

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, July 3, 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 2:11 pm with Councilor Corn presiding. Councilor Cavin, Councilor Heldenbrand, Councilor Johnson, and Councilor Halvorson are present.

STAFF PRESENT

Angela Garcia, Ron Garci, Andrew Valadez, James MacCornack, Naomi Steward, Becky Hick, Kathy Litt, Enid Costley, Jim Burress, Mac Roger, Caroline Brooks, Justin Jones, Abraham Chaparro, Jeff Bechtel, Randy Bunch, Bobbi Thompson, Chad Cole, Mike Mathews, Toni Gomez, Lance Bateman, Derek Wahsichek, Steve Chavez, Nathaniel Mascarenas, and Mayor Jennings.

GUESTS PRESENT

Christine Sprens; Mike Espiritu, RCCEDC; Rita Kane-Doerhofer, citizen; Tom Wulf, Medical Director, Chaves County; Alfredo Garcia, RHCC; Terri Harbor, RDR

APPROVAL OF AGENDA

Councilor Cavin made a motion to approve the agenda for July 3, 2025. Councilor Halvorson was the second. The motion passed 5-0.

ACTION ITEMS

1. Review and ranking of the FY2027-2031 Infrastructure Capital Improvement Plan (ICIP). Toni Gomez presented this item.

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 five projects for consideration in the ICIP.

Councilor Halvorson made a motion to send the FY27-31 ICIP to the full council. Councilor Cavin seconded the motion. The motion passes 5-0.

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. James MacCornack presented this item.

Recommend award of ITB 25-006 RAC Wastewater Extension Project to Enviroworks, LLC in the amount of \$3,274,145.18, which includes GRT. 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%). J29 Enterprises-\$3,729,550.65 | J&H Services-\$3,616,255.55 | KE&G-\$3,563,908.78 | Enviroworks-\$3,274,145.18 | Constructors-\$5,175,284.69 | 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.

Councilor Johnson made a motion to award ITB 25-006 RAC Wastewater Extension Project to Enviroworks, LLC in the amount of \$3,274,145.18, which includes GRT on the consent agenda. Councilor Johnson was the second. The motion passed 5-0.

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

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.

Councilor Heldenbrand made a motion to consider recommendation of Resolution 25-XX for support of the application to the New Mexico Department of Finance for possible Community Development Block Grant (CDBG) funding application for improvements on 6th, 7th, and 8th Street to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 5-0.

4. Consider recommending approval for the Roswell Air Center to purchase a new ARFF truck. Bobbi Thompson presented this item.

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.

Councilor Heldenbrand made a motion to consider recommending approval for the Roswell Air Center to purchase a new ARFF truck to be placed on the full city council agenda. Councilor Halvorson was the second. The motion passed 5-0.

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. Mac Rogers presented this item.

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. 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.

Councilor Cavin made a motion to approve 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 to be placed on the consent agenda. Councilor Johnson was the second. The motion passed 5-0.

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. Mac Rogers presented this item.

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.

Councilor Johnson made a motion for 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 to be placed on the consent agenda. Councilor Cavin was the second. The motion passed 5-0.

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. Mac Rogers presented this item.

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 teardown taking only a week.

Councilor Halvorson made a motion 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 to be placed on the consent agenda. Councilor Heldenbrand was the second. The motion passed 5-0.

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. Mac Rogers presented this item.

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 utilize City provided materials. This infrastructure was required for the Air Center to host PRS for the Reno Air Racing Association.

Councilor Heldenbrand made a motion to 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 to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 5-0.

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. Mac Rogers presented this item.

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.

Councilor Halvorson made a motion for 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 to be placed on the consent agenda. Councilor Heldenbrand was the second. The motion passed 5-0.

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 brought to Finance and the Council's attention. Abraham Chaparro presented this item.

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 the Council this year.

Councilor Cavin made a motion for 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 brought to Finance and the Council's attention to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 5-0.

11. Consider recommending approval of a budget adjustment for FY26 museum operational budget in the amount of \$57,520. Caroline Brooks presented this item.

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.

Councilor Heldenbrand made a motion for approval of a budget adjustment for FY26 museum operational budget in the amount of \$57,520 to be placed on the consent agenda. Councilor Johnson was the second. The motion passed 5-0.

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. Toni Gomez presented this item.

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.

Councilor Johnson made a motion for approval to proceed with the purchase of Oracle NetSuite as the City's new Enterprise Resource Planning (ERP) system in the amount of \$765,993 to be placed on the consent agenda. Councilor Halvorson was the second. The motion passed 5-0.

13. Approval to enter into a contract with Enterprise Fleet Management for vehicle fleet management services. Toni Gomez presented this item. After some discussion, this item was tabled for more information.

Councilor Cavin made a motion to table this item to get more information. Councilor Halvorson was the second. The motion passed 5-0.

FLOOD DISASTER UPDATES

APPROVAL OF MINUTES APPROVAL OF MINUTES

14. Consider approval of the June 5, 2025, Finance Committee Meeting Minutes.

Councilor Cavin asked to recuse himself from approving the minutes for the June 5, 2025, Finance Committee Meeting because he was absent.

Councilor Heldenbrand made a motion to approve the minutes for June 5, 2025, with the following correction: under Guest Present, strike out Councilor Darrell Johnson (he is a member of the Finance Committee) and make a motion to approve the minutes as amended. Councilor Halvorson was the second. The motion passed 4-1 with Councilor Cavin recusing himself.

NON-ACTION ITEMS

15. Visitor Center - Monthly Report
Report submitted as stand, no questions.
16. Public Affairs - Department Report
Report submitted as stand, no questions.
17. Golf May Department Report
Report submitted as stand, no questions.
18. Roswell-Chaves County EDC 4th Qtr. Report
Report submitted as stand, no questions.
19. Roswell Hispano Chamber of Commerce Annual Report FY2025
Report submitted as stand, no questions.
20. Finance Department Reports
Report submitted as stand, no questions.

FOR THE RECORD: Councilor Cavin left the meeting at 4:53 pm.

21. Analysis of average FY25 Police Department Base Salaries, YTD Accumulated OT, and City-paid Med. Ins. Benefits.
Report submitted as stand, no questions.
22. Museum June Department Report
Report submitted as stand, no questions.
23. Lodgers Tax Monthly Report
Report submitted as stand, no questions.
24. Roswell Fire Department - Proposal for Ambulance Service
Report submitted as stand, no questions.

PUBLIC PARTICIPATION

ADJOURN

The meeting adjourned at 5:50 pm.