



FINANCE COMMITTEE AGENDA
Thursday, November 7, 2024 at 2:00 P.M.
City Hall - Large Conference Room
425 N. Richardson Ave.
Roswell, New Mexico 88201

Committee Chair: Robert Corn
Vice Chair: Will Cavin
Member: Edward Heldenbrand
Member: Darrell Johnson
Member: Juliana Halvorson
Staff Liaison: Elizabeth Nulf

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. BUDGET PLANNING

1. 1st Quarter Review on FY25 Budget.
2. Future Budget Planning.
3. Review Lodger's Tax Income and Expenses. (Gomez)
4. Review Water and Waste Water FY25 budget and future budget planning. **(Sanchez)**

E. ACTION ITEMS

5. Consider recommending approval for Landfill to reallocate funds to cover expenses for infrastructure \$70,240, equipment \$300,000, vehicles \$52,602, and building improvements \$134,000 for FY25 totaling \$556,842. **(Chaparro)**

-Funding Source is included in FY25 Solid Waste expense budget.
6. Consider recommending approval for a budget transfer totaling \$254,000 from Landfill (52014342) to Collections (52004341) for the Solid Waste Department. **(Chaparro)**

-Funding Source is included in the FY25 Expense budget.
7. Consider recommending approval to award ITB 25-005-Bulk Fuel to AWC Propane and allow the City Manager to enter into a one (1) year contract period with three (3) additional 12-month periods, mutually agreeable extensions. **(Hicks)**
8. Consider approval for ratification of disaster relief PO# 22501320 in the amount of \$300,000 to J&H Services. **(Chaparro)**
9. Consider recommending approval of award of ITB-25-004, Spring River Trail Connection to

Cielo Grande Project to Constructors, Inc. in the amount of \$314,937.05 including GRT. **(Najar)**

10. Consider recommending approval of purchase order ratification for a vendor change to Heil of Texas for the Street Department's sweeper purchase for \$374,027.00, and cancel the initial purchase order #22400545 to Pete's Equipment for \$374,052.00. **(Najar)**
11. Consider recommending approval for purchase order requisition to Tank Industry Consultants for \$450,000 to provide 3rd party inspection and quality control for Country Club Reservoir Repair Project. **(Najar)**
12. Consider recommending approval for the award of Roswell Air Center Hobson Road Lift Station Design Project to Freese & Nichols Inc. in the amount of \$266,032.00 which includes GRT. **(Najar/MacCormack)**

-Funding Source - FY25 Budget \$251,000. Adjustment of \$15,032 required.

13. Consider recommending approval of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT. **(Najar/MacCormack)**

-Funding Source - is per State Appropriation 24-12881 for \$640,000 available. Budget transfer for \$9,752.98 will be required to cover shortfall.

14. Consider recommending approval of award of ITB-24-017, BLM Loading Ramp and Drainage Extension to Constructor's Inc., in the amount of \$448,940.40, which includes GRT. **(Yntema)**
15. Consider recommending approval of award of ITB 24-015, Schedule I, Phase I, Apron Concrete Pavement, Joint Sealing, Spall Repair and Slab Replacement Project to Constructors, Inc., in the amount of \$2,314,429.65, including GRT and approved in FY25 budget and consider recommending approval of award of ITB 24-015, Schedule II, Apron Mill and Overlay, including apron preservation project to Constructors, Inc., in the amount of \$334,671.19, including GRT and approved in the FY25 budget. **(Yntema)**
16. Consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025. **(Gomez)**

F. APPROVAL OF MINUTES

17. Consider approval of the October 3, 2024, Regular Finance Committee Meeting Minutes. **(Nulf)**

G. NON-ACTION ITEMS

18. Finance Department Reports
 - Gross Receipts Tax
 - Cannabis Excise Tax
 - Lodgers Tax Report
 - Convention Center Bed Fee
19. Roswell Public Library
20. Department Report - Golf

21. Museum Monthly Report
22. Public Affairs September 2024 Department Report
23. Visitor Center September 2024 Report

H. PUBLIC PARTICIPATION

I. ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 24-23.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council.

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**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 1.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

1st Quarter Review on FY25 Budget.

BACKGROUND:

Initiated by: Councilor Robert Corn

1st Quarter Review on FY25 budget for General Fund and Enterprise Funds.

FINANCIAL CONSIDERATION:

Recommendations for future budget changes and adjustments to funding.

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations for future budget changes and adjustments to funding.

STAFF RECOMMENDATION:

Recommendations for future budget changes and adjustments to funding.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 2.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Future Budget Planning.

BACKGROUND:

Initiated by: Councilor Robert Corn

Future Budget Planning.

FINANCIAL CONSIDERATION:

Recommendations for future Budget Planning.

LEGAL REVIEW:

No Legal Review Required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations for future Budget Planning.

STAFF RECOMMENDATION:

Recommendations for future Budget Planning.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 3.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Review Lodger's Tax Income and Expenses. (Gomez)

BACKGROUND:

Initiated by: Councilor Robert Corn

Review Lodger's Tax Income and Expenses for 1st quarter and future expenses.

FINANCIAL CONSIDERATION:

Recommendations for Lodger's Tax Income and Expenses from October 2024 to June 2025.

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations for Lodger's Tax Income and Expenses for October 2024 to June 2025.

STAFF RECOMMENDATION:

Consider recommendations for Lodger's Tax Income and eXpenses for October 2024 to June 2025.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 4.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Review Water and Waste Water FY25 budget and future budget planning. (Sanchez)

BACKGROUND:

Initiated by: Lorenzo Sanchez

Review Water and Waste Water FY25 budget and future budget planning.

FINANCIAL CONSIDERATION:

Recommendations on Water and Waste Water FY25 budget and future budget.

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Recommendations on Water and Waste Water FY25 budget and future budget.

STAFF RECOMMENDATION:

Consider recommendations on Water and Waste Water for FY25.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 5.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval for Landfill to reallocate funds to cover expenses for infrastructure \$70,240, equipment \$300,000, vehicles \$52,602, and building improvements \$134,000 for FY25 totaling \$556,842. (Chaparro)

-Funding Source is included in FY25 Solid Waste expense budget.

BACKGROUND:

Initiated by: Abraham Chaparro

The Landfill is asking for the following funds to be reallocated:

- \$70,240 from 52014342-817504 Capital Outlay - Infrastructure (New Gates), to 52014342-654801 Contract - Professional Services to cover the negative on the account and be able to replenish the funds to Recycling.
- \$300,000 from 52014342-817505 Capital Outlay - Equipment to 52014342-654801 to cover the PO for Disaster Relief to J&H Services
- \$52,602.00 from Capital Outlay - Vehicles (Supervisor Truck) to 52014342-614004 M&R Equipment to last the rest of the fiscal year.
- \$134,000.00 from Capital Outlay - Building Improvements instead of getting a second well replacing the HVAC \$60,000, the Fire Suppression System \$60,000, and the Domestic Water System \$10,400.

FINANCIAL CONSIDERATION:

Reallocation of current funds, not utilizing cash on hand.

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

The Finance Committee will be the first time this item is heard.

STAFF RECOMMENDATION:

Consider recommending approval of the reallocation of funds for the Landfill.

Attachments

FY25 Capital Projects

Landfill Budget Reallocation

Solid Waste Department Budget Reallocations

52014342-817504 Capital Outlay - Infrastructure		
Current Budget:	\$ 160,240.00	
Cell 5B Design	\$ (90,000.00)	Approved Capital Project
Total:	\$ 70,240.00	
52014342-817505 Capital Outlay - Equipment		
Current Budget:	\$ 571,211.00	
Budget Transfer	\$ (254,000.00)	To 52004341
Total:	\$ 317,211.00	
52014342-654801 Contract - Professional Services		
Current Budget	\$ (56,276.74)	136.1%
Recycling	\$ (10,000.00)	Prior Budget Adjustment
BT From 817505	\$ 310,000.00	
J&H PO	\$ 310,000.00	Disaster Relief PO
BT from 817504	\$ 70,240.00	
Total:	\$ 303,963.26	

52014342-817503 Capital Outlay - Building Improvements		
Current Budget:	\$ 375,000.00	
Domestic Water System	\$ (10,400.00)	
Fire Suppression System	\$ (60,000.00)	
HVAC	\$ (60,000.00)	
Total Remaining:	\$ 244,600.00	

52014342-817506 Capital Outlay - Vehicles		
Current Budget:	\$ 52,602.00	
52014342-614004 M&R - Equipment		
Starting Budget:	\$ 53,876.75	
YTD Expended:	\$ (15,610.11)	
Encumbered:	\$ (24,929.62)	
Current Budget:	\$ 13,337.02	75.2%
BT from 817506	\$ 52,602.00	
Total Remaining:	\$ 65,939.02	

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 6.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval for a budget transfer totaling \$254,000 from Landfill (52014342) to Collections (52004341) for the Solid Waste Department. **(Chaparro)**

-Funding Source is included in the FY25 Expense budget.

BACKGROUND:

Initiated by: Abraham Chaparro

- The Collections division of the Solid Waste Department has already expended 48.6% of their M&R Vehicle budget. To make sure there is enough money in the account to last the year we are requesting to move \$250,000.00 From 52014342-817505 Capital Outlay - Equipment to 52004341-614012 M&R - Vehicle.
- The Department is also requesting \$4,000 be transferred from 52014342-817505 Capital Outlay to 52004341-655005 Contract-Online Collection. This line item is new this year and was allocated zero funds.

FINANCIAL CONSIDERATION:

Budget transfer from Landfill to Collections, not using cash on hand

LEGAL REVIEW:

No Legal Review required at this time.

BOARD AND COMMITTEE ACTION:

The Finance Committee will be the first time this item is heard

STAFF RECOMMENDATION:

Consider Recommending approval of the budget transfer of funds from Landfill to Collections.

Attachments

Landfill Budget Transfer

FY25 Capital Projects

Solid Waste Budget Transfer

Solid Waste Cash on Hand		
Current Budget:	\$	3,043,106.00

52014342-817505 Capital Outlay - Equipment		
Current Budget:	\$	571,211.00
52004341-614012 M&R - Vehicle		
Starting Budget:	\$	544,029.56
YTD Expended:	\$	(167,727.12)
Encumbered:	\$	(96,648.44)
Current Budget:	\$	279,654.00
BT from 817505	\$	250,000.00
		48.6%
Total Remaining:	\$	529,654.00
52004341-655005 Contract - Online Collection		
Current Budget:	\$	(618.49)
BT From 817505	\$	4,000.00
Total Remaining:	\$	3,381.51

FY25 Library "Capital Fund" Projects (2890)																				
Project Information						Grant Information						Financial Information								
Item #	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget	
Outdoor Play Area Design						Donated Funds														
Total Library						50,000.00	-	-	-	-	-	-	-	-	-	-	-	-	50,000.00	50,000.00

FY25 Airport "Capital Fund" Projects (\$100)																					
Project Information							Grant Information					Financial Information									
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget	
1			Rehab Terminal 1 Ramp, Map 1	08/2024 - 11/2024			2,862,772.00	3-35-0035-037-2020	FAA	08/2025	3,178,900.00		178,920.00	-				2,701,644.83	161,127.17	2,862,772.00	
2			SE Waterline Extension	08/2024 - 06/2025			7,457,000.00	20-E2494 22-G2773	NM Appropriations	06/2026	9,950,000.00		-	99,500.00				6,728,099.30	728,900.70	7,457,000.00	
3			Airfield Lighting Vault	09/2024 - 12/2024			2,000,000.00		FAA - BIL	Unknown	2,000,000.00		125,000.00	-				1,875,000.00	125,000.00	2,000,000.00	
4			BLM Taxilane & Pit	09/2024 - 08/2025			4,976,126.00	ROW-24-01	NMDOT	08/2025	5,500,000.00			55,000.00				4,976,126.00	-	4,976,126.00	
5			RARA Improvements	TBD			3,000,000.00			FY25 Capital Appropriations NM DFA								3,000,000.00		3,000,000.00	
1			RAC Aircraft Training Facility	03/10/2023 - 06/30/2026			495,000.00	22-G2774	NM DFA	03/10/2023 - 06/30/2026	500,000.00			5,000.00		495,000.00		495,000.00		495,000.00	
Total Airport							20,790,898.00	-	-	-	21,128,900.00	-	303,920.00	159,500.00	495,000.00	-	-	-	19,775,870.13	1,015,027.87	20,790,898.00

FY25 Solid Waste "Capital Fund" Projects (5200)																				
Project Information						Grant Information				Financial Information				FY25 Budget						
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget
1			Rear Loader	July 2024 - June 2025			366,014.00				N/A								370,000.00	370,000.00
2			(2) Sideloaders	July 2024 - June 2025			873,813.12				N/A								873,873.12	873,873.12
3			Grapple Truck	July 2024 - June 2025			231,666.87				N/A								231,666.87	231,666.87
Total Solid Waste							1,471,493.99	-	-	-	-	-	-	-	-	-	-	-	1,475,539.99	1,475,539.99

FY25 Landfill "Capital Fund" Projects (5201)																				
Project Information						Grant Information				Financial Information				FY25 Budget						
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget
1			Cell 5B Design/Const. Admin/ BID Prep	July 2024 - June 2027			242,765.55												90,000.00	90,000.00
2			CAT 140 LVR AWD Motor Grade	July 2024 - June 2025			571,211.00												571,211.00	571,211.00
3			Supervisor Truck	July 2024 - June 2025			52,602.00												52,602.00	52,602.00
4			New Gates	July 2024 - June 2025			60,240.00												70,240.00	70,240.00
5			Secondary Well	July 2024 - July 2025			345,000.00												375,000.00	375,000.00
Total Landfill							1,271,818.55	-	-	-	-	-	-	-	-	-	-	-	1,159,053.00	1,159,053.00

FY25 Water Source of Supply "Capital Fund" Projects (5300-4353)																					
Project Information							Grant Information				Financial Information				FY25 Budget						
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget	
1			RAC Well 4 VFD	01/17/2024 - 06/30/2025		22401196	592,255.43				N/A									521,494.26	
2			Country Club Reservoir	07/01/2024 - 06/30/2025			8,181,290.33	WPF-5980	Water Trust Board	02/23/2024 -	3,600,000.00		4,400,000.00					3,600,000.00	4,581,290.33	8,181,290.33	
Total Water Source of Supply							8,773,545.76	-	-	-	3,600,000.00	-	4,400,000.00	-	-	-	-	-	3,600,000.00	5,102,784.59	8,702,784.59

City of Roswell

FY25 Water Maintenance and Transmission "Capital Fund" Projects (5300-4354)																			
Project Information							Grant Information				Financial Information				FY25 Budget				
Item #	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget
		Concrete Saw for JD50G Excavator	07/01/2024 - 10/01/2024			26,400.00				N/A								26,400.00	26,400.00
Total Water Maintenance and Transmission						26,400.00	-	-	-	-	-	-	-	-	-	-	-	26,400.00	26,400.00
																	Total 5300	8,729,184.59	

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval to award ITB 25-005-Bulk Fuel to AWC Propane and allow the City Manager to enter into a one (1) year contract period with three (3) additional 12-month periods, mutually agreeable extensions. (Hicks)

BACKGROUND:

Initiated by: Becky Hicks

The City posted ITB-25-005-Bulk Fuel on September 8, 2024. One bid was received on October 1, 2024, from AWC Propane of Roswell, NM.

FINANCIAL CONSIDERATION:

Bulk fuel has been included in the FY25 Budget. The proposed rate is calculated as follows:

- Diesel: Laid in Price (changes daily) + Margin of .099 - Federal Excise Tax per Gallon of .2440 and
- Gas: Laid in Price (changes daily) + Margin of .099 - Federal Excise Tax per Gallon of .184.
- On September 27, 2024, the prices were \$2.625/gallon and \$2.405/gallon respectively.

LEGAL REVIEW:

Contract to be reviewed by the Legal Department upon award.

BOARD AND COMMITTEE ACTION:

Infrastructure committee voted 4 to 0 to Finance Committee with recommendation on the consent agenda.

STAFF RECOMMENDATION:

Consider recommending approval to award ITB 25-005-Bulk Fuel to AWC Propane and allow the City Manager to enter into a one (1) year contract period with three (3) additional 12-month periods, mutually agreeable extensions.

Attachments

Award Recommendation Letter

Bid Tabulation



City of Roswell

Award Recommendation

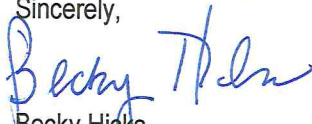
To: Arely Peek, Purchasing Agent
From: Becky Hicks, Project Manager
Date: October 11, 2024
Subject: Award Recommendation for: ITB-25-005 Bulk Fuel

The City of Roswell posted **ITB-25-005 Bulk Fuel**. One bid was received on October 1, 2024. Upon review, it is recommended to award this contract to ABC Propane dba AWC Propane of Roswell, NM. The purchasing office concurs with the recommendation. Fuel rates bid were as follows.

- I. Unleaded - \$2.405/ gallon
- II. Diesel - \$2.625/gallon

If you have any comments or questions, please contact me.

Sincerely,



Becky Hicks,
Project Manager

BID OPENING: OCTOBER 1, 2024

CITY OF ROSWELL

NEW MEXICO

[illegible]

City of Roswell

John.

10-14-24

I Certify that all Information and Tabulations are Correct.

DATE _____

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 8.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider approval for ratification of disaster relief PO# 22501320 in the amount of \$300,000 to J&H Services. (Chaparro)

BACKGROUND:

Initiated by: Abraham Chaparro

On October 21st, the City of Roswell suffered a catastrophic 100-year flood. Due to the unprecedented flooding, we needed to contract out the documentation and material reclamation within the city. The City Manager approved the contract with J&H services (with State Contractor Agreement) for the Solid Waste Department and created a purchase order #22501320 in the amount of \$300,000 required for FEMA's rules for disaster relief.

In expectation of the Federal Disaster Declaration, the City of Roswell is anticipating the reimbursement of these funds.

FINANCIAL CONSIDERATION:

Reallocation of Current Funds not utilizing cash on hand.

LEGAL REVIEW:

No legal review required at this time.

BOARD AND COMMITTEE ACTION:

The Finance Committee will be the first time this item is heard.

STAFF RECOMMENDATION:

Consider approval for the ratification of PO #22501320 for \$300,000.

Attachments

J&H PO #22501320

J& H Quote



Purchase Order

Fiscal Year 2025

Page: 1 of: 1

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CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

V
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R

J & H SERVICES INC
6616 GULTON CT NE, STE 90
ALBUQUERQUE, NM 87109

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

22501320

Delivery must be made within doors of specified destination.

S
H
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T
O

LANDFL
3006 W BRASHER RD
ROSWELL, NM 88203
Email: J.JAMES@ROSWELL-NM.GOV
Phone: 5756246746
Fax: 5756246952

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner			
505-896-9428		12501741	Jaclyn James	j.james@roswell-nm.gov		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location		
10/22/2024	11183			SW Landfill		
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
1	(FLOOD) DISASTER RELIEF, FEMA MONITORING The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading (FLOOD) DISASTER RELIEF, FEMA MONITORING, FEMA DOCUMENTATION GL Account: 52014342 - 654801 \$300,000.00		1.0	EACH	\$300,000.00	\$300,000.00
	***** GL SUMMARY ***** 52014342 - 654801 \$300,000.00					

By: *A. Beck*
Finance Committee
Purchasing Agent, C.P.O

Total Ext. Price	City of Roswell	\$300,000.00
PO Total		\$300,000.00

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar (\$) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing (**IF APPLICABLE**) and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

J & H Services, Inc.
6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque. NM 87109

Estimate	
Date	Estimate #
10/22/2024	2603

Name / Address
City of Roswell 425 N. Richardson Roswell, NM 88201

Expires	Project
11/22/2024	FEMA Documentation

Item	Description	Qty	Price	Total
1000 Construction...	Disaster Relief Tracking FEMA monitoring, FEMA documentation; 1 ls	1	300,000.00	300,000.00T
All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.		Subtotal \$300,000.00		
Phone #	Fax #	E-mail	Sales Tax (7.8958%) \$23,687.40	
5058969428	505-896-9429	holly@jhservicesinc.com	Total \$323,687.40	

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 9.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval of award of ITB-25-004, Spring River Trail Connection to Cielo Grande Project to Constructors, Inc. in the amount of \$314,937.05 including GRT. **(Najar)**

BACKGROUND:

Initiated by: Louis Najar

Bids received on October 8, 2024 for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows: (Amounts include tax of 7.8958%).

1. Constructors, Inc \$314,937.05

Please see attached recommendation of award letter to Purchasing.

FINANCIAL CONSIDERATION:

Current available FY25 approved budget is \$325,000

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 10/21/2024 voted (4-0) to recommend award of ITB-25-004, Spring River Trail Connection to Cielo Grande Project to Constructors, Inc. in an amount of \$314,937.05 including GRT to November 7, 2024 Finance Committee meeting with a recommendation to place on City Council consent agenda.

STAFF RECOMMENDATION:

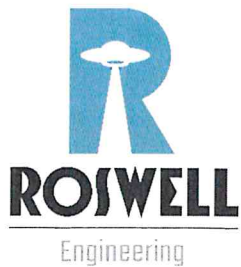
Consider recommending approval of award of ITB-25-004, Spring River Trail Connection to Cielo Grande Project to Constructors, Inc. in the amount of \$314,937.05 including GRT.

Attachments

ATT 1 - ITB 25-004 Recommendation of Award

ATT 2 - Bid Tabulation ITB 25-004

ATT 3 - Budget Excerpt



To: Arely Peek
Purchasing

October 15, 2024

Re: Recommendation of Award
Spring River Cielo Grande Trail Connector
Bid No. ITB-25-004 CN 2104820

Bids received on October 9, 2024 for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows: (Amounts include Tax of 7.8958%).

1. Constructors Inc., Carlsbad, NM	\$314,937.05
------------------------------------	--------------

Upon completion of review, I hereby recommend award of this project to Constructors Inc., in the amount of \$314,937.05.

If you have any questions please contact me.

Sincerely,

James MacCornack, P.E.
Senior Engineer
575-637-6288

xc: Project Files

**Engineer's Bid Tabulation
ITB-25-004
Spring River Cielo Grande Trail Connector**

Engineer's Bid Tabulation

ITB-25-004

Spring River Cielo Grande Trail Connector

10/9/2024

Page 1 of 1

Bid Opening of October 8, 2024

[illegible]

I Certify that all Information and Tabulations are Correct.

James MacCormack
James MacCormack, P.E.

Date _____

10/9/2024

City of Roswell
Capital Project Budget
FY25

FY25 Streets "Capital Fund" Projects (2623-4323)																			
Project Information					Grant Information					Financial Information			FY25 Budget		Total FY25 Budget				
Item #	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget		Encumbered Balance	YTD Expense	Grants	Approved City Budget
1		Collectors and Residential Mill & Fill				1,500,000.00													1,500,000.00
2		(2) Mowers w/attachments	February 2025			130,988.38													130,988.38
3		Dump Truck	Spring/Summer 2025			179,857.00													179,857.00
4		Patch Truck	Ordered in July 2023			289,408.00													207,263.91
5		Patch Truck	Could easily be 2026			291,898.00													291,898.00
6		Sweeper				374,052.00													374,052.00
8		Cielo Grande Trail/STR				225,000.00													132,760.00
9		Sale Roads				650,000.00													280,000.00
10		Bridge Over Honda River				2,440,000.00													2,440,000.00
11		Hobson Flood Prevention				9,602,273.00													1,000,000.00
12		Brasher Rd - 2023 Legislative				800,000.00													400,000.00
13		Mescalero Bridge Guardrails				1,723,000.00													80,000.00
14		N. Atkinson				2,689,000.00													300,000.00
15		FY24 NMDOT TPF Funds 95% Reimbursement (Hobbs St.)				2,410,000.00													120,500.00
Total Streets						23,305,476.38	-	-	-	-	-	-	-	-	-	-	-	6,601,740.00	3,387,319.29
																			9,989,059.29

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 10.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval of purchase order ratification for a vendor change to Heil of Texas for the Street Department's sweeper purchase for \$374,027.00, and cancel the initial purchase order #22400545 to Pete's Equipment for \$374,052.00. **(Najar)**

BACKGROUND:

Initiated by: Louis Najar

City was notified by Pete's Equipment that the delivery of Sweeper equipment on purchase order #22400545 issued in July 2023 would be delayed by an additional 12 months. City located an alternate vendor that is able to provide equivalent equipment in a much shorter timeframe. PO 22400545 to Pete's Equipment was cancelled, and purchase order #22501175 was issued to Heil of Texas. Quote from Heil of Texas was \$25 less expensive than Pete's equipment quote.

Heil of Texas Quote and purchase order #22501175 is attached.

FINANCIAL CONSIDERATION:

Change of vendor resulted in a savings of \$25

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 10/21/2024 voted (4-0) to recommend purchase order ratification for vendor change for Street Department Sweeper purchase for Heil of Texas for \$374,027.00 and cancelation of purchase order #22400545 to Pete's Equipment for \$374,052.00 to November Finance Committee.

STAFF RECOMMENDATION:

Consider recommending approval of purchase order ratification for a vendor change to Heil of Texas for the Street Department's sweeper purchase for \$374,027.00, and cancel the initial purchase order #22400545 to Pete's Equipment for \$374,052.00.

Attachments

ATT 1 - Heil of Texas Quote

ATT 2 - PO 22501175

ATT 3 - PO 22400545



CONTRACT PRICING WORKSHEET
For MOTOR VEHICLES Only

Contract
No.:

SW04-20

Date
Prepared:

9/19/2024

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Roswell, NM	Contractor:	Heil of Texas
Contact Person:	Quin Miller	Prepared By:	Cody Garefalos
Phone:	575-624-6730	Phone:	832-245-8222
Fax:		Fax:	713-923-5522
Email:		Email:	codyg@heiloftexas.com

Product Code:	SW04-20B31	Description:	Schwarze M6SE Avalanche Variable High Dump Mechanical Street Sweeper
---------------	------------	--------------	--

A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	247,412
---	---------

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Tube Type Main Broom	0	5.0 Cubic Yard High Dump Debris Hopper	0
In-Cab Pneumatic Main Broom Downpressure Controls	0	Rear Mounted LED Strobe with Limb Guard	0
In-Cab Main Broom Variable Speed Controls	0	Remote Main Broom and Conveyor Grease Bank	1100
Dual 49" Diameter Gutter Brooms	0	Standard White Dupon Imron 5000 White Paint	0
In-Cab Dual Hydraulic Gutter Broom Tilt Controls	0	Freightliner M2 300HP Chassis w/Dual Steering & Gauges	113480
In-Cab Dual Gutter Broom Extension Override Controls	0	Air Ride Seats & Remote Control/Heated West Coast Mirrors	0
In-Cab Gutter Broom Pneumatic Downpressure Controls	0	Bendix AD9 Heated Air Dryer, AC, AM/FM Radio	0
In-Cab Gutter Broom Variable Speed Controls	0	12" Diameter Fender Mounted Parabolic Mirrors	570
BeltType Conveyor System with 13 Rubber Cleats	0	In-Cab Load Weight Indicator	545
In-Cab Conveyor Variable Speed Controls	0	Hydraulic Pressure Gauge at Valve Bank	250
Single LCD Rear Vision Camera System - Cab Mounted	0	Subtotal From Additional Sheet(s):	
LED Traffic Guide Arrowboard w/In Cab Controls	2315	Subtotal B:	118260

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
2024 Model Year Increase Body and Chassis Cost Increase	9005		
Discount	-4650	Subtotal From Additional Sheet(s):	
		Subtotal C:	4355

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	1%
---	--	----

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	370027	=	Subtotal D:	370027
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E. H-GAC Order Processing Charge (Amount Per Current Policy)	Subtotal E:
---	--------------------

F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation

Description	Cost	Description	Cost
Freight	4000		
		Subtotal F:	4000

Delivery Date:	Sep-24	G. Total Purchase Price (D+E+F):	374027
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Purchase Order

Fiscal Year 2025

Page: 1 of: 1

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CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

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TEXAN WASTE EQUIPMENT INC
HEIL OF TEXAS
5900 WHEELER
HOUSTON, TX 77023

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

22501175

Delivery must be made within doors of specified destination.

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STREET
300 E WALNUT ST
ROSWELL, NM 88203
Email: e.prichard@roswell-nm.gov
Phone: 5756246730

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner			
915-920-6595		12501532	Elizabeth A Michael	e.michael@roswell-nm.gov		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location		
09/26/2024	13623			Finance		
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
	Schwarze M6SE Avalanche Variable High Dump Mechani The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading					
1	Schwarze M6SE Avalanche Variable High Dump Mechanical Street Sweeper. Remote Main Broom and Conveyor Grease Bank, Freightliner M2 300HP Chassis w/Dual Steering & Gauges, 12" Diameter Fender Mounted Parabolic Mirrors, In-Cab Load Weight Indicator, Hydraulic Pressure Gauge at Valve Bank, LED Traffic Guide Arrowboard w/In Cab Controls and 2024 Model Year Increase Body and Chassis Cost Increase. GL Account: 26234323 - 817506		1.0	EACH	\$374,027.00	\$374,027.00
	***** GL SUMMARY ***** 26234323 - 817506					\$374,027.00

By: A. Beck
Finance Committee
Purchasing Agent, C.P.O

27 of 90

Total Ext. Price City of Roswell \$374,027.00
PO Total \$374,027.00

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

CITY: The City of Roswell, New Mexico agency and its employees.

ITEM(S): The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.

INVOICE: The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,

REQUISITIONER: The employee of the CITY who is placing this order.

Shipment of Items:

Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.

All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.

If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.

If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.

Any Discount Terms must be clearly stated on the Invoice, to include the dollar (\$) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.

The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.

The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

New Mexico Gross Receipts Tax (NMGRT) must be applied at time of invoicing (**IF APPLICABLE**) and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.



Purchase Order

Fiscal Year 2024

Page: 1 of: 1

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CITY OF ROSWELL
ATTN: ACCOUNTS PAYABLE
PO BOX 1838
ROSWELL NM 88202
(OR) AP@ROSWELL-NM.GOV

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PETE'S EQUIPMENT REPAIR INC
1412 BROADWAY NE
ALBUQUERQUE, NM 87102

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

22400545

Delivery must be made within doors of specified destination.

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STREET
300 E WALNUT ST
ROSWELL, NM 88203
Email: f.rincon@roswell-nm.gov
Phone: 5756246730

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner			
505-242-6969		12400541	Monica Barraza	m.barraza@roswell-nm.gov		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location		
07/24/2023	1994			Streets		
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
	2023 Elgin Broom Bear dual broom Sweeper The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading					
1	2023 Elgin Broom Bear dual broom Sweeper Mounted on a 2025 Freightliner M2 106 Chassis Sourcewell Contract #093021-ELG GL Account: 26234323 - 817506		1.0	EACH	\$374,052.15	\$374,052.15
	***** GL SUMMARY *****					
	26234323 - 817506					\$374,052.15

By: *J. Salinas*
Finance Committee
Purchasing Agent, C.P.O

Total Ext. Price	City of Roswell	\$874,052.15
PO Total		\$374,052.15

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

The CITY OF ROSWELL is not responsible for products, goods, supplies, equipment, or services delivered without authority of this written order.

DEFINITIONS:

- **CITY:** The City of Roswell, New Mexico agency and its employees.
- **ITEM(S):** The material(s), product(s), service(s), lease(s), equipment, components, merchandise, Instructor services, Entertainment, goods, commodity(ies) or, etc.
- **INVOICE:** The document to request payment for this Purchase Order from the CITY and must show the following: Purchase Order Number, Date of Shipment, Date of Invoice, Invoice Number, Description & Listing of Item(s) Purchased, Quantity (if applicable), Unit Price or Cost of Each Item(s), Vendor: Name, Remittance Address, Phone Number, and Customer Account Number, if applicable,
- **REQUISITIONER:** The employee of the CITY who is placing this order.

Shipment of Items:

- Do not over ship or substitute. Ship exactly as ordered, unless otherwise approved by the CITY.
- All products, supplies, equipment or service(s) received are subject to inspection and acceptance by the CITY.
- If unable to fill this order exactly in accordance with description unit, price or specifications, please contact Requisitioner immediately. The CITY reserves the right to reject and return at shipper's expense any and all products or supplies delivered which do not conform to our description or specifications.
- If unable to fill this order promptly or within the time specified, notify the REQUISITIONER immediately. In case of unreasonable delay in delivery or delivery of goods specified, or in case of any other default of the vendor, the CITY shall have the right to cancel this Purchase Order in whole or in part, and the CITY may procure the ITEM(S) from other sources.

Freight: All product shipped by freight, express or parcel post, MUST HAVE ALL CHARGES FULLY PREPAID TO POINT OF DELIVERY.

Packing Slip: Include itemized packing slips with all shipments. Show DEPARTMENT name for whom delivery is intended.

Invoice:

- Invoice(s) must be sent on date of COMPLETE SHIPMENT of all product(s) ordered. Any Invoice pertaining to this order **must be received no later than 30 days from shipment date**, otherwise Invoice may not be processed for payment.
- Any Discount Terms must be clearly stated on the Invoice, to include the dollar (\$) amount or percent (%) amount that may be taken. Define the exact date terms for the discount.

Acceptance:

- All items delivered on this order are to be new and the manufacture or product of the United States or its territorial possessions, unless otherwise specified.
- The workmanship, quantities or qualities of goods which are to be paid for hereunder shall be to the satisfaction of the CITY and before final acceptance by the CITY all matters of dispute must be adjusted to the mutual satisfaction of the CITY and the vendor. Determinations and decisions, in case any question shall arise, shall constitute a condition precedent to the right of the vendor to receive any money thereof, until the matter in questions is settled.
- The vendor by accepting this order agrees to assume the defense of and hold the CITY, its agents and its employees, harmless from all suits, costs, expenses, claims and damages arising from the use of the described materials because of actual or alleged infringement of any copy rights, patent or patent right of any invention or any other cause, and vendor represents and warrants that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities and deliveries.

Sales Taxes:

- New Mexico Gross Receipts Tax (NMGR) must be applied at time of invoicing (**IF APPLICABLE**) and according to New Mexico Taxation and Revenue Rules and Regulations and at the current rate table.

Federal, State and Local Laws:

Upon the vendor's acceptance hereof, the vendor agrees to comply and follow all Federal, State and Local Laws, Rules and Regulations, the State of New Mexico Procurement Laws and shall keep itself fully informed of all municipal ordinances and regulations in any manner affecting this order and the items delivered at vendor's sole cost and expense. Vendor shall comply with laws prohibiting discrimination on account of race, creed, color, or national origin.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 11.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval for purchase order requisition to Tank Industry Consultants for \$450,000 to provide 3rd party inspection and quality control for Country Club Reservoir Repair Project. (Najar)

BACKGROUND:

Initiated by: Louis Najar

This purchase order would provide for 3rd party inspection expenses for Country Club Reservoir Repair Project. Tank Industry Consultants is an approved City On-Call vendor. Tank Industry Consultants has personnel with appropriate qualifications and certifications to oversee reservoir repair work.

Tank Industry Consultant Quote is attached

FINANCIAL CONSIDERATION:

FY25 approved budget is \$8,181,290.33 for Country Club Reservoir Project. \$3,744,739.53 was awarded to TMI Coatings for construction at the October City Council meeting, leaving \$4,436,550.80 balance available.

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 10/21/2024 voted (4-0) to recommend PO requisition for Tank Industry Consultants for \$450,000 to provide 3rd party inspection and quality control for Country Club Reservoir Repair Project to November 7, 2024 Finance Committee meeting.

STAFF RECOMMENDATION:

Consider recommending approval for purchase order requisition to Tank Industry Consultants for \$450,000 to provide 3rd party inspection and quality control for Country Club Reservoir Repair Project.

Attachments

ATT 1 - Tank Industry Consultants Quote



TANK
INDUSTRY
CONSULTANTS

*Engineering Water Tanks
Since 1979*

7740 West New York Street
Indianapolis, Indiana 46214
317 / 271-3100 - Phone
317 / 271-3300 - FAX

Atascadero, California
805 / 538-4206

El Paso, Texas
915 / 790-0790

Pittsburgh, Pennsylvania
412 / 262-1586



October 4, 2024

Louis Najar, P.E.
City Engineer
City of Roswell
415 North Richardson Avenue
Roswell, New Mexico 88202-1838

RE: Professional Services associated with the Rehabilitation of Two
7,500,000 Gallon Concrete Ground Storage Tanks
TIC Projects # 17.011.S1628.004 and .005

Dear Louis:

Tank Industry Consultants is pleased to provide this proposal for contract administration and inspection services associated with the rehabilitation of two 7,500,000 Gallon Concrete Ground Storage Tanks located in Roswell, New Mexico,

EVALUATION

Tank Industry Consultants completed the evaluation of the tanks in February and March of 2017.

PREPARATION OF SPECIFICATIONS

Tank Industry Consultants provided detailed technical specifications in 2024.

CONSTRUCTION PHASE SERVICES

Resident Project Representation: The resident observation of the contractor's workmanship is the most important part of this project. The best-written, most thorough specifications do not assure the project is completed correctly. TIC's technicians are experienced in tank repair, painting, and erection. They are not only familiar with proper coating application techniques, but also with the underlying reasons for tank painting standards. In addition, our entire staff of civil, structural, chemical, and mechanical engineers and support personnel, including our NACE Certified Field Services Manager, Field Supervisors, and Contract Administrator are available for supplemental technical support for any special problems that might occur.

Daily Progress Reports: TIC's technician will furnish the City of Roswell and the contractor with a written report for each day's evaluation. The reports will address, at a minimum, the following items:

- Weather conditions
- Temperature
- Wind velocity and direction

- Relative humidity
- Dew point
- Location and quality of work performed and compliance with the project documents
- Paint batch numbers
- Wet film thickness readings
- Measure of the paint cure
- Number of men and equipment on the job
- Recommendations made
- Estimated completion date
- Other pertinent data as required or requested

TIC will utilize the following equipment (at a minimum) to monitor the work:

- AWWA Standards D110 and D115
- Surface Contamination Detection Device [soluble salts] (if required)
- Dry Film Thickness Gauge
- Sling Psychrometer and Psychrometric Tables
- Adhesive Force Measurement Device (if required)

Atmospheric Conditions and Contaminants: Coatings are very sensitive to atmospheric conditions. Humidity and dew point must be within acceptable ranges during application and curing for coating systems to achieve maximum life. Evidence of the application of the coating under adverse atmospheric conditions may be a premature failure two or three years later.

In some environments, there is also the problem of contaminants being deposited on the concrete and between coats of paint. Even small traces of contaminants beneath a coating system have been found to cause premature coating failure.

Coating System Integrity: **Numerous** other situations may occur that can significantly reduce the life of the coating system. Causes for premature coating failure, such as contaminants in the abrasive or on the concrete and improper surface profile, cannot be found by an inexperienced technician. All of these situations require an experienced technician to identify not only the problems, but to make constructive suggestions to correct them. Proper evaluation cannot be performed using binoculars and telephoto lenses. Our field technicians evaluate cleaned and painted surfaces "up close," not just the ones next to ladders and platforms.

Proactive Participation: TIC's technicians utilize their knowledge and experience to be proactive. Our technicians anticipate potential problems and offer recommendations/guidance to the contractor to help avoid these problems. This helps to reduce the project length, thus minimizing evaluation time and costs, and returns the tank to service in the least possible time.

The ability of a coating system to achieve its anticipated service life is directly proportional to the quality of the workmanship during application. Therefore, money spent on resident observation will be paid back in a longer-lasting coating system.

Contract Administration: Once a tank rehabilitation project begins, TIC will be available to consult with and advise the City of Roswell Authority concerning any portion of the tank rehabilitation and repainting

project. Included with this proposal Exhibit A is a listing of Contract Administration services typically performed by TIC. Some of the contract administration could include:

- Consultation on adequacy and compliance with the project specifications
- Specification interpretation
- Attend the pre-construction and subsequent meetings—supplying typed meeting notes
- Review all contractors' submittals and shop drawings
- Review the construction schedule
- Review and approval of materials
- Prepare and assist in the negotiations of change orders and supplemental agreements
- Review and approval of payment requests
- Dispute settlement
- Public relations

The fees for the construction phase service and contract administration will be billed on a time and expense basis from the rate structure in effect at the time the services are performed. The current rate structure (good through December 31, 2025) is attached for your review. Based on our experience with similar projects, we have provided an estimate which should not be construed as a Not-to-Exceed figure. **TIC's field technician will be on-site whenever the Contractor is on site. If the City of Roswell chooses to modify this approach, a request will need to be communicated in writing. The contractors' construction methodology and work force allotment will be the overall determining factor for inspection hours and costs for this project.** Because of those two working conditions, which are outside of our control, we estimate the following:

Resident Project Representation*:

16 - 18 weeks @ approximately \$8,645/week

\$138,320 – \$155,610/ tank

Based on a 55 hour work week

Mob/demob (2)

\$1,900/mob/demob.

Contract Administration/Project Management:

\$34,400 - \$38,700/tank

*A minimal amount of time may be charged for the field technician's documentation preparation and on-site time.

ANNIVERSARY EVALUATION

Present AWWA Standards recommend that all water tank construction and painting projects have a bonded warranty following the project completion date. Approximately eleven months after the completion of the tank construction or rehabilitation project, TIC will perform a First Anniversary Evaluation. This evaluation focuses on the contractor's compliance with the project specifications and drawings and the coating condition.

The fee for this evaluation will be \$5,100/tank.

We look forward to working with you on this project. If you have any questions or comments, don't hesitate to get in touch with me.

Yours truly,

Tank Industry Consultants

A handwritten signature in dark ink, appearing to read "Lourdes O'Brien".

Lourdes Borrego-O'Brien
Business Development Manager

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 12.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval for the award of Roswell Air Center Hobson Road Lift Station Design Project to Freese & Nichols Inc. in the amount of \$266,032.00 which includes GRT.
(Najar/MacCormack)

-Funding Source - FY25 Budget \$251,000. Adjustment of \$15,032 required.

BACKGROUND:

Initiated by: James MacCormack

The City of Roswell is seeking professional design support services for a replacement of the lift station on Hobson Road at the Roswell Air Center. This is an approved FY25 project.

Per RFP-25-002 quotes were requested to perform engineering and design services from vendors qualified per RFP-25-002.

Quotes received on October 16, 2024 for the subject project have been reviewed. Four quotes were received as follows: (Amounts include GRT)

1. FXSA	\$ 476,034.58
2. Freese & Nichols Inc	\$ 266,032.00
3. HDR Engineering	\$ 277,065.50
4. WTC	\$ 1,195,991.00

Please see attached recommendation of award letter to Purchasing.

FINANCIAL CONSIDERATION:

Project is on approved FY25 Budget for \$251,000, budget adjustment of \$15,032 will be required.

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 10/21/2024 voted (4-0) to recommend award of Roswell Air Center Hobson Road Lift Station Design Project to Freese & Nichols Inc. in the amount of \$266,032 which includes GRT to November 7, 2024 Finance Committee.

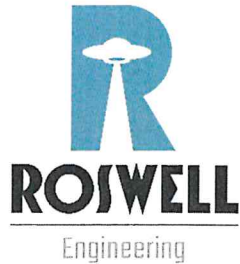
STAFF RECOMMENDATION:

Consider recommending approval for the award of Roswell Air Center Hobson Road Lift Station Design Project to Freese & Nichols Inc. in the amount of \$266,032 which includes GRT.

Attachments

ATT 1 - Recommendation of award

ATT 2 - FY 25 Budget Excerpt



To: Arely Peek
Purchasing Agent

October 17, 2024

Re: Recommendation of Award
Project Development Services – Roswell Air Center Hobson Road Lift Station Design
RFP-25-002 – Engineering Architectural Services

The City of Roswell is seeking professional design support services for a replacement of the lift station on Hobson Road at the Roswell Air Center. Per RFP-25-002 quotes were requested to perform engineering and design services from vendors qualified per RFP-25-002. Quotes shown include GRT.

1. FXSA	\$476,034.58
2. Smith Engineering	Notification of No Quote Received
3. Freese and Nichols, Inc.	\$266,032.00
4. HDR Engineering	\$277,065.50
5. WTC	\$1,195,991.00

Upon review of submitted quote details I hereby recommend this work go to Freese & Nichols, Inc. in the amount of \$266,032.00 which includes GRT. Engineering department proposes to issue a Notice of Award & Notice to Proceed to Freese & Nichols.

If you have any questions please contact me.

Sincerely,

James MacCornack, P.E.
Senior Engineer

FY25 Wastewater Collections/Sewer "Capital Fund" Projects (5301-4356)																
Project Information					Grant Information			Financial Information			FY25 Budget					
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget
1			Vactor	07/01/2023 - 06/30/2025		22401196	527,953.19		N/A						527,953.19	527,953.19
2			RAC Lift Station - Design	07/01/2024 - 06/30/2025			251,000.00		N/A						251,000.00	251,000.00
3			Mescalero Lift Station RT UHMI combo for level control	07/01/2024 - 06/30/2025			14,000.00		N/A						14,000.00	14,000.00
			Total Wastewater Collections/Sewer				792,953.19	-	-	-	-	-	-	-	792,953.19	792,953.19

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 13.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT. (**Najar/MacCormack**)

-Funding Source - is per State Appropriation 24-I2881 for \$640,000 available. Budget transfer for \$9,752.98 will be required to cover shortfall.

BACKGROUND:

Initiated by: James MacCormack

Purchase order requested for installation of lighting system upgrades at Noon Optimist Park. This would include additional lighting for two fields at Noon Optimist Park. Funding is per state appropriation I-2881. Procurement is through CES purchase agreement contract 2023-04-R2213-ALL.

Quotes were requested from multiple vendors, three quotes were received (all include GRT):

- | | |
|-------------------|---------------|
| 1. J&G Electric | \$ 649,752.98 |
| 2. Bixby Electric | \$ 654,180.38 |
| 3. RT Electric | \$ 767,321.00 |

FINANCIAL CONSIDERATION:

Funding is per State Appropriation 24-I2881 for \$640,000 available. Budget transfer for \$9,752.98 will be required to cover shortfall.

LEGAL REVIEW:

No Legal Review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 10/21/2024 voted (4-0) to recommend approval of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT to November 7, 2024 Finance Committee

STAFF RECOMMENDATION:

Consider recommending approval of purchase order requested for Noon Optimist Park Lighting upgrades from J&G Electric in the amount of \$649,752.98 including GRT.

Attachments

ATT 1 - J&G Quote

ATT 2 - FY 25 Budget Excerpt



J & G Electric Co.
512 South Main St
Roswell, NM 88203
575-622-0146

N/A

info@jandgelectricco.com
www.jandgelectricco.com

Estimate

Date	Estimate #
10/14/2024	32776

Page 1 of 2

Bill To Address	Job Location
COR - Noon Optimist Little League Jim Burress P O BOX 1838 ROSWELL, NM 88202-1838	COR - Noon Optimist Little League 1600 N Montana Ave Roswell, NM 88201
License: 7408	

Description	Total
Estimate Subtotal (Already includes any payments that may be listed below) Quote includes: Musco material Jr. Field Electrical + Service PW Field Electrical + Service Electrical Engineering fees Permits for both fields Tax, Bond, and CES fees Exclusions: Repairs to existing code violations or existing field lighting Repairs or relocation of utilities not located by 811 or owner Pole base engineering (musco provides precast pole bases) Tree removal or relocation Warranty on Musco equipment Painting Rock and digging through hard soil XCEL fees Qualifications: Each field requires a seperate Musco Controller/monitor. Jr field will be three phase 277/480v. PW Field is single phase 120/240v. JR Field: New utility primary and pad mount transformer (SE end of field), 400 amp three phase service on a rack beside the PMT, 120 volt power source for the Musco control panel on the same rack, underground conduit and wire to individual pole bases (8), offload - shake out - assemble - install Musco lights, align and test the system, remote on/off switch on a conduit pedestal near the backstop.	\$649,752.98

IMPORTANT TERMS AND CONDITIONS

All material is guaranteed to be as specified. All work to be completed in a professional manner to standard practices and building code in effect at the time of the work. Any alternative or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays that are beyond our control. The Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. We may withdraw this proposal if not accepted within 30 days. This proposal does not include any building permits or processing fees. Terms: .

Management Approval:	<i>Joshua Amador</i>	Date: 10/14/2024
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ACCEPTANCE OF PROPOSAL:
By signing this proposal the undersigned hereby accepts this proposal and the same is deemed a valid contract. The undersigned further agrees that the above prices, specifications, and conditions are satisfactory and are hereby accepted. The undersigned further authorizes J & G Electric Co. to do work as specified above. Payment is to be made as outlined above. If payment is not made by the undersigned as stated above, then the undersigned will be in default. The undersigned further agrees that in the event that the undersigned is deemed in default and this matter is placed with an attorney or collection agency for collection, the undersigned agrees to pay all collection costs, including reasonable attorney and other agency fees. In addition, the undersigned agrees to pay a 1 1/2 % service charge per month (or the maximum allowed by law) on any unpaid balances to be in default and/or turned over for collection.

Client Finance Committee Authorization:	40 of 90	Date: City of Roswell
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J & G Electric Co.
512 South Main St
Roswell, NM 88203
575-622-0146
N/A

info@jandgelectricco.com
www.jandgelectricco.com

Estimate

Date	Estimate #
10/14/2024	32776

Page 2 of 2

Bill To Address	Job Location		
COR - Noon Optimist Little League Jim Burress P O BOX 1838 ROSWELL, NM 88202-1838	COR - Noon Optimist Little League 1600 N Montana Ave Roswell, NM 88201	License: 7408	
Description		Total	
PW Field: Build new 320amp single phase service near the majors field with a new panel, refeed the existing major field aerial conductors with (2) 2pole 60amp breakers, add one GFI outlet at the service and reconnect the existing security light, provide an underground feed to the two new Musco Pee Wee Field lights which includes removing existing concrete and asphalt that will be replace with flow fill, offload - assemble - install - aim two Musco light poles CES# 2023-04-R2213-ALL			
Thank You for Your Business!		Sales Tax: \$0.00	Total: \$649,752.98

IMPORTANT TERMS AND CONDITIONS

All material is guaranteed to be as specified. All work to be completed in a professional manner to standard practices and building code in effect at the time of the work. Any alternative or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays that are beyond our control. The Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. We may withdraw this proposal if not accepted within 30 days. This proposal does not include any building permits or processing fees. Terms: .

Management
Approval:

Date:

ACCEPTANCE OF PROPOSAL:

By signing this proposal the undersigned hereby accepts this proposal and the same is deemed a valid contract. The undersigned further agrees that the above prices, specifications, and conditions are satisfactory and are hereby accepted. The undersigned further authorizes J & G Electric Co. to do work as specified above. Payment is to be made as outlined above. If payment is not made by the undersigned as stated above, then the undersigned will be in default. The undersigned further agrees that in the event that the undersigned is deemed in default and this matter is placed with an attorney or collection agency for collection, the undersigned agrees to pay all collection costs, including reasonable attorney and other agency fees. In addition, the undersigned agrees to pay a 1 1/2 % service charge per month (or the maximum allowed by law) on any unpaid balances to be in default and/or turned over for collection.

Client
Finance Committee
Authorization:

41 of 90

Date: City of Roswell

FY25 Recreation - Sports Fields "Capital Fund" Projects (2615-4246)																				
Project Information						Grant Information						Financial Information				FY25 Budget				
Item #	Fixed Asset	Budgeted GL Acct #	Project Description	FY Start / FY End	Project Manager	PO#	Total Project Cost	Grant #	Granting Agency	Award Date / Reversion Date	Award Amount	Grant Manager	Matching Funds	Arts in Public Places	Approved Budget	Encumbered Balance	YTD Expense	Grants	Approved City Budget	Total FY25 Budget
1			Add Instal Lights Bal Fields				240,000.00				FY25 Capital Appropriations NM DFA							240,000.00		240,000.00
2			Noon Optimist Park Lighting				640,000.00				FY25 Capital Appropriations NM DFA							640,000.00		640,000.00
3			World Champion Park Facility				1,000,000.00				FY25 Capital Appropriations NM DFA							1,000,000.00		1,000,000.00
4			Stiles Sports Complex Improvements				500,000.00				FY25 Capital Appropriations NM DFA							500,000.00	-	500,000.00
Total Recreation - Sports Fields							2,380,000.00	-	-	-	-	-	-	-	-	-	-	2,380,000.00	-	2,380,000.00

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 14.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval of award of ITB-24-017, BLM Loading Ramp and Drainage Extension to Constructor's Inc., in the amount of \$448,940.40, which includes GRT. (Yntema)

BACKGROUND:

Initiated by: Hess Yntema

The City posted ITB-24-017 BLM Loading Ramp and Drainage Extension on June 30, 2024. One bid was received on August 6, 2024. Armstrong Engineering reviewed bids and recommends the award of Schedule I to Constructors Inc., in the amount of \$448,940.40 which includes GRT.

FINANCIAL CONSIDERATION:

The BLM Loading Ramp and Drainage Extension project is included in the FY 2025 budget under Capital Improvement Infrastructure in the amount of \$300,000.00; an overage of \$148,940.40 does not require a budget adjustment at this time. The project is 100% reimbursable through the lease L23PL00005 dated 03/28/2023.

LEGAL REVIEW:

Contracts to be revised by the Legal Department upon award.

BOARD AND COMMITTEE ACTION:

Legal Committee referred to Finance Committee, vote 4-0, at their meeting on 10/24/24.

STAFF RECOMMENDATION:

Consider recommending approval to award ITB-24-017, BLM Loading Ramp and Drainage Extension to Constructor's Inc., in the amount of \$448,940.40, which includes GRT.

Attachments

Recommendation Letter

Lochner Bid Tabulation

October 8, 2024

Ms. Jenna Lanfor
City of Roswell
425 N. Richardson Avenue
Roswell, NM 88201

**RE: Award Recommendation Letter
Schedule I –BLM Loading Ramp and Drainage Extension
Roswell Air Center – Roswell, NM**

Project No. 237012

Dear Ms. Lanfor:

Bids were received for the above referenced project on August 6, 2024, One (1) bid was received and is shown in the attached bid tabulation.

The bid was reviewed for math errors, bid bonds, and other items of responsiveness. The bid appears to be responsive. A general review of the bid is summarized below:

CONTRACTOR	5% Bid Bond Included	Req'd Proposal Sheets Included	Addenda Ack'd	Listed on Federal Disbarred Contractors List ¹	Proper Contractor Licensing
Constructors, Inc.	Yes	Yes	Yes	No	Yes

A great deal of effort was put forth to attract bidders to this project. The advertisement for bids for the project was published for five (5) weeks prior to the bid opening. A pre-bid conference was held onsite to answer questions and show the project to potential bidders.

Based on email conversations for the Legal Committee Meeting sent on October 4, 2024, it is believed that sufficient funds are available for the budget listed below.

Our recommendation is to award Schedule I to Constructors, Inc. for a total contract amount of \$416,087.00 upon receiving concurrence from the City of Roswell.

We will send the Notice of Award for signature once approval is received from the City of Roswell

If you have any questions regarding this matter, please contact our office. We look forward to getting this project completed.

Sincerely,

ARMSTRONG CONSULTANTS, INC.



Gabriel Lopez
Airport Design Engineer

Enclosures: Bid Tabulation

Item No.					Spec No.	Item Description	Quantity	Unit	Engineer's Estimate		Constructors, Inc.	
									Unit Price	Amount	Unit Price	Amount
Schedule I - BLM Loading Ramp and Drainage Extension												
1	C-100	Contractor Quality Control Program (CQCP)	1	LS					\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00
2	C-105	Mobilization (10% Max.)	1	LS					\$ 39,368.00	\$ 39,368.00	\$ 44,000.00	\$ 44,000.00
3	C-110	Method of Estimating Percentage of Material within Specification Limits	Incidental	Incidental					Incidental	Incidental	Incidental	Incidental
4	S-6	Watering	Incidental	Incidental					Incidental	Incidental	Incidental	Incidental
5	P-152	Embankment In-Place	19	CY					\$ 30.00	\$ 570.00	\$ 130.00	\$ 2,470.00
6	P-209	Crushed Aggregate Base Course (6-Inches Thick)	536	SY					\$ 35.00	\$ 18,760.00	\$ 40.00	\$ 21,440.00
7	P-401a	Asphalt Base Course (5-Inches Thick)	154	TON					\$ 200.00	\$ 30,800.00	\$ 160.00	\$ 24,640.00
8	P-401b	Asphalt Binder (PG 70-22)	12	TON					\$ 1,000.00	\$ 12,000.00	\$ 1,250.00	\$ 15,000.00
9	P-501	Concrete Pavement (14-Inches Thick)	536	SY					\$ 350.00	\$ 187,600.00	\$ 225.00	\$ 120,600.00
10	P-602	Emulsified Asphalt Prime Coat	161	GAL					\$ 12.00	\$ 1,932.00	\$ 15.00	\$ 2,415.00
11	P-603	Emulsified Asphalt Tack Coat	Incidental	Incidental					Incidental	Incidental	Incidental	Incidental
12	P-605	Joint Sealing Filler	979	LF					\$ 20.00	\$ 19,580.00	\$ 18.00	\$ 17,622.00
13	P-610	Concrete for Miscellaneous Structures	Incidental	Incidental					Incidental	Incidental	Incidental	Incidental
14	D-701a	6-Inch PVC Pipe	216	LF					\$ 150.00	\$ 32,400.00	\$ 150.00	\$ 32,400.00
15	D-701b	Water Valve Box	1	EACH					\$ 800.00	\$ 800.00	\$ 4,500.00	\$ 4,500.00
16	D-751	12-Inch Trench Drain	58	LF					\$ 75.00	\$ 4,350.00	\$ 1,200.00	\$ 69,600.00
17	S-14	Concrete Curb and Gutter	207	LF					\$ 75.00	\$ 15,525.00	\$ 200.00	\$ 41,400.00
					SCHEDULE I TOTAL				\$	393,685.00	\$	416,087.00

BID TOTAL					Engineer's Estimate		Constructors, Inc.	
					\$	393,685.00	\$	416,087.00

SPONSORS BUDGET ANALYSIS

Updated Bid-Tab

LOCATION: Roswell Air Center

ITB NUMBER: 24-017

PROJECT TITLE: BLM Loading Ramp and Drainage Extension

2024 NMGR: 7.8958%

ENGINEERING SERVICES (incl. NMGR)	\$36,145.09
CONSTRUCTION SERVICES (incl. NMGR)	\$60,745.34
CONSTRUCTION (incl. NMGR)	\$448,940.40
ADMINISTRATION	\$5,000.00
TOTAL	\$550,830.83

TOTAL PROJECT COSTS (incl. NMGR): \$550,830.83

State Share (100%): \$550,830.83

Sponsor Share (0%): \$0.00

Schedule I - BLM Loading Ramp and Drainage Extension					Engineer's Estimate		Constructors, Inc.	
Item No.	Spec No.	Item Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount
1	C-100	Contractor Quality Control Program (CQCP)	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00
2	C-105	Mobilization (10% Max.)	1	LS	\$ 39,368.00	\$ 39,368.00	\$ 44,000.00	\$ 44,000.00
3	C-110	Method of Estimating Percentage of Material within Specification Limits	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
4	S-6	Watering	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
5	P-152	Embankment In-Place	19	CY	\$ 30.00	\$ 570.00	\$ 130.00	\$ 2,470.00
6	P-209	Crushed Aggregate Base Course (6-Inches Thick)	536	SY	\$ 35.00	\$ 18,760.00	\$ 40.00	\$ 21,440.00
7	P-401a	Asphalt Base Course (5-inches Thick)	154	TON	\$ 200.00	\$ 30,800.00	\$ 160.00	\$ 24,640.00
8	P-401b	Asphalt Binder (PG 70-22)	12	TON	\$ 1,000.00	\$ 12,000.00	\$ 1,250.00	\$ 15,000.00
9	P-501	Concrete Pavement (14-Inches Thick)	536	SY	\$ 350.00	\$ 187,600.00	\$ 225.00	\$ 120,600.00
10	P-602	Emulsified Asphalt Prime Coat	161	GAL	\$ 12.00	\$ 1,932.00	\$ 15.00	\$ 2,415.00
11	P-603	Emulsified Asphalt Tack Coat	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
12	P-605	Joint Sealing Filler	979	LF	\$ 20.00	\$ 19,580.00	\$ 18.00	\$ 17,622.00
13	P-610	Concrete for Miscellaneous Structures	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
14	D-701a	6-Inch PVC Pipe	216	LF	\$ 150.00	\$ 32,400.00	\$ 150.00	\$ 32,400.00
15	D-701b	Water Valve Box	1	EACH	\$ 800.00	\$ 800.00	\$ 4,500.00	\$ 4,500.00
16	D-751	12-Inch Trench Drain	58	LF	\$ 75.00	\$ 4,350.00	\$ 1,200.00	\$ 69,600.00
17	S-14	Concrete Curb and Gutter	207	LF	\$ 75.00	\$ 15,525.00	\$ 200.00	\$ 41,400.00
SCHEDULE I TOTAL					\$	393,685.00	\$	416,087.00

BID TOTAL					Engineer's Estimate		Constructors, Inc.	
					\$	393,685.00	\$	416,087.00

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 15.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending approval of award of ITB 24-015, Schedule I, Phase I, Apron Concrete Pavement, Joint Sealing, Spall Repair and Slab Replacement Project to Constructors, Inc., in the amount of \$2,314,429.65, including GRT and approved in FY25 budget and consider recommending approval of award of ITB 24-015, Schedule II, Apron Mill and Overlay, including apron preservation project to Constructors, Inc., in the amount of \$334,671.19, including GRT and approved in the FY25 budget. (Yntema)

BACKGROUND:

Initiated by: Hess Yntema

This project is a rebid. Bids were opened on October 1, 2024. A bid tabulation is attached as well as the Sponsors Budget Analysis. The construction areas were reduced in size in order for bids to be in line with the budget and a Federal Grant. Schedule I, Phase, consists of rehabilitating the existing terminal concrete apron. The concrete apron will be crack and joint sealed, the spalls will be repaired and some slabs will be replaced. Schedule II, will consist of a mill and overlay of the asphalt ramp in front of the FBO to allow for existing pavement to be preserved before major reconstruction becomes necessary.

FINANCIAL CONSIDERATION:

The current available FY25 approved budget is \$2,862,723.

LEGAL REVIEW:

Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION:

Legal Committee referred to Finance Committee, vote 4-0, at their meeting on October 24, 2024.

STAFF RECOMMENDATION:

Consider recommending approval of award of ITB 24-05, Schedule I, Phase I, and Schedule II as presented and approved in FY25 budget.

Attachments

ITB 24-015

ITB 24-015

ITB 24-015

ITB 24-015

SPONSORS BUDGET ANALYSIS

LOCATION: Roswell Air Center

AIP PROJECT NUMBER: 3-35-0035-037-2020

PROJECT TITLE: Terminal Apron Rehab

SCHEDULE I – PHASE I

CONSTRUCTION	\$2,145,060.00
NMGRT (7.8958%)	\$169,369.65
ENGINEERING SERVICES	\$309,700.00
NMGRT (7.8333%)	\$24,259.73
CONSTRUCTION SERVICES	\$177,400.00
NMGRT (7.8333%)	\$13,896.27
ADMINISTRATION	\$4,000.00
TOTAL	\$2,843,685.65

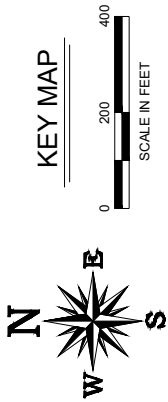
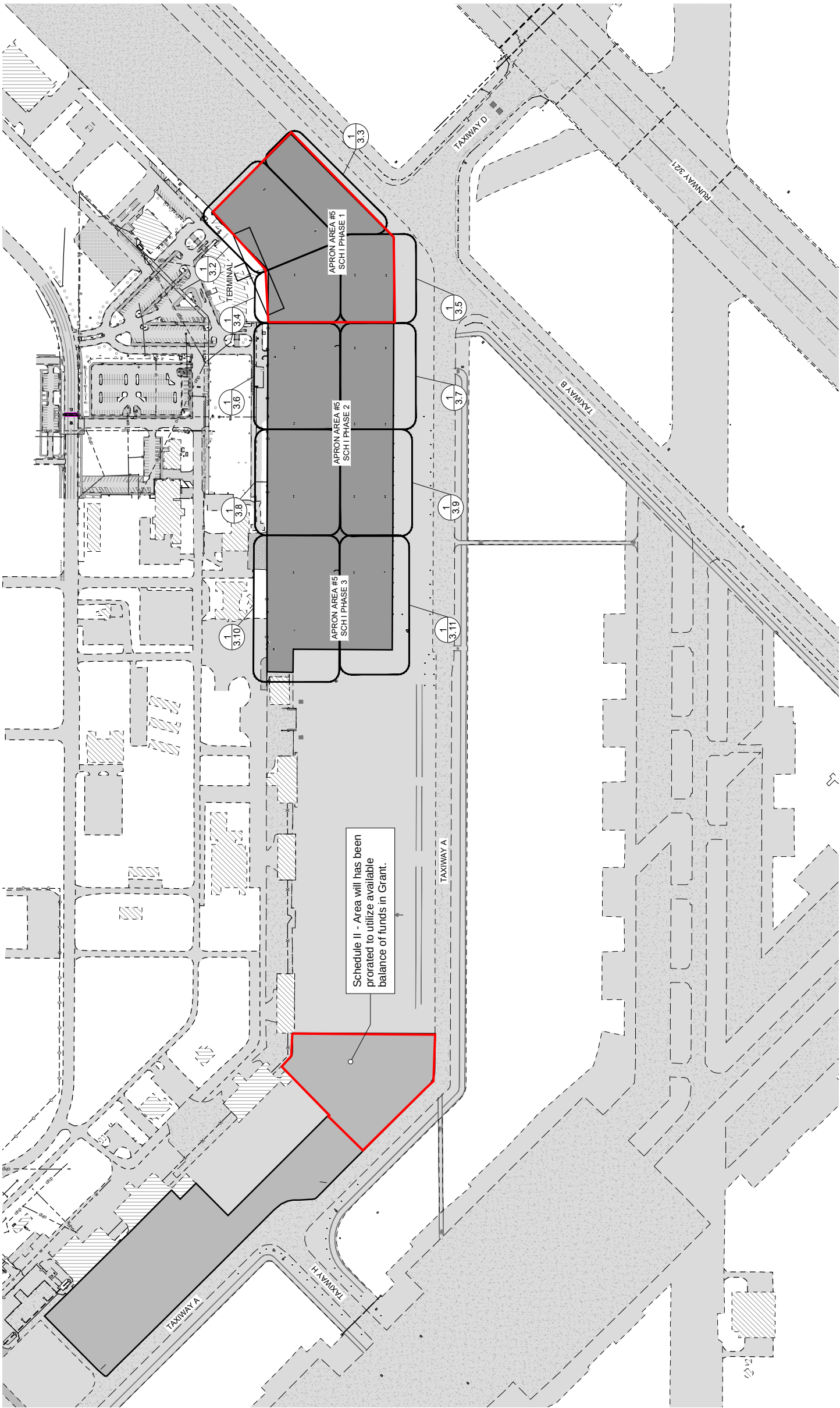
SCHEDULE II

CONSTRUCTION	\$310,180.00
NMGRT (7.8958%)	\$24,491.19
TOTAL	\$334,671.19

TOTAL PROJECT COSTS: \$3,178,356.84

FAA share (100.00%): \$3,178,900.00

S:\New Mexico\Roswell\Project Files\Active Projects\216771 Roswell Rehabilitation Apron Phase 1 (MAP '20)\CAD\dwg\216771103.dwg 8/20/2024 5:15:39 PM JFRANKLIN



No.	Revision	Date	By

October 7, 2024

Ms. Jennifer Griego
City of Roswell
425 N. Richardson Avenue
Roswell, NM 88201

**RE: Award Recommendation Letter
Roswell Air Center, Roswell, New Mexico
AIP No. 3-35-0035-037-2020| ITB No. 24-015 | Lochner No. 216771**

Dear Ms. Griego:

Bids were received for the above referenced project on October 1, 2024. One (1) bid was received and is shown in the attached bid tabulation.

The bids were reviewed for math errors, bid bonds, and other items of responsiveness. The bid appears to be responsive. A general review of the bid is summarized below:

CONTRACTOR	5% Bid Bond Included	Req'd Proposal Sheets Included	Addenda Ack'd	Listed on Federal Disbarred Contractors List ¹	Proper Contractor Licensing
Constructors, Inc.	Yes	Yes	Yes	No	Yes
¹ Based on information from the Federal System for Award Management website, accessed on October 1, 2024.					

A DBE goal of 5.48% was established for this project. Constructors, Inc. has committed to a DBE utilization of 5.48% through subcontracting with Vital Consulting Group, LLC for PCCP placement and spall repair.

A great deal of effort was put forth to attract bidders to this project. A total of six (6) potential bidders were sent the Invitation for Bids, and a total of six (6) sets of plans and specifications were purchased by potential bidders, plan rooms, and suppliers. The advertisement for bids for the project was published for three (3) consecutive weeks prior to the bid opening. A pre-bid conference was held onsite to answer questions and show the project to potential bidders.

Based on conversations with FAA ADO staff, it is believed that sufficient funds are available for the budget listed below. A grant application is enclosed with this letter and should be signed and forwarded to the FAA as soon as possible.

Our recommendation is to award Schedule I, Phase I, for \$2,843,685.65 and a portion of Schedule II to be pro-rated to fit the project budget (approx. \$334,671.65) to Constructors, Inc. for a total contract amount of approximately \$3,178,356.84.

The following project P.O. need to be developed for AIP No. 3-35-0035-037-2020 consisting of:

Schedule I, Phase I: Apron Concrete Pavement Joint Sealing, Spall Repair, and Slab Replacement

Schedule II: Apron Mill and Overlay, Including Pavement Preservation

We will send the Notice of Award to the City of Roswell for approval.

If you have any questions regarding this matter, please contact our office. We look forward to getting this project completed.

Sincerely,

LOCHNER



Michael Garcia

New Mexico Market Lead

Enclosures: Bid Tabulation

BID TABULATION

Roswell Air Center
Roswell, New Mexico
Terminal Apron Rehab
AIP No. 3-35-0035-037-2020
ACI No. 216771

Bid Opening: October 1, 2024 at 2:00 p.m.

					Engineer's Estimate			Constructors, Inc.		
Item No.	Spec No.	Description	Qty	Unit	Unit Price	Amount	Unit Price	Amount		
Schedule I, Phase I - Apron Concrete Pavement Joint Sealing, Spall Repair, and Slab Replacement										
1	C-100	Contractor Quality Control Program (CQCP)	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 35,000.00	\$ 35,000.00		
2	C-102	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental		
3	C-105	Mobilization	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00	\$ 200,000.00		
4	S-2a	Sawcut Joint and Remove Asphalt & Concrete	3,000	LF	\$ 10.00	\$ 30,000.00	\$ 12.00	\$ 36,000.00		
5	S-2b	Remove Aircraft Tiedown Anchors	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,800.00	\$ 3,800.00		
6	S-2c	Remove Aircraft Fuel Ports	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,800.00	\$ 3,800.00		
7	S-6	Watering	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental		
8	P-101a	Remove Full Depth Concrete (12" to 20" thick)	1,400	SY	\$ 100.00	\$ 140,000.00	\$ 140.00	\$ 196,000.00		
9	P-152	Embankment in Place 12" Subgrade	1,400	SY	\$ 25.00	\$ 35,000.00	\$ 24.00	\$ 33,600.00		
10	P-209	Crushed Aggregate Base Course (6 inches)	1,400	SY	\$ 25.00	\$ 35,000.00	\$ 23.00	\$ 32,200.00		
11	P-401a	Bituminous Sub Course (5 inches, 75 blow)	1,400	SY	\$ 65.00	\$ 91,000.00	\$ 65.00	\$ 91,000.00		
12	P-602	Bituminous Prime Coat	400	GAL	\$ 4.00	\$ 1,600.00	\$ 3.00	\$ 1,200.00		
13	P-603	Bituminous Tack Coat	200	GAL	\$ 4.50	\$ 900.00	\$ 4.00	\$ 800.00		
14	P-605	Concrete Joint Sealing Filler (Rout and Fill)	36,000	LF	\$ 8.00	\$ 288,000.00	\$ 8.00	\$ 288,000.00		
15	P-610a	Portland Cement Concrete Pavement (12 inches to 20 inches Thick)	1,400	SY	\$ 320.00	\$ 448,000.00	\$ 320.00	\$ 448,000.00		
16	P-610b	Concrete Spall Repair	4,300	SF	\$ 150.00	\$ 645,000.00	\$ 170.00	\$ 731,000.00		
17	P-620a	Markings (1 Coat)	10,000	SF	\$ 2.00	\$ 20,000.00	\$ 2.00	\$ 20,000.00		
18	P-620b	Reflective Media (Type III)	400	LB	\$ 9.00	\$ 3,600.00	\$ 5.40	\$ 2,160.00		
19	P-620c	Surface Preparation	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental		
20	P-620d	Marking Removals	15,000	SF	\$ 4.00	\$ 60,000.00	\$ 1.50	\$ 22,500.00		
TOTAL SCHEDULE I					\$	1,958,100.00	\$	2,145,060.00		

BID TABULATION

Roswell Air Center
Roswell, New Mexico
Terminal Apron Rehab
AIP No. 3-35-0035-037-2020
ACI No. 216771

Bid Opening: October 1, 2024 at 2:00 p.m.

					Engineer's Estimate		Constructors, Inc.	
Item No.	Spec No.	Description	Qty	Unit	Unit Price	Amount	Unit Price	Amount
Schedule II - Apron Mill and Overlay, Including Apron Preservation								
1	C-100	Contractor Quality Control Program (CQCP)	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 20,000.00	\$ 20,000.00
2	C-102	Temporary Air and Water Pollution, Soil Erosion, and Siltation Control	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
3	C-105	Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 105,000.00	\$ 105,000.00
4	S-2d	Remove Retroreflectors	8	EA	\$ 100.00	\$ 800.00	\$ 250.00	\$ 2,000.00
5	S-6	Watering	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
6	P-101b	Remove Asphalt Mat (Rotomill Partial Depth, (2-inches)	2,000	SY	\$ 3.50	\$ 7,000.00	\$ 4.00	\$ 8,000.00
7	P-401b	Bituminous Surface Course / Material (2-inches, 75 blow)	2,000	SY	\$ 25.00	\$ 50,000.00	\$ 18.50	\$ 37,000.00
8	P-602	Bituminous Prime Coat	600	GAL	\$ 4.00	\$ 2,400.00	\$ 2.00	\$ 1,200.00
9	P-603	Bituminous Tack Coat	300	GAL	\$ 4.50	\$ 1,350.00	\$ 4.40	\$ 1,320.00
10	P-620a	Markings (1 Coat)	20,500	SF	\$ 2.00	\$ 41,000.00	\$ 2.00	\$ 41,000.00
11	P-620b	Reflective Media (Type III)	12,500	LB	\$ 5.00	\$ 62,500.00	\$ 5.40	\$ 67,500.00
12	P-620c	Surface Preparation	Incidental	Incidental	Incidental	Incidental	Incidental	Incidental
13	P-620d	Marking Removals	3,200	SF	\$ 4.00	\$ 12,800.00	\$ 1.50	\$ 4,800.00
14	L-125	Retroreflective Taxiway Edge Markers	86	EA	\$ 100.00	\$ 8,600.00	\$ 260.00	\$ 22,360.00
TOTAL SCHEDULE II					\$	286,450.00	\$	310,180.00

		Engineer's Estimate	Constructors, Inc.
Bid Amount - Schedule I, Phase I		\$ 1,958,100.00	\$ 2,145,060.00
Bid Amount - Schedule II		\$ 286,450.00	\$ 310,180.00
TOTAL OF ALL SCHEDULES		\$ 2,244,550.00	\$ 2,455,240.00

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Regular Items 16.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025. (Gomez)

BACKGROUND:

Initiated by: Toni Gomez

The New Mexico Department of Finance Administration (DFA), requires approval of a budget adjustment when increasing a revenue and/or expense in the approved budget. The finance department is requesting a budget adjustment for line items in Exhibit "A". These adjustments are for various grants and other departments.

FINANCIAL CONSIDERATION:

â€¢ Various Funds: Revenues \$349,044.44, Expenses \$802,544.44

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Consider approval of Resolution 24-XX approving budget adjustment for fiscal year ending June 30, 2025.

STAFF RECOMMENDATION:

Consider approval of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025.

Attachments

Resolution 24-XX approving budget adjustments

Exhibit A

RESOLUTION 24-XX

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025, FOR VARIOUS GRANTS AND OTHER DEPARTMENTS.

WHEREAS, the governing body of the City of Roswell, State of New Mexico, has previously approved a budget for the fiscal year 2024-2025, ending June 30, 2025; and

WHEREAS, the City of Roswell desires to amend said budget in the amount of \$349,044.44 in revenues, and \$802,544.44 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues \$349,044.44, Expenses \$802,544.44

WHEREAS, it is the majority opinion of the Governing Body that the proposed amended budget continues to meet fiscal requirements as currently determined for the fiscal year 2024-2025.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, hereby adopts the budget adjustment hereinabove described and respectfully request approval for same from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

PASSED, ADOPTED, SIGNED, and APPROVED the 7th day of November 2024.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Budget Adjustment for November 2024
Exhibit A

Finance Committee

Revenues:		Funds	Totals
General 1101 442100	\$ 10,044.44	General 1101	\$ 334,044.44
General 1101 442100	\$ 324,000.00	HIDTA 2258	\$ 15,000.00
HIDTA 2258 442300	\$ 15,000.00		\$ 349,044.44

Total \$ 349,044.44

Expenditures:		Funds	Totals
Emergency Management 11014181 511110	\$ 10,044.44	General 1101	\$ 334,044.44
Emergency Management 11014181	\$ 324,000.00	HIDTA 2258	\$ 15,000.00
HIDTA 22584118 793505	\$ 15,000.00	Lodgers' Tax 2622	\$ 410,500.00
Lodgers' Tax 26224081 672828	\$ 410,500.00	Economic Development 2630	\$ 43,000.00
Economic Development 26304045 654831	\$ 43,000.00		\$ 802,544.44

Total \$ 802,544.44

57 of 90

Transfers:		
Landfill 52014342 817504	\$ (70,240.00)	Transfer Out
Landfill 52014342 654801	\$ 70,240.00	Transfer In
Landfill 52014342 817506	\$ (52,602.00)	Transfer Out
Landfill 52014342 614004	\$ 52,602.00	Transfer In
Landfill 52014342 817505	\$ (250,000.00)	Transfer Out
Solid Waste 52004341 614012	\$ 250,000.00	Transfer In
Landfill 52014342 817505	\$ (4,000.00)	Transfer Out
Solid Waste 52004341 655005	\$ 4,000.00	Transfer In
Landfill 52014342 817505	\$ (300,000.00)	Transfer Out Flood Disaster
Solid Waste 52014342 654801	\$ 300,000.00	Transfer In Flood Disaster
General 11014041 571540	\$ (275,000.00)	Transfer Out Flood Disaster
Museum 26114221 614003	\$ 275,000.00	Transfer In Flood Disaster

Total -

City of Roswell

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Approval of Minutes 17.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

ACTION REQUESTED:

Consider approval of the October 3, 2024, Regular Finance Committee Meeting Minutes. **(Nulf)**

BACKGROUND:

Initiated by: Elizabeth Nulf

Consider approval of the October 3, 2024, Regular Finance Committee Meeting Minutes.

FINANCIAL CONSIDERATION:

No Financial review required at this time.

LEGAL REVIEW:

The Finance Committee draft minutes are reviewed by the governing body in compliance with the Open Meetings Act.

BOARD AND COMMITTEE ACTION:

Consider approval of the October 3, 2024, Regular Finance Committee Meeting Minutes.

STAFF RECOMMENDATION:

Consider approval of the October 3, 2024, Regular Finance Committee Meeting Minutes.

Attachments

Draft Minutes

**Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, October 3, 2024, 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 24-23.

ROLL CALL

The meeting convened at 2:00 p.m. with Vice-Chairman Cavin presiding, Councilor Halvorson, Councilor Johnson were present, with Chairman Corn and Councilor Heldenbrand being absent.

STAFF PRESENT

Della Andazola, Hess Yntema, Justin Jones, Caroline Brooks, Elizabeth Prichard, Louis Najjar, Toni Gomez, Timothy VandenBout, Bruce Andler, Amalia Martinez, Becky Hicks, James MacCornack, Enid Costley, Jim Burress, Sarah Mark, Shelly Bell and Rudy Chavez

GUESTS PRESENT

Rita Kane-Doerhoefer, and Elizabeth Nulf.

APPROVAL OF AGENDA

Councilor Johnson made a motion to amend the agenda to remove item No. 3, as it has been previously handled, Resolution 24-XX Commitment for Public Transportation. It was voted at the September 5, 2024 Finance Committee meeting to be placed on the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 3-0 voice vote, with Chairman Corn and Councilor Heldenbrand being absent.

Councilor Johnson made a motion to approve the amended agenda as presented. Councilor Halvorson seconded the motion.

The motion passed with a 3-0 voice vote, with Chairman Corn and Councilor Heldenbrand being absent.

ACTION ITEMS

1. Approval of purchases over \$60,000 pursuant to the City's Purchasing Policy.

Presented by Amalia Martinez. Pursuant to the City's Purchasing Limits Policy, expenditures over \$60,000 require committee recommendation to the City Council for approval.

Mrs. Martinez requested approve to pay for the Municipal League Annual Dues in the amount of \$75,000 in the FY25 budget.

Councilor Johnson made a motion to approve the purchase for \$75,000 pursuant to the City's purchasing policy for annual dues to the Municipal League on the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 3-0 voice vote, Chairman Corn and Councilor Heldenbrand being absent.

2. Consider approval of a budget adjustment to the Human Resources Safety training Budget in the amount of \$330,096.47 for a city-wide departmental training from the general fund.

Presented by Shelly Bell. The Human Resources Department requests approval for a budget adjustment in the amount of \$330,096.47 to provide ongoing Safety Training, CDL & Heavy Equipment training to city personnel and for certifications and recertifications for ongoing education in respective departments. Safety training was not a located in the FY25 budget to each department.

Mrs. Bell passed out a copy of the 2023 training schedule, the FY25 Safety Program Training Roadmap and the FY25 Training Cost/Supplies.

Councilor Halvorson asked if it was budgeted for? Bell replied no ma'am.

Councilor Cavin stated we tabled this last month in our finance meeting as I remember what was the figure? The original figure was \$805,151.00, I have gone through and this is the minimum. This is the actual amount, replied Bell.

Councilor Cavin thanked Shelly Bell.

FOR THE RECORD: Due to technical errors, the meeting was stopped and went back on line at 2:13 pm.

FOR THE RECORD: Chairman Corn joined the meeting via phone at 2:15 pm.

Vice-Chair Cavin gave a brief update on item 2 regarding safety training. He asked Chairman Corn if he would like to adjust the money for \$330,096.47 for the training for HR and if he had any suggestions.

Councilor Corn ask for it to be placed on the consent agenda for city council.

Councilor Halvorson made a motion to consider approval of a budget adjustment to the Human Resources safety training budget in the amount of \$330,096.47 to be placed on the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

3. Resolution 24-XX: City of Roswell Financial Commitment for Public Transportation FY2026. Consider recommending Resolution 24-XX to the City Council for adoption.

Item number three was removed from the agenda.

4. Consider approval for Roswell Transit to purchase two (2) new Arboc Spirit of Freedom 12+2 passenger buses from Model 1 Commercial Vehicles, Inc. in the amount of \$198,193.00 each for a total of \$396,386.00. These buses will be purchased with Statewide Price Agreement #00-00000-2000087 that expires 1/27/2025.

Presented by Becky Hicks. Roswell Transit has been approved by NMDOT to run thirteen (13) buses. One of the two new buses is a replacement for our 2015 Dodge Grand Caravan and the other is to increase our fleet from twelve (12) to thirteen (13). We are changing to a new style of bus from the six Ford Transits we have in inventory because the ramp angle on the transit vans is too steep for wheelchairs. We have also added jump seats to this order so that when there aren't any wheelchairs on the bus, there is room for two additional passengers.

Ms. Hicks stated they requested a new quote for one bus that has the same body style with the graphics on the side, but has a different ramp angle with liquid springs. When we go to a bus stop if there is a wheelchair involved the ramp is not so steep. Currently the wheelchairs can't get up the ramp themselves and we can barely get them up there by pushing them. This is an important change to our platform for the busses. NMDOT went through all of our financial situation they have for us. They have been holding our insurance money that we have for rammed busses and we have almost \$100,000 sitting in an account. They are going to take that money and apply it towards the purchase of the busses and we don't have to pay anything for these buses. We will pay the initial \$396,386.00 but they will reimburse us the full amount. Instead of the reimbursement of 80% it will be paid at 100%. It will require a budget adjustment.

Vice-Chair Cavin stated we are going to do a budget adjustment; we are going to pay for this and asked when will we be getting the reimbursement? Ms. Hicks replied it takes about a month. She stated they will pay for the buses and get reimbursed with the same fiscal year.

Councilor Halvorson made a motion to consider approval for Roswell Transit to purchase two (2) new Arboc Spirit of Freedom 12+2 passenger buses from Model 1 Commercial Vehicles, Inc. in the amount of \$198,193.00 each for a total of \$396,386.00. These buses will be purchased with Statewide Price Agreement #00-00000-2000087 that expires 1/27/2025 to the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

5. Consider recommendation of award of ITB-25-002, West Country Club Reservoirs Repair Project to TMI Coatings in an amount of \$3,744,739.53 including GRT included in FY25 approved budget.

Presented by Louis Najar. Bids received on September 10, 2024 for the subject project have been reviewed. A Bid Tabulation is attached. Three bids were received as follows: (Amounts include Tax of 7.8958%).

1. Viking Painting - \$ 4,708,356.92
2. TMI Coatings - \$ 3,744,739.53
3. Lone Mountain Contracting - \$ 6,696,798.83

Please see attached recommendation of award letter to Purchasing.

Najar stated TMI Coatings has 37 years of experience. The reason they bid ours is they are looking for winter work they are in Minnesota. It is a little bit warmer over here in the winter and spring. There will be one more po associated with this, it will be about \$500,000 for testing and you have to have OSHA Qualified in safety coating which my guys are not. This is still within the funding allowed.

Councilor Cavin stated this was a good presentation.

Councilor Johnson stated when you have 37 years of experience you have consistency and you can give better quotes.

Councilor Johnson made a motion to consider recommendation of award of ITB-25-002, West Country Club Reservoirs Repair Project to TMI Coatings in an amount of \$3,744,739.53 including GRT included in FY25 approved budget on the full City Council. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

6. Consider recommendation of approval for PO requesting the purchase of a new Parks Department zero turn mower from Simpson Norton Corp. in the amount of \$69,440.41 included in FY25 approved budget.

Presented by Jim Burress. A purchase order is requested for a new Toro Z Master 7500 diesel mower for the Parks Department. Procurement is through an approved cooperative purchasing agreement between The Toro Company and the City of Mesa, AZ; Contract 2023261. Per Vendor, lead time is approximately 90 days.

Councilor Halvorson made a motion to consider recommendation of approval for PO requesting the purchase of a new Parks Department zero turn mower from Simpson Norton Corp. in the amount of \$69,440.41 included in FY25 approved budget on the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

7. Consider recommendation of approval of PO requesting the purchase of a new Golf Course rough mower from Simpson Norton Corp. in the amount of \$106,512.98 included in FY25 approved budget.

Presented by Jim Burress. A purchase Order is requested for a new Toro Groundsmaster 4700 mower for the Golf Course. Procurement is through an approved cooperative purchasing agreement between The Toro Company and the City of Mesa, AZ; Contract 2023261. Per Vendor, lead time is approximately 90 days.

Councilor Halvorson asked about the lifespan of the equipment. Burress replied, twelve years for the ones we have.

Councilor Johnson made a motion consider recommendation of approval of PO requesting the purchase of a new Golf Course rough mower from Simpson Norton Corp. in the amount of \$104,444.42 included in FY25 approved budget on the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

8. Resolution 24-XX - Consider approval of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025.

Presented by Toni Gomez. Resolution 24-XX - Consider approval of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025.

Councilor Halvorson made a motion to approve Resolution 24-XX - Consider approval of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025 on the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

9. Ordinance 24-XX: consider recommendation to authorize for a public hearing to consider adopting proposed Ordinance 24-XX Amending the Dedication of a Municipal Local Option Gross to advertise Receipts Tax.

Presented by Hessel Yntema. This Ordinance will dedicate five sixteenths (0.3125%) for the following: 1. Provide an ambulance system in good repair and pay legitimate expenses of its operation; 2. Create and maintain an ambulance service creation fund of no less than three million dollars (\$3,000,000.00) 3. All remaining funds shall be expended for Roswell's Public Safety needs.

Hess stated the City adopted a public safety tax to allow for ambulance service and at the time it was for ambulance service or for reserved funds and allow for salaries and equipment to be paid for public safety. Then Councilor Corn-Best thought it prudent to not allow tax dollars to code for public safety salaries. Councilor Heldenbrand and other Councilors think differently. So, this ordinance goes back to the initial dedication that was presupposed. The core difference here is that it creates a fund of \$3,000,000.00 to cover many potential capital expenditures the city should the city need to stand up an ambulance service which is roughly what it would cost for the ambulance equipment that we do not presently own. Once that fund is there the rest of the money can be used for public safety.

Councilor Halvorson asked if it would qualify for animal control officers? Yntema replied, for the two officers who are on the street that carry arms fall under the public safety measure; it is too hard to justify it for those who don't.

Councilor Johnson made a motion to Ordinance 24-XX: consider recommendation to authorize for a public hearing to consider adopting proposed Ordinance 24-XX Amending the Dedication of a Municipal Local Option Gross to advertise Receipts Tax to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

APPROVAL OF MINUTES

10. Consider approval of the September 5, 2024, Regular Finance Committee Meeting Minutes.

Councilor Halvorson made a motion to approve the regular meeting minutes from September 5, 2024. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Corn via phone and Councilor Heldenbrand being absent.

FOR THE RECORD: Councilor Corn left the meeting via phone at 2:43:43 pm

NON-ACTION ITEMS

11. Discussion of Safe Streets 4 A I Implementation Grant Timeline and Process.

Presented by James MacCornack. Discussion of possible 2025 FHWA SS4A Implementation Grant application and process. They will follow the April/May 2025 Federal Grant application deadlines. The state match would pay the remainder of the match and the program would be paid for 100% through Federal and State grants.

Councilor Halvorson asked about the State match. MacCornack replied, the state match would potentially fund it at 100%.

12. Finance Departmental Reports.

Presented by Toni Gomez.

- Gross Receipts Tax
- Cannabis Excise Tax
- Lodgers Tax Report
- Convention Center Bed Fee

Reports submitted, no question.

13. Departmental Report - Roswell Public Library

Report submitted, no questions

14. Golf - Department Report. – report submitted, no questions.

Report submitted. Councilor Johnson stated there was damage to the greens and asked Mr. Burress and Mr. VandenBout to look into purchasing wireless cameras to deter vandalism and hold people accountable and prosecute to the full extent of the law.

15. Museum Monthly Report - report submitted,

Report submitted. Brooks reported the award of \$250,000.00 from the National Historical Publications and Records Commission grant award. The project titled A community Legacy: The Roswell Museum Archive and Access Project. This grant will pay for the Goddard collection and other early documents to be digitalized for public benefit.

16. Public Affairs Report.

Presented by Sarah Mark– reports submitted as stands, no questions.

17. Visitor Center Report.

Presented by Sarah Mark– report submitted as stands, no questions.

PUBLIC PARTICIPATION

Citizen Rita Kane-Doerhoefer asked Mr. Najar if West Country Club would be closed when they work on the tanks. No, replied Najar.

Vice-Chair did state there is always a possibility that the street could be closed.

Citizen Rita Kane-Doerhoefer reported the Chile Cheese Festival was a success and everyone had a good time.

Mr. Andler spoke and requested for sanitation to be included to the rate study discussions.

ADJOURN

The meeting adjourned at 3:02 p.m.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 18.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Finance Department Reports

- Gross Receipts Tax
- Cannabis Excise Tax
- Lodgers Tax Report
- Convention Center Bed Fee

Attachments

GRT October 2024

CAN GRT October 2024

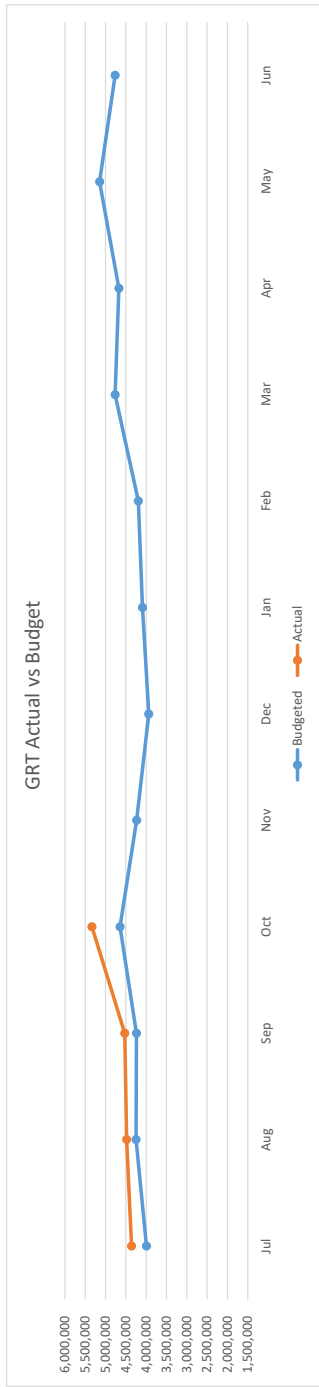
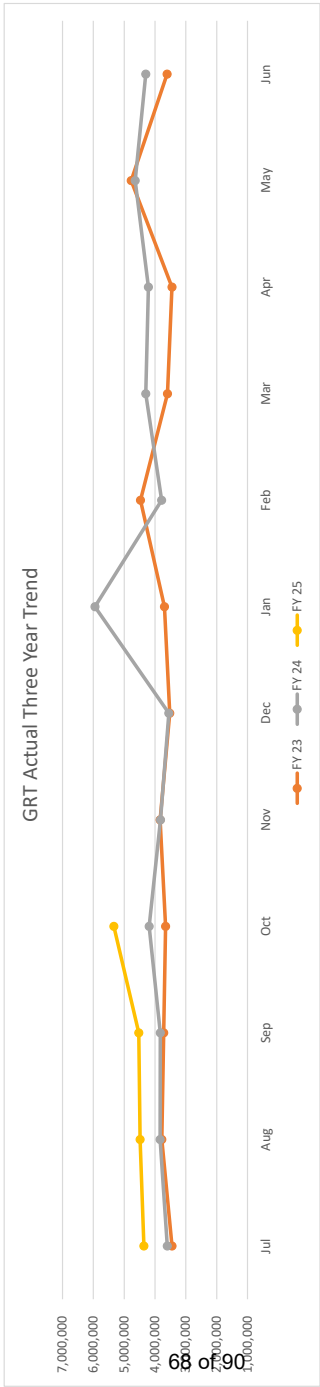
Lodgers Tax Report

Convention Center Bed Fee

City of Roswell
Gross Receipts Tax
October 2024

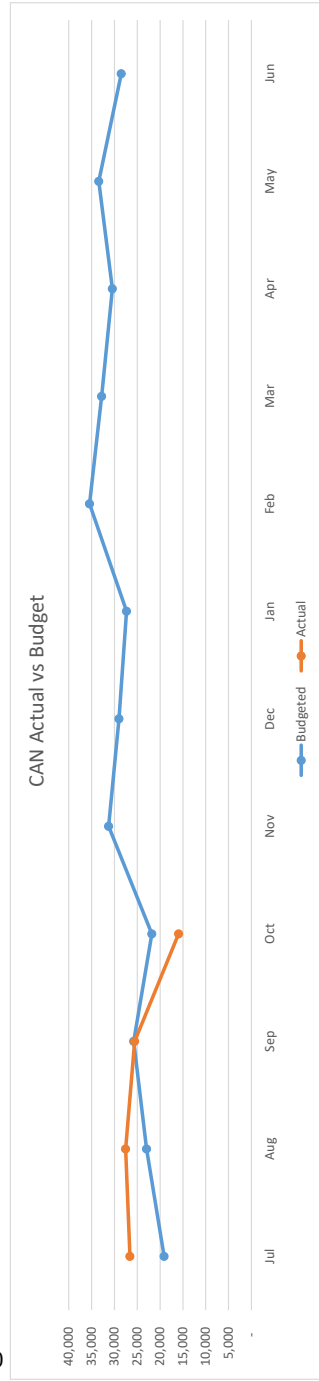
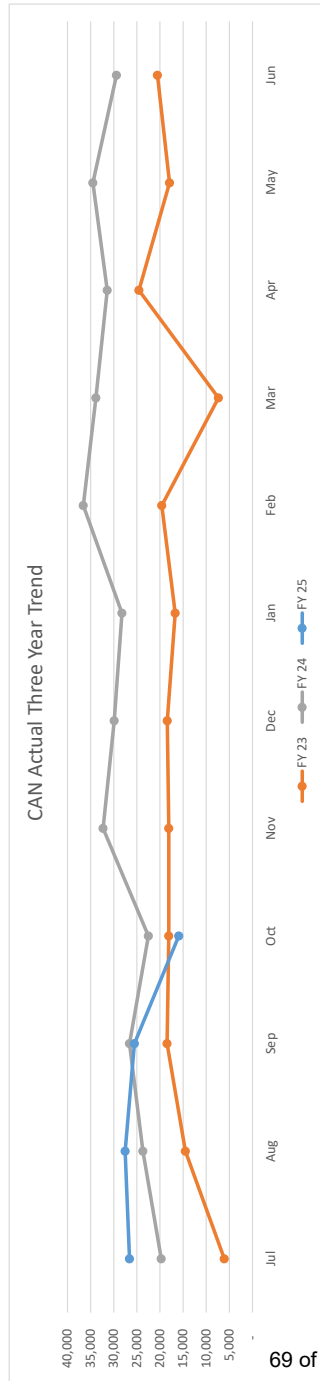
FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 19	3,131,599	2,939,761	2,717,100	2,851,428	2,747,878	2,708,431	2,781,667	3,114,447	2,690,121	2,700,303	2,973,891	2,763,391	6,071,360		34,120,016
FY 20	2,860,221	3,248,842	5,450,435	2,804,337	3,799,352	3,162,914	2,788,688	3,186,544	2,790,481	2,464,194	2,876,027	2,809,756	6,109,062	0.6%	38,241,792
FY 21	3,022,870	3,102,729	3,004,044	2,972,865	2,954,877	2,791,196	2,669,024	3,323,947	2,848,487	2,712,994	3,440,838	3,310,495	6,125,599	0.3%	36,154,366
FY 22	2,905,150	3,365,250	3,274,874	5,322,186	3,503,137	3,415,875	3,433,365	3,746,860	3,298,203	3,207,034	3,796,595	3,493,551	6,270,400	2.3%	42,762,081
FY 23	3,451,125	3,781,199	3,720,713	3,659,178	3,836,550	3,520,939	3,690,743	4,468,601	3,592,680	3,450,237	4,773,189	3,610,211	7,232,324	15.3%	45,555,365
FY 24	3,601,500	3,833,199	3,825,702	4,187,623	3,821,397	3,550,450	5,949,131	3,784,152	4,297,716	4,213,352	4,643,710	4,296,782	7,434,700	2.8%	57,439,412
FY 25	4,360,577	4,481,811	4,529,227	5,334,898									18,706,513	151.6%	
25 over 24	21.1%	16.9%	18.4%	27.4%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	151.6%		

	Budgeted	Actual	Variance
Jul	3,992,147	4,360,577	368,430
Aug	4,248,978	4,481,811	232,833
Sep	4,240,667	4,529,227	288,559
Oct	4,641,845	5,334,898	693,052
Nov	4,235,895		
Dec	3,935,559		
Jan	4,091,070		
Feb	4,194,610		
Mar	4,763,880		
Apr	4,670,365		
May	5,147,403		
Jun	4,762,844		
Total	52,925,263	18,706,513	1,582,875
% FYTD			9.24%



City of Roswell
Cannabis Excise Tax
October 2024

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals	YTD Period % Change	Total
FY 23	6,091	14,494	18,482	18,108	18,096	18,422	16,719	19,631	7,352	24,557	17,949	20,569	20,585		200,469
FY 24	19,733	23,688	26,592	22,491	32,293	29,911	28,210	36,580	33,857	31,409	34,507	29,406	43,421	110.9%	348,677
FY 25	26,593	27,541	25,544	15,944									95,622	120.2%	95,622
25 over 24	34.8%	16.3%	-3.9%	-29.1%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	120.2%		



	Budgeted	Actual	Variance
Jul	19,118	26,593	7,476
Aug	22,949	27,541	4,591
Sep	25,763	25,544	(219)
Oct	21,790	15,944	(5,846)
Nov	31,287		
Dec	28,979		
Jan	27,331		
Feb	35,439		
Mar	32,801		
Apr	30,430		
May	33,432		
Jun	28,489		
Total	337,806	95,622	6,003
% FYTD			6.7%



CITY OF ROSWELL
5% LODGERS' TAX COLLECTION REPORT
COLLECTED IN SEPTEMBER 2024 FOR THE MONTH OF AUGUST 2024 ACTIVITY

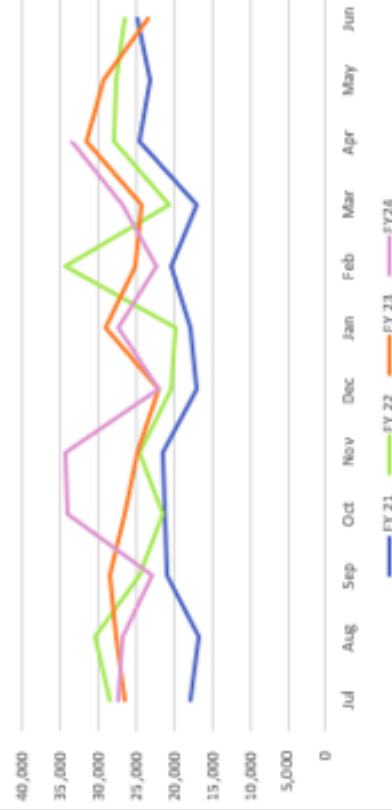
ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	28,402	30,239	24,575	21,575	24,634	20,216	19,849	34,166	20,640	27,847	27,495	26,487	306,125
FY23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
FY25	34,628	28,716	26,372										34,628
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	73.0%	58.6%	53.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

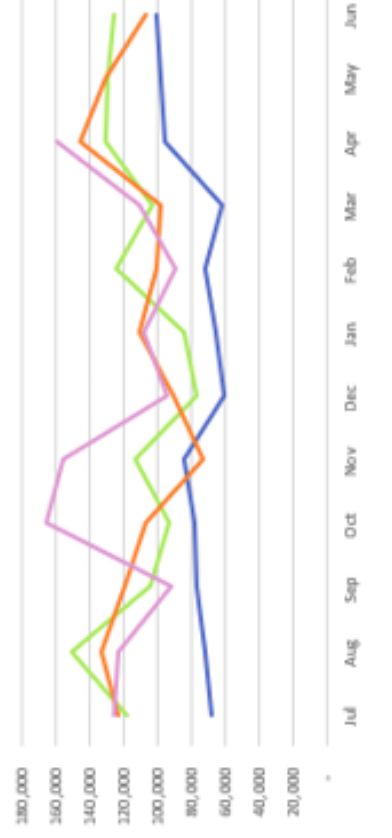
LODGERS' TAX COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	118,258	151,086	104,159	93,657	113,865	77,700	84,351	123,959	103,688	130,711	129,419	126,099	\$ 1,356,953
FY23	123,675	133,648	120,051	107,406	73,116	91,015	111,293	100,743	98,450	145,415	130,573	107,096	\$ 1,342,481
FY24	126,306	123,243	92,711	164,942	156,080	94,157	108,666	89,983	110,577	159,226	115,351	126,741	\$ 1,467,982
FY25	177,303	159,992	118,806										\$ 177,303

Actual Room Nights Sold - Four Year Trend



Actual Lodgers' Tax - Four Year Trend



*February 2022 increase reflects late payment received by the city not the actual allocation of tax liability to the appropriate month.

**Updated 9/22 to reflect monies received by the city during the monthly reporting period for FY20, FY21, FY22 and FY23 for cash basis only.

All Hotels reported for the month of August.

\$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT

Collected in September 2024 for August 2024 Activity

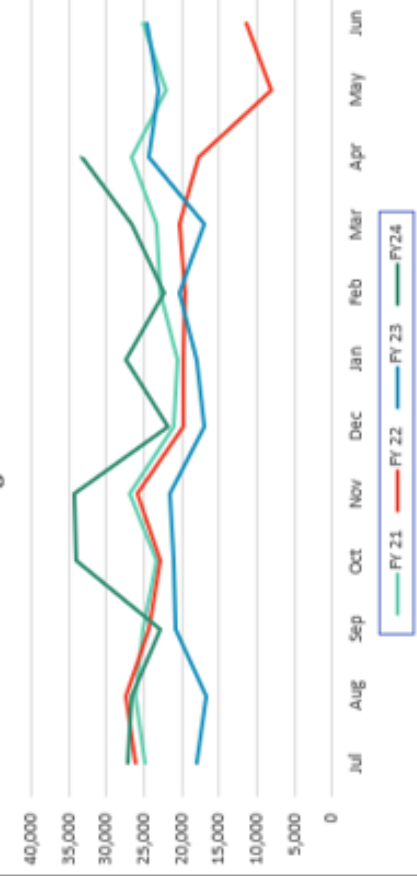
ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	28,402	30,239	24,575	21,575	24,634	20,216	19,849	34,166	20,640	27,847	27,495	26,487	306,125
FY23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
FY25	34,628	28,716	26,372										34,628
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	73.0%	58.6%	53.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

CONVENTION CENTER FEES COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	65,080	78,085	57,453	53,670	64,243	45,085	52,568	62,906	60,999	70,850	72,816	62,375	\$ 746,129
FY23	62,518	65,830	67,088	61,810	44,848	51,480	68,305	57,842	53,238	75,480	63,965	54,313	\$ 726,714
FY24	63,160	59,332	49,567	79,130	80,079	50,482	61,255	50,565	58,575	74,128	61,840	63,755	\$ 751,868
FY25	80,315	70,870	60,612										\$ 177,303

Actual Room Nights Sold - Four Year Trend



Actual Convention Center Bed Fee at \$2.50



*February increase reflects late payment received by the city not the actual allocation of tax liability to the appropriate month.

**Updated 9/22 to reflect monies received by the city during monthly reporting period for FY20, FY21, FY22 and FY23 for cash basis only.

All hotels reported for the Month of August.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 19.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Roswell Public Library

Attachments

Roswell Public Library Monthly Report September 2024

Roswell Public Library

September 17- October 14, 2024

Accomplishments

Building Improvements

HVAC: The HVAC system on the northside and southside of the building has been fixed.

Lighting: We have installed two sets of track lighting in the lobby. City of Roswell Facilities Department Staff has changed out several burnt-out ballasts with LED ballasts.

Public Computers: City of Roswell IT staff has installed additional security for the public computers.

Service Improvements

Digitalization of Roswell History: We have sent the first set of yearbooks to the vendor to scan and place on the website <https://roswell-nm.historyarchives.online>. This project is paid for with funds from the Library General Obligation Bond Fund.

New Shelving for Board Books: Board books are books with thick cardboard that are ideal for babies and toddlers. The collection is very popular and the collection has been expanded to include Spanish and Bilingual titles. The new furniture allows us to separate the Spanish board books into its own area.

Newspapers and Magazines: We consolidated the newspapers and magazines area and updated the signage for the magazines. The Friends of the Library have provided funds to purchase magazines.

Library Boat: The Library boat which promotes early literacy skills was damaged and repairs have been completed.

Library Funding

E-Rate Reimbursement: With the assistance of E-Rate Central we have submitted and we approved to receive \$5,184.00 in reimbursement for 80% of the cost of library internet service. This reimbursement is from expenses in fiscal year 2024.

2022 General Obligation Bond: The New Mexico State Library has issued the purchase order to the Roswell Public Library for \$170,832.41. The 2022 General Obligation Bond fund appropriation revision date is June 30, 2026. We will be using funds to purchase:

- A book shelving for shelving board books in Spanish.
- Two Apple TV's
- 13 iPads and cases for training the public using AARP Senior Planet.

- Digitalization of City Directories and High School Yearbooks
- Cooling units for the meeting room presentation equipment room.
- Equipment for the Play and Learn Area
- Library computers

Plans for October, November and December

- Murder Mystery “Dinner” for teens on October 18
- Día de los Muertos event on November 2 with the Hispano Chamber of Commerce.
- Install tile flooring in front of the circulation desk and entry to the children’s area. This will be done in late November and require that the library is closed when it is unsafe to walk on the floor.
- Host a Grinchy Yuletide Festival on December 21
- Submit a Request for Quote for the architectural plans for the Play and Learn Area.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 20.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Department Report - Golf

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 21.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Museum Monthly Report

Attachments

Museum Report

Board of Trustee Roster



SEPTEMBER ATTENDANCE

	2024	2023	2022	2021
MUSEUM	658	964	1089	821
EVENTS/PROGRAMS	956	1815	259	584
CLASSES	390	195	302	277
PLANETARIUM	180	390	357	266
GROUP TOURS/VISITS	65	62	0	0
FACILITY USE	10	14	85	237
OUTREACH	0	0	0	0
VOLUNTEER VISITS	14	9	22	10
MUSEUM BUSINESS	53	106	23	12
SEPTEMBER TOTALS	2,326	3,555	2,125	2,207
YEAR TO DATE TOTALS	22,891	23,189	24,791	11,923

SEPTEMBER REVENUES

	2024	2023	2022	2021
ADMISSIONS	4,308	3,471	6,338	4,121
CLASSES	1,999	1,952	5,527	1,946
PLANETARIUM	624	1,370	1,206	888
MEMBERSHIP	340	865	1,015	693
FACILITY USE	0	0	125	975
STORE	1,575	2,295	3,989	3,146
SEPTEMBER TOTALS	8,846	9,953	18,200	11,769
YEAR TO DATE TOTALS	140,803	171,730	170,293	124,249

SEPTEMBER ADMISSIONS AND PROGRAMMING

MUSEUM ADMISSIONS VISITS for MONTH REVENUE for MONTH YEAR to DATE VISITS YEAR to DATE REVENUE

Members	22		306	
Children 15 and under	51		1780	
Adult Residents	28	196	293	1133
Adult Non-Residents	177	1770	4940	22,120
Adult Combo Ticket	46	391	212	1803
Seniors	183	1281	1669	7996
Military	60	420	318	1832
Student (16+)	34	238	198	1209
Museums for All	4	12	29	15
Senior Free Days	41		427	
Resident Free Day	-		294	
NARM (free)	3		105	
Member Guest Pass	0		19	
Store Only	9		215	
TOTALS	658	\$4308	11,399	\$32,081

CLASSES SESSIONS for MONTH STUDENTS ATTENDANCE

Clay Open Studio			126
Adult Clay	12	54	162
Kids Clay	8	14	42
Mold-Making and Casting	3	8	24
Drawing and Painting the Figure	3	12	36
TOTAL		88	390

EVENTS/PROGRAMS OCCURRENCES for MONTH ATTENDEES PARTNERSHIP

RAIR Exhibition Opening	1	67	RMACF + RAIR Foundation
Museum Day	1	712	RMACF
Second Saturday Planetarium	1	159	
Tabletop Games Day	1	10	
Yoga	1	8	
TOTAL		956	

PLANETARIUM SHOWS for MONTH ATTENDEES

Planetarium General Shows	56	180
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TOURS/GROUP VISITS GRADE STUDENTS ADULTS GALLERIES PLANETARIUM

El Capitan	5	62	3		X
TOTALS		62	3	-	1

MEMBERS

363
current active
memberships521
current active
membersFOR
MONTH1
new memberships10
renewalsYEAR
to DATE40
new memberships193
renewals

VOLUNTEERS

FOR
MONTH23
volunteer hours14
volunteer visitsYEAR
to DATE196
volunteer hours128
volunteer visits5,721 FACEBOOK
FOLLOWERS1,637 INSTAGRAM
FOLLOWERS

498 E-NEWSLETTER SUBSCRIBERS

ACTIVITIES & HIGHLIGHTS

FACILITIES MASTER PLAN

Led by Huitt Zollars architect Jose Zelaya, a workshop was held with staff, trustees, community stakeholders on Tuesday, October 15 in support of the museum's facility master plan, a project that began in 2022 and is being funded through state appropriations. The master plan will provide a roadmap for future renovations, including a reinterpretation and reinstallation of the Goddard exhibition, the family gallery, expanded and improved collections storage, the reopening of the WPA-era performance stage, and other needs. The plan will be completed around February 2025 and will aid with fundraising initiatives. A follow-up workshop will be open to the public and held on November 1 from 1-3 pm.

INGALLS MEMORIAL HOME PLAQUE

With members of the Ingall's family, the Museum dedicated a wall plaque on Wednesday, October 16 in honor of General Henry Allison Ingall's and the Ingall's Memorial Home that once stood on the southwest corner of the property. The building had been built through the Works Progress Administration in 1937 at the same time as the Roswell Museum Federal Art Center. The Memorial Home housed the Charles M. de Bremond Post 28 of the American Legion and was a meeting location for the Roswell chapters of the Disabled American Veterans, Veterans of Foreign Wars, and Daughters of the American Revolution.

The hall was named in honor of General Henry Allison Ingalls (1869-1937), a devoted surgeon and veteran of the Spanish-American War, the Mexican Expedition, World War I, and the New Mexico National Guard, under which he was promoted to the rank of brigadier general in 1926. Ingalls moved to Roswell in 1908 where he operated a medical practice and was a surgeon and instructor at New Mexico Military Institute between 1910 and 1935. Ingalls was active in veteran and civic organizations, including serving as the first president of the New Mexico Veterans Council in 1933. The hall fell into disrepair and was torn down in 1993.

HOLIDAY ARTISAN MARKET

The Holiday Artisan Market is a fundraiser, show and sale presented by the Roswell Museum and RMAC Foundation. The 2024 market includes work by 35 regional artists in ceramics, painting, prints, sculpture, fiber art, photography, glass, jewelry, woodworking and metal. An opening night event will be held on Saturday, November 9 from 5-9 pm. The event will feature "first pick" shopping, a

silent auction, wreath raffle, live jazz music, hors d'oeuvres, and a cash bar. Tickets are \$25 and are available online and in-person. The Market will continue with free admission after the opening through December 31. Sales go to our regional artist community and the RMAC Foundation in support of Museum programming. Visit the website for opening night tickets and more information.

MUSEUM DAY ROSWELL 2024

Museum Day Roswell 2024 was held on Saturday, September 14. The popular event, held for the second year in a row, included free admission to Roswell's seven museums along with tours, art and craft activities, and prize drawings. Over 200 individuals visited all seven museums to receive a Museum Nerd button and to be entered into a grand prize drawing. 712 visitors visited the Roswell Museum that day. A date for the 2025 event will be confirmed in the coming months.

ROSWELL SCIENCE AND ART FESTIVAL

The 5th annual Roswell Science and Art Festival took place on Saturday, October 12 from 10 am to 4 pm at the Roswell Convention Center. The aim of the event is to showcase regional art and science initiatives, while inspiring the next generation of creative and innovative thinkers. Participating groups presented displays, demonstrations and hands-on activities along with those presented by the Museum, including the premiere of a new planetarium film "Dinosaurs at Dusk." Approximately 1500 people attended the event which was supported by 300 staff, volunteers and participating group representatives.

Thanks goes to participating groups: Albertsons Market; Big Brothers Big Sisters; Bureau of Land Management; Burrell College of Osteopathic Medicine; Chaves Soil and Water Conservation District; City of Roswell Engineering; Civil Air Patrol; Conquistador Council, BSA; Dark Sky Land; Early College High School Robotics and Aviation/Engineering Club; NM Energy Conservation & Management; ENMU-R Agriculture Science & Technology; Explora; Future Farmers of America; Hawks Aloft; Keep Roswell Beautiful; Leprino Foods; Moon Rock Outfitters; New Mexico Farm and Livestock Bureau; New Mexico Ag in the Classroom; New Mexico Game & Fish; Miniatures and Curious Collections Museum; New Mexico Military Institute Mathematics and Sciences Division, Philosophy Department, and Art Department; NMSU Meat Science Program; NMSU Chaves County Cooperative Extension Service; Pecos

Valley Artesian Conservancy District; Plateau; Roswell Astronomy Club; Roswell High School MESA Club; Roswell Public Library; Science Spectrum Museum; Sidney Gutierrez Middle School; Western Heritage Museum; Wonders on Wheels Mobile Museum; and Xcel Energy.

In addition to many individuals, there were also several groups who volunteered, representing: University High School, the Assisteens, ENMU-Roswell Nursing Program, New Mexico Military Institute, Roswell High School Key Club, the Roswell Museum Board of Trustees and the RMAC Foundation. Several City departments also gave of their resources and time, including: the Roswell Convention Center, Public Affairs, Facilities Maintenance, and Parks.

The event was generously supported by the Xcel Energy and the RMAC Foundation with in-kind support from Amy's Tents, Waide Construction, Dion's, Albertsons Market, and Starbucks.

NMAM CONFERENCE

Registrar Cloe Medrano attended the New Mexico Association of Museums Conference in Albuquerque October 2-5. Cloe serves as Treasurer on the NMAM Board and supported the organization of the conference whose theme was "Museums - The Changing Environment." The 2025 Conference will be hosted in Roswell.

MUSEUM HOURS & TEMPORARY ENTRANCE

The museum is temporarily closed on Mondays due to construction. Current hours are Tuesday through Sunday, 10 a.m. to 6 p.m. At this time, the main entrance to the museum is closed and a temporary entrance is in use at the planetarium. Visitors may park in the main lot and follow the signs around the west side of the building, or park on Richardson Ave. For up-to-date information, please check social media or the museum's website.

MUSEUM RENOVATIONS

Construction continues on the lobby, new store and facade improvements. Recent activities include the pouring of a concrete foundation for the new vestibule and lights are currently being installed in the lobby and store.

Estimates have been collected for electrical and HVAC work supported through state funds, and the work will be scheduled in the coming weeks.

Roswell Museum Board of Trustees Roster

updated January 2024

Position 1

Kay Cargill Jenkins

2801 Coronado Dr.
Roswell, NM 88201
kay@ragdalelawfirm.com
575-623-5884 (h); 575-910-7410(c)
1st term: 4/1/2019 to 3/31/2023
2nd term: 4/1/2023 to 3/31/2027
Occupation: Lawyer

Position 2

Tim Hartwick

50 Riverside Drive
Roswell, NM 88201
thartwick19@gmail.com
575-693-2717 (c)
1st term: 5/1/2021 to 3/31/2025
Occupation: Middle School Art Teacher

Position 3

Nina Leacock

1504 Highland Rd.
Roswell, NM 88201
nkleacock@gmail.com
505-239-0654 (c)
1st term: 4/1/2023 to 3/31/2027
Occupation: Teacher, Academic Administrator, Education
Writer, and Education Consultant

Position 4

Elisa Begueria

2807 Onate Rd.
Roswell, NM 88201
elisabegueria@gmail.com
575-365-2000 (c)
Partial term: 12/9/2021 to 3/31/2025
(previously held by Jessica Parham)
Occupation: Lake Arthur Municipal Schools Superintendent

Position 5

Lindsay Mayo Fincher

1101 N. Pennsylvania Ave.
Roswell, NM 88201
lindsay.m.finch@gmail.com
545-626-3103
1st term: 4/1/2023 to 3/31/2027
Occupation: Professor of Philosophy, New Mexico Military
Institute

Position 6

Anne Baker

315 N. Main Street
Roswell, NM 88201
abaker@stellarcoffeeco.com
254-592-1462 (c)
1st term: 4/1/2017 to 3/31/2021
2nd term: 4/1/2021 to 3/31/2025
Occupation: Business Owner, Stellar Coffee

Position 7

Christy Murphy

102 S. Lea Avenue
Roswell, NM 88202
1st term: 6/13/2024 to 3/31/2027
(previously held by Kate Huebner)
Occupation: Mass Communications Manager,
Water Environment Federation

Position 8

Vacancy

Partial term: 1st term: xxx to 3/31/2025
(previously held by Kyle Bayless)
Occupation:

Position 9

Valli West (Vice Chair)

3659 Spring River Road
Roswell, NM 88203
valliwd@yahoo.com
575-840-5800 (c)
1st term: 4/1/2019 to 3/31/2023
2nd term: 4/1/2023 to 3/31/2027
Occupation: Artist

Position 10

Lorrina Segovia

2600 Gaye Drive
Roswell, NM 88201
lorrinaleesegovia@gmail.com
310-922-0717 (c)
1st term: 4/1/2017 to 3/31/2021
2nd term: 4/1/2021 to 3/31/2025
Occupation: Regional Vice President, Aquent LLC - Recruiting
Firm

Position 11

Jane Avery Gray

3704 Woodbine Way
Roswell, NM 88203
jagray@outlook.com
575-420-4925 (c)
1st term: 4/1/2023 to 3/31/2027
Occupation: Retired Banker

Positions 1, 3, 5, 7, 9, 11 are terms
from 4/1/2023 to 3/31/2027
Positions 2, 4, 6, 8, 10 are terms
from 4/1/2021 to 3/31/2025

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 22.

Finance Committee November 7, 2024

Meeting Date: 11/07/2024

COMMITTEE: Finance

CONTACT: Elizabeth Prichard

CHAIR: Robert B. Corn

DEPARTMENT NAME:

Public Affairs September 2024 Department Report

Attachments

PA September 2024 Report

Public Affairs Department Report September 2024

General Public Affairs

- Received on invoices for department
- Information gathering, preparing agenda and PPT for Occupancy Tax Board
- Information gathering, preparing Roswell Hispano Chamber of Commerce funding request for FY 2025
- No SET meetings- 2 street closure applications received, reviewed and responded to
- Abstract, information gathering and PPT for Finance Committee item/department reports
- Held virtual meetings with RARA and 3 Advertising for Marketing initiatives for 2025
- Held virtual meetings with NMTD for FY24 tourism marketing initiatives.
- Held meetings with Lodgers' Tax Event Funding awardees to discuss partnership.
- Radio interview with Les Jones at KBIM for City of Roswell events and Keep Roswell Beautiful
- City of Roswell employee training
- Fall Bash event meetings

Current Media Outputs

- Current Campaigns include: Helping the Homeless in Roswell, Recycling, Baby Boxes, City of Roswell Now Hiring, RPD Now Hiring Retired Officers, Urgently Hiring Engineering Positions, Adult Center Summer Dance series, Fall Bash, Science and Art Festival, Recycling, SW new hours
- Updated OOH billboards / Marquee / Rise vision
- Updating website links on roswell-nm.gov and flyroswell.com
- News flashes on website: 0
- Jobs of the week update on website: 4
- Government website updates: Estimated 3
- Form Updates: 2
- Facebook: 27
- Instagram: 0
- TikToks: 0
- FB Lives: 1
- Rise Vision Updates: 9

- New Digital Billboards & Marquee: 3
- Videos: 0

24 Videos year- to-date
(Jan 1 – September 30)



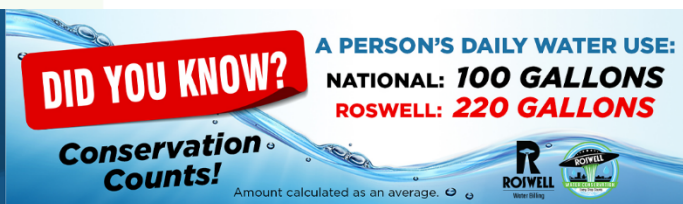
SEPTEMBER 2024



Meeting	Date	Time	Place
Finance Committee	Thursday, Oct 3, 2024	2:00 PM	City Hall, 415 N. Richardson Ave.
City Council	Thursday, Oct 10, 2024	6:00 PM	Convention Center, 912 N. Main St.
Public Safety Committee	Tuesday, Oct 15, 2024	4:00 PM	City Hall, 415 N. Richardson Ave.
Infrastructure Committee	Monday, Oct 21, 2024	2:00 PM	City Hall, 415 N. Richardson Ave.
Legal Committee	Thursday, Oct 24, 2024	2:00 PM	City Hall, 415 N. Richardson Ave.

Follow us on social media. Meetings updated every month.

4:51 PM



DID YOU KNOW?

Conservation Counts!

A PERSON'S DAILY WATER USE:
NATIONAL: **100 GALLONS**
ROS WELL: **220 GALLONS**

Amount calculated as an average.



SCIENCE & ART festival 2024

SAT OCT 12

10AM - 4PM

ROS WELL CONVENTION CENTER
912 N. MAIN
ROS WELL NM

Inspiring the next generation of creative and innovative thinkers!



YOUTH BASKETBALL LEAGUE

LAST CHANCE!

REGISTRATION
Open until Sept 30, Ages 5-8
\$45

HIRING OFFICIALS
Call 575-624-6719 for more information

Register at RoswellConnect.com • 1402 W College Blvd



NOW HIRING LIFEGUARDS

JOIN OUR TEAM

PART-TIME POSITIONS AVAILABLE IMMEDIATELY

Apply today at roswell-nm.gov/746

Graphic Design-

Created an estimated **15 graphics**. During September, our Graphic Designer was out on emergency family leave therefore the number of graphics created by Public Affairs were limited. However, we still pushed our normal campaigns for recycling, illegal dumping, hiring new positions, science and art festival and new upcoming events/notices to the public.

559 Graphics Year-to-Date (Jan 1 – September 30)

Keep Roswell Beautiful news:

Keep Roswell Beautiful held the first community cleanup on September 28, 2024 at Cahoon Park. There were 19 volunteers and we gathered 25- 45 gallon bags of trash along the Spring River. Thank you to everyone who showed up to participate!



Contact TJ Conyers for more information on upcoming cleanups and how to volunteer for Roswell Beautiful. 575-315-5183 or t.conyers@roswell-nm.gov

Xcel Energy will be donating 816 boxes of LED light bulbs to KRB to give away at presentations in schools, to volunteers at cleanups, and to those attending Arbor Day.





Monthly PEER Awards are now handled by Human Resources.

Volunteer stats report:

Volunteers are now handled by Parks and Recreation with the help of Human Resources.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 23.

Finance Committee November 7, 2024

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DEPARTMENT NAME:

Visitor Center September 2024 Report

Attachments

Visitor Center September 2024 Report

Monthly Visitor Center Store Report September 2024

Visitor Center Retail Store:

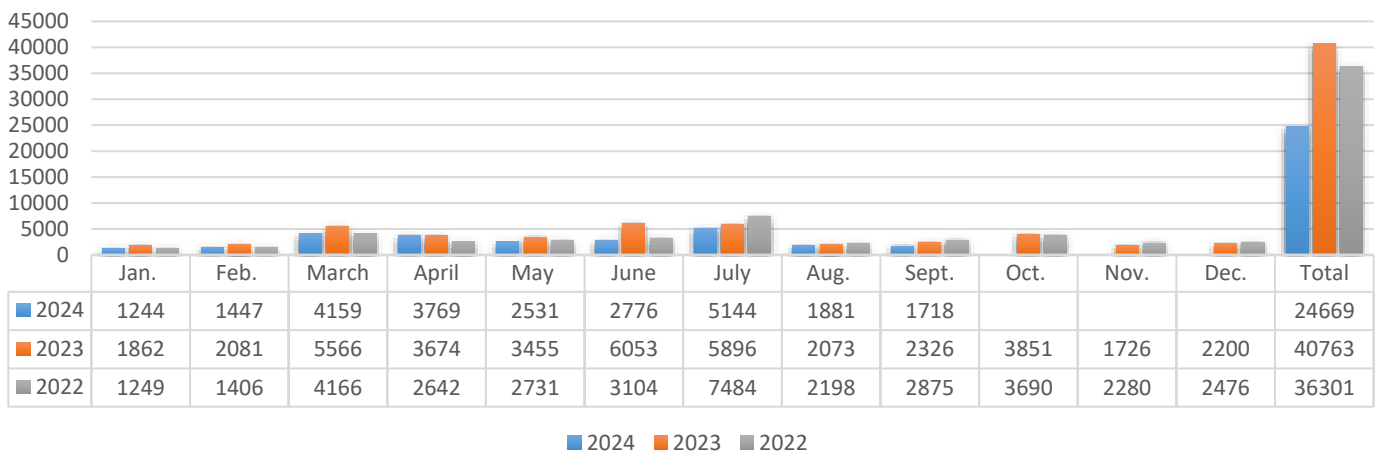
- Welcomed **1718** guest, stayed overnight **1370** in Roswell or **80%** and **113** Roswell locals.
- August sales total **\$6869**.
- Top 5 items sold: City of Roswell Tee, Alien Glasses, Coin Long Sleeve, Faded "R" Tee, Pastel Tie Dye Tee.
- Online sales total for September: **\$483.74** we captured **548** visitors to our online store.

September Visitation Report

	September Comparison			YTD Comparison		
	2022	2023	2024	2022	2023	2024
Roswell Only	105	163	113	1287	1345	1334
New Mexico Visitors	214	152	86	2377	2445	1759
(Not including Roswell Area)						
US Visitors	2380	1766	1305	22954	27246	19697
(Not including New Mexico)						
International Visitors	176	245	214	1234	1950	1879
Unknown	0	0	0	3	0	0
Totals Visitors	2875	2326	1718	27855	32986	24669

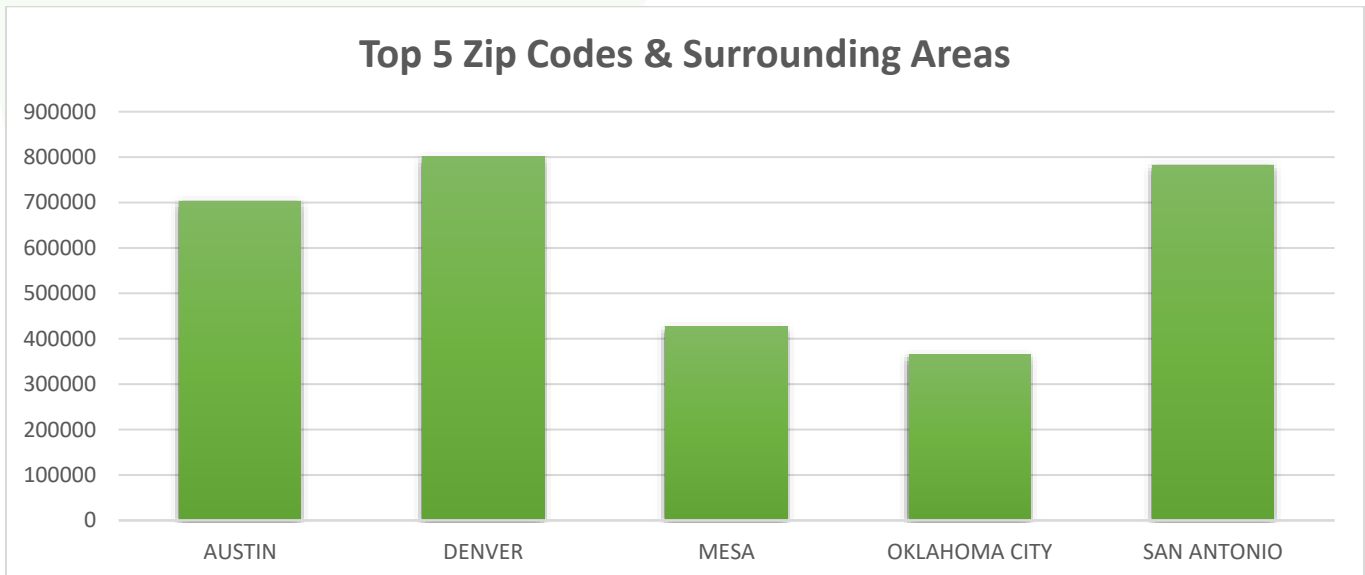
Numbers reflected above are by calendar year
Now closed on Sundays & Mondays

Visitor Comparison By Calendar Year



Facility Operations:

- Posted events on Community Calendar, SeeRoswell.com and Visit Widget that were submitted to the websites or events that we have looked for through using other resources.
- Promoted blood drives, small businesses, Spring River Zoo, Virtual Events, Roswell Museum and CSPs on KENW-Portales radio station every Thursday which is written by Visitor Center Staff.
- Updated inventory numbers at Visitors Center once a week and stock room once a month.
- Worked on staff training to help with advancements. Staff has started on new CBT that is required yearly.
- Visitor Center Staff Meeting
- Visitor Center How to Guides & Handbook updates.
- Attended Set Meeting
- Safety Committee Meeting
- 60 promotional bags for RHS for visitors coming back for high school reunion; Visitor Center staff assembled and called group for pick.
- 8 requests from out-of-town visitor centers for city attraction maps; Visitor Center staff packaged and shipped.
- Extended hours 8am – 8pm for Chile Cheese Festival.
- 2 requests for tear sheets; which Visitor Center staff delivered.
- Working with facilities on replacement of Welcome to Roswell and Come Back Soon signs to be replaced.



Austin, Texas: 73301, 78702, 78703, 78726, 78731, 78744, 78746, 78756, 78757

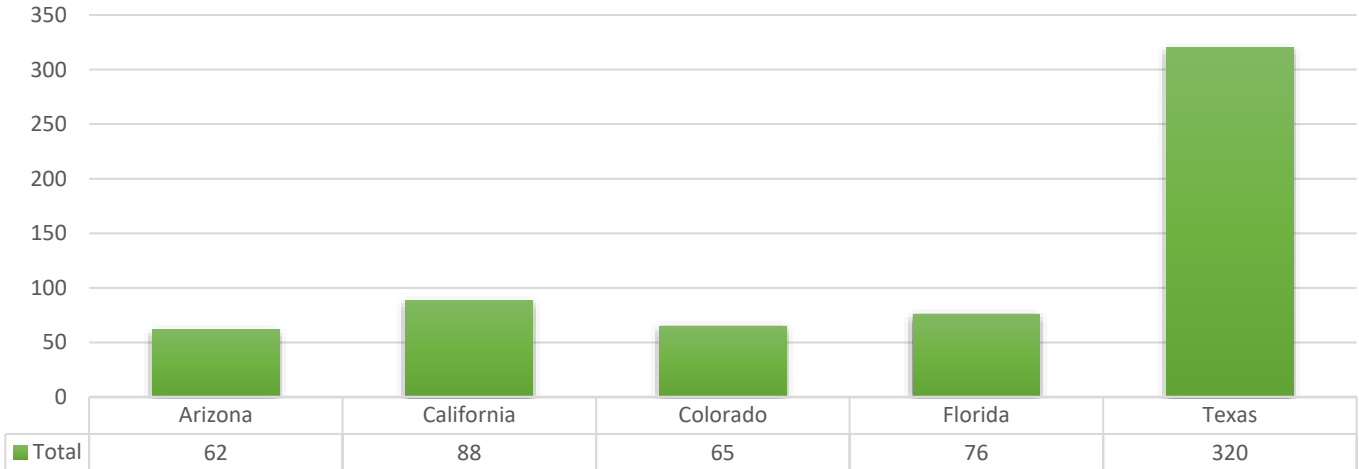
Denver, Colorado: 80202, 80206, 80210, 80218, 80219, 80226, 80229, 80233, 80237, 80241

Mesa, Arizona: 85201, 85202, 85205, 85212, 85213

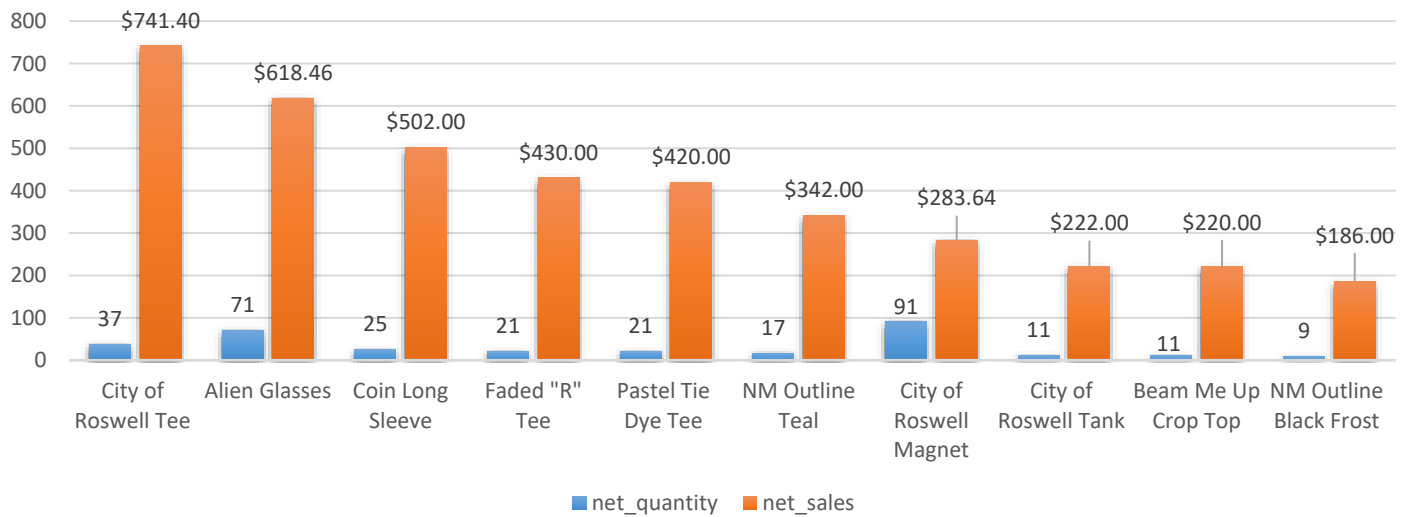
Oklahoma City, Oklahoma: 73102, 73103, 73128, 73130, 73162

San Antonio, Texas: 78209, 78229, 78232, 78233, 78243, 78245, 78247, 78250, 78253, 78260, 78294

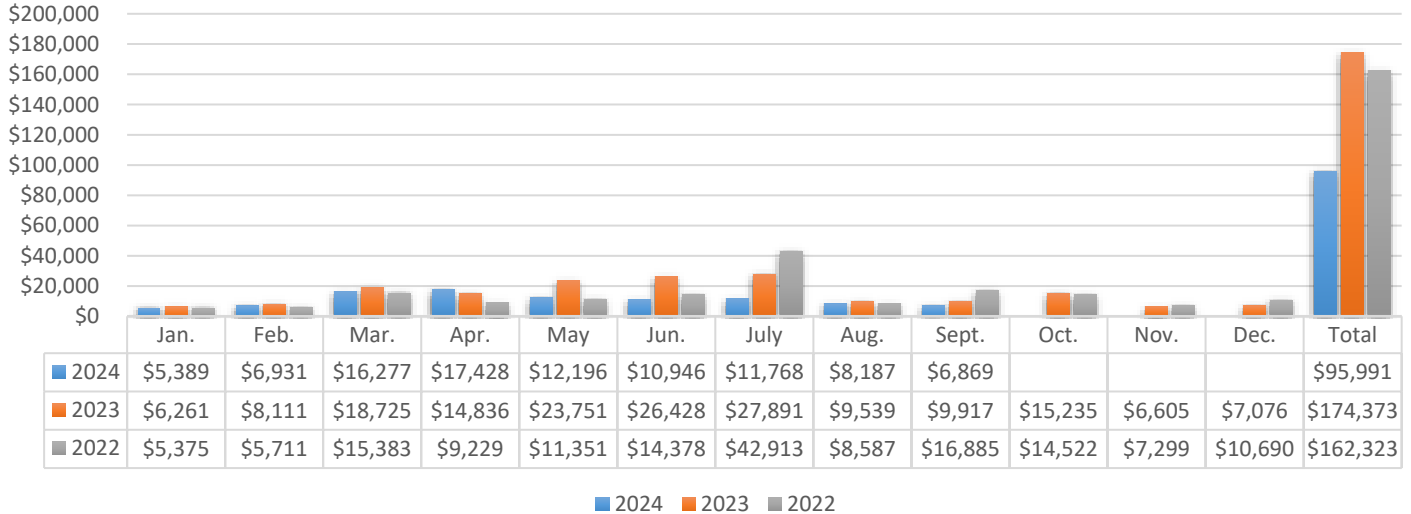
Top 5 States to Visit - September 2024



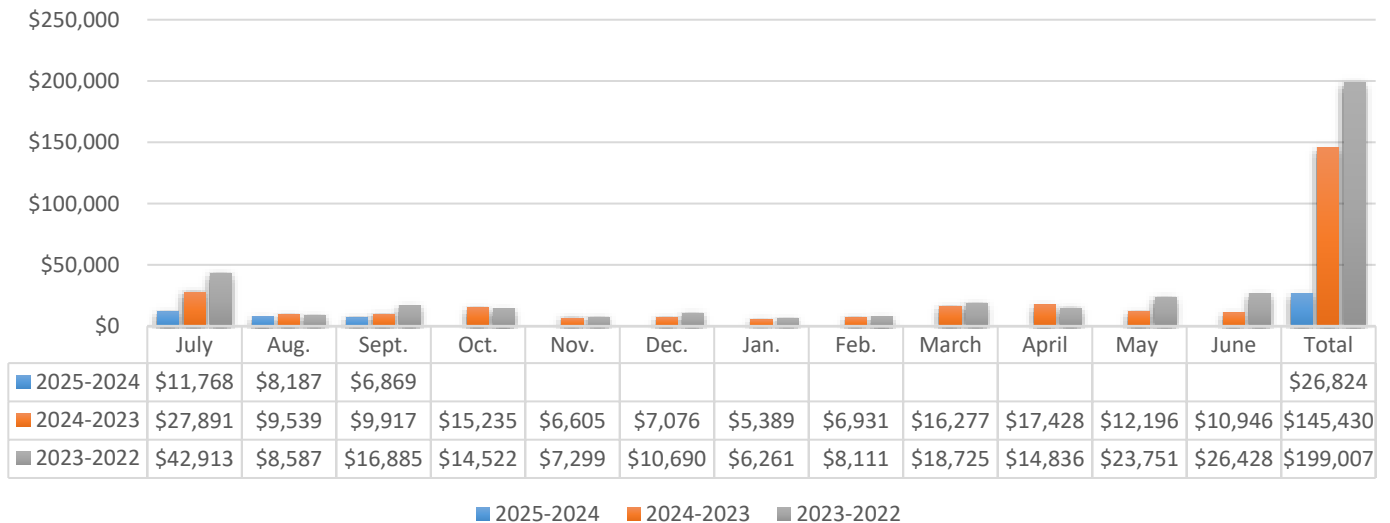
Top 10 Items Sold September 2024



Calendar Year 2024 Revenue Comparison



Fiscal Year 2025 Revenue Comparison



Fiscal Year 2025 Merchandise Expenses

