



To: Mayor and City Council

From: James MacCornack, Director of Engineering & Infrastructure

Date: October 29, 2025

Subject: Travel Reimbursement Request – Ramon Zapata (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior approval for any individual receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memo serves as the written request for Mr. Ramon Zapata.

Mr. Zapata has been attending certification courses through the Associated Contractors of New Mexico (ACNM) in Albuquerque to obtain the necessary certifications for the City of Roswell materials testing laboratory. These certifications are essential for maintaining compliance and allowing the City to continue performing in-house testing for construction materials.

To date, Mr. Zapata has participated in several sessions under this program and will be attending six additional training classes to complete certifications in Concrete, Asphalt, and Densometer Testing. These trainings are critical to ensure that the City maintains qualified personnel for materials testing and minimizes the need for outsourced services.

The total travel reimbursements for Mr. Zapata are expected to exceed the \$1,500 per fiscal year limit; therefore, this request is being submitted for City Council review and approval in compliance with Resolution 24-55.

Please let me know if additional information or documentation is needed.

Respectfully,

James MacCornack,  
Director of Engineering & Infrastructure