION		200.00	200.00	100
INTERNET	200.00	200.00	400.00	50
PRINTING (brochures, posters, cards)	200.00	200.00	400.00	50
MAILING		100.00	100.00	100
T-SHIRTS (or other marketing items)	2,000.00		2,000.00	0
SECURITY			0.00	
CLEAN UP (Sanitation)			0.00	
OTHER:	1,000.00	500.00	1,500.00	33
SUB TOTALS	3,500.00	1,500.00	5,000.00	

TOTAL ELIGIBLE EXPENSES: $ 5,000.00 (50% = $ 2,500.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*
	NONE		

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS
	NONE			

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*
	NONE			

2017 Budget

EVENT EXPENSES

Description	*Memo*	*Estimated cost*
Website/Facebook	Updates/Ads	$700.00
Southwest Printers	Postcards/Banners	$400.00
CCR Timing	Race timing/Results	$2,000.00
Road ID	Bib numbers	$15.00
Meridian Insurance	Event insurance	$400.00
Marketing items	Tshirts/Prizes	$3,000.00
State Park Fee	Parking/Rangers	$300.00
Food Vendors	Food and drink	$200.00
Photography	Event photos	$100.00
Event Coordinator	Coordinate event	$1,500.00
Newspaper	Advertising	$200.00
Radio	Advertising	$200.00
Television	Advertising	$200.00
Postage	Mailing	$100.00
Reflections & Recovery	Donation	$9,000.00
	TOTAL	**$18,315.00**

LODGER'S TAX ELIGIBLE

Website/Facebook		$700.00
Southwest Printers		$400.00
Marketing Items		$3,000.00
Internet timing results		$1,500.00
Newspaper		$200.00
Radio		$200.00
Television		$200.00
	TOTAL	**$6,200.00**

EVENT HISTORY **Tour de Ocho Millas**

FY	2012	2012	2013	2014	2015	2016	2016	2017		Total Paid
OTB date	7/26/2011	2/28/2012	2/26/2013	6/24/2014		7/28/2015	2/23/2016	1/24/2017		
Event Date(s)	9/16-9/17/11	9/14-9/16/12	9/13-9/14/13	9/13/14		9/12/15	9/10/16	9/9/17		
Requested Amount	2,000.00	4,000.00	3,000.00	3,000.00		4,000.00	2,825.00	2,500.00		
Granted Last FY	0.00	0.00	4,000.00	3,000.00	2,000.00			2,000.00		
Budgeted FY	2,000.00	0.00	4,000.00	3,000.00		1,500.00		2,000.00		
OTB Rec	2,000.00	4,000.00	3,000.00	2,000.00		2,000.00	2,825.00			
FIN Rec	2,000.00	4,000.00	3,000.00	2,000.00		2,000.00	2,000.00			
Council Rec	2,000.00	4,000.00	3,000.00	200.00		2,000.00	2,000.00			
Paid Out	2,000.00	4,000.00	2,640.87	1,582.64		1,854.99	2,000.00			14,078.50

Comments:

FY 2015: Did not apply within the fiscal year

FY 2016: Applied twice within fy 2016 (one in July 2015 & again in Feb 2016)

ROSWELL NEW MEXICO
Finance Committee
Thursday, February 2, 2017 at 8:00 a.m.
City Hall – Council Conference Room
425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the Roswell Invaders Baseball 2017 season in the amount of $1,750.00 (one thousand seven hundred fifty dollars)

BACKGROUND:

The Roswell Invaders Baseball 2017 Season is scheduled for May 21 – July 26, 2017. This event has been funded since at least 2012. These are independent Professional Baseball games. An estimated 325 attendees including 45 out-of-town visitors are expected to attend. The location of the event will be at the Joe Bauman Park.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
  - Roswell Invaders - 2017 season – was not budgeted in FY 2017.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends to **deny** funding for the Roswell Invaders Baseball – 2017 season in the amount of up to $1,750.00 (one thousand seven hundred fifty dollars).

STAFF RECOMMENDATION:

Not applicable.

CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT: Roswell Invaders Baseball	
DATE(S) OF EVENT: May 21-July 26	(application required 90 days prior to event)
NAME OF ORGANIZATION APPLYING FOR FUNDING: Pecos League	

DESCRIBE EVENT: Independent Professional Baseball			
LOCATION OF EVENT: Joe Bauman Park			
HOW WILL YOU ADVERTISE AND MARKET THE EVENT? Advertise online, through the paper			
HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? tickets/attendence			
ESTIMATED TOTAL # OF ATTENDEES:	325	EST. # ATTENDEES FROM OUTSIDE CHAVES CO.:	45
HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? NO			
WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL?	20 %		
WILL YOU HAVE A WEBSITE FOR YOUR EVENT? www.RoswellInvaders.com			
EVENT WEBSITE (if applicable):			

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF $25,000 and up may require a signed contract with the City of Roswell.
PAID receipts for eligible expenses must be turned in for reimbursement.
Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED $ 1750

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM *ANY* CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: Andrew Dunn		
SIGNATURE OF APPLICANT: Andrew Dunn		
(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 271489 Houston Tx 77277		
PHONE: 5756802212	CELL:	E-MAIL: andrew.dunn@pecosleague.com
DATE SUBMITTED: 1-13-17	90 DAYS? Y / N	TO BE PRESENTED AT MEETING ON: 1-24-17

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE **PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES** OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT:	Pecos League of Professional Clubs
DATE(S) OF EVENT:	1/6/2017
NAME OF ORGANIZATION:	Roswell Invaders

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT –OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER	0.00	0.00	0.00	
MAGAZINE	0.00	0.00	0.00	
RADIO	0.00	0.00	0.00	
TELEVISION	0.00	0.00	0.00	
INTERNET		1,750.00	1,750.00	
PRINTING (brochures, posters, cards)	1,750.00		1,750.00	
MAILING			0.00	
T-SHIRTS (or other marketing items)			0.00	
SECURITY			0.00	
CLEAN UP (Sanitation)	500.00		500.00	
OTHER:			0.00	
SUB TOTALS	2,250.00	1,750.00	4,000.00	

TOTAL ELIGIBLE EXPENSES: $ 4,000.00 (50% = $ 2,000.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS
	NONE			

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*
	NONE			

EVENT **Roswell Invaders Prof Baseball**

FY	2010	2011	2012	2012	2013	2014	2015	2016	2017		Total Paid
OTB date		11/30/2010	12/27/2011	2/28/2012	2/26/2013			10/27/2015	1/24/2017		
Event Date(s)		various dates		various dates	various dates			various dates	various dates		
Requested Amount		2,850.00		5,500.00	3,000.00			1,750.00	1,750.00		
Granted Last FY		0.00		1,425.00	1,500.00			0.00	1,750.00		
Budgeted FY		0.00		1,500.00	1,500.00			0.00			
OTB Rec		1,425.00		1,500.00	3,000.00			1,750.00			
FIN Rec		1,425.00		1,500.00	1,500.00			1,750.00			
Council Rec		1,425.00		1,500.00	1,500.00			1,750.00			
Paid Out		1,425.00	tabled	1,500.00	0.00			235.05			3,160.05

Comments:

2012: Requested twice in 2012

2013: Never turned in reimb request

ROSWELL NEW MEXICO
Finance Committee
Thursday, February 2, 2017 at 8:00 a.m.
City Hall – Council Conference Room
425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the Roswell Film Festival in the amount of $30,000.00 (thirty thousand dollars) on a 100% reimbursement basis with a contract.

BACKGROUND:

The Roswell Film Festival is scheduled for April 26 – 30, 2017. This is a first time request for the event separate from the Roswell Cosmicon. The event is an International Feature & Short Film Festival appealing to Studio & Independent films. Categories will include All General Genre. This event is listed in the top 100 rated Festivals on Film Freeway out of 4200+ worldwide festivals. An estimated 300 attendees including 150 out-of-town visitors are expected to attend. The location of the event will be at the Allen Theatres – Galaxy 8 and local venues for music, workshops, parties, etc.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Large/Contract Events
  - Roswell Film Festival – was not budgeted in FY 2017 as separate event.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the Roswell Film Festival in the amount of up to $5,875.00 (five thousand eight hundred seventy-five dollars) on a 50% reimbursement basis without a contract. (This would default to the Special Events line item.)

STAFF RECOMMENDATION:

Not applicable.

CITY OF ROSWELL –LARGE/CONTRACT EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT: **Roswell Film Festival**	
DATE(S) OF EVENT: **April 26-30, 2017**	(presentation required 90 days prior to event)
NAME OF ORGANIZATION APPLYING FOR FUNDING: **Roswell Film Festival, LLC**	

DESCRIBE EVENT: **International Feature & Short Film Festival appealing to Studio & Independent films. Categories include: General All Genre (includes Studio Submissions - Drama/Romance/Comedy/Suspense/Horror/Action/Adventure), Science-Fiction/Fantasy, Independent (Non-Studio based films - Drama/Romance/Comedy/Suspense/Horror/Action/Adventure), Documentary and New Mexico Based Productions, A Composer Soundtrack Piece Competition and Independent Music Competition with Selections Invited to Perform on Live Stages in Roswell during the Festival. Listed in the top 100 rated Festivals on Film Freeway out of 4200+ world wide festivals.**

LOCATION OF EVENT: **Allen Theatres - Galaxy 8 Roswell and local venues for music, workshops, parties, etc.**

HOW WILL YOU ADVERTISE AND MARKET THE EVENT? **Locally with posters, radio, theatre ads and social media. Out of town - will depend on funds - social media, print materials, radio, tv, etc.**

HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? **We survey every ticket purchaser - they have to fill out survey in order to receive tickets/passes**

ESTIMATED TOTAL # OF ATTENDEES: **300**	EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: **150**

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? **Yes - Candlewood Suites is partnered with us**

WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? **75** %

WILL YOU HAVE A WEBSITE FOR YOUR EVENT? **Yes**

EVENT WEBSITE (if applicable): **www.roswellfilmfestival.com**

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

BY DEFAULT FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match).

FUNDING REQUESTED AS: [✓] REIMBURSEMENT [ ] ESTIMATED ADVANCED

REQUESTED FUNDING OF: [ ] 50% [✓] 100% OF ELIGIBLE EXPENSES

THIS REQUEST will require a signed contract with the City of Roswell,

"Large/Contract Event Information & Procedures" policy and/or contract specifications must be followed for receiving funds

Requested Funding will be based on the Total Eligible Expenses listed on Page 2

AMOUNT REQUESTED $ **30,000.00**

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM *ANY* CITY DEPARTMENT - COMPLETE ON PAGE 3.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN ONE HUNDRED TWENTY (120) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS WILL BE PROCESSED AS APPROVED BY THE CITY COUNCIL.

NAME (PRINT) OF APPLICANT MAKING REQUEST: **Donovan Fulkerson**		
SIGNATURE OF APPLICANT: *Donovan Fulkerson*		
(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: **PO Box 3527, Roswell, NM 88202**		
PHONE:	CELL: **817-946-5689**	E-MAIL: **dfulkerson@roswellfilmfestival.com**
DATE SUBMITTED: *1-17-17*	90 DAYS? Y / N	TO BE PRESENTED AT MEETING ON: *1-24-17*

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
- PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
- PLEASE **PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES** OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
- MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT:	Roswell Film Festival
DATE(S) OF EVENT:	April 26-30, 2017
NAME OF ORGANIZATION:	Roswell Film Festival, LLC

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT-OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER			0.00	
MAGAZINE			0.00	
Miscellaneous Media		6,000.00	6,000.00	100
RADIO			0.00	
TELEVISION			0.00	
			0.00	
INTERNET			0.00	
PRINTING (brochures, posters, cards)	2,500.00	2,500.00	5,000.00	50
			0.00	
MAILING			0.00	
			0.00	
T-SHIRTS (or other marketing items)			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
SECURITY		XXXXXXXXXX	0.00	
			0.00	
CLEAN UP (Sanitation)		XXXXXXXXXX	0.00	
OTHER:			0.00	
Celebrities - Travel/Expenses, Fees	1,000.00	9,000.00	10,000.00	90
			0.00	
Online Scheduler - covers everyone		750.00	750.00	100
			0.00	
			0.00	
Filmmakers Hotels - 1 Room per film	3,000.00		3,000.00	0
			0.00	
Facebook Ads	1,000.00	4,000.00	5,000.00	80
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
SUB TOTALS	7,500.00	22,250.00	29,750.00	

TOTAL ELIGIBLE EXPENSES: $ 29,750.00 (50% = $ 14,875.00)

list the amount requested on page 1.

NAME OF EVENT:
DATE(S) OF EVENT:
NAME OF ORGANIZATION:

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*
	NONE		

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS
	NONE			

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*
	NONE			

ROSWELL NEW MEXICO
Finance Committee
Thursday, February 2, 2017 at 8:00 a.m.
City Hall – Council Conference Room
425 N. Richardson – Roswell, NM 88201

ACTION REQUESTED:

The Finance Committee is asked to consider a request for funding of Lodgers' Tax for the 2017 Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament in the amount of $24,999.00 (twenty-four thousand nine hundred ninety-nine dollars).

BACKGROUND:

The 2017 Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament is scheduled for May 26 – 28, 2017. This event has been funded since at least 2004. This event is a non-alcohol, non-tobacco family event which features 4-on-4 flag football. An estimated 590 teams are expected to attend. The location of the event will be at Cielo Grande Recreation Area.

FINANCIAL CONSIDERATION:

Lodgers' Tax fund

- Visitor Promotion – Special Events
  - Roswell Hike It & Spike It – budgeted in the amount of $18,000.

LEGAL REVIEW:

Not applicable.

BOARD AND/or COMMITTEE ACTION:

The Occupancy Tax Board recommends funding for the Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament in the amount of up to $18,000.00 (eighteen thousand dollars) on a 50% reimbursement basis, with an additional allocation of up to $6,500 (six thousand five hundred dollars) for fire & police salaries.

STAFF RECOMMENDATION:

Not applicable.

CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT:
2017 Roswell Hike It and Spike It 4-on-4 Charity Flag Football Tournament

DATE(S) OF EVENT: **May 26, 27 and 28, 2017** (application required 90 days prior to event)

NAME OF ORGANIZATION APPLYING FOR FUNDING:
Roswell Gridiron/Character Counts! in Chaves County

DESCRIBE EVENT: **a non-alcohol, non-tobacco family event which features 4 on 4 flag football**

LOCATION OF EVENT: **Cielo Grande Recreation Area**

HOW WILL YOU ADVERTISE AND MARKET THE EVENT? **Advertising will be done in NM, CO, TX, AZ and CA by distributing brochures and posters. The use of television and radio advertising will be done statewide. A well maintained and user friendly web site will allow access to our event all over the world. A local bank will insert flyers into March and April statements in 7 NM cities.**

HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? **Through team entries and on site Roswell Police Depaertment spectator estimates. (see attached 2016 Estimated Economic Impact and Fact Sheet)**

ESTIMATED TOTAL # OF ATTENDEES: **43500** | EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: **12000**

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? **Yes**

WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? **70** %

WILL YOU HAVE A WEBSITE FOR YOUR EVENT? **Yes**

EVENT WEBSITE (if applicable): **www.roswellgridiron.com**

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF $25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED $ **24,999**

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM *ANY* CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUMBIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: **Carleton L. Avery**

SIGNATURE OF APPLICANT: [signature]

(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: Roswell Gridiron
P.O. 70 **Roswell, NM** **88202-0070**

PHONE: **575-627-2398** | CELL: **575-317-7707** | E-MAIL: **claavery@cableone.net**

DATE SUBMITTED: 1-17-17 | 90 DAYS? (Y) / N | TO BE PRESENTED AT MEETING ON: 1-24-17

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
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* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT:	2017 Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament
DATE(S) OF EVENT:	May 26, 27 & 28, 2017
NAME OF ORGANIZATION:	Roswell Gridiron/Character Counts! in Chaves County

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT-OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER	0.00	0.00	0.00	
MAGAZINE	0.00	0.00	0.00	
RADIO	10,000.00		10,000.00	
TELEVISION	2,500.00		2,500.00	
INTERNET	1,200.00		1,200.00	
PRINTING (brochures, posters, cards)	11,700.00		11,700.00	
MAILING	4,500.00		4,500.00	
T-SHIRTS (or other marketing items)	31,000.00		31,000.00	
SECURITY	2,000.00		2,000.00	
CLEAN UP (Sanitation)	2,678.00		2,678.00	
OTHER:	2,000.00		2,000.00	
SUB TOTALS	67,578.00	0.00	67,578.00	

TOTAL ELIGIBLE EXPENSES: $ 67,578.00 (50% = $ 33,789.00)
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS
Parks & Recreation Department	Erect Fence	3	5/24/17 9am-4pm	6
Sanitation	Deliver Dumpsters	1	5/24/17 9a-12pm	3
Police Department	Patrol Event	4	5/26/17 - 5/28/17	26
Fire Department	Medical - Safety	4	5/26/17 - 5/28/17	26
Special Electronics	Setup Electrical	1	5/25/17 - ?	4
Parks & Recreation Department	Misc	4	5/24/17 - 5/28/17 ?	24

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*
Parks & Recreation Department	Stage	15.00	3	45.00
Parks & Recreation Department	Flagging	5.00	3	15.00
Parks & Recreation Department	Utility Vehicles	50.00	3	150.00
Parks & Recreation Department	Generator	25.00	3	75.00
				285.00

STATEMENT OF VALUE FOR SERVICES REQUESTED (NOT PAID FOR) BY A LODGERS' TAX FUNDED EVENT

NAME OF EVENT: 2017 Roswell Hike It & Spike It 4-on-4 Charity Football Tournament

DATE(S) OF EVENT: May 26-28, 2017

NAME OF ORGANIZATION: Roswell Gridiron/Character Counts! In Chaves County

ESTIMATED EMPLOYEE ASSIST REQUEST:

DEPT	Type of Work	# of Emplys	Regular hours	Overtime hours	Total hours	Total Hrly Value
Parks & Rec	Erect Fence	1	6		6	96.00
Parks & Rec	Misc	1		4	4	96.00
Special Electronics	Setup Electrical	6	31		31	664.02
Sanitation	Deliver Dumpsters	2	10		10	135.00
Roswell Fire Dept	Medical - Safety	11	48	180	228	4,886.45
Roswell Police Dept	Patrol Event	4		104	104	4,109.04
	TOTAL EMPLOYEES REQUEST:				**383**	**9,986.51**

This amount is the hourly rate only and does NOT include city paid benefits

ESTIMATED EQUIPMENT REQESTED/USED:

DEPT	Type of Equipment	Cost per day	# days required	Total Value	
Parks & Rec	Stage	300.00	3	900.00	
Parks & Rec	Flagging	5.00	3	15.00	
Parks & Rec	Utility Vehicles	50.00	3	150.00	
Parks & Rec	Generator	100.00	3	300.00	1,365.00
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
	TOTAL EQUIPMENT				**1,365.00**
				TOTAL FOR ALL	**11,351.51**

SPONSORSHIPS:

None listed on funding request

ROSWELL GRIDIRON "HIKE IT & SPIKE IT" 4-ON-4 CHARITY FLAG FOOTBALL TOURNAMENT - 2016

For your interest we have put together our estimated economic impact statement based upon 592 teams (4,010 players) in 43 divisions playing on 43 fields.

Teams - 592
Seven (7) players each – Show Me the Money, Over 30 & Over 35 teams (2 divisions) and Co-Ed teams (6 divisions) were allowed eight (8) players.
Total – 4,010
Family/Friends w/teams = 1:1 ratio 4,010
Total = 8,020
36% in town – (2,887) @ $70 per day
$202,090.00
64% out of town – (5,133) @ $128 per day
$656,998.40
TOTAL
$859,088.00
Multiple days (2)
$1,718,176.80
Police estimates of Crowd size 46,000 minus players and family/friends (8,020) 37,980
On site expenditures
@ $30 (2 meals plus gas and souvenir) $1,139,400.00
Multiple days (2) $2,278,800.00
Total direct economic impact = $3,996,976.80
Total indirect economic impact (3.7 multiplier) = $14,788,814.16

Cla Avery, Jim Matteucci
Co-Local Tournament Organizers
Roswell Hike It & Spike It 4-on-4 Charity Flag Football Tournament

'16 HIKE IT! & SPIKE IT! FACT SHEET

- 21st Annual Event
- Memorial Day Weekend - May 27th, 28th, and 29th 2016
- World's Largest 4-on-4 flag football tournament
- Roswell's largest weekend event
- World's Largest Pay Out - $15,000 Cash
- 2016 - 592 teams - 4,010 players - Seven players on normal teams - Eight players on "Show Me the Money", Over 30 and Co-Ed teams – 43 divisions playing on 43 Fields simultaneously through the weekend
- 2016 - 16 states represented
- The country of Germany participated. Our first European representation!
- 2016 - Estimated Total Attendance for three days - 46,000
- 2016 - **Show Me the Money** division winners:
  1st Wet N Dirty - St. Augustine, FL 2nd MH! HEAT - Ft. Worth TX, 3rd 305 – Miami, FL
- Players range in age from 5 to 59
- 2016 - 852 Female players
- Charity Donations - United Way of Chaves County $5,000, New Mexico Youth ChalleNGe Academy $2,500, First Tee of Roswell $1,000, Roswell High Cheerleaders $1,000, GHS, RHS, EARLY UNIVERSITY Key Clubs, $1,800, Charlie's Angels, $1,000, Church on the Move, $1,500 - $13,800.00
- Regular division - $280.00 entry fee Show Me the Money - $560.00
- 500 Volunteers
- Public Funding sources - City of Roswell Lodgers Tax $20,000,00
- Web site
- Contact: Cla Avery – Local Tournament Organizer –

INCOME		2017 Budget
Clothing Sales	$	1,500.00
Entry Fee	$	156,000.00
Ice	$	1,500.00
Lodgers Tax	$	24,999.00
Parking	$	5,500.00
Sponsor Fee	$	67,000.00
Vendor	$	10,500.00
TOTAL INCOME	$	266,999.00

EXPENSES		
Administration	$	7,500.00
Advertising & Promotion	$	105,000.00
Audit/Accounting	$	1,100.00
Bank Charge	$	3,100.00
Banners	$	3,000.00
Bathroom	$	1,500.00
Canopies / Coke Product	$	18,000.00
Character Counts Awards	$	4,800.00
Charity	$	15,300.00
Clothing	$	19,000.00
Contract Fees	$	4,000.00
Expense Reimbursement	$	3,500.00
Fence	$	430.00
Gift Card	$	2,500.00
Hotel	$	1,500.00
Ice & Bottled Water	$	2,200.00
Insurance	$	2,900.00
Meals & Entertn	$	2,100.00
Misc	$	1,500.00
Officials	$	20,000.00
Paint & Stencil	$	1,000.00
Pins & Coins	$	1,255.00
Port A Pots	$	3,500.00
Postage and Delivery	$	1,000.00
Prize Money	$	6,000.00
Radio's	$	3,500.00
Rent on Equip	$	11,500.00
Security	$	6,534.00
Sound System	$	10,000.00
Supplies, Bus	$	1,000.00
Video Production/Website	$	2,000.00
TOTAL EXPENSES	$	266,219.00
TOTAL INCOME - EXPENSES	$	780.00

EVENT HISTORY **Hike It! & Spike It! 4-on-4 Charity Flag Football**

FY DATE	2010	2011	2012	2013	2014	2015	2016	2017		Total Paid
OTB Date	2/23/2010	2/23/2011	2/28/2012	2/26/2013	2/25/2014	2/24/2015	2/23/2016	1/24/2017		
Event Date(s)	5/28-5/30/10	5/27-5/29/11	5/25-5/27/12	5/24-5/26/13	5/23-5/25/14	5/22-5/24/15	5/27-5/29/16	5/26-5/28/17		
Requested Amount	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	20,000.00	24,999.00		
Granted Last FY	10,000.00	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	20,000.00		
Budgeted FY	10,000.00	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	18,000.00		
OTB Rec	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	20,000.00			
FIN Rec	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	20,000.00			
Council Rec	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	20,000.00			
Paid Out	10,000.00	10,000.00	15,000.00	20,000.00	20,000.00	20,000.00	20,000.00			115,000.00

Comments:

2016: Lodgers Tax to also pay up to $3,000. in Overtime for Police or Fire services

ROSWELL, NEW MEXICO
Finance Committee
Conference Room at Roswell City Hall
425 N. Richardson, Roswell, NM 88202
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED: Resolution 17-05 and Application – Discuss and consider approval of Resolution 17-05 the NMFA Application Adoption for Convention Center Improvements Project Funding.

BACKGROUND: The Convention Center does not currently accommodate larger meetings or have functional meeting space to hold multiple meetings at the same time. Staff has been working with a consultant to design updates and improvements to the facility. Additionally, an upgrade to the facility was included as a feature to hold the statewide NMML meetings beginning in August 2018.

FINANCIAL CONSIDERATION: The project budget is $7,000,000 which will be supported through a 15 year NMFA Bond funding source. Our financial advisor has indicated that this source of funding will be the best for this project and achieve the best rate. The bond process for this requires an application to be adopted and submitted to NMFA for review and approval.

The debt service is planned to be supported through the Convention Center Fee revenue source. The estimated, blended average annual debt service need is $585,653 for a total of $8,784,800 including estimated interest. FY2016 actual revenues on the Convention Center Fee were $621,190. Projected annual revenue for FY2017 are $618,385 based on actual data through December 2016.

LEGAL REVIEW: City Attorney has reviewed Resolution 17-05. In addition, several more steps will need to be taken to finalize the bond with NMFA. A timeline on the planned implementation for this is included in the packet.

BOARD OR COMMITTEE ACTION: Consider approval of Resolution 17-05 and NMFA Application.

STAFF RECOMMENDATION: Approve Resolution 17-05 and NMFA application as presented.

RESOLUTION 17-05

AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY.

Whereas, the City of Roswell ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Roswell City Council ("Governing Body") is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit;

Whereas,, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects;

Whereas, the Governing Body intends to undertake acquisition, construction, renovation and improvement of a convention center ("Project") for the benefit of the Governmental unit and its citizens; and

Whereas, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

Now therefore, be it resolved, that the Governing Body of the City of Roswell, New Mexico:

Section 1. That all action (not inconsistent with the provision hereof) heretofore taken by the Governing body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

Passed, adopted, signed, and approved this 9th day of February 2017.

Attest:

Mayor

Sharon Coll, City Clerk

NEW MEXICO FINANCE**AUTHORITY**

NMFA Use Only:	
App. #:	-PP
FA assigned:	
Legislative Authorization	

PUBLIC PROJECT REVOLVING FUND INFRASTRUCTURE APPLICATION

I. GENERAL INFORMATION

A. APPLICANT/ENTITY

Application Date: 2/10/17

Applicant/Entity: City of Roswell

Address: 425 N. Richardson Avenue, Roswell, NM 88202

County Chaves **Census Tract:**

Federal Employer Identification Number (EIN) as issued by the IRS:

Legislative District: **Senate:** **House:**

Phone: (575) 637-6247 **Fax:** **Email Address:** m.garcia@roswell-nm.gov

Individual Completing Application: Regina Gaysina

Address: 6301 Uptown Blvd. NE Suite 110 Albuquerque NM 87110

Phone: 505-872-5993 **Fax:** 505-872-5979 **Email Address:** Regina.gaysina@rbccm.com

B. CONSULTING PROFESSIONALS (Bond/Legal Counsel, Architect, Engineer, etc.), if available:

Firm: RBC Capital Markets

Contact: Erik Harrigan

Address: 6301 Uptown Blvd. NE Suite 110 Albuquerque NM 87110

Phone: 505-872-5992 **Fax:** 505-872-5979 **Email Address:** Erik.harrigan@rbccm.com

B. BOND COUNSEL PRIMARY CONTACT PERSON:

Name:	Daniel Alsup				
Contact:	Modrall Law Firm				
Address:	500 4th St. NW, Ste. 1000, Albuquerque, NM 87102				
Phone:	505.848.1800	**Fax:**	505.848.9710	**Email Address:**	dma@modrall.com

II. PROJECT SUMMARY

A. Project Description. Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of the project. Provide Funds to renovate City's Convention Center

2. Proposed Project Start Date: June 2017 Proposed Project Completion Date: June 2018

   When do you need NMFA funds available? June 2017

3. How will the ongoing maintenance, operation, and replacement of this project be funded? By the City of Roswell

4. Provide a detailed drawdown schedule for project payments. The schedule may reflect monthly or quarterly payments.

B. Total Project Cost & Sources of Funds Detail.

Construction Activities	**NMFA Funds Requested**	**Other Public Funds***	**Private Funds**	**Total**
Planning and Design	$	$	$	$
Construction	$	$	$	$
Equipment	$	$	$	$
Infrastructure Activities				
Facility Acquisition	$	$	$	$
Land Acquisition	$	$	$	$
Utilities (Electric, Gas, Water, etc.)	$	$	$	$
Engineering and Architectural	$	$	$	$
Contingencies	$	$	$	$
Project Administration/Legal Fees	$	$	$	$

Project Proceeds	$7,000,000			$7,000,000
Deposit to Refunding Fund	$	$	$	$
Cost of Issuance	$90,000			$90,000
Total Cost:	$7,090,000	$	$	$7,090,000

*Specify any other public funds, and amounts and terms of these funds, i.e. FmHA, CDBG, EPA, etc.

Source	Amount	Terms / # of Years
	$	
	$	
	$	
Total:$	$	

Attach a letter verifying that each non-NMFA funding source has been approved, or is in the process of being approved for this project. Explain any exceptions.

C. Will this project require right-of –way acquisition? Yes☐ No☒

If yes, specify any right-of-way needs, and whether acquisition may or may not delay beginning of project.

D. Who will hold title to the land where the project is to be located? City of Roswell

If this is land owned by the Bureau of Land Management, State Land Office, or Tribal Land, please attach lease agreements. (If there is no clear title, attach an explanation of ownership arrangements).

E. Does this project require a Joint Powers Agreement (JPA)? Yes☐ No☒

If yes, provide a copy of (attach) the JPA, which should include a list of the current membership

III. FINANCING

A. 1. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- ☐ Municipal Local Option GRT – please specify: _____
- ☐ County Option GRT – please specify: _____
- ☐ Other Tax-Based Revenue: Convention Center Fee
- ☐ State-Shared GRT
- ☐ Law Enforcement Funds
- ☐ Fire Protection Funds
- ☐ Net System Revenues: _____
- ☐ Other Revenue: _____

2. Is there an alternative revenue source available to pledge to pay debt service in the event that the primary pledged revenue is unavailable or insufficient? Yes☐ No☒ If yes, specify:

3. Preferred financing term: 15 years (2017-2031).

B. Is any debt being repaid from the revenue source(s) referenced in A (1)? NO X

IV. READINESS TO PROCEED ITEMS

A. The following items must accompany this application in order for this application to be considered complete:

- ☐ Equipment cost breakdown (if applicable)
- ☐ Three most recently completed fiscal year audit reports
- ☐ Current unaudited financials
- ☐ Current fiscal year budget
- ☐ Verification of ownership of land where project will be located
- ☐ Documentation that each non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- ☐ Joint Powers Agreement (if applicable)

B. In addition, complete the following information, using additional paper as necessary. **These items will be required prior to disbursement of NMFA proceeds:**

- ☐ Provide a detailed drawdown schedule for project payments
- ☐ Final technical information for the project, stamped and approved by a registered engineer
- ☐ Cost breakdown of the project, certifiable by either an engineer or architect
- ☐ Area map, site map, and floor map (if applicable)
- ☐ Verification of ownership of land where project will be located
- ☐ Documentation that each Non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- ☐ Documentation showing status of right-of-way acquisition (if applicable)
- ☐ Explanation of land ownership arrangements (if applicable)
- ☐ List all required permits and licenses necessary to complete this project. Detail the status of each item, a plan of action, and time frame for completing incomplete permits and licenses. Also provide a copy of all permits and licenses.
- ☐ Is there litigation pending which would have a bearing on this project or applicant? Yes ☐ No ☐
  If yes, provide a complete summary of all circumstances relating to such litigation.
- ☐ Indicate the regular meeting dates for your authorizing body: _____

V. CERTIFICATION

I certify that:

We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature: _____ **Title:** _____

(highest elected official)

Jurisdiction: _____

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

Finance Officer/Director: _____

Convention Center Revenue Bonds
Private Placement with NMFA
Financing Timetable

Date	Activity	Responsibility
Thursday, February 09, 2017	Adoption of NMFA Resolution and Application	FA, CITY
Friday, February 10, 2017	Submit Resolution and Application to NMFA	FA, CITY
Thursday, March 09, 2017	City Commission First Reading of Bond Ordinance	CITY, FA, BC
Thursday, March 23, 2017	NMFA Meeting to Approve Application & Resolution	CITY, FA, BC, NMFA
Monday, April 03, 2017	Final Interest Rates are set with NMFA	CITY, FA, BC, NMFA
Thursday, April 13, 2017	City Commission Second Reading of Bond Ordinance and approval of NMFA Resolution	CITY, FA, BC
Saturday, April 15, 2017	Notice of Adoption of Bond Ordinance published	BC
Friday, May 19, 2017	Bond Closing	CITY, FA, BC, NMFA

Working Group Key

Code	Participant	Role
CITY	City of Roswell	Issuer
FA	RBC Capital Markets	Financial Advisor
BC	Modrall Law Firm	Bond Counsel

CITY OF ROSWELL
Finance Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED:	Consider Resolution 17-08, Del Norte Park Donation
BACKGROUND:	Roswell Independent School District (RISD) has requested Del Norte Park be transacted over to RISD to allow construction of a new Del Norte School. The site is approximately 4 acres. City staff recommends transaction over to RISD, if RISD allows public use of the playground, a backstop, playground equipment etc. when school is not in session. The benefit to the City would be less maintenance of a park, as RISD would be maintaining school grounds. The neighborhood would have a new school and access to a park playground and activity area. RISD would prepare agreement for review by City, and absorb all legal and transfer costs.
FINANCIAL CONSIDERATION:	All costs to be borne by RISD.
LEGAL REVIEW:	City Attorney has drafts of agreement and Resolution.
BOARD OR COMMITTEE ACTION:	Finance Committee to review and consider sending Resolution 17-08 to City Council on Feb. 9, 2017
STAFF RECOMMENDATION:	Staff recommends Resolution 17-08, Del Norte Park donation to RISD.

RESOLUTION 17-08

Del Norte Park Donation

WHEREAS, the Roswell Independent School District desires to build a new elementary school on property owned by the City of Roswell, known as Del Norte Park; and

WHEREAS, the Roswell Independent School District agrees upon construction of new elementary school, that a school playground would be made available to the public during non-school hours;

WHEREAS, the City of Roswell and Roswell Independent School District believe that the citizens of the City of Roswell will benefit by the property donation in that all the neighborhood children will have a new school facility and also availability of a public park area during non-school hours;

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

Hereby approve going forward with Del Norte Park Donation and agreement clause, and the City Manager is authorized to continue with the process. The Mayor is also authorized to sign all agreements and deeds required to complete this process.

PASSED, ADOPTED, SIGNED AND APPROVED this 9thth day of February, 2017

_____
Dennis Kintigh, Mayor

CITY SEAL

ATTEST:

_____
Sharon Coll, City Clerk

DRAFT

Lucas M. Williams, Esq.
lwilliams@hinklelawfirm.com

January 18, 2017

DRAFT

Erica Cummings
Financial Coordinator/Budget Analyst
Local Government Division
NM Department of Finance and Administration
407 Galisteo RM 201M
Santa Fe, NM 87501
(505) 827-4127 telephone
(505) 827-4340
erica.cummings@state.nm.us

Via FedEx
& Email

Re: ***Request for Approval of Donation of Real Property from City of Roswell to Roswell Independent School District for Construction of Replacement Elementary School***

Dear Ms. Cummings:

I am an attorney representing the Roswell Independent School District (RISD), a New Mexico school district and political subdivision of the State of New Mexico. The City of Roswell (the City), a municipality within the State of New Mexico, and RISD have entered into a Real Property Donation Agreement wherein the City will donate real property to RISD for the construction of a new elementary school.

Background. Del Norte Elementary School (the School) is an aged elementary school that has repeatedly been identified by the State of New Mexico as being in need of replacement. Both the City and RISD agree that the elementary school should be replaced. The School is adjacent to the City's Del Norte city park. By way of the donation, RISD will be able to construct a new elementary school, move its students from the old school into the new school, and tear down the old school. In addition to obviously benefitting schoolchildren in Roswell, New Mexico, RISD has committed to making a new park and playground area available to the public on the location of the old school.

Local Government Division Requirements. I believe the following information satisfies the Local Government Division's requirements for consideration of this donation.

1. Type of Disposition: Real Property
2. Reason for Disposal: To donate to RISD for the construction of a replacement elementary school.
3. Allowable Entity: School District/Political Sub-division
4. Property Identifier: *City of Roswell Park Per Linda Vista Estates No. 4 Plat Book C Page 120*
5. Current Market Value: $_____
6. Approving Resolution: See Exhibit A
7. Appraisal: See Exhibit B
8. Quitclaim Deed: See Exhibit C

DRAFT

If you have any questions about this or any other matter, please feel free to contact me.

Very truly yours,

HINKLE SHANOR LLP

Lucas M. Williams

Enclosures: Exhibit A – City of Roswell Approving Resolution
Exhibit B – Chaves County Assessor Valuation of Property
Exhibit C – Quitclaim Deed

CC: Client
Aaron Holloman, Attorney for City of Roswell

REAL PROPERTY DONATION AGREEMENT

This Real Property Donation Agreement (the "Agreement"), dated _____, ___, 2017, is entered into by and between the City of Roswell, a municipality within the State of New Mexico (the "City"), and the Roswell Independent School District, a school district in and political subdivision of the State of New Mexico ("RISD"), for the donation of real property owned by the City to RISD for the replacement of the RISD Del Norte Elementary School (the "School").

Recitals

RISD is a school district and political subdivision of the State of New Mexico.

The City is a municipality within the State of New Mexico.

The City desires to donate real property to RISD.

The existing and aged Del Norte Elementary School has been ranked via a standards-based process by the State of New Mexico as one of New Mexico's schools most in need of replacement.

The City and RISD have determined that the aged Del Norte Elementary School is in need of replacement in order to more effectively and appropriately educate children within the city and school district.

The City and RISD have determined that the donation of real property by the City to RISD is in the best interests of the public by virtue of providing RISD with real property to construct a new elementary school to replace the aged Del Norte Elementary School.

Terms

1. The real property to be donated by the City to RISD is described as

CITY OF ROSWELL PARK PER LINDA VISTA ESTATES No. 4 Plat Book C Page 120

(the "Property").

2. The City agrees to donate the Property to RISD via quitclaim deed subject to the following conditions, and RISD agrees to receive the Property via quitclaim deed subject to the following conditions:

a. RISD agrees that upon construction of the replacement elementary school upon the Property, and upon demolition of the adjacent and existing Del Norte Elementary School, RISD will construct a new park and playground that will be available to the public outside of normal school hours.

b. Prior to construction of the new park and playground, RISD will hold a public meeting to receive input from the public regarding requested uses and features of the new park and playground.

3. To effect the donation of the Property from the City to RISD, the City agrees to execute the Quitclaim Deed attached as Exhibit A to this Agreement and deliver same to RISD for recording.

4. The City and RISD recognize that this donation is subject to approval by the New Mexico Department of Finance & Administration, Local Government Division.

5. This Agreement is governed by the laws of the State of New Mexico, and the sole and exclusive venue for any dispute arising from or related to this Agreement shall be the Fifth Judicial District Court of the State of New Mexico located in Chaves County.

6. This Agreement may be executed in multiple parts.

THE CITY OF ROSWELL

DRAFT

By: _____
Interim City Manager

ROSWELL INDEPENDENT SCHOOL DISTRICT

By: _____
Superintendent

QUITCLAIM DEED

The City of Roswell (City), for good and valuable consideration, quitclaims to the Roswell Independent School District (RISD), whose address is 300 N. Kentucky, Roswell, NM 88201, the following described real estate in Chaves County, New Mexico:

CITY OF ROSWELL PARK PER LINDA VISTA ESTATES No. 4 Plat Book C Page 120

By: _____
Dennis J. Kintigh
Mayor
City of Roswell, New Mexico

STATE OF NEW MEXICO)
) §
COUNTY OF CHAVES)

This instrument was acknowledged before me on this _____ day of January, 2017, by Dennis J. Kintigh, Mayor of the City of Roswell, New Mexico.

By: _____
Notary Public

My commission expires: _____

DRAFT

Quitclaim Deed

ROSWELL, NEW MEXICO
Finance Committee
Conference Room at Roswell City Hall
425 N. Richardson, Roswell, NM 88202
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED:	Consider approval of Resolution No. 17-09 which details the proposed mid-year budget for fiscal year ending June 30, 2017
BACKGROUND:	The formulation of the mid-year budget is a requirement of the State of New Mexico Department of Finance and Administration and must be approved by the governing body of the City of Roswell prior to submission
FINANCIAL CONSIDERATION:	Please see attached exhibits A, B, C & D **Changes by Fund** • General Fund - $1,884 • Road Fund - $8,333 • Capital Improvement Fund - $8,333 • Airport Fund - $8,333 • Solid Waste Fund - $8,333 • Water Fund - $13,350 • 2014WWTP - $10 • Total - $48,576
LEGAL REVIEW:	Not applicable
BOARD OR COMMITTEE ACTION:	The Finance Committee will meet on February 2, 2017
STAFF RECOMMENDATION:	Not applicable

RESOLUTION NO. 17-09

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO, APPROVING CERTAIN BUDGET LINE ITEM CHANGES FOR THE CITY OF ROSWELL FOR FISCAL YEAR ENDING JUNE 30, 2017

WHEREAS, the approved budget for the City of Roswell, State of New Mexico, for the fiscal year 2016-2017, ending June 30, 2017, reflects certain estimated projections of revenues and expenditures, and

WHEREAS, the City Council of Roswell, Chaves County, New Mexico, has determined that certain line item changes are necessary in various funds as identified on Exhibit A attached hereto,

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

1. That the proposed budget line items of said funds are approved, ratified and confirmed for intents and purposes as bona fide and valid changes in said budget of the City; subject, however, to authorization and approval of the Local Government Division of the Department of Finance and Administration.
2. That request is hereby authorized and made to say Local Government Division to approve the aforesaid changes and transfers of funds as reflected by the adjusted budget line of the fiscal year 2017 budget of the City of Roswell

PASSED, ADOPTED, SIGNED AND APPROVED this 9th day of February, 2017.

_____

Dennis Kintigh, Mayor

CITY SEAL
ATTEST:

_____

Sharon Coll, City Clerk

Exhibit A

2016-2017 Mid Year Budget Adjustment Summary

Fund	Dept		Revenue	Transfers	Personnel Services Ex	Operating Expenses	Capital Outlay	Total Expense	Difference in cash bal
101 Total		General Fund Total	643,450	(834)	(129,563)	625,036	149,027	644,500	(1,884)
		General Reserve Revenues	0	0	0	0	0	0	0
103 Total		Library Grants	0	0	0	0	0	0	0
106	4046	08 GO Bond Debt Service	0	0	0	0	0	0	0
107	4048	Special Revenue Bond	0	0	0	0	0	0	0
108	4049	15 GO Bond Debt Service	0	0	0	0	0	0	0
202	4411	Cemetery	0	0	0	0	0	0	0
210	4511	Mass Transit	0	0	(63,641)	63,641	0	(0)	0
215 Total		Recreation Fund Total	0	(7,500)	3,703	(16,202)	4,999	(7,500)	0
221	4093	Convention Center Finance	0	0	0	0	0	0	0
220	4191	Correction Fees Fund	0	0	0	0	0	0	0
222 Total		Lodgers' Tax Fund	0	0	0	(1,480)	1,480	0	0
223	4323	Road Fund	423	(8,333)	0	(414)	837	423	(8,333)
226	4091	Unemployment Comp Fund	0	50,000	0	50,000	0	50,000	0
230	4045	Comm Develop	0	0	0	0	0	0	0
240	4262	Beautification Grant	0	0	0	0	0	0	0
255	4113	Law Enforcement	0	0	0	0	0	0	0
258	4118	HIDTA Grant	10,000	0	0	10,000	0	10,000	0
260	4141	EMS Grant - Ambulance	0	0	0	0	0	0	0
261	4122	EMS Grant - Fire	0	0	0	0	0	0	0
262	4124	Hazmat Grant	0	0	0	(11,000)	11,000	0	0
265	4123	Fire Protection	279,832	0	0	133,092	146,740	279,832	0
301 Total		Capital Improvement Fund	351,251	(8,333)	0	6,222	345,029	351,251	(8,333)
305	4361	CDBG	345,029	0	0	345,029	0	345,029	0
512		Seizure Funds	0	0	0	0	0	0	0
514	4357	JAG Grant	0	0	0	0	0	0	0
610 Total		Airport Fund Total	131,530	(8,333)	(25,000)	483,990	(327,460)	131,530	(8,333)
613	4337	PFC	0	0	0	0	0	0	0
615	4336	UDAG Fund	0	0	0	0	0	0	0
620 Total		Solid Waste Fund Total	201,344	(8,333)	12,500	30,456	158,388	201,344	(8,333)
624	4346	Bond DS	0	0	0	0	0	0	0
630 Total		Water Fund Total	8,266	(8,334)	2,000	(30,794)	42,076	13,282	(13,350)
635	5635	2014AWWTP Pump Improv ds	0	0	0	0	0	0	0
636	5636	2014BWWTP Bond Refund	0	0	0	0	0	0	0
637	5637	2014WWTP	0	0	0	(102,369)	102,379	10	(10)
		Deposits & Payroll	0	0	0	0	0	0	0
Grand Total			1,971,125	0	(200,001)	1,585,207	634,495	2,019,701	(48,576)

Exhibit B

2017 Mid Year Budget Adjustments- Notes on larger amounts

Administration	101-4013-401.11-10	Full Time Salaries	(95,000)	Transfer from City Manager salary to pay for interm City Manager
	101-4013-401.48-01	General Prof Services	95,000	
Fire	101-4121-412.40-02	Building Maintenance	(50,000)	Move to capital from maintenance for Fire HVAC's
	101-4121-412.75-03	Buildings Capital Outlay	50,000	
Emerg management	101-4181-413.35-01	General Grant Expenses	527,539	Record new Homeland Security Grants in revenue and expense
	101-0000-331.20-00	Homeland Security Grants	527,539	
Museum	101-4221-422.11-10	Full Time Salaries	(38,500)	Move from Director salary to pay for contract director
	101-4221-422.24-01	General Contract Services	38,500	
	101-4221-422.40-04	Equipment Maintenance	9,900	Move from capital to pay for conservation of chandelier
	101-4221-422.75-05	Equipment Capital Outlay	(9,900)	
Zoo	101-4232-423.40-06	Grounds Maintenance	20,000	Money moved from Donations for christmas train event
	101-4232-423.75-04	Improvements not Build CO	65,000	
Gen Rev Bonds	107-4048-404.75-03	Buildings Capital Outlay	26,660	Repairs to Cemetery storage building moved from Imporve not building
	107-4048-404.75-04	Improvements not Build	(26,600)	
Transit	210-4511-451.11-10	Full Time Salaries	(28,369)	Move between lines to cover overtime and work comp to compensated for em
	210-4511-451.11-20	Part Time Salaries	(57,886)	illness
	210-4511-451.12-10	Full Time Overtime	41,246	
	210-4511-451.24-01	General Contract Services	73,617	
	210-4511-451.32-00	Fuels & Fluids Mass Trans	(28,410)	
	210-4511-451.34-07	Workers Compensation Ins	12,655	
Recreation	215-4242-424.24-01	General Contract Services	30,073	Transfer for use of NMMI pool
	215-4242-424.63-04	Water Utilities	(5,073)	
	215-4242-424.56-01	General Supplies	(25,000)	
Lodgers	222-4081-408.28-01	Education & Promotion	59,000	Move money for Senior Olympics
	222-4081-408.28-28	Large Contract Events	(59,000)	
	222-4111-411.11-10	Full Time Salaries	(10,210)	OVT for stste Fair
	222-4111-411.12-10	Full Time Overtime	10,210	
Unemployment	226-4091-409.52-00	Reimbursement of Claims	50,000	Transfer from departments to unemployment - 3rd and 4th quarter exp larger
	226-0000-381.10-00	General Fund From	8,334	than expected
	226-0000-381.20-00	Airport From	8,333	
	226-0000-381.35-00	Road Fund From	8,333	
	226-0000-381.40-00	Capital Improvements From	8,333	
	226-0000-381.45-00	Water & Sewer From	8,333	
	226-0000-381.60-00	Solid Waste	8,334	
Hazmant Grant	262-4124-412.35-01	General Grant Expenses	(11,000)	Move grant funds to capital to purchase carbon dioxide monitors
	262-4124-412.75-05	Equipment Capital Outlay	11,000	
Fire Protection	265-4123-412.40-04	Equipment Maintenance	10,358	Repairs to cameras

Exhibit B Cont.

2017 Mid Year Budget Adjustments- Notes on larger amounts

	265-4123-412.56-01	General Supplies	(10,358)	
	265-4123-412.56-01	General Supplies	(40,000)	Purchase thermal image cameras
	265-4123-412.75-05	Equipment Capital Outlay	40,000	
	265-4123-412.56-01	General Supplies	179,832	
	265-0000-334.19-00	Fire Protection Grant	179,832	Increase in grant funds for 2017
	265-4123-412.61-01	General Uniforms	(25,000)	Moved to purchase protective clothing
	265-4123-412.61-03	Protective Clothing Unif	25,000	
	265-0000-334.19-02	Special Projects Grant	100,000	Record additional grant in fire fund
	265-4123-412.75-05	Equipment Capital Outlay	100,000	
	265-4123-412.75-05	Equipment Capital Outlay	(18,984)	Move funds to increase budgeted amt for rescue truck and response vehicle
	265-4123-412.56-01	General Supplies	(6,740)	
	265-4123-412.75-06	Vehicles Capital Outlay	25,724	
Engineering	301-4311-431.75-04	Improvements not Build CO	345,029	record receipt of CDBG grant funds
CDBG	305-4361-436.35-50	CDBG Grant Expense	345,029	
Airport	610-4331-433.11-10	Full Time Salaries	(25,000)	Move from salary's to pay for contract director
	610-4331-433.24-01	General Contract Services	25,000	
	610-4334-433.75-04	Improvements not Build	(175,382)	Return overpayment by state on Runway 3-21 project
	610-4331-433.20-18	Reimburse state funds	175,382	
	610-4331-433.40-16	Fire Suppress Maint	200,000	Fire suppression in build 1083
	610-4334-433.75-03	Buildings Capital Outlay	(200,000)	
	610-4332-433.24-21	Demolition	(36,310)	various small purchases
	610-4332-433.40-02	Building Maintenance	111,330	Insurance claim for building 250 from snow damage
	610-0000-373.12-00	Prop Damage Claims	111,330	
	610-0000-373.12-00	Prop Damage Claims	20,200	Insurance claim for vehicle damage 2013 Ford
	610-4334-433.75-06	Vehicles Capital Outlay	20,200	
Sanitation	620-4341-434.29-02	Equipment under $500	(17,026)	Purchase roll offs
	620-4342-434.75-05	Equipment Capital Outlay	17,026	
	620-4341-434.40-12	Vehicle Maintenance	42,770	Insurance claim for burned vehilce
	620-0000-373.12-00	Prop Damage Claims	42,770	
	620-4341-434.75-06	Vehicles Capital Outlay	158,388	Insurance claim for burned vehilce
	620-0000-373.12-00	Prop Damage Claims	158,388	
	620-4342-434.24-01	General Contract Services	20,000	Cover additional cost of temps
	620-4342-434.24-19	Tire Grinding	(20,000)	
	620-4341-434.32-00	Fuels & Fluids Sol Waste	(12,000)	Transfer to equip maint to repair landfill water well
	620-4342-434.40-04	Equipment Maintenance	12,000	
	620-4343-434.28-05	Advertising Public Relatl	(11,791)	move to workers comp to cover additional expense due to injuries
	620-4343-434.34-07	Workers Compensation Ins	16,084	

Exhibit B Cont.

2017 Mid Year Budget Adjustments- Notes on larger amounts

Water	630-4352-435.75-03	Buildings Capital Outlay	35,000	move funds to add to budget for remodel of water billing department
	630-4352-435.75-05	Equipment Capital Outlay	(35,000)	
	630-4354-435.75-03	Buildings Capital Outlay	120,000	Move budget from equip for vehicle storage building
	630-4354-435.75-05	Equipment Capital Outlay	(120,000)	
	630-4355-435.75-05	Equipment Capital Outlay	141,463	Move from vehicle to equip for loader
	630-4355-435.75-06	Vehicles Capital Outlay	(141,463)	
	630-4356-435.41-06	Sewer System Materials	(16,870)	Move for various small equipment
	630-4356-435.75-05	Equipment Capital Outlay	16,870	
	630-4358-435.75-05	Equipment Capital Outlay	(26,000)	Move from equipment to purchase vehicle
	630-4358-435.75-06	Vehicles Capital Outlay	26,000	

Exhibit C

2017 Mid Year Budget Revenue Adjustments

		2017 Final Budget	2017 Adj. Budget	YTD Received	Budget Remain	Memos	Additional Adjustments	Total Adj	Fund Total
101-0000-331.20-00	Homeland Security Grants	843,850	1,371,389	50,000	1,321,389	527,539		527,539	
101-0000-334-28-22	Reischman Park	0	8,764	0	8,765	8,764		8,764	
101-0000-341.22-05	Demolition	0	0	31,327	(31,327)	0	31,327	31,327	
101-0000-341.23-03	Special Services Police	5,000	5,000	45,282	(40,282)	0	40,282	40,282	
101-0000-341.23-06	Police Miscellaneous	0	9,524	16,000	(6,476)	9,524	6,476	16,000	
101-0000-373.12-00	Prop Damage Claims	0	14,469	14,979	(510)	14,469		14,469	
101-0000-374.10-05	Fire-Fireworks Donations	0	17,000	2,000	15,000	17,000		17,000	
101-0000-374.14-00	Donations - Library	0	1,343	1,343	0	1,343		1,343	
101-0000-374.27-00	Police Department	15,000	1,000	1,000	0	(14,000)		(14,000)	
101-0000-375.25-08	Reimb from prior year	0	726	872	(146)	726		726	
101-0000-382-21-00	To Unemployment	0	0	0	0	0	(8,334)	(8,334)	
101-0000-382.45-00	Recreation TO	(643,698)	(636,198)	(396,850)	(239,348)	7,500		7,500	642,616
215-0000-381.10-00	General Fund From	643,698	636,198	396,850	239,348	(7,500)		(7,500)	(7,500)
223-0000-373.12-00	Prop Damage Claims	0	423	423	0	423		423	
223-0000-382-21-00	To Unemployment	0	0	0	0	0	(8,333)	(8,333)	(7,910)
226-0000-381.10-00	General Fund From	0	0	0	0	0	8,334	8,334	
226-0000-381.20-00	Airport From	0	0	0	0	0	8,333	8,333	
226-0000-381.35-00	Road Fund From	0	0	0	0	0	8,333	8,333	
226-0000-381.40-00	Capital Improvements From	0	0	0	0	0	8,333	8,333	
226-0000-381.45-00	Water & Sewer From	0	0	0	0	0	8,333	8,333	
226-0000-381.60-00	Solid Waste	0	0	0	0	0	8,334	8,334	50,000
258-0000-334.20-02	HIDTA Grant	126,380	136,380	68,848	67,532	10,000		10,000	10,000
265-0000-334.19-00	Fire Protection Grant	616,688	616,688	796,520	(179,832)	0	179,832	179,832	
265-0000-334.19-02	Special Projects Grant	0	100,000	100,000	0	100,000		100,000	279,832
301-0000-334.14-11	CDBG Grant	0	0	345,029	(345,029)	0	345,029	345,029	
301-0000-373.12-00	Prop Damage Claims	0	6,222	6,221	1	6,222		6,222	
301-0000-382-21-00	To Unemployment	0	0	0	0	0	(8,333)	(8,333)	342,918
305-0000-334.14-11	CDBG Grant	0	321,150	345,029	(23,879)	321,150	23,879	345,029	345,029
610-0000-373.12-00	Prop Damage Claims	2,500	134,030	131,530	2,500	131,530		131,530	
610-0000-382-21-00	To Unemployment	0	0	0	0	0	(8,333)	(8,333)	123,197
620-0000-373.12-00	Prop Damage Claims	0	201,344	201,343	1	201,344		201,344	
620-0000-382-21-00	To Unemployment	0	0	0	0	0	(8,333)	(8,333)	193,011
630-0000-319.10-00	Government Sales Tax	520,000	520,012	311,215	208,797	12		12	
630-0000-373.12-00	Prop Damage Claims	500	8,521	8,020	501	8,021		8,021	
630-0000-382-21-00	To Unemployment	0	0	0	0	0	(8,334)	(8,334)	
630-0000-373.18-00	Miscellaneous	10,000	10,233	1,913	8,320	233		233	(68)
						1,344,300	626,825	1,971,125	1,971,125

Exhibit D

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
101-4011-401.27-02	Subscriptions & Books	0	1,273	1,296	(23)	1,273		1,273	
101-4011-401.47-00	Printing & Publications	2,800	1,400	(81)	1,481	(1,400)		(1,400)	
101-4011-401.48-01	General Prof Services	0	4,500	4,258	242	4,500		4,500	
101-4011-401.50-01	General Rentals & Leases	0	3,527	1,773	735	3,527		3,527	
101-4011-401.59-02	Travel	15,000	10,500	2,651	7,849	(4,500)		(4,500)	
101-4013-401.11-10	Full Time Salaries	449,272	354,272	170,765	183,507	(95,000)		(95,000)	
101-4013-401.27-01	Dues	655	355	100	255	(300)		(300)	
101-4013-401.27-02	Subscriptions & Books	6,000	6,150	3,569	0	150		150	
101-4013-401.28-02	Public Relations	750	50	0	50	(700)		(700)	
101-4013-401.48-01	General Prof Services	0	95,000	61,562	33,438	95,000		95,000	
101-4013-401.50-01	General Rentals & Leases	1,979	729	532	64	(1,250)		(1,250)	
101-4015-401.47-00	Printing & Publications	4,000	4,600	2,139	87	600		600	
101-4021-402.24-01	General Contract Services	13,502	10,000	3,572	5,757	(3,502)		(3,502)	
101-4021-402.25-00	Damage Claims	0	1,993	1,993	0	1,993		1,993	
101-4021-402.29-01	Furniture Under $500	1,000	0	0	0	(1,000)		(1,000)	
101-4021-402.48-16	Ind. Council Prof. Serv.	21,312	18,465	1,415	15,737	(2,847)		(2,847)	
101-4021-402.56-01	General Supplies	8,000	4,000	2,051	1,943	(4,000)		(4,000)	
101-4021-402.56-02	Office Supplies	7,599	4,500	1,227	2,934	(3,099)		(3,099)	
101-4021-402.58-01	General Telephones	9,000	7,000	3,736	3,264	(2,000)		(2,000)	
101-4021-402.59-01	Training	2,000	2,800	2,770	30	800		800	
101-4021-402.59-02	Travel	4,681	4,735	5,951	(1,216)	54		54	
101-4041-404.21-02	Credit Card Fees	9,000	8,700	3,540	5,160	(300)		(300)	
101-4041-404.29-01	Furniture Under $500	2,000	400	0	400	(1,600)		(1,600)	
101-4041-404.47-00	Printing & Publications	10,220	9,620	2,036	7,328	(600)		(600)	
101-4041-404.48-31	Economic Development	213,800	211,800	153,075	0	(2,000)		(2,000)	
101-4041-404.50-01	General Rentals & Leases	4,531	7,531	9,003	(5,815)	3,000		3,000	
101-4041-404.53-09	Penalties Permits & Fees	0	300	235	65	300		300	
101-4041-404.56-02	Office Supplies	15,852	13,552	1,149	11,607	(2,300)		(2,300)	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
101-4041-404.75-05	Equipment Capital Outlay	3,275	4,001	0	726	726		726	
101-4061-406.34-03	Equipment Insurance	20	24	24	0	4		4	
101-4061-406.34-04	General Liability Ins	1,133	1,129	380	749	(4)		(4)	
101-4061-406.50-01	General Rentals & Leases	1,300	2,658	822	1,495	1,358		1,358	
101-4061-406.56-01	General Supplies	9,675	6,565	3,667	2,898	(3,110)		(3,110)	
101-4061-406.75-05	Equipment Capital Outlay	0	1,752	876	876	1,752		1,752	
101-4071-407.34-01	Auto Insurance	2,740	2,738	2,217	521	(2)		(2)	
101-4071-407.40-04	Equipment Maintenance	1,866	566	156	410	(1,300)		(1,300)	
101-4071-407.75-05	Equipment Capital Outlay	2,100	3,400	1,256	144	1,300		1,300	
101-4074-407.34-01	Auto Insurance	940	941	940	1	1		1	
101-4074-407.34-04	General Liability Insuran	159	160	159	1	1		1	
101-4111-411.12-20	Part Time Overtime	0	880	1,466	(586)	880		880	
101-4111-411.25-00	Damage Claims Police	60,000	60,152	36,912	23,240	152		152	
101-4111-411.27-01	Dues	1,566	1,500	670	830	(66)		(66)	
101-4111-411.27-03	Internet Subscriptions	0	304	457	(153)	304		304	
101-4111-411.28-05	Advertising P/R	0	2,500	0	2,500	2,500		2,500	
101-4111-411.29-02	Equipment under $500	47,740	57,264	31,436	25,828	9,524		9,524	
101-4111-411.40-02	Building Maintenance	120,293	122,537	54,922	61,129	2,244		2,244	
101-4111-411.40-12	Vehicle Maintenance	263,265	272,072	129,117	136,646	8,807		8,807	
101-4111-411.48-01	General Prof Services	55,000	52,500	0	52,500	(2,500)		(2,500)	
101-4111-411.50-01	General Rentals & Leases	11,500	12,360	7,210	0	860		860	
101-4111-411.56-01	General Supplies	76,409	74,384	27,943	35,003	(2,025)		(2,025)	
101-4111-411.59-02	Travel	26,000	26,000	10,992	15,008	0	5,000	5,000	
101-4111-411.75-05	Equipment Capital Outlay	143,137	143,787	55,768	51,582	650		650	
101-4121-412.34-02	Building Insurance	10,206	10,207	10,206	1	1		1	
101-4121-412.34-03	Equipment Insurance	2,233	2,232	1,670	562	(1)		(1)	
101-4121-412.40-02	Building Maintenance	405,268	354,868	44,672	301,797	(50,400)		(50,400)	
101-4121-412.54-05	Forth of July	45,000	47,000	0	47,000	2,000		2,000	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
101-4121-412.56-02	Office Supplies	6,143	5,061	988	4,073	(1,082)		(1,082)	
101-4121-412.59-01	Training	825	1,307	1,306	1	482		482	
101-4121-412.75-03	Buildings Capital Outlay	0	50,000	6,975	43,025	50,000		50,000	
101-4121-412.75-07	Furniture Capital Outlay	0	1,000	1,000	0	1,000		1,000	
101-4151-413.24-12	Weeds/Litter/Trees Contra	18,558	15,558	3,595	11,605	(3,000)		(3,000)	
101-4151-413.24-21	Community Enhancement	188,738	180,638	75,538	101,534	(8,100)		(8,100)	
101-4151-413.32-00	Fuels & Fluids	12,000	11,000	4,867	6,133	(1,000)		(1,000)	
101-4151-413.40-02	Building Maintenance	5,536	2,036	205	1,831	(3,500)		(3,500)	
101-4151-413.40-12	Vehicle Maintenance	12,780	20,280	19,402	705	7,500		7,500	
101-4151-413.47-00	Printing & Publications	7,111	7,059	2,980	3,624	(52)		(52)	
101-4151-413.50-01	General Rentals & Leases	725	777	453	1	52		52	
101-4151-413.75-05	Equipment Capital Outlay	50,000	58,100	39,973	1,410	8,100		8,100	
101-4161-413.32-00	Fuels & Fluids	18,000	17,454	7,438	10,016	(546)		(546)	
101-4161-413.34-07	Workers Compensation Ins	7,524	9,904	15,726	(5,822)	2,380		2,380	
101-4161-413.40-12	Vehicle Maintenance	9,800	10,756	7,216	3,476	956		956	
101-4161-413.50-01	General Rentals & Leases	1,000	1,047	610	1	47		47	
101-4161-413.56-01	General Supplies	25,287	24,453	9,924	10,751	(834)		(834)	
101-4181-413.35-01	General Grant Expenses	794,961	1,322,500	728,421	542,500	527,539		527,539	
101-4211-421.35-05	Gifts Grant Expenses	1,690	3,033	2,119	647	1,343		1,343	
101-4211-421.50-01	General Rentals & Leases	3,506	3,667	2,209	0	161		161	
101-4211-421.56-01	General Supplies	20,285	20,124	5,280	14,192	(161)		(161)	
101-4221-422.11-10	Full Time Salaries	456,294	417,794	194,564	223,230	(38,500)		(38,500)	
101-4221-422.24-01	General Contract Services	3,600	42,100	39,040	1,067	38,500		38,500	
101-4221-422.27-03	Internet Subscriptions	156	402	176	226	246		246	
101-4221-422.34-02	Building Insurance	8,856	8,857	8,856	1	1		1	
101-4221-422.34-03	Equipment Insurance	35	34	6	28	(1)		(1)	
101-4221-422.34-04	General Liability Ins	26,249	26,002	26,001	1	(247)		(247)	
101-4221-422.34-07	Workers Compensation Ins	1,539	1,540	1,539	1	1		1	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
101-4221-422.40-04	Equipment Maintenance	3,365	13,765	649	216	10,400		10,400	
101-4221-422.46-00	Postage Museum	5,550	5,050	709	2,967	(500)		(500)	
101-4221-422.75-05	Equipment Capital Outlay	17,686	7,786	0	0	(9,900)		(9,900)	
101-4231-423.24-01	General Contract Services	176,204	169,675	62,802	106,365	(6,529)		(6,529)	
101-4231-423.34-02	Building Insurance	3,500	3,499	3,160	339	(1)		(1)	
101-4231-423.34-03	Equipment Insurance	4,131	4,132	4,131	1	1		1	
101-4231-423.40-02	Building Maintenance	13,000	10,420	5,072	5,348	(2,580)		(2,580)	
101-4231-423.40-05	Field Maintenance	55,951	54,451	3,604	49,847	(1,500)		(1,500)	
101-4231-423.40-06	Grounds Maintenance	108,777	97,247	32,034	60,545	(11,530)		(11,530)	
101-4231-423.75-04	Improvements not Build CO	20,000	38,252	31,183	2,052	18,252		18,252	
101-4231-423.75-05	Equipment Capital Outlay	0	5,547	5,547	0	5,547		5,547	
101-4232-423.12-10	Full Time Overtime	1,970	4,828	4,953	(125)	2,858		2,858	
101-4232-423.27-01	Dues	315	465	420	45	150		150	
101-4232-423.29-02	Equipment under $500	970	1,470	1,109	361	500		500	
101-4232-423.34-01	Auto Insurance	3,283	1,930	1,930	0	(1,353)		(1,353)	
101-4232-423.34-03	Equipment Insurance	1,290	1,104	1,104	0	(186)		(186)	
101-4232-423.34-04	General Liability Ins	2,626	948	948	0	(1,678)		(1,678)	
101-4232-423.40-04	Equipment Maintenance	2,000	5,017	4,330	590	3,017		3,017	
101-4232-423.40-06	Grounds Maintenance	8,000	28,000	15,821	4,869	20,000		20,000	
101-4232-423.56-01	General Supplies	25,000	20,500	11,224	9,054	(4,500)		(4,500)	
101-4232-423.56-06	Animal Feed	44,105	43,297	16,109	20,089	(808)		(808)	
101-4232-423.75-04	Improvements not Build CO	0	65,000	4,614	57,405	65,000		65,000	
101-4232-423.75-05	Equipment Capital Outlay	0	2,000	2,000	0	2,000		2,000	
101-4233-423.34-01	Auto Insurance	3,951	3,950	3,328	622	(1)		(1)	
101-4233-423.34-03	Equipment Insurance	2,049	2,050	2,049	1	1		1	
101-4261-426.21-10	Procurement card fee	10	20	10	10	10		10	
101-4261-426.28-01	Education & Promotion PR	1,000	518	20	498	(482)		(482)	
101-4261-426.41-01	General Materials	0	730	730	0	730		730	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
101-4261-426.56-01	General Supplies	3,500	2,750	468	2,282	(750)	10,000	9,250	
101-4261-426.58-01	General Telephones	0	10	1	9	10		10	
101-4261-426.59-02	Travel	0	482	482	0	482		482	
101-4261-426.75-05	Equipment Capital Outlay	0	1,600	0	1,600	1,600	1,500	3,100	
101-4631-463.12-10	Full Time Overtime	0	199	259	(60)	199		199	
101-4631-463.27-02	Subscriptions & Books	0	1,275	1,275	0	1,275		1,275	
101-4631-463.27-03	Internet Subscriptions	212,815	212,251	184,025	18,324	(564)		(564)	
101-4631-463.34-01	Auto Insurance	397	393	313	80	(4)		(4)	
101-4631-463.34-03	Equipment Insurance	0	7	3	4	7		7	
101-4631-463.40-12	Vehicle Maintenance	500	455	190	257	(45)		(45)	
101-4631-463.41-01	General Materials	1,500	90	0	90	(1,410)		(1,410)	
101-4631-463.50-01	General Rentals & Leases	0	473	275	1	473		473	
101-4631-463.59-01	Training	100	7	0	7	(93)		(93)	
101-4631-463.59-02	Travel	0	162	153	9	162		162	
101-4656-465.28-05	Advertising P/R	1,000	(500)	0	(500)	(1,500)		(1,500)	
101-4656-465.34-01	Auto Insurance	313	314	313	1	1		1	
101-4656-465.34-03	Equipment Insurance	850	849	828	21	(1)		(1)	
101-4656-465.75-05	Equipment Capital Outlay	4,648	6,148	4,646	158	1,500		1,500	
101-4658-465.50-01	General Rentals & Leases	0	747	435	1	747		747	
101-4658-465.56-02	Office Supplies	2,750	2,003	1,078	925	(747)		(747)	644,500
107-4048-404.75-03	Buildings Capital Outlay	0	26,660	26,660	0	26,660		26,660	
107-4048-404.75-04	Improvements not Build	2,517,584	2,490,924	955,943	1,125,030	(26,660)	(4,698)	(31,358)	
107-4048-404.75-05	Equipment Capital Outlay	0	0	0	(4,698)	0	4,698	4,698	
202-4411-441.34-02	Building Insurance	320	720	652	68	400		400	
202-4411-441.56-02	Office Supplies	3,548	3,148	1,036	2,112	(400)		(400)	
210-4511-451.11-10	Full Time Salaries	537,783	509,414	255,331	254,083	(28,369)		(28,369)	
210-4511-451.11-20	Part Time Salaries	210,096	152,210	76,105	76,105	(57,886)		(57,886)	
210-4511-451.12-10	Full Time Overtime	37,430	78,676	41,200	37,476	41,246		41,246	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
210-4511-451.15-10	FICA	48,811	44,830	22,415	22,415	(3,981)		(3,981)	
210-4511-451.15-20	Medicare	11,416	10,484	5,242	5,242	(932)		(932)	
210-4511-451.15-30	PERA	71,422	63,172	31,586	31,586	(8,250)		(8,250)	
210-4511-451.15-35	NM RHCA (retire health)	14,958	13,230	6,615	6,615	(1,728)		(1,728)	
210-4511-451.15-40	Group Insurance	124,527	120,786	60,393	60,393	(3,741)		(3,741)	
210-4511-451.23-00	Cash Over/Short	0	7	4	3	7		7	
210-4511-451.24-01	General Contract Services	3,637	77,254	42,527	34,590	73,617		73,617	
210-4511-451.32-00	Fuels & Fluids Mass Trans	135,000	106,590	53,295	53,295	(28,410)		(28,410)	
210-4511-451.34-07	Workers Compensation Ins	13,282	25,937	25,937	0	12,655		12,655	
210-4511-451.50-01	General Rentals & Leases	0	1,772	533	858	1,772		1,772	
210-4511-451.56-01	General Supplies	3,200	7,200	5,510	1,690	4,000		4,000	
215-4241-424.12-10	Full Time Overtime	0	1,200	1,220	(20)	1,200		1,200	
215-4241-424.24-01	General Contract Services	146,014	131,564	48,026	80,658	(14,450)		(14,450)	
215-4241-424.25-00	Damage Claims	0	6,937	6,936	1	6,937		6,937	
215-4241-424.28-05	Advertising Pub Relations	2,924	4,924	1,330	3,594	2,000		2,000	
215-4241-424.34-01	Auto Insurance	2,064	2,065	2,064	1	1		1	
215-4241-424.34-04	General Liability Insuran	597	596	570	26	(1)		(1)	
215-4241-424.34-07	Workers Compensation Ins	504	1,004	825	179	500		500	
215-4241-424.47-00	Printing & Publications	3,000	3,401	1,660	1,741	401		401	
215-4241-424.53-11	Government GRT	0	100	26	74	100		100	
215-4241-424.56-01	General Supplies	1,500	1,800	1,063	144	300		300	
215-4241-424.58-02	Mobile Telephones	0	1,750	1,749	1	1,750		1,750	
215-4242-424.24-01	General Contract Services	0	30,073	30,073	0	30,073		30,073	
215-4242-424.40-04	Equipment Maintenance	0	5,000	1,193	3,807	5,000		5,000	
215-4242-424.56-01	General Supplies	37,500	0	0	0	(37,500)		(37,500)	
215-4242-424.63-04	Water Utilities	35,000	29,927	19,534	10,393	(5,073)		(5,073)	
215-4243-424.12-10	Full Time Overtime	0	100	16	84	100		100	
215-4243-424.21-02	Credit Card Fees	0	100	89	11	100		100	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
215-4243-424.21-10	Procurement card fee	0	10	10	0	10		10	
215-4243-424.24-08	Instructor Cont Services	20,000	18,868	5,520	13,135	(1,132)		(1,132)	
215-4243-424.34-07	Workers Compensation Ins	1,214	2,491	2,490	1	1,277		1,277	
215-4243-424.40-02	Building Maintenance	15,000	10,001	2,268	2,831	(4,999)		(4,999)	
215-4243-424.47-00	Printing & Publications	2,335	2,235	1,396	363	(100)		(100)	
215-4243-424.50-01	General Rentals & Leases	2,005	2,286	1,257	131	281		281	
215-4243-424.56-01	General Supplies	7,115	6,379	1,180	4,999	(736)		(736)	
215-4243-424.75-05	Equipment Capital Outlay	0	4,999	4,999	0	4,999		4,999	
215-4244-424.12-10	Full Time Overtime	0	1,450	1,387	63	1,450		1,450	
215-4244-424.12-20	Part Time Overtime	0	375	271	104	375		375	
215-4244-424.23-00	Cash Over/Short	0	50	3	47	50		50	
215-4244-424.24-01	General Contract Services	4,500	3,950	392	3,558	(550)		(550)	
215-4244-424.47-00	Printing & Publications	1,950	2,749	1,757	992	799		799	
215-4244-424.56-01	General Supplies	12,335	10,945	5,410	3,295	(1,390)		(1,390)	
215-4244-424.59-02	Travel	0	240	239	1	240		240	
215-4246-424.12-20	Part Time Overtime	0	578	545	33	578		578	
215-4246-424.21-10	Procurement card fee	0	10	10	0	10		10	
215-4246-424.34-01	Auto Insurance	574	575	574	1	1		1	
215-4246-424.34-04	General Liability Insuran	1,215	1,214	180	1,034	(1)		(1)	
215-4246-424.56-01	General Supplies	5,110	5,010	947	3,788	(100)		(100)	(7,500)
222-4081-408.28-01	Education & Promotion	0	59,000	0	59,000	59,000		59,000	
222-4081-408.28-28	Large Contract Events	280,007	221,007	78,050	98,707	(59,000)		(59,000)	
222-4111-411.11-10	Full Time Salaries	30,000	19,012	0	19,012	(10,988)		(10,988)	
222-4111-411.12-10	Full Time Overtime	0	10,210	10,210	0	10,210		10,210	
222-4111-411.15-10	FICA	0	630	630	0	630		630	
222-4111-411.15-20	Medicare	0	148	147	1	148		148	
222-4251-425.24-01	General Contract Services	240,521	240,249	124,494	115,526	(272)		(272)	
222-4251-425.40-02	Building Maintenance	55,802	55,616	17,039	36,733	(186)		(186)	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
222-4251-425.50-01	General Rentals & Leases	3,626	3,898	2,274	0	272		272	
222-4251-425.58-02	Mobile Telephones	3,000	3,094	1,502	1,592	94		94	
222-4253-425.48-33	Visitors Promotion	9,299	8,559	744	6,746	(740)		(740)	
222-4253-425.58-02	Mobile Telephones	0	92	91	1	92		92	
222-4253-425.75-05	Equipment Capital Outlay	0	740	740	0	740		740	
222-4254-425.41-01	General Materials	2,000	1,260	0	1,260	(740)		(740)	
222-4254-425.75-05	Equipment Capital Outlay	0	740	740	0	740		740	
223-4323-432.34-07	Workers Compensation Ins	56,375	63,375	59,366	4,009	7,000		7,000	
223-4323-432.40-01	Annual Maintenance	325,912	325,075	99,363	215,638	(837)		(837)	
223-4323-432.41-03	Overlay Materials	748,911	739,911	322,726	366,365	(9,000)		(9,000)	
223-4323-432.56-01	General Supplies	84,915	85,338	11,261	70,026	423		423	
223-4323-432.58-01	General Telephones	840	2,840	1,758	1,082	2,000		2,000	
223-4323-432.75-06	Vehicles Capital Outlay	267,352	268,189	268,189	0	837		837	423
226-4091-409.52-00	Reimbursement of Claims	50,617	50,617	52,767	(14,695)	0	50,000	50,000	50,000
258-4118-411.35-05	GRANT EXPENSES	153,414	161,409	105,499	55,350	7,995		7,995	
258-4118-411.59-01	Training	0	525	0	525	525		525	
258-4118-411.59-02	Travel	0	1,480	895	585	1,480		1,480	10,000
262-4124-412.35-01	General Grant Expenses	41,768	30,768	0	30,768	(11,000)		(11,000)	
262-4124-412.75-05	Equipment Capital Outlay	0	11,000	10,836	164	11,000		11,000	
265-4123-412.40-04	Equipment Maintenance	0	10,358	10,357	1	10,358		10,358	
265-4123-412.56-01	General Supplies	956,817	899,719	4,837	894,882	(57,098)	179,832	122,734	
265-4123-412.61-01	General Uniforms	86,906	61,906	15,248	43,289	(25,000)		(25,000)	
265-4123-412.61-03	Protective Clothing Unif	62,530	87,530	33,221	6,568	25,000		25,000	
265-4123-412.75-05	Equipment Capital Outlay	239,557	360,573	260,572	100,001	121,016		121,016	
265-4123-412.75-06	Vehicles Capital Outlay	65,000	90,724	0	0	25,724		25,724	279,832
301-4311-431.34-01	Auto Insurance	5,984	5,983	3,176	2,807	(1)		(1)	
301-4311-431.34-03	Equipment Insurance	16	17	16	1	1		1	
301-4311-431.40-04	Equipment Maintenance	16,890	14,490	5,505	2,390	(2,400)		(2,400)	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
301-4311-431.58-01	General Telephones	1,520	3,920	1,951	1,969	2,400		2,400	
301-4311-431.75-04	Improvements not Build CO	13,622,642	13,622,642	2,672,582	8,780,817	0	345,029	345,029	
301-4312-431.34-01	Auto Insurance	6,264	6,265	6,264	1	1		1	
301-4312-431.34-02	Building Insurance	100	98	82	16	(2)		(2)	
301-4312-431.34-07	Workers Compensation Ins	4,046	4,047	4,046	1	1		1	
301-4312-431.40-02	Building Maintenance	1,500	4,600	0	4,600	3,100		3,100	
301-4312-431.40-12	Vehicle Maintenance	7,875	9,058	1,226	7,775	1,183		1,183	
301-4312-431.50-01	General Rentals & Leases	400	1,600	1,228	337	1,200		1,200	
301-4312-431.51-07	School Zones Repair	25,030	25,679	93	25,586	649		649	
301-4312-431.59-01	Training	500	590	589	1	90		90	351,251
305-4361-436.35-50	CDBG Grant Expense	0	321,150	345,029	(23,879)	321,150	23,879	345,029	345,029
512-4654-465.56-01	General Supplies	256	249	220	29	(7)		(7)	
512-4654-465.59-02	Travel	0	7	7	0	7		7	
610-4331-433.11-10	Full Time Salaries	179,735	154,735	64,617	90,118	(25,000)		(25,000)	
610-4331-433.20-18	Reimburse state funds	0	175,382	175,382	0	175,382		175,382	
610-4331-433.24-01	General Contract Services	4,200	29,200	28,083	(583)	25,000		25,000	
610-4331-433.40-04	Equipment Maintenance	6,209	4,409	1,701	1,932	(1,800)		(1,800)	
610-4331-433.40-16	Fire Suppress Maint	116,169	324,169	97,714	127,382	208,000		208,000	
610-4331-433.50-01	General Rentals & Leases	0	2,133	1,327	0	2,133		2,133	
610-4331-433.53-11	Government GRT	300	1,221	1,135	86	921		921	
610-4332-433.21-10	Procurement card fee	10	40	39	1	30		30	
610-4332-433.24-21	Demolition	164,458	128,148	14,458	113,690	(36,310)		(36,310)	
610-4332-433.34-07	Workers Compensation Ins	16,648	16,898	8,200	8,698	250		250	
610-4332-433.40-02	Building Maintenance	201,343	304,252	31,854	246,308	102,909		102,909	
610-4332-433.40-05	Field Maintenance	102,000	100,475	60,843	33,732	(1,525)		(1,525)	
610-4332-433.48-01	General Prof Services	16,614	25,114	12,534	7,707	8,500		8,500	
610-4332-433.56-01	General Supplies	2,500	3,000	3,228	(228)	500		500	
610-4334-433.75-03	Buildings Capital Outlay	306,528	114,949	0	114,949	(191,579)		(191,579)	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
610-4334-433.75-04	Improvements not Build	9,610,346	9,444,003	5,125,556	1,469,885	(166,343)		(166,343)	
610-4334-433.75-05	Equipment Capital Outlay	93,944	103,250	90,888	6,192	9,306		9,306	
610-4334-433.75-06	Vehicles Capital Outlay	0	21,156	955	20,201	21,156		21,156	131,530
620-4341-434.12-10	Full Time Overtime	44,640	63,140	56,480	6,660	18,500		18,500	
620-4341-434.21-10	Procurement card fee	0	11	10	1	11		11	
620-4341-434.29-02	Equipment under $500	217,180	200,154	115,244	29,250	(17,026)		(17,026)	
620-4341-434.32-00	Fuels & Fluids Sol Waste	240,000	228,000	65,989	161,854	(12,000)		(12,000)	
620-4341-434.34-07	Workers Compensation Ins	48,000	56,166	51,142	5,024	8,166		8,166	
620-4341-434.40-12	Vehicle Maintenance	573,756	616,526	324,295	284,343	42,770		42,770	
620-4341-434.50-01	General Rentals & Leases	0	2,020	1,178	0	2,020		2,020	
620-4341-434.56-01	General Supplies	6,000	4,250	2,507	1,743	(1,750)		(1,750)	
620-4341-434.59-01	Training	768	806	805	1	38		38	
620-4341-434.75-06	Vehicles Capital Outlay	0	158,388	0	158,388	158,388		158,388	
620-4342-434.12-10	Full Time Overtime	14,305	8,305	5,826	2,479	(6,000)		(6,000)	
620-4342-434.24-01	General Contract Services	32,158	52,158	29,739	22,419	20,000		20,000	
620-4342-434.24-19	Tire Grinding	50,355	14,355	8,925	5,430	(36,000)		(36,000)	
620-4342-434.34-07	Workers Compensation Ins	27,000	18,600	15,608	2,992	(8,400)		(8,400)	
620-4342-434.40-04	Equipment Maintenance	6,300	18,300	17,151	1,149	12,000		12,000	
620-4342-434.41-01	General Materials	14,858	13,965	3,930	9,820	(893)		(893)	
620-4342-434.50-01	General Rentals & Leases	3,093	1,073	665	225	(2,020)		(2,020)	
620-4342-434.59-02	Travel	105	347	347	0	242		242	
620-4342-434.75-05	Equipment Capital Outlay	3,000	20,919	20,025	1	17,919		17,919	
620-4343-434.28-05	Advertising Public Relati	18,652	6,861	1,624	5,237	(11,791)		(11,791)	
620-4343-434.34-07	Workers Compensation Ins	2,500	18,584	18,559	25	16,084		16,084	
620-4343-434.40-02	Building Maintenance	6,171	5,321	376	3,050	(850)		(850)	
620-4343-434.40-04	Equipment Maintenance	1,500	1,300	743	557	(200)		(200)	
620-4343-434.40-12	Vehicle Maintenance	1,000	2,136	1,567	486	1,136		1,136	
620-4343-434.56-01	General Supplies	800	1,000	376	624	200		200	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
620-4343-434.61-01	General Uniforms	0	800	799	1	800		800	201,344
630-4351-435.53-11	Government GRT	509,607	509,619	322,894	186,725	12		12	
630-4352-435.75-03	Buildings Capital Outlay	25,000	60,000	0	7,068	35,000		35,000	
630-4352-435.75-05	Equipment Capital Outlay	259,456	224,456	20,904	175,292	(35,000)		(35,000)	
630-4353-435.12-10	Full Time Overtime	8,471	10,471	8,279	2,192	2,000		2,000	
630-4353-435.21-10	Procurement card fee	20	30	20	10	10		10	
630-4353-435.34-04	General Liability Insuran	3,400	3,399	2,830	569	(1)		(1)	
630-4353-435.34-07	Workers Compensation Ins	7,583	7,584	7,583	1	1		1	
630-4353-435.40-04	Equipment Maintenance	96,450	96,033	37,165	56,590	(417)		(417)	
630-4353-435.48-15	Water Tests Prof Services	15,000	13,000	1,447	11,553	(2,000)		(2,000)	
630-4353-435.50-01	General Rentals & Leases	2,000	2,640	1,072	802	640		640	
630-4354-435.40-12	Vehicle Maintenance	114,322	117,272	60,304	56,029	2,950		2,950	
630-4354-435.41-07	Water Line Materials	1,423,395	1,411,314	597,399	556,657	(12,081)		(12,081)	
630-4354-435.56-01	General Supplies	29,980	34,554	20,639	10,950	4,574		4,574	
630-4354-435.63-04	Water Utilities	0	1,815	357	1,458	1,815		1,815	
630-4354-435.75-03	Buildings Capital Outlay	218,687	338,687	16,132	8,101	120,000		120,000	
630-4354-435.75-05	Equipment Capital Outlay	3,895,189	3,785,455	114,450	3,407,736	(109,734)		(109,734)	
630-4355-435.40-04	Equipment Maintenance	125,781	111,371	29,366	15,596	(14,410)		(14,410)	
630-4355-435.50-01	General Rentals & Leases	250	2,250	1,104	358	2,000		2,000	
630-4355-435.75-05	Equipment Capital Outlay	0	164,941	164,491	450	164,941		164,941	
630-4355-435.75-06	Vehicles Capital Outlay	172,000	19,469	0	19,469	(152,531)		(152,531)	
630-4356-435.41-06	Sewer System Materials	117,165	99,495	17,045	71,650	(17,670)		(17,670)	
630-4356-435.56-01	General Supplies	3,428	3,925	274	3,651	497		497	
630-4356-435.63-02	Electric Utilities	0	800	217	583	800		800	
630-4356-435.75-05	Equipment Capital Outlay	259,479	276,349	266,128	10,221	16,870		16,870	
630-4358-435.40-04	Equipment Maintenance	5,315	5,115	2,010	2,695	(200)		(200)	
630-4358-435.50-01	General Rentals & Leases	464	664	290	166	200		200	
630-4358-435.56-01	General Supplies	58,507	55,977	20,485	25,429	(2,530)		(2,530)	

Exhibit D Cont.

2017 Mid Year Budget Adjustments

		2017 Final Budget	2017 Memo Adj Budget	YTD Exp	Budget Remain	Memos	other adj	Total Adjustments	Fund Totals
630-4358-435.75-05	Equipment Capital Outlay	26,000	998	0	0	(25,002)		(25,002)	
630-4358-435.75-06	Vehicles Capital Outlay	0	27,532	0	0	27,532		27,532	
630-4363-435.48-01	General Prof Services	0	0	2,921	(2,921)	0	5,016	5,016	13,282
637-5637-563.75-04	Improvements	102,369	102,379	102,378	1	10		10	10
						1,399,445	620,256	2,019,701	2,019,701

CITY OF ROSWELL
Finance Committee
Large Conference Room, City Hall
425 N. Richardson, Roswell, NM 88201
Thursday, February 2, 2017 at 8:00 a.m.

ACTION REQUESTED: Consider direction of private request that the City of Roswell take over Memory Lawn Cemetery.

BACKGROUND: The City has been asked to consider taking over the private cemetery Memory Lawn Cemetery. At the December 19, 2016 and the January 23, 2017 meetings of Infrastructure Committee the request was discussed. There are monetary, legal and other issues related to City acquiring this cemetery.

Some of the issues discussed are herewith available with this packet. A major point of discussion was level of maintenance service to be provided. Option 1 and 2 clearly show the differences in a first rate care and a once a month mowing with no irrigation.

The ultimate decision is a full City Council decision. Does Council want the City to take over Memory Lawn Cemetery? If no, then issue is resolved. If yes, then what level of service and what are the other legal liabilities does the City acquire?

FINANCIAL CONSIDERATION: Option 1 – Full Service, Option 2 – Mow Once a Month

LEGAL REVIEW: Not applicable at this time.

BOARD AND COMMITTEE ACTION: Open discussion and consider sending to City Council on February 9, 2017 for full council to decide direction of this request that City acquire Memory Lawn Cemetery.

STAFF RECOMMENDATION: Recommendation from City Engineer is not to acquire Memory Lawn Cemetery.

Owner Information

ROSWELL,CITY OF
P O BOX 1838
ROSWELL, NM 882021838
UPC: 4136059351379000000
Account Number: R040632

Site Information

Legal Description: Subd: LINDA VISTA ESTATES 4 Block: 0 Lot: TRACT FOR PARK

Chaves County, NM
Date Printed: 1/18/2017

This map is for illustrative purposes only and does not represent a survey. It is provided 'as is' without warranty or any representation of accuracy, timeliness or completeness. The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. No liability is assumed by Chaves County as to the accuracy of the data delineated hereon.

4136059351379000000
View...
Results
Owner Information
ROSWELL,CITY OF
P O BOX 1838
ROSWELL, NM 882021838
UPC: 4136059351379000000
Account Number: R040632
Site Information
Legal Description: Subd: LINDA VISTA ESTATES 4 Block: 0 Lot: TRACT FOR PARK
Links
Assessor Property Information
Treasurer Property Information
ST. ANDREWS LANE
ST. ANDREWS LANE
GARDEN AVENUE
ELM AVENUE
ORCHARD AVENUE
LA PALOMA LANE
LA PALOMA LANE
487539.664 883574.992

PROJECT ESTIMATE

Project: Memorial Lawn
Prepared by: Kevin Dillon
Date: 12/28/2016

#	Description	Misc Note	Unit	Cost Per	Quantity	Cost
1	General Staff	Fully Burdon Annually	Ea	$ 49,350.00	2.00	**$ 98,700.00**
2	Supervisor	Fully Burdon Annually	Ea	$ 56,400.00	1.00	**$ 56,400.00**
3	Backhoe		Ea	$ 95,000.00	1.00	**$ 95,000.00**
4	1-Ton Dump Truck		Ea	$ 45,000.00	1.00	**$ 45,000.00**
5	60 Inch Deck Mower		Ea	$ 12,000.00	1.00	**$ 12,000.00**
6	2-Line Gas Trimmers		Ea	$ 220.00	2.00	**$ 440.00**
7	Pruning Tools		Ea	$ 300.00	1.00	**$ 300.00**
8	Hand Tamper		Ea	$ 50.00	3.00	**$ 150.00**
9	Shovels & Rakes		Ea	$ 20.00	8.00	**$ 160.00**
10	Irrigation System	Cost is all included per 60' Dia Heads	Ea	$ 350.00	160.00	**$ 56,000.00**
11	Electrical		Ea	$ 20,000.00	1.00	**$ 20,000.00**
12	Hydro - Seeding	Pricing per Thousand Square Feet	MSF	$ 62.00	231.60	**$ 14,359.20**
13	6' Chain Link	East, West & North Sides	LF	$ 45.38	1768.00	**$ 80,231.84**
14	Front Rod Iron	6' Decrative Metal Fence	LF	$ 63.50	989.00	**$ 62,801.50**
15	Sliding Gates	6' x 25' at Each Entrance	Ea	$ 5,500.00	3.00	**$ 16,500.00**
16	Lowering Device		Ea	$ 5,500.00	1.00	**$ 5,500.00**
17	Columns		Ea	$ 1,500.00	1.00	**$ 1,500.00**
18	Greens		Ea	$ 400.00	7.00	**$ 2,800.00**
19	Canopy		Ea	$ 6,000.00	1.00	**$ 6,000.00**
20	Casket Carrier		Ea	$ 2,400.00	1.00	**$ 2,400.00**
21	Chairs & Covers		Ea	$ 340.00	1.00	**$ 340.00**
22	Stone Lifter		Ea	$ 1,400.00	1.00	**$ 1,400.00**
23	60' x 45' Metal Building	Equipment Storage & Restrooms	Ea	$ 300,000.00	1.00	**$ 300,000.00**
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	Sub-Total	*$ 877,982.54*
☐	*O&P*	$ -
☐	*A/E Fee*	$ -
☐	*A/E Reimb*	$ -
	GRT 7.5%	$ -
☑	*Contengency*	$ 26,339.48
	TOTAL	**$ 904,322.02**
	Total Supplies & Equipment	**$ 749,222.02**
	Total Fully Burdoned Salaries	**$ 155,100.00**

PROJECT ESTIMATE

Project: Memorial Lawn Option II
Prepared by: Kevin Dillon
Date: 1/25/2017

#	Description	Misc Note	Unit	Cost Per	Quantity	Cost
1	General Staff	Fully Burdon @ 8 Hrs 1 Visit / Month	Monthly	$ 190.00	12.00	$ **2,280.00**
2	General Staff	Fully Burdon @ 8 Hrs 1 Visit / Month	Monthly	$ 190.00	12.00	$ **2,280.00**
3	General Staff	Fully Burdon @ 8 Hrs 1 Visit / Month	Monthly	$ 190.00	12.00	$ **2,280.00**
4	Porta-Potty		Monthly	$ 250.00	12.00	$ **3,000.00**
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	Sub-Total	$ ***9,840.00***
☐	*O&P*	$ -
☐	*A/E Fee*	$ -
☐	*A/E Reimb*	$ -
	GRT 7.5%	$ -
☑	*Contengency*	$ 295.20
	TOTAL	$ **10,135.20**

MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.
POST OFFICE BOX 1436
ROSWELL, NM 88202-1436
TELEPHONE: (575) 622-1106
EMAIL: Jimmy@craiglawllc.com

MARION J. "JIMMY" CRAIG III
ATTORNEY AT LAW

601 W. SECOND STREET, SUITE 8
ROSWELL, NEW MEXICO 88201

January 5, 2017

Louis Najar, P.E.
Director of Planning and Engineering
City of Roswell
P.O. Box 1838
Roswell, N.M. 88202-1838

Re: Memory Lawn Cemetery

Dear Louis:

This letter is in response to the letter to me of December 28, 2016. I will attempt to answer the seven (7) questions posed, though some of those will have to be referred to others:

A. Question 1 – Water rights – The water rights are not currently leased. Judge Romero gave the Receiver the authority to lease water rights, but no such rights have been leased because of the ongoing discussions regarding transfer of the Cemetery.

B. Question 3 – Status of Cemetery Records – I believe that all of the Cemetery Records that we have been able to marshal are in the custody of the Receiver – Robert B. Corn. Most of these records are paper, though I know at one time there was some effort to digitize some of the records. My belief is that did not get all that far.

You will need to contact Judge Corn to determine exactly what records are available. There are some incomplete records, which resulted from the activities of prior owners. Since the Receiver has taken over the Cemetery he has made a conscientious effort to document all work done, and has made sincere effort to obtain all records available. Those records are in his custody and will be delivered to the City in the event that the City commits to the project.

C. Questions 4 – Survey/Layout – There are plats available and filed in the Plat Records of Chaves County, New Mexico. The following would be a listing of at least some, if not all, of the surveys and plats:

Surveys: Filed Book S2, Page 68; S16, Page 68.

Plats: Filed Book 1, Page 9A; Book F, Page 37; Book B, Page 188; Book C, Page

93; Book B, Page 180; Book C, Page 60; and, Plat for Peaceful Ridge Subdivision in Book 1, Page 31A.

There are restrictive covenants contained in Book 645, Page 317.

D. Question 9 – Well – I know the well is currently not working, and Judge Corn has contacted a well company to determine the cost of repair. He would have that information.

E. New Question – There are no outstanding liens. The Receiver has kept all taxes current.

F. Is there any other that should be disclosed to the City or any potential owner? The above is all that I know from our litigation. I would try to answer any other questions posed.

G. The policy and rules and regulations: There are restrictive covenants recited above. There may have been rules and regulations over the years, but those would have been particular as to the owners. Mr. Corn would have copies, if there are any. The primary rule of which I am aware was the rule requiring flat monuments for the ease of maintenance. I believe there is one portion of the Cemetery which was to all standing monuments, but to the best of my knowledge that area has not been used.

If you have additional questions, please let me know.

Sincerely,

MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.

Marion J. Craig III

XC: Robert Corn

MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.
POST OFFICE BOX 1436
ROSWELL, NM 88202-1436
TELEPHONE: (575) 622-1106
EMAIL: Jimmy@craiglawllc.com

RECEIVED
DEC 09 2016
CITY CLERK
ROSWELL, NM

MARION J. "JIMMY" CRAIG III
ATTORNEY AT LAW

601 W. SECOND STREET, SUITE 8
ROSWELL, NEW MEXICO 88201

December 7, 2016

HAND DELIVERED:

TO: CITY MANAGER
CITY OF ROSWELL

and

INFRASTRUCTURE COMMITTEE

RE: MEMORY LAWN

Dear Member of the Infrastructure Committee and the Roswell City Manager: :

The Receivership for Memory Lawn Memorial Park includes the real property described on Exhibit A to this letter. Parcel I of the described property includes Tracts 1 and 2, which consist of the land platted as cemetery land, platted for burial plots. Parcel II and Parcel III consist of Tracts of land held by the Receiver which are not specifically platted as cemetery plots, but are rather described in terms of 5 acre lots which may be sold. Parcel II has 2 lots , Parcel III has 4 lots (Peaceful Ridge Subdivision).

The Receiver also holds on behalf of the Cemetery 36.8 acres of water rights having a priority dates of 1909 (9.6 acres); 1911 (8.7 acres); and 1922 (18.5 acres). These are Artesian water rights, and an irrigation well does exist on the SE Corner of the Cemetery. The pump is currently inoperable, but has operated in the past and has provided sufficient water for the irrigation of the Cemetery.

The land in Parcel II and Parcel III are not dedicated to Cemetery purposes, but are surveyed to be residential lots within the extraterritorial zoning area adjacent to the City of Roswell. The areas platted for cemetery plots have areas which have not been used.

Memory Lawn, Section A, was platted on May 29, 1953, and has been continuously used as cemetery since that time. Many citizens of Chaves County are buried in Memory Lawn Memorial Park, and services are continuing to be performed Lawn. Numerous families in Chaves

County own unused plots in Memory Lawn, have had an expressed an interest in being buried there among family members.

Memory Lawn operated as a perpetual care cemetery until 2012 at which time the perpetual fund trust was revoked and the funds were turned over to the Receiver for use in rehabilitating the Cemetery. Prior to the lawsuit in 2008, complaining of the prior owners (Allen Drake – now deceased, and Vivian Drake), the Cemetery had been owned by various individuals and companies. After the Drakes acquired the Cemetery, the Cemetery fell into disrepair. The Receiver has expended funds to bring the Cemetery back to a better state, but has also experienced short falls in operating cash which has resulted in the property not being watered for the last several years.

The Sub-Division Tracts appear to be marketable; and in fact two deeds were set aside by the Receiver where lots had been conveyed by Mr. Drake after the Court's judgment removing the property from the Drakes and placing it in a Receivership. These lots are all in proximity to Briar Ridge, and therefore have potential access to City Water and/or Berrendo Water. There is more than enough land for cemetery purposes contained in Parcel I.

The original lawsuit was filed by individuals who have family members in the Cemetery and were concerned that the Cemetery was not been properly cared for and that there was a move to sell all of the water rights from the Cemetery to third-parties. The Cemetery is in need of long-term care to continue to operate the Cemetery and care for the residents of Chaves County, and their relative, who have been buried there. During the course of this matter our office has received correspondence from family members located across the United States concerned about their family member's burial plots and the future of the Cemetery.

There are abandoned cemeteries scattered across New Mexico, mostly around ghost towns. It would be a shame to have one located on the City limits of Roswell, especially one where so many of our citizens are buried.

Sincerely,

MARION J. CRAIG III
ATTORNEY AT LAW, L.L.C.

Marion J. Craig III

XC: Memory Lawn Alliance

IN THE DISTRICT COURT OF CHAVES COUNTY

RA-141

STATE OF NEW MEXICO

STATE OF NEW MEXICO, on the relation of S. E. Reynolds, State Engineer, and PECOS VALLEY ARTESIAN CONSERVANCY DISTRICT,	)	
Plaintiffs,	)	
vs.	)	NO. 2 0 2 9 4
L. T. LEWIS, et al.,	)	
Defendants.	)	

REPORT OF SPECIAL MASTER
(Sub File # 296)

COMES NOW the Special Master and, after having heard the testimony, considered the evidence and being fully advised in the premises, makes the following Findings of Fact and Conclusions of Law and submits the following report and proposed order to the Court for its consideration.

FINDINGS OF FACT

1. Name of defendant: PECOS VALLEY CEMETERY CO., INC.

2. The parties hereto have accepted an Offer of Judgment concerning the defendant's rights; said Offer of Judgment is hereby approved and made a part of this report.

3. The Court has jurisdiction of the parties and the subject matter herein.

4. State Engineer's abstract of water right files, abstractor's certificate of title and the hydrographic survey relating to this defendant's water rights have been introduced into the record and the same hereby incorporated and made a part of this report; that said abstract contains a true and correct summary of the contents of the instruments referred to therein.

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5. The defendant own the lands described below.

CONCLUSIONS OF LAW

1. The defendant ha a good and valid water right as follows, including reservoirs, as of March 1, 1957 in Section 26, Township 16 South, Range 24 East, N.M.P.M.

(A) a. State Engineer's File No.: RA-141
b. Priority: May 19, 1922
c. Source of water: Artesian Ground water
d. Well Location: SE¼SW¼NW¼
e. Location & amount of acreage: Ft. [illegible], being 18.5 acres as shown on RA RE-SURVEY map sheet 10.24.26 attached hereto
f. Duty of water: 3 acre feet per acre per annum, at the well

(B) a. State Engineer's File No.: RA-1723
b. Priority: January 5, 1911
c. Source of water: Artesian ground water
d. Well Location: Same as well RA-141
e. Location & amount of acreage: E½W½SW¼NW¼, being 8.7 acres as shown on RA RE-SURVEY map sheet 10.24.26 attached hereto
f. Duty of water: 3 acre feet per acre per annum, at the well

(C) a. State Engineer's File No.: RA-142
b. Priority: January 5, 1911
c. Source of water: Artesian ground water
d. Well Location: Same as well RA-141
e. Location & amount of acreage: Same as RA-141
f. Duty of water: 3 acre feet per acre per annum, at the well

(D) a. State Engineer's File No.: RA-834
b. Priority: April 16, 1909
c. Source of water: Artesian ground water
d. Well Location: NE¼SE¼NE¼, Section 27, Township 16 South, Range 24 East, N.M.P.M.
e. Location & amount of acreage: W½W½NW¼, Sec.26, being 9.6 acres as shown on RA RE-SURVEY, map sheet 10.24.26 attached hereto
f. Duty of water: 3 acre feet per acre per annum, at the well

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2. The defendant has no other ground water irrigation rights in the aforesaid section.

RECOMMENDATIONS

1. That the Court approve and adjudicate to the above named defendant the water rights set out under Conclusions of Law, paragraph 1 above.

2. That the Court enjoin the defendant from any use of the ground water of the aforesaid section for irrigation, except in strict accordance with the water rights set out hereinabove.

DONE, this 7 day of October, 1957, at Roswell, New Mexico.

William E. Delaney
SPECIAL MASTER

ORDER OF THE COURT

The Court, having considered the report of the Special Master, and being fully advised in the premises,

IT IS THEREFORE ORDERED that the report of the Special Master be approved and adopted.

IT IS FURTHER ORDERED that the defendant, PECOS VALLEY CEMETERY COMPANY, INC., be, and it hereby is, enjoined as set out in the recommendations of the Special Master, until further order of the Court.

DATED, this the 13th day of January, 1958

E. T. Hensley, Jr.
DISTRICT JUDGE

(3)

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