

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, November 6, 2025, at 2:00 PM

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 25-28.

ROLL CALL

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

STAFF PRESENT

Debbie Reyer, Abraham Chaparro, Enid Costley, Mac Rogers, Naomi Steward, Angela Garcia, Amalia Martinez, Caroline Brooks, Chad Cole, Tammi Smith, Mayor Tim Jennings, Hess Yntema, Steve Chavez, Lance Bateman, Mike Mathews, Clint Caldwell, Jim Burress, Mike Taylor, Omar Gonzalez, Bobbi Thompson, Derek Washichek, Justin Jones, TJ Conyers, Caoimhe Gilchrist, Toni Gomez and Jessica Parham

GUESTS PRESENT

Councilor Cristina Arnold, Councilor Chris Cortez, Barbara Gomez, Elaine Howe, Anne Baker, Laurie Rufe, Valli West, John Erard, and Michael Espiritu

GUESTS ONLINE

Cody Anderson, Emily Valencia, Terri Harber, Vicki, Z S, Lucia, and (10) guests

APPROVAL OF AGENDA

Councilor Heldenbrand made a motion to approve the agenda as amended for November 6, 2025. Councilor Cavin was the second, and the motion passed 5-0.

FLOOD DISASTER UPDATES

Mac Rogers reported that the required FEMA documentation has been submitted, several projects have moved into Phase Two, and the City has received \$687,000 in total reimbursements to date, including \$221,000 for the Adult Center. The Committee was also informed of state-approved payments, two new revolving loan fund awards totaling about \$1 million, and ongoing efforts to expedite state reimbursement timelines.

BUDGET PLANNING

1. Water and Waste Water's, 5-Year Master Plan. Presented by Naomi Steward.

Naomi presented a comprehensive 5-year plan detailing major water-line replacements, well rehabilitation, and critical wastewater system upgrades. Discussion emphasized aging infrastructure, long-term funding strategies, DFA grant opportunities, and the need to increase workforce capacity and certification incentives for plant operators.

ACTION ITEMS

2. Consider recommending the adoption of Resolution 25-XX, creating the Roswell Flood Recovery Taskforce. Presented by Councilor Cortez.

The City of Roswell, New Mexico, suffered massive flooding on October 19 and 20, 2024, that was well outside the 100-year floodplain, and the Mayor and Governor declared a disaster. The City of Roswell passed an emergency ordinance on March 30, 2025, to increase the Gross Receipts Tax (GRT) for flood damage repairs starting on July 1, 2025. The City has the authority to generally protect the property of its municipality and its inhabitants, regulate flood and mudslide-hazard areas, regulate and conduct municipal flood control activities, and create a task force by resolution.

Councilor Cortez explained the need for continuity in long-term disaster recovery, community engagement, and alignment with FEMA's National Disaster Recovery Framework. The Committee discussed reporting requirements, membership structure, and coordination with city/county partners.

A friendly amendment was made by Councilor Heldenbrand to line 2(a) to Resolution 25-XX. The first sentence now reads, "The Taskforce is established and authorized to make recommendations to the Governing Body and shall report that progress following each meeting."

Councilor Heldenbrand made a motion to recommend the adoption of Resolution 25-XX, creating the Roswell Flood Recovery Taskforce, as amended, for the full city council agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

3. Approval of a budget adjustment for an award from the New Mexico Board of Finance Emergency Operating Fund Grant in the amount of \$970,000.00, and authorization of a purchase order to 411 Equipment, LLC in the amount of \$960,055.12, for the purchase of two (2) Mini Rescue Pumpers with NFPA-compliant equipment and Amkus Rescue Tools, to be included on the Consent Agenda. This procurement will be made under CES Contract #2024-24-C115-ALL. Presented by Steve Chavez.

The Roswell Fire Department was awarded a grant from the New Mexico Board of Finance under the Emergency Operating Fund Grant on October 24, 2025. The Department sustained the loss of multiple critical vehicles, including structural pumpers, command vehicles, and brush/rescue trucks, which were submerged for an extended period and deemed beyond repair. This has forced the Fire Department to rely on aged reserve units to maintain emergency response operations.

A qualified vendor currently has two chassis in stock that can be used to build the replacement Mini Rescue Pumpers immediately. However, if those chassis are no longer available by the time funding is approved, the City may face a wait time of up to two years for new chassis to become available. Given the emergency nature of the

need and the limited availability of equipment, the Roswell Fire Department recommends proceeding with the purchase as quickly as possible to ensure operational readiness and continuity of emergency response services.

Councilor Johnson made a motion to recommend the approval of a budget adjustment for an award from the New Mexico Board of Finance Emergency Operating Fund Grant in the amount of \$970,000.00, and authorization of a purchase order to 411 Equipment, LLC in the amount of \$960,055.12, for the purchase of two (2) Mini Rescue Pumpers with NFPA-compliant equipment and Amkus Rescue Tools to the consent agenda. This procurement will be made under CES Contract #2024-24-C115-ALL. Councilor Cavin seconded the motion. The motion passed 5-0.

4. Consider approval of a budget adjustment in the amount of \$123,270 to fund the Paladin Drones software and equipment contract. This adjustment will re-establish funding that should have been carried over from FY25 but was not included in the FY26 Police Department budget. Presented by Lance Bateman

The City entered into a contract with Paladin Drones for drone software and equipment, which the Finance Committee and City Council approved in April 2025. The associated purchase order was intended to be carried forward into FY26, but it was missed during the development of the FY26 Police Department budget. This budget adjustment is necessary to provide funding for the first-year implementation and support costs associated with the Paladin Drones contract. This adjustment will fully fund the Paladin Drones implementation and annual software support.

Councilor Halvorson made a motion for the consideration of approval of a budget adjustment in the amount of \$123,270 to fund the Paladin Drones software and equipment contract. This adjustment will re-establish funding that should have been carried over from FY25 but was not included in the FY26 Police Department budget to be placed on the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

5. Approval to move money from the Roswell Police Department school district line item (SRO) to provide thirteen (13) non-union, civilian employees of the Roswell Police Department with over one (1) year of service with a \$2,000 one-time retention bonus. Presented by Lance Bateman.

After a brief discussion, Councilor Halvorson made a motion to change the wording of the retention bonus to retention incentive with a vote of 5-0.

Councilor Halvorson made a motion for the recommendation of the approval to move money from the Roswell Police Department school district line item (SRO) to provide thirteen (13) non-union, civilian employees of the Roswell Police Department with over one (1) year of service with a \$2,000 one-time retention incentive to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

6. Consider approval of the recommendation of award for ITB-26-003 - SWAT Warehouse Renovation and Covered Parking Structure to Hubbard & Sons, Inc., in the amount of \$89,874.24 (including Gross Receipts Tax). Presented by Lance Bateman.

The City of Roswell issued ITB-26-003 seeking bids from qualified contractors for renovations to the SWAT Warehouse facility located at 4203 W. 2nd Street. The scope of work includes renovating approximately half of the existing warehouse to create a gym and training area, which involves framing new walls, applying interior finishes, and installing U.S. Rubber gym flooring. Additionally, the project includes constructing a covered roof structure on the east side of the warehouse to provide secured parking for the MRAP and Command Post vehicles. This project will be funded through Grant 24-12883, which is reimbursable. All eligible expenses incurred under this project will be submitted for reimbursement in accordance with the grant's terms and conditions.

Bids were opened on October 1, 2025, and two responsive bids were received:

- Hubbard & Sons, Inc. – \$89,874.24 (including GRT)
- Custom Construction II, LLC – \$107,443.22 (including GRT)

Hubbard & Sons, Inc. submitted the lowest bid and is being recommended for award.

Councilor Cavin made a motion for the consideration of the approval of the recommendation of award for ITB-26-003 - SWAT Warehouse Renovation and Covered Parking Structure to Hubbard & Sons, Inc., in the amount of \$89,874.24 (including Gross Receipts Tax), to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

7. Approval of a \$3,312,241.00 budget adjustment for the Isolation Gate Capital Project at the Wastewater Plant. Presented by Naomi Steward.

The Isolation Gates were discussed at the August 18, 2025, Infrastructure Committee Meeting. Following that discussion, the Infrastructure Committee requested that the item be placed on the Finance Committee agenda as an action item. The isolation gates present a safety concern due to the condition and design of the equipment, which currently cannot reliably secure the gates in a closed position to control or isolate water flow to different areas within the plant.

It was discussed that an ITB should be issued and received to provide a better understanding of the project costs.

Councilor Heldenbrand made a motion to table the approval of a \$3,312,241.00 budget adjustment for the Isolation Gate Capital Project at the Wastewater Plant.

8. Consider approval of award for ITB-25-009: Roswell Air Center Taxiway C Rehabilitation Project to Constructors, Inc. in the amount of \$562,347.38 (including GRT). Presented by Bobbie Thompson.

The City of Roswell issued ITB-25-009 for the Rehabilitation of Taxiway C at the Roswell Air Center. The funding sources for this project are FAA Grant AIP 3-35-0035-053-2025 and NMDOT Grant 25-04.

The project consists of milling the existing asphalt pavement, overlaying with new asphalt, applying pavement markings, and completing associated improvements in accordance with FAA specifications.

The bid was publicly advertised for three consecutive weeks and made available through QuestCDN.

Two bids were received:

Mountain States Constructors, Inc. (Albuquerque, NM) — \$726,997.60 (excluding GRT)

Constructors, Inc. (Carlsbad, NM) — \$519,389.70 (excluding GRT)

Both bids were reviewed for responsiveness, bid bonds, licensing, and federal compliance. Lochner, the City's engineering consultant, recommended award of Schedule I to Constructors, Inc. as the low bidder in the amount of \$562,347.38 (including GRT).

Councilor Halvorson made a motion for the approval of award for ITB-25-009: Roswell Air Center Taxiway C Rehabilitation Project to Constructors, Inc. in the amount of \$562,347.38 to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

9. Consider approval of the award for ITB-26-004: Diagnostic, Service, and Replacement of Heating, Air Conditioning, and Dehumidification Systems at the Aquatic Facility to Advanced Airflow Technology. Presented by Jim Burress

The City of Roswell issued ITB-26-004 to secure a qualified contractor for the diagnostic, maintenance, repair, and replacement of specialized HVAC and dehumidification systems at the Roswell Recreation and Aquatic Center. The facility is equipped with Seresco dehumidification units and Daikin VRV heating and air conditioning systems, which require manufacturer-certified technicians for proper servicing.

The solicitation was publicly advertised. One bid was received from Advanced Airflow Technology, a Roswell-based contractor. The firm met all qualification requirements and is recommended for the award.

Councilor Halvorson made a motion for the recommendation of the approval of the award for ITB-26-004: Diagnostic, Service, and Replacement of Heating, Air Conditioning, and Dehumidification Systems at the Aquatic Facility to Advanced Airflow

Technology to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

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

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

Toni asked that the budget adjustment be amended to \$1,849,537.40 of revenues and \$3,879,446.25 of expenditures.

Councilor Halvorson made a motion for the recommendation of the adoption of Resolution 25-XX approving a budget adjustment for the fiscal year ending June 30, 2026, to be placed on the consent agenda with revenues totaling \$1,849,537.40 and expenditures totaling \$3,879,446.25. Councilor Cavin seconded the motion. The motion passed 5-0.

APPROVAL OF MINUTES

11. Consider approval of the October 02, 2025, Regular Finance Committee Meeting Minutes. Presented by Tammi Smith.

Councilor Halvorson made a motion for the approval of the October 02, 2025, Regular Finance Committee Meeting Minutes. Councilor Cavin seconded the motion. The motion passed 5-0.

NON-ACTION ITEMS

12. Golf

Report submitted as it stands, no questions.

13. Visitor Center

Report submitted as it stands, no questions.

14. Lodgers Tax Report

A corrected report was provided at the meeting.

15. Public Affairs

Report submitted as it stands, no questions.

16. Museum

Caroline gave a brief update on the conservation assessment and on upcoming treatment proposals for flood-impacted collections.

17. Roswell Public Library
Report submitted as it stands

18. Cannabis Excise Tax and Gross Receipts Tax
Committee and staff held a brief discussion regarding trends and revenue impacts.

19. Report on Air Races
Bobbie Thompson gave a cost report of the recent air races.

20. Mainstreet Roswell
Barbara Gomez gave an update on Mainstreet Roswell and presented the current financials.

21. Roswell Hispano Chamber of Commerce
John Erard gave an update on the Roswell Hispano Chamber of Commerce.

22. Roswell Chaves-County Economic Development Corporation
Michael Espiritu gave an update on the Roswell Chaves-County Economic Development Corporation.

PUBLIC PARTICIPATION

No public participation.

ADJOURN

The meeting adjourned at 4:48 PM.