

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, September 4, 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 25-28.

ROLL CALL

This meeting convened at 2:00 PM with Councilor Corn presiding. Councilor Cavin, Councilor Heldenbrand, Councilor Johnson, and Councilor Halvorson were present.

STAFF PRESENT

Todd Verciglio, Jessica Vickers, Debbie Reyer, Abraham Chaparro, Andrew Valadez, Enid Costley, Terri Best, Alison Herring, Mac Rogers, Frank Rincon, Naomi Steward, Angela Garcia, Amalia Martinez, Nathan Saverance, Caroline Brooks, Timothy Vandebout, Chad Cole, James MacCornack, Mike Mathews, Tammi Smith, Toni Gomez, Mayor Tim Jennings, Lance Bateman, Councilor Cristina Arnold, Hess Yntema, Steve Chavez, and Jim Burress

GUESTS PRESENT

Rita Kane Doerhoefer, Terri Harber

GUESTS ONLINE

Cody Anderson, Sarah Mark, Emily Valencia. (14) Unknown Guests, Holly, Isabel Zarrow, Lilliy, Merideth, SH, Vicki, and ZS

APPROVAL OF AGENDA

Councilor Cavin made a motion to approve the agenda for September 4, 2025. Councilor Heldenbrand was the second, and the motion passed 5-0.

FLOOD DISASTER UPDATES

Mac Rogers gave an update on the insurance claims. There was a discussion on FEMA claims, monies, and the timeline.

BUDGET PLANNING

1. Roswell Municipal Landfill, 5-Year Master Plan. Presented by Abraham Chaparro.

The Five-Year Master Plan will act as a strategic yet flexible roadmap for the Roswell Municipal Landfill. The Plan will help the Solid Waste Department strive for continued environmental compliance, growth, and plan for infrastructure needs. Increased waste volumes will necessitate the replacement of key pieces of landfill and support equipment, as well as updates and improvements to existing on-site facilities, and the construction of the Landfill's next disposal cell (Unit 5b).

The collections department plans to transition to one 96-gallon roll-out cart per household, with collection frequency decreased to 1 day per week. This will require the acquisition of roll-out carts and side-loader trash trucks. The Department also plans to add front-load commercial waste collections (i.e., dumpsters) to its service offerings.

A timeline for key projects and key equipment upgrades was presented. Projected capital expenditures were discussed through fiscal year 2030.

The Roswell Municipal Landfill is a critical regional asset, and this Five-Year Master Plan provides a structured, high-level yet flexible roadmap to guide its continued safe, compliant, and efficient operation. The key to successful implementation lies in regular reviews of this plan and the development of a more detailed roadmap for the future.

ACTION ITEMS

1. Approval of a budget adjustment for Capital Projects that were approved for the Fiscal Year 2026 in a total amount of \$399,488 to the Landfill and \$1,069,358 to Collections, totaling \$1,468,846. Presented by Debbi Reyer.

Capital Projects were approved in the budgeting process for Fiscal Year 2026, but no money was allocated to the budget lines. We are asking for:

From Collections:

- \$920,158 for the two (2) new Side-Load trucks
- \$149,200 for Roll-Off Containers

From Landfill

- \$338,456 for replacing the HVAC system for the Admin Office/Shop, plus other miscellaneous infrastructure improvements
- \$61,032 for the rebuild of the John Deere Grader

Total Collections \$1,069,358 & Landfill \$548,688 for a total of \$1,468,846.

Councilor Heldenbrand requested a full financial disclosure. He has no objections to this project, but not enough information was provided. The transparency is lacking, and he cannot support any further non-transparency. This is a large dollar item that can't be approved without Councilors having a finalized FY26 budget.

Councilor Heldenbrand made a motion to table this item. This motion passed unanimously.

2. Consider award recommendation of ITB-26-002 Custom Welding & Fabrication Services as a multi-source award to the following vendors: Builders Tech LLC; Custom Wrought Iron & Welding; Pecos Valley Machine Company, Inc.; RDF Enterprises, Inc.; and W.I. Construction, LLC. Presented by Abraham Chaparro.

The City issued ITB-26-002 for on-call custom welding and fabrication services supporting City-owned equipment, vehicles, and infrastructure. Bids were opened on August 18, 2025. The vendors listed above submitted responsive bids with varying labor

rates (shop, field, and emergency) and material markup percentages. Because service needs vary by project and department, staff recommend a multi-source award. This approach allows departments to request services directly from any awarded vendor based on availability, specific technical needs, and project timing.

After a brief discussion, Councilor Halvorson made a motion for the recommendation of ITB-26-002 Custom Welding & Fabrication Services as a multi-source award to the following vendors: Builders Tech LLC; Customer Wrought Iron & Welding; Pecos Valley Machine Company, Inc.; RDF Enterprises, Inc.; and W.I. Construction, LLC to the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

3. Consider PO requisition for FY 26 Micro-Surfacing Pavement Maintenance operations. PO of up to \$712,746.68 to IPR Inc., utilizing Eddy County Agreement A-24-52-R1 RFP 24-02 Emulsified Sealing Services. Presented by James MacCornack.

Street's budget includes \$2,300,000 for pavement maintenance activities. It is proposed to utilize up to \$712,746.68 to perform Micro Surfacing after Hot Recycle activities on various City Streets. The streets were selected based on visual review and addressed some areas that were damaged by flooding in October 2024.

James MacCornack gave an overview of the general process and intent.

Councilor Heldenbrand made a motion for the recommendation of the PO requisition for FY 26 Micro-Surfacing Pavement Maintenance operations. PO of up to \$712,746.68 to IPR Inc., utilizing Eddy County Agreement A-24-52-R1 RFP 24-02 Emulsified Sealing Services to be placed on the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

4. Consider approval of a budget adjustment and purchase order in the amount of \$60,345 for conservation of stone and metal collection items by The Conservation Center. Presented by Caroline Brooks

The Conservation Center (TCC) specializes in large-scale disaster recovery for collections. TCC aided the museum with the evacuation of the collection following the flood, and approximately 5,300 items were transported to their facility in Chicago for potential conservation treatment. The multi-phase conservation process is expected to take approximately 3 to 4 years to complete. Over the coming months, TCC will provide treatment proposals and costs for review by museum staff. The grouping in this proposal is for metal and stone items only, for which there is a gap between value and treatment cost, and the staff are recommending TCC move forward based on the value of the objects to the collection and the ability to cover the gap through donations.

Items not included in this proposal are a) stone and metal items that have values above the treatment costs and the insurance is directly paying for the conservation; b) items that are not yet appraised; and c) items for which there is a large gap between the conservation fee and value and the items will be tabled until funding is available or

conservation will be pursued through alternative means. A payout from the insurance claim will be made to this final group to contribute toward the funding of those items selected to move forward.

A sole source application has been filed with the State of New Mexico in accordance with procurement requirements for the use of a sole source vendor. The Conservation Center is the only vendor identified with the capacity to handle the volume of items in need of conservation.

Councilor Johnson made a motion for the recommendation for the approval of a budget adjustment and purchase order in the amount of \$60,345 for the conservation of stone and metal collection items by The Conservation Center to be placed on the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

5. Consider PO requisition for FY26 Hot Recycle Pavement Maintenance operations. PO of up to \$1,200,000 to Dustrol Inc., utilizing statewide price agreement 40-80500-23-17059. Presented by James MacCornack.

The Streets budget includes \$2,300,000 for pavement maintenance activities. It is proposed to utilize up to \$1,200,000 to perform hot recycling activities on various City Streets. The streets were selected based on visual review and addressed some areas that were damaged by flooding in October 2024.

Councilor Heldenbrand made a motion for the recommendation requisition for FY26 Hot Recycle Pavement Maintenance operations. PO of up to \$1,200,000 to Dustrol Inc., utilizing statewide price agreement 40-80500-23-17059 to be placed on the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

6. Requesting ratification of PO #22600725 to Holloway Construction in the amount of \$75,690.12 for the construction of the monument entry sign to the National Champion Air Races. Presented by Mac Rogers.

This request is for ratification of PO #22600725 to Holloway Construction for the monument entry sign for the National Champion Air Races. Construction of the sign was procured through TIPS contract # 241001, and the purchase was funded through the State Tourism Grant. The main entry to the Air Races is located next to the Fuel Farm, outside the AOA, and the large structure will clearly designate entry to the event for patrons. We currently anticipate completion before the Air Races.

Councilor Heldenbrand stated that ratification of POs needs to stop and that they are not transparent to the citizens of this community. He would also like to see a total accounting of everything, the grant money that we received for the air races, and a line-item expenditure list of everything that was spent.

Councilor Cavin made a motion for the recommendation for the ratification of PO #22600725 to Holloway Construction in the amount of \$75,690.12 for the construction of

the monument entry sign to the National Champion Air Races to be placed on the consent agenda. Councilor Johnson made the second, and the motion passed 4-1 with Councilor Heldenbrand voting against the motion.

7. Consider PO requisition for FY26 Nova Chip Pavement Maintenance operations. PO of up to \$266,221.82 to Brasier Asphalt Inc., utilizing statewide price agreement 30-80500-23-17019. Presented by James MacCornack.

The Streets budget includes \$2,300,000 for pavement maintenance activities. It is proposed to utilize up to \$266,221.82 to perform Nova Chip activity on E. Brasher St. from US 285 to S. Main St. The street was selected based on visual review and to address some areas that were damaged by flooding in October 2024

Councilor Heldenbrand made a motion for the approval of the PO requisition for FY26 Nova Chip Pavement Maintenance operations. PO of up to \$266,221.82 to Brasier Asphalt Inc., utilizing statewide price agreement 30-80500-23-17019, to be placed in the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

8. Discussion and recommendation of approval of a Lease Agreement with P.T. Productions, Inc., a New Mexico Corporation, for property located at 400-402-404 West 2nd Street and 106 N Kentucky, Roswell, NM 88203. Presented by Todd Verciglio.

This request is to consider recommending approval for the City of Roswell to enter into a Lease Agreement with P.T. Productions Inc. The office space is needed to house the six departments that make up Community Development. This item was approved in the Legal Committee Meeting with a 5-0 vote.

Minimum rent due \$7,670 per month. Monthly rental amounts are calculated at \$11 per square foot, and with 8,368 square feet, resulting in a total of \$92,048 per year.

Councilor Cavin asked what the City was currently paying for rent. Todd responded that the City has been paying \$151,873 on the current lease, for a combined savings of \$72,400.

Councilor Halvorson made a motion for the recommendation of approval of a Lease Agreement with P.T. Productions, Inc., a New Mexico Corporation, for property located at 400-402-404 West 2nd Street and 106 N Kentucky, Roswell, NM 88203 to be placed on the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

9. Consider recommending authorization to issue a PO to Priority Dispatch in the amount of \$64,420.00 to cover all maintenance, license renewals, services, and support for the structured call-taking protocols used by dispatch for FY26. Presented by Alison Herring

Dispatch provides initial certification, continuing education, and re-certification for the emergency dispatchers of PVRCC. They also offer the call-taking software, licenses,

and maintenance for 911 services. Previously, each discipline (Fire, Law Enforcement, and Medical) and service was billed separately. By combining the services into one invoice, it will lower the amount of overall services by a percentage.

Councilor Cavin made a motion for the recommendation for the authorization to issue a PO to Priority Dispatch in the amount of \$64,420.00 to cover all maintenance, license renewals, services, and support for the structured call-taking protocols used by dispatch for FY26 to be placed on the consent agenda. Councilor Heldenbrand was the second, and the motion passed 5-0.

10. Consider the recommendation of the Eastern New Mexico State Fair Lodgers' Tax Funding Request to the City Council for \$20,000 for Sponsorship. Presented by Sarah Mark.

The Eastern New Mexico State Fair requested Lodgers' Tax funding for their event scheduled September 29 – October 4, 2025. City Council approved \$20,000 on a reimbursement basis to support marketing, sanitation, and security. In addition, ENMSF requested sponsorship of the event. Following a meeting with City Administration, a draft agreement has been negotiated to provide \$20,000 in sponsorship, pending approval by the governing body.

3 years of Historical Lodgers' Tax Funding Data: Marketing, sanitation, and security (with the old policy of 50% reimbursement)

- FY2023- Awarded \$75,228.63- Expended \$24,249.93
- FY2024- Awarded \$44,500- Expended \$38,908.11
- FY2025- Awarded \$47,020- Expended \$35,213.10

Toni did look up the budget for the Lodger's Tax fund. The budgeted amount is \$1,025,000, with \$328,000 expended. There are encumbered POs for \$330,000 so far. There is also the visitor's center in this fund. The visitor's center has an approved budget of \$379,037 and has expended \$64,000 to date within the approved budget. Councilor Heldenbrand reminded everyone that the Zoo is also funded through the Lodger's Tax Fund.

Councilor Halvorson made a motion for the recommendation of the Eastern New Mexico State Fair Lodgers' Tax Funding Request to the City Council for \$20,000 for Sponsorship to be placed on the consent agenda. Councilor Cavin was the second, and the motion passed 5-0.

11. Approval to enter into a contract with OpenGov for Budgeting and Grants Management Software. This procurement will be through the Sourcewell contract 060624. Presented by Toni Gomez

The City of Roswell currently utilizes ClearGov for budgeting functions. Staff recommends transitioning to OpenGov, a comprehensive budgeting and grants management software. OpenGov offers enhanced transparency, daily updates with

actuals, and robust reporting features that better align with the City's commitment to financial accountability and accessibility. The transition from ClearGov to OpenGov will improve efficiency in budget development, monitoring, and grant administration while providing clearer information to elected officials, staff, and the public.

Councilor Halvorson made a motion to approve entering into a contract with OpenGov for Budgeting and Grants Management Software. This procurement will be through the Sourcewell contract 060624 to be placed on the consent agenda. Councilor Halvorson was the second, and the motion passed 5-0.

12. Consider recommending adoption of Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2026. Presented by Toni Gomez.

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

Councilor Heldenbrand made a motion to amend Resolution 25-XX approving budget adjustment for the fiscal year ending June 30, 2026. Councilor Halvorson was the second, and the amendment passed 5-0.

All revenue line items will remain in the budget adjustment and are as follows.

Fund	Department	Description	Proposed Adj
General	Police	Real Time Crime Center Grant	\$1,485,000.00
General	Fire	Station 1 Expansion Grant	1,188,000.00
General	EM	SHSGP Grant	51,407.97
General	Dispatch	NM DFA Grant 24-I2882	149,075.76
Museum	Museum	Conservation Center	60,345.00
Streets	Streets	NMDOT TPF Funds	1,520,000.00
Lodger's Tax	Lodger's Tax	NMTD Grant	36,085.92
Safety	Donations	Safety Donations	1,500.00
Zoo	Donations	Zoo Donations	57,049.43
FEMA	FEMA	Synergy Disaster Solutions	366,391.60
		Total Revenue	\$4,914,855.68

The following expense line items will remain in the budget adjustment.

Fund	Department	Description	Proposed Adj
General	Police	Real Time Crime Center Grant	\$1,485,000.00
General	Fire	Station 1 Expansion Grant	1,188,000.00
General	EM	SHSGP Grant	51,407.97
General	Dispatch	NM DFA Grant 24-I2882	149,075.76
Museum	Museum	Conservation Center	60,345.00
Streets	Streets	NMDOT TPF Funds	1,520,000.00

Lodger's Tax	Lodger's Tax	NMTD Grant	36,085.92
Safety	Donations	Safety Donations	1,500.00
Zoo	Donations	Zoo Donations	57,049.43
FEMA	FEMA	Synergy Disaster Solutions	366,391.60
General	IT	Backup Infrastructure	85,000.00
General	IT	Firewall	85,000.00
General	Fire	Pierce Aerial Ladder Truck	2,204,755.00
Rec	Recreation	Noon Optimist Park Lighting	(640,000.00)
		Total Expenditures	\$6,649,610.68

The following expenditures were removed as part of the amendment to the budget adjustment.

Fund	Department	Description	Proposed Adj
Streets	Streets	Collectors & Residential Mill & Fill	\$1,500,000.00
Streets	Streets	Motor Grader	374,401.82
Streets	Streets	Patch Spray Injection Machine	173,163.90
Streets	Streets	Arrow Board	5,848.50
Streets	Streets	Snow Plow For Dump Truck	27,169.00
Solid Waste	Collections	Side Load Truck	471,362.00
Solid Waste	Collections	Roll-Off Containers	149,200.00
Landfill	Landfill	Replace HVAC & Misc Infrastructure	338,456.00
Landfill	Landfill	Rebuild John Deer Grader	61,032.00
Water	WSOS	Well 4 VFD	133,642.62
Water	WSOS	Well 5 VFD	670,970.00
Water	WSOS	Electronic Chlorine Scale	88,410.00
Water	WMT	(2) Dump Trucks	300,000.00
Water	WMT	New Truck	65,330.00
Water	WMT	Waterline Replacement	189,810.00
Water	WMT	Hydra Stop	169,000.00
Wastewater	WTP	Replace Vehicle Unit 351	42,898.00
Wastewater	WTP	Kawasaki Mule UTV	25,000.00
Wastewater	WTP	Replace Isolation Gates	1,949,793.00
Wastewater	WTP	Generator	459,833.00
Wastewater	WTP	DeWatering Project	150,134.21
Wastewater	WTP	Vactor	578,313.00
		Total Expenditures Removed	7,923,767.05

Councilor Heldenbrand made a motion for the recommendation of adoption of Resolution 25-XX as amended, approving budget adjustment for the fiscal year ending June 30, 2026. Councilor Halvorson was the second, and the motion passed 5-0.

APPROVAL OF MINUTES

13. Consider approval of the August 7, 2025, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Halvorson made a motion for the approval of the August 7, 2025, Regular Finance Committee Meeting Minutes. Councilor Cavin was the second, and the motion passed 5-0.

NON-ACTION ITEMS

14. Golf

Report submitted as it stands, no questions.

15. Visitor Center

Report submitted as it stands, no questions.

16. Lodgers Tax Report

A corrected report was provided at the meeting.

17. Public Affairs

Report submitted as it stands, no questions.

18. Museum

Report submitted as it stands, no questions.

19. Roswell Public Library

Report submitted as it stands, no questions.

20. Cannabis Excise Tax and Gross Receipts Tax

Councilor Heldenbrand questioned the low number received in GRT and noted that it was the lowest number the city had received since fiscal year 2023. There is no way to reconcile back to the state's numbers. The GRT for Chaves County was pulled up, and their GRT increased for the month, questioning the correctness of the State's calculations to the city.

PUBLIC PARTICIPATION

ADJOURN

The meeting adjourned at 5:12 PM.