

**Regular Meeting of the Finance Committee
City Hall – Mike Mathews Conference Room
425 N. Richardson Ave.
Thursday, July 1, 2026, at 2:00 PM**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 26-12.

ROLL CALL

This meeting convened at 2:01 PM with Councilor Gass presiding. Councilor Heldenbrand, Councilor Johnson, Councilor Cavin present, and Councilor Halvorson present.

An invocation was given by Councilor Gass.

STAFF PRESENT

Mac Rogers, Toni Gomez, Tammi Smith, Caroline Brooks, Bobbi Thompson, Justin Jones, Omarr Mendoza, Josh Nairn-Mahan, Becky Hicks, Hessel Yntema, Paul Vigil, Clint Caldwell, Alison Herring, Brittany Shannon, Angela Garcia, Amalia Martinez, Ryan Craine, Alberto Aldana, Mike Taylor, Mayor Timothy Z. Jennings, and James MacCornack

GUESTS PRESENT

Councilor Arnold, Rita Kane-Doerhoefer, Councilor Oropesa, Terri Harber, and Julius Smith

GUESTS ONLINE

Debbie Reyer, VRV, Roswell Infrastructure, HR, VS, (9) Guests, A. Chaparro, ADV, Z S, VB, Unknown, Ray Renteria

APPROVAL OF AGENDA

Councilor Heldenbrand made a motion to approve the agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

NON-ACTION ITEMS

1. Golf – The Committee received the May Golf Report. No discussion or questions were raised by the Committee, and the report was accepted as presented.
2. Visitor Center - The Committee reviewed the Visitor Center monthly report. No questions or discussion were offered, and the report was received without further comment.
3. Public Affairs - The Public Affairs monthly report was presented for review. Committee members had no questions, and the report was accepted as submitted.

4. Museum - The Committee reviewed the Museum monthly report and was provided an update on ongoing museum recovery efforts. No additional discussion or questions were raised.
5. Roswell Public Library – The Committee acknowledged the library monthly report, including ongoing improvements to the Children's Garden project. No additional discussion was held.
6. Lodgers Tax - Staff provided the monthly Lodgers' Tax report, noting one hotel had not submitted its report, occupancy remained slightly below the previous year, average daily room rates increased modestly, and short-term rental reporting continued. A Committee member expressed concern regarding the continued lack of reporting by a local hotel, and staff advised the matter had been referred for legal review.
7. Cannabis Excise Tax / Gross Receipts Tax – Staff reviewed the Cannabis Excise Tax and Gross Receipts Tax reports. Committee discussion focused on the State's reduction of its administrative "skim" from gross receipts tax distributions and the anticipated, though modest, increase in revenues to local governments as a result.

FLOOD DISASTER UPDATES

8. Staff reported that FEMA had approved 66 projects totaling approximately \$55 million in eligible damages, including five new projects. Updates were provided on reimbursement activity, Senate Bill 31 revolving loan funding, CDBG-Disaster Recovery opportunities, engineering progress, and Convention Center planning. The Committee discussed project prioritization, financing options, engineering timelines, state reimbursement delays, and efforts to pursue additional federal and state funding to support recovery efforts.

ACTION ITEMS

9. Consider approval of a purchase order in the amount of \$595,675 for conservation of 291 collection items in various media by The Conservation Center. Presented by Caroline Brooks.

The Conservation Center (TCC) specializes in large-scale disaster recovery for collections. TCC aided the museum with the evacuation of the collection following the flood, and approximately 5,300 items were transported to their facility in Chicago for potential conservation treatment. The multiphase conservation process will take approximately 3 to 4 years to complete. Over the coming months, TCC will provide treatment proposals and costs for review by museum staff. The grouping in this proposal is for two- and three-dimensional objects, comprising baskets, textiles, metal, stone, taxidermy, weaponry, wood as well as paintings, prints, drawings and photographs, referred to as "flats" for which there is a gap between appraised value (amount covered by insurance) and treatment cost, and that staff are recommending TCC move forward. Items not included in this proposal are a) those that have values

above the treatment costs and the insurance is directly paying for the conservation, b) those that are still under review due to pending appraisals and/or clarification needed on coverage or treatment and which will be presented as needed at a later date, and c) items that have yet to be examined. A sole source application was filed and approved with the State of New Mexico in accordance with procurement requirements for use of a sole source vendor. The Conservation Center is the only vendor identified with the capacity to handle the volume of items in need of conservation.

Museum staff presented a request for conservation services for 291 collection items damaged during the flood. Discussion focused on insurance reimbursements, anticipated FEMA reimbursement, the City's remaining cost share, and the multi-year process required to conserve the museum collection. Committee members also discussed the use of insurance proceeds, future claims, and efforts to secure grant funding to offset the City's share of conservation costs.

Councilor Johnson made a motion recommending approval of a purchase order in the amount of \$595,675 for conservation of 291 collection items in various media by The Conservation Center to the consent agenda. Councilor Halvorson seconded the motion, and the motion passed 5-0.

10. Consider recommendation of Resolution 26-XX for support of application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application. Presented by James MacCornack.

City of Roswell has begun the initial steps of an application to the New Mexico Department of Finance for a possible Community Development Block Grant project. Two public meetings will be held. The intent is to seek funding for small diameter water line replacements. Proposed project budget is up to \$2,000,000 total project cost, with a 10% match requirement.

Staff presented a resolution supporting submission of a Community Development Block Grant application for the replacement of small diameter water lines. The Committee discussed the relationship between the project and the City's ICIP, noting that additional grant funding would allow the City to complete more water line replacements while maintaining the project on the ICIP list.

Councilor Heldenbrand made a motion for the recommendation of adoption of Resolution 26-XX in support of application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

11. Resolution 26-XX Disposal of Certain Surplus Personal Property. Consider recommending to full Council adoption of Resolution 26-XX to dispose of certain surplus property listed on the attachment. Presented by Becky Hicks.

This request covers old/obsolete equipment and vehicles currently owned by the City of Roswell. Exhibit A: Items valued at less than \$2,500 and Exhibit B. Items valued at more than \$2,500. Both exhibits are printed on the same sheet for convenience.

These items are in a state of disrepair and/or repair costs would exceed the value of the item and/or they have exceeded their life expectancy.

Staff presented a resolution declaring various City assets as surplus property. Committee discussion centered on the estimated value of a loader and the low minimum bid amount, with staff explaining that repair costs exceeded the equipment's value, making it appropriate for disposal.

Councilor Heldenbrand made a motion recommending adoption of Resolution 26-XX: Disposal of Certain Surplus Personal Property to the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

12. Approval of a budget adjustment for FY27 in the amount of \$269,115.00 to authorize a new contract to fund three contracted dispatcher positions for a six month period. Presented by Alison Herring.

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

Dispatch Operations is anticipated to relocate to a new facility during Fiscal Year 2027. While the exact timeline remains dependent on the completion of information technology and infrastructure requirements, current expectations are that the transition will occur following the Reno Air Races.

During this transition, additional personnel will be required to support operations at the current location, the new facility, and potentially the Eddy County Dispatch Center to assist with phone operations while rollover calls are being received. Continued contracted support is vital to maintaining safe, effective, and uninterrupted daily operations throughout the transition period.

Additionally, the Reno Air Races are scheduled to take place in September and are expected to significantly increase the number of visitors to our community. The event will require additional public safety resources and operational support. Maintaining contracted dispatch personnel during this period will help ensure adequate staffing levels, operational continuity, and effective service delivery during both the event and the subsequent facility transition.

Staff requested additional funding to continue utilizing temporary dispatch personnel due to ongoing staffing shortages, employee turnover, upcoming training, the Air Races, and the planned dispatch center relocation. Committee members discussed recruitment challenges, vacancy savings, salary competitiveness, employee retention, burnout, and

the need to evaluate long-term compensation strategies rather than relying solely on temporary staffing.

The Committee also discussed incorporating the funding into the FY2027 final budget rather than processing a separate budget adjustment.

No motion was made; therefore, the item died for lack of a motion.

13. Consider recommending approval of a budget adjustment in the amount of \$185,141.23 to fund an agreement with ConvergeOne for the maintenance and support of Intrado Viper Call Handling Equipment, Intrado ECaTS recurring services, and Intrado Total Protection Services, with eligible expenses anticipated to be reimbursed by the Department of Finance and Administration (DFA). Presented by Alison Herring

This budget adjustment is required to fund a maintenance and managed services support agreement with ConvergeOne that was not included in the Fiscal Year 2026–2027 budget. In prior years, this agreement was administered and paid directly by the Department of Finance and Administration (DFA) and therefore was not budgeted as a City expenditure.

DFA has transitioned to a reimbursement-based funding model for this agreement. As a result, the City is required to pay the vendor directly and submit eligible expenses for reimbursement through DFA's established processes. Reimbursement of eligible costs is anticipated, subject to confirmation and standard reimbursement procedures.

The proposed budget adjustment will provide the necessary spending authority to ensure uninterrupted maintenance and managed services support for Intrado Viper Call Handling Equipment, Intrado ECaTS recurring services, and Intrado Total Protection Services, while allowing the City to comply with the revised funding process.

Staff explained that DFA had changed its reimbursement process, requiring the City to pay the annual ConvergeOne maintenance agreement up front and request reimbursement afterward rather than having DFA pay the vendor directly.

The Committee discussed incorporating the expense and corresponding revenue into the FY2027 final budget and agreed that no separate budget adjustment was necessary.

No motion was made; therefore, the item died for lack of a motion.

14. Consider approval to incorporate FY27 funding into the final budget for vendor-provided services and/or equipment quotes associated with the Consolidated Dispatch relocation. These expenditures were originally planned for FY26; however, due to project delays, they were not included in the adopted FY 2027 budget. The requested total is \$243,052.51. Presented by Alison Herring.

The Consolidated Dispatch Relocation Project requires the procurement of equipment and relocation services from several vendors to support the transition of dispatch operations to the new facility. The following expenditures are necessary to complete the project:

Vendor	Description	Amount
Kardex Remstar	Vertical carousel system	\$83,758.08
Xybix	Two new dispatch consoles	\$41,254.94
Xybix	Relocation of existing furniture	\$24,494.82
Xybix	Furniture for training room	\$30,630.92
ConvergeOne	Relocation of existing Viper system	\$59,189.75
Goserco	Relocation of existing recording system	\$3,724.00
Total		\$243,052.51

These expenditures were anticipated during FY 2026 planning; however, project schedule delays postponed implementation and the associated costs were not incorporated into the adopted FY 2027 budget. Approval of this request will ensure the necessary funding is available to complete the relocation and operational readiness of the Consolidated Dispatch Center.

The total funding request is \$243,052.51.

Reimbursement funding has been identified for a significant portion of these expenditures:

Kardex Remstar vertical carousel (83,758.08): Chaves County has agreed to reimburse 50% of the cost.

Xybix - Two new dispatch consoles (\$41,254.94)

Xybix - Relocation of existing furniture (24,494.82)

Xybix - Training room furniture (\$30,630.92)

ConvergeOne - Relocation of existing Viper system (\$59,189.75)

Goserco - Relocation of existing recording system (\$3,724.00)

The Department of Finance and Administration (DFA) has indicated that eligible expenses associated with this agreement will be reimbursable through its established reimbursement process. Accordingly, the costs associated with Xybix, ConvergeOne, and Goserco services identified above are expected to qualify for reimbursement, subject to DFA reimbursement requirements and approval. In addition, Chaves County Administration has agreed to reimburse 50% of the cost for Kardex Remstar.

Staff provided an update on the dispatch center relocation project, explaining that construction delays prevented completion during FY2026 and that funding would be carried into FY2027.

The Committee discussed project scheduling, purchase order rollover procedures, anticipated reimbursements, and incorporating the remaining project costs into the FY2027 final budget.

No motion was made; therefore, the item died for lack of a motion.

15. Consider a proposed budget adjustment of \$10,000 to the police professional services line for CASA use. Presented by Councilor Halvorson.

Staff presented a request to increase the City's annual contribution to CASA due to increased operating costs associated with the organization's temporary relocation. Discussion emphasized CASA's role in providing forensic interviews for child abuse and trauma cases, the organization's reliance on grant funding, and its importance as a partner to the Roswell Police Department and other public safety agencies.

The Committee agreed to postpone this item and add it to February 2027 Finance Committee agenda.

16. Consider budget approval of \$500,000.00 for plan and design of Roswell First Response Center. Presented by Councilor Halvorson.

The Roswell Police Department requests the consideration of a budget adjustment of \$500,000.00 for a new headquarters for the Roswell Police Department. This will be called the Roswell First Responder Center. Once approved, we will seek an RFP and open it for RFB. The Roswell Police Department will chair and establish a committee to assist with the design, planning and construction of this new facility and oversight of the project.

The Committee discussed moving forward with planning for a new Police Department facility rather than making significant additional investments in the existing building. Discussion focused on FEMA-eligible damages, the condition of the current facility, funding options, long-term planning, and the need to begin the architectural and programming process while ensuring the City receives the best value through the procurement process.

Councilor Heldenbrand made a motion for a budget approval of \$50,000 (not the \$500,000) for plan and design of Roswell First Response Center. This is to be budgeted from the General Fund rather than the Public Safety Fund. Councilor Halvorson seconded the motion as amended. The motion passed 5-0.

17. Request approval to allocate \$1,850,000 to the Fiscal Year 2027 final budget for site grading, surface leveling, and drainage improvements to redirect stormwater flow within the Air Center. Presented by Omar Gonzalez.

Surface leveling and grading improvements are necessary to address uneven terrain and redirect stormwater runoff during periods of heavy rainfall. These improvements will

help mitigate operational risks associated with standing water, enhance drainage efficiency, and improve the overall safety and functionality of aircraft operations throughout the Air Center.

Staff requested funding for site grading, surface leveling, and drainage improvements at the Air Center to better manage stormwater runoff during heavy rainfall events. The Committee discussed the importance of completing the work as part of the City's ongoing flood recovery efforts and incorporating the funding into the FY2027 final budget.

Councilor Halvorson made a motion for approval to allocate \$1,850,000 to the Fiscal Year 2027 final budget for site grading, surface leveling, and drainage improvements to redirect stormwater flow within the Air Center to City Council. Councilor Cavin seconded the motion, and the motion passed 5-0.

18. Consider recommending approval to advertise for a public hearing for Ordinance 26-04: An Ordinance Amending the City of Roswell's Purchasing Procedures. Presented by C. Josh Nairn-Mahan.

The original proposed ordinance by Councilor Heldenbrand sought to clarify what procurements and contracts need to be presented to the council, when, and how the City manager may promulgate policies and procedures. Since the initial drafting of the proposed ordinance, the City hired an Internal Auditor. As part of her services, the auditor shall "[c]ommunicate with City Leadership, including the City Manager, the Mayor, the Finance and Audit Committee, any identified deficiencies and weaknesses, and make recommendations for improvements on a regular basis." At the February Governing Body meeting, at the request of the City Manager, this proposed ordinance was referred by the Governing Body to the Legal Committee for consideration in light of the Internal Auditor's suggestions. The Internal Auditor's initial report to the Audit Committee is in draft, but due to the timing and subject matter of the proposed ordinance, the City Manager placed the suggestions before the Legal Committee.

The Committee discussed the proposed Purchasing Ordinance and the relationship between the ordinance, the City's procurement policy, and Finance Committee oversight. Committee members expressed differing opinions regarding whether the item should remain before the Finance Committee or proceed through the Legal Committee process, resulting in discussion about committee jurisdiction and procedure. The item was ultimately tabled for future consideration by the Finance Committee.

Councilor Cavin made a motion to table this item. A roll call vote was taken with Councilor Gass, Councilor Cavin, and Councilor Halvorson voting yes. Councilor Heldenbrand and Councilor Johnson voting no. The item was tabled with a vote of 3-2.

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

The Committee reviewed the May 07, 2026, Regular Finance Committee meeting minutes. No corrections or discussion were offered prior to consideration of the minutes.

Councilor Heldenbrand made a motion for the approval of the May 07, 2026, Regular Finance Committee Minutes. Councilor Halvorson seconded the motion. The motion passed 5-0.

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

The Committee reviewed the June 04, 2026, Regular Finance Committee meeting minutes. No corrections or discussion were offered prior to consideration of the minutes.

Councilor Heldenbrand made a motion for the approval of the June 04, 2026, Regular Finance Committee Minutes. Councilor Cavin seconded the motion. The motion passed 5-0.

TABLED ITEMS

21. Ordinance 26-04: Authorize to advertise for a public hearing on proposed Ordinance 26-04, An Ordinance Amending the City of Roswell's Purchasing Procedures.

No discussion was made on this item, and it will remain tabled.

PUBLIC PARTICIPATION

Julius Smith asked questions regarding the State Procurement Code, The City's Purchasing Ordinance, and procurement procedures. Staff provided an overview of the competitive bidding requirements and explained the various procurement methods available under the State Procurement Code.

ADJOURN

The meeting adjourned at 4:28 PM.