

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, March 5, 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 25-28.

ROLL CALL

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

An invocation was given by Councilor Gass.

STAFF PRESENT

Brittany Shannon, Alison Herring, Angela Garcia, Amalia Martinez, Mac Rogers, Clint Caldwell, Jeff Bechtel, Steve Chavez, Enid Costley, Hess Yntema, Toni Gomez, Tammi Smith, Mayor Timothy Z. Jennings, Caroline Brooks, Mike Taylor, Josh Nairn-Mahan, Mike Mathews, Bobbi Thompson, Becky Hicks, Andrew Valadez, Debbie Reyer, James MacCornack, Abraham Chaparro, Michael Fry, Alberto Aldana, and Ryan Craine.

GUESTS PRESENT

Rita Kane-Doerhoefer, Terri Harber, Daniel Rubio, and Councilor Corn

GUESTS ONLINE

ZS, S. Bell, Vicki, AM, Councilor Arnold, Roswell Infrastructure Meeting, Guest 27, and (9) guests

APPROVAL OF AGENDA

Councilor Heldenbrand made a motion to approve the agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

NON-ACTION ITEMS

1. Golf

The Committee received the January Golf Report. No discussion was held, and the report stands as presented.

2. Visitor Center

The Committee received the Visitor Center report. No questions were raised.

3. Lodgers Tax Report

- One hotel, The Crane, did not report on time.
- Occupancy was down 12% year-over year.
- Lodgers' Tax revenue was \$89,939.

- Convention Bed Fee revenue was \$49,045.

4. Public Affairs

Discussion focused on ongoing advertising efforts, particularly promotion of the Denver flight and outreach to surrounding communities such as Carlsbad, Artesia, and Ruidoso. Staff advised that additional marketing efforts were underway, including direct outreach to regional chambers and presentations to increase awareness and utilization of the service.

5. Museum

The Museum report stood as written, with added discussion regarding the upcoming Goddard Centennial events on March 14 and March 16. Staff highlighted planned family-friendly programming, model rocket launches, a commemorative launch at the original Goddard site, and social media coverage to recognize the 100th anniversary of Goddard's 1926 launch.

6. Roswell Public Library

The Library report was received with a brief update that the Children's Garden project was expected to move forward to City Council for bid approval. It was noted that the project is donation-funded, and no additional committee discussion occurred.

7. Cannabis Excise Tax and Gross Receipts Tax

Staff reported Cannabis Excise Tax revenues of \$26,838 for the month, compared to a budget of \$29,370, resulting in an unfavorable variance. Gross Receipts Tax revenues exceeded the budget, and staff explained that the spike in September distributions was due to amended returns from a large retailer, as well as a separate correction related to flood-designated GRT that required a journal entry adjustment.

FLOOD DISASTER UPDATES

8. Flood Disaster Updates

Staff reported continued progress on flood recovery despite communication delays due to the federal shutdown, noting that additional projects had recently been obligated and reimbursements had more than doubled, largely due to museum cleanup reimbursements. Discussion also covered revolving loan fund applications, with updates that the convention center and police department projects had been obligated by FEMA and were expected to move toward state approval.

ACTION ITEMS

9. Consider the approval for the purchase of a new Mac Roll-Off Truck from Bruckner Truck Sales in the amount of \$250,093 utilizing H-GAC Contract #HT06-20. Presented by Debbie Reyer.

The Solid Waste Department would like to buy a new Mack Roll-Off Truck from Bruckner Truck Sales, utilizing H-GAC contract #HT06-20.

- One (1) New Mack Roll-Off Truck with an MP 8 engine for \$250,093

This truck is on the ground in Hobbs, NM. All Specifications meet the requirements of the Route Supervisor.

Staff presented the request to purchase a new Mac roll-off truck to replace an aging unit that is no longer reliable, emphasizing the urgency due to mechanical failures and the current strain on operations. It was noted that the roll-off program generates significant monthly revenue, the truck is immediately available in Hobbs, and the purchase would be funded with Ashbritt related funds

Councilor Johnson made a motion for the recommendation for the approval of the purchase of a new Mac Roll-Off Truck from Bruckner Truck Sales in the amount of \$250,093 utilizing H-GAC Contract #HT06-20 to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

10. Recommend award of Roswell Waste Water Treatment Plant Gate Replacement Design Project to Molzen Corbin in the amount of \$396,357.74 which includes GRT.
Presented by James MacCornack.

City Waste Water Department has identified need to replace gate valves at the Waste Water Treatment Plant and provide some additional automation and monitoring of valve status. RFQ was issued utilizing Engineering Services On Call. Quotes received on January 28, 2026 for the subject project have been reviewed. Four quotes were received as follows: (Amounts include GRT).

1. Freese & Nichols, Inc.	\$481,821.30
2. HDR Engineering	\$193,837.21
3. WTC	\$433,083.20
4. Molzen Corbin	\$396,357.74

The recommendation of the award letter to Purchasing is attached to the agenda packet.

Councilor Heldenbrand made a motion to recommend the award of the Roswell Waste Water Treatment Plant Gate Replacement Design Project to Molzen Corbin in the amount of \$396,357.74, which includes GRT, to the consent agenda. Councilor Johnson seconded the motion. The motion passed 4-0.

11. Consider recommendation of approval of change order in the amount of \$151,712.83 to increase PO 22600812 for ITB-25-002 West Country Club Twin Reservoirs Repair Project from current amount of \$2,586,151.21 to a new amount of \$2,737,864.04. Presented by Andrew Valadez.

Due to leakage issues experienced during attempts to refill the South Reservoir, the tank has been re-drained, and the proposed change order is intended to address those leakage areas and apply a similar repair to the North Reservoir prior to attempting to

refill it. Total new contract value for this project including FY25 carryover amount would be \$4,399,506.54.

Staff explained the need to replace gate valves at the wastewater treatment plant and add automation and monitoring capability. Although a lower quote was received, staff recommended award to Molzen Corbin because the lowest respondent did not fully meet the scope requested in the RFQ.

After a brief discussion, Councilor Halvorson made a motion to recommend approval of change order in the amount of \$151,712.83 to increase PO 22600812 for ITB-25-002 West Country Club Twin Reservoirs Repair Project from current amount of \$2,586,151.21 to a new amount of \$2,737,864.04 to the consent agenda. Councilor Johnson seconded the motion. The motion passed 4-0.

FOR THE RECORD - Councilor Cavin joined the meeting at 2:32 PM.

12. Consider recommending approval of a budget adjustment in the amount of \$14,122.00 to contract Tascosa for the procurement and installation of furniture for five offices associated with the relocation of PVRCC Emergency 911 Center. Presented by Alison Herring.

PVRCC is relocating to a new facility. With the leadership transition to the new director, prior financial planning did not include furnishings for the new space. The relocation will result in five offices requiring furniture: three individual offices and two shared offices. Two quotes were solicited. The quotes received were \$87,569.08 and \$14,122.00.

Staff solicited two quotes for furnishing the space. The quote from Xybix Systems Inc. for \$87,569.08 reflects dispatch-center-grade furniture designed for 24/7 operations, specialized equipment integration, and enhanced durability.

The second quote, for \$14,122.00, was submitted by a local vendor familiar with the operational needs of public safety environments. This proposal reflects standard administrative-grade furnishings appropriate for the intended space. The vendor applied a first responder discount to the quoted amount, and the final price includes shipping and installation. The significant cost difference is attributable to the specialized construction and operational requirements of dispatch consoles compared to traditional office workstations.

Discussion noted that the furniture is necessary for staff to occupy the new space and to install workstations and computers prior to the move. DFA has denied the request as part of their invoice.

Councilor Heldenbrand made a motion to recommend approval of a budget adjustment in the amount of \$14,122.00 to contract Tascosa for the procurement and installation of furniture for five offices associated with the relocation of PVRCC Emergency 911

Center, to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

13. 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.

This item was presented as a housekeeping measure to dispose of surplus property that is no longer useful to the City. Discussion included a surplus hangar structure that had been purchased years ago but never installed due to significant additional site and infrastructure costs, and staff noted the City had received a better-than-expected bid for its sale.

Councilor Cavin made a motion to recommend the adoption of Resolution 26-XX Disposal of Certain Surplus Personal Property to be placed on the consent agenda. Councilor Heldenbrand seconded the motion. The motion passed 5-0.

14. Consider approval of the allocation of \$150,000.00 from the Public Safety Tax Fund for architectural and engineering design services for the Fire Station #2 Remodel Project. Presented by Steve Chaves.

The Roswell Fire Department has been granted \$1,500,000.00 for the remodel of Fire Station #2 to accommodate female personnel and modernize the facility to meet current operational standards. The project will address the need for gender-separated sleeping quarters, restroom and shower facilities, locker rooms, and associated support space necessary to provide equitable accommodations for all personnel.

In order to efficiently move forward once construction funding is fully released and available for expenditure, the department is requesting authorization to begin the architectural and engineering design phase in advance. Initiating the design process at this time will allow the City to develop construction-ready plans, refine cost estimates, identify potential structural or infrastructure challenges, and significantly reduce delays once the project proceeds to the construction phase.

Beginning engineering now ensures responsible project planning and positions the City to execute the full \$1.5 million remodel project without unnecessary postponement.

Discussion emphasized the importance of beginning design quickly so the City can demonstrate progress and strengthen future requests for capital funding from the Legislature.

Councilor Heldenbrand made a motion for the recommendation approval of the allocation of \$150,000.00 from the Public Safety Tax Fund for architectural and engineering design services for the Fire Station #2 Remodel Project to be placed on the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

15. Consider approval of the purchase of one (1) Kubota M6S-111SHDC2 4WD midsize utility tractor with cab and attachments, through the Sourcewell Cooperative Purchasing Contract No. 112624-KBA, in the total amount of \$88,220.99, for use in support of the Mobile ARFF Prop. Presented by Steve Chavez.

The Roswell Fire Department is requesting approval to purchase a Kubota M6S-111SHDC2 4WD midsize utility tractor equipped with a front loader, pallet forks, wheel weights, a telematics modem, and related attachments to support operational logistics for the Mobile Aircraft Rescue and Firefighting (ARFF) training prop.

The department utilizes jersey barriers and temporary fencing to establish safety perimeters, training zones, and operational boundaries during ARFF training evolutions. These barriers are critical in maintaining proper segregation between training operations and FAA Part 139-regulated areas of the airfield. Ensuring clear physical separation is essential for compliance, operational control, and overall airfield safety.

Currently, the movement and placement of jersey barriers requires coordination with outside resources, creating scheduling delays, operational dependency, and reduced efficiency during training setup and demobilization.

The acquisition of a dedicated tractor will allow personnel to safely and efficiently move jersey barriers and fencing for:

Establishing and maintaining proper segregation from FAA Part 139 operational areas
Setup and breakdown of safety perimeters for ARFF training exercises
Deployment and demobilization of the Mobile ARFF training prop
With this equipment, reliance on external assistance for moving barriers will no longer be required, resulting in improved efficiency, enhanced operational control, reduced scheduling constraints, and increased personnel safety.

This purchase will be fully funded through Grant No. 22-G2774.

Staff presented the request to purchase a utility tractor and attachments to support the Mobile ARFF Prop and related training activities at the airfield. The purchase was described as a cost-saving measure that would reduce reliance on outside contractors for moving and setting up training components.

Councilor Heldenbrand made a motion for the recommendation of approval of the purchase of one (1) Kubota M6S-111SHDC2 4WD midsize utility tractor with cab and attachments, through the Sourcewell Cooperative Purchasing Contract No. 112624-

KBA, in the total amount of \$88,220.99, for use in support of the Mobile ARFF Prop to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

16. Consider approval to purchase replacement network infrastructure equipment from Ardham Technologies, Inc. in the total amount of \$196,844.03 through New Mexico Statewide Price Agreement Contract Number 60-00000-25-00021. Presented by Jeff Bechtel

The equipment being requested will replace core network switches and wireless access points that were lost and damaged during the recent flood event. The flood resulted in the loss of critical network infrastructure located at the City's datacenter and various City facilities.

Replacement of this equipment is necessary to restore secure and reliable network connectivity, support daily City operations, and ensure continuity of essential services.

The purchase includes core switching equipment, wireless access points, associated hardware components, and three-year networking platform licensing and support.

The cost of the equipment will be covered with funds currently available in the FY26 budget.

Purchase Core switches for datacenter – \$108,359.00 (Quote #ESTQ-023345 v6)

Purchase wireless equipment for the entire city – \$88,485.03 (Quote #ESTQ-023423 v6)

Staff requested approval to purchase replacement network infrastructure equipment through a statewide contract, explaining that the equipment is part of ongoing network replacement needs. It was also noted that this purchase may eventually be reimbursable through flood-related funding.

Councilor Johnson made a motion for the recommendation of approval to purchase replacement network infrastructure equipment from Ardham Technologies, Inc. in the total amount of \$196,844.03 through New Mexico Statewide Price Agreement Contract Number 60-00000-25-00021 to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

17. 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.

The City Manager, Hess Yntema, asked that the budget adjustment be amended for the Air Center Task Order E MAP Grant in the amount of revenues of \$1,175,120.47 and expenditures in the amount of \$983,264.61. The total revenues now total for \$5,978,84.85, and expenditures equal \$1,543,744.35.

Councilor Halvorson made a motion for the recommendation of approval of the adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026, as amended to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

APPROVAL OF MINUTES

18. Consider approval of the February 03, 2026, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Heldenbrand made a motion for the approval of the February 03, 2026, Regular Finance Committee Meeting Minutes. Councilor Cavin seconded the motion. The motion passed 5-0.

PUBLIC PARTICIPATION

Councilor Heldenbrand explained his methodology for reviewing the Profit and Loss Statement.

Councilor Gass discussed the approved Resolution for the Rules of Order and the time limits for adding items to the agenda.

Councilor Heldenbrand would like the audit committee to review the professional services agreement with the internal auditor.

Councilor Corn recalled suggesting the approval, adoption, and/or ratification of the five-year plan for each department.

Councilor Cavin stated that it would be useful to see a grant overview at some point.

Rita Kane-Doerhoefer asked for clarification on the Flood-Related Disaster and FEMA monies and the concern about the Roswell Adult Center.

Daniel Rubio with Wholesale Payments spoke about the credit card processing systems and asked who he should speak with about a possible change to the system.

ADJOURN

The meeting adjourned at 3:40 PM.