FINANCE COMMITTEE AGENDA

Thursday, July 3, 2025 at 2:00 P.M.
City Hall - Large Conference Room
425 N. Richardson Ave.
Roswell, New Mexico 88201

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

A. **CALL TO ORDER**

B. **ROLL CALL**

C. **APPROVAL OF AGENDA**

D. **BUDGET PLANNING**

E. **ACTION ITEMS**

1. Review and ranking of the FY2027-2031 Infrastructure Capital Improvement Plan (ICIP) (Gomez) PG. 4

2. Recommend award of ITB 25-006 RAC Wastewater Extension Project to Enviroworks, LLC in the amount of $3,274,145.18, which includes GRT. (MacCornack) PG. 7

3. Consider recommendation of Resolution 25-XX for support of application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application. (MacCornack) PG. 15

4. Consider recommending approval for the Roswell Air Center to purchase a new ARFF truck. (Thompson) PG. 27

5. Requesting ratification of Purchase Order 22502550 to Desert West Enterprises Inc in the amount of $193,873.65 (including GRT) for Micro Surfacing with CQS Emulsion and Aggregate at the Air Center. (Rogers) PG. 54

   - Funding Source - State Appropriation 22-G2773

6. Requesting ratification of Purchase Order 22502549 to J&H Services Inc in the amount of $531,154.84 (including GRT) for site grading and subgrade prep at the Air Center. (Rogers) PG 58
   - Funding Source - State Appropriation 22-G2773

7. Approval to award ITB 25-011 for Temporary Bleachers for the National Champion Air Races in the amount of $213,802.46. (including GRT) to Special Event Seating. (Rogers) PG. 62

8. Requesting ratification of Purchase Order 22502548 to J&H Services Inc in the amount of $194,772.32 (including GRT) for site grading and subgrade prep at the Air Center. (Rogers) PG. 64
   - Funding Source - State Appropriation 22-G2773

9. Requesting ratification of Purchase Order 22502551 to Desert West Enterprises Inc in the amount of $114,617.15 (including GRT) for Micro Surfacing with CQS Emulsion and Aggregate at the Air Center. (Rogers) PG. 68

    - Funding Source - State Appropriation 22-G2773

10. Consider recommending approval of increases to Roswell Municipal Landfill fees. This is a housekeeping item we do every year. Moving forward, any fees within the department will be bringing to Finance and Council's attention. (Chaparro) PG .73

11. Consider recommending approval of a budget adjustment for FY26 museum operational budget in the amount of $57,520. (Brooks) PG. 76

12. The City of Roswell is seeking approval to proceed with the purchase of Oracle NetSuite as the City's new Enterprise Resource Planning (ERP) system. This purchase will be procured through the NASPO (National Association of State Procurement Officials) cooperative contract. The total cost for the implementation and first year of the cloud-based Software-as-a-Service (SaaS) platform is $765,993. (Gomez) PG. 78

    - Funding Source: Expense Line Item 11014041 654801 $491,092 for implementation budgeted in the FY26 Budget
    - Funding Source: Expense Line Item 11014041 663301 $274,901 for the cloud-based Software-as-a-Service (SaaS) platform budgeted in the FY26 Budget.

13. Approval to enter into a contract with Enterprise Fleet Management for vehicle fleet management services. (Gomez) PG. 85

F. FLOOD DISASTER UPDATES

G. **APPROVAL OF MINUTES**

14. Consider approval of the June 5, 2025, Finance Committee Meeting Minutes. (Gomez)PG. 104

H. **NON-ACTION ITEMS**

15. Visitor Center - Monthly Report PG. 110

16. Public Affairs - Department Report PG. 114

17. Golf May Department Report PG. 120

18. Roswell-Chaves County EDC 4th Qtr Report PG. 124

19. Roswell Hispano Chamber of Commerce Annual Report FY2025 PG. 142

20. Finance Department Reports (Gomez) PG. 182

21. Analysis of average FY25 Police Department Base Salaries, YTD Accumulated OT, and City-paid Med. Ins. Benefits (Cole) PG. 185

22. Museum June Department Report PG. 189

23. Lodgers Tax Monthly Report PG. 192

24. Roswell Fire Department - Proposal for Ambulance Service (Chavez) PG. 197

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

Finance Committee 1.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Review and ranking of the FY2027-2031 Infrastructure Capital Improvement Plan (ICIP) (Gomez)

BACKGROUND:
The intent is to allow for discussion and decision among staff and council on the ranking of projects to develop the annual FY2027-2031 Infrastructure Capital Improvement Plan (ICIP). The submission deadline is July 11, 2025. Staff will provide an overview of the projects and recommend the top two projects for consideration in the ICIP.

FINANCIAL CONSIDERATION:
No financial consideration at this time.

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

BOARD AND COMMITTEE ACTION:
Review and ranking of the top capital projects from each department for submission to City Council for consideration.

STAFF RECOMMENDATION:
Review and ranking of the top capital projects from each department for submission to City Council for consideration.

Attachments

FY27-31 ICIP Summary

ID	Year	Rank	Department Rank	Project Title	Category	Funded to date	2027	2028	2029	2030	2031	Total Project Cost	Amount Not Yet Funded	Phases?
				Parks										
40649	2026	60		Athletic Field Lighting	Facilities - Other	-	400,000.00	400,000.00	400,000.00	400,000.00	400,000.00	2,000,000.00	2,000,000.00	No
39307	2026	12		Roswell Playground Equipment Replacement	Equipment - Other	-	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	750,000.00	750,000.00	No
39306	2026	35		Stiles Field Improvements	Facilities - Other	-	500,000.00	-	-	-	-	500,000.00	500,000.00	No
42220	2026	109		Boys & Girls Club Renovations	Facilities- Other	-	380,000.00	380,000.00	380,000.00	380,000.00	380,000.00	1,900,000.00	1,900,000.00	Yes
42216	2026	94		Roswell World Champions Park Facility	Facilities - Other	-	1,000,000.00	1,000,000.00	1,000,000.00	-	-	3,000,000.00	3,000,000.00	No
41687	2026	111		Roswell UFO Skate Park Complex	Economic Development	-	4,000,000.00	-	-	-	-	4,000,000.00	4,000,000.00	No
37028	2026	51		All-Inclusive Park at Cielo Grande Sports	Other - Other	1,461,000.00	1,000,000.00	-	-	-	-	2,461,000.00	1,000,000.00	No
41675	2026	76		Parks Walking Trail	Transportation - Bike/Pedestrian/Equestrian	-	250,000.00	-	-	-	-	250,000.00	250,000.00	No
41683	2028	11		Noon Optimist Detnetion Pond	Transportation - Highways/Roads/Bridges	-	-	-	2,750,000.00	-	-	2,750,000.00	2,750,000.00	No
42370	2026	133		Bike Lane and Trails Infrastructure Improvements	Transportation - Bike/Pedestrian/Equestrian	-	5,000,000.00	-	-	-	-	5,000,000.00	5,000,000.00	No
				Golf										
40633	2026	99	1	Golf Course Irrigation System	Facilities - Other	-	950,000.00	950,000.00	950,000.00	950,000.00	950,000.00	4,750,000.00	4,750,000.00	Yes
39300	2026	80		New Pro Shop at Nancy Lopez Golf Course	Facilities - Other	-	150,000.00	750,000.00	500,000.00	500,000.00	500,000.00	2,400,000.00	2,400,000.00	Yes
39304	2026	56		Golf Course Cart Path Rehab	Facilities - Other	-	75,000.00	100,000.00	-	-	-	170,000.00	170,000.00	Yes
40006	2026	47		Golf Course Maintenance Facilities Improvements	Facilities - Other	-	425,000.00	325,000.00	-	-	-	750,000.00	750,000.00	Yes
37099	2028	7		Replace Nancy Lopez Golf Course Fencing	Facilities - Other	-	-	-	-	300,000.00	-	300,000.00	300,000.00	No
				Cemetery										
42521	2026	4		New Columbarium Construction at South Park Cemetery	Facilities - Other	-	432,500.00	417,500.00	-	-	-	850,000.00	850,000.00	Yes
41648	2026	62		South Park Cemetery Water Well Install	Water - Other	-	100,000.00	-	-	-	-	100,000.00	100,000.00	No
39251	2026	42		Cemetery Office Building Repair	Facilities - Other	-	750,000.00	750,000.00	-	-	-	1,500,000.00	1,500,000.00	Yes
38005	2026	24		Cemetery Irrigation System Replacemen	Facilities - Other	-	235,000.00	-	-	-	-	235,000.00	235,000.00	No
40543	2026	98		Gold Star Family Memorial	Other - Other	-	60,000.00	-	-	-	-	60,000.00	60,000.00	No
				Recreation										
42643	2026	47	1	Soccer Field Lighting - Cielo Grande	Facilities - Other	-	750,000.00	750,000.00	750,000.00	-	-	2,250,000.00	2,250,000.00	No
41650	2026	82		Gymnasium Floor Replacement	Facilities - Other	-	350,000.00		-	-	-	350,000.00	350,000.00	Yes
				Zoo										
NEW	2026			Bird Enclousre	Facilities-other	44,500.00	650,000.00	-	-	-	-	650,000.00	650,000.00	Yes
39344	2026	48		New Train for Spring River Zoo	Transportation - Other	-	350,000.00	-	-	-	-	350,000.00	350,000.00	No
40520	2026	50		Enlarge and Naturalize Bear Exhibit	Facilities - Other	-	950,000.00	950,000.00	950,000.00	950,000.00	950,000.00	4,750,000.00	4,750,000.00	Yes
40516	2026	52		Zoo Educational Animal Facility	Facilities - Other	-	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	1,500,000.00	1,500,000.00	No
41578	2026	68		Spring River Zoo's 1927 Herschel Spillman Carousel	Facilities - Other	50,000.00	250,000.00	75,000.00	-	-	-	375,000.00	375,000.00	Yes
				Library										
41735	2026	13		Library Outdoor Program on Richardson	Facilities - Administrative Facilities	-	280,000.00	-	-	-	-	280,000.00	280,000.00	No
41758	2026	63		Library Fire Exit	Facilities - Libraries	-	204,700.00	-	-	-	-	204,700.00	204,700.00	No
41759	2026	55		Library Emergency Back-up Lighting	Facilities - Libraries	-	45,000.00	-	-	-	-	45,000.00	45,000.00	No
41761	2026	57		Library Smoke/Carbon Monoxide Detectors	Facilities - Libraries	-	55,000.00	-	-	-	-	55,000.00	55,000.00	No
41762	2026	83		Library Exterior Building Repairs	Facilities - Libraries	-	300,000.00	-	-	-	-	300,000.00	300,000.00	No
41712	2026	115		Library outdoor Play and Learning Area	Facilities - Libraries	-	360,000.00	-	-	-	-	360,000.00	360,000.00	No
				Administration										
35008	2026	32		Wayfinding Signage	Economic Development	-	125,000.00	210,000.00	78,000.00	-	-	413,000.00	413,000.00	Yes
41888	2026	39		Mainstreet Roswell Corridor Wayfinding Design	Economic Development	-	640,000.00	375,000.00	185,000.00	-	-	1,200,000.00	1,200,000.00	Yes
42369	2026	95		Roswell SE Region School Shooting Range Upgrades	Facilities - Other	50,000.00	-	-	-	-	-	50,000.00	-	No
NEW	2027		1	National Championship Air Races	Facilities - Other	3,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00	30,000,000.00	50,000,000.00	47,000,000.00	Yes
NEW	2027		2	Flood Damage Repairs - City wide	Facilities - Other		5,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00	30,000,000.00	50,000,000.00	50,000,000.00	Yes
				Engineering										
41689	2026	6	1	W. Brasher Road Street Improvements	Transportation - Highways/Roads/Bridges	-	1,350,000.00	-	-	-	-	1,350,000.00	1,350,000.00	No
42522	2026	112	2	Mescalero Mill/Fill Street Improvements	Transportation - Highways/Roads/Bridges	-	792,000.00	-	-	-	-	792,000.00	792,000.00	No
37032	2028	5	3	East McGaffey Road Rehab & ADA Upgrades	Transportation - Highways/Roads/Bridges	-	13,000,000.00	12,910,000.00	-	-	-	25,910,000.00	25,910,000.00	No
41667	2026	77		Brasher Storm Drain 4-Lane Phase 2	Transportation - Highways/Roads/Bridges	1,437,500.00	3,612,500.00	-	-	-	-	5,050,000.00	3,612,500.00	No
27590	2026	9		S. Atkinson/Bland Intersection Upgrade	Transportation - Highways/Roads/Bridges	-	625,000.00	-	-	-	-	625,000.00	625,000.00	No
25975	2026	45		CDBG Infrastructure Project	Other - Other	-	-	975,000.00	925,000.00	925,000.00	925,000.00	3,750,000.00	3,750,000.00	No
41690	2027	6	4	Country Club 4-Lane Roadway	Transportation - Highways/Roads/Bridges	256,000.00	-	-	4,500,000.00	-	-	4,756,000.00	4,500,000.00	No
NEW	2027		5	City of Roswell Drainage Improvements Study	Water-Storm/Surface water control	900,000.00								
34093	2028	2		Bridge 9088 Replacement, N. Atkinson over Spring River	Transportation - Highways/Roads/Bridges	-	-	-	2,300,000.00	-	-	2,300,000.00	2,300,000.00	No
				Transit										
38002	2026	8	1	Transit Center Renovations	Transportation - Transit	-	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	1,500,000.00	1,500,000.00	Yes
21173	2026	81	2	Roswell Transit Van Replacement	Equipment - Other	-	396,386.00	-	-	-	-	396,386.00	396,386.00	No
21172	2027	53	3	Pecos Transit Bus	Equipment - Other	-	-	625,000.00	-	-	-	625,000.00	625,000.00	No
				Solid Waste										
42460	2026	101	1	Paved Haul Roade C&G within Landfill	Other - Solid Waste	-	450,000.00	450,000.00	450,000.00	450,000.00	-	1,800,000.00	1,800,000.00	Yes
42463	2026	103	2	Generator for Emergency Power at Landfill	Other - Landfills	-	750,000.00	-	-	-	-	750,000.00	750,000.00	No
42464	2026	104	3	Solar Powered Covered Parking Lot at Solid Waste	Other - Solid Waste	-	440,000.00	310,000.00	-	-	-	750,000.00	750,000.00	Yes
39224	2026	88		Enclosed convenience center	Other - Solid Waste	-	450,000.00	837,500.00	837,500.00	937,500.00	937,500.00	4,000,000.00	4,000,000.00	Yes

Funded thru 2031

Sept 2025

ID	Year	Rank	Department Rank	Project Title	Category	Funded to date	2027	2028	2029	2030	2031	Total Project Cost	Amount Not Yet Funded	Phases?
41660	2026	87		Leachate Well Redesign and Modernization	Water - Other	-	500,000.00	-	-	-	-	500,000.00	500,000.00	No
				Wastewater										
42388	2026	119	1	WW Replace Flow Gates at Headworks SB1, SB2, & SB3	Water - Wastewater	-	800,000.00	-	-	-	-	800,000.00	800,000.00	No
41564	2026	5	2	WWTP Land Acquisition	Facilities - Other	-	600,000.00	600,000.00	-	-	-	1,200,000.00	1,200,000.00	Yes
40349	2026	10	3	Wastewater Vactor Truck	Water - Wastewater	-	600,000.00	-	-	-	-	600,000.00	600,000.00	No
37987	2026	19	4	Storm Water Pond at WWTP	Water - Wastewater	-	530,000.00	-	-	-	-	530,000.00	530,000.00	No
42477	2026	118		WW Sludge drying bed asphalt	Water - Wastewater	-	500,000.00	-	-	-	-	500,000.00	500,000.00	No
42532	2026	126		Update of 2012 Wastewater Master Plan	Water - Wastewater	-	125,000.00	-	-	-	-	125,000.00	125,000.00	No
				Water										
42369	2026	132	1	Critical Potable Water Infrastructure Study & Phas	Water - Water Supply	10,000,000.00	-	-	-	-	-	10,000,000.00	10,000,000.00	No
42331	2026	125		Upgdate of 2012 Master Plan Water Department	Water - Other	-	125,000.00	-	-	-	-	125,000.00	125,000.00	No
42329	2026	123		Rehab Trigg Resevoir	Water - Water Supply	-	2,000,000.00	-	-	-	-	2,000,000.00	2,000,000.00	No
New	2027		2	Water Transmission Pipe Replacement - Various locations	Water-Water Supply		540,000.00	660,000.00	2,475,000.00	1,147,500.00	1,200,000.00	6,022,500.00	6,022,500.00	Yes
New	2027		3	Rehab City Wells	Water-Water Supply		500,000.00	550,000.00	605,000.00	665,000.00	732,000.00	3,052,000.00	3,052,000.00	Yes
37968	2026	29		Pressure Relief Valve	Water - Water Supply	-	300,000.00	-	-	-	-	300,000.00	300,000.00	No
37978	2026	75		Variable Frequency Drive Pumps	Water - Water Supply	-	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	3,000,000.00	3,000,000.00	No
37967	2026	91		Large Diameter Water Valves	Water - Water Supply	-	1,000,000.00	-	-	-	-	1,000,000.00	1,000,000.00	No
39230	2026	30		Rehabilitation of Water Storage Tank on 3rd St.	Water - Other	-	4,000,000.00	-	-	-	-	4,000,000.00	4,000,000.00	No
				Facilities										
41662	2026	89	1	City Hall Roof Replacement	Facilities - Administrative Facilities	-	300,000.00	-	-	-	-	300,000.00	300,000.00	No
40546	2026	21	2	Facilities Maintenance Roll-up Doors	Facilities - Other	-	125,000.00	-	-	-	-	125,000.00	125,000.00	No
37047	2026	26	3	City Hall Deferred Maintenance	Facilities - Administrative Facilities	-	250,000.00	-	-	-	-	250,000.00	250,000.00	No
39242	2026	36		City Hall Building Improvements Phase 2	Facilities - Administrative Facilities	-	525,000.00	-	-	-	-	525,000.00	525,000.00	No
42402	2026	65		Facility Maintenance Service Vehicles	Vehicles - Other	-	225,000.00	-	-	-	-	225,000.00	225,000.00	No
				Animal Control										
41644	2026	79	1	Animal Services Building Improvements (drainage)	Facilities - Other	-	82,000.00	-	-	-	-	82,000.00	82,000.00	No
				IT										
41704	2026	58	1	Workstations - IT	Equipment - Other	-	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	250,000.00	Yes
37991	2026	27	2	Work Station Replacements Dispatch - IT	Equipment - Other	-	250,000.00	-	-	-	-	250,000.00	250,000.00	No
37955	2026	117		Security Cameras at City Hall	Equipment - Other	-	30,000.00	-	-	-	-	30,000.00	30,000.00	No
41560	2026	43		VoIP Dispatch Console System	Equipment - Public Safety Equipment	-	350,000.00	-	-	-	-	350,000.00	350,000.00	No
40573	2026	84		911 Dispatch Rotary Storage File Locking System	Equipment - Public Safety Equipment	-	63,000.00	-	-	-	-	63,000.00	63,000.00	No
42575	2026	127		New Servers	Equipment - Other	-	150,000.00	-	-	-	-	150,000.00	150,000.00	No
				Fire										
New	2027		1	Station 2 Expansion to living quarters and female accomadations	Facilities - Fire Facilities	-	500,000.00	500,000.00	500,000.00	-	-	1,500,000.00	1,500,000.00	Yes
New	2027			Station 7 Truck Room Addition	Facilities - Fire Facilities		300,000.00	-	-	-	-	300,000.00	300,000.00	No
New	2027		3	Property Purchase for additional parking at Station 1	Facilities - Fire Facilities		400,000.00	-	-	-	-	400,000.00	400,000.00	No
New	2027		2	HME Fire Pumper - Engine 5	Fire Apparatus		815,000.00	-	-	-	-	815,000.00	815,000.00	No
New	2027			2 - 1500 GPM Rescue Pumpers	Fire Apparatus		980,000.00	-	-	-	-	980,000.00	980,000.00	No
37996	2026	72		Structural PPE	Equipment - Public Safety Equipment	-	400,000.00	-	-	-	-	400,000.00	400,000.00	No
35021	2026	15		Aircraft Rescue and Firefighting Training	Facilities - Fire Facilities	-	-	500,000.00	-	-	-	500,000.00	500,000.00	No
19181	2026	40		Fire Training Center imporvements	Facilities - Fire Facilities	-	500,000.00	-	-	-	-	500,000.00	500,000.00	No
42477	2026	106		Fire Dept SCBA Refill Compressor System	Equipment - Public Safety Equipment	-	170,000.00	-	-	-	-	170,000.00	170,000.00	No
				Police										
New	2027		1	Dash mounted camera for patrol units	Equipment - Public Safety Equipment	-	178,000.00	178,000.00	178,000.00	178,000.00	178,000.00	890,000.00	890,000.00	Yes
35506	2026	73	2	Police Cars	Vehicles - Public Safety Vehicle	-	750,000.00	-	-	-	-	750,000.00	750,000.00	No
43366	2026	129		RPD HVAC & Sewer line Restoration	Facilities - Public Safety Facilities	-	300,000.00	-	-	-	-	300,000.00	1,500,000.00	No
				Air Center										
New	2026		1	6x6 Fire Truck	Transportation - Airports	-	2,000,000.00	-	-	-	-	2,000,000.00	2,000,000.00	No
New	2026		2	Roswell Air Center Parking Lot Construction	Transportation - Airports	-	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00	3,500,000.00	3,500,000.00	Yes
41545	2025	59	3	Airport Passenger parking Lot Lighting	Transportation - Lighting	-	500,000.00	-	-	-	-	500,000.00	500,000.00	No
37980	2027	13		Air Center SE Development	Transportation - Airports	-	2,400,000.00	2,400,000.00	2,400,000.00	2,400,000.00	2,400,000.00	12,000,000.00	12,000,000.00	No
37035	2026	78		RAC Terminal Expansion	Transportation - Airports	-	10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00	50,000,000.00	50,000,000.00	Yes
42317	2026	93		Roswell Air Center Infrastructure Site Improvements	Transportation - Airports	-	5,000,000.00	5,000,000.00	-	-	-	10,000,000.00	10,000,000.00	Yes
43335	2026	131		RAC Fiber Optic Infrastructure & Security Improvements	Transportation - Airports	-	5,000,000.00	-	-	-	-	5,000,000.00	5,000,000.00	No
				Municipal Court							20.00			
43268	2026	128		Municipal Court Window Replacement	Facilities - Administrative Facilities	-	50,000.00	-	-	-	-	50,000.00	50,000.00	No

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 2.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Recommend award of ITB 25-006 RAC Wastewater Extension Project to Enviroworks, LLC in the amount of $3,274,145.18, which includes GRT. (MacCornack)

BACKGROUND:
Initiated by: James MacCornack

Bids received on May 13, 2025, for the subject project have been reviewed. A Bid Tabulation is attached. Six bids were received as follows: (Amounts include Tax of 8.2708%).

1. J29 Enterprises $3,729,550.65
2. J&H Services $3,616,255.55
3. KE&G $3,563,908.78
4. Enviroworks $3,274,145.18
5. Constructors $5,175,284.69
6. White Cloud Pipeline $2,196,294.83

White Cloud Pipeline was the low bidder; however, White Cloud Pipeline notified the City by email that they would not be able to meet the project time frame required by the funding agreement. Therefore, the recommendation is to utilize the second-lowest bidder, Enviroworks, LLC.

FINANCIAL CONSIDERATION:
Funding is per LEDA funding received by Roswell Air Center. The excerpt is attached. $6,500,000 was awarded; $6,305,269.85 remains available after funding the design of this project.

LEGAL REVIEW:
Not applicable for this agenda item.

BOARD AND COMMITTEE ACTION:
Infrastructure Committee on 6/16/2025 voted (5-0) to recommend award of ITB 25-006 RAC Wastewater Extension Project to Enviroworks, LLC in the amount of $3,274,145.18 which includes GRT to July 2025 Finance Committee.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

ATT 1 - Recommendation of award
ATT 2 - Bid Tabulation ITB 25-006
ATT 3 - LEDA Grant Excerpt

ROSWELL
New Mexico

To: Arely Peek, Purchasing

Re: Recommendation of Award, RAC Wastewater Extension BID No. ITB-25-006

Bids received on May 13,2025 for the subject project have been reviewed. A bid tabulation is attached. Six bids were received as follows: (Amount includes Tax of 8.2708%).

1. J29 Enterprises	$3,729,550.65
2. J&H Services	$3,616,255.55
3. KE&G	$3,563,908.78
4. Enviroworks	$3,274,145.18
5. Constructors	$5,175,284.69
6. White cloud Pipeline	$2,196,294.83

Project was recommended to White cloud Pipeline. White Cloud Pipeline Submitted an email on June 2, 2025 and formally withdrew their bid for the referenced project. I am recommending award of this project to Enviroworks, in the amount of $3,274,145.18

If you have any questions please contact me.

Sincerely,

Andrew Valadez, Utilities Director

Outlook

Re: White Cloud Bid RAC Wastewater Extension

From tonnie whitecloudpipeline.com <tonnie@whitecloudpipeline.com>
Date Mon 6/2/2025 9:00 AM
To James MacCornack <j.maccornack@roswell-nm.gov>
Cc Arely Peek <a.peek@roswell-nm.gov>; Andrew Valadez <a.valadez@roswell-nm.gov>; Chacon, Wade <Wade.Chacon@hdrinc.com>

CAUTION: This email did **NOT** come from anyone using a valid City of Roswell email address. Review it carefully before opening any attachments or clicking any links inside the email.

James,

It is unfortunate that we find ourselves in this circumstance based on the misrepresentation prior to bid of construction time available by a former City official. We discovered only after the bid that the project is time sensitive due to outside funding term limits. We will act in the best interest of the City and withdraw our bid provided there will be no penalty to our company in so doing.

Thank You,

Tonnie Patterson
President

White Cloud Pipeline Corp
PO Box 2184
Roswell, NM 88202
575-622-5995
575-622-3167 f
www.whitecloudpipeline.com

White Cloud
PIPELINE CORP

From: James MacCornack <j.maccornack@roswell-nm.gov>
Sent: Friday, May 30, 2025 3:00 PM
To: tonnie whitecloudpipeline.com <tonnie@whitecloudpipeline.com>
Cc: Arely Peek <a.peek@roswell-nm.gov>; Andrew Valadez <a.valadez@roswell-nm.gov>; Chacon, Wade <Wade.Chacon@hdrinc.com>
Subject: White Cloud Bid RAC Wastewater Extension

Tonnie,

As discussed, the bid award for the RAC Waste Water Extension is not official through City Council yet, so if you need to pull your bid we will allow you to do so, please let us know asap so we can adjust council agenda items if needed,

Thanks!

James MacCornack, P.E.
Senior Engineer
City of Roswell, NM
Office 575-637-6288

ROSWELL
Engineering

THINK BEFORE YOU PRINT - This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission.

ROSWELL
Engineering

To: Arely Peek
Purchasing

May 13, 2025

Re: Recommendation of Award
RAC Wastewater Extension
Bid No. ITB-25-006

Bids received on May 13, 2025 for the subject project have been reviewed. A Bid Tabulation is attached. Six bids were received as follows: (Amounts include Tax of 8.2708%).

1.	J29 Enterprises	$3,729,550.65
2.	J&H Services	$3,616,255.55
3.	KE&G	$3,563,908.78
4.	Enviroworks	$3,274,145.18
5.	Constructors	$5,175,284.69
6.	White Cloud Pipeline	$2,196,294.83

Upon completion of review, the low bidder White Cloud Pipeline is the qualified low bid. I hereby recommend award of this project to White Cloud Pipeline, in the amount of $2,196,294.83.

If you have any questions please contact me.

Sincerely,

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

xc: Project Files

RAC Wastewater Extension

City of Roswell, New Mexico

ITB-25-006 BID TABS

DATE: 5/13/2025

Project: RAC Wastewater Extension
City/County: City of Roswell, NM
Type: Utility - Wastewater
Prepared by: James MacCornack

Created by JAM
Checked by

BID TABS

NO.	ITEM	UNIT	HDR ENGINEER ESTIMATE			J29 Enterprises	J29 Enterprises	J&H Services	J&H Services	KE&G	KE&G
			QUANTITY	PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	L.S.	1	$ 180,000.00	$ 180,000.00	$ 302,520.00	$ 302,520.00	$ 250,000.00	$ 250,000.00	$ 285,000.00	$ 285,000.00
2	Demobilization	L.S.	1	$ 30,000.00	$ 30,000.00	$ 27,440.00	$ 27,440.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00
3	Construction Surveying and Staking	L.S.	1	$ 30,000.00	$ 30,000.00	$ 65,860.00	$ 65,860.00	$ 45,000.00	$ 45,000.00	$ 9,500.00	$ 9,500.00
4	NPDES Permitting and SWPP Controls	L.S.	1	$ 30,000.00	$ 30,000.00	$ 4,225.00	$ 4,225.00	$ 35,000.00	$ 35,000.00	$ 25,000.00	$ 25,000.00
5	Construction Traffic Control & Barricading	L.S.	1	$ 20,000.00	$ 20,000.00	$ 137,210.00	$ 137,210.00	$ 45,000.00	$ 45,000.00	$ 10,450.00	$ 10,450.00
6	4" HDPE Sanitary Sewer Force Main	L.F.	17,120	$ 75.00	$ 1,284,000.00	$ 47.70	$ 816,624.00	$ 62.00	$ 1,061,440.00	$ 58.00	$ 992,960.00
7	4" Sanitary Sewer Force Main Isolation Valve with Valve Box	EACH	10	$ 3,500.00	$ 35,000.00	$ 4,143.00	$ 41,430.00	$ 4,700.00	$ 47,000.00	$ 3,375.00	$ 33,750.00
8	Sanitary Sewer Force Main Air Release Vlave and Vault	EACH	4	$ 25,000.00	$ 100,000.00	$ 27,275.00	$ 109,100.00	$ 26,000.00	$ 104,000.00	$ 28,189.00	$ 112,756.00
9	12" Steel Casing	L.F.	120	$ 750.00	$ 90,000.00	$ 245.50	$ 29,460.00	$ 390.00	$ 46,800.00	$ 515.00	$ 61,800.00
10	8" PVC Gravity Sewer	L.F.	213	$ 200.00	$ 42,600.00	$ 95.50	$ 20,341.50	$ 110.00	$ 23,430.00	$ 128.00	$ 27,264.00
11	Remove Existing MH and Install 6' Diamter Fiberglass Sanitary Sewer Manhole, Including Bypass Pumping	EACH	1	$ 125,000.00	$ 125,000.00	$ 56,775.00	$ 56,775.00	$ 43,000.00	$ 43,000.00	$ 45,423.00	$ 45,423.00
12	4' Diamter Fiberglass Sanitary Sewer Manhole	EACH	1	$ 25,000.00	$ 25,000.00	$ 17,825.00	$ 17,825.00	$ 30,000.00	$ 30,000.00	$ 35,250.00	$ 35,250.00
13	6" PVC Waterline Including Fittings	L.F.	160	$ 100.00	$ 16,000.00	$ 80.40	$ 12,864.00	$ 82.00	$ 13,120.00	$ 110.00	$ 17,600.00
14	6" PVC Flushline Including Fittings	L.F.	160	$ 100.00	$ 16,000.00	$ 67.40	$ 10,784.00	$ 82.00	$ 13,120.00	$ 93.00	$ 14,880.00
15	6" Waterline Gate Valve	EACH	1	$ 4,000.00	$ 4,000.00	$ 3,982.00	$ 3,982.00	$ 3,400.00	$ 3,400.00	$ 6,544.00	$ 6,544.00
16	Connect to Existing Waterline	EACH	1	$ 15,000.00	$ 15,000.00	$ 7,660.00	$ 7,660.00	$ 16,000.00	$ 16,000.00	$ 8,185.00	$ 8,185.00
17	Fire Hydrant Assembly	EACH	1	$ 15,000.00	$ 15,000.00	$ 10,960.00	$ 10,960.00	$ 13,700.00	$ 13,700.00	$ 15,500.00	$ 15,500.00
18	Sanitary Sewer Lift Station	L.S.	1	$ 1,279,500.00	$ 1,279,500.00	$ 1,719,590.00	$ 1,719,590.00	$ 1,450,000.00	$ 1,450,000.00	$ 1,489,800.00	$ 1,489,800.00
19	Utility Relocation Allowance	L.S.	1	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00
				Subtotal	$ 3,387,100.00	Subtotal	$ 3,444,650.50	Subtotal	$ 3,340,010.00	Subtotal	$ 3,291,662.00
	PROJECT ESTIMATED TOTAL (w/o tax)				$3,387,100.00		$3,444,650.50		$3,340,010.00		$3,291,662.00
				TAX @ 8.2708%	$ 280,140.27		$ 284,900.15		$ 276,245.55		$ 272,246.78
	PROJECT ESTIMATED TOTAL (with tax)				$3,667,240.27		$3,729,550.65		$3,616,255.55		$3,563,908.78

continued

BID TABS

RAC Wastewater Extension

City of Roswell, New Mexico

ITB-25-006 BID TABS

DATE: 5/13/2025

Project: RAC Wastewater Extension
City/County: City of Roswell, NM
Type: Utility - Wastewater
Prepared by: James MacCornack

Created by JAM
Checked by

NO.	ITEM	UNIT	HDR ENGINEER ESTIMATE			Enviroworks	Enviroworks	Constructors	Constructors	White Cloud	White Cloud
			QUANTITY	PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	L.S.	1	$ 180,000.00	$ 180,000.00	$ 184,594.09	$ 184,594.09	$ 225,000.00	$ 225,000.00	$ 150,000.00	$ 150,000.00
2	Demobilization	L.S.	1	$ 30,000.00	$ 30,000.00	$ 40,592.50	$ 40,592.50	$ 45,000.00	$ 45,000.00	$ 10,000.00	$ 10,000.00
3	Construction Surveying and Staking	L.S.	1	$ 30,000.00	$ 30,000.00	$ 39,000.00	$ 39,000.00	$ 55,000.00	$ 55,000.00	$ 20,000.00	$ 20,000.00
4	NPDES Permitting and SWPP Controls	L.S.	1	$ 30,000.00	$ 30,000.00	$ 20,333.63	$ 20,333.63	$ 28,000.00	$ 28,000.00	$ 5,000.00	$ 5,000.00
5	Construction Traffic Control & Barricading	L.S.	1	$ 20,000.00	$ 20,000.00	$ 5,226.65	$ 5,226.65	$ 50,000.00	$ 50,000.00	$ 2,500.00	$ 2,500.00
6	4" HDPE Sanitary Sewer Force Main	L.F.	17,120	$ 75.00	$ 1,284,000.00	$ 39.32	$ 673,171.81	$ 100.00	$ 1,712,000.00	$ 18.00	$ 308,160.00
7	4" Sanitary Sewer Force Main Isolation Valve with Valve Box	EACH	10	$ 3,500.00	$ 35,000.00	$ 1,486.90	$ 14,869.01	$ 5,000.00	$ 50,000.00	$ 3,200.00	$ 32,000.00
8	Sanitary Sewer Force Main Air Release Vlave and Vault	EACH	4	$ 25,000.00	$ 100,000.00	$ 13,113.61	$ 52,454.43	$ 27,500.00	$ 110,000.00	$ 35,000.00	$ 140,000.00
9	12" Steel Casing	L.F.	120	$ 750.00	$ 90,000.00	$ 134.40	$ 16,127.90	$ 400.00	$ 48,000.00	$ 400.00	$ 48,000.00
10	8" PVC Gravity Sewer	L.F.	213	$ 200.00	$ 42,600.00	$ 12.54	$ 2,670.51	$ 115.00	$ 24,495.00	$ 120.00	$ 25,560.00
11	Remove Existing MH and Install 6' Diamter Fiberglass Sanitary Sewer Manhole, Including Bypass Pumping	EACH	1	$ 125,000.00	$ 125,000.00	$ 138,034.31	$ 138,034.31	$ 60,000.00	$ 60,000.00	$ 60,000.00	$ 60,000.00
12	4' Diamter Fiberglass Sanitary Sewer Manhole	EACH	1	$ 25,000.00	$ 25,000.00	$ 5,055.02	$ 5,055.02	$ 25,000.00	$ 25,000.00	$ 30,000.00	$ 30,000.00
13	6" PVC Waterline Including Fittings	L.F.	160	$ 100.00	$ 16,000.00	$ 173.09	$ 27,694.65	$ 110.00	$ 17,600.00	$ 80.00	$ 12,800.00
14	6" PVC Flushline Including Fittings	L.F.	160	$ 100.00	$ 16,000.00	$ 8.84	$ 1,414.48	$ 110.00	$ 17,600.00	$ 100.00	$ 16,000.00
15	6" Waterline Gate Valve	EACH	1	$ 4,000.00	$ 4,000.00	$ 1,613.33	$ 1,613.33	$ 8,500.00	$ 8,500.00	$ 3,500.00	$ 3,500.00
16	Connect to Existing Waterline	EACH	1	$ 15,000.00	$ 15,000.00	$ 3,659.21	$ 3,659.21	$ 12,250.00	$ 12,250.00	$ 15,000.00	$ 15,000.00
17	Fire Hydrant Assembly	EACH	1	$ 15,000.00	$ 15,000.00	$ 6,788.03	$ 6,788.03	$ 21,500.00	$ 21,500.00	$ 20,000.00	$ 20,000.00
18	Sanitary Sewer Lift Station	L.S.	1	$ 1,279,500.00	$ 1,279,500.00	$ 1,740,733.87	$ 1,740,733.87	$ 2,220,000.00	$ 2,220,000.00	$ 1,080,000.00	$ 1,080,000.00
19	Utility Relocation Allowance	L.S.	1	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00
				Subtotal	$ 3,387,100.00	Subtotal	$ 3,024,033.43	Subtotal	$ 4,779,945.00	Subtotal	$ 2,028,520.00
	PROJECT ESTIMATED TOTAL (w/o tax)				$3,387,100.00		$3,024,033.43		$4,779,945.00		$2,028,520.00
				TAX @ 8.2708%	$ 280,140.27		$ 250,111.76		$ 395,339.69		$ 167,774.83
	PROJECT ESTIMATED TOTAL (with tax)				$3,667,240.27		$3,274,145.18		$5,175,284.69		$2,196,294.83

I certify that all information and tabulations are correct.

James MacCornack, P.E. Date

White Cloud Pipeline is the calculated low monetary bid

l. Transfer to the City an amount not to exceed six million five hundred thousand dollars ($6,500,000) to be used for the Project in accordance with the above-referenced Appropriation. Such transfer shall be affected within thirty (30) days after receipt of an invoice from the City after this Agreement has been fully executed. The Grant funds shall be used only for the purpose stated in this Agreement.

n. At its discretion, review and audit the Project if it is deemed to be necessary or desirable.

SECTION 7. TERM OF AGREEMENT:

This Agreement shall become effective on the date it is fully executed and shall terminate within and no later than twenty-four (24) months after the date the City receives the Grant. EDD reserves the right to negotiate amendments to this timeline if compelling and unanticipated reasons exist why this Project's completion is delayed.

SECTION 8. LIABILITY:

No party shall be responsible for liability incurred as a result of the other party's acts or omissions. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, §§ 41-4-1, et seq. The City and EDD may agree to reimburse one another under these liability provisions, subject to sufficient appropriation by the New Mexico Legislature or sufficient funds being available to the party, as determined by the party responsible for payment.

SECTION 9. RECORDS; RETURN OF SURPLUS FUNDS:

A. The City shall keep such records as will fully disclose the amount and disposition of the total funds from all City and State sources budgeted for the Project, the purposes for which such funds were used and such other records as EDD may require.

B. If, upon the expiration of the Project or the termination date of this Agreement, any surplus funds received from the State are possessed by City, City shall return said funds to EDD for disposition in accordance with law.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 3.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommendation of Resolution 25-XX for support of application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application. (MacCornack)

BACKGROUND:
Initiated by: James MacCornack

City of Roswell has begun the initial steps of an application to the New Mexico Department of Finance for a possible Community Development Block Grant project. Two public meetings have been held on May 28th and June 6th. The potential project that was identified during these hearings was sidewalk and ADA improvements on 6th, 7th, and 8th Streets from Railroad St to Garden St. This project would be estimated to cost approximately $1,300,000 and, if awarded, the City would be responsible for a 10% match of approximately $130,000.

FINANCIAL CONSIDERATION:
This is for project application support. If awarded, a budget adjustment would be required.

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

BOARD AND COMMITTEE ACTION:
Infrastructure Committee on 6/16/2025 voted (5-0) to recommend Resolution 25-XX for support of application to the New Mexico Department of Finance for possible Community Development Block Grant funding application to July Finance Committee.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

ATT 1 - Draft Resolution 25-XX
ATT 2 - CDBG Application Checklist
ATT 3 - Possible CDBG Project Area Map
ATT 4 - Possible CDBG Project Preliminary Estimate

RESOLUTION 25-XX

A RESOLUTION OF THE CITY COUNCIL OF ROSWELL, NEW MEXICO, AUTHORIZING THE SUBMISSION OF A NEW MEXICO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION/LOCAL GOVERNMENT DIVISION; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY OF ROSWELL'S CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY OF ROSWELL'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the need exists within City of Roswell for neighborhood improvement projects in several low and moderate income neighborhoods, and the City of Roswell desires to apply to the Housing and Urban Development's Community Development Block Grant Program to obtain funding for neighborhood improvement projects; and

WHEREAS, the City Council has held 2 public hearings for public input and comment (5/28/2025 and 6/6/2025) during the 2025 application process; and

WHEREAS, the City Council finds that there is a significant need to undertake the (Project) to provide adequate services to the community; and

WHEREAS, the City Council determines that the (Project) meets the requirements of the Community Development Block Grant Program; and

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

1. The City of Roswell is hereby authorized to prepare and submit a Community Development Block Grant application to the New Mexico Department of Finance and Administration/Local Government Division for the (Project);

2. That the City Council directs and designates the Mayor as the City of Roswell's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City of Roswell's participation in the New Mexico Community Development Block Grant Program);

3. The City of Roswell officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution;

4. That the full application amount be for $1,300,000 of grant funds to carry out sidewalk and ADA improvements on 6th, 7th, and 8th Streets from Railroad Street to Garden Street in Roswell, New Mexico;

5. That it further be stated that the City of Roswell is committing $130,000 from its General

DRAFT

Fund as a cash contribution toward the sidewalk and ADA improvements along 6th, 7th, and 8th Streets from Railroad Street to Garden Street

PASSED, ADOPTED, SIGNED and APPROVED ________, _____.

CITY SEAL

_____
Timothy Z. Jennings, Mayor

ATTEST

_____
Amalia Martinez, City Clerk

DRAFT

New Mexico Department of Finance and Administration

CDBG Application Checklist (2025)

1. **TRANSMITTAL LETTER** *(Application Instructions, pages 41-42)*
   Yes ☐ No ☐ File Name: Transmittal Letter_Municipality/County

2. **CERTIFICATION AND ASSURANCES** *(Application Instructions, pages 47-50)*
   a. **CDBG Program Requirements**
      Yes ☐ No ☐ File Name: Program Requirements_Municipality/County
   b. **HUD Applicant Disclosure Report (Exhibit 1-F)**
      Yes ☐ No ☐ File Name: 1-F_Municipality/County
   c. **Federal Assurances**
      Yes ☐ No ☐ File Name: Federal Assurances_Municipality/County
   d. **Certifications**
      Yes ☐ No ☐ File Name: Certifications_Municipality/County

3. **PUBLIC PARTICIPATION** *(Application Instructions, pages 8-10)*
   a. **Public Participation Checklist**
      Yes ☐ No ☐ File Name: Public Participation Checklist_Municipality/County
   b. **Public Meeting Notice - English & Spanish (Exhibit 1-Q)**
      Yes ☐ No ☐ File Name: 1-Q_Municipality/County
   c. **Evidence of Posting (Exhibit A)** (if applicable)
      Yes ☐ No ☐ N/A ☐ File Name: A_Municipality/County
   d. **Affidavit of Publication** (if applicable)
      Yes ☐ No ☐ N/A ☐ File Name: Affidavit_Municipality/County
   e. **Pre-selection Public Meeting Agenda/Minutes (Exhibit 1-Q-1)**
      Yes ☐ No ☐ File Name: 1-Q-1_Municipality/County
   f. **Pre-selection Sign-in Sheet(s)**
      Yes ☐ No ☐ File Name: Pre-selection Sign-in_Municipality/County
   g. **Post-selection Public Meeting Agenda/Minutes (Exhibit 1-Q-2)**
      Yes ☐ No ☐ File Name: 1-Q-2_Municipality/County
   h. **Post-selection Sign-in Sheet(s)**
      Yes ☐ No ☐ File Name: Post-selection Sign-in_Municipality/County

4. **SURVEY / ACS** *(Application Instructions, pages 11-21)*

   a. **Request for Survey Methodology Approval**
   Yes ☐ No ☐ File Name: Methodology Request_Municipality/County

   b. **DFA-CDBG Approval of Survey Methodology**
   Yes ☐ No ☐ File Name: Survey Methodology Approval_Municipality/County

   c. **Sample Universe Data**
   Yes ☐ No ☐ File Name: Sample Universe_Municipality/County

   d. **Completed Survey (Exhibit C)**
   Yes ☐ No ☐ N/A ☐ File Name: Completed Survey_Municipality/County

   e. **Income Survey Certification (Exhibit D)**
   Yes ☐ No ☐ N/A ☐ File Name: D_Municipality/County

   f. **LMI Worksheet (Exhibit E)**
   Yes ☐ No ☐ N/A ☐ File Name: E_Municipality/County

   g. **Spreadsheet Summarizing Survey Results**
   Yes ☐ No ☐ N/A ☐ File Name: Spreadsheet Summary Municipality/County

   h. **Request for ACS Methodology Approval**
   Yes ☐ No ☐ File Name: ACS Request_Municipality/County

   i. **DFA-CDBG Approval of ACS Methodology**
   Yes ☐ No ☐ File Name: ACS Approval_Municipality/County

   j. **Census Data used to meet low/moderate income requirements**
   Yes ☐ No ☐ N/A ☐ File Name: Census_Municipality/County

   k. **Correspondence/Back up Data relevant to the application** (if applicable)
   Yes ☐ No ☐ N/A ☐ File Name: LMI Back up_Municipality/County

   l. **Request for Limited Clientele Methodology Approval**
   Yes ☐ No ☐ N/A ☐ File Name: LMC Request_Municipality/County

   m. **DFA-CDBG Approval of Limited Clientele Methodology**
   Yes ☐ No ☐ N/A ☐ File Name: LMC Approval_Municipality/County

   n. **Correspondence/Back up Data relevant to the application**
   Yes ☐ No ☐ N/A ☐ File Name: LMC Back up_Municipality/County

5. **SITE CONTROL** *(Application Instructions, pages 39-40)*

   a. **CDBG Site Certificate (Exhibit F)**
   Yes ☐ No ☐ File Name: F_Municipality/County

   b. **Deed of Trust or other legal document proving ownership, access, right of way**
   Yes ☐ No ☐ N/A ☐ File Name: Deed of Trust_Municipality/County

   c. **Maps**
   Yes ☐ No ☐ N/A ☐ File Name: Map_Municipality/County

6. **APPLICATION FORM** *(Application Instructions, pages 51-53)*

   a. **Application Form (Exhibit G)**
   Yes ☐ No ☐ File Name: Application-Exhibit G_Municipality/County

7. CASH MATCH/LEVERAGING *(Application Instructions, pages 22-24)*

a. **Resolution for Matching Funds (Exhibit H)**
Yes ☐ No ☐ File Name: Matching Funds Resolution_Municipality/County

b. **Supporting documentation for proof of cash match**
Yes ☐ No ☐ File Name: Cash Match_Municipality/County

c. **Supporting documentation for proof of leveraging**
Yes ☐ No ☐ File Name: Leverage_Municipality/County

d. **Supporting documentation for proof of in-kind payment**
Yes ☐ No ☐ File Name: In-Kind_Municipality/County

***8.* PROJECT NARRATIVE & SCOPE OF WORK** *(Application Instructions, pages 43-46)*
Project Type: Water, Wastewater, Public Facility, Street/Drainage

a. **Questions & Answers for Water Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA for Water_Municipality/County

b. **Full Scope of work (Exhibit 1-A) for Water Projects**
Yes ☐ No ☐ N/A ☐ File Name: Full 1-A_Municipality/County

c. **Phased Scope of work (Exhibit 1-A) for Water Projects**
Yes ☐ No ☐ N/A ☐ File Name: Phased 1-A_Municipality/County

d. **Questions & Answers for Wastewater Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA for Wastewater_Municipality/County

e. **Full Scope of work (Exhibit 1-A) for Wastewater Projects**
Yes ☐ No ☐ N/A ☐ File Name: Full 1-A_Municipality/County

f. **Phased Scope of work (Exhibit 1-A) for Wastewater Projects**
Yes ☐ No ☐ N/A ☐ File Name: Phased 1-A_Municipality/County

g. **Questions & Answers for Public Facility Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA for Public Facility_Municipality/County

h. **Full Scope of work (Exhibit 1-A) for Public Facility Projects**
Yes ☐ No ☐ N/A ☐ File Name: Full 1-A_Municipality/County

i. **Phased Scope of work (Exhibit 1-A) for Public Facility Projects**
Yes ☐ No ☐ N/A ☐ File Name: Phased 1-A_Municipality/County

j. **Questions & Answers for Street/Drainage Projects**
Yes ☐ No ☐ N/A ☐ File Name: QA for Streets_Municipality/County

k. **Full Scope of work (Exhibit 1-A) for Street/Drainage Projects**
Yes ☐ No ☐ N/A ☐ File Name: Full 1-A_Municipality/County

l. **Phased Scope of work (Exhibit 1-A) for Street/Drainage Projects**
Yes ☐ No ☐ N/A ☐ File Name: Phased 1-A_Municipality/County

9. COST ESTIMATES *(Application Instructions, pages 25-26)*

a. **Certified Cost Estimates (for applications exceeding $500,000)**
Yes ☐ No ☐ N/A ☐ File Name: Certified Costs_Municipality/County

b. **Cost Estimates (for applications at or below $500,000)**
Yes ☐ No ☐ N/A ☐ File Name: Uncertified Costs_Municipality/County

c. **Project Cost Financing Summary, full project (Exhibit 1-C)**
Yes ☐ No ☐ File Name: Full 1-C_Municipality/County

d. **Project Cost Financing Summary, phased project (Exhibit 1-C)**
Yes ☐ No ☐ File Name: Phased 1-C_Municipality/County

10. ASSET MANAGEMENT *(Application Instructions, pages 27-28)*

a. **Asset Management Plan**
Yes ☐ No ☐ File Name: Asset Management Plan_Municipality/County

***11.* PLANNING** *(Application Instructions, pages 29-30)*

a. **Infrastructure Capital Improvement Plan (ICIP)**
Yes ☐ No ☐ File Name: ICIP_Municipality/County

b. **Comprehensive Plan**
Yes ☐ No ☐ File Name: Comp Plan_Municipality/County

c. **Drought Contingency Plan**
Yes ☐ No ☐ File Name: Drought Contingency Plan_Municipality/County

d. **Resolution to adopt Drought Contingency Plan**
Yes ☐ No ☐ File Name: Drought Contingency Resolution_Municipality/County

e. **Resolution to adopt Water Conservation**
Yes ☐ No ☐ File Name: Water Conservation Resolution_Municipality/County

f. **Implementation of at least 2 water conservation efforts**
Yes ☐ No ☐ File Name: Water Conservation Implementation_Municipality/County

g. **Project Schedule (Exhibit 1-B)**
Yes ☐ No ☐ File Name: 1-B_Municipality/County

12. PROFESSIONAL SERVICES *(Application Instructions, pages 31-33)*
Service Type: Administrative, Design, Engineering, Architectural

a. **RFP for Administrative Services (Exhibit 3-A)**
Yes ☐ No ☐ N/A ☐ File Name: 3-A_Municipality/County

b. **Contract for Administrative Services (Exhibit 3-B)**
Yes ☐ No ☐ File Name: 3-B_Municipality/County

c. **Contractor-Subcontractor Clearance (Exhibit 1-X)** *req'd for administrators incl individuals
Yes ☐ No ☐ N/A ☐ File Name: 1-X_Administrator

d. **RFP for Design Services (Exhibit 3-C)**
Yes ☐ No ☐ N/A ☐ File Name: 3-C_Municipality/County

e. **Contract for Engineering Services (Exhibit 3-D)**
Yes ☐ No ☐ N/A ☐ File Name: 3-D_Municipality/County

f. **Contract for Architectural Services (Exhibit 3-E)**
Yes ☐ No ☐ N/A ☐ File Name: 3-E_Municipality/County

g. **Campaign Contribution Form(s)**
Yes ☐ No ☐ File Name: Campaign Contribution_Municipality/County

h. **Contractor-Subcontractor Clearance (Exhibit 1-X)** *required for any other vendors
Yes ☐ No ☐ File Name: 1-X_Other vendors

i. **Contractor/subcontractor Activity Report (Exhibit 1-E)**
Yes ☐ No ☐ File Name: 1-E_Municipality/County

j. **Economic Opportunity for Low Income Persons (Exhibit 1-U - HUD 60002)**
Yes ☐ No ☐ File Name: 1-U_Municipality/County

13. ENVIRONMENTAL REVIEW *(Application Instructions, pages 34-36)*

a. **Environmental Review Determination (Exhibit 2-A)**
Yes ☐ No ☐ File Name: 2-A_Municipality/County

b. **Certifying Official Designation for Environmental Review (Exhibit 2-A-1)**
Yes ☐ No ☐ File Name: 2-A-1_Municipality/County

c. **State Historic Preservation Office (SHPO) response (Exhibit 2-J)**
Yes ☐ No ☐ File Name: 2-J_Municipality/County

d. **Floodplain Determination (Exhibit 2-F)**
Yes ☐ No ☐ File Name: 2-F_Municipality/County

i. **Floodplain Early Public Review Notice of Explanation (Exhibit 2-G)**
Yes ☐ No ☐ N/A ☐ File Name: 2-G_Municipality/County

ii. **Affidavit of Publication for Floodplain Early Public Review Notice of Explanation (Exhibit 2-G)**
Yes ☐ No ☐ N/A ☐ File Name: 2-G Affidavit_Municipality/County

iii. **Floodplain Notice of Explanation (Exhibit 2-H)**
Yes ☐ No ☐ N/A ☐ File Name: 2-H_Municipality/County

iv. **Affidavit of Publication for Floodplain Notice of Explanation (Exhibit 2-H)**
Yes ☐ No ☐ N/A ☐ File Name: 2-H Affidavit_Municipality/County

e. **All feedback from Responsive Entities (Exhibit 2-I)**
Yes ☐ No ☐ File Name: 2-I Responses_Municipality/County

f. **Certification for all Non-responsive Entities (Exhibit 2-I-1)**
Yes ☐ No ☐ File Name: 2-I-1_Municipality/County

i. **1ST Letter sent to Non-responsive Entities (Exhibit 2-I)**
Yes ☐ No ☐ File Name: 1st ltr_Municipality/County

ii. **2ND Letter sent to Non-responsive Entities (Exhibit 2-I)**
Yes ☐ No ☐ File Name: 2nd ltr_Municipality/County

g. **Laws and Authorities Checklist (Exhibit 2-N**)
Yes ☐ No ☐ File Name: 2-N_Municipality/County

h. **Environmental Assessment Impact Checklist (Exhibit 2-O)**
Yes ☐ No ☐ File Name: 2-O_Municipality/County

14. PLANS, SPECS, BID DOCS, PER *(Application Instructions, pages 37-38)*

a. **Plans and Specifications**
Yes ☐ No ☐ File Name: Plans - Specs_Municipality/County

b. **Bidding Documents (Exhibit 4-A)**
Yes ☐ No ☐ File Name: 4-A_Municipality/County

c. **Preliminary Engineering Report (PER)**
Yes ☐ No ☐ N/A ☐ File Name: PER_Municipality/County

** For a comprehensive list of all exhibits and documents, see the CDBG Implementation Manual (2019-2021)*

CDBG Website Links

Application Information, Exhibits & Videos ACCESS HERE

Implementation Manual, Exhibits & Videos ACCESS HERE



CDBG Project Managers

County Assignments

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CDBG PROPOSED PROJECT-ADA AND SIDEWALK IMPROVEMENTS
East 6TH 7TH + 8TH STREETS

CITY OF ROSWELL MAINTENANCE CONTRACT JAN. 2025 - DEC. 2025
PRELIMINARY ESTIMATE

DEPARTMENT: ENGINEERING
PROJECT NAME: ITB-24-005
Scope of Work: SWK, DP, and ADA IMPROVMENTS (CDB **DATE:** 6/11/2025

ITEM #	DESCRIPTION	QTY.	UNITS	UNIT COST	TOTAL COST
	6TH ST.				
7	Rmvl Curb >30 lf	488.5	Lin. Ft.	$ 35.00	$ 17,097.50
10	Rmvl Sidewalk > 25 sy	1243.1	Sq. Yd.	$ 40.00	$ 49,724.00
12	Rmvl fillet-drivepad > 25 sy	724.8	Sq. Yd.	$ 45.00	$ 32,616.00
17	Subgrade Prep > 50 sy	2076.4	Sq. Yd.	$ 20.00	$ 41,528.00
21	Base Course - 6" > 50 sy	17.3	Sq. Yd.	$ 30.00	$ 519.00
35	Concrete Sidewalk - 4" >25 sy	1243.1	Sq. Yd.	$ 70.00	$ 87,017.00
38	Concrete Drivepad - 6"	707.5	Sq. Yd.	$ 120.00	$ 84,900.00
39	Concrete Pavement-Fillet - 6"	9.3	Sq. Yd.	$ 120.00	$ 1,116.00
42	Concrete Curb 6"x24" > 30 lf	524.7	Lin. Ft.	$ 65.00	$ 34,105.50
72	ADA Detectable Waring Plate (NMDOT Approved) - 5'x2'	3.0	Each	$ 250.00	$ 750.00
78	Landfill Tipping Fee	700.8	Ton	$ 50.00	$ 35,040.00
				TOTAL	**$ 384,413.00**
	7TH ST.				
7	Rmvl Curb >30 lf	628.5	Lin. Ft.	$ 35.00	$ 21,997.50
10	Rmvl Sidewalk > 25 sy	1041.4	Sq. Yd.	$ 40.00	$ 41,656.00
12	Rmvl fillet-drivepad > 25 sy	953.7	Sq. Yd.	$ 45.00	$ 42,916.50
17	Subgrade Prep > 50 sy	2134.7	Sq. Yd.	$ 20.00	$ 42,694.00
21	Base Course - 6" > 50 sy	39.5	Sq. Yd.	$ 30.00	$ 1,185.00
35	Concrete Sidewalk - 4" >25 sy	1041.4	Sq. Yd.	$ 70.00	$ 72,898.00
38	Concrete Drivepad - 6"	914.2	Sq. Yd.	$ 120.00	$ 109,704.00
39	Concrete Pavement-Fillet - 6"	23.1	Sq. Yd.	$ 120.00	$ 2,772.00
42	Concrete Curb 6"x24" > 30 lf	702.3	Lin. Ft.	$ 65.00	$ 45,649.50
72	ADA Detectable Waring Plate (NMDOT Approved) - 5'x2'	4.0	Each	$ 250.00	$ 1,000.00
78	Landfill Tipping Fee	720.5	Ton	$ 50.00	$ 36,025.00
				TOTAL	**$ 418,497.50**

CITY OF ROSWELL MAINTENANCE CONTRACT JAN. 2025 - DEC. 2025

PRELIMINARY ESTIMATE

DEPARTMENT: ENGINEERING

PROJECT NAME: ITB-24-005

Scope of Work: SWK, DP, and ADA IMPR DATE: 6/11/2025

ITEM #	DESCRIPTION	QTY.	UNITS	UNIT COST	TOTAL COST
	8TH ST.				
7	Rmvl Curb >30 lf	539.5	Lin. Ft.	$ 35.00	$ 18,882.50
10	Rmvl Sidewalk > 25 sy	1174.6	Sq. Yd.	$ 40.00	$ 46,984.00
12	Rmvl fillet-drivepad > 25 sy	792.7	Sq. Yd.	$ 45.00	$ 35,671.50
17	Subgrade Prep > 50 sy	2087.2	Sq. Yd.	$ 20.00	$ 41,744.00
21	Base Course - 6" > 50 sy	26.8	Sq. Yd.	$ 30.00	$ 804.00
35	Concrete Sidewalk - 4" >25 sy	1174.6	Sq. Yd.	$ 70.00	$ 82,222.00
38	Concrete Drivepad - 6"	765.8	Sq. Yd.	$ 120.00	$ 91,896.00
39	Concrete Pavement-Fillet - 6"	15.6	Sq. Yd.	$ 120.00	$ 1,872.00
42	Concrete Curb 6"x24" > 30 lf	589.9	Lin. Ft.	$ 65.00	$ 38,343.50
72	ADA Detectable Waring Plate (NMDOT Approved) - 5'x2'	3.0	Each	$ 250.00	$ 750.00
78	Landfill Tipping Fee	704.4	Ton	$ 50.00	$ 35,220.00
				TOTAL	**$ 394,389.50**
				SUB TOTAL	**$ 1,197,300.00**
				GRT 8.2708%	**$ 99,026.29**
				TOTAL	**$ 1,296,326.29**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 4.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending approval for the Roswell Air Center to purchase a new ARFF truck. (Thompson)

BACKGROUND:
Initiated by: Bobbi Thompson

Replacement fire truck for an 18-year-old unit that is in disrepair and difficult to get worked on for extended periods. Necessary for public safety and to maintain our Part 139 Certification for air carriers.

FINANCIAL CONSIDERATION:
Funds allocated from the Air Center Reserves.

LEGAL REVIEW:
N/A

BOARD AND COMMITTEE ACTION:
This will be the first consideration of this item.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

Stock 6x6 proposal 6-27-25
Oshkosh Stock 6x6 ARFF Specification
Oshkosh Striker 6x6 3000

Siddons Martin Emergency Group, LLC
4214 2nd St NW
Albuquerque, NM 87107
Dealer License # 3100

June 27, 2025

Daniel Fuller, Deputy Chief
CITY OF ROSWELL
200 S RICHARDSON
ROSWELL, NM 88203

Proposal For: Roswell 6x6 Stock ARFF

Siddons-Martin Emergency Group, LLC is pleased to provide the following proposal to CITY OF ROSWELL. Unit will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB CITY OF ROSWELL and training on operation and use of the apparatus.

Description	Amount
Qty. 1 - Stock - Oshkosh Striker 6x6 3000 **(Unit Price - $1,555,713.00)** Delivery within 2-3 months of order date QUOTE # - SMEG-0009789-0	
Vehicle Price	$1,555,713.00
Stock - UNIT TOTAL	**$1,555,713.00**
SUB TOTAL	$1,555,713.00
HGAC FS12-23 (FIRE)	$2,000.00
TOTAL	**$1,557,713.00**

This is a stock truck. Stock trucks are available until sold.

Additional: All delivery, training and in-service are included.

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due for the first 30 days. The late fee increases to .044% per day until the payment is received. In the event a prepayment is received after the due date, the discount will be reduced by the same percentages above increasing the cost of the apparatus.

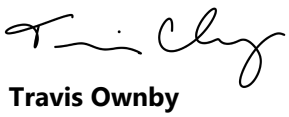
Cancellation: In the event this proposal is accepted and a purchase order is issued then cancelled or terminated by Customer before completion, Siddons-Martin Emergency Group may charge a cancellation fee. The following charge schedule based on costs incurred may be applied:

(A) 10% of the Purchase Price after order is accepted and entered by Manufacturer;
(B) 20% of the Purchase Price after completion of the approval drawings;
(C) 30% of the Purchase Price upon any material requisition.

The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Siddons-Martin Emergency Group endeavors to mitigate any such costs through the sale of such product to another purchaser; however, the customer shall remain liable for the difference between the purchase price and, if applicable, the sale price obtained by Siddons-Martin Emergency Group upon sale of the product to another purchaser, plus any costs incurred by Siddons-Martin to conduct such sale.

Acceptance: In an effort to ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the Customer. The terms and acceptance of this proposal will be governed by the laws of the state of New Mexico. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

Sincerely,



Travis Ownby

I, _____, the authorized representative of CITY OF ROSWELL, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

_____
Signature & Date

Proposal Details Report

6/27/2025

Customer: Roswell, NM
Bid Number: 357 B

Representative Travis Ownby
Job Number: **TBD**
Requirements Manager:
Organization: Siddons Martin
Description: Stock 6x6 2025
Chassis: 6x6
Body: Striker Roof Turret (RT)

OptionCode	Type	Option	ProposalText
0540326		Performance Bond, Not Requested	
7000817		Build Location, Neenah, WI	
7000802		Domiciled Location, USA, Domestic	
7001931		Striker Roof Turret (RT)	
7001925		6x6	**Vehicle Performance Figures/Measurements** **Balances and Clearances** The vehicle weight will be distributed as equally as practical over the axles and tires. The difference in tire load between tires on any axle will not exceed 5 percent of the average tire load for that axle. The difference in load between axles will not exceed 10 percent of the load on the heaviest axle meeting NFPA 414 requirements using the 24R21 tire size. Approach & Departure Angles 30 degrees Inter Axle Clearance Angle 12 degrees Underbody Clearance 22.26 inches (565 millimeters) Under Axle Clearance at Differential Housing Bowl 16.5 inches (419 millimeters) Wall-to-Wall Turning Circle Diameter (Front Steer) 106 feet (32 meters) **Exterior Dimensions** The overall vehicle height, length, and width of the vehicle will be consistent with the rated payload and operational performance. Overall Length 475 inches (12,065 millimeters) Overall Width (Excluding Mirrors) 120 inches (3,048 millimeters) Overall Height (Top of Handrails Fully Laden) 136 inches (3,454 millimeters) *Overall vehicle height and length indicated in table is with standard height handrails and rear roof access ladder equipped* **Acceleration Performance** The fully laden vehicle acceleration will be from 0-50 mph (0-80 km/h) in 29 - 31 seconds depending on vehicle configuration as well as road and wind conditions. The fully laden vehicle acceleration time will not exceed 35 seconds per NFPA 414 requirements. **Top Speed Performance** The fully laden vehicle will have a minimum top speed of 71 mph (115 km/h) on a flat, level, improved (paved) surface. **Braking Performance** The brake system will meet the following performance requirements at gross vehicle weight (fully laden): Service Brake: Stopping Distance From 20 mph (32 km/h) 33 feet (10 meters) Maximum Stopping Distance From 40 mph (64 km/h) 121 feet (37 meters) Maximum Hold Fully Laden Vehicle On Grade 50% Minimum Descending 50% Minimum Ascending Emergency Brake: (Depending on vehicle configuration) Stopping Distance From 40 mph (64 km/h) 288 feet (88 meters) Maximum Parking Brake: Hold Fully Laden Vehicle on Grade 20% Minimum Descending 20% Minimum Ascending **Suspension Performance** An off-road, high mobility Oshkosh® TAK-4®, all-wheel independent suspension system will be provided resulting in no more than 0.5 g rms acceleration at the seat of the vehicle when traversing an 8 inch (24 centimeter) half round at 35 mph (56 km/h) without causing injury to the

operating personnel, loss of vehicle control, or damage to the vehicle. The design will allow the vehicle to travel safely at minimum off-road speeds of 35 mph (56 km/h). The Oshkosh® TAK-4®, Independent suspension system design will allow for a minimum of 16 inches (406 millimeters) of total wheel travel and is NFPA414 and 150/522-10E certified.

Gradeability

The vehicle will be able to:

Ascend a smooth, dry, paved road having a 20 percent grade and maintain a speed of at least 8 mph (13 km/h).

Ascend and descend a dry, hard surface incline having a 50 percent grade at not less than 1 mph (1.6 km/h).

Climb a vertical wall at least 18 inches (450 millimeters) high and negotiate terrain that will deflect the opposite wheels of the truck in alternately contrary directions at least 14 inches (360 millimeters).

Dynamic and Static Stability

The vehicle will meet the following stability requirements:

Side Slope Stability (Tilt Table Meeting SAE J2180)

30 degrees (58 percent grade)

Dynamic Balance (Min. Speed on 30 m (100 ft.) Radius Circle)

22 mph (35 km/h)

Capable of performing NATO double lane change at speed up to

50 mph (80 km/h)

Environmental Conditions

The vehicle will be capable of withstanding the following conditions without detrimental effect to the operation:

Dust particles, as encountered in desert areas

The corrosive effects of salt fog

Material decay from fungus and mildew

Relative humidity up to 100 percent

Ambient temperature ranging from 17.6 to 122 degrees Fahrenheit (-8 to 50 degrees Celsius)

Altitude ranging from 0 to 1,968 feet (0 to 600 meters)

Chassis Design

The vehicle frame will be designed to provide the required strength and torsional rigidity of the ARFF vehicle application. The chassis frame rail will be high strength steel alloy with a minimum yield strength of 80,000 psi (551,500 kPa) and a section modulus of 49.4 in3 (809 cm3). The main frame rails will be rectangular tube type with minimum dimensions of 12 inches (305 millimeters) by 4 inches (102 millimeters) with a minimum wall thickness of .47 inch (12 millimeters). Frames will use bolted-in crossmembers with class 10.9 metric fasteners. The minimum width to the outside of the main frame rails of an assembled chassis will be 36 inches (914 millimeters). The vehicle frame, suspension, and mounting of major components will provide for diagonally opposite wheel motion of up to 14 inches (360 millimeters) above the ground without raising the remaining wheels from the ground or causing interference. The integrity and longevity of the main frame rails will not be compromised by any welding of bracketry, suspension parts, or reinforcements.

Towing Devices

Four (4) towing hooks / eyes with shackles will be attached directly to the frame rails. Two (2) will be provided at the front of the vehicle and two (2) will be provided at the rear of the vehicle.

7001387	Paint Process	**Paint Process** The vehicle shall be painted per Oshkosh Airport Products procedures and standards per PQCP-0309. All aluminum components shall be pre-treated prior to paint using an aluminum conversion coating process. All parts of the vehicle shall be cleaned, treated and primed prior to assembly and final painting. The paint applied to the vehicle shall be a durable, single color acrylic urethane.
7001384	Paint, Single Color, Cab	**Cab Paint** The cab will be painted #101 Gloss Black (FLNA 40119), the fenders will be painted #35 Safety Lime (FLNA 10322), and the skidplate inserts will be painted #35 Safety Lime (FLNA 10322). Final colors and layout will be confirmed prior to vehicle construction.
7000872	Paint, Single Color, Body 6x6	**Body Paint** The body will be painted #35 Safety Lime (FLNA 10322) , the chassis will be #99 Semi-Gloss Black (FLNA 41735) and the hubs will be painted #101 Gloss Black (FLNA 40119). Final paint colors and layout will be confirmed prior to vehicle construction.

7001434	Graphics, Standard Graphics Package	**Reflective Striping / Graphics** Striping and lettering will be provided and installed on the vehicle. The following items will be included in the standard graphics package: Four (4) 16 inch (406.4 millimeter) retroreflective graphic film unit numbers; one (1) on left side and of the vehicle, one (1) on the right side of the vehicle, one (1) on the rear of the vehicle, and one (1) on the front of the vehicle One (1) 24 inch (609.6 millimeter) retroreflective graphic film unit number on the cab roof of the vehicle The airport name in up to 6 inch (152.4 millimeter) retroreflective graphic film lettering on the left side of the vehicle and on the right side of the vehicle Two (2) up to 24 inch (609.6 millimeter) retroreflective graphic film airport logos/insignias, one (1) on the left side and on the right side of the vehicle Two (2) up to 16 inch (406.4 millimeter) retroreflective graphic film fire department logos/patches, one (1) on the left side of the vehicle and on the right side of the vehicle An 8 inch (203.2 millimeter) retroreflective graphic film horizontal band along the left side bodywork and right side bodywork An 8 inch (203.2 millimeter) retroreflective graphic film horizontal band across the rear bodywork The numbers, lettering, airport logo and/or fire department logos can have the retroreflective graphic film substituted with vinyl to align with logo complexity, marketing, airport branding requirements or end user preferences. The graphics package will be presented to and confirmed by the end user prior to approval packet submission.
7000796	Labels, w/o HRET	**Labels** The vehicle will be furnished with all informational, functional and safety related labels necessary for operating the vehicle and systems as required by local requirements. The labels will be in the English language.
7000551	Winterization, 50,000 BTU System With Roof Turret or R50 Snozzle	**Environmental Conditions** The vehicle will be capable of operation in temperatures ranging from -40 C (-40 F) to 43 C (110 F). **Winterization System** The vehicle will have an Espar compartment interior winterization system consisting of a diesel fueled heater, liquid to air heat exchangers and liquid circulating lines which will distribute heat to the lower body storage compartments. The winterization system will provide cold weather protection down to -40 C (-40 F). The heat output for the system will be minimum of 50,000 BTU/hr. The burner head will have an electronic control and diagnostic module. The burner head will feature a 24-volt DC electric ignition spark generator with electrodes, an integrated optical flame monitor and an overheat sensor. The burner will have a 24-volt DC electric combustion air blower. The diesel fuel pump will have an integrated solenoid actuated supply valve and will draw fuel from the main vehicle fuel tank. The burner exhaust will be routed to a safe location outside the vehicle.
7002133	Cab, Standard	**Cab Ergonomics and Accessories** **Cab Features** The cab will be 3-point mounted on rubber bushings and constructed of welded aluminum extrusions, aluminum plates and bonded fiberglass panels. The design and construction of the cab will provide the best strength to weight ratio to prevent cab collapse in the event of a vehicle rollover. The cab will comply with ECE R29-3 standards/directive for occupant protection of a commercial vehicle. The cab will include gutters of sufficient size to prevent foam and water from dripping onto the windshield and side windows during turret discharge operations. The cab will have a minimum internal volume of 275 cubic feet (7.79 cubic meters) with a lateral field of vision of 254 degrees (127 degrees left and right of center), with 90 degrees upward and 25 degrees downward visibility when measured from the center of the cab. The cab ground visibility for the driver will be a minimum nearest point of 8.8 feet (2.7 meters) in front of the vehicle. The cab will have the following features: Control console provided between driver and officer positions Dashboard console and gauges in front of driver position Integrated electronic control and diagnostic systems Interior surface coating will be a painted durable grey spatter type finish
7000576	Glass, Cab, Installation	**Cab Visibility** There will be a total of 7.8 m² (84 ft².) area for superior visibility of shatterproof automotive tinted safety glass installed in the cab for all windows certified to DOT and ECE 43. The window measurements will be as follows: A tinted single-piece laminated windshield 3.99 m² (42.9 ft².). Tinted tempered glass upper door window with surface area of 0.66 m² (7.15 ft².). Tinted tempered glass upper rear cab window with surface area of 0.41 m² (4.44 ft².). Tinted tempered glass front angled lower corner window with surface area of 0.34 m² (3.7 ft².). Tinted tempered glass lower door window with surface area of 0.5 m² (4.9 ft².).
7000788	Windows, Electric/Power	**Cab Door Windows** The cab doors will be equipped with electric controlled slide type windows. There will be a control switch provided for each cab door sliding window that are accessible by the seated driver and turret operator. located on the center console.

7000547	Mirrors, Cab, Heated & Electric With Spotter	**Cab Mirrors** The vehicle cab will be equipped with two (2) Rosco 8 inch x 17 inch (203 millimeters x 432 millimeters) door mounted combination flat and convex mirrors, one (1) located on each side of the cab. The mirrors will be heated and electrically adjustable. The horizontal rotational viewing range will be no less than 60 degrees. Electrical switches for the mirror adjustment and heating feature will be provided within easy reach of the driver. Two (2) rectangular convex lens spotter mirrors will be provided on the A pillars of the cab structure to eliminate blind spots in front of the vehicle. One (1) mirror will be mounted on the left side of the vehicle and one (1) mirror will be mounted on the right side of the vehicle.
7000953	Cab Deluge System	**Cab Deluge System** The cab windshield will be equipped with a windshield deluge system. Four (4) brass nozzles will be spaced across the face of the cab above the windshield to distribute clear water from the vehicle water tank. The deluge system will have a 24-volt DC pump motor with an in-line strainer and will automatically drain the deluge system piping outside the compartments automatically when deactivated. The deluge system will be activated by a switch in the cab and when switched on, the windshield wipers will also be activated automatically while the system is in operation.
7000785	Step, Cab	**Cab Steps** There will be a heavy duty step provided below the left side and right side cab doors. The steps will include an aggressive pattern on the stepping surface to provide high traction when entering or exiting the cab. The step design will be self-cleaning so that a maximum amount of water, snow, mud or other debris can fall off or through the step. The step will be collapsible and spring loaded to allow the step to contact obstacles and ensure that the required 30 degree angle of approach at the front of the of the vehicle and return to the default shape.
7001965	Hinged Doors	**Cab Doors** Access to the cab will be gained with a single hinged door located on each side of the vehicle that opens at least to a 90-degree angle. Woven nylon door check straps will be installed on each door to limit opening travel. The bottom of the cab door openings will include scuff plates for surface protection.
7002136	Cab, Grab Handles, Door, Interior, Standard, Hinged Doors	**Cab Door Interior Grab Handles** The cab doors will have angled tubular grab handles with an integrated door opening mechanism. The door opening mechanism will be operable with a gloved hand and release the door latch when the interior button/lever is depressed. The door grab handles will have a durable single stage semi-gloss black paint applied to the surface.
7002138	Cab Trim, Interior, Insulated, w/Rubber Flooring	**Cab Interior** The cab will be weather-tight, acoustically and thermally insulated to provide noise level not to exceed 85 dB (A) at the driver's ear position. Foam-backed black textured rubber material will cover the interior floor of the cab. The rear wall of the cab will have vinyl covered foam material to dampen noise.
7002519	Grab Handles, Cab, Interior	**Cab Grab Handles** There will be grab handles covered with cushioned and slip resistant material located inside the driver's and passenger door openings to facilitate safe entry and exit from the cab. The grab handles will be placed to ensure three-point contact can be maintained.
7002134	Cab, Center Console, Ergo	**Cab Center Console** The cab will have an angled top center console located between the driver and turret operator seating positions. The upper surface of the center console will be angled upward toward the rear of the cab to raise the installed components to a more ergonomic height for the driver and turret operator.
7000787	Roof Hatch, Cab, Acrylic	**Roof Hatch** The roof hatch will be constructed from acrylic and will be located on the left side of the cab roof above the outermost seat. The roof hatch will have two (2) manual latches to secure the hatch closed and two (2) gas shocks to hold the hatch lid in the open position.
7000540	Seat, Drivers, Non-SCBA, Air, Tilt, Slide, Vinyl	**Crew Space** **Driver Position (Center)** The driver's seat will be Seats, Inc., 911 Series non-SCBA type with an integral 3-point seat belt. The seat will be air-ride adjustable, include a manual tilt seatback adjustment and a manual forward/backward slide adjustment feature. The seat cover material will be black vinyl resistant to wear and staining.

7000528	Seat, Right Turret Operator, SCBA, Non-Adjustable, Fixed, Slide, Vinyl	**Right Turret Operator Seat Position** The right side turret operator/officer seat will be a Seats, Inc., 911 Series SCBA type with an integral 3-point seat belt. The seat will include a fixed back design and will be a slide adjustable, non-suspension type. The seating material will be vinyl, black in color and resistant to wear and staining.
7000516	Seat, Left Inside, SCBA, Non Adjustable, Fixed, Non Slide, Vinyl	**Left Inside Seat Position** The left inside seat will be a Seats Inc., 911 Series SCBA compatible with an integral red 3-point seat belt. The seat will have a non-adjustable design and will be fixed mounted. The seating material will be vinyl, black in color and will be resistant to wear and staining.
7000522	Not Provided, Seat Left Outside	**Left Outside Seat Position** No seat will be provided in the left outside seating position.
7000507	SCBA Bracket, Ziamatic ULLH Storage Bracket	**Right Inside Seat Position** There will be a universal SCBA holder installed in the right inside seat position. The SCBA holder will be a Zico Ziamatic ULLH Load and Lock bracket.
7000783	HVAC, Dual, Front & Rear, Scania	**Cab HVAC (Heating, Ventilation, Air Conditioning)** The cab will be heated and cooled by a dual air conditioning and heating system with two (2) separate HVAC units. The controls for the HVAC will be backlit and provided to the left of the driver seating position with: A rotary control for temperature control from hot to cold A rotary control for vent control to blend from full defrost to full vent A rotary control for fan speed with OFF, LOW, MEDIUM, and HIGH positions A button to activate air conditioning with indicator light A button to activate the recirculate function with indicator light A Bergstrom HVAC unit will be incorporated into the structure of the cab dashboard and a remote Bergstrom HVAC unit will be mounted to the rear wall of the cab behind the driver seat. The dashboard HVAC unit will have an output of 22,300 BTU for cooling and 48,300 BTU for heating the remote HVAC unit will have an output of 19,000 BTU for cooling and 37,000 BTU for heating. **Air Conditioning Operation** The cab air conditioning system will be charged with HFC R134A refrigerant. The air conditioning system compressor will have a displacement of 313cc and will be driven by a serpentine belt drive mounted on the engine. **Heat Operation** The cab heating system will use a propylene glycol/water mixture. The cab heating system will be incorporated into the engine cooling system and will use coolant circulated by the engine water pump.
7000776	Siren/PA, Whelen 295SL, (1) SA315 Speaker	**Siren / PA System** **Siren Head** The vehicle will be equipped with a full function siren with public address capability. The siren will be a Whelen, Model 295SL series. The siren head will be backlit for visibility in dark or low light conditions. The siren system will include a hard wired microphone. **Siren Speaker** There will be one (1) Whelen, Model SA315 Series 100-watt speaker mounted at the lower portion of the front skidplate assembly.
7000774	Air Horns, Dual Bendix	**Air Horns** There will be dual Bendix air horns mounted underneath the cab, forward of the driver. The air horns will be activated by a switch located in the center of the steering wheel.
7000495	Control, Footswitches, Air Horn & Siren, Driver & Turret Operator	**Foot Switches** **Driver Position** There will be two (2) foot switches provided in the cab at the driver seating position. One (1) foot switch will activate the vehicle air horns and one (1) foot switch will activate the siren or public address system. **Turret Operator Position** There will be two (2) foot switches provided in the cab at the turret operator seating position. One (1) foot switch will activate the vehicle air horns and one (1) foot switch will activate the siren or public address system.
7002920	Camera, Thermal Imaging, Fixed, Roof Turret Mounted, FLIR MD625 NFPA2020	**Video Systems** **Thermal Imaging Camera** There will be a Teledyne FLIR, MD-625, NFPA 2020 compliant thermal imaging camera fix mounted to the roof turret. The thermal imaging camera will aid the driver and crew during complete darkness, severe weather, smoky, foggy or other low visibility conditions. The camera will follow the turret movement for rotation and elevation.

7000772	Camera, Rear Facing w/Vertical Ladder	**Rear Navigation Camera** There will be a rear facing navigation camera to aid in movement while traveling in reverse or to view the area directly behind the vehicle. A compact, fixed image color camera will be provided and will feature LED infrared illuminators to enhance the visible image in low-light situations. The infrared LEDs will have automatic day/night sensing to adjust the image in all lighting conditions. The camera will be mounted at the midpoint of the rear ladder, will activate automatically when the vehicle is placed in reverse and will have a manually activated switch in the cab. The camera image will be shown on the in-cab 12 inch (304.8 mm) color display.
7000927	Instruments, Standard	**Controls** All instruments, warning lights and controls relative to truck operation will be displayed to the left of the driver so that they will be useful, convenient, and visible to the driver. All instruments, warning lights and controls relative to the firefighting system will be displayed to the right of the driver for center steer so that they will be ergonomic, convenient, and visible to both the driver and the officer (turret operator). Agent activation to be clearly identified with color coded switches providing the operator immediate identification of the agents. Blue will identify water, Yellow will identify water/foam, and Purple will identify dry chemical powder. There will be a 12 inch (304.8 mm) display provided in the center of the cab control panel to aid the driver and turret operator. The display will show pump pressure, water levels, foam levels, roof turret position as well as diagnostics with fault codes. The display utilizes the Oshkosh designed control electronics which is CAN based and uses D-Series modules. The display can be user customizable and be programmed for any language. The following cab mounted controls will be provided as a minimum: Accelerator Pedal Air Conditioner Controls Brake Pedal Color Coded Complementary Agent / System Activation Rotary Differential Lock Control Dome Light Switch Manual / Door Activated Foam Concentrate Reservoir Control Valve Headlight Switch w/ Dimmer Control Heater / Defroster Controls Horn Control Master Electrical Disconnect Switch (located in engine compartment) Panel Lights Switch with Dimmer Parking Brake Control Power Adjustable Mirror Control Rotary Ignition Start/Stop Switch Siren Switch with Microphone Switches for Emergency Beacon(s) / Strobe(s) Switches for Exterior Lights Switches for Non-Emergency Amber Beacon(s) / Strobe(s) Tilt / Telescoping Steering Wheel Column Transmission Range Selector Turret Control Windshield deluge Windshield Wiper and Washer, column mounted Cup Holders Hand throttle **Instruments and Warning Lights** The following instruments and warning lights will be provided in the cab: Air Pressure (brake and other air-driven accessories) Complementary Agent Tank-Charged Indication Beacon / Strobe Indicator (s) Foam Agent Tank Level Indicator Water Tank Level Indicator Water Pump Pressure Low Air Pressure Warning Compartment Door Open Indicator Differential Lock Indicator Engine Coolant Temperature Engine Tachometer Fuel Level Headlight Beam Indicator Speedometer / Odometer Voltmeter Low Engine Coolant Audible / Visual Alarm Digital clock Low Oil Pressure / High Water Temperature Audible / Visual Alarm Complementary Agent System Pressure Indicator Two (2) 12-volt DC accessory power outlets, one (1) each side Two (2) 5-volt DC USB A ports, one (1) each side
7001191	Gauges	
7000769	LG Alert	**Lateral Accelerometer** There will be an electronic rollover warning system provided. The system will detect "g" forces exerted on the vehicle. A display will be integrated into the vehicle dash in view of the driver and include an audible alarm. The sensor base unit will be installed in an easily accessible location within the cab.

7000767	MADAS, Data Logger System, TAK-4 Axles - Scania	**Monitoring and Data Acquisition System (MADAS)** A Monitoring and Data Acquisition System (MADAS) which is an electronic vehicle system analyzer that constantly records preprogrammed vehicle characteristics will be installed for the collection of various performance measurements to monitor, as a minimum, the following: Vehicle speed Transmission gear Vehicle heading Lateral acceleration Vertical acceleration Longitudinal acceleration and deceleration Brake Application Engine rpm Throttle position Steering input Vehicle braking input (pedal position and brake pressure) Date, time, and location for all data collected The MADAS system will record information and store the critical period of time including 120 seconds before an event and 15 seconds afterwards. It will require a customer supplied portable PC. The MADAS system will include software to download and to use the data. The MADAS system will require no operator input, and until it is triggered by an event all of its' operation will be fully automatic. When an event occurs, the MADAS will provide a fault code to the operator on the main display screen in the cab. When active and ready to record vehicle attributes, it will report that to a visual indicator in the cab. The MADAS system will be capable of recording a minimum of thirty events. Data logger capacity will be indicated to the operator via the main display. Access to the memory for downloading, viewing or deleting will require a pass code. The data software will include native features such as graphing analyses. The system will be designed so that the data being recorded will not be lost or overwritten immediately after the incident due to the use of an emergency shut-off or a master electrical disconnect switch.
7000765	Lighting, Vehicle FMVSS	**Electrical System** **Lighting and Marking System** The vehicle will be equipped with lighting designed and installed to be compliant with requirements of Federal Motor Vehicle Safety Standard - FMVSS 108. **Clearance / Marker Lighting** All clearance and marker lights will be LED type, 24-volt DC. The lights will be placed in the required locations at the front, sides and rear of the vehicle. A minimum of four (4) amber LED side marker lights will be located on each side of the vehicle. One (1) red LED marker light will be located on each side of the vehicle nearest to the rear. Five (5) amber LED clearance lights will be mounted at the front of the vehicle. A centered high mount red LED brake light will be installed at the rear of the vehicle and a series of five (5) red LED clearance lights will be mounted at the rear across the top of the bodywork. **Turn Signal Indicators** Amber LED lights will be integrated into the headlight placed at the front bumper to function as front marker and turn signal indicator lights. Two (2) LED light assemblies will be installed at the rear of the vehicle with integrated reverse, stop, tail and turn light functions. The amber turn signal indicators will be located at the outside edge of each assembly, the red tail/brake lights will be located in the middle and clear backup lights will be located to the inside of the housing. The turn signals will be self-cancelling by the cancel cam in the steering column.
7000475	Lighting, Headlights, LED, FMVSS/ECE, RH Traffic w/DRL	**Headlights** There will be two (2) FMVSS/ECE compliant LED headlights installed, one (1) on each side at the front of the vehicle. The headlights will be certified for local requirements for right-hand traffic (RHT/left-hand steering). A rotary headlight activation switch will be provided on the dashboard and a high/low beam headlight dimmer switch will be provided on the steering column. The headlights will include a daytime running light (DRL) feature. When the transmission is shifted into neutral and the parking brake is set the daytime running lights (DRL)will be deactivated automatically.
7000743	Lighting, Headlights, Alternating, Wig-Wag, W/Mstr Wrn Swt Wig-Wag Swt	**Headlight Alternating Flash** The high beam headlights will have an alternating flash emergency lighting function. An activation switch will be provided in the cab emergency lighting switch panel to control the high beam flash. The headlight flash switch will be enabled only when the ignition and master warning light switches are both in the on position. The alternating flash functions will automatically be deactivated when the headlight switch is active and the high beam headlights are activated.
7000762	Lights, Ground, LED (8)	**Ground Lighting** There will be ground lighting installed under the vehicle to illuminate the adjacent ground/work area. The ground lights will be IP 68 rated Luma Bar white LED strip lights encased in aluminum housings. There will be an ON/OFF ground lighting activation switch located in the cab and in addition, the ground lighting will only operate with the parking brake applied and transmission in neutral. The eight (8) lights will be distributed as follows: Two (2) under the cab doors, one (1) on each side Four (4) under the body compartments, two (2) on each side Two (2) under the rear of the vehicle, one (1) on each side aimed rearward

7000760	Lights, Fog/Driving, FMVSS/ECE	**Fog / Driving Lights** There will be two (2) LED driving lights and two (2) LED fog lights. The lights will be mounted one (1) of each on the left side and one (1) of each on the right side in a common recessed bezel. The fog lights will be located at the front of the vehicle directly below the headlight assemblies. The fog and drive lights will be activated by switched located on the cab dashboard to the left side of the driver.
7000822	Lighting, Accent Lights, LED	**Skidplate Accent Lights** Two (2) 24-volt DC strip lights will be installed on the front skidplates, one (1) on the left side and one (1) on the right side. The lights will operate as additional marker lights.
7000471	Lighting, License Plate, (1) Left Front & (1) Left Rear w/Bracket	**License Plate Illumination** There will be two (2) license plate brackets with LED lights provided on the vehicle to install standard U.S. sized license plates. One (1) license plate bracket with LED illumination will be installed on the left the front skidplate and one (1) license plate bracket with LED illumination will be installed at the left rear of the vehicle. The license plate lights will be activated with the marker lights.
7000757	Cab Worklights, 24VDC, (2) JW Speaker 7250T	**Cab Scene / Worklights** There will be two (2) 24-volt DC J.W. Speaker 7250T light emitting LED front worklights provided above the cab windshield. The spotlights will have a trapezoidal beam pattern with an output of 3,150 raw lumens and an output of 1,400 effective lumens. The light housings will be constructed from black polycarbonate and the lens will be clear polycarbonate. The cab worklights will be activated from an ON/OFF momentary rocker switch in the cab.
7000756	Side Worklights, 24VDC, JW Speaker 7250T, (2) LH & (2) RH	**Scene / Worklights - Side** There will be four (4) 24-volt DC, J.W. Speaker LED side worklights provided on the vehicle. Two (2) lights will be installed on the left side of the vehicle and two (2) lights will be installed on the right side of the vehicle. Each worklight will have a trapezoidal beam pattern with an output of 3,150 raw lumens and an output of 1,400 effective lumens. The light housings will be constructed from black polycarbonate and the lens will be clear polycarbonate. The rear worklights will be switched from an ON/OFF momentary rocker switch in the cab and from an external ON/OFF momentary toggle switch on each side of the vehicle. The exterior toggle switches will activate the worklights on their respective sides.
7000755	Rear Worklights, 24VDC, (2) JW Speaker 7250T, LED	**Scene / Worklights - Rear** There will be two (2) 24-volt DC J.W. Speaker LED rear worklights provided at the top of the of the vehicle bodywork. The spotlights will have a trapezoidal beam pattern with an output of 3,150 raw lumens and an output of 1,400 effective lumens. The light housings will be constructed from black polycarbonate and the lens will be clear polycarbonate. The rear worklights will be switched from an ON/OFF momentary rocker switch in the cab and from an external ON/OFF momentary toggle switch at the rear of the vehicle accessible from ground level. The lights will automatically illuminate when the vehicle is shifted into the reverse gear.
7000747	Lights, Perimeter Warning, Red LED, Whelen 700 Series, Qty (10)	**Warning Lights** **Perimeter Warning Lights** There will be ten (10) Whelen, 700 Series, 3 inch (76.2 millimeter) x 7 inch (178 millimeter) red LED warning lights installed around the lower perimeter of the vehicle at or near bumper height. Three (3) lights will be installed on the left side, three (3) lights will be installed on the right side, two (2) lights will be installed at the front and two (2) lights will be installed at the rear of the vehicle. The perimeter warning lights will be switched independently from upper warning lights.
7000432	Lights, Warning, Top Stand-By, (2) Whelen, L40AP, Amber LED	**Standby Lighting** There will be two (2) Whelen, Model L40AP, amber LED standby beacon lights with amber dome located on the roof of the vehicle. The lights will be located close to the mid-point of the water tank, one (1) on the left side and one (1) on the right side for 360-degree visibility and switched from within the cab.
7000423	Lights, Warning, Upper Front, LED Beacons, (2) Whelen, L40RF	**Front Upper Warning Lights** There will be two (2) Whelen, Model L40, red LED warning beacon lights installed on the roof of the vehicle near the front of the body. One (1) light will be installed on the left side and one (1) light will be installed on the right side. The lights will be activated with the upper warning light switch in the cab.
7000414	Lights, Warning, Upper Rear, LED Beacons, (2) Whelen, L40 Series	**Upper Rear Warning Lights** There will be two (2) Whelen, Model L40BF, red LED warning beacons installed on the roof of the engine cowling at the rear of the vehicle. One (1) beacon will be installed on the left side and one (1) beacon will be installed on the right side. The upper rear warning lights will be activated by a switch in the cab on the left side of the dash panel.

7000751	Lighting, Compartment, MaoMao, LED, White	**Compartment Lighting** There will be 24-volt DC white LED strip lighting provided to illuminate the interior of the compartments. The compartment lighting will be switched with the opening or closing of the roller shutter door with the ignition in the "ON" position. Each compartment will have a magnetic switch to activate and deactivate the compartment lights when the doors are opened or closed. An indicator light in the cab will illuminate when a compartment door is not in the closed position to alert the driver. If the parking brake is released, or the vehicle shifted out of neutral an audible alarm will sound and the compartment door indicator light will flash.
7001935	Generator, Harrison 10 kW Hydraulic, 60 Hz	**Power Generation** There will be a Harrison 10kW, 120/240-volt AC, 60Hz power generator on the vehicle placed in the right rear lower body compartment with full and easy access for maintenance and inspection. The generator will be hydraulic type powered from an on-board PTO and hydraulic power source and be switched from within the cab. An output display and circuit breaker panel will be located adjacent to the generator. The generator will be equipped with an automatic shut-down based on the following conditions: Frequency Too High Frequency Too Low Invalid speed signal from integral hydraulic motor
7000451	Not Provided, Lighting, Cab Floodlights	
7000448	Lighting, Side Floodlights, 120VAC, Tele, (1) Ea/Side FRC K20 LED, Wht Housing	**Side Mounted Widelights** There will be two (2) FRC Spectra, model K20, 20,000 lumen, 120-volt AC LED widelights with white housings provided, one (1) on each side of the vehicle. The lightheads will be adjustable, mounted on manually raised telescopic poles. The lights will be powered by the on board generator electrical system and activated by a switch on the center console in the cab. An indicator light in the cab will illuminate when the lights are not in the stowed position to alert the driver.
7000748	Not Provided, Rear Floodllights	
7000439	Outlets, Compartment, 120VAC, 15A GFI, Duplex, Strt Bld/Twist Lock, (1) Ea/Side	**Outlets** There will be two (2) 120-volt AC, 15-amp duplex receptacles with one (1) NEMA L5-15R twist-lock outlet and one (1) NEMA 5-15R straight-blade outlet provided, one (1) on each side of the vehicle mounted to the rear wall of the front lower body compartments. The outlets will have hinged weatherproof covers and be GFI protected. The compartment outlets will receive power from the on-board generator.
7001348	Batteries, Standard, Lead Acid	**Power Supplies** A 24-volt DC vehicle electrical system will be provided. The vehicle DC power will be supplied by a two (2) alternator charging system with a minimum output of 100 amps each. A warning system will be provided in the cab to indicate an alternator failure. The electrical system will include the following: Four (4) group 31, 12-volt DC maintenance free, top post, flooded lead-acid batteries with a minimum of 950 CCA @ 0 degree F (each) and 190 minutes of reserve capacity @ 25 amps. A warning label will state that connecting incorrectly to a 12-volt DC system will cause electrical system damage. Color coded, heavy duty, insulated battery and ground cables with wire code numbers. A backlit remote voltmeter will be installed adjacent to the batteries to read the battery state of charge. An engine start disable switch will be provided in the left side engine compartment that will prevent the vehicle from being started from the cab during routine maintenance. A lockable total vehicle master electrical disconnect switch rated for full vehicle current to completely de-energize the DC electrical system after the switch. Unused electrical distribution connectors or components located on the walls of the upper and lower compartments will have sturdy protective coverings installed to prevent unwanted contact with stored gear.
7000740	Battery Charger, 85-265 VAC, 25 Amp, 45-65 Hz	**Battery Charger** There will be a Delta Q, 120/220-volt AC, 60/50 Hz waterproof battery charger installed in the right rear engine compartment to maintain the chassis batteries. The charger will incorporate a microprocessor controller and will charge and maintain the batteries automatically.
7000742	Auxiliary Air Compressor, 110V, 50/60 Hz	**Auxiliary Air Compressor** There will be an on board auxiliary air compressor provided to maintain the vehicle's air system pressure powered by the AC inlet connection. The auxiliary air compressor will be mounted on the interior of a compartment. The compressor will be the rocking piston type and will have two (2) aluminum cylinders with an inlet air filter. The air compressor drive will be a totally enclosed, 1/2 horsepower, 120-volt AC motor with capacitor start and thermal protection. The design of the air compressor will allow for minimum vibration to be transferred to the mounting surface.

7000739	Engine Preheater, 110/120V, Scania Engine	**Engine Coolant Preheater** There will be one (1) 110/120-volt AC, 1500-watt engine coolant preheater with thermostat provided to heat and maintain engine temperatures of approximately 100-120 degrees Fahrenheit (38-49 degrees Celsius). The preheater will be connected to and powered by the shoreline inlet on the vehicle.
7000734	Receptacle Inlet, Auto-Eject, Rear, 110V/20A, Batt Chrgr & Cmpr,Seprt EngPrht,Yl	**Receptacle Inlets** There will be two (2) Kussmaul™, 20-amp, 120-volt AC shoreline inlets provided to operate the dedicated 120-volt AC circuits at right rear of the vehicle. One (1) shoreline will be connected to the battery charger and auxiliary air compressor and one (1) shoreline will be connected to the engine pre-heater. The shoreline inlets will include yellow weatherproof flip up covers. There will be a release solenoid wired to the vehicle's starter to eject the AC connectors when the engine is starting. There will be two (2) mating connector bodies supplied with the loose equipment. There will be a label installed near the inlets stating the following: Line Voltage Frequency Load(s) connected to the circuit
7000396	Battery Jumper Studs	**Auxiliary Start Feature** There will be 24-volt DC positive and negative posts for jump starting the vehicle provided in the right engine access compartment. The jumper studs will be located adjacent to the battery box and will have removeable color coded protective plastic covers; a red cover for the positive stud and a black cover for the negative stud.
7000732	Air Inlet Receptacle, Rear, Auto-Eject, Kussmaul	**Air Inlet Receptacle** There will be a pneumatic inlet with yellow weatherproof cover located at rear of the vehicle provided to maintain vehicle air pressure when connected to an external pressurized air source. The air inlet connection will be a quick disconnect type with a check valve installed to prevent air from bleeding out the connector when disconnected. There will be a release solenoid wired to the vehicle's starter to automatically eject the air inlet connection when the engine is cranked. A quick release air inlet connection will be provided and shipped with the loose equipment to install on the compressed air line and the end user's facility.
7000728	Not Provided, Air Outlet Receptacle	**Air Outlet Receptacle** No air outlet receptacle is required.
7000897	Standard Pump & Roll Speed Engine Up To 700HP	**Pump and Roll** The vehicle will be capable of pump and roll operations up to 20 mph (32 km/h) on a hard, level, improved surface.
7000386	Engine, Scania DC16/V8, 670 HP, Tier 4f	**Engine and Accessories** **Engine** There will be a certified EPA Tier 4f, Stage IV, Scania, Model DC16, water cooled V8 design engine with a displacement of 16.4 liters. The engine will produce a maximum of 500 kw (670 hp) and electronically limited to 2,644 Nm (1,950 ft. lbs.) of torque at 2,100 RPM. The engine will have common rail fuel injection system and will be equipped with a single turbo charger with an electronic fuel management system. The engine will have a Selective Catalyst Reduction (SCR) system for the mitigation of engine emissions. The urea tank will be located in the left rear engine cover compartment with a minimum capacity of 27 gallons (102 liters). An engine high idle control will be provided to maintain the engine idle at approximately 1,450 rpm when activated. The control for this system will be safety interlocked to activate only after the transmission has been placed in the neutral position and the parking brake has been set. An electronically controlled engine governor will be provided and set to limit engine speed so that it will not exceed the maximum rpm recommended by the engine manufacturer. **Transmission** There will be an Allison, EVS-4800 Series, planetary type, fully automatic, electronic controlled seven-speed transmission provided. The shift pad for the transmission will be located in the cab to the left of the driver seating position with backlit switched and a gear indicator display. The transmission will be separate from the transfer case and located at the rear for easier maintenance. The seven-speed transmission creates better gear ratios, smoother shifting, and less wear and tear on drive components. The transmission level dipstick will be located in the left rear engine cover compartment. A single speed transfer case with lockable differential will be provided to supply power to both the front and rear axles. The driveline will be composed of heavy duty metal driveshafts with universal joints at each connection yoke. **Power Divider** There will be a power divider to allow the pump to be engaged at any speed or engine RPM and in any gear which is automatically activated for pump operation when the pump switch is engaged from the cab. When in pump mode, the pumping RPM will increase automatically only after a discharge orifice is opened, to minimize heat build-up during standby operation.

7000813	Air Cleaner, Scania Tier 3 & 4f, Single Stage	**Engine Air Cleaner** The engine will be equipped with an easily replaceable canister type single stage air filter with a pleated paper element. The engine fresh air inlet will have a bonnet installed on the intake piping to shed water and will be located on the roof of the vehicle.
7000812	Exhaust, Strt Outlet, Scania Tier 4f Stainless Steel w/Stainless Steel Cap	**Exhaust System** The vehicle will have a vertical stainless steel exhaust stack with a rain cap. The exhaust outlet will be located on the roof of the vehicle.
7000811	Pump, Electric Fuel Priming, Scania	**Fuel Priming Pump** The vehicle fuel system will be equipped with a 24-volt DC electric fuel priming pump. The activation switch will be located on the interior of the left engine compartment near the fuel filters.
7000810	Mudflaps	**Mudflaps** There will be a rubber mud flap provided behind each wheel well to minimize the amount of road debris cast behind the vehicle by the tires.
7000809	Chassis Air, FMVSS, TAK-4 Axles 6x6	**Chassis Air** The vehicle will be equipped with a Bendix, Model AD-IS, air dryer. The air dryer module will include an integrated air dryer, a reservoir, a governor, a heater and four (4) pressure protection valves. The air dryer will incorporate a spin-off replaceable desiccant cartridge. The chassis air system will be supplied by color coded nylon tubing and will have circuit numbers printed on each section of line for easy identification. The color coding on the air lines will be as follows: Red will represent the primary air circuit (rear brakes) Green will represent the secondary air circuit (front brakes) Orange will represent the parking brake and cab air inlet circuit Yellow will represent the parking brake air delivery circuit Blue will designate auxiliary air circuits (air-ride seats, firefighting system air supply, chassis accessories, etc.) Black will represent the rear air inlet and air system drains
7000808	Fuel Tank, 90 G (341 L), Aluminum	**Fuel Tank Capacity** The fuel tank will be constructed from formed and welded aluminum with a fluid capacity of 90 gallons (341 liters). The fuel tank will have a bottom drain plug and the filler pipe will be located no higher than 60 inches (152 centimeters) from ground level. The fuel fill will be located in the left rear engine compartment. The fuel tank cap will have provisions to install a lock to prevent the cap from being removed. An anti-drain vent valve will be installed on the fuel tank to prevent fuel spillage in the event of a rollover. A fuel water separator with drain valve will be provided for the main engine. A label will be provided near the fuel fill indicating that diesel fuel is required.
7000807	Steering System, TAK-4 Front Axle w/Rear Steer, 120WB, FMVSS, 6x6	**FMVSS Steering & Suspension System** The front and rear axles will have adequate capacity to carry the fully loaded vehicle under all intended operating conditions. For vehicle handling, stability and off-runway performance, the axles will have an identical track width of 96 inches (244 cm). The axles will consist of the following: Front Axle - 31,000 pounds (14,061 kg) rating, double reduction (axle housing and wheel end), enclosed steering drive ends, bevel gear differential with driver operated differential lock. Rear Axle - 62,000 pounds (28,123 kg) rating, double reduction (axle housing and wheel end), bevel gear differential with driver operated differential lock. The suspension will incorporate the following design elements: Upper and lower control arms will be used on each side of the axle. Each axle will be equipped with an anti-roll bar for increased cornering stability. Steering and non-steering axles will have an adjustable tie rod for alignment of the wheel to the center of the chassis. Each wheel position will have at least one (1) coil spring and one (1) heavy-duty dual acting shock absorber. All pivot and joints will be designed to meet the 20-year service life of ARFF vehicles and include only two (2) grease points per wheel and with proper Oshkosh factory alignment does not require special maintenance. An off-road, high mobility Oshkosh TAK-4, all-wheel Independent suspension system will be provided resulting in no more than 0.5 g rms acceleration at the seat of the vehicle when traversing an 8 inch (24 cm) half round at 35 mph (56 km/h) without causing injury to the operating personnel, loss of vehicle control, or damage to the vehicle. The design will allow the vehicle to travel safely at minimum off-road speeds of 35 mph (56 km/h). The Oshkosh TAK-4, Independent suspension system design will allow for a minimum of 16 inches (406 mm) of total wheel travel. The chassis will be equipped with power assisted FMVSS compliant steering that will permit manual steering to bring the fully loaded vehicle to a safe stop in the event of power assist failure. A tilt / telescoping steering wheel will be provided. To facilitate a tight cornering radius, to reduce tire scrubbing on the rear tandem, and to provide maximum tire life, the rear most axle in a tandem axle configuration will be steerable and interfaced with the front axle steering by mechanical linkage. The rear steering will be active at all times regardless of vehicle speed.

7000805	Brakes, Drum Brakes, TAK-4 Axle, 120 WB, No CTI, NFPA, 30 Deg Tilt, 6x6	**Brake System** The vehicle will be equipped with a dual air braking system including front and rear brakes with an overall vehicle tread width of 3,048 mm (120 in.) in accordance with FMVSS 121 Legislation. The brakes will be drum type and equipped with automatic brake adjusters, to be clutch and worm drive type. The system will feature a dual type brake treadle valve with separate supply and delivery circuits. The system to include an all-wheel, split-circuit, powered-assisted service brake, a modulated emergency brake, and a parking brake. There will be a 6S-6M electronic antilock brake system with a sensor and modulator at each wheel controlled by an electronic control unit (ECU). The ECU will monitor wheel speed during braking and modulate the brakes when excessive wheel slip or lockup is detected. The ECU will blend the feedback from steering wheel ends to reduce steering wheel pull during an ABS event. There will a be provision for ABS diagnostics provided. The brake system will have the following features: A Bendix AD-IS, automatic air-drying system downstream of the compressor. Air brake chamber for each brake with self-adjusting mechanisms. Drain on all reservoirs controlled from one (1) common location on the exterior of the vehicle. Three (3) quarter-turn air drain valves will be located on the side of the vehicle below the left rear lower body compartment. Visual and audible low air pressure warning device. A manual parking brake valve will be installed in the cab within easy reach of the driver. The brake system will meet the following design requirements: Capacity to increase air pressure in the supply and service reservoirs from 85 to 100 psi (552 to 690 kPa) when the engine is operating at the vehicle manufacturer's RPM in less than 25 seconds. Capacity for buildup of tank pressure from 0 psi (0 kPa) to the pressure required to release the spring brakes within 15 seconds relying solely on vehicle air compressor. Have a volume 12 times the total combined brake chamber volume at full stroke. The brake system will meet the following performance requirements at gross vehicle weight (fully laden): Service Brake: (Depending on truck configuration) Stopping Distance from 20 mph (32 km/h) : Maximum 33 feet (10 meters) Stopping Distance from 40 mph (64 km/h) : Maximum 121 feet (37 meters) Hold Fully Loaded Vehicle: Minimum 50% Grade Ascending & Descending Emergency Brake: (Depending on truck configuration) Stopping Distance from: 64 km/h (40 mph): Maximum 288 feet (86 meters) Parking Brake: Hold Fully Loaded Vehicle: Minimum 20% Grade Ascending & Descending
7002973	Tires, Techking 24R21, No Beadlocks 6x6	**Wheel and Tire Assembly** The vehicle will be equipped with TechKing, Model ETMT, size 24R21 all-terrain radial tires. The tires will be tubeless type with full width steel belting and tread non-directional, mounted on steel wheels.
7000326	Tires, Spare, Techking 24R21, Silver with Drum Brakes, No Beadlocks	**Spare Tire** The quantity of spare tire and wheel assemblies included with the vehicle and shipped loose will be one (1) Each spare tire and wheel assembly will be composed of one (1) new and unused Techking 24R21 ETMT tire and one (1) new wheel assembly. Each spare tire and wheel assembly will be interchangeable with any wheel position on the vehicle.
7001475	Paint, Wheels, Techking	**Wheel Paint Color** The wheels will be painted #101 Gloss Black (FLNA 40119).
7000725	No Upper Ladder	**Upper Mounted Equipment** **Top Mounted Ladder** No ladder or vehicle mounted ladder storage brackets willll be provided.

7000722	Dry Chemical, 550 lb (250 kg)	**Firefighting System** **Complementary Agent System** **Dry Chemical System** **Agent Container and Components** There will be a 550 pound (250 kilogram) capacity dry chemical extinguishing system provided. The powder vessel will be capable of holding potassium based, sodium bicarbonate or other commercially available dry chemical fire extinguishing agents. The weight held in the powder vessel will be dependent on the density of the powder chosen by the end user. The system will include piping, valves, fittings, components necessary for the storage and discharge of dry chemical complementary agent. The container will be constructed and stamped in accordance with ASME Code for Unfired Pressure Vessels. An over pressure safety valve will be integrated into the system. The system will include the following: Quick acting agent system activation controls will be easily accessed by the seated driver and at least one (1) other crew position. Similar controls will be located near the agent handline (if equipped). Cab mounted pressure indicators will be installed that, when the system is activated, will allow the vehicle operator to determine the propellant reservoir pressure as well as the system operating pressure. There will be system clean out / blowdown provisions utilizing the propellant for purging dry chemical agent from all discharge piping and hose after use, saving the remaining dry chemical powder in the vessel. There will be a feature to "fluff" the dry chemical powder within the storage vessel to prevent caking. The procedure will not require the system to be opened or discharge any powder. A 24-volt DC electric winch will be provided to lift and lower the nitrogen cylinder from the ground level to the stored position. The design will be such that it will allow the operator to perform the nitrogen cylinder servicing without the need for any heavy lifting. Remote LED bar graph type pressure gauges will be provided in the cab on the firefighting display to indicate system operating pressure and the propellant cylinder pressure. **Propellant, Propellant Containers and Components** The propellant gas will be dry nitrogen. All propellant gas cylinders and valves will comply with United States Department of Transportation (DOT) requirements (if provided with the vehicle from the manufacturer). The propellant gas cylinder(s) will be stored vertically and will be easily loaded and removed with the assistance of the integrated lifting device and cylinder guide. One (1) propellant cylinder lifting cradle will be supplied with the system for vehicle storage of one (1) cylinder. A lifting cradle constructed from formed and welded aluminum will be provided. The lifting cradle will be utilized as part of the propellant cylinder storage within the compartment. After the lifting cradle is moved into the storage position there will be a bracket installed to retain the cradle. The cradle will remain installed in the vehicle until the propellant cylinder requires service or replacement.
7000718	Dry Chemical Fill Funnel	**Dry Chemical Fill Funnel** There will be one (1) dry chemical fill funnel provided and shipped loose with the vehicle. The funnel will measure approximately 18 in. (457 mm) high, 17 in. (432 mm) in diameter at the top opening and 3.75 in. (953 mm) at the bottom opening.
7000721	Nitrogen Cylinder, 400 Cubic/Ft., Full	**Nitrogen Propellant Cylinder** There will be one (1) full 400 ft³. (11,327 liter) when pressurized to 2,640 psi (182 bar) Nitrogen cylinder(s) provided and mounted in the truck with a pressure gauge and removable carrier. All propellant gas cylinders and valves will comply with United States Department of Transportation (DOT) requirements. Propellant gas cylinder(s) will be stored vertically and must be easily loaded and removed with the assistance of an integrated lifting device and cylinder guide.
7000296	Spare Nitrogen Cylinder, 400 Cubic/Ft., Empty	**Spare Nitrogen Cylinder** There will be one (1) empty 400 ft³. (11,327 liter) when pressurized to 2,640 psi (182 bar) dry nitrogen propellant gas cylinder(s) with pressure gauge provided and shipped loose with the vehicle.
7000274	Foam System, 3% Around The Pump w/ECO	**Water and Foam Systems** **Around the Pump Foam Concentrate Proportioner** The vehicle will be equipped with an "around the pump" (ATP) foam proportioning system capable of metering select 3% foam concentrates in accordance with NFPA. Provisions for flushing the foam system with clean water will be provided. A proportioning plate for 6% foam concentrates will be provided mounted in the left rear lower body compartment of the vehicle. **Oshkosh Eco-EFP™ Foam Measurement System** A secondary surrogate foam testing system will be provided to measure the foam proportioning system performance from every discharge on the vehicle without necessitating the actual discharge of foam into the environment. The system will measure discharge flow rates for each discharge on the vehicle. The system will be fully on-board, integrated into the vehicle plumbing and the around the pump foam proportioning system. It will measure both the solution and foam fluid flow rates using only water. The system will have ability to archive foam test data for all individual discharges and provide a time and date stamp for up to three (3) years of data. An electronic display will be placed near the water pump in the left rear lower body compartment. The display will provide access to view or control system settings, diagnostics functions, current and historical data and system test function. A USB port will provided to download digital data.

7000265	Foam Fill, LH, LH Pneumatic Transfer Pump, Fill/Drain Inlet w/Bypass	**Foam Transfer Pump** There will be a Yamada, Model NDP-20, pneumatic diaphragm foam transfer pump permanently mounted in the left rear lower body compartment. The foam transfer pump will have the capability to fill or drain the vehicle foam concentrate tank. The foam transfer pump will share the primary inlet/drain connection on the left side of the vehicle and will have a selectable valve to bypass the foam transfer pump in the compartment. **Foam System Piping** There will be one (1) 1.5 in. (38 mm) NSFHT threaded combination foam reservoir fill/drain connection provided on the left side of the vehicle below the left rear lower body compartment.
7000261	Foam Fill Plugs, 1.5" (38 mm) NSFHT Plug w/Link Chain	**Foam Fill/Drain Connection** The foam fill/drain connection(s) will include one (1) 1.5 in. (38 mm) NSFHT threaded plug(s) with link chain to retain the plug(s) when removed.
7000711	Lights, Foam Tank Level, Left & Right Exterior, No Label	**Foam Tank Level Lights** There will be four (4) LED foam tank level indicator lights provided on the upper exterior of the left side and right side of the vehicle. The level lights will be vertically stacked and will include the following colors top to bottom: amber, amber, amber, red
7000250	Structural System, 2.5" & 5" (64 mm & 127 mm) w/Aut Suct & Fill Frm Drft, 2K Pmp	**Structural Fire Fighting System and Control Panel** There will be a Class "A" structural firefighting system capable of 1,000 gpm (3,785 lpm) discharge with fill from draft feature and priming pump provided. All primary pump suctions, controls and operator panel will be located in the left rear lower body compartment with a roll-up door for easy access. One (1) 6 inch (152 millimeter) NPT male pump suction inlet connection equipped with a .25 inch (6.35 millimeter) strainer will be installed in the left rear lower body compartment. A mating cap will be provided that will be capable of withstanding pressures of 500 psi (34.5 bar). A manually operated 2.5 inch (64 millimeter) pump suction inlet connection will be installed in the left rear lower body compartment. The pump suction inlet connection types will be described later in this specification. An auto-suction valve will be installed on the large diameter pump suction inlet.
7000707	Display, Structural, Left Side Body Compartment	**Structural Panel Display** A pump operator's station with LCD display and switch panel will be provided in the left rear lower body compartment. The panel will include at a minimum the following gauges: Engine tachometer gauge Pump discharge pressure gauge Pump suction pressure gauge Engine oil pressure gauge Engine coolant temperature gauge Water tank level gauge Foam tank level gauge The following functions and devices will be provided as part of the structural panel: Manually adjustable pilot relief valve with strainer A mechanical switch to control the operation of the priming pump (if equipped) Structural panel activation switch Water tank valve open / closed switch A means of selecting water or foam induction for discharge Pressure governor / Engine RPM control Increase / Decrease hand throttle or system pressure switch Preset / Idle switch Panel illumination Flush mode activation switch
7000239	Structural/Suction Cap & Plug, 2.5"&4.5" (64mm & 114mm) NSFHT w/AutoSctVa w/Link	**Structural Pump Suction Inlets** **Large Diameter Inlet** The left large diameter pump suction inlet will have a 4.5 inch (114.3 millimeter) NSFHT male connection with female blind cap. The blind cap will have a link chain tether. **Small Diameter Inlet** The small diameter pump suction inlet will have a 2.5 inch (64 millimeter) NSFHT female swivel coupling with a male blind plug. The blind cap will have a link chain tether.
7000835	Discharge Piping, (1) LS & (1) RS 2.5" (64 mm) w/SCBA Storage w/PSI & Structural	**Discharge Piping** There will be two (2) unregulated, manually operated, 2.5 inch (64 millimeter) structural discharges provided. One (1) will located in the left front lower body compartment and one (1) will be located in the right front lower body compartment. The discharges will have NSFHT threads and will each be equipped with pressure gauges and bleeder valves. Storage for two (2) SCBA cylinder will be provided on both left and right side front lower body compartments in the discharge panel adjacent to the discharges.
7000225	Discharge Caps, 2.5" (64 mm) NSFHT Female Caps w/Link Chain	**Discharge Caps** The two (2) 2.5 inch (64 millimeter) discharges will have NSFHT blind caps and link chain lanyards.

7000614	Tank, 3,000 G (11,356 L) Water/420G (1,590 L) Foam	**Water Tank** There will be a water and foam tank constructed of UV resistant Polypropylene material provided. The minimum tank capacity will be 3,000 gallons (11,356 liters) of water and 420 gallons (1,590 liters) of foam concentrate with a top-fill opening of at least 27 inches (689 millimeters) for water and 23 inches (584 millimeters) for foam. Both reservoirs will be vented with overflow directed to the ground. The tank will be fitted with longitudinal and transverse baffles, anti-swirl baffles, a sump and isolation valve.
7000692	Lights, Water Tank Level, LS & RS Exterior, No Label w/Fbrg	**Water Tank Level Lights** There will be four (4) LED water tank level indicator lights provided on the upper exterior of the vehicle's body on both the right and left side vertically stacked and include these colors from top to bottom: blue, blue, blue, red
7000690	Pump, Water, Cast Iron, Waterous CRQB, 2,000 gpm (7,570 lpm)	**Water Pump and Pump Drive** The water pump will be a Waterous, Model CRQB (also commonly referred to as Model CR), single stage centrifugal design that meets all requirements of ICAO, NFPA 414 as well as FAA Advisory Circular 150/5220/10E. The pump will have a rated capacity of at least 2,000 gpm (7,511 lpm) at an operating pressure of 250 psi (17 bar) with suction vacuum at the manifold inlet of 9 IN-Hg. The pump gearbox will be driven by a driveline from the truck power divider. The pump and pump transmission will have the ability to run continuously without overheat issues in ambient temperatures up 122 degrees Fahrenheit (50 degrees Celsius). The pump body will be vertically split on a single plane for easy removal of the entire impellor assembly including the bronze wear rings. The pump will be constructed of the following materials: Pump Body: Cast gray iron, class 35, 35,000 PSI tensile strength. Impeller: Silicon brass, UNS C87500, 60,000 PSI tensile strength. Impeller Shaft: 17-4 stainless steel, 135,000 PSI tensile strength. Wear Ring: High leaded tin bronze, UNS C93200, 35,000 PSI tensile strength. The water pump will be gravity primed from the vehicle water reservoir. The vehicle will have a water piping system allowing the pump to remain primed while the water pump is not engaged. This reduces the time to discharge water when a discharge is opened providing immediate operations and a quicker response to a user input. The pump drive will be through a power divider to allow the pump to be engaged at any speed and in any gear, which is automatically activated for pump operation when the water pump switch is engaged from the cab. When in pump mode, the pumping RPM will increase automatically only after a discharge orifice is opened, to minimize heat build-up during standby operation. A pressure relief protection system will be provided to prevent over pressurization of the water piping system. An automatic pump overheat protection system will be provided that will discharge to the ground. The pump body and gearbox will be painted in a durable red primer. The entire pump will be bench tested at the original manufacturer to include 400 PSI pressure test and capacity test. A test certificate will be provided with the vehicle.
7000687	Piping, Water Fill, (1) LS & (1) RS 2.5" & 4.5" (64 mm & 114 mm)	**Piping, Coupling, Connections and Valves** **Water Fill Piping** There will be one (1) 2.5 inch (64 millimeter) NPT male and one (1) 3 inch (76.2 millimeter) NPT male water fill inlet provided on the left side of the vehicle and one (1) 2.5 inch (64 millimeter) NPT male and one (1) 3 inch (76.2 millimeter) NPT male water fill inlet provided on the right side of the vehicle. The water fill piping will be sized to permit filling in no more than 2 minutes from an 80 psi (5.5 bar) supply source. The water fill connection types for each will be defined later in this document. The water fill piping will be constructed of welded passivated stainless steel with victaulic and threaded connections where necessary. All components in the water fill piping will be manufactured from stainless steel, brass or other corrosion resistant materials. There will be a brass unibody ball valve with stainless steel ball and manually operated quarter-turn handle to control the supply of water to the tank. Each inlet will have a .75 inch (19 mm) drain port with a quarter-turn valve. The drains will each extend through the compartment floor and drain onto the ground below the body.
7000206	Plugs, Water Fill, 2.5" (64 mm) NSFHT w/Link Chain	**Water Fill Caps** The water fill will be provided with two (2) 2.5 inch (64 millimeter) NSFHT swivel and a 2.5 inch (64 millimeter) NSFHT blind male plug with link chain lanyard.
7000040	Caps, Water Fill, 4.5" (114 mm) NSFHT w/Link Chain	**Water Fill Caps** The water fill will be provided with two (2) 4.5 inch (114.3 millimeter) NSFHT male adapter and a 4.5 inch (114.3 millimeter) NSFHT blind cap with link chain lanyard.
7002294	304 Stainless Steel	**Water/Foam Piping Material** The water and foam system piping material will be 304 stainless steel.

7000145	Preconnect Handline, Primary, 200'(60m) x 1.75"(45mm) Wht Hs @ 95gpm(360lpm)	**Preconnected Handlines / Crosslays** **Primary Preconnect Handline** There will be a primary, preconnected handline for the discharge of water/foam provided in the forward portion of the front lower body compartments. The crosslay will be transversely mounted with access from the left or right side of the vehicle. The preconnected handline will include 200 feet (60 meters) of 1.75 inch (45 millimeter) white woven soft jacketed hose. An Elkhart Brass pistol grip handline nozzle will be provided on the handline. The minimum discharge flow rate for the primary handline will be 95 gpm (473 lpm). A removeable slide-out, polypropylene plastic crosslay hose storage tray will be provided. The hose sections and handline nozzle will be shipped with the loose equipment.
7000641	Automatic Activation, Preconnect Handline	**Primary Preconnect Activation** The primary crosslay handline will have automatic activation with controls located in the cab and in the front lower body compartments near the crosslay handline. A safety interlock system will be provided that will only allow charging of the handline after all the hose has been deployed from the crosslay. An indicator light will be provided in the cab to alert operators when the crosslay hose is fully deployed from the primary preconnect hose tray. Throttle ramp up for the pumping RPM will be accomplished automatically when the handline discharge nozzle is opened. An override throttle control will be provided for the initial charging of the primary preconnected hose should the throttle not ramp up automatically due to a kink in the soft jacketed hose or flow through the handline being too low.
7000136	Preconnect Handline, Secondary, 200'(60m) x 1.75"(45mm) Yel Hs @ 95gpm(360lpm)	**Secondary Preconnect Handline** There will be a secondary, preconnected handline for the discharge of water/foam provided in the forward portion of the front lower body compartments. The preconnected handline will include 200 feet (60 meters) of 1.75 inch (45 millimeter) yellow woven soft jacketed hose. An Elkhart Brass pistol grip handline nozzle will be provided on the handline. The minimum discharge flow rate for the secondary handline will be 95 gpm (360 lpm). A removeable slide-out, polypropylene plastic crosslay hose storage tray will be provided. The secondary preconnected handline hose sections and handline nozzle will be shipped with the loose equipment.
7000640	Automatic Activation, Preconnect Handlines	**Secondary Preconnect Activation** The secondary crosslay handline will have automatic activation with controls located in the cab and in the front lower body compartments near the crosslay handline. A safety interlock system will be provided that will only allow charging of the handline after all the hose has been deployed from the crosslay. An indicator light will be provided in the cab to alert operators when the crosslay hose is fully deployed from the secondary preconnect hose tray. Throttle ramp up for the pumping RPM will be accomplished automatically when the handline discharge nozzle is opened. An override throttle control will be provided for the initial charging of the secondary preconnected hose should the throttle not ramp up automatically due to a kink in the soft jacketed hose or flow through the handline being too low.

7002449	Low Attack, Elkhart Scorpion	**Lower Discharge** **Low Attack Bumper Turret** There will be a front bumper mounted Elkhart Brass Scorpion turret installed on a low attack boom. The lower discharge will have water/foam discharge rates of 625/1,250 gpm (2,365/4,731 lpm) with a minimum straight stream cast distance of 230 feet (70 meters). The bumper turret will have the following design and performance features: **Turret Sweep Assembly** The turret sweep assembly will consist of two (2) swivel joints allowing the turret to sweep in both horizontal and vertical planes. The horizontal axis rotation will allow the turret discharge to be directed at least 90 degrees to either side of center for a minimum of 180 degree horizontal sweep. The elevation axis will allow the nozzle to be elevated at least 45 degrees above the horizontal and be depressed to discharge agent within 30 feet (9 meters) of the front of the vehicle with the boom in the fully raised position. The turret assembly will be equipped with an auto leveling feature to maintain a consistent turret discharge angle regardless of the position of the boom mechanism during raising or lowering operations. Both the horizontal and vertical drive motors will be permanent magnet type, 24-volt DC electric gear motors and will have a clutch mechanism and/or limit switches to prevent damage to the motors at rotation limits. The motors will be sealed to NEMA 4 requirements. **Controls** An electronic joystick control will be provided in the cab located within easy reach of the driver and turret operator/officer seating positions with integrated switches for the following: Water/Foam discharge activation with LED indicator light (momentary or maintained) Water/Foam discharge rate with LED indicator light, if applicable Auxiliary agent activation with LED indicator light, if applicable Nozzle pattern from straight stream to fully dispersed (fog pattern) The joystick fore/aft and left/right inputs will be used to control the movement of the turret position on the X and Y axes. The turret movement speed in the horizontal and vertical planes will be proportional to the amount of input angle applied to the joystick. A switch panel will be installed directly behind the joystick with rocker switches for the following functions: Turret deploy/stow Turret oscillate activation Turret mounted floodlight activation, if applicable Low attack boom up/down movement activation The rocker switches will be backlit and will be dimmable in tandem with all other cab control switch backlighting. The normal backlighting color will be white and should a malfunction occur, the switch backlighting color will change to red to indicate there is a fault with the control or turret for the lower discharge. **Low Attack Boom Design** The low attack assembly will be capable of being lowered from the stored position near bumper height to the fully lowered position with the centerline of the turret discharge approximately 24 inches (610 millimeters) above the ground. The low attack boom will utilize a 24-volt DC motor to drive a hydraulic pump when actuated. The hydraulic pump will power two (2) hydraulic cylinders to lower and raise the boom assembly. A linear potentiometer and a proximity switch will be used to determine and communicate the position of the low attack boom during operation with the vehicle firefighting system. The turret assembly will be attached to the front bumper of the vehicle and will be mounted onto the low attack boom. The turret mounting and boom will be adequately reinforced to sustain all anticipated loads and reaction forces when the bumper discharge is activated. The design will allow the turret and nozzle to be stored in a position providing minimum protrusion from the front of the vehicle to maintain a 30 degree angle of approach.
7002446	Akron Akrochem, Non-Air Aspirating (NASP) Hydrochem, Scorpion	**Lower Discharge Nozzle** **NASP Hydrochem Nozzle** An Akron Akrochem hydrochem nozzle will be provided on the lower discharge with variable pattern control and an automatic flow mechanism. The automatic flow mechanism will maintain consistent discharge pressure and flow whether in the straight stream or fully dispersed (fog) pattern. The nozzle will be a non-air aspirating (NASP) type with 24-volt DC powered electric infinitely variable pattern actuation for straight stream or fog pattern selection. To maximize distance and accuracy of the dry chemical discharge, the dry chemical powder will be entrained within the water stream. The dry chemical agent discharge rate of the nozzle will be a minimum of 16 pounds (7 kilograms) per second. The nozzle patterns will meet or exceed all performance requirements defined in the latest edition of NFPA-414.
7000632	Light, Turret, Bumper, (1) LED, Low Attack	**Bumper Turret Lighting** There will be one (1) J.W. Speaker, model 735 24-volt DC light emitting diode (LED) spot light provided on the bumper turret. The spot light will follow the bumper turret movements on the vertical and horizontal axes and will be controlled by a switch bank located near the bumper turret joystick.

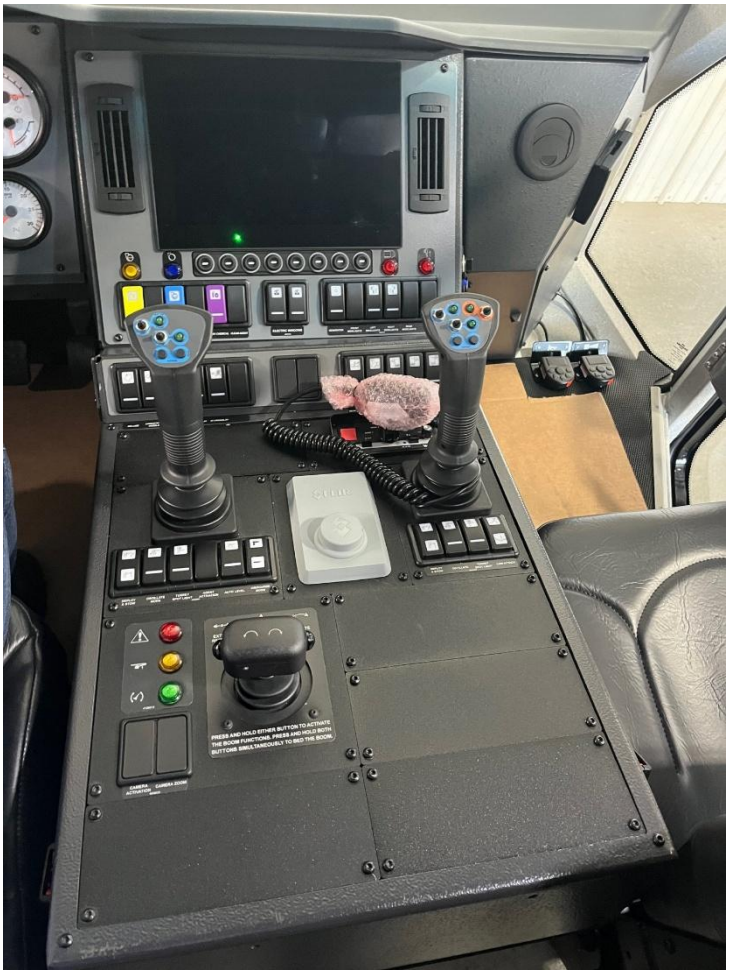
7002865	Elkhart Brass Cobra	**Upper Mounted Discharge** **Roof Turret** There will be a high volume Elkhart Brass Cobra turret installed on the roof of the vehicle. The upper discharge will have a water/foam flow discharge rate of 625/1,250 gpm (2,366/4,732 lpm) with a minimum straight stream cast distance of 230 feet (70 meters). The turret will include the following design and performance features: **Turret Sweep Assembly** The nozzle sweep assembly will consist of two (2) separate swivel joints allowing the nozzle to sweep in both the horizontal and vertical planes. The horizontal rotation axis will allow the nozzle to be directed at least 135 degrees to either side of center for a minimum of 270 degrees of horizontal sweep. The vertical elevation axis will allow the nozzle to be elevated at least 45 degrees above horizontal and be depressed 15 degrees below horizontal. Both horizontal and vertical drive motors will be permanent magnet type, 24-volt DC electric gear motors and will be with a clutch mechanism and/or limit switches to prevent damage to the motors at rotation limits. The motors will be sealed to NEMA 4 requirements. **Controls** An electronic joystick control will be provided in the cab located within easy reach of the driver and turret operator/officer seating positions with integrated switches for the following: Water/Foam discharge activation with LED indicator light (momentary or maintained) Water/Foam discharge rate with LED indicator light, if applicable Auxiliary agent activation with LED indicator light, if applicable Nozzle pattern from straight stream to fully dispersed (fog pattern) The joystick fore/aft and left/right inputs will be used to control the movement of the turret position on the X and Y axes. The turret movement speed in the horizontal and vertical planes will be proportional to the amount of input angle applied to the joystick. A switch panel will be installed directly behind the joystick with rocker switches for the following functions: Turret deploy/stow Turret oscillate activation Turret mounted floodlight activation, if applicable The rocker switches will be backlit and will be dimmable in tandem with all other cab control switch backlighting. The normal backlighting color will be white and should a malfunction occur, the switch backlighting color will change to red to indicate there is a fault with the control or turret for the upper discharge. **Turret Body Design** The turret body assembly will be made from hard anodized Elk-O-Lite aluminum alloy for long life and corrosion resistance. The turret assembly and mounting will be adequately reinforced to sustain all anticipated loads and reaction forces when discharging. The design will allow the turret to be stowed in compact a position.
7002860	Elkhart, Non-Air Aspirating (NASP) Water/Foam, Cobra	**Upper Discharge Nozzle** **NASP Nozzle** An Elkhart Brass nozzle will be provided on the upper discharge with variable pattern control and an automatic flow mechanism. The automatic flow mechanism will maintain consistent discharge pressure and flow whether in the straight stream or fully dispersed (fog) pattern. The nozzle will be a non-air aspirating (NASP) type with 24-volt DC powered electric infinitely variable pattern actuation for straight stream or fog pattern selection. The nozzle patterns will meet or exceed all performance requirements defined in the latest edition of NFPA-414.
7000587	Light, Turret, Roof, (1) JW Speaker LED, Cobra 625/1,250 gpm (2,366/4,732 lpm)	**Roof Turret Lighting** There will be one (1) 24-volt DC J.W. Speaker light emitting diode (LED) spotlight provided on the roof turret. The spotlight will have an output of 3,680 effective lumens. The spotlight will be controlled by an activation switch adjacent to the roof turret joystick.
7001482	Lower Discharge Left Side, Upper Discharge Right Side	**Joystick Location** The turret control joysticks will be located on top of the center console between the driver and turret operator seating positions. The lower discharge joystick and switch panel will be mounted on the left side of the center console, nearest the driver and the upper discharge joystick and switch panel will be mounted on the right side of the center console, nearest the turret operator.
7000601	Platform, Roof Turret w/500 lb. (227 kg) Dry Chemical	
7002958	Nozzles, Undertruck (4) Elkhart Brass 19 gpm (72 lpm) Each	**Undertruck Nozzles** There will be four (4) undertruck nozzles provided to discharge water/foam beneath the vehicle as well as the inner sides of the wheels and tires spaced in a pattern from the front axle to the rear axle of the chassis. The nozzles will be brass construction and will be capable of flowing 19 gpm (72 lpm) each with a total flow of 76 gpm (288 lpm). The undertruck nozzles will be activated by a switch in the cab.

7000795	Standard Compartment Component, Gortite Aluminum Roller Shutters	**Body Components** **Compartments** The body compartments will be weather-tight, vented and drained to allow collected water to run out under the vehicle. Each compartment will be equipped with Gortite brand roller shutter type doors. The doors will have replaceable aluminum slats with an anodized finish. The door lift bar will be constructed from round stainless steel and will have adequate room to be operated with a gloved hand. The spring loaded compartment door roller mechanism will be 3 inches (7.62 mm) in diameter to provide maximum interior space. The vehicle will have adequate compartment space to enclose the firefighting systems and storage of rescue equipment. The body construction will include one (1) upper body compartment and two (2) lower body compartments per side for a total of three (3) on the left and three (3) on the right. The lower compartments will have minimum door opening sizes of 50 inches (127 cm) in height and 62 inches (157.4 cm) in width. The total compartment space will be = 303.33 ft³. (8.59 m³) The left side compartment interior dimensions will be the following: Left side upper: 27 inches (685.8 mm) high x 30 inches (762 mm) wide x 28 inches (711.2 mm) deep = 13.125 ft³. (.37 m³) Left side front lower: 50inches (1,270 mm) high x 63 inches (1,600.2 mm) wide x 38 inches (965.2 mm) deep = 69.27 ft³. (1.96 m³) Left side rear lower: 50 inches (1,270 mm) high x 63 inches (1,600.2 mm) wide x 38 inches (965.2 mm) deep = 69.27 ft³. (1.96 m³) The right side compartment interior dimensions will be the following: Right side upper: 27 inches (685.8 mm) high x 30 inches (762 mm) wide x 28 inches (711.2 mm) deep = 13.125 ft³. (.37 m³) Right side front lower: 50 inches (1,270 mm) high x 63 inches (1,600.2 mm) wide x 38 inches (965.2 mm) deep = 69.27 ft³. (1.96 m³) Right side rear lower: 50 inches (1,270 mm) high x 63 inches (1,600.2 mm) wide x 38 inches (965.2 mm) deep = 69.27 ft³. (1.96 m³) The compartments will be fabricated from formed, welded and riveted aluminum sheet material. The interior of the compartments will be chemically pre-treated and painted with a durable grey spatter type textured finish.
7000794	Compartment Matting, PVC Rubber Matting, All Floors and Shelves	**Compartment Matting** The vehicle will have matting placed in the bottom of each body compartment and the bottom of each shelf. The matting will be extruded PVC type or approved equivalent. The matting will be impervious to water or foam. The matting will afford some amount of protection for the floor finish and keep objects from direct contact with the shelving and compartment floor. The matting will allow water to flow to any drains or lowermost part of the compartment floor.
7000793	Rear Access, Vertical Rear Access Ladder	**Rear Access Ladder** There will be a sturdy vertical ladder attached at the center of the vehicle at the rear of the vehicle to provide access to the roof. The ladder will have a folding design so the lower most section can be stowed out of the way. The folding section will have a positive latching system with latches on both sides to keep the ladder safely in place. The ladder will be constructed from high-grip knurled aluminum material. **Handrails** There will be extruded aluminum slip-resistant handrails or guardrail at all steps, walkways, and elevated workstations. **Running Boards, Steps, And Walkways** Running boards, step surfaces, ladder rungs, walkways, and catwalks will have anti-skid treads.
7000552	Rear Body Doors, Rollup Doors With Step & Level Lights	**Rear Engine Access Doors** Walk-in access to the engine, cooling system and electrical components will be provided on each side of the vehicle by large, vertical roller shutter type doors. The doors will have aluminum slats with an anodized finish. The individual door slats will be replaceable. The opening lift bar will be constructed from stainless steel and will be an easy to open with a gloved hand. An audible alarm will activate in the cab when doors are opened and vehicle is shifted out of neutral or the parking brake released. A heavy duty manually deployed step will be provided for maintenance access to the engine compartments. The steps will have a pin to retain them in the stowed position and will tilt down into place; one (1) on the left side of the vehicle and one (1) on the right side of the vehicle.

7000200	Reel, Air & Elec, 200' (60m) x .5" (12mm) Hose & 200' (60m) x 12/3-20A Crd	**Left Upper Compartment** **Air Reel** There will be an air hose reel provided in the left front upper body compartment mounted to the floor equipped with 200 feet (60 meters) of 0.5 inch (12.7 millimeter) I.D. hose. A 0.375 inch (9.6 millimeter) NPT fitting and female style quick disconnect will be connected to the end of the hose. A four-way roller guide will be provided for the hose reel to prevent the hose from chafing and kinking. The hose will be equipped with a rubber ball stop to prevent the hose from pulling through on the roller guides during rewind operations. The hose reel will have a 24-volt DC electric rewind motor and provisions for manual rewind should there be an electrical failure. The manual rewind handle will be securely stored in the compartment near the hose reel. A pressure protected air supply from the chassis air system will be connected to the hose reel. The air supply lines will be routed with minimum bends and will be routed and guarded from damage. **Cord Reel** There will be an electric cord reel provided in the left front upper body compartment mounted to the ceiling equipped with 200 feet (60 meters) of 12/3 SO cable. The cord reel will be wired through a 120-volt, 20 amp GFCI circuit breaker and receive its power from the generator. A four-way roller guide will be provided for the cord reel to prevent the cord from chafing or kinking. The cord will be equipped with a rubber ball stop to prevent the cord from pulling through the roller guides during rewinding operations. The cord reel will have a 24-volt DC electric rewind motor and provisions for manual rewind. The manual rewind handle will be securely stored in the compartment near the cord reel.
7002568	Reel, Dual Agent, Fixed w/Roll, 100' (30m) x1"(25mm)Hose @ 60 gpm (227 lpm)	**Left Front Lower Compartment** **Dual Agent Hose Reel** There will be a fix mounted dual agent hose reel for dry chemical and water/foam discharge in the left front lower body compartment equipped with 100 ft. (30 m) of 1 in. (25 mm) dual agent twinned booster hose. The hose reel will be equipped with a 24-volt DC electric rewind motor and will have manual rewind provisions in case of an electrical failure. The manual hand crank will be mounted in the compartment adjacent to the hose reel. A "Hydro-Chem" handline nozzle will be installed at the end of the hose reel capable of discharging 60 gpm (227 lpm) of water/foam solution and 7 lbs./second (2.3 - 3.2 kg/second) of dry chemical powder with a minimum range of 80 ft. (24 m). Charging of the dry chemical tank and dry chemical handline will be possible from the dry chemical activation switch adjacent to the reel. Dry chemical blowdown procedures will be activated from within the cab. Water pump engagement and foam system activation will be activated from within in the cab or at the structural panel if equipped. The water/foam discharge will be activated by a manually operated quarter turn ball valve. The valve will have a push/pull "T" handle with position locking feature to maintain a partially open position if required. Water/foam reel blow down will be accomplished by a manually operated pneumatic switch at the reel to evacuate the water/foam hose of the wet agent with compressed air. Roller guides will be provided at the sides and bottom of the hose reel to assure ease of deployment when hose is taken off the reel and during rewind operations. A tension device will be installed to prevent the unreeling of the hose when the water/foam or dry chemical lines are charged.
7000018	Shelf, (1) Fixed, Height Adjustable	**Right Front Compartment** There will be one (1) height-adjustable fixed shelf mounted in the right front lower body compartment. The shelf will have exterior dimensions of 23.25 inches (590 millimeters) wide and 24.38 inches (620 millimeters) deep. The left, right, and rear sides of the shelf will be 7.75 inches (197 millimeters) high and will taper down at a 45 degree angle toward the 2.5 inch (64 millimeters) high front face of the shelf. The shelf will be constructed of .188 inch (5 millimeter) thick formed aluminum with welded corners and will be painted with a mulitspec paint to match the compartment interior. The corners of the shelf will be open to allow water to drain out.
7002592	Shelf, (1) Fixed, Height Adjustable	**Right Rear Compartment** **Fixed Shelf** There will be one (1) height-adjustable fixed shelf provided in the right rear lower body compartment.
7000856	RFP Location, Neenah, WI	

7001094	Manual, Operator's, (1) Hard Copy, (1) USB Flash Drive, English	**Manuals** The manuals provided will be in a commercial format utilizing primarily line art for parts identification/assembly drawings and a combination of line art and photographs for service and operations related information. Manuals will be identified with a title page to distinguish them from one another. **Web Based Support** A 24-hour web-based parts and service system will be accessible via an internet browser. Features of this website will include the following: A user-specific, secure login Access to digital copies of service bulletins and technical instructions Access to digital copies of vehicle-specific operator and service manuals, schematics, service diagrams, and parts books An aftermarket parts catalog with live inventory level information A customer support contact page **Operator's Manual** One (1) hard copy and one (1) digital copy on USB flash drive of the vehicle operator's manual will be provided in the English language. The operator's manual will provide all information required for the safe, efficient operation of the vehicle fire extinguishing systems, equipment, special attachments or auxiliary support equipment. The operator's manual will include: Drawings and descriptions of locations and functions for all controls and instruments Safety information consistent with NFPA and OSHA safety standards All operational checks, inspection procedures, and adjustments prior to putting the vehicle into service upon receipt from the manufacturer Disabled vehicle towing procedure Tire changing procedure Tie-down procedures/lashing for vehicle transport via lowboy trailer Step by step procedures and descriptions to operate the vehicle, firefighting systems, and auxiliary equipment Draining, flushing, re-servicing, etc. post operation procedures Operator daily maintenance inspection checklist and basic troubleshooting procedures Periodic and preventative maintenance schedule in hours, miles, time period, etc. The operator's manual will contain line art drawings of the left side, right side, front, and rear of the vehicle exterior showing basic dimensions and weights. The weights provided will be total vehicle and individual axle weights when unladen (no agent, occupants or equipment).
7001096	Manual, Service/Maintenance, (1) Hard Copy, (1) USB Flash Drive, English	**Service and Maintenance Manual** One (1) hard copy and one (1) digital copy on USB flash drive of the service and maintenance manual will be provided in the English language. The manual will cover vehicle maintenance, troubleshooting and repair procedures ranging from minor to major services. The manual will identify all special tools and testing equipment for inspection, servicing and maintenance. The manual will contain: Performance specifications Tolerances Fluid capacities Current, voltage and resistance data Test procedures Illustrations and exploded views of assemblies Table of contents Alphabetical index Preventative maintenance schedule Required periodic maintenance schedule Lubrication points and service intervals A set of the following schematics will be included with the service and maintenance manual: Full vehicle electrical diagrams in color Full vehicle water/firefighting system/plumbing diagrams Full vehicle pneumatic diagrams in color Full vehicle hydraulic diagrams in color
7001095	Manual, Parts, (1) Hard Copy, (1) USB Flash Drive, English	**Parts Manual** One (1) hard copy and one (1) digital copy on USB flash drive of the parts manual will be provided in the English language. The parts manual will provide the necessary information to locate and identify the parts and quantities of parts/hardware of vehicle assemblies and components. The parts manual will contain: Exploded views of parts/assemblies/subassemblies/special equipment Drawings with reference numbers for part identification Description and quantity of each component used in an assembly Size, thread information, and other information of non-standard hardware (bolts, nuts, washers, etc.) Size, thread information, torque specifications and other information of non-standard fittings, lubricants or special components A numerical index
7002363	Tilt Table Not Required	
7000003	Warranty, Basic, 1 Year, Vehicle, Contract Specific	
7001087	Warranty, Engine, Scania, Basic Pro-Rated 4 Year	

7001091		Warranty, Transmission, Allison, Standard 5 Year	**Allison Transmission Warranty** A five (5) year Allison transmission will be provided.
7001089		Warranty, Pump, Waterous, Basic 5 Year	
7002504		Warranty, Generator, Harrison Hydraulic, Basic 2 year/2,000 Hours	
0000000	STF	On-site Commisioning, Contract Specific	
7001003		AIRPORT CHASSIS	




R352
FORT·WORTH FIRE


OSHKOSH
McKINNEY
AIRCRAFT FIRE RESCUE
McKinney
National Airport
TKI


R41
McKINNEY
AIRCRAFT FIRE RESCUE
OSHKOSH

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 5.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order 22502550 to Desert West Enterprises Inc in the amount of $193,873.65 (including GRT) for Micro Surfacing with CQS Emulsion and Aggregate at the Air Center. (Rogers)

- Funding Source - State Appropriation 22-G2773

BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of PO # 22502550 to Desert West Enterprises in the amount of $193,873.65 (including GRT) for Micro Surfacing with CQS Emulsion and Aggregate at the Air Center. The purchase order was funded with State appropriation 22-G2773 and procured through Eddy County contract #24-20. The chip seal surfacing is being provided for the pit area with the micro surfacing included. This infrastructure was required for the Air Center to host PRS for the Reno Air Racing Association.

FINANCIAL CONSIDERATION:
Funding Source Account 51004334-817504

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Purchase Order
Quote

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502550

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

DESERT WEST ENTERPRISES, LLC
PO BOX 3000
ROSWELL, NM 88202
Email: LARRY@DESERTWESTLLC.COM

SHIP TO

AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
5756233990	LARRY@DESERTWESTLL…	12503502	Della Sanchez	d.andazola@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
05/09/2025	11084			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Micro Surfacing with CQS Emulsion and Aggregate The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Micro Surfacing with CQS Emulsion and Aggregate GL Account: 51004334 - 817504 $193,873.65	1.0	EACH	$193,873.65	$193,873.65
	********** GL SUMMARY ********** 51004334 - 817504 $193,873.65				

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

Total Ext. Price	$193,873.65
PO Total	**$193,873.65**

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.



Desert West Enterprises, LLC
P.O. Box 3000
Roswell, NM 88202

Estimate

Date	Estimate #
5/2/2025	2480

Project Number:	

Name / Address
City of Roswell Airport

Job Location
Roswell Air Center Phase I Eddy County Contract

Asphalt Specialty Products and Services

Seal Coat, Chip Seal, Distributor Trucks, Parking Lot Striping , Asphalt products- Cold Mix, Seal Coat Materials, Transport Tankers available

Item	Description	Qty	U/M	Rate	Total
Micro Surfacing	Micro Surfacing with CQS Emulsion and Aggregate	1		182,433.60	182,433.60T

Sealing and Crack fill Notes (May not apply to all estimates):
All cleaning sweeping and debris removal is included unless noted above. Sand and latex added for durability. Crackfill is a estimate only, all cracks will be measured after completion.

Acceptance of Proposal
The above price, specifications and conditions are satisfactory and hearby accepted. Desert West Enterprises LLC are autorized to do the work as specified.

Signature _____...

Date Accepted _____...

Sales Tax (6.2708%)	$11,440.05
Total	$193,873.65

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 6.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order 22502549 to J&H Services Inc in the amount of $531,154.84 (including GRT) for site grading and subgrade prep at the Air Center. (Rogers)

- Funding Source - State Appropriation 22-G2773

BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of PO # 22502549 to J&H Services Inc in the amount of $531,154.84 (including GRT) for site grading and subgrade prep at the Air Center. The purchase order was funded with State appropriation 22-G2773 and procured through CES contract #2203-08-C3115. The Site grading is for the pit area and City provided materials were utilized. This infrastructure was required for the Air Center to host PRS for the Reno Air Racing Association.

FINANCIAL CONSIDERATION:
Funding Source Account 51004334-817504

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Purchase Order
Quote

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502549

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

AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-344-5470		12503508	Della Sanchez	d.andazola@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
05/09/2025	9521			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Airfield Grading Pit Area The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Mobilization; 1 ea Fine Grade Site and Prep Subgrade; 29,550 sy Place 4-inches of City provided Millings; 29,550 sy Bond Fee; 1 ea GL Account: 51004334 - 817504 $531,154.84 ********** GL SUMMARY ********** 51004334 - 817504 $531,154.84	1.0	EACH	$531,154.84	$531,154.84

By: _____
Purchasing Agent, C.P.O

Finance Committee

Total Ext. Price	$531,154.84
PO Total	**$531,154.84**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

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

DEFINITIONS:

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

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

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

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

Shipment of Items:

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

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

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

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

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

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

Invoice:

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

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

Acceptance:

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

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

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

Sales Taxes:

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

Federal, State and Local Laws:

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

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

Estimate

Date	Estimate #
4/18/2025	2756

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

Expires	Project
5/16/2025	Airfield Grading Pit Area

Item	Description	Qty	Price	Total
	CES Contract Number: 2023-08-C3115-ALL			
10 Mobilization	Mobilization; 1 ea	1	50,000.00	50,000.00T
500 Earthwork	Fine Grade Site and Prep Subgrade; 29,550 sy	29,550	5.90	174,345.00T
1000 Construction...	Place 4-inches of City provided millings; 29,550 sy	29,550	8.80	260,040.00T
1000 Construction...	Bond Fee; 1 ea	1	7,900.00	7,900.00T
Exclusions	RSA requirements, Hazardous material removal, surveying, layout, testing, dewatering, rock excavation, site security, traffic control, silt fences & straw bails, rock entry/exit mats, work resulting from changed or unknown site conditions, and anything not included in this estimate. Also excluded are all permits and fees and as-built drawings. NOTE: Above is an estimate only; final payment to be based off field measurements. Existing topograhpy in quoted areas to remain the same.		0.00%	0.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Subtotal	$492,285.00
Sales Tax (7.8958%)	$38,869.84
Total	$531,154.84

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

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 7.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Approval to award ITB 25-011 for Temporary Bleachers for the National Champion Air Races in the amount of $213,802.46. (including GRT) to Special Event Seating. (Rogers)

BACKGROUND:
Initiated by: Mac Rogers

This request is for consideration to award ITB 25-011 for Temporary Bleachers for the National Champion Air Races in the amount of $213,802.46. (including GRT) to Special Event Seating. 4 Bids were received and Special Event Seating was the low bidder. The temporary bleachers will have a maximum seating capacity of 7,479 with 25 rows and are ADA accessible. The temporary bleachers will be utilized for the National Champion Air Races in September. The anticipated installation will take about two weeks with the tear down taking only a week.

FINANCIAL CONSIDERATION:
Air Center Fund 5100

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first Council consideration of this Agenda Item

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Recommendation of Award

ROSWELL
New Mexico

City of Roswell

To: Arely Peek
From: Mac Rogers
Date: 6/19/2025
Subject: Recommendation of award ITB 25-011 to Special Event Seating for temporary bleachers

Bids were received on June 18th, 2025 for ITB 25-011 in order to procure temporary bleachers for the National Champion Air Races. 4 bids were received and are tabulated below as follows (amounts include tax):

1. AK Sales – $801,170.57
2. B&K Rentals and Sales Co., Inc. – $491,236.33
3. Production Management One – $1,024,671.60
4. Special Event Seating – $213,802.46

Note: Production Management One also submitted a price proposal for 9,400 seats in the amount of $1,127,004.09. This was not considered, as the project specifications were amended via Addendum to limit seating capacity to 7,400.

After review of all bids, the low bidder is Special Event Seating. I hereby recommend award of the temporary bleachers to Special Event Seating in the amount of $213,802.46.

Mac Rogers
Project Manager

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

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 8.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order 22502548 to J&H Services Inc in the amount of $194,772.32 (including GRT) for site grading and subgrade prep at the Air Center. (Rogers)

- Funding Source - State Appropriation 22-G2773

BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of PO # 22502548 to J&H Services Inc. in the amount of $194,772.32 (including GRT) for site grading and subgrade prep at the Air Center. The purchase order was funded with State appropriation 22-G2773 and procured through CES contract #2203-08-C3115. The Site grading is for the pit crew parking area and utilized City provided materials. This infrastructure was required for the Air Center to host PRS for the Reno Air Racing Association.

FINANCIAL CONSIDERATION:
Funding Source Account 51004334-817504

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item.

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Purchase Order
Quote

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502548

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

AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-344-5470		12503503	Della Sanchez	d.andazola@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
05/09/2025	9521			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Crew Parking Area The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Fine Grade Site and Prep Subgrade; 12, 100 sy Place 4 inches of City provided millings; 12,100 sy Bond Feel 1 ea. GL Account: 51004334 - 817504 $194,772.32 ********** GL SUMMARY ********** 51004334 - 817504 $194,772.32	1.0	EACH	$194,772.32	$194,772.32

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

Total Ext. Price	$194,772.32
PO Total	**$194,772.32**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

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

DEFINITIONS:

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

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

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

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

Shipment of Items:

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

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

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

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

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

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

Invoice:

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

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

Acceptance:

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

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

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

Sales Taxes:

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

Federal, State and Local Laws:

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

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

Estimate

Date	Estimate #
4/25/2025	2766

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

Expires	Project
5/18/2025	Crew Parking Area

Item	Description	Qty	Price	Total
	CES Contract Number: 2023-08-C3115-ALL			
500 Earthwork	Fine Grade Site and Prep Subgrade; 12,100 sy	12,100	5.9001	71,391.21T
1000 Construction...	Place 4-inches of City provided millings; 12,100 sy	12,100	8.79981	106,477.70T
1000 Construction...	Bond Fee; 1 ea	1	2,650.00	2,650.00T
Exclusions	RSA requirements, Hazardous material removal, surveying, layout, testing, dewatering, rock excavation, site security, traffic control, silt fences & straw bails, rock entry/exit mats, work resulting from changed or unknown site conditions, and anything not included in this estimate. Also excluded are all permits and fees and as-built drawings. NOTE: Above is an estimate only; final payment to be based off field measurements. Existing topograhpy in quoted areas to remain the same.		0.00%	0.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner.

Subtotal	$180,518.91
Sales Tax (7.8958%)	$14,253.41
Total	$194,772.32

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

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 9.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Requesting ratification of Purchase Order 22502551 to Desert West Enterprises Inc in the amount of $114,617.15 (including GRT) for Micro Surfacing with CQS Emulsion and Aggregate at the Air Center. (Rogers)

- Funding Source - State Appropriation 22-G2773

BACKGROUND:
Initiated by: Mac Rogers

This request is for ratification of PO # 22502551 to Desert West Enterprises in the amount of $114,617.15 (including GRT) for Micro Surfacing with CQS Emulsion and Aggregate at the Air Center. The purchase order was funded with State appropriation 22-G2773 and procured through CES contract #2023-08-R2110. Desert West is providing chip seal with the micro surfacing for phase II. This infrastructure was required for the Air Center to host PRS for the Reno Air Racing Association.

FINANCIAL CONSIDERATION:
Funding Source Account 51004334-817504

LEGAL REVIEW:
Not applicable for this agenda item

BOARD AND COMMITTEE ACTION:
This is the first council consideration of this item

STAFF RECOMMENDATION:
Staff recommends approval

Attachments

Purchase Order
Quote

Purchase Order

ROSWELL
New Mexico

Fiscal Year 2025

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.	
Purchase Order #	22502551

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
AIRPOR
1 JERRY SMITH CIRCLE
ROSWELL, NM 88203
Email: d.andazola@roswell-nm.gov
Phone: 5753475703
Fax: 5753472595

Vendor Phone #	Vendor Email Address	Requisition Number	Requisitioner	
505-344-5470		12503499	Della Sanchez	d.andazola@roswell-nm.gov

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
05/09/2025	9521			Air Center Administration

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	Paving & Site Work The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	Paving & Site Work GL Account: 51004334 - 817504 $114,617.15	1.0	EACH	$114,617.15	$114,617.15
	********** GL SUMMARY ********** 51004334 - 817504 $114,617.15				

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

Total Ext. Price	$114,617.15
PO Total	**$114,617.15**

CITY OF ROSWELL, NEW MEXICO
CONDITIONS GOVERNING THIS PURCHASE ORDER

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

DEFINITIONS:

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

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

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

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

Shipment of Items:

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

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

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

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

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

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

Invoice:

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

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

Acceptance:

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

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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.

GORDIAN | Job Order Contracting Core

Price Proposal - Cooperative Educational Services JOC for Paving & Site Work - 2023-08-R2110-ALL

This proposal was prepared exclusively for Cooperative Educational Services

Job Number: 255
Job Name: Roswell Air Center - 2nd Coat
Contractor: Desert West Enterprises, LLC
Date Created: 05/06/2025
Last Update: 05/06/2025
Proposal Value: $114,617.15
Construction Procurement Catalog: Year 2025 Quarter 2 - ROSWELL, NM

Summary By Division

Division	Line Total
01 General Requirements	-$15,566.05
32 Exterior Improvements	$130,183.20

Non-Prepriced Items

Item Name	Division	QTY	Unit Price	Factor	Line Total
NM Gross Receipts Tax	01 General Requirements	8223.200000	$1.00	1.0000	$8,223.20
CES Discount	01 General Requirements	-26036.640000	$1.00	1.0000	-$26,036.64
Bond	01 General Requirements	2247.390000	$1.00	1.0000	$2,247.39

Detailed Price Proposal

Sr.#	Division	Line Item #	Mod	UOM	Description	Line Total
1	General Requirements	Non-Prepriced		EA	NM Gross Receipts Tax	$8,223.20
					QTY: 8223.200000 · Unit Price: $1.00 · Factor: 1.0000 · Total: $8,223.20	
2		Non-Prepriced		EA	CES Discount	-$26,036.64
					QTY: -26036.640000 · Unit Price: $1.00 · Factor: 1.0000 · Total: -$26,036.64	
3		Non-Prepriced		EA	Bond	$2,247.39

					QTY	Unit Price	Factor	Total
					2247.390000	$1.00	1.0000	$2,247.39
4	Exterior Improvements	321236361130	S.Y.	Microsurfacing, Type II-MSE, (20lbs/sy, 1/4", 18% microsurfacing emulsion), roadway Roadway				$130,183.20
					QTY	Unit Price	Factor	Total
					41000.000000	$2.94	1.0800	$130,183.20

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 10.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending approval of increases to Roswell Municipal Landfill fees. This is a housekeeping item we do every year. Moving forward, any fees within the department will be bringing to Finance and Council's attention. (Chaparro)

BACKGROUND:
Initiated by: Abraham Chaparro

The Roswell Municipal Landfill adjusts its tipping fees every July 1 to June 30th (fiscal year). This is done to keep up with our operational costs. City Manager requested we take this to Council this year.

FINANCIAL CONSIDERATION:
Increases to keep up with inflation.

LEGAL REVIEW:
No Legal review required

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

STAFF RECOMMENDATION:
Proceed as presented.

Attachments
Landfill Tipping Fees July 1 2025 to June 30 2026

ROSWELL
New Mexico

Roswell Landfill Tipping Fees
Effective July 1, 2025 – June 30, 2026

Sanitation

Residential ONLY (minimum charge) 300lbs or less **$9.45**

Mixed Loads: **$52.17 Per Ton**
All commercial loads will be charged $52.17 per ton of material. Residential loads the first 300lbs will be charged a flat rate of $9.45. Any additional weight above the first 300lbs will be charged at $52.17 per ton.

Brush/Yard Waste **$0.02 per Pound or $25.00 Per Ton**
Leaves, grass clippings, branches, wood. No large tree trunks (12 inch in diameter or larger)

Heavy Loads: **$30.00 Per Ton**
Asphalt roofing shingles, large tree trunks (12 inches in diameter or larger)

Clean Fill **$19.18 Per Ton**
Concrete, brick, asphalt, rock, MATERIALS MUST MEET CLEAN FILL STANDARDS AS APPROVED BY THE STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT(20.9.2.7 C (4) NMAC). Concrete with rebar is acceptable. These materials can be placed within an unlined, less expensive state approved disposal area as long as these materials are in their pure form. There can be no wood, paper, or any other biodegradable materials that an create land settlement or groundwater contamination. The less expensive disposal area allows the City of Roswell to pass disposal savings on to our customers and residents. (Otherwise, it will be charged at a mixed load rate.)

Tires (bulk)	**$351.29 Per Ton**
Tires (contaminated)	**$703.44 Per Ton**
Tires (passenger):	**$10.00 Per Tire**
Tires (semi-truck)	**$30.00 Per Tire**
Tires (large)	**$0.18 Per Pound**
Tires with Rims	**$50.00 Per Tire**

If more than 10 tires, a tire manifest is required for them (20.9.20.50 NMAC) per truckload. Tires from residential locations (City or County) that are brought with household trash will be charged a minimum rate of $9.45 for the first 300lbs, plus tonnage rate, in addition to the $10.00/passenger tire and $9.02/semi-truck tire.

E-Waste: **$52.17 Per Ton (Plus $1.00 per unit)**
TV's, Printers, Hard drives

Refrigerator Units: **$60.34 per ton (plus $18.00/evac)**
Refrigerators must be empty. Refrigerators with the door removed will not be charge the evacuation fee.

Landfill Pull Charge	**$30.00**
Landfill Equipment Pull Charge	**$30.00**
Trailer Weights Trailer, RV's	**$10.00**
Mulch	**FREE**

Residential/Commercial Grappler Truck Service			
Truckload	**Cubic Yard**	**Price**	**W/Tax**
¼ truckload	5 cubic yards	$35.91	$37.71
½ truckload	10 cubic yards	$75.99	$79.79
Full truckload	20 cubic yards	$143.66	$150.84

20 Cubic Yard & 30 Cubic Yard Roll-Off Containers

Pull Fee	**$290.92**
Weight of Trash	**$52.17 Per Ton**
Saturday Pull Fee	**$350.00**
Overfill Charge	**$200.00**

There are no delivery, set-up, or daily fees, but there must be a pull per 30 days, to avoid the automatic charge.

Finance Committee 11.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Consider recommending approval of a budget adjustment for FY26 museum operational budget in the amount of $57,520. (Brooks)

BACKGROUND:
Initiated by: Caroline Brooks

The FY26 museum operational budget was approved at a reduced amount due to the temporary closure of the museum building following the flood. However, additional monetary needs are being submitted for review to support recovery efforts, maintain museum accreditation, collection care, and minimal outreach. While the RMAC Foundation does provide some fiscal support for the museum and is an active partner in the museum's recovery, the Foundation has not historically covered the outlined expenses.

FINANCIAL CONSIDERATION:
Consideration for the General Fund.

LEGAL REVIEW:
There is no legal review at this time.

BOARD AND COMMITTEE ACTION:
This committee is the first consideration of this item.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

FY26 Museum Operational Budget Requests

FY26 Museum Operational Budget Requests

2611-42-4221-0000-585901	Employee Training	$ 3,200.00	To attend conferences and trainings for presenting, networking, fundraising, and professional development to support flood recovery, permanent exhibit planning, and in meeting NAGPRA (Native American Graves Protection and Repatriation Act) federal requirements. Roswell is hosting statewide museum conference in fall 2025; scheduled to present at 2025 New Mexico-Arizona History Conference. Scholarships will also be sought to offset fees.
2611-42-4221-0000-585902	Employee Travel	$ 2,800.00	For trainings, conferences, meetings, and couriering artwork during flood recovery. Note: Some artwork is still needing to be returned to lenders as we work through insurance process. Artwork returns are part of normal in-loan process and are not covered by insurance claim.
2611-42-4221-0000-614002	M&R Building	$ 8,000.00	To turn on electricity in Museum Annex ($6K) which had minimal flood damage and is in use for storage (upgrades are needed to enable power to resume post flood); Incidentals to preserve museum building, including dehumidifiers to help with humidity and space heaters for preserving pipes during winter ($2K).
2611-42-4221-0000-614003	M&R Conservation	$ 8,000.00	Routine supplies for ongoing preventative conservation and care of collection and archives, inclusive of general cleaning, handling, mountmaking and packing supplies for movement of items (blue board, buffer tissue, tyvex, cotton string, polyethylene, cotton batting, fabric, gloves, bubble wrap, brushes, cloths, boxes, collections vacuum filters). Note: these needs are excluded from what will be covered under claim. Additional items such as mat board and some rehousing materials will be requested through claim.
2611-42-4221-0000-614006	M&R Grounds	$ 300.00	Incidentals for minimal maintainance of landscaping at museum building (i.e. irrigation repairs).
2611-42-4221-0000-614004	M&R Equipment	$ 400.00	Air scrubber filters for collection maintenance.
2611-42-4221-0000-614004	Computer-Subscription/License	$ 1,305.00	Annual fee for collections database software ($1245); imperative for managing collection. Amazon Business Account department contribution ($60).
2611-42-4221-0000-712701	G&A-Dues/Memberships	$ 1,735.00	American Alliance of Museums accreditation fee and museum association membership dues. Dues give access to networking, resources and discounts. The museum was reaccredited in spring 2024 and has been accredited since 1978; mark of achievement signifies museum maintains the highest standards in the museum field and aids with exhibit loans, grants, and donations.
2611-42-4221-0000-642901	Non-Capital-Computers	$ 2,700.00	One computer workstation with higher processing capabilities and monitor. This is for collections needs to work through the claims process.
2611-42-4221-0000-655003	Contract-Equip Rent & Lease	$ 1,800.00	UHaul rental for return of artwork/couriering. It saves money doing this in-house as opposed to hiring a company. City does not have vehicle designed for this purpose.
2611-42-4221-0000-725608	Supplies-Janitorial	$ 1,200.00	Custodial supplies for self-maintenance of office and work spaces. Filters for air scrubbers and vacuum.
2611-42-4221-0000-725602	Supplies-Office	$ 800.00	Basic work functions (folders, copy paper, notepads, pens, flipchart paper, envelopes, calendars). Collections recovery has required extra copy paper and folders.
2611-42-4221-0000-712102	Credit Card Fees	$ 2,400.00	To cover membership and merchandise sales.
2611-42-4221-0000-724600	Postage and Shipping	$ 1,200.00	Bulk Mail Fee ($250) and postage for mailings.
2611-42-4221-0000-724601	Supplies-Store Postage/Shipping	$ 1,500.00	To enable online sales of both new recovery merchandise and non-damaged pre-flood merchandise.
2611-42-4221-0000-672801	PubRelat-Education & Promotion	$ 2,180.00	To enable participation in City's quarterly promotional guide for talks, fundraising, membership, Second Saturdays, Museum Pop-Ups, Museum Day, and other outreach events and efforts.
2611-42-4221-0000-674700	PubRelat-Printing & Publications	$ 6,000.00	For school flyers, informational flyers, posters, postcards and newsletters to provide outreach, promote events, and maintain relationship with members and community during closure and recovery.
2611-42-4221-0000-725603	Store Supplies	$ 12,000.00	Reimbursement of production costs to Foundation for branded recovery merchandise as items sell (similar to consignment sales). Sales would be online, through partner institutions, and at outreach events.
	TOTAL REQUEST	**$ 57,520.00**	

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 12.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:

The City of Roswell is seeking approval to proceed with the purchase of Oracle NetSuite as the City's new Enterprise Resource Planning (ERP) system. This purchase will be procured through the NASPO (National Association of State Procurement Officials) cooperative contract. The total cost for the implementation and first year of the cloud-based Software-as-a-Service (SaaS) platform is $765,993. (Gomez)

- Funding Source: Expense Line Item 11014041 654801 $491,092 for implementation budgeted in the FY26 Budget
- Funding Source: Expense Line Item 11014041 663301 $274,901 for the cloud-based Software-as-a-Service (SaaS) platform budgeted in the FY26 Budget.

BACKGROUND:

Initiated by: Toni Gomez

This acquisition is a critical component of our technology modernization initiative aimed at improving financial management, operational efficiency, and transparency. The current ERP system has reached the end of its useful life, with significant limitations in functionality, integration capabilities, and vendor support. After a comprehensive evaluation of multiple ERP solutions, Oracle NetSuite was selected for its robust cloud-based platform, scalability, and integrated modules covering financial management, procurement, human resources, budgeting, and reporting.

Key benefits of transitioning to Oracle NetSuite include:

- Improved Efficiency: Streamlined workflows and automated processes to reduce manual effort and errors.
- Enhanced Reporting and Transparency: Real-time financial data and advanced reporting tools to support informed decision-making and compliance.
- Scalability: A flexible system that can adapt to the City's evolving operational needs.
- Cloud-Based Platform: Improved security, disaster recovery, and remote access capabilities.

FINANCIAL CONSIDERATION:

- Funding Source: Expense Line Item 11014041 654801 $491,092 for implementation budgeted in the FY26 Budget
- Funding Source: Expense Line Item 11014041 663301 $274,901 for the cloud-based Software-as-a-Service (SaaS) platform budgeted in the FY26 Budget.

LEGAL REVIEW:

Legal has reviewed the contract.

BOARD AND COMMITTEE ACTION:

Staff recommends approval of the purchase and contract with Oracle for the implementation of the NetSuite ERP system through the NASPO cooperative contract.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

NetSuite

ORACLE

ORDERING DOCUMENT

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores, CA
94065

Name	City of Roswell	**Contact**	Toni Gomez
Address	425 N Richardson Ave ROSWELL NM 88201	**Phone Number**	+1 (575) 840-7383
		Email Address	t.gomez@roswell-nm.gov

New Subscription

Services Period: 60 months							
Cloud Services	**Data Center Region**	**Quantity**	**Term**	**List Fee**	**Discount %**	**Unit Net Price**	**Net Fee**
B110491 - Oracle NetSuite for Government Cloud Service, Utility Billing, Water and Waste (up to 10,000 customers) - Hosted Environment	NORTH AMERICA	1	60 mo	252,000.00	21.0	3,318.00	199,080.00
B108187 - Oracle NetSuite for Government Cloud Service, Bill Capture - Each	NORTH AMERICA	1	60 mo	35,940.00	21.0	473.21	28,392.60
B95913 - Oracle NetSuite for Government Cloud Service, Basic Edition - Hosted Environment	NORTH AMERICA	1	60 mo	276,000.00	21.0	3,634.00	218,040.00
B110492 - Oracle NetSuite for Government Cloud Service, Utility Billing, Water and Waste, Additional Customers - 1000 in Customer Count	NORTH AMERICA	10	60 mo	48,000.00	21.0	63.20	37,920.00
B94584 - Oracle NetSuite for Government Cloud Service, Additional General User - Hosted Named User	NORTH AMERICA	99	60 mo	291,060.00	21.0	38.71	229,937.40
B94590 - Oracle NetSuite for Government Cloud Service, Premium Service Tier - Each	NORTH AMERICA	1	60 mo	299,940.00	21.0	3,949.21	236,952.60
B94592 - Oracle NetSuite for Government Cloud Service, Sandbox Environment - Each	NORTH AMERICA	1	60 mo	29,940.00	21.0	394.21	23,652.60

Services Period: 60 months							
Cloud Services	**Data Center Region**	**Quantity**	**Term**	**List Fee**	**Discount %**	**Unit Net Price**	**Net Fee**
B95922 - Oracle NetSuite for Government Cloud Service, Payroll - 5 Employees	NORTH AMERICA	130	60 mo	507,000.00	21.0	51.35	400,530.00
			Subtotal	1,739,880.00			1,374,505.20

Fee Description	Net Fee
Cloud Services Fees	1,374,505.20
Net Fees	1,374,505.20
Total Fees	1,374,505.20

A. Terms of Your Order

1. Applicable Agreement:

a. This ordering document incorporates by reference the NASPO ValuePoint Master Agreement US-GMA-1301562 (AR2487) by and between Oracle America, Inc. ("Oracle") and the State of Utah, as the lead state, and the Participating Addendum US-GMA-1301562 (AR2487)_PA_RoswellNM by and between Oracle and the City of Roswell, NM, (collectively, the "Agreement").

2. Cloud Payment Terms:

a. Net 30 days from invoice date

3. Cloud Payment Frequency:

a. Quarterly in Arrears

4. Currency:

a. US Dollars

5. Offer Valid through:

a. 31-MAY-2025

6. Service Specifications

a. The Service Specifications applicable to the Cloud Services and the Consulting/Professional Services ordered may be accessed at http://www.oracle.com/contracts.

7. Services Period

a. The Services Period for the Services commences on the date stated in this order. If no date is specified, then the "Cloud Services Start Date" for each Service will be the date that you are issued access that enables you to activate your Services, and the "Consulting/Professional Services Start Date" is the date that Oracle begins performing such services.

B. Additional Order Terms

1. No Auto-Renewal

Notwithstanding any statement to the contrary in the Service Specifications, the parties expressly agree that the Services acquired under this order will not Auto-Renew.

2. Terms

The following terms, as used in this order or the Agreement and whether or not capitalized, shall have the same meaning as the applicable defined term: "Agreement" and "Master Agreement"; "Customer", "Client" "Company" and "You"; "Program Documentation" and "Documentation"; "Ordering Document", "Services Order", "order" and "Order Form"; "Services Term" and "Services Period"; "Your Data", "Client Data", "Company Data" and "Your Content".

3. Service Specifications and Order Terms

"Service Specifications" means the following documents, as applicable to the Services under Your order: (a) the Oracle Cloud Hosting and Delivery Policies, the Program Documentation, the Oracle service descriptions, and the Oracle Corporate Security Practices; (b) Oracle's privacy policies; and (c) any other Oracle documents that are referenced in or incorporated into Your order. The following do not apply to any non-cloud Oracle Services acquired under Your order, such as professional services: the Oracle Cloud Hosting and Delivery Policies and Program Documentation. The following do not apply to any Oracle-provided Software: the Oracle Cloud Hosting and Delivery Policies.

During the Services Period, we may update the Services and Service Specifications to reflect changes in, among other things, laws, regulations, rules, technology, industry practices, patterns of system use, and availability of third party content. Oracle updates to the Services or Service Specifications will not materially reduce the level of performance, functionality, security or availability of the Services during the Services Period of Your order.

All Services listed on this order are provided by Oracle under, and subject to, the terms of this order, including the Agreement and all Oracle documents referenced in this order. As applicable, Oracle processes a customer's order after receipt of a purchase order, a valid credit card or payment via Paypal. Any terms and conditions on Your purchase order are void and have no legal effect. For Cloud Services, You may not reduce the quantity of Services purchased hereunder (e.g., user or record counts, storage, etc.), in whole or in part, during the Services Period set forth above. Once placed, Your order is non-cancelable and the sums paid nonrefundable, except as otherwise provided herein or in the Agreement.

4. Non-Appropriation

In the event funds are not appropriated for a new fiscal year period, You may terminate this order immediately without penalty or expense; provided, however, that: (a) for each of the 12-month terms of the order, You must provide a purchase order, and (b) Your issuance of each 12-month purchase order shall signify to Oracle that all funds for the given 12-month term have been fully appropriated and encumbered. Notwithstanding the foregoing, You agree to pay for all Services performed by Oracle prior to Oracle's receipt of Your notice of non-appropriation.

5. Order of Precedence

This order, including any subject matter addressed in the Service Specifications, shall supersede any inconsistent term, similar subject matter or scope of service delivery in the Agreement referenced above in Section A.1; however, unless expressly stated otherwise in this order, the terms of the Data Processing Agreement shall take precedence over any inconsistent terms in this order, the Agreement or other Service Specifications. This order will control over the terms contained in any purchase order.

6. Optional Renewal Period for Cloud Services

You shall have the option to renew the same services listed in the table above section A at the same usage limits for one (1) additional 36-month renewal period ("Option Renewal Period") for the total net fee of $496,334.84, which shall be the sum of the following annual amounts:

- Option Year 1 $165,444.95
- Option Year 2 $165,444.95
- Option Year 3 $165,444.95

Professional Services are not included in the Option Renewal Period.

The cloud services listed in the tables above section A may not be renewed at the Option Renewal Period pricing specified above if (i) Oracle is no longer making such cloud services generally available to customers, or (ii) You are seeking to cancel or reduce the number of user licenses of the cloud services specified in this ordering document.

City of Roswell		Oracle America, Inc.	DocuSigned by:
Signature	Chad A. Cole	Signature	Jake Camarillo 3C26488AB41E4BB...
Name	Chad Cole	Name	Jake Camarillo
Title	City Manager	Title	Manager, Customer Deal Desk
Signature Date	4/29/2025	Signature Date	30-Apr-2025 | 1:31 PM CDT

BILL TO / SHIP TO INFORMATION

Bill To		Ship To	
Customer Name	City of Roswell	**Customer Name**	City of Roswell
Customer Address	425 N Richardson Ave ROSWELL NM 88201	**Customer Address**	425 N Richardson Ave ROSWELL NM 88201
Contact Name	Toni Gomez	**Contact Name**	Toni Gomez
Contact Phone	+1 (575) 840-7383	**Contact Phone**	+1 (575) 840-7383
Contact Email	t.gomez@roswell-nm.gov	**Contact Email**	t.gomez@roswell-nm.gov

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Finance Committee 13.
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

ACTION REQUESTED:
Approval to enter into a contract with Enterprise Fleet Management for vehicle fleet management services. (Gomez)

BACKGROUND:
Initiaed by: Toni Gomez

The City's aging fleet results in higher maintenance costs and operational inefficiencies. Enterprise Fleet offers services including vehicle acquisition, maintenance management, and vehicle resale, which can improve fleet performance and reduce costs.

FINANCIAL CONSIDERATION:
Funding Source: Expense Line item 11014041 663301 $325,652 for Enterprise Fleet Management budgeted in the FY26 Budget.

LEGAL REVIEW:
Legal has reviewed the contract.

BOARD AND COMMITTEE ACTION:
Approval to enter into a contract with Enterprise Fleet Management for vehicle fleet management services.

STAFF RECOMMENDATION:
Proceed as presented.

Attachments

Maintenance Agreement
Addendum to Equity
Full Maintenance Agreement
Maintenance Agreement and Fleet Rental Agreement
Maintenance Mangement and Fleet Rental Agreement
Master Equity Lease Agreement

FULL MAINTENANCE AGREEMENT

This Full Maintenance Agreement (this "Agreement") is made and entered into this _____ day of _____, by Enterprise Fleet Management, Inc., a Missouri corporation ("EFM"), and _____ ("Lessee").

WITNESSETH

1. LEASE. Reference is hereby made to that certain Master Lease Agreement dated as of the _____ day of _____, 20__, by and between Enterprise FM Trust, a Delaware statutory trust, as lessor ("Lessor"), and Lessee, as lessee (as the same may from time to time be amended, modified, extended, renewed, supplemented or restated, the "Lease"). All capitalized terms used and not otherwise defined in this Agreement shall have the respective meanings ascribed to them in the Lease.

2. COVERED VEHICLES. This Agreement shall only apply to those vehicles leased by Lessor to Lessee pursuant to the Lease to the extent Section 4 of the Schedule for such vehicle includes a charge for maintenance (the "Covered Vehicle(s)").

3. TERM AND TERMINATION. The term of this Agreement ("Term") for each Covered Vehicle shall begin on the Delivery Date of such Covered Vehicle and shall continue until the last day of the "Term" (as defined in the Lease) for such Covered Vehicle unless earlier terminated as set forth below. Each of EFM and Lessee shall each have the right to terminate this Agreement effective as of the last day of any calendar month with respect to any or all of the Covered Vehicles upon not less than sixty (60) days prior written notice to the other party. The termination of this Agreement with respect to any or all of the Covered Vehicles shall not affect any rights or obligations under this Agreement which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to termination, and such rights and obligations shall continue to be governed by the terms of this Agreement.

4. VEHICLE REPAIRS AND SERVICE. EFM agrees that, during the Term for the applicable Covered Vehicle and subject to the terms and conditions of this Agreement, it will pay for, or reimburse Lessee for its payment of, all costs and expenses incurred in connection with the maintenance or repair of a Covered Vehicle. This Agreement does not cover, and Lessee will remain responsible for and pay for, (a) fuel, (b) oil and other fluids between changes, (c) tire or brake repair and replacement beyond what is allocated within the Lease Schedule, (d) washing, (e) repair of damage due to lack of maintenance or neglect by Lessee between scheduled services (including, without limitation, failure to maintain fluid levels), (f) maintenance or repair of, or damage caused by, any alterations, upgrades, upfitting, additions, improvements (collectively, "Alterations") or unauthorized replacement parts added to a Covered Vehicle or of any after-market components (this Agreement covers maintenance and repair only of the Covered Vehicles themselves and any factory-installed components and does not cover maintenance or repair of chassis alterations, add-on bodies (including, without limitation, step vans), software or other equipment (including, without limitation, lift gates, autonomous or automated vehicle equipment, components, parts or products, and PTO controls) which is installed or modified by a dealer, body shop, upfitter or anyone else other than the manufacturer of the Covered Vehicle, (g) any service and/or damage resulting from, related to or arising out of (1) an accident, a collision, theft, fire, freezing, vandalism, riot, explosion, other Acts of God, an object striking the Covered Vehicle, improper use of the Covered Vehicle (including, without limitation, driving over curbs, overloading, racing or other competition) or (2) Lessee's failure to maintain or use the Covered Vehicle as required by and in compliance with, (A) the Lease, (B) all laws, statutes, rules, regulations and ordinances (including without limitation such applicable federal, state and local laws, statutes, rules, regulations, ordinances, guidance and professional standards governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and (C) the provisions of all insurance policies affecting or covering the Covered Vehicles or their use or operation, (h) roadside assistance or towing for routine vehicle maintenance purposes unless the vehicle is inoperable, (i) mobile services, (j) the cost of loaner or rental vehicles beyond what is allocated within the Lease Schedule or (k) if the Covered Vehicle is a Vehicle with a manual transmission, such manual transmission clutch adjustment or replacement. Whenever it is necessary to have a Covered Vehicle serviced, Lessee agrees to have the necessary work performed by an authorized dealer of such Covered Vehicle or by a service facility acceptable to EFM. In every case, if the cost of such service will exceed $125.00, which may change from time to time based on market conditions, Lessee or service provider must notify EFM and obtain EFM's authorization for such service and EFM's instructions as to where such service shall be made and the extent of service to be obtained. Lessee agrees to furnish an invoice for all service to a Covered Vehicle, accompanied by a copy of the shop or service order (odometer mileage must be shown on each shop or service order). EFM will not be obligated to pay for any unauthorized charges or those exceeding $125.00, which may change from time to time based on market conditions, for one service on any Covered Vehicle unless Lessee has complied with the above terms and conditions. EFM will not have any responsibility to pay for any services in excess of the services recommended by the manufacturer, unless otherwise agreed to by EFM. Notwithstanding any other provision of this Agreement to the contrary, (a) all service performed within one hundred twenty (120) days prior to the last day of the scheduled "Term" (as defined in the Lease) for the applicable Covered Vehicle must be authorized by and have the prior consent and approval of EFM and any service not so authorized will be the responsibility of and be paid for by Lessee and (b) EFM is not required to provide or pay for any service to any Covered Vehicle beyond the contract mileage not to exceed 120,000 miles.

5. ENTERPRISE CARDS: EFM may, at its option, provide Lessee with an authorization card (the "EFM Card"), which is an electronic card located on the Efleets mobile app and the efleets.com client website, for use in authorizing the payment of charges incurred in connection with the maintenance of the Covered Vehicles. Lessee agrees to be liable to EFM for, and upon receipt of a monthly or other statement from EFM, Lessee agrees to promptly pay to EFM, all charges made by or for the account of Lessee with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM reserves the right to change the terms and conditions for the use of the EFM Card at any time. The EFM Card remains the property of EFM and EFM may revoke Lessee's right to possess or use the EFM Card at any time. Upon the termination of this Agreement or upon the demand of EFM, Lessee shall immediately cease using or accessing the EFM Card. The EFM Card is non-transferable.

6. PAYMENT TERMS. The amount of the monthly maintenance fee will be listed on the applicable Schedule and will be due and payable in advance on the first day of each month. If the first day of the Term for a Covered Vehicle is other than the first day of a calendar month, Lessee will pay EFM, on the first day of the Term for such Covered Vehicle, a pro-rated maintenance fee for the number of days that the Delivery Date precedes the first monthly maintenance fee payment date. Any monthly maintenance fee or other amount owed by Lessee to EFM under this Agreement which is not paid within twenty (20) days after its due date will accrue interest, payable upon demand of EFM, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate allowed by applicable law. The monthly maintenance fee set forth on each applicable Schedule allows the number of miles per month as set forth in such Schedule. Lessee agrees to pay EFM at the end of the applicable Term (whether by reason of termination of this Agreement or otherwise) an overmileage maintenance fee for any miles in excess of this average amount per month at the rate set forth in the applicable Schedule. EFM may, at its option, permit Lessor, as an agent for EFM, to bill and collect amounts due to EFM under this Agreement from Lessee on behalf of EFM.

7. NO WARRANTIES. Lessee acknowledges that EFM does not perform maintenance or repair services on the Covered Vehicles but rather EFM arranges for maintenance and/or repair services on the Covered Vehicles to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER OF ANY KIND, EXPRESS OR IMPLIED, WHETHER ARISING BY COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE WITH RESPECT TO ANY EQUIPMENT, PRODUCTS, REPAIRS OR SERVICES PROVIDED FOR UNDER THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE OR QUALITY. ANY DEFECT IN THE PERFORMANCE OF ANY PRODUCT, REPAIR OR SERVICE WILL NOT RELIEVE LESSEE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING THE PAYMENT TO EFM OF THE MONTHLY MAINTENANCE FEES AND OTHER CHARGES DUE UNDER THIS AGREEMENT.

In no event shall EFM or its agents or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this agreement, including, without limitation, any breach or performance of this agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not EFM or its agents or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

8. LESSOR NOT A PARTY. Lessor is not a party to, and shall have no rights, obligations or duties under or in respect of, this Agreement.

9. NOTICES. Any notice or other communication under this Agreement shall be in writing and delivered in person, electronic mail or mailed postage prepaid by registered or certified mail or sent by express overnight delivery service with a nationally recognized carrier, to the applicable party at its address set forth on the signature page of this Agreement, or at such other address as any party hereto may designate as its address for communications under this Agreement by notice so given. Any such notice or communication sent by mail will be effective and deemed received three (3) days after deposit in the United States mail, duly addressed to the address for the Party set forth below, with registered or certified mail postage prepaid. Any such notice or communication sent by express overnight delivery service with a nationally recognized carrier will be effective and deemed received one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Lessee shall promptly notify EFM of any change in the Lessee's address.

10. MISCELLANEOUS. This Agreement embodies the entire Agreement between the parties relating to the subject matter hereof. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provisions in any other jurisdiction. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Lessee may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Missouri (without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and Lessee have executed this Full Maintenance Agreement as of the day and year first above written.

LESSEE:	_____	EFM:	Enterprise Fleet Management, Inc.
Signature:	_____	Signature:	_____
By:	_____	By:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Date Signed:	_____, _____	Date Signed:	_____, _____

Initials: EFM _____ Lessee _____

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AMENDMENT TO MASTER EQUITY LEASE AGREEMENT

THIS AMENDMENT ("Amendment") dated this ____ day of _____, 2025 is attached to, and made a part of, the MASTER EQUITY LEASE AGREEMENT entered into on the ____ day of _____, 2025 ("Agreement") by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor") and City of Roswell, New Mexico ("Lessee"). This Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 3(d) of the Master Equity Lease Agreement is amended to read as follows:

If applicable, any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to and recouped against any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

Section 3(e) of the Master Equity Lease Agreement is amended to read as follows:

Any rental payment or other amount owed by Lessee to Lessor which is not paid within thirty (30) days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate permitted by applicable New Mexico state law (the "Default Rate").

Section 3(g) of the Master Equity Lease Agreement is amended to add the following additional paragraph:

In the event Lessee notifies Lessor of any claim or dispute under this Agreement, and/or any claim involving the Vehicle, Lessor will, in good faith, attempt to resolve the Lessee's claims in a manner satisfactory to all parties and Lessor will provide commercially reasonable assistance to Lessee in any communications and/or negotiations with the Vehicle's manufacturer with respect to claims relating to such Vehicle. Nothing contained within this Agreement will waive the rights of the Lessee to file a claim.

Section 4 of the Master Equity Lease Agreement is amended to read as follows:

Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances (including without limitation such federal, state and local laws, statutes, rules, regulations and ordinances governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. In connection with autonomous vehicles and automated driving systems and the parts, components and products related thereto, Lessee agrees to comply with all applicable guidance and professional standards issued, released or published by governmental and quasi-governmental agencies, including without limitation the federal guidance for automated vehicles published by the Department of Transportation and the Federal Automated Vehicle Policy issued by the U.S. Department of Transportation and the National Highway Traffic Safety Administration. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place as mutually agreed upon by Lessor and Lessee and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

Section 5 of the Master Equity Lease Agreement is amended to read as follows:

Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and applicable taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, licensing, registration, delivery, purchase, sale, rental, and Lessee's use or operation of the Vehicles. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

Section 7 of the Master Equity Lease Agreement is amended to read as follows:

Lessor agrees to obtain all initial and renewal registration stickers and registration plates required by each state where each Vehicle is so registered where the presence of the Vehicles is not required for issuance, and will invoice Lessee for such expenses which will be paid in accordance with the payment provisions of this Master Equity Lease Agreement. Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling, licensing and/or registration laws of such other state.

Section 9(c) of the Master Equity Lease Agreement is amended to add the following additional paragraph:

In the event Lessee notifies Lessor of any claim or dispute under this Agreement, and/or any claim involving the Vehicle, Lessor will, in good faith, attempt to resolve the Lessee's claims in a manner satisfactory to all parties and Lessor will provide commercially reasonable assistance to Lessee in any communications and/or negotiations with the Vehicle's manufacturer with respect to claims relating to such Vehicle.

Section 10 of the Master Equity Lease Agreement is amended to read as follows:

After acceptance of the Vehicles leased under this Agreement, and until such Vehicles are returned to Lessor. Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle.

Section 12 of the Master Equity Lease Agreement is amended to read as follows:

To the extent permitted by New Mexico state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the New Mexico law.

Section 13 of the Master Equity Lease Agreement is amended to read as follows:

Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) upon prior written notice and during regular business hours during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

Section 14(d), first paragraph, of the Master Equity Lease Agreement is amended to read as follows:

any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor in good faith);

Section 14 of the Master Equity Lease Agreement is amended to add the following additional paragraph:

Termination: Lessee reserves the right to cancel this Agreement for any reason at all upon thirty (30) days prior written notice to Lessor. In the event of such termination, Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination in accordance with Section 3(b) and 3(c) of the Master Equity Lease Agreement. Additionally, termination should not affect Lessee's obligation to pay any indemnities under this Agreement.

Section 15, first paragraph of the Master Equity Lease Agreement is amended to read as follows:

Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessor will provide written notification in the event of a non-financial assignment. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or failure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Section 16 of the Master Equity Lease Agreement is amended to read as follows:

This Agreement contains the entire understanding of the parties. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be

deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Without Lessor's prior written consent, Lessee shall not use or include Lessor's, Servicer's, any other agent of Lessor's names or trademarks orally or in writing in any media, customer lists or marketing materials. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective five (5) days after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. All of the representations, warranties, covenants, agreements and obligations of each Lessee under this Agreement (if more than one) are joint and several.

Section 17 of the Master Equity Lease Agreement is amended to read as follows:

Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of New Mexico (determined without reference to conflict of law principles).**Section 19 of the Master Equity Lease Agreement is amended to read as follows:**

Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is an agency of the State of New Mexico, is precluded by the New Mexico State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the State of New Mexico to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the State of New Mexico fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Amendment. Except to the extent specifically amended by this Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment to Master Equity Lease Agreement as of the day and year first above written.

City of Roswell, New Mexico (Lessee)	Enterprise FM Trust (Lessor) By: Enterprise Fleet Management, Inc., its attorney in fact
By_____	By_____
Title:_____	Title:_____

FULL MAINTENANCE AGREEMENT

This Full Maintenance Agreement (this "Agreement") is made and entered into this_____day of_____, by Enterprise Fleet Management, Inc., a Missouri corporation ("EFM"), and City of Roswell, New Mexico ("Lessee").

WITNESSETH

1. LEASE. Reference is hereby made to that certain Master Lease Agreement dated as of the_____day of_____, 2025 , by and between Enterprise FM Trust, a Delaware statutory trust, as lessor ("Lessor"), and Lessee, as lessee (as the same may from time to time be amended, modified, extended, renewed, supplemented or restated, the "Lease"). All capitalized terms used and not otherwise defined in this Agreement shall have the respective meanings ascribed to them in the Lease.

2. COVERED VEHICLES. This Agreement shall only apply to those vehicles leased by Lessor to Lessee pursuant to the Lease to the extent Section 4 of the Schedule for such vehicle includes a charge for maintenance (the "Covered Vehicle(s)").

3. TERM AND TERMINATION. The term of this Agreement ("Term") for each Covered Vehicle shall begin on the Delivery Date of such Covered Vehicle and shall continue until the last day of the "Term" (as defined in the Lease) for such Covered Vehicle unless earlier terminated as set forth below. Each of EFM and Lessee shall each have the right to terminate this Agreement effective as of the last day of any calendar month with respect to any or all of the Covered Vehicles upon not less than sixty (60) days prior written notice to the other party. The termination of this Agreement with respect to any or all of the Covered Vehicles shall not affect any rights or obligations under this Agreement which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to termination, and such rights and obligations shall continue to be governed by the terms of this Agreement.

4. VEHICLE REPAIRS AND SERVICE. EFM agrees that, during the Term for the applicable Covered Vehicle and subject to the terms and conditions of this Agreement, it will pay for, or reimburse Lessee for its payment of, all costs and expenses incurred in connection with the maintenance or repair of a Covered Vehicle. This Agreement does not cover, and Lessee will remain responsible for and pay for, (a) fuel, (b) oil and other fluids between changes, (c) tire or brake repair and replacement beyond what is allocated within the Lease Schedule, (d) washing, (e) repair of damage due to lack of maintenance or neglect by Lessee between scheduled services (including, without limitation, failure to maintain fluid levels), (f) maintenance or repair of, or damage caused by, any alterations, upgrades, upfitting, additions, improvements (collectively, "Alterations") or unauthorized replacement parts added to a Covered Vehicle or of any after-market components (this Agreement covers maintenance and repair only of the Covered Vehicles themselves and any factory-installed components and does not cover maintenance or repair of chassis alterations, add-on bodies (including, without limitation, step vans), software or other equipment (including, without limitation, lift gates, autonomous or automated vehicle equipment, components, parts or products, and PTO controls) which is installed or modified by a dealer, body shop, upfitter or anyone else other than the manufacturer of the Covered Vehicle, (g) any service and/or damage resulting from, related to or arising out of (1) an accident, a collision, theft, fire, freezing, vandalism, riot, explosion, other Acts of God, an object striking the Covered Vehicle, improper use of the Covered Vehicle (including, without limitation, driving over curbs, overloading, racing or other competition) or (2) Lessee's failure to maintain or use the Covered Vehicle as required by and in compliance with, (A) the Lease, (B) all laws, statutes, rules, regulations and ordinances (including without limitation such applicable federal, state and local laws, statutes, rules, regulations, ordinances, guidance and professional standards governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and (C) the provisions of all insurance policies affecting or covering the Covered Vehicles or their use or operation, (h) roadside assistance or towing for routine vehicle maintenance purposes unless the vehicle is inoperable, (i) mobile services, (j) the cost of loaner or rental vehicles beyond what is allocated within the Lease Schedule or (k) if the Covered Vehicle is a Vehicle with a manual transmission, such manual transmission clutch adjustment or replacement. Whenever it is necessary to have a Covered Vehicle serviced, Lessee agrees to have the necessary work performed by an authorized dealer of such Covered Vehicle or by a service facility acceptable to EFM. In every case, if the cost of such service will exceed $125.00, which may change from time to time based on market conditions, Lessee or service provider must notify EFM and obtain EFM's authorization for such service and EFM's instructions as to where such service shall be made and the extent of service to be obtained. Lessee agrees to furnish an invoice for all service to a Covered Vehicle, accompanied by a copy of the shop or service order (odometer mileage must be shown on each shop or service order). EFM will not be obligated to pay for any unauthorized charges or those exceeding $125.00, which may change from time to time based on market conditions, for one service on any Covered Vehicle unless Lessee has complied with the above terms and conditions. EFM will not have any responsibility to pay for any services in excess of the services recommended by the manufacturer, unless otherwise agreed to by EFM. Notwithstanding any other provision of this Agreement to the contrary, (a) all service performed within one hundred twenty (120) days prior to the last day of the scheduled "Term" (as defined in the Lease) for the applicable Covered Vehicle must be authorized by and have the prior consent and approval of EFM and any service not so authorized will be the responsibility of and be paid for by Lessee and (b) EFM is not required to provide or pay for any service to any Covered Vehicle beyond the contract mileage not to exceed 120,000 miles.

5. ENTERPRISE CARDS: EFM may, at its option, provide Lessee with an authorization card (the "EFM Card"), which is an electronic card located on the Efleets mobile app and the efleets.com client website, for use in authorizing the payment of charges incurred in connection with the maintenance of the Covered Vehicles. Lessee agrees to be liable to EFM for, and upon receipt of a monthly or other statement from EFM, Lessee agrees to promptly pay to EFM, all charges made by or for the account of Lessee with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM reserves the right to change the terms and conditions for the use of the EFM Card at any time. The EFM Card remains the property of EFM and EFM may revoke Lessee's right to possess or use the EFM Card at any time. Upon the termination of this Agreement or upon the demand of EFM, Lessee shall immediately cease using or accessing the EFM Card. The EFM Card is non-transferable.

6. PAYMENT TERMS. The amount of the monthly maintenance fee will be listed on the applicable Schedule and will be due and payable in advance on the first day of each month. If the first day of the Term for a Covered Vehicle is other than the first day of a calendar month, Lessee will pay EFM, on the first day of the Term for such Covered Vehicle, a pro-rated maintenance fee for the number of days that the Delivery Date precedes the first monthly maintenance fee payment date. Any monthly maintenance fee or other amount owed by Lessee to EFM under this Agreement which is not paid within twenty (20) days after its due date will accrue interest, payable upon demand of EFM, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate allowed by applicable law. The monthly maintenance fee set forth on each applicable Schedule allows the number of miles per month as set forth in such Schedule. Lessee agrees to pay EFM at the end of the applicable Term (whether by reason of termination of this Agreement or otherwise) an overmileage maintenance fee for any miles in excess of this average amount per month at the rate set forth in the applicable Schedule. EFM may, at its option, permit Lessor, as an agent for EFM, to bill and collect amounts due to EFM under this Agreement from Lessee on behalf of EFM.

7. NO WARRANTIES. Lessee acknowledges that EFM does not perform maintenance or repair services on the Covered Vehicles but rather EFM arranges for maintenance and/or repair services on the Covered Vehicles to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER OF ANY KIND, EXPRESS OR IMPLIED, WHETHER ARISING BY COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE WITH RESPECT TO ANY EQUIPMENT, PRODUCTS, REPAIRS OR SERVICES PROVIDED FOR UNDER THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE OR QUALITY. ANY DEFECT IN THE PERFORMANCE OF ANY PRODUCT, REPAIR OR SERVICE WILL NOT RELIEVE LESSEE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING THE PAYMENT TO EFM OF THE MONTHLY MAINTENANCE FEES AND OTHER CHARGES DUE UNDER THIS AGREEMENT.

In no event shall EFM or its agents or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this agreement, including, without limitation, any breach or performance of this agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not EFM or its agents or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

8. LESSOR NOT A PARTY. Lessor is not a party to, and shall have no rights, obligations or duties under or in respect of, this Agreement.

9. NOTICES. Any notice or other communication under this Agreement shall be in writing and delivered in person, electronic mail or mailed postage prepaid by registered or certified mail or sent by express overnight delivery service with a nationally recognized carrier, to the applicable party at its address set forth on the signature page of this Agreement, or at such other address as any party hereto may designate as its address for communications under this Agreement by notice so given. Any such notice or communication sent by mail will be effective and deemed received three (3) days after deposit in the United States mail, duly addressed to the address for the Party set forth below, with registered or certified mail postage prepaid. Any such notice or communication sent by express overnight delivery service with a nationally recognized carrier will be effective and deemed received one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Lessee shall promptly notify EFM of any change in the Lessee's address.

10. MISCELLANEOUS. This Agreement embodies the entire Agreement between the parties relating to the subject matter hereof. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provisions in any other jurisdiction. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Lessee may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of New Mexico (without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and Lessee have executed this Full Maintenance Agreement as of the day and year first above written.

LESSEE: City of Roswell, New Mexico	EFM: Enterprise Fleet Management, Inc.
Signature:_____	Signature:_____
By:_____	By:_____
Title:_____	Title:_____
Address:_____	Address:_____
_____	_____
_____	_____
Date Signed:_____, _____	Date Signed:_____, _____

Initials: EFM_____ Lessee_____

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MAINTENANCE MANAGEMENT AND FLEET RENTAL AGREEMENT

This Agreement is entered into as of the ____ day of _____, 2025, by and between Enterprise Fleet Management, Inc., a Missouri corporation, doing business as "Enterprise Fleet Management" ("EFM"), and City of Roswell, New Mexico (the "Company").

1. **ENTERPRISE CARDS:** EFM will provide the Company with an EFM Card for each vehicle, which EFM Card is an electronic card and is located on the Efleets mobile app and the efleets.com client website, for use in authorizing the payment of charges incurred in connection with the vehicle maintenance program (the "Program") for a vehicle. The Company agrees to be and shall be liable to EFM for all charges made by or for the account of the Company with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM will invoice the Company for all such charges, and the Company agrees to and shall pay to EFM all invoiced amounts in accordance with the terms of this Maintenance Management and Fleet Rental Agreement (Agreement). EFM reserves the right, and the Company agrees and acknowledges that EFM shall have the right, to change the terms and conditions as set forth in this Agreement for the use of the EFM Card at any time. The EFM Card is and shall remain at all times the property of EFM, and EFM may revoke the Company's right to possess, access, or use the EFM Card at any time and for any reason. The EFM Card is non-transferable. EFM will provide a driver information packet (the "Packet") outlining the Maintenance Management Program. The Parties agree that the Maintenance Management Program is subject to the terms and conditions of the Packet.

2. **VEHICLE REPAIRS AND SERVICE:** EFM will provide purchase order control by telephone, electronic mail, or in writing authorizing charges for service, maintenance, or repairs exceeding $125.00, which may change from time to time based on market conditions, or such other amount as may be established by EFM, in its sole discretion, from time to time under the Program. All charges for service, maintenance or repairs will be invoiced to EFM. Invoices will be reviewed by EFM for accuracy, proper application of any applicable manufacturer's warranty, application of potential discounts and unnecessary, unauthorized repairs.

   Notwithstanding the above, in the event the repairs and service are the result of damage from an accident or other non-maintenance related cause (including glass claims), these matters will be referred to the Company's Fleet Manager. If the Company prefers that EFM handle the damage repair, the Company agrees to assign the administration of the matter to EFM. EFM will administer such claims in its discretion. The fees for this service will be up to $125.00 per claim and the Company agrees to reimburse for repairs as outlined in this agreement. If the Company desires the assistance of EFM in recovering damage amounts from at fault third parties, a Vehicle Risk Management Agreement must be on file for the Company.

3. **BILLING AND PAYMENT:** All audited invoices paid by EFM on behalf of the Company will be consolidated and submitted to the Company on a single monthly invoice for the entire Company fleet covered under this Agreement. The Company is liable for, and will pay EFM within twenty (20) days after receipt of an invoice or statement for, all purchases invoiced to the Company by EFM, which were paid by EFM for or on behalf of the Company. EFM will be entitled to retain for its own account, and treat as being paid by EFM for purposes of this Agreement, any discounts it receives from a supplier with respect to such purchases which are based on the overall volume of business EFM provides to such supplier and not solely the Company's business.

4. **RENTAL VEHICLES:** The EFM Card allows the Company the option to arrange for a rental vehicle at a discounted rate with a subsidiary or affiliate of Enterprise Holdings, Inc. ("EHI") for a maximum of two (2) days without prior authorization from EFM. Extensions beyond two (2) days must be approved by EFM. The Company shall be fully responsible for all obligations under any rental agreement with a subsidiary or affiliate of EHI pursuant to this Agreement. All drivers of a rental vehicle must be at least twenty one (21) years of age unless otherwise required by law, hold a valid driver's license, be an employee of the Company and authorized by the Company through established reservation procedures and meet all other applicable requirements of the applicable subsidiary or affiliate of EHI. The Company will be provided a specific telephone number for use in arranging a rental vehicle described in this Section.

5. **NO WARRANTY:** The Company acknowledges that EFM does not perform maintenance or repair services on the Company's vehicles or any rental vehicles and any maintenance or repair services are to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER OF ANY KIND, EXPRESS OR IMPLIED, WHETHER ARISING BY COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE WITH RESPECT TO PRODUCTS, REPAIRS OR SERVICES PROVIDED IN CONNECTION WITH THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE, QUALITY OR FITNESS FOR USE. Any defect in the performance of any product, repair or service will not relieve the Company from its obligations under this Agreement, including without limitation the payment to EFM of monthly invoices.

6. **CANCELLATION:** Either party may cancel any Card under this Agreement or this Agreement in its entirety at any time by giving written notice to the other party. The cancellation of any Card or termination of this Agreement will not affect any rights or obligations under this Agreement, which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to such cancellation or termination. Upon such cancellation or termination, the Company shall immediately cease using or accessing the EFM Card to EFM. Notice to EFM regarding the cancellation of any Card shall specify the Card number and identify the Company's representative. EFM will exercise due care to prevent additional charges from being incurred once the Company has notified EFM of its desire to cancel any outstanding Card under this Agreement.

7. **NOTICES:** Any notice or other communication under this Agreement shall be in writing and delivered in person, electronic mail or mailed postage prepaid by registered or certified mail or sent by express overnight delivery service with a nationally recognized carrier, to the applicable party at its address set forth on the signature page of this Agreement, or at such other address as any party hereto may designate as its address for communications under this Agreement by notice so given. Any such notice or communication sent by mail will be effective and deemed received three (3) days after deposit in the United States mail, duly addressed to the address for the Party set forth below, with registered or certified mail postage prepaid. Any such notice or communication sent by express overnight delivery service with a nationally recognized carrier will be effective and deemed received one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Company shall promptly notify EFM of any change in the Company's address.

8. **FEES:** EFM will charge the Company for the service under this Agreement $_____ per month per Card.

9. **MISCELLANEOUS:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Company may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement is governed by the substantive laws of the State of New Mexico (determined without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and the Company have executed this Maintenance Management and Fleet Rental Agreement as of the day and year first above written.

Company: City of Roswell, New Mexico	**EFM: Enterprise Fleet Management, Inc.**
By: _____	By: _____
Name:	Name:
Title:	Title:
Address:	Address:
Date Signed: _____, 20___	Date Signed: _____, 20___

MAINTENANCE MANAGEMENT AND FLEET RENTAL AGREEMENT

This Agreement is entered into as of the _____ day of _____, by and between Enterprise Fleet Management, Inc., a Missouri corporation, doing business as "Enterprise Fleet Management" ("EFM"), and _____ (the "Company").

1. ENTERPRISE CARDS: EFM will provide the Company with an EFM Card for each vehicle, which EFM Card is an electronic card and is located on the Efleets mobile app and the efleets.com client website, for use in authorizing the payment of charges incurred in connection with the vehicle maintenance program (the "Program") for a vehicle. The Company agrees to be and shall be liable to EFM for all charges made by or for the account of the Company with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM will invoice the Company for all such charges, and the Company agrees to and shall pay to EFM all invoiced amounts in accordance with the terms of this Maintenance Management and Fleet Rental Agreement (Agreement). EFM reserves the right, and the Company agrees and acknowledges that EFM shall have the right, to change the terms and conditions as set forth in this Agreement for the use of the EFM Card at any time. The EFM Card is and shall remain at all times the property of EFM, and EFM may revoke the Company's right to possess, access, or use the EFM Card at any time and for any reason. The EFM Card is non-transferable. EFM will provide a driver information packet (the "Packet") outlining the Maintenance Management Program. The Parties agree that the Maintenance Management Program is subject to the terms and conditions of the Packet.

2. VEHICLE REPAIRS AND SERVICE: EFM will provide purchase order control by telephone, electronic mail, or in writing authorizing charges for service, maintenance, or repairs exceeding $125.00, which may change from time to time based on market conditions, or such other amount as may be established by EFM, in its sole discretion, from time to time under the Program. All charges for service, maintenance or repairs will be invoiced to EFM. Invoices will be reviewed by EFM for accuracy, proper application of any applicable manufacturer's warranty, application of potential discounts and unnecessary, unauthorized repairs.

Notwithstanding the above, in the event the repairs and service are the result of damage from an accident or other non-maintenance related cause (including glass claims), these matters will be referred to the Company's Fleet Manager. If the Company prefers that EFM handle the damage repair, the Company agrees to assign the administration of the matter to EFM. EFM will administer such claims in its discretion. The fees for this service will be up to $125.00 per claim and the Company agrees to reimburse for repairs as outlined in this agreement. If the Company desires the assistance of EFM in recovering damage amounts from at fault third parties, a Vehicle Risk Management Agreement must be on file for the Company.

3. BILLING AND PAYMENT: All audited invoices paid by EFM on behalf of the Company will be consolidated and submitted to the Company on a single monthly invoice for the entire Company fleet covered under this Agreement. The Company is liable for, and will pay EFM within twenty (20) days after receipt of an invoice or statement for, all purchases invoiced to the Company by EFM, which were paid by EFM for or on behalf of the Company. EFM will be entitled to retain for its own account, and treat as being paid by EFM for purposes of this Agreement, any discounts it receives from a supplier with respect to such purchases which are based on the overall volume of business EFM provides to such supplier and not solely the Company's business.

4. RENTAL VEHICLES: The EFM Card allows the Company the option to arrange for a rental vehicle at a discounted rate with a subsidiary or affiliate of Enterprise Holdings, Inc. ("EHI") for a maximum of two (2) days without prior authorization from EFM. Extensions beyond two (2) days must be approved by EFM. The Company shall be fully responsible for all obligations under any rental agreement with a subsidiary or affiliate of EHI pursuant to this Agreement. All drivers of a rental vehicle must be at least twenty one (21) years of age unless otherwise required by law, hold a valid driver's license, be an employee of the Company and authorized by the Company through established reservation procedures and meet all other applicable requirements of the applicable subsidiary or affiliate of EHI. The Company will be provided a specific telephone number for use in arranging a rental vehicle described in this Section.

5. NO WARRANTY: The Company acknowledges that EFM does not perform maintenance or repair services on the Company's vehicles or any rental vehicles and any maintenance or repair services are to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER OF ANY KIND, EXPRESS OR IMPLIED, WHETHER ARISING BY COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE WITH RESPECT TO PRODUCTS, REPAIRS OR SERVICES PROVIDED IN CONNECTION WITH THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE, QUALITY OR FITNESS FOR USE. Any defect in the performance of any product, repair or service will not relieve the Company from its obligations under this Agreement, including without limitation the payment to EFM of monthly invoices.

6. CANCELLATION: Either party may cancel any Card under this Agreement or this Agreement in its entirety at any time by giving thirty (30) days written notice to the other party. The cancellation of any Card or termination of this Agreement will not affect any rights or obligations under this Agreement, which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to such cancellation or termination. Upon such cancellation or termination, the Company shall immediately cease using or accessing the EFM Card. Notice to EFM regarding the cancellation of any Card shall specify the Card number and identify the Company's representative. EFM will exercise due care to prevent additional charges from being incurred once the Company has notified EFM of its desire to cancel any outstanding Card under this Agreement.

7. NOTICES: Any notice or other communication under this Agreement shall be in writing and delivered in person, electronic mail or mailed postage prepaid by registered or certified mail or sent by express overnight delivery service with a nationally recognized carrier, to the applicable party at its address set forth on the signature page of this Agreement, or at such other address as any party hereto may designate as its address for communications under this Agreement by notice so given. Any such notice or communication sent by mail will be effective and deemed received three (3) days after deposit in the United States mail, duly addressed to the address for the Party set forth below, with registered or certified mail postage prepaid. Any such notice or communication sent by express overnight delivery service with a nationally recognized carrier will be effective and deemed received one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Company shall promptly notify EFM of any change in the Company's address.

8. FEES: EFM will charge the Company for the service under this Agreement $6_____ per month per Card.

9. MISCELLANEOUS: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Company may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement is governed by the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and the Company have executed this Maintenance Management and Fleet Rental Agreement as of the day and year first above written.

COMPANY:	_____	EFM:	Enterprise Fleet Management, Inc.
Signature:	_____	Signature:	_____
By:	_____	By:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Date Signed:	_____, _____	Date Signed:	_____, _____

Initials: EFM_____ Company_____

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MASTER EQUITY LEASE AGREEMENT

This Master Equity Lease Agreement is entered into this _____ day of _____, 20____, by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor"), and the lessee whose name and address is set forth on the signature page below ("Lessee").

1. LEASE OF VEHICLES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles (individually, a "Vehicle" and collectively, the "Vehicles") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the rentals and on the terms and conditions set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Equity Lease Agreement and the various Schedules and addenda to this Master Equity Lease Agreement, each of which are incorporated herein as part of a single, unitary Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the monthly rental and other payments due with respect to the Vehicle. The terms contained in each such Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle covered by such Schedule. Lessor is the sole legal owner of each Vehicle. This Agreement is a lease only and Lessee will have no right, title or interest in or to the Vehicles except for the use of the Vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable state income tax purposes with Lessor having all benefits of ownership of the Vehicles. It is understood and agreed that Enterprise Fleet Management, Inc. or an affiliate thereof (together with any subservicer, agent, successor or assign as servicer on behalf of Lessor, "Servicer") may administer this Agreement on behalf of Lessor and may perform the service functions herein provided to be performed by Lessor.

2. TERM: The term of this Agreement ("Term") for each Vehicle begins on the date such Vehicle is delivered to Lessee (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule.

3. RENT AND OTHER CHARGES:

(a) Lessee agrees to pay Lessor monthly rental and other payments according to the Schedules, Open-End (Equity) Lease Rate Quotes, and this Agreement. The monthly payments will be in the amount listed as the "Total Monthly Rental Including Additional Services" on the applicable Schedule (with any portion of such amount identified as a charge for maintenance services under Section 4 of the applicable Schedule being payable to Lessor as agent for Enterprise Fleet Management, Inc.) and will be due and payable in advance on the first day of each month. Lessee agrees to pay Lessor interest charges, in connection with the acquisition of a Vehicle, for the period between the date Lessor issues payment to acquire such Vehicle and the date the Vehicle is delivered to Lessee. Such interest charges shall be included in each Schedule. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly rental payments will begin on the first day of the next month. In addition to the monthly rental payments, Lessee agrees to pay Lessor a pro-rated rental charge for the number of days that the Delivery Date precedes the first monthly rental payment date. A portion of each monthly rental payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the Delivered Price of the Vehicle for purposes of computing the Book Value of the Vehicle under Section 3(c). Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the due date of the first monthly rental payment under such Schedule. Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casualty Occurrence or any other reason, the rentals and management fees paid by Lessee will be recalculated in accordance with the rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date.

(c) Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the excess, if any, of the Book Value of such Vehicle over the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule. If the Book Value of such Vehicle is less than the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule, Lessor agrees to pay such deficiency to Lessee as a terminal rental adjustment after the end of the applicable Term (subject to Lessor's right to recoup any amounts Lessor would owe to Lessee under this Section 3(c) against any obligations of Lessee to Lessor under this Agreement). Notwithstanding the foregoing, if (i) the Term for a Vehicle is greater than forty-eight (48) months (including any extension of the Term for such Vehicle), (ii) the mileage on a Vehicle at the end of the Term is greater than 15,000 miles per year on average (prorated on a daily basis) (i.e., if the mileage on a Vehicle with a Term of thirty-six (36) months is greater than 45,000 miles) or (iii) in the sole judgment of Lessor, a Vehicle has been subject to damage or any abnormal or excessive wear and tear, the calculations described in the two immediately preceding sentences shall be made without giving effect to clause (ii) in each such sentence. The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (ii) the total Depreciation Reserve paid by Lessee to Lessor with respect to such Vehicle plus (iii) all accrued and unpaid rent and/or other amounts owed by Lessee with respect to such Vehicle.

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to and recouped against any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

(e) Any rental payment or other amount owed by Lessee to Lessor which is not paid within twenty (20) days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor, Servicer or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

(g) Lessee's obligations to make all payments of rent and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without setoff, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Enterprise Fleet Management, Inc. of any maintenance agreement between Enterprise Fleet Management, Inc. and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the payment of rent and other amounts under this Agreement.

(h) In the event Lessor, Servicer or any other agent of Lessor arranges for rental vehicle(s) with a subsidiary or affiliate of Enterprise Holdings, Inc., Lessee shall be fully responsible for all obligations under any applicable rental agreement.

4. USE AND SURRENDER OF VEHICLES: Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances (including without limitation such federal, state and local laws, statutes, rules, regulations and ordinances governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. In connection with autonomous vehicles and automated driving systems and the parts, components and products related thereto, Lessee agrees to comply with all applicable guidance and professional standards issued, released or published by governmental and quasi-governmental agencies, including without limitation the federal guidance for automated vehicles published by the Department of Transportation and the Federal Automated Vehicle Policy issued by the U.S. Department of Transportation and the National Highway Traffic Safety Administration. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

5. COSTS, EXPENSES, FEES AND CHARGES: Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, licensing, registration, delivery, purchase, sale, rental, and Lessee's use or operation of the Vehicles. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

6. LICENSE AND CHARGES: Each Vehicle will be titled, registered and licensed in the name designated by Lessor at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly rental, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

7. REGISTRATION PLATES, ETC.: Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling, licensing and/or registration laws of such other state.

8. MAINTENANCE OF AND IMPROVEMENTS TO VEHICLES:

(a) Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements and (ii) furnish all labor, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Lessee will not make (or cause to be made) any alterations, upgrades, upfitting, additions or improvements (collectively, "Alterations") to any Vehicle which (i) could impact or impair the "motor vehicle safety" (as defined by the Motor Vehicle Safety Act) of the Vehicle, or (ii) could impact, impair, void or render unenforceable the manufacturer's warranty. Without the prior written consent of Lessor, Lessee will not make (or cause to be made) any Alterations to any Vehicle which (i) detracts, impairs, damages or alters the Vehicle's nature, purpose, economic value, remaining useful life, functionality, utility, software or controls, or (ii) subjects the Vehicle or any part or component of such Vehicle to any lien, charge or encumbrance. Any Alterations of any nature to a Vehicle are made at Lessee's sole cost, risk and liability, including without limitation, any such Alterations approved by, or made with the assistance or at the direction of Lessor. Any replacement parts added to any Vehicle shall be in at least as good an operating condition as the prior part before the replacement (assuming such part was, at the time of the replacement, in the condition required by the terms of this Agreement). Any Alterations to a Vehicle will become and remain the property of Lessor and will be returned with such Vehicle upon such Vehicle's return pursuant to Section 4 and shall be free of any liens, charges or encumbrances; provided, however, Lessor shall have the right at any time to require Lessee to remove any such Alteration at Lessee's sole cost, expense and liability. In no event or instance shall the value of any Alterations be regarded as rent. Lessee and Lessor acknowledges and agrees that Lessor will not be required to make any repairs, replacements or Alterations of any nature or description with respect to any Vehicle, to maintain or repair any Vehicle or to make any

expenditure whatsoever in connection with any such Vehicle(s) or this Agreement.

(b) Lessor and Lessee acknowledge and agree that if Section 4 of a Schedule includes a charge for maintenance, (i) the Vehicle(s) covered by such Schedule are subject to a separate maintenance agreement between Enterprise Fleet Management, Inc. and Lessee and (ii) Lessor shall have no liability or responsibility for any failure of Enterprise Fleet Management, Inc. to perform any of its obligations thereunder or to pay or reimburse Lessee for its payment of any costs and expenses incurred in connection with the maintenance or repair of any such Vehicle(s).

9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:

(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF ANY VEHICLE OR AN AGENT OF A MANUFACTURER OF ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY LESSEE. THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.

(c) None of Lessor, Servicer or any other agent of Lessor will be liable to Lessee for any liability, claim, loss, damage (direct, incidental or consequential) or expense of any kind or nature, caused directly or indirectly, by any Vehicle or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle or the use or maintenance of any Vehicle or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, none of Lessor, Servicer or any other agent of Lessor will have any liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

(d) In no event shall Lessor, Servicer or any other agent of Lessor or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this Agreement, including, without limitation, any breach or performance of this Agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not Lessor, Servicer or any other agent of Lessor or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

10. RISK OF LOSS: Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle.

11. INSURANCE:

(a) Lessee agrees to purchase and maintain in force during the Term, insurance policies in at least the amounts listed below covering each Vehicle, to be written by an insurance company or companies satisfactory to Lessor, insuring Lessee, Lessor and any other person or entity designated by Lessor against any damage, claim, suit, action or liability, and that Lessor will suffer immediate and irreparable harm if Lessee fails to comply with such obligations:

(i) Commercial Automobile Liability Insurance (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) for the limits listed below (Note - $2,000,000 Combined Single Limit Bodily Injury and Property Damage per accident with No Deductible is required for each Vehicle capable of transporting more than 8 passengers):

State of Vehicle Registration	Coverage
Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	$1,000,000 Combined Single Limit Bodily Injury and Property Damage per accident - No Deductible
Florida	$500,000 Combined Single Limit Bodily Injury and Property Damage per accident or $100,000 Bodily Injury Per Person Per Accident, $300,000 Per Accident and $50,000 Property Damage per accident (100/300/50) - No Deductible
All Other States	$300,000 Combined Single Limit Bodily Injury and Property Damage Per Accident or $100,000 Bodily Injury Per Person Per Accident, $300,000 Per Accident and $50,000 Property Damage Per Accident (100/300/50) - No Deductible

(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of $1,000 per accident - Collision and $1,000 per accident - Comprehensive).

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor and their respective successors and assigns notwithstanding any other coverage carried by Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor as additional insureds and loss payees shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, servants and agents agree to cooperate fully with Lessor, Servicer, any other agent of Lessor and any insurance carriers in the investigation, defense and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, notice, summons or other process received in connection with such claim or action.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if Section 4 of a Schedule includes a charge for physical damage waiver, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage waiver shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if Section 4 of a Schedule includes a charge for commercial automobile liability enrollment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee, by adding Lessee as an additional insured under a commercial automobile liability insurance policy issued by an insurance company selected by Lessor, commercial automobile liability insurance satisfying the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage waiver and/or commercial automobile liability enrollment and cancel such physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least ten (10) days prior written notice. Upon such cancellation, insurance in the minimum amounts as set forth in 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly rental charges payable by Lessee to reflect any such change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least thirty (30) days prior written notice.

12. INDEMNITY: To the extent permitted by state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

13. INSPECTION OF VEHICLES; ODOMETER DISCLOSURE; FINANCIAL STATEMENTS: Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

14. DEFAULT; REMEDIES: The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any rent or other amount due under this Agreement and any such failure shall remain unremedied for ten (10) days; (b) if Lessee fails to perform, keep or observe any term, provision or covenant contained in Section 11 of this Agreement; (c) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee; (d) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (e) if any present or future guaranty in favor of Lessor of all or any portion of the obligations of Lessee under this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or

if the validity or enforceability of any such guaranty shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guaranty or if any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guaranty; (f) the occurrence of a material adverse change in the financial condition, a going concern audit comment of Lessee or any guarantor, or if Lessee admits that it cannot pay its debts as they become due, makes an assignment for the benefit of creditors, is the subject of a voluntary or involuntary petition for bankruptcy, is adjudged insolvent or bankrupt, or a receiver or trustee is appointed for any portion of Lessee's assets or property; (g) if more than one (1) payment by Lessee to Lessor is returned by Lessee's bank for any reason within a twelve (12) month period; or (h) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, Servicer of Lessor, or any direct or indirect subsidiary of Servicer of Lessor, Enterprise Holdings, Inc. or a subsidiary or affiliate of Enterprise Holdings, Inc.. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies: (a) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), Lessor, Servicer, any other agent of Lessor and any of Lessor's independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles; (b) Lessor may enforce performance by Lessee of its obligations under this Agreement; (c) Lessor may recover damages and expenses sustained by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable attorneys' fees and expenses, incurred by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns in attempting or effecting enforcement of Lessor's rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (d) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (e) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement (and, if Lessor does not recover possession of a Vehicle, (i) the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be $0.00 and (ii) the calculations described in the first two sentences of Section 3(c) shall be made without giving effect to clause (ii) in each such sentence); and/or (f) Lessor may exercise any other right or remedy which may be available to Lessor under the Uniform Commercial Code, any other applicable law or in equity. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

15. ASSIGNMENTS: Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or failure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

16. MISCELLANEOUS: This Agreement contains the entire understanding of the parties. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Without Lessor's prior written consent, Lessee shall not use or include Lessor's, Servicer's, any other agent of Lessor's names or trademarks orally or in writing in any media, customer lists or marketing materials. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective one (1) day after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. All of the representations, warranties, covenants, agreements and obligations of each Lessee under this Agreement (if more than one) are joint and several.

17. SUCCESSORS AND ASSIGNS; GOVERNING LAW: Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

18. NON-PETITION: Each party hereto hereby covenants and agrees that, prior to the date which is one year and one day after payment in full of all indebtedness

of Lessor, it shall not institute against, or join any other person in instituting against, Lessor any bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings or other similar proceeding under the laws of the United States or any state of the United States. The provisions of this Section 18 shall survive termination of this Master Equity Lease Agreement.

19. NON-APPROPRIATION: Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a municipal corporation, is precluded by the County or State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the County or State to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the County or State fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year first above written.

LESSEE: _____

Signature:_____

By: _____

Title: _____

Address: _____

_____

_____

Date Signed:_____, _____

LESSOR: Enterprise FM Trust

By: Enterprise Fleet Management, Inc. its attorney in fact

Signature: _____

By: _____

Title: _____

Address: _____

_____

_____

Date Signed:_____, _____

Initials: EFM_____ Customer_____

© 2023 Enterprise Fleet Management, Inc. 23_ENT_EFM_L01464_Gov Equity Form_Updated V2

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Approval of Minutes 14.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Consider approval of the June 5, 2025, Finance Committee Meeting Minutes. (Gomez)

Attachments

DRAFT Minutes June 5, 2025

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, June 5, 2025, 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 pm with Chairman Corn presiding, Councilor Heldenbrand, Councilor Johnson and Councilor Halvorson being present. Councilor Cavin being absent.

STAFF PRESENT
Frank Rincon, Naomi Steward, Andrew Valadez, Jim Burress, Justin Jones, Zachary Lujan, Teri Best, Alison Herrington, Becky Hicks, Amalia Martinez, Angela Garcia, Mac Rogers, Clint Caldwell, Timothy Vandenbout, Bobbi Thompson, Ron Garcia, Mike Taylor, Lance Bateman, Jessica Parham, Norma Ortiz, and Joseph Seskey.

GUESTS PRESENT
Councilor Darrell Johnson, Kevin Morris with Freese & Nichols, Mike Espiritu with RCCEDC, Rita Kane-Doerhoefer, a concerned citizen, and Terri Harbor with Roswell Daily Record.

APPROVAL OF AGENDA APPROVAL OF AGENDA

1. Approval of the agenda for the June 5, 2025, Finance Committee Meeting.

Councilor Heldenbrand made a motion to approve the agenda for June 5, 2025. Councilor Halvorson was the second. The motion passed 4-0 with Councilor Corn being absent.

CHAIRMAN COMMENTS CHAIRMAN COMMENTS

ACTION ITEMS ACTION ITEMS

2. Consider recommending authorization for ratification for PO 22501835-03 for the professional services of temporary dispatchers to assist in the staffing issues of Consolidated Dispatch in the amount of $345,858.13, to include a budget adjustment of $286,858.13. Teri Best presented this item.

Consolidated Dispatch is critically understaffed due to vacancies. This shortage affects the center's ability to perform its mission-critical operations which require certified emergency dispatchers to handle emergency calls and coordinate responses efficiently. A sole source was submitted and uncontested for contract services to meet the staffing needs of Consolidated Dispatch.

Councilor Halvorson made a motion to consider recommending authorization for ratification for PO 22501835-03 for the professional services of temporary dispatchers to assist in the staffing

issues of Consolidated Dispatch in the amount of $345,858.13, to include a budget adjustment of $286,858.13 to be placed on the consent agenda. Councilor Heldenbrand was the second. The motion passed 4-0 with Councilor Cavin being absent.

3. Consider recommending approval for the Roswell Air Center 5-Year Capital Improvement Plan. Bobbie Thompson presented this item.

FAA requires airports to provide a 5-year budget annually. Once approved, we will submit to the FAA to allow us to receive federal grants.

Councilor Johnson made a motion to consider recommending approval for the Roswell Air Center 5-Year Capital Improvement Plan to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 4-0 with Councilor Cavin being absent.

4. Consider the recommendation of Resolution 25-XX for support of the application to the U.S. Department of Transportation for a possible Safe Streets and Roads for All funding application. Frank Rincon presented this item.

City of Roswell has a US DOT accepted Safe Streets and Roads for All Comprehensive Safety Action Plan. The 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. US DOT funding is 80/20, with 20% of the project cost required to come from non-federal sources. It is proposed to utilize New Mexico Matching Fund funding to fund the 20% required match to support the application to the US DOT for funding in Spring 2025. Application to the US DOT will not be made until State Matching Funds are awarded. The State Matching Fund award is pending.

Councilor Halvorson made a motion to consider the recommendation of Resolution 25-XX for support of the application to the U.S. Department of Transportation for possible Safe Streets and Roads for All funding application to be placed on the consent agenda. Councilor Heldenbrand was the second. The motion passed 4-0 with Councilor Cavin being absent.

5. Recommend award of Hobson Flood Mitigation Project to Constructors Inc. in the amount of $7,513,529.03, which includes GRT. Frank Rincon presented this item.

Bids received on May 13, 2025, for the subject project have been reviewed. A Bid Tabulation is attached. Three bids were received as follows: (Amounts include tax of 8.2708%). Constructors Inc., Carlsbad, NM $7,513,529.03, J&H Services Inc., Albuquerque, NM $9,122,924.41, KE&G Construction Inc., Alamogordo, NM $9,968,267.35. Upon completion of the review, Constructors Inc. is the qualified low bidder. It is recommended to award this project to Constructors Inc. in the amount of $7,513,529.03, which includes GRT

Councilor Heldenbrand made a motion to recommend award of the Hobson Flood Mitigation Project to Constructors Inc. in the amount of $7,513,529.03, which includes GRT to be placed on

the full city council agenda. Councilor Johnson was the second. The motion passed 3-1 with Councilor Corn voting no and Councilor Cavin being absent.

6. RFP-25-006: Consider approval of the award recommendation for RFP-25-006 Audit Services to Jaramillo Accounting Group, LLC. Toni Gomez presented this item.

The City of Roswell issued RFP-25-006 for Audit Services, seeking to contract with a qualified independent public accounting firm to conduct the City's annual financial audit. Two proposals were received by the submission deadline of April 22, 2025. Following a formal evaluation based on the criteria outlined in the RFP, the Evaluation Committee recommends awarding the contract to Jaramillo Accounting Group, LLC. Pursuant to the New Mexico Audit Rule (2.2.2 NMAC), the draft contract was submitted through the OSA-Connect portal and has been approved by the Office of the State Auditor. This item is now being presented to the Finance Committee for consideration and recommendation to City Council for final approval and contract execution.

Councilor Heldenbrand made a motion to recommend approval of the award recommendation for RFP-25-006 Audit Services to Jaramillo Accounting Group, LLC, to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 4-0 with Councilor Cavin being absent.

7. Consider approval of resolution 25-XX to set fees charged at the Nancy Lopez Spring River Golf Course. Jim Burress presented this item.

The current rates/fees have been the same since the 2014/2015 fiscal year.

Councilor Johnson made a motion to consider approval of resolution 25-XX to set fees charged at the Nancy Lopez Spring River Golf Course to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 4-0 with Councilor Cavin being absent.

8. Requesting ratification of Purchase Order 22502310 to White Rock Construction in the amount of $101,594.10 (including GRT) for flood damage repairs to the air center terminal building. Mac Roger presented this item.

This request is for ratification of PO # 22502310 to White Rock Construction for flood damage repairs at the terminal building. The repairs were funded with available insurance proceeds, and quotes were received and procured through RFP 23-013. Flood damage occurred mostly to the west side of the air center terminal; this includes all necessary repairs to flood-cut walls and flooring, among other building components.

Councilor Heldenbrand made a motion for the ratification of Purchase Order 22502310 to White Rock Construction in the amount of $101,594.10 (including GRT) for flood damage repairs to the air center terminal building to be placed on the consent agenda. Councilor Johnson was the second. The motion passed 4-0 with Councilor Cavin being absent.

9. Consider recommending approval of the proposed Fares Structure #1. Becky Hicks presented this item.

At several Infrastructure Committee meetings, we have discussed the idea of going Fare-Free. However, it has come to our attention that the Federal Government intends to deny funding to fare-free Transit Authorities. Therefore, the Infrastructure Committee suggested proposing lowered fares instead. Several fare structures were presented.

Councilor Halvorson made a motion to recommend approval of the proposed Fares Structure #1 to be placed on the consent agenda. Councilor Johnson was the second. The motion passed 4-0 with Councilor Cavin being absent.

10. Consider recommendation of approval of change order in the amount of $587,490.47 to increase PO 22501825 for ITB-25-002 West Country Club Twin Reservoirs Repair Project from the current amount of $3,744,739.53 to a new amount of $4,332,230.00.

Additional water line piping work was identified on the West Country Club Twin Reservoirs Repair Project. These changes were due to on-site conditions being different from the conditions identified in the plans, requiring a change in valve size, as well as relocation of drain lines that were determined to conflict with the valves that are to be replaced. In addition, examination of the interior of the South tank identified the need for repairs to the weir box and overflow drain on the interior of the tank. Chad Cole stated that they would research to make sure that we are not paying GRT on parts just for the labor.

Councilor Halvorson made a motion to approve the change order in the amount of $587,490.47 to increase PO 22501825 for ITB-25-002 West Country Club Twin Reservoirs Repair Project from the current amount of $3,744,739.53 to a new amount of $4,332,230.00 to be placed on the consent agenda. Councilor Heldenbrand was the second. The motion passed 4-0 with Councilor Cavin being absent.

FOR THE RECORD: Andrew Valadez stated that the project for RAC Wastewater Extension BID No. ITB-25-006 project was recommended to White Cloud Pipeline. Pipeline submitted an email on June 2, 2025, and formally withdrew their bid for the referenced project. they were given misrepresentation from previous management.

FLOOD DISASTER UPDATES

APPROVAL OF MINUTES APPROVAL OF MINUTES

12. Consider approval of the May 1, 2025, Regular Finance Committee Meeting Minutes.

Councilor Halvorson made a motion to approve the minutes from May 1, 2025. Councilor Johnson was the second. The motion passed 4-0 with Councilor Cavin being absent.

NON-ACTION ITEMS NON-ACTION ITEMS

13. April Report – Golf
    Report submitted as stands, no questions

14. Public Affairs April 2025 Department Report
Report submitted as stands, no questions

15. Visitor Center April 2025 Monthly Report
Report submitted as stands, no questions

16. Museum Department Report
Report submitted as stands, no questions

17. Lodger's Tax
Report submitted as stands, no questions

18. Roswell Public Library - May 2025
Report submitted as stands, no questions

19. Municipal Court Report
Report submitted as stands, no questions

20. Roswell Fire Department Report
Report submitted as stands, no questions

21. Roswell Police Department Report
Report submitted as stands, no questions

22. Finance Department Reports
Report submitted as stands, no questions

PUBLIC PARTICIPATION PUBLIC PARTICIPATION
None

CLOSED SESSION
11. Hold a Closed Session: Pursuant to NMSA 1978 § 10-15-1H (2), to discuss limited personnel matters relating to Municipal Court.

Councilor Heldenbrand made a motion to go into closed session at 5:25 pm. Councilor Halvorson was the second. The voice vote was unanimous. The motion passed 4-0 with Councilor Cavin being absent.

For the record, Council is back in open session at 5:49 pm; we had a closed session pursuant to NMSA 1978 § 10-15-1H (2), to discuss limited personnel matters relating to Municipal Court; no action was taken and no votes made.

K. **ADJOURN**
The meeting adjourned at 5:26 pm

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 15.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Amalia Martinez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Visitor Center - Monthly Report

Attachments

VC May 2025

Monthly Visitor Center Report
May 2025

Visitor Center Retail Store:

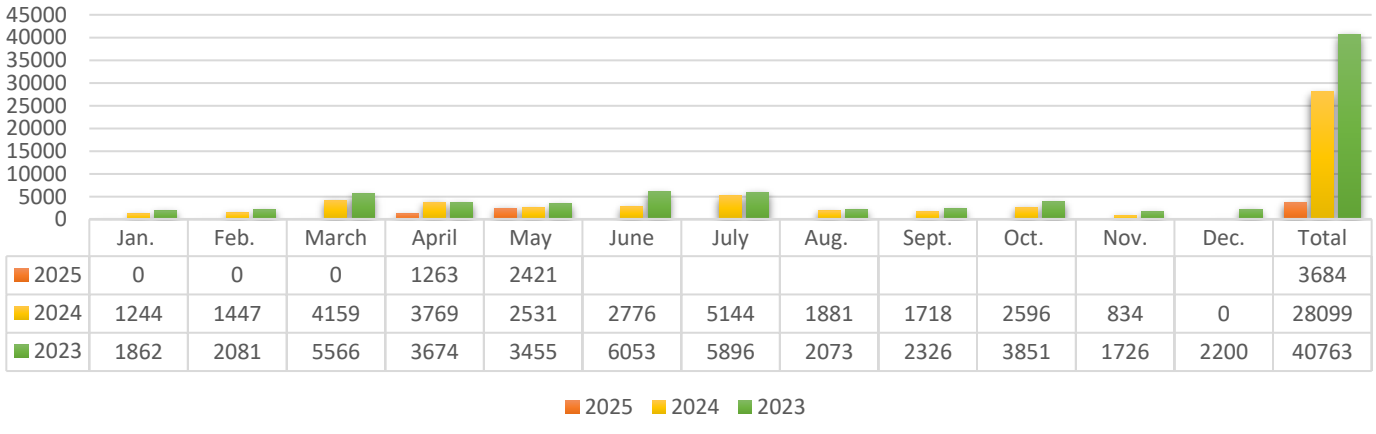
- Welcomed **2421** guest, **2087** overnight stays in Roswell or **86%** and **106** Roswell locals.
- **May** sales total **$7077.**
- Top 5 items sold: Believe Tee, Trucker Hat, Alien Glasses, Seeing Is Believing Tee, and Escape the Ordinary Tee.

May Visitation Report

	May Comparison			YTD Comparison		
	2023	2024	2025	2023	2024	2025
Roswell Only	134	108	106	453	457	195
New Mexico Visitors	162	126	125	1011	605	203
(Not including Roswell Area)						
US Visitors	2882	2093	2062	14005	10936	3001
(Not including New Mexico)						
International Visitors	277	204	128	1169	1155	285
Unknown	0	0	0	0	0	0
Totals Visitors	3455	2531	2421	16638	13150	3684

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

Visitor Comparison By Calendar Year

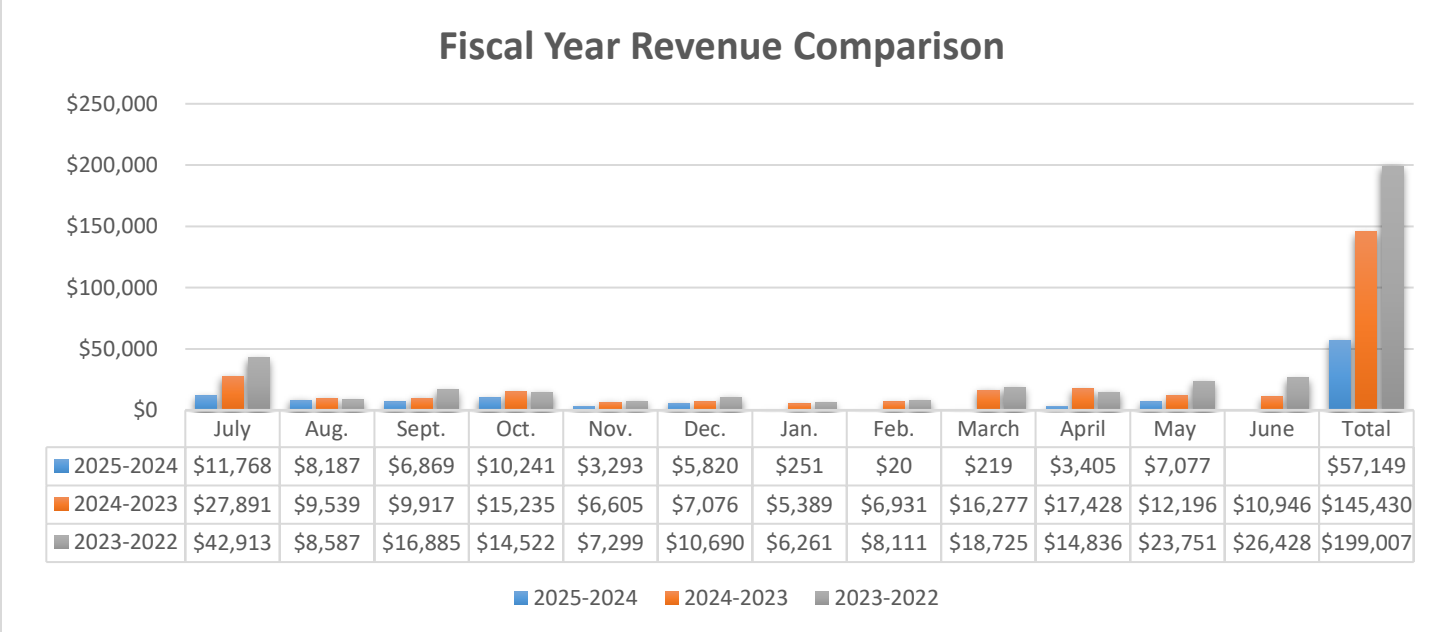


	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2025	0	0	0	1263	2421								3684
2024	1244	1447	4159	3769	2531	2776	5144	1881	1718	2596	834	0	28099
2023	1862	2081	5566	3674	3455	6053	5896	2073	2326	3851	1726	2200	40763

PO Box 1838
Roswell, NM 88202-1838
TEL: 575.637.6203
FAX: 575.624.6700
roswell-nm.gov
seeroswell.com

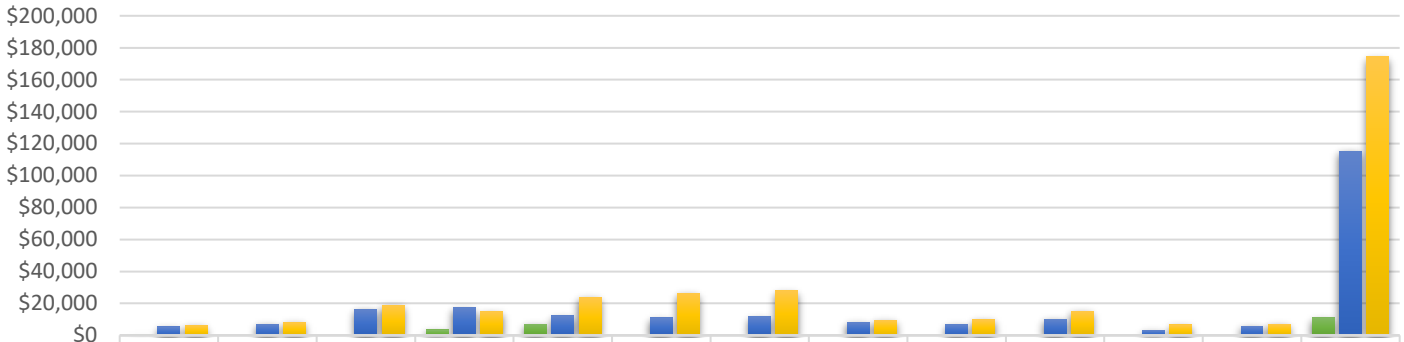
Facility Operations:

- 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.
- Finance Committee Meeting
- Visitor Center grand re-opening May 2 @ 9am
- MatanzaFest booth set up with KRB May 10th
- UFO Meetings May 7th & May 12th
- Safety Committee Meeting May 14th @ PD
- Governor's Conference May 20th – 22nd
- Equipment Road'eo Meeting
- Zoom Meeting with Avenu May 27th & 30th
- Special Council Meeting May 28th & 30th
- PR Request sent out
- Brochure Request sent out
- Online orders fulfilled and shipped out.



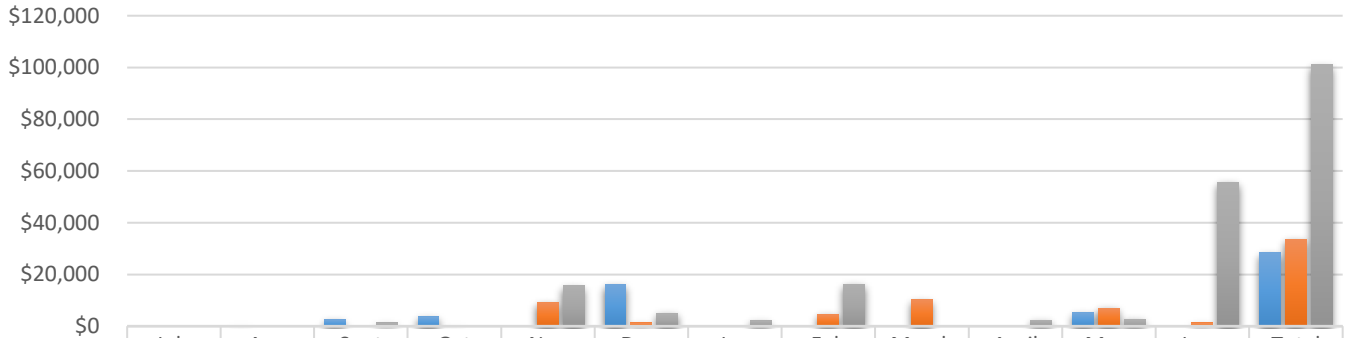
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
2025-2024	$11,768	$8,187	$6,869	$10,241	$3,293	$5,820	$251	$20	$219	$3,405	$7,077		$57,149
2024-2023	$27,891	$9,539	$9,917	$15,235	$6,605	$7,076	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$145,430
2023-2022	$42,913	$8,587	$16,885	$14,522	$7,299	$10,690	$6,261	$8,111	$18,725	$14,836	$23,751	$26,428	$199,007

Calendar Year 2025 Revenue Comparison



	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2025	$251	$20	$219	$3,405	$7,077								$10,971.
2024	$5,389	$6,931	$16,277	$17,428	$12,196	$10,946	$11,768	$8,187	$6,869	$10,241	$3,293	$5,820	$115,345
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

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	$128	$16,005	$149	$118	$111	$44	$5,190		$28,296
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

PO Box 1838
Roswell, NM 88202-1838

TEL: 575.637.6203
FAX: 575.624.6700

roswell-nm.gov
seeroswell.com

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 16.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Public Affairs - Department Report

Attachments

PA May 2025 Report

ROSWELL
New Mexico

Public Affairs

Public Affairs Department Report

May 2025

General Public Affairs

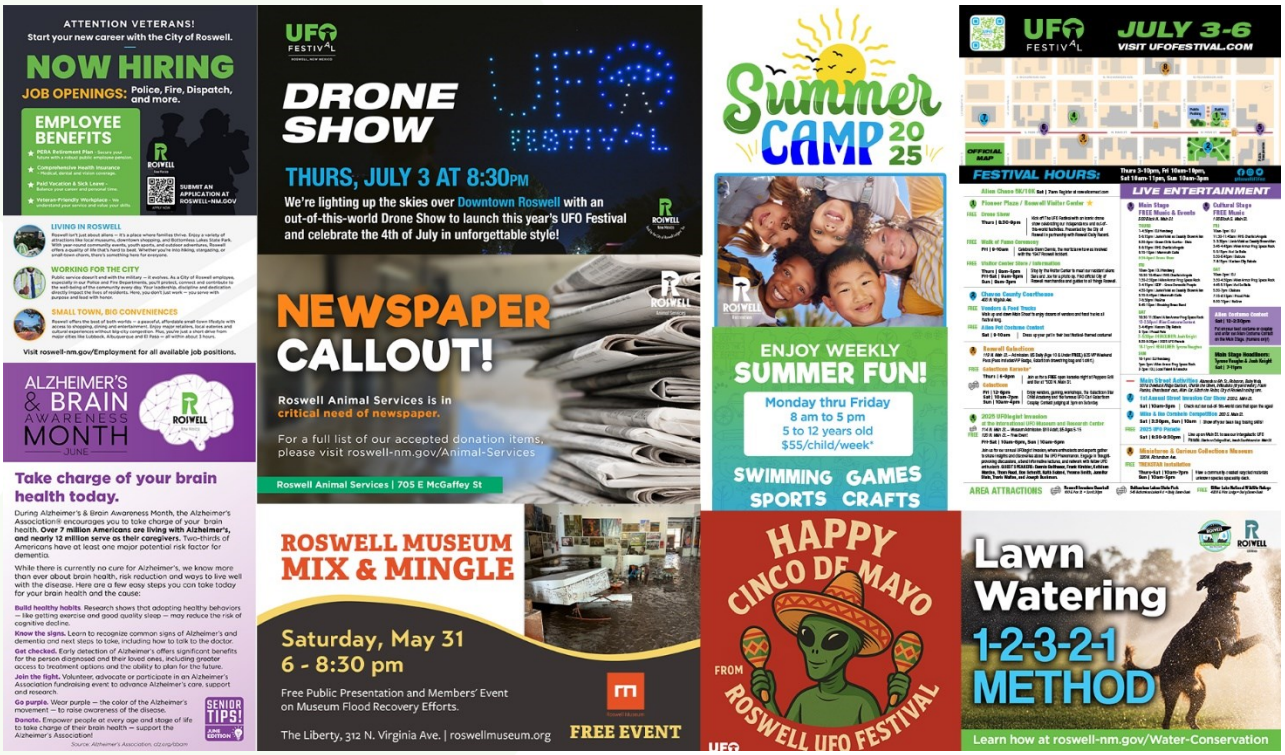
- Attended the Governor's Conference on Tourism and Hospitality in Albuquerque
- Visitor Center Grand Re-Opening May 2, 2025
- Received on invoices for the department
- Abstract, information gathering, and PPT for Finance Committee item/department reports
- Held virtual meetings with 3 Advertising for marketing initiatives for the City of Roswell tourism, UFO Festival, and NCAR
- Held virtual meetings with NMTD for the Clean and Beautiful Grant
- Sent FixIt forms to the respective departments
- 2 SET meeting- 4 applications reviewed and approved
- Meeting with MainStreet Roswell, UFO Museum, Galacticon, RDR, and MCCM for UFO Festival initiatives
- Created and ordered marketing collateral for various departments
- Updated OOH billboards / Marquee / Rise vision
- Updating website links on roswell-nm.gov, ufofestival.com, seeroswell.com and flyroswell.com

Current Media Outputs

- Current Campaigns include: Recycling, Help Stop Illegal Dumping, Water Conservation, Animal Ordinance Update, NCAR Teasers, Mulch, Chip Your Pet Month, RPD & RFD Hiring Event, Roswell Museum Mix & Mingle, Recreation Summer Camp 2025, UFO Festival
- News flashes on website: 1
- Government website updates: Estimated 19
- Form Updates: 0
- New Forms: 1
- Facebook: 61
- Instagram: 13
- TikToks: 2
- FB Lives: 0
- Rise Vision Updates: 7
- New Digital Billboards & Marquee: 4
- Videos: 4

4 Videos year- to-date
(Jan 1 – December 31)

PO Box 1838
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TEL: 575.637.6203
FAX: 575.624.6709
roswell-nm.gov
seeroswell.com



Graphic Design-

Created an estimated ***138 graphics.*** During the month of May, we focused primarily on gearing up for UFO Festival with creating the event/entertainment tear sheet for visitors and residents to use online and in-person during the annual festivities. This tear sheet lists day-to-day activities by event, date and time with an easy-to-use locator map.

Even with all things related to UFO, we still kept up with our usual requests from departments to create general flyers, Senior Flyers, update the website and application forms, promote events, and edit small things such as business cards and email signatures. We also added a large project this month of creating 67 Individual Roswell Fire Department Employee Badges, front and back. Printing of these badges will begin in June.

401 Graphics Year-to-Date (Jan 1 – May 31)

Keep Roswell Beautiful news:

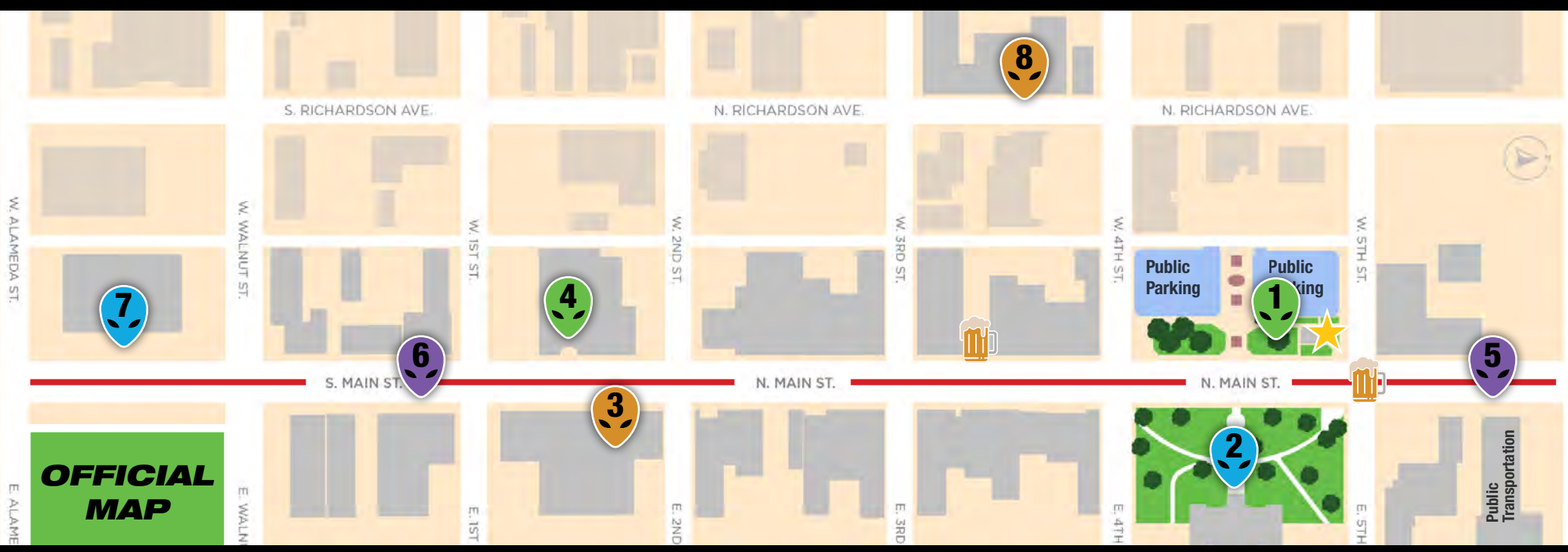
- Assisted the MatanzaFest with a kids' activity, “Keep Roswell Beautiful Rocks!” which consisted of rock painting.
- Planned and implemented Keep Roswell Beautiful Great American Clean Up. We had 23 volunteers

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

UFO FESTIVAL

JULY 3-6

VISIT UFOFESTIVAL.COM



FESTIVAL HOURS:

Thurs 3-10pm, Fri 10am-10pm, Sat 10am-11pm, Sun 10am-3pm

@RoswellUFOFest

Alien Chase 5K/10K **Sat | 7am** Register at roswellconnect.com

1 Pioneer Plaza / Roswell Visitor Center ★

FREE **Drone Show**
Thurs | 8:30-9pm | Kick off The UFO Festival with an iconic drone show celebrating our independence and out-of-this-world festivities. Presented by the City of Roswell in partnership with Roswell Daily Record.

FREE **Walk of Fame Ceremony**
Fri | 9-10am | Celebrate Glenn Dennis, the mortician who was involved with the 1947 Roswell Incident.

FREE **Visitor Center Store / Information**
Thurs | 9am-5pm
Fri-Sat | 9am-8pm
Sun | 9am-3pm | Stop by the Visitor Center to meet our resident aliens Sara and Joe for a photo op. Find official City of Roswell merchandise and guides to all things Roswell.

2 Chaves County Courthouse
400 N. Virginia Ave.

FREE **Vendors & Food Trucks**
Walk up and down Main Street to enjoy dozens of vendors and food trucks all festival long.

FREE **Alien Pet Costume Contest**
Sat | 9-10am | Dress up your pet in their best festival-themed costume!

3 Roswell Galacticon
119 N. Main St. – Admission: $5 Daily (Age 10 & Under **FREE**,) $25 VIP Weekend Pass (Pass includes VIP Badge, Galacticon drawstring bag and t-shirt.)

FREE **Galacticon Karaoke***
Thurs | 6-9pm | Join us for a **FREE** open karaoke night at Peppers Grill and Bar at *500 N. Main St.

TICKET **Galacticon**
Fri | 12-6pm
Sat | 10am-7pm
Sun | 10am-4pm | Enjoy vendors, gaming, workshops, the Galacticon Star Child Academy and the famous UFO Car! Galacticon Cosplay Contest judging at 3pm on Saturday.

4 2025 UFOlogist Invasion at the International UFO Museum and Research Center

TICKET *114 N. Main St.* – Museum Admission: $10 Adult, $5 Ages 5-15
FREE *120 N. Main St.* – Free Event

Fri-Sat | 10am-8pm, Sun | 10am-6pm

Join us for our annual UFOlogist Invasion, where enthusiasts and experts gather to share insights and discoveries about the UFO Phenomenon. Engage in thought-provoking discussions, attend informative lectures, and network with fellow UFO enthusiasts. **GUEST SPEAKERS: Dennis Balthaser, Frank Kimbler, Kathleen Marden, Thom Reed, Don Schmitt, Keith Seland, Yvonne Smith, Jennifer Stein, Travis Walton, and Joseph Buchman.**

LIVE ENTERTAINMENT

5 Main Stage FREE Music & Events
500 Block N. Main St.

THURS
1-4:30pm | DJ Hendawg
5-6:15pm | Janie Violet as Cassidy Brown Alien
6:30-8pm | Green Chile Gumbo - Dixie
8-8:15pm | RHS Charlie's Angels
8:15-10pm | Mammoth Cults
8:30-9pm | Drone Show

FRI
10am-3pm | DJ Hendawg
10:30-10:45am | RHS Charlie's Angels
1:30-2:30pm | Alien Armor Prog Space Rock
3-4:15pm | GDP - Gross Domestic People
4:30-5pm | Janie Violet as Cassidy Brown Alien
5:15-6:45pm | Mammoth Cults
7-8:30pm | NuGruv
8:45-10pm | Breaking Brass Band

SAT
10:30-11:30am | Alien Armor Prog Space Rock
12-2:30pm | Alien Costume Contest
3-4:45pm | Karson City Rebels
5-7pm | Proud Pete
7-8:30pm | HEADLINER: Josh Knight
8:30-9:30pm | 2025 UFO Parade
10-11pm | HEADLINER: Tyrone Vaughan

SUN
10-1pm | DJ Hendawg
1pm-2pm | Alien Armor Prog Space Rock
2-3pm | DJ, Local Talent & Karaoke

6 Cultural Stage FREE Music
100 Block S. Main St.

FRI
10am-3pm | DJ
11:30-11:45am | RHS Charlie's Angels
3-3:30pm | Janie Violet as Cassidy Brown Alien
3:45-4:45pm | Alien Armor Prog Space Rock
5-5:15pm | Asi Se Baila
5:30-6:45pm | Dulzura
7-8:15pm | Karlson City Rebels

SAT
10am-2pm | DJ
3:30-4:30pm | Alien Armor Prog Space Rock
4:45-5:15pm | Asi Se Baila
5:30-7pm | Dulzura
7:15-8:15pm | Proud Pete
8:30-10pm | NuGruv

Alien Costume Contest
Sat | 12-2:30pm
Put on your best costume or cosplay and enter our Alien Costume Contest on the Main Stage. (Humans only!)

Main Stage Headliners:
Tyrone Vaughn & Josh Knight
Sat | 7-11pm

Main Street Activities
Alameda to 6th St.: Robotron, Baby Yoda, 501st Dewback Ridge Garrison, Charlie the Clown, inflatables (dry and water), Foam Parties, Ghostbuster cars, Alien Car, Glitch the Robot, City of Roswell cooling tent.

7 1st Annual Street Invasion Car Show *200 S. Main St.*
Sat | 10am-3pm | Check out our out-of-this-world cars that span the ages!

7 Mike & Ike Cornhole Competition *200 S. Main St.*
Sat | 3:30pm, Sun | 10am | Show off your bean bag tossing skills!

FREE **2025 UFO Parade**
Sat | 8:30-9:30pm | Line up on Main St. to see our intergalactic UFO Parade. *Starts on College Blvd., heads Southbound on Main St.*

8 Miniatures & Curious Collections Museum
320 N. Richardson Ave.

FREE **TREKSTAR Installation**
Thurs-Sat | 10am-7pm
Sun | 10am-5pm | View a community-created recycled materials unknown species spaceship deck.

AREA ATTRACTIONS

TICKET **Roswell Invaders Baseball**
100 E. Poe St. • Sun 6:30pm

TICKET **Bottomless Lakes State Park**
545 Bottomless Lakes Rd. • Daily, Dawn-Dusk

FREE **Bitter Lake National Wildlife Refuge**
4200 E. Pine Lodge • Daily, Dawn-Dusk



CAUTION!

UFO FESTIVAL

ROSWELL, NEW MEXICO

The [redacted] filled the sky with [redacted]!



CLASS

The [redacted] were so fast and [redacted]!

July 2025

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 17.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Golf May Department Report

Attachments

Golf May Report

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ROSWELL

GOLF – May, 2025

Highlights:

- Summer is officially here!! Business is booming here at Spring River; we are extremely busy. We Hosted three Fundraising Tournaments, our weekly Taco Tuesday events, Zia Seniors from Southeast NM, and 58 Juniors from all over the State!! We still managed to do over 3,000 rounds this month, keep our members happy and the course Available to the public.
- We were able to knock it out of the park in the month of May, profiting over $125,000 for the Month. We make most of our profit on Green Fee's and Carts, approximately $70,000.00 this month. However, we have a fully stocked Pro Shop and provide our members with the latest and greatest golf equipment at a fair price, along with an ice-cold beverage while they decide what to buy!! We were able to sell about $25,000 in hard goods, soft goods, snacks and beverages this month.
- The Zia Seniors and Juniors from around the State raved about the course conditions and Staff we have set in place. David and Patrick have done an amazing job; to do what they do with just three employees on the maintenance staff is simply incredible.
- We added 20 new or returning members in the month of May. Our Memberships continue to increase every month!! We are proud to off the best golf and customer service in Roswell, we expect our Memberships to continue to keep increasing annually.



Specific & Routine Maintenance:

- Cut cups 2x a week.
- Dumped trash as needed.
- Mowed greens twice a week.

Category	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit
Alcohol / Beer	2472	$10,303.99	$9,790.71	$3,320.67	$6,983.68
Alcohol / Liquor	1126	$5,452.71	$5,180.17	$1,629.31	$3,823.56
Food and Beverage / Drinks	2004	$3,911.28	$3,712.56	$1,288.48	$2,624.32
Food and Beverage / Snacks	1341	$2,841.62	$2,696.24	$1,009.29	$1,832.42
Golf / Green Fees	3,135	$31,221.27	$29,661.69	$0.00	$31,221.27
Golf / Memberships	20	$0.00	$0.00	$0.00	$5,009.01
Golf / Services (GHIN & Club Storage)	2	$114.29	$108.58	$0.00	$149.29
Golf Carts	2870	$38,164.24	$36,251.19	$0.00	$38,164.24
Merchandise / Accessories	191	$5,269.06	$5,005.62	$3,870.06	$1,398.97
Merchandise / Apparel	2	$88.57	$84.14	$77.50	$11.07
Merchandise / Clubs	25	$10,699.06	$10,164.12	$9,734.88	$2,7703.17
Merchandise / Footwear	2	$205.72	$195.44	$184.83	$20.89
Merchandise / Gloves	149	$2,288.70	$2,174.40	$1,614.95	$673.78
Merchandise / Golf Bags	25	$3,523.83	$3,347.66	$3,226.42	$297.42
Merchandise / Golf Balls	793	$11,854.70	$11,261.63	$8,730.03	$3,124.37
Merchandise / Headwear	143	$3,680.94	$3,496.88	$2,581.64	$1,099.28
Range Balls	757	$4,179.15	$3,971.30	$0.00	$4,179.15
Rental Club Fees	35	$323.00	$306.80	$0.00	$323.00
Tournament Credit Book	26	$0.00	$0.00	$0.00	$17,598.70
Tournament Fees	156	0	0	$0.00	$6,240.00
Total May Profit		$134,122.13	$127,409.13	$37,268.06	$127,477.59
TOTAL GROSS REVENUE					$171,456





PRO SHOP REVENUES FICSCAL YEAR 2024-2025

July 1, 2024 - June 30, 2025							
	Month	Qty	Subtotal	Subtotal w/o Tax	Cost	Profit	Gross Revenue
	Jul-24		$115,582.89	$111,368.85	$18,220.47	$138,455.13	$162,461.57
	Aug-24		$110,996.34	$106,553.56	$15,754.33	$118,083.03	$139,395.01
	Sep-24		$105,940.10	$101,046.15	$18,169.20	$88,408.57	$111,472.17
	Oct-24		$63,627.41	$60,071.00	$10,220.18	$60,908.77	$74,313.92
	Nov-24		$63,618.69	$60,433.31	$10,549.79	$59,660.86	$73,395.57
	Dec-24		$96,793.99	$92,948.73	$12,731.43	$82,750.12	$99,298.80
	Jan-25		$66,202.22	$64,518.56	$4,487.20	$61,924.98	$68,095.88
	Feb-25		$53,497.33	$50,818.13	$7,680.04	$57,962.81	$68,322.07
	Mar-25		$80,579.76	$76,545.84	$13,271.62	$87,086.49	$104,391.67
	Apr-25		$71,756.43	$68,164.33	$14,036.87	$72,586.23	$90,214.53
	May-25		$134,122.13	$127,409.15	$37,268.06	$127,477.58	$171,456.28
	Jun-25						
	Fiscal Year		$962,969.29	$920,117.61	$162,509.19	$955,424.57	$1,163,058.01

Submitted by: Tim VanderBout, Golf Course Manager
Approved by: Jim Burress, Special Services Director

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 18.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell-Chaves County EDC 4th Qtr Report

Attachments

RCCEDC FY25 Q4 Report

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

June 16, 2025

Ms. Tommi Conyers
Special Event Coordinator
City of Roswell
425 N. Richardson Ave
Roswell, NM 88201

Dear Ms. Conyers,

Attached is our 4th 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
2. Profit and Loss Statement
3. Invoice for payment.

cc: Chad Cole, City Manager

ROSWELL-CHAVES COUNTY
ECONOMIC DEVELOPMENT CORPORATION

City of Roswell
Economic Development Report
Roswell-Chaves County Economic Development Corporation
April - June 2025

1. Brief description of recruitment efforts and growth of participation in EDC activities:
   A. National Championship Air Races (NCAR). Roswell, New Mexico will be the new host of the NCAR starting in the Fall 2025. This project is in full transition, with grandstands, racecourse and pylon placement in works, and numerous local and regional meetings. They are seeking numerous volunteers and sponsors. The Pylon Racing Seminar (PRS) occurred during the week of May 18-23, 2025, where all racers, crew and support staff, with about 200-300 visitors in Roswell during that time. Local hotels and lodgings are completely full with many regional city's lodgings also seeing impacts. We continue to support lodging challenges, volunteer solicitation, and assist in local staffing for RARA. They have secured a lease for offices at Penn Plaza and are still seeking a full-time employee.
   B. 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. Project is still underway.
   C. Project Horizon is a new project for a small distribution center. The land we had selected (city property), on the corner of Sunset and Monks dale Streets are being considered for a new build, is also the same property we completed Phase I Environmental, Archaeological, and Geo-technical studies to become a certified site. This is the new location for an Amazon "Last mile" delivery center. City's Legal Committee approved land sale, with the City Council approving a Public Hearing scheduled for their June 2025 meeting. Amazon will be in attendance for a presentation, and we anticipate full council approval for the land sale. Estimated construction to start with completion early Spring 2026. About 100-200 employees are projected with a capital investment of about $10 million.
   D. Project Hail, a manufacturing company, is moving forward to begin a large, advanced manufacturing center which could result in 800-2,000 new jobs. Land has been identified (rail-served) and is under negotiation. The NM Economic Department has been assisting with LEDA and JTIP applications. The company is also seeking to partner with Project Stream principles for new hangar development at the Roswell Air Center for two other aviation projects, which will create many more additional jobs.
   E. Project Show, a tourism and community development project has been in progress to consider the renovation of the former amphitheater owned by the New Mexico Military Institute. A committee has been formed, due diligence is in work, funding is being secured with cost estimates. A business plan is being created, and we may pursue once all positive due diligence is completed.
   F. Project Stream, an investment company for new hangar development. For the past several years, we have been working with this company to fund and develop new hangars for existing tenants and potential companies at the air center. Discussions are ongoing and have the potential to move forward by the end of this calendar year.

2. Profit and Loss Actuals vs Budget Financial Report as attached.

3. Educational opportunities provided to members and non-members.
   A. During the last quarter, the EDC coordinated a program of five seminars for Spring 2025.
   B. We identified and offered 3 online webinars for local businesses this past quarter.

4. Job Creation:
   A. We met with two companies for potential JTIP Awards applications.
   B. We continue to advocate and testify to the state's Jobs Training Incentive Program (JTIP) Board of Directors for training reimbursement funds in support of new jobs and incumbent worker training. Currently we are working with owners of Project Hail with a new application.
   C. Attended the MRO Americas tradeshow and conference meeting with aerospace companies.
   D. Attended the National Workforce Board annual conference on workforce development

5. Business Retention Report

   A. Over sixty local businesses were contacted and assisted through our Business Retention and Expansion (BRE) program during this period.

6. Industry Business Solicitation Report.

Code Name	Source	Submitted	Status	Description
Tech Tires	NM Partnership	12/11/2024	Active	The NM Partnership is working with an environmental tech company that is pursuing environmentally responsible ways to recycle tires. Using their plasma technology (proven chemical process existing in other plants) they can recycle tires with no emissions, heat, etc. Their equipment is modular and ready to deploy. Their main intake is field gases and are currently looking for a sites in NM in either NW NM or SE NM near midstream services. Main considerations for siting: sites near midstream facilities, access to ability to recruit talent, ability to do IRB. Some argon is needed on the front end of the process, but not other chemicals stored on site. Entire process is contained within the facility
Transportation Pilot Project	NM Partnership	12/6/2024	Active	The company is currently looking for fleets (preferably vans and light commercial vehicles – about 15-20 vehicles) that make frequent and divers trips and are partnering with those fleet operators in numerous states – including NM – that agree to temporarily install their cameras in vehicles. All installation costs are covered by the project company and the collected data is strictly anonymous and confidential. Furthermore, the project company provides a financial incentive to the strategic partners and are open to promoting this partnership (for example via press release) that aims to accelerate the development of advanced technologies in the automotive industry and improve safety.
Rig	EDC	11/20/2024	Active	A Canadian company, through a commercial realtor, reached out to the EDC. Looking for a 60000 SF heavy industrial facility to manufacture components in support of petroleum extraction. Interested in Roswell's location for a potential expansion. Location is estimated to have 160 FTEs at an average of $24/hour.

Code Name	Source	Submitted	Status	Description
Sustany	EDC	3/10/2025	Active	Large data center project involving purchase/lease of 3-5,000 acres of self-generation power and renewable energy.
Coyote Willow	EDC	2/10/2025	Active	Renewable energy project of wind and solar. Identifying land parcels currently.
Project Cart	EDC	5/19/2025	Active	Developer seeking to purchase land to create a family entertainment area. Land is being sourced currently.

7. Real Estate Property:
   A. Applied for a state economic development grant for future site development in FY2026. Plans call for parcel identification, Phase I Environmental Assessment, Geotechnical studies, archeological and other studies to prepare a site to "shovel-ready" status. Grant was recently approved and awarded by the state for next fiscal year.
   B. All key listings of commercial/industrial property and buildings are updated at https://www.chavescounty.net/real-estate

8. New and changed programming.
   A. Our Board of Directors has approved Retail Strategies to support new retail companies in Roswell in preparation for the projected population growth because of the National Championship Air Races. Chaves County Board of Commissioners also proved 1/3 of the funding to support these actions. Several new retail establishments are underway, and others are targeted for soon for development. We met with the company after their recent attendance at the International Council of Shopping Centers, the largest retail trade show in the country. They have identified several opportunities and are following up with additional information. Predominately restaurants and shopping businesses.

9. Promotional campaigns
   A. The Roswell Air Center remains our top focus for opportunity where our advertising efforts support new opportunities.
   B. Contracted advertising for Roswell during this period: the Livability magazine project for 2025 has been completed, with the 2026 project in planning stages.
   C. See attached social media and website analytics.

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 NMIDEA monthly Board of Director's meeting, representing this region.
   C. Attended the monthly Chaves County Commission meetings and Roswell City Council meetings.
   D. 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.
   E. Presented to several local civic groups about EDC activities
   F. Attended the Roswell Job Corps quarterly community meeting
   G. Eastern New Mexico Medical Center Board of Trustees meetings.
   H. Eastern Area Workforce Development Board of Directors and Youth Committee meetings.
   I. Several online/virtual calls with the Reno Air Racing Association and local officials/business leaders in preparation for their transition here.
   J. Attended Roswell Hispano Chamber of Commerce meetings
   K. Attended virtual meetings with the Aerospace States Association of New Mexico. Hosted an exhibit table during the state's Aviation and Aerospace Day at the Capitol during the 2025 Legislative Session.

Roswell-Chaves County EDC
Fourth Quarter Report to City of Roswell

Golden Shovel Agency (GSA) (Based on January 1, 2025-Mach 31, 2025. This is the latest data given to us by GSA).

- Total users 2,820
- New users 2,772
- Sessions 3,345
- Sessions per user 1.19
- Engagement rate 50.67%
- Website views 10,442
- Engaged sessions 1,695
- Highest traffic days for website views: Friday and Tuesday. Wednesday and Thursday are pretty even.
- Device category (devices users are viewing our website from)

Device	Total users
Desktop	1,600
Mobile	1,196
Smart tv	1
Tablet	23

- Countries and number of users from the country that have engaged in our website

Country	Total users
United States	2,093
Ireland	43
China	38
Canada	25
Germany	24
India	19
Philippines	19
Japan	13
Russia	11
Sweden	11

- Audience overview

Page title	Total users	Views
RCCEDC Homepage	1,067	1,514
RARA- in Roswell and Chaves County	328	423
RCCEDC Staff	178	245

Los Angeles	34

- Traffic Type

Sessions default	Total users
Organic search	1,190
Direct	1,064
Referral	253
Organic social	161
Email	18

Facebook analytics (March 5-June 2, 2025)

- 15,659 Views, -49% for the last 90 days but up 192% for the previous 28 days
- 8 new followers
- Engagement is down 68% but is up 332% for the previous 28 days
- Interactions are up 412% in the last 28 days
- 69% of users are women, 31% are men
- United States is the leader in top location of users (100.4%)
- Most active times are Thursday's and Tuesday's (Thursday has highest traffic)
- Most users are looking at photo posts (75.4%) and links (24.6%)

Linkedin analytics (Last 90 days)

- 1,127 followers
- 48 profile viewers
- 12 search appearances, all appearances 209
- Top demographics that have viewed Linkedin page: Presidents (8.6%), Owner (5.5%), Chief Executive Officer (4.6%), Founder (1.9%), and Economic Developer (1.7%)

Instagram analytics (March-Present (June 3, 2025))

- 608 total followers
- 429 views of the views, 71.1% are followers of the RCCEDC Instagram page and 28.8% and non-followers.
- Accounts reached, 162
- 19 new interactions, of which 73.7% are followers and 26.3% are non-followers
- Accounts engaged, 17

April BRE visits (Kim Perry):

Date of Visit	Business Name	POC
4/2/2025	Sara's Mediterranean Grill	
4/16/2025	Valley Café	Anthony
4/16/2025	COTM Dream Center	Dorothy Hellums
04/17/2025	She's a Dandy	Camaryn Hennington
04/21/2025	NMMI	Col. David West
04/22/2025	The Brave Co.	Jessica Bradford
04/22/2025	Roswell Elks Lodge	Darlene Satterfield
04/22/2025	The Rusty Spike	Kyle Ramage
04/23/2025	Southwest Bearing	Desiree Rattan

April BRE visits (Kristen Chappell):

04/15/2025	Zenith Security Systems	Kezia Pieratt
04/16/2025	Area 52	Pat Loranca
04/17/2025	Historical Society for Southeast New Mexico	Amy McVay-Tellez
04/17/2025	Quality Inn & Suites	Kabir Bhakta
04/21/2025	Burrell College of Osteopathic Medicine	Emily Cometti
04/22/2025	Spring River Apartments	Karla (I wasn't able to catch her last name. She is filling in temporarily from a different location to alleviate staffing changes).
04/22/2025	NuMex Plastics, LLC	Guy Tipton
04/23/2025	Captain Jim's	Jim Werdann
04/28/2025	Valley Bank of Commerce	Lexi Williams
04/28/2025	Farmers Insurance	Christopher Whitney

May BRE visits (Kristen Chappell):

05/01/2025	Farm Bureau Financial Services-Larry Marshall	Larry Marshall
05/01/2025	Clean Haul	Tyler Giles
05/05/2025	Edward Jones	Nicole Wieser
05/06/2025	Roswell Daily Record	Packy Fajardo/Christina Stock
05/08/2025	Sparklight	Jamie "Jay" MacLeod
05/09/2025	Fairfield Inn	Evelyn Moreno
05/14/2025	Wrap Studio LLC	Julie Corbell
05/15/2025	Suds Up Carwash	Sergio Carvajal
05/21/2025	La Quinta-Roswell	Kendra Harbour

05/22/2025	KBIM Radio/KBIM TV	Aaron Forrister

May BRE visits (Kim Perry):

05/08/2025	Otero Federal Credit Union	Melene Street
05/08/2025	Dream Center (Church on the Move)	Troy Smothermon
05/19/2025	Big R	Jodi Schwartz
05/19/2025	Roswell Gun Club	John Thoesen
05/20/2025	City of Roswell	Jessica Vickers
05/21/2025	Redden Plumbing	Hannah McPherson
05/21/2025	Richland Auto Group	Clarissa Gonzales-Adams
05/22/2025	Stellar Coffee	Anne Baker
05/22/2025	USA Beef Packing	Nayely Madrid
05/29/2025	Wair Irrigation	Cliff Waide

ROSWELL- CHAVES COUNTY EDC

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION AND
ACCOUNTANT'S COMPILATION REPORT

APRIL 30, 2025

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 April 30, 2025, and the related statements of activities - income tax basis for the month ending April 30, 2025 and the ten 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.)
May 15, 2025
Roswell, NM 88203-4544

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of April 30, 2025 and March 31, 2025

Assets

	April 30, 2025	March 31, 2025
Current Assets		
CASH IN BANK - PIONEER #2795	$ 51,750.29	$ 13,493.92
FIRST AMERICAN - SAVINGS #4520	21,552.97	21,549.43
PIONEER MONEY MARKET ACCOUNT #2643	356,971.89	356,020.88
A/R - CITY OF ROSWELL	66,666.66	49,999.99
A/R - CHAVES COUNTY	33,337.66	33,336.99
Total Current Assets	530,279.47	474,401.21
Property and Equipment		
EQUIPMENT	701.32	701.32
Net Property and Equipment	701.32	701.32
Non Current Assets		
FIRST AMERICAN BANK - INVESTMENT FUND #R002500	439,029.24	439,029.24
UNREALIZED GAIN LOSS ON INVESTMENT	9,129.14	9,129.14
Total Non Current Assets	448,158.38	448,158.38
Total Assets	$ 979,139.17	$ 923,260.91

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Financial Position
Income Tax Basis
As of April 30, 2025 and March 31, 2025

Liabilities and Net Assets

	April 30, 2025	March 31, 2025
Current Liabilities		
A/P - EMPLOYEES	$ 12,359.32	$ 12,359.32
A/P - VENDORS	17,230.00	17,230.00
CARD SERVICE CENTER	(6,913.06)	(6,913.06)
FICA PAYABLE	1,539.38	1,340.96
MEDICARE PAYABLE	360.02	313.62
FEDERAL WITHHOLDING PAYABLE	885.95	885.95
STATE WITHHOLDING PAYABLE	676.74	627.69
SIMPLE IRA PAYABLE	1,640.97	1,640.97
SUTA PAYABLE	35.30	216.68
Total Current Liabilities	27,814.62	27,702.13
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	67,814.62	67,702.13
Net Assets		
Net Assets Without Donor Restrictions	509,107.96	509,107.96
Net Assets with Temporary Donor Restrictions	375,171.39	375,171.39
Other Equity	5,750.00	5,750.00
Current Earnings	21,295.20	(34,470.57)
Total Net Assets	911,324.55	855,558.78
Total Liabilities and Net Assets	$ 979,139.17	$ 923,260.91

See Accountants' Compilation Report

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 10 Months Ended April 30, 2025

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Sales				
CITY OF ROSWELL	$ 16,666.67	18.45 %	$ 166,666.66	31.22 %
CHAVES COUNTY	16,666.67	18.45	166,666.66	31.22
MEMBERSHIP DUES	2,000.00	2.21	107,647.50	20.16
SPECIAL EVENT	0.00	0.00	11,058.04	2.07
CERTIFIED EDO GRANT (NMEDD)	40,000.00	44.28	40,000.00	7.49
LEADS SITE PREPARDNESS GRANT (NMEDD)	0.00	0.00	25,000.00	4.68
RETAIL MARKET STUDY	15,000.00	16.61	15,000.00	2.81
RENTAL INCOME	0.00	0.00	1,800.00	0.34
Total Sales	90,333.34	100.00	533,838.86	100.00
Gross Profit	90,333.34	100.00	533,838.86	100.00
Operating Expenses				
WAGES - BONUS	0.00	0.00	2,955.69	0.55
MISCELLANEOUS EXPENSE	0.00	0.00	511.94	0.10
ADVERTISING	360.00	0.40	28,640.68	5.37
MEMBERSHIP MEETINGS	0.00	0.00	14,211.72	2.66
AUDIT	0.00	0.00	9,170.65	1.72
BANK CHARGES	59.56	0.07	616.41	0.12
CONTRACT SERVICES	4,296.09	4.76	21,190.86	3.97
BUSINESS EXPANSON	0.00	0.00	1,778.82	0.33
BUSINESS RECRUITMENT	3,317.94	3.67	11,835.77	2.22
ENTERTAINMENT/MEALS	0.00	0.00	166.56	0.03
DUES & SUBSCRIPTIONS	84.00	0.09	6,479.53	1.21
EDUCATIONAL EXPENSE	852.81	0.94	9,672.58	1.81
INTEREST	15.15	0.02	68.66	0.01
MILEAGE	549.15	0.61	4,421.15	0.83
OFFICE EXPENSE	1,640.02	1.82	4,222.77	0.79
POSTAGE	0.00	0.00	211.27	0.04
PAYROLL TAXES	1,825.18	2.02	19,869.43	3.72
RETIREMENT(SIMPLE IRA)	516.36	0.57	6,335.24	1.19
RENT	0.00	0.00	9,600.00	1.80
TRAVEL & CONVENTIONS	0.00	0.00	5,835.86	1.09
WAGES	23,228.36	25.71	261,279.33	48.94
WEB SITE	0.00	0.00	16,519.32	3.09
PENALTY	0.00	0.00	164.60	0.03
SPECIAL EVENT EXPENSE	0.00	0.00	13,088.39	2.45
MAINSTREET FACADE	0.00	0.00	15,000.00	2.81
LEADS SITE PREPARDNESS GRANT EXPENSE (NMEDD)	0.00	0.00	24,834.00	4.65
LEGISLATIVE DINNER	0.00	0.00	15,588.80	2.92
RETAIL MARKET STUDY EXPENSE	0.00	0.00	45,000.00	8.43
Total Operating Expenses	36,744.62	40.68	549,270.03	102.89
Operating Income (Loss)	53,588.72	59.32	(15,431.17)	(2.89)
Other Income (Expenses)				
DIVIDEND INCOME	0.00	0.00	8,428.02	1.58
OTHER INCOME	1,222.50	1.35	17,636.18	3.30
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	0.00	5,074.23	0.95
INTEREST	954.55	1.06	6,571.27	1.23
INVESTMENT FEES	0.00	0.00	(983.33)	(0.18)

ROSWELL- CHAVES COUNTY EDC
Statement of Activities
Income Tax Basis
For the One Month and 10 Months Ended April 30, 2025

	CURRENT MONTH		YEAR TO DATE	
	Amount	Percent	Amount	Percent
Total Other Income (Expenses)	2,177.05	2.41	36,726.37	6.88
Net Income (Loss) Before Taxes	55,765.77	61.73	21,295.20	3.99
Net Income (Loss)	$ 55,765.77	61.73 %	$ 21,295.20	3.99 %

SUPPLEMENTARY INFORMATION

Finance Committee

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ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 10 Months Ended April 30, 2025

	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	$ 166,666.66	$ 166,666.66	$ 0.00	$ 200,000.00	$ 33,333.34
CHAVES COUNTY	16,666.67	16,666.67	0.00	166,666.66	166,666.66	0.00	200,000.00	33,333.34
MEMBERSHIP DUES	2,000.00	12,500.00	(10,500.00)	107,647.50	125,000.00	(17,352.50)	150,000.00	42,352.50
SPECIAL EVENT	0.00	0.00	0.00	11,058.04	0.00	11,058.04	0.00	(11,058.04)
CERTIFIED EDO GRANT (NMEDD)	40,000.00	3,333.33	36,666.67	40,000.00	33,333.34	6,666.66	40,000.00	0.00
LEADS SITE PREPARDNESS GRANT (NMEDD)	0.00	2,083.33	(2,083.33)	25,000.00	20,833.34	4,166.66	25,000.00	0.00
RETAIL MARKET STUDY	15,000.00	0.00	15,000.00	15,000.00	0.00	15,000.00	0.00	(15,000.00)
RENTAL INCOME	0.00	150.00	(150.00)	1,800.00	1,500.00	300.00	1,800.00	0.00
Total Sales	90,333.34	51,400.00	38,933.34	533,838.86	514,000.00	19,838.86	616,800.00	82,961.14
Gross Profit	90,333.34	51,400.00	38,933.34	533,838.86	514,000.00	19,838.86	616,800.00	82,961.14
Operating Expenses								
WAGES - BONUS	0.00	333.33	(333.33)	2,955.69	3,333.34	(377.65)	4,000.00	(1,044.31)
MISCELLANEOUS EXPENSE	0.00	83.33	(83.33)	511.94	833.34	(321.40)	1,000.00	(488.06)
ADVERTISING	360.00	1,916.67	(1,556.67)	28,640.68	19,166.66	9,474.02	23,000.00	5,640.68
MEMBERSHIP MEETINGS	0.00	708.33	(708.33)	14,211.72	7,083.34	7,128.38	8,500.00	5,711.72
AUDIT	0.00	675.00	(675.00)	9,170.65	6,750.00	2,420.65	8,100.00	1,070.65
BANK CHARGES	59.56	90.00	(30.44)	616.41	900.00	(283.59)	1,080.00	(463.59)
CONTRACT SERVICES	4,296.09	2,102.50	2,193.59	21,190.86	21,025.00	165.86	25,230.00	(4,039.14)
BUSINESS EXPANSON	0.00	166.67	(166.67)	1,778.82	1,666.66	112.16	2,000.00	(221.18)
BUSINESS RECRUITMENT	3,317.94	2,083.33	1,234.61	11,835.77	20,833.34	(8,997.57)	25,000.00	(13,164.23)
ENTERTAINMENT/MEALS	0.00	41.67	(41.67)	166.56	416.66	(250.10)	500.00	(333.44)
DUES & SUBSCRIPTIONS	84.00	615.66	(531.66)	6,479.53	6,156.68	322.85	7,388.00	(908.47)
EDUCATIONAL EXPENSE	852.81	1,333.33	(480.52)	9,672.58	13,333.34	(3,660.76)	16,000.00	(6,327.42)
INTEREST	15.15	0.00	15.15	68.66	0.00	68.66	0.00	68.66
MILEAGE	549.15	416.67	132.48	4,421.15	4,166.66	254.49	5,000.00	(578.85)
OFFICE EXPENSE	1,640.02	416.67	1,223.35	4,222.77	4,166.66	56.11	5,000.00	(777.23)
POSTAGE	0.00	41.67	(41.67)	211.27	416.66	(205.39)	500.00	(288.73)
PAYROLL TAXES	1,825.18	2,169.67	(344.49)	19,869.43	21,696.66	(1,827.23)	26,036.00	(6,166.57)
RETIREMENT(SIMPLE IRA)	516.36	666.67	(150.31)	6,335.24	6,666.66	(331.42)	8,000.00	(1,664.76)
RENT	0.00	800.00	(800.00)	9,600.00	8,000.00	1,600.00	9,600.00	0.00
TRAVEL & CONVENTIONS	0.00	3,166.67	(3,166.67)	5,835.86	31,666.66	(25,830.80)	38,000.00	(32,164.14)
WAGES	23,228.36	27,121.08	(3,892.72)	261,279.33	271,210.84	(9,931.51)	325,453.00	(64,173.67)
WEB SITE	0.00	1,578.58	(1,578.58)	16,519.32	15,785.84	733.48	18,943.00	(2,423.68)
PENALTY	0.00	0.00	0.00	164.60	0.00	164.60	0.00	164.60
SPECIAL EVENT EXPENSE	0.00	250.00	(250.00)	13,088.39	2,500.00	10,588.39	3,000.00	10,088.39

ROSWELL- CHAVES COUNTY EDC
Statement of Activities - Budget to Actual
Income Tax Basis
For the One Month and 10 Months Ended April 30, 2025

	CURRENT MONTH			YEAR TO DATE			ANNUAL	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Variance
MAINSTREET FACADE	0.00	1,250.00	(1,250.00)	15,000.00	12,500.00	2,500.00	15,000.00	0.00
LEADS SITE PREPARDNESS GRANT EXPENSE (NMEDD)	0.00	2,083.33	(2,083.33)	24,834.00	20,833.34	4,000.66	25,000.00	(166.00)
LEGISLATIVE DINNER	0.00	1,264.17	(1,264.17)	15,588.80	12,641.66	2,947.14	15,170.00	418.80
RETAIL MARKET STUDY EXPENSE	0.00	0.00	0.00	45,000.00	0.00	45,000.00	0.00	45,000.00
Total Operating Expenses	36,744.62	51,375.00	(14,630.38)	549,270.03	513,750.00	35,520.03	616,500.00	(67,229.97)
Operating Income (Loss)	53,588.72	25.00	53,563.72	(15,431.17)	250.00	(15,681.17)	300.00	(15,731.17)
Other Income (Expenses)								
DIVIDEND INCOME	0.00	0.00	0.00	8,428.02	0.00	8,428.02	0.00	8,428.02
OTHER INCOME	1,222.50	0.00	1,222.50	17,636.18	0.00	17,636.18	0.00	17,636.18
UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00	0.00	0.00	5,074.23	0.00	5,074.23	0.00	5,074.23
INTEREST	954.55	16.67	937.88	6,571.27	166.66	6,404.61	200.00	6,371.27
INVESTMENT FEES	0.00	(41.67)	41.67	(983.33)	(416.66)	(566.67)	(500.00)	(483.33)
Total Other Income (Expenses)	2,177.05	(25.00)	2,202.05	36,726.37	(250.00)	36,976.37	(300.00)	37,026.37
Net Income (Loss) Before Taxes	55,765.77	0.00	55,765.77	21,295.20	0.00	21,295.20	0.00	21,295.20
Net Income (Loss)	$ 55,765.77	$ 0.00	$ 55,765.77	$ 21,295.20	$ 0.00	$ 21,295.20	$ 0.00	$ 21,295.20

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 19.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Hispano Chamber of Commerce Annual Report FY2025

Attachments

FY 2025 RHCC Annual Report
June 2024-June 2025 fianacials
RHCC COI
FY26 Proposed Budget- RHCC

Roswell Hispano Chamber of Commerce

City of Roswell FY25 Annual Report

Our Vision is Simple

- Education unlocks knowledge. Knowledge unleashes individual skills and entrepreneurship which, in turn, creates individual opportunity, and community, economic, and social benefits.

Our Mission

- To drive economic growth in Chaves County by empowering businesses through education, resources, and advocacy.

FY 2025 Membership

- Members Thru June 23, 2025:
  - ✓ 12/31/2024 Total Membership = 96
  - ✓ 06/23/2025 Members Dropped = 0
  - ✓ 06/23/2025 Members Gained = 46
  - ✓ 06/23/2025 Total Members = 142
  - ✓ 06/23/2025 Membership Increase = 48%

Membership & Business Engagement (Cont'd)

New RHCC Members:

Sun Valley Energy	Tom's Towing Service
Michael J McKee Insurance Agency	Sofia Vanden Bout insurance
Comfort Suites	Tiny Trends Children's clothing
Eastern New Mexico University	Wesst
May Taylor & Co.	WaFd Bank
Martin's Capital Café	Jay Cano Trucking
Amigo TAX Service Inc.	The Miscellaneous Office
Alisara	Agape Homecare.
Crossroads Express	Game Day
Passion, Entertainment	Kraft Law LLP
Thomas Davis	Wells Fargo
Noalmark -La Ley Radio	SparkLight
Chero's Boots	N & E Enterprises
Moon Man Printing,	Brent's Eyeglasses
Luxury Rides	Hot Bev (Location 1)
Simon Anaya Printing	Hanna Carlton Insurance
Alma's Restaurant	Roswell Independent School District
JC Event Venue, LLC	Ancient of Days
Xcel Energy	Paizion Entertainment
	Peppers Grill & Bar
	KBIM / KBIM FM / Noalmark

Membership & Business Engagement (Cont'd)

New RHCC Members - May:

Jackson Hewlitt $100	Aztec Imports $125	Otero Federal $400
Wells Fargo $400	NM Gas $1000	Supermeat Mart $300

FY 2025 Financials

- June 1, 2024 thru June 23, 2025:
  - Total Liabilities & Equity = $49,692.16
  - Total Income = $69,224.68
  - Total Expenses = $74,303.58
  - Net Income = ($ 5,078.90)

We Have Made Major Strides in Laying a Solid Foundation for the Future

1. Organizational Growth & Leadership
2. Membership & Business Engagement
3. Community & Education Advocacy
4. Tourism Event Execution
5. Marketing & Visibility

Organizational Growth & Leadership

- **Reviewed And Updated Our By-laws**: We are now in full compliance with them, including the election of officers and board members.
- **Reviewed and Reconciled Our Financial Records:** To have a clear understanding of our financial position and to ensure accurate and transparent reporting.
- **Revitalized Our Board of Directors**: Recruited purpose-driven members focused on transparency, processes, strategic impact, community, and education—This is an ongoing effort.

Organizational Growth & Leadership (Cont'd)

- **Streamlined Committees**: We continue to clarify responsibilities and improve accountability across executive, planning, membership, and education teams.
- **Upgrading Our CRM System:** We are transitioning to a new platform to improve communication with current and prospective members—and vice-versa.
- **Implemented Action Plans**: As per our contract with the City we have developed and are in the process of executing a 12-month membership drive centered on business education initiatives and membership benefits.

Membership & Business Engagement

- **Small Business:** Our goal is to help smaller, under-resourced businesses by offering tools and individual, hands-on support through local partners like SBDC, Workforce Training, and WESST, to grow their footprint, gain customers, cut red tape, and build partnerships.
- **Major Employers:** Our goal is to support large employers in maintaining a stable and business-friendly environment—through advocacy, relationships, and policy engagement—while helping them to develop workforce strategies that align with their growth and talent development needs.

Membership & Business Engagement (Cont'd)

- **Strengthened Membership Value:** Launched a series of business workshops and facilitated access to practical tools, expert-led training, and actionable insights—all designed to address real-time business challenges and connect members with subject-matter experts in finance, marketing, operations, and workforce development.
- **Created Engagement Tools:** Implemented "meet and greet" events and used targeted outreach—such as emails and social media messaging—to build a pipeline of prospective members and surveyed them to identify their needs.

Membership & Business Engagement (Cont'd)

Surveyed Members and Prospects:

- **Local Legal Resources**
- AI Business Integration
- Gathering Customer Data
- **Social Media Marketing**
- Financial Literacy
- Customer Communication
- MSFT Office Training
- **Tax Bootcamp**
- NM Business Showcase
- Help Homeless Program
- Working w/ RARA
- Bus. Resources in RoW

Membership & Business Engagement (Cont'd)

- **Hired New Executive Director**: Welcomed Melissa Cobos as Executive Director to lead RHCC into its next chapter. With a strong background in community engagement, she has brought fresh energy and focus to drive membership growth.
- **Engaged in Business Development & Systems Training:** Ms. Cobos is working with the Small Business Development Center to implement processes that will further drive RHCC membership growth and better serve local entrepreneurs.
- **Increased Membership**: In six months, Ms. Cobos has increased membership by 48%, from 96 to 142 members.

Community & Education Advocacy

- **Developed Education Series**: Launched a series of business workshops and will be hosting a monthly "Lunch and Learn“ series, initially for members, focused on business topics.
- **Promoted Alternative Educational Pathways**: Championed community awareness and access to nontraditional education routes, including skilled trades, entrepreneurship, military service, and adult learning.
- **Co-led Two Public Education Fairs**: Partnered with ENMU-R, NMMI, and others to elevate awareness of postsecondary local alternatives and eliminate barriers to entry.

Community & Education Advocacy (Cont'd)

Education Fair Topics:

- **NMMI –** Early Commissioning Program; IPA
- **ENMU-R –** Automotive; Aviation; Health Sciences
- **Job Corps –** Construction: Electrical; Painting
- **Youth Challenge –** Military; EMR & Fire Science
- **RISD –** Early College Program

Tourism Event Execution

- **PiñataFest:** Currently being revamped to boost community engagement and regional tourism visibility.
- **Cinco de Mayo Festival:** Partnered at **MatanzaFest** with HSNB to support local education and expand tourism impact.
  - Helped raise nearly $20,000 for education.
  - Approximately 2,500 attendees.
  - Total estimated economic impact of $67,436 to $91,954.
  - Boosted tourism and business engagement.
    - ✓ Involved 28 local vendors, 23 major local sponsors, and dozens of volunteers.

Marketing & Visibility

- **Volunteer Rewards:** Because of our volunteer contributions to the HSNB in MatanzaFest, RHCC was included in their radio and digital advertising campaigns (as was CoR) significantly increasing our visibility and name recognition.
- **HSNB Achieved Over 750,000 Facebook Ad Views**: By partnering with the Horseshoe Nails Brigade, we amplified the RHCC brand and expanded our reach.
- **Consistent Messaging**: Ensured all communications tied back to RHCC's core values: education, economic opportunity and cultural tradition.

CONCLUSION

Aligned Expectations: We believe the RHCC is in step with the needs of our members, the broader community, and our shared commitments with the City of Roswell.

Working Together: We continue to collaborate closely with partner organizations—including the City of Roswell, as well as NMMI, ENMU-R, and the EDC—to advance our mission and amplify community impact.

CONCLUSION

We have implemented much of the scope of work as outlined in our commitment to the City of Roswell and hope to continue our partnership with the city in FY-26.

- ✓ Launched Membership Retention and Development and Business and Community Education Initiatives.
- ✓ Rolled out the Community and Professional Enhancement Initiatives, beginning with the Procurement Lecture Series, using a membership survey as a starting point.

Current Public Affiliations

ENMU-R	RCCEDC	ROSWELL PUBLIC LIBRARY	CHURCH ON THE MOVE
UNITED WAY OF CHAVES COUNTY	RISD	ROSWELL CHAMBER OF COMMERCE	UNITED STATES HISPANIC CHAMBER
MAINSTREET ROSWELL	WESST	KEEP ROSWELL BEAUTIFUL	NMMI

Future Affiliations

FARMERS COUNTRY MARKET	BILTWISE	ROSWELL AIR-CENTER AND AVIATION	ROSWELL BANKS
CORTEZ GAS	LOCAL OIL AND GAS COMPANIES	LEPRINO FOODS	XCEL ENERGY
EASTERN NM MEDICAL CENTER	LOVELACE REGIONAL HOSPITAL	RETAIL – WALMART & HOME DEPOT	MBF INSPECTION SERVICES

On behalf of the

Roswell Hispano Chamber of Commerce

thank you for your time.

Questions

Thank You!

ROSWELL HISPANO CHAMBER OF COMMERCE
Profit & Loss
June 1, 2024 through June 23, 2025

	Jun 1, '24 - Jun 23, 25	
Ordinary Income/Expense		
Income		
Program Income		
Membership Dues	12,280.00	
Total Program Income		12,280.00
Indirect Public Support		
City of Roswell	56,250.00	
Total Indirect Public Support		56,250.00
Direct Public Support		
Gifts in Kind - Services	1,600.00	
Total Direct Public Support		1,600.00
Other Types of Income		
Miscellaneous Revenue	519.68	
Total Other Types of Income		519.68
Cinco de Mayo Revenue		-1,425.00
Total Income		69,224.68
Expense		
Licenses & Permits		35.00
Payroll preparation fees		420.00
Contract Services		
Commissions	2,975.00	
Accounting Fees	2,100.00	
Outside Contract Services	18,332.40	
Total Contract Services		23,407.40
Facilities and Equipment		
Equip Rental and Maintenance	1,265.24	
Rent Bldg	6,000.00	
Total Facilities and Equipment		7,265.24
Operations		
Advertising	4,574.13	
Bank Service Charges	680.25	
Bank Fees	2.22	
Computer Internet and Website	955.32	
Conference, Convention, Meeting	1,055.00	
Director Fees	900.00	
Insurance - General Liability	408.00	
Office Expense	1,469.02	
Payroll Expenses	23,327.74	
Payroll Taxes	1,933.80	
Taxes	60.46	
Total Operations		35,365.94
Other Types of Expenses		
Cinco de Mayo related expenses	7,310.00	
Donation	500.00	
Total Other Types of Expenses		7,810.00
Total Expense		74,303.58
Net Ordinary Income		-5,078.90
Net Income		**-5,078.90**

RISK PLACEMENT SERVICES

Insurance Quote

Dear: Alex Urquides, Taylor & Associates, Inc. Date: May 01, 2025

Attached please find Carrier quotation RPS has secured on your behalf for the below mentioned risk.
Please review the attached and below carefully as coverage described herein may be different from the original application submitted, or prior policy if applicable.

Insured: Roswell Hispano Chamber Of Commerce **RPS Reference #:** 7478846A
Insured ID: 63178777

Mailing Address: 306 N Pennsylvania Roswell, NM 88201

Physical Address: 306 N Pennsylvania, Roswell, NM 88201

Carrier: United States Liability Insurance Company / Admitted AM Best Rating: A++ XIV

Policy Period: 6/2/2025 to 6/2/2026

Coverage: Commercial Package Policy

TIV: per Carrier terms attached

Limit: per Carrier terms attached

Rate: per Carrier terms attached

Policy Premium: $408.00

Fees (fully earned):

Taxes: **Home State:** NM

TOTAL: $408.00

THE PREMIUM ABOVE DOES NOT INCLUDE TERRORISM COVERAGE. IF THE INSURED ELECTS TO PURCHASE TERRORISM COVERAGE THE ADDITIONAL PREMIUM WILL BE $100.00 PLUS SURPLUS LINES TAX OF .

Commission: 15% **Minimum Earned Premium:** 25%

Conditions/ Subjectivities: per Carrier terms attached
See attached carrier documents

Please note:

- You are responsible for reviewing and explaining the coverage to the client, including any options, available or not from our office. The terms hereon are not fully described and no assumption should be made as to the adequacy of the coverage of the risk to the client.

- You are not an Agent of the insurer, and as such, cannot bind coverage nor make any commitments on behalf of the insurer, nor of us. This policy cannot be assigned to another without the written consent of the insurer or their Agent.
- Insurance companies will not approve binding until all subjectivities (except inspections) have been received and accepted.
- This document is a representation of the Carrier's quotation and is subject to all premiums, limits, terms, conditions and exclusions as set forth by the carrier.
- If this policy is issued on a non-admitted basis, your office is responsible for completing, collecting and delivery to RPS any required surplus lines forms, taxes and fees from the insured at time of Binding. RPS will remit the applicable taxes and forms to the state. If this policy is subject to the surplus lines laws in your state, you should make every effort to comply with any special provisions and regulations of your state.
- You are responsible for the issuance and review of Certificates of Insurance (COI). COIs cannot amend or alter the terms provided herein.
- At binding, you are responsible for billing and collecting from the Insured the premium and fees quoted and remitting to RPS. Accounts with payments that are overdue and are not received within this time frame are subject to cancellation.
- By binding you commit to any provisions contained hereon, such as Minimum Earned Premiums. There are no flat cancellations allowed.

Please advise in writing if you would like to bind coverage per the attached terms and conditions. Should you have any questions please give us a call. Thank you for the opportunity to work on your business!

Sincerely,
William Bryant
Risk Placement Services, Inc. - Houston
Phone: 281-496-1100
Email: William_Bryant@rpsins.com

Enclosed you will find **an admitted** renewal Businessowners quote for Roswell Hispano Chamber of Commerce. The Expiring policy number is NBP1564125B and the expiration date is 6/2/2025.

Section I-	Details the premiums, taxes and fees associated with this account. In addition, it provides the Underwriting Notes and covers any of the additional underwriting information that might be needed prior to binding or within 21 days of the inception date.
Section II-	Summarizes the locations, building information, property coverages, warranties, and the corresponding classifications with the exposures and rates.
Section III-	Provides the Liability Limits of Insurance
Section IV-	Lists the required coverage forms, notices, endorsements and exclusions.
Section V-	Offers optional coverages that are available to the applicant but are not currently included in the quote.
Section VI-	Provides the Direct Bill Payment Description.

In addition we have included some materials that will assist in the evaluation of this offer of coverage.

- Endorsement TRIADN Disclosure Notice of Terrorism Insurance Coverage for your review.
- Endorsement BP1591 Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) for your review.
- A Point of Sale piece that provides some claims scenarios this account may encounter and a coverage checklist that can be compared to the quotation of another carrier.

The carrier will send you an invoice based on the terms reflected in this quote.
Payment is due to the carrier by the expiration date in order to renew coverage.

Payment options available to you are:

1. Send the invoice remittance slip with payment to the lockbox address on their invoice
2. Pay online at <www.usli.com/ezpay>.
3. Pay by phone (automated system available 24/7) at 866-632-2003

Your invoice will include a unique number that will allow you to register your policy at <www.usli.com/ezpay>. By registering your policy, you will have access to additional information as well as the option to set-up recurring payments. Recurring payments are a great way to minimize the possibility of your policy being cancelled or not renewed because payment was not received.

Please advise your agent as soon as possible if changes are needed or optional coverages are desired.

We invite you to contact us to discuss the benefits of any coverages, the costs associated or simply to provide feedback! We welcome the opportunity to talk with you about this quote.

Thank you for the opportunity to renew this coverage with you!

Taylor & Associates, Inc.

NBP025M0417

Quote is valid until 6/2/2025

To: **Roswell Hispano Chamber of Commerce**
Renewal of: NBP1564125B - Expiration Date: 6/2/2025

Confirm optional coverages:
☐ Do not include any optional coverages.
☐ Include the following optional coverages
(Taxes & Fees may apply to optional premium if purchased)
☐ Option 1 - (add: *$100.00) - Terrorism Coverage
*See Terrorism Section for Exact Pricing and Terms

****DIRECT BILL RENEWAL****

The policyholder will be invoiced 45 days prior to expiration.

This renewal will be invoiced with 1 installment.

This quote is for informational purposes only - do not bill or collect payment.

Please advise as soon as possible if changes are needed or optional coverages are desired.

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

BUSINESSOWNERS POLICY INFORMATION	
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - XIV

COVERAGE PART	PREMIUM
Businessowners	$408.00
TOTAL PREMIUM DUE TO CARRIER	**$408.00**

ADDITIONAL COSTS	
Wholesaler Broker Fee	$0.00
TOTAL AMOUNT DUE	**$408.00**

This account is subject to the following - Sections A, B and C:

Please note that we will not be able to bind coverage until we satisfy all Prior to Binding requirements.

A. Prior To Bind Requirements:

- No Prior to Bind Requirements

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

B. Items Required Within 21 days of the inception of coverage:

- No Items Required Within 21 Days

C. Underwriting Notes:

- No Underwriting Notes

II. DIRECT BILL QUOTE INFORMATION

Additional Quote Information

-If a notice of claim is received by the Insured or United States Liability Insurance Group between the date of this quote letter and the expiration date of the policy, United States Liability Insurance Group retains the right to require a complete renewal submission and re-underwrite the terms and conditions.

III. COVERED LOCATION(S) AND CORRESPONDING CLASSIFICATIONS

Location #1 - 306 N Pennsylvania, Roswell, NM 88201

Construction: Non Combustible / Protection Class: 1

Property Coverage

Perils: Named Perils

Coverage	Limit	Deductible	Valuation	Rate	Premium
Building (Inflation: 4%)	$10,000	$1,000	Actual Cash Value	0.350	$35
Business Personal Property	$5,000	$1,000	Actual Cash Value		Included
Business Income and Extra Expense	$25,000	N/A	Not Applicable		Included

Property Coverage Premium for Location #1: $50 MP

Coverages automatically provided by Businessowners coverage form

Building limit - automatic increase	4%		
Business Personal Property - automatic increase	25% during peak season	Business Personal Property at newly acquired locations	$100,000
Business Personal Property not at premises	$10,000	Outdoor Property (including trees, shrubs, and plants)	$500 per tree/shrub/plant - $2,500 total limit
Exterior Building Glass	Up to Building Limit	Signs attached to the Building	$1,000
Increased Cost of Construction	$10,000 - Only when Building coverage with Replacement Cost is provided	Valuable Papers & Records	$10,000 ($5,000 not at premises)
Accounts Receivable	$10,000 ($5,000 not at premises)	Personal Effects	$2,500
Forgery and Alteration	$2,500	Money Orders and Counterfeit Paper Currency	$1,000
Fire Department Service Charge	$1,000		

Warranted Property Conditions

- All electric is on functioning and operational circuit breakers [P-6]
- Functioning and operational smoke/heat detectors in all units or occupancies [P-5]

Liability Coverage

Description	Fire Code	Class Code	Basis	Exposure	Prod/CompOps Rate	All Other Rate	Prod/CompOps Premium	All Other Premium
Blanket Special Events Liability - Non-Profit Organizations		00041	Flat	Flat	0.000	180.000	$0	$180
Chamber of Commerce - Not-For-Profit only	0702	41668	Total Area	200 Per 1,000 Total Area	0.000	390.425	$0	$78
Blanket Additional Insured - Non-Profit Package		49950	Flat	1 Flat	0.000	100.000	$0	$100

Liability Coverage Premium for Location #1: $358

Total for Location: $408

IV. LIABILITY LIMITS OF INSURANCE

BUSINESSOWNERS GENERAL LIABILITY

Liability and Medical Expense	$1,000,000
Medical Expense (Any One Person)	$5,000
Damage To Premises Rented to You	$100,000
General Aggregate	$2,000,000
General Liability Deductible	$0

V. REQUIRED FORMS & ENDORSEMENTS

Common Endorsements

BP-102	(01/15) Exclusion Of War, Military Action And Terrorism	BP-65	(05/07) Exclusion For Mechanical Rides
BP-11	(05/04) Exclusion - Fiduciary Liability and Financial Services	BP-88	(04/06) Expanded Definition of Bodily Injury
BP-115	(07/08) Protective Devices Or Services Provisions	BP-90	(11/10) Amended Definition
BP-145 NPP	(06/10) Blanket Additional Insured Endorsement	BP-95	(05/07) Exclusion For Climbing, Rebounding And Interactive Games And Devices
BP-15	(07/04) Business Income and Extra Expense Limit	BP-96	(05/07) Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
BP-152	(01/13) Separation of Insureds Clarification Endorsement	BP-97	(05/07) Exclusion For Event Vendor/Exhibitor & Contractor
BP-165	(05/18) Exclusion - Specific Activities, Events or Conditions or Over 2,500 People	BP0003	(01/10) Businessowners Coverage Form
BP-168	(11/11) Exclusion - Injury To Performers Or Entertainers	BP0109	(01/20) New Mexico Changes
BP-179 NBP	(12/17) Amendment of Liquor Liability Exclusion	BP0129	(07/02) New Mexico Changes - Property Claims Settlement In The Event Of A Catastrophe
BP-193	(08/14) Limits Of Insurance Under Multiple Coverage Parts	BP0417	(01/10) Employment-Related Practices Exclusion
BP-201	(09/16) Coverage Extension - Education Services	BP1009	(07/13) Named Perils
BP-40	(03/11) Molestation Or Abuse Exclusion	BP1505	(05/14) Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data -Related Liability - Limited Bodily Injury Exception Not Included
BP-48	(05/16) Exclusion – Asbestos, Lead Contamination, Absolute Pollution, Mold, Fungus, Bacteria, Virus And Organic Pathogen	BP1572	(02/21) Cyber Incident Exclusion - New Mexico
BP-49	(01/13) Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead	***BP1591**	**(12/23) Exclusion - Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)**
BP-58	(05/07) Animal Exclusion	Jacket	(07/19) Policy Jacket
BP-59	(02/13) Exclusion - Athletic Activity Or Sport Participants	Notice-CyberIncidentExcl-BPNM	(01/21) Cyber Incident Exclusion Endorsement - Advisory Notice to Policyholders
BP-60	(05/07) Exclusion For Bleacher Collapse	***TRIADN**	**(12/20) Disclosure Notice of Terrorism Insurance Coverage**

For your convenience we have marked the endorsements that have changed for this coming term. Those marked with 1 asterisk (*) are new forms not previously included on this account.

VI. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

	Coverage	Additional Premium
Option 1	Terrorism Coverage	$100.00

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act, is available for an additional premium of $100 or 5.00% of the total applicable premium, whichever is greater. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE - Notice of Terrorism Exclusion. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.

VII. DIRECT BILL PAYMENT PLAN DESCRIPTIONS

One Year Payment Plan Descriptions:

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

SINGLE PAYMENT - The entire premium is invoiced immediately.

Please contact us with any questions regarding the terminology used or the coverages provided.

Read the quote carefully, it may not match the coverages requested

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act ("the Act"), as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism. *As defined in Section 102(1) of the Act*: The term “act of terrorism” means any act or acts that are certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that any coverage for losses caused by certified acts of terrorism is partially reimbursed by the United States under a formula established by federal law. Under this formula, the United States reimburses 80% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the Act.

Coverage for "insured losses”, as defined in the Act, is subject to the coverage terms, conditions, amounts and limits in this policy applicable to losses arising from events other than acts of terrorism.

You should know that the Act, as amended, contains a $100 billion cap that limits U.S. Government reimbursement, as well as insurers' liability, for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds $100 billion. If the aggregate insured losses for all insurers exceed $100 billion in any one calendar year, your coverage may be reduced.

You should also know that, under federal law, you are not required to purchase coverage for losses caused by certified acts of terrorism.

REJECTION OR SELECTION OF TERRORISM INSURANCE COVERAGE

Note: In the states of California, Georgia, Hawaii, Illinois, Iowa, Maine, North Carolina, Oregon, Washington, West Virginia and Wisconsin, our terrorism exclusion makes an exception for fire losses resulting from an Act of Terrorism. In these states, if you decline to purchase Terrorism Coverage, you still have coverage for fire losses resulting from an Act of Terrorism.

Please “X” one of the boxes below and return this notice to the Company.

	I decline to purchase Terrorism Coverage. I understand that I will have no coverage for losses arising from acts of Terrorism.
	I elect to purchase coverage for certified acts of Terrorism for a premium of $_____.

_____ _____

Applicant Name (Print) Named Insured

_____ _____

Authorized Signature Date

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EXCLUSION – PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS)

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

Section II – Liability is amended as follows:

A. The following is added to Paragraph **B. Exclusions:**

This insurance does not apply to:

Perfluoroalkyl And Polyfluoroalkyl Substances

a. "Bodily injury" or "property damage" which would not have occurred, or "personal and advertising injury" which would not have taken place, in whole or in part, but for the actual, alleged, threatened or suspected inhalation, ingestion, absorption, consumption, discharge, dispersal, seepage, migration, release or escape of, contact with, exposure to, existence of, or presence of, any "perfluoroalkyl or polyfluoroalkyl substances".

b. Any loss, cost or expense arising, in whole or in part, out of the abating, testing for, monitoring, cleaning up, removing, containing, treating, detoxifying, neutralizing, remediating or disposing of, or in any way responding to or assessing the effects of, "perfluoroalkyl or polyfluoroalkyl substances", by any insured or by any other person or entity.

B. The following is added to Paragraph **F. Liability And Medical Expenses Definitions:**

"Perfluoroalkyl or polyfluoroalkyl substances" means any:

1. Chemical or substance that contains one or more alkyl carbons on which hydrogen atoms have been partially or completely replaced by fluorine atoms, including but not limited to:

a. Polymer, oligomer, monomer or nonpolymer chemicals and their homologues, isomers, telomers, salts, derivatives, precursor chemicals, degradation products or by-products;

b. Perfluoroalkyl acids (PFAA), such as perfluorooctanoic acid (PFOA) and its salts, or perfluorooctane sulfonic acid (PFOS) and its salts;

c. Perfluoropolyethers (PFPE);

d. Fluorotelomer-based substances; or

e. Side-chain fluorinated polymers; or

2. Good or product, including containers, materials, parts or equipment furnished in connection with such goods or products, that consists of or contains any chemical or substance described in Paragraph **B.1.**

© Insurance Services Office, Inc., 2023

BRC business resource center



As a policyholder through USLI, you have access to many free and discounted services that will assist you in operating and growing your business through the Business Resource Center (BRC). Consider the following services and associated cost savings when deciding where to place your insurance!

Cybersecurity

- Complimentary access to eRiskHub®, a data breach prevention and response resource that will help you understand your exposure to a data breach and the importance of a response plan
- Best practice checklists for securing personal and payment card information, plus tips on protecting against cyberattacks

Background Checks and Screenings

- Discounted background checks, including multi-court criminal database searches, county criminal searches and more (first background check is free)
- Best practices for performing a background check
- Discounted tenant and drug screenings and motor vehicle reports (MVRs)

Disaster Preparation and Recovery

- Guidance on preparing for natural disasters and serve weather
- Business planning and recovery toolkit
- Sample incident reporting form and disaster loan assistance resource

Human Resources

- Free PeopleSystems' human resources consultation helpline to be used for personnel issues, including harassment and discrimination, the Family and Medical Leave Act, disability, wage and hours regulations and more
- Online library with information, forms and articles pertaining to human resources
- Discounted HR and payroll management system by PrimePoint
- Discounted employee workplace assessment by Talogy, previously PSI Caliper
- Resources for recruiting, interviewing and terminating employees

Marketing

- Resources marketing via email and social media, capturing leads and building surveys
- Free and discounted stock imagery sites and photo and video editing programs
- Discount stationery, signage, promotional items and gifts

Property Safety

- Free workplace safety and occupational health consultation
- Tips for building maintenance, fire prevention and water safety

Industry-specific Resources For:

- Health, wellness and sports
- Hospitality, food and beverage
- Nonprofits and social services
- Residential and rental properties
- Retail and professional services
- Youth services and child care
- … and more!



Try our cost-savings calculator to see how much you could save!

ONLINE LEARNING

Need help training your new employees?

Properly preparing new employees can be time-consuming and expensive. We offer a variety of free and discounted industry-specific training and certifications to help you save time and money!

Topics include:

- Food manager and handler safety
- Liquor safety
- CPR, first aid and concussion
- Sexual harassment
- Leadership and professional development

For a full list of vendors, discounts and resources, visit bizresourcecenter.com.

Privacy Notice At Collection

We may need to collect certain personal information to provide you with our services and products. For information on how we store, use and protect personal information, please see our Privacy Policy accessible on our website, **https://www.usli.com/privacy-policy/**.

Risk Placement Services, Inc.
Knowledge. Relationships. Trust and Confidence.

Risk Placement Services
550 West Van Buren
Suite 1200
Chicago, IL 60607
Ph: 312-803-6324
Fax: 312-803-6309

The coverage outlined above may not conform to the terms and conditions you requested.

Please check carefully. If this policy is being quoted on a non-admitted basis, then all applicable taxes and fees must be added to the bound premium. If bound, your office will be responsible for collecting Surplus Lines taxes and fees (if applicable) from the insured, in addition to completing any required Surplus Lines forms. RPS will remit the applicable taxes and forms to the state. If bound with RPS, this policy will be subject to the Surplus Lines laws in your state, therefore you should make every effort to comply with any special provisions and regulations of your state.

Roswell Hispano Chamber of Commerce

Membership & Education Initiatives

Proposed Annual Budget FY 2026

Total Combined Request: $50,000

Membership Budget - $25,000

Category	Line Item	Amount
Member Recruitment Tools	Targeted outreach materials, signage, and digital onboarding kits	$2,500
Member Visibility Campaigns	Website spotlights, social media promotion, and directory upgrades	$3,000
Community Engagement & Visibility	Materials for community festivals (UFO, PiñataFest, etc.)	$1,500
Member Retention Tools	CRM optimization, segmented emails, annual survey, custom follow-ups	$5,000
Signature Seminars (3/year)	Venue, food, promotion, participant meals, supplies	$10,000
Micro-Expo Tables	Small business feature tables at seminars and mixers	$3,000

Education Budget - $25,000

Category	Line Item	Amount
Monthly Lunch & Learn Series (6)	Meals, marketing, materials, AV, guest gifts	$6,500
Education Program Marketing	Print and digital promotion for educational events	$3,000
Seminar Curriculum Development	Planning, materials, templates, presenter support	$2,500
Technology & Platform Tools	Projectors, mics, slide design, learning tools	$2,000
Advanced Skills Training Events Legal, marketing, procurement, finance themes	Venue rental, equipment, refreshments, promotional materials, workbooks, etc.	$6,500
Participant Meals (seminars)	60 attendees x $15 x 3 events	$2,700
Workshop Materials & Supplies	Binders, pens, worksheets, signage	$1,800

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 20.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

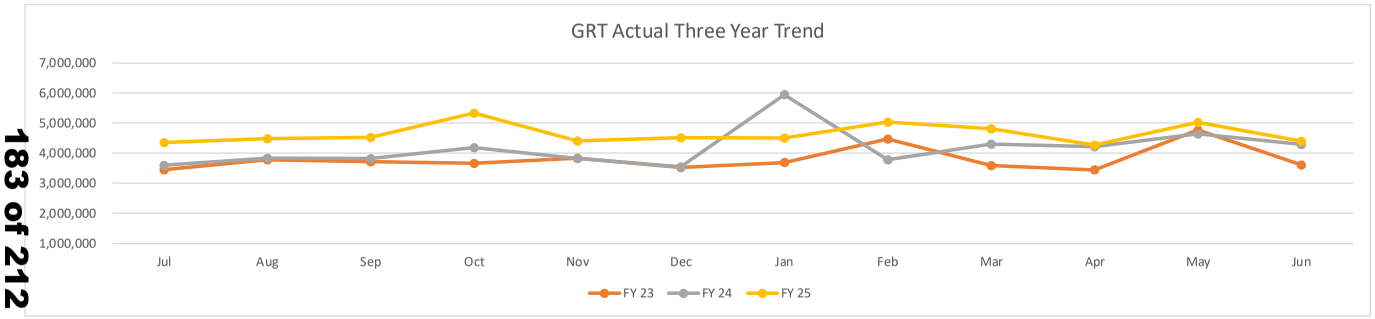
DEPARTMENT NAME:
Finance Department Reports (Gomez)

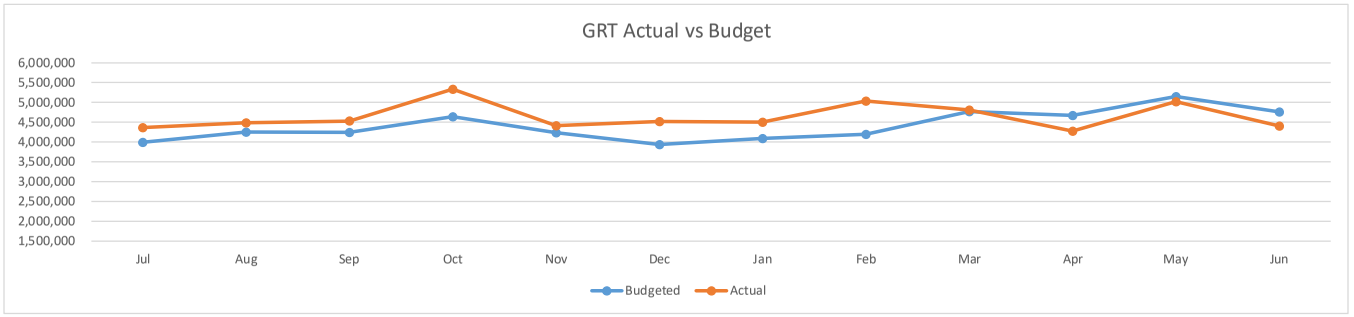
Attachments

Finance GRT
Finance Cannabis

City of Roswell
Gross Receipts Tax
June 2025

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	34,120,016		**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	38,241,792	10.8%	**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	36,154,366	-5.8%	**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	42,762,081	15.5%	**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	45,555,365	6.5%	**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	50,004,713	9.8%	**50,004,713**
FY 25	4,360,577	4,481,811	4,529,227	5,334,898	4,410,155	4,515,089	4,501,105	5,035,167	4,810,285	4,274,929	5,021,295	4,401,839	55,676,376	11.3%	**55,676,376**
25 over 24	**21.1%**	**16.9%**	**18.4%**	**27.4%**	**15.4%**	**27.2%**	**-24.3%**	**33.1%**	**11.9%**	**1.5%**	**8.1%**	**2.4%**	**11.3%**		

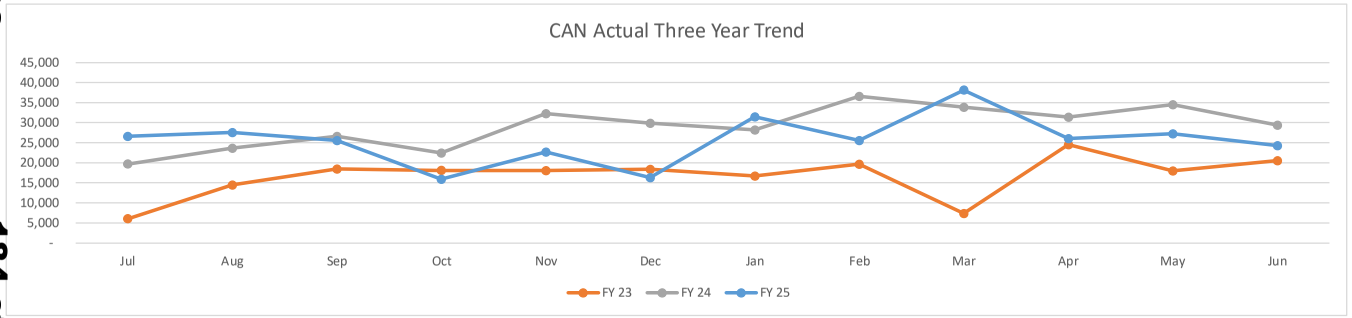


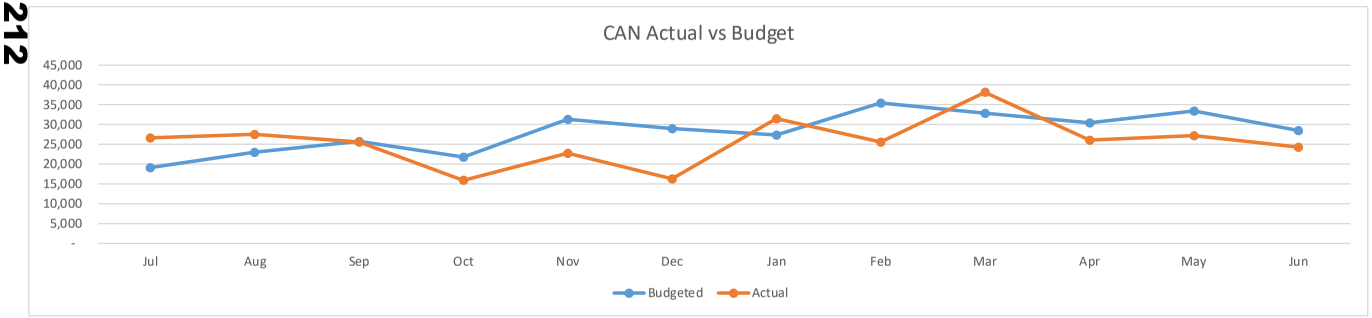


	Budgeted	Actual	Variance
Jul	3,992,147	4,360,577	368,430
Aug	4,248,978	4,481,811	232,833
Sep	4,240,667	4,529,227	288,559
Oct	4,641,845	5,334,898	693,052
Nov	4,235,895	4,410,155	174,260
Dec	3,935,559	4,515,089	579,530
Jan	4,091,070	4,501,105	410,035
Feb	4,194,610	5,035,167	840,556
Mar	4,763,880	4,810,285	46,405
Apr	4,670,365	4,274,929	(395,436)
May	5,147,403	5,021,295	(126,108)
Jun	4,762,844	4,401,839	(361,005)
Total	**52,925,263**	**55,676,376**	**2,751,113**
% FYTD			**5.20%**

City of Roswell
Cannabis Excise Tax
June 2025

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	22,724	16,310	31,430	25,563	38,136	26,059	27,204	24,268	307,316	-11.9%	**307,316**
25 over 24	**34.8%**	**16.3%**	**-3.9%**	**-29.1%**	**-29.6%**	**-45.5%**	**11.4%**	**-30.1%**	**12.6%**	**-17.0%**	**-21.2%**	**-17.5%**	**-11.9%**		





	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	22,724	(8,563)
Dec	28,979	16,310	(12,669)
Jan	27,331	31,430	4,100
Feb	35,439	25,563	(9,876)
Mar	32,801	38,136	5,335
Apr	30,430	26,059	(4,371)
May	33,432	27,204	(6,228)
Jun	28,489	24,268	(4,222)
Total	**337,806**	**307,316**	**(30,491)**
% FYTD			**-9.0%**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 21.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Analysis of average FY25 Police Department Base Salaries, YTD Accumulated OT, and City-paid Med. Ins. Benefits (Cole)

Attachments
RPD FY25 Avg. Cost Analysis Sals, OT, Med. Bene's

ROSWELL POLICE DEPARTMENT
FISCAL YEAR 2024-2025
ANALYSIS OF BASE SALARY, ACCUM.'D OVERTIME PAY AND CITY PAID MEDICAL INS. BENEFITS COSTS

Last Name	First Name	Act Status	Group/ BU Description	Job Class Description	Hourly Base Wage Rate	Annual Base Salary	YTD Accum.'d OT per Empl.	Combined Salary plus OT	City Med. Bene's Cost Per Empl.	Combined Sal., OT and Med. Bene's
VIGIL	FABIAN	A	ADMINI	POLICE SERV AIDE CAF	$ 16.31	$ 33,919.08	$ 2,800.80	$ 36,719.88	$ 6,071.79	$ 42,791.67
VILLA	LUIS	A	ADMINI	POLICE SERV AIDE CAF	$ 16.31	$ 33,919.08	$ 1,985.45	$ 35,904.53	$ 5,181.18	$ 41,085.71
VILLALOBOS	DOMINIC	A	ADMINI	POLICE SERV AIDE CAF	$ 16.31	$ 33,919.08	$ 2,534.87	$ 36,453.95	$ 7,601.12	$ 44,055.07
			AVERAGE COST - SERVICE AIDE		**$ 16.31**	**$ 33,919.08**	**$ 2,440.37**	**$ 36,359.45**	**$ 6,284.70**	**$ 42,644.15**
BRADY	GREGGORY	A	ADMINI	POLICE RECRUIT	$ 21.52	$ 44,770.96	$ 371.29	$ 45,142.25	$ 9,684.36	$ 54,826.61
CONTRERAS	GABRIELLA	A	ADMINI	POLICE RECRUIT	$ 21.52	$ 44,770.96	$ -	$ 44,770.96	$ 2,963.48	$ 47,734.44
FLORES JR	MELECIO	A	ADMINI	POLICE RECRUIT	$ 21.52	$ 44,770.96	$ -	$ 44,770.96	$ 4,413.24	$ 49,184.20
HUNTSMAN	STARRETT	A	ADMINI	POLICE RECRUIT	$ 21.52	$ 44,770.96	$ 419.72	$ 45,190.68	$ 8,697.32	$ 53,888.00
VARGAS	ALEXANDER	A	ADMINI	POLICE RECRUIT	$ 21.52	$ 44,770.96	$ -	$ 44,770.96	$ 5,339.73	$ 50,110.69
			AVERAGE COST - POLICE RECRUIT		**$ 21.52**	**$ 44,770.96**	**$ 158.20**	**$ 44,929.16**	**$ 6,219.63**	**$ 51,148.79**
ALVIDREZ	NATHAN	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 11,148.70	$ 63,601.10	$ 16,572.94	$ 80,174.04
AREBALOS	ANDRES	A	RPOA	POLICE OFFICER 1	$ 26.22	$ 54,532.40	$ 6,967.42	$ 61,499.82	$ 26,673.51	$ 88,173.33
BOLANOS	VICTOR	A	RPOA	POLICE OFFICER 1	$ 26.22	$ 54,532.40	$ 16,654.13	$ 71,186.53	$ 42,752.39	$ 113,938.92
BONILLA	RAELYNN	I	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 4,445.48	$ 56,897.88	$ 17,617.21	$ 74,515.09
BRISCO	TYLER	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 7,578.47	$ 61,590.87	$ 21,665.38	$ 83,256.25
BURKHART	CLAYTON	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 4,080.39	$ 56,532.79	$ 33,204.94	$ 89,737.73
CARDIEL BECERRA	ROBERTO	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 16,654.05	$ 69,106.45	$ 28,380.90	$ 97,487.35
DELACRUZ	ROBERTO	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 2,632.88	$ 55,085.28	$ 22,269.25	$ 77,354.53
DILLEY	CODI	A	RPOA	POLICE OFFICER 1	$ 26.22	$ 54,532.40	$ 5,908.03	$ 60,440.43	$ 26,681.79	$ 87,122.22
FUENTES	MIKOLAS	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 124.68	$ 52,577.08	$ 15,036.99	$ 67,614.07
FULKERSON	CHRISTIAN	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 11,163.11	$ 65,175.51	$ 28,122.24	$ 93,297.75
GALLEGOS	ANNALICIA	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 1,184.38	$ 53,636.78	$ 16,217.41	$ 69,854.19
GAMBOA	JONAH	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 4,305.44	$ 58,317.84	$ 26,863.08	$ 85,180.92
HUNTER	ASHLEY	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 1,933.88	$ 55,946.28	$ 20,159.33	$ 76,105.61
HURTADO	JUANITA	A	RPOA	POLICE OFFICER 1	$ 26.22	$ 54,532.40	$ 1,912.44	$ 56,444.84	$ 26,139.57	$ 82,584.41
JUAREZ	MANUEL	I	RPOA	POLICE OFFICER 1	$ 24.25	$ 50,435.32	$ 1,540.50	$ 51,975.82	$ 3,692.40	$ 55,668.22
LANDFAIR	JAMES	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 3,894.64	$ 57,907.04	$ 20,510.63	$ 78,417.67
MACIAS	GUSTAVO	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 543.80	$ 52,996.20	$ 22,971.42	$ 75,967.62
MATA	ESTEVAN	A	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 15,525.55	$ 67,977.95	$ 29,149.45	$ 97,127.40
MEDRANO	JOSEPH	I	RPOA	POLICE OFFICER 1	$ 24.25	$ 50,435.06	$ 1,425.52	$ 51,860.58	$ 4,972.65	$ 56,833.23
MORALES	DOMICIO	A	RPOA	POLICE OFFICER 1	$ 25.72	$ 53,493.70	$ 9,845.44	$ 63,339.14	$ 21,587.44	$ 84,926.58
NUNEZ	MIGUEL	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40		$ 54,012.40	$ 28,653.12	$ 82,665.52
PADILLA	EDUARDO	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 4,443.29	$ 58,455.69	$ 26,211.36	$ 84,667.05
ROTTMAN-ERICKSON	SETH	I	RPOA	POLICE OFFICER 1	$ 24.25	$ 50,435.06	$ 87.49	$ 50,522.55	$ 1,707.15	$ 52,229.70
SALINAS	ALMA	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 13,529.02	$ 67,541.42	$ 28,235.30	$ 95,776.72
TAFOYA	NICHOLAS	I	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 1,848.28	$ 54,300.68	$ 19,069.08	$ 73,369.76
TORREZ	NOAH	A	RPOA	POLICE OFFICER 1	$ 25.97	$ 54,012.40	$ 9,055.01	$ 63,067.41	$ 37,001.38	$ 100,068.79
TROY	THOMAS	I	RPOA	POLICE OFFICER 1	$ 25.22	$ 52,452.40	$ 5,951.07	$ 58,403.47	$ 22,128.64	$ 80,532.11
			AVERAGE COST - POLICE OFFICER I		**$ 25.52**	**$ 53,072.03**	**$ 6,088.26**	**$ 58,942.85**	**$ 22,651.68**	**$ 81,594.53**
BARELA	BRYAN	A	RPOA	POLICE OFFICER 2	$ 26.23	$ 54,557.88	$ 11,396.39	$ 65,954.27	$ 34,303.07	$ 100,257.34
CANDELARIA	JEROD	A	RPOA	POLICE OFFICER 2	$ 26.75	$ 55,645.46	$ 910.88	$ 56,556.34	$ 28,610.52	$ 85,166.86
CARDIEL BECERRA	LUIS	A	RPOA	POLICE OFFICER 2	$ 26.23	$ 54,557.88	$ 12,800.52	$ 67,358.40	$ 41,784.59	$ 109,142.99
DOLLAR	JUSTIN	A	RPOA	POLICE OFFICER 2	$ 27.23	$ 56,637.88	$ 8,277.88	$ 64,915.76	$ 29,280.10	$ 94,195.86
FONTANEZ	DANIEL	A	RPOA	POLICE OFFICER 2	$ 26.23	$ 54,557.88	$ 28,876.99	$ 83,434.87	$ 43,007.08	$ 126,441.95
FUENTES	MATTHEW	A	RPOA	POLICE OFFICER 2	$ 26.98	$ 56,117.88	$ 5,731.19	$ 61,849.07	$ 28,792.24	$ 90,641.31
GONZALES	CRISTAL	A	RPOA	POLICE OFFICER 2	$ 30.13	$ 62,679.24	$ 7,419.11	$ 70,098.35	$ 31,642.24	$ 101,740.59
GONZALES-OLIVAS	BIANCA	A	RPOA	POLICE OFFICER 2	$ 26.98	$ 56,117.88	$ 14,715.22	$ 70,833.10	$ 28,825.83	$ 99,658.93
GONZALEZ	HUGO	A	RPOA	POLICE OFFICER 2	$ 28.40	$ 59,069.92	$ 48,869.30	$ 107,939.22	$ 39,493.29	$ 147,432.51
IRVIN	DANIEL	A	RPOA	POLICE OFFICER 2	$ 27.23	$ 56,637.88	$ 21,542.40	$ 78,180.28	$ 39,113.95	$ 117,294.23
JIMENEZ	ADRIAN	A	RPOA	POLICE OFFICER 2	$ 29.40	$ 61,149.92	$ 30,329.35	$ 91,479.27	$ 38,104.62	$ 129,583.89
KIDD	DA ZA NIQUE	A	RPOA	POLICE OFFICER 2	$ 28.97	$ 60,249.80	$ 1,604.35	$ 61,854.15	$ 29,220.29	$ 91,074.44
PRITCHARD	EVAN	A	RPOA	POLICE OFFICER 2	$ 26.75	$ 55,645.46	$ 1,119.89	$ 56,765.35	$ 36,541.69	$ 93,307.04
ROMERO	ANNA	A	RPOA	POLICE OFFICER 2	$ 27.30	$ 56,779.32	$ 10,074.47	$ 66,853.79	$ 29,045.92	$ 95,899.71
SEDILLO	MANUEL	I	RPOA	POLICE OFFICER 2	$ 26.75	$ 55,645.46	$ 5,685.93	$ 61,331.39	$ 17,415.69	$ 78,747.08
SHAPPARD	MATTHEW	A	RPOA	POLICE OFFICER 2	$ 26.75	$ 55,645.46	$ -	$ 55,645.46	$ 33,282.15	$ 88,927.61
SILVAS	PATRICK	A	RPOA	POLICE OFFICER 2	$ 26.23	$ 54,557.88	$ 12,055.24	$ 66,613.12	$ 29,838.64	$ 96,451.76
STELLO	GEOVANNI	I	RPOA	POLICE OFFICER 2	$ 25.22	$ 52,459.42	$ 1,713.17	$ 54,172.59	$ 4,511.44	$ 58,684.03
TAYLOR	SETH	I	RPOA	POLICE OFFICER 2	$ 26.23	$ 54,557.88	$ 1,796.41	$ 56,354.29	$ 14,147.55	$ 70,501.84
WATKINS	CONNOR	A	RPOA	POLICE OFFICER 2	$ 27.75	$ 57,725.46	$ 18,055.35	$ 75,780.81	$ 29,260.59	$ 105,041.40
WILLIS	STEVEN	A	RPOA	POLICE OFFICER 2	$ 27.23	$ 56,637.88	$ 673.22	$ 57,311.10	$ 27,866.50	$ 85,177.60
			AVERAGE COST - POLICE OFFICER II		**$ 27.19**	**$ 56,553.99**	**$ 11,602.25**	**$ 68,156.24**	**$ 30,194.67**	**$ 98,350.90**

ROSWELL POLICE DEPARTMENT
FISCAL YEAR 2024-2025
ANALYSIS OF BASE SALARY, ACCUM.'D OVERTIME PAY AND CITY PAID MEDICAL INS. BENEFITS COSTS

Last Name	First Name	Act Status	Group/ BU Description	Job Class Description	Hourly Base Wage Rate	Annual Base Salary	YTD Accum.'d OT per Empl.	Combined Salary plus OT	City Med. Bene's Cost Per Empl.	Combined Sal., OT and Med. Bene's
BERUMEN	NICOLAS	A	RPOA	POLICE OFFICER 3	$ 30.13	$ 62,679.24	$ 14,994.84	$ 77,674.08	$ 45,548.79	$ 123,222.87
CASTILLO	JAIME	A	RPOA	POLICE OFFICER 3	$ 36.31	$ 75,518.04	$ 24,938.42	$ 100,456.46	$ 36,441.71	$ 136,898.17
FLOTT	DANNY	A	RPOA	POLICE OFFICER 3	$ 27.84	$ 57,912.92	$ 15,218.97	$ 73,131.89	$ 27,473.33	$ 100,605.22
FLOTT VARELA	ERICA	I	RPOA	POLICE OFFICER 3	$ 26.77	$ 55,685.50	$ 783.74	$ 56,469.24	$ 4,227.51	$ 60,696.75
JIMENEZ	ULYSSES	I	RPOA	POLICE OFFICER 3	$ 27.30	$ 56,779.32	$ 3,613.21	$ 60,392.53	$ 16,768.09	$ 77,160.62
JUAREZ	JOEL	A	RPOA	POLICE OFFICER 3	$ 28.40	$ 59,069.92	$ 9,735.18	$ 68,805.10	$ 30,866.31	$ 99,671.41
SHANNON	MICHAEL	A	RPOA	POLICE OFFICER 3	$ 31.98	$ 66,519.96	$ 8,040.88	$ 74,560.84	$ 47,033.64	$ 121,594.48
SPEIGHTS	BRANDON	I	RPOA	POLICE OFFICER 3	$ 30.73	$ 63,928.54	$ 19,969.66	$ 83,898.20	$ 29,600.47	$ 113,498.67
				AVERAGE COST - POLICE OFFICER III	**$ 29.93**	**$ 62,261.68**	**$ 12,161.86**	**$ 74,423.54**	**$ 29,744.98**	**$ 104,168.52**
BARRIENTOS	MIGUEL	A	RPOA	DETECTIVE	$ 29.54	$ 61,452.82	$ 8,360.68	$ 69,813.50	$ 36,783.79	$ 106,597.29
BASILE	GINO	A	RPOA	DETECTIVE	$ 36.01	$ 74,895.60	$ 11,082.63	$ 85,978.23	$ 42,740.01	$ 128,718.24
CASTILLO	ERIK	A	RPOA	DETECTIVE	$ 29.54	$ 61,452.82	$ 8,275.51	$ 69,728.33	$ 30,962.86	$ 100,691.19
DOLLAR	GARRETT	A	RPOA	DETECTIVE	$ 31.98	$ 66,519.96	$ 4,818.18	$ 71,338.14	$ 46,220.15	$ 117,558.29
DURAN	SHAYE	A	RPOA	DETECTIVE	$ 30.73	$ 63,928.54	$ 5,975.59	$ 69,904.13	$ 24,454.00	$ 94,358.13
FRANKLIN	LOGAN	A	RPOA	DETECTIVE	$ 29.54	$ 61,452.82	$ 5,859.65	$ 67,312.47	$ 22,275.67	$ 89,588.14
FUENTES	MARK	A	RPOA	DETECTIVE	$ 30.73	$ 63,928.54	$ 11,162.67	$ 75,091.21	$ 32,730.28	$ 107,821.49
JUAREZ	CASSANDRA	A	RPOA	DETECTIVE	$ 30.73	$ 63,928.54	$ 4,330.18	$ 68,258.72	$ 31,609.73	$ 99,868.45
MENDOZA	NATALIE	A	RPOA	DETECTIVE	$ 33.94	$ 70,592.08	$ 8,520.98	$ 79,113.06	$ 34,481.18	$ 113,594.24
NESS	CLAYTON	A	RPOA	DETECTIVE	$ 30.73	$ 63,928.54	$ 5,671.47	$ 69,600.01	$ 45,732.31	$ 115,332.32
RULLAN	JOSEPH	A	RPOA	DETECTIVE	$ 29.54	$ 61,452.82	$ 5,327.56	$ 66,780.38	$ 34,060.71	$ 100,841.09
SANTILLAN	NARCISO	A	RPOA	DETECTIVE	$ 33.27	$ 69,203.94	$ 12,655.55	$ 81,859.49	$ 34,481.04	$ 116,340.53
WENTLAND	SKYE	A	RPOA	DETECTIVE	$ 33.94	$ 70,592.08	$ 7,887.91	$ 78,479.99	$ 48,406.80	$ 126,886.79
				AVERAGE COST - DETECTIVE	**$ 31.56**	**$ 65,634.92**	**$ 7,677.00**	**$ 73,311.92**	**$ 35,472.22**	**$ 108,784.13**
ATENCIO	ABREM	A	RPOA	POLICE SERGEANT	$ 32.10	$ 66,760.98	$ 4,710.93	$ 71,471.91	$ 38,643.04	$ 110,114.95
BAILEY	BRADLEY	A	RPOA	POLICE SERGEANT	$ 38.22	$ 79,499.94	$ 4,340.01	$ 83,839.95	$ 43,035.40	$ 126,875.35
BARLEEN	ALEX	A	RPOA	POLICE SERGEANT	$ 35.31	$ 73,438.04	$ 4,670.33	$ 78,108.37	$ 48,522.49	$ 126,630.86
BEST	MICHAEL	A	RPOA	POLICE SERGEANT	$ 32.61	$ 67,838.68	$ 14,684.21	$ 82,522.89	$ 27,937.63	$ 110,460.52
CAVIN	CHANCE	A	RPOA	POLICE SERGEANT	$ 32.61	$ 67,838.68	$ 335.15	$ 68,173.83	$ 37,773.55	$ 105,947.38
JEFFERSON	BRIAN	A	RPOA	POLICE SERGEANT	$ 32.98	$ 68,599.96	$ 3,623.59	$ 72,223.55	$ 42,139.82	$ 114,363.37
LOYA	HUMBERTO	A	RPOA	POLICE SERGEANT	$ 37.73	$ 78,479.70	$ 13,268.71	$ 91,748.41	$ 36,125.93	$ 127,874.34
NGUYEN	TRONG	A	RPOA	POLICE SERGEANT	$ 39.76	$ 82,693.00	$ 23,547.38	$ 106,240.38	$ 53,456.55	$ 159,696.93
NGUYEN	TAN	A	RPOA	POLICE SERGEANT	$ 36.01	$ 74,895.60	$ 7,743.42	$ 82,639.02	$ 42,060.07	$ 124,699.09
REESE	TREVIS	A	RPOA	POLICE SERGEANT	$ 34.69	$ 72,152.08	$ 8,461.55	$ 80,613.63	$ 27,424.79	$ 108,038.42
RODRIQUEZ	RANDY	A	RPOA	POLICE SERGEANT	$ 39.76	$ 82,693.00	$ 13,002.25	$ 95,695.25	$ 53,828.95	$ 149,524.20
THOMAS	DYLAN	A	RPOA	POLICE SERGEANT	$ 38.22	$ 79,499.94	$ 2,904.73	$ 82,404.67	$ 45,853.10	$ 128,257.77
WRENN	SCOTT	A	RPOA	POLICE SERGEANT	$ 40.56	$ 84,358.82	$ 7,982.35	$ 92,341.17	$ 52,686.80	$ 145,027.97
				AVERAGE COST - SERGEANT	**$ 36.20**	**$ 75,288.34**	**$ 8,405.74**	**$ 83,694.08**	**$ 42,268.32**	**$ 125,962.40**
CRAINE	RYAN	A	ADMINI	POLICE LIEUTENANT	$ 43.90	$ 91,310.29	$ -	$ 91,310.29	$ 53,633.44	$ 144,943.73
FRY	MICHAEL	A	ADMINI	POLICE LIEUTENANT	$ 42.19	$ 87,764.05	$ -	$ 87,764.05	$ 52,992.11	$ 140,756.16
MAHONE	MARK	A	ADMINI	POLICE LIEUTENANT	$ 48.47	$ 100,813.30	$ -	$ 100,813.30	$ 43,650.54	$ 144,463.84
RHODES	ADAM	A	ADMINI	POLICE LIEUTENANT	$ 45.67	$ 94,998.94	$ 780.00	$ 95,778.94	$ 55,271.86	$ 151,050.80
SMITH	RONALD	I	ADMINI	POLICE LIEUTENANT	$ 51.43	$ 106,983.64	$ -	$ 106,983.64	$ 29,909.06	$ 136,892.70
				AVERAGE COST - LIEUTENANT	**$ 46.33**	**$ 96,374.04**	**$ 156.00**	**$ 96,530.04**	**$ 47,091.40**	**$ 143,621.45**
SHARPE	RAYMOND	A	ADMINI	POLICE CAPTAIN	$ 50.43	$ 104,885.71	$ -	$ 104,885.71	$ 59,655.75	$ 164,541.46
SMITH	JOE	A	ADMINI	POLICE CAPTAIN	$ 52.46	$ 109,123.85	$ -	$ 109,123.85	$ 55,480.17	$ 164,604.02
				AVERAGE COST - CAPTAIN	**$ 51.44**	**$ 107,004.78**	**$ -**	**$ 107,004.78**	**$ 57,567.96**	**$ 164,572.74**
ALDANA-LOPEZ	ALBERTO	A	ADMINI	DEPUTY POLICE CHIEF	$ 55.67	$ 115,802.54	$ -	$ 115,802.54	$ 62,278.23	$ 178,080.77
TAYLOR	MICHAEL	A	ADMINI	DEPUTY POLICE CHIEF	$ 59.08	$ 122,890.58	$ -	$ 122,890.58	$ 61,535.53	$ 184,426.11
				AVERAGE COST - DEPUTY POLICE CHIEF	**$ 57.38**	**$ 119,346.56**	**$ -**	**$ 119,346.56**	**$ 61,906.88**	**$ 181,253.44**
BATEMAN	LANCE	A	EXECUT	POLICE CHIEF	$ 73.46	$ 152,798.97	$ -	$ 152,798.97	$ 55,241.15	$ 208,040.12
				AVERAGE COST - POLICE CHIEF	**$ 73.46**	**$ 152,798.97**	**$ -**	**$ 152,798.97**	**$ 55,241.15**	**$ 208,040.12**

ROSWELL POLICE DEPARTMENT
FISCAL YEAR 2024-2025
ANALYSIS OF BASE SALARY, ACCUM.'D OVERTIME PAY AND CITY PAID MEDICAL INS. BENEFITS COSTS

Last Name	First Name	Act Status	Group/ BU Description	Job Class Description	Hourly Base Wage Rate	Annual Base Salary	YTD Accum.'d OT per Empl.	Combined Salary plus OT	City Med. Bene's Cost Per Empl.	Combined Sal., OT and Med. Bene's
CARRERA MENDEZ	CRISTABEL	A	RPOA	OFFICE ASSISTANT PO	$ 15.67	$ 32,600.36	$ 14,488.55	$ 47,088.91	$ 8,282.71	$ 55,371.62
COBB	APRIL	A	RPOA	OFFICE ASSISTANT PO	$ 15.98	$ 33,248.28	$ 2,047.13	$ 35,295.41	$ 23,218.91	$ 58,514.32
COBB	RAYLINN	A	RPOA	OFFICE ASSISTANT PO	$ 15.67	$ 32,600.36	$ 5,114.04	$ 37,714.40	$ 7,326.09	$ 45,040.49
HARTMAN	AARON	A	RPOA	OFFICE ASSISTANT PO	$ 15.98	$ 33,248.28	$ 2,097.40	$ 35,345.68	$ 14,497.45	$ 49,843.13
HERNANDEZ	MENDY LYN	A	RPOA	OFFICE ASSISTANT PO	$ 22.39	$ 46,575.62	$ -	$ 46,575.62	$ 23,078.26	$ 69,653.88
OLVERA	YAZMIN	A	RPOA	OFFICE ASSISTANT PO	$ 15.67	$ 32,600.36	$ -	$ 32,600.36	$ 2,499.00	$ 35,099.36
ROSS	AARON	I	RPOA	OFFICE ASSISTANT PO	$ 18.01	$ 37,464.70	$ 1,216.15	$ 38,680.85	$ 3,583.17	$ 42,264.02
RUSSELL	DEANNE	A	RPOA	OFFICE ASSISTANT PO	$ 17.31	$ 36,001.68	$ 1,731.56	$ 37,733.24	$ 28,694.37	$ 66,427.61
VARGAS	ISELA	I	RPOA	OFFICE ASSISTANT PO	$ 15.67	$ 32,600.36	$ -	$ 32,600.36	$ 971.78	$ 33,572.14
				AVERAGE COST - OFFICE ASSISTANT	**$ 16.93**	**$ 35,215.56**	**$ 2,966.09**	**$ 38,181.65**	**$ 12,461.30**	**$ 50,642.95**
BALDONADO	MYKNA	A	ADMINI	ADMIN. ASSISTANT PC	$ 16.64	$ 34,613.28	$ 511.70	$ 35,124.98	$ 7,546.73	$ 42,671.71
ORTEGA	VANESSA	A	ADMINI	ADMIN. ASSISTANT PC	$ 20.28	$ 42,179.54	$ 365.44	$ 42,544.98	$ 21,823.39	$ 64,368.37
SENA	KRISTEN	A	ADMINI	ADMIN. ASSISTANT PC	$ 16.31	$ 33,919.08	$ 662.58	$ 34,581.66	$ 19,880.48	$ 54,462.14
SOTO	YAZMIN	A	ADMINI	ADMIN. ASSISTANT PC	$ 21.95	$ 45,650.02	$ -	$ 45,650.02	$ 22,849.99	$ 68,500.01
VASQUEZ	ISABELLA	A	ADMINI	ADMIN. ASSISTANT PC	$ 16.31	$ 33,919.08	$ 952.06	$ 34,871.14	$ 7,715.59	$ 42,586.73
LARA	LORETTA	A	ADMINI	ADMIN. ASSISTANT SR	$ 26.75	$ 55,645.46	$ 5,235.79	$ 60,881.25	$ 25,429.35	$ 86,310.60
ORTIZ	NORMA	A	ADMINI	ADMIN. ASSISTANT SR	$ 24.24	$ 50,416.60	$ 2,308.48	$ 52,725.08	$ 27,006.14	$ 79,731.22
				AVERAGE COST - ADMINISTRATIVE ASSISTANT	**$ 20.35**	**$ 42,334.72**	**$ 1,433.72**	**$ 43,768.44**	**$ 18,893.10**	**$ 62,661.54**
MORALES	XIMENA	A	ADMINI	EVIDENCE PROPERTY (	$ 18.01	$ 37,459.50	$ 155.33	$ 37,614.83	$ 6,769.55	$ 44,384.38
ORTEGA	FABIANNA	A	ADMINI	EVIDENCE PROPERTY (	$ 21.52	$ 44,770.96	$ 367.64	$ 45,138.60	$ 17,038.88	$ 62,177.48
RANGEL	LUIS	A	ADMINI	EVIDENCE PROPERTY (	$ 20.28	$ 42,179.54	$ 4,671.61	$ 46,851.15	$ 16,594.44	$ 63,445.59
VILLANUEVA	NATASHA	I	ADMINI	EVIDENCE PROPERTY (	$ 18.73	$ 38,963.34	$ 135.81	$ 39,099.15	$ 1,356.90	$ 40,456.05
				AVERAGE COST - EVIDENCE PROPERTY CUSTODIAN	**$ 19.64**	**$ 40,843.34**	**$ 1,332.60**	**$ 42,175.93**	**$ 10,439.94**	**$ 52,615.88**
AGUIRRE	CAMMIE	A	ADMINI	TSU CRIME SCENE TEC	$ 23.76	$ 49,421.32	$ 4,078.22	$ 53,499.54	$ 32,005.06	$ 85,504.60
JIMENEZ	VALERIE	I	ADMINI	TSU CRIME SCENE TEC	$ 19.88	$ 41,346.24	$ 3,647.64	$ 44,993.88	$ 5,866.47	$ 50,860.35
LOVATO	CHRISTINA	A	ADMINI	TSU CRIME SCENE TEC	$ 19.88	$ 41,346.24	$ 2,700.31	$ 44,046.55	$ 26,967.43	$ 71,013.98
MADRID	ANALEE	A	ADMINI	TSU CRIME SCENE TEC	$ 20.69	$ 43,035.72	$ 5,434.83	$ 48,470.55	$ 22,736.42	$ 71,206.97
NGUYEN	SHADY	A	ADMINI	TSU CRIME SCENE TEC	$ 21.10	$ 43,891.64	$ 3,965.70	$ 47,857.34	$ 17,257.45	$ 65,114.79
SHARPE	ANGELA	A	ADMINI	TSU CRIME SCENE TEC	$ 21.52	$ 44,770.96	$ 6,515.65	$ 51,286.61	$ 10,666.01	$ 61,952.62
				AVERAGE COST - TSU CRIME SCENE TECHNICIAN	**$ 21.14**	**$ 43,968.69**	**$ 4,390.39**	**$ 48,359.08**	**$ 19,249.81**	**$ 67,608.89**
DAVEY	GEORGIA	A	ADMINI	POLICE RECORDS SUPI	**$ 24.24**	**$ 50,416.60**	**$ 14,581.85**	**$ 64,998.45**	**$ 19,332.46**	**$ 84,330.91**
CUNNINGHAM	SHELBY	A	ADMINI	REALTIME CRIME CEN	**$ 18.37**	**$ 38,199.72**	**$ 129.30**	**$ 38,329.02**	**$ 3,877.66**	**$ 42,206.68**
SKIPPER	LINDA	A	AFL-CIO	CUSTODIAN	**$ 15.60**	**$ 32,448.00**	**$ 64.55**	**$ 32,512.55**	**$ 22,649.64**	**$ 55,162.19**

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 22.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Museum June Department Report

Attachments

Museum June Department Report

Roswell Museum

JUNE 2025
MONTHLY REPORT

MAY ATTENDANCE

	FY2025	FY2024	FY2023	FY2022
EVENTS/PROGRAMS	65			
OUTREACH	195			
VOLUNTEER VISITS	10			
MUSEUM BUSINESS	-			
MAY TOTALS	270	3,553	3,051	2,926
FISCAL YEAR-TO-DATE TOTALS	10,980	38,472	33,197	35,730

MAY REVENUES

	FY2025	FY2024	FY2023	FY2022
MEMBERSHIP	580			
STORE	-			
MAY TOTALS	580	16,945	18,504	18,382
FISCAL YEAR-TO-DATE TOTALS	61,712	172,191	200,817	155,018

Please note: Tables were updated in February 2025 to reflect the museum's current closure and categories are those that will be in use during the museum rebuild.

MARCH PROGRAMMING

EVENTS/PROGRAMS/OUTREACH	OCCURRENCES for MONTH	ATTENDEES	PARTNERSHIPS/SUPPORT
Fundraiser Presentation	1	195	RMAC Foundation
Second Saturday	1	65	RMAC Foundation and Roswell Public Library
TOTALS	1	260	

MEMBERS

	366 current active memberships	**524** current active members
FOR MONTH	**-** new memberships	**11** renewals
YEAR to DATE	**16** new memberships	**105** renewals

VOLUNTEERS

FOR MONTH	**15** volunteer hours	**10** volunteer visits
YEAR to DATE	**2148.5** volunteer hours	**474** volunteer visits

5,899 FACEBOOK FOLLOWERS

1,781 INSTAGRAM FOLLOWERS

658 E-NEWSLETTER SUBSCRIBERS

ACTIVITIES & HIGHLIGHTS

CURRENT STATUS & CONSERVATION

The Museum is currently closed due to the flood with collection recovery and rebuilding estimated at 3-4 years.

- An estimate for appraisal services for the fine art collection has been submitted to insurance for review.
- Museum staff continue to talk to prospective conservators for the Goddard Collection and other unique collection items, such as the Luis Jimenez sculpture, *End of the Trail*, for conservation services.
- The Conservation Center's site visit report from their visit at the end of April/beginning of May to review the collection items that remained in Roswell and were above the floodline. Initial findings included warped stretcher bars and taunt painting canvas due to humidity exposure, as well as silt adhesion on surfaces that may need conservation services for cleaning.
- Artwork was returned to lenders in May that required minor cleaning, which was performed by museum staff under the direction of TCC conservators.
- TCC continuing to carry out condition assessments of the 5,300 damaged objects at their Chicago facility. The first batch of proposals is expected in early June. The resulting proposals will outline recommended conservation treatments, costs and timelines to treat individual items.

MUSEUM MIX & MINGLE

Museum staff gave a free public presentation at a "mix and mingle," and membership promotion event at The Liberty on Saturday, May 31, from 6-8:30 pm. Modeled after the annual Members Open House, after the presentation, which focused on the impact of the flood and related recovery efforts, staff answered questions and had an educational display showcasing examples of conservation techniques related to flood affected objects. The event was sponsored in part by The Liberty with additional support provided by the RMAC Foundation. 65 people were in attendance and the presentation was posted on the Museum's Facebook page.

MUSEUM RECOVERY MERCHANDISE

"It's Your Art" Museum Recovery Campaign stickers are now available for members and for distribution at promotional events. Designed by Nicky Ovitt, an Albuquerque-based illustrator, the stickers and future items aim to celebrate the Museum's history and spread awareness about its recovery progress. The tagline, "It's Your Art," represents that the collection is held in the public trust for the benefit of the community. The project is sponsored by the RMAC Foundation.



SPRING FUNDRAISER

The RMAC Foundation held their annual spring fundraiser on May 17 at The Liberty in support of the Museum's recovery efforts. The theme of the event was Flamenco Fiesta with Cuban-inspired food and entertainment and a live auction. The event was at capacity with 204 tickets sold.

SANTA FE RECOVERY VISIT

The Department of Cultural Affairs helped coordinate an opportunity for Museum staff to visit Santa Fe in late May to meet with DCA staff who aided with the Museum's early recovery efforts, as well as behind-the-scenes tours of museums who have undergone or are preparing for major construction, including the Vladem Contemporary, School for Advanced Research, and the O'Keeffe Museum.

During the visit, staff met with the O'Keeffe Museum's in-house conservator Dale Kronkright to review conservation and reframing of *Ram's Skull with Brown Leaves*, the Roswell Museum's 1936 painting by Georgia O'Keeffe that survived the flood, with the frame just barely coming in contact with flood waters. Kronkright had examined the Museum's O'Keeffe painting around 2009 before he went to work full-time for the O'Keeffe Museum and as such had prior experience with the work.

Planned conservation measures include minor cleaning and addressing slight cracking in the paint that is common for a painting of this age. The new frame is a donation by the O'Keeffe Museum Board and was developed by the O'Keeffe Museum for use on the artist's paintings in their collection. It has since been applied to O'Keeffe paintings in other significant public collections such as The Whitney, SFMOMA, Denver Art Museum, San Diego Museum of Art. The frame will provide a specialized microclimate encasement with humidity controls and protection from water for an extended period. The frame is also in keeping with the style O'Keeffe would have used in the 1930s. The work came to the Roswell Museum in 1957 with a metal strip frame that was likely put on by O'Keeffe's framer in the 1950s. the 1950s frame was layered inside of a more ornate frame added by the Roswell Museum as a protective measure in the 1980s. The painting is on loan to the O'Keeffe Museum for safekeeping until the Roswell Museum reopens.

The conservation and research conducted by the O'Keeffe Museum on *Ram's Skull with Brown Leaves* is planned to be documented and made available online at a future date. The Roswell Museum and City of Roswell are grateful for the donation of services and support provided by the O'Keeffe Museum.

MUSEUM POP-UPS

The Museum will present an outreach booth at the Mainstreet Roswell Farmers Markets this summer, starting on July 12, with future plans to be at the Roswell Championship Air Races, Museum Day Roswell and other local events.

NMAM CONFERENCE

The Museum will be hosting the annual conference for the New Mexico Association of Museums on November 3-5. The New Mexico Association of Museums provides statewide support to New Mexico's museums, museum professionals, and associated groups through professional development, advocacy, communication, and collaboration.

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 23.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Lodgers Tax Monthly Report

Attachments

Lodgers Tax Monthly Report

Lodgers' Tax Update April 2025 Activity Collected in May 2025

- All hotels reported on time.
- STR data shows we were at 60.2% occupancy. Down 8.8%
- ADR percent change this month is up 3.6% from last year.

Lodgers' Tax Report 5%

ROSWELL
Finance

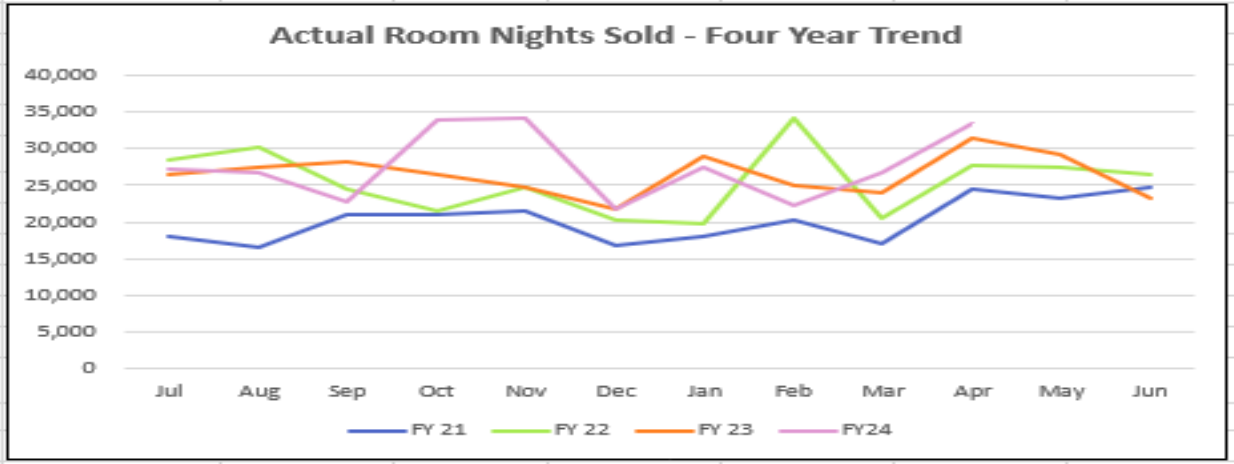
CITY OF ROSWELL
5% LODGERS' TAX COLLECTION REPORT
COLLECTED IN MAY 2025 FOR THE MONTH OF APRIL 2025 ACTIVITY

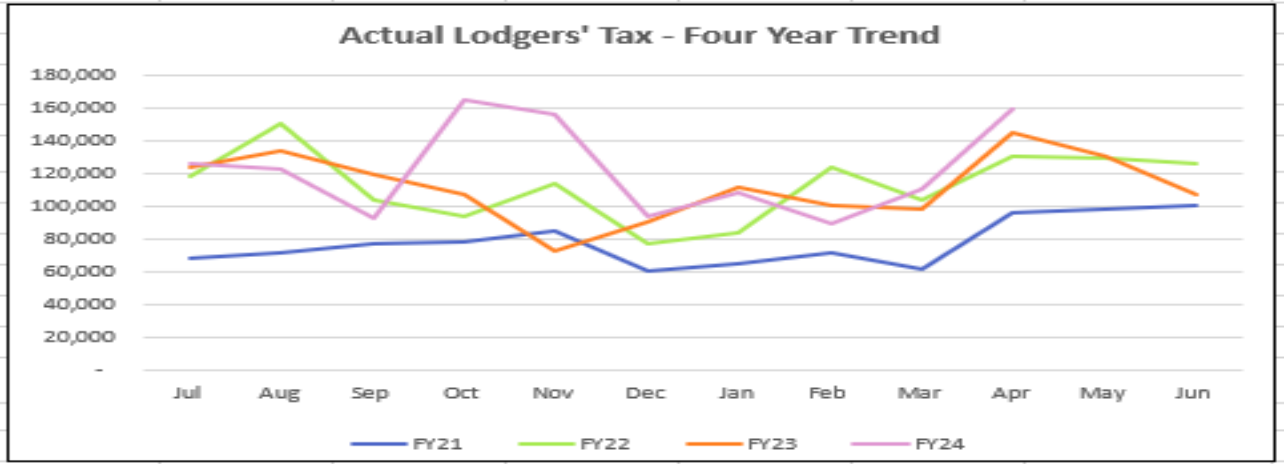
ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 22	28,402	30,239	24,575	21,575	24,634	20,216	19,849	34,166	20,640	27,847	27,495	26,487	306,125
FY 23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
FY25	34,628	28,716	26,372	25,091	33,101	25,752	22,812	21,634	24,353	29,043	24,629		296,131
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	73.0%	58.6%	53.8%	52.9%	67.5%	54.3%	46.5%	44.1%	55.0%	59.2%	51.9%	0.0%	

LODGERS' TAX COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	118,258	151,086	104,159	93,657	113,865	77,700	84,351	123,959	103,688	130,711	129,419	126,099	$ 1,356,953
FY23	123,675	133,648	120,051	107,406	73,116	91,015	111,293	100,743	98,450	145,415	130,573	107,096	$ 1,342,481
FY24	126,306	123,243	92,711	164,942	156,080	94,157	108,666	89,983	110,577	159,226	115,351	126,741	$ 1,467,982
FY25	177,303	159,992	118,806	114,100	157,353	132,870	99,619	95,871	105,116	149,261	117,774		$ 1,428,065





Lodgers' Tax Reports – Convention Center Bed Fee $2.50 days 1-15

CITY OF ROSWELL

$2.50 CONVENTION CENTER BED FEE COLLECTION REPORT

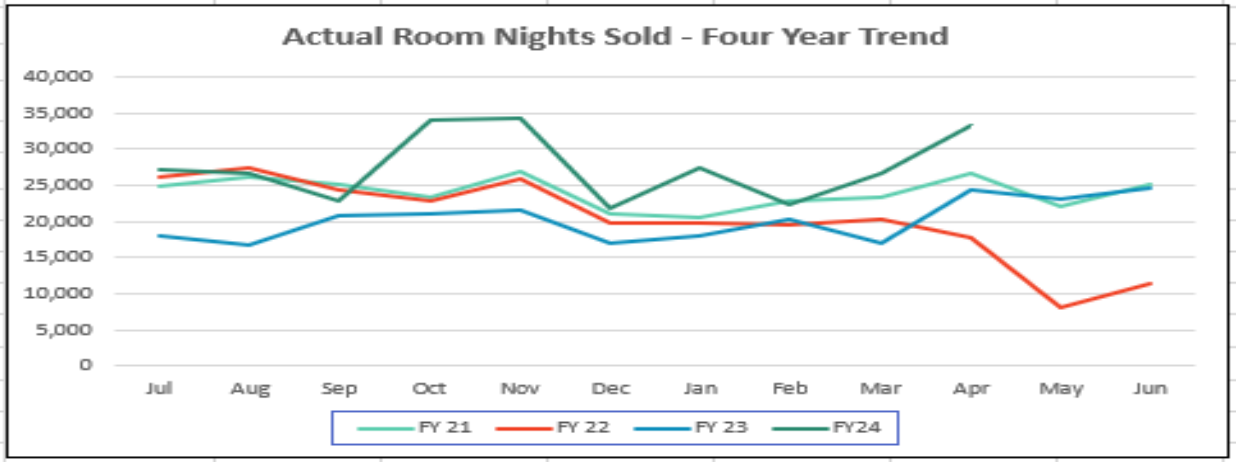
Collected in May 2025 for April 2025 Activity

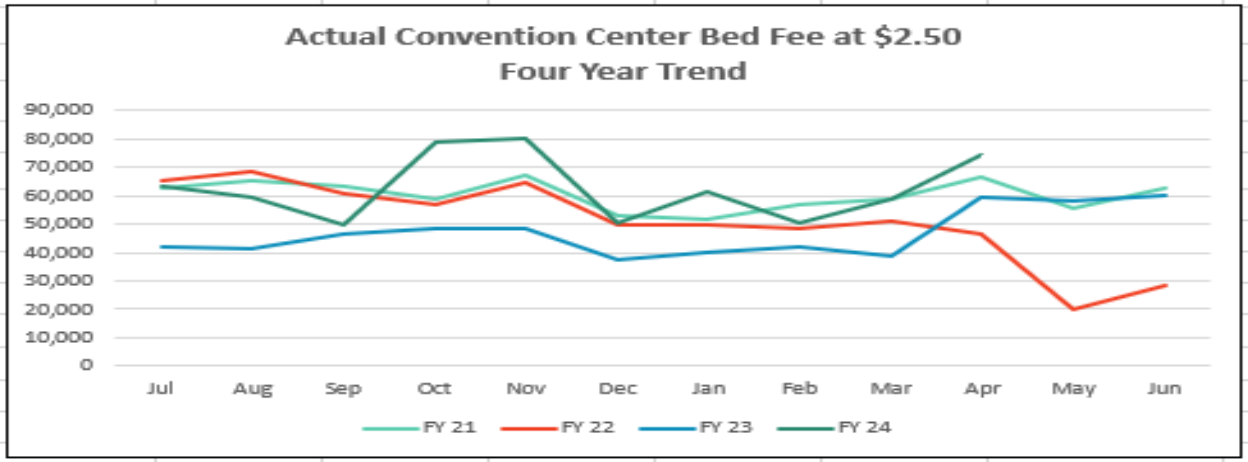
ROOM NIGHTS REPORTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	28,402	30,239	24,575	21,575	24,634	20,216	19,849	34,166	20,640	27,847	27,495	26,487	306,125
FY23	26,570	27,515	28,330	26,385	24,822	21,885	28,847	24,972	24,102	31,539	29,313	23,353	317,633
FY24	27,246	26,672	22,821	33,964	34,230	21,867	27,393	22,269	26,694	33,329	26,826	27,611	330,922
FY25	34,628	28,716	26,372	25,091	33,101	25,752	22,812	21,634	24,353	29,043	24,629		296,131
Available Room Nights	47,460	49,042	49,042	47,460	49,042	47,460	49,042	49,042	44,296	49,042	47,460	49,042	
Occupancy %	73.0%	58.6%	53.8%	52.9%	67.5%	54.3%	46.5%	44.1%	55.0%	59.2%	51.9%	0.0%	

CONVENTION CENTER FEES COLLECTED BY MONTH:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	65,080	78,085	57,453	53,670	64,243	45,085	52,568	62,906	60,999	70,850	72,816	62,375	$ 746,129
FY23	62,518	65,830	67,088	61,810	44,848	51,480	68,305	57,842	53,238	75,480	63,965	54,313	$ 726,714
FY24	63,160	59,332	49,567	79,130	80,079	50,482	61,255	50,565	58,575	74,128	61,840	63,755	$ 751,868
FY25	80,315	70,870	60,612	56,428	76,247	64,132	53,257	49,550	50,762	63,197	56,455		$ 681,825





Tab 2 - Trend City of Roswell, NM+: City of Roswell NM

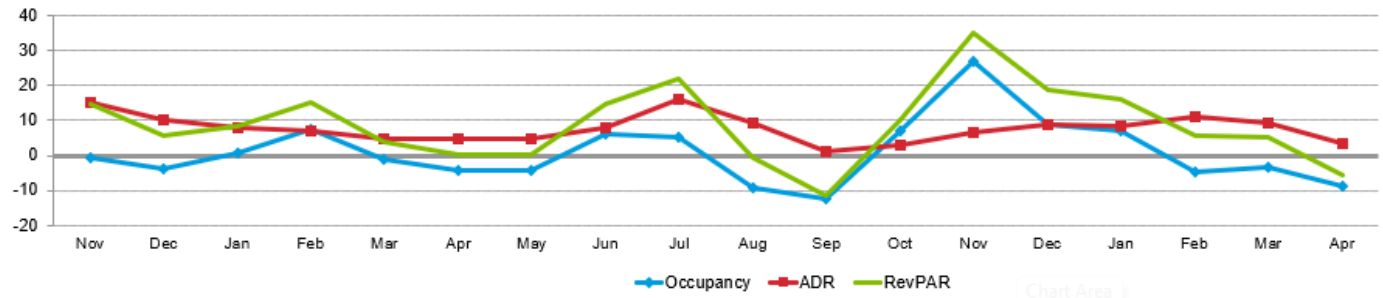
City of Roswell NM

For the Month of April 2025

Currency: USD - US Dollar

Finance Committee 196 of 212

Monthly Percent Change



Overall Percent Change



Occupancy (%)	2023		2024												2025				Year To Date			Running 12 Months		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2023	2024	2025	2023	2024	2025
This Year	55.5	51.7	51.0	65.8	75.3	66.0	62.4	75.8	71.2	58.6	58.9	75.6	70.5	56.2	54.6	62.7	72.8	60.2	64.3	64.5	62.6	62.6	64.3	65.0
Last Year	55.9	53.8	50.7	61.3	76.2	69.0	65.1	71.3	67.6	64.5	67.2	70.7	55.5	51.7	51.0	65.8	75.3	66.0	59.8	64.3	64.5	63.8	62.6	64.3
Percent Change	-0.6	-4.0	0.5	7.4	-1.1	-4.4	-4.2	6.3	5.2	-9.2	-12.4	7.0	27.0	8.9	7.0	-4.8	-3.4	-8.8	7.6	0.3	-3.0	-1.7	2.6	1.0

ADR	2023		2024												2025				Year To Date			Running 12 Months		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2023	2024	2025	2023	2024	2025
This Year	93.54	88.81	89.54	94.42	104.40	100.83	101.82	108.12	113.88	100.78	100.93	104.88	99.58	96.86	97.07	104.81	113.91	104.50	92.75	98.07	105.73	91.56	97.24	104.38
Last Year	81.14	80.65	82.93	88.04	99.60	96.32	97.26	99.98	98.08	92.31	99.80	101.95	93.54	88.81	89.54	94.42	104.40	100.83	85.09	92.75	98.07	86.24	91.56	97.24
Percent Change	15.3	10.1	8.0	7.2	4.8	4.7	4.7	8.1	16.1	9.2	1.1	2.9	6.5	9.1	8.4	11.0	9.1	3.6	9.0	5.7	7.8	6.2	6.2	7.3

RevPAR	2023		2024												2025				Year To Date			Running 12 Months		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2023	2024	2025	2023	2024	2025
This Year	51.95	45.88	45.66	62.17	78.64	66.53	63.52	81.98	81.04	59.05	59.40	79.33	70.24	54.47	52.96	65.70	82.91	62.88	59.67	63.25	66.15	57.36	62.53	67.80
Last Year	45.34	43.42	42.08	53.96	75.86	66.44	63.30	71.33	66.33	59.55	67.07	72.09	51.95	45.88	45.66	62.17	78.64	66.53	50.88	59.67	63.25	54.98	57.36	62.53
Percent Change	14.6	5.7	8.5	15.2	3.7	0.1	0.3	14.9	22.2	-0.8	-11.4	10.0	35.2	18.7	16.0	5.7	5.4	-5.5	17.3	6.0	4.6	4.3	9.0	8.4

Supply	2023		2024												2025				Year To Date			Running 12 Months		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2023	2024	2025	2023	2024	2025
This Year	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	151,320	151,320	151,320	460,265	460,265	460,265
Last Year	37,830	39,091	39,091	35,308	39,091	37,830	39,091	37,830	39,091	39,091	37,830	39,091	37,830	39,091	39,091	35,308	39,091	37,830	151,320	151,320	151,320	460,265	460,265	460,265
Percent Change	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Demand	2023		2024												2025				Year To Date			Running 12 Months		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2023	2024	2025	2023	2024	2025
This Year	21,010	20,196	19,934	23,250	29,447	24,961	24,386	28,684	27,819	22,904	22,265	29,567	26,686	21,984	21,327	22,132	28,454	22,761	97,346	97,592	94,674	288,342	295,949	298,969
Last Year	21,140	21,044	19,836	21,640	29,773	26,097	25,442	26,990	26,437	25,217	25,424	27,641	21,010	20,196	19,934	23,250	29,447	24,961	90,486	97,346	97,592	293,429	288,342	295,949
Percent Change	-0.6	-4.0	0.5	7.4	-1.1	-4.4	-4.2	6.3	5.2	-9.2	-12.4	7.0	27.0	8.9	7.0	-4.8	-3.4	-8.8	7.6	0.3	-3.0	-1.7	2.6	1.0

Revenue	2023		2024												2025				Year To Date			Running 12 Months		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	2023	2024	2025	2023	2024	2025
This Year	1,965,300	1,793,528	1,784,804	2,195,159	3,074,165	2,516,820	2,482,944	3,101,316	3,168,035	2,308,282	2,247,172	3,100,940	2,657,308	2,129,350	2,070,209	2,319,675	3,241,097	2,378,572	9,029,284	9,570,948	10,009,553	26,399,754	28,778,721	31,204,902
Last Year	1,715,296	1,697,172	1,645,002	1,905,196	2,965,525	2,513,561	2,474,405	2,698,400	2,592,856	2,327,861	2,537,303	2,818,121	1,965,300	1,793,528	1,784,804	2,195,159	3,074,165	2,516,820	7,699,433	9,029,284	9,570,948	25,305,025	26,399,754	28,778,721
Percent Change	14.6	5.7	8.5	15.2	3.7	0.1	0.3	14.9	22.2	-0.8	-11.4	10.0	35.2	18.7	16.0	5.7	5.4	-5.5	17.3	6.0	4.6	4.3	9.0	8.4

Census %	2023		2024												2025			
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Census Props	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Census Rooms	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261	1261
% Rooms Participants	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	93.7	93.7	93.7

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 24.

Finance Committee
Meeting Date: 07/03/2025
COMMITTEE: Finance
CONTACT: Toni Gomez **CHAIR:** Robert B. Corn

DEPARTMENT NAME:
Roswell Fire Department - Proposal for Ambulance Service (Chavez)

Attachments

RFD EMS Operations Transition Plan

Roswell Fire Department

EMS Operations Transition Plan

Roswell Fire Department EMS Transition Plan

	2024	2025	2026	2027	2028
Costs					
Employees					
EMS Educator (exempt)	1	1	1	1	1
Pay Grade	-	-	-	-	
Salary	$ 86,500.00	$ 88,230.00	$ 89,994.60	$ 91,794.49	$ 93,630.38
Benefits	$ 14,705.00	$ 23,822.10	$ 24,298.54	$ 24,784.51	$ 25,280.20
Healthcare A	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44
Healthcare B	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68
Guaranteed OT	$ 2,751.03	$ 2,850.06	$ 2,952.66	$ 3,058.96	$ 3,169.08
Cost/ employee (A)	$ 120,547.47	$ 131,493.60	$ 133,837.25	$ 136,229.41	$ 138,671.11
Cost/ employee (B)	$ 109,579.71	$ 120,525.84	$ 122,869.49	$ 125,261.65	$ 127,703.35
Sub Total (A only)	$ 120,547.47	$ 131,493.60	$ 133,837.25	$ 136,229.41	$ 138,671.11
EMS Lieutenant (exempt)	3	3	3	3	3
Pay Grade	762	762	762	762	762
Salary	$ 82,564.93	$ 84,216.23	$ 85,900.55	$ 87,618.56	$ 89,370.94
Benefits	$ 14,036.04	$ 22,738.38	$ 23,193.15	$ 23,657.01	$ 24,130.15
Healthcare A	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44
Healthcare B	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68
Guaranteed OT	$ 2,751.03	$ 2,850.06	$ 2,952.66	$ 3,058.96	$ 3,169.08
Cost/ employee (A)	$ 115,943.43	$ 126,396.11	$ 128,637.81	$ 130,925.98	$ 133,261.61
Cost/ employee (B)	$ 104,975.67	$ 115,428.35	$ 117,670.05	$ 119,958.22	$ 122,293.85
Sub Total (A only)	$ 347,830.30	$ 379,188.34	$ 385,913.42	$ 392,777.93	$ 399,784.83
Paramedics (non-exempt)	12	12	12	12	12
Pay Grade	748	746	746	746	746
Salary	$ 75,000.00	$ 76,500.00	$ 78,030.00	$ 79,590.60	$ 81,182.41
Benefits	$ 12,750.00	$ 13,005.00	$ 13,265.10	$ 13,530.40	$ 13,801.01
Healthcare A	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44
Healthcare B	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68
Guaranteed OT	$ 2,085.64	$ 2,160.72	$ 2,238.51	$ 2,319.09	$ 2,402.58
Cost/ employee (A)	$ 106,427.08	$ 108,257.16	$ 110,125.05	$ 112,031.54	$ 113,977.44
Cost/ employee (B)	$ 95,459.32	$ 97,289.40	$ 99,157.29	$ 101,063.78	$ 103,009.68
Sub Total	$ 1,255,189.44	$ 1,277,150.43	$ 1,299,565.06	$ 1,322,442.92	$ 1,345,793.81
AEMTs	10	10	10	10	10
Pay Grade	746	746	746	746	746
Salary	$ 56,500.00	$ 57,630.00	$ 58,782.60	$ 59,958.25	$ 61,157.42
Benefits	$ 9,605.00	$ 9,797.10	$ 9,993.04	$ 10,192.90	$ 10,396.76
Healthcare A	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44
Healthcare B	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68
Guaranteed OT	$ 2,004.57	$ 2,076.73	$ 2,151.49	$ 2,228.95	$ 2,309.19
Cost/ employee (A)	$ 84,701.01	$ 86,095.27	$ 87,518.57	$ 88,971.54	$ 90,454.81
Cost/ employee (B)	$ 73,733.25	$ 75,127.51	$ 76,550.81	$ 78,003.78	$ 79,487.05
Sub Total	$ 803,139.01	$ 817,081.66	$ 831,314.70	$ 845,844.36	$ 860,677.01
EMTs	5	5	5	5	5
Pay Grade	744	744	744	744	744
Salary	$ 50,000.00	$ 51,000.00	$ 52,020.00	$ 53,060.40	$ 54,121.61
Benefits	$ 8,500.00	$ 8,670.00	$ 8,843.40	$ 9,020.27	$ 9,200.67
Healthcare A	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44	$ 16,591.44
Healthcare B	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68	$ 5,623.68
Guaranteed OT	$ 1,926.28	$ 1,995.62	$ 2,067.46	$ 2,141.89	$ 2,219.00
Cost/ employee (A)	$ 77,017.72	$ 78,257.06	$ 79,522.30	$ 80,814.00	$ 82,132.72
Cost/ employee (B)	$ 66,049.96	$ 67,289.30	$ 68,554.54	$ 69,846.24	$ 71,164.96
Sub Total	$ 385,088.58	$ 391,285.31	$ 397,611.52	$ 404,070.01	$ 410,663.61
Overtime	$500,000.00	$515,000.00	$530,450.00	$546,363.50	$562,754.41
OT from LDTs	$675,754.51	$696,027.14	$716,907.96	$738,415.20	$760,567.65
OT Total	$1,175,754.51	$1,211,027.14	$1,247,357.96	$1,284,778.70	$1,323,322.06
Other Costs					
Health Physicals DOT)	$0.00	$15,000.00	$15,300.00	$15,606.00	$15,918.12
Uniforms	$9,858.00	$10,055.16	$10,256.26	$10,461.39	$10,670.62
Salaries total	$ 2,911,794.79	$ 2,864,705.73	$ 2,914,404.70	$ 2,965,135.22	$ 3,016,919.27
Total Staff Cost	$ 4,097,407.30	$ 4,232,281.64	$ 4,321,156.17	$ 4,412,210.71	$ 4,505,501.17

	2026	2027	2028	2029	2030
Operations					
Radios	$ 55,362.18	$ 14,255.76	$ -	$ -	$ -
misc. equipment	$ 150,000.00	$ 140,000.00	$ 140,000.00	$ 140,000.00	$ 140,000.00
monitors/cots	$ 661,163.65	$ 94,451.95	$ -	$ -	$ -
Maint./ fuel	$ 137,000.00	$ 142,800.00	$ 145,656.00	$ 148,569.12	$ 151,540.50
Insurance	$ 18,400.00	$ 18,768.00	$ 19,143.36	$ 19,526.23	$ 19,916.75
Medical Direction fees	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00
Billing	$ 288,070.66	$ 296,712.78	$ 305,614.16	$ 314,782.59	$ 324,226.07
Total Operation Cost	$ 1,329,996.49	$ 726,988.49	$ 630,413.52	$ 642,877.93	$ 655,683.32
Contingency	$ 250,000.00	$ 200,000.00	$ 150,000.00	$ 100,000.00	$ 50,000.00
Capital Outlay					
Apparatus					
New type I & III	$ 1,900,000.00	$ -	$ 600,000.00	0	0
New Type II	$ 224,000.00	$ 120,000.00	$ -	$ -	$ 157,571.23
Total Apparatus Cost	$ 2,124,000.00	$ 120,000.00	$ 600,000.00	$ -	$ 793,571.23
Total Costs	$ 7,801,403.79	$ 5,279,270.13	$ 5,701,569.69	$ 5,155,088.65	$ 6,004,755.72

INITIAL DATA:	CY2024		GROUND AMBULANCE		
	CHARGES	TRIPS	CONTRACTUAL WRITE-OFF	PROJECTED PAYMENTS	HSI Historical Adj Collection Rates*
Mcare	$3,546,633	3,185	($1,967,025.81)	$1,516,423	96%
Mcaid	$3,369,552	3,026	($1,676,922.52)	$1,675,703	99%
Insurance	$1,064,157	956	$0	$723,627	68%
Other Gov	$473,330	425	$0	$283,998	60%
Self Pay	$708,324	636	$0	$28,333	4%
Total	**$9,161,995**	**10,615**		**$4,228,083**	

$4,058,959.76

LDT		Charges	
Mcare	438	143040	$ 137,318.69
Mcaid	416	153117	$ 151,585.92
Insurance	131	101262	$ 68,858.40
Other Gov	44	35352	$ 21,211.27
Self Pay	66	51830	$ 2,073.19
	1095	484602	$ 381,047.47

Payor Mix (from AMR)

Medicare	40%
Medicaid	38%
Commercial	12%
Gov. Other	4%
Self	6%

Tariffs (Gross Charge) | Icare Allow - NM CY20 | Medicaid Allowable - NM

CPT Codes	Description	Base Rate	Mileage Rate	CPT Codes	Base Rate	Mileage Rate	Base Rate	Mileage Rate
A0426	ALS Non-Emerg	$752.40	$12.75	A0426	$322.61	$9.24	$363.26	$10.45
A0427	ALS Emerg	$1,191.47	$12.75	A0427	$510.80	$9.24	$575.16	$10.45
A0428	BLS Non-Emerg	$627.00	$12.75	A0428	$268.84	$9.24	$302.72	$10.45
A0429	BLS Emerg	$934.56	$12.75	A0429	$430.15	$9.24	$484.36	$10.45
A0433	ALS II	$1,506.45	$12.75	A0433	$739.32	$9.24	$832.50	$10.45
A0434	CCT/SCT	$1,768.80	$12.75	A0434	$873.74	$9.24	$873.74	$10.45
A0140	Wheelchair/ Gurney Van	$40.00	$4.00					

Totals
$4,440,007.23

*Adjusted Collection Rates = Projected Payments / (Charges minus Contractual Writeoffs)

Level of Care Mix (from HSI comparable Client)

A0426	A0427	A0428	A0429	A0433	A0434
ALS1 - NE	ALS 1 - E	BLS - NE	BLS - E	ALS2	SCT
7.8%	64.8%	8.8%	15.9%	2.6%	0.1%

Average Miles/Trip
3

Avg LDT
188

	percentage	cost/ call	total calls	
County Subsidy	8.01%	$ 450.00	850	$ 382,500.00

Summary

	2026	2027	2028	2029	2030
Costs					
Employee	$ (4,097,407)	$ (4,232,282)	$ (4,321,156)	$ (4,412,211)	$ (4,505,501)
Operations	$ (1,329,996)	$ (726,988)	$ (630,414)	$ (642,878)	$ (655,683)
Contigency	$ (250,000)	$ (200,000)	$ (150,000)	$ (100,000)	$ (50,000)
Total Operation Cost	$ (5,677,404)	$ (5,159,270)	$ (5,101,570)	$ (5,155,089)	$ (5,211,184)
Net Revenue					
911/Local	$ 4,228,083	$ 4,354,925	$ 4,485,573	$ 4,620,140	$ 4,758,745
LDT	$ 381,047	$ 392,479	$ 404,253	$ 416,381	$ 428,872
County Subsidy	$ 382,500	$ 393,975	$ 405,794	$ 417,968	$ 430,507
Total Net Revenue	$ 4,991,630	$ 5,141,379	$ 5,295,621	$ 5,454,489	$ 5,618,124
					$ -
Operational Gain/Loss	$ (685,773)	$ (17,891)	$ 194,051	$ 299,401	$ 406,940
Capital Outlay	$ (2,124,000)	$ (120,000)	$ (600,000)	$ -	$ (793,571)
Net Deficit	$ (2,809,773)	$ (137,891)	$ (405,949)	$ 299,401	$ (386,632)

	July	Aug	Sept	Oct	Nov	Dec	Jan. 27	Feb. 27	Mar. 27	Apr. 27	May. 27	June. 27
Costs												
Employee	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)	$ (341,450.61)
Operations	$ (778,842.50)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)	$ (23,916.67)
Contigency	$ (250,000.00)											
Captial Outlay	$ (2,124,000.00)											
Total Costs	$ (3,494,293.11)	$ (365,367.28)	$ (365,367.28)	$ (365,367.28)		$ (365,367.28)	$ (365,367.28)	$ (365,367.28)	$ (365,367.28)	$ (365,367.28)	$ (365,367.28)	$ (365,367.28)
				$ (350,752.59)								
Net Revenue												
911/Local	$ -	$ 116,272.28	$ 232,544.57	$ 352,340.26	$ 352,340.26	$ 352,340.26	$ 352,340.26	$ 352,340.26	$ 352,340.26	$ 352,340.26	$ 352,340.26	$ 352,340.26
LDT	$ -	$ 10,478.81	$ 20,957.61	$ 31,753.96	$ 38,606.72	$ 38,606.72	$ 38,606.72	$ 38,606.72	$ 38,606.72	$ 38,606.72	$ 38,606.72	$ 38,606.72
County Stipend				$ 31,875.00	$ 31,875.00	$ 31,875.00	$ 31,875.00	$ 31,875.00	$ 31,875.00	$ 31,875.00	$ 31,875.00	$ 31,875.00
Total Net Revenue	$ -	$ 126,751.09	$ 253,502.18	$ 415,969.21	$ 422,821.98	$ 422,821.98	$ 422,821.98	$ 422,821.98	$ 422,821.98	$ 422,821.98	$ 422,821.98	$ 422,821.98
Net Deficit	$ (3,494,293.11)	$ (238,616.19)	$ (111,865.10)	$ 50,601.93	$ 72,069.39	$ 57,454.70	$ 57,454.70	$ 57,454.70	$ 57,454.70	$ 57,454.70	$ 57,454.70	$ 57,454.70
Cumulative Deficit	$ (3,494,293.11)	$ (3,732,909.30)	$ (3,844,774.39)	$ (3,794,172.46)	$ (3,722,103.07)	$ (3,664,648.37)	$ (3,607,193.67)	$ (3,549,738.97)	$ (3,492,284.27)	$ (3,434,829.58)	$ (3,377,374.88)	$ (3,319,920.18)

Staffing Structure:

- **Ambulance Staffing:**
  - 3 ambulances staffed with 1 Paramedic and 1 EMT.
    - Station 1, 3, 5
  - 2 ambulances staffed with 1 Advanced EMT and 1 EMT.
    - Station 3, 5
- **Supervisory Roles:**
  - Each of the 3 shifts has a Paramedic Lieutenant Supervisor.
    - Station 1
  - 1 EMS Captain who also serves as an Educator (40-hour workweek).

CITY OF ROSWELL FIRE DEPARTMENT
EMERGENCY MEDICAL TECHNICIAN

GENERAL DESCRIPTION

Protects life and property by performing emergency medical care, public education, and related duties. Maintains EMS equipment, apparatus, and facilities. Performs according to the New Mexico State Scope of Practice for the employee's current licensure level.

ESSENTIAL DUTIES

- Performs emergency medical services in accordance with the standards and expectations of the City of Roswell Fire Department.
- Carries out basic and advanced medical rescue procedures to access, stabilize, and transport patients to appropriate medical facilities.
- Provides pre-hospital emergency medical care safely and effectively in all types of emergent conditions.
- Provides both emergent and non-emergent treatment and transport of patients as assigned by a supervisor.
- Completes all required patient treatment documentation and other reports as required by department policy.
- Maintains and prepares vehicles and medical equipment to ensure readiness for emergency and non-emergency responses.
- Acts as a patient advocate while maintaining interagency teamwork and effective verbal/written communication with other medical personnel.
- Performs all duties with maturity, professionalism, and in accordance with department policies.
- Attends meetings, seminars, and training sessions to maintain current licensure, certifications, and required skill competencies.

NON-ESSENTIAL DUTIES

- May serve on various employee committees, as assigned.

MINIMUM QUALIFICATIONS

This position is subject to the City of Roswell's Drug and Alcohol Testing Policy, which includes one or more of the following: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Education and Experience:

- Must possess a high school diploma or GED at the time of hire.
- Must possess a State of New Mexico EMT certification or NREMT certification, with the ability to obtain a New Mexico EMT license within six months of hire.
- One (1) year of experience providing emergency medical care in a pre-hospital setting preferred.
- New hires with an EMT-B license must adhere to Roswell Fire Department's Certification and Licensure Policy by obtaining their New Mexico EMT-Intermediate license or higher.

COMPENSATION

- **EMT Specialist Basic**: $19.10 per hour
- **EMT Specialist Intermediate**: $21.35 – $28.83 per hour
- **EMT Specialist Paramedic**: $24.95 – $33.68 per hour

SKILLS, KNOWLEDGE, AND ABILITIES

- Skilled in all aspects of emergency vehicle operation, medical rescue, and related medical specialties, including knowledge of incident management systems and unified command principles.
- Knowledge of human anatomy and physiology, disease processes, and treatment for medical and trauma patients.
- Ability to gain knowledge of Roswell Fire Department EMS protocols, departmental rules and regulations, and all applicable laws and ordinances.
- Ability to gather and compile information, follow oral and written instructions, and prepare reports and documentation accurately.
- Ability to prioritize workloads effectively based on factors such as immediate need and future objectives.
- Ability to produce clear, legible written documents using proper spelling, punctuation, and grammar.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with fire department personnel, other city departments, health care facilities, outside agencies, and the public.

SPECIAL REQUIREMENTS

- Prefer applicants 21 years or older at the time of employment.
- Must possess or obtain a valid driver's license by time of hire, with no record of suspension or revocation in any state for the past three (3) years.
- Must obtain and maintain a valid State of New Mexico Class E (or equivalent) driver's license upon hire.
- No felony convictions or disqualifying criminal histories within the past seven (7) years.
- Must be able to read and write the English language.
- Must maintain insurability and operate City vehicles in accordance with City insurance policies.
- Residency requirement: Must reside in a primary residence within 150 miles of the Roswell city limits, as specified by the department's residency policy.

PHYSICAL DEMANDS

The physical demands described here represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Must be able to respond rapidly to ambulance calls and access patients in difficult terrain, adverse weather, or confined spaces such as vehicle accidents or machinery entrapments.
- Must be able to carry patients and equipment over rough terrain and confined spaces.
- Must be capable of performing CPR for extended periods and possess fine motor skills to read medication labels in stressful environments.
- Frequently required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and to reach with hands and arms.
- Frequently required to sit, bend, stoop, talk, and hear.
- Must occasionally lift and/or move up to 100 pounds.
- Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- The noise level in the work environment is usually moderate, but may become loud during certain EMS operations.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the City of Roswell as the needs of the City and requirements of the job change.

Here's a structured **14-Month Implementation Plan** for the **Fire Department to Take Over EMS Operations In** a city that has historically used private EMS services.

Fire Department EMS Integration Implementation Plan (14 Months)

Objective: Transition EMS services from a private provider to the Fire Department while ensuring continuity of care, operational readiness, and regulatory compliance.

Phase 1: Planning & Assessment (Months 1-3)

1.1 Stakeholder Engagement & Approval

- Meet with city officials, fire department leadership, and regulatory agencies to outline the transition plan.
- Obtain necessary approvals from governing bodies (City Council, EMS regulatory agencies, etc.).
- Engage community leaders to inform and gather support for the transition.

1.2 Legal & Regulatory Compliance

- Review local, state, and federal EMS regulations for compliance.
- Apply for required EMS licenses, permits, and certifications.
- Draft necessary ordinances or agreements to transfer EMS responsibilities to the Fire Department.

1.3 Budget & Funding Allocation

- Continue Development and finalize a financial plan covering personnel, equipment, vehicles, training, and operational costs.
- Review funding sources, including grants, municipal budgets, and potential subsidies.
- Secure budget approval from city leadership.

Phase 2: Infrastructure & Resource Acquisition (Months 4-7)

2.1 Fleet & Equipment Procurement

- Start Purchase process of ambulances and EMS response vehicles.
- Acquire medical equipment, supplies, and technology (monitors, stretchers, defibrillators, etc.).
- Establish maintenance protocols for EMS vehicles and equipment.
- Establish central supply and disbursement program

2.1 Support Staff acquisition

Hire for EMS Captain/Educator position

Phase 3: System Development & Implementation (Months 8-11)

3.1 Operational Policies & Protocols

- Develop EMS standard operating procedures (SOPs) in alignment with medical protocols.
- Establish response time goals and deployment strategies.
- Implement quality assurance (QA) and quality improvement (QI) processes.

3.2 Medical Direction & Oversight

- Work with the Medical Director to oversee EMS operations.
- Implement standing orders, protocols, and training programs under medical direction.
- Develop a Continuous Quality Improvement (CQI) program for ongoing evaluation.

3.3 Logistics & Supply Chain Management

- Establish inventory control procedures for medical supplies.
- Set up contracts with medical supply vendors.
- Implement a restocking and supply management system.

Phase 4: Testing, Evaluation & Final Preparations (Months 12-13)

4.1 Personnel Hiring & Training

- Implement staffing models based on projected call volume and service needs.
- Recruit and hire paramedics, EMTs, and additional fire-medics if required.
- Conduct a training program for firefighters who will provide EMS services.

4.2 Communications & Dispatch Integration

- Coordinate with the 911 dispatch center for EMS call handling.
- Implement CAD (Computer-Aided Dispatch) systems that integrate fire and EMS.
- Train dispatchers on new EMS protocols.

4.3 Community Outreach & Public Education

- Inform residents of the transition and expected service improvements.
- Launch a public awareness campaign to explain 911 response changes.
- Host community engagement events and Q&A sessions.

4.4 Final Readiness Check

- Conduct full-scale drills and scenario-based training.
- Finalize fleet, equipment, and personnel assignments.
- Ensure all permits, licenses, and regulatory requirements are fully met.

Phase 5: Full EMS Transition & Post-Implementation (Month 14 & beyond)

5.1 Full-Service Launch

- Officially transition EMS operations from the private provider to the Fire Department.
- Monitor real-time system performance and make adjustments as needed.

5.2 Post-Implementation Review & Evaluation

- Assess operational efficiency, response times, and service quality.
- Gather feedback from EMS crews, fire personnel, and response partners.
- Implement further improvements based on post-transition analysis.

Ongoing Considerations

- **Continuous Training & Education** – Ongoing professional development for EMS personnel.
- **Performance Metrics & Reporting** – Regular audits of EMS performance and response times.
- **Financial Oversight** – Continuous evaluation of budget expenditures and cost efficiency.
- **Interagency Collaboration** – Strengthen partnerships with hospitals, law enforcement, and emergency management agencies.

Conclusion:

This **14-month plan** ensures a **smooth and efficient transition** from private EMS to **fire-based EMS operations**, maintaining high-quality emergency medical services while optimizing city resources.

Would you like to adjust any timelines or add additional focus areas?

Emergency EMS Service Transition Proposal (60–90 Day Implementation) *ALL DEPENENT ON AMBULANCES*

Overview:
In the event of a short-notice transition of 911 EMS services (within a 60–90 day timeframe), our organization is prepared to rapidly mobilize the resources, personnel, and infrastructure necessary to ensure continued emergency medical coverage. While not ideal, this expedited deployment is feasible through coordinated action and strategic partnerships.

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1. Ambulance Procurement & Fleet Readiness

- While vehicle type and configuration may be subject to availability, the vendor has committed to delivering compliant units capable of meeting state and federal standards for emergency response.
- Initial deployment may require operating with a mixed fleet (new and refurbished units), with plans for standardization as availability improves.

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2. Billing & Revenue Cycle Management

- Our billing partner, HSI, has confirmed a 60–90 day implementation period to establish full EMS billing operations.
- This includes system integration, payer credentialing, electronic claims setup, staff training, and compliance with HIPAA and state regulations as well as all CMS inspections.
- Temporary billing procedures can be implemented during the setup period to ensure continuity of financial operations and revenue capture.

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3. Medical Equipment & Supply Chain

- We have a pre-established relationship with a national medical supply distributor capable of supporting initial and ongoing inventory needs.
- Start-up supply kits for each ambulance unit, station stock, and PPE reserves will be prioritized and can be delivered within the first 30–45 days.
- Ongoing procurement will be managed through automated resupply programs and just-in-time logistics to avoid shortages.

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4. Staffing & Workforce Deployment

- A targeted EMS recruitment campaign will be launched immediately, leveraging existing databases, regional partners, and online platforms to attract certified EMTs and paramedics.
- Based on current market analysis, we are confident in our ability to onboard a sufficient number of EMS professionals within 60 days.
- In the event of temporary staffing gaps, cross-coverage will be provided by fire department personnel, with contingency planning for overtime and operational surges.

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5. Licensing, Compliance, & Operational Authorization

- All required licensing through the State Department of Transportation and EMS regulatory bodies will be prioritized and can be completed within the 60–90 day window.
- This includes vehicle licensure, organizational permits, and operational zone authorizations.
- Our compliance team will ensure adherence to all state and federal EMS regulations, including controlled substance licensing, clinical protocols, and quality assurance mechanisms.

Conclusion

This expedited implementation plan requires a coordinated, "all-hands-on-deck" approach involving administration, operations, logistics, and public safety personnel. While this transition timeline is aggressive, our organization has the experience, infrastructure, and vendor support to make it achievable.

We are prepared to assume 911 EMS service delivery on short notice—while maintaining a high standard of care, regulatory compliance, and operational continuity.
