FINANCE COMMITTEE AGENDA

Thursday, December 5, 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. **APPROVAL OF MINUTES**

1. Consider approval of the November 7, 2024, Regular Finance Committee Meeting Minutes. **(Nulf)** pg. 5

E. **BUDGET PLANNING**

2. Payroll Summary pg. 19

3. Future Budget Planning. pg. 20

4. Review Lodger's Tax Income and Expenses. **(Gomez)** pg. 21

F. **FLOOD DISASTER UPDATE**

5. Flood Disaster Purchase Order List. **(Gomez)** pg. 24

6. Road and Bridge Infrastructure - Flood Disaster Update. **(Najar/MacCornack)** pg. 26

7. Building Infrastructure and Property - Flood Disaster Update **(Rogers)** pg. 28

8. Debris Removal Update due to Flood Disaster. **(Abraham)** pg. 30

9. Review Water and Waste Water FY25 budget, future budget planning, and flood disaster update. **(Sanchez)** pg. 75

G. **ACTION ITEMS**

10. Resolution 24-XX - consider recommending adoption of Resolution 24-XX for Travel Expenditures. **(Corn/Heldenbrand)** pg. 76

11. Resolution 24-XX - consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025. **(Gomez)** pg. 80

12. Consider recommending authorization of requisition No. 12502011 to Quality Tool & Equipment DBA Best Buy Automotive Equipment for the West Lot TSU Evidence Building in the Amount of $44,990.00 for ten (10) Atlas Garage Pro Parking 4 Post LIfts for vehicle evidence storage. Transferring funds from Capital Expense - Building GL No. 1101411-817503 to Maintenance and Repairs Building 1101411-614002. **(Prichard)** pg. 83

    - Funding Source is per Capital Appropriation No. 21-F2693 for $350,000, $60,168.82 available.

13. Consider recommending authorization 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)** pg. 88

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

14. Consider recommending authorization for ratification of disaster relief PO 22501472 in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River. **(Najar/MacCormack)** pg. 92

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

15. Consider recommending authorization for an expenditure of $2,406,178.84, including GRT, for ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction. **(Najar/MacCornack)** pg. 100

    - Funding Source - Current available amount in Tyler/Munis FY25 capital budget is $3,229,204.30.

16. Resolution 24-XX:Support for NM Matching Fund Application for SS4A- consider recommending adoption of Resolution 24-XX to support application to the New Mexico Matching Fund to provide matching funds for "Safe Streets and Roads 4 All" funding application. **(Najar/MacCornack)** pg. 106

17. Ordinance 24-XX- consider recommendation to authorize to advertise to hold a public hearing on proposed Ordinance 24-XX for emergency loan funding from the New Mexico Environment Department for sewer repairs required after the historical flooding disaster in October 2024. **(Najar/MacCornack)** pg. 109

    - New Mexico Environment Department would provide $1,040,000 to assist with sewer repairs caused by flood disaster. City would repay once FEMA reimbursement is received.

18. Consider recommending authorization for an expenditure in the amount of $476,980.17 which includes GRT for; Roswell Water Master Plan Project to Freese & Nichols Inc. **(Najar/MacCornack)** pg. 120

    - Funding Source - Project is planned to be funded with American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund. Current available is $622,692.45.

19. Consider recommending authorization to utilize Roswell Independent School District (SRO) monies up to $90,000.00 to purchase Real Time Crime Center cameras and equipment. It will be reimbursed from the State Homeland Security Grant Program (SHSGP) grant. **(Aldana)** pg. 190

    - Funding Source - the money will be reimbursed by the State Homeland Security Grant

Program (SHSGP) grant.

20. Resolution 24-XX: Disposal of Certain Surplus Personal Property- consider recommending adoption of Resolution 24-XX authorizing the Disposal of Certain Surplus Personal Property. **(Hicks)** pg. 191

21. Consider recommending authorization for an expenditure of $42,016.01 to RoofCare Services for library roof repairs from Capital Improvement Funds. **(Costley)** pg. 195

22. Resolution 24-XX - Consider recommending adoption of Resolution 24-XX for receiving fire recruitment funds from the DFA. **(Fuller)** pg. 207

23. Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX. **(Jessica Vickers)** pg. 211

24. Consider recommending authorization of the 2025 Finance Committee Meeting schedule. **(Nulf)** pg. 213

H. NON-ACTION ITEMS

25. Finance Department Reports pg. 215

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

26. Roswell Public Library pg. 221

27. Department Report - Golf pg. 227

28. Museum Monthly Report pg. 231

29. Public Affairs pg. 234

30. Visitor Center pg. 239

31. Roswell Chaves-County Economic Development Corporation FY2025 Q1 Report. **(TJ Conyers)** pg. 245

32. Roswell Hispano Chamber of Commerce FY2025 Q1 Report. **(TJ Conyers)** pg. 265

33. MainStreet Roswell FY2025 Q1 Report **(TJ Conyers)** pg. 293

I. PUBLIC PARTICIPATION

J. 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

Approval of Minutes 1.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider approval of the November 7, 2024, Regular Finance Committee Meeting Minutes. **(Nulf)**

BACKGROUND:
Initiated by: Elizabeth Nulf

Consider approval of the November 7, 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 November 7, 2024, Regular Finance Committee Meeting Minutes.

STAFF RECOMMENDATION:
Consider approval of the November 7, 2024, Regular Finance Committee Meeting Minutes.

Attachments

November 7, 2024 Draft Minutes

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, November 7, 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 Chairman Corn presiding, Councilor Halvorson, Councilor Johnson, Councilor Heldenbrand and Councilor Cavin were present.

STAFF PRESENT

Della Andazola, Hess Yntema, Mike Mathews, Chad Cole, Christopher J. Narin-Mahan, Abraham Chaparro, Debbie Reyer, Lorenzo Sanchez, Justin Jones, Caroline Brooks, Elizabeth Prichard, Louis Najar, Toni Gomez, Bruce Andler, Amalia Martinez, Becky Hicks, James MacCornack, Enid Costley, Bobbie Thompson, Jim Burress, Elizabeth Nulf, and with Melissa Garcia, TJ Conyers, and Jenna Lanfor via phone

GUESTS PRESENT

Mayor Timothy Jennings, Rita Kane-Doerhoefer, Raenada Mason, Terri Harbor, Tim Archibeque via phone.

APPROVAL OF AGENDA

Councilor Heldenbrand motion to amend the agenda to include items No. 17, 18, and 19 and to correct the numbering for the items to follow. Councilor Halvorson seconded the motion.

The motion passed with a 5-0 voice vote.

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

The motion passed with a 5-0 voice vote.

Councilor Corn introduced Raenada Mason, public information office with U.S. Small Business Administration. Ms. Mason spoke on assistance available for those affected by the flood disaster.

Budget Planning

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1. 1st Quarter Review on FY25 Budget.

   Presented by Toni Gomez. Toni Gomez handed out FY24-25 Budget report for August 2024, September 2024, and October 2024.

   Chairman Corn started with the DFA Report. Mr. Cole state the first quarter actuals have been submitted to DFA as of October 31st and are timely. Chairman Corn requested a copy of the 1st Quarter Report.

   Chairman Corn reiterated the requirement of getting a PO. Councilor Heldenbrand stated a purchase without a PO is not validated.

2. Future Budget Planning.

   Presented by Toni Gomez. Toni Gomez handed out Report Recap – Roswell (City) – FY2025 Q1

   Chairman Corn went over the handouts and the budget adjustments.

   Councilor Heldenbrand stated he has concerns with the general fund, enterprise funds have money coming in from different sources.

   Chairman Corn asked for the first quarter review. Mr. Cole handed out the Report Recap-Roswell-FY25 Q1.

   Chairman Corn asked for the FY25 Q1 payroll information. Mr. Cole stated he and Toni were working to provide the payroll information for the FY25 Q1 payroll at next Finance Committee meeting on December 5, 2024.

   Councilor Heldenbrand stated we have other issues we need clarification on State Tax and Reg has allowed people to be on a 90-day hiatus in paying their GRTs. We won't see our tax for January, February, and March and that could be a big problem for us. This could be real damage to us, since we are bringing in $5,000,000.00 on average per month.

3. Review Lodger's Tax Income and Expenses.

   Presented by Toni Gomez. Ms. Gomez reported Lodger's Tax received $617,061.15, expenses is $244,432.36 year to day.

   Councilor Heldenbrand asked what is the balance in Lodger's Tax? Ms. Gomez responded beginning cash was $1,512,522, year to date actuals $617,000 and our total expenditures we have $ 1.8 in our cash balance.

   Chairman Corn asked if we committed some of the money to RARA. We have $300,000, replied Ms. Gomez.

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

   Presented by Lorenzo Sanchez. Mr. Sanchez gave an overview of the infrastructure damage to Spring River and to the waste water sewer lines. Mr. Sanchez included there was 700 ft of sewer lines wasted out which are currently by-passed, Mr. Sanchez estimated damages at $750 million. Mr. Sanchez also included an overview of the damages to the Waste Water Treatment Plant which include several basins full of solids with both digesters down. Mr. Sanchez did not provide an estimate on the damages to the Waste Water Treatment Plant.

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.

   Presented by Abraham Chaparro. Consider recommending approval for Landfill to reallocate funds to cover expenses:

   Ms. Reyer presented a handout with the amended changes.

   - $70,240 from 52014342-817504 Capital Outlay - Infrastructure (New Gates), to 52014342- 654801 Contract - Professional Services to cover the negative total 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 New total $581,016.66.

   - $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 Seconded well replacing the Fire Suppression System $60,000, and the. (New Amount $60,000)

   Ms. Reyer made changes to the initial request to consider approval for reallocation funds to cover expenses for an amount of $556,842 to the new amount of $640,918.66 and change vendor from J&H Services to CES.

   FOR THE RECORD: Chair Corn skipped to Item 7 to allow Ms. Reyer to re-calculate the item line totals to reflect the changes from the initial PO in the amount of $556,842.00 to total amount of $640,918.66.

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

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with three (3) additional 12-month periods, mutually agreeable extensions. (Hicks)

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

Bulk Fuel has been included in the FY25 Budget and 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.

Councilor Heldenbrand made a motion to consider recommendation of approval to award ITB 25-005-Bulk Fuel to AWC Propane and allow the City Manager to enter into one (1) year contract period with three (3) additional 12-month periods, mutually agreeable extensions to the consent agenda. Councilor Halvorson seconded.

The motion passed with a 5-0 voice vote.

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)

   Presented by Louis Najar. Bids received on October 8, 2024 for the subject project have been reviewed. A Bid Tabulation was attached to Constructors, Inc in the amount of $314,937.05 including tax of 7.8958%.

   Councilor Johnson asked what is the shelf life on the grant? First extension December 2024, second extension reversion date is June 30,2025, replied Mr. Najar

   Councilor Halvorson made a motion to consider recommendation of 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 on the consent agenda. Councilor Heldenbrand seconded the motion.

   The motion passed with a 5-0 voice vote.

For the Record: Chairman Corn went back to item 5.

5. Chairman Corn explained changes to the agenda abstract –
   First paragraph: $134,000 is now $341,016.66. The total on the same paragraph should be $640,918.66. The last item on the list, the $134,000 becomes $341,016.66 and removing HVAC $60,000 and Domestic Water System $10,400. Ms. Reyer replied yes, we are just keeping the Fire Suppression System.

Chairman Corn asked what is the $281,016.66 for? It is going into 654,801, replied Ms. Reyer. Chairman Corn reiterated it is going with $300,000 and this is an additional $281,016.66? Yes, replied Ms. Reyer.

Councilor Heldenbrand stated the total is now $581,016.66 confirmed by Ms. Reyer.

Councilor Heldenbrand made a motion to amend the agenda abstract to reflect building improvements $341,016.66 for a grand total of $640,918.66. Asking for funds to be reallocated the last item will change from $134,000 and will now be $341,016.66 from the building outlay, remove the HVAC for $60,000 and the Domestic Water System for $10,400, add J&H PO for emergency repairs in the amount of $281,016.66. Councilor Johnson seconded the motion.

The motion to amend the agenda passed with a 5-0 voice vote.

Councilor Heldenbrand made a motion to consider recommendation of approval of amended agenda for Landfill to reallocate funds to the consent agenda. Councilor Johnson seconded the motion.

The motion passed 5-0 voice vote.

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

   Presented 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 accounts to last the year we are requesting to move $250,000.00 From 52014342-817505 Capital Outlay – Equipment to 52004341-614012 M&R – Vehicle and $4,000.00 be transferred from 52014342-817505 Capital Outlay to 52004341-655005 Contract-Online Collection.

   FOR THE RECORD: Councilor Calvin left meeting at 3:40 pm.

   Councilor Johnson made a motion to consider recommendation of approval for a budget transfer totaling $254,000 from Landfill (52014342) to Collections (52004341) for the Solid Waste Department and for $4,000 to be transferred from 52014342-817505 Capital Outlay to 52004341-655005 Contract-Online Collection to the consent agenda. Councilor Heldenbrand seconded the motion.

   The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

8. Consider approval for ratification of disaster relief PO# 22501320 in the amount of $300.00 to J&H Services. (Chaparro)

Presented by Abraham Chaparro. Consider approval for ratification of disaster relief PO #22501320 in the amount of $300,000.00 to J&H Services.

Due to 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 $300,000.00 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.

Councilor Heldenbrand made a motion to amend agenda to consider approval for ratification of disaster relief PO #22501320 in the amount of $581,016.66 to Cooperative Educational Services (CES) from J&H Services. Councilor Halvorson seconded the motion.

The motion to amend agenda passed with a 4-0 voice vote, with Councilor Cavin being absent.

Mr. Chaparro explained the need to ratify the purchase order to CES from J&H in the amount of $581,016.66. Councilor Halvorson made a motion to consider approval for ratification of disaster relief PO #22501320 in the amount of $581,016.66 to Cooperative Education Services as amended on the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

FOR THE RECORD: Councilor Heldenbrand stated item 5 abstract was not amended to reflect CES as the vendor for PO #22501320 and made a motion to go back and revisit item 5. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

5. Councilor Heldenbrand made a motion to amend the item as originally passed, second bullet point changed the name on the PO for disaster relief to reflect CES and the last bullet point where we added J&H emergency repairs for $281,016.66 that needs to be changed to CES. Councilor Halvorson seconded the motion.

   The motion passed 4-0 voice vote, with Councilor Cavin being absent.

   Councilor Heldenbrand made a motion to consider the recommendation as amended to reallocate fund for the landfill to the consent agenda. Councilor Johnson seconded the motion.

   The motion passed 4-0 voice vote, with Councilor Cavin being absent.

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FOR THE RECORD: Chairman Corn moved to item 10. As Items 6-9 have already been voted on.

FOR THE RECORD: The approved total $640,918.66 was corrected at City Council Meeting on November 14,2024 to reflect the actual numbers given at the finance committee meeting. Refer to City Council for corrected totals.

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)

    Presented by Louis Najar. 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. Mr. Najar attached quote from Heil of Texas, which was $25 less expensive than Pete's Equipment quote.

    Councilor Johnson made a motion to consider recommendation of 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, on the consent agenda. Councilor Halvorson seconded the motion.

    The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

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)

    Presented 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.

    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.

    Councilor Heldenbrand made a motion to consider recommendation of approval for purchase order requisition to Tank Industry Consultants in the amount of $450,000 to provide third party inspection and quality control for Country Club

Reservoir Repair Project on the consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

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)

Presented by James MacCornack. 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.
Project is on approved FY25 Budget for $251,000, a budget adjustment of $15,032 will be required to cover the actual total $266,032.00 versus FY25 budget amount of $251,000.

Councilor Johnson made a motion to amend abstract to reflected the adjusted amount of $15,032 to reflect $5,526 and the total amount from $266,032.00 changed to $256,526.00. Councilor Heldenbrand seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

Mr. MacMacornack presented the amended award of the Roswell Air Center Hobson Road lift station design project to Freese & Nichols Inc. in the amount of $256,526.00 with includes GRT.

Councilor Halvorson made a motion to consider recommending approval of the amended version of Roswell Air Center Hobson Road Lift Station Design Project to Freese & Nichols Inc. in the amount of $256,526.00 which includes GRT to consent agenda. Councilor Johnson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

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)

Presented by James MacCornack.

Councilor Heldenbrand stated that this does not include repairs to existing code violation for the unfit system and include tree removal, painting, digging through hard soil, So I am afraid this purchase order is a start of initial costs. Until we get something more conclusive on what the total cost is here, I can't support this today.

Councilor Johnson made a motion to postpone Item 13 to December 5, 2024, Finance Committee Meeting, to give time for vendors to provide an itemization and breakdown of billing costs. Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

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)

Presented by Jenna Lanfor. 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. 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.

Ms. Lanfor made the presentation via phone for recommendation of the BLM Loading Ramp and Drainage Extension project is included in the BLM Taxiway together. I did not realize that is how it was budgeted. We are going to need to utilize that same funding. There is a slight increase for the bid that came in at $448,940.40. I am putting an increase of $148,940.40. The BLM is paying for this by reimbursement through their lease agreement, L23PL00005 dated 03/28/2023, is paid for 100% as we get the project done. This is a 90-day completion project. It will start now between the fire season and complete and be finished this fiscal year. Let me add that the Taxiway project is without total funding. I do have the coverage in this budget to manage this overage to get it done within this fiscal year. I asking for the award to be granted to Constructor’s so we can proceed with the project.

Councilor Halvorson made a motion to recommend 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 to the consent agenda. Councilor Heldenbrand seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

Chairman Corn ask how much it is going to cost to complete the project and how much is it short? For the BLM Taxiway we are $1,700,000 short at this time, replied Ms. Lanfor.

Mayor Jennings requested to put this on the ICIP and ask for the additional money.

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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)

    Presented by Jenna Lanfor: this is to ask for approval of award of ITB 24-015, Schedule 1, Phase 1, Apron Concrete Pavement this is being funding by MAP Military Airport Program by the FAA (did not have the actual match available) It is a match and it is on an extension.

    Tim Archibeque, Lockner Armstrong, 90-match using 2020 money, stated the grant will be used to complete Phase 1 Apron Concrete Pavement and slab replacement and complete a portion of the Apron mill and fill and request more funding.

    Councilor Heldenbrand stated $2,314,429.65 to Constructors including GRT and then we are going to do overlay to Constructors for $334,671.19 that comes to $2,649,000 I don't understand the difference between the abstract and the budget analysis says or what we are trying to approve here because now there comes a difference between those two numbers. A difference of $213,000 between what you are asking us to accrue. Is this $2,800,000 what we are trying to approve? Because I see your budget analysis. The budget is allowing us $2,862,772 this will accomplish Phase I minus a section, replied Ms. Lanfor.

    Mr. Archibeque stated there is $2,649,644 to complete Phase I and a part of Phase II. Councilor Heldenbrand made a motion to recommend approval of award of ITB 24-015, Schedule I, Phase I Apron Concrete Pavement in the amount of $2,314,429.65, including GRT to Constructors and Schedule II in the amount of $334,671.19 including GRT to the consent agenda. Councilor Halverson seconded the motion.

    The motion passed 4-0 voice vote, with Councilor Cavin being absent.

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

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

    Budget adjustments for various departments increase in Revenues totaling $349,044.44 and Increase Expenses totaling $802,544.44. Along with various transfers for solid waste outline in exhibit A included in the agenda packet.

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Councilor Heldenbrand made a motion to adopt 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 Cavin being absent.

17. Consider approval for ratification of disaster relief PO #22501369 in the amount of $1,400,000 to M&M 4 HIM. LLC SERVEPRO of SOUTHWEST LUBBOCK. (Brooks)

Presented by Caroline Brooks. The $1,400,000 for disaster relief to include the initial amount quoted by SERVEPRO in the amount of $850,000 and other unforeseen costs associated with disaster relief.

Chairman Corn stated the amount quoted is $850,000 and asked if the Museum was using insurance money for this. Yes, replied Ms. Brooks,

Councilor Halvorson made a motion to approve ratification of disaster relief PO #22501396 up to $850,000 to M&M 4 Him., LLC SERVEPRO of SOUTHWEST LUBBUCK to the consent agenda. Councilor Heldenbrand seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

18. Consider approval for ratification of disaster relief PO #22501352 in the amount of $107,062.59 to Paul Davis Restoration of NM, INC. (Burress)

Presented by James Burress. Requesting ratification for disaster relief for PO #22501352 for $107,062.59 to Paul Davis Restoration of NM, INC for the Park Building and storage building located at 1101 W. Fourth St, at Cahoon Park.

Councilor Johnson made a motion to approve ratification of PO #22501352 for $107,062.59 to Paul Davis Restoration of NM, INC to the consent agenda. Councilor Heldenbrand seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

19. Consider approval for ratification of disaster relief PO #22501417 in the amount of $103,202.33 to Abraham's Construction. (Najar)

Presented by Louis Najar. There was a lot of road damage done by the flood. Using general fund money for other projects diverted to PO #22501417 for flood damage. Not asking for any money we are using existing money. Just doing triage.

Councilor Heldenbrand asked if the engineering and street department are in the process of doing an assessment on the roads to see what was really damaged from the flood so we can get roads redone on FEMA's reimbursement program? That is a reimbursement. I am not asking for any money, replied Mr. Najar.

DRAFT

Councilor Heldenbrand stated this is a separate question. The assessment for roads being done is for triage, those roads may need to be fully replaced, while you are doing this triage. What you feel is damage from the storm and what will be totally replaced. Yes, replied Mr. Najar.

Mr. Cole added that the City has done a cursory of an assessment of the roads and bridges.

Councilor Johnson made a motion to approve the ratification of disaster relief PO #22501417 for $103,202.33 to Abraham's Construction to the consent agenda. Councilor Halvorson seconded the motion.

The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

APPROVAL OF MINUTES

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

    Councilor Heldenbrand made a motion to approve the regular meeting minutes from October 3, 2024. Councilor Halvorson seconded the motion.

    The motion passed with a 4-0 voice vote, with Councilor Cavin being absent.

NON-ACTION ITEMS

21. Finance Departmental Reports.
    Presented by Elizabeth Nulf
    - Gross Receipts Tax
    - Cannabis Excise Tax
    - Lodgers Tax Report
    - Convention Center Bed Fee

    Councilor Heldenbrand stated the GRT allocation slides was not included in the agenda packet. He asked if copies could be sent to the councilors. Yes, replied Ms. Nulf.

    Councilor Heldenbrand stated the calculations were not correct. Mr. Jones will look at the data on the report and correct the calculation for the December Finance Committee.

22. Departmental Report - Roswell Public Library

    Report submitted, no questions

23. Golf - Department Report.

No report was submitted, James Burress shared updates at Finance Committee meeting. No questions.

24. Museum Monthly Report

    Report submitted, Caroline gave an update of the flood damage and briefed the committee on the historic parts of the museum regarding historic preservation.

25. Public Affairs Report.

    Reports submitted as stands, no questions.

    Councilor Halvorson made a comment regarding the good job on the truck-or-treat.

26. Visitor Center Report.

    Report submitted as stands, no questions.

PUBLIC PARTICIPATION

No public participation

ADJOURN

The meeting adjourned at 5:28 p.m.

DRAFT

Non-Action Items 2.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Payroll Summary

Non-Action Items 3.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **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 4.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **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.

Attachments

Lodger Tax as of 11.26.24

CITY OF ROSWELL
LODGER'S TAX
AS OF 11/26/24

FUND	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2622	414100	LodgTax 5%	$ (1,371,602.51)	$ -	$ (1,371,602.51)	$ (709,998.73)	$ -	$ (661,603.78)	51.76
2622	414105	LodgTax>31	$ (37,498.61)	$ -	$ (37,498.61)	$ (20,798.41)	$ -	$ (16,700.20)	55.46
2622	414110	LodgTaxPen	$ (1,725.80)	$ -	$ (1,725.80)	$ (2,235.30)	$ -	$ 509.50	129.52
2622	456010	Svc-CCRntl	$ (5,176.67)	$ -	$ (5,176.67)	$ (990.44)	$ -	$ (4,186.23)	19.13
2622	456020	Svc-CCSvc	$ (6,857.29)	$ -	$ (6,857.29)	$ -	$ -	$ (6,857.29)	0.00
2622	456050	Svc-CC AV	$ (11,184.24)	$ -	$ (11,184.24)	$ -	$ -	$ (11,184.24)	0.00
2622	456075	Svc-CCRent	$ (110,658.55)	$ -	$ (110,658.55)	$ 9,290.00	$ -	$ (119,948.55)	-8.40
2622	456080	Svc-CCFood	$ (7,958.09)	$ -	$ (7,958.09)	$ -	$ -	$ (7,958.09)	0.00
2622	456085	Svc-CCBev	$ (35,966.11)	$ -	$ (35,966.11)	$ (1,401.31)	$ -	$ (34,564.80)	3.90
2622	472905	Misc-Spnsr	$ (2,425.23)	$ -	$ (2,425.23)	$ -	$ -	$ (2,425.23)	0.00
2622	483200	IntInc-Inv	$ (56,699.04)	$ -	$ (56,699.04)	$ (18,905.14)	$ -	$ (37,793.90)	33.34
2622	489100	Misc Rev	$ -	$ -	$ -	$ (10,519.43)	$ -	$ 10,519.43	#DIV/0!
2622	489120	Misc-Rev	$ -	$ -	$ -	$ (692.35)	$ -	$ 692.35	#DIV/0!
2622	922612	TsfToZoo	$ 1,016,332.00	$ -	$ 1,016,332.00	$ -	$ -	$ 1,016,332.00	0.00
2622	922621	TsfToConCt	$ 447,120.00	$ -	$ 447,120.00	$ -	$ -	$ 447,120.00	0.00
		Revenue Total	**$ (184,300.14)**	**$ -**	**$ (184,300.14)**	**$ (756,251.11)**	**$ -**	**$ 571,950.97**	**410.34**
26224081	654802	Cnt-Audit	$ 15,292.25	$ -	$ 15,292.25	$ -	$ -	$ 15,292.25	0.00
26224081	672801	PbRel-Educ	$ 36,128.43	$ -	$ 36,128.43	$ 1,935.00	$ 15,882.00	$ 18,311.43	49.32
26224081	672805	PbRel-Adv	$ 365,365.11	$ -	$ 365,365.11	$ 95,569.01	$ 262,676.40	$ 7,119.70	98.05
26224081	672828	PbRel-SpEv	$ 74,170.97	$ 530,500.00	$ 604,670.97	$ 62,658.11	$ -	$ 542,012.86	10.36
26224081	712102	G&A-CCFee	$ 34,677.15	$ -	$ 34,677.15	$ 26,282.71	$ -	$ 8,394.44	75.79
		Lodger's Tax Expense	**$ 525,633.91**	**$ 530,500.00**	**$ 1,056,133.91**	**$ 186,444.83**	**$ 278,558.40**	**$ 591,130.68**	**44.03**
26224253	511110	FT Salary	$ 129,083.28	$ -	$ 129,083.28	$ 54,306.19	$ -	$ 74,777.09	42.07
26224253	511120	PT Salary	$ 15,818.40	$ -	$ 15,818.40	$ 5,819.70	$ -	$ 9,998.70	36.79
26224253	521210	FT OT	$ 1,702.66	$ -	$ 1,702.66	$ 670.82	$ -	$ 1,031.84	39.40
26224253	551510	FICA Tax	$ 9,089.47	$ -	$ 9,089.47	$ 3,572.70	$ -	$ 5,516.77	39.31
26224253	551520	MEDC Tax	$ 2,125.76	$ -	$ 2,125.76	$ 835.57	$ -	$ 1,290.19	39.31
26224253	561530	PERA	$ 14,586.41	$ -	$ 14,586.41	$ 6,088.76	$ -	$ 8,497.65	41.74
26224253	561535	NMRHCA	$ 2,581.67	$ -	$ 2,581.67	$ 1,086.09	$ -	$ 1,495.58	42.07
26224253	571536	Adm Fee	$ 54.00	$ -	$ 54.00	$ 24.90	$ -	$ 29.10	46.11
26224253	571540	Grp Ins	$ 33,877.15	$ -	$ 33,877.15	$ 14,141.30	$ -	$ 19,735.85	41.74
26224253	571550	W/C CmpFee	$ 36.80	$ -	$ 36.80	$ 18.40	$ -	$ 18.40	50.00

26224253	585901	EE Train	$	900.00	$	(700.00)	$	200.00	$	-	$	-	$	200.00	0.00
26224253	585902	EE Travel	$	10,000.00	$	-	$	10,000.00	$	2,853.59	$	-	$	7,146.41	28.54
26224253	586101	Gen Unifrm	$	2,000.00	$	-	$	2,000.00	$	-	$	-	$	2,000.00	0.00
26224253	614002	M&R-Bldg	$	40,000.00	$	-	$	40,000.00	$	330.73	$	5,785.25	$	33,884.02	15.29
26224253	642901	NC-Comptr	$	2,200.00	$	-	$	2,200.00	$	-	$	-	$	2,200.00	0.00
26224253	642902	NC-Tools	$	500.00	$	-	$	500.00	$	-	$	-	$	500.00	0.00
26224253	642903	NC-F&F	$	2,900.00	$	-	$	2,900.00	$	-	$	-	$	2,900.00	0.00
26224253	652409	Cnt-JanSvc	$	3,000.00	$	-	$	3,000.00	$	-	$	-	$	3,000.00	0.00
26224253	652423	Cnt-PstCnt	$	600.00	$	-	$	600.00	$	107.90	$	-	$	492.10	17.98
26224253	655001	Cnt-RntLse	$	2,500.00	$	-	$	2,500.00	$	169.95	$	-	$	2,330.05	6.80
26224253	672801	PbRel-Educ	$	37,000.00	$	-	$	37,000.00	$	7,224.84	$	12,570.00	$	17,205.16	53.50
26224253	674700	PbRel-Prnt	$	15,500.00	$	-	$	15,500.00	$	71.15	$	7,400.00	$	8,028.85	48.20
26224253	712102	G&A-CCFee	$	1,500.00	$	-	$	1,500.00	$	-	$	-	$	1,500.00	0.00
26224253	712701	G&A-Dues	$	150.00	$	700.00	$	850.00	$	700.00	$	48.64	$	101.36	88.08
26224253	712702	G&A-Subs	$	1,000.00	$	-	$	1,000.00	$	469.00	$	200.00	$	331.00	66.90
26224253	724600	Sup-Postge	$	10,000.00	$	-	$	10,000.00	$	904.65	$	-	$	9,095.35	9.05
26224253	725601	Sup-Genrl	$	900.00	$	-	$	900.00	$	-	$	-	$	900.00	0.00
26224253	725602	Sup-Office	$	1,350.00	$	-	$	1,350.00	$	492.56	$	-	$	857.44	36.49
26224253	725608	Sup-Janit	$	2,000.00	$	-	$	2,000.00	$	-	$	-	$	2,000.00	0.00
		Lodger's Tax Visitor Center Expense	**$**	**342,955.60**	**$**	**-**	**$**	**342,955.60**	**$**	**99,888.80**	**$**	**26,003.89**	**$**	**217,062.91**	**36.71**
		Fund 2622 Suplus (Deficit):	**$**	**684,289.37**	**$**	**530,500.00**	**$**	**1,214,789.37**	**$**	**(469,917.48)**	**$**	**304,562.29**	**$**	**1,380,144.56**	**-13.61**

	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET
Beginning Cash	$ 1,512,522.00	$ -	$ 1,512,522.00
Revenue	$ (1,647,752.14)	$ -	$ (1,647,752.14)
Transfers (Zoo & Convention Center)	$ 1,463,452.00	$ -	$ 1,463,452.00
Payroll	$ 208,955.60	$ -	$ 208,955.60
Operating Expense	$ 659,633.91	$ 530,500.00	$ 1,190,133.91
Ending Cash	**$ 828,232.63**	**$ (530,500.00)**	**$ 297,732.63**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Flood Disaster Purchase Order List. **(Gomez)**

BACKGROUND:
Initiated by: Chairman Corn

Flood Disaster Update on all purchase orders for the City.

FINANCIAL CONSIDERATION:
N/A

Attachments

Flood Disaster PO List 11.27.24

Department	Date	Vendor Number	Vendor Name	Invoice Number	Requisiton Number	Purchase Order Number	Description	Ordered	Liquidated	Balance	Check Number	
11014013 City Administration	10/25/2024	15094	Paul Davis Restoration of NM, INC	Pending	12501793	22501346	City Hall Emergency Mitigation Services for Storage	$ 12,304.41	$ -	$ 12,304.41		Open
11014041 Finance	11/4/2024	15115	Cosmosphere, Inc	61184	12501896	22501421	Professional Services for Assesment of Damage to	$ 7,500.00	$ 7,500.00	$ -	70769	Closed
26134221 Museum	10/29/2024	15100	M&M 4 HIM, LLC	4781, 4795, 4801	12501828	22501369	Disaster Relief Flood-Restoration/Service/Remodel	$ 850,000.00	$ 721,579.72	$ 128,420.28	70261	Open
26134221 Museum	11/8/2024	1267	J & G Electric Co Inc	Pending	12501946	22501457	Electical Repairs	$ 1,000.00	$ -	$ 1,000.00		Open
11014231 Parks	10/25/2024	15094	Paul Davis Restoration of NM, INC	Pending	12501795	22501347	Storage Building Emergency Mitigation	$ 35,475.82	$ -	$ 35,475.82		Open
11014231 Parks	10/25/2024	15094	Paul Davis Restoration of NM, INC	Pending	12501808	22501352	Parks Building Emergency Mitigation	$ 107,062.29	$ -	$ 107,062.29		Open
26234252 Convention Center	10/22/2024	13708	Andrew Cobos	381	12501752	22501322	Night Security	$ 20,000.00	$ 10,022.85	$ 9,977.15	70648	Closed
26234323 Streets	10/30/2024	7579	Constructors Inc	Pending	12501841	22501385	Cold & Hot Mis for Street Due to Flooding	$ 14,325.21	$ -	$ 14,325.21		Open
26234323 Streets	10/30/2024	1966	Pavement Sealants & Supply Inc	2411043	12501842	22501384	Permanent Poly Patch for Streets Due to Flooding	$ 8,206.56	$ 8,206.56	$ -	70958	Open
26234323 Streets	11/1/2024	2712	Waide Sand & Gravel Company	132506, 132447, 132516	12501877	22501398	Sand Mortar to Fill Sandbags for Rain Storm/Flood	$ 7,000.00	$ 6,236.45	$ 763.55	70992, 70862	Open
26234323 Streets	11/1/2024	11437	Abraham's Construciton Inc	Pending	12501891	22501417	Emergency Bridge Repair Due to Flooding	$ 103,202.33	$ -	$ 103,202.33		Open
26234323 Streets	11/4/2024	13026	Vulcan, Inc	Pending	12501902	22501463	Flood Repair Material Signs, Post, Studs	$ 7,475.10	$ -	$ 7,475.10		Open
26234323 Streets	11/8/2024	3638	San Bar Construction Corp	Pending	12501951	22501461	Mescalero Bridge Guardrail-Flood Repair	$ 12,857.94	$ -	$ 12,857.94		Open
26234323 Streets	11/12/2024	11437	Abraham's Construciton Inc	Pending	12501962	22501472	Kentucky Street Flooding Bridge Rail Repair	$ 86,748.22	$ -	$ 86,748.22		Open
26234323 Streets	11/12/2024	11437	Abraham's Construciton Inc	Pending	12501971	22501486	W. Bland St Repair Due to Flood	$ 18,644.39	$ -	$ 18,644.39		Open
51014332 Air Center	11/7/2024	9258	Rusty Spike Inc	Pending	12501935	22501449	Disaster Flood Damage-Repair Railroad Track	$ 21,147.57	$ -	$ 21,147.57		Open
51014332 Air Center	11/8/2024	14346	White Rock Construction & Services Inc	2024-064	12510950	22501448	Disaster Flood Damage-Construction Services & Repair	$ 127,958.97	$ 38,387.70	$ 89,571.27	70865	Open
52014342 Landfill	10/21/2024	11183	J & H Services Inc	Pending	12501731	22501313	Emergency Repairing Landfill Roads	$ 9,800.00	$ -	$ 9,800.00		Open
52014342 Landfill	10/22/2024	13839	American Oil Recovery	Pending	12501739	22501323	Removal of Hazardous Material	$ 500.00	$ -	$ 500.00		Open
52014342 Landfill	10/22/2024	9521	Cooperative Educational Services	24-152148, 24-152149	12501741	22501320	Flood Disaster Relief FEMA Monitoring	$ 581,016.66	$ 581,016.66	$ -	70999	Closed
52014342 Landfill	10/22/2024	15091	Southwest Contracting & Associates LLC	1299, 1290	12501751	22501321	Disaster Relief Flood Debris Mobiliation	$ 98,186.00	$ 87,665.34	$ 10,520.66	70608, 70849	Open
52014342 Landfill	10/25/2024	9412	Miller Engineers Inc	Pending	12501791	22501348	Flood Disaster Relief Environmentals	$ 10,000.00	$ -	$ 10,000.00		Open
52014342 Landfill	10/26/2024	6188	Taylor Scale Inc	Pending	12501809	22501353	Disaster Relief Emergency Service Calibrate Scales	$ 1,868.00	$ -	$ 1,868.00		Open
52014342 Landfill	10/26/2024	941	Forrest Tire Co of Roswell Inc	1079061	12501810	22501360	Disaster Relief Loader Tires	$ 7,851.00	$ 7,851.00	$ -	70536	Closed
53004354 Water Maintenance & Transmission	10/23/2024	2767	White Cloud Pipeline Corp	Pending	12501765	22501331	Emergency Water and/or Sewer Line Repairs	$ 500.00	$ -	$ 500.00		Open
53014355 Waste Water Treatment Plant	10/23/2024	11183	J & H Services Inc	Pending	12501766	22501332	Emergency Water & Wastewater Repairs Due to Flood	$ 250.00	$ -	$ 250.00		Open
53014355 Waste Water Treatment Plant	10/24/2024	2767	White Cloud Pipeline Corp	Pending	12501772	22501336	Emergency Water & Wastewater Repairs Due to Flood	$ 250.00	$ -	$ 250.00		Open

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 6.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Road and Bridge Infrastructure - Flood Disaster Update. **(Najar/MacCornack)**

BACKGROUND:
Initiated by: Chairman Corn

Road and Bridge Infrastructure Update related to flood disaster.

FINANCIAL CONSIDERATION:
N/A

Attachments

Flood Repairs Utility Roadway

OCTOBER 2024 FLOOD REPAIRS UTILITY/ROADWAY

City of Roswell, New Mexico

11/25/2024

Project:	October 2024 Flood Repairs
City/County:	City of Roswell, NM
Type:	Utilty/Roadway
Prepared by:	

NO.	ITEM	UNIT	ENGINEER ESTIMATE	
			QUANTITY	AMOUNT
1	REPLACE 24" SEWER LINE PARALLEL TO HONDO RIVER & REBUILD SLOPE	LS	1	$ 1,130,000.00
2	REMOVE AND REPLACE SEWER AERIAL CROSSING BERRENDO RIVER	LS	1	$ 250,000.00
3	REPLACE SEWER MANHOLE 4th & WYOMING	LS	1	$ 45,000.00
4	REPLACE SEWER MANHOLE 9th & LEA	LS	1	$ 45,000.00
5	REMOVE AND REPLACE WATER AERIAL CROSSING - MAIN ST	LS	1	$ 130,000.00
6	REMOVE AND REPLACE WATER AERIAL CROSSING - KENTUCKY ST	LS	1	$ 100,000.00
7	REPLACE PAVING NEAR BRIDGES 4 LOCATIONS (USING MILL/FILL PROJ)	LS	1	$ 200,000.00
8	REPLACE BRIDE RAIL KENTUCY ST BRIDE - PO 22501472	LS	1	$ 87,000.00
9	REPLACE GUARDRAIL MESCAERLO BRIDGE - PO 22501461	LS	1	$ 13,000.00
10	REPAIR WASHOUTS NEAR BRIDGES 3 LOCATIONS - PO 22501417	LS	1	$ 104,000.00
11	REPAIR WASHOUT BLAND STREET - PO 22501486	LS	1	$ 20,000.00
12	OTHER STREET PAVEMENT REPAIRS	LS	1	$ 39,100,000.00
13	SIDEWALK REPAIR NEAR BRIDGES	LS	1	$ 475,000.00
14	WALKING/BIKE TRAIL REPAIR	LS	1	$ 1,400,000.00
15	POW/MIA PARK PARKING LOT	LS	1	$ 170,000.00
16	PARKING LOT WEST OF PARKS DEPT BUILDING	LS	1	$ 70,000.00
17	REPLACE TRAFFIC SIGNS	LS	1	$ 10,000.00
18	REMOVE AND REPLACE GUARDRAIL 8TH STREET BRIDGE	LS	1	$ 100,000.00
19	REBUILD RIVERBANK SLOPES SPRING RIVER (Estimated 5,008 feet of repair)	LS	1	$ 6,009,600.00
20	REBUILD RIVERBANK SLOPES HONDO RIVER (Estimated 320 feet of repair)	LS	1	$ 384,000.00
21	REMOVE AND REPLACE ZOO RAILROAD BRIDGE	LS	1	$ 1,800,000.00
22	REMOVE AND REPLACE PEDESTRIAN BRIDGE ZOO POND	LS	1	$ 630,000.00
23	REPAIR CONCRETE DECK AND RAILING DEBREMOND PED BRIDGE	LS	1	$ 42,000.00
24	REMOVE AND REPLACE PEDESTRIAN BRIDGE LOVELESS PARK	LS	1	$ 630,000.00
25	REMOVE AND REPLACE WATER AERIAL CROSSING - PENNSYLVANIA ST	LS	1	$ 100,000.00
26	REPAIR WATER AERIAL CROSSING - LEA ST	LS	1	$ 41,000.00
27	RAILING AND FENCE REPAIRS MUSEUM/CONVENTION CENTER AREA	LS	1	$ 50,000.00
28	N. ATKINSON OUTFALL STRUCTURE WASHOUT	LS	1	$ 76,700.00
29	SPECIAL ELECTRONICS DEPARTMENT MATERIALS (LABOR COSTS WILL BE REPORTED SEPARATELY)	LS	1	$ 89,000.00
	PROJECT ESTIMATED TOTAL (tax included on line items)			**$53,301,300.00**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 7.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Building Infrastructure and Property - Flood Disaster Update **(Rogers)**

BACKGROUND:
Initiated by: Chairman Corn

Building Infrastructure and Property - Flood Disaster Update

FINANCIAL CONSIDERATION:
N/A

Attachments

Property Damage Flood Claim

NMSIF ID	Street Address	Occupancy	Description	Building Value	Year Built	Square Footage	
1020	425 North Richardson Avenue	Building	City Hall	$6,380,000.00	1939	16800	Damaged NW corner office in basement where water entered the file room.
1022	403-405 North Richardson Avenue	Building	Water - Engineering Lab	$840,000.00	1980	5150	Water came into door.
1024	2306 East College Boulevard	WWTP	Office Building	$1,330,000.00	2008	5800	Water came into door.
1032	807 North Missouri Avenue	Community Cent	Roswell Adult Center	$3,415,000.00	1980	27400	Water broke into building. Removed walls and was 4 to 5' inside.
1044	Spring River Park / 1306 East College	Amusement	Carousel Building	$47,000.00	0	0	Flood waters inside building however no damage to building or equipment
1045	Spring River Park / 1306 East College	Garage	Train Storage Shed	$20,000.00	0	0	Water damage to Art Mural inside of train storage shed. Flood water approx 4'
1050	1100 West 4th Street	Building	Parks and Recreation Office	$846,000.00	1990	4700	Flood damage throughout. Flood water approximately 6'
1057	Middle of Course	Maintenance	Golf Maintenance Building	$60,000.00	0	0	#15 green and adjacent cart path damaged by flood.
1059	301 North Pennsylvania Avenue	Library	Roswell Public Library	$8,650,000.00	2005	37300	Flooding damaged carpet in a portion of the Bondurant Room. Sporadic leaks in Building
1060	200 South Richardson Avenue	Fire Station	Central Fire Station	$4,455,000.00	1980	21300	Flood damage in admin offices. 2' flood cuts in damaged areas
1070	100 West 11th Street	Museum	Museum & Planetarium	$11,700,000.00	2000	50100	Severe Flood Damage throughout
1071	1 Jerry Smith Circle	Airport	Air Terminal RIAC 1	$6,000,000.00	1974	28700	Flood damage on ground floor of West Side of Terminal Bldg
1084	2306 East College Boulevard	WWTP	Wastewater Lab Building	$615,000.00	2008	2700	several roof leaks throughout
1086	128 West 2nd Street	Police	Police Station	$7,335,000.00	1980	28500	Flooding in the basement and Southeast side of the first floor
1094	99 Will Rogers Road	Airport	RIAC Building 91 - Executive Hangar	$2,235,000.00	1946	21544	Flooding in Hangar A with wet insulation. Flooding in commons area.
1105	Cahoon Park	Building	Cahoon Park Tennis Pro Shop	$41,500.00	0	0	Severe Flood Damage throughout
1109	210 East 12th Street	Maintenance	Parks Department Office	$1,000,000.00	1980	6488	Severe Flood Damage throughout
1123	Sunset Avenue and Hobson Road	Building	Central Control Workshop	$125,000.00	1980	1300	Minor flood damage in office - Significant flood damage in shop
1145	2306 E. College	Building	WWTP Old Lab Building	$158,632.00	1969	439	Some Roof Leaks
1150	1306 East College	Zoo	Spring River Pk Train Depot	$67,253.00	1994	800	Train tracks damaged and train damaged
1153	107 West 11th Street	Maintenance	Museum Annex	$572,000.00	1994	3530	Confirmed No damage
1164	912 North Main Street	Community Cent	Convention Center	$13,450,000.00	1996	47560	Severe Flood Damage throughout
5619	38 West Enterprise Street	Airport	RIAC Building 1532 - Hangar - AV Flight Building	$2,475,000.00	1958	24026	
2010	800 North Missouri Avenue	Building	Boy Scout Building	$256,000.00	2001	1656	Flood damage throughout.
2249	420 North Richardson Avenue	Building	Municipal Court	$1,292,000.00	1956	5000	Roof leaks
3258	426 North Main Street	Building	Visitor Center - Conoco Building	$310,000.00	1938	1270	Some Flooding
3326	4 West Challenger Street	Building	RIAC Building 1000 - Office	$1,734,000.00	1942	10104	Confirmed No damage with Air Center Maintenance Staff
3374	1306 East College Boulevard	Building	Carousel	$314,000.00	1990	3100	Flood waters inside building - no damage to building/equipment
3382	West 4th Street	Pond	Cahoon Park Sunken Garden Pond and Bridge	$130,000.00	2016	2640	Flooded throughout- Electrical service and fencing damaged
1522	501 East Challenger Street	Building	RIAC Building 42 - Warehouse	$1,395,000.00	1938	11915	Flooded throughout, Roof leaks
1529	7 West Challenger Street	Building	RIAC Building 734 - Warehouse	$300,000.00	1938	2484	Flood waters under doors
1637	122 Will Rogers Road	Building	RIAC Building 1166	$3,265,000.00	1938	18424	Sporadic roof leaks
1983	605 East Challenger Street	Airport	RIAC Building 84	$4,460,000.00	1945	43622	Flood damage and roof leaks throughout most of the office
2065	9 East Challenger Street	Building	RIAC Building 611 - Public Health Building	$3,856,000.00	1953	18784	Water under doors in front conference rooms
2066	3 West Challenger Street	Building	RIAC Building 732	$485,000.00	1942	2860	Flooded damaged flooring
2067	5 West Challenger Street	Building	RIAC Building 733	$490,000.00	1938	2962	Flooded damaged flooring
2601	40 West Enterprise Street	Airport	RIAC 1531 - Hangar - AV Flight	$2,600,000.00	1958	24422	Flooded damaged insulation
2603	28 West Enterprise Street	Airport	RIAC Building 1533 - Hangar - AV Flight Building	$2,020,000.00	1958	18342	Flooded damaged insulation
N/A	122 Will Rogers Road	Building	RIAC Building 1231	N/A	1938	N/A	Sporadic roof leaks
			Total	**$94,724,385.00**			

Non-Action Items 8.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Debris Removal Update due to Flood Disaster. **(Abraham)**

BACKGROUND:
Initiated by: Chairman Corn

Flood Disaster debris removal update status.

Attachments

SW Contracting
Disaster Environmentals
Small RML Erosion Letter Report
CES J&H
CES J&H 152149
CES J&H 22501320
SW Contracting 10.31 - 11.02
Scale Calibration PO22501353
SW Contracting PO22501321
Loader Tires PO22501360
Loader Tires Invoice for PO22501360
CC Flood Disposal Tons

INVOICE

Southwest Contracting & Associates, LLC
P.O. Box 1494
Capitan, NM 88316

christina.wilson@swcontracting.net
+1 (575) 937-2724

Bill to
City of Roswell
PO Box 1838
Roswell, NM 88202

Ship to
City of Roswell
PO Box 1838
Roswell, NM 88202

Invoice details
Invoice no.: 1290
Terms: Net 30
Invoice date: 10/28/2024
Due date: 11/27/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/28/2024	**Services**	PO# 22501321 Disaster Relief Flood Debris Removal (PP1)	1	$0.00	$0.00
2.	10/28/2024	**Services**	3 Axle- Grapple Truck w/53 yard dump box with Operator (10-21 to 10-28) per truck	19	$3,250.00	$61,750.00
3.	10/28/2024	**Services**	Tax 7.8958%	1	$4,875.66	$4,875.66

Total **$66,625.66**

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22501348

Delivery must be made within doors of specified destination.

BILL TO

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

VENDOR

MILLER ENGINEERS INC
SOUDER, MILLER & ASSOCIATES
5454 VENICE NE STE D
ALBUQUERQUE, NM 87113

SHIP TO

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	
505-473-9211		12501791	Jaclyn James	j.james@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/25/2024	9412			SW Landfill

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	(FLOOD) DISASTER RELIEF ENVIROMENTALS The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	(FLOOD) DISASTER RELIEF ENVIROMENTALS GL Account: 52014342 - 654801 $10,000.00 ********** GL SUMMARY ********** 52014342 - 654801 $10,000.00	1.0	EACH	$10,000.00	$10,000.00

By: _____ Finance Committee
Purchasing Agent, C.P.O

Total Ext. Price	Roswell, NM	$10,000.00
PO Total		**$10,000.00**

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.

Souder, Miller & Associates ♦ 5454 Venice Avenue NE, Suite D ♦ Albuquerque, NM 87113
(505) 299-0942 ♦ fax (505) 293-3430

November 22, 2024 #5333742

Mr. Abraham Chaparro, Solid Waste Director
Roswell Municipal Landfill
3006 West Brasher Road
Roswell, New Mexico 88203
a.chaparro@roswell-nm.gov

RE: Landfill Erosion Inspection Report, Roswell Municipal Landfill, Chaves County, New Mexico

Dear Mr. Chaparro:

Souder, Miller & Associates (SMA) is pleased to submit this letter report detailing observed erosional damage at the Roswell Municipal Landfill in Chaves County, New Mexico resulting from the October 19, 2024 high intensity precipitation event. Observations were made during a site visit conducted at the facility on October 29, 2024.

1.0 Introduction

On October 19, 2024, much of the City of Roswell and the surrounding area was impacted by a precipitation event which produced over 5.5 inches of rain within a 24-hour period. The precipitation resulted in widespread flooding in areas of the City and resulted in significant erosion and stormwater ponding at the landfill. A summary of identified damage and areas requiring repair observed during an inspection conducted by Scott McKitrick, P.G., and Matthew Earthman, P.G. of SMA on October 29, 2024 is detailed below. A site map with the location of closed and active landfill cells is included as Figure 1, photographs of identified features are included in Attachment A, and a preliminary estimate of impacted areas and quantities of material needed for repairs is included as Table 1 (Section 3.0).

2.0 Site Inspection

The site inspection conducted on October 29, 2024 included visual inspection of all closed and active landfill units at the Roswell Municipal Landfill.

2.1 Closed Unit 1

The inspection of the closed Unit 1 cell identified significant and widespread erosion to the sidewalls of the cell. Cover material appears to have been removed in many places to a depth in excess of two feet, revealing portions of black, geotextile material in at least six different locations on the north and south-facing side slopes. The geotextile material appears to be a permeable fabric which was placed below the vegetative topsoil above the low-permeability cap. However, outside of the four areas of major erosion, the majority of damage is limited to rills and smaller channels with depths less than one foot. No encapsulated solid waste material appears to have been uncovered because of the erosion. The top of the landfill cap above side slopes appeared to be in good condition with no evidence of erosion or channel development. Photographs of erosion on Unit 1 are included as Photographs 1-3 in Attachment A.

2.2 Closed Unit 2

The inspection of the closed Unit 2 identified significant and wide-spread erosion to the sidewalls of the cell, much like what has occurred in Unit 1. Cover material appears to have been removed in many places to a depth in excess

of two feet, revealing portions of black, geotextile material located below the upper top soil/vegetative cover at two locations. However, outside of the four areas of major erosion, the majority of damage is limited to rills and smaller channels with depths less than one foot. No encapsulated solid waste material appears to have been uncovered as a result of the erosion. The top of the landfill cap above side slopes appeared to be in good condition with no evidence of erosion or channel development. Photographs of erosion on Unit 2 are included as Photographs 4-5.

2.3 Closed Unit 3

The inspection of the closed Unit 3 cell identified significant and widespread erosion throughout the cell cover (Photograph 6, 7). Rills and channels have developed over the majority of the cover, and in some cases have depths exceeding two feet. Some erosional channels were of sufficient depth to reveal the underlying, compacted clay layer which functions as the low-permeability cover for the unit (Photograph 8); however, SMA did not observe any obvious or significant erosion to the clay layer. The stormwater drainage channels graded atop the cover have been damaged (Photograph 9) and will need to be re-formed to ensure efficient, future drainage of the cell. No encapsulated solid waste material appears to have been uncovered as a result of the erosion.

2.4 Inactive Unit 4 (Interim Cover)

The inspection of the Unit 4 cell identified significant and widespread erosion throughout the cell cover, primarily within sidewall slopes. Erosion on unit four was generally limited to channels/rills less than 1-foot deep. One area on the north-facing slope of the unit has been sufficiently eroded to expose buried solid waste material (Photograph 10); however the material appeared to be in-place and no waste appeared to have been mobilized. One area within the eastern-facing side slope has exposed the liner and anchor trench of the Unit 5A cell (Photograph 11). The liner, although exposed, appeared to be in good condition with no signs of damage.

2.5 Unit 5A

SMA did not observe any significant erosion or damage to the active 5A cell. As described in Section 2.4, erosion on the eastern face of Unit 4 exposed a small area of the Unit 5A liner near the anchor trench (Photograph 11) and an area of liner was also exposed near the southwest corner of the cell near the liner tie-in with Unit 4 (Photograph 12). The area of the liner which has been exposed is limited and the liner appeared to be undamaged. As Unit 5A is actively being utilized for waste disposal, any other erosion that occurred on the footprint of the cell will be repaired during daily cover activities.

3.0 Recommended Repairs

SMA did not observe any damage to cell liners or low-permeable clay caps/covers on any unit at the Roswell Municipal Landfill. As such, SMA believes re-grading of the units to fill erosional channels and cover any exposed liner should be sufficient to repair the cover and mitigate potential impacts to the cover by future precipitation events. The re-grading should be completed on all side slopes of Units 1, 2, and 3, and should be completed on the entirety of Unit 4. Re-grading should be followed by re-seeding of native grasses on Units 1-3 to provide additional stability for the cover.

In addition to the landfill unit/cell repairs, SMA also recommends the repair, replacement, or construction of stormwater swales throughout portions of the landfill to help direct stormwater flow. SMA recommends that swales be repaired around each of the closed or active landfill units, along the southern boundary of the landfill,

and north of the Unit 1/Unit 3 to help direct water flow to the stormwater retention pond located on the northeast corner of the facility (Figure 1).

Table 1 below includes preliminary estimates of the area requiring re-grading at each landfill unit/cell, volumes of material which will need to be placed to accommodate re-grading, and an estimate of linear footage of stormwater swales which will need to be repaired/constructed to help direct future stormwater flows.

Table 1 – Estimated Repair Areas and Volumes

Unit	Area Earthwork Required (acres)	Estimated Volume of Material needed (cubic yards)	Area Reseeding Required (acres)
Unit 1	14.6	2,400	16.0
Unit 2	15.5	2,500	17.0
Unit 3	21.5	3,500	21.5
Unit 4	10.3	1,700	N/A
Stormwater Swale Repair - Linear Feet (LF)			
Swales	24,300 LF		

Notes & Assumptions:

- Re-Grading acreage estimate for Units 1, 2, and 3includes entire area of side slopes for each cell. Re-grading estimate for Unit 4 includes entire unit.
- Re-seeding acreage estimates for Units 1 and 2 include area of side slopes plus an additional 10% area to allow for re-seeding near slope shoulders. Re-seeding for Unit 3 includes the area of the entire unit.
- Volume estimates for material needed for repairs were determined with the following assumptions:
  - Approximately 10% of acreage proposed for re-grading will need to be filled with imported material because of erosion/channeling.
  - The average depth of channeling/riling is one foot.

Please feel free to contact me if you have questions or require additional information. I can be reached at 505.595.7813 or scott.mckitrick@soudermiller.com. SMA appreciates the opportunity to provide you with environmental services.

Sincerely,

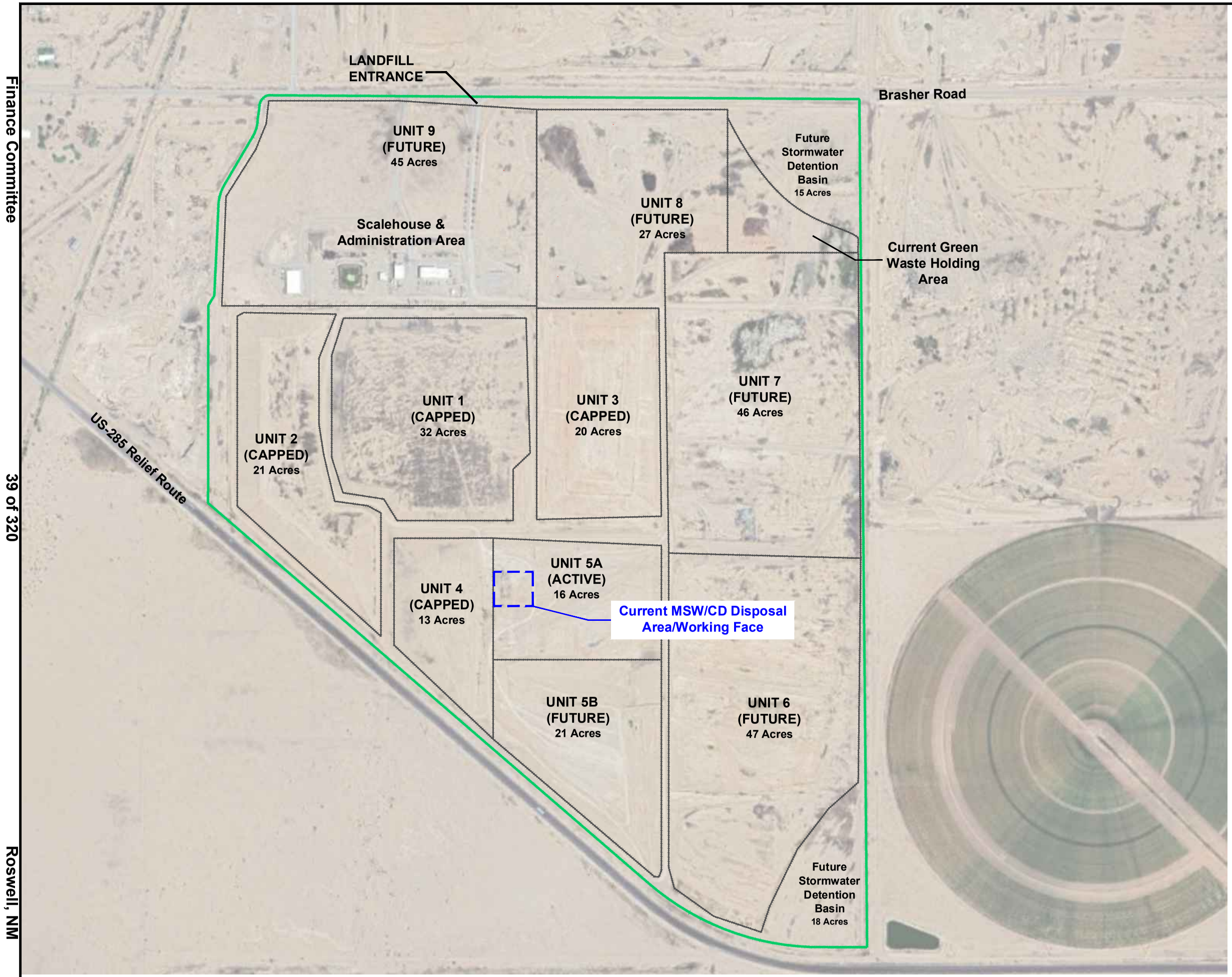
MILLER ENGINEERS, INC. D/B/A
SOUDER, MILLER & ASSOCIATES

Scott A. McKitrick, P.G.
Principal Geoscientist / Environmental Technical Sector Director

Enclosures:

Figure 1. Site Map
Attachment A: Photographic Log (October 29, 2024 Inspection)

FIGURE 1 – SITE MAP



N

0 300 600 1200

SCALE: 1" = 600'

LEGEND

APPROXIMATE LANDFILL BOUNDARY

ACTIVE DISPOSAL FACE (UNIT 5A)

Aerial Photo from Google Earth (2024)

SITE MAP WITH UNIT LOCATIONS
ROSWELL MUNCIPAL LANDFILL
ROSWELL, CHAVES COUNTY, NEW MEXICO

SOUDER, MILLER & ASSOCIATES
3451 CANDELARIA ROAD NE, SUITE D
ALBUQUERQUE, NM 87107
Phone (505) 299-0942 Fax (505) 293-3430
www.soudermiller.com
Serving the Southwest & Rocky Mountains
Albuquerque, Farmington, Las Cruces, Roswell, Santa Fe, NM - El Paso, TX
Cortez - Grand Junction - Montrose, CO - Safford, AZ - Moab, UT

SMA Engineering Environmental Surveying

Designed	Drawn	Checked
MAE	MAE	SAM

THIS DRAWING IS INCOMPLETE AND NOT TO BE USED FOR CONSTRUCTION UNLESS IT IS STAMPED, SIGNED AND DATED

Date: NOV. 2024

Scale: Horiz: 1"=600'
Vert: N/A

Project No: 4422745

Sheet: Fig. 1

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P:\4-Roswell Municipal Landfill\ACAD\2024-11 Flood Site Map.dwg, MAE, 11/22/2024 9:15 AM

ATTACHMENT A – October 29, 2024 Photographic Log



Photo 1. Geotextile exposed along northern side slope of Unit 1 Cell



Photo 2. Geotextile underlying vegetative top cover on northern Unit 1 slope



Photo 3. Erosion and geotextile on Unit 1 southern slope



Photo 4. Erosion and Rilling with exposed geotextile along Unit 2 side slope



Photo 5. Geotextile exposed near base of Unit 2 side slope



Photo 6. Erosion and Rilling along Unit 3 side slope



Photo 7. Erosional channels on western-facing side slope of Unit 3 side slope



Photo 8. Exposed compacted clay layer, Unit 3 side slope



Photo 9. Damage to existing graded stormwater flow path atop Unit 3.



Photo 10. Channel and erosion of buried waste material on the northern face of Unit 4.



Photo 11. Anchor Trench of Unit 5A liner exposed on Unit 4 eastern-facing side slope



Photo 12. Exposed Unit 5A liner southwest of tie-in with Unit 4

☐11/22/24 kl

Your New Mexico Purchasing Cooperative

CES

Since 1979

10601 Research Rd SE
Albuquerque NM 87123

Voice: (505) 344-5470 Fax: (505) 344-9343

Invoice

Invoice No	24-152148
Invoice Date	11/13/2024
Page	1

Bill To:

City of Roswell
425 N Richardson
Roswell NM 88201

Ship To:

City of Roswell
Finance
425 N Richardson
Roswell NM 88201

Customer ID	Customer PO	Salesperson	Items provided by	Payment Terms	Invoice Due Date
ROSWELLCITY	22501320	JULIENA	J&HSERVICESINC	Net 15 Days	11/28/2024

Quantity	Item	Description	Unit Price	Ext. Price
1.00	PROC	Flood Disaster Relief	$331,756.54	$331,756.54

Total	$331,756.54

NEW ADDRESS
Send Payments and Purchase Orders to:
P.O. Box 81045
Albuquerque, NM 87198

Thank You for Purchasing from CES

Roswell, NM

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Progress Invoice

RECEIVED
By Juliena at 12:14 pm, Nov 11, 2024

Date	Invoice #
11/11/2024	7776

Bill To

CES
PO Box 81045
Albuquerque, NM 87198

Project	2446 Roswell Emergency Landfill Roadwork

P.O. No.	Terms
2025-1464	Net 30

Item	Description	Inv Qty	Rate	Curr %	Total %	Prior Qty	Prior Amt	Amount
	City of Roswell PO # 22501320							
1000 Con...	Administration Support; 0.5 hr	0.5	45.00	100.00%	100.00%	0		22.50T
1000 Con...	Skilled Laborer; 148 hr	148	55.00	100.00%	100.00%	0		8,140.00T
1000 Con...	Site Supervisor; 55 hr	55	95.00	100.00%	100.00%	0		5,225.00T
1000 Con...	Sr Project Manager; 29.5 hr	29.5	200.00	100.00%	100.00%	0		5,900.00T
1000 Con...	General Superintendent; 36 hr	36	300.00	100.00%	100.00%	0		10,800.00T
1000 Con...	Equipment Mechanic; 5.5 hr	5.5	200.00	100.00%	100.00%	0		1,100.00T
1000 Con...	Executive Officer including assistant; 18.5 hrs	18.5	500.00	100.00%	100.00%	0		9,250.00T
9960 Equi...	Wheel Loader with Operator; 54.5 hr	54.5	200.00	100.00%	100.00%	0		10,900.00T
9960 Equi...	Motor Grader with Operator; 25 hr	25	230.00	100.00%	100.00%	0		5,750.00T
9960 Equi...	D6 Dozer with Operator; 26 hr	26	280.00	100.00%	100.00%	0		7,280.00T
9960 Equi...	Dump Truck- 20 cy; 446.5 hr	446.5	125.00	100.00%	100.00%	0		55,812.50T
9960 Equi...	Haul Truck; 59 hr	59	170.00	100.00%	100.00%	0		10,030.00T
9960 Equi...	Roller with Operator; 22 hr	22	145.00	100.00%	100.00%	0		3,190.00T
9960 Equi...	Manlift; 4 days	4	100.00	100.00%	100.00%	0		400.00T
9960 Equi...	Scale and Scale house rental; 1 month	1	4,200.00	100.00%	100.00%	0		4,200.00T
9960 Equi...	Generator Rental; 3 days	3	100.00	100.00%	100.00%	0		300.00T
9960 Equi...	Pickup/Van per day, 2 ea per location; 11 days	11	700.00	100.00%	100.00%	0		7,700.00T
9965 Mat...	Engineered Fill; 1378.23 tons	1,378.23	8.00	100.00%	100.00%	0		11,025.84T
9965 Mat...	Base Course; 5207.6 tons	5,207.6	17.00	100.00%	100.00%	0		88,529.20T
1000 Con...	King Industries FEMA Monitoring; 12 days	12	4,675.00	100.00%	100.00%	0		56,100.00T
1000 Con...	New scale house software, install and license; 1 ls	1	5,823.60	100.00%	100.00%	0		5,823.60T

Our policy is to add 1 1/2% per month to all accounts in arrears 30 days or more. Customer is liable for attorney's fees and court costs if matter is turned over to an attorney for collection.

Subtotal	$307,478.64
Sales Tax (7.8958%)	$24,277.90
Total	$331,756.54
Payments/Credits	$0.00
Balance Due	$331,756.54

Phone #	Fax #	E-mail
5058969428	505-896-9429	holly@jhservicesinc.com

☐11/22/24 kl

Your New Mexico Purchasing Cooperative

CES

Since 1979

10601 Research Rd SE
Albuquerque NM 87123

Invoice

Invoice No	24-152149
Invoice Date	11/13/2024
Page	1

Voice: (505) 344-5470 Fax: (505) 344-9343

Bill To:

City of Roswell
425 N Richardson
Roswell NM 88201

Ship To:

City of Roswell
Finance
425 N Richardson
Roswell NM 88201

Customer ID	Customer PO	Salesperson	Items provided by	Payment Terms	Invoice Due Date
ROSWELLCITY	22501320	JULIENA	J&HSERVICESINC	Net 15 Days	11/28/2024

Quantity	Item	Description	Unit Price	Ext. Price
1.00	PROC	Flood Disaster Relief	$249,260.12	$249,260.12

Total	$249,260.12

NEW ADDRESS
Send Payments and Purchase Orders to:
P.O. Box 81045
Albuquerque, NM 87198

Roswell, NM

Thank You for Purchasing from CES

RECEIVED
By Juliena at 12:15 pm, Nov 11, 2024

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Progress Invoice

Date	Invoice #
11/11/2024	7815

Bill To

City of Roswell
425 N. Richardson
Roswell, NM 88201

Project	2449 Roswell Emergency Berm Material

P.O. No.	Terms
2025-1464	Net 30

Item	Description	Inv Qty	Rate	Curr %	Total %	Prior Qty	Prior Amt	Amount
	Operations Dates: 10/28/24-11/2/24							
1000 Con...	Administrative Support; 5 hr	5	45.00	100.00%	100.00%	0		225.00T
1000 Con...	Crew Member- Skilled Laborer; 60 hr	60	55.00	100.00%	100.00%	0		3,300.00T
1000 Con...	General Superintendent; 8 hr	8	300.00	100.00%	100.00%	0		2,400.00T
1000 Con...	Executive Officer:20 hr	20	500.00	100.00%	100.00%	0		10,000.00T
9960 Equi...	Manlift with Operator; 7 days	7	80.00	100.00%	100.00%	0		560.00T
9960 Equi...	Pickup Truck; 7 days	7	350.00	100.00%	100.00%	0		2,450.00T
9960 Equi...	Generator Rental; 7 days	7	100.00	100.00%	100.00%	0		700.00T
1000 Con...	King Ind FEMA Monitoring; 7 days	7	4,675.00	100.00%	100.00%	0		32,725.00T
1000 Con...	Scale Certification; 1 ls	1	3,277.50	100.00%	100.00%	0		3,277.50T
1000 Con...	Office Supplies; 1 ls	1	381.80	100.00%	100.00%	0		381.80T
1000 Con...	Fencing for State approved Secondary Temporary Dump Site; 7000 lf	7,000	25.00	100.00%	100.00%	0		175,000.00T

Our policy is to add 1 1/2% per month to all accounts in arrears 30 days or more. Customer is liable for attorney's fees and court costs if matter is turned over to an attorney for collection.

Subtotal	$231,019.30
Sales Tax (7.8958%)	$18,240.82
Total	$249,260.12
Payments/Credits	$0.00
Balance Due	$249,260.12

Phone #	Fax #	E-mail
5058969428	505-896-9429	holly@jhservicesinc.com

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

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

Purchase Order # **22501320 - 02**

Delivery must be made within doors of specified destination.

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

VENDOR
COOPERATIVE EDUCATIONAL SERVIC
10601 RESEARCH RD SE
ALBUQUERQUE, NM 87123

SHIP TO
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	
505-344-5470		12501741	Jaclyn James	j.james@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/22/2024	9521			SW Landfill

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	(FLOOD) DISASTER RELIEF, FEMA MONITORING The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	**MODIFIED:** (FLOOD) DISASTER RELIEF, FEMA MONITORING, FEMA DOCUMENTATION GL Account: 52014342 - 654801 $581,016.66 ********** GL SUMMARY ********** 52014342 - 654801 $581,016.66	1.0	EACH	$581,016.66	$581,016.66

CHANGE ORDER

By: _____
Purchasing Agent, C.P.O

Finance Committee

Roswell, NM

Total Ext. Price	$581,016.66
PO Total	**$581,016.66**

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.

11/8/24 kl

INVOICE

Southwest Contracting & Associates, LLC
P.O. Box 1494
Capitan, NM 88316

christina.wilson@swcontracting.net
+1 (575) 937-2724

Bill to
City of Roswell
PO Box 1838
Roswell, NM 88202

Ship to
City of Roswell
PO Box 1838
Roswell, NM 88202

Invoice details
Invoice no.: 1299
Terms: Net 30
Invoice date: 11/07/2024
Due date: 12/07/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	11/07/2024	**Services**	PO#22501321 Disaster Relief Flood Debris Removal	1	$0.00	$0.00
2.	11/07/2024	**Services**	3- Axle Grapple Truck w 53 yard dump box with Operator (10/31/24 thru 11/2/24) 3 Trucks per day for 5 days- 10 hour days	6	$3,250.00	$19,500.00
3.	11/07/2024	**TAX**	Tax 7.8958%	1	$1,539.68	$1,539.68

Total **$21,039.68**

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22501353

Delivery must be made within doors of specified destination.

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

VENDOR
TAYLOR SCALE INC
PO BOX 5836
CLOVIS, NM 88102
Email: TAYLORSCALEINC@GMAIL.COM

SHIP TO
FINANC
425 N RICHARDSON AVE
ROSWELL, NM 88201
Email: ap@roswell-nm.gov
Phone: 5756246700
Fax: 5756246915

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
575-763-4852	TAYLORSCALEINC@GMA…	12501809	Debbie Reyer	d.reyer@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/28/2024	6188			SW Landfill

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Disaster Relief Emergency Service Calibrate Scales The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Disaster Relief Emergency Scale Calibration Chaves County Flood GL Account: 52014342 - 614012 $1,868.00 ********** GL SUMMARY ********** 52014342 - 614012 $1,868.00	1.0	EACH	$1,868.00	$1,868.00

By: _____
Purchasing Agent, C.P.O

Finance Committee

Total Ext. Price **Roswell, NM** $1,868.00
PO Total **$1,868.00**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

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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.

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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:

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Sales Taxes:

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Federal, State and Local Laws:

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Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

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

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

Purchase Order # **22501321 - 01**

Delivery must be made within doors of specified destination.

VENDOR
SOUTHWEST CONTRACTING & ASSOCIATES LLC
PO BOX 1494
CAPITAN, NM 88316

SHIP TO
FINANC
425 N RICHARDSON AVE
ROSWELL, NM 88201
Email: ap@roswell-nm.gov
Phone: 5756246700
Fax: 5756246915

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
		12501751	Debbie Reyer	d.reyer@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/22/2024	15091			SW Landfill

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Disaster Relief Flood Debris Mobilization The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	**MODIFIED:** Disaster Relief Flood Debris Removal Mobilization - 3-Axle Grapple Truck w/53 yard dump box with Operator GL Account: 52004341 - 654801 $98,186.00 ********** GL SUMMARY ********** 52004341 - 654801 $98,186.00	1.0	EACH	$98,186.00	$98,186.00

CHANGE ORDER

By: _____ Finance Committee
Purchasing Agent, C.P.O

Total Ext. Price $98,186.00
PO Total **Roswell, NM** **$98,186.00**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

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Shipment of Items:

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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:

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Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

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

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

Purchase Order # **22501360**

Delivery must be made within doors of specified destination.

VENDOR
FORREST TIRE CO OF ROSWELL INC
MTA MECHANICS & TIRES
601 S MAIN ST
ROSWELL, NM 88203

SHIP TO
FINANC
425 N RICHARDSON AVE
ROSWELL, NM 88201
Email: ap@roswell-nm.gov
Phone: 5756246700
Fax: 5756246915

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
575-623-2090		12501810	Debbie Reyer	d.reyer@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/28/2024	941			SW Landfill

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Disaster Relief Loader Tires The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Disaster Relief Loader Tires Chaves County Flood Asset 25324 City #254 GL Account: 52014342 - 614004 $7,851.00 ********** GL SUMMARY ********** 52014342 - 614004 $7,851.00	1.0	EACH	$7,851.00	$7,851.00

By: _____
Purchasing Agent, C.P.O

Finance Committee

Total Ext. Price **Roswell, NM** $7,851.00
PO Total **$7,851.00**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

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

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Federal, State and Local Laws:

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10/30/24 LD

MECHANICS | TIRES | ALIGNMENTS

601 S. MAIN ST
ROSWELL, NM 88203
P: 575-623-2090 F: 575-623-5516

INVOICE NO. **1079061**

Fr Inf:
Rr Inf:
*MOTOR recommends fr inf and rr inf *

SOLD TO	VEHICLE
CITY OF ROSWELL (572026) PO BOX 1838 ROSWELL, NM 88202 575-624-6700	Mileage: 0 Tag: VIN: Vehicle No: 19-347 LOADER

DATE	TERMS	P.O. NO.	SALESMAN
10/29/2024			SR

PART NO.	DESCRIPTION	MECH	QTY	PRICE	AMOUNT
CC	Courtesy Check		1		
94026715	23.5/R25 WESTLAKE WR-03 E3/L3 TL 2*PLY		4	1800.00	7200.00
	MOUNT / DISMOUNT (MED)		4	155.00	620.00
	*********DIASTER RELIEF EMERGENCY REPLACEMENT!!!!*******				

SHOP SUPPLIES	31.00
SALES TAX	0.00
TOTAL	7851.00
VIVA CAPITAL FUNDING	7851.00
AMOUNT DUE	0.00

Received By _____

NOTICE OF ASSIGMENT
This invoice has been assigned to and must be made payable to:
Viva Capital Funding Inc.
PO Box 920250
El Paso, TX 79902
Any claim or offset must be reported immediately to Viva Capital at (915) 859-8900.
Payment to any other party does not constitute payment.

Jeremiah 29:11

"For I know the plans I have for you, declares the LORD, plans to prosper you and not to harm you, plans to give you hope and a future."

601 S. Main • Roswell, NM
(575) 623-2090 • Fax 623-5516

MTA TIRES AND MECHANICS.

24 Hrs Roadside Assistance

New Mexico's Largest Tire Dealer

Name LAND FILL				Date 10/28/24	
Address				Phone	
Sold by A/L	Cash	C.O.D.	Charge X	On Acct.	Order No.

Quan.	Description	Price	Amount
	15%		
4	NEW 23.5-25 WESTLAKE WR03		
4	NEW O'RINGS 25"		
2	HOURS OF LABOR		

WHEEL POSITION
TRACTOR
TRAILOR

UNIT# 19-347 LOADER
MILEAGE
LIC. PLATE
TIME
COMMENTS

Signing this agreement, buyer agrees to grant a security interest to MTA Tires and Mechanics, in the above goods or property being purchased until paid for in full as agreed. Buyer further agrees to a finance charge at the maximum allowed by law or 1.5% whichever is less to all unpaid balances over 30 days. All claims and returned goods must be accompanied by this bill.

Rec'd by

Southwest Printers, LLC

Date	Ticket #	Tons
10/22/24	911609	5.54
10/22/24	911610	9.75
10/22/24	911617	0.25
10/22/24	911620	0.27
10/22/24	911627	1.45
10/22/24	911634	0.25
10/22/24	911638	9.68
10/22/24	911642	0.60
10/22/24	911643	0.26
10/22/24	911644	1.34
10/22/24	911647	0.03
10/22/24	911648	0.86
10/22/24	911649	6.20
10/22/24	911650	0.76
10/22/24	911660	0.66
10/22/24	911662	0.25
10/22/24	911663	7.23
10/22/24	911669	0.67
10/22/24	911670	1.48
10/22/24	911673	0.23
10/22/24	911682	0.25
10/22/24	911685	2.15
10/22/24	911686	0.21
10/22/24	911691	0.74
10/22/24	911693	1.63
10/22/24	911704	0.65
10/22/24	911707	0.67
10/22/24	911709	1.43
10/22/24	911710	0.38
10/22/24	911712	0.25
10/22/24	911719	0.10
10/22/24	911720	0.47
10/22/24	911729	0.04
10/22/24	911730	0.59
10/22/24	911731	0.21
10/22/24	911733	0.22
10/22/24	911734	0.28
10/22/24	911736	0.96
10/22/24	911737	1.28
10/22/24	911747	2.36
10/22/24	911749	1.01
10/22/24	911750	0.97
10/22/24	911751	1.15
10/22/24	911752	0.37
10/22/24	911755	1.02

10/22/24	911757	2.04
10/22/24	911758	0.95
10/22/24	911759	3.22
10/22/24	911760	0.63
10/22/24	911743	0.25
10/22/24	911727	3.19
10/23/24	911852	0.70
10/23/24	911769	0.21
10/23/24	911771	0.43
10/23/24	911773	22.51
10/23/24	911774	22.03
10/23/24	911777	0.14
10/23/24	911786	0.48
10/23/24	911787	0.53
10/23/24	911790	0.18
10/23/24	911797	23.05
10/23/24	911798	2.44
10/23/24	911799	26.90
10/23/24	911800	0.15
10/23/24	911805	18.66
10/23/24	911806	0.34
10/23/24	911809	21.66
10/23/24	911811	24.92
10/23/24	911814	0.44
10/23/24	911815	0.38
10/23/24	911818	0.35
10/23/24	911819	0.87
10/23/24	911822	12.37
10/23/24	911824	8.39
10/23/24	911825	0.27
10/23/24	911828	17.38
10/23/24	911830	0.51
10/23/24	911831	0.01
10/23/24	911834	14.34
10/23/24	911838	15.29
10/23/24	911840	1.51
10/23/24	911843	0.79
10/23/24	911846	0.31
10/23/24	911847	0.75
10/23/24	911848	18.94
10/23/24	911853	0.10
10/23/24	911855	0.85
10/23/24	911859	0.25
10/23/24	911860	0.33
10/23/24	911861	2.34
10/23/24	911864	0.54

10/23/24	911869	0.32
10/23/24	911874	0.39
10/23/24	911879	1.25
10/23/24	911880	0.15
10/23/24	911883	0.84
10/23/24	911884	0.64
10/23/24	911887	0.79
10/23/24	911888	0.57
10/23/24	911889	0.31
10/23/24	911890	0.25
10/23/24	911893	0.89
10/23/24	911896	1.66
10/23/24	911901	0.20
10/23/24	911904	0.07
10/23/24	911909	0.31
10/23/24	911910	0.38
10/23/24	911911	0.13
10/23/24	911912	3.99
10/23/24	911914	1.13
10/23/24	911918	1.71
10/23/24	911919	1.21
10/23/24	911921	0.62
10/23/24	911905	0.00
10/23/24	911782	0.25
10/23/24	911783	2.74
10/23/24	911788	7.56
10/23/24	911817	0.81
10/23/24	911829	3.83
10/23/24	911835	2.98
10/23/24	911870	2.62
10/23/24	911882	3.22
10/23/24	911932	0.03
10/23/24	911929	0.85
10/23/24	911801	0.25
10/23/24	911812	0.71
10/23/24	911836	2.21
10/23/24	911886	0.89
10/23/24	911916	4.40
10/23/24	911792	2.99
10/23/24	911793	1.25
10/23/24	911856	2.92
10/23/24	911857	1.91
10/23/24	911891	2.58
10/23/24	911913	2.43
10/23/24	911779	4.07
10/23/24	911832	0.15

10/23/24	911927	0.34
10/23/24	911928	0.10
10/23/24	911936	0.85
10/24/24	911949	0.32
10/24/24	911950	1.07
10/24/24	911953	0.45
10/24/24	911955	0.30
10/24/24	911956	0.49
10/24/24	911958	5.00
10/24/24	911963	0.64
10/24/24	911964	1.32
10/24/24	911965	0.16
10/24/24	911974	0.35
10/24/24	911978	3.86
10/24/24	911980	0.04
10/24/24	911983	0.53
10/24/24	911987	0.15
10/24/24	911990	0.32
10/24/24	911999	0.14
10/24/24	912000	0.82
10/24/24	912001	1.18
10/24/24	912002	0.15
10/24/24	912004	0.19
10/24/24	912005	0.73
10/24/24	912007	0.23
10/24/24	912011	0.17
10/24/24	912017	0.25
10/24/24	912019	2.59
10/24/24	912020	0.09
10/24/24	912021	0.13
10/24/24	912022	0.25
10/24/24	912024	0.41
10/24/24	912025	0.59
10/24/24	912030	0.45
10/24/24	912032	1.37
10/24/24	912039	0.81
10/24/24	912042	1.04
10/24/24	912043	1.08
10/24/24	912046	1.05
10/24/24	912047	0.38
10/24/24	912054	1.09
10/24/24	912058	0.74
10/24/24	912065	0.45
10/24/24	912073	0.22
10/24/24	912074	0.84
10/24/24	912076	1.09

10/24/24	912078	0.44
10/24/24	912080	0.70
10/24/24	912082	0.58
10/24/24	912090	2.73
10/24/24	912091	1.50
10/24/24	912093	0.56
10/24/24	912095	0.83
10/24/24	912096	0.80
10/24/24	912097	1.46
10/24/24	912098	0.39
10/24/24	912100	0.52
10/24/24	912101	2.27
10/24/24	912106	0.93
10/24/24	912107	0.72
10/24/24	912109	0.23
10/24/24	912110	0.13
10/24/24	912111	0.66
10/24/24	912112	0.20
10/24/24	912113	0.30
10/24/24	912116	0.25
10/24/24	911972	3.14
10/24/24	912118	0.02
10/24/24	911948	1.08
10/24/24	911988	0.25
10/24/24	911996	6.45
10/24/24	912006	0.26
10/24/24	911959	0.23
10/24/24	911997	0.35
10/24/24	912062	0.20
10/24/24	911970	3.33
10/24/24	911976	1.42
10/24/24	911977	2.93
10/24/24	912003	3.49
10/24/24	912015	1.75
10/24/24	912023	2.70
10/24/24	912038	2.71
10/24/24	912067	2.83
10/24/24	912072	3.31
10/24/24	912077	2.78
10/24/24	912103	2.37
10/24/24	912105	2.35
10/24/24	911951	0.05
10/24/24	912031	0.73
10/24/24	911960	1.20
10/25/24	912263	0.71
10/25/24	912213	1.27

10/25/24	912198	2.74
10/25/24	912208	0.05
10/25/24	912220	2.15
10/25/24	912227	2.51
10/25/24	912248	1.46
10/25/24	912257	2.42
10/25/24	912286	1.61
10/25/24	912306	2.86
10/25/24	912159	0.56
10/25/24	912193	0.53
10/25/24	912142	0.14
10/25/24	912157	0.49
10/25/24	912130	0.04
10/25/24	912173	0.25
10/25/24	912145	0.90
10/25/24	912307	0.21
10/25/24	912140	0.56
10/25/24	912121	5.83
10/25/24	912128	1.72
10/25/24	912131	5.34
10/25/24	912135	0.46
10/25/24	912137	0.58
10/25/24	912138	1.24
10/25/24	912143	2.31
10/25/24	912146	3.83
10/25/24	912149	1.85
10/25/24	912150	0.66
10/25/24	912151	0.57
10/25/24	912156	0.19
10/25/24	912162	0.19
10/25/24	912165	0.58
10/25/24	912167	0.17
10/25/24	912168	0.44
10/25/24	912171	1.02
10/25/24	912172	0.21
10/25/24	912176	2.78
10/25/24	912179	0.53
10/25/24	912181	0.25
10/25/24	912183	1.55
10/25/24	912186	2.08
10/25/24	912188	3.68
10/25/24	912192	0.09
10/25/24	912200	0.50
10/25/24	912201	0.68
10/25/24	912203	0.21
10/25/24	912207	0.77

10/25/24	912210	1.46
10/25/24	912214	0.73
10/25/24	912216	0.65
10/25/24	912218	0.07
10/25/24	912221	0.20
10/25/24	912223	0.70
10/25/24	912230	0.25
10/25/24	912231	3.44
10/25/24	912235	0.44
10/25/24	912236	1.76
10/25/24	912237	0.25
10/25/24	912242	0.06
10/25/24	912243	0.16
10/25/24	912249	0.59
10/25/24	912251	0.31
10/25/24	912252	0.90
10/25/24	912253	0.93
10/25/24	912254	0.99
10/25/24	912256	0.12
10/25/24	912258	0.37
10/25/24	912260	0.67
10/25/24	912264	1.08
10/25/24	912266	0.46
10/25/24	912269	0.84
10/25/24	912274	0.92
10/25/24	912275	0.42
10/25/24	912277	0.69
10/25/24	912279	1.52
10/25/24	912283	0.23
10/25/24	912285	0.47
10/25/24	912287	0.63
10/25/24	912290	0.87
10/25/24	912291	0.28
10/25/24	912293	3.26
10/25/24	912295	5.00
10/25/24	912297	1.92
10/25/24	912299	0.19
10/25/24	912300	0.12
10/25/24	912301	1.28
10/25/24	912305	0.36
10/26/24	912313	0.92
10/26/24	912316	0.23
10/26/24	912318	0.30
10/26/24	912321	2.21
10/26/24	912323	0.57
10/26/24	912325	0.22

10/26/24	912327	2.57
10/26/24	912330	0.36
10/26/24	912331	1.04
10/26/24	912332	1.99
10/26/24	912335	0.55
10/26/24	912337	0.97
10/26/24	912338	0.26
10/26/24	912340	1.08
10/26/24	912343	0.28
10/26/24	912344	0.14
10/26/24	912346	0.66
10/26/24	912347	0.18
10/26/24	912351	0.28
10/26/24	912355	0.19
10/26/24	912356	0.54
10/26/24	912358	0.63
10/26/24	912363	0.06
10/26/24	912364	0.32
10/26/24	912365	0.22
10/26/24	912367	0.45
10/26/24	912368	0.23
10/26/24	912369	0.35
10/26/24	912370	0.31
10/26/24	912372	1.09
10/26/24	912374	0.93
10/26/24	912375	0.20
10/26/24	912378	0.30
10/26/24	912379	0.22
10/26/24	912380	0.68
10/26/24	912381	0.16
10/26/24	912382	0.37
10/26/24	912385	1.07
10/26/24	912386	0.43
10/26/24	912387	0.18
10/26/24	912388	0.08
10/26/24	912389	0.81
10/26/24	912391	0.60
10/26/24	912392	0.90
10/26/24	912394	0.37
10/26/24	912396	0.23
10/26/24	912397	0.33
10/26/24	912401	0.20
10/26/24	912402	1.16
10/26/24	912403	0.21
10/26/24	912404	0.31
10/26/24	912405	0.62

10/26/24	912406	0.30
10/26/24	912407	1.60
10/26/24	912409	1.24
10/26/24	912410	0.63
10/26/24	912411	0.68
10/26/24	912412	0.24
10/26/24	912414	1.29
10/26/24	912415	0.21
10/26/24	912416	0.15
10/26/24	912417	0.23
10/26/24	912418	0.40
10/26/24	912419	0.45
10/26/24	912342	0.09
10/26/24	912362	0.25
10/26/24	912393	0.25
10/26/24	912395	0.25
10/26/24	912420	0.48
10/26/24	912422	4.34
10/26/24	912423	0.31
10/26/24	912424	0.48
10/26/24	912426	0.28
10/26/24	912428	1.57
10/26/24	912430	0.13
10/26/24	912431	0.17
10/26/24	912432	0.28
10/26/24	912433	0.11
10/26/24	912434	0.95
10/26/24	912437	0.17
10/26/24	912438	0.40
10/26/24	912439	0.20
10/26/24	912440	0.30
10/26/24	912441	0.56
10/26/24	912435	0.25
10/26/24	912421	1.11
10/26/24	912341	0.25
10/26/24	912317	3.52
10/26/24	912319	0.50
10/27/24	912472	2.23
10/27/24	912447	0.11
10/27/24	912448	1.21
10/27/24	912449	0.12
10/27/24	912450	0.24
10/27/24	912451	0.62
10/27/24	912452	3.41
10/27/24	912454	1.98
10/27/24	912456	0.46

10/27/24	912457	0.53
10/27/24	912458	0.11
10/27/24	912459	0.22
10/27/24	912463	1.15
10/27/24	912464	0.53
10/27/24	912465	0.21
10/27/24	912466	1.70
10/27/24	912467	0.19
10/27/24	912468	0.41
10/27/24	912471	0.07
10/27/24	912473	0.13
10/27/24	912475	0.40
10/27/24	912476	0.05
10/28/24	912477	0.01
10/28/24	912488	2.06
10/28/24	912491	0.48
10/28/24	912492	0.28
10/28/24	912493	2.45
10/28/24	912494	0.95
10/28/24	912497	0.08
10/28/24	912498	0.73
10/28/24	912501	0.32
10/28/24	912503	0.58
10/28/24	912504	5.16
10/28/24	912509	0.38
10/28/24	912512	0.56
10/28/24	912518	2.40
10/28/24	912522	1.62
10/28/24	912525	0.31
10/28/24	912533	1.33
10/28/24	912536	1.02
10/28/24	912538	0.05
10/28/24	912542	0.08
10/28/24	912544	0.17
10/28/24	912545	0.09
10/28/24	912547	0.21
10/28/24	912557	0.53
10/28/24	912570	0.26
10/28/24	912573	0.55
10/28/24	912576	0.73
10/28/24	912579	1.14
10/28/24	912589	5.37
10/28/24	912590	0.78
10/28/24	912591	1.12
10/28/24	912608	0.25
10/28/24	912612	0.14

10/28/24	912613	0.04
10/28/24	912615	0.37
10/28/24	912616	0.16
10/28/24	912618	0.16
10/28/24	91269	3.66
10/28/24	912621	1.56
10/28/24	912625	0.34
10/28/24	912626	0.09
10/28/24	912627	0.14
10/28/24	912519	1.49
10/28/24	912537	0.51
10/28/24	912600	0.40
10/28/24	912479	1.23
10/28/24	912480	3.56
10/28/24	912521	1.60
10/28/24	912532	1.56
10/28/24	912568	1.79
10/28/24	912490	0.96
10/29/24	912666	0.64
10/29/24	912641	1.99
10/29/24	912653	0.80
10/29/24	912654	2.15
10/29/24	912655	0.12
10/29/24	912656	0.64
10/29/24	912663	1.74
10/29/24	912665	0.13
10/29/24	912672	0.33
10/29/24	912674	0.27
10/29/24	912675	1.21
10/29/24	912677	1.21
10/29/24	912678	1.56
10/29/24	912682	0.60
10/29/24	912689	0.11
10/29/24	912690	1.24
10/29/24	912694	1.96
10/29/24	912697	0.27
10/29/24	912698	3.82
10/29/24	912701	0.46
10/30/24	912749	1.26
10/30/24	912739	3.70
10/30/24	912741	2.70
10/30/24	912746	0.89
10/30/24	912747	0.24
10/30/24	912750	1.35
10/30/24	912751	0.18
10/30/24	912752	1.41

10/30/24	912753	0.10
10/30/24	912758	0.61
10/30/24	912761	1.14
10/30/24	912770	0.95
10/30/24	912774	0.82
10/30/24	912775	1.03
10/30/24	912777	2.13
10/30/24	912778	0.47
10/30/24	912902	2.39
10/30/24	912901	0.07
10/30/24	912889	1.43
10/30/24	912891	0.40
10/30/24	912894	0.06
10/30/24	912895	0.98
10/30/24	912896	1.73
10/30/24	912876	0.43
10/30/24	912877	0.49
10/30/24	912883	0.16
10/30/24	912884	1.53
10/30/24	912885	1.95
10/30/24	912880	0.05
10/30/24	912878	0.59
10/30/24	912841	0.18
10/30/24	912850	0.61
10/30/24	912853	0.54
10/30/24	912859	0.15
10/30/24	912858	0.25
10/30/24	912782	1.94
10/30/24	912786	0.07
10/30/24	912787	2.44
10/30/24	912790	0.51
10/30/24	912791	1.15
10/30/24	912800	1.04
10/30/24	912801	0.34
10/30/24	912804	0.67
10/30/24	912808	0.77
10/30/24	912814	0.53
10/30/24	912815	0.39
10/30/24	912817	0.11
10/30/24	912819	0.49
10/30/24	912820	0.33
10/30/24	912822	0.37
10/30/24	912825	0.16
10/30/24	912829	0.07
10/30/24	912831	0.35
10/30/24	912832	0.24

	10/30/24	912839	0.45
	10/31/24	All	113.14
	11/1/24	All	78.65
	11/2/24	913237	0.03
	11/4/24	All	1.39
	11/5/24	All	42.43
TOTAL TONS:			1028.19

Non-Action Items 9.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Review Water and Waste Water FY25 budget, future budget planning, and flood disaster update. **(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.

Regular Items 10.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Resolution 24-XX - consider recommending adoption of Resolution 24-XX for Travel Expenditures. **(Corn/Heldenbrand)**

BACKGROUND:
Initiated by Chairman Corn and Councilor Heldenbrand:

Resolution 24XX for Travel Expenditures

FINANCIAL CONSIDERATION:
N/A

LEGAL REVIEW:
City attorney drafted the resolution.

BOARD AND COMMITTEE ACTION:
Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:
Resolution 24-XX - consider recommending adoption of Resolution 24-XX for Travel Expenditures.

Attachments

DRAFT - Resolution: Travel Policy

RESOLUTION 24-XX

A RESOLUTION REGARDING TRAVEL EXPENDITURES

WHEREAS, the City of Roswell's officials, officer, and employees must travel for business from time to time, and

WHEREAS, funding for such travel should be transparent to the public and in the public's best interest, and

WHEREAS, it is desirable for there to be simple and clear procedures for such funding,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

The minimum guidelines and procedures for travel reimbursement or upfront payment shall be consistent with NMSA 1978, § 10-8-4 and the following:

1. Standard Per Diem and Milage Rates:

a. All per diem and milage rates for officials, officers, and employees shall be consistent with NMSA 1978, § 10-8-4 and its associated regulations and guidance as promulgated by DFA.

b. The procurement officer with City Manager approval shall have the authority to issues updated memorandums to adjust rates and reimbursements as necessary and consistent with state law and rule.

c. All travel by elect officials is subject to approval by the Mayor *and* the City Manager.

2. Actual expenses in Lieu of Per Diem:

Actual per diem expenses paid by officials, officers, and employees greater than standard per diem may only be paid when:

a. Standard rates will not reasonably cover expenses, and

b. There is written pre-approval by the Mayor *and* the City Manager in the case of officials and officers, or the City Manager or his designee for employees under his control. Such a request of pre-approval shall include the agenda or an outline of the need for the travel, and

c. Documentation of the agenda and paid receipts for each and every expense claimed must be provided within 30 day of trave, and

d. Payment for meals and travel is consistent with NMSA 1978, § 10-8-4.

DRAFT

3. Standard Actual Expenses Reimbursed:

   Reimbursement will be made for standard actual expenses, other than per diem expenses, such as for coach airfare, reasonably necessary taxis, parking fees, car rental, or the like at the most economically practical available rates and are directly inferred in the discharge of authorized travel.

4. Milage:

   Travel by private conveyance in the discharge of official duties shall be made consistent with state law. Millage shall be reimbursed at no less than 100% of the prior year's IRS standard milage rate. Milage shall be reimbursed based upon distances as show on Google maps, plus up to 15 miles a day of incidental travel.

5. Limitations on Travel Reimbursement

   Any person who is reimbursed in an amount in excess of $1,500 in a single fiscal year shall not be eligible for any further reimbursement unless person furnishes in writing to the Mayor and City Council an itemized statement of each separate instance of travel covered within such reimbursement, the place of travel, the purpose of travel, and the public benefit for the travel. Such letter shall be delivered to the council for approval no less than thirty (30) days prior to such travel is to take place.

6. Tipping

   When actual expenses are reimbursed, tips shall be reimbursed when traveling at no greater than 20% of the bill. Documents shall be provided for tip reimbursement. Tips are included when standard per diem rates are applied.

7. Out of state travel

   All out of state travel shall communicated to the City Council prior to travel.

8. Travel Advances

   a. Advance payment of 80% of the estimated travel expenses for authorized trave may be made prior to travel provided the traveler submits an appropriate written travel voucher to the finance department with sufficient time a determined finance department to be included in the standard processing and approval of warrants.

   b. Where a travel advance is made for a single trip, the travel shall remit, within five days of return any excess advance payment to the finance department. Refunds may, at the discretion of the City, be directly withheld from the employee's wages if such refund is not remitted withing five days from the trip

DRAFT

without further approval or notice to the employee.

c. Travel advances for per diem and milage will be calculated using the standard rates.

d. The Finance Department shall be responsible for establishing appropriate forms and procedures for travel advances as approved by the City Manager.

9. Travel Vouchers and Procedures for Administration

a. Every request for traves reimbursement or travel advances of per diem, milage, or other expense subject to this resolution shall be submitted on a travel voucher and shall be consistent with City policy and applicable law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Regular Items 11.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Resolution 24-XX - 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 donations and other departments.

FINANCIAL CONSIDERATION:

- Various Funds: Revenues $54,229.10, Expenses $333,229.10

LEGAL REVIEW:
No legal review is required at this time.

BOARD AND COMMITTEE ACTION:
Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:
Consider recommending adoption of Resolution 24-XX approving budget adjustment for the fiscal year ending June 30, 2025.

Attachments

Exhibit A
Resolution 24-XX

Budget Adjustment for December 2024 Exhibit A					
Revenues:				**Funds**	**Totals**
Police Donations 2690 486200		$ 37,590.00	Budget Authority	Donations 2690	$ 54,229.10
Animal Control Donations 2690 486206		$ 5,000.00	Budget Authority		**$ 54,229.10**
Police NNO Donations 2690 486209		$ 3,700.00	Budget Authority		
Zoo Donations 2690 486410		$ 1,750.48	Budget Authority		
Recreation Donations 2690 486450		$ 2,625.00	Budget Authority		
Special Events Donations 2690 486941		$ 2,350.00	Budget Authority		
Visitor Center Donations 2690 486950		$ 1,213.62	Budget Authority		
	Total	**$ 54,229.10**			
Expenditures:				**Funds**	**Totals**
Police Donations 26906100 792200		$ 37,590.00	Budget Authority	Donations 2690	$ 54,229.10
Animal Control Donations 26906106 792200		$ 5,000.00	Budget Authority	General 1101	$ 279,000.00
Police NNO Donations 26906109 792200		$ 3,700.00	Budget Authority		**$ 333,229.10**
Zoo Donations 26906230 792200		$ 1,750.48	Budget Authority		
Recreation Donations 26906250 792200		$ 2,625.00	Budget Authority		
Special Events Donations 26906241 792200		$ 2,350.00	Budget Authority		
Visitor Center Donations 26906245 792200		$ 1,213.62	Budget Authority		
Dispatch 11014656 654801		$ 279,000.00	Contracted Dispatchers		
	Total	**$ 333,229.10**			
Transfers:					
	Total	-			

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 DONATIONS 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 $54,229.10 in revenues, and $333,229.10 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues $54,229.10, Expenses $333,229.10

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 12th day of December 2024.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

Regular Items 12.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization of requisition No. 12502011 to Quality Tool & Equipment DBA Best Buy Automotive Equipment for the West Lot TSU Evidence Building in the Amount of $44,990.00 for ten (10) Atlas Garage Pro Parking 4 Post LIfts for vehicle evidence storage. Transferring funds from Capital Expense - Building GL No. 1101411-817503 to Maintenance and Repairs Building 1101411-614002. **(Prichard)**

- Funding Source is per Capital Appropriation No. 21-F2693 for $350,000, $60,168.82 available.

BACKGROUND:

Initiated by: Elizabeth Prichard

Requisition order requested for ten (10) Atlas Garage Pro Parking 4 Post Lifts for vehicle evidence storage at the Roswell Police Department West Lot Evidence Building. The funding covers building improvements, repairs, equipment, and furnishing.

FINANCIAL CONSIDERATION:

Funding Source is per Capital Appropriation No. 21-F2693 for $350,000, $60,168.82 available. Budget transfer for $44,990.00 from Capital Projects to Maintenance and Repairs Building. No additional funds are required.

LEGAL REVIEW:

No Legal Review required at this time.

BOARD AND COMMITTEE ACTION:

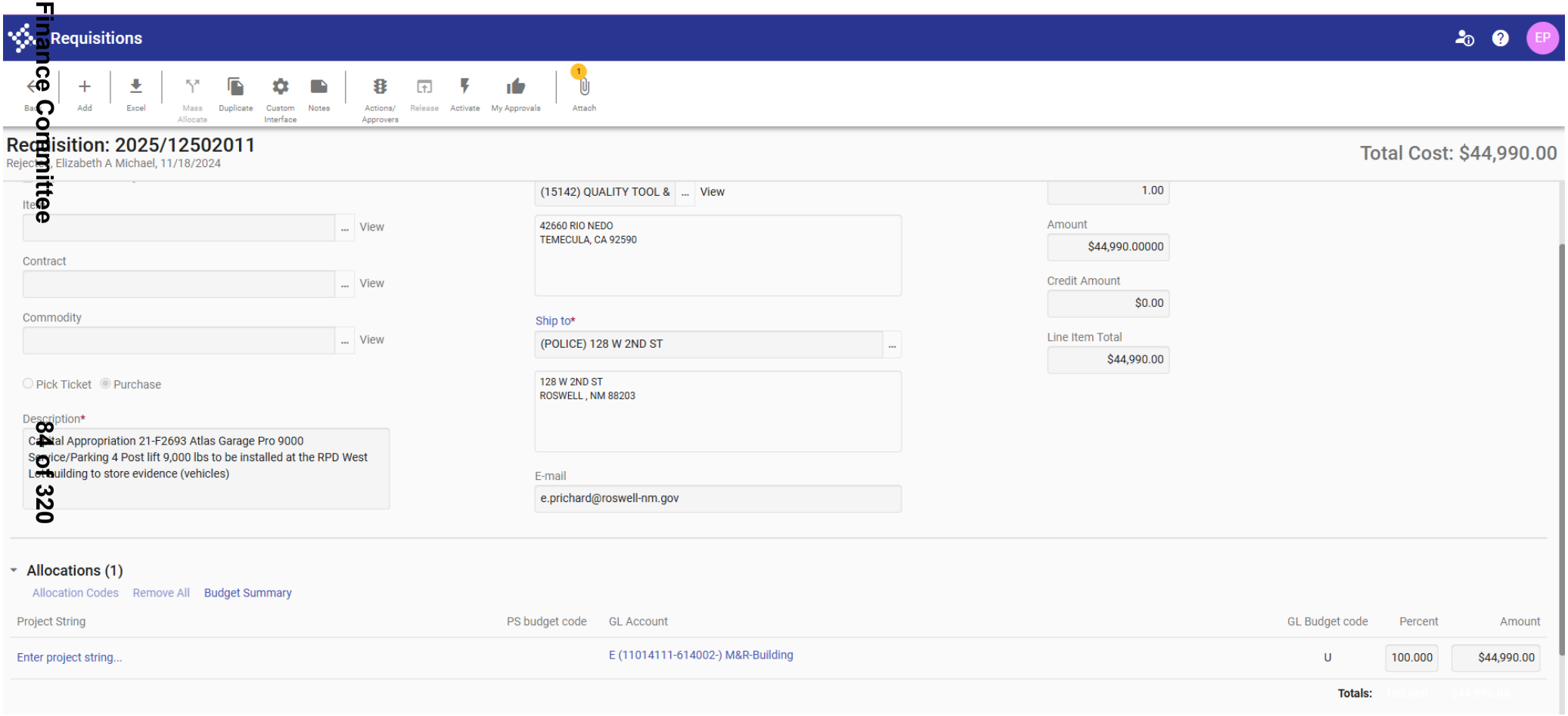
The Finance Committee will be the first time this item is heard.

STAFF RECOMMENDATION:

Consider approval of the transfer of funds for Requisition No. 12502011 for $44,990.00.

Attachments

Requisition
Quote
Picture of Items


Requisitions
EP
Add
Excel
Mass Allocate
Duplicate
Custom Interface
Notes
Actions/ Approvers
Release
Activate
My Approvals
Attach
Requisition: 2025/12502011
Total Cost: $44,990.00
(15142) QUALITY TOOL &
View
1.00
42660 RIO NEDO
TEMECULA, CA 92590
Amount
$44,990.00000
Credit Amount
$0.00
Ship to*
(POLICE) 128 W 2ND ST
Line Item Total
$44,990.00
128 W 2ND ST
ROSWELL , NM 88203
Pick Ticket
Purchase
Description*
Capital Appropriation 21-F2693 Atlas Garage Pro 9000
Service/Parking 4 Post lift 9,000 lbs to be installed at the RPD West
Evidence building to store evidence (vehicles)
E-mail
e.prichard@roswell-nm.gov
Allocations (1)
Allocation Codes
Remove All
Budget Summary
Project String
PS budget code
GL Account
GL Budget code
Percent
Amount
Enter project string...
E (11014111-614002-) M&R-Building
U
100.000
$44,990.00
Totals:

Sales Quote

EST33843

Acct. No.	Date
161968	11/13/2024

Best Buy Auto Equipment

42660 Rio Nedo
Temecula CA 92590
United States
(800) 647-7883

Bill To	Phone Number: (575) 624-6770
Roswell Police Department Bradley Bailey 128 W 2nd St Roswell NM 88201 United States	

Ship To	Phone Number: (575) 910-1916
Roswell Police Department JOE SMITH 4203 W 2ND ST Roswell NM 88201 United States	

Terms	PO #	Sales Rep	Reference #	Shipping Code (2)
Credit Card		Anthony Venier		

Qty	Item	Description	Price	Amount	Tax R...
10	XH-PRO9000	Atlas Garage Pro 9000 Service/Parking 4 Post Lift 9,000 lbs	3,999.00	39,990.00	0.0%

Subtotal	39,990.00
Shipping Cost (LTL)	5,000.00
Total	$44,990.00

Lift Certifications - ALI

Please note that some local government agencies require lifts to be ALI Certified. It is the customer's responsibility to research these requirements PRIOR TO ORDERING and select equipment that meets those requirements, if necessary.

Shipment Disclaimer

Best Buy Automotive Equipment does not guarantee ANY delivery dates
- Always Sign For "Possible Hidden Damage", Given That Damage Is Often Concealed.
- Please ensure you fully inspect the equipment for damage before you sign and before the driver leaves. IF there is damage, the best procedure is to refuse the shipment, in which case, our factory will automatically issue a credit, and we can then re-order. IF there is damage and you do not want to refuse the equipment, you will be responsible for ordering/paying for replacement parts, and filing a freight claim with the carrier
- Additionally, Freight Charge is Subject to Increase if:
  1-The driver is made to wait over 30 minutes
  2-You do not keep your appointment with the freight company
  3- After completion of purchase, you add extra delivery services including but not limited to: Liftgate, Inside Delivery, Etc.

You will be billed for these charges.
- Missing components must be reported within 72 hours.

General Disclaimer

The purchaser, and/or lessee, agrees that title to merchandise listed herewith shall remain with BEST BUY AUTO EQUIPMENT, INC. until the purchase price has been paid in full; purchaser, and/or lessee agrees to permit removal of said merchandise if the terms and conditions of this agreement have not been met. Purchaser agrees that a late charge of 3% of balance per day will be assessed if payment is not made within terms. Purchaser agrees to release the equipment immediately to BEST BUY AUTO EQUIPMENT, INC. if delinquency of payment extends longer than 30 days without exception. A 20% restocking fee will be enforced. Purchaser agrees to pay all reasonable expenses and attorney fees incurred by Seller in connection with any repossession or sale of the property, or otherwise incurred by reason of Buyer's Default as permitted by law. Time is of the essence in this agreement. The terms and conditions of this agreement are subject to approval of BEST BUY AUTO EQUIPMENT, INC. Purchaser understands that seller is a manufacturers distributor and therefore all claims against the merchandise are covered under manufacturers warranty and/or terms and condition of sale. This is a legal and binding agreement upon approval by BEST BUY AUTO EQUIPMENT, INC.

Returns Disclaimer

1.Returns must be authorized prior to return. An RMA # will be issued upon return authorization. The returned merchandise must be new, complete and in its original packaging.
2.You will be charged the total cost of shipping the item to you and the cost of shipping the item back to Best Buy Automotive Equipment. Note: Free shipping items are not exempt from this two-way shipping cost applied to returned items.
3.Restocking charge will be calculated at 20% of purchased product price for all returned items.
4.The return must be made within 30 days of invoice date.
5.Please include a copy of your original invoice with your return.
6.Securely pack the product and send it with shipping and insurance charges prepaid to the shipping location determined by Best Buy Automotive Equipment.



Atlas® Automotive Equipment PRO 9000





Atlas® Automotive Equipment PRO 9000



Regular Items 13.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization 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 MacCornack

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 - FY 25 Noon Op Jr
ATT 2 - FY 25 Budget Excerpt

J & G Electric Co., Inc.
512 South Main St
Roswell, NM 88203
575-622-0146
info@jandgelectricco.com
www.jandgelectricco.com

Estimate

Date	Estimate #
11/8/2024	32776

Name / Address
COR - Noon Optimist Little League Jim Burress P O BOX 1838 ROSWELL, NM 88202-1838

License: 7408

Description	Qty	Rate	Total
Musco Quote 290,000.00 + 20%	1.00	$348,000.00	***$348,000.00***
JR Field - Labor + TAX (5,249.88)	1.00	$66,489.62	***$66,489.62***
JR Field - Material	1.00	$143,910.36	***$143,910.36***
PW Field - Labor + TAX (1,214.68)	1.00	$15,384.00	***$15,384.00***
PW Field - Material	1.00	$57,654.42	***$57,654.42***
Electrical Engineering Fees	1.00	$5,000.00	***$5,000.00***
Permits	2.00	$225.00	***$450.00***
Bond	1.00	$6,400.00	***$6,400.00***
Quote includes: Musco material Jr. Field Electrical + Service PW Field Electrical + Service Electrical Engineering fees Permits for both fields 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			

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 affect 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 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., Inc. 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 Authorization:		Date:

J & G Electric Co., Inc.
512 South Main St
Roswell, NM 88203
575-622-0146
info@jandgelectricco.com
www.jandgelectricco.com

Estimate

Date	Estimate #
11/8/2024	32776

Name / Address
COR - Noon Optimist Little League Jim Burress P O BOX 1838 ROSWELL, NM 88202-1838

License: 7408

Description	Qty	Rate	Total
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. 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 Musco price will go up 12/1/2024. If quote is not accepted prior to price increase a new estimate will be given to COR with the additonal increase.			

Thank You for Your Business!		Sales Tax: $6,464.58	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 affect 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 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: Joshua Amador		Date: 11/8/2024

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., Inc. 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 Authorization:		Date:

FY25 Recreation - Sports Fields "Capital Fund" Projects (2615-4246)

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
				Project Information				Grant Information							Financial Information			FY25 Budget		
1			Add'l Install. Lights Ball 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

Regular Items 14.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization for ratification of disaster relief PO 22501472 in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River. **(Najar/MacCormack)**

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

BACKGROUND:

Initiated by: Louis Najar

On October 21st, the City of Roswell suffered a catastrophic 500-year flood. Due to the unprecedented flooding, we needed to contract out the work for emergency repair of bridge rail on the Kentucky St. Bridge over the Spring river.

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

FINANCIAL CONSIDERATION:

Reallocation of current Street Department funding.

LEGAL REVIEW:

No legal review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 11/18/2024 voted (5-0) to recommend approval for ratification of disaster relief PO in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River to Finance Committee with a recommendation to place on the City Council consent agenda.

STAFF RECOMMENDATION:

Consider recommending authorization for ratification of disaster relief PO 22501472 in the amount of $86,748.22 to Abraham's Construction for repair of damaged bridge rail on the Kentucky St Bridge over Spring River.

Attachments

ATT 1 - RFQ Kentucky St Bridge Rail Repair
ATT 2 - Abraham's Construction Quote
ATT 3 - Award Recommendation Letter
ATT 4 - PO 22501472 Abrahams Construction

To: Bullet Construction, Abraham's Construction, Constructors Inc, Smithco Construction. **October 29, 2024**

From: James MacCornack, P.E. – Senior Engineer
RFQ – Bridge Rail Repair Kentucky St Spring River Bridge

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell is seeking services for the replacement of pedestrian bridge rail on the Kentucky St bridge at Spring River that washed out and damaged due to the flood event in October 2024:

B. REQUESTED WORK

The City of Roswell is requesting proposals with quotes for the following Scope of Work and Tasks as follows:

Scope of Work

This request for quotes is for replacement and retrofit of pedestrian rail on the Kentucky St Bridge at Spring River that was washed out and damaged due to the flood event in October 2024. Pedestrian/Bicycle rail to meet NMDOT Standard Drawing 543-04 Bicycle Standard (see Attachment 1).

Work is to conform to NMDOT Standard Specifications and City of Roswell Public Works Specifications. Existing damaged rail is to be removed and replaced. 67 feet of new pedestrian/bicycle bridge rail is required on each side of the bridge for a total of 134 feet of pedestrian/bicycle rail to be installed.

Anticipated Time Line: as measured from Notice to Proceed

Proposer shall submit a proposed schedule based on tasks identified.
Proposer may also identify other tasks they deem necessary for the betterment of project
City time line: Issue RFQ, review RFQ, enter in agreement with vendor as soon as possible.

C. SUBMITTAL & PRICING

Proposals and Quotes are to be submitted in a PDF format and will be an email submittal. **All proposals and quotes must be received by 5pm, November 8, 2024. Submit to James MacCornack at j.maccornack@roswell-nm.gov**

Proposals will be graded on proposal detail, time line and costs. Itemized cost is requested do better evaluate a proposal. Again, **proposers may add tasks they deem necessary for the betterment of project development**.

A professional courtesy email is requested to be sent to James MacCornack if solicited vendor chooses not to submit a quote.

D. EXECUTION OF CONTRACT

City will issue Notice to Proceed as soon as possible to ensure timely completion of this work.

E. CONTACTS & ADDENDUMS

For specific questions, please contact James MacCornack, P.E., j.maccornack@roswell-nm.gov.
Site visits with City Staff are available by appointment.
It is requested that questions be in writing no later than November 1, 2024.
Addendum if required will be issued November 4, 2024.

F. ATTACHMENTS
Attachment 1: NMDOT Standard 534-04

Damage Pictures:



PO Box 1838
Roswell, NM 88202-1838
TEL: 575.624.6700
FAX: 575.624.6709
roswell-nm.gov



PO Box 1838
Roswell, NM 88202-1838
TEL: 575.624.6700
FAX: 575.624.6709
roswell-nm.gov

ABRAHAM'S CONSTRUCTION, INC.

PO BOX 9906
ALBUQUERQUE, NM 87119
(505) 830-3820
(505) 881-1666

Proposal/Estimate

DATE	ESTIMATE NO.
11/1/2024	1289

NAME / ADDRESS
City of Roswell 425 N Richardson Ave Roswell, NM 88201

PROJECT

RFQ Roswell
Bridge Rail Repair Kentucky St
Spring River Bridge

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Pedestrian/Bicycle Railing Both Sides at Bridge	134	LF	600.00	80,400.00T
Sales Tax- Roswell 04-101			7.8958%	6,348.22

THIS ESTIMATE IS VALID FOR (60) DAYS.

TOTAL $86,748.22

ROSWELL
Engineering

To: Arely Peek
Purchasing Agent

November 12, 2024

Re: Recommendation of Award
Project Development Services – Bridge Rail Repair October 2024 Flooding Event

The City of Roswell requested quotes from contractors to provide repairs to bridge rail on Kentucky St bridge over Spring River that was damaged due to the flooding event in October 2024. Quotes shown include GRT.

1. Constructors Inc	No Quote Received
2. Smithco Construction	No Quote Received
3. Bullet Construction	Notification of No Quote Received
4. Abraham's Construction	$86,748.22

Upon review of submitted quote details I hereby recommend this work go to Abraham's Construction in the amount of $86,748.22 which includes GRT. Engineering department proposes to issue a Notice of Award & Notice to Proceed to Abraham's Construction.

If you have any questions please contact me.

Sincerely,

James MacCornack, P.E.
Senior Engineer

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

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

Purchase Order # **22501472**

Delivery must be made within doors of specified destination.

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

VENDOR
ABRAHAM'S CONSTRUCTION, INC.
PO BOX 9906
ALBUQUERQUE, NM 87119

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

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-830-3820		12501962	Monica Barraza	m.barraza@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
11/14/2024	11437			Streets

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Kentucky St Flooding Bridge Rail Repair The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Kentucky St Flooding Bridge Rail Repair Pedestrian/Bicycle Railing Both Sides at Bridge GL Account: 26234323 - 614020 $86,748.22 ********** GL SUMMARY ********** 26234323 - 614020 $86,748.22	1.0	EACH	$86,748.22	$86,748.22

By: _____
Finance Committee
Purchasing Agent, C.P.O

Total Ext. Price $86,748.22
PO Total **$86,748.22**
Roswell, NM

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.

Regular Items 15.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization for an expenditure of $2,406,178.84, including GRT, for ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction. **(Najar/MacCornack)**

- Funding Source - Current available amount in Tyler/Munis FY25 capital budget is $3,229,204.30.

BACKGROUND:

Initiated by: Louis Najar

Bids received on November 12, 2024, for the subject project have been reviewed. A Bid Tabulation is attached. One bid was received as follows:

- Abraham's Construction $2,406,178.84 (Amount includes tax of 7.8958%).

Please see attached the recommendation of award letter to Purchasing Department.

FINANCIAL CONSIDERATION:

Current available amount in FY25 approved budget is $2,440,000. Project 100% funded by NMDOT, project number CN 2104850.

- Project is a reimbursement agreement.

LEGAL REVIEW:

No Legal Review required at this time.

BOARD AND COMMITTEE ACTION:

On 11/18/2024, the Infrastructure Committee voted (5-0) to recommend approval of the award of ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction in the amount of $2,406,178.84 including GRT, to Finance Committee with a recommendation to place on City Council consent agenda.

STAFF RECOMMENDATION:

Consider recommending authorization for an expenditure of $2,406,178.84, including GRT, for ITB-25-003, Elm St Bridge Replacement Project to Abraham's Construction.

Attachments

ATT 1 - Recommendation of award
ATT 2 - Bid Tabulation ITB 25-003
ATT 3 - Budget Excerpt
ATT 4 - NMDOT Agreement Excerpt

ROSWELL
Engineering

To: Arely Peek
Purchasing

November 13, 2024

Re: Recommendation of Award
Elm St. New 2 Barrel Concrete Box Culvert
Bid No. ITB-25-003 CN 2104850

Bids received on November 12, 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. Abraham's Construction, Albuquerque, NM $2,406,178.84

Upon completion of review, I hereby recommend award of this project to Abraham's Construction in the amount of $2,406,178.84.

If you have any questions please contact me.

Sincerely,

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

xc: Project Files

CITY OF ROSWELL
NEW MEXICO

Engineer's Bid Tabulation
ITB-25-003
Elm St New 2 Barrel Concrete Box Culvert

Bid Opening of November 12, 2024

11/13/2024

		Contract	Contract	Engr. Est.	Engr. Est.	ABRAHAMS CONSTRUCTION			
ITEM NO.	BID ITEM DESCRIPTION	Unit	Quantity	UNIT COST	Amount	Unit Cost	Amount		
107000	ENVIRONMENTAL COMMITMENTS	LS	1	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00		
203000	UNCLASSIFIED EXCAVATION	C.Y.	285	$ 25.00	$ 7,125.00	$ 65.00	$ 18,525.00		
2031000	BORROW	C.Y.	350	$ 25.00	$ 8,750.00	$ 50.00	$ 17,500.00		
207000	SUBGRADE PREPARATION	S.Y.	860	$ 10.00	$ 8,600.00	$ 30.00	$ 25,800.00		
210002	MAJOR STRUCTURE EXCAVATION	C.Y.	1,164	$ 50.00	$ 58,200.00	$ 50.00	$ 58,200.00		
210003	MAJOR STRUCTURE BACKFILL	C.Y.	1,241	$ 90.00	$ 111,690.00	$ 50.00	$ 62,050.00		
303160	BASE COURSE 6"	S.Y.	1,343	$ 18.00	$ 24,174.00	$ 40.00	$ 53,720.00		
407000	ASPHALT MATERIAL FOR TACK COAT	TON	1.0	$ 2,200.00	$ 2,200.00	$ 2,000.00	$ 2,000.00		
408100	PRIME COAT MATERIAL	TON	2.0	$ 2,200.00	$ 4,400.00	$ 2,000.00	$ 4,000.00		
416207	MINOR PAVING TYPE II HMA SP IV	S.Y.	1,600	$ 70.00	$ 112,000.00	$ 50.00	$ 80,000.00		
511000	STRUCTURAL CONCRETE, CLASS A	C.Y.	160	$ 1,400.00	$ 224,000.00	$ 1,400.00	$ 224,000.00		
511030	STRUCTURAL CONCRETE, CLASS AA	C.Y.	179	$ 1,600.00	$ 286,400.00	$ 1,250.00	$ 223,750.00		
511210	STRUCTURAL CONCRETE, CLASS A-6"	S.Y.	241	$ 300.00	$ 72,300.00	$ 1,600.00	$ 385,600.00		
511700	BRIDGE DECK SEALANT MEMBRANE	S.Y.	100	$ 10.00	$ 1,000.00	$ 100.00	$ 10,000.00		
540060	REINFORCING BARS GRADE 60	LB	63,400	$ 4.00	$ 253,600.00	$ 3.00	$ 190,200.00		
543002	METAL RAILING, TYPE A42	L.F.	60	$ 700.00	$ 42,000.00	$ 500.00	$ 30,000.00		
570024	24" CULVERT PIPE	L.F.	60	$ 250.00	$ 15,000.00	$ 150.00	$ 9,000.00		
601000	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	$ 60,000.00	$ 60,000.00	$ 50,000.00	$ 50,000.00		
601110	REMOVAL OF SURFACING	S.Y.	785	$ 17.00	$ 13,345.00	$ 35.00	$ 27,475.00		
603281	SWPPP PLAN PREPARATION AND MAINTENANCE	LS	1	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00		
606001	SINGLE FACE W-BEAM GUARDRAIL	L.F.	125	$ 120.00	$ 15,000.00	$ 100.00	$ 12,500.00		
606011	SINGLE FACE THRIE-BEAM GUARDRAIL	L.F.	25	$ 300.00	$ 7,500.00	$ 300.00	$ 7,500.00		
606053	END TREATMENT W-BEAM END ANCHOR	EACH	4	$ 3,500.00	$ 14,000.00	$ 5,000.00	$ 20,000.00		
608004	CONCRETE SIDEWALK 4"	S.Y.	240	$ 110.00	$ 26,400.00	$ 80.00	$ 19,200.00		
608106	DRIVE PAD 6"	S.Y.	60	$ 170.00	$ 10,200.00	$ 200.00	$ 12,000.00		
609424	CONCRETE VERTICAL CURB AND GUTTER TYPE B 6" X 24"	L.F.	430	$ 70.00	$ 30,100.00	$ 40.00	$ 17,200.00		
614000	UTILITY AERIAL CROSSING WITH 60' OF 24" DIA. STEEL CASING, CONC	LS	1	$ 80,000.00	$ 80,000.00	$ 45,000.00	$ 45,000.00		
618000	TRAFFIC CONTROL MANAGEMENT	LS	1	$ 40,000.00	$ 40,000.00	$ 15,000.00	$ 15,000.00		
621000	MOBILIZATION	LS	1	$ 180,300.00	$ 180,300.00	$ 215,000.00	$ 215,000.00		
623106	MEDIAN DROP INLET 5'X5' (URBAN) H=6'1" TO 9'0"	EACH	1	$ 18,000.00	$ 18,000.00	$ 8,000.00	$ 8,000.00		
623600	JUNCTION BOX	EACH	1	$ 16,000.00	$ 16,000.00	$ 20,000.00	$ 20,000.00		
662400	MANHOLE ADJUSTMENT	EACH	2	$ 3,000.00	$ 6,000.00	$ 1,000.00	$ 2,000.00		
662997	REHABILITATE SEWER MANHOLE AND BASE	EACH	1	$ 15,000.00	$ 15,000.00	$ 25,000.00	$ 25,000.00		
663606	POLYVINYL CHLORIDE PIPE- 6"	L.F.	20	$ 50.00	$ 1,000.00	$ 35.00	$ 700.00		
663608	POLYVINYL CHLORIDE PIPE- 8"	L.F.	120	$ 80.00	$ 9,600.00	$ 50.00	$ 6,000.00		
663612	POLYVINYL CHLORIDE PIPE- 12"	L.F.	125	$ 100.00	$ 12,500.00	$ 110.00	$ 13,750.00		
663772	CONNECTION TO EXISTING WATER LINE	EACH	3	$ 6,000.00	$ 18,000.00	$ 38,000.00	$ 114,000.00		

668000	DEWATERING	LS	1	$ 1,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00		
663855	ADJUST VALVE BOX TO GRADE	EACH	5	$ 1,000.00	$ 5,000.00	$ 800.00	$ 4,000.00		
663896	GATE VALVE- 6"	EACH	1	$ 3,250.00	$ 3,250.00	$ 11,500.00	$ 11,500.00		
663898	GATE VALVE- 8"	EACH	2	$ 5,000.00	$ 10,000.00	$ 13,000.00	$ 26,000.00		
663897	GATE VALVE- 12"	EACH	1	$ 6,000.00	$ 6,000.00	$ 17,000.00	$ 17,000.00		
701000	PANEL SIGNS	S.F.	100	$ 150.00	$ 15,000.00	$ 35.00	$ 3,500.00		
701100	STEEL POST AND BASE POST FOR ALUMINUM PANEL SIGNS	L.F.	180	$ 60.00	$ 10,800.00	$ 25.00	$ 4,500.00		
702810	TRAFFIC CONTROL DEVICES FOR CONSTRUCTION	LS	1	$ 25,000.00	$ 25,000.00	$ 10,000.00	$ 10,000.00		
703003	OBJECT MARKER TYPE 3	EACH	4	$ 300.00	$ 1,200.00	$ 500.00	$ 2,000.00		
704706	HOT THERMOPLASTIC PAVEMENT MARKING 12"	L.F.	45	$ 15.00	$ 675.00	$ 25.00	$ 1,125.00		
704704	HOT THERMOPLASTIC PAVEMENT MARKING 24"	L.F.	232	$ 30.00	$ 6,960.00	$ 25.00	$ 5,800.00		
801000	CONSTRUCTION STAKING BY THE CONTRACTOR	LS	1	$ 15,000.00	$ 15,000.00	$ 35,000.00	$ 35,000.00		
802000	POST CONSTRUCTION PLANS	LS	1	$ 5,000.00	$ 5,000.00	$ 10,000.00	$ 10,000.00		
		PROJECT SUBTOTAL (w/o Tax)=			$ 1,983,269.00		$ 2,230,095.00		
		GROSS RECIEPT TAX =	TAX @ 7.8958%		$ 156,594.95	TAX @ 7.8958%	$ 176,083.84		
		PROJECT BID TOTAL (with Tax)=			$ 2,139,863.95		$ 2,406,178.84		

I Certify that all Information and Tabulations are Correct.

James MacCornack, P.E.

11/13/2024
Date

City of Roswell
Capital Project Budget
FY25

FY25 Streets "Capital Fund" Projects (2623-4323)																				
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			Collectors and Residential Mill & Fill				1,500,000.00				N/A								1,500,000.00	1,500,000.00
2			(2) Mowers w/attachments	February 2025			130,988.38												130,988.38	130,988.38
3			Dump Truck	Spring/Summer 2025			179,857.00												179,857.00	179,857.00
4			Patch Truck	Ordered in July 2023			289,408.00				Money received from the Insurance is 82,144.09								207,263.91	207,263.91
5			Patch Truck	Could easily be 2026			291,898.00												291,898.00	291,898.00
6			Sweeper				374,052.00												374,052.00	374,052.00
8			Cielo Grande Trail/STR				225,000.00											192,240.00	132,760.00	325,000.00
9			Safe Roads				650,000.00											280,000.00	70,000.00	350,000.00
10			Bridge Over Hondo River				2,440,000.00											2,440,000.00		2,440,000.00
11			Hobson Flood Prevention				9,602,273.00											1,000,000.00		1,000,000.00
12			Brasher Rd - 2023 Legislative				800,000.00											400,000.00		400,000.00
13			Mescalero Bridge Guardrails				1,723,000.00												80,000.00	80,000.00
14			N. Atkinson				2,689,000.00												300,000.00	300,000.00
15			FY24 NMDOT TPF Funds 95% Reimbursement (Hobbs St.)				2,410,000.00											2,289,500.00	120,500.00	2,410,000.00
			Total Streets				23,305,476.38	-	-	-	-	-	-	-	-	-	-	6,601,740.00	3,387,319.29	9,989,059.29

Docusign Envelope ID: 330A0ED5-2026-4A1A-BF83-D13E452498A4

Contract No.:	D20408
Vendor No.:	**0000054357**
Control No.:	**2104850**

COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION

The **New Mexico Department of Transportation** (Department), and the City of Roswell (Local Agency) enter into this Agreement for Federal Highway Administration (FHWA) funding under NMSA 1978, Section 67-3-28. This Agreement for Project Control No.: 2104850 is effective as of the date of the last party to sign it on the signature page.

1. Funding and Project Description.

a. Funding for Construction Work is as follows:
   1. **FFY 2024 Highway Infra Off Bridge(HIOBP IIJA) Funds**
      Department's 100.00% share
      Bridge rail and concrete repair. (Description as per STIP database, this agreement only pertains to the Construction Work portion of Project Control No. 2104850.)
   2. **The Total Project Funding for Construction Work** $2,440,000

b. Attached as Exhibit A is a table of data on funding as required by 2 CFR 200.331.
c. The Local Agency shall provide all the work, labor, materials, and services necessary to perform the Project.
d. The Local Agency is responsible for all Project costs that exceed federal funding.
e. The Local Agency must repay certain federal funding to the Department if:
   1. The Project is cancelled.
   2. An audit determines an overpayment or federal funds were used for ineligible cost items.
   3. The construction of a road on a right-of-way acquisition is not undertaken within twenty (20) years after the fiscal year in which the funds are authorized.
   4. Acquisition of right-of-way or construction of the road for a preliminary engineering project is not undertaken within ten (10) years following the fiscal year in which the project is authorized.

   The Local Agency must repay or establish a repayment plan for the federal funds within forty-five (45) days of notice from the Department.

2. Payment – Reimbursement.

The Department will reimburse the Local Agency upon receipt of reimbursement requests with supporting documentation and certification that costs have been incurred. Reimbursement requests may be submitted monthly or, at a minimum, quarterly. Expenses that are documented and determined to be eligible under 2 CFR Part 200 will be reimbursed based on the Local Agency's required Match. The final Project payment request must be submitted within thirty (30) calendar days of completion of (a) the PS&E package or (b) final payment to the contractor for Construction or Project Work and (c) prior to termination of this Agreement. The Department will not reimburse the Local Agency for costs incurred (a) prior to obligation of federal funding and the effective date of this Agreement; (b) after expiration of this Agreement; or (c) in excess of the federal funding identified in Section 1.

3. Federal, State and Department Requirements.

By entering into this Agreement, the Local Agency certifies and agrees to comply with any applicable Federal and State laws and regulations, and terms and conditions as set forth in:

a. Title 23, U.S. Code Highways and its associated regulations

Regular Items **16.**

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Resolution 24-XX:Support for NM Matching Fund Application for SS4A- consider recommending adoption of Resolution 24-XX to support application to the New Mexico Matching Fund to provide matching funds for "Safe Streets and Roads 4 All" funding application. **(Najar/MacCornack)**

BACKGROUND:
Initiated by: James MacCornack

City of Roswell has a FHWA accepted Safe Streets and Roads For All Comprehensive Safety Action Plan. Plan has identified systematic safety treatments that are recommended to be applied at various locations throughout the City. These treatments are individually low-cost and include improved roadway striping and pavement markings, and visibility enhancements at signalized intersections. FHWA funding is 80/20 with 20% of the project cost required to come from non-federal sources. It is proposed to pursue New Mexico Matching Fund for funding of the 20% required match to support application to FHWA for funding in Spring 2025.

FINANCIAL CONSIDERATION:
This is for project application support. Application to FHWA for project funding would depend upon New Mexico Matching Fund award. Intent is to achieve 100% funding through New Mexico Matching Fund and FHWA funding.

LEGAL REVIEW:
Resolution has been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:
Infrastructure Committee on 11/18/2024 voted (5-0) to recommend Resolution 24-XX for support of application to the New Mexico Matching Fund to provide matching funds for possible "Safe Streets and Roads For All" funding application to December 5, 2024, Finance Committee with a recommendation to place on the City Council consent agenda.

STAFF RECOMMENDATION:
Resolution 24-XX:Support for NM Matching Fund Application for SS4A- consider recommending adoption of Resolution 24-XX to support application to the New Mexico Matching Fund to provide matching funds for "Safe Streets and Roads 4 All" funding application.

Attachments

ATT 1 - Draft Resolution 24-XX
ATT 2 - Safe Streets 4 All Systemic Recommended Improvement Cost Estimate

RESOLUTION 24-XX

A RESOLUTION TO THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION FOR NEW MEXICO MATCH FUNDING

WHEREAS, the City of Roswell intends to pursue funding under the U.S. Department of Transportation Safe Streets and Roads for All program.

WHEREAS, the City of Roswell intends to apply for up to $3,500,000 in funding from the U.S. Department of Transportation Safe Streets and Roads for All program; and

WHEREAS, the Safe Streets and Roads for All program requires 20% non-federal match ; and

WHEREAS, the City of Roswell desires to utilize the New Mexico Match Fund to provide $700,000 to satisfy the required 20% match; and

WHEREAS, the City of Roswell supports this project and desires to receive funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1. Be it resolved by the governing body, the City Council of Roswell, New Mexico that City of Roswell desires to apply for $700,000 in funding from the New Mexico Match Fund in order to provide required matching funding for City of Roswell to apply for U.S. Department of Transportation Safe Streets and Roads for All program.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

Safe Streets for All, 2024
Implementation Grant Application
Roswell, NM
Notes:

1 Minimum Implementatino Grant : $2.5 Million
2 Bonus points if application is for less than $10 Million
3 Include systematic and specific projects
4 Can also include a Demonstration project
5 Can also include Additional Planning

	Construction Cost	Survey	Design	Admin	Misc	TOTAL	Federal Funds	Non-Federal Match
		5%	10%	5%	5%		80%	20%
Systemic Improvements:								
Standardize All Way Stops	617,400	30,870	61,740	30,870	30,870	771,750	617,400	$ 154,350
Add edge lines to wide and narrow two-lane roads	1,866,965	93,348	186,696	93,348	93,348	2,333,706	1,866,965	$ 466,741
Enhance signal head visibility	315,000	15,750	31,500	15,750	15,750	393,750	315,000	$ 78,750
Subtotal of Systematic Projects	**2,799,365**	**139,968**	**279,936**	**139,968**	**139,968**	**3,499,206**	**2,799,365**	**$ 699,841**

Regular Items 17.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Ordinance 24-XX- consider recommendation to authorize to advertise to hold a public hearing on proposed Ordinance 24-XX for emergency loan funding from the New Mexico Environment Department for sewer repairs required after the historical flooding disaster in October 2024. **(Najar/MacCornack)**

- New Mexico Environment Department would provide $1,040,000 to assist with sewer repairs caused by flood disaster. City would repay once FEMA reimbursement is received.

BACKGROUND:

Initiated by: James MacCornack

New Mexico Environment Department has offered City of Roswell an emergency loan to assist with funding sewer repairs that were required after the October 2024 flooding event. NMED has offered $1,040,000 in funding that would be repaid when the City receives FEMA reimbursement for disaster expenses.

FINANCIAL CONSIDERATION:

New Mexico Environment Department would provide $1,040,000 to assist with sewer repairs caused by flood disaster. City would repay once FEMA reimbursement is received.

LEGAL REVIEW:

Loan documents have been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee on 11/18/2024 voted (5-0) to recommend approval to Finance Committee with a recommendation to place on December 5, 2024, City Council consent agenda.

STAFF RECOMMENDATION:

Ordinance 24-XX - consider recommendation to authorize Ordinance 24-XX for emergency loan funding from the New Mexico Environment Department for sewer repairs required after the historical flooding disaster in October 2024.

Attachments

ATT 1 - NMED Offer Letter
ATT 2 - Draft Ordinance 25-xx
ATT 3 - Project Description
ATT 4 - Budget Form
ATT 5 - Loan Checklist

Delivered Electronically

October 28, 2024

Timothy Jennings, Mayor
City of Roswell
425 N. Richardson
Roswell, New Mexico 88201

RE: NMED CPB Clean Water State Revolving Fund Loan Program Funding for the 2024 Roswell Flood Emergency Sewer Repairs

Dear Mayor Jennings,

The New Mexico Environment Department (NMED) Construction Programs Bureau (CPB) makes the following funding offer:

Principal Forgiveness Funding $1,040,000

Federal requirements will apply: American Iron and Steel, Environmental Review, Davis-Bacon Wage Rates, Fiscal Sustainability Plan, Civil Rights Compliance, Generally Accepted Accounting Practices, and Useful Life substantiation.

Should this event be designated a Presidentially declared major disaster, the NMED will work with the City to go through the FEMA/CWSRF Memorandum of Understanding process to seek reimbursement to the New Mexico CWSRF.

This offer is made pursuant to the February 19, 2024, Secretary of Environment delegation order.

Sincerely,

Kelsey Rader Digitally signed by Kelsey Rader
Date: 2024.10.29 14:57:30 -06'00'

Kelsey Rader
Acting NMED CPB Bureau Chief

cc: James MacCornack, P.E., City of Roswell Senior Engineer
Louis Najar, P.E., City of Roswell City Engineer
Toni Gomez, City of Roswell Deputy Treasurer
Brandon Kalinowski, NMED CPB Project Engineer
Maria Molina, NMED CPB Project Administrator
Rhonda Holderman, NMED CPB Financial Manager for Loans and Grants

ORDINANCE NO. _____

AUTHORIZING THE CITY OF ROSWELL (RECIPIENT) TO ENTER INTO AN AGREEMENT WITH THE NEW MEXICO ENVIRONMENT DEPARTMENT (NMED) FOR THE PURPOSE OF OBTAINING PROJECT FUNDS IN THE AMOUNT OF $1,040,000 DESIGNATING THE USE OF THE FUNDS FOR THE PURPOSE DEFINED IN THE MOST CURRENT PROJECT DESCRIPTION FORM AS APPROVED BY NMED; DECLARING THE NECESSITY FOR THE FUNDS; PRESCRIBING OTHER DETAILS CONCERNING THE FUNDS.

Capitalized terms used in the following preambles are defined in Section 1 of this Ordinance unless the context requires otherwise.

WHEREAS the Recipient is a legally and regularly created public body organized under the general laws of the State of New Mexico (State); and

WHEREAS the Recipient now owns, operates, and maintains a public utility constituting a wastewater system (System), which includes a system for disposing of wastes by surface and underground methods; and

WHEREAS, the present System is insufficient and inadequate to meet the needs of the Recipient; and

WHEREAS, the Governing Body of the Recipient has determined that it is in the best interest of the Recipient to accept and enter into the Agreement.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE RECIPIENT:

Section 1. DEFINITIONS. As used in the Ordinance, the following terms shall have the meanings specified below, unless the context clearly requires otherwise *(such meanings to be*

equally applicable to both the singular and the plural forms of the terms defined unless the plural form is separately defined):

ACT. The general laws of the State, including the Wastewater Facility Construction Loan Act at sections 74-6A-1 to 74-6A-15 NMSA 1978, as amended; enactments of the governing Body of the Recipient relating to Agreement made by resolution or ordinance, including this Ordinance; and the powers of the Recipient as a public body under authority given by the Constitution and Statutes of the State.

ADDITIONAL SUBSIDIZATION. Assistance provided in the form of grant or principal forgiveness pursuant to section §1383 (i).

AGREEMENT. The agreement between the Recipient and the NMED, pursuant to which funds will be provided to the Recipient to construct the Project and pay eligible costs relating thereto.

ANNUAL AUDIT or SINGLE AUDIT. Financial statements of the Recipient as of the end of each Fiscal Year, audited by an Independent Accountant, consistent with the federal Single Audit Act and the State Auditor's rules.

AUTHORIZED OFFICER. The Recipient's mayor, chief administrative officer, or other officer or employee of the Recipient as designated by the Recipient's Resolution Number _____ adopted by the governing body of the Recipient, as amended.

FISCAL YEAR. The twelve-month period commencing on the first day of July of each year and ending on the last day of June of the succeeding year, or any other twelve-month period which the Recipient hereafter may establish as the fiscal year or the System.

FUNDS. Additional subsidization in the form of principal forgiveness.

GOVERNING BODY OF THE RECIPIENT City Council

NMSA. New Mexico Statutes Annotated, 1978 Compilation, as amended and supplemented.

OPERATION AND MAINTENANCE. All reasonable and necessary current expenses of the System, paid or accrued, relating to operating, maintaining, and repairing the System.

ORDINANCE. This Ordinance as amended or supplemented from time to time.

PRINCIPAL FORGIVENESS. The portion of the loan that is not required to be repaid.

PROJECT. The most current NMED approved Project Description listed on the Project Description Form on file with NMED.

PROJECT COMPLETION DATE. Means the date that operations of the completed works are initiated or capable of being initiated, whichever is earlier. This also applies to individual phases or segments.

RECIPIENT. The entity requesting funds pursuant to the Act.

REGULATIONS. Regulations promulgated by the Water Quality Control Commission at 20.7.5 NMAC and New Mexico Environment Department at 20.7.6 – 20.7.7 NMAC.

Section 2. RATIFICATION. All action heretofore taken (not inconsistent with the provisions of the Ordinance) by the Board, the officers, and employees of the Recipient, directed toward the Agreement, is hereby ratified, approved and confirmed.

Section 3. FINDINGS. The Governing Body of the Recipient hereby declares that it has considered all necessary and relevant information and data and hereby makes the following findings:

(A) The execution and delivery of the Agreement pursuant to the Act to provide funds to finance the Project, is necessary and in the interest of the public health, safety, and welfare of the residents of the Recipient and will result in savings of finance costs to the Recipient.

(B) The money available for the Project from all sources other than the Agreement is not sufficient to pay when due the cost of the Project.

(C) The Project is and will be part of the System.

Section 4. SYSTEM. The System shall continue to constitute a wastewater system and shall be operated and maintained as such.

Section 5. AUTHORIZATION OF PROJECT. The acquisition and construction of the Project and payment of eligible items as set forth in the Regulations from proceeds of the Agreement is hereby authorized at a cost not to exceed **the amount of $1,040,000** excluding any cost of the Project to be paid from any source other than the proceeds of the Agreement.

Section 6. AUTHORIZATION OF AGREEMENT.

(A) For the purpose of protecting the public health, conserving the property, and protecting the general welfare of the residents of the Recipient and acquiring the Project, it is hereby declared necessary that the Recipient, pursuant to the Act and the Regulations execute and deliver the Agreement, and the Recipient is hereby authorized to execute and deliver the Agreement. The NMED has agreed to disburse the proceeds according to the terms of the Agreement to the Recipient over the construction period of the Project. The principal forgiveness amount **shall not exceed $1,040,000** without the adoption of another Ordinance amending the Ordinance by the Governing Body of the Recipient.

(B) The Recipients hereby authorized to accept additional subsidization of $1,040,000, in the form of principal forgiveness under the terms of the Loan Agreement.

(C) The Recipients is a sub-recipient of federal funding and is responsible for complying with specific federal requirements and conditions of that funding. If the Recipients

fails to satisfy any federal requirements or conditions, the Recipient may be required to refund any funds disbursed to the Recipient from NMED as part of this agreement.

(D) The form of the Agreement is approved. The Authorized Officer is hereby directed to execute and deliver the Agreement and any extensions of or amendments to any such document to be executed after completion of the Project, or any substitution therefore, with such changes therein consistent with the Ordinance and as shall be approved by an Authorized Officer whose execution thereof, or any extension thereof, or substitution therefore, in their final forms shall constitute conclusive evidence of their approval and compliance with this section.

(E) From and after the date of the initial execution and delivery of the Agreement, Authorized Officers, agents, and employees of the Recipient are authorized, empowered, and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of this Ordinance and the Agreement .

Section 7. OPERATION OF PROJECT. The Recipient will operate and maintain the Project so that it will function properly over its structural and material design life.

Section 8. USE OF PROCEEDS. The NMED shall disburse Funds pursuant to the Agreement for NMED approved costs incurred by the Recipient for the Project.

Section 9 ENFORCEMENT VENUE. The NMED retains the right to seek enforcement of the terms of the Agreement. If the NMED and the Recipient cannot reach agreement regarding disputes as to the terms and conditions of this Agreement, such disputes are to be resolved promptly and expeditiously in the district court of Santa Fe County. The Recipient agrees that the district court for Santa Fe County shall have exclusive jurisdiction over the Recipient and the subject matter of this Agreement and waives the right to challenge such jurisdiction.

Section 9. AMENDMENT OF ORDINANCE. This Ordinance may be amended with the prior written consent of the NMED.

Section 11. SEVERABILITY CLAUSE. If any section, paragraph, clause or provision of the Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of the Ordinance.

Section 12. REPEALER CLAUSE. All bylaws, orders, Ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any bylaw, order, Ordinance, or part thereof, heretofore repealed.

(RECIPIENT SHOULD ADD SIGNATURE PAGE AS USUAL AND CUSTOMARY)

NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU

PROJECT DESCRIPTION

PROGRAM: CWSRF

NAME OF BORROWER: City of Roswell

PROJECT NUMBER: CWSRF 150

FUNDING AMOUNT: $1,040,000

To repair and replace sewer line breaks incurred from October 2024 flooding.

Signatory Authority (Signature)

NMED Project Manager Approval **Date**

Signatory Authority (Print Name)

NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU

BUDGET FORM

PROGRAM: CWSRF

DATE:		**PROJECT #** CWSRF 150	
NAME OF ENTITY: City of Roswell			
CLASSIFICATION	**NMED-Program**	**OTHER FUNDS**	**TOTAL**
Administrative Expenses	Ineligible		
Engineer Fees			
Other Professional Service Fees			
Inspection Fees			
Property Acquisition			
Construction Cost	$1,040,000		
Equipment			
Other Costs (specify)			
Contingencies			
TOTAL:	$1,040,000		

Sources of Other Funds (Identify): _____
(Include matching requirements)
_____

Other funds, are they committed? ☐ Yes ☐ No
If not, when do you expect commitment? _____

_____

Date: _____

X _____
NMED Project Manager Approval

X _____
Signatory Authority (Signature)

X _____
Signatory Authority (Print Name)

CLEAN WATER STATE REVOLVING FUND (CWSRF) PROGRAM LOAN PROCESSING PACKAGE CHECKLIST

This checklist is designed to assist in the process of submitting required financial documentation to the New Mexico Environment Department (NMED) Construction Programs Bureau (CPB) for CWSRF funding. This checklist is for your records and does not need to be returned.

All documents should be submitted electronically.

I. DOCUMENTS THAT NEED TO BE CREATED, SIGNED AND/OR COMPLETED AND SUBMITTED TO NMED

(Samples of Loan Ordinance and Resolution attached)

1) _____**Loan Ordinance** - *(a DRAFT for NMED review must be approved by NMED prior to going to council/commission/board for adoption)* ***Must be signed by Entity Executive Officer and must be notarized.***

2) _____**Resolution authorizing the assignment of Authorized Officer(s) and Signature Page** - *(The Resolution Number listed in the Loan Ordinance under Section 1 Definitions under Authorized Officer will come from this Resolution.)* ***All forms/documents other than the Loan Ordinance must be signed by the person listed as authorized on this form.***

3) _____**Project Description**

4) _____**Project Budget**

II. SUPPORTING DOCUMENTATION NEEDED-

5) _____**Certificate demonstrating adequate property, liability, and fidelity insurance**

6) _____**Loan Ordinance meeting minutes and copy of advertisement for adoption of Loan Ordinance** *(due to NMED 45 days after adoption of Loan Ordinance)*

The loan agreement and promissory note will be sent after all documents in the first section are complete. NMED will not execute the loan until all documents in I and II are submitted.

Regular Items 18.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization for an expenditure in the amount of $476,980.17 which includes GRT for; Roswell Water Master Plan Project to Freese & Nichols Inc. **(Najar/MacCornack)**

- Funding Source - Project is planned to be funded with American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund. Current available is $622,692.45.

BACKGROUND:

Initiated by: Louis Najar

Engineering was directed to obtain quotes for an update to the Roswell Water Master Plan. RFQ was issued utilizing Engineering Services On Call. Quotes received on November 22, 2024, for the subject project have been reviewed. Three quotes were received as follows: (Amounts include GRT). Recommend to include Option A:1 from Freese & Nichols proposal which adds $115,000 plus GRT.

1. Freese & Nichols Inc $ 352,900.00 + Option A1 = 476,980.17
2. HDR Engineering $ 252,225.65
3. BHI $ 284,904,90

Please see attached recommendation of award letter to Purchasing.

FINANCIAL CONSIDERATION:

Project is planned to be funded with American Rescue Plan Act Corona Virus Local Fiscal Recovery Fund. Current available is $622,692.45.

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee referred this item to the Finance Committee meeting on 12/5/24.

STAFF RECOMMENDATION:

Consider recommending authorization for an expenditure in the amount of $476,980.17 which includes GRT for Roswell Water Master Plan Project to Freese & Nichols Inc.

Attachments

ATT 1 - Recommendation of award
ATT 2 - Freese & Nichols Proposal
ATT 3 - HDR Proposal
ATT 4 - BHI Proposal

ROSWELL
Engineering

To: Arely Peek
Purchasing Agent

November 25, 2024

Re: Recommendation of Award
Project Development Services – Roswell Master Water Plan Update
RFP-22-005 – Engineering Architectural Services

The City of Roswell is seeking professional design support services for an update to the City Water Mater Plan. Per RFP-22-005 quotes were requested to perform engineering and design services from vendors qualified per RFP-22-005. Quotes shown include GRT.

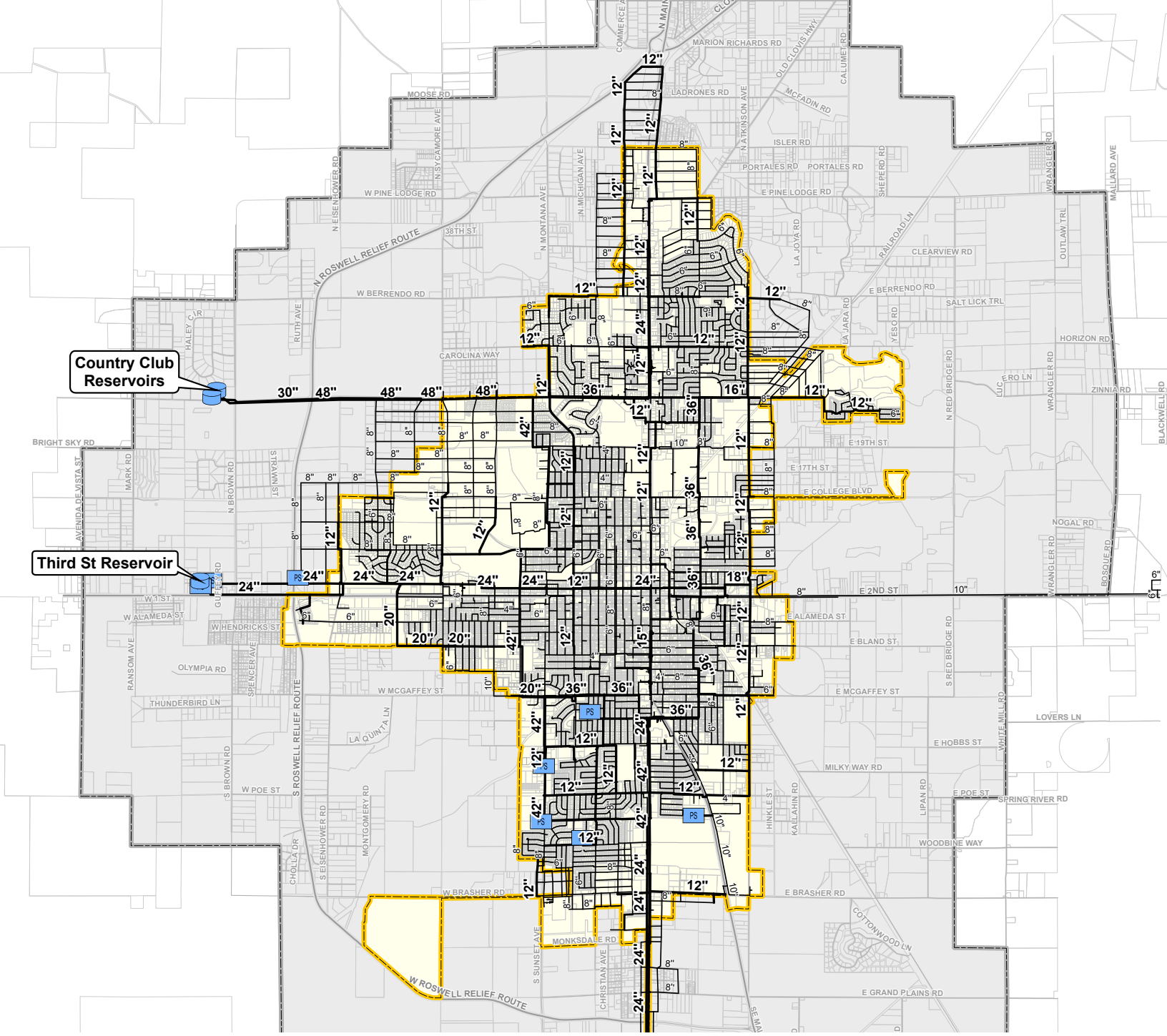
1. Freese & Nichols, Inc. $352,900.00 + Option A1 = 476,980.17
2. HDR Engineering $252,225.65
3. BHI $284,904.90

Upon review of submitted quote details I hereby recommend this work go to Freese & Nichols, Inc. in the amount of $476,980.17 which includes GRT. Freese & Nichols proposal includes additional technology and tools to bring additional value to the project. Engineering department proposes to issue a Notice of Award & Notice to Proceed to Freese & Nichols upon review by City Council.

If you have any questions please contact me.

Sincerely,

Louis Najar, P.E.
City Engineer



PROPOSAL

City of Roswell

2025 Water Utility Master Plan

November 22, 2024

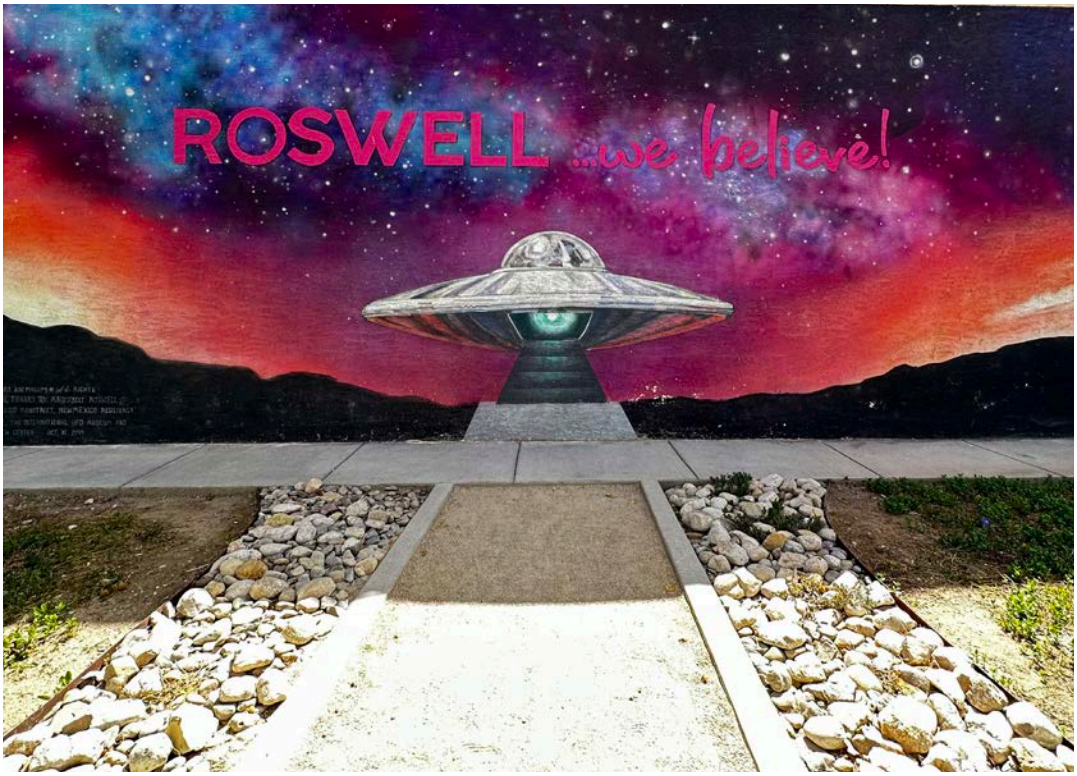






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- Relevant Water System Master Planning Experience
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- Project Understanding and Keys to Success

Costs ..... **Page 21**

November 22, 2024

Louis Najar
City of Roswell
425 North Richardson Avenue
Roswell, NM 88201
Electronic Submittal via l.najar@roswell-nm.gov

RE: 2025 Water Utility Master Plan

575-323-9472 | freese.com
500 North Church Street
Las Cruces, NM 88001

Dear Mr. Najar and Members of the Selection Committee:

The City of Roswell's (City) desire to update its water master plan to develop a capital improvement plan (CIP) for the water system to meet existing critical needs, as well as future water demand needs aligns perfectly with our team's area of expertise. As a client-focused, regional consulting firm with national expertise, Freese and Nichols, Inc. (FNI) has partnered with municipalities like Roswell to provide comprehensive water master planning and modeling services. Throughout this proposal, we have detailed our team's key strengths and qualifications, including:

Unmatched Master Planning Experience: FNI's Water and Wastewater (W/WW) Master Planning practice includes more than 60 full-time professionals who specialize in hydraulic modeling, CIP development, risk-based assessments, and asset management. We have practical expertise in developing risk-based management solutions to address system capacity, condition and criticality issues. Our team includes nationally recognized experts, including active members of the American Water Works Association (AWWA) Engineering and Modeling Applications Committee and The Institute of Asset Management (IAM). **The City can rely on our team's expertise to provide effective solutions, technically sound recommendations and high-quality deliverables.**

Strong Project Leadership: Principal-in-Charge Heather Keister, with more than 21 years' experience, and Project Manager Stephanie Neises, with more than 19 years' experience, are both firm Principals and dedicated to this project's success. They have invested their careers in infrastructure planning and design, assisting municipalities and utilities with making clear and informed decisions. **Every water master plan has unique challenges and our leadership team experience means we will partner with City staff and stakeholders to navigate any challenges effectively to successfully execute the project.**

Responsive Client Service: It is our mission at FNI to be the firm of choice for our clients. This means we strive to develop long-standing partnerships, where we integrate into your team to understand your goals, challenges and vision. We understand the importance of being responsive, available and flexible throughout a project to make sure we are meeting expectations. **The City can trust that the FNI team will provide top-tier service and innovative solutions to this Water Utility Master Plan.**

Thank you for the opportunity to submit our proposal for the Water Utility Master Plan project. We are excited about the opportunity to continue our partnership with the City. Please feel free to contact us with any comments or questions. We look forward to visiting with you soon about our qualifications and our approach to this project.

Sincerely,

Heather Keister

Heather Keister, PE, CFM
Vice President/Principal-in-Charge
806-686-2706 | heather.keister@freese.com

Stephanie Neises

Stephanie Neises, PE
Vice President/Principal/Project Manager
512-617-3912 | stephanie.neises@freese.com

Qualifications/Previous Experience

Firm Overview

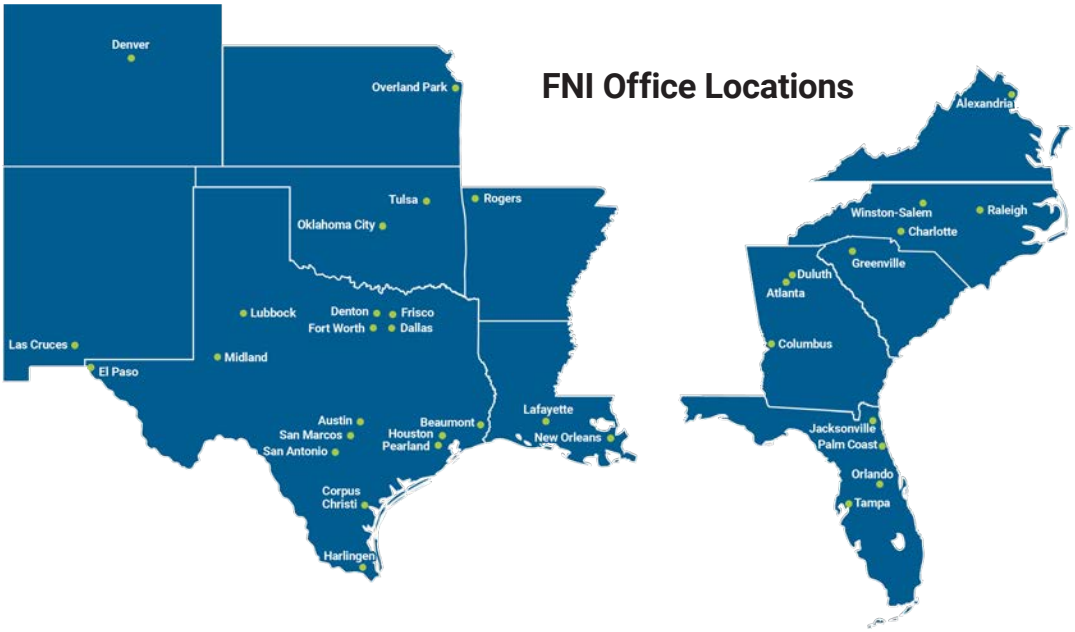
FNI is a client-focused, regionally based firm with national expertise. We meet client needs with responsiveness and flexibility. Dating back to our firm's founding in 1894, we put relationships first — clients, teaming partners and staff — and seek long-term relationships, many of which are counted in decades, not years.

FNI provides a broad range of services to plan, design and manage public infrastructure projects. We help our clients through every stage of the project life cycle: planning, design, program management, funding procurement, regulatory compliance, construction management, and operations and maintenance. Our project teams are known for exceeding client expectations through innovative concepts and high-performing designs.

1894
Year company was founded

1,200+
Multi-discipline professionals

30+
Offices nationwide



"Innovation is the essence of the Freese and Nichols culture. We've structured our company to inspire innovation every day. The results are solutions for our clients that span disciplines and geography."

Brian Coltharp, PE | FNI President and CEO



Helping Our Communities Thrive for 130 Years

Since 1894, FNI has shaped the communities where we live and work. In 2024, we are celebrating 130 years of innovative approaches, practical results and outstanding service.

- We have a 130-year track record of improving our communities and innovating along the way
- Our commitment to quality and client service stems from our long-term relationships
- We are part of and invested in your community
- We are resilient, adaptable and consistent
- We continue to innovate, collaborating with you



Water and Wastewater Master Plan

City of Hobbs

FNI prepared a Water System and Wastewater Collection System Master Plan that identifies growth within the City's service area and the system improvements needed to accommodate the growth.

Hydraulic analyses were conducted utilizing a hydraulic water model of the City's water distribution system. The water system was evaluated to identify any deficiencies and to establish a capital improvements plan to meet projected water demands through 2044. Various combinations of improvements and system modifications were investigated to determine the most appropriate approach for meeting projected demands.

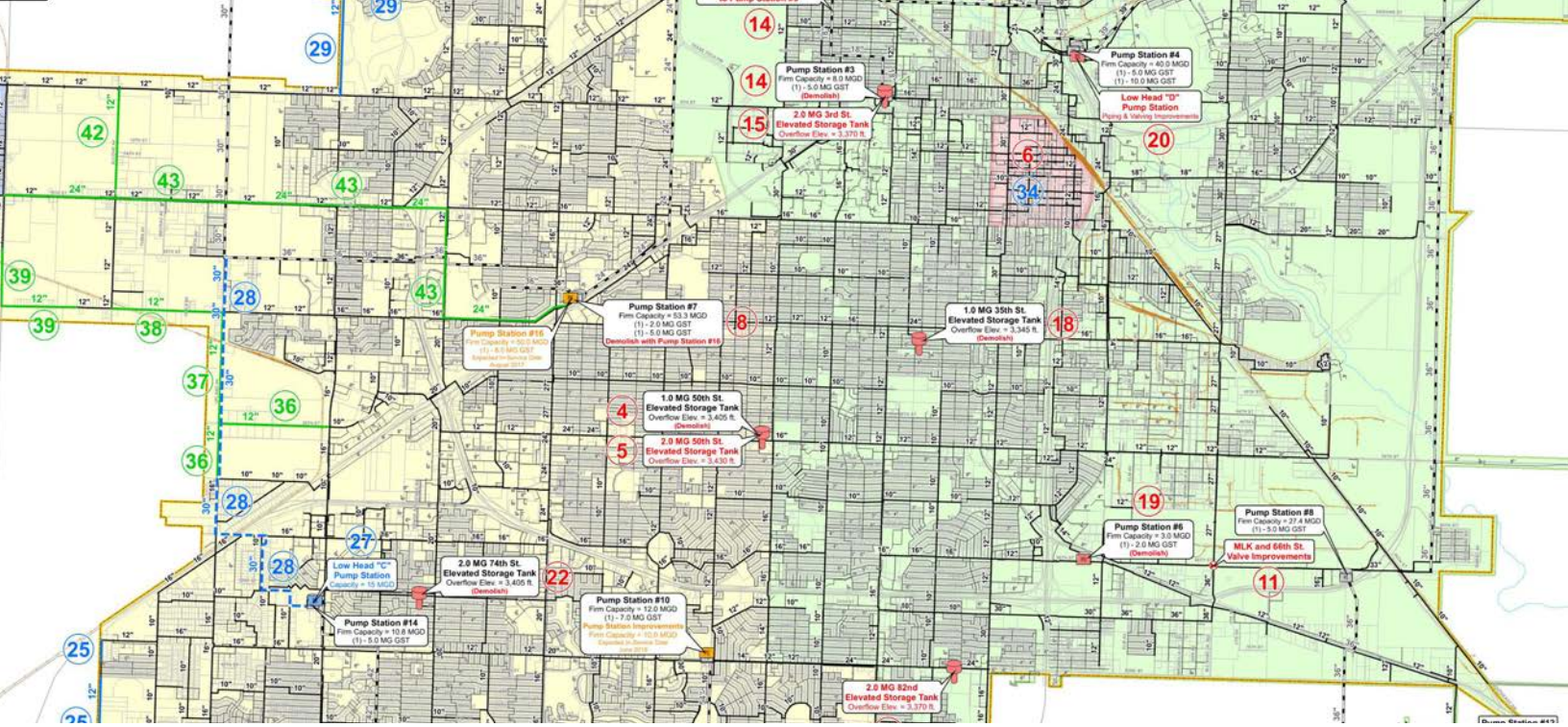
As part of this study, the City's existing GIS data was used to construct a water model in Bentley's WaterGEMS software package. The hydraulic model was used to evaluate the existing distribution system to assess current pumping and storage capacity, residual pressures and fire flow capacity.

FNI developed a phased water system capital improvements plan for the City of Hobbs. The recommended improvements include an additional groundwater well, new elevated and ground storage tanks and pipelines needed to serve future growth areas. Planning-level cost estimates were developed to help the City budget for future water system needs.

LOCATION
Hobbs, New Mexico

COMPLETION DATE
2024

REFERENCE
Anthony Henry
City Engineer
575-397-9232
ahenry@hobbsnm.org



Water Distribution System Modeling and Master Plan Update

City of Lubbock

Due to accelerated growth, the City of Lubbock needed to evaluate potential capital improvements and verify the sizing of existing planned projects. An updated hydraulic model provides decision-making support and guidance for design/construction projects.

FNI performed water distribution system modeling and master planning for the City. FNI built and calibrated an EPS model to evaluate system hydraulics and reliability, investigate potential operational modifications to reduce water age, determine the most efficient pumping configuration for various operating scenarios and develop a water system CIP.

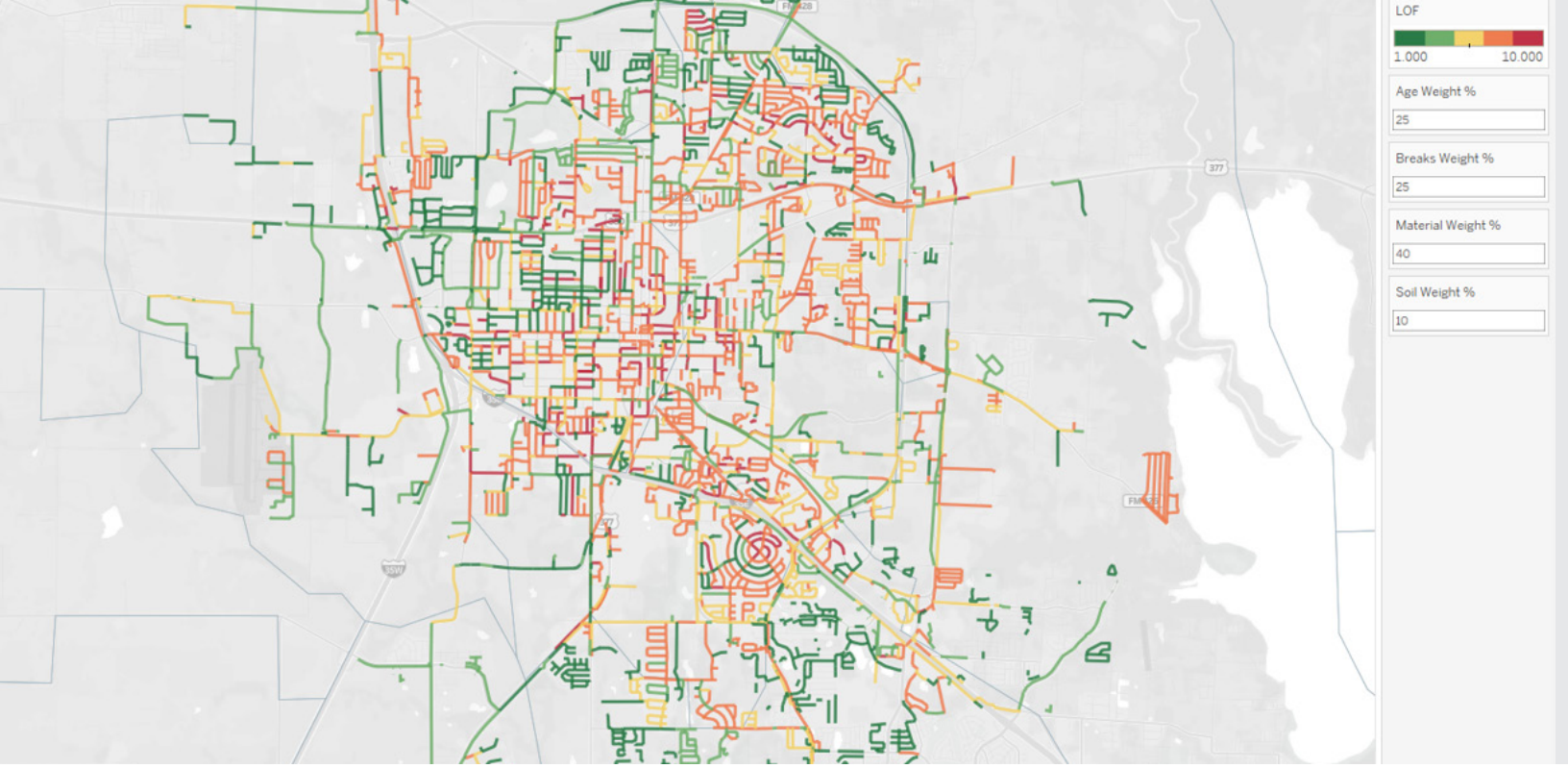
FNI determined the sizing of water system transmission, elevated and ground storage, and pumping facilities needed to serve 20-year demands using the EPS model analyses under average-day and maximum-day demand conditions. The project also included the development of a renewal-based CIP using customized priority scoring system, incorporating water system model, work order requests and GIS to evaluate the condition of existing infrastructure in older parts of the City.

FNI also conducted model training for City staff at City of Lubbock's office and included hands-on instruction using the City's water model.

LOCATION
Lubbock, Texas

COMPLETION DATE
2024

REFERENCE
John Turpin, PE
Division Director of Engineering/City Engineer
806-775-2342
jturpin@mylubbock.us



Water Asset Management Plan

City of Denton

FNI helped the City of Denton identify critical needs for water line renewal by developing an approach to proactively assess and prioritize rehabilitation projects.

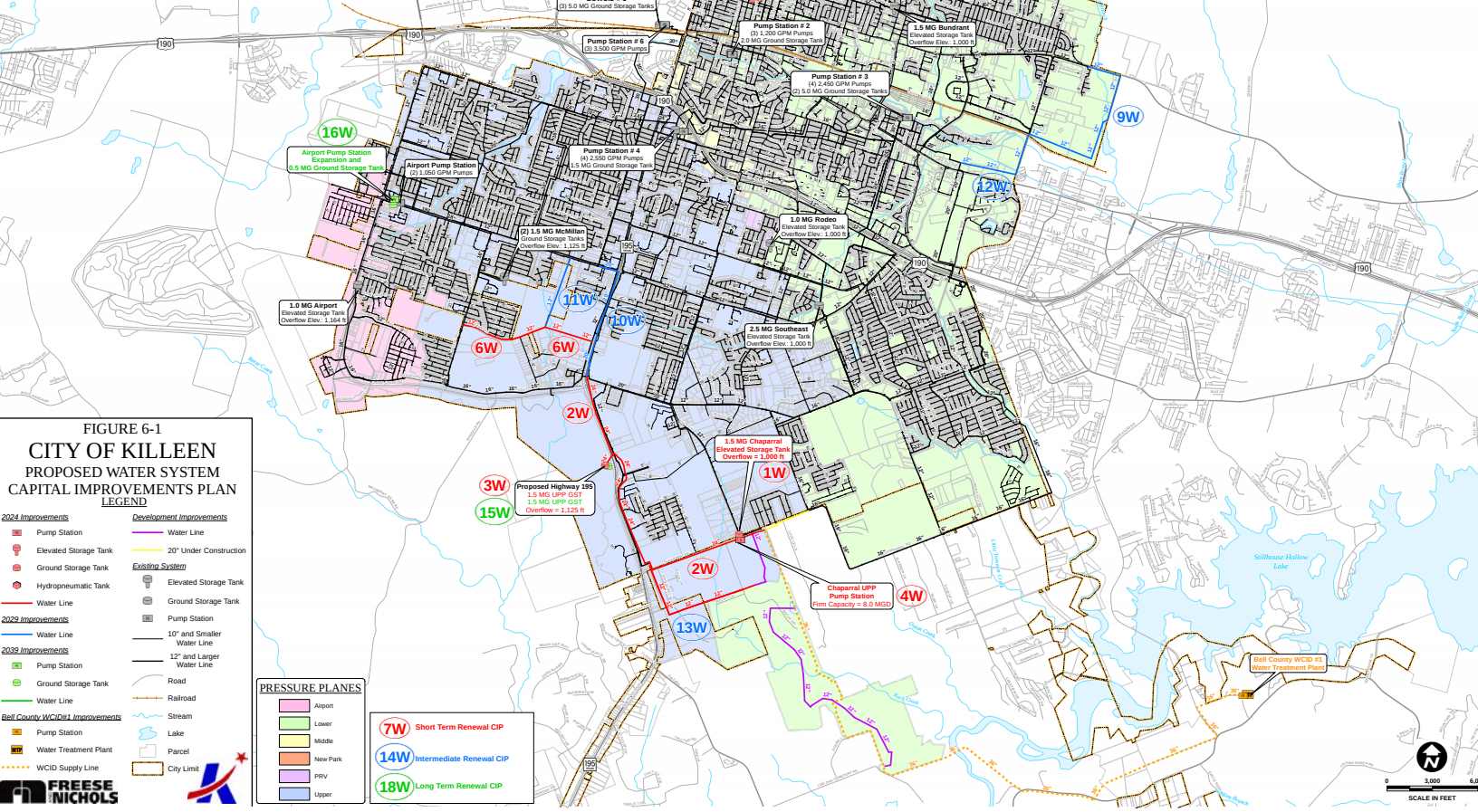
FNI facilitated strategic asset management planning for the City of Denton's water system assets to improve prioritization of inspection, maintenance, rehabilitation and replacement. Services included an asset management maturity assessment, benchmarking performance relative to comparable utilities and development of a risk-based assessment of linear pipeline assets. FNI developed the risk-based asset management model using the InfoAsset Planner software by Innovyze, a cloud-based platform that allows the City to proactively manage renewal projects based on available capital budget.

FNI first worked with the City to identify critical assets by developing weighted parameters based on existing available data to rank the consequence of failure for each asset. FNI next guided the City through the process of developing condition ratings for assets, which, combined with the criticality ratings, allowed for risk ratings for each asset. FNI developed the water system model in InfoAsset Planner along with a decision tree model to identify recommended actions for each asset based on its condition, criticality and overall risk rating.

LOCATION
Denton, Texas

COMPLETION DATE
2020

REFERENCE
David Brown
Water Utilities Project Manager
940-349-8480
david.brown@cityofdenton.com



Water and Wastewater Master Plan Update

City of Killeen

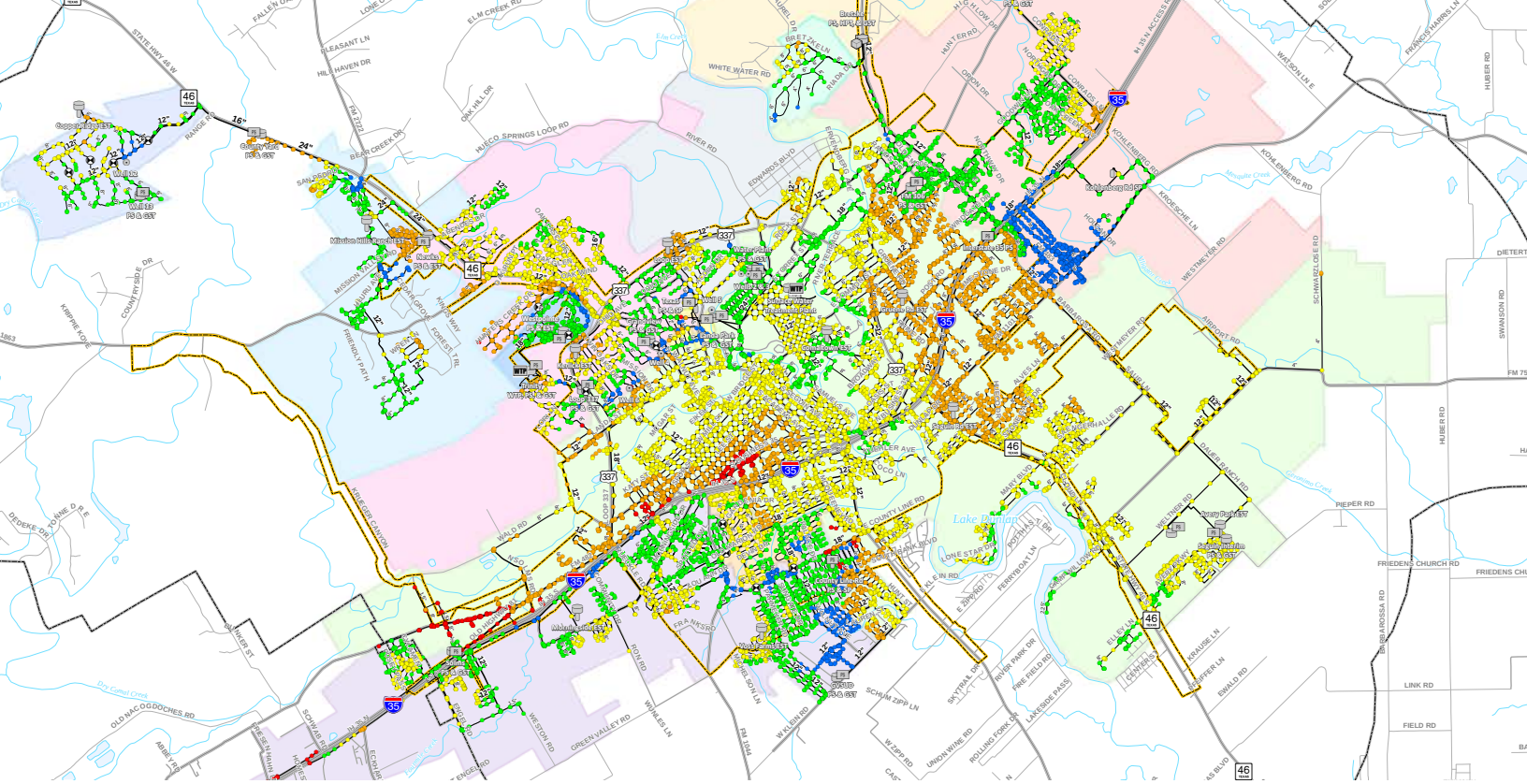
FNI provided comprehensive master planning and system analyses to aid in the development of new and improved water infrastructure for the City of Killeen, resulting in the recommendation of a CIP to serve as the basis for design, construction and financing of water lines and facilities required to maintain reliable service to the City's customers.

Future system analysis was performed to identify projects required to meet the anticipated residential and non-residential growth throughout the City. FNI also evaluated the condition and criticality of the pipelines in the City's water distribution system using the most recent GIS information. We assigned facility condition scores through site visits with a team of engineers and utility employees. Criticality scores were based on an understanding of each facility's capacity and location within the system. After assigning condition and criticality scores, FNI determined a risk designation of "high", "medium" or "low" for each asset along with matrices that allowed FNI to develop a prioritized renewal CIP based on the resulting risk scores.

LOCATION
Killeen, Texas

COMPLETION DATE
2020

REFERENCE
Steve Kana
Director of Water and Sewer Utilities
254-501-7623
skana@killeentexas.gov



Water/Wastewater Master Plan

New Braunfels Utilities

FNI developed a water master plan for New Braunfels Utilities (NBU) to address capacity-related issues that threatened reliability of service to NBU customers. A hydraulic model was utilized to identify deficiencies and recommended system improvements, forming the basis of phased and prioritized CIP projects.

FNI developed water demand projections for 5-, 10- and 25-year conditions and used those projections to determine the needed system improvements to serve projected growth. The water system CIP included improvements to incorporate new supplies such as a second water treatment plant, aquifer storage and recovery, and several large transmission lines.

As part of the project, FNI built and calibrated a water system model. To aid in model calibration, 40 remote pressure sensors were used to collect pressure data throughout the distribution system. Using this data, along with SCADA records for tank levels and pumping, FNI was able to achieve a high level of calibration, providing confidence in the model to accurately predict water system performance.

FNI provides ongoing modeling assistance to NBU to help with development reviews, operational recommendations for seasonal facility shutdowns and assistance with utility design projects.

LOCATION
New Braunfels, Texas

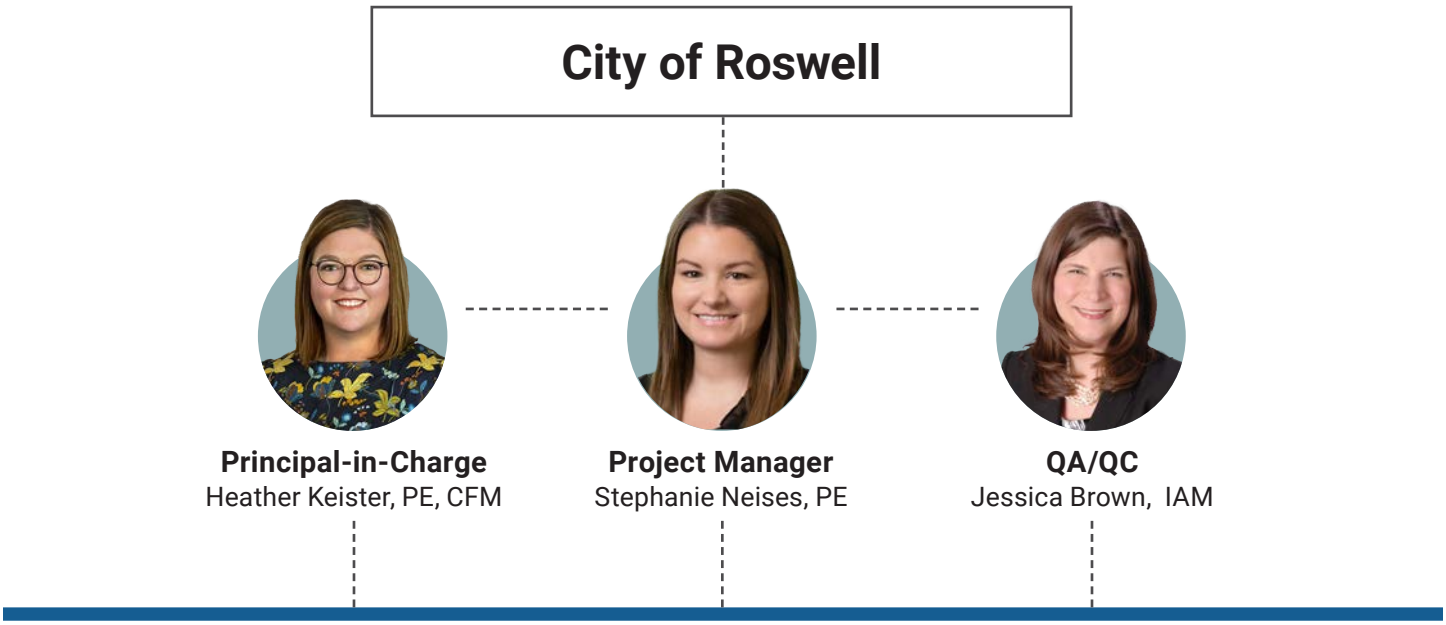
COMPLETION DATE
2021

REFERENCE
Ashley Zimmermann
Capital Project Manager
512-608-8952
ashleyz@nbutexas.com

Additional Water Master Planning Experience

CLIENT	POPULATION SERVED	MODEL UPDATE & CALIBRATION	CIP DEVELOPMENT	CONDITION ASSESSMENT	WATER DEMAND PROJECTIONS	WATER SUPPLY EVALUATION
City of Fort Worth, Texas	1,200,000	♦	♦	♦	♦	♦
City of Arlington, Texas	398,000	♦	♦	♦	♦	
City of Lubbock, Texas	275,000	♦	♦	♦	♦	♦
City of Irving, Texas	257,000	♦	♦	♦	♦	♦
City of Garland, Texas	237,000	♦	♦	♦	♦	♦
City of Grand Prairie, Texas	187,000	♦	♦	♦	♦	♦
City of Frisco, Texas	180,000	♦	♦	♦	♦	♦
City of Denton, Texas	158,350	♦	♦	♦	♦	
McAllen Public Utility, Texas	143,000	♦	♦	♦	♦	♦
City of Killeen, Texas	130,000	♦	♦	♦	♦	♦
City of Richardson, Texas	124,213	♦	♦	♦	♦	
City of College Station, Texas	121,663	♦	♦	♦	♦	♦
City of Sugar Land, Texas	118,600	♦	♦		♦	♦
New Braunfels Utilities, Texas	90,000	♦	♦	♦	♦	♦
Harlingen Waterworks, Texas	88,000	♦	♦	♦	♦	♦
Orange Water and Sewer Authority, North Carolina	86,300	♦	♦		♦	♦
City of Mansfield, Texas	71,000	♦	♦		♦	♦
City of Pflugerville, Texas	68.000	♦	♦	♦	♦	♦
City of Moore, Oklahoma	63,400	♦	♦		♦	♦
City of Galveston, Texas	53,200	♦	♦	♦	♦	♦
City of Sherman, Texas	46,040	♦	♦		♦	♦
City of Celina, Texas	43,300	♦	♦		♦	♦
City of Fulshear, Texas	42,600	♦	♦		♦	♦
City of Huntsville, Texas	40,000	♦	♦	♦	♦	♦
City of Hobbs, New Mexico	39,400	♦	♦		♦	♦
City of Hutto, Texas	30,900	♦	♦		♦	♦
City of Sanford, North Carolina	30,500	♦	♦		♦	♦
City of Kerrville, Texas	24,300	♦	♦	♦	♦	♦

Project Team Qualifications



MAJOR WORK AREAS

Hydraulic Modeling
Dave Christiansen

Condition Assessment
Steven Rhodes, IAM

GIS Analyst
Cooper Bisset

Cost Estimating
Karen Perez, PE

ADDITIONAL SERVICES

ASTERRA offers an innovative leak detection technology through the use of a satellite-based solution for detecting subsurface soil moisture. Entire water systems can be monitored and assessed using algorithms that have been fine-tuned with the power of AI and machine learning to recognize the signatures of water leaking from different systems.

Echologics is a water leak detection company with a long history of developing award winning acoustic technologies for leak detection and condition assessment of distribution and transmission mains. Multiple technologies have been developed, including hand held listening devices and correlator units for leak detection, next-generation continuous leak detection monitoring platforms and user friendly condition assessment technologies



Stephanie Neises PE

Project Manager

Stephanie Neises is an FNI Principal with experience in evaluating water distribution systems as part of FNI's Water/Wastewater Master Planning team.

She focuses on hydraulic modeling and GIS integration for master planning, CIP development and water quality studies. Stephanie has performed engineering and project management tasks for more than 60 water and wastewater planning studies. She has a working knowledge of hydraulic modeling software packages, such as InfoWater and WaterGEMS.

EXPERIENCE

19 years

EDUCATION

BS, Civil Engineering, South Dakota State University

REGISTRATIONS

Professional Engineer, NM #29523

PROFESSIONAL AFFILIATIONS

Water Environment Association of Texas, Member

American Water Works Association, Member

RELEVANT PROJECT EXPERIENCE

Water and Wastewater Master Plan Update | City of Hobbs | Project Manager
FNI prepared a W/WW master plan that identifies growth within the City's service area and the system improvements needed to accommodate the growth. W/WW system hydraulic models were developed to evaluate existing and future capacity. Hydraulic analyses were performed to assess sizing, location and operation of recommended projects. Based on the hydraulic analyses, FNI developed a comprehensive CIP for the water and wastewater systems that consists of prioritization of system-wide improvements, recommended phasing and planning-level cost estimates.

Water System Analysis and Master Plan | City of Hutto, TX | Project Manager
FNI developed and calibrated a hydraulic model using InfoWater Pro software to evaluate the City's water distribution system. Hydraulic analyses were conducted to identify deficiencies in the City of Hutto's existing water distribution system and to establish a capital improvements plan to expand the existing system and meet projected water demands through 2047. Parameters used in developing the improvements plan included increasing system reliability, simplifying system operations, meeting required fire flows, complying with regulatory requirements and maintaining residual pressures of at least 35 psi under peak hour demand conditions.

Water and Wastewater Master Plan Update | City of Killeen, TX | Project Manager
FNI updated the water and wastewater master plan and developed a comprehensive CIP for the water and wastewater systems, phased into 5-, 10- and 20-year projects that included improvements to address the City's growth as well as replacement of existing pipelines due to age and condition. FNI summarized the study's results in a master plan report.

Water and Wastewater Master Plan Update | New Braunfels Utilities, TX | Senior Advisor
FNI developed water demand and wastewater flow projections for NBU's rapidly growing service area. FNI performed model calibration and hydraulic analyses to identify growth-related improvements. FNI provided phased CIPs for both the water and wastewater systems. FNI assisted NBU staff with project prioritization and fiscal year budgeting.



Heather Keister PE, CFM

Principal-in-Charge

Heather Keister is experienced in master planning, engineering design, project management, public outreach, funding programs and construction, providing smart solutions to help West Texas and Southeastern New Mexico cities thrive.

Her diverse background in transportation, water infrastructure, stormwater management and public works projects allows her to manage multidiscipline teams effectively. She has experience developing criteria and CIPs according to strategic priorities and is skilled at communicating with project stakeholders of a technical or non-technical nature.

EXPERIENCE

21 years

EDUCATION

BS, Civil Engineering, Texas Tech University

MS, Civil Engineering, Texas Tech University

REGISTRATIONS

Professional Engineer, NM #26077

Certified Floodplain Manager, Texas Floodplain Management Association, #2052-11N

PROFESSIONAL AFFILIATIONS

Texas Society of Professional Engineers, Member

Texas Floodplain Management Association, Member

RELEVANT PROJECT EXPERIENCE

Roswell Comprehensive Safety Action Plan | City of Roswell, NM | Client Representative
FNI worked with the City and an appointed Technical Committee to develop a Safety Action Plan to comply with the Safe Streets and Roads For All planning grant requirements on a highly expedited schedule in order to meet federal grant funding opportunity deadlines. FNI developed outreach presentations for use with various community groups and developed Demonstration Projects to help guide the community towards the newly approved Vision Zero goal.

Hobson Road Flood Mitigation | City of Roswell, NM | Senior Advisor
FNI is providing design, bid and construction phase services for roadway and drainage improvements, including drainage analysis and detention basin design, open channels, storm drain and roadway reconstruction and widening.

Infrastructure Master Plan | City of Levelland, TX | Client Representative
FNI developed an Infrastructure Plan to help guide the City's infrastructure investments, which included a pavement condition assessment, water and wastewater master planning and stormwater planning efforts to determine needs. FNI developed maintenance and capital recommendations and prepared associated costs for City programming.

Water, Wastewater and Stormwater Master Planning | City of Lubbock, TX | Project Manager
FNI developed water, wastewater and stormwater master plans and renewal-based CIPs to address the City's rapid population growth, regulatory compliance and aging infrastructure. The City's latest GIS database and as-built drawings for facilities helped to construct and calibrate new hydraulic water and wastewater models. Services also included operations modifications to reduce water age and create more efficient pumping operations.



Jessica Brown IAM

QA/QC

Jessica Brown enables utility system owners to make fully informed investments in their infrastructure.

She has led water, wastewater and reclaimed water master plans and asset management programs for larger, complex systems and smaller service providers across the Southeastern U.S. This experience allows her to deliver prioritized CIPs built on industry best practices and each client's specific growth and rehabilitation needs. She also regularly conducts workshops for utility staff, city councils and boards of directors. Jessica is an FNI Vice President/Principal and the firm's W/WW Planning Practice Leader.

EXPERIENCE

27 years

EDUCATION

BS, Civil Engineering, Texas A&M University

REGISTRATIONS

Professional Engineer, TX #90098

Certificate in Asset Management, Institute of Asset Management, #5001914

PROFESSIONAL AFFILIATIONS

American Water Works Association, Member

Water Environment Association of Texas, Member

Texas A&M University Civil and Environmental Engineering Advisory Council, Member

RELEVANT PROJECT EXPERIENCE

Water Efficiency and Condition Assessment Program | Fort Worth Water (FWW) | Senior Advisor
FNI developed a prioritized, $167 million rehabilitation program for FWW water distribution and wastewater collection systems and conducted a risk-based assessment of more than 6,750 miles of pipeline based on work-order data and specific condition and criticality parameters. The program allowed FWW to optimize rehabilitation costs by targeting areas with higher-risk pipelines. Jessica provided input to the team on the proposed scoring and system evaluation, assisted with client workshops and reviewed the results of the analysis and recommendations.

Water and Wastewater Master Plan Update | City of Killeen, TX | Senior Advisor
FNI updated the W/WW master plan and developed a comprehensive CIP for the W/WW systems, phased into 5-, 10- and 20-year projects that included improvements to address the City's growth as well as replacement of existing pipelines due to age and condition. FNI summarized the study's results in a master plan report. FNI developed projected population and the associated water demands and wastewater flows within the City's service area. FNI updated hydraulic models of the W/WW systems and validated them utilizing the City's GIS.

Northside Pressure Planes Water Master Plan Update | FWW | Senior Advisor
FNI provided population and demand projection updates, performed hydraulic analyses and developed a new CIP to address the projected growth as part of the master plan update.

Strategic Asset Management Plan (SAMP) | FWW | QA/QC
As a subconsultant supporting FWW, FNI developed an enterprise-wide SAMP to provide a sustainable framework for asset management implementation. The SAMP builds upon FNI's earlier and ongoing work with FWW, including the Interceptor Condition Assessment Program, the Water Efficiency Condition Assessment Program and the Asset Management Maturity Assessment. Jessica assisted with leading workshops with FWW staff, offering institutional knowledge of FWW's planning preferences for consistency with other plans, and conducted Quality Control checks.



Dave Christiansen

Hydraulic Modeling

Dave Christiansen is a Project Engineer in FNI's W/WW Master Planning Group who has extensive experience in water model development, hydraulic analysis, model calibration and CIP development.

Dave is one of the firm's leading hydraulic modelers having developed and utilized water models to help cities plan for the future. He has worked on dozens of water master plans, coming up with creative strategies to integrate new and expanded infrastructure in ways that best meet each client's needs and goals.

EXPERIENCE

11 years

EDUCATION

BS, Civil Engineering, Purdue University

MS, Environmental and Water Resources Engineering, The University of Texas at Austin

REGISTRATIONS

Professional Engineer, TX #129140

PROFESSIONAL AFFILIATIONS

American Water Works Association, Member

RELEVANT PROJECT EXPERIENCE

Water and Wastewater Master Plan Update | New Braunfels Utilities, TX | Project Manager
FNI developed water demand and wastewater flow projections for NBU's rapidly growing service area. FNI performed model calibration and hydraulic analyses to identify growth-related improvements. FNI provided phased CIPs for both the water and wastewater systems. FNI assisted NBU staff with project prioritization and fiscal year budgeting.

Water Infrastructure Plan | San Antonio Water System | Hydraulic Modeler
In addition to verifying compliance with system regulations, FNI evaluated existing and future needs within the San Antonio Water System's (SAWS) service area through 2039 and developed a phased CIP to accommodate projected growth. FNI was also responsible for EPS calibration, future system analyses and water supply integration. FNI worked closely with SAWS staff to evaluate various system alternatives to provide cost-effective improvements while still providing high-quality service to customers. Dave assisted with the development of water demand projections as well as the calibration of the hydraulic model of the water distribution system to real-world conditions. He performed existing and future system hydraulic analyses of the water system and assisted in the development of a phased CIP.

Water System Analysis and Master Plan | City of Hutto, TX | Assistant Project Manager
FNI performed a short-term water supply analysis to help identify existing system deficiencies and short-term water supply solutions. Additionally, FNI provided a comprehensive water master plan that includes long-term growth assumptions, water model calibration, future water system modeling and the development of a Water CIP.

Water Master Plan | City of Cleburne, TX | Project Manager
FNI updated the City's Water Master Plan. This study utilized the population, demographics and land use assumptions that were developed as part of the City's Water, Wastewater and Roadway Impact Fee Study. Water system modeling was performed for existing, 5-year, 10-year and 25-year conditions to develop alternatives for water system improvements.



Steven Rhodes IAM

Condition Assessment

Steven has expertise in infrastructure asset management principles and leverages this expertise to provide digital solutions to help clients better understand their data, communicate project complex information to stakeholders and make informed data-driven decisions on infrastructure needs.

He has served as Project Manager for W/WW master plans, regulatory compliance, SSES and condition assessment projects. He is an Associate in FNI's W/WW Planning Practice.

EXPERIENCE

17 years

EDUCATION

BS, Civil Engineering, University of Texas at Arlington

REGISTRATIONS

Professional Engineer, TX #118701

Certificate in Asset Management, Institute of Asset Management, #6138667

PROFESSIONAL AFFILIATIONS

American Water Works Association, Member

Water Environment Association of Texas, Member

RELEVANT PROJECT EXPERIENCE

Asset Management Program Development | Brushy Creek Regional Utility Authority (BCRUA) | Project Manager
FNI is developing a formal asset management program that will be implemented in a phased approach. Phase 1 consists of a goal-setting workshop, a gap assessment and the development of an asset management implementation plan. The implementation plan will identify actions necessary to establish a formal asset management program based on BCRUA's goals and the gap assessment results.

Downtown Water Main Replacement | City of St. Petersburg, FL | Project Engineer
FNI assessed a likelihood of failure (condition) score for each water line segment in the downtown study area based on age and material information from the City's latest GIS database, along with work order information. A consequence of failure (criticality) score was also assessed based on the diameter of the line and the number of connections. As part of the project, FNI also evaluated the inclusion of an artificial intelligence (AI) dataset from the City's Fracta dataset. After the risk-based scoring was completed, FNI conducted a water line renewal strategy workshop to present the results of the risk-based assessment and characterize the renewal strategy options. This illustrative, guided discussion enabled the City to make an informed decision about the direction of the program.

Water Asset Management Plan | City of Denton | Technical Advisor
FNI facilitated strategic asset management planning for the City's water system assets to improve prioritization of inspection, maintenance, rehabilitation and replacement. Services included an asset management maturity assessment, benchmarking performance relative to comparable utilities and development of a risk-based assessment of linear pipeline assets using InfoAsset Planner.

City Water Program | City of Arlington, TX | Project Engineer
FNI is providing Program Management and Construction Phase Services for modifications and rehabilitations totaling $81 million dollars as a subconsultant. Projects include improvements at the Pierce-Burch and Kubala Water Treatment Plants, PMIS support and quality reviews of design during construction phase.



Cooper Bisset

GIS Analyst

Cooper Bisset is a GIS Analyst specializing in data management for water and wastewater systems.

Cooper has focused experience performing mapping and spatial analysis for water and wastewater modeling, as well as water transmission and water resources planning. His unique background enhances his ability to communicate information and solve problems with regard to GIS analyses. Cooper's skillset includes creating, editing and managing spatial data, geometric network development, geodatabase design and development, population and land use analysis, geocoding, 3D surface rasterization and georeferencing.

EXPERIENCE

2 years

EDUCATION

BS, Geography, Colorado State University

RELEVANT PROJECT EXPERIENCE

Water System Analysis and Master Plan | City of Hutto, TX | GIS Analyst
FNI performed a short-term water supply analysis to help identify existing system deficiencies and short-term water supply solutions. Additionally, FNI provided a comprehensive water master plan that includes long-term growth assumptions, water model calibration, future water system modeling and the development of a Water CIP.

Water and Wastewater Master Plan Update | City of Killeen, TX | GIS Analyst
FNI updated the water and wastewater master plan and developed a comprehensive CIP for the water and wastewater systems, phased into 5-, 10- and 20-year projects that included improvements to address the City's growth as well as replacement of existing pipelines due to age and condition. FNI summarized the study's results in a master plan report.

Water Master Plan | City of Cleburne, TX | GIS Analyst
FNI updated the City's Water Master Plan. This study utilized the population, demographics and land use assumptions that were developed as part of the City's Water, Wastewater and Roadway Impact Fee Study. Water system modeling was performed for existing, 5-year, 10-year, and 25-year conditions to develop alternatives for water system improvements.

Water Master Plan | City of Lago Vista, TX | GIS Analyst
FNI performed a study to evaluate the existing and future system demands and develop a comprehensive Water CIP.

Asset Management Program Development | BCRUA | GIS Analyst
FNI is developing a formal asset management program that will be implemented in a phased approach. Phase 1 consists of a goal-setting workshop, a gap assessment and the development of an asset management implementation plan.

Downtown Water Main Replacement Program | City of St. Petersburg, FL | GIS Analyst
FNI is designing improvements for the City's Downtown Water Main Replacement Program. Preconstruction phase services include development of a technical memorandum detailing information received from the City as well as results of a Risk-Based Assessment and Capacity Assessment Hydraulic Model within the downtown area.



Karen Perez PE

Cost Estimating

Karen Perez specializes in water, wastewater and stormwater projects for many public and private utilities throughout New Mexico and El Paso.

Her experience includes planning, evaluation, design and construction management for all types of utility construction. She was also a two-term County Commissioner and served on multiple advisory and regulatory boards, including the Metropolitan Planning Organization, Camino Real Regional Utility Authority and Extra-Territorial Zoning Authority.

EXPERIENCE

31 years

EDUCATION

MS, Civil Engineering, New Mexico State University

BS, Agricultural Engineering, New Mexico State University

BA, International Affairs, The George Washington University

REGISTRATIONS

Professional Engineer, NM #14716

RELEVANT PROJECT EXPERIENCE

Roswell Comprehensive Safety Action Plan | City of Roswell, NM | Public Involvement Coordinator
FNI worked with the City and an appointed Technical Committee to develop a Safety Action Plan to comply with the Safe Streets and Roads For All planning grant requirements on a highly expedited schedule in order to meet federal grant funding opportunity deadlines. FNI developed outreach presentations for use with various community groups and developed Demonstration Projects to help guide the community towards the newly approved Vision Zero goal. Karen is leading the Public Engagement process for the project including steering committee, facilitation with public officials and interface with the State of New Mexico.

Unified Development Code Update | City of Las Cruces, NM | Project Engineer
FNI is updating the City's development code, including subdivision, zoning, design technical standards and sign regulations, as well as the City's zoning map, drainage design manual and development guide. The City adopted a new comprehensive plan that emphasizes low-impact development, multimodal transportation options, affordable housing and other modern best practices. FNI and City staff work closely to involve the stakeholders in the comprehensive planning process along with the development community to create a development code that represents the community's vision. Karen is developing the updates for the drainage code and the drainage design standards.

Northwest Service Area Water Supply Improvements | El Paso Water, TX | Project Manager
FNI provided preliminary design services for improvements which included Transmountain Pump Station No. 1, a 36-inch transmission line to Transmountain Tank No. 2, Transmountain GST No. 2, a 48-inch transmission from El Chanate to the Transmountain No. 1 Site and 16-inch and 24-inch pipelines extending from the 36-inch pipeline crossing to the Vinton interchange. In addition to project management, Karen is overseeing the technical aspects of the project and serving as a technical resource to all team members.

Body of Proposal

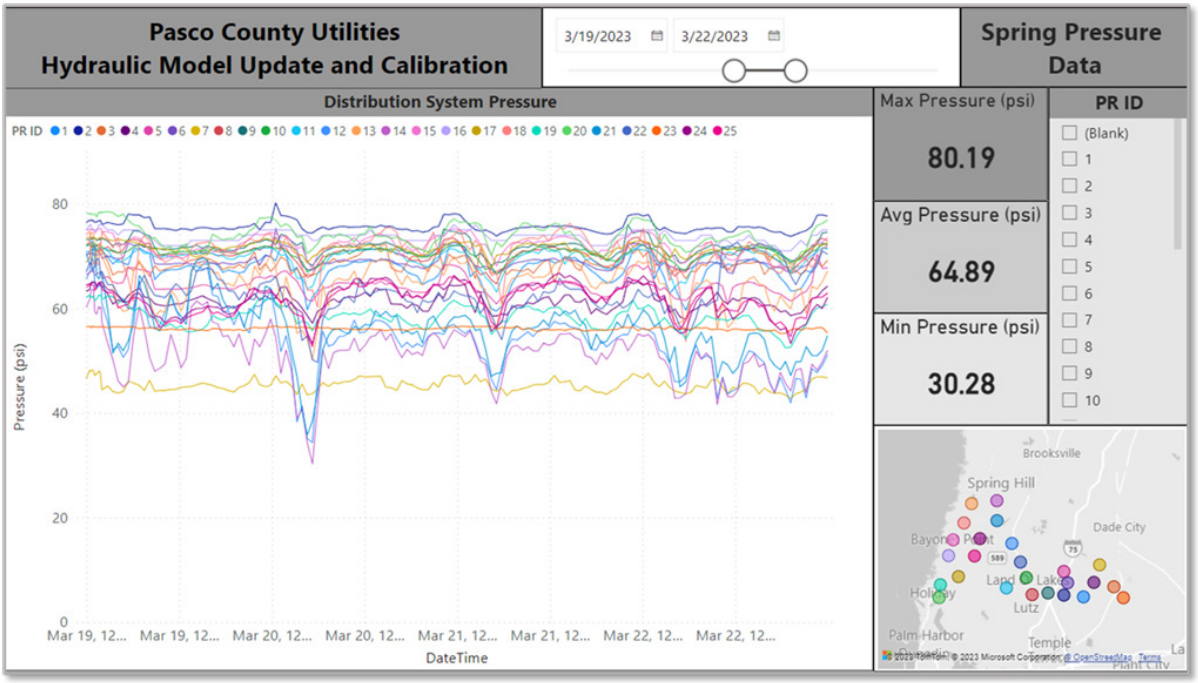
Project Understanding and Keys to Success

FNI has developed a proven approach to water master planning and will tailor it to meet Roswell's specific needs for this project. The following sections provide a narrative of our ideas for successful project execution.

Model Development and Calibration

Model development and calibration is a crucial step in the master planning process as the hydraulic model is a valuable tool in assessing the water system, but it is only useful if it accurately represents the physical distribution system and actual operations. The model development process will consist of:

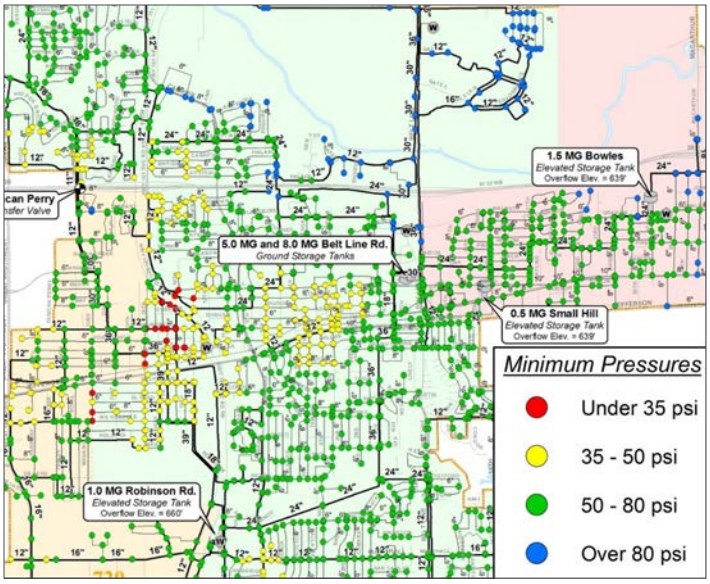
- **Review/update of model network –** FNI will review the existing WaterGEMS model and identify any missing or potentially inaccurate information that requires additional field investigation or as-built research.
- **Temporary pressure testing –** FNI owns and maintains digital pressure recorders that can be installed on fire hydrants to collect pressure data. We understand the importance of capturing detailed field data, along with comprehensive SCADA records. We recommend that 20 temporary pressure recorders be installed for a two-week period during to capture the pressure data throughout the distribution system.
- **Demand allocation and diurnal curve development –** Consumption data by customer meter will be utilized to spatially allocate water demands in the model. FNI will develop diurnal demand curves for each pressure zone based on flows and storage tank levels observed during the calibration period. These calculations are an integral part of accurately representing water usage throughout the distribution system.
- **Extended period simulation (EPS) modeling –** A successful EPS model calibration captures dynamic operating conditions using results of the pressure testing as well as using SCADA records for pumping rates, pump station discharge pressures, storage tank levels and transfers between pressure zones. FNI will prepare graphs comparing field/SCADA data versus model results for each calibration point over a 24-hour period.

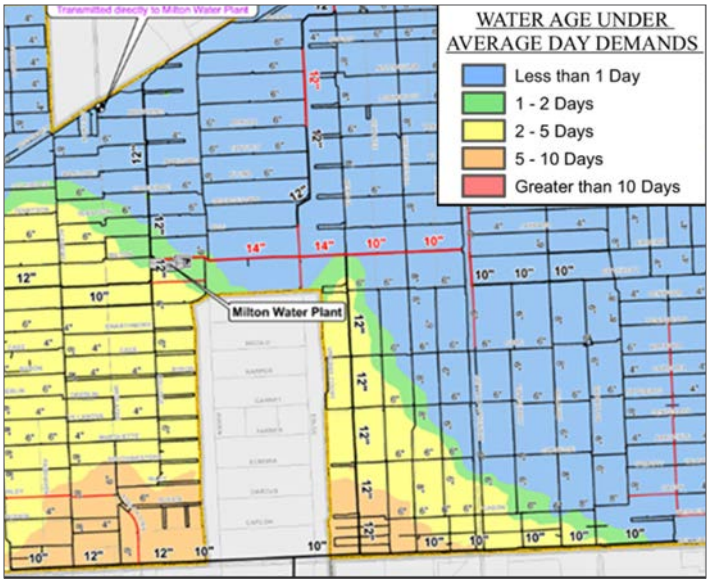


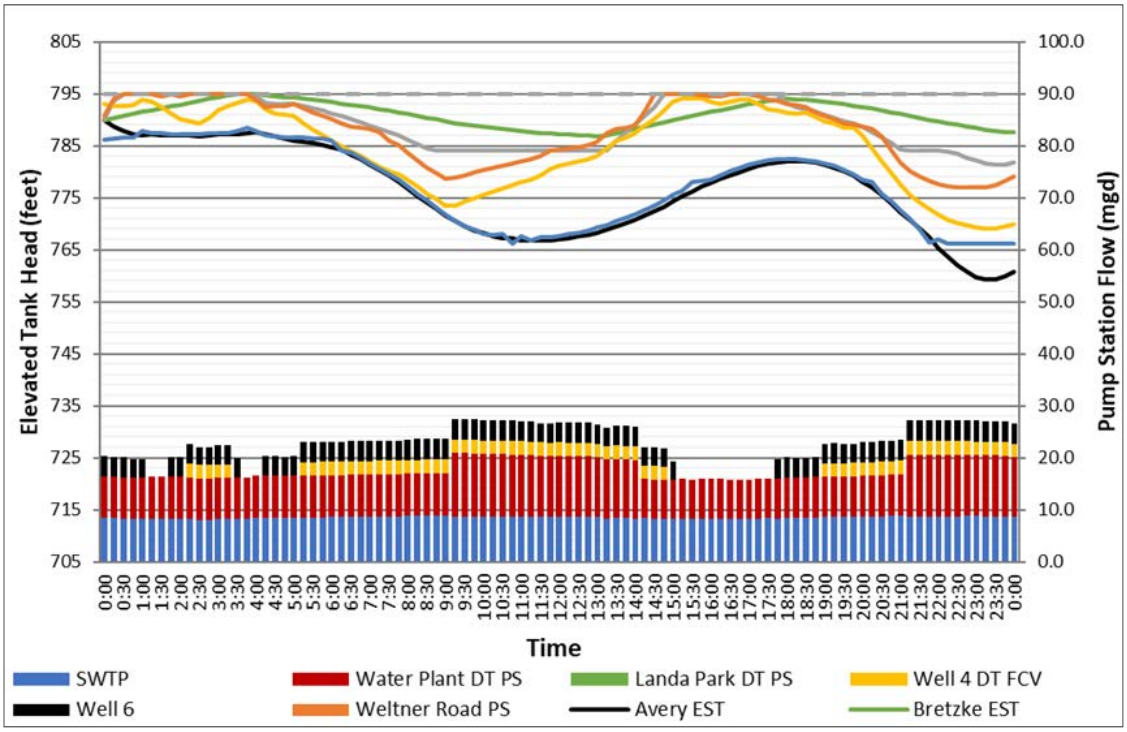
Example data visualization using Power BI for pressure testing results

Existing and Future System Analysis

Once the model is sufficiently calibrated, EPS scenarios will be developed representing typical average day and maximum day demand conditions. The maximum day demand scenario incorporates the maximum hour demand as it is a 24-hour simulation with diurnal demand patterns that represent the peak hourly demands. A steady-state simulation will also be developed to assess the available fire flow during maximum day demand conditions. The hydraulic modeling will allow the FNI team to evaluate operational controls, hydraulic bottlenecks, pressure management strategies, available fire flow and new water service to areas of projected growth. An EPS model can also be used to assess water age throughout the distribution system. This can help identify and alleviate potential areas at higher risk of water quality concerns such as low chlorine residual and high disinfection byproducts.







Example model results showing minimum pressure results (top left), water age (top right), and operational graph evaluating pumping and storage (bottom).

An alternatives evaluation will be conducted to determine the best strategies for providing safe, reliable drinking water based on Roswell's existing system capabilities and future system demand projections. FNI will work with the City to identify level of services goals (i.e., water outage durations, pipe breaks per year, etc.) and planning criteria (i.e., pressure requirements, storage volumes, pipeline velocity, etc.) that will be used to develop system improvements. The various options can then be optimized based on a cost-benefit analysis as well as other factors such as ease of operations, construction schedule or sustainability.

Critical Needs Assessment

FNI will perform an evaluation to determine each water main segment's condition, criticality and failure risk. The water main condition will be based on age, material, system pressure, and break history to identify segments that have failed in the past or likely to fail in the future. As part of the assessment, FNI will also utilize satellite-based leak detection data from ASTERRA to identify water mains that are currently leaking. This proven technology is a cost-efficient way to identify existing water main leaks throughout the entire system. The results of the evaluation will provide the city with a list of mains in need of near-term improvement and mains that require further assessment.

Near-term improvements will focus on water mains identified by satellite leak detection or high break history. This will allow the City to prioritize replacement of water mains with known failures. Water mains at high risk of failure but not identified in the satellite leak detection or with a high break history will be candidates for field assessments. The field assessments will utilize acoustic technologies such as ePulse® Discovery™ by Echologics, which can quantify the average pipe wall thickness between the sensors. The ePulse® Discovery™ acoustic assessment is performed by attaching sensors to the outside of the main or valves on the main. This significantly reduces the cost and complexity of the assessment as compared to in-pipe condition assessment technologies.



Example dashboard showing renewal strategy options

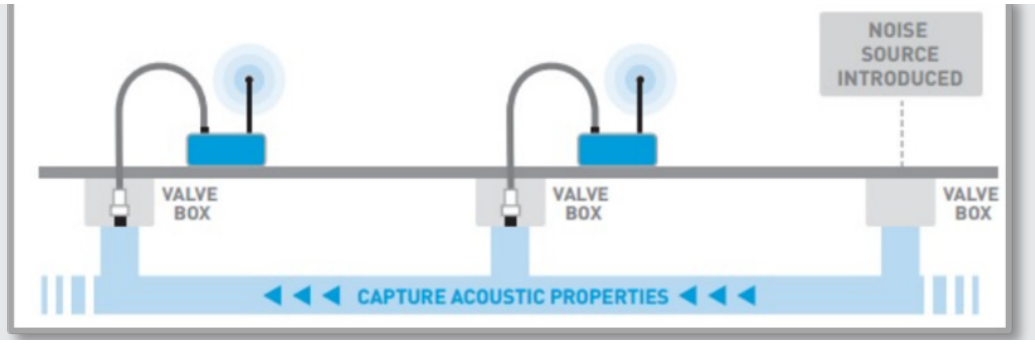
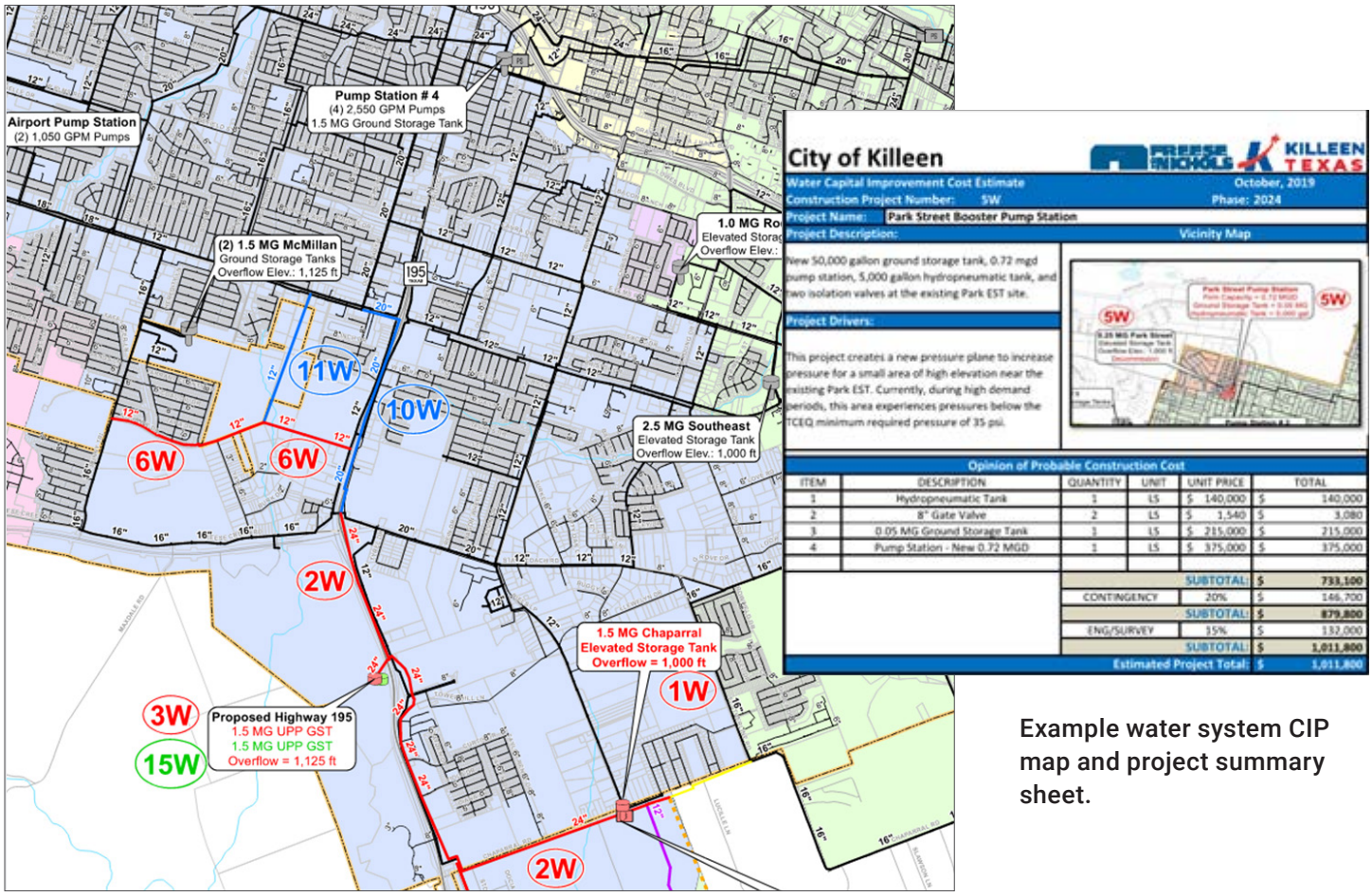


Diagram of Echologics ePulse® Discovery™

Capital Improvement Plan

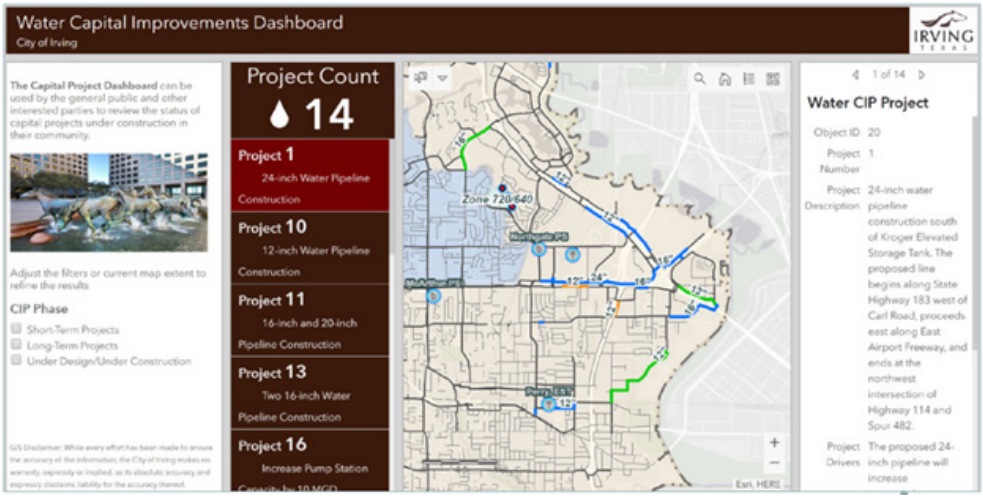
Proposed projects from the hydraulic analyses will be used to develop a comprehensive water system CIP. Detailed project descriptions, business-case drivers, project schedules, costs and required in-service dates will be developed for each proposed project. Projects may include full replacement or other renewal strategies such as pipe bursting, sliplining, or other trenchless technology.



Example water system CIP map and project summary sheet.

Master Plan Report and Project Deliverables

FNI will provide a technical report that documents the assumptions, analyses and results of the master plan. As an additional service, FNI can work with the City to develop additional deliverables that support and enhance the master plan. Typical project deliverables include a GIS-based dashboard showing the recommended projects from the master plan. This can be used by staff or can be published on the City's website to provide transparency to the public on the City's water CIP. FNI will also deliver model files, spreadsheets and presentations developed throughout the project.



Example GIS-based dashboard for CIP projects

Costs

We are excited about the opportunity to perform this work for the City of Roswell and intend to provide water master planning services.

Offeror Name: Freese and Nichols, Inc.

Basic Services		
Task	**Description**	**Cost**
Task 1:	Data Collection and System Inventory	$78,839
Task 2:	Model Development and Calibration	$41,654
Task 3:	Current System Evaluation	$45,106
Task 4:	Build-Out System Evaluation	$49,982
Task 5:	Cost Estimates and Improvements/Critical Needs	$57,737
Task 6:	Water System Master Plan Report	$53,757
Gross Receipts Tax:	7.8958%	$25,825
Total Basic Services:		**$352,900**

Additional Services		
Firm	**Description**	**Cost**
Asterra	Satellite Data - Various options	see attached
Echologics	Acoustic Leak Detection – Cost is dependent on total footage, traffic control, permitting and pothole requirements	$14-$20 per linear foot

A proposal for

City of Roswell, NM

Proposal & Scope of Work

Prepared by Matias Rodriguez, Sales Development Representative

22 November 2024

4180 La Jolla Village Dr., #530 San Diego, CA 92037 858.521.9442 US **asterra.io**

ASTERRA

ASTERRA uses patent-protected technology for infrastructure condition assessment, pipe replacement modeling, and leak detection in urban and rural, water or sewage networks, using L-band synthetic aperture radar (SAR) mounted on a satellite. The technology is based on a proprietary algorithm that detects soil moisture resulting from treated water or wastewater leaks, through the analysis of SAR data. This is of considerable value to industry, governments, and citizens. Because the observation point is orbiting 390 miles above the Earth, this allows for simultaneous monitoring of pipes within a large network.

ASTERRA's Martian Roots

ASTERRA's core technology is based on the search for underground water on Mars and other planets. Lauren Guy, a geophysicist, and entrepreneur who developed the approach, quickly recognized the application could be even more effective here on Earth. The water was closer, the need more immediate, and the technology had the potential to solve a number of critical problems. Mr. Guy founded Utilis (now known as ASTERRA) in 2013 to develop applications for the new technology. In 2016, leak detection in underground water systems became the first commercially used application. This solution is now called Recover.

A Revolutionary Change

From an orbiting satellite, our algorithm which is fine-tuned to detect treated drinking water and wastewater, reveals underground leaks as small as 0.2 gallons per minute. Now, managers of underground water infrastructure can see the water leaking from their systems. Even in the largest cities, it could be seen all at once, with unheard-of speed and efficiency. ASTERRA continues to refine the technology and expand its applications beyond leak detection, adding pipeline monitoring and deficiency analysis as well as property assessment to its growing capabilities.

Impact

ASTERRA actively contributes to the United Nations Sustainable Development Goals, particularly focusing on Goal numbers 6 (Clean Water and Sanitation), 9 (Industry, Innovation, and Infrastructure), and 13 (Climate Action). By leveraging our expertise in satellite-based infrastructure intelligence, we empower organizations to make data-driven decisions and build a resilient and sustainable future. We are dedicated to creating lasting positive change and supporting the achievement of the SDGs globally.



1. **Satellite Radar – Scan Acquisition**

   Raw scans of the area taken by radar over Areas of Interest (AOI) received from client

2. **Radiometric Corrections**

   ASTERRA takes the raw scan and prepares it for analysis, by filtering interferences from buildings, manmade objects, vegetation, water bodies, and more

3. **Algorithmic Analysis**

   ASTERRA's unique and patented algorithm targets the spectral signature of treated water or wastewater and its interaction with the soil

4. **Availability to Client**

   Newly detected leak locations are delivered via the EO Discover platform to the client on an ongoing basis, with frequency depending on the level of monitoring purchased.

Advantages of Ongoing Monitoring

Today, utilities typically survey their system blindly and reactively. This approach yields minimal results which leads many utilities to deprioritize proactive leak detection. Usually, utilities are forced to use limited resources for work orders to find, dig and repair leaks. In most cases, this results in falling further behind the curve and increased pipe breakages. Rather than leak detectors surveying the entire system blindly, Recover guides leak detectors to likely leak locations or points of interest which ASTERRA has highlighted through their analysis. Now, leak detectors only need to walk 5-10% of the system where water is already leaking. With a single scan, ASTERRA identifies ~30% of the active leaks in your system. Additional scans allow for ongoing monitoring which will result in more active leaks being identified in your system. Additionally, leaks are continuously arising and enlarging, thus ongoing monitoring will continue to detect more leaks even in areas previously inspected.

Client Benefits & Impact

ASTERRA provides a comprehensive, accurate, and non-invasive remote sensing solution for locating leaks and monitoring any potable water and wastewater system in the world. This works over any type of terrain – flat or hilly; sparsely populated or densely populated high-rises. This is done by extracting information from SAR scans taken high above the ground and converting them into locations of underground potable water or wastewater leaks. Reducing NRW additionally has a positive effect on the environment. By reducing non-revenue water loss, the amount of processing decreases, resulting in a reduction of power use and the associated environmental effects. Locating and fixing wastewater leaks in sewer systems also helps the environment by preventing pollution.

Main benefits of Recover:

- Non-invasive technology: Deployment of sensors or hardware on the ground is not necessary.
- ASTERRA technology is effective irrespective of soil type, pipe material, and pipe diameter.
- Covers large areas at once. Surveys an entire system in urban and rural areas, while also providing location intelligence at a fine resolution. Identifies potential leaks in areas that traditional acoustic leak detection programs may not typically survey.
- Find more leaks in a shorter period: Increases the efficiency of traditional acoustic leak detection programs by prioritizing work locations and offering quicker response times.
- Screening technology that can be used directly or indirectly for condition assessment, asset

  budget planning and work on structural changes prioritizing network riskier zones.
- Identifies background (i.e., non-surfacing) leaks that might otherwise go undetected for long periods of time.
- Can fit into either CAPEX or OPEX budgets.
- Provides a positive impact on the environment (reduces water loss, electricity used, and CO2 produced).

ASTERRA's Solutions

ASTERRA's solutions include Recover and MasterPlan for potable water and wastewater. All are made available on ASTERRA's EO Discover platform. Recover and MasterPlan are ASTERRA's commercial services offered in this proposal. The output from the proprietary algorithm is provided through the analysis of the SAR data combined with other processing techniques owned by Utilis (dba ASTERRA).

Recover for Leak Detection

Recover, the recipient of the AWWA Innovation Award in 2021, is a satellite-based solution for monitoring and detecting leaks in drinking and wastewater systems. It enhances operational efficiency and budget optimization by providing infrastructure intelligence for proactive pipe repair and planning. With Recover, entire city-wide systems can be monitored efficiently.

This advanced technology quickly locates non-surfacing leaks, allowing leak detection crews to focus on targeted repairs instead of unnecessary digging. Compared to traditional methods, Recover identifies more leaks and increases field crew efficiency by up to 400%. It offers the water industry the lowest cost per leak found, averaging 3.5 leaks per crew day compared to 1.3 with traditional acoustic methods. By reducing non-revenue water loss, which amounts to 17 billion gallons annually worldwide, Recover brings significant benefits to companies in the industry.

Furthermore, Recover assists the wastewater sector by mitigating the risks of fines, consent decrees, legal consequences, and reputational damage.

Recover Insights

At the start of the client's subscription period, each client is provided access to the EO Discover platform where they can access the data in the form of GIS files, the U-View application, or the dashboard with individual projects and field performance metrics. Each client is also provided access to the U-Collect field investigation application. The platform can be accessed 24/7 during the subscription period to view ASTERRA's analysis and results of field investigations track success metrics. Recover's specific features include:

Recover (POI Output): A GIS layer containing the POIs, provided in SHP and KML format for import into any GIS system (client-based, ESRI, or ASTERRA-provided U-Collect and U-View) that can be overlaid on a map displaying streets, pipes, hydrants, valves, and potential leak information.

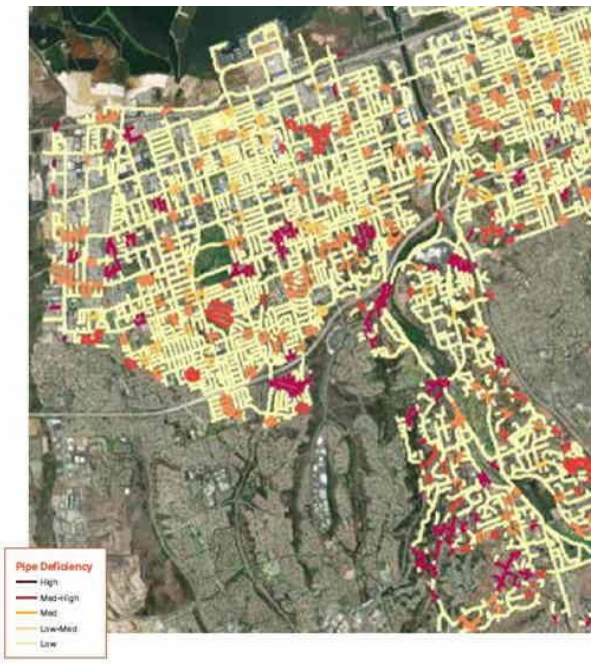
EO Discover: A link to the EO Discover password-protected platform displaying data and field results, along with monitoring the progress of the project/service progress in real-time.

Temporal and Spatial Analysis: With a single scan, Recover identifies ~30% of the leaks in a given system. With multiple scans, Recover will identify up to 25% more of the leaks in the given system. Through multiple scans we can identify leak clusters through a temporal and spatial analysis which will aid in maintenance prioritization and asset management plans.

MasterPlan for Pipe Deficiency Assessment

Providing unique insights not available from anyone but ASTERRA, MasterPlan is an actual (not predictive) measurement of non-surfacing pipe leaks. It is pipe agnostic and collected non-invasively by a satellite with wide coverage, often scanning a full system instantaneously. MasterPlan provides actionable insights into your asset management plan in one easy data layer. Trained on five years of leaks discovered using Recover, the new algorithm assesses the deficiency of an entire pipe system using multiple SAR scans over time.

ASTERRA MasterPlan provides a GIS dataset containing pipe deficiency levels derived from SAR data. This solution is based on the same proven patented algorithm that is used by Recover to detect leaks in your system but is extended to monitor your system over time using statistical analysis. The general process takes all POIs identified in two consecutive satellite scans (identical coverage and angle) over your area of interest and analyzes the POI results. It then compares the POIs from multiple scans and identifies the clusters of POIs between them.



These results are processed through a learned statistical algorithm and used to assign pipes a score from low to high, signifying the level of deficiency observed.

With ASTERRA Masterplan, we can identify critical areas where the client can focus its future pipeline rehab and replacement efforts. These high deficiency areas can be used for asset management planning purposes, e.g., capital improvement replacement planning.

MasterPlan Insights

MasterPlan provides utilities and engineers with insights into actual pipe conditions. This GIS data layer is compatible and easily integrates into all GIS and GIS-based software. Combine this data with other information, such as pipe age, material, work orders, and consequence of failure to further enhance your replacement planning models or water system master plans.

MasterPlan (Pipe Deficiency Output): A GIS layer containing client pipe segments rated based on condition. Provided in SHP and KML format for import into a GIS or risk modeling system (Client map displaying streets, pipes, hydrants, valves, and potential leak information).

EO Discover: Login credentials to the EO Discover's password-protected platform for viewing the pipe data via GIS or U-View applications and for monitoring pipe deficiency levels.

MasterPlan Pipe Deficiency Assessment: A summary assessment detailing the condition of the client's pipes based on the GIS data output of pipe scores from low to high deficiency.

U-View Licenses: Licenses are provided for U-View (allows the client to view the data) for the duration of the EO Discover subscription period.

Typical Process and Timeline

- After confirmation of the order through the contract signature or receipt of a purchase order, ASTERRA will acquire the satellite scan(s). ASTERRA must have the order confirmation at least 21 days prior to the first date of satellite coverage to move forward with the satellite data procurement. The date of the acquisition is subject to the technical and operational constraints of the third-party satellite operation company and may change at any time.
- Before the acquisition, the client will provide ASTERRA with an Area of Interest (AOI). Unless agreed otherwise by the parties, the AOI is a designated geographical area to be surveyed using satellite within the client-provided service area.
- During the period prior to the scan acquisition, the client will provide ASTERRA with a GIS layer of all available treated water or sewage lines in the AOI to be analyzed. If available, the client will also provide a hydrant and valve layer within the AOI.
- Unless otherwise agreed upon by both the parties, ASTERRA will provide services only in the AOI overlapping with the client's provided GIS pipe system layer.
- After acquiring the scan and receiving the GIS pipe layers from the client, data will begin to populate on the EO Discover platform. This is approximately 7-14 business days after the first scheduled scan acquisition date. Scan acquisition dates may be changed by a third party (satellite operator) or due to technical constraints. Service start dates may be affected due to poor scan quality according to ASTERRA's quality assurance standards.
- Where applicable, leak field inspection work can begin after the leakage data has populated on EO Discover on an agreeable date between both parties.



PROPOSAL

Scope of Work

The scope of work contained herein details the work and services ASTERRA will provide as well as the roles and responsibilities of both ASTERRA and City of Roswell, NM **("Client")**.

Roles, Responsibilities, and Offerings – ASTERRA

ASTERRA will provide Recover data as a service via EO Discover and it will consist of areas identified as potential leaks (i.e., areas containing soil moisture of treated water and/or wastewater underground) using a proprietary satellite imaging algorithm across the **Client's** water system. ASTERRA will provide a primary contact person for technical and administrative purposes who will interact with the **Client**.

ASTERRA's Responsibilities ("Services"):

- Acquiring and analyzing the satellite scan(s).
- Providing potential leak location data as a service through our password-protected platform, EO Discover. This data can be exported as GIS data files.
- Providing best practices for field inspection protocols to the Client.

ASTERRA's Solution for Potable Water:

- **Recover (POI Output):** GIS layer containing the POIs, provided in GIS data files formatted for import into any GIS system.
- **EO Discover:** Provides access to monitor and track the progress of the project/service in real time and calculates ROI and impact metrics for ongoing KPI tracking. The license is for the period of service purchased.
- **U-Collect and U-View Licenses**: Provided for each of the following: U-Collect (allows field technician to collect data in the field), and U-View (allows field technician to view data from anywhere). The license is active upon delivery for the period of service. Additional licenses may be purchased and/or the initial license extended at the request of the client.

- **Kick-off Meeting:** Prior to fieldwork, an ASTERRA or ASTERRA-certified team (regardless of if it the client's team or a contractor), will call a kick-off meeting to agree on the operational field plan to address the Client's specific needs and the best practices required to get the best results.
- Optional: Acoustic Leak Detection for Field Investigation (for Potable Water Pipelines Only): Based upon selecting this option, ASTERRA will provide a certified subcontracted acoustic leak detection team to investigate the points of interest, provide a list of verified leaks, and mark them for repair. The leak detection field verification team(s) is proficient and experienced in using and operating acoustic equipment. The team should be provided with all the needed tools to access the listening points.
- Optional: ASTERRA MasterPlan Pipe Deficiency Map, provided as a GIS data set, if purchased within the Recover tier available or as an additional service option.
- Optional: ESRI Arc GIS Field Maps Integration – data provided in your ESRI ArcGIS online accounts for easy use in ArcGIS Field Maps. (Additional cost may apply if it is not included in the Recover service tier already).

ASTERRA's Solution for Wastewater

- **Recover (POI Output):** GIS layer containing the POIs, provided in GIS data files formatted for import into any GIS system.
- **EO Discover:** Provides access to monitor and track the progress of the project/service in real time and calculates ROI and impact metrics for ongoing KPI tracking. The license is for the period of service purchased.
- **Kick-off Meeting**: ASTERRA or ASTERRA-certified team will call a virtual kick-off meeting to discuss the data delivered and demonstrate the usage of the platform.

Roles, Responsibilities, and Offering – Client

The Client is responsible for providing baseline system data, work order history, and in some cases, an acoustic field verification team to inspect POIs identified by ASTERRA. The client shall identify a primary contact person for technical, administrative, and field inspection coordination. ASTERRA agrees to use the information described below only for the client's specific project and to not share the information with any other third party.

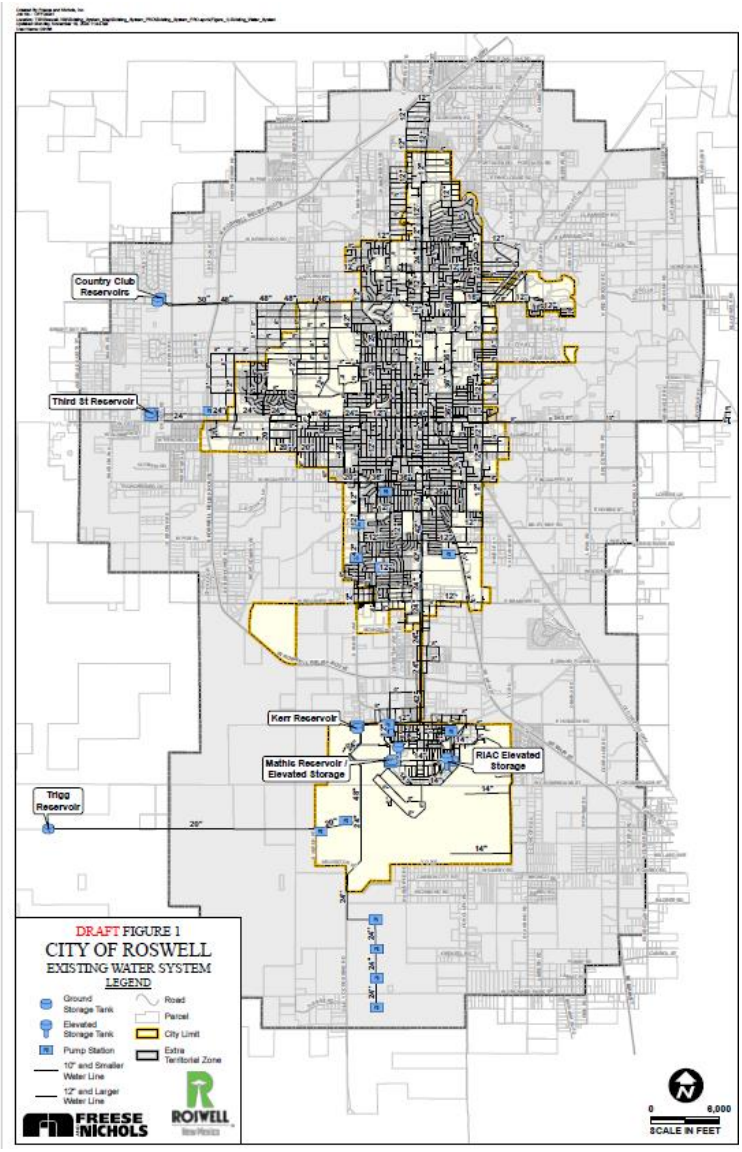
Client Responsibilities

- **Pipe System Information for Potable Water Lines:** Prior to scan acquisition, the **Client** shall provide ASTERRA with a detailed and accurate GIS pipe system layer. If GIS is not available, roads will be used to guide the analysis. ASTERRA will use this layer to identify POIs. The GIS layer should include pipe material and diameter, length of pipeline to be analyzed, hydrants, valves, and any other detailed information available.
- **Pipe System Information for Wastewater Lines:** Prior to scan acquisition, the **Client** shall provide ASTERRA with a detailed and accurate GIS pipe system layer. If GIS is not available, roads will be used to guide the analysis. ASTERRA will use this layer to identify POI locations. The GIS layer should include pipe material and diameter, forced and/or gravity lines, length of pipeline to be analyzed, manholes, depth, and any other detailed information available.
- **Leak Detection History (Work Orders):** The **Client** shall provide ASTERRA with a detailed and accurate history of leak findings and repairs beginning one (1) week before the date the first satellite scan is acquired and through the project life cycle.
- **Leak Detection Performance Metrics for Potable Water Lines:** The **Client** shall provide ASTERRA with relevant and available performance metric data related to previous **Client**-utilized leak detection methodologies. This information will be used to calculate value metrics of the service and will be provided to the Client in the final report for their use.

Client Services for Potable Water

Areas of Interest (AOI)

During this service, ASTERRA will survey the Area of Interest (AOI) to be determined by the client, contained to 450 Miles of mains and service pipes as outlined in the image below:



Once ASTERRA receives the full GIS pipe system information from the client, the pipe and total miles analyzed per delivery will be identified. Note: both main and service lines will be counted for total pipe length calculation.

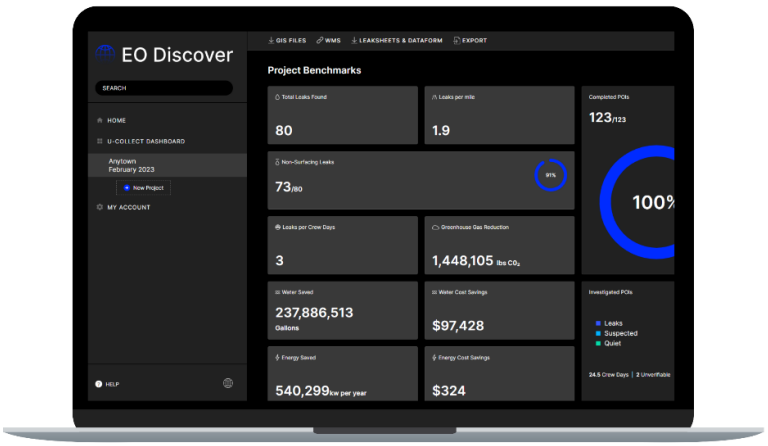
EO Discover

Subscription-Based Service Packages

ASTERRA's Recover solution and features are provided via a subscription to EO Discover with an option to select one of three district levels of service (Detect, Prevent or Advise). Each service level contains specific features designed to meet clients' current and future needs, with additional add-on services available.

Detect	Prevent	Advise
2 licenses: EO discover	**4 licenses:** EO discover	**6 licenses:** EO discover
Base line leak analysis	Base line leak analysis	Base line leak analysis
Leak Locations	Leak Locations	Leak Locations
U-collect/U-View Apps (2 licenses)	U-collect/U-View Apps (4 licenses)	U-collect/U-View Apps (6 licenses)
	Temporal and Spatial leak Analysis	**Enhanced** Temporal and Spatial leak Analysis
	Prioritized Leak locations for field investigation	Prioritized Leak locations for field investigation
		MasterPlan Pipe Deficiency Map
		ESRI ArcGIS Field Maps Compatibility
		Personal Success Manager

Always Included: Online support, customized success plan, best practices tutorials



Pricing (if only 1 image is required to cover system)

Area of interest (AOI) for analysis:

Potable Water lines: 450 miles

Option A: 1 year

	Prevent		Advise	
	QTY	Price	QTY	Price
Package	12 months	$65,000	12 months	$95,000
Subcontracted Acoustic Leak Detection Technician - BOTG (40 hours/ 5 Days)	25 Days	$50,000	50 Days	$100,000
Total	**$115,000**		**$195,000**	

Option B: 2 years

	Detect		Prevent		Advise	
	QTY	Price	QTY	Price	QTY	Price
Package	24 months	$80,000	24 months	$110,000	24 months	$170,000
Subcontracted Acoustic Leak Detection Technician - BOTG (40 hours/ 5 Days)	25 Days	$50,000	50 Days	$100,000	100 Days	$200,000
Total	**$130,000**		**$210,000**		**$370,000**	
Price Per Year	$65,000		$105,000		$185,000	

Option C: 3 years

	Detect		Prevent		Advise	
	QTY	Price	QTY	Price	QTY	Price
Package	36 months	$100,000	36 months	$150,000	36 months	$240,000
Subcontracted Acoustic Leak Detection Technician - BOTG (40 hours/ 5 Days)	35 Days	$70,000	70 Days	$140,000	120 Days	$240,000
Total	**$170,000**		**$290,000**		**$480,000**	
Price Per Year	$56,666		$96,666		$160,000	

Pricing (if only 2 images are required to cover system)

Area of interest (AOI) for analysis:

Potable Water lines: 450 miles

Option A: 1 year

	Prevent		Advise	
	QTY	Price	QTY	Price
Package	12 months	$90,000	12 months	$150,000
Subcontracted Acoustic Leak Detection Technician - BOTG (40 hours/ 5 Days)	25 Days	$50,000	50 Days	$100,000
Total	**$140,000**		**$250,000**	

Option B: 2 years

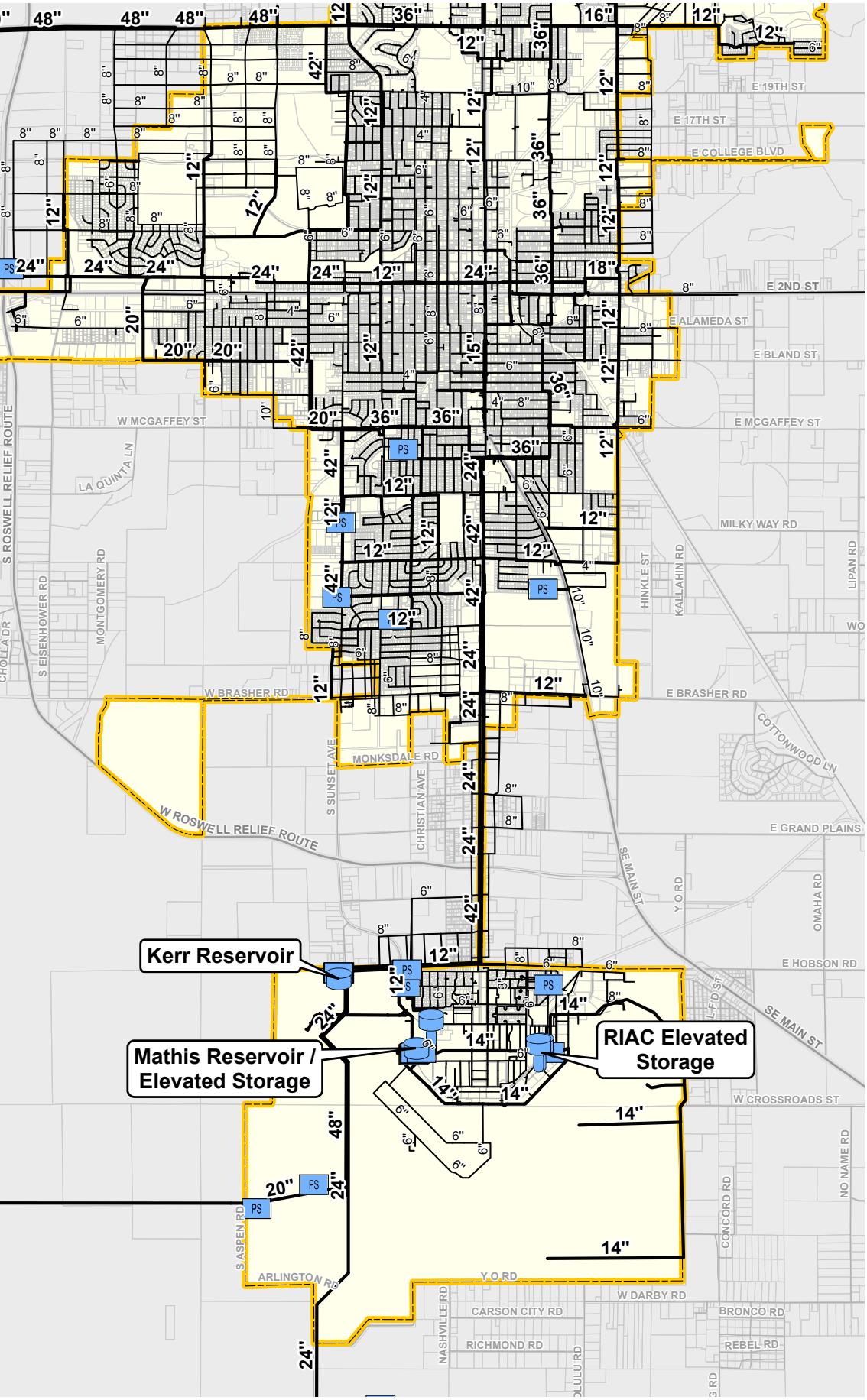
	Detect		Prevent		Advise	
	QTY	Price	QTY	Price	QTY	Price
Package	24 months	$115,000	24 months	$170,000	24 months	$270,000
Subcontracted Acoustic Leak Detection Technician - BOTG (40 hours/ 5 Days)	25 Days	$50,000	50 Days	$100,000	100 Days	$200,000
Total	**$165,000**		**$270,000**		**$470,000**	
Price Per Year	$82,500		$135,000		$235,000	

Option C: 3 years

	Detect		Prevent		Advise	
	QTY	Price	QTY	Price	QTY	Price
Package	36 months	$150,000	36 months	$225,000	36 months	$400,000
Subcontracted Acoustic Leak Detection Technician - BOTG (40 hours/ 5 Days)	35 Days	$70,000	70 Days	$140,000	120 Days	$240,000
Total	**$220,000**		**$365,000**		**$640,000**	
Price Per Year	$73,333		$121,666		$213,333	

Proposal is valid until: December 31st, 2024

Note: Once a package is selected, please contact ASTERRA sales team for terms of use and signature processing.



Mission

Innovative approaches
Practical results
Outstanding service

Vision

Be the firm of choice for clients and employees

Values

FREESE AND NICHOLS LEADS

- L — LEARN CONTINUOUSLY
- E — ENGAGE AS FAMILY
- A — ACT WITH INTEGRITY
- D — DELIVER QUALITY
- S — SERVE ALWAYS

FREESE AND NICHOLS

575-323-9472 | freese.com
500 North Church Street | Las Cruces, NM 88001



November 22
2024

ROSWELL
New Mexico

Request for Quote

2025 Water Utility Master Plan

City of Roswell

RFP-25-002 - On-Call Engineering Services

HDR

November 22, 2024

City of Roswell
Attn: Louis Najar, PE
PO Box 1838
Roswell, NM 88204

RE: Response to Request for Quotes/Proposals – 2025 Water Utility Master Plan per RFP-25-002 – On Call Engineering Services

Dear Mr. Najar,

We appreciate the opportunity to submit this quote for the City of Roswell's (City's) 2025 Water Utility Master Plan Project as a Task Order under the Engineering & Architectural Services On-Call Contract. We have assembled a local, New Mexico-based team with significant experience in water system hydraulic modeling and master planning in New Mexico and throughout the nation. Our quote is based on the Scope of Work outlined in the RFQ dated October 23, 2024.

As you are aware, HDR completed development of the City's water system hydraulic model and master plan in 2012 and has also completed subsequent updates to the hydraulic model as needed for the RAC Expansion Waterline Extension projects. We are very familiar with the City's hydraulic model and overall water system issues. Selecting HDR will allow the City to maintain the continuity of our previous work which will lead to greater project efficiency and minimize completion of re-work. We are confident in our ability to successfully deliver this project and look forward to continuing our positive working relationship with the City.

Sincerely,
HDR ENGINEERING, INC.

Aaron Meilleur, PE
Senior Vice President/Area Manager

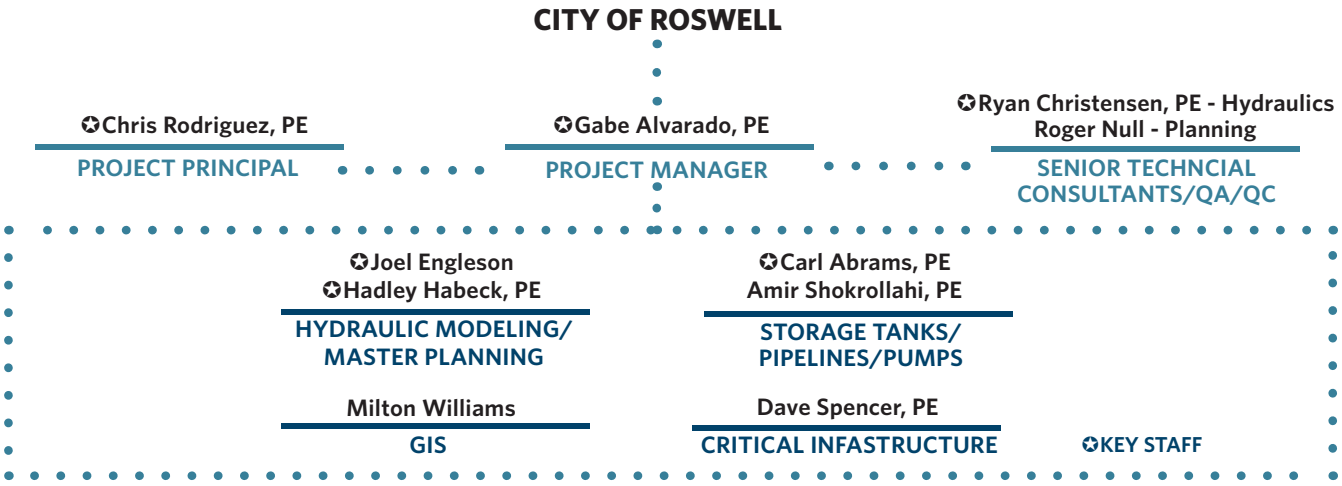
Gabriel Alvarado, PE
Project Manager

2155 Louisiana Blvd. NE, Ste. 3000, Albuquerque, New Mexico 87110-5483
T 505.830.5400 **F** 505.830.5454

QUALIFICATIONS

HDR has assembled an experienced project team with significant hydraulic modeling and master planning expertise including work on the City's previous Water System Master Plan. The team members identified in our organization chart (see below) have individually and personally committed to supporting this project if we are selected. **Principal-in-Charge, Chris Rodriguez, PE,** has worked in New Mexico for more than 29 years, managing contracts with clients and agencies throughout the state and including the City of Roswell. Along with Chris, **Senior Project Manager, Gabe Alvarado, PE,** has served as HDR's project manager for multiple water master planning projects and hydraulic modeling studies over the last 20 years and has developed a unique knowledge and understanding of the intricacies of hydraulic modeling and developing comprehensive master plans. **Chris and Gabe's effective management and communication skills and in-depth understanding of your project needs will allow HDR to deliver quality products and provide effective solutions to the City.** In addition to the individuals shown on our organization chart, our local staff has access to an interconnected "matrix" of technical resources across the country allowing us to engage subject matter experts in other locations when necessary.

Organizational Chart



Key Staff Bios



Chris Rodriguez, PE, NM No. 16239

Project Principal

Chris has 29 years of experience associated with water and wastewater systems, soil and groundwater remediation, landfill systems, site grading and surface hydrology, and regulatory compliance. He has served as HDR's project principal for many water and wastewater engineering projects across the state. He will assist Gabe to verify delivery of the project and will leverage his institutional knowledge of the City's water system and others throughout the state.



Gabe Alvarado, PE, NM No. 17297

Project Manager

Gabe has over 25 years of experience in the planning, analysis, and design of water distribution systems and wastewater collection systems including projects throughout New Mexico. As Project Manager, Gabe will leverage his hydraulic modeling and master planning expertise working with other municipalities to develop a thorough and comprehensive master plan for the City of Roswell. Gabe served as Project Manager for development of the City's previous Water System Hydraulic Model and Master Plan and has detailed knowledge of the City's model and overall water system.



Ryan Christensen, PE, AZ No. 41186

Senior Technical Consultant/QA/QC

Ryan has 21 years of experience in project management, planning, design, and construction management of water, wastewater and reclaimed projects. He has a wealth of experience overseeing quality control and providing oversight on the client's behalf. Ryan will serve as the QA/QC Lead for this project with an understanding of your standards and expectations, and will verify consistent procedures during the project.



Joel Engleson
Hydraulic Modeling/Master Planning
Joel has more than 18 years of experience in numerical and computational modeling, including more than 12 years of experience in utility management consulting services. His primary focus is hydraulic analysis and master planning of water, recycled water, and sewer systems. He specializes in using the latest modeling software technology to develop innovative solutions related to the operation, planning, and design of water distribution systems. He previously worked with Gabe on the City's water system hydraulic model and master plan in 2012.



Hadley Habeck, PE, AZ No. 80429
Hydraulic Modeling/Master Planning
Hadley is involved in the planning, design, and permitting of water and wastewater projects. She has worked on a variety of projects, including master planning, reservoir design, sewer mains, distribution design, and pump stations. Hadley is experienced in water modeling and design programs including AutoCAD, WaterGEMS, Innovyze, Flowmaster, and ArcMap.



Carl Abrams, PE, NM No. 13617
Storage Tanks/Pipelines/Pumps
Carl has 34 years of experience in the design and construction oversight of solid waste facilities, water and wastewater treatment and conveyance systems, assessment and remediation of water and soils, on-site septic systems, and site grading and development. He also has extensive experience with the preparation of contract documents, including plans, specifications, bid documents, and cost estimating. Carl has worked on multiple projects for the City including the RAC Expansion Waterline Extension Projects.

PREVIOUS EXPERIENCE OF WATER SYSTEM MASTER PLAN

HDR Engineering, Inc. (HDR) has been delivering professional engineering and architectural services to clients in New Mexico since 1985, and around the nation since 1917. We provide quality designs and creative solutions while assisting municipalities and local agencies improve public safety, health, and well-being. We are committed to providing the City of Roswell engineering design services for the 2025 Water Master Plan.

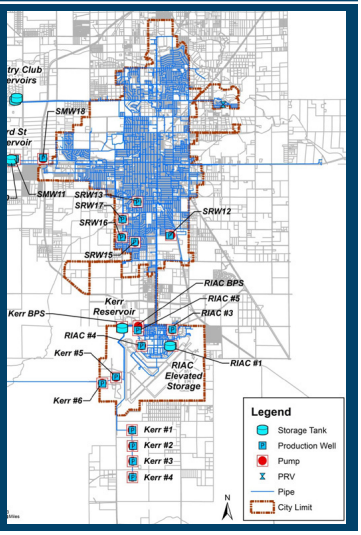
Proven Past Success

HDR has enjoyed working in partnership with the City for more than 20 years on a variety of water and wastewater projects. We have developed a positive working relationship with engineering, operations, and management staff and have worked collaboratively with City staff to complete planning, design, and construction projects successfully. Our extensive experience and knowledge of developing complex hydraulic models with multiple water sources will benefit the City in completing this project in a timely and cost-effective manner. HDR was the creator of the City's water system hydraulic model and developed the City's previous master plan in 2012 and are very familiar with the City's existing hydraulic model based on recent work we completed for the Roswell Air Center Expansion Waterline Extension projects. We have an experienced team, which includes many of the same staff that worked on the previous master plan project, as well as a proven approach to the master planning process that will allow us to hit the ground running.



City of Roswell Air Center Expansion Waterline Extension Project
2023-2024

City of Roswell Water Distribution System Hydraulic Model and Water System Master Plan
2011-2012



The table below illustrates many successful examples of HDR's New Mexico experience with water system hydraulic modeling and master planning projects having similar aspects to the City's 2025 Water Utility Master Plan project.

Project | Client	Planning / Hydraulic Modeling	Design	Construction	Small-diameter Distribution Waterline	Large-diameter Transmission Pipeline	Storage
Buckman Direct Diversion-San Juan Chama WTP | City of Santa Fe		●	●	●	●	●
Water System Master Plan | City of Roswell	●			●	●	●
Edgewood Waterline Replacement | City of Roswell		●	●	●	●	
RAC Expansion Waterline Extension Ph 1 & 2 | City of Roswell	●	●	●	●	●	●
Navajo Nation Municipal Pipeline-Farmington Reach | City of Farmington	●	●	●	●	●	●
Auburn Avenue Waterline | City of Farmington		●	●	●	●	
Hydraulic Model and Water System Master Plan | City of Farmington	●			●	●	●
Foothills Waterline | City of Farmington	●	●	●	●	●	
Sandstone-Murray Waterline | City of Farmington	●	●	●	●	●	
Utility (Water and Sewer) Improvements | Angel Fire Public Improvement District	●	●	●	●	●	●
Testing and Disinfection Plan | Navajo Engineering and Construction Authority	●		●		●	●
Water System Improvements Expansion | Town of Clayton	●	●	●	●		
Water System Improvements Expansion, Ph 1 & 2 | Town of Bernalillo	●	●	●	●		
Bonito Water Pipeline Transmission | USACE		●	●		●	●
South Valley Water Expansion | Bernalillo County	●	●	●	●	●	●
Effluent Reuse Phase 5A/5B | City of Carlsbad	●	●	●	●		●
Double Eagle Reservoir No. 3 Hydraulic Analysis and Reservoir Design | City of Carlsbad	●	●	●	●	●	●
Glorieta MDWCA Drinking Water System Improvements | Greater Glorieta MDWCA	●	●	●	●		●
San Juan Chama Drinking Water Project Transmission Pipeline No. 4 | City of Albuquerque	●	●	●		●	●
Montessa Park Waterline Extension | City of Albuquerque	●	●		●		
Valle de Oro Non-potable Waterline Extension | Albuquerque Bernalillo County Water Authority (ABCWUA)	●	●	●	●		
2nd Street Potable Waterline Replacement | ABCWUA		●	●		●	
Study Low Pressure Water Problem | Chugach Management Services, JV - Kirtland AFB	●			●	●	●
Water System Evaluation | Village of Logan	●			●	●	●
Harvest Gold Water System Improvements | San Juan County	●	●	●	●		●

In addition to transmission, supply, storage, and water master planning projects completed in NM, we're able to leverage HDR's experience in other geographies. The table below demonstrates our experience and expertise encompassing aspects of water, recycled water, and/or sewer master planning throughout the Southwest.

Project | Client	Project Type	Demand Flow Forecasting	Supply Assessment	Hydraulic Modeling	Capacity Analysis	Capital Improvement Program Development
City of Carlsbad, CA - Potable Water, Recycled Water, and Sewer Master Plan Updates	W/RW/S	●	●	●	●	●
Contra Costa Water District, 2021 Treated Water Master Plan	W	●	●	●	●	●
San Dieguito Water District, Water Master Plan and Water Capacity Fee Study	W	●		●	●	●
Sweetwater Authority, Water Distribution Master Plan and Urban Water Management Plan	W	●	●	●	●	●
West Basin Municipal Water District, Recycled Water Master Plan	RW	●	●	●	●	●
Vista Irrigation District, Distribution System Master Plan, Potable Water Master Plan Update	W	●	●	●	●	●
Olivenhain Municipal Water District	W/RW	●		●	●	●
Otay Water District, Water Facilities Master Plan Update	W/RW	●	●	●	●	●
Rainbow Municipal Water District, Distribution System Renewal Program	W	●	●	●	●	●
Eastern Municipal Water District, As-Needed Engineering Services	W/S	●		●	●	●
Rincon Del Diablo MWD, Drainage Master Plan and Capital Project Plan	W	●	●	●	●	●
Burbank Water & Power, Water Facility Condition Assessment and Asset Management Plan	W	●	●	●	●	●
City of Ventura, 2022 Water Master Plan Update	W	●	●	●	●	●
City of Peoria, Reclaimed Water Implementation Master Plan	W	●	●		●	●
Tucson Water, Integrated Water Master Plan	W			●	●	
City of Hillsboro, Water Master Plan	W	●	●	●	●	●

Legend: W = Water, RW = Recycled Water, S = Sewer



FEE ESTIMATE

Estimated Fee

HDR will provide the scope of services as outlined in the RFQ for a total fixed price fee, excluding New Mexico Gross Receipts Tax, as summarized below.

SCOPE OF SERVICES FEE ESTIMATE	
Task Description	**Estimated Fee**
Task 1: Data Collection and System Inventory	$32,864
Task 2: Model Development and Calibration	$48,398
Task 3: Current System Evaluation	$40,334
Task 4: Build-Out System Modeling	$34,828
Task 5: Cost Estimates and Improvement Phasing & Critical Needs	$24,875
Task 6: Water System Master Plan Report	$53,057
Total Scope of Services Cost (excluding NMGRT)	**$234,356**

ASSUMPTIONS/EXCLUSIONS

Our fee is based on the following assumptions and exclusions.

- HDR will attend a project kick-off meeting and four workshops with the City during the completion of the project. Project status updates will be provided in conjunction with the workshops and no other meetings will be required for the project. Meetings will be conducted via online meeting platform or telephone conference call.
- Modeling will be completed using the Bentley WaterGEMS hydraulic modeling software.
- The City will provide HDR with all updates to the water system since the hydraulic model was last updated in electronic format (AutoCAD or GIS shapefile).
- The City will provide HDR with water billing data in electronic format (MS Excel, MS Access, etc.). It is assumed the water billing data will include the number of gallons billed for each customer for each month and HDR will not be required to do extensive manipulation of the data or calculations to determine the water usage for each customer.
- All data necessary for hydraulic model validation will be provided to HDR by the City in electronic format (MS Excel, MS Access, etc.).
- All operational settings (i.e. pump controls, PRV settings, tank operating levels, well controls, etc.) required for the hydraulic model will be provided by the City.
- The City will provide HDR with SCADA and operating data for a 1-week period during the typical maximum month. Model validation will be completed to represent a high water usage condition.
- HDR will develop one diurnal consumption pattern for the EPS. Diurnal consumption patterns for varying customer types (i.e. residential, commercial, industrial, etc.) will not be developed.
- The EPS will only be developed for the existing model and will not be evaluated for future and/or build out conditions.
- All flow testing will be completed by the City. HDR will not be required to be present in the field when flow testing is conducted.
- HDR will complete comparisons of the model results vs. field data for up to ten (10) hydrant flow tests. If it is determined that additional flow tests and model comparisons must be conducted to achieve the level of validation required for the hydraulic model, the additional comparisons will be completed as an additional service.
- All Engineer's Opinion of Probable Construction Cost (EOPCC) developed by HDR will be based on unit prices for projects previously completed by the City available at the time of preparation. Due to the current market volatility, HDR will have no control of the accuracy from EOPCC's prepared to the actual construction bid prices received during bidding of projects at their time of implementation.

OPTIONAL TASKS

The scope of work outlined by the City has the appropriate tasks required to complete the project. However, while the hydraulic modeling and master planning will provide the City with a list of necessary improvements for the water system, the affordability of CIPs can often be an item that is overlooked. HDR's team can effectively address the range of utility financial issues that commonly arise following completion of a Master Planning effort (i.e., "How are we going to pay for these improvements and mitigate the impact on utility rates and customers?")

Based on our experience completing similar projects for other municipalities, an additional task the City may wish to consider is the completion of a utility rate study. HDR's team members have abundant experience in utility rate and fee studies and have performed these services for large and small municipalities and special district utilities.

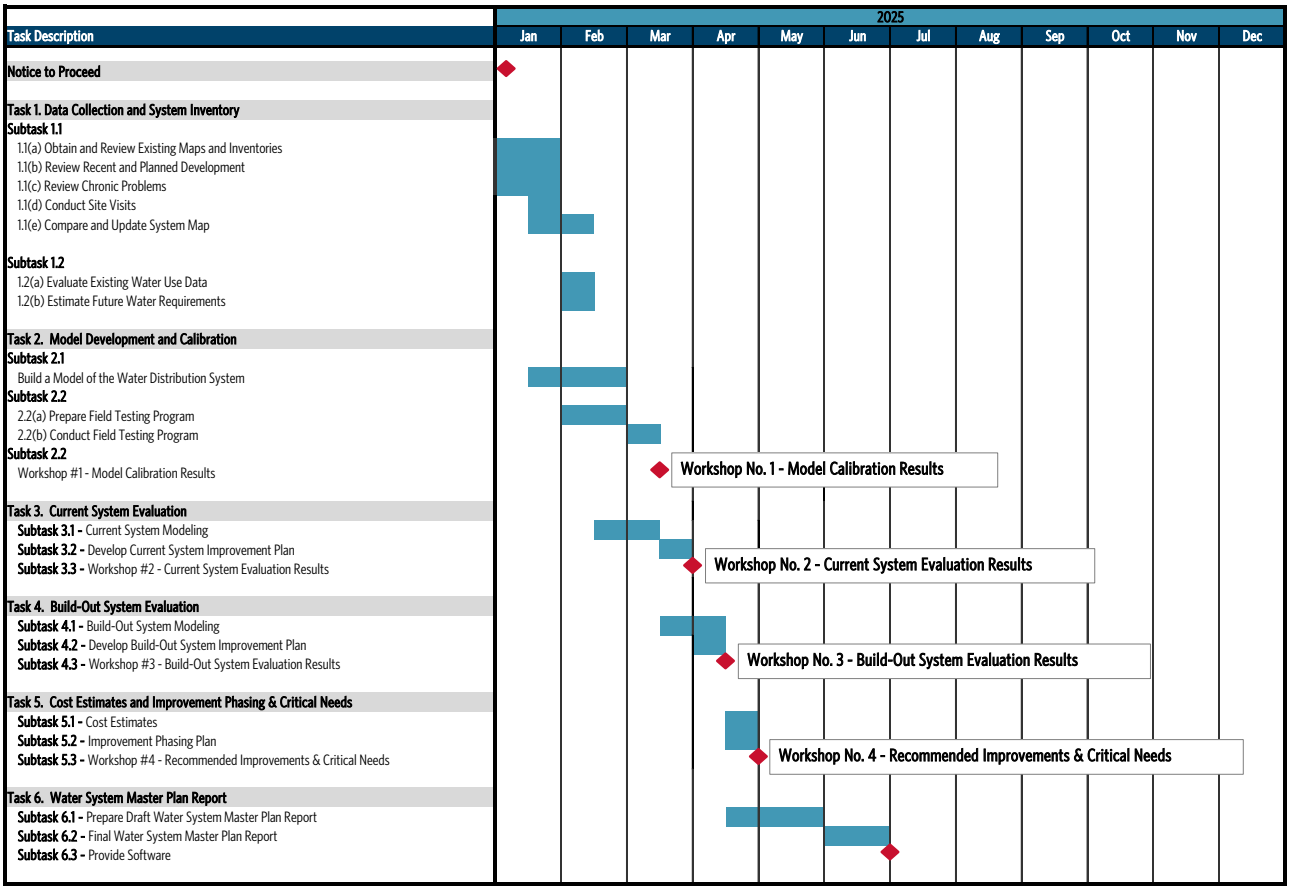
To provide the City the best value for its money, we propose to develop a detailed utility financial planning model that will allow the City to test a variety of "what-if" scenarios, whereby the City can change assumptions related to growth, the CIP, operational programs, and a variety of other planning, engineering, and financial variables—then predict the financial outcome of that scenario and its effect on utility rates. This is especially useful in testing the affordability of the CIP, allowing the user to turn new projects "on or off" in the model, change the costing with updated information, delay their funding, or look at cash vs. debt vs. fee-funding alternatives and their impact on affordability.

HDR's in-house Financial Services Group can develop an appropriate and equitable cost recovery rate for the City's customers including a financial plan and cost-of-service analysis by comparing starting cash balances, project revenues, and revenue requirements over the forecast period. The rate study will also encompass operating and maintenance costs as well as what's needed to support the long-term CIP. We will also formulate recommended adjustments to water rates to appropriately and equitably recover costs.

HDR will use generally accepted utility rate-making methodologies as described by American Water Works Association, Manual M1, which HDR's staff are a contributing author. Should the City wish for this task to be completed as part of the project, an additional supplemental service and fee will be negotiated with the City.

PROJECT SCHEDULE

Following the receipt of a written Notice to Proceed and after receiving all data requested from the City, we anticipate the required scope of work can be completed by June 30, 2025, as desired by the City. A preliminary project schedule is provided below. The final project schedule shall be determined and coordinated with the City following award of the project.



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Albuquerque, NM 87110
505.830.5400
hdrinc.com

We practice increased use of sustainable materials and reduction of material use.

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2025

WATER UTILITY MASTER PLAN

CITY OF ROSWELL
NOVEMBER 22, 2024

Bohannan Huston

Bohannan Huston
great people supporting great communities

7500 Jefferson Street NE
Albuquerque, NM 87109
505.823.1000
bhinc.com

November 22, 2024

Louis Najar, PE
P.O. Box 1838
Roswell, NM 88202

RE: 2025 Water Utility Master Plan

Dear Mr. Najar and Members of the Selection Committee,

Bohannan Huston, Inc., (BHI) is eager to support the City of Roswell's efforts to develop a Water Utility Master Plan (Master Plan). Most of us here at BHI are native New Mexicans and we all felt for the Roswell community after the 500-year storm flooded the entire city back in October. We understand the damage that storm caused, and we want to stand beside you as you re-build. Developing this Water Utility Master Plan will provide the City with insight into ways to do just that. The BHI team has been strategically assembled to bring a set of highly skilled water system engineering professionals to you who will diligently work to perform the tasks required to develop the new 2025 Master Plan. Below are some of the unique strengths BHI offers the City:

- ***Municipal Mindset:*** As a native New Mexican firm, BHI has a vested interest in improving our local communities and we have worked hard to form long-term, professional relationships with the many cities, towns, villages, and counties in the state. We have committed people and resources to become partners with New Mexico communities—places like Roswell—and to earn their trust by working with them through good times and hard times. Providing engineering services for municipalities like the City is a vital part of BHI's business.
- ***Master Planning Expertise:*** BHI uses the latest technologies for analyzing water supply and transmission systems. We understand that bad data in results in bad data out. To ensure the accuracy of our models, we incorporate record drawings and operations and maintenance manuals, visit with operational personnel, conduct site visits, verify equipment models and data in the field, and perform calibration tests. We use the modeling software that will best meet both the project's and the client's needs.

As a leading civil engineering, spatial data services, and advanced engineering technology company, we realize that our activities, and our services in general, play an important role in people's daily lives and can make a real contribution to creating long-term value to society at large. This Master Plan will put a plan in place to do just that!

We look forward to working with you on developing this important Master Plan. Please reach out if you have any questions regarding our proposal.

Sincerely,

Todd Burt, PE
Principal-in-Charge
tburt@bhinc.com

Nathan Roberts, PE
Project Manager
nroberts@bhinc.com

QUALIFICATIONS

Our team below stands ready to provide complete master planning services through a team of experienced professionals and technicians committed to the mutual success of this Master Plan. BHI's project management philosophy begins with an investment in a qualified team of experts with the skills and experience that matches the project requirements. Our work is about solving problems, turning challenges into solutions that fulfill the project requirements, and meeting or exceeding client expectations. Our staff have both the expertise and creativity to devise the right recommendations for this project.

KEY PERSONNEL

For the 2025 Water Utility Master Plan, BHI has compiled an in-house team that has completed similar projects and has a broad base of expertise across water systems. The following team will be led by Nathan Roberts, who is BHI's lead water system modeler and planner. Working under Todd Burt's oversight, Nathan will develop a plan for this master plan that will help the City calibrate your water model using the most recent information as the basis for identifying system deficiencies, solutions, and costs. Nathan will ensure the model demand is spatially accurate (using billing and production data) and collaborate with the City to understand plans for future development, community growth, and system expansion. This way the City will have a solid road map for maintaining your water system while planning for future growth over the next 20 years. Resumes for our primary team members (bold names in the organization chart below) are included on the following pages.

ROSWELL
New Mexico

PRINCIPAL-IN-CHARGE
Todd Burt, PE

PROJECT MANAGER
Nathan Roberts, PE

QA/QC
Denise Aten, AICP

Bold Names indicate Primary Personnel

DATA COLLECTION AND SYSTEM INVENTORY
Nathan Roberts, PE
Nisa Rascon, PE
Clare Haley, AICP

EVALUATE WATER REQUIREMENTS
Nathan Roberts, PE
Nisa Rascon, PE
Clare Haley, AICP

MODEL DEVELOPMENT AND CALIBRATION
Nathan Roberts, PE
Nisa Rascon, PE

BUILD-OUT AND SYSTEM EVALUATION
Nathan Roberts, PE
Nisa Rascon, PE
Clare Haley, AICP
Anna Caffrey, PE

EXISTING SYSTEM EVALUATION
Nathan Roberts, PE
Nisa Rascon, PE
Anna Caffrey, PE

FIELD TESTING
Nathan Roberts, PE
Nisa Rascon, PE

COST ESTIMATES AND ICIP
Nisa Rascon, PE
Anna Caffrey, PE

MASTER PLAN REPORT
Nathan Roberts, PE
Nisa Rascon, PE
Clare Haley, AICP



TODD BURT, PE | PRINCIPAL-IN-CHARGE

25 YEARS' EXPERIENCE | NM PE 16654
MS HYDROLOGY, BS ENVIRONMENTAL ENGINEERING

Todd Burt is a BHI Senior Vice President and is the leader of the water and wastewater systems group. He has been involved in many aspects of civil engineering and environmental issues throughout his career. He has a broad perspective that allows him to evaluate and solve potential project issues. His experience is particularly strong in pipeline design, pump station design, and water treatment. He has extensive experience evaluating water systems and providing design guidance and oversight, as well as providing quality review, for numerous pipeline and pump station projects and successfully coordinating with contractors and agencies on complex projects.

Todd's proficiency in hydraulics allows him to understand system operations and provide input to the modeling stages of a project or master plan. This knowledge and intuition allow him to effectively serve in an active role on modeling and master planning projects for which he serves as Principal-in-Charge.

Todd maintains close contact with clients and oftentimes acts as the primary contact for the variety of projects his group works on. He also takes a hands-on approach to being a key part of the team but allows his project managers and engineers to run projects and to work with clients. He expects them to produce quality work on every project. Todd can allocate resources and can resolve issues as they arise on a project. His strong technical background allows him to lead the group and to provide mentorship to all who work with him.

Project Experience:

- Rio Rancho Water System Master Plan: City of Rio Rancho
- Mesa del Sol Utility Plan: SC3 International
- Master Meters Design: City of Santa Fe
- Metropolitan Detention Center (MDC) Water and Sewer Improvements: Albuquerque Bernalillo County Water Utility Authority
- Hydraulic Modeling and System Planning: City of Rio Rancho
- Arroyo del Oso NP Flow Meter Vault: Albuquerque Bernalillo County Water Utility Authority
- Hyde Park Estates Water Distribution: Santa Fe County
- Volcano Cliffs Arsenic Treatment Facility and Pump Station Upgrades: CDM Smith
- AWIA Risk Assessment and ERP: Los Alamos County
- Master Meter Vault Project: City of Santa Fe
- Water distribution System Hydraulic Model: City of Aspen
- Entranosa 60-in Waterline Design Along Frost Road: Roger Cox and Associates
- Water Model Development: City of Greeley
- Asset Management Plan: City of Moriarty
- Hydraulic Profile Updates: Albuquerque Bernalillo County Water Utility Authority
- Model Calibration/Validation: City of Santa Fe
- Resiliency Vulnerability Assessment of Critical Facilities – Water Infrastructure: City of Rio Rancho
- Infrastructure Build Out Plan/Capital Improvement Plan: Santa Fe County
- Pojoaque Basin Regional Water System (PBRWS) Design/Build Project: CDM Smith
- Entranosa Water System: Entranosa Water/Wastewater Coop
- S-1 Southwest Tank Supply Pipeline: City of Santa Fe



NATHAN ROBERTS, PE | PROJECT MANAGER

15 YEARS' EXPERIENCE | NM PE 21847
BS CIVIL ENGINEERING

Nathan Roberts is a BHI Vice President who loves working in the water sector. His expertise includes hydraulic modeling, master planning, design, and construction services. He uses his experience to quickly identify key issues to better understand the big picture and then to develop and coordinate the details with his clients to meet their specific objectives. Nathan's hydraulic modeling experience allows him to efficiently assess the condition of the system and analyze various options to solve problems. This can be identifying a new transmission line alignment to avoid culturally sensitive areas, simplifying booster station operations to make the system more efficient, or strategically placing new storage to optimize water age or pump cycling to balance capital and non-capital improvements.

His big picture understanding, along with his familiarity with hydraulic systems, allows him to communicate clearly with his clients, as well as with other stakeholders and team members. Nathan enjoys bringing things from the digital world into the real world and tangibly solving problems with contractors and understanding how to practically get things built. Additionally, he is skilled in multiple software platforms, including GIS, FME, AutoCAD, and Microsoft, which help streamline processes to better serve BHI clients.

Project Experience:

- Rio Rancho Water System Master Plan: City of Rio Rancho
- Mesa del Sol Utility Plan: SC3 International
- North Non-Potable System Supply Evaluation and Design: Albuquerque Bernalillo County Water Utility Authority
- Master Meters Design: City of Santa Fe
- Metropolitan Detention Center (MDC) Water and Sewer Improvements: Albuquerque Bernalillo County Water Utility Authority
- Hydraulic Modeling and System Planning: City of Rio Rancho
- Future Paa-Ko Conditions Analysis Alternatives: Entranosa Water/Wastewater Coop
- Arroyo del Oso NP Flow Meter Vault: Albuquerque Bernalillo County Water Utility Authority
- Hyde Park Estates Water Distribution: Santa Fe County
- Volcano Cliffs Arsenic Treatment Facility and Pump Station Upgrades: CDM Smith
- AWIA Risk Assessment and ERP: Los Alamos County
- Master Meter Vault Project: City of Santa Fe
- Water distribution System Hydraulic Model: City of Aspen
- Entranosa 60-in Waterline Design Along Frost Road: Roger Cox and Associates
- Water Model Development: City of Greeley
- Asset Management Plan: City of Moriarty
- Hydraulic Profile Updates: Albuquerque Bernalillo County Water Utility Authority
- Model Calibration/Validation: City of Santa Fe
- Resiliency Vulnerability Assessment of Critical Facilities – Water Infrastructure: City of Rio Rancho
- Infrastructure Build Out Plan/Capital Improvement Plan: Santa Fe County
- Pojoaque Basin Regional Water System (PBRWS) Design/Build Project: CDM Smith
- Entranosa Water System: Entranosa Water/Wastewater Coop
- S-1 Southwest Tank Supply Pipeline: City of Santa Fe
- Water Quality Hydraulic Model and Study: Denver Water
- Sunset Hills Water System Preliminary Engineer Report: Pueblo of Isleta
- Water Master Plan, Model Optimization, and Water Model Update: City of Scottsdale



NISA RASCON, PE | WATER SYSTEMS ENGINEER

7 YEARS' EXPERIENCE | PE NM 26790
BS ENVIRONMENTAL ENGINEERING

Nisa Rascon has experience in water and wastewater system modeling, analysis, and design. She knows how to model complex systems with extensive hydraulic components, balancing them to ensure system functionality and reliability. By focusing on the main hydraulic boundary conditions of a system (such as elevations, piping, pumping, and storage needs), she can optimize solutions that provide adequate system flows and pressures for the present and future conditions.

A couple ways Nisa does this is by ensuring the existing and proposed infrastructure will function properly based on the hydraulic grade, considering system elevations and friction losses through pipe specific to materials and flowrates. She also identifies and incorporates other unique system features that need to be considered for system success, such as user types (commercial, industrial, correctional facilities, etc.) and network connectivity. Additional important components in her analysis include water age to ensure that the water in the system is not susceptible to water quality concerns when reaching customers by providing recommendations to optimize system operation and design for the projected water demands.

Nisa also understands the challenges projects face and has firsthand experience with and knowledge of keeping facilities in operation during improvements, avoiding disrupting processes and maintaining quality requirements. Nisa has worked with clients to prepare reports for justification of funding and to evaluate alternatives to ultimately provide sound recommendations to her clients. She is a valued asset on any project!

Project Experience:

- Wastewater System and Wastewater Treatment Plant Assessment: Village of Fort Sumner
- Metropolitan Detention Center (MDC) Water and Sewer Improvements: Albuquerque Bernalillo County Water Utility Authority
- Water Transport System to Eastern Reservation Area Preliminary Engineering Reports: Pueblo of Laguna
- Reservoir #1 Upgrades: City of Aztec
- Hydraulic Modeling and System Planning: City of Rio Rancho
- Duran Water System Preliminary Engineering Report: Torrance County
- Wastewater Treatment Plant Upgrades: Village of Fort Sumner
- Entranosa 16-inch Waterline Design Along Frost Road: Roger Cox and Associates
- Tesuque and Bishops Lodge Water Tanks: Santa Fe County
- Mesa del Sol Lift Station and Force Main Improvements Design Analysis Report: SC3 International
- Mesa del Sol Public Work Order Infrastructure packages A-B (Water Infrastructure): SC3 International
- Pojoaque Basin Regional Water System (PBRWS) Design/Build Project: CDM Smith



ANNA CAFFREY, PE | QA/QC

21 YEARS' EXPERIENCE | NM PE 18095, CERTIFIED FLOODPLAIN MANAGER NM-05-00145 | BS CIVIL ENGINEERING

Anna Caffrey is an agile engineer who maximizes the efficiencies of design and analysis tools. She has extensive experience in the design of water transmission systems. She provides analysis and design services for large- and small-diameter pipelines as well as other system components. Anna is responsible for leading teams to develop alignments and profiles for pipelines, including horizontal and vertical layouts of the pipeline geometry. She knows how to collect information to obtain a good understanding of existing site conditions, as well as review existing utility information and develop utility potholing plans to define field information critical to the development of plans. Anna's experience also includes closely coordinating with contractors to confirm improvements are built according to plans.

Project Experience:

- 30th St. and Paseo del Volcan Transmission Line: City of Rio Rancho
- 35th Ave. Waterline: City of Rio Rancho
- Corrales Wells 2 and 3: CDM Smith
- Rio Grande/Candelaria Water Line: Albuquerque Bernalillo County Water Utility Authority
- Buckman Arsenic Evaluation: CDM Smith
- Buckman Direct Diversion (BDD) Pipeline Design/Build Project: Jacobs
- Buckman Parallel Line: City of Santa Fe
- Carnuel Water System Improvements: Albuquerque Bernalillo County Water Utility Authority
- City Center Booster Station: City of Rio Rancho
- College Mesa Water Treatment Plant Auxiliary Finished Water Storage Tank: City of Durango
- Cordero Mesa Reach 2 Waterline: Bernalillo County
- Corrales Trunk Sequencing Plan and Master Plan Completion: Price Land and Development Group, Inc.
- Country Club Dr. Reconstruction and Water Line Replacement: City of Rio Rancho
- Effluent Reuse Waterline, Ph. 1B: City of Clovis
- Apache Graben Water Project: Laguna Development Corporation
- Enchanted Hills Tank 12W: City of Rio Rancho
- Waterline Replacement Design/Build Project: Kirtland Air Force Base
- North Canal St. Water Line: City of Carlsbad
- CBI Potable Waterline Replacement: Public Service Company of New Mexico
- River Diversion Pipeline to San Juan Generating Station: Public Service Company of New Mexico
- Pojoaque Basin Regional Water System (PBRWS) Design/Build Project: CDM Smith
- Reservoir No. 12W: City of Rio Rancho
- S-1 Southwest Tank Supply Pipeline: City of Santa Fe
- San Juan Chama Water Transmission Pipeline #3: Albuquerque Bernalillo County Water Utility Authority
- Vacuum Station 63 Rehab Design: Albuquerque Bernalillo County Water Utility Authority
- Westside Water System Improvements: Pueblo of Isleta



DENISE ATEN, AICP | PLANNER

30+ YEARS' EXPERIENCE | AICP 023292
MS ENV. PLANNING, BA MATHEMATICS & ECONOMICS

Denise Aten has gained invaluable experience in implementing a variety of infrastructure planning projects for numerous rural and larger communities throughout New Mexico. She brings experience with state and federal agencies and their regulatory requirements, as well as the complexities of NEPA. She also brings extensive experience in leading public involvement activities, coordinating with multiple agencies and stakeholder groups. Denise has direct experience with implementing equitable and diverse outreach programs built from her experience with bi-national, multi-lingual, and multi-cultural initiatives.

Denise was a key team member for Santa Fe County's Infrastructure Build Out Plan/Capital Improvement Plan. On this project, she was responsible for client management, analysis of infrastructure needs, and supporting the development of the capital improvement plan. She also was responsible for applying current planning studies and associated assumptions to define the infrastructure required to support new development through the year 2040. Infrastructure types analyzed included future water, wastewater, roadways, parks and open space, along with the provision of public services. A prioritization plan for implementation was a critical part of the final product.

Project Experience:

- Regional UFO Skate Complex: City of Roswell
- Bike-Ped Master Plan: City of Rio Rancho
- Main Street Wayfinding Signage Design: City of Roswell
- Infrastructure Build Out Plan/Capital Improvement Plan: City of Santa Fe
- Acequia Trail Crossing: City of Santa Fe
- Acequia Train Underpass at St. Francis Drive: The Louis Berger Group
- NMDOT Cerrillos Road Pedestrian Study: NMDOT
- Capital Improvements Program (CIP)/Impact Fees Study: Santa Fe County
- Comprehensive and Asset Management Plans: Grant County
- Design and Construction Standards Update: Los Alamos County
- Land Development Standards: City of Gallup
- Santa Fe River Trail connections and Improvements: The Louis Berger Group, Inc.

EXPERIENCE

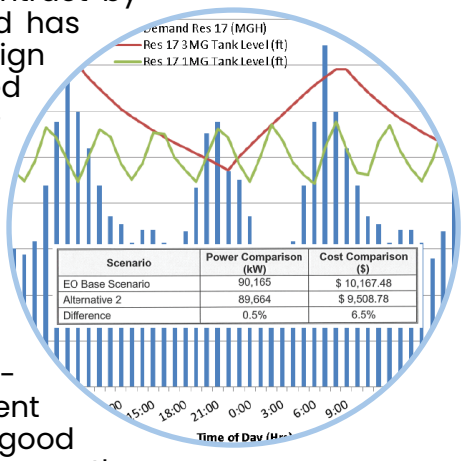
Founded in 1959, BHI is a leading multidisciplinary planning, engineering, spatial data, and advanced technologies firm serving the municipal infrastructure needs of communities throughout New Mexico. Celebrating 65 years of successful service, BHI has grown into a nationally recognized service provider in the areas of civil and structural engineering, traffic and transportation engineering, planning, land surveying, GIS, aerial mapping (photogrammetry and LiDAR), water resources, and utility engineering. Our breadth of collaborative expertise enables us to see project solutions from concept through completion. We have developed a staff of professionals, currently more than 240 strong, within a diverse company structure that allows us to provide our clients with a full range of integrated services. Our firm's management philosophy embraces continuous quality improvement initiatives, direct owner involvement, dedication of resources, principal-level leadership of each primary discipline, team-driven services, and direct client-staff communications.

EXPERIENCE WITH PROJECTS OF SIMILAR SCOPE

The following represents our team's experience performing projects with similar scopes.

ON-CALL AND WATER SYSTEM MASTER PLAN | CITY OF RIO RANCHO

BHI was awarded a Water Systems On-Call contract by the City of Rio Rancho nearly 20 years ago and has been conducting water system planning and design activities for Rio Rancho ever since. BHI developed plans that prioritized system upgrade improvements to satisfy the short-term and long-term service requirements. BHI has continuously updated and maintained the City's hydraulic water model, which we use to analyze changes to system operations, to analyze impacts of proposed development, and for master planning purposes. BHI has completed several master plans for the City over the course of 15 years, evaluating various specific aspects of the City's current and future water system. As a result of being a good steward of the City's hydraulic model, BHI has recently been selected to complete the City's latest Water System Master Plan which was kicked off with the City in July 2024. This continues the strong partnership between BHI and the City.



Scenario	Power Comparison (kW)	Cost Comparison ($)
EO Base Scenario	90,165	$ 10,167.48
Alternative 2	89,664	$ 9,508.78
Difference	0.5%	6.5%

The following are some of plans we have completed:

Existing Water System Evaluation: BHI was selected to prepare and then validate a water system model that represents the City's current water system. BHI completed the Existing Water System Evaluation, which specifically discussed in detail the work effort and steps involved in developing a validated water system model and the subsequent evaluation of the existing water system performance.

Water Age and Electrical Optimization: BHI conducted a water quality (WQ) analysis of the Rio Rancho water system and an electrical optimization (EO) analysis. The WQ analysis identified locations where water age may present potential concerns and evaluated modifications to system operations to mitigate water quality issues associated with aged water. The EO analysis identified the potential for electrical cost savings by operating pumps during off-peak electric usage hours.

Ultimate Water System Evaluation: Upon completion of the preceding task, BHI was asked to expand the study to include an evaluation of system infrastructure requirements, including new supply sources to support ultimate development of the City to the current city limits. The Existing Water System evaluation considered

generally existing development and used water billing related data as a means of generating spatially accurate system demands. The Ultimate System Water Model addressed water use for future development in terms of use per acre by land use type. This report discussed a very detailed investigation of current system demand by customer land use type, performed by BHI, which resulted in approved water use per acre by land use category. This report also contained a determination of those lands for which water has been committed through various agreements by the City, an estimate of full development water needs, and finally an evaluation of infrastructure required to serve those needs. In addition to identifying the infrastructure requirements, the evaluation provided the location and quantity of additional supply sources needed to satisfy projected peak water use needs.

The most critical water-related boundary condition identified in the evaluation of the ultimate system status and performance is that of supply needed for the City's future customers. This required accurately projecting buildout demands based on the approved water use values and patterns by land use category for vacant and redevelopment parcels within the service area boundary. Additionally, analyzing the likelihood and consequence of a failure helped prioritize the phasing of recommended projects out into the future.

Miscellaneous Model Uses: As a result of maintaining the City hydraulic model, BHI has had the privilege of using it to evaluate regional master plans such as Los Diamantes and Unit 10, as well as countless water availability studies for developments through the system, such as Paseo 550, Moccasin Ridge, and Cuesta al Este. BHI also pioneered using a hydraulic model for ISO audits, allowing municipalities to use a hydraulic model as part of ISO rating rather than requiring fire hydrants to be exercised and tens of thousands of gallons wasted.

NORTH NON-POTABLE WATER SYSTEM ANALYSIS | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY

As part of BHI's on-call agreement with the Albuquerque Bernalillo County Water Utility Authority (Water Authority), the Water Authority tasked BHI with reviewing and updating its non-potable hydraulic model and using it to analyze multiple supply scenarios to identify capital improvements to create more redundancy within the system.

The system is typically fed with San Juan Chama Water from the Rio Grande. However, depending on the flows in the Rio Grande, supply to the non-potable system may not be available. To supplement supply, the Water Authority plumbed a couple high arsenic wells into the non-potable system, but these wells are only sufficient to provide redundancy to portions of the system.

BHI updated the model demands based on billing data and spatially associated the demands from meter points to model junctions. BHI also updated diurnal patterns and control points to accurately reflect system operations while working closely with Water Authority staff.



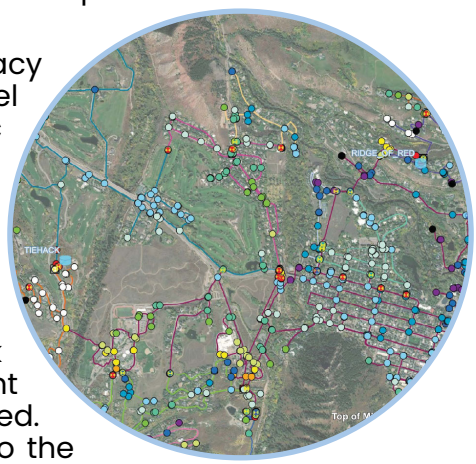
BHI analyzed plumbing more high arsenic wells into the non-potable system and implementing flow control valves at key facilities to allow supply to drop from one pressure zone to a lower pressure zone.

BHI determined flow control valve sizing and flowrates so this system is not dependent on San Juan Chama water to meet customer demand. Additionally, the proposed solution for interconnecting non-potable wells into the system was strategically placed to minimize pipeline length while leveraging the existing well pumps to operate near their original design point.

These improvements are actively being implemented, and BHI is providing construction support.

MODEL DEVELOPMENT, MISCELLANEOUS SYSTEM OPERATIONS AND WATER AVAILABILITY REQUESTS | CITY OF ASPEN

The City of Aspen's water distribution system provides retail service to a population of roughly 7,000 people with four wholesale customers. This unique water distribution system has 15 pumping stations, 22 pressure zones, and 150 miles of pipeline. During an average day, the water treatment plant produces 18 MGD.



BHI was selected in April 2018 to update a legacy water distribution system (WDS) hydraulic model for the City of Aspen. The new WDS hydraulic model was developed in InfoWater software, using GIS elements from the legacy model, facilities data from as-builts, map books, previous master plans and studies, and data gathered from site visits and workshops. Physical topology was expounded upon, elevations updated, valve control settings established, tank levels and controls entered, pump design point curves created, and customer meters geolocated. A single average day demand was allocated to the model based on monthly meter sales. From this scenario, peaking factors and patterns were used to drive all demand variations.

With completion of the hydraulic model, BHI has had the privilege to continue assisting the City with system analyses for new infrastructure performance and recommended improvements. This includes:

- **Lumber Yard Development Water Modeling Analysis** was completed analyzing a new multi-use, multistory facility near the airport. BHI analysis included operational adjustments projecting tank storage levels critical to serving the new development without adversely impacting the level of service to existing customers.
- **Reds Analysis** included three elements related to the operations of the Upper, Lower, and West Reds facilities in the northwest portion of the service area. The analyses included verifying the pipe diameter proposed in Red Mountain Road, calculating the generator sizing requirements at West Reds, and consolidating the Lower Reds Pressure Zone into the West Reds Pressure Zone, along with the capital projects and phasing that would be required.
- **Willoughby Way Analysis** reviewed the City's ability to realign the 16-inch waterline transferring supply to the West Reds Facility Site. It also reviewed the check valve operations within Willoughby Way to send water west to east within the Gravity Zone toward Rubey Pump Station and Rubey Pump Station's ability to serve West Reds.
- **Aspen Ski Company Analysis** evaluated snow-making operations and the impacts to the existing system supply availability and facility operations, particularly at the Little Nell Pump Stations and the Highlands Tank and PRV.
- **Tiehack Valve Vault Review and Design** included a review of another engineer's valve vault design configuration and future operations. The Tiehack Tank is typically served from the Thomas Valve along Hwy 82, and the Tiehack Facility is the main supply to the Buttermilk district and sets the hydraulic grade line for sending water east to the airport. BHI reviewed the original design and provided an alternative concept accepted by the City. BHI was then tasked with the design on the new configuration which has since been constructed.

BHI continues to serve as a water system hydraulic modeling expert for this community. The City considers BHI a key partner in evaluating and providing recommendations to improve it water system performance.

WATER UTILITY MASTER PLAN OUTLINE AS DETAILED IN THE RPF

TASK 1: DATA COLLECTION AND SYSTEM INVENTORY

- » Acquisition of Existing System Data
  - › Obtain and review existing maps and inventories
  - › Review recent and planned development
  - › Review chronic problems
  - › Conduct site visits
  - › Compare and update system map
- » Evaluate Water Requirements
  - › Evaluate Existing Water Use Data
  - › Estimate Future Water Requirements

TASK 2: MODEL DEVELOPMENT AND CALIBRATION

- » Build a model of the water distribution system
- » Field Testing Program
  - › Prepare field testing program
  - › Conduct field testing program
- » Workshop #1 with Model Calibration Results

TASK 3: CURRENT SYSTEM EVALUATION

- » Current System Modeling
  - › Water supply facilities
  - › Service levels
  - › Distribution system components
  - › Pumping and storage
  - › Fire hydrant/fire flow assessment
  - › Emergency connections
  - › Water quality issues
- » Develop Current System Improvement Plan
- » Workshop #2 with Current System Analysis

TASK 4: BUILD-OUT SYSTEM MODELING

- » Build-Out System Modeling
- » Develop Build-Out System Improvement Plan
- » Workshop #3 with Build-Out System Evaluation Results

TASK 5: COST ESTIMATES & IMPROVEMENTS PHASING & CRITICAL NEEDS

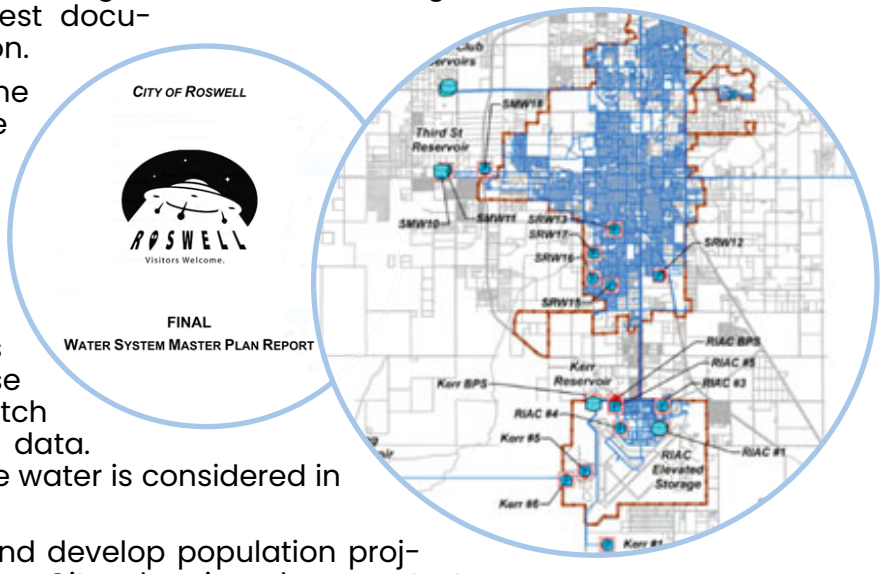
- » Cost Estimates
- » Improvement Phasing Plan
- » Workshop #4 with Recommended Improvements & Critical Needs

TASK 6: WATER UTILITY MASTER PLAN REPORT

- » Prepare Draft Water Utility Master Plan Report
- » Final Water Utility Master Plan Report

TASK 1:
DATA COLLECTION AND SYSTEM INVENTORY

BHI will review and request information provided by the City. Documents anticipated to be examined include the existing model, GIS Mapping and mapbooks, previous master plans, record drawings, billing information, fire hydrant data, and potential field tests during the initial stages of this phase. BHI will keep a log of the data requests and documents received. BHI will prioritize regular communication with the City's Project Manager, who will facilitate gathering the data request documents and information.



To illustrate how some information will be incorporated into the model, BHI anticipates using the billing data to spatially allocate system demands to model junctions and then scaling these demands to match reported production data. This was non-revenue water is considered in the model results.

BHI will also review and develop population projects and review other City planning documents to understand the planned growth of the community. This will help determine future flows and redevelopment areas which could impact existing infrastructure. As noted in the RFP the timelines will include years 2025, 2030, 2040, and buildout. BHI will compare the previous model infrastructure against the latest readily available aerial imagery to determine where new development has already occurred since the last model updates and add the new infrastructure to the model using record drawings.

BHI will also request documentation on line breaks and boil alerts to help determine areas of concerns as well as meet with Roswell to understand where existing trouble spots are to make sure the model reflects the field conditions.

BHI will summarize the documents received and modifications made in a brief technical memorandum (TM), which will document data and how it was processed as it will be the basis of the model. This TM is anticipated to be a chapter in the final Master Plan.

BHI will also complete a site visit to verify all data needs are identified up front to more efficiently complete the infrastructure assessment and identify improvements.

Deliverables:

- Data request log
- Final technical memorandum

TASK 2:
MODEL DEVELOPMENT AND CALIBRATION

The data provided in Task 1 will be the basis of the hydraulic model. BHI anticipates the model will be loaded using Thiessen polygons incorporating meter points surrounding a model junction.

Under this task, BHI will:

Review all hydraulic model pipes, tanks, reservoirs, and valves and ensure parameters accurately represent existing equivalent GIS layers.

Ensure meter-to-junction assignment is spatially accurate for each pressure zone.

- BHI will complete this by associating GIS meter points with billing data, then generating Thiessen polygon per pressure zone and assigning all meter points with their billing data to the junction associated with the Thiessen polygon so the model demand is spatially correct.
- BHI will then scale the demands up to the production data volume to account for any non-revenue water not being accounted for.

Ensure appropriate diurnal patterns for demand are used for at least peak day demand, winter demand, and average day.

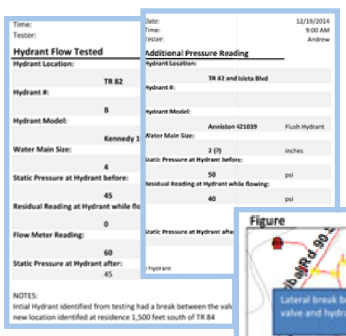
Review pipe and junction placement within the model to ensure water network is spatially represented in an accurate manner across the entire city.

BHI will compare the model output to the fire hydrant data provided by the City. By comparing hydrant pressure and flow data to model output data BHI and the City will be able to determine how representative the model is to field conditions. Where large discrepancies are noted, BHI will identify primary and secondary hydrants to develop a field testing program to document static pressures, residual pressures, and flowrates. BHI will also document tank levels and other system set points to recreate field conditions in the model. Additionally, BHI will discuss with the City how hydrant water will be discharged: Will it be acceptable to discharge straight on the ground or into a water truck?

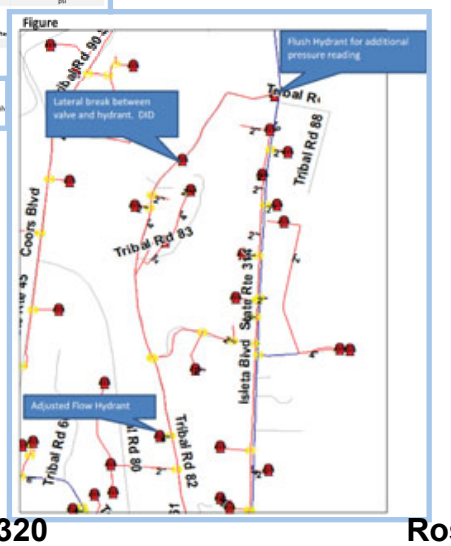
As part of this field testing program, BHI will create data sheets to take into the field to document the site conditions which can then be incorporated into a summary document detailing the field testing program and results.

By obtaining this field information BHI will be able to verify pipe diameters and possibly help identify closed valves.

BHI staff will document the results of this modeling analysis and improvements in a draft technical memorandum and later incorporate in final form into the Report. BHI will hold a workshop with the City to present the findings in a PowerPoint format.


Hydrant Flow Tested

Additional Pressure Reading



Deliverables:

- Draft technical memorandum
- Workshop, including PowerPoint Presentation
- Review meeting minutes
- Final technical memorandum

TASK 3:
CURRENT SYSTEM EVALUATION

Prior to any analysis, BHI will review design, utilization, operation, and reliability criteria (e.g., dedicated transmission system; storage system with distributed facilities sized to meet domestic, fire, equalization, and emergency storage; system redundancy; pipe velocities; system pressures; acceptable head loss; pump cycling frequency; etc.) and will make recommendations for either establishing or changing specific design, operation, and reliability criteria.

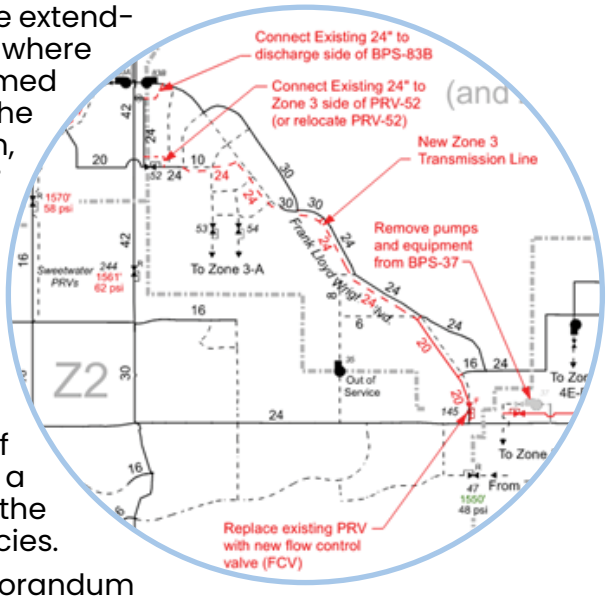
These recommendations will be fully documented in a technical memorandum. BHI will detail water system design criteria and methodology that will be used to analyze the water system and identify system deficiencies, plan for system improvements, and plan for system expansion.

The BHI team will define transmission and distribution lines by function and size in the water system and will list and summarize the attributes of all storage facilities, including the geographic area served by each tank.

At this point the existing operational controls for wells, booster stations, tank levels, and hydraulic control valve settings should accurately reflect the system operations as a result of the efforts in Task 2. Consequently, BHI will use model output to review tank turnover at the storage facilities, determine the run-times for booster stations and well pumps to determine if there is sufficient storage facilities as well as transfer capacity.

Based on the evaluation criteria BHI will flag deficiencies in the base level of service and develop projects to address these concerns. In addition to extended period simulations for standard operations, BHI will run static model runs to evaluate emergency conditions such as fire flow.

BHI recommends running water age analysis under minimum day demand conditions to qualitatively evaluate water quality. Water quality modeling is more expensive and requires sampling at all supply points and calculating decay rates for each supply point as inputs into the model. A water age analysis can leverage the base extended period simulation model and identify where water takes the longest to be consumed which works under the assumption that the longer the water remains in the system, the more likely there is to be a water quality concern. In addition to capital projects, BHI will review different operational set points to possibly address wage age concerns or other concerns noted in the system.



BHI will document where existing deficiencies exist in the current system utilizing model outputs to develop figures of the water system. BHI will also develop a separate model scenario which models the proposed resolutions to existing deficiencies.

BHI will complete a draft technical memorandum summarizing the findings and will present the findings and recommendations in a workshop, where BHI will receive comments from the City and address them in a final technical memorandum.

Deliverables:

- Draft technical memorandum
- Workshop, including PowerPoint presentation
- Workshop minutes
- Final technical memorandum

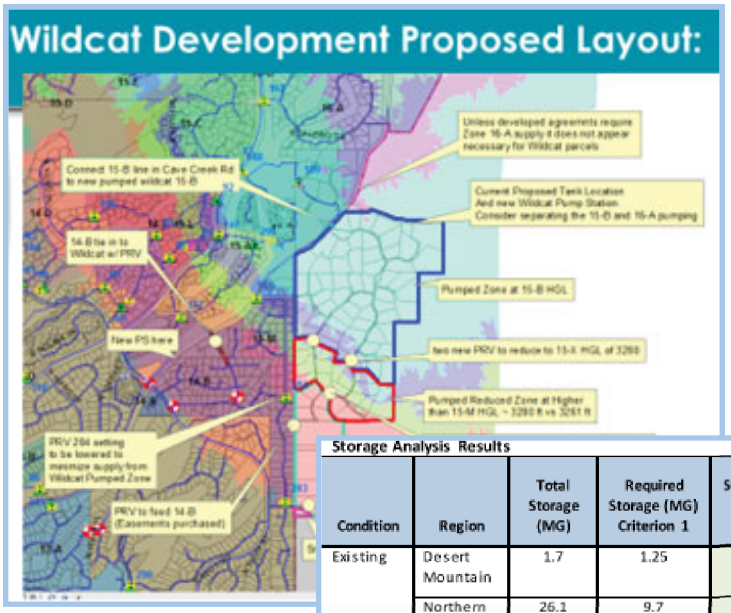
TASK 4:
BUILD-OUT SYSTEM EVALUATION

BHI will run an extended period simulation in the City's hydraulic model to determine customer pressures and evaluate pipe velocities, booster station firm capacities, and storage tank volumes for future buildout conditions. This means future pipes and demands activated in the model to represent 2030, 2040, and buildout. Additionally, BHI will assign fire flow to model junctions using land use designations for the fire flow rates.

BHI will document where deficiencies exist in the current system with the larger demand scenario along with properly sizing future infrastructure required to extend service where future developments are expected within the City boundary. The model outputs will be used to develop figures of the water system and proposed infrastructure. BHI will also develop a separate model scenario which models the proposed resolutions for future buildout transmission lines, storage tanks, and booster stations needed for growth as well as address deficiencies additional demand will trigger in the existing infrastructure.

BHI will complete a draft technical memorandum summarizing the findings and complete a review meeting presenting the findings and recommendations.

BHI will receive comments from the Owner and address comments in a final technical memorandum.



Storage Analysis Results

Condition	Region	Total Storage (MG)	Required Storage (MG) Criterion 1	Storage Surplus/ Deficit (MG) Criterion 1	Required Storage (MG) Criterion 2	Storage Surplus/Deficit (MG) Criterion 2	Available % of Criterion 2
Existing	Desert Mountain	1.7	1.25	0.45	2.4	-0.7	71%
	Northern	26.1	9.7	16.4	19.6	6.5	133%
	Central	30.5	12.9	17.6	29.3	1.2	104%
	Southern	16.5	6.0	10.5	17.3	-0.8	95%
	City-wide	74.8	29.8	45.0	68.6	6.2	109%
Future	Desert Mountain	2.7	2.1	0.6	4.8	-2.1	56%
	Northern	26.1	16.3	9.8	38.4	-12.3	68%
	Central	26.9	15.5	11.4	37.9	-11.0	71%
	Southern	14.5	7.6	6.9	23.9	-9.4	61%
	City-wide	70.3	41.5	28.8	105.0	-34.7	67%

Deliverables:

- Draft technical memorandum
- Review meeting, including PowerPoint presentation
- Review meeting minutes
- Final technical memorandum

TASK 5:
COST ESTIMATES AND IMPROVEMENTS PHASING & CRITICAL NEEDS

For all the capital projects BHI will develop a summary sheet which includes type of project, project location, purpose of the project, project elements (i.e. pipe or pump) and a budgetary estimate. BHI will present the projects to the City and verify project priorities.

BHI will also coordinate with the City to understand their capital budget and develop buckets for projects for the 5-, 10- and 15- year intervals.

Critical needs are defined as described in the RFP.

Deliverables:

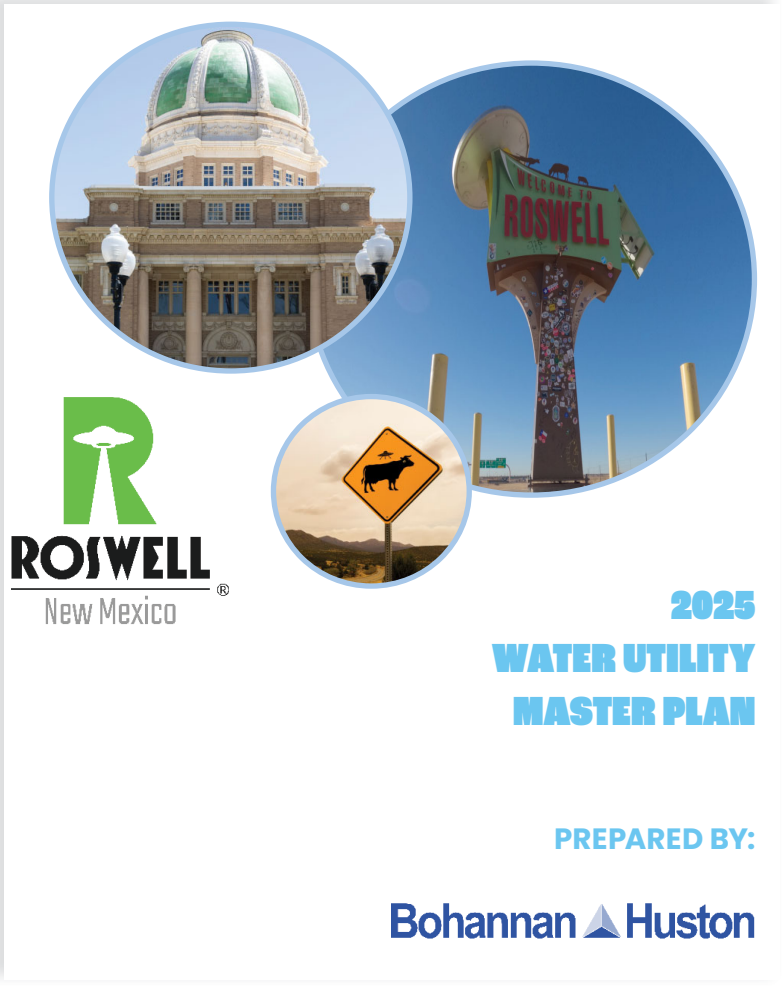
- Capital project data sheets, including conceptual cost estimates
- ICIP phasing periods identifying capital projects
- Draft chapter

TASK 6:
WATER UTILITY MASTER PLAN REPORT

BHI will consolidate the technical memoranda developed in the previous tasks, including the figures and findings presented at the workshops, into the Draft Master Plan for the City to review. Additionally, BHI will develop conceptual cost estimates for the proposed improvements to address deficiencies under existing conditions, future conditions, and infrastructure required for new development.

BHI will submit the Draft Master Plan for the City to review and then schedule a review meeting with the City to obtain comments and discuss proposed improvement phasing to facilitate ICIP planning of needed infrastructure.

BHI will compile meeting minutes and address comments received in a final Water Utility Master Plan Report.



Example report cover

Deliverables:

- Draft master plan
- Review meeting & minutes
- Final master plan

ANTICIPATED TIMELINE

BHI anticipates each phase of this project will take approximately one month each. We believe the completion date set in the RFP of June 30, 2025 is reasonable and can be accomplished.

PROJECT COST

The project cost can be found in the Appendix on the following page.

Finance Committee Meeting
187 of 320
Roswell, NM

EXHIBIT B - DESIGN SCOPE FEE

Name of Project: City of Roswell 2025 Water Utility Master Plan

Client: City of Roswell

Principal-in-Charge/ PM, Des. Eng: TAB/NDR **Approved by:** LJH

inits.

Task / Activity	Engineer 7, PIC	Planner 7	Engineer 6, PE	Engineer 5	Engineer 3	Planner 3	Engineer 2	Engineer Tech 6	Tech Specialist 3	Admin Prof 6	Other Groups	Subconsultant	Other Groups	Reimbursable Expenses	Task Sub-Totals Per-Hrs	Task Sub-Totals Cost
Hourly Rate:	$ 270	$ 270	$ 245	$ 210	$ 165	$ 165	$ 140	$ 140	$ 110	$ 120						
TASK 1: Data Collection and System Inventory		**12**	**56**			**48**	**126**				**$ -**	**$ -**	**$ -**	**$ -**	**242**	**$ 42,520**
1.1 Acquisition of Existing System Data																
1.1(a) Obtain and Review Existing Maps and Inventories			4			12	10									$ 4,360
1.1(b) Review Recent and Planned Development			4			12	10									$ 4,360
1.1(c) Review Chronic Problems			4				10									$ 2,380
1.1(d) Conduct Site Visits			16				16									$ 6,160
1.1(e) Compare and Update System Map			4				24									$ 4,340
1.2 Evaluate Water Requirements																
1.2(a) Evaluate Existing Water Use Data			12				32									$ 7,420
1.2(b) Estimate Future Water Requirements		12	12			24	24									$ 13,500
Task 2: Model Development and Calibration		**4**	**76**			**16**	**188**			**8**	**$ -**	**$ -**	**$ -**	**$ -**	**292**	**$ 49,620**
2.1 Build a Model of the Water Distribution System																
2.1 Build a Model of the Water Distribution System			24				80									$ 17,080
2.2 Field Testing Program																
2.2(a) Prepare Field Testing Program			8				32									$ 6,440
2.2(b) Conduct Field Testing Program			16				24									$ 7,280
2.3 Workshop #1 - Model Calibration Results																
Draft Chapter			12				36			8						$ 8,940
Powerpoint Development		4	8			8	8									$ 5,480
Presentation (in person)			8			8	8									$ 4,400
Task 3: Current System Evaluation			**86**				**176**			**12**	**$ -**	**$ -**	**$ -**	**$ -**	**274**	**$ 47,150**
3.1 Current System Modeling																
3.1(a) Water Supply Facilities			6				12									$ 3,150
3.1(b) Service Levels			6				12									$ 3,150
3.1(c) Distribution System Components			6				12									$ 3,150
3.1(d) Pumping and Storage			6				12									$ 3,150
3.1(e) Fire Hydrant/Fire Flow Assessment			6				12									$ 3,150
3.1(f) Emergency Interconnections			6				12									$ 3,150
3.1(g) Water Quality Issues			6				12									$ 3,150

Finance Committee Meeting of 1/28/25
188 of 320
Roswell, NM

EXHIBIT B - DESIGN SCOPE FEE

Name of Project: City of Roswell 2025 Water Utility Master Plan

Client: City of Roswell

Principal-in-Charge/ PM, Des. Eng: TAB/NDR **Approved by:** LJH

inits.

Task / Activity	Engineer 7, PIC	Planner 7	Engineer 6, PE	Engineer 5	Engineer 3	Planner 3	Engineer 2	Engineer Tech 6	Tech Specialist 3	Admin Prof 6	Other Groups	Subconsultant	Other Groups	Reimbursable Expenses	Task Sub-Totals Per-Hrs	Task Sub-Totals Cost
Hourly Rate:	$ 270	$ 270	$ 245	$ 210	$ 165	$ 165	$ 140	$ 140	$ 110	$ 120						
3.2 Develop Current System Improvement Plan																
3.2 Develop Current System Improvement Plan			16				40									$ 9,520
3.3 Workshop #2 - Current system Evaluation Results																
Draft Chapter			12				36			12						$ 9,420
Powerpoint Development			8				8									$ 3,080
Presentation (in person)			8				8									$ 3,080
Task 4: Build Out System Evaluation		**8**	**52**			**24**	**124**			**12**	**$ -**	**$ -**	**$ -**	**$ -**	**220**	**$ 37,660**
4.1 Build Out System Modeling																
4.1 Build Out System Modeling		4	12			8	36									$ 10,380
4.2 Develop Build-Out System Improvement Plan																
4.2 Develop Build-Out System Improvement Plan			12				36									$ 7,980
4.3 Workshop #3 - Build Out System Evaluation Results																
Draft Chapter			12				36			12						$ 9,420
Powerpoint Development		4	8			8	8									$ 5,480
Presentation (in person)			8			8	8									$ 4,400
Task 5: Cost Estimates and Improvements Phasing & Critical Needs			**68**				**152**			**12**	**$ -**	**$ -**	**$ -**	**$ -**	**232**	**$ 39,380**
5.1 Cost Estimates																
5.1 Cost Estimates			20				60									$ 13,300
5.2 Improvement Phasing Plan																
5.2 Improvement Phasing Plan			20				40									$ 10,500
5.3 Workshop #4 - Recommended Improvements and Critical Needs																
Draft Chapter			12				36			12						$ 9,420
Powerpoint Development			8				8									$ 3,080
Presentation (in person)			8				8									$ 3,080
Task 6: Water System Master Plan Report	**8**	**8**	**28**			**36**	**76**			**32**	**$ -**	**$ -**	**$ -**	**$ -**	**188**	**$ 31,600**
6.1 Prepare Draft Water System Master Plan Report																
Address comments received from draft chapters			10			20	40									$ 11,350
6.1 Prepare Draft Water System Master Plan Report	8	8								16						$ 6,240
6.2 Final Water System Master Plan Report																

EXHIBIT B - DESIGN SCOPE FEE

Name of Project: City of Roswell 2025 Water Utility Master Plan

Client: City of Roswell

Principal-in-Charge/ PM, Des. Eng: TAB/NDR **Approved by:** LJH

inits.

Task / Activity	Engineer 7, PIC	Planner 7	Engineer 6, PE	Engineer 5	Engineer 3	Planner 3	Engineer 2	Engineer Tech 6	Tech Specialist 3	Admin Prof 6	Other Groups	Subconsultant	Other Groups	Reimbursable Expenses	Task Sub-Totals Per-Hrs	Task Sub-Totals Cost
Hourly Rate:	$ 270	$ 270	$ 245	$ 210	$ 165	$ 165	$ 140	$ 140	$ 110	$ 120						
6.2 Final Water System Master Plan Report			10			16	24			16						$ 10,370
6.3 Provide Software																
6.3 Provide Software			8				12									$ 3,640
Task 7: Project Management			30			16	46			3	$ -	$ -	$ -	$ -	95	$ 16,790
Kick-Off Meeting			8			8	8									$ 4,400
Progress Meetings/Minutes			16			8	32									$ 9,720
Monthly Progess Reports			6				6			3						$ 2,670
TOTAL PROJECT COST (EXCL. NMGRT):	8	32	396			140	888			79					1543	$ 264,720.00
TOTAL PROJECT COST (INCL. NMGRT @ 7.625):																$ 284,904.90

Regular Items 19.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:

Consider recommending authorization to utilize Roswell Independent School District (SRO) monies up to $90,000.00 to purchase Real Time Crime Center cameras and equipment. It will be reimbursed from the State Homeland Security Grant Program (SHSGP) grant. **(Aldana)**

- Funding Source - the money will be reimbursed by the State Homeland Security Grant Program (SHSGP) grant.

BACKGROUND:

Initiated by: Albert Aldana, Deputy Chief

The Roswell Police department obtained reimbursement from RISD for the School Resource Officers within the school district. The total amount was $100,000.00 which was obtained, deposited and transferred to RPD account. The money requested, which is only $90,000, will be used to purchase cameras and equipment for the Real Time Crime Center. Funding Source - the money will be reimbursed by the State Homeland Security Grant Program (SHSGP) grant.

FINANCIAL CONSIDERATION:

Monies used from our account will be reimbursed by the grant and placed back into our account.

LEGAL REVIEW:

No Legal review required at this time.

BOARD AND COMMITTEE ACTION:

At Public Safety meeting on 11/19/24, it was voted (4-0), to send to Finance Committee.

STAFF RECOMMENDATION:

Consider recommending approval to utilize Roswell Independent School District (SRO) monies up to $90,000.00 to purchase Real Time Crime Center cameras and equipment. It will be reimbursed from the State Homeland Security Grant Program (SHSGP) grant.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Regular Items 20.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Resolution 24-XX: Disposal of Certain Surplus Personal Property- consider recommending adoption of Resolution 24-XX authorizing the Disposal of Certain Surplus Personal Property. **(Hicks)**

BACKGROUND:
This request covers old/obsolete equipment and vehicles currently owned by the City of Roswell.

Exhibit A: items valued at less than $2,500, is a list of equipment that is no longer operational; therefore, is ready to be scrapped.
Exhibit B: items valued at over $2,500, is a list of vehicles and equipment that have exceeded their useful life or have been totaled by insurance.

FINANCIAL CONSIDERATION:
If there are no bids on these items at the set minimum, the minimum may be re-evaluated and the items will be relisted until sold. If an item still receives no bids, it will be recycled or disposed of in another acceptable manner.

LEGAL REVIEW:
The legal department has reviewed Resolution 24-XX- Disposal of Certain Surplus Personal Property.

BOARD AND COMMITTEE ACTION:
Finance Committee is the first to hear this item.

STAFF RECOMMENDATION:
Consider recommending approval of Resolution 24-XX authorizing the Disposal of Certain Surplus Personal Property to City Council.

Attachments

Resolultion 24-XX
DCSPP Less Than 2500
DCSPP More Than 2500

RESOLUTION 24-XX

A RESOLUTION AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PERSONAL PROPERTY

WHEREAS, the City is the owner of certain personal property, listed in Exhibits A and B to this Resolution; and

WHEREAS, NMSA 1978 § 3-54-2, authorizes the City to dispose of personal property at public or private sale; and

WHEREAS, the City has no use for the said personal property and wishes to dispose of the property, pursuant to § 3-54-2.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

1. The City has no use for the personal property listed in Exhibit A and B.

2. Each item of personal property listed in Exhibit A, has a value of $2,500.00 or less, as shown in the Exhibit, and may be sold at a public or private sale for cash without further notice, as provided in Section 3-54-2(A).

3. The personal property listed in Exhibit B may be sold at a public or private sale, upon notice published twice in the Roswell Daily Record, not less than seven days apart, with the last publication not less than fourteen days prior to the sale, as provided for in Sections 3-54-2(B) and (C).

4. Disposal of the personal property listed in Exhibit A and B is hereby authorized, pursuant to NMSA 1978 § 3-54-2.

PASSED, ADOPTED, SIGNED, and APPROVED the 12th day of December 2024.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST:

_____
Amalia Martinez, City Clerk

DRAFT

CITY OF ROSWELL
ASSET DISPOSAL LIST
FY2025 RESOLUTION 24-XX
DECEMBER 5, 2024

EXHIBIT A - VALUES LESS THAN $2,500

DEPT	REMOVAL TYPE	DESCRIPTION	COMPUTER SANITIZED Y OR N	PURCHASE COST	SERIAL OR VIN #	TAG #	ASSET #	DEPRECIATED VALUE	ESTIMATED VALUE		AUCTION RESERVE	MINUMUM PRICE
									$ -		$ -	$ -
SOLID WASTE	SCRAP	1999 CHEVROLET C3500 PICKUP		$ 22,917.00	1GBJC34F2XF069120	333	3872	$ -	$ -		$ -	$ -
WWTP	SCRAP	2010 FORD RANGER		$ 13,967.00	1FTKR1AD7APA60310	354	9206	$ -	$ -		$ -	$ -
WWTP	SCRAP	BATH, STEAM ELECTRIC HEATED		$ 1,095.95	610141496	1533	932	$ -	$ -		$ -	$ -
WWTP	SCRAP	CENTRIFUGE CAT MARATHON		$ 4,744.29	201N0009	1744	1883	$ -	$ -		$ -	$ -
WWTP	SCRAP	COD REACTOR, HACH		$ 691.87	891001125	743	3194	$ -	$ -		$ -	$ -
WWTP	SCRAP	OVEN, LABORATORY FISHER 615F		$ 721.48	30400088	766	3213	$ -	$ -		$ -	$ -
WWTP	SCRAP	DRYKEEPER, SANPLATEC AUTO-DESSICATOR		$ 552.96	MDLH42058-0003	769	3216	$ -	$ -		$ -	$ -

CITY OF ROSWELL
ASSET DISPOSAL LIST
FY2025 RESOLUTION 24-XX
DECEMBER 5, 2024

EXHIBIT B - VALUES MORE THAN $2,500

DEPT	REMOVAL TYPE	DESCRIPTION	COMPUTER SANITIZED Y OR N	PURCHASE COST	SERIAL OR VIN #	TAG #	ASSET #	DEPRECIATED VALUE	ESTIMATED VALUE		AUCTION RESERVE	MINUMUM PRICE
POLICE	AUCTION	2017 FORD EXPLORER		$ 6,500.00	1FM5K8AT7HGA89524	89524	26016	$ 2,166.70	$ 10,875.00	*	$ 3,625.00	$ 3,625.00
POLICE	AUCTION	2010 FORD CROWN VICTORIA		$ 21,763.00	2FABP7BV2AX110210	10210	8967		$ 4,300.00	*	$ 1,000.00	$ 1,000.00
POLICE	AUCTION	2010 FORD CROWN VICTORIA		$ 21,763.00	2FABP7BV2AX110224	10224	8976		$ 4,300.00	*	$ 1,000.00	$ 1,000.00
POLICE	AUCTION	2010 FORD CROWN VICTORIA		$ 21,763.00	2FABP7BV0AX140161	40161	9569		$ 4,300.00	*	$ 1,000.00	$ 1,000.00
POLICE	AUCTION	2011 FORD FUSION		$ 14,483.00	3FAHP0GA9BR226897	26897	9720		$ 5,900.00	*	$ 1,100.00	$ 1,100.00
POLICE	AUCTION	2013 DODGE CHARGER		$ 23,540.00	2C3CDXAT4DH672703	72703	13559		$ 8,375.00	*	$ 2,100.00	$ 2,100.00
POLICE	AUCTION	2015 CHEVROLET TAHOE		$ 29,790.00	1GNLC2EC7FR629690	29690	14736		$ 14,725.00	*	$ 3,300.00	$ 3,300.00
POLICE	AUCTION	2016 FORD EXPLORER		$ 5,500.00	1FM5K8AT5GGB25447	25447	26015	$ 1,833.30	$ 9,500.00	*	$ 2,375.00	$ 2,375.00
POLICE	AUCTION	2010 FORD CROWN VICTORIA		$ 21,763.00	2FABP7BV8AX140165	40165	9570		$ 4,300.00	*	$ 1,000.00	$ 1,000.00
POLICE	AUCTION	2010 FORD CROWN VICTORIA		$ 21,763.00	2FABP7BV1AX110215	10215	9033		$ 4,300.00	*	$ 1,000.00	$ 1,000.00
POLICE	AUCTION	2015 FORD EXPLORER		$ 5,000.00	1FM5K8AT7FGB13513	13513	26019	$ 1,666.70	$ 9,000.00	*	$ 2,250.00	$ 2,250.00
POLICE	AUCTION	2013 DODGE CHARGER		$ 23,415.50	2C3CDXAT3DH713516	13516	14112		$ 8,375.00	*	$ 2,100.00	$ 2,100.00
POLICE	AUCTION	2015 FORD EXPLORER		$ 11,547.00	1FM5K8AR4FGA88400	88400	26001	$ 2,718.49	$ 7,925.00	*	$ 1,950.00	$ 1,950.00
POLICE	AUCTION	2013 DODGE CHARGER		$ 23,415.50	2C3CDXAT7DH713521	13521	14117		$ 8,375.00	*	$ 2,100.00	$ 2,100.00
POLICE	AUCTION	2013 DODGE CHARGER		$ 23,415.50	2C3CDXAT2DH721736	21736	14123		$ 8,375.00	*	$ 2,100.00	$ 2,100.00
POLICE	AUCTION	2009 FORD CROWN VICTORIA		$ 2,500.00	2FAHP71V89X136933	36933	25030		$ 3,900.00	*	$ 975.00	$ 975.00
POLICE	TOTALLED	2013 CHEVROLET TAHOE		$ 13,820.00	1GNLC2E0XDR168830	68830	26002	$ 3,211.00	$ 9,224.60		FROM FRED LOYA INSURANCE CO.	
POLICE	AUCTION	2014 CHEVROLET IMPALA		$ 17,980.00	2G1WA5E34E1188517	88517	14628	$ -	$ 7,150.00	*	$ 500.00	$ 500.00
POLICE	AUCTION	2016 FORD EXPLORER		$ 5,500.00	1FM5K8AT5GGB28447	28447	26015	$ 1,833.30	$ 9,500.00	*	$ 3,100.00	$ 3,100.00
POLICE	AUCTION	2014 DODGE CHARGER		$ 23,291.00	2C3CDXAT6EH362246	62246	14733	$ -	$ 8,550.00	*	$ 2,800.00	$ 2,800.00
SOLID WASTE	AUCTION	2010 INTERNATIONAL GRAPPLER		$ 136,000.00	1HTJTSKN0AH275499	308	9032		$ 37,500.00	*	$ 4,000.00	$ 4,000.00
POLICE	TOTALLED	2019 FORD F-150 (ACCIDENT-KEPT SALVAGE)		$ 40,866.00	1FTEW1E53KFD34845	34845	25251	$ 4,086.60	$ 27,520.00		FROM NMSIF	$ -
POLICE	TOTALLED	2022 DODGE DURANGO (10/19/24 FLOOD)		$ 38,191.00	1C4SDJFT4NC192775	92775	26263	$ 24,824.08	$ 26,633.00		FROM NMSIF	
POLICE	TOTALLED	2014 CHEVROLET CAPRICE (10/19/24 FLOOD)		$ 19,000.00	6G3NS5U2XEL952313	52313	23093	$ -	$ 6,190.00		FROM NMSIF	
POLICE	TOTALLED	2019 FORD EXPLORER (10/19/24 FLOOD)		$ 5,000.00	1FM5K8AT6KGA31685	31685	26296	$ 3,666.72	$ 10,921.00		FROM NMSIF	
POLICE	TOTALLED	2016 FORD EXPLORER (10/19/24 FLOOD)		$ 6,500.00	1FM5K8AT3GGA28900	28900	26020	$ 2,166.70	$ 10,021.00		FROM NMSIF	
POLICE	TOTALLED	2018 FORD EXPLORER (10/19/24 FLOOD)		$ 47,750.00	1FM5K8AR1JGB93257	93257	25152		$ 13,129.00		FROM NMSIF	
POLICE	TOTALLED	2016 FORD EXPLORER (10/19/24 FLOOD)		$ 6,500.00	1FM5K8AT1GGB28428	28428	26010	$ 1,516.69	$ 10,021.00		FROM NMSIF	
POLICE	TOTALLED	2019 FORD F-150 (10/19/24 FLOOD)		$ 40,866.00	1FTEW1E55KFD34846	34846	25252	$ 4,086.60	$ 20,205.00		FROM NMSIF	
POLICE	TOTALLED	2023 DODGE DURANGO (10/19/24 FLOOD)		$ 42,343.00	1C4SDJFT7PC690441	90441	26416	$ 35,991.52	$ 28,382.00		FROM NMSIF	
POLICE	TOTALLED	2021 DODGE RAM 1500 (10/19/24 FLOOD)		$ 30,485.00	1C6RR7XT6MS567367	67367	26134	$ 12,194.04	$ 22,536.00		FROM NMSIF	
PARKS	TOTALLED	2015 CHEVROLET K1500 (10/19/24 FLOOD)		$ 30,302.00	3GCUKPEC5FG113373	1113	14631	$ -	$ 17,325.00	*	FROM NMSIF	
IT	TOTALLED	2008 CHEVROLET EQUINOX (10/19/24 FLOOD)		$ 19,933.00	2CNDL13F486286982	1002	8093	$ -	$ 3,950.00	*	FROM NMSIF	
WM&T	TOTALLED	2019 FORD F-250 SD (10/19/24 FLOOD)		$ 37,661.00	1FD7W2B61KED40480	1412	25184	$ -	$ 32,000.00	*	FROM NMSIF	
COMM ENH	TOTALLED	2009 FORD E-350 VAN (10/19/24 FLOOD)		$ 20,703.00	1FBNE31L49DA41016	571	8558	$ -	$ 9,075.00	*	FROM NMSIF	
FAC MAINT	TOTALLED	2012 CHEVROLET K2500 (10/19/24 FLOOD)		$ -	1GC1KVCG7CF138219	38219	26277	$ -	$ 21,175.00	*	FROM NMSIF	
FIRE DEPT	TOTALLED	2018 ROSENBAUER LADDER TRUCK (10/19/24 FLOOD)		$ 997,859.00	54F3EF715JWM12092	TRUCK 1	25203	$ -	$ 997,859.00	*	FROM NMSIF	
FIRE DEPT	TOTALLED	2010 PIERCE IMPEL FIRE TRUCK (10/19/24 FLOOD)		$ 453,157.00	4P1CJ01A4AA010762	ENGINE 2	9157	$ -	$ 453,157.00	*	FROM NMSIF	
FIRE DEPT	TOTALLED	2020 PIERCE PRCA PUMP TRUCK (10/19/24 FLOOD)		$ 474,800.07	1FVDCYFE1LHLX5464	ENGINE 6	26027	$ 102,873.35	$ 474,800.07	*	FROM NMSIF	
FIRE DEPT	TOTALLED	2012 PIERCE SABER GEM AERIAL (10/19/24 FLOOD)		$ 672,285.00	4P1CS01A6CA012710	E-3	13112	$ -	$ 672,285.00	*	FROM NMSIF	
FIRE DEPT	TOTALLED	2022 PIERCE SABER PUMPER (10/19/24 FLOOD)		$ 646,669.00	4P1BAAFF1NB024849	ENGINE 1	26374	$ 485,001.70	$ 646,669.00	*	FROM NMSIF	
POLICE	TOTALLED	2018 FORD EXPLORER (ACCIDENT 11/18/2024)		$ 47,750.00	1FM5K8AR3JGB93258	93258	25153	$ -	$ 12,750.00	*	FROM NMSIF	

* ESTIMATED FROM BEENVERIFIED

Regular Items 21.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending authorization for an expenditure of $42,016.01 to RoofCare Services for library roof repairs from Capital Improvement Funds. **(Costley)**

BACKGROUND:
Initiated by: Enid Costley
The Roswell Public Library has been plagued with water leaks over the years from the roof and ground level. We have addressed some of the problems by:

- Sealing the foundation and creating French drains on the south and west sides of the Library (Project completed July 2019 -- cost of $17,569.27).
- Installed new roof on the Bondurant Meeting Room (Project completed in FY 2021 by the Facilities Department - costs unknown).
- Repaired sidewalks so that water pools away to the building (Project completed in FY 2022 by the Engineer Department Capital Improvement Fund -- cost estimated at $35,000).
- Roof repairs including sealing cracks in grout, applying 2 coats of Acrylic Elastomeric Coating on block/rock walls, replacing seal above glass wall, inspecting and sealing all open parapet and curb inside and outside corners, edge metal details pipe, vent flashings, drains, and cleaning roof (Project completed FY23 -- cost $69.334.60).
- Roof maintenance covered additional roof repairs, cleaning and preventative maintenance (FY 2024 -- cost $11,502.17).
- The roof leaked on October 19, 2024 and RoofCare was asked to provide the attached quote for roof repairs ($42,016.01) and another quote for roof maintenance ($7,848.43) also attached.

FINANCIAL CONSIDERATION:
This is not a budget expense for the Roswell Public Library. The Roswell Public Library budgeted $12,601.16, for roof maintenance, but before P.O. 22500642 was sent to the vendor, the company was sold. Then the new owner died, and the new owner now provides roof care and maintenance. Option one: Do roof repairs and $12,601.16 is transferred into Capital Improvement fund and merged with $29,414.85 of capital improvement funds to pay for roof repairs. Option two: Do roof maintenance and roof repair. Transfer $4,752.73 to Capital Improvement funds ($12,601.16 - $7,848.43) and merge with $37,263.28 of capital improvement fund to do roof repairs and roof maintenance. Option three: Do roof maintenance and roof repair. Use $42,016.01 in capital funds to repair the library roof. $7,848.43 of Library general funds are used for roof maintenance and $4,752.73 are used for other library repairs including leaks in the girls' restroom that will include wall repair, fixing the outside faucet that leaks, providing hot water to the library and other building maintenance issues.

LEGAL REVIEW:
No Legal review required at this time.

BOARD AND COMMITTEE ACTION:
Finance Committee will be the first to hear this item.

STAFF RECOMMENDATION:
Consider recommending approval for an expenditure of $42,016.01 for RoofCare Services for library

roof repairs from Capital Improvement Funds.

Attachments

Library Roof Repair Proposal
Library Roof Maintenance

RoofCare SERVICES

Partnered with BlueThread Services

Evaluation and Proposal

Roswell Public Library

Nov 18, 2024



Proposal prepared for:

Nathaniel Mascarenas

Facility Maintenance Manager

Phone: 575-624-6807 EXT 3202

Email: n.mascarenas@roswell-nm.gov

Jesse Sanchez
Business Development Manager
101 E. Fiesta Dr
Carlsbad, NM 88220
c » 505-460-7696
o » 505-246-6960
jesse@roofcare.us

Project Information

Customer: City of Roswell – Roswell Public Library

3100 W. Brasher Rd.
Roswell, NM 88203
Phone: 575-624-6807 EXT3202

Project Address:

301 N Pennsylvania Ave
Carlsbad, NM 88201

Address Shown:



Area outlined above in red are the rooftop parapets that will be repaired &
Area outlined in yellow is where water filtration is occurring along the Rockwall.

Evaluation

Per your request, an inspection was performed at the above-mentioned property to determine the conditions of the existing rooftop parapet walls and determine the cause of leaks along the Granite/Rockwall to develop a scope of work that will address your current needs. This report only reports on the condition of the structure at the specific locations indicated in the image above. Locations were determined by the inspector according to probable areas of possible moisture intrusion and in accordance with accepted industry standards. No judgment is intended or given for any areas not reported on. For the purpose of clarification photos have been included. Our findings are as follows:

A. <u>Existing Conditions and Comments:</u>

- Granite wall/ Counter flashing detail
- Stucco Roof Parapets approx. 545 linear ft
- Overall condition: Fair
- Active Leaks: 10+

B. <u>Findings:</u>

1. There are various cement openings at granite/rock wall detail open to water entry and at counter flashing level
2. Water is filtration through the Rockwall and into the building.
3. Stucco roof parapets are cracked and deteriorating.
4. Cracks and breaks in the stucco may allow water to seep into the underlying structures.



Overview of Rockwall to roof leak area



Overview of Rockwall to roof leak area



Grout and cement openings



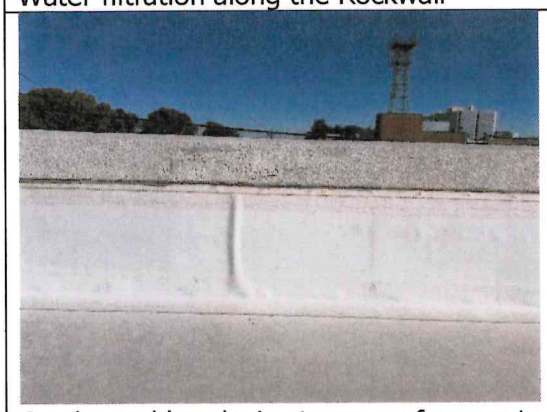
Overview of leak area at counter flashing



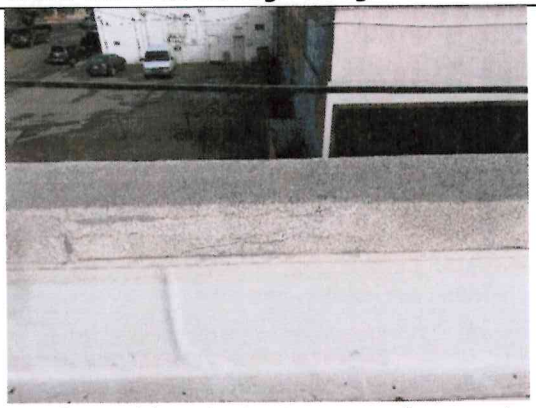
Water filtration along the Rockwall



Water filtration through along the Rockwall

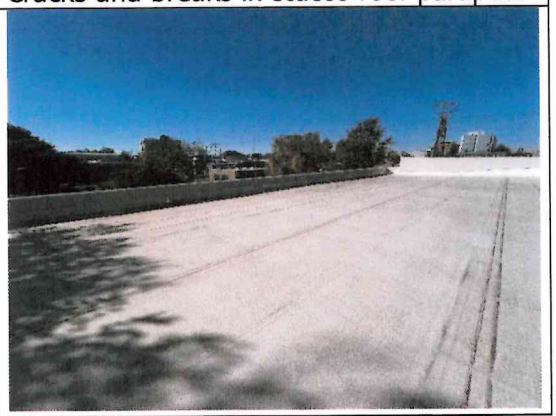


Cracks and breaks in stucco roof parapets



Cracks and breaks in stucco roof parapets





406 Roundtree Dr. Ste 330 Las Cruces, NM 88005

RoofCare SERVICES
Partnered with BlueThread Services

C. Conclusions:

1. We are recommending that the Granite/Rock walls are sealed and waterproof, and the stucco rooftop parapets be repaired, to minimize further interior damage to the structure.

D. Recommendations

Scope of Work –

Stucco Parapets Roof 1, 635 Sq. Ft.: Areas indicated in RED.

1. Power wash all parapets.
2. Fill holes and cracks with Butter Grade Gel to ensure they are smooth and flush and level with parapet surface.
3. Apply .5 gals/ 100 Sq Ft of clear base coating to parapet, to include top. To be rolled on.
4. Apply 1 gal/ 100 Sq Ft of top coating to parapet in two passes. Color will closely match.
5. Remove and discard all debris on entire roof

Clear Coat Parapet and Rockwall Waterproofing System

1. Pressure wash parapet Granite/Rockwall
2. Seal cracks in grout greater than ¼ in with a polyurethane caulk
3. Spray apply Two (2) Coats of S4000, to seal and minimize water entry through Rockwall and above the counterflashing's on the visible exterior detail at areas indicated in YELLOW
4. Inspect and seal all open, parapet and curb inside and outside corners, edge metal details, pipe, vent flashings, drains focusing on immediate leak areas indicated on map provided with a Polyurethane Membrane reinforced with a polyester fabric.
5. Remove and discard all debris on entire roof

E. Investment

Wall Waterproofing and Repairs	$ 37,991.50
Bond Fee 2.5%	$ 949.79
NMGRT @ 7.8958%	$ 3,074.73
TOTAL	$ 42,016.01

Warranty: 1-year

Contractors' workmanship performed

F. Exclusions:

1. Plumbing and electrical
2. All other non-roofing related requirements
3. Stucco and sheetrock/drywall
4. Roof CARE will not be responsible for weather conditions outside the recommendations of our manufacturer's guidelines and good roofing industry practice. We assume no liability for any delays due to inclement weather, temperatures or other "Force Majeure" events outside our control.

G. Project Duration Payment Schedule:

1. The duration of this project will be approximately **7 working days.**

2. Payment Terms:
   - 40 % due upon approval and mobilization, remainder due upon completion.
   - Pricing valid for 30 days.

_____ _____

Client Approval – *Print* *Date*

_____ _____

Client Approval – *Signature* *Option Selected*

Thank you for choosing RoofCare Services for your roofing solutions. If you have any questions regarding this proposal, or would like to schedule the project, please contact me at your convenience.

Sincerely,

Jesse Sanchez **11/18/2024**

DATE

Business Development Manager: Jesse Sanchez

RoofCare SERVICES

making roofs last.™

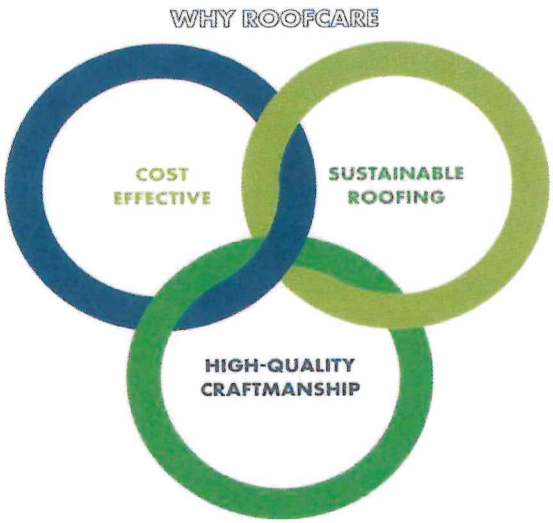
November 19, 2024
smartCARE Proposal

smartCARE Premium Roof Management Program 2024/2025

Proposal prepared for:

Nathaniel Mascarenas

Facility Maintenance Manager



Prepared by:

Jesse Sanchez
Business Development Manager -
PHONE: 575-288-2068
CELL: 505-460-7696
FAX: 505-243-9987
EMAIL: jesse@roofcare.us

Project Information

Customer Contact:

Nathaniel Mascarenas
3100 W. Brasher Rd.
Roswell, NM 88203
Phone: 575-624-6807 EXT.3202
Cell:575-914-1009
Email: n.mascarenas@roswell-nm.gov

Thank you for giving RoofCare Services the opportunity to provide our smartCARE Roof Management Program to the City of Roswell, NM.

Scope of Work: **smartCARE Premium**

- ★ 5-year roof management plan updated on a yearly basis
- ★ **Preventive Maintenance Annual or Semi-Annual**
  - Wall Inspection/Preventive Maintenance
  - Repair of minor splits, flashing laps, coping joints and voids
  - Tighten roof drain rings
  - Inspect and repair minor defects at perimeter details including parapet walls, metal edge and coping systems
  - Inspect and repair minor defects at penetrations including soil stacks, storm collars, ventilators, pitch pans, drains and scuppers
  - Inspect and repair minor defects at equipment curbs, skylights, roof hatches and expansion joints
  - Remove and dispose of debris from gutters and drains to ensure unrestricted flow
  - Remove and dispose of non-hazardous, typical debris and trash from roofs

- Identify roof leaks and correct those that can be addressed within the parameters of preventive maintenance ***(Leak sources that cannot be corrected by preventive maintenance will be temporarily sealed and brought to the attention of the district immediately, and a cost proposal for corrective repairs will be provided upon request)***
- ***Designed to maintain roof and keep roof at current condition level***

Building included within smartCARE scope of work:

- Roswell Public Library - 301 N Pennsylvania Ave, Roswell, NM 88201

Please Note: After maintenance is completed on the building, our client will receive an acknowledgement form (see attachment). This is you record of completed work and any other roof issues that might be occurring.

Investment:

Cost	$ 7,096.67
2.5% bond fee	$ 177.42
NMGRT @ 7.8958 % (updated July-Dec.2024 NMGRT rates)	$ 574.35
TOTAL	**$ 7, 848.43**
*Based on 28,966 Sq. Ft. of applicable roof area	

City of Roswell may utilize RoofCare CES Contract #2023-07-C314-ALL

- **Annual (1x per year) - Preventative Maintenance = .045/sq. ft.**
- **plus 1-time pressure wash @.20 cents/sq. ft.**

Payment Terms:

- Upon receipt of payment SmartCare service will begin, (2) progress payments
- Pricing valid for 30 days. **OFFICE USE JOB #**

Signature Jesse Sanchez Date 11/19/2024

Jesse Sanchez, BDM RoofCare Services

Signature _____ Date _____

RoofCare SERVICES Partnered with BlueThread Services

smartCARE

Regular Items 22.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Resolution 24-XX - Consider recommending adoption of Resolution 24-XX for receiving fire recruitment funds from the DFA. **(Fuller)**

BACKGROUND:
Initiated by: Daniel Fuller

The fire department applied for funding through the State of New Mexico for the hiring of new firefighters. This grant was approved and in order to receive the funds a resolution stating acceptance of the money has to be drafted and turned into the DFA.

FINANCIAL CONSIDERATION:
See Fiscal Impact below.

$ 393,750.00 over three years.

LEGAL REVIEW:
City attorney drafted the resolution.

BOARD AND COMMITTEE ACTION:
Public Safety Committee on 11/19/2024, voted (4-0) to recommend adoption of Resolution 24-XX for receiving fire recruitment funds from the DFA to the December 5, 2024, Finance Committee meeting with a recommendation to place on City Council consent agenda.

STAFF RECOMMENDATION:
Resolution 24-XX - Consider recommending adoption of Resolution 24-XX for receiving fire recruitment funds from the DFA.

Attachments

Draft Resolution 24-XX
Award Letter

RESOLUTION 24-XX

A RESOLUTION TO THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION FOR PARTICIPATION IN THE LAW ENFORCEMENT RECRUITMENT FUND (LERF)

WHEREAS, the City of Roswell and the Department of Finance and Administration have entered into a grant agreement under the Law Enforcement and Recruitment fund approved in the 2023 legislative session.

WHEREAS, the total grant allocation is Three Hundred and ninety three thousand seven hundred and fifty dollars and zero cents ($393,750.00), to be prorated as follows:

1. 100% up to $225,000 the first year,
2. 50% up to $112,500 the second year, and
3. 25% up to $56,250 the third year,

WHEREAS, the allocated funds will only be used to perform activities described in the allocations, and the City will follow allocations reporting procedures.

WHEREAS, the City of Roswell supports this project and desires to receive funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1 the City of Roswell hereby agrees to and approved entering into the agreement for appropriation number 24-ZI5036-46.

PASSED, ADOPTED, SIGNED and APPROVED ________, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

Docusign Envelope ID: 458D2893-1E75-4084-A658-9536428440AA

REIMBURSING AGENCY: Department of Finance and Administration

Business Unit: 341

RECIPIENT:

City of Roswell

APPROPRIATION NUMBER:	ALLOCATION AMOUNT:	REVERSION DATE:
24-ZI5036-46	**$ 393,750.00**	**June 30, 2025**

ALLOCATION PURPOSE

Three Hundred and ninety three thousand seven hundred and fifty dollars and zero cents over three years to be utilized in accordance with the provisions of HB2 to hire full time firefighter and emergency medical technician positions. The first allocations will be disbursed at 100% within 5 business days of acceptance of this agreement to include approval of the local governing body.

ALLOCATION DISBURSEMENT

The allocated funds will be disbursed over a three-year period, contingent upon amendment to HB2 during the next legislative session. Specifically, disbursements will occur as follows 100% up to $225,000 the first year, 50% up to $112,500 the second year, and 25% up to $56,250 the third year. The Allocation Recipient will submit to the Department of Finance & Administration this signed document and evidence of approval of the local governing body. Disbursements of funds will be made within 5 business days of receipt of the signed agreement and evidence of approval of the local governing body.

Funds for the first disbursement must be expended by June 30, 2025; the second 50% disbursement will be made in July 2025 to be expended by June 30th, 2026; and the last disbursement of 25% will be made in July 2026 to be expended by June 30, 2027. Any amount not expended in each of the three years will be returned to the State of New Mexico, Department of Finance and Administration in the year that it is scheduled for reversion. All expenditures must occur prior to the reversion date.

The Allocation Recipient agrees to submit quarterly reports using Exhibit A, Firefighter/EMT Recruitment Report, providing updates on the hiring of officer positions.

CERTIFICATION

I hereby certify that **City of Roswell**

1. Will only use the allocated funds to carry out and/or perform activities described in allocation language.
2. Will follow the procedure described in "Allocation Reporting" of allocated funds.

Signed by:
Matthew Miller, Fire Chief
533A8A564BA34B7...
Local Fire Department Agency

10/9/2024
Date

DocuSigned by:
Chad Cole
89E20CD7FE55473...
Authorized Local Governing Body Authority

8/27/2024
Date

APPROVAL

In accordance with the authority conferred on the Department of Finance & Administration by the statute appropriating these funds, I hereby approve this certification for appropriation number 24 ZI5036-46 in the amount of $225,000.

DocuSigned by:
Jeannette Gallegos
020E740B753A4C1...
Jeannette Gallegos
Interim Director, Local Government Division

10/9/2024
Date

Docusign Envelope ID: 458D2893-1E75-4084-A658-9536428440AA

REIMBURSING AGENCY: Department of Finance and Administration

Revised 06/25/2024

Business Unit: 341

STATE OF NEW MEXICO
Firefighter/EMT Recruitment Fund
Report Form
Exhibit A
https://forms.office.com/g/4Gzf2tDgPb

Allocation Recipient:	
Appropriation Number:	
Quarter Number:	

Name	Date of Hire	Title of Position	Salary Paid ($) during quarter	Benefits Paid ($) during quarter
Total Amount of Appropriation Funds Expended:			**Total: $**	**Total: $**

Add extra lines as applicable.

Narrative: (Provide description of next steps to fill any remaining vacant positions. Examples: hiring event or outreach using social media.)

Regular Items 23.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX. **(Jessica Vickers)**

BACKGROUND:
Initiated by: Jessica Vickers

The City posted RFP 25-004 City of Roswell Comprehensive Master Plan on September 22, 2024. Three proposals were received on October 29, 2024. The Evaluation Committee completed its review and recommended awarding this contract to Able City.

FINANCIAL CONSIDERATION:
See Fiscal Impact below.

LEGAL REVIEW:
Contract to be reviewed by Legal Department upon award.

BOARD AND COMMITTEE ACTION:
Legal Committee on 11/21/2024 voted 3-0 to refer to Finance Committee.

STAFF RECOMMENDATION:
RFP 25-004: Consider recommending approval of Award Recommendation for RFP 25-004 City of Roswell Comprehensive Master Plan and authorize the City Manager to enter into contract negotiations with Able City of El Paso, TX.

Attachments

Award Recommendation Report

ROSWELL
New Mexico

City of Roswell

Award Recommendation Report

To: Mayor and Council

From: Jessica Vickers, Community Development Manager, Project Manager

Date: November 12, 2024

Subject: Award Recommendation for RFP-25-004
City of Roswell Comprehensive Master Plan

The City of Roswell posted **RFP-25-004, City of Roswell Comprehensive Master Plan,** on September 22, 2024. Three (3) proposals were received on October 29, 2024. This RFP is to qualify a consulting firm to update the City of Roswell Comprehensive Master Plan. The Evaluation Committee completed its review and recommended qualifying and awarding this contract to Able City, LLC. The Purchasing Office concurs with the recommendation from the Project Manager.

The Offerors are listed below:

- Able City, LLC – El Paso, TX
- Consensus Planning, Inc – Albuquerque, NM
- Lydick Engineers & Surveyors, Inc – Clovis, NM

All Offerors were evaluated based on the following criteria:

- Company Experience
- Company Past Performance/References
- Proposed Key Personnel Experience
- Understanding the Scope of Work, Site, and Existing Conditions
- Special Design and Technical Competence of Business
- Proximity to or Familiarity with the Area
- Cost

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

Sincerely,

Jessica Vickers,
Community Development Manager,
Project Manager

Regular Items 24.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending authorization of the 2025 Finance Committee Meeting schedule. **(Nulf)**

BACKGROUND:
Initiated by Elizabeth Nulf:

Consider recommending authorization of the 2025 Finance Committee Meeting schedule.

LEGAL REVIEW:
No legal review required at this time.

STAFF RECOMMENDATION:
Consider recommending authorization of the 2025 Finance Committee Meeting schedule.

Attachments
2025 - Finance Committee Meeting Schedule

ROSWELL
New Mexico

City of Roswell 2024 Committee, Boards and Comissions meeting dates

City Council - 6:00 P.M. (2nd Thursday) Convention Center	Deadline for Agenda Items/Reports	PowerPoint Deadline	PowerPoint Presentation Review @ 9:30 am
January 9, 2025	December 30, 2024	January 6, 2025	January 8, 2025
February 13, 2025	February 3, 2025	February 10, 2025	February 12, 2025
March 13, 2025	March 3, 2025	March 10, 2025	March 12, 2025
April 10, 2025	March 31, 2025	April 7, 2025	April 9, 2025
May 8, 2025	April 28, 2025	May 5, 2025	May 7, 2025
June 12, 2025	June 2, 2025	June 9, 2025	June 11, 2025
July 10, 2025	June 30, 2025	July 7, 2025	July 9, 2025
August 14, 2025	August 4, 2025	August 11, 2025	August 13, 2025
September 11, 2025	August 29, 2025	September 8, 2025	September 10, 2025
October 9, 2025	September 29, 2025	October 6, 2025	October 8, 2025
November 13, 2025	November 3, 2025	November 10, 2025	November 12, 2025
December 11, 2025	December 1, 2025	December 8, 2025	December 10, 2025

Finance Committee - 2:00 P.M. (1st Thursday) City Hall	Deadline for Agenda Items	Approved Minutes (previous month) DUE	Draft Minutes (current month) DUE
January 2, 2025	December 14, 2024	January 5, 2025	January 12, 2025
February 6, 2025	January 21, 2025	February 9, 2025	Febraury 16, 2025
March 6, 2025	February 18, 2025	March 9, 2025	March 16, 2025
April 3, 2025	March 18, 2025	April 6, 2025	April 13, 2025
May 1, 2025	April 15, 2025	May 4, 2025	May 11, 2025
June 5, 2025	May 20, 2025	June 8, 2025	June 15, 2025
July 3, 2025	June 17, 2025	July 6, 2025	July 13, 2025
August 7, 2025	July 22, 2025	August 10, 2025	August 17, 2025
September 4, 2025	August 19, 2025	September 7, 2025	September 14, 2025
October 2, 2025	September 16, 2025	October 5, 2025	October 12, 2025
November 6, 2025	October 21, 2025	November 9, 2025	November 16, 2024
December 4, 2025	December 18, 2025	December 7, 2025	December 14, 2025

Non-Action Items 25.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Finance Department Reports

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

Attachments

GRT Finance Report
FY25 GRT Actual vs Budget-November 2024
FY25 - CAN Actual vs Budget - November 2024
November 2024 - RCCC Report

CITY OF ROSWELL

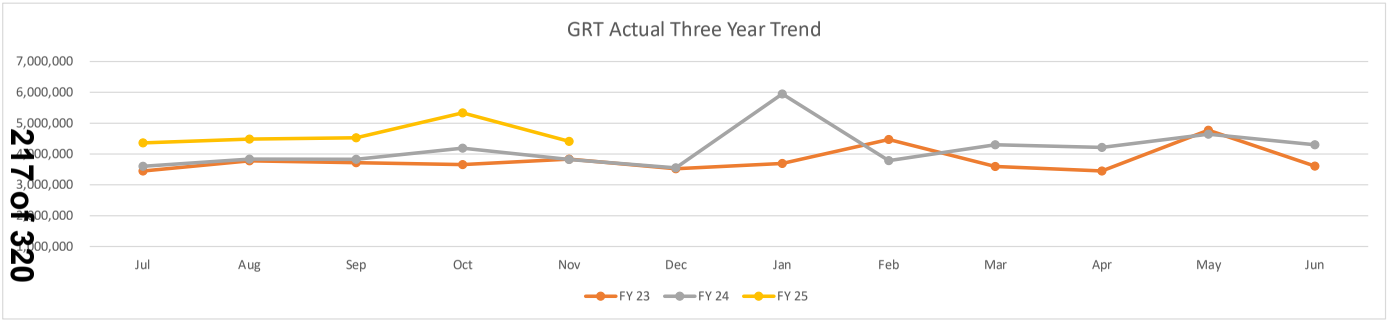
GRT ALLOCATION

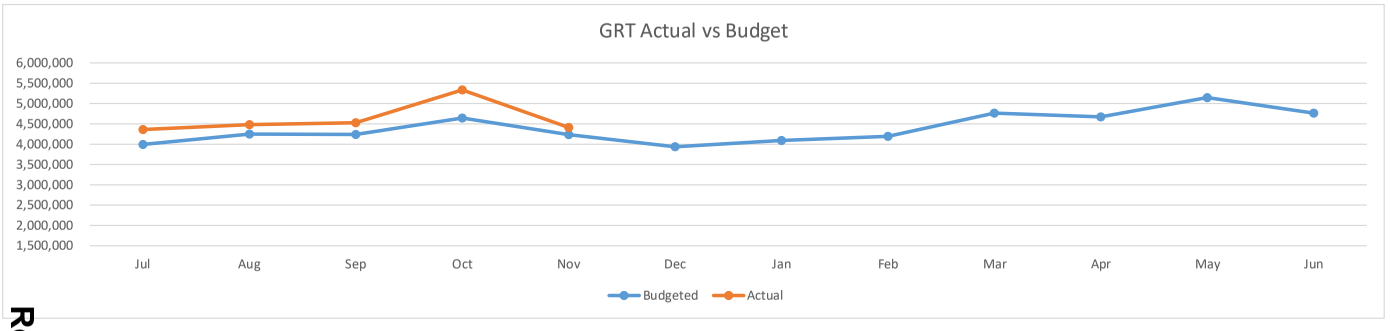
FY25

Fund	% of GRT	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	Total Actuals	FY25 YTD Budget	+/- Variance
General Fund	56.2512%	2,452,875.48	2,521,070.76	2,547,742.72	3,000,942.08	2,480,763.77	13,003,394.81	9,632,251.48	3,371,143.33
Roads	18.7504%	817,625.16	840,356.92	849,247.57	1,000,314.03	826,921.26	4,334,464.94	3,210,750.49	1,123,714.45
Recreation	9.3736%	408,744.97	420,108.98	424,553.41	500,074.13	413,392.07	2,166,873.56	1,605,101.27	561,772.29
Public Safety	15.6248%	681,331.76	700,274.27	707,682.85	833,567.40	689,078.19	3,611,934.47	2,675,534.08	936,400.39
	100.0000%	**4,360,577.37**	**4,481,810.93**	**4,529,226.55**	**5,334,897.64**	**4,410,155.29**	**23,116,667.78**	**17,123,637.32**	**5,993,030.46**

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	4,410,155								23,116,668	210.9%	
25 over 24	**21.1%**	**16.9%**	**18.4%**	**27.4%**	**15.4%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**210.9%**		

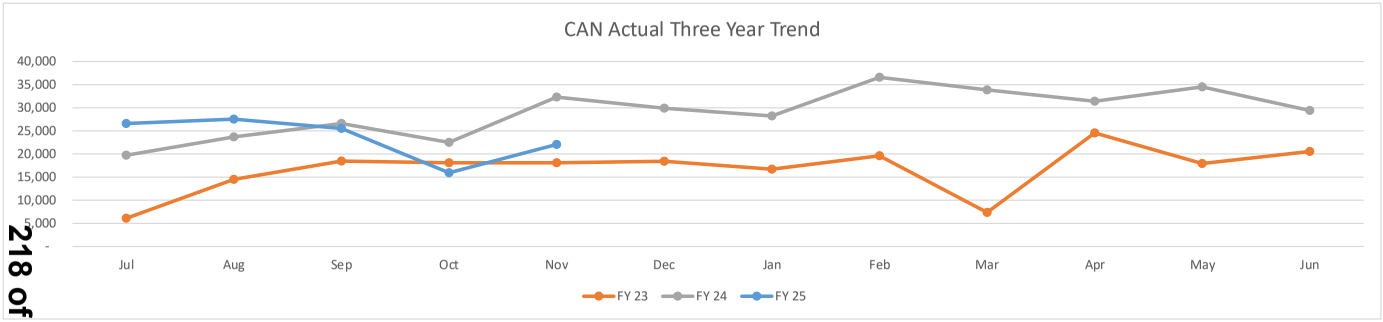


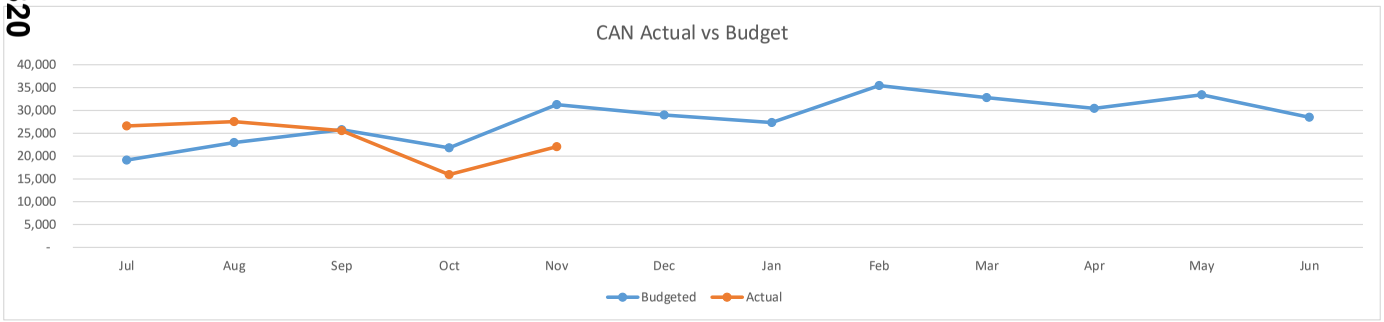


	Budgeted	Actual	Variance
Jul	3,992,147	4,360,577	368,430
Aug	4,248,978	4,481,811	232,833
Sep	4,240,667	4,529,227	288,559
Oct	4,641,845	5,334,898	693,052
Nov	4,235,895	4,410,155	174,260
Dec	3,935,559		
Jan	4,091,070		
Feb	4,194,610		
Mar	4,763,880		
Apr	4,670,365		
May	5,147,403		
Jun	4,762,844		
Total	**52,925,263**	**23,116,668**	**1,757,135**
% FYTD			**8.23%**

City of Roswell
Cannabis Excise Tax
October 2024

FY	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	200,469		**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	348,677	73.9%	**348,677**
FY 25	26,593	27,541	25,544	15,944	22,042								117,664	-66.3%	**117,664**
25 over 24	**34.8%**	**16.3%**	**-3.9%**	**-29.1%**	**-31.7%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-100.0%**	**-66.3%**		





	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	22,042	(9,245)
Dec	28,979		
Jan	27,331		
Feb	35,439		
Mar	32,801		
Apr	30,430		
May	33,432		
Jun	28,489		
Total	**337,806**	**117,664**	**(3,242)**
% FYTD			**-2.7%**

Roswell Convention and Civic Center (RCCC)
November 2024

Events:

November Events	Attendees
No events at this time	

This is the revenue brought in for the full month of October 2024.		
Sales Totals		
Rental		$6,098.00
Bar		$453.00
Other (tax charges, filing fees, ect)		$0
Total		$6,551.00

Flex Period Expense Report for October 2024 $10,233.31.

Building/Grounds:

- Flood damage has stopped all upcoming Events.
- PaulDavis is working on the removal of damaged caused by the flood.
- Completing Inventory of losses.

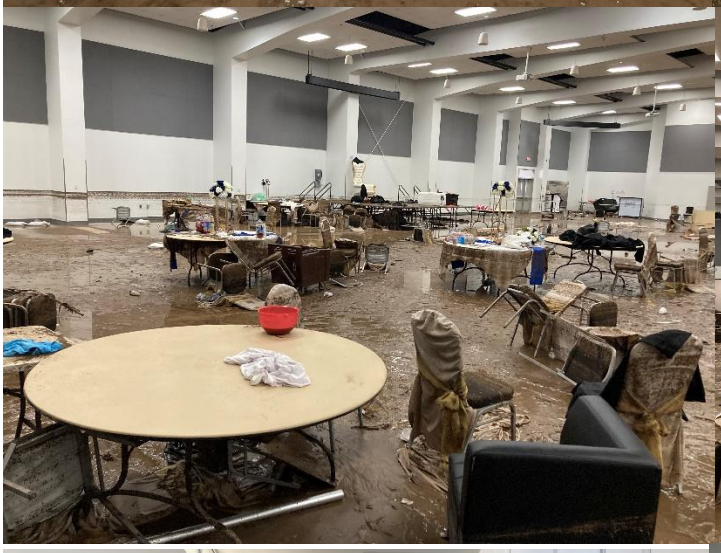
Initiatives / Projects:

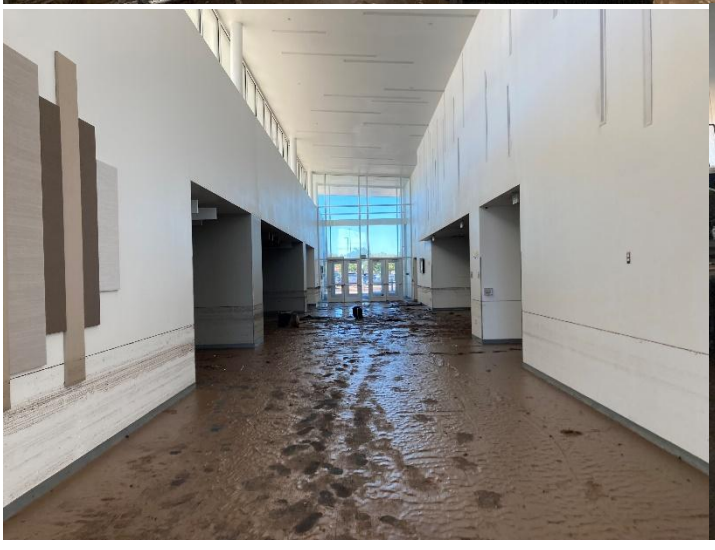
- Contacting customers for future events.
- Refunding all events for ‘24 and ’25 till further notice.
- All items thought to be salvageable has been moved to Facilities for storage.

Upcoming events

No events are able to be held at this time.








Non-Action Items 26.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Public Library

Attachments

Roswell Public Library 2024 Nov Monthly Report
Roswell Public Library areas damaged from 2024 October flood

Roswell Public Library
October 14 – November 14, 2024

Flood

The evening of Saturday, October 19, 2024, 5.78 inches of rain fell, setting a new daily record for rainfall in Roswell and causing flash floods that destroyed property, caused injuries and death. City buildings and homes along the Spring River were damaged including the Golf Course, Adult Center, IT Department, Museum, Civic Center and the Zoo. The Police Department basement was flooded. The Airport was shut down Sunday October 20 until midday on Monday, October 21.

The Roswell Public Library was closed on Sunday, October 20 as staff could not get to the building and Chaves County Emergency Management issued a Shelter-in-Place alert. The library was closed to the public on Monday, October 21. Library staff were called back to work on Monday, October 21, after Enid Costley, Library Director, did an assessment of the outside and inside of the building. October 21 was spent getting the building ready to open to the public. This included drying out carpet in the children's area, and Spanish Language area. Emptying buckets and gathering up towels put around the library by the cleaning crew who were in the building when the roof started leaking.

We had flood waters enter the library at the west outside door of the Bondurant Room which soaked the carpet and then water also climbed the walls on either side of the door. We also had flood waters enter the library through the west door of the library, but did not enter the lobby. The west wall close to the Spanish collection got wet, the walls on both sides of the window in the southwest corner, the south wall by the comic books, the walls, and the book delivery room wall got wet. See attached map of the Library.

The City of Roswell has contracted with Mooring to do mold abatement. This process includes testing for asbestos, setting up dehumidifiers, removing sheetrock, or carpet, spray or paint with product to kill or contain the mold and then repair and a final test. On October 30 the mold abatement was completed. The walls need repairing and flooring needs replacing.

In addition to the damage done to the building, we lost 1 OPAC hard drive, 2 Apple TVs, 13 iPad and 13 cases which were located at the IT Department at the time of the flood, and purchased with General Obligation Bond funds. We lost Library books that were in the library and had rain water fall on them from roof leaks. We also lost items that were checked out of the library and in people's homes that were damaged in the flood. See attached list.

The Library building will be repaired using City Insurance funds. We are waiting for the insurance adjuster to determine what they will pay the City for Library repairs. We also requested clarification on compensation of damage to the library collection that were not on the property (checked out).

Accomplishments

Building Improvements

Our to do list has been put on hold as we wait for more information and allow facilities staff to assist with other departments.

To-Do List

- Fire Sprinkler System – We are required to have the Fire System inspected and citations need addressing. **Required**
- Fire Extinguishers – We are required to have the Fire Extinguisher inspected and we have several extinguishers due to be replaced. **Required**
- HVAC - The HVAC system needs to be tested for heat by Rhodes. This is a test that was delayed until the weather turned cool. **Recommend, but already paid for**
- Lighting - We have several lights that need to have ballast replaced and new light bulbs. **Required**
- Roof – We have a contract and purchase order in place with RoofCare for roof maintenance. We also have several new roof leaks that showed up with the heavy rain that need to be addressed. **Required**
- Repair Walls – We had several places in the Library that drywall was removed due to water that got into the building related to the flood. The walls need to be repaired and painted. **Required, waiting to confirm payment with City Insurance**.
- Flooring – Estimated one-third of the carpet has been removed from the Bondurant Room and replaced with hard cardboard. We would like to have the flooring replaced. **Required, waiting to confirm payment with City Insurance.**
- Stucco – We have stucco on the west side of the building that is pulling away from the building. The stucco needs to be removed and replaced and the building paint matched as well as we are able. The area where the stucco meets the cement pad also needs to be sealed. **Required**
- Flooring – We would like to replace the carpeting in front of the circulation desk and entrance to the children's area with tile. Project was approved and a purchase order created. Project put on hold after the flood. Roswell Library Foundation has purchased the tile from a local vendor. **Recommended**
- West Side of the Building – We have plans to level out the lawn on the west side of the building and replace grass with stone. This would be a cost saving in the library water bill, and also reduce the work on lawn maintenance. No direct costs as stone and labor provided by the City. **Recommended**
- Outside Water Access – We have a water leak in the outside faucet on the east side of the building. This faucet is used by the carpet cleaners and provides water to the Library Park. It has been turned off, but does need to be fixed. **Highly Recommended**

- Hot Water – We do not have hot water in the building. The hot water mixer is damaged and the part has been ordered. **Recommended**
- Replace Dryer – We wash our cleaning clothes and fabric items used in programs. The donated dry no longer works and we would like a new one. **Recommended**
- Memorial Bricks – The public has donated funds to create a memorial brick area near the entrances of the Library. **Required**
- Duct work – The ductwork needs to be cleaned. No one remembers the last time it was cleaned, so we are estimating that the last time it was cleaned was in 2002 when the Library was remodeled. **Recommended**

Library Projects

Día De Los Muertos: 249 people attended the Día de los Muertos program on November 2. Each year the event and alter is created to honor someone. This year we chose to honor Ricardo "Rudy" Burrola with an exhibit and altar. The program began with Father Lalo offering a service for the departed and blessing. This was followed by dancing by the Asi se Baila Ballet Folklorico. The event also included several simultaneous workshops on, creating an altar and its meanings, skull cookies and sugar skull decoration, creating paper flowers and papel picado, headbands and face painting. The event ended with music by Myrna Ramirez. The event was coordinated by Diana Velazco and done with the assistance of the Roswell Hispano Chamber of Commerce. The program was funded by Friends of the Library, Roswell Library Foundation, LaGrone Funeral Chapel and Crematory, Ballard Funeral Home and Crematory and El Toro Bakery.

Library Funding

State Grants-In- Aid for Public Libraries: We have a signed agreement with the state of New Mexico for $10,287.08 in funds for the Grants-In-Aid for Public Libraries. These funds may be spent on materials improving the delivery of library service. For example: library collections, professional development, and equipment. Funds will be issued and all funds need to be spent and a check issued by June 30, 2025 or remaining funds need to be returned.

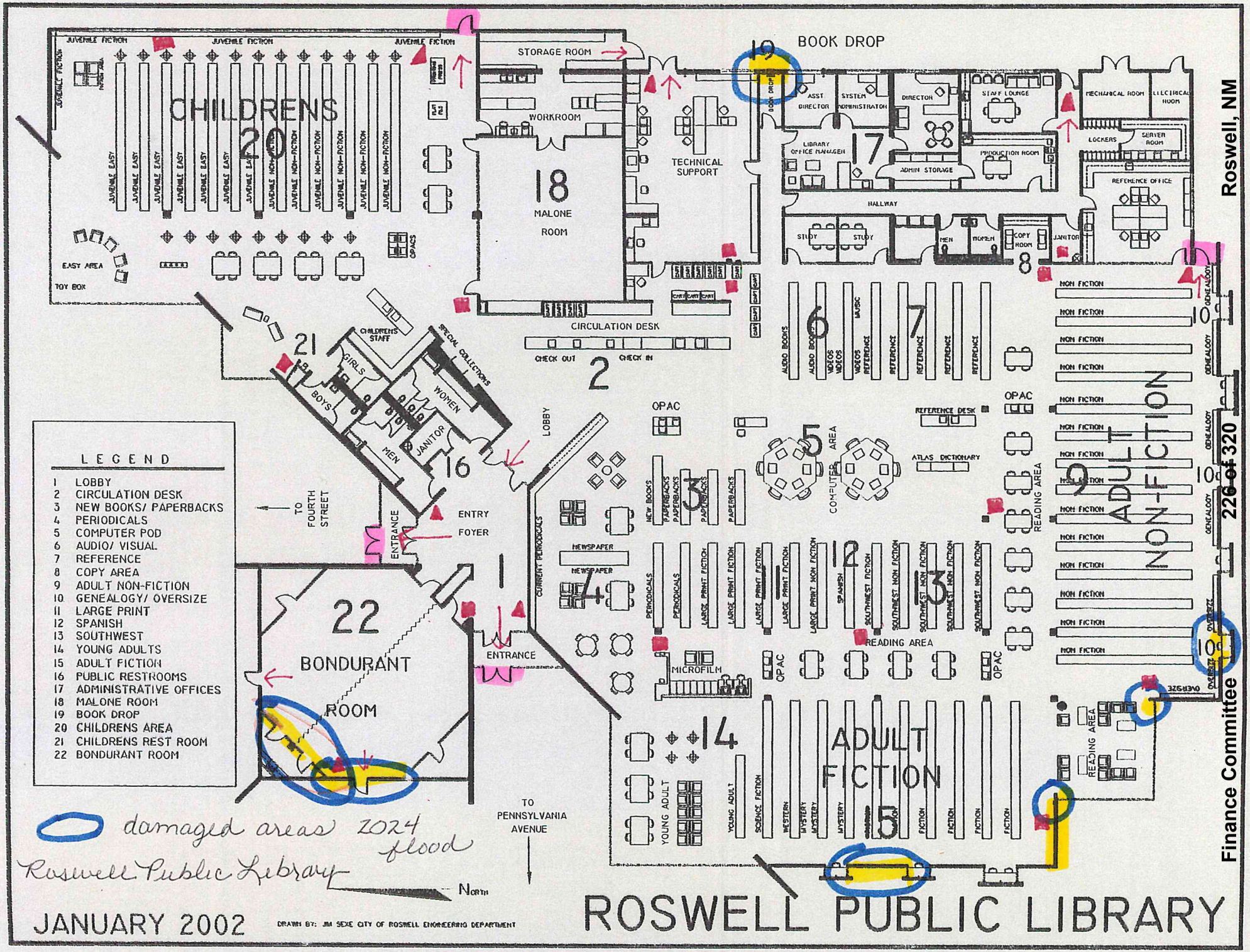
2022 General Obligation Bond: The New Mexico State Library has issued the purchase order to the Roswell Public Library for $170,832.41. The 2022 General Obligation Bond fund appropriation revision date is June 30, 2026. We have requested $7,704.10 reimbursement. We have not yet requested reimbursement for the items lost in the flood.

- A book shelving for shelving board books in Spanish. **Reimbursement has been received.**
- Two Apple TV's – **Not yet requested reimbursement – lost in flood.**

- 13 iPads and cases for training the public using AARP Senior Planet. **Not yet requested reimbursement - lost in the flood**.
- Digitalization of City Directories and High School Yearbooks. **We have submitted reimbursement request.**
- Cooling units for the meeting room presentation equipment room. **Have submitted the Notice of Obligation.**
- Equipment for the Play and Learn Area. **Have not submitted the Notice of Obligation.**
- Library computers. **Have not submitted the Notice of Obligation.**

Plans for December - January

- Host a Grinchy Yuletide Festival on December 21
- Host a Noon Year's Eve Celebration
- Submit a Request for Quote for the architectural plans for the Play and Learn Area.



Roswell, NM
226 of 320
Finance Committee

Non-Action Items 27.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Department Report - Golf

Attachments

Golf Monthly Report - Nov24

ROSWELL

GOLF – October, 2024

Highlights:

- **What a crazy October for the City of Roswell, but especially here at the Golf Course. Through everything this City has been through, we still managed to host a golf tournament every weekend in October as well as a junior event!**
- **The Goddard Rocket Boosters started off the month, Saturday October 5th and the Sun Country Juniors tee'd off Sunday, October 6th.**
- **Pecos Valley Production was next on the calendar raising money for several cancer foundations here in Roswell. The Gateway Christian Golf Team was next, hosting their annual fundraiser. We had amazing support for every tournament and each one was a success.**
- **To end the month Emily Granados and the ARM Foundation sponsored a ladies ONLY tournament just 5 days after the flood. What an event this turned out to be. We had no idea so many women played golf in town, what a great thing to see. We expect the tournament to be double the size next year.**
- **The golf course held up pretty well through the flood. To the naked eye you can only see minimal damages. However, if you dive a little deeper, we are running into issues regularly, but we have been able to maintain rounds and keep the Golf Course operating smoothly. Huge testaments to David and his staff, as well as our Pro Shop staff. They have been amazing!**

Specific & Routine Maintenance:

- Cut cups 3 times a week.
- Moved tee markers as needed.
- Dumped trash as needed.
- Mowed greens 7 times a week; except after the flood.
- Finished seeding and covering bare areas on the greens.
- Stopped mowing fairways and roughs due to Bermuda grass going dormant.
- Stopped mowing Cielo Grande comp fields for the same reason.
- Cleaned up debris from flood – 15 fairway was covered with rocks, sand, tree branches and construction timber throughout flooded area.
- A temporary fence was put up next to 17 tee box.
- Water leaks were repaired: left of 2 green, left of 16 fairways, between 14 and 15 fairways, excavated water leak left of 9 fairway for later repair.
- Sediment was washed off of the following greens: 12, 13, 14,15

Revenues:

Category	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit
Alcohol / Beer	1628	$6,829.11	$6,488.72	$2,157.49	$4,671.71
Alcohol / Liquor	1225	$5,411.78	$5,141.56	$1,466.55	$3,945.37
Food and Beverage / Drinks	966	$1,921.08	$1,823.66	$574.90	$1,346.20
Food and Beverage / Snacks	571	$1,211.72	$1,149.44	$425.56	$786.14
Golf / Green Fees	1,844	$16,283.08	$15,470.27	$0.00	$16,283.08
Golf / Memberships	21	$3,945.05	$3,945.05	$0.00	$3,945.05
Golf / Services (GHIN & Club Storage)	0	$0.00	$0.00	$0.00	$0.00
Golf Carts	1,567	$21,402.93	$20,396.91	$0.00	$21,402.93
Merchandise / Accessories	83	$839.99	$797.98	$403.43	$436.52
Merchandise / Apparel	25	$1,445.71	$1,373.42	$1,074.50	$371.21
Merchandise / Clubs	4	$2,033.33	$1,931.66	$1,562.14	$471.18
Merchandise / Footwear	0	$0.00	$0.00	$0.00	$0.00
Merchandise / Gloves	43	$861.99	$818.98	$508.97	$353.04
Merchandise / Golf Bags	1	$238.10	$226.20	$245.00	-$6.90
Merchandise / Golf Balls	318	$2,565.16	$2,436.62	$1,542.56	$1,022.51
Merchandise / Headwear	12	$416.18	$395.36	$259.08	$157.08
Range Balls	391	$2,009.25	$1,909.50	$0.00	$2,009.25
Rental Club Fees	17	$158.00	$150.08	$0.00	$158.00
Tournament Credit Book	21	$3,556.41	$3,556.41	$0.00	$3,556.41
Tournament Fees	0	0	0	$0.00	0
Total October Profit		$63,627.41	$60,442.36	$10,220.18	$60,908.78
TOTAL GROSS REVENUE					$74,313.92







Vehicle Information:

2011 Ford Ranger
VIN: 1FTKR4EEXDPA67919
PLATE: G83632
MILEAGE: 110,816

Submitted by: Tim VandenBout, Golf Course Manager
Approved by: Jim Burress, Special Services Director

Non-Action Items 28.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Museum Monthly Report

Attachments

Museum Dept Report - 11/24

Roswell Museum | NOVEMBER 2024 MONTHLY REPORT

OCTOBER ATTENDANCE

	2024	2023	2022	2021
MUSEUM	832	964	1089	821
EVENTS/PROGRAMS	1788	1815	259	584
CLASSES	364	195	302	277
PLANETARIUM	287	390	357	266
GROUP TOURS/VISITS	0	62	0	0
FACILITY USE	10	14	85	237
OUTREACH	0	0	0	0
VOLUNTEER VISITS	314*	9	22	10
MUSEUM BUSINESS	40*	106	23	12
OCTOBER TOTALS	3,635	3,555	2,125	2,207
YEAR TO DATE TOTALS	26,526	23,189	24,791	11,923

*ESTIMATE, RECORDS LOST IN FLOOD

OCTOBER REVENUES

	2024	2023	2022	2021
ADMISSIONS	4,342	6,332	7,421	5,957
CLASSES	2,874	4,830	2,302	1,159
PLANETARIUM	1,092	1,488	1,819	1,479
MEMBERSHIP	420	650	1,015	845
FACILITY USE	0	100	150	500
STORE	340	4,235	3,714	4,541
OCTOBER TOTALS	9,068	17,634	16,541	14,381
YEAR TO DATE TOTALS	149,871	189,364	186,834	138,630

OCTOBER ADMISSIONS AND PROGRAMMING

MUSEUM ADMISSIONS	VISITS for MONTH	REVENUE for MONTH	YEAR to DATE VISITS	YEAR to DATE REVENUE
Members	18		324	
Children 15 and under	119		1899	
Adult Residents	11	77	304	1210
Adult Non-Residents	157	1,570	5097	23690
Adult Combo Ticket	37	315	249	2118
Seniors	255	1281	1924	9277
Military	52	364	370	2196
Student (16+)	33	231	231	1440
Museums for All	0	0	29	15
Senior Free Days	64		491	
Resident Free Day	76		370	
NARM (free)	1		106	
Member Guest Pass	1		20	
Store Only	8		223	
TOTALS	832	$4,342	12231	$36,423

CLASSES	SESSIONS for MONTH	STUDENTS	ATTENDANCE
Clay Open Studio			114*
Adult Clay	12	54	162
Kids Clay	2	14	28
Mold-Making and Casting	3	8	24
Drawing and Painting the Figure	3	12	36
	TOTAL	88	364

*ESTIMATE, RECORDS LOST IN FLOOD

EVENTS/PROGRAMS	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIP
Roswell Science and Art Festival	1	1500	Xcel Energy + RMACF
Second Saturday Planetarium	1	270*	
Tabletop Games Day	1	10*	
Yoga	1	8*	
	TOTAL	2088	

*ESTIMATE, RECORDS LOST IN FLOOD

PLANETARIUM	SHOWS for MONTH	ATTENDEES
Planetarium General Shows	50	287

TOURS/GROUP VISITS	GRADE	STUDENTS	ADULTS	GALLERIES	PLANETARIUM
	TOTALS			-	

MEMBERS

	363 current active memberships	**521** current active members
FOR MONTH	**-*** new memberships	**-*** renewals
YEAR to DATE	**40** new memberships	**193** renewals

*OCTOBER MEMBERSHIP RECORDS LOST IN FLOOD

VOLUNTEERS

FOR MONTH	**1800*** volunteer hours	**314*** volunteer visits
YEAR to DATE	**1996** volunteer hours	**442** volunteer visits

5,844 FACEBOOK FOLLOWERS

1,694 INSTAGRAM FOLLOWERS

498 E-NEWSLETTER SUBSCRIBERS

ACTIVITIES & HIGHLIGHTS

MUSEUM DEVASTATED BY FLOOD

(Reprinted from October 25 press release)
The Roswell Museum suffered significant flooding and subsequent damage during the City's historic flooding on October 19 and 20. Assessment continues of the 51,000-square-foot facility, which includes twelve gallery spaces, a planetarium, classrooms, auditorium and ceramics studio. Recovery will be a multi-year process.

Museum staff entered the building on Sunday morning to remove key works from the permanent collection and evaluate damage once flood waters, which reached over 5 feet in some areas, receded and the electricity was turned off. While volunteers from Waide Construction applied plywood to secure the building against a possible second storm surge, rapid coordination began to determine the next steps for insurance, remediation and collection recovery. Due to safety measures taken in the early assessment and recovery stages, staff were unharmed in the disaster.

Volunteers arrived Monday morning to remove debris and mud from the exterior of the building, allowing for safer entry. The Conservation Center of Chicago, a disaster relief conservation laboratory, also arrived in Roswell on Monday and is working with museum staff to assess damage and begin efforts to stabilize art and artifacts.

Multiple state officials toured the museum on Tuesday, including Representative Teresa Leger Fernandez, who noted the extreme severity of damages and the cultural significance. Debra Garcia y Griego, Cabinet Secretary for the New Mexico Department of Cultural Affairs, came at the request of the Office of Governor Michelle Lujan Grisham after the governor toured the city on Monday morning. In addition to providing valuable resources and contacts, Garcia y Griego mobilized museum staff statewide, and two state museum professionals from the Museum of International Folk Art and the New Mexico History Museum have been assisting Roswell Museum staff since Wednesday, October 23.

Homeland Security and FEMA representatives toured the facility with FEMA providing staff members additional national-level resources for advice and guidance when preserving historical elements, including specialists from the Smithsonian. Items in need of specialized treatments include the Robert H. Goddard Rocketry Collection and the Rogers and Mary Ellen Aston Collection of the American West with artifacts dating back to the Spanish Colonial Period, along with adobe walls that make up the original 1937 museum building. Concurrently with collection efforts, Servpro is providing remediation in cleaning the building of water and silt, reducing humidity levels, and removing compromised flooring, drywall, and furnishings to ensure the safety of the staff and workers and prevent the formation of mold.

Caroline Brooks, museum executive director, writes, "The museum staff, Board of Trustees and Foundation are heartbroken at the devastation that resulted from last weekend's events. Local, state and federal resources are being employed to aid staff and conservators with recovery of the nearly 10,000 permanent collection items as well as loaned items and archive materials, representing over 500 years of cultural history. Once stabilized, assessment will be required to determine the extent of conservation needed to clean, repair and preserve damaged items. The museum represents the lifeblood of this community. Its early beginnings in 1937, built through the Works Progress Administration, have been nurtured and celebrated through the vision and passion of its citizens for more than 87 years. We will work to preserve this legacy for future generations to come."

Founded as a WPA Federal Art Center in 1935, the museum opened in 1937 and is one of four WPA museums still in operation. The museum serves as a cultural beacon and historical steward with a vast collection of Southwest Art, historical archives and artifacts, the Robert H. Goddard Rocketry Collection, a world-class planetarium, and art education outreach for children and adults. Though the museum is closed until further notice, all efforts are being made to ensure the museum's continuation as a cherished resource, enhancing learning opportunities in southeastern New Mexico.

Museum staff recognize the importance of transparency about the impacts to the beloved institution, however, press coverage was delayed to ensure staff safety and collection security were in place. Going forward, specialized collection recovery will be needed from archivists, conservators and other art professionals. The museum's Board of Trustees and RMAC Foundation, along with City, State and National departments and agencies will continue to mobilize support to ensure the longevity of this vital institution. More information will be released as the recovery unfolds.

MUSEUM STATUS

The Museum will remain closed for an indefinite period as rebuilding options are explored and the damaged collection items are under the care of conservators. Recovery is anticipated to be a multi-year process.

Presently, staff will assess items "above the floodline" that were retained to ensure damage was not sustained from humidity, and work to find temporary homes at host institutions.

The necessary remediation of the building has been extensive to dry and treat the structure. During this process, the museum's original WPA-era adobe walls have been uncovered along with a portion of the original WPA performance stage and an early Public Works building (also made of adobe) that held the Museum Store, Goddard casework, and offices.

Non-Action Items 29.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Public Affairs

Attachments

Public Affairs October 2024 Report

Public Affairs Department Report
October 2024

General Public Affairs

- Received on invoices for department
- 1 SET meetings- 3 applications reviewed
- Abstract, information gathering and PPT for Finance Committee item/department reports
- Held virtual meetings with 3 Advertising for Marketing initiatives for 2025
- Held virtual meetings with NMTD for Clean and Beautiful Grant
- City of Roswell employee trainings
- Fall Bash planning and event execution- estimated attendance 3,400.

Current Media Outputs

- Current Campaigns include:, Recycling, Baby Boxes, City of Roswell Now Hiring, SW new hours, Help Stop Illegal Dumping
- 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 29
- Form Updates: 11
- New Forms: 6
- Facebook: 34 (not including all flood-related posts)
- Instagram: 1
- TikToks: 0
- FB Lives: 1
- Rise Vision Updates: 8

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

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

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OCTOBER 2024



Graphic Design-

Created an estimated ***114 graphics.*** During October, we focused on preparing necessary signage for Fall Bash and other city events, but on October 19th, we had a devastating historic flooding event that caused major damage to hundreds of homes and several city buildings. Due to the flooding, we had to rework several campaigns and cancel events or move them to alternate locations during the second half of October.

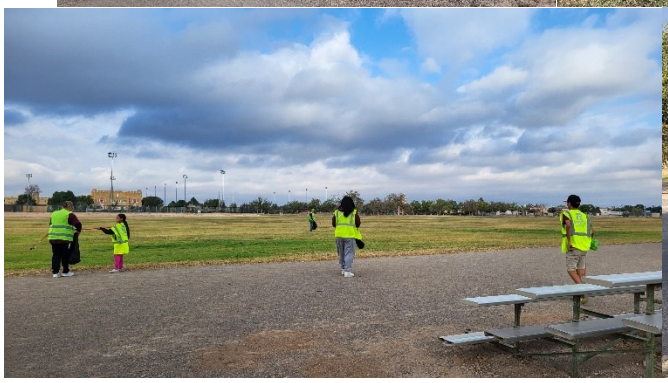
673 Graphics Year-to-Date (Jan 1 – Oct 31)

Keep Roswell Beautiful news:

Keep Roswell Beautiful held the Fall Community Cleanup on October 19, 2024 at the Wool Bowl. There were 50 volunteers and together they gathered 350 pounds of trash.

Thank you to everyone who showed up to participate!






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On October 23, 2024, Councilor Arnold organized a clean up of the Spring River cooridor in the DeBremond area after the flooding. Keep Roswell Beautiful provided cleanup supplies to help with the cleanup efforts.



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

KEEP ROSWELL BEAUTIFUL

Non-Action Items 30.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Visitor Center

Attachments

Visitor Center October 2024 Report

Monthly Visitor Center Store Report
October 2024

Visitor Center Retail Store:

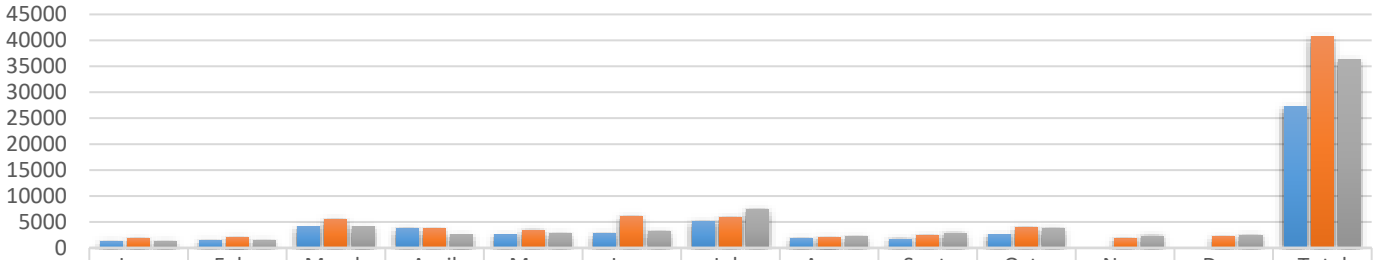
- Welcomed **2596** guest, **884** overnight stays in Roswell or **34%** and **113** Roswell locals.
- October sales total **$10,241.**
- Top 5 items sold: City of Roswell Tee, Alien Glasses, Coin Long Sleeve, Faded "R" Tee, Pastel Tie Dye Tee.
- Online sales total for October: **$86.15** we captured **742** visitors to our online site.

October Visitation Report

	October Comparison			YTD Comparison		
	2022	**2023**	**2024**	**2022**	**2023**	**2024**
Roswell Only	81	86	113	1368	1431	1447
New Mexico Visitors	223	228	150	2600	2673	1909
(Not including Roswell Area)						
US Visitors	3191	3258	2143	26145	30504	21840
(Not including New Mexico)						
International Visitors	195	279	190	1429	2229	2069
Unknown	0	0	0	3	0	0
Totals Visitors	3690	3851	2596	31545	36837	27265

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

Visitor Comparison By Calendar Year

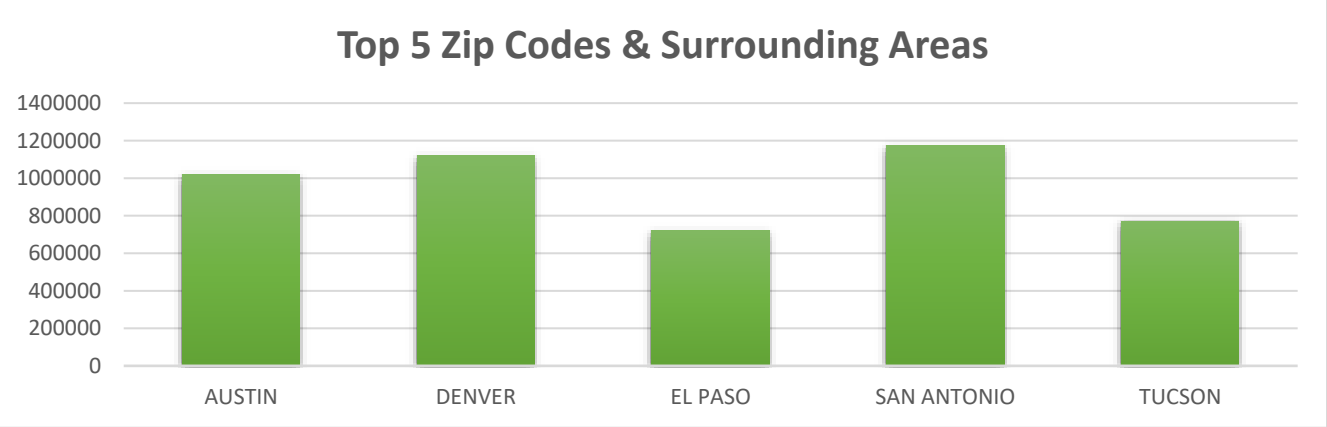


	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2024	1244	1447	4159	3769	2531	2776	5144	1881	1718	2596			27265
2023	1862	2081	5566	3674	3455	6053	5896	2073	2326	3851	1726	2200	40763
2022	1249	1406	4166	2642	2731	3104	7484	2198	2875	3690	2280	2476	36301

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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
- Meeting with Nathaniel for Welcome Signs, project to replace Welcome to Roswell and Come Again signs
- Safety Committee Meeting 10/9/24
- Meeting with Luis & Quinn to restripe Visitor Center Handicap Parking and signage
- Beautification project with Parks; planted mums and fixed drip system in planters on east side of building.
- 1 Promotional Package request
- 2 requests from out-of-town visitor centers for city attraction maps; Visitor Center staff packaged and shipped.
- 10-31-24 extended work hours 8am – 11pm for Fall Bash; this includes Visitor Center staff hours to help tear down and clean up parking lot to prepare for next business day.
- 1 request for tear sheets; which Visitor Center staff delivered.
- Visitor Center did have some water damage due to the flooding; damage is waiting to be assess. Damage was located on the outside and inside where the garage doors are located.
- Damage to Visitor Center outside décor; reported to safety and camera footage sent.



Austin, Texas: 73301, 78702, 78717, 78723, 78729, 78730, 78741, 78748, 78750, 78751, 78753, 78757, 78759

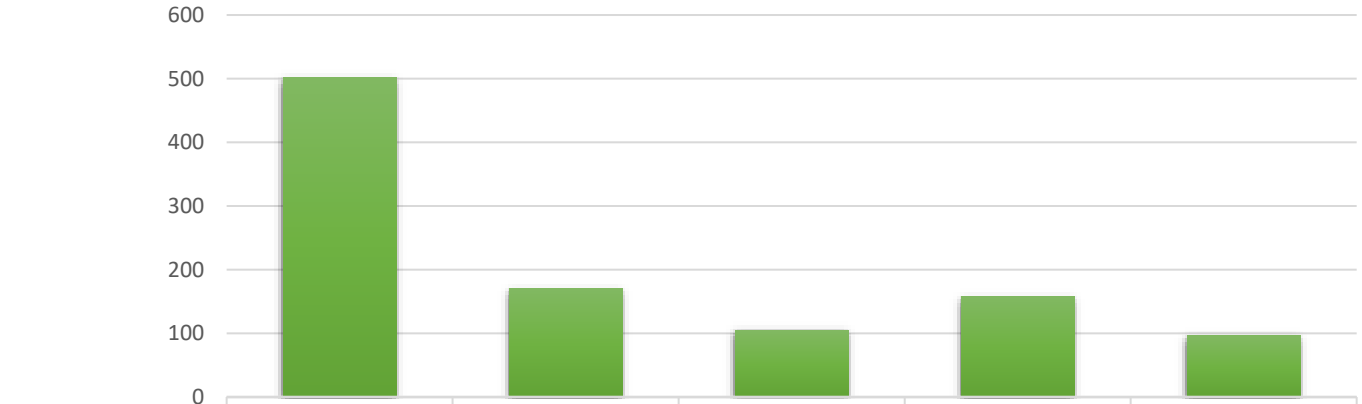
Denver, Colorado: 80033, 80203, 80206, 80212, 80214, 80220, 80222, 80223, 80224, 80228, 80230, 80234, 80238, 80246

El Paso, Texas: 79903, 79904, 79906, 79908, 79924, 79925, 79934, 79936, 79938

San Antonio, Texas: 78210, 78213, 78217, 78228, 78232, 78232, 78237, 78244, 78245, 78247, 78250, 78251, 78253, 78254, 78520

Tucson, Arizona: 85705, 85710, 85712, 85716, 85719, 85730, 85741, 85743, 85748, 85749

Top 5 States to Visit - October 2024

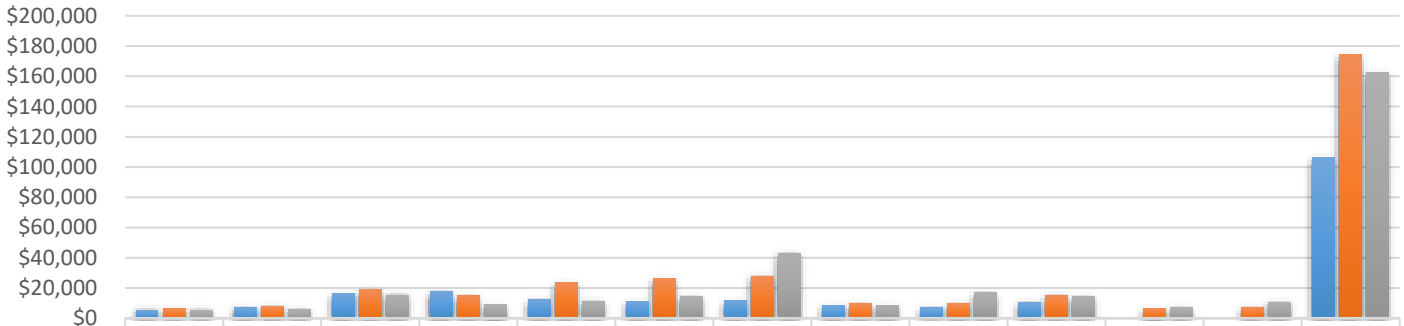


	Texas	California	Colorado	Arizona	Florida
Number of Visitors	502	171	105	158	96

Top 10 Items Sold October 2024

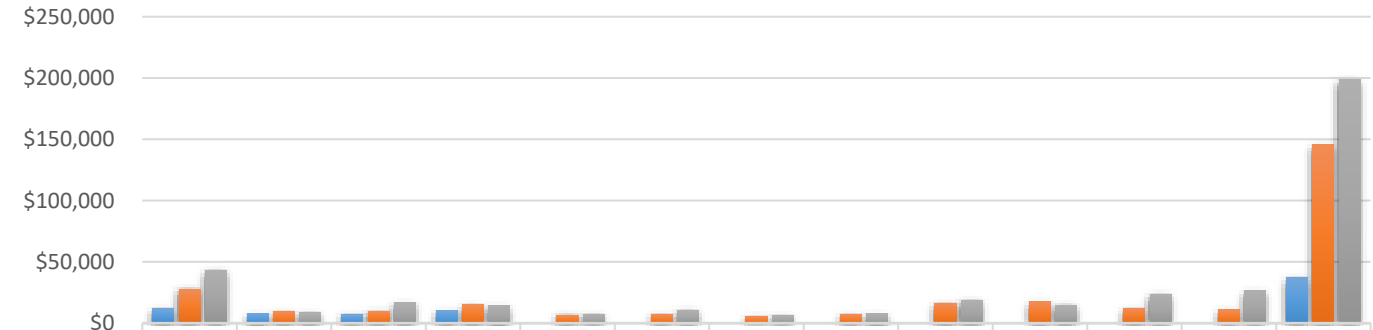


Calendar Year 2024 Revenue Comparison



	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2024	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$11,768	$8,187	$6,869	$10,241			$106,232
2023	$6,261	$8,111	$18,725	$14,836	$23,751	$26,428	$27,891	$9,539	$9,917	$15,235	$6,605	$7,076	$174,373
2022	$5,375	$5,711	$15,383	$9,229	$11,351	$14,378	$42,913	$8,587	$16,885	$14,522	$7,299	$10,690	$162,323

Fiscal Year Revenue Comparison



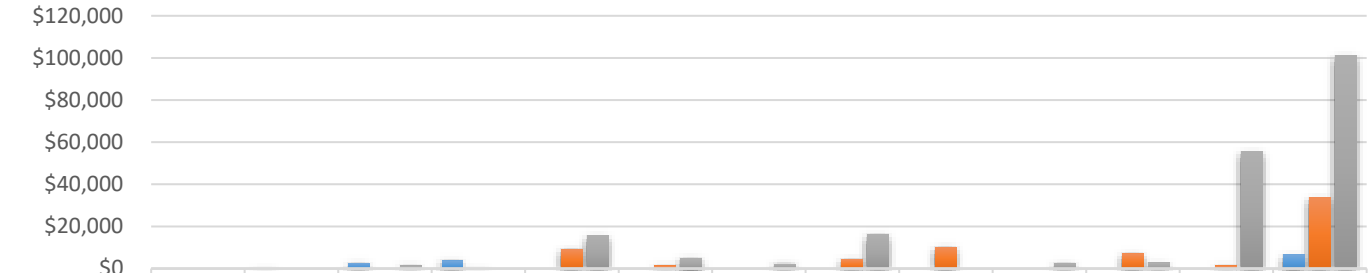
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
2025-2024	$11,768	$8,187	$6,869	$10,241									$37,064
2024-2023	$27,891	$9,539	$9,917	$15,235	$6,605	$7,076	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$145,430
2023-2022	$42,913	$8,587	$16,885	$14,522	$7,299	$10,690	$6,261	$8,111	$18,725	$14,836	$23,751	$26,428	$199,007

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Fiscal Year 2025 Merchandise Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
2024 - 2025	$131	$205	$2,622	$3,594									$6,551
2023 - 2024	$92	$0	$0	$192	$9,041	$1,293	$0	$4,508	$10,183	$0	$7,005	$1,282	$33,596
2022 - 2023	$79	$0	$1,293	$92	$15,675	$4,856	$2,161	$16,160	$92	$2,397	$2,689	$55,618	$101,113

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Non-Action Items 31.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Roswell Chaves-County Economic Development Corporation FY2025 Q1 Report. **(TJ Conyers)**

BACKGROUND:
Initiated by: TJ Conyers

FINANCIAL CONSIDERATION:
For information only.

LEGAL REVIEW:
For information only.

BOARD AND COMMITTEE ACTION:
For information only.

STAFF RECOMMENDATION:
For information only.

Attachments

RCCEDC FY2025 Q1 Report

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

October 1, 2024

Ms. Tommi Conyers
Special Event Coordinator
City of Roswell
425 N. Richardson Ave
Roswell, NM 88201

Dear Ms. Conyers,

Attached is our 1st quarter, FY25 report and invoice as per contract of economic development services.
Included also is the report, a copy of the most current Profit and Loss Statement and the quarterly invoice.

Please advise if you have any questions. Thank you!

Sincerely,

Michael Espiritu, MEDP, IOM, STS
President and CEO

3 Attachments:

1. Quarterly Report, July-September 2024
2. Profit and Loss Statement
3. Invoice for payment.

cc: Chad Cole, City Manager

City of Roswell
Economic Development Report
Roswell-Chaves County Economic Development Corporation
July-September 2024

1. Brief description of recruitment efforts and growth of participation in EDC activities:
   A. Project Build. A modular housing manufacturer has selected Roswell and the former bus plant as their new expansion. The head company, called Turnkey Ventures has partnered with Biltwise Structures from South Carolina, and will create 330 jobs over 5 years, and will produce homes throughout this western area. ***Update***. Still awaiting FAA Land Release so the company can close on the building and land purchases. The company is in production and received a JTIP award and LEDA award from the state for job training and infrastructure improvements, both linked to projected job creation.
   B. National Championship Air Races (NCAR). Roswell, New Mexico will be the new host of the NCAR starting in the Fall 2025. The Reno Air Racing Association (RARA) made the announcement at a community reception in Roswell on May 23, 2024. Since the beginning of 2023, the EDC led the community and regional effort on Roswell's bid to host this national event. NCAR—billed as "The World's Fastest Motorsport"—attracts both participants and visitors from around the world. In September 2023, the last event hosted in Reno attracted more than 70,000 visitors with a regional economic impact of over $100 million. The 10-day event is structured around seven different Race Classes, sponsors a Flight Training Scholarship (FTS) program for high school students, and involves approximately 1,200 volunteers. ***Update***. The 14-person transition team from Roswell will be attending the Reno Air Show October 2-8, 2024. RARA personnel have been in town several occasions for transition, particularly in operations, logistics, and management areas. Another team is expected September 15-19, 2024.
   C. Economic Development Awards. Over the past quarter, the RCCEDC has been the recipient of three excellence awards:
      - 2024 Excellence in Economic Development Silver Award from the International Economic Development Council (IEDC). We received the award for our organization's work in the Innovative Economic Development category in attracting the National Championship Air Races to Roswell. We received this award at the IEDC 2024 Annual Conference in Denver, CO, September 15-18, 2024.
      - NMIDEA 2024 Business & Retention Expansion Award. The RCCEDC received this award in recognition of their outstanding BRE visitation program.
      - NMIDEA 2024 the Rural Project of the Year. The RCCEDC received this award for their efforts in attracting NCAR to Roswell. We received both NMIDEA Awards at the Governor's Conference on Economic Development, September 25-26th.
   D. Project Quentin, a new aircraft museum project, is in progress outside the Air Center with a private company. The project is fully funded, and engineering is currently underway.

2. Current Profit and Loss Actuals vs Budget Financial Report as attached.

3. Educational opportunities provided to members and non-members.
   A. Community Education Initiative with RHCC – Over the last month, the EDC has conducted planning with the Roswell Hispano Chamber of Commerce (RHCC) to organize a Community Education Initiative. They have requested the EDC's assistance to organize a community event in October or November that promotes the "life changing" opportunities available in education right here in Chaves County. The first event will likely be a daytime Saturday ENMU-R based event that promotes their technical education and also includes the Early College High School. NMMI is interested in partnering on a Winter 2025 event that includes the major employer resourced apprenticeship programs.

4. Job Creation (We testify to the NM Job Training Incentive Program Board of Directors with companies):
    A. Pecos Valley Production (PVP) received Chaves County's first Jobs Training Incentive Program (JTIP) award of FY 2025. In July, PVP was awarded a total of $674,232 for 55 trainees with an average wage of $21/hour.
    B. BiltWise Structures also received a JTIP award this past quarter and will receive $1,216,412.00 for 103 jobs with an average wage of $22.05/hour.

5. Business Retention Report
    A. 2024 Annual Gala. On July 18, 2024, the RCCEDC hosted our Annual Gala at the Roswell Convention & Civic Center. The event was well attended, with the number of guests exceeding 360 people. During the luncheon style event, the RCCEDC presented the awards for the winners of 23 categories for the "Best of Chaves County" awards, as well as the following awards: Small Outstanding Business of the Year, Large Outstanding Business of the Year, and Community Service Award.
    B. After a two-year respite, the EDC awarded two Façade Grants this quarter. On August 29th, we joined the Historical Society for Southeast New Mexico at the historic JP White House on Lea Avenue to unveil two new beautiful outdoor signs. And on September 5th, we met the Farm & Ranch Candle Co. at their downtown Roswell shop to celebrate their recent exterior improvements. We presented each of these proud members with a $5000 check. Congratulations to them both!
    C. Attended all MainStreet Roswell meetings as an ex officio. In support of the UFO Festival, the EDC provided several sponsorship leads. The Project Manager, Cisco Brink, will be serving on the MSR Board's event/fundraising committee in the coming months.
    D. Many local businesses were contacted and assisted through our Business Retention and Expansion (BRE) program during this period. Hired Kim Perry as the Business Development Director focused in August 2024. Please see table of BRE activities below—

Date	Name of Business/Organization	Point of Contact
07/08/2024	Farm & Ranch Candle Co.	Juanita Rodgers
07/08/2024	Fresques Real Estate	Larry Fresquez
07/09/2024	Roswell Community Federal Credit Union	Karen Griffo
07/09/2024	JP Stone Community Bank	Katie Huebner
07/10/2024	Edward Jones Investments	Jim McClelland
07/10/2024	Ragsdale Law Firm	Luke Ragsdale
07/11/2024	Chaves County School Employees Credit Union	Laura Johnson
07/11/2024	Central Valley Electric (CVE) Coop	Raelynn Bean
07/12/2024	Hot Worx	Michael Moore
07/12/2024	Allison's Home Supply House	Jennifer Allison
07/15/2024	Troy Hays, CPA LLC	Troy Hays
07/15/2024	Guru (Quality Inn & Suites)	Harry Bhakta
07/16/2024	ENMU-R (AMT Program)	Dr. Shawn Powell
07/16/2024	Roswell Invasion Station	Gina Dwyer
07/19/2024	Home Innovation Remodeling	Angela Moreno
07/22/2024	Home Innovation Remodeling (Follow-up w/ the owner).	Gabriel Moreno
07/22/2024	Cattle Baron Restaurants Inc.	Doug Wieser
07/23/2024	CAVU Aerospace/Roswell Job Corps Center	Bull Johnson
07/29/2024	Hot Worx (follow-up)	Victoria
07/30/2024	Scouts BSA Conquistador Council Office	Denise Trowbridge
		Total Visits for July 2024: 20
08/01/2024	Bell Gas, Inc./Cortez Gas Co.	Menolly Cates/Roger Shull
08/02/2024	7 Brew Coffee	Zac Cockman
08/02/2024	Clean Haul	Tyler Giles (Referred to the RCCEDC by Councilman Marrujo)

Date	Name of Business/Organization	Point of Contact
08/02/2024	NuMex Plastics	Guy Tipton
08/06/2024	Cielo Grande Veterinary Center	Jalene Wenner
08/07/2024	R/T Tow & Recovery	Tanya Hilton
08/07/2024	Allison's Home Supply House	Jennifer Allison
08/08/2024	Hangar 209	Dominic Batista
08/08/2024	Win Supply of Roswell	Tony Tesillo
08/12/2024	Security Key & Safe	Colt Gipson
08/13/2024	C&C Escrow	Charlotte Gipson
08/14/2024	Sparklight	Richard Estrada
08/14/2024	Alton's Powerblock Gym	Alton Shields
08/15/2024	R. Marley, LLC	Dane Marley
08/19/2024	The Holy Waters	Beto Bejarano
08/19/2024	N8 Tech	Nathan Cornill
08/21/2024	Hotworx*	Michael and Cara Beth Moore
08/27/2024	MiMutual*	Kurt Gass
08/28/2024	HTeaO*	Neal & Diane Leven
08/28/2024	Allison's Home Supply House*	Jason Allison
		Total visits for August 2024: 20

6. Industry Business Solicitation Report.
   A. Project Steel is an existing project that has moved to the next step and has secured finance options for their manufacturing business. They are moving into production, and we anticipate an announcement in Summer 2024. This project is continuing, and a final product sample has been produced. I met with the company's owner in March, and he stated that the company is still moving towards completion possibly by the end of this calendar year.
   B. Project Status. See the new projects and updates in the table below. The EDC is currently tracking 87 active projects in the pipeline of those we have responded to for information/RFP.

Code Name	Source	Submitted	Status	Description
***NEW** Duck	EDC	8/5/2024	Active	Restaurant owner based in Artesia, but living in Roswell. Wishes to open a second location in Roswell. Open to BTS but would prefer existing restaurant building.
***UPDATE** Lucky	EDC	6/28/2024	Active	UPDATE: Company will be seeking assistance of ENMU-R Art Club to design UFO themed décor. Company is establishing a location at the corner of Mescalero and Main. New location for a coffee chain with over 200 locations based mostly in the eastern US. Target opening date is November 2024.
***NEW** Mentor	EDC	9/6/2024	Active	The Roswell Community Learning Center would offer an inclusive framework for peer-to-peer tutoring. The approach would allow students to learn from one another in a supportive environment, fostering collaboration, and mutual understanding. With both in-person and online tutoring options, we ensure that every student has access to personalized academic assistance tailored to their unique learning needs.

Code Name	Source	Submitted	Status	Description
*NEW Helix	NM Partnership	9/3/2024	Active	A European family-owned manufacturer of polymer products and major supplier to a wide range of industries and many renowned international clients. Over the course of 5 years, starting in 2025, the company anticipates an investment of $50 million, resulting in the creation of at least 100 jobs with an additional $30 m. investment and 60 jobs being planned for the years following 2030.
*NEW Show	EDC	8/7/2024	Active	Renovation and improvement of the NMMI Amphitheater. The Institute has offered leasing at a negligible rate to the EDC. Pending a funding source for the estimated ~$200k of renovations, the EDC intent will be to identify a management company or other organization to attract performers and control the facility. The renovated venue will seat an estimated 2000 people.

7. Real Estate Property:
   A. Sunset Ready Site. NM EDD informed our organization that we were awarded the maximum award, $25,000 on our Local Economic Assistance and Development Support (LEADS) request for FY 2025. In conjunction with the city's Community Development Office, the EDC is using this funding to develop an additional shovel-ready site in Chaves County. We have identified a 30-acre greenfield site owned by the City of Roswell on the corner of Sunset and Monksdale Road in South Roswell. This quarter, the EDC has contracted a geotechnical survey and ESA Phase I. We expect to have this commercial/industrial property ready for marketing by the end of the next quarter.
   B. WETCO Ready Site. Located just south of the former Christmas by Krebs is one the primary commercial/industrial properties the EDC uses for business attraction projects. Its owner, WETCO LLC, recently sold the northern 25 acres, reducing the parcel to 120 acres available for development.
   C. All key listings of commercial/industrial property and buildings are updated at https://www.chavescounty.net/real-estate

8. New and changed programming.
   A. Website, www.chavescounty.net – Received Q2 2025 analytics from Golden Shovel Agency (GSA) last month. The National Championship Air Races (NCAR) announcement and the Annual Gala contributed to a significant spike in visitors. # of Total Visitors: 2579/3106
      - # of New Visitors: 2537→3040
      - # of Returning Visitors: 42/86
      - Top visitor origins: New Mexico, Arizona, Texas, and approximately 130 international visitors.
      - Top page visits: homepage, RARA page
   B. Social Media – The EDC has maintained our strong SM presence. As of September, we now have a total SM following of exactly **4,000**—

Platform	July	August	September
Facebook	2,639	2,642	2,663
Instagram	572	566	570
X	299	304	304
LinkedIn	437	452	463

9. Promotional campaigns
    A. The Roswell Air Center remains our top focus for opportunity where our advertising efforts support new opportunities.
    B. Attended the state's Workforce Development Conference in Albuquerque, August 20-23, 2024
    C. 2024 RCCEDC Annual Gala, July 18, 2024
    D. Provided a presentation to ENMU-R Faculty at an in-service day
    E. 2024 Annual International Economic Development Conference (IEDC), September 14-18, 2024
    F. 2024 Governor's Conference on Economic Development, September 24-26, 2024
    G. Met with the Governor, Tourism, Economic Development, and Transportation Cabinet Secretaries and staff to request additional funding for the National Championship Air Races in Sante Fe.
    H. Presented a Façade Grant to both the Historical Society for Southeastern New Mexico and the Farm and Ranch Candle Company, separately for $5,000 each.

10. Cooperative efforts with area organizations:
    A. RCCEDC President & CEO Mike Espiritu serves as the Vice Chairman of the Roswell Airport Advisory Commission.
    B. Attended the Eastern Area Workforce Development Board of Directors meeting monthly (Board member and Youth Committee member).
    C. Attended the Youth Committee meetings for the Eastern Area Workforce Development Board.
    D. Attended the NMIDEA monthly Board of Director's meeting, representing this region (Board member).
    E. Attended the monthly Chaves County Commission meetings and Roswell City Council meetings.
    F. We regularly attend city council, county commission, and other committee and ad hoc meetings in support of the numerous programs impacting our economic and community development.
    G. Supported Roswell Air Center Strategic Planning Team
    H. Hosted visitation by RARA Operations and Logistics team in Roswell. Traveled to regional cities of Artesia, Carlsbad, and Ruidoso.
    I. Met with consultant and RARA Director Bobbi Thompson of Air center needs.
    J. Eastern New Mexico Medical Center Board of Trustees meetings.
    K. Eastern Area Workforce Development Board of Directors and Youth Committee meetings.
    L. Several online/virtual calls with the Reno Air Racing Association and local officials/business leaders in preparation for their transition here.
    M. Attended Roswell Hispano Chamber of Commerce meetings
    N. Addressed the ENMU-R Faculty at their campus-wide in-service meeting.
    O. Attended the Roswell Job Corps anniversary celebration and toured their campus meeting with teachers and students.
    P. Met with the Artesia Chamber of Commerce Executive Director and discussed National Championship Air Race support needs.

ROSWELL- CHAVES COUNTY EDC

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION AND
ACCOUNTANT'S COMPILATION REPORT

AUGUST 31, 2024

CERTIFIED PUBLIC ACCOUNTANTS
May, Taylor & Company (P.C.)
PROFESSIONAL CORPORATION

May, Taylor & Company (P.C.)
CERTIFIED PUBLIC ACCOUNTANTS
302 W Tilden St
Roswell, NM 88203-4544

ACCOUNTANT'S COMPILATION REPORT

ROSWELL- CHAVES COUNTY EDC
849 PO Box
Roswell, NM 88202

Management is responsible for the accompanying financial statements of **ROSWELL- CHAVES COUNTY EDC** (a nonprofit organization)which comprise the statement of financial position- income tax basis as of August 31, 2024, and the related statements of activities - income tax basis for the month ending August 31, 2024 and the two months then ended, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit the statement of cash flows as well as substantially all of the disclosures ordinarily included in financial statements prepared on the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Orgainzation's financial position, changes in net assets and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in Supplementary Schedules is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

We are not independent with respect to **ROSWELL- CHAVES COUNTY EDC.**

May, Taylor & Company (P.C.)
September 22, 2024
Roswell, NM 88203-4544

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of August 31, 2024 and July 31, 2024

Assets

	August 31, 2024	July 31, 2024
Current Assets		
CASH IN BANK - PIONEER	$ 341,772.34	$ 381,116.88
FIRST AMERICAN - SAVINGS	221,391.34	221,344.47
PIONEER #3719 - MICRO BUS LOAN PROGRAM	150,657.39	150,657.39
A/R - CITY OF ROSWELL	83,333.30	66,666.63
A/R - CHAVES COUNTY	33,333.30	16,666.63
Total Current Assets	830,487.67	836,452.00
Property and Equipment		
Net Property and Equipment	0.00	0.00
Non Current Assets		
FIRST AMERICAN BANK - INVESTMENT FUND	238,156.00	238,156.00
UNREALIZED GAIN LOSS ON INVESTMENT	(2,652.09)	(2,652.09)
Total Non Current Assets	235,503.91	235,503.91
Total Assets	$ 1,065,991.58	$ 1,071,955.91

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of August 31, 2024 and July 31, 2024

Liabilities and Net Assets

	August 31, 2024	July 31, 2024
Current Liabilities		
A/P - EMPLOYEES	$ 12,359.32	$ 12,359.32
A/P - VENDORS	11,158.61	11,158.61
CARD SERVICE CENTER #3536	7,549.87	6,895.53
FICA PAYABLE	1,413.02	1,413.04
MEDICARE PAYABLE	330.46	330.44
FEDERAL WITHHOLDING PAYABLE	1,063.58	1,063.58
STATE WITHHOLDING PAYABLE	800.14	1,293.58
SIMPLE IRA PAYABLE	2,208.34	2,207.53
SUTA PAYABLE	18.81	15.44
Total Current Liabilities	36,902.15	36,737.07
Long-Term Liabilities		
DEFERRED REVENUE NM GRANT	40,000.00	40,000.00
Total Long-Term Liabilities	40,000.00	40,000.00
Total Liabilities	76,902.15	76,737.07
Net Assets		
Unrestricted Assets	558,703.61	558,703.61
Temporarily Restricted Assets	374,734.07	374,734.07
Current Earnings	55,651.75	61,781.16
Total Net Assets	989,089.43	995,218.84
Total Liabilities and Net Assets	$ 1,065,991.58	$ 1,071,955.91

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 2 Months Ended August 31, 2024

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	26.98 %	$ 33,333.30	19.51 %
CHAVES COUNTY	16,666.67	26.98	33,333.30	19.51
MEMBERSHIP DUES	28,440.00	46.04	79,213.00	46.36
LEADS SITE PREPARDNESS GRANT (NMEDD)	0.00	0.00	25,000.00	14.63
Total Sales	61,773.34	100.00	170,879.60	100.00
Gross Profit	61,773.34	100.00	170,879.60	100.00
Operating Expenses				
ADVERTISING	9,955.00	16.12	10,432.40	6.11
MEMBERSHIP MEETINGS	13,655.13	22.11	13,707.04	8.02
BANK CHARGES	156.50	0.25	217.00	0.13
CONTRACT SERVICES	1,409.15	2.28	2,232.39	1.31
ENTERTAINMENT/MEALS	55.75	0.09	55.75	0.03
DUES & SUBSCRIPTIONS	312.95	0.51	1,825.90	1.07
EDUCATIONAL EXPENSE	0.00	0.00	345.00	0.20
MILEAGE	597.90	0.97	597.90	0.35
OFFICE EXPENSE	0.00	0.00	23.16	0.01
POSTAGE	68.00	0.11	68.00	0.04
PAYROLL TAXES	1,746.86	2.83	4,464.20	2.61
RETIREMENT(SIMPLE IRA)	683.73	1.11	1,367.46	0.80
RENT	0.00	0.00	4,800.00	2.81
TRAVEL & CONVENTIONS	3,206.74	5.19	3,206.74	1.88
WAGES	22,790.83	36.89	57,941.27	33.91
SPECIAL EVENT EXPENSE	4,311.08	6.98	6,647.37	3.89
MAINSTREET FACADE	10,000.00	16.19	10,000.00	5.85
Total Operating Expenses	68,949.62	111.62	117,931.58	69.01
Operating Income (Loss)	(7,176.28)	(11.62)	52,948.02	30.99
Other Income (Expenses)				
OTHER INCOME	1,000.00	1.62	2,610.00	1.53
INTEREST	46.87	0.08	93.73	0.05
Total Other Income (Expenses)	1,046.87	1.69	2,703.73	1.58
Net Income (Loss) Before Taxes	(6,129.41)	(9.92)	55,651.75	32.57
Net Income (Loss)	$ (6,129.41)	(9.92)%	$ 55,651.75	32.57 %

See Accountants' Compilation Report

SUPPLEMENTARY INFORMATION

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 2 Months Ended August 31, 2024

	CURRENT MONTH			YEAR TO DATE			ANNUAL	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
Revenue								
CITY OF ROSWELL	$ 16,666.67	$ 16,666.67	$ 0.00	$ 33,333.30	$ 33,333.30	$ 0.00	$ 200,000.00	$ 166,666.70
CHAVES COUNTY	16,666.67	16,666.67	0.00	33,333.30	33,333.30	0.00	200,000.00	166,666.70
MEMBERSHIP DUES	28,440.00	12,500.00	15,940.00	79,213.00	25,000.00	54,213.00	150,000.00	70,787.00
CERTIFIED EDO GRANT (NMEDD)	0.00	3,333.33	(3,333.33)	0.00	6,666.70	(6,666.70)	40,000.00	40,000.00
LEADS SITE PREPARDNESS GRANT (NMEDD)	0.00	2,083.33	(2,083.33)	25,000.00	4,166.70	20,833.30	25,000.00	0.00
RENTAL INCOME	0.00	150.00	(150.00)	0.00	300.00	(300.00)	1,800.00	1,800.00
Total Sales	61,773.34	51,400.00	10,373.34	170,879.60	102,800.00	68,079.60	616,800.00	445,920.40
Gross Profit	61,773.34	51,400.00	10,373.34	170,879.60	102,800.00	68,079.60	616,800.00	445,920.40
Operating Expenses								
WAGES - BONUS	0.00	333.33	(333.33)	0.00	666.70	(666.70)	4,000.00	(4,000.00)
MISCELLANEOUS EXPENSE	0.00	83.33	(83.33)	0.00	166.70	(166.70)	1,000.00	(1,000.00)
ADVERTISING	9,955.00	1,916.67	8,038.33	10,432.40	3,833.30	6,599.10	23,000.00	(12,567.60)
MEMBERSHIP MEETINGS	13,655.13	708.33	12,946.80	13,707.04	1,416.70	12,290.34	8,500.00	5,207.04
AUDIT	0.00	675.00	(675.00)	0.00	1,350.00	(1,350.00)	8,100.00	(8,100.00)
BANK CHARGES	156.50	90.00	66.50	217.00	180.00	37.00	1,080.00	(863.00)
CONTRACT SERVICES	1,409.15	2,102.50	(693.35)	2,232.39	4,205.00	(1,972.61)	25,230.00	(22,997.61)
BUSINESS EXPANSON	0.00	166.67	(166.67)	0.00	333.30	(333.30)	2,000.00	(2,000.00)
BUSINESS RECRUITMENT	0.00	2,083.33	(2,083.33)	0.00	4,166.70	(4,166.70)	25,000.00	(25,000.00)
ENTERTAINMENT/MEALS	55.75	41.67	14.08	55.75	83.30	(27.55)	500.00	(444.25)
DUES & SUBSCRIPTIONS	312.95	615.66	(302.71)	1,825.90	1,231.40	594.50	7,388.00	(5,562.10)
EDUCATIONAL EXPENSE	0.00	1,333.33	(1,333.33)	345.00	2,666.70	(2,321.70)	16,000.00	(15,655.00)
MILEAGE	597.90	416.67	181.23	597.90	833.30	(235.40)	5,000.00	(4,402.10)
OFFICE EXPENSE	0.00	416.67	(416.67)	23.16	833.30	(810.14)	5,000.00	(4,976.84)
POSTAGE	68.00	41.67	26.33	68.00	83.30	(15.30)	500.00	(432.00)
PAYROLL TAXES	1,746.86	2,169.67	(422.81)	4,464.20	4,339.30	124.90	26,036.00	(21,571.80)
RETIREMENT(SIMPLE IRA)	683.73	666.67	17.06	1,367.46	1,333.30	34.16	8,000.00	(6,632.54)
RENT	0.00	800.00	(800.00)	4,800.00	1,600.00	3,200.00	9,600.00	(4,800.00)
TRAVEL & CONVENTIONS	3,206.74	3,166.67	40.07	3,206.74	6,333.30	(3,126.56)	38,000.00	(34,793.26)
WAGES	22,790.83	27,121.08	(4,330.25)	57,941.27	54,242.20	3,699.07	325,453.00	(267,511.73)
WEB SITE	0.00	1,578.58	(1,578.58)	0.00	3,157.20	(3,157.20)	18,943.00	(18,943.00)
SPECIAL EVENT EXPENSE	4,311.08	250.00	4,061.08	6,647.37	500.00	6,147.37	3,000.00	3,647.37
MAINSTREET FACADE	10,000.00	1,250.00	8,750.00	10,000.00	2,500.00	7,500.00	15,000.00	(5,000.00)
LEADS SITE PREPARDNESS GRANT EXPENSE (NMEDD)	0.00	2,083.33	(2,083.33)	0.00	4,166.70	(4,166.70)	25,000.00	(25,000.00)
LEGISLATIVE RECEPTION/USN EXPENSE	0.00	1,264.17	(1,264.17)	0.00	2,528.30	(2,528.30)	15,170.00	(15,170.00)

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 2 Months Ended August 31, 2024

	CURRENT MONTH			YEAR TO DATE			ANNUAL	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
Total Operating Expenses	68,949.62	51,375.00	17,574.62	117,931.58	102,750.00	15,181.58	616,500.00	(498,568.42)
Operating Income (Loss)	(7,176.28)	25.00	(7,201.28)	52,948.02	50.00	52,898.02	300.00	52,648.02
Other Income (Expenses)								
OTHER INCOME	1,000.00	0.00	1,000.00	2,610.00	0.00	2,610.00	0.00	2,610.00
INTEREST	46.87	16.67	30.20	93.73	33.30	60.43	200.00	(106.27)
INVESTMENT FEES	0.00	(41.67)	41.67	0.00	(83.30)	83.30	(500.00)	500.00
Total Other Income (Expenses)	1,046.87	(25.00)	1,071.87	2,703.73	(50.00)	2,753.73	(300.00)	3,003.73
Net Income (Loss) Before Taxes	(6,129.41)	0.00	(6,129.41)	55,651.75	0.00	55,651.75	0.00	55,651.75
Net Income (Loss)	$ (6,129.41)	$ 0.00	$ (6,129.41)	$ 55,651.75	$ 0.00	$ 55,651.75	$ 0.00	$ 55,651.75

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of August 31, 2024 and July 31, 2024

Assets

	August 31, 2024	July 31, 2024	June 30, 2024
Current Assets			
CASH IN BANK - PIONEER	$ 341,772.34	$ 381,116.88	$ 355,916.95
FIRST AMERICAN - SAVINGS	221,391.34	221,344.47	221,297.61
PIONEER #3719 - MICRO BUS LOAN PROGRAM	150,657.39	150,657.39	150,657.39
A/R - CITY OF ROSWELL	83,333.30	66,666.63	50,000.00
A/R - CHAVES COUNTY	33,333.30	16,666.63	0.00
Total Current Assets	830,487.67	836,452.00	777,871.95
Property and Equipment			
Net Property and Equipment	0.00	0.00	0.00
Non Current Assets			
FIRST AMERICAN BANK - INVESTMENT FUND	238,156.00	238,156.00	238,156.00
UNREALIZED GAIN LOSS ON INVESTMENT	(2,652.09)	(2,652.09)	(2,652.09)
Total Non Current Assets	235,503.91	235,503.91	235,503.91
Total Assets	$ 1,065,991.58	$ 1,071,955.91	$ 1,013,375.86

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of August 31, 2024 and July 31, 2024

Liabilities and Net Assets

	August 31, 2024	July 31, 2024	June 30, 2024
Current Liabilities			
A/P - EMPLOYEES	$ 12,359.32	$ 12,359.32	$ 12,359.32
A/P - VENDORS	11,158.61	11,158.61	11,158.61
CARD SERVICE CENTER #3536	7,549.87	6,895.53	10,859.53
FICA PAYABLE	1,413.02	1,413.04	1,358.84
MEDICARE PAYABLE	330.46	330.44	317.80
FEDERAL WITHHOLDING PAYABLE	1,063.58	1,063.58	1,008.10
STATE WITHHOLDING PAYABLE	800.14	1,293.58	770.39
SIMPLE IRA PAYABLE	2,208.34	2,207.53	2,011.70
SUTA PAYABLE	18.81	15.44	93.89
Total Current Liabilities	36,902.15	36,737.07	39,938.18
Long-Term Liabilities			
DEFERRED REVENUE NM GRANT	40,000.00	40,000.00	40,000.00
Total Long-Term Liabilities	40,000.00	40,000.00	40,000.00
Total Liabilities	76,902.15	76,737.07	79,938.18
Net Assets			
Unrestricted Assets	558,703.61	558,703.61	558,703.61
Temporarily Restricted Assets	374,734.07	374,734.07	374,734.07
Current Earnings	55,651.75	61,781.16	0.00
Total Net Assets	989,089.43	995,218.84	933,437.68
Total Liabilities and Net Assets	$ 1,065,991.58	$ 1,071,955.91	$ 1,013,375.86

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For Most Recent Three Months and Two Months Ended August 31, 2024

	MOST RECENT THREE MONTHS			YEAR TO DATE
	August 31	July 31	June 30	This Year
Revenues				
CITY OF ROSWELL	$ 16,666.67	$ 16,666.63	$ 16,666.65	$ 33,333.30
CHAVES COUNTY	16,666.67	16,666.63	12,500.00	33,333.30
MEMBERSHIP DUES	28,440.00	50,773.00	11,498.20	79,213.00
LEADS SITE PREPARDNESS GRANT (NMEDD)	0.00	25,000.00	0.00	25,000.00
Total Sales	61,773.34	109,106.26	40,664.85	170,879.60
Gross Profit	61,773.34	109,106.26	40,664.85	170,879.60
Operating Expenses				
ADVERTISING	9,955.00	477.40	0.00	10,432.40
MEMBERSHIP MEETINGS	13,655.13	51.91	0.00	13,707.04
BANK CHARGES	156.50	60.50	246.68	217.00
CONTRACT SERVICES	1,409.15	823.24	3,264.60	2,232.39
BUSINESS RECRUITMENT	0.00	0.00	2,681.29	0.00
ENTERTAINMENT/MEALS	55.75	0.00	39.86	55.75
DUES & SUBSCRIPTIONS	312.95	1,512.95	115.36	1,825.90
EDUCATIONAL EXPENSE	0.00	345.00	0.00	345.00
INTEREST	0.00	0.00	0.17	0.00
MILEAGE	597.90	0.00	1,119.91	597.90
OFFICE EXPENSE	0.00	23.16	703.08	23.16
POSTAGE	68.00	0.00	0.00	68.00
PAYROLL TAXES	1,746.86	2,717.34	1,700.15	4,464.20
RETIREMENT(SIMPLE IRA)	683.73	683.73	592.50	1,367.46
RENT	0.00	4,800.00	0.00	4,800.00
TRAVEL & CONVENTIONS	3,206.74	0.00	922.84	3,206.74
WAGES	22,790.83	35,150.44	20,728.19	57,941.27
PENALTY	0.00	0.00	20.47	0.00
SPECIAL EVENT EXPENSE	4,311.08	2,336.29	6,434.57	6,647.37
MAINSTREET FACADE	10,000.00	0.00	0.00	10,000.00
Total Operating Expenses	68,949.62	48,981.96	38,569.67	117,931.58
Operating Income (Loss)	(7,176.28)	60,124.30	2,095.18	52,948.02
Other Income (Expenses)				
DIVIDEND INCOME	0.00	0.00	2,748.06	0.00
OTHER INCOME	1,000.00	1,610.00	1,000.00	2,610.00
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	0.00	8,287.27	0.00
INTEREST	46.87	46.86	555.69	93.73
INVESTMENT FEES	0.00	0.00	(493.29)	0.00
Total Other Income (Expenses)	1,046.87	1,656.86	12,097.73	2,703.73
Net Income (Loss) Before Taxes	(6,129.41)	61,781.16	14,192.91	55,651.75
Net Income (Loss)	$ (6,129.41)	$ 61,781.16	$ 14,192.91	$ 55,651.75

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 2 Months Ended August 31, 2024
Multiple Selections

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	26.98 %	$ 33,333.30	22.85 %
CHAVES COUNTY	16,666.67	26.98	33,333.30	22.85
MEMBERSHIP DUES	28,440.00	46.04	79,213.00	54.30
Total Sales	61,773.34	100.00	145,879.60	100.00
Gross Profit	61,773.34	100.00	145,879.60	100.00
Operating Expenses				
ADVERTISING	9,955.00	16.12	10,432.40	7.15
MEMBERSHIP MEETINGS	13,655.13	22.11	13,707.04	9.40
BANK CHARGES	156.50	0.25	217.00	0.15
CONTRACT SERVICES	1,409.15	2.28	2,232.39	1.53
ENTERTAINMENT/MEALS	55.75	0.09	55.75	0.04
DUES & SUBSCRIPTIONS	300.00	0.49	1,812.95	1.24
EDUCATIONAL EXPENSE	0.00	0.00	345.00	0.24
MILEAGE	597.90	0.97	597.90	0.41
OFFICE EXPENSE	0.00	0.00	23.16	0.02
POSTAGE	68.00	0.11	68.00	0.05
PAYROLL TAXES	1,746.86	2.83	4,464.20	3.06
RETIREMENT(SIMPLE IRA)	683.73	1.11	1,367.46	0.94
RENT	0.00	0.00	4,800.00	3.29
TRAVEL & CONVENTIONS	3,206.74	5.19	3,206.74	2.20
WAGES	22,790.83	36.89	57,941.27	39.72
Total Operating Expenses	54,625.59	88.43	101,271.26	69.42
Operating Income (Loss)	7,147.75	11.57	44,608.34	30.58
Other Income (Expenses)				
INTEREST	46.87	0.08	93.73	0.06
Total Other Income (Expenses)	46.87	0.08	93.73	0.06
Net Income (Loss) Before Taxes	7,194.62	11.65	44,702.07	30.64
Net Income (Loss)	$ 7,194.62	11.65 %	$ 44,702.07	30.64 %

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 2 Months Ended August 31, 2024
SPECIAL EVENT

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
Total Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	0.00	0.00
Operating Expenses				
SPECIAL EVENT EXPENSE	4,311.08	0.00	6,647.37	0.00
Total Operating Expenses	4,311.08	0.00	6,647.37	0.00
Operating Income (Loss)	(4,311.08)	0.00	(6,647.37)	0.00
Other Income (Expenses)				
Total Other Income (Expenses)	0.00	0.00	0.00	0.00
Net Income (Loss) Before Taxes	(4,311.08)	0.00	(6,647.37)	0.00
Net Income (Loss)	$ (4,311.08)	0.00 %	$ (6,647.37)	0.00 %

See Accountants' Compilation Report

Non-Action Items 32.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Roswell Hispano Chamber of Commerce FY2025 Q1 Report. **(TJ Conyers)**

BACKGROUND:
Initiated by: TJ Conyers:

FINANCIAL CONSIDERATION:
For information only.

LEGAL REVIEW:
For information only.

BOARD AND COMMITTEE ACTION:
For information only.

STAFF RECOMMENDATION:
For information only.

Attachments

RHCC FY2025 Q1 Report

Roswell Hispano Chamber of Commerce
1st Quarter Report
July, August and September
2024

Business Retention and Development	Objective	Activity
Promotion of economic vitality and business retention to include small and minority owned business within the City of Roswell.	1- One-on-one meetings to recruit and educate Roswell businesses. 2- Assist businesses hire in Roswell and Chaves County area. 3- Survey membership annually. 4- ID educational and provision of educational in areas of marketing; promoting business growth: 5- Internet marketing 6- Social media Advertising 7- Professional leadership courses to develop future community leaders.	1. -Public Library Collaboration -Dia De Los Muertos Celebration - FY24 end of year Presentation to city council 2. Partners with ENMU-R via the C3P-O grant initiative. Ongoing as of 06/14/2024 3. Promoted various community events on our Facebook page, and website. 4. Finished the Reorganization of the Hispano Chamber And welcome Col. West and Mike Espiritu, to our board of directors 7. Updated Membership rates 8. Completed Membership audit. 9. Finished procurement course and started working on future dates to hold the classes.
Community and <u>Professional Enhancement</u> Provide and educate benefits of, and avenues creating an environment that is safe and attractive for citizens of Roswell. Page 2	Counsel on and/or provide opportunities that would help individuals identify paths to enrich personal and professional skills that lead to job opportunities. 1. Create focus type groups to enable citizens to participate in decision-making that helps create future directives of Hispano Chamber.	1. Working with ENMU-R, NMMI, Youth Challenge, and Job Corps on an education fair to be held Q1 of Next year, date TBD. 2. Working with ENMU-R on an education fair to be held in November, date TBD.

(continue) Community and <u>Professional Enhancement</u>	- Support the City of Roswell's Visitors Center Through: **a.** Distribution of maps, community guides and other materials as deemed appropriate. **b.** Publicizing attractions, tourism facilities and activities as appropriate on social media, newsletters, web and other communication and marketing efforts. **c.** Promotion of events, including collaboration and coordination with Main Street Roswell, the UFO Museum, Roswell Chamber of Commerce, Eastern New Mexico State Fair Board, Hike It and Spike It committee, and the Tourism Council, to publicize, support and provide volunteers for events	a. Ongoing. We have an abundance amount of city maps and telephone directors to pass out. Working with HSNB on MatanzaFest event, that will be held in December 7 2024.

ROSWELL HISPANO CHAMBER OF COMMERCE
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Pioneer Bank #76232	41,966.94
Pioneer bank #48330	21,180.12
Checking at Wells Fargo Bank	624.16
First American Bank	601.38
Total Checking/Savings	64,372.60
Total Current Assets	64,372.60
Fixed Assets	
Computer Equipment	1,596.96
Total Fixed Assets	1,596.96
TOTAL ASSETS	**65,969.56**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	252.85
Total Other Current Liabilities	252.85
Total Current Liabilities	252.85
Total Liabilities	252.85
Equity	
Unrestricted Net Assets	54,763.89
Net Income	10,952.82
Total Equity	65,716.71
TOTAL LIABILITIES & EQUITY	**65,969.56**

ROSWELL HISPANO CHAMBER OF COMMERCE
Balance Sheet
As of September 30, 2024

	Sep 30, 24	Sep 30, 23	$ Change
ASSETS			
Current Assets			
Checking/Savings			
Pioneer Bank #76232	41,966.94	0.00	41,966.94
Pioneer bank #48330	21,180.12	0.00	21,180.12
Checking at Wells Fargo Bank	624.16	36,670.93	-36,046.77
First American Bank	601.38	15,239.91	-14,638.53
Pioneer Bank	0.00	1,450.12	-1,450.12
Total Checking/Savings	64,372.60	53,360.96	11,011.64
Total Current Assets	64,372.60	53,360.96	11,011.64
Fixed Assets			
Computer Equipment	1,596.96	1,596.96	0.00
Total Fixed Assets	1,596.96	1,596.96	0.00
TOTAL ASSETS	**65,969.56**	**54,957.92**	**11,011.64**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	252.85	658.34	-405.49
Total Other Current Liabilities	252.85	658.34	-405.49
Total Current Liabilities	252.85	658.34	-405.49
Total Liabilities	252.85	658.34	-405.49
Equity			
Unrestricted Net Assets	54,763.89	35,976.37	18,787.52
Net Income	10,952.82	18,323.21	-7,370.39
Total Equity	65,716.71	54,299.58	11,417.13
TOTAL LIABILITIES & EQUITY	**65,969.56**	**54,957.92**	**11,011.64**

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
July through September 2024

	Jul - Sep 24	Jul - Sep 23	$ Change
Ordinary Income/Expense			
Income			
Program Income			
Membership Dues	300.00	3,150.00	-2,850.00
Total Program Income	300.00	3,150.00	-2,850.00
Indirect Public Support			
City of Roswell	18,750.00	0.00	18,750.00
Total Indirect Public Support	18,750.00	0.00	18,750.00
Direct Public Support			
Gifts in Kind - Services	800.00	600.00	200.00
Total Direct Public Support	800.00	600.00	200.00
Other Types of Income			
Miscellaneous Revenue	404.36	0.00	404.36
Total Other Types of Income	404.36	0.00	404.36
Cinco de Mayo Revenue	-1,375.00	1.00	-1,376.00
Pinata Fest Revenue	0.00	17,060.00	-17,060.00
Total Income	18,879.36	20,811.00	-1,931.64
Expense			
Payroll preparation fees	300.00	0.00	300.00
Contract Services			
Accounting Fees	800.00	600.00	200.00
Outside Contract Services	0.00	258.48	-258.48
Total Contract Services	800.00	858.48	-58.48
Facilities and Equipment			
Equip Rental and Maintenance	695.42	545.50	149.92
Rent Bldg	1,500.00	1,500.00	0.00
Total Facilities and Equipment	2,195.42	2,045.50	149.92
Operations			
Bank Service Charges	484.89	0.00	484.89
Bank Fees	0.00	250.68	-250.68
Computer Internet and Website	816.13	311.28	504.85
Conference, Convention, Meeting	0.00	301.76	-301.76
Director Fees	0.00	6,000.00	-6,000.00
Office Expense	0.00	172.36	-172.36
Payroll Expenses	1,297.50	4,545.00	-3,247.50
Payroll Taxes	111.32	356.06	-244.74
Taxes	0.00	13.92	-13.92
Travel and Meetings	0.00	209.07	-209.07
Total Operations	2,709.84	12,160.13	-9,450.29
Other Types of Expenses			
Cinco de Mayo related expenses	0.00	1,585.71	-1,585.71
Pinatafest Expense	0.00	7,170.68	-7,170.68
Donation	500.00	1,450.00	-950.00
Total Other Types of Expenses	500.00	10,206.39	-9,706.39
Total Expense	6,505.26	25,270.50	-18,765.24
Net Ordinary Income	12,374.10	-4,459.50	16,833.60
Net Income	**12,374.10**	**-4,459.50**	**16,833.60**

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
July through September 2024

	Jul - Sep 24	
Ordinary Income/Expense		
Income		
Program Income		
Membership Dues	300.00	
Total Program Income		300.00
Indirect Public Support		
City of Roswell	18,750.00	
Total Indirect Public Support		18,750.00
Direct Public Support		
Gifts in Kind - Services	800.00	
Total Direct Public Support		800.00
Other Types of Income		
Miscellaneous Revenue	404.36	
Total Other Types of Income		404.36
Cinco de Mayo Revenue		-1,375.00
Total Income		18,879.36
Expense		
Payroll preparation fees		300.00
Contract Services		
Accounting Fees	800.00	
Total Contract Services		800.00
Facilities and Equipment		
Equip Rental and Maintenance	695.42	
Rent Bldg	1,500.00	
Total Facilities and Equipment		2,195.42
Operations		
Bank Service Charges	484.89	
Computer Internet and Website	816.13	
Payroll Expenses	1,297.50	
Payroll Taxes	111.32	
Total Operations		2,709.84
Other Types of Expenses		
Donation	500.00	
Total Other Types of Expenses		500.00
Total Expense		6,505.26
Net Ordinary Income		12,374.10
Net Income		**12,374.10**

Agenda
Thursday, July 2, 2024 at 6:00pm
Roswell Hispano Chamber Office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call
   b. Approval of agenda
   c. Approval of May 9th minutes

II. CRM system details and update.....Alfredo Garcia

III. RHCC Board Members.....Adam Villegas
   a. Behavior, Memo signed
   b. Commitment and attendance
   c. New Board members

IV. Discussion of upcoming election nominations, discuss process.....Adam Villegas

V. RFP for Lodgers tax.....Adam Villegas
   a. Advertisement
   b. Services i.e. police, fire, sanitation, etc.

VI. RFP for Event sponsorship max 20k.....Adam Villegas

VII. C3PO project status and update.....Alfredo/Alice

VIII. Committee Updates (if any)
   a. Finance Committee.....Chair
      Reconciliation of Bank Accounts update.....Alfredo Garcia
   b. Education Committee.....John Erard, Chair
   c. Membership Committee.....Sonia Bolanos, Chair
      a. Increase membership discussion and plans.....Adam Villegas
   d. Marketing Committee.....Alfredo Garcia, Chair
   e. Events Committee.....Sonia Bolanos, Chair
   f. Scholarship Committee.....Adam Villegas, Chair
   g. Nomination for Elections.....Adam Villegas, Chair
   h. Executive Director.....Adam Villegas
   i. Procurement Committee.....Chair

IX. Media Communication discussion (designate a committee).....Alfredo Garcia

X. Pinata Festival Discussion.....Sonia Bolanos

XI. Dia de los Muertos Discussion.....Adam Villegas

XII. Open Discussion

XIII. Closing
   a. Next Board Meeting

Agenda
Thursday, July 2, 2024 at 6:00pm
1210 N. Main Street, Suite 100
Roswell, NM 88201

I. Call to Order
   a. Roll Call
      Adam Villegas, Alfredo Garcia, Mayela Sosa, Manuela Ramirez, John Erard, Sonia Bolanos, Savio Martinez were present

      Maria Alvarado, Alice Palma-Armendariz, Pedro Gallardo, Nancy Chavarria, Tracy De La Rosa were absent

   b. Approval of agenda
      Motion to approve by Alfredo Garcia, Seconded by Manuela Ramirez
   c. Approval of May minutes
      Motion to approve by Alfredo Garcia, Seconded by John Erard
   d. Approval of June minutes
      Motion to approve by Alfredo Garcia, Seconded by John Erard

II. CRM system details and update.....Alfredo Garcia
      There is no update as this has yet to be purchased due to lack of debit card to make purchase online.

Addendum to the agenda.....Request of a debit/credit card for purposes of day to day operations and to make payment of the approved CRM system.
      Motion to approve by Sonia Bolanos, Seconded by Manuela Ramirez

III. RHCC Board Members.....Adam Villegas
   a. Behavior, Memo signed
      Board members that have not signed the memorandum, need to do so today.
   b. Commitment and attendance
      Need to prepare for upcoming elections for next month. Need to remove those Board members that have not attended meetings to be able to add new Board members. According to the current By Laws, if a member of the Board of Directors misses 3 consecutive unexcused absences in a fiscal year, the Board of Directors may remove said members.
      The Board of Directors roster was reviewed and voted on as follows
         Maria Alvarado-Motion to remove as Board of Directors by Alfredo Garcia, Seconded by Manuela Ramirez.

Pedro Gallardo-Motion to move Pedro Gallardo to Member at Large by Sonia Bolanos, Seconded by John Erard.
Tracy De La Rosa-Motion to remove as Board of Directors by Alfredo Garcia, Seconded by John Erard.
Nancy Chavarria-Motion to move Nancy Chavarria to Member at Large by Mayela Sosa, Seconded by Alfredo Garcia.

c. New Board members

Potential new members in discussion are Mike Espiritu, Jose Zavala, Carlos Marrujo Sr., and COL David West. Will need to get Bios and send to all Board of Directors by email to review by next Board meeting to discuss and vote. Apart from Mike Espiritu as his Bio was already submitted to all Board of Directors by email and reviewed by most Board of Directors.
The discussion was if right now is a good time to welcome new board members as the Board of Directors are still in development of the organization. Motion to add new Board of Directors member Mike Espiritu made by John Erard and Seconded by Alfredo Garcia. Those in favor were Manuela Ramirez, Alfredo Garcia, John Erard, and Savio Martinez. Those opposed were Mayela Sosa and Sonia Bolanos. Motion passed.

IV. Discussion of upcoming election nominations, discuss process.....Adam Villegas

No discussion, table this item for next monthly Board Meeting.

V. RFP for Lodgers tax.....Adam Villegas

a. Advertisement
b. Services i.e. police, fire, sanitation, etc.

Need to fill out and submit this ASAP. Adam Villegas will follow up with Sonia Bolanos to guide her with the process.

VI. RFP for Event sponsorship max 20k.....Adam Villegas

This is not an RFP. No discussion.

VII. C3PO project status and update.....Alfredo/Alice

The classes have been going good located at the RHCC office. The classes have been on Mondays, Tuesdays, and Saturdays. Good communication and staying connected with the C3PO Director.

VIII. Committee Updates (if any)

a. Finance Committee.....Chair

Reconciliation of Bank Accounts update.....Alfredo Garcia

The reconciliation of the bank accounts is mostly done. There are still other accounts open but this cannot be taken care of until the Articles of Incorporations are revised. Alfredo will be going to the Pioneer Bank to order checks.

b. Education Committee.....John Erard, Chair

Education Initiatives were presented of (4) Lecture Series with the first one starting soon of Procurement opportunities. Followed by Minority Small Business Grants, Digital Marketing and Advertising, and Leadership Development. Monthly Lunch

and Learns will begin soon. A revised budget sheet will be presented at the next monthly meeting.

c. Membership Committee.....Sonia Bolanos, Chair
    a. Increase membership discussion and plans.....Adam Villegas
    No discussion. Adam Villegas requested an updated Members list from Alfredo. Requested for the list to be sent to all members by email.
d. Marketing Committee.....Alfredo Garcia, Chair
    No discussion, no updates
e. Events Committee.....Sonia Bolanos, Chair
    Pinata festival summary sheet was passed around. Sonia and Adam will get together to organize binder and provide guidance on events.
f. Scholarship Committee.....Adam Villegas, Chair
    No discussion, no updates
g. Nomination for Elections.....Adam Villegas, Chair
    No discussion, no updates
h. Executive Director.....Adam Villegas
    Executive Director remains vacant. Discussion made to reach out to other agencies such as CareerLink and Goodwill to post position. The position is only part time, 20 hours a week. Adam Villegas to send Job Description to Sonia and Mayela.
i. Procurement Committee.....Vacant Chair
    No discussion, no updates.

IX. Media Communication discussion (designate a committee).....Alfredo Garcia
    Only the President or Vice President of the RHCC is authorized to speak on behalf of the organization or engage with any media. Motion made by Sonia Bolanos, Seconded by Alfredo Garcia.

X. Pinata Festival Discussion.....Sonia Bolanos
    Minor discussion for plans. Summary sheet was passed around. Adam will get with Sonia on the planning.

XI. Dia de los Muertos Discussion.....Adam Villegas
    No discussion.

XII. Open Discussion
    By Laws – set up a follow meeting

        By Laws will be reviewed and discussed at the next emergency meeting set for Tuesday, July 9th at 6pm at 1210 N. Main Street Suite 100 Roswell, NM 88201

XIII. Closing
    a. Next Board Meeting
        Emergency meeting will be Tuesday, July 9th at 6pm at 1210 N. Main Street Suite 100 Roswell, NM 88201

Adjourned at 7:47pm

Board of Directors Meeting Agenda
Tuesday, July 9, 2024 at 6:00pm
1210 N. Main Street, Suite 100
Roswell, NM 88201

I. Call to Order
   a. Roll Call
   b. Approval of agenda

II. RHCC New Board Members.....Adam Villegas
   a. Introduction of New Board Member, Mike Espiritu
   b. Review Bios of Potential New Board Members

III. ByLaws review and discussion.....Adam Villegas

IV. RFP for visitors center.....Adam Villegas

V. Adjourn

Board of Directors Meeting Agenda
Tuesday, July 9, 2024 at 6:00pm
1210 N. Main Street, Suite 100
Roswell, NM 88201

I. Call to Order made by Adam Villegas at 6:38pm
   a. Roll Call

      Adam Villegas, Mayela Sosa, Alfredo Garcia, John Erard, Mike Espiritu, Nancy Chavarria, Savio Martinez, Sonia Bolanos were present

      Manuela Ramirez, Alice Palma-Armendariz, Pedro Gallardo were absent.

   b. Approval of agenda

      Motion of approval of the minutes by Alfredo Garcia, Seconded by Nancy Chavarria.

II. RHCC New Board Members.....Adam Villegas
   a. Introduction of New Board Member, Mike Espiritu

      Introduction given by John Erard and Mike Espiritu, highlighting most of Chamber expertise. Welcomed by Board of Directors. Comments were made by new Board member, Mike from observation made such as need to set a mission, vision, and goals for RHCC, has a lot of knowledge with membership and Insurances, recommends getting feedback from members of why they may or may not want to continue as a member of RHCC, and to find a way to keep board members happy.

   b. Review Bios of Potential New Board Members

      There was one bio sent by email with only one day to review. No motion was made. Discussion was only to review the Bio to revisit for next meeting. The bio submitted was for Sylvia Cano Garcia from WESST Corporation.

III. ByLaws review and discussion.....Adam Villegas

   A copy of ByLaws was made for all Board of Directors present. Each section was reviewed. Need to add Letterhead to ByLaws. Discussion of changes made per section were:

   Section 3.1 change from 10 to 7 days' notice

   Section 3.2 discussion was made on the number of members for a general meeting to be twenty (20) members

   Section 3.3 add 5% to make a quorum

Section 4.1 changed from 7 to 11 members and removed most of the language that follows in the section.

Recommendation was added to align the RHCC's fiscal year with the City's fiscal year alongside the officers election.

Note: Alfredo Garcia stepped out of meeting.

Section 4.5 added the member with unexcused absence may be removed by the President. Also added language that a Board of Director is to contact an Executive officer of absence.

Section 4.7 Accepted changes of paragraph added of president responsibilities with Executive Director.

Section 4.8 changed notice from 5 to 7 days and changed the occurrence of meeting as a Board from minimum of 6 times to meet monthly.

Note: Alfredo Garcia returned to meeting.

Section 5.2 no changed made. Discussion was held about each Executive officer's roles and what is to happen if an Executive member needs to be replaced during their serving term.

Section 6.1 removed duplicated language of Executive Director's job description and about the evaluation section.

Section 7.1 changed the Marketing committee to Nominating Committee and changed the minimum number from 3 board members to 3 RHCC member.

Clarification was asked about the number of committees and suggested eliminating some of the committees. This will be discussed at the next Board meeting.

Section 8.1 removed the note and example given.

Note: Savio Martinez left the meeting.

Discussion was made on the different types of funding such as Restricted and Non-Restricted funding and how they need to show separate expenses. This discussion was tabled for the next Board meeting.

Section 8.6 Recommendation was made to add that the RHCC will maintain a DNO for all Board members and include Employee dishonesty.

All other changes were reviewed and accepted. Directions are for John Erard to update the revised ByLaws per today's discussion, send to all Board of Directors, Board of Directors are to review and send any changes directly to the President. The President will review and make changes for a final review at the next Board meeting set for Wednesday, July 24th at 6pm.

IV. RFP for visitors center.....Adam Villegas

Discussed the pros and cons of the Visitors Center. Discussed ideas of how to operate, how and who to employ or volunteer, possibility to add a retail side of the Visitors Center, discussed the expectation of the operation of 6 days a week, 48 hours a week. There is not a timeline as of right now to submit for RFP.
Motion to not move forward with RFP for visitors center at this time was made by Mike Espiritu, Seconded by John Erard.

V. Adjourn

Meeting adjourn at 8:56pm

Board of Directors Meeting Agenda
Wednesday, July 24, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call
   b. Approval of agenda

II. ByLaws.....Adam Villegas
   a. Final Review

III. RHCC Committee redesignation.....Adam Villegas

IV. Committee Budget .....Adam Villegas
   a. Expectations
   b. Events
   c. Marketing
   d. Education

V. RHCC Policy Discussion.....Adam Villegas

VI. Open Discussion

VII. Adjourn

Board of Directors Meeting Agenda
Wednesday, July 24, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

Meeting was called to order by Adam Villegas at 6:04pm

a. Roll Call

In attendance: Adam Villegas, Alfredo Garcia, Mayela Sosa, Manuela Ramirez, John Erard, Sonia Bolanos, Mike Espiritu, Nancy Chavarria

Alice Palma-Armendariz and Pedro Gallardo were absent.

b. Approval of agenda

Motion by John Erard. Seconded by Alfredo Garcia

II. ByLaws.....Adam Villegas

a. Final Review

No comments for revised ByLaws reviewed last meeting.
Motion by Manuela Ramirez. Seconded by John Erard.

III. RHCC Committee redesignation.....Adam Villegas

It was made aware that the committees were reduced to four committees and some Board Members that were on the committees are no longer Board members.
Suggestion was made for Nancy Chavarria to be the Membership Committee Chair.
Motion by John Erard. Seconded by Alfredo Garcia.
No other discussion. All in favor. Motion passed

Update of Events Committee by Sonia Bolanos. Expressed concerns of no venue for Pinata Festival. Many different options were evaluated but nothing was available such as the Court House, Cielo Grand Complex, Wool Bowl, DeBremond Stadium, Cahoon Park, and Spring River Zoo Park. Another concerned expressed was the lack of vendors and vendors not having enough time to request for permits to operate business at event. It was identified that the Event Insurance had expired but will be renewed. Another concern was the vacant position of the Executive Director to assist in coordinating the event. Final discussion was the following due to concerns discussed:
Sonia recommends cancelling the event.
Mike recommends cancelling the event.

Nancy recommends cancelling the event.
Manuela recommends cancelling the event.
John recommends cancelling the event.
Motion to cancel the event made by Sonia Bolanos. Seconded by Nancy Chavarria
All in favor. Motion passed

Committee Budget .....Adam Villegas

a. Expectations
b. Events
c. Marketing
d. Education

Asking the Education committee to come to next meeting with forward plans.
Only other discussion was around the upcoming City committee meeting needing RHCC member present. Unsure of the meeting needs. John volunteered to seek City of Roswell personnel, TJ Conyers to gather information of what RHCC needs to prepare for meeting. Alfredo confirmed his availability to attend to represent RHCC for this committee meeting.

IV. RHCC Policy Discussion.....Adam Villegas

For time purposes, it was decided to table this agenda item for a future meeting.

V. Open Discussion

Passed around the table was a copy of draft ballot for upcoming nominations.
It is the Board's understanding that the elections are behind, and this will take effect as soon as Executive Board Members are announced at the next meeting. Every Board Member is to submit their nominations by Aug 1st.
According to ByLaws the terms are as follow:

President 3 years term ending by 2027
Vice President 2 years term ending by 2026
Secretary 1 year term ending by 2025
Treasurer 3 years term ending by 2027

Sylvia Garcia's bio was submitted at last meeting. Asking for Board members comments. Alfredo recommends Sylvia to become part of the Board.
Motion for Silvia Garcia as a new RHCC Board of Director by Sonia Bolanos.
Seconded by Mike.
All in favor. Motion passed.

A Go Bond Project flyer was presented at the meeting. Asking to post on the RHCC website. No objections from any Board Members. The flyer will be sent to Alfredo Garcia to post on social media accounts and website.

Next Meeting is scheduled for Tuesday, August 6th at 6pm at the RHCC office.

Discussion on getting back on schedule to monthly reoccurring meeting, those present agreed to move meetings to Second Wednesdays at 6pm.

VI. Adjourn

Board of Directors Meeting Agenda
Tuesday, August 6, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call
   b. Approval of agenda
   c. Approval of July minutes

II. Welcome New Board Member Sylvia Garcia.....Alfredo Garcia

III. Elections.....Adam Villegas

IV. Executive Director selection.....Sonia/Adam

V. New Board Member Selection.....Adam Villegas

VI. City of Roswell Meeting.....Alfredo Garcia/Adam Villegas
   Update from Finance Committee meeting
   Meeting with TJ for direction and support

VII. Approval of Media Press Release for Pinata Festival.....Adam Villegas

VIII. Keep Roswell Beautiful.....Sonia/Adam
   Scheduled for October 19th at the Wool Bowl

IX. Project C-3PO.....Alfredo/Sonia

X. Education Committee Update.....John Erard

XI. Membership Committee Update.....Nancy Chavarria

XII. Open Discussion

XIII. Next Meeting

XIV. Adjourn

Board of Directors Meeting Agenda
Tuesday, August 6, 2024 at 6:00pm
/RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

Meeting was called to order by Adam Villegas at 6:15pm.

a. Roll Call

Board Members in attendance were Adam Villegas, Alfredo Garcia, Mayela Sosa, Manuela Ramirez, Alice Palma Armendariz, John Erard, Sonia Bolanos, Mike Espiritu, Nancy Chavarria, Sylvia Garcia.

Guest is attendance is Diana Velasco and Tamara Mendoza

Member at Large absent was Pedro Gallardo.

b. Approval of agenda

Motion to approve agenda made by Mike Espiritu. Seconded by Alfredo Garcia.

c. Approval of July minutes

Motion to approve July minutes for 7/9/24 and 7/24/24 made by Alfredo. Seconded by John Erard.

II. Welcome New Board Member Sylvia Garcia.....Alfredo Garcia

Introduction made by new Board Member, Sylvia Garcia. Employed with WESST, providing services to Entrepreneurs and Business. She had been wanting to become a member for some time now.

III. Elections.....Adam Villegas

Elections were announced as follow:
Manuela Ramirez, Treasurer
Mayela Sosa, Secretary
Nancy Chavarria, Vice President
Sonia Bolanos, President
Mike Espiritu moved to approve the nomination of the members named in the meeting to their respective positions for the terms specified in the ByLaws.
Seconded by John Erard.
All in favor. None opposed. Motion passed.

IV. Executive Director selection.....Sonia/Adam

Tamara Mendoza was present at the meeting. She was interested in the Executive Director position and had a meeting with Board members Nancy and Sonia. Resume

Board of Directors Meeting Agenda
Wednesday, August 14, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call
   b. Approval of agenda

II. Committee assignments.....Sonia

III. Executive Director Position.....Sonia
   a. Job Description
   b. Compensation
   c. Job Posting
   d. Timeline

IV. Final approval of Media Press for Pinata Festival.....Sonia

V. Summary of City of Roswell Meeting with T.J. Conyers.....Sonia/Mayela

VI. Summary of Meeting with Mr. Urquidez.....Sonia/Manuela

VII. Discussion of a Meet and Greet Event.....Sonia

VIII. Sponsor Process, Discuss form.....Sonia

IX. Open Discussion

X. Next Meeting
   a. Discussion of moving meeting time

XI. Adjourn

Board of Directors Emergency Meeting Agenda
Wednesday, August 28, 2024 at 6:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call

II. Elections
   Discussion on the necessity of invalidating the recent officer election due to by-laws violations
   Resignation of current officers
   Appointing an interim Executive Committee to guide the RHCC

III. City of Roswell Liaison, TJ Conyors points of contacts and documents
   Points of Contacts
   Financial Documents submitted
   Documents needed

IV. Discussion of nomination of new board members?

V. C-3PO program update

VI. Pinata Festival media press letter

VII. Open Discussion

VIII. Next Meeting

IX. Adjourn

Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, September 10, 2024 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order
   a. Roll Call
   b. Approval of Agenda
   c. Approval of minutes from 08/06/2024 meeting

II. Board Member Candidate Interview, Gina Arambula

III. Executive Director Candidate Interview, Tamara Mendoza

IV. RHCC Financials.....Alfredo Garcia

V. RHCC Committees
   a. Membership Committee Update.....Nancy Chavaria
   b. Education Committee Update.....John Erard
   c. Review Standing committees list

VI. Dia de los Muertos (Sponsorship).....Alfredo Garcia

VII. Adjourn .....Alfredo Garcia

Next Board Meeting –
Tuesday, October 08, 2024 at 4:00 pm,
Location: RHCC office

Roswell Hispano Chamber of Commerce
Board of Directors Meeting Agenda
Tuesday, September 10, 2024 at 4:00pm
RHCC office
306 N. Pennsylvania Ave.
Roswell, NM 88201

I. Call to Order

Meeting was called to order by Alredo Garcia at 4:05pm

a. Roll Call

Board of Directors present were Alfredo Garcia, Nancy Chavarria, Mayela Sosa, John Erard, Daniela Garcia.

Board of Directors absent were Silvia Garcia, Mike Espiritu, and David West.

b. Approval of Agenda

Motion to approve the agenda was made by John Erard. Seconded by Nancy Chavarria. All in favor. None opposed.

c. Approval of minutes from 08/06/2024 meeting

Motion to approve the 08/06/24 minutes made by Nancy Chavarria. Seconded by Daniela Garcia. All in favor. None opposed.

Mike Espiritu arrived to the meeting.

II. Board Member Candidate Interview, Gina Arambula

Welcomed Gina to the meeting and allowed her to introduce herself. Gina started the foundation Moms loving Hope that helps the community during hardships and burdens. She enjoys being involved in the community, likes to plan events. She shared a few issues from recent Board of Directors who have resigned. Concerns were addressed of how her event impacted the attendance of RHCC's Cinco de Mayo event. The concern was declined. Her expectation from RHCC is to help her business grow. Gina was excused from meeting. Minimal discussion on how the concerns were alleviated but a concern still arises of conflict of interest.

Motion made by Nancy Chavarria to accept Gina Arambula as a Board of Director. Seconded by John Erard. All in favor. None opposed. Motion passed. Gina was invited back into the meeting and accepted.

III. Executive Director Candidate Interview, Tamara Mendoza

This was the second interview. Several of questions were asked of her ability to do the job. Shared was her ability to build businesses, knows the Chamber needs for Executive Director position, outgoing personality, very organized, has experience of organizing events in the past, and has good writing skills. Tamara was excused from meeting.

IV. RHCC Financials.....Alfredo Garcia

Balance sheet as of July 31, 2024 was shared in the meeting. There was outdated information. Profit and Loss sheet was also shared. Minimal discussion made on numbers as appeared.

V. RHCC Committees

a. Membership Committee Update.....Nancy Chavaria

Cost of revised membership fees were presented. The amounts were compared to other chambers and were still lowered than the Roswell Chamber of Commerce. Discussion of number of members within wach tier category. The information was not available. Some offerings mentioned were percentage discounts within members, education seminars, and potential discounted use of city owned venues.
Motion made by John Erard to approve the revised membership cost. Seconded by Nancy. All in favor. None opposed. Motion passed.

b. Education Committee Update.....John Erard
c. Review Standing committees list

VI. Dia de los Muertos (Sponsorship).....Alfredo Garcia

VII. Adjourn .....Alfredo Garcia

Next Board Meeting –
Tuesday, October 08, 2024 at 4:00 pm,
Location: RHCC office

INVOICE

Date: 10/16/2024
Invoice # 101524

Roswell Hispano Chamber
of Commerce
P.O. Box 8059
Roswell, NM 88202
575-624-0889
jorgegarcia@roswellhcc.org

TJ Connyers
City of Roswell
Finance Roswell,
NM 88202

Contact	Purpose of Billing		
TJ Conyers	1st Quarter Billing		

Date	Description		Line Total
January, February and March 2024	1st Quarter Billing		$12,500.00
		Subtotal	$12,500.00
		Total	$12,500.00

Please make check payable to Roswell Hispano Chamber of Commerce

Thank you!

Non-Action Items 33.

Finance Committee
Meeting Date: 12/05/2024
COMMITTEE: Finance
CONTACT: Elizabeth Nulf **CHAIR:** Robert B. Corn

ACTION REQUESTED:
MainStreet Roswell FY2025 Q1 Report **(TJ Conyers)**

BACKGROUND:
Initiated by TJ Conyers:

MainStreet Roswell FY2025 Q1 Report **(TJ Conyers)**

FINANCIAL CONSIDERATION:
For information only.

LEGAL REVIEW:
For information only.

BOARD AND COMMITTEE ACTION:
For information only.

STAFF RECOMMENDATION:
For information only.

Attachments

2025 Q1 Report
Executive Director Report Q1
July 2024 P&L
August 2024 P&L
September 2024 P&L

MAINSTREET ROSWELL
P.O. Box 1328
Roswell, NM 88202
info@mainstreetroswell.org
C: 575-914-8017

City of Roswell – Q1 Report / MSR – Q3 Report
July – September 2024

Submitted on September 30, 2024
Barbara Gomez, Executive Director

MainStreet Board Minutes (Inserted):

- July 2024
- August 2024
- September 2024

Profit & Loss Actuals YTD Financial Reports (inserted)

- July, August, September 2024

Executive Director's Monthly Report (inserted)

- July, August, September

During this quarter MSR started its role as one of the coordinators of the upcoming UFO Festival assisted by City Councilor Juliana Halvorson and a group of community organizations.

Board members: During the City of Roswell Q1 & MSR Q3, MSR lost 2 board members and added 1 new board member who works in the legal field. Currently the board has 9 Board members and 1 ex-officio.

Jason Garcia	President
Peggy Seskey	Vice-President
Kim Wood	Treasurer
Rosy Rubio	Secretary
Allen Shanley	Director
Eric Neria	Director
Rodney Austin	Director
Kerri Hendrix	Director
Lela Hunt	Director
Cisco Brink	Ex-Officio

Project Deliverables / Scope of Service
Brief description of: Business Retention and Economic Development

- ED and/or Board members provided no less than 15-25 per month personal contacts in person, via phone, email or via messenger on the MainStreet Roswell Facebook page and via 3 monthly Stakeholder meetings.
- 1st Friday of each month, ED contacts a majority of stakeholders to obtain information on merchant specials or events happening at their location during that month. ED reviews stakeholder's FB pages and reshares

events or specials as posted by the merchant. The information is then broadcast live via PVBC radio, "Mornings with Mike" show, shared on the MainStreet Stakeholders Facebook and during the monthly Stakeholders meeting.

- During this quarter MSR held 2 Stakeholder meetings August & September, the July meeting was cancelled. Stakeholder meetings are held via "live-stream" and in-person, providing training info, discuss plans, promotion opportunities for businesses, and ask about any assistance they may be needing.

- MainStreet Roswell maintains its webpage at mainstreetroswell.org:
  (The MSR webpage is updated as building become vacant or available)
  - Map of the downtown MainStreet District
  - Business directory listing 70 downtown businesses
  - Property Listings of vacant and for sale
  - Projects/ Event

  During Q1 – ED met/talked with various business owners to discuss plans for improvement of location interior or exterior. Attempted to locate and identify empty buildings and spoke with a number of people looking to find a location on Main Street
    - ED conducted a walking and driving review of the corridor in search of new businesses' closed businesses or any issues on the MS corridor.

New businesses within the district during Q1	**Address**
UFO Water	105 N. Main Street
Freedom & Grace	323 N. Main Street
Launch Literacy	127 W. 4th Street
Christine's Metaphysical shop	204 N. Main Street
Alien Escape Room	125 N. Main Street
Business closures within the district:	
None this quarter	

Interior and Exterior Improvement and Rehabilitation	**Address**	**Private Investment to the building**	**Description of work**
Stellar Coffee	315 N. Main Street	$29,800	Kitchen remodel
Stellar Coffee	315 N. Main Street	$11,000	Replaced backdoor
Launch Literacy	127 W. 4th Street	$17,000	Interior/ Exterior remodel
Bricktown Alien Attack	201 N. Main Street	$60,000	Exterior repair from damage
UFO H2O / Holy Waters	105 N. Main Street	$20,000	Interior / Exterior renovations

Alien Escape Room	125 N. Main Street	$20,000	Interior/ Exterior on-going
TOTAL		**$157,800**	

Available Property Listings: A listing of properties within the corridor is maintained through a google spreadsheet and the webpage at mainstreetroswell.org as an ongoing effort.

Location	Previous business	Owner info	new tenant / relator
105 Main Street		For Lease	Berkshire Hathaway
227 NE Main Street	Complete Rehab	Mike Hurst	
205 SE Main Street	USA Title	No info	
110 SW Main Street	Unknown	For lease:505-316-4968	
120 SE Main Street	Unknown	No info	
108 W. 4th Street	Cigar shop & Frame	Marty & Cynthia Torres	
125 W. 4th Street	Pegasus	Abel Villapando	Car storage
107 E. 4th Street	Fisk Building	Possible lease offices	
107 E. 3rd Street	Unknown	Berkshire Hathaway	
304 Richardson Avenue	ABC Therapy	For Rent	McDaniel Relator
412 N. Richardson Ave	Villegas Insurance	For Sale	
311 N. Main Street	Former Calico building	For Rent	
201 N. Richardson Ave	Silver Spoon	Morris Shertz	
100 S. Richardson Ave	Petroleum Building	Ram Kumwar	

Public Sector Improvement

Name of Public Project	Location	$ Value of project
None reported this month		

Extraordinary activities

- MSR continues its collaborative work the Chaves County on the Roswell Cultural Plaza. The team consisting of administration of Chaves County and Pland the designing team and MSR have had meeting to review the design and to make comments or recommendations.
- 2016 Wayfinding plan. During this quarter we were award $400,000 in Capital Outlay funding to for the construction of the Wayfinding elements to include 2 gateways, kiosks and benches.
- During this quarter MSR ED and VP attended the Legislative reception held for Reno Air Races (RARA) in Santa Fe.

Promotional campaigns / Events:

- AlienFest vendor forms & sponsorship forms were created.

Cooperative efforts with area organizations

- MSR ED attended the Roswell Sertoma civic organization meeting to present them with 6 lawn chairs, t-shirts and a goodie bag with AlienFest swag as a thank you for their sponsorship. Plans were made to collaborate on a fundraising Cash Raffle on November 9, 2024.
- MSR ED and VP, visited with Mike M, Xcel Energy to present him with 2 lawn chairs, t-shirts and goodie bag with AlienFest swag as a thank you for their sponsorship. Other sponsors were also sent t-shirts and swag bags.

Volunteer Hours:
Approximately 1333 volunteer hours were reported during this quarter. Volunteers consisted of MSR board members, community volunteers and civic organizations. Volunteers were used during the 3-day AlienFest to help set up and take down vendor areas, trash clean up and to help with kid zone areas. Volunteers are also used during the Farmer's Market from July – October, volunteers were also utilized during the Chile Cheese Festival.

Executive Director Training
NMMS Roundtable trainings were held via Zoom with various specialists presenting various topics. September 25-27 ED attended the NM MainStreet Institute that was held in Deming, NM.

MAINSTREET ROSWELL
BOARD MEETING
Notes / Minutes
July 22, 2024 / 5:30pm

I. Call to order: 5:40pm

II. Establish quorum:
Due to lack of quorum the board in attendance discussed items on the agenda but did not vote. Those present: Jason Garcia, Peggy Seskey, Rodney Austin, Barbara Gomez, ED, Guest – Lela Hunt.

Board members Allen Shanley and Eric Neria were called in to have a quorum to vote on a submitted board application from Lela Hunt. All present reviewed the application and by unanimous vote approved her application.

It was discussed that more detailed reports may be needed. ED to follow up with CoR Finance to assure proper reports are submitted.

CoR created a Survey Monkey that was used to survey the AlienFest. Once the report is provided ED will forward on to the Board for review.

It was decided that we did not have the know how to fully decide what we needed in terms of IT/ Web Hosting. It was agreed that we reach out to Sean Davis to review the Web hosting / IT quotes received to give us his opinion before making a decision. His opinion will be discussed at the next meeting.

ED will follow up with Plateau and secure an internet upgrade from 3 megabytes to 10 megabytes.

III. Adjourn:
Meeting adjourned at 6:30pm

Meeting notes / minutes were submitted by: Barbara Gomez, Executive Director

MAINSTREET ROSWELL
BOARD MEETING
AGENDA
August 12, 2024, 5:30PM

I. Call to order

Jason called the meeting to order at 5:31 p.m. Debbie Lee was introduced as a guest and will present at the meeting.

II. Establish quorum: Quorum was established.

III. Public Forum
a. None in July

IV. Approval of minutes – July 22, 2024 meeting minutes were presented. No changes. Accepted.

V. Treasurer's Report – (Financial sent out via email). UFO festival received a $60,000 sponsorship from the City and was deposited into a new and separate account for those funds. Barbara is requesting a separate financial report for only the $60,000 be provided to present to the City. She is concerned that presenting the entire P/L as is would be confusing as presented. She recommended that only a P/L for the $60,000 be provided to her to present to the City.

Supporting documentation for invoices/receipts are available for review if necessary. paid out of the appropriate account: MSR or Sponsorship from City. The City will either approve/not approve and Barbara is recommending that the P/L report include all the expenses to be paid out of the $60,000.

There are still some questions on which invoices should have been paid out of the $60,000 and which should have been paid out of the MSR account. Most of the $60,000 was used for entertainment. Kim suggested that all expenses be expensed to the right account before finalizing the P/L report to present to the City. $15,283.17 is what is remaining of the $60,000 as of July 31, 2024.

Barbara will create timelines to be provided to the Board and Kim can provide the report as needed for Barbara to present to the Board.

VI. Guest: Debi Lee, Wayfinding Design / Grant

Debbie was instrumental for securing a funding grant for the proposed Gateway project. Destination Forward grant written for MSR. Wayfind plan(destination plan) was security with a maximum amount of $100,000 without a match. Using the 2016 plan, MSR was able to secure $100,000. Plan to finish/finalize a design for the Gateway. Preliminary sketch is available. The next steps are to finalize the design and help with

permitting and other things that might arise in the design. If left over funds, benches, etc. Approximately $98,000 of the $100,000 secured has been expended for a complete design, and a smaller design.

2024 Legislature Capital Outlay request was for $400,000 and was secured.

Jason voiced some concerns about using only one company to bid the project. The bid exceeded the $400,000 cost estimate. By law, does MSR have to get more estimates? The engineer has completed the design. Next step is to get formal bids for the construction of the project. Bid documentation has to match the design by engineer with bid documents. Alternate design for the smaller design may also be obtained.

Deadline to expend the capital outlay funds is June 30, 2028. Option to seek outside funding to finish the project was discussed. It was determined that there is a good possibility that the additional funding can be secured.

City budgets did not have any extra funding for the project. MSR qualifies for lodgers tax since it is a tourist attraction. MSR could make a pitch to them. Lodger's tax board is different from city officials. Barbara suggested researching who sits on the board.

Next step is to get Louis Najar to present a plan to MSR. He has been used for other projects. Mr. Najar will be able to clarify next steps on the project.

Design/construction have to be separate bids.

Estimates for the full gateway is approximately $1.4 million. MSR only has half of the money which is why the gateway project was smaller. Next steps for MSR is to raise the remaining amount needed to complete project. $400,000 can be used for leverage.

What the grant submittal is for the full gateway. We need to meet that deliverable. Benefit is that $400,000 is not enough and can ask for more.

Further discussion was held regarding the Gateway project. The intention is to do two gateways on each side. Engineers need to be invited to come in and present and discuss the plans/cost estimates and how to get what we want.

It was also suggested that MSR ask the engineers if they are willing to prepare the bid document that is specific for bidders to secure.

Deadline for requesting lodgers' tax is Wednesday. Capital Outlay requests will be done in October.

VII. Exec Director's Report:

a. City of Roswell, City Council approved funding: City of Roswell approved $75,000 for MSR. A separate meeting is needed to discuss and plan on how to utilize the funds.

b. Executive Director reports – Barbara explained that when she started the role of Executive Director, she was informed that she should provide monthly reports to the Board. However, she is recommending a quarterly to the Board. She is currently submitting quarterly reports to Mainstreet and to the City. It would be a time saver if she could present this same report to the Board instead of a monthly one. Quarterly reports were approved.

c. UFO/AlienFest – AAR / 2025 An after action review was completed. Barbara followed up with the City to see if they were going to participate in future UFO/AlienFests. They said they are no longer involved and will not be involved in the future. Barbara sat in on a meeting with the Committee to find out what they want to do in the future. The Committee agreed that MSR should continue to take the lead with the festival. Barbara expressed to the Committee that it was a MSR Board decision. She stated that if MSR does not take the lead with the UFO festival, MSR would continue working on the AlienFest.

Jason brought up the issue that the City at one point had hired a management company to plan and run the UFO festival. He asked how MSR could make that same proposal to the city on behalf of MSR. Barbara explained that she would be proposing that at the Lodger's Tax meeting on Wednesday. Lodger Tax funds will pay for advertisement, security, safety, sanitation. Another category is City sponsorship. Barbara will be requesting funds for the AlienFest specifically and also for a management fee to lead the UFO festival. In the past, the City paid up to $100,000 to a Texas company to lead the UFO festival. Allen asked if we could request a report of how much was paid to the Texas company for information purposes.

The Planning Committee has also made a request of MSR that she request from the City all the funds for the entire festival. This means that the request would include requests for Roswell Daily Record, Galaciton, etc. MSR would only make the request and if funded, each entity would be required to keep track of their funds and how they were expended.

The big difference is advertising collectively for the whole event ($80,000-$100,000); sanitation for everyone; security for the whole event; trash cans, etc. Nothing is really changing for MSR with the exception of the city's involvement.

In preparation for the meeting with the Lodger's tax, Barbara has received the amounts to be requested from Roswell Daily Record and Galacticon. She will reach out to everyone and finalize their amounts.

Insurance policy for the Alienfest is currently through JS Ward. Further discussion on requesting Management Fee was held. Barbara explained the amount of her

time spent on the event and also the additional expenses such as office supplies, copies, etc.

Discussion and clarification of the history of the UFO Festival and AlienFest was held. Everyone started creating their own event which is the reason for all the different events. Barbara explained that the City does not want to be involved but is supportive and wants to help make the event strong.

Barbara does not agree that it is a competition between the different events. Jason is concerned that local businesses are getting hit from the different events happening under the umbrella of the UFO Festival. Galacticon has always been involved with the UFO Festival. The request has been to extend the festival to McDonald's and to possibly secure a trolley to transport the people visiting.

Land permits will be secured again just as in 2024.

It was recommended that MSR request from the City of Roswell for approximately $180,000 for a management fee. Discussion continued on the specifics of the request to the Lodger's Tax for other entities. Barbara will need an answer from the Board so that she can be prepared for the Lodger's Tax meeting on Wednesday. Board needs to be 100% committed. Jason recommended to secure management fee to lead the UFO Festival. It was agreed that if the management fee and if not, only do the AlienFest, which is the heart of the event. Good as supportive documentation.

d. City of Roswell – Finance Meeting / CoR City Council meeting: $75,000 granted
e. Cultural Plaza - still in process
f. City of Roswell Consignment inventory: Lela will help to finalize the numbers. Recommended to pay them off and fix the system for next time.
g. Internet upgrade - Plateau: Upgraded and $70-$75 monthly invoice. Approved.

VIII. <u>New Business:</u>

a. Board attendance / Bylaws: Is Monday the best day? Recommended that two suggestions for preferences be provided by members. By-law statement was provided regarding attendance. Eric moved that any one missed 3 consecutive meetings be dismissed. Lela second. John/Luke based on bylaws. Motion passed. Barbara will communicate with them.
b. NMMS Model Policies: Policies were provided to Board. Page 4, most important. List of policies that are needed. Mandatory ones need to be implemented. Review the template and tweak as necessary. Need policy and enforcement. Keep on agenda for future discussion.
c. Chile Cheese / Chile Festival – September 27 – 28: Need to submit to the City. The event is already on the calendar. Leprino is no longer a partner but continues as a sponsor. This will be the last year due to the Reno races. Made about $2000 on the event.

Farmers Market is still happening. We are an agri-community. If MSR decides to not move forward with the Chile Festival, it needs to be considered how that is going to affect the county. MSR also needs to consider if MSR is the right entity to be taking the lead. The event has been advertised in the paper for the past two months. Barbara will look to see how much money was generated last year. Vendors and calling already. Barbara will put the request to the city for funding.

Alan made a motion to inform that event is canceled. Second by Kerri. Motion passed. Peggy/Kim voted to not cancel.

d. Holiday Events – December 6-7: Mantanza being held. Fundraiser for MSR: light parade, Santa Claus. Event will continue as planned

IX. Old Business:

a. 501c3 Status – NMMS EM, response: status sent to Board. Eduardo Martinez did not do anything on the public foundation change. MSR back at square one.
b. Review and opinion on Web Host / IT – Sean D.: OUtlined all the issues; SPR Host Network; Julianna/Sean/attorney look at the invoice. MSR cannot make the decision yet until a new website is looked at. Lela suggested MSR get rid of the old website and come in with the new. Strategize with attorneys before MSR purchases the release of the two websites.
c. Fundraiser subcommittee – Cisco
    i. Sertoma Club– November 2024: need to sell tickets. Expected fundraising for MSR is $20,000.

X. Closed Non-Public Executive Session

a. None.

XI. Other business / Comments

XII. Adjourn: Jason adjourned at 7:30

MAINSTREET ROSWELL BOARD MEETING MINUTES

September 9, 2024, 5:30P

I. Call to order: Jason called a meeting to order at 5:30 p.m.

II. Establish quorum: Quorum was established with 6 members present.

III. Public Forum

a. None in September

IV. Approval of minutes – August 12, 2024: Minutes were accepted as presented.

V. Treasurer's Report – (Financial sent out via email Kim $69,200 in bank. Merchandise sales total was not available because funds were not separated. Sold $9096 in merchandise altogether. $8426.45 in expenses for purchased merchandise. Profit/loss was presented. It appears that profit was good. All expenses have been paid to the City.

$60,000 report for the City sponsorship was shared with the Board. City to review the report and let MSR know which expenses were not allowed. New thing for the City to sponsor so not sure how the process will go.

Board needs to continue conversation regarding the 2025 UFO festival. RFP being put out by the City is the word out on the street. Chad did not have any answers for the questions.

Barbara called the meeting to discuss RFP possibilities. No one really knows what is happening with the RFP. MSR will continue to do the AlienFest. It would limit MSR to the courthouse lawn.

Barbara is ok with just doing the AlienFest. MSR does not know what is included in the RFP.

It is a concern because the delay would put MSR in a bad timeline position just like in 2024. MSR needs to nail them to an answer so that we are not put in the position. MSR just needs to know. It's a matter of principle. The Memorial states that it should be done by the community and not the City.

The management fee was discussed again. MSR should not be volunteered at the last minute.

It was suggested that asking for $80,000 for the UFO festival is necessary. MSR received $60,000 in 2024. Permits for UFO should be applied/secured. All except the Convention Center.

VI. Wayfinding – Gateway project: Meeting was attended and decision made was: moved gateway to half one instead of full. Maintenance would be approximately $33,600 annually per. Peggy suggested turning the maintenance piece over to the city of Roswell. Photo of the one half was presented. MSR does not have to settle on the kiosks just yet. Question of whether to present to the City was discussed. DOT's approval was also discussed and questioned if they can be the owner. Another option is for MSR to re-apply for grants to maintain. Panels can be removed and updated as necessary.

Capital Outlay funds would have to be returned if not spent. Kiosks can be a stand alone project with benches. MSR has already spent $100,000 toward the project.

MSR's role would be to change the panels and the city maintain it.
It was suggested to schedule another meeting with Louis Najar. Discuss a partnership with the city.

VII. MSR Re-Branding project: Barbara read the email sent out which included the Board. Vote out to Board: 7 yes, 2 discuss at this meeting. Short term committee to include one Board member, one community member, (Lela and Rodney will serve on committee). Cisco was asked to sit in on the committee. ENMU-R art club are some creative kids; maybe they could be asked.

VIII. Sertoma Club / MSR – Cash Raffle: Voted for the raffle. Hoping to have tickets for everyone as soon as possible.

IX. Exec Director's Report

a. CoR – Finance Meeting 9-5-24 / Approved $20,000 for AlienFest.

b. CoR City Council meeting 9-12-24 / UFO Presentation: Report to be presented to the City for the 2024 UFO Festival. Board was invited to attend. UFO Committee member was requested to attend and speak. Also, invitations for some of the merchants was suggested. Some of the replies from the merchants were positive. Some of the sponsors were also suggested to get feedback.

c. Chile Cheese Festival – September 28th: Last meeting it was discussed that it would be last year. Board voted to not have the event. However, it is not MSR function only. Graves Farms is involved; already paid for stuff; Farmer's Market vendors also were not considered. It has been in the paper for the past two months. It is a given and advertised.

It is a good event if people are involved. The event was put back on the calendar. Shared responsibility and the Board jumped the gun on the decision. Personal responsibility from Peggy if she takes on the lead. Taken an action against the Board decision.

Collaboration with Farmer's Market.

Lela made a motion to put on the Chili Cheese Festival . Second by Allen. Motion passed. The Chili Cheese Festival is back on the calendar. The Board is asked to help if possible but many of the Board members will not be available during that weekend.

Mission/Vision statement: MSR have diverged from it. How do we energized and get back to core mission/vision like working with organizations on events that have a longer impact. Pick certain events that will be held annually.

Focus on the rebranding and carry that out especially with the merchants, etc. Revitalizing Main Street. Use the re-branding to refocus on mission/vision.

d. Holiday Events – December 6-7: Same weekend as matanza; Barbara is on the committee for the matanza; Movie, parade, Santa Claus, funds being paid out of the MSR account. Suggestion to reach out to local businesses for sponsorship.

X. Old Business:

a. 501.c3 Status – NMMS EM, response: Until we find time to do on the list from Eduardo. Not in a good place. Accountants will not do it. Suggestion was to find another accountant to handle the issue. Also suggestions were made to revisit with the accountant.

b. Review and opinion on Web Host / IT – Sean D. Review by Barbara with a quote to Shaun. Sent to Sean. Will follow up.

c. Fundraiser subcommittee Update – Cisco has not convened the committee. Board members: Allen, Lela, Rosy. Cisco will schedule a meeting with the committee. ‘

XI. Closed Non-Public Executive Session

a. None.

XII. Other business / Comments

Accreditation Process: Meeting held and very painful. The paperwork was quite a bit. Review date is scheduled for 10/10/24 at 1 p.m. at Roswell Chamber of Commerce. Giving MSR the decision at that time. Date is flexible to create and complete the report. Main street America changed dates so Barbara has done it in January, 2024. 80% of the Board present at Zoom meeting along with community, city leaders, stakeholders, etc. Cisco can secure a different facility to hold the meeting. Not a very long meeting. He asked that Barbara make the call to the facility.

Annual Stakeholders Meetings: Are required. Needs to be scheduled during October. Accreditation requirement.
Barbara will set a date and let the Board know.
Annual meeting as a celebration with a nice lunch. Redcoats: Have a meeting and review what MSR has done including events, etc.

Policies: Mandatory/Essential: Check off the ones on the list; Board needs to look at the policies, adopt and approve.
Templates of all policies are available. Suggested to put in DropBox or Google Drive and share with the Board for review.

XIII. Adjourn: Jason adjourned the meeting at 6:42 p.m.

Meeting minutes recorded by Rosario Rubio.

Profit & Loss Actuals YTD Financial Reports

Year to Date – January – September 2024
https://acrobat.adobe.com/id/urn:aaid:sc:US:e9d0397c-923f-4788-9cd8-c3e055069de8

July 2024 Profit & Loss
https://acrobat.adobe.com/id/urn:aaid:sc:US:91c71138-7c87-440f-ac59-28ee6f9c7cd1

August 2024 Profit & Loss
https://acrobat.adobe.com/id/urn:aaid:sc:US:8cca2335-f89c-44ea-8813-dceb5ad4f37d

September 2024 Profit & Loss
https://acrobat.adobe.com/id/urn:aaid:sc:US:4aad0e6e-72de-43aa-9321-c4b4b9a01089

Executive Directors Monthly Report
July, August, September 2024
Barbara Gomez, Executive Director /MainStreet Roswell
Submitted: Board meeting: October 11, 2024

Acronyms and Abbreviations:

MSR = MainStreet Roswell
CoR = City of Roswell
NMMS = New Mexico MainStreet
ED = Executive Director
MSA = MainStreet America
CCEDC = Chaves County Economic Development Corporation

July 1st – 7th – This week was spent organizing and making preparations for the UFO/AlienFest event that was being held July 5th -7th. Many hours were spent organizing payments, vendors and food trucks, locations and entertainment.

Much of this month was spent cleaning up and organizing final reports for the UFO/AlienFest and verifying payments and deposits.

July 1, 2024 – Final UFO Committee meeting held prior to the event to go over details and final set ups for the UFO/AlienFest event. MSR Board held a meeting to go over final details for vendor set up and assignments for festival activities being held in the Main Street district.

July 2, 2024 – Interview with Hobbs Spanish radio station regarding the upcoming UFO/AlienFest event.

July 2, 2024 – CoR Finance Committee meeting. MSR provided the FY 2024 Profit and Loss and took questions from the committee.

July 2, 2024 – UFO Volunteer meeting

July 4, 2024 – Set up vendor and truck locations on Main Street from 4th Street to Walnut Avenue.

July 5, 6, 7, 2024 – UFO /AlienFest event was held in the Main Street district. Board members, ED and volunteers helped to man tables and assure that vendors and food trucks were set up and ready to go. Board members followed up with vendors and food trucks throughout the event to assure all was going well and to monitor trash pick-up. They also helped with breakdown on the last day of event.

July 8, 2024 – Monthly MSR Board meeting was held at 5:30pm.

July 11, 2024 – CoR City Council meeting. MSR presented their annual report to City Councilors along with a PowerPoint presentation. Unfortunately the wrong file was sent and could not be shown however the ED emailed the presentation later to all the Councilors for their review. Not questions or concerns were noted.

July 16, 2024 – Regularly scheduled Stakeholders meeting was cancelled for this month.

July 25, 2024 – Regularly scheduled CoR Legal Committee meeting – MSR was not on the agenda.

July 26, 2024 – Meeting with Hispano Chamber of Commerce to discuss happenings at the Chamber and to discuss the Horseshoe Nail Brigade group that has been formed with the assistance of NMMI for the IPA school.

July 31, 2024 – UFO/AlienFest – After Action meeting. Various members of the committee met to discuss the event. Items discussed were what went well, what did not go well and what will we never do again. Overall, many improvements were identified to make the event run smoother. Advertisement was also discussed and the group decided that some ads would not be utilized next year. Entertainment ran well however the Cultural stage on the South Main seemed to have more activity with dancing and foam parties. Main Stage on 5th Street was deemed to large and hard to maneuver parade vehicles on the Eastside of the stage. Headliner was good but cost too much and was not as well recognized as we'd hoped. Other plans will be made for entertainment next year. Discussed the final Roswell Daily Record thank you ad. Various groups volunteered to pay $100 towards a full-page ad. The ad will run on Sunday, August 4th. The group also discussed the

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August 6, 2024 – ED followed up with EDD/COG regarding the funding for the upcoming Wayfinding elements and need for funding to complete the projects.

August 6, 2024 – Meeting with members of the Matanza committee to discuss the upcoming event and if/how ED could assist with this event. ED agreed to help oversee the Marketing/Advertising committee on a limited basis.

August 7, 2024 – ED and Board member met with Xcel Energy to thank them for their sponsorship of the UFO/AienFest and give them some thank you gifts.

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August 14, 2024 – ED attended the Rotary Club meeting and have a presentation on MSR and the UFO/AlienFest - also provided MSR gift bags with swag items.

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September 17, 2024 – met with Sean Kelly and staff of the local American Red Cross.

September 17, 2024 – Stakeholders meeting was held at Tiny Trends business location on Main Street. It was available in person or via FB Live. Provided updates and discussed up coming Holiday events and theme.

September 19, 2024 – ED met with local food truck vendor Tacos Pita. They are interested in opening a brick-and-mortar location on Main Street prefers on MS. ED agreed to look into locations and to provide him with community assistance.

September 25- 27, 2024 – ED attending the NMMS Quarterly Conference held in Deming, NM. This conference is a required activity for ED. Board members, local city officials and merchants are encouraged to attend.

September 28, 2024 – Chile Cheese Festival. This year the CCF was held as a one-day event on the Chaves County Courthouse lawn in conjunction with the Farmer's Market.

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September 17, 2024 – met with Sean Kelly and staff of the local American Red Cross.

September 17, 2024 – Stakeholders meeting was held at Tiny Trends business location on Main Street. It was available in person or via FB Live. Provided updates and discussed up coming Holiday events and theme.

September 19, 2024 – ED met with local food truck vendor Tacos Pita. They are interested in opening a brick-and-mortar location on Main Street prefers on MS. ED agreed to look into locations and to provide him with community assistance.

September 25- 27, 2024 – ED attending the NMMS Quarterly Conference held in Deming, NM. This conference is a required activity for ED. Board members, local city officials and merchants are encouraged to attend.

September 28, 2024 – Chile Cheese Festival. This year the CCF was held as a one-day event on the Chaves County Courthouse lawn in conjunction with the Farmer's Market.

MainStreet Roswell
Profit & Loss
January through July 2024

	Jan - Jul 24	
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43410 · MOU with City	30,000.00	
Total 43400 · Direct Public Support		30,000.00
45000 · Investments		
45030 · Interest-Savings, Short-term CD	64.02	
Total 45000 · Investments		64.02
46300 · ChileCheese		
46301 · Chile Cheese Vendor Fee	170.00	
Total 46300 · ChileCheese		170.00
46500 · UFO/Alien Fest		
46501 · UFO Alien Fest Vendors	30,055.00	
46502 · UFO/Alien Fest Sponsorship	76,500.00	
46503 · UFO/Alien Fest Merchandise	8,642.00	
46505 · UFO/Alien Fest Donations	0.00	
46508 · Lodgers Tax Reimbursement	242.32	
46512 · UFO/Alienfest In Kind donation	200.00	
Total 46500 · UFO/Alien Fest		115,639.32
46600 · Holiday Events & Other Events		
46604 · Holiday Events Vendors	0.00	
Total 46600 · Holiday Events & Other Events		0.00
Total Income		145,873.34
Gross Profit		145,873.34
Expense		
62100 · Contract Services		
62110 · Accounting Fees	1,068.17	
Total 62100 · Contract Services		1,068.17
65000 · Operations		
65020 · Postage, Mailing Service	364.00	
65035 · Office Expenses	1,067.30	
65040 · Supplies	469.67	
65045 · Training	39.19	
65050 · Telephone, Telecommunications	924.49	
65051 · Returned check	300.00	
Total 65000 · Operations		3,164.65
65008 · Bank Fees		7.85
65009 · PayPal Fees		103.36
65012 · Fees for Square Reader		728.99
65060 · UFO Festival/Alien Fest		
65062 · UFO/Alien Fest Entertainment	31,117.80	
65063 · Vendor Deposit Reimbursement/Al	1,100.00	
65064 · UFO/Alien Fest Meals/Lodging	2,686.20	
65066 · UFO/Alien Fest Supplies	2,611.75	
65068 · UFO/Alien Fest Merchandise	4,493.05	
65069 · UFO/Alien Fest Contest Prizes	2,400.00	
Total 65060 · UFO Festival/Alien Fest		44,408.80
65070 · Chile Chesse Festival		
65075 · Vendor Deposit Reimbursement	200.00	
Total 65070 · Chile Chesse Festival		200.00

MainStreet Roswell
Profit & Loss
January through July 2024

	Jan - Jul 24
65080 · Farmers Market	
65082 · Farmers Market Rentals	1,350.00
65083 · Farmers Market Supplies	1,570.00
65084 · Farmers Market other expenses	35.00
Total 65080 · Farmers Market	2,955.00
65090 · Other Events	
65093 · Other Events Supplies	1,194.00
Total 65090 · Other Events	1,194.00
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	2,598.00
Total 65100 · Other Types of Expenses	2,598.00
66000 · Salary Expenses	
66010 · Payroll Taxes	9,367.37
66015 · Workmans Comp	12.90
66020 · Unemployment Insurance	90.76
66050 · Director's Salary	27,172.29
Total 66000 · Salary Expenses	36,643.32
66100 · Holiday Events	
66102 · Holiday Lights Inst. and Remova	10,232.29
66104 · Holiday Lights Advertising	387.30
66105 · Holiday Event Vendor Dep. Reim.	50.00
66108 · Holiday Events Prizes	300.00
Total 66100 · Holiday Events	10,969.59
68300 · Travel and Meetings	
68320 · Travel and Meals	443.88
Total 68300 · Travel and Meetings	443.88
Total Expense	104,485.61
Net Ordinary Income	41,387.73
Net Income	**41,387.73**

MainStreet Roswell
Profit & Loss
January through August 2024

	Jan - Aug 24
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43410 · MOU with City	30,000.00
Total 43400 · Direct Public Support	30,000.00
45000 · Investments	
45030 · Interest-Savings, Short-term CD	74.36
Total 45000 · Investments	74.36
46300 · ChileCheese	
46301 · Chile Cheese Vendor Fee	170.00
Total 46300 · ChileCheese	170.00
46500 · UFO/Alien Fest	
46501 · UFO Alien Fest Vendors	30,355.00
46502 · UFO/Alien Fest Sponsorship	16,500.00
46503 · UFO/Alien Fest Merchandise	9,096.00
46505 · UFO/Alien Fest Donations	902.00
46508 · Lodgers Tax Reimbursement	242.32
46512 · UFO/Alienfest In Kind donation	200.00
Total 46500 · UFO/Alien Fest	57,295.32
46550 · City Sponsorship UFO/Alienfest	60,000.00
46600 · Holiday Events & Other Events	
46604 · Holiday Events Vendors	0.00
Total 46600 · Holiday Events & Other Events	0.00
47500 · Farmers Market Income	
47501 · Farmers Market Income	2,502.00
Total 47500 · Farmers Market Income	2,502.00
48000 · Misc. Income	
48002 · RDR Ads	100.00
48000 · Misc. Income - Other	500.00
Total 48000 · Misc. Income	600.00
Total Income	150,641.68
Gross Profit	150,641.68
Expense	
62100 · Contract Services	
62110 · Accounting Fees	1,068.17
Total 62100 · Contract Services	1,068.17
65000 · Operations	
65020 · Postage, Mailing Service	364.00
65035 · Office Expenses	1,213.27
65040 · Supplies	469.67
65045 · Training	39.19
65050 · Telephone, Telecommunications	1,092.70
65051 · Returned check	300.00
Total 65000 · Operations	3,478.83
65008 · Bank Fees	7.85
65009 · PayPal Fees	103.36
65012 · Fees for Square Reader	612.41

MainStreet Roswell
Profit & Loss
January through August 2024

	Jan - Aug 24
65060 · UFO Festival/Alien Fest	
65061 · UFO/Alien Advertising	431.58
65062 · UFO/Alien Fest Entertainment	60.38
65063 · Vendor Deposit Reimbursement/Al	1,300.00
65064 · UFO/Alien Fest Meals/Lodging	2,686.20
65066 · UFO/Alien Fest Supplies	4,874.44
65068 · UFO/Alien Fest Merchandise	8,426.45
65069 · UFO/Alien Fest Contest Prizes	2,400.00
Total 65060 · UFO Festival/Alien Fest	20,179.05
65070 · Chile Chesse Festival	
65075 · Vendor Deposit Reimbursement	200.00
Total 65070 · Chile Chesse Festival	200.00
65080 · Farmers Market	
65082 · Farmers Market Rentals	1,350.00
65083 · Farmers Market Supplies	1,570.00
65084 · Farmers Market other expenses	35.00
Total 65080 · Farmers Market	2,955.00
65090 · Other Events	
65093 · Other Events Supplies	1,194.00
Total 65090 · Other Events	1,194.00
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	3,744.95
Total 65100 · Other Types of Expenses	3,744.95
65500 · City Spon. Expense UFO/Alienfes	
65503 · Entertainment Costs	31,117.80
Total 65500 · City Spon. Expense UFO/Alienfes	31,117.80
66000 · Salary Expenses	
66010 · Payroll Taxes	10,418.91
66015 · Workmans Comp	12.90
66020 · Unemployment Insurance	90.76
66050 · Director's Salary	31,054.04
Total 66000 · Salary Expenses	41,576.61
66100 · Holiday Events	
66102 · Holiday Lights Inst. and Remova	10,232.29
66104 · Holiday Lights Advertising	387.30
66105 · Holiday Event Vendor Dep. Reim.	50.00
66108 · Holiday Events Prizes	300.00
Total 66100 · Holiday Events	10,969.59
68300 · Travel and Meetings	
68320 · Travel and Meals	443.88
Total 68300 · Travel and Meetings	443.88
Total Expense	117,651.50
Net Ordinary Income	32,990.18
Net Income	**32,990.18**

MainStreet Roswell
Profit & Loss
January through September 2024

	Jan - Sep 24	
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43410 · MOU with City	30,000.00	
Total 43400 · Direct Public Support		30,000.00
45000 · Investments		
45030 · Interest-Savings, Short-term CD	85.05	
Total 45000 · Investments		85.05
46300 · ChileCheese		
46301 · Chile Cheese Vendor Fee	970.00	
46302 · Chile Cheese Sponsorship	2,000.00	
Total 46300 · ChileCheese		2,970.00
46500 · UFO/Alien Fest		
46501 · UFO Alien Fest Vendors	30,355.00	
46502 · UFO/Alien Fest Sponsorship	16,600.00	
46503 · UFO/Alien Fest Merchandise	9,096.00	
46505 · UFO/Alien Fest Donations	902.00	
46508 · Lodgers Tax Reimbursement	242.32	
46512 · UFO/Alienfest In Kind donation	200.00	
Total 46500 · UFO/Alien Fest		57,395.32
46550 · City Sponsorship UFO/Alienfest		60,000.00
46600 · Holiday Events & Other Events		
46604 · Holiday Events Vendors	0.00	
Total 46600 · Holiday Events & Other Events		0.00
47500 · Farmers Market Income		
47501 · Farmers Market Income	2,502.00	
Total 47500 · Farmers Market Income		2,502.00
48000 · Misc. Income		
48002 · RDR Ads	100.00	
48000 · Misc. Income - Other	500.00	
Total 48000 · Misc. Income		600.00
Total Income		153,552.37
Gross Profit		153,552.37
Expense		
62100 · Contract Services		
62110 · Accounting Fees	1,068.17	
Total 62100 · Contract Services		1,068.17
65000 · Operations		
65020 · Postage, Mailing Service	364.00	
65035 · Office Expenses	1,399.79	
65040 · Supplies	581.37	
65045 · Training	39.19	
65050 · Telephone, Telecommunications	1,244.91	
65051 · Returned check	300.00	
Total 65000 · Operations		3,929.26
65008 · Bank Fees		7.85
65009 · PayPal Fees		103.36
65012 · Fees for Square Reader		1,102.59

MainStreet Roswell
Profit & Loss
January through September 2024

	Jan - Sep 24
65060 · UFO Festival/Alien Fest	
65061 · UFO/Alien Advertising	863.17
65062 · UFO/Alien Fest Entertainment	0.00
65063 · Vendor Deposit Reimbursement/Al	1,300.00
65066 · UFO/Alien Fest Supplies	4,688.06
65068 · UFO/Alien Fest Merchandise	8,426.45
65069 · UFO/Alien Fest Contest Prizes	2,400.00
Total 65060 · UFO Festival/Alien Fest	17,677.68
65070 · Chile Chesse Festival	
65075 · Vendor Deposit Reimbursement	200.00
Total 65070 · Chile Chesse Festival	200.00
65080 · Farmers Market	
65082 · Farmers Market Rentals	1,350.00
65083 · Farmers Market Supplies	1,570.00
65084 · Farmers Market other expenses	35.00
Total 65080 · Farmers Market	2,955.00
65090 · Other Events	
65093 · Other Events Supplies	1,194.00
Total 65090 · Other Events	1,194.00
65100 · Other Types of Expenses	
65120 · Insurance - Liability, D and O	3,920.95
Total 65100 · Other Types of Expenses	3,920.95
65500 · City Spon. Expense UFO/Alienfes	
65503 · Entertainment Costs	48,587.26
65504 · Meals and Lodging	2,719.68
65505 · Advertising	894.81
Total 65500 · City Spon. Expense UFO/Alienfes	52,201.75
66000 · Salary Expenses	
66010 · Payroll Taxes	11,470.47
66015 · Workmans Comp	12.90
66020 · Unemployment Insurance	90.76
66050 · Director's Salary	34,935.80
Total 66000 · Salary Expenses	46,509.93
66100 · Holiday Events	
66102 · Holiday Lights Inst. and Remova	10,232.29
66104 · Holiday Lights Advertising	387.30
66105 · Holiday Event Vendor Dep. Reim.	50.00
66108 · Holiday Events Prizes	300.00
Total 66100 · Holiday Events	10,969.59
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	38.79
68320 · Travel and Meals	639.18
Total 68300 · Travel and Meetings	677.97
Total Expense	142,518.10
Net Ordinary Income	11,034.27
Net Income	**11,034.27**