

**Regular Meeting of the Finance Committee
City Hall – Mike Mathews Conference Room
425 N. Richardson Ave.
Thursday, May 7, 2026, at 2:00 PM**

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

ROLL CALL

This meeting convened at 2:00 PM with Councilor Gass presiding. Councilor Heldenbrand, Councilor Johnson, and Councilor Cavin present, Councilor Halvorson present.

An invocation was given by Councilor Gass.

STAFF PRESENT

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

GUESTS PRESENT

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

GUESTS ONLINE

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

APPROVAL OF AGENDA

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

NON-ACTION ITEMS

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

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

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

FLOOD DISASTER UPDATES

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

ACTION ITEMS

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

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

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

Councilor Cavin made a motion to table Ordinance 26-04: Authorize to advertise for a public hearing on proposed Ordinance 26-04, An Ordinance Amending the City of Roswell's Purchasing Procedures. Councilor Heldenbrand seconded the motion, and the item was tabled with a vote 5-0.

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

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

while the volume of warrants and records continues to grow.

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

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

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

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

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

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

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

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

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

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

residents and the many visitors to our community.

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

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

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

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

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

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

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

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

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

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

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

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

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

All Specifications meet the requirements of the Route Supervisor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This request covers old/obsolete equipment and vehicles currently owned by the City of Roswell. Exhibit A: Items valued at less than \$2,500 and Exhibit B: Items valued at more than \$2,500. Both exhibits are together on the same attachment for convenience. These items are in a state of disrepair and/or repair estimates exceed the value of the item and/or they have exceeded their life expectancy.

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

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

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

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

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

improvements.

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

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

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

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

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

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

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

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

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

APPROVAL OF MINUTES

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

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

TABLED ITEMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC PARTICIPATION

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

ADJOURN

The meeting adjourned at 4:44 PM.