

Regular Meeting of the Finance Committee
City Hall – Large Conference Room
425 N. Richardson Ave.
Thursday, December 4, 2025, at 2:15 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

Caroline Brooks, Justin Jones, Enid Costley, Jim Burress, Naomi Steward, Andrew Valadez, James MacCornack, Mac Rogers, Angela Garcia, Amalia Martinez, Bobbi Thompson, TJ Conyers, Randy Bunch, Steve Chavez, Michael Fry, Alberto Aldana, Lance Bateman, Mayor Tim Jennings, Chad Cole, Toni Gomez, Tammi Smith, Jim Burress, and Clint Caldwell

GUESTS PRESENT

Rita Kane-Doerhoefer, Jennifer Zapata, Terri Harber, Phillip Huston, Councilor Cristina Arnold, Councilor Chris Cortez, and Michael Espiritu

GUESTS ONLINE

Abraham Chaparro, Lilly, Lucia, Vicki, VRV, Z S, and (13 guests)

APPROVAL OF AGENDA

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

FLOOD DISASTER UPDATES

Mac Rogers reported that FEMA has shifted its approach and now requires detailed written descriptions for all 350 documented damage items, which is slowing project progress. The City received state approval for \$1.4 million for the convention center and Fire Station 1 clean-up, with payment expected in 6-8 weeks, and legislators have offered support to improve the reimbursement.

BUDGET PLANNING

1. Air Center's, 5-Year Master Plan. Presented by Bobbi Thompson

Bobbi presented a comprehensive review of airport operations, emphasizing the need for infrastructure reinvestment, improved hangar capacity, expanded air service, and sustainable long-term development. She highlighted progress on security, lease enforcement, private investment opportunities, and the strategic plan guiding significant improvements.

ACTION ITEMS

2. The Finance Committee is asked to consider and refer to the Finance Committee and recommend a budget adjustment of \$1.8 million of Opioid Fund's money to be appropriate for expenditure by the City consistent with the following scope and for any real property, fixtures, and personal property necessary or related to accomplishing the goals and scope. Presented by Councilor Arnold.

The Scope of the procurement consists of identifying and awarding organizations to provide services as follows:

The term of this contract shall be from the date of award until June 30, 2026. The City reserves the right to extend any contract, on a fiscal year annual basis (or any portion thereof) and by mutual agreement, for up to (3) additional years. Under no circumstances will the terms of this contract include any or all of the award contracts. The City will abide by all portions of NMSA 1978 §3-1-154, regarding contract limits and terms.

The purpose of this procurement is to identify organizations or agencies to respond to the opioid crisis through opioid response strategies such as, but not limited to, prevention, treatment, recovery, harm reduction, and/or education. The goal is to fund projects in Roswell, NM, that will have a high impact on alleviating the opioid crisis.

Multiple organizations may be selected for funding contracts. As part of the funding requirements, selected organizations must complete the following activities:

1. Implement an opioid response project to include, but not limited to, prevention, treatment, recovery, harm-reduction, and/or education strategies.
2. Present to the City of Roswell at least once during the funding period.
3. Complete a yearly Project Summary Report, including updated organization contact information, an account of the use of funds, and a description of outcomes.

Phillip Huston, Executive Director for Life House, provided an overview of its behavioral health program, describing crisis response, outpatient treatment, sober living homes, and a plan to bring these services to Roswell using the City's opioid settlement funds. Mr. Huston outlined sustainability through CCBHC certification, additional state funding, job creation, and a full-service array within 12-15 months.

Councilor Heldenbrand made a motion to recommend a budget adjustment of \$1.8 million of the Opioid Fund's money to be appropriated for the expenditure of the City, consistent with the following scope, and for any real property, fixtures, and personal property necessary or related to accomplishing the goals and scope to be placed on the consent agenda. Councilor Halvorson seconded the motion.

3. Consider recommending approval of a purchase order to Simpson Norton Corporation in the amount of \$193,082.60 for the purchase of two (2) Toro Groundsmaster 4000-D (T4) mowers and associated accessories, utilizing OMNIA Cooperative Contract #2023261. Presented by Jim Burress.

The City of Roswell seeks to purchase two (2) Toro Groundsmaster 4000-D (T4) mowers with accessories to maintain turf and large landscaped areas. This equipment will replace aged units that have exceeded their service life and require frequent maintenance.

The proposed purchase includes mower units, caster wheel assemblies, sunshades, and seat covers, providing enhanced operator comfort and productivity. Procurement is being made through OMNIA Cooperative Contract #2023261

After a brief discussion, Councilor Cavin made a motion to recommend the approval of a purchase order to Simpson Norton Corporation in the amount of \$193,082.60 for the purchase of two (2) Toro Groundsmaster 4000-D (T4) mowers and associated accessories, utilizing OMNIA Cooperative Contract #2023261 to the consent agenda. Councilor Johnson seconded the motion. The motion passed 5-0.

4. Consider approval of the scope of work for the Children's Garden/Jardín de Niños and to go out for bid when funds are available. Presented by Enid Costley.

The City of Roswell awarded professional services to Studio 27 for a complete set of engineer-designed plans for the development and construction of an outdoor early childhood play and learning area (now known as the Children's Garden / Jardín de Niños). To include, but not limited to, full site design, including topographic survey, excavation, earthwork and grading, irrigation and ADA accessibility, full site designs and details required to pursue construction funding, advertise, bid, and construction needs.

After a brief discussion, Councilor Halvorson made a motion for the consideration of approval of scope of work for the Children's Garden/Jardín de Niños and to go out for bid when funds are available to be placed on the consent agenda. Councilor Cavin seconded the motion, and the motion passed 5-0.

5. Consider recommending approval of a budget adjustment to establish the full FY26 EMS operating and personnel budget. Presented by Steve Chaves

City Council requested a comprehensive presentation of the Emergency Medical Services (EMS) program budget to understand its full operational and personnel costs ahead of the planned transition to a City-operated EMS service beginning July 2026. Establishing this FY26 budget is a necessary step to align current-year financials with long-term operational planning for the upcoming takeover. The FY26 EMS budget includes all essential personnel costs such as wages, overtime, benefits, and related payroll obligations. It also includes the operating costs required to sustain EMS

readiness, including medical supplies, communications equipment, training, fuel, and other essential operating expenses necessary to meet state EMS compliance standards. Developing the full FY26 EMS budget provides the foundation for financial modeling and operational readiness as the City prepares for complete EMS service integration in FY26–FY27.

After a brief discussion, Councilor Heldenbrand made a friendly amendment to the budget adjustment, bringing the total to \$2,356,206.94.

Councilor Johnson made a motion for the recommendation approval of a budget adjustment to establish the whole FY26 EMS operating and personnel budget in the amount of \$2,356,206.94 to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

6. Consider recommending approval of a budget adjustment and authorization for the purchase of a Class A HME Pumper for the Roswell Fire Department. This procurement will be made through Sourcewell #113021-CSM. Presented by Steve Chavez.

The Roswell Fire Department is requesting approval to purchase a Class A HME Pumper to replace aging frontline equipment and ensure compliance with operational and safety standards. The total cost of the apparatus is \$753,215.00. The City has been awarded \$600,000.00 from the New Mexico State Fire Marshal's Office to support this purchase. A budget adjustment is required to recognize this grant revenue and establish expenditure authority within the appropriate fire protection fund. The remaining \$153,215.00 required for the purchase will be funded by the Public Safety Fund. A budget adjustment is also needed to increase expenditure authority in the Public Safety Fund to cover the local match.

Councilor Halvorson made a motion for the approval of a budget adjustment and authorization for the purchase of a Class A HME Pumper for the Roswell Fire Department. This procurement will be made through Sourcewell #113021-CSM to be placed on the consent agenda. Councilor Heldenbrand seconded the motion. The motion passed 5-0.

7. Consider recommending authorization for approval to issue a purchase order in the amount of \$265,988.60 for the purchase of one Brush Truck from 411 Equipment, LLC. This procurement will be made through CES Contract # 2024-25-C115-ALL. Presented by Steve Chavez.

The Roswell Fire Department is requesting approval to purchase a new brush truck due to the age and declining reliability of our current brush fleet. Many of our existing units have exceeded their service life and no longer support the dependable and simultaneous response capability required for wildland and grass fire incidents. With fire-service chassis in extremely limited supply, the department identified two suitable units available through 411 Equipment in Albuquerque. Securing one of these chassis

now allows us to begin updating our fleet to the standards Roswell Fire should have and maintain reliable operational readiness for our community.

After a brief discussion, Councilor Heldenbrand made a motion for the recommendation of authorization for approval to issue a purchase order in the amount of \$265,988.60 for the purchase of one Brush Truck from 411 Equipment, LLC. This procurement will be made through CES Contract # 2024-25-C115-ALL to the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

8. Consider recommendation of budget adjustment for Special Electronics Department FY26 Capital Budget Request. Presented by James MacCornack

Special Electronics Department is requesting the following items to be included with the FY 2026 budget:

- | | |
|---|----------|
| - Malfunction Monitor Unit with Cabinet Hub | \$7,540 |
| - Cobalt Traffic Signal Controller with Cabinet | \$23,420 |

These items would replace spare emergency stock that was utilized after the October 2024 flood event and would be eligible to submit for FEMA reimbursement.

After a brief discussion, Councilor Johnson made a motion for the recommendation of budget adjustment for Special Electronics Department FY26 Capital Budget Request to be placed on the consent agenda. Councilor Cavin seconded the motion. The motion passed 5-0.

9. Consider the recommendation award of ITB-26-005, Annual Maintenance Contract to Abrahams Construction. Presented by James MacCornack

Bids received on November 12, 2025, for the subject project have been reviewed. Three bids were received:

1. Abrahams Construction, Albuquerque, NM
2. J&H Services, Inc, Albuquerque, NM
3. KE&G Construction, Inc, Tucson, AZ

The average of Abraham's Construction unit prices on this bid is \$146.04, J&H Services average unit price is \$1,308.54, and KE&G Construction average unit price is \$4,360.85.

After a brief discussion, Councilor Cavin made a motion for the consideration of recommendation award of ITB-26-005, Annual Maintenance Contract to Abrahams Construction to the consent agenda. Councilor Heldenbrand seconded the motion. The motion passed 5-0.

FOR THE RECORD: Councilor Cavin left the meeting at 4:32 PM.

10. Recommend approval to proceed with the South Sunset Road Diet design and construction. Presented by James MacCornack.

Councilor Johnson requested this item be brought to the Infrastructure Committee as an action item. A road diet implementation on S. Sunset Ave. between McGaffey and Brasher is a proposed treatment to address existing traffic safety issues, including speeding and crash history. Based on FHWA research as well as traffic studies that were completed on this roadway segment, this is an appropriate treatment for this roadway segment. The project is proposed to be completed in Spring 2026.

After a brief discussion, Councilor Halvorson made a motion to recommend approval to proceed with the South Sunset Road Diet design and construction to the consent agenda. Councilor Heldenbrand seconded the motion. The motion passed 4-0.

11. Resolution 25-XX: Consider recommending resolution adopting new rates and fees for the Roswell Air Center. Presented by Bobbi Thompson.

City of Roswell provides a fee structure for aircraft use of facilities and services furnished at the Roswell Air Center (ROW). Resolution of rates and fees has not been revised since 2020. New rates and fees will be initiated on January 1, 2026.

After a brief discussion, Councilor Johnson made a motion to adopt Resolution 25-XX, which recommends adopting new rates and fees for the Roswell Air Center on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

12. Consider approval of a budget adjustment and purchase orders in the amount of \$231,895 for conservation of basketry, pottery, textiles, weaponry, and wood collection items by The Conservation Center. Presented by Caroline Brooks.

The Conservation Center (TCC) is specialized in large-scale disaster recovery for collections. TCC aided the museum with the evacuation of the collection following the flood, and approximately 5,300 items were transported to their facility in Chicago for potential conservation treatment. The multi-phase conservation process will take approximately 3 to 4 years to complete. Over the coming months, TCC will provide treatment proposals and costs for review by museum staff. The grouping in this proposal is for basketry, pottery, textiles, weaponry and wood items only for which there is a gap between appraised value (amount covered by insurance) and treatment cost, and that staff are recommending TCC move forward based on the value of the objects to the collection and the ability to cover the gap through donations. Items not included in this proposal are a) basketry, pottery, textiles, weaponry and wood items that have values above the treatment costs and the insurance is directly paying for the conservation, and b) items for which there is a large gap between the conservation fee and value and the items will be tabled until funding is available or conservation will be pursued through alternative means. A payout equal to the appraised values from the insurance claim will be made of this final group to contribute toward the funding of those

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

After a brief discussion, Councilor Heldenbrand made a motion to consider approval of a budget adjustment and purchase orders in the amount of \$231,895 for conservation of basketry, pottery, textiles, weaponry and wood collection items by The Conservation Center to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

13. Consider the recommendation of the Roswell Symphony Orchestra Lodgers' Tax Funding Request to the City Council in the amount of \$20,000 for Sponsorship.
Presented by TJ Conyers.

The Roswell Symphony Orchestra has requested sponsorship of their 2025-2026 season from Lodgers' Tax funding.

From their application:

The Roswell Symphony Orchestra's 2025–2026 concert season will include four full-orchestra performances hosted at the historic and prestigious New Mexico Military Institute (NMMI) in Roswell, NM. NMMI provides a stately and acoustically sound venue, ideal for professional symphonic performances and accessible to both the community and visiting guests.

Confirmed Concert Dates:

Opening Concert – Wednesday, October 1, 2025

Holiday Concert – Sunday, December 14, 2025

Spring Concert – Saturday, February 28, 2026

Season Finale – Saturday, April 18, 2026

3 years of Historical Lodgers' Tax Funding Data:

Marketing, sanitation, and security.

FY2023- Awarded \$8,725- Expended- \$3,074.33

FY2024- Awarded \$8,860- Expended- \$4,16.49

FY2025- Awarded \$20,000- Expended \$16,812.05

Sponsorship

FY2025- Awarded \$20,000- Holiday Concert

Councilor Halvorson made a motion for the consideration of the recommendation of the Roswell Symphony Orchestra Lodgers' Tax Funding Request to the City Council in the amount of \$20,000 for Sponsorship to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

14. Consider the recommendation of the Not of This World Flag Football ' Tax Funding Request to the City Council in the amount of \$10,000 for Sponsorship. Presented by TJ Conyers.

From their application:

Sling it Fling it 2026 will be our 5th year as a local committee running this event. This is a flag football tournament that is held in Roswell, New Mexico. This is a 4 on 4 tournament that has brought in over 100 teams in previous years and is continuing to grow each year. The tournament is held Memorial Day Weekend.

3 years of Historical Lodgers' Tax Funding Data:

Marketing, sanitation, and security

FY2023- Event organized by a different organization

FY2024- Event organized by a different organization

FY2025- Awarded \$19,000- Expended \$10,165.98

FY2026- Awarded \$18,500 by City Council on 8/7/2025

This is the first year they have requested sponsorship funding.

Councilor Johnson made a motion for the consideration of recommendation of the Not of This World Flag Football ' Tax Funding Request to the City Council in the amount of \$10,000 for Sponsorship to be place on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

15. Consider approval of a 5-year contract with Axon Enterprise, Inc. for the Fusus real-time crime center software, hardware, and implementation services. The total contract amount for the 60-month program is \$577,147 (Without GRT). The system will enable up to 225 city security cameras and 20 automatic license plate reader (ALPR) Light post units to stream into the Roswell Police Department's Real-Time Crime Center. This purchase will be procured under the New Mexico Statewide Price Agreement #40-00000-23-00004. Presented by Michael Fry.

The Roswell Police Department was awarded a Real Time Crime Center Grant (\$1.428 million available) to expand and continue funding the department's real-time crime center. The Roswell Police Department is seeking to enhance its real-time crime center capabilities through the implementation of Axon's Fusus platform. Fusus provides centralized management of camera feeds, ALPR systems, and connected video sources across city facilities and major intersections.

Under this contract, Axon will provide:

Fusus Pro Plus user licenses
Integration capacity for up to 225 CCTV camera streams
20 Light post ALPR camera systems with installation
Core hardware including Lite, Pro, Pro AI, and Elite AI units
Software implementation and deployment services

The platform also allows private citizens and businesses to connect compatible security cameras to the real-time crime center voluntarily.

Councilor Heldenbrand made a motion for the consideration of approval of a 5-year contract with Axon Enterprise, Inc. for the Fusus real-time crime center software, hardware, and implementation services. The total contract amount for the 60-month program is \$577,147 (Without GRT). The system will enable up to 225 city security cameras and 20 automatic license plate reader (ALPR) Light post units to stream into the Roswell Police Department's Real-Time Crime Center. This purchase will be procured under the New Mexico Statewide Price Agreement #40-00000-23-00004 to be placed on the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

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

Toni presented the amended budget adjustment, with revenues totaling \$831,895.00 and expenses totaling \$5,248,229.51.

The New Mexico Department of Finance Administration (DFA) requires governing body approval for any budget adjustment that increases or decreases revenue or expenditures in the approved budget. The finance department is requesting approval of budget adjustments, as summarized in Exhibit "A", to align the City's FY2025-2026 budget with current funding allocations. These adjustments include updates to various grants, transfers, and departmental budgets.

Councilor Heldenbrand made a motion for the consideration of the recommendation of the adoption as amended of Resolution 25-XX approving a budget adjustment for the fiscal year ending June 30, 2026 as amended to the consent agenda. Councilor Halvorson seconded the motion. The motion passed 4-0.

NON-ACTION ITEMS

17. Golf

Report submitted as it stands, no questions.

18. Visitor Center

Report submitted as it stands, no questions.

19. Lodgers Tax Report

A corrected report was provided at the meeting.

20. Public Affairs

Report submitted as it stands, no questions.

21. Museum

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

22. Roswell Public Library

Report submitted as it stands

23. Cannabis Excise Tax and Gross Receipts Tax

Committee and staff held a brief discussion regarding GRT.

24. Finance Committee – January 2026 Meeting Date

It was discussed and January 8, 2026 was set as the tentative next Finance Committee Meeting.

PUBLIC PARTICIPATION

No public participation.

ADJOURN

The meeting adjourned at 5:38 PM.