

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 Vandebout, 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