

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Tuesday, February 3, 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 Cavin, Councilor Halvorson, and Councilor Johnson were present.

An invocation was given by Councilor Gass.

STAFF PRESENT

Brittany Shannon, Alison Herring, Angela Garcia, Amalia Martinez, TJ Conyers, Sarah Mark, Mac Rogers, Clint Caldwell, Jeff Bechtel, Derek Washicheck, Steve Chavez, Enid Costley, Hess Yntema, Toni Gomez, Tammi Smith, Mayor Timothy Z. Jennings, Jim Burress, Justin Jones, Caroline Brooks, Mike Taylor, and Josh Nairn-Mahan.

GUESTS PRESENT

Rita Kane-Doerhoefer, Terri Harber, Barbara Gomez, Del Jurney, and Peggy Seskey

GUESTS ONLINE

Lucia, Vince S., ZS, TV, S. Bell, Vicki, VRV, and (13) guests

APPROVAL OF AGENDA

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

NON-ACTION ITEMS

1. Golf

The Committee received the December 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 32.3% year-over year.
- Lodgers' Tax revenue was \$88,178.
- Convention Bed Fee revenue was \$47,570.

4. Public Affairs

Staff provided an update on marketing efforts, including promotional support for the United flight and local advertising placements. Discussion included opportunities to expand regional advertising partnerships and leverage marketing for multiple City events.

5. Museum

The Committee received the Museum report. No additional discussion occurred.

6. Roswell Public Library

The Committee received the Library report. No additional discussion occurred.

7. Cannabis Excise Tax and Gross Receipts Tax

Discussion included discrepancies in state flood allocation distributions and pending clarification from Santa Fe.

- Cannabis Excise Tax was reported at \$25,423.
- Gross Receipts Tax was reported at \$5,193,540.

8. Roswell Hispano Chamber of Commerce

The Chamber report was included in the packet; the Executive Director was unable to attend. No additional discussion occurred.

9. Roswell-Chaves County Economic Development Corporation

Staff advised that Michael Espiritu is attending legislative meetings in Santa Fe. The Committee requested EDC attend a future meeting.

10. MainStreet Roswell

MainStreet Roswell presented its quarterly report, including accreditation status, downtown development updates, new business openings, and private investment improvements. Funding sources and future planning initiatives were discussed.

FLOOD DISASTER UPDATES

11. Flood Disaster Updates

Staff provided an update on FEMA obligations, reimbursements received, and Revolving Loan Fund awards for flood recovery projects. Discussion focused on tracking reimbursement timelines, City match obligations, and ongoing coordination with state agencies.

BUDGET PLANNING

12. Parks and Recreation- 5-Year Master Plan. Presented by Jim Burress.

Staff presented capital needs and infrastructure priorities across Cemetery, Golf, Parks, Aquatics, Adult Center, and Zoo operations. Discussion emphasized long-term maintenance planning, flood recovery impacts, and asset preservation.

ACTION ITEMS

13. Consider recommending approval of a budget adjustment (revenue & expense) of \$150,000.00 to purchase merchandise for Pro Shop. Presented by Jim Burress.

The Nancy Lopez Golf Course has several upcoming tournaments scheduled. To ensure we are prepared, the golf course is requesting approval of a budget adjustment to place orders at least 6 months in advance.

The Committee discussed inventory replacement practices and revenue generation.

Councilor Halvorson made a motion for the recommendation for approval of a budget adjustment (revenue & expense) of \$150,000.00 to purchase merchandise for Pro Shop to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

14. Consider recommending approval of a budget adjustment in the amount of \$167,640 to authorize a new contract to fund three contracted dispatcher positions for a four-month period. Presented by Alison Herring

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

In approximately one to two months, dispatch operations will begin relocating from one area to another. During this transition, two dispatch centers will need to be staffed simultaneously, significantly increasing personnel demands. While the proposed contract reduces the number of contracted dispatchers from five under the current contract to three, continued contracted support is vital to maintain safe and effective daily operations and will be essential throughout the transition period.

The Committee discussed contract pricing and procurement methods.

Councilor Johnson made a motion to recommend for the approval of a budget adjustment in the amount of \$167,640 to authorize a new contract to fund three contracted dispatcher positions for a four-month period to the consent agenda. Councilor Heldenbrand seconded the motion. The motion passed 5-0.

15. Consider recommending approval of a budget adjustment in the amount of \$5,693.10 to contract J&G Electric to perform the necessary work to support the dispatch relocation. Presented by Alison Herring

As part of the dispatch relocation, electrical and telecommunications work is required to ensure operational continuity. J & G Electric will install a 25-pair telephone line from the

new dispatch room to the server room and properly terminate the lines. This work is essential to maintain reliable communication systems during and after the move.

After a brief discussion, Councilor Cavin made a motion to recommend approving a budget adjustment of \$5,693.10 to contract with J&G Electric to perform the necessary work to support the dispatch relocation to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

16. Consider recommending approval of a budget adjustment in the amount of \$26,410.00 to procure essential IT equipment, including keyboards and mice, to support dispatch center operations and the upcoming relocation. The purchase will be made through TIPS Contract No. 210101. Presented by Alison Herring

Two separate quotes have been obtained from Eaton for IT equipment needed to maintain and support dispatch center operations:

Quote One — \$23,185.00 Includes critical IT infrastructure components such as:
HighSecLabs Commercial KM Switch 8-port + USB
Eaton Tripp Lite Series PDU Basic Dual Circuit 120V 20A Outlets
Eaton Tripp Lite Series PDU Basic 2.4kW 120V Single-Phase
Eaton Tripp Lite Series 16-Port IP Rack Console Cat5 KVM Switch with 19" LCD
Eaton Tripp Lite USB Server Interface Unit and USB KVM Switch

Quote Two — \$3,225.00 Includes 25 additional keyboards and 25 additional mice. The current keyboards are failing due to keys sticking and ceasing to function over time. The center currently has only one spare keyboard. Should more than one fail, there will not be sufficient replacements to maintain operational continuity.

We are actively working with the Department of Finance and Administration (DFA) regarding potential assistance with costs related to the 911 dispatch center move. Although not guaranteed, DFA has expressed interest in possibly reimbursing a portion of these expenses.

Councilor Cavin made a motion to recommend approving a budget adjustment in the amount of \$26,410.00 to procure essential IT equipment, including keyboards and mice, to support dispatch center operations and the upcoming relocation. The purchase will be made through TIPS Contract No. 210101, to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

17. Consider recommending approval of a budget adjustment in the amount of \$115,891.56 to procure and install radio equipment, base station consoles, antennas, cabling, gateways, and related technician services to support PVRCC Consolidated Dispatch radio communications and the upcoming dispatch relocation, utilizing New Mexico Statewide Price Agreement No. 10-00000-20-00048. Presented by Alison Herring.

This request covers the procurement and installation of radio communications equipment and related services to support and enhance PVRCC Consolidated Dispatch operations. The equipment and services are necessary to maintain reliable and redundant radio communications critical to emergency response operations and the upcoming dispatch relocation.

Councilor Cavin made a motion to recommend approving a budget adjustment in the amount of \$115,891.56 to procure and install radio equipment, base station consoles, antennas, cabling, gateways, and related technician services to support PVRCC Consolidated Dispatch radio communications and the upcoming dispatch relocation, utilizing New Mexico Statewide Price Agreement No. 10-00000-20-00048 to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

18. Consider recommendation of approval of MainStreet Roswell Sponsorship Agreement for the UFO Festival and America 250 Roswell Celebration in the amount of \$280,000. Presented by TJ Conyers (Sponsored by Councilor Halvorson and Councilor Heldenbrand).

MainStreet Roswell has served as the organizing entity for the annual UFO Festival for 2 years, a signature community event that attracts visitors, generates economic impact, and promotes tourism for the City of Roswell. In Fiscal Year 2026, MainStreet Roswell is also helping coordinate activities associated with the America 250 Roswell celebration, recognizing the upcoming 250th anniversary of the United States.

Historically, the City of Roswell has supported MainStreet Roswell through sponsorship agreements to assist with event-related costs. In FY2024, the City awarded \$60,000, of which \$52,201.75 was expended. In FY2025, the City awarded \$50,000, with \$50,000 fully expended. These funds were used to support operational, marketing, and programming needs associated with the events.

The proposed sponsorship agreement in the amount of \$280,000 reflects the expanded scope, scale, and combined efforts of hosting both the UFO Festival and the America 250 Roswell celebration. The agreement is intended to support event production, infrastructure, marketing, and related costs to ensure the successful execution of both events.

A request was presented to fund a professional fireworks display as part of the America 250 celebration. Discussion included fundraising efforts, long-term planning considerations, and fiscal impact.

Councilor Heldenbrand made a motion to bifurcate item 18 into items (18a) UFO Festival for \$130,000, and (18b) America 250 Roswell Celebration for \$150,000. Councilor Halvorson seconded the motion. The motion to bifurcate passed 5-0.

18a. Consider recommendation of approval of the MainStreet Roswell Sponsorship agreement for UFO Festival in the amount of \$130,000.00.

This will require a budget adjustment of \$74,000 due to the \$56,000 being in FY26 budget.

The proposed sponsorship amount, advertising allocations, and event programming for the 2026 UFO Festival were discussed. Budget considerations and potential reductions to certain line items were reviewed. The following items were cut from the proposed UFO Festival budget.

UFO Expert Presentation - \$8,000

Charlie the Clown/Stilt walker - \$5,000

Interactive room - \$5,000

Majestic Radio was reduced by \$10,000 for a new budgeted total of \$5,000

Councilor Heldenbrand made a motion for the recommendation of approval of the MainStreet Roswell Sponsorship agreement for the Roswell UFO Festival in the amount of \$102,000.00 with a \$46,000 budget adjustment from the general fund. Councilor Halvorson seconded the motion. A roll call vote was taken.

Chairman Gass – No

Councilor Cavin – Yes

Councilor Heldenbrand – Yes

Councilor Halvorson – Yes

Councilor Johnson – Yes

The motion passed 4-1 and will be placed on the full City Council agenda.

18b. Consider the recommendation of approval of the MainStreet Roswell Sponsorship agreement for the America 250 Roswell celebration in the amount of \$150,000. This will require a budget adjustment. Presented by Councilor Halvorson

A request to fund a professional fireworks display as part of the America 250 celebration was presented. Discussion included fundraising efforts, long-term planning considerations, and fiscal impacts.

A roll call vote was taken.

Chairman Gass – No

Councilor Cavin – Yes

Councilor Heldenbrand – Yes

Councilor Halvorson – Yes

Councilor Johnson – Yes

The motion passed 4-1 on the full City Council agenda.

19. Consider recommendation of approval of the Galacticon Lodgers' Tax Sponsorship Agreement in the amount of \$6,200. Presented by TJ Conyers.

Galacticon has requested sponsorship funding to provide free public attractions located outside of the Galacticon facility during the UFO Festival. These attractions are intended to draw visitors throughout the full UFO Festival footprint, increasing foot traffic and engagement in multiple areas of the event.

The proposed attractions will be family-friendly, accessible to all ages, and open during Galacticon operating hours. All activities will be overseen by the Galacticon Director to ensure appropriate operation and alignment with festival programming.

This request represents the third consecutive year Galacticon has sought and received sponsorship support. In prior years, the City has provided Lodgers' Tax funding to support similar public-facing attractions, with expenditures coming in under awarded amounts.

Historical Lodgers' Tax Sponsorship Data:

FY2024: Awarded \$10,000 | Expended \$7,414.88

FY2025: Awarded \$8,000 | Expended \$3,700

For FY2026, Galacticon is requesting \$6,200, pending approval, to continue offering these free attractions as part of the overall UFO Festival experience.

A negotiated Lodgers' Tax sponsorship request for Galacticon to support free public-facing activities during the UFO Festival was presented. Event eligibility and promotional benefits were discussed.

Councilor Cavin made a motion for the recommendation of approval of the Galacticon Lodgers' Tax Sponsorship Agreement in the amount of \$6,200. Councilor Johnson seconded the motion. The motion passed 4-1, with Councilor Heldenbrand voting against the item. The item will be placed on the full City Council agenda.

20. Consider recommending approval of a budget adjustment in the amount of \$32,375 for collection appraisals in support of flood recovery efforts. Presented by Caroline Brooks.

This request includes appraisals for sculptures, American West items, and other historic objects that remained in Roswell during the collection evacuation following the October 2024 flood as well as 10 artworks in Chicago that were not previously appraised for a total of 1,219 art and historical objects. The appraisals allow for processing of the insurance claim by providing a value with which insurance will 1) cover the full cost of conservation for damaged items (cost of treatment is less than appraised value) or 2) pay the City the appraised value of an item (object is unable to be conserved or cost of treatment is more than appraised value and will require additional funding to conserve).

Councilor Johnson made a motion to recommend the approval of a budget adjustment in the amount of \$32,375 for collection appraisals in support of flood recovery efforts to

be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

21. Consider approval of the Scope of Work for RFP: Ground Emergency Medical Services (EMS) Billing Services. Presented by Steve Chavez.

The City of Roswell Fire Department is transitioning to assume full responsibility for Emergency Medical Services (EMS), including ambulance transport operations. This transition requires establishing comprehensive administrative and revenue support services to ensure accurate billing, regulatory compliance, and effective reimbursement for EMS transports provided by the City.

The proposed Scope of Work defines the requirements for comprehensive Ground EMS billing and revenue cycle management services, including claim preparation and submission, denial and appeal management, payment posting and reconciliation, customer service, compliance and performance reporting, collections support, and implementation and transition services. Approval of the Scope of Work will allow staff to proceed with issuing a Request for Proposals (RFP) to solicit qualified vendors to support the City's EMS operations.

Discussion included percentage-based compensation structures tied to collections.

Councilor Heldenbrand made a motion for the approval of the Scope of Work for RFP: Ground Emergency Medical Services (EMS) Billing Services to be placed on the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

22. Requesting approval to award RFP 26-004 for Architectural & Engineering Design Services for Flood-related Projects (DR- 4843) to Huitt-Zollars, Inc. and Molzen-Corbin & Associates, P.A. Presented by Mac Rogers.

The City issued RFP 26-004 seeking proposals from qualified and licensed Architectural and Engineering (A&E) firms to provide professional design services for flood-related City projects. These services are required to support recovery efforts and help to develop plans to repair citywide flood damage and incorporate hazard mitigation measures where necessary. Five (5) proposals were received and evaluated by the City's Evaluation Committee in accordance with the evaluation criteria established in the RFP. Based on qualifications, experience, understanding of the scope of work among other factors, the Evaluation Committee determined that Huitt-Zollars, Inc. and Molzen-Corbin & Associates, P.A. submitted the proposals most advantageous to the City.

Councilor Halvorson made a motion for the approval of the award for RFP-26-004 for Architectural & Engineering Design Services for Flood-related Projects (DR-4843) to Huitt-Zollars, Inc., and Molzen-Corbin & Associates, P.A. on the consent agenda. Councilor Heldenbrand seconded the motion. The motion passed 5-0.

23. Consider recommending approval for the Roswell Police Department to purchase and outfit two patrol vehicles in the amount of \$125,305.58. Presented by Mike Taylor.

The Roswell Police Department (RPD) is requesting approval to purchase and outfit two (2) patrol vehicles to support ongoing law enforcement operations. Earlier in FY26, RPD lost a patrol vehicle as a result of a crash. The New Mexico Self-Insured Fund has issued \$42,000 to the City toward replacement of that vehicle. This will require a budget adjustment.

Additionally, on Friday, January 9, 2026, an RPD Sergeant was involved in a traffic collision while on patrol when an intoxicated driver failed to stop at a stop sign and struck the patrol vehicle. Preliminary assessment indicates damage to the vehicle frame, and the vehicle is anticipated to be totaled. Replacement of these vehicles is necessary to maintain adequate patrol coverage and operational readiness.

Approval is requested for the purchase of two patrol vehicles from Albuquerque Motor Company dba Melloy Dodge through New Mexico Statewide Price Agreement No. 40-00000-24-00068. Approval is also requested for the procurement and installation of required law enforcement equipment and vehicle upfitting services from New Mexico Emergency Products (AEP NM) through State of New Mexico Price Agreement No. 20-00000-21-00030.

Councilor Cavin made a motion recommending approval for the Roswell Police Department to purchase and outfit two patrol vehicles in the amount of \$125,305.58, to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

24. 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 fiscal year budget adjustment reflecting revenue and expenditure changes, including amendments associated with earlier agenda items. Legal guidance was provided regarding amendment procedures at the Council level.

Councilor Cavin made a motion to recommend adoption of Resolution 26-XX approving a budget adjustment for the fiscal year ending June 30, 2026, to the full city council. Councilor Halvorson seconded the motion. The motion passed 5-0.

APPROVAL OF MINUTES

25. Consider approval of the January 08, 2026, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Johnson made a motion for the approval of the January 08, 2026, Regular Finance Committee Meeting Minutes. Councilor Cavin seconded the motion. The motion passed 5-0.

PUBLIC PARTICIPATION

Rita Kane-Doerhoefer provided a public comment regarding the reliance on volunteers for the UFO Festival, fundraising efforts, and financial oversight of event accounts.

ADJOURN

The meeting adjourned at 4:17 PM.