

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, January 8, 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.

Councilor Kurt Gass introduced himself as a new councilor and the Finance Committee Chair, noting his background in finance, auditing, and business ownership in Roswell.

Councilor Gass explained that a procedural change to the agenda, with Non-Action Items now being presented at the beginning of the meeting. There was also a change in membership, as Councilor Johnson is taking Councilor Moore's position on the Finance Committee.

An invocation was given by Councilor Gass.

ROLL CALL

This meeting convened at 2:12 PM with Councilor Gass presiding. Councilor Heldenbrand, Councilor Cavin, Councilor Halvorson, and Councilor Johnson were present.

STAFF PRESENT

Becky Hicks, Bobbi Thompson, Omar Gonzalez, Amanda Dickerson, Naomi Seward, Justin Jones, Andrew Valadez, Brittany Shannon, Alison Herring, Angela Garcia, Amalia Martinez, TJ Conyers, Mac Rogers, Derek Washicheck, Steve Chavez, Jessica Parham, Enid Costley, Hess Yntema, Deanna Garcia, Toni Gomez, Tammi Smith, Chad Cole, Mayor Timothy Z. Jennings, Randy Bunch, Jim Burress, James MacCornack, Lance Bateman, Zach Lujan, and Nathaniel Mascarenas

GUESTS PRESENT

Rita Kane-Doerhoefer, Terri Harber, Councilor Cristina Arnold, Michael Espiritu, Barbara Gomez, Elaine Mayfield, and Peggy Seskey

GUESTS ONLINE

Amber, Debbie Reyer, Greg Gibson, Jd, Lucia, Vicki, Vincent Salas, ZS, and (15) guests

APPROVAL OF AGENDA

Councilor Gass proposed the following changes to the agenda:

- Item 13 removed due to withdrawal of the request.
- Items 15, 16, and 17 combined for discussion.
- Tabled items 23 through 28 to be discussed together.
- Item 28 removed pending engineering ITB results.
- Item 26 removed due to legal concerns.

Councilor Cavin made a motion to approve the agenda as amended for January 8, 2026. Councilor Halvorson seconded the motion The motion passed 5-0.

NON-ACTION ITEMS

1. Golf

Staff reported strong activity with the warm weather. Councilor Johnson commented on the course, saying it looked great.

2. Visitor Center

Staff reported on new flooring installation. Councilor Halvorson asked why the flooring had to be replaced already. Staff reported that the previous flooring had been stored for a period prior to installation. The flooring was brittle and was deteriorating.

3. Lodgers Tax Report

- Occupancy was down 32.3% year-over year. With occupancy sitting at 47.8%
- Lodgers' Tax revenue was \$134,417.
- Convention Bed Fee revenue was \$62,249.

Councilor Heldenbrand questioned why the bed fee was up, but the lodgers' tax was down. Staff explained the impacts of Airbnb reporting and the fixed bed fee structure. Councilor Gass requested corrections to the graphs for future reports.

5. Public Affairs

Staff recognized the Parks and Facilities Departments for assistance with the Christmas decorations at Pioneer Plaza. Councilor Halvorson commended staff on the success of Christmas on the Plaza.

6. Museum

Staff provided updates on new merchandise, Goddard Centennial planning, and the collection recovery.

Discussions addressed relocation delays, inventory collection processes, Chicago conservation efforts, database records, shipping manifests, and appraisal timelines. Staff confirmed the move could proceed once the building readiness issues are resolved.

7. Roswell Public Library

The report stands as presented.

Councilor Halvorson let staff know she attended the Grinch event, and it was great. Councilor Cavin let staff know his family attended the New Year's Eve Ball Drop Event and how much they enjoyed it.

8. Cannabis Excise Tax and Gross Receipts Tax

- Cannabis Excise Tax came in at \$25,341
- Gross Receipts Tax came in at \$5,577,332

Discussion focused on flood tax reporting discrepancies and Santa Fe's accuracy in reporting.

FLOOD DISASTER UPDATES

Staff reported that \$9,500.00 has been obligated for zoo animal damage.

Approximately 10 FEMA projects are under review. Total FEMA reimbursements to date are approximately \$1.2 million. Reimbursement for Convention Center cleanup is expected soon. A letter was sent to the state with the support of the area legislature. Flood engineering RFP issued, proposals due January 20.

BUDGET PLANNING

9. Roswell Police Department- 5-Year Master Plan. Presented by Lance Bateman. The Chief presented a comprehensive five-year plan addressing:

- Staffing levels, recruitment, and retention.
- Facility needs and ILEA building expansion.
- Fleet replacement strategy.
- Technology expansion, including real-time crime center, LPR's, drones, and cameras.
- Community policing, Neighborhood Watch, and School Resource Officers.
- Officer wellness programs.
- Juvenile crime concerns and legislative advocacy.
- Collaboration with CYFD, CASA, and the Attorney General.

The department emphasized retention challenges, infrastructure limitations, and the need for continued council support. Councilor Cavin asked if we did have funding how long it would take to get the convention center open. Staff responded that if the convention center is kept at the current location would take about 1 year for engineering plans and construction. Councilor Halvorson asked whether the Police Department has GPS capability to identify officer locations in real time. Chief advised that GPS tracking is not currently available due to the cost of the system and budget constraints.

ACTION ITEMS

10. Approval of authorization for the purchase of a Cyclone Rubber and Paint Removal Equipment System for the Roswell Air Center in the amount of \$775,000.00.
Procurement will be made through HGAC Buy Cooperative Contract No. PW10-25.
Presented by Omar Gonzalez

The Roswell Air Center requests approval to replace its existing 2012 Cyclone Rubber and Paint Removal System, which has reached the end of its useful life. The current

unit experiences frequent mechanical failures and escalating maintenance costs, resulting in operational inefficiencies and extended downtime.

Replacing this equipment is necessary to maintain compliance with FAA airfield maintenance requirements and ensure safe, efficient airport operations. The new system will improve reliability, reduce maintenance costs, and maintain service quality at the Air Center.

Councilor Heldenbrand asked if this was a new grant or an old grant. Staff stated it was an old grant that had been reauthorized for this purpose.

Councilor Halvorson made a motion for the approval of authorization for the purchase of a Cyclone Rubber and Paint Removal Equipment System for the Roswell Air Center in the amount of \$775,000.00. Procurement will be made through HGACBuy Cooperative Contract No. PW10-25 to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

11. Consider recommending approval of a budget adjustment of \$170,000.00 to install data lines and CJIS required access control for the new Roswell Police Department headquarters. Presented by Lance Bateman.

The Roswell Police Department recently entered into a lease agreement with the Roswell Airport to lease the old ILEA building as the new Roswell PD Headquarters. The ILEA building has very few data lines installed, as it was previously a training facility rather than a typical government office. Roswell IT has estimated the cost of installing data lines, and CJIS requires approximately \$170,000 in access control.

Discussions note that the figures are estimates, subject to change due to building conditions and an evolving scope, and may increase; committee members requested a clearer scope, timeline, and more formal estimate/bid information before proceeding.

The committee discussed procurement options, including the use of a state contract, and the importance of following City purchasing rules. After discussion, Councilor Gass tabled the item, directing staff to provide improved estimates and information for potential placement on future agendas.

12. Consider recommending budget adjustment in amount of \$42,042.67 from Misc general fund to Roswell PD Capital Vehicles. Presented by Lance Batemen.

The New Mexico Self-Insured fund issued a check for \$42,042.67 to replace a totaled Roswell PD police vehicle. We request that funds be adjusted from the City of Roswell General Fund to the Roswell PD Capital Vehicles to replace a police vehicle.

Discussion addresses why these funds remain in the General Fund unless transferred, the timing of vehicle purchases, and whether the department should return with a full

vehicle quote and/or a broader fleet request to support upcoming academy graduates and staffing increases.

No action was taken due to the lack of motion; the item was effectively deferred with the expectation that the department may return with firm pricing and the requested structure for Council consideration.

13. This item was removed from the agenda and was not discussed.

14. Consider approval of the award for ITB-26-006: Fire Station #1 Addition Project to Waide Construction Company, Inc., in the amount of \$1,822,314.49, including applicable New Mexico Gross Receipts Tax (GRT), and approval of a budget adjustment of \$634,314.49 from the Public Safety Fund. Presented by Steve Chavez.

Staff clarified a misprint that incorrectly referenced the General Fund instead of the Public Safety Fund. The City of Roswell issued ITB-26-006 seeking sealed bids from licensed and qualified contractors for the construction of a 3,300 square foot addition to the existing Fire Station #1 located at 200 S. Richardson Avenue, Roswell, New Mexico. The addition will provide women's sleeping quarters, a training classroom, restrooms with showers, locker rooms, storage areas, circulation space, and associated support areas to meet current and future operational needs of the Fire Department.

Bids were opened on December 11, 2025, and three bids were received:

- Waide Construction Company, Inc. – \$1,683,108.00 (excluding GRT)
- Classic Industries, Inc. – \$1,796,322.26 (excluding GRT)
- Unified Contractor, Inc. – \$3,300,000.00 (excluding GRT)

After review, Waide Construction Company, Inc., submitted the lowest responsive and responsible bid and is being recommended for award.

Staff explained the project was initially anticipated at a lower cost based on earlier estimates, but bids reflected significantly higher costs per square foot. The addition will expand training space and address operational needs, including additional female dorm rooms and improved female restroom/shower/locker facilities to support growth, including future EMS staffing.

There was discussion about how the funds and purchase order would roll over into the next fiscal year if the project is not completed by June 30, 2026. The contractor has stated it will be March before the project can begin.

Councilor Halvorson made a motion for the consideration and approval of the award for ITB-26-006: Fire Station #1 Addition Project to Waide Construction Company, Inc., in the amount of \$1,822,314.49, including applicable New Mexico Gross Receipts Tax (GRT), and approval of a budget adjustment of \$634,314.49 from the Public Safety Fund to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

15. Items 15, 16, and 17 were combined when the agenda was approved. Presented by Alison Herring

Approve a budget adjustment to allocate an additional \$300,000 for the temporary dispatch contract. This adjustment is necessary to address unanticipated staffing shortages and associated costs.

FOR THE RECORD: The contract that was attached to the agenda was incorrect. The corrected contract has been included at the end of the minutes.

Contracted dispatchers have been assisting Consolidated Dispatch during a time of significant staffing shortages. This situation was impacted by the unexpected departure of Teri Best, which created additional staffing challenges. The initial budget required for FY26 was \$690,000, but it has been reduced to \$300,000 at the start of the FY26 budget year. This amount only covers approximately six months of costs.

Approve a budget adjustment and authorize procurement of replacement computers for all dispatch consoles at the new consolidated dispatch location. The total cost is \$119,337.38, with \$52,013.64 currently available. An additional \$67,323.74 is required to complete the acquisition. Procurement will be conducted through the Dell NASPO Computer Equipment Statewide Price Agreement Contract #10-00000-20-00062AF.

The existing dispatch computers are outdated and experiencing performance issues. As the Dispatch Center transitions to a consolidated location, replacing these systems will ensure operational reliability and prevent service disruptions. Current systems are approximately six years old and no longer meet the requirements for critical public safety operations. Procuring new computers during the relocation will support uninterrupted emergency communications and improve system stability.

Recommend approval of a budget adjustment in the amount of \$52,474.50, plus applicable Gross Receipts Tax (GRT) of \$4,340.06, for a total budget adjustment of \$56,814.56, for CentralSquare public safety project management and technical services required to re-host the existing system to the new Dispatch Center server. Procurement will be made through Sourcewell Contract #030425-CNSQ.

The Dispatch Center must transition its CentralSquare public safety system from the old server to the new dispatch facility. Funding for the re-hosting and technical implementation services was not previously secured by the prior administration. These services are necessary to ensure system functionality, data integrity, and full operational readiness at the new dispatch location.

Staff advised that procurement would occur through existing cooperative/state contracts and noted that DFA has been encouraging regarding reimbursement eligibility once quotes and documentation are finalized. The committee also discussed dispatch certification training locations and retention challenges, including competition from

neighboring communities, and noted the County's MOU share of costs (40%) for consolidated dispatch operations.

A motion was made by Councilor Cavin for the approval of a budget adjustment to allocate an additional \$300,000 for the temporary dispatch contract. This adjustment is necessary to address unanticipated staffing shortages and associated costs; approval of a budget adjustment and authorize procurement of replacement computers for all dispatch consoles at the new consolidated dispatch location. The total cost is \$119,337.38, with \$52,013.64 currently available. An additional \$67,323.74 is required to complete the acquisition. Procurement will be conducted through the Dell NASPO Computer Equipment Statewide Price Agreement Contract #10-00000-20-00062AF; recommend approval of a budget adjustment in the amount of \$52,474.50, plus applicable Gross Receipts Tax (GRT) of \$4,340.06, for a total budget adjustment of \$56,814.56, for CentralSquare public safety project management and technical services required to re-host the existing system to the new Dispatch Center server. Procurement will be made through Sourcewell Contract #030425-CNSQ, all to the consent agenda. Councilor Halvorson seconded the motion. And the motion passed 5-0.

18. Consider recommending the adoption of Resolution 26-XX, to dispose of certain surplus property listed in the attachment. Presented by Becky Hicks.

This request covers the City of Roswell's old/obsolete equipment and vehicles. 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.

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

Staff presented a housekeeping resolution authorizing the disposal of surplus property through auction. There was discussion about which department the auction proceeds are returned to, especially when an asset is transferred to a different department during its useful life.

A motion was made by Councilor Cavin for the recommendation of adoption of Resolution 26-XX Disposal of Certain Surplus Personal Property to the consent agenda. Councilor Johnson seconded the motion, and the motion passed 5-0.

19. Consider recommending the adoption of Resolution 26-XX, authorizing the removal of certain items with an individual acquisition cost of five thousand (\$5000) or less from the City's certified capital asset list. Presented by Deanna Garcia.

This Resolution is to update the certified asset list to conform with the statute. Section NMSA 1978, § 12-6-10 provides that no agency shall be required to list or itemize any tangible personal property with an individual acquisition cost of five thousand dollars (\$5,000) or less. The City has identified certain tangible personal property currently included on the City's certified capital asset list that has an individual

acquisition cost of five thousand dollars (\$5,000) or less. Such property remains in active use by City departments and is not being physically disposed of, but no longer meets the statutory threshold for inclusion on the certified capital asset list. See Exhibit A attached in the agenda.

Staff presented a housekeeping resolution to remove items with an individual acquisition cost of \$5,000 or less from the City's certified capital asset list, noting the items are still in use and not being disposed of; the change aligns the list with the statutory threshold and ongoing audit requirements.

Councilor Halvorson made a motion for the recommendation of adoption of Resolution 26-XX, authorizing the removal of certain items with an individual acquisition cost of five thousand (\$5,000) or less from the City's certified capital asset list to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

20. 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 resolution recommending adoption of a budget adjustment for the fiscal year ending June 30, 2026, covering items from the current agenda and including \$10,000 in grant revenue (Library) and updated Air Center rent/utilities expenditures. Staff confirmed previously removed items (police vehicle capital outlay and ILEA data lines) were excluded from the adjustment. Staff stated the revised totals were \$10,000 in revenue and \$1,211,052.79 in expenditures.

Councilor Johnson made a motion to recommend the adoption of Resolution 26-XX, approving a budget adjustment for the fiscal year ending June 30, 2026, as revised, to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

APPROVAL OF MINUTES

21. Consider approval of the November 06, 2025, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Halvorson made a motion for the approval of the November 06, 2025, Regular Finance Committee Meeting Minutes. Councilor Johnson seconded the motion. The motion passed 5-0.

22. Consider approval of the December 04, 2025, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Halvorson made a motion for the approval of the December 04, 2025, Regular Finance Committee Meeting Minutes. Councilor Johnson seconded the motion. The motion passed 5-0.

UNTABLED ITEMS

23. Consider recommendation of the National Championship Air Races Lodgers' Tax Funding Request to City Council in the amount of \$300,000 for marketing as outlined in their Memorandum of Understanding. Presented by TJ Conyers.

Following the highly anticipated successful inaugural year in 2025, the National Championship Air Races (NCAR) will return to Roswell, New Mexico, for its 2nd annual event, solidifying Roswell's role as the new home for one of aviation's most prestigious spectacles. Held at the historic Roswell Air Center, the 2026 event is scheduled for September 9–13, continuing to elevate Roswell's profile on the national and international stage. Recognized globally as "The World's Fastest Motorsport," the NCAR combines competitive air racing with world-class aviation entertainment. The National Championship Air Races currently has a Memorandum of Understanding with the City of Roswell for funding of up to \$300,000 per year, subject to Occupancy Tax Board and Governing Body approval. Historical Lodgers' Tax Funding Data: Sponsorship FY2025-\$300,000

Staff presented a previously tabled request for the National Championship Air Races in the amount of \$300,000 for marketing, consistent with the MOU language allowing funding up to that amount subject to governing body approval. Staff provided budget context, clarified an internal coding correction related to convention center accounts, and reviewed available lodgers tax event funding allocations and projected ending fund balance.

Discussion included:

- Clarification that lodgers tax event support is budgeted annually as a total allocation (not unlimited per request).
- Review of timing/lag for monthly lodgers tax receipts.
- Note that the Air Races economic impact report would be presented at a forthcoming Council meeting

Councilor Johnson made a motion for the recommendation of the National Championship Air Races Lodgers' Tax Funding Request to City Council in the amount of \$300,000 for marketing as outlined in their Memorandum of Understanding to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

24. Consider the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship. Presented by TJ Conyers.

From their application: We are requesting sponsorship of a free-to-the-public attraction(s) to be held outside the Galacticon facility to draw people to all areas of the UFO Festival footprint. We will provide appropriate and family-friendly attractions for all ages. It will be open during the Galacticon hours and overseen by the Galacticon Director. This will be the third year we have requested sponsorship and received it in both previous years.

2 years of Historical Lodgers' Tax Funding Data: Sponsorship

FY2024- Awarded \$10,000- Expended \$7,414.88

FY2025- Awarded \$8,000- Expended \$3,700

FY2026- Requested \$8,000

Staff presented a lodger's tax item to recommend authorizing the City to open negotiations for Galacticon sponsorship (requested sponsorship amount noted as \$8,000), with the understanding that a finalized sponsorship agreement would return to Finance Committee and City Council for approval.

Councilor Halvorson made a motion for the recommendation of the Galacticon Fair Lodgers' Tax Funding Request to the City Council to open negotiations with the City of Roswell for sponsorship to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

25. Consider the recommendation of the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of \$20,000 for marketing, sanitation, and security. Presented by TJ Conyers.

From their application: This is the fifth year that the Galacticon and the Roswell Daily Record have worked together to promote the Roswell UFO Festival, supporting the city's economy and tourism industry. After losing the Convention Center in October of 2024, we have held our activities downtown as part of the UFO Festival weekend. In 2025, the RDR supported the patriotic Aerial Drone Show for the public. The Galacticon was held in the Roswell UFO Museum Annex at 119 North Main in the former La-Z-Boy showroom, now owned by the Museum. We helped fund our part of the advertising and marketing of the event and plan to do so again.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security.

FY2023- No record of application

FY2024- Did not apply as a joint effort

FY2025- Awarded \$20,000- Expended \$11,413.13

Staff presented a request to recommend \$20,000 for marketing, sanitation, and security support related to Galacticon activities, noting the Roswell Daily Record's partnership role and contributions (including a festival supplement and promotional support).

Councilor Cavin made a motion to recommend the Galacticon and Roswell Daily Record Funding Request to the City Council in the amount of \$20,000 for marketing, sanitation, and security, to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 5-0.

26. This item was removed from the agenda and was not discussed.

27. Consider the recommendation of MainStreet Roswell for UFO Festival Lodgers' Tax Funding Request to City Council in the amount of \$20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship.

From their application: Roswell is known for the UFO / AlienFest event. This event and Roswell are known statewide, nationally, and internationally as the UFO Capital of the world. This was evident in the number of people who attended and the number of local and national news stations that covered the event, from the Alien car to the UFO Parade. It was great to see the City of Roswell embrace the event and get in on the fun from merchants decorating their windows, wearing costumes, and inviting the overall public to have a nice cold drink of water. Pets were not left out with the annual Pet Costume contest held by the Galacticon to merchants putting out water on the sidewalk to hydrate our furry friends. Working collaboratively, the UFO Museum, MainStreet Roswell, Roswell Galacticon, Roswell Daily Record, Roswell Miniature Museum, Roswell Museum and the City of Roswell we were able to provide a unique experience that captured the essence of aliens and UFO's with a 7 block street festival, 2 stages, kid friendly fun such as the foam party, water slide & blow-ups in the Main Street district. This year, we added a car show and corn-hole competition. The Galacticon and Roswell Daily Record provided world-renowned speakers, vendors, hosted the Alien Car & sponsored the Drone Show, in coordination with the City of Roswell. Roswell Miniature Museum hosted the community-created Trekstar installation using recycled materials. This event is unique due to the collaborative nature of the event that makes it an out of this world event!

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security

FY2023- Awarded \$32,476.00- Expended \$16,238.00 (old policy of 50% reimbursement)

FY2024- Awarded \$100,000- Expended \$88,741.01 (Collaboration between MSR and city)

FY2025- Awarded \$20,000- Expended \$20,000 (documentation for event due 8/6/2025) Sponsorship

FY2024-Awarded \$60,000- Expended \$52,201.75

FY2025- Awarded \$50,000- Expended- \$50,000 (documentation for event due 8/6/2025)

Staff presented a request from MainStreet Roswell for the UFO Festival in the amount of \$20,000 for marketing, sanitation, and security, and discussed a related request to open negotiations for additional sponsorship funding. MainStreet representatives emphasized the planning timeline needed for the event and requested sponsorship negotiations begin as soon as feasible to support vendor booking, entertainment planning, and coordination with other community events.

Discussion included:

- Support for approving the \$20,000 request as listed and using sponsorship negotiations for any additional support.
- Councilor Halvorson formally recused herself and spoke as a member of the public, recommending increased support (suggested \$50,000 total) due to event scale and importance.
- Committee consensus to approve the listed \$20,000 today and proceed with negotiations for additional funding rather than increasing the amount immediately on the spot

Councilor Cavin made a motion for the recommendation of MainStreet Roswell for UFO Festival Lodgers' Tax Funding Request to City Council in the amount of \$20,000 for marketing, sanitation, and security, and open negotiations with the City of Roswell for sponsorship to the consent agenda. Councilor Johnson seconded the motion. The motion passed 4-0, with Councilor Halvorson recusing herself.

28. This item was removed from the agenda and was not discussed.

PUBLIC PARTICIPATION

No public participation.

ADJOURN

The meeting adjourned at 4:17 PM.

Scope of Work

Agency Name: Pecos Valley Regional Communications

Date: Dec 18, 2025

Agency Address: 1 Saint Mary's Place, Roswell, NM 88203

Agency Contact/Phone #: Alison Herring/ A.Herring@roswell-nm.gov / 575-624-7590

Agency CAD System: Central Square/OneSolution

Agency 911 Platform: Intrado Viper

Agency Radio System: Zetron

Introduction:

getResQ911 LLC will provide the scope of work detailed below for work to be performed by 911 contractors. Details of the agreement, contract duration and associated costs are listed below.

Agreements

Client Responsibilities – include but not limited to the following:

- Day to day management of the Contractor will be the responsibility of the Client.
- Client agrees to provide on-boarding information at least two weeks prior to Contractor start date including the following:
 - o Call taking, CAD Screen Images of Data Entry location.
 - o Local call types
 - o CAD codes/commands.
 - o Radio codes
 - o Agencies dispatched listing.
 - o Appropriate SOP / Policy Documentation
 - o Any additional on-boarding materials deemed necessary or encouraged to learn and understand.
- Adjustments to weekly hours and pay will be communicated in writing to the Company once agreed to by Client and Contractor.
- Adjustments to the weekly hours for each 911 Contractor will be coordinated monthly between Client and Company via a monthly schedule update.
- Union approvals, if required.
- Contractor pay including monthly housing will be paid electronically/ACH to the Company on a monthly basis on the first Wednesday of each month.

911 Contractor Responsibilities – includes but not limited to the following:

- Receive and process 911, non-emergency and administrative calls.
- Enter calls into the Client Computer Aided Dispatch (CAD) system as required by the Client.
- If authorized, leverage the National Law Enforcement Teletype System (NLETS) and the National Crime Information Center (NCIC) to perform required duties.
- Work to the best of their abilities to assimilate into the overall work environment and culture of the organization.

Scope of Work

- Contractor agrees to provide two weeks' notice to Client for any work schedule change request.
- Contractor agrees to participate in additional background checks facilitated by the Client, if required.
- Contractor agrees to be or become compliant with the following certifications and training deemed required by the Client during the period of the contract. (check mark the appropriate certifications requested)

☐	NCIC Certification
☒	EMD, EFD, EPD
☐	APCO
☒	Priority Dispatch
☐	Other _____
☐	Other _____

Company Responsibilities – include but not limited to the following:

- getResQ911 will provide Contractor resume's, verification of certifications and will provide a National and County Criminal and Credit background check if requested by the Client/Agency.
- getResQ911 and Client agrees to meet (virtually) every thirty days to review status of Contractor job performance and/or any challenges that need to be addressed.
- Logistics coordination with the 911 Contractor.
- Coordinate preboarding materials as outlined and agreed to in the Client Responsibilities section.

PAYMENT SCHEDULE

911 Contractor(s): 3

Name: TBD

Phone #: _____

Name: TBD

Phone #: _____

Name: TBD

Phone #: _____

Start Date at Clients location: _____

Client Address: _____

Point of Contact at Client location: _____

Point of Contact Phone/Email: _____

Itemized Invoice: 5 Month Option

Item	Description	Hourly rate	Duration	# of contractors	Total
1	911 Contractor-Reg	\$55	880hrs (40hrs x 22wks)	3	\$145,200
2	911 Contractor-OT	\$82.50	198 hrs (avg 9hrs/wk x 22 wks)	3	49,005
3	Contractor Monthly Stipend	\$2,200	5 months	3	\$33,000
	Total Contract				\$227,205
	Due at Signing				\$35,227.50
	1 st month reg (\$8,800)				
	1st month avg OT (\$2,227.5)				
	Housing (\$2,200)				
	x 3 contractors)				

*Hours and pricing are indicated based on a 40 hour work week. Alternate hours can be agreed too prior to contract signing.

getResQ911 will invoice bi-weekly actual regular hours and overtime hours, if applicable. Monthly housing allowance will be invoiced on the last invoice of the month for the following month housing.

Initial payment, including 1st month pay and housing per contractor, will be credited on the last month of the contract.

The first month's housing allowance will be charged in full, regardless of the start date.

Any work assignments over and above call taking and/or dispatching assigned to getResQ911 Subcontractors need to be agreed to by getResQ911 and may include an hourly pay increase.

Overtime and Holiday will be paid at \$82.50/hr rate and overtime hours include any hours over 40 hours per week.

Scope of Work

The 'Agency Start Up fee' will need to be paid before getResQ911 can identify and get Subcontractor commitments for the Agency contract.

Drug testing and/or backgrounds performed by getResQ911 will require additional fees, if required by the agency.

Holiday's are based on the standard Federal Holidays.

Holiday Schedule:

- Tuesday, November 11 - Veterans Day
- Thursday, November 27 - Thanksgiving Day
- Thursday, December 25 - Christmas Day
- Thursday, January 01 - New Year's Day
- Monday, January 19 - Birthday of Martin Luther King, Jr.
- Monday, February 16 * - Washington's Birthday
- Monday, May 25 - Memorial Day
- Friday, June 19 - Juneteenth National Independence Day
- Friday, July 03 ** - Independence Day
- Monday, September 07 - Labor Day
- Monday, October 12 - Columbus Day
- Wednesday, November 11 - Veterans Day
- Thursday, November 26 - Thanksgiving Day
- Friday, December 25 - Christmas Day

AUTHORIZING SIGNATURES

Client Signature _____

Client Name _____

Client Title _____

Date _____

getResQ911 Signature _____

getResQ911 Name _____

Date _____