



**REGULAR MEETING
CITY OF ROSWELL COUNCIL - AGENDA
THURSDAY, MARCH 13, 2025
Chaves County Administrative Center
Commission Chambers - #1 St. Mary's Place
Roswell, New Mexico 88203**

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution No. 24-23. Except for emergency matters, the City Council shall take action only on the specific items listed on the Agenda.

MARCH 13, 2025

6:00 p.m.

MAYOR - Timothy Z. Jennings

Ward 1
Cristina A. Arnold
Juan Oropesa

Ward II
Juliana Halvorson
Will Cavin

Ward III
Edward L. Heldenbrand
Christopher Cortez

Ward IV
Robert B. Corn
Darrell Johnson

Ward V
Angela G. Moore
Carlos Marrujo, Jr.

WELCOME! We are very glad you have joined us for the Roswell City Council meeting. If you wish to speak, please sign up prior to 6:00 p.m. In compliance with Resolution 24-23, all matters listed under Consent Items/Consent Agenda are considered routine by the City Council and will be approved by one motion. There will be no separate discussion on these items. If any member of the council desires to discuss the matter, that item will be removed from the consent agenda and will be considered separately. Any item approved as part of the consent agenda is not an agenda item for the purpose of public participation. The Council is pleased to hear relevant comments; however, a 3-minute limit is set in accordance with Resolution 17-65 (Governing Body Rules of Order). Large groups are asked to name a spokesperson. Robert's Rules of Order govern the conduct of the meeting. "THANK YOU" for participating in your City Government.

OPENING CEREMONIES

Call to Order by Presiding Officer
Roll Call & Determination of Quorum
Pledge of Allegiance to the Flag and Invocation

1. Approval of agenda - approve the agenda for the March 13, 2025, Regular City Council Meeting. (Halvorson/Martinez)
2. Approval of consent agenda - approve the consent agenda for the March 13, 2025, Regular City Council Meeting. (Halvorson/Martinez)

CONSENT ITEMS *(items 3-12 will be approved at the time of the approval of the consent agenda)*

3. Approval of issuing a purchase order to Siddons Martin Emergency Group in the amount of \$215,000.00 for a 2003 Ferrara 100' Ladder truck. (Corn/Chavez)
4. Approval to ratify change order to PO 22501332 for the following emergency Water & Wastewater Repairs due to flood disaster: Hondo Draw Bypass (Hondo River Sewer Damage) in the amount of \$462,259.59, 4th Street man-hole replacement in the amount of \$65,323.31, Lea Street manhole replacement in the amount of \$128,310.37, and Berrendo River Aerial sewer line repair in the amount of \$6,967.69 totaling \$662,861.05 to J & H Services, Inc. including GRT. (Corn/Steward)
5. Approve waiving the replacement fees, valued at \$1,440.92, for items borrowed and damaged or lost in the flood of October 19, 2024. (Corn/Costley)
6. Approval of award of professional services for the Roswell Public Library Outdoor Play and Learn Area to Studio 27 in the amount of \$38,843.93 which included GRT. (Corn/Costley)

Resolution(s)

7. Resolution 25-09: Weeds - adoption of Resolution 25-04, the Resolution shall mandate the cleanup of approximately six (6) separate properties within the City. (Halvorson/Franco)
8. Resolution 25-10: Condemnations - adoption of Resolution 25-10 the Resolution shall require the removal or demolition of one (1) dilapidated structure. (Heldenbrand/Franco)
9. Resolution 25-11 - adoption of Resolution 25-11: Resolution to the New Mexico Department of Transportation for TPF Roadway Projects. Corn/MacCornack)
10. Resolution 25-12 - adoption of Resolution 25-12: Approving budget adjustment for the fiscal year ending June 30, 2025. (Corn/Gomez)

Bids, RFP's and Agreements

11. Approval of award recommendation for RFP-25-006: Approval of Scope of Work for RFP-25-006 Audit Services (Corn/Gomez)

Minutes

12. Approval of the minutes from the Regular City Council meeting on February 13, 2025. (Halvorson/Martinez)

NON-ACTION ITEMS (Information Items)

13. Airport Updates (Bobbi Thompson)
14. AvFlight Corp. (Garrett Hain, VP of Finance and Treasurer)
15. Seven Seals Award presented by Gary Smith with Employer Support of the Guard and Reserve (Gary Smith / Steve Henderson)
16. Employee out-of-state travel (Amalia Martinez)

PUBLIC PARTICIPATION ON AGENDA ITEMS AND NON-AGENDA ITEMS

In order to speak you must sign up prior to the Council Meeting.

PUBLIC HEARING(S)

17. Ordinance 25-01: Hold a public hearing to consider proposed Ordinance 25-01 amending the Municipal Campaign Finance Code. (Heldenbrand/Yntema)

Appeal Hearing(s)

NEW BUSINESS / REGULAR ITEMS

18. Approval of Mayor Jennings' recommendations of appointments to the ETZ Commission as follows: (Halvorson/Martinez)
 - Position 1 - Eddie Carrillo (4/1/25-03/31/26)
 - Position 2 - John Erard (4/1/25-03/31/26)
 - Position 3 - Mona Kirk (4/1/25-03/31/26)

19. Approval of Mayor Jennings' recommendations of appointments to the Keep Roswell Beautiful Board as follows: (Halvorson/Martinez)
 - Position 3 - Marie Manning (renewal 4/1/2025-3/31/2029)
 - Position 4 - JoAnn Mascarenas (4/1/2025-3/31/2029)
20. Approval of Mayor Jennings' recommendations of appointments to the Museum Board of Trustees as follows: (Halvorson/Martinez)
 - Position 2 - Timothy Hartwick (renewal 4/1/2025-3/31/2029)
 - Position 4 - Morgan Breedyk (4/1/2025-3/31/2029)
 - Position 6 - Nancy Fleming (4/1/2025-3/31/2029)
 - Position 8 - Katie Huebner (4/1/2025-3/31/2029)
 - Position 10 - Jose Valles Rivera (4/1/2025-3/31/2029)

Resolution(s)

21. Resolution 25-13 - Adoption of Resolution 25-13: Creating a Community Response Team within the City of Roswell Fire Department. (Halvorson/Arnold)
22. Resolution 25-14 adoption of Resolution 25-14: A resolution of the city of Roswell, New Mexico accepting the results of the special audit for the City of Roswell and presenting the findings to the public. (Corn/Gomez)

CITY MANAGER REPORTS/ANNOUNCEMENTS (Information Only)

23. Administratively Executed Leases February/March 2025.

Adjournment

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 of other type of accessible format is needed.

Printed and posted: Friday, March 7, 2025

To watch the City Council Meeting live from your computer, tablet or smartphone go to <https://www.youtube.com/@CityofRoswellNM/featured>. You can also go to www.roswell-nm.gov, then click on the YouTube link on the banner on the right side of the screen.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

3.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Approval of issuing a purchase order to Siddons Martin Emergency Group in the amount of \$215,000.00 for a 2003 Ferrara 100' Ladder truck. (Corn/Chavez)

BACKGROUND:

Initiated by: Chief Steve Chavez

After the floods totaled our aerial platform, we were able to secure a used aerial ladder for rent. The initial payments were being made by NMSIF and as the payouts have come, it is now the responsibility of the City to take over rental payments.

The charge is \$395.00/ day. The new ladder truck is expected in 12-18 months.

12 - months rent= \$144,175.00

18- Months rent = \$216,262.50

We would like to purchase the truck and own it. This will allow us to keep it in our fleet as a reserve for years to come for the same price as paying the rent.

FINANCIAL CONSIDERATION

- Funding Source - \$215,000.00 from the GRT Tax Increase Ordinance 23-10.
- Financial Impact (Revenue & Expenses) Revenue - Cash-Public Safety Fund GL 5500 114100 \$215,000.00 and Expense - 55004125 817506 Capital Outlay Vehicles \$215,000.00

LEGAL REVIEW:

Has been reviewed by legal.

BOARD AND COMMITTEE ACTION:

The Finance Committee recommended approval (5-0) at its meeting on March 6, 2025.

STAFF RECOMMENDATION:

Staff recommends the purchase of the used ladder apparatus.

Attachments

current rental agreement

Quote

Ordinance 23-10



RENTAL AGREEMENT

THIS AGREEMENT, made by and between SIDDONS-MARTIN EMERGENCY GROUP, LLC, its subsidiaries and affiliates (herein "SMEG") and the undersigned RENTER, as described in Attachment A, by its authorized representative (herein "Renter") upon the following terms and conditions.

1. **USE OF RENTED VEHICLE.** SMEG agrees to rent Renter the motor vehicle described on Attachment A (herein "Rented Vehicle") for Renter's use until the date upon which the Rented Vehicle is to be returned under this Agreement.
2. **RENTED VEHICLE INFORMATION.** The description and condition of the Rented Vehicle is set forth on Attachment A.
3. **RENTAL PERIOD.** This Agreement shall be effective on _____ and will continue for _____ (the "Rental Period"). The anticipated return date is _____ (the "Return Date").
4. **OWNERSHIP.** Renter acknowledges that the title of the Rented Vehicle shall at all times remain with SMEG. Renter may not assign, sell, transfer, sublet, pledge or otherwise encumber any interest in this Agreement or the Rented Vehicle.
5. **RENTER'S WARRANTIES AND AGREEMENTS.**
 - a. **Relationship.** Renter is not SMEG's agent, representative, employee, or contractor. The only relationship between the Renter and SMEG is that SMEG has furnished temporary use of the Rented Vehicle.
 - b. **Receipt of Rented Vehicle.** Renter acknowledges the Rented Vehicle is being provided in the condition described on Attachment A. The portion of Attachment A describing the condition of the Rented Vehicle will be completed upon delivery. Prior to accepting the Rented Vehicle, Renter shall inspect the Rented Vehicle and verify it is being provided in the condition described on Attachment A.
 - c. **Insurance.**
 - i. Renter has full force and effect, a policy of Commercial Automobile insurance, in the State of Texas, where they have Added the Rented Vehicle to their policy with **(A)** Liability coverage with a limit not less than \$1,000,000 Combined Single Limit, **(B)** collision insurance coverage for actual cash value and **(C)** other than collision insurance coverage for actual cash value and/or purchase coverage for hired and non-owned physical damage with adequate limits to cover the stated value of the Rented Vehicle defined in Section 5.v below, including a Liability limit of not less than \$1,000,000 Combined Single Limit. Renter is financially responsible for payment of all insurance deductibles.
 - ii. Renter's insurance will be the primary insurance covering the Rented Vehicle during the time that the Rented Vehicle is in Renter's possession until it is returned to SMEG, including, without limitation, damage to or loss of the Rented Vehicle, as well as property damage of and/or bodily injuries to Renter and/or any other persons.
 - iii. Renter designates and appoints SMEG as its agent and attorney-in-fact for the purpose of making any claim for loss and/or damage to the Rented Vehicle with the company providing insurance coverage covering Renter's own motor vehicles. Renter cannot and will not revoke this designation and appointment. An insurance certificate will be provided by the Renter naming SIDDONS-MARTIN EMERGENCY GROUP, LLC as additional insured with primary and non-contributory coverage, and waiver of subrogation, and identifying the Rented Vehicle as being covered under said policy.
 - iv. SMEG has not provided, and will not provide during the Rental Period of this Agreement, any insurance coverage covering the Rented Vehicle, or covering any bodily injuries, medical payment, or like insurance coverage to the Renter or to any other person, whether or not operating the Rented Vehicle with SMEG's knowledge and consent.
 - v. Renter acknowledges the full value of the Rented Vehicle is **\$250,000**.
 - d. **Indemnity.** In no event shall SMEG or Pierce Manufacturing, Inc. be liable for any incidental, special, or indirect or consequential damages, whether resulting from non-delivery or from the use, misuse or inability to use the Rented Vehicle. To the extent allowed by law, Renter agrees to indemnify, hold harmless and defend SMEG, its parents, officers, subsidiaries, agents, assignees, members, and employees against any damage, loss, theft or destruction of the Rented Vehicle, and against any and all losses, damages, injuries, claims, demands, reasonable and necessary costs, and reasonable and necessary expenses (including legal expenses) of every kind and nature, to the extent same arise directly from the use, possession or operation of the Rented Vehicle by Renter and/or its employees, agents, representatives, licensees, or any other party for which Renter is legally responsible during the Rental Period.
 - e. **Permitted Operation of Rented Vehicle.**
 - i. Renter will permit the Rented Vehicle to be operated only by a driver, holding a valid license for the operation of a motor vehicle of the type and class pertaining to the Rented Vehicle, which driver **(A)** is an employee or member of the Renter, **(B)** is not less than twenty-one (21) years of age, and **(C)** is a named insured under the policy of insurance insuring Renter's own motor vehicle(s) and **(D)** has been trained on the operation of and is qualified and certified to operate the vehicle of type and class pertaining to the Rented Vehicle.
 - ii. Renter will not allow the Rented Vehicle to be used for any unlawful or illegal purpose or use. If the Rented Vehicle is used for any purpose or use which is in violation of laws of the State of Texas, or the United States of America, and the vehicle is permanently or temporarily impounded by, confiscated by, or otherwise taken into the possession of, any public authority, Renter will pay SMEG, upon demand by SMEG, the full replacement cost of the Rented Vehicle.
 - iii. Renter will not operate the Rented Vehicle outside of any U.S. border.
 - iv. Renter will not operate the Rented Vehicle outside of the **State of Texas**, without the prior written consent from an authorized representative of SMEG.
 - v. The Rented Vehicle shall not be used by any person or entity, or in any manner or for any purpose that would cause any insurance herein specified to be suspended, canceled or rendered inapplicable.
 - vi. Renter is to keep Rented Vehicle covered each night for the duration of the Rental Period.
 - f. **Right to Inspect.**
 - i. SMEG may inquire at any time as to the location of the Rented Vehicle and may inspect the Rented Vehicle during normal business hours of Renter upon a 24-hour notice.
 - g. **Return of Rented Vehicle.**
 - i. Renter will return the Rented Vehicle to SMEG at the same address at which Renter received the Rented Vehicle not later than 5:00

- p.m. Central Standard time, on the Return Date.
- ii. Notwithstanding the above Agreement, SMEG may demand that Renter return the Rented Vehicle at any time. In the event SMEG demands the return of the Rented Vehicle, Renter will promptly return the Rented Vehicle to SMEG within the same calendar day. Renter agrees that the demand may be written or the demand may be oral, made in person or by telephone.
 - iii. If Renter fails to return the Rented Vehicle to SMEG upon the earlier (A) demand by SMEG to Renter to return the Rented Vehicle or (B) by 5:00 p.m., Central Standard time, on the Return Date, Renter agrees to pay SMEG, as liquidated damages and not as a penalty, an amount of money equal to \$500.00, plus applicable state and local taxes, for each calendar day or part thereof from and after the Return Date.
 - iv. Within thirty (30) days of being notified by SMEG, Renter will return the Rented Vehicle to SMEG in a clean condition with no damage. Renter will pay SMEG (A) actual cost to repair any damage to the Rented Vehicle which occurred while the Rented Vehicle was in Renter's possession or (B) the manufacturer's suggested retail price for the Rented Vehicle if the Rented Vehicle is damaged to the extent that it is considered to be a "total loss" under the usual standards used in the insurance industry, **regardless of whether or not Renter or the driver of the Rented Vehicle are at fault.** Renter will pay SMEG (A) a reasonable charge for excessive wear and tear to the Rented Vehicle and (B) actual cost by SMEG to clean and detail any Rented Vehicle returned in an unclean condition.
 - v. Renter will return the Rented Vehicle with no less fuel than was contained in the fuel tank of the Rented Vehicle when SMEG delivered it to Renter. If Renter has not refueled the Rented Vehicle in accordance with this Agreement, Renter will pay SMEG, **on demand**, the cost of refueling the Rented Vehicle, including the cost of fuel and the services of SMEG's employee.
- h. **Fuel and Replaceable Parts.** Renter will furnish, at Renter's own expense, all fuel, lubricants, and wearable parts used in the Rented Vehicle while in Renter's possession. Products or parts which are not defective, but which may wear out and have to be replaced during the Rental Period including, but not limited to, tires, fluids, gaskets, and light bulbs are to be maintained or replaced with the same brand and model specific item, by an authorized dealer, at the Renter's expense.
 - i. **Warranty Repairs.** Renter will notify SMEG immediately upon discovery of any defective part. All defective parts are to be repaired and/or replaced by SMEG. Defective parts are repaired/replaced at no charge to the Renter. SMEG assumes no responsibility for the assembly of its parts or sub-assembly into finished products unless the assembly is performed by SMEG or a Pierce Authorized service facility.
 - j. **Hours of Service:** Renter shall record hours Rented Vehicle is operated by Renter throughout the duration of the Rental Period. Hours of Service must be notated on Attachment B and must be provided to SMEG upon request during the Rental Period and upon return of the Rented Vehicle.
 - k. **Preventative Maintenance.** Rented Vehicle is rented in fully serviced condition. Renter will have unit serviced by SMEG to perform preventative maintenance, as prescribed by the manufacturer, every 90 days. Renter will provide all scheduled maintenance, including an air filter change every 250 hours and oil change every 500 hours, routine daily checks and adjustments and maintaining oil levels. All charges including, but not limited to, labor, fluids, gaskets, filters, etc. are the obligation and responsibility of the Renter.
 - l. **Prompt Notice.** Renter will notify SMEG, immediately, but in no event later than 24 hours, upon the occurrence of any accident or damage involving the Rented Vehicle, and shall provide SMEG with copies of all reports, charges or citations prepared or filed by Renter, its insurer, or any governmental authority. SMEG shall notify Renter promptly, in writing of any matter for which SMEG claims Renter is liable. Renter shall notify SMEG promptly, but in no event later than 24 hours, in writing of any failure of the Rented Vehicle to operate according to specifications and of any incident that results in damage to the Rented Vehicle or for which Renter claims SMEG is liable. Renter shall also advise SMEG promptly, but in no event later than 24 hours, of any claim or demand involving the Rented Vehicle or SMEG. Renter shall give SMEG immediate, but in no event later than 24 hours, notice of any levy attempted upon the Rented Vehicle by any third party.
6. **PAYMENT.** Renter agrees to promptly pay SMEG for all charges relating to this Agreement:
SMEG will invoice Renter on a monthly basis at the rental rate set forth above. Unless Renter provides SMEG with a tax exemption certificate, Renter will be responsible for any taxes associated with the rental. Renter agrees to pay SMEG within thirty (30) days of the invoiced date. SMEG shall be entitled, at its option, to suspend Renter's use of Rented Vehicle or terminate this Agreement if Renter fails to pay any amounts when due.
7. **ENTIRE AGREEMENT.** This Agreement, together with any and all related exhibits, constitutes the sole and entire Agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter. The headings in this Agreement are for reference only and do not affect the interpretation of this Agreement.
8. **MODIFICATION OR AMENDMENT.** This Agreement may not be modified or amended except by written agreement signed by authorized representatives of SMEG and Renter.
9. **CONTROLLING LAW.** The parties intend this Agreement to be executed in and interpreted, construed and enforced in accordance with the laws of the State of Texas.
10. **WAIVER.** No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by any party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

Renter Representative's Signature

Date Signed

Siddons-Martin Emergency Group, LLC

Date Signed

Printed Name

Printed Name

Title

Title

ATTACHMENT A – RENTAL AGREEMENT

RENTER AND INSURANCE INFORMATION

Renter's Name

Renter's Telephone Number

Renter's Address

Renter's Driver's Name

Driver's License Number, State, and Expiration Date

Renter's Insurance Company

Insurance Policy Number

Policy Expiration Date

Agent's Name

Agent's Telephone Number

Vehicle Information

Year

Make

Model

VIN

CONDITION/DAMAGE

CONDITION OF VEHICLE AT TIME OF RENTAL	CONDITION OF VEHICLE AT TIME OF RETURN

E ¼ ½ ¾ F

Fuel Out

Mileage Out

E ¼ ½ ¾ F

Fuel In

Mileage In

Pick Up/Delivery:

Date: _____, 20__

Time: _____ am/pm

Return:

Date: _____, 20__

Time: _____ am/pm

SMEG Initials

Renter Initials

SMEG Initials

Renter Initials

Siddons-Martin Emergency Group, LLC**QUOTE**

3500 Shelby Lane
Denton, TX 76207
Phone#: 1-800-784-6806
Dealer License#: P115891



QUOTE #: EP5202412
DATE: 2/14/2025
PO#:
SALESMAN: Petocz

BILL TO:

City of Roswell
200 South Richardson
Roswell, TX 88203

Qty	Description	Per Unit	Total
1	2003 Ferrara 100' Ladder Fire Truck	\$215,000.00	\$215,000.00
	1F94775303H140194		
	<i>Unit is Sold "As Is"</i>		
	<i>with No Warranty</i>		
Total Net Price			\$215,000.00

Payment Mailing Address:
UPS/Fed Ex/USPS
1362 E. Richey Road
Houston, TX 77073

Payment Wiring Information:
PNC Bank
Pittsburg, PA 15219
Account# 1069899004
Routing# 043000096
Fed Tax ID# 27-4333590

ORDINANCE 23-10

AN ORDINANCE ADOPTING A MUNICIPAL GROSS RECEIPTS TAX

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1. Imposition of Tax. There is imposed on any person engaging in business in this municipality for the privilege of engaging in business in this municipality an excise tax equal to five-sixteenths of one percent (0.3125%) of the gross receipts reported or required to be reported by the person pursuant to the New Mexico Gross Receipts and Compensating Tax Act as it now exists or as it may be amended. The tax imposed under this ordinance is pursuant to the Municipal Local Option Gross Receipts Taxes Act as it now exists or as it may be amended and shall be known as the "unrestricted municipal gross receipts tax."

SECTION 2. General Provisions. This ordinance hereby adopts by reference all definitions, exemptions and deductions contained in the Gross Receipts and Compensating Tax Act as it now exists or as it may be amended..

SECTION 3. Specific Exemptions. No municipal gross receipts tax shall be imposed on the gross receipts arising from:

A. transporting persons or property for hire by railroad, motor vehicle, air transportation or any other means from one point within the municipality to another point outside the municipality;

B. a business located outside the boundaries of a municipality on land owned by that municipality for which a state gross receipts tax distribution is made pursuant to Subsection C of Section 7-1-6.4 NMSA 1978; or

C. direct broadcast satellite services.

SECTION 4. Dedication. Revenue derived from the above five-sixteenths (0.3125%) tax shall be used in the following priority:

A. To provide an ambulance system in good repair and to pay legitimate expenses of its operation;

B. All remaining funds shall be put into a special public safety fund for safety and medical equipment and vehicles.

SECTION 5. Effective Date. The effective date of the municipal gross receipts tax shall be either January 1, or July 1, whichever date occurs first after the expiration of three months from the date this ordinance is adopted, unless an election is held on the question of approving the ordinance, in which case the effective date shall be either January 1 or July 1, whichever date occurs first after the expiration of three months from the date when the results of the election are certified to be in

favor of the ordinance's adoption and the adopted ordinance is delivered or mailed to the Taxation and Revenue Department.

PASSED, ADOPTED, SIGNED and APPROVED 14th day of September.



ATTEST


Timothy Z. Jennings, Mayor


Amalia Martinez, City Clerk

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

4.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Approval to ratify change order to PO 22501332 for the following emergency Water & Wastewater Repairs due to flood disaster: Hondo Draw Bypass (Hondo River Sewer Damage) in the amount of \$462,259.59, 4th Street man-hole replacement in the amount of \$65,323.31, Lea Street manhole replacement in the amount of \$128,310.37, and Berrendo River Aerial sewer line repair in the amount of \$6,967.69 totaling \$662,861.05 to J & H Services, Inc. including GRT. (Corn/Steward)

BACKGROUND:

Initiated by: Naomi Steward

Emergency Flood Damage to water and waste water infrastructure for repairs to multiple areas to include the Hondo Draw Bypass, 4th Street man-hole, Lea Street man-hole, and Berrendo River Aerial Sewer Line.

FINANCIAL CONSIDERATION

Funding Source - Maintenance & Repair Infrastructure GL 53014355-614020, budget adjustment is required.

LEGAL REVIEW:

No Legal Review Needed.

BOARD AND COMMITTEE ACTION:

Infrastructure Committee referred to Finance at their meeting on 2/24/25. The Finance Committee recommended approval (5-0) at their meeting on March 6, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

ATT 1 - Invoice #2 Hondo River 24" Sewer Repair

ATT 2 - Invoice #3 Hondo River 24" Sewer Repair

ATT 3 - Invoice #2 4th Street Manhole Repair

ATT 4 - Invoice Lea Street Manhole Repair

ATT 5 - Invoice #2 Berrendo Aerial Sewer Repair

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Progress Invoice

Date	Invoice #
1/10/2025	7908

Bill To			
City of Roswell 425 N. Richardson Roswell, NM 88201		Project	2447 Roswell Emergency Utilities
		P.O. No.	Terms
		Hondo 24" Bypass/SAS	Net 30

Item	Description	Inv Qty	Rate	Curr %	Total %	Prior Qty	Prior Amt	Amount
	24" Hondo Draw Bypass/SAS Repair 11/16- 12/23 See attached Weekly Report See attached Invoice File and Aggregate Report							
1000 Con...	Administration Support; 5 hr	5	45.00					225.00T
1000 Con...	Skilled Laborer; 754 hr	754	55.00					41,470.00T
1000 Con...	Site Supervisor; 191.5 hr	191.5	95.00					18,192.50T
1000 Con...	SR Project Manager; 1 hr	1	200.00					200.00T
1000 Con...	General Superintendent; 26 hr	26	300.00					7,800.00T
1000 Con...	Executive Officer including assistant; 4 hrs	4	500.00					2,000.00T
9960 Equi...	Backhoe Operator; 8 hrs	8	150.00					1,200.00T
9960 Equi...	Wheel Loader with Operator; 100 hr	100	200.00					20,000.00T
9960 Equi...	Trackhoe with Operator; 185.5 hr	185.5	200.00					37,100.00T
9960 Equi...	Dump Truck 20 cy; 203.75 hr	203.75	125.00					25,468.75T
9960 Equi...	Roller with Operator; 93 hr	93	145.00					13,485.00T
9960 Equi...	Pickup/Van per day, 2 ea per location; qty 37 days	37	350.00					12,950.00T
9965 Mat...	Engineered Fill/Pit Run; 2414.83 tons	2,414.83	8.00					19,318.64T
9960 Equi...	Rock Truck; 19 days	19	2,500.00					47,500.00T
1000 Con...	Tamper/ Trench Roller/ Walk Behind; 16 days	16	350.00					5,600.00T
1000 Con...	Removals; 2 ea	2	150.00					300.00T
9965 Mat...	Vendor Invoices plus 15%; 1 ls	1	27,445.22					27,445.22T

Our policy is to add 1 1/2% per month to all accounts in arrears 30 days or more. Customer is liable for attorney's fees and court costs if matter is turned over to an attorney for collection.

Subtotal	\$280,255.11
Sales Tax (7.8958%)	\$22,128.38
Total	\$302,383.49

Phone #	Fax #	E-mail	Payments/Credits	\$0.00
5058969428	505-896-9429	holly@jhservicesinc.com	Balance Due	\$302,383.49

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Invoice

Date	Invoice #
1/31/2025	7921

Bill To			
City of Roswell 425 N. Richardson Roswell, NM 88201		Project	2447 Roswell Emergency Utilities
		P.O. No.	
		Hondo 24" Bypass/SAS	Terms Net 30

Item	Description	Inv Qty	Rate	Total %	Amount
	24" Hondo Draw Bypass/SAS Repair 11/16-12/23 See attached Weekly Report See attached Invoice File and Aggregate Report				
1000 Construct...	Administration Support; 3 hr	3	45.00		135.00T
1000 Construct...	Skilled Laborer; 507 hr	507	55.00		27,885.00T
1000 Construct...	Site Supervisor; 116.5 hr	116.5	95.00		11,067.50T
1000 Construct...	General Superintendent; 14 hr	14	300.00		4,200.00T
1000 Construct...	Executive Officer including assistant; 3 hrs	3	500.00		1,500.00T
9960 Equipment	Backhoe Operator; 29 hrs	29	150.00		4,350.00T
9960 Equipment	Wheel Loader with Operator; 94 hr	94	200.00		18,800.00T
9960 Equipment	Motor Grader with Operator; 47 hr	47	230.00		10,810.00T
9960 Equipment	Trackhoe with Operator; 65 hr	65	200.00		13,000.00T
9960 Equipment	Dump Truck 20 cy; 99 hr	99	125.00		12,375.00T
9960 Equipment	Haul Truck; 5.5 hr	5.5	170.00		935.00T
9960 Equipment	Roller Operator; 10 hrs	10	145.00		1,450.00T
9960 Equipment	Pickup/Van per day, 2 ea per location; qty 22 days	22	350.00		7,700.00T
9965 Materials	Base Course; 1075.07 tons	1,075.07	17.00		18,276.19T
9960 Equipment	Rock Truck; 3 days	3	2,500.00		7,500.00T
1000 Construct...	Tamper/ Trench Roller/ Walk Behind; 8 days	8	350.00		2,800.00T
9965 Materials	Vendor Invoices plus 15%; 1 ls	1	5,392.78		5,392.78T

			Subtotal	\$148,176.47
			Sales Tax (7.8958%)	\$11,699.72
			Total	\$159,876.19
Phone #	Fax #	E-mail	Payments/Credits	
5058969428	505-896-9429	holly@jhservicesinc.com	Balance Due	
			\$0.00	
			\$159,876.19	

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Progress Invoice

Date	Invoice #
1/10/2025	7906

Bill To			
City of Roswell 425 N. Richardson Roswell, NM 88201		Project	2447 Roswell Emergency Utilities
		P.O. No.	Terms
		4th St Repair	Net 30

Item	Description	Inv Qty	Rate	Curr %	Total %	Prior Qty	Prior Amt	Amount
	4th St Bypass/SAS Repair 11/16-12/23 See attached Weekly Report See attached Invoice File See attached Aggregate Report							
1000 Con...	Administration Support; 3 hr	3	45.00					135.00T
1000 Con...	Skilled Laborer; 241 hr	241	55.00					13,255.00T
1000 Con...	Site Supervisor; 63.5 hr	63.5	95.00					6,032.50T
1000 Con...	General Superintendent; 14 hr	14	300.00					4,200.00T
1000 Con...	Executive Officer including assistant; 2 hrs	2	500.00					1,000.00T
9960 Equi...	Backhoe Operator; 40 hrs	40	150.00					6,000.00T
9960 Equi...	Dump Truck 20 cy; 8 hr	8	125.00					1,000.00T
9960 Equi...	Haul Truck; 5 hr	5	170.00					850.00T
9960 Equi...	Pickup/Van per day, 2 ea per location; qty 11 days	11	350.00					3,850.00T
9965 Mat...	SPIV Asphalt; 22.51 tons	22.51	105.00					2,363.55T
1000 Con...	Traffic Control, \$200/day onsite and \$1500 at patch; 1 ls	1	3,100.00					3,100.00T
9965 Mat...	Vendor Invoices plus 15%; 1 ls	1	18,756.91					18,756.91T

Our policy is to add 1 1/2% per month to all accounts in arrears 30 days or more. Customer is liable for attorney's fees and court costs if matter is turned over to an attorney for collection.

Subtotal	\$60,542.96
Sales Tax (7.8958%)	\$4,780.35
Total	\$65,323.31

Phone #	Fax #	E-mail	Payments/Credits	\$0.00
5058969428	505-896-9429	holly@jhservicesinc.com	Balance Due	\$65,323.31

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Progress Invoice

Date	Invoice #
1/10/2025	7905

Bill To			
City of Roswell 425 N. Richardson Roswell, NM 88201		Project	2447 Roswell Emergency Utilities
		P.O. No.	Terms
		Lea/9th Repair	Net 30

Item	Description	Inv Qty	Rate	Curr %	Total %	Prior Qty	Prior Amt	Amount
	Lea St/ 9th St MH Repair 11/11-11/30 See attached Weekly Report See attached Invoice File and Aggregate Report							
1000 Con...	Administration Support; 3 hr	3	45.00					135.00T
1000 Con...	Skilled Laborer; 429.5hr	429.5	55.00					23,622.50T
1000 Con...	Site Supervisor; 108 hr	108	95.00					10,260.00T
1000 Con...	General Superintendent; 11 hr	11	300.00					3,300.00T
1000 Con...	Executive Officer including assistant; 3 hrs	3	500.00					1,500.00T
9960 Equi...	Backhoe Operator; 24.5 hrs	24.5	150.00					3,675.00T
9960 Equi...	Wheel Loader with Operator; 6 hr	6	200.00					1,200.00T
9960 Equi...	Trackhoe with Operator; 83.5 hr	83.5	200.00					16,700.00T
9960 Equi...	Dump Truck 20 cy; 8.5 hr	8.5	125.00					1,062.50T
9960 Equi...	Haul Truck; 23 hr	23	170.00					3,910.00T
9960 Equi...	Pickup/Van per day, 2 ea per location; qty 23 days	23	350.00					8,050.00T
9960 Equi...	Bypass Pipe Rental, 2100 lf; 1 ls	1	750.00					750.00T
9960 Equi...	1" Rock; 9.51 tons	9.51	19.00					180.69T
1000 Con...	Traffic Control; 14 days	14	200.00					2,800.00T
1000 Con...	Shoring; 1 ls	1	5,000.00					5,000.00T
1000 Con...	Removals; 2 loads	2	150.00					300.00T
9965 Mat...	Vendor Invoices plus 15%; 1 ls	1	36,474.94					36,474.94T

Our policy is to add 1 1/2% per month to all accounts in arrears 30 days or more. Customer is liable for attorney's fees and court costs if matter is turned over to an attorney for collection.

Subtotal	\$118,920.63
Sales Tax (7.8958%)	\$9,389.74
Total	\$128,310.37

Phone #	Fax #	E-mail	Payments/Credits	\$0.00
5058969428	505-896-9429	holly@jhservicesinc.com	Balance Due	\$128,310.37

J & H Services, Inc.

6616 Gulton Ct NE Ste 90
6616 Gulton Ct NE, STE 90
Albuquerque, NM 87109

Progress Invoice

Date	Invoice #
1/10/2025	7904

Bill To			
City of Roswell 425 N. Richardson Roswell, NM 88201		Project	2447 Roswell Emergency Utilities
		P.O. No.	Terms
		Berrendo 8" SAS	Net 30

Item	Description	Inv Qty	Rate	Curr %	Total %	Prior Qty	Prior Amt	Amount
	Berrendo Emergency 8" Sewer Repair 11/16- 12/23 See attached Weekly Report See attached Invoice File							
1000 Con...	Administration Support; 1 hr	1	45.00					45.00T
1000 Con...	Skilled Laborer; 24 hr	24	55.00					1,320.00T
1000 Con...	Site Supervisor; 3 hr	3	95.00					285.00T
1000 Con...	General Superintendent; 6 hr	6	300.00					1,800.00T
1000 Con...	Executive Officer including assistant; 1 hrs	1	500.00					500.00T
9960 Equi...	Pickup/Van per day, 2 ea per location; 1 days	2	350.00					700.00T
9965 Mat...	Vendor Invoices plus 15%; 1 ls	1	1,807.80					1,807.80T

Our policy is to add 1 1/2% per month to all accounts in arrears 30 days or more. Customer is liable for attorney's fees and court costs if matter is turned over to an attorney for collection.

			Subtotal	\$6,457.80
			Sales Tax (7.8958%)	\$509.89
			Total	\$6,967.69
Phone #	Fax #	E-mail	Payments/Credits	\$0.00
5058969428	505-896-9429	holly@jhservicesinc.com	Balance Due	\$6,967.69

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

5.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Approve waiving the replacement fees, valued at \$1,440.92, for items borrowed and damaged or lost in the flood of October 19, 2024. (Corn/Costley)

BACKGROUND:

Initiated by Enid Costley

On October 19, 2024, the City of Roswell and Chaves County experienced a devastating flood that caused damage to many homes and property. Included in the damaged items were materials borrowed from the Roswell Public Library. Residents returned damaged materials or reported damaged materials between October 21, 2024 and January 31, 2025.

According to City Resolution 23-11 the borrower is charged a fee for replacing a lost item or an item damaged beyond repair.

FINANCIAL CONSIDERATION

This is a minor expense for the City of Roswell and a kindness to the people who were affected by the flood.

LEGAL REVIEW:

Reviewed by the Legal Department Staff.

BOARD AND COMMITTEE ACTION:

The Finance Committee recommended approval (5-0) at their meeting on March 6, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

City Resolution 23-11

List of Items Reported lost or damaged

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WHEREAS, The Roswell Public Library offers a circulating collection for the residents of the City of Roswell and Chaves County; and

WHEREAS, Library Fines and Fees Policy was approved on July 12, 2018; and revised on May 12, 2022 with Resolution 22-88;

WHEREAS, the Library desires to amend and update the fee schedule from time to time by Resolution as needs change

- Damages to a book – book will be examined by Library staff. If item may be repaired, there will be no charge. If the book is damaged beyond repair, the charge is for the original cost of the item that is noted on the catalog record. If there is, no note on the catalog record, Library staff will refer to Books in Print, Publisher Website or Amazon to determine the replacement cost. If the book is not in print, cost is based on the item format as determined by the most recent “School Library Journal” Annual book prices article.
- Missing or damaged CD – charge is for the original or replacement
- Lost Audiobook – charge is for the original or replacement
- Lost Book - Charge is for the original cost of the item that is noted on the catalog record. If there is, no note on the catalog record, library staff will refer to Books in Print, Publisher Website or Amazon to determine the replacement cost. If the book is not in print, cost is based on the item format as determined by the most recent “School Library Journal” Annual book prices article.
- Lost CD – charge is for the original or replacement
- Lost DVD – charge is for the original or replacement
- Lost Hotspot case – charge is for the original or replacement
- Lost Hotspot cord – charge is for the original or replacement
- Lost Hotspot device – charge is for the original or replacement
- Lost magazine – charge is for the original or replacement.
- Lost Playaway – charge is for the original or replacement.
- Lost items from Hobby Kits – charge is for the original or replacement.

- 47 • Processing fee of \$25.00 for each item which is 49 days overdue.

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49 PASSED, ADOPTED, SIGNED and APPROVED this 9th day of March, 2023.
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Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez

Amalia Martinez, City Clerk

**City of Roswell Policy**

Effective Date: July 12, 2018

Revision Dates: March 9, 2023

Policy Name: Library Fines and Fees

Policy Number: LB0002

Page 1 of 2

1.0 Purpose:

As a gateway to knowledge and culture, the Roswell Public Library plays a fundamental role for the citizens of Roswell and Chaves County. The resources and services we offer create opportunities for learning, support literacy and education, and help shape the new ideas and perspectives that are central to a creative and innovative society. To do this effectively the library purchases, catalogs, maintains, and circulates materials. To ensure that materials remain available to the greatest number of people in our community, fees are assessed to replace library materials and additional fines are assessed on materials which are not returned.

2.0 Definitions:

- 2.1 Blocked: The system generated notice which prevents a circulation action.
- 2.2 Fees: Funds collected from the patron for items which are damaged, lost or not returned.
- 2.3 Interlibrary Loan: Materials borrowed from another library by the Roswell Public Library at the request of a library patron.
- 2.4 Library Card in Good Standing: A Library patron's account in which the address is valid and fees or fines have a zero balance. A person may have only one Library card from the Roswell Public Library.
- 2.5 Library Materials: Circulating items such as books, DVDs, CDs, audio books, or any other items which are borrowed through the Roswell Public Library.
- 2.6 Not Returned: Library materials which are 49 days overdue.
- 2.7 Reference Materials: Non-circulating items such as books which may not be borrowed through the Roswell Public Library.

3.0 General Guidelines:

- 3.1 Overdue notices will be sent to the patron when items are at least 14 days overdue.
- 3.2 An invoice will be sent to the patron when the items are at least 49 days overdue.
- 3.3 Lost, damaged, or items not returned will incur the related fees according to the Roswell Public Library Fee Schedule.
- 3.4 Minors whose library borrowing privileges have been blocked will be unblocked when they are 18 years old.

4.0 Loss of Library Borrowing Privileges

- 4.1 If Library notices are returned with change of address, Library borrowing privileges will be blocked until the patron verifies a new address.

**City of Roswell Policy**

Effective Date: July 12, 2018

Revision Dates: March 9, 2023

Policy Name: Library Fines and Fees

Policy Number: LB0002

Page 2 of 2

- 4.2 When an item is overdue the patron may be verbally notified by Library staff.
- 4.3 Library borrowing privileges will be curtailed when an item is 28 days overdue.

5.0 Interlibrary Loan

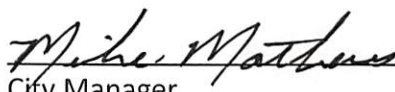
- 5.1 Library materials borrowed from another library on behalf of the patron will follow the fee and fine policies of the loaning library.
- 5.2 Library materials loaned to another library on behalf of their patron will follow the fee and fine policies of the Roswell Public Library.

6.0 Outstanding Charges Write-Off Parameters:

- 6.1 Outstanding charges owed to the Roswell Public Library will be reviewed annually and a debt write-off resolution will be authorized by the Roswell City Council for outstanding charges that are 5 years old or older, but patron's library borrowing privileges will remain blocked until all fines and/or fees are paid.

Approved as
to Form:
City AttorneyDate: 3/16/23

Policy Approved:


City ManagerDate: 3.16.23

Council Ratification

Date: March 9, 2023

Roswell Public Library
Water Damaged Items

Notes	Title	Author	purchase price	discount price	Notes	Location	Replacement information
50553014146747	A butterfly is patient	Dianna Hutts Aston	16.99			reported	
50553015542742	El oso goloso un cuento pare aprender a compart bear and bird learn to share	Johnny Lambert	12.99			reported	
50553015535928	Yo Sola!/BY MYSELF!	Sumana Seeboruth		\$8.27			in print
50553015542849	Comida	Alyssa Gonzalez		\$7.96		reported	in print
50553012231210	Stripe	Joanne Partis	14.95				
50553015520096	Gallinita Gallinita Fijate Bien!	Amelia Hepworth		\$12.76			In print
50553014373853	Vampire bats, giant insects and other mysterious animals of the darkest caves	Ana Maria Rodriguez	16.95			reported	
50553014624339	There's a mouse hiding in this book	Benjamin Bird		\$9.95			in print
50553012709561	Are you a dragonfly?	Judy Allen	9.95			reported	
50553012427578	Galapagos Islands: Nature's delicate balance at risk	Linda Tagliaferro	16.95			reported	
50553014643800	Bug Detective: Amazing facts, myths and quirks of nature	Maggie LI			16.95	reported	Altusa replaced
50553015572804	The Swifts: a gllery of rogues	Beth Lincoln		\$9.89			in print
50553015265421	left for dead	J.A Jance	9.99				Amazon 15.15
50553014348734	Bakuman	Tsugumi Ohba	9.99				
50553015408217	My first colors	Suzanne Fossey editor	6.99				
50553013848962	Eliot Jones, midnight superhero	Anne Cottringer	15.99				
50553015285122	The Meltdown	Jeffy Kinney		\$8.99			
50553012271455	Winnie-the-Pooh and some bees	A. A. Milne		\$9.99			
50553015452397	Dog Man for whom the ball rolls	Dav Pilkey		\$12.34			in print
50553015536042	Some cars	Lydia Nichols	16.99				
50553015539137	Stella by Star-light	Sharon Draper		\$9.99			in print
50553014447202	Spy camp	Stuart Gibbs	15.99		22.99	reported	hard cover -22.99
50553015265413	Cold betrayal	J.A Jance	9.99				Amazon 18.99
50553014339193	John Wayne: The legend and the man	Patricia Bosworth	45.00				

50553014094392	Irredeemable	Mark Waid	16.99		v.3		replacement \$27.99
50553014094152	Irredeemable	Mark Waid	9.99		v.1		
50553015546571	Batman: Harley and Ivy	Ty Templeton et al	19.99				
50553014525572	Wonder Woman Volume 1 Blood	Brian Azzarello	14.99				
50553015532091	Cooking with monsters: the beginner's guild to culinary combat	Jordan Alsaqa	16.99				
50553014467051	Stephen King's the Dark Tower	Stephen King	19.99		v.8		
50553014755646	The Graveyard book	adapted by p. Graig Russell		\$18.39	v.2		in print
50553015190223	liselotte & Witch's Forest	Natsuki Takaya	15.00		v.4		
50553014467036	Stephen King's the Dark Tower	Stephen King	19.99		v.9		
50553015345574	Shapes with little fish	Lucy Cousins	8.99				
50553015546836	X-Women	Nuno Hale Plati ill	9.99				
50553015429131	Harry Potter and the sorcerer's stone	J.K. Rowling	26.99		copy 1		different edition 34.95
50553015551795	Chirp! Chirp! I am a chick	Jo Lodge	9.99				
50553014892787	Animal Atlas	james Buckley Jr.	17.95				
50553014887993	Bitten: the full moon book	Raul Garcia		\$23.74			in print
50553015380522	There's a ghost in this house	Oliver Jeffers	27.99				
50553014079641	Mater's treasury of tall tales	Walt Disney	12.99				
50553012208713	Prince and the Pauper	Mark Twain		\$6.43	no price in record		in print
50553012021553	Black Beauty: his groom and compainions	Anna Swell	26.00		no price in record		
50553014994203	My little pony, friendship is magic	Brandon T. Snider	18.00				
50553015339379	Quidditch through the ages	Kennilworthy Whisp	34.99				
50553014844598	Phantom of the Opera: based on the novel by Gaston Leroux	Catherine Washbourne adapted	19.95				
50553013906174	Living with someone who living with bipolar disorder	Chelsea Lowe	18.95			keep lost processing fee	Amazon Paperback 13.69
50553013434573	Saint of 9/11: The true story of Father Mychal Jedge	producer Equality Forum	24.98		DVD	keep lost processing fee	
50553014930199	A light beneath their feet	Emerging Pictures	26.95		DVD	keep lost processing fee	

50553014990953	Artemis	Andy Weir	27.00			dropped	Amazon 28.28
50553014185521	As time goes by	Lori Wick	11.99			reported	
50553015527257	Muy Verde! Too Green	Sumana Seeboruth	8.99	\$8.27		reported	in print
50553015489665	Listening time/Monento para escuchar	Elizabeth Verdick	8.99			reported	
50553014925983	Giant Squid	Candace Fleming			18.99	reported	Altusa replaced
50553015406884	Good eating: the short lofe of krill	Matt Lilley			18.95	reported	Altusa replaced
50553014041351	Deformed Frogs: cause and effect investigation	Kathy Allen	25.99			reported	
50553014729575	Spy Guy: the not so secret agent	Jessica Young	16.99			reported	
50553015130369	Saturday Night is swimming day	Hyewon Yum	16.99			reported	
50553014947862	Not quite black and white	Jonathan Ying		\$6.39		reported	in print
50553013932600	Ugly duckling	Sebastien Braun	16.95			reported	
50553014899949	Backwards birthday party	Tom Chapin	17.99			reported	
50553015468167	How do dinosaurs choose their pets?	Jane Yolen	17.99			reported	
50553015468194	How do dinosaurs go to school?	Jane Yolen			16.99	reported	Altusa replaced
50553015468343	How do dinosaurs stay safe?	Jane Yolen			16.99	reported	Altusa replaced
50553013670952	Who will haunt my house on halloween	Jerry Pallotta	8.99			reported	
50553015363349	The venice sketchbook	Rhys Bowen		\$23.70		reported	in print
50553013833725	Polar Bears	Christina Wilsdon	28.00			reported	
50553015533355	The art of war	Sunzi 6th cent B.C.	15.00			reported	Amazon 29.29
50553015516525	Miles Morales: Spider-man	Cody Ziglar	17.99		Vol 1	reported	
50553015374673	Miles Morales: The ultimate spiderman	Brian Michael Bendis	34.99			reported	
50553015516154	DC vs Vampires all out war	Alex Paknadel		\$22.99	part 2	reported	in print
50553015516145	DC vs Vampires all out war	Alex Paknadel		\$18.99	part 1	reported	in print
50553015196030	Low country hero	Lee Tobin McClain	7.99			reported	
50553014862848	Harvest moon	Robyn Carr	7.99			reported	Amazon 5.99
50553014651001	Tate	Linda Miller	7.99			reported	
50553015438722	1 2 3	Sarah Davis	6.99			reported	
50553015298683	Pop the bumpy mummy		4.99			reported	
50553014556259	Annika Riz, Math whiz		15.99			reported	
50553015520412	The Stand	Stephen King	18.00			reported	
50553015533461	Nonviolent Communication		19.95			reported	

50553012794449	The mad, mad, mad world of Salvador Dali		14.95			reported	
50553015053397	Mr. Lemoncelli's great library race		16.99			reported	
50553015529343	Kiss those toes		9.99			reported	
5055301268891	Amelia Bedelia and the surprise shower	Parish	15.89			reported	
50553015494153	Alergica		12.99			reported	
50553011776751	Les Miserables		22.00			reported	
50553015400996	Time to use the potty		7.99			reported	
50553015402611	A gentleman in Moscow		18.00			reported	bookclub collection
50553015298285	Tales from a not-so-perfect pet sitter				50	processing fee	book was returned
50553015401199	Tales from a not-so-friendly frenemy				50	processing fee	book was returned
			\$1,121.88	\$219.04	\$100.00		\$1,440.92

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

6.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Approval of award of professional services for the Roswell Public Library Outdoor Play and Learn Area to Studio 27 in the amount of \$38,843.93 which included GRT. (Corn/Costley)

BACKGROUND:

Initiated by: Enid Costley

The City of Roswell issued a RFQ on January 30, 2025, from the on-call vendors for design services. The award of professional services for a complete set of engineer-designed plans for developing and constructing an outdoor early childhood play and learning area (3,182 square feet). The outdoor early childhood play and learning area will be located in the northeast area of the library with an entrance through the children's area. The area will be fenced in and include an area for outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an integrated mixture of elements with a defining signature theme that identifies the facility as unique and one-of-a-kind. The city desires the outdoor early childhood play and learn area to be music-themed, consisting of singing, talking, reading, writing, and playing features. We would like this project completed by December 31, 2025.

FINANCIAL CONSIDERATION

Funding Source - Miscellaneous expense-Donation library funding available \$63,583.25.

LEGAL REVIEW:

The professional services agreement will be sent to the City of Roswell Legal Department for review.

BOARD AND COMMITTEE ACTION:

The Legal Committee referred to Finance Committee at their meeting on February 27, 2025. Voice vote 3-0. The Finance Committee recommended approval (5-0) at their meeting on March 6, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Play and Learn RFQ

Recommendation of Award

January 30, 2025

To: Vendors Qualified per RFP 25-002 Engineering & Architectural Services

From: Enid Costley – Library Director

RFQ – Project Development Services – Roswell Public Library Outdoor Play and Learn Area.

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell seeks services to develop an outdoor early childhood play and learning area. The outdoor early childhood play and learn area should draw and engage local families and young children in an area that promotes literacy and encourages childhood development through singing, talking, reading, writing, and playing. The City of Roswell requires full plans and specifications so the outdoor play and learn area can be funded, phased, and bid out for construction. The final goal of development and construction is as follows:

1. Develop an outdoor early childhood play and learn area that is safe, age-appropriate, and follows universal design so that it is accessible to young children of all abilities, from birth through six years old.
2. The outdoor early childhood play and learn area is envisioned to be a fenced area located on the north side of the Roswell Public Library, with access through the children's area. It will also include another area for teaching and gardening.
3. The early childhood play and learn area will be designed to promote learning and early literacy through music, talking, reading, writing, and play.
4. The full development of the outdoor early childhood play and learn area must take into account fencing, the outdoor program area, flood prevention, wind, high outdoor temperatures, drainage, lighting, security, cleaning, easy maintenance, and safety.
5. The materials used shall be non-toxic and durable. The area should be designed for outdoor use, young children, and their families. It should incorporate outdoor musical items that must be in tune. The area should celebrate the Hispanic community with color and design.
6. Water and electricity should be available in the area.

B. REQUESTED WORK

The City of Roswell is requesting proposals with quotes for the following Scope of Work and Tasks as follows:

Scope of Work

This request for quotes is for the Professional Services with an itemized cost of tasks and services.

The project will include a complete set of engineer-designed plans for developing and constructing an outdoor early childhood play and learning area (3,182 square feet). The outdoor early childhood play and learn will be located in the northeast area of the library with an entrance through the children's area. The area will be fenced in and include an area for outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an integrated mixture of elements with a defining signature theme that identifies the facility as unique and one-of-a-kind. The city desires the outdoor early childhood play and learn area to be music-themed, consisting of singing, talking, reading, writing, and playing features.

The outdoor early childhood play and learn area should also be designed to accommodate wheelchair users, including ADA-friendly amenities. A semantic design is attached to provide an initial reference for some community thoughts on the outside early childhood play and learning area.

Development will include but not be limited to full site design, including topographic survey, excavation, earthwork and grading, drainage design, erosion control, flood prevention, fencing, lighting, security, electrical design, landscape, irrigation, and ADA accessibility, etc. Plans will include full site design and details required to pursue construction funding, advertise, bid, and construct the needs described in Section A above.

Presented is a general detailed description of the engineering services to be provided by the consultant to complete the project. Proposers are asked to add any task that is deemed critical that may have been missed by the City's listed scope of work for this RFQ.

Task 1: Kickoff and Reaffirm Design/Project Needs: This task will include:

- Consultant's team, city, community groups, and others who may be deemed necessary, meet to discuss this project so all agree on project development needs.
- This task shall include a meeting, which shall be a public, in-person meeting.
- Consultant to generate findings agreed to.

(Tasks Ahead are likely the Tasks to be generated from Task 1)

Task 2: Preliminary Layout: This task will include:

- Minimum one public in-person and/or virtual meeting to discuss the proposed layout and facilities with the City, Consultant's team, and community groups.
- Presentation of preliminary conceptual layout(s) suitable for use at City meetings

Task 3: Site: This task will include:

- Determination of best suitable configuration for the site with selection decision and criteria explained in detail
- Once a configuration for the site is selected, an in-person and/or virtual meeting with the City and Consultant's team will be held to discuss site configuration.
- A minimum of one public in-person and/or virtual meeting to show and validate site to community groups.
- Presentation to City Council Committee or full City Council showing site configuration.

Task 4: Survey Services: This task will include:

- Topographical Survey of the project site to include above-ground features, elevations, utilities (including State One-Call Locates), and other features relevant to the completion of the project.
- SUE, including potholing of applicable existing utilities at the selected site to provide actual elevations of underground utilities.

Task 5: Preliminary Design (30%): This task will include:

- Preliminary Construction Design and Plans to 30%.
- Submittal of 30% Plans to the City for comment.
- Plan Review Meeting with the City and applicable community groups.
- Plan Site Review.
- Notification to the Owner(s) of any conflicting utilities.
- Preliminary drainage review, verifications and recommendations.
- Engineer's Estimate of construction costs.
- Plans shall indicate ROW/property ownership limits.
- A minimum of one public in-person meeting with the Consultant's team, City, and community groups.

Task 6: Preliminary Design (60%): This task will include:

- Preliminary Construction Design and Plans to 60%.
- Submittal of 60% Plans to the City for comment.
- Plan Review Meetings with the City and applicable community groups.
- Plan Site Review.
- Coordination with the Owner(s) of any conflicting utilities.
- Completed drainage review, report, verifications, and recommendations
- Engineer's Estimate of construction costs.

Task 7: Pre-Final Design (90%): This task will include:

- Final Construction Design and Plans to 90%.
- Submittal of 90% Plans to the City for comment.
- Plan Review Meeting with the City Staff and also a separate meeting with applicable community groups. (in Roswell)
- Any supplemental specs or special provisions to be included in the contract bid document.
- Contract bid document to meet City project format.
- Engineer's Estimate of construction costs.

Task 8: Final Design (100%): This task will include:

- Final Design and Plans to 100%.
- Contract bid document to meet City project format to 100%.
- Engineer's Estimate of construction costs.
- Submittal of Final Plans.

Task 9: City Council Presentations: This task will include:

- A minimum of one presentation during regularly scheduled Committee meeting to show proposed design to City Council members and interested community groups.
- A minimum of one presentation to the full City Council during regularly scheduled meeting to show proposed design to the full Council and interested community groups.

Task 10: Other Deliverables

- Survey data in electronic format.
- Topo maps generated during project development in electronic and PDF formats.
- PDF photo file of all photos obtained during the development of the project.
- Stamped plans and reports in PDF & hard copy. Plans to be developed as 36"x24" with disclaimer if printed in any other size.
- Final in electronic format, AUTOCAD/Civil 3D format.
- Final plans and bid document PDFs shall be in two memory sizes. Standard resolution and reduced versions under 15 MB to make them suitable to email.

Anticipated Timeline: as measured from Notice to Proceed

Proposer shall submit a timeline based on tasks identified.

Proposer may also identify other tasks they deem necessary for the betterment of project development

City timeline: Issue RFQ, review RFQ, send selection to Finance Committee and full City Council for approval, and enter into agreement with the vendor.

The city requires the project to be completed and the check issued by December 31st 2025.

C. SUBMITTAL & PRICING

A non-mandatory pre bid meeting will be held February 7th 2025. Teams meeting link will be provided to interested parties by request.

Proposals and Quotes are to be submitted in a PDF format and will be an email submission. It is suggested that the proposal be limited to a maximum of 25 pages. Proposals are only being requested from firms qualified per RFP-25-002. All proposals and quotes must be received 4 pm February 21st 2025. Submit to A. Peek via email (a.peek@roswell-nm.gov).

Proposals shall list the experience and qualifications of any consultant and any sub-consultants.

The selected vendor proposal will be submitted as a recommendation to the City of Roswell Finance Committee March 6th 2025. Official approval to award by the Roswell City Council will be at March City Council meeting March 13, 2025. Proposals will be graded based on proposal details, timelines, and costs. Itemized cost is requested to evaluate a proposal better. Again, proposers may add tasks they deem necessary to improve project development.

If the solicited vendor chooses not to submit a quote, a professional courtesy email should be sent to (a.peek@roswell-nm.gov).

D. EXECUTION OF CONTRACT

Once the Roswell City Council approves the proposal, the City will issue a Notice to Proceed to the selected consultant.

E. CONTACTS & ADDENDUMS

For specific questions, please contact Enid Costley, Library Director, (e.costley@roswell-nm.gov).

Site visits with City Staff are available by appointment.

It is requested that questions be in writing no later than February 12th 2025.

An addendum, if required, will be issued February 14th 2025.

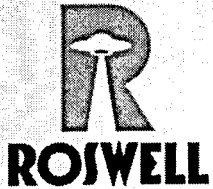




ROSWELL PUBLIC LIBRARY - Park Play and Learn Conceptual Design



ROSWELL PUBLIC LIBRARY - Park Play and Learn Conceptual Design



Public Library

February 24, 2025

To: Arely Peek, Purchasing Agent

Re: Recommendation of Award

Project Development Services – Roswell Public Library Outdoor Play and Learn Area

The City of Roswell seeks services to develop an outdoor early childhood play and learning area. The outdoor early childhood play and learn area should draw and engage local families and young children in an area that promotes literacy and encourages childhood development through singing, talking, reading, writing, and playing. The City of Roswell requires full plans and specifications so the outdoor play and learn area can be funded, phased, and bid out for construction.

The proposal was sent out to Vendors Qualified per RFP 25-002 Engineering & Architectural Services on January 30, 2025. The below firms responded to the RFQ. Quotes shown include GRT unless stated otherwise.

1. Bath Group
2. Studio 27

\$42,070.00 does not include GRT
\$38,843.93 does include GRT

Upon review of submitted quote details, I hereby recommend this work go to Studio 27 in the amount of \$38,843.93 which includes GRT. Roswell Public Library propose to issue a Notice of Award and Notice to Proceed to Studio 27.

If you have any questions, please contact me at the address and phone number below or through email at e.costley@roswell-nm.gov

Sincerely,

Enid Ruth Costley
Library Director

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

7.

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: Mayor Pro Tem

ACTION REQUESTED:

Resolution 25-09: Weeds - adoption of Resolution 25-04, the Resolution shall mandate the cleanup of approximately six (6) separate properties within the City. (Halvorson/Franco)

BACKGROUND:

Initiated by: Toby Franco

At present, no more efficient means are available to enforce the requirements that property within the City limits be kept clean and orderly. Citation of property owners requires they be present in Roswell. Even the citations do not provide for the actual clean up and cannot give the City the right to file a lien for the cleanup expense. This procedure is cumbersome, but should result in resolution of some more severe situations.

FINANCIAL CONSIDERATION

Adoption of the resolution will probably cause a number of people to voluntarily clean up their property. Most of the balance will be cleaned up by the City at a cost ranging from \$30 to \$500 for each property, and liens will be filed and later foreclosed. A few people may appeal the resolution to Council and a hearing will have to be provided to hear their appeals. Overall, the resolution should affect rapid cleanup of this season's weeds and other debris, followed by an extended collection period.

LEGAL REVIEW:

The City Attorney has reviewed the current resolution. Resolutions must be adopted by a majority vote of the entire City Council.

BOARD AND COMMITTEE ACTION:

No action required.

STAFF RECOMMENDATION:

Consider approval of Resolution 25-09.

Attachments

ATT 1 Resolution 25-09 Weeds

ATT 2 Resolution 25-09 Weeds

CITY OF ROSWELL
RESOLUTION 25-09

A RESOLUTION REQUIRING THE REMOVAL OF CERTAIN RUBBISH, WEEDS, WRECKAGE OR DEBRIS; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL AND DECLARING CERTAIN PROPERTY TO BE SO COVERED WITH RUBBISH, WEEDS, WRECKAGE OR DEBRIS AS TO CONSTITUTE A PUBLIC NUISANCE PREJUDICIAL TO HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, the City Council of the City of Roswell, New Mexico, finds that the premises listed in Exhibit A attached hereto and purportedly owned of record, or occupied by the parties named, have accumulated rubbish, weeds, wreckage or debris so as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law;

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

1. The premises set forth in Exhibit A are declared to be so covered with rubbish, weeds, wreckage or debris as to constitute a menace to the public comfort, health, safety and general welfare within the purview of Article 3-18-5 NMSA 1978.

2. The owners, occupants or agents in charge of said premises are hereby ordered to remove such accumulated rubbish, weeds, wreckage or debris within ten (10) days of the receipt of notice by certified mail or from the date of publication of this resolution. In the event such removal is not commenced or written objection filed with the City Clerk within ten (10) days after service of a copy of this resolution, then the City Manager is authorized and directed to cause such accumulated rubbish, weeds, wreckage or debris to be removed at the sole cost and expense of the owner, or other parties having an interest in the properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel of land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens.

3. In the event the owner or other person aggrieved shall file a protest within the time provided, the City Council shall thereafter fix a date for hearing. At the hearing, the protestant shall be entitled to be heard in person, by agent or attorney and the City Council shall consider evidence whether or not its previous action shall be enforced or rescinded; if it shall be determined that the removal order should be enforced.

4. Persons aggrieved by the determination of the City Council have a right to appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within five (5) days after the day of issuance of such order or decision, together with a petition for court review duly filed with the Clerk of the Court within twenty (20) days of the date of issuance of the order or decision complained of.

ADOPTED, SIGNED AND APPROVED 13th day of March 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

503 E HENDRICKS ST SOUTH ROSWELL Block 16 Lot 4 GONZALES, RALPH L JR C/O DESARIE GONZALES 861 W HILL ST LONG BEACH, CA 90806	704 E ALBUQUERQUE ST BARNETTS Block 3 Lot 9 ANAYA, RUBEN G & VIRGINIA C C/O DEBRA LUCERO 7201 VIA CONTENTA NE ALBUQUERQUE, NM 87113
1819 N WASHINGTON AVE MILITARY HEIGHTS Lot 43 W2 S 40' N 110' W 147.5' Quarter SE S 29 T 10S R 24E URIOSTE, JUAN S; MAYRA URIOSTE PO BOX 65415 ALBUQUERQUE, NM 87193	1817 N WASHINGTON AVE MILITARY HEIGHTS Lot 43 W2 S 45' N 155' W 147.5' Quarter SE S 29 T 10S R 24E JUAN; MAYRA URIOSTE PO BOX 65415 ALBUQUERQUE, NM 87193
219 E CONNER ST KEITHS SOUTHSIDE 2 Block 4 Lot 27 MORENO, ALFONSO; MORENO, JOVITA 13110 PROSPECTOR RD VICTORVILLE, CA 92392	83 FITZGERALD PL PECOS VALLEY VILLAGE Block 4 Lot 5 PALACIOS, MICAELA PASTOR 5001 PHILIPS HWY LOT 102 JACKSONVILLE, FL 32207-7288

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

8.

Meeting Date: 03/13/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Resolution 25-10: Condemnations - adoption of Resolution 25-10 the Resolution shall require the removal or demolition of one (1) dilapidated structure. (Heldenbrand/Franco)

BACKGROUND:

Initiated by: Toby Franco

These structures constitute a public nuisance harmful to the public health, safety and general welfare.

FINANCIAL CONSIDERATION

Resolution and notice will be served to owners requiring action within fifteen (15) days. Demolition by the City will proceed if no action is taken and a lien will be placed on the property for cost ranging from \$3,000 to \$30,000 for each property for removal.

LEGAL REVIEW:

The City Attorney has reviewed the current resolution. Resolutions must be adopted by a majority vote of the entire City Council.

BOARD AND COMMITTEE ACTION:

The Public Safety Committee on February 18, 2025 meeting recommended this be sent to Legal Committee. The Legal Committee recommended (5-0) approval at their meeting on February 27, 2025.

STAFF RECOMMENDATION:

Consider approval of Resolution 25-10.

Attachments

ATT 1 Resolution 25-10 Condemnations

ATT 2 Resolution 25-10 Condemnations

CITY OF ROSWELL
RESOLUTION 25-10

A RESOLUTION REQUIRING THE REMOVAL AND/OR DEMOLITION OF CERTAIN DAMAGED AND DILAPIDATED BUILDINGS, STRUCTURES OR PREMISES; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL; PRESCRIBING THE PROCEDURE INCIDENT TO SUCH REMOVAL AND/OR DEMOLITION AND DECLARING CERTAIN PROPERTY TO BE IN SUCH STATE OF DISREPAIR, DAMAGE AND DILAPIDATION AS TO CONSTITUTE A DANGEROUS BUILDING AND A PUBLIC NUISANCE PREJUDICIAL TO THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, it is the opinion of the City Council of the City of Roswell, New Mexico, that those certain buildings or structures upon the premises located as follows and purportedly owned of record, or occupied by the parties hereinafter named, are and have become in such state of disrepair, damage and dilapidation as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law, by reason of the condition or conditions set forth in Exhibit "A".

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

1. That the buildings or structures set forth in Exhibit "A" are declared to be in such state of disrepair, damage and dilapidation as to constitute a dangerous building within the purview of Roswell Municipal code section 16-12, as well as being a public nuisance prejudicial to the public health, safety and general welfare. That such dangerous buildings or structures set forth, if any, cannot reasonably be repaired so that they will no longer exist in violation of the terms of the ordinance.

2. The owners, occupants, if any, or agent in charge of said premises be, and they hereby are ordered and required to remove such dangerous buildings, or structures within a reasonable time thereafter not to exceed fifteen (15) days from the receipt of notice by certified mail or from date of publication of this resolution as hereinafter provided, and as the case may be. In the event such removal be not commenced by such owner, occupant or agent, or written objection thereto be filed with the City Clerk within ten (10) days after service of a copy of this resolution by certified mail or by publication, requesting a hearing, then and in such event, the City Manager is hereby authorized and directed to cause such dangerous buildings or structures to be removed at the sole cost and expense of the owner, owners or other parties having an interest in said properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel or land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens. Alternatively, the City Manager may act pursuant to Article 3-18-5 (G) (NMSA, 1978), and cause the dangerous buildings or structures to be removed and give title to them or their components to the removing person or persons.

3. In the event the owner or other interested party aggrieved shall file his protest within the time herein provided, requesting a hearing, on the matter, the City Council shall fix a date for hearing, at which time said Protestants shall be entitled to be heard in person, by agent or attorney, and the City Council shall consider evidence whether or not its previous action should be enforced or rescinded. If it shall be determined that the removal order should be enforced, and the owner(s) shall fail or neglect to comply with said decision of the City Council, they shall have a right of appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within the (10) days after the date of the City Council decision, together with his petition for court review duly filed with the Clerk of the Court within thirty (30) days of the date of the decision complained of.

4. Upon the adoption of this resolution, it shall be the duty of the City Building Inspector to notify the owner, occupant or agent in charge of such building or structure of the adoption of this resolution by serving a copy thereof upon him by certified mail, return receipt requested; and in the event such owner, occupant or agent cannot be found or served within said City as herein above provided, such notice may be served by posting a copy of said resolution upon the premises complained of, followed by legal publication of said resolution one time in a newspaper of general circulation within the city.

ADOPTED, SIGNED AND APPROVED 13th day of March 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Location	Condition	Name
732 E ALAMEDA ST FLORA VISTA Block 1 Lot 16 AND Lot 17	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	BOUSLAUGH, MARY JANE 732 E ALAMEDA ST ROSWELL, NM 88203

732 E ALAMEDA ST



**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

9.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Resolution 25-11 - adoption of Resolution 25-11: Resolution to the New Mexico Department of Transportation for TPF Roadway Projects. Corn/MacCornack)

BACKGROUND:

Initiated by: James MacCornack

The NMDOT has issued a "Call For Projects". These are projects that should be considered easily ready for bidding or other procurement process. The funding level for awarded projects is 95% NMDOT and 5% Local Match. The City of Roswell has been successful in previous applications, including award of Atkinson and Hobbs Mill & Fill Projects. Formal project awards will be in September 2025 after NMDOT Highway Commission approval. Projects to be applied for are:

- 1. 2nd St. (US 380) Pavement Maintenance Project (Sunset to E. City Limits)
- 2. S. Atkinson Mill & Fill/ADA Capital Project; (Brasher to McGaffey)

FINANCIAL CONSIDERATION

This is for project application support. Any awarded projects would have to be budget adjusted once a formal award is received.

- 1. 2nd St. (US 380) Pavement Maint. - \$1,520,000 (State \$1,444,000, City Match \$76,000)
- 2. S. Atkinson Mill & Fill Capital- \$2,660,000 (State \$2,527,000, City Match \$133,000)

LEGAL REVIEW:

Resolution 25-11 has been submitted to City Attorney for review.

BOARD AND COMMITTEE ACTION:

The Infrastructure Committee referred to the Finance Committee at their meeting on 2/24/25. The Finance Committee recommended approval (5-0) at their meeting on March 6, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Resolution 25-11 NM DOT for TPF Roadway Projects

NMDOT January 2025 TPF Call For Projects

RESOLUTION 25-11

A RESOLUTION TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR TPF ROADWAY PROJECTS

WHEREAS, the roadway projects named in this resolution are eligible activities under the NMDOT Call For Projects of January 21, 2025; and

WHEREAS, the following projects are requested to be considered in the Call For Projects:
1. 2nd St. (US 380) Pavement Maintenance Project, 2. S. Atkinson Mill and Fill Capital Project;
and

WHEREAS, the City of Roswell agrees to provide matching funds at a percentage rate of 5% of the cost of each project; and

WHEREAS, the City of Roswell agrees to fund all project development, environmental analysis, and design costs separate from the cost of construction; and

WHEREAS, the City of Roswell agrees to fund all appropriate ongoing maintenance costs for these roadway projects after construction; and

WHEREAS, the City of Roswell supports these projects and desires to receive funding;
and

WHEREAS, this Resolution is presented at the time of application for NMDOT Call For Projects funding.

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

SECTION Be it resolved by the governing body, the City Council of Roswell, New Mexico that subject projects listed above be submitted as applications for Call For Projects funding to the New Mexico Department of Transportation; and hereby commits to the concept of such projects as listed above and as specified in the project applications.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST

Amalia Martinez, City Clerk



January 21, 2025

RE: Transportation Project Fund (TPF) Call for Projects

Metropolitan and Regional Transportation Planning Organizations:

The Project Oversight Division is soliciting applications for the Department's Transportation Project Fund (TPF) for fiscal year 2026. Local and tribal governments in New Mexico are eligible to apply for state funded grants. Eligible projects are in the following categories: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking.

The Metropolitan or Regional Transportation Planning Organizations (MPO/RTPO) will use the following criteria to prioritize their planning-area projects; the District office will also use the criteria to rank projects from their District.

Project Prioritization Criteria:

1. **Planning:** Is this project identified as a priority on a local or regional planning or programming document? Is this project consistent with local or regional plans?
2. **Project readiness:** If awarded, will the applicant be able to start spending the money within 3 months from receiving the fully executed project agreement?
3. **Priority Bridge:** Is this project addressing a bridge on the Statewide Bridge Priority List for Replacement / Rehabilitation? (contact Jeff Vigil at Jeff.Vigil@dot.nm.gov or (505)490-2699 for verification of bridge status)
4. **Phasing:**
 - a. Is this project part of a phased project previously funded with other state funds (e.g. Local Government Road Fund, Municipal Arterial Program, Capital Outlay, State Road Fund etc.)?
 - b. Is this project part of a phased project previously funded with TPF? If so, what year?
5. Additional criteria identified by the MPO or RTPO

The application package shall include the following:

1. Cover letter application including: (1) brief overview of project; (2) whether the potential grantee intends to apply for hardship (match waiver); (3) the timeframe in which the potential grantee is prepared to spend the grant funds, if received (project readiness); (4) verification that funding requested will be enough to complete the phase of work submitted, and (5) whether the project falls into category (a) or (b):
 - a) Project is located on or within locally-owned right-of-way and the project does not include federal funds; or
 - b) Project is located within or on NMDOT owned right-of-way or is an NHS route and/or may include federal funds;
2. Project must fall into one or more of the following categories, including: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, and includes highways, streets, roadways, bridges, crossing structures, parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking. Please be sure to clearly identify the phase of work the funding will be used for (i.e. planning, design, construction, etc.);

Michelle Lujan Grisham
Governor

Ricky Serna
Cabinet Secretary

Commissioners

John McElroy
Commissioner
District 1

Gary Tonjes
Commissioner
District 2

Hilma E. Chynoweth
Commissioner, Vice Chairman
District 3

Walter G. Adams
Commissioner, Chairman
District 4

Thomas C. Taylor
Commissioner
District 5

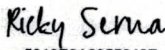
Charles Lundstrom
Commissioner, Secretary
District 6

3. Project Feasibility Form (PFF) signed by District representative if the project does not have a signed PFF, then the potential grantee must work with the District on the PFF;
4. Resolution of Sponsorship from their governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee's chief executive or official with budget authority, indicating the availability of the 5% match;
5. Map of project location including mile posts; and
6. **Required if local entity does not own the right of way**; A letter of support or letter of authorization from owners of the project right-of-way. This includes getting a letter from the NMDOT District if the project is partially or fully within NMDOT right-of-way.

Complete applications must be submitted through NMDOT's FTP site <https://grader.dot.nm.gov/public/folder/ovlpprmvy0yg0fl4j2moew/FY26%20TPF%20Applications> no later than close of business May 31, 2025. All incomplete applications will be returned to the local entity for submission the following year. Projects will be selected and approved by the State Transportation Committee by September 1, 2024. Selection letters will be mailed out within the first week of September.

If you have any questions regarding funding or agreements please contact Clarissa Martinez, 505.699.9946 or Clarissa.Martinez@dot.nm.gov or Sean Sandoval, 505.660.6102 or Sean.Sandoval@dot.nm.gov.

Sincerely,

DocuSigned by:

5910E8A6255842F...
Ricky Serna
Cabinet Secretary

Xc: NMDOT District Engineers
District Coordinators
Clarissa Martinez, State Funded Grant Manager
Sean Sandoval, Project Oversight Director
David Quintana, Chief Engineer

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

10.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Resolution 25-12 - adoption of Resolution 25-12: Approving budget adjustment for the fiscal year ending June 30, 2025. (Corn/Gomez)

BACKGROUND:

Initiated by: Toni Gomez

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

FINANCIAL CONSIDERATION

â€¢ Various Funds: Revenues \$4,489,634.46, Expenses \$5,367,495.51

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

The Finance Committee recommended approval (5-0) at their meeting on February 6, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Resolution 25-12 Budget Adjustment - March 2025

Resolution 25-12 Budget Adjustment - March 2025 Exhibit

RESOLUTION 25-12

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2025, FOR VARIOUS GRANTS AND OTHER DEPARTMENTS.

WHEREAS, the governing body of the City of Roswell, State of New Mexico, has previously approved a budget for the fiscal year 2024-2025, ending June 30, 2025; and

WHEREAS, the City of Roswell desires to amend said budget in the amount of \$4,489,634.46 in revenues, and \$5,367,495.51 in expenses, detailed in Exhibit A and summarized below:

- Various Funds: Revenues \$4,489,634.46, Expenses \$5,367,495.51

WHEREAS, it is the majority opinion of the Governing Body that the proposed amended budget continues to meet fiscal requirements as currently determined for the fiscal year 2024-2025.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, hereby adopts the budget adjustment hereinabove described and respectfully request approval for same from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

PASSED, ADOPTED, SIGNED, and APPROVED the 13th day of March 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

Budget Adjustment for March 2025 Resolution 25-12 - Exhibit A					
Revenues:				Funds	Totals
General 1101 489100		\$ 3,708,571.24	NMSIF Flood Claim	General 1101	\$ 3,708,571.24
Firefighter Recruitment Fund (new)		\$ 225,000.00	NM DFA Fire Recruitment	Firefighter Recruitment (new)	\$ 225,000.00
Museum 2611 489100		\$ 556,063.22	Insurance Check for Flood Damage	Museum 2611	\$ 556,063.22
					\$ 4,489,634.46
	Total	\$ 4,489,634.46			
Expenditures:				Funds	Totals
Finance 11014041 793000		\$ 3,708,571.24	NM DFA Fire Recruitment	General 1101	\$ 3,708,571.24
Firefighter Recruitment Fund (new)		\$ 225,000.00	NM DFA Fire Recruitment	Firefighter Recruitment (new)	\$ 225,000.00
Museum 26114221 793000		\$ 556,063.22	Insurance Check for Flood Damage	Museum 2611	\$ 556,063.22
Wastewater 53014355 614020		\$ 662,861.05	J & H Flood Damages	Wastewater	\$ 662,861.05
Public Safety 55004125 817506		\$ 215,000.00	Purchase Ladder Truck (Funds from Cash)	Public Safety 5500	\$ 215,000.00
					\$ 5,367,495.51
	Total	\$ 5,367,495.51			
Transfers:					
Finance 11014041 793000		\$ (1,244,984.14)	Transfer Out-Servpro		
Museum 26114221		\$ 1,244,984.14	Transfer In-Servpro		
Finance 11014041 793000		\$ (294,742.06)	Transfer Out-Cotton Global Disaster		
Recreation 26154243		\$ 294,742.06	Transfer In-Cotton Global Disaster		
Finance 11014041 793000		\$ (607,765.54)	Transfer Out-Mooring Recovery		
Air Center 51004332		\$ 607,765.54	Transfer In-Mooring Recovery		
	Total	-			

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

11.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Approval of award recommendation for RFP-25-006: Approval of Scope of Work for RFP-25-006 Audit Services (Corn/Gomez)

BACKGROUND:

Initiated by: Toni Gomez

The City of Roswell, New Mexico, is seeking proposals from independent certified public accounting firms (CPAs) approved by the New Mexico State Auditor to conduct the annual audit of the City's financial statements for the fiscal year July 1, 2024, through June 30, 2025.

FINANCIAL CONSIDERATION

No financial considerations at the moment.

LEGAL REVIEW:

Contracts will be reviewed by the Legal Department upon award.

BOARD AND COMMITTEE ACTION:

The Finance Committee recommended approval (5-0) at their meeting on March 6, 2025.

STAFF RECOMMENDATION:

RFP-25-006: Consider recommending approval of Scope of Work for RFP-25-006 Audit Services.

Attachments

RFP-25-006 Audit Services

DRAFT SCOPE OF WORK

CITY OF ROSWELL



REQUEST FOR PROPOSALS

RFP: 25-006

Audit Services

RFP Issue Date: 3/23/2025

**PROPOSAL DUE:
4/22/2025 2:00 PM**

**PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88203**

**CONTACT: ARELY PEEK
CHIEF PROCUREMENT OFFICER
575-637-6299**

DRAFT SCOPE OF WORK

PURPOSE OF THIS REQUEST FOR PROPOSAL

The City of Roswell, New Mexico (hereafter referred to as "City") is seeking proposals from independent certified public accounting firms (CPAs) approved by the New Mexico State Auditor to conduct the annual audit of the City's financial statements for the fiscal year **July 1, 2024, through June 30, 2025**. The selected firm will provide a complete and comprehensive financial audit, as well as compliance assessments in accordance with the standards required by the State of New Mexico, federal guidelines, and Generally Accepted Auditing Standards (GAAS).

BACKGROUND

The City of Roswell is a governmental entity operating under the laws and regulations of the State of New Mexico. The City's fiscal year runs from **July 1 to June 30**, and the purpose of the audit is to assess the City's financial statements and provide an independent opinion on their accuracy. The City is also subject to the State Auditor's Office regulations and must comply with the New Mexico Audit Act.

SCOPE OF WORK

The City requires the selected auditor to perform the following services:

1. **Financial Statement Audit**
The firm will conduct a full audit of the City's financial statements for the fiscal year **July 1, 2024, through June 30, 2025**, in accordance with the Government Auditing Standards issued by the Comptroller General of the United States, the New Mexico Audit Act, and the applicable regulations of the New Mexico State Auditor's Office. The audit should provide an opinion on the fairness of the City's financial position, including revenues, expenditures, and balances.
2. **Compliance Audit**
The auditor will evaluate the City's compliance with federal, state, and local laws and regulations, including any compliance requirements for federal and state grants, in accordance with applicable guidelines.
3. **Internal Control Review**
The auditor will assess the City's internal controls, focusing on areas relevant to financial reporting and compliance with applicable laws and regulations. The firm will provide recommendations for strengthening internal controls as necessary.
4. **Single Audit (if applicable)**
If the City expends federal funds exceeding the threshold for Single Audits as set forth in the Uniform Guidance (2 CFR Part 200), the auditor will conduct a Single Audit and provide a separate report on the results.
5. **Audit Reporting and Deliverables**
 - An audit opinion on the financial statements.
 - A management letter addressing internal control weaknesses, if applicable.

DRAFT SCOPE OF WORK

- A compliance report, if applicable, including any findings related to noncompliance.
 - Reports required by the New Mexico State Auditor and Department of Finance and Administration (DFA).
6. **Audit Timeline**
The audit process should begin promptly following the close of the fiscal year, and the final audit report should be submitted to the City no later than 180 days after the close of the fiscal year.

PROPOSAL REQUIREMENTS

To be considered for this engagement, the proposal must include the following components:

1. **Firm Overview**
Provide a brief history of your firm, including years of experience and a description of your firm's expertise in governmental auditing, particularly within New Mexico.
2. **Audit Approach and Methodology**
Describe your proposed audit approach, including the methodology for conducting the financial audit, the steps involved in the internal control review, and the process for ensuring compliance with state and federal regulations.
3. **Key Personnel**
Identify the key personnel assigned to the engagement, including their qualifications, certifications (e.g., CPA), and relevant experience in conducting governmental audits.
4. **References**
Provide at least three references from governmental entities, preferably from New Mexico, for which your firm has provided similar auditing services in the last three years.
5. **Cost Proposal**
Provide a detailed cost proposal for the services requested, including:
 - A fixed fee for the audit of financial statements.
 - Any additional costs for Single Audit procedures, if applicable.
 - Estimated hours and rates for personnel assigned to the audit.
 - Travel or other expenses (if any).
6. **Additional Information**
Firms must provide the number of late and/or unacceptable client audits they have conducted within the last five years. Any other information or documentation that may help the City evaluate your firm's qualifications and experience

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications (25%)**
The firm's experience with governmental audits, particularly within New Mexico, and the qualifications of the audit team.
2. **Approach and Methodology (25%)**
The soundness of the proposed audit approach and methodology.
3. **Cost (30%)**
The competitiveness of the proposed cost for the audit services.

DRAFT SCOPE OF WORK

4. References (20%)

Positive feedback from references who have worked with the firm on similar governmental audit projects.

Anticipated Schedule

<u>Action</u>	<u>Date</u>
1.Issue of RFP	3/23/2025
2. Acknowledgement of Receipt Form	4/03/2025
3.Deadline to Submit Additional Questions	4/03/2025
4.Response to Written Questions/RFP Addendum	4/07/2025
5.Submission of Proposal 2:00 PM	4/22/2025
6. Proposal Evaluation	4/25/2025
7. Recommendation to Committee	5/01/2025
8. Recommendation to Award to City Council	5/08/2025
9. Notice of Award	5/09/2025
10.Protest Deadline	+15
11.Contract Executed	06/02/2025

Regular City Council Meeting

12.

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: Amalia Martinez

CHAIR: Mayor Pro Tem

Summary:

Approval of the minutes from the Regular City Council meeting on February 13, 2025.
(Halvorson/Martinez)

Attachments

DRAFT CC Minutes for February 13, 2025

**Roswell City Council
Chaves County Administrative Center
Commission Chambers - #1 St. Mary's Place
Thursday, February 13, 2025 at 2:00 p.m.**

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.

The meeting reconvened at 2:00 p.m. with Mayor Jennings presiding:

ROLL CALL:

Councilor Arnold	Present
Councilor Cortez	Present
Councilor Halvorson	Present
Councilor Moore	Present
Councilor Marrujo, Jr.	Absent
Councilor Corn	Present
Councilor Heldenbrand	Present
Councilor Cavin	Present
Councilor Oropesa	Absent
Councilor Johnson	Present

Councilor Moore led in prayer, and Councilor Arnold led in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

1. Approval of agenda - approve the agenda for the February 13, 2025, Regular City Council Meeting.

MOTION: Councilor Halvorson made a motion to approve the agenda for the February 13, 2025, Regular City Council Meeting with the following changes:

- Pull Item # 16 – Resolution 25-06: Budget Adjustment off the consent agenda and place it after Item 25, granting city management authority to enter into the first amended lease with Dean Baldwin.

Councilor Heldenbrand was the second.

ROLL CALL VOTE:

Councilor Arnold	Yes
Councilor Cortez	Yes
Councilor Halvorson	Yes
Councilor Moore	Yes
Councilor Corn	Yes
Councilor Heldenbrand	Yes

Councilor Cavin	Yes
Councilor Johnson	Yes

Motion passed: 8-0, with Councilors Marrujo and Oropesa being absent.

APPROVAL OF THE CONSENT AGENDA

2. Approval of consent agenda - approve the consent agenda for February 13, 2025, Regular City Council Meeting.

MOTION: Councilor Halvorson made a motion to approve the consent agenda as amended. Councilor Johnson was the second.

ROLL CALL VOTE:

Councilor Arnold	Yes
Councilor Cortez	Yes
Councilor Halvorson	Yes
Councilor Moore	Yes
Councilor Corn	Yes
Councilor Heldenbrand	Yes
Councilor Cavin	Yes
Councilor Johnson	Yes

Motion passed: 8-0 with Councilors Marrujo and Oropesa being absent.

CONSENT ITEMS (items 3-20 will be approved at the time of the approval of the consent agenda)

3. Authorization for approval to issue a purchase order in the amount of \$1,470,000.00 for the purchase of two (2) Class-A HME pumpers from Municipal Emergency Services.

4. Authorization to issue a purchase order in the amount of \$2,204,755.00 issued to Siddons Martin Emergency Group for a 100' Midmount Aerial Platform.

5. Authorization for PO approval to San Bar Construction Corporation in the amount of \$96,760.95 which includes GRT for re-striping of City roads.

6. Authorization for PO approval to New Mexico Gas Company in the amount of \$152,778.09 which includes GRT for extension of natural gas service to the southeast area of the Roswell Air Center.

7. Authorization for ratification of award of Roswell Substantial Damage Assessments Project to Stantec in the amount of \$133,154.18 which includes GRT.

8. Approval to purchase and install equipment for Consolidated Dispatch in the amount of \$345,229.86 using budgeted capital appropriation 24-I2882 awarded at \$350,000.00.

9. Authorization for ratification for PO 22501332 for emergency Water & Wastewater Repairs due to flood disaster on Hondo Draw Bypass (Hondo River Sewer Damage) in the amount of \$542,918.26, 4th Street manhole replacement in the amount of \$233,215.10 and Berrendo River Aerial sewer line repair in the amount of \$134,007.06 totaling \$910,140.42 to J & H Services, Inc. includes GRT, with a budget adjustment to GL 53014355-614020 in the amount of \$910,088.72.

10. Authorization for ratification for PO 22501336 for emergency water and wastewater repairs due to flood disaster to White Cloud Pipeline in the amount of \$369,329.49 including GRT, to include a budget adjustment to GL line 53004355-614020 of \$369,279.49.

11. Approval of license agreement, or agreement substantially similar to that presented, between Reno Air Racing Association (RARA) and City of Roswell (COR).

12. Authorization for ratification of the expenditure of \$179,216.33, over \$60,000.00, to procure engineering services from Molzen Corbin for the NCAR triangle site survey.

13. Authorization for ratification of the expenditure of \$186,050.93, over \$60,000.00, to procure engineering services from Molzen Corbin for a terminal improvement design.

Resolution(s)

14. Resolution 25-04 Weeds—The adoption of Resolution 25-04 shall mandate the cleanup of approximately three (3) separate properties within the City.

15. Resolution 25-05 Condemnations – The adoption of Resolution 25-05 shall require the removal or demolition of four (4) dilapidated structures.

17. Resolution 25-07 - adoption of Resolution 25-07 to seek approval for the disposal of City-owned assets that were damaged, destroyed, or rendered unusable due to the flood event on October 19-20, 2024.

Bids, RFPs, and Agreements

18. Authorization for ratification for PO 22501743 for the repair of a 20" water line leak on West Bland St. to White Cloud Pipeline in the amount of \$104,554.27 including GRT, to include a budget adjustment of \$18,629.08

19. Authorization for ratification of the purchase in the amount of \$144,988.81 (including GRT) to McClain Yu Architecture for planning and design of the HVAC system at the Roswell Police Department Headquarters.

Minutes

20. Approval of the minutes from the Regular City Council Meeting on January 9, 2025.

NON-ACTION ITEMS (Information Items)

21. Air Center Updates

22. Employee Out-of-state Travel

23. Recognition of Andrew Valadez for earning the Max N. Summerlot Award

PUBLIC PARTICIPATION ON AGENDA ITEMS AND NON-AGENDA ITEMS

- Kaarina Jager – spoke regarding item #26

Closed Session

24. Hold a closed session pursuant to NMSA 1978 § 10-15-1H (7)(8), to discuss attorney-client privilege pertaining to litigation threatened or pending against the City and discussion of the purchase, acquisition, or disposal of real property or water rights, and per the State Audit Rule. Hess Yntema presented the item.

MOTION: Councilor Halvorson moved that the Council go into a closed session pursuant to NMSA 1978 § 10-15-1H (7)(8), to discuss attorney-client privilege pertaining to litigation threatened or pending against the City and discussion of the purchase, acquisition, or disposal of real property or water rights, and per the State Audit Rule.

Councilor Arnold was the second.

ROLL CALL:

Councilor Arnold	Yes
Councilor Cortez	Yes
Councilor Halvorson	Yes
Councilor Moore	Yes
Councilor Corn	Yes
Councilor Heldenbrand	Yes
Councilor Cavin	Yes
Councilor Johnson	Yes

Motion passed: 8-0 with Councilors Marrujo and Oropesa being absent.

FOR THE RECORD: The Council went into closed session at 2:38 pm.

FOR THE RECORD: Councilor Arnold left at 2:38 pm and returned at 2:40 pm.

FOR THE RECORD: Councilor Marrujo arrived at 3:56 pm to the meeting.

Councilor Halvorson stated for the record Council is back in open session at 4:32 pm; we held a closed session pursuant to NMSA 1978 § 10-15-1H (7)(8), to discuss attorney-client privilege pertaining to litigation threatened or pending against the City and discussion of the purchase, acquisition or disposal of real property or water rights, and per the State Audit Rule. No action was taken, and no votes were cast.

NEW BUSINESS / REGULAR ITEMS

25. Grant City management authority to enter into a First Amended Lease with Dean Baldwin for Building 1083. Hess Yntema presented the item.

BACKGROUND: Dean Baldwin has rented Building 1083 for over 20 years and seeks to maintain the lease until 2029. No negative financial impact. Increased Rental Revenue over the course of the lease.

MOTION: Councilor Halvorson motioned to grant authority to the City Manager to enter into a lease with Dean Baldwin, Building 1083. Councilor Heldenbrand was the second.

ROLL CALL VOTE:

Councilor Arnold	Yes
Councilor Cortez	Yes
Councilor Halvorson	Yes
Councilor Moore	Yes
Councilor Marrujo, Jr.	Yes
Councilor Corn	Yes
Councilor Heldenbrand	Yes
Councilor Cavin	Yes
Councilor Johnson	Yes

Motion passed: 9-0 with Councilor Oropesa being absent.

16. Resolution 25-06 – Budget Adjustment – The adoption of Resolution 25-06 approving the budget adjustments for the fiscal year ending June 30, 2025.

BACKGROUND: The New Mexico Department of Finance Administration (DFA) requires approval of a budget adjustment when increasing a revenue and/or expense in the approved budget. The finance department requests a budget adjustment for line items in Exhibit “A”. These adjustments are for various grants and other departments.

MOTION: Councilor Halvorson made a motion to approve adopting resolution 25-06, approving budget adjustments for the fiscal year ending June 30, 2025. Councilor Arnold was the second.

AMENDED MOTION: Councilor Corn made a motion to amend the item with the following change: under the second whereas change \$5,528,467.18 to \$5,530,467.18. Councilor Cavin was the second.

VOTE ON AMENDMENT: A voice vote was unanimous **motion passed**, 9-0 with Councilor Oropesa being absent.

AS AMENDED ROLL CALL VOTE:

Councilor Arnold	Yes
Councilor Cortez	Yes
Councilor Halvorson	Yes
Councilor Moore	Yes
Councilor Marrujo, Jr.	Yes
Councilor Corn	Yes
Councilor Heldenbrand	Yes
Councilor Cavin	Yes
Councilor Johnson	Yes

Motion passed 9-0 with Councilor Oropesa being absent.

26. Approval of ratification of the City of Roswell, NM Disaster Declaration. Hess Yntema presented the item

BACKGROUND: The Ratification of this declaration allows the state to clean up. The state covers all costs.

MOTION: Councilor Halvorson made a motion to approve the ratification of the City of Roswell, NM Disaster Declaration. Councilor Cortez was the second.

VOTE: A voice vote was unanimous **motion passed**, 9-0 with Councilor Oropesa being absent.

Resolution(s)

27. Resolution 25-08 - adoption of Resolution 25-08 Instructing General Fund Departments to maintain a 2% Savings. Councilor Corn and Councilor Cavin presented the item.

BACKGROUND: The City of Roswell has suffered significant losses due to catastrophic flooding, and the City of Roswell, due to previously acquired debt, is in a significantly cash-poor position; so, the City of Roswell needs all available liquid funds to make essential repairs to destroyed municipal property caused by flooding. All departments utilizing monies from Fund 1101 shall maintain a 2% savings of their FY25 appropriations. All departments utilizing monies from Fund 1101 shall maintain a 2% savings of their FY25 appropriations.

MOTION: Councilor Corn made a motion to adopt Resolution 25-08 Instructing General Fund Departments to maintain a 2% Savings. Councilor Moore was the second.

AMENDED MOTION: Councilor Cavin made a motion to amend the item with the following change: after the word *shall* add “make best efforts to”. It would read, “All departments utilizing monies from Fund 1101 shall make best efforts to maintain a 2% savings of their FY25 appropriations.”

VOTE: Motion dies for lack of a second.

VOTE ON MAIN MOTION:

Councilor Arnold	No
Councilor Cortez	No
Councilor Halvorson	No
Councilor Moore	No
Councilor Marrujo, Jr.	No
Councilor Corn	Yes
Councilor Heldenbrand	No
Councilor Cavin	No
Councilor Johnson	No

Resolution 25-08 failed: motion failed 1-8 with Councilor Oropesa being absent.

28. Ordinance 25-01: authorize to advertise for a public hearing to consider the proposed Ordinance 25-01 amending the Municipal Campaign Finance Code. Hess Yntema presented the item.

BACKGROUND: The City amended its campaign finance code in 2023 to provide for greater transparency. Following the election, upon review, minor amendments appear prudent to clarify who is a candidate and who is subject to finance reporting. The proposed Ordinance creates no financial obligations for the City.

MOTION: Councilor Heldenbrand made a motion to authorize to advertise to hold a public hearing to consider the proposed Ordinance 25-01 amending the Municipal Campaign Finance Code. Councilor Corn was the second.

ROLL CALL VOTE:

Councilor Arnold	Yes
Councilor Cortez	Yes
Councilor Halvorson	Yes
Councilor Moore	No
Councilor Marrujo, Jr.	Yes
Councilor Corn	Yes
Councilor Heldenbrand	Yes
Councilor Cavin	Yes
Councilor Johnson	Yes

Motion passed: 8-1 with Councilor Oropesa being absent.

CITY MANAGER REPORTS/ANNOUNCEMENTS
(Information Only)

29. Administratively Executed Leases December 2024 - January 2025

ADJOURNMENT

Meeting adjourned at 5:04 p.m.

Approved on this 13th day of March 2025.

(City Seal)

Timothy Z. Jennings, Mayor

Amalia Martinez, City Clerk

DRAFT

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

16.

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: Hessel Yntema

CHAIR: N/A

ACTION REQUESTED:

Employee out-of-state travel (Amalia Martinez)

BACKGROUND:

Initiated by: City Clerk's Office

Per Resolution 24-55 All out-of-state travel shall be communicated to the City Council prior to travel.

Below are lists of employees traveling out of state by department. Memos for each department are attached.

Roswell Fire Department

- Lieutenant Ray Reta
- Brigham Duecker
- Justin Dorrance
- Kyle Wright
- Christopher Aguilar
- Daniel Fuller

Roswell Police Department

- Randy Rodriguez
- Nicolas Berumen
- Erik Castillo
- Joel Juarez
- Brian Jefferson
- Ryan Craine
- Trong Nguyen
- Danny Flott
- Skye Wentland
- Narciso Sanstillan
- Anna Romero
- Humberto Loya

FINANCIAL CONSIDERATION

N/A

LEGAL REVIEW:

N/A

BOARD AND COMMITTEE ACTION:

N/A

STAFF RECOMMENDATION:

Informational only.

Attachments

Fire Dept
Police Dept

MEMORANDUM
City of Roswell

To: CITY COUNCIL MEMBERS

From: Steve Chavez, Fire Chief

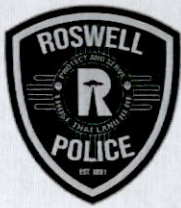
Date: February 13, 2025

Subject: Out-of-State travel for Fire Department

Employees: Lieutenant Ray Reta & Firefighter Brigham Duecker
Dates: March 6th – 9th, 2025
Location: Edmond, OK 73034
Purpose: 2025 Oklahoma Homeland Security Hazardous Materials Conference

Employees: Justin Dorrance, Kyle Wright, Christopher Aguilar
Dates: March 12, 2025- March 13, 2025
Location: Lubbock, TX
Purpose: Cadaver Lab, EMS training

Employees: Daniel Fuller
Dates: June 01-13, 2025
Location: Emmitsburg, MA
Purpose: National Fire Academy- Executive Fire Officer program.



Roswell Police Department

CHIEF LANCE BATEMAN



MEMORANDUM

To: City Council Members
From: Chief Lance Bateman
Date: March 3, 2025
Subject: Notification of Out-of-State Training for Department Personnel

Dear Council Members,

The following personnel are scheduled for out-of-state training.

1. **Randy Rodriquez and Nicolas Berumen**
 - **Rank/Position:** SRO Sergeant and SRO Officer
 - **Training Program:** Basic School Resource Officer
 - **Location:** Little Elm, Texas
 - **Dates:** March 10th – March 14th, 2025
2. **Purpose/Objective:** This is a requirement per the National Association of School Resource Officers.
3. **Erik Castillo, Joel Juarez, Brian Jefferson, Ryan Craine, Trong Nguyen, Danny Flott**
 - **Rank/Position:** Swat Team Members
 - **Training Program:** TTPOA SWAT Conference
 - **Location:** Round Rock, Texas
 - **Dates:** April 24th – April 27th, 2025
 - **Purpose/Objective:** Advanced Training for Swat Team Members
4. **Skye Wentland**
 - **Rank/Position:** Agent
 - **Training Program:** Leadership and Team Building Tactical Team Leaders Course for Domestic Law Enforcement
 - **Location:** Garland, Texas
 - **Dates:** May 5th – May 6th, 2025
 - **Purpose/Objective:** Required for Assistant Team Leader role in SWAT
5. **Narciso Santillan**
 - **Rank/Position:** Agent
 - **Training Program:** Leadership and Team Building Tactical Team Leaders Course for Domestic Law Enforcement
 - **Location:** Garland, Texas
 - **Dates:** May 5th – May 6th, 2025
 - **Purpose/Objective:** Required for Assistant Team Leader role in SWAT
6. **Trong Nguyen**
 - **Rank/Position:** Sergeant



Roswell Police Department



CHIEF LANCE BATEMAN

-
- **Training Program:** Leadership and Team Building Tactical Team Leaders Course for Domestic Law Enforcement
 - **Location:** Garland, Texas
 - **Dates:** May 5th – May 6th, 2025
 - **Purpose/Objective:** Required for Assistant Team Leader role in SWAT.
7. **Anna Romero and Humberto Loya**
- **Rank/Position:** SRO officer and Detective
 - **Training Program:** National Police Week
 - **Location:** Washington, DC
 - **Dates:** May 11th – May 15th, 2025

This memo is intended for informational purposes. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

Chief Lance Bateman

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

17.

Meeting Date: 03/13/2025

COMMITTEE: Legal

CONTACT: Hessel Yntema

CHAIR: Ed Heldenbrand

ACTION REQUESTED:

Ordinance 25-01: Hold a public hearing to consider proposed Ordinance 25-01 amending the Municipal Campaign Finance Code. (Heldenbrand/Yntema)

BACKGROUND:

Initiated by: Councilor Heldenbrand

The City amended its campaign finance code in 2023 to provide for greater transparency. Following the election, upon review, minor amendments appear prudent to clarify who is a candidate and who is subject to finance reporting.

FINANCIAL CONSIDERATION

The proposed Ordinance creates no financial obligations for the City.

LEGAL REVIEW:

Drafted by the City Attorney.

BOARD AND COMMITTEE ACTION:

Legal committee recommended approval (5-0) at their meeting on January 30, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Ordinance 25-01 - redline

ORDINANCE 25-01

AN ORDINANCE AMENDING THE MUNICIPAL CAMPAIGN FINANCE CODE

WHEREAS, the City of Roswell opted into the Local Election Act through Ordinance 23-01, *and*

WHEREAS, following the first election under the Local Election Act Governing Body seeks to update the City of Roswell’s Election Code for greater clarity and transparency, *and*

WHEREAS, the City of Roswell and Governing Body find it desirable and beneficial to provide for greater transparency, simplicity, and more regular reporting of campaign donations.

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

SECTION 1. Chapter 12 of the Roswell Code is amended as follows

Chapter 12 ELECTIONS
ARTICLE I. IN GENERAL

Sec. 12-3. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Candidate means an individual ~~seeking who has filed to run for election to~~ the position of mayor, councilor, or municipal judge at a regular or special election of the city or any individual who has or who’s political committee (i.e. campaign committee) has received \$500.00 or more in contributions or has expended \$500.00 or more to advance his election for the position of mayor, councilor or municipal judge at a regular or special election of the city.

Contribution means a gift, subscription, loan, advance or deposit of any money or other thing of value which is made for the primary purpose of supporting or opposing a candidate or ballot item for elective office. This does not include the value of a volunteer's time provided without compensation or unreimbursed personal expenses, such as vehicle use or meals, of individuals who volunteer a portion or all of their time on behalf of a candidate.

Election means any regular or special municipal election in which a City of Roswell candidate for mayor, councilor, municipal judge, or ballot item are on the ballot.

Expenditure means a payment, transfer, or distribution, or obligation or promise to pay,

transfer or distribute any money or other thing of value for the purpose of influencing the outcome of an election of a candidate or Roswell ballot item, but does not include the candidate's or his immediate family's personal expenses such as vehicle use or meals.

Political committee means every two or more persons who are selected, appointed, chosen or associated for the purpose of, wholly or in part, supporting or opposing a candidate or ballot item at any election, ~~and~~ This includes political committees, campaign committees, or similar organizations composed of employees or members of any corporation, labor organization, trade or professional association or any other similar group which raises, collects, expends or contributes money or any other thing of value for the purpose of supporting or opposing a candidate in a municipal election. Political committees that expend less than \$200.00 are not subject to the requirements herein.

Reporting individual means every candidate, every treasurer of every political committee or treasurer of every general purpose political committee whose purpose is to aid the candidate in the campaign for municipal office.

Sec. 12-4. Applicability

This division applies to any contributions, expenditures, person(s), or committees ~~whose purpose that intentionally is to~~ encourages adoption or defeat of any municipal candidate or ballot item submitted to the voters of the city. This division does not apply to issue-only expenditures or contributions.

Sec. 12-5. Paid Political Advertising

No candidate, individual, or political committee shall pay all or any part of the cost of any political ad endorsing or opposing a candidate or ballot item for an election without disclosing such sponsorship in the ad.

SECTION 2. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 3. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 4. This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED _____, _____.

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ATTEST

Timothy Z. Jennings, Mayor

Amalia Martinez, City Clerk

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

18.

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: Amalia Martinez

CHAIR: Mayor Pro Tem

ACTION REQUESTED:

Approval of Mayor Jennings' recommendations of appointments to the ETZ Commission as follows:
(Halvorson/Martinez)

- Position 1 - Eddie Carrillo (4/1/25-03/31/26)
- Position 2 - John Erard (4/1/25-03/31/26)
- Position 3 - Mona Kirk (4/1/25-03/31/26)

BACKGROUND:

Initiated by: Term Renewals

The ETZ Commission consists of 7 positions: (4) members from Chaves County and (3) from the City.

FINANCIAL CONSIDERATION

There are no direct financial impact associated with this item.

LEGAL REVIEW:

Vacancies on Boards are filled under Roswell City Code Sec. 2-97(b)(1): "The mayor, with the advice and the consent of the City Council, shall appoint all board members".

BOARD AND COMMITTEE ACTION:

This item was not brought to a board or a committee. Recommended by Mayor Jennings.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

March CC Appointments



MEMORANDUM
City of Roswell

City of Roswell
Office of the Mayor

To: CITY COUNCIL MEMBERS

From: Timothy Z. Jennings, Mayor

Date: March 7, 2025

Subject: Recommended Appointments to be made at the March 13, 2025, City Council Meeting.

Hello all,

I recommend that the appointments listed below be scheduled for the City Council meeting on March 13, 2025. I will present this recommendation and ask for your approval that evening.

ETZ Commission

- Position 1 – Eddie Carrillo (renewal 4/1/2025-3/31/2026)
- Position 2 – John Erard (renewal 4/1/2025-3/31/2026)
- Position 3 – Mona Kirk (renewal 4/1/2025-3/31/2026)

Keep Roswell Beautiful

- Position 3 - Marie Manning (renewal 4/1/2025-3/31/2029)
- Position 4 - JoAnn Mascarenas (4/1/2025-3/31/2029)

Roswell Museum Board of Trustees

- Position 2 - Timothy Hartwick (renewal 4/1/2025-3/31/2029)
- Position 4 - Morgan Breedyk (4/1/2025-3/31/2029)
- Position 6 - Nancy Fleming (4/1/2025-3/31/2029)
- Position 8 - Katie Huebner (renewal 4/1/2025-3/31/2029)
- Position 10 - Jose Valles Rivera (4/1/2025-3/31/2029)

Sincerely,



Timothy Z. Jennings
Mayor, City of Roswell, New Mexico
/mag

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

19.

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: Amalia Martinez

CHAIR: Mayor Pro Tem

ACTION REQUESTED:

Approval of Mayor Jennings' recommendations of appointments to the Keep Roswell Beautiful Board as follows: (Halvorson/Martinez)

- Position 3 - Marie Manning (renewal 4/1/2025-3/31/2029)
- Position 4 - JoAnn Mascarenas (4/1/2025-3/31/2029)

BACKGROUND:

Initiated by: Term Renewals

The Keep Roswell Beautiful Board consists of 5 members. Each member shall serve four-year terms with no term limits.

FINANCIAL CONSIDERATION

There are no direct financial impact associated with this item.

LEGAL REVIEW:

Vacancies on Boards are filled under Roswell City Code Sec. 2-97(b)(1): "The mayor, with the advice and the consent of the City Council, shall appoint all board members".

BOARD AND COMMITTEE ACTION:

This item was not brought to a board or a committee. Recommended by Mayor Jennings.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

March CC Appointments



MEMORANDUM
City of Roswell

City of Roswell
Office of the Mayor

To: CITY COUNCIL MEMBERS

From: Timothy Z. Jennings, Mayor

Date: March 7, 2025

Subject: Recommended Appointments to be made at the March 13, 2025, City Council Meeting.

Hello all,

I recommend that the appointments listed below be scheduled for the City Council meeting on March 13, 2025. I will present this recommendation and ask for your approval that evening.

ETZ Commission

- Position 1 – Eddie Carrillo (renewal 4/1/2025-3/31/2026)
- Position 2 – John Erard (renewal 4/1/2025-3/31/2026)
- Position 3 – Mona Kirk (renewal 4/1/2025-3/31/2026)

Keep Roswell Beautiful

- Position 3 - Marie Manning (renewal 4/1/2025-3/31/2029)
- Position 4 - JoAnn Mascarenas (4/1/2025-3/31/2029)

Roswell Museum Board of Trustees

- Position 2 - Timothy Hartwick (renewal 4/1/2025-3/31/2029)
- Position 4 - Morgan Breedyk (4/1/2025-3/31/2029)
- Position 6 - Nancy Fleming (4/1/2025-3/31/2029)
- Position 8 - Katie Huebner (renewal 4/1/2025-3/31/2029)
- Position 10 - Jose Valles Rivera (4/1/2025-3/31/2029)

Sincerely,



Timothy Z. Jennings
Mayor, City of Roswell, New Mexico
/mag

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

20.

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: Amalia Martinez

CHAIR: Mayor Pro Tem

ACTION REQUESTED:

Approval of Mayor Jennings' recommendations of appointments to the Museum Board of Trustees as follows: (Halvorson/Martinez)

- Position 2 - Timothy Hartwick (renewal 4/1/2025-3/31/2029)
- Position 4 - Morgan Breedyk (4/1/2025-3/31/2029)
- Position 6 - Nancy Fleming (4/1/2025-3/31/2029)
- Position 8 - Katie Huebner (4/1/2025-3/31/2029)
- Position 10 - Jose Valles Rivera (4/1/2025-3/31/2029)

BACKGROUND:

Initiated by: Term Renewals

The Museum Board of Trustees consists of 11 members. Each member shall serve (2) four-year terms.

FINANCIAL CONSIDERATION

There are no direct financial impact associated with this item.

LEGAL REVIEW:

Vacancies on Boards are filled under Roswell City Code Sec. 2-97(b)(1): "The mayor, with the advice and the consent of the City Council, shall appoint all board members".

BOARD AND COMMITTEE ACTION:

This item was not brought to a board or a committee. Recommended by Mayor Jennings.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

March CC Appointments



MEMORANDUM
City of Roswell

City of Roswell
Office of the Mayor

To: CITY COUNCIL MEMBERS

From: Timothy Z. Jennings, Mayor

Date: March 7, 2025

Subject: Recommended Appointments to be made at the March 13, 2025, City Council Meeting.

Hello all,

I recommend that the appointments listed below be scheduled for the City Council meeting on March 13, 2025. I will present this recommendation and ask for your approval that evening.

ETZ Commission

- Position 1 – Eddie Carrillo (renewal 4/1/2025-3/31/2026)
- Position 2 – John Erard (renewal 4/1/2025-3/31/2026)
- Position 3 – Mona Kirk (renewal 4/1/2025-3/31/2026)

Keep Roswell Beautiful

- Position 3 - Marie Manning (renewal 4/1/2025-3/31/2029)
- Position 4 - JoAnn Mascarenas (4/1/2025-3/31/2029)

Roswell Museum Board of Trustees

- Position 2 - Timothy Hartwick (renewal 4/1/2025-3/31/2029)
- Position 4 - Morgan Breedyk (4/1/2025-3/31/2029)
- Position 6 - Nancy Fleming (4/1/2025-3/31/2029)
- Position 8 - Katie Huebner (renewal 4/1/2025-3/31/2029)
- Position 10 - Jose Valles Rivera (4/1/2025-3/31/2029)

Sincerely,



Timothy Z. Jennings
Mayor, City of Roswell, New Mexico
/mag

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

21.

Meeting Date: 03/13/2025

COMMITTEE: Public Safety

CONTACT: Mike Mathews

CHAIR: Juliana Halvorson

ACTION REQUESTED:

Resolution 25-13 - Adoption of Resolution 25-13: Creating a Community Response Team within the City of Roswell Fire Department. (Halvorson/Arnold)

BACKGROUND:

Initiated by: Councilor Cristina Arnold

Staff and community members have been exploring lead programs around the state and the nation, and looking at establishing similar programs and teams locally.

FINANCIAL CONSIDERATION

To be discussed

LEGAL REVIEW:

N/A

BOARD AND COMMITTEE ACTION:

The Public Safety Committee recommended approval 4-0 at their meeting on February 18, 2025.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Resolution 25-13 Creating a Community Response Team within COR Fire Dept
Community Response Team

RESOLUTION 25-13

A RESOLUTION CREATING A COMMUNITY RESPONSE TEAM WITHIN THE CITY OF ROSWELL FIRE DEPARTMENT

WHEREAS, the City of Roswell has experienced a significant rise in incidents related to mental health crises and substance abuse, placing an increasing strain on emergency response resources; and

WHEREAS, the growing number of such incidents requires substantial time and personnel from the City's police, fire, and emergency medical services, often diverting resources from other critical public safety needs; and

WHEREAS, the standard emergency response to these incidents currently involves multiple units, including two law enforcement officers, a fire truck, and an ambulance, with an average round-trip time of approximately two hours and an estimated cost of [\$500] per response; and

WHEREAS, in 2024, Roswell's emergency dispatch received approximately 3,332 calls classified as mental health or substance abuse-related out of a total of approximately 12,000 calls, potentially amounting to an estimated [\$1,666,000] in response costs for those incidents alone; and

WHEREAS, national best practices and data from other municipalities indicate that an alternative response model incorporating specialized crisis intervention personnel can improve outcomes for individuals in crisis while reducing the burden on traditional emergency services; and

WHEREAS, the establishment of a Community Response Team within the Roswell Fire Department, consisting of no less than one law enforcement officer, one paramedic, one mental health clinician or social worker, and one peer-support specialist, would provide a more effective, compassionate, and cost-efficient response to crisis calls; and

WHEREAS, such a team would not only respond to mental health and substance abuse-related crises but also assist individuals in accessing appropriate care, provide de-escalation and crisis intervention services, and offer follow-up support to reduce repeated emergency calls and improve long-term outcomes;

PASSED AND ADOPTED this [INSERT DATE] by the Mayor and City Council of the City of Roswell, New Mexico.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THIS GOVERNING BODY,

That the City of Roswell hereby establishes a COMMUNITY RESPONSE TEAM, within the Roswell Fire Department, to enhance the City's response to mental health and substance abuse-related incidents, improve public safety, and ensure better resource allocation for emergency services. This TEAM Shall be administered consistent with the document included herein titled CREATING A COMMUNITY RESPONSE TEAM WITH THE CITY OF ROSWELL FIRE DEPARTMENT.

PASSED, ADOPTED, SIGNED, and APPROVED on the 13th day of March 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

DRAFT



City of Roswell Community Response Team

Public Safety Committee Meeting
February 18 2025

Introduction

- Purpose: Advocate for the formation of a Community Response Team(CRT) in Roswell.
- Key Benefits: Improved emergency response, reduced law enforcement burden, fiscal benefit and enhanced public safety.

Hybrid Model Program

- Combination of professional first responders and civilian crisis intervention specialists.
- Includes law enforcement, mental health professionals, EMTs, and Peer Support. Under management of Fire & Finance Department.
- Proven success in other municipalities (e.g., Colorado Springs, CO and CORE in San Antonio, TX).

Roswell's Current Need

- Rising mental health and substance abuse incidents.
- This team has the potential to handle 3,332 a year. (9 calls a day)
- Increased strain on police and emergency medical services.
- Growing homelessness and public safety concerns.
- Need for a non-police response to certain crises.

Program Protocol & Operations

- Response team handling non-violent crises, such as 988.
- Dispatch through 911 and non-emergency lines.
- Collaboration with RPD and RFD when necessary.
- Immediate support and follow-up services to prevent recurring incidents.

Program Funding

- **Opioid Settlement Funds:** Addressing substance abuse crises.
- **Public Safety Tax Revenue:** Supporting non-police emergency response.
- **State Legislative Funding & Grants:** Allocating resources for crisis intervention.
- **Cannabis Funds:** Reinvestment into public health and safety.

Program Setup- City Administration

- Placement within the Roswell Fire Department.
- Hiring and training of CRT personnel.
- Crisis Intervention Training of Dispatch and Public Safety staff.
- Development of operational protocols and oversight mechanisms.

Conclusion & Action

- CRT will enhance public safety and emergency response efficiency.
- Funding sources are available to sustain the program.
- Request for committee endorsement and resolution to move forward to the Finance Committee.

Resolution

Questions & Discussion

- CRT Committee members' input.
- Councilmember Input
- Questions or Concerns?
- Next steps for implementation

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

22.

Meeting Date: 03/13/2025

COMMITTEE: Finance

CONTACT: Elizabeth Nulf

CHAIR: Robert B. Corn

ACTION REQUESTED:

Resolution 25-14 adoption of Resolution 25-14: A resolution of the city of Roswell, New Mexico accepting the results of the special audit for the City of Roswell and presenting the findings to the public. (Corn/Gomez)

BACKGROUND:

Initiated by: Toni Gomez

The City of Roswell received authorization to release the Special Audit Report. The State of New Mexico Audit Rule (NMAC 2.2.2.10(M)(4), requires the audit report to be presented to the governing authority of an agency at a meeting held in accordance with the Open Meeting Act. The New Mexico Department of Finance and Administration (DFA) requires the Governing Body to approve a resolution showing acceptance and approval of the fiscal periods July 1, 2018 through June 30, 2022. In addition, DFA requires a corrective action plan on the findings presented in the audit report.

FINANCIAL CONSIDERATION

No financial consideration is required at this time.

LEGAL REVIEW:

No legal review is required at this time.

BOARD AND COMMITTEE ACTION:

Item was placed on the agenda by City Manager.

STAFF RECOMMENDATION:

Proceed as presented.

Attachments

Resolution 25-14 COR Special Audit Presenting Finding to Public

RESOLUTION 25-14

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO ACCEPTING THE RESULTS OF THE SPECIAL AUDIT FOR THE CITY OF ROSWELL AND PRESENTING THE FINDINGS TO THE PUBLIC.

WHEREAS, the City of Roswell commissioned a Special Audit of the City's financial operations, expenditures, and internal controls for the fiscal periods July 1, 2018 through June 30, 2022, in accordance with the City Council's commitment to transparency, accountability, and fiscal responsibility; and

WHEREAS, the audit has been completed by Jaramillo Accounting Group LLC, who have provided a comprehensive report of their findings, including and identified discrepancies, inefficiencies, or areas for improvement; and

WHEREAS, the City Council acknowledges the importance of presenting the results of this Special Audit to the public in order to maintain transparency, foster trust, and ensure the public's confidence in the City's financial practices: and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roswell, as follows:

1. **Acceptance of Audit Results:** The City Council hereby accepts the final report and findings of the Special Audit for the fiscal periods July 1, 2018 through June 30, 2022.
2. **Presentation to the Public:** The City Council directs City staff to make the Special Audit report publicly available, including presentation of the findings at the next regularly scheduled City Council meeting, to ensure transparency and inform the public of the audit's results.
3. **Consideration of Recommendations:** The City Council will review the audit's recommendations and take any necessary actions to address identified issues or implement improvements as appropriate.
4. **Effective Date:** This Resolution shall take effect immediately upon its passage and approval

PASSED, ADOPTED, SIGNED, and APPROVED the 13th day of March 2025.

CITY SEAL

Timothy Z. Jennings, Mayor

ATTEST:

Amalia Martinez, City Clerk

**ROSWELL NEW MEXICO
COMMITTEE AGENDA ITEM ABSTRACT**

New Business/Regular Items 23.

Regular City Council Meeting

Meeting Date: 03/13/2025

COMMITTEE: N/A

CONTACT: N/A

CHAIR: N/A

DEPARTMENT NAME:

Administratively Executed Leases February/March 2025.

Attachments

Legal Communications Feb-March 2025



COMMUNICATION

March 14, 2025

From Hess Yntema, City Attorney

To: Regular Meeting City of Roswell Council

RE: Administratively Executed Leases- February/ March 2025

Mayor Pro Tem and members of the Council,

I. Leases

Below please find a description of all the leases entered into administratively pursuant to §2-205 of the Roswell City Code. All leases are for a period of one year or less and at a value less than \$20,000.00 per year.

These Leases are consistent with Local and State law, ROW rate structures, an FAA's self-sustaining principle and other applicable FAA rules and regulations. All leases are available for inspect at ROW, the City attorney's office, or electronically. As with all but two airport buildings, these buildings have not been appraised in the past 10 years.

1. Sergio Gonzalez, Building 734; Term 1 year, commencing February 1, 2025 and ending January 31, 2026; Rent \$5,589.00 annum payable in 12 monthly installments of \$465.75;
2. Air Methods, 1 acre land; Term 1 year, commencing on February 1, 2025 and ending January 31, 2026; Rent \$4,368.95 annum payable 12 monthly installments of \$364.08;
3. Mathias Hussey, Building 120 Space 1; Term 1 year, commencing March 1, 2025 and ending February 28, 2026; Rent \$2,937.50 annum payable in 12 monthly installments of \$244.79.