



ROSWELL INFRASTRUCTURE COMMITTEE AGENDA

Monday, MARCH 17, 2025 AT 2:00 P.M.

City Hall Large Conference Room

425 N. Richardson Ave., Roswell, New Mexico 88201

Committee Chair: Darrell Johnson

Committee Vice Chair: Juan Oropesa

Committee Members: Cristina Arnold, Chris Cortez, Angela Moore

Staff Coordinator: Louis Najjar

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Approval of minutes from Infrastructure Committee Meeting on February 24, 2025

REGULAR ITEMS

2. Recommend award of repair of Waste Water Treatment Plant MRAS Basin Pedestrian Bridge to Smithco Construction for \$66,146.05 which includes GRT.

NON-ACTION ITEMS

3. Department Report - Roswell Transit
4. Department Report - Fleet Maintenance
5. Department Report - Facility Maintenance
6. Department Report - Cemetery
7. Department Report - Parks
8. Department Report - Recreation
9. Department Report - Zoo
10. Department Report - Solid Waste
11. Department Report - Streets
12. Department Report - Special Electronics
13. Department Report - Engineering
14. Department Report - Waste Water Treatment Plant & Sewer - **NOT SUBMITTED**
15. Department Report - Water Maintenance & Transmission - **NOT SUBMITTED**
16. Department Report - Central Control - **NOT SUBMITTED**

PUBLIC PARTICIPATION

ADJOURN

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1975 and Resolution 24-23.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: **Friday, March 14, 2025**

TO ATTEND THE INFRASTRUCTURE COMMITTEE BY GO-TO-MEETING Infrastructure Committee

Please join my meeting from your computer, tablet or smartphone.
<http://global.gotomeeting.com/join/929161493>

You can also dial in using your phone.

United States: +1 (571) 317-3122 Access Code: 929-161-493

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <http://global.gotomeeting.com/install/929161493>

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

ACTION REQUESTED:

Approval of minutes from Infrastructure Committee Meeting on February 24, 2025

Attachments

ATT 1 - Draft Infrastructure Committee Meeting Minutes from February 24, 2025

Regular Meeting of the Infrastructure Committee
Held in the City Hall's Large Conference Room
February 24, 2025

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 2:01 p.m. with Chairman Johnson and Councilor Arnold, Councilor Moore, Councilor Cortez being present, and Councilor Oropesa being absent.

Staff Present:

Monica Barraza, Amalia Martinez, Glenda Allen, Mike Mathews, Councilor Ed Heldenbrand, James MacCornack, Louis Najar, Andrew Valadez, Hess Yntema, Abraham Chaparro, Debbie Reyer, Chantel Longway, George Peterson, Della Andazola, Mike Mathews, Councilor Robert Corn, Chris Moore, Councilor Ed Heldenbrand, Toni Gomez, Naomi Steward, Chad Cole, Elizabeth Prichard, and Bernadette Lopez

Guest(s) Present:

Terri Harber and Rita Kane-Doerhoefer

Melissa (no last name provided), Merissa (No last name provided), Nathaniel Mascarenas, and Julius Smith participated via GoToMeeting.

APPROVAL OF AGENDA:

Councilor Cortez moved to switch Non-Action Item No. 6 to Item No. 2 of the Agenda with the remaining items to follow. Councilor Arnold was the second. A voice vote of 4 -0 was unanimous, and the motion passed with Councilor Oropesa being absent.

APPROVAL OF MINUTES:

1. January 27, 2025:

Councilor Moore moved to approve the minutes as presented. Councilor Arnold seconded the motion. A voice vote of 4 -0 was unanimous, and the motion passed with Councilor Oropesa being absent.

REGULAR ITEMS (ACTION ITEMS):

2. Following Ordinance 24-07, the Solid Waste Department has reviewed all costs and rates and is reporting on their financial status:

Mr. Chaparro discussed the department's compliance with Ordinance 24-07, Chapter 21. Mr. Chaparro discussed the synopsis of the Solid Waste's costs and rates for their financial status.
Discussion only no action was taken.

3. Recommendation to authorize advertising a public hearing for Notice of Proposed Utility Ordinance 25-XX for the 2025 Drought Contingency Plan, adding/amending the Roswell City Code, Section VIII, Division IV-Service Water Conservation, Chapter 26:

Ms. Longway discussed the grant and the need for the new Ordinance. Mrs. Prichard stated she asked for an extension of the grant deadline which is December 30, 2025. Mrs. Prichard stated the deadline for the actual plan is in April, 2025. Mrs. Prichard discussed the permission needed for advertisement of a public hearing. Councilor Cortez stated there are significant technical issues within the Drought Contingency Plan. ***Councilor Cortez moved to send this item back to the Drought Task Force for technical accuracy. Councilor Arnold was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Oropesa being absent.***

4. Consider recommendation for change order to PO# 22501332:

Ms. Steward discussed the change order. A group discussion was held. ***Councilor Moore moved to recommend authorization for a change order to PO# 22501332 for the flood repairs and the total amount of \$662,861.05 to J & H Services, which includes GRT, and to be sent the Finance Committee. Councilor Arnold was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Oropesa being absent.***

5. Consider recommendation of Resolution 25-XX for NMDOT's January 2025 TPF Funding Call for Projects:

Mr. MacCornack discussed this item. ***Councilor Cortez moved to recommend Resolution 25-XX for support of projects in response to the NMDOT's January 2025 TPF Funding Call for Projects to be sent to the March, 2025 Finance Committee. Councilor Arnold was the second. A voice vote of 4-0 was unanimous, and the motion passed with Councilor Oropesa being absent.***

NON-ACTION ITEMS:

6. Discussion of purchase of farmland adjacent to WWTP:

Mr. Najar stated the original appraisal was in the Infrastructure Committee packet.

Discussion took place for the following department reports:

7. Solid Waste Department Report:

Chairman Johnson inquired about vehicle 263's fuel efficiency and the vehicle that drove the least number of miles. Mr. Chaparro responded he would look into that.

8. Roswell Transit Department Report:

Mr. Moore discussed hiring another driver instead of the Admin Assistant position, and still go fare free.

9. Fleet Maintenance Report:

10. Cemetery Department Report:

11. Zoo Department Report:

12. Parks Department Report:

13. Golf Department Report:

14. Recreation Department Report:

15. Facility Maintenance Department Report:

Facility Maintenance did not correctly format/load their dashboard report into AgendaQuick; therefore, it was not legible, nor were slides provided.

16. Streets Department Report:

17. Special Electronics Department Report:

18. Engineering Department Report:

Mr. Najar discussed the Engineering Department Organization Chart and his concerns for the vacant positions and the need to continue to serve the City of Roswell. Councilor Cortez commented it is a huge asset to have an in-house Engineering Department and to hire consultants would be costly.

19. Central Control Department Report **(NOT SUBMITTED):**

20. Water Maintenance & Transmission Department Report **(NOT SUBMITTED):**

21. Waste Water Treatment Plant & Sewer Department Report **(NOT SUBMITTED):**

PUBLIC PARTICIPATION:

Julius Smith, 310 E. Mescalero, inquired about the PFAS report and if it was done since the flood. Mr. Valadez stated they don't currently test for that; however, they can look into it. Councilor Cortez discussed the PFAS testing.

Ms. Kane-Doerhoefer discussed the Boys & Girls Club kids loving the dump, and the need for low-income housing.

ADJOURN:

The meeting adjourned at 3:39 p.m.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najjar

CHAIR: Darrell Johnson

ACTION REQUESTED:

Recommend award of repair of Waste Water Treatment Plant MRAS Basin Pedestrian Bridge to Smithco Construction for \$66,146.05 which includes GRT.

BACKGROUND:

Initiated by: James MacCornack

The City of Roswell is seeking services for the repair of the walkway bridge that crosses the MRAS Basin at the Waste Water Treatment Plant. Quotes solicited utilizing RFP 25-001 Utility On-Call Utility Repair Services. Only one vendor responded with a quote to the RFQ:

- | | |
|-------------------------|-----------------------------------|
| 1. Smithco Construction | \$ 66,146.05 |
| 2. AUI | Notification of no quote received |
| 3. J&H Services | No quote received |

Please see attached recommendation of award letter to Purchasing.

FINANCIAL CONSIDERATION:

Project to be funded with Waste Water Treatment Plant Maintenance & Repair budget, budget adjustment will be required.

LEGAL REVIEW:

Not Applicable for this agenda item.

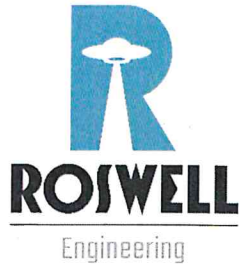
BOARD AND COMMITTEE ACTION:

Recommend award of repair of Waste Water Treatment Plant MRAS Basin Pedestrian Bridge to Smithco Construction for \$66,146.05 which includes GRT to April 2025 Finance Committee.

Attachments

ATT 1 - Recommendation of award

ATT 2 - Smithco Quote



To: Arely Peek
Purchasing Agent

March 13, 2025

Re: Recommendation of Award
Repair of Waste Water Plant MRAS Basin Bridge
RFP-25-001 – On Call Utility Repair Services

The City of Roswell is seeking repair services for the MRAS basin walkway bridge at the Waste Water Treatment Plant. Per RFP-25-001 quotes were requested to perform repair services from vendors qualified per RFP-25-001. Quotes shown include GRT.

- | | |
|-------------------------|-----------------------------------|
| 1. AUI | Notification of No Quote Received |
| 2. Smithco Construction | \$66,146.05 including GRT |
| 3. J&H Services | No Quote Received |

Upon review of submitted quote details I hereby recommend this work go to Smithco Construction in the amount of \$66,146.05 which includes GRT. Engineering and Wastewater departments propose to issue a Notice of Award & Notice to Proceed to Smithco Construction.

If you have any questions please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'James MacCornack', written in a cursive style.

James MacCornack, P.E.
Senior Engineer



Smithco Construction, Inc.

6 King Canyon Loop

Caballo, NM 87931

P.) 575-894-6161 F.) 575-894-6012 E.) smithco@smithco.cc

NM License# 056580

GA98, GB98, GF98, MM98

NM DWS# 002334720111003

Federal Tax ID# 850436244

Duns#177932928

SAMS Reg.# V1CAEY22NVL7

March 12, 2025

City of Roswell

James MacCornack

Senior Engineer

PO Box 1838

Roswell, NM 88202

Phone: 575-637-6288

j.maccornack@roswell-nm.gov

QUOTE FOR MRAS Bridge Brackets

James,

Smithco Construction, Inc. submits the following quote for the labor and material to complete the above referenced project. This quote includes:

- Furnish and Install 3ea brackets per HDR details
- Misc. crack repairs as called out on HDR details
- Labor and equipment for items listed above
- Conduit relocation as necessary for bracket installation

Total Bid Excluding Tax and Bond: \$61,305.49

We acknowledge Addendum #n/a

Exclusions:

- Dewatering
- Tax
- Bond
- Permits
- Removal or replacement of hard surfacing
- Bypass pumping

Please feel free to contact me with any questions regarding this quote.

Thank you,

Robby Sanders

Robby Sanders

575-740-5080

robby@smithco.cc

Quote Acceptance

Accepted By:

Date:

Roswell WWTP Dewatering Facility-MRAS Brackets

RFQ

Summary Sheet

Sheet	Decription	Amount
1	Bridge Brackets	\$ 61,305.49
2		\$ -
3		\$ -
4		\$ -
Total Amount of this Request		\$ 61,305.49

*Detailed Breakdown Attached

Detailed Breakdown for			
Bridge Brackets			
install bridge support brackets			
LABOR, TRAVEL AND PER DIEM			
DESCRIPTION	RATE	HOURS	TOTAL
Superintendent	\$ 85.00	40	\$ 3,400.00
Project Manager	\$ 75.00		\$ -
Foreman	\$ 35.00	40	\$ 1,400.00
Operator Group III	\$ 27.76		\$ -
Laborer Group III	\$ 25.00	160	\$ 4,000.00
Ironworker	\$ 45.59		\$ -
Plumber/Pipe Fitter	\$ 46.20		\$ -
Cement Mason	\$ 25.15		\$ -
SUBTOTAL			\$ 8,800.00
LABOR BURDEN		42%	\$ 3,696.00
TRAVEL/PER DIEM	\$ 100.00	24	\$ 2,400.00
LABOR TOTAL			\$ 14,896.00
EQUIPMENT			
DESCRIPTION	RATE	HOURS	TOTAL
CAT 420 Backhoe	\$ 38.16		\$ -
JD 220 Excavator with Hammer	\$ 96.32		\$ -
CAT 320 Excavator	\$ 89.11		\$ -
CAT 330 Excavator	\$ 166.93		\$ -
CAT 345 Excavator	\$ 186.41		\$ -
CAT 349 Excavator	\$ 202.59		\$ -
Tool Truck & Trailer	\$ 40.14	40	\$ 1,605.60
Cat D6K Dozer	\$ 82.64		\$ -
Personnel Truck	\$ 25.14	80	\$ 2,011.20
Motograder	\$ 96.63		\$ -
Compaction Roller	\$ 36.70		\$ -
Trench Roller	\$ 14.05		\$ -
Trench Box	\$ 7.67	40	\$ 306.80
Water Truck	\$ 55.84		\$ -
CAT 660 Dump Truck	\$ 95.00		\$ -
4x4 Forklift	\$ 37.36		\$ -
Scissor Lift	\$ 6.72		\$ -
4x4 Man Lift	\$ 74.51		\$ -
CAT 966 Wheel Loader	\$ 105.12		\$ -
CAT 950 Wheel Loader	\$ 67.94		\$ -
EQUIPMENT TOTAL			\$ 3,923.60
MATERIAL			
DESCRIPTION	UNIT PRICE	UNIT	TOTAL
brackets	\$ 22,500.00	1	\$ 22,500.00
concrete crack repairs	\$ 2,000.00	1	\$ 2,000.00
misc. conduit relocations allowance	\$ 5,000.00	1	\$ 5,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
MATERIAL TOTAL			\$ 29,500.00
SUBCONTRACTS			
DESCRIPTION	UNIT PRICE	UNIT	TOTAL
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
SUBCONTRACTS TOTAL			\$ -
PROFIT AND OVERHEAD ON LABOR, EQUIPMENT AND MATERIALS		25%	\$ 12,079.90
PROFIT AND OVERHEAD ON SUBCONTRACTS		5%	\$ -
SUPPLEMENTAL COSTS PER DAY	0	\$ -	\$ -
SUBTOTAL			\$ 60,399.50
Performance and Payment Bonds		1.5%	\$ 905.99
TOTAL AMOUNT OF THIS REQUEST			\$ 61,305.49

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 3.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Roswell Transit

Attachments

Transit Feb 2025

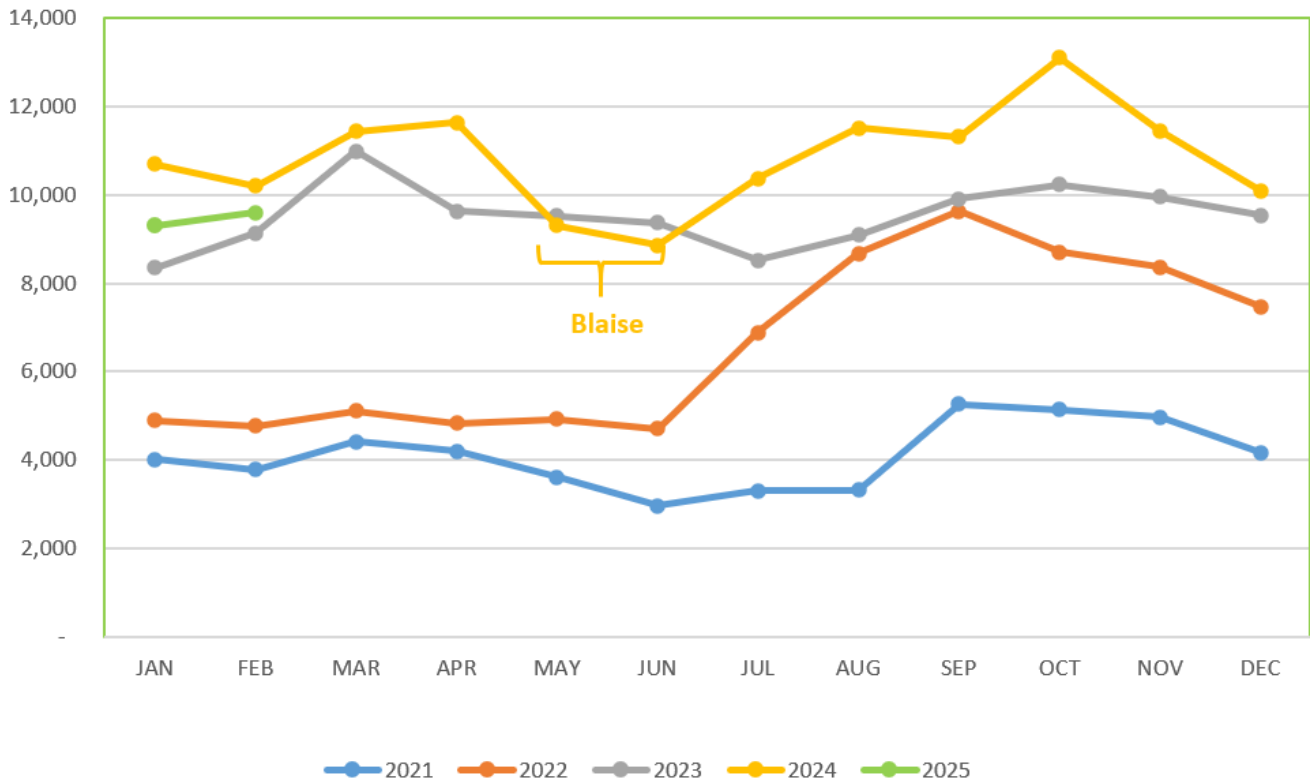
Transit Bus Inventory Mar 2025

BUS RIDERSHIP—February 2025: 9,601

YTD 2024 Ridership ---- 20,885

YTD 2025 Ridership ---- 18,885 **-9.6%**

Monthly Ridership



- We are still short drivers but the hiring and training process are coming along.
- We are still running reduced service on Main Street.
- The shortage of routes and services has affected ridership for the month/year.
- NMTA is supporting a bill in the NM Legislature for a Transportation Permanent Fund to help with local match shortfalls and other funding issues.
- The Trump administration has frozen funds for infrastructure program, including transportation projects. We don't yet know how this will affect grant funding for Roswell Transit in FY2026.
- The Federal Government wants to pull grant funding for any transit agency that offers free fares to the public.

BUS/VAN INVENTORY 03/01/2025										
	BUS #	YEAR	MAKE	MODEL	VIN	GVWR	LIC PLATE	SEATS	MILEAGE	WHEN TO REPLACE
1	950	2015	CHEV	ARBOC C4500	1GB6G5BG9F1206700	14200	04872G	23	193,983	FY2026 OR 240,000 MILES
2	951	2019	CHEV	ARBOC C4500	1HA6GUBB6KN002736	14200	06100G	24	207,009	FY2027 OR 240,000 MILES
3	952	2019	CHEV	ARBOC C4500	1HA6GUBB8LN003873	14200	13167G	21	122,960	FY2028 OR 240,000 MILES
4	953	2019	CHEV	ARBOC C4500	1HA6GUBB5LN003751	14200	13166G	21	165,249	FY2028 OR 240,000 MILES
5	PT8	2010	DODGE	GRAND CARAVAN	2D4RN4DE9AR462606	6050	G95453	5	125,134	FY2020 OR 175,000 MILES
6	PT10	2015	DODGE	GRAND CARAVAN	2C7WDGBG5FR705623	6050	G97744	5	127,150	FY2025 OR 175,000 MILES
7	PT11	2018	DODGE	GRAND CARAVAN	2C4RDGBG7JR256562	6050	05617G	5	118,669	FY2026 OR 175,000 MILES
8	954	2023	FORD	TRANSIT	1FDEU6PG3PKA02173	11000	20366G	13	58,277	FY2032 OR 240,000 MILES
9	955	2023	FORD	TRANSIT	1FDEU6PG1PKA02222	11000	20365G	13	62,377	FY2032 OR 240,000 MILES
10	956	2023	FORD	TRANSIT	1FDEU6PG5PKA98355	11000	21060G	13	43,924	FY2032 OR 240,000 MILES
11	957	2023	FORD	TRANSIT	1FDEU6PG3PKB23964	11000	21054G	13	43,108	FY2032 OR 240,000 MILES
12	958	2023	FORD	TRANSIT	1FDEU6PG3PKA98371	11000	20932G	13	44,551	FY2032 OR 240,000 MILES
13	959	2023	FORD	TRANSIT	1FDEU6PG7PKB24017	11000	20931G	13	25,920	FY2032 OR 240,000 MILES
ROUTES: 3 ON MAIN, 4 ON-DEMAND, 3 PARATRANSIT (3 SPARES) = TOTAL VEHICLES 13										

ROUTES: 3 ON MAIN, 4 ON-DEMAND, 3 PARATRANSIT (3 SPARES) = TOTAL VEHICLES 13

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 4.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Fleet Maintenance

Attachments

Fleet Maint Feb 2025

Fleet Maint Graph

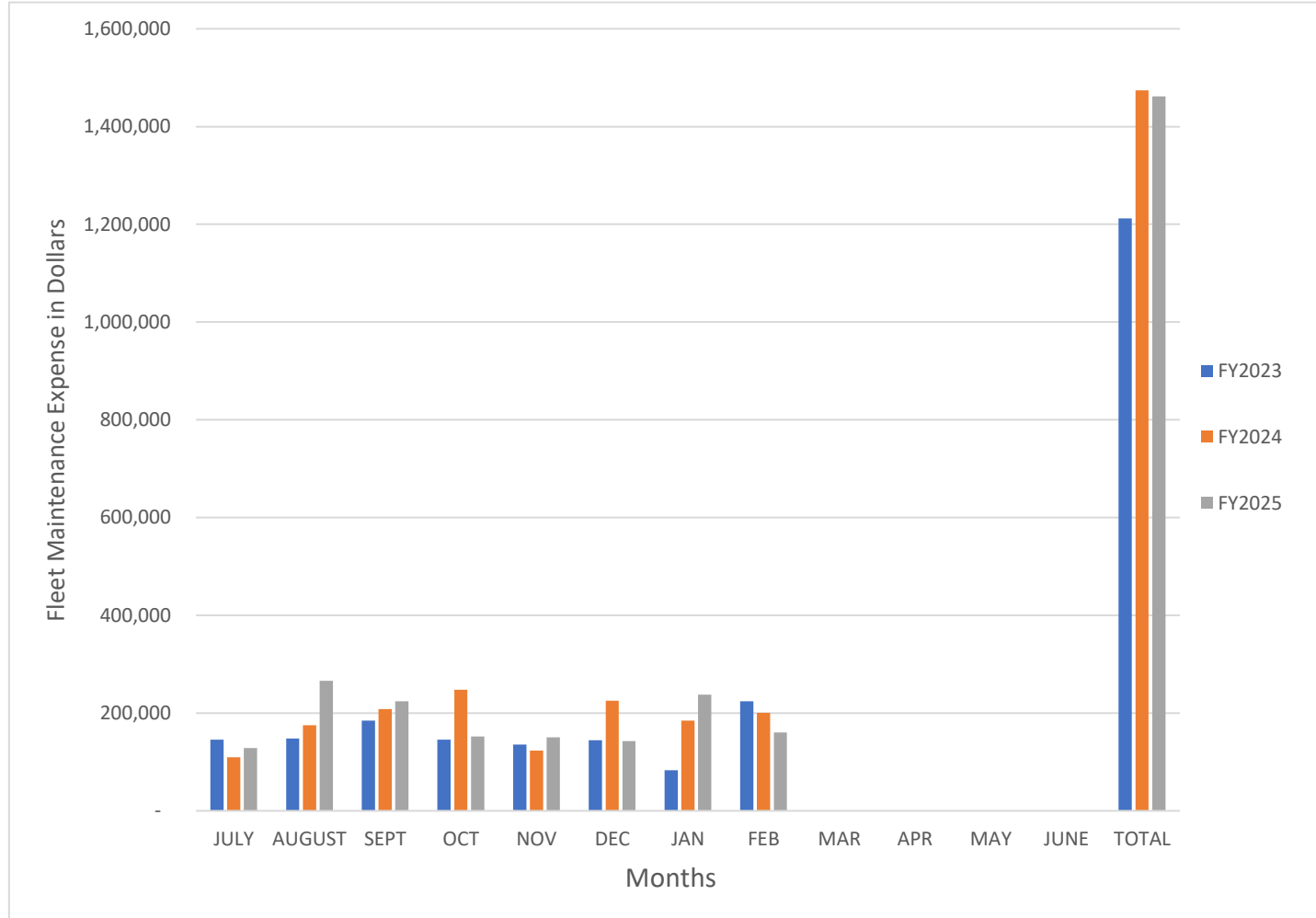


CITY OF ROSWELL
MONTHLY FLEET MAINTENANCE COSTS BY DEPARTMENT
FOR FY2025

PERCENT OF BUDGET		8%	17%	25%	33%	42%	50%	58%	67%			
DEPARTMENT	FY2025 ORIGINAL BUDGET	FY2025 REVISED BUDGET	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	FY2025 TOTAL ACTUAL	SPENT PERCENT OF BUDGET
AIR CENTER	81,446	65,043	60	10,493	7,700	1,461	-	1,250	1,603	7,504	30,070	46%
ANIMAL CONTROL	13,926	13,926	299	7,799	448	273	707	-	588	543	10,658	77%
CEMETERY	15,494	11,794	3,073	241	1,415	440	140	351	188	3,323	9,171	78%
CENTRAL CONTROL	12,537	16,537	732	1,683	1,194	2,807	1,590	1,189	1,402	2,105	12,701	77%
CODE ENFORCEMENT	5,590	29,590	-	2,665	653	1,942	4,551	151	347	-	10,308	35%
COMMUNITY ENHANCEMENT	-	-	-	-	-	-	-	-	-	-	-	0%
CONSOLIDATED DISPATCH	1,446	1,446	-	-	-	-	-	-	-	-	-	0%
CONVENTION CENTER	100	100	-	-	-	-	-	-	-	-	-	0%
EMERGENCY MANAGEMENT	1,000	1,000	-	-	-	-	-	-	-	-	-	0%
ENGINEERING	9,086	9,086	-	9	2,437	1,611	2,973	-	151	57	7,239	80%
FACILITIES MAINTENANCE	12,734	23,134	291	1,861	3,409	1,253	2,640	2,321	1,076	4,065	16,917	73%
FINANCE	165	-	-	-	-	-	-	-	-	-	-	-
FIRE	5,775	307,775	2,779	46,888	59,686	859	8,448	4,489	62,508	9,942	195,600	64%
FLEET MAINTENANCE	3,307	4,792	-	35	-	3,653	74	484	686	(318)	4,613	96%
GOLF	40,537	42,537	4,975	6,417	2,492	2,032	645	275	1,143	434	18,414	43%
HUMAN RESOURCES/SAFETY	-	1,194	-	-	-	-	20	-	-	-	20	2%
IT	1,706	6,906	-	-	-	-	248	-	-	-	248	4%
LANDFILL	120,845	78,947	-	-	5,441	7,661	14,032	10,461	6,690	4,355	48,640	62%
MUNICIPAL COURT	-	4,232	-	432	102	-	-	-	-	-	534	13%
PARKS	54,091	50,841	193	2,771	2,005	399	1,063	1,610	3,429	369	11,838	23%
PLANNING & ZONING	101	101	-	-	-	-	-	-	-	-	-	0%
POLICE	228,407	242,907	27,544	9,536	26,914	17,331	9,910	27,922	19,752	35,665	174,574	72%
RECREATION	2,000	2,000	-	-	-	362	74	-	172	-	608	30%
RECYCLING	-	-	-	-	-	-	-	-	-	-	-	0%
SANITATION-VEHICLE MAINT	550,330	794,030	44,776	71,960	45,422	38,839	40,515	39,472	54,119	28,166	363,268	81%
SANITATION-PAYROLL	INCL	INCL	26,332	47,397	32,267	32,320	32,913	32,119	47,189	32,154	282,692	INCL
SEWER MAINTENANCE	56,879	50,879	1,015	2,146	7,212	135	2,450	354	149	1,936	15,397	30%
SPECIAL ELECTRONICS	4,564	8,834	84	169	-	5,675	169	593	84	217	6,992	79%
STREETS	197,396	197,396	4,772	33,092	9,285	18,479	18,616	11,818	17,864	23,522	137,448	70%
TRANSIT	115,072	109,660	6,764	8,639	9,753	11,618	5,257	5,263	15,739	5,408	68,441	62%
WWTP	29,978	29,978	524	5,183	1,932	108	504	1,897	1,270	127	11,544	39%
WATER MAINT & TRANS	65,177	65,177	4,011	6,311	4,533	2,400	752	735	1,210	670	20,622	32%
WWTP LAB	545	1,045	-	63	55	22	-	-	-	-	140	13%
ZOO	10,000	10,000	53	85	-	530	2,015	94	72	162	3,010	30%
	1,640,234	2,180,887	128,276	265,875	224,355	152,209	150,307	142,846	237,431	160,407	1,461,706	



CITY OF ROSWELL
COMPARATIVE ANALYSIS OF FLEET MAINTENANCE EXPENSES BETWEEN FISCAL YEARS
FY2023 TO FY2025



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 5.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Facility Maintenance

Attachments

Monthly Report



City of Roswell Projects Status
Updated 3-10-2025

Facilities Maintenance Department Projects

Year

2025 landfill pressure washer shed

SCOPE: run utilities, hook up pressure washer, spray foam insulation on the inside

ESTIMATED COST: \$ 9,000

FUNDING SOURCE:

CITY SHARE:
DFA/GRANT #:
OTHER:

BUDGET:

Total Budget:	\$ -
Total Payments:	\$ -
Encumbered	\$ -
Total Change Orders:	\$ -
Current Balance:	\$ -

PROJECT CODE NO.:

PURCHASE ORDER NO.

GL #:

PROJECT SCHEDULE:

EST. COMPLETION:

PROJECT STATUS:

unknown

March

Phase	% Complete
Conceptual, Design	100%
Schematic Phase	N/A
Design Development Phase	N/A
Construction Documents Phase	0%
RFP, ITB, CES, Proposal	100%
Construction	0%
Substantial Completion	0%
Project Closeout	95%
Vendor	
Estimated Completion	25-Feb

Notes:

faulty wire is causing an issue in the 24v system. Electrician will be out on 3-11-2025 to fix.

Year

2025 landfill tough shed

SCOPE: add electrical outlets to each wall, plug for heater, vent, lighting, and spray foam insulation

ESTIMATED COST: \$ 8,500

FUNDING SOURCE:

CITY SHARE:
DFA/GRANT #:
OTHER:

BUDGET:

Total Budget:	\$ -
Total Payments:	\$ -
Encumbered	\$ -
Total Change Orders:	\$ -
Current Balance:	\$ -

PROJECT CODE NO.:

PURCHASE ORDER NO.

PROJECT SCHEDULE:

EST. COMPLETION:

GL #: 0

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	0%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	Facilities and Contractor
Estimated Completion	Jun-25

Notes:

Year

2025**SCOPE:** City Hall flooring project**ESTIMATED COST:** \$ 4,500**FUNDING SOURCE:** Unknown

	CITY SHARE:
\$ -	DFA/GRANT #:

BUDGET:

Insurance Claim		OTHER:
Total Budget:	\$ -	
Total Payments:	\$ -	
Encumbered	\$ -	
Total Change Orders:	\$ -	
Current Balance:	\$ -	

PROJECT CODE NO.:**PURCHASE ORDER NO.:****PROJECT SCHEDULE:****EST. COMPLETION:****PROJECT STATUS:****GL #:**

Phase	% Complete
Conceptual, Design	100%
Schematic Phase	100%
Design Development Phase	100%
RFP, ITB, CES, Proposal	100%
Construction	95%
Substantial Completion	0%
Project Closeout	0%
Vendor	Vendor
Estimated Completion	Apr-25

Notes:

flooring has been purchased and project will begin in April of 25

Year

2025 Parks Office**SCOPE:** remove HVAC from parks office and relocate to other buildings**ESTIMATED COST:****FUNDING SOURCE:**

\$ -	CITY SHARE:	\$0
\$ -	DFA/GRANT #:	
\$ -	OTHER:	

BUDGET:

Total Budget:	\$ -
Total Payments:	\$ -
Encumbered	\$ -
Total Change Orders:	\$ -
Current Balance:	\$ -

PROJECT CODE NO.:**PURCHASE ORDER NO.:****PROJECT SCHEDULE:****GL #:**

EST. COMPLETION:
PROJECT STATUS:

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	0%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	
Estimated Completion	March

Notes:

units have been removed. We are cleaning them up and making sure they are working properly

2025

SCOPE: Install 10 vehicle lifts for PD

ESTIMATED COST:

FUNDING SOURCE:

\$ -
\$ -

CITY SHARE:

DFA/GRANT #:

OTHER:

BUDGET:

Total Budget:	
Total Payments:	\$ -
Encumbered	
Total Change Orders:	\$ -
Current Balance:	\$ -

PROJECT CODE NO.:

PURCHASE ORDER NO.:

GL #:

PROJECT SCHEDULE:

EST. COMPLETION:

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	100%
Schematic Phase	100%
Design Development Phase	100%
RFP, ITB, CES, Proposal	100%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	
Estimated Completion	25-Mar

Notes:

installing large vehicle lifts at pd west storage. We have built 6 of 10

Year

2025

SCOPE: Fire Station #2 moving washer dryer and door

ESTIMATED COST:

		\$ -
--	--	------

FUNDING SOURCE:

\$ -

CITY SHARE:

DFA/GRANT #:

OTHER:

BUDGET:

Total Budget:	
Total Payments:	\$ -
Encumbered	\$ -
Total Change Orders:	\$ -
Current Balance:	\$ -

PROJECT CODE NO.:
PURCHASE ORDER NO.
PROJECT SCHEDULE:
EST. COMPLETION:
PROJECT STATUS:

0

GL #: 0

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	0%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	Facilities
Estimated Completion	25-Mar

Notes:

moving washer, dryer, and the weight room door to make the station co-ed

Year

2025

SCOPE: Gayle Fire house roof

ESTIMATED COST:

FUNDING SOURCE:

\$ -
\$ -

CITY SHARE:

DFA/GRANT #:

OTHER:

BUDGET:

Total Budget:	\$ 14,264
Total Payments:	\$ -
Encumbered	
Total Change Orders:	\$ -
Current Balance:	\$ 14,264.03

PROJECT CODE NO.:

PURCHASE ORDER NO.

22300704

GL #:

PROJECT SCHEDULE:

EST. COMPLETION:

PROJECT STATUS:

Phase	% Complete
Conceptual, Design	0%
Schematic Phase	0%
Design Development Phase	0%
RFP, ITB, CES, Proposal	0%
Construction	0%
Substantial Completion	0%
Project Closeout	0%
Vendor	Facilities
Estimated Completion	25-Apr

Notes

1 package has been purchased and is waiting for installation i

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 6.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Cemetery

Attachments

Cemetery February Report

CEMETERY – February, 2025

Acres Maintained: 210

Staffing: 9 FTE

Number of Services for the Month: 33

- 16 Casket Burials
- 11 Cremation Burials
- 4 Veterans Cemetery Casket Burials
- 2 Veterans Cemetery Cremation Burials

Total Revenue for the Month: \$25,510.00

Routine Maintenance:

- Dug, set-up, covered, and tamped for all 33 services during the month.
- Sprinklers repaired in Block 71 & 72.
- Christmas decoration clean-up of entire cemetery.
- Irrigation moved for new shelters next to the committal area at the General Douglas McBride Veterans Cemetery.
- Raised 9 small trees in various blocks.
- Sprayed winter weeds throughout cemetery.
- Total of 21 stones lifted and leveled.

Specific Maintenance:

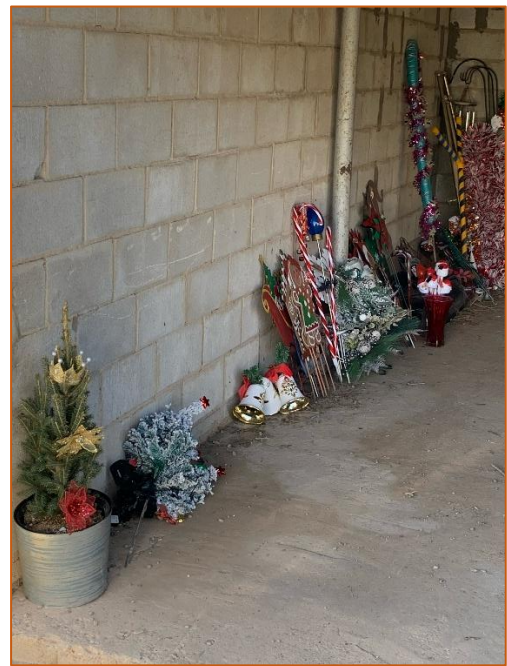
- Conducted total of 33 services for the month of February.

Vehicle Information:

UNIT#	MILEAGE
580	120,703
581	78,109
582	19,457
583	23,696
586	81,015
587	58,612
588	74,225
606	85,909

Submitted by: Ruben Esquivel, Cemetery Superintendent
Approved by: Jim Burress, Special Services Director

south park cemetery south park cemetery south park c
emetery south park cemetery south park cemetery sout
h park cemetery south park cemetery south park ceme



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 7.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Parks

Attachments

Parks February Report

PARKS – February, 2025

Acres Maintained: 685+

Staffing: 27 FTE

Routine Maintenance:

- Mowing weekly as needed
- Checking all irrigation in parks and sports complexes
- Spraying weeds weekly
- Repairing baseball backstops in all parks for baseball season
- Trash pick-up
- Installing new tables, trash cans and BBQ grills throughout parks

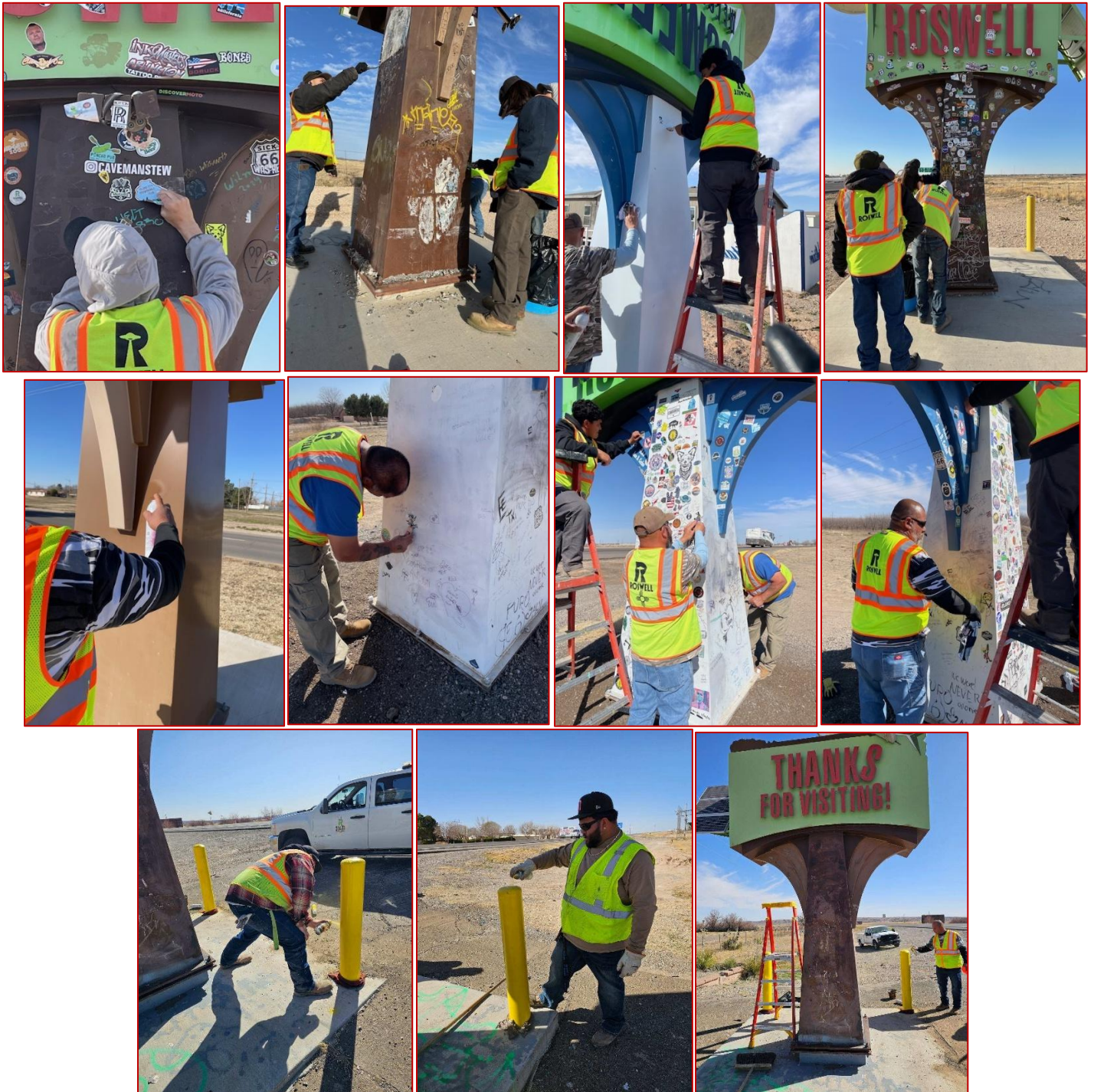


Specific Maintenance:

- Cleaned and scraped stickers off of all “Welcome to Roswell” signs.
- Painted all yellow posts at welcome signs.
- Closed right lane on Main St to trim Locust tree in front of the UFO Museum.
- Fertilized competitions fields at Cielo Grande.
- Filled Gopher holes at men’s softball for dog races.
- Welding repair at JC Park.
- Cleaned-up dirt and debris around Cahoon Park’s rock wall.
- Continued to rake and haul off rock in parks from the flood.



parks department parks department parks department t parks department parks department parks department nt parks department **ROSELL** department parks department



parks department parks department parks department
t parks department parks department parks departme
nt parks department **ROWE** department parks departm



parks department parks department parks department
t parks department parks department parks department
nt parks department **ROSELLE** department parks department



ROSELAND



VEHICLE INFORMATION:

UNIT#	LAST 5 OF VIN	MILEAGE
1115	59361	9,802
1043	30177	31,785
1110	11787	79,398
1135	31335	100,389
1171	05837	106,333
1106	32089	107,980
1134	02128	73,163
1136	51161	86,395
1112	31411	134,617
1109	55800	167,913
1118	03155	93,401
1107	05501	189,685
1120	16661	93,168
1122	06799	41,091
1007	49647	189,685
1194	27335	140,345
1177	63424	35,171
1113	13373	Totaled (flood)
1100	48327	69,748
(N/A)	31159	
550	38512	128,129
503	87408	76,063

Submitted by: Rudy Chavez, Parks Superintendent
 Approved by: Jim Burress, Special Services Director

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 8.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Recreation

Attachments

Recreation February Report



Revenue: \$27,047



Attendance: 10,198

FISCAL YEAR FIGURES

	2025 Februray	YTD
Revenue	\$27,047	\$245,556
Attendance	10,198	70683

ATTENDANCE CONTRIBUTORS

Adult Center Classes & Scans	432
Rec & Aquatic Center Classes	2192
Rec & Aquatic Center Drop-In/Admissions	3132
Rec & Aquatic Center Member Scans	4146
Special Events	296

TOP REVENUE CONTRIBUTORS

Recreation Concession	\$8,135
Recreation Memberships	\$7,498

Highlights

Roswell Recreation Center

- Memberships sold: 61
- Father Daughter Dance was a success with approximately 300 daughters and father figures in attendance.

Roswell Aquatic Center

- Lifeguards continue with their monthly in-service under the direction of Lifeguard Instructor/Aquatic Specialist, and the required 300 swim yards every week.
- LTS classes did great this month lifeguard held group lessons with LGI Supervising. Evening aerobics continues to thrive.
- There was one incident to report this month.

Roswell Adult Center

- Yoga, Stretch, and Senior Workout classes have seen an increase in participants, with familiar faces returning.
- Equipment for adult classes continues to be purchased to replace items lost or damaged in the This month, mats, yoga balls, hand weights, and miscellaneous workout equipment were acquired.

Vehicle Mileage

- Unit 1004/09116 – VIN# 09116 - Mileage 13,450
- Unit 1101/00494 – VIN#00494 - Mileage 55,417
- Unit 15875 – VIN#15875 – Mileage 53,873

Upcoming:

- Spring Fever 5K/10K Race 3/22

Father Daughter Dance





ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 9.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Zoo

Attachments

Zoo February Report

Highlights/Animal Care/Maintenance:

-
- A photograph showing three people in a kennel-like setting. Two people are kneeling on the floor, examining a dog's leg. A third person is standing nearby. The dog is lying down, and there is a fan in the background.



Right: Our muntjac, Tinkerbelle, received a hoof trim.

spring river zoo spring river zoo spring river zoo spring river zoo spring river zoo
g river zoo spring river zoo spring river zoo spring river zoo spring river zoo
r spring river zoo spring river zoo spring river zoo spring river zoo spring river zoo

ROSWELL





Submitted by: Amy Munoz, Zoo Curator
Approved by: Jim Burrell, Special Services
Director



ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 10.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Solid Waste

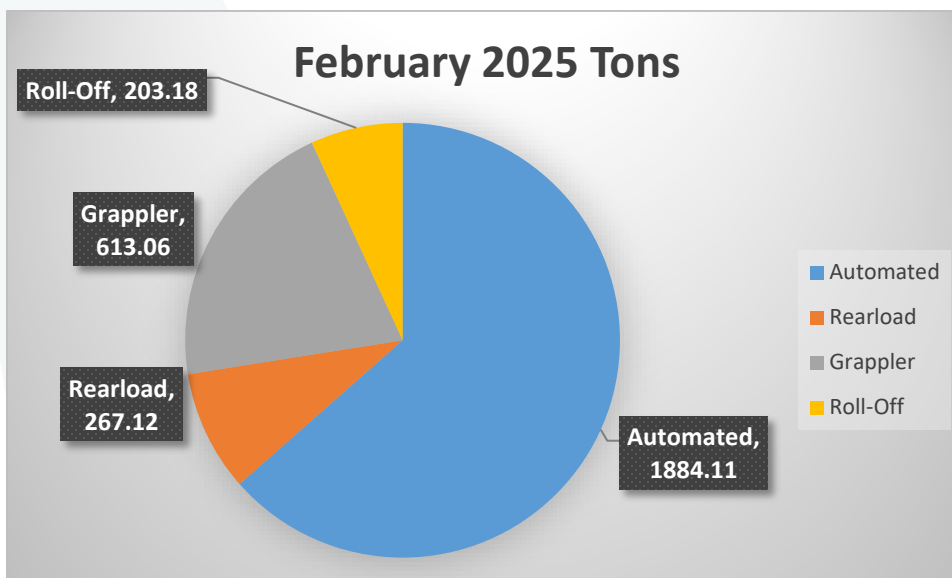
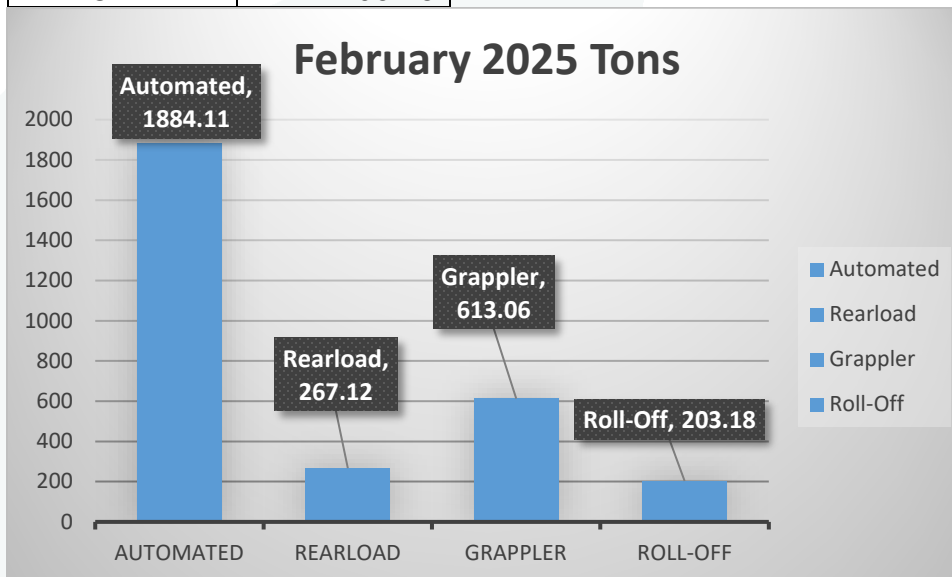
Attachments

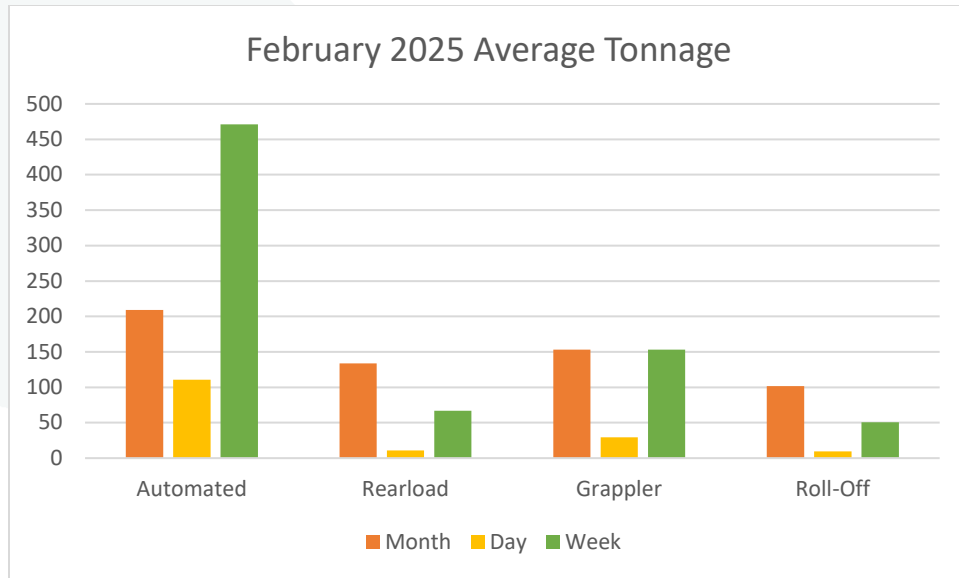
ATT 1 - February Monthly Report

Monthly Solid Waste Department February 2025 Tonnage Report

Roswell Municipal Landfill (RML). Report includes tonnage from February 1st to February 28th. Landfill tonnage received is a good gauge of the overall health of the Landfill Operations. Attached are the tonnages for the following Operations: Automated Collections, Bulk Trash, Commercial, and Roll Off.

Service	Tons
Automated	1884.11
Rearload	267.12
Grappler	613.06
Roll-Off	203.18





February 2025 Average Tonnage for our different divisions. They are:

Automated Average Tons:

- Daily: 111
- Weekly: 471
- Per Truck this Month: 209

Rearload Average Tons:

- Daily: 11
- Weekly: 67
- Per Truck This Month: 134

Grappler Average Tons:

- Daily: 29
- Weekly: 153
- Per Truck this Month: 153

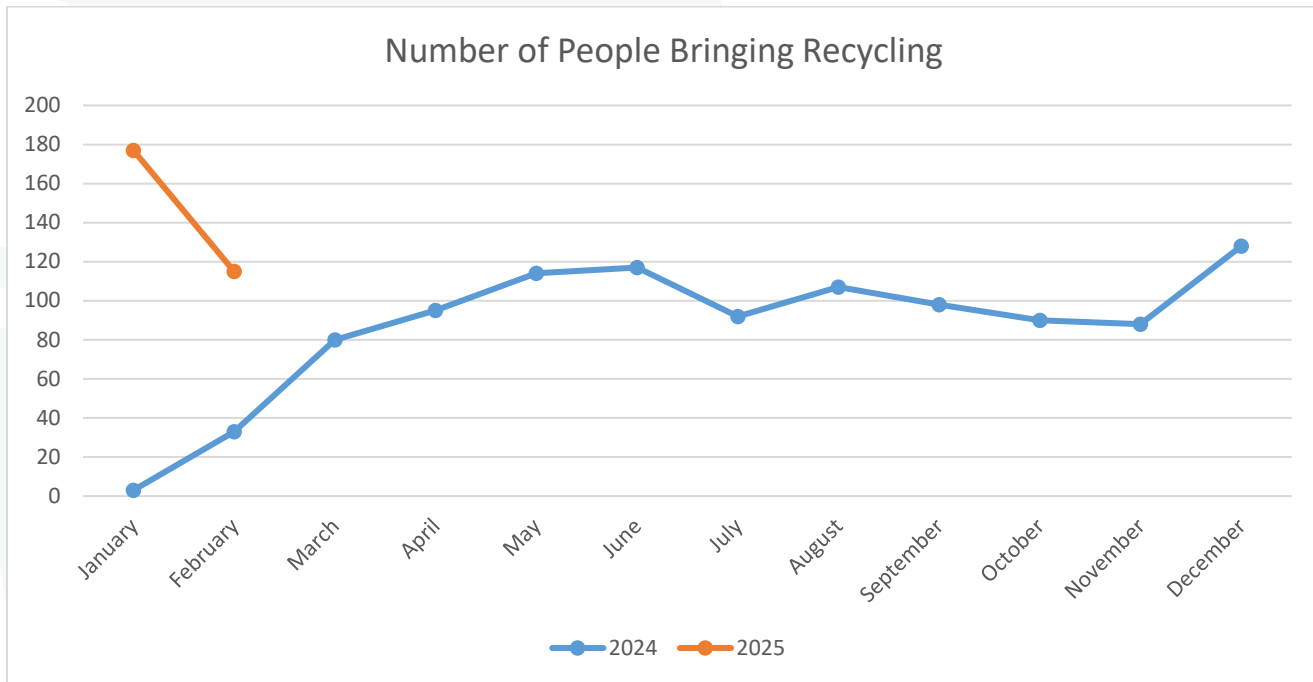
Roll-Off Average Tons:

- Daily: 10
- Weekly: 51
- Per Truck this Month: 102

Recycling

The Solid Waste Department Launched our Pilot program for Recycling. We currently take corrugated cardboard, 1&2 plastics, tin and aluminum cans. Currently we are only tracking people who come in to recycle.

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
2024	3	33	80	95	114	117	92	107	98	90	88	128	1045
2025	177	115											292



Disposal Summary

This data is track by Drivers inputting their Net weight in as they pass over the scales to track how much tonnage they are bringing in.

Disposal by Facility			
Facility	Loads	Tons	
Roswell Municipal Landfill	709	4480.15	
Trash - MSW	679	4480.15	
Unknown	30	0.00	
Totals	709	4480.15	

Disposal by Material			
Material	Loads	Tons	
Trash - MSW	679	4480.15	
Unknown	30	0.00	
Totals	709	4480.15	

Disposal by Vehicle Type			
Vehicle Type	Loads	Tons	
Front load	87	1131.04	
Trash - MSW	87	1131.04	
Residential	427	3158.48	
Trash - MSW	404	3158.48	
Unknown	23	0.00	
Roll off	195	190.63	
Trash - MSW	188	190.63	
Unknown	7	0.00	
Totals	709	4480.15	

Driver Productivity

This chart allows us to see a combined monthly total of all the hours a driver has been 'on route' how fast they are moving and how many miles and tons they are bringing in for the month. Please note that Sub are drivers being substituted in from other sections i.e.: grappler drivers or supervisors to help when we have a shortage of drivers.

Driver Productivity							
Driver Name	Route Count	Route Hours	Helping Hours	Homes/Hour	Total Stops	Miles	Tons
SL-Route-Sub	19	97.18	37.58	47.61105	4096	750	7.58
RO-Route-1	5	145.74	0	0.5901189	109	2105	149.34
RL-Route-South	5	149.27	0	14.03015	2197	973	564.81
SL-Route-6	9	163.04	5.12	54.73781	9606	1147	280.52
SL-Route-3	10	158.46	12.24	73.75198	12710	1206	213.54
SL-Route-5	7	160.89	0.38	40.67122	8933	982	807.97
SL-Route-4	19	159.71	23.39	61.02056	9623	1294	98.49
RO-Route-2	5	155.87	0	0.7633914	129	1955	37.56
RL-Route-North	8	146.58	8.9	13.54861	2284	959	563.73
CR-Route	8	141.76	8.43	31.25926	6020	1007	711.73
SL-Route-7	5	154.71	0.7	47.47764	10436	933	
RO-Route-Sub	3	23.87	7.52	12.98883	134	219	3.73
SL-Route-2	11	135.9	6.05	52.93598	8534	928	732.12
SL-Route-1	14	166.37	14.47	54.73452	9126	1152	309.03

Driver Summary

This shows us the average trip time per driver plus the total time driven for the month of December and their Monthly average for pickups per hour.

Driver Summary				
Driver Name	# of Routes Driven	Average Trip Time	Total Trip Time	Pick Ups Per Hour
RL-Route-South	18	08h 23m	150h 51m	14
RL-Route-North	18	08h 03m	144h 59m	13
SL-Route-5	16	12h 06m	193h 42m	38
SL-Route-3	16	09h 59m	159h 38m	64
SL-Route-2	14	10h 10m	142h 19m	47
SL-Route-4	16	08h 31m	136h 19m	57
SL-Route-6	17	09h 45m	165h 44m	50
SL-Route-7	16	10h 22m	165h 44m	45
CR-Route	15	10h 07m	151h 46m	29
SL-Route-1	17	09h 36m	163h 09m	49
RO-Route-Sub	2	08h 11m	16h 21m	8
RO-Route-2	19	08h 11m	155h 34m	1
RO-Route-3	18	08h 06m	145h 44m	1
SL-Route-Sub	6	09h 34m	57h 26m	44

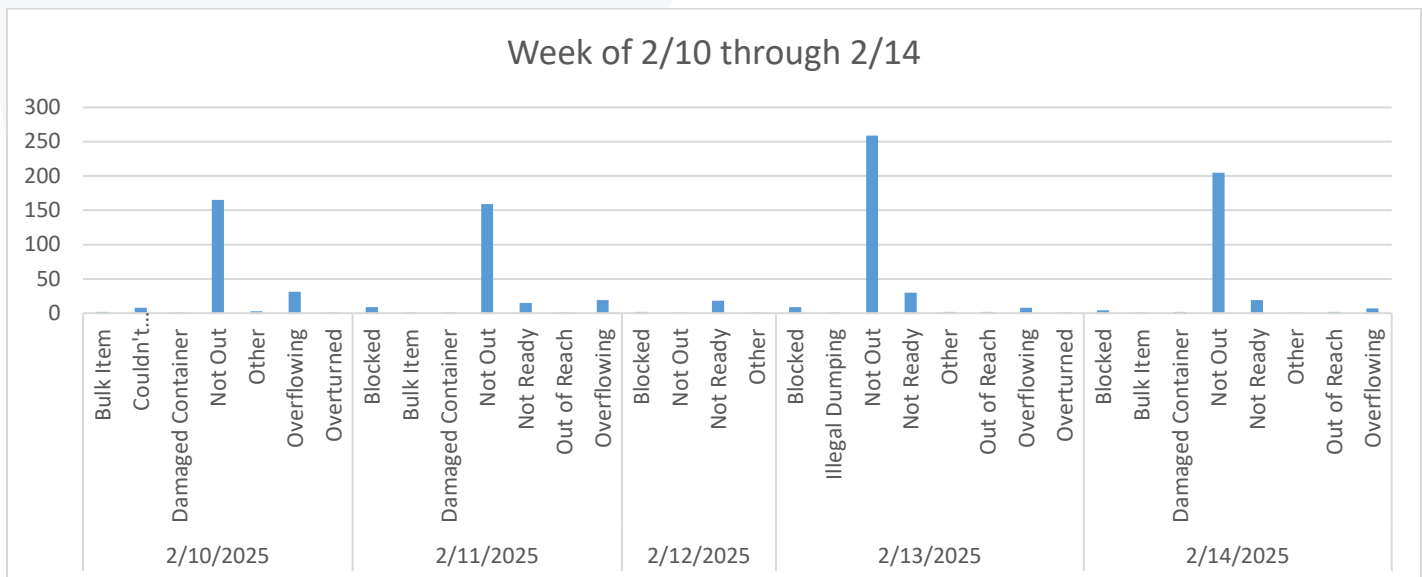
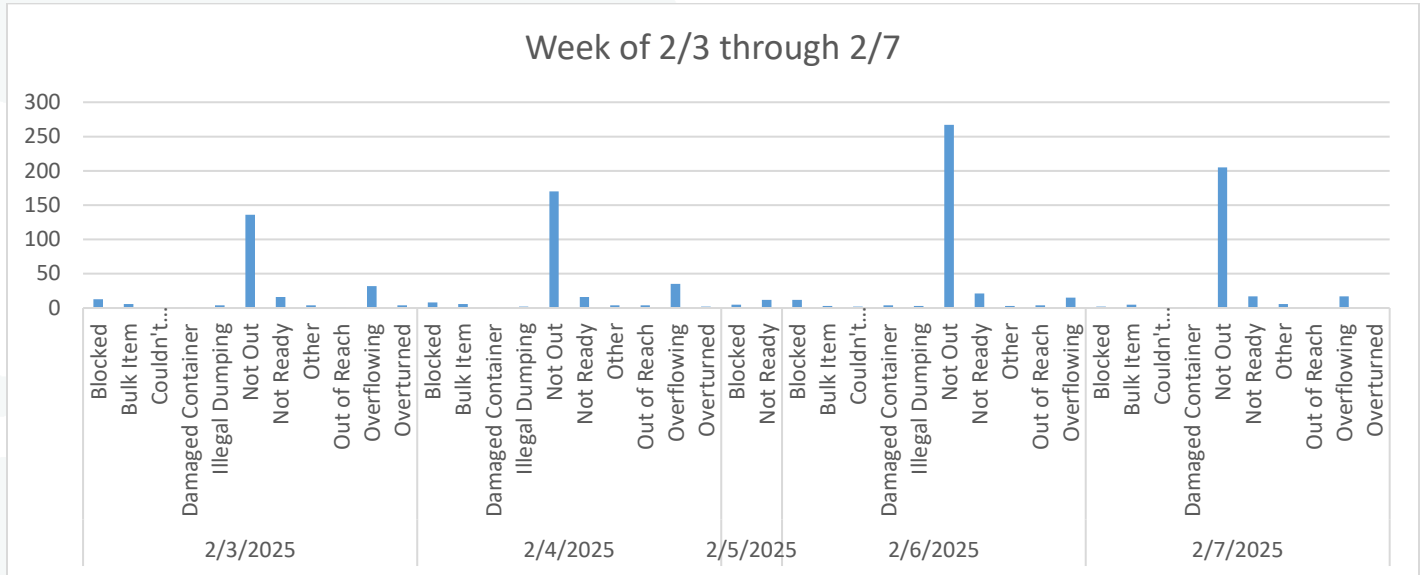
Fuel Log

This shows how many miles are driven on our trucks along with their Fuel Efficiency.

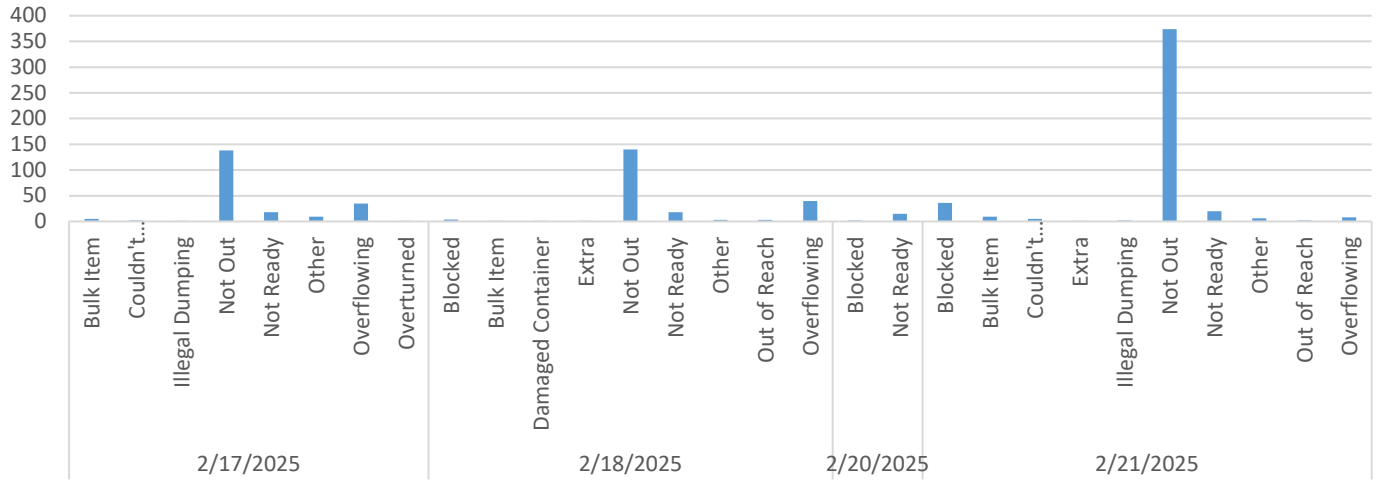
Fuel Log					
Vehicle Name	# Fill ups	Fuel Efficiency (MPG)	Total Gallons Filled	Total Gallons Used	Total Miles Driven
SL 19-324	10	2.6	207.6	369	984
SL 20-305	16	2.8	439.8	464.3	1324
SL 321	1	2.7	45.9	45.9	122
RL 311	2	2.2	89.3	86.5	192
SL 19-315	4	2.5	94.4	110.9	280
303	7	2.6	53.7	237.2	616
316	15	2.5	400.6	441.7	1117
261	2	2.1	0	71.9	140

Pickup Reports

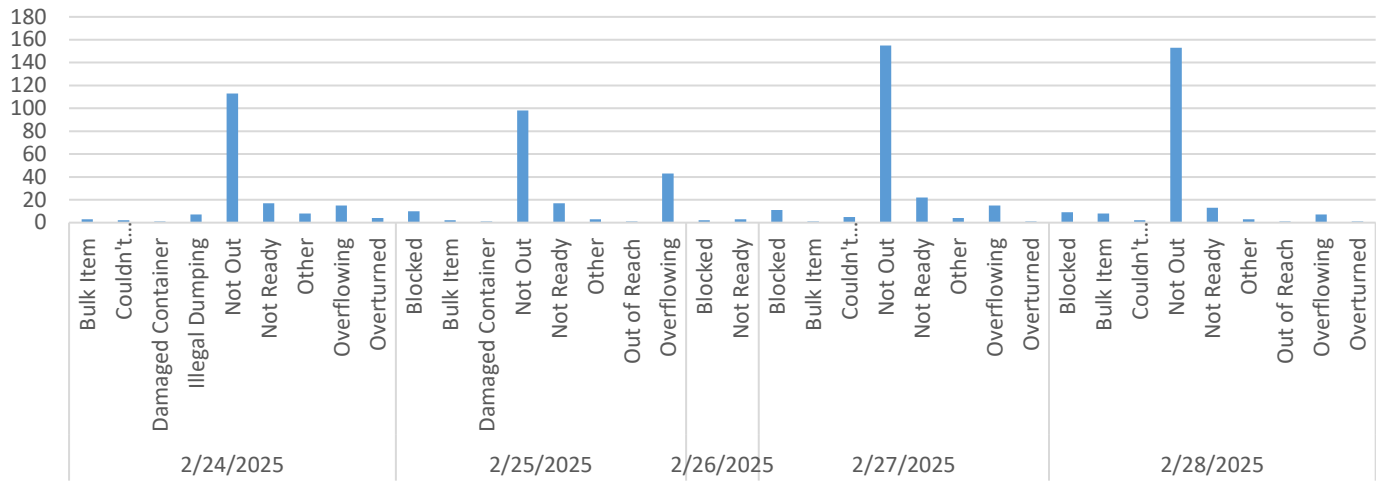
Pickup Reports are broken down by week to week. They show the number of Issues the drivers run into every day. To better view the data we split it into weeks.



Week of 2/17 through 2/21



Week of 2/24 through 2/28





Current Project Updates

Sanitation

1. In House Projects / Infrastructure

- a. Bring Fire Suppression System up to Code (Pending parts)
- b. Ongoing Flood Repair
- c. Ongoing Road Maintenance
- d. Landfill Misc. Earthwork with Cell 5B
- e. Rotochopper working on wood pile
- f. Revamping and evaluating our HHW area to be more cost effective***

2. New Equipment

- a. 2 New Sideloaders
 - i. Delivered
- b. 1 Rear Loader
 - i. Delivered
- c. Grapple Truck
 - i. Delivered

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 11.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Streets

Attachments

2025-February Monthly Report

Projects Focus

The main focus is maintaining the city streets from potholes and rutts that may be caused by daily wear and tear, rocks in the street, and water cuts that may need to be leveled out after dirt and asphalt settles.

The picture below shows asphalt repair that was sent by a Fix-It-Form. This repair was completed on the same day that the request was entered.

S. Atkinson & E. Hendricks



Projects Continued

Rumble Strips were placed in advance of the new Bike Trail Crosswalk on W. 8th St. Two signs have also been added on both sides of the crosswalk area warning traffic that there is a crosswalk.

Below, you will see the response to speed limit signage and 2way T in response to citizen concern and accidents in this intersection of S. Washington Ave. & W. Reed St.



Quantities of Materials for the Month

The patch crews have used 52.7 tons of cold mix and 443 bags of Poly patch material.

The alley crews have used 19 loads of gravel, 2 loads of road base, 38 loads of millings for Elm Bridge, 44 loads of sweeping waste taken to the landfill, and 27 loads of water. Also, 52 loads of dirt grass mix were grubbed from the land off and were moved from the Airport to the area near the National Guard.

The crusher crew loaded 40 loads of millings, 54 loads of gravel, and 27 loads of road base and crushed 300 tons of millings. They also assisted in welding 47 stands for the sign shop.

The sign shop personnel have replaced or added 40 signs, 17 sign posts, 18 studs, and 3 boxes of Rumble strips.

The sweeper crew had 221 loads of daily sweeping waste this month.

The herbicide crew has sprayed 1670 gallons of weed killer to control weeds on City property.

Projects Upcoming

IPR Micro-Surfacing Only Project \$500,000 PO #22501095- \$ 91,644.86 has been used to repair flood-damaged streets in November/December 2024. This project has been put on hold until warmer weather. The estimated time to restart is sometime in March 2025, with \$408,355.14 remaining on PO. This work will continue on flood-damaged streets.

San Bar City Wide Striping to begin once the weather gets warmer. Hoping for March or April 2025

Equipment Brief

1-Patch Truck FY2024-Approved PO #22400544- Pending Arrival End March 2025

1-Dump Truck- Approval for PO #22501094- Pending Arrival Sept 2025 per last update given to Frank.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 12.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Special Electronics

Attachments

ATT 1 - Special Electronics Monthly Report

SPECIAL ELECTRONICS

MONTHLY REPORT FOR February 2025

LOCATES

LOCATES CLEARED: 270

LOCATES MARKED: 8

EMERGENCY LOCATES: 22

CONFERENCE ATTENDED: 2

CALL OUTS

LEFT ARROW COLLEGE & 285 X2

GREEN BALL POE & 285

FLASH POE & 285

RED BALL ALAMEDA & UNION

RPD VIDEO

19TH & 285

WILSHIRE & 285

COUNTRY CLUB & GARDEN

ALAMEDA & 285

MAINTENANCE

REPAIRED PUSHBUTTON STATION BRASHER & SOUTH MAIN

REPLACED YELLOW ARROW HOBBS & S. MAIN

PUT UP/TAKE DOWN FLAGS FOR PRESIDENTS DAY

PULLED/TESTED/REINSTALLED CONFLICT MONITORS COLLEGE, 5TH 4TH, 3RD 2ND, ALAMEDA, SUMMIT, MCGAFFEY, HOBBS & 285, POE & 285, BRASHER & 285, RELIEF & S. MAIN, BRASHER & S. MAIN, ATKINSON, GARDEN, VIRGINIA, RICHARDSON, PENN., LEA, WASHINGTON, UNION, SUNSET, AND SYCAMORE.

TESTED BBS UNITS AT ABOVE MENTIONED LOCATIONS.

REMOVED TDC-2 RADAR FROM HENDRICKS, RELOCATED TO POE & LEA FOR SPEED STUDY REQUESTED BY ENGINEERING.

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

Non-Action Items 13.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Engineering

Attachments

ATT 1 - Engineering Project Dashboard Report

ATT 2 - Engineering Community Development Support Monthly Report

ATT 3 - Annual Maintenance Monthly Report



City of Roswell Engineering Department Projects Status

3/12/2025

Street Projects & Other

FY 25 - Hot Recycling & Micro-surfacing Pavement Maintenance

**\$1.5 million approved for budget FY 25
In Progress - Schedule Change Due to Flooding**

SCOPE: Hot Recycle & Micro-surfacing of various streets
BUDGET: \$ 1,500,000
FUNDING SOURCE: 100% City funds
EST. COMPLETION: Spring 2025
PROJECT STATUS: 73%

Streets to be selected by using Pavement Condition Survey and field review by Streets & City Engineer. PO requests submitted to August Infrastructure Committee. Hot recycle complete, micro surface in progress

FY 25 - Nova Chip Pavement Maintenance

**\$800,000 approved for budget FY 25
Project Canceled to Fund Flood Repairs**

SCOPE: Only Micro-surfacing of various streets
BUDGET: \$ 800,000
FUNDING SOURCE: General Fund
EST. COMPLETION: Spring 2025
PROJECT STATUS: Cancelled

Streets selected by using Pavement Condition Survey and field review by Streets & City Engineer. PO request submitted to August Infrastructure Committee. Requested budget adjustment to \$480,000 total budget to provide additional funding to FY 25 Mill/Fill project. Project canceled to fund flood roadway repairs

Spring River/Cielo Grande Trail Connections

**Design complete
Project awarded to Constructors, Inc.
Project Complete!**

SCOPE: Construct a trail connection between the two trails.
BUDGET: \$325,000
FUNDING SOURCE: NMDOT \$192,240, City \$132,760
EST. COMPLETION: 2/28/2025
PROJECT STATUS: 100%

City submitted an application to NMDOT for Recreation Trails Program (RTP) funding in 2021. On April 28, 2022, the NMDOT selected this project as one of the statewide selected projects. This will be part of FY 24 budget. City Engineering will advertise, bid and perform construction management of project. City performed 30% plan review with NMDOT on July 12, 2023. NMDOT has required City to do Cultural and Biological review of the proposed trail even though on existing right of way and trail also on the Old Municipal Airport property and to use one of the existing runways. Environmental clearance received 12/27/2023. Project out to bid, bids due back 10/8/2024. Recommend award to Constructors, Inc. Project started 1/22/25, complete!

Hobbs St Mill/Fill

**NMDOT Highway Commission should announce selections
At it's August 24 2023 meeting
Awarded to Constructors Inc.
Project Complete!**

SCOPE: Mill/Fill and ADA Improvements Hobbs St from SE Main to Sunset.
BUDGET: \$2,410,000
FUNDING SOURCE: NMDOT 95%; City 5%
EST. COMPLETION: 11/22/2024
PROJECT STATUS: 100%

City has submitted three project applications: Hobbs Mill/Fill, Sidewalk - Sunset to SE Main \$2,410,000; 2nd St. Pavement Maintenance - Sunset to East City Limits \$1,520,000; S. Atkinson Pavement Maintenance - Brasher to McGaffey \$845,000. Hobbs project is currently out to bid. Recommend award to Constructors Inc. for \$2,346,349.54. Project start date 7/15/2024. Project Complete!

Safe Streets For All Action Plan - Federal Safety Grant Planning Money

**RFP was advertised 8.20.2023 received Proposals 10.10.2023
Awarded to Freese & Nichols, Inc.**

SCOPE: A city wide Safety Action Plan to reduce roadway death and injuries. From an approved plan, City can apply for construction funds
BUDGET: Federal Grant \$520,000
City Match \$130,000
Other \$0
Total \$650,000
FUNDING SOURCE: Federal Grant & City Match
EST. COMPLETION: 2/28/2025
PROJECT STATUS: 95%

A city wide Safety Action Plan to reduce roadway death and injuries. From an approved plan, City can apply for construction funds. Federal funding requires an RFP be solicited utilizing Federal procurement standards. Received proposals 10/10/23, awarded to FNI for \$500,000 plus GRT. Steering Committee established. Public input survey is open. Draft Interim Report approved by FHWA. Working on public facing data and dashboard.

Hobson Road Flood Prevention Project

Design awarded to Freese & Nichols, Inc.

SCOPE: Design & construct flood prevention measures on Hobson Rd. from W. RAC Perimeter Rd. to SE Main
BUDGET: WTB Grant (87%) \$8,353,977
WTB Loan (13%) \$1,248,295
Other \$0
Total \$9,602,273
FUNDING SOURCE: Federal Grant & City Match
EST. COMPLETION: 5/31/2026
PROJECT STATUS: Design 90%

A Water Trust Board application was submitted and a letter of award received. City to submit "Readiness" package to be reviewed by DFA and then an agreement can be issued. Loan documents in progress of being executed. Loan finalized 3/22/24. RFP issued for design portion of project, recommended award to FNI. Design kickoff meeting held 7/26/2024. Design work in progress.

Brasher Drainage Project

SCOPE: Design & construct flood prevention measures and 4-lane roadway on Brasher from S. Main east to SE Main (US 285)
BUDGET: Legislative Grant \$800,000
City \$0
Other \$0
Total \$800,000
FUNDING SOURCE: Legis. Grant
EST. COMPLETION: 12.31.24 Design Only
PROJECT STATUS: Design 32%

RFQ issued to engineering vendors, Souder Miller selected. Design in progress. Stakeholder meeting held 2/14/2024. SUE and storm drain inspection complete.

SMA award recommendation approved by Council 11.09.23

Kick off Meeting Held 12/6/2023

FY 25 - Mill/Fill Pavement Maintenance Residential Streets

SCOPE: Mill/Fill Various Residential Streets
BUDGET: \$ 1,500,000
FUNDING SOURCE: 100% City funds
EST. COMPLETION: Fall 2024
PROJECT STATUS: 100%

Streets selected by using Pavement Condition Survey and field review by Streets & City Engineer. Recommended award to Constructors, Inc. Requested budget adjustment to \$1,661,607.66 total budget for FY 25 Mill/Fill. Project started 10/10. Complete!

\$1.5 million approved for budget FY 25
Advertised 7/7/2024 open bids 8/13/2024.
Project Complete!

Elm St. Bridge (Rio Hondo south of 2nd St.)

SCOPE: Remove & replace existing bridge with CBC bridge
BUDGET: Survey/Hydrology City Engr. Dept.
Plans/Permits City Engr. Dept.
Right of Way \$0
Construction \$2,519,000
FUNDING SOURCE: NMDOT \$2,440,000/City \$79,000
EST. COMPLETION: 6/30/2025
PROJECT STATUS: 16%

This existing bridge number 9199 is identified by NMDOT to be the next bridge in need of replacement. NMDOT is willing to fund construction costs if City Engineering willing to do project development, plans and construction management. NMDOT approval obtained to bid project. Recommended award to Abraham's Construction. Project started 1/21/25, in progress

NMDOT Agreement approved by September Council.
Recommended Award to Abraham's Construction
In Progress - Project started 1/21/25

Projects coordinated with Utility Departments

WWTP Screw Press & Dissolved Oxygen Improvements

SCOPE: Install screw presses at WWTP

BUDGET: Estimated \$ 8,003,106

FUNDING SOURCE: WWTP and Clean Water State Revolving Fund load CWSRF 097

EST. COMPLETION: Construction July 2024

Dissolved oxygen unit was put into operation on January 4, 2023.

Bids received Feb. 8, 2022, low bid \$8,626,664.00

\$5.5 million Loan is for design and construction

WWTP and Clean Water State Revolving Fund load CWSRF 097

\$8,626,664 Insp. \$488,225

PROJECT STATUS: Construction 98% Dewater \$412,400 DO \$102,481.25

RFP process complete and project awarded to HDR for design and future construction professional services. Design kick off meeting between NMENV, HDR and City was held on 12.16.2020. Council awarded project 3.10.22 and ok to seek additional principal \$3,915,000, subsidy of \$285,000 for total loan package of \$9,700,000 at 0.05% interest.

Preconstruction conference held 4.12.22. Dissolved oxygen upgrades operational on January 4, 2023. Primary pumps replacements were started up 10.21.23. Pre-fab building was erected the week of 9/19. Contractor working on screw press start up troubleshooting. Equipment manufacturer returning 3/17 for additional troubleshooting

Rehab Country Club Reservoirs

Water Trust Board Grant/Loan

SCOPE: Design & construct flood prevention measures on Hobson Rd. from W. RAC Perimeter Rd. to SE Main

BUDGET: WTB Grant (45%) \$3,600,000

WTB Loan (55%) \$4,400,000

Other \$0

Total \$8,000,000

FUNDING SOURCE: Federal Grant & City Match

EST. COMPLETION: 1/31/2026

PROJECT STATUS: 3%

Awarded to TMI Coatings

Project started

A Water Trust Board application was submitted and a letter of award received. City to submit "Readiness" package to be reviewed by DFA and then an agreement can be issued. Design complete, project awarded to TMI Coatings Inc. Pre-Construction meeting scheduled for 12/4/2024. Project started, South Reservoir drained, rehab work has begun.

Replace RAC Lift Station

RFQ in progress

Recommended Award to Freese & Nichols, Inc.

SCOPE: Design replacement lift station for RAC lift station located on Hobson Rd.

BUDGET: \$251,000

FUNDING SOURCE: City Funds

EST. COMPLETION: 6/30/2025

PROJECT STATUS: Design 22%

Design project for replacement of the Roswell Air Center lift station located on Hobson Rd. RFQ will be prepared and quotes solicited from engineering on-call vendors. Estimated construction cost \$2,5000,000. Recommended award to FNI. Kick off meeting held 1/14/2025.

RAC Water Line Phase 2

Awarded to White Cloud Pipeline

Project started 10/14

SCOPE: Water service extension to SE area of RAC.

BUDGET: \$1,471,041

FUNDING SOURCE: State appropriation

EST. COMPLETION: 9/30/2025

PROJECT STATUS: 0%

Project on hold due to flooding repairs

Project awarded to White Cloud Pipeline, construction pending material delivery. Pre-construction meeting held 9/18/2024. Contractor pulled off for emergency water line flood repairs

RAC Sewer Extension

Design Awarded to HDR Engineering

SCOPE: Sewer service extension to SE area of RAC.

BUDGET: \$160,784

FUNDING SOURCE: State appropriation

EST. COMPLETION: Design 3/17/2025

PROJECT STATUS: Design 90%

Project design awarded to HDR, design work in progress

Projects coordinated with Other Departments

Phase II Cielo Grande All Inclusive Park - Grant 22-G2779

SCOPE: Design and construct All Inclusive Park and amenities
BUDGET: Grant Amount Grant = \$779,193
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Summer/Fall 2024
PROJECT STATUS: 100%

Construction complete!

This is the 2022 Legislative Grant to help fund Phase 1 and also to construct Phase II. Engineering was instructed to add furnishings and other amenities to the project design. This will increase estimated bid cost to \$1,228,892 (full amenities, shade shelters, benches, picnic tables, lighting). Bid received 11/14/23, recommend re-bid. Bids recieved for Phase 2-A, awarded to Abrahams Construction. Reccomended award Phase 2-B to Alton's Landscaping. Construction complete.

Noon Op Park Lighting - Grant 24-I2881

SCOPE: Design and construct lighting improvements Noon Op Park
BUDGET: Grant Amount Grant = \$640,000
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Spring/Summer 2025
PROJECT STATUS: 0%

**Quotes requested
Awarded to J&G Electric**

Quotes requested from possible lighting vendors utilizing price agreements. Awarded to J&G Electric, material delivery expected late March 2025.

Stiles Park Improvements - Grant 24-I2884

SCOPE: Design and construct restroom and scoreboard improvements Stiles Field
BUDGET: Grant Amount Grant = \$500,000
FUNDING SOURCE: DFA Grant
EST. COMPLETION: Construction in Spring/Summer 2025
PROJECT STATUS: 5%

In progress

Quotes requested from possible scoreboard vendors utilizing price agreements. PO in progress for scoreboard replacement. Facilities department compiled list of materials for bathroom rehab. Scoreboards replaced, materials delivered for bathroom rehab. Quote requested for sewer manhole.

February 2025 Engineering Highlights Report

Community Development Support



Development Reviews

Sewer/Utility Cuts

3013 N Garden, 1018 S Lea, 1914 S Union, 605 Barnett, 200 S Hemlock,

Utility Reviews

Property Reviews

409 E 2nd. – On Site Sign Review

Driveway, Sidewalk, Fence or Curb Reviews Inspections

Zoning Site Reviews:

1601 W Hendricks

ADA Reviews –

3200 Purdue

Traffic/Speed Reviews & Complaints

T-intersection Reed/Washington – resolve was recommendation for Double Chevron,
Reduce speed to 25mp.

Traffic/Speed Counters: 8th St., W. Mescalero, W. Hendricks

Speeding complaint – W. Hendricks in the Louisiana Bld. proximity

Infrastructure Acceptance

Drainage Reviews

Street Light Complaints/Concerns

613 W 3rd, citizen requested return of street light at 3rd/north alley. Investigation found the removed street light was owned by a church which no longer was paying the bill. City Engineer ruled NO to request.



February 2025

ANNUAL MAINTENANCE MONTHLY REPORT

ITB-24-005

Location	Work Performed	Sidewalk		Curb & Gutter/Valley Gutter (L.F.)	ADA Detector Plate (per job)	ADA Ramps (per job)	Drive Pad/Fillet (per job)	Parking Lot Area (yd²)	Water Valve Adj. (each)	Manhole Adj. (each)	Structural Concrete /PCCP (yd³)	Plant Mix Bituminious Pavement (tons)	Work order cost
		(yd²)	(L.F.)										
204 E VISTA PARKWAY DR	SWK		14.1										\$ 37,146.97
1207 MADRID ST	SWK		1.7										
1306 W COLLEGE BLVD	DP						1						
800 N. PENNSYLVANIA AVE	FIL, PMBP, C&G AND SWK		5.1	38.5			1					6.4	
110 S. MICHIGAN AVE.	SWK		4.4										
2512 W. 2ND ST	SWK AND PMBP		6									1.5	
200 S. SHERMAN AVE	SWK		5.3										
304 E. FRAZIEER ST	SWK		2.1										
RIAC (HANGAR 85)	PCCP										91		
201 W MCGAFFEY ST	C&G AND FIL			22.6			1						\$ 19,526.12
1200 S. RICHARDSON AVE	C&G			7.9									
2813 N. MAIN ST (7 BREWS)	WV-ADJ								1				
2810 N. MAIN ST (JIMMY JOHN'S	DP & PMBP						1					0.2	
2510 N. PARK DR	PMBP, C&G, SWK, FIL, AND WV-ADJ		4.7	17.5			1		1			1.7	
5 HILLCREST ST	DP AND SWK		1.2	6			1						
300 N. MICHIGAN AVE	C&G AND SWK		7.05	16.9									
100 S. MICHIGAN AVE	C&G AND PMBP			22.7								1.6	
1515 W. HENDRICKS ST	SWK		8.2										
2001 W. 2ND ST (MEDIAN)	C&G, ADA-P AND SWK		16.8	16.8	1								\$ 1,025.01
1425 W. HENDRICKS ST	C&G			40.7			1					12.4	\$ 6,149.20
SPRING RIVER TRAIL @ CAHOON PARK AND UNION AVE	SC										0.9		\$ 1,309.21
N. ATKINSON AVE @ SPRING RIVER	C&G, SWK, PMBP AND WV-ADJ		34.55	103.8					1			19.4	\$ 35,056.42
825 N. GARDEN AVE	SWK		13.5										\$ 5,672.30
N. GARDEN AVE (ROSWELL LIVESTOCK AUCTION)	SWK		6.25										
N. GARDEN AVE @ SPRING RIVER BRIDGE	SWK		10										
NE CORNER OF W HENDRICKS ST/ S LOUISIANA	PMBP AND VG			61.5								21.4	\$ 21,169.16
		0	140.85	354.9	1	0	7	0	3	0	91.9	64.6	\$ 127,054.39

Sidewalk	SWK
Curb & Gutter	C&G
Valley Gutter	VG
ADA Detector Plate	ADA-P
ADA Ramps	ADA-R
FILLET	FIL
Drive Pad	DP
Parking Lot	PL

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 14.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Waste Water Treatment Plant & Sewer - NOT SUBMITTED

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 15.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Water Maintenance & Transmission - NOT SUBMITTED

ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT

Non-Action Items 16.

Infrastructure Committee

Meeting Date: 03/17/2025

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Darrell Johnson

DEPARTMENT NAME:

Department Report - Central Control - NOT SUBMITTED
